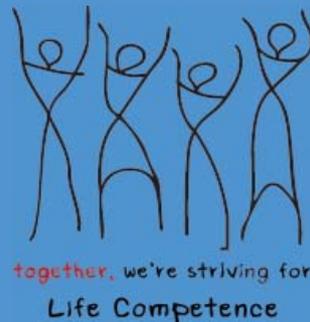




Community Action Day Resource Package



This Resource Pack is a guide for you and your community to plan and coordinate your event for Community Action Day. It offers step-by-step instructions for creating your Action Plans and a handy toolkit for sharing your strengths through the online platform. To get those creative juices flowing, this resource package also offers some unique ideas for how you and your community can celebrate together!

We have developed this guide to be just that... a guide. This is because we know that this is YOUR Community Action Day, and that you and your community will have your own unique and creative ways to celebrate and share your strengths with communities around the world.

Yours in sharing...
The CAD Working Group.



What is Community Action Day?

On 1 December 2010, communities around the world will come together to discuss their strengths, to conduct a Self Assessment, to create an Action Plan and then to celebrate... using photography or other creative mediums to capture these great moments along the way.

A page on Ning has been developed as a platform for sharing the stories, challenges and triumphs of this day, along with your self-assessment and action plan (<http://aidscompetence.ning.com/group/communityactionday>). You and your community can share photographs in the CAD album (<http://aidscompetence.ning.com/photo/albums/community-action-day>).

After the day, you and others will be able to refer to this site for inspiration, information and ideas on how communities around the world are also competently dealing with key issues such as AIDS, Malaria, TB, Domestic Violence, Adolescent Reproductive Health and more.

Whilst this online platform is mostly a space for sharing and learning, it is often said that everyone loves a little competition! Therefore, it will also be host to a fun Photography / Film Competition, with categories such as "funniest photo", "most inspiring", "most colorful" and even "the photo with the most people!".

This year, Community Action Day will be held on 1 December, so that communities can combine their CAD activities with other great activities occurring in celebration of World AIDS Day. However, some communities may wish to choose a different day... that is what is so great about this event – it belongs to you and your community, and thus can be celebrated in the way that best suits.

2010 is the first year that CAD is being held, and our dream is that this collective celebration of community strengths will continue and grow for years to come.

Your role as an Ambassador for Sharing

Congratulations on taking on the role as an Ambassador for Community Action Day. Ambassadors have a key role in planning and facilitating this event within their communities and are the glue that holds it together.

Mobilizing your community

Your first challenge will be to mobilize your community, or a small group of people with common interests, to take part in Community Action Day. As the Ambassador within this community, you will be the focal point for this event, but that does not mean that you have to do it all on your own. Get everyone involved! Recruit friends within the community to take on responsibilities such as communications, photography, event planning or even preparing the food. If it is a big community, make sure you have support for facilitating the self assessment and action plans too.

Planning your event

Once mobilized, you and your community need to start planning your event. Where will it be held? How will you get the word out? What activities will you do to celebrate the uniqueness and strengths of your community? What resources do you have in the community that you can draw from?

Facilitating Self Assessment and the development of an Action Plan

On the day, as the Ambassador, you and your facilitation team will stimulate the community to discuss their strengths, conduct a self assessment and create an action plan.

The Resource Toolkit contains a Self Assessment Framework, Action Planning Framework and some useful tips for facilitating your event.

Linking the community through sharing

Finally, your role as an Ambassador is to link your community with others through sharing on the website. Therefore, it is important to make sure the essence of your community's celebrations are recorded through photography or film, so that others can enjoy them with you, and learn from your community. It is also a good idea to capture the action plans through photographs, or have them typed out.

In the week following your celebration, upload your community's photos, films, stories or any other creative outputs from your event!

Sign up on the site (<http://www.aidscompetence.ning.com>) and join the Community Action Day group (<http://aidscompetence.ning.com/group/communityactionday>) and participate in the discussions. Give comments to appreciate the photos of others and then take them and share them with your community. And don't forget to vote for your favorite photos in our online competition by writing a little comment under the photo!

Seeking support

Over the course of this event the CAD Working Group, as well as the other CAD Ambassadors, will be your support lifeline for any questions you have on how to conduct the event, facilitate the key sessions or share through photos on the website. Therefore, sign up as a member on <http://www.aidscompetence.ning.com> and join the discussion in the CAD group to register. Whilst we have tried to capture everything in here, please don't hesitate to ask questions on the forum in the CAD group for further support.

The HOW... Step by Step instructions for planning and conducting your event

Planning and conducting your event is easy! Just follow these 7 simple steps...

Step 1:

Mobilize your group!

Step 2:

As a community, appreciate your strengths and build your common dream

Step 3:

Conduct a Self-Assessment (using the Self-Assessment tool provided in the tool kit)

Step 4:

Choose three priority practices and discuss what level you are on (from 1-5), and what level you would like to achieve in the next 6 months.

