



# GEORGIA COUNTRY COORDINATING MECHANISM: MODE OF OPERATION AND PRINCIPLES

---

Orientation Package for new CCM Members  
February 2015

# Global Fund in Georgia



- The Global Fund to Fight AIDS, Tuberculosis and Malaria was established in 2002 and mobilizes and invests nearly US\$4 billion a year to support programs in more than 140 countries.
- Total sum of the Malaria, HIV/AIDS and TB grants signed with the Global Fund is equal to US\$ **123,748,998**.
  - **HIV/AIDS** -75,878,433 US\$
  - **Tuberculosis**- 44,369,855 US\$
  - **Malaria** - 3,500,710 US\$
  - The Global Funds support counts for approximately of 50% of HIV/AIDS total financing and two/third of TB total financing
- **The Country Coordinating Mechanism (CCM) represents the main tool for the Global Fund for ensuring local ownership and transparency of decision-making process**



## CCM Georgia

- CCM Georgia has been established in 2003
- The CCM is a collegiate authority established for improving outcomes and sustainability of activities carried out against HIV Infection/AIDS, Tuberculosis and Malaria Diseases in Georgia as well public/private partnership mechanism on the national level when implementing healthcare programs in the abovementioned field
- The CCM carries out its activities according to the Georgian Constitution, international treaties and agreements executed by Georgia, Georgian laws, by-laws, normative acts, and the Charter approved by th# 220 Resolution of the Government of Georgia of 2012. It fulfills the tasks provided for by the valid legislation or this Charter or charged on the CCM by the Georgian Government.



# Legislative Framework and Governance Documents for operation of the CCM

Georgian Government Resolution #220 of 18 June, 2012 on Establishment of One National Authority – the Country Coordinating Mechanism against HIV Infection/AIDS, Tuberculosis and Malaria Diseases in Georgia and Approval of Its Charter

- CCM Governance Manual (under elaboration)



## Goal of the CCM

- Goal of the CCM is to ensure coordination the response against HIV Infection/AIDS, Tuberculosis and Malaria Diseases on the national level, implemented by governmental, non-governmental and international organizations through financial support of the Global Fund to Fight AIDS, Tuberculosis and Malaria in Georgia as well as by other donor organizations
- Activities of the CCM encompass the fields of HIV Infection/AIDS, Tuberculosis and Malaria Diseases in Georgia, in particular, contribution to positive outcomes and sustainability of prevention, diagnostics, and treatment, support and care activities



## Functions of the CCM

- **Strategic planning:** Long-term planning and national response coordination of the activities against HIV Infection/AIDS, Tuberculosis and Malaria Diseases in Georgia;
- **Legislative:** Participation in development of appropriate legislation;
- **Overseeing and monitoring of implementation of the Global Fund's grants:**
- Selection of the Principal Recipient
  - Monitoring of the activities financed by donor organizations
  - Coordination of the development of new applications to be submitted for funding
  - Assessment of programs/projects and reporting the outcomes to the Georgian government and/or donors as well as to other stakeholders if required
- Assessment of spending and appropriate/effective use of the funds and material values awarded by donors for the activities against HIV Infection/AIDS, Tuberculosis and Malaria Diseases in Georgia;



## Principles of Operation

- Cooperation with international and local organizations and experts
- Transparent and well-documented decision-making process
- Evidence-based planning
- The platform for ensuring universal participatory in HIV/AIDS and TB National Response planning



## Membership and structure

- The membership of the CCM includes governmental, non-governmental and international organizations, and other stakeholders – no more than 30 persons
- Organizational structure of the CCM consists of members and Secretariat
- The CCM elects the Chairperson out of its members once in 4 years
- The Chairperson leads the CCM and fulfills the CCM's representation function – acts as authorized representative of the CCM before Georgian and foreign authorities,
- Identifies and presents nominee to the Vice-Chair's position to the CCM for approval
- According to the Global Fund CCM minimum standards (mandatory as of January 1, 2015) the CCM elects its Chair and Vice-Chair from different sectors





