

## **COUNTRY COORDINATING MECHANISM, ALBANIA**

### **CCM MEMBERSHIP RENEWAL & GOVERNING POLICY MANUAL**

#### **1. Introduction:**

The Global Fund for AIDS, Tuberculosis and Malaria (GFATM) being a financing mechanism follows a core principle of promoting country ownership which is considered critical for a sustainable national response

GFATM funded national programs are financed through a process of participatory Concept Note development involving multiple stakeholders. The processes it promotes are intended to complement existing national programs and national policies. It therefore looks for building and linking its programs to existing mechanisms consistent with National Strategic Plans as also poverty reduction strategies and sector wide approaches.

Consequently, Country Coordinating Mechanisms (CCM)'s are central to the Global Fund's commitment to local ownership and participatory decision-making. These country-level multi-stakeholder partnerships develop and submit grant proposals to the Global Fund based on priority needs at the national level. After grant approval, they oversee progress during implementation.

The membership of the CCM has to be broadly representative of variety of stakeholders, each representing an active constituency with an interest in fighting one or more of the three diseases. Each constituency brings a unique and important perspective thus increasing the probability of achieving measurable impact. In this representation the Gender perspective representation also important

#### **2. Roles and Responsibilities of the CCM, Albania:**

The purpose of the CCM Albania is to ensure that Global Fund resources are used to support an approach that is country-driven, coordinated and multi-sectorial, involving all relevant partners. The key functions of CCM Albania, fully guided by the National Strategic Plan are:

**2.1 To coordinate the development and submission of national proposals to the Global Fund.**

**2.2 To develop and implement criteria** for the nomination of Principle Recipients (PR) and Sub-Recipients (SR) for each proposal, which will

be involved in the implementation of the project, should the proposal be approved.

**2.3 To oversee Global Fund grants in Albania.** Oversee implementation of activities financed by Global Fund grants, ensuring that the performance of PRs and SRs is monitored and evaluated. Review progress reports that have been prepared and submitted to the Global Fund by PRs.

**2.4 To facilitate PRs in reprogramming of grants.** Consider and, where appropriate, approve major changes in grant implementation plans that have been proposed by the PR. When necessary, submit requests to the Global Fund for reprogramming of approved grants.

**2.5 To request Global Fund for continued funding.** Submit to the Global Fund request for continued funding for each approved grant as required.

### **3. Additional Roles of CCM Albania:**

**3.1** To lay down Governance related policies as also other associated procedures, implement them and to modify the same as and when necessary.

**3.2** Ensure transparency in all process of information sharing and make information accessible to the general public.

### **4. Core Principles of Country Coordination Mechanism**

**4.1** In pursuing its mandate, the CCM adheres to the principles of effective, broad and inclusive participation, democratic decision-making, respect, openness and transparency, and efficient operation through the following:

**4.1.1** CCM will operate as a national consensus group and promote national partnerships in development and implementation of Global Fund supported grants

**4.1.2** Representation will be ensured from all relevant sectors as set out in the section below entitled "CCM Membership"

**4.1.3** Representation from non-government sector selected by themselves through transparent and documented processes.

**4.1.4** Ensure complete transparency in decision-making

- 4.1.5 All CCM members are equal partners, with full rights to participation, expression, and involvement in decision-making.
5. As an integral part of promoting transparency, accountability, inclusiveness, and public confidence in all of its activities, the CCM will adopt and adhere to a Conflict of Interest Policy. The Conflict of Interest Policy is included herein as an *Annexure 5*.
  6. Principal Recipients, Sub-Recipients, and Sub-Sub-Recipients are expected to adhere to this Conflict of Interest Policy, and to make all efforts to avoid conflicts of interest, and effectively address those, which arise.
  7. The CCM shall promote linkages and consistency between Global Fund activities in Albania and the country's national development strategies; national disease strategies, national systems for monitoring, financial management and procurement; and national efforts to increase the harmonization, coordination, and effectiveness of external assistance.

#### **Structure of the Country Coordinating Mechanism**

8. The CCM members represent the interests of the country level stakeholders in the fight against HIV and TB. The CCM is comprised of stakeholder constituencies represented at the national level to develop country level plans for obtaining additional resources from the Global Fund with a view to improving the response against AIDS and tuberculosis in Albania.
9. The country level stakeholder constituencies represented by membership of the CCM shall include: government sector; academic sector, non-governmental organizations (NGOs); community-based organizations; people living with HIV or tuberculosis; key affected populations: the private sector through association of professionals; and in-country multi/bi-lateral development partners.
10. The size of CCMA shall not exceed 17 members, so as to ensure that the CCM can carry out its functions effectively and efficiently. The composition of membership is specified in section below entitled "CCM Membership Composition".
11. Each CCM member shall have a designated Alternate member who may represent the constituency in the absence of the appointed member where the appointed member provides written

communication at least 2 working days before a meeting to the Secretariat of his/her absence.

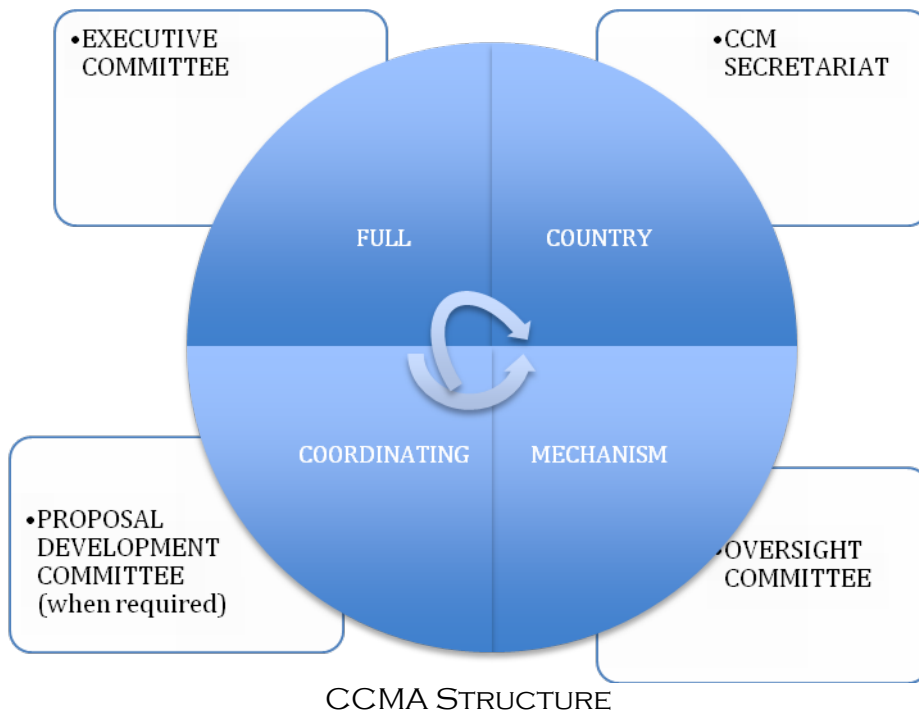
12. In order to enable the CCM to function efficiently, committees, working groups may be constituted either on a temporary or ongoing basis by the CCM. Terms of reference for such committees, working groups shall be determined by the CCM.

13. Standing committees of the CCM shall comprise the following:

13.1 Executive Committee;

13.2 Oversight Committee;

13.3 Proposal Development Committee (as and when required)



14. To assist functioning of the CCM, consultants or other technical resource persons may also be engaged by the CCM.

15. The CCM structure is intended to provide a supportive environment in which members may fulfill their roles and responsibilities in a transparent and effective way.

