EATG Training Academy

STEP-UP 2017: Skills Training to Empower Patients

A Guide for Applicants

This initiative has been independently developed by EATG, and was made possible through sponsorship from Gilead Sciences Europe Ltd and ViiV Healthcare Europe Ltd. EATG acknowledges that neither Gilead Sciences Europe Ltd nor ViiV Healthcare Europe Ltd have had any control or input into the structure or content of the initiative.
INTRODUCTION

The following publication is designed for applicants for the STEP-UP programme 2017. It contains information about the training programme, its goals and objectives. Its aim is to assist applicants in preparing their application. We strongly urge all applicants to read this guide carefully before filling out and submitting the online application form.

In order to apply, please fill out the online application form that you can find here: www.eatgtrainingacademy.com/participants-application

If you may have any further question, please contact the EATG Training Coordinator: Kristjan Jachnowitsch at kristjan.jachnowitsch@eatg.org or +32 (0) 2 626 96 45.

APPLICATION DEADLINE

Please complete your application by no later than 23:59 CET, Sunday 11 December 2016

We thank you for your interest in the STEP-UP 2017 programme!
ABOUT THE STEP-UP PROGRAMME

The STEP-UP programme is a yearlong modular training programme designed to provide HIV education and personal development training to people who have an aspiration to become more active in the work of and for HIV communities in Europe and Central Asia. The aim of the programme is to equip a new cohort of 20 HIV activists with the knowledge and skills they need to advocate for the best HIV practices.

Specifically, the objectives of the STEP-UP programme are to:

- Enable newly trained activists to apply acquired skills for the treatment of HIV/AIDS and related co-infections in their home countries
- Further promote the adherence to HIV treatment, care, support and prevention in Europe and Central Asia by increasing treatment literacy and advocacy of people living with HIV (PLWHIV) and groups at risk, their supporters and consequently national organisations and health entities, with which they are affiliated
- Reduce stigma, health inequalities and discrimination towards people living with HIV
- Support and enhance capacities, treatment and advocacy strategies of local, regional and national HIV community-based organisations across Europe
- Build synergies with other pertinent initiatives and projects on the empowerment of local communities for the long-term response to needs of PLWHIV and related co-infections
- Strengthen the potential of local communities to influence national decision-makers in their policies for the universal and uninterrupted access to the treatment of HIV/AIDS and related co-infections.

The STEP-UP programme is designed for people living with HIV/AIDS, their health care providers, civil society representatives and other professionals who work in the field of advocating for the universal access to HIV/AIDS treatment, care and prevention. We also invite applications from health care workers who provide clinical care to PLWHIV and related co-infections. Applicants should have a basic-to-moderate understanding of HIV and related co-infections and have a personal aspiration to improve their own knowledge and increase understanding and acceptance of HIV in their country. Applicants should be self-motivated and committed to their personal development, so that this programme can deliver a real and long-lasting benefit to the HIV community.

STEP-UP 2017 will bring together participants from all parts of Europe and Central Asia. Trainings will be held in both, Russian and English. Participants need to be fluent in either English or Russian.

The programme consists of five modules that will run across five weekends in 2017; starting in March 2017 and finishing in December 2017. The programme also includes the participation of the cohort at the 16th European AIDS Conference in Milan from 25 - 27 October 2017.
The five modules of the programme will take place on the following dates:

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<thead>
<tr>
<th>Module</th>
<th>Location</th>
<th>Date</th>
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<tbody>
<tr>
<td>Module 1</td>
<td>Sitges, Spain</td>
<td>23 – 26 March 2017</td>
</tr>
<tr>
<td>Module 2</td>
<td>Kiev, Ukraine</td>
<td>27 – 30 April 2017</td>
</tr>
<tr>
<td>Module 3</td>
<td>Brussels, Belgium</td>
<td>6 – 9 July 2017</td>
</tr>
<tr>
<td>Module 4</td>
<td>Milan, Italy</td>
<td>21 -27 October 2017 (including</td>
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<td>the participation at the 16th</td>
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<td>European AIDS Conference in</td>
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<td>Milan from 25 – 27 October 2017)</td>
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<tr>
<td>Module 5</td>
<td>Warsaw, Poland</td>
<td>7 – 10 December 2017</td>
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</tbody>
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The first day of each module indicated above will be the date of arrival only. Training will take place on the following 2.5 days: two full days and half a day on the day of departure. An exception will be module 4 where the group attends the 16th European AIDS Conference in Milan right after the training.

