

ATTACHMENT D – CCM, Sub-CCM and RCM Minimum Eligibility Requirements

Applicants not recently determined 'compliant' with the minimum requirements for eligibility should complete this attachment. Instructions on how to complete the attachment are provided below.

Requirement 1: Principle of broad and inclusive membership

It is recommended that the membership of a CCM, Sub-CCM, RCM comprise a minimum of 40% representation from non-governmental sectors. These sectors include:

- Academia/Education;
- NGOs and Community-based organizations;
- Private sector;
- Key affected populations;
- Faith-based organizations; and
- Multi-lateral and Bi-lateral Development Partners in country.

→ For a definition of 'Private Sector' please refer the [Round 9 Guidelines for Proposals](#).

The selection processes that were used for non-governmental sector members to choose their own sector representative in a transparent way should be summarized in the Proposal Form. Additional documentation for each sector should be attached in an annex, as evidence that the sectors themselves selected their own representative. This could include minutes of sector meetings and other documentation recording the selection of the current representatives.

Requirement 2: Principle of involvement of persons living with and/or affected by the disease(s)

The spirit of this requirement is to ensure that individuals and communities affected by and/or living with the three diseases are adequately represented, and bring to bear their experiences and expertise in program decisions that affect their lives.

The Coordinating Mechanism must demonstrate that its membership includes representation of people living with and/or affected by the diseases. Applicants can choose whether they want to enter information to this effect by referring to the relevant member(s) in the Attachment C "Membership details".

Requirements 3, 4 and 5: Principle of transparent and documented proposal development processes

A Coordinating Mechanism is expected to publicly share a broad range of information about the Global Fund proposals and grant processes, and involve a broad range of stakeholders (including non-Coordinating Mechanism members) in the processes of seeking submissions for inclusion into a proposal, the review and submission of the proposal to the Global Fund, and its oversight of implementation of the program.

In this section of the Proposal Form, all Coordinating Mechanisms (CCMs, Sub-CCMs and RCMs) are requested to explain the fair, transparent, documented process that the Coordinating Mechanism has transparently adopted to:

- Broadly solicit submissions for possible integration into one consolidated proposal;
- Review all qualitatively sound submissions received for integration into the proposal prior to final submission;
- Nominate technically capable Principal Recipient(s);
- Oversee program implementation; and
- Ensure the involvement of a broad range of stakeholders, including Coordinating Mechanism members and non-members, in the proposal development and grant-oversight process.

ATTACHMENT D – CCM, Sub-CCM and RCM Minimum Eligibility Requirements

Summary information as to how the Coordinating Mechanism's processes satisfy each of these **eligibility requirements** should be given in the Attachment D below, and detailed documentation should be provided as an annex.

The types of documentation that may be most useful to be annexed is further explained in the [Clarifications on CCM Minimum Requirements](#) available on the Round 9 call for proposals webpage.

Requirement 6: Principle of effective management of actual and potential conflicts of interest

To avoid conflicts of interest as part of good governance practices adopted by a Coordinating Mechanism, Chairs and/or Vice Chairs of the Coordinating Mechanism should not be representatives of the same entity that is nominated by the Coordinating Mechanism as the Principal Recipient(s). If however the Chair and/or Vice Chair of a Coordinating Mechanism are from the same entity as the nominated Principal Recipient(s), the Coordinating Mechanism must have a written plan in place to mitigate this inherent conflict of interest. This plan must be made public to ensure the highest levels of transparency and integrity. Applicants are also required to provide a copy of the conflict of interest plan as an annex to the Proposal Form.

ATTACHMENT D – CCM, Sub-CCM and RCM Minimum Eligibility Requirements

Please note that the following sections follow the order set out in the document entitled 'Clarifications on CCM Minimum Requirements' at:

http://www.theglobalfund.org/documents/ccm/Clarifications_CCM_Requirements_en.pdf

