



Ministry of Education

HIV and Aids Management Unit

Sectoral Steering Committee on HIV/AIDS in the Education Sector

1st Meeting

October 19th 2005



Ministry of Education

HIV and Aids Management Unit

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Private Bag 13186,
WINDHOEK

File: 8/5/2/24

Sectoral Steering Committee Meeting 1

Date: 19/10/2005

Agenda

- | | | |
|---|---|---------------------|
| 1. Registration of participants | 6. Establishing the working groups and their team leaders | 10. Closing remarks |
| 2. Introduction of participants | Comments from team leaders | |
| 3. Introduction of the chair person | 7. Propose timetable for each working group | |
| 4. Welcoming remarks | 8. First meeting of the Executive Committee | |
| 5. Introduction to the ToRs of the Steering Committee | 9. Next Steering Committee Meeting | |

Decisions agreed

- | |
|---|
| 01. The Dep. PS is the chair person of the Sectoral Steering Committee; HAMU is the secretariat off the Sectoral Steering Committee |
| 02. The Dep. PS in his welcoming remarks pointed out that the Sectoral Steering Committee for HIV/AIDS is an important step in the fight against HIV/AIDS. |
| 03. The proposal of a concept for a Sectoral Steering Committee on HIV/AIDS (see attached) was adopted with little changes (see following points) |
| 04. Change 1: Under specific tasks line 3 it should say: The Executive Committee operates within the mandate of the Sectoral Steering Committee. |
| 05. Change 2: Under working groups: The Steering committee decided to form 4 working groups focussing on the 4 areas according to MTP III: i) enabling environment, ii) prevention, iii) treatment, care and support, iv) management of HIV/AIDS response. |
| 06. The topics identified within these 4 areas respond to the activities outlined in ETSIP and therefore give the tasks for the working groups to be done in their next meetings. These are as follows: |
| 07. Enabling environment: i) Review the code of conduct regarding sexual relationships between educators/ teachers and students, ii) Review public service staff rules with respect to sensitivity towards victims of abuse by sector employees, iii) Co-ordinate a workplace programme or health and well-being programme, respectively, for the education sector. |
| 08. Prevention: i) Improve communication of issues regarding HIV/AIDS, ii) Identify training needs at |

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|---|
| regional and national level |
| 09. Treatment, care and support: i) Improve communication of issues regarding HIV/AIDS ii) Identify training needs at regional and national level |
| 10. HIV/AIDS management response: i) Revise MTP III according to ETSIP, ii) Improve communication of issues regarding HIV/AIDS, iii) Co-ordinate a workplace programme or health and well-being programme, respectively, for the education sector |
| 11. The frequency of meetings was agreed on as identified in the proposal. |
| 12. No member of the Steering Committee is allowed to be absent from the meetings for more than 3 times |
| 13. The members of the Steering Committee are persons as listed in the attached list of participants. However, if a member cannot attend a meeting of the Sectoral Steering Committee, Executive Committee or working groups, he/she may send an alternative person. |
| 14. Working groups were established and team leaders appointed (see attached document) |
| 15. The dates of the next meetings are: i) Sectoral Steering Committee: April 5 th 2006, October 4 th 2006 ii) Executive Committee: January 18 th 2006, March 15 th 2006 iii) Working groups: See attached document |
| 16. Recommendations were made to add other key stakeholders of the Education sector to the Sectoral Steering Committee: - National Youth Council, NYC - Make sure that PLWHA are included like Lironga Eparu etc. - National Coalition of people living with disabilities - Legal Assistance Centre, LAC - National Chamber of Commerce and Industry (NABCOHA) |
| 17. |

Action

1. Meetings of the working groups
- 2.

Action by whom?

Team leader

Action by when?

see attached document

Further remarks

These minutes have attachments:

- Proposal for a concept of the Sectoral Steering Committee
- Presentation of the composition and tasks of the Sectoral Steering Committee
- Working groups: Members, team leaders and date for first meeting
- List of the members of the Sectoral Steering Committee



Ministry of Education

HIV and Aids Management Unit

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Private Bag 13186,
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File: 8/5/2/24
21 October 2005

Proposal of a Concept for a Sectoral Steering Committee on HIV/AIDS

Introduction

The tasks of a Sectoral Steering Committee on HIV/AIDS for the Education are outlined in the National Strategic Plan on HIV and AIDS, Third Medium Plan 2004-2009 (MTP III). However, changes have taken place since the document was compiled. The most important change was the merging of the two Ministries, Higher and Basic Education, to one MoE.

In a workshop to establish the Steering Committee it became clear that the Education Sector faces challenges in establishing a sectoral steering that are more difficult to manage than in any other Ministry, but also bears opportunities. These are in particular:

- The education sector is the largest employee in the country
- The education sector is the most diversified sector, everybody wants to be heard and wants to contribute
- Other sectors feel still attached to the education sector like youth, arts, culture, sport, which increases the target group even more
- Monitoring and Evaluation of the sector

Therefore we face the challenge to have a steering committee that meets both requirements:

- Have large number of members to reflect the diversity of the sector
- Be a body that is still able to make decisions as quick as possible, i.e. have a small number.

