

REGULATIONS
for the Country Coordination Commission on
HIV/AIDS, Tuberculosis and Malaria issues in the Republic of Armenia

Chapter I. General Provisions

1. The Country Coordination Commission on HIV/AIDS Prevention in the Republic of Armenia was established on 26 April 2002 by the decision of the session of the National Interministerial Council on HIV/AIDS Prevention to approve project proposal to submit to the Global Fund to fight AIDS, Tuberculosis and Malaria, to determine current priority strategies on HIV/AIDS prevention, to allocate and monitor the Global Fund's finances. The CCM enlarged scope of its activities according to the 29 April 2005 CCM Decision by including there issues on TB and malaria.
2. This document regulates the work order of the Country Coordination Commission on HIV/AIDS, TB and malaria issues in the Republic of Armenia.

Chapter II. Main goals and activities of the Commission

1. The main goals of the Country Coordination Commission on HIV/AIDS, TB and malaria issues in the Republic of Armenia are the following:
 - 1.1. coordination of HIV/AIDS, TB and malaria-related activities implemented by governmental, nongovernmental and international organizations, as well as private sector and civil society;
 - 1.2. identification of priorities in scientific research on HIV/AIDS, TB and malaria as well as prevention, diagnosis and treatment of HIV/AIDS, TB and malaria;
 - 1.3. developing the HIV/AIDS, TB and malaria preventive activities, forming multisectoral response:
 - 1.3.1. ensuring more wide participation of NGOs, people living with HIV/AIDS, TB and malaria and people affected by the epidemic, community representatives, international organizations and private sector in HIV/AIDS, TB and malaria prevention activities;
 - 1.3.2. considering information submitted by the Ministries, Governmental Departments and Regional Administrations on their response to HIV/AIDS epidemic;
 - 1.4. carrying out monitoring and evaluation:
 - 1.4.1. coordination, monitoring and evaluation of implementing and financing of activities of the National HIV/AIDS, TB and Malaria Control Programmes in Armenia supported by the Global Fund to fight AIDS, Tuberculosis and Malaria;
 - 1.4.2. development of mechanisms for monitoring and reporting on the progress in reaching the number of goals declared by the Special UN General Assembly Session;

- 1.4.3. making internal assessment of efficiency of the GFATM project proposals, developing proposals for achieving more effective results.
2. In accordance with the tasks entrusted to it, the Country Coordination Commission on HIV/AIDS Prevention in the Republic of Armenia:
 - 2.1. CCM functions as a “consensus group” that coordinates proposal submission from its partners, CCM should facilitate the proposal development process, including the translation of national strategies into concrete implementation plans with clear responsibilities, timing of activities, budgets and expected outcomes; approve and endorse the final version of a single coordinated project proposal of Armenia and follow up on the implementation of proposed activities;
 - 2.2. CCM is a body that functions as a forum to promote true partnership development and multi-sectoral programmatic approaches, CCM’s activities are aimed to discuss plans, share information and communicate on Global Fund issues;
 - 2.3. CCM jointly with UN HIV/AIDS Theme Group establishes forum for current monitoring of the work and more effective implementing of activities on priority field of HIV/AIDS prevention;
 - 2.4. CCM is an overall guiding body responsible for the use of Global Fund resources, CCM manages regular relations with the Global Fund;
 - 2.5. CCM is responsible for ensuring that mechanisms are in place to provide the information required for monitoring and evaluation or putting those mechanisms in place if they do not already exist, CCM should ensure that all relevant actors are involved in the process; and that all views are taken into account, CCM is responsible for dissemination of the information relating to the Global Fund, CCM is responsive and supportive of NGOs and other civil society actors wishing to be included in the Country Coordinated Programme;
 - 2.6. CCM members include representation of the highest possible level from various sectors such as government, NGOs, private sector, people living with HIV/AIDS, TB and malaria, religious and faith groups, academic, educational sector, UN, unilateral and bilateral agencies and their wide involvement;
 - 2.7. all members of CCM are treated as full partners in the CCM, with full rights of participation, expression and involvement in decision making in line with their areas of expertise;
 - 2.8. legal entities, representatives of state governmental bodies as well as people living with HIV/AIDS and TB, as well as people having history of malaria can become CCM members. For admission to CCM membership it is necessary to submit to CCM Secretariat letter of application in CCM Chair’s name and relevant documents certifying the state registration (copy of certificate of state register, copy of regulations, description of conducted activities and letter of intent) as well as three letters of recommendation from CCM members;

- 2.9. new members are received into the CCM at a regular meeting by a secret vote by simple majority of votes;
- 2.10. in case of resigning from the CCM membership a CCM member is due to apply in writing to the CCM Secretariat and this issue should be presented at a regular CCM meeting;
- 2.11. CCM members elect a Chairman in case if the Chair and Deputy Chair do not attend a CCM meeting;
- 2.12. all members of CCM participate actively in all aspects of the CCM's work in line with their resources and areas of expertise.

Chapter III. Secretariat of the Country Coordination Commission on HIV/AIDS, TB and Malaria issues in the Republic of Armenia

1. To organise current activities between CCM meetings, coordinate preparatory work for the CCM meetings, exercise current control for the realization of the CCM decisions Secretariat of the Country Coordination Commission on HIV/AIDS, TB and malaria in the Republic of Armenia is being established. The Secretariat is headed by Secretary. CCM Secretariat submits reports on its current activities to CCM Chair.
2. CCM Secretariat forms working groups for solving the issues arising during the implementation of priority activities on HIV/AIDS, TB and malaria. First of all - groups for monitoring and evaluation. The staff of the groups are approved by the CCM or the CCM Chair between CCM meetings.

Chapter IV. Order of holding meetings and making decisions

1. The CCM's meeting is conducted by the CCM Chair, and in case of his absence, on a commission from him - by the CCM Deputy Chair.
2. Issues submitted for the CCM consideration and its draft decisions are developed by the Secretariat. Materials to be considered at the CCM meetings are submitted by the CCM members and the programme implementing agencies.
3. The CCM Secretariat prepares the materials for CCM activities.
4. The CCM meetings are held every three months. If needed, the meetings are held for special purpose or activities.
5. The CCM decisions are recorded and the minutes are addressed to the Ministries, Departments by the Government, leading bodies, representatives of private sector, international and nongovernmental organizations.
6. The CCM's meeting is competent, if it is attended by at least half of its members.
7. The decisions are made by a simple majority of votes of those CCM's members who are present at the meeting. If the votes are equally divided, the deciding vote belongs to the CCM Chair.