Principle of broad and inclusive membership	
<p>Requirement 1 → Selection of non-governmental sector representatives</p> <p>(a) Provide evidence of how the Coordinating Mechanism members representing each of the non-governmental sectors (<i>i.e. academic/educational sector, NGOs and community-based organizations, private sector, or religious and faith-based organizations</i>), have been selected by their own sector(s) based on a documented, transparent process developed within their own sector.</p> <p><i>Please indicate below (via the check-box below) which documents are relied on to support the Applicant's statement of compliance with this requirement AND attach as an annex the documents showing each sector's transparent process for Coordinating Mechanism representative selection, and each sector's meeting minutes or other documentation recording the selection of their current representative.</i></p>	
Documentation relied on to support compliance with Requirement 1	Identify which annex to this proposal contains these documents
<p><input type="checkbox"/> Selection criteria for each sector developed by each respective sector</p>	<ol style="list-style-type: none"> Annex 47a - Invitation e-mail for Round 1 Nomination for CCM. Annex 47b - Invitation Letter Round 1 Nomination for CCM. Annex 47c - Criteria Round 1 Nominations for CCM. Annex 47d - Results Round 1 Nominations for CCM.
<p><input type="checkbox"/> Minutes of meeting(s) at which the sector transparently determined its representative</p>	<ol style="list-style-type: none"> Annex 48a - Invitation Letter Round 2 Elections. Annex 48b - Voting Form Round 2. Annex 48c - Results Round 2. Annex 48d - Invitation Letter Round 3 Elections. Annex 48e - Voting Form Round 3. Annex 48fc - Results Round 3. Annex 48g - Invitation Letter Round 4 Elections. Annex 48h - Voting Form Round 4. Annex 48i - Results Round 4.
<p><input type="checkbox"/> Rules of procedure, constitution or other governance documents of a sector representative body identifying the process for selection of their member</p>	<p>Annex 48c - Criteria Round 1 Nominations for CCM.</p>
<p><input type="checkbox"/> Letters and other correspondence from a sector describing the transparent process for election and the outcome of the selection process</p>	<ol style="list-style-type: none"> Annex 49a - Academia Invitation Letter. Annex 49b - Academia Shortlist. Annex 49c - Bar Council Representative.
<p><input type="checkbox"/> Newspaper advertisements or other publicly circulated calls for members of each sector to select a representative of that sector for membership on the</p>	<p>Annex 47a - Invitation e-mail for Round 1 Nomination for CCM.</p>

ATTACHMENT D – CCM, Sub-CCM and RCM Minimum Eligibility Requirements

Coordinating Mechanism	Annex 47b - Invitation Letter Round 1 Nomination for CCM.
<p>Other: <i>(please specify)</i>:</p> <ol style="list-style-type: none"> 1. Documents related to the Working Group on Global Fund CCM for Malaysia. 2. Documents related to in country briefing and workshop on CCM and Global Fund. 	<p>Annex 50 - TOR Working Group for Global Fund CCM for Malaysia.</p> <p>Annex 51 - Participants List Global Fund Briefing Session on 27 Sep 08.</p> <p>Annex 52 - Report Global Fund Briefing Session on 27 Sep 08.</p> <p>Annex 33 - Workshop Minutes 1 Nov 2008.</p>

ATTACHMENT D – CCM, Sub-CCM and RCM Minimum Eligibility Requirements

(b) Please briefly summarize how the information provided within the annexes listed above satisfies Requirement 1.

Malaysia submitted a CCM proposal for Malaria and Tuberculosis in 2002. This CCM subsequently ceased functioning when the proposal was unsuccessful.

In April 2008, the President of the Malaysian AIDS Council (MAC) announced during a workshop that Malaysia was eligible to submit a proposal for Global Fund Round 8. Recognising that a CCM was essential for Global Fund proposal submission, a group of local Civil Society representatives, supported by the Malaysian AIDS Council, came together to form a Working Group to form the Global Fund CCM for Malaysia (Annex 7). The objective of the Working Group was to form a CCM for Malaysia and lay the ground work for proposal development. (Annex 50 - Terms of Reference for Working Group for Global Fund CCM for Malaysia).

Seed funding was obtained from the Malaysian ADIS Foundation and the Working Group held regular meetings and initiated discussions among the relevant stakeholders, including the Government, Multilateral Organisations, Academia, Community Based and Non Governmental Organisations as well as Faith Based Organisations. Key to this was advocating with the Government, particularly at the Ministry of Health, to participate in the CCM. The National Technical Committee on AIDS agreed to support the effort at a meeting on 19 August 2008 and the Deputy Minister of Health also expressed support at a meeting on 6 November 2008.

A Pre-CCM meeting among relevant Government agencies was held on 19 January 2009. A briefing session was conducted among Community Based and Non Governmental Organisations on 27 September 2008 (Annex 50 and 51) followed by a Workshop on 1st November 2008.

A CCM was subsequently initiated, with recognition that the process may not be ideal in view of the limitations in time, resources and experience.

Nominations and elections for NGO and CSO representatives to the CCM were initiated on 19 January 2009, with most of the members selected before the 1st CCM meeting on 10 March 2009. Subsequent representatives will be elected based on Terms of Reference of the CCM which have been developed and approved by the CCM.

