

ASIAN NETWORK OF PEOPLE WHO USE DRUGS (ANPUD) RESEARCH PROTOCOL

1. Information sheet

Study title	<i>Assessing participation of people who use and inject drugs in Global Fund Country Coordinating Mechanisms (CCM)</i>
Study design	<i>Qualitative exploratory research study using key informant interviews and self-administered internet-based surveys</i>
Study participants	<i>Primary respondents: adults who use and inject drugs and their representatives; secondary respondents: national stakeholders (members) of the CCM</i>
Planned sample size	<i>5 key informant interviews per site in 5 countries in Asia, 1 key informant interview per site in 3 additional regions, 1 key informant interview with toolkit development advisor, plus 30-50 respondents to the internet-based survey</i>
Planned study period	<i>May to October 2018</i>
Research question	<i>What is the quality of engagement of PWID in CCMS?</i>
Expected outputs	<i>A community engagement guide to facilitate meaningful PWID participation in CCMS, case studies and a regional report</i>
Principal investigators	<i>Mr. Pascal Tanguay, Mr. Bikas Gurung, Ms. Judy Chang and Mr. Mick Matthews</i>
Site investigators	<i>A list of the co-investigators (one per site) is included in the full protocol</i>
Date, version	<i>31 August 2018, v1.5</i>
Study sponsor	<i>Asian Network of People who Use Drugs (ANPUD) 10/96 Trendy Building (Fl.6) Soi 13, Sukhumvit Road, Klongtoey Nua, Wattana, Bangkok, 10110, Thailand</i>
Project consortium partner	<i>International Network of People who Use Drugs (INPUD) Unit 2C05, South Bank Technopark, 90 London Road, London, SE1 6LN, United Kingdom</i>
Funder	<i>The Global Fund to Fight AIDS, TB and Malaria Grant number TGF-17-080</i>

Conflict of interest

ANPUD and its partners declare that they have no conflict of interest in relation to the implementation of this study.

Statement of confidentiality

This document contains confidential information that should not be disclosed without prior approval from ANPUD to anyone other than: the study sponsor, project consortium partner, and the Investigation Team.

Signatures

Mr. Pascal Tanguay

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3. Abstract

The Global Fund is one of the most important donor agencies supporting projects and programmes targeting people who use and inject drugs (PWID) globally. The Global Fund considers that the Country Coordinating Mechanisms (CCMs) represent “the cornerstone of the Global Fund architecture,”¹ and that involvement of populations most affected and vulnerable to the three diseases has been critical to the performance and success of CCMs across the globe.

However, people who use and inject drugs are rarely involved in official roles in Global Fund mechanisms, and they are rarely meaningfully involved in discussions that impact their lives and livelihoods, or even considered meaningfully by other stakeholders who design those responses to HIV at global, regional, national and local levels. Yet there has been little focus or attention on scaling up meaningful participation of PWID, a community that the Global Fund itself recognizes as a priority in the global response to HIV, especially in Asia and Eastern Europe.²

The protocol outlines a qualitative, exploratory cross-sectional process, using purposive selection for study centres and for sampling of participants across five Asian countries and three other countries in three other regions across the globe. The study will rely on key informant interviews (KII) and an online survey to generate meaningful evidence.

Outputs from the study will be used to inform the production of a toolkit designed to strengthen the capacity of people who use and inject drugs – who universally face criminalisation, extreme marginalisation and stigma and discrimination – in order to effectively and safely engage in the development, implementation and oversight of Global Fund grants and related processes at the national and regional levels, especially through CCMs.

The study will be led by the Asian Network of People who Use Drugs (ANPUD), with support from local partner organisations in Cambodia, India, Indonesia, Nepal and Vietnam, between May and October 2018.

¹ Global Fund. 2011. *High-Level Independent Review Panel report on Fiduciary Controls and Oversight Mechanisms of the Global Fund to Fight AIDS, Tuberculosis and Malaria*.

² Global Fund to Fight AIDS, TB and Malaria. 2017. *Key populations action plan 2014-2017*.

4. Acronyms

AIDS	Acquired immune deficiency syndrome
ANPUD	Asian Network of People who Use Drugs
CCM	Country Coordinating Mechanism
CNPUD	Cambodian Network of People who Use Drugs
CRG	Community, Rights and Gender (a department of the Global Fund)
CSO	Civil society organization
FSW	Female sex worker
HIV	Human immunodeficiency virus
IDUF	Indian Drug Users' Forum
IDUIT	Injecting Drug User Implementation Tool
INPUD	International Network of People who Use Drugs
KII	Key informant interview
MSM	Men who have sex with men
OIG	Office of the Inspector General
PKNI	Indonesian Network of People who Use Drugs
PUD	People who use drugs (including those who inject drugs)
PWID	People who inject drugs
RCM	Regional Coordinating Mechanism
RN	Recovering Nepal
TA	Technical assistance
TB	Tuberculosis
TG	Transgender person
TGF	The Global Fund
USD	United States Dollar
VNPUD	Vietnam Network of People who Use Drugs

5. Background and rationale

The Global Fund is one of the most important donor agencies supporting projects and programmes targeting people who use and inject drugs (PWID) globally. The Global Fund remains the most important source of international funding in low- and middle-income countries for harm reduction: between 2002 and 2014 the Global Fund supported 151 grants in 58 countries and one regional grant, all of which contained activities to support PWID, with a total investment of USD 620 million.³ Despite these significant investments, important financial gaps remain in the global response to HIV among PWID.⁴

The Global Fund considers that the Country Coordinating Mechanisms (CCMs) represent “the cornerstone of the Global Fund architecture,”⁵ are “central to the Global Fund’s commitment to local ownership and are a ground-breaking, innovative mechanism towards stakeholder collaboration and participatory decision-making.”⁶ In that respect, involvement of populations most affected and vulnerable to the three diseases has been critical to the performance and success of CCMs across the globe.⁷ To that effect, the Global Fund has instituted a set of requirements and minimum standards (collectively known as the eligibility requirements), some of which are meant to support and increase meaningful participation of those populations in CCMs.⁸

Despite those changes, major challenges and important gaps remain, especially in terms of involvement of key populations in decision-making processes, across all key populations. However, while numerous toolkits have been developed and published to stimulate, encourage and support meaningful CSO and key population participation, including in CCMs, there has been little focus or attention on PWID, a community that the Global Fund itself recognizes as a priority in the global response to HIV, especially in Asia and Eastern Europe.⁹

Despite this prioritization, people who use and inject drugs are rarely involved in official roles in Global Fund mechanisms, and they are rarely meaningfully involved in discussions that impact their lives and livelihoods, or even considered meaningfully by other stakeholders who design those responses to HIV at global, regional, national and local levels. Meanwhile, multiple publications highlight the negative impact of criminalization and the lack of institutional and individual respect for basic human rights as major barriers to meaningful engagement of this community.

