

TERMS OF REFERENCE – Capacity Building Working Group

1. MANDATE:

Ensure the Centre's HIV prevention Capacity Building objectives are fulfilled efficiently and effectively demonstrating high performance and quality results.

2. MEMBER RESPONSIBILITIES:

Specific duties include:

- Provide expertise and leadership in setting priorities and strategic direction to the Centre's management and to advance the Centre's capacity building objectives in the best interest of its members and stakeholders.
- Provide leadership in determining capacity building priorities to advance HIV prevention efforts in Canada.
- Provide expertise and leadership in identifying opportunities and/or experts who can contribute to the development and delivery of capacity building activities.
- Create capacity building opportunities for students, practitioners, researchers, community leaders and front-line workers on emerging HIV prevention issues and train/prepare promising scholars as the next generation of Canadian HIV prevention researchers.
- Conduct annual planning of activities to be undertaken by the Working Group and participate actively and constructively in the development, implementation, monitoring and evaluation of related initiatives.
- Monitor and support capacity-building activities at the Centre.
- Develop capacity-building protocols (applications) and undertake related research where appropriate.
- Promote the Centre's capacity-building efforts to the general public, community-based service providers, media, and policy makers at the local, provincial and national levels.
- Operate in a way that demonstrates inclusiveness and respect for diversity of opinions.
- Act as a liaison by reporting back to their organization and the sector or constituency they represent, as well as bring information to the Working Group on behalf of their organization and the sector or constituency they represent.
- Communicate the vision, role, direction and priorities of the Centre to stakeholders in Canada and internationally.

3. MEETING STRUCTURE:

- I. During the first year of operations, meetings are held on a monthly basis with supplementary meetings arranged as required.
- II. Following the first year of operations meetings will be conducted on a bi-monthly basis, or as required (minimum of six (6) meetings per year). Members will meet in person at least once per year to plan their work in addition to on-going electronic communications.

- III. A quorum of members must be present before a meeting can proceed.
- IV. Meetings are conducted via teleconference or web-conference with a minimum of one in-person meeting per year. When possible, the in-person meeting is to coincide with the annual Team meeting.
- V. Internal or external persons may be invited to attend the meetings at the request of the Chair / Co-Chair on behalf of the Working Group to provide advice and assistance where necessary. Internal or external persons to the Working Group have no voting rights and may be requested to leave the meeting at any time by the Chair.
- VI. Working Group members will seek to reach decisions through consensus wherever possible. If for whatever reason, consensus cannot be achieved, members may choose to move to a majority vote among Team members present.
- VII. Individual Working Group members are encouraged to propose agenda items to the Chair/Co-Chair and/or Coordinator for discussion during Working Group meetings.

4. MEMBERSHIP: (THE 2009-2010 LIST OF WORKING GROUP MEMBERS IS FOUND IN APPENDIX I)

The Working Group is comprised of:

- Members of the Centre Team
- Additional members from various academic disciplines, training and education experts, frontline service providers and policy makers across Canada.
- 1 Chair and 1 Co-Chair. To promote ongoing inter-working group communication and input into the Centre's operations, the Chair is also a member of the Advisory Committee.
- The Centre Coordinator. The Centre Coordinator acts as secretary to the working groups without the right to vote.
- Centre Director (attendance is not mandatory)

5. TERMS OF MEMBERSHIP:

Terms of membership include:

- I. Working Group members will serve a 1-3 year term, allowing opportunity to rotate membership while maintaining continuity.
- II. The selection of Working Group members occurs during annual Team meetings.
- III. Members may volunteer or be nominated.
- IV. Members are required to notify the Centre Coordinator in advance if they are unable to attend a scheduled Working Group meeting.

Appendix I
Working Group Membership
CIHR Social Research Centre in HIV Prevention:

This is our Working Group membership list for Year 1 of the Centre's efforts. The list reflects the working groups created at the Inaugural Team Meeting (November 12-13, 2009). Team members absent at the November meeting have been added to Working Groups based on their responses to the Survey Monkey Tool completed in summer 2009. This list also indicates the Chairs and Co-Chairs for each group decided and approved at the November Team meeting.

Similar to the role of Chair and Co-Chair, working group membership will rotate every 1-2 years. Mechanisms (i.e. the WIKI) will be further established over the coming months to ensure that individuals are able to provide input into the activities of other groups. Membership to more than one working group is welcomed but with the advisory that demands on your available and valuable time may be significant.

Research	Capacity Bldg	Knowledge Transfer and Exchange
Chair: Liviana Calzavara Co-Chair: Mark Tyndall	Chair: Gaston Godin Co-Chair: Cathy Worthington	Chair: Alix Adrien Co-Chair: Alex Jadad
Robert Remis Grace Getty Wangari Tharao Winston Husbands Frank McGee Dan Allman Renee Masching Peggy Milson Valerie Pierre Pierre	Doris O'Brien Teengs Valerie Pierre Pierre Sandra Bullock Ted Myers Stephen Alexander Johnmark Opondo	Laurie Edmiston Eve Cheuk Renee Masching Notisha Massoquoi San Patten John Maxwell Peggy Millson Dan Allman