

中国艾滋病预防性科学研究
社区顾问委员会操作指南
**Operation Guideline for
Community Advisory Board
for Preventive AIDS Research in China**

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缩略语表:

Table of Abbreviations

HIV	Human Immunodeficiency Virus	人类免疫缺陷病毒
AIDS	Acquired Immune Deficiency Syndrome	获得性免疫缺陷综合 症（艾滋病）
CAB	Community Advisory Board	社区顾问委员会
CLO	Community Liaison Officer	社区协调员
PI	Principle Investigator	项目负责人

1. 前言 Foreword

1.1 背景 Background

自美国于 1981 年报道首例艾滋病，艾滋病在人类社会已经肆虐近 30 年，对人类社会的健康和社会的发展已构成了严重的威胁。然而，到目前为止，对艾滋病这一世界性顽疾还没有一个真正有效的对策，无法从根本上遏制它的进一步蔓延。全社会投入了大量的人力和资金，不断加强相关问题的研究，比如研发更有效和低副作用药物、优化治疗方案、耐药控制及受到更广泛关注的被认为是遏制艾滋病最有效办法的艾滋病疫苗的研发等等。但都由于社会对艾滋病认识不足或严重偏差，导致在科研和防治工作中遇到各种各样的困难。究其原因主要是社会对艾滋病病毒感染者和艾滋病病人依然普遍存在歧视和羞辱，社区甚至家庭关怀和支持环境较差，传播正确艾滋病知识渠道不畅通，信息无法顺畅传达和沟通。

Since the first AIDS case was reported in America in 1981, AIDS has been rampant among human society for almost thirty years, giving rise to severe threat to the health of human society and social development. However, no truly effective strategy is available to halt this global chronic and stubborn disease from spreading. The whole society has invested a great deal of human resources and funds into research on related issues, such as developing drugs with higher efficacy and low side effects; optimizing treatment regimen, controlling drug resistance and developing an AIDS vaccine, which is widely considered as the most effective means of AIDS control. However, due to poor knowledge or severe misunderstanding of AIDS by the general public, a variety of difficulties have been encountered during AIDS R&D and disease control work. The main reasons is the widely spread discrimination and stigma of the general public toward people living

with HIV and AIDS patients, poor community and even family environment for care and support, poor channel for dissemination of the right knowledge about AIDS and difficulty in communicating about AIDS related issues.

20 世纪 80 年代，欧美抗击艾滋病的社区活跃人士敦促科研人员和监管机构尽快行动，加快研制对抗艾滋病病毒的药物，甚至通过自学艾滋病和艾滋病病毒知识，对艾滋病疫苗试验方案提出建议；通过与美国政府沟通、交流和合作，最终他们成功地在美国的药物审批程序中加入和至关重要的“社区”概念和职能。由此，社区顾问委员（Community Advisory Board, CAB）——一个审核方案、监督试验、开展教育和告知其他社区的非科学组织产生了。

In 1980s, in Europe and the United States, active community AIDS fighters urged scientists and regulatory agencies to accelerate R&D of anti-HIV drugs. They actively learned knowledge about AIDS and HIV and even made suggestions to AIDS vaccine clinical trial protocols. Through communicating and working with the US government, they successfully made the concept and function of “community” incorporated into AIDS-related drug approval procedures of the US. As a result, community advisory board (CAB), a non-scientific organization for protocol review, experiment supervision, community education and information came into being.

经过多年的研究和摸索，在国际上这种新型的社区基层机制被广泛推广，在发达国家和一些发展中国家，它已成为艾滋病预防性科学研究中举足轻重的重要部分，为艾滋病防治和科研工作的开展创建了良好的社会配套环境。

Through years of research and experience, this new community-based mechanism has been widely adopted internationally both in developed and some developing countries, where it has become an important part for preventive AIDS research and has created favorable social environment for AIDS control and scientific research.

