



**LESOTHO COUNTRY COORDINATING  
MECHANISM FOR GLOBAL FUND TO FIGHT  
AIDS, TB AND MALARIA**

**LCCM BY-LAWS**

**Revision – 15 March 2022**

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## **1. Preamble**

- 1.1 The Lesotho Country Coordinating Mechanism (LCCM) is established in response to requirements and recommendations of the Global Fund to Fight AIDS, Tuberculosis and Malaria ("Global Fund") as a governance and oversight mechanism for the mobilisation and use of grants from Global Fund.
- 1.2 The purpose of the Global Fund to Fight AIDS, Tuberculosis and Malaria (herein referred to as The Global Fund) is to attract and disburse additional resources through a new public-private partnership that will make a sustainable and significant contribution to the reduction of infections, illness and death, thereby mitigating the impact of HIV and AIDS, Tuberculosis and Malaria.
- 1.3 The Global Fund recognises that only through country driven, coordinated and multi-sectoral approach involving all relevant partners will additional resources have a significant impact on the reduction of the burden of the three diseases. Thus, several actors must be involved in the development of proposals and in making decisions on the allocation and utilisation of the Global Fund resources. To achieve this, the Global Fund expects a broad range of stakeholders to be involved in proposal development and monitoring of the implementation of the approved proposals.
- 1.4 This By-Laws have been developed to guide the LCCM in conducting its activities in coordinating and overseeing the Global Fund Grants.

## **2. Mandate**

- 2.1 The LCCM mandate is to attract funds from the Global Fund for HIV and AIDS and Tuberculosis programmes and coordinate, monitor, evaluate and support the implementation of the Global Fund grants in Lesotho. It ensures country ownership and accountability for Global Fund grants received by Lesotho.

## **3. Roles and responsibilities of LCCM**

The LCCM will play the following roles and responsibilities:

- (i) Coordinate submission of one national proposal to Global Fund through a formal, transparent, participatory and documented process
- (ii) Select one or more appropriate organisation(s) to serve as the principal recipient for the Global Fund grant(s) through an objective, transparent and documented process.
- (iii) Oversee the implementation of activities under the Global Fund approved programmes, including approving of major changes in the implementation plans of the Global Fund as necessary
- (iv) Evaluate the performance of the Global Fund supported project and the principal recipient(s) and submit a request to the Global Fund for continued funding of the programme
- (v) Work collaboratively with PR and other stakeholders to continuously develop strategies to improve performance of the grants
- (vi) Ensure linkage and consistency between Global Fund assistance and other resources available in support of National HIV and AIDS and TB programmes.
- (vii) Ensure all relevant sectors are involved in decision making process and provide information on the Global Fund grants; such as call for proposals, decisions of the LCCM and approved proposals and implementation of the Global Fund grants; to a wide range of stakeholders.

## **4. Guiding principles**

4.1 The LCCM shall be guided by the following principles in undertaking its roles and responsibilities

- (i) National ownership: LCCM will ensure Global Fund supported programmes are nationally owned by all stakeholders, respect country-led structures and implementation processes and remain focused in contributing to the burden of AIDS and TB in Lesotho
- (ii) Commitment to improving Global Fund grants' performance: LCCM will seek to ensure continuous improvement of the performance of the Global Fund grants to meet the Global Fund performance requirements at all times.
- (iii) Broad representation of stakeholders – LCCM will be an all-inclusive body ensuring participation of all key stakeholders in the coordination and governance of the Global Fund grants.
- (iv) Transparency and accountability: LCCM will operate in a transparent manner by providing information on its activities to stakeholders and by being accountable to its constituent sectors.
- (v) Equality: All members of LCCM shall be treated as equal partners with full rights to participate and express themselves and be involved in decision-making.
- (vi) Representation: Members should represent constituencies and not themselves. There should, therefore, be a mechanism for members to provide feedback to their constituency and to present the concerns of the constituency to the LCCM.
- (vii) Commitment to strengthening the participation of communities and people, particularly those affected by the three diseases.
- (viii) Aiming to eliminate stigmatization of and discrimination against those infected and affected by the three diseases, especially for women, children and vulnerable groups.
- (ix) Building on, complementing, and coordinating with existing regional and national programs in support of national policies, priorities and partnerships, including poverty reduction strategies and sector-wide approaches.
- (x) Oversight: The LCCM should oversee the performance of the PRs to ensure that agreed targets are met. Through transparent CCM oversight, PRs will be held accountable to all country stakeholders. The LCCM should regularly review performance of grants in collaboration with the PRs, and bring together all the necessary stakeholders, including Global Fund Secretariat staff. Oversight should include supporting PRs to address risks and bottlenecks and initiate the replacement of consistently poorly performing PRs.
- (xi) Sustainability and transition: The LCCM should work to strengthen the sustainability of the Global Fund financed programs and prepare for transition towards domestic financing.
- (xii) Good governance: The LCCM and LCCM Secretariat are expected to operate in a way that is aligned with principles of good governance, including conflict of interest management and adherence to an ethical code of conduct.

