**REPORT**

on technical support provision aimed at assisting in the process of

organizing and conducting the CCM membership elections

Republic of Kazakhstan

**The report** presents the results of the technical support provision related to the GF’s “CCM Development: CCM Membership Election Support” objective aimed at AIDS, TB and malaria prevention objective within the framework of the Country Coordinating Mechanism Strategic Initiative in the Republic of Kazakhstan.

Technical Support Provider: TB Europe Coalition (Executive Director – Yuliia Kalancha, Administrative Officer - Vlada Rabinova, Consultant – Nataliia Davydenko)

Technical Assistance Deadline: September – November, 2021

**The objective** implementation was aimed at active engagement of TB and HIV infection prevention Key Populations (KPs) and Civil Society Organizations (CSOs) in an open and transparent CCM members/alternates election process to ensure their representation in accordance with the GF investments and the national priorities. Within the framework of the objective implementation, the following steps have been implemented:

**The result** of the objective implementation: 12 CSO-based Electoral Groups (namely, 8 KP communities and 4 unions of CSOs) have conducted elections for the position of a CCM member/alternate using well-documented, widespread and transparent processes based on the GF good governance principles.

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|  | **12 CSO-based Electoral Groups** | **13 CCM members** | **13 CCM alternates** |
| 1 | People Living with HIV Community (PLHIV) | Rastokina Yelena | Zaruba Lyubov |
| 2 | Women Living with HIV Community (WLHIV) | Mukusheva Aina | Vorontsova Lyubov |
| 3 | People Affected by Tuberculosis Community (TB) | Toleukhan Yerdaulet | Suleimenova Zhanel |
| 4 | People Who Inject Drugs Community (PWID) | Mankiyeva Valentina | Afonin Evgeniy |
| 5 | Sex Workers Community (SW) | Zholnerova Natalya | Antipina Vera |
| 6 | Men Having Sex with Men Community (MSM) | Suslov Svyatoslav | Boltabekov Kuanysh |
| 7 | Transgender People Community (TGP) | Kravchenko Alexey | Kali Sultana Valentina |
| 8 | People Released from Prison Community (PRP) | Minayeva Natalya | Dak Viktor |
| 9 | Union of HIV Prevention CSOs | Zhazykbayeva Zhanneta | Ostapova Narkyz |
| 10 | Union of TB Prevention CSOs | Medetov Murat | Orlova Yulia |
| 11 | Union of International NGOs \* | Sauranbayeva Mira  Kulsharova Maya | Rsaldinova Altynai  Oyangerel Amgaa |
| 12 | Union of Academic Organizations | Tabriz Nurlan | Aubakirov Armanzhan |

\*the CCM membership quota for international NGOs includes 2 CCM members and 2 alternates respectively in accordance with the CCM decision (Protocol from June 11, 2020)

* 10 out of 13 of the elected candidates had never been CCM members before;
* 2 out of 13 elected candidates will keep representing the SW community and the unions of HIV prevention CSOs (the second 3-year tenure is stipulated by the Article 4 of the Internal Operating Policy of CCM);
* 1 candidate, who previously (in 2019-2021) represented the private sector in CCM, will now represent the union of international NGOs as member of the recently updated CCM membership;

Documents officially confirming the election results have been submitted to the CCM by all Electoral Groups in order to update the CCM membership by developing a respective draft Government Decree.