中国的艾滋病防治科研工作也已开展 20 余年,取得了令世界瞩目的成果,受到国际社会的充分肯定。然而,由于缺乏伦理学方面的指导,一些科研工作中依然存在研究中心和现场沟通不畅及社区理解配合不利等问题。因此,借鉴国际的成功经验,建立一个适合中国国情的社区参与模式,形成一套可操作的社区参与技术方案是十分紧迫和非常必要的。

Scientific research on AIDS prevention and control in China has been carried out for over 20 years, and its achievements have been recognized globally and well acknowledged by the international society. Nevertheless, in some research work, there have been problems of poor communication between research centers and research sites and lack of community understanding and cooperation, which can be partly attributed to lacking directions in ethics. Therefore, it is both urgent and necessary to learn from successful international experience and to establish a community participation model suitable for China and develop a set of operational technical scheme for China community participation.

2002 年中国在广西和新疆成立第一批社区顾问委员会,之后随着国际合作项目的开展云南、山西和安徽等省市都建立了社区顾问委员组织。他们开展了大量卓有成效的工作,并成功的积累了大量的实践经验。

In 2002, the first China CAB groups were established in Guangxi and Xinjiang. Subsequently, with the expansion of international collaboration projects,

CABs were established in Yunnan, Shanxi and Anhui provinces. They carried out a lot of highly effective works and successfully accumulated a significant amount of experience.

这份指南是以国际准则为基础，根据中国的实际情况进行完善和整理形成的。目的是为 CAB 成员和现场工作人员提供，关于如何建立研究与现场的沟通合作机制以及为开展相关活动提供指导参考。

This guideline is based on international guidelines and modified according to China's experiences and situations. The intention of this guideline is to offer reference and guidance for CAB members and research site staff on how to establish collaboration and communication mechanism between research group and site and how to carry out related activities.

1.2 遵循的原则 Principles

生命伦理学原则

- 尊重原则：在艾滋病防治科研工作中尊重每个参与者，尊重他们的自主权。在知情同意过程中保证受试者的同意能力、信息告知、信息的理解和自由同意四个基本元素得到真正执行。对个人隐私和信息的有效尊重和保护。
- 公平/平等原则：公平地对待每个人，资源的公平公正分配。
- 不伤害/受益原则：对受益和风险进行评估，保证风险最小化，利益最大化。
- Principle of respect: to respect every participant and their decision-making power during AIDS preventive research work. In the course of informed

consent, truly implement the four basic elements: capability to consent, communication, comprehension, and voluntariness. To effectively respect and protect individual's privacy and information.

- Principle of fairness and equality: to treat every person with fairness and to allocation resources fairly and impartially.

- Principle of harmlessness and benefit: to evaluate the risks and benefits so that risks are minimized and benefits maximized.

1.3 CAB 的目的 The purpose of each CAB

在 CAB 成立之初，由成员及所在现场根据实际情况讨论，明确 CAB 工作宗旨，并以文件形式保存。

Every CAB must have a clearly defined mission statement, which should be developed early in the life cycle of a CAB in collaboration between CAB members and site staff based on situations of that particular site and it should be preserved in documents.

该宗旨起草应按一定程序完成，该宗旨目的是利于 CAB 成员了解行动优先权，并便于实施。The mission statement should be drafted according to a defined process. The purpose of the mission statement is to help CAB members to understand the priority activities of the CAB and to facilitate their implementation.

- 确定 CAB 的基本工作机制。通过该机制可以保证做到：每个 CAB 成员平等的表达自己的想法；现场工作人员与 CAB 良好沟通，以便 CAB 成员提供建议；确保与 CAB 所处的社区及文化差异最小化。To establish the basic working mechanism of CAB: this mechanism shall ensure that:all CAB members have equal opportunity to express their ideas; good communication between site staff and CAB so that CAB can provide input;

to minimize the cultural difference with the community where CAB is situated.

- CAB 参与知情同意设计和整个操作过程。保证受试者不受伤害，并适合当地文化。 - CAB participate in the design of informed consent tools and process. Reviewing these tools to ensure they won't hurt the volunteers and appropriate for the local culture.
- CAB 成员的招募及基本职责。为避免产生利益冲突，CAB 成员不应单独进行受试者招募，但在招募策略及如何提升社区影响力方面可提出建议；CAB 成员没有引导志愿者参与试验的责任，而是由现场指定的工作人员或非 CAB 成员的外展人员来完成。 Recruitment and basic responsibilities of CAB members: in order to avoid conflict of interest, CAB members should not be allowed to carry out volunteer recruitment. But CAB members can put forward suggestions concerning the strategy of recruitment and how to raise awareness about a trial in the community; CAB member is not responsible for guiding volunteers to participate in the experiment. Instead, it shall be conducted by site staff or non-CAB outreach workers.

