**1 – Commitment letter**

I, \_\_\_\_\_\_\_\_(name)\_\_\_\_\_\_ candidate for membership of the LAO PDR CCM, as representative of the civil society sector and \_\_\_\_\_constituency\_\_\_\_\_\_\_\_\_\_ commit myself to the following:

1. Comply with the CCM TOR, by-laws or norms.
2. Keep myself informed, attend all the assemblies called by the LAO CCM, and be part of a CCM committee, if elected.
3. Keep my constituency informed about the issues discussed in the LAO CCM.
4. Bring to the LAO CCM the needs and contributions of the person that belong to the constituency I represent.
5. Keep regular communication with the alternate (or with the member) of my constituency and document such communication.

**2 - EXPERIENCE/LEADERSHIP IN THE CONSTITUENCY**

**3 – WORK PLAN EXAMPLE**

1. The groups or institutions with whom I will maintain communication about the CCM are the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of the institution/ group | Contact person | email | Phone |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. I will communicate with these persons and institutions every time we have a CCM meeting (or monthly, or quarterly, etc.) to share the meeting agenda and to find out if they have any information, contribution or opinion on any of the themes included in the agenda or on any other theme that is of interest to the constituency.
2. After attending the CCM meetings, I will send all these persons/institutions a summary of the meeting.
3. Anytime the member or the alternate position becomes vacant, I will invite members of my constituency to participate in the election process by sending a letter of interest to the Secretariat and presenting candidates.
4. I will inform my constituency of important issues related to the diseases and the grants and will ask members of my constituency to do the same.
5. If I am the member and cannot attend a meeting, I will get in touch with my alternate to make sure that she/he attends in my place.