

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



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

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# Background

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The purpose of PEPFAR's Country and Regional Operational Plan (COP/ROP) process is to transparently review critical policy requirements, key activities, data and progress to reach epidemic control – to develop a joint strategic plan for PEPFAR's investment. The process allows PEPFAR country and headquarter (HQ) teams, partner government leadership, multilateral and private sector partners, and global and local community and civil society organizations (CSOs) to convene to transparently and collaboratively: (1) share and respond to COP/ROP21 proposal and address outstanding items; and (2) identify and agree on critical solutions and effective means of operationalization to advance each country's ability to accelerate or sustain epidemic control of HIV. Key outputs from these planning meetings include agreed upon joint plan with partner level budgets, targets, and management solutions. Typically delivered in person, the current COVID-19 pandemic affects planning for this year's meeting and necessitates a virtual meeting delivery for COP/ROP 2021 (hereafter referred to as "COP21").

## Guiding Principles for PEPFAR during COVID

The COVID-19 pandemic continues to impact our teams, partners, and programs across in varying degrees across all the 54 countries where PEPFAR is implemented. During this continued COVID-19 pandemic, we must continue to implement life-saving HIV services, but must do so as safely as possible and avoid loss of life. Guiding principles include:

- **Protect Gains:** Support and maintain continuity of HIV prevention and treatment services.
- **Site Safety:** Prevent spread of disease among clients and health care workers supported by PEPFAR programs.
  - Administrative and environmental controls are most important and include an Infection Prevention & Control (IPC) focal point at each facility.
  - Social distancing, hand hygiene and appropriate PPE based on duties.
  - Continuous medical masking and universal face coverings in health care facilities.
  - IPs should have a dedicated IPC stream, folded into QI/QM/QA process.
- **Staff (PEPFAR, partners, HCW/CHW) safety must be assured:** If services cannot be adapted to be performed safely, they should not be performed.
- **Mitigate SARS-CoV-2 impact on programs and the people they serve:**
  - Coordinate efforts with country response to pandemic: adaptability and flexibility.

## Statement on Streamlining due to COVID

Given the recent escalation of COVID-19 cases and deaths in specific countries in which we operate, we want to emphasize our commitment to finding ways to ease the overall demands of this COP/ROP21 period. We continue to employ new ways to further streamline the COP/ROP process this year, including identifying ways to better accommodate the COVID-19 virtual working environment and better serve the countries from HQ. We have further adapted the process given the COVID impact.

## **COP/ROP21 Temporary Pause – February 9<sup>th</sup> 2021**

- On February 9<sup>th</sup>, 2021 S/GAC announced a temporary pause in COP/ROP 21 planning and development due to surging COVID-19. At the time of the announcement, no further development of strategies, required tools, or consultations with stakeholders specific to COP/ROP 21 development would occur.
- During the COP/ROP 21 planning and development temporary pause, a COP/ROP 20 - Q1 review will be held, through a light-touch POART process, focusing on areas that have demonstrated a significant departure from prior performance or in areas that have been significantly impacted by COVID-19.
- S/GAC reaffirms that during the temporary pause country teams should focus entirely on COP/ROP 20 execution. This means that the principles of data-driven, ongoing quality improvement should continue to drive all PEPFAR actions. Necessary course corrections and adaptations should be made to improve the program implementation. Additionally, there are a number of important activities that are always relevant to implementation and do not need to stop during the temporary pause. These activities include: thinking strategically and understanding program changes that will set up future success; advancing Minimum Program Requirement policies and their implementation; receiving technical assistance and support from HQ to help address current weakness in programming; and increasing awareness and understanding of issues that inform longer-term strategy.

Additionally, please continue to support the Ministry of Health and UNAIDS on the annual epidemiologic estimates and modeling process, and submit and clear COP/ROP 20 OPUs, as required. However, at this time, the paramount focus should remain on executing COP 20 in the context of COVID-19 and ensuring the safety of PEPFAR clients, partners, and staff.

## **Resumption of COP/ROP21 Planning – April 1<sup>st</sup> 2021**

- PEPFAR deeply appreciates our teams and partners for your flexibility, patience, and commitment to ensuring access to life-saving HIV services around the globe, particularly as we all continue to adapt in the context of COVID-19.
- The Biden-Harris Administration is fully committed to and supportive of PEPFAR's mission to control the HIV/AIDS epidemic as successfully led and managed by the State Department, executed through U.S. government implementing agencies, and conducted in close collaboration with our many partners and communities around the globe.
- PEPFAR's Country/Regional Operational Plan (COP/ROP) 2021 planning process will resume, effective April 1, 2021 with a live 1-hour plenary and will conclude no later than May 21, 2021.
- This resumption follows the temporary pause to the COP/ROP 2021 planning process, issued on February 9, in light of the tremendous toll that COVID-19 continues to take on PEPFAR's teams, programs, and partners around the globe.
- With the forthcoming resumption of the COP/ROP 2021 process, 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 fiscal year (FY) 2022.

For the full statement on resumption of COP/ROP21 Planning please refer to Appendix A: Plans for Resumption of PEPFAR COP/ROP 2021 Planning Process, or <https://www.state.gov/plans-for-resumption-of-pepfar-cop-rop-2021-planning/>

## Revised COP/ROP 2021 Framework

To account for the need to streamline once COP/ROP 21 resumes on April 1<sup>st</sup> 2021, a COVID-adjusted process will be adhered to prioritize meaningful and transparent dialogue with partner governments, multilaterals and civil society, as is feasible, given the unprecedented situation of COVID-19. Please see Figure 1 – COP/ROP 2021 – Streamlined Process and Figure 2 – COP/ROP 2021 – Adjusted Tools. The updated handbook provides further details on the COP/ROP COVID-adjusted process, roles and responsibilities for the field and HQ teams, external stakeholders. Please review all sections in this document to fully understand all roles, the program direction that is in the PLL and COP/ROP21 guidance has not changed.

Figure 1: COP/ROP 2021 – COVID-Streamlined Process

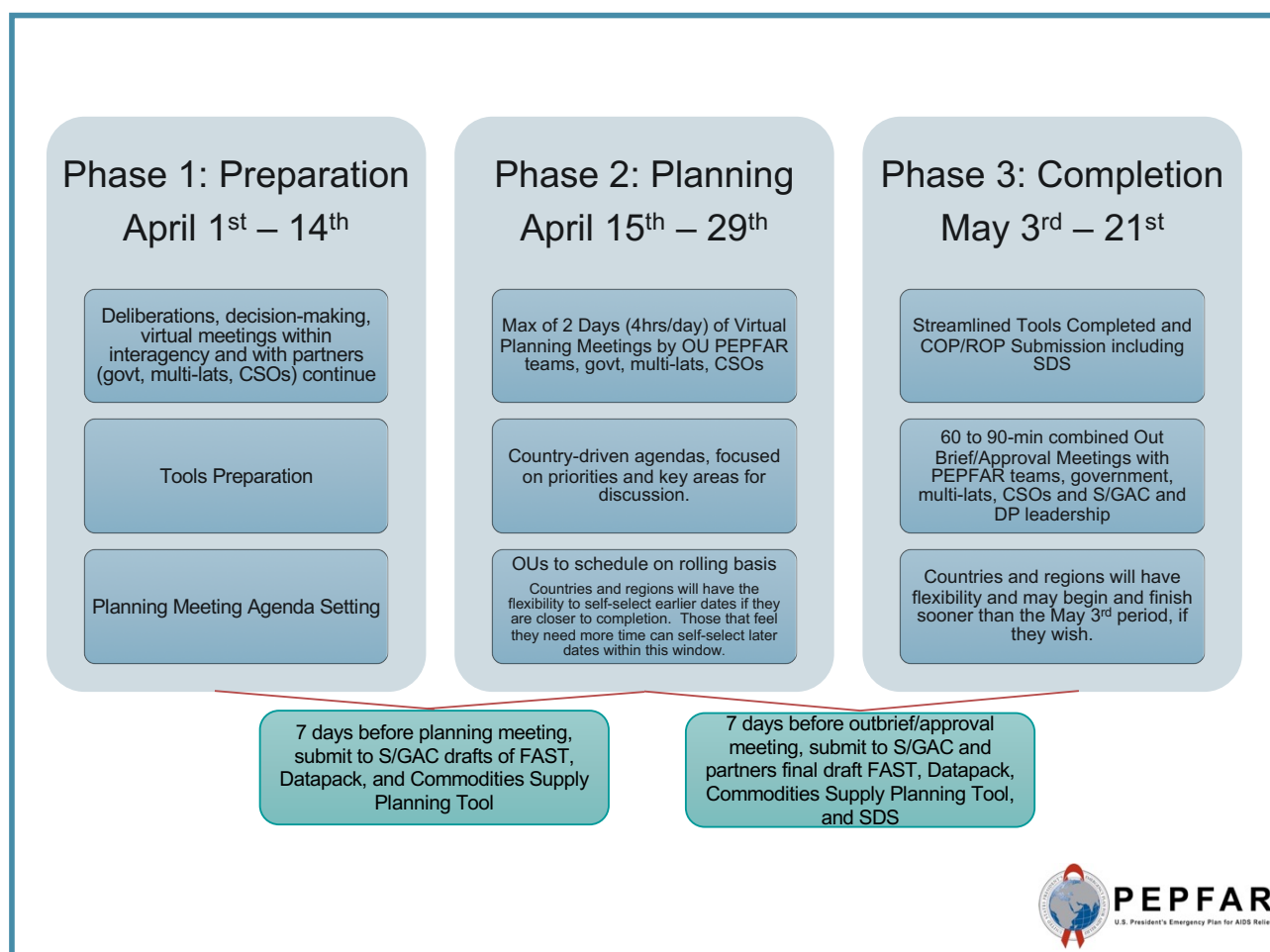


Figure 2: Overview of Tools for COVID-Adjusted COP/ROP21

**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. In some programs, the majority of funding is for above site activities and will be reviewed during the virtual planning meeting. We will use the COP/ROP20 Table 6 and SRE as a reference point for discussion. Teams should be prepared to provide a high-level summary of major new proposed activities and activities that will no longer be funded.

