

Terms of Reference for Co-Chair of the HIV/AIDS Civil Society Forum

Introduction

The Civil Society Forum (CSF) is an informal advisory body established in 2005 by the European Commission to facilitate the participation of NGOs and networks, including those representing People Living with HIV/AIDS, in European policy development and implementation as well as to exchange information. The CSF provides advice both directly to the European Commission and also to the HIV/AIDS Think Tank. The CSF is also a key forum for civil society to share information and best practice around national and European responses to HIV, identifying appropriate opportunities for joint action.

1.1 Role

The AIDS Action Europe co-Chair of the EU's HIV/AIDS Civil Society Forum (CSF) collaborates with the co-Chair from the European AIDS Treatment Group (EATG) and the supporting staff members from both organisations to ensure the effective functioning and development of the CSF. The co-Chair fulfils his/her activities in close collaboration with the other co-Chair and the two support staff from AIDS Action Europe and EATG. S/he also liaises closely with the other two AIDS Action Europe representatives who attend the Think Tank. Decisions are made consensually between the two co-Chairs in consultation with the support staff.

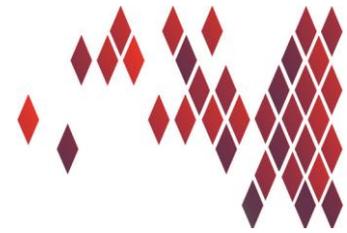
1.2 Eligibility criteria

Applicants are only eligible if they meet the following requirements:

- Applicant's organisation is a member of AIDS Action Europe (see <http://www.aidsactioneurope.org/index.php?id=7> for current members). Please note that partners of AIDS Action Europe and European networks are not eligible. The person has to belong to a national or local non-governmental organisation.
- In addition to being a member of AIDS Action Europe, the organisation is a current or past member of the EU HIV/AIDS Civil Society Forum.
- The person who applies has attended at least one meeting of the Civil Society Forum.
- The person agrees to become a full member of the AIDS Action Europe Steering Committee. Steering Committee members are expected to voluntarily contribute about 10 working days yearly to the Steering Committee, including twice yearly a two-day Steering Committee meeting and six-weekly conference calls (ToR for Steering Committee are attached FYI).
- Applicant should be based in one of the countries that are included in the European Commission mandate: EU Member States, Candidate and accession countries, EEA countries, and selected countries belonging to the European Neighbourhood Policy area.

1.3 Term

The term of co-Chair of the SC is for three years. The co-Chair is elected for a three-year term to guarantee consistency in the functioning of the co-chairing of the Civil Society Forum and in the representation of AIDS Action Europe in the EU Think Tank. Under exceptional circumstances determined by the AAE Steering Committee, the term can be extended for one additional year. The function of the co-Chair is ad personam and cannot be shared. If the AIDS Action Europe Steering Committee membership expires during the term of the CSF co-chairing, this membership will automatically be renewed.



1.4 Tasks

- review, develop and agree the agenda of the twice-yearly meetings of the CSF
- see to it that meetings are adequately prepared for; and there is effective follow up
- fulfil responsibilities bearing in mind the EU's Communication on combating HIV/AIDS in the EU and neighbouring countries and the Action Plan
- be in ongoing contact with the EATG co-Chair and the two support staff from AIDS Action Europe and EATG including via regular (usually monthly) teleconferences, to ensure the smooth administration of the CSF
- participate in regular communication with the Commission on CSF- and HIV-related matters
- co-chair meetings of the CSF
- attend meetings of the HIV/AIDS Think Tank along with the EATG co-Chair and four other representatives of civil society, to provide a CSF perspective on its deliberations
- attend other European meetings as appropriate to represent civil society, or agree with the EATG co-Chair someone else to represent civil society at such meetings
- support the facilitation of input of CSF into relevant consultation/policy development processes
- support the implementation of agreed advocacy initiatives, e.g. letters ,statements, outreach
- review the preparation of CSF-report and Executive Summary and report to the Think Tank meeting
- inform external stakeholders about and/or on behalf of the CSF
- be a full member of the AIDS Action Europe Steering Committee and provide feedback on the work of the CSF and consulting with the AIDS Action Europe Steering Committee about the upcoming agenda points of the CSF's meetings

1.5 Profile

The co-chair must:

- be individually committed to coordinated NGO action and the AIDS Action Europe mission;
- have previous experience in NGO exchange in the WHO Europe Region;
- have global knowledge about the main policies, trends, issues and activities in his/her respective geographical sub-region;
- have good networking skills and contacts with networks, NGOs and possible sponsors;
- have an excellent knowledge of English;
- have excellent and proven communication and chairing skills;
- be able to negotiate and;
- be encouraging when giving feedback;
- facilitate the participation of the members of the CSF using opportunities for an open dialogue.



1.6 Time involvement and reimbursement

In order to fulfil the role of co-Chair adequately and give the necessary feedback, the Chair has to be available for 16 days a year in surplus of the usual Steering Committee members' engagement of 15 days. While Steering Committee members are expected to voluntarily contribute their working time, the additional extra working days (maximum 16 yearly) will be reimbursed according to standard AAE daily rates.

Travel and communication expenses for CSF and TT meetings and as CSF representative at European meetings will be reimbursed.

1.7 Incompatibility of functions

The role of co-Chair of the Civil Society Forum may be difficult to combine with some other public functions or a personal relationship with a sponsor or another member of the Steering Committee. CSF co-chairs should indicate to the Steering Committee if they foresee a possible conflict of interest. If more than half of the Steering Committee concludes there is a conflict of interest, the CSF co-chair's term could be ended by the Steering Committee according to the rules described in the procedure of suspension or dismissal of Steering Committee members.

Berlin, October 8, 2015