## CCM Membership

- CCM consists of 26 members
- Representatives of Governmental organizations – 8 members
- Representatives of Civil Society Organizations (non-governmental organizations, private sector, international organizations, professional unions, educational sector, religious organizations), representatives of people affected with HIV/AIDS or Tuberculosis, representatives of groups and organizations, who are exposed to high risk of infection - 14 members
- Representatives of multilateral or bilateral partner international organizations – 4 members



## CCM composition/principles of organizing structure

- The percentage of CSOs shall not be less than 40% of the CCM members
- The membership of the CSOs to be renewed no often than once in two years according to the renewal procedure
- Due consideration is given to gender balance
- The conditions to avoid the Conflict of Interest are observed



## Responsibilities of CCM members

- Participate in the CCM meetings, discussion of issues and voting;
- When making decisions take into consideration interests of the authority, organization or institution, they represent; provide with relevant information;
- Immediately declare conflict of interests if such arises while making decision on particular issues;
- Support implementation of the CCM's decisions.



## CCM members are authorized

- Have prior access to the material to be discussed, request additional information from the secretariat and propose own suggestions;
- Terminate his/her membership in the CCM;
- Act as a CCM representative before the third parties on the basis of the decision of the CCM;
- Provide stakeholders with information about work of the CCM and decisions made;
- Delegate his/her rights to a third party; this case should provide written notice to the CCM Secretariat in advance.



## Functions of the Secretariat

- Development, distribution and archiving of the agendas and minutes of the CCM meetings;
- Ensuring availability of information about members of the CCM;
- Providing the Global Fund with information regarding changes in the CCM membership;
- Providing a relevant support to the CCM for implementing oversight, monitoring and evaluation functions;
- Participation in development of the CCM's annual work plan;
- Organization of the CCM meetings;
- Documenting CCM activities and dissemination of this information;
- Support CCM members in the process of participation in the CCM work and decision-making;
- Facilitation of the communication among the CCM and stakeholders



# Conflict of Interests and Resolution

- To avoid conflict of interests, members of the CCM are not authorized to make the following actions :
  - a) Use the information received by them as members of the CCM in contradiction to goals of the CCM;
  - b) Abuse status of the CCM member for making the decision, which influences upon other organization, when he/she takes a position or is employed or a concerned party is his/her relative;
  - c) Vote as the member of the CCM or abstain from voting for purpose of benefit gaining



## Conflict of Interests and Resolution

- At the CCM meeting, before voting each member shall fill in the Conflict of Interest Declaration Form
- When conflict of interests arises towards a member of the CCM:
  - a) In the case of a prior declaration and confirmation of conflict of interests a member of the CCM is not authorized to participate in voting until elimination of conflict of interests;
  - b) If a member of the CCM is aware of information, which has made him/her subject of conflict of interests and a member does not make a prior declaration about that his/her member's authorities are terminated



## Conflict of Interests and Resolution

- The CCM is authorized to annul and/or request to annul decisions, actions and outcomes received and made under conflict of interests conditions
- If the CCM rejects existence of conflict of interests or defines that it cannot impact activities of the CCM a member immediately resumes fulfilling his official duties
- Consideration and decision making related to conflict of interests shall be described and recorded in minutes by Secretariat of the CCM





## Conflict of Interests and Resolution

The Global Fund CCM Requirement #6 requires all CCM to:

- Develop and publish a policy to manage conflict of interest that applies to all CCM members across all CCM functions. This policy must state that CCM members will periodically declare conflict of interest affecting themselves or other CCM members. The policy must state and the CCMs must document that members will not take part in the decisions where there is an obvious conflict of interest, including decisions related to oversight and selection and financing of PRs and SRs
- Apply their Conflict of Interest Policy throughout the life of Global Fund grants, and present documented evidence of its application to the Global Fund on request



## Conflict of Interests and Resolution (Challenge)

### **Minimum Standard under CCM requirement 6:**

- To guarantee effective decision making, the CCM ensures that the number of members in the CCM with Col does not exceed 1 person per constituency



## Procedures of the CCM activities

- The CCM meetings shall be held minimum 6 times during a calendar year. Chairperson is authorized to convene meeting by his/her initiative or by requirement of minimum one third of all members.
- CCM's meetings are held according to the agenda drawn up preliminarily by Chairperson while secretariat ensures delivery of that to CCM members, invited guests and experts
- Chairperson and members of the CCM as well as speaker of a working group and invited experts are authorized to bring up issues for agenda
- The CCM meetings have the decision making right if they are attended by two thirds of all members.
- The CCM makes decision at its meetings through open voting based on the majority of the votes. In the case of equal votes pro and contra Chairperson of the CCM has the decisive vote.



