



THE REPUBLIC OF UGANDA

TERMS OF REFERENCE FOR COMMITTEES

OF THE UGANDA COUNTRY COORDINATING MECHANISM
(CCM) FOR THE GLOBAL FUND
AGAINST AIDS, TUBERCULOSIS & MALARIA

June 2017



THE UGANDA COUNTRY
COORDINATING MECHANISM
FOR THE GLOBAL FUND

To Fight AIDS, Tuberculosis & Malaria



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COORDINATING MECHANISM
FOR THE GLOBAL FUND**

To Fight AIDS, Tuberculosis & Malaria

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Acronyms

UCCM	Uganda Global Fund Country Coordinating Mechanism
PPDA	Public Procurement and Disposal Authority
UAC	Uganda AIDS Commission
GF	The Global Fund for the fight against AIDS, Tuberculosis and Malaria
ADP	AIDS Development Partners
HDP	Health Development Partners
Ug.Shs	Uganda Shillings
CCM F&P	CCM Finance and Procurement
TOR	Terms of Reference
RFP	Request for Proposals
LOI	List of Instructions

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A) Preamble

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The following Terms of Reference (TORs) are subject to any changes or amendments made in the main Uganda CCM framework document, the Governance Manual, which is the main reference document for the Uganda Country Coordinating Mechanism (CCM).

B) Background

The Uganda Country Coordinating Mechanism (UCCM) is the national governance body responsible for overseeing the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) programmes in Uganda. Its areas of responsibilities include:

- Coordination of the development and submission of the national Funding Request/Proposal/Application Concept Notes to the Global Fund
- Selection and nomination of Principal Recipients (PRs)
- Overseeing implementation of the approved Global Fund grants
- Approving any reprogramming of Global Fund grants activities and submission of requests for continued funding to the Global Fund
- Harmonization and alignment to ensure linkages and consistency between the Global Fund grants and other national health and development programs; and in-country financing mechanisms
- Stronger leadership role and meaningful participation in the National Strategic Planning process at the country level as required by the Global Fund New Funding Model (NFM)
- Convening stakeholders to engage in inclusive country dialogue and agree on the split of the allocated funds between the three disease programmes and building of resilient & sustainable systems for health.

For purposes of efficiency the Uganda CCM shall carry out its responsibility of coordinating the development and submission of national funding proposals/requests/applications to the Global Fund and overseeing implementation and utilization of grants from the Global Fund (grant oversight) through the CCM Board Committees. The core function of the Uganda CCM Committees is to prepare the Uganda CCM Board for prompt decision making and action.

The purpose of the CCM Board Committees is to facilitate the Uganda CCM decision-making role by reviewing grant implementation and absorption progress reports from implementers in their thematic areas, enquiring into the report details as necessary and making recommendations to the Uganda CCM for decision-making. The CCM Committees do not make final decisions; they only make recommendations for the consideration of the Uganda CCM.

To fulfill its oversight functions, the Uganda CCM established four (4) Committees of the Board as listed below:

1. The Executive Committee (EC),
 2. The Program Oversight Committee (POC),
 3. The Finance and Procurement (F&P) Committee,
 4. The Programme Development and Resource Mobilization (PD&RM) Committee.
- Each CCM Committee shall be headed by a Chairperson. The CCM Committee Chairpersons shall be Substantive Members of the Uganda CCM and shall be selected by the CCM Board - following similar election processes to that of the CCM Board Chair, except for the Executive Committee for which the Uganda CCM Board Chairperson shall automatically be the Chair.
 - Voting for CCM Committee Chairpersons shall be carried out in a CCM
 - sequence starting with the election of the CCM Board Chair, followed by
 - the election of CCM Committee Chairpersons, and then finally by the election of the CCM Board Vice-Chair.
 - Except for the CCM Executive Committee, the other CCM Committees shall comprise eleven (11) members appointed by the Uganda CCM from its membership. The CCM Committees may co-opt members from outside the Uganda CCM Board for their technical expertise in the relevant area of identified by the committee and or experts as a need arises.
 - Vice-Chairs and Members of the CCM Committees shall be selected on a constituency basis by the full CCM Board and it will be the responsibility of the constituencies to determine the individuals to take up the positions to which their constituency has been selected. Selection of Members for the Committees by the Constituencies shall be in accordance with the Terms of Reference (TORs) for each CCM Committee.
 - CCM Committee Chairpersons and Vice-Chairpersons shall not be replaced by their Alternates or any other person (from their organisation/institution) in undertaking their special responsibilities on the CCM Committees.
 - In the absence of both the Chair and Vice-Chair of a CCM Committee, the committee members present shall appoint an interim chair for the purpose of conducting the business at stake.
 - The CCM Committees shall meet at least quarterly and more regularly as needed.
 - The CCM Committee Chairperson shall recommend to the CCM Board to take action if a CCM Committee Member is absent without apology for three (3) consecutive CCM Committee meetings.

ROLES AND RESPONSIBILITIES OF THE CCM SECRETARIAT IN SUPPORTING THE CCM BOARD COMMITTEES

The CCM Secretariat Management and Technical officers will each be assigned the role of Secretary to the different CCM Board Committees. As Secretary to the relevant CCM Board Committee, they will each perform the following roles:

- Support the CCM Committees in the development, implementation and monitoring of the annual work plan and budget in the CCM Oversight Plan;
- Provide logistical and administrative support for the Uganda CCM and its Committees, including CCM meetings with other stakeholders
- Provide documentation and logistical support to the Uganda CCM and its Committees in the implementation of the CCM oversight plan
- Produce summary reports and information for CCM members to support decision making relating to Global Fund grants
- Prepare and send out invitations for the meetings and oversight field/site visits to the Members of the relevant CCM Board Committee;
- Ensure that administrative and logistical arrangements are made for the relevant CCM Board Committee meetings and oversight field/site visits;
- Send the relevant documents to CCM Board Committee Members at least one week before the Committee meeting's scheduled date.
- Ensure that all minutes of the relevant CCM Board Committee meetings are prepared, fully signed off, scanned, filed and circulated accordingly as required by the Global Fund.
- Ensure that an updated record of the attendance of the relevant CCM Board Committee members at meetings and oversight field/site visits is kept;
- Facilitate voting in the relevant CCM Board Committee, following procedures in accordance with the Uganda CCM Governance Manual.
- Ensure that an updated file of signed minutes of all meetings of the relevant CCM Board Committee is kept, maintained and archived as required by the Global Fund and stipulated in the CCM Governance Manual.
- Follow-up on the decisions made and implementation of actions agreed upon in the relevant CCM Board Committee meetings;
- Update the CCM Secretariat Management Team, relevant CCM Committee Chairperson and Committee Members on the progress of the decisions and actions agreed upon in the relevant CCM Committee meetings accordingly.
- Provide technical, logistical and other support to the Uganda CCM in managing the process of identifying and selecting Principal Recipients (PRs) to implement the approved Global Fund grants.

- Provide technical, logistical and other support to the Uganda CCM in responding to/participating in the process of CCM Eligibility and Performance Assessment (EPA) in line with Global Fund requirements.
- Provide technical, logistical and other support to the Uganda CCM in managing the process of coordinating the development and submission of the national concept notes and grant funding applications/requests/proposals to the Global Fund.
- Collate and keep on file (in hard and soft copy) – all the country's final grant funding requests/applications & annexes/supporting documents submitted to the Global Fund, responses to the Technical Review Panel (TRP) comments, Grant Making/Negotiation documents and Final signed grant documents, workplans, budgets, procurement & supply chain management plans, performance frameworks, list of health products and annexes for the various CCM Committee reference and records.
- Maintain documentation and archives of the Uganda CCM.
- Serve as focal point for the CCM communications with the Global Fund Secretariat and the PRs in Uganda
- Support the CCM in communication with the various Global Fund stakeholders in Uganda
- Support the Uganda CCM in processes of information sharing and publicity.
- Support the implementation of such other CCM activities as may be from time to time assigned by the Uganda CCM in line with CCM's core functions.

Other core functions of the CCM Secretariat include the following:

- Provide support in the development, review and update of CCM governance, operational and framework documents.
- Establish and maintain regular communication with and build the capacity of constituencies to ensure their effective engagement in Global Fund processes in Uganda.
- Provide technical, logistical and other support to the Uganda CCM in responding to/participating in the annual CCM performance self-assessment process, in line with Global Fund requirements.
- Provide to the Global Fund, the information that fulfils the Uganda CCM's eligibility requirements and minimum standards of the Global Fund, thereby assuring ongoing/continued Uganda CCM eligibility and compliance to receive Global Fund grants and CCM Funding.
- Timely follow-up on the CCM's implementation of the actions in the CCM Eligibility & Performance Assessment (EPA) Improvement Plan.

- Regular updates to the CCM Contacts database and timely sharing of the updated information with the key stakeholders including the Global Fund Secretariat and CCM Members (as required by the Global Fund).
- Support the CCM processes of assessing the performance and capacity building of Principal Recipients (PRs) and CCM Secretariat.
- Maintain a functional Uganda CCM Secretariat office, structures and systems.

The detailed roles and responsibilities of the Uganda CCM Committees are contained in the Terms of Reference (TORs) for the individual Uganda CCM Board Committees in the sections below.

C) The CCM Executive Committee

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1. FUNCTIONS OF THE CCM EXECUTIVE COMMITTEE (EC)

Overall the oversight of Global Fund grants is a responsibility of the entire CCM Board, and all the CCM members shall participate in the oversight process and activities of the Uganda CCM Board and Committees.

The core functions of the CCM Executive Committee are to:

- Review grants performance recommendations from the CCM Programme Oversight Committee (POC), Finance & Procurement Committee (F&PC) and Programme Development and Resource Mobilization (PD&RMC) for onward decision and actions at the Uganda CCM Board meetings.
- Oversee implementation of decisions of the Uganda CCM Board
- Work with and facilitate the Uganda CCM Secretariat to follow up on the implementation of the Uganda CCM Board decisions
- Oversee and direct the activities & operations of the Uganda CCM Secretariat
- Ensure the annual performance evaluation of the CCM Secretariat
- Support and coordinate ad-hoc technical committees, task teams or working groups of the Uganda CCM,
- Attend to routine administrative matters or urgent communications and decisions for which calling Uganda CCM Committee and Board meetings is not warranted or not feasible
- Make decisions of an administrative and operational nature only in case of urgency to meet the desired Uganda CCM action
- Oversee & approve the re-programming of activities & re-allocation of funds in the CCM work plans and budgets
- Facilitate to expedite signature of relevant documents relating to the Global Fund and other stakeholders
- Identify bottlenecks in the Uganda CCM Board functionality and report back to the Uganda CCM Board for remedial action
- Mobilise financial and other resources to support the functioning of the CCM, CCM oversight activities, CCM Resource Mobilization activities, CCM Communication activities and CCM Secretariat operations.

