

**Key Populations Task Force
(KPTF)
of Country Coordinating Mechanism Sri Lanka**

Operating Guideline

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Key Populations Task Force

Operating Guideline

1. Introduction

The Key Populations Task Force Sri Lanka (KPTF) envisions to facilitate a platform to bring together the voices of all communities and civil societies living with, affected by and/ or vulnerable to Human Immunodeficiency Virus (HIV), Tuberculosis (TB) and Malaria in order to ensure their meaningful and effective engagement in the national HIV, TB and Malaria responses towards key, marginalized and vulnerable populations.

Despite, Sri Lanka having achieved Malaria elimination, the KPTF will ensure that Malaria remains a focus area of the KPTF and in its priorities.

The KPTF defines key populations as men who have sex with men (MSM), female and male sex workers (FSW and MSW), transgender men and women, people who use/inject drugs (PWUD/PWID), and tourism service providers. In addition, young people, women and girls, migrants and any population/community or group that are affected by, at risk of or vulnerable to HIV or TB or Malaria are identified by the KPTF as vulnerable populations.

People living with HIV (PLHIV) and people living with TB (PLTB) are also identified by the KPTF as key populations for the HIV and TB responses.

2. Objectives

2.1 General objective

The KPTF aims to operate with a solution-oriented approach to address challenges faced by the communities and civil societies in accessing available HIV and TB services to ensure the end of Acquired immune Deficiency Syndrome (AIDS) and TB as epidemics in Sri Lanka.

2.2 The specific objectives of the KPTF are:

2.2.1 Programs and program planning

- a. Ensure meaningful engagement of communities and civil societies in national processes of the Global Fund to fight AIDS, Tuberculosis and Malaria (Global Fund).
- b. Strategize and identify practical solutions for challenges faced by communities, civil societies, and community-led/-based organizations within the HIV and TB responses to ensure their meaningful engagement in the HIV and TB responses.

2.2.2 Communication

Ensure bi-directional communication with and among communities and civil societies and community-led/-based organizations to inform strategic decisions making at the KPTF and Country Coordination Mechanism (CCM) Sri Lanka.

2.2.3 Financing and Sustainability

- a. Facilitate the engagement of communities and civil societies in the sustainability and advocacy of the HIV and TB Responses.
- b. Advocate and lobby for sustainability of community and civil society partners and their engagement within the HIV and TB national responses

2.2.4 Capacity Building

- a. Advocate for the provision of opportunities and channelling of resources for community-led and -based organizations to build capacity for meaningful engagement in the HIV and TB responses.
- b. The KPTF perceives its role beyond and above the implementation of project activities supported by the Global Fund. It intends to broker a space for communities and civil societies to engage comprehensively and broadly within the national HIV and TB responses in collaboration with the national HIV and TB stakeholders including CCM, National STD AIDS Control Program (NSACP), National Program for Tuberculosis Control and Chest Disease (NPTCCD), technical agencies and the Government of Sri Lanka.

3. Membership of the KPTF

3.1 Composition of the KPTF membership

- a. The KPTF will be consisted of maximum 35 members who are representing organizations.
- b. Only one member can be appointed by one organization to represent the organization at the KPTF.
- c. The KPTF will prioritise organisation for its membership
- d. Organizations that are led by key populations/ vulnerable populations that are at risk of HIV and TB.
- e. Organizations led by people living with HIV (PLHIV) and people living with TB (PLTB)/affected by and or vulnerable to TB.
- f. Organizations that are serving communities and civil societies living with, affected by and/or vulnerable to HIV and/or TB.
- g. KPTF should represent geographical, age, sexual orientation, gender identity, diseases, income level and diversity.
- h. All civil society CCM members by default will become KPTF members.
- i. The National STD AIDS Control Program (NSACP), National Program for Tuberculosis Control and Chest Disease (NPTCCD), Anti Malaria Campaign (AMC), Local Fund Agent (LFA), Global Fund (GF) and CCM Secretariat will join the KPTF as observers.

3.2 Selection of KPTF members

- a. Members should be selected through an open and transparent application process.
- b. The KPTF members will decide the membership pre requisites and application process.

- c. An ad-hoc selection committee consisted of at least 3 existing KPTF members should be appointed to conduct membership replenishment process.

3.3 Requirements to become a KPTF member

- a. An organization that wishes to become a KPTF member should submit an application to the KPTF committee.
- b. Organizations that wish to be KPTF members should be legally registered in Sri Lanka and the registration should have been completed at least 2 years by the date of application
- c. The applicant should be able to demonstrate their involvement within the HIV/TB responses and in serving key and vulnerable populations to HIV and TB.
- d. The applicant organisation should nominate the organisation representative in writing for the KPTF membership.
- e. The organization may nominate one additional representative if the nominated member will not be able to attend for any meeting.

3.4 Role of the ad-hoc KPTF member selection committee

- a. In consultation with KPTF members decide the pre requisites for membership recruitment and the timeline.
- b. Finalize the selection criteria in consultation with the KPTF to recruit new members.
- c. Short list applications and submit to the KAP committee for endorsement.
- d. Submit the final list to the KPTF Chair to send invitations.
- e. Ensure that the KPTF membership represents geographical, age categories, sexual orientation, gender identity, diseases, income level diversity and diversity of other such relevant grounds.

