



ADVOCACY TOOL KIT

UGANDA NETWORK OF AIDS SERVICE ORGANISATIONS (UNASO) IN PARTNERSHIP WITH NAFOPHANU AND UGANET

Tools And Materials To
Guide Improved Advocacy

DEVELOPED
BY
UGANDA NETWORK ON LAW,
ETHICS AND HIV/AIDS (UGANET)
WITH SUPPORT FROM
CIVIL SOCIETY FUND



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MPS

Member of Parliament

RDC

Resident District Commissioner

LCV

Local Council V Chairperson

LC's

Local council leaders

CAO

Chief Administrative Officer

PHAs

People living with HIV

The National Consortium composed of UNASO, NAFOPHANU and UGANET acknowledges support of Civil Society Fund (CSF) which has continued to provide financial sustenance through the years it has funded the National Consortium which in turn has been able to support the district based consortiums in advocating for effective service delivery in regard to HIV related services.

We have harnessed the collective power of advocacy to make positive change in the lives of the poor and marginalized populations across the country through lobbying for better service delivery both at National and Local/district level.

UGANET acknowledges the leadership given by Ms. Nanjeho Dianah and Ms. Akello Proscovia; Advocacy Department for putting together this advocacy tool kit. Special thanks go to the development and review teams and the staff who contributed tremendously towards the completion of this kit.

The publication of this toolkit has been made possible by the support and partnership of the Consortium members from UANSO and NAFOPHANU and we would like to acknowledge all efforts made towards this.

To the district consortiums of Kaberamaido, Kabarole, Masindi, Hoima, Mbarara, Kabale, Ntungamo, Bushyenyi, Rakai, Masaka, Wakiso, Mityana, Mpigi, Kitgum, Gulu, Nebbi, Arua, Busia, Soroti, Jinja, Mayuge, Arua, Nakapiripiri, Moroto, Kapchorwa. Your tireless effort in inputting to this tool and checking back and forth on its functionality has indeed made it possible for us to accomplish this task.

We thank the Civil Society Fund, which has made this possible through financial support over the past 3 Years, indeed advocacy can go a long way in resolving the problems of society one day at a time.

This tool kit comprises of several advocacy tools that can be utilized for effective lobbying for improved service delivery.



Dorah K. Musinguzi
Executive Director - UGANET

The National Consortium during the routine support supervision visits to the district based consortiums, identified capacity needs of the consortiums in effectively carrying out advocacy activities and demanding for actions from the duty bearers.

It's against this background that UGANET developed this advocacy tool kit comprised of a variety of advocacy tools and materials such as; development of work plans, position papers/policy briefs, petitions, concept notes, power mapping, gratitude letters, report writing and invitation letters which were developed for guidance of the district based networks.

This kit is meant to equip the district consortiums with necessary advocacy skills and tools to enable them effectively influence and demand for change from the duty bearers during the implementation of advocacy activities and to enhance the sustainability of the consortium's interventions.

The tool kit is composed of ten sections namely; what is advocacy, understanding power in advocacy, dealing with advocacy audiences, work plan, activity concept note, drafting of an invitation letter, follow up letters, petitions, position paper/policy brief and report writing.

However it's important to note that this tool kit can be utilized by a wide range of universal users.

ADVOCACY!!! ... TRY IT TODAY!!!

Do You Suffer From?