The training modules will cover the following topics:

**Module 1: HIV Treatment literacy**

- HIV lifecycle
- HIV treatment – standards and guidelines, drug classes and side effects, adherence, monitoring and resistance
- Diagnostics
- HIV treatment Cascade
- Epidemiology of HIV
- Access to treatment in different European regions

**Module 2: Co-infections and clinical research**

- Epidemiology of hepatitis and TB
- Pathology and treatment of hepatitis and TB co-infections
- Screening and testing for HCV and TB
- Sexually Transmitted Infections
- Research and Development
- Clinical trials
Module 3: Sexual health, prevention and Human Rights

- HIV and pregnancy
- Prevention strategies
- Chemsex
- Harm Reduction
- HIV and Ageing
- Human Rights
- Psychosocial aspects of HIV
- Key population groups
- Stigma and discrimination

Module 4: Advocacy and stakeholder engagement

- Stakeholder mapping
- Advocacy in the HIV field
- Regulatory processes in different European regions
- Health Technology Assessment
- Navigation around HIV Conferences
- Ethics

Module 5: Fundraising, communication and soft skills

- Fundraising
- Communication
- The future of HIV advocacy
- HIV Cure

APPLICATION FORM

Please fill in and submit the online application form that you can find on the following link: www.eatgtrainingacademy.com/participants-application. Please make sure that you answer each question in as much detail as possible.

We regret that incomplete applications and/or applications received after 23:59 CET, Sunday 11 December 2016 cannot be reviewed.

PART A – GENERAL INFORMATION

The questions in this section are not taken into consideration during the review process. The protection of individual’s personal data will be guaranteed during the whole selection process.
Please ensure that you provide your correct email address, as all further correspondence about the training will be communicated via email.

PART B – YOUR ORGANISATION
In this section you will have an opportunity to introduce your professional background and affiliation. If you are not currently employed, please indicate so by ticking “other (please specify)” and mention your current employment status; in all other relevant questions in PART B please indicate “N/A.” If you are currently employed, please ensure that you answer all questions. In the question “Current duties” please mention your 3 most important duties.

PART C – QUALIFICATION ASSESSMENT INFORMATION
In rating your language skills, please use the following criteria:

“Native/advanced” – you have language proficiency equivalent to that of an educated native speaker. You are fluent in all of its features, including breadth of vocabulary and idiom on all levels and as normally required for professional needs.

“Good” – you can speak the language with sufficient structural accuracy and vocabulary to participate effectively in most conversations on practical, social, and professional topics. You rarely have to grope for a word and unsubstantial errors virtually never interfere with understanding and rarely disturb the native speaker.

“Intermediate” – your language skills satisfy routine social demands and limited work requirements. You can handle with confidence most basic social situations including introductions and casual conversations about current events, work, family, and autobiographical information, but you do not have thorough or confident control of the grammar and/or vocabulary.

“Basic” – you can understand basic daily questions and speech.

“None” – you do not understand the language at all.

PART D – MOTIVATION

Motivation letter: This is the most important part of the application. Here you have the chance to convince us why you should be selected as one of the 20 participants of the STEP-UP 2017 programme. Please make sure to answer the following questions in your motivation letter:

• What are your motivations, goals, objectives and expectations from the programme?
• In which specific areas do you expect to gain additional knowledge and skills by participating in STEP-UP 2017?
• How do you want to apply your knowledge after completion of the programme?
• How will your participation have an impact on your local HIV communities?
• Why do you think you are the best candidate for this programme?
This part of your application should be written as detailed as possible and should not contain less than 500 words.

**Challenges of your local HIV community:** Please describe here what specific challenges, barriers and problems your local community of people living with HIV is facing.

**Ideas for a future project:** Based on the description of the specific challenges, barriers and problems of your local HIV community in the previous question, please describe here what project you would like to implement in the future after the completion of the STEP-UP programme in order to address these?

**PART E – CURRICULUM VITAE**
Please attach your most recent CV/resume.

**PART F – TRAVEL ARRANGEMENT INFORMATION**
The information you provide here will help us in the logistical arrangement of your travel to the respective training modules. The questions in this section are not taken into consideration during the review process. The protection of individual’s personal data will be guaranteed during the whole selection process.

**ELIGIBILITY CRITERIA**
The applicants with the following profile are likely to be selected for the training:
(1) Currently working or having work experience in an HIV organisation or an organisation that provides treatment, care or support to HIV-positive patients and groups at risk
(2) Being at the beginning at their career in the HIV field and/or being able to clearly indicate what specific added-value the participation in STEP-UP would bring to their work
(3) Fluent in English or Russian. Knowledge of other languages is an asset
(4) Have interest or experience in HIV, health issues or decision-making in public health sector
(5) Be open-minded and tolerant, with particular regards to issues of sexual behaviour and health
(6) Ability to work effectively in teams, to adapt and integrate easily with culturally diverse teams, and work cooperatively in support of team’s goal and objectives
(7) Computer literacy skills (minimum Microsoft Office)
(8) Ability to convey ideas and thoughts in a clear and convincing way in one-on-one discussions or in group presentations and produce clear correspondence and written reports
(9) Ability to effectively apply knowledge and skills to assignments, and to consistently learn and improve performance
(10) Ability to show initiative and enthusiasm in work, effectively organise and manage time, and deliver high-quality results in line with agreed objectives
(11) Ability to take ownership of assigned responsibilities, to be productive, fulfil commitments and use resources responsibly.
FREQUENTLY ASKED QUESTIONS

About the STEP-UP programme

What is the STEP-UP programme?
The STEP-UP programme is a yearlong modular training programme designed to provide HIV education and personal development training to people who have an aspiration to become more active in the work of and for HIV communities in Europe and Central Asia. The aim of the programme is to equip a new cohort of 20 HIV activists with the knowledge and skills they need to advocate for the best HIV practices.

