

# **Content of PLHIV CCM Handbook**

Presentation at PLHIV CCM Handbook Orientation  
for MANET+ and NAPHAM

by

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# Guidelines for CCMs through greater PLHIV involvement

1. Guidelines for Global Fund Board and Secretariat
2. Guidelines for CCMs
3. Guidelines for PLHIV CCM members and constituencies

# **Guidelines for Global Fund Board and Secretariat ...**

- Global Fund Secretariat should make available terms of reference (ToRs) and selection criteria for Local Fund Agents (LFAs)
- During country visits, Global Fund staff, should, as a matter of course, contact PLHIV CCM member(s) if they are not present at any scheduled meetings

# Guidelines for the Global Fund Board and Secretariat

- Global Fund should use affirmative action when recruiting and seek to ensure that PLHIV are not only administrators or assistants but also employed in key leadership positions
- Global Fund Secretariat should lead by example, by employing significant numbers of PLHIV across all teams of Secretariat, with eventual goal of having PLHIV constitute 10 percent of all staff
- Global Fund Secretariat should facilitate and encourage contact among PLHIV members of CCMs in different countries

# Guidelines for the Global Fund Board and Secretariat

- Global Fund Secretariat should ensure PLHIV members of CCMs have access to and contact details for appropriate person(s) in Global Fund Secretariat and on board delegations, including board members
- During country visits, Global Fund staff should, as a matter of course, meet with PLHIV networks
- CCMs should ensure membership from as wide a range as possible of different groups, including PLHIV

# Guidelines for CCMs

- PLHIV should constitute at least 10 percent of CCM membership, with a minimum of two PLHIV per CCM
- Inductions should be done for all PLHIV CCM members to strengthen their knowledge and understanding of Global Fund issues, systems and procedures

# Guidelines for CCMs

- CCMs should support PLHIV networks to hold meetings for discussion of CCM issues if such meetings are not already taking place
- CMM Secretariats should employ PLHIV in their staff teams
- PLHIV CCM members should actively participate in executive committees and subcommittees
- PLHIV CCM members should be consulted in the planning and scheduling of CCM meetings and in agenda development

# Guidelines for CCMs

- CCMs should support PLHIV in acquiring relevant skills and capacity they require to fully participate on CCM
- During meetings, interpretation and translation of documents should be made available to PLHIV and others who cannot communicate in official working languages of CCMs
- PLHIV and other CCM members, including alternates, should be paid travel costs and per diems where appropriate

# Guidelines for CCMs

- When necessary, PLHIV and other members of a CCM should have the right to seek outside guidance in specific areas, such as policy, finance and legal issues
- CCM meetings should be accurately documented and minutes circulated widely within two weeks of meetings
- In order to enhance communication and transparency, CCMs should publish regular updates through newsletters and by e-mail

# Guidelines for CCMs

- The preliminary agenda for a CCM meeting should be disseminated no later than two weeks in advance of the meeting
- Each CCM decision should be reached through group consultation and consensus wherever possible
- CCMs should rotate positions of chairperson and vice-chairperson equally between civil society and government
- The length of term for a CCM member should normally be one to two years and never more than three

# Guidelines for CCMs

- CCMs should ensure gender balance among their membership
- PLHIV CCM members should ensure that gender balance is maintained when selecting an alternate
- All CCM members should receive HIV orientation and awareness training, including discussion of GIPA Principle, UNGASS, and Three Ones
- Selection processes for all CCM representatives should be fair, wide-reaching, and transparent

# Guidelines for CCMs

- PLHIV CCM members and alternates should be selected through an all-inclusive and democratic process that is totally independent of CCM
- Alternates should be allowed to attend CCM meetings

# **Guidelines for PLHIV CCM Members and Constituencies**

- PLHIV CCM members should have alternates to replace them if, for some reason, they are unable to participate in work of CCM.
- CCM members and alternates should be selected through an all-inclusive and democratic process.
- Process for selecting PLHIV to sit on CCMs should be agreed on and conducted by national PLHIV networks, ensuring inclusion of all groups
- Process should be totally independent of CCM