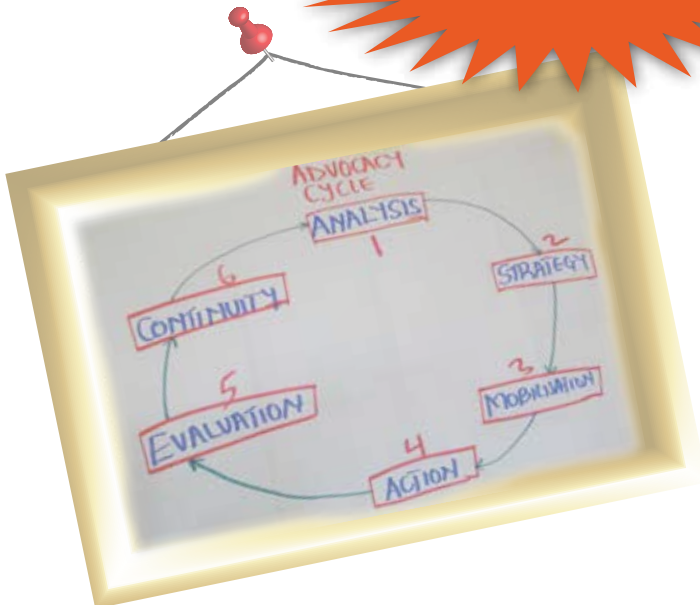
- Drug stockouts
- Stigma & Discrimination in the community and at the Health centre
- Limited prioritisation of HIV in district budgets
- Employers who sack HIV+ workers?
- Religious leaders who don't want to know?
- Bad laws?
- Non-implementation of good policies?
- Abuse of human rights?

Maybe you've tried IEC, community mobilization, improved service delivery, But the problem still won't go away?

You need...



Advocacy!



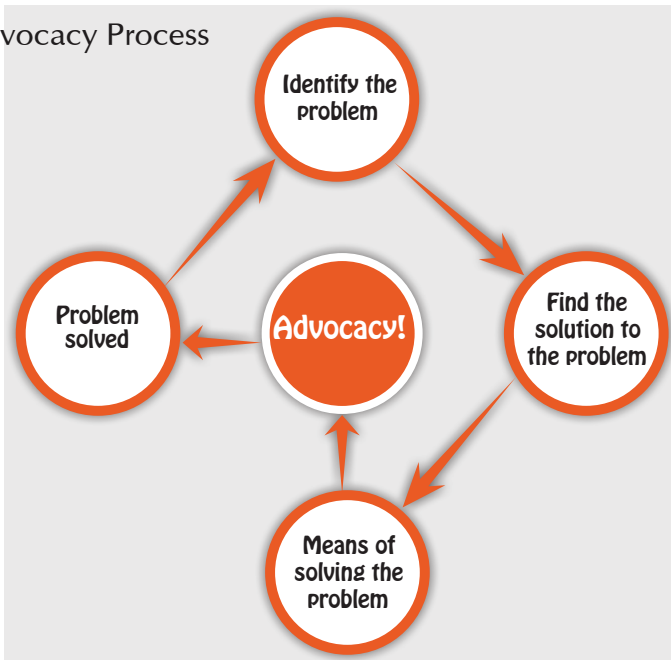
WHAT IS ADVOCACY?

Advocacy is a continuous process aimed at creation of change in attitudes, actions, policies and laws. It aims at influencing people and organisations with power, systems and structures at different levels of authority for the advancement of life.

Advocacy Can Guarantee Quality Of Life For People Living With HIV/AIDS.

- It's a platform through which the rights of citizens and vulnerable groups can be defended e.g. PHAs, PWDs, children etc.
- Advocacy provides room for negotiations for better service delivery and improved quality of life.
- It can also promote formulation of policies that are human rights respecting.
- Advocacy is a platform to push for effective resource allocation decisions within political, economic and social systems and institutions that directly affect people's lives at national and district levels.
- It can be used to fight against stigma and discrimination of persons living with HIV, people with disabilities and any other vulnerable groups.

The Advocacy Process



It's important to note that Advocacy fits into a range of activities that include organizing, lobbying and campaigning. An advocacy campaign publicly promotes an agenda, involving platforms where a wide audience can hear the advocate's message.

UNDERSTANDING POWER MAPPING IN ADVOCACY

What is power?

Power can be defined as the degree of control over material, human, intellectual and financial resources exercised by different sections of society. It can also mean an individual, collective and political force that can undermine or empower citizens and their organizations. The control of these resources becomes a source of individual and social power.

