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**Clinical Research Site (CRS)**

**Community Engagement Work Plan (CEWP) Guidance Document**

This guidance document provides clarity about the CEWP template. Please contact the FHI 360 Community Program staff at mtncwgleaders@mtnstopshiv.org for questions not explained in this document. This CEWP is an adaptation of the HIV Vaccine Trials Network (HVTN) CEWP. Information used from each CEWP was used with the permission of the HVTN Community Program.

**Writing Your CEWP**

Community engagement work plans need to be clear and concise. The information collected on the work plan will be used by FHI 360 Community staff and CRS community education staff to assess, plan and evaluate community involvement efforts that will take place at CRSs in the coming year.

**Goals**

Goals are very broad and over-arching. They are “the big picture.” Three work plan goals have been provided that all clinical research sites can use.

* Increase community awareness of HIV/AIDS, clinical research trials, and PrEP.
* Develop and strengthen relationships with community stakeholders, including (but not limited to) medical care providers, STD/HIV counseling and testing providers, faith leaders, NGOs and CBOs.
* Reduce misconceptions about the HIV/AIDS, HIV prevention methods, and HIV prevention trials.
* Implement activities to increase male involvement/awareness in support of sustaining participant study retention and study product adherence.

**Objectives**

Objectives are specific and measurable, and they describe the work that you will do to address the stated goals. All objectives should be written in the following format:

* **Who**, will do **What**, of **How Much**, by **When**.
* An example is: Community education staff (**Who**) will provide and/or arrange educational sessions focusing on human subjects protections in clinical research trials (**What**) to 24 local NGOs/CBOs (**How Much**) by 30 June 2011 (**When**).

**Strategies**

Strategies are the steps or tasks that staff members will complete in order to accomplish the objectives. Objectives describe **what** will be done, and strategies describe **how** it will be done. Strategies need to be specific. Strategies for the sample objective given above might include:

* Identify contact person at area NGO/CBO.
* Call or visit the contact person to explain the type of training to be provided.
* Schedule the training session.
* Provide the training session and provide NGO/CBO with study specific information and recruitment material.
* Follow up with NGO/CBO on a quarterly basis to provide study updates and assess needs.

Additional goals, objectives and/or strategies may be provided as necessary.

**Submitting Your CEWP**

Work plans should be submitted to mtncwgleaders@mtnstopshiv.org.