

**Call for Nominations  
for one new CIVIL SOCIETY member on the  
Conference Coordinating Committee  
of the International AIDS Conference in 2012 and 2014**

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This is a Call for Nominations for a new civil society member organization to join the Conference Coordinating Committee (CCC) of the International AIDS Conference (IAC) for the next two conferences (AIDS 2012 – to be held in Washington, DC and AIDS 2014 – location to be determined). **The deadline for submission of a nomination is 30 April 2010.**

The Conference Coordinating Committee (CCC) is the highest governing body for the International AIDS Conference and is ultimately responsible for the theme, vision, policies, budget guidelines and overall programme of the conference.

This available seat on the CCC is to be filled by a global civil society organization with HIV and AIDS as a major activity. This new CCC member will replace the existing (AIDS 2008 and AIDS 2010) civil society member, the World YWCA. Other civil society partners for AIDS 2012 are Global Network of People Living with HIV/AIDS (GNP+) /International Community of Women living with HIV/AIDS (ICW), the International Council of AIDS Service Organizations (ICASO) and the Caribbean Vulnerable Communities (CVC).

This organization chosen to fill this civil society seat on the CCC will also become a formal “partner” to the conference. As an international partner organization, it will be required to designate a representative to serve on the CCC. It is expected that this representative remains the same during tenure of the seat in order to preserve institutional memory within the CCC and within the civil society partner. Organizational support for this representative is critical in carrying out this conference co-organizer role.

This Call for Nominations is published on the AIDS 2010 website, the websites and networks of the international partners of the International AIDS Conferences, and through selected listservs.

***Please note that there will be a separate call for nominations for ‘Local’ and ‘USA-based’ partner organizations to serve as Local (US) community and scientific partners to AIDS 2012. The call for these AIDS 2012 Local (US) partner nominations will be distributed in March 2010.***

**1. Selection Process**

A selection committee has been formed to review the applications. The Selection Committee is made up of representatives of all the international partners of the International AIDS Conference plus representatives of three reputable civil society organizations from different regions of the world. Mats Ahnlund, the Conference Director, is the Secretary to the Committee.

b. The applications will first be reviewed virtually by the Selection Committee using the selection criteria (see section 3)

c. A teleconference of the Selection Committee will be held at the beginning of May 2010 to select the new member based on the scoring and taking into consideration regional, issue-based, and constituency representation within the civil society members of the CCC.

d. Following verification, the decision will be communicated within one week to the selected civil society organization for it to confirm its acceptance to be on the CCC.

e. Within one week of this confirmation, the decision will be published widely on listservs and through the international partners' networks. This will include a description of the selection process (including criteria and selection committee), the name of the selected organization and its contact details.

## **2. Key Tasks and Functions**

The selected organization will be entitled to send one person to the CCC meetings preceding the conference, normally 5-6 meetings in person, usually 1-2 days each time. All costs to attend the meetings will be covered by the conference budget.

The key tasks and functions of the CCC are:

- To determine the theme, vision and content of the conference.
- To review progress towards achievement of conference objectives.
- To build on positive outcomes and address weaker points of previous International AIDS Conferences to ensure continuous improvement.
- To provide input into the conference budget.
- To approve any proposed projects that will be linked to the conference but funded from other sources than the conference budget.
- To help promote the conference.
- To select and approve plenary and special session speakers.
- To review and approve the recommendations of the Programme Committees as well as making the final setting of the “non abstract-driven” sessions.
- To approve all co-chairs and members of the three Programme Committees and the Track Committee co-chairs.
- To approve the format and content of the opening and closing sessions.
- To determine the International Scholarship Programme criteria.
- To review the outcomes of the conference.

## **3. Qualifications and Criteria for Selection**

Based on the functions (above) and on general human rights principles, the selection committee will use the following general criteria for the selection of the civil society partner:

- A. Proven commitment to:
  - i. the Greater and Meaningful Involvement of People Living with HIV and AIDS (GIPA/MIPA).
  - ii. the full realization of human rights, including those related to the most marginalized populations and PLHIV, in particular to the principle of non-discrimination.
  - iii. gender equity, the empowerment of women and the protection and promotion of their human rights and fundamental freedoms, including their sexual and reproductive rights.
  - iv. evidence-based policies, programmes and interventions that support good practices and are not contrary to scientific evidence of effective HIV/AIDS interventions; including those that are based on cultural/religious beliefs and/or violate basic human rights principles.
- B. Have a minimum of 5 years experience working on HIV/AIDS issues.
- C. Commitment to encourage and support enhanced community participation in the International AIDS Conference, particularly of those representing and/or working with the most marginalized and vulnerable;
- D. Ability and commitment to represent and promote the International AIDS Conference publicly;
- E. Be a registered organization, with good governance procedures (e.g. Board of Directors that meets regularly) and transparent and accountable financial reporting systems.

- F. Ability to communicate and network effectively and broadly (with clearly functioning communication linkages) at a regional and/or global level.
- G. Ability to facilitate the development of, and adherence to, processes that ensure transparency and accountability between the CCC and civil society/community sector generally;
- H. The representative of the organization has the ability to work in written and spoken English (additional languages are greatly desired);
- I. Assurance that the organization will commit a staff member for International AIDS Conference related duties, if selected.
- J. Demonstrated experience and willingness to assume responsibility for carrying out the tasks as described above;
- K. Is a global civil society organization with HIV and AIDS as a major activity,

#### **4. Application Process**

Organizations wishing to apply to be a civil society member of the CCC should prepare and submit an application **by 30 April 2010**. This should show evidence of how the organization meets the criteria given in section 3 above, in addition to the following specific information:

**Organization's details:** Name of organization, address, email address, phone number

**Contact person's details:** Name, Position/Title, E-mail address, Direct contact phone number.

**Basic facts:**

- a) How is your organization structured (e.g. a network, individual membership), and if you have members, how many?
- b) How many members of staff do you have, and please indicate the name and title of the person that is heading the staff?
- c) Annual turnover in USD?
- d) What countries does your organization work in?
- e) What are the objectives/mission of your organization?

**HIV/AIDS track record:**

- a) What type of HIV/AIDS activities do you work with?
- b) What percentage of your overall activity is the HIV/AIDS work: small, around half, more than half, 100%.

**International AIDS Conference:**

- a) Has your organization participated in previous International AIDS Conferences? If so, in what way? Which conferences?
- b) What would your organization contribute as a member of the CCC?

**References:**

Provide two letters of reference from relevant organizations other than your own (1 page per reference only). The reference letters must be signed and on letterhead.

**The conference secretariat at the International AIDS Society (IAS) will serve as a mailbox for applications. Please send applications with all required information to:**

**Bernard Kadasia, IAS**  
**E-mail: [partner@aids2012.org](mailto:partner@aids2012.org)**  
**Fax: + 41 22 7100899**  
**(email submissions preferred)**

