



TERMS OF REFERENCE FOR SAHARA CONTINENTAL ADVISORY BOARD

Board Membership

The group shall comprise high profile experts in the area of HIV/AIDS. It should be multi-disciplinary, representing the following institutions: donors, civil society, researchers, continental inter-governmental organizations and communities, people living with HIV, international organizations, business and religious organizations, and other key stakeholders. It will provide leadership and direction through appropriate mix of skills, experience, credibility and demographic diversity relating to the work of SAHARA. The tenure of members and officials of the Advisory Board shall be three years, renewable.

The terms under which this group will function are:

1. Acting in an advisory capacity to SAHARA on issues of HIV/AIDS research, priority research areas in Africa, and mechanisms for expanding and consolidating the network
2. Providing the latest expert knowledge on issues related to HIV/AIDS research which will inform the present and future research projects
3. Reviewing reports on the work of the SAHARA network at all levels, and makes recommendations
4. Providing strategic direction to SAHARA on all aspects of its work

Roles and Responsibilities

The Advisory Board shall:

- Act in their personal capacity and not represent the views of the organizations they belong to
- Never speak on behalf of SAHARA
- Assist with developing an Africa wide identity, profile and vision for SAHARA with regard to HIV/AIDS research
- Provide expert guidance in the development of sustainable initiatives towards a research alliance that will have an Africa wide focus
- Serve as “early warning” mechanism for the Alliance

- Assist in the identification of partnerships with government and other key stakeholders in this area

SAHARA shall:

- Coordinate and convene all Advisory Group meetings
- Consider the Advisory Group's input and guidance when developing the research priority areas and expansion to projects
- Provide administrative support for the meetings, including preparation of supporting documentation, production and circulation of minutes to Board members for comment, and making all other necessary arrangements, including those related to travel and venue
- Where necessary, pay for members to attend meetings if their organizations are not able to pay

Meeting Times and Content

- The Advisory Group will meet at least once a year, preferably simultaneous with the Annual SAHARA Conference
- The meeting will be Chaired by the SAHARA Chairperson
- The Chairperson will prepare the Agenda and circulate to all members at least one month in advance
- It will be attended by all SAHARA regional directors
- Annually it will review what has been done in the past year and make recommendations for possible upcoming projects