

CCM Meeting Minutes

Country	Lao People's Democratic Republic		Date (25.09.2013)	9/25/2013
Meeting type	Regular CCM meeting		Did meeting occur as planned?	Yes
Meeting facilitated by?	Chair		Venue location	Don Chan Palace Hotel
Name of person who facilitated the meeting	First name	Mr. Lytou	Duration of the meeting (in hours)	4 Hours
	Family name	Buapao	Global Fund Secretariat attendance	Other
	Sector	GOV - Government	Local Fund Agent attendance	Yes
Total number of participants (number)	(insert)	18		

AGENDA

Planned Agenda	Write the agenda item in the spaces provided below	Select a suitable category	If select 'Other' then specify
Agenda Item #1	<ul style="list-style-type: none"> <li>• Qorum verification &amp; Agenda endorsement</li> </ul>	h. Harmonization and Alignment	
Agenda Item #2	<ul style="list-style-type: none"> <li>• CCM's reform updates: Endorsement of Proposals for new CCM structure, new membership and new seat</li> </ul>	a. CCM membership	
Agenda Item #3	<ul style="list-style-type: none"> <li>• Endorsement RAI Project proposal and budget for Lao RAI</li> </ul>	b. Proposal development	
Agenda Item #4	<ul style="list-style-type: none"> <li>• PR updates: PSR and TB phase II</li> </ul>	g. PR Assessment	

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

Agenda Item # 1	Quorum verification
-----------------	---------------------



Conflict of interest. List below the names of those who must abstain from decisions.	Quorum attained. Select from 'Yes' or 'No'
na	Yes

Summary of presentation and issues to be discussed

Mr. Chair of the meeting delivered an opening remark of the meeting and said that after verification of the participants by the CCM Sec officer, more than half of total CCM members (31) are present at the meeting today, which is well met with the quorum. So, the meeting could be held today, 25 September 2013.

Contributions from Constituencies/Sectors:none	
Constituency/Sector	Type of contribution
	Write content of contributions below

Agenda Item # 2		• CCM's reform updates: Endorsement of Proposals for new CCM structure, new membership and new seat
Conflict of interest. List below the names of those who must abstain from decisions.		Quorum attained. Select from 'Yes' or 'No'
NA		Yes

Summary of presentation and issues to be discussed

• Dr. Soulany Chansy presented a summary of the CCM reform in Lao PDR. She said that the RTF had done many steps and processes in order to achieve establishing of the new CCM Laos. The details of the summary comprising 6 points are as follows:

1. New CCM seat distribution: This was already presented in the last CCM special meeting with 23 seats. But after revision of seat allocation by RTF team, the new CCM from three main sector is composed of 24 seats, in which 8 seats have been allocated to Government Sector, 5 seats allocated to Multi-Bilateral Sector and 11 seats allocated for Non government Sector.
2. New list of CCM members: List of the new CCM member provided the names of new CCM member and the alternates, which were selected and elected from the three main sectors with cleared, documented and transparent processes.
3. New CCM structure:
4. Context of the CCM ToRs revision:
5. Outline of Orientation Workshop, 26-27 September 2013:
6. Important decisions to be made today by the CCM: (1. Approve the new number of CCM seats (24 seats); 2. Approve the new distribution of seats among sectors and sub-sectors; 3. Endorse the list of newly selected members; 4. Approve the new CCM structure as designed in slide 11).

Contributions from Constituencies/Sectors: Non	
Constituency/Sector	Type of contribution
	Write content of contributions below

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



- The meeting agreed and approved: 1). New number of CCM seats (24 seats); 2. Distribution of seats among sectors and sub-sectors; 3). The list of newly selected members; 4). The new CCM structure as designed in slide 11.

Decision making					
Type of decision making	If 'Voting' indicate results	Voting method	Enter number 'for'	Enter number 'against'	Enter number of 'abstentions'
Voting		Show of hands	18	non	non

### Agenda Item # 3 • Endorsement RAI Project proposal and budget for Lao RAI

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

Quorum attained. Select from 'Yes' or 'No'

Non

Yes

Summary of presentation and issues to be discussed

Dr. Philsaysack, Chair of OC, informed the meeting that RAI is a regional project operating in the 5 countries in the GMS (Greater Mekong Sub-region) and overall budget is 100 million USD. For the Lao PDR, RAI concept not was already presented in the OC meeting held on 17 September 2013 and has been also submitted to the Global Fund for approval. The purpose of this presentation is to provide additional information and propose to CCM members to decide on how to manage the budget of 5 million USD allocated for Lao PDR and who would be the Principle Sub-Recipient (PSR) for UNOPS, as UNOPS has its regional PR offices only in Myanmar and Vietnam, but not in Laos. UNOPS has proposed to open Sub-PR offices in Lao PDR, especially GFATM PR or CMPE. As agreed in the OC meeting on 17 September 2013, the Lao PR office agreed to take the charge as PSR for UNOPS if quipped with sufficient HR and budget.