## Scheduling Planning and Approval Meetings

OUs are empowered to self-select and schedule their planning and approval meeting dates to best meet local context and readiness. Please review the overall schedule and expectations of each phase (Figure 1) as you decide on key dates for the virtual planning and approval meetings. Appendix D provides the list of assumptions and criteria for selecting dates for the planning and approval meetings.

## Overview of COVID-adjusted COP/ROP21 Process

COP/ROP21 “milestones” are the activities that OUs should achieve during each specific phase to ensure timely progression into the next phase and, eventually, COP/ROP21 approval.

### Phase 1: Preparation Milestones – Pre and Post Pause

The Preparation Phase started with release of the Planning Level Letter in January 2021. PEPFAR teams should work toward reaching consensus on key decision points with partner government leadership, multilateral and private sector partners and CSOs during Phase 1 in advance of the Planning Meeting in Phase 2. See below for Preparation Phase milestones that have been separated by expectations for pre-pause (February 9<sup>th</sup>) and upon resumption of COP/ROP21 preparation (April 1<sup>st</sup>) activities; Since there have been OPU updates during this period and other program updates, tools need to be refreshed, the details to refresh are below. Further details on the FAST and Datapack can be found in their respective user manuals. A ‘live’ virtual opening plenary webinar for all OUs will take place on Thursday, April 1<sup>st</sup> 2021. The calendar invite and meeting link was made available by Friday, March 12<sup>th</sup> to be shared with OU delegations. The webinar will also be recorded for reference and viewing.

**Table 1. Summary of Resumption Tools Preparation Activities (Completed NLT April 1st)**

OU/Field Team
<p><b>FAST:</b></p> <ul style="list-style-type: none"> <li>Finalize and approve OPUs in Facts Info by Monday, March 22<sup>nd</sup> 2021 in order for data to be in the updated FASTs that OU teams receive on Thursday, April 1<sup>st</sup>, 2021.</li> <li>No later than (NLT) Thursday, March 22<sup>nd</sup> 2021, please post the pre-pause version of the FAST to OU SharePoint folder <b><i>COP21&gt; Guidance Tools and Resources&gt; FAST&gt;April 1<sup>st</sup> Submission</i></b>, so that the pre-pause data can be transferred to the updated file.</li> <li>No additional work is expected to be done on FAST during this period; when posting the pre-pause FAST, please post the tool as it was at the time the pause was instituted in February</li> <li>On Thursday April 1<sup>st</sup> 2021, the updated FAST will be available in OU SharePoint folder <b><i>COP21&gt; Guidance Tools and Resources&gt; FAST&gt;April 1 Submission&gt; SGAC Updated FAST</i></b></li> </ul> <p><b>Datapack:</b></p> <ul style="list-style-type: none"> <li>Please submit DATIM Zendesk ticket informing HQ reviewers if the OU team will need a new DataPack due to OPUs, or if the OU team prefers to continue to use the current DataPack, which should be the default/baseline. <ul style="list-style-type: none"> <li>If there are no OPUs, or no target shift OPUs, please continue to work with pre-pause DataPack.</li> <li>If OPUs are IM-level -- not changing targets at PSNU or Country level -- these can be updated by submitting the DataPack to the self-service app, <a href="https://datapack.datim.org">datapack.datim.org</a>, and getting an updated PSNUxIM tab. This does not require the issuance of a full new DataPack.</li> <li>If a new DataPack is required because there were large changes at the PSNU levels, or significant changes to Organizational Hierarchy (geography, e.g., re-districting) made in an OPU, please submit a new Zendesk ticket by Monday March 22<sup>nd</sup> 2021, and the OU team will receive a new DataPack. Teams should be aware that they will need to move/transfer work from the previous DataPack version, adapting to changed epidemiology from the above-mentioned changes, to the new DataPack.</li> <li>If the changes were small, it may be more efficient for the team to make the changes in the existing, pre-pause DataPack. Please inform the Zendesk and PPM/Chairs on the method used, so assistance can be available if needed.</li> <li>In order for the new DataPack to accurately reflect the OPU, the OPU must be fully cleared and imported into DATIM. If the OPU is not completed by Monday, March 22<sup>nd</sup>, the DataPack refresh process will continue to be available, but the OU team should inform Zendesk through the OPU ticket that they will want a new DataPack once the OPU is fully processed. This will help us do our best to expedite everything.</li> </ul> </li> </ul> <p><b>Supply Plan Tool (SPT):</b></p> <ul style="list-style-type: none"> <li>NLT than Monday, March 22<sup>nd</sup> 2021 for the SPT. Teams who opted for auto-population process prepare and upload updated Pipeline Data for review in OU SharePoint folder <b><i>HQ Collaboration &gt;COP 2021 – FY 2022&gt; Guidance Tools and Resources&gt; SPT&gt;Other Documents</i></b>. Please continue to work with SGAC SPT team to fill and review the mapping file and upload to above folder <ul style="list-style-type: none"> <li>On Thursday April 1<sup>st</sup> 2021, the updated SPT will be available in OU SharePoint folder <b><i>Shared Documents &gt; COP 2021 &gt; COP21 Guidance, Tool &amp; Templates &gt;Supply Planning Tool</i></b> for teams manually completing the tool</li> </ul> </li> </ul>



**Table 1. Summary of Resumption Tools Preparation Activities (Continued)**

HQ Team
<ul style="list-style-type: none"> <li>Support OU in completing OPUs NLT Monday, March 22<sup>nd</sup> 2021, ensuring that the OPU is submitted and approved in Facts Info.</li> <li>Work to ensure completion of target shifts OPUs are also approved in DATIM.</li> <li>Supply chain HQ SMEs work with field teams and PSM to ensure that updated March pipeline data, as well as updated mapping files, are posted to SharePoint NLT Monday, March 22<sup>nd</sup> 2021</li> <li>Ensure pre-pause FAST is posted to SharePoint folder by Monday, March 22<sup>nd</sup> 2021</li> <li>Ensure that when, FAST is posted to SharePoint on Thursday April 1<sup>st</sup> 2021, that the OU team only utilizes that version of the FAST in Phase 1.</li> <li>Ensure all HQ Reviewers have access to SharePoint, and all folders where tools are available.</li> </ul>

**Table 2. Summary of Resumption Tools Preparation Activities (April 1<sup>st</sup> – 14<sup>th</sup>)**

OU/Field Team
<p><b>FAST:</b></p> <ul style="list-style-type: none"> <li>At resumption, teams must work from the Thursday, April 1<sup>st</sup> 2021 FAST. The team is expected to create a final draft FAST. This will help ensure that budgets and budget shifts reflect partner performance and COP21 strategy and help verify that budgets are aligned with and in proportion to targets.</li> <li>Leverage COP dossiers extensively during this period in budget analysis / decision-making.</li> <li>7 days prior to COP planning meetings, teams are expected to submit a final draft of the FAST, free of all validation errors, to S/GAC for review in OU SharePoint folder <a href="#">COP21&gt; Guidance Tools and Resources&gt; FAST&gt; Pre-COP Meeting Checkpoint</a>.</li> <li>Once submitted, teams <b>must stop working in the FAST</b>. When feedback is received from S/GAC, teams will also receive an updated tool that will incorporate OPUs that were approved after March 22.</li> <li>3-4 days prior to the COP planning meeting, S/GAC Chairs and PPMs will provide FAST feedback and an updated FAST will be uploaded to the OU SharePoint folder <a href="#">COP21&gt; Guidance Tools and Resources&gt; FAST&gt; Pre-COP Meeting Checkpoint&gt; SGAC Updated FAST</a>.</li> <li>Teams may resume working in the FAST in the Pre-COP Meeting Checkpoint&gt; S/GAC Updated FAST folder. Teams should incorporate feedback from the checkpoint into the tool.</li> </ul> <p><b>Datapack:</b></p> <ul style="list-style-type: none"> <li>7 days prior to COP planning meetings, teams must submit a final draft of the DataPack, including PSNUxIM tab, and free of all validation errors – using datapack.datim.org -- to S/GAC for review in OU SharePoint folder <a href="#">COP21&gt; Guidance Tools and Resources</a>, with year, month, day, time stamp appended on the filename.</li> <li>Please submit a DATIM Zendesk ticket with link, cc'ing Chair and PPM.</li> <li>DataPack Self-service App, <a href="#">datapack.datim.org</a>, should be used to identify errors.</li> <li>Please also archive all other versions of DataPack into 'DataPack Archive' folder on SharePoint.</li> </ul> <p><b>Supply Plan Tool (SPT):</b></p> <ul style="list-style-type: none"> <li>7 days prior to COP planning meetings, teams submit a final draft of the tool, free of all validation errors, to SGAC for review in OU SharePoint folder <a href="#">HQ Collaboration &gt; COP 2021 – FY 2022 &gt; Guidance, Tools and Resources &gt; SPT &gt; SPT Versions</a>.</li> <li>SPT File names should be in the format: [Country]_SPT_[DraftName]_YYYY-MM-DD-TTTT.xlsx, where [Country] is the name of your country, TTTT is the time in 24-hour time and [DraftName] is FirstDraft.</li> <li>Once submitted, <b>teams must stop working in the SPT</b> and await feedback to be received 3-4 days before the COP meetings from SGAC review via Chairs and PPMs in email.</li> <li>Teams should incorporate feedback from the checkpoint into the tool.</li> </ul>