## **5. Structure of Lesotho CCM**

- 5.1 The LCCM shall have a main body of LCCM members, LCCM committees and a secretariat to run its day-to-day administrative affairs.
- 5.2 The LCCM shall consist of a membership of 15 members.
- 5.3 The LCCM committees shall be constituted by the LCCM as described in clause 14 of these by-laws.

## **6. Selection of LCCM members**

6.1 The LCCM members shall be selected from the following sectors with the respective number of members

- Public sector

4

• Private sector	1
• Key populations	1
• People Living with Diseases	2
• Youth	1
• Local non-governmental organisations	2
• International non-governmental organizations	1
• Multilateral agencies	2
• Bilateral agencies	1

## 6.2 Sector Representation

### 6.2.1 Public Sector (4 members)

Representation shall be from public sector agencies with programs relevant to HIV/AIDS and TB policy and implementation. These include:

▪ Ministry of Health	1 member
▪ Ministry of Finance	1 member
▪ Min of Development Planning	1 member
▪ National AIDS Commission	1 member

The contribution of other Ministries is recognised, and these will be consulted and/or co-opted as needed.

### 6.2.2 One representative from either Labour unions, Business Sector, Private for-profit professionals and health professional associations

▪ Private sector	1 member
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### 6.2.3 Civil Society (7 members)

▪ Local non-Governmental Organisations	2 members
▪ International non-governmental organizations	1 member
▪ People living with diseases	2 members
▪ Key populations	1 member
▪ Youth	1 member

6.2.4 Multilateral agencies 2 members

6.2.5 Bilateral agencies 1 member

6.3 LCCM members representing each sector shall be selected/elected by their own sector(s) in a documented and transparent process, in accordance with the policies and standard operating procedures agreed by the LCCM to govern the selection / election of sector representatives on the LCCM. The documented process of selection or election in the various constituencies shall be filed with the LCCM secretariat.

6.4 Each constituency shall also select an alternate LCCM member using the process adopted in selecting the substantive LCCM member

6.5 Any disagreements regarding entitlement to membership of the LCCM should in the first instance be resolved by members of the sector entitled to the seat. If the sector cannot resolve the matter, it will be referred for settlement by the full LCCM by a simple majority.

6.6 The sector selects suitably qualified individual to represent the sector on the LCCM.

## **7. Alternate members**

- 7.1 Each constituency shall select an Alternate to the substantive CCM member and shall be elected in the same manner as the substantive member.
- 7.2 In the absence of a member from any sector or institution, the alternate member shall stand in. Alternate members should be current on LCCM activities and decisions.
- 7.3 The alternate member shall have the same rights and privileges as the substantive member in the absence of the substantive member.

## **8. Ex Officio Members**

8.1 The LCCM shall have Ex-officio members as follows:

- i. Representatives of the Principal Recipients (PRs) Programme Management Units.
- ii. Representatives of the Lesotho CCM Secretariat.
- iii. Representatives of the disease programme units of the Ministry of Health and Social Welfare.
- iv. Representatives of the Global Fund including the Country Team and the Local Fund Agent

The Ex-Officio representative (s) shall contribute to discussions of LCCM meetings when requested and provide the required information to support LCCM Executive and Oversight functions but shall not have voting rights.

