

Terms of Reference, Community Advisory Panel (CAP)

The Community Expertise Advisory Panel (CAP) stems from the need to meaningfully engage Civil Society Organizations and communities in all aspects of the Union as well as to improve the communication mechanisms between the Union and the Civil Society.

The goal of the CAP is to work with and assist the Union Board on how best address affected communities' needs within all the sections work and research conducted by the Union –in an integrated, effective and meaningful way.

The objectives of the Panel are as follow:

- Identify and communicate community priorities to be reflected in Union activities, i.e. conferences, research, such as strategic plans and programs
- Contribute to the communication efforts of the Union
- Advocate for better and community based strategies to address Lung Health issues within the Union
- Link the Union with their respective communities, to gather knowledge from the roots
- Disseminate information of the Union activities and how the organization addresses civil society needs
- Contribute to the program through representation of the CCSA

The CAP composition will be as follows:

- Co chairs: the two individual members of the Union Board representing affecting communities –as they have been elected by members of the Union and can link the communities and the Board transmitting the CAP recommendations to the Board during the meetings.
- Five people based on the following criteria:
 - Member of networked or umbrella organization ¹, being mandatory to consult their audiences
 - Capacity to communicate and network effectively and broadly
 - Preferable, living with or had TB or asthma, work in tobacco control or working with affected communities, or working in fields of lung health including the field of air quality
 - Demonstrated knowledge about TB, asthma and/or tobacco control.
 - Be available for both quarterly calls and email access
 - Commitment to principles of transparency and accountability
 - Be conversant in English
 - The CAP will work to achieve gender balance within the group.
 - One person must be from populations affected with chronic pulmonary disease
 - In addition, a local member from affected communities from the city in which the international conference will be held will serve

¹ Formal or informal

from the time of the conference to the end of the conference occurring in their city

- In addition, the civil society representatives of the individual regions will be asked to serve on the committee
- Community Liaison Officer (currently being recruited)
- Ex Officio positions: Nawel, EMT representative

There will be a call for nominations.

Selection will be made based on the above criteria.

Period of service

Each member will be part of the CAP for a three years period with option to renewal for a second term performance-based.

For the initial placement, 50% of the committee will be appointed for 4 years to ensure that the renovation of the CAP will be gradually, to avoid lose of institutional memory and expertise but allowing innovation.

The CAP roles and responsibilities:

- Participate in the quarter calls and answer to emailing correspondence in a appropriate and reasonable length of time
- Consult with communities and communicate their priorities to the Union Board via the established mechanisms
- Engage in conversations and debates, giving meaningful feedback and in a respectful way
- Declare a conflict of interest when necessary

The CAP internal work system will be:

- A Conference call every quarter. The quarterly calls will be set by majority availability, assessed by a doodle at least a month ahead. As the Union Board meets twice a year, the calls will be set prior to those meetings.
- A call can be suspended if the majority of CAP members (four) cannot be present or if there are no topics for the agenda or if the topics can be discussed via email.
- A Face-to- to Face meeting (during the Annual Union Conference or prior to board retreat when possible).
- Other communication will be done via email, with the same weight in decision-making that calls and face-to-face meetings.
- Any material for review will be send to CAP members at least two weeks before the meetings.
- The agenda of topics to discuss will be set by the whole CAP.
- The recommendations will be built under consensus.
 - In case of needing a voting process, recommendations will have at least five positive votes.
 - In case of tie vote, Co-Chairs can have an extra vote.
- A report with the recommendations from the CAP will be issued after each call and send to the Board for discussion during the Board meetings (twice a year).