**Table 2. Summary of Resumption Tools Preparation Activities (Continued)**

HQ Team
<ul style="list-style-type: none"> <li>• Conduct regular check-ins with field team and leverage COP/ROP dossier to do analysis on FAST data and datapack as updates are made to ensure that budgets/targets and budget/target shifts reflect partner performance and COP21 strategy, and to ensure budgets are aligned with and in proportion to targets.</li> <li>• In the days leading up to the first formal submission (checkpoint), ensure the tool is nearing a very final state. This includes being fully allocated, meeting all controls and earmarks, reflecting strategy decisions from the PLL, and ensuring that no validation errors/warnings are present in tool.</li> <li>• Ensure checkpoint #1 submission in SharePoint.</li> <li>• HQ tools-support staff (FAST, Datapack, SPT) will plan to conduct the review of relevant tools within 48 hours of submission.</li> <li>• 48 hours after checkpoint submission, Chair/PPM/CAST will meet to discuss tool analysis feedback.</li> <li>• PPM/Chair/CAST should communicate feedback from checkpoint to field teams.</li> <li>• PPM/Chair should incorporate findings from the checkpoint and status of tools into the planning meeting agenda.</li> </ul>

## Phase 2: Planning Milestones (April 15<sup>th</sup> – April 29<sup>th</sup>)

S/GAC appreciates that each OU has unique needs and contexts that require flexibility with respect to meeting content during the Virtual Planning Meetings which are expected to be ***no more than two days and at most 4 hours per day***. Consequently, depending on an OU's programming, some planning meeting milestones may not be relevant, and some may require additional time and attention. **Accommodations must be made to provide time for discussion of Stakeholder and CSO-identified priorities.**

### Summary of Planning Milestones

- **1<sup>st</sup> Draft Tool Submission:** OU submits all tools approximately **7 days prior to Planning Meeting**. For *DataPack*, *FAST*, and *Supply Tool*, S/GAC Review Teams begin their review and provide feedback by 1<sup>st</sup> day of Planning Meeting. See Appendix B for tools schedule overview.
- **Abridged DataPack and FAST provided to external stakeholders prior to virtual planning meeting.**
- **Setting Virtual Planning Meeting Agenda with input from stakeholders:** As follows:
  - **COP21 Vision:** *COP/ROP 2021 Planning Level Letter review:* technical priorities, fiscal data, budget earmarks and categories, and alignment of tools to address PLL requirements (if applicable). *Presentation of the strategic vision for COP21:* The goal of this session is to obtain a high-level overview of the COP21 plan to be discussed in detail throughout the week. Teams should identify showstoppers and questions for later in the week.
  - **Reaching Epidemic Control—Clinical Cascade:** Review of FY20–FY21 Q1 results and COP21 strategy for reaching 95-95-95, including initial findings from community-led monitoring activities, where available.
  - **Performance/Technical Review:** DREAMS, Orphans and Vulnerable Children, PMTCT and Peds, Key and Vulnerable Populations, TB/HIV Prevention and Treatment, VMMC, Cervical Cancer, Commodities, Viral Load Scale Up, Laboratory and Diagnostic Network Optimization, Community Led Monitoring. (Please see Appendix C).
  - **Stakeholder Input/Feedback:** Specific details and reflections from government, multilateral and private sector and civil society stakeholders on shared work with PEPFAR and proposed COP21 plan: identifying technical and programmatic strengths and areas requiring additional discussion.

- **Technical Review of Tools:** Review status of tools (FAST, DataPack, and Supply Tool) and ensure budget and earmarks align with PLL and other requirements should any changes have resulted from days 1 and 2. **Targets and budgets must be final and ready for submission in tools.** OU submits working version of FAST and DataPack for PRIME review on based on customized schedule.

Each OU will have unique contexts that require flexibility with respect to topics covered; thus, schedules are notional, and agendas flexible specific to prescribed timings for various planning components. However, all final agendas must be constructed working closely with Chairs/PPMs. Please be sure to share OU agendas, slides, etc. to COP 21 official delegation at least 2 days advance of planning meeting. Table 3 provides a high level, schedule for the two-day planning meetings which should be modified as needed. Appendix F provides a sample planning meeting agenda, to be modified for each OU's context. The goal of the two days 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. 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.**

**Table 3. Planning Meeting Topics by Day**

Day 1	Day 2
<ul style="list-style-type: none"> <li>• Welcome and Introductions.</li> <li>• COP21 Vision, epi overview and performance challenges.</li> <li>• Systematic review and further input/reflection by key stakeholders, inclusive of government, civil society, and multilateral partners.</li> <li>• Re-cap.</li> </ul>	<ul style="list-style-type: none"> <li>• OU team addresses items and further drills down to Day 1 based upon stakeholder feedback.</li> <li>• Discussion of changes.</li> <li>• Stakeholder Feedback.</li> <li>• Recap of agreements and Finalization of Tools.</li> </ul>

### ***Stakeholder Engagement - OU Level Planning Meeting Sessions***

PEPFAR's COP/ROP 21 process must ensure transparent, meaningful and robust stakeholder engagement throughout the process – Phase, 1, 2, and 3. To ensure all voices are heard during the planning meetings themselves, 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 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. It is expected that with a seven (7) day lead time from submission of tools to the scheduling of the planning meetings, there will be sufficient lead time to itemize key stakeholder issues and tailor presentations and feedback on all concerns raised.

## ***Stakeholder Engagement - Global Level Townhalls***

In addition to OU specific engagement during the preparation, planning, and approval meetings, there will be two townhalls scheduled during the planning phase period week for transparent discussion with PEPFAR leadership: (1) with Government Officials (2) with global and local stakeholders, including communities, CSOs, multilateral partners, and private sector partners. Both townhalls will provide the opportunity for the Acting U.S. Global AIDS Coordinator and Agency Deputy Principals (DPs) to provide opening remarks then open the floor to stakeholders for discussion.

## **Phase 3: Completion Milestones (May 3<sup>rd</sup> – May 21<sup>st</sup>)**

Country team presents proposed COP/ROP 21 to Acting U.S. Global AIDS Coordinator and other S/GAC and Agency HQ leadership based upon their requested approval meeting date to occur between May 3<sup>rd</sup> to May 18th.

### **Summary of Completion Milestones**

- **Adhoc Tools Check-In:** OU submits working version of FAST and DataPack for PRIME review on based on customized schedule.
- **Final targets** must be reviewed and agreed upon by Implementing Partners in writing before the final Datapack is submitted for approval. Reach out to ZenDesk for support with formatting.
- **Approval Meeting Agenda:** Based on COP/ROP21 submission Approval meeting agenda will be set, template slides will be available.
- **Tools Submitted for Final Review and Uploaded into DATIM and FactsInfo NextGen:** Country team submits FAST, DataPack, and supply tool for final HQ review **7 days before Approval Meeting**. Final tool should reflect all decisions made throughout planning meetings.
- **SDS, abridged FAST and DataPack provided to external stakeholders for review and feedback at least four days prior to submission to S/GAC. If any recommended changes are not incorporated in final submission, these should be documented.**
- **Final COP/ROP21 Submission Due:** Country team submits all final COP elements (including mission letter, approval memo, SDS and tools) to S/GAC **approximately 7 days prior to the approval meeting**. Please consult with Chairs/PPMs on finalizing dates for all elements. S/GAC to provide concurrence within two days of final approval meeting.
- **COP/ROP21 Virtual Approval Meetings:** Country team selects a date between **May 3th and May 21<sup>st</sup>** to brief Chair/PPM, partner government leadership, multilateral and private sector stakeholders, and CSOs, reviewing updates made after Planning Meeting.