³ Global Fund. 2017. *Technical Brief: Harm reduction for people who use drugs*. (https://www.theglobalfund.org/media/1279/core_harmreduction_infonote_en.pdf)

⁴ Cook, C. et al. 2014. *The funding crisis for harm reduction: Donor retreat, government neglect and the way forward*. Harm Reduction International, International Drug Policy Consortium, International HIV/AIDS Alliance. (https://www.hri.global/files/2014/09/22/Funding_report_2014.pdf)

⁵ Global Fund. 2011. *High-Level Independent Review Panel report on Fiduciary Controls and Oversight Mechanisms of the Global Fund to Fight AIDS, Tuberculosis and Malaria*.

⁶ Office of the Inspector General. 2016. *Audit Report: The Global Fund Country Coordinating Mechanism*. (https://www.theglobalfund.org/media/2645/oig_gf-oig-16-004_report_en.pdf?u=636603528510000000)

⁷ International Council of AIDS Service Organizations. 2013. *Effective CCMs and the Meaningful Involvement of Civil Society and Key Affected Populations*. (<http://icaso.org/wp-content/uploads/2015/06/CCMLessonsOct2013FINAL-EN.pdf>)

⁸ See “Country Coordinating Mechanism – Eligibility,” online at: <https://www.theglobalfund.org/en/country-coordinating-mechanism/eligibility/>.

⁹ Global Fund to Fight AIDS, TB and Malaria. 2017. *Key populations action plan 2014-2017*.

In addition, no tool currently exists specifically to support PWID engagement in CCMs or broader Global Fund processes and mechanisms. Moreover, the toolkits that exist to support meaningful engagement of key populations in Global Fund mechanisms and in CCMs are generally focused on increasing rote knowledge of Global Fund processes and procedures – which is important, of course – but insufficient to genuinely generate meaningful participation of the most affected and vulnerable communities impacted by HIV.

Too often the key population toolkits are stuffed with background information about Global Fund structures and mechanisms, basic functions of CCMs, as well as other rote information that does not directly contribute to better engagement. Essentially, what is now needed to support meaningful engagement of people who use and inject drugs in Global Fund CCMs is a ‘navigation tool’ that moves away from the ‘what’ and focuses on the ‘how,’ a toolkit that is directly targeted at people who use and inject drugs to address in concrete ways how they can work with their CCM representatives, how they can be elected to CCMs, and how they can influence decisions on those CCMs.

6. Study goals

a. Overall goal

The overall goal of this study is to generate evidence to inform the production of a toolkit designed to strengthen the capacity of people who use and inject drugs – who universally face criminalisation, extreme marginalisation and stigma and discrimination – in order to effectively and safely engage in the development, implementation and oversight of Global Fund grants and related processes at the national and regional levels, especially through CCMs.

b. Specific objectives

Objective 1:

To **capacitate regional networks to support their country level constituencies** in identifying the entry points for people who use and inject drugs to safely and effectively engage in Global Fund and related processes, and strengthen their capacity to advocate for increased investment in rights-based and community-responsive programming.

Objective 2:

To increase the knowledge and capacity of regional and national networks on **why and how to meaningfully engage** in Global Fund processes at the regional and national levels through peer-to-peer technical assistance, emphasising gaps identified by the community (e.g. transition and sustainability planning and CCM engagement).

Objective 3:

To enhance understanding and build the capacity of people who use and inject drugs to **advocate for adherence to normative guidance** – including the *Injecting Drug User Implementation Tool* (IDUIT) – in the development of Global Fund grants and programming.

Objective 4:

To strengthen **partnerships and alliances** with other key population led networks at the global, regional and national levels, as well as wider civil society.

7. Expected outputs

At the conclusion of the study, a number of outputs will have been generated by the principal investigators.

- All data and documents collected by the principal investigators and co-investigators will be shared with both ANPUD and INPUD through a secure DropBox folder. This will include:
 - all documents reviewed in the preparation the development of the desk review report
 - all documents reviewed in the preparation of the protocol
 - all MP3 recordings from KIIs
 - all transcripts of KIIs in original local languages
 - all summary transcripts of KIIs in English language
 - all electronic files related to the study

In addition, the principal investigators will prepare the following documents to corroborate key findings:

- an excel table compiling results from the online survey
- an excel table with the results of the study analysis

Finally, the principal investigators will prepare original reports and tools in line with the study objectives, including:

- a regional report on trends and challenges (max 10 pages)
- country case studies (one for each Asian country, max 2 pages each)
- a community engagement guide to facilitate meaningful PWID participation in CCMs (max 20 pages)

8. Research questions

The overall research question that this study will attempt to answer – in order to inform the development of a toolkit to support meaningful involvement of PWID in CCMs – is:

What is the quality of engagement of PWID in CCMs?

Quality of engagement can be defined along official lines, based on existing guidelines, standards and requirements – like those spelled out in the IDUIT, the Global Fund Eligibility and Performance Assessments, and CCM guidelines. On the other hand, quality also has a very personal and intimate dimension that is based on lived experiences of community representatives. In order to answer the research question, both these dimensions will need to be explored with respondents. For example, published checklists guiding community engagement in CCMs – such as those published by the International Council of AIDS Service Organisation (ICASO)¹⁰ – will be used as a starting point to develop the interview and survey questionnaires – to explore to what extent the checklists are applicable in the content of PWID engagement with CCMs, as well as to what extent PWID community representatives' experiences are aligned with those checklists. Additional reports, studies, toolkits and publications – identified through the desk review conducted prior to the development of this protocol – that contain questionnaires and checklists, will be used to craft data collection tools.

In doing so two additional sub-questions will be used to guide the development of data collection tools:

What mechanisms are currently being used to facilitate and support meaningful engagement of PWID in CCMs?

What strategies have been used to overcome exclusion of PWID in the context of CCM engagement?

The research questions above will support the development of the interview and survey questionnaires to guide data collection. Ultimately, the data collected from the KIIs and online survey will directly contribute to achieving the study objectives by informing the development of tool to improve the capacity of PWID communities globally, and to facilitate the meaningful engagement of PWID in CCMs. In addition, the research questions should contribute to validating the perception that PWID are marginalized and excluded from CCMs with supportive evidence, to identifying good and bad practices, and to guiding both CCMs and community representatives towards what meaningful engagement of PWID should look like within CCMs.

