



TOR Secretariat to the COBATEST Network and Steering Committee

The secretariat to the COBATEST network and Steering Committee consists of staff from AIDS Action Europe and CEEISCAT. The secretariat takes up the following responsibilities:

- Prepare Steering Committee calls by drafting agendas and supporting documents
- Facilitate the conference calls and prepare the minutes of the calls
- Prepare the COBATEST member meetings including agenda development, outreach to speakers, liaising with members taking part and/or presenting in close cooperation with the Steering Committee
- Take minutes of the COBATEST Member meetings and prepare the meeting reports, including annexes
- Communicate with the members of the network on behalf of the Steering Committee
- Prepare agreed advocacy initiatives and draft letters and statements
- Manage the COBATEST website and mailing list
- Disseminate information relevant to COBATEST membership
- Inform external stakeholders about and/or on behalf of COBATEST
- Provide tools to evaluate the COBATEST meetings
- Prepare calls for application to the Steering Committee, put applications online on the website, manage the election tool and communicate with the applicants on behalf of the Steering Committee
- Manage the COBATEST membership, check applications for membership and coordinate communication with regard to new membership applications with the Steering Committee for approval