Appendix 3: Sample TOR for Key Populations Steering Committee

Statement of Need
In order to mount a successful and sustainable national response to HIV and AIDS there is need for evidence-based informed policy, planning and programmes. In [country], understanding the extent of the epidemic among Key Populations (e.g. MSM, sex workers, prisoners, substance abusers) by government and non-governmental organizations continues to pose a challenge.

Context
In supplement to the developing HIV case surveillance system in [country], the Government of [country], via the Ministry of Health, and in partnership with the U.S. Centers for Disease Control and Prevention, looks to implement a sustainable system for biological and behavioral surveillance among Key Populations to better understand the potential drivers of the HIV epidemic, to estimate the size of the respective populations, and to assess the prevalence of HIV in the population.

Purpose of Key Populations Steering Committee
[Country] is home to NGOs and international entities with resident expertise in surveillance, HIV/AIDS, and work with Key Populations. Support and a shared vision are required to implement an effective and appropriate surveillance study. The purpose of the Key Populations Steering Committee is to bring together experts with a diverse set of skills, experience, and relationships to effectively guide and actively contribute to the model of biological and behavioral surveillance among Key Populations.

Composition and Contribution of Key Populations Steering Committee Membership
The ideal Steering Committee size is six to ten members from:

Government
- National leadership: Overall guidance of the process
- HIV/AIDS programming: System orientation and prospective use of data
- Data division (surveillance or statistics): Data comprehension and access to existing data for comparison and/or triangulation

Local
- NGOs: Positive working relationships with Key Populations (various sectors); Orientation to/understanding of the population; assistance with access
- Member(s) of the Key Population(s) (various cohorts): Orientation to/understanding of the population; assistance with access
Additional Public Health Expertise (Government and/or local experts)
- Specific population expertise
- Specific Key Populations surveillance experience
- Specific study design or statistical modelling experience

**Activities and Outputs of Key Populations Steering Committee**

- **Attendance at and active participation in Steering Committee meetings**
  - Mobilisation Meeting (1) to discuss the proposed study outline and timeline
    - Sharing of experiences and resources
    - Statement of commitment
  - Key Populations Surveillance Workshop (1) to review methods, and to discuss and define the study outline, timeline, and needed roles and tasks
    - Review of relevant literature and shared resources such as formative research protocols and behavioural study protocols from other regional studies
    - Sharing of experiences and resources: Possible challenges/ barriers to study; Possible benefits of study to the organization
    - Signed confidentiality agreement regarding study details and committee meeting discussions
    - Written statement of commitment for a one-year period, and possible contribution including skills, staff time, materials, etc. and identification of an alternate representative
    - Contribution to draft components of Formative Assessment and/or survey protocol
  - Bi/monthly meetings (4: phone-based and/or in person)
    - Review and approval of study protocol, tools, data, findings, etc.

- **Attendance at and active participation in applicable/as needed Key Populations sub-committee work groups (2-4)** May include:
  - Formative Assessment implementation
  - Study implementation
    - Site identification, staff recruitment and training, Key Populations recruitment, quality management, etc.
  - Data analysis and triangulation

- **Active contribution to, and review of, written study protocol and procedures (1)**
  May include:
  - Sharing of applicable resources
  - Review and approval of study protocol, tools, data, findings, etc.
Where applicable, active contribution to implementation of Formative Assessment and/or study protocol

- **Size estimation**
  - Population estimate for organisations with direct access to the Key Population: e.g., est. number of MSM currently reached by outreach

- **Sharing of resources**
  - Documents, tools, materials, location, etc.

- **Sharing of relationships**
  - Researchers, experts, key members of the population

- **Active involvement**
  - Provide connections to potential stakeholders or community members to ensure survey success