**Documents developed during the objective implementation process and their practical application**

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| 1. Brief overview of the CCM documentation (ENG) | Exploration of the CCM documentation and preliminary planning of future implementation steps. |
| 2. Plan-schedule of joint objective implementation activity (ENG, RUS) | Work management of all parties involved in the process of election preparation and implementation in the Republic of Kazakhstan, demonstration of all objective-related activities, establishment of deadlines and clarification of roles of all participants. |
| 3. Information collection form to gather data from all CCM members and community leaders (RUS) | Standardized request for information necessary for the GF consultant to prepare mapping, explore the current communicative practices, assess the current potential of KP communities / unions of CSOs and develop an election organization approach. |
| 4. Results overview of mapping the KP’ communities and unions of CSOs (ENG, RUS) | Demonstration of (1) KPs’ and unions of CSOs’ representation in accordance with the quotas established by the Internal Operating Policy / the CCM decisions; (2) initiatives of redistribution of KPs and unions of CSOs among the various communities (in particular, establishment of 2 new communities, namely TGP and People Released from Prison, by separating them from other communities); (3) presentation of all Electoral Groups’ profiles during the process of election results announcement during the CCM meetings; (4) insights for future planning of strategies / capacity building activities of KP communities / unions of CSOs. |
| 5. Election announcement for subsequent publication (RUS) | Initiation of the process of CCM Secretariat elections, dissemination of information regarding the CCM membership election deadlines and candidacy application terms, dissemination of documentation regulating and facilitating the implementation of all 6 election stages. |
| 6. An approximate plan for organizing and conducting elections for the position of CCM members/alternates among the representatives of non-governmental sector for the period of September-November 2021 (ENG, RUS) | Establishing communication between all electoral participants, shaping a complete picture of conducting elections by comparing information from all available documents regulating the elections on different levels (the CCM documentation and 12 different Election Regulations for KP communities and unions of CSOs), eliminating gaps and contradictions in understanding of election procedures by various election participants, synchronizing the key activities implementation among all Electoral Groups and setting the deadlines for documents submission to the CCM Secretariat; at the same time, still preserving the flexibility in implementing new election models and setting separate deadlines for completion of 6 election stages inside Electoral Groups. The plan is to be used by the Organizing Committee members, who are responsible for conducting elections in every Electoral Group, and the CCM Secretariat during the 2021 elections process implementation. |
| 7. “The procedure of the CCM membership elections among the representatives of non-governmental sector” Section aimed at updating the 2018 edition of the “Terms of Reference (TOR) for the representative of non-governmental sector in the CCM” (RUS) | Outlines the essence of the CCM membership, in particular describes the rights and responsibilities of the CCM members representing the civil society, describes the accountability towards the Electoral Group, highlights the need to adhere to the conflict of interest mitigation policy, provides detailed description of the election procedure. The use of TOR follows the well-established practice utilized during previous elections in the Republic of Kazakhstan, facilitates the Organizing Committee in conducting elections based on the principles of openness and transparency, instills in the CCM membership candidates the understanding of their rights and responsibilities before the Electoral Groups and the CCM. |
| 8. The CCM Membership Candidate Application Form (RUS) | Facilitates standardization of the CCM membership application submission process for the candidates from various Electoral Groups, requires the candidates to confirm their understanding of the essence of representing the interests of their Electoral Groups as well as their rights and responsibilities by signing the form. |
| 9. Presentation aimed at consulting the Organizing Committee on Election Implementation (RUS) | Preparation of the Organizing Committee for conducting elections within inside every Electoral Group, dissemination of detailed information on the necessary steps during every election stage, provision of samples of filled-out documents confirming the conduct of elections, the possibility of implementing various election models (e.g. direct and indirect elections). |
| 10. Communication Guidelines for the CCM members and alternates representing the KP communities and unions of CSOs (ENG, RUS) | Establishes the mechanism of communication between the CCM member representing a specific KP / union of CSOs and the respective KP / union of CSOs. Contains the annex with the recommendations aimed at eliminating the existing gap, namely the need to document consultations with the Electoral Groups before and after the CCM meetings (two documentation samples to choose from are provided). |
| 11. Presentation aimed at discussing the election results and draft of recommendation (RUS) | Describes the results of election, provides information on specific steps necessary to implement the capacity reinforcement recommendations in Electoral Groups |
| 12. Workplan on technical support aimed at reinforcing the capacities of KP communities and unions of CSOs (ENG) | Provides information on specific steps necessary to implement the capacity reinforcement recommendations in Electoral Groups, outlines the expected results and completion deadlines. |
| 13. The Report (ENG, RUS) | Describes the results of technical support provision aimed at objective completion as well as the recommendations of the CCM and the GF. |

The documents mentioned in Points 1-12 are attached to the present Report. A number of other documents published by the CCM Secretariat can be found by following this link: <http://ccmkz.kz/p/119.html>