## Procedures of the CCM activities

- Decisions are reflected in the minutes signed by the Chairperson and the Secretary. Secretary of the CCM is obliged to distribute decisions of the CCM among members of the CCM and other concerned parties. Decisions of the CCM shall be sent to relevant governmental and non-governmental organizations as recommendations
- In case any member of the CCM does not agree with decisions made at the meeting he/she is authorized to fix his/her attitude in minutes
- If necessary, by Chairperson's decision, the persons who are not members of the CCM may be invited to participate in work of the CCM with deliberative vote right or without it. Members of the CCM and the persons invited to the CCM membership with deliberative vote right shall participate in the CCM work personally.
- If necessary, by Chairperson's decision, the CCM is authorized to establish permanent or ad hoc committees(e.g HIV/AIDS and TB strategy development working groups

## Principles of Accountability and Reporting

- The CCM as the institution, coordinating activities funded by the Global Fund on the national level, is accountable **before the Global Fund**
- To ensure accountability and involvement of concerned parties the CCM shall:
  - a) Develop and publish work plan on an annual basis;
  - b) Place within a web space the appropriate materials created during activities performed by the CCM;
  - c) Ensure awareness and involvement of concerned parties, timely response to their applications, provide them with information within a reasonable term.

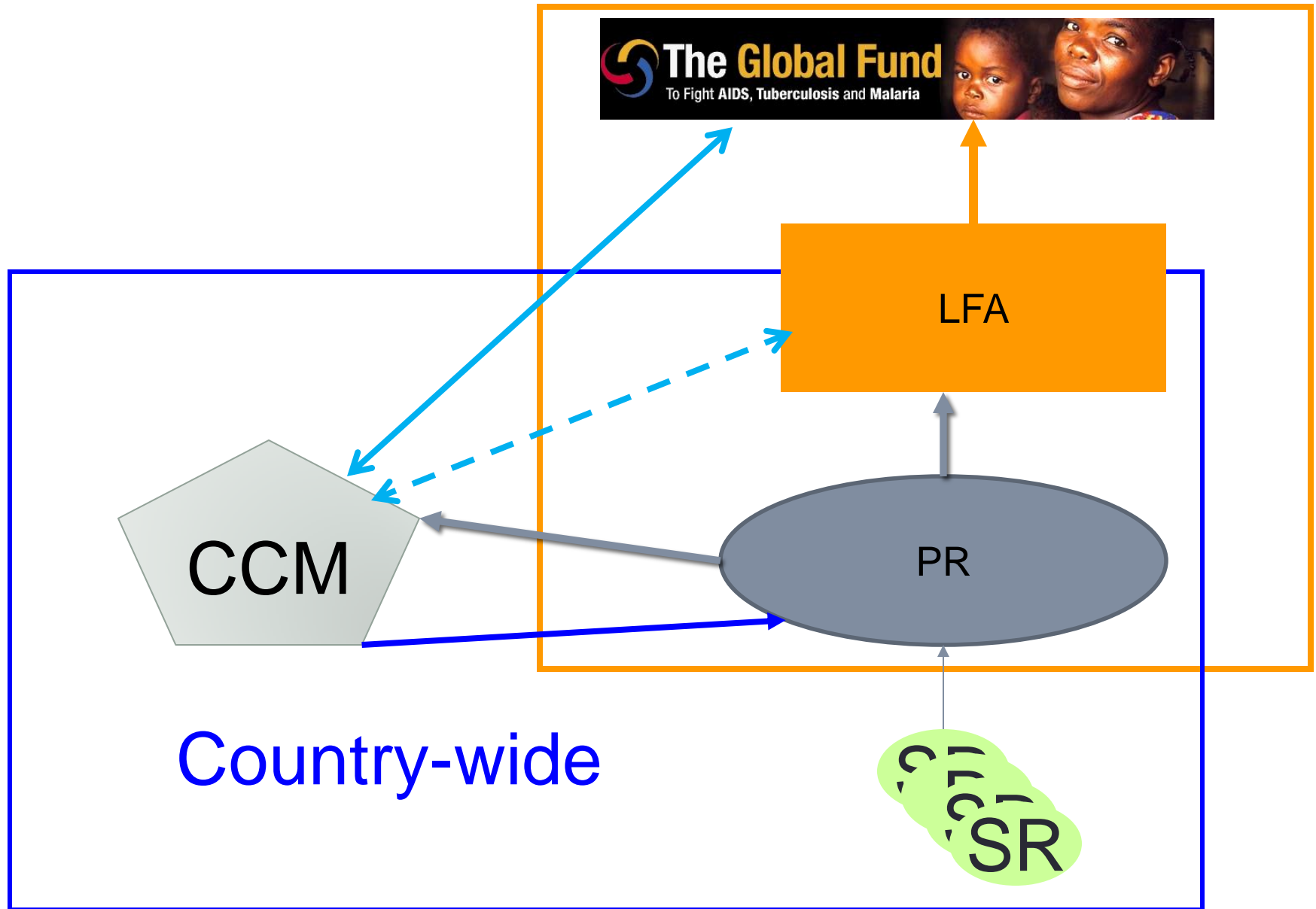


## Oversight

- CCM oversees implementation of activities and programs by Principal Recipients if required by a donor
- To carry out oversight the CCM shall take the following actions:
  - a) Develop an oversight plan, defining succession of oversight activities and involvement of stakeholders in oversight
  - b) Consider regular reports/disbursement requests sent by Principal Recipients to the donor;
  - c) Learn information about services and activities performed by Principal Recipients on site;
  - d) Meet with stakeholders, who are not the members of the CCM and receive information from them;
