TERMS OF REFERENCE
AIDS 2022 ORGANIZING COMMITTEE

1. PURPOSE

The purpose of the AIDS 2022 Organizing Committee (OC) is to provide overall planning and guidance for the development of the scientific, community and leadership components of the programme, including the abstract driven sessions, attracting high level participation, promoting the conference and targeting specific research to showcase at the 24th International AIDS Conference (AIDS 2022) to be held in July 2022.

2. COMPOSITION

The AIDS 2022 OC is composed of members of the International AIDS Society (IAS) Conference Committee (CC) and rotating members specific to the AIDS 2022 Conference. Rotating members will serve for the duration of the preparation and delivery of AIDS 2022. Together, the Conference Committee and rotating members will be responsible for programme development, speaker selection and support, abstract review and selection, and scholarship award guidance and review.

The AIDS 2022 Organizing Committee shall cover the following competencies and attributes:

- Scientific, policy and implementation expertise;
- Meaningful engagement and representation of key and affected populations, of civil society and/or of young people;
- Geographical and gender diversity;
- Availability and willingness to invest the required time for conference related duties.

It will be composed as follows:
IAS Conference Committee:
IAS President (ex-officio)
IAS President-Elect (ex-officio)
IAS Executive Director (ex-officio)
IAS Governing Council member with complementary scientific expertise
One representative of a global network representing people living with HIV
One representative of an implementing organization or a network of implementing organizations
One representative of a global advocacy network

AIDS 2022 Rotating Members:
Local Conference Co-Chair
One person to lead each track; at least two from the host country/region
A community representative from the host country/region
A UNAIDS representative
A representative of funders
A leadership representative with HIV-relevant geopolitical connections
One person under 30 at the time of the appointment

3. TERM OF APPOINTMENT

The term of appointment for the AIDS 2022 OC will be 16 months, starting in April 2021 and ending in July 2022.

Preparation for the conference is expected to require a moderate time commitment from the AIDS 2022 OC members. The time commitment should be approximately 4 to 5 hours per week, though this may increase or decrease sporadically and will increase in the run up to the AIDS 2022 conference. Most work is conducted by email and participation in occasional meetings is required.

4. PROCESS FOR APPOINTMENTS

IAS Conference Committee Members
The IAS Executive Board (EB) appoints members to the IAS Conference Committee that do not serve ex officio (see the TOR for the IAS Conference Committee in Annex 1).

AIDS 2022 Rotating Members
The IAS Conference Committee, with the support of the IAS Secretariat, shall select candidates with the relevant competencies to fill the rotating membership seats (with the exception of the UNAIDS representative, which will be named directly by the agency, and the Local Co-Chair, who will be appointed by the IAS EB). Final selection will be made by consensus.

Position	Nominated by:	Appointed by:
Local Co-Chair	Applications sought from candidates nominated by the IAS Governing Council and IAS Conference Committee	IAS Executive Board
UNAIDS representative	UNAIDS	UNAIDS
One person to lead each track; at least two from the host country/region	IAS Governing Council and Local Co-Chair	IAS Conference Committee
Representative of funders	IAS Secretariat	IAS Conference Committee
Leadership representative with HIV-relevant geopolitical connections	Local Co-Chair and relevant host country government institution	IAS Conference Committee
Community representative from the host country/region	Open call for applications	IAS Conference Committee
A person under 30 at the time of appointment	Open call for applications	IAS Conference Committee

5. RESPONSIBILITES

The committee will advise on and support the development of the conference programme including, but not limited to, identifying issues, thematic areas, target audience, and key population groups for focus within the conference programme. Other specific responsibilities of the AIDS 2022 OC include to:

- Draft the scope and objectives and abstract categories of the scientific tracks for

the conference programme;

- Develop symposia, bridging, workshop and abstract sessions including proposing topics and speakers;
- Coordinate programme building activities with track committees or working groups;
- Serve as point persons for sessions, coordinating content and presenter outreach together with the IAS secretariat;
- Suggest candidates to serve on sub-groups such as the Workshops and the Global Village and Youth Programme (GVYP) working groups and scientific track committees, as well as abstract reviewers and lead and assistant rapporteurs for each track;
- Confirm criteria for abstract submission, review and selection;
- Determine the International Scholarship Programme profile and criteria;
- Lead or participate in abstract selection;
- Prepare for and participate in all committee meetings by reviewing pre-reading materials and actively engaging;
- Promote the conference through relevant professional networks and institutional channels, and through solicitation of breaking science from peers.

