

**Call for Nominations
for two LOCAL (US) COMMUNITY PARTNER ORGANIZATIONS
to serve as members of the
Conference Coordinating Committee
of the XVIX International AIDS Conference (AIDS 2012) in Washington, D.C.**

This is a Call for Nominations for two local (US) community partner organization members of the Conference Coordinating Committee (CCC) for the XVIX International AIDS Conference (AIDS 2012) to be held in Washington, D.C., USA. **The deadline for submission of a nomination is 14 May 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.

These available seats on the CCC are to be filled by USA-based community organizations with HIV and AIDS as a major activity.

The organizations holding the local community seats on the CCC will be formal partners of the conference. The organizations will be required to designate a representative individual to sit on the CCC. It is expected that these representative individuals remain the same during tenure of the seat in order to preserve institutional memory within the CCC and within the partner organization. Organizational support for this representative is critical in carrying out this conference partner 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.

Background

The 2012 International AIDS Conference (AIDS 2012) will be held in Washington, D.C., 22-27 July 2012. Organization for AIDS 2012 will begin formally in July 2010. You can see more details on the general International AIDS Conference governance structure at the AIDS 2010 website: www.aids2010.org.

The biennial International AIDS Conference is the premier gathering for researchers and care providers working in the field of HIV, as well as policymakers, people living with HIV and others committed to ending the epidemic. AIDS 2012 is expected to convene more than 25,000 delegates from nearly 200 countries, including more than 2,500 journalists.

The International AIDS Society (IAS) is the world's leading independent association of HIV professionals, with 14,000 members from 190 countries working at all levels of the global response to AIDS. The IAS is the custodian of the biennial International AIDS Conference, working in partnership with permanent members of the International AIDS Conference (IAC): the Joint United Nations Programme on HIV and AIDS (UNAIDS), the Global Network of People Living with HIV and AIDS (GNP+), the International Community of Women Living with AIDS (ICW), the International Council of AIDS Service Organizations (ICASO), and two rotating member organizations.

1. Selection Process for Local (US) Community Partner Organizations

A selection committee will be formed to review the applications. The Selection Committee is made up of the two AIDS 2012 co-chairs, plus representatives of the permanent international civil

society partners of the International AIDS Conference (GNP+, ICW, and ICASO). Mats Ahnlund, the Conference Director, is the Secretary to the Committee.

- a. The applications will first be reviewed virtually by the Selection Committee using the selection criteria (see section 3).
- b. A teleconference of the Selection Committee will be held end-May 2010 to select the new member based on the scoring and taking into consideration local, issue-based, and constituency representation within the members of the CCC.
- c. Following verification, the decision will be communicated within one week to the selected organization for it to confirm its acceptance to be on the CCC.
- d. 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 of AIDS 2012 Local (US) Partner Organizations

The selected organizations will each 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 objectives 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.
- 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 of Local (US) Community Partner Organizations

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 local 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 local (USA national or USA state) level;
- G. Ability to facilitate the development of, and adherence to, processes that ensure transparency and accountability between the CCC and community sector generally;
- H. Assurance that the organization will commit a staff member for International AIDS Conference related duties, if selected;
- I. Demonstrated experience and willingness to assume responsibility for carrying out the tasks as described above;
- J. Is a USA organization with HIV and AIDS as a major activity.

4. Application Process

Organizations wishing to apply to be a local community partner organization of the conference should prepare and submit an application **by 14 May 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 towns, counties and/or states 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:

Helen von Dadelszen, IAS

E-mail: localpartner@aid2012.org

Fax: + 41 22 7100899

(email submissions preferred)