**CCM Georgia work plan**

**March 2015 - February 2016**

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| # | Activity area | Provisional timetable | Entities involved | Required budget line | comment |
| 1 | Preparation for HIV Concept Note Submission |  |  |  |
|  | * Interim HIV NSP Draft presentation at CCM;
* PR Selection;
* discussion towards programs split
* WHO external review of the NSP
* Consolidation of stakeholders’ comments
* Approval of Final NSP
* teleconference with the GFATM on CN development process (participants HIV WG, TB WG, CCM members)
* HIV stakeholders’ meeting to discuss and present final draft HIV CN
* sending to GFATM final CN draft
* CN endorsement by CCM
* Upload to GMP
 | **March 2015-April 20, 2015** | CCM for overall coordination; WG Group, in-country stakeholders | No | COMPLETED |
|  | Preparation for TB CN Submission |  |  |  |  |
| 2 | * TB WG meetings to finalize NSP
* TB NSP revision stakeholders’ meeting
* Discussions toward program split
* Meeting and/or teleconference with the GFATM on CN development process (participants HIV WG, TB WG, CCM members, as above)
* WHO external review of the NSP
* Meeting with CSOs to discuss TB CN priorities
* Discussion and agreement on the HSS component/joint consensus meeting with TB and HIV working groups
* TB NSP presentation at the CCM/NSP Endorsement;
* Stakeholders’ meetings to discuss CN
* Agreement on CN document;
* Sending to the GFATMT draft CN
* CN endorsement by CCM
* Upload to GMP
 | **March 2015-July 15, 2015;**  | CCM for overall coordination; WG Group, in-country stakeholders | . Yes, the budget saving from the Y1 to be reallocated to cover costs of consulting services | Completed |
| 3 | CCM meetings:* March 6 - HIV NSP presentation, PR Selection/nomination;
* March 31\_begining of April - TB NSP discussion/, HIV CN and NSP endorsement;
* End of May Approval of Governance Manual
* Beginning of July - TB NSP and CN endorsement;
* Other GAs - as per need
 | Approximately 6 GAs per year and as per need. | CCM members, observers/invitees | No, already budgeted  | On-going |
|  | Governance and Oversigt |  |  |  |  |
| 4 | Dashboard preparation | Every three months | PR- for data entry, OC-for analysis, issuing recommendations, CCM - for addressing and follow-up, Secretariat - for archiving |  | On-going |
| 5 | Site Visits | No less than 4 site visits per year (as per need identified).  | OC, Secretariat, PR,SRs, CCM members, invited experts | No, already budgeted  |  |
| 6 | Meetings of OC | Approximately 4 times a year and ad hoc meetings as per need that may arise | OC, Secretariat, PR,SRs, CCM members, invited experts | No | On-going |
| 7 | Development of the Governance Manual | March-May 2015 | Consultant, CCM members and in-country stakeholders, Secretariat for coordination | No, with external TA (FEI) | Completed |
| 8 | CCM retreat | September – November, 2015. After development of Governance Manual the CCM retreat will be conducted to discuss outstanding issues and find ways to further improve CCM performance | CCM members, country stakeholders, invited experts | Already budgeted |  |
| 9 | Formal decision to renew composition and membership by CCM (activity structured within the framework of finalization Governance Manual) | July, 2015 | elaboration-GA for endorsement  | No | Completed |
| 10 | Development of Membership Renewal Calendar (activity structured within the framework of finalization Governance Manual) | July, 2015 | -OC,VC, Secretariat for elaboration-GA for endorsement | No | Completed |
| 11 | Conduct induction training for new CCM members according to the induction module | The induction module has been prepared. The induction training was conducted. There is a plan to conduct induction training within a month after an admittance of the new member to the CCM. To be conducted as per specifications of the GM. The elaboration of the updated induction module  | Secretariat with Selected resources | No | On-going |
|  | **COMMUNICATION AND CIVIL SOCIETY ENGAGEMENT** |  |  |  |  |
| 12 | Follow up Finalization and submission of work plan to the CCM for engaging constituencies by the civil society members of the CCM  | Should coincide with renewal membership | Secretariat, VC, OC | No |  |
| 13 | Preparing CCM communication strategy/plan | March 15, 2015-interim planSeptember, 2015 –Final Strategy/Plan | SecretariatVC CCM for endorsement | No | On-going |
| 16 | Civil Society Annual Meeting/Forum | January 30,2016 | Secretariat for organizing/In-country stakeholders | No, already budgeted |  |
| 17 | Further upgrade of CCM website if such need is identified  | From September, 2015,  | Secretariat | This year the web-site was substantially upgraded by the Secretariat and web-master. The saving from the Y1 budget to be used for further improvement if needed.  |  |
| 18 | Production of Communication Materials | From September, 2015,  | Secretariat | No, already budgetedThe communication material is placed on the CCM web-site. There is a plan to elaborate the information bulletin providing overview of the Global Fund support and programs implementation starting from 2003. The bulletin will be placed on the CCM web-site and printed  | .  |
| 19 | Enhance effectiveness of CSOs through concerted approach and engagement with both constituencies and linked organizations.Areas requiring detailing: -Census of all CSOs in Georgia-Competence mapping-Development plan-Seeking mandate from constituencies-Communication work plan between members of the CCM and constituencies being represented | From August 2015. After finalization of the GM | Secretariat | Approaching finding agencies to seek external support can be considered |  |
| 20  | Gender responsive workshop | By the end of the year | Secretariat for organizingCCM Members | No, already budgeted |  |