### **Office Bearers**

16. The CCM members shall elect a Chair and a Vice-Chair in accordance with the election guidelines stipulated in this Policy Manual Annexure 1. The Chair and the Vice-Chair shall each be elected from different constituencies.

## **Executive Committee**

17. An Executive Committee shall be established, comprising of the Chair, Vice-Chair, the Chair and the Vice Chair of the Oversight Committee. Terms of Reference of the Executive Committee are included in this Policy Manual as *Annexure 2*. This committee will also ensure implementation to the Conflict of Interest Policy (CoI.) which is placed at *Annexure 5*.

18. The CCM Secretariat focal point will be the Secretary to the Executive Committee.

## **CCM Oversight Committee**

19. Providing oversight to proposal development, grant negotiation, grant implementation and grant closure is an essential function of CCM.

20. The oversight responsibility is essential to mitigate risks and overcome bottlenecks and to enhance transparency with regards to grant implementation.

21. CCM has the responsibility to orchestrate the country's management of Global Fund grants and in order to do that; it must have a clear, well-documented oversight plan in place.

22. The CCM shall establish an Oversight Committee and delegate it to conduct, on its behalf regular and detailed review of program implementation.

23. The CCM shall appoint the members of the Oversight Committee.

24. Membership of the Oversight Committee shall consist of a Chair, a Vice-Chair, and four Ordinary Members. The CCM shall appoint members to the positions of Chair, Vice-Chair, and Ordinary Member as the case may be. The CCM will ensure, while appointing the Oversight Committee, that adequate skills pertaining to Program implementation, Financial Management as well as Procurement and supply management are available within the members. Representation of People living with the disease and Key affected population should also be ensured to provide a balanced oversight perspective.

25. Membership of the CCM is not a prerequisite for appointment to the Oversight Committee, with the exception of the positions of Chair and Vice Chair.

26. Individuals who are employed by a principal recipient, a Sub-Recipient, a Sub-sub-recipient, or who otherwise have a conflict of interest within the terms of the CCM Conflict of Interest Policy are ineligible for membership of the Oversight Committee.

27. The Oversight Committee shall coordinate and document the application of conflict of interest at the time of appointment of each member of the oversight committee.

28. The functions of the Oversight Committee shall be determined by the Terms of Reference of the CCM Oversight Committee as adopted by the CCM and appended to this Policy Manual as Annex 3.

### **CCM Proposal Development & harmonization Committee**

29. This committee shall be called Proposal Development Committee and shall be appointed as and when a need for writing a Concept Note (CN) or any proposal arises.

30. The CCM shall appoint the members of the Proposal Development Committee and delegate responsibility of proposal developments. This committee has the responsibility to select/hire appropriate technical experts for proposal development and closely monitors the process.

31. The committee shall ensure that funding applications are aligned with the national development objectives and harmonized with existing efforts by other national and international entities. Funding requests should be based on identified financial and programmatic gaps in the national programs.

32. The committee shall coordinate engagement of technical partners and seek technical assistance as necessary.

33. In order to ensure the most effective possible proposal development process is undertaken, this committee should develop a six-monthly “proposal development work plan”.

34. The committee shall coordinate the development of all funding applications through transparent and documented processes that engage a broad range of stakeholder – including CCM members and non-members – in the review of activities to be included in the proposal.

35. The committee shall ensure engagement of “key affected population groups” in the development of funding proposals.

36. The committee shall coordinate proposal review process by wide-range of stakeholders and document the same.

37. Membership of the Proposal Development Committee shall consist of a Chair, and four Members. The CCM shall appoint members to the positions of Chair, Vice-Chair, and other Member as the case may be.

38. Membership of the CCM is not a prerequisite for appointment to the Proposal Development Committee, with the exception of the position of Chair and Vice Chair.

39. Individuals who are employed by a Principal Recipient, a Sub Recipient, a Sub-sub-recipient, or who otherwise have a conflict of interest within the terms of the CCM Conflict of Interest Policy are ineligible for membership of the Proposal Development Committee.

40. The Terms of Reference as adopted by the CCM and appended to this Policy Manual, as Annex 4 shall determine the functions of the "Proposal Development Committee".

### **Technical Working Groups**

41. The Oversight Committee and Proposal Development Committee shall, if necessary, utilize two Technical Working Groups (TWGs) to provide expert knowledge and advice to the Oversight Committee and Proposal Development Committees on matters of program implementation, management and evaluation.

42. The two Technical Working Groups (TWGs) shall be:

- ⊙ HIV Technical Working Group
- ⊙ TB Technical Working Group

43. A technical working group for Health System Strengthening may be established if necessary.

44. Members shall be appointed on the basis of their technical or program management knowledge and expertise for each TWG.

45. The CCM shall nominate members to the TWGs. The Chairpersons of the Oversight Committee and Proposal Development Committee are responsible for recommending to the CCM suitable persons for the TWGs.

46. The TWG members may come from any organization, including PRs, SRs, SSRs or development partners. However they will not take part in, nor be present at the decision-making by the Oversight Committee or Proposal Development Committee.

**CCM Secretariat**

47. The CCM shall establish a Secretariat headed by Focal Point. The role of the CCM Secretariat is to support day-to-day functions of the CCM. The Focal Point and the CCM Secretariat shall execute the functions as delegated by the Executive Committee.

48. The Focal Point of the CCM Secretariat shall attend meeting of the CCM, but not as a member.

49. The CCM Secretariat is the primary point of communication for the CCM, and shall receive and distribute communications received for consideration and action under the direction of the Executive Committee.

**CCM Albania (CCMA) Membership:**

50. Membership of the CCM shall be broadly representative of a variety of stakeholders, each with an active constituency concerned to fight against HIV/AIDS and tuberculosis,. Each constituency brings a unique and important perspective to the work of the CCM, thus increasing the probability of achieving measurable impact against the diseases. The CCM will ensure gender equity and perspective in CCM membership.

51. As individuals, CCM members are accountable to the sectors they represent and as a group the CCM is accountable to the nation.

52. The CCMA shall be composed of 17 members divided among the constituencies and sub-constituencies as shown in the table below:

<b>CONSTITUENCY</b>	<b>No</b>	<b>SUB-CONSTITUENCY</b>
Government Sector	7	Ministry of Health and Social Protection: 2 Office of Anti Discrimination: 1 Ministry of Education & Sports: 1 Ministry of Finance: 1 Ministry of Interior: 1 General director of Prisons: 1



Multilateral/Bilateral Development. Partners in-country	2	UN:1 Bilateral Partner :1
People Living with the disease	1	PLWHA : 1
Key Affected Population	1	TB/Ex TB patient: 1
MARPS	2	Network/Organizations of MSM, IDU's and FSW: 2
NGOs	1	Women & Youth Organizations: 1
Education Sector	1	Public Academic Institutions:1
Association of Professionals	2	
<b>Total</b>	<b>17</b>	

53. Members will be elected / appointed for a three (two)-year term. Members may be reappointed for a subsequent term with the endorsement of their relevant constituency as set out in section below “Procedures for Election/Appointment of Members”. A member shall serve no more than six (four) years consecutively. MKV membership will be with permanent members and elected / appointed members. This division will be at levels 60 with 40% of MKV membership. Members shall serve no more than two consecutive terms.

**Changes to CCM Constituencies and Membership:**

54. The CCM shall review membership structure on a three (two) yearly basis to coincide with election /appointment schedule, and shall make any adjustments necessary to ensure representation of all relevant sectors in Albania.