**Table 4. Summary of Tool Completion Activities**

OU/Field Team
<ul style="list-style-type: none"> <li>• <b>FAST:</b> 1) Following COP meetings, working out of the updated FAST received following the first checkpoint, teams will finalize the FAST, incorporating decisions made at COP meetings, 2) Leverage COP dossiers extensively during this period in budget analysis / decision-making, 3) 7 days prior to approval meetings, teams submit the final version of the FAST, fully balanced and free of all validation errors, to SGAC for review in OU SharePoint folder COP21&gt; Guidance Tools and Resources&gt; FAST&gt; Pre-Approval Checkpoint.</li> <li>• <b>SPT:</b> 7 days prior to approval meetings, teams submit the final version of the SPT, free of all validation errors, to S/GAC for review in OU SharePoint folder HQ Collaboration &gt; COP 2021 – FY 2022 &gt; Guidance, Tools and Resources &gt; SPT &gt; SPT Versions.</li> <li>• <b>Datapack:</b> 7 days prior to approval meetings, teams submit final version of DataPack. Final DataPack with all targets, including PSNUxIM tab, must reflect final discussions and decisions within Field team, and with CAST, particularly Chair/PPM.</li> <li>• <b>Targets must be must have agreement from implementing partners on their targets for FY22 and external stakeholders on program level targets.</b></li> <li>• These tool submissions should be your final submission. The tools must be balanced, free of all validation errors, meeting all earmarks, and agreed upon targets and procurement decisions, and reflective of all final strategic direction and decisions for COP21.</li> <li>• Teams will hear back from Chair/PPM with final programmatic review of the tools, and will also notify team if showstoppers are identified during this checkpoint. If showstoppers are identified the team would work with S/GAC to resolve remaining issues. If no remaining issues are identified in checkpoint review, PPM will receive clearance to approve tools in Next Gen and DATIM, and the tools portion of COP will be complete.</li> </ul>
HQ Reviewers
<ul style="list-style-type: none"> <li>• Conduct regular check ins with team and leverage COP dossier to ensure that tools are aligned with final strategic direction and final controls, as determined in COP/ROP meetings.</li> <li>• In the days leading up to the second and final checkpoint, work with field team to ensure the tools are in their final states, including meeting all controls and earmarks, reflecting final COP21 strategy, targets and procurements, and ensuring that no validation errors or warnings are present anywhere in in any of the tools.</li> <li>• Ensure checkpoint submission of final tools in SharePoint for FAST and SPT folders shown to the left 7 days prior to approval meeting.</li> <li>• Once submission is received, HQ reviewers will perform a final review. 48 hours after checkpoint submission, Chair/PPM will schedule a sit-down with HQ reviewers to discuss final feedback from checkpoint, and to discuss is showstoppers are present.</li> <li>• After sit-down, PPM/Chair should take feedback from checkpoint, and provide back to field teams, prioritizing resolution of all showstoppers.</li> <li>• Once showstoppers are resolved, the PPM will both submit AND approve the FAST in the work flow dashboard in FACTS Info.</li> <li>• Finally, the PPM will upload all tools to the document library in FACTS Info</li> <li>• CAST members will review all COP/ROP21 docs for final sign off and approval memo signatures.</li> </ul>

## ***COP/ROP21 Approval Meeting***

Single countries and regional programs should plan for a maximum of 45- and 75-minute presentations, respectively, allowing sufficient time for questions and comments from leadership and external stakeholders. Total sessions will be 60- and 90-minutes for single countries and regions, respectively. Table 5 below provides topics that teams are expected to include within their approval meeting presentation.

**Table 5. Approval Meeting Topics**

Approval Meeting Topics
Summary of planning meeting milestones covered inclusive of; External stakeholder key inputs, COP21 Vision, strategy, and final decisions.
<ul style="list-style-type: none"><li>• Epidemiologic updates, including progress towards 95-95-95 with new Spectrum Estimates</li><li>• Review of FY20 APR and FY21 Q1 programmatic and financial performance<ul style="list-style-type: none"><li>◦ Clinical cascade</li><li>◦ Prevention cascade</li><li>◦ Systems investments</li></ul></li><li>• Implementation status of COP/ROP 20 interventions</li><li>• Impacts of COVID-19</li><li>• New approaches in COP/ROP 21</li><li>• MPR/Policy updates, including progress towards implementing the minimum program requirements</li><li>• Comparison of COP/ROP20 and 21<ul style="list-style-type: none"><li>◦ MER Targets</li><li>◦ Budget allocations by program areas</li><li>◦ COP19 MER Result</li><li>◦ COP19 Expenditure by program area</li></ul></li><li>• Stakeholder feedback and lessons learned from CLM, if available, and descriptions how PEPFAR incorporated feedback as part of COP/ROP 21</li><li>• Status of all tools (FAST, Datapack, SPT, SDS) should be complete with entry in systems of record (DATIM, FactsInfo) before the out brief/approval meeting</li></ul>

## ***COP/ROP21 Strategic Direction Summary (SDS)***

Teams should please refer to Appendix G: Expectations for COP21 SDS Submission. Updates to the COP/ROP 20 SDS in preparation for the COP/ROP 21 submission should include:

- Updates to all narrative sections to include any new areas of effort in COP 21
- Update tables to reflect
  - Revised PLHIV estimates (Spectrum, PHIA, etc.)
  - FY 2020 APR data
  - Financial resources
    - Tables 2.3.1 - 2.3.3
- Updated charts and graphs with direct pulls from Panorama.
- Updates to from SDS
  - Appendix B, Table B.1.3 (Budget codes have been removed from the FAST this year), the updated budget visualizations will be by program area and sub by service delivery and non-service delivery budgets and percent, and a complementary Table B.1.4 shows budget by program area and beneficiary.
  - Appendix C (Table Six and SRE will not be completed this year).

## Special Note on External Stakeholder Engagement Expectations

Country teams must have routine feedback mechanisms with external stakeholders including civil society throughout the COP/ROP process starting with the in-country retreats (which occurred in January 2021). Expectations are external 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. Additionally, to ensure that external voices are heard, Chairs/PPM will be available to meet with external stakeholders (Host country government, civil society and multilateral partners) one-on-one throughout the process.

The summary below describes minimum expectations for COP/ROP 21 stakeholder engagement.

### **Suggested Four (4) days before virtual planning meeting:**

Country Teams will provide:

- Datapack with overall targets are shared with external stakeholders (flatpack and summary table)
- FAST summary data/visualizations for stakeholders to review
- Feedback is incorporated throughout the process

External Stakeholders will:

- Provide feedback on Day 1 of the virtual meeting
- Any changes needed at the end of the meeting will be documented and OU team will make necessary edits based on external stakeholder feedback as well as other feedback

### **Suggested Four (4) days prior to final COP/ROP21 submission:**

Country Teams will provide:

- Datapack with overall targets are shared with external stakeholders (flatpack and summary table)
- FAST summary data/visualizations for stakeholders to review
- COP/ROP21 SDS

External Stakeholders will:

- Provide feedback/concurrence for COP/ROP21 approval

# COP/ROP21 Virtual Meeting Logistics

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The COP21 S/GAC Logistics Team will coordinate with Chairs/PPMs to support the COP21 virtual Planning Meetings for each OU. Each OU, upon request (opt-in), will be assigned a Logistics Technician who will work closely with the Chair/PPM throughout the preparation, planning, and completion Phases of COP development. The Logistics Technician will deliver support through a suite of services that were specifically designed to assist the Chair/PPM in planning and facilitating a successful meeting.

## Meeting Delegation

Logistics Technicians will assist Chairs/PPMs with confirming official delegation, including country team focal persons, USG agency leads and technical experts (e.g., ISMEs); partner government, private and multisector, and CSO representatives; and meeting interpreters. Chairs/PPMs should provide assigned Logistics Technicians a list of all attendees to enable them to properly confirm and register meeting participants. This will help Logistics Technicians coordinate meeting invites, manage virtual meeting sessions, coordinate ISMEs when needed and set up breakout rooms if required.

## Virtual Meeting Platforms

S/GAC will provide support, upon request, for *WebEx* and *Zoom* virtual meeting platforms. Coordinators should advise their OU's Chair/PPM immediately if they, for any reason, cannot access or use either of these platforms. WebEx and Zoom user guides can be found in the [COP21 Virtual Planning Meeting Resources](#) folder on the [COP21 SharePoint](#) site.

Additionally, Chairs/PPMs might use at their discretion the PEPFAR Sharepoint OU landing page (USG Only) and PEPFAR COP21 Foreign Affairs Network - FAN (Non-USG Stakeholders) to share materials, including pre-recorded plenary sessions and OU specific planning materials.

## Attendees and ISME Coordination

S/GAC will help keep track of the number of attendees and promote active and useful meeting participation. Each Logistics Technician will work with the Chair/PPM for their assigned OU to confirm an ISME list, schedule attendance, and coordinate attendance at the time of the meetings.

## Meeting Interpretation

The Logistics Team is prepared to work closely with country teams to coordinate meeting interpretation support. Country teams should first identify the type of services needed (e.g., simultaneous interpreter services, consecutive interpretation services, and/or translation of written material) and then use referrals and resources at post to identify interpreters. Coordinators should advise their OU's Chair/PPM immediately if they cannot source an interpreter in country. Once identified, the Chair/PPM should work with the Coordinator to supply the Logistics Technician with the cost of the interpretation services, including any associated costs (e.g., travel, transportation, materials, etc.). S/GAC will begin the process of creating a mechanism for payment once an estimate of interpreter services for each OU is received. Payment will be made once services are rendered and an invoice is received.



# COP21 Meeting Participant Terms of Reference

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This section defines roles and responsibilities during the COP21 Virtual Planning Meeting. For broader roles and responsibilities of CAST members, ISMEs, and Communities of Practice, please refer to the PEPFAR Country Accountability and Support Team (CAST) Terms of Reference.

## S/GAC OU-Specific Support

PEPFAR Chairs serve as the most senior PEPFAR representative for their OU, providing strategic direction throughout the COP21 planning process—guiding technical, financial, and operational matters—in accordance with the specific authority and obligations of PEPFAR on behalf of S/GAC.

