

## **DISTRICT Level Community Advisory Board**

### **Overall function/ mission:**

- To help safeguard and address community interests and concerns prior to and during survey activities
- To ensure that the ethical and harm minimization guidelines are followed during the implementation of the survey.
- To ensure that the survey team is aware of major community concerns and adverse events
- To advise and help equip survey team to deal with adverse events

### **Composition**

The CAB will comprise of Key persons from within the community as well as community level gatekeepers.

The CAB will also have a geographic representation from within the district.

### **Selection:**

CAB members will be selected through discussions with local NGO's working with the target communities. Initially a list of key persons from the district will be given be shared with project staff. After individual visits with the listed persons about 8 to 10 members will be selected to be on the CAB by the project staff.

### **Structure**

Each district will have one CAB with roughly 8 to 12 members based on the needs/ geographic spread of the district

### **Meetings**

Initial meeting/ orientation will be held before the beginning of field work; at this time the CAB will decide on processes – for conducting meetings, method of work and decision making in the CAB.

Following the initial orientation meeting, the CAB members will meet bimonthly or a minimum of 3-4 times throughout entire data collection process in the district.

The district coordinator will be present at the CAB meetings. In addition, representatives from the CMB's from the district will also be present at these meetings.

In addition, the CAB can be convened by any member on an emergency basis as required based on the field work requirements.

**Roles:**

- The CAB will review the survey activities – and its impact on community - to ensure community sensitivities are maintained
- The CAB will discuss community concerns brought up by CMB/ District coordinator/ community members, and advice the survey team on addressing them/ taking required action.
- The CAB will also advice the survey team on the actions required for addressing adverse events during the field work and ensure that harm minimization guidelines are implemented.
- CAB members may also act as the source of correct information on the IBBA (when asked) and influence community members/ other general community at the district level on the importance of the survey.
- The CAB will advise the survey team on the difficult aspects of the survey such as consent issues, collection of biological samples, how to ‘handle’ difficult areas / sites within the district, etc.
- The CAB will also advise on how to improve /adjust the protocol to minimize threats as perceived by community / gatekeepers.

Prior to start of survey activities:

- Provide an assessment on whether the KPs are ready for survey activities to begin: inputs would be obtained from the ‘local’ monitors, followed by an official sign-off by the district representatives.
- In the event that the board believes KPs are not ready for the survey, they would be asked to provide advice on what additional community preparation and advocacy efforts are required to make KPs feel comfortable.

During implementation of the survey:

- Monitor the survey activities (recruitment of participants, informed consent, interview, specimen collection, examination by doctor)

**Process**

The Community Advisory board will be constituted approximately two weeks before the beginning of field work.

An orientation meeting of the CAB will be held the week prior the start of the survey

- Members will be oriented to the IBBA and their roles
- The workshop will cover ‘core messages to be shared with the community regarding IBBA”.
- CMB members will also be made aware of the harm minimization guidelines, so that they monitor that they are followed during the actual survey.
- During the orientation the CAB members will decide upon their method of working and decision making within the group.

The CAB members will also be informed of the survey activities in the district – the rough plan for coverage in the district.

**After the beginning of the survey:**

The CAB will meet biweekly to review the progress of the survey activities, review reports of the CMB, district coordinator – related to community concerns about the IBBA, adverse events during the field work.

The district coordinator will facilitate the CAB group meetings. The district coordinator and other representative CMB members will present the progress of the survey activities to the CAB. The CAB will then give attention to the issues/ concerns related to:

- Consent process
- Biological sample collection
- STI treatment at the time of survey
- VCTC referrals
- Method of work of the survey team during field work

The CAB will also review complaints / problems brought up by community members during the field work in any site. Such problems would be documented by the supervisor at the time of field work and reported to the district coordinator. Such reports will be presented to the CAB for discussion and decision on required action.

All meetings on of the CAB will be documented, including the key decisions taken by the group.

All decisions taken by the CAB will be informed to the district coordinator, who along with the other key project staff is responsible to ensure that the required actions are taken.

**Remuneration:**

CAB members will be given reimbursed for their travel to all meetings during the field work period. They will also be giving an honorarium for their time as CAB member in the IBBA.