1.4 CAB 的需求 The need for CAB

所有开展艾滋病预防性研究的现场都建议设立社区顾问委员会（或相似组织），系统收集社区信息，并与社区建立伙伴关系。All clinical research sites working on HIV/AIDS prevention research should have a community advisory Board, or equivalent structure, to systematically gather input and develop partnerships with the lay community affected by research.

- 研究项目（或现场）应为 CAB 提供足够的资源，保证其有效运作。现场年度经费预算中应包括 CAB 会议场地、办公耗材、交通、培训等经费。Research project (or site) should provide adequate resources in order for the CAB to function effectively. CAB expenses for meeting space, supplies, transport, trainings, etc., should be incorporated into the annual site budget.
- 社区与研究项目紧密合作，并及时参与到研究工作之中。鉴于艾滋病疫情的发展、社会羞耻感和歧视现象普遍存在及相关艾滋病预防相关知识缺乏的状况，需建立健全一系列稳固持久的社区工作机制。社区顾问委员会在世界范围内的成功实践，已成为帮助建立社区和研究项目之间稳固联系有效模式。Research site need the community to collaborate closely and participate in the research work in a timely manner. Considering the development of the epidemic, widely present stigma and discrimination, as well as lack of information associated to the HIV/AIDS prevention, it is necessary to establish a series of steady and lasting social work mechanisms. Throughout the world Community Advisory Boards (CABs) represent an effective way to help establish and maintain a steady channel of communication with communities affected by research.
- 研究者通过 CAB 了解社区，在社区开展广泛宣传；在社区逐步建立信任，鉴别和纠正被误传或错误理解的概念。From the researcher's point of view, CAB is the channel to understand the community, to publicity and education in the community, to establish trust within the community, to identify and rectify concepts that are misrepresented or misunderstood.
- 社区通过 CAB 理解研究工作，促使研究工作能充分考虑到当地实际需要和相关利益人群的诉求，维护弱势群体利益。From the community's point of view, a CAB provides a window to better understand the research,

and ensure that it is conducted in a way that is responsive to local needs and the specific populations affected so as to protect the interest of vulnerable populations.

- CAB 应建立一种长效规范的机制，使不同的利益相关者（包括：研究团队、研究相关社区及相关的当地政府）之间展开交流。CAB should establish a relatively long-term and regular mechanism to facilitate communication among different stakeholders (including research group, relevant community affected by research and local government).
- CAB 通过研究项目（或现场）获得必要的经费支持，保障 CAB 职能有效履行。A CAB obtains necessary funding support through the research project (or site) to ensure that the CAB can function effectively.
- 研究所在社区地方政府应为 CAB 提供必要的政策支持，促进 CAB 成员与现场工作人员的合作。Local government of the community where research is carried out shall provide necessary policy support for the CAB, and to facilitate the collaboration between CAB member and site staff.

2. CAB 定义 The Definition of CAB

社区顾问委员会（CAB）是以开展艾滋病预防性医学研究所涉及的现场为基础，由社区及受试人群中具有一定影响力和责任心的代表组成的相对独立性的社区组织。它作为研究与社区的桥梁，为双方在信息交流、人员招募、现场培训等诸多方面起到重要的作用。使双方建立起良好的相互信任关系，保证研究进行过程中对当地文化和价值的尊重。

A Community Advisory Board (CAB) is a relatively independent community organization that is based on the site where preventive AIDS medical research is being carried out and consists of representatives of the

community and volunteers who are influential and responsible. As a bridge between research and community, CAB plays an important part in information communication, personnel recruitment and site training. CAB facilitates the establishment of mutual trust between research and community and ensure that research is carried out with respect to local culture and values.

3. CAB 组成 CAB Membership

CAB 应包括社会各方面代表，从中获取不同的知识、观点和经验。A CAB should include diverse representations of the community so as to bring different knowledge, opinion and experience.