¹⁰ See for example: Davies, N. 2016. *More than a seat at the table: A toolkit on how to meaningfully engage as HIV civil society CCM representatives*. International Council of AIDS Service Organisations. (<http://icaso.org/wp-content/uploads/2016/09/Toolkit-English.pdf>)

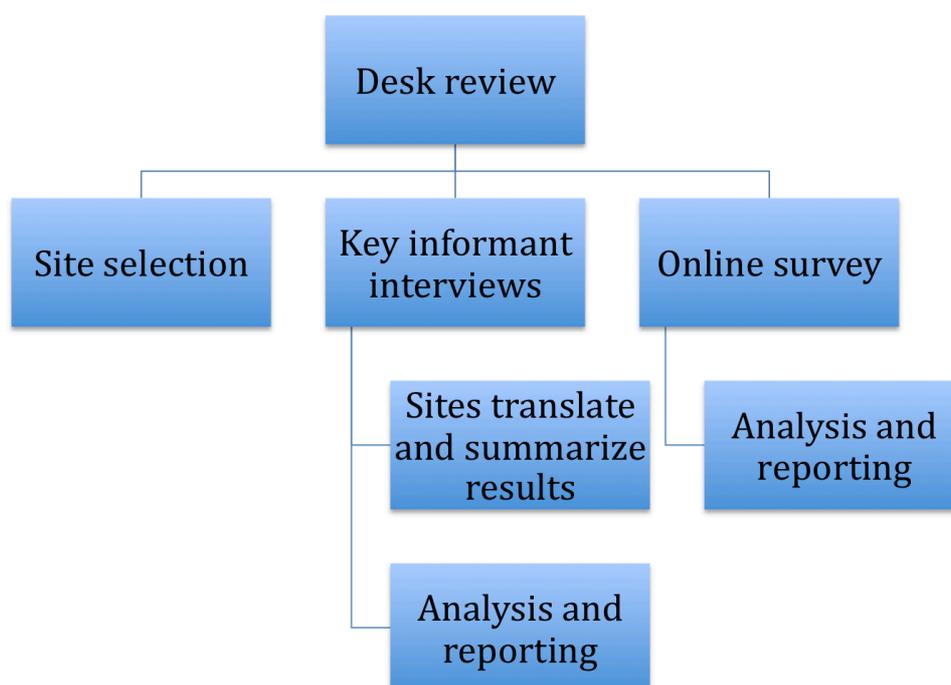
9. Methodology

a. Overview

The study is a qualitative, exploratory cross-sectional study, using purposive selection for study centres and for sampling of participants. The study will consist of two components (see the study flow chart below):

- Key informant interviews (KII)
- Online survey

Figure 1: Study flowchart



The study will be implemented in a total of five countries in Asia. The selection of these countries is based on a pre-existing collaboration between the Asian Network of People who Use Drugs (ANPUD) across Asia, with supplementary KIIs being supported by the International Network of People who Use Drugs (INPUD) in three other regions (Eastern Europe, Latin America, and the Middle East). Purposive selection of countries was carried out based on the existence of national networks of people who use drugs already working in partnership with ANPUD and INPUD. The supplementary KIIs have been included to ensure geographic diversity and to make sure the outputs of the study are genuinely globally representative and useful, based on INPUD's suggestions of capacitated key informants.

A study site is defined as the participating organisations that will lead the implementation of the KIIs. The co-investigators at each site were selected given their intimate knowledge of the PWID community and their familiarity with Global Fund mechanisms, including familiarity with CCM composition and membership. Participating sites in Asia include:

Table 1: List of sites with investigators

Country	Organisation	Focal point name	Contact details
Cambodia	Cambodian Network of People who Use Drugs (CNPUD) / KORSANG	Mr. Taing Phouek	taing@korsang-ks.org
India	Indian Drug Users' Forum (IDUF)	Mr. Simon Beddoe	simonwbeddoe@gmail.com
Indonesia	Indonesian Network of People who Use Drugs (PKNI)	Mr. Muhamad Rondhi	newspirit.rondy@gmail.com
Nepal	Recovering Nepal (RN)	Mr. Subash Rai	subash_rai48@yahoo.com
Vietnam	Vietnam Network of People who Use Drugs (VNPUD)	Ms. Nguyễn Minh Trang	trangnguyen@scdi.org.vn

The additional KIIs to be conducted outside of Asia will target one respondent, affiliated with INPUD, from the following countries: Ecuador, Tunisia, and Ukraine or Belarus.

All interviews will be conducted in local languages.

b. Sampling and inclusion criteria – KIIs

Purposive sampling will be used to identify respondents for KIIs, in order to ensure that the respondents can provide meaningful and valuable inputs and insights to inform the development of the toolkit. A total of five KIIs will be conducted in each of the five Asian countries, specifically targeting the following individuals:

- PWID representative on CCM*
- PWID alternate representative on CCM*
- Previous PWID representative on CCM*
- National network focal person with sound knowledge and experience on national Global Fund programs and mechanisms.
- CCM Chair / CCM co-chair / CCM secretariat coordinator

** in case there is no PWID representative / PWID alternate / previous PWID representative on the CCM, interviews should be conducted with the key population representatives with the same designation, or with the civil society representative with the same designation.*

An invitation will be sent to potential participants, including background of the study, the consent form, as well as details of the proposed time and location for the interview. Should a participant worker decline, withdraw or not be available for the interview at the scheduled time, the co-investigator should first try to reschedule at a more convenient time and location; if rescheduling is not possible, co-investigators should select another individual following the criteria above.

All KIIs shall be scheduled in advance. Interviews should take a maximum of 60 minutes and will be facilitated by the local study team. KIIs will be carried out in local languages and held in a location mutually convenient for the interviewer

and interviewee, and which is conducive to an open and confidential discussion. Respondents in face-to-face KIIs will be provided a small compensation worth USD 20 to cover their time and travel expenses. KIIs outside Asia shall be conducted over skype or other online communication technology allowing for real-time conversation and discussion.

Inclusion criteria for the KIIs should include persons with the following characteristics:

- Men, women, and transgender;
- over the age of 18;
- current or prior membership on the CCM;
- health status on the day of the KII should allow for active participation in a one-hour discussion;
- provides informed consent for participation in the study.

The local co-investigator shall be responsible for ensuring that all participants meet the study inclusion criteria. The local co-investigator will provide a list of participants, without personal identification, identifying how many men, women and transgender participants were interviewed, as well as the nature of their relationship with the CCM.

Interviewees will have the right to withdraw from the interview without penalty at any time should they feel this is necessary. If a participant does withdraw from an interview, this will be recorded and reported by the local co-investigator to the principal investigator. Contributions from that participant will be rejected and a substitute will be identified for interview in their place, based on the sampling process described above.

Questions for the interview will be based on a standardized questionnaire, which will be provided by the principal investigator and translated into the local language by the co-investigator. Responses to the questions will be documented in writing. The co-investigator shall be responsible for returning the completed information (in English) to the principal investigator as described below.

c. Sampling and inclusion criteria – online survey

The purpose of the online survey will be to gather additional insights from CCM members on the meaningful participation of PWID in the CCMs and other Global Fund related discussions and decisions at national level.

Invitations to fill in the online survey shall be sent by the local co-investigator to all CCM members, based on the official list of CCM members. A full list of CCM members is available on the Global Fund website, although those lists are not necessarily up-to-date – local co-investigators should communicate directly with the national CCM secretariat to obtain the current membership list and/or enlist support from the CCM secretariat to share the survey link with all current members. Consent shall be confirmed directly in the online survey. The invitation to fill out the online survey should provide a clear timeframe to ensure that respondents complete the survey by 15 September 2018.