## **9. Term of Office**

- 9.1 The term of office for Non-Government LCCM members shall be three years with an option of re-election by their sectors. A member of the Non-Government Sector shall serve for a maximum of two consecutive terms.
- 9.2 The Public sector shall be represented by a government or state commission office. Once the holder of the office leaves, the new office holder automatically becomes a member of the LCCM.

## **10. Removal of a LCCM member**

10.1 A LCCM member can be removed from the LCCM under the following circumstances following due process:

1. Resignation of a member from LCCM.
2. Recalling of the member by the nominating sector.
3. Non-attendance of 3 (three) consecutive ordinary meetings of the LCCM by the member. The LCCM Executive Committee shall evaluate the impact of the Member's continued absence and consult the Member's constituency for a replacement if deemed necessary.
4. A member is in serious breach of the conflict of interest policy that may bring the integrity of the LCCM into disrepute.

10.2 Upon removal of a member from the LCCM, the affected sector shall be officially notified by the LCCM to nominate another member within a specified period. The procedures applied in nominating the withdrawn member will be applied in nominating a new member.

10.3 The new member will serve the remaining period of term of office of the member being replaced and will be eligible to service for 2 consecutive terms.

## **11. Rights of LCCM members**

11.1 Each substantive member of the LCCM shall have the following rights:

- a. Be a candidate for LCCM offices except specified otherwise.

- b. Nominate persons for LCCM offices.
- c. Vote on any matter put to vote.
- d. Participate in all deliberations and activities of the LCCM.

11.2 Each member of the LCCM shall have the following responsibilities

- a. Observe the By-Laws and procedures of LCCM
- b. Attend and actively participate in all LCCM meetings
- c. Freely share relevant experience and information with LCCM members
- d. Consult regularly with his/her sector in order to obtain fairly and accurately represent views of the sector at the LCCM meetings
- e. Abide by the Ethical Code of Conduct and Conflict of Interest Policy of the LCCM

## **12. Advisers, observers and invited guests**

- 12.1 An organisation wishing to observe LCCM meetings is required to submit a request, indicating reasons for being an observer, to the LCCM who will consider the request and make a decision to invite the organisation to the next LCCM meeting.
- 12.2 Advisers, observers and guests may attend the LCCM meetings at the invitation of the Chair for such purpose as may be deemed necessary.
- 12.3 These guests, observers and advisers shall only have the right to speak or to participate directly in the deliberations of the LCCM when requested to do so but cannot take part in a vote or perform a proxy role for a member or alternate.

## **13. LCCM Offices**

- 13.1 The LCCM shall have one chair and two vice chairs elected from among its members.
- 13.2 The Chair and Vice Chairs of the LCCM shall not be from the same sector.

### **13.3 Chair of LCCM**

- 13.3.1 The chair shall be elected from among the domestic sectors of the LCCM.
- 13.3.2 Candidates for the office of chair shall be proposed by any member and seconded by another member of the LCCM.
- 13.3.3 The chair shall be elected by a simple majority of the LCCM members through secret ballot. At least two-thirds of the LCCM members must be present in the LCCM meeting that elects the chair.
- 13.3.4 The term of office for the Chair shall be three years from the date of election. The Chair shall serve for a maximum of two consecutive terms.
- 13.3.5 The Chair shall have the following responsibilities:
  - i. Convene LCCM meetings
  - ii. Chair LCCM meetings
  - iii. Ensure LCCM affairs are conducted in accordance with the By-Laws of LCCM
  - iv. Ensure LCCM meets the Global Fund minimum eligibility criteria at all times
  - v. Ensure LCCM executes its roles effectively
  - vi. Where necessary, delegate certain responsibilities to LCCM Vice Chair and Committees
  - vii. Supervise and ensure that the Secretariat is performing as efficiently as required.

#### 13.3.6 Removal from office

13.3.6.1 The office of the Chair shall be declared vacant in the following circumstances:

1. Voluntary resignation as chair.
2. Resignation of the Chair from membership of the LCCM.
3. Withdrawal by the represented organisation from the LCCM.
4. Absence from three consecutive LCCM meetings.
5. Death or incapacitation.