- When carrying out oversight the CCM does not interfere with daily activities of Principal Recipient.

.

# CCM OVERSIGHT: CCM'S RESPONSIBILITY





## Oversight Committee

- Chair: David Ananiashvili, “Georgian Plus Group”, director
- Members:
- Valeri Kvaratskhelia, Deputy Minister of Labor, Health and Social Affairs of Georgia
- Tamar Sirbiladze, USAID, Health and Social Development Office, Director
- Mari Chokheli, Open Society Georgian Foundation, Harm Reductions Programs Coordinator
- Giorgi Khechinashvili, Member of Healthcare and Social Issues Committee of the Parliament of Georgia.
- Archil Talakvadze, Deputy Minister of Internal Affairs of Georgia



# Composition of the Oversight Committee



- Consists of 5, maximum 7 members
- Membership's term – two years
- Chair and vice chair of the CCM do not serve on the oversight committee
- The number of representatives from the public sector must equal the number of representative from the civil society
- At least member has to be a representative of the people living with the three Global Fund diseases or People who are at risk of these diseases
- Oversight members from the public sector are nominated by the government
- Representatives of Bi- and multi-lateral organizations are nominated by their own constituency
- Oversight committee members representative from the civil society are selected by (nominated or elected) by the CCM members from their constituency. CCM members from the civil society constituency can propose candidates or propose themselves as a candidates.
- Among them, civil society representatives in the oversight committee must include at least one person with knowledge and experience in TB programming and another one with knowledge and experience in HIV programming.



## Functions of the OC members

- Build capacity and prepare annual plans for CCM oversight
- Gather information on program and grant implementation
- Identify implementation issues, problems, and bottlenecks
- Provide guidance and recommendations to inform CCM decision making and further actions
- Follow up and report on results to the CCM and program stakeholders



## Tools for Oversight

- HIV and TB Dashboards
- Monitoring of implementation as per selected criteria on a quarterly basis
- Presenting results at the CCM meetings

