

## **Minutes of Meeting Executive Committee**

**Date:** 15 January 2015

**Place:** Ministry of Health, 1<sup>st</sup> floor CCM Sec meeting room.

**Chair:** Dr Soulany Chansy, Deputy Director Community Health, Lao Red Cross

**Participants:**

1. Dr Soulany Chansy, Director, Community Health, LRC.
2. Dr Philaysak Naphayvong, OC Chair & Deputy Director, IFMT.
3. Dr Juliet Fleischl, WHO Representative
5. Dr Bounfeng Phommalaysith, Deputy Director General of The Cabinet.
5. Dr Khamlay Manivong, TA, CCM Secretariat.
6. Ms Sony Sisomvang, Coordinator, CCM Secretariat

**Agenda of the Meeting:**

1. Briefing on agenda FPM visit Laos on 19-23 January 2015.
  2. Briefing on agenda CCM meeting on 22 January 2015.
  3. Briefing on FEI 5% to CSO.
  4. AOB.
- CCM TOR Revision
  - CCM Secretariat Staff Recruitment.

**Summary of key points:**

**1. Briefing on agenda FPM visit Lao PDR on 19-23 January 2015:**

- CCM Sec reported, FPM mission appointment with three national programs, PR, Develop partner, CSO, LFA were confirmed. Ministry of Planning and Investment and Ministry of Foreign Affair have been briefed about the mission. We were waiting confirmation from Ministry of Health.

- PR will accompany with FPM mission to meet with SRs and partners.
- CCM Sec will join with FPM mission to have a meeting with Ministry of Foreign Affair, Ministry of Planning and Investment and Ministry of Health.

## **2. Briefing agenda on CCM meeting on 22/1/2015**

- CCM Sec reported that there are four Concept Notes (including: HSS, HIV/AIDS, ICC (RAI project), and KAP Regional Network Concept Notes) need to be endorsed by CCM members.

## **3. Briefing on FEI 5% to CSO.**

Dr Soulany reported that this is the last visit of TA FEI 5%.

- She noted that, CSO can be ownership than the past. They can follow up with suggestion of TA FEI 5%. CSO will continue to work together with CHAS for developing Concept Note. They also have the several topics to discuss with FPM mission.

## **4. AOB**

- CCM TOR Revision
- The CCM Sec reported that based on the GF recommendation to add part of oversight function of the CCM members on CCM TOR, the CCM sec had revised it accordingly. Since only small revision made, the revised TOR was reviewed and endorsed by the Ex-Com, instead of the full CCM members.
- CCM Secretariat Staff Recruitment.


The CCM Secretariat reported to the ExCom on the results of selection of candidates for the vacant positions of the CCM Secretariat.

- The post vacancy announcement has been advertised through CCM website, 108 Job website, and local newspapers between 29 December 2014 and 09 January 2015.
- 18 applicants submitted for the position.
- Based on the educational background, average score of interview and skills assessment and potential working with the secretariat for a longer period, the panel acknowledged that Mr. Budhsalee should be the most suitable candidate for the position of Coordinator Assistant.

- On the other hand, as the CCM Secretariat is looking for a person to be filling out a vacant position of Technical Assistant (TA) for improving constitution with constituencies and other national bodies, the panel acknowledged that Mr. Phouvichit may be a potential suitable candidate for this position.
- Therefore, the interview panel agreed to invite Mr. Budhsalee to discuss the conditions of the contract for the Coordinator Assistant. In the meantime, in order to save the CCM's budget and times for advertisement for the position of Technical Assistant, the panel agreed to invite Mr. Phouvichit to have further discussion about a job description of the Technical Assistant and the conditions of potential contact for the Technical Assistant post.
- The ExCom has no objection with the results and delegated to the CCM Secretariat for further procession of recruitment of the Coordinator Assistant and Technical Assistant.

Vientiane Capital,

Approve by Chair



Dr. Souelany Chansey

Prepare by

