

## CCMSL ELECTION GUIDELINES

### 1. Introduction

The Country Coordinating Mechanism (CCM) for the implementation of grants of the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund) form an integral part of the Global Fund partnership which brings a diverse group of stakeholders to facilitate the implementation and monitoring of grants. The ultimate objectives of a CCM are to coordinate the development of the national request for funding, nominate the principal recipient and oversee the approved grants all while operating under guaranteed transparency, inclusivity and consistency.

The CCM Sri Lanka is comprised of 29 representatives.

	<b>Sector</b>	<b>No. of Members</b>
1	Public Sector	13
2	ML/BL	4
3	Academia	1
4	Faith Based Organization	1
5	NGO	5
6	PLWD – HIV	1
7	PLWD – TB	1
8	KP	2
9	Private Sector	1
	<b>Total Members</b>	<b>29</b>

Out of the 29 representatives, 12 representatives of the Sri Lanka CCM are elected through an election.

	<b>Sector</b>	<b>No. of Members</b>
1	Academia	1
2	Faith Based Organization	1
3	NGO	5
4	PLWD – HIV	1
5	PLWD - TB	1
6	KP	2
7	Private Sector	1
	<b>Total Members</b>	<b>12</b>

This document contains important information for procedures and pre-requisites concerning eligibility criteria of contestants and voters for the election of the above mentioned 12 seats. This CCM election guideline aims to provide clear instructions and guidance to conduct an inclusive and transparent CCM election to elect members for the CCM Sri Lanka. This guide was developed through a consultative process with communities, civil society organizations, CCM members and leadership and the Global Fund country team.

### 2. Conflict of Interest Policy

The CCMSL Governance Manual highlights the importance of all electoral procedures being carried out with strict compliance to its Conflict-of-Interest Policy (CIP). Conflict of Interest is said to arise when the decision-making of CCM members becomes unduly influenced by their organizational or personal interests.

The presence of such influences could prove detrimental to the credibility of the CCM and the programs of which it is in charge. Designed to protect CCM members, employees, consultants and

other parties who might engage in relevant activities, the CIP provides security to the CCMSL, its members, Global Fund Principal Recipients and Sub-recipients, and program implementers by creating awareness of actual and perceived conflicts of interest. Once a conflict of interest is recognized, CCMSL, through its Ethics Committee, is required to transparently manage its issues and the parties involved and deliver a prompt and fair solution.

All CCM election candidates should comply with the Conflict-of-Interest Policy.

### 3. Eligibility criteria for candidates of the CCM election

#### 3.1 General requirements

- Only official representatives of organizations could appear as candidates for CCM election for all seats. It is recommended that the organization Head and/or relevant higher officials are nominated as candidates. It is also recommended to refrain from nominating an individual who is paid through the Global Fund grants to avoid any conflict of interest. However, it is also noted that in many situations, individuals with experience and insight to contribute to CCM discussions may be employed at organizations under Global Fund support. The organization Heads and Board Members are therefore required to make appropriate decisions about the organizations' representatives to appear at the CCM election.
- Each candidate must be able to provide proof of their organizations engagement in HIV or TB or Malaria sector or generally in health for a minimum of three years.
- Each candidate must be endorsed by the head of the organization to appear for the election.
- Each applicant organization must provide a recommendation from a similar civil society organization in Sri Lanka endorsing the application to the CCM election.
- Those who apply for CCM membership are also eligible to vote.
- If any organization applies for more than one sector/constituency, they must submit applications separately for each category they wish to apply.