Any changes to the constituencies or their representatives on the CCM must take account of current Global Fund guidance on CCM membership, and must be approved by a two-thirds majority of CCM members present and voting at a meeting at which there is a quorum. Alternates are not eligible for voting in this respect.

**55. In the case of the Civil Society Organizations the essential requirements should be:**

- Organization should be a legal entity, registered at the Court and any other agency prescribed by the Government.
- Should have been in existence for at least 3 years prior to its seeking CCM membership.
- Should have a set of by laws and Procedures (by whatever name called) that clearly describe its objectives, Membership, methodology of its working including governing bodies, election of office bearers/committee to carry out its functioning.
- Proofs of accountability/functioning in a transparent manner and complying with all obligations (tax clearances, audit declaration, etc.).
- It is *Desirable* that it has experience of and works in the area of community, social development, advocacy; has carried out programs in the health services sector; and as far as possible is geographically spread through membership or/and network of associate organizations all over Albania. Should this be not possible, it should have capacities to link and create a network both in urban and rural areas with a large in country geographical spread.

#### **56. Rights of CCM Members:**

CCM members have the following rights:

- All members be treated as full and equal partners on the CCM;
- Full rights of expression and participation in proceedings at meetings and in other business transacted into local language(s) by the CCM;
- The right to nominate and second the nomination of members for election to the positions of Chair and Vice Chair;
- All members have a right to vote and any member can request that a particular issue be put to a vote;
- All members to review all proposals developed for submission to the Global Fund prior to any decision by the CCM on the proposals;
- All members to sign, or decline to sign, proposals developed for submission to the Global Fund;
- All members shall have access to all information including financial and programmatic reports, audit reports, and procurement plan.

#### **57. Responsibilities of CCM Members:**

**ATTENDANCE:** All CCM members are expected to attend CCM meetings, and contribute actively in accordance with their roles as CCM members.

**In addition the CCM members have the following responsibilities:**

- Adhere to the provisions of this Policy Manual and any policies adopted by the CCM;
- Abide by the Conflict of Interest Policy of the CCMA;
- Adhere to guidelines of the Global Fund issued from time to time in respect of Country Coordinating Mechanisms and their members;
- Share relevant experiences and information at CCM meetings;
- Support and adhere to decisions made by the CCM;
- Regularly report on CCM proceedings to organizations and individuals from the sector represented by the member and their constituency;
- Participate in reviewing performance of grants, such as through grant scorecards, field visits, or summary results.
- Advise CCMA on issues and concerns arising in their constituency based on interaction with their constituency (Constituency Consultation).

#### **58. CCM member and alternates:**

All CCM members or their Alternates have an obligation to attend all CCM meetings. If both the member and their Alternate attend a CCM meeting, only the member has the right to vote. In the member's absence, the alternate has the right to vote on the member's behalf, with the prior written permission of the member communicated to the CCM Secretariat.

#### **59. Gender Representation**

The CCM will endeavor to ensure and encourage that at least 30 percent of all CCM members are women.

#### **60. Geographical Representation of members**

Every effort shall be made to ensure that, as far as possible, about 10 percent of CCM members are from rural areas and from urban areas other than Tirana.

#### **61. Expertise Among CCM Members**

The CCM shall ensure as far as possible that there are members on the CCM with expertise in the following areas: public health, accounting and financial management; program management; human resources management; procurement and supply management and proposal development.

#### **62. Procedures for Election/Appointment of Members**

In accordance with the guiding principles of the Global Fund, the CCM has adopted the following guidelines for selection of constituency representatives:

- **Government sector:** When selecting Government representatives, the CCM invitation should be directed to the head of relevant Ministries encouraging participation of senior officials;
- **NGOs/community-based organizations, people living with diseases, Key Affected populations, Private Sector, Academic and education sector etc.:** CCM members representing the non-government sectors shall be selected/elected by their own sector(s) based on a documented, transparent process, developed within each sector – including eligibility requirement(s);
- **Multi-lateral and bilateral development partners in country:** selected/elected by their own constituency.
- Each constituency represented on the CCM shall elect/appoint the number of members as provided for in section “CCMA Membership” above, and an alternate for each member. The member and his/her alternate shall come from the same selected/elected organization. Details of membership renewal/election process are in the “CCM Membership Election Protocol.”

63. The Members representing non-governmental constituencies such as local non-government organizations, community-based organizations, network of women’s Organization, representatives of people living with the diseases, key affected populations, the private sector, and academic institutions shall make up at least 40% of CCMA’s membership.

64. CCM members representing non-government constituencies shall be selected/elected by their own constituents based on CCMA approved criteria and a documented, transparent process, developed by each constituency. Constituencies will also select/elect alternates to represent the member at CCM meetings in the member’s absence.

**65. CCM Membership Election Protocol:**

The election process for each of the non-government constituencies shall be described clearly in a publicly accessible document that demonstrates how the individual members and their alternates were selected/elected, and the means by which they will report to and represent the views of their respective constituencies at meetings of the CCM. Documentation of these processes must be provided to the CCM, which will forward a copy to the Global Fund in Geneva, and will hold one copy at the CCM Secretariat as public record.

Documents that can serve to provide sufficient evidence of the election/appointment process of members from non-government constituencies include: (i) Membership lists from organization/s participating in election/appointment; (ii) Letter from organization/s participating in election/appointment explaining election/appointment process and criteria

with signatures of organization/s members; (iii) Minutes of constituency election/appointment meetings.

The CCM shall publicly announce the date of election of new members, and information regarding the procedures by which members of each constituency may participate in the election process, two months prior to the expiration of members' term.

Election process shall follow the procedures as stipulated in this document.

Representative(s) selected/appointed from Government or multi/bi-lateral constituencies shall be senior level officials, preferably the chief/division head of the relevant constituency. Government agencies and multi/bi-lateral constituencies will also nominate alternates to represent the member at CCM meetings in the member's absence.

When a significant dispute transpires within a constituency over the election/appointment process that cannot be resolved by the constituency, the CCM Executive Committee shall investigate the matter and make a recommendation to the CCM on how the dispute is to be resolved.

**66. Publication/communication of Membership list** During the first quarter of each year, the CCM shall submit to the Global Fund Secretariat, for publication on its website, the CCM membership list with each member's name, organization (if any), and constituency. The CCM shall also make this list accessible to the public in Albania through all appropriate means. Any changes in CCM membership shall be communicated within two weeks to the Global Fund Secretariat and updated on its own website.

#### **67. Removal of Members from the CCM**

If any member of the CCM is found to be working against the overall interest of Global Fund program in Albania or failing to carry out their responsibilities as a CCM member, s/he shall be served a notice of caution and the matter shall be reviewed by the CCM. Otherwise CCM may vote to remove a member in mid-term.

Such removal may be initiated by a motion moved by four CCM members and seconded by two members and shall be by a two-thirds majority votes. This two third majority means two third of the total CCM members. Alternates are not eligible to participate in voting.

#### **68. Termination of Membership**

A member may be terminated by a majority vote of members present at a meeting at which there is a quorum, if a member fails to attend more than three consecutive regular CCM meetings in a calendar year.

Appropriate steps shall however be taken as CCM considers deemed prior to terminating a CCM member's membership. Initially, after the first absence a communication will be sent from the CCM requesting for future attendance. This will be followed with similar communication after each subsequent absence. The CCM secretariat under the guidance of the Executive Committee will carry out this process.

