

Protocols Work Group

Thursday, December 12, 2024

Table of Contents/Acronyms List Update

- The current paper copy list of acronyms is presumed to be a Pitt created document as no members of Protocols have a digital copy.
 - Nayck will search for the digital copy.
- A “completed” Protocols document is needed by the end of December/early January so that it may be handed out to the new members at orientation.
- Next week an email thread will be sent with either the list that Nayck found, or a newly created list.
 - Feedback is requested about which acronyms to remove or add to the list.
 - Goal is to complete document in one week.
- A paper document of the Table of Contents/Acronyms list was scanned and sent to Gary. It was converted to a usable word document.
- Members cannot find the Protocols document on StopHIV.com.
 - The group would like to have a meeting with Pitt and DOH to discuss updating the navigation/usability/disability focus of StopHIV website.
 - Ray Yeo is the contact at Pitt maintaining the website.
 - There are problems when using a cell phone to access the site: low readability, difficulty finding documents.
 - The Protocols document needs to be on the site and easily accessible.
 - Previously users had permission to view documents on the website which were not publicly accessible.
 - Could this be explored again?
- Table of Contents requires reorganization.
 - It is currently program generated.
 - It should match the layout of the document.
- David may still be “owner” of the document.
 - Nayck will inquire about changing permissions/ownership.
 - When Pitt was not participating in the HPG meetings, there were problems accessing documents.
 - Documents need to be available to HPG representatives.
- Gary requested the Steering Committee add Protocols to all the HPG agendas like the other work groups: CQI, Employment.
 - This ensures Protocols can discuss any topics that need attention.
- Rachel feels Protocols should continue to meet to work on updating the website to make it more accessible.

- Orientation for new HPG members will be held January 6, via Teams. This orientation has Protocols on the agenda.
 - Rachel feels the group should present the main tenets of Protocols to the new members.
 - Expectations of conduct
 - Joining a subcommittee
 - How to file a grievance
 - Introduce members.
 - Protocols topic grouped with other topics
 - Will hold a separate meeting to discuss agenda for new member orientation
 - Will need to check-in with the Division for more information about expectations for the presentation
- There was discussion about a signable document that would indicate individuals agree to abide by the Protocols and/or expectations of conduct.
 - Document could be an acknowledgement: the information was presented, and representative has an understanding of the information provided
 - Materials have been read.
 - Less binding may be better
 - An additional page to Protocols could be added to sign and turn in.
 - Unclear who holds these signed documents
 - Pitt or DOH?
 - Documents would stay with the group that is keeping records related to complaints and who holds the lists of work groups members.
 - Nayck will follow up with Sarah if Pitt would be the official record keeper for this kind of information.
- Gary and Rachel will attend Steering Committee meetings as representatives from Protocols. As of January, Lupe will attend Steering Committee meetings as a representative from Nominations and Recruitment.
- Nayck indicated the Division is looking for the Protocols and Table of Contents to be added to the website soon.
 - These take precedence.
 - Acronym list can be added later
- Updated Protocols link was sent to representatives via the chat
- Some representatives are unable to access the document via the SharePoint Directory.

Table of Contents Document Problems

- Table of Contents Document
 - “Table of Contents” label is on one page while text is on another page.
 - Page numbers should be justified to the right

- Problems viewing and correcting the document may be caused by a web version of Word.
- It may be easier to download the document, fix it, then upload it, but there is concern that going from a software version to the cloud version of word, that the formatting may be disrupted again.
- Text runs to the bottom of the pages, through the page numbers of the document.
- 10.1 is missing
- 10.4 includes extensive description of Subcommittee, Ad Hoc Subcommittee, and Work Group Chairs
- 10.5 A title is missing

Next Meeting

- Group will meet Thursday, December 19 from 10AM-12PM to continue to work on the Acronyms.
- Gary will send the document as a Google Doc for the group to review.
 - Group members are asked to review the Acronyms list.
- Group will work on the presentation for New Member Orientation at the next meeting.
 - Natasha requests an updated copy of the Protocols emailed to her. She will create an outline of a presentation for the next meeting.

- LAL: The Large Acronym List

Acronyms	Title	Removed	Added
AACO	AIDS Activities Coordinating Office	x	