- Work with the CCM Secretariat to review and fine-tune the Uganda CCM meeting agenda to make it manageable, while avoiding censorship of Uganda CCM member contributions to the agenda.
- Work with other CCM Committees and the CCM Secretariat to propose and arrange for technical assistance to support the capacity building of the Uganda CCM and Principle Recipients (PRs).
- Oversee and plan the activities to strengthen the capacity of Uganda CCM members, including induction of new members, training and orientation of all members on their roles and responsibilities.

Additional areas of responsibility of the CCM Executive Committee will be decided or assigned by the Uganda CCM, but in general, the decision-making authority that may be delegated by the Uganda CCM to the Executive Committee will be limited to routine administrative matters. The Uganda CCM Board shall define and further review the scope of work for the CCM Executive Committee from time to time as needed.

2. COMMITTEE MEMBERSHIP, COMPOSITION AND PROCEDURE FOR RESIGNATION

The Uganda CCM's Executive Committee shall comprise five (5) members as listed below:

- a. The CCM Board Chairperson,
- b. The Chairpersons of three (3) Uganda CCM Board Committees (i.e. Programme Oversight; Finance and Procurement Committee; Programme Development and Resource Mobilization Committees),
- c. The Uganda CCM Vice-Chairperson shall automatically be a member of the CCM Executive Committee since she/he is a Chairperson of one of the three CCM Board Committees mentioned above,
- d. One Member-At-Large who shall be any Substantive Member nominated to serve on the CCM Executive Committee. The Member-At-Large shall be nominated by the other four (4) CCM Executive Committee Members to ensure adequate gender/sector/constituency inclusiveness on the CCM Executive Committee. She/he shall not be a Chairperson of any of the CCM Committees.

- The CCM Board Chairperson and Vice-chairperson will be the Chair and Vice-Chair of the CCM Executive Committee, respectively.
- Should any of the members of the Executive Committee resign or be sanctioned by the Uganda CCM under the circumstances described in the Uganda CCM Governance Manual, or result from a situation of conflict of interest as explained in the Uganda CCM Conflict of Interest Management Policy, the Uganda CCM shall conduct a new election to get a replacement for the position they occupied.
- Should a member of the Executive Committee resign from his/her position on this Committee and is remaining on the Uganda CCM, he/she shall continue representing his/her constituency/sector in the Uganda CCM for the remaining term of office as mandated in the CCM Governance Manual.

3. ELIGIBILITY FOR COMMITTEE MEMBERSHIP

- All members of the Uganda CCM Executive Committee shall be Substantive representatives of their respective constituencies (not Alternates);
- The CCM Executive Committee Chair and Vice-Chair shall each be from different sectors/constituencies represented on the Uganda CCM Board.
- To minimize possibilities of Conflict of Interest, the positions of CCM Chair or Vice-Chair shall not be held by persons from institutions or organizations that are representing Principal Recipients or Sub-Recipients on the CCM Board.
- Willingness to commit time to the Executive Committee's activities;
- Eligibility of the Executive Committee membership will be subject to the Uganda CCM Conflict of Interest (COI) management policy;

4. TENURE OF OFFICE

- The CCM Executive Committee (EC) members shall serve for a period of three (3) years with a possibility of re-election for another consecutive term if they are re-elected/re-nominated as Uganda CCM Members by their Constituencies. The Executive Committee membership renewal process shall take institutional memory into consideration.

- Continued membership of the Executive Committee members shall also be subject to and guided by the CCM Succession Plan matrix for staggered CCM Board membership renewal (which shall be reviewed from time to time by the CCM Board) to ensure good corporate governance, continuity of CCM activities/operations and maintenance of institutional memory.

5. ELECTION PRINCIPLES AND PROCEDURES FOR THE CCM EXECUTIVE COMMITTEE

- The Uganda CCM Executive Committee shall be elected at a duly constituted CCM Board meeting.
- The CCM Board Chairperson shall automatically be the Chair of the CCM Executive Committee.
- It is recommended that each CCM Executive Committee member comes from a different constituency unless otherwise decided by the CCM.
- A Member-At-Large shall be nominated to join the CCM Executive Committee by the other four (4) CCM Executive Committee Members, to ensure adequate gender/sector/constituency inclusiveness on the CCM Executive Committee. She/he shall not be a Chairperson of any of the CCM Board Committees. The CCM Executive Committee members may decide to nominate the Member-At-Large at their first Executive Committee meeting or do the nomination differently as they deem necessary.
- The Member-At-Large on the CCM Executive Committee shall serve for a period of three (3) years with a possibility of re-election for another consecutive term if he/she is re-elected/re-nominated as a Uganda CCM Member by his/her Constituency. The CCM Committee membership renewal process shall take institutional memory into consideration.
- Continued service as a Member-At-Large on the CCM Executive Committee shall also be subject to and guided by the CCM Succession Plan matrix for staggered CCM Board membership renewal (which shall be reviewed from time to time by the CCM Board) to ensure good corporate governance, continuity of CCM activities/operations and maintenance of institutional memory.
- Only the Substantive representatives of the CCM Constituencies shall be eligible for election onto the CCM Executive Committee.
- The Uganda CCM Alternate members, Ex-Officios and any other Observers (permitted by the CCM) shall be allowed to attend the above meeting.
- Only the Substantive representatives of CCM Constituencies shall be eligible to vote

- If the Substantive Representative of any of the CCM Constituencies is absent then the Alternate member shall have voting rights.
- Elections shall be conducted by an Election Committee, comprised of three (3) Returning Officers selected from the CCM Ex-Officios.
- Voting shall be by secret ballot.
- Decisions shall preferably be by consensus, or by simple majority vote.

6. THE COMMITTEE CHAIRPERSON, VICE-CHAIR & COMMITTEE MEMBERS: ROLES & RESPONSIBILITIES

The main roles and responsibilities of the Executive Committee (EC) Chairperson and Vice-Chairperson and Committee Members shall be:

(i) The CCM Board Chairperson

- To convene, preside over and Chair all Uganda CCM Board General, Extra-Ordinary and Executive Committee meetings;
- To propose and seek approval of the agenda of each Uganda CCM meeting;
- To inform the Uganda CCM of the activities of the CCM Executive Committee and seek ratification, modification, or cancellation of emergency decisions made by the Executive Committee;
- To, when necessary and appropriate, delegate the Chairperson's responsibilities to the CCM Vice-Chair and in his/her absence or incapacity to one of the Chairs of the Uganda CCM Committees;
- To represent publicly the Uganda CCM in all relevant fora
- To act as official spokesperson of the Uganda CCM and be responsible for official communication on behalf of the Uganda CCM
- To monitor all communication within and outside the Uganda CCM, including communications with the media and the Global Fund.
- To ensure that the Uganda CCM functions are carried out as stipulated.
- To oversee and supervise the Uganda CCM Secretariat on a day-to-day basis.
- To lead and guide the Uganda CCM in other duties proposed and approved by the CCM Board.

(ii) The CCM Board Vice-Chairperson

- To step in, handle CCM matters and perform tasks as delegated by the CCM Board Chair;
- To participate actively in the CCM Executive Committee activities;
- To actively participate in the activities of the CCM Committee she/he chairs and all CCM Board activities;
- To provide view points and/or advice on matters of the Uganda CCM;
- To undertake official communication on behalf of the Uganda CCM, as delegated by or in the absence of the CCM Chair;
- In the absence of the CCM Board Chair, to preside over all meetings in which the CCM Board Chair is mandated to preside by the provisions of the Uganda CCM Governance Manual.

(iii) The Chairpersons of the CCM Committees/Executive Committee Members

- To bring to the CCM Executive Committee meetings, regular updates of the work of the CCM Board Committees;
- To bring to the attention of the CCM Executive Committee all relevant issues requiring discussion and decisions to be made by the Uganda CCM Board;
- To assist the CCM Chair, whenever necessary, to clarify any issues relevant to the CCM Committee they chair.
- In the absence of the CCM Chair and Vice-Chair and when delegated, to preside at CCM Board meetings in which the CCM Chair is mandated to preside as provided for in the Uganda CCM Governance Manual.

7. SCOPE OF WORK FOR THE CCM EXECUTIVE COMMITTEE

To coordinate and undertake communication on behalf of the Uganda CCM with the Global Fund for the fight against AIDS, TB and Malaria (GFATM), the Government of Uganda, multilateral and bilateral development partners, Civil Society groups, Faith Based Organizations (FBOs), the Private Sector, Principal Recipients, Sub-Recipients (SRs) and other grant implementing agencies/ organizations.

- To provide oversight of and direction to the Uganda CCM Secretariat in all its functions, to monitor and evaluate the performance of the CCM Secretariat, and to make recommendations to the Uganda CCM on opportunities to improve Uganda CCM Secretariat functions and operations, where necessary.
- To oversee and plan for the annual performance evaluation of the CCM Secretariat
- To oversee and provide support to working groups, task teams and ad hoc committees appointed by the Uganda CCM.
- To facilitate and assist Uganda CCM functioning by overseeing preparation of submissions for consideration by the full Uganda CCM Board.
- To receive and/or investigate allegations of conflict of interest in Uganda CCM activities. The Executive Committee shall advise the Uganda CCM of all such matters referred to it, the actions taken by the Committee to investigate such matters, as well as any recommendations for action on the part of the Uganda CCM.
- Where delegated by the Uganda CCM, to make routine administrative decisions to support Uganda CCM functioning and CCM Secretariat operations. The Committee shall present all such decisions to the next Uganda CCM meeting and, where feasible, communicate details to the Uganda CCM members as soon as possible after the decision is made.
- To plan and oversee activities to strengthen the capacity of Uganda CCM members, including induction of new members and orientation of all members on their roles and responsibilities.
- Undertake resource mobilization activities including identifying potential funding partners, and visiting the partners to solicit support for the CCM oversight activities, CCM Secretariat operations, PR capacity building and domestic financing to support Global Fund programmes in Uganda
- Make reports to the Uganda CCM on resource mobilization efforts
- To address any other matters referred to it by the Uganda CCM, reporting back to the Uganda CCM Board on any decisions made.

