

CALL FOR NOMINATIONS

Stakeholder Task Force for the 2016 High Level Meeting on AIDS

The President of the United Nations General Assembly (PGA) has requested the UNAIDS Secretariat to help convene a Stakeholder Task Force to support effective and active participation of civil society, the private sector, and other relevant stakeholders in the High Level Meeting on HIV/AIDS to be held in New York from **8-10 June 2016**.

The Task Force will report to the Office of the President of the General Assembly (OPGA) and provide an important link for civil society and all relevant stakeholders interested in participating in the High Level Meeting. Task Force representatives will work with UNAIDS and the OPGA in developing key aspects of the High Level Meeting. The role of representatives will be unpaid but expenses and travel will be met by UNAIDS. (**see annex 1 for ToR**)

Different constituency networks are being requested to use their own networks and selection processes to **nominate individuals** to be considered for the Task Force. An international civil society support group¹ (CSSG) made up of different constituencies and regional representation, established to provide support to civil society and relevant stakeholder involvement, will use the overall criteria set out below to **propose individuals** for each of the nine categories of members and submit these names to the OPGA.

- One person openly living with HIV representing organizations or networks of people living with HIV
- One representative from each of the key affected communities (people who use drugs, sex workers, transgender and men who have sex with men)
- One member of the UNAIDS PCB NGO delegation
- A representative from a women's organization, particularly working on sexual and reproductive health and rights
- A representative from the private sector

¹ Facilitated by the International Council of AIDS Service Organizations (ICASO), with support from Stop AIDS Alliance (SAA) and the International Civil Society Support (ICSS).

- A representative from a youth organization
- A representative from a faith-based organization
- A representative of trade unions
- A representative of indigenous peoples

UNAIDS, in close coordination with ICASO will serve as the secretariat of the STF.

The Stakeholder Task Force will always aim for regional and gender balance. A minimum of 3 three people openly living with HIV will be selected.

The Stakeholder Task Force will be co-chaired by the UNAIDS Chief of the Civil Society Partnership Unit, one member from an organization from the global south and one member from an organization from the global north.

The selected nominations will then be sent as recommendations to the UNAIDS Secretariat and the OPGA who will be responsible for the final decision.

1. Nomination Process

Civil society networks and relevant stakeholders will be asked to submit nominations, providing the following information. See attachment for **nomination form that MUST be used to submit your nominees**.

1. Name, contact information (email and telephone), organizational affiliation.
2. Nationality
3. Country of residence
4. Sex
5. Area of expertise or experience (e.g. prevention, treatment, sex work, youth etc).
6. List constituency networks representing or linked with.
7. Details of previous experience/involvement, if any, in the UN General Assembly AIDS Review or any other UN-led meeting
8. Capacity to work in English.

Final selection will be based on the information provided above and the overall balance of experience and representation, including:

- Representation of all key geographical regions

- Ability to speak on behalf of an organization or constituency
- Representation of stakeholders in all aspects of the response including care, treatment, prevention and stigma eradication
- Inclusion of at least three people openly living with HIV
- Are gender sensitive with a well 'gender balanced' group
- Able to work in English

Nominations of people living with HIV are highly encouraged.

The **DEADLINE** for nominations is **13 January 2016 at 17.00 EST**. The International Council of AIDS Service Organizations (ICASO) will serve as a mailbox for applications. Nominations received after the deadline will not be considered.

Please send applications with all required documents to:

E-mail: HLM2016@icaso.org

2. Timeline:

January 06, 2016 - Approval of the Terms of Reference by the PGA.

January 7 2016 - Call for nomination of STF Members sent out by the Civil Society Support Group (CSSG).

January 13 2016 - Nominations for the STF closes.

January 14-15 - CSSG reviews the STF nominations with UNAIDS and recommended names for the STF are finalized.

January 15 - Recommended names for the STF are forwarded by UNAIDS to the OPGA.

January 15-18 - OPGA reviews the STF nominations with UNAIDS and sends the final approved STF members lists to UNAIDS.

January 19 - UNAIDS acting on behalf of the OPGA will send letters of appointment to the individual STF members. (PDFs of the letters are emailed to STF Members by UNAIDS).

