

INTERNATIONAL LABOUR ORGANIZATION  
HIV/AIDS AND THE WORLD OF WORK  
PILOT WORKPLACE PROGRAMME FOR ENTERPRISES

## GUIDELINES FOR REPORTING

COUNTRY:

NATIONAL CONSULTANT:

PROJECT DURATION:

REPORTING PERIOD:

DATE SUBMITTED:

TOPICS TO BE ADDRESSED IN THE REPORT RE EACH  
PARTICIPATING ENTERPRISE:

1. ENTERPRISE NAME AND PROFILE:
2. STATUS OF MEMORANDUM OF UNDERSTANDING (SIGNING):
3. WORKPLACE COORDINATION:  
(Name of Focal Point and enterprise committee members and what is being done).
4. FOCAL POINT TRAINED
5. PEER EDUCATORS TRAINED
6. EDUCATION AND INFORMATION SERVICES
7. STATUS OF WORKPLACE POLICY
8. SENSITIZATION SESSIONS
9. MONITORING AND EVALUATION
10. PLAN OF ACTION DEVELOPED
11. PLAN OF ACTION ENDORSED
12. OBSERVATIONS/MAJOR TRENDS
13. PROBLEMS, PROPOSED SOLUTIONS, ACTIONS TAKEN OR REQUIRED
14. NEW PROPOSALS (activities, funding etc.)
15. LESSONS LEARNED
16. CASE STUDIES (FINAL REPORT)
  - a. Please submit as annexes