All online survey questions will be formulated as multiple-choice to limit the need for translation and to facilitate analysis by the principal investigator. Open-ended questions will be avoided and kept to a minimum.

d. Technical support from the principal investigator

All sites will use a common protocol and tools. The principal investigator shall prepare and provide the following to each co-investigator:

- a study protocol
- a questionnaire for KIIs
- a link to the online survey
- a logistics information sheet

These documents will be sent to the co-investigators and a small group of independent stakeholders with relevant technical expertise for review prior to finalization. The final documents will then be distributed to all co-investigators. The documents will all be prepared in English, and should be translated locally by co-investigators. All documents returned to the principal investigator shall be provided in English. The co-investigator shall be responsible for translation of documents from local languages to English if required.

The co-investigator will be responsible for returning to the principal investigator:

- summary transcriptions of the KIIs (in English)
- completed questionnaires for KIIs (in English)
- a short background on the KIIs (number and characteristics of respondents, details of the centre and local research team, dates of discussions/interviews, etc.)
- any other relevant background materials which may help analysis.

Due to time and financial constraints, on-site or collective in-person training of facilitators of all sites is not possible but will be carried out if resources / opportunities allow. The principal investigator will remain in close communication with co-investigators prior to the start of, and throughout, the study to ensure clarity. The protocol, interview questionnaire, and other documents will be discussed prior to the commencement of the study to ensure common understanding of the principles, process and expected outcomes.

The local co-investigator will be responsible for any necessary facilities, equipment or other requirements to ensure the smooth running of the survey. Co-investigators will indicate to the principal investigator and the sponsor, ahead of the study start date, any resource implications which may impact on their ability to carry out the study successfully.

The study tools will also be offered to other partners to independently carry out parallel surveys in additional countries. Responsibility for any additional studies shall not be with ANPUD or INPUD, the principal investigator or co-investigators named in this protocol.

10. Data management

a. Data reporting

Co-investigators will record all KIIs (MP3 format), and MP3 recordings will be transmitted to the principal investigator. A summary of the recordings will be transcribed and translated into English by the co-investigators. The transcriptions will be sent to the principal investigator, with copies held by the local co-investigator for each site. The principal investigator and co-investigator may consult during the analysis phase of the study to ensure consistency in interpretation of the data.

All electronic files will be coded with the prefix “ANPUD – CCM study – NAMEOFCOUNTRY – KIITYPE” where “NAMEOFCOUNTRY” will be replaced by the country in which the interview took place; and where “KIITYPE” will be replaced by the type of KII conducted based on the list in section 9b of this protocol. The extension name will reflect whether the file is an audio recording (.MP3) or a transcription (.DOC).

b. Data safety

Co-investigators will ensure that data reported to the principal investigator is anonymous, ensuring that no individual respondent can be identified.

Electronic files generated by co-investigators shall be backed up on-site and at least one off-site backup should be made (on a USB stick or portable hard drive). Electronic files should be backed up every week for the duration of the study, until all files have been submitted to the principal investigator. Co-investigators will protect electronic files and backups with passwords to limit access to study teams.

c. Data ownership

Ownership of all data generated under this study will reside with ANPUD. All parties involved in the study agree to give rights to use the data and the methodology to each other and to the local co-investigators and their organisations. Survey data and the methodology will be provided to other parties on request and shall not be unreasonably refused. Final outputs will be shared with all parties involved in the study and all parties will have rights to distribute, disseminate and use the final outputs as long as those activities are conducted in alignment with the broad goals of the study, in a way that furthers the proposed objectives, or for audit purposes. All other sharing of final outputs will require explicit permission from the sponsors.

11. Data analysis

In line with common practice for exploratory qualitative research, the primary aim of the data analysis will be to identify emerging trends within and between results.

Data will be grouped by question and coded. Content analysis will then be carried out to identify commonly emerging themes. Researchers will also be aware of potential outliers, using methods such as issue order, issue absence and individual responses. This will help identify not only commonly experienced / perceived barriers but also significant differences in response, which may provide useful insights to explore in further research.

The principal investigators will analyse data across all sites and report on common or critical findings and submit these to the sponsor in a single report.

12. Quality control

In view of the exploratory nature and limited resources available for this study, quality assurance will focus on pre-study preparations, data capture and post-study analysis.

A common study protocol, questionnaire and draft report format will be provided to study sites prior to the start of the data collection. The focal persons within the principal investigators and sponsors will communicate directly with the lead investigators of all participating sites prior to the start of the study to ensure a common understanding of the goals, methodology, implementation practices and reporting processes of the study.

The budget and timeframe available to the study do not allow for on-site training of all study staff or the independent monitoring of sample discussions, although efforts will be made to do this should resources or solutions allow.

Site lead investigators will be asked to identify and relevant regulations, or organizational standard operating procedures which must be taken into account for the implementation of the study in their specific environment.

Data management provisions are described under section 10 of this protocol.

13. Reporting and dissemination

The principal investigator shall prepare a report of the findings of this study for the co-investigators and sponsors. The report shall be completed by end October 2018 or within 3 months of the KII being held. Any site which has not provided a full copy of their results and related information by 15 September 2018 may be excluded from the final report.

Co-investigators will share the findings of the study with national stakeholders including national policy makers (e.g. CCMs). Information will then be disseminated more widely through information events such as advocacy meetings, press conferences and, if possible, the presentation of results at relevant national conferences. As the study sponsor, ANPUD, in coordination with INPUD, will take the lead in defining and organizing dissemination activities in Asia and globally.

Publication of results in a peer-reviewed journal will not be an explicit component of this study. However, the principal investigator will be encouraged to pursue publication of this work, with the sponsors, co-investigators and other relevant partners playing a significant role as co-contributors and co-authors of such articles. Investigators may be invited to review drafts of manuscripts, abstracts, press releases or other publications arising from the study. The funder and sponsors of the study shall be acknowledged in relevant publications.

14. Timeline

The research will be carried out from May to October 2018. Study preparations will be carried out from May to August 2018, including development of the protocol, identification of local investigators and preparatory activities. Site-related preparations shall be scheduled in August, with KIIs to be held in August and September 2018. The study data collection will be considered completed when all planned KIIs have been completed, the findings recorded and transcribed. A summary of findings from each country must be provided to the principal investigators by 15 September 2018. A draft multi-country report will be provided to the study sponsor by 30 September, including initial findings. The final report shall be completed by end of the first week of October 2018. Dissemination of findings will be led by the study sponsors in October 2018, and a peer-reviewed journal article will be considered during the last quarter of 2018, should the findings of the study allow for this.

15. Risks

As an exploratory qualitative research project, this study carries relatively little risk for both researchers and participants. The main risks include the very short timeframes for the implementation of the study. This will be mitigated by using purposive selection of sites and respondents in order to generate meaningful results.

Using proposed sites will also minimize financial costs, allowing researchers to access in-kind contributions from existing partners. HIV and intravenous drug use are both associated with significant stigma, so it will be important that respondent confidentiality be respected. This risk will be minimized by ensuring consent, protecting data, and generating reports that report results anonymously.

Finally, many respondents may be from marginalized or vulnerable populations. The staff involved in the study should be appropriately trained to deal with vulnerable populations, notably in situations of disagreement.

