

POSITIVE ACTION

Technical Review Committee Role Description and Application Form

About Positive Action

Positive Action is ViiV Healthcare's global programme focusing on supporting the people and communities most affected by HIV. Working closely with people living with HIV and other priority populations, Positive Action provides grants to community-based organisations to address many of the structural and systemic drivers of HIV, and overcome barriers to HIV prevention, treatment and care access.

Positive Action strives to be a responsive, flexible, and trusted partner, one that champions communities to transform the HIV response and to end AIDS. To this end, Positive Action has developed a new strategy that will support community and other strategic partners, provide clarity around our grants programmes, and maximise the impact we have in the global HIV response.

With the vision of 'Healthy communities in a world free of AIDS,' the *Positive Action Strategy 2020-2030* focuses on two areas:

- / Championing people and communities to improve the quality of life of people living with and most at risk of HIV; and
- / Achieving targeted impact through strategic partnerships in order to bring the end of AIDS closer.

Our funding opportunities

Beginning in 2020, Positive Action will support programmes and partnerships through two funding streams aligned with our strategic focus areas. The Community Strategic Initiatives (CSI) programme improves on our flagship small grants programme, with additional opportunities for larger grants over a longer period of time. It will support small community-based organisations to develop and deliver innovative projects at a grassroots level.

Breakthrough, our other funding stream, will see Positive Action partner with organisations in strategically-targeted settings to deliver measurable and scalable impact. This will address challenges at the systems and infrastructure level, strengthening the foundation for community-led action.

About Positive Action's governance structure

Positive Action understands the fundamental importance of community involvement and leadership. Under our new structure, our annual priorities are set by a Strategic Advisory Council (SAC) made up of representatives from all aspects of the global HIV response. In the context of these priorities, Positive Action funds projects and programmes on the recommendation of a Technical Review Committee (TRC).

The TRC is made up entirely of members of communities most affected by HIV, including people living with HIV, who bring a variety of skills and experience. This ensures that our funding and activities are focused where they can have the greatest impact,

Call for Applications

Positive Action Technical Review Committee Members

ViiV Healthcare is inviting applications to serve on the Positive Action Technical Review Committee (TRC). We are looking for community members with demonstrated experience and expertise in the fields of HIV, human rights, sexual and reproductive health rights (SRHR), social determinants of health, and key populations, with a strong understanding of civil society and community-based HIV responses.

Role Description

Members of the TRC act as peer reviewers of applications for Positive Action grants, advising us on which projects and programmes to support through either or both our CSI programme and our Breakthrough programme. Working under the Positive Action Strategic Advisory Council (SAC), the TRC will help Positive Action achieve the annual strategic goals set by the SAC, as well as our overall mission and objectives.

Working with Positive Action, the TRCs will be responsible for the following:

- / Developing application evaluation criteria aligned with funding priorities and thematic areas as determined by the SAC;
- / Review applications for funding, and make detailed recommendations on which proposals to fund, including amounts;
- / Provide guidance to Positive Action on the development of capacity building and technical assistance for partner organisations;
- / Advise on the implementation of monitoring, evaluation, and learning activities related to the Positive Action strategy

Key Selection Criteria

Essential

- / Demonstrated experience and leadership in HIV-related areas
- / Identification as a member of one or more of the communities and populations supported by Positive Action
- / Experience with funding and grant making, or a clear understanding of the processes and principles of grant making
- / Understanding of the structural drivers of HIV, including human rights, social determinants of health, stigma, and discrimination
- / Previous experience working with key populations, particularly transgender and gender diverse people; men who have sex with men; people who inject drugs; sex workers; incarcerated people; adolescent girls and young women
- / An ability to objectively and impartially assess funding applications to ensure funding helps achieve the mission and objectives of the Positive Action programme
- / The ability to read, evaluate, and discuss funding applications in English, and how proposed projects contribute to the mission and objectives of the Positive Action programme
- / The capacity to review large numbers of applications and attend up to four TRC meetings in person each year

Desirable

- / Previous experience, or demonstrated understanding, of capacity building and technical assistance for community-based organisations
- / Previous experience, or demonstrated understanding, of all stages of project development, including design, implementation, and evaluation
- / Fluency or proficiency in a key language (e.g. French, Spanish, Arabic, Portuguese, Russian, Mandarin, etc)

Other Relevant Information

All applications will be reviewed and comparatively scored by the Positive Action team

Before formally joining the TRC, all shortlisted applicants must satisfy ViiV Healthcare requirements around conflict of interest, confidentiality, privacy, and other policies.

