

CCM Meeting Minutes

Country		Lao People's Democratic Republic		Date (dd.mm.yyyy)		8/14/2013	
Meeting type		Extra-ordinary meeting		Did meeting occur as planned?		Yes	
Meeting facilitated by?		Chair		Venue location		Vansana Riverside Hotel	
Name of person who facilitated the meeting		First name		Mr. Lytou		Duration of the meeting (in hours)	
		Family name		Buapao		4 Hours	
		Sector		GOV - Government		Global Fund Secretariat attendance	
Total number of participants (insert number)				Local Fund Agent attendance		Yes	

AGENDA

Planned Agenda	Write the agenda item in the spaces provided below	Select a suitable category	If select 'Other' then specify
Agenda Item #1	Qorum verification & Agenda endorsement	k. Communication	
Agenda Item #2	Introduction: Alignment of general good governance principles and GF requirement reform	h. Harmonization and Alignment	
Agenda item #3	Report and Recommendations from RTF on CCM Reform and Approval of proposed new CCM Membership	a. CCM membership	
Agenda Item #4	Endorsement of TB SSF reprogramming	i. Grant Consolidation/ SSF	
Agenda Item #5	Endorsement of direct purchase spare part of Hudson X-PERT Sprayers, Malania R7 Y5	m. Grant Negotiations/Agreement	
Agenda Item #6	Endorsement of PSM strengthening plan	i. Grant Consolidation/ SSF	
Agenda Item #7	RAI Concept Note approval F22	m. Grant Negotiations/Agreement	
Agenda Item #8	CCM PUDR report Y1 and proposal for year II and CCM website	k. Communication	

Annexes attached to the meeting minutes. Select 'Yes' or 'No' from the drop-down menu	
Attendance list	Yes
Voting procedures	Yes
Other Supporting documents	No

MINUTES OF EACH AGENDA ITEM

MINUTES OF EACH AGENDA ITEM

Agenda Item # 1		Quorum verification and Meeting's Minutes endorsement by CCM's vicechair		
Conflict of interest. List below the names of those who must abstain from decisions.		Quorum attained. Select from 'Yes'		
na		Yes		
Summary of presentation and issues to be discussed				
Dr. Bounfeng presented the Agenda to the meeting asked the meeting to review before adopting it. The meeting subsequently agreed and adopted the agenda for the Special CCM Meeting, held on 14th August 2013 at Vansana Riverside Hotel.				
Contributions from Constituencies/Sectors:none				
Constituency/Sector	Type of contribution	Write content of contributions below		
Agenda Item # 2	• Introduction: Alignment of general good governance principles and GF requirement reform			
Conflict of interest. List below the names of those who must abstain from decisions.		Quorum attained. Select from 'Yes'		
NA		Yes		
Summary of presentation and issues to be discussed				
<ul style="list-style-type: none"> • Dr. Helen Rossert gave the presentation on "Alignment of general good governance principles and GF Specific Governance Principles". She also summarized the important points on where we are in August 2013 under the Global Fund eligibility criteria which will be so important in December for CCM Lao and eligibility in 2013 as follows: <ol style="list-style-type: none"> 1. Broad inclusion of stakeholders in the funding request: we have to get prepared for country dialog with the involvement of Key Affected Populations (KAP). 2. Transparent selection of PR: remember that CCM really needs to refine and document all process of the selection. 3. Oversight plan and functions: Global Fund is paying more and more attentions to the oversight plan. And within the oversight plan we need to build the capacity of the key affected population for them to contribute to oversight. remember that under the new funding model the big emphasis on KAP in the concept note really improved the funding request. 4. Independence of nongovernmental representative selection: we used selection process for Non Government Sector by reviewing three processes under the 5 INGOs. 5. Participation of PLWD: remember that Global Fund really needs to have the representatives of the community of TB in the CCM. 6. Implementation of COL policy: we are going to review and add something to the current conflict of the interest. And the Global Fund is paying more attend to the real implementation of Conflict of the Interest. 				
Contributions from Constituencies/Sectors: Non				
Constituency/Sector	Type of contribution	Write content of contributions below		
Decision(s) (What? When? Who?)				
Non				
Decision making				
Type of decision making	If Voting' indicate results	Voting method	Enter number 'for'	Enter number 'against'
				Enter

--	--	--	--	--

Agenda Item # 3	Reports and Recommendations on Lao CCM Reform presented by Dr. Soulany Chansy, RTF Team leader		
Conflict of interest. List below the names of those who must abstain from decisions.	Quorum attained. Select from 'Yes'		
Non	Yes		

Summary of presentation and issues to be discussed

Dr. Soulany Chansy, team leader of Reform Taskforce, presented a Summary of CCM Reform Process in the meeting as follows:

1. Why reform the CCM?
2. Situation of CCM before the Reform
3. Reform process
4. Recommendations for the Reform
5. Important decisions to be taken by CCM
6. Conclusion & next steps

After finishing the presentation Dr. Soulany Chany urged all CCM members to approve and agree with the 6 points of important decisions to be made in this meeting.