Defining, analyzing and building power is an important and continual part of citizen centered advocacy. Power analysis is often ignored by many doing advocacy and yet failure to identify the different categories of power can lead to unexploited opportunities and poor strategic choices

“Strategy without tactics is the slowest route to victory. Tactics without strategy is the noise”

Types of power

Visible power

People in position of authority/ office who have power to make decision and cause desired change.

Invisible power

These are people with power (influential in our communities) to influence the visible powers to cause the desired change.

The six major sources of power in advocacy;

- The power of people and citizen mobilization
- The power of information and knowledge
- The power of constitutional guarantees
- The power of direct grassroots experience and networking
- The power of solidarity
- The power of moral convictions- religion and culture

Within the district structures, there are different levels of power which the advocate must understand and deal with which include both visible and invisible power as shown in the table below;

Visible Power	Invisible Power
<ul style="list-style-type: none"> • District Health Officer • District Social Service Committee • District HIV focal person • District Council Health Committee • Sub county administration • Members of parliament • District council • Chief Administrative Officer • Resident District Commissioner 	<ul style="list-style-type: none"> • Media • Cultural leaders • Religious leaders • Implementing partners • Opinion leaders • Service providers • Influential people in the community • Youth • Persons with disabilities • Elderly • PHAs

The Media



AUDIENCE ANALYSIS

In advocacy, it is important for the advocate (person doing advocacy) to analysis the intended audience in order to develop an effective advocacy message for positive impact.

Who is important for your network?

- Political leaders at the district e.g. MPS, RDC, LC5 and Local council's leaders
- Organizations that deliver similar services (HIV/ AIDS service organizations)
- Technical persons who include; HIV focal person, District Health Officer, Chief administrative officer, Community Development Officers and Medical personnel in the district
- Opinion leaders for example Owners of health provision services, Cultural leaders and Religious leaders
- Media like Radio, Newspapers and Television
- The community support i.e. people within the community that you are advocating for.

DEALING WITH ADVOCACY AUDIENCES

A strategic assessment of what can be of help to enable us meet our objectives is very important in advocacy. Focusing your efforts on those who can help you reach your goal saves time, energy and resources and is more likely to be successful.

Dealing with supporters

Your basic goal with supporters is to get them to demonstrate their support publicly and to help influence other key audiences or work more closely with your organization.

- Give them as much accurate information as is needed to defend your cause.
- Use them for your key activities/provide the public fora for them to show support for your issue.
- Keep them informed of the progress.
- Keep in constant touch by sending messages, holding meetings.
- Acknowledge and appreciate their support.

Dealing with Opponents / Non Supporters

Your goal will be to address their fears that make them fail to support you and neutralize them to enable them influence others. This could be through the following;

- Examine what pressure they respond to and use it.
- Focus on the issue not on the person
- Find out and address fears and information gaps
- Find out to whom they listen and use them to influence opponents
- Meet with your opponent and discuss your differences, it could be; the opposition is caused by miscommunication or a lack of understanding about the issue
- Develop win-win solutions for both parties
- Turn negative criticism into positives
- Control the debate or discussion according to the issues that you are fronting.
- Concentrate your strengths against opposition weaknesses
- Know when to negotiate with the opposition

Dealing with the Neutral Group

The goal will be to influence them to become supporters or at least not to become active opponents. This involves;

- Explaining benefits of the proposed change
- Creating and nurturing a relationship with them
- Providing them with information and knowledge on the issues at hand

Message Development

When developing messages for your audience, one needs to take note of the following;

- Content / ideas: what does your network want to convey? What arguments will you use to persuade your audience?
- Language: what words will you choose to get your message across clearly and effectively? Are there words you should or should not use?
- Source / messenger: who will the audience respond to and find credible
- Format: which ways will you deliver your message for maximum impact?
- Time and place: when is the best time to deliver the message? Is there a place to deliver it or give more political impact?

