

Toolkit

CECM

Recommendations for Developing Democratic Elections

of CSO and Key Population Representatives to the
Country Coordinating Mechanism.

Recommendations for Developing Democratic Elections of CSO and Key Population Representatives to the Country Coordinating Mechanism / Toolkit is a document prepared the Latin America and the Caribbean Regional Platform for Support, Coordination and Communication of Civil Society and Communities (LAC Platform)

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Regional Support, Communication and Coordination Platform for Latin America and the Caribbean (LAC Platform) is an initiative promoted by Via Libre with financial support from the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund).

The Platform is part of several interventions of the Global Fund to support and strengthen community and civil society participation at all levels within their processes. It is a component of the Community Engagement Strategic Initiative (CE SI).

1. Introduction

The meaningful engagement and inclusion of people most affected by HIV, TB, and malaria are crucial to ensuring that Global Fund investments are evidence-based and built on a strong rights-based approach. It is also critical that issues such as gender and lifecycle become cross-cutting themes in funding requests and grants. Achieving the above will help maximize the impact and reach of Global Fund grants while strengthening transparency and local accountability.

To ensure that civil society and communities meaningfully engage in Global Fund-related processes, the Global Fund Board has approved the Community Engagement Strategic Initiative (CE SI).

The SI CE works through three mutually reinforcing components:

Component 1: A short-term technical assistance program to support the meaningful engagement of civil society and community organizations in Global Fund-related national processes.

Component 2: Long-term capacity strengthening of key and vulnerable population networks and organizations.

Component 3: Community, rights and gender regional platforms.

The purpose of the LAC Platform is to support the achievement of the overall goal of the Community Engagement Strategic Initiative: ***Civil society and communities should effectively engage and contribute to the development, implementation and monitoring of programs funded by the Global Fund.*** To this end, four strategic objectives are proposed:

- Enhance community understanding of the Global Fund and its processes by regularly disseminating tailored and targeted information to a broad audience.
- Strengthen coordination of community engagement in national and regional GF grants and related processes, making the processes more efficient and effective.
- Support the development of strategic community capacity building by promoting spaces for peer-to-peer learning, community exchange, and capacity building support.
- Improve community access to Technical Assistance (TA) through information sharing, linkages to TA providers, support in developing TA requests, and capacity building and coordination among TA providers.

In line with the aforementioned objectives, the LAC Platform has prepared this Toolkit to support the meaningful engagement of civil society, community-based organizations of people affected by the diseases and key populations (KPs) in processes related to the Global Fund



2. Background information

The Global Fund to Fight AIDS, TB and Malaria (GF) requires national, regional and sub-national governmental and non-governmental stakeholders, as applicable, to define **a clear mechanism for coordinating their collective efforts to access and use GF funding¹**. Given the diversity of the GF portfolio, several types of coordination mechanisms operate according to the different situations and characteristics of each country and/or region: **Country Coordinating Mechanisms (CCMs)**, Regional Coordinating Mechanisms (RCMs) and other non-CCM entities.

The **CCM** is a committee established in each country to facilitate the coordination of the GF grant cycle. It is independent and multisectoral, composed of a variety of sectors involved in the response to HIV, TB and malaria, such as representatives of the public and private sectors, non-governmental organizations, associations of people affected by the diseases, academia, scientific associations and international cooperation agencies.

The GF is committed to **engaging communities and key populations (KPs)**, strengthening community responses, and advocating for gender equality and human rights (HR). For this reason, the meaningful engagement of civil society organizations (CSOs) and communities is a requirement for access to GF resources, as communities and KPs play a critical role in the design, implementation, monitoring and governance of HIV, TB and malaria programmes.

Therefore, to meet the principle of **engaging key populations, people affected by or living with the diseases, and civil society organizations**, the CCMs should include representatives of these three populations in their membership. Each CCM should establish a clear mechanism for engaging these stakeholders so that their views and voices are included and heard.

Community engagement should be ongoing throughout the grant lifecycle and contribute to strengthening program implementation and achieving grant goals.



¹ Global Fund (2018). Country Coordinating Mechanism Policy. Available at: https://www.theglobalfund.org/media/7421/ccm_countrycoordinatingmechanism_policy_en.pdf

To ensure this, the GF **requires MCP²** to meet at least two eligibility requirements, related to the engagement of communities of people affected by the diseases, key populations (KPs), and other civil society organizations (CSOs):

Requirement 1: The GF **requires** CCMs to clearly document efforts to engage communities of people affected by the diseases, key populations (KPs), and other civil society organizations (CSOs) in developing funding requests.

Requirement 4: The Global Fund **requires** CCMs, based on epidemiological as well as human rights and gender considerations, to show evidence of membership of:

- People who are both living with and representing people living with HIV;
- People affected by and representing people affected by tuberculosis and malaria; and
- People from and representing Key Populations.





Requirement 5: The GF **requires** CCM members representing non-government constituencies to be selected by their constituencies based on a **documented, transparent process developed within each such constituency**. This requirement applies to all non-government members, including those selected pursuant to Requirement 4 above, but not to multilateral and bilateral partners.

² Global Fund (2018). Country Coordinating Mechanism Policy.
Available at: https://www.theglobalfund.org/media/7421/ccm_countrycoordinatingmechanism_policy_en.pdf 

3. Objectives

The purpose of this tool is to provide recommendations to guide and strengthen the effective engagement and participation of affected communities, key populations (KPs) and other civil society organizations (CSOs) in implementing democratic and transparent processes to elect their representatives to the CCMs. The recommendations contained herein are based on GF policy and the experience of the Latin American and Caribbean region in consolidating **democratic, transparent and documented participatory mechanisms** for representative nomination, election and accountability.

Specific Objectives

-  Provide guidelines for designing and implementing a roadmap for the election of CSO and KP representatives to the CCM in GF-supported countries in the region.
-  Provide guidelines for creating an electoral roll of CSOs and KPs at the national level that facilitates participation, transparency and documentation of electing their representatives.
-  Provide recommendations on convening and electing CSO and KP representatives to the CCMs.
-  Provide guidelines for establishing two-way communication and accountability mechanisms between CSO representatives to the CCMs and their constituencies.



4. Definitions

Before we begin, some essential definitions are provided to understand better the importance of CSO and community engagement in CCMs and the processes involved in electing their representatives to CCMs.