13.3.6.2 If the office of the Chair falls vacant, election of a new Chair shall take place in the LCCM meeting in which the Chair's departure is announced or, if the LCCM meeting does not have two-thirds of the members present, in the next LCCM meeting

13.3.6.3 The Vice-Chair shall serve as Chair until a new Chair is elected. The new Chair shall be elected to complete the term of the former Chair and be eligible for election for two full terms thereafter.

#### 13.4 Vice Chairs of LCCM

13.4.1 There shall be two Vice Chairs of the LCCM, a First Vice-Chair and a Second Vice-Chair. The two Vice Chairs and the Chair shall be elected from representatives of different sectors.

13.4.2 Candidates for the office of the First Vice Chair and Second Vice Chair shall each be proposed by one member and seconded by one member of the LCCM.

13.4.3 The First Vice Chair and the Second Vice Chair shall be elected by a simple majority of the LCCM members through secret ballot. At least two-thirds of the LCCM members must be present in the LCCM meeting that elects the First and Second Vice Chairs.

13.4.4 The term of office for the Vice Chair shall be three years from the date of election. The Vice Chair shall serve for a maximum of two consecutive terms.

13.4.5 The First Vice Chair shall have the following responsibilities:

- i. Convene LCCM meetings in the absence of the Chair when requested by the Chair to do so.
- ii. Chair LCCM meetings in the absence of the Chair.
- iii. Perform tasks delegated by the Chair.
- iv. In the absence of both the Chair and the First Vice-Chair, the Second Vice-Chair shall have all of the powers and shall perform all of the duties of the Chair

#### 13.4.6 Removal from office

13.4.6.1 The office of a Vice Chair shall be declared vacant in the following circumstances:

1. Voluntary resignation as Vice Chair.
2. Resignation of the Vice Chair from membership of the LCCM.
3. Withdrawal by the represented organisation from the LCCM.
4. Absence from three consecutive LCCM meetings.
5. Death or incapacitation.

13.4.6.2 If the office of a Vice Chair falls vacant, election of a new Vice Chair shall take place in the LCCM meeting in which the Vice Chair's departure is announced or, if the LCCM meeting does not have two-thirds of the members present, in the next LCCM meeting.

- 13.4.6.3 A new Vice Chair shall be elected to complete the term of the former Vice Chair and be eligible for election for two full terms thereafter.

## **14. Meetings of the LCCM**

- 14.1 The LCCM shall hold one ordinary meeting quarterly.
- 14.2 The Chair shall call extra-ordinary meetings of LCCM as deemed necessary.
- 14.3 The Chair may call an extra-ordinary LCCM meeting if 30% of the LCCM members request for such a meeting by stating the nature of the business and agenda of the meeting. LCCM members shall make such a request by email through the CCM Secretariat.
- 14.4 The LCCM meetings shall be conducted in Sesotho and English Language with a provision of translation to ensure members follow all proceedings effectively.
- 14.5 Decisions of the LCCM shall be made by consensus. In the event that a member requests for a vote, decisions shall be made by way of voting. In the event that voting is adopted, the following conditions shall apply:
- i. Decisions shall be made by simple majority except where the constitution requires two-thirds majority of members present at a particular meeting.
  - ii. Voting may be conducted through a show of hands.
  - iii. If voting by secret ballot is required, the LCCM Secretary shall collect the secret ballot votes through a process prescribed in Standard Operating Procedures and present the results to the chair of the LCCM meeting.
  - iv. There shall be no proxy voting. Only members may vote or, in their absence, their alternates
- 14.6 The quorum for LCCM meetings will be fifty percent of the LCCM members except in instances specified in these By Laws.
- 14.7 The notice of LCCM ordinary meetings, the provisional agenda and relevant documents shall be received by members of LCCM at least 10 working days to the date of the meeting. The LCCM members can propose addition or removal of items from the agenda. The agenda of the LCCM meeting must be approved by a simple majority of LCCM members at the start of the meeting.
- 14.8 Minutes of each LCCM meeting shall be prepared and distributed to LCCM members by the secretariat within 5 days of the LCCM meeting.

