

# Terms of Reference

COMMUNITY OF PRACTICE FOR ACTION ON HIV AND MOBILITY (COPAHM)  
VERSION 2, OCTOBER 2016

## Purpose

This document sets out the scope for the *Community of Practice for Action on HIV and Mobility*.

## Background

The [HIV and Mobility in Australia: Road Map for Action \(Road Map for Action\)](#) report, released in 2014, explores the links between HIV and mobility in Australia and outlines a research and action agenda for priority populations. The report was the first attempt to capture what we know about HIV and mobility in migrant and mobile populations in Australia. It offers an implementation plan to operationalise the recommendations of the 7th National HIV Strategy in relation to migrant and mobile populations. As an outcome of the *Road Map* a [Community of Practice for Action on HIV and Mobility \(CoPAHM\)](#) was established through seed funding from the WA Department of Health Sexual Health and Blood-Borne Virus Program in March, 2015.

## Function

The *CoPAHM* is a forum to develop a cross-sector alliance of organisations, clinicians, community members and members of affected populations who have an interest in HIV and mobility issues and seek to remain connected or collaborate with others working, researching, or developing policy in this area. A **community of practice** is *“a group of practitioners with a common sense of purpose who agree to work together to solve problems, share knowledge, cultivate best practice and foster innovation. Communities of practice are characterised by the willing participation of members, and their ongoing interaction in developing a chosen area of practice”*.<sup>1</sup>

The broad role of the CoPAHM is to support the implementation of the recommendations of the Road Map. Specifically the CoPAHM will:

1. Alert State and Commonwealth governments of key issues in relation to HIV and mobility.
2. Identify key priority areas for action and initiatives to address these.
3. Work together with researchers to develop appropriate research and evaluation questions and advise on appropriateness/suitability of proposed research.
4. Disseminate relevant health research, policy and practice information.
5. Facilitate and provide information about opportunities for professional development (for members and for other people working in the sector).
6. Stimulate community engagement and discussion about HIV prevention, diagnosis and care in relation to mobility (including stigma and discrimination against people living with HIV (PLHIV) and migrant/mobile groups associated with HIV in the public consciousness).
7. Develop papers, position statements, tools for advocacy or other HIV and mobility resources.
8. Any other relevant activities arising.

## Communication

- Communication will take place mainly via email and teleconference or videoconferencing.
- The CoPAHM Portal (<http://cdcd.health.wa.gov.au/home>) is an online site established for members to be able network, share ideas and to collaborate on issues. It also provides a central repository for relevant documents.

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<sup>1</sup> Griffith University (2006). *Guidelines for establishing Communities of Practice*.  
<http://policies.griffith.edu.au/pdf/Guidelines%20for%20Establishing%20Communities%20of%20Practice.pdf>

## **Membership and Roles**

The *CoPAHM Coordinator* will manage the technical and administrative aspects of the community, e.g. facilitate discussions, conduct evaluations, call meetings, provide secretariat support, update website, and monitor and report on progress.

Membership will comprise practitioners, clinicians, researchers, members of affected communities and policymakers with an interest in progressing action on issues associated with HIV and mobility in Australia. Members will be added to the CoPAHM email list in order to receive communication and updates, and will be invited to register to the CoPAHM Portal.

Each member is encouraged to:

- Share knowledge and expertise in HIV and mobility
- Share relevant resources
- Contribute to a body of knowledge and resources available to all members
- Provide input and feedback to fellow CoPAHM members
- Participate in discussions
- Participate or support CoPAHM activity where relevant

On an as-needs basis, members will be invited to engage in decision making, participate in coordinated activities, or to lead action on particular activities.

A *national governance group* (NGG) will provide leadership, monitor progress of CoPAHM activities nationally, and provide direction to the CoPAHM Coordinator. The NGG will meet at least quarterly. These meetings will also be attended by the CoPAHM Coordinator and members of the project team. External individuals may be invited to attend meetings on an as-needs basis.

*The working group currently includes representation from CoPAHM, Curtin University, La Trobe, Department of Health WA, Department of Health SA and AFAO.*

## **Conflict of Interest**

Members have an obligation to declare any actual or potential conflict of interest.

## **Evaluation**

Effectiveness of the CoPAHM will be assessed annually through an electronic survey and the results in a report to be distributed for discussion by members. The following will be assessed: outcomes achieved; level of participation (e.g. type of membership, frequency of contact/input, leadership, contribution); member satisfaction with the CoPAHM and the perceived value over the stated period.<sup>2</sup>

**Endorsement date:**

**Annual review date:**

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<sup>2</sup> Adapted from <http://e-cop.weebly.com/terms-of-reference.html>