Where a person's membership of the CCM is terminated, or that person resigns their membership of the CCM, the constituency represented by that member may select/elect a person to serve out the remainder of the term of membership.

A member leaving his/her current organization shall automatically loose his/her Membership. In such event, in the case of the member being from the Government/Multilateral or Bilateral Development partner, his/her designated Alternate shall depute till the new incumbent joins. In the case of the CSO the alternate shall become full member for the remaining part of the term.

**Rules for Election, Term, Role of the CCM Chair, Vice Chair and Meetings, Quorum and Assessment of CCM Performance**

1. Any CCM member from the government or civil society constituencies may be nominated for election to the position of CCM chair.
2. The CCM Chair is elected directly by all CCM members. All CCM members have the right to stand for election and to be elected regardless of the sectors they represent.
3. CCM members representing multi-lateral or bi-lateral institutions are not entitled to stand for election or to be elected to the position of Chair of the CCM Albania.
4. CCM members from organizations which are PRs or SRs for any current grant or proposed PRs or SRs for any pending proposal for funding from the Global Fund may stand for election to the position of Chair of the CCM provided individuals are not directly managing grants or holding a position where they receive pecuniary benefits from a grant. Compliance with the Conflict of Interest Policy must, however, be ensured at all times.
5. The election of the Chair of the CCM shall be organized by an ad-hoc CCM Election Committee. The CCM Election Committee shall consist of four CCM members chosen by and from the CCM. The CCM Secretariat shall provide administrative and coordination services to the Election Committee.
6. Members of the Election Committee are not eligible to stand for election as Chair of the CCM.
7. A two-round voting process shall be followed for election of the CCM Chair.
8. Quorum for election of CCM Chair shall be two-thirds of the membership of CCM itself (i.e at least 13 members). Alternates are not entitled to participate in the election of the CCM Chair.

**First Round of Voting**

9. The first round shall consist of the following steps:

- o All CCM members vote for a candidate by means of a secret ballot;
- o Each CCM member is entitled to vote for only one candidate;
- o Any person who does not want to be considered should at this point inform the CCM and members should not vote for him/her.
- o Ballot papers shall be placed in a transparent ballot box and the ad hoc Election Committee, witnessed by one member from each constituency, shall open, read, and count the results of the first round, and announce the three candidates with the highest votes.
- o If there are less than three candidates, the Election Committee shall announce the number of votes received by each candidate.
- o In the event a candidate receives 51% or more votes she/he is declared elected.
- o If there is only one candidate, the Election Committee shall declare the candidate elected, subject to satisfaction of the requirements of the CCM policy on Conflict of Interest and his/her commitment to avoid, prevent, and address any conflict of interest in discharge of his/her duties as CCM Chair.

### **Second Round of Voting**

10. The second round, if required, shall consist of the following steps:

- o Each candidate shall declare his/her commitment to avoid, prevent, and address any conflict of interest in discharge of his/her duties as CCM Chair, and in accordance with the CCM policy on Conflict of Interest;
- o All CCM members shall vote by secret ballot for one of the three candidates;
- o The Election Committee, witnessed by one member from each constituency, shall open, read aloud, record and count the number of votes for each candidate from the second round of voting;
- o The Election Committee shall announce the results of the election;
- o The candidate receiving the highest number of votes from the second round of elections shall be declared by the Election Committee to be the new CCM Chair;
- o In the event of two-way tie, top two candidates shall proceed to an additional round of voting.
- o The handover of office from the outgoing CCM Chair to the newly elected CCM Chair shall take place after the entire process for the election of the Chair and the Vice-Chair (see below) has been completed.

### **Term of Office and Role of CCM Chair**

11. The CCM Chair shall have a two-year term;



12. The Chair of the CCM may serve no more than two consecutive terms.
13. The CCM Chair may be removed from office prior to the end of his/her tenure on a vote of two-thirds majority of CCM members.
14. If the Chair resigns or is removed from office prior to the end of his/her term, elections must be held within 30 days for a Chair to serve out the remainder of the term of office of the previous Chair.
15. The Chair is duty bound to carry out his/her functions without fear or favor.
16. The mandate of the Chair is to serve the whole CCM impartially, to help the CCM make decisions in a participatory manner by all attendees, and to fulfill the CCM's obligation to comply with its governance principles.
17. The Chair will be responsible for approving minutes of CCM meetings within two weeks of the meeting being held.

### **Acting Chair**

18. If the CCM Chair is not present, the Vice-chairs shall serve as Acting Chair.
19. The CCM Chair or CCM shall nominate which Vice-Chair will preside as Acting Chair in his/her absence.
20. When the Vice-Chair is not available to serve as Acting Chair, the CCM Chair shall nominate the Chair of the Oversight Committee to preside as Acting Chair in his/her absence.
21. Should neither the Chair nor either one of the Vice-Chair or Chair of the Oversight Committee be present and the CCM Chair has not advised of an Acting Chair, CCM members present at the CCM meeting may decide who of the present CCM members shall serve as Acting Chair.
22. An Acting Chair is bound by the same responsibilities as set out in this Governance Manual as the CCM Chair.
23. Alternates are not eligible to serve as Acting Chair of the CCM.

### **Election, Term of Office and Role of Vice Chair**

24. The CCM shall elect a Vice-Chair. The Vice-Chair shall be elected from the different constituency than the Chair. Term of a Vice Chair is concurrent with that of a Chair.

25. Quorum for election of CCM Vice-Chair shall be two-thirds of appointed members. Alternates are not entitled to participate in election of the CCM Vice-Chair.

26. A candidate for Vice Chair must be proposed and seconded by a CCM member.

27. The procedure and rules for election of Vice Chair shall be the same as the procedures for the election of the CCM Chair.

28. The vote for Vice Chair shall be conducted by secret ballot at a CCM meeting.

29. If there is not more than one proposed and seconded candidate for the relevant position, the CCM Chair shall declare that candidate to be elected unopposed.

30. In the event that there are more than two proposed and seconded candidates for the relevant position, CCM members shall vote for only one candidate. The candidate with the highest number of votes shall be declared elected to the position of Vice-Chair.

31. If there are more than two proposed and nominated candidates for the relevant position, CCM members shall vote for only one candidate. A second round of voting shall be held between the two candidates with the highest totals of votes in the first round. The candidate with the highest number of votes from the second round of voting shall be declared elected to the position of Vice-Chair.

32. The minutes of the CCM shall record the voting totals for all candidates in all elections held.

33. The term of office of a CCM Vice-Chair shall be two years.

34. A person may serve not more than two consecutive terms as Vice-Chair.

35. A CCM Vice Chair may resign prior to the completion of his/her term of office, or may be removed from office prior to the end of his/her tenure on a vote of two-thirds majority of CCM members.

36. In the event, that a Vice Chair resigns or is removed from office prior to the end of his/her term, elections must be held within 30 days for a Vice Chair to serve out the remainder of the term of office of the previous Chair.

### **CCM Meetings and Quorum**

37. At least four (4) regular CCM meeting shall be held per calendar year at approximately quarterly intervals by the CCM. The Executive Committee shall prepare a calendar of regular meetings and circulate to all the members. In any urgent situations, and with approval of the CCM Chair, an irregular meeting may be called.

38. The call for regular meetings should be made at least two weeks prior to the date of the meeting. Emergency or special meetings may be called by the CCM Chair at shorter intervals and labeled accordingly. All members should receive the agenda and meeting documents by emails, letter at least three working days before each meeting.

