TSHWANE MAYORAL AIDS COUNCIL

CONCEPT FRAMEWORK AND GUIDELINE
1. CONCEPT FRAMEWORK ON ROLES AND FUNCTIONS OF ROLE PLAYERS

The National AIDS Council, chaired by the Deputy President, was launched on 14 January 2000. The Gauteng Provincial AIDS Council, chaired by the Premier was launched in July 2000. The Executive Mayors of all Municipal Councils have launched and led the control of the AIDS epidemic in their areas of political responsibilities and are in line with the National and Provincial political leadership in their fight against HIV and AIDS. The AIDS Councils lead the promotion of partnership against HIV and AIDS and entrench the participation of all stakeholders, including communities.

2. FUNCTIONS OF TSHWANE MAYORAL AIDS COUNCIL

The AIDS Council will perform the following functions:

- Identify and advise the Municipal Council on strategic and policy issues.
- Play a consultative and advocacy role to municipality and other stakeholders in the area.
- Perform a leadership role and support to the regional and ward-based forums.
- Coordinate the implementation of the policies and strategic guidelines for the control of the HIV/AIDS/TB focusing also on the City’s Multisectoral AIDS Strategy.
- Promote and support the integrated and multi-sectoral approach to control the impact of AIDS on the City internally (departments and workplace) and externally (community).
- Determine critical areas and resources for implementation by stakeholders.
- Promote and support research initiatives in HIV/AIDS/TB control.
- Cooperate with National and Provincial AIDS Councils.
- Support, monitor and evaluate the implementation of the Multisectoral AIDS Strategy of the city;

The membership of the AIDS Council is on voluntary basis. The composition of the AIDS Council has to take into account factors such as expertise in the field of HIV and AIDS, race, gender, age distribution, differences in economic status and the ability to promote the achievement of the goal and objectives of the multi-sectoral HIV and AIDS programme.

The Tshwane Mayoral AIDS Council, through the profile of the membership, will give confidence and motivate the communities (individuals, groups, families etc.) to participate and take AIDS work as their patriotic contribution to control the AIDS pandemic and strive towards national strategic goal of zero new infections in 20 years.

3. SUB COMMITTEES OF THE MAYORAL AIDS COUNCIL
The structure of the sub-committees of the AIDS Council is as described in Figure 2 below:

**Fig.1 FUNCTIONAL STRUCTURE OF THE AIDS COUNCIL**

(A) MAYORAL AIDS COMMITTEE

The Mayoral Committee on AIDS will comprise of members of the Mayoral Committee, the Speaker of the Council, the Chief Whip and the Strategic Executive Directors/ Heads of Departments (HODs/SEDS) of the City of Tshwane.

The Mayoral AIDS Coordinating Committee will assist the AIDS Council in its operations to deliberate on political, capacity and community issues. The Committee will hold monthly or bi-monthly meetings and will be chaired by the Executive Mayor.

The Mayoral Coordinating Committee on AIDS will perform the following functions:

- Provide political and strategic leadership and coordination of integrated local multi-sectoral HIV and AIDS programme.
- Identify and address multi-sectoral priority issues.
- Support and ensure the allocation of departmental budget for the multi-sectoral HIV and AIDS response programme.
- Play a leadership support role in the development of policies and strategic plans for workplace/employees and community-based care and support for the infected and affected.
- Deal with political and sensitive issues on the implementation of the multi-sectoral HIV and AIDS programme.
- Support internal programme on integrated workplace wellness HIV and AIDS.
- Support and participate in special Mayoral campaign programmes such as the World AIDS day activities and those identified by multisectoral fora in the approved plans.
- Investigate and advise the Executive Mayor on the technical and policy issues including buget/resources.
- Monitor compliance by the City’s departments in mainstreaming and integrating HIV strategy into their core functions and also mobilising resources for implementation of the strategy.
Ensure incorporation of strategic issues identified as critical into the city’s strategic performance management instruments/tools such as the Performance Management System (PMS), IDP, SDBIP.

(B) STRATEGIC TECHNICAL TASK TEAM

The Strategic Technical Task Team will be established by the Executive Mayor to assist the AIDS Council in its deliberations on decision making. The task team comprise of experts in the field of HIV and AIDS in areas of Prevention, Care, Treatment, Management and Support, Information, Education, and Communication and Social Mobilisation; Social behaviour studies, Research, Monitoring and Evaluation; Access to justice and Human Rights issues.