After development of the messages, the network needs to identify the different means through which the message can be delivered to the different audiences or groups such as;

Audience	Tools Available	Medium
District based duty bearers	Policy briefs, Position papers, Concept notes, Petitions	Round-table meetings, Courtesy visits, Radio, TV, Newspapers, Formal letters explaining issues, Newsletters

WORK PLAN DEVELOPMENT

In the previous project implemented in 2012 to 2013, CSF supported each district network in the development of advocacy action plans in relation to their respective advocacy issues. These targeted action plans were developed to guide the advocacy agenda at the district level, with this they were expected to effectively engage their local leaders on key HIV and AIDS issues.

A work plan was one of the components of each district's advocacy plan to ensure that each district's pertinent issues raised are translated into achievable activities within a timeframe, having responsible persons, budget inputs and outcomes to achieve the set targets as per the illustration that shall follow below. The work plan translates a set of goals and processes by which a team and/or persons can accomplish goals, offering the reader a better understanding of the scope of the project.

It can also be used as;

- A planning and management instrument (tool) which provides a framework for planning the work for a given period in question to be carried out.
- A document used to justify the release of money.
- A useful document contributing to transparency
- Indication of the resources needed.

The proceeding illustrations are the extracts from some of the district networks activities as per their work plans based on the advocacy issues that were being addressed.

The table below shows an example of an activity work plan;

No.	Activities	Date	Venue	Outcomes	Responsible persons	Budget	Inputs	Target
1.	Round table meeting with duty bearers on improved service delivery of HIV and services	10 th June	District council Hall	<ul style="list-style-type: none"> - Improved HIV service delivery in the district - Increment in the number of health workers - Established remedies to combat drug stock outs. - Assurance of the availability of a budget for HIV. 	Chairperson, Program and finance coordinator.	760,000/=	<ul style="list-style-type: none"> - Stationery- Books, pens, markers, flip charts, masking tap - Facilitation – Transport and refreshments 	<ul style="list-style-type: none"> 50 participants DHO HIV focal person Secretary for health and social services In-charges of health centre III and IV CAO DHE (district health educator) ASOs and PHA networks District planner L5 chairperson RDC Police Prisons Civic leaders

ACTIVITY

CONCEPT NOTE

The term concept note refers to a description of the ideas behind an activity. It is used to communicate about the project activity with potential readers including partners and donors, supervisors or review boards or committees.

A concept note should be concise, presented in single line spacing, a font size e.g. 12 that is readable and in simple English to enable the reader understand. An activity based concept note should contain the following;

- A title for the activity or subject i.e. a heading for the activity.
- Name and full address of the organization (s) that is writing the concept and its partners / logos of organizations involved. This is the Organization name or symbols that represent the organization involved/ participating.
- Introduction of the organization.i.e history of the organization.
- Background of the activity stating the problem statement and a justification.
- State the objectives of the activity.
- Methodology of implementation of the activity e.g. dialogues, focused group discussions, dramas, and Petitions etc.
- State the target audience. This involves identification of persons you would like to reach out to i.e. the key stakeholders.

Below is an illustration of an Activity Concept Note

AN ILLUSTRATION OF A CONCEPT NOTE

Mityana Forum for PLHIV Consortium
C/O The DHO's office
P.O Box
Mityana District

Re: DIALOGUE ON THE PLHIV'S HEALTH AND PROPERTY FOR PHAS

Introduction:

The Mityana District HIV/AIDS Consortium was formed in 2011 as a result of the National Consortium that is UGANET, NAFOPHANU and UNASO with the aim of demanding for improved HIV service delivery in mityana district.

Background

In the previous activity implemented by the consortium that is the community dialogue held in Kikandwa Sub County on 04th April, 2014, it was realised that there are gaps in the HIV service delivery such as drug stock outs, low male involvement, few health workers at the health facility and abuse of the property rights of PHAs in the district. It is with this background that the mityana consortium members came up with the dialogue to strategize on the possible solutions to the problem.