Step 5:

Discuss what you can do to reach that level; make an action plan (also provided in tool kit)

Step 6:

CELEBRATE!

Step 7:

Upload the self-assessment, action plan and your photos in the Community Action Day group (<http://aidscompetence.ning.com/photo/albums/community-action-day>), and SHARE YOUR STRENGTHS WITH COMMUNITIES AROUND THE WORLD!



Along the way.... Don't forget to capture the uniqueness and strengths of your community through photographs, film etc....

Getting the creative juices flowing!

Listed below are some ideas for celebrating Community Action Day (but your community will surely have some better ideas of their own!);

- Host a BBQ showcasing local foods. Invite the wider community to come and take part.
- Create a theatre or music performance that showcases the community's strengths
- Dance! Sing! Clap!
- Paint a large wall mural with the handprints or signatures of each participant
- Hold a blog-a-thon in the days leading up to the event
- Hold a colorful parade through the main street in town

The all-important follow up

One of the most valuable outcomes from taking part in Community Action Day will be the ongoing linkage, sharing and learning that your community and other communities will enjoy. Therefore, it is important that our "action" does not end with the celebrations, but rather that this is seen more so as a launch.

So... how can you, as the Ambassador, make sure that your community stays connected and continues their celebration, learning and sharing on an ongoing basis?

Firstly, share your photos on the website so that others can be inspired by your Community Action Day.

Secondly, make sure you update the website in 6 months when the next Self Assessment is carried out, and share your community's progress. What did they achieve? How did they do it? What are your new goals?

Finally, if feasible, encourage other community members to log onto the website and interact with individuals and communities around the world!

Good luck!



Your essential Toolkit

The following tools have been included in this Resource Kit for use in facilitating your Community Action Day.

- Tips on facilitating Dream building, Self Assessments and Action Planning—Page 7—8
- Self Assessment Framework (example) —page 8—9
- Step by step instructions for entering the Photo competition - page 10

The Self Assessment Frameworks and Action Plan Framework can also be found at <http://www.communitylifecompetence.org/en/94-resources>

Tips for facilitating your event

Do you want to stimulate discussion around an issue that concerns you and your community? Following this discussion, do you want to stimulate action that responds to that concern?

For Community Action Day, we encourage participating communities to build a common dream, to conduct a self-assessment and to formulate an action plan. This Resource Toolkit aims to provide the information you need to facilitate this process. However, we encourage you to also to check out the blogs on Ning and draw from the experiences of your CLCP colleagues around the world.

Also available on the Community Life Competence Website are some useful resources, including a blended learning materials which go into depth and detail for each activity. We encourage you to take a look at these, as they provide a very useful background and understanding from which to build your activities. Link to Blended Learning: <http://constellation.helsekompetanse.no/atutor/9/>

Within the CLCP community, tailored self-assessment tools have been developed for HIV, malaria, diabetes, Adolescent Reproductive Health and Global Warming. A self-assessment for Gender is currently being developed. Depending on your community's dreams, you may wish to develop your own self-assessment, using the following guidelines and frameworks as a base from which to build.

1. How to build a common dream (optional)

In order to respond to an issue, we need to know where we want to be in 5 or 10 years time. If we, as a community, have a common vision, we will head in the same direction. The following 3 stage process leads to a community vision:

- **The Individual Vision**

People draw individually on a sheet of paper: How do we want our community to be in 5 or 10 years? How will our community look like when we will be a competent community to face [the issue that you want to work on, ex: HIV, malaria, global warming, etc.]?

- **The Group Vision**

In small groups, every person shares his/her dream for the community. Consider the similarities and difference, and come up with a shared vision.

- **The Community Vision**

Each group presents its vision and everyone listens and appreciates. The groups then merge their contributions into a shared vision for the whole community.

(optional) Once you have a common dream, you can discuss which practices or strategies are necessary to reach the dream. This is how you develop your own self-assessment.

2. How to conduct a self-assessment

Lets take the example of the self-assessment on HIV. Based on our experience, there are 10 key practices that lead to AIDS Competence:

1. Acknowledgement and Recognition
2. Inclusion
3. Linking care and prevention
4. Access to Treatment
5. Identify and address vulnerability

6. Gender
7. Learning and Transfer
8. Measuring change and adapting our response
9. Ways of working
10. Mobilising resources

For each practice, stimulate your community to assess their current level of competency. As a result of these discussions, ask them to allocate a score between 1 and 5. In general terms, one can understand these 5 levels as follows:

1. We are aware of this practice but we do not know enough to act
2. We know enough to act but we don't
3. We act once in a while
4. We act systematically
5. This practice is natural, it is part of our life style

As the facilitator, it is your job to stimulate the discussion and help the community reach consensus. As a facilitator it is important to do the following:

- prepare well. Have a loose plan for how to facilitate the session and make sure you understand the practices well
- let everyone speak
- don't encourage voting but ensure the community are able to reach a consensus for each level
- ask for examples: If someone says "I think we are level 2" ask them to give an example that explains why they think they are level 2

3. Facilitating the Action plan

After the self-assessment, you can stimulate the community to create an action plan. Ask them to think and talk about what they will do in order to move from where they are today towards where you want to be.