6. MEETINGS

While most of the AIDS 2022 OC work will be conducted via email, the committee will meet by teleconference five to seven times over the 16-months appointment. The IAS President and Local Co-Chair will chair the AIDS 2022 OC meetings. If the IAS President cannot attend a meeting, the IAS President-Elect will chair the meeting together with the Local Co-Chair.

Active member involvement is important. Members are expected to participate in all meetings. Should a member be unable to attend a meeting, they shall notify the IAS President and the IAS secretariat in advance to discuss the nomination of a proxy for the specific meeting.

Notice of each meeting confirming the format, time and date, and agenda shall be sent to committee members at least 14 days in advance of the meeting. Supporting documents will be sent to committee members at least seven days in advance of the meeting.

7. REPORTING

The minutes of each meeting shall comprise the participants, agenda and order of the deliberations, decisions taken, action items, the different opinions and other noteworthy matters/information.

8. DECISION-MAKING

The quorum for decision-making purposes will be majority of the Organizing Committee membership (at least 10 members).

Decisions shall as a principle be made by consensus. If consensus is not possible, committee members will agree on, and carry out, a process to reach a decision. The IAS President retains the right of final approval of all decisions. Decisions that have financial implications outside of the approved budget are referred first to the IAS Executive Director, and if needed to the IAS Executive Board, for final approval.

9. COMPENSATION

Committee membership is on a volunteer basis and there is no remuneration of any kind in exchange for the duties performed as a member of the Programme Organizing Committee. The IAS covers travel costs associated with in-person committee meetings. Additionally, the community and youth representatives on the committee will be invited to submit proposals for grants in support of activities to increase awareness of and engagement with each conference.

10. ROLE IN THE CONFERENCE

In principle, Programme Committee members should not assume speaking roles in conference sessions. However, Committee members may chair sessions. Additionally, Committee members can submit and, if accepted, present abstracts.

11. CESSATION OF APPOINTMENT

A Committee member will cease to be a member upon resignation; leaving the principal HIV and AIDS work that secured selection to the Committee; if unable to perform the tasks agreed upon or unable to work with the other committee members as part of a team; or if a conflict of interest is declared.

Any committee member not serving ex officio may resign at any time by delivering written or electronic notice to the IAS President and IAS Executive Director. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon receipt of the resignation by the IAS President and IAS Executive Director.

Any committee member who misses two consecutive meetings without a justification shall be deemed to have resigned from the committee.

Annex 1: IAS Conference Committee Terms of Reference

TERMS OF REFERENCE

INTERNATIONAL AIDS SOCIETY CONFERENCE COMMITTEE

6. PURPOSE

The International AIDS Society (IAS) Conference Committee is responsible for the strategic planning of all IAS conferences taking place over a four-year cycle to ensure continuity, consistency, responsiveness to the needs of the HIV field and alignment with IAS strategic priorities. During the initial term of the Committee, this includes AIDS 2022, HIVR4P 2023, IAS 2023 and AIDS 2024.

Additionally, rotating members will be appointed to serve for the duration of the preparation and delivery of each individual conference. Together, the Conference Committee and rotating members will be responsible for programme development, speaker selection and support, abstract review and selection, and scholarship award guidance and review.

7. COMPOSITION

The IAS Conference Committee shall cover the following competencies and attributes:
- Scientific, policy and implementation expertise;
- IAS institutional knowledge and commitment;
- Meaningful engagement and representation of key and affected populations, of civil society and/or of young people;
- Geographical and gender diversity;
- Availability and willingness to invest the required time for conference related duties.

It will be composed as follows:
- IAS President (ex-officio)
- IAS President-Elect (ex-officio)
- IAS Executive Director (ex-officio)
- IAS Governing Council member with complementary scientific expertise
- One representative of a global network representing people living with HIV
- One representative of an implementing organization or a network of implementing organizations
- One representative of a global advocacy network

8. TERM OF APPOINTMENT

The term of appointment for the Conference Committee shall be four years, or the duration of office for ex-officio members. The first term of the Conference Committee will start in February 2021 and end in February 2025.

To enable a rotation cycle, two of the three initial civil society representatives will serve a two-year term (AIDS 2022, HIVR4P 2023 and IAS 2023).