Country Coordinating Mechanisms (CCMs)

CCMs are mechanisms for public-private partnership in the coordination of national disease programs at the country level. CCM members represent the interests of country-level stakeholders in the fight against HIV, TB, and malaria. As individuals, CCM members are accountable to the core constituency, and, as a group, the CCM is accountable to the nation (through its identified reporting channels, e.g., the core legislative body). CCMs may be formed from existing national structures but must meet, at minimum, the CCM Eligibility Requirements.

CCM's core functions:

	✓ Coordinate the development and submission of funding requests to the GF.
	✓ Select and designate the Principal Recipient (PR) ³ of the grant.
	✓ Submit the renewal of grant funding at the end of the second year of implementation.
	✓ Work in coordination with AIDS, TB, and malaria programs funded by other sources in the country.
	✓ Strict oversight of program/grant implementation.


³ This entity is responsible for the operational and financial implementation and accountability of the project and can be public, private or civil society. It is selected by the CCM through a public and transparent convening process.

Key Populations (KP)

Likely, the key populations (KPs) for the three diseases are already clearly defined in your country, but in some contexts, it may not be easy to delineate them. Developing a common definition of KPs for the three diseases is difficult, as each definition may have a different impact.

In general terms, KPs in the context of HIV, TB and malaria are people who experience increased exposure or risk to and high epidemiological impact from one of the diseases, combined with decreased access to services. This includes criminalized or otherwise marginalized populations.

According to the GF, a group will be deemed to be a KP for any of the three diseases if it meets all three of the criteria below⁴:



KP

- ✓ Epidemiologically, the group faces increased risk, vulnerability and/or burden with respect to at least one of the three diseases – due to a combination of biological, socioeconomic and structural factors;
- ✓ Access to relevant services is significantly lower for the group than for the rest of the population – meaning that dedicated efforts and strategic investments are required to expand coverage, equity and accessibility for such a group; and
- ✓ The group faces frequent human rights violations, systematic disenfranchisement, social and economic marginalization and/or criminalization – which increases vulnerability and risk and reduces access to essential services

Some examples in Latin American and Caribbean countries of people who meet the above KP requirements are:

HIV: people living with HIV (PLHIV), transgender people (TP), men who have sex with men (MSM), female sex workers (FSW), people who inject drugs (PWID), migrants, refugees, etc.

TB: people affected by TB, PLHIV, miners, prisoners and incarcerated populations, ethnic groups, migrants, etc.

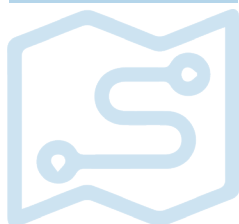
Malaria: sugarcane workers, ethnic groups, migrants, refugees, etc.

Roadmap for the electoral process

A roadmap is a document that outlines a detailed schedule of activities necessary to achieve a goal. In our case, the roadmap is intended to develop a transparent, democratic, participatory and documented election process for CSO and KP representatives to the CCM. As a result, the roadmap is a shared source of information that outlines in advance the objectives, priorities and progress of the process over time.

Since roadmaps are intended for a broad and diverse range of stakeholders interested in the process, they should explain the process in clear but simple language and have the following characteristics:

RM



- ✓ Reflect the overall vision of the electoral process, its goals, activities and other elements in a clear visual and written manner.
- ✓ It should be flexible, as each country and process is different; experience has shown that adjustments are necessary along the way.
- ✓ It must be shareable with different and diverse stakeholders. To achieve this, representatives of the CSOs and KPs that are part of the CCM must be involved and make suggestions that allow for a better understanding by all stakeholders.
- ✓ It must be clear and concise. Although this can be a challenge, as elections are a complex process, we must consider this criterion and apply it in the best possible way. The participation of CSO and KP leaders is also crucial at this stage.

When developing your roadmap, consider the following points:

Clearly **define** the **background** (why?), the **goals** (what are we aiming to achieve?), the **activities** (how will we get there?), and the **principles** that will guide the process.

An example of a roadmap goal might be:

“Strengthen the effective engagement of representatives of civil society and key and vulnerable populations in the CCM-Colombia through the implementation of transparent, democratic, participatory and documented mechanisms for the nomination, election and accountability of representatives.”

Provide a clear and detailed **description** of activities and deadlines in a **timeline**. This should be divided into phases and milestones:

- ⚙ Communication strategy
- ⚙ Briefing sessions
- ⚙ Preparation of the electoral roll
- ⚙ Call for nominations or self-nominations
- ⚙ Verification of eligibility and certification of nominees and self-nominees
- ⚙ Campaigning by certified candidates
- ⚙ Voting day
- ⚙ Counting of votes and election records
- ⚙ Official announcement of elected representatives
- ⚙ Induction process for new CSO and KP representatives to the CCM

Review and **validate** the election roadmap with representatives of the stakeholders in the process to ensure that the information is understandable.

Electoral Roll or Electoral Register

The electoral roll is a list, the result of a previous registration, that contains information on persons or organizations that have registered and are entitled to elect their representative to the CCM through their vote. Its functions include: ensuring that each voter casts a single vote, preventing someone from voting more than once or attributing votes to those who are not eligible to vote; on the other hand, it helps control that an organization or person registered under a particular KP votes for a representative of that population.

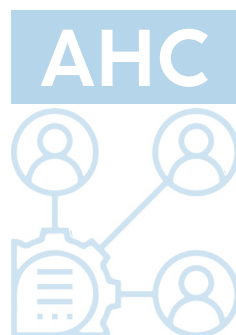


Ad Hoc Election Committee

In general, the CCM regulations allow the possibility of appointing Ad Hoc Committees, i.e., committees formed for a specific purpose or to perform a particular task - in this case, to accompany and oversee the election process of CSO and KP representatives per the CCM regulations. Such a committee must declare that it has **no conflict of interest** in the process, and it is recommended that it not be composed of CSO and KP representatives (as they may have a conflict of interest); however, if they declare that there is no conflict of interest, they may participate.

Members of the Ad Hoc Election Committee may include members of the CCM Ethics and Governance Committee (if any); CCM members representing other sectors, e.g., government, academia, the health care sector, international cooperation agencies, among others, may also participate, provided that measures are taken to avoid conflicts of interest. The committee may consist of four or five persons. Members of the CCM Secretariat may also provide logistical support.

Some of the functions of this Ad Hoc Election Committee are to:



- ✓ Oversee the process of electing CSO and KP representatives to the CCM.
- ✓ Ensure that the process is democratic, clear and transparent.
- ✓ Ensure that the process follows the rules established by the CCM.

