

## **BCCM: Membership Renewal 2023**

### **Key Affected Populations (KAP)**

Key affected populations or groups include a range of populations such as women & girls, men who have sex with men, transgender persons, people who inject drugs, male & female and transgender sex workers and their clients, prisoners, refugees & migrants, people living with HIV, adolescents & young people, vulnerable children & orphans, and population of humanitarian concern. Constituencies of KAP select members of their constituency to serve on the CCM according to the procedures that the constituency has established for this purpose. In the absence of an organized or legally recognized organizations or umbrella network, CCM may accept representatives of these constituencies on a case-to-case basis.

#### *KAP Seat Allocation (3 seats)*

<b><i>HIV-AIDS</i></b>	<b><i>TB</i></b>	<b><i>Malaria</i></b>
Member: PWID	Member: CSW	Member: CBO
Alternate: MSM/HIURA	Alternate: CSW	Alternate: CBO

The Global Fund (GF) suggests various guidelines to ensure fair and proper CCM membership renewal through election or selection of the members and their alternates:

- **Election process.** Members of the CCM are elected through a fair, transparent and democratic process that is properly documented in compliance with the CCM's regulations.
- **Alternate Members.** During election and selection of each CCM member, the electing or selecting organization or sector elects or selects an alternative member for that CCM member. The alternate member represents the same constituency or sector and may represent the same organization as the CCM member or from another organization. The alternate takes part in the operations of the CCM in the absence of the CCM member.

#### *Criteria for membership of KAP constituency (HIV/AIDS)*

- The group must be operational for a minimum of 3 years and have work experiences in the health sector in particular HIV/AIDS and involved with the health sector program;
- The group has specified service areas;
- Represent key affected populations
- The organizations/group/individual has ability and mechanism to coordinate the sectors as well as to be capable of informing the constituency members within the constituencies and ensuring their decision and participation for the CCM processes.

**Criteria for candidate for election of KAP constituency (HIV/AIDS)**

- Some experience and expertise in the health sector desirable;
- Proven track record of active participation within the network or group;
- Access to KAP communication channels;
- Represents KAP and able to report back;
- Willingness to contribute and commit time to CCM activities;
- Member to represent the interest of their entire constituency, and not those of their own individual self or organization.

**Criteria for membership of KAP constituency (TB) -- CSW**

- The incumbent CSW are mostly women and adolescent girls also come from the marginalized segment of population and who are living in a mostly poor and unhygienic living environment and are susceptible to HIV & TB
- The CSW may be from a network of CSWs and represents their constituency members;
- The organizations/group/individual has ability and mechanism to coordinate the sectors as well as capable of informing the constituency members within the constituencies and ensuring their decision and participation for the CCM processes.

**Criteria for candidate for election of KAP constituency (TB) - CSW**

- Some experience and expertise in the health sector desirable;
- Proven track record of active participation within the network or group;
- Access to KAP communication channels;
- Represents KAP and able to report back;
- Willingness to contribute and commit time to CCM activities;
- Member to represent the interest of their entire constituency, and not those of their own individual self or organization.

**Criteria for membership of KAP constituency (Malaria) – CBO**

- Registered with the Bangladesh Ministry of Social Welfare/NGO Bureau. The CBOs must submit their copy of the registration certificates or registration number and date of registration;
- The organizations must be operational for a minimum of 3 years and have work experiences in malaria prone districts and have implemented at least one malaria related project;
- Programmatic disbursement of Tk. 5 lacs annually over the last three years;
- The organizations have specified service areas;

- The organizations have ability and mechanism to coordinate the sectors as well as to be capable of informing the organizations within the constituencies and ensuring their decision and participation for the CCM processes.

**Criteria for candidate for election of KAP constituency (Malaria) - CBO**

- Candidate representing CBO on their board or senior management staff of the organization.
- Proven track record of active participation in malaria program;
- Access to CBO/NGO communication channels;
- Represents CBO community and able to report back;
- Willingness to contribute and commit time to CCM activities;
- Member to represent the interest of their entire CBO constituency, and not those of their own individual self or organization.

**Documenting the Election of Constituency Representatives**

**Documenting election/selection process.** New CCM representatives present documentary evidence of their selection or nomination by constituencies or sectors that meet Global Fund requirements. The CCM Secretariat shall store copies of these documents in its archive.

- Documents describing membership renewal processes used and the results of these processes (including election processes that civil society constituencies have used and the new list of CCM members) are sent to the Global Fund Secretariat.
- Documents about the CCM member election processes are made publicly available (for example, by posting these documents on the internet or distributing them through print media)

**Required Documentations**

- 1. Constituency membership list** (detailed by member' name, organization, sector clearly identifying this individual as representing the constituency)
- 2. Details of constituency:** name and sector;
- 3. Copies of public communications,** newspaper advertisements (print, web), circular letter, request of expression of interest etc. inviting non-governmental sector to a meeting to select their CCM members;
- 4. Minutes of meeting of the sector** (such as an Umbrella group, network) describing how they chose their representative
- 5. Voting record,** showing names of members voting

6. **Minutes of meeting** describing the nomination process that selected the member and alternate to the BCCM;
7. **Letter to BCCM Secretariat from organization(s)/constituency** representing the sector, which also describes the process of selection and final results.

## **Constituency Election Activities**

<b>Activity</b>	<b>Timeline</b>
Registration Opening date	[insert date]
Closing date for online registration and candidature:	[insert date]
Final date for scrutiny of candidature	[insert date]
Publishing of final list of voters and candidates	[insert date]
Period for coordinating among constituency members & acquiring Voting No.	[insert date]
Election	[insert date]
Announcement of provisional results	[insert date]
Re-election, in case of organizations scoring equal votes	[insert date]
Submit supporting documentation of election To BCCM Secretariat	[insert date]
Announcement of the successful candidates (Election Commission)	[insert date]