CCM Working Group Terms of Reference

Introduction to CS4ME

Created in 2018, the Civil Society for the Elimination of Malaria (CS4ME) is a global network of civil society organizations committed to achieving malaria elimination. CS4ME brings together malaria advocates, committed to working together to transform the malaria fight. Our work ensures that malaria programs are effective, sustainable, equitable, innovative, inclusive of civil society, community-based, human rights-based, gender-sensitive and adequately funded, in order to contribute to achieving malaria elimination. This platform is guided by a Steering Committee, and supported by a secretariat. Its members have the opportunity to contribute and benefit directly through participating in working groups, campaigns, training events, and other activities. More information can be found at www.cs4me.org.

CS4ME Working Groups

CS4ME working groups bring together diverse members of the platform, from different countries and backgrounds, to contribute their time, energy, knowledge, experience, and networks to helping CS4ME make progress against its Strategic Plan. Working groups ensure that the responsibilities are divided across CS4ME’s members, and to bring different voices and perspectives to designing, planning, and reviewing CS4ME’s work. While the working groups are of a voluntary nature, they offer members the opportunity to gain new knowledge, skills, and leadership opportunities. CS4ME aims to ensure that its working group members are supported to carry out their work effectively, and encourage commitments of three years, although short-term commitments are also possible to support specific activities.

Purpose of the CCM Working Group (CCMWG)

CS4ME recognises that in order to ensure that communities and civil society are able to influence malaria policies and plans in each country, civil society needs to be an active participant in the Country Coordinating Mechanisms (CCMs). These have been established in all countries that receive Global Fund money to plan, oversee, and monitor the use of Global Fund resources. They are often a key decision-making body and have influence also over the development and review of national malaria strategic plans. CCMs bring together the government, for example, the National Malaria Control Program and other related ministries or departments, technical and implementing partners, other malaria donors, and they should also have representation from civil society.

The second objective of CS4ME’s current Strategic Plan 2021-2025 is: “To build civil society influence with CCMs/NMCPs”. CS4ME recognises that civil society membership on CCMs is an excellent opportunity to advocate and ensure that the voices of the community are heard by decision makers. The purpose of this working group is therefore to ensure that all civil society representatives who sit on CCMs are well prepared and well supported to play this role effectively. The working group will therefore:

1. Draw on and analyse experience and lessons learned of CCM members to develop best practices and guidance for all civil society CCM members;
2. Provide support to new CCM members to understand the Global Fund, the CCM, and how to be an effective CCM member;
3. Exchange experiences, support, and coach other CCM members across the CS4ME network to represent civil society and affected communities effectively. This will include providing briefings on key issues and controversies, and guidance on effective communication;
4. Monitor trends in Global Fund resources or activities, and national responses;
5. Capture successes as a result of CCM involvement to contribute to CS4ME communications and advocacy;
6. Sharing relevant updates documents with malaria constituencies in a timely manner.

Membership & Structure

The CBWG welcomes CS4ME members from different countries and backgrounds in order to bring together the rich diversity of the different CSOs involved. Unlike other working groups, the membership of this group will not be capped, as all CS4ME members who are CCM members are welcome to join. It is hoped that the working group will achieve geographic, gender, and diversity to bring in varied perspectives and skills.

The chair of the working group will be a past CCM member, and a current member of CS4ME. At least one member will be from CS4ME’s Steering Committee to ensure that there is a direct, stable link with CS4ME’s decision-making body. This will ensure continuity, and a strong connection with other aspects of Strategic Plan implementation. Among its members, a secretary will also be nominated who will support the chair with notetaking and communications. Initially, in order to facilitate better coordination and engagement, the working group may be limited to representatives from ten countries that have been prioritised for CCM participation improvement.

Working group members are expected to:
1. be a current, past or potential member of the CCM or equivalent in his/her/their country;
2. have time available to commit, an estimated two hours per week;
3. actively participate in the quarterly working group meeting;
4. be willing and able to communicate in French and/or English;
5. have the support of his/her/their supervisor or organisation;
6. have access to a computer and reliable internet to enable effective remote meeting participation.

Roles & Responsibilities of Working Group Members

Members of the CBWG will be expected to:

1. **Learn**: Become familiar with Strategic Objective 2 of the Strategic Plan, and the related details of the Operational Plan and Monitoring, Evaluation, Reflection and Learning (MERL) framework. Members will also be encouraged to learn more about the Global Fund, the funding commitments in place in their country, and their country’s national malaria strategic plan;
2. **Participate**: Participate actively in meetings by sharing experiences and perspectives, bringing creative ideas, asking good questions, listening actively to other members, and contributing to decision making by consensus;
3. **Review**: Support the review and selection of expert members/consultants to develop training materials, potentially including the development of the terms of reference;

4. **Connect**: Help identify examples or best practices related to CCM engagement;

5. **Advise**: Review and/or participate in testing of materials designed to support civil society CCM members to be effective advocates;

6. **Promote**: Promote and be an advocate of the working group and its activities;

7. **Mentor**: Support, encourage, and advise other working group member and CS4ME members interested in learning more about CCMs;

8. **Advocate**: Be an advocate for CS4ME and represent it effectively beyond the working group.

### Rights of Working Group Members

Members of the working group have the right to:

1. **Respect**: be heard and respected for their experience and perspective;

2. **Withdraw**: withdraw from the working group at any time, providing written notice to the chair;

3. **Communicate**: speak in French or English at meetings, and have the meetings translated into one of these languages;

4. **Support**: receive a small stipend to help facilitate their participation, such as covering the cost of internet or mobile phone data, or laptop rental.

### Meetings & Operational Procedures

- **Meetings**: The working group will meet at least every quarter, but may call additional meetings as needed. Meetings will be virtual and take place on Zoom.

- **Language**: Meetings will generally be in English or French, with translation into the other language provided as possible. Written communication will be provided in English and French.

- **Decision making**: Decisions will be made by consensus with the chair creating an environment open to reviewing different perspectives and finding an appropriate conclusion.

- **Meeting notes**: The working group secretary will send out notes summarising decisions, action points, and any other key points to all members within three days of the meeting.

- **Communication**: The working group will communicate via email and WhatsApp between meetings. Meetings will be called at least one or two weeks in advance.

- **Absences**: Members are expected to inform the chair of any expected absences from meetings at least one day prior to the meeting.

- **Reviews**: Documents for review will be sent out at least two weeks ahead of the review deadline to ensure members have time to read. Documents will be sent in English and French (although translations may be done by software while in draft form).
Evaluation of working group performance

The working group will be evaluated based on how well it:

- Supported improved engagement of CCM members with their constituency before and after CCM meetings (e.g., soliciting input prior to meetings, and sharing outcomes after meetings);
- Supported CS4ME members to be elected to CCMs;
- Supported CCM members to represent and defend the interests of the most vulnerable groups in malaria-affected communities to the CCM;
- Mobilises other malaria CSOs to participate in malaria coordination and activities through the CCM;
- Shares country-level experiences, lessons learned, and successes across CS4ME;
- Timeliness of activities compared against the operational plan.