Contributions from Constituencies/Sectors :

Constituency/Sector	Type of contribution	Write content of contributions below
CCM Chair	Recommendations	<ul style="list-style-type: none"> <li>• This is very important and also necessary for Laos. For the implementation of this project, OC, as a pool of experts, needs to seek any option that could be implementable thereafter propose to the CCM for endorsement or approval prior to the implementation - <i>Comment by Mr. Chair</i></li> </ul>
Vice-Chair	Clarifications	<ul style="list-style-type: none"> <li>• After the last CCM meeting, CCM Lao received a Notification Letter from Global Fund stating that all CCMs have to be responsible for this project (RAI). As explained by Dr. Philsaysack, UNOPS would be the PR for this project with the budget of 1 million USD.</li> <li>- UNOPS would be the PR for this project, but would not be able to be stationed in Laos, therefore, CCM was required to consider and decide who would be the PSR for UNOPS.</li> <li>- Global Fund has requested CCM to review the budget of this project and send it to Global Fund if already approved or endorsed by the CCM.</li> <li>- UNOP has requested 10% from each RAI project for their administration cost. So, ExCom has considered that UNOPS's request was not appropriate and unreasonable and ExCom has assigned OC to consider and review, as no official notification from Global Fund has been made so far - <i>Comments by Ajarn Thomas</i></li> </ul>
PR	Clarifications	<ul style="list-style-type: none"> <li>• After the meeting with CMPE, PR had agreed to be the PSR for UNOPS and has requested UNOPS to send TOR to PR office.</li> <li>- As assigned by Global Fund, PR also asked UNOPS to provide some details about the relationship between UNOPS, PSR and</li> </ul>



NGO - NGOs / Community-Based Organizations	Clarifications	<ul style="list-style-type: none"> <li>• During the meeting in March 2013 in Bangkok, Dr. Deyer and Dr. Buasy had tried to push Lao to be included in the list of Regional Artemisinin Initiatives. During that time the meeting agreed that Lao could receive 5 Million USD. As mentioned by Dr. Deyer, this is very good opportunity for CMPE, as CMPE may be able to use this money for strengthening the capacity of CMPE. As we are all aware that UNOPS will take 10% from this budget of 5 Million USD for the programme management in the regional PR and in-country PSR and only 80% left for programme implementation, so CCM needs to discuss and decide. <i>Comments by Mr. Bangyuan Bang, PHA</i></li> <li>• For the money 1,7 million USD for the programme management firstly belonged to the PR or PSR and CMPE. After the OC had deeply determined and discussed, some parts of this fund can be used for the programme implementation within PR, which will be the PSR for UNOPS, and another part of this fund could be used for capacity strengthening of CMPE in programme management. This means that the budget proposal that will be submitted to TPR should be approved or endorsed by the CCM. This issue will also be discussed during the visit by UNOPS representative on 28 October 2013. The fund worth 1,7 million USD should be enough for the PSR programme implementation. What we have to do now is to decide whether we allow UNOPS takes 10% of 5 million USD or not, or we inform the Global Fund that CCM Lao can only contribute 1% of 5 million USD, not 10%. <i>Comments by Ajan Thomas.</i></li> </ul>			
ML/BL - Multilateral and bilateral development partners in country	Clarifications	<ul style="list-style-type: none"> <li>• In general, we may firstly agree in principle with the main concepts. For further details we will discuss with UNOPS representative during their visit on 28 October 2013. We, in the meeting, should approve and endorse the PR to be PSR for UNOPS - <i>Comments by CCM Chair.</i></li> </ul>			
CCM Chair	Recommendations	<ul style="list-style-type: none"> <li>• PR office fully agreed to be PSR for UNOPS, but requested CCM Sec to communicate with UNOPS making inquiry about the detailed TOR UNOPS's PSR in Laos, as in the past UNOPS only communicated with CMPE - <i>Comments by Dr. Channy.</i></li> </ul>			
PR	Recommendations	<ul style="list-style-type: none"> <li>• After the PR has agreed to be the PSR for UNOPS, CMPE should prepare detailed workplan and budget plan subsequently submit to OC for reviewing in order to avoid the errors as occurred in the past.</li> </ul>			
CCM Chair	Recommendations	<ul style="list-style-type: none"> <li>• It's recommended that CMPE prepare detailed budget plan and should not wait until TRP approval. This will ensure that the action can be taken immediately upon receipt of approval from TRP. If TRP cuts out some parts of budget plan we can also adapt to the plan accordingly.</li> </ul>			
OC Chair	Recommendations	<ul style="list-style-type: none"> <li>• The meeting approved and endorsed the PR office of GFATM Lao to be the Principle Sub-recipient (PSR) for UNOPS in Lao PDR.</li> </ul>			
<b>Decision(s) (What? When? Who?)</b>					
<ul style="list-style-type: none"> <li>• The meeting approved and endorsed the PR office of GFATM Lao to be the Principle Sub-recipient (PSR) for UNOPS in Lao PDR.</li> </ul>					
<b>Decision making</b>					
Type of decision making	If 'Voting' indicate results	Voting method	Enter number 'for'	Enter number 'against'	Enter number of
Voting		Show of hands	14	non	4
<b>Agenda Item # 4</b> <ul style="list-style-type: none"> <li>• PR updates: PSR and TB phase II</li> </ul>					
Conflict of interest. List below the names of those who must abstain from decisions.			Quorum attained. Select from 'Yes' or 'No'		
Non			Yes		
Summary of presentation and issues to be discussed					



