

CCM Orientation Program Checklist

Preparing the CCM for the CCM Orientation Program

1. Please send an email to your Fund Portfolio Manager with your acceptance of the terms of reference and copy the CCM Hub
2. Please see detailed activities in the terms of reference and discuss flexible dates when this CCM will be able to take the entire Orientation Program.
3. Once the CCM Hub finds a trained consultant with suitable language skills, they will submit his/her CV for your non-objection.
4. Your CCM has to have a CCM secretariat (staff) as a Focal Point and dedicated:
 - a. to organize the CCM meetings,
 - b. to provide information to the consultants about the context of the CCM, and the related governance documents
 - c. to allow the consultants to tailor the examples in the face-to-face component and
 - d. to co facilitate the introduction briefing together with the Executive Committee
5. Please keep your CCM membership list updated for allow us to create credentials for the eLearning component
6. Kindly notice that your CCM has to schedule two meetings. Plan the first meeting for 3-4 hours for the introduction portion of the program (brief orientation).
7. Plan a second CCM meeting of two days to receive the face-to-face component (as described in the terms of reference).
8. Have a room available, plan and budget these meetings and activities.
9. Get the executive committee engagement to support the entire orientation program for your CCM.
10. Have updated the progress of your annual improvement plan.