

**Minutes of Activities for Lao CCM Retreat Orientation on Sept 27, 2013 at 08:30-12:30am, Venue: Nam Ngum I Guest House, Thalath**

**Chair person by:** Mr. Lytou Buapao, Mr. Bounsamak Sayaseng, Dr. Tomas D'Agnes

**Present:** Mss. Hellen Rossert, Mss. Leny

**Translate to Lao:** Mr. Kanna Baran

**1. All CCM members:**

**2. CCM Sec:** Mrs. Sony Sisomvang; Mr. Khamla Sayavong, Mss. Sakhone Kitnavong

**Excuse: 15**

**Agenda: day II, Sept 27, 2013**

1. Session 4: Oversight and Dashboard
2. CCM Communication
3. Role of CCM Secretariat
4. Synthesis and Evaluation
5. CCM Meeting and Election of New Officers

**Closing Programs**

**Summary of the CCM of Activities for Lao CCM Retreat Orientation and Building  
On Sept 27, 2013**

No	Presentation/discussion	Actions to be taken
	<ul style="list-style-type: none"> <li>• <b>Session 4: Oversight and Dashboard</b></li> <li><b>+Oversight:</b></li> <li>-Activity Instruction: Strategic thinking</li> <li>-GF requirement:               <ul style="list-style-type: none"> <li>• Recognizing the importance of oversight, the GF requires all CCMs to submit and follow an oversight plan for all financing approved by the GF. The plan must detail oversight activities, and must describe how the CCM will engage program stakeholders in oversight, including CCM members and non-members, and in particular no-government constituencies and people living with and/or affected by the diseases.</li> </ul> </li> <li><b>-GF CCM guidelines</b> (see attachment: oversight: GF requirement no 3-oversight role of the constituencies 15sheets)</li> <li><b>+Dashboard:</b> The Dashboard shows information pertinent to the grant and presents it in three areas;</li> <li><b>-Financial:</b> <ul style="list-style-type: none"> <li>• Budget and disbursements by GF</li> <li>• Budget Performance per Grant objective</li> <li>• PR, SRs disbursements and expenditure</li> <li>• Last fund disbursement</li> </ul> </li> <li><b>-Management:</b> Conditions precedents and time bound actions               <ul style="list-style-type: none"> <li>• Employment position for personnel hired and job openings</li> <li>• Progress toward contracting SRs</li> <li>• Number of drugs, equipment, and pharmaceutical products</li> <li>• Product inventory</li> </ul> </li> <li><b>-Programmatic:</b> <ul style="list-style-type: none"> <li>• Indicators from the technical or programme unit chosen by the PR and the CCM</li> </ul> </li> <li><b><i>Grant Dashboards for CCMs</i></b></li> <li>-Provides a scan with less emphasis on detail</li> <li>-Provides standard information for all grants in a</li> </ul>	

country

-Allows comparison between grants, between PRs, over time

***Who can use the Dashboard***

-CCM members:

- Oversight
- Communication

-Oversight Committee or Technical Group

- Periodic review and interventions

-Principal Recipient

- Communication
- Information to CCM

• **Session 5: CCM Communication**

-Purpose of CCM Communication Strategy

-Observations on Lao PDR Communication Processes

• **Session 6: Role of CCM Secretariat in Effective CCM Functioning**

-Function and Responsibilities

-Work plan and Budget

-Observations on Lao-PDR CCM Functioning

-Areas for improvement

(See attachment 2 sheets)

• **Session 7: Synthesis and Evaluation**

-Summary of areas for improvement and issues that need to be addressed

-Summary of CCM orientation workshop

***CCM Laos Eligibility Criteria Assessment of Sept27, 2013***

***-PR election still have a weak point***

***-Increasing of stakeholder and the committee have any plan for inspection***

***-Basic request to process: PsR of 3 diseases have to be members of CCM***

• **CCM Meeting and Election of New Officers:**

-Discussion of the Election Protocol

-Elections:

- **New CCM Chairs,**

- 1.Mr. Lytou Buapao
- 2.Dr. Soulany Chansy
- 3.ArJarn Tommas D'Agnes

-Propose regarding of New CCM Structure

-CCM ToRs needed changes:

- 1.Review the composition
- 2.Develope the nation of seat, representatives (member and alternate), subsection.
- 3.Precise the roles of the CCM under the NFM
- 4.Define the scope of work 3 standing committees
- 5.Implement the COI policy

- **OC chair**

- 1.Dr. Philysack Naphivong, IFMT

Members:

- 2.WHO Dr. Recard Dominique
- 3.M of Finance Mr. Angkhansada Muangkhram
- 4.PLWAIDS Mr. Kinoy Phongdeth
- 5.Lux Development Mr. Peter Hemann
- 6.M o Health in progress

- **RMC members:**

RMC Chair Ministry of Health

Members:

- 1.France Emb Mr. Benoit Bonaimé
- 2.Japan Emb Mr. Masato Iso
- 3.M of Planning and Investment Mr. Bounsamack Sayaseng
4. Peer Education Mr. Souliyadeth
5. Lao Medical Mss. Siwalaluk Kenphou
6. MoH

RMC scope of work

-Concept Note development (guide and coordinate task forces)

-Advocacy:

- Teams and review their work
- Provide relevant information to the CCM and OC after monitoring and supervision
- Facilitate the CCM structure for GFATM to propose

	<p>to the CCM -Facilitate CCM request for continued funding to the GF</p> <p><i>Task Work to do after reform</i></p> <ol style="list-style-type: none"><li>1.Members could be from other organizations</li><li>2.Should have meeting every week</li><li>3.Concept Note prepare to submit to GF</li><li>4.Have to have a Dash boar</li></ol> <ul style="list-style-type: none"><li>• <b>Task Force members</b><ul style="list-style-type: none"><li>- Chair of TF should from CCM member</li><li>- Five members + TA in TF</li></ul></li><li>• <b>Executive Committee</b><ol style="list-style-type: none"><li>1. Mr. Lytou BOUAPAO</li><li>2. Mr. Thomas d'asneg</li><li>3. Dr Solany CHANSY</li><li>4. Dr Philaysack NAPHAIVONG</li><li>5. Chair of RMC</li></ol></li></ul>	
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Chair:



Lytou BOUAPAO

Note taken:

