

Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

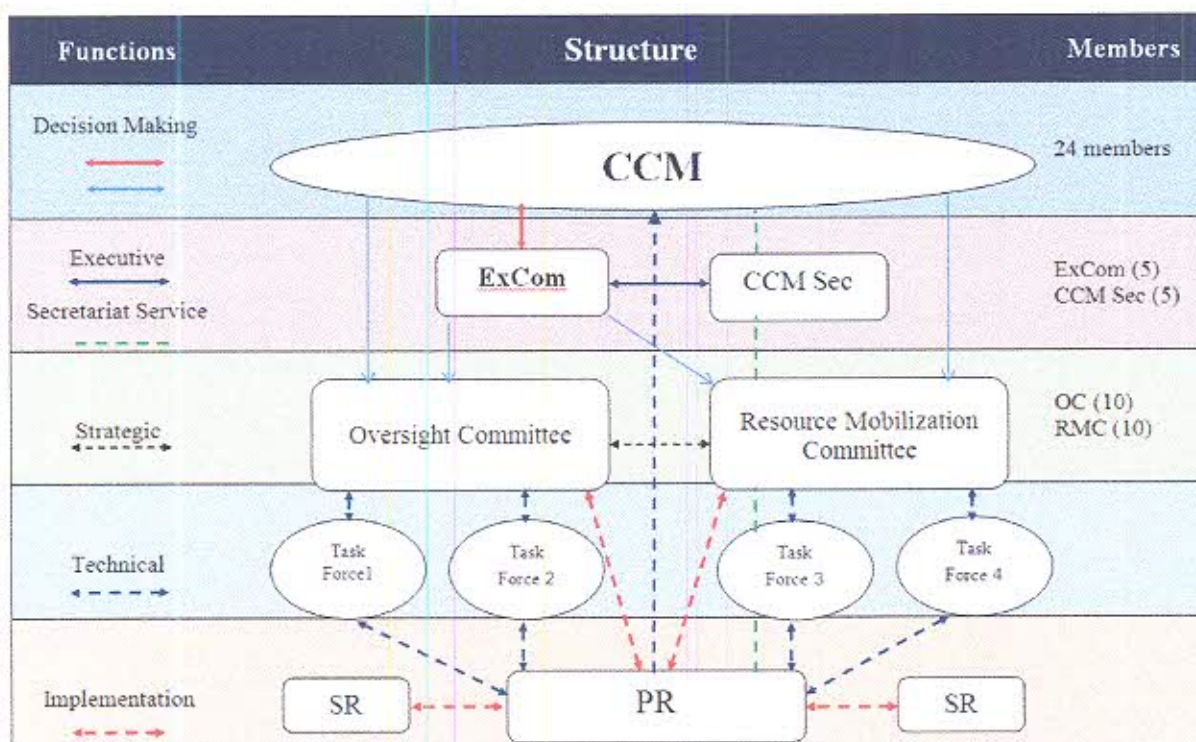
TERMS OF REFERENCE
For
Country Coordinating Mechanism
Global Fund To Fight HIV/AIDS, Tuberculosis and Malaria

4th Revision, 2016

CCM Structure

14. Organizational Structure

- 14.1 The CCM structure consists of the Full CCM, three standing committees: the executive committee, the oversight committee, the resource mobilization committee and four task forces on: HIV/AIDS, tuberculosis, malaria, and Health Systems Strengthening.
- 14.2 The CCM is the only decision-making body unless otherwise specified and voted by the CCM in a clear delegation of power to the standing committees that routinely have a consultative strategic role. The task forces are the advisory technical bodies to the standing committees.
- 14.3 The CCM has the right to create additional committees or change names and functions of existing ones.
- 14.4 In addition, as required, the CCM has the right to set up working groups or delegate the task to the executive committee that can engage experts who are selected from outside of the CCM (i.e. non-members).



15. Chair and Vice Chair(s) of the CCM

- 15.1 Lao PDR CCM has a chair and two vice chairs
- 15.2 Representatives from both governmental and nongovernmental organizations can become chair and vice chair of the CCM. The CCM chair and at least one vice chair must represent different sectors. The Chair must be from a domestic organization.
- 15.3 CCM members nominate and elect the candidates for the posts of chair and vice chair(s) at the CCM meeting. During the nomination of candidates for the posts of chair and vice chair(s), CCM members should be guided by the Global Fund's recommendations and regulations included in the document on COI policy.
- 15.4 Candidates for the chair and vice chair are approved if they obtain a two-thirds majority of CCM members voting. One Vice-Chair should belong to a domestic organization, and the other should be from an international organization.
- 15.5 The vote for chair and vice chair(s) shall be by secret ballot.
- 15.6 The term of office for the chair and vice chair(s) is 3 years with possibility of one term re-election.