Other COP21 roles and responsibilities include:

- Participating in the Country Strategic Retreat.
- Chairing the COP21 Country Team/CAST Checkpoints, COP21 Planning Meeting sessions and the virtual Approval Meeting.
- Reviewing all tools and deliverables for alignment with the OU's COP21 strategic direction.
- Liaising with PEPFAR Coordinator, S/GAC leadership, Deputy Principals, and CAST members to resolve any issues.
- Sign COP approval memo

PEPFAR Program Managers (PPMs) work alongside the Chair providing programmatic strategy for their OU. Other COP21 roles and responsibilities include:

- Participating in the Country Strategic Retreat.
- Support the Chair in leading the COP21 Country Team/CAST Checkpoints, Planning Meeting sessions and the virtual Approval Meeting.
- Reviewing all tools and deliverables for alignment with the OU's COP21 strategic direction.
- Collaborating with Logistics Technicians to manage COP21 Planning Meeting registration and virtual meeting attendance, to include inviting HQ technical experts to relevant meeting sessions.
- As needed, upload materials to the appropriate PEPFAR Sharepoint OU landing page (USG Only) and PEPFAR COP21 Foreign Affairs Network - FAN (Non-USG Stakeholders.)

## Agency HQ Leadership and Support

Agency Deputy Principals engage with S/GAC, agency HQ leadership to facilitate decision making for:

- Participating in senior leadership meetings throughout the Preparation and Planning Meeting phases (e.g. Senior Leadership Summit, weekly DP meetings, etc.)
- Collaborating with their respective agencies (including Agency POCs), senior S/GAC leadership, and Chairs to lead in resolving any identified problems.
- Sign COP approval memo

Agency Points of Contact (POCs) serve as liaisons between the CAST and their respective agency HQs and HQ leadership. COP21 roles and responsibilities include:

- Participating in the COP21 Country Strategic Retreats, Country Team/CAST Checkpoints, Planning Meeting sessions and the virtual Approval Meeting.
- Collaborating with Implementation Subject Matter Experts (ISMEs) to bring an understanding of the epidemiology, the state of the epidemic, and the country context to meeting sessions; advising Chair/PPM when ISMEs should be included in Planning Meeting sessions.
- Consulting within their respective agencies (including DPs) to proactively manage & address identified problems or gaps in close coordination with the Chair/PPM.

Implementation Subject Matter Experts (ISMEs) offer technical expertise & knowledge of country context to support CAST and PEPFAR country teams in up to three assigned OUs. Their COP21 roles include:

- Supporting assigned OU country teams in developing COP21 technical strategies, conducting analyses, and producing slides and other deliverables.
- Participating in COP21 Planning Meeting sessions for assigned OUs as invited by Chairs/PPMs.

# SGAC Tools, Technical, and Logistics Support

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## Tools Support

S/GAC Tool Teams develop and update planning tools and tool guidance for COP21. Other functions include:

- Providing webinars and trainings on COP21 tools.
- Reviewing tools and providing feedback to ensure alignment with overarching COP21 strategy and compliance with PEPFAR data systems.
- Supporting country teams through help desk tickets, a new helpdesk chat function and virtual one-on-one meetings.
- DataPack support can be requested through DATIM Zendesk, including clarifying guidance from DUIT, and assistance from DataPack team and/or ICPI, particularly between April 1<sup>st</sup> and initial tool submission.
- Interagency Collaborative for Program Improvement (ICPI) assistance can include support in using data to understand program gaps, and target setting for program areas that do not have a standard algorithm (e.g. KP targets). It cannot involve overriding standard algorithms, and should always work within overall, particularly COP21, guidance.

PRIME (PET and DUIT) Liaisons provide analytic support to Chairs/PPMs during the COP21 Preparation and Planning Meeting phases.

- Supporting PRIME Tool Reviewers and serving as the primary POC for the FAST and DataPack for Chairs/PPMs.
- Participating in COP21 Country Strategic Retreats, Country Team/CAST Checkpoints, Planning Meeting sessions and the virtual Approval Meeting.

M&B Reviewers provide budget support to Chairs/PPMs and agency financial POCs for COP21.

- Facilitating timely responses to budget-related questions.
- Guiding Chairs/PPMs through the control change process using the Control Change Request SharePoint workflow.

### S/GAC Technical Leads

- Liaising between Chairs/PPMs, ISMEs, and country teams to develop technical strategies in line with COP21 guidance.
- Providing ad hoc technical area support throughout the Preparation and Planning Meeting phases.
- Participating in COP21 Planning Meeting sessions only as invited by Chairs/PPMs.

## Logistics Support

Logistics Technicians provide logistics support to Chairs/PPMs (and thereby country teams) of assigned OUs to during the virtual Planning Meeting. COP21 logistics support services include:

- Collaborating with Chair/PPM to identify interpretation needs for assigned OUs.
- registering all attendees and sending virtual meeting session invites with WebEx or Zoom links as determined by the Chair/PPM.
- Coordinating and scheduling ISMEs as need is identified by Chairs/PPMs (i.e. obtaining list of ISME'S for each OU; working with Chair/PPM to obtain a schedule for ISME attendance)
- Managing meeting operations for regular meeting sessions and breakout rooms, including session recording, attendee vetting, and chat monitoring.
- Setting up and maintaining channels (i.e., WhatsApp groups) for real-time communications regarding logistics requests from Chair/PPM.
- Support the Chair/PMM as needed to upload materials to the appropriate PEPFAR Sharepoint OU landing page (USG Only) and PEPFAR COP21 Foreign Affairs Network - FAN (Non-USG Stakeholders.)

# Appendix A: Plans for Resumption of PEPFAR COP/ROP 2021 Planning Process

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Posted on March 5<sup>th</sup> 2021

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

Recognizing the tremendous toll that COVID-19 continues to take on countries and regions supported by the President's Emergency Plan for AIDS Relief (PEPFAR) around the globe, on February 9, 2021, PEPFAR issued a temporary pause on its Country/Regional Operational Plan (COP/ROP) 2021 planning process. During this temporary pause, PEPFAR teams and partners continued to focus on the current implementation of COP/ROP 2020, adapting and optimizing the PEPFAR program amid COVID-19 to best serve HIV clients and beneficiaries during these challenging times.

The PEPFAR Country/Regional Operational Plan (COP/ROP) 2021 planning process will resume, effective April 1, 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 fiscal year (FY) 2022.

The Biden-Harris Administration is fully committed to and supportive of PEPFAR's mission to control the HIV/AIDS epidemic as successfully led and managed by the State Department, executed through U.S. government implementing agencies, and conducted in close collaboration with our many partners and communities around the globe. COP/ROP 2021 will reflect and incorporate new policies prioritized by the Biden-Harris Administration, including rescission of the Mexico City Policy, reengagement with the World Health Organization, and others that are relevant to PEPFAR.

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 when COP/ROP 2021 planning resumes. The resumption of COP/ROP 2021 will build upon this good work and deliver a much shortened and streamlined process that continues to prioritize meaningful and transparent dialogue with partner governments, multilaterals, and civil society, to the greatest extent feasible given the unprecedented situation of COVID-19.

The PEPFAR COP/ROP 2021 process will be shorter and much more flexible than in previous years as is summarized below.

- April 1-14, 2021: Preparations and deliberations within the U.S. government interagency and partners.
- April 15-29, 2021: Maximum of 2 days (4 hours per day) of virtual planning/review meetings for all countries and regions focused on their respective priority areas, occurring on a rolling basis. Countries and regions will have the flexibility to self-select earlier dates within this window if they are closer to completion. Those that feel they need more time can self-select later dates within this window.
- May 3-21, 2021: Streamlined tool completion, submission and approvals for each country or region will occur on a rolling basis. Countries and regions will have the flexibility to complete their COP/ROP 2021 process sooner than May 3, if they wish.
- Following COP/ROP 2021 headquarters approvals, PEPFAR will work through the summer months to move expeditiously through the required processes of Congressional notifications, approvals, and transfer of funds to implementing agencies in advance of the beginning of FY 2022.
- More detailed information on COP/ROP 2021 resumption plans will be forthcoming, including through PEPFAR global webinars. PEPFAR is deeply grateful to all of its teams and partners for their continued flexibility, patience, and commitment to ensuring access to life-saving HIV services around the globe.

