

**EG on HIV/AIDS
Fifth Meeting
Paris, France
4-5 October 2006**

Reference	HIV/AIDS 5/6/Info 2
Title	Proposed Terms of Reference Template
Submitted by	Secretariat
Summary / Note	-
Requested action	For information

I. Background and Objectives

[This section will provide the context in which the Expert Group (EG) was established (including basic information like the place and date of its founding). A description of the EG's primary role and specific objectives will also be included.]

II. Mandate

[In this section, the scope of responsibilities of the Expert Group will be spelled out, and will include a brief elaboration as to what specific actions/tasks these responsibilities entail.]

EXAMPLE:

The Expert Group's scope of responsibilities includes the following:

1. XXXXXXXXXXXXX
2. XXXXXXXXXXXXX
3. XXXXXXXXXXXXX

III. Outputs and Results

[Under this item, the envisaged outputs and required results of the Expert Groups' work will be spelled out.]

IV. Composition of the Expert Group

1. Chair and Co-Chair

[This sub-item will describe the process for selecting the Chair- and Co-Chairpersons and also elaborate their roles and responsibilities.]

2. General Membership

[This sub-item will include information about membership eligibility, selection, the number of members, membership status, as well as the policy for observers.]

V. Meetings

[In this section, the process for selecting meeting dates and locations will be defined. It will also include information about the envisaged or desired frequency of meetings.]

VI. Financial aspects

[This item will provide information regarding financial aspects, i.e., that the Lead Partner for this Expert Group is to provide financial means to lead the EG's work, which includes but is not limited to financing an ITA for the EG. It will also include information that the participation of Russian representatives will be funded from the appropriate budget line of the NDPHS Secretariat, if available. Finally, it will explain that it is the responsibility of the hosting party (a NDPHS Partner or any other party willing to host a meeting) to cover the general expenses related to that meeting.]

VII. Reporting and Decision Making

[This item will provide information as to whom/what the EGs should report, in what fashion (i.e. written reports, presentations at meetings, through correspondence), and how frequently. This section will also define the policy for decision making (i.e., whether decisions are taken through consensus or a vote, where appropriate).]

VIII. Relationship with other Expert Groups

[This item will describe the expectations and guidelines for interaction with other Expert Groups, such as the scope of cross-cutting activities.]

IX. Amendments to the Terms of Reference

[In this section, the process for amending the Terms of Reference will be defined.]