Contributions from Constituencies/Sectors :

Constituency/Sector	Type of contribution	Write content of contributions below
CCM Chair	Clarifications	Mr LyTou Buapao was appreciated to team Reform Task Force. He mentioned that for last implementation we had well perform and good success after got oversight from Global Fund. Comparing to requirement and principal of Global Fund we need to be improved and reform for effectiveness and meet the regulation. If we are not reform we will have no opportunity to get continue fund to support from Glabal Fund. Therefore, CCM members should be considered and endorse for 6 requirements of team Reform Task Force.
PR	Demand for clarifications	Dr. Channy Stramany, Head of PR office requested team Reform Task Force explain 2 points such as How was to select team and representative of association organization as Medical association or other representatives of Peer among PLHIV, TB and Malaria
RTF Team leader	Clarifications	Dr. Soulany Chansy: We selected the association organisation by invitation the representatives of the organisation which is official approved by government and the organisation selected their own representatives by voting to get 3 people. The meeting was organised for selection and the participants in the meeting was voted representative from 3 diseases and network of peer educator, MSM and peer educator sex worker network for only one seat. Base on recommendation of consultation GMS team we need to have one more representative from TB. It is not necessary to be person infected with TB.
PLWD - People living with and/or affected by the three diseases	Clarifications	Mr. Kinoy has additional explanation: The currently existing number of peers are not peer among people who get infected but there are selection from group of MSM, Sex worker which are high risk population.

SR	Demand for clarifications	Dr. Bounpheng Philavong Director of CHAS, mentioned that CHAS is undersupervise of Ministry of Health, it has role for monitoring and evaluation on National program for HIV/AIDS/STI and be focal point of integration with international organisations and partners. We are wondering that CHAS had not opportunity to involve for consultation or comment for implementation. As we are government organisation we know well on strong and weak points for HIV/AIDS as well as facility and difficulty. For the issue of peer which consists of many sectors that CHAS know very well, what kind of peer they are be such as temporary peer or move to other places. My comment were not mean we will influenced to the decision of CCM committee. But at least should listen to recommendation from implementators. In addition for COI the committee might thought to get involve CHAS, TB and Malaria in the CCM that will be COI. But in among association and INGOs who work
NGO - NGOs / Community-Based Organizations	Clarifications	Mr. Robert Gray, country representative of PSI, added in response to Dr. Bounpheng, PSI has a very good example that has very serious conflict of interests of being in the CCM. As discussed in our reform committee it's confirmed that if we have conflicts of interest it doesn't mean that we can't participate in the CCM. We just have to be very transparent over the conflict of interest by removing our self from the decision making.
GOV - Government	Clarifications	Mr. Lytou: We should understand together that all implementations are under responsibility of government. But the affected population from three diseases all of them are not under government service. Therefore, the relevant sectors have to be involved. The experience in some countries the NGOs are direct implementation for government side responsibility for define policy, plan for monitoring and oversight and evaluation of the implementation of each area. Thus there many involvement of difference sectors will be good for evidence for implementation and effectively fund using and transparency.
GOV - Government	Recommendations	Dr. Khanthanouvieng: On be haft of CHAS would like to request to CCM reconsideration to get peer come to be member of CCM and do they can be representative. If we are not included them to be in member of CCM we could insert them to be member of some Technical Task forces or OC might be appropriate cause OC already be technical committee for CCM.
GOV - Government	Recommendations	Mr. Lytou: Our team should be recheck association or international organisation which ones has official enrollement. For the principle we have to endorse first for the practical of implementation will be base on the real situation. For the meeting today would request member to endorse, for more detail we will be emphasized later for the benefit of population especially the group who get affected to three deases.
Decision(s) (What? When? Who?)		

The meeting approved and endorsed the following decisions:

1. Approved the new number of CCM seats (24 seats)
2. Approved the new distribution of seats among sectors and sub-sectors.
3. Approved the creation the alternate position for each seat.
4. Agreed on the date of the last CCM meeting on 25th September 2013 to approve the list of new CCM members and alternates, the new CCM structure and consequently approve the changes in the CCM ToRs.
5. Approved the date of 26th September 2013 for the 1st meeting with the new CCM members and alternates.
6. Agreed on the dates for Orientation Workshop, 26-27 September 2013.

