

Lao CCM Work Plan for Fiscal Year 2016-2017

Theme	Detail	Activity	Timeline	Indicator	Needs additional AT?	Source	Budget	Status
Oversight	Plan	Review the implementation of the oversight action plan 2016 and approve the oversight action plan and budget for 2017.	By end Dec 2016	CCM approved the oversight action plan and budget	no			in progress
	Structure & membership	Finish composition of OC; select chairman, review competencies of members, submit CV of members to Secretariat for inclusion in 2016 EPA	By end Dec 2016	Completed committee. CVs submitted to GF in 2016 EPA	no			in progress
	Training	Review, repeat oversight slides presented during orientation both for OC and PR.	Q 1, 2017	Oversight slides were reviewed by OC and PR	no			
	Tools	Revitalize PR and CCM dashboard	Q 2, 2017	PR and CCM dashboards are being used.	?			
		Train TB and Malaria programs on CCM dashboard	Q 2, 2017	Malaria and TB complete/ submit info for CCM DB	?			May have to buy the SAP license.
	Implementation	Conduct oversight field visits	Q 3, 2017	Visit reports are available for CCM, GF and partners	no		1 913,40	
		Gather data on GF grants through the grant performance routine reports and discussed it in CCM assemblies	Bi-annually	Regular updates on dashboard, PU, PUDR, management letter	no			in progress
Membership	Composition review	Based on new funding grant for 2017-2019, review CCM composition and change/include new constituencies if needed.		TORs & Electoral manual reviewed (if necessary). Electoral Committee selected				not started
	Renewal process	Connects to above activity						
	Establishment of newly elected CCM	Connects to above activity						
	Orientation	Connects to above activity						
	Policy	Review and endorse the CCM COI policy, if needed		COI policy was endorsed by CCM	no			

COI	Implementation	The CCM COI policy applies to all members, and requires members in situations of COI to recuse from decision-making		CCM meeting minutes recorded the COI mitigation measures	no			in progress
		Review and endorse COI mitigation measure matrix	By end Dec 2016	COI mitigation matrix endorsed by CCM	no			in progress
		Gather COI declaration form signed by CCM	By end Dec 2016	COI declaration form signed by all CCM	no			in progress
Structure	Organigram	CCM retreat to facilitate CCM membership renewal process and orienttion of the new members	By end Dec 2016	New organizational chart and membership endorsed by CCM			5 320,31	in progress
	TOR	Review current TOR and made changes if needed		New TORS proposed for approval, if applicable				not started
CS strengthening	Consultation with CSO	Participation in regular CSO forum and committee meetings.			no			in progress
	CSO work plan	Final CSO work plan and associated budget approved by CCM.	25-nov-16	Draft plan of activities to be included in CCM plan				in progress
	CS strengthening	Strengthening of CS, specially of new constituencies. Detail of activities (Refer to CSO worplan)						? in progress
Communication	Communication plan and activities	Regular Executive Committee (ExCom) meeting	monthly	Meeting minutes	no		385,00	in progress
		Quarterly CCM meeting (plus 2 ad-hoc meeting when required)	Quarterly	Meeting minutes	no		3 510,00	in progress
		Regular Resource Mobilization Committee (RMC) meeting (May have more meeting during new funding application process during Nov 2016 to Mar 2017)	Quarterly	Meeting minutes	no		308,00	in progress
		Regular Oversight Committee (OC) meeting	Quarterly	Meeting minutes	no		192,00	in progress
		Document all CCM activities and reports to key stakeholders (including translation key documents)	monthly	Updated documents and reports available	no		997,60	in progress
		Regular update CCM Website and drop box (including TA cost)	monthly	CCM website updated	no		3 650,00	in progress
New funding application for Global Fund	Activities related to submission of new funding requests	Initial Planning discussions, CCM, implementers TOR, recruitment of TA	By end Dec 2016	Numbers of TA recruited		FEI 5%, WHO, UNAIDS		in progress

	Submit formal letter to request TA support for the application development process to relevant source (TA providers)	By 25 Nov 2016	Numbers of TA request submitted		FEI 5%, WHO, UNAIDS		in progress
	Coordinate with the programs to compile all disease programs workplans/ roadmaps and follow up their activities leading up to application submission	W3 Nov 2016 W3 Mar 2017	Workplan completed and followed				in progress
	Systematically document all key meetings and communicate with PR, disease programs and partners any related decisions	W3 Nov 2016 W3 Mar 2017	All key related documents collected				in progress
	Strategic Discussion after GF advice on country allocation on 15 Dec: potential for single application (HIV/TB/RSSH) or TB/RSSH & HIV/RSSH (& RAI/RSSH)	By 19 Dec 2016	Decided on number of application				
	CCM decisions: Disease Split; application: joint /single disease; OR disease/RSSH; tailored review	By 9 Jan 2017	Decided on disease split				
	Country-level consultations + development of application	Early 2016 - W3 Mar 2017	Numbers of consultation				
	CCM endorse/select PR/SRs	By 28 Jan 2017	PRs and SRs selected and endorsed				
	Coordinate and work with Ministries to complete the action plan for Willingness to Pay (WTP)	By 27 Feb 2017	Action plan for WTP completed				
	Complete the Eligibility Performance Assessment (EPA)	By 27 Feb 2017	EPA completed				for ER 3-6 by 31 Dec 2017
	CCM endorse final draft Application for Malaria country component and submit to RSC	By 27 Feb 2017	Malaria country component submitted to RSC				
	CCM review and endorse final draft country application (s)	By 17 Mar 2017	Final draft country applications endorsed				
	Submit application (S) to the Global Fund	By 20 Mar 2017	Country application submitted to GF				
	Total budget					16 276,31	