

Frequently Asked Questions

Global AIDS Monitoring 2020

Contents

| | |
|--------------------------------------|---|
| Purpose of this FAQ | 4 |
| General questions | 4 |
| Online reporting tool | 6 |
| Producing the narrative report | 9 |

Global AIDS Monitoring

Purpose of this FAQ

This document provides answers to questions that have been received frequently from national Global AIDS Monitoring rapporteurs, other national counterparts and UN staff. For more information on the Global AIDS Monitoring, please visit our website (www.unaids.org/aidsreporting), or email us at aidsreporting@unaids.org.

General questions

Why is UNAIDS requesting country progress reports in 2020?

In the 2016 HLM declaration (para. 76) countries agreed to “...provide to the General Assembly [...] an annual report on progress achieved in realizing the commitments made in the present Declaration...”. In 2020 countries are expected to assess their achievements against the targets set in 2016. The reported data are utilized for national-level reviews (including the Global Fund applications and similar reprogramming efforts), regional reviews, and global analysis. Data will be reported in UNAIDS, WHO and UNICEF reports in 2020.

What is the deadline for 2020 reporting?

Country data should be submitted online no later than 31 March 2020. While narrative reports are not mandatory, it is encouraged that countries submit narrative summaries by commitment area (see more details on “Producing a narrative report” later in this document). Countries may alternatively share any narrative analysis or reports they may produce for their own national processes. Should a submission be received after these dates, UNAIDS cannot guarantee that the data will be included in 2020 global reporting.

How can I check what my country reported in the last report?

You can view previously reported data in the following ways:

- Through the online reporting tool
- By viewing the country reports:
 - Narrative report: <http://www.unaids.org/en/dataanalysis/knowyourresponse/countryprogressreports>
 - National Commitments and Policy Instrument: <http://lawsandpolicies.unaids.org/>
- By viewing the data in the AIDSinfo web-page: <http://www.aidsinfo.unaids.org/>
- For information on last report on indicators with regards to AIDS expenditures, please see <http://hivfinancial.unaids.org/hivfinancialdashboards.html> or contact AIDSspending@unaids.org.

My most recent data are from two years ago. Should I still report them?

If you had already reported these data in a previous reporting round, then there is no need to re-enter the data this year. However, if you have not reported these data in previous rounds, please enter the data for the current reporting year. Please make sure to change the “Data collection period” to reflect the actual dates of data collection.

Is there an offline template of the data entry sheets available?

Yes, it is under Documents and presentations in this page:

<https://www.unaids.org/en/dataanalysis/knowyourresponse/globalaidsprogressreporting>

Please do note that this offline template is made available as a reference only and cannot be used to automatically upload the collected data into the online reporting tool.

I have already submitted the Global AIDS Monitoring report, however new data have just been made available to me and I would like to update my country submission. Is this still possible?

Please send a message to aidsreporting@unaids.org and request that the indicator/s for which new data have become available be reopened for revision.

Online reporting tool

When will the GAM online reporting tool open for data entry?

The 2020 data entry screens will be available in the GAM online reporting tool starting 3 February 2020.

Which internet browser should I use?

The online reporting tool is developed to work best with the latest versions of popular browsers, such as Internet Explorer, Chrome, and Firefox. With older browser versions, there may be issues in saving and viewing the data.

There is a new GAM rapporteur for the country. How could he/she have access to the online tool?

Please send an email to aidsreporting@unaids.org to inform UNAIDS of the name of the new rapporteur. Please advise if the previous rapporteur's account should be deactivated. The new rapporteur should then register as a country editor on this page: <https://aidsreportingtool.unaids.org/accounts/register/>

A confirmation email will be sent once the registration is verified.

I received an email from aidsreporting-noreply@unaids.org with the subject "GAM Reporting – User registration received for ..." Should I approve?

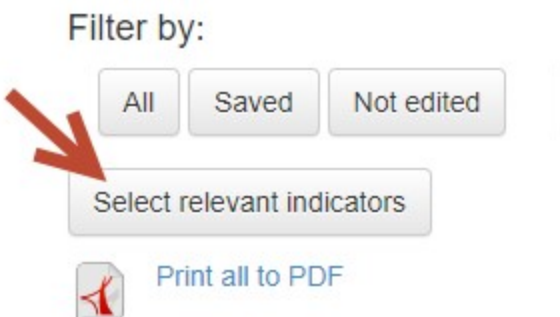
This is an automatic notification when someone registers as a country viewer. If the person is part of the country team or the stakeholder consultation, you may wish to approve the registration. Otherwise, you may reject the request or inform aidsreporting@unaids.org to block the account.