• PR updates presented by Dr. Chanmy, Head of PR Office.

Contributions from Constituencies/Sectors

Constituency/Sector	Type of contribution	Write content of contributions below
ML/BL - Multilateral and bilateral development	Demand for clarifications	<ul style="list-style-type: none"> <li>• Dr. Dominique asked what about the target in terms of activity implementation, as it's important for the CCM. The presentation only PUDR financial report, which have just been sent to the Global Fund.</li> </ul>
PR	Clarifications	<ul style="list-style-type: none"> <li>• The progress updates have just been sent to LFA, which is under the verification. For the results of percentages in each indicator will be summarized in the Dashboard, which will include programmatic result, financial result, and procurement and logistic results - clarified by Dr. Chanmy</li> </ul>
Vice-Chair	Demand for clarifications	<ul style="list-style-type: none"> <li>• Ajarn Thomas asked we want to know what are the most challenging problem that could not be resolved.</li> </ul>
PR	Demand for clarifications	<ul style="list-style-type: none"> <li>• Most of the problems could have been resolved through the steps and processes according to OIG recommendations. The most challenging problem that cannot be solved is the incentive scheme that will meet the deadline 31st November 2013 – responded by Dr. Chanmy.</li> </ul>
OTH - Other (SR)	Demand for clarifications	<ul style="list-style-type: none"> <li>• The last CCM meeting endorsed and approved the PSM Strengthening for PR, therefore, PR was requested to provide some brief updates on this project - Comments by Ajarn Thomas.</li> </ul>
OTH - Other (PR)	Clarifications	<ul style="list-style-type: none"> <li>• Based on the CCM advice during the visit of FPM on 12 March 2013, PR had made a public announcement and received the expression of interest from many companies. After review of the expression of interest CHAI Company was awarded as winner and PR has already submitted the name of winner to Global Fund for approval. Total budget for this project worth USD 400,000 were allocated from the savings from the three centers: HIV/AIDS, TB and Malaria</li> </ul>
OTH - Other (CCM Chair)	Recommendations	<ul style="list-style-type: none"> <li>• Ajarn Thomas raised the point that based on the organizational structure of RAI, we should review and study the structure whether we need a full time staff or not for PSM, because RAI will have less procurement and most of the procurement will be dependent on other sources.</li> <li>• As specified in the budget already submitted to GF, RAI budget has already covered 8 staffs. We should improve and strengthen the capacities of CMPE in programme management, because CMPE will have to implement two projects, TFM and RAI. It's proposed that PR and CMPE work together on this organization structure for CMPE in management of RAI.</li> </ul>

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 number of
Please select...		Please select...			

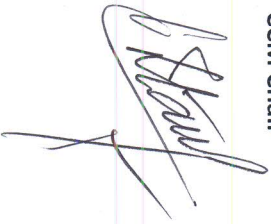


**Summary of all the decisions and action points**

**Write the Decision/Action point details in the spaces provided below**

Decision/Action point #1	<p>The meeting endorsed and agreed with the new CCM Reform proposed by Reform Taskforce Team as follows:</p> <ol style="list-style-type: none"> <li>1. Approved and endorsed with the new number of CCM seats (24 seats).</li> <li>2. Approved and endorsed the new distribution of seats among sectors and sub-sectors.</li> <li>3. Approved and endorsed the list of newly selected members.</li> <li>4. Approved and endorsed the new CCM structure as designed on slide 11.</li> </ol>
Decision/Action point #2	<p>The meeting approved and endorsed RAI project and approved the Principle Recipient (PR) of GTFEM Lao to be Principle Sub-recipient (PSR) for UNOPS</p>
Decision/Action point #3	<p>The meeting agreed and endorsed the Minutes of the Last CCM special meeting, held on 14 August 2013.</p>

**CCM Chair**



**Reporteur**

