



International Community of Women Living with HIV Asia Pacific

Terms of Reference

About ICWAP

International Community of Women Living with HIV Asia Pacific (ICWAP) is a united platform for all women living with HIV in the Asia Pacific region. ICWAP works collaboratively with individuals, groups, and national networks of women living with HIV in Asia and the Pacific region, where they exist, as well as national networks of people living with HIV (PLHIV). Individuals can become actively involved in ICWAP through our website and social networking sites - Face book, Insta, twitter and listserv.

ICWAP currently operates from Bangkok, Thailand.

ICWAP Vision

ICWAP envisions a world where all women living with HIV live their lives free of gender oppression, realizing and claiming our full rights inclusive of sexual, reproductive, legal, economic and health rights.

ICWAP Mission

We are the network that leads in securing and improving the quality of life for women living with HIV through solidarity, mobilizing, organizing, advocating, research, mentoring and raising consciousness on the issues that directly impact our lives.

These objects of the network shall be carried out in a non-profit manner, and with an altruistic or philanthropic intent and the activities of the network shall be for the benefit of or widely accessible to the general public at large

ICWAP key goals:

We have two key strategic goals for realizing our vision and mission

Advocacy: To improve the lives of women living with HIV in the region through greater attention on issues specific to WLHIV, resource mobilization and a policy and legal environment that respects and promotes women's rights

Movement building: To develop a strong effective regional network with a diverse leadership that represents women living with HIV in Asia Pacific

ICWAP Board Members

The board members comprise nine women representing the sub-regions of South Asia, South-East Asia, East Asia and the Pacific, who serve on a voluntary basis.

Term of service: Three years, with a maximum of two terms. (if elected for second term) In case of second-term selected, board members are expected to act as mentors to new board members. Opportunity will be provided to young new coming leaders.

Each term, a Chair and a Vice Chair of ICWAP will be elected from within the Board. In addition to the roles and responsibilities listed below, the Chair and Vice Chair will:

- initiate and set up zoom calls and meetings
- in consultation with Board members, set the agenda of the meetings
- lead the meetings of Board members.

Selection of ICWAP Board Members

The Board Members will be selected in a clear and transparent process from the community of women living with HIV in the Asia Pacific region. There will be an independent selection committee formed to review and score the all application and final decision will be made based on the score provided by selection committee.

Any woman living with HIV with all diversity in the region may apply to become a board member when nominations are called for.

Roles and responsibilities of ICWAP Board Members

1. Implementation of ICWAP strategic plan

The ICWAP Board Members identifies regional priorities and strategic goals and provides support and guidance in the programmatic design of projects.

The Board Members recruits and works with the ICWAP Coordinator, who implements projects under the guidance of the board members.

The Board Members are responsible for monitoring programs and projects including financial management

2. Advisory role

The Board Members are expected to be available to provide support and guidance, as needed, in project development and implementation including preparing project proposals.

3. Communication

The ICWAP Board Members will communicate with the ICWAP Coordinator on a quarterly basis via Zoom or Ad-hoc basis. Virtual meetings will be scheduled quarterly basis and on request when needed, by the ICWAP Chair. Each Board member must have regular internet connection.

Members of the Board are responsible for ensuring that communication between its members occurs regularly. The Board Members are not responsible for day-to-day operations of ICWAP but must maintain regular contact with the ICWAP Coordinator.

4. Project approval

The ICWAP Coordinator is responsible for the creation of project proposals based on the needs identified by ICWAP Board members. All proposals developed by the ICWAP Coordinator must be agreed by the Board Members before being submitted unless very urgent time limitation, as the Board Members has ultimate responsibility for securing funding for ICWAP activities.

5. Representations

A board member can represent ICWAP at meetings and trainings but must inform to coordinator. Any member who represents ICWAP in any forum has the responsibility to report back to the other Board members and to the ICWAP list serve, the outcome, in order to maintain communication and transparency.

6. Financial overview

Board members have the knowledge and oversight of financial transactions and capacity to monitor of financial income and expenditures.

7. Organizational Confidentiality

All selected board members should maintain confidentiality of the organization specially on the governance and financial matter discuss internally. All members must sign code of conduct and follow.

