



**PEPFAR**

U.S. President's Emergency Plan for AIDS Relief

# Country/Regional Operational Plan (COP/ROP) 2021 – Resumption Details

PEPFAR Global Call Home

March 25, 2021

**18 YEARS OF SAVING LIVES THROUGH AMERICAN GENEROSITY AND PARTNERSHIPS**

# COP/ROP 2021 – Summary of Resumption Plans

- COP/ROP 2021 process **resumes April 1, 2021 and will conclude no later than May 21, 2021.**
- PEPFAR is firmly committed to ensure that **collaborative, transparent, and data-driven COP/ROP 2021 plans** are completed in every PEPFAR-supported country and region and that there is **no disruption in HIV services** at the start of FY 2022.
- When COP/ROP 2021 planning resumes on April 1, the significant time and effort already invested by PEPFAR teams and partners to inform programmatic direction in line with the **existing FY 2021 planning level budgets** will be well utilized.
- COP/ROP 2021 will reflect and **incorporate new policies prioritized by the Biden-Harris Administration**, including rescission of the Mexico City Policy, reengagement with WHO, and others that are relevant to PEPFAR.
- Recognizing the constraints imposed by the unprecedented situation of COVID-19, we are **further streamlining and making more flexible the resumed process** – while **ensuring meaningful and transparent dialogue** with partner governments, multilaterals and civil society, given the unprecedented situation of COVID-19.

<https://www.state.gov/plans-for-resumption-of-pepfar-cop-rop-2021-planning/>

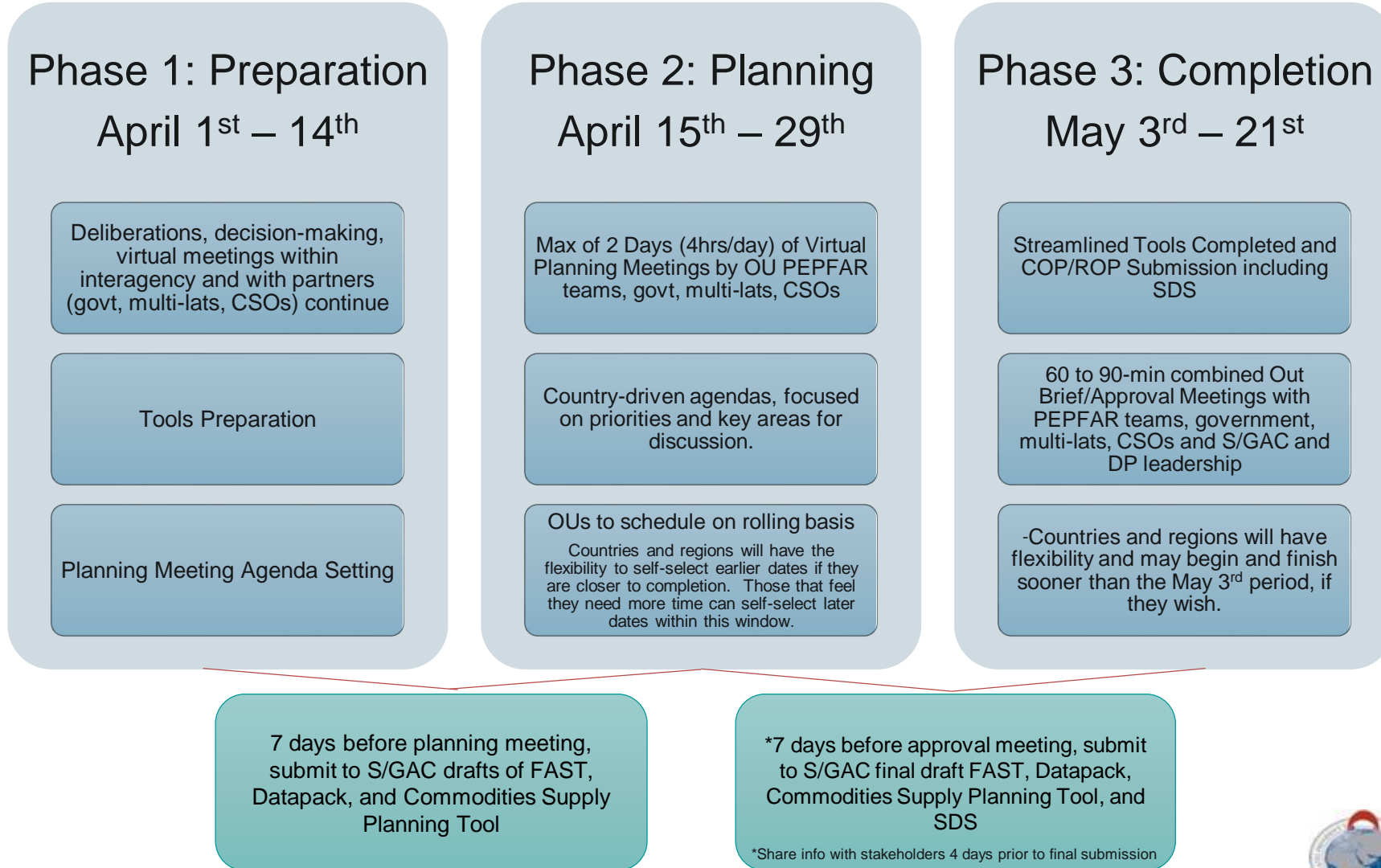
Country/Regional Operational Plan 2021  
(COP/ROP 2021)  
Virtual Meeting Handbook – UPDATED  
March 18, 2021



