



ILF Advisory Group

Terms of Reference

The ILF highlights the perspective of the HIV biomedical industry and catalyses multi-stakeholder dialogue and engagement as well as reflections and actions to address barriers along the HIV – prevention, diagnostics and treatment – cascade. Challenges around cross-cutting issues affecting industry’s contribution to the HIV response are also of central importance. The ILF performs this role by bringing together stakeholders (e.g., through roundtable discussions) and by highlighting key data and points of view (e.g., with publications). The work of the ILF is guided by a strong, multi-stakeholder advisory group, which is composed of industry and non-industry representatives.

Details on the activities and scope of the work of the ILF are available on the ILF website (www.iasociety.org/ilf).

This document details the procedures related to the administration of the ILF Advisory Group.

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Roles and responsibilities

ILF Advisory Group members are committed to supporting and working towards the goals of the ILF, providing regular strategic guidance for ILF activities.

The roles of the ILF Co-Chairs are to lead the ILF Advisory Group and to promote the profile of the ILF. ILF Co-Chairs are responsible for reviewing and approving ILF documents (including meeting agendas and meeting reports) and for chairing meetings. The Industry Co-chair should consult with the different industry members of the ILF Advisory Group to ensure that the input of all the members is considered in a transparent and accountable manner.

The ILF Secretariat, in consultation with the ILF Co-Chairs, will regularly solicit inputs from ILF Advisory Group members.

Membership

Selection criteria and process

The ILF Advisory Group consists of members who come from a diversity of background, expertise and affiliation, both from industry and non-industry organizations. The ILF Advisory Group includes at least the same number of non-industry members as industry members and ensures the representation of every relevant stakeholder. The diagram in Appendix I summarizes the ILF Advisory Group composition.

The ILF strives to ensure gender balance and diversity with regard to HIV expertise, geography and viewpoints, and strongly supports the GIPA principle (Greater Involvement of People Living with HIV and AIDS). As a guiding principle, the recruitment of ILF Advisory Group members from low- or middle-income countries (LMICs) should be considered for the non-industry categories, when judged appropriate.

ILF Industry Advisory Group members

Industry representatives with corporate responsibility, experience or expertise in HIV/AIDS are nominated by their individual companies, once their companies have agreed to the terms of the ILF and committed to payment of the ILF tiered annual Corporate Partnership fee. Industry members are encouraged to nominate an alternate from their respective company.



ILF Non-Industry Advisory Group members

Except for the ILF Non-Industry Advisory Group members nominated by the IAS Governing Council (GC), new advisory group members are invited by the ILF Co-Chairs in consultation with the ILF Secretariat. The different categories are listed below.

1. Between four (4) and seven (7) seats are reserved for nomination by the IAS GC in consultation with the ILF Secretariat. These nominations take place twice a year around formal IAS GC meetings. These members have interest in and knowledge of industry. They are from the IAS GC (or the IAS membership), and include the IAS President. At least two of the GC-nominated members must be current GC members. In addition, at least two of the GC-nominated members must be from low- and middle-income countries.
2. Three (3) seats are reserved for representatives from regulatory or normative agencies whose mission is of relevance to the IAS Priorities.
3. Three (3) seats are reserved for representatives from procurement or implementing organizations whose mission is of relevance to the IAS Priorities.
4. Three (3) seats are reserved for representatives from governmental or inter-governmental organizations whose mission is of relevance to the IAS Priorities.
5. Three (3) seats are reserved for individuals with demonstrated expertise and leadership in areas relevant to the IAS Priorities or other issues.
6. Three (3) seats are reserved for civil society.

ILF Ex Officio Advisory Group members

There are two (2) ex officio members in the ILF Advisory Group. They are the IAS Executive Director and the ILF Research Officer.

Period of appointment

The term of an ILF Industry Advisory Group member is not time limited, but is commensurate with the member's corporate responsibility, as well as the commitment of the Corporate Partner to support the ILF. Individual companies are asked to nominate replacement members should responsibilities for existing members shift within their respective company. The replacement should be communicated in writing to the ILF Secretariat.