39. The quorum for a CCM shall be at least half of the CCM membership (i.e. 9 members).

40. If a CCM member is unable to attend a CCM meeting, the designated Alternate shall represent the CCM member at the meeting where the appointed member provides at least 36 hours written notice to the Secretariat.

41. The designated alternate member shall assume the rights and responsibilities of a CCM member in the meeting apart from as specified in this Governance Manual with respect to decisions on amendment of the Governance Manual and election of Office Bearers.

42. Only designated CCM members, their alternates and any special invitees approved by the CCM Office Bearers may attend CCM meetings.

43 Observers and invitees may attend CCM meetings according to the following criteria:

i. PR(s) and LFA may be accorded permanent observer status and do not require specific invitation. Unless otherwise requested, no more than two individuals from these organizations may attend the CCM meeting.

ii. The CCM Executive Committee may invite other relevant resource persons to attend the CCM meeting.

iii. Observers and invitees may not speak at meetings unless invited by the Chair to do so.

iv. Observers from PR/SR entities may not remain in the meeting when the CCM is deliberating on: (1) Major reprogramming (2) selection of PR(s) (3) PR performance review (4) renewal (5) any other issues as determined by the CCM.

44. Meetings shall be held in Albanian with translation facilities made available to members if necessary. Key meeting documents will be translated in advance of meetings.

45. CCM decisions shall be made by simple majority vote apart from decisions to terminate the Chair or Vice-Chair or to change the Governance Manual of the CCM – such decisions require votes as separately specified in the Governance Manual.

46. A decision shall not be made at a CCM meeting unless a quorum of CCM members (at least half appointed members – 50%) is present at the time of making the decision.

47. The CCM Executive Committee shall follow-up the implementation of meeting decisions.

48. In each CCM meeting, the CCM Secretariat will provide information regarding the follow-up actions of the previous meeting decisions **Action taken report**) at a subsequent meeting.

49. The CCM Secretariat shall write the meeting minutes in Albanian and English and distribute to CCM members within one week after the meeting.

50. CCM members may express any objection to the draft minutes within two weeks after the minutes are distributed to them for consideration and endorsement of the minutes.

#### **ASSESSMENT OF CCM:**

51. In order to ensure adherence to the core principles for CCMs laid out in the Framework Document of the Global Fund, the CCM shall be periodically reviewed and assessed for its performance (Eligibility and Performance Assessment).

52. The CCM shall work with the Global Fund to support periodic assessments of its functioning by making available documents and evidence for:

- ⊗ Ongoing appraisal of CCM performance and fulfillment of eligibility requirements by the Global Fund Secretariat
- ⊗ Performance reporting, in case CCM has availed of enhanced funding for the CCM secretariat and/or agreed to a CCM Performance Framework
- ⊗ Assessments by the Office of the Inspector-General (OIG)

## **Terms of Reference of CCM Executive Committee**

### **1. Purpose**

The CCM Executive Committee is responsible for coordinating and directing the activity of CCM Secretariat, for supporting and coordinating ad-hoc Working Groups of the CCM, and attending to routine or urgent communications for which calling CCM meetings is not warranted or not feasible. Areas of responsibility of the Executive Committee will be decided or assigned by the CCM, but in general, the decision-making authority that may be delegated by the CCM to the Executive Committee will be limited to routine administrative matters.

### **2. Membership**

The CCM Executive Committee shall comprise the CCM Chair, CCM Vice-Chair, the Chair and the Vice Chair of the Oversight Committee.

### **3. Meeting Frequency**

The CCM Executive Committee shall meet at such frequency as the Committee determines to fulfill its functions.

### **4. Conflict of Interest Policy**

The CCM executive Committee will be responsible for ensuring that objectives of the Conflict of Interest Policy are implemented. The Conflict of Interest Policy is placed at Annexure 5.

### **5. Roles and Responsibilities of Executive Committee**

- a. To coordinate communication on behalf of the CCM with the Global Fund, the Government of Albania, multilateral and bilateral development partners, civil society groups, Principal Recipients and other grant implementing agencies.
- b. To provide coordination and direction to the CCM Secretariat in all its functions, to monitor performance of the Secretariat, and to make recommendations to the CCM on opportunities to improve CCM Secretariat functions where necessary.
- c. To coordinate and provide support to working parties and ad hoc committees and groups of the CCM.

- d. To facilitate and assist CCM functioning by overnighting preparation of submissions for consideration by the full CCM.
- e. Where delegated by the CCM, to make routine administrative decisions to support CCM functioning. The Committee shall present all such decisions to the next CCM Meeting and, where feasible, communicate details to CCM members as soon as possible after the decision is made.
- f. To plan and to strengthen the capacity of CCM members, including orientation of new members.
- g. To address any other matters referred to it by the CCM, reporting back to the CCM on any decisions made.
- i. To hire CCM Focal Point and other required staff for the secretariat.

## Terms of Reference of Oversight Committee

### 1. Purpose

The Oversight Committee is responsible for contributing to effective oversight of all Global Fund financed programs and related processes in Albania, in accordance with the functions delegated to it by the Albania Country Coordinating Mechanism for the Global Fund (“the CCM”) as defined in the CCM Governance Manual and these Terms of Reference. The Committee assists the CCM to fulfill its responsibility to hold Principal Recipients accountable for resources given to the country: “CCMs are required to put in place and maintain a transparent, documented process to oversee program implementation”.<sup>1</sup>

### 2. Membership

The Oversight Committee shall consist of a Chair and four Ordinary Members, appointed by the CCM. Membership of the CCM is not a prerequisite for membership of the Oversight Committee with the exception of the positions of Chair and Vice-Chair of the Oversight Committee. Members of the oversight committee shall not be representatives of Principal Recipients nor Sub Recipient nor Sub-Sub Recipient institutions. The Oversight Committee shall have one member with Financial Management expertise.

The CCM shall nominate members of the Oversight Committee. Candidates who are non-CCM members will be required to complete the same conflict of interest declarations prepared by all CCM members. The CCM will determine whether, based on the non-CCM candidate’s declaration, he meets the standard for conflict of interest required for members of the Oversight Committee.

### 3. Meeting Frequency

The Oversight Committee shall meet at least quarterly, and may meet more frequently as circumstances require. Meetings shall take place at least 2 weeks prior to each regular quarterly CCM meeting, so that Committee deliberations may be reported to the CCM.

### 4. Roles and Responsibilities of Oversight Committee

a. The Oversight Committee is empowered to deliberate and make recommendations on all oversight issues in accordance with these Terms of Reference and its work plan, or on any matter referred to it by the CCM.



b. To receive and/or investigate allegations of conflict of interest in CCM activities. The Executive Committee shall advise the CCM of **all** such matters referred to it, the actions taken by the Committee to investigate such matters, as well as any recommendations for action on the part of the CCM.

c. The Oversight Committee shall table all recommendations at the next meeting of the CCM following the making of the recommendations.

d. In consultation with the CCM, the Oversight Committee shall lead or contribute to the following oversight processes:

- i. Grant implementation;
- ii. Rolling Continuation Channel funding;
- iii. Donor coordination and alignment with health systems;
- iv. Grant closure.

e. The Oversight Committee shall ensure that it performs its oversight functions in relation to the following areas associated with Global Fund financed programs and activities in Albania:

- i. Finance, including tax exemption,
- ii. Grant management by the PR;
- iii. Procurement;
- iv. Implementation;
- v. PR/SR partnership;
- vi. Results;
- vii. Reporting;
- viii. Technical assistance.