**Documents Used to Complete the Objective**

* The Internal Operating Policy of CCM (The Annex);
* The 2018 Edition of the TOR for the representative of non-governmental sector in the CCM;
* Protocols of the Electoral Groups representing the non-governmental sector for the year 2018;
* 12 Election Regulations, developed and adopted by the KP communities / unions of CSOs;
* 12 Information Collection Forms on the CCM communities / unions of CSOs filled by the current CCM members / leaders of the new KPs;
* Data on TB and HIV infection prevalence in various regions of the Republic of Kazakhstan in 2020;
* Data on the population estimate of the KPGs in 2020-2021;
* Lists of NGOs, which have been the GF grant recipients in 2021[[1]](#footnote-1)

**The 6-Stage Election Procedure (based on the CCM documentation and the Election Regulations inside Electoral Groups)**

1. Preparation for election implementation (including the establishment of the Organizing Committee responsible for the election implementation inside Electoral Groups and Mandate Commissions responsible for supporting the candidate and voter registration process and conducting the vote count).

2. Election Announcement.

3. Candidate and voter registration for the elections of CCM members / alternates.

4. Publication of the candidates list for the position of the CCM member / alternate from every community.

5. Voting for the candidates for the position of the CCM member / alternate.

6. Publication of election results based on supporting documentation

**The Contribution of the Election Participants during Various Election Stages**

The First Stage (preparation for the elections) has been implemented, with the assistance of the consultant, by (1) the CCM Secretariat, (2) the CCM members representing the interests of all civil society Electoral Groups in 2019-2021, (3) leaders of CSOs/communities, which had not been represented in CCM before and which initiated their participation in the CCM elections in 2021.

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|  | **CCM members, 2019-2021** | **Electoral Groups** |
| 1 | Rudokvas Natalya | People Living with HIV Community (PLHIV) |
| 2 | Polyakova Lyudmila | Women Living with HIV Community (WLHIV) |
| 3 | Kusherbayeva Lyazzat | People Affected by Tuberculosis Community (TB) |
| 4 | Ibragimova Oxana | People Who Inject Drugs Community (PWID) |
| 5 | Zholnerova Natalya | Sex Workers Community (SW) |
| 6 | Vinogradov Vitaly | Men Having Sex with Men Community (MSM) |
| 7 | Kravchenko Alexey | Transgender People Community (TGP) |
| 8 | Amanzholov Nurali | People Released from Prison Community (PRP) |
| 9 | Zhazykbayeva Zhanneta | Union of HIV Prevention CSOs |
| 10 | Idrisova Roza  Turgumbayev Bolatbek | Union of TB Prevention CSOs |
| 11 | Terlikbayeva Assel | Union of International NGOs \* |
| 12 | Rakisheva Anar | Union of Academic Organizations |

The Second Stage (election announcement) has been implemented by the CCM Secretariat, with the assistance of the consultant in development of documents necessary to support the election process and their attachment to announcement of elections.

The Third Stage (voter and candidate registration) has been implemented inside every Electoral Group by the Organizing Committee members, who maintained general communication with the CCM Secretariat and received support from the consultant. The Organizing Committee has been formed by selecting the representatives of every KP community / union of CSOs based on the candidates proposed by the CCM members with the sole condition of these candidates not participating in the elections for the position of the CCM member/alternate.

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|  | **Organizing Committee members** | **Electoral Groups** |
| 1 | Savin Pavel | People Living with HIV Community (PLHIV) |
| 2 | Saparova Zulfiya | Women Living with HIV Community (WLHIV) |
| 3 | Mukazhanova Gulnaz | People Affected by Tuberculosis Community (TB) |
| 4 | Sergey Shchetnikov | People Who Inject Drugs Community (PWID) |
| 5 | Zvyagina Anna | Sex Workers Community (SW) |
| 6 | Vinogradov Vitaly | Men Having Sex with Men Community (MSM) |
| 7 | Primak Victoria | Transgender People Community (TGP) |
| 8 | Amanzholov Nurali | People Released from Prison Community (PRP) |
| 9 | Sikhymbayeva Bota | Union of HIV Prevention CSOs |
| 10 | Albekova Gulzhan | Union of TB Prevention CSOs |
| 11 | Terlikbayeva Assel | Union of International NGOs \* |
| 12 | Olga Prikhodchenko | Union of Academic Organizations |

The Fourth Stage (publication of the candidates list for the position of the CCM member/alternate) has been implemented by the CCM Secretariat in cooperation with the Organizing Committee.

