



National Female Condom Coalition -- Terms of Reference Adopted April 7, 2014

Mission

The mission of the National Female Condom Coalition (NFCC) is to increase awareness, access, and use of female condoms through education, advocacy, and collaboration.

History

Advocates, researchers, health departments, and community-based and national organizations recognized that in order for female condoms to be integrated into US family planning and HIV and STI prevention programs a concerted and coordinated effort was necessary. To achieve that goal they founded the NFCC in 2011 under the leadership of the AIDS Foundation of Chicago and the Center for Health and Gender Equity and with the support of the MAC AIDS Fund. Prior to the coalition, US female condom programs operated in isolation and without the experiences gained and lessons learned by other programs.

Objectives

- Advance a coordinated national advocacy agenda to move forward the NFCC mission to increase awareness, access, and use of female condoms
- Facilitate exchange of successful program practices and advocacy strategies, identification of solutions to common challenges, and peer-to-peer programmatic support to expand and strengthen US female condom programs
- Support research, development, and approval of receptive-partner initiated barrier methods that can be worn vaginally or anally
- Support programming and advocate for policies to scale up female condom awareness, acceptance, access, and use
- Advocate and mobilize support for full integration of female condoms into sexual health, HIV prevention, and family planning programs in the public, private, and non-profit sectors
- Support research, development, and delivery of existing and emerging HIV, STI, and pregnancy prevention options and strategies

NFCC Structure

Convened by the Secretariat, the NFCC is a partnership of US and US-based advocates, researchers, health departments, community-based and national organizations committed to advancing the coalition's mission and objectives. We also partner with other coalitions and global advocacy groups to advance the NFCC mission.

Secretariat

The AIDS Foundation of Chicago is the secretariat of the National Female Condom Coalition (NFCC) and as such is responsible for the coordination, support, and fiscal management of the NFCC.

Specifically, AFC is responsible for:

- Convening monthly conference calls
- Convening annual in-person meetings



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- Managing online communications, including the NFCC listserv and website
- Facilitating strategic planning goals and work plan development
- Monitoring and reporting progress towards goals to NFCC members, endorsers, and funders
- Seeking and securing funds to support the NFCC and the Secretariat's time and activities dedicated to the NFCC
- Leading annual review process of membership and terms of reference
- Coordinate the representation of the NFCC at meetings, forums, with funders, with media, and in correspondence
- Engaging NFCC members in advancement of work plan
- Serving as the lead agency for any articles, presentations, or materials developed for the NFCC
- Preparing meeting agendas in consultation with members
- Inviting, orienting, and providing training opportunities for new members
- Responding to and actively engaging media
- Linking NFCC to other movements, organizations, and coalitions to advance mission

Ad Hoc Working Groups

Ad hoc working groups are formed on an as-needed basis to ensure implementation of coalition work plans and achievement of goals. NFCC members and the Secretariat can call for an ad hoc working group. Timespans of working groups are determined by completion of tasks necessary to achieve the group's goal. Members opt in to participate in ad hoc working groups and/or take on activities that best utilize their expertise and skills. Members who opt in to ad hoc working groups must commit the time and resources necessary to complete the objective of the working group. If a member cannot commit the time or resources necessary, the member must communicate in a timely manner to the other working group members and Secretariat. The Secretariat is responsible for conducting the necessary follow-up with ad hoc working groups to ensure completion of tasks.

Participation/Expectations

NFCC participation is voluntary. Non-profit organizations, coalitions, public sector agencies, and individuals can participate in the NFCC as either members or endorsers. All members are also endorsers. The NFCC actively engages and works with corporations, but corporations are not members of the NFCC.

Members participate in the NFCC through committing their energy, time, and expertise with their own resources. Members are expected to:

- Volunteer time and resources in amounts compatible with capacity in areas such as strategic planning, work plan development and implementation, strategy development and implementation, material drafting and reviewing, leveraging of relationships, grant-writing, fundraising, provision of expert consultations, and content expertise and experience sharing to further the NFCC objectives



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- Designate at least one person to consistently participate in the NFCC
- Participate in monthly conference calls, ad hoc working groups, and the annual in-person meeting
- Distribute information about NFCC advocacy, education, and capacity building efforts and opportunities
- Respond to requests for information and input in the time allotted

NFCC member benefits include:

- Informing national female condom advocacy agenda
- Participation in annual in-person priority setting and strategy development meeting
- Opportunities to network with local, national, and global female condom advocates and programmers
- Peer-to-peer capacity building and technical assistance on female condom advocacy and programming
- Acknowledgement of membership on NFCC website
- Regular updates on female condom news, advocacy, and research through online newsletter
- Invitations to take action
- Organizing and advocacy tools

To become an NFCC member, individuals, agencies, coalitions, and organizations must have an orientation conversation with the Secretariat to learn about and commit to the mission and participation expectations.

Endorsers participate in the NFCC through lending their individual, organizational, coalition, or public sector agency support of the NFCC mission. Input may be solicited from endorsers on matters relevant to the NFCC; however endorsers do not play an active role in decision making.

NFCC endorser benefits include:

- Acknowledgement of endorsement on NFCC website
- Regular updates on female condom news, advocacy, and research through online newsletter
- Invitations to take action
- Organizing and advocacy tools

Organizations, public sector agencies, and individuals can become endorsers by completing the endorsement form found at www.nationalfccoalition.org stating their support for the NFCC mission.



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Decision-Making

The Secretariat will solicit input from NFCC members to inform direction of coalition, advocacy actions and strategies, and other decisions. Input will be solicited through emails and/or phone calls to members with a deadline for response. Members are responsible for responding to requests for input in the time allotted. Decisions will be arrived at by consensus when possible. The Secretariat reserves the right to make decisions on behalf of the coalition without consulting members for issues it deems in clear alignment with NFCC mission and objectives.

Communications

Modes of communication will primarily include the NFCC listserv and monthly all-member conference calls as well as calls and email among individuals and ad hoc working groups.

Annual Meeting

The Secretariat will convene an in-person annual meeting for strategic planning, networking, and peer-to-peer expertise exchange. Members most actively involved in the NFCC will be invited to participate in the annual meeting at the discretion of the Secretariat.

Review

The Secretariat and members will review the Terms of Reference at the annual in Person meeting to ensure that they meet the needs of the NFCC. Any revisions to the Terms of Reference will be finalized within six weeks of the annual NFCC meeting.

Contact

Requests for more information about the NFCC should be directed to Secretariat staff Jessica Terlikowski at jterlikowski@aidschicago.org or (312) 334-0931.