



(DRAFT)TERMS OF REFERENCE

Webinar Series: Practice Issues in HIV/AIDS Prevention, Treatment & Support Advisory Committee

Facilitator

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Project Overview

The Canadian AIDS Society (CAS) is developing a series of web-based capacity building/training sessions (webinars) for service providers working in the HIV/AIDS field. The webinars will host speakers on practice issues in HIV/AIDS prevention, treatment, care and support and will aim to incorporate the diverse perspectives of researchers, policy makers, service providers and people living with or at risk of HIV/AIDS. The series will also aim to integrate a networking component, providing opportunities for service providers across the country to communicate regarding emerging issues, grass-roots responses, and available resources. Webinars will be offered on a quarterly basis for the duration of the two-year project funding (April 2010 – March 2012). The project is responding to a need for more accessible training opportunities expressed by CAS membership during a 2009 needs and assets assessment.

Roles & Responsibilities

The Advisory Committee will act as a consultative body. Members of the committee will assist in the development, promotion and evaluation of the *Webinar Series: Practice Issues in HIV/AIDS Prevention, Treatment & Support*.

Members of the Advisory Committee will perform the following functions:

- Advise on the direction, structure and content of the webinar series
- Recommend webinar topics relevant to CAS membership
- Identify potential webinar presenters and, where possible, facilitate contact between CAS and potential presenters
- Advise on the integration of networking opportunities within webinars
- Contribute to the development of an evaluation strategy
- Promote scheduled webinars among networks
- Review project documentation (e.g. promotional materials, reports) for errors, oversights and to suggest possible improvements

Deliverables

(April 2010 – March 2011)

- Two webinars

(April 2011 – March 2012)

- Four webinars
- Final evaluation and report

Composition

The advisory committee will consist of 10 members. Advisory committee members will meet the following criteria:

- Knowledge of issues facing individuals/communities at risk or living with HIV/AIDS
- Experience providing and/or accessing HIV/AIDS services in a community setting (including frontline support, education, community development, advocacy and communications initiatives)
- Commitment to the *Greater and Meaningful Involvement of People Living with HIV/AIDS* (GIPA) principles

Committee members will include representatives from across Canada (Northern, Pacific, Prairies, Ontario, Quebec, Atlantic). Four spots on the advisory committee will be designated for individuals taking part in a mentorship initiative (2 mentors & 2 mentees).

Meetings

All advisory committee meetings will take place via CAS-hosted teleconference. It is anticipated that the advisory committee will meet no more than 6 times in a year. As much as possible, meetings will be scheduled to advisory committee members' convenience. Between meetings, correspondence will be initiated as needed via email and/or by phone.

Membership Term

The work of the advisory committee will commence in July 2010. The minimum term for an individual advisory committee member is 1 fiscal year (i.e. until March 2011). Interested committee members will have the option to extend their membership for a 2nd fiscal year (i.e. April 2011 – March 2012).