

Terms of Reference

Advisory Committee

1. Guiding Principles

The Hepatitis C Leadership Project Advisory Committee aims to:

- Champion the principles of, 'Nothing about us without us'
- Express their voice as people with lived experience with hepatitis C for the greater benefit of community

2. Purpose and Background

2.1. Advisory Committee Purpose

- To act as the advisory body toward the collaborative creation of a Hepatitis C Leadership Training Program
- To help reveal and develop future community leaders to manage and run the future Hepatitis C Leadership Training Program
- To form a community collective that will bridge skills and capacity; and co-create meaningful engagement

2.2. Project Purpose and Background

The Hepatitis C Leadership Project is funded by the Vancouver Foundation and the Pacific AIDS Network will manage all aspects of the project. The Pacific AIDS Network will use a community-based approach in the project's creation including the direct involvement and guidance from people with lived hepatitis C experience.

The Hepatitis C Leadership Project aims to:

- Define 'leadership' and 'leader' within a community-specific context and will be defined by people with lived experience with hepatitis C, which includes the advisory committee
- Identify and outline perceived gaps in the hepatitis C landscape where community-driven leadership would benefit
- Create a pilot Hepatitis C Leadership Training Program that will strengthen the leadership skills of individuals with lived hepatitis C experience
- Identify specific outcomes and objectives of the future Hepatitis C Leadership Training Program that will help empower community towards improved quality of life

3. Membership

- 3.1. **People with Lived Experience** – people living in BC with lived experience of hepatitis C
- 3.2. **Community Resource Members** - extended community whose professional work supports people with lived hepatitis C experience such as community-based support workers, community-based educators, researchers, physicians, etc.
- 3.3. **PAN Staff Support** - PAN staff members who will provide administrative, logistical, and facilitation support to the advisory committee
- 3.4. **Duration** - the committee is planned to perform its work until early/mid 2022 and brought to a close upon best-capacity completion of the project deliverables
- 3.5. **Application and Onboarding**
 - People interested in being an advisory committee member will express interest by completing a brief written application
 - Appointed advisory committee members will receive a one-on-one information session with the project coordinator
 - All committee members will be required to sign a confidentiality agreement
- 3.6. **Compensation** - honoraria will be provided to committee members who are also people with lived hepatitis C experience

4. Project Scope

- 4.1. **Work Areas** - shall include, but are not limited to:
 - Exploring and defining a 'leadership' modality that is community-specific
 - Identifying community gaps in the cascade of care where peer-driven leadership could help remedy
 - Creating meaningful solutions for project and program identity in terms of vision, mission, visual logo & artwork, promotion strategy, and engagement strategy
 - Developing leadership-focused activities, learning material, and facilitation methods for a workshop-based leadership curriculum
- 4.2. **Deliverables** - shall include, but are not limited to:
 - Pilot leadership training program curriculum and logistics plan
 - Trainers/facilitators to deliver curriculum
 - Promotion and communication strategy to solicit participant applications
 - Evaluation plan developed to monitor and evaluate both process and training program outputs
- 4.3. **Methods and Tools of Engagement** - facilitated by the project coordinator, the advisory committee shall utilize various community development methods and tools, that could include but would not be limited to:
 - One-on-one discussions
 - Teleconference discussion with advisory committee members
 - Focus groups and community-based events
 - Peer-presented learning sessions

- 4.4. **Information Management** - the project coordinator will be responsible for:
- Organizing and storing all electronic and printed project-related information in a manner that is efficient and accessible to the advisory committee
 - Managing information-collaborating platforms such as Trello
 - Communicating all information management expectations regarding confidentiality and privacy

5. Meetings

- 5.1. **Frequency** - the advisory committee will meet monthly; times and dates will be arranged by the project coordinator in consultation with members of the advisory committee
- 5.2. **Attendance** – it is the responsibility of advisory committee members to inform the project coordinator if they are unable to attend a meeting
- 5.3. **Settings** - a combination of one-on-one and group meetings will be conducted via a combination of audio and/or video teleconference, in-person where feasible, and be conducted with varying modes of interactivity
- 5.4. **Chair** - as the representative of agency on record to funders, the project coordinator will chair the meetings of the advisory committee unless otherwise stated
- 5.5. **Decisions** - will follow a consensus-based decision-making model, with provisions to avoid stalemate. The project coordinator is committed to finding collective solutions that all members consent to. If agreement cannot be reached after two rounds of collective process, the decision will come to a vote (majority or 50%+1)
- 5.6. **Minutes** - are required to be produced and are taken by the project coordinator and are to be sent out within one week after a meeting

6. Guiding and Information Documents (this is an evolving list)

- 6.1. Hep C Resources in BC: what we have – what’s next – and next steps, *by PHCN*
- 6.2. Hepatitis C Manifesto, *by Hep C BC*
- 6.3. Race to 2030 Advocacy Toolkit, *by NOhep*
- 6.4. Blueprint to Inform Hepatitis C Elimination Efforts, *by CanHepC*
- 6.5. Nothing About Us Without Us, *by people who use drugs*
- 6.6. Peerology, *by Canadian AIDS Society*
- 6.7. Implementation Plans to Eliminate Viral Hepatitis, *by Action Hepatitis Canada*

7. Review

The project coordinator, in consultation with members of the advisory committee, may from time to time revise the Terms of Reference as required as the project evolves.

8. Contacts

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