- CAB 成员不能是研究项目工作人员。No CAB member should be directly employed as research staff.
- 现场应确保 CAB 中包括有适宜人群的代表，如：招募目标人群代表及与艾滋病相关社区成员和有权威者。The site should make sure that representatives from suitable population be included in CAB. For example, representative of groups likes to be recruited for research, people related to AIDS-related community and people with authorities in the communities.
- 为能选择合适的 CAB 成员，需征询周边人群意见，特别是一些与研究工作比较贴近的人群。如，公安部门、以社区为基础的民间组织和社团等。In order to select suitable CAB members, opinions from related populations shall be consulted, especially populations closely related to the research work, for instance, the department of public security, community-based civil organizations and societies.
- 根据项目特点，注意性别差异，特别是当地的艾滋病感染者或病人、少数民族代表、宗教团体、低收入人群代表和可能作为招募对象的人群应包括到 CAB 成员中（成员可包括健康教育工作者、妇联、律师、学校

教师、 HIV 感染者、分娩期妇女、同性恋和双性恋男子，以及来自宗教社区或以社区为基础的/非政府组织代表)。 Based on characteristic of the project, attention shall be paid to gender difference, and CAB members should include population likely to be recruited, such as local HIV carrier or AIDS patients, representative of ethnic minority, religious group, low-income population and potential volunteers (CAB member might include health education worker, Women's Federation, lawyers, school teachers, HIV-infected individual, pregnant women, homosexual and bisexual men, and representatives from regional religious group or community-based non-governmental organization).

- 作为政策支持者，政府部门人员应参与 CAB 工作，但人数不能超过成员数的五分之一。As policy supporters, governmental staff shall participate in CAB activity, however, member from government shall not be more than one fifth of the total CAB member.
- 为了有效行使 CAB 职能，根据所涉及的现场范围、人群状况、内容、规模和对象，建议每个 CAB 成员数能够满足项目工作的需要为准，一般不低于 20 人。In order for a CAB to function effectively, the total number of CAB members is suggested to be adjusted based on needs of research work, based on research site range, population characteristics, research content, scale and subjects, it should usually include no less than 20 members.
- CAB 由主席 (依情况可设立副主席)、秘书和成员组成，并由专人负责办公室事务。CAB is made up of a chair (there can be a co-chair if necessary), secretary and members, and a specific person shall be assigned to take care of office affairs.

4. CAB 建立程序 Procedure for Establishing a CAB

根据建立 CAB 的目的和宗旨以及研究实际情况要求形成工作程序。

Working procedure shall be developed according to the objective and mission statement of CAB and situations of the research project.

- 由研究负责人（或指定人员）在现场指导成立 CAB。The principle investigator (PI) or an assigned staff shall guide CAB establishment on the site.
- 由研究负责人指派一名职员作为 CAB 联络员。The PI shall assign a research staff as a CAB liaison officer (CLO).
- 由项目负责人和 CAB 联络员遴选研究现场的社区代表，代表必须关心和关注社区存在的艾滋病问题。The PI and CLO will select community representative of the research. The representatives must be well aware and concerned about AIDS problems in the community.
- 研究负责人或 CAB 联络员向选定社区代表讲解 CAB 目的和宗旨，并说明责任和 CAB 的职位。The PI or CLO shall explain the objective and mission of CAB, the responsibility of various positions of CAB.
- 在得到候选者本人确认后，确定 CAB 成员组成。After confirmation by the candidate, membership of CAB is defined.
- 现场负责人将名单报给项目负责人，经总负责人确认后，批准成立并颁发证书。Site director shall submit the list to the PI. After confirmed by the PI, CAB will be established and certificates will be awarded.
- 新增 CAB 成员，须完成相关的职责和任务培训。New CAB members shall accomplish training on relevant responsibilities and tasks.

- CAB 成员如要退出，须备案，并根据需要增选新的成员。In case that a CAB member wants to quit, record shall be kept and new members shall be recruited as needed.

