

## HIV Policy and Programme Coordination Group

### *Terms of Reference*

#### I. Background

The HIV Policy and Programme Coordination Group (HPC) began as an informal sub-working group of the Ambassadors / Heads of Agency Informal HIV Coordination Group. To deliver the international community's rising commitment to maximize the coherence and effectiveness of its programmatic support to the national response to HIV, the HPC has broadened its mandate and is taking an increasingly active role in the formulation of the international community's coordinated and strategic response. This expansion in the roles and expectations of the HIV Policy and Programme Coordination Group has made the formalization of the group's charter necessary.

#### II. Purpose

1. Formulate and represent common positions of the international community on priority issues to support the national response to HIV in Viet Nam.
2. To improve the effectiveness of external support to the HIV coordination efforts of the Government and other bodies.

#### III. Objectives

The HPC will:

1. Serve as a forum to identify and discuss strategic issues and develop common policy positions and/or advocacy strategies
2. Coordinate and support the quarterly Ambassadors / Heads of Agency meetings
3. Work to support the framework of the Ha Noi Core Statement
4. Engage in any other objectives and work programme activities identified by the international community as priorities
5. Promote greater joint effort to enhance complementarity and effective resource use and provide a forum for review of new program initiatives as requested.

#### IV. Working Arrangements

The HIV Policy and Programme Coordination Group will be chaired by UNAIDS.

The HPC will be composed of HIV representatives from the major donors, INGOs and UN agencies operating in Viet Nam. These agencies and organizations include, and at this time are limited to, three UN agencies, two multilateral donors, four bilateral donors, three INGOs and one private foundation. The Global Fund for AIDS, Tuberculosis and Malaria (GFATM) will be represented in the person of HPC members who are simultaneously on the Country Coordinating Mechanism for the GFATM.

The HPC will make use of the INGO Resource Center to link INGOs and nominate INGO representatives to the HPC. UN members will be nominated through the United Nations Joint Team on HIV. Members have the option to rotate on an annual basis through consultation with their constituency.

Secretariat support for the Committee will be provided by UNAIDS.

### Roles and Responsibilities of Representatives

There will be only one representative from each organization. Representatives will be expected to consult with their constituency and then share their constituency's views with the HPC. They will attend the HPC meetings regularly and report the results of those meetings to their constituencies.

Representatives must be senior staff of their respective organizations. They must accept the goals of this Terms of Reference, commit to the formulation of coordinated policy positions, and be willing to actively engage in dialogue with stakeholders.

### Frequency of meetings; participation of others

Meetings will be held on a bi-monthly basis. Local non-governmental organizations (LNGO) and other partners including representatives from the PLHIV groups will be invited to specific meetings and consulted on various topics.

### Relationship with other coordination mechanisms

The HPC will serve as a working group of the Ambassadors / Heads of Agency Informal HIV Coordination Group. Additionally, the HPC will feed into other coordination meetings identified as appropriate to support coordination of the international community on HIV-related issues.

The group will consult with VAAC and relevant ministries as required and use existing entry points with these bodies and other coordination mechanisms as much as possible. This will provide opportunities to raise issues with the GOVN and Party for discussion.

### Accountability of the HIV Policy and Programme Coordination Group

The HPC is directly accountable to the Ambassadors / Heads of Agency Informal Coordination Group and to constituent members of the HPC.

## V. Contact Details

Mr. Eamonn Murphy, UNAIDS Country Director

Email: [murphye@unaids.org](mailto:murphye@unaids.org); Telephone: (84-4) 734 2824 x 102

Ms. Asia Nguyen, Programme Officer Coordination, UNAIDS

Email: [nguyena@unaids.org](mailto:nguyena@unaids.org); Telephone: (84-4) 734 2824 x 189

## **ANNEX 1:**

### **Priority Areas of Focus in the First 12 Months**

1. Establishment of HPC as a group that represents interests common to the international community in Viet Nam and that is able to support coordination of the international community's efforts for a more effective response to HIV
2. Assist in operationalisation of the Hanoi Core Statement
3. Quarterly Ambassadors / Heads of Agency Informal HIV Coordination Group meetings provided with briefings on current developments in HIV and supported to increase and deepen dialogue between the Party, National Assembly, GOVN and international community
4. Encourage the implementation of the HIV Coordination Action Plan for Viet Nam
5. Support implementation of the Law on HIV Prevention and Control, and in particular, the prevention component
6. Finalization of an agreed-upon set of cost norms
7. Support a costing study of the national HIV programs of action, including a resource needs analysis
8. Dialogue with relevant stakeholders, particularly VAAC, to strengthen National M&E Reporting
9. Encourage revision of Law on Drug Control