- Data-driven and transparent dialogue, discussion of gaps, and resolution of prioritized issues with U.S government, partner governments, multilaterals and civil society throughout is critical to success
- Details, milestones, expectations for a successful COP/ROP 2021 during Phase1, 2, and 3 are specified in the updated COP/ROP 2021 virtual handbook

# COP/ROP 2021 – COVID-Adjusted Streamlined Process

COVID-adjusted process that continues to prioritize meaningful and transparent dialogue with partner governments, multilaterals and civil society throughout all Phases.



# Overview of COP/ROP 2021 Tools Requirements

## Tools required for COP/ROP 2021

- DataPack - Internally streamlined –no site level targets.
- FAST - Internally streamlined-program areas.
- Commodities Supply Planning Tool (SPT)
- Strategic Direction Summary (SDS) – Use COP 2020 SDS and highlight new COP 2021 decisions/agreements, etc.

## Tools not required for COP/ROP 2021

- Table 6 Excel Workbook\*
- Surveys-Surveillance, Research, and Evaluation (SRE) Tool\*
- Resource Alignment Funding Landscape Tool – HQ will finalize

\* Health systems, surveillance, research and evaluation programs investments will be captured in the FAST

Given the shortened time frame, the required tools for COP/ROP submission have been reduced. **Although Table 6 and SRE will not be required for submission, this does not mean these activities will be not be reviewed.** Systems investments are still important pieces of the PEPFAR response.

# COP/ROP 2021 Country-specific Schedule

OU	Planning Meeting Day 1	Planning Meeting Day 2	Approval Meeting
Lesotho	Thursday, April 15, 2021	Friday, April 16, 2021	Monday, May 3, 2021
Asia Regional Program*	Monday, April 19, 2021	Tuesday, April 20, 2021	Wednesday, May 5, 2021
Burundi	Thursday, April 15, 2021	Friday, April 16, 2021	Monday, May 10, 2021
Ethiopia	Thursday, April 15, 2021	Friday, April 16, 2021	Monday, May 10, 2021
South Sudan	Thursday, April 15, 2021	Friday, April 16, 2021	Monday, May 10, 2021
Eswatini	Tuesday, April 20, 2021	Wednesday, April 21, 2021	Monday, May 10, 2021
South Africa	Wednesday, April 21, 2021	Thursday, April 22, 2021	Monday, May 10, 2021
Ukraine	Thursday, April 15, 2021	Friday, April 16, 2021	Tuesday, May 11, 2021
Namibia	Tuesday, April 20, 2021	Wednesday, April 21, 2021	Tuesday, May 11, 2021
Mozambique	Wednesday, April 21, 2021	Thursday, April 22, 2021	Tuesday, May 11, 2021
Malawi	Monday, April 26, 2021	Tuesday, April 27, 2021	Tuesday, May 11, 2021
Côte d'Ivoire	Monday, April 26, 2021	Tuesday, April 27, 2021	Monday, May 17, 2021
Nigeria	Monday, April 26, 2021	Tuesday, April 27, 2021	Wednesday, May 12, 2021
Rwanda	Monday, April 26, 2021	Tuesday, April 27, 2021	Wednesday, May 12, 2021
DR	Tuesday, April 20, 2021	Wednesday, April 21, 2021	Thursday, May 13, 2021
Kenya	Tuesday, April 20, 2021	Wednesday, April 21, 2021	Thursday, May 13, 2021
Vietnam	Wednesday, April 21, 2021	Thursday, April 22, 2021	Thursday, May 13, 2021
Cameroon	Tuesday, April 27, 2021	Wednesday, April 28, 2021	Monday, May 17, 2021
DRC	Thursday, April 22, 2021	Friday, April 23, 2021	Friday, May 14, 2021
Angola	Wednesday, April 21, 2021	Thursday, April 22, 2021	Tuesday, May 18, 2021
West Africa Region	Wednesday, April 21, 2021	Thursday, April 22, 2021	Tuesday, May 18, 2021
Uganda	Monday, April 26, 2021	Tuesday, April 27, 2021	Tuesday, May 18, 2021
Zimbabwe	Monday, April 26, 2021	Tuesday, April 27, 2021	Tuesday, May 18, 2021
Tanzania	Tuesday, April 27, 2021	Wednesday, April 28, 2021	Tuesday, May 18, 2021
Zambia	Wednesday, April 28, 2021	Thursday, April 29, 2021	Tuesday, May 18, 2021
Central America Region	Monday, April 26, 2021	Tuesday, April 27, 2021	Wednesday, May 19, 2021
Botswana	Wednesday, April 28, 2021	Thursday, April 29, 2021	Wednesday, May 19, 2021
Caribbean Region	Wednesday, April 28, 2021	Thursday, April 29, 2021	Wednesday, May 19, 2021
Haiti	Wednesday, April 28, 2021	Thursday, April 29, 2021	Wednesday, May 19, 2021
Central America Region (Venezuela)	Tuesday, May 4, 2021	Wednesday, May 5, 2021	Wednesday, May 19, 2021