# Dashboard sample

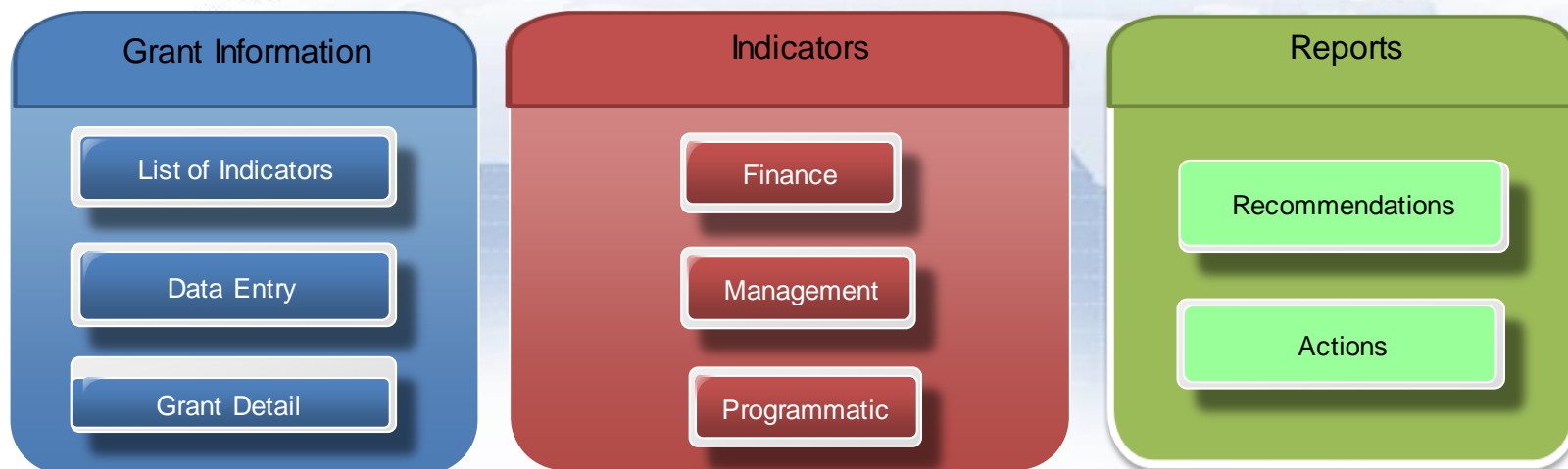
- The following slide is presented for illustrative purpose. The completed version of the dashboards can be obtained through the Secretariat or CCM web-site

## Dashboard: Georgia - HIV / AIDS

HIV / AIDS Round 10, Phase 2

Grant No.: GEO-H-NCDC

*Select the option you want to see:*



The dashboard navigation menu consists of three main colored panels: a blue panel on the left, a red panel in the center, and a green panel on the right. Each panel has a header and several buttons below it.

- Grant Information (Blue Panel):**
  - List of Indicators
  - Data Entry
  - Grant Detail
- Indicators (Red Panel):**
  - Finance
  - Management
  - Programmatic
- Reports (Green Panel):**
  - Recommendations
  - Actions

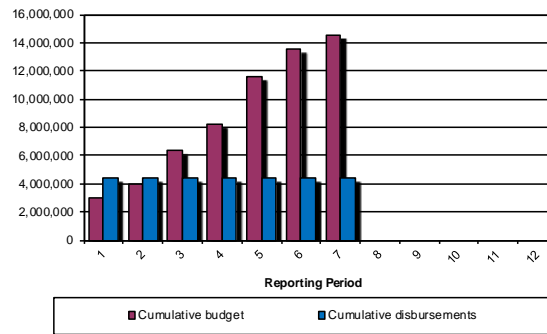
# Finance Indicators

## Dashboard: Georgia - HIV / AIDS

Round 10 Phase 2 Report Period: P2  
 Latest Rating: **B1** **NCDC** From: 1-Jul-14  
**implementation of effective HIV/AIDS prevention activities, improving** To: 30-Sep-14  
**Financial Indicators**

