



**INDIA**

**COUNTRY COORDINATING MECHANISM**

Fighting HIV/AIDS, TB and Malaria together

# **India CCM Secretariat**

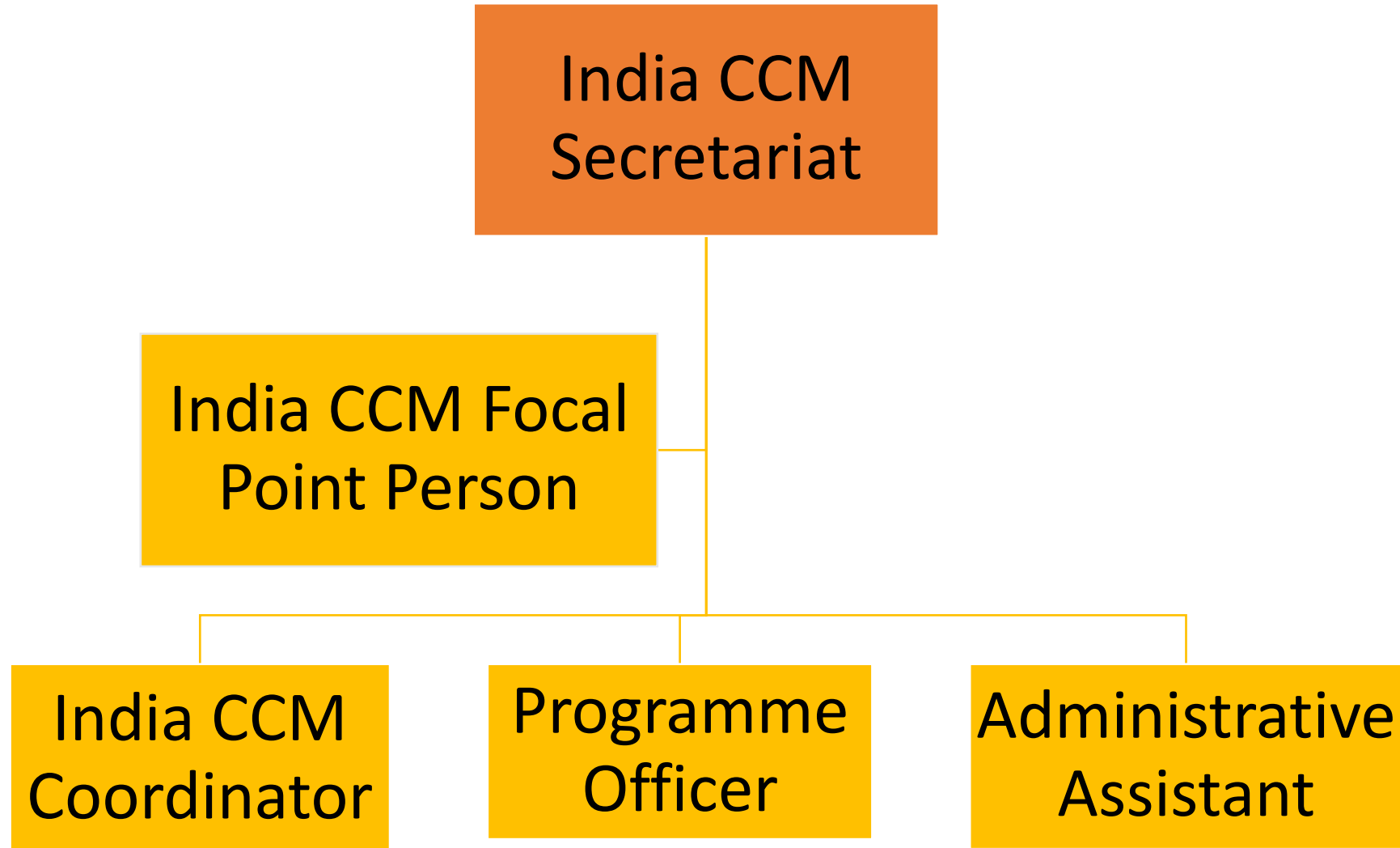
## **Roles and Responsibilities**

Dr. Sandhya Gupta  
India CCM Coordinator

# India CCM Secretariat

- Global Fund's Guidelines and Requirements (CCM) mandate establishment of a CCM Secretariat for every CCM
  - To perform administrative functions and support the execution of decisions made by the CCM
  - CCM Secretariat is accountable to the CCM as a whole and not to any one constituency or member.
- India-CCM Terms of Reference also mandate the establishment of a Secretariat
- Member Secretary provides overall supervision, management, and guidance to the I-CCM Secretariat

# India CCM Secretariat



# Core Functions



# 1. To provide administrative and secretarial support to the I-CCM and its sub-committees

Organizing regular CCM and subcommittee meetings

Maintain calendar of I-CCM and I-CCM sub-committee meetings and update periodically

Maintain log of all approved decisions and minutes of all I-CCM meetings

Provide I-CCM with copies of correspondence and updates from the Global Fund and Principal Recipients

Coordinate development of Annual Report of I-CCM

## 2. Facilitate institutional capacity building and strengthening of all stakeholder sectors and the I-CCM members to effectively participate in I- CCM activities

Organize orientation and training for new and old members of I-CCM

Coordinate targeted training activities for members of I-CCM sub-committees, especially Oversight and Concept Note Development Committees

Organize and support the process of the election of I-CCM Vice-Chair in accordance with ToRs

### 3. Coordinate the documentation and dissemination of important I-CCM processes

Support the effective implementation of I-CCM Concept Note development process

Support processes for the nomination of Principal Recipients by the I-CCM

Support I-CCM membership renewal processes

Update and distribute list of all members and alternate members of I-CCM

Support oversight activities

## 4. Distribute Global Fund guidelines and other necessary documents to I-CCM members and relevant stakeholders as decided by the I-CCM

I-CCM Terms of Reference

I-CCM Oversight Plan

I-CCM Conflict of Interest Policy

Global Fund Framework documents (Framework Agreement, Grant Confirmation)

CCM Communications Plan, Concept Notes and other relevant document



## 5. Maintain communication with Global Fund Secretariat and Local Fund Agent as determined by the I-CCM

Provide regular updates to I-CCM members and alternates on communication with Global Fund and Local Fund Agent

Coordinate activities related to I-CCM Eligibility Performance Assessment (EPA)

Undertake continuous update of I-CCM Improvement Plan associated with Eligibility Performance Assessment (EPA)

Prepare and submit progress reports on implementation of I-CCM Work Plan and Budget to GF

## **6. Provide support for communication and information sharing of I-CCM activities and maintain communication channels (website, newsletter, email updates, etc.) with stakeholders and the public**

Developing and maintain a “master list” I-CCM members and alternate members and other stakeholders to share the information

Maintaining a website to disseminate key information on performance of projects in India supported by Global Fund resources to stakeholders

Provide information on key I-CCM activities to the public requiring their attention or input using all available media sources

# Thank You

India CCM Secretariat

[www.india-ccm.in](http://www.india-ccm.in)