8. THE COMMITTEE WORK PLAN AND BUDGET

- Assisted by the CCM Secretariat, the CCM Executive Committee shall oversee the preparation of an annual CCM oversight work plan for approval by the Uganda CCM Board.
- With the support of the CCM Secretariat, the CCM Executive Committee shall oversee the implementation, monitoring and evaluation of the performance on the annual CCM oversight work plan.
- In addition, the CCM Executive Committee shall oversee – with the CCM Secretariat's assistance – the development of a consolidated Uganda CCM annual workplan and budget for approval by the Uganda CCM Board. This consolidated budget shall be submitted to the Secretariat of the Global Fund, Government of Uganda and any other funding Partners to mobilize/request for and secure adequate funding for CCM oversight activities and operations. This consolidated budget shall include the budgets to cover the cost of:
 1. *The CCM oversight activities,*
 2. *The CCM resource mobilization activities,*
 3. *The CCM constituency engagement activities,*
 4. *The CCM and Global Fund stakeholders' engagement activities,*
 5. *The CCM communication activities, and*
 6. *The CCM Secretariat operations.*

9. THE COMMITTEE MEETINGS

i) Notification of Committee Meetings

- The notice for the regular quarterly Committee meetings shall be sent out to Members at least 10 working days prior to the date of every Committee meeting.
- Emergency or Special Committee meetings may be called by the Committee Chair at shorter notices and labelled accordingly.

ii) Agenda for Committee Meetings

- The Uganda CCM Committee meetings shall follow an agreed and published agenda format in line with that recommended by the Global Fund.

- The Uganda CCM Secretariat shall first contact the Committee members one (1) month prior to the regular quarterly Committee meeting to solicit any matter for inclusion on the standard Committee meeting agenda.
- All Committee members should receive the meeting agenda and documents by e-mail at least five (5) working days before each Committee meeting.
- In the cases of Emergency or Special Committee meetings, the agenda items should be received by the Uganda CCM Secretariat not later than two (2) working days before the date of the meeting.
- The Committee members may decide to amend the agenda just before the commencement of the meeting.

iii) Schedule of Meetings

- The Executive Committee shall meet at least quarterly. Emergency and any other meetings held more regularly, shall be convened as and when urgent attention and action of the Executive Committee is required/deemed necessary.
- The Executive Committee meetings shall be held at least three (3) weeks before the date of the ordinary quarterly meetings of the CCM Board.
- The CCM Secretariat shall be responsible for the logistical and administrative arrangements of the Executive Committee meetings, including sending out meeting invitations to the Committee members, booking venues and arranging other facilities for the meeting.

iv) Quorum

- All meetings of the Executive Committee shall take place when at least a simple majority (half plus one) of the members are present.
- The Quorum of the Executive Committee shall be at least 3 (three) members.
- For meetings where urgent decisions must be made prior to ratification by the Uganda CCM Board, one of the three members that form the quorum shall be either the CCM Board Chair or Vice-Chair.

v) Administration of Meetings and Minutes

- The Executive Committee meetings shall be convened and chaired by the CCM Board Chairperson and, in his/her absence, by the CCM Vice-Chair. In the absence of both the Chair and Vice-Chair, the CCM Board Chair will delegate another Executive Committee Member to Chair that specific meeting.

- The Chairpersons of the other three (3) CCM Board Committees will make a report to the CCM Executive Committee and subsequently to the CCM Board on all recommendations arising from their Committee's work during the quarterly oversight meetings and scheduled oversight field/site visits.
- Decisions of the Executive Committee shall be by consensus, and where a vote is needed the decision shall be by simple majority.
- Decisions taken by the Executive Committee shall be ratified at the next meeting of the Uganda CCM Board.
- The Uganda CCM Secretariat Management and Technical Team will participate in the CCM Executive Committee meetings but shall not have a vote during decision making.
- All deliberations by the Executive Committee shall be recorded through minutes.
- The CCM Secretariat shall be responsible for taking minutes of all the Executive Committee meetings.
- The Executive Committee Chairperson shall endorse the draft committee meeting minutes before they are distributed to the Committee members.
- Draft minutes of the Executive Committee meetings and any decisions made shall be prepared and sent electronically (by email) to all Committee members within one (1) week after the Committee meeting. The Committee members will have at least five (5) working days to review and approve the minutes.
- The CCM Secretariat shall be responsible for taking minutes of all the Executive Committee meetings.
- The approved minutes of all Executive Committee meetings shall be shared by email with the entire CCM Board within two (2) weeks after the Executive Committee meeting and at least one (1) week before the next meeting of the CCM Board where decisions made by the Executive Committee shall be ratified.
- The approved minutes of the Executive Committee meeting will be presented at the next Committee meeting.
- All minutes of the Executive Committee meetings shall be scanned, circulated, filed and archived by the CCM Secretariat according to the Global Fund requirements and guidelines.

10. FINANCING THE CCM EXECUTIVE COMMITTEE ACTIVITIES

- The oversight-related costs incurred by the CCM Executive Committee, when performing their oversight-related duties are covered by the Uganda CCM budget.
- The activities and expenditure line items to be covered as part of such oversight activities shall be approved at the Uganda CCM Board general meeting.
- Reports on the oversight budget performance shall be submitted and presented annually by the Chairpersons of the CCM Program Oversight Committee and CCM Finance & Procurement Committee at a general CCM Board meeting.

D) The CCM Program Oversight Committee

1. FUNCTIONS OF THE CCM PROGRAM OVERSIGHT COMMITTEE (POC)

Overall the oversight of Global Fund grants is a responsibility of the entire CCM Board, and all the CCM members shall participate in the oversight process and activities of the Uganda CCM Board and Committees.

- The Uganda CCM established a Program Oversight Committee (POC) to provide oversight of the implementation of programme activities for Global Fund grants in Uganda. Programme activities are activities mainly implemented by Principal Recipients and Sub-Recipients. The Program Oversight Committee (POC) shall oversee the implementation of such activities and review performance of the intended programmatic targets.
- The Programme Oversight Committee (POC) shall lead the oversight role over programmatic performance of Global Fund grants in Uganda.
- The Program Oversight Committee (POC) shall also identify and demonstrate successful stories, best practices and lessons learnt during grant oversight.
- The core functions of the CCM Program Oversight Committee (POC) are to:
- Work with the CCM Secretariat to establish and implement annual work plans that outline specific programmatic and management oversight activities to be carried out by the Uganda CCM as outlined in the CCM Oversight Plan;
- Ensure that Global Fund grant programme activities are regularly reviewed to identify implementation bottlenecks and propose remedial action;
- Review the progress of Global Fund grant performance against indicator targets and various implementation levels of programme activities, clarify data ambiguities on deliverables, identify and diagnose problems of implementation of programme activities, and recommend follow up actions to the Uganda CCM Board.
- Ensure that programmatic, management and financial information is synthesized in close coordination with the CCM Finance &Procurement (F&P) Committee and that summary reports are available to support the Uganda CCM Board decision making

- Ensure that the Principle Recipients (PRs) provide timely programmatic performance updates and progress reports on Global Fund grant implementation activities
- Ensure that the Conditions Precedent, Management Actions, Special Conditions and any other conditions on the Global Fund grants are fulfilled by the PRs in a timely manner.

2. COMMITTEE MEMBERSHIP, COMPOSITION AND PROCEDURE FOR RESIGNATION

- The Uganda CCM shall select eleven (11) members from its membership to form the CCM Program Oversight Committee (POC) and, when needed, other technical experts co-opted from outside the CCM.
- One of the CCM members will serve as a Chairperson for the Program Oversight Committee and will serve as a member of the CCM Executive Committee. The membership of Program Oversight Committee shall be drawn from various constituencies, including People Living With/Affected by the three Diseases i.e. AIDS, TB & Malaria.
- The Program Oversight Committee shall have resident technical capacity in program management, monitoring and evaluation, and expertise in the three disease programs supported by the Global Fund. This expertise may be complemented by other technical experts co-opted as necessary.
- The Uganda CCM Secretariat will provide administrative and technical support to the Program Oversight Committee and assist in identifying cross-cutting issues.
- Should any Committee member resign before the term expires, written notice of such resignation should be submitted to the CCM Executive Committee through the CCM Secretariat in which the reason for the resignation shall be stated. Upon receipt of the resignation, the Uganda CCM shall appoint a replacement member, consistent with established criteria to fill the vacancy.

3. ELIGIBILITY FOR COMMITTEE MEMBERSHIP

- The Uganda CCM Substantive Members and their Alternates that are not affiliated in any way with either Principal Recipients or Sub-Recipients (SRs) shall be the best choice.

- The positions of Chair, Vice-Chair and Members of this Committee shall be selected on a constituency basis by the Uganda CCM; and it will be the responsibility of the constituencies to determine individuals to take up the positions for which their constituencies have been allocated a slot on this CCM Committee.
- Willingness to commit time to the Committee's activities;
- Eligibility of Committee membership will be subject to Uganda CCM Conflict of Interest (COI) management policy;
- To avoid Conflict of Interest, Principal Recipients (PRs) and Sub-Recipients (SRs) of Global Fund grants shall not normally be considered for membership on the Program Oversight Committee. However, where this is unavoidable, the Uganda CCM Conflict of Interest Policy shall be strictly applied.
- Co-opted members may be nominated onto the Committee to provide specific technical expertise to meet the needs identified by the committee.

4. TENURE OF OFFICE

- The CCM Program Oversight Committee (POC) members shall serve for a period of three (3) years with a possibility of re-election for another consecutive term if they are re-elected/re-nomination as Uganda CCM Members by their Constituencies. The membership renewal process shall take institutional memory into consideration.
- Continued membership of the Committee shall also be subject to the CCM Succession Plan matrix (which shall be reviewed from time to time by the CCM Board) to ensure good corporate governance, continuity of CCM activities/operations and maintenance of institutional memory.

5. ELECTION PRINCIPLES AND PROCEDURES FOR THE CCM PROGRAM OVERSIGHT COMMITTEE (POC)

The CCM Constituencies to provide the Program Oversight Committee (POC) Chairperson and Vice-Chairperson shall be elected by the Uganda CCM through a simple majority vote, during the first General Meeting that will be held after the term of the previous Committee Chairperson and Vice-Chair has expired or been terminated.