The Strategic Technical Task Team will perform the following functions:

- Mobilise resources for the implementation of the City’s multisectoral AIDS Strategy
- Advise and get involved in key programme areas and activities on strategy developments, implementation, monitoring and evaluation.
- Establish norms and standards in the areas identified for the control of HIV and AIDS epidemic.
- Monitor, control and guide activities of the multisectoral fora in the regions.
- Guide capacity building and advice on best practices.
- Constitute ethics committee, reviews and approves applications for research on HIV and AIDS matters in the area.
- Approve and monitor the implementation of drug trials at local level.
- Recommend the resources for the implementation of the crucial and priority areas of the programme
- Receive and acknowledge progress reports from other stakeholders.
- Strengthen the capacity of the City to implement the approved Multisectoral AIDS Strategy

MANAGEMENT OF AIDS COUNCIL

ROLE OF THE CHAIRPERSON – EXECUTIVE MAYOR/POLITICAL HEAD

- Preside over all general and special AIDS Council meetings.
- Propose procedure to manage meetings.
- Spokes person for the AIDS Council.
- Ensures that members of Executive committee and AIDS Council carry out their responsibilities efficiently and effectively.
Propose procedure on the creation/establishment of the AIDS fund, treasurer, and operation of funds in line with the city’s policy on financial management,

Delegates the City Manager to enforce the resource mobilisation strategy and budget allocation for the implementation of the AIDS Strategy by all departments

ROLE OF THE TREASURER

- Details depend on the Executive Mayor/Chairperson’s discretion
- Takes the lead in resource mobilisation for the implementation of the multi-sectoral HIV and AIDS programme.
- Ensures that mobilised funds are deposited into the City’s account in line with the chairperson’s set standard procedure/discretion of management of the fund;
- Maintains statements of income and expenditure for the AIDS Council.
- All transactions shall be communicated openly to the AIDS Council.
- Financial control procedures of Tshwane Metropolitan Municipality shall be followed in all financial transactions.

CESSATION OF MEMBERSHIP

Membership shall cease if a member:
- Resigns.
- Absent from three consecutive meetings without application for leave of absence.
- Declared mentally unfit.
- Convicted of an offence involving dishonesty or corruption or any other offence and sentenced to imprisonment with or without a choice of a fine.
- Ceases to hold office before the end of term of office, a new member may be elected to fill the vacancy for the remainder of the period of the term of office of the previous member.

TERM OF OFFICE, OCCUPATION AND FILLING OF VACANCY

The term of office for the Tshwane Mayoral AIDS Council shall be five years. Members are eligible for re-election not more than two consecutive terms.

MEETINGS

All meetings shall be held at a venue in the Metro offices unless determined otherwise by the chairperson. A quorum shall be formed by a minimum of 50% plus one member present.
AIDS COUNCIL MEETINGS

- The Council will hold at least three (3) meetings a year and the first meeting will be held in the second week of February 2012.
- The members of the AIDS Council will submit the agenda items six (6) weeks before the meeting.
- An annual calendar of meeting dates will be set at the first AIDS Council meeting.

COMMUNITY LIAISON FORMATION

- The Tshwane Metropolitan Municipality acknowledges the contribution made by individuals and groups in the fight against the epidemic, and is now taking an aggressive step to control the epidemic.
- In its endeavour to fight the HIV and AIDS epidemic the Tshwane Metropolitan Municipality entrenched the partnership with civil society and visibly demonstrated the support of the HIV and AIDS infected and affected. The Municipality will also monitor, control and guide activities of Tshwane Multisectoral AIDS fora in the regions.

Fig.2 FUNCTIONAL COMMUNITY LIAISON STRUCTURE

The control of the HIV and AIDS epidemic is the responsibility of all those infected and affected by the epidemic. Tshwane Mayoral AIDS Council will give full support of the control of the epidemic to people living with HIV and AIDS (PLWHA) in their initiatives of programme planning,
implementation and evaluation of the epidemic – Greater Involvement of People with AIDS as stipulated by the SANAC zero guidelines..

The community and organizations should organize themselves under the facilitation and support of the AIDS unit into HIV and AIDS stakeholders’ fora at the Metro, Regional and Ward levels. At the regional and ward levels, the regional and ward-based multi-sectoral programmes are essential to ensure and promote the involvement and collaboration of all stakeholders in the control of the AIDS epidemic.

The following ward-based sectors should form organized structures/formations as a cornerstone for the local multi-sectoral control of the epidemic, namely PLWHA’s, women, church, business, labour, culture, sports, civic, youth, media, NGO’s and CBO’s (strategy, guidelines, services, extension, organized volunteers), employers, health, transport, education, police and correctional services, justice, welfare, traditional healers, support groups, families etc.

Over and above the stipulated groups the forum shall accommodate any other interested person or persons to reflect the mass base character of AIDS work in Tshwane.

At the ward level, the HIV and AIDS ward coordinator who is a member of the ward committee is responsible for the coordination of the local multi-sectoral programme aimed at controlling the AIDS epidemic in the ward where the health facilities are situated. The local multi-sectoral AIDS forum will be a ward-based structure composed of sectors involved in the control of the epidemic, and will have a representation in the metro and regional AIDS forums.

FUNCTIONS OF THE MULTISECTORAL AIDS FORUM

1. Establish and coordinate activities of the planned targets or sectors e.g. women, youth, religious etc.
2. Identify priority areas for implementation in the city, region and wards.
3. Identify resource requirements for use by the fora at all levels.
4. Provide support and capacity building for members and new stakeholders in the regions and wards.
5. Mobilise and motivate for participation of individuals, families and groups in the HIV and control.
6. Provide leadership in Non Governmental Organisations and Community Based Organisations, including ward-based structures.
7. Propose budget and other resources for consideration by the Municipality and the Tshwane Mayoral AIDS Council.
8. Maintain communication with the Municipality, AIDS Council and other organisations.
9. Participate in research and dissemination of information.
10. Initiate, implement and evaluate HIV and AIDS campaigns in the area.

**TSHWANE MULTISECTORAL AIDS UNIT**

The AIDS Unit has an administrative, coordinating, guiding, facilitating, support, mainstreaming and integration, advocacy and monitoring and evaluation role.

**FUNCTIONS OF THE AIDS UNIT**

The functions of the Tshwane AIDS Unit are to:

- Provide administrative support to the AIDS Council and AIDS committee and fora.
- Facilitate and support the strategic development, implementation and monitoring of the multi-sectoral HIV and AIDS programme.
- Facilitate and support the strategic development, implementation and monitoring of the multi-sectoral workplace HIV and AIDS programme for employees in the Tshwane Metropolitan Municipality.
- Play a facilitating role in the development of the multi-sectoral workplace programme on HIV and AIDS in the public and private sectors in Tshwane.
- Mobilise resources, in conjunction with the AIDS Council for the implementation of the multi-sectoral HIV and AIDS programmes/projects and ensure fair distribution.
- Promote development of integrated/multi-sectoral development plans for implementation of the HIV and AIDS programme within the Tshwane Metro.
- Promote and strengthen regional and ward-based HIV and AIDS multi-sectoral programme within the legislative and policy framework.
- Plan, implement and monitor special programmes at regional and ward levels.
- Build capacity of departments within Tshwane Metro and community-based service providers.
- Liaise with internal and external role players in the fight against HIV and AIDS epidemic.
- Advocate for compliance and adherence to the set targets for the implementation of the strategy and the operationalisation of the TMAC framework and guidelines in line with the NSP 2012 – 2016;
- Support the implementation of the monitoring and evaluation of the city's multi-sectoral AIDS programme.
The staff of the AIDS Unit will provide the following secretariat support services to the AIDS Council (TMAC):

**ROLE OF THE SECRETARIAT**

- Organise and prepare for all meetings.
- Send out invitations, agenda and minutes 14 days before the meetings.
- Receive and communicate correspondence and confirmation of attendance.
- Take minutes at all meetings.
- Compile reports and distribute to all members.
- Compile items for discussion at the Executive Committee meetings, and to serve at the Mayoral Committee and Tshwane Mayoral AIDS Council meetings.
- Briefings and sharing of information.
- Involved in activities such as strategic planning, programme development and framework for mainstreaming and integration.
- Key coordination and communication activities in terms of joint campaigns, Provincial and local multi-sectoral AIDS planning committees.
- Training in project and programme management.
- Supply educational and preventive material, including reports, National and Provincial strategy.
- Brochures for key programme areas.

**MULTI-SECTORAL HIV AND AIDS PLAN**

The implementation of the Multi-sectoral HIV and AIDS programme will take place over the financial years: 2012/2013, 2013/2014, and 2014/2015 then followed by a review for implementation in the final remaining years of the duration of the approved Tshwane Multisectoral AIDS Strategy.

**KEY PERFORMANCE AREAS**

The key performance areas of the HIV and AIDS programme are derived from the National and Provincial Strategic Plan on HIV and AIDS sub-programmes including the following:

- Social mobilisation
- Communication
- Education and Prevention
- Comprehensive community AIDS Care
- Mainstreaming and integration of responses
- Psycho-social Support for the infected and affected
- HIV and AIDS Monitoring and Evaluation
- HIV and AIDS Programme Management
- Capacity Building
- Community participation and liaison (ward based)