

# BHIVA Community remuneration policy

Version control	Date and updates
<b>Original</b>	24 November 2022
<b>Version 2</b>	For review November/December 2023

## Honoraria

It has been agreed that community representatives of writing groups should receive an honorarium of £75 for work as described below. While appreciating that there will be an amount of variation in the input required, the following will apply for practical purposes:

1. **Attendance of the main guidelines writing group meetings and preparation:** a standard honorarium of £75 will apply for meetings where the input of a community representative is required. These are:
  - a) initial meeting where issues are identified and topics to be addressed are set.
  - b) the GRADE meeting to participate in the discussion of critical outcomes for GRADE evidence evaluation.

NB Brief “progress review” meetings, where minimal input is required from a community rep, will not be remunerated.

2. **First draft and collaboration on “supporting patients” section:** as agreed by the Writing Group chair, £75.
3. **Non-technical summaries collaboration, review and re-drafting:** as agreed by the Writing Group chair, £75.
4. **Reviewing guidelines by email:** one standard honorarium of £75 to cover all email reviewing.
5. **Feedback to the UK-CAB:** feedback to representatives on the Guidelines subcommittee, and wider discussions with the UK-CAB, are also an integral part of the role. A one-off honorarium for all this of £75.

These honoraria are dependent on continued and valued input into the guideline writing group processes, as determined and agreed by the UK-CAB representatives on the Guidelines subcommittee, in collaboration with the writing group Chair.

**Travel expenses:** standard tickets, with receipt, where necessary, using online claim form<sup>1</sup>.

**Childcare costs:** to be discussed on a case-by-case basis.<sup>2</sup>

**Accommodation:** where essential, on a case-by-case basis.<sup>2</sup>

<sup>1</sup> Claim at: <https://www.bhiva.org/expenses>. See expenses policy at: <https://www.bhiva.org/Policies>

<sup>2</sup> Contact the BHIVA Secretariat at: [bhiva@bhiva.org](mailto:bhiva@bhiva.org)

## Guidelines Writing Groups and community representatives – terms of office

1. **Writing Groups:** new writing group – two community representatives recruited, with term of office to end when guideline completed.
2. **Interim updates:** two community representatives as above, but with new representatives to be recruited if/where the original representatives are no longer willing or able to participate. When the guideline is updated, in the first instance the original representatives will be approached by the UK-CAB Guideline subcommittee representatives; new representatives will then be recruited if necessary. As a courtesy, original representatives will be notified by email when the updated guideline is published.
3. **Other committees:** it has been agreed that community representatives for other BHIVA committees, where generally only one representative is required, will also be remunerated for each meeting attended. These are Guidelines Subcommittee, Education and Scientific Subcommittee (two representatives – one Education Working Group and one Education and Scientific Subcommittee), External Relations Subcommittee, Audit and Standards Subcommittee, Conferences Subcommittee and Hepatitis Expert Advisory Group. The exception is in the case of a representative who is also a BHIVA trustee, as remuneration is not permitted to a trustee.
4. **Authorship:** community representatives are included as authors of guidelines. Representatives for interim updates to be noted and highlighted in yellow on publication in line with the process for new authors and original authors to remain on interim update document, published on BHIVA website.
5. **BHIVA membership:** active representatives to be given free BHIVA membership for the duration of their term.
6. **BHIVA conferences:** free conference registration to be available for all community representatives.