

ARUBA  
Skills-Building Workshop on the Development of a  
National Workplace Policy on  
HIV and AIDS



1 – 2 November, 2012



## AGENDA

**The goal of the Workshop is to strengthen participants' capacity to effectively develop a national workplace policy on HIV and AIDS**

The learning objectives are:

- 🎗 to increase participants' knowledge of the ILO's framework for a workplace response to HIV and AIDS and, in particular, ILO Recommendation No. 200 Concerning HIV and AIDS and the world of work and the ILO Code of practice on HIV/AIDS and the world of work;
- 🎗 to strengthen participants' capacity to apply the ILO framework in HIV workplace policy development ; and
- 🎗 to engage participants in commencement of the process for the development of a national workplace policy on HIV and AIDS

## DAY 1: THURSDAY 1 NOVEMBER, 2012

<b>Facilitator</b>	<b>Ms. Madhuri Supersad</b> <b>HIV/AIDS Specialist,</b> <b>ILO Decent Work Team and Office for the Caribbean</b>
08:00 a.m. - 08:30 a.m.	Registration
08:30 a.m. - 09:00 a.m.	<b>Introductions and Orientation</b> Orient participants to objectives and process of workshop and identify expectations
09:15 a.m. - 10:00 a.m.	<b>Aruba - Epidemic and Response</b> Improve participants understanding of the HIV epidemic and the context for developing a national workplace response
10:00 a.m. – 10:15 a.m.	<b>BREAK</b>
10:15 a.m. - 11:30 a.m.	<b>ILO Framework for HIV Workplace Policy Development: ILO Recommendation No. 200 Concerning HIV and AIDS and the World of Work, and ILO Code of Practice on HIV/AIDS and the World of Work</b> Improve participants' knowledge of the human rights framework for responding to HIV in the workplace
11:30 p.m. - 12:00 p.m.	<b>Group Work: Understanding the ILO Recommendation No. 200 and the ILO Code</b> Enhance participants' appreciation of the key issues in a workplace response to HIV
12:00 p.m. - 01:00 p.m.	<b>LUNCH</b>
01:00 p.m. - 01:30 p.m.	<b>Policy Development: process, form and content</b> Introduce participants to some issues for consideration prior to commencing policy development
01:30 p.m. - 02:30 p.m.	<b>Group Work: Review structure and core content of policies</b> Build participants' capacity to review policies <i>(Working break)</i>
02:30 p.m. - 03:00 p.m.	<b>Group Work: Review structure and core content of SABA's <u>draft</u> National Workplace Policy on HIV and AIDS</b> Build participants' capacity to review policies
03:00 p.m. – 03.30 p.m.	<b>Group Presentations, Discussion and Clarification</b> Clarify issues related to the implementation of a workplace response <i>Open forum for discussion</i>

## DAY 2: FRIDAY 2 NOVEMBER, 2012

- 8:30 a.m. - 09:15 a.m. **Video, discussions on the first day and new tasks**  
Assess the progress toward the achievement of objectives  
(Open forum)
- 09:15 a.m. – 9.45 a.m. **Overview of ARUBA’s Workplace Response to HIV and AIDS**  
To appreciate the context and issues related to HIV and the world of work in Aruba
- 09.45 a.m. – 10.15 a.m. **Group Work 1: Identify the title and main topics to form the content of the HIV workplace policy;**
- 10.15 a.m. – 10.30 a.m. **BREAK**
- 10:30 a.m. - 11:30 a.m. **Group Work 2: Develop policy content, Part 1:**  
**Key issues for Policy’s Introduction, Policy Statement, develop Key Principles (1-10)**
- 11:30 a.m. - 12:30 p.m. **Group Work 3: Develop policy content, Part 2:**  
**Main Action Areas (R.200), Review Period, Line Responsibility, Monitoring and Evaluation, Other Issues**
- 12:30 p.m. - 01:30 p.m. **LUNCH**
- 01:30 p.m. - 02:30 p.m. **Presentations of findings: Group Work 1, 2 and 3**
- 02:30 p.m. – 03:00 p.m. **Next Steps, Timelines, Roles and Responsibilities**  
Ensure commitment to completion of policy development process