Draft Technical Working Group (TWG) Terms of Reference (TOR) Template

Document Title: Terms of Reference for Working Group to Develop Guidelines for oral Pre-Exposure Prophylaxis (PrEP) for the Prevention of HIV in Country X

Section	*Key Questions and Topics to Address*
1.0 Background: To provide justification for formation of Technical Working Group.	
1.1 Explanation of context, including global PrEP guidelines	WHO guidelines: "On 30 September 2015 the World Health Organization (WHO) published an early-release to the new guidelines on the use of antiretroviral therapies (ART) for the prevention and early treatment of HIV infection. These new guidelines recommend that ART should be initiated to everyone living with HIV regardless of their CD4 cell count, and that people with a substantial risk of HIV infection be provided with daily oral pre-exposure prophylaxis (PrEP) as part of a combined HIV prevention strategy."
1.2 Explanation of in-country consultative process leading to development of guidelines	1. What meeting(s) have occurred discussing PrEP guidelines, or relevant meeting to discuss oral PrEP introduction, in country? (To include meetings focused on the programmatic and cost implications and decision to form TWG for PrEP implementation 2. Who were the stakeholders present? 3. What topics were discussed specifically? 4. What was the outcome of the meeting(s)? 5. State explicitly the decision to form the TWG or other national group (think tank, etc.), the name of the group and their mission (i.e., to move forward the process of PrEP implementation through x, y, z).

Section	*Key Questions and Topics to Address*
2.0 Proposed terms of reference for TWG outlining key structure and responsibilities	
2.1 Purpose of the TWG to include areas such as (example areas for involvement of TWG)	1. Reviewing evidence and programmatic implications, and make recommendations on key technical areas 2. Contribute to writing sections of the country guidelines, implementation plans or other policy documents needed 3. Review and provide written comments on drafts of guideline documents within agreed upon timeframes 4. Identify and explore opportunities and platforms to introduce PrEP, including grants and programs currently being implemented across the country 5. Strengthen data collection and evidence base to guide future decisions on the implementation of PrEP; call for the collection of call for the collection of data or highlight the specific data collection needs? 6. Identify the cost implications of future expansion of the program
2.2 Proposed working groups (as needed) constituting TWG membership and	1. What are the working groups that will constitute and feed into the TWG? Examples to consider include: *MSM, sex workers, discordant couples, adolescent girls and young women (AGYW).*

purpose of each working group stated	2. What is the purpose of each working group? State the purpose of each working group within the TWG. Examples of purpose include: • To review evidence, draft policy and implementation guidelines and provide recommendations for best approaches. • To consider issues such as: definitions of target groups and entry points; recommended service delivery package; recommended eligibility/entry criteria for offer of PrEP; recommendations on identification of those at highest risk (priority to receive PrEP); recommended mechanisms for integrating PrEP into delivery; health systems implications (e.g. commodity supply, levels of service delivery, training, human resources, job aids, health care provider and community sensitization; M&E strategies/ proposed indicators); demand creation/communication strategies; costing.
2.3 Structure and institutional arrangements outlined, including composition of TWG	1. Does the TWG function under the Ministry of Health or other entity? 2. Do local partners and bi-laterals support (financial or political) the TWG? 3. What group(s) are leading the TWG? 4. What group(s) are providing technical support? 5. What group(s) are providing administrative support? 6. Who is the TWG chair and how will s/he be chosen? If there are multiple groups within the TWG for sub-populations or other areas, how will each group relate and function? *Sample Structure* **TWG Chair** *Name/Organization* Purpose/Responsibilities **TWG Secretariat** *Lead Contact Name/Organization* Purpose/Responsibilities **TWG working group** — *Lead Contact Name/Organization* *[Example: Head of MSM group]* Purpose/Responsibilities **TWG working group** — *Lead Contact Name/Organization* *[Example: Head of AGYW group]* Purpose/Responsibilities **TWG working group** — *Lead Contact Name/Organization* *[Example: Head of SW group]* Purpose/Responsibilities *TWG membership to consider:* • MOH (ART, Laboratory, Logistics, M&E, Pharmacy Services, Nursing etc.) • AIDS Council • Physicians, including pediatricians • WHO • UNICEF

	• UNAIDS
	• Other implementing partners and donors (including those that provide technical skill sets in the following areas: procurement/forecasting, modeling, service delivery, regulatory, M&E, demand creation, etc.)
	• Civil Society
	• Private sector/commercial
2.4 Priority output(s) of the TWG stated with timeframe for completion	1. What is the primary task of the TWG? Example: Clear proposal on how to roll out implementation with the associated cost implications. 2. What are the secondary tasks of the TWG? Example: Feed into the development of national policy and guidelines. 3. What are other necessary qualifications to the tasks/outputs of the TWG? Example: "The terms of reference may change over time, and will be re-visited after priority outputs completed."
2.5 Responsibilities of coordination of TWG and who will undertake each task outlined:	1. Setting up of the working groups 2. Providing logistic and administrative support 3. Provision of structure and content for output documents 4. Collation of content, editing, format for output documents

3.0 Timeframe for TWG processes

Key questions/topics for timeline:

1. How often will the full TWG meet (monthly etc.)?

2. How often will the smaller, focused working groups meet or will they coordinate virtually or by phone?

3. When will the outputs be delivered?

   Sample timeframe, include all TWG meeting dates and output finalization dates:

Activity	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017
Formation of TWG and working groups	X				
First meeting of TWG	X				
Working groups undertake priority output	X	X			
Second meeting of TWG to discuss, collate and finalize output		X			
Submission of priority output			X		
Define and carry out next priorities of work of TWG				X	X