## **15. Committees of LCCM**

- 15.1 The LCCM shall set up standing Committees, and technical committees, as needed to deliberate, recommend and advise the LCCM from time to time.
- 15.2 Each Committee shall conduct tasks assigned to it by the LCCM and make recommendations to the LCCM.
- 15.3 The Chair of each committee must be an LCCM member.
- 15.4 Each Committee shall choose its own chairperson
- 15.5 Each Committee shall operate by simple majority vote.
- 15.6 The quorum for meetings of any Committee shall be fifty percent of its membership.
- 15.7 Each Committee shall regularly report on its work to the LCCM during its meetings.
- 15.8 The LCCM shall have the following standing committees:

1. Executive Committee.
2. Oversight committee.
3. Proposal development committee.
4. Communication committee.
5. Ethics and Conflict of Interest committee

## **16. Executive Committee**

- 16.1 The LCCM shall have an Executive Committee.
- 16.2 Executive Committee members must be LCCM members.
- 16.3 The Executive Committee shall be composed of the LCCM Chair, the LCCM Vice-Chairs, and four other members as are elected by the CCM from different constituencies represented on the LCCM.
- 16.4 Any LCCM member is eligible to be chosen for membership of the Executive Committee. The Executive Committee members shall serve for three- year terms aligned with the term of the LCCM membership,
- 16.5 The LCCM Chair and First Vice-Chair shall serve as Chair and Vice-Chair of the Executive Committee.
- 16.6 The responsibilities of the Executive Committee shall be to:
  - i. Conduct those tasks specifically assigned to it at a full meeting of the LCCM.
  - ii. Make emergency decisions (through simple majority, whether in person or over email) between regularly scheduled meetings of the LCCM, when it is not practical or possible to organize an executive committee meeting or a full meeting of the LCCM.
  - iii. Determine and review the structure and establishment of the LCCM secretariat.
  - iv. Supporting LCCM to make decisions and address issues arising in between meetings.
  - v. Oversee the operations of the LCCM secretariat.
- 16.7 The Executive Committee shall meet at least quarterly. The committee shall hold extra-ordinarily meetings as deemed necessary.
- 16.8 The Executive Committee shall present its quarterly report to the LCCM during the ordinary meetings. The Executive Committee can only make decisions on behalf of the full CCM on administrative matters. Any decisions affecting the programme (non-administrative) must be decided on by the full CCM.

## **17. Oversight Committee**

- 17.1 The oversight committee shall oversee the implementation of the programs funded from Global Fund grants.
- 17.2 The Oversight Committee shall be made up of at least 9 (nine) LCCM members.
- 17.3 The committee shall be constituted in order to ensure that core skills for grant oversight are all present within the committee. Core skills include: (i) financial management, (ii) disease-specific expertise, (iii) procurement and supply management, (iv) program management, (v) health financing, (vi) human rights, (vii) risk management and (viii) resilient and sustainable systems for health.
- 17.4 Technical expertise to augment the oversight committee shall be provided by any agencies and academic and research institutions with the requisite and relevant expertise with approval of LCCM.
- 17.5 The Functions of the Oversight Committee are stated in the oversight plan. These functions include:
  - a. Identify and verify specific issues arising from PR reports in programmatic, financial, procurement and management areas of the grant.

- b. Verify the functioning of M&E processes of the implementing agencies.
- c. Follow up on the implementation of LCCM decisions and recommendations.
- d. In the first instance, the Oversight Committee must report back to the full CCM, unless they have been asked to deal with an administrative issue, in which case they can report back to the Executive Committee if the full CCM is not available.