Why are you running the STEP-UP programme?
Current HIV ambassadors and specialists in the field identified a need to support a new generation of HIV ambassadors. The STEP-UP programme has been developed in response to that need. It aims to provide people who have a desire to help ensure people living with HIV have uninterrupted and universal access to best HIV treatment and care services.

How is STEP-UP programme different to other EATG training courses?
Some of the modules in the STEP-UP programme have been delivered previously through EATG individual weekend training courses. The STEP-UP programme builds on these courses and will run as a five module course across a one-year period.

What post-training opportunities are there?
Once you have completed the STEP-UP programme there will be opportunities for you to apply for grants to support you to implement projects on a local basis. More information about post-training follow-up activities will be circulated during the training.

What are the language requirements for participation in the programme?
The STEP-UP training will be held in English and Russian so you must be fluent in either one of these languages.

About the application process
Is the programme only open to people who are living with HIV?
No, the programme is open to anyone who is active in the HIV community and has a desire to help ensure people living with HIV have uninterrupted and affordable access to HIV services and care. Successful candidates are those who meet most of the criteria outlined above.

How do I apply?
Please complete and submit the STEP-UP programme online application form that you can find on www.eatgtrainingacademy.com/participants-application. Please submit only English or Russian version of the application form, depending on the language, in which you would like to follow the training.
I have completed an EATG application form in the past, can I resubmit it?
No, the STEP-UP programme is different to training courses that EATG has run previously and, therefore, has a different application form. You will need to complete this new application form in full. Please do not use applications forms from previous EATG trainings, as those will not be taken into consideration.

Do I need to complete all sections of the application form?
Yes. Incomplete applications will not be considered. If some of the questions do not apply to you, please indicate so by “N/A” in the corresponding answer box.

What is the deadline for my application form?
All applications and supporting materials must be received no later than Sunday 11 December 2016 (23:59 CET). Please do not forget to attach your CV. Late applications will not be reviewed.

I have been on other EATG training courses, can I still apply?
Yes, you can still apply. The aim of this particular training programme is to encourage a new generation of people to become HIV ambassadors. If you have already been on an EATG training course it is possible that your HIV knowledge and skills are more advanced and the training content may not be pitched at the level that is most beneficial to you. However, we do not discourage participants of former EATG trainings from applying for the EATG Training Academy STEP-UP.

I am an EATG member, can I still apply?
Yes, EATG members can apply for the STEP-UP programme as well. Please indicate that you are an EATG member in the respective field in the application form.

How many people will receive a place?
20 people will be granted a place on the STEP-UP programme.

When will I hear if I have a place?
All applicants will receive notification to confirm whether their application has been unsuccessful or whether they have been shortlisted by Wednesday, 11 January 2017.
You will be notified by email so please ensure your email address is correct on your application form.
Shortlisted candidates will be invited for short skype interviews to further discuss their application between 11 January and 20 January. Final confirmation will be made on 20 January 2017.
We kindly ask the candidates to refrain from contacting us before 11 January to inquire about the status of the application. Should you not hear about the outcome of your application by 12 January, we ask you to send an inquiry to Kristjan Jachnowitsch (kristjan.jachnowitsch@eatg.org).

About the training days
Do I need to attend all five of the training modules?

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Yes, only those applicants who can commit to attending all five modules will be offered a place on the course. To ensure you are able to make this commitment you might want to consider approaching your employer now to confirm you would be able to take annual leave, in the event that you are successful.

**Who will the trainers be?**
EATG works with a wide range of HIV specialists and trainers. We aim at having trainers with diverse professional backgrounds.

**Will I need to complete an exam at the end?**
No, there will not be an exam at the end of the programme. There will be some assignments during the module, however. EATG will be looking for a commitment from the successful applicants to use what they have learnt to enhance other people’s understanding of HIV and the importance of access to good HIV services and care.

**Travel and expenses**

**Will I need to organise and pay for my own travel and expenses?**
Both, your travel, accommodation and food expenses will be paid for by the EATG Training Academy. There will be free delegate passes to attend the 16th European AIDS Conference for the 20 successful applicants. All successful candidates will receive full scholarship to attend the trainings.

**Will I need a visa to attend the trainings?**
If you are not a citizen of the European Union you might need a visa to visit trainings in the countries of the EU and Ukraine. EATG will assist you in obtaining relevant support letters and other documents to receive a visa for the respective countries.

**Further information**
If you require any further information, please contact EATG Training Coordinator: Kristjan Jachnowitsch at kristjan.jachnowitsch@eatg.org or +32 (0) 2 626 96 45 (for inquiries in English or Russian).