Objectives

- To share knowledge on health and property rights of PHAs.
- To share knowledge about the PHAs' right to reproductive health.
- To dialogue on the possible solutions on how to address abuse of rights to own property and health rights of persons living with HIV.

Methodology

The dialogue will commence with a match around the township and there after the campaign will be launched at kikandwa sub county hall.

Target: The campaign dialogue will involve 35 participants and this will comprise of the DHO, Area MP, LCV, CAO, HIV Focal person, CBOs, PHA network, NGOS, LC1 Chairperson, and Secretary for Health. The campaign will kick start with a match around the township starting at 8:00 – 9:00 am and thereafter head back to the sub county hall where the campaign will be officially launched.

AN ILLUSTRATION OF AN INVITATION LETTER

The actual process of writing an invitation letter is a step that follows after the activity concept note has been developed. An invitation letter refers to a letter that is written to invite a person or people for a particular occasion or event that is either formal or informal.

A letter of invitation should be sent out in advance so as to enable the invitees plan their schedules and prioritize the network's activity. It should begin with the names and addresses of both the sender and receiver.

The main body of the invitation letter should contain the proper salutation of the person that one is addressing, inclusion of the purpose or reason for writing the letter in the first paragraph. It is also important that the invitation letter should contain a clause that prompts the invitees to confirm their participation since it is a good practice that facilitates proper planning for the activity.

It is also important that the network states the contact person who the invitees can get in touch with for enquiries and more clarification in relation to the activity. This however should include an existing and active email address and telephone number.

AN ILLUSTRATION OF AN INVITATION LETTER

Gulu District Forum For
People living with HIV
P. O. Box
4th April 2014

To: The Chief Administrative officer
Thru: District Health Officer

Dear Sir/Madam,

Re: INVITATION TO A HALF DAY MEETING TO DISCUSS MAPPING OF PLHA GROUPS IN GULU MUNICIPAL COUNCIL

The Gulu forum of persons living with HIV is a registered entity working closely with other national networks in the country. The forum was started by and for persons living with HIV in Gulu district. It also exists as a result of the national consortium of three organizations i.e. UNASO, NAFOPHANU and UGANET.

This is to invite you to a dialogue to engage with the PLHA chairpersons and Local Council one's to identify the PLHA groups and strategize on how to keep them active in the three sub counties of Gulu Municipal Council, Layibi & Koro-abili in Gulu District.

The meeting will take place at the sub county hall on 15th April 2014 starting at 9:00AM. Kindly confirm your participation with program Coordinator Moses Ochan on 0701382863
Looking forward to having you.

Yours Faithfully

.....

Mrs. Florence Opoka (Chairperson)

GRATITUDE / APPRECIATION LETTER

Writing of gratitude or appreciation letters is not a common practice but it is important to acknowledge an individual or organization for the help they have rendered to us (the network). Acknowledgement or appreciation or saying thank you to someone should happen soon after the event, favor or the action for which you are grateful.

It is appropriate to observe a three-day rule for sending a thank-you note or letter. This is because the person you are appreciating will still have a fresh memory as to why you are writing the appreciation letter and it could also be a reminder of any obligations to fulfill.

Key notes to remember when writing an appreciation letter;

- Choose a format – one can either write an email or type a letter.
- Start with a greeting. When writing official letters to government officials or other stakeholders you should address them with their appropriate titles spelt out in full. One should be sure of the appropriate abbreviations to use such as “Mr., Dr., Prof” for men, and ‘Miss/Mrs./Ms’ for women (however one should be sure to know which title the lady in question prefers. And in situation where one doesn’t know the appropriate title then just state the recipients names in full.
- Clearly state your appreciation. Write telling them the benefit of the help they have rendered towards your work.
- End the letter. Conclude the letter towards the future. For instance, you can say that you look forward to working with the person in the near future. Add a closing such as sincerely, cordially etc.
- Deliver the letter. This could be by click of the mouse if it’s by email, hand delivering or by post office or a radio announcement. With whatever choice one makes ensure the appreciation is timely.