#### 3.2 Registration of organizations

- Organizations of the election candidates should be registered organizations in Sri Lanka under any of the below methods
  - NGO registered with the NGO Secretariat (under Act No. 31 of 1980),
  - Civil Society Organizations (CSO) registered under the Business Registration of the Company Act
  - Civil Society Organizations registered as Trusts with the Land Registry of Sri Lanka.
- For organizations that are not legally registered but are involved within the HIV, TB and/or any other health response, an endorsement letter signed by the Chair of the Key Populations Taskforce (KPTF) is required to apply as a candidate for the CCM election. The Chair of the KPTF should discuss such endorsement within the taskforce prior to endorsing. \*

\*Due to scope of work (sex workers, MSM, people who use/inject drugs) many formalized groups that operate as organizations face challenges in formally registering as organizations. The associated costs for registration are also a factor that prevents many formalized groups from registering. However, it was of the opinion of the KPTF members that such challenges

should not exclude formalized groups that operate in the health sector from applying to become CCM members. Therefore, the above solutions were recommended.

### 3.3 Specific Requirements for CCM seats

- **For the NGOs:**

The organizations of the applicants should be registered with the NGO Secretariat (under Act No. 31 of 1980), or The Business Registration under Company Act or as a Trust registered at Land Registry. Unregistered organizations can apply with an endorsement letter from the Chair of the KPTF. Those organizations should have been working in Sri Lanka for at least 3 years, with an involvement or interest in the health sector.

- **For the Private Sector:**

Any company or professional association registered under the Companies Act or Parliamentary Act, which has been in business in Sri Lanka for at least 3 years, with some involvement with / interest in the health sector.

- **For the religious/faith-based organizations:**

Any religious / spiritual organization which has been working in Sri Lanka for at least 3 years, with an involvement or interest in the health sector.

- **For Academia:**

Any academic organization or institution officially registered in Sri Lanka and active at least for last 3 years and directly involved in or has interest in health sector is eligible to be a candidate in this constituency.

- **People living with or affected by HIV/AIDS (PLWD)**

Any organization of People Living with HIV/AIDS operating in Sri Lanka for at least 3 years is eligible to be a candidate in this constituency.

- **People living with or affected by TB (PLWD)**

Any organization of People Living with TB operating or engaging in TB awareness raising, prevention and community engagement in Sri Lanka for the last 3 years.

- **Key Population: (KP)**

Any organization of and led by key populations operating in Sri Lanka for the last 3 years is eligible to apply for this seat.

\*In the context of Sri Lanka, Key Populations include: Men who have Sex with Men (MSM) People who Inject Drugs (PWID), Transgender People, Sex Workers (SW), Tourism Service Providers. However, Women and girls, prisoners, refugees and migrants, people living with HIV/AIDS, adolescents and young people, Orphans and Vulnerable Children, and populations of humanitarian conflicts are also recognized as vulnerable populations for HIV and TB in Sri Lanka.

### 3.4 Required documentation for application

1. Completed application form
2. Endorsement Letter from the Head of the organization endorsing the candidate's application
3. A two-page document describing the engagement of the organization in HIV or TB responses or in health responses generally in Sri Lanka
4. Registration proof for organizations that are registered
5. Endorsement letter from the Chair of the KPTF for organizations that are unregistered

#### 4. Eligibility criteria for voters at the CCM election

Organizations of the candidates who appear for the election are not expected to register as voters separately.

##### 4.1 General Requirements

- One representative from an organization can participate in the election as a voter.
- Those applying to be voters should represent organizations and the application should be endorsed by the head of the organization.
- Those who apply for CCM member seats are also eligible to vote.

##### 4.2 Required Documentation for application

- Completed application form
- Endorsement letter from the Head of the Organization
- Registration proof for organizations that are registered
- Endorsement letter from the Chair of the KPTF for organizations that are unregistered.

#### 5. Election Committee and Terms of Reference

##### 5.1 Structure

The Election Committee of the CCM is an ad-hoc group tasked with the responsibility of general oversight of the Election. The Committee is responsible for organizing and delivering an inclusive and transparent CCM election. The Committee shall consist of three CCM members chosen by and from the CCM. The CCM Secretariat shall provide administrative and coordination services to the Election Committee. Members of the Election Committee are not eligible to stand for CCM election. At least 1 Civil Society CCM member should be part of the election committee.