17. Electronic vote

- 17.1 In case of tight deadline or no time in between the Meeting to make a decision, requested decisions may be submitted to the CCM for electronic decision based on a "no objection" basis. The motion will stand unless at least 2 of CCM members from different CCM constituencies object to the requested decision by the deadline of the vote. The deadline will depend on the particular decision.
- 17.2 If approved, no action is required. However, if objected for a particular decision, the objection must be sent to the CCM secretariat no later than the deadline. The CCM will also register objection received by mail.
- 17.3 If CCM receives at least 2 of CCM members from different CCM constituencies, the CCM secretariat will facilitate a consultative process among all CCM members to review its decision. In case, no emails are received by the deadline, silence is deemed to be an approval.

18. Executive Committee

- 18.1 The CCM has an Executive Committee that consists of the CCM Chair, two Vice Chair(s) and the chairs of the Oversight Committee and Resource Mobilization Committee, and the executive secretary with no voting right.
- 18.2 The Executive Committee is responsible for the coordination and direction of activities of the CCM secretariat, to support and coordinate the committees and task forces, and also for carrying out continuous and urgent communications for which it is not necessary to gather all members of the CCM.
- 18.3 The frequency of Executive Committee sessions of the CCM is defined by the Executive Committee itself taking into account the need to fulfill its functions.

19. CCM Secretariat

- 19.1 The CCM secretariat is a permanent working organ of the CCM that bears responsibility for: logistics and administrative support of CCM operations and its committees. keeping minutes; maintenance of CCM documentation; organizing translation of key documents and simultaneous translation for the CCM meetings, and the collection and dissemination of information related to the activities of the Global Fund, the CCM and its committees, PRs and SRs, as well as other stakeholders involved in fighting HIV/AIDS, tuberculosis and malaria.
- 19.2 The CCM formally approves annual/biannual work plans and budget for CCM secretariat operations.
- 19.3 The secretariat is financed by the Global Fund and through contributions by international, state, commercial and other interested organizations.
- 19.4 The CCM, on recommendation of Ex Com, approves the structure and staffing needs for the CCM secretariat, approves staff TORs, and authorizes the executive committee to conduct the recruitment process, as necessary.
- 19.5 Employees of the secretariat are employed on a competitive basis and approved by the Ex Com.
- 19.6 In its activities, the secretariat is guided by decisions of the CCM meetings. Operational procedures of the secretariat and its structure and functions are regulated by the secretariat operating procedures.

20. CCM Documentation

- 20.1 CCM has and maintains the following framework and working documents:
- 20.2 Framework Documents:
 - Terms of Reference of the Lao People's Democratic Republic Country Coordinating Mechanism to Fight HIV/AIDS, Tuberculosis and Malaria

- 25.2 The CCM of Lao PDR is aware that, due to its composition, COI currently exists and will occur, hence it is necessary to mitigate and manage potential, perceived and actual conflicts of interest within the CCM
- 25.3 Each CCM member and alternate, CCM secretariat staff, committee members and the CCM as a whole will benefit from being aware of actual, potential, and perceived COI. In the event that there is a COI, the CCM following the core principles is guided by the Policy on Ethics and Conflict of Interest for Global Fund Institutions:
- 25.3.1 Where a Covered Individual's financial interests, or the interests of an Associated Person or Institution could affect the conduct of his or her duties and responsibilities with respect to the Fund or result in a reasonable perception that such a conflict exists;
- 25.3.2 Where a Covered Individual's actions compromise or undermine the trust that the public places in the Fund; and
- 25.3.3 Where the Covered Individual's actions create the perception that the Covered Individual is using his or her position at the Fund for personal benefit or for the direct financial benefit of an Associated Institution.

26. Validity of the TOR

- 26.1 The TOR for the CCM is made available in Lao and English languages.
- 26.2 The TOR is effective immediately after the CCM endorsement and is subject to review as required.

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