5. Stages of the Election Process

Documentary review

The process begins with the documentary review related to the functioning and governance of the CCM and the participation of CSO and KP representatives in this area. In this case, there are two main sources of documents:

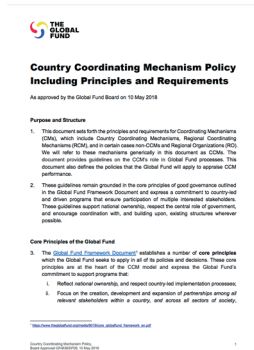
CCM guidelines

These documents are most likely already in existence and should be considered in developing the election strategy for CSO and KP representatives.

- Statutes or by-laws (key aspects such as the number of seats for CSO and KP representatives and which populations are participating may be found here; this may vary from country to country).
- CCM membership directory (defines how the CCM is organized at the time of the elections).
- CCM Code of Ethics (may include conditions, characteristics and responsibilities of CCM members).
- CCM Communications Plan (guidelines for how the CCM will handle communications).
- Guidelines for the selection and participation of CCM members (if these documents exist, they should be reviewed for relevance; if not, they should be created - in this case, they would be an additional product of the process).
- Other relevant documents that should be considered.

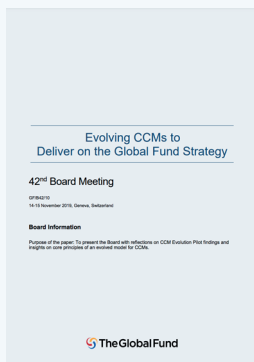
Global Fund guidelines for CCM operations

The Global Fund has many documents, guidelines and policies related to CCMs. Below is a brief selection of documents that may be useful in developing processes for electing CSO and KP representatives to the CCM.



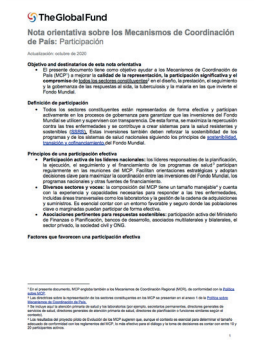
Country Coordinating Mechanism Policy Including Principles and Requirements

https://www.theglobalfund.org/media/7421/ccm_countrycoordinatingmechanism_policy_en.pdf



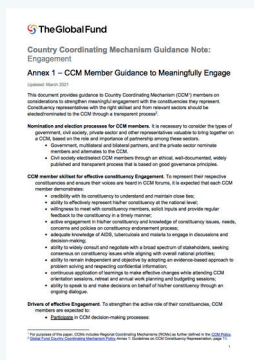
Evolving CCMs to Deliver on the Global Fund Strategy

https://www.theglobalfund.org/media/9055/bm42_10-evolvingccmsdeliverglobalfundstrategy_report_en.pdf



Country Coordinating Mechanism Guidance Note: Engagement

https://www.theglobalfund.org/media/10183/ccm_engagement_guidance_en.pdf



Country Coordinating Mechanism Guidance Note: Engagement. Annex 1 – CCM Member Guidance to Meaningfully Engage.

https://www.theglobalfund.org/media/10731/ccm_01-cmmemborguidancemeaningfullyengage_annex_en.pdf



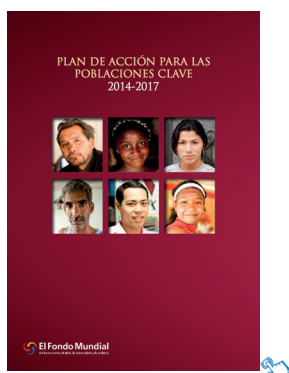
My Code, My Responsibility: Code of Ethical Conduct for Country Coordinating Mechanism Members

https://www.theglobalfund.org/media/8234/core_codeofethicalconductforccmmembers_policy_en.pdf



Community Engagement Toolbox: Resources from Partners of the Global Fund's Community Engagement Strategic Initiative

https://www.theglobalfund.org/media/10734/ccm_communityengagement_toolbox_en.pdf



Key Populations Action Plan 2014-2017

https://www.theglobalfund.org/media/1270/publication_keypopulations_actionplan_en.pdf



Considerations before developing the roadmap

Since this is a CCM-owned process, the strategy should be shared with and approved by the Assembly. Remember also to establish the **Ad Hoc Election Committee constituted by CCM members**.

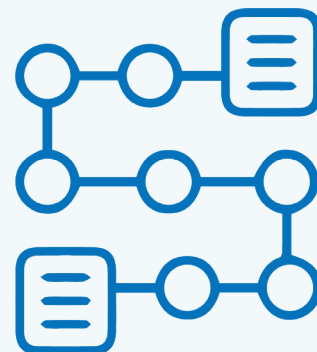
1. Develop a comprehensive **communication strategy** to inform stakeholders about the process and encourage their engagement; this should include:

- Holding virtual and/or face-to-face meetings to provide information about the process.
- Selecting effective communication channels based on stakeholder characteristics. For example, social networks, websites, WhatsApp, phone calls, e-mail, etc.
- Creating a dedicated e-mail for the election process that members of the Ad-Hoc Election Committee can access.
- Developing communication materials such as easy-to-share e-brochures, voice memos, videos, etc.
- Ensuring that messages reach all stakeholders, especially those least likely to engage in the process.
- Implementing the communications campaign throughout the election process.



2. Prepare a **list of stakeholders in the process**, i.e., CSOs and KPs working on HIV, TB or malaria, as applicable.

- If such lists already exist in the CCM, they should be reviewed to ensure broad participation in the process.
- If they do not exist, they should be compiled with the support of representatives of the CSOs and KPs involved in the CCM.
- Revise the lists with different stakeholders to ensure no one is left out.



3. Review or establish the **eligibility requirements for the organizations or individuals** that constitute the electoral roll, i.e., the voters. Eligibility requirements or criteria may include all or some of these examples, and others may be added according to the needs of the country:

- Experience working on HIV, TB, or malaria in the country, as applicable. The duration of the experience should be specified.
- Experience working in the country and with the KP for which they will vote. The duration of the experience should be specified.
- Members should belong to the KP for which they will be voting.
- Basic information about the organization: address, city, contact number, e-mail, name of the representative of the organization, work experience, legal status (recognition by the state), population for which they will vote (for example, MSM, TP, PLHIV, people affected by TB or malaria, etc.⁵
- Any other information deemed relevant.
- A Google Form can be used to develop a tool with the necessary information for registration. **See Annex 1 Sample Electoral Roll Template.**
- The requirements should be widely disseminated in the communication strategy.



5 It is common for some CSOs to work with different populations. In this case, they have to choose which population to vote for.