The Fifth Stage (voting for the candidates) has been implemented by the Organizing Committee inside every Electoral Group in cooperation with the Mandate Commissions comprising no more 3 members. The 12 Mandate Commissions consisted of 36 representatives of international and national organizations. These organizations included: UNAIDS, UNODC, UNICEF, USAID ICAP, the Sex Workers' Rights Advocacy Network in Eastern Europe and Central Asia (SWAN), the Global Health Research Center of Central Asia, the Kazakh Scientific Center of Dermatology and Infectious Diseases (KSCDID), the Center for AIDS Prevention and Control in the city of Almaty, other non-governmental organizations and projects operating in the Republic of Kazakhstan, whose members are not interested in direct participation in the elections inside an Electoral Group as a candidate or a voter. In addition, some of the Electoral Groups have invited independent observers.

The Final Stage (publication of election results based on supporting documentation) has been implemented by the CCM Secretariat in cooperation with the Organizing Committee.

**Consultations and other Working Meetings Conducted with the aim of Objective Completion**

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| September 1, 2021 | **Meeting with the CCM Hub**  Providing instructions on objective completion, highlighting the most crucial aspects of the election process as well as the roles of the CCM members representing KPGs, PLHIVs and NGOs, their rights and responsibilities, providing documents necessary for the objective completion |
| September 8, 2021 | **Meeting with the representatives of the country team and the CCM Hub**  Briefing the attendees on the general situation in the CCM, providing recommendations on additional sources of information necessary for the objective completion and data on the peculiarities of the 2021 elections implementation. |
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| September 27, 2021 | **Consultation with the CCM Secretariat**  Exploring the experience of conducting the 2018 elections, discussing organizational questions and establishing communicative channels with the consultant, sending a request for additional documents, reaching the decision to maintain cooperation with the consultant throughout all stages of the 2021 elections |
| September 28, 2021 | **Working meeting with the CCM members and the CCM Secretariat**  Presenting the plan-schedule of the joint activity, distribution of roles for all election stakeholders, organization of the information collection mechanism (discussion of the standardized information submission form to be used by the CCM members to submit information to the consultant, finalizing the development of the Election Regulations inside the Electoral Groups). |
| October 7, 2021 | **Working meeting with the CCM members and the CCM Secretariat** |
|  | Discussing the documents package necessary to conduct the 2021 elections, the principles and approaches towards the implementation of the 6 election stages: establishment of the Organizing Committee, Electoral Groups mapping (identifying their quantity and representation in accordance with the quota), approving the election implementation plan containing the specific deadlines, introducing changes into the TOR for the representative of the non-governmental sector in the CCM, incentivizing the respective stakeholders to complete the development of the Election Regulations inside Electoral Groups, providing recommendations on adhering to the principles of openness and transparency during the elections inside Electoral Groups. |
| October 15, 2021 | **Consultation meeting with the members of the election Organizing Committee and the CCM Secretariat** |
|  | Making a presentation on election organization and implementation (including the description of the 6 election stages); highlighting the potential risks and identifying the ways to eliminate them; scrutinizing the use of the documents package necessary to conduct elections inside Electoral Groups based on the principles of openness and transparency as well as personal data confidentiality; discussing the questions related to development of the documentation supporting the election results, with specific examples; aiming for maximum engagement of the Electoral Groups’ representatives and enhanced communication. |
| November 3, 2021 | **Consultation meeting with the members of the election Organizing Committee and the CCM Secretariat** |
|  | Summarizing the implementation of the first three election stages, identifying the lessons learned and making necessary corrections, exchanging experience between the Organizing Committee members, issuing reminders on the implementation of election stages 4-6 and the election deadlines. |
| November 15, 2021 | **Consultation with the CCM Secretariat**  Discussing the following draft documents: the Mapping Results Overview, the Communication Guidelines, the amendments to the Technical Support Plan aimed at reinforcing the community engagement into the CCM activity |
| November 29, 2021 | **Working meeting with the CCM members, the Organizing Committee and the CCM Secretariat**  Presentation and approval of the following documents: the Mapping Results Overview, the Communication Guidelines, the amendments to the Technical Support Plan aimed at reinforcing the community engagement into the CCM activity, the recommendations outlined in the present Report |