- The Program Oversight Committee (POC) Chairperson shall be a Substantive Member of the Uganda CCM.
- The Program Oversight Committee (POC) Chairperson and Vice-Chairperson's term of office is three (3) years with a possibility of re-election for another consecutive term if they are re-elected as Uganda CCM Members.
- A Substantive member who is unable to attend the meeting for the election of the CCM Programme Oversight Committee shall put in writing her or his willingness to be nominated for the position, for the member to be eligible for nomination to be elected election for this position.
- The Uganda CCM Alternate members, Ex-Officios and any other Observers (permitted by the CCM) shall be allowed to attend the above meeting.
- Only the Substantive representatives of CCM Constituencies shall be eligible to vote
- If the Substantive Representative of any of the CCM Constituencies is absent then the Alternate member shall have voting rights.
- Elections shall be conducted by an Election Committee, comprised of three (3) Returning Officers selected from the CCM Ex-Officios, who are non-CCM Members and non-CCM Secretariat neutral observers.
- Voting shall be by secret ballot.
- Decisions shall preferably be by consensus, or by simple majority vote.

6. THE COMMITTEE CHAIRPERSON AND VICE-CHAIR: ROLES & RESPONSIBILITIES

The main tasks of the Program Oversight Committee(POC) Chairperson and Vice-Chairperson shall be:

- Chairing the Program Oversight Committee (POC) meetings.
- With the support of the CCM Secretariat, ensure the implementation of the CCM Oversight Plan annual work plan and budget.
- Represent the Program Oversight Committee on the Uganda CCM Executive Committee.
- Presentation and submission of the Program Oversight Committee recommendations to the Uganda CCM (through oversight tools, oversight reports, site visits findings, etc.).
- In collaboration with the Uganda CCM Secretariat, organize regular and extraordinary meetings of the Program Oversight Committee.
- With the support of the CCM Secretariat, ensure the timely follow-up and

- implementation of the Committee recommendations and CCM Board decisions.
- In collaboration with the Uganda CCM Secretariat, ensure preparation of an annual CCM Oversight work plan and budget.

The Chairperson and Vice-Chairperson of the CCM Program Oversight Committee (POC) shall distribute the above specific tasks among themselves as appropriate. The Committee members shall be informed about the arrangements.

7. SCOPE OF WORK FOR THE COMMITTEE

As part of the performance of its oversight responsibilities the Program Oversight Committee, with support of the Uganda CCM Secretariat, shall:

- Ensure that data is collected, collated, analyzed and relevant information reported relating to implementation progress of the Global Fund Programme activities.
- Ensure that CCM oversight field/site visits to headquarters, divisions, departments and other structural units of the Principal Recipients, Sub-Recipients and their partners that implement the programme activities of the Global Fund grants are carried out.
- Meet with relevant senior officials of Principal Recipients, Sub-Recipients and their partners that implement the program of the Global Fund grant, as well as with representatives of target groups, and beneficiaries of Programmes funded through the Global Fund grants.
- Ensure identification of cross-cutting challenges, lessons learned, and best practices across diseases and grants.
- Receive and review the programmatic section of the Global Fund grant(s) Progress Updates and Disbursement Requests (PUDRs) prepared by the PR before the PR submits it to the Global Fund Secretariat, for the committee to provide effective oversight over the quality of the reports. The PR should submit the PUDR to the committee at least five days before the submitting to the Global Fund Secretariat for effective review.
- Ensure investigation and verification of information is done, and make recommendations to the Uganda CCM (for any further appropriate measures) on any signs flagging performance problems as assigned by the CCM, as well as support problem-solving efforts by reviewing and verifying reports on indications of any mismanagement, problems, or suspected violations arising in the implementation of Global Fund

- programmes, based on:
 1. *Progress reports and other grant performance documentation*
 2. *Evaluation reports from the Local Funding Agent (LFA), consisting of periodic progress, monitoring and evaluation reports on grant performance, and issues submitted by whistleblowers*
 3. *Other specified issues.*
- Conduct meetings and/or oversight field/site visits together information and verify findings from the grant performance update reports when necessary.
- Submit the recommendations from the results of such reviews, meetings, and visits to the CCM Board.
- Ensuring Uganda CCM members are prepared for effective program oversight through members' sensitization on the key activities to be implemented in each grant and their link to the grant performance indicators
- Engage PRs on a quarterly basis to obtain updates on implementation of grants work plans
- Ensure utilization of national strategies and policies information in reviewing grant performance and supporting the PR to address bottlenecks to grant implementation
- Following up with the PR implementation of CCM decisions regarding oversight of program implementation
- With regard to regional Global Fund grant funding proposals and approved grants, to ensure that members are sensitized on the regional grant work plans and performance frameworks and receive quarterly program implementation updates from the regional grant implementing agency
- Identifying capacity gaps of the Committee to effectively carry out the committee's functions
- Take actions as assigned by the Uganda CCM to support problem resolution.
- Monitor the follow-up actions by all concerned parties to address the findings.
- Ensure that Principal Recipients' performance is reviewed and assessed based on the grant's performance

Support to the other CCM Committees

- Ensure that the programmatic technical issues related to grant implementation and management by the Principal Recipients (PRs) referred to the committee by the CCM Finance & Procurement (F&P) and CCM

Programme Development & Resource Mobilization (PD&RM) Committees are reviewed

- Prepare and present a report of oversight findings and recommendations on programmatic technical matters that the committee has reviewed, investigated and resolved relating to grant implementation by the PRs.
- Attend the CCM Finance & Procurement (F&P) and CCM Programme Development & Resource Mobilization (PD&RM) Committee meetings on invitation or to present oversight findings and recommendations
- Assist the CCM Finance & Procurement (F&P) and CCM Programme Development & Resource Mobilization (PD&RM) Committee to interpret programmatic reports if and when needed.

8. THE COMMITTEE WORK PLAN AND BUDGET

- Assisted by the CCM Secretariat, the Program Oversight Committee shall prepare an annual CCM oversight work plan for approval by the Uganda CCM Board.
- With the support of the CCM Secretariat, the Program Oversight Committee shall ensure the implementation, monitoring and evaluation of the performance on the annual CCM oversight work plan.
- In addition, the CCM Program Oversight Committee shall develop – with the Uganda CCM Secretariat's assistance – a budget for oversight activities, which is included in the consolidated Uganda CCM annual workplan and budget. Following the approval of the consolidated budget of the Uganda CCM, the budget is submitted to the Secretariat of the Global Fund and any other potential funding institution/agency/entity to mobilize/request for and secure adequate funding for CCM oversight activities.

9. THE COMMITTEE MEETINGS

i) Notification of Committee Meetings

- The notice for the regular quarterly Committee meetings shall be sent out to Members at least 10 working days prior to the date of every Committee meeting.
- Emergency or Special Committee meetings may be called by the Committee Chair at shorter notices and labelled accordingly.

ii) Agenda for Committee Meetings

- The Uganda CCM Committee meetings shall follow an agreed and published agenda format in line with that recommended by the Global Fund.
- The Uganda CCM Secretariat shall first contact the Committee members one (1) month prior to the regular quarterly Committee meeting to solicit any matter for inclusion on the standard Committee meeting agenda. All Committee members should receive the meeting agenda and documents by e-mail at least five (5) working days before each Committee meeting.
- In the cases of Emergency or Special Committee meetings, the agenda items should be received by the Uganda CCM Secretariat not later than two (2) working days before the date of the meeting.
- The Committee members may decide to amend the agenda just before the commencement of the meeting.

iii) Schedule of Meetings

- The Program Oversight Committee (POC) shall hold quarterly meetings and any other meetings held more regularly, as may be needed/deemed necessary.
- The Program Oversight Committee (POC) meetings shall be held at least four (4) weeks before the date of the ordinary quarterly meetings of the CCM Board.
- The CCM Secretariat shall be responsible for the logistical and administrative arrangements of the Committee meetings, including sending out meeting invitations to the Committee members, booking venues and arranging other facilities for the meeting.
- The Committee Chair will make a report to the Uganda CCM Executive Committee and subsequently to the CCM Board on all recommendations arising from their Committee's work during the quarterly oversight meetings and scheduled oversight field/site visits.

iv) Quorum

- The Quorum of the Executive Committee shall be half plus one of its CCM membership.

v) Administration of Meetings and Minutes

- The Program Oversight Committee meetings shall be convened and chaired by the Committee Chairperson and, in his/her absence, by the Committee Vice-Chair. In the absence of both, the Committee Members will nominate a Chair for that specific meeting.
- The CCM Secretariat will be responsible for the logistical and administrative matters of the Committee meetings, including sending out meeting invitations to the Committee members, booking venues and arranging other facilities for the meeting.
- The Chairperson of the Program Oversight Committee will make a report to the CCM Executive Committee and subsequently to the CCM Board on all recommendations arising from his/her Committee's work during the quarterly oversight meetings and scheduled oversight field/site visits.
- Decisions of the Program Oversight Committee shall be by consensus, and where a vote is needed the decision shall be by simple majority.
- The Program Oversight Committee recommendations shall be presented and ratified at the next Uganda CCM Board meeting. The Uganda CCM members will then make operational, the recommendations as required and turn them into a plan of action to be monitored by the CCM Program Oversight Committee.
- The CCM Secretariat staff team will participate in the CCM Program Oversight Committee meetings but shall not have a vote during decision making.
- All deliberations by the Program Oversight shall be recorded through minutes.
- The CCM Secretariat shall be responsible for taking minutes of all the Program Oversight Committee meetings.
- The Program Oversight Committee Chairperson shall endorse the draft committee meeting minutes before they are distributed to the Committee members.
- Draft minutes of the Program Oversight Committee meetings and any decisions made shall be prepared and sent electronically (by email) to all Committee members within one (1) week after the Committee meeting. The Committee members will have at least five (5) working days to review and approve the minutes.
- The approved minutes of all Program Oversight Committee meetings shall be shared electronically (by email) with the entire CCM Board within two (2) weeks after the Program Oversight Committee meeting and at least one (1) week before the next meeting of the CCM Executive Committee meeting where the recommendations from the Committee shall be presented to the Executive Committee members.

- The approved minutes of the Program Oversight Committee meeting will be presented at the next Committee meeting.
- All the signed minutes of the Program Oversight Committee meetings shall be scanned, circulated, filed and archived by the CCM Secretariat according to the Global Fund requirements and guidelines.