Membership of Malaysian CCM

AGENCY	No of Representatives
Government	11
Academia	2
Non Government Organisations/ Community Based Organisations	2
Private Sector	1
Key Affected Populations	10
- People Living with HIV (PLHIV) - 3	
- Men who have Sex with Men (MSM) - 1	
- Transgender - 1	
- Sex Worker - 1	
- Drug User - 1	
- Migrant/Refugees - 1	
- Most at Risk Women – 1	
- Most at Risk Youth - 1	
Faith Based Organisations	2
Multilaterals	2
TOTAL	30

CCM Membership Selection Process -

1. ACADEMIA

- a. 2 representatives from Academia: Local academics involved with HIV/AIDS work were approached by phone and e-mail of which 4 expressed interests initially but only 2 were committed and were

ATTACHMENT D – CCM, Sub-CCM and RCM Minimum Eligibility Requirements

subsequently nominated.

2. NGO/CBO

- a. 2 representatives including the chair person of the Malaysian AIDS Council (MAC) and a representative from Bar Council. The MAC comprises more than 40 HIV/AIDS related Non Governmental Organisations.

3. PRIVATE SECTOR

- a. 1 representative from Standard Chartered Bank (Malaysia)

4. FBO

- a. Representative from Jemaah Islah Malaysia (JIM): an Islamic movement engaged in social development activities.
- b. Representative from the Malaysian Consultative Council on Buddhism, Christianity, Hinduism, Sikhism and Taoism (MCCBCHST): a non profit interfaith organisation composed primarily of officials from the main non-Muslim faith communities in Malaysia and acts as a consultative and liaison body towards more open dialogue and co-operation.

5. MUTLILATERALS

- a. 1 representative from United Nations Country Theme Group on AIDS.
- b. 1 representative from the International Planned Parenthood Federation (IPPF)

6. Key Affected Populations (KAP)

- a. 3 representatives from affected and infected: one male representative, one female representative and one spouse of an infected person.
- b. 7 representatives from the following MARP populations: Injecting Drug Users (IDU), Men Who have Sex with Men (MSM), Migrants and Refugees, Sex Workers (SW), Transgender (TG), most at risk Women and most at risk Youth.
- c. Attempts to get a response from Indigenous People organisation were unsuccessful
- d. Process of election of these representatives was as follows:
Call for nominations were sent out by e-mail to all HIV/AIDS organisations working with the above populations. Each organisation working with the respective KAP could nominate one representative for each KAP with another organisation seconding the nominee. One week was given for nomination submission. The nominations were screened for eligibility and subsequently a round of election was conducted for those who were eligible. Those elected were chosen as representatives based on the largest number of votes.
- e. KAP members election process:

Date	Activity
19 Jan 2009	Round 1 : Call for Nomination of Candidates
23 Jan 2009	Deadline for nominations
23 – 30 Jan 2009	Compilation of Round 1 nomination results
30 Jan 2009	List of shortlisted candidates circulated to all participating organisations
2 Feb 2009	Round 2: Commencement of Election Process
6 Feb 2009	Deadline for voting
8 Feb 2009	Notification to elected representatives

Note: Additional Rounds were conducted as follows:

Round 3: Re-Election for IDU representative due to a 3-way tie.

Round 4: Election for TS rep due to withdrawal of Round 1 elected rep.

Note: Call for nominations for Migrant/Refugee representative did not get a response for an eligible candidate. Invitation was made to the Migration Working Group which is a coalition of different stakeholders working with Migrants and Refugees and Ms Sharuna Verghis was nominated by this Group.

ATTACHMENT D – CCM, Sub-CCM and RCM Minimum Eligibility Requirements

<p>Principle of involvement of persons living with and/or affected by the disease(s)</p>
<p>Requirement 2 → People living with and/or affected by the disease(s).</p> <p>Describe the involvement of people living with and/or affected by the disease(s) in the Coordinating Mechanism. <i>(Importantly, Applicants submitting HIV/AIDS and/or tuberculosis components must clearly demonstrate representation of this important group. Please carefully review the Global Fund's 'Clarifications on CCM Minimum Requirements' document before you complete this section.)</i></p>
<p>Three representatives from the infected and affected community were elected to the CCM during the election process. They comprise as follows:</p> <ol style="list-style-type: none"> 1. One male representative from infected persons. 2. One female representative from infected persons. 3. One spouse of an infected person. <p>These representatives are encouraged to give their views and recommendations as members of the CCM, on behalf of the infected and affected population.</p>