17.6 From time to time, the LCCM shall assign the oversight committee special tasks.

17.7 The Oversight function of the LCCM is expected to move up through stages of maturity, and is expected to incorporate the following elements:

- i. Provisions for risk management and mitigation.
- ii. Participation in in-country review and dialogue (ICRD) or other health sector review platforms established in-country, using the LCCM's convening power to ensure alignment with LCCM activities.
- iii. Increasing its oversight focus on national program performance.
- iv. Engagement, as part of program oversight, in resilient and sustainable systems for health (RSSH), whether through stand-alone RSSH grants or RSSH activities as components across grants; and emphasizing Community Systems and Responses and on data systems in oversight of RSSH activities.
- v. Analysis and tracking of funds absorption.
- vi. Engagement in co-financing dialogue.

17.8 The oversight committee shall meet at least quarterly.

17.9 The Chair shall call extra-ordinary meetings of the Oversight Committee as deemed necessary.

17.10 The oversight committee shall report to the LCCM and on urgent issues to the Executive Committee.

## **18. Proposal development committee**

18.1 The proposal development committee shall oversee the preparation of Global Fund Funding Requests and pre-signature preparation for awarded grants.

18.2 The proposal development committee shall be made up of at least 5 LCCM members drawn from any of the constituencies, but with minimal conflict of interest. Technical expertise from outside the LCCM may be co-opted into the committee as necessary.

18.3 The Functions of the Proposal Development Committee include:

- a. Prepare the proposal development roadmap.
- b. Coordinate proposal development.
- c. Identify and advise the LCCM on the required technical support.
- d. Ensure all Global Fund criteria on proposal development are met.

18.4 From time to time, the LCCM may task the committee to mobilise resources beyond the Global Fund.

18.5 The proposal development committee shall meet at least once quarterly.

18.6 The proposal development committee shall report to the LCCM and on urgent issues to the Executive Committee.

## **19. Communication committee**

19.1 The communication committee shall promote the transparency in LCCM decision making processes and participation of all LCCM constituencies in the Global Fund activities.

19.2 The communication committee shall be made up of at least 5 LCCM members drawn from any of the constituencies.

19.3 The Functions of the Communication Committee include:

- a. Sharing information on the activities of Global Fund in Lesotho.
- b. Improving the visibility of LCCM in the public arena.
- c. Facilitate increased constituency involvement in Global Fund activities.
- d. Support all other LCCM committees to ensure effective communication of their activities.

19.4 The Communication Committee shall meet at least once quarterly.

19.5 The Communication Committee shall report to the LCCM and on urgent issues to the Executive Committee.

## **20. Ethics and Conflict of Interest Committee**

20.1 The purpose of the Ethics and Conflict of Interest committee shall be to prevent any situation which might affect the reputation and integrity of the Global Fund, as well as to assist with the implementation of the Global Fund Policy on Ethics and Conflict of Interest (the COI Policy), thereby promoting good practices of adherence to Global Fund's conflict of interest and ethics standards.

20.2 The Ethics Committee shall consist of 3 (three) members of the LCCM elected by the LCCM.

20.3 The duties of the Ethics and Conflict of Interest Committee include:

- a. Overseeing the Conflict of Interest Policy (COI) and Code of Ethical Conduct and their implementation;
- b. Resolving differences in the interpretation of conflict of interest;
- c. At its discretion, bringing any conflict issue it may consider necessary to the LCCM for discussion and determination;
- d. Keeping appropriate written records of its activities; and
- e. Taking such other actions as are consistent with the LCCM Bye-laws, COI Policy and other rules and policies that are necessary and appropriate for achieving the objectives of the Committee.

20.4 The Ethics and Conflict of Interest Committee follows the following procedure in its role to prevent any conflict of interest:

- i. Where a potential breach of ethics is brought to the attention of the Ethics Committee, or the Committee finds or has reasonable cause to believe that an individual has a conflict of interest, it shall inform the individual about the nature of the conflict, and provide him/her with an opportunity to provide information to the Committee regarding the breach, in writing or, at the Ethics Committee discretion, through personal appearance.
- ii. Upon making a finding that a breach exists, the Ethics Committee may impose conditions or restrictions in order to manage or resolve the conflict.

20.5 The proposal development committee shall meet at least once quarterly.

20.6 The proposal development committee shall report to the LCCM and on urgent issues to the Executive Committee.

## **21. Lesotho CCM Secretariat**

21.1 Lesotho CCM shall establish a Secretariat to coordinate its activities. The Secretariat shall be headed by a LCCM Executive Secretary and assisted by appropriate staff to be determined by the LCCM.