16. Ethics

The research design for this study implies minimal safety risks to participants. In order to further minimize risks, the following steps will be undertaken:

- rely on national networks of people who use drugs as co-investigators
- informed consent shall be requested from all respondents prior to participation
- data management and reporting will ensure anonymity (see section 10)

Once the protocol and all data collection instruments are finalised, they will be shared with the sponsors and donor for this project. This study will not seek approval from an Ethical Review Board.

17. References

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18. Appendix 1: Questionnaires

This questionnaire should be used with people who use and inject drugs. A separate questionnaire is included below for use with other stakeholders who are not part of the community.

Questionnaire for PWID / community representatives

1. SAFETY

- a. As a drug user, do you feel safe to share your opinions and those of your community in the CCM? Please describe why, given examples.
- b. As a drug user, do you feel that your community is safe when drug-related issues are raised at the CCM? Please describe why, give examples.
- c. In your experience, has there ever been negative consequences or backlashes to sharing about drug-related issues with the CCM? Please describe why, give examples.
- d. In your opinion, what should be done by the CCM to ensure that drug-related issues can be discussed at the CCM without risks to the PWID community? Please give examples from your experience.
- e. In your opinion, what should be done by the PWID representative on the CCM to ensure that drug-related issues can be discussed at the CCM without risks to the PWID community? Please give examples from your experience.
- f. In your opinion, what should be done by the PWID community (or national network, if present) to ensure that drug-related issues can be discussed at the CCM without risks to the PWID community? Please give examples from your experience.

2. SELECTION

- a. Please describe the mechanisms and processes that are used to select the PWID representative on your CCM.
- b. As a drug user, did you participate in the selection of the PWID representative on the CCM? Please describe why, give examples.
- c. In your experience, do you feel that the selection of the PWID representative who sits on the CCM reflects the opinion of your community? Please describe why, give examples.
- d. In your opinion, what should be done by the CCM to improve the selection of PWID representatives on the CCM? Please give examples from your experience.
- e. In your opinion, what should be done by the PWID representative on the CCM to improve the selection of PWID representatives on the CCM? Please give examples from your experience.
- f. In your opinion, what should be done by the PWID community (or national network, if present) to improve the selection of PWID representatives on the CCM? Please give examples from your experience.

3. REPRESENTATION

- a. In your experience, who does the PWID representative on the CCM represent? (oneself, one's organization, one's community)

- b. In your experience, do you feel that the representation of people who use and inject drugs on the CCM is balanced (compared to other key populations and/or to other key stakeholders)? Please describe why, give examples.
- c. In your experience, do you feel that the person selected to act as the representative of the PWID community is representing the majority opinion of this community? Please describe why, give examples.
- d. In your opinion, what should be done by the CCM to improve the representation of PWID on the CCM? Please give examples from your experience.
- e. In your opinion, what should be done by the PWID representative on the CCM to improve the representation of PWID on the CCM? Please give examples from your experience.
- f. In your opinion, what should be done by the PWID community (or national network, if present) to improve the representation of PWID on the CCM? Please give examples from your experience.

4. RECOGNITION

- a. In your experience, are the PWID representatives on the CCM given the same amount of respect as other CCM members? Please describe why, give examples.
- b. In your opinion, what should be done by the CCM to improve the recognition of PWID on the CCM? Please give examples from your experience.
- c. In your opinion, what should be done by the PWID representative on the CCM to improve the recognition of PWID on the CCM? Please give examples from your experience.
- d. In your opinion, what should be done by the PWID community (or national network, if present) to improve the recognition of PWID on the CCM? Please give examples from your experience.

5. PARTICIPATION

- a. In your experience, can PWID representatives participate in the discussions of the CCM as equal partners? Please describe why, give examples.
 - i. Are PWID representatives and community members informed in advance of CCM meetings and discussion? Please explain and give examples.
 - ii. Are representatives and community members provided with the necessary information to make meaningful contributions? Please explain and give examples.
 - iii. Are PWID representatives and community members invited to sit on sub-committees (oversight) and/or technical committees? Please explain and give examples.
 - iv. Are there PWID representative who attend the CCM meetings as observers? Please explain and give examples.
- b. In your opinion, what should be done by the CCM to improve meaningful participation of PWID on the CCM? Please give examples from your experience.

- c. In your opinion, what should be done by the PWID representative on the CCM to improve meaningful participation of PWID on the CCM? Please give examples from your experience.
- d. In your opinion, what should be done by the PWID community (or national network, if present) to improve meaningful participation of PWID on the CCM? Please give examples from your experience.

6. INFLUENCE

- a. In your experience, have interventions by PWID representatives on the CCM contributed to changes in concept note developed, in implementation of projects, in internal (CCM / working groups) or external (national / local) policies, or in management practices (budget allocations, reprogramming, data collection, human resource protections, etc)? Please describe why, give examples.
- b. In your opinion, what should be done by the CCM to improve the impact of PWID contributions on the CCM? Please give examples from your experience.
- c. In your opinion, what should be done by the PWID representative on the CCM to improve the impact of PWID contributions on the CCM? Please give examples from your experience.
- d. In your opinion, what should be done by the PWID community (or national network, if present) to improve the impact of PWID contributions on the CCM? Please give examples from your experience.

7. COMMUNICATIONS

- a. Is there a national CCM website? Have you ever visited the website? What language(s) are used on the CCM website? Please explain.
- b. In your experience, how often do you hear from the PWID representative on the CCM? Do you hear from the CCM PWID representative before CCM meetings (consultation)? After CCM meetings (debrief)?
- c. In your experience, what kind of information do you receive from the PWID representative on the CCM?
 - i. Information on Global Fund policies?
 - ii. Information on CCM decisions?
 - iii. Information on upcoming CCM-related meetings?
 - iv. Information on preparations prior to CCM-related meetings?
 - v. Minutes of CCM meetings?
 - vi. Information about PWID-related projects?
 - vii. Information about changes in the HIV situation among PWID?
 - viii. Data and results about service delivery and policy changes?
 - ix. Other information?
- d. In your experience, is the information shared by the PWID representative on the CCM tailored (appropriate language, wording, style, etc.) for your community? Please give examples from your experience.

- e. In your opinion, what should be done by the CCM to improve information sharing between the PWID CCM representative and the community? Please give examples from your experience.
- f. In your opinion, what should be done by the PWID representative on the CCM to improve information sharing between the PWID CCM representative and the community? Please give examples from your experience.
- g. In your opinion, what should be done by the PWID community (or national network, if present) to improve information sharing between the PWID CCM representative and the community? Please give examples from your experience.