<p>Principle of transparent and documented proposal development processes (Requirements 3, 4 and 5).</p> <p><i>As part of the eligibility screening process for proposals, the Global Fund will review supporting documentation setting out the Coordinating Mechanism's proposal development process, the submission and review process, the nomination process for Principal Recipient(s), as well as the minutes of the meeting(s) where the Coordinating Mechanism decided on the elements to be included in the proposal and made the decision about the Principal Recipient(s) for this proposal. We will also review how, during the program term, the Coordinating Mechanism will oversee implementation.</i></p> <p>Please describe and provide evidence of the applicant's <u>documented</u>, <u>transparent</u> and <u>established</u> processes to respond to each of the 'Requirements' set out below:</p>	
<p>Requirement 3(a) → Process to solicit submissions for possible integration into this proposal.</p>	
<p>27.09.08 and 01.11.08</p>	<p>The Working Group on Global Fund CCM initiated two meetings among NGOs that do HIV/AIDS work to brief them on the process of Global Fund grant application as well as the CCM (Annex 51,52 & 53)</p>
<p>10 Mar 2009</p>	<p>At the first CCM meeting, the formation of the Proposal Working Group (PWG) was endorsed by the CCM. The PWG comprises of:</p> <ol style="list-style-type: none"> 1. 4 CCM members <ol style="list-style-type: none"> a. Dr. Christopher Lee, Dr. Sha'ari Ngadiman, Prof. Adeeba Kamarulzaman and Prof. Teh Yik Koon 2. APMG (Lead Consultant) <ol style="list-style-type: none"> a. Dave Burrows and Paul Hardacre 3. Technical Advisor to the CCM <ol style="list-style-type: none"> a. Dr Kanagalingam 4. Technical Support Facility's Consultant <ol style="list-style-type: none"> a. Mona Hanim Sheikh Mahmud <p><i>(Annex 41)</i></p>
<p>21 Mar 2009</p>	<p>PWG meets to discuss EOI and SR selection criteria</p> <p><i>(Annex 60)</i></p>
<p>17-18 Mar 2009</p>	<p>A National Consultative Workshop was conducted to create awareness of Malaysia's intention to submit a proposal for Round 9 to the Global Fund. 25 organizations participated in the process. The main outputs from the consultative workshop include identification of most at risk populations (MARPS) and critical areas of HIV intervention for the development of service delivery areas (SDAs).</p>

ATTACHMENT D – CCM, Sub-CCM and RCM Minimum Eligibility Requirements

	<i>(Annex 39)</i>
24 Mar 2009	Draft Expression of Interest (EOI), Sub Recipient (SR) selection criteria and nomination of Proposal Review Committee (PRC) endorsed by PWG. <i>(Annex 37)</i>
23 Mar 2009	Calls for Expressions of Interest (EOI) and Sub Recipient (SR) application were published in printed advertisements in 2 national newspapers, The Star (English medium) and Kosmo (Malay medium) and on the Malaysian GF websites, hosted by the Malaysian AIDS Council (MAC). <i>(Annex 34, 35 & 36)</i>
30 Mar 2009	Submission of EOIs and SR applications. EOI were compiled and summarized by the PWG for Proposal Review Committee's evaluation. <i>(Annex 61)</i>
1 Apr 2009	Review of EOIs and SR applications by the Proposal Review Committee (PRC). Key recommendations documented. <i>(Annex 38)</i>
4 Apr 2009	PRC's report and recommendations used to develop draft Service Delivery Areas (SDAs)
11 Apr 2009	PWG meets to discuss proposed SDA structure <i>(Annex 61)</i>
16 Apr 2009	PWG meets with APMG to clarify outstanding issues regarding the proposed SDA structure <i>(Annex 62)</i>
16 - 17 Apr 2009	A Budget Consultation Workshop was conducted for 20 pre-identified Sub Recipients to develop standard costing for proposed activities as identified in the SDA structure. The main output from the consultative workshop was consensus on maximum (or ceiling) values for each budget line item for the budget template.
21 Apr 2009	CCM endorsed pre- identified SRs and SDA Structure. <i>(Annex 42)</i>
24 Apr 2009	Budget templates and guidelines issued to pre-identified SRs. <i>(Annex 63)</i>
30 Apr 2009	Closing date for submission of budgets.
11 May 2009	PWG meets to review draft proposal
15 May 2009	Third (3 rd) CCM meeting. <i>(Annex 43)</i>
15 May 2009	PWG meets with Lead Consultants to review budget. Meeting was also attended by cluster leads from the Malaysian AIDS Council.
22 May 2009	Fourth (4 th) CCM meeting. <i>(Annex 44)</i>

ATTACHMENT D – CCM, Sub-CCM and RCM Minimum Eligibility Requirements

Requirement 3(b) → Process to review submissions received by the Coordinating Mechanism for possible integration into this proposal.

