

Figure 1

MEETING DETAILS									
COUNTRY (CCM)			Lao PDR			TOTAL NUMBER OF VOTING MEMBERS PRESENT (INCLUDING ALTERNATES)			11
MEETING NUMBER (if applicable)			N.A.						
DATE (<i>dd.mm.yy</i>)			07/12/15			TOTAL NUMBER OF NON-CCM MEMBERS / OBSERVERS PRESENT (INCLUDING CCM SECRETARIAT STAFF)			9
DETAILS OF PERSON WHO CHAIRED THE MEETING									
HIS / HER NAME & ORGANISATION		First name	Soulangy			QUORUM FOR MEETING WAS ACHIEVED (yes or no)			
		Family name	Chansy			DURATION OF THE MEETING (in hours)			
		Organization	Lao Red Cross			VENUE / LOCATION	World Health Organization Office		
HIS / HER ROLE ON CCM (Place 'X' in the relevant box)		Chair				MEETING TYPE (Place 'X' in the relevant box)		Regular CCM meeting	
		Vice-Chair		X				Extraordinary meeting	X
		CCM member						Committee meeting	
		Alternate				GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING (Place 'X' in the relevant box)		LFA	
HIS / HER SECTOR* (Place 'X' in the relevant box)								FPM / PO	X
GOV	MLBL	NGO	EDU	PLWD	KAP	FBO	PS	OTHER	
						X		NONE	

LEGEND FOR SECTOR*

GOV	Government	PLWD	People Living with and/or Affected by the Three Diseases
MLBL	Multilateral and Bilateral Development Partners in Country	KAP	People Representing 'Key Affected Populations'
NGO	Non-Governmental & Community-Based Organizations	FBO	Religious / Faith-based Organizations
EDU	Academic / Educational Sector	PS	Private Sector / Professional Associations / Business Coalitions

SELECT A SUITABLE CATEGORY FOR EACH AGENDA ITEM
(Place 'X' in the relevant box)

GOVERNANCE OF THE CCM, PROPOSALS & GRANT MANAGEMENT
RELATED TOPICS

[illegible]

AGENDA ITEM #5	Capacity building needs - CCM Update on - CSO strengthening plan and identified remaining needs																			
AGENDA ITEM #6	Oversight plans for 2016																			

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #1	Planning for NFM grant implementation
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)	
There was no COI for this agenda item.	
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)>	Yes

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

- All grants have been approved but the challenges still remain in term of program delivery and capacity building. PR has to work closely with SRs, especially the new partners, such as DPIC.
- RAI is a big part of Malaria and has to work with DPIC in strengthening the program.
- CCM's role is to focus on oversight the implementation of the grants.
- PR Office needs to join the monitoring supervision on implementation of 4 programs, but in practice it is not impossible due to the period and the arrangement of time that could not match each other, so PR can join only for some of the program.
- WHO has internal discussion on the cooperation between WHO and the GF. The agreement will finish about one year time, we may discuss and make a recommendation during this mission if there is a need to have further technical assistance.
- CHAS will work closely with WHO, USAID to improve strategic information system.
- Many manuals need to be updatede.g. manual on finance, procurement, others.To complete all of these manuals requesting by the Global Fund, PR needs the technical assistance. The GF CT will discuss more detail with PR.

SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM

GOV	
MLBL	
NGO	
EDU	
PLWD	
FBO	
KAP	

DECISION(S)

No decision.

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #2	Planning for CCM Eligibility and Performance Assessment 2016
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)	

There was no COI for this agenda item.		
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >		Yes
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED		
<p>CCM Sec has updated to the meeting about the implementation of the CCM improvement plan in order to fulfill the 6 Eligible Requirements. All of which have been completed in 2015 and some activities will be continued during 2016. Such as:</p> <ul style="list-style-type: none"> Updating the Lists of CCM members (including contact lists and COI signature form in the GF extranet), as some members has changed. <p>The GF will develop a guideline for the CCM Eligibility and Performance Assessment process for 2016 and will update CCM later.</p>		
SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM		
GOV		
MLBL		
NGO		
EDU		
PLWD		
FBO		
KAP		
DECISION(S)		
No decision.		
ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE

MINUTES OF EACH AGENDA ITEM		
AGENDA ITEM #3	Technical working groups	
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)		
There was no COI for this agenda item.		
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >		Yes
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED		
<p>Due to the structure and the policy level of the Ministry of Health, 9 Technical Working Group existed, they has separately meeting at each level:</p> <ul style="list-style-type: none"> "Monthly meeting" Task Force of each center (NTC, CHAS and CMPE) "Quarterly meeting" Technical Working Group of Department's level "Twice a year" Report from each Technical Working Group at operation meeting level "Once a year" the policy level meeting. <p>There may need to have one technical working group for all disease programs, while there is also need to have a specific technical working group for each disease program to involve more partners, especially CSO and KAP.</p>		
SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM		

GOV		
MLBL		
NGO		
EDU		
PLWD		
FBO		
KAP		
DECISION(S)		
No decision		
ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE

MINUTES OF EACH AGENDA ITEM	
AGENDA ITEM # 4	Outcomes from policy and protections frameworks assessment
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)	
There was no COI for this agenda item.	
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)>	
	Yes
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
<p>Some subjects were raised and discussed during the National Consultation on Assessment of the Policy and Protections Framework to Increase Access to HIV-related Service for Key Populations held on 12/11/2015</p> <ul style="list-style-type: none"> • PLWD that found some discrimination and stigma are not only from the other people in society but also from the PLWD themselves, so there was proposed to remove the article 69 regarding criminal measures, that mentioned the penalties in prison and also financial, for those who are intentionally transmit HIV infection to others. It could be done by replacing HIV by the transmissible diseases, because it may be cause of fearing to people who are affected of HIV to come to test and access to treatment. The Penal Code team has been set up to review this point. • Sex worker in Laos is still illegal, during penal code Task Force meeting CHAS has proposed to review regarding the sex worker comparing with another country in the region. • MSM and TG are not recognized and not criminalized under the Lao law, so they have no clear status. • People who injected drug, the HAARP project has tried to advocate and introduce the Methadone to the processes of treatment people who injected drug, but base on the policy of the National Commission for Drug Control and Supervision, they still preferred to use the opium substitute. • A number of migrants need to access to ARV and HIV related-services, but the grants for migrant project in Vietnam and Thailand will finish by the end of 2015. Around 400,000 Lao migrants working in Thailand and of which about 15,000 people working for entertainment services. The MOU has been signed now on management of Migrant Workers with Vietnam, especially for Vietnamese who came to work in Laos. 	
SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CGM	
GOV	
MLBL	
NGO	

EDU		
PLWD		
FBO		
KAP		
DECISION(S)		
No decision		
ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #5	Capacity building needs - CCM Update on - CSO strengthening plan and identified remaining needs
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

There was no COI for this agenda item.

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >	Yes
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SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

- The first year of program "Strengthening Capacity of CSOs and CCM member to response HIV/TB and Malaria in Lao PDR" was passed, but it still left some money due to some activities was not conducted, the CSO in processing to reprogramming to continue the activities in second year.
- Another part of the project supporting by FEI 5% "Promotion of Capacity Building in good collaboration within the CCM in Laos" to strengthening the capacity building for CSOs, to help