## Appendix B: Tools Schedule and Purpose

Key Milestone for Tools	OU Timeline	Assumptions
<b>Submission #1: 1st Draft Tool Submission</b>	At least 7 Days prior to 2-Day Planning Meeting. To occur within Phase 1: Preparation April 1 <sup>st</sup> – 14 <sup>th</sup>	All OUs to have regular check ins adopted to their timelines, submit working version of tools for PRIME and Chair/PPM review
<b>COP Planning Meeting</b>	To occur within Phase 2: Planning April 15 <sup>th</sup> – 29 <sup>th</sup>	
<b>Submission #2: Tools Due for Final Review<sup>1</sup></b>	At least 7 Days prior to Approval Meeting. To occur within Phase 3: Completion May 3 <sup>rd</sup> – 21 <sup>st</sup>	All OUs to have regular check ins adopted to their timelines, submit working version of tools for PRIME and Chair/PPM review
<b>Final Submission: Tools Submitted for Systems Upload to DATIM/FI-NG<sup>3</sup></b>	Expected 48 hours of approval meeting To occur within Phase 3: Completion May 3 <sup>rd</sup> – 21 <sup>st</sup>	Between tool submission #2 in DATIM and FI-NG to review in system, resolve validation issues, update inactive mechanisms, and generate approval memo tables
<b>COP21 Submission Due<sup>4</sup></b>	At least 7 Days prior to Approval Meeting. To occur within Phase 3: Completion May 3 <sup>rd</sup> – 21 <sup>st</sup>	Within 7 days of COP planning meeting, OUs to submit draft SDS and finalize COP; SGAC to provide concurrence within 48 hours of COP submission

### Data pack check-ins – Purpose

- **Submission #1:** • Validate high-level strategic planning direction aligns with the vision set by the PLL. • Highlight any areas for technical assistance. • Ensure construction of Data Pack has not been tampered with. • An initial but complete PSNUxIM tab should be completed for this round of the DataPack. • This is necessary to highlight any issues, and flag for discussion during the two-day meeting any concerns about programmatic contribution by IMs and to make sure DataPack and FAST align. • Both Field Team and CAST should use COP PAW Dossiers to review.
- **Submission #2:** • Confirm resolution of any issues flagged during your first submission. • Confirm no discrepancies between targets modeled in your submitted Data Pack and any COP Meeting presentations to date or other high-level discussions had with PPMs and Chairs. • Review the PSNUxIM tab and address issues related to IM and DSD-TA allocation, and deduplication. • Confirm Data Pack alignment with all high-level decisions and any final presentations given by the Country Team. Confirm resolution of any issues flagged during the second submission. • Track down and resolve any last bugs and issues in seen in the Data Pack • Confirm the Data Pack is as near final as possible.
- **Final Submission:** • Confirm all targets modeled in the Data Pack are ready for submission to DATIM. • Secure Interagency Government sign-off for import of your submitted Data Pack to DATIM. • Note authority to waive any lingering validation issues flagged by the Data Pack Self-Service App (datapack.datim.org).

### **FAST check-ins – Purpose**

- **Submission #1:** • Validate high-level strategic planning direction aligns with the vision set by the PLL. • Ensure controls in FAST are latest and greatest as approved by M&B • Validate that tool is not broken, or contains validation errors or warnings • Provide comprehensive programmatic review by PET liaison • Provide updated tool with all tool issues resolved (if needed).
- **Submission #2:** • Confirm issues from submission 1 are resolved • Confirm tool reflects decisions from planning meetings and still aligns with PLL • Ensure controls in FAST are latest and greatest as approved by M&B • Validate that tool is not broken, or contains validation errors or warnings • Provide comprehensive programmatic review by PET liaison • Provide updated tool with all tool issues resolved (if needed) • Indicate if additional work on tool is necessary or if tool is cleared for submission.
- **Final Submission:** • Provide comprehensive review of all data and confirm it is ready for submission and approval in Next Gen • Provide final refreshed tool with all final data that is ready for upload • Provide final tool clearance and programmatic clearance by both PET and M&B.

### **Supply Planning Tool (SPT) check-ins – purpose**

- **Submission #1:** • Check tool is not broken or contains validation errors. • Programmatic review to ensure alignment with OU strategy and commodities needs • Technical review to ensure optimal regimens and quantities are planned • Confirm FAST commodities-e tab aligns with SPT.
- **Submission #2:** • Check tool is not broken or contains validation errors. • Programmatic review to ensure alignment with OU strategy and commodities needs • Technical review to ensure optimal regimens and quantities are planned • Confirm FAST commodities-e tab aligns with SPT.
- **Additional Submissions (as needed):** • • Check tool is not broken or contains validation errors. • Provide comprehensive review of all data and confirm it is ready for approval • Provide final tool and programmatic clearance.

## Appendix C: Performance/Technical Discussion Topics

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- COVID-19 Impact: Summary of critical impact on implementation and performance due to COVID-19. Inclusive of key innovations and solutions to mitigate challenges.
- Epidemiologic Updates including new surveillance and survey data
- DREAMS: Review of FY20–FY21 Q1 results and COP21 strategy for DREAMS implementation (MPR).
- Orphans and Vulnerable Children (OVC): Review of FY20–FY21 Q1 results and COP21 strategy for OVC services by age group and by OVC program type to support epidemic control and prevention objectives (MPR).
- PMTCT And Pediatric Epidemic Control: Review of FY20–FY21 Q1 results and COP21 strategy for clinical cascade for women 15+, PMTCT, PrEP services, and other prevention.
- Key and Vulnerable Populations: Review of FY20–FY21 Q1 results and COP21 strategy for key populations prevention continuum, clinical cascade, and PrEP services.
- VMMC: Review of FY20–FY21 Q1 results and COP21 strategy for VMMC.
- Cervical Cancer: Review of FY20–FY21 Q1 results and COP21 strategy for cervical cancer screening
- TB prevention and treatment: Review of FY20–FY21 Q1 results and COP21 strategy for TB prevention and treatment activities to reach epidemic control goals. (MPR)
- Commodities: Review of plans for activities to achieve epidemic control goals; determine division of partner government, Global Fund, and PEPFAR purchases; address existing and potential gaps in delivery.
- Viral Load Scale Up and Laboratory Instrument Mapping and Optimization: Review of FY20–FY21 Q1 results and COP21 strategy for: (a) viral load scale up (MPR) (b) laboratory interventions and diagnostic network optimization (DNO).
- Community Led Monitoring (CLM): Discuss community-led monitoring implementation and practice incorporating stakeholder feedback from Meeting Day 1 and throughout subsequent discussions (MPR). Civil Society presents on strategy; planned and ongoing activities; preliminary findings; current and proposed budget; organizational diversity; geographic coverage; preferred communication frequency; and method reporting of observations and recommendations to the PEPFAR program.
- Sustainability and DRM: Provide context on program or technical areas ripe for sustainability planning and DRM resources from public and private sources.



# Appendix D: Criteria for Setting Planning & Approval Meetings

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In selecting dates for the planning and approval meetings, please consider the following;

## **General Assumptions**

- Throughout all steps of the preparation, planning and approval process, stakeholder engagement is essential. A COP/ROP cannot be developed, planned nor finalized without civil society input, multilateral coordination and partner government leadership.
- Planning meetings will be a maximum of 2 Days (4hrs/day) – we understand some countries may opt for fewer days/hours – only if full expectations of stakeholder engagement has been incorporated throughout and tools are submitted in good shape reflecting the programmatic decisions.
- OUs that are closer to completion may self-select earlier planning/review meeting dates, or if significant work is needed to reflect program decisions in the COP tools or strategic updates, you may propose later dates.
- Countries and regions will have flexibility and may begin and finish sooner than the May 3<sup>rd</sup> period, if they wish.

## **Requirements for scheduling the Maximum 2-Day Virtual Planning Meetings (April 15<sup>th</sup> - 29<sup>th</sup>)**

- Based on when OUs wish to schedule their 2-day planning meeting, a completed penultimate version of three tools (FAST, Datapack, and Supply Planning Tool) must be submitted to the Chair and PPM at least 1 week (5 business days) before that date.
  - Example: If requesting planning meeting dates for April 19-20, a completed FAST, DataPack and Supply Planning Tool must be shared with your Chair/PPM by April 12 COB EST-USA at the latest.
  - Visualizations from FAST (without IM level budgets), and DataPack (without the IM/SNU tab) should be shared with civil society and partner government for their review and input as well.
  - The analysis of these tools will be used to set the Virtual Planning Agenda.
- All required external stakeholders, including CSOs, partner governments, and multilateral partners have been consulted in the process for completing tools and assumptions within.

## **Requirements for scheduling of the Approval Meeting (May 3<sup>rd</sup> – 21<sup>st</sup>)**

- Based on when OU's want to schedule their COP approval meeting (which also serves as the out brief to stakeholders, interagency and S/GAC leadership and agency Deputy Principals) all final tools (FAST, Datapack, Supply Planning Tool) and Strategic Direction Summary (SDS) that uses COP/ROP 2020 SDS and highlights new COP/ROP 2021 decisions/agreements must be submitted 1 week (5 business days) in advance.
  - Example: If requesting an approval/out brief meeting May 13, a final FAST, DataPack, Supply Planning Tool and the SDS must be submitted by May 6 at the latest.
- Please note that it is critical that teams are using the correct budget controls in their tools and that tools are not modified to change their functionality. If budget controls are changed from approved level, or tools are modified, it will significantly delay the process of review and approval. OUs should work closely with their Chairs and PPMs prior to submission if any unusual circumstances arise.
- Contingent upon all requirements being met, it is possible that OUs can schedule their approval meetings prior to May 3<sup>rd</sup>.
- Unless requested otherwise by teams, virtual approval meetings for countries will be 60-minutes and regions will be 90- minutes.



### **Finalizing Country and Region-Specific COP/ROP21 Timelines**

- By Wednesday, March 17, PEPFAR OUs self-select their preferred planning and approval meeting dates.
- By Monday, March 22, S/GAC will validate overall PEPFAR calendar with agency Deputy principals
- By Tuesday, March 23, S/GAC will share final PEPFAR calendar with confirmed meeting and out brief dates for all OUs.

## Appendix E: Where is my Tool?

The table provides high-level overview of who has the COP tools through from prep phase to approval.

