





THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

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PROCEDURE FOR HIV/AIDS ACTIVITIES (CUEA/DVC ADM/ACU/O1)	ACU COORDINATOR
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0. Contents and Record of Changes

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0.2 Record of Changes

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0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users only.


1.0. PURPOSE

This procedure outlines how activities related to HIV/AIDS are organised, approved and implemented in CUEA.

2.0. SCOPE

This procedure applies to all activities carried by staff and students of CUEA with regard to HIV/AIDS.

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3.0. TERMS AND DEFINITIONS

- 3.1 ACU - Refers to the Aids Control Unit.
- 3.2 ACU Steering Committee consists of the DVC Administration, DVC Academic, Coordinator ACU and a representative from each faculty, department and CUEASO.

4.0. REFERENCES

- 4.1 CUEA HIV/AIDS Policy
- 4.2 CUEA Quality Management Manual
- 4.3 ISO 9001:2008 Standard

5.0. PRINCIPAL RESPONSIBILITIES

The ACU Coordinator has the overall responsibility for ensuring the adequacy and implementation of this procedure.


6.0. METHODS

- 6.1. At the beginning of each trimester, the Coordinator shall call a meeting of the ACU Steering Committee and set out the agenda for HIV/AIDS awareness activities for the year.
- 6.2. The Coordinator in collaboration with the Steering Committee shall outline sensitization and orientation of HIV/AIDS activities for students and staff for the trimester.
- 6.3. After the meeting, the Coordinator shall prepare a proposal outlining the activities and submit it to the DVC Administration for approval.
 - 6.3.1. If the proposal is not approved, the DVC Administration shall ask the Coordinator to amend it appropriately. The Coordinator shall make adjustments recommended by the DVC Administration and re-submit the proposal for approval.
 - 6.3.2. If the proposal is approved by the DVC Administration, the Coordinator shall design a plan of action for implementation of the activities.
- 6.4. The Coordinator shall convene meetings of the Steering Committee to review the plan of action for implementation of the HIV/AIDS activities.
- 6.5. The ACU Steering Committee shall prioritize the planned activities on the basis of availability of funds and significance of the activities.
- 6.6. The Coordinator in liaison with the Steering Committee shall implement the plan of action.

7.0. APPENDICES

- 7.1 Appendix A: Process Map

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Appendix A: Process Map

