

# TERMS OF REFERENCE

## INTERNATIONAL AIDS SOCIETY CONFERENCE COMMITTEE

### 1. 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.

### 2. 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

### 3. 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).

#### **4. 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.

#### **5. RESPONSIBILITIES**

- 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.

#### **6. 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.

## **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 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.

## **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 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.

## **10. 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.

## **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.