8. CONSULTATION

- a. Please describe the mechanisms and processes that have been put in place by the CCM to facilitate consultation between the PWID CCM representative with the PWID community.
- b. In your experience, are those mechanisms sufficient to allow the PWID CCM representative to genuinely represent the PWID community? Please describe why, give examples.
 - i. What is the frequency at which the PWID CCM representative reaches out to the community via email?
 - ii. What is the frequency at which the PWID CCM representative reaches out to the community via social networks?
 - iii. What is the frequency at which the PWID CCM representative reaches out to the community through face-to-face meetings?
- c. In your opinion, are needs and priorities for discussion at the CCM established in a consultative and participatory process?
- d. In your opinion, what should be done by the CCM to improve the consultative process between the PWID CCM representative and the community? Please give examples from your experience.
- e. In your opinion, what should be done by the PWID representative on the CCM to improve the consultative process between the PWID CCM representative and the community? Please give examples from your experience.
- f. In your opinion, what should be done by the PWID community (or national network, if present) to improve the consultative process between the PWID CCM representative and the community? Please give examples from your experience.

9. CAPACITY

- a. In your experience, is the work of PWID representative on the CCM guided by a clear terms of reference (TOR) or job description (JD)?
 - i. Who was involved in the development of the TOR/JD?
 - ii. Have you seen the TOR/JD?
 - iii. Have you contributed to the development of the TOR/JD?
 - iv. Is the TOR/JD publicly available?
 - v. How often is the TOR/JD updated?
- b. In your opinion, what should be the required skills for the PWID representative on the CCM?

- i. In your opinion, how important are language skills (English versus local languages)? Please describe from your experience.
- c. In your experience, are the following mechanisms in place to support and build the capacity of PWID representatives on the CCM?
 - i. Official handovers between outgoing and incoming PWID representatives?
 - ii. Official inception meetings / workshop for newly selected / appointed PWID representatives?
 - iii. Official or unofficial mentoring from existing CCM representatives to PWID representatives?
 - iv. Official or unofficial training workshops on CCM processes and policies for PWID representatives?
 - v. Regular meetings between primary and alternates PWID representatives on the CCM?
 - vi. Access to official technical support from recognized technical assistance providers?
 - vii. Access to funds to support participation and consultation with the PWID community?
- d. In your opinion, what should be done by the CCM to improve the capacity of the PWID CCM representative? Please give examples from your experience.
- e. In your opinion, what should be done by the PWID representative on the CCM to improve the capacity of the PWID CCM representative? Please give examples from your experience.
- f. In your opinion, what should be done by the PWID community (or national network, if present) to improve the capacity of the PWID CCM representative? Please give examples from your experience.

10. ACCOUNTABILITY

- a. In your experience, are there mechanisms in place to monitor and evaluate performance of PWID representation on the CCM? Please give examples from your experience.
 - i. Are you aware of the Eligibility and Performance Assessment (EPA) process? Have you ever contributed to the process? Please give examples from your experience.
 - ii. Are you aware of any evaluation of the performance of outgoing CCM members, particularly for those representing key populations and PWID? Please give examples from your experience.
 - iii. In your experience, please describe (if any) what happens during CCM oversight visits with regards to the quality of services and feeding back identified needs.
- b. In your opinion, what should be done by the CCM to improve the accountability of PWID representation on the CCM? Please give examples from your experience.
- c. In your opinion, what should be done by the PWID CCM representative to improve the accountability of PWID

representation on the CCM? Please give examples from your experience.

- d. In your opinion, what should be done by the PWID community (or national network, if present) to improve the accountability of PWID representation on the CCM? Please give examples from your experience.

11. ADDITIONAL MECHANISMS

- a. Are you aware of any Regional Coordinating Mechanism (RCM) for Global Fund regional projects that include your country? Have you ever engaged formally or informally with any RCMs? Please give examples from your experience.
- b. Are you aware of the function of the Communities, Rights and Gender (CRG) team at the Global Fund Secretariat? Do you know the name of the PWID representative in the CRG team? Have you ever engaged with the CRG PWID representative? Please give examples from your experience.
- c. Are you aware of the function of the Communities Delegation to the Global Fund Board? Do you know the name of the PWID representative on the Communities Delegation? Have you ever engaged with the Communities Delegation? Please give examples from your experience.
- d. Are you aware of the function of the Office of the Inspector General (OIG)? Have you ever engaged with the OIG? Please give examples from your experience.

Questionnaire for PWID / community representatives (CCM members, UN partners, etc)

1. SAFETY

- a. Do you think it is safe for PWID to share opinions in the CCM? Please describe why, given examples.
- b. Do you think that the PWID community is safe when drug-related issues are raised at the CCM? Please describe why, give examples.
- c. In your experience, has there ever been negative consequences or backlashes to sharing about drug-related issues with the CCM? Please describe why, give examples.
- d. In your opinion, what should be done by the CCM to ensure that drug-related issues can be discussed at the CCM without risks to the PWID community? Please give examples from your experience.
- e. In your opinion, what should be done by the PWID representative on the CCM to ensure that drug-related issues can be discussed at the CCM without risks to the PWID community? Please give examples from your experience.
- f. In your opinion, what should be done by the PWID community (or national network, if present) to ensure that drug-related issues can be discussed at the CCM without risks to the PWID community? Please give examples from your experience.

2. SELECTION

- a. Please describe the mechanisms and processes that are used to select the PWID representative on your CCM.
- b. In your experience, do you feel that the selection of the PWID representative who sits on the CCM reflects the opinion of the community? Please describe why, give examples.
- c. In your opinion, what should be done by the CCM to improve the selection of PWID representatives on the CCM? Please give examples from your experience.
- d. In your opinion, what should be done by the PWID representative on the CCM to improve the selection of PWID representatives on the CCM? Please give examples from your experience.
- e. In your opinion, what should be done by the PWID community (or national network, if present) to improve the selection of PWID representatives on the CCM? Please give examples from your experience.

3. REPRESENTATION

- a. In your experience, who does the PWID representative on the CCM represent? (oneself, one's organization, one's community)
- b. In your experience, do you feel that the representation of people who use and inject drugs on the CCM is balanced (compared to other key populations and/or to other key stakeholders)? Please describe why, give examples.
- c. In your experience, do you feel that the person selected to act as the representative of the PWID community is representing the majority opinion of this community? Please describe why, give examples.
- d. In your opinion, what should be done by the CCM to improve the representation of PWID on the CCM? Please give examples from your experience.
- e. In your opinion, what should be done by the PWID representative on the CCM to improve the representation of PWID on the CCM? Please give examples from your experience.
- f. In your opinion, what should be done by the PWID community (or national network, if present) to improve the representation of PWID on the CCM? Please give examples from your experience.

4. RECOGNITION

- a. In your experience, are the PWID representatives on the CCM given the same amount of respect as other CCM members? Please describe why, give examples.
- b. In your opinion, what should be done by the CCM to improve the recognition of PWID on the CCM? Please give examples from your experience.
- c. In your opinion, what should be done by the PWID representative on the CCM to improve the recognition of PWID on the CCM? Please give examples from your experience.
- d. In your opinion, what should be done by the PWID community (or national network, if present) to improve the recognition of PWID on the CCM? Please give examples from your experience.