## **5. Technical Working Groups**

a. The Oversight Committee shall utilize three Technical Working Groups (TWGs) to provide expert knowledge and advice to the Oversight Committee on matters of program implementation, management and evaluation.

b. The three TWGs shall be:

- ⊙ AIDS Technical Working Group
- ⊙ TB Technical Working Group
- ⊙ HSS Technical Working Group

c. Composition of the TWGs

I. Members will be appointed on the basis of their technical or program management knowledge and expertise for each TWG

II. The CCM will nominate members to the TWGs. The Chairman of the Oversight Committee is responsible for recommending to the CCM suitable persons for the TWGs.

III. The TWG members may come from any organization, including PRs, SRs, SSRs or development partners. However they will not take part in, nor be present at the decision-making by the Oversight Committee.

## Terms of Reference of Proposal Development Committee

### 1. Purpose

The Proposal Development Committee co-ordinates the preparation of proposals by the CCM for funding by the Global Fund in accordance with the proposal requirements specified in the call for proposals. It is also responsible for liaising with national agencies and development partners to ensure harmonization of Global Fund programs with other programs and to ensure that a robust gap analysis for proposal development is undertaken in line with the national strategy. The Proposal Development Committee assists the CCM fulfill its responsibility to 'coordinate the submission of one national proposal for funding, drawing on the strengths of various stakeholders to agree on strategy, identify financing gaps in achieving the strategy based on existing support, prioritize needs, and identify the comparative advantages of each proposed partner.'

### 2. Membership

- a. The Proposal Development Committee shall consist of 3 CCM members, one of whom will be appointed by the CCM as Chair, and up to 3 Ordinary members who need not be CCM members but who contribute expertise to the proposal development process. All CCM members appointed to the Committee must belong to different sectors.
- b. The Proposal Development Committee shall not include members whose organization is proposing to be a PR or SR in a current Global Fund round. All Committee members, both CCM and Ordinary, shall comply with the CCM Conflict of Interest Policy.
- c. Members may be appointed to the Proposal Development Committee on an annual basis and may be reappointed for further terms.
- d. The Proposal Development Committee may access technical advice in the relevant disease and service development areas from development partners and other sources of expertise, including from persons in organizations proposing to be PRs, SRs or SSRs in current rounds; however, those persons will not be members of the committee.

### 3. Meeting Frequency

The Proposal Development Committee shall meet at such frequency as determined necessary by the members to fulfill the roles and responsibilities.

### 4. Roles and Responsibilities of Proposal Development Committee

The Proposal Development Committee is responsible for:

a. **Harmonization:** Liaising with national and private sector agencies and development partners to ensure a high degree of cooperation and communication regarding services and program proposals is achieved to maximize integration, coordination and alignment, and to avoid duplication.

b. **Gap analysis:** Oversight of comprehensive and robust gap analyses, both programmatic and financial, take into account the full extent of existing resources.

c. **Determining priorities:** Determining the component priorities (subject to full CCM, endorsement) for each Round, after actively and extensively seeking inputs from all stakeholders.

d. **Facilitating Principal Recipient selection:** Establishing a neutral PR Selection Committee that evaluates candidates based on their compliance with GF requirements and additional criteria established by the CCM, and recommending to the CCM the Principal Recipient(s) for the Component concerned in the upcoming Round.

e. **Facilitating Sub-Recipient selection:** Establishing neutral panels to review the Expressions of Interest submitted for each component from prospective SRs and, following inputs and proposals from the EOI Review Panel, recommending the most appropriate SRs to the CCM, who finalize the selection based on all inputs. The Proposal Development Committee will also communicate the reasons for selection or rejection to the applicants.

f. **Establishing Proposal Writing Teams:** Forming a writing team or teams for the component and any sub-components, as needed.

g. **Coordinating consultants:** Seeking, coordinating and overseeing consultants for the proposal development process.

h. **Facilitating proposal review by all stakeholders:** Reviewing full draft proposals with a wide range of stakeholders and Technical Review members after the Technical Reviewers have reviewed these proposals in depth.

i. **Liaison:** Serving as the liaison between the Proposal Writing Teams and the CCM

**COUNTRY COORDINATING MECHANISM  
ALBANIA**

**CONFLICT OF INTEREST  
POLICY**

**FEB 2015**

**CCM Albania**  
**Conflict of Interest Policy**

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# CCM Albania Conflict of Interest Policy

## 1. Background and Purpose

Conflict of interest arises where the individual or organizational interests of CCM members influence or could potentially influence their decision-making. The mere perception of conflict of interest can damage the credibility of CCMs and the programs they oversee. Actual, potential or apparent conflicts of interest are expected in all decision-making bodies and should be managed to ensure that decisions made are objective and credible.

The perception of conflict of interest unanimously recognizes that the judgment of even the most well meaning persons may be impaired when their own interests, or those of a family member, an institution with which they are affiliated, or those of a close associate, are affected by their work. The CCM Albania (CCMA) recognizes that addressing conflict of interest is not only an eligibility requirement of the Global Fund, but that having instituted a conflict of interest policy is in the best interest of key stakeholders. The CCMA, its members, Global Fund Principal Recipients and Sub-recipients, and program implementers benefit from being conscious of actual and perceived conflicts of interest. Through establishing a comprehensive conflict of interest policy, the CCMA can transparently manage all conflicts of interests -- where conflicts of interest do arise, the CCM will ensure they are dealt with promptly and fairly.

This conflict of interest policy is designed to benefit CCMA members, employees, consultants and other parties that interact with the CCMA to identify situations or circumstances that present potential conflicts of interest. This policy is intended to provide the CCMA with procedures to appropriately manage these conflicts in accordance with the requirements of the Global Fund and operative laws of the soil. This conflict of interest policy is aimed to promote the goals of fairness, accountability and transparency while ensuring high standards of ethical conduct and public confidence in the CCMA's activities.

## 2. Guiding Principles

To promote transparency, accountability, inclusiveness, and public confidence in all of its activities, the CCMA shall be guided by the following core principles:

- The CCM's supreme goal is to serve the public interest
- CCM activities should promote transparency, accountability and the integrity of the CCM

- Building public trust is a cornerstone of good governance
- Promoting organizational and individual CCM member responsibility should occur through example
- Promotion of a culture that is intolerant of actual or perceived conflicts of interest should guide the CCM in its activities
- Conflicts of interest should be managed through formal policies and procedures

### 3. Definitions

- 3.1 A conflict of interest occurs where a member of the CCM or the CCM Secretariat uses his/her position to advance personal ambitions or interests, the interests of an institution with which he/she is affiliated, or those of a family member, or close associate, in a way that disadvantages or excludes others, or is otherwise detrimental to the overall effectiveness of the program. (S&EP GF Guidelines and Requirements for Country Coordination Mechanisms – June 2011)
- 3.2 “Conflict of interest” includes potential conflicts of interest and perceived conflicts of interest.
- 3.3 A potential conflict of interest occurs where a member of the CCM or the CCM Secretariat is placed in a position in which they have the capacity to use his/her position or status in such a way that a conflict of interest, as defined above, can occur.
- 3.4 A perceived conflict of interest occurs where a person believes or suspects on reasonable grounds that a conflict of interest, as defined above, exists on the part of a member of the CCM or its Secretariat.
- 3.5 A close associate of a person includes a family member (spouse, child, sibling, parent, cousin, in-law), friend, business partner, or professional associate.
- 3.6 A person is affiliated with an institution where he/she is an employee or volunteer, or has a financial interest, or a technical or governance role with that institution.
- 3.7 Recusal occurs when a person remove themselves from participating in deliberations and decision-making when a conflict of interest would arise through their involvement.
- 3.8 The conflict of interest policy may arise in association with gifts, which is defined as including favors, gratuities, or sponsorships whether of a monetary or intangible nature.