Decision making

Type of decision making	If 'Voting' indicate results	Voting method	Enter number 'for'	Enter number 'against'	Enter number 'for'
Voting		Show of hands	19	non	1

Agenda Item # 4

Endorsement of TB SSF reprogramming

Conflict of interest. List below the names of those who must abstain from decisions.

Non	Quorum attained. Select from 'Yes'
	Yes

Summary of presentation and issues to be discussed

• Dr. Soth, TB Center Coordinator, presented to the meeting on the Rationale/Justifications on the urgent reprogramming for the purchase of TB Drugs and the Budget Verifications:

Rational/Justification

1. Based on assessment of GDF recently, NTP will be facing with TB drug shortage, and directly interrupt to TB patient treatment nationwide, with consequently develop to MDR TB.
2. Drug calculation in previous year buffer only 50% + Lead time 6 month but delay of procurement and receiving drugs. According to WHO standard, annual buffer is 100%.
3. Test result of external Q A, 4 FDCs Batch CA 4282 was found to be sub-standard after being tested in Vietnam and this has to be recalled from all implementing sites. Thus, the procurement of 4 FDCs Batch was canceled.
4. The procurement will be based on budget of TBSSF Y2 of phase one, meaning that procurement in phase 2 of TBSSF Y2, which will be completed within 6 months' times, has not yet been done.
5. This procurement quantification will be covered 2014.
6. The unspent and saving of Phase 1 is available and will be returned to GF at the end of next period.
7. The reallocation budget-line will not be affect to any routine activities.

Budget Verifications

1. The TB SSF budget line 1.3.1.1 and 1.3.1.2 to procure TB drugs, First line, Adult and children earmarked 113,020 \$ for 2013. This amount could not cover this urgent procurement. As assessed by GDF, it's much essential to make an urgent procurement to avoid drug shortages if approved or endorsed in this CCM meeting.
2. Based on GDF assessment and quantification, TB Center will be short of some drug soon (GDF mission report available).
3. Based on calculation the additional budget is still needed is 140,000\$= 253,000\$
4. The TB SSF budget line 1.3.1.1 and 1.3.1.2 to procure TB drugs, First line, Adult and children earmarked 113,020 \$.
5. Based on GDF assessment and quantification,
6. Some drug will be short soon (GDF mission report available).
7. Based on calculation the additional budget is still needed is 140,000\$= 253,000\$.

Constituency/Sector	Type of contribution	Write content of contributions below
OTH - Other (CCM Chair)	Recommendations	Mr. LyTou mentioned for the Dr. present requesting of reprogramming which existing budget and will not be a problem for CCM to endorse there fore, request the meeting agreement and endorse for principal.
OTH - Other (SR)	Demand for clarifications	Mr. Thomas raise question Do the reprogramming discuss with PR or not. The process need to be discussed with PR and OC first.
OTH - Other (PR)	Clarifications	Dr. Sot explained: after GDF evaluated then we submitted to PR and present though OC meeting on 9 August 2013. But the meeting on 9 August 2013 the member of OC attended the meeting were not complete set member there for the meeting request to CCM sec present on this CCM meeting.
NGO - NGOs / Community-Based Organizations	Demand for clarifications	<ul style="list-style-type: none"> • Mr. Robert Gray, PSI Country Director: questioned why we are facing a shortage of TB drugs, which is a very serious problem. He further asked whether there's a case related to the increase of TB patients or delay in procurement?
OTH - Other (SR)	Clarifications	<ul style="list-style-type: none"> • Dr. Soth clarified: <ul style="list-style-type: none"> - As mentioned in the presentation, one reason is related to annual buffer of 50%. 2nd reason is a delay in procurement and the 3rd is sub-standard drug that has to be recalled back from implementing sites.
OTH - Other (PR)	Clarifications	<ul style="list-style-type: none"> • Dr. Chanmy explained on rational of Reprogramming, the PR already got the document but not consideration yet cause need to accept by OC meeting. But OC request to present to CCM to know but not for endorsement. The reason is be the period to report to GF with deadlines on 15 August 2013. However, the TB center already submitted the urgent request for reprogramming to PR before and PR made recommendation to complete the PUDR first. Then PR sent feedback and TB center had confirmation the figure of PUDR and the same figures of Dr. Sot presented today, Base on PR checking PUDR of TB the result showed some expensed as lumsun and figure of detail expense as not the same. Therefore, PR had pay attention for detail plan of this Reprogramming appropriate or not. About Quality testing of TB drugs Lot 1 was not undersandards so National Drug Authority not allow to use the drugs of this Lot with amount 13,000 USD.. At the present PR makes negotiate with Green Light Company who did procurement for reimbursement and as well as Global Fund in the process for checking. Therefore, requested to this meeting make consideration and solve the problem even 13,000 USD but this is benefit of our the country.
OTH - Other (CCM Chair)	Recommendations	Mr. LyTou Buapao recommended we have to look at the general principal first for the detail we will do consultation in the next CCM meeting. We may have many problem will be presented, especially to improve working methodology such as How did we implementation and monitoring & evaluation for last period. other why the urgents task have regular occur and we have to urgent solving. If we are not solve we faille the right to get fund if we solve the problem but break down the regulation. Therefore, we have to lesson learn asuch as nd we will discuss for next meeting. Next all sectors have into the working system Plan for request to endorse have to attach with report and evaluation whict ones can implement and pass through every relevant step before present to CCM
Decision(s) (What? When? Who?)		
Urgent reprogramming for purchase of TB Drugs		

