

MEETING MINUTES OF EXECUTIVE COMMITTEE AND OVERSIGHT COMMITTEE MEETING

1. INPUT FIELDS INDICATED BY YELLOW BOXES

MEETING DETAILS					(Place "x" in the Relevant Box)			
LOCATION/VENUE	3rd Floor Meeting Room, MoH							
MEETING NUMBER		TOTAL NUMBER OF PARTICIPANTS/ (INCLUDING ALTERNATIVES & CCM SECRETARIAT STAFF)	EX-COM MEMBERS	3				
DATE (dd.mm.yy)	07/03/2017		OC MEMBERS	4				
MEETING SCHEDULE START	9:00		CCM SECRETARIAT STAFFS	4				
MEETING ACTUAL STARTED	9:15		OTHERS	11				
MEETING ACTUAL ENDED	12:05		TOTAL	22				
DETAILS OF PERSON								
HIS / HER NAME & ORGANIZATION	First Name	Assoc. Prof. Dr. Phouthone		MEETING TYPE				
	Family Name	Muongpak					Regular Meeting	
	Position/Title	Vice-Minister					Extra-ordinary Meeting (ExCom+OC)	X
	Organization	MOH					Other Meeting	
HIS / HER ROLE ON THE MEETING	Chair	X	GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING	LFA	X			
	Vice-Chair			FPM / PO				
	CCM Member			OTHERS				
	Alternate			NONE				

2. AGENDA OF THE MEETING

AGENDA SUMMARY		
AGENDA ITEM NO.	WRITE THE AGENDA TITLE OF EACH AGENDA ITEM/TOPIC	Responsible Person
Agenda #1	• Election of OC Chair	OC Members
Agenda #2	• Debrief on the results of new PR assessment	LFA
Agenda #3	• Review Performance Updates and Disbursement Request (PUDR)	PR/OC
Agenda #4	• AOB	Chair

3. MINUTES OF EACH AGENDA ITEM

Agenda Item #1	Election of OC Chair
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
Due to insufficient quorum in the meeting, the OC members shall elect an OC chair during next session.	
DECISIONS MADE	
<ul style="list-style-type: none"> Due to insufficient quorum, OC chair shall be elected during next OC Meeting 	

Agenda Item #2	• Debrief on the results of new PR assessment
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
<p>Following the CCM Meeting held on 18th January 2017 at the MOH during the GF mission, the meeting unanimously agreed that the current PR (MOH) is the only viable PR for this grant as it will be a good preparation for Lao PDR for the transition period beyond 2020 in order to allow sufficient times for the MOH to strength its capacity and parallel identify other funding sources. It was agreed that the PR Office will be considered to restructure in order to align with functionalities of Ministry line Departments. However, before making final decision, a capacity assessment of the new PR Office was required.</p> <p>In this light, LFA commenced on 8th February an assessment for the new PR for Global Fund grant implementation for the period 2018-2020.</p> <p>During the last Ex Com Meeting conducted on 10th February, LFA informed about the ongoing process and suggested a debriefing on capacity assessment of new PR office with Ex Com and OC members to share finding and recommendations.</p> <p>LFA noted that the assessment to MOH systems in DPIC/DOF was based in a context of transition and focus on sustainability. The presentation addressed the following points:</p> <p>1. Process:</p> <ul style="list-style-type: none"> PR functions to be taken on by DPIC (Management and M&E) and DOF (Finance and procurement). <p>2. Finance:</p> <ul style="list-style-type: none"> Considering the limited experience of DOF, LFA suggested to create a finance unit within the DOF with the purpose to start building capacity and strengthening the DOF. This unit will be responsible for consolidated grant budget monitoring and analysis, quarterly reporting to the MOF, bi-annual reporting to the GF, financial oversight to SRs and overall financial management. LFA recommended more involvement of the Government, and in a long-term to create a unit in the DOF to manage external funds. LFA advised that in a long-term, accounting software (ACCPAC) should be change into one that could meet all reporting requirements (including government requirements). Also, suggested to continue using ACCPAC for the period 2018-2020 accounting by the national programs and the PR expenditure, considering there is no proper alternative currently available. At central level, a key change for PR will be to simplify the current procedure for controlling the government expenditure to the extent that all external funding could be managed effectively in the same way as national government budget. Strengthen financial planning and control both at the central level (DPIC and DOF) and the provincial level. 	