AN ILLUSTRATION OF A LETTER OF APPRECIATION

Mayuge Consortium
P.O Box 1373
Mayuge District

14th June 2014

To: The Assistant RDC
Mayuge District
P.O Box 1317

Dear Haji Baliu Ssebyala,

Re: APPRECIATION FOR YOUR INSIGHTFUL CONTRIBUTION DURING THE ROUND
TABLE MEETING

Greetings from Mayuge consortium.

We do hereby wish to thank you for your participation in the recently concluded round table meeting with duty bearers to dialogue on ways to improve HIV service delivery in Mayuge district.

Your presence and humble contribution towards meeting the objective of the meeting was important.

We look forward to your continuous cooperation and engagement.

Yours Sincerely,

.....

Magumba Hamis
Chairperson

Since advocacy is an ongoing process aimed at change of attitudes, actions, policies and laws by influencing people and organizations with power, systems and structures at different levels for the betterment of the people, there is need to follow up with the respective duty bearers demanding for fulfillment of obligations.

A follow up letter therefore is a letter stating a claim which makes a demand for re-institution or performance of some obligations.

Some of the pointers to keep in mind when writing a follow up letter;

- Type your letter. A typed letter calls for more attention compared to a hand written letter. It should be written preferably in English.
- Concisely review the main facts of your argument. This may seem odd since your recipient knows the story. However it is a good chance to make record not only of the initial argument, but also for any subsequent conversations, unanswered calls, or inappropriate conduct by the person you are writing to. Because you want the person to understand what happened prior to writing the letter.
- Being polite. It is important to absolutely avoid personally attacking the person you are writing to. The more you attack, the more you invite the correspondent to respond in a similarly angry way.
- Write with your goal in mind. The letter should encourage your correspondent to make an objective analysis of the argument or issue of concern.
- Ask for exactly what you want. For example, the services that you want availed in the community.
- Make and keep copies. It is important to keep all copies of correspondences made. One should ensure that all your correspondences are received by stamping or signature.

AN ILLUSTRATION OF A FOLLOW UP LETTER

Nakapiripiriti District Network Forum

For people living with HIV

P. O. Box

4th April 2014

To; The District Education officer
Nakapiripiriti District

**Re: FOLLOW UP ON THE ABUSE OF THE RIGHTS OF PLHA CHILDREN IN SCHOOLS IN
NAKAPIRIPIRITI DISTRICT.**

Dear Sir/Madam,

Greetings from the Nakapiripiriti district forum for persons living with HIV.

Reference is made to a lobby meeting held at St. Bruno Primary school hall on 10th September 2013 to discuss the rights of children living with HIV in schools. The meeting resolved that your office addresses the following: Sensitization of the pupils/ students about HIV during health talks, Offer basic counseling to pupils and teaches who need it and establishment of HIV and AIDS youth challenge clubs in schools.

We would like to know the progress that your office has made in providing the schools with IEC materials to facilitate the above. The Pupils and students also need to be enrolled for PIASCY training to enable them gain skills in counseling to support HIV positive members in the school. We would also like your office to support the students clubs with capacity to handle and live with HIV positive classmates while at school.

We are looking forward to hearing from your office in regards to the above stated issues.

Yours Faithfully

.....

Mr. Lokol Peter

Chairperson

During advocacy there are a number of tools that the network can make use of in trying to create change of attitudes, actions, policies and laws by influencing people and organizations with power, systems and structures at different levels for the betterment of the people.

A petition is one among the many tools that the network can make use of. A petition therefore refers to a formally drawn request, often bearing the names of a number of those making the request that is addressed to a person or group of persons in authority or power, soliciting some favor, right, mercy, or other benefits.