3.9 Conflicts of interest can occur but are not limited to the following:

- Selection of Principal Recipients and Sub-recipients
- Renewal requests for a forthcoming phase of a grant
- A substantial reprogramming of grant funds
- Issues relating to assessment, monitoring, and oversight of Principal Recipients and Sub-recipients
- Discussion of matters in which CCM members or their institutions have a financial interest, such as contracting, recruitment of staff etc

## 4. Application of the Conflict of Interest Policy

4.1 The conflict of interest policy applies to CCM members, alternates and CCM Secretariat staff.

4.2 The CCM shall ensure that on taking the seat and at least once each year, the members of the CCM undergo orientation on their responsibilities regarding conflicts of interest and the requirements of this policy.

4.3 The CCM has delegated authority to the CCM Executive Committee to address ethics and conflict of interest issues

4.4 The CCM should consider the consequences of conflict of interest on its composition when considering membership renewal.

## 5. Protocols to Manage and Mitigate Conflict of Interest

**5.1 Statutory Declaration:** All CCM members and alternates shall complete an Acceptance of COI Policy and Declaration of Interest Statement (Appendix I) at the time of being seated on the CCM and disclose any actual or perceived conflict of interest at that time. The statement will be completed on an annual basis thereafter and updated as needed, whenever a material change occurs in the information. It is the member's responsibility to ensure that the statement is updated whenever a material change occurs. Statements shall be archived by the Secretariat and made available for inspection by the delegated CCM body charged with ethics and conflict of interest responsibilities. These statements shall form part of the public record of the CCM.

**5.2 Role of Chair and Vice Chairs:** The CCM shall ensure that neither its chairperson nor its vice- chairpersons is from an organization that serves as a principal recipient from a CCM-initiated project funded by the Global Fund. In the event that this is the case, or that the CCM chairperson or vice- chairpersons represent organizations that are candidates for selection as a principal recipient, then Section 5.4 and Section 5.5 shall apply.

In case of selection as PR and if working directly as part of the Program

Implementation Unit or posted/holding position in the same department/institution or its subordinate office the Chair/Vice Chair shall resign from their position and revert to the position of a simple member.

Should number of potential conflict of interest from a constituency be more than one, it would be incumbent to the members from that constituency to decide to have only one member (decided by consensus amongst them) and the others will submit resignations and cease to be CCM members. This is in compliance of the CCM Eligibility Requirement laid down by the GF. Should such a situation arise with one Ministry of the Government being a PR, not more than one member from that particular ministry will continue as an ordinary member.

**5.3 Committee Membership:** CCM members representing institutions that are principal recipients or sub-recipients shall not be named to the CCM Oversight Committee. Such CCM members may however be invited to Oversight Committee meetings as non-voting participants to provide information on the grants. CCM members representing institutions that are candidates to serve as a principal recipient or sub-recipient or sub-sub-recipient shall not participate in deliberations (committee or general meetings) during which selection takes place.

Consequently if as an example the Ministry of Health or any of its departments or Institutions directly offers to serve as principal recipient or sub-recipient/sub-sub-recipient, they shall not participate in the deliberations during which the selection takes place. Further, in case the said entity is selected and directly takes up the role of principal recipient, they will resign from the CCM oversight committee.

### **5.4 Notice of Agenda Items, Declaration of Potential or Perceived Conflict of Interest:**

**5.4.1** Each member of the CCM will receive an agenda of the meeting at least one week in advance. Members of the CCM must decide whether a potential conflict of interest exists and prepare to recuse themselves from CCM discussions. These members must disclose the nature of such interests to the chairperson. The member must recuse himself or herself from any and all deliberations and voting on the conflict of interest topic as outlined in Section 5.8.1, Recusal.

**5.4.2** CCM members or alternates must declare whether a conflict of interest exists at the beginning of the CCM meeting, at the time when all agenda items are read or reviewed.

**5.4.3** Any member of the CCM may raise the question of a potential conflict of interest prior to or during a meeting. Members may present an allegation of conflict of interest to the chairperson or other CCM body charged with responsibility for conflict of interest, which must investigate each question raised.

### **5.5 Gifts and Favors:**

**5.5.1** CCM members are prohibited from accepting gifts under circumstances in which it could reasonably be construed that the gift is motivated by the position as a CCM member or alternate and could substantially affect decisions of the CCM.

**5.5.2** CCM members and alternates are prohibited from giving gifts if it could be reasonably construed that the gift is intended to affect the policies or practices of the CCM, a principal recipient, or any of the programs it funds.

**5.5.3** CCM members and alternates who represent governments, corporations, or organizations, and who are subject to a code of ethics or standards of conduct as a result of their position, may accept complimentary invitations to widely attended gatherings otherwise prohibited by this policy where such attendance is permitted under the code of ethics or standards of conduct to which the individual is subject.

**5.6 Referral of Conflict of Interest Issues to the CCM Oversight Committee/** The committee charged with oversight responsibilities is best placed to address Conflict of Interest matters since it is clearly stated that members of this committee must have no COI.

### **5.7 Suspected Conflict of Interest:**

**5.7.1** If a suspected conflict of interest is reported by any party, the CCM chairperson and the CCM Oversight Committee responsible for conflict of interest issues will review the matter immediately to determine whether the CCM member or alternate has failed to declare an interest and if the breach is his or her responsibility. The issue must be reported to all CCM members. Any substantive issues must be brought to the entire CCM to decide.

**5.7.2** If the matter is brought before the CCM for deliberation, the member or alternate shall be requested to withdraw while the matter is being deliberated. Any CCM member or alternate can bring allegations of conflict to the CCM, and such allegations must be discussed.

### **5.8 Recusal**

**5.8.1** At the moment in the meeting when the relevant agenda item is to be discussed for which there exists a conflict of interest for a CCM member or alternate, members and alternates shall recuse themselves, leave the room, and wait elsewhere. CCM members and alternates having a conflict of interest may not vote on the issue at hand and shall not be present in the meeting room when the vote is taken. Once the discussion and any necessary votes or decision making have been completed, the CCM member or alternate shall be recalled into the meeting room.

**5.8.2** CCM members and alternates having a conflict of interest may be called into the meeting room in their capacity as a representative of their organization to provide needed information to the CCM membership. Once they have finished providing this information, they will again leave the room until recalled.

**5.8.3** Whether in the meeting room or outside, the CCM members and alternates shall not attempt to exert their personal influence with respect to the discussion topic.

**5.8.4** If the chairperson has a conflict of interest, he or she must delegate meeting responsibilities to a vice-chairperson for the period of the deliberation and recuse himself or herself. If a vice-chairperson also has a conflict of interest, the vice-chair shall also recuse himself or herself and the CCM must elect an acting chairperson for the period of deliberation and thoroughly document the process that was followed.

## **6. Consequence of Failure to Declare Conflict of Interest**

**6.1** Any person who has reason to believe that there is a conflict of interest on the part of a member of the CCM may at any time refer the matter to the CCM Oversight Committee in writing. The CCM Oversight Committee shall advise the CCM of all such matters referred to it, the actions taken by the Oversight Committee to investigate such matters, and any recommendations for action on the part of the CCM. The CCM shall consider and vote on any recommendations from the Oversight Committee at the next meeting following receipt of advice from the Oversight Committee.