21.2 The Secretariat shall have the following responsibilities:

- i. Provide logistical and administrative support for the Lesotho CCM and its committees, including LCCM meetings with other stakeholders.
- ii. Provide support in the development, implementation, review and update of LCCM governance, framework and operational documents.
- iii. Serve as focal point for LCCM communications with the Global Fund Secretariat and the PRs in Lesotho.
- iv. Maintain documentation and archives of the Lesotho CCM.
- v. Provide documentation and logistical support to the Lesotho CCM and its committees in the implementation of the LCCM oversight plan.
- vi. Provide technical, logistical and other support to the Lesotho CCM in managing the process of designing and development of funding requests to submit to the Global Fund.
- vii. Establish and maintain regular communication with, and build the capacity of, constituencies to ensure their effective engagement in Global Fund processes in Lesotho.
- viii. Support the CCM in communication with the various Global Fund stakeholders in Lesotho.
- ix. Produce summary reports and information for CCM members to support decision making relating to Global Fund grants.
- x. Support Lesotho CCM in processes of information sharing, communication and publicity.
- xi. Support the implementation of such other activities as may be from time to time assigned by the Lesotho CCM in line with CCM core functions.
- xii. Maintain a functional Lesotho CCM Secretariat office, structures and systems.
- xiii. Provide to the Global Fund, the information that fulfils the Lesotho CCM's eligibility requirements and minimum standards of the Global Fund, thereby assuring ongoing/continued Lesotho CCM eligibility and compliance to receive Global Fund grants and CCM Funding.
- xiv. Timely follow-up on the LCCM's implementation of the actions in the CCM Eligibility & Performance Assessment (EPA) Improvement Plan.
- xv. Regularly updating the LCCM Contacts database and timely sharing of the updated information with the key stakeholders including the Global Fund Secretariat and LCCM Members (as required by the Global Fund).
- xvi. Support the LCCM processes of assessing the performance and capacity building of Principal Recipients (PRs) and the LCCM Secretariat.

21.3 Detailed terms of reference for the LCCM secretariat shall be developed and approved by LCCM.

## **22. LCCM Conflict of Interest**

22.1 The LCCM shall make every effort to ensure that there is no conflict of interest in the conduct of its affairs. A written conflict of interest policy and operational procedures shall be developed to mitigate or minimise conflict of interest in the LCCM.

- 22.2 As and when a situation of conflict of interest arises, or seems to arise, that demands investigation, the LCCM shall appoint a special committee of not more than three members to investigate and report back to the LCCM.
- 22.3 Members of the special committee shall not include any person or persons from the constituency of the member(s) in conflict.
- 22.4 All members of the LCCM, including alternates, associated persons, affiliates, members of LCCM committees, task teams, or any other delegated body of the LCCM, Principal Recipients and Sub Recipients of Global Fund grants, implementers of Global Fund programs and their agents or assignees, shall be bound by the Ethics and Conflict of Interest Policy of the LCCM.

### **23. Amendment of the LCCM By-Laws**

- 23.1 Amendment of the By-Laws will require a two-thirds majority of the LCCM members at a duly convened meeting of the LCCM.
- 23.2 Notice of amendment of the specific clauses of this By-Laws shall be circulated to LCCM members at least five days prior to the LCCM meeting.

### **24. Interpretation of key terms**

- 24.1 Alternate LCCM Member: An Alternate LCCM Member attends LCCM meetings when the substantive member is unable to attend.
- 24.2 An observer: Any organisation can attend the LCCM meeting on observer status. The organisation seeking to observe an LCCM meeting submits a request to the LCCM Chair stating the motivation for observing the meeting. The Chair formally invites the organisation to observe the meeting after considering the request.
- 24.3 Key affected populations: UNAIDS defines key affected populations as women and girls, youth, men who have sex with men (MSM), injecting and other drug users, sex workers, people living in poverty, prisoners, migrant laborers, people in conflict and post-conflict situations, refugees and internally displaced persons. F