As pointed out in the MTP III document (p. 19-20) the method of work can be working groups.

Responsibilities

- Engaging the sector's leadership and spear-heading the response through the sector
- Implementation of sector specific HIV/AIDS related interventions, involving all its key actors
- Mainstreaming the entire process within the sector from sectoral policies to implementation, technical support supervision, M&E, public information and accountability
- Ensuring that HIV/AIDS interventions support local and community responses
- Its own sector's resource mobilization and budgets

The Lead Agency

The Lead Agency is the HIV/ADS Management Unit, HAMU. It provides the secretariat of the Steering Committee. The tasks can stay the same as outlined in MTP III.

Membership

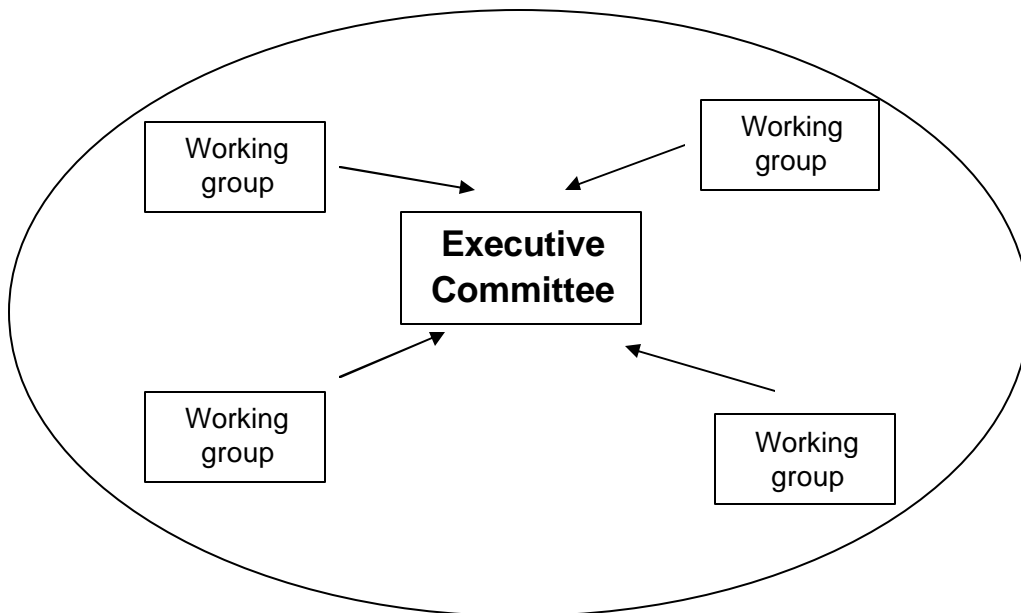
Experienced key actors:

- Within the Government
- Private
- NGOs
- Faith-based organizations
- Development partners
- People living with HIV/AIDS (PLWHA)

These are the same as recommended in MTP III.

However it is recommended to form an Executive Committee within the Steering Committee. On the Steering Committee meetings working groups have to be established. Each working group appoints a team leader who is part of the Executive Committee and reports back in written form on the results of the respective working groups to the Executive Committee (see fig. 1).

Fig. 1: Tasks of the members of the Steering Committee



Specific tasks

The specific tasks of the Sectoral **Sectoral Steering Committee** can stay the same as outlined in MTP III.

The **Executive Committee** operates within the scope of the Sectoral Steering Committee. However, this body has the responsibility of

- Making decisions on behalf of the Sectoral Steering Committee
- providing Leadership commitment to the Sectoral Steering Committee
- providing guidance to the working groups
- providing approval for the results of the working groups
- reviewing proposals from the working groups

Working groups

To respond to the tasks outlined under ETSIP it is recommended to form working groups with following objectives:

- Review the code of conduct regarding sexual relationships between educators/ teachers and students
- Review public service staff rules with respect to sensitivity towards victims of abuse by sector employees
- Revise MTP III according to ETSIP
- Improve communication of issues regarding HIV/AIDS
- Co-ordinate a workplace programme or health and well-being programme, respectively, for the education sector.
- Develop ToRs for RACE
- Identify training needs at regional and national level

Frequency of meetings

- The Sectoral Steering Committee will meet at least twice a year.
- The Executive Committee will meet at least every three months, or more often, as required by its work plan. They will report back to the Steering Committee in written form. The Executive Committee is the decision making body within the Steering Committee.
- The working groups are established according to the required tasks. They will define the meeting frequency that is required to fulfil their assignments. It is recommended that they meet on a monthly basis.

