

Terms of Reference

PANCAP Knowledge Management Working Group (PKMWG)

Introduction and Background

The Pan Caribbean Partnership Against HIV and AIDS (PANCAP) is a partnership of governmental and non-governmental bodies established in 2001 to facilitate a coordinated regional response to HIV and AIDS. It has a membership of 65 countries and organizations and is guided by a Caribbean Regional Strategic Framework (CRSF) on HIV and AIDS, which sets the parameters for collaboration between the PANCAP partners who work at all levels of the HIV and AIDS response.

PANCAP serves as a knowledge hub to support its members to improve the HIV response at the regional and national levels. The PANCAP Knowledge for Health (K4Health) project, based at the PANCAP Coordinating Unit (PCU) in Georgetown Guyana, is a PEPFAR-USAID funded initiative to support PANCAP in its role as a regional coordinator and knowledge facilitator. The K4Health Project will support PANCAP to effectively serve as the knowledge hub in knowledge curation, synthesis and sharing through the use of knowledge management (KM) tools and approaches with key stakeholders, around country- and regional-level HIV communication and advocacy efforts. The resulting enhanced learning and application of best practices and improved coordination efforts will lead to evidence-based decision-making and improved health outcomes

Rationale and Purpose

Rationale: PANCAP Member Information Assessment on Test and Start, emphasized the need for a regional knowledge management working group to assist PANCAP members to meet their information needs in relation to 90-90-90, Test and Start and other thematic areas.

PANCAP as the knowledge hub for the region recognizes the value of knowledge sharing and coordination in supporting its members to improve the HIV response at the regional and national levels. The PANCAP Knowledge Management Working Group (PKMWG) will serve as a regional mechanism in supporting PANCAP to effectively fulfill this mandate.

Purpose: The PKMWG will work with PANCAP Members and Partners to enable them to receive the right knowledge at the right time, so that they can use information to inform programming for achieving the 90-90-90 targets, implementing Test and Start and the regions priorities. The PKMWG will encourage and support a culture of collaboration and knowledge sharing across the region.

Composition

The PKMWG will comprise 15 members. Members will be drawn from the leadership of PANCAP, National AIDS Program (NAP) managers, representatives of civil society organisations (CSO) including the community of people living with and affected by HIV and AIDS and other key PANCAP members and partners. Representatives will represent diverse countries of the Region.

Members: (Proposed)

1. Mr. Dereck Springer- Director, PANCAP Coordinating Unit.
2. Dr. Donald Simeon- Chair, PANCAP Priority Areas Coordinating Committee
3. Professor Clive Landis, University of the West Indies, Cave Hill campus
4. Dr. Allyson Leacock – Executive Director, Live Up, The Caribbean Media Alliance
5. Ms. Cedriann Martin- Communication Officer, UNAIDS
6. Ms. Delcora Williams- NAP Manager, Antigua and Barbuda
7. Ms. Gardenia Destang Richardson- NAP Manager, St. Kitts and Nevis
8. Dr. Nikkiah Forbes- NAP Manager, The Bahamas
9. Ms. Valerie Wilson_ Director, Caribbean Med Lab Foundation
10. Mr. Xavier Biggs- M&E Officer, Jamaica AIDS Support for Life
11. Mr. Lucien Goovard- CARIFLAGS, Suriname
12. Mr. Collin Kirton- Senior Account, PCU

A chair will be selected from among the membership at the first meeting of the group.

Ex- officio Members: PANCAP-K4Health Project Staff

Functions

Members of the PANCAP Knowledge Management Working Group will:

Knowledge Management:

- Serve as knowledge experts and KM champions in-country and across the region.
- Promote knowledge sharing and the use of KM products and services across the region.
- Recommend practical strategies for building KM expertise among PANCAP members
- Based on evidence, priorities and expertise, periodically review, define and identify key PANCAP audiences for KM
- Identify opportunities and provide technical leadership on emerging issues in KM globally and in the region

Knowledge Generation around Test and Start:

- Validate and inform knowledge gaps in relation to 90-90-90 and Test and Start

- Identify and prioritize the most important knowledge for capture, curation and synthesis that meets the need of PANCAP member and audiences.
- Provide technical input and support to PANCAP and PCU in prioritizing types of communication products and communication channels for PANCAP members
- Serve as knowledge experts
- Support the documentation and finalization of KM products such as documentation of best practices/ promising practices, case studies and others.

Knowledge Sharing around Test and Start:

- Provide technical input aimed at identifying the most appropriate opportunities for sharing of best practices and success stories in relation to 90-90-90 and Test and Start in the region.
- Support the facilitation of face to face knowledge exchange events.
- Support the design and implementation of knowledge exchange events for key audiences based on 90-90-90, Test and Start and PANCAP priorities.
- Provide guidance on the development, use and updating of KM on line platforms such as the PANCAP Website refresh.

Working Procedures

Meetings:

The PKMWG will convene quarterly and as necessary on an ad hoc basis. Meetings will be held once per quarter and will be conducted virtually using skype or any other appropriate platform.

The quorum for a meeting is a minimum of 50% or six members.

Support to the effective conduct of meetings and follow up actions will be provided by the PANCAP/K4Health staff

Duration

In the first instance, the PKMWG will conduct its meetings for a one year period.

Review of Terms of Reference

A review and update of the Terms of Reference will be done annually