To plan for action, the community chooses:

- 3 priority practices
- target levels for these priorities (ex: I want to go from level 2 to level 3)
- actions they want to undertake to reach the target levels
- who is responsible for each activity
- a time frame within which they will reach each target level (usually 6 months)
- indicators which will let them and others know that they have reached each target level

The action planning framework is shown below:

Action Planning Framework

Priority practices (see self-assessment)	What? Activities	Who? Person responsible	Level of implementation			Measures taken in case of problems (by the community and/or the SALT team)
			<i>Done</i>	<i>Happening at present</i>	<i>Problem</i>	

Self-assessment framework

	Level 1. Indicators that show us we are aware	Level 2. We react	Level 3. We act	Level 4. Continuous action, systematizing what we do	Level 5. The practice is part of our life-style
1. Acknowledgement and Recognition					
2. Inclusion					
3. Linking care and prevention					
4. Access to Treatment					
5. Identify and address vulnerability					
6. Gender					
7. Learning and transfer					
8. Measuring change and adapting our response					
9. Ways of working					
10. Mobilizing resources					

Sharing your strengths with communities around the world! How to upload your photos, videos, self assessment and action plan!

Registering for Community Action Day

We encourage all CAD Ambassadors to register with the Community Action Day Group on NING, and to regularly visit the group online to receive updates on important information, share ideas and provide support for other CAD Ambassadors around the world. There will also be a forum for CAD Ambassadors to discuss innovative and effective ways for planning, conduct and facilitate your Community Action Day.

- 1) Sign up on <http://www.aidscompetence.ning.com>
- 2) Join the Community Action Day group (<http://aidscompetence.ning.com/group/communityactionday>)

Uploading your photos or videos

Photos

- Go to <http://aidscompetence.ning.com> and make sure you are 'signed in'
- Select the Photos tab
- Select your photo and click UPLOAD
- Make sure to add a description. Who are the people? What were they celebrating? What is unique about this photo?
- For the title, please include CAD in front of the photo title. For example, for a photo titled "Colors of Java", you would enter "CAD: Colors of Java".
- Where it asks for Tags, please enter CAD.

Videos

- To upload videos, first upload your video on Youtube
- Play your video and copy the 'embed' code
- Go to <http://aidscompetence.ning.com> and click on the Video tab
- Paste the 'embed' code in the box
- Add a title and description (see photo section above) and save

Selected CAD photos and videos from a range of communities will be featured on the Community Action Day page in Ning. This is also where the winners for each category will be displayed!

Sharing your Self Assessment and Action Plans

We encourage all communities taking part in CAD to submit their Self Assessments and Action Plans online with a description of how they celebrated and what activities were carried out. This is so that the CAD Working Group can link communities with similar interests and experiences, and foster sharing and learning across communities.

- Go to <http://www.aidscompetence.ning.com>
- Select the Groups tab
- Click on Community Action Day group
- Click on '+Join this group' on the right hand side
- Share your stories, self-assessment and action plan in the forum
- Ask questions in the forum

Example: Young people in Walis Station, Papua New Guinea, organize coffee nights



In Walis Station, community members were concerned about the young boys and girls who were at risk to HIV. With support from a facilitator, they wanted to discuss the issue and take action to change the situation. Walis Station did its self-assessment and when they discussed practice 5 “Identifying and addressing vulnerabilities” the young people said: “When we boys take drug or alcohol it spins our mind and we engage in risky behaviour.” Many young girls used to go to the city to sell their body in exchange for money. The unemployment was high and young people didn’t have much to do.

During this meeting, something happened: the youth realized that they could change their situation...

Ten boys and girls decided to take action and to inspire their whole community to change. They came together and made an action plan to address their vulnerabilities.

The youth stimulated people to reflect on HIV. Once a month, they organize a ‘coffee night’ to discuss the situation in the community and how they can change. Men, women, young girls and boys, all came together at the last coffee night to watch a video about HIV. “We all contributed to the success of the event. Everyone paid a few kina to pay for the coffee, one lady lent her DVD player, one other her screen.”

The youth wanted to address “the root cause of HIV in Walis Station, which is unemployment,” said Eli. To do so, the youth activities are oriented towards fundraising and skills development.

“Why do you look so happy?” I asked Eli, youth leader in Walis Station.

“Since we did our self-assessment and action plan, I’m developing my leadership skills. I can talk. I can think. And also I can do something for the youth. I can make the youth and the community come together and do something together. This will highlight strengths in the community and it will reduce our weaknesses.”



For support, please contact:
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