

WAVE

Standard Operating Procedure

CHAPTER I – MISSION OF THE WORKING GROUP

Women Against Viruses in Europe (WAVE) is a working group of European AIDS Clinical Society (EACS). WAVE's mission is to promote the welfare of HIV-positive women in Europe. The initiative involves healthcare professionals and community representatives. WAVE endeavors to promote equality of access to care and excellence in standards of care for women living with HIV. With the availability of new prevention strategies, WAVE is adding HIV prevention for women to its mission, aiming at building equal access and contributing to the body of evidence for using such prophylaxis for women.

WAVE is now focusing on how to address the many gaps that have been well identified in WLWH care. Being part of EACS gives WAVE a unique position to advise on guidelines and provide expert level opinion whenever there are gaps in evidence. The link between scientific organisation and practitioners and community representatives allows WAVE to promote research in prioritised directions.

In addition, WAVE wants to be supportive to other organisations through research assistance and supporting them in seeking funds for specific topics being in line with WAVE's philosophy.

WAVE is targeting regions of Europe where the burden is highest and/or where specific women's needs are endangered. With half of HIV-infected people being women and high IDU burden, Eastern Europe is one of WAVE's main focuses.

CHAPTER II – MEMBERS

ARTICLE 1 – CONDITIONS OF ADMISSION

Any EACS member can join WAVE by expressing his/her will in an email sent to WaveSecretariat@eacsociety.org

At the moment of joining, the **WAVE member** chooses one or two of the working committees of WAVE and proposes the ways in which they will be actively taking part in the committee's work.

ARTICLE 2 – RETIREMENT AND EXCLUSION

Members shall be free to retire from WAVE by sending their resignation in writing to WaveSecretariat@eacsociety.org

WAVE members can be excluded if they have not participated in at least one of the WAVE activities (teleconference, survey, WAVE meeting) in a calendar year.

CHAPTER III – WORKING COMMITTEES

WAVE is organised in eight working committees:

Breastfeeding and Pregnancy, Coinfections and Comorbidities, HIV Testing and Prevention including PrEP, HPV related cancers, Menopause and Ageing, Psychosocial and Mental Health and Wellbeing, Sexual and Reproductive Health, Women Who Inject Drugs

CHAPTER IV – SCIENTIFIC COMMITTEE

ARTICLE 3 – COMPOSITION AND COMPETENCE

3.1 WAVE is led by the **Scientific Committee** composed of minimum 8 maximum 12 members with good representation across different specialties and regions of Europe.

Among the Scientific Committee members there should be 1 person from the EACS Governing Board and 1 or 2 Community Representative(s).

Standard Operating Procedure

3.2 In the competence of the Scientific Committee shall be the following attributions:

- a. Election of the WAVE Vice-chair
- b. Nomination of a WAVE representative on the EACS guidelines. This WAVE member follows the guidelines work to ensure that they include recommendations for WLWH.
- c. Approval of the budget presented by the Chair and the Vice-Chair
- d. Creation of the WAVE biannual activity plan and its budget

ARTICLE 4 – ENDORSEMENT

The candidate to the WAVE Scientific Committee can be endorsed by a WAVE member or by a member of the EACS Governing Board. Self-nominations are allowed.

ARTICLE 5 – VOTING AND APPOINTMENT

The Scientific Committee members shall be elected by all WAVE members through electronic vote by a simple majority.

In case of an ex aequo a revote shall be held.

Scientific Committee members shall be appointed for 3 years. The mandate shall be renewable once.

ARTICLE 6 – MANDATE OF THE SCIENTIFIC COMMITTEE MEMBER

- a. Lead or initiate at least one project in 3 years term
- b. Supervise and report on the activity of 1 or 2 working committees
- c. Participate in teleconferences called by the Chairs on vital WAVE matters

ARTICLE 7 – RETIREMENT AND EXCLUSION OF MEMBERS

Members shall be free to retire from the WAVE Scientific Committee by sending their resignation in writing to WaveSecretariat@eacsociety.org

A member of the Scientific Committee can be excluded in case of not fulfilling at least one of the points of the Scientific Committee member's mandate.

CHAPTER V – CHAIRS

WAVE Scientific Committee is chaired by the **Chair** and the **Vice-Chair**.

ARTICLE 8 – ENDORSEMENT AND ELIGIBILITY

The Vice-Chair Candidate present himself/herself by sending the self-nomination form.

The Candidate should

- Have demonstrated professional involvement in different aspects that have to do with women living with HIV
- Have been a WAVE member for at least two years
- Have actively participated in WAVE's programme
- Have their application endorsed by 2 WAVE Scientific Committee members
- Present a brief summary of main initiatives to be promoted during her/his mandate

ARTICLE 9 – VOTING AND APPOINTMENT

In case of more than one candidate a vote shall be held.

The Vice-Chair shall be elected by the Scientific Committee in place through electronic vote by a simple majority.

In case of ex aequo a revote shall be held.

The Chair and the Vice-Chair shall be appointed for 2 years.

After two years, the Vice-Chair automatically becomes the Chair for the next two years. The Chair and Vice-Chair mandates start on January 1 of the year following the election of the Vice-Chair.

WAVE

Standard Operating Procedure

ARTICLE 10 – MANDATE OF THE CHAIR AND VICE-CHAIR

- a. Fundraising
- b. Supervision of and participation in the grant application process
- c. Preparation of the budget to be presented to the Scientific Committee for approval
- d. Ongoing supervision on budget implementation and on reports on working committees activity
- e. Ensuring contact with the WAVE members by editing a WAVE Newsletter, at least twice a year.

ARTICLE 11 – RETIREMENT

Chairs and Vice-Chairs may retire early by sending their resignation in writing to the general WAVE Scientific Committee mail wave@eacsociety.org

After the presentation of the resignation notice, the Scientific Committee adopts the procedure described in Articles 8-9 of Chapter V.

CHAPTER VI - WAVE SECRETARIAT

The WAVE members, WAVE Scientific Committee and WAVE Chairs are supported in their pro bono work by a WAVE Project Administrator. The WAVE Project Administrator is a professional who works under the supervision of the EACS secretariat and provides all the office work necessary to ensure the WAVE's activities.