5. CAB 任务和职责 Tasks and Responsibilities of CAB

5.1 任务：Tasks

- 帮助在研究者和受 HIV/AIDS 影响的社区之间建立相互信任和理解的合作关系，确保参与者的价值观和文化差异得到尊重。Help to establish a collaborative relationship of mutual trust and understanding between researchers and community influenced by HIV/AIDS, so that the values and cultural difference of research participants are respected.
- 协助研究项目在社区进行相关知识宣传。Assist the research project to publicize relevant knowledge in the community.
- 依据当地需求，针对研究步骤的优先权提出建议。To make suggestions on research procedure priorities based on local requirement.
- 按照社区标准和具体研究项目预期，给研究提供建议。To give input to the research based on community norms and expectations of specific research projects.
- 参与调查表格/问卷的预试验 To participate in the pre-experiment of survey form/ questionnaire.
- 在知情同意的设计和操作过程中提供帮助。To assist in the design and operation procedures of informed consent.
- 减少错误观念和误解，帮助在相关目标人群中顺利进行招募。To reduce wrong concept and misunderstanding, and to help recruitment among target population.

- 加强信息联系，在社区和研究项目之间，双向传达工作过程中的信息及存在的问题。To strengthen information linkage: to deliver information and exchange problems in research process bi-directionally between community and research project.
- 协助研究者将研究结果恰当的传播给适宜人群。Help researchers to deliver the research results to the appropriate population.
- 为试验现场提供有益的建议。To provide helpful suggestions to research site.
- 维护研究参与者的权利。To protect the rights of research participants.

5.2 CAB 成员职责: Responsibilities of CAB Members

CAB 办公室人员的作用和责任, 包括 CAB 主席、副主席和秘书等。Functioning and responsibility of CAB officers including CAB chair, co-chair and secretary, etc:

CAB 主席职责: Responsibility of CAB chair:

- 主持会议，议定相关事项，确保会议产出。Lead meetings, ensure task completion and output of meetings;
- 确定 CAB 办公室人员的工作范围和选举程序。To define the work scope and procedure of election of CAB officers;
- 决定会议召集和议事机制。To define a mechanism for convening meetings , discussion and decision making;
- 认定并签署 CAB 形成的决议，包括确定新成员。To confirm and endorse decisions developed by CAB including confirmation of new member;
- 与 CLO 紧密合作。To collaborate closely with CLO;
- 与研究者保持合作。To keep collaboration with researchers;

- 根据研究项目及社区领导者要求，对研究过程及结果保密。According to the requirement of research project and community leaders, to keep confidential the study procedure and results.

5.3 CAB 副主席：Co-chair of CAB

协助 CAB 主席完成相关工作，当主席不能出席会议或因客观原因无法行使其职能时，由主席授权，代理主席职责。Help CAB chair to accomplish works concerned. When CAB chair cannot participate in a meeting or cannot perform chair function due to objective reasons, the co-chair will perform chair's duty upon chair's authorization.

5.4 CAB 秘书职责：Duty of CAB Secretary

协助 CAB 主席管理 CAB 日常工作，包括：文件档案管理、会议组织、文件信函收发、会议记录及与现场协调员之间的沟通等。Assist CAB chair to administrate routine CAB work, including: management of documents and files, meeting organization, receiving and sending of letters, meeting records and communication with site coordinators.

5.5 社区联络员（CLO）：

每个现场应指定一个与 CAB 联络的协调员-社区联络员（the Community Liaison Officer, CLO），在研究每个阶段，为 CAB 提供技术能力帮助和支持。Every site shall appoint a coordinator that will make contact with CAB, the Community Liaison Officer (CLO). In each stage of research, CLO will provide technical support and assistance for CAB.

- 社区联络员应具有充分社区工作经验、良好社区关系、有与研究相关的专业背景并具有较强的协调能力。The CLO must have sufficient experience

in community work, excellent community relationship, professional background related to research and strong ability in coordination.

- CLO 为研究人员但不是 CAB 成员。CLO is not CAB member but research staff.
- CLO 职责是促进 CAB 有效运作，转述 CAB 成员提出的问题，稳固研究者和 CAB 之间有效沟通和双方良好合作。Responsibility of CLO is to facilitate CAB's effective operation, to report questions put forward by CAB members and to stabilize the effective communication and bilateral cooperation between researchers and CAB.
- CLO 在承担现场的其它职责同时，同时应保证有足够的时间进行 CAB 的管理工作。Simultaneous with undertaking other site responsibilities, CLO also shall make enough time for CAB management work.
- 参与 CAB 工作时，CLO 能作为研究现场领导的全权代表。When participating in CAB's work, CLO can represent the authorized deputy of the research site.

