

# A Civil Society Rough Guide to the PEPFAR 2018 Country Operational Plan (COP) Process

**GROUP 1**

Botswana, Cameroon, DRC, Lesotho, Namibia, Nigeria, South Sudan, Swaziland, Uganda, Zambia, and Zimbabwe

**GROUP 2**

Burundi, Cote d'Ivoire, Ethiopia, Haiti, Kenya, Malawi, Mozambique, Rwanda, South Africa, Tanzania, Ukraine, Vietnam

WHEN?	WHAT HAPPENS?	WHAT CAN CIVIL SOCIETY DO?
<b>Immediately</b>	COPS advocacy calendar starts now... start building a list of priorities for what CSOs suggest PEPFAR should fund differently in 2018 than was done in 2017.	<p>The 2018 timeline is different than 2017 and civil society will now be included in the most important meeting in February where targets are agreed to. This means we have to work faster this year and not wait until the COP has been written to give input.</p> <ol style="list-style-type: none"> <li>1. Start meeting to review last year's COP and begin building a list of recommendations and demands you can submit to PEPFAR by the end of January. Find the 2017 COPS: <a href="https://www.pepfar.gov/countries/cop/fy2017/c76721.htm">https://www.pepfar.gov/countries/cop/fy2017/c76721.htm</a></li> <li>2. All PEPFAR data is now online! Take a look at the PEPFAR data for 2017 as a tool for advocacy—it tells an important story of what's working and what's not! <a href="http://data.pepfar.net">http://data.pepfar.net</a>. Need help with the data? Email us: <a href="mailto:data@pepfarwatch.org">data@pepfarwatch.org</a></li> <li>3. Start identifying who your strongest advocates are to attend the PEPFAR COP reviews in Johannesburg Feb 19-23 and Feb 25-March 1.</li> <li>4. Get in touch with your PEPFAR coordinator to ask them for a calendar of exact dates for your country.</li> </ol>
<b>December 1–17</b>	Quarter 4 POART meetings.	PEPFAR will hold conference calls between the country and Washington. Ask to see the data, briefings, slides, and outcomes of that meeting to help you prepare your input.
<b>December</b> (First week)	Draft COPS guidelines are published.	Get in touch with us at <a href="mailto:info@pepfarwatch.org">info@pepfarwatch.org</a> for the draft guidelines

## January

The formal PEPFAR process begins—this is the time to identify your priorities for change.

1. Build a written priority list so you send it with your representative to the strategic retreat at the end of January.
2. Ask the PEPFAR coordinator for the materials you need to be engaged. They should provide:
  - Country-specific guidance that sets the priorities of PEPFAR HQ
  - A calendar for the next few months
  - Quarter 4 POART slides
  - Access to the data (but you don't have to wait, see above)
  - Initial invitation for community to choose a representative to be invited for the Regional Management Review

## Week of January 29th

PEPFAR teams have a “strategic retreat.”

1. Ask to be invited
2. Come with a clear set of initial demands/priorities
3. Start work on a formal submission from your groups about what you want to see in COP18
4. Ask for Quarter 4 POART slides

## Early February

Preparation for regional meetings.

Prepare a written submission on what you think should change and send it to them as soon as you can. To do this:

- Consult with communities, especially outside capitals, get their input and their evidence about why changes are needed.
- Use data from PEPFAR, gather other evidence, stories, and experiences.
- Be specific about what should change from last year's COP to COP18. What should be added? Who should be covered? Where?
- Make sure to share your priorities with global civil society networks who can make sure PEPFAR headquarters in Washington is aware (send your submission to: [info@pepfarwatch.org](mailto:info@pepfarwatch.org))

## February 19–23

(Group 1)

### Regional Management Meetings (RMM):

PEPFAR country and Washington DC teams, country and global civil society, government, UNAIDS and Global Fund gather in Johannesburg for five-day meetings where they will lay out the priorities for COP 18.

This is a key advocacy moment where civil society can influence what PEPFAR funds.

1. Send your best, boldest advocates well prepared to push for your priorities; please email [info@pepfarwatch.org](mailto:info@pepfarwatch.org) to say who is going!
2. Ask the PEPFAR team to send you the data and presentations for the RMM at least a week in advance.
3. Have a pre-meeting with all CSOs to make sure your representatives are well prepared to represent all of your priorities.
4. Consider also doing a pre-meeting with government and implementers to gather information.
5. Before the Regional Management Review Meetings make sure PEPFAR knows your major priorities, ask that they be included in the agenda for the meeting.
6. Consider Inviting the PEPFAR team to a meeting hosted by civil society to discuss priorities.
7. Get in touch with global civil society groups who can support you at the reviews... email [info@pepfarwatch.org](mailto:info@pepfarwatch.org) to find out who is going from global CS.

## February 25—March 1

(Group 2)

**Note:** We will host a civil society pre-meeting the day before each RMM (Feb 18 & Feb 24)

## March

Country Operational Plan is drafted.

What was decided in Johannesburg in February is only the first step and many details still have to be worked out including the exact activities, budgets, and geographies.

1. Stay in touch with PEPFAR country teams, keep pushing for community priorities as they write the COP.
2. Ask for written feedback about your submission to PEPFAR.
3. Make it clear you want to review the Strategic Direction Summary (SDS) as soon as a draft is ready.

## March

**Before** the COP goes to the Ambassador for sign off (which means a few days before the due dates below)

Strategic Direction Summaries (SDS) are shared for feedback.

Your input on this critical document is still required to be considered by the Ambassador and by PEPFAR headquarters in Washington.

- Read the SDS and suggest changes in writing.
- If you have done a formal submission, you can just update this to note what has not been taken on board fully in the SDS (maybe in red ink).

## March 15

(Group 1)

## March 22

(Group 2)

COPs due to Washington.

After COP submission it is not over. You can still influence by:

- Lobbying the PEPFAR team to make changes before the April Approval meetings.
- Coordinating with US and global advocates to make sure PEPFAR Washington knows about further changes you still want.

## April 10–13

(Group 1)

## April 17–20

(Group 2)

PEPFAR COP Approval Meetings in Washington, DC.

These three-day meetings will review all the outcomes of the last few months. CSOs will be invited. There is still room here to push for inclusion of key community priorities and make sure the COPS reflect the best thinking and needs in the AIDS response.

- Have a pre-meeting of CSOs to review the draft SDS together.
- Send bold advocates who will keep pushing.



**How can I get involved in advocacy to influence what PEPFAR is doing in my country?**

**If you're interested in working to hold PEPFAR accountable in your country or region, email us at [info@pepfarwatch.org](mailto:info@pepfarwatch.org)**

**We've also assembled resources to help you take action to influence PEPFAR plans in your country or region. They can be found online at: [healthgap.org/pepfarresources](http://healthgap.org/pepfarresources)**