

## CCM GEORGIA WORK PLAN

### MARCH 2015 - FEBRUARY 2016

#	Activity area	Provisional timetable	Entities involved	Required budget line	comment
<b>1</b>	<b>PREPARATION FOR HIV CONCEPT NOTE SUBMISSION</b>				
	<ul style="list-style-type: none"> <li>• Interim HIV NSP Draft presentation at CCM;</li> <li>• PR Selection;</li> <li>• discussion towards programs split</li> <li>• WHO external review of the NSP</li> <li>• Consolidation of stakeholders' comments</li> <li>• Approval of Final NSP</li> <li>• teleconference with the GFATM on CN development process (participants HIV WG, TB WG, CCM members)</li> <li>• HIV stakeholders' meeting to discuss and present final draft HIV CN</li> <li>• sending to GFATM final CN draft</li> <li>• CN endorsement by CCM</li> <li>• Upload to GMP</li> </ul>	<b>March 2015-April 20, 2014</b>	CCM for overall coordination; WG Group, in-country stakeholders	No	
	<b>PREPARATION FOR TB CN SUBMISSION</b>				
2	<ul style="list-style-type: none"> <li>• TB WG meetings to finalize NSP</li> <li>• TB NSP revision stakeholders' meeting</li> <li>• Discussions toward program split</li> <li>• teleconference with the GFATM</li> </ul>	<b>March 2015-July 15, 2015;</b>	CCM for overall coordination; WG Group, in-country stakeholders	Yes, the funds from the budget savings to be used. The GF will be asked to carry forward the savings from the CCM budget to the next implementation period for conducting TB NSP revision workshop/meeting (4,495 USD – saved sum from first year budget - annual retreat)	

	<p>on CN development process (participants HIV WG, TB WG, CCM members, as above)</p> <ul style="list-style-type: none"> <li>• TB NSP presentation at the CCM/NSP Endorsement;</li> <li>• Stakeholders' meetings to discuss CN</li> <li>• Agreement on CN document;</li> <li>• Sending to the GFATMT draft CN</li> <li>• CN endorsement by CCM</li> <li>• Upload to GMP</li> </ul>				
3	<p>CCM meetings:</p> <ul style="list-style-type: none"> <li>• March 6 - HIV NSP presentation/approval, PR Selection/nomination;</li> <li>• March 31 _begining of April - TB NSP discussion/approval, HIV CN endorsement;</li> <li>• End of April-Approval of Governance Manual</li> <li>• July 3 - TB CN endorsement;</li> <li>• Other GAs - as per need</li> </ul>	Approximately 6 GAs per year and as per need.	CCM members, observers/invitees	No, already budgeted	
<b>GOVERNANCE AND OVERSIGHT</b>					
4	Dashboard preparation	Every three months	PR- for data entry, OC-for analysis, issuing recommendations, CCM - for addressing and follow-up, Secretariat - for archiving	No	
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 6 times a year and ad hoc meetings as per need that may arise	OC, Secretariat, PR,SRs, CCM members, invited experts	No	
7	Development of the Governance Manual	March-April 2015	Consultant, CCM members and in-country stakeholders, Secretariat for coordination	No, with external TA (FEI)	
8	CCM retreat	July – August 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)	May 31, 2015	OC -Secretariat for coordination -GA for endorsement of the annual report	No	
10	Development of Membership Renewal Calendar (activity structured within the framework of finalization Governance Manual)	May 31, 2015	-OC,VC, Secretariat for elaboration -GA for endorsement	No	
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. Will be further	Secretariat with Selected resources	No	

		specified by the Governance Manual			
	<b>COMMUNICATION AND CIVIL SOCIETY ENGAGEMENT</b>				
12	Follow up Finalization and submission of work plan to the CCM for engaging constituencies by the civil society members of the CCM	July 31, 2015. Should coincide with renewal membership	Secretariat, VC, OC	No	
13	Preparing CCM communication strategy/plan	March 15, 2015-interim plan September, 2015 –Final Strategy/Plan	Secretariat VC CCM for endorsement	No	
14	Induction of Communication Committee	August 30, 2015	CCM	Yes, the funds from the budget savings to be used. The GF will be asked to carry forward the savings from the CCM budget to the next implementation period for hiring the services of the communication specialist on a part-time basis to prepare the content for communication material ; drafting of communication strategy. The detailed ToR for the communication specialist to be developed by Communication Committee and approved by CCM. (1,200 (local consult)+1,200(local cons)+600 (Production of Communication Materials) = 3000 USD. For the period of September 2015-February 2016	CCM can have a communication specialist on a part time basis for preparing the content for communication materials.
15	Meetings of Communication Committee	No less than once in two months	Members of Communication Committee, Secretariat	No	
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 by the Communication Committee	From September, 2015, after induction of the communication Committee	Secretariat Communication Committee	Yes, the funds from the budget savings to be used. This year the web-site was substantially upgraded by the Secretariat and web-master. The GF will be asked to carry forward unspent	

				sum budgeted in the first year agreement (800 USD) for the next implementation period in case the Communication Committee decides to further upgrade/reconstruct the site	
18	Production of Communication Materials	From September, 2015, after induction of the communication Committee	Secretariat Communication Committee	No, already budgeted	
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	
20	Gender responsive workshop	By the end of the year	Secretariat for organizing CCM Members	No, already budgeted	