

Terms of Reference for the AIDS Accountability Expert Panel

Selection process, criteria and composition

- Expert Panel membership is by invitation only.
- The selection of Panel members is handled internally by AAI.
- Members represent themselves and not the view of their affiliations.
- Membership is not limited in time. However, should a member repeatedly fail to participate actively in the work for any reason, AAI will discuss the issue with the member and may ask him/her to resign in order to ensure an active Panel.
- The Panel will have up to 400 members.
- The composition of the Panel mirrors the different competence areas needed for the development of AAI's ratings.
- Members should have experience and track record in any of the following areas: designing, implementing, monitoring, evaluating and advocating for HIV related policies and programs at all levels (international, regional, national, and district levels) and/or expertise from natural and social science, and/or experience from other rating initiatives.
- We strive to have a Panel with gender and geographical balance.
- The Panel includes members from all AAI's stakeholder groups: *Members of Parliament, Policy makers, Donor agencies, Researchers, Civil society, People living with HIV, Media and the Private sector.*

Work and process

- The Panel is asked to feedback on the proposals for ratings and other research products generated by AAI and the Development Team (DT).
- The Panel's feedback is collected and synthesized by AAI and presented to the DT. The DT reports back to the Panel how they have handled the comments. Panel members are also offered the possibility to discuss the DT's response in a conference call with a DT representative.
- The Panel's feedback is central in developing the rating, but the final say on whether the proposed rating shall be launched at a given time rests with the AAI's Secretariat and Scientific Director, after consultations with the Group of 9.
- The Panel is consulted through online based surveys on average once every two months.

- Members are required to participate in at least one online consultation per year (corresponding to around eight hours of work).
- The consultation working language is English.
- Panel members will receive credit for their work in AAI's Rating Reports and related materials, in print and on the website.
- The Chatham House Rule, <http://www.gcsp.ch/e/about/CHRule.htm> , applies throughout the consultations: information gained can be used, but neither the identity nor the affiliation of the source may be revealed.
- Panel members will not receive any financial compensation for their engagement.



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