

## Terms of Reference

### Information and Access Working Group (IAWG), Toronto HIV/AIDS Network (THN)

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1. **Working Group Goal.** Both people who want services and service providers have identified a need for up-to-date and easily accessible information about HIV/AIDS services. The goal of the Information and Access Working Group is to ensure that information about HIV/AIDS services is accessible, up-to-date and relevant to the needs of service users and service providers locally and nationally.
2. **Working Group Objectives.** The Working Group will:
  - i. Build on existing tools to develop and enhance a centralized information system that would coordinate and provide access to up-to-date information about HIV/AIDS-related services in Toronto, Ontario, and Canada;
  - ii. Ensure the availability of this information for people who need services and for service providers; and
  - iii. Develop strategies to facilitate access electronically, in hard copy and multiple languages, and with the support of service providers in a range of service delivery settings.
3. **Reporting and Accountability.** The Working Group reports to the THN Steering Committee. Ultimately, the Working Group is accountable to members of the THN larger group, and through them, to their members.
  - i. Updates Steering Committee on Working Group activities through periodic reporting
  - ii. Submits budgets
  - iii. Submits workplans
4. **Desired Composition.** Participation on the Working Group is voluntary. Ideally, the Working Group should include both service providers and people living with/at risk of HIV/AIDS. Efforts should also be made to include or consult with representatives of organizations involved in providing, hosting or developing relevant information systems (e.g. 211Toronto, ACT's Living Guide Online, CCACs).
5. **Decision Making and Quorum.** Whenever possible, the Working Group will work to achieve decisions by consensus. Where consensus cannot be reached, a vote will be taken. Quorum shall consist of 50% of membership plus one. Each organization and community member has one vote. The THN Project Manager is a non-voting member.
6. **Responsibilities of Co-Chairs.** Two co-chairs shall be elected. This is a two-year staggered term. Duties of the co-chairs include:
  - i. Formal correspondence
  - ii. Attends Working Group meetings
  - iii. Co-ordinates/chairs meetings
  - iv. Sets agendas (include minutes, reports, promotions etc.)
  - v. Participates in information sharing – 1) within the Working Group and 2) with the THN Project Manager, who liaises between the Working Group and Steering Committee
  - vi. Submits Working Group Reports to THN Project Manager, who forwards the reports to the THN Steering Committee on Working Group activities
  - vii. Helps the Working Group move forward with activities/goals within the Working Group's terms of reference