

HIV/HCV Outcomes for BC Working Group

Terms of Reference

Ratified June 30, 2011

1. Vision

All HIV/HCV decision-making in the province will be made using robust evidence.

2. Mission

To ensure the best HIV/HCV programming for people living-with or at-risk of HIV/HCV we will build a culture of evaluation and research and increase evaluation capacity in all HIV/HCV service providers and funders in BC

3. Goals

- a. To promote the health and wellbeing of people living and at risk for HIV/HCV by ensuring excellence in evaluation and research throughout BC.
- b. To build a culture of evaluation and research across all partners engaged in HIV/HCV work in BC.
- c. To promote evidence-based decision-making in policy, practice and program planning.

4. Roles & Responsibilities

- a. The Pacific AIDS Network (PAN) and Provincial Health Service Authority's (PHSA) HIV/AIDS Program will take the lead role in facilitating this project.
- b. The PAN Program Coordinator will look after logistics, meetings, private and public communication, debriefing and introducing new members or guests consultants, etc.
- c. Working group members will commit to attending "most" working group meetings each year, reading all meeting minutes and contributing a total of approximately 6 hours towards working group activities each month.
- d. All working group members will contribute to knowledge translation and exchange activities.

5. Membership

Membership on the Provincial working group will be determined and expanded as needed by the working group.

6. Appointments

Each working group member may invite an alternate to attend in their absence.

7. Meetings & Communications

Minutes will be kept at each meeting by the PAN Program Coordinator and will be made available on PAN's website <http://pacificaidnetwork.org/provincial-working-groups-2/outcomes-for-bc/>. Meeting frequency will be on an as required basis, determined by the working group under the advisement of the facilitators.

Sub-committee meetings will take place on an as needed basis. The PAN Program Coordinator will attend all sub-committee meetings and report sub-committee activities at the following working group meeting.

8. Reporting Relationship

This working group is facilitated through a Shared Leadership Model:

- Shared Information
- Shared Responsibility and Accountability
- Shared Purpose
- Respect
- Embrace Differences
- Valued Partnership

PAN holds the facilitation and administrative responsibility for the Working Group. The Working Group members are ultimately responsible to their respective stakeholders in keeping them up-to-date with the activities and information from the working group. The PHSA will take the lead in reporting all Working Group activities to the Ministry of Health and Federal partners.

9. Decision-making

The working group will strive to make decisions by consensus. Consensus means that all members of the group can accept a given course of action. If the group cannot achieve consensus, members must agree on a process to deal with the outstanding issue (e.g. vote, continue discussion, do further research, or table the issue to another meeting). With the understanding that it is important for the work to move forward, members agree that in order to have feedback included in decisions made, feedback must be given by deadlines determined. This working group will work under the philosophy that silence is acceptance.