Decision making						
Type of decision making			Voting method	Enter number 'for'	Enter number 'against'	Enter number 'for'
Voting	If 'Voting' indicate results		Show of hands	16		4
Agenda Item # 5		Endorsement of direct purchase spare part of Hudson X-PERT Sprayers, Malaria R7 Y5				
Conflict of interest. List below the names of those who must abstain from decisions.				Quorum attained. Select from 'Yes'		
na				Yes		
Summary of presentation and issues to be discussed						
Dr. Simone mentioned on 2 August 2013 Malaria center submitted the letter request for Reprogramming to PR for procure machine for spray to kill mosquito (X-Part Sprayer) with amount 15,000 USD in the budget Year 5 round 7and the Global Fund already agreed . Then PR sent the request to CCM sec on 5 August 2013 and CCM Sec presented to OC meeting on 9 August 2103, but the meeting had no make consideration because of not completed of member to attend the meeting and then take into account to this CCM meeting . In the past Malaria center already procured 25 machines with equipment for spray in 2011 .						
Contributions from Constituencies/Sectors - none						
Decision(s) (What? When? Who?)						
Endorsement of direct purchase spare part of Hudson X-PERT Sprayers, Malaria R7 Y5						
Decision making						
Type of decision making			Voting method	Enter number 'for'	Enter number 'against'	Enter number 'for'
Voting	If 'Voting' indicate results		Show of hands	17		3
Agenda Item # 6		Endorsement of PSM strengthening plan-presented by Dr. Chanmy Sramany				
Conflict of interest. List below the names of those who must abstain from decisions.				Quorum attained. Select from 'Yes'		
none				Yes		
Summary of presentation and issues to be discussed						

Dr. Channy presented to the meeting on the visiting of FPM on 4-7 March 2103. The Global Fund was introduced CHAI who used to work with MOH since 2008-2010 and assisted CHAS to get low ARV drugs price. Global Fund presented criteria and situation of Lao PDR . At the present Ministry of Health and PR must improve procurement work (PSM Strengthening). In the past we had many problems on weakness of procurement task. There fore, CHAI made recommendation between CHAI and FPM and our three centers (HIV,TB,Malaria) and three centers agreed but three of them have no budget support for this consultant Then three centers did reprogramming at the end of December 2012 and presented to CCM on 12 March 2013 but the committee requested to do bidding for transparency.

Contributions from Constituencies/Sectors :

ML/BL - Multilateral and bilateral development partners in country	Demand for clarifications	Mr. Bernoit questioned: as recommended in OIG report, what extent to this plan. As we all know that some activities planned were not efficient and the experience has been integrated in the plan to avoid the same problem. And where we are now and what we are expecting to improve this data by using this grant as the indicator raised by the OIG on the data related to the drug shortages and others.		
OTH - Other (PR)	Clarifications	Dr. Channy explained that we followed the action plan developed by OIG expert from the last assessment. For the second question, the problem of drug shortages is because of the report received from grassroots was not accurate.		
GOV - Government	Recommendations	Mr. Lytoun Boapao recommended procurement is a key task and the implementation will fast or slowly it depends on procurement. The capacity building for procurement at Ministry of Health especially procurement staff. The procurement staff must understand well on regulation of local and international procurement. The degree of prime minister recommended the procurement have to implement through 2 principals as: 1) Follow regulation of Ministry of Finance and 2) follow with regulation of donors supported. The ke important the principal and regulation of procurement need to translate into Lao language and train for implementation.		

Decision(s) (What? When? Who?)

