

Regulations for the Country Coordinating Mechanism for Interaction with the Global Fund to Fight AIDS, Tuberculosis and Malaria (approved at the CCM meeting, Minutes No. 39 dd. 10 April, 2012)

I. General Provisions

1. The Country Coordinating Mechanism for Interaction with the Global Fund to Fight AIDS, Tuberculosis and Malaria (hereinafter referred to as the CCM) is a permanent consensus group that develops and submits national funding applications to the Global Fund to Fight AIDS, Tuberculosis and Malaria (hereinafter referred to as the Global Fund), coordinates joint activities of the government agencies, other state organizations subordinate to the Government of Belarus and other organizations (hereinafter referred to as state and other relevant organizations) in the framework of its cooperation with the Global Fund.

2. The CCM activities are based on the existing principles of planning at the national level and consistent with the National HIV Prevention Programme.

3. In its activities, the CCM is guided by the Constitution of Belarus, other legal acts, these Regulations and international agreements for HIV and tuberculosis prevention.

II. Objectives, Goals and Roles of the CCM

4. The main objectives of the CCM are:

to coordinate joint activities carried out by state authorities and other organizations within the framework of their cooperation with the Global Fund;

to coordinate the development and submission to the Global Fund of one national application for funding drawing on the strengths of various stakeholders to collect and assess proposals to be included into the application.

5. The main goals of the CCM are:

to develop and submit national applications to the Global Fund and review and monitor the implementation of the Global fund's grants

6. The main roles of the CCM are:

to coordinate the development and submission to the Global Fund of one national application for funding;

to select appropriate Principal Recipients for the Global Fund grants;

to submit a request for continued funding;

to review and monitor the progress of implementation of the Global Fund grants during their entire duration, evaluate the performance of the programs including of Principal Recipient in implementing a program in accordance with the approved Monitoring and Review Plan and in accordance with the Performance Review and Monitoring Guidelines;

to agree and approve changes in the Global Fund grant implementation plans as necessary;

to agree and approve the allocation of savings from the grant implementation and revenues received from unspent grant funds in a bank account;

to maintain transparent nomination and selection of the Principal Recipients of the Global Fund grant.

III. Composition and Structure of the CCM

7. The CCM composition is representative of the main stakeholders in the national HIV/AIDS and tuberculosis-related prevention, treatment, care and support responses and includes the following actors:

- Government;
- Academic/Educational sector;
- NGOs;
- People living with HIV/AIDS;
- People affected by HIV/AIDS and/or tuberculosis;
- Religious/Faith-Based organizations;
- Private sector;
- International sector.

All the members of the CCM are equal partners with full rights to participation in line with their areas of expertise and representation. The members of the CCM have equal access to the documents and information of the CCM.

Representatives of governmental and other organizations that are not members of the CCM can be involved in the work of the CCM.

8. The CCM is composed of an odd number of members; representation of the non-governmental sectors in the CCM does not exceed 1/2 and comprises a minimum of 40%.

9. The representatives of the government sector are nominated by the heads of the ministries and other government authorities. If a member of the CCM representing the government sector cannot participate in a CCM meeting, he or she shall, in writing, empower another representative of his/her ministry or agency with or without the right to vote. A written notification is sent to the CCM Secretariat.

10. The CCM members representing the non-government sector are selected by their own sectors based on a documented, transparent process (see the Terms of Reference for a member representing the non-government sector in the Belarus Country Coordinating Mechanism on Interaction with the Global Fund to fight AIDS, Tuberculosis and Malaria). The CCM Secretariat receives a protocol on the voting results from the Mandate Commission and a letter describing the election process. A CCM member representing the non-government sector can leave the CCM subject to a decision of the CCM in case the work of the CCM member is found unsatisfactory or subject to a member's personal request.

11. The CCM is headed by the Chair nominated by a Resolution of the Council of Ministers of Belarus. The CCM elects two Vice Chairs of the CCM representing different sectors. In the absence of the Chair of the CCM, the CCM is headed by one of the Vice-Chairs.

12. A CCM meeting is eligible if at least two-thirds of its members are present.

13. The CCM establishes the CCM Oversight Committee (hereinafter referred to as the CCM Committee) to monitor and oversee.

14. The CCM Committee is composed of 7 permanent members:

4 members are selected from the CCM membership;

3 members who are not members of the CCM are invited by the CCM upon prior agreement with its members.

15. Members of the CCM Oversight Committee shall not be representatives of the Principal Recipient or Sub-recipient.

16. The CCM elects the Chair of the CCM Committee.

17. The functions and roles of the CCM Oversight Committee are defined in the Oversight Plan.

18. The Oversight Committee of the CCM carries out overseeing in accordance with the Oversight Plan and the Oversight Manual. Where relevant, the CCM Committee shall revise the Oversight Plan and the Oversight Manual and shall submit them to the CCM for endorsement.

19. The CCM Oversight Committee in consultation with the Secretariat shall develop an annual Oversight Work Plan and shall submit it to the CCM for endorsement.