It can also be a petition for clemency; a petition for the repeal of an unfair law and a petition for unfair polices. When petitioning, one needs to identify the target for effective petition writing. Some of the popular targets include; local government, District Education officer, Resident District Commissioner, Chief Administrative Officer, District AIDS Committee, Local Council chairpersons and District Health Officer, parliamentarians and neighborhood authorities or SACCOs.

Below are some of the steps one can take;

- Researching your cause (problem/gap). One needs to identify the root cause of the problem and the department or institution that directly handles matters related to your cause. It is also important to inquire the number of signatures that are required to validate your petition and the standard procedure of how people are supposed to sign the petition.
- Actual writing of the petition. One will need to develop a very specific statement that identifies what you want people to support. It should be precise, concise and informative. The petition should contain information and specific examples showing the importance of what you are fighting for.
- Edit your petition for spelling and grammar errors. If errors litter your petition, it is very unlikely you will be taken seriously.
- Creation of the signers form. This should be on a separate page from the petition and it should contain a title that is concise and descriptive. The network needs to collect as many signatures as possible with wide coverage depending on the magnitude of the problem.

AN ILLUSTRATION OF A PETITION

Wakiso District Network Forum

For people living with HIV

P.O Box

4th April 2014

To: The District Health Officer
Wakiso District

Dear Sir/Madam,

RE: PETITION FOR INVOLVMENT OF PLHIV IN THE PROVISION OF HIV AND AIDS RELATED SERVICES

The wakiso district network forum for people living with HIV/AIDS was formed as result of the national consortium of UNASO, UGANET and NAFOPHANU in order to facilitate increased awareness and demand for HIV/AIDS services among communities.

According to the base line study carried out in the district during the period of March to October 2013, it was found out that there is low involvment of PLHIV in the provision of HIV/AIDS related services such as; HIV testing and counselling, TB testing and treatment, Cancer screening, EMTCT and provision of ARVS.

PLHIV have more experience in care, treatment and management of HIV/AIDS in regards to improved health care environment for all within the framework of human rights. Many people who are HIV positive suffer human rights abuses as a result of their illness. This includes being discriminated against at work place or in the community, not having access to education and health care. Denial of PLHIV's health and human rights can make them more vulnerable to being infected with HIV.

Sample of a signers form

No.	Name	Address	Contact	Date	Signature

It's with this background that we petition your office to revise the polices, to include and involve PLHIV in the provision of HIV/AIDS related services

POSITION PAPER OR POLICY BRIEF

A position paper or policy brief is a tool which can be utilized for effective lobbying for change. It refers to a paper that presents an opinion about an issue. It can be used to describe the position and rationale on an issue, to make public the official beliefs and recommendations of a group of people and in government this may be a white paper that affirms definite opinions and proposes solutions.

A position paper/policy brief contains the following;

- Facts that provide a solid foundation for your argument
- It should have evidence to support your position : Dates, statistics and events
- It should contain authoritative references or primary source quotations
- Clearly state your examined strengths and weaknesses of your position
- It should have evaluated possible solutions and suggested courses of action

Steps towards writing a position paper

- Narrow the topic of the position paper to something that is manageable
- Research your issue thoroughly consulting experts and obtaining primary documents
- Assess financial implications when evaluating possible solutions

Structure or format of a position paper/policy brief

- Introduction. This should contain a clear identification of the issue and statement of the position. It should also be written in a way that catches the reader's attention.
- Body. It should have a clearly stated background having all the necessary information, Supporting evidence or facts and a discussion of both sides of the issue. This may contain several paragraphs with each presenting an idea/ main concept that clarifies a portion of the position statement and is supported by evidence or facts such as primary source quotations, statistics, and interviews with experts and indisputable dates or events.
- Conclusion. The position paper/policy brief should comprise of a comprehensive conclusion that contains suggested courses of action and possible solutions. It should summarize the main ideas and concepts and reinforce without repeating the introduction or the body of the paper.