10. FINANCING THE COMMITTEE ACTIVITIES

- The oversight-related costs incurred by the CCM Program Oversight Committee (POC), permanent Committee members and co-opted technical experts, when performing their oversight-related duties are covered by the Uganda CCM budget.
- The activities and expenditure line items to be covered as part of such oversight activities shall be approved at the Uganda CCM general Board meeting.
- Reports on the oversight budget performance shall be submitted and presented annually by the Chairpersons of the CCM Program Oversight Committee and CCM Finance & Procurement Committee at a general CCM Board meeting.

11. DELIVERABLES OF THE CCM PROGRAM OVERSIGHT COMMITTEE

- CCM Oversight Plan including the annual oversight work plan and budget
- Grant performance analysis and recommendation reports
- Oversight field/site visits findings or activity reports, specifically on the Programmatic components of the Global Fund grants.
- Reports on oversight findings and recommendations on the programmatic technical matters of grant(s) implementation by the PRs
- Reports on the programmatic performance issues, bottlenecks or challenges identified in the Global Fund grants implementation by the PRs; including performance in the grants approved and signed, grant absorption, audit issues, grants re-programmed and grants closed.
- Principal Recipient (PR) performance assessment reports
- Annual programmatic report for the Uganda CCM's oversight activities and operations
- Fully signed minutes of the CCM Program Oversight Committee (POC) Meetings

E) The CCM Finance and Procurement Committee

1. FUNCTIONS OF THE CCM FINANCE & PROCUREMENT (F&P) COMMITTEE

Overall the oversight of Global Fund grants is a responsibility of the entire CCM Board, and all the CCM members shall participate in the oversight process and activities of the Uganda CCM Board and Committees.

- The Uganda CCM established a Finance and Procurement (F&P) Committee to provide oversight of the Financial and Procurement activities of the Global Fund grants in Uganda.
- The CCM Finance and Procurement (F&P) Committee shall lead the CCM oversight role over Finance and Procurement performance of Global Fund grants in Uganda.
- The Finance and Procurement (F&P) Committee shall also identify and demonstrate successful stories, best practices and lessons learnt during grant oversight.
- The core functions of the CCM Finance and Procurement (F&P) Committee are to:
 - Support the Uganda CCM to oversee the financial management and procurement procedures of the Uganda Global Fund grants;
 - Oversee adherence to financial disbursements timelines of the Uganda Global Fund grants by Principal Recipients (PRs) and Sub-Recipients (SRs)
 - Review, investigate and resolve the financial and procurement technical issues related to the implementation of the Global Fund grants by the Principal Recipients (PRs) to ensure that funds are fully accounted for and procurement of commodities and services is effectively and efficiently done.
 - Ensure timely accountability of Global Fund grants by PRs and SRs
 - Ensure compliance with audit requirements of the Global Fund and Government of Uganda
 - Oversee the Procurement and Supply Chain Management (PSM) processes of the Uganda Global Fund grants

- Support the PRs to overcome financial, Procurement and Supply Chain Management (PSM) bottlenecks
- Ensure programmatic, management and financial information is synthesized in close coordination with the Programme Oversight Committee (POC) and that summary reports are available for Uganda CCM Board decision making
- Work with the CCM Programme Oversight Committee (POC) to ensure an effective link between finance, procurement and the grant programme activities that the PRs implement with the grant finances.
- Support the CCM to oversee timeliness of financial disbursements and procurement of commodities and services related to grant implementation
- Oversee the Uganda CCM's financial management and procurement function to ensure that the Uganda CCM funds are fully accounted for. The Uganda CCM is a recipient of funds from different sources/funders to support its oversight activities and CCM Secretariat. Through the CCM Finance and Procurement Committee, the Uganda CCM Board has a responsibility to ensure that these funds are used for the intended purposes, expenditures are approved and supported, and periodic reports are prepared and submitted according to the reporting requirements of the different funders.

2. THE COMMITTEE COMPOSITION AND PROCEDURE FOR RESIGNATION

- The CCM Finance and Procurement Committee will comprise of eleven (11) members appointed by the Uganda CCM from its membership and, when/if needed, other technical experts co-opted from outside the CCM.
- Membership composition will be as broad as possible and include members representing Civil Society Organizations (CSOs) and people affected by the three diseases (i.e. HIV/AIDS, Tuberculosis and Malaria).
- Expertise and/or experience in finance and procurement will be given preference in the selection of the Finance and Procurement Committee members. Where such expertise is not available, the Uganda CCM will co-opt technical partners with relevant experience.
- Should any Committee member resign before the term expires, such member shall submit his/her written resignation to the CCM Board through the CCM Secretariat, in which detailed explanations for the resignation shall be stated. Upon receipt of the resignation, the CCM Board shall call for nominations from its members and another person responding to the eligibility criteria shall be selected to fill the vacancy.

3. ELIGIBILITY FOR COMMITTEE MEMBERSHIP

- The Uganda CCM Substantive Members and their Alternates that are not affiliated in any way with either Principal Recipients or Sub-Recipients (SRs) shall be the best choice.
- The positions of Chair, Vice-Chair and Members of this Committee shall be selected on a constituency basis by the Uganda CCM; and it will be the responsibility of the constituencies to determine individuals to take up the positions for which their constituencies have been allocated a slot on this CCM Committee
- Willingness to commit time to the Committee's activities;
- Eligibility will be subject to Uganda CCM Conflict of Interest (COI) management policy;
- To avoid Conflict of Interest, Principal Recipients (PRs) and Sub-Recipients (SRs) of Global Fund grants shall not normally be considered for membership on the Finance and Procurement Committee. However, where this is unavoidable, the Uganda CCM Conflict of Interest Policy shall strictly be applied.
- Co-opted members may be nominated onto the Committee to provide specific technical expertise to meet the needs identified by the committee.

4. TENURE OF OFFICE

- The CCM Finance & Procurement (F&P) Committee members shall serve for a period of three (3) years with a possibility of re-election for another consecutive term if they are re-elected/re-nomination as Uganda CCM Members by their Constituencies. The membership renewal process shall take institutional memory into consideration.
- Continued membership of the Committee shall also be subject to the CCM Succession Plan matrix (which shall be reviewed from time to time by the CCM Board) to ensure good corporate governance, continuity of CCM activities/operations and maintenance of institutional memory.

5. ELECTION PRINCIPLES & PROCEDURES FOR THE CCM FINANCE & PROCUREMENT COMMITTEE

- The CCM Constituencies to provide the Finance & Procurement (F&P) Committee Chairperson and Vice-Chairperson shall be elected by the Uganda CCM through a simple majority vote, during the first General Meeting that will be held after the term of the previous Committee Chairperson and Vice-Chair has expired or been terminated.
- The CCM Finance & Procurement (F&P) Committee Chairperson shall be a Substantive Member of the Uganda CCM.
- The Finance & Procurement (F&P) Chairperson and Vice-Chairperson's term of office is three (3) years with a possibility of re-election for another consecutive term if they are re-elected as Uganda CCM Members.
- A Substantive member who is unable to attend the meeting for the election of the CCM Finance & Procurement (F&P) Committee shall put in writing her or his willingness to be nominated for the position, for the member to be eligible for nomination to be elected election for this position.
- The Uganda CCM Alternate members, Ex-Officios and any other Observers (permitted by the CCM) shall be allowed to attend the above meeting.
- Only the Substantive representatives of CCM Constituencies shall be eligible to vote
- If the Substantive Representative of any of the CCM Constituencies is absent then the Alternate member shall have voting rights.
- Elections shall be conducted by an Election Committee, comprised of three (3) Returning Officers selected from the CCM Ex-Officios, who are non-CCM Members and non-CCM Secretariat neutral observers.
- Voting shall be by secret ballot.
- Decisions shall preferably be by consensus, or by simple majority vote.

6. THE COMMITTEE CHAIRPERSON AND VICE CHAIR: ROLES & RESPONSIBILITIES

The main roles and responsibilities of the CCM Finance & Procurement (F&P) Committee Chairperson and Vice-Chairperson shall be:

- Chairing the Finance & Procurement (F&P) Committee meetings.
- With the support of the CCM Secretariat, ensure the implementation of the

- CCM Oversight Plan annual work plan and budget.
- Presentation and submission of the Finance & Procurement (F&P) Committee recommendations to the Uganda CCM Executive Committee and CCM Board (through oversight tools, oversight reports, site visits findings, etc.).
 - Represent the Finance & Procurement (F&P) Committee on the Uganda CCM Executive Committee.
 - In collaboration with the Uganda CCM Secretariat, organize regular and extraordinary meetings of the Finance & Procurement (F&P) Committee.
 - With the support of the CCM Secretariat, ensure the timely follow-up and implementation of the Committee recommendations and CCM Board decisions.
 - With the support of the CCM Secretariat, ensure the preparation and review of the annual CCM Workplans and budgets submitted to mobilize/secure CCM Funding.
 - With the support of the CCM Secretariat, ensure the preparation and review of the regular internal audits and annual external audits of the CCM Finances and Accounts.
 - With the support of the CCM Secretariat, ensure the follow-up and implementation of the recommendations from the audits done on the Finances and Accounts of the Principal Recipients (PRs) and the Uganda CCM.

The Chairperson and Vice-Chairperson of the CCM Finance & Procurement (F&P) Committee shall distribute the above specific tasks among themselves as appropriate. The Committee members shall be informed about the arrangements.

