



MODULE III

Cervical Cancer

WHAT DO WE WANT TO ACHIEVE IN THIS MEETING?

1. Women will learn about Cervical Cancer.
2. Women will learn the cause of Cervical Cancer.
3. Women will know what to do to find out if they have Cervical Cancer, or the lesions (wounds) that come before it.
4. Women will know how to prevent Cervical Cancer.

WHAT DO WE NEED FOR THIS MEETING?

- Poster paper
- Speculum or a picture of one.
- Illustrations:
 - The two trees.
 - The cells that are all the same, and the cells where some are different.
 - PAP Smear Test.
 - Visual Inspection with Acetic Acid (VIA) Test



WELCOME



TO MAKE THE MEETING PLEASANT AND GAIN THE WOMEN'S TRUST

- Greet them warmly and congratulate them for participating.
- Make sure that all of them feel good about being here.
- Talk to them confidently about Cervical Cancer. Why are we women exposed to this disease?

MOTIVATIONAL EXERCISE "PEOPLE WITH PEOPLE"

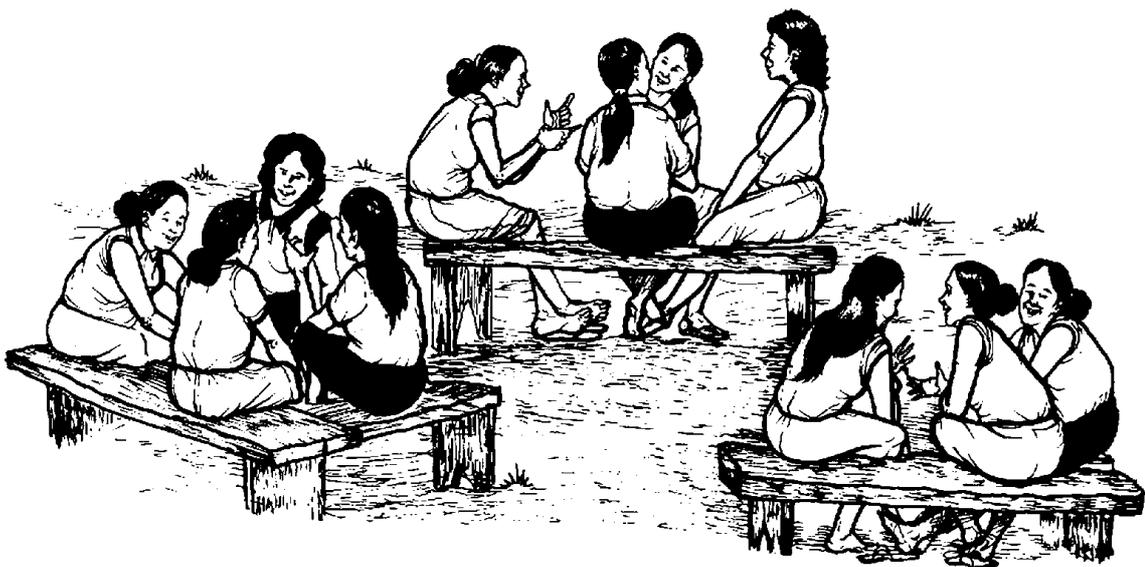
Ask the participants to form two lines, with everyone facing a partner. Then the trainer will give instructions like "shoulder to shoulder" (the partners have to touch their shoulders together), arm to arm (touch arms), nose to nose (touch noses), butt to butt (touch butts). When the trainer says "PEOPLE TO PEOPLE," everyone changes their partner.

**STEP****1****WOMEN LEARN
ABOUT CERVICAL CANCER****SHARING PREVIOUS KNOWLEDGE**

With everyone all together, ask the following questions:

- What have you heard about cancer?
- Does anyone know someone who has had cancer?
- What did that person feel like and what did they look like?

Listen to those who volunteer to participate and write down what they say on the poster paper.



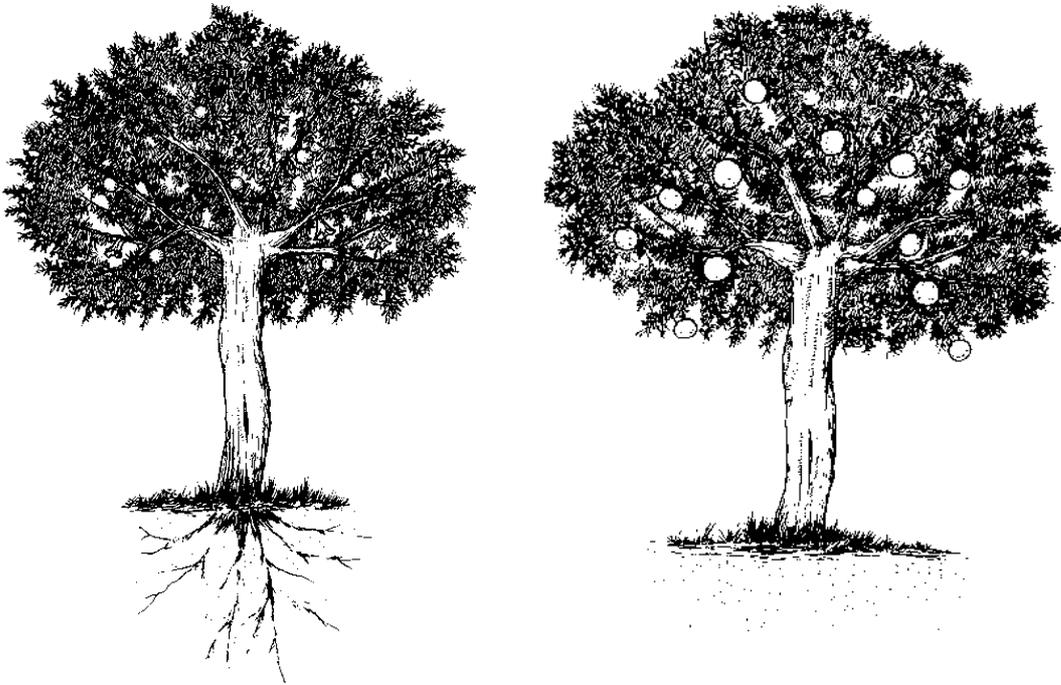


In groups

Tell the participants that for everyone to have a chance to give their opinion, they will answer those same questions about cancer in groups. To do this, use pictures of four different kinds of flowers to form four groups and give each group a poster paper with the three questions written on it and markers.

