

## Template for a Monthly Summary Report on Communications

### Nyanza Provincial Task Force on Male Circumcision (Communications Subcommittee)

#### Monthly summary report on communications

District (specify):	Month (specify):	
Communications activities (performed by staff that involve or target these groups)	Type of activity (summary of activity or channels used to reach the target groups, such as interpersonal meetings, sensitization forums, newsletters, presentations, media, others)	Outcome of activity (summary of the outcome of the communications activity, such as concerns, issues raised, how your team handled situation, lessons learned)
Community groups (FBOS, CBOs, youth groups, women, elders; specify other stakeholders)		
Health providers (Describe the cadre of providers, e.g., DHMTs, MDs)		
Policymakers (PHMTs, provincial administrators, etc.)		
News media (Reporters, editors; specify others)		
Others (Please let us know about any issues or themes that you think are important in the meetings or other communications activities that you have been involved in or helped organize in the last month. Describe any meetings or problems that do not fall into the categories above.)		

<p>Communications concerns (Describe the concerns gathered during these forums, e.g., rumours, myths, misconceptions, misinformation)</p>		
<p>Future communications activities planned (e.g., meetings, outreach activities, personal visits, brochures, development and testing of key messages to use with specific communities/ stakeholders)</p>		
<p>Other progress or comments</p>		

Prepared by:      Date:

***E-mail completed form to: xxx@fhi.org, Secretary, Provincial Task Force on Male Circumcision***