The International AIDS Society-Industry Liaison Forum (IAS-ILF) is a mechanism to inform and support collaboration and partnership between industry and the IAS. Guided by a strong, multi-stakeholder advisory group, it performs this broad task by regularly providing opportunities for industry to understand the IAS's interests and priorities, and vice versa, seeking common ground to enhance the impact of our response to HIV and related co-morbidities. Details on the activities and scope of the work of the IAS-ILF are available online in the implementation plan and cover IAS Priorities but also, more generally, IAS values and other aspects of IAS work, such as conferences and membership (e.g., regarding capacity building and education).

This document details the procedures related to the administration of the IAS-ILF Advisory Group.

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Roles and responsibilities

IAS-ILF Advisory Group members are committed to supporting and working towards the goals of the IAS-ILF, providing regular strategic guidance for IAS-ILF activities.

The roles of the IAS-ILF Co-Chairs are to lead the IAS-ILF Advisory Group and to promote the profile of the IAS-ILF. IAS-ILF Co-Chairs are responsible for reviewing and approving IAS-ILF documents (including meeting agendas and meeting reports) and for chairing meetings. The Industry Co-chair should consult with the different industry members of the IAS-ILF Advisory Group to ensure that the input of all the members is considered in a transparent and accountable manner.

The IAS-ILF Secretariat, in consultation with the IAS-ILF Co-Chairs, will regularly solicit inputs from IAS-ILF Advisory Group members.

Membership

Selection criteria and process
The IAS-ILF Advisory Group consists of members who come from a diversity of background, expertise and affiliation, both from industry and non-industry organizations. The IAS-ILF Advisory Group includes at least the same number of non-industry members as industry members and ensures the representation of every relevant stakeholder. The diagram in Appendix 1 summarizes the IAS-ILF Advisory Group composition.

The IAS-ILF strives to ensure gender balance and diversity with regard to HIV expertise, geography and viewpoints, and strongly supports the GIPA principle (Greater Involvement of People Living with HIV and AIDS). As a guiding principle, the recruitment of IAS-ILF Advisory Group members from low- or middle-income countries (LMICs) should be considered for the non-industry categories, when judged appropriate.

IAS-ILF Industry Advisory Group members
Industry representatives with corporate responsibility, experience or expertise in HIV/AIDS are nominated by their individual companies, once their companies have agreed to the terms of the IAS-ILF and committed to payment of the IAS-ILF tiered annual Corporate Partnership fee. Industry members are encouraged to nominate an alternate from their respective company.

IAS-ILF Non-Industry Advisory Group members
Except for the IAS-ILF Non-Industry Advisory Group members nominated by the IAS Governing Council (GC), new advisory group members are invited by the IAS-ILF Co-Chairs in consultation with the IAS-ILF Secretariat. The different categories are listed below.

1. Between four and seven seats are reserved for nomination by the IAS GC in consultation with the IAS-ILF Secretariat. These nominations take place twice a year around formal IAS GC meetings. These members have interest in and knowledge of industry. They are from the IAS GC (or the IAS membership), and include the IAS President. At least two of the GC-nominated
members must be current GC members. In addition, at least two of the GC-nominated members must be from low- and middle-income countries.

2. Three (3) seats are reserved for representatives from regulatory or normative agencies whose mission is of relevance to the IAS Priorities.

3. Three (3) seats are reserved for representatives from procurement or implementing organizations whose mission is of relevance to the IAS Priorities.

4. Three (3) seats are reserved for representatives from governmental or inter-governmental organizations whose mission is of relevance to the IAS Priorities.

5. Three (3) seats are reserved for individuals with demonstrated expertise and leadership in areas relevant to the IAS Priorities or other issues.

6. Three (3) seats are reserved for civil society.

IAS-ILF Ex Officio Advisory Group members
There are three (3) ex officio members in the IAS-ILF Advisory Group. They are the IAS Executive Director, the IAS Senior Advisor and the IAS-ILF Research Officer.

Period of appointment
The term of an IAS-ILF Industry Advisory Group member is not time limited, but is commensurate with the member’s corporate responsibility, as well as the commitment of the Corporate Partner to support the IAS-ILF. Individual companies are asked to nominate replacement members should responsibilities for existing members shift within their respective company. The replacement should be communicated in writing to the IAS-ILF Secretariat.