Profile of Candidates for CSO and KP Representation in the CCM

Given the importance of representing a population or sector of the population in the CCM, a national space where decisions affect many people, certain requirements and characteristics must be established to ensure effective representation. As mentioned above, the requirements may already exist in the CCM guidelines, may be prioritized, may be adapted, or may be created, always with the approval of the CCM. Here are some examples.

Experience Level	Time	Source of Verification
Minimum verifiable experience with the population they intend to represent	2 years	Certificate of Experience
Minimum verifiable work experience in HIV, TB or malaria, as applicable	2 years	
Skills		Source of Verification
Respectful attitude when working with diverse groups.		Letter of commitment, certificate of experience, application
Leadership and coordination skills between their sector/institution and the CCM.		
Communication, conflict management, negotiation, coordination and teamwork skills.		
Other requirements		Source of Verification
Representation capacity and decision-making power within their institution or sub-sector.		Cover letter, certificate of experience, application
Self-nomination or nomination by a previously registered CSO/CBO in the electoral roll.		Self-nomination or nomination
Have the time and commitment to engage in the CCM continuously.		Letter of commitment
Willingness to participate in the CCM induction process.		
Write a letter of commitment that includes at least two years of demonstrated experience and leadership in their sub-sector and work related to HIV, TB or malaria.		
Develop a communication plan with specific actions to maintain a flow of communication with their constituency and the CCM.		Communication Plan
Submit certificates of experience issued by a CSO, CBO or network working on HIV, TB, malaria or KP.		Certificates of Experience
Reside in one of the cities where the current GF grant is being implemented.		Candidate Registration
Belong to, represent, or be nominated from one and only one of the populations prioritized in the CCM, e.g., MSM, TP, male or female PLHIV, PWID, FSWs, people affected by TB, CSOs working on HIV or TB, people affected by malaria, etc.		Self-nomination or nomination
Availability to travel if necessary.		Letter of commitment
Photo with the applicant's face visible		
Other requirements deemed relevant according to the national context		

This information will be used to create profiles of the proposed representatives, which should be widely disseminated through the communication strategy and information sessions.

6. Development of a roadmap for the electoral process

The electoral process is ready to start once a frame of reference of the country and the GF has been established as a result of the documentary review and after understanding the characteristics of the roadmap for the electoral process of CSO and KP representatives to the CCM.

The overall process is estimated to take two months, but this may vary depending on the characteristics of the national context. As mentioned above, the roadmap clearly outlines the main activities (milestones of the process) and the times, dates and places where they will be conducted. The following is an example of what is expected in a roadmap for the electoral process of CSO and KP representatives to the CCM.

a) Communication strategy

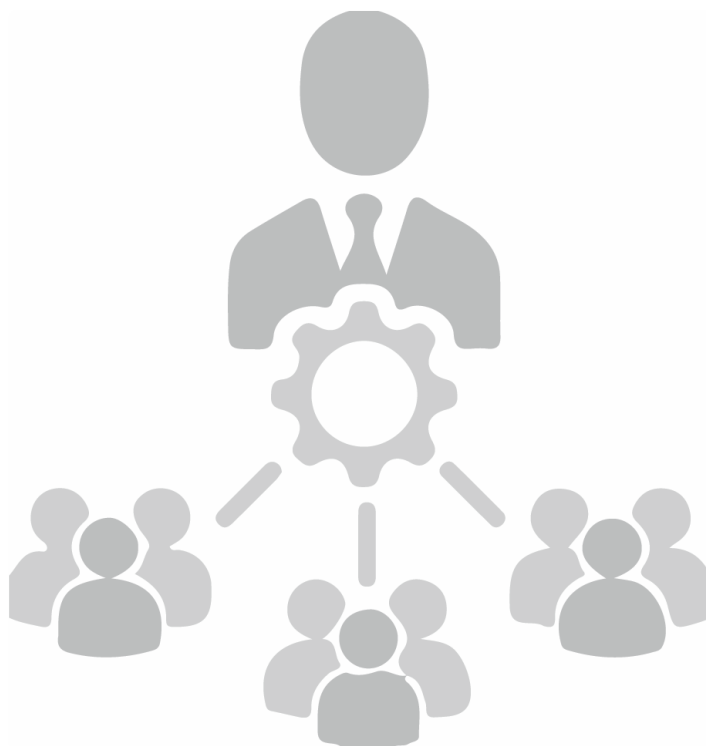
The implementation of the **communication strategy** should meet the minimum requirements described above. It should be implemented from the beginning to the end of the process to keep stakeholders informed.



b) Briefing sessions

They are part of the communication strategy and are addressed to stakeholders. There may be one or more sessions, depending on the number of stakeholders at the national level.

- They can be virtual, face-to-face or mixed, depending on the resources of the process.
- If they are virtual, it must be ensured that all stakeholders can participate, e.g., that they have an internet connection, data and know how to use it. These virtual meetings can last one to two hours at most.
- Ask permission to record the virtual meetings for documentation purposes so they can be shared later upon request.
- For face-to-face meetings, create attendance lists that include contact information, sector, and signature. This is another way to document the process.
- Some communities prefer face-to-face meetings, which may be more appropriate for the process.
- It is important to have a schedule for the virtual meetings and to communicate the dates in advance.
- Briefing sessions should outline the activities of the electoral process, the criteria for eligibility of organizations and candidates to participate, the duties and rights of electing or being elected, the profile of the candidates, and so on. They should also include basic information on how the GF operates in the country.
- A brief entry and exit assessment is recommended to ensure that participants have the information necessary to participate in the electoral process. Annex 2 Sample Entry and Exit Assessments for Briefing Sessions.



c) Preparation of the electoral roll

Call and enrolment of organizations to be registered to vote (electoral roll).

- The call must clearly state the requirements for organizations or individuals to register and vote⁶.
 - This should be one of the key messages in the communication strategy (briefing sessions and messages).
 - A *Google Form* can be used for registration.
 - Depending on the characteristics of the CSO and KP members, a registration period (one week) can be set. Always specify a deadline date, and time for closing registrations.
 - Semi-personalized reminder messages should be sent to CSO and KP members to remind them to register.
 - After registration closes, verifying which organizations or individuals are eligible to vote is necessary.
 - The electoral roll (a database of organizations or individuals eligible to vote) is then created.
- Annex 1 - Sample Electoral Roll Template.

d) Call for nominations or self-nomination as a candidate

- The call for applications should clearly state the requirements and profile of the candidates.
- This should be one of the key messages in the communication strategy (briefing sessions and messages).
- The step-by-step procedure for nominating or being nominated should be clearly stated.
- This can be done by e-mail, attaching all relevant documents.
- A period of three days should be set for nomination or self-nomination. Always specify a deadline date, and time for closing nominations.
- Semi-personalized reminder messages should be sent to CSO and KP members to remind them to nominate or self-nominate.