9. PROCESS FOR APPOINTMENTS

The IAS Executive Board (EB) appoints those members to the IAS Conference Committee that do not serve ex officio. For the civil society seats, the EB, with the support of the IAS Secretariat, shall seek applications from individual candidates in collaboration with civil society networks, utilizing a competency framework to identify gaps and assess the extent to which the candidates complement the skillset already present on the committee. Selections will further be based on the motivation, level of experience and mobilisation capacity of the candidates.

The EB appoints the IAS Governing Council member who does not serve ex officio, ensuring complementarity of skills, experience and representation.

10. RESPONSIBILITES

- Guide the strategic planning of the AIDS, IAS and HIVR4P conferences taking place during the term of the Committee. During its first term, these will be the AIDS 2022, IAS 2023, HIVR4P 2023 and AIDS 2024 conferences;
- Establish the conference frameworks, which includes but is not limited to the theme, objectives and content focus for each conference, in alignment with the IAS 2021-2025 Organizational Strategy;
- Regularly review progress towards achievement of the objectives, with reference to the performance frameworks and indicators developed by the IAS Secretariat;
- Review the evaluation and impact reports of previous IAS-convened conferences to build on positive outcomes, address weaker points and ensure continuous improvement;
- In conjunction with the IAS secretariat, review host city proposals against the criteria established by the IAS Governing Council to advise on shortlisting and propose potential local partners;
- Nominate candidates with the relevant competencies to fill the rotating committees for each of the conferences (with the exception of the UNAIDS/WHO representative, which will be named directly by the respective agency), for appointment by the IAS Executive Board.
- Together with the rotating committee members for each specific conference, oversee programme development, speaker selection and support, abstract review and selection, and scholarship award guidance and review;
- Promote the conferences by sharing information among networks and speaking at relevant meetings, media engagements and other events, with support from the IAS communications team to ensure messaging alignment.

12. MEETINGS

The Conference Committee will meet seven to ten times in each calendar year, joined for each meeting by the rotating members for one or more of the conferences in preparation. Most of the work will be carried out by email and teleconferences. The IAS President will chair the Conference Committee meetings. If the IAS President cannot attend a meeting, the IAS President-Elect will chair the meeting.

Active member involvement is important. Members are expected to participate in all meetings. Should a member be unable to attend a meeting, they shall notify the IAS President and the IAS secretariat in advance to discuss the nomination of a proxy for the specific meeting.

Notice of each meeting confirming the format, time and date, and agenda shall be sent to committee members at least 14 days in advance of the meeting. Supporting documents will be sent to committee members at least seven days in advance of the meeting.

13. REPORTING

The minutes of each meeting shall comprise the participants, agenda and order of the deliberations, decisions taken, action items, the different opinions and other noteworthy matters/information.

14. DECISION-MAKING

The quorum for decision-making purposes will be majority of the IAS Conference Committee membership (at least 4 members).

The quorum for each specific conference governance body (IAS Conference Committee + Rotating Committee) will be majority of the total membership.

Decisions made by either governance structure shall, as a principle, be made by consensus. If consensus is not possible, committee members will agree on, and carry out, a process to reach a decision. The IAS President retains the right of final approval of all decisions. Decisions that have financial implications outside of the approved budget are referred first to the IAS Executive Director, and if needed to the IAS Executive Board, for final approval.

15. COMPENSATION

Committee membership is on a volunteer basis and there is no remuneration of any kind in exchange for the duties performed as a member of the Conference Committee. The IAS covers travel costs associated with in-person committee meetings. Additionally, civil society members will be invited to submit proposals for grants in support of activities to increase awareness of and engagement with each conference.

16. ROLE IN THE CONFERENCE

In principle, Conference Committee members should not assume speaking roles in conference sessions. However, Committee members may chair sessions. Additionally, Committee members can submit and, if accepted, present abstracts.

17. CESSATION OF APPOINTMENT

A Committee member will cease to be a member upon resignation; leaving the principal HIV and AIDS work that secured selection to the Committee; if unable to perform the tasks agreed upon or unable to work with the other committee members as part of a team; or if a conflict of interest is declared.

Any committee member not serving ex officio may resign at any time by delivering written or electronic notice to the IAS President and IAS Executive Director. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon receipt of the resignation by the IAS President and IAS Executive Director.

Any committee member who misses two consecutive meetings without a justification shall be deemed to have resigned from the committee.