The term of an IAS-ILF Non-Industry Advisory Group member starts directly following appointment and is for two years. The decision regarding an eventual extension is based upon the active participation of the member during the primary term, and the relevance of the member’s expertise for the upcoming IAS Priorities.

Co-Chairs

Selection criteria and process
The IAS-ILF Advisory Group is co-chaired by two members of the group.

One IAS-ILF Co-Chairs is appointed by the IAS GC in consultation with the IAS-ILF Secretariat. The IAS-ILF GC Co-Chair is from the IAS Executive Committee and shall have demonstrated leadership, expertise and experience in topics relevant to the IAS Priorities.

The IAS-ILF Industry Co-Chair is an IAS-ILF Advisory Group member from one of the IAS-ILF Corporate Partners (from any of the Gold, Silver and Bronze levels) and elected by secret votes by
all IAS-ILF Advisory Group members. Eligible candidates have been members of the advisory group for at least one year. Interested candidates nominate themselves by presenting their biographies and motivations to the IAS-ILF Secretariat which coordinates the election process through emails.

**Peroid of appointment**
The IAS-ILF Co-Chairs are appointed for a period of two years. The term of the IAS-ILF GC Co-Chair can be extended. However, the term of the IAS-ILF Industry Co-Chair is without possibility of an extension, although an individual can serve for non-consecutive terms.

**Time commitment**
The IAS-ILF Advisory Group will strive to convene twice a year, in conjunction with CROI and IAS-convened conferences. In addition, quarterly conference calls will be organized. Additional teleconferences can be scheduled as requested by the IAS-ILF Co-Chairs. The IAS-ILF Advisory Group members will further communicate via email between meetings and teleconferences. Members commit to actively engaging in the discussions and providing timely input and feedback.

**Voting**
A quorum representing the majority of advisory group members (i.e. 50% + 1) is required for validating a decision. These members should be from at least four out of seven advisory group categories (Industry plus the six non-industry categories).

For situations when a consensus is not reached, voting might be used to reach a decision. The decision to vote or not on an issue should be taken by the Co-Chairs after trying to conciliate the different points of view. All IAS-ILF Advisory Group members, including alternates, have a voting right. The possibility for voting electronically (e.g., by email) should be considered when the quorum is not reached during a meeting or teleconference.

**Resources**
The IAS-ILF Secretariat is responsible for the overall coordination of the IAS-ILF activities, including the management of the IAS-ILF budget which comes from the financial participation of IAS-ILF Corporate Partners (Gold, Silver and Bronze, as detailed in the implementation plan).

**Travel support**
Non-industry members from LMICs or civil society are eligible for consideration for travel, accommodation and registration support to attend IAS-ILF meetings, as needed, consistent with IAS travel policy. Requests for support to attend IAS-ILF meetings must be made in advance to the IAS-ILF Secretariat. Logistics is coordinated by the IAS-ILF Secretariat. No other remuneration is permitted. The decision to provide support takes into consideration the active participation of the member and the relevance of his/her expertise with regard to the specific meeting.
**Evaluation and reporting**

The IAS-ILF GC Co-Chair is responsible for reporting on IAS-ILF activities to the IAS GC at its annual meetings.


**Revision of Terms of Reference**

The IAS-ILF Terms of Reference may be amended at any time to ensure that they meet the evolving needs of the IAS-ILF and the IAS. Revisions need approval by the IAS-ILF Advisory Group and the IAS Executive Committee.

**Approval status:**

*Date of last approval: September 2014*

*Approved by the IAS-ILF Advisory Group*

*Approved by the IAS Executive Committee*

*Date of last minor revision: December 2014*
## Appendix 1: IAS-ILF Advisory Group composition diagram

### IAS-ILF Advisory Group

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<td>IAS GC Co-Chair</td>
<td>Industry Co-Chair</td>
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**IAS-ILF Industry Advisory Group members**
- Gold Corporate Partners
- Silver Corporate Partners
- Bronze Corporate Partners

**IAS-ILF Non-Industry Advisory Group members**
- IAS Governing Council
- Regulatory / normative agencies
- Procurement / implementing organizations
- Governmental / intergovernmental organizations
- Experts in IAS Priorities or other issues
- Civil society

**Ex officio members**
- IAS Executive Director
- IAS-ILF Research Officer