Who has the tool? Which stakeholder has version control of each tool at each stage of the COP21 Process...

	Now- March 22	March 22- April 1	April 1- seven days prior to COP meetings	7 Days Prior to COP Meetings	5 days prior to COP meetings	3-4 days prior to COP meetings	During and After COP meetings	7 days prior to approval meetings	5 days prior to approval meetings	3-4 days prior to approval meetings	After Approval Meetings
<b>FAST</b>	Field Team	SGAC	Field Team	SGAC	Chair/ PPM	PPM> Field Team	Field Team	SGAC	Chair/ PPM	PPM> Field Team	PPM> FING Workflow Dashboard + FING Doc Library
<b>DataPack</b>	Field Team	SGAC* <i>Only if necessary due to OPU's</i>	Field Team	SGAC	Chair/ PPM	PPM> Field Team	Field Team	SGAC	Chair/ PPM	PPM> Field Team	PPM> DATIM+ FING Doc Library
<b>SPT</b>	Field Team	SGAC	Field Team	SGAC	Chair/ PPM	PPM> Field Team	Field Team	SGAC	Chair/ PPM	PPM> Field Team	PPM> FING+ FING Doc Library

# Appendix F: COP/ROP 2021 Sample Planning Meeting Agenda

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Please adjust according to OU priority technical areas identified based on feedback from external stakeholders and the initial review of tools, as identified by the Chair, PPM and CAST. Stakeholder engagement and discussion must be prioritized. PEPFAR's COP/ROP 21 process must ensure transparent, meaningful and robust stakeholder engagement throughout the process. To ensure all voices are heard during the planning meetings themselves, 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 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.

It is expected that with a seven (7) day lead time from submission of tools to the scheduling of the planning meetings, there will be sufficient lead time to itemize key stakeholder issues and tailor presentations and feedback on all concerns raised.

**Monday-Tuesday April xx-xx -7:00 AM (DC) – x:xx PM (OU)**

**NOTE:** Presentations can be found [INSERT LINK FOR SHAREPOINT OR FAN SITE](#).

PEPFAR COUNTRY is inviting you to a scheduled virtual meeting.

[Join Zoom Meeting](#)

[INSERT LINK](#)

Meeting ID: xxx xxxx xxxx, Passcode: xxxxxx, One tap mobile:

Time	DAY ONE Sample Agenda Items
07:00 – 07:20 DC	<b>Welcome and Introductions (Chair)</b> <ul style="list-style-type: none"> <li>• Roll call of field leadership and team participants and roles through the chat</li> <li>• Introduction to the agenda</li> <li>• Call expectations and framing <ul style="list-style-type: none"> <li>○ Streamlined COP planning meeting should be seen as chance to collectively validate strategy, targets and budget.</li> <li>○ Discuss key stakeholder priority areas in more depth.</li> </ul> </li> <li>• Brief remarks from USG country front office</li> <li>• Brief remarks from partner country government representative</li> <li>• Logistics/Housekeeping (PPM)</li> </ul>
07:20 – 07:50 DC	<b>Summary status</b> of overall program at Q1, including impact of COVID with Minimum Program Requirements. (PEPFAR Country Team)
07:50 – 08:10 DC	<b>COP/ROP 21 Vision presentation</b> (PEPFAR Country Team)
08:10 – 09:10 DC	<b>Discussion of COP/ROP21 priority items from Government, Civil Society and Multilateral Partners</b> <ul style="list-style-type: none"> <li>• Presentation by partner Government/MOH (10 minutes)</li> <li>• Presentation by a representative from multi-lateral stakeholders UNAIDS, GF, WHO (10 minutes)</li> <li>• Presentation by a representative from civil society stakeholders (10 minutes)</li> <li>• Discussion (30 Minutes)</li> </ul>

09:10-09:15 DC	<b>Short Break</b>
09:10 - 10:40 DC	<b>Priority technical discussions with stakeholders</b> on 2-3 priority areas, part one (Presentations by PEPFAR Country Team, with specific references to areas shaped by stakeholder inputs, with half time reserved for feedback and discussion with stakeholder stakeholders) <ul style="list-style-type: none"> <li>• Topic one</li> <li>• Topic two</li> </ul> Discussion after each topic
10:45 – 11:00 DC	<b>Day one summary and identification of action items</b> (S/GAC Chair and PPM)

Time	DAY TWO Sample Agenda Items
07:00 – 07:15 DC	<b>Updates on any actions needed from day one and further reflection on critical issues for follow up</b> (Chair/PPM with all participants)
07:15 – 08:45 DC	<b>Priority technical discussions with stakeholders</b> , part two (Presentations by PEPFAR Country Team with at least half time reserved for feedback and discussion with external stakeholders) <ul style="list-style-type: none"> <li>• Topic one</li> <li>• Topic two</li> <li>• Topic three</li> <li>• Discussion after each topic</li> </ul>
08:45 – 08:50 DC	<b>Short Break</b>
08:50 – 10:20 DC	<b>Priority technical discussions with stakeholders</b> , part three (Presentations by PEPFAR Country Team with half time reserved for feedback and discussion with external stakeholders) <ul style="list-style-type: none"> <li>• Topic one</li> <li>• Topic two</li> <li>• Topic three</li> </ul> Discussion after each topic
10:20 – 10:45 DC	<b>Day two summary and identification of critical actions needed to finalize COP/ROP submissions</b> (S/GAC Chair and PPM, 15 minutes)
10:45 – 10:55 DC	<ul style="list-style-type: none"> <li>• Brief words to the team from the USG Front Office</li> <li>• Brief words to the team from a representative from the partner government</li> </ul>

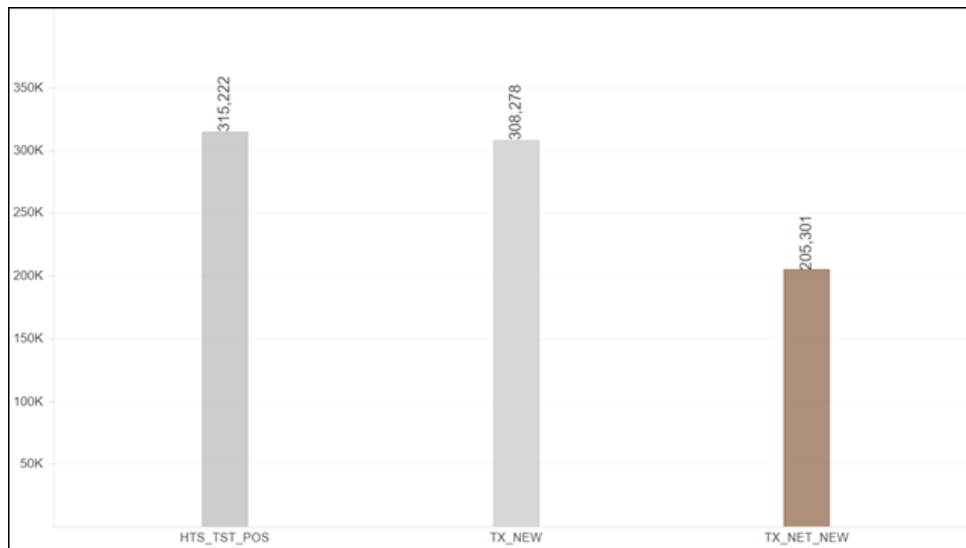
## Appendix G: Expectations for COP21 SDS Submission

As communicated previously, OUs should update their existing COP/ROP20 SDS Word document rather than use what was previously shared as a new COP21 template, highlighting any new decisions, agreements, shifts planned for COP 21.

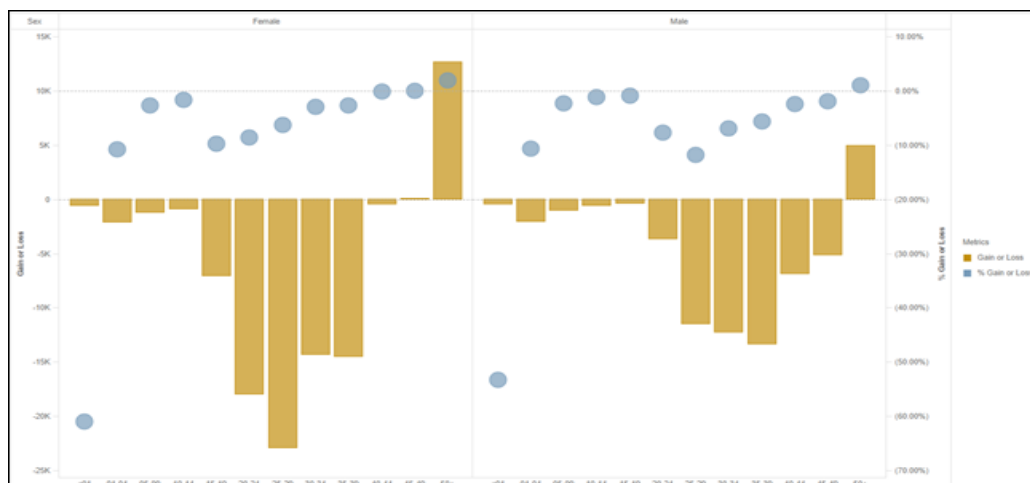
- In each section, please note if key activities have ended or are continuing, and any new strategic shifts or priorities
- For each table or graph, please replace with Q1 or most recent data.

