

Country Coordinating Mechanism Guidance Note: Engagement

Annex 1 – CCM Member Guidance to Meaningfully Engage

Updated: March 2021

This document provides guidance to Country Coordinating Mechanism (CCM¹) members on considerations to strengthen meaningful engagement with the constituencies they represent. Constituency representatives with the right skillset and from relevant sectors should be elected/nominated to the CCM through a transparent process².

Nomination and election processes for CCM members. It is necessary to consider the types of government, civil society, private sector and other representatives valuable to bring together on a CCM, based on the role and importance of partnership among these sectors.

- Government, multilateral and bilateral partners, and the private sector nominate members and alternates to the CCM.
- Civil society elect/select CCM members through an ethical, well-documented, widely published and transparent process that is based on good governance principles.

CCM member skillset for effective constituency Engagement. To represent their respective constituencies and ensure their voices are heard in CCM forums, it is expected that each CCM member demonstrates:

- credibility with its constituency to understand and maintain close ties;
- ability to effectively represent his/her constituency at the national level;
- willingness to meet with constituency members, solicit inputs and provide regular feedback to the constituency in a timely manner;
- active engagement in his/her constituency and knowledge of constituency issues, needs, concerns and policies on constituency endorsement process;
- adequate knowledge of AIDS, tuberculosis and malaria to engage in discussions and decision-making;
- ability to widely consult and negotiate with a broad spectrum of stakeholders, seeking consensus on constituency issues while aligning with overall national priorities;
- ability to remain independent and objective by adopting an evidence-based approach to problem solving and respecting confidential information;
- continuous application of learnings to make effective changes while attending CCM orientation sessions, retreat and annual work planning and budgeting sessions;
- ability to speak to and make decisions on behalf of his/her constituency through an ongoing dialogue.

Drivers of effective Engagement. To strengthen the active role of their constituencies, CCM members are expected to:

- Participate in CCM decision-making processes:

¹ For purposes of this paper, CCMs includes Regional Coordinating Mechanisms (RCMs) as further defined in the [CCM Policy](#).

² [Global Fund Country Coordinating Mechanism Policy](#) Annex 1: Guidelines on CCM Constituency Representation, page 11.

- ✓ Attend and participate regularly in ordinary and extraordinary CCM meetings.
 - ✓ Prepare for meetings by reading relevant documents to gain an understanding of meeting topics and solicit input on agenda items from constituency.
 - ✓ Serve on CCM Committees and ad hoc task teams to discuss specific issues in-depth and make recommendations to the full CCM.
 - ✓ Consider the larger national health sector landscape and grant portfolio while strategically discussing and identifying opportunities for responsible governance.
- Share: regularly share information with respective constituencies pre-post CCM meetings.
 - ✓ Follow ongoing discussions and decisions relevant to constituency priorities.
 - ✓ Request for input on agenda items prior to the CCM meetings.
 - ✓ Exchange information with constituencies through a bi-directional feedback mechanism in order to effectively and meaningfully represent their interest.
 - ✓ Interpret and disseminate data about the three diseases.
 - ✓ Share experiences from grant beneficiaries and other stakeholders.
 - Advocate: As part of their role, each CCM member must advocate for changes in areas where they hold influence on behalf of their constituency during CCM meetings. CCM members may need to identify opportunities for additional resources for the country, as needed.
 - Serve: All CCM members volunteer their unique personal knowledge and experience and are willing to serve. Each member has committed to contributing to CCM committees and working groups.
 - Demonstrate adherence, compliance and respect: All CCM members are expected to adhere to the Global Fund principles and expectations, as well as CCM policies and procedures outlined in the respective CCM governance documents.