

Country Coordinating Mechanism Guidance Note: Oversight

Annex 4 – The Oversight Committee: Role, Composition and Scope of Work

Updated: October 2020

Context Per the [CCM Policy](#), all CCMs must have a permanent oversight committee with adequate skills and expertise to ensure periodic oversight. The committee is elected by CCM members and can be referred to as oversight working group in some settings. This document describes the scope of work, tasks and responsibilities of this committee. The guidance provided is for reference and should be tailored to the country context.

Role of the committee The oversight committee provides CCM members with a strategic view of key macro financial, programmatic and management aspects of grants along with actionable recommendations. CCM members then use this information for discussion and evidence-based decision making. This role is key in ensuring that Global Fund investments are efficiently managed to achieve the expected outcomes in response to the three diseases.

Oversight includes analysis of the following aspects of Global Fund investments:

- **Financial:** appropriate, timely, and effective use of funding.
- **Programmatic:** achievement of key programmatic targets.
- **Procurement:** transparent and effective procurement and supply management with relevant quality assurance and following national laws and relevant international guidelines.
- **Management:** implementation of key management actions required by the Global Fund.

The identification of key issues and the development of technical recommendations by the oversight committee is informed and based on available strategic information from different sources. Accordingly, the need to embed a data-driven oversight culture within the CCM is an essential role of the committee.

The specific work of the committee is aligned with the components of the CCM's oversight process, namely: information collection, analysis, formulation of recommendations, follow up and reporting, and is operationalized by the provisions of the oversight plan (e.g., the list of annual oversight activities, prioritized topics or indicators, the available budget for oversight within CCM funding, the available oversight tools, and others).

The oversight committee should understand key information from the grants and the national context, analyze root causes of underperformance and together with implementers, develop possible solutions.

Required Skills Preferred skills among members of the oversight committee are financial management, procurement and supply management, program management, disease-specific technical expertise, risk management, health financing and human rights expertise. In countries preparing for transition from Global Fund financing, for example, it would be important to attract members with specific knowledge of or ability to influence specific transition related challenges, including representatives familiar with health financing, domestic resource mobilization, sustainability, and others.

Composition The oversight committee is composed of CCM members and, whenever possible, external technical experts that provide support on aspects such as financial and programmatic analysis. The committee should also include representation of key populations and people living with diseases. When considering the composition of the committee, the CCM should apply their current Conflict of Interest Management Policy and observe the provisions of the [Code of Ethical Conduct for CCM Members](#). The size of the oversight committee should range from 5-8 members, although each country may adjust the number of members based on their specific needs.

The committee composition should be aligned with the type of grants overseen. For highly commoditized grants, for example, the oversight committee should consider the inclusion of members with experience in procurement and supply management. For grants with a strong focus on the provision of services at the community level, the composition should consider the active involvement of civil society representatives with disease-specific knowledge.

It is important to acknowledge that different CCM members will contribute with specific strengths to the CCM oversight function. Civil society representatives, for example, can give in-depth contextual understanding to performance data while government representatives might be able to help navigate complex customs regulations in order to avoid long delays in procurement supply. The oversight committee includes members that are best positioned to support analysis and the development of technical recommendations.

The CCM secretariat provides administrative and technical support to the oversight committee.

**Selection/
Election of
members** Oversight committee members should be nominated and elected by other CCM members via a voting process conducted during a CCM meeting in alignment with the CCM bylaws. The procedure, documentation and results of the election process should be clearly documented in meeting minutes. The term of service for oversight committee members is specified in the committee's terms of reference or specific sections of CCM by-laws or governance manuals; in general, a term should not exceed three years.

A chair and vice-chair should be elected or appointed by oversight committee members. These leadership roles are responsible for liaising with the CCM secretariat to schedule and set the agendas for meetings, lead the discussion with PRs, and present findings and recommendations to the CCM. With support from the CCM secretariat's oversight officer (where available), they are also responsible for the coordination and implementation of activities included in the oversight plan.

Meetings

The oversight committee should meet on a quarterly basis, at minimum. Extraordinary meetings may be necessary depending on the context. Oversight committee meetings should be adequately timed to occur before CCM general assembly meetings. These activities constitute important opportunities for oversight committee members to analyze priority issues, interact and discuss with Principal Recipients about specific implementation bottlenecks identified based on available information, and agree on specific actionable next steps and recommendations. Meetings of the oversight committee should be supported by strategic information summarized in the form of technical briefs, oversight tools (e.g., dashboards (where these are used)) or short presentations.

During meetings, the oversight committee shall decide by a simple majority of votes. The minimum quorum for the meetings of the oversight committee shall be 50% plus one member and/or in alignment with the CCM bylaws. Recommendations of the oversight committee should be presented and ratified at the following meeting of the CCM. The detailed minutes of all oversight committee meetings should be shared by the CCM Secretariat.
