HIV and AIDS Volunteering Policy

A Guide to Volunteer Engagement for HIV and AIDS work

National Volunteer Advisory Committee Forum July 2012

Preamble:

Much of the work done in PNG especially in the rural and

hard-to-reach areas to address issues of HIV and AIDS are

undertaken by community volunteers through NGOs

(CBOs/CSOs), churches and even individuals.

Often these organisations and individuals implement

programs and activities very effectively at a much lower cost

Quote by a volunteer:

"You have to have the heart for other people. It's wok sol.'….'After a long time it isn't volunteering – you sacrifice everything."

The National Volunteer Policy - Rational

- This policy is especially relevant for volunteers doing HIV and AIDS work – although the principles may apply elsewhere
- To standardise the recruitment and engagement process for volunteers doing HIV and AIDS work
- Provide a guideline for volunteers' support or remuneration packages
- Guide the development of local volunteer engagement, management and disciplinary processes
- Standardise volunteer management and remunerations
- Improves organisational liaison and collaboration for volunteer work - Prevent volunteer 'exodus' in the long run

Volunteerism Defined

- Volunteering is where individuals or a group organise themselves to undertake voluntary work through any formal NGO/CBO institution or on adhoc basis. Volunteering work is done:
  - *to be of benefit to the community and the volunteer;*
  - *at the volunteer's own free will and without coercion;*
  - *for no salaries and superannuation payments;*
  - *Some times at own expense;*
  - *through an NGO/CBO/Churches or even government entities.*

Objectives of Volunteering Policy - 1

- Promote individual commitment
- Promote family, community, and local solidarity and ownership
- Solicit community involvement and provide a collective voice
- Enable individuals and groups to contribute for common good

Objectives of Volunteering Policy - 2

- Compliment and support new and ongoing work
- Enable local people to acquire new knowledge and skills
- Allows local organisations to develop and define clear systems for volunteer management and
- Create conducive environment to facilitate access to services for all.
- Compliment and not compete with work done by paid workers

Principles of volunteering - 1

- Adhere to the provisions under the labour laws of Papua New Guinea

- Develop transparent and unbiased procedures for effective volunteer disciplinary processes.

- Private and public sectors can be encouraged to facilitate the involvement of its employees as volunteers

- Funding support to the NGOs/CBOs which promote and support effective engagement of volunteers;

- Give recognition to volunteers' contribution

- Align with the NHS Principles

- Respect the rights of volunteers (pg 21-22)

Benefits of Volunteering

- Low cost personnel/expertise for the job
- Flexible arrangement for work
- Develop self esteem and self worth for individuals
- Personal satisfaction in volunteering
- Encourages community participation and ownership
- Contributes to community empowerment
- Encourages community creativity and innovation for self help projects

Sustainability of Volunteering

- Volunteers to be attached to/managed by institutions
- Up-skill and train volunteers to be multi-skilled
- Supported by local community
- Support out-of-pocket expenses of volunteers
- Organisations to develop volunteers over time
- Train volunteers to be progressive/prepare them to be employed by other entities

Necessity for volunteering

- Young people who want to do volunteer work and learn new skills
- Allows programs to access hard-to-reach places
- Compliments work done by paid workers
- Allows networking with outside of established entities
- Use skilled people who would otherwise be idle

Management of Volunteers

- Volunteers need to be managed properly to maintain quality of their work
- Hold regular performance and outreach management meetings
- Allow time and space for volunteers to raise concerns for improvements
- Volunteers to report regularly to ensure reach and coverage of beneficiaries
- Educate volunteers on the responsibilities and benefits
- Educate volunteers on disciplinary processes and consequences of breach of code of conduct

Things of Note

- **Table on page 15 –** input/Comments

- **SCi example on page 30 –** ? use as attachment

- **Practical Comments –** Experiential testimonies
  - NGO responsibilities (pg 24-27)
  - Dealing with breaches of this policy (pg 29)
  - Agreements for Volunteer work (pg 31)
  - Rights of Volunteers (21-22)
  - Responsibilities of Volunteers (23)