After the groups have done their work, a representative from each group should share their ideas.

While each group is sharing, write on poster paper the main ideas that come up for each of the questions.



BUILDING NEW KNOWLEDGE

Show a picture of two trees, one without roots and the other with roots. Then, ask the participants to describe what they see in each picture and after that ask them what they think it means. After listening carefully to what they say, explain:

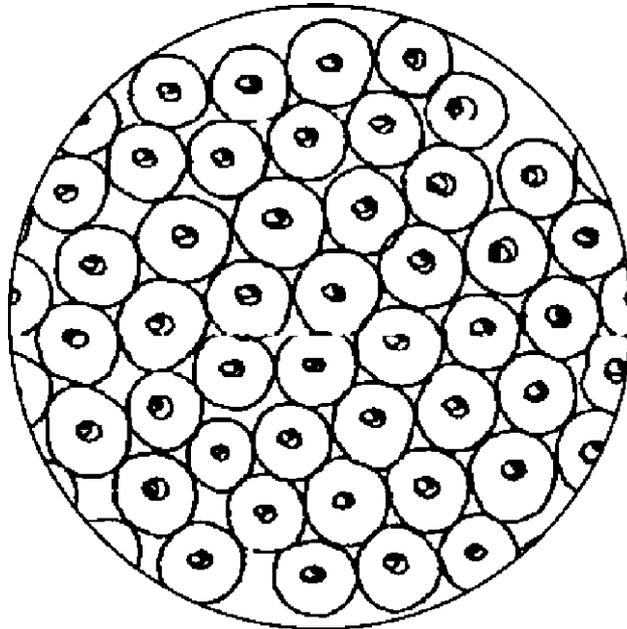


To understand what cancer is we need to imagine that we are looking at a little plant. How could we be sure that its roots are big or small and how could we tell if the roots are developing well?

Listen to what they say and then mention: It would not be enough to just look at what is growing above ground; we would also have to look below the earth to see what is hidden.

Just as several of you have said, with cancer we do not usually see any signs until it is very advanced.

For us to be able to know it is cancer, first we have to know certain things about our body.

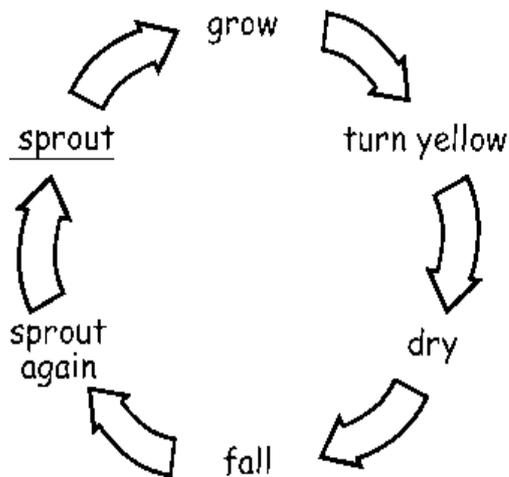


Tell them:

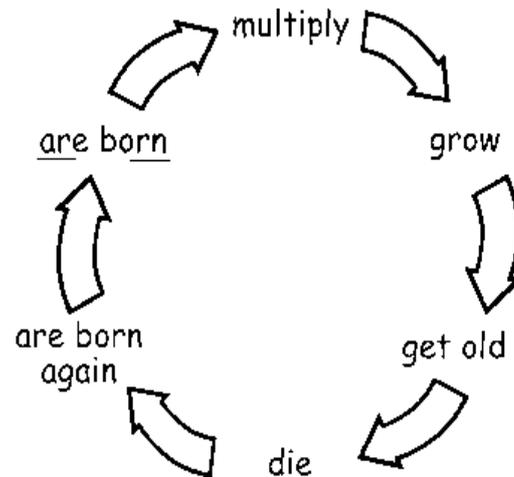
All living beings (people, animals, plants) are made up of many very small parts that are called cells. So, a flower and a chicken have cells; a rock does not have cells (show a slide of cells).



Just as a tree has
leaves that:



Our bodies are also
like that and our cells:



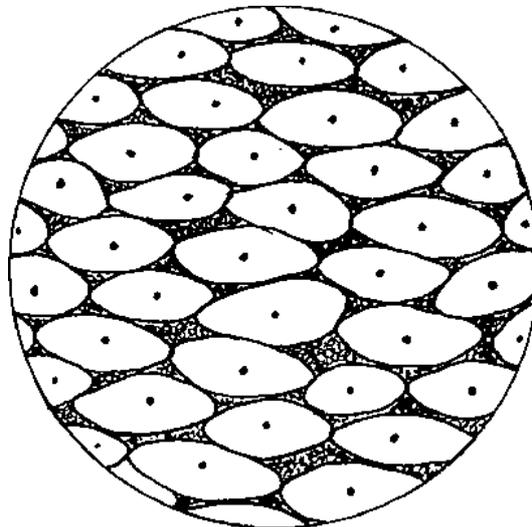
For this to work, there is a natural law in the tree that controls its development; the control gets confused when sickness or plagues come, and that makes the tree weak and sick.

The human cell process also has a control system and it gets messed up when bad bugs (bacteria, viruses) enter and make the cells get damaged, producing infections and sickness.

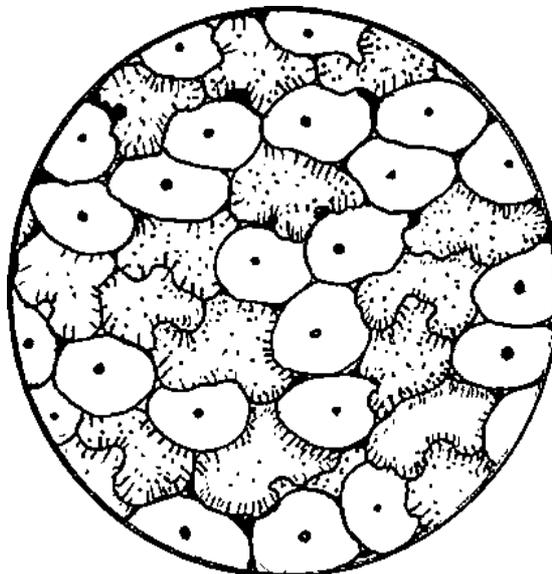
In the case of the cervix, this cycle can be messed up in the stage of multiplication, producing cells at an uncontrolled rate. This is caused by a virus called HUMAN PAPILLOMA VIRUS, which is the cause of CERVICAL CANCER.