ANNEX 1

TERMS OF REFERENCE FOR THE 2016 HIGH LEVEL MEETING ON AIDS **Stakeholder Task Force**

The Office of the President of the United Nations General Assembly (OPGA) has requested that the UNAIDS Secretariat facilitate the convening a 'Stakeholder Task Force' (STF) to support effective and meaningful participation of civil society organizations, the private sector and all relevant stakeholders in the high-level Meeting on AIDS to be held in 2016.

As in the past, the STF will provide a link for and to civil society groups, and all relevant stakeholders interested in participating in the High Level Meeting. Task Force representatives will work within the UN structure to provide guidance on key aspects of the High Level Meeting, including selection of themes and speakers, organization of the civil society hearing, etc. Membership in the STF is voluntary and unpaid. Travel and other related expenses will be covered.

I. Mission of the 2016 High Level Meeting Stakeholder Task Force:

The Stakeholder Task Force will provide guidance to UNAIDS and the OPGA in key decisions (see below) relating to the effective and meaningful participation of civil society and all relevant stakeholders in the High Level Meeting on AIDS to be held in New York in 2016.

II. Composition of the Stakeholder Task Force:

The Task Force will be appointed by the Office of the President of the General Assembly and will include a broad range of civil society representatives and all relevant stakeholders from geographically diverse countries. The STF will comprise:

- One person openly living with HIV representing organizations or networks of people living with HIV
- One representatives from each of key affected communities (people who use drugs, sex workers, transgender and men who have sex with men)
- One member of the UNAIDS PCB NGO delegation

- A representative from a women’s organization, particularly working on sexual and reproductive health and rights
- A representative from the private sector
- A representative from a youth organization
- A representative from a faith-based organization
- A representative of trade unions
- A representative of indigenous populations

The Stakeholder Task Force will always aim for regional and gender balance. A minimum of 3 three people openly living with HIV will be selected.

UNAIDS, working in close collaborations with ICASO will act as the secretariat of the STF.

The Stakeholder Task Force will be co-chaired by the UNAIDS Chief of the Community Mobilization Unit, one member from an organization from the global south and one member from an organization from the global north.

Task Force members will be selected on the understanding that they can commit to volunteer the appropriate time and effort between the date of their appointment and June 2016. All STF members will work in English.

III. Responsibilities of Task Force members

The Task Force will work by conference calls, emails and face-to-face meetings in New York (TBC) as appropriate and feasible.

The Task Force will provide guidance to the OPGA for, among other things:

- Designing the Civil Society Hearing (CSH), including format, topics, messages, speaker selection & preparation, and provide input to President’s CSH Summary Report.
- Devising selection criteria and the call for nominations for civil society and all relevant stakeholder speakers
- Identifying, recommending, preparing and briefing civil society and relevant stakeholder speakers for all CSH and HLM interventions
- Briefing civil society and relevant stakeholder participants during the High Level Meeting.

The Task Force will provide guidance to the OPGA on:

- Issues related to accreditation and attendance by civil society and all relevant stakeholders
- The themes of the formal panel-session discussions
- Civil society and relevant stakeholder participation in the formal session discussions
- Proposed plenary speaker living with HIV
- Recommendations to the chairs of the formal session discussions
- Input into the development of key messages for the Review meeting to be used by UN partners at media and communications opportunities
- Advising on logistical issues and needs for civil society and relevant stakeholders attending

IV. Communications:

- a) With civil society and relevant stakeholders

The Task Force will develop a short summary public report after each conference call and in-person meeting to brief civil society and relevant stakeholders at large. The Task Force will also work with the CSSG to provide regular updates about the process, upcoming opportunities, etc.

- b) With the OPGA

The Task Force will invite representatives of the OPGA to its meetings/calls, as needed and as requested. A summary report of the meeting with key recommendations will be shared with the OPGA after each call/meeting

- c) With other UN partners:

The Task Force will invite representatives from DESA, NGLS, DPI, focal points from UNAIDS Co-Sponsors, the High Level Meeting Facilitators, and others as required and appropriate

The communication and consultation outlined above will be aimed to share timely and accurate information about civil society and relevant stakeholder involvement in the Civil Society Hearing and the High Level Meeting, promoting meaningful participation of civil society and relevant stakeholders, and reaching out to gather input (e.g. ideas, suggestions, nominations) for the work of the Task Force.

V Administrative support to the Stakeholder Task Force

UNAIDS in close coordination with ICASO (part of the CSSG) will serve as the Secretariat of the STF.