

**Call for Nominations
for one new CIVIL SOCIETY member on the
Conference Coordinating Committee
of the International AIDS Conference in 2014 and 2016**

This is a Call for Nominations for a new civil society member organization to join the Conference Coordinating Committee (CCC) of the International AIDS Conference (IAC) for the next two conferences (AIDS 2014 – to be held in Melbourne, Australia - and AIDS 2016 – location to be determined). **The deadline for submission of a nomination is 30 March 2012.**

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. This available seat on the CCC is to be filled by a regional civil society organization with HIV as a major activity. This new CCC member will replace the existing (AIDS 2010 and AIDS 2012) civil society member, the Caribbean Vulnerable Communities Coalition (CVC). Other civil society partners for AIDS 2014 are the Global Network of People Living with HIV/AIDS (GNP+) / International Community of Women living with HIV/AIDS (ICW), the International Council of AIDS Service Organizations (ICASO) and Sidaction.

The organization chosen to fill this seat on the CCC will also become a formal partner to the conference and will be required to designate a representative to serve on the CCC. It is expected that this representative remains the same during tenure of the seat in order to preserve institutional memory within the CCC and within the civil society partner. Organizational support for this representative is critical in carrying out this conference co-organizer role.

This Call for Nominations is published on the websites and networks of the international partners of the International AIDS Conferences, and through selected listservs.

Please note that separate consultations will be held to select the Australian (local) and Asia and the Pacific Islands partner organizations to serve as Australian and regional community, leadership and scientific partners for AIDS 2014.

1. Selection Process

The selection committee formed to review the applications is made up of representatives of all the international partners of the International AIDS Conference. Anouk Rey, the Conference Director, is the Secretary to the Committee.

The applications will first be reviewed virtually by the selection committee using the selection criteria (see section 3) and a teleconference may be held at the end of April if consensus is not reached. Consideration will be given to the selection criteria and taking into account the regional, issue-based, and constituency representation within the civil society members of the CCC.

Following verification, the decision will be communicated within one week to the selected civil society organization for it to confirm its acceptance to be on the CCC.

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

The selected organization will be entitled to send one person to the CCC meetings preceding the conference, normally 4-6 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:

- Determine the theme, vision and content of the conference.
- Review progress towards achievement of conference objectives.
- Build on positive outcomes and address weaker points of previous International AIDS Conferences to ensure continuous improvement.
- Provide input into the conference budget.
- Approve any proposed projects that will be linked to the conference but funded from other sources than the conference budget.
- Help promote the conference.
- Select and approve plenary and Special Session topics and speakers.
- Decide on the scientific tracks of the conference.
- Nominate people to Programme Committees and Track Committees as well as working groups for Programme Activities.
- Approve all Co-Chairs and members of the three Programme Committees, including the Track Committee Co-Chairs.
- Review and approve the recommendations of the Programme Committees as well as make the final decisions regarding the “non abstract-driven” sessions (NADS).
- Approve the format and content of the opening and closing sessions and the final distribution of conference sessions.
- Determine the International Scholarship Programme profile and criteria and nominate CCC members to form the Scholarship Review Committee.
- Decide on a number of symposia sessions, skills building sessions and Global Village slots/booths to fill gaps.
- Review the outcomes of the conference.

In addition to holding a seat on the CCC the organization will be requested to be part of the outreach programme of the conferences and will work with the other International Civil Society Partners in implementing this work. There will be some remuneration for the organization for this additional responsibility.

3. Qualifications and Criteria for Selection

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 civil society 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 regional and/or global level.
- G. Ability to facilitate the development of, and adherence to, processes that ensure transparency and accountability between the CCC and civil society/community sector generally.
- H. The representative of the organization has the ability to work in written and spoken English (additional languages are greatly desired).
- I. Assurance that the organization will commit a staff member for International AIDS Conference related duties, if selected.
- J. Demonstrated experience and willingness to assume responsibility for carrying out the tasks as described above.
- K. Is a regional civil society organization with HIV and AIDS as a major activity.

4. Application Process

Organizations wishing to apply to be a civil society member of the CCC should complete the annexed form and submit it along with two references **by 30 March 2012** to Helen von Dadelszen, helen.vondadelszen@iasociety.org.

**Nomination Form
for one new CIVIL SOCIETY member on the
Conference Coordinating Committee
of the International AIDS Conference in 2014 and 2016**

1	Organization's details:	Name of organization, address, email address, phone number
2	Contact person's details:	Name, Position/Title, E-mail address, Direct contact phone number.
	Basic facts	
3	How is your organization structured (e.g. a network, individual membership), and if you have members, how many?	
4	How many members of staff do you have, and please indicate the name and title of the person that is heading the staff?	
5	Annual turnover in USD?	
6	What countries does your organization work in?	
7	What are the objectives/mission of your organization?	
	HIV/AIDS track record	
8	What type of HIV/AIDS activities do you work with?	
9	What percentage of your overall activity is the HIV/AIDS work: small, around half, more than half, 100%?	
10	How long has your organization been working on HIV/AIDS issues?	
	International AIDS Conference	
11	Has your organization participated in previous International AIDS Conferences? If so, in what way? Which conferences?	
12	What would your organization contribute as a member of the CCC?	
13	Please detail your organizations 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.	
	Suggested representative to sit on the CCC	
14	Person's details:	Name, Position/Title, Brief overview of experience and/or expertise

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.

Please submit this form and the references **by 30 March 2012** to Helen von Dadelszen, helen.vondadelszen@iasociety.org.