# National HIV and AIDS epidemiological estimates working group

**Draft terms of reference**

#### Background and overview

Measuring and understanding the impact and magnitude of HIV infection is a key component of the epidemic response in Country. These efforts—known collectively as the HIV estimates process—produce modelled estimates to understand the impact and magnitude of the HIV epidemic. Indeed, Country’s HIV estimates process serves as a foundational component of our response to the epidemic. The estimates are used to set programme targets, allocate resources and inform interventions to serve Country’s citizens affected by HIV.

HIV estimates were first produced in Country in 2010. Since then, this critical process has been completed annually. The HIV estimates process is led by the MoH and is governed by the HIV estimates working group. Member organizations provide expertise in the process and use the HIV estimates to strengthen their own programmes and policies.

These stakeholders collaborate to produce and disseminate HIV estimates annually to a wide range of audiences at various levels of the country (such as central, provincial and district health authorities) and to international bodies such as UNAIDS and others.

#### Objectives

The HIV estimates process seeks to achieve 7 key objectives:

* 1. To produce annual epidemiological estimates output for use in the national and subnational response to HIV.
  2. To serve as the subject matter experts on HIV projections for the country.
  3. To provide technical assistance to other groups in interpreting and using HIV estimates output.
  4. To advocate for sound HIV data quality principles with relevant national and subnational stakeholders.
  5. To serve as expert advisers to the HIV programme, the national AIDS council and other stakeholders.
  6. To provide data for national and global reporting requirements (such as Global AIDS Monitoring).
  7. To be caretakers of institutional knowledge related to HIV epidemiological data and estimates.

#### Member organizations

Although individual team members evolve over time, the core member organizations in the HIV estimates team are listed in appendix 1.

#### Structure, governance and communication

The health ministry AIDS control programme and the national AIDS council co-chair the estimates team and have overall responsibility for achieving its objectives. The estimates team has three subcommittees with a focal point for each. They include:

* + Subcommittee for data quality—represents the needs of the estimates team in national data quality initiatives, coordinates quarterly data quality reviews and leads all other data quality tasks described below.
  + Subcommittee for management, partnership and dissemination—develops estimates-related communication and engages stakeholders internal and external to the estimates team. Sets meeting agendas, documents meeting minutes, coordinates knowledge management. Responsible for coordinating all estimates dissemination activities.
  + Subcommittee for epidemiology, data science and modelling—provides subject matter expertise on the subject themes and leads the use of the HIV tools and models to complete the annual HIV estimates in conjunction with estimates team leaders.

The estimates team works in conjunction with two main national bodies—the strategic information technical working group and the HIV partner community. All official communication and publications from the team must be cleared by one or both chairs. Individual members or their delegates are expected to attend 90% of estimates team meetings. Attendance will be documented through meeting minutes.

#### Primary tasks—core team

* Gather and transform data needed for the estimates.
* Serve as experts and advise on HIV estimates models such as Spectrum and Naomi as well as other platforms such as the AIDS Data Repository, Naomi Input Data Quality Check (ShinyRob) and Shiny90.
* Participate in HIV estimates training events delivered by UNAIDS and its partners.
* Develop standard operating procedures as needed.
* Liaise with UNAIDS to complete HIV estimates activities.
* Document every step of the process.
* Produce and publish annual estimates model results.
* Ensure that team members possess the skills and capabilities required for all roles (such as data quality, advocacy, data science etc.).
* Disseminate and facilitate the use of estimates results with national, subnational and global stakeholders.
* Maintain institutional knowledge about the estimates process and provide access to team members and other relevant stakeholders.
* Advocate for data quality initiatives, including resources, with senior decision-makers.

#### Primary tasks—subcommittee for data quality

* Implement sound data quality principles on behalf of the estimates team such as those described in the UNAIDS HIV estimates data quality standards of practice.
* Conduct regular data quality reviews of estimates input (at least quarterly).
* Use data quality tools such as the Naomi Input Data Quality Check (ShinyRob) to detect data quality issues with routine programme input for the estimates process.
* Maintain HIV indicator definitions consistent with those required by estimates models.
* Secure access to the national health information systems for relevant members of the HIV estimates team.
* Monitor known data quality issues due to information systems or human capital challenges, advising on and advocating for their resolution.
* Engage subnational stakeholders to correct known data quality issues.
* Represent the interests of the HIV estimates team by participating in formulating requirements for national information systems and other relevant processes.

#### Knowledge management

The estimates team—led by the subcommittee for management, partnerships and dissemination—practices rigorous knowledge management policies for both data and other institutional knowledge relevant to HIV estimates. Data snapshots used as input into the estimates process will be stored and managed through the AIDS Data Repository using data management practices outlined in the UNAIDS HIV estimates data quality standards of practice. Other relevant documents as well as published estimates, stakeholder communication, presentations, data quality assessments, training materials and these terms of reference are stored on the estimates team’s Dropbox share drive. These activities are the responsibility of the subcommittee for management, partnership and dissemination. This subcommittee manages user access and user levels for all systems, including the AIDS Data Repository and the team’s Dropbox.

#### Ratification

Ratify the terms of reference document by securing the signature of the chair and, if needed, one other senior member of the team.

#### Table 1. Current members HIV estimates team.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role** | **Organization** | **AIDS Data Repository role** | **E-mail** |
|  | Chair |  | Administrator |  |
|  | Deputy chair |  | Editor |  |
|  | Lead, data quality subcommittee |  | Editor |  |
|  | Subject matter adviser, epidemiology |  | Editor |  |
|  |  |  | Member |  |
|  |  |  | Member |  |
|  |  |  | Member |  |
|  |  |  | Editor |  |
|  |  |  | Editor |  |