Endorsement of PSM strengthening plan

Decision making

Type of decision making	If Voting indicate results	Voting method	Enter number 'for'	Enter number 'against'	Enter number 'Abstain'
Voting		Show of hands	15		5
Conflict of interest. List below the names of those who must abstain from decisions.					
Yes					

Agenda Item # 7

RAI Concept Note approval F22

Conflict of interest. List below the names of those who must abstain from decisions.

Mr. Banyuan, Country Director, Health Poverty Actions

Quorum attained. Select from 'Yes'

Yes

Summary of presentation and issues to be discussed

Dr. Bouachay reported currently WHO needs 500 million USD for control of Artemisinin resistance among GSM region, but GF has not enough budget and they can support only 100 million USD. At the beginning Lao PDR is not on the list of eligible country to get this money. Because of Lao PDR face to problem of Artemisinin resistance therefore GF accepted to support Lao PDR in amount 5 USD. Mynma 40 USD. for 4 years period from January 2104 to 30 December 2106 and the implementation will be in 3 provinces such as Attapeu, Sekong and Champasack. The objective to present today for asking comment through email. Requested OC consideration and study in between 24-25 August or when ever after send to CCM member for comment by email.

Contributions from Constituencies/Sectors :

GOV - Government	Recommendations	Mr. Lytoun commented to all members endorsed. For the detail requested to the relevant sectors arrange appropriate time for ready. It is not so far that the delegation team from Mynma who responsibility on this project will come to visit Lao PDR. There fore, he requested to relevant sectors preparing and have detail plan for consultation and exchange with Mynma delegation.
OTH - Other (PR)	Clarifications	Mr. Thomas suggested that for the CCM who would like to participate in the dialogue??? should join the OC meeting that would be help next week. We will expect the OC to do the dialogue??? for this activities. Once the OC has done the dialogue we then will request that it be sent to all CCM Members but with the condition it as been reviewed in details by the OC considering that this is an effective use of 5 million dollar.
GOV - Government	Recommendations	

Decision(s) (What? When? Who?)

Endorsement of RAI Concept Note approval P22

Decision making					
Type of decision making	If 'Voting' indicate results	Voting method		Enter number 'for'	Enter number 'against'
		Enter number 'for'	Enter number 'against'	Enter number 'for'	Enter number 'against'
Voting		15		5	

Agenda Item # 8		CCM PU DR report YI and proposal for year II and CCM website-reported by Ms. Sony, CCM Secretariat	
Conflict of interest. List below the names of those who		Quorum attained. Select from 'Yes' or 'No'	
none		Yes	
Summary of presentation and issues to be discussed			
Ms. Sony reported of summary expenditure of CCM sec. Annual budget is 111,257 US dollars and devide by 4 quaters the total expensed in amount 34,908 US doallards In each quarter. At the present the Website of CCM Lao already completed. The participants could access by: www.ccmiaopdr.org .			
Contributions from Constituencies/Sectors :			
ML/BL -		Mr. Lyiou congratulation to CCM to complete for set up CCM's website. This is very importance, he requested to all memebers to visit the websiteto update the movement of CCM lao and information and	
Multilateral and bilateral development partners in country	Recommendations	guidelines of the Global Fund. CCM sec have to provide information of CCM Lao in the Website.	
Summary of all the decisions and action points		Write the Decision/Action point details in the spaces provided below	
Decision/Action point #1	The meeting endorsed the CCM reform Lao and endorsed 6 points of requested by team task force reform as follow:		
Decision/Action point #2	The meeting endorsed the request of TB center for reprogramming for emergency drug for TB therapy.		
Decision/Action point #3	CCM agreed TB center continued revise budget plan for drug procurement and request to PR help to improve the proposal of reprogramming of TB center.		

Decision/Action point #4	Proposal of Malaria center for request to procure the machin for mosquitoese spay. The CCM agreed malaria center continued to procure the machine whic presented by Dr. Simone.
Decision/Action point #5	Strenghtening capacity building on procurement management system of PR. This meeting endorsed for CHAI to be winner for bridding and CHAI will get fund to next improvement of procurement. Endorsement of PSM
Decision/Action point #6	The meeting endorsed to Malaria center continue to prepare RAI concept Notes and budget for Lao PDR and need to discuss in OC meeting for consideration and recheck. After get OC consideration then transfer to
Decision/Action point #7	CCM Sec had reported annual expenditure for 2013 without reported on plan for next year. Because of need to be endorse by CCM. CCM Sec completed set of Website and you could reach to CCM by www.ccm.laoppdf.org

Chair



Reporteur