HEALTHY CELLS



INFECTED CELLS



When everything is normal and healthy, the cells are the same shape and size (show picture of the healthy cells) but when something goes wrong in the multiplication stage, the cells are different shapes and sizes (show picture of the infected cells).

**STEP****2****CAUSES OF CERVICAL CANCER**

Tell the women: we have learned that our bodies have different types of cells, both in their shape and by what they do in our bodies.

Then, form groups of four or five people. Each group should talk about the following question:

Why does cervical cancer happen?

After the group discussions, give each group a poster paper to write down their opinions, then one representative from each group presents it to the whole group.

BUILDING NEW KNOWLEDGE

Explain:

From studies carried out by specialists, **the majority of Cervical Cancer cases develop because the cells are infected by a special virus called Human Papilloma Virus (HPV).**

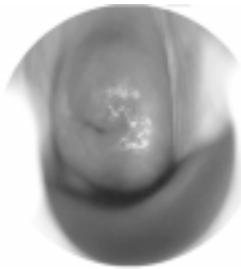


Characteristics of HPV:

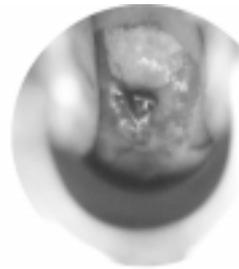
- This virus is transmitted (passed from person to person) through sexual relations.
- HPV can make the cells grow differently and unevenly in the cervix, infecting it and damaging it slowly.
- Both men and women can get this virus, but in men it rarely causes a problem. Only women get this kind of cancer.
- The infection that the virus causes does not produce discomfort or discharge; that is why women can have it and not know it.

HOW DOES CANCER SPREAD?

EVOLUTION OF CANCER ON THE CERVIX



Normal Cervix



Cervix with
pre-cancerous lesion



Cervix with
cancerous lesion

Show the illustrations of different cervixes, and then ask about each one: What do you see here? What do you think this is? Which one would you like to be yours?

After listening to their answers, say:

If in a healthy cervix like this one (show illustration of healthy cervix) the virus gets in, a long time will go by before it causes the infection and changes to this (show second cervix illustration) and then for the invading cancer or advanced cancer like this one (show third illustration) many more years would go by, **in total 10 to 15 years could go by from the time this healthy cervix first gets the virus to changing into invasive cancer.**



Which women are at greatest risk of developing Cervical Cancer?

To gather information and knowledge, ask the following question:

Which women are most likely to have Cervical Cancer?

After listening to and reinforcing what the women say, explain:

When a person begins their sexual life, they also start to have the risk of getting the virus that causes Cervical Cancer.

Because of the slow evolution of the illness, **it is important to know that women between the ages of 25 and 49 years are at greatest risk of having precancerous lesions caused by HPV. They should have a gynecological exam done every 3 years**, to monitor that the virus has not progressed and that way they can avoid having it turn into cancer.

Women under 25 years of age can have the examination done, but it is rare to find lesions in these younger ages. For women over 49 years of age, it is recommended to have the PAP test done using a special brush that is used to take the sample.



STEP

3

HOW IS IT DETECTED AND WHAT SHOULD WE DO IF WE HAVE LESIONS ON THE CERVIX CAUSED BY THE CANCER VIRUS?

SHARING KNOWLEDGE

Ask the women:

If a weed grows in the middle of a planted field, what should be done?

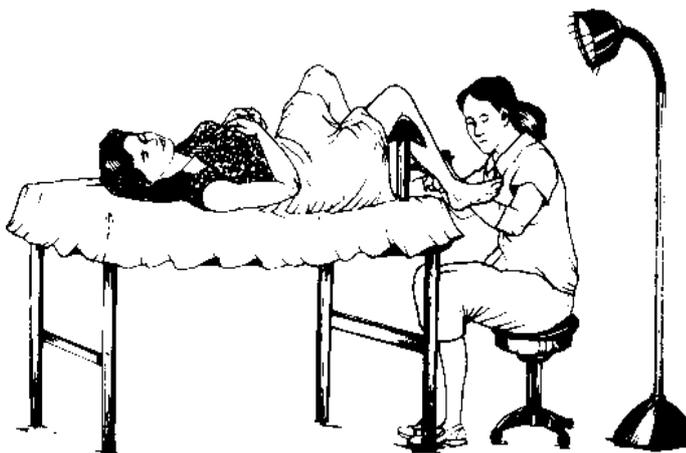
Collect the opinions given.

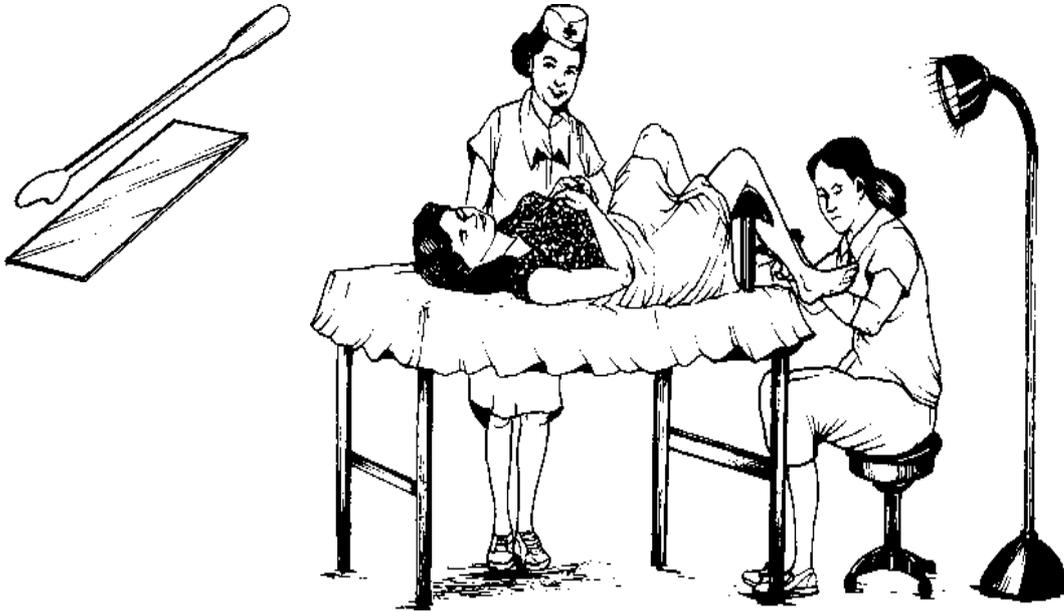
Then say:

When the weed appears, we must remove it. If not, it will keep growing and growing and the plants will not be able to grow well.