The term of an ILF Non-Industry Advisory Group member starts directly following appointment and is for two years. An invitation to extend the term is made after every two-year period, at which point the ILF Non-Industry Advisory Group member can decide to continue serving on the ILF Advisory Group or not.



Co-Chairs

Selection criteria and process

The ILF Advisory Group is co-chaired by two members of the group.

One ILF Co-Chair is appointed by the IAS GC in consultation with the ILF Secretariat. The ILF GC Co-Chair is from the IAS Executive Committee and shall have demonstrated leadership, expertise and experience in topics relevant to the IAS Priorities.

The ILF Industry Co-Chair is an ILF Advisory Group member from one of the ILF Corporate Partners (from any of the Gold, Silver and Bronze levels) and elected by secret votes by all ILF Advisory Group members. Eligible candidates have been members of the advisory group for at least one year. Interested candidates nominate themselves by presenting their biographies and motivations to the ILF Secretariat which coordinates the election process through emails.

Period of appointment

The ILF Co-Chairs are appointed for a period of two years. The term of the ILF GC Co-Chair can be extended. However, the term of the ILF Industry Co-Chair is without possibility of an extension, although an individual can serve for non-consecutive terms.

Time commitment

The ILF Advisory Group will strive to convene twice a year, in conjunction with CROI and IAS-convened conferences. In addition, quarterly conference calls will be organized. Additional teleconferences can be scheduled as requested by the ILF Co-Chairs. The ILF Advisory Group members will further communicate via email between meetings and teleconferences. Members commit to actively engaging in the discussions and providing timely input and feedback.

Voting

A quorum representing the majority of advisory group members (i.e. 50% + 1) is required for validating a decision. These members should be from at least four out of seven advisory group categories (Industry plus the six non-industry categories).

For situations when a consensus is not reached, voting might be used to reach a decision. The decision to vote or not on an issue should be taken by the Co-Chairs after trying to conciliate the different points of view. All ILF Advisory Group members, including alternates, have a voting right. The possibility for voting electronically (e.g., by email) should be considered when the quorum is not reached during a meeting or teleconference.



Resources

The ILF Secretariat is responsible for the overall coordination of the ILF activities, including the management of the ILF budget which comes from the financial participation of ILF Corporate Partners (Gold, Silver and Bronze, as detailed [online](#)).

Travel support

Non-industry members from LMICs or civil society are eligible for consideration for travel, accommodation and registration support to attend ILF meetings, as needed, consistent with IAS travel policy. Requests for support to attend ILF meetings must be made in advance to the ILF Secretariat. Logistics is coordinated by the ILF Secretariat. No other remuneration is permitted. The decision to provide support takes into consideration the active participation of the member and the relevance of his/her expertise with regard to the specific meeting.

Evaluation and reporting

The ILF GC Co-Chair is responsible for reporting on ILF activities to the IAS GC at its annual meetings.

The ILF is committed to open communication and transparency as an operating principle. The IAS officially embraced the Code of Good Practice for NGOs Responding to HIV/AIDS in August 2011. Transparency of the ILF Advisory Group is served by making strategic documents available on the ILF website (www.iasociety.org/ilf), including the ILF Terms of Reference, the list of ILF Advisory Group members, the list of ILF Corporate Partners and the ILF Annual Report.

Revision of Terms of Reference

The ILF Terms of Reference may be amended at any time to ensure that they meet the evolving needs of the ILF and the IAS. Revisions need approval by the ILF Advisory Group and the IAS Executive Committee.

Approval status:

*Date of last full approval: September 2014
Approved by the ILF Advisory Group
Approved by the IAS Executive Committee*

*Date of last minor revision: July 2016
Approved by the ILF Advisory Group*



Appendix I: ILF Advisory Group diagram