**Success Story and Lessons Learned**

During the implementation of the elections of CCM members/alternates representing the interests of 12 civil society Electoral Groups, the GF Requirements No. 4 and 5 have been fulfilled:

* the documents supporting the implementation and the results of elections have been developed;
* the principles of openness and transparency have been complied with during all election stages;
* the PLHIV, the People Affected by TB and representatives of 5 KPs have been involved in the elections in order to ensure their representation in the CCM in accordance with the epidemiological context in the Republic of Kazakhstan.

The 2021 election implementation experience has become a success story due to 2 major factors: (1) decentralization of the pre-existing election procedure in the Republic of Kazakhstan and (2) efficient cooperation of all stakeholders involved in the election process.

The 2021 election organization was based on the experience of previous years, yet a new approach of decentralization of certain election stages has also been implemented. In particular, these has been a transition from a centralized implementation of all election stages by the CCM Secretariat to an independent implementation by the Electoral Groups of candidate registration and voting inside their respective KP communities / unions of CSOs.

The major benefits of a decentralized approach to elections are as follows:

* it provides incentives for the compliance with the GF Requirement No.5 and the Internal Operating Policy of CCM (since the implementation of voting procedure inside every separate Electoral Group requires a preliminary documentation development and its approval by the respective KP community / union of CSOs);
* it grants every Electoral Group the opportunity to select their own voting model (direct or indirect election, the secret ballot or open voting) and provides a convenient communication channel, which in its turn facilitates maximum engagement of community representatives while at the same time ensuring the personal data confidentiality;
* it allows to optimize the general election processes and their duration (since it provides an opportunity for simultaneous implementation of multiple election stages in all Electoral Groups);
* it preserves the possibility of synchronizing the key activities of all Electoral Groups by maintaining a general communication by the CCM Secretariat about the following: the election commencement periods, equal conditions and equal access to information, the deadlines and the format of submitting documents supporting the election results to the CCM Secretariat;
* equal distribution of workload among all responsible for election implementation; allocation of the CCM Secretariat members in accordance with their functional responsibilities; prevention of situations which might involve the CCM Secretariat in considering issues beyond its jurisdiction and which thus must be decided upon inside Electoral Groups themselves based on their Election Regulations;
* engagement of more external partners into the election process as the Mandate Commission members and independent observers, namely the establishment 12 commissions (1 commission per each Electoral Group) compared to single commission under the CCM Secretariat in 2018, which facilitates openness and transparency of elections inside Electoral Groups;
* increased responsibility of the KP community / union of CSOs representatives for self-organization in terms of election implementation and fulfillment of one’s own potential.

Efficient cooperation of all participants of the election process made a significant contribution into the success of the elections:

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| **The Current CCM Members  (elected in 2019-2021)** | **The major role in preparation of elections inside Electoral Groups:** laid the foundation for introduction of a decentralized approach by developing and implementing 12 Election Regulations in accordance with the recommendations presented in the summer of 2021 after identifying the CCM activity threshold tools in the area of “Engagement”; provided the consultant with the information necessary for conducting mapping, allocated activists to become Organizing Committee members representing every Electoral Group; participated in election stages planning. |
| **The Organizing Committee** | **The main driving force behind the election processes inside all Electoral Groups**: implemented the candidate registration and voting inside every community, fulfilled the recommendations of the consultant on establishment of communication and documentation procedures, participated in working meetings and consultations, maintained close cooperation with the CCM Secretariat. |
| **The CCM Secretariat** | **Main coordinating role in the general election process**: maintained constant communication with all participants of the process; monitored election progress in all Electoral Groups; provided feedback on all issues related to the CCM documentation and election procedure; ensured openness and transparency of elections by providing assistance in information dissemination, engagement of partners from national and international organizations to provide support to the Electoral Groups; development of documents within the framework of one’s own functional responsibilities; supplying the consultant with all necessary information in a timely manner. |
| **The Partners** | **Facilitation of openness and transparency of elections inside Electoral Groups**: formed part of the 12 Mandate Commissions established with the aim of verifying the documents submitted by the CCM membership candidates and their compliance with the Election Regulations criteria; supported the voter and candidate registration process; conducted vote counts inside every Electoral Group; verified via their signature the voting results documentation; in addition, some Electoral Groups engaged partners as election observers. |