Cancer is the weed. If it is not treated in time, it invades us and does not let our body's organs work well, and in many cases it can be fatal; **but we can avoid this situation if the lesions are discovered in time, before they turn into cancer.**

BUILDING NEW KNOWLEDGE





Show two illustrations, one that is of the Papanicolaou (PAP) test, and the other one that shows the Visual Inspection with Acetic Acid (VIA) test. Ask the group to describe each one of these, tell us what the illustrations mean to them and also share if they would like to have these exams done.

Listen attentively to what their answers are and reinforce what they have said with the following information:

To have the gynecological exam performed means to have our internal sexual organs looked at, we have to take off our underwear, we lie down on the clinic bed and we place our legs (open) in the stirrups. Normally we are in this position for 5 to 15 minutes while the exam is being done.

Then the health professional places the speculum in the vagina to be able to observe the cervix.

It is good to ask questions and clear up any concerns we have when the exam is being done. We can ask the health professional who is performing the exam any question we might have before, during or after the exam.



In the gynecological exam two kinds of tests can be done:

- 1. One, is the Papanicolaou (PAP) test**, which consists of a practitioner or doctor taking a sample of the mucus from the cervix and sending it to be examined at a laboratory by a cell expert; within approximately two months the test results are given to the patient.
- 2. Another, is the Visual Inspection with Acetic Acid (VIA) test.** This is a procedure where the practitioner or doctor gently wets the cervix with Acetic Acid (vinegar). Then, if there are lesions (wounds) or abnormal cells that could turn into cancer, the flesh gets white and the practitioner or doctor who is trained for this can immediately identify it, giving the result at that same moment.

If the result to either of these tests is **NEGATIVE**, that means that different or abnormal cells were not detected, which means we are healthy. In this case, **we must go back and have the gynecological exam done to detect cancer after three years.**





If the VIA test is POSITIVE, the practitioner will ask the woman to go see the doctor to verify the lesion (wound), using an instrument called AviScope. This instrument makes it possible to see the cervix larger and more clearly (VIAM); show the matching illustration. If the result of the PAP is POSITIVE, the woman will be notified and will be asked to come to the clinic to verify the lesion (wound). If the woman has a POSITIVE result for VIA or PAP, it is very important that she see a doctor for a second exam.

If the doctor confirms that there is a lesion that can turn into cancer, the woman (with her agreement/permission) must receive immediate treatment to eliminate the bad cells (white patches) and that way avoid the development of cancer.

It is possible to have a negative result for both VIA and PAP, but have other vaginal infections. It is important to take the medicine prescribed by the health professional, if she/he finds some vaginal infection.



To let the women relax and have a little fun, have them do the game "Balls at the Neck" (See chapter on *GROUP EXERCISES/GAMES*), and the row that loses will have to pay a forfeit. Once the punishment has been paid:

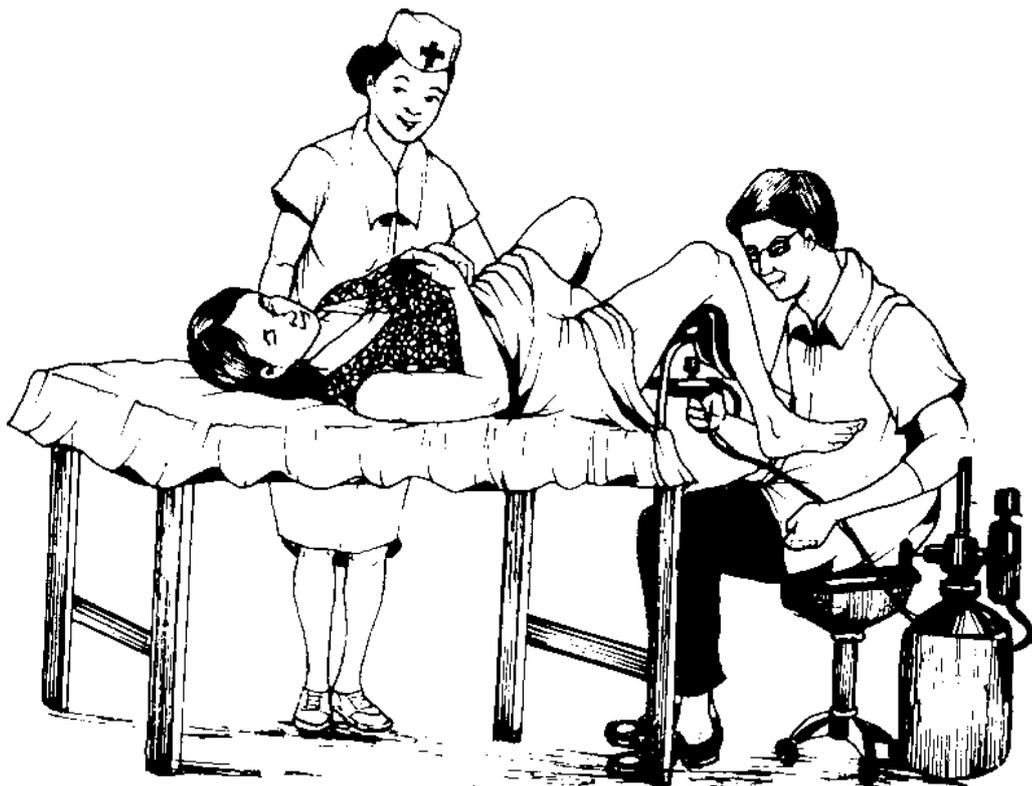
WHAT IS CRYOTHERAPY LIKE?