\* Tues. April 20th - Wed. April 21st 2021 and Thurs. May 6th BKK Time

# Phase 1: Preparation Milestones (April 1-14, 2021)

- Interagency reviews, stakeholder deliberation, and data-driven decision-making continues, working toward reaching consensus, surfacing and resolving key decision points with partner government, multilateral and private sector partners and civil society
- April 1, 2021 – Live Virtual Opening Plenary
- Started with release of COP/ROP 2021 Planning Level Letters in January 2021
- COP/ROP 2020 Operating Plan Updates completed (NLT Monday, March 22, 2021)
- COP/ROP 2021 tools - FAST, Datapack and Supply Planning Tool preparation activities (updates completed NLT April 1, 2021)
- Specific checklists of preparation activities for tools and stakeholder responsibilities and expectations are included in the Handbook

# Phase 2: Planning Milestones (April 15-29, 2021)

## Tools

- Data underpin the COP/ROP process and along with program results, the proposed OU level and partner targets and budgets will be used to set to the planning meeting agenda, along with stakeholder agenda recommendations
  - **7 days prior to planning meeting** - full FAST, Supply Plan Tool and Datapack, including SNUxIM tab will be submitted to S/GAC
  - **4 days prior to planning meeting** - abridged DataPack and FAST visualizations will be provided to stakeholders

## Planning Meeting

- Virtual Planning Meetings commence (not to exceed more than 2-days and 4 hours per day)
- The goal of the Planning Meeting is to ensure that a high-level discussion of the state of program, review of major changes is provided by the team, and that stakeholders have ample time to provide feedback/input. Day 2 will be determined by discussion on Day 1.
  - Teams must work with stakeholders, especially civil society, ahead of the planning meetings to anticipate where deep dives are necessary.
  - By the end of the meeting, targets and program budgets should be agreed upon, any changes needed must be noted for follow up and review during approval



# Phase 2: Planning Milestones (April 15-29, 2021) continued

- **Stakeholder Engagement in Planning Meeting Sessions**
  - To ensure all voices are heard during the planning meetings, all OUs are expected to build planning meeting agendas as such:
    - Day 1: At least one full hour is devoted by the OU team to review all performance and programmatic changes based upon stakeholder insights. This will then be followed by an interactive discussion and review of the team's presentation by key stakeholders inclusive of government, civil society, and multilateral partners.
    - Day 2: There will be a continuation by the OU team to respond to stakeholder feedback and 'drilldown' on specific issues or concerns raised.
    - In general, about half of the agenda should focus on stakeholder discussion around key topics that have been raised or identified.
- Specific checklists of planning activities for tools and minimum expectations for stakeholder engagement, as well as topics and agenda templates for Planning Meetings are included in the Handbook

