

WAVE

Terms of Reference

CHAPTER I – MISSION OF THE WORKING GROUP

Women Against Viruses in Europe (WAVE) is a working group of European AIDS Clinical Society (EACS). WAVE's mission is to ensure the best quality sexual health and health outcomes for women and girls living with HIV or at risk of HIV by providing guidance, support and resources for their healthcare providers, researchers and community representatives. Specifically, WAVE aims for equality of access to prevention, treatment, and care, for HIV and related co-morbidities, that address the diverse needs and hopes of all women and young girls residing in the WHO European region.

Being part of EACS gives WAVE a unique position to identify issues needing attention, advise on guidelines, and provide expert level opinion whenever there are gaps in evidence. The link between scientific organization, practitioners, researchers and community representatives allows WAVE to promote research in prioritised directions.

WAVE supports other organizations through research assistance and funding guidance for specific topics in line with WAVE's philosophy.

WAVE targets regions of Europe where the burden is highest and/or specific needs of women and girls are not being addressed. Eastern Europe and Central Asia - where half of people living with HIV are women, and with high rates of viral hepatitis and tuberculosis - is one of WAVE's main focuses.

CHAPTER II – MEMBERS

ARTICLE 1 – CONDITIONS OF ADMISSION

Any EACS member can join WAVE by filling in the online form on the membership platform.

On joining, each **WAVE member** chooses to participate in one or two of the working committees of WAVE and proposes the ways in which they will be actively contribute to the committee's work.

ARTICLE 2 – RETIREMENT AND EXCLUSION

Members shall be free to retire from WAVE by sending their resignation in writing to WaveSecretariat@eacsociety.org

CHAPTER III – WORKING COMMITTEES

WAVE has several working committees:

Breastfeeding and Pregnancy, Co-infections and Co-morbidities, Combination Prevention, HPV related cancers, Menopause and Ageing, Psychosocial and Mental Health and Wellbeing, Sexual and Reproductive Health, and Women Who Inject Drugs

New working committees can be created in any field within WAVE's scope of action.

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CHAPTER IV – SCIENTIFIC COMMITTEE

ARTICLE 3 – COMPOSITION AND COMPETENCE

3.1 WAVE is led by the **Scientific Committee** composed of minimum 8, maximum 12 WAVE members with good representation across different specialties and regions of Europe.

Among the Scientific Committee members there must be 1 person from the EACS Governing Board and 1 or 2 Community Representative(s).

3.2 The Scientific Committee will have the following responsibilities:

- a. Election of the WAVE Vice-chair
- b. nomination of WAVE representatives for the EACS guidelines. These WAVE members will participate in EACS guidelines work to ensure that they include recommendations for women living with HIV and will gain content approval from the SC members (smaller changes) or all WAVE members (major changes) prior to final submission
- c. approval of the budget presented by the Chair and Vice-Chair
- d. creation of the WAVE annual activity plan and its budget

ARTICLE 4 – NOMINATION AND ELIGIBILITY

A candidate for the WAVE Scientific Committee may be nominated by a WAVE member or can nominate themselves.

ARTICLE 5 – VOTING AND APPOINTMENT

The Scientific Committee members shall be elected by all WAVE members through electronic vote by a simple majority.

In case of an ex aequo a revote shall be held.

Scientific Committee members shall be appointed for 3 years. The mandate shall be renewable once. The Scientific Committee members' mandates start on January 1 of the year following the election of the Scientific Committee.

ARTICLE 6 – MANDATE OF THE SCIENTIFIC COMMITTEE MEMBER

- a. Lead or initiate at least one project in 3 years term
- b. Supervise and report on the activity of 1 or 2 working committees
- c. Participate in teleconferences called by Chairs on vital WAVE matters
- d. Representation of WAVE within international initiatives and groups. The Scientific Committee needs to approve such representation as well as the content of position statements and deeper WAVE involvement. All decisions need to be approved by the EACS Bureau.

ARTICLE 7 – RETIREMENT AND EXCLUSION OF MEMBERS

Members shall be free to retire from the WAVE Scientific Committee by sending their resignation in writing to WaveSecretariat@eacsociety.org

After the presentation of the resignation notice no by-elections will be held. The Scientific Committee will continue to work as smaller group.

A member of the Scientific Committee can be excluded in case of not fulfilling at least one of the points of the Scientific Committee member's mandate.

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CHAPTER V – EXPERT ADVISORY GROUP (EAG)

The WAVE EAG will support the Scientific Committee - who will be responsible for the operational functioning of WAVE - with guidance based on comprehensive and strategic knowledge of women living with HIV and the issues they face.

ARTICLE 8 – Members of EAG

WAVE Scientific Committee members after their mandate can express their will to join the EAG. Otherwise, they remain ordinary WAVE members.

CHAPTER VI – CHAIRS

WAVE Scientific Committee is chaired by **Chair** and **Vice-Chair**.

ARTICLE 9 – NOMINATION AND ELIGIBILITY

The Vice-Chair Candidate must present themselves by sending the self-nomination form.

The Candidate **must**

- Have demonstrated professional involvement in different aspects that have to do with women living with HIV
- Have been a WAVE member for at least two years
- Have actively participated in WAVE's program
- Present a brief summary of main initiatives to be promoted during their mandate

ARTICLE 10 – VOTING AND APPOINTMENT

In case of more than one candidate a vote shall be held.

The Vice-Chair shall be elected by the Scientific Committee in place through electronic vote by a simple majority.

In case of ex aequo a revote shall be held.

The Chair and the Vice-Chair shall be appointed for 2 years.

After two years, the Vice-Chair automatically becomes the Chair for the next two years. The Chair and Vice-Chair mandates start on January 1 of the year following the election of the Vice-Chair.

A former Chair can run for Vice-Chair only one more time, at the earliest 2 years after their mandate.

ARTICLE 11 – MANDATE OF THE CHAIR AND VICE-CHAIR

- a. Fundraising
- b. Supervision of and participation in the grant application process
- c. Preparation of the budget to be presented to the Scientific Committee for approval
- d. Ongoing supervision on budget implementation and on reports on working committees activity
- e. Ensuring contact with the WAVE members by social media (approving the content proposed by the EACS Secretariat) and editing a WAVE Newsletter, at least twice a year.

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ARTICLE 12 – RETIREMENT

Chairs and Vice-Chairs may retire early by sending their resignation in writing to the general WAVE Scientific Committee mail wave@eacsociety.org

After the presentation of the resignation notice, the Scientific Committee adopts the procedure described in Article 9, Chapter V.

CHAPTER VII - WAVE SECRETARIAT

WAVE members, WAVE Scientific Committee and WAVE Chairs are supported in their pro bono work by a WAVE Project Administrator. The WAVE Project Administrator is a professional who works under the supervision of the EACS secretariat and provides all the office work necessary to ensure the WAVE's activities.