

# Hepatitis Working Group

## CONTENTS

1. Structure
2. Purpose
3. Remit
4. Membership
5. Operational procedures

### 1. Structure

BHIVA currently has four subcommittees – Audit and Standards, Conferences, Education and Scientific, and Guidelines. However, there are proposals to re-classify some of the Working Groups as subcommittees. Other groups are: Clinical Excellence Awards Nominating Panel, External Scrutineers, Hepatitis Working Group, Fundraising Working Group, CPD E-Learning Working Group, Research Awards Judging Panel, Awards and Scholarships Judging Panel, CROI Working Party, Abstract Review Committee (see Appendix 1 for chart of BHIVA structure).

### 2. Purpose

The purpose of this working group was last updated on 26 January 2010.

- 2.1. To promote good clinical practice in the treatment and management of HIV infected persons co-infected with viral hepatitis.
- 2.2. To act as a policy advisory group for BHIVA in relation to the clinical care of viral hepatitis co-infected persons.

### 3. Remit

The remit of this working group was last updated on 5 April 2011.

- 3.1. To carry out work as directed by the Executive Committee.
- 3.2. To suggest, or to receive a suggestion(s) from the Executive Committee for, the creation of a working group to undertake a particular project. The terms of reference of the parent subcommittee will apply.
- 3.3. To write a report on the work of the working group on an annual basis by the chair of the working group, for inclusion in the BHIVA Annual Report and Accounts.
- 3.4. To report to Executive Committee meetings as requested by the chair of BHIVA.
- 3.5. To make a detailed presentation to the Executive Committee on an annual basis.
- 3.6. To submit any requests for financial commitment to the BHIVA Honorary Treasurer and Executive Committee for approval.
- 3.7. To act in an advisory capacity to the BHIVA Executive Committee and remain within the BHIVA governance structure.
- 3.8. To define and implement the strategy of the working group in consultation with and seeking the approval of the working group membership and the BHIVA Executive Committee.
- 3.9. To represent BHIVA on all matters pertaining to hepatitis co-infection.

- 3.10. To represent the working group with external organisations and third parties.
- 3.11. To hold at least two meetings of the working group per year and more where appropriate.
- 3.12. To organise educational meetings as required, including location and scientific content, in close consultation with the BHIVA Conferences Subcommittee and the BHIVA Education and Scientific Subcommittee, including the organisation of specific sessions within the BHIVA annual and autumn conferences, so as to foster improved education and clinical practice in co-infection and related subjects.
- 3.13. To attend to all matters according to the terms of reference of the working group.
- 3.14. To prepare proposals for approval by the BHIVA Executive Committee, in line with the terms of reference of the working group.
- 3.15. To prepare an annual report of activities for submission to the BHIVA Executive Committee and for inclusion in the published BHIVA Annual Report and Accounts.
- 3.16. To ensure that appropriate information relevant to the working group and its activities is made available and kept updated on the BHIVA website.
- 3.17. To liaise closely with and follow directives of the BHIVA Honorary Treasurer on all financial matters, including the submission of relevant information for the preparation of annual accounts.
- 3.18. To work with the Conferences Subcommittee in suggesting topics on matters of hepatitis co-infection or related topics within the spring and autumn educational meetings.
- 3.19. To liaise with the Audit and Standards Subcommittee in the development of standards of care and audits of hepatitis co-infection.
- 3.20. To liaise with the Fundraising Working Group to raise funds for the study of co-infection within BHIVA and for exchange of information with external agencies.
- 3.21. To liaise with the BHIVA Guidelines Subcommittee to ensure that current guidelines are updated regularly and new guidelines can be considered if felt to be appropriate by the working group.

#### **4. Membership**

The working group should be appointed to best achieve the remit of the working group and should be inclusive and properly representative of the BHIVA membership, including regional representation, level of expertise and community representation.

Each working group must have the following:

##### **4.1. Chair**

- To be appointed/ elected by the Executive Committee, with nominations and an election.
- Must be a member of the Executive Committee.
- Would be an advantage to have served on the relevant working group.
- Tenure of chair will be two (2) years.

##### **4.2. Vice-Chair**

- To be appointed/ elected by the chair of the working group (approved by the Executive Committee).
- Tenure of vice-chair will be one (1) year, renewable annually.

##### **4.3. Community representative**

- At least one Community Representative to be put forward by UK-CAB.

#### 4.4. Trustees on a self-select basis

- BHIVA Trustees are asked on an annual basis to select up to two subcommittees of their choice.
- It is recommended that each Trustee serves two consecutive years on a working group.
- It is recommended that the BHIVA Officers review these selections and seeks to provide a good balance of numbers of BHIVA Trustees on each subcommittee.
- The BHIVA Junior Consultant and non-consultant Doctors' Representative Trustee is welcome to attend working group meetings if he/she so wishes.

#### 4.5. Appointed members

- Up to four appointed members (one of whom should be a practicing hepatologist), who do not need to be members of BHIVA;

#### 4.6. Chair of working group to consider all other appointments taking into consideration the specific requirements of each working group's specialty, skill, regional representation, stakeholders, etc.

#### 4.7. Conflict of interest declaration to be completed by all members.

#### 4.8. The working group shall consist of 6 minimum and 10 maximum members.

#### 4.9. Tenure of membership will be two (2) years.

#### 4.10. Automatic resignation will ensue following non-attendance at three (3) consecutive meetings without reason.

#### 4.11. Retention of former trustees – up to the individual member to consider if he/she wishes to remain on the working group, subject to the agreement of the working group chair.

### 5. Standard Operating Procedures

Each working group is required to follow the following standard procedures:

#### 5.1. Frequency of meetings (face to face or by telephone/video conference) will be as follows:

- Minimum two (2) per annum.

#### 5.2. Quorum

- Must be one more than fifty (50) per cent of the membership. Must include chair or vice-chair

#### 5.3. Voting

- Each member will have a single vote. In the case of a tie the chair (or whoever is chairing that meeting) will have a second and casting vote

#### 5.4. Documentation

- Agendas, minutes and other papers will be prepared by the Secretariat for approval by the chair before distribution.
- Members are asked to put forward any request for an agenda item (two (2) weeks before the scheduled date of the meeting).

#### 5.5. The working group can recruit a suitably qualified co-ordinator to work as appropriate to carry out work over and above previously defined work of the working group, e.g. a co-ordinator, subject to the approval by the Honorary Treasurer of any costs.

- 5.6. The working group would not engage in activity that would be in contradiction to the BHIVA constitution.
- 5.7. The working group would not engage in activity that could jeopardise the charitable status of BHIVA.
- 5.8. Grievance procedure
  - Any grievance by an individual member to be firstly addressed by the chair of the working group. Should this fail to resolve the matter, it will be referred by the chair of the working group to the BHIVA Executive Committee. If the Executive Committee recommendation should also fail to satisfy, the BHIVA External Scrutineers will be asked to review the case notes and provide the Executive Committee with a recommendation. The final decision to be taken by the BHIVA Executive Committee.
- 5.9. Amendments
  - Amendments to the terms of reference to be approved by the Executive Committee.