Proposal Review Committee (PRC) was mandated by the Proposal Working Group (PWG) to evaluate EOIs and SRs applications. The call for Eol was published in two national dailies, in English and Malay, on the 23rd of March 2009. Notices were also sent via e-mail to NGOs known to do HIV and AIDS work. Templates for Eol submission were sent out together with the e-mails. Notices were also posted on the website along with downloads for the templates. Applicants were given one full week (deadline 30th of March 2009) to submit their applications by e-mail and fax. The Eols were then compiled and submitted to the PRC for evaluation.

The selection of the PRC members was on the basis of individuals without vested interest or potential recipients of the Global Fund grant. Evaluation guidelines were developed to lead the evaluation process. Upon completion of the review process, the PRC submits its recommendations to the Country Coordinating Mechanism (CCM) for endorsement. Members of the PRC are listed below:

	NAME	DESIGNATION
1.	Dr. Sha'ari bin Ngadiman	CCM Member Deputy Director of Disease Control, Ministry of Health
2.	Dr. Christopher K.C Lee	CCM Member Chief ID Physician , Sungai Buloh Hospital
3.	En. Mothi A/L SK Kothandabhany	CCM Member Secretary, National Policy Unit, Ministry of Women, Family and Community Development
4.	Prof Teh Yik Khoon	CCM Member Lecturer, Universiti Pertahanan Nasional Malaysia
5.	Dr. Rohaya binti A. Rahman	AIDS Officer , Jabatan Kesihatan Negeri Pahang
6.	Prof Ang Chooi Leng	Lecturer, Universiti Utara Malaysia
7.	Dr Rudy Luchman	Advocacy and Policy Specialist, UNICEF
8.	Azrul Mohd Khalib	UN HIV and AIDS Coordinator
9.	Mona Sheikh Mahmud	Local Consultant in attendance

Requirement 4(a) → Process to nominate the Principal Recipient(s) for proposals.

The PWG agreed on the criteria for the PR selection which was then presented to the 2nd CCM meeting on 21st of March 2009. The CCM unanimously nominated MAF as the PR pending clarification with respect to establishment of the Conflict of Interest Policies and MAF fulfilling the criteria (See minutes of 2nd CCM). The Col and MAF eligibility were confirmed at the 3rd CCM Meet.

(Annex 45)

Requirement 4(b) → Process to oversee/review program implementation by the Principal Recipient(s) during the proposal term.

A CCM Oversight Committee will be established, with representation from the government, civil society and development partners. The committee will meet on a monthly basis, to review current grant oversight; proposal development oversight; plans for selection of new CCM members; and review of CCM Secretariat activities. The Oversight Committee will work closely with the PRs and the LFA to ensure that reporting requirements are met. Reports will be submitted post each six monthly review and planning meeting. The Local Funding Agent (LFA) will support this process by ensuring regular monitoring of stakeholder participation, timely reporting by the PR and the CCM.

Requirement 5(a) → Process to ensure the input of a broad range of stakeholders, including Coordinating Mechanism members and non-CCM members, in the proposal development process.

As illustrated in Sections 3(a) and 3(b), we have endeavored to ensure multi-stakeholder participation at each planning, development and endorsement level.

ATTACHMENT D – CCM, Sub-CCM and RCM Minimum Eligibility Requirements

Requirement 5(b) → Process to ensure the input of a broad range of stakeholders, including Coordinating Mechanism members and non-CCM members , in grant oversight processes.
A CCM Oversight Committee will be established, with representation from the government, civil society and development partners. The committee will meet on a monthly basis, to review current grant oversight; proposal development oversight; plans for selection of new CCM members; and review of CCM Secretariat activities. The Oversight Committee will work closely with the PRs and the LFA to ensure that reporting requirements are met. Reports will be submitted post each six monthly review and planning meeting. The Local Funding Agent (LFA) will support this process by ensuring regular monitoring of stakeholder participation, timely reporting by the PR and the CCM.

Principle of effective management of actual and potential conflicts of interest	
Requirement 6 → Are the Chair and/or Vice Chair of the Coordinating Mechanism from the same entity as the nominated Principal Recipient(s) in this proposal?	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> No
<u>If yes</u> , summarize below the main elements of the Applicant's documented conflict of interest policy to mitigate any actual <u>or</u> potential conflicts of interest and attach a copy of the Conflict of Interest policy/plan to this proposal as an annex.	