SHARING KNOWLEDGE

Ask the women if they know of or have heard of some kind of treatment for *Cervical Cancer*. Or if they can imagine what that treatment might be like.

Listen closely to what the women say, and highlight their ideas by writing or repeating what they say.

Then, share the following information with them:





CRYOTHERAPY means applying coldness to a lesion to freeze and destroy the abnormal or different cells. For this procedure, a speculum is placed in the woman's vagina and the health professional applies the treatment with a special instrument.

The destroyed cells fall away from the cervix and leave the vagina like discharge or watery vaginal secretions during the next 15 days to one month.

During this time after the treatment, the woman must take the following precautions:

- She must not put anything in her vagina, or wash inside/ douche.
- She should not have sexual relations, but if she decides to do it, her partner must use a condom.

The woman must go to a clinic or doctor's office immediately if she has the following **WARNING SIGNS**:

- Foul-smelling discharge or bleeding
- Cramps or low abdominal pain
- Fever

To know if her body is responding to the treatment, the woman must go to the following series of **CHECK-UPS**:

1st Check-up: one week after treatment, to make sure there are no problems.

2nd Check-up: one month after treatment.

3rd Check-up: three months after treatment to have a new gynecological exam and verify that all the cells are normal.



4th Check-up: after one year, to make sure everything continues to be normal; and continue annual gynecological exams for 5 years.

Discovering the cancer in time and receiving the appropriate treatment allows us to keep our uterus, menstruate, and if we want to, even have a child, if we are still of child-bearing age.

WHAT HAPPENS IF THE RESULT IS ADVANCED STAGE CANCER?

If this happens, the doctor will say it is more convenient to do treatments, and in some cases will provide treatments in Tarapoto. In other cases, the doctor will tell the woman that she needs treatment in Lima.

In either of these cases, the woman should follow the healthcare provider's instructions to feel better and fight against this illness.

It is very important to remember that the most effective and inexpensive way to fight cancer is to prevent it, that is, avoid its appearance. This is done through gynecological exams or receiving treatment if lesions (wounds) are found on the cervix.

EVALUATION

Play the game "*Surprise Contest*"

The participants should stand up and form a circle. The trainer stands in the middle of the circle and offers a surprise to each of the participants (the surprises are folded papers with a message written on them). The messages should be a combination of some with questions about the module, and others that say to make a face or movement, imitate something, sing a song or tell a joke, etc.



Then the contest is played with each participant doing what the surprise says. The messages are combined so that one is from the Module and the next is an action or song, etc.

For example, after Module III, the surprises could be:

- Imitate an animal.
- Explain how cervical cancer develops.
- Walk like a model.
- What is the name of the virus that causes cervical cancer?
- Which women are most at risk for getting cervical cancer?
- Say a compliment.
- What is the new test for detecting cervical cancer called?
- Tell a joke.
- Where is the new test done?
- Turn around in a circle while hopping on one foot.
- How much does it cost to do the new test?
- Sing a song.
- Make a face.
- How do we get infected with the cervical virus?
- How long can it take for the Human Papilloma Virus to develop pre-cancerous lesions?
- How often should we have the PAP or VIA done?
- What is the treatment called that makes precancerous lesions go away?

Depending on the number of participants, the messages can be repeated or there can be blank papers, without a surprise on them.



After each question is answered, the panel of judges (everyone) is asked if they accept the answer. If they say yes, the participant is rewarded with applause; if they say no, the necessary correction is made.

COMMITMENT

For other women to benefit from what has been learned by the participants, each one should commit to telling at least one other woman the importance of having the gynecological exam done to see if she has any different cells.

WHAT SHOULD WE DO WHEN THE MEETING ENDS?

Give a big applause for working so well together. Pick up all the materials and put them away.



MODULE IV

Learning to Love Ourselves (Self-Esteem)

WHAT DO WE WANT TO ACHIEVE IN THIS SESSION?

1. Participants will recognize their strengths and weaknesses, and make commitments to change their behavior.
2. Participants will identify the characteristics of good communication (high self-esteem) in comparison to inadequate communication (low self-esteem).
3. Participants will learn about their rights and responsibilities as health service users.

WHAT DO WE NEED FOR THIS MEETING?

- Poster paper.
- Markers.
- The stories about Anita and Marylou written on two separate sheets of paper.
- Two signs with the phrases HIGH SELF-ESTEEM and LOW SELF-ESTEEM.



WELCOME

AND INTRODUCTION EXERCISE



TO MAKE THE MEETING PLEASANT AND GAIN THE WOMEN'S TRUST:

- Greet all the participants nicely.
- Have everyone sit down comfortably in a circle.
- Tell them that in this meeting, we will learn together to love ourselves and value ourselves as people, and this will help us understand the importance of taking care of our health as women, as wives, and as mothers.

**STEP****1****DISCOVERING MY SELF-ESTEEM****SHARING KNOWLEDGE****GAME: SELF-ESTEEM ROULETTE**

What we want to achieve with this game:

- Participants will identify key ideas about self-esteem, taking these from previous thoughts and knowledge on this subject.
- Participants will be given recognition from their classmates for characteristics of their own self-esteem.

Playing the game:

The participants form a big circle, inside of which some more participants form a smaller circle. The people in the smaller circle close their eyes, put their arms around each other, and lower their heads. The members of the big circle walk around those in the smaller circle and while they are going around in circles, they carry out the order we give them, for example:

- Give a pat on the back to the participant who makes her own decisions and sticks to them.
- Touch the person's head who is friendly and understanding.
- Give a pat on the arm to the someone who works well with others.
- Touch the shoulder of the person that is recognized and respected in her community.
- Give a hug to the person who is positive and fills us with joy.



- Touch the participant's shoulder who makes us feel confident.
- Give a hug to the person who is always helping others.

After a few minutes, change places and the members of the big circle switch to be the small circle and vice versa.

At the end, ask how they felt when the other classmates touched them.

