

Membership Eligibility Criteria for BCCM Civil Society Constituencies

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This document presents criteria for electing civil society representatives to the Bangladesh Country Coordinating Mechanism (BCCM). It is intended to provide guidance to the civil society constituencies as they first define their membership, and then as they elect the representatives (Members and Alternate Members) to represent the constituency on the BCCM.

This document first presents general Global Fund guidelines for civil society engagement, and then presents the constituency membership and representative criteria for each of the Civil Society Constituencies represented in the BCCM: non-governmental organizations (NGOs), academia, private sector, faith-based organizations (FBOs), key affected populations (KAP), and persons living with diseases (PLWD).

In addition, Annexes provide additional guidelines for communication methods, election documentation requirements, and constituency election activities.

Civil Society Engagement: Global Fund Guidelines

The Global Fund encourages Country Coordinating Mechanisms (CCMs) to help constituencies set their own selection criteria to facilitate CSO, FBO, PLWD, KAP and Private Sector representation at the CCM. Each Global Fund grants recipient country is different -- its diversity in population sizes, social-epidemiological context, geographical coverage, and political and social environments: fair representation of constituencies at the CCM may not always be attainable. However, CCMs should strive for the principle of fair and meaningful representation of all stakeholders and improve their processes in order to maximize representation.

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. The alternate takes part in the operations of the CCM in the absence of the CCM member.
- ▶ **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 stores 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)

- **CCM Chair and Vice-Chair Alternate Members.** When a CCM member is elected to serve as chair or vice chair of the CCM, his or her alternate continues to represent the member on behalf of their constituency in the member's absence. However, the alternate may not perform the duties of the chair or vice chair in the member's absence. When an alternate replaces a CCM member, the alternate member has the same rights and duties as the person whom he or she replaces.

Composition of BCCM and Representation by Sector

In total, there are 33 seats for the BCCM, with one Member and one Alternate Member elected or selected for each seat. As determined by the CCM Executive Working Group and the CCM Chair in November 2013, the 33 BCCM seats are allocated among the constituencies / sectors as follows:

Sector and Sub-Sector	Number of Seats
Government	14
Civil Society Organizations (CSO)	
• Non-governmental Organizations (NGOs)	4
• Academia	2
• Private Sector	2
• Faith-based Organizations (FBOs)	1
• Key Affected Populations (KAP)	3
• Persons Living with Diseases (PLWD)	3
subtotal	15
Bilateral / Multilateral Organizations	4
Total Seats	33

Membership Criteria: Civil Society Organizations

The CSO constituency has six sub-sectors, namely non-governmental organizations (NGO), Academia, Private, Faith-based organizations, PLWD, and Key Affected Populations (KAP). In the following sections, two sets of criteria are presented for each sub-sector: criteria for membership, and criteria for electing CCM representatives (Members and Alternates).

In addition, Annexes are included with additional guidelines for conducting Civil Society constituency elections: communications methods (Annex A), documenting the election of constituency representatives (Annex B), and constituency election activities (Annex C).

Non-governmental Organizations (NGO)

NGOs are valuable to CCMs as they generally have strong connections with community stakeholders and vulnerable populations; they have experience in implementation and are well placed to contribute valuable insight into the development of funding applications and the determination of programmatic activities. Some NGOs are also well placed to further support the participation of vulnerable and marginalized groups on CCMs, through capacity building or support towards the attendance of hard-to-reach groups. Four (4) NGO seats: 1 seat for NGO working in HIV/AIDS; 1 seat for NGO working in Malaria Program; 1 seat for NGO working with TB Program and 1 seat for NGO working with Women & Children (According to Governance Manual)

Criteria for membership of NGO constituency

- Registered with the Bangladesh NGO Bureau. The organizations must submit their copy of the registration certificates or registration number and date of registration;
- The organizations must be operational for a minimum of 5 years and having working experiences in the health sector particularly in HIV/AIDS, TB and malaria and have implemented at least one health sector program;
- Programmatic disbursement of Tk. 10 lacs annually over the last five years;
- The organizations have specified service areas;
- Proof of annual audit for last three years;
- 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 NGO constituency

- Relevant experience and expertise in the health sector;
- Proven track record of active participation in NGO initiatives;
- Access to CSO communication channels;
- Leadership experience;
- Represents NGO constituency/sector and able to report back;
- Willingness to contribute and committed time to CCM activities;
- Represents the interest of their entire constituency, and not those of the individual self or organization;
- Global Fund grant recipients are not eligible.

Academia

Members from academic institution bring a range of knowledge of the epidemics as well as social, political and cultural determinants involved in fighting the three diseases, including knowledge of key affected groups as well as insight into demographic factors and potential challenges to scaling up activities.

One seat for Private Universities and Medical Colleges and the other seat for Research Institutions working in HIV/AIDS, TB and Malaria. Individuals with proven expertise in disease management may also be considered. (According to the Governance Manual)

Criteria for membership of Academia constituency

- Government approved academic institutions, universities and research organizations, that can bring a range of knowledge of the epidemics as well as social, political and cultural determinants involved in fighting the three diseases, including knowledge of key affected groups as well as insight into demographic factors and potential challenges to scaling up activities.
- The organizations must submit their copy of the registration certificates or registration number and date of registration;
- The organizations must operational for a minimum of 10 years and having working/research experiences in the health sector in particular HIV/AIDS, TB and malaria and implemented at least one health sector program;
- The institutions have specified service/research areas;
- The institutions/organizations have ability and mechanism to coordinate within 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 Academia constituency

- Leader and expertise in the health sector;
- Proven track record of active participation within the constituency;
- Access to academics/researchers' communication channels;
- Represents academics/research sector and able to report back;
- Willingness to contribute and committed time to CCM activities;
- Member to represent the interest of their entire constituency, and not those of their own individual self or organization.
- Employees of the Government institutions are not eligible;
- Global Fund grant recipients are not eligible;