5.6 研究项目与 CAB 的协调：Collaboration between Research Project and CAB

- 一旦在研究领域发生重要事件，尤其是一些与当地情况密切相关的，项目负责人或其他研究者应尽快与 CAB 会面，并作简要说明和沟通。In case that crucial event has occurred in the research field, especially those related closely with local situation, PI or other researchers shall meet with CAB as soon as possible, and concisely explain and communicate.
- 研究项目应与 CAB 分享与研究相关的信息。研究现场需指定一个研究人员作为主要信息资源人，定期给 CAB 提供并讲解最新的信息。The research project shall share information related to the project with CAB. The

research site shall appoint a staff as the main source of information to provide regular updated information and explanation.

- 现场应为 CAB 提供必要的办公条件等。The research site shall provide CAB with necessary working conditions.
- 研究项目应把所有相关的外文文件翻译成适合现场社区阅读的语言，便于 CAB 成员的阅读理解，提出他们的建议和意见。The research project must translate relevant foreign-language documents into language that is read by the local community so that CAB member can read and understand it and raise their suggestions and opinions.
- CAB 成员虽为自愿的，但应给予适当的补助。支付 CAB 成员参加 CAB 会议和现场活动的所有花费，标准应提前确定并在现场公布。Although CAB members are voluntary, they shall be given appropriate allowance to pay for all the expense that CAB members need to spend on CAB meetings and site activities. The allowance standard shall be defined in advance and publicized at the site.

6. CAB 的操作 Operation of CAB

CAB 应有详细的操作规程和说明机构组成的文件。这些文件由 CLO 和 CAB 共同拟定。每个 CAB 根据自己的实际情况自行设立，该章程应包括如下内容：CAB must have specific operational procedures and files that explain the constitutes of organization. Such files shall be prepared by CLO and CAB and established by each CAB based on their situations. The charter shall include the following content:

- CAB 应建立例会制度，定期开会，当遇有突发或严重事件时，可随时召开紧急（特别）会议。会议能够正确反映现场研究规程和社区所关注的问题的行动计划。CAB shall establish a mechanism of regular meetings. In

case of emergencies or serious events, emergent (special) meeting shall be convened at any time. The meeting shall correctly reflect site research regulations and action plan of issues of community concern.

- CAB、社区和研究者三方定期了解 CAB 的作用。CAB, community and researchers shall understand the function of CAB periodically.
- CLO 为 CAB 提供技术支持和监督时，CAB 成员应配合开展相关活动。
When CLO provides technical support and supervision to CAB, CAB members shall cooperate and support the activities.

7. CAB 会议组织 Organization of CAB Meetings

CAB 应具有会议召集和表决制度。CAB must have a mechanism for convening meeting and voting.

- 至少有一半成员参加的 CAB 会议才是“有效的”。A CAB meeting is effective only if at least half of CAB member are present.
- 一个 CAB 成员如果在没有通知联络员的情况下缺席三次 CAB 会议，即被认为自动退出。A CAB member is automatically considered to have quit if he or she has been absent in three CAB meetings without informing the CLO.
- 必须有社区内 HIV 感染人群（或研究目标人群）的 CAB 成员参会人。
A CAB meeting must include CAB members from the HIV-infected population (or target research population) within the community.

8. 培训 Training

最初的培训周期应针对所有 CAB 成员，培训内容包括研究方案和 CAB 作用。之后，定期对 CAB 开展进修培训和评估，或当研究有新的重要信息

时进行再培训。An initial training cycle should be offered to all CAB members including information about the research process and the role CAB. After that, an assessment of training needs and refresher training should be offered to CABs periodically, or whenever significant new information that may affect the research becomes available.