I want to start entering data but I don't see a Save button. What should I do?

It is possible that you only have viewer access rights. Please ask the national GAM rapporteur to communicate with aidsreporting@unaids.org to have your account upgraded.

I do not have new data for most of these indicators. Do I still need to enter in each page one by one?

In this case, it is not necessary to enter in each indicator page. You may use the "Select relevant indicators" button, located between the filter buttons and the link to "Print all to PDF".



In this page, you can select if an indicator is not relevant in your country's context or if you don't have new data to report. Once you click "Save", you will no longer be required to input data in the pages for indicators that you have selected as not relevant or with no new data available.

I am getting a popup window with error messages and am not able to save. I have verified that the data entered are correct. What should I do?

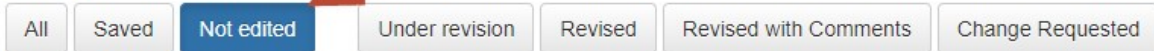
There are data validation messages that appear when the system detects blank textboxes or finds discrepancies in the total compared to disaggregated data. If you want to save the data as is, please enter a reason in the space provided in the popup window, then click "Save Comments".

A screenshot of a validation error popup window. The window has a title bar and a close button. The main content area contains the following text: 'The following validation checks have failed while saving. Please correct the data or provide in the box below an explanation for the inconsistency.' Below this text are four error messages: 'Some percentages are missing. Please explain.', 'Some numerators are missing. Please explain.', 'Some denominators are missing. Please explain.', and 'The numerators and denominators do not correspond to its percentages.' Below the error messages is a large text input box. At the bottom of the window are two buttons: 'Review Errors' (red) and 'Save Comments' (green). A red arrow points to the 'Save Comments' button.

I'm ready to submit data but the Submit button is not enabled. What should I do?

This means that there are still some indicators without answers. Please click on the "Not edited" filter button to see which indicators have not yet been responded to.

Filter by:



Data entry of all indicator surveys is required before submitting your data

If the indicator is not relevant in your country's context or if you have no new data to report, you need to specify this in the data entry screen for the indicator or using the "Select relevant indicators" button.

If there are no indicators in the list but your data entry progress is still not 100%, this means that you have not yet entered data in the AIDS Spending module (Indicators 8.1 to 8.3). You are required to submit data for indicators 8.1, 8.2 and 8.3 in the AIDS Spending module before you can submit in GAM.

I opted to use the data from my final Spectrum file. However, when I generate the report using the Dashboard module, there are no data appearing. Why is this so?

You need to import the Spectrum data through a .CSV file produced by the Spectrum software. Please ask your national estimates team to export their Spectrum results into a .CSV file. Then, perform the following steps to import the data in the GAM online reporting tool:

1. Log into the Global AIDS Monitoring online reporting tool (<https://aidsreportingtool.unaids.org>).
2. Select Spectrum import from the top menu.
3. Select Choose file and choose the .CSV file to be exported from Spectrum.
4. Click Preview.
5. The system will list all the indicator data from the imported file, side-by-side with any data that have been entered in the system. You may select which set of data to use by ticking Use entered data or Take imported data from Spectrum.
6. Click Save to save the settings and data sets that you have chosen to import, or click Cancel to abort the import process.
7. If you have chosen to use the entered data instead of taking data from Spectrum, please be sure to go back to the data entry screens of those indicators to review and enter any missing data.

Producing the narrative report

The narrative report can serve as a country report for national consultations, and UNAIDS will publish the narrative report with the approval of the country.

Since 2018, a feature in the online reporting tool facilitates data quality checks and production of the narrative report. For every indicator, a figure will display the data entered for this year's reporting and, in some cases, also for previous reporting rounds in order to show trends over time. Countries will have the opportunity to select these figures in the online tool, write a progress summary and save them directly to the narrative report.

There are four steps to producing the narrative report:

1. Log in the online reporting tool (www.aidsreportingtool.unaids.org) with your credentials
2. Click the "Dashboard" tab in the main menu
3. For each topic, select the figures you wish to include, write a progress summary for each commitment and save it to the narrative report
4. Print the report as PDF or Word.

Further instructions on how to write the country progress report using the online reporting tool can be found on the UNAIDS website at: <http://www.unaids.org/aidsreporting>.