⁶ First, there must be agreement on whether the voters will be individuals or organizations. The recommendation is that they should be organizations, but this depends on how CSO and KP members are organized and on the national context.

e) Verification of eligibility and certification of nominees and self-nominees

- After the close of nominations or self-nominations, the eligibility of the nominees should be verified.
- Those who meet the requirements should be certified by the *Ad Hoc Election Committee*.
- An electoral card, voting sheet or ballot may be prepared containing the names and photographs of the candidates by sector who meet the requirements; for example, transgender candidates, FSW candidates, MSM candidates, TB candidates, etc. Annex No. 3 Sample ballot by sub-sector.
- The information about the certified candidates to be elected will be disseminated in a segmented manner to the organizations and/or individuals that make up the electoral roll. For example, the electoral card, voting sheet or ballot with the candidates registered for MSM is sent by e-mail to the individuals and organizations that have expressed their intention to vote for the representatives of this population.
- The certification process of the candidates should be documented in minutes signed by the members of the *Ad Hoc Election Committee*.

f) Campaigning by certified candidates

- Certified candidates have one week to campaign among their constituencies (organizations or individuals registered to vote for the sector to be represented).
- They can use various means of communication and have access to the contact information of the voters in their sector.
- They can also hold virtual or face-to-face meetings to explain why they should vote for them.
- It is essential to ensure that everyone is on an equal footing. Support is recommended for candidates having difficulty getting the message out to their sectors.
- Setting a start and end date for these campaigns is crucial. No one can go beyond the established end date.

Examples of candidate campaign products during election days in Colombia

Por qué Somos la mejor opción para
REPRESENTAR LOS INTERESES
de las OBC con trabajo en
VIH?

- Somos líderes en el eje cafetero en trabajo inclusivo con poblaciones que viven y conviven con VIH.
- Hemos realizado por 9 años el Festival del condón como espacio de formación y prevención del VIH.
- Más de 50 mil condones entregados en campañas preventivas.
- 650 pruebas rápidas de VIH aplicadas a población general.
- 280 pruebas rápidas de sífilis.
- Más de 800 atenciones o usuarios a través de la línea Teleconecta.
- Gestión de medicamentos para garantizar la adherencia a TARV.
- Acompañamiento con enfoque bio-psico-social a personas que viven y conviven con VIH.
- Confirmación de grupos de apoyo en VIH.
- Hemos formado y certificado a más de 250 pares LGBTIQ+ en temas de salud sexual, ITS y VIH, en los departamentos de Caldas, Risaralda y Norte del Valle.
- Trabajos de campo y sensibilización en sitios de homosocialización.

José Fernando Giraldo Hernández

Vote

Fundación Plataformas

ELECCIONES MCP 2022
VOTAPOR

GLORIA MAURY
Sub sector mujeres viviendo con VIH

Quiero y puedo ser su representante gracias a mi trabajo social y contribución desde los ejes socioeconómicos y alimentarios a poblaciones en condiciones de vulnerabilidad.

Soy gestora social con amplia experiencia en el desarrollo de proyectos de salud de diferentes organizaciones nacionales e internacionales.

Mi propósito es luchar contra la violencia, discriminación, estigma y feminización que sufren las mujeres que viven y conviven con VIH.

MCP

MECANISMO COORDINADOR DE PAÍS

ELECCIONES DE REPRESENTANTES DE LA SOCIEDAD CIVIL Y POBLACIONES CLAVE

SUBSECTOR: HOMBRES QUE TIENEN SEXO CON OTROS HOMBRES

Andres Rojas
17 años de experiencia trabajando por la comunidad

APÓYAME CON TU VOTO

Envía un correo electrónico a: eleccionesmcp2022@gmail.com
Asunto: Elecciones MCP 2022: Mi voto por el puesto de hombres que tienen sexo con otros hombres. Escriba: Número 1, Andres Rojas Marulanda.

g) Voting day

- Clearly define the mechanism for voting, e.g., it can be done by e-mail. It should be clear that each organization or person registered to vote can cast only one vote for a certified candidate.
- Votes may only be cast for one candidate from the population for which the voter or organization is registered. For example, if an NGO is registered in the electoral roll to elect the representative of trans people, its vote must be for a certified candidate of that sector; otherwise, its vote will be invalid.
- The virtual ballot boxes (e-mail) must be operational for a period of 24 hours for voters to vote. E-mails received after the specified time will not be counted.

h) Counting of votes and election records

- Immediately following Election Day (the next business day), a meeting shall be scheduled with the Ad Hoc Election Committee to count the votes.
- The meeting shall result in the certification of the incumbents and alternates for each CSO and KP representative position on the CCM.
- A record of the results, including the names of those elected by each sector, must be prepared and signed.
- Confirm by e-mail that the elected candidates are available to take office.



i) **Official announcement of elected representatives**

- The announcement can be uploaded to the CCM website, along with the roadmap, the minutes of the election process signed by the Ad Hoc Election Committee, the vote count, and other relevant information.
- An e-mail should be sent to everyone involved in the process with the link where they can access the information.

j) **Induction process for new CSO and KP representatives to the CCM**

- A workshop of at least two days should be planned to induce new representatives.
- This workshop may be face-to-face or virtual, depending on available resources.
- Develop an agenda that covers topics of interest.
- Outgoing CSO and KP representatives to the CCM should be invited to share their experiences and make recommendations to the new representatives.
- Develop a communication plan –the plans shared by candidates when nominated can be used as input.

Other recommendations

- Establish a communication mechanism to resolve doubts and non-conformities. Respond to them in a timely manner. If there is a non-conformity, bring it to the Ad Hoc Election Committee for resolution. Always respond to everyone.
- Criteria should be established in advance for how ties will be resolved. For example, if two candidates receive the same number of votes, the Ad Hoc Election Committee may declare the representative with the most experience in their sector to be the incumbent; gender balance may be another criterion, if appropriate.
- If a vacancy is declared, the CCM Assembly should be informed to provide guidance on the steps to be taken.
- Each activity described in the roadmap should be assigned dates and even times, if necessary.