5. PARTICIPATION

- a. In your experience, can PWID representatives participate in the discussions of the CCM as equal partners? Please describe why, give examples.
 - i. Are PWID representatives and community members informed in advance of CCM meetings and discussion? Please explain and give examples.
 - ii. Are representatives and community members provided with the necessary information to make meaningful contributions? Please explain and give examples.
 - iii. Are PWID representatives and community members invited to sit on sub-committees (oversight) and/or technical committees? Please explain and give examples.
 - iv. Are there PWID representative who attend the CCM meetings as observers? Please explain and give examples.
- b. In your opinion, what should be done by the CCM to improve meaningful participation of PWID on the CCM? Please give examples from your experience.
- c. In your opinion, what should be done by the PWID representative on the CCM to improve meaningful participation of PWID on the CCM? Please give examples from your experience.
- d. In your opinion, what should be done by the PWID community (or national network, if present) to improve meaningful participation of PWID on the CCM? Please give examples from your experience.

6. INFLUENCE

- a. In your experience, have interventions by PWID representatives on the CCM contributed to changes in concept note developed, in implementation of projects, in internal (CCM / working groups) or external (national / local) policies, or in management practices (budget allocations, reprogramming, data collection, human resource protections, etc)? Please describe why, give examples.
- b. In your opinion, what should be done by the CCM to improve the impact of PWID contributions on the CCM? Please give examples from your experience.
- c. In your opinion, what should be done by the PWID representative on the CCM to improve the impact of PWID contributions on the CCM? Please give examples from your experience.
- d. In your opinion, what should be done by the PWID community (or national network, if present) to improve the impact of PWID contributions on the CCM? Please give examples from your experience.

7. COMMUNICATIONS

- a. Is there a national CCM website? What language(s) are used on the CCM website? Please provide details of its content.
- b. In your experience, does PWID representative on the CCM communicate with the PWID community before meetings (consultation)? After CCM meetings (debrief)? How is this documented or reported to the CCM?
- c. In your experience, what kind of information is shared by the PWID representative on the CCM?

- i. Information on Global Fund policies?
 - ii. Information on CCM decisions?
 - iii. Information on upcoming CCM-related meetings?
 - iv. Information on preparations prior to CCM-related meetings?
 - v. Minutes of CCM meetings?
 - vi. Information about PWID-related projects?
 - vii. Information about changes in the HIV situation among PWID?
 - viii. Data and results about service delivery and policy changes?
 - ix. Other information?
 - d. In your experience, is the information shared by the PWID representative on the CCM tailored (appropriate language, wording, style, etc.) for the community? Please give examples from your experience.
 - e. In your opinion, what should be done by the CCM to improve information sharing between the PWID CCM representative and the community? Please give examples from your experience.
 - f. In your opinion, what should be done by the PWID representative on the CCM to improve information sharing between the PWID CCM representative and the community? Please give examples from your experience.
 - g. In your opinion, what should be done by the PWID community (or national network, if present) to improve information sharing between the PWID CCM representative and the community? Please give examples from your experience.
8. CONSULTATION
- a. Please describe the mechanisms and processes that have been put in place by the CCM to facilitate consultation between the PWID CCM representative with the PWID community.
 - b. In your experience, are those mechanisms sufficient to allow the PWID CCM representative to genuinely represent the PWID community? Please describe why, give examples.
 - i. What is the frequency at which the PWID CCM representative reaches out to the community via email?
 - ii. What is the frequency at which the PWID CCM representative reaches out to the community via social networks?
 - iii. What is the frequency at which the PWID CCM representative reaches out to the community through face-to-face meetings?
 - c. In your opinion, are needs and priorities for discussion at the CCM established in a consultative and participatory process?
 - d. In your opinion, what should be done by the CCM to improve the consultative process between the PWID CCM representative and the community? Please give examples from your experience.
 - e. In your opinion, what should be done by the PWID representative on the CCM to improve the consultative process between the PWID

CCM representative and the community? Please give examples from your experience.

- f. In your opinion, what should be done by the PWID community (or national network, if present) to improve the consultative process between the PWID CCM representative and the community? Please give examples from your experience.

9. CAPACITY

- a. In your experience, is the work of the PWID representative on the CCM guided by a clear terms of reference (TOR) or job description (JD)?

- i. Who was involved in the development of the TOR/JD?
- ii. Have you seen the TOR/JD? Has the CCM approved the TOR/JD?
- iii. Have you contributed to the development of the TOR/JD?
- iv. Is the TOR/JD publicly available?
- v. How often is the TOR/JD updated?

- b. In your opinion, what should be the required skills for the PWID representative on the CCM?

- i. In your opinion, how important are language skills (English versus local languages)? Please describe from your experience.

- c. In your experience, are the following mechanisms in place to support and build the capacity of PWID representatives on the CCM?

- i. Official handovers between outgoing and incoming PWID representatives?
- ii. Official inception meetings / workshop for newly selected / appointed PWID representatives?
- iii. Official or unofficial mentoring from existing CCM representatives to PWID representatives?
- iv. Official or unofficial training workshops on CCM processes and policies for PWID representatives?
- v. Regular meetings between primary and alternates PWID representatives on the CCM?
- vi. Access to official technical support from recognized technical assistance providers?
- vii. Access to funds to support participation and consultation with the PWID community?

- d. In your opinion, what should be done by the CCM to improve the capacity of the PWID CCM representative? Please give examples from your experience.

- e. In your opinion, what should be done by the PWID representative on the CCM to improve the capacity of the PWID CCM representative? Please give examples from your experience.

- f. In your opinion, what should be done by the PWID community (or national network, if present) to improve the capacity of the PWID CCM representative? Please give examples from your experience.

10. ACCOUNTABILITY

- a. In your experience, are there mechanisms in place to monitor and evaluate performance of PWID representation on the CCM? Please give examples from your experience.
 - i. Are you aware of the Eligibility and Performance Assessment (EPA) process? Have you ever contributed to the process? Please give examples from your experience.
 - ii. Are you aware of any evaluation of the performance of outgoing CCM members, particularly for those representing key populations and PWID? Please give examples from your experience.
 - iii. In your experience, please describe (if any) what happens during CCM oversight visits with regards to the quality of services and feeding back identified needs.
- b. In your opinion, what should be done by the CCM to improve the accountability of PWID representation on the CCM? Please give examples from your experience.
- c. In your opinion, what should be done by the PWID CCM representative to improve the accountability of PWID representation on the CCM? Please give examples from your experience.
- d. In your opinion, what should be done by the PWID community (or national network, if present) to improve the accountability of PWID representation on the CCM? Please give examples from your experience.

11. ADDITIONAL MECHANISMS

- a. Are you aware of any Regional Coordinating Mechanism (RCM) for Global Fund regional projects that include your country? Have you ever engaged formally or informally with any RCMs? Please give examples from your experience.
- b. Are you aware of the function of the Communities, Rights and Gender (CRG) team at the Global Fund Secretariat? Do you know the name of the PWID representative in the CRG team? Have you ever engaged with the CRG PWID representative? Please give examples from your experience.
- c. Are you aware of the function of the Communities Delegation to the Global Fund Board? Do you know the name of the PWID representative on the Communities Delegation? Have you ever engaged with the Communities Delegation? Please give examples from your experience.
- d. Are you aware of the function of the Office of the Inspector General (OIG)? Have you ever engaged with the OIG? Please give examples from your experience.