20. The CCM shall elect the members of the CCM Oversight Committee every 2 years.

21. The CCM can establish Technical Working Groups to provide advice in different sectors. The composition of these groups is determined in accordance with the recommendations of the members of the CCM. The Groups may include people who are not members of the CCM.

22. The CCM Secretariat is a working body of the CCM and shall be composed of 3 members, including the CCM Secretary to be nominated by the Chair of the CCM.

23. The Secretariat of the CCM shall:

Make arrangements for CCM meetings;

prepare a list of items to be included into the agenda for CCM meetings;

at least 5 (working) days before the meeting, inform the CCM members about the date, time, venue of the CCM meeting and provide materials for the CCM meeting;

maintain minutes of the meetings and disseminate them among the members of the CCM. The minutes of the CCM meetings shall be provided no later than 10 days after the date of meeting;

publish the CCM membership list;

document efforts taken to involve key actors in the preparation of proposals, unless the CCM delegates this function to another body/working group;

provide administrative and technical support to the CCM Oversight Committee in carrying out its oversight functions in accordance with the Oversight Plan and the Oversight Manual.

24. Meetings of the CCM shall be held as required, but at least once every six months.

25. Materials for the meeting of the CCM shall be submitted to the Secretariat no later than 10 days before the meeting.

IV. Decisions of the CCM

26. Decisions of the CCM shall be made by a simple majority vote of the CCM members present at the meeting. In case of parity of votes, the vote of the Chair of the CCM shall be decisive.

27. Decisions of the CCM shall be reflected in the protocols to be signed by the Chair and the Secretary of the CCM.

28. Decisions of the CCM related to the interaction with the Global Fund and information on the changes in the CCM membership shall be forwarded to the Global Fund no later than 30 days after the decision is made.

V. Managing Conflict of Interest

29. The CCM shall take all the efforts required to timely identify and manage conflicts of interest.

30. A conflict of interest means a instance where a CCM member or an authorized representative of a CCM member, or a member of the CCM Secretariat, gets an opportunity to use the position to advance personal ambitions or the interests of the organization/entity they represent, and act in the interests of a member of the family or loved ones, in a way that biases the interests of the target groups of the project or the public and is detrimental to other members of the CCM.

31. There are the following types of interests that can comprise a conflict of interests:

a financial interest is a monetary benefit that can be directly or indirectly received by the organizations and communities represented by the CCM Chair, the CCM Vice Chair and the CCM members in the result of the decision made by the CCM.

an administrative interest is getting by the Chair of the CCM, the Vice Chair of the CCM or the CCM member of the advantages in making decisions of the CCM or exerting pressure on the decision of the CCM, using decisions, regulations, orders or other documents regulating the activities of the organization or communities represented in the CCM, but not the documents regulating activities of the CCM.

a relationship or professional interest is getting of any benefit (promotion) by a relative or a fellow worker of the CCM members, their authorized representatives and the CCM Secretariat in the result of the decision made by the CCM.

32. All the members of the CCM shall be responsible for timely identification of a conflict of interest.

33. The CCM members must declare any actual or potential conflict of interest that exists or may arise when the CCM makes a decision. All the members of the CCM, their authorized representatives and the CCM Secretariat shall sign the Declaration of Conflict of Interest once a year (Appendix 1). Before the Declaration is signed by new members, the CCM Secretariat shall get them to know this policy of conflict of interest by sending information in writing to new members.

34. In case of occurrence of a conflict of interest that is not specified in the Declaration of Conflict of Interest, the CCM members, their authorized representatives and the CCM Secretariat shall declare orally any actual or potential conflict of interest involving themselves and other CCM members, their authorized representatives and the CCM Secretariat at a meeting of the CCM or in writing within the period between the CCM meetings by sending an updated Declaration of Conflict of Interest to the CCM Secretariat (Appendix 1).

35. The CCM shall manage the conflict of interest at the current or next meeting, where this conflict of interest is disclosed. The disclosed conflict of interest and the results of management of the conflict of interest shall be documented in the minutes of the meeting of the CCM.

36. A member of the CCM against which a conflict of interest is declared shall not participate in discussion of this conflict of interest and its mitigation at a meeting of the CCM. A CCM member can participate in this process in an exceptional case upon the decision of the CCM.

37. In case of disclosure of a conflict of interest related to the Chair of the CCM, he shall not preside and shall not vote during the CCM makes a decision on the issue related to which a conflict of interest is disclosed. The Chair of the CCM shall not be obliged to leave the meeting at the time of this decision making.

38. A member of the CCM against which a conflict of interest is disclosed shall not participate in the process of discussion and decision making (voting) on the issue in relation to which a conflict of interest is disclosed.

39. In case a conflict of interest related to any an issue at a meeting of the CCM cannot be resolved at this meeting of the CCM, a decision on this shall not be made and shall be postponed to the next meeting of the CCM.

VI. Additional Provisions

40. A proposal to amend the CCM Regulations shall be submitted to the CCM meeting for consideration by the CCM Chair, Vice-Chair of the CCM or a group of members of the CCM composed of at least five persons.

41. These Regulations shall come into effect from the date of approval at the plenary session of the CCM.