3.5 Roles and responsibilities of KPTF members

- a. Attend all KPTF meetings and engage actively and meaningfully in all KPTF discussions
- b. Proactively engage with the KPTF to seek progressive solutions and recommendations for challenges and concerns of key and vulnerable communities and respective constituencies.
- c. Ensure the voices of key and vulnerable communities and respective constituencies are brought to the KPTF discussions.
- d. Ensure bi-directional communication between KPTF and constituencies.
- e. Strategize collectively to advocate and implement advocacy initiatives to address challenges faced by key and vulnerable communities and respective constituencies.
- f. Prioritize the issues, concerns and challenges discussed at the KPTF to effectively present at the CCM.

3.6 Roles and responsibilities of Civil Society CCM members at the KPTF

- a. At the end of each KPTF meeting prioritize the issues and concerns to be raise at the CCM.
- b. Ensure that issues and concerns raised at the KPTF are presented meaningfully at the CCM.
- c. Follow up proactively within the CCM to seek solutions for the issues and concerns raised at the KPTF communicate the outcomes of the CCM meetings, decision points with the KPTF regularly.
- d. Consult the KPTF to identify key items to be included in CCM agenda.
- e. Consult the KPTF regularly on CCM discussions.
- f. Consult the KPTF meaningfully and regularly on Funding Request Development, Oversight of the programs, Reprogramming and etc.
- g. Ensure that communities and civil societies are meaningfully engaged in the full country dialogue process including in drafting stages and budget negotiating stage.

3.7 Termination of membership

- a. Membership will be terminated if a member does not participate in three (3) KPTF meetings consecutively without excuses.
- b. The following will be implemented through establishing an ad-hoc investigation committee who will submit their recommendations to the KPTF for collective decision making.
 - Membership will be terminated if a member or a member organization violates the rights of key and vulnerable populations.
 - Membership will be terminated if a member or a member organization is proven to have committed fraud or corruption.
 - Membership will be terminated if the majority of the KPTF members decide a certain member or member organization does not serve the objectives of the KPTF.

3.8 Appointment of the KPTF Chair and Vice Chair

- a. KPTF Chair will be selected through a nomination-adoption process. However, the KPTF Chair should be a CCM member.
- b. A KPTF Vice-Chair should be selected through a nomination-adoption process and is not required to be a CCM member.

3.9 Role and responsibilities of the KPTF Chair/ Vice -Chair

- a. Conduct KPTF meetings regularly prior to each CCM meeting in collaboration with the CCM Secretariat.
- b. In consultation with CCM Secretariat, civil society CCM members and KPTF members draft and finalize agendas for each KPTF meetings.

- c. Work in collaboration with the civil society CCM members to ensure that issues/concerns raised at the KPTF meetings are effectively raised at the CCM.
- d. Brief the KPTF on the outcomes of each CCM meeting via physical or online meetings or via emails.
- e. Share relevant and important information regarding the national Global Fund grants regularly and on-time with the KPTF.
- f. Advocate for meaningful engagement of civil societies and communities in all Global Fund processes at the CCM level.

3.10 Role of the Secretariat of Country Coordinating Mechanism (CCM)

- a. Ensure the circulation of the Invitation and Agenda of the KPTF meeting among members
- b. Ensure that KPTF minutes are shared with members in all three languages.
- c. Ensure that KPTF meeting minutes are properly archived\ support KPTF Chair and Vice Chair to call and organize the meeting.

4. Conducting KPTF Meetings

- a. KPTF meetings should be conducted once in three months.
- b. KPTF meetings should be conducted with a minimum of 50% participation of its full membership.
- c. The Chair of the KPTF in consultation with the CCM Secretariat will finalize the meeting date and send invitation to members.
- d. The KPTF Agenda should be circulated at least 7 days prior to the date of the meeting for comments and inputs.
- e. All KPTF meetings will be conducted in either Sinhala or Tamil depending on the common language among majority participants. With the support of the CCM Secretariat, interpretations should be provided (with prior notice) to those who require interpretation.

5. Decision making process

- a. All decisions at the KATF will be made after thorough and meaningful discussions during the meetings.
- b. If necessary, the KPTF Chair will conduct a vote to make decisions within the KPTF.

6. Communication

6.1 CCM and KPTF communication

- a. Civil society CCM members are responsible to ensure that KPTF is fully up-to-date with the proceedings and decisions of the CCM.
- b. At the beginning of each KPTF meeting, civil society CCM members will provide an update on the previous CCM meetings.
- c. Following each CCM meeting, civil society CCM members will share the immediate outcomes of the CCM meeting with the KPTF members via email.

6.2 KPTF and constituency communication

- a. All KPTF members are responsible for communicating the outcomes of the KPTF meetings (and CCM meetings) with their relevant constituencies.
- b. A communication sub-committee will be appointed to lead on KPTF communication with the constituencies.

6.3 Communication Sub Committee

- a. The KPTF will appoint a communication sub-committee consisted of 3-4 KPTF members.
- b. The communication sub-committee is responsible for communication of KPTF outcomes (CCM meeting proceedings and outcomes) with constituencies.
- c. In consultation with the KPTF, the communication sub-committee may roll out consultations with the constituencies to bring community and civil society needs, concerns and recommendations to the KPTF.
- d. In consultation with civil society CCM members, KPTF Chair and CCM Secretariat, the communication sub-committee will ensure that all information related to Global Fund processes (country dialogue, funding request, community consultations etc) are shared regularly and on time with constituencies.
- e. The communication sub-committee will establish and maintain communication platforms (WhatsApp groups, Email List Serves etc) as per the need of the KPTF to maintain communication with KPTF members and constituencies.

7. Sub-committees

The KPTF may decide on establishing sub-committees as required to support the work of the KPTF. These sub-committees may include but not limited to advisory committees, ethics committees, complaint committees etc.