7. SCOPE OF WORK FOR THE COMMITTEE

The Uganda CCM Governance Manual outlines the functions of the Finance & Procurement (F&P) Committee. These are to:

- Oversee the financial management and procurement procedures of the Principal Recipients (PRs) in relation to implementation of Global Fund grants;
- Oversee the procurement activities of the PRs in relation to Global Fund grants
- Oversee the Global Fund grant(s) expenditures by the PRs and grant absorption

- Support the Uganda CCM Program Oversight Committee in matters related to PR's financial management and procurement activities during grant implementation.
- Oversee the financial management and procedures of the Uganda CCM Secretariat in relation to supporting CCM activities;
- Oversee the Uganda CCM Secretariat in the preparation of the Uganda CCM annual work-plans and budgets;
- Oversee the expenditures of the Uganda CCM Secretariat;
- Review the reprogramming of activities and re-allocation of funds in the CCM Workplans and Budgets and make recommendations to the CCM Executive Committee (EC).
- Oversee the procurement activities of the Uganda CCM Secretariat in relation to Uganda CCM Oversight activities and operations;
- Oversee the Uganda CCM Secretariat in the preparation of the CCM annual procurement plan

The detailed scope of work that the Finance & Procurement (F&P) Committee will undertake relating to the two broad functional areas of the Committee are as follows:

i) The Finance Function:

- Ensure that a review of the Principal Recipients (PRs)' work plans and budgets in relation to grant implementation is effectively done.
- Ensure that Interim Financial Reports submitted by the PRs are reviewed.
- Ensure that PRs' quarterly financial and procurement reports are reviewed.
- Ensure that the PRs comply with the Global Fund and the Government of Uganda's financial management requirements
- Ensure that the PRs have arrangements in place for external and internal audit function
- Ensure that Annual Audit Reports submitted by the PRs and management responses by the PRs are received and reviewed.
- Present to the Uganda CCM Executive Committee and Uganda CCM Board the financial management and auditing issues found in the PR grant implementation processes.
- Assist the Uganda CCM to recruit and retain competent financial management and accounting staff
- Ensure that the Uganda CCM financial management and accounting policies and procedures manual is received, reviewed and recommended for approval
- Ensure that the annual Uganda CCM work plan and budget is received, reviewed and recommended for approval

- Ensure that the Uganda CCM Concept Notes and applications/requests for funding to the Global Fund are received, reviewed and recommended for approval
- Ensure that the Uganda CCM's quarterly and annual financial reports are reviewed.
- Ensure that the Uganda CCM complies with the Global Fund, the Government of Uganda and other Funding Partners' financial management requirements
- Ensure that the Uganda CCM has arrangements in place for external and internal audit functions
- Ensure that CCM and PRs' audit reports are received and reviewed
- Present to the Uganda CCM Executive Committee the Finance & Procurement (F&P) Committee's quarterly progress report and the Uganda CCM quarterly financial statements on a quarterly basis

ii) The Procurement Function

- Ensure that a review of the Principal Recipients (PRs)' Procurement Plans and their performance in relation to grant implementation is effectively done.
- Ensure that the PRs' Procurement and Supply Management (PSM) plans are reviewed so as to assess their efficiency and effectiveness.
- Ensure that procedures that the PRs use to procure and supply items to the Sub-Recipients (SRs), and guidelines followed, are reviewed.
- Present to the Uganda CCM Executive Committee and Uganda CCM Board the procurement issues found in the PRs' grant implementation processes.
- Ensure that the PRs' procurement processes comply with the Global Fund and the Government of Uganda procurement requirements.
- Ensure that the PRs' quarterly and annual procurement reports are reviewed.
- Ensure that the Uganda CCM procurement policies and procedures are received, reviewed and recommended to the Uganda CCM for approval.
- Ensure that the annual Uganda CCM procurement plan is received, reviewed and recommended for approval.
- Ensure that all Uganda CCM procurement complies with the Global Fund, the Government of Uganda and other Funding Partners' procurement requirements
- Ensure that the Uganda CCM's quarterly and annual procurement reports are reviewed.

SUPPORT TO THE OTHER CCM COMMITTEES

- Ensure that financial and procurement technical issues related to grant implementation and management by the Principal Recipients (PRs) referred to the committee by the CCM Program Oversight Committee (POC) and CCM Programme Development & Resource Mobilization (PD&RM) Committee are reviewed
- Prepare and present a report of oversight findings and recommendations on financial and procurement technical matters that the committee has reviewed, investigated and resolved relating to grant implementation by the PRs.
- Attend the Program Oversight Committee (POC) meetings and CCM Programme Development & Resource Mobilization (PD&RM) Committee meetings on invitation or to present oversight findings and recommendations
- Assist the Program Oversight Committee (POC) and CCM Programme Development & Resource Mobilization (PD&RM) Committee to interpret financial and procurement reports if and when needed.

8. THE COMMITTEE WORK PLAN AND BUDGET

The projected activities and operational costs of the Committee will be included in the Uganda CCM annual work plan and budget.

- Assisted by the CCM Secretariat, the Finance & Procurement (F&P) Committees shall prepare an annual CCM oversight budget for approval by the Uganda CCM.
- With the support of the CCM Secretariat, the Finance & Procurement (F&P) shall ensure the implementation, monitor and evaluation of the performance on the annual CCM oversight budget.
- In addition, the CCM Finance & Procurement (F&P) develops – with the Uganda CCM Secretariat's assistance – a budget for oversight activities, which is included in the consolidated Uganda CCM annual work plan and budget. Following the approval of the consolidated budget of the Uganda CCM, the budget shall be submitted to the Secretariat of the Global Fund and any other potential funding institution/agency/entity to mobilize/request for and secure adequate funding for CCM oversight activities.

9. THE COMMITTEE MEETINGS

i) Notification of Committee Meetings

- The notice for the regular quarterly Committee meetings shall be sent out to Members at least 10 working days prior to the date of every Committee meeting.
- Emergency or Special Committee meetings may be called by the Committee Chair at shorter notices and labelled accordingly.

ii) Agenda for Committee Meetings

- The Uganda CCM Committee meetings shall follow an agreed and published agenda format in line with that recommended by the Global Fund.
- The Uganda CCM Secretariat shall first contact the Committee members one (1) month prior to the regular quarterly Committee meeting to solicit any matter for inclusion on the standard Committee meeting agenda. All Committee members should receive the meeting agenda and documents by e-mail at least five (5) working days before each Committee meeting.
- In the cases of Emergency or Special Committee meetings, the agenda items should be received by the Uganda CCM Secretariat not later than two (2) working days before the date of the meeting.
- The Committee members may decide to amend the agenda just before the commencement of the meeting.

iii) Schedule of Meetings

- The Finance & Procurement (F&P) Committee shall hold quarterly meetings and any other meetings held more regularly, as may be needed/ deemed necessary.
- The Finance & Procurement (F&P) Committee meetings shall be held at least four (4) weeks before the date of the ordinary quarterly meetings of the CCM Board.
- The CCM Secretariat shall be responsible for the logistical and administrative arrangements of the Committee meetings, including sending out meeting invitations to the Committee members, booking venues and arranging other facilities for the meeting.

- The Committee Chair will make a report to the Uganda CCM Executive Committee and subsequently to the CCM Board on all recommendations arising from their Committee's work during the quarterly oversight meetings and scheduled oversight field/site visits.

iv) Quorum

- The Quorum of the Finance & Procurement (F&P) Committee shall be half plus one of its CCM membership.

v) Administration of Meetings and Minutes

- The Finance & Procurement (F&P) Committee meetings shall be convened and chaired by the Committee Chairperson and, in his/her absence, by the Committee Vice-Chair. In the absence of both, the Committee Members will nominate a Chair for that specific meeting.
- The Chairperson of the Finance & Procurement (F&P) Committee will make a report to the CCM Executive Committee and subsequently to the CCM Board on all recommendations arising from his/her Committee's work during the quarterly oversight meetings and scheduled oversight field/site visits.
- Decisions of the Finance & Procurement (F&P) Committee shall be by consensus, and where a vote is needed the decision shall be by simple majority.
- The Finance & Procurement (F&P) Committee recommendations shall be presented and ratified at the next Uganda CCM Board meeting. The Uganda CCM members will then make operational, the recommendations as required and turn them into a plan of action to be monitored by the CCM Finance & Procurement (F&P) Committee.
- The CCM Secretariat staff team will participate in the CCM Finance & Procurement (F&P) Committee meetings but shall not have a vote during decision making.
- All deliberations by the Finance & Procurement (F&P) Committee shall be recorded through minutes.
- The CCM Secretariat shall be responsible for taking minutes of all the Finance & Procurement (F&P) Committee meetings.
- The Finance & Procurement (F&P) Committee Chairperson shall endorse the draft committee meeting minutes before they are distributed to the Committee members.

- Draft minutes of the Finance & Procurement (F&P) Committee meetings and any decisions made shall be prepared and sent electronically (by email) to all Committee members within one (1) week after the Committee meeting. The Committee members will have at least five (5) working days to review and approve the minutes.
- The approved minutes of all Finance & Procurement (F&P) Committee meetings shall be shared electronically (by email) with the entire CCM Board within two (2) weeks after the Finance & Procurement (F&P) Committee meeting and at least one (1) week before the next meeting of the CCM Executive Committee meeting where the recommendations from the Committee shall be presented to the Executive Committee members.
- The approved minutes of the Finance & Procurement (F&P) Committee meeting will be presented at the next Committee meeting.
- All the signed minutes of the Finance & Procurement (F&P) Committee meetings shall be scanned, circulated, filed and archived by the CCM Secretariat according to the Global Fund requirements and guidelines.

10. FINANCING THE COMMITTEE ACTIVITIES

- The oversight-related costs incurred by the CCM Finance & Procurement (F&P) Committee, permanent Committee members and co-opted technical experts, when performing their oversight-related duties are covered by the Uganda CCM budget.
- The activities and expenditure line items to be covered as part of such oversight activities shall be approved at the Uganda CCM general Board meeting.
- Reports on the oversight budget performance shall be submitted and presented annually by the Chairpersons of the CCM Program Oversight Committee and CCM Finance & Procurement Committee at a general CCM Board meeting.

11. DELIVERABLES OF THE CCM FINANCE & PROCUREMENT COMMITTEE

- Reports on findings and recommendations on the financial and procurement technical matters of grant(s) implementation by the PRs

- Reports on the financial issues, bottlenecks or challenges identified in the Global Fund grants implementation by the PRs; including budgetary & procurement performance in the grants approved and signed, grant absorption, audit issues, grants re-programmed and grants closed.
- Reports on the Procurement issues, bottlenecks or challenges identified in grant implementation by PRs; including performance in relation to their procurement plans, and the efficiency and effectiveness of the PRs' Procurement and Supply Management (PSM) plans.
- Oversight field/site visits findings or activity reports, specifically on the Finance and Procurement components of the Global Fund grants.
- Principal Recipient (PR) performance assessment reports
- Regularly updated financial management & accounting policies and procedures manual for the Uganda CCM
- Regularly updated procurement policies and procedures manual for the Uganda CCM
- Consolidated annual work plan and budget for the Uganda CCM
- Annual procurement plan for the Uganda CCM
- Annual external audit report for the Uganda CCM's Finances and Accounts.
- Fully signed minutes of the CCM Finance & Procurement (F&P) Committee Meetings.

