



December 21, 2020

## Delegation Guidance for PEPFAR COP/ROP 2021 Virtual Meetings

This document includes COP/ROP delegation guidance for the following dates and countries to occur virtually:

- Country Team Delegations (includes both Country USG and Country Stakeholder participants)
- USG HQ Delegation
- HQ Stakeholder Delegation

### Group 1: February 22-26, 2021

- Angola, Botswana, eSwatini, Lesotho, Mozambique, Namibia, Nigeria, South Africa, Zambia

### Group 2: March 1-5, 2021

- Cote d'Ivoire, Ethiopia, Kenya, Rwanda, South Sudan, Tanzania, Ukraine, Zimbabwe

### Group 3: March 8-12, 2021

- Burundi, Cameroon, DRC, Malawi, Uganda, Vietnam

### Regional/Country Pair OU Feb 16- March 12, 2021

- West Africa, Asia, Western Hemisphere, Haiti/ Dominican Republic

**The Closing Plenaries for Groups 1, 2, 3 will be the Tuesday following the end of each groups week long meetings.**

**For Regional OUs the closing plenary will take place at the end of the 4 week planning session.**

## **Section I – Field Team Delegation**

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All COP OUs see below.

For Regional OUs: Regional programs (Asia, West Africa, and Western Hemisphere) should broadly follow the below guidance. However, field teams, S/GAC Chairs and PEPFAR Program Managers should work together to determine optimal representation balanced with space limitations.

**Required Participant Slots:** Each team **must** ensure there are individuals identified to attend in the following roles.

### Required USG PEPFAR Interagency Participants:

- **Front Office Representative** (1; Chief of Mission or Deputy Chief of Mission only;)
- **USAID Mission Director** (1)
- **PEPFAR Coordinator** (1; Coordinator or one individual who will serve in this capacity if no Coordinator)
- **Interagency SI Lead** (2)
- **Agency Lead** (1 person per agency implementing programs in-country)
- **HHS/CDC Budget Lead** (1)
- **USAID Budget Lead** (1)

- **USG Technical Experts** (up to 14)
- **Interpreter** (if needed)

Required Field Stakeholder Participants (to be invited by the Field team):

- **MOH/ Government Representative(s)** (4)
- **Civil Society Representatives** (7) must represent multiple and diverse constituencies.
  - For all countries: 1 delegate must be a representative of people living with HIV, 1 delegate must represent key populations (where safe to do so), 1 delegate must represent faith communities; and in countries with DREAMS/other AGYW programming: 1 representative must represent AGYW.
  - Regional programs and country pairs should work with their chairs and PPMs to determine the optimal number of representatives.
- **Global Fund Principal Recipient** (1)
- **UNAIDS Representative** (1)
- **Global Fund Portfolio Manager** (1)
- **WHO representative** (1)

## **Section II – USG Headquarters Delegation**

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The USG headquarters delegation must include:

Country-specific Headquarters Team:

- **PEPFAR Chair** (1)
- **PEPFAR Program Manager** (1)
- **Country Accountability and Support Team (CAST) members** (1 per agency implementing in-country)
- **SGAC Support Liaison** (1-2 per country)

At-Large Headquarters Delegation:

- **Deputy Principals** (HHS/CDC and USAID: 6 per agency per week)
- **Deputy Principals** (all other PEPFAR implementing agencies: 2 per agency per week)
- **HQ Financial Points-of-Contact** (2 per agency per week)
- **Technical experts on the ISME list** (to be determined by Chairs/PPMs)

## **Section III – Headquarters Stakeholder Delegation (to be invited by S/GAC)**

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- **Global Civil Society and Community Organizations:** Up to two (2 total) representatives from Headquarters-based organizations will be invited per week.
- **Multilateral Organizations (WHO, UNAIDS, Global Fund):** Up to two (2 total) staff members from Headquarters per organization will be invited per week.
- **Other Global Stakeholders:** Up to two (2 total) representatives from other key stakeholder organizations will be invited per week.