

## **CONSTITUENCY FUNDING POLICY**

### **Decision Point GF/B20/DP7**

The Global Fund's constituency based governance model is core to the organization's identity as a public-private partnership. The Board reiterates its support for this model and stresses that its effective functioning requires active and informed engagement by all constituencies.

To further facilitate the engagement of the Board constituencies of the implementing voting group in the Global Fund's governance processes, the Board decides to make available, on an annual basis, funds to these constituencies for communication, meeting, travel and staff costs incurred for intra-constituency functions, as specified in the **Board Constituency Funding Policy (GF/B20/4 Annex 3)**.

The Board decides that each implementing constituency application in accordance with paragraph 8 of GF/B20/4 Annex 3 should be limited to US\$ 80,000 for 2010. Exceptions to this ceiling may be permitted by the Secretariat, in consultation with the Chair of the Policy and Strategy Committee, and within the overall funding ceiling approved by the Board.

The Board delegates oversight of the Board Constituency Funding Policy to the Policy and Strategy Committee and requests the Secretariat to provide that committee with periodic reports on its impact on constituency participation, particularly in view of possibilities for joint action with UNAIDS and other relevant partners in this area. The first such report to the PSC should be at its first meeting in 2011.

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### **Board Constituency Funding Policy (November 2009) - GF/B20/4 Annex 3**

#### **Overview**

1. The engagement by all sectors of the partnership is essential for the multi-stakeholder model of the Global Fund Board to function effectively. The Global Fund Board recognizes that constituencies of the implementing voting group ("implementing constituencies") face particular challenges to engage at the Board and committee level, due not least to their complexity in terms of size, physical distance between constituency members, and language diversity. To effectively manage communication and decision-making within these complex constituencies requires financial and human resources at a scale that often is not readily available to the constituency representatives.
2. The Global Fund has previously established mechanisms to provide funding in support of the active engagement of implementing constituencies in Global Fund governance, i.e. financial and administrative support for conference calls and/or meeting space immediately prior to Board meetings; travel and subsistence cost of three members of constituency delegations to Board meetings; and travel and subsistence cost of constituency delegates to committee meetings.

3. This policy further expands support to implementing constituencies to facilitate their meaningful and informed participation in Global Fund governance processes.
4. It is intended that this policy will be implemented in close collaboration with other partners.
5. The activities for which funding is requested will be implemented by the constituencies themselves.
6. The Board Constituency Funding Policy will be administered by the Secretariat under the oversight of the Policy and Strategy Committee.
7. Funding will be made available annually starting in 2010.

#### **Eligible costs**

8. Eligible costs to be considered on a case-by-case basis, dependant on the specific needs of each implementing constituency, include the following:
  - i. Communication and information dissemination (e.g. Board Member, Alternate and Focal Point communication with constituency members; constituency conference calls; establishing and updating a website or newsletter; translation of key information).
  - ii. Organization and facilitation of pre-Board and pre-committee consultation meetings. This includes cost for venue and hospitality, participant travel, interpretation and documentation.
  - iii. Support for salaries or fees for Constituency Focal Point or administrative assistance to the Constituency Focal point. Constituency funding shall not be used towards remuneration of the Board Member or Alternate Board Member.
  - iv. Office expenses of the Constituency Focal Point, including equipment and supplies, excluding vehicles.
  - v. Cost of participation of delegation members at Board meetings additional to those provided for in the Board Operating Procedures. Additional delegation members should come from countries (for implementing government constituencies) or organizations (for civil society constituencies) other than those for whom funding is made available under the Board Operating Procedures.

#### **Procedures for funding requests**

9. In principle, one funding request per constituency should be submitted to the Secretariat annually, signed by the Board Member, Alternate and one additional constituency member from a country (for government constituencies) or organization (for civil society constituencies) other than that of the Board Member or Alternate.
10. Funds will be transferred under a written agreement to one recipient institution per constituency. The written agreement will generally be with the institution with which the Board Member or Constituency Focal Point are associated.
11. In administering a request for constituency funding, the Global Fund Secretariat will take into consideration whether the costs to be supported are consistent with national salary scales and local operating costs.

12. Constituencies may apply for funding for costs as described in paragraph 8 above, with the annual funding envelope being divided equally between constituencies. Exceptions to this may be permitted by the Secretariat within the overall funding ceiling approved by the Board.

13. The amount of funding requested should be reasonable to cover eligible costs during the calendar year.

14. The funding request must be accompanied by supporting documentation, including a detailed budget outlining the costs to be supported.

### **Implementation, Reporting and Oversight**

15. The Global Fund Secretariat and the constituency will consult to identify a suitable funding flow arrangement that is accountable, transparent and verifiable. The Secretariat may use the services of the Local Fund Agent in the country where the recipient institution is based for support in verifying its ability to manage the funds.

16. Constituencies must commit to use the funding provided under this policy solely for the purposes described in the funding request and in accordance with the approved budget and the terms and conditions of the written agreement. Material changes to the budget will require Global Fund approval.

17. In cases where the Board member or Constituency Focal Point are associated with an institution that is not an incorporated body or separate legal entity, the constituency should nominate another entity to provide the commitment referred to in paragraph 15 above, and to be accountable for the use of the constituency funding and the management of the funds. The Board Member or Constituency Focal Point must sign the written agreement.

18. Disbursement and activity reports of constituency funding must be provided to the Global Fund on a periodic basis as documented in the written agreement..