Lessons learned from the election process consist in the need to obtain practical skills of proper use of documentation regulating the election procedure inside Electoral Groups. Certain Organizing Committee members have faced situations not clearly regulated by the Election Regulations and requiring introduction of changes - these changes have been either immediately implemented upon consulting the community or marked as a situation requiring further improvement after the elections.

It is worth mentioning that the Election Regulations, developed and adopted in 2021 inside every Electoral Group, have been used for the first time in history of elections in the Republic of Kazakhstan. Therefore, they can be considered a pilot project.

In general, all the participants of the election process demonstrated the ability to quickly react to any organizational challenges and swiftly exchange information. The quality of the conducted elections indicates the existence of an immense self-organization potential in every Electoral Group. Even more so, the 2021 elections procedure can be considered an optimal election model for the Republic of Kazakhstan. In conclusion, it is recommended to conduct self-organized CCM membership elections inside the communities based on their Election Regulations and coordinated by the CCM Secretariat in 3 years’ time.

**Recommendations to the Global Fund**

* assist in training of the newly-elected CCM members (by January 2022, the CCM membership representing the civil society will have changed by 77%) to ensure their quick integration into the working processes by using the GF online trainings as well as engaging the consultants and the CCM Secretariat in the development of training materials adapted to the needs of the CCM in the Republic of Kazakhstan;

* consider the possibility of providing technical assistance in development and/or integration of strategic areas/priorities related to the development of KP communities / unions of CSOs, for instance, by supporting the initiative to establish a National Network of People Affected by TB or establish the strategic dialogue within the KP communities regarding the expansion of their representation aimed at encompassing the regions with high and medium disease prevalence levels and establishing specific areas/priorities in community interests representation;

* support the initiative of establishment of a unified platform uniting all KP communities and unions of CSOs with the aim of expanding the general dialogue within the civil society sector, experience exchange, establishment of a unified coordinating body based on equal decision-making rights for all KPs and achievement of a consensus in joint decision-making;

* stimulate the CCM to monitor the KP communities’ and unions of CSOs’ development tendencies by conducting an annual review of information related to mapping, engagement of CCM members in presenting information on Electoral Groups’ profiles during the CCM meetings with the aim of developing specific CCM recommendations facilitating the development of the KP communities and unions of CSOs.

**Recommendations to the CCM and the CCM Secretariat**

* during their meeting, consider the CCM membership elections results, reach a decision that would serve as a recommendation to the new CCM members to take specific steps, with the assistance of the CCM Secretariat, aimed at swift integration of the new CCM members into the CCM activity for the period of 2021-2024 (namely, updating the membership of WGs and CCM committees in accordance with the changes in the CCM membership, planning of participation in trainings, including online trainings on the GF platform, etc.);

* grant the new CCM members the opportunity to present information about their representation during a CCM meeting, namely to (1) present the profile/mapping of their respective Electoral Group (the number organizations and CSOs included, the regions their voters and the community come from), (2) outline the priorities of work of the Electoral Group and highlight the willingness of its representatives to become actively engaged into specific areas of CCM activity;

* during the CCM meetings, conduct an annual assessment of the contribution of the civil society sector into the activity of the CCM and its structures, provide consolidated recommendations on Electoral Groups’ capacity building and engagement of their representatives in the CCM activity, monitor the mapping changes (increase-decrease in the number of organizations and initiative groups forming part of the community, expansion of their geography with the aim of engagement of representatives of high disease prevalence regions etc.), motivate active representatives of KP communities and unions of CSOs by providing incentives (giving out Letters of Commendation for contributions into a specific CCM activity, granting the right to represent the CCM during meetings with representatives of other authoritative bodies, etc.);