Private Sector representatives:

Private sector representatives bring important perspectives, skills, and expertise to assist the BCCM in its mobilization and oversight of grant resources. Representatives may include large for-profit companies with a commitment to fighting one or more of the diseases, organizations representing small and medium-sized enterprises and the informal sector, business associations to fight HIV/AIDS, TB, and malaria, representatives from exposed industries, private practitioners and for-profit clinics, non-profit clinics and charitable foundations established by corporations/other bodies with a proven track record of corporate social responsibility. (Governance Manual)

Given the breadth of expertise and resources that the private sector can provide, CCMs can benefit greatly from the private sector companies, trade associations, Chamber of Commerce and Industries and organizations that represent the most relevant facets of the private sector that could include the following organizations:

- Business associations (i.e., Chamber of Commerce or Trade body who have health related CSR)
- Large for-profit companies with a proven commitment to fighting the three diseases
- Organizations representing small and medium-size enterprises and the informal sector
- Business associations to fight HIV/AIDS, TB and malaria.
- Representatives from exposed industries.
- Private practitioners and for-profit clinics
- Charitable foundations established by corporations.

Criteria for membership of Private Sector constituency

- Recognized trade body representing the larger community of private sector e.g, Chamber of Commerce and Industries, employer association, or sectoral association;
- Working with an association that is already engaged in public health response;
- Clearly defined time commitment required, workload/indication of time commitment
- Has presence or network at the national level;
- Proven track record of involvement in Corporate Social Responsibility
- Willingness to contribute committed time to CCM activities
- Skill possibly related to finance, management, and procurement.
- The trade bodies/institutions have ability and mechanism to coordinate within 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 Private Sector constituency

- Recognized leader;
- Proven track record of active participation within the constituency;
- Access to member organization's communication channels;
- Represents association/trade body and able to report back;
- Willingness to contribute and committed time to CCM activities;
- Member to represent the interest of their entire constituency/sector, and not those of their own individual self or organization.
- Global Fund grant recipients are not eligible;

Faith Based organizations (FBO)

In many settings, religious and faith-based organizations play a vital role in reaching communities infected and affected by the three diseases. These organizations provide crucial services and are often instrumental in convincing political leaders at the national, regional and local levels to prioritize the needs of affected populations. They are increasingly becoming involved in implementation and provide a valuable role in the development of effective funding applications. Usually ask to elect member from minority Faith Based Organization as because to ensure their participation in the decision making of BCCM such as Hindu Bouddha Christian Unity Council (HBCUC).

Criteria for membership of FBO constituency

- Government recognized or registered organization representing the larger or minority religious community;
- Already engaged in public health response;
- Has presence or network at the national or regional level;
- Willingness to contribute committed time to CCM activities.

Criteria for candidate for election of FBO constituency

- Recognized leader;
- Proven track record of active participation within the constituency;
- Access to member organization's communication channels;
- Represents a faith-based community and able to report back;
- Willingness to contribute and committed time to CCM activities;
- Member to represent the interest of their entire constituency, and not those of their own individual self or organization.
- Global Fund grant recipients are not eligible;

Key Populations (KP)

Key affected populations (KP) 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 KP select their 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-by-case basis. **KP seats distribution: One (1) seat for PWID/MSM/Hijra; One (1) seat for CSW(FSW); & One (1) seat for CBO working in endemic Malaria regions (Usually from CBOs in Hill Tracts.**

Criteria for membership of KAP constituency

- The group must operational for a minimum of 3 years and having working 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 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 KP constituency

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

Person Living with Diseases (PLWD)

This cohort of people may include the persons living with diseases such as HIV/AIDS, their spouses and even their children. May also include the persons, who were attacked by the tuberculosis and/or malaria diseases in the past. Constituencies of PLWD select their 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-by-case basis. **PLWD Seats Distribution: PLWD-HIV/AIDS One (1) seat for National HIV network; PLWD-TB, One (1) seat for National TB Association/Network; PLWD-M, One (1) seat for Representative from Hill District Councils.**

Criteria for membership of PLWD constituency

- The group must operational for a minimum of 3 years and having working experiences in the health sector in particular HIV/AIDS, TB and Malaria and involved with the health sector program;
- Represent umbrella group /network/broad constituency
- A member of a registered or informal group of PLWD;
- Proven track record of active participation in PLWD initiatives
- Represent PLWD populations
- The group has specified service areas;
- The organizations/individuals 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 PLWD constituency

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

Annexes

Annex A: Communication Methods

Annex B: Required Documentation

Annex C: Election activities by constituency

Annex A

Communication Methods for the nomination of CSO and Private Sector

Common/Generic	Civil Society	Private Sector
• All forms of media • Community Networks (constituency meetings or Annual Congress) • Networks/Umbrella organizations • CCM Website • Development partners' websites	• Letter from BCCM Secretariat • Networks • Newspaper • Advertising via webmail • SMS	• Letter from BCCM Sec • Newspaper/web • Business coalitions

Annex B

Documenting the Election of Constituency Representatives

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 CCM Secretariat from organization(s)/constituency** representing the sector, which also describes the process of selection and final result

Annex C

Constituency Election Activities

Activity	Timeline
Registration Opening	:2026
Closing date for online registration and candidature	:2026
Final date for scrutiny of candidature	:2026
Publishing of final list of voters and candidates	:2026
Period for coordinating among NGOs & acquiring Voting No.	:2026
Election	:2026
Announcement of results	:2026
Re-election, in case of organizations scoring equal votes	:2026
Submit supporting documentation of election	
To BCCM Secretariat	:2026
Announcement of the successful candidates	:2026