TRC members will serve terms of two years. Approximately one-third of the members of the initial TRC will be invited to serve a second term to ensure continuity and provide institutional knowledge to new members.

All TRC members will receive remuneration for their services in line with ViiV Healthcare/GSK policy. Travel, accommodation, and other reasonable costs associated with meeting attendance will be covered by Positive Action.

Returning your application

Completed applications forms, including CV or resume, should be emailed to john.x.manwaring@viiivhealthcare.com with the subject line '*Positive Action TRC Application*.' All applications must be received no later than **23:59 UTC on Monday, 16 December 2019** to be considered.

Additional Questions

If you have any questions about the Positive Action Technical Review Committee, or have any difficulty completing this form, please contact John Manwaring, Positive Action Manager, at john.x.manwaring@viiivhealthcare.com.

Positive Action Technical Review Committee

Application Form

As part the application process, ViiV Healthcare may capture personal information related to sexual orientation, gender identity, HIV status, and either past or present information related to: Illicit drug and substance use, sex work and periods of incarceration, detention and confinement.

This information will only be used as part of the application process. We will not use or process your personal information in the future or for any other purpose. By ticking this box, I confirm that I have read the attached Privacy Notice at Appendix 1, and agree to my personal information being processed by ViiV Healthcare.

Please ensure your answers are clear and concise.

1. Name	
2. Email address	
3. Phone number	

4. Nationalities/Citizenship	
5. City and country of residence	
6. City and country of birth	

7. Why are you applying to be on the Positive Action Technical Review Committee? What is your motivation? (300-word limit)

8. What personal skills or competencies would you bring to the Technical Review Committee? Please describe the qualities you have that would benefit both the committee and the Positive Action programme. (300-word limit)

9. Please describe any previous experience you have with grant making and/or funding decisions. This could be on advisory boards, review committees, etc. (200-word limit)

10. Please describe your experience working on HIV and related issues. Discuss how you have demonstrated leadership in these fields, including any leadership roles you currently hold or have held in the past. (200-word limit)

11. Please briefly describe your professional/work history, and any other experiences, interests, or activities that may benefit the committee and Positive Action. (200-word limit)

12. Please describe any experiences you have had working directly with individuals from the priority populations described in the *Positive Action Strategy 2020-2030* (e.g. transgender people; men who have sex with men; sex workers; people who inject drugs; people in custodial settings; adolescent girls and young women). How would this experience help you as a member of the Technical Review Committee? (300-word limit)

13. All grant applications considered by the Technical Review committee will be in English. Please indicate below your level of proficiency in English (select one)

	Basic/Beginner
	Intermediate/Independent
	Proficient/Fluent

14. Please list any other languages you speak and your level of proficiency (e.g. "French – Beginner; Arabic – Fluent")

15. Positive Action is committed to peer and community leadership in the HIV response. As such, we strive to have a Technical Review Committee comprised of people who currently identify, or have previous lived experience, as a member of one or more of the priority populations in scope for Positive Action grants.

Please indicate which populations/communities you identify with and the nature of your identification. Any information you disclose will be treated with the strictest confidence and will not be shared with anyone outside the Positive Action programme without your express consent. For more information, please review the data and privacy notice attached to this document.

Population	Currently identify	Have previous lived experience	Not applicable/ prefer not to say
Person living with HIV			
Transgender, gender diverse, or gender non-confirming			
Man who has sex with men (including gay, bisexual, other)			
Person who injects drugs			
Person who uses drugs			
Sex worker			
Adolescent girl or young woman			
Other (please specify, e.g. prisoner, refugee, etc):			

16. Please attach a recent CV or resume to this application in either PDF or Microsoft Word format.

Appendix 1: ViiV Healthcare/Positive Action Privacy Notice

Privacy Notice – Grants and Donations

ViiV Healthcare (**VH** or **we** or **us**) value your privacy and care about the way in which your personal information is treated. Where you engage with us, we want you to understand:

- [what personal information we collect about you;](#)
- [how we obtain your personal information;](#)
- [how we use your personal information;](#)
- [on what basis we use your personal information;](#)
- [how long we keep your personal information;](#)
- [with whom we share your personal information;](#)
- [the countries to which we transfer your personal information;](#)
- [how we protect your personal information; and](#)
- [your rights regarding your personal information.](#)

If you have any questions, please get in touch via one of the methods in "[Contact us](#)" below.

What personal information do we collect about you?

