**Key information for CCM Membership renewal process**

The CCM created on a voluntary basis coordinates the submission of one national proposal on the basis of priority needs and through a multi-stakeholder country dialogue. The primary responsibility of a CCM is to oversee grants implemented by principal recipients (PRs). CCM is envisioned to be broadly representative of all national stakeholders in the fight against the three diseases. Currently, the CCM has a total of 24 members to be occupied by representatives of the three sectors recognized by the Global Fund: government, civil society and international cooperation.

As established in the CCM TOR:

* Membership renewal needs to take place every three years. CCM members are elected/selected/delegated for a term of 3 (three) years with the possibility of one re-election/re-selection.
* CCM member can come from any organization lawfully operating in the territory of Lao PDR, irrespective of citizenship as long as he/she has been selected or elected by his/her constituency in a transparent and documented process.

**Criteria for election, selection and appointment of CCM members**

Every sector must establish their own criteria for the election/selection/appointment process; nevertheless, the following criteria must be met by the representatives of all the sectors:

* All members must contribute to the objectives of the CCM as described in the CCM TOR.
* All members must be true representatives of their sector and have decision making power within their institution or sub-sector.
* Must show commitment and continuity in their participation within the CCM.
* Must be informed/trained on the responsibilities and commitments that he/she assumes as a CCM member.

According to the minimum standards of Eligibility Requirement 6 of the Global Fund to guarantee effective decision making, the CCM ensures that the number of members in the CCM with CoI does not exceed 1 person per constituency (excluding Ex-Officio Members with no voting rights)[[1]](#footnote-1).

The Global Fund recognizes that given the representative nature of the CCM and its diverse composition could give rise to inherent conflict when SRs and PRs are CCM members with decision-making authority, particularly in the Chair and Vice-Chair positions.

The Global Fund understands that CCMs must consider the role of PRs and SRs according to their national context and recommends a non-voting role for these actors.

**Required profile of a CCM member**

* Respectful attitude for working with different groups and individuals, regardless of their gender, beliefs and diversity of expressions.
* At least two years of experience and recognized leadership in their sub-sector or in their work, linked to one of the three diseases.
* Proven capacity for being a link between his/her sector or sub-sector and the CCM.
* Capacity for interacting with other institutions, groups or networks within his/her sector or sub-sector.
* Communication skills, management of conflicts, negotiation, coordination and team work
* Availability of time.

**CCM Member key responsibilities**

* Represent the relevant constituency in CCM with respect to the needs of persons and institutions they represent in regarded to the 3 diseases;
* Provide constituents with information regarding CCM decisions and Global Fund activities;
* Participate actively and regularly in CCM meetings, grant performance review, and oversight of grant implementation; and
* Adhere to the Conflict of Interest Policy of CCM.

**CCM Member specific key roles**

**Government members** should be mandated by, represent the views of, and report back to the senior leadership of the government. Government members have an important role in coordinating CCM activities and decisions with other national programs, acting as a liaison between the CCM and government agencies, and ensuring program sustainability.

**Multilateral and bilateral partners**, including the United Nations, are essential as providers of technical and management assistance to the CCM. Their role should be country-partnership driven, and they are well positioned to facilitate harmonization of CCM activities with other foreign aid initiatives in the country.

**Civil society partners** including NGOs, people living with or affected by the three diseases and key affected populations should maintain strong ties to their communities, in order to provide feedback on the quality and impact of programs.

**The private sector** can share expertise and resources with CCMs, and can act as a powerful advocate for disease programs, particularly on issues related to economic development.

**CCM Membership selection**

In order to carry out the election process, the CCM has decided to form an ad-hoc committee whose function is to ensure that the membership renewal complies with the CCM TOR and that the process is done in a documented, transparent and representative way

**Electoral Committee**

The Electoral committee is an ad-hoc committee formed by at least three persons who may or may not be members of the CCM and who belong to different sectors (government, civil society and international partners) selected by the CCM assembly before the election dates and whose main responsibility is to guide the electoral process.

**Appointment of government representatives**

It is the responsibility of the CCM assembly to select the government institutions which will represent the government sector. It is the responsibility of each of the government institutions who will be members of the CCM to name/appoint its representatives (member and alternate). The highest authority of each of these government bodies will appoint the persons that will function as member and alternate within the CCM, and will send a letter to the CCM asking for the accreditation of such representatives. The letter should also explain the means and mechanisms that these appointees will use to keep their institution informed of decisions, discussions, and actions taken by the CCM.

**Selection of representatives of the international cooperation**

Currently the bi-lateral and multi-lateral institutions have five (5) representatives in the CCM. The process to select the institutions which will be members of the CCM should include a meeting of all the international organizations which want to participate; the result will be a list of the five institutions that will be members and five institutions that will be alternates (it is very possible that these two groups are the same). The meeting should produce minutes that are to be signed by all the participants. Once the institutions (both members and alternates) are identified, it will be the responsibility of the institution to appoint the person (or persons if both member and alternate are in the same institution) who will be the member (or the alternate) in the CCM, and to inform the CCM.

**Election of civil society representatives**

According to Global Fund guidelines, civil society must elect its representatives through an open, inclusive, participative, transparent and documented process, making sure that the call for representatives reaches all possible interested stakeholders to guarantee that the representatives are legitimate. To that purpose, the Secretariat will coordinate and prepare an exhaustive and inclusive list of all the organizations that work with the different populations. The Electoral Committee will put out a wide call inviting all the interested organizations to send a letter of interest and to present candidates if they so desire.

All candidates for civil society representatives should submit a commitment letter and a work plan following the deadlines established in the election chronogram. If possible, they should include:

* At least two years of demonstrated experience and leadership in their constituency or in their work related to one of the three diseases.
* Specific actions which will allow them to keep a continuous communication flow with their constituency, as established in the CCM TOR and the GF eligibility requisites.
1. *Global Fund Guideline: Guidelines and Requirements for Country Coordinating Mechanism*, Art.62-64. [↑](#footnote-ref-1)