**What is UPDATED to streamline COP20 SDS:** In several areas, using updated visualizations should help streamline this process:

For Figure 2.1.5, **Progress retaining individuals in lifelong ART in FY19**, the bar chart for FY20 visual comes from the clinical cascade, single OU dossier, single OU chapter, overall cascade page. Expand 2nd 90 figures.



For Figure 2.1.6, *Proportion of clients lost from ART 2018 Q4 to 2019 Q4*, please use Clients Gained/Lost from ART by Age/Sex, FY20 Q4 with the visualization from the treatment, single OU dossier, retention and net gain/loss proxies chapter, patient loss or gain by fine age/sex. Select last 4 quarters.



For Table 2.3.1 *Annual Investment Profile by Program Area*, this table with pre-populated data will come from S/GAC to OUs as part of the HIV Resource Alignment country profile (table S1) and includes additional information by program area for teams to paste into their SDS.

Table 2.3.1 Investment Profile (Funding Landscape) for HIV Programs						
	Total	Domestic Government	Global Fund	PEPFAR	Other Funders	Trend
	\$	%	%	%	%	2018-2021
Care and Treatment						
HIV Care and Clinical Services						
Laboratory Services (incl. Treatment Monitoring)						
Care and Treatment (Not Disaggregated)						
HIV Testing Services						
Facility Based Testing						
Community Based Testing						
HIV Testing Services (Not Disaggregated)						
Prevention						
Community mobilization, behavior and norms change						
Voluntary Medical Male Circumcision						
Pre-Exposure Prophylaxis						
Condom and Lubricant Programming						
Opioi Substitution Therapy						
Primary Prevention of HIV & Sexual Violence						
Prevention (Not Disaggregated)						
Orphans and Vulnerable Children						
Case Management						
Economic Strengthening						
Education Assistance						
Psychosocial Support						
Legal, Human Rights, and Protection						
OVC (Not Disaggregated)						
Above Site Programs						
Human Resources for Health						
Institutional Prevention						
Procurement and Supply Chain Management						
Health Mgmt Info Systems, Surveillance, and Research						
Laboratory Systems Strengthening						
Public Financial Management Strengthening						
Policy, Planning, Coordination and Management of Disease Ctrl Programs						
Laws, Regulations and Policy Environment						
Above Site Programs (Not Disaggregated)						
Program Management						
Implementation Level						
Donor Level						
Total (incl. Commodities)						
Commodities Only						
	% of Total Budget					
Source: Narrative from the Resource Alignment COP Data Verification Template						

For Table 2.3.2 *Annual Procurement Profile for Key Commodities*, the new funding landscape/resource alignment profile has additional breakout information this year. This table with pre-populated data will come from S/GAC to OUs as part of the HIV Resource Alignment country profile (table S2) for teams to paste into their SDS.

Table 2.3.2 *Annual Procurement Profile for Key Commodities*

Table 2.3.2 Investment Profile (Funding Landscape) for HIV Commodities						
	Total	Domestic Government	Global Fund	PEPFAR	Other Funders	Trend
	Current Year	%	%	%	%	2018-2021
<b>Antiretroviral Drugs</b>						
<b>Condoms and Lubricants</b>						
Female Condoms						
Male Condoms						
Other Condoms and Lubricants						
<b>Rapid Test Kits</b>						
<b>Laboratory Supplies and Reagents</b>						
CD4						
Viral Load						
Other Laboratory Supplies						
<b>Medicines</b>						
Essential Medicines						
Tuberculosis Medicines						
Other Medicines						
<b>Consumables</b>						
WMMC Kits and Supplies						
Other Consumables						
<b>Health Equipment</b>						
Health Equipment						
Service and Maintenance						
<b>PSM Costs</b>						
<b>Total Commodities Only</b>						
Source: Narrative from the Resource Alignment COP Data Verification Template						

For section 5.0 *Program Support Necessary to Achieve Sustained Epidemic Control*, although Table 6 and SRE tools are not required for COP21, please note key changes to COP20 responses for above site investment plans in COP21. Appendix C is not required for the COP21 SDS since there will be no Table 6 or SRE to paste as visuals.

For Appendix B: *Table B.1.3 Resource Allocation by PEPFAR Budget Code (new funds only)*, since COP21 FAST does not include budget codes, please use the visualization directly from the COP21 FAST Dossier in PAW showing program area and sub by service delivery and non-service delivery budgets and percent.

Table B.1.3 Resource Allocation by PEPFAR Budget Code

Budget by Program & Sub						
Metrics	Amount			Percent to Total By Rows (Amount)		
Program and Sub	Non Service Delivery	Service Delivery	Total	Non Service Delivery	Service Delivery	Total
Total	\$1,975,138,514	\$2,834,744,354	\$4,809,882,868	41.06%	58.94%	100.00%
C&T: HIV Clinical Services	\$320,255,301	\$850,022,760	\$1,170,278,061	27.37%	72.63%	100.00%
PM: IM Program Management	\$571,014,001		\$571,014,001	100.00%		100.00%
C&T: HIV Drugs	\$7,973,952	\$464,102,163	\$472,076,115	1.69%	98.31%	100.00%
C&T: Not Disaggregated	\$167,049,032	\$185,552,061	\$352,601,093	47.38%	52.62%	100.00%
C&T: HIV Laboratory Services	\$37,135,737	\$305,376,923	\$342,512,660	10.84%	89.16%	100.00%
	\$188,386,289		\$188,386,289	100.00%		100.00%
PREV: VMMC	\$12,104,265	\$157,930,855	\$170,035,120	7.12%	92.88%	100.00%
ASP: HMIS, surveillance, & research	\$145,754,294		\$145,754,294	100.00%		100.00%
PREV: Not Disaggregated	\$35,668,957	\$104,414,121	\$140,083,078	25.46%	74.54%	100.00%
HTS: Facility	\$33,998,558	\$99,924,893	\$133,923,451	25.39%	74.61%	100.00%
PM: USG Program Management	\$120,574,504		\$120,574,504	100.00%		100.00%
PREV: Comm. mobilization, behavior & norms change	\$16,455,050	\$101,063,890	\$117,518,940	14.00%	86.00%	100.00%
PREV: PrEP	\$10,624,347	\$89,175,929	\$99,800,276	10.65%	89.35%	100.00%
HTS: Community	\$15,262,387	\$74,030,345	\$89,292,732	17.09%	82.91%	100.00%
SE: Case Management	\$8,918,899	\$79,718,989	\$88,637,888	10.06%	89.94%	100.00%
SE: Economic strengthening	\$4,690,612	\$82,775,194	\$87,465,806	5.36%	94.64%	100.00%
HTS: Not Disaggregated	\$16,670,505	\$48,176,080	\$64,846,585	25.71%	74.29%	100.00%
SE: Education assistance	\$200,000	\$62,336,200	\$62,536,200	0.32%	99.68%	100.00%
PREV: Primary prevention	\$12,462,576	\$49,376,716	\$61,839,292	20.16%	79.84%	100.00%



For Appendix B: *Table B.1.4 COP21 Resource Allocation by Program and Beneficiary*, this complements the updated Table B.1.3 and the visualization can be generated from the COP21 FAST Dossier in PAW.

Beneficiary by Program													
Program	ASP	ASP	C&T	C&T	HTS	HTS	M&O	M&O	PM	PM	PREV	PREV	SE
Beneficiary	Amount	Percent of Program Budget	Amount	Percent of Program Budget	Amount	Percent of Program Budget	Amount	Percent of Program Budget	Amount	Percent of Program Budget	Amount	Percent of Program Budget	Amount
Total	\$327,932,206	100.00%	\$2,200,838,556	100.00%	\$281,518,746	100.00%	\$506,533,799	100.00%	\$586,632,637	100.00%	\$585,114,082	100.00%	\$321,312,842
Females	\$12,342,708	3.76%	\$76,436,626	3.47%	\$8,726,164	3.10%	\$7,854,547	1.55%	\$11,511,229	1.96%	\$157,763,552	26.96%	\$105,304,644
Key Pops	\$15,382,350	4.69%	\$78,024,702	3.55%	\$57,497,881	20.42%	\$13,475,830	2.66%	\$4,235,279	0.72%	\$96,974,016	16.57%	\$2,026,143
Males	\$736,643	0.22%	\$36,724,593	1.67%	\$11,057,166	3.93%	\$414,130	0.08%	\$82,061	0.01%	\$160,560,043	27.44%	\$719,512
Non-Targeted Pop	\$286,805,930	87.46%	\$1,924,290,130	87.43%	\$174,428,334	61.96%	\$281,439,091	55.56%	\$547,512,486	93.33%	\$97,773,298	16.71%	\$20,094,782
OVC	\$5,371,454	1.64%	\$6,830,322	0.31%	\$2,711,989	0.96%	\$10,223,981	2.02%	\$9,483,141	1.62%	\$17,320,001	2.96%	\$187,741,753
Pregnant & Breastfeeding Women	\$2,417,623	0.74%	\$49,908,298	2.27%	\$16,299,863	5.79%	\$188,469	0.04%			\$13,263,495	2.27%	
Priority Pops	\$4,875,498	1.49%	\$28,623,885	1.30%	\$10,797,349	3.84%	\$3,502,735	0.69%	\$13,808,441	2.35%	\$41,459,677	7.09%	\$5,426,008