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**2 HPTN LEADERSHIP****2.1 HPTN Principal Investigators**

The HPTN Principal Investigators (PIs) are the leaders of the entire Network and serve as the PIs of the HPTN Leadership and Operations Center (LOC). The PIs are responsible for ensuring the efficient development and implementation of the HPTN research agenda as well as managing the Network and coordinating activities across the three Central Resource groups: the HPTN LOC, Laboratory Center (LC), and Statistical and Data Management Center (SDMC).

In general, when possible, the chairing/leadership of the HPTN Executive Committee (EC) will be held by one HPTN PI for the first three years (administrative PI), followed by the other HPTN PI.

The function of the chair is to:

- Coordinate and facilitate HPTN EC responsibilities, including development and implementation of the HPTN research agenda and prioritization of concepts submitted and developed through the Science Committees
- Schedule and chair regular and special meetings and conference calls of the HPTN EC and communicate the decisions and action items to HPTN investigators
- Ensure coordination of Network activities across Central Resources and provide regular and effective communications with the Clinical Trials Unit (CTU)/Clinical Research Site (CRS) Investigators

A special election by the HPTN EC voting members shall be held if it becomes necessary to replace either or both HPTN PIs ahead of schedule.

**2.2 HPTN Executive Committee**

The HPTN EC, under the direction of the HPTN PIs, with the assistance of the relevant institutes at the United States (US) [National Institutes of Health](#) (NIH), sets the research priorities of the HPTN and directs its scientific activities. The HPTN EC:

- Sets the overall HPTN research agenda
- Reviews Science Committee research plans, including the review and prioritization of concepts, assess study progress, and contingency planning
- Approves the distribution of resources among the different priorities of the HPTN
- Approves policies and procedures of the HPTN, including the governing structure and membership of standing committees
- Reviews and approves protocol leadership
- Approves study site selection
- Establishes key standing HPTN committees, such as the Science Review Committee (SRC), Performance Evaluation Committee (PEC), and Manuscript Review Committee (MRC)
- Prioritizes and facilitates new partnerships and funding opportunities
- Ensures that community and site representative feedback is considered

The HPTN EC, in conjunction with NIH, determines the overall research capacity and capability for the HPTN, as well as the capacity of individual CTUs and CRSs or other sites. The HPTN EC delegates the management of certain functions (e.g., protocol review and monitoring the study during implementation) to the oversight committees as described below. The structure and composition of all Science Committees is described in Section 4. All committees are ultimately accountable to the HPTN EC.

The HPTN EC conducts conference calls at least monthly and holds in-person (or virtual) meetings at least annually. The table below shows both voting and non-voting membership. A quorum, defined as two-thirds of the voting membership, must be present for key decisions and votes to be taken.

**2.2.1 Membership**

The HPTN EC membership includes representatives from the HPTN LOC, SDMC, LC, community, CRSs, and NIH. Representatives of the CRSs may rotate off the HPTN EC every two years.

When new members are solicited, all CRS representative nominees will submit a brief biosketch to the HPTN EC administrator or designee. Biosketches for nominees will be compiled, attached to the voting ballot and sent to HPTN EC members. HPTN EC members will be asked to vote for their top two choices, indicating first and second choice. Votes will be collated. If a nominee receives a majority vote, they will be elected. If not, the list will be narrowed down to the top three candidates and another vote will take place.

<b>Voting Members</b>	<b>Nonvoting Members</b>
HPTN PI (Administrative), Network	Finance Manager, HPTN LOC
HPTN PI, Network	Deputy Director, LC
Past HPTN PI, Network	Associate Director, SDMC
Past HPTN Co-PI, Network	HPTN Investigator Representatives
PI/Co-PI, LC (one vote)	
PI/Co-PI, SDMC (one vote)	
Executive Director, HPTN LOC	
HPTN Community Working Group Chair	
2 Site Representatives* (can be filled by other voting members)	
2 Representatives from NIH	
Science Committee Chairs (domestic and international)	

\*maintain site representation

**2.3 HPTN Leadership Group**

A subset of the HPTN EC including HPTN PIs and leadership of the Central Resource groups meet routinely to discuss operational and fiscal issues related to the ongoing studies and provide timely feedback to the study teams.