

Uganda AIDS Commission Secretariat

The Uganda Think Tank on AIDS

Guidelines for Session 3 panelists

1.0 UTTA General Operational arrangements

A selected panel of individuals will embody the Think Tank for each session. This will be in form of a cross-organizational task team with mandate to produce innovation in a defined area. This task panel will not be permanent or continuous. A new panel will be selected for each session addressing a different topic. Individual members can however serve on different panels.

2.0 General Guidelines for panelists

Innovation requires innocence, peripheral vision, individual skills but also general knowledge of subject area. The following principles and guidelines panelists to prepare for and participate in the panel discussion:

- Members should demonstrate commitment to the national HIV/AIDS response,
- Employing creative thinking in their areas of service, they should synthesize issues around the topic, develop and present feasible recommendations
- The debate should be informed by findings from research, program reviews and consideration of any emerging/controversial issues at local and international levels
- A vigorous exchange of opinions based on evidence is expected. Members should not feel as if they need/have to defend their areas of interest but instead challenge the status quo to come up with new and feasible ideas for mutual benefit.
- Members should refrain from the desire to win arguments but listen to each other and build on each others ideas to arrive at common recommendations,
- The debate should not focus on reviewing the performance of a particular stakeholder or their capacity to deliver but rather focus on problematic issues and effectiveness of given interventions.
- Panelists will be given about 2 weeks to prepare, digest and develop creative ideas. Research and consultations might be necessary to allow stimulation from other ideas,
- Panelists will be required to produce a 1-3 page synthesis report that highlights:
 - Key issues about topic (general knowledge), context in terms of how the issue has been handled at policy and programme levels, impact of interventions (Not highlighted in the background note provided by the UTTA Secretariat),
 - Controversial, emerging and/or underlying issues,
 - Possible implications, in relation to HIV/AIDS response, if the issue is not properly addressed,
 - Recommendations for action and/or further research at policy and program levels.
- This report should be submitted to the moderator (through the UTTA Secretariat) two days before the session
- Basing on individual reports, each panelist will be expected to make a 15-minute presentation to the members of the panel in the presence of a wider audience
- The panelists with the support of the moderator are required to agree on common recommendations on the way forward on the given topic. These are then discussed by the audience

3.0 Specific guidelines for UTТА Session 3

Experiences from other UTТА sessions indicate the need to further clarify some issues for panelists to ensure an organized debate that promotes public involvement. The following are therefore highlighted for panelists for session 3 to note:

- Since panel members present after each other, it is proposed that similar issues highlighted by one panelist need not be repeated in other presentations but can be captured in the recommendations, to avoid unnecessary repetitions
- Panelists are selected on individual merit; they do not represent their organizations. They should therefore debate from that point view rather than being hampered by the mandates, principles and policies of the organizations. This is intended to challenge the status quo objectively
- Panelists are selected from various backgrounds to promote cross-fertilization of ideas. This is intended to ensure that the key aspects of the debate are effectively explored. For this session, the following highlights the special interests for the third session:
 - Dr Sam Okware - Public health, epidemiological trends health sector policy & implementation perspectives
 - Prof E Kirumira - social, anthropological and demographic issues
 - Ms Jane Mpagi - social, cultural, gender and human rights aspects, social development policy perspectives
 - Rev S Ruteikara - prevention of HIV transmission from the faith-based perspective
- In addition to researching about all the aspects of the session topic as per the key questions, panelists are required to put more focus on these special aspects the debate

4.0 Expectations from UAC

UAC is the Secretariat for UTТА. It will provide support to panelists in the following areas:

- Support panelists in information gathering and preparing for the sessions where necessary
- Provide a small honorarium of Ushs 150,000/= per day for 10 days to be paid to each panelist after each session to acknowledge their efforts and contributions.