TO,

Mr / Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: **Request For Letter of Interest For Election To The CCM Representative Position**

Dear Sir / Madam,

I am pleased to inform you that the Association of people living with HIV (APLHIV)-Pakistan is planning to hold election for community representative position at the CCM forum. The elections are schedule to be held on ------------- for which letters of interest are being invited. These letters are invited based on the eligibility criteria finalized unanimously by independent Election Committee. The eligibility criteria includes: -

1. The CCM candidate must be a PLHIV and **willing to disclose their status within the CCM and among other stakeholders involved in the response to HIV, TB and Malaria**.
2. The candidate must have a minimum qualification of FA/FSC and or above.
3. The candidate must have at least 1 year of working experience in HIV sector/Global Fund related grants.
4. The candidate must be a registered member of the APLHIV.
5. The candidate must be on ARVs.
6. The candidate must have strong communication skills and be able to communicate well both with their peers and people of other backgrounds with whom they would interact in their role as a CCM member.
7. **Knowledge of English (which is the working language of the CCM),** is required.
8. Candidates who have already served two terms as a CCM member are NOT eligible.
9. PLHIV belonging to any gender can apply.

As per our records you fall within the prescribed criteria. Therefore I have been instructed by the Election Committee to formally invite you to send your letter of interest to participate in the election if you wish to. In case of your willingness to contest for the election kindly send your letter of interest as per below details: -

1. Last Date for submission of letter of interest is -----------
2. Documents Required Include: -
3. Your letter of interest stating the reasons why you intend to be member of CCM.
4. A clear copy of you valid CNIC.
5. Declaration Form attached as Annexture A (duly filled and attached with LOI)
6. Copy of HIV treatment card/registration issued by the respective ART centers!
7. Proof of educational qualification
8. Evidence of work experience within HIV sector/Global Fund.
9. The election committee will carry out short listing. The **decision of the election committee shall be binding for all candidates**.
10. Election will be held in Islamabad on ----------------.
11. Federal Executive Board of the APLHIV will be Electoral College.
12. Please send your documents to reach on House No 684, Street No 43, NPF, E-11/3, Islamabad by -------------------.
13. You can also mail your documents on [info@theaplhiv.org.pk](mailto:info@theaplhiv.org.pk) by -----------------------

If you wish to be present during voting process on the Election Day, kindly be noted that you will have to make all arrangements by yourself. The APLHIV will not provide any financial support for the participation. However you are welcome to ensure your presence through Social Media including SKYPE. Face book other messengers and whatsapp etc.

Kindly ensure submission of your documents no later than ----------------.

Note: Your membership for CCM shall be cancelled immediately, in case we find that you do not meet the eligibility criteria as mentioned above in the LOI

Asghar Satti

National Coordinator

The APLHIV-Pakistan

Dated: