

Imperial College
London



The Eastern and Southern Africa Centre of International Parasite Control (ESACIPAC), the West African Centre for International Parasite Control (WACIPAC) and The Partnership for Child Development (PCD) invite you to participate in a workshop on

Strengthening Contemporary School Health, Nutrition and HIV Prevention Programmes

*Sun and Sand Hotel
Kilifi, Kenya
19 – 28 June 2012*

General Course Information

Welcome to our workshop on **Strengthening Contemporary School Health, Nutrition and HIV Prevention Programmes** to be hosted jointly by ESACIPAC, WACIPAC and PCD.

The aim of this document is to assist you in preparing for the Course and in understanding more about what to expect and how you can contribute. The document is divided into three sections:

1. Section 1 details the information and documents that you should bring with you.
2. Section 2 gives you the general information about the workshop.
3. Section 3 outlines both the framework for the course, and the issues that will be discussed.

The workshop sessions will run from Tuesday, 19th June until Thursday, 28th June 2012. The venue will be the *Sun and Sand Hotel, Kilifi*. All sessions will start at 09:00am unless otherwise stated, so please have breakfast and be in the conference room by 08:50am at the latest to ensure a prompt start.

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SECTION 1 – INFORMATION AND DOCUMENTS FOR YOU TO BRING

The main aim of the course is to strengthen your existing School Health, Nutrition and HIV Prevention plans. Therefore your task will be easier by having to hand existing documents and information from your country or organisation. Please spend time before leaving your country collecting all relevant information and documents. These may include:

1. Policy documents for SHN and/or HIV/AIDS
2. Education and Health Sector Strategic Plans
3. Education and Health Implementation Plans
4. National SHN and/ or HIV Plans
5. Education and Health SHN and HIV Plans
6. SHN curriculum
7. HFLE curriculum
8. Community related projects; community support of HIV/SHN projects
9. National/local school water and sanitation plans
10. Management, monitoring and evaluation plans
11. Budgets / Financing / Funding plans
12. EFA Plan
13. EFA Projections
14. Teacher / Health worker training materials
15. Pupil / community training materials
16. IEC materials (posters, t-shirts, information sheets, videos)
17. Stakeholder activity (NGOs, agencies, CBOs and FBOs)
18. Examples of best practice
19. Family Life Health Education (FLHE) and family life health curricula

Market Place

During the course, an evening event has been scheduled on **Thursday, 21st June 2012** entitled 'The Market Place'. At this event, each country will have a stall upon which to exhibit different products and materials associated with its school health, nutrition and HIV prevention activities. The aim of this session is to enable countries to share information with each other, and showcase examples of excellent materials. **Please do bring along IEC materials (posters, brochures, etc.) and reports that will enable you to tell your country's story.**

This evening will also be a social time for you to get to know facilitators and country delegates better over cocktails and food. Local NGOs will be encouraged to join the event.

Computers

It would be a great help if you are able to bring a laptop computer with you to the course. If this is not possible, please don't worry as writing materials will be provided.

SECTION 2 - GENERAL INFORMATION

Arrival Date

Please plan to arrive by **Monday, 18th June 2012** to allow time for registration at the hotel in the afternoon, acclimatisation and for a good start Tuesday morning with our full complement of participants.

Visas

Before you travel, please check whether you will require a visa to enter Kenya. The majority of citizens are able to purchase a visa on entry but please check <http://www.immigration.go.ke>, to confirm the requirements before you leave your country. If you do require a letter to help you obtain a visa please inform us and we shall send it to you. Your letter of acceptance onto the course should be one form of support to aid you in immigration.

Transport from Airport

Transport for participants will be provided by the Sun and Sand Hotel from the airport and back for departure home at the end of the short course. The hotel staff will be there to meet you at the Moi International Airport in Mombasa upon arrival. They will have a placard with the name(s) of the participant(s) they are waiting for so please look out for this. The drive takes approximately one hour. Please note that as the drive from Moi International Airport to the Sun and Sand Hotel takes some time, it may be that the hotel will be waiting for a few different planes to arrive with participants to take delegates in groups.

Confirmed flight details must be communicated to both PCD to Ms. Alexis Palfreyman and Mr. Cai Heath, and ESACIPAC's Ms. Emily Ronoh – all emails are listed below. Please note that any participant arriving on flights other than originally booked flights should inform Ms. Alexis Palfreyman beforehand. Delegates arriving late to the course without informing the Ms. Alexis Palfreyman and without good reasons for delay will have to make their own travel arrangements from the airport to the hotel. In cases of any change of flight schedule, please inform us 48 hours before. **To ensure there is someone to meet you, please forward your flight number, date and time of arrival to Alexis Palfreyman (a.palfreyman@imperial.ac.uk) BEFORE 17th June.**

Alexis Palfreyman – a.palfreyman@imperial.ac.uk

Cai Heath – c.heath@imperial.ac.uk

Emily Ronoh – eronoh@kemri.org

Should you have any concerns upon arrival into Mombasa's airport please contact either:

- Emily Ronoh, Administrative Officer ESACIPAC, Tel 0720-822165 or
- Alexis Palfreyman, Programme Manager PCD, Tel +44 (0)77 268 695 61

on their mobiles.

Transport from the Hotel for Field Days

Transportation from the hotel to the field visit sites will be provided. The bus will be leaving the hotel at approximately 07:00am both of those days, and returning the participants back to the hotel in the mid-afternoons.

Accommodation details

Each participant will have his/her own room in the:

Sun'n'Sand Beach Resort Hotel

P.O. Box 2

Mtwapa via Mombasa

80109

Kenya

Tel: +254 (20) 2057950/1/2/3

Cell Phone: +254 (722) 204799 / +254 (733) 644555

FAX: +254 (20) 2057954

E-mail: admin@sunnsand.co.ke

As the schools we will be visiting in the field are within one hour's drive of the hotel, we will not be relocating during the course. We will be based at Sun'n'Sand for the entirety of the training course.

Business centre/Internet Access

Jambo business center is the Resort's communication center with internet browsing, e-mail, fax, typesetting and photocopying services.

Course Registration

There will be a registration desk at the Sun'n'Sand Beach Resort Hotel on Monday, 18th June from 16.00 hrs until 21.00hrs. Participants arriving after this time will be able to register at the conference room in the resort on the morning of Tuesday, 19th June 2012.

Responsibility for personal belongings

Sun'n'Sand Hotel is a secure resort with security guards on the premises; however, the conference/training room will be cleared overnight. Do not leave valuables in the training room: all items (such as laptops, mobile phone chargers, documents) are left at their own risk.

Contact Information

We are here to assist you in any way while in Kilifi. Please contact the following persons if you have questions or need assistance:

- Emily Ronoh, Administrative and Welfare Officer ESACIPAC, Tel 0720-822165
- Alexis Palfreyman, Programme Manager, PCD, Tel in Kilifi: +44 77 268 695 61 (local mobile TBC)
- Angela Gituara, Programme Manager, PCD Tel 0721-955864

Departure Date

The course will close on Thursday, 28th June 2012 at 17.00pm. Please plan to depart preferably the following day, Friday 29th June. Should you need to leave sooner please try to do so after 19.00pm on the closing day of the course. You will be personally responsible for costs incurred after this the hotel's official check-out deadline on Friday, 29th June if you have not checked out by this time.

Expenses

As indicated previously, each participant will be responsible for expenses incurred outside the course activities. Breakfast, lunch and refreshments are provided during the course. A dinner allowance of \$15 / night (approx. \$165 for the duration of the course) will be provided for participants to cover dinner costs. Anything above this allowance is the responsibility of the participant.

Please bring enough money to cover miscellaneous items (telephone, laundry, drinks, snacks, excursions), and meals not included in the workshop schedule. Please note, while Sunday is a free day, breakfast and lunch will be available as on all other days of the course.