The personal information that we process may include:

- your basic information – such as name (including prefix or title), gender, age or date of birth,
- your contact information – such as personal or business email, mailing address, telephone number and social media username;
- your professional details - occupation/position/role, employer, medical registration/license, specialism;
- sexual behaviour, sexual orientation, gender identity or expression or HIV status if you provided this as part of your application
- past and/or current use of illicit drugs and other substances;
- past and/or current periods of sex work
- past and/or current periods of incarceration, detention, and confinement

How do we obtain your personal information?

We collect your personal information through:

- your application when applying to be part of the Positive Action Technical Review Committee
- our direct interaction with you, and where you provide information to us
- through ongoing work as a member of the Positive Action Technical Review Committee

How do we use your personal information?

We use your personal information for the following purposes:

- as part of the application process for this position
- to comply with legal, regulatory and other requirements, such as record-keeping and reporting obligations; conducting audits and complying with internal policies
- responding to and dealing with your queries or requests;

On what basis do we use your personal information?

We use your personal information on the following basis:

- for *legitimate business purposes* – using personal information helps us to operate, plan and improve our business activities. It allows us to check for circumstances that could give rise to a potential conflict of interest for either you or VH. It also helps us to determine whether we may offer you the position based on applicable law, industry codes and practice, and our policies;
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- to *comply with legal, regulatory and other compliance obligations* – compliance with laws, regulations, rules, codes and guidance is important to us, and we would want to be able to comply with these;
- because you have given *your consent* - at times we may ask for your consent to allow us to use your personal information for one or more purposes. See "[Your rights](#)" for information about the rights that you may have if we process your information on the basis of your consent.

How long will we keep your personal information?

We will always keep your personal information for the period required by law. We will also keep your personal information where we need to do so in connection with legal action or an investigation involving VH. Otherwise we will delete personal information relating to unsuccessful applications at the end of the recruitment period. For successful applicants we will keep personal information for no longer than seven years unless we are required to keep for longer due to any legal or regulatory retention requirements.

With whom do we share your personal information?

We may share certain elements of your personal information with members of the VH group of companies and the following trusted third parties:

- Members of the Positive Action Strategic Advisory Council

See "[Protecting your personal information](#)" for information on how we keep your personal information secure when sharing it with others.

Transfers of your personal information outside of your home country

Your personal information may be processed by VH, its affiliated companies and VH's trusted third party suppliers anywhere in the world, including in countries where data privacy laws may not be equivalent to, or as protective as, the laws in your home country.

We will implement appropriate measures to ensure that your personal information remains protected and secure when it is transferred outside of your home country, in accordance with applicable data protection and privacy laws. These measures include data transfer agreements implementing standard data protection clauses. You can find more information about data transfer agreements [here](#).

Protecting your personal information

We use a variety of security measures and technologies to help protect your personal information from unauthorised access, use, disclosure, alteration or destruction consistent with applicable data protection and privacy laws. For example, when we share your personal information with external suppliers, we put in place a written agreement which commits the suppliers to keep your information confidential, and to put in place appropriate security measures to keep your information secure.

Your rights

You may be entitled to:

- ask VH about the processing of your personal information, including to be provided with a copy of your personal information;
- request the correction and/or deletion of your personal information;
- request the restriction of the processing of your personal information, or object to that processing;
- withdraw your consent to the processing of your personal information (where VH is processing your personal information based on your consent);
- request receipt or transmission to another organisation, in a machine-readable form, of the personal information that you have provided to VH; and
- complain to your local supervisory authority if your privacy rights are violated, or if you have suffered as a result of unlawful processing of your personal information.

Where you are given the option to share your personal information with us you can always choose not to do so.

If you object to the processing of your personal information, or if you have provided your consent to processing and later choose to withdraw it, we will respect that choice in accordance with our legal obligations. This could mean that we are unable to perform the actions necessary to achieve the purposes of processing described (see '[How do we use your personal information?](#)') and may affect our decision to offer you the position.

After you have chosen to withdraw your consent VH may be able to continue to process your personal information to the extent required or otherwise permitted by law.

Contact us

If you have questions or requests regarding this Privacy Notice, or if you would like to exercise your rights, please contact your local ViiV company using the contact information below:

United Kingdom:

To contact ViiV Healthcare in the United Kingdom, call +44 (0)20 8380 6200.

United States:

To contact ViiV Healthcare in the United States, call +1 877 844 8872.

Rest of the world:

Contact information for specific countries can be found in our worldwide [contact directory](#).

Data controller and Data Protection Officer

ViiV Healthcare UK Limited is the controller of your personal information You can contact ViiV's EU Data Protection Officer by emailing EU.DPO@gsk.com. Please note that ViiV's EU Data Protection Officer is also GlaxoSmithKline's EU Data Protection Officer.