Sectoral Steering Committee
Nampower Convention Centre
19th October 2005

Dr. Heinrich Heinrichs

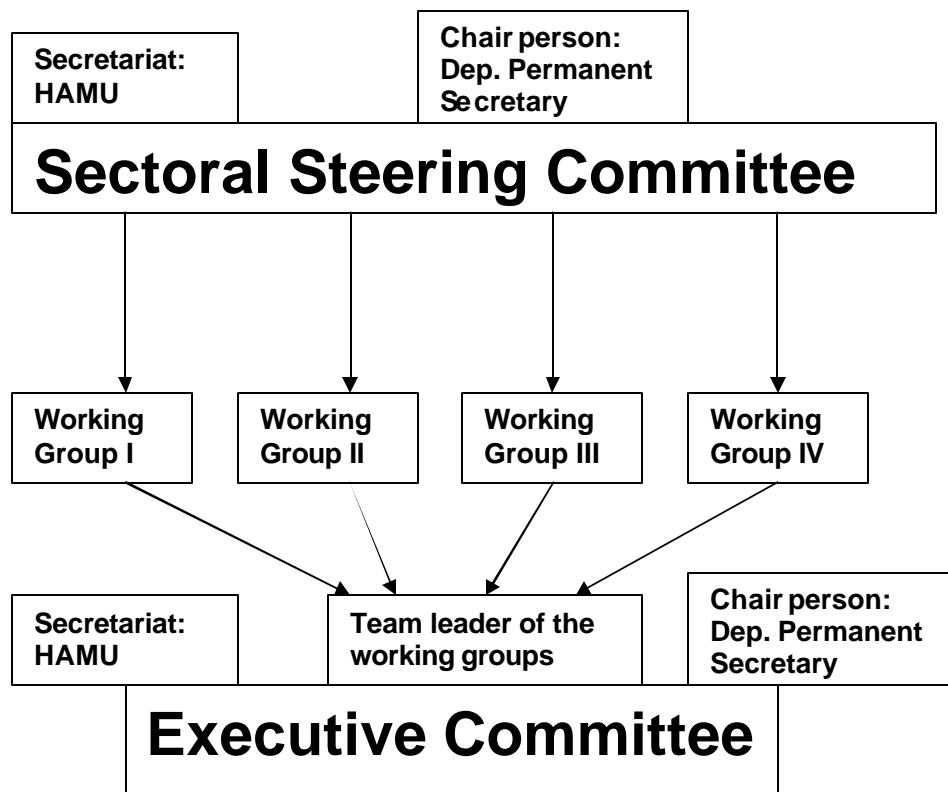
Composition of the Sectoral Steering Committee

- **Composition based on the SSC workshop 19th May 2005**
 - Large number of members
 - Highly diversified sector

Challenge:

- Create a body that reflects the diversity of the sector
- Create a body that is still able to make decisions.

Composition of the SSC



Terms of Reference, TORs

SSC

- Outlined in MTP III

Executive Committee

- Operates within SSC
- Decision making on behalf of the SSC
- Leadership commitment to SSC
- Guidance to working Groups
- Approval for results of Working groups
- Reviewing proposals from Working Groups

Working Groups

- Based on ETSIP
- Team leader report back to EC

Topics

- Review code of conduct
- Public service staff rules
- Revise MTP III according to ETSIP
- Improvement of communication
- Workplace Programme
- TORs for RACE
- Training needs regional/ national

Frequency of meetings:

SSC:

2 x per year

Next meeting: 05 April 2006
04 Oct 2006

EC:

Quarterly

Next meetings: 18 Jan 2006
22 March 2006

Working Groups :

Monthly recommended according to requirements

Schedule to be established (see last item)

Sectoral Steering Committee Meeting
Nampower Convention Centre
19 Oct. 05

Mr. Kambato

Working groups

Group I

Enabling Environment

Names:

1. A. Nujoma-Angula
2. Rauha Alfeus
3. Amaanda Kruger
4. H. Mapele
5. LAC representative
6. Ben Boys
7. F. Haingura
8. Dr. S. Dippenaar
9. Magareth Mainga

Group leader: Mr. Ben Boys

Time Schedule:

Date: 03rd November 2005

Venue: MoE

Room: 104

Time: 10h00

Group II

Prevention

Names:

1. Fransina Keendjele
2. Taimi Amaambo
3. Elsa Dunaiski
4. Hildegard Swartbooi
5. Silke Felton
6. Edla Kaputu
7. Sandy Roud
8. Anna Shiwedha

Team leader: Hildegard Swartbooi

Time Schedule:

Date: 17 Nov 2005

Venue: MoE

Room: 104

Time:

Group III

Treatment, Care & Support and Impact mitigation

Names:

1. Fiina Shimaneni - CAA
2. Liman Muhammed (BES 1)
3. Brian Goercke (FHI)
4. Desiree Visagie (Youth)
5. Orange Andre (NATU)
6. Barrion E. (EPI – Education)
7. James Dicdrick (UNICEF)
8. Lironga Eparu Rep.
9. Asnath Nuwuses (HAMU)

Team Leader: Mohammed Liman

Time Schedule:

Date: 17 Nov 2005

Venue: HAMU

Room: 104

Time: 09H00

Group IV:

Management Response

Names:

1. V. Tjombonde
2. Z. Makari
3. Martin Tjituka
4. Crystal Beukes
5. Nickey Marais
6. Hafeni Katamba
7. J. Kahikuata
8. G. Kambato

Team leader: V. Tjombonde

Time Schedule:

Date: 23 Nov 2005

Venue: MoE

Room: 353

Time:

SSC_2005

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