BUILDING NEW KNOWLEDGE

Using poster paper, review the participants' words, building definitions and ideas with them about self-esteem; to do this we say:

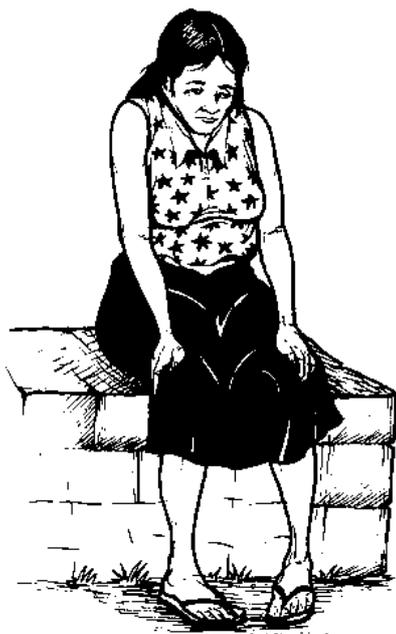
- Just like in this exercise where our friends have identified our strengths, we ourselves should also recognize that we have strengths and values that we should be proud of.
- It is also good to recognize that we have some weaknesses that we can improve upon.

KNOWING OURSELVES AND VALUING OURSELVES IS CALLED SELF-ESTEEM.



**STEP****2****DEVELOPING MY SELF-ESTEEM****GATHERING KNOWLEDGE**

Ask the participants to form two groups. Give one of the groups a story about a woman with low self-esteem and the other group a story about a woman with high self-esteem.

**ANITA'S STORY**

Anita lives in the San Antonio neighborhood, she has 8 children; the youngest is 6 years old and goes to school, and Anita is almost always sad. Her husband's name is George, but he is more well-known as "Mr. Man." Anita always has pains in her lower belly and every day she feels worse, but she cannot tell her husband anything because he is always drunk and almost does not work at all. But he does treat her badly every chance he gets.

This is why Anita has to go to their small field to grow their food/vegetables, carry wood for the fire, and also take care of her children at home.

Her neighbor Emma knows about her feeling sick. On several occasions Emma has suggested that she go to the clinic, but Anita answers that she is going to think about it, that the pain will go away with her herbs, and that besides, she does not have time and finally that she is scared and embarrassed.



MARYLOU'S STORY

Marylou is a young 27-year-old mother; she has two daughters, and she lives in a small village called Cutter's Band. Her husband's name is Edison and he works in agriculture, while Marylou is taking care of her youngest daughter, who is one year and 3 months old. Marylou is now the President of the Mother's Club in the community. To get to this position she had to face many hard times because of her husband's lack of understanding.

After her last baby was born, Marylou started to feel some discomfort in her private parts. She mentioned it to her husband, but he did not think it was important. Since she insisted it was important, he got mad and they ended up fighting. Because Marylou understands that she has to be healthy to keep working for her family and her community, she decides to visit the Health Clinic. She goes, even though to get to her appointment she has to cross the river that has risen high with water, and even though her husband gets upset. Now she does not have any discomfort and she is content and happy.



Then each group decides how they will organize themselves to perform the story as a play or skit. After ten minutes, each group acts out the story in front of all the rest.

When the acting is over, there is a time for thinking and answering the following questions:

- What did you think of the two stories?
- Which did you like the most?

About ANITA's story

- Why do you think she acted that way?
- What do you think has influenced her personality?
- What consequences does her way of being cause for her and her family?
- What can she, her family, and everyone that knows her do to help her change?

About MARYLOU's story

- What things have helped Marylou act the way she does?
- How does her personality influence her and her whole family?
- What do each of us need in order to be like her?
- What can we do with our daughters so they will grow up to be like Marylou?

As the participants answer each question, write down the ideas given on the poster paper.

BUILDING NEW KNOWLEDGE

Using the ideas the women gave in the discussion, reinforce and/or add the following ideas:

To develop our self-esteem, we should:

- **Get to know ourselves.** WHO AM I?
- **Accept ourselves as we are.** I AM UNIQUE, and I accept my good qualities and defects.
- **Feel proud of who we are.** Respect ourselves, value ourselves, feel confidence and love for ourselves.

**STEP****3****THE HEALTH SERVICE USER'S RIGHTS AND RESPONSIBILITIES****SHARING PREVIOUS KNOWLEDGE**

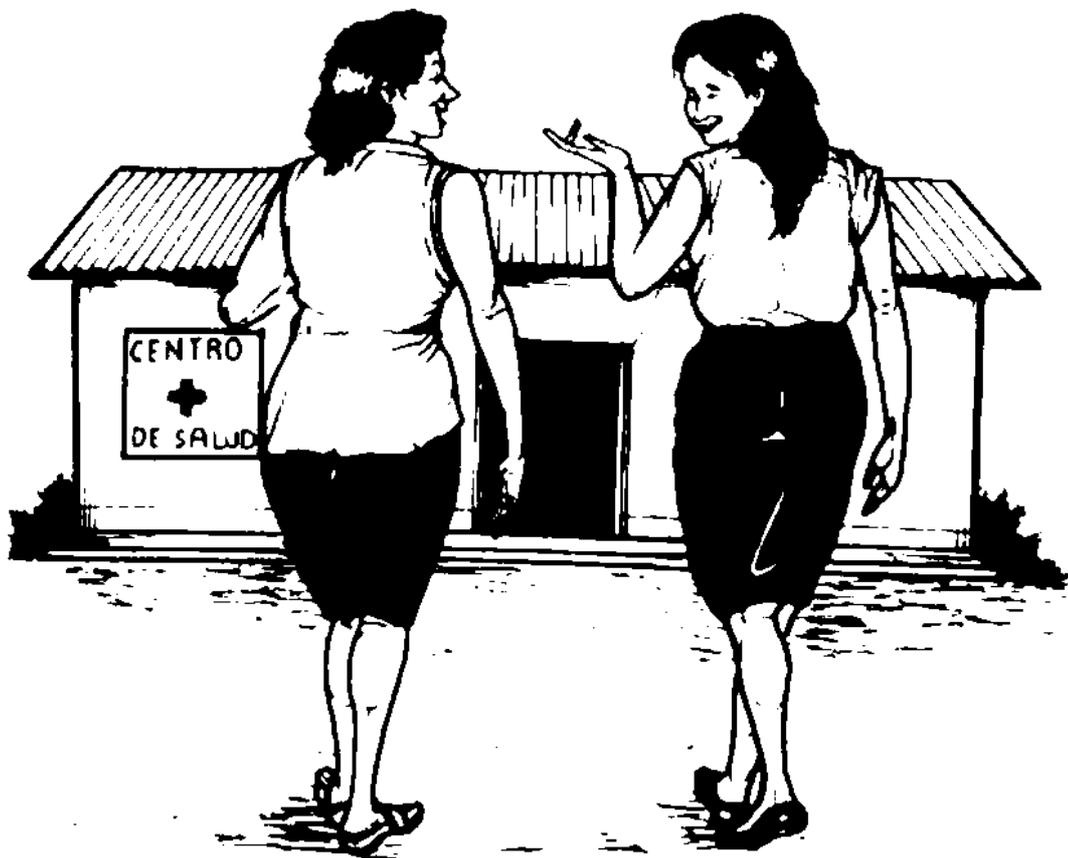
Through acting out a skit, where the scene is a clinic, the participants identify the rights and responsibilities of the users in the health service. Afterwards, the trainer adds to the skit if necessary, mentioning other rights and responsibilities that were not acted out.