# Phase 3: Completion Milestones (May 3-21, 2021)

## Tools

- All decisions from the planning meeting should be reflected in the COP/ROP submission in the SDS, Datapack, FAST and Supply Plan
  - **4 days prior to final COP/ROP submission**
    - SDS, abridged Datapack, FAST visualizations and Supply Plan must be provided to stakeholders
      - Make updates based on stakeholder feedback
  - **7 days prior to approval meeting** - Final COP submission including SDS, Datapack, FAST and Supply Plan must be submitted to S/GAC
    - Targets must be reviewed and agreed upon by implementing partners prior to final submission

## Approval Meeting

- Virtual Approval Meetings commence (60- and 90- minutes for single countries and regions, respectively)
- The goal of the Approval Meeting is to receive approval on a jointly planned COP/ROP, with final tools that reflect the strategic and programmatic direction of the COP/ROP.
- Approval Meetings include the country team presentation and approval of the final COP/ROP 2021. They also serve as the out brief to stakeholders, interagency and S/GAC leadership and agency Deputy Principals)
- Specific checklists of activities for final tools and minimum expectations for stakeholder engagement, as well as topics for Approval Meetings and guidance on the COP/ROP 21 SDS are included in the Handbook

# Continuous Stakeholder Feedback on Tools & SDS

COP/ROP 2021 Planner for Tools Submission and Sharing Information With Stakeholders

OU	Est. 1st Tools Checkpoint (a)	Est. Share Tools Visualizations with Stakeholders (b)	Planning Meeting Day 1	Planning Meeting Day 2	Days between 2nd Day Planning Mtg & Sharing of SDS and Tools with Stakeholders	Est. Sharing of SDS and Tools with Stakeholders (c)	Est. Final submission of SDS, Tools, and Approval Memo to SGAC (d)	Approval Meeting	# of Days between Last Day of Planning and Approval meeting
OU A	4/14/21	4/17/21	4/21/21	4/22/21	15	5/7/21	5/11/21	5/18/21	26
OU B	4/12/21	4/15/21	4/19/21	4/20/21	5	4/25/21	4/29/21	5/6/21	16
OU C	4/21/21	4/24/21	4/28/21	4/29/21	9	5/8/21	5/12/21	5/19/21	20

Min. 7 Day window to share info.

Buffer to include feedback

Min. 11 Day window to share info.

**Continuous engagement between stakeholders, field teams, and headquarters support staff**

### Assumptions

- All OUs submit Tools for 1st checkpoint at least 7 calendar days prior to planning meeting.
- All OUs expected to share visualizations with stakeholders 4 calendar days prior to planning meeting (WITHIN the 7 day window for assumption #a).
- All OUs share visualizations of Tools & SDS with CSOs and stakeholders at least 4 days prior to FINAL tools submission.
- All OUs submit FINAL SDS and Tools submitted to S/GAC at least 7 days prior to approval meeting.

# Stakeholder Engagement is Foundational to Everything We Do

- Country teams must have routine feedback mechanisms with stakeholders, including civil society, throughout the COP/ROP process starting with the in-country retreats (which occurred in January 2021).
- Expectations are that stakeholders have been a part of COP/ROP discussions since the virtual country retreats in January and will resume in dialogues starting on April 1.
- Teams must work with stakeholders, especially civil society, ahead of the planning meetings to anticipate where deep dives are necessary.
- Additionally, to ensure that stakeholder voices are heard, Chairs/PPM will be available to meet with stakeholders (partner country government, civil society and multilateral partners) one-on-one throughout the process.

## Global Level Townhalls

There will be townhalls scheduled for transparent discussion with PEPFAR leadership: (1) with global and local stakeholders, including communities, CSOs, multilateral partners, and private sector partners, and (2) with Government Officials

# Publicly Available COP/ROP 2021 Guidance and Materials

<https://www.state.gov/reports-pepfar/>

- COP/ROP 2021 Guidance

<https://www.state.gov/where-we-work-pepfar/>

- COP/ROP 2021 Planning Level Letters (January 2021)

<https://www.state.gov/plans-for-resumption-of-pepfar-cop-rop-2021-planning/>

- COP/ROP 2021 Resumption Guidance
- COP/ROP 2021 Frequently Asked Questions
- COP/ROP 2021 Updated Handbook
- COP/ROP 2021 Final Country-specific Calendar for Planning and Approval Meetings



Questions?