

# Community Advisory Board



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**NATIONAL AIDS RESEARCH INSTITUTE**  
**PUNE, INDIA**

# Concept of CAB



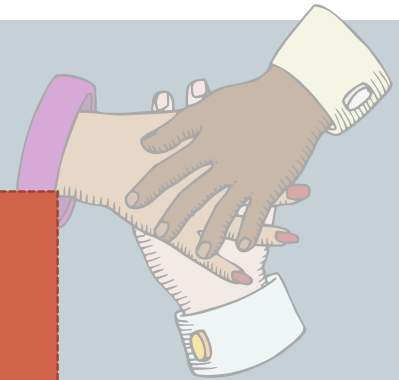
- **Community Advisory Boards (CABs) foster partnerships between researchers and local study communities impacted by HIV/AIDS**
- **CAB members may contribute professional or personal experience.**
- **Therefore, CAB members can be persons from all walks of life**

# CAB Constitution at NARI



**Chairman  
Coordinator**

Community representative  
CAB Liaison



## Direct Stakeholders

- Commercial Sex Workers (CSWs)
- People living with HIV/AIDS (PLHAs)
- Men Having Sex With Men (MSMs)

## Indirect Stakeholders

- Educationists, Ethicists
- Doctors, Nurses, Women from slum, Philanthropists, Social Workers, NGO representatives,
- Academicians
- Teachers, Scientists, Lawyer etc

*Anyone from community who has commitment for people and the society can be a member of NARI CAB !*

# Functions of CAB



- **They serve as a voice for the community and study participants.**

## AT NARI

- Translations and back-translations of IC and other study forms
- Advice on volunteer recruitment strategies
- Writing articles in newspapers and institutional publications
- Participation in field testing of training modules, surveys etc.
- Bridging the gap with the community: building relationships with NGOs and CBOs

# Responsibilities of CAB liaison



- Plan and coordinate CAB meetings.
- Ensure that information is shared between the CAB, research study staff and working groups.
- Assemble educational materials and handling administrative duties (i.e. minutes).
- Coordinate regular educational opportunities for CAB members to update their knowledge.
- Work with the current CAB to identify and recruit new members.
- Maintain contact with other CAB liaisons at other sites.
- Recruit and orient new CAB members.

# How to build and maintain successful CAB



- **Competent and committed site liaison coordinator.**
- **Active participation and visibility of principal investigator (PI) and/or other senior staff in CAB meetings and activities.**
- **Timely orientation of new members.**
- **Clearly stated purpose for CAB involvement.**
- **Inclusion of CAB members in development of research plans.**
- **Provision of regular training and technical assistance to all CAB members.**
- **Clearly stated standards, procedures.**
- **Agreed upon norms and decision-making rules of conduct for the group.**
- **Provision of administrative assistance.**
- **Establish means of communication with CAB members.**
- **Provision of transportation to meetings, conferences, workshops, if needed.**
- **Skilled facilitation of regular meetings.**
- **Provision of refreshments.**

# A template for CAB formation

Confidential

NARI



## **TERMS OF REFERENCE for Community Advisory Board** National AIDS Research Institute, (Indian Council of Medical Research) Pune, India

### **Membership**

1. Membership of the CAB and the CAB Chair will be for two years. One third of members will be replaced after every two years.
2. Persons with a variety of backgrounds will be invited to participate. This may include health educators, health workers, lawyers, schoolteachers, people living with HIV/ AIDS, women, young people and representatives of various community based organizations.
3. The member of the CAB will not be eligible to be on any other committees of the Institute.

### **Mission and functions of CAB**

1. To assist in building relationships between researchers and the communities
2. To help researchers to disseminate information and research findings in the community
3. To ensure community involvement by helping the community to understand research aspects of the study
4. To inform researchers of local issues and community concerns that can impact implementation of the research agenda
5. To contribute professional as well as personal experiences

### **Terms of reference for the proposed members**

1. To participate in scientific discussions on study design and in discussions of Community working groups.
2. To attend local CAB meetings once in 3 months and provide opinion and feedback on issues under discussion.
3. To advocate for and voice issues concerning community and study participants.
4. To assist in development and implementation of community education activities.
5. Advise researchers on development of informed consent and other study documents.
6. Advise researchers on development of strategies for recruitment and retention of participants in the study.
7. Provide wisdom from real life experiences in finding solutions to study related issues.
8. To act as resource for the study and provide feedback or response on documents provided by the investigators in a definite time frame.
9. To attend workshops or undergo training for better understanding of issues where they have no experience.



**Thank you**