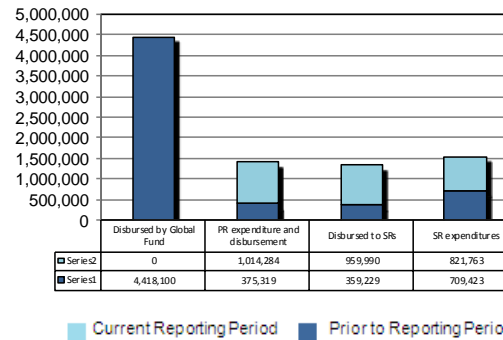
**F1: Budget and disbursements by Global Fund - in (\$)** Report Period: P2

Comments:



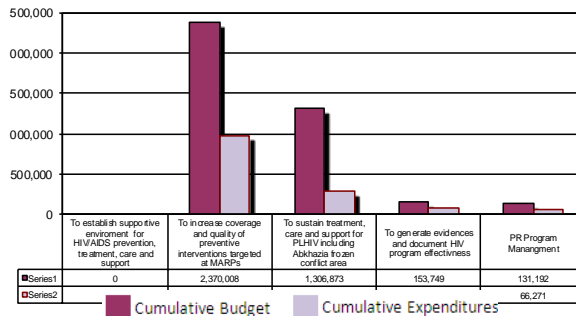
**F3: Disbursements and expenditures - in (\$)** Report Period: P2

Comments:



**F2: Budget and actual expenditures by Grant Objective - in (\$)** Report Period: P2

Comments:



**F4: Latest PR reporting and disbursement cycle** Report Period: P2

Comments:

Last fund disbursement: Calendar days		
	Expected (days)	Actual (days)
Days taken to submit final PU/DR to LFA	45	45
Days taken for disbursement to reach PR	45	0
Days taken for disbursement to reach SRs	5	3

# Management indicators

## e.g status of key PR management positions

Dashboard: Georgia - HIV / AIDS

Round 10 Phase 2

Report Period: P2

Latest Rating: **B1**

NCDC

From: 1-Jul-14

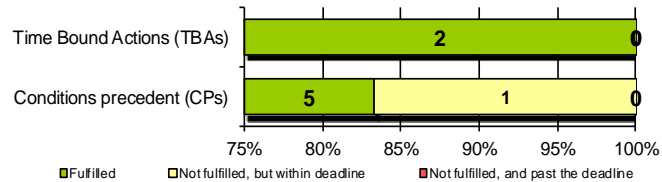
ation of effective HIV/AIDS prevention activities, improving survival rates of people with adv

To: 30-Sep-14

### Management Indicators

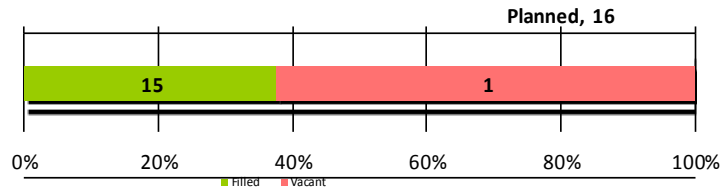
**M1: Status of Conditions Precedent (CPs) and Time Bound Actions (TBAs)** Report Period: P2

Comments: The CP concerns the sustainability plan: the budget is not signed yet



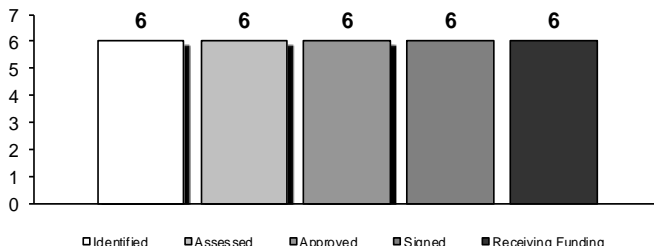
**M2: Status of key PR management positions** Report Period: P2

Comments: Urgent need to select missing position to start objective 1 in Jan as planned



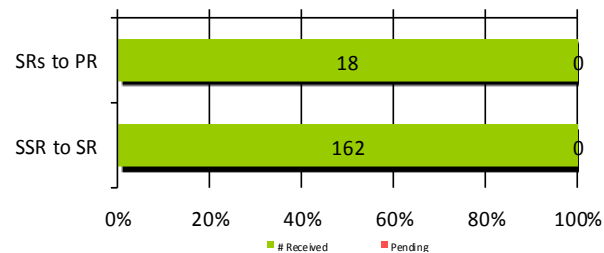
**M3: Contractual arrangements (SRs)** Report Period: P2

