



## **TERMS OF REFERENCE FOR THE HIV AND AIDS EDUCATION COMMUNITY OF PRACTICE**

### **1. BACKGROUND**

- 1.1 Phase 2 of the Higher Education HIV/AIDS Programme (hereinafter referred to as “HEAIDS”), funded by the European Union came to an end on 30 September 2010. One of the outputs achieved at the time of closure was the Teacher Education Curriculum Initiative, through which a teacher education module was piloted in some teacher education faculties and schools across the sector.
- 1.2 The Community of Practice for HIV and AIDS Education in Higher Education Institutions (HEIs) (hereafter referred to as the “HIV and AIDS Education COP” or “the COP”) was established in September 2010 during a National Symposium hosted by Nelson Mandela Metropolitan University's (NMMU) Faculty of Education and HEAIDS, at NMMU.

### **2. MISSION AND OBJECTIVES**

- 2.1 In accordance with the principles guiding a Community of Practice, the HIV and AIDS Education COP provides an opportunity for education experts working in Higher Education (HE) to collaborate, network, share knowledge and provide collective suggestions on issues related to HIV and AIDS teaching, learning and research.
- 2.2 The objectives of the HIV and AIDS Education COP are to:
- 2.2.1 share best practices on strategies for incorporation of HIV and AIDS related education into the teacher education curricula; and to
  - 2.2.2 provide mutual support to members engaged in teaching and research in HIV and AIDS and Teacher Education.

### **3. FUNCTIONS**

The functions of the HIV and AIDS Education COP include, but are not limited to:

- 3.1 facilitating collaboration, networking and sharing of knowledge, including through an online collaborative forum
- 3.2 encouraging participatory approaches in HIV and AIDS teaching and research, and;
- 3.3 promoting the integration of HIV and AIDS issues in higher education curriculum.

### **4. MEMBERSHIP**

- 4.1 Core membership is on an institutional representative basis and is open to all South African Higher Education Institutions (HEIs) who have education faculties or departments or include HIV and AIDS teacher education in their work.
- 4.2 The Education Deans/Heads of Department/Heads of School of each institution formally nominate on an annual basis at least one staff member - who is responsible for HIV and AIDS education integration - to the HIV and AIDS Education Community of Practice. It is recommended that for the purposes of continuity such nominated staff member remains with the CoP for a three year term.
- 4.3 The travel and accommodation costs of nominated institutional representatives for the projected annual meeting of the COP (see 5.4) are to be met by the Education Deans/Heads of Department/Heads of School of each institution.
- 4.4 The nominated institutional representatives will have equal right to vote for members of the Steering Committee.
- 4.5 Other members of institutions may at their own cost attend and fully participate in the HIV and AIDS Education Community of Practice but may not vote for members of the Steering Committee.

## 5. STATUS

The HIV and AIDS Education COP is a voluntary forum that functions under the auspices of HEAIDS in terms of the governing mandate of Higher Education South Africa (HESA). The HIV and AIDS Education COP is not a decision making body in relation to legislative matters.

- 5.1 The HIV and AIDS Education COP is established in terms of relevant provisions by Higher Education South Africa (hereinafter referred to as "HESA") and forms part of HEAIDS.
- 5.2 A Steering Committee (SC) forms the management structure of the HIV and AIDS Education COP.
- 5.3 The HIV and AIDS Education COP will determine its own functioning (modus operandi) and manage its own affairs, in consultation with HEAIDS.
- 5.4 The HIV and AIDS Education COP will meet once a year, under the auspices of HEAIDS. This engagement will include the business of the Annual General Meeting (AGM).
- 5.5 HEAIDS will assist the HIV and AIDS Education COP with logistical support and will cover meeting venue and catering costs and the travel and accommodation costs of Steering Committee members, for the projected annual meeting of the COP referred to in 5.4.
- 5.6 The meeting of any other COP members' or other participants' travel and/or other costs by HEAIDS will be assessed on a needs and available resource basis.
- 5.7 If the HIV and AIDS Education COP or HEAIDS identifies and agrees on the need for other COP events such as workshops, colloquiums and conferences, they will jointly seek to raise the funds to meet the costs of such.

5.8 The Chairperson of the Steering Committee will send a report to the Chairperson of the Education Deans Forum at HESA as well as the HEAIDS Director annually and within a month of any COP event.

5.9 Issues requiring the attention and/or action of the Education Deans Forum or HEAIDS will be detailed in letters from the Chairperson of the Steering Committee.

## **6. STEERING COMMITTEE (SC) AND TERMS OF OFFICE**

6.1 The SC consists of six elected members and one nominated representative of HEAIDS.

6.2 The SC is elected by members of the COP for a term of three years.

6.3 The elected SC will elect a Chairperson by secret ballot from among their number.

6.4 There is no limitation on the number of terms a SC member may serve.

6.5 The SC may co-opt members onto the SC in the event of vacancies.

6.6 The SC may choose to co-opt one additional member in consideration of such factors as demographic representation or expertise.

6.7 No more than two persons from any single institution may be elected or co-opted to serve on the SC.

6.8 The SC will meet physically once a year. Costs associated with this meeting will be funded through HEAIDS.

**Date of adoption: 05 December 2013 at Emperors Palace**