**Elections Manual**

**for the Country Coordinating Mechanism (CCM), Lao PDR**

***(Norms and procedures for CCM membership renewal)***

**August 2016**

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# 1. Introduction

The CCM to Fight HIV/AIDS, TB and Malaria in Lao PDR (hereinafter referred to as CCM) was established in compliance with the requirements of the Global Fund to Fight AIDS, Tuberculosis and Malaria (hereinafter referred to as Global Fund) and based on the Notice of the Planning and Cooperation Committee, Ref. No. 154/PCC, dated 28 January 2003.

As established in the TOR of the CCM, 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 more term re-election/re-selection.

This manual of norms and procedures for the selection and election of the members of the CCM has the purpose of becoming the basis for the development of such process. The CCM TORs clearly define the composition of the CCM and give the general guidelines for the processes of appointment/selection/election of new members, processes that are included and expanded in details in the present manual.

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, as defined and outlined in this manual.

# 2. Electoral Committee characteristics and members’ profiles

**2.1 Definition of the Electoral Committee**

The Electoral committee is an ad-hoc committee, formed by three or more members, selected by the CCM assembly before the election dates and whose main responsibility is to guide the electoral process. Its functions will end when the membership renewal process finishes. In the membership renewal process of 2016, the electoral committee is formed by seven members, which were selected in the CCM Assembly of 4th August 2016, at the beginning of the renewal process.

**2.2 Responsibilities during the membership renewal process**

The Electoral Committee makes sure that the membership renewal process follows the guidelines, norms and procedures incorporated in this manual, as well as the Global Fund guidelines and the CCM governance documents. It is also a function of this committee the resolution/arbitration of situations not contemplated in the Electoral Manual, the ratification of the election lists and of all its candidates. The committee will develop its activities with the administrative and logistic support of the Secretariat, and will follow a critical path developed to ensure the satisfactory conclusion of the electoral process.

**2.3 Members of the Electoral Committee**

The committee will be 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).

**2.4 Members requirements**

If possible, no member of the Electoral Committee will be a candidate for CCM membership. If possible, members must not have any conflict of interest, as defined in the Conflict of Interest policy of the CCM; in situations where conflict of interest arises, the Committee will develop guidelines to address and resolve those situations.

**2.5 Competencies of members of the Electoral Committee**

The members of the Electoral Committee must have the following competencies:

* Basic knowledge of the Global Fund guidelines and of the CCM functions
* Available time during the period of the electoral process
* Planning, organizational and follow up capacity; sense of urgency
* Access to communication resources (computer, internet, etc.)
* Experience/knowledge of electoral processes.

# 3. Criteria and profiles of the representatives in the CCM

**3.1 Criteria for the 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 follow the guidelines established in the CCM TOR section 5.
* 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.

For the civil society sector, if feasible, the member and his/her alternate should belong to different organizations.

When doing membership renewal CCMs should take into consideration the Global Fund EPA tool requisite #6: “*Not more than one CCM member with voting rights per constituency is in a position of conflict of interest as per the CoI declaration form”.*

**3.2 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

# 4. Composition of the CCM

**4.1 Number of members**

As established in section 2.3 of the CCM TOR, the CCM-LAO 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. In the case of the government and the international cooperation, those members represent institutions. In the case of civil society, those members represent the various constituencies or sub-sectors. Every chair has a member and an alternate. As established in the CCM TOR, only the member will have voting rights in the general assembly, even though both member and alternate can be present; in those cases where the member is absent or has a conflict of interest, the alternate substitutes him/her and will have voting rights.

**4.2 Government representatives**

Presently, the CCM has eight (8) members from the government sector, representing the institutions mentioned below; if the government sector decides to change the institutions representing them, a proposal should be submitted to the Executive Committee for CCM approval.

1. Ministry of Education and Sport
2. Ministry of Finance
3. Ministry of Health
4. Ministry of Information, Culture and Tourism
5. Ministry of Planning and Investment
6. Ministry of Labor and Social Welfares
7. Lao Youth Union
8. Lao Women’s Union

**4.3 Representative of international cooperation**

Currently the international cooperation institutions, either bi-lateral or multi-lateral have five (5) representatives. If the international cooperation sector wishes to changes its representatives, a proposal should be submitted to the Executive Committee for CCM approval.

