

BHIVA Hepatitis Working Group (BHWG)

Terms of reference

Membership

Functional bodies

- Membership
- Annual Meeting of the Members
- Executive Panel: Chair, Vice-Chair, Secretary

Membership

- Membership of the BHWG is open to all BHIVA members with a specific clinical, scientific, epidemiological or social interest and expertise in viral hepatitis co-infection.
- Applications to join the group shall be made in writing to and ratified by the BHWG Executive Panel. The specific interest and expertise in the field of viral hepatitis co-infection shall be declared at the time of application, in a brief statement addressed to the BHWG Executive Panel.
- Membership is open to Pharmaceutical Industry employees (without voting rights and with exclusion from commercially sensitive discussions), provided they are BHIVA members.
- Appropriate members of the public may join at the discretion of the BHWG Executive Panel, provided they are BHIVA members.
- Membership may be open to representatives from other interest groups who are not members of BHIVA, at the discretion of the BHWG Executive Panel, but membership of BHIVA will be encouraged.
- Community and patient representation is welcome and encouraged and such members will not be required to join BHIVA.
- The BHWG mailing list will be maintained by the BHIVA Secretariat and they will be responsible for sending out notices to the members, and coordinating email, secret ballots and consultations. The mailing list is confidential and will not be made available to third parties.

Purpose

Within the purposes and activities of BHIVA, the aim of the BHWG is to improve the prevention and management of viral hepatitis co-infection in HIV-seropositive persons.

Objectives:

- To promote and facilitate interaction among health care professionals with a specific interest in the prevention and management of viral hepatitis co-infection, including clinicians, nurses, virologists, pharmacologists, epidemiologists and basic scientists of both junior and senior grades.

- To facilitate scientific exchanges and collaborations among health care professionals, scientists and epidemiologists.
- To promote education on viral hepatitis co-infection and its management, in close liaison with the BHIVA Education and Scientific Subcommittee.
- To promote research in viral hepatitis co-infection.
- To liaise with other national and international interest groups, including the British Viral Hepatitis Group.
- To support public health initiatives in the field of viral hepatitis co-infection, including the collection of surveillance data.

Terms of Reference

The duties and responsibilities of the BHWG Executive Panel comprise:

- The BHWG will act in an advisory capacity to the BHIVA Executive Committee and remain within the BHIVA governance structure.
- To coordinate the activities of the BHWG in line with the Purpose and Objectives of the BHWG.
- To ensure fairness and transparency in all transactions.
- To define and implement the strategy of the BHWG in consultation with and seeking the approval of the BHWG membership and the BHIVA Executive Committee.
- To address the purposes of the BHWG by seeking participation of BHWG members and assigning specific tasks to BHWG members, as required by specific initiatives.
- To represent the BHWG within the BHIVA Executive Committee.
- To represent the BHWG with external organisations and third parties.
- To organise the Annual Meeting (AM) and other meetings as required, including location and scientific content, in close consultation with the BHIVA Conferences and Meetings Subcommittee and the BHIVA Education and Scientific Subcommittee.
- To carry out resolutions taken by the AM.
- To attend to all matters that are not delegated to or reserved for the AM, according to the Purpose and Objectives of the BHWG.
- To prepare proposals for approval at the AM, in line with the Purpose and the Objectives of the BHWG.
- To prepare an Annual Report of activities for submission to the BHIVA Executive Committee.
- To ensure that appropriate information relevant to the BHWG and its activities is made available and kept up-dated on the BHIVA website.
- To liaise closely with and follow directives of the BHIVA Treasurer on all financial matters, including the submission of relevant information for the preparation of annual accounts.

General points comprise:

- A quorum at a group meeting shall be one member more than half the number of members of the group at that time, one of which must be the BHWG Chair, Vice Chair or Secretary.
- A quorum at an Executive Panel meeting shall be two members out of the three BHWG Chair, Vice Chair and Secretary.
- Each voting issue to be decided by a simple majority of votes cast at each group meeting.
- Each group member has one vote on each issue.
- In the absence of a simple majority the BHWG Chair shall have a second or casting vote.
- Working or Writing Groups to meet as necessary and will report to the BHWG Executive Panel.

Procedures

Annual Meeting of the members and other meetings

- The AM will consist of an administrative meeting and a scientific meeting.
- Resolutions at the AM shall be taken by the majority of the members present, unless otherwise specified.
- The AM will be organised in close consultation with and following the general directives of the BHIVA Conferences Subcommittee and the Education and Scientific Subcommittee, and approved by the BHIVA Executive Committee.
- The programme of the AM will be decided by the BHWG in consultation with the BHIVA Conferences and Meetings Subcommittee, the Education and Scientific Committee and the BHIVA Executive Committee.
- The AM will be chaired by a member of the BHWG Executive Panel.
- The BHWG must hold at least one administrative meeting per year.
- Attendance at the administrative part of the AM and of administrative meetings is only open to members of the BHWG and BHIVA Trustees.
- Attendance at the scientific part of the AM is open to anyone with an interest in viral hepatitis co-infection.
- Additional scientific meetings will be arranged by the BHWG in close consultation with the BHIVA Conferences Subcommittee and the BHIVA Education and Scientific Subcommittee. Additional (e.g. regional) scientific meetings may be proposed by members of the BHWG, by an application in writing to the BHWG Executive Panel.
- Extraordinary administrative meetings shall be convened by the BHWG Executive Panel at its discretion, or following a request in writing of one fifth of the members.

Consultation mechanisms

- Member shall be consulted through email or secret ballots on any matters that require approval.
- Consultation of the membership will be initiated by the BHWG Executive Panel or following a request in writing of one fifth of the members.
- Changes to the terms of reference will require a vote by at least two thirds of the members present at the AM and approval by the BHIVA Executive Committee.

Appointment to the Executive Panel

- The BHWG will be managed by an Executive Panel, which will comprise:
 - Chair (elected by members of the BHWG to serve for 2 years);
 - Vice-Chair (appointed by the BHIVA Executive Committee to serve for 1 year);
 - Secretary (elected by members of the BHWG to serve for 1 year).
- Nominations for the posts of Chair and Secretary will be sought from within the BHWG membership. Nominations will require submission and circulation to the BHWG membership of a short statement of interest and intent, and disclosure of all commercial and financial interests. All candidates must have been a BHIVA member for at least two years at the time of nomination.
- The posts of Chair and Secretary will be made through a secret ballot of the members, with majority voting. The first and second elected positions will be assigned as Chair and Secretary respectively, to serve for a term of two years.
- The Vice Chair will be a Trustee appointed by the BHIVA Executive Committee to serve for a term of one year. BHWG representation on the Executive Committee will be made by the BHWG Vice-Chair, unless the BHWG Chair is also a Trustee member of the BHIVA Executive Committee.
- The Chair and Secretary must step down at the end of their term and will not be eligible for re-election until after one year has elapsed.
- The Vice Chair and Secretary may stand for election to the position of Chair but cannot be nominated again to serve as Vice Chair or Secretary at the end of term.

Dr Anna Maria Geretti
20 November 2007

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