Sun'n'Sand Beach Resort has a number of dining/socialising options on its premises including:

- **Safina Snacks:** A'La Carte restaurant catering for snacks and hot beverages
- **Safina Grill:** Dine in splendour overlooking the gardens with a view of the famous Indian Ocean featuring seafood and all grills.
- **Bahari bar:** A swim up bar with in-built sunken sun beds
- **Lamu bar:** For pre-dinner aperitifs and after dinner liquors
- **Msafiri bar:** With a panoramic view of the famous Indian Ocean

Other local options can be advised on by the hotel staff. Please make arrangements with our welfare officer Ms. Emily Ronoh if you want to visit places off-site; this is for security reasons.

Other Resort Facilities

We are looking to be quite spoiled on this training course as the Sun'n'Sand Beach Resort has, in addition to its multiple bars and restaurants:

- **Safari boutique:** for your daily needs and souvenirs.
- **Maridadi hairdressing & massage salon:** relax your body and revitalise your energy.
- **Afya sports centre:** Indoor sports center.

Use of the boutique and salon are at the expense of the individual.

Insurance

Participants are advised and encouraged to seek comprehensive medical cover from their home countries before commencing the workshop. This would provide cover in case of accidents, illness and hospitalisation. Participants are also advised not to bring any dependents.

Site visit to School Health & School Feeding Programmes, Kilifi District

This will take place on 25th-26th June 2012. Transfer to schools in Kilifi District will depart at 07:00am on both days and participants will travel in either Team A or B both days. Further

information will be given during the course. Please note these are just day visits and participants will return to the resort in mid-afternoon to continue with sessions.

Health

Please note that Kilifi District is Malaria endemic and you are therefore advised to take Prophylaxis drugs (Anti-Malaria drugs) before you leave your home countries.

In case of such emergencies, please contact the Welfare officer, Emily Ronoh, Administrative and Welfare Officer ESACIPAC, Tel 0720-822165. The local hospital in Kilifi is Kilifi District Hospital and it works in collaboration with our partners, ESACIPAC-KEMRI / KEMRI-Wellcome Trust.

Weather information

The weather in Kilifi during June is usually about 30 degrees during the day, with a chance of showers. The mornings and evenings can get a bit cool on the water and you are advised to bring some warm clothing. This may also be useful in air conditioned facilities which may become too chilly!

SECTION 3: WORKSHOP FRAMEWORK AND ISSUES

The course is built upon the four pillars of FRESH (Focusing Resources on Effective School Health):

1. School health related policies
2. Skills-based health education
3. School based health and nutrition services
4. Provision of a safe school environment

In addition, the course covers the FRESH supporting strategies (multisectoral partnerships, community partnerships, student participation) and practical aspects of programme management, monitoring and evaluation.

On Day 1, you or your country team will be asked to prepare and present a presentation of **no more than 10 minutes** to describe the following three items:

1. One key moment of success in your country's SHN initiatives
2. One key programme/initiative you wish to highlight with regards to reaching the most vulnerable children
3. What you wish to get out of this course

A standard template for the presentation will be provided. Computers will also be made available for this purpose. This will give everyone an opportunity to learn what each other is doing and share their experiences. As the general aim of the course is to **strengthen** your existing plans, it will also provide the foundation from which you will work for the rest of the course.

During the course there will be short plenary presentations on the various themes, given by experts in the area, but considerable time will be spent in smaller group discussions and activities. This approach is intended to provide an interactive and participatory arena, within which we can all learn from each other. We all have experiences that we can all benefit from by sharing.

On the final day, in light of what you have learned and discussed, you will be asked to present on your proposed response to strengthen existing School Health, Nutrition and HIV Prevention Programmes.

Certificates

At the end of the workshop, participants will be awarded with certificates.

We do hope you find the workshop valuable, beneficial and, above all, enjoyable. We're very much looking forward to meeting you all soon!

**Thank you,
ESACIPAC, WACIPAC and PCD Team**