1. World Health Organization (WHO)
2. Embassy of France
3. Embassy of Japan
4. Embassy of United States
5. Embassy of Luxembourg

**4.4 Civil society representatives**

Currently civil society has eleven (11) members in the CCM, who represent the following constituencies or sub-sectors; if the civil society sector wishes to change the constituencies representing them, a proposal should be submitted to the Executive Committee for CCM approval.

* PLWD: People living with/affected by the diseases (3 representatives, two for HIV, one for TB)
* INGO: International NGOs (2 representatives)
* NGO/Non Profit Associations: (2 representatives)
* Faith-based organization (1 representative)
* Peer Educator/KAP (1 representative)
* Academia (1 representative)
* Private sector (1 representative)

# 5. Mechanisms and guidelines for membership renewal

**5.1 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, actions taken by the CCM.

**5.2 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.

**5.3 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 – in close collaboration with the Lao CSO Forum - 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.

**5.4 Observers of the electoral process**

If possible, the CCM will identify several individuals (not belonging to the sector to be observed) who will participate as observers during the electoral process and who will present to the Electoral Committee a report on the compliance of the membership renewal process as established in the CCM TOR and in this manual.

**5.5 Identification with one sector/constituency**

Both the voters and the candidates to CCM members must declare which sector/constituency they will represent or be voting for.

**5.6 Candidates’ work plans**

Adhering to the guidelines from the Global Fund (EPA eligibility requisites) 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.

**5.7 Participation and transparency**

CCMs composition renewals should guarantee the transparency of the process and ensure the inclusive and wide participation of all the sectors; some of the ways to accomplish these are:

* CCM promotion and facilitation of sectorial consultation meetings during the elaboration and implementation of country proposals, to ensure that when elections take place the opinions of their elected representatives in the CCM assembly are truly representative of their constituencies.
* Encourage CCM members (members and alternates) to take responsibility of the coordination and facilitation of the renewal meetings with their constituencies, included documentation of the process and follow up of its results and consequences.
* Encourage new members (members and alternates) to i) bring to the CCM the requests, positions and opinions of the constituencies they represent so the CCM considers them and make decisions; ii) likewise ensure that the members will communicate and transmit the pertinent information from the CCM to their constituencies.

# 6. Secretariat role supporting the Electoral Committee

The voting process in each sub sector will be accompanied by the Electoral Committee and normed by the CCM and this manual. The Secretariat will have a logistical support role in the process, which could include the following:

* Gather, before elections, the available information of all the organizations of civil society which could and would like to participate in the process of membership renewal.
* Invite organizations to participate in the membership renewal (have them sent an expression of interest), through a wide communication media call in the media, the internet portals of current CCM members’ organizations and written invitations to all those already identified.
* Support the production of a voting list with organizations and candidates and constituencies they represent.
* Document the process of election and gather related documents (as required in the Global Fund EPA tool requisite #4).
* Organize – in close collaboration with the Lao CSO Forum - information sessions with civil society to clarify election process, membership profiles, CCM members’ responsibilities, key deadlines in the electoral process, etc. These sessions could be open to all the sub sectors/constituencies, be national, regional or organized by disease, etc.
* Prepare a chronogram for the whole process, identifying meeting and voting places; provide logistic support when needed and financial support if necessary.
* Write letters to organizations who want to participate in this membership renewal, requesting names of candidates, commitment letters and work plans.
* Document the whole process, get minutes and signatures for the various meetings and voting events.

# 7. Conflict resolution during the electoral process

The Electoral Committee will be in charge of resolving conflicts that may developed during the renewal process, if they were any. Any complain, conflict must be presented to the Electoral Committee within seven days after elections. After that the committee will not accept any more complains.

The Electoral Committee decision cannot be appealed.

# 8. Ratification and orientation of new members

The approval of candidates will be the responsibility of the Electoral Committee. New members must participate in an orientation process organized by the CCM Secretariat.

**Annexes to the CCM Electoral Manual**

Annex 1. Global Fund EPA tool: requisites on membership renewal

Annex 2. Electoral process flow (need dates)

Annex 3. Chronogram (need dates)