* facilitate the search and provision of technical assistance by international partners aimed at building up the capacities of KP communities / unions of CSOs, in particular related to leadership qualities improvement of the CCM members, development of management skills and the ability to engage representatives of KPs into the activity of CCM bodies;

* once in three years, before the CCM membership elections, conduct CCM meetings aimed at (1) setting the deadlines for election implementation, (2) distributing responsibilities related to participation in election process among the CCM Secretariat and the CCM members representing the civil society, (3) specifying the list of membership quotas for the civil society in the CCM membership in accordance with the epidemiological situation in the Republic of Kazakhstan and the national disease prevention programs; it is also recommended to consider the possibility of introducing changes into the Article 10.1 (“Sector Representation Quotas”) of the Internal Operating Policy of CCM in order to transfer the private sector representation quota beyond the civil society quota (in accordance with the Annex 1 (“Guidelines on CCM Constituency Representation”) of the GF’s “CCM Policy Including Principles and Requirements”, the private sector is not included into the civil society sector); the Annex contains the list of all organizations and bodies forming part of the private sector quota;

**Recommendations to the CCM members representing the KP communities and unions of CSOs**

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| Activity of the CCM member  aimed at elimination of gaps | Completion Period | Expected Results |
| 1. With the assistance of the Organizing Committee member, analyze the 2021 election implementation in his/her respective Electoral Group. | Within 2 months after the election’s completion | (1) Archive of documentation on election implementation within 12 Electoral Groups has been completed and is ready for use in three years’ time;  (2) Election Regulations within Electoral Groups have been updated (if necessary) in order to eliminate gaps identified during their practical application (for instance, one could review the criteria towards a CCM member representing an Electoral Group, an approach to establishment of the Mandate Commission, etc.) |
| 2. Implement in practice the Communication Guidelines aimed at elimination of gaps (for instance, lack of documents confirming the act of conducting consultations between the CCM members and their Electoral Groups, six-monthly reports, engagement of activists into the CCM activity).  *It is recommended to include the Communication Guidelines section into the CCM members training planned for January 2022.* | First Quarter of 2022 | (1) Communication Guidelines have been distributed within and adopted by the Electoral Groups;  (2) Workplans for the new CCM members have been developed, taking into account the Communication Guidelines and under assistance of national consultant ;  (3) Documents confirming the results of communication between the CCM member and his/her Electoral Group are regularly sent to the CCM Secretariat. |
| 3. Review the Results Overview of Mapping the Electoral Groups and develop strategic areas/priorities related to capacity building of a KP community / a union of CSOs (for instance, expansion of geography, engagement of new initiative groups or organizations, establishment of the active group’s internal in community (a council, a group of coordinators, etc., which will provide support to the CCM member).    *It is expected to receive technical assistance from the GF in establishing a strategic dialogue regarding the development of strategic areas/priorities related to capacity building of the communities, taking into account the mapping results.* | First 6 Months of 2022 | The strategic areas/priorities of development of a KP community / a union of CSOs has been developed and adopted during a convention / forum / meeting within every Electoral Group, including the ones related to engagement of representatives of high and medium disease prevalence regions, in particular the Kostanay Region and the Turkistan Region. |
| 4. Motivate the alternates and the activists representing the Electoral Groups to participate in the activity of CCM and its bodies (eliminate the gap – lack of engagement of alternates and other activists into the CCM activity). | Constantly | (1) A decision of an Electoral Group to distribute some of its functions among the CCM member and his/her alternate (delegate tasks to the alternate, identify the specific cases when the CCM member must be replaced by his/her alternate, provide access to communication and its channels, any other measures approved by the Electoral Group’s decisions) has been reached.  (2) A decision on the possibility of engagement of the community activists into the CCM activity via presentation of joint reports during the CCM meetings, participation in WGs on behalf of the community, engagement in the CCM events, including trainings, etc. has been reached. |

1. Data on the disease prevalence, the KPG population estimate and the lists of NGOs have been provided by the the Kazakh Scientific Center of Dermatology and Infectious Diseases and the National Scientific Center of Phthisiopulmonology of the Republic of Kazakhstan via the CCM Secretariat [↑](#footnote-ref-1)