7. Annexes

Annex 1. Sample Electoral Roll Template

Registry of civil society organizations working with or representing sub-sectors to the Country Coordinating Mechanism- _____ (name of country)

The process of electing Civil Society and Key Population representatives as members of the CCM is underway. According to the regulations, organizations working with Key Populations on HIV and TB-related issues must be registered to participate in the process.

In addition, the CCM intends to use this form to create a registry of civil society organizations working in the sub-sectors relevant to the CCM in order to maintain channels of communication about the activities of the CCM and to engage them in dialogue processes and those related to the representation of civil society in the CCM.

- **Name or business name of the organization**

(Write the full name and the acronym or abbreviation, if you have one):

- **Organization telephone numbers**

(include at least two; they can be landline or mobile. If landline, include call sign):

- **Organization e-mail**

(include at least two contact e-mails):

- **Organization's website or social network, if available,**

e.g., Facebook, Twitter, etc. Please include the link(s)

- **Address and city of the organization's headquarters**

- **Does your organization have legal status**

(government recognition) :

Yes ____ No ____

- **If affirmative, please provide the tax identification number**

- **Date the organization was incorporated or began operations**

dd/mm/yy

- **Name and surname of the organization's principal officer or director**

- **Name and surname of the person completing this form**

- **E-mail address of the person completing this form**

- **Role or position within the organization held by the person completing this form**

- **Which of the key populations formally participating in the CCM would your organization represent in the election of civil society and key population representatives to the CCM?**
(Please note that the selected population is the only one you or your organization may nominate or elect. Also note that your organization may nominate or elect a CBO working on HIV, TB, or malaria).
 - ☐ Men who have sex with men (MSM)
 - ☐ Transgender people (TP)
 - ☐ People living with HIV (PLHIV)
 - ☐ People who inject drugs (PWID)
 - ☐ Homeless people
 - ☐ Female sex workers (FSW)
 - ☐ People affected by TB
 - ☐ Prisoners and other persons deprived of liberty
 - ☐ Community-based organizations working on HIV
 - ☐ Community-based organizations working on malaria
 - ☐ Other (please specify) _____
- **With which of the following civil society sectors does the organization work:**
 - ☐ HIV-related key populations (MSM, TP, FSW, PWID, etc.)
 - ☐ People living with HIV (PLHIV)
 - ☐ Community-based organizations working on HIV
 - ☐ People affected by or representing people affected by TB or HIV-TB co-infection
 - ☐ People affected by or representing people affected by malaria
 - ☐ Other (please specify) _____

- **If you answered the previous question that your organization works in the Key Populations subsector,** please indicate which of the following populations your organization focuses its interventions on. (If you work with more than one, please select the one on which you focus most of your interventions.)

- ☐ Men who have sex with men (MSM)
- ☐ Transgender people (TP)
- ☐ Female sex workers (FSW)
- ☐ People who inject drugs (PWID)
- ☐ Homeless people
- ☐ People living with HIV (PLHIV)
- ☐ People affected by TB
- ☐ People affected by malaria
- ☐ Other (please specify) _____

- **In which city or cities does your organization currently operate?** (Specify the municipality, city, and province. If more than one, separate each municipality with a semicolon (;). For example: Tunja- Boyacá; Pereira- Risaralda)

- **I authorize the CCM Technical Secretariat to use the information provided here for information purposes and to be included in dialogue processes and those related to the representation of civil society in the CCM. The CCM guarantees full confidentiality of the information.**

Yes ☐

No ☐

- **I confirm that I have read the document: “Roadmap for the electoral process of CSO and KP representatives to the CCM.”**

Yes ☐

No ☐

Annex 2. Sample Entry and Exit Assessments for Briefing Sessions

Community Voices at the Global Fund - Colombia

Briefing Session

Below is a series of questions about how the Global Fund works in your country and the process of electing CSO and KP representatives. This questionnaire will help us know if the information strategy is effective.

Entry Evaluation: _____
Exit Evaluation: _____
Name: _____
City: _____
Organization: _____
Phone: _____
E-mail: _____

1. Population you belong to or represent (select only one)	X
a) Men who have sex with men (gay, bisexual, etc.)	
b) Trans people (trans women, trans men, non-binary, gender fluid)	
c) Female sex workers	
d) Street people	
e) People who inject drugs	
f) Women living with HIV	
g) Men living with HIV	
h) People affected by TB	
2. What is the role of the Global Fund in prioritized countries?	X
a) Implementing prevention projects	
b) Raising, managing and investing resources to respond to HIV, TB and malaria	
c) Monitoring the implementation of the national strategic plan for HIV	
d) None of the above	
3. Our country is eligible for funding from the Global Fund to respond to:	X
a) Tuberculosis	
b) Malaria	
c) HIV	
d) Cancer	
e) All of the above	

4. Eligibility criteria for countries to receive funding from the Global Fund include: X

- | | | |
|----|---|--|
| a) | Burden of disease based on epidemiological data | |
| b) | Number of people belonging to ethnic groups | |
| c) | Country classification based on Gross National Income (GNI) level | |
| d) | a and b together | |
| e) | a and c together | |

5. Which of the following is NOT a function of the Country Coordinating Mechanism (CCM)? X

- | | | |
|----|--|--|
| a) | Coordinate the development and submission of funding requests to the GF. | |
| b) | Select and designate the Principal Recipient (PR) of the grant. | |
| c) | Implement prevention activities with key populations in cities | |
| d) | Oversee the progress of program implementation | |

6. Which sectors best represent you in the Country Coordinating Mechanism? X

- | | | |
|----|-----------------------------------|--|
| a) | Government | |
| b) | Private sector | |
| c) | Academia | |
| d) | United Nations | |
| e) | Civil society and key populations | |

7. Which populations are NOT currently represented on the CCM? X

- | | | |
|----|---------------------------|--|
| a) | Transgender women | |
| b) | Female sex workers | |
| c) | Men who have sex with men | |
| d) | People living with HIV | |
| e) | Migrants | |

8. Can candidates for Civil Society representatives to the CCM live in any city in the country? X

- | | | |
|----|------------|--|
| a) | Yes | |
| b) | No | |
| c) | Don't know | |

9. To participate in the election of civil society representatives to the Country Coordinating Mechanism, my organization must X

- | | | |
|----|---|--|
| a) | Be a large organization | |
| b) | Be previously enrolled in the register of civil society organizations | |
| c) | Work with all vulnerable populations | |
| d) | None of the above | |

10.	Which of the following is NOT a requirement for nominating a candidate as a civil society representative to the Country Coordinating Mechanism?	X
a)	Have two years of proven experience working with their population group and two years of experience working on HIV or TB	
b)	Have a professional degree	
c)	Be elected by members of their community	
d)	Have the time and commitment to participate in the CCM continuously.	
11.	The Strategic Monitoring Committee, by definition, is:	X
a)	A component that allows for auditing projects funded by the GF	
b)	A technical arm of the CCM that allows the CCM to know the progress of grants in the country	
c)	An isolated mechanism of the CCM that measures the impact of epidemics on key populations	
d)	None of the above	
12.	In selecting the members of the Strategic Monitoring Committee, the following should be considered:	X
a)	They should be good people who belong to the key populations	
b)	They should have good relations with the PR	
c)	They should have knowledge of finance, supply management and projects implemented for people living with the disease.	
d)	They should be part of the Ministry of Health.	
13.	Which of the following is not part of the Strategic Monitoring Committee's responsibilities?	X
a)	Participate in the monitoring of strategic aspects of grants.	
b)	Participate in the design, update, and implementation of the strategic monitoring plan	
c)	Participate in the analysis of information and formulation of recommendations	
d)	Audit project activities in the field	
14.	Please select the most effective way to send you information about Global Fund processes in Colombia (Choose only one)	X
a)	Whats App	
b)	E-mail	
c)	Phone call	
d)	Social networks (which ones?)	
e)	Other (please indicate)	

Thank you for answering this questionnaire!

Annex 3 - Sample Ballot by Sub-sector



MECANISMO COORDINADOR DE PAÍS – COLOMBIA 2022 ELECCIONES DE REPRESENTANTES DE LA SOCIEDAD CIVIL Y POBLACIONES CLAVE SUBSECTOR: PERSONAS AFECTADAS POR TB O SUS REPRESENTANTES

Si usted recibió este correo es porque su organización se inscribió en el padrón electoral del MCP para elegir los representantes de personas que son afectadas por la tuberculosis.

Instrucciones:

- A continuación, encontrará información sobre los candidatos avalados para esta representación, lea la información detenidamente.
- Elija el candidato (a) de su predilección o que más represente sus intereses, identifique el nombre completo y el número.
- Desde el correo con el que registró a su organización escriba un correo electrónico a: eleccionesmcp2022@gmail.com
- Asunto: Elecciones MCP 2022. Escriba en el cuerpo del correo la siguiente información:
- Mi voto por el puesto de personas afectadas por tuberculosis o sus representantes: Escriba: Número de su candidato (a), nombre completo de su candidato (a). Por ejemplo: Número 8, Nombre: Juan Pérez
- Nombre completo de la organización. Por ejemplo: Organización: Fundación de los Ángeles.
- Nombre y cargo de quien emite el voto a nombre de la organización. Por ejemplo: José Benavides, director.
- Se debe elegir solo un candidato (a). Si se envían dos votos será válido el primero que aparezca en el correo electrónico.
- Los correos deben ser enviados entre el 13 y 14 de junio de 2022, ni antes ni después: 12:00 am del 13 – 11:59 pm del 14 de junio. Los correos enviados antes o después de esta fecha no serán tenidos en cuenta.
- Recuerde que este subsector tiene dos puestos

A continuación, un ejemplo del contenido de su correo

Asunto: Elecciones MCP 2022
Mi voto por el puesto de personas afectadas por TB o sus representantes
Número: 8
Nombre del candidato: Juan Pérez
Nombre de la organización: Fundación de los Ángeles
Nombre y cargo de quien emite el voto: José Benavides, director

Candidatos (as) a representar dos puestos para el subsector personas afectadas por TB o sus representantes		
No.	Perfil del candidato (a)	Fotografía
1	Vivo en Bucaramanga, soy psicólogo con experiencia en acompañamiento comunitario, con poblaciones vulnerables, apoyando acciones de promoción y prevención. Cuento con habilidades en acompañamiento en el Sistema General de Seguridad Social en Salud en Tuberculosis, VIH, infecciones de transmisión sexual. Cumplido del sentido de responsabilidad, humanidad y liderazgo. Me postulo al MCP porque cuento con experiencia y con el apoyo de la población con los cuales he estado trabajando desde su condición de vulnerabilidad y estoy comprometido desde esta gran oportunidad.	
2	Vivo en Bogotá y quiero someter a su consideración mi experiencia y anhelo de pertenecer al MCP como miembro del Observatorio Social de tuberculosis. Esto teniendo en cuenta mi experiencia y conocimiento en acompañamiento de la tuberculosis en los niveles territorial, nacional, en agencias internacionales y como miembro de Organizaciones de Sociedad Civil. De acuerdo con mi experiencia, considero ser un elemento importante para posicionar el tema del TB VIH desde la perspectiva comunitaria a través del Observatorio Social y de otras organizaciones de TB VIH identificadas en nuestro plan de acción y las demás que se requieren a nivel internacional.	

<p>soy en Medellín, tengo formación en medicina y desarrollo de habilidades trabajo comunitario continuo durante VIH-SIDA, diabetes, demencia, entre otros, y una especialidad por la comprensión del proceso cultural, formación y los valores socioculturales, los roles de género, derechos humanos, y los roles de participación ciudadana y movilización social.</p> <p>Me postulo al MCP por la experiencia y el compromiso que tengo en la mesa de Educación para el Ciudadano del Observatorio Social de TB en Colombia y represento a la Región de Los Andes y al Caribe.</p>	
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MECANISMO COORDINADOR DE PAÍS – COLOMBIA 2022 ELECCIONES DE REPRESENTANTES DE LA SOCIEDAD CIVIL Y POBLACIONES CLAVE

SUBSECTOR: REPRESENTANTES DE ORGANIZACIONES DE BASE COMUNITARIA CON TRABAJO EN VIH

Si usted recibió este correo es porque su organización se inscribió en el padrón electoral del MCP para elegir los representantes de OBC con trabajo en VIH

Instrucciones:

- A continuación, encontrará información sobre las y los candidatos avalados para esta representación, lea la información detenidamente.
- Elija el candidato (a) de su predilección o que más represente sus intereses, identifique el nombre completo y el número.
- Desde el correo con el que registró a su organización escriba un correo electrónico a: eleccionesmcp2022@gmail.com
- Asunto: Elecciones MCP 2022. Escriba en el cuerpo del correo la siguiente información:
- Mi voto por el puesto de OBC con trabajo en VIH. Escriba: Número de su candidato (a), nombre completo de su candidato (a). Por ejemplo: Número 8, Nombre: Juan Pérez
- Nombre completo de la organización. Por ejemplo: Organización: Fundación de los Ángeles.
- Nombre y cargo de quien emite el voto a nombre de la organización. Por ejemplo: José Benavides, director.
- Se debe elegir solo un candidato (a). Si se envían dos votos será válido el primero que aparezca en el correo electrónico.
- Los correos deben ser enviados entre el 13 y 14 de junio de 2022, ni antes ni después: 12:00 am del 13 – 11:59 pm del 14 de junio. Los correos enviados antes o después de esta fecha no serán tenidos en cuenta.

A continuación, un ejemplo del contenido de su correo

Asunto: Elecciones MCP 2022
Mi voto por el puesto OBC con trabajo en VIH
Número: 8
Nombre del candidato: Juan Pérez
Nombre de la organización: Fundación de los Ángeles
Nombre y cargo de quien emite el voto: José Benavides, director

Candidatos (as) a representar el puesto para el subsector de organizaciones de base comunitaria con trabajo en VIH

No.	Perfil del candidato (a)	Fotografía
1	Vivo en Bucaramanga, con amplia experiencia de trabajo en VIH con las poblaciones más afectadas. Como representante de las OBC con trabajo en VIH quiero: • Crear lazos, desde la labor de los servicios comunitarios, orientados a consolidar acciones que mejoren la calidad de vida de personas que viven con VIH, el acceso a tratamientos y la superación de brechas en salud. • Compartir información y estrategias provenientes del MCP que permitan modificar los imaginarios sociales que aún persisten sobre el VIH y que afectan a toda la sociedad, especialmente, a personas que viven con VIH-SIDA.	
2	Soy de Medellín y quiero hacer visible el trabajo que desarrollan las organizaciones de base comunitaria a nivel nacional. Quiero también representar los intereses de las OBC dentro del MCP, como escenario de incidencia, resaltar la importancia que tiene lo comunitario para la respuesta frente al VIH-SIDA, promover el trabajo en red y la implementación de alianzas entre los cooperantes internacionales, el receptor principal y las OBC.	

<p>Yo en Pereira, tengo experiencia de trabajo con una organización líder enfocada a generar acciones para alinear las condiciones de vida de las personas que viven y conviven con VIH, bajo un enfoque de ciudadanía, prevención y de apoyo bio-socio-nacional. Participo en la promoción de redes activas y lecturas de apoyo y trabajo articulado con los socios.</p> <p>Quiero mencionar que cuento con la capacidad, el conocimiento y la experiencia para poder ser un puente activo entre las OBC con trabajo en VIH y el MCP.</p>	
<p>Yo de Cali, soy una persona empática, responsable, abierta y disciplinada; cuento con el tiempo y la disposición para participar en todos los espacios que lo requiere el MCP, tengo voluntad y la experiencia en el trabajo en salud sexual y reproductiva (PVI-SIDA, Derechos humanos sexuales y reproductivos), con poblaciones claves y población general.</p> <p>Estoy muy interesada en aportar y contribuir con ideas y conocimientos desde mi experiencia en trabajo de campo y administrativo. Estoy abierta a adquirir conocimientos, que me ayuden a crecer como persona y profesionalmente, para seguir contribuyendo a la transformación social en pro del bienestar comunitario.</p>	

Annex 3 - Sample Ballot by Sub-sector



MECANISMO COORDINADOR DE PAÍS – COLOMBIA 2022 ELECCIONES DE REPRESENTANTES DE LA SOCIEDAD CIVIL Y POBLACIONES CLAVE

SUBSECTOR: HOMBRES QUE TIENEN SEXO CON OTROS HOMBRES

Si usted recibió este correo es porque su organización se inscribió en el padrón electoral del MCP para elegir los representantes de hombres que tienen sexo con otros hombres en el MCP.

Instrucciones:

- A continuación, encontrará información sobre los candidatos avalados para esta representación, lea la información detenidamente.
- Elija el candidato de su predilección o que más represente sus intereses, identifique el nombre completo y el número.
- Desde el correo con el que registró a su organización** escriba un correo electrónico a: eleccionesmcp2022@gmail.com
- Asunto: Elecciones MCP 2022. Escriba en el cuerpo del correo la siguiente información:
- Mi voto por el puesto de hombres que tienen sexo con otros hombres. Escriba: Número de su candidato, nombre completo de su candidato. Por ejemplo: Número 8, Nombre: Juan Pérez
- Nombre completo de la organización. Por ejemplo: Organización: Fundación de los Ángeles.
- Nombre y cargo de quien emite el voto a nombre de la organización. Por ejemplo: José Benavides, director.
- Se debe elegir solo un candidato. Si se envían dos votos será válido el primero que aparezca en el correo electrónico.
- Los correos deben ser enviados entre el 13 y 14 de junio de 2022, ni antes ni después:** 12:00 am del 13 – 11:59 pm del 14 de junio. Los correos enviados antes o después de esta fecha no serán tenidos en cuenta.

A continuación, un ejemplo del contenido de su correo

Asunto: Elecciones MCP 2022
Mi voto por el puesto de personas afectadas por TB o sus representantes
Número: 8
Nombre del candidato: Juan Pérez
Nombre de la organización: Fundación de los Ángeles
Nombre y cargo de quien emite el voto: José Benavides, director

Candidatos a representar dos puestos para el subsector de hombres que tienen sexo con hombres

No.	Perfil del candidato	Fotografía
1	Vivo en Cali y he trabajado como líder de proyectos de salud sexual y prevención del VIH dirigidos a la población MSM por más de 10 años en Cali, Buenaventura, Cartago, Tuluá, Zorral y Calcedonia. Como candidato de los hombres que tienen sexo con hombres ante el MCP quiero hacer incidencia y trabajar comunitarios en favor de esta población. <i>(Les invito a que apoyen mi postulación)</i>	 Andrés Rojas Mavúnda
2	Vivo en Bucaramanga. Soy Ángel Carreño un MSM heterosexual de 45 años, comprometido con la mi pareja. Busco que los recursos invertidos en las estrategias de implementación a nivel nacional generen resultados más efectivos. <i>(Vote por mí y juntemos optimicemos nuestros esfuerzos)</i>	 Ángel Carreño

Oficina LGBTI de Cali
Juntamente Gay, luchador incansable por nuestros derechos.
Mezmo abriendo espacios para la Diversidad Sexual, apoyo acompañando a personas viviendo con VIH en diagnóstico, adherencia y calidad de vida.
Es hora de que el VIH deje de ser una amenaza para garantizar atención integral y desarrollo de estrategias de prevención.

Mauricio Gardo