

WAVE

Terms of Reference

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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 ensure the best quality sexual health and health outcomes for women and girls living at risk of or living with HIV by providing guidance, support and resources for their healthcare providers, researchers and community representatives. Specifically, WAVE aims for equal access to prevention, treatment, and care, for HIV and related conditions, that address the diverse needs and hopes of all women and young girls residing in the WHO European region.

Being part of EACS gives WAVE a unique position to identify issues needing attention, advise on guidelines, and provide expert level opinion whenever there are gaps in evidence. The link between scientific organisation, practitioners, researchers and community representatives allows WAVE to promote research in prioritised directions.

WAVE supports other organisations through research assistance and funding guidance for specific topics in line with WAVE's philosophy.

WAVE targets regions of Europe where the burden is highest and/or specific needs of women and girls are not being addressed. Eastern Europe and Central Asia - where half of people living with HIV are women, and with high rates of viral hepatitis and tuberculosis - is one of WAVE's main focuses.

Use of People-Centred Language

WAVE is committed to using respectful, inclusive, and non-stigmatising language that reflects the dignity and individuality of all women and girls. WAVE prioritises people-centred terminology in its communications, programmes and outputs, and encourages alignment with the language preferences of affected communities.

CHAPTER II – MEMBERS

ARTICLE 1 – CONDITIONS OF ADMISSION

Any EACS member can join WAVE by filling in the online form on the membership platform.

On joining, each **WAVE member** chooses to participate in one or two of the working committees of WAVE and proposes the ways in which they will actively contribute to the committee's work.

ARTICLE 2 – RETIREMENT AND EXCLUSION

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

CHAPTER III – WORKING COMMITTEES

The Scientific Committee may establish working committee responsible for study tasks that fall within WAVE's scope of action. Each working committee is led by a member of the Scientific Committee. However, projects within the scope of working group may be led either by a Scientific Committee member or a WAVE member. Each working committee member shall submit an annual declaration of conflict of interest when requested. The list of working committees is available on the EACS website.

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CHAPTER IV – SCIENTIFIC COMMITTEE

ARTICLE 3 – COMPOSITION AND COMPETENCE

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

Among the Scientific Committee members there must be 1 or 2 Community Representative(s).

3.2 The Scientific Committee will have the following responsibilities:

- a. Election of the WAVE vice-chair
- b. Nomination of WAVE representatives for the EACS guidelines. These WAVE members will participate in EACS guidelines work to ensure that they include recommendations for women living with HIV and will gain content approval from the SC members (smaller changes) or all WAVE members (major changes) prior to final submission
- c. Approval of the budget presented by the chair and vice-chair
- d. Creation of the WAVE annual activity plan and its budget
- e. Report to the Governing Board on all activities and deliverables every six months

ARTICLE 4 – NOMINATION AND ELIGIBILITY

WAVE members are eligible to run for election to the Scientific Committee, which is conducted through a self-nomination process.

ARTICLE 5 – VOTING AND APPOINTMENT

The Scientific Committee members shall be elected by all WAVE members through electronic vote by a simple majority. To be eligible to vote in any WAVE election, a member must have held active membership status for a minimum of three (3) consecutive months prior to the date of the vote.

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

Scientific Committee members shall be appointed for 4 years. The mandate shall be renewable once. The Scientific Committee members' mandates start on January 1 of the year following the election of the Scientific Committee.

ARTICLE 6 – RESPONSIBILITIES OF THE SCIENTIFIC COMMITTEE MEMBER

- a. Supervise and report on the activity of 1 or 2 working committees
- b. Lead or be part of at least one of the WAVE projects
- c. Participate in teleconferences called by the chair and vice-chair on vital WAVE matters
- d. Representation of WAVE within international initiatives and groups. The Scientific Committee needs to approve such representation as well as the content of position statements and deeper WAVE involvement. All decisions need to be approved by the EACS Bureau.
- e. Submit an annual declaration of conflict of interest.

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 wave@eacsociety.org.

After the presentation of the resignation notice no by-elections will be held. The Scientific Committee will continue to work as a smaller group.

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 responsibilities. A WAVE Scientific Committee member who has

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not, without valid reason, attended three successive meetings of the WAVE SC shall be deemed to have resigned.