Appendix 2: Online survey

Available online at <https://www.surveymonkey.com/r/XHVYYLJ>.

#	Questions	Answer type
A	What country are you based in?	Drop-down with five options + other
B	Are you a member (or representative) of the PWID community?	Y/N
C	Are you or have you ever been a member of the Country Coordinating Mechanism?	Y/N
D	Does your CCM have a dedicated PWID/PWUD seat?	Y/N
E	Is the seat currently filled by a PWID/PWUD representative?	Y/N
F	What is/was your position on the CCM?	Box
1	I feel it is safe for PWID to share their opinion during CCM meetings	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
2	I feel that PWID in the community are at greater risk when their issues are raised at CCM meetings	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
3	In my experience, sharing about PWID-related issues with CCM members has led to negative backlashes against the community	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
4	In my opinion, the mechanisms and processes to select PWID representatives on the CCM is fair and effective	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
5	In my experience, the selection of the PWID representative on the CCM accurately reflects the opinion of the community	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
6	In my experience, the representation of PWID on the CCM is balanced (compared to other key populations and/or other key stakeholders)	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)

7	In my experience, the PWID representative on the CCM has represented the interests of the community	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
8	In my experience, the PWID representative on the CCM is given the same amount of respect as other CCM members	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
9	In my experience, PWID representatives on the CCM can participate as equal partners	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
10	In my experience, PWID representatives and community members are informed in advance of CCM meetings and discussions	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
11	In my experience, PWID representatives and community members are provided with the necessary information to make meaningful contributions to the CCM	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
12	In my experience, PWID representatives and community members are invited to sit on sub-committees (like the oversight committee and/or technical committees)	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
13	In my experience, PWID representatives have been invited to attend CCM meetings as observers	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
14	In my experience, interventions by PWID representatives on the CCM have contributed to changes in concept note development, in implementation of projects, in internal (CCM / working groups) or external (national / local) policies, or in management practices (budget allocations, reprogramming, data collection, human resource protections, etc)	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)

15	In my experience, the PWID representative on the CCM has communicated with the PWID community before meetings (consultation)	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
16	In my experience, the PWID representative on the CCM has communicated with the PWID community after meetings (debrief)	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
17	In my experience, the information shared by the PWID representative on the CCM is appropriate and easy to understand for the community	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
18	In my experience, the mechanisms and processes that have been put in place by the CCM to facilitate consultation between the PWID CCM representative with the PWID community are effective and sufficient	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
19	In my experience, the PWID representative on the CCM regularly consults with the community at an adequate frequency	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
20	In my experience, the terms of reference (or job description) of the PWID representative on the CCM is clear	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
21	In my experience, the terms of reference (or job description) of the PWID representative on the CCM was developed through a participatory process	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
22	In my experience, the terms of reference (or job description) of the PWID representative on the CCM is periodically revised to meet the needs of the community	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)

23	In my experience, the PWID representative on the CCM has the skills required to perform well	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
24	In my experience, English is a critical skill that all representatives on the CCM must have in order to be effective	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
25	In my experience, official handovers between outgoing and incoming PWID representatives take place before/during rotations	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
26	In my experience, official inception meetings / workshop for newly selected / appointed PWID representatives are organized when needed and/or on request	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
27	In my experience, official or unofficial mentoring from existing CCM representatives to PWID representatives is regularly available for PWID representatives	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
28	In my experience, official or unofficial training workshops on CCM processes and policies for PWID representatives are organized when needed and/on on request	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
29	In my experience, regular meetings between primary and alternate PWID representatives on the CCM are taking place	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
30	In my experience, the CCM facilitates access to official technical support from recognized technical assistance providers to support the PWID representatives on the CCM and in the community	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)

31	In my experience, the CCM facilitates access to funds to support participation and consultation with the PWID community	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)
32	In my experience, there are mechanisms in place to monitor and evaluate performance of PWID representation on the CCM	Likert (1-5: Strongly agree; Agree; Neutral; Disagree; Strongly disagree; Not applicable)

Appendix 3: Consent form

Dear colleague,

The Global Fund is one of the most important donor agencies supporting projects and programmes targeting people who use and inject drugs (PWID) globally. The Global Fund considers that the Country Coordinating Mechanisms (CCMs) represent “the cornerstone of the Global Fund architecture,”¹¹ and that involvement of populations most affected and vulnerable to the three diseases has been critical to the performance and success of CCMs across the globe.

However, people who use and inject drugs are rarely involved in official roles in Global Fund mechanisms, and they are rarely meaningfully involved in discussions that impact their lives and livelihoods, or even considered meaningfully by other stakeholders who design those responses to HIV at global, regional, national and local levels. There has been little focus or attention on scaling up meaningful participation of PWID, a community that the Global Fund itself recognizes as a priority in the global response to HIV, especially in Asia and Eastern Europe.¹²

Between May and October 2018, the Asian Network of People who Use Drugs (ANPUD), with support from local partner organisations in Cambodia, India, Indonesia, Nepal and Vietnam, are conducting a study of PWID involvement in CCMs. Outputs from the study will be used to inform the production of a toolkit designed to strengthen the capacity of PWID to effectively and safely engage in the development, implementation and oversight of Global Fund grants and related processes at the national and regional levels, especially through CCMs.

CO-INVESTIGATOR is leading the implementation of the study in **COUNTRY** and we would like to invite you to participate in an interview, lasting no more than 60 minutes, to share your views and your experiences. Your feedback will be documented and analysed together with other responses for inclusion in a general report. Information about individuals and their specific views will be kept anonymous. No information identifying individual healthcare workers will be shared beyond the interview room. Raw data from this survey will be protected through local data protection requirements and will not be made available to anyone other than the study staff. All respondents should decide to participate of their own free will. Any person invited to participate in an interview is free to withdraw at before the start of the interview or at any point during the interview.

We acknowledge that you have travelled and will be using your time voluntarily to participate in this study. We will therefore offer a small contribution of USD 20 (in local currency) to cover the costs of your travel, expenses and in recognition of your time.

¹¹ Global Fund. 2011. *High-Level Independent Review Panel report on Fiduciary Controls and Oversight Mechanisms of the Global Fund to Fight AIDS, Tuberculosis and Malaria*.

¹² Global Fund to Fight AIDS, TB and Malaria. 2017. *Key populations action plan 2014-2017*.

If you agree to participate in this study, please print your name and sign below. If you have any follow up questions, you can contact the lead investigators of this study: Mr. Pascal Tanguay (pascalembours@gmail.com / +66 97 051 4170), Mr. Bikas Gurung at the Asian Network of People who Use Drugs (ANPUD) (bikas@anpud.org / +66 99 189 2286), Ms. Judy Chang (judychang@inpud.net / +39 349 384 7781) and/or Mr. Mick Matthews at the International Network of People who Use Drugs (INPUD) (mickmatthews@inpud.net / +33 687 727 536).

I have received the equivalent of USD 20 for participating in the interview.

Date: _____

Print Name: _____

Signature: _____