ICAB Leadership Group (ILG) Fact Sheet

The ICAB Leadership Group (ILG) provides guidance and support to the ICAB and advises IMPAACT Leadership on matters concerning community engagement in all aspects of the IMPAACT research agenda. The ICAB Leadership Group serves as a conduit of information between the IMPAACT ICAB, IMPAACT leadership, and IMPAACT scientific committees.

The ICAB Leadership Group goals are to:

- Responding to time-sensitive requests for community input when it is not feasible to obtain a response from the full ICAB
- Inform, facilitate and guide the development of a community-centered, relevant, effective and ethical research agenda
- Proactively identify challenges related to community engagement and/or research implementation to ensure the ethical and scientific rigor of IMPAACT research
- Through the ICAB Chair,
  - inform the IMPAACT Scientific Leadership Group (SLG) of the ICAB’s decisions, concerns and activities
  - Advise the IMPAACT SLG on strategies to address challenges and issues of concern
- Develop mechanisms for sharing experiences, lessons learned and best practices for community engagement in IMPAACT research

ILG Membership Requirements, the Selection Process, and Term Limits

The standing membership of the ICAB Leadership Group (ILG) include:

- **Voting ILG Members**
  - ICAB Chair
  - ICAB Vice Chair
  - 5 At-large members

- **Non-Voting ILG Members**
  - Operations Center (FHI 360) Community Program staff
  - Emeritus ICAB Chairs

ILG Membership Requirements

Although any member of the ICAB may be a part of the ICAB Leadership Group (ILG), it is important that individuals representing the following groups be included:

- HIV-infected women of child-bearing age
- Mothers, fathers, and caregivers of HIV-infected and affected babies, children, and young people
- HIV-infected adolescents and young adults

The qualifications of ILG members include:

- the ability to provide daily life-experience based expertise on living with HIV/AIDS
• the ability to read, speak, and write English easily
• access to a computer with dependable internet capability, whether at home or the research site
• access to a telephone with dependable service connection
• time flexibility for participation in international conference calls (US time zones)
• a good history of past ICAB contributions
• strong public speaking and presentation skills
• a basic understanding of scientific protocols
• the ability to quickly respond to time-limited requests

Member Term Limits

ICAB Chair
After one term of three years, the ICAB Chair will move into an emeritus chair role where he/she will continue to actively participate in the leadership and direction of the ICAB Leadership Group but through mentorship and guidance.

ICAB Vice-Chair
After one term of three years, the ICAB Vice-Chair will automatically move into the position of ICAB Chair.

At-Large Members
At the end of one term of three years, an elected at-large ILG member may re-apply for a second term. At-large members may only serve up to two (2) consecutive three year terms. Members who have served two consecutive terms must rotate off the ILG.

Emeritus Chair
The emeritus chair will serve for one three year term in which he/she will actively participate in the leadership and direction of the ICAB Leadership Group through mentorship and guidance. The emeritus chair is not a voting member of the ILG.

ILG Membership Selection Process
The positions of ICAB Vice-Chair and the at-large membership of the ICAB Leadership Group (ILG) will be filled through an open solicitation made to the full ICAB. Those interested in serving as an ILG member must complete a multi-component application process. This process is designed to identify the best qualified individuals from the pool of applicants. The process may include:

1. Completion of an application form which assesses the desired qualification requirements for the position.

2. Submission of a performance checklist that is to be completed by either the site liaison or site principal investigator. The performance checklist will evaluate the ICAB member’s performance and interaction with their site and site CAB by assessing:
   • Active participation and regular attendance in site CAB meetings
   • Responsiveness to emails and requests made by the site and/or CAB

3. Submission of a one (1) page Statement of Interest that clearly describes the candidate’s experience with HIV/AIDS, history working within a community advisory board structure, and any other information the candidate feels relevant and important to this selection process.
The IMPAACT Operations Center community program staff reviews all application packets using a rated checklist to convert responses into a numerical score. Candidates with the highest combined scores advance to the final stage of the application process which is an open election.

The voting membership of the ICAB are asked to vote for their preferred leadership group members by submitting a rated list of candidates (with a rating of #1 for the most qualified/preferred candidate, #2 for the second most qualified/preferred candidate and so forth). If the current ICAB Chair is from the Americas region, the Africa or Asia region candidate with the most votes will become the new ICAB vice-chair. Likewise, if the current chair is from within the Africa or Asia region, the new vice-chair will be the candidate from the Americas with the most votes. The remaining candidates who receive the highest number of votes will fill the positions of the new ICAB Vice-Chair.

**ILG Roles and Responsibilities**

The roles and responsibilities of the ICAB Leadership Group include:

- Developing mechanisms for sharing experiences, lessons learned and best practices for community engagement in IMPAACT research
- Collaborating with others in the IMPAACT Network Leadership to develop measurement criteria and tools for the evaluation of the IPMAACT Community Engagement Program
- Planning trainings in conjunction with the ICAB and IMPAACT Operations Center
- Seeking opportunities that allow MTN CRS community staff to actively participate in the process of generating science as well as collaborate more closely with the BSWG, BRWG and protocol teams in supporting community-focused HIV prevention research

ICAB Leadership Group members participate in routine conference calls and periodic face-to-face meetings.

**Scientific Committee Representation**

Each at-large ICAB member will serve as an ICAB representative to one of the five Network Scientific Committees (SC). The roles and responsibilities of the SC representatives are to:

1. Review and provide feedback on all new capsules, concepts, and protocols that in development within the SC
2. Inform and advise the ICAB Leadership Group (ILG) on issues of concern
3. Participating in a face-to-face Scientific Committee meetings
4. Regularly participate on all SC conference

**Additional Information and Contact Details**

IMPAACT Website:  [http://www.IMPAACTNetwork.org](http://www.IMPAACTNetwork.org)

Email: ICAB Leadership Group at IMPACT.ICABLDRSHP@FSTRF.org