BUILDING NEW KNOWLEDGE



HEALTH SERVICE USER RESPONSIBILITIES

- 1) Go to the health clinic when you have a health problem.
- 2) Practice habits that take care of your health.
- 3) Arrive at appointments on time.
- 4) Cooperate with the healthcare providers during the interview and the physical exam.
- 5) Follow the healthcare providers' instructions.
- 6) Share the general health messages and advice in your community.
- 7) Respect others' time for their appointment.
- 8) Respect the health clinic staff and treat them well.
- 9) Let the clinic/service supervisor know of your suggestions and complaints.





HEALTH SERVICE USER RIGHTS

- 1) Receive friendly and sincere treatment.
- 2) Have the opportunity to explain all your problems.
- 3) Receive guidance and advice.
- 4) Your problems are not told to anyone else.
- 5) Be treated in private.
- 6) Have enough time for the appointment.
- 7) Receive an explanation of what they are going to do.
- 8) Receive clean and comfortable services.
- 9) To be able to choose freely to go ahead or not with what they suggest doing.
- 10) Receive a complete and detailed physical exam.
- 11) Receive enough information to know what you have.
- 12) To be able to ask questions and have all your questions answered.
- 13) Receive more information about a subject if you want it.



EVALUATION

- Put the two signs up that say: HIGH SELF-ESTEEM and LOW SELF-ESTEEM.



- Hand out cards with phrases on them that describe these two kinds of self-esteem. The women, when the music plays, or by applause or with a song, should go up and place each card below the matching title.

HIGH SELF-ESTEEM

Sure of what she says.
Happy look on her face.
Always optimistic.
Likes to participate.
Enthusiastic woman.
Makes decisions.
Is not fearful.

LOW SELF-ESTEEM

Unsure of what she says.
Sad look on her face.
Pessimistic about everything.
Does not like to participate.
Not active, but reluctant instead.
Shy, does not know how to defend herself.
Always fearful.

- To reinforce the topic of self-esteem, we can show some pictures of women walking up a stairway to demonstrate the idea that it is possible to make goals for ourselves and work towards achieving them, like the woman on the stairway that makes it to the top (the two women on the stairs, one that starts to walk and the other arriving at the top)





COMMITMENTS

- Do everything you can to achieve high self-esteem.
- Always remember our strengths and weaknesses, and try every day to be better people.
- Accept that one of the ways of being a better person is taking care of our own health, and especially taking advantage of new services that the Ministry of Health is providing.
- Letting the women in our communities know about their health rights as citizens, that they should make decisions and act through loving themselves and their families, and by going to have a gynecological exam to prevent cervical cancer.
- Always being aware of the right to receive and demand quality health care services as well as the responsibilities to fulfill as health service users.

CLOSING/ GOODBYE

Now we have learned that taking care of our health is one way of loving ourselves. This means that one of our responsibilities is to avoid cancer. In order to do this, each one of us must go to the health clinic and request a gynecological exam.



MODULE V

Establishing and Monitoring Support Groups

This module is designed to help the trainers in their first meeting with a support group as well as in the monthly follow-up meetings.

WHAT DO WE WANT TO ACHIEVE IN THIS MEETING?

- ▶ Sensitize participants in order to convince them to support the health promotion teams.
- ▶ Decide on the directors' board for the support groups, whose responsibility it will be to organize the support group activities.
- ▶ Participants write a work plan for their mini network, whose goal is getting 25 to 49 year-old women to go have their gynecological exam.

STARTING THE MEETING

TO MAKE THE MEETING PLEASANT AND GAIN THE PARTICIPANTS' TRUST

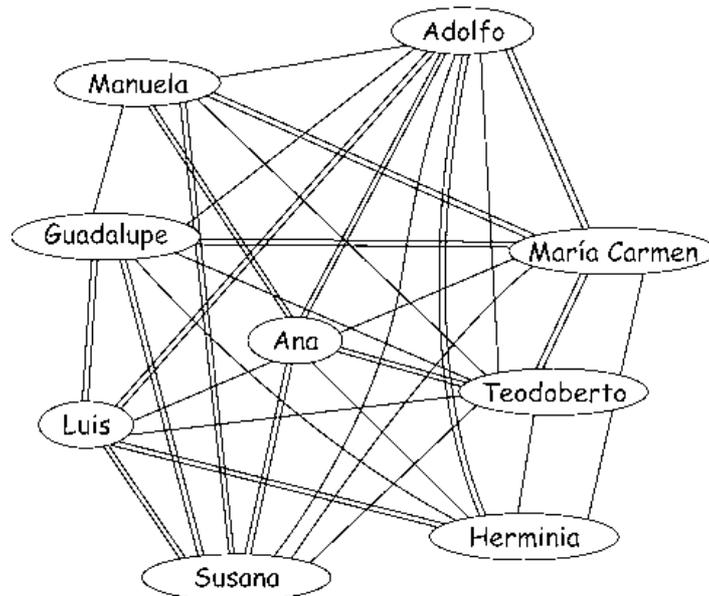
- Thank the participants for attending.
- Put all the chairs in a circle and ask everyone to sit comfortably.
- Explain that the purpose of the meeting is to organize them and see their commitment to make a work plan to help improve women's health in their communities.



STEP

1

THE IMPORTANCE OF BEING UNIFIED AND ORGANIZED



MOTIVATIONAL EXERCISE: "The Spider's Web"

Objective: for all the participants to visualize the importance of the community authorities and representatives working together in an organized way.