Comments: New SR need to be selected to implement obj 1



**M4: Number of complete reports received on time** Report Period: P2

Comments:



# Programmatic Indicators

Dashboard: Georgia - HIV / AIDS

Round 10 Phase 2

Latest Rating: **B1**

NCDC

Report Period: P2

From: 1-Jul-14

Implementation of effective HIV/AIDS prevention activities, improving survival rates of people with advanced HIV/AIDS

To: 30-Sep-14

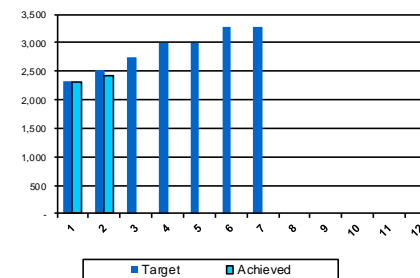
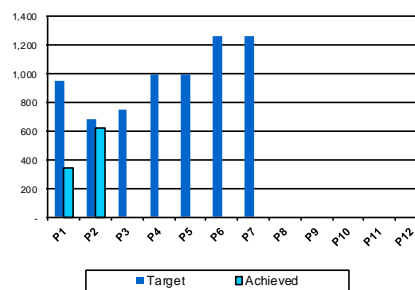
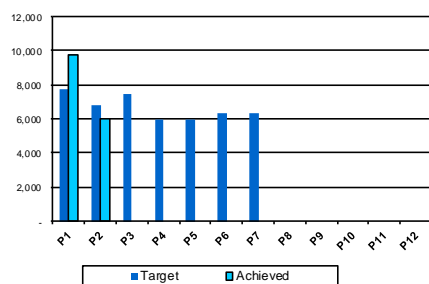
## Programmatic Indicators

Number of MARPs (IDUs, MSM and FSWs) covered with HIV testing and counselling | Number and percentage of MSM reached with HIV prevention programmes - defined package of services | Number and percentage of eligible adults and children currently receiving antiretroviral therapy

Comment: P1

Comment: P2

Comment: P3



Indicators	Target	Achieved	0% - 59%	60% - 89%	> 90%	Comments
Number of MARPs (IDUs, MSM and FSWs) covered with HIV testing and counselling (including provision of results)	6,795	5,975		88%		
Number and percentage of MSM reached with HIV prevention programmes - defined package of services	680	620		91%		
Number and percentage of eligible adults and children currently receiving antiretroviral therapy	2,530	2,410		95%		
Number of prisoners covered with VCT (HIV testing and counselling, including provision of results)	1,350	1,311		97%		
Number and percentage of IDUs reached with HIV prevention programmes - defined package of services	12,500	1,729	14%			This indicator will be changed shortly
Number and percentage of FSWs reached with HIV prevention programmes - defined package of services	650	714		110%		
Percentage of individuals receiving OST who received treatment for at least 6 months	450	427		95%		
Number of patients with HIV Hep C co-infection receiving Hep C treatment	110	72		65%		This is due to a low acceptance of the treatment by the patients

# Recommmendations

Dashboard: Georgia - HIV / AIDS

Round 10 Phase 2  
 Latest Rating: **B1**

NCDC

Report Period: P2  
 From: 1-Jul-14  
 To: 30-Sep-14

of effective HIV/AIDS prevention activities, improving survival rates of people wi

## Recommendations

Are all funds reaching implementation levels and being spent according to budget?