WAVE Scientific Committee members remain ordinary WAVE members at the end of their mandate.

CHAPTER V – CHAIR and VICE-CHAIR

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

ARTICLE 9 – NOMINATION AND ELIGIBILITY

- The vice-chair shall be elected every two years by the members of the Scientific Committee.
- The election shall take place in **September** of the final year of the current vice-chair's mandate.
- The election may be conducted either by the current Scientific Committee before the end of their term or by the incoming Scientific Committee immediately after their election, depending on the timing of the Scientific Committee election cycle.
- In case of more than one candidate, the election shall be conducted by electronic vote and decided by a simple majority.
- In case of a tie, a revote shall be held.
- The vice-chairs mandate begins on **1 January** of the year following their election.
- After two years, the vice-chair shall automatically become chair for the subsequent two-year term.
- A former chair may stand again for vice-chair only once, and not earlier than two years after their previous mandate.

ARTICLE 10 – 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.

ARTICLE 11 – MANDATE OF THE CHAIR AND VICE-CHAIR

11.1 Fundraising and strategic planning

- Lead fundraising efforts in alignment with WAVE's strategic priorities.
- Identify and engage potential funding sources, including institutional, philanthropic, and industry partners, and initiating contact where appropriate.
- Ensure that all major projects and associated budgets are submitted for prior approval by the EACS Bureau.
- Ensure that all major projects and funding plans are presented by a Scientific Committee member to the EACS Governing Board at the annual Governing Board Retreat for strategic alignment and endorsement.

11.2 Grant development and oversight

- Coordinate and oversee the grant application process in collaboration with the EACS Secretariat.

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- Ensure that grant proposals align with WAVE's priorities and are scientifically and programmatically coherent.
 - Supervise the process rather than drafting applications, maintaining strategic oversight and ensuring timely submissions.
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- 11.3 Financial oversight
- Stay informed of the preparation and management of WAVE's operational budget.
 - Ensure that the budget is submitted to the Scientific Committee for approval.
 - Monitor the implementation of the budget and financial reporting, with the support of the EACS Secretariat.
- 11.4 Programme supervision and communication
- Support and oversee the activities of the WAVE's working committees.
 - Ensure communication and coordination between the working committees.
 - Ensure that WAVE members are informed of ongoing and upcoming projects and receive regular updates on progress and outcomes,
 - Maintain contact with WAVE members via approved social media content and regular updates.
 - Publish the WAVE Newsletter at least twice a year, in coordination with the EACS Secretariat.

ARTICLE 12 – RETIREMENT

Chairs and vice-chairs may retire early by sending their resignation in writing to the general WAVE Scientific Committee email address: wave@eacsociety.org

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

CHAPTER VII – PUBLICATIONS AND AUTHORSHIP

Article 13 – Principles

WAVE encourages the dissemination of its research, programmatic findings, and expert opinions through publications, presentations, and other public communications. All publications associated with WAVE must reflect high scientific, ethical, and professional standards, and align with WAVE's mission and values.

Article 14 – Approval Process

All publications, abstracts, and presentations produced under the WAVE name must be reviewed and approved by the relevant working committee lead prior to submission or public dissemination.

The WAVE Scientific Committee and EACS Bureau shall be informed of the publication to ensure alignment with broader EACS policies and standards.

Article 15 – Authorship Guidelines

Authorship shall be based on substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data; or drafting the work or revising it critically.

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All authors must approve the final version of the publication and agree to be accountable for all aspects of the work.

The order of authorship will be determined collaboratively among contributors, based on the level of contribution.

Members who contributed significantly but do not meet authorship criteria should be acknowledged appropriately in the publication.

Article 16 – Affiliation

All authors should include their institutional affiliation(s) and « add on behalf of EACS-WAVE » in all publications and presentations resulting from WAVE initiatives, as appropriate.

Article 17 – Conflict of Interest

All authors must disclose any conflicts of interest related to the work submitted for publication, following EACS and international best practice standards.

CHAPTER VI – EACS SECRETARIAT

WAVE members, WAVE Scientific Committee and WAVE chairs are supported in their pro bono work by the EACS Secretariat under the supervision of the Executive Director.