**6.2** If the CCM learns that a CCM member or alternate has willingly failed to disclose an interest, the CCM shall take all reasonable measures to revoke any benefit gained. Before taking such action, the CCM shall inform the member or alternate in writing of the conflict of interest issue and provide the member or alternate with the opportunity to explain the alleged failure to disclose.

**6.3** The CCM chairperson shall refer all available information in relation to the conflict of interest to the Oversight Committee charged with conflict of interest matters, which shall make a determination on whether a conflict of interest exists. If a conflict of interest does exist, the Oversight Committee shall make a recommendation to the full CCM regarding appropriate action to be taken with respect to the person who has failed to declare the conflict of interest.

**6.4** The full CCM shall consider and vote on the recommendation of the Oversight Committee at the first meeting following receipt of the determination and recommendation.

**6.5** Following the CCM's vote on the recommendation, the circumstances and CCM member or alternate shall be reported to the member's constituency. The constituency shall be requested to immediately replace the member or alternate

who serves on the CCM.

**6.6** The CCM shall report all instances of conflict of interest situations that are in apparent violation of any operative laws to the appropriate official government body responsible for enforcement.

## **7. Documentation of Conflict of Interest**

All decisions associated with conflict of interest will be recorded by the CCM and reported in the minutes of the meeting. The record will state:

- The nature and extent of the conflict
- A summary of the discussion
- The actions taken to manage the conflict.

## **8. Orientation to Conflict of Interest Policy**

The CCM shall ensure that at least once each year the members of the CCM undergo training on their responsibilities regarding conflicts of interest and the requirements of this policy.

## Appendix 1:

### Acceptance of COI Policy and Declaration of Interest Statement

*Upon appointment to the Country Coordinating Mechanism Albania, please complete this Declaration and submit it to the Chairperson and Secretariat of the CCM prior to attending your first meeting of the CCM. You will be asked to update this annually throughout your term of office.*

#### Section 1: Acceptance of COI Policy

*Name of CCM Member/Alternate:* \_\_\_\_\_

*Institution:* \_\_\_\_\_ *Title:* \_\_\_\_\_

*Constituency:* \_\_\_\_\_

I, the undersigned, hereby pledge to comply with the attached Conflict of Interest Policy of the CCM Albania.

As a CCM member or alternate, I shall not participate in deliberations, the making of recommendations or decisions, or other processes in which I have a conflict of interest, or a potential conflict of interest, as defined in the attached Conflict of Interest Policy.

I will complete Section 2 of this document concerning my professional and personal affiliations. I promise to declare my conflict of interest to the general assembly of the CCM prior to or at the commencement of any CCM meeting at which a relevant matter will be considered. I will state the nature of the conflict of interest and all relevant facts pertaining to my interest. I will then recuse myself from participating in any proceedings concerning the matter.

If another person alleges that I have a conflict of interest, I will respond to this charge and will abide by the decision taken by the CCM.

If I have reason to believe that a person has a conflict of interest in relation to any matter arising from his or her role or responsibilities in the CCM, I will report my belief and the information on which it is based to the chairperson, and will provide such further information as is requested from me by the chairperson to the best of my abilities. I undertake not to make allegations of conflict of interest except in good faith, and on the basis of a genuine belief that such conflict or conflicts could compromise the transparency, accountability, inclusiveness of or public confidence in the CCM.

If I have any questions or need any assistance understanding or complying with the Conflict of Interest Policy, I will contact the chairperson of the CCM or the CCM Secretariat who will assist me.

I hereby certify that I have received a copy of, and read the CCM *Albania* Conflict of Interest Policy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Section 2: Declaration of Interest Statement**

*Please answer the following questions completely. When done, initial the page.*

No.	Question	Response
<b>1a.</b>	Where do you work?	
<b>1b.</b>	What position do you hold?	
<b>2.</b>	Are you a member of a Board of Directors of an organization? If so, please list the organization(s).	
<b>3.</b>	Are you the owner, co-owner, or stockholder of a private business? If so, please list.	
<b>4.</b>	Do you currently or plan to receive remuneration (sitting fees, salary supplement etc.) from any Global Fund funded activities in Albania?	
<b>5.</b>	Do any of your affiliated organizations listed above, serve or plan to serves as a principal or sub-recipient of a Global Fund grant? If so, please list the organization and grant.	
<b>6.</b>	Does a close family member work for or hold an ownership interest in an organization serving as a principal or sub-recipient of a Global Fund grant? If so, please list the person, organization, and disease program.	
<b>7.</b>	Do you serve on a CCM committee? If so, please list and identify if you have a leadership role on the committee (Chair, co-Chair, etc.)	
<b>8.</b>	Do the mission or policies of the organization you work for conflict or have the potential to conflict with that of the national disease strategy? If so, for which disease and how?	
<b>9.</b>	Please list any other affiliation or situation you believe may cause a conflict of interest for you.	

**Initialed By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix 2: Conflict of Interest Declaration

I, \_\_\_\_\_ (name) agree by my signature below that if appointed to the position of \_\_\_\_\_ I pledge to comply with the attached Conflict of Interest Policy of the Albania Country Coordinating Committee for the Global Fund to Fight HIV/AIDS and Tuberculosis.

As a \_\_\_\_\_ (name of position) I shall not participate in deliberations, the making of recommendations or decisions, or other processes in which I have a conflict of interest, a potential conflict of interest, or to the best of my knowledge a perceived conflict of interest, as defined in the attached Conflict of Interest policy.

If I believe I have a conflict of interest, a potential conflict of interest, or a perceived conflict of interest in relation to a matter arising from my position of \_\_\_\_\_ (name of position), then I will state this belief to the meeting of the CCM prior to or at the commencement of any CCM meeting at which the matter will be considered. I will state the nature of the conflict of interest and all relevant facts pertaining to my interest. I will then recuse myself from participating in any proceedings concerning the matter.

If another person alleges that I have a conflict of interest, a potential conflict of interest, or a perceived conflict of interest in relation to a matter arising from my position of \_\_\_\_\_ (name of position) I will provide all relevant facts to the Chair of the CCM Oversight Committee and CCM Secretariat, and will abide by any decision taken by the CCM Albania regarding the alleged conflict of interest.

If I have reason to believe that a person has a conflict of interest in relation to any matter arising from their role or responsibilities in the CCM or any related forum, I will report my belief and the information on which it is based to the Chair of the relevant forum, and will provide such further information as is requested from me by the Chair of the relevant forum to the best of my abilities. I undertake not to make allegations of conflict of interest except in good faith, and based on a genuine belief that such conflict or conflicts could compromise the transparency, accountability, inclusiveness of or public confidence in the CCM or other associated forum. I understand that in making such a report, it is my right to request that my identity be protected to the fullest extent possible, and that it is the obligation of the CCM and related forums to uphold this right.



If I have any questions or need any assistance understanding or complying with the Conflict of Interest policy, I will contact the Chair of the CCM or the CCM Secretariat who will assist me with questions and interpretation and will provide me with a recommendation on whether or not I should excuse myself from participating in the relevant procedure/s. I understand that I am entitled to a written response to any questions or requests for assistance I submit.

Name: \_\_\_\_\_

Witness name:

\_\_\_\_\_

Position: \_\_\_\_\_

Witness signature:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_