##### 5.2 Roles and Responsibilities

- Provide guidance to the CCM secretariat on CCM election related matters
- Finalize the timeline for the CCM election in consultation with CCM and KPTF.
- Review the CCM election guidelines and present any changes to the CCM for adoption if necessary.
- Evaluation of the advertisements and announcement of the CCM election and provide guidance to the CCM secretariat to disseminate widely.
- If necessary, invite eligible organizations to express interest in becoming a CCM Member
- Review all applications received and finalize the list of candidates for the CCM election
- Announce the final list of CCM election candidates through CCM secretariat communication channels and address, with involvement of the Ethics Committee, any objections to the nominations.
- Inform each seat/ constituency and voters of their respective date and time for the election.
- Conducting and overseeing a transparent election for each constituency separately
- Announce the final results of the election.
- If no candidates are selected for a particular seat, the ad-hoc committee will identify potential candidates/organizations and submit recommendations to the CCM to decide on a suitable representative.

#### 6. Conducting of the election

##### 6.1 Election Timeline –

	Task	# weeks	W1	W2	W3	W4	W5	W6	W7	W8	W9
1	Call for CCM election and voting applications and deadline for applications	2									
2	Reviewing and shortlisting of candidates and voters	2									
3	Announcement of final list of candidates and grace period for objections	1									
4	Announcement of CCM election date and the conducting of the election	2									
5	CCM election										

## 6.2 Roles and responsibilities of the election committee on the day of the election

- Announce the candidates for each seat/ constituency, and invite the voters to vote through a secret ballot method
- Count the votes and announce the elected member to the audience
- Supervise and oversee that all activities pertaining to the election during the day of the election are transparent
- If no candidates have applied for a particular seat, the ad-hoc committee will inform the CCM to decide on a suitable representative.
- If two or more organizations obtain the same number of votes, an additional round of voting with the respective organizations will decide the final selection.
- Ad-hoc committee has the right to decide the best course of action to address any issues arising on the day of the election. At least one member of the CCMSL Ethics Committee should be present and involved in the election process and decision making.
- The final decision lies with the Ad-hoc committee.

## 6.3 Number of votes per voter

	Sector	No. of seats	Number of votes per voter
1	Academia	1	1
2	Faith Based Organization	1	1
3	NGO	5	5
4	PLWD – HIV	1	1
5	PLWD - TB	1	1
6	KP	2	2
7	Private Sector	1	1

## 7. Re-election of CCM members

- It is advised that new members/organizations are elected at each election to bring new voices and skills to the CCM.
- If an organization which is already a CCM member is applying to be re-elected, it is advised that a new organization representative is presented as the candidate.
- An organization at any time should not be selected for more than two times at a row for a CCM seat. This applies to an organization and/or individual that has been part of the CCM consecutively for two terms even through different seats.

## 8. Additional documents

### Shortlist Matrix Template

Requirements  (Applicants to be scored out of 2 points for each requirement according to the scoring system below)	Applicant Performance		
	Applicant 1	Applicant 2	Applicant 3
1. Applicant has been working in the health sector for a minimum of 3 years			
2. Applicant has shown recommendation from a registered organization			
3. Applicant has provided evidence of previous projects and community engagement related to the cause.			
4. Applicant/ organizations has not been proven to have committed fraud, corruption or any human rights violations			
5. Applicant does not have a conflict of interest			
6. Applicant has shown diversity (gender, age, ethnicity, location) and understanding of gender-related issues within the applying organization			
7. Applicant shows knowledge of disease (HIV/TB)			
8. Applicant has shown membership of KP (HIV/TB)			
9. Applicant is able to voluntarily dedicate their time to activities of the CCM			
10. Applicant has shown willingness to travel			
11. Organization has not been rejected from another category			
<b>Total Score (out of 22)</b>			

\*Applicant eligibility will be assessed by scoring their fulfillment of the above requirements according to the following performance scoring system.

Criteria	Score
1. There is no evidence to show that the applicant has met this requirement	0
2. The applicant has partially fulfilled this requirement	1
3. The applicant has successfully fulfilled this requirement	2