To begin, ask everyone to stand up and form a circle. One of the participants introduces herself and talks about a skill she has; then, she takes a ball of string or yarn. Without letting go, she passes the ball to another person in the circle, and then that person introduces herself, mentions a skill she has, and passes the ball across to another person. This continues until all the participants have received the ball and introduced themselves. Meanwhile, each person who has already spoken continues to hold onto the string or yarn. This way, when everyone has been introduced a spider's web will appear connecting everyone.



After everyone has received the ball and the spider's web has been formed, ask the group:

What does the shape that is made by the string mean to you?

How can we relate the spider's web or woven textile to what we see here in our work with community leaders and authorities?

After listening to what the participants say and highlighting their contributions, explain:

The spider's web represents what we are trying to create today in this meeting, as part of the program to prevent cervical cancer: build a spider web of community members, build an organization, a team of active people with good relationships in their community. This way we will have created a spider's web that is committed to reaching common goals.

Every time that we coordinate with and interact with a community leader or authority, it is as if we are passing the string to them and the web gets bigger. This is what we are doing during this project, identifying people that are outside of the web and handing the string to them to include them and connect them to our community.

Every person that is part of the community spider's web is important. If no one lets go of the string, the web stays strong; but if only one person lets go, the spider's web starts to fall apart (to illustrate this point, the trainer lets go). This shows that all of us are equally important and if one of us fails to do what they have committed to do, it affects all of us, and if that happens we have to be alert and find another person to replace them.

To finish the exercise, ask the group to put the spider's web on the floor and admire the complex design that was created.

**STEP****2****LEARNING ABOUT CERVICAL CANCER
PREVENTION PROGRAM ORGANIZATION**

For this part of the meeting we utilize the guidelines on awareness about cervical lesions meetings (Module VI). By the end, we emphasize the need for an organized community to participate in the process of improving people's health, as part of the co-responsibility of caring for health.

It's not only the Health Department or health clinics and hospitals that are responsible for health in our community. The people who live in the community are responsible too, and that is why we have to be organized, so together we can tackle whatever health problem attacks our people: men, women and children.

**STEP****3****FORMING A SUPPORT GROUP FOR THE CANCER PREVENTION PROGRAM****Objectives:**

- Participants will decide to become part of the Support Group.
- Participants will elect a Board of Directors for the Support Group.

Ask everyone present:

Who has decided to become part of an organization, a spider's web network that supports the health promotion activities in the community, sharing these activities with the health facilities?



Listen to the opinions, and when you have counted a majority, declare: FROM TODAY FORWARD THE SUPPORT GROUP OF THE PROMOTION TEAM OF THE DISTRICT OF IS MADE UP OF THE FOLLOWING MEMBERS (mention all the participants as members of the organizations that they represent).

Then ask:

- Now that we have formed the Support Group, what do you think is missing in order for us to start to work?

Listen to the answers, and depending on what is said, reaffirm or complete information with:

What we need to do now is form a Board of Directors for our organization. Ask the group to suggest proposals for electing:

- A President, in charge of calling the meetings and organizing the Support Group actions.
- A Secretary, in charge of taking notes at the meetings, and filing documents.
- A Treasurer, in charge of managing funds that the group generates to support the activities to prevent cervical cancer.
- Two general board members, to support the other positions and substitute for them in case any are absent.

Once the election has taken place, congratulate the elected board members with applause.

**STEP****4****WRITING THE SUPPORT GROUP WORK PLAN**

- **Ask the participants:** What should be the next step so we can get started working?

Listen to the answers and then say:

- Now it is time to make a Work Plan, and to do that we need to know:

1. What is our goal?

THAT WOMEN 25 to 49 YEARS OF AGE GO TO HAVE THEIR VIA OR PAP TEST DONE VOLUNTARILY

2. What things in our community can help the women go to have the test done?

With everyone's participation make a list of all the situations that will help us meet our goal.

3. What things in our community can make it more difficult for the woman to have the test?

With the participation of everyone we make a list of all the situations that make it difficult for us to meet our goal.

4. What activities do we need to carry out to make sure women 25 to 49 go have their VIA test?

Write out the list of activities with them.

5. With input from the participants, put dates next to each of the activities; use the P3 format to make a calendar of activities.

6. Then ask: Who can be in charge of each of these activities? We hope that participants will volunteer to be in charge of activities.



Then we give the instruction that the Support Group, with all its members, should have a meeting at least once a month in order to evaluate its monthly activities and plan for the next month.

CLOSING / GOODBYE

- Thank everyone for attending the meeting and for their active participation, and congratulate them on the qualitative step they have taken in forming an organization. Highlight that if they are able to maintain it, it will not only serve the purposes of the Gynecological Cancer Prevention Program, but any other development goal the community might have.
- Ask, when do you think we should get together again? (If possible, serve a simple snack).



NOTES FOR THE PROMOTION TEAM:

1. If there is already an organized community group that could act as the Support Group, then you can work with that group.
2. If after forming the Support Group and electing the Board of Directors, the people seem tired, you can propose that the Work Plan be written during the next meeting.

RECOMMENDATIONS FOR THE FOLLOWING SUPPORT GROUP MEETINGS

- * Once the Support Group is formed, the expectation is that they will meet once a month, to follow up the planned activities.
- * In these meetings, those attending should include:
 - The Support Group members.
 - The health clinic director (if possible).
 - Two members of the Promotion Team.
 - Other invited leaders or authorities.
- * Each meeting should start with the director of the health clinic or one of the Promotion Team members, who greets the participants and welcomes the newcomers if there are any, and then hands the meeting over to the President of the Support Group to lead the discussion.
- * The meeting agenda will include the following:
 - Reading the previous meeting's minutes.
 - A report from the Promotion Team of the activities accomplished during that month, noting the things that helped them be accomplished, or the things that made it



impossible for the activities to be carried out. If there was some activity done by the Support Group alone, it should be reported at this time too.

- The Promotion Team presents the activities that it plans to implement in the next month.
 - Participants give suggestions about other activities that can be included in the month's calendar of activities.
 - For each activity that is approved, agree upon a date and person responsible for making sure it gets done.
- * The result of the meeting is a list of activities or tasks to be done in the month, and should consider: the agreements from the previous meeting that have not been done, the activities proposed by the Promotion Team, and the ones suggested by the participants. This product should be registered by the health Promotion Team.