



Ministry of Foreign Affairs, Immigration,  
National Security, Labour and Social Security,  
Government of Saint Kitts and Nevis



International Labour Organization  
Office for the Caribbean

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

- to increase participants' knowledge of the ILO's framework for a workplace response to HIV and AIDS and, in particular, the ILO Code of practice on HIV/AIDS and the world of work and the ILO Recommendation No. 200 Concerning HIV and 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 work.

## Skills-Building Workshop on the Development of a National Workplace Policy on HIV and AIDS Saint Kitts and Nevis, 24-25 August, 2011

### DAY 1: WEDNESDAY 24TH AUGUST 2011

08:00 – 08:30 a.m.	<b>Registration</b>
08:30 – 09:00 a.m.	<b>Opening Remarks</b> (Ministry of Labour)
09:00 – 09:30 a.m.	<b>Introductions and Orientation</b> Orient participants to objectives and process of workshop and identify expectations
09:30 – 10:00 a.m.	<b>St. Kitts and Nevis - Epidemic and Response</b> (National AIDS Programme) Improve participants understanding of the HIV epidemic and the context for developing a national workplace response

10:00 – 10:45 a.m.	<b>ILO Code of Practice on HIV/AIDS and the World of Work</b> Improve participants' knowledge of the content of the Code
10:45 – 11:00 a.m.	<i>Break</i>
11:00 – 11:30 a.m.	<b>ILO Recommendation No. 200 Concerning HIV and AIDS and the World of Work</b> Enhance participants' appreciation of the new global human rights instrument on HIV and AIDS
11:30 – 12:00 p.m.	<b>Group Work: Understanding the ILO Code and ILO Recommendation No. 200</b> Enhance participants' appreciation of the key issues in a workplace response to HIV
12:00 – 01:00 p.m.	<i>Lunch</i>
01:00 – 01:30 p.m.	<b>Steps for Policy Development</b> Familiarize participants on the process for commencing the development of an HIV policy
01:30 – 02:00 p.m.	<b>HIV workplace policies: form and content</b> Increase participants' ability to identify type of policy suitable for St. Kitts and Nevis
02:00 – 03:00 p.m.	<b>Group Work: Review structure and core content of policies</b> Build participants' capacity to review policies (Working break)
03:00 – 03:30 p.m.	<b>Discussion and clarification</b> Clarify issues related to the implementation of a workplace response. Open forum

## DAY 2: THURSDAY 25TH AUGUST 2011

08:00 – 08:30 a.m.	Video
08:30 – 09:00 a.m.	<b>Recap and discussions on the first day and new tasks</b> Assess the progress toward the achievement of objectives Open forum
09:00 – 09:30 a.m.	<b>Other Life-Threatening Illnesses and Chronic Non-Communicable Diseases in St. Kitts and Nevis</b> Consider other health issues that impact on the workplace
09:30 – 10:15 a.m.	<b>Group Work 1: Identify the title and main topics to form the content of the policy</b>
10:15 – 10:30 a.m.	Break
10:30 – 11:00 a.m.	<b>Presentations for Group Work 1.</b>
11:00 – 12:00 p.m.	<b>Group Work 2 Develop policy content, Part 1: Introduction, policy statement, key principles (1-5)</b>
12:00 – 01:00 p.m.	<i>Lunch</i>
01:00 – 02:30 p.m.	<b>Group Work 3 Develop policy content, Part 2: Key principles (6-10), review period, line responsibility, monitoring and evaluation, other issues</b>
02:30 – 03:00 p.m.	<b>Presentations of findings: Parts 1 and 2</b>
03:00 – 03:30 p.m.	<b>Next Steps, Timelines, Roles and Responsibilities</b> Ensure commitment to completion of policy development process