This is the last stage after planning and proper implementation of the project activities. One needs to write a result oriented report that speaks volume of the impact of a given intervention.

A report refers to a document in which a given problem, progress or success is examined for the purpose of conveying information. This implies that the information could be; reporting findings, setting down facts, expressing an opinion, putting forward ideas, making conclusions and making recommendations .

Why write reports?

- To monitor progress of activities or project performance
- To solicit/seek for funds
- To provide accountability to the funders
- To show level of adherence to project plan
- For record keeping
- To document successes, lessons learnt and challenges
- To determine further action in case of any deviations
- To enable review or adjustment of project objectives, strategies or activities

Types of reports that the network may encounter

- Activity reports
- Progress reports/performance reports(Annual ,quarterly, monthly)
- Monitoring field reports
- Evaluation field reports
- Research reports
- Investigative reports

-
-
- Name of the person reporting and receiving the report
 - A clearly stated purpose for the visit (specifying the tasks that had to be accomplished)
 - Indication of the location, date of the visit and team members and their organizations
 - Indication of the persons met during the visit- separate according to gender, Age, Occupation, Income level etc.
 - Methodologies used for data collection.
 - Clearly refined findings, recommendations and follow-up actions.

Stages of Report Writing

The following are important steps in report writing that should be taken note of;

Stage 1: Planning This is the initial stage where one needs to consider the following issues;

- Why am I writing this report? (*Purpose*)
- Who is it for? (*Audience*)
- What do they need to know? (*Content*)
- When does it have to be done by? (*Deadline*)
- How should I present the information?

Stage 2: Drafting This is the actual drafting of the report. At this point one needs to write down all the necessary information from the notes taken during the activity. This is in order to ensure that all the available information is captured, sequential arrangement of all the information and every other information is captured.

Stage 3: Editing At this stage one needs to take into account the 5 Cs;

- Clarity: written in a way which can be understood by anybody.
- Conciseness: keep it short and simple.
- Being Correct: make sure the facts are right.
- Being Complete: ensure all facts are there.
- Being Courteous: Use formal language i.e. use of the right style and tone

Stage 4: Proof Reading It is important that one proof reads a report before it goes into circulation. This is in order to check for;

- Content
- Spelling
- Punctuation
- Grammar
- Let another eye look at it

Stage 5: Presentation This is the layout of the report and arrangement in order to make it easier for the reader. This includes;

- What issues come first?
- Narrative, tables or pictorial presentation
- Font used
- Line spacing

Basic Rules for Report writing

These are some of the basic rules that the consortium network can follow when writing a report:

- Brevity – The reports should be brief, concise, attractive and legible
- Beginning – The report should have a meaningful beginning introducing the readers to the subject.
- Simplicity – Since a report is a means of communication, it is important that one uses words that everyone will be able to read and understand.
- Purpose – Remember why you are writing the report and try to put yourself in your reader's shoes. It is all too easy to get lost in your writing. We all review our own writing as writers not as readers and consequently, we often hide the message amongst too many words.
- Ending – Always end by summarizing how the report has achieved its objectives. You don't need actually write 'the end' but the reader should be quite clear that he/she has reached the end.
- Content – Make sure that the main content of the report is readable with points of interest well-spaced throughout the report.
- Title – Give the report a meaningful name.
- Author – Always name the writer or writers.
- Date – Always date the report.

NOTE: Ensure to attach an actual attendance list as signed by the participants.

Human Rights Advocacy in Uganda: Tool kit for Human Rights Promoters, Human Rights Network Uganda, 2000.

Advocacy Tool kit for People Living with HIV/AIDS, Action Aid international in Uganda.

Advocacy Skills Fourth Edition by Michael Hyan 1993

The Golden Rules of Advocacy by Keith Evans 1993

Effective written Advocacy by Andrew Goodman 2010

Mooting and Advocacy Skills by David

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