### Financial

#### Summary Comments

#### Recommendations

F1

F2

F3

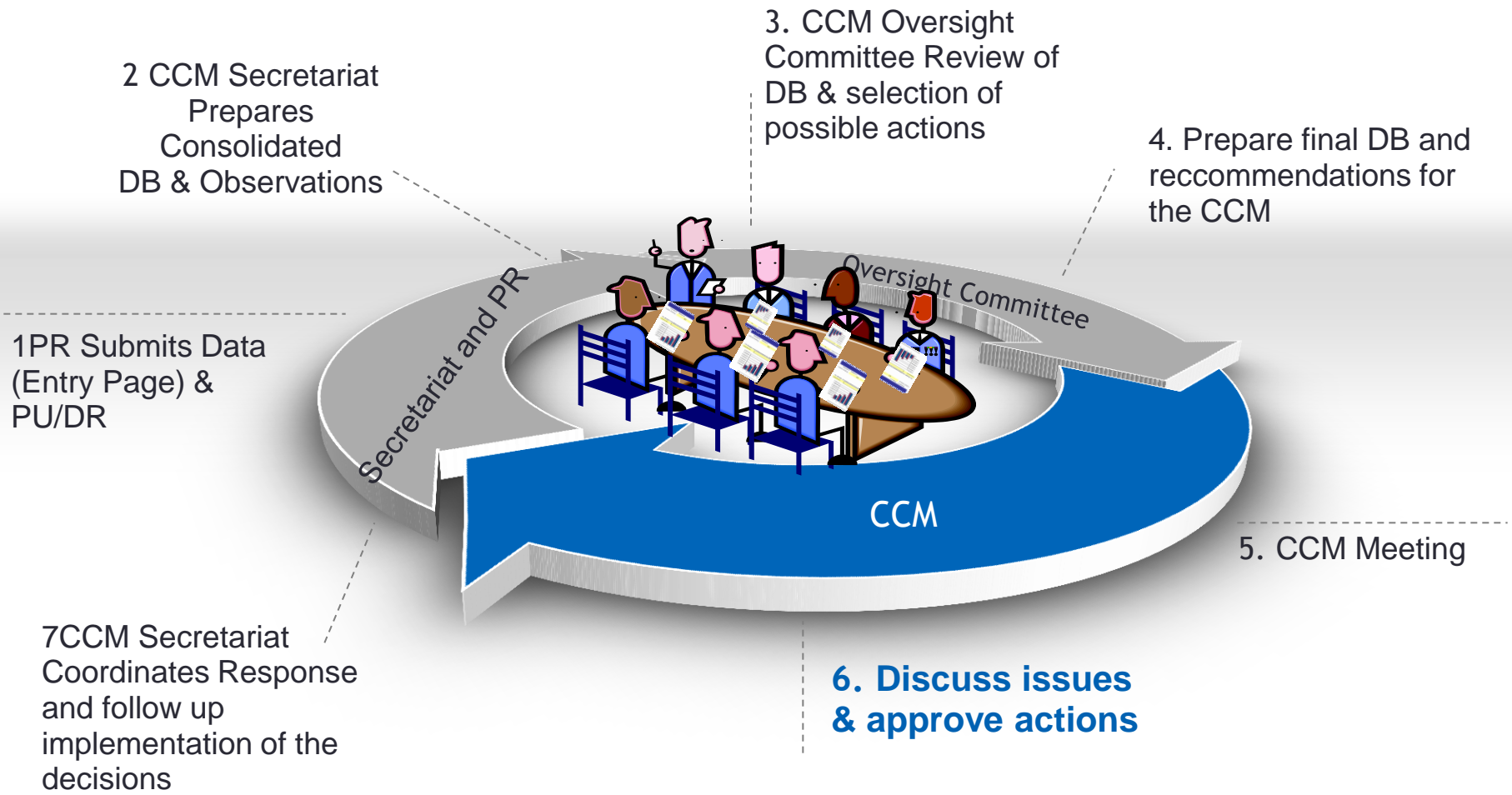
F4

are they ready for implementation of objective 1 start in January

Follow up with PR regarding the preparation for objective 1



# CCM Oversight Cycle



# THANK YOU FOR THE ATTENTION

CCM web-site

<http://www.georgia-ccm.ge/>

საკონტაქტო პირი:

ნათია ხონელიძე, ადმინისტრაციული ასისტენტი

---

[admin.ccm@caucasus.net](mailto:admin.ccm@caucasus.net)

Global Fund's web-site:

<http://www.theglobalfund.org/en/>

<http://www.theglobalfund.org/en/ccm/guidelines/>

The PR's web-site:

<http://prncdc.ge/en/globalfundinggeorgia>

MoLHSA web-site

<http://www.moh.gov.ge/>