# **Guidelines for PLHIV CCM Members and Constituencies**

- PLHIV representatives in CCM should be appropriately skilled and belong to an organization or network of PLHIV that operates within a province, state, or country
- Terms of Reference (ToR) should be established for PLHIV CCM members and alternates by their constituencies
- Inductions should be organized by PLHIV constituency for PLHIV CCM members and alternates, in addition to induction provided by CCM

# **Guidelines for PLHIV CCM Members and Constituencies**

- PLHIV CCM members and alternates should exhibit qualities of good interpersonal and public relations in order to communicate effectively
- Geographical, gender, and vulnerability representation should be ensured by allowing a rotation of representation after each term, as well as by advocating for more than one PLHIV member per CCM
- If there are currently no PLHIV on a CCM, networks should advocate to change this situation by being proactive about attending CCM meetings and demand a place at the table

# **Guidelines for PLHIV CCM Members and Constituencies**

- Every decision scheduled to be taken by a CCM needs prior discussion by networks of PLHIV with a position and back-up positions agreed upon in advance, and every decision made with group consultation and consensus, therefore, reflecting a credible and united PLHIV perspective
- PLHIV CCM members should be well-prepared to speak on agenda items prior to a CCM meeting after thorough consultation with their networks

# **Guidelines for PLHIV CCM Members and Constituencies**

- PLHIV CCM members should be prepared (and comfortable doing so) to ask probing questions and demand honest answers during CCM meetings
- PLHIV CCM members should be in direct contact with PLHIV CCM members in other countries and with Global Fund Board delegation for communities living with the three diseases, via relevant regional focal points for delegation
- PLHIV CCM members should present clear written and verbal updates to their PLHIV networks on a regular basis

# **Guidelines for PLHIV CCM Members and Constituencies**

- PLHIV networks should develop user-friendly communication and coordination mechanisms by publishing and disseminating regular updates for their members via newsletters and e-mails in order to enhance communication and transparency.
- PLHIV CCM members should regularly attend network meetings so they can report on the CCM activities and to consult with members on upcoming CCM issues
- PLHIV networks should always allow adequate time to discuss CCM issues in meetings

# **Guidelines for PLHIV CCM Members and Constituencies**

- PLHIV networks should identify and build relationships with Global Fund Secretariat staff covering their region and communicate with them on a regular basis
- PLHIV CCM members should be aware when Global Fund regional meetings are taking place well in advance of dates and ensure their attendance and/or that of other representatives of PLHIV networks

# **Guidelines for PLHIV CCM Members and Constituencies**

- PLHIV networks should develop partnerships with international and national NGOs, and regional and international PLHIV networks (such as International Community of Women with AIDS [ICW] and GNP+) to help improve access to technical support and increase collaboration, thus ensuring local input into global advocacy efforts
- PLHIV CCM members should ensure that PLHIV issues are given priority and adequately reflected in Country Coordinated Proposals

# **Guidelines for PLHIV CCM Members and Constituencies**

- National PLHIV networks should, wherever possible, plan meetings two weeks before every board meeting to plan strategies for their Global Fund and CCM-related work where outcomes of these meetings should be communicated to relevant Global Fund Board delegation representative for communities living with the three diseases

# Conclusion

PLHIV sector to ensure that all the highlighted issues are addressed and implemented in the GFTAM and CCMs

## Guiding questions for the way forward section

- Identify key barriers that prevent PLHIV from fully and effectively participating in the HIV/AIDS agenda at all levels: national, district and community .
- What assistance and strategies are required to overcome the barriers that prevent PLHIV from fully participating in the HIV/AIDS agenda?
- How do we ensure proper communication between PLHIV representatives on the CCM and their constituencies?
- How many 2 year terms should PLHIV constituents serve on the CCM?