

Communications Protocol of the Country Coordinating Mechanism in Belarus

1. The Country Coordinating Mechanism for Interaction with the Global Fund to Fight AIDS, Tuberculosis and Malaria (hereinafter referred to as the CCM) in its activities shall be guided by the CCM Guidelines.

2. This Protocol determines communication procedures of the CCM, principles of business communication and regulates processes of information exchange.

3. The communication of the CCM means all types of information exchange facilitating effective business communication and information sharing between the members of the CCM.

4. All the communication of the CCM shall be effected through the CCM Secretariat in accordance with the following principles of work:

- provision by the participants of the communication of complete and reliable information consistent with their level of competence and responsibility in the position held;
- frequency of communication shall be consistent with the needs of the actors interested in information and communication;
- use of communication as a tool to promote transparency and efficiency of the Global Fund grant implementation in Belarus;
- communication during working hours;
- conformity to generally accepted ethical norms of business communication, maintaining equitable and respectful relationships.

5. Communication shall be effected in the following forms:

- a written query (an electronic letter, fax, mailing);
- a meeting;
- an interview (including telephone conversation, Skype-conference).

6. A query submitted to the Secretariat of the CCM shall contain the following information:

- the purposes of the query: which issue will be addressed through the requested information;
- whether there was a preliminary discussion of the issue and which members of the

CCM and other actors concerned participated in this discussion;

- which documents were preliminary studied on the issue;
- expected results from the use of the requested information.

In case of a written query, its copy shall be forwarded to all the participants of its preliminary discussion.

7. A written query shall be filed by electronic mail, facsimile, mail or courier. The receipt of the written query shall be confirmed within 5 working days with an indication of the action plan and the deadlines for responding to it, the response to the query shall be made within the next 15 working days. The response period depends on the complexity of the query and the need to furnish additional data/information. The queries that are of technical nature (on already available data) shall be addressed within 3 working days. Written queries shall be responded in writing.

8. Meetings shall be organized by the CCM Secretariat upon the received request. While preparing for the meeting, each party shall, in advance, at least 5 working days before, notify the other party in writing of its intention to arrange a business meeting, negotiations or meeting with the Chair of the CCM or other members of the CCM, the officer or the personnel of the PR and agree on the time of the meeting acceptable for both parties. The period of the meeting after the notification depends on the urgency of the issue, the schedule of already scheduled meetings and events of the participants, but shall not exceed 30 calendar days.

After each meeting, the initiating party shall prepare a summary to be endorsed by the participants of the meeting by submitting a draft summary within 3 working days after the meeting, collect feedback within the next 5 working days and provide a final version of the decisions taken within 5 working days.

9. In the event of urgent communication, a telephone interview and/or a meeting shall be used through which the participants shall share current information verbally.

10. Communication related to the mandate of the Oversight Committee (hereinafter referred to as the Committee) acting in accordance with the Regulations on the Oversight Committee of the CCM in Belarus, the Guidelines on the CCM Oversight Committee in

Belarus and the Oversight Plan of the CCM in Belarus shall be effected by the members of the Oversight Committee through the Secretariat of the CCM.

11. The working groups shall provide information to the CCM Secretariat about the meetings, sessions and other working meetings held.

12. In the event the CCM Secretariat lacks the requested information from, it shall request the relevant information from the Principal Recipient (PR) or from the relevant sub-Recipient (SR), in case it has the most detailed information on the requested issue. Depending on the amount of the requested information, the PR shall provide the necessary documents within 5-10 days. In the event it is necessary to provide extensive documents in English, the PR shall have the right to make a summary of the documents in Russian, retaining its main provisions.

13. While communicating, the parties shall observe confidentiality principles as required by the parties.