3. PSM: supply chain

- The grant should support a crosscutting PSM team.
- The MOH should clarify communication and reporting lines between PR-DPIC and the Food and Drug Department who oversee MPSC, as they will need to play a significant role in supply chain management of grant funded commodities.
- The small procurement team supported under the grants should be located in the DOF to continue procurement functions according to the GF.

4. M&E

- Roles and responsibilities within the MOH (HMIS unit and disease programs) in terms of data ownership, data quality, analysis of data and use of DHIS2 as the national system for M&E for the 3 disease programs should be defined in (slightly) revised versions of the M&E plans already developed for the 3 disease programs as well as in an overarching governance structure for DHIS2.
- DHIS2 integration should be addressed during all remaining GF missions in 2017 for continuous follow up and maximizing integration per 31/12/2017.
- HIVCAM and MERS should be made transparent by CHAS. For this purpose it is recommended to have the current PR TA to work with CHAS and HSS DHIS2 TA to make these systems transparent and identify how they will be linked / integrated with DHIS2

5. Governance

- To develop a roadmap for transitioning and to start up a transition process for transferring the current PR functions to the newly recommended structure in order to ensure that the new PR is ready for implementation per 1/1/2018.

Lastly, LFA recommended a new PR structure. The proposed structure aims to invest in strengthening existing Ministry structures and functions for sustainability, and prepare country for transition from GF funding.

Additionally, the new structure keeps the role of DCDC as the main responsible for the three national programs. The central level's core focus remains the relationship with the provinces and technical leadership and oversight.

Highlights of discussions and clarifications related to above presentation included the following:

- The Meeting acknowledged the need for a detailed and clear roadmap for GF transition
- Participants noted that changes from ACCPAC accounting software should be adopted within a long-term given that there is not enough material or instruments to make the change possible within the next three years;
- Participants noted that two components should be considered: i. Movement of PR, and ii. Long term Health Sector Reform. In this sense, the Meeting agreed that for this transition process, MOH should focus first in GF management, and in Health Sector Reform as a long-term process;
- LFA explained that GF wants to support the Health Sector Reform;
- In order to have a better understanding, the meeting requested LFA to divide the presentation in short-terms and long-terms recommendations;
- CHAS representative acknowledged that CHAS would like to clarify with LFA regarding M&E work;
- DCDC proposed another option for PR structure, emphasizing M&E should be under DCDC. Also noted DSHI2 will take some times to fully function, and highlighted the importance of information system strengthening, and the need for better equipment and training;
- The Meeting agreed to consider the recommended PR structures.

DECISIONS MADE
<ul style="list-style-type: none"> LFA will elaborate a new presentation including short-terms and long-terms recommendations The Meeting agreed to consider the recommended PR structures

Agenda Item #3	<ul style="list-style-type: none"> Review Performance Updates and Disbursement Request (PUDR)
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
Due to time constrains this item was not develop.	
DECISIONS MADE	
No decision	

Agenda Item #4	<ul style="list-style-type: none"> AOB
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
PR office has been requested to identify saving within current grants to enable a consultation workshop on 13 March. PR requested Transition Task Team (TTT) to jointly work to elaborate budget.	
DECISIONS MADE	
<ul style="list-style-type: none"> PR office requested TTT to jointly work to elaborate consultation workshop budget. 	


4. SUMMARY OF DECISIONS AND ACTION POINTS

AGENDA ITEM NO.	WRITE IN DETAIL THE DICISIONS	KEY PERSON RESPONSIBLE	DUE DATE
Agenda Item #1	<ul style="list-style-type: none"> OC chair shall be elected during next OC Meeting 	OC members	
Agenda Item #2	<ul style="list-style-type: none"> LFA will elaborate a new presentation including short-terms and long-terms recommendations 	LFA	
Agenda Item #3	<ul style="list-style-type: none"> No decision 		
Agenda Item #4	<ul style="list-style-type: none"> PR office requested TTT to jointly work to elaborate consultation workshop budget. 	PR/TTT	

5. NEXT MEETING

LOCATION/VENUE	
DATE:	
TIME	

6. OC MEETING MINUTES PREPARED BY:

TYPE/PRINT NAME	Ms. Silvia Elena Illescas Matus	DATE:	09/03/2017
FUNTION/ POSITION	UNV WHO Health advocacy and coordination	SIGNATURE	

7. OC MEETING MINUTES APPROVED BY:

TYPE/PRINT NAME	Assoc. Prof. Dr. Phouthone Muongpak	DATE:	
FUNTION/ POSITION	CCM Chair	SIGNATURE	