- 培训目的是帮助 CAB 成员更好的履行职责。尤其是对国际性研究规程和职能等知识的培训。Training is essential for CAB members to be able to perform their function appropriately, especially trainings concerning function and regulation of international research.
- CAB 成员培训内容包括：生命伦理学，CAB 意义、工作程序和职责、研究现场管理和国际研究规程、惯例、机制等。适时需开展与研究有关的最新科研进展的再培训。Training content of CAB member include: bioethics, significance of CAB, working procedure and responsibility, management of research site, and mechanism, convention and regulation of international research, etc. Further retraining shall be conducted in suitable time as new scientific progress related to the site research become available.
- 根据需要，可增加提高 CAB 成员能力和综合素质的培训，包括：艾滋病相关知识、社区工作方法、沟通技巧等方面的培训。As needed, training could include capacity building of CAB member, including AIDS-related knowledge, community work methods, and communication skills, etc.
- 与艾滋病相关的弱势群体、性别和其它的社会文化事宜，也应包括在对 CAB 成员和现场工作人员的培训中。Issues related to vulnerability, gender and other social and cultural aspects relevant to HIV/AIDS, may also be addressed in training for CAB members and for site staff.

- 针对项目内容开展分级分类培训,包括与社区沟通技术技巧方面的培训。
Training shall be carried out at different levels for different audience, as tailored to research content, including training in skills of community communication.

9. 工作网络 Networking

以会议交流,现场考察、编发简讯等形式相互联系交流信息有助于增强 CAB 的能力。Information exchange between CABs of different locations in the form of meeting, site visit, and editing/sending newsletters will help to enhance CAB's capacity.

不同地域和研究项目的 CAB 成员之间定期联系,相互交流沟通,从而加强国家整体 CAB 能力。CAB 之间的会议更多关注于经验交流,并将其纳入国家的框架中-CAB 操作指南。CABs from different locations and research projects should coordinate regularly to facilitate cross learning and increase national capacity in CAB. Meetings between CAB should focus documenting lessons learned and to include them into the national framework/ guidelines for CABs.

- 不同现场 CAB 之间可以借举办经验交流会的方式进行联系,使每个 CAB 的能力获得增强。因此,需建立多研究现场工作网络和国家级现场间的社区合作机制。CABs of different sites can be linked by experience sharing meetings so that capacity of each CAB will be strengthened. Therefore, it is necessary to establish multiple research networks and national level community coordination mechanism.
- 现场和研究投资方须提供一定的资源及经费,使 CAB 成员和工作人员可开展定期交流。Sites and sponsors must allocate resources for staff and CAB members to interact regularly with other sites doing similar work.

- 会议为分享经验教训、讨论如何解决面临的问题的良好机会，也是开展技能培训和加强国家级能力建设的机会。Meetings should be used as an opportunity to share experience and lessons, and to discuss how to solve problems encountered. Meetings are also an opportunity to build skills and strengthen capacity nationally.
- 国家级社区合作机制建立（如 CAB 工作网络）有助于开展 CAB 之间的合作交流。Establishment of national level community collaboration mechanism (e.g. CABs network) promotes collaboration and communication between CABs.

10. 社区顾问委员会的评估和监督 Evaluation and Supervision of CAB

使用以下方法和材料对 CAB 进行评估和监督：CABs can be evaluated and supervised by using the following methods and materials:

- 有审查计划，对 CAB 队伍进行每年一次的人员变动进行审查。An evaluation plan which will examine the annual personnel turnover of a CAB.
- 有会议日程安排，能表明会议为定期举行，会议议程和参会人员均按照 CAB 规章安排。Meeting agendas which show that meetings have been held periodically and that agenda and participants conform to rules and regulations of the CAB.
- 有证据表明以 CAB 会议或其它活动形式，对 CAB 成员进行了与研究相关的科普教育。Evidences that demonstrate CAB members have received popular scientific education related to the research in the form of CAB meetings or other activities.

- 具有反馈的机制能对 CAB 成员以及社区参与者的工作表现进行评估。A feedback mechanism that can evaluate the work performance of CAB members and community participants.
- CAB 成员参加研究工作会议以及相关产出。CAB members have participated in research work meetings and relevant output.
- CAB 成员履行沟通职责，切实解决研究现场的问题。CAB members have performed their responsibility of communication and have solved problems appearing at the research site.