

Skills-Building Workshop on the Development
of Workplace Policies on
HIV and AIDS



Trinidad and Tobago 17-18 October, 2012




AGENDA

The goal of the Workshop is to strengthen participants' capacity to effectively develop workplace policies 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 workplace policies on HIV and AIDS

DAY 1: WEDNESDAY 17 OCTOBER, 2012

Facilitator	Ms. Madhuri Supersad HIV/AIDS Specialist, ILO Decent Work Team and Office for the Caribbean
08:00 a.m. - 08:30 a.m.	Registration
08:30 a.m. - 09:00 a.m.	Introductions and Orientation Orient participants to objectives and process of workshop and identify expectations
09:15 a.m. - 10:00 a.m.	Trinidad and Tobago - Epidemic and Response Improve participants understanding of the HIV epidemic and the context for developing a national workplace response 
10:00 a.m. - 10:45 a.m.	ILO Framework for HIV Workplace Policy Development: 1. ILO Code of Practice on HIV/AIDS and the World of Work
10:45 a.m. - 11:00 a.m.	BREAK
10:45 a.m. - 12:00 p.m.	ILO Framework for HIV Workplace Policy Development: 2. ILO Recommendation No. 200 Concerning HIV and AIDS and the World of Work Improve participants' knowledge of the human rights framework for responding to HIV in the workplace
12:00 p.m. - 01:00 p.m.	LUNCH
01:00 p.m. - 01:30 p.m.	Group Work: Understanding the ILO Code and ILO Recommendation No. 200 Enhance participants' appreciation of the key issues in a workplace response to HIV
01:30 p.m. - 02:00 p.m.	Policy Development: process, form and content Introduce participants to some issues for consideration prior to commencing policy development
02:00 p.m. - 03:30 p.m.	Group Work: Review structure and core content of policies Build participants' capacity to review policies <i>(Working break)</i>
03:30 p.m. - 04:00 p.m.	Group Presentations, Discussion and Clarification Clarify issues related to the implementation of a workplace response <i>Open forum for discussion</i>

DAY 2: THURSDAY 18 OCTOBER, 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. - 10:00 a.m. **Group Work 1: Identify the title and main topics to form the content of the policy; key issues for Policy's Introduction**
- 10:00 a.m. - 10:15 a.m. **BREAK**
- 10:15 a.m. - 11:15 a.m. **Group Work 2: Develop policy content, Part 1: Policy Statement, Key Principles (1-10)**
- 11:15 a.m. - 12:15 p.m. **Group Work 3: Develop policy content, Part 2: Main Action Areas (R.200), Review Period, Line Responsibility, Monitoring and Evaluation, Other Issues**
- 12:15 p.m. - 01:15 p.m. **LUNCH**
- 01:15 p.m. - 02:00 p.m. **Presentations of findings: Group Work 1, 2 and 3**
Encourage systematic implementation of enterprise policy
Team task
- 02:00 p.m. – 02:30 p.m. **Next Steps, Timelines, Roles and Responsibilities**
Ensure commitment to completion of policy development process