

Mission No. 14INI149

Strengthening CCM Albania's governance – October 2014 to April 2015.

General Objectives: Strengthen CCM Albania's Governance on the basis of the operational plan endorsed in July 2014.

Expected results: Reviewing and Revising CCM documents & manuals to meet the Eligibility requirements and Minimum standards of the New Funding Model. In addition, CCM membership renewal is undertaken and Governance is strengthened.

VISIT 1

Key Focus Areas:

1. Strengthening Oversight:
 - Oversight Committee composition.
 - Preparation of model ToRs for the Oversight Committee
 - Oversight Plan/Work Plan
 - Design methodology and tools for carrying out field visits
2. Strengthening CCM Secretariat:
 - Developing ToRs and Work plan.
 - Developing of a framework for Secretariat Manual of procedures.
 - Training of Secretariat – Minutes writing formats.
3. CCM Membership Renewal:
 - Policy for representation of different sectors & membership selection criteria.
 - Constitution of committee for renewal and their ToRs.

WORK PLAN

| DAY 1 | | | | |
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| Day & Date | Time | Activity | Persons to meet | Remarks |
| MONDAY *17 th Nov,'14 | 9 AM | Introductory meeting of consultant team | Ms. Elda Halkaj & Shailendra Haruray | |
| | | Meeting with Cooperation and cultural Action Advisor in Albania at the French Embassy. | Mr Hubert Le Forestier de Quillien (hubert.leforestier@diplomatie.gouv.fr) | Explain objectives of the mission |

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| | | Meeting with CCM secretariat | Ms. Manjola Kola | Share work plans and identify support required. |
| | | Meeting with CCM key functionaries to seek their support | CCM Chair, Vice Chair & OC Chair | Share work plans and identify support required including finalize date and time of CCM meeting at the end of the Visit. |
| DAY 2 | | | | |
| TUESDAY *18 th Nov,'14 | | Review of CCM documents | Ms. Elda Halkaj & Shailendra Haruray | Identify gaps & assess measures for mitigation. |
| | | Finalize persons to meet and schedule of meetings. | “ | Fix meetings with support of CCM sectt. |
| | | Allocate specific tasks between the consultant team with time lines | “ | |
| DAY 3, 4, 5, 6 (WEDNESDAY, THURSDAY, FRIDAY, SATURDAY (detailing will be done at the start of the visit –by Day 2) | | | | |
| | | <p>Work on:</p> <ul style="list-style-type: none"> • Oversight (including carry out field visit), Interact with individuals, Study documents and prepare modified/new document drafts • CCM secretariat manual • Outline a policy on membership renewal including study of Civil Society Organizations, epidemiology of the disease etc. | | Will include meetings, study of documents, and work-study/field visits. |
| SUNDAY – OFF DAY | | | | |
| DAY 7 | | | | |
| MONDAY | 9AM | Discussions with CCM secretariat on draft of the procedure manual & Training to upgrade writing of Minutes & other procedures. | CCM secretariat | |

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| DAY 8 | | | | |
| TUESDAY, *25 th , Nov 2014. | | Meeting with CCM and presentation of proposed policies and documents for validation | CCM Plenary | |
| DAY 9 (HALF DAY) | | | | |
| WEDNESD AY, *26 th , Nov2014 | | Prepare final documents for adoption by CCM | | |
| | | Meeting with Cooperation and cultural Action Advisor in Georgia at the French Embassy. | Mr Hubert Le Forestier de Quillien (hubert.leforestier@diplomatie.gouv.fr) | Brief about work accomplished during visit 1. |

* Dates are tentative and subject to confirmation by CCM Albania.