F) The CCM Program Development and Resource Mobilization (PD&RM) Committee

1. FUNCTIONS OF THE CCM PROGRAMME DEVELOPMENT & RESOURCE MOBILIZATION (PD&RM) COMMITTEE

Overall the oversight of Global Fund grants is a responsibility of the entire CCM Board, and all the CCM members shall participate in the oversight process and activities of the Uganda CCM Board and Committees.

- The Uganda CCM established a Programme Development & Resource Mobilization (PD&RM) Committee to provide oversight of the programme development and resource mobilization activities of the Global Fund grants in Uganda.
- The Program Development and Resource Mobilization (PD&RM) Committee shall lead, facilitate and provide oversight over the process for the development of applications for the Global Fund grants and the alignment of Global Fund grants with other financing mechanisms in the country for HIV/AIDS, Tuberculosis and Malaria; and reprogramming of the grants whenever necessary.
- The Programme Development & Resource Mobilization (PD&RM) Committees shall also identify and demonstrate successful stories, best practices and lessons learnt during the oversight of programme development and resource mobilization activities.

The core functions of the Program Development and Resource Mobilization (PD&RM) Committee are to:

- Facilitate the processes for coordinating the development and coordination of the national resource mobilization concept notes and grant funding

applications/requests/proposals to the Global Fund, including the design of protocols and procedures for the inclusive engagement of relevant stakeholders in these processes.

- Identify the need and support the process for reprogramming of grants and support the Uganda CCM in coordinating the re-programming of Global Fund grants
- Lead the CCM process of identifying and selecting the Principle Recipients (PRs), including development of guidelines for selecting PRs and Sub-Recipients (SRs) for implementing the approved Global Fund grants.
- Oversee the national Global Fund grants absorption and utilization to inform/support resource mobilization initiatives and activities.
- Oversee the Uganda CCM Funding absorption and utilization for resource mobilization purposes.
- Support the Uganda CCM in mobilizing resources for Global Fund programme activities for HIV/AIDS, TB and Malaria; and the building of resilient and sustainable systems for health.
- Participate in the development of frameworks for alignment and harmonisation and alignment of Global Fund grants with other in-country financing mechanisms for HIV/AIDS, TB and Malaria, and national health and development projects.

2. COMMITTEE MEMBERSHIP COMPOSITION AND PROCEDURE FOR RESIGNATION

- The Programme Development & Resource Mobilization (PD&RM) Committee will comprise of eleven (11) members appointed by the Uganda CCM from its membership and, when/if needed, other technical experts co-opted from outside the CCM.
- Membership composition will be as broad as possible and include members representing Civil Society Organizations (CSOs) and people affected by the threediseases(i.e. HIV/AIDS, Tuberculosis and Malaria).
- Expertise and/or experience in programme development, resource mobilization, fund raising/funding proposal development and constituency mobilization to align and harmonize Global Fund grants will be given preference in the selection of the committee members. Where such expertise is not available, the CCM will co-opt technical partners and persons with relevant experience.
- Should any Committee member resign before the term expires, such member shall submit his/her written resignation to the CCM Board through the CCM Secretariat, in which detailed explanations for the resignation

shall be stated. Upon receipt of the resignation, the CCM Board shall call for nominations from its members and another person responding to the eligibility criteria shall be selected to fill the vacancy.

3. ELIGIBILITY FOR COMMITTEE MEMBERSHIP

- The Uganda CCM Substantive Members and their Alternates
- The positions of Chair, Vice-Chair and Members of this Committee shall be selected on a constituency basis by the Uganda CCM; and it will be the responsibility of the constituencies to determine individuals to take up the positions for which their constituencies have been allocated a slot on this CCM Committee
- Willingness to commit time to the Committee's activities;
- Eligibility will be subject to Uganda CCM Conflict of Interest (COI) management policy;
- Co-opted members may be nominated onto the Committee to provide specific technical expertise to meet the needs identified by the committee.

4. TENURE OF OFFICE

- The Programme Development & Resource Mobilization (PD&RM) Committee members shall serve for a period of three (3) years with a possibility of re-election for another consecutive term if they are re-elected/re-nomination as Uganda CCM Members by their Constituencies. The membership renewal process shall take institutional memory into consideration.
- Continued membership of the Committee shall also be subject to the CCM Succession Plan matrix (which shall be reviewed from time to time by the CCM Board) to ensure good corporate governance, continuity of CCM activities/operations and maintenance of institutional memory.

5. ELECTION PRINCIPLES & PROCEDURES FOR THE PROGRAMME DEVELOPMENT & RESOURCE MOBILIZATION (PD&RM) COMMITTEE

- The CCM Constituencies to provide the Programme Development & Resource Mobilization (PD&RM) Committee Chairperson and Vice-Chairperson shall be elected by the Uganda CCM through a simple majority vote, during the first General Meeting that will be held after the term of the previous Committee Chairperson and Vice-Chair has expired or been terminated.
- The CCM Programme Development & Resource Mobilization (PD&RM) Committee Chairperson shall be a Substantive Member of the Uganda CCM Board.
- The CCM Programme Development & Resource Mobilization (PD&RM) Committee Chairperson and Vice-Chairperson's term of office is three (3) years with a possibility of re-election for another consecutive term if they are re-elected as Uganda CCM Members.
- A Substantive member who is unable to attend the meeting for the election of the CCM Programme Development & Resource Mobilization (PD&RM) Committee shall put in writing her or his willingness to be nominated for the position, for the member to be eligible for nomination to be elected election for this position.
- The Uganda CCM Alternate members, Ex-Officios and any other Observers (permitted by the CCM) shall be allowed to attend the above meeting.
- Only the Substantive representatives of CCM Constituencies shall be eligible to vote
- If the Substantive Representative of any of the CCM Constituencies is absent then the Alternate member shall have voting rights.
- Elections shall be conducted by an Election Committee, comprised of three (3) Returning Officers selected from the CCM Ex-Officios, who are non-CCM Members and non-CCM Secretariat neutral observers.
- Voting shall be by secret ballot.
- Decisions shall preferably be by consensus, or by simple majority vote.

6. THE COMMITTEE CHAIRPERSON AND VICE-CHAIR: ROLES & RESPONSIBILITIES

The main roles and responsibilities of the Programme Development & Resource Mobilization (PD&RM) Committee Chairperson shall be:

- Chairing the Programme Development & Resource Mobilization (PD&RM) Committee meetings.
- With the support of the CCM Secretariat, ensure the implementation of the CCM Resource Mobilization Strategy and work plans.
- Representing the Programme Development & Resource Mobilization (PD&RM) Committee on the CCM Executive Committee.
- Presentation and submission of the Programme Development & Resource Mobilization (PD&RM) Committee recommendations to the CCM Executive Committee and the Uganda CCM Board.
- In collaboration with the Uganda CCM Secretariat, organize regular and extraordinary meetings of the Programme Development & Resource Mobilization (PD&RM) Committee.
- With the support of the CCM Secretariat, ensure the timely follow-up and implementation of the Committee recommendations and CCM Board decisions.
- With the Uganda CCM Secretariat support, ensure that a framework is developed for supporting the alignment and harmonization of the Global Fund grants with national health & development programmes and other in-country financing mechanisms.
- With the support of the CCM Secretariat, ensure the effective follow-up and implementation of the recommendations on timely grant absorption and utilization by the Principal Recipients (PRs) for Global Fund grants and the Uganda CCM for the CCM Funding.
- With the Principal Recipient (PRs)' support, ensure that re-programming of grants is effectively done in a timely manner.
- With the Uganda CCM Secretariat support, ensure that the coordination of the processes for developing and submission of the national grant funding proposal/request/application and request for continued funding process to the Global Fund is well planned, efficient and adequately resourced.
- Ensure that standard operating procedures for grant funding request/application/proposal development and submission processes are developed, reviewed and updated regularly.

- Oversee to ensure that the Uganda CCM adheres to the CCM Eligibility Requirements and Minimum Standards to ensure the continued Uganda
- CCM's eligibility for submitting grant funding requests/applications/proposals for Global Fund grants and CCM Funding.
- Lead the transparent processes for Principal Recipient (PR) selection and ensure the development of PR and SR selection guidelines
- Spear-head resource mobilization for Global Fund programme-supported activities, Uganda CCM oversight activities, CCM resource mobilization activities, CCM constituency engagement activities, CCM communication activities, CCM & Global Fund stakeholders' engagement activities and the CCM Secretariat operations.

The Chairperson and Vice-Chairperson of the Programme Development & Resource Mobilization (PD&RM) Committee shall distribute the above specific tasks among themselves as appropriate. The Committee members shall be informed about the arrangements.

7. SCOPE OF WORK FOR THE COMMITTEE.

The Uganda CCM Governance Manual outlines the functions of the Programme Development & Resource Mobilization (PD&RM) Committee as follows:

- Ensure that national needs and resource gaps for the fight against the three diseases i.e. AIDS, TB and Malaria are identified.
- Lead the Uganda CCM in coordinating the design of protocols, road map and procedures for the engagement of relevant constituencies in the Uganda CCM Global Fund grant funding application processes.
- Oversee and lead the CCM processes for coordinating the development and submission of national grant funding requests/applications and proposals to the Global Fund
- Oversee and lead the CCM processes for the selection and nomination of Principal Recipients (PRs) to implement the approved Global Fund grants and programmes
- Oversee and lead the CCM processes for approving any reprogramming and submission of requests for continued funding to the Global Fund
- Ensure linkages and consistency between the Global Fund grants and other national health and development programs; and in-country financing mechanisms

- Ensure that the Uganda CCM plays a stronger leadership role and meaningfully participates in the development and review of the National Strategic Planning processes at the country level as required by the Global Fund New Funding Model (NFM)
- Ensure that the Uganda CCM convenes stakeholders to engage an inclusive country dialogue and agree on the split of the allocated Global Fund grant funds between the three disease components and supporting the building of resilient & sustainable systems for health.
- Advise the Uganda CCM on the content and quality of grant funding requests/applications and proposals to the Global Fund
- Ensure that arrangements for technical assistance and technical working groups for grant funding proposal/request/application preparations are done.
- Ensure that the needs and resource gaps for the Uganda CCM work plan and budget are identified.
- Oversee the grants absorption and utilization of the approved Global Fund grants to inform/support CCM resource mobilization initiatives and activities.
- Oversee the CCM Funding grants absorption and utilization to inform/support resource mobilization initiatives and activities for CCM operations and oversight activities.
- Ensure that the budget submission of the Uganda CCM Secretariat to the Uganda CCM Board is reviewed and fine-tuned.

Specific resource mobilization functions:

- Ensure that the Uganda CCM resource mobilization strategy and plan are developed, reviewed and updated regularly.
- Ensure that the annual resource mobilization work plans and budgets are developed, reviewed and recommended for approval.

Specific tasks related to grant funding request/application/proposal development functions include the following:

- Ensure that standard operating procedures for grant funding request/application/proposal development processes are developed, reviewed and updated regularly.

- Oversee that the Uganda CCM adheres to the CCM Eligibility Requirements and Minimum Standards to ensure the Uganda CCM's eligibility for submitting grant funding requests/applications/proposals for Global Fund grants
- Lead the transparent processes for Principal Recipient (PR) selection
- Oversee the process of constituting the funding request/application/proposal development teams, facilitate them and supervise the writing
- teams to ensure that grant funding requests/applications/proposals are developed and submitted on time;
- Ensure that a funding request/application/proposal development roadmap clearly indicating activities, timeframes, responsible persons, deliverables and resource requirements, including the budget, is developed, reviewed and updated in a timely manner.
- Ensure facilitation of gathering of information required for funding request/application/proposal development, including for establishing and analyzing the national programmatic and financial gaps.
- Ensure the funding request/application/proposal are submitted to the Uganda CCM Board in time for review and submission to the Global Fund.
- Oversee the PR processes of grant making/negotiations and grant signing following the Global Fund recommendation to approve the country's grants.
- Oversee the PR processes of grant closure at the end of the grant(s) implementation period.

Support to the Other CCM Committees

- Ensure that grant absorption, re-programming, funds re-allocation and requests for continued funding technical issues related to grant implementation and management by the Principal Recipients (PRs) referred to the committee by the CCM Program Oversight Committee (POC) and CCM Finance & Procurement (F&P) Committee are reviewed
- Prepare and present a report of oversight findings and recommendations on resource mobilization, grant absorption, re-programming, funds re-allocation and requests for continued funding technical matters that the committee has reviewed, investigated and resolved relating to grant implementation by the PRs.
- Attend the Program Oversight Committee (POC) meetings and CCM Finance & Procurement (F&P) Committee meetings on invitation or to present oversight findings and recommendations
- Assist the Program Oversight Committee (POC) and CCM Finance & Procurement (F&P) Committee to interpret reports when needed, in the following areas:

1. *Resource mobilization,*
2. *Grant absorption and utilization,*
3. *Re-programming,*
4. *Funds re-allocation,*
5. *Requests for continued funding,*
6. *PR evaluation & selection processes*
7. *PR due diligence assessment processes*
8. *PR and CCM Secretariat performance assessment, training needs analysis and capacity building,*
9. *CCM Eligibility & Performance Assessment (EPA) and Improvement plan, and*
10. *Report on the harmonization & alignment of Global Fund grants and in-country financing mechanisms and health & development programmes.*

8. THE COMMITTEE WORK PLAN AND BUDGET

The projected activities and operational costs of the committee will be included in the annual consolidated Uganda CCM work plan and budget.

- The Programme Development & Resource Mobilization (PD&RM) Committee work plan and budget will be informed by the CCM Resource Mobilization Strategy and the Global Fund grants and CCM funding proposal development guidelines.
- Assisted by the CCM Secretariat, the Programme Development & Resource Mobilization (PD&RM) Committee shall prepare an annual resource mobilization work plan and budget for approval by the Uganda CCM Board.
- With the support of the CCM Secretariat, the Programme Development & Resource Mobilization (PD&RM) Committee shall ensure the implementation, monitoring and evaluation of the annual resource mobilization work plan and budget.
- In addition, the CCM Programme Development & Resource Mobilization (PD&RM) Committee shall develop – with the Uganda CCM Secretariat's assistance – a budget for the coordination of the resource mobilization activities, which is included in the consolidated Uganda CCM annual work plan and budget. Following the approval of the consolidated budget of the Uganda CCM, the budget shall be submitted to the Secretariat of the Global Fund, Government of Uganda and any other Funding Partner to mobilize/request for and secure adequate funding for CCM oversight activities, including the resource mobilization activities.

9. THE COMMITTEE MEETINGS

i) Notification of Committee Meetings

- The notice for the regular quarterly Committee meetings shall be sent out to Committee members at least 10 working days prior to the date of every Committee meeting.
- Emergency or Special Committee meetings may be called by the Committee Chair at shorter notices and labelled accordingly.

ii) Agenda for Committee Meetings

- Uganda CCM Committee meetings shall follow an agreed and published agenda format in line with that recommended by the Global Fund.
- The Uganda CCM Secretariat shall first contact the Committee members one (1) month prior to the regular quarterly Committee meeting to solicit any matter for inclusion on the standard Committee meeting agenda. All Committee members should receive the meeting agenda and documents by e-mail at least five (5) working days before each Committee meeting.
- In the cases of Emergency or Special Committee meetings, the agenda items should be received by the Uganda CCM Secretariat not later than two (2) working days before the date of the meeting.
- The Committee members may decide to amend the agenda just before the commencement of the meeting.

iii) Schedule of Meetings

- The Programme Development & Resource Mobilization (PD&RM) Committee shall hold quarterly meetings and any other special committee meetings held more regularly, as may be needed/deemed necessary.
- The Programme Development & Resource Mobilization (PD&RM) Committee meetings shall be held at least four (4) weeks before the date of the ordinary quarterly meetings of the CCM Board.
- The CCM Secretariat shall be responsible for the logistical and administrative arrangements of the Committee meetings, including sending out meeting invitations to the Committee members, booking venues and arranging other facilities for the meeting.
- The Committee Chair will make a report to the Uganda CCM Executive Committee and subsequently to the CCM Board on all recommendations arising from his/her Committee's work during the quarterly oversight meetings and scheduled oversight field/site visits.

iv) Quorum

- The Quorum of the CCM Programme Development & Resource Mobilization (PD&RM) Committee shall be half plus one of its CCM membership.

v) Administration of Meetings and Minutes

- The Programme Development & Resource Mobilization (PD&RM) Committee meetings shall be convened and chaired by the Committee Chairperson and, in his/her absence, by the Committee Vice-Chair. In the absence of both, the Committee Members will nominate a Chair for that specific meeting.
- The Chairperson of the Programme Development & Resource Mobilization (PD&RM) Committee will make a report to the CCM Executive Committee and subsequently to the CCM Board on all recommendations arising from his/her Committee's work during the quarterly oversight meetings and scheduled oversight field/site visits.
- Decisions of the Programme Development & Resource Mobilization (PD&RM) Committee shall be by consensus, and where a vote is needed the decision shall be by simple majority.
- The Programme Development & Resource Mobilization (PD&RM) Committee recommendations shall be presented and ratified at the next Uganda CCM Board meeting. The Uganda CCM members will then make operational, the recommendations as required and turn them into a plan of action to be monitored by the CCM Programme Development & Resource Mobilization (PD&RM) Committee.
- The CCM Secretariat staff team will participate in the CCM Programme Development & Resource Mobilization (PD&RM) Committee meetings but shall not have a vote during decision making.
- All deliberations by the Programme Development & Resource Mobilization (PD&RM) Committee shall be recorded through minutes.
- The CCM Secretariat shall be responsible for taking minutes of all the Programme Development & Resource Mobilization (PD&RM) Committee meetings.
- The Programme Development & Resource Mobilization (PD&RM) Committee Chairperson shall endorse the draft committee meeting minutes before they are distributed to the Committee members.
- Draft minutes of the Programme Development & Resource Mobilization (PD&RM) Committee meetings and any decisions made shall be prepared and sent electronically (by email) to all Committee members within one (1) week after the Committee meeting. The Committee members will have at

- least five (5) working days to review and approve the minutes.
- The approved minutes of all Programme Development & Resource Mobilization (PD&RM) Committee meetings shall be shared electronically (by email) with the entire CCM Board within two (2) weeks after the Programme Development & Resource Mobilization (PD&RM) Committee meeting and at least one (1) week before the next meeting of the CCM Executive Committee meeting where the recommendations from the Committee shall be presented to the Executive Committee members.
- The approved minutes of the Programme Development & Resource Mobilization (PD&RM) Committee meeting will be presented at the next Committee meeting.
- All the signed minutes of the Programme Development & Resource Mobilization (PD&RM) Committee meetings shall be scanned, circulated, filed and archived by the CCM Secretariat according to the Global Fund requirements and guidelines.

10. FINANCING THE COMMITTEE ACTIVITIES

- The oversight-related costs incurred by the CCM Programme Development & Resource Mobilization (PD&RM) Committee, permanent Committee members and co-opted technical experts, when performing their oversight-related duties are covered by the Uganda CCM budget.
- The activities and expenditure line items to be covered as part of such oversight activities shall be approved at the Uganda CCM general Board meeting.
- Reports on the oversight budget performance shall be submitted and presented annually by the Chairpersons of the CCM Program Oversight Committee and CCM Finance & Procurement Committee at a general CCM Board meeting.

11. DELIVERABLES OF THE PROGRAMME DEVELOPMENT & RESOURCE MOBILIZATION (PD&RM) COMMITTEE

- Standard procedures, guidelines, road map and budget for supporting the coordination of the national Global Fund grant funding proposals/requests/applications.
- Guidelines and roadmap for the selection of Principal Recipients (PRs) to implement the approved Global Fund grants
- Selection/nomination of the Principal Recipients (PRs)
- Capacity assessment, training needs analysis and capacity building of Principal Recipients (PRs)
- Priority programme interventions and activities proposed for the national funding proposals/requests/applications to the Global Fund.
- National funding proposals/requests/applications to the Global Fund.
- National responses to the issues identified by and comments of the Technical Review Panel (TRP) on Uganda's grant funding proposals/requests/applications to the Global Fund
- Signed Global Fund grant agreements for Uganda to support the fight against HIV, Tuberculosis and Malaria.
- CCM requests for re-programming of Global Fund grants and continued requests for funding to the Global Fund.
- CCM grant funding proposals/requests/applications to the Global Fund, Government of Uganda and other Funding Partners.
- CCM Resource Mobilization Strategy and Plan
- Annual Resource Mobilization and Proposal Development work plan
- Alignment and harmonization of the Global Fund grants with national health sector & development programmes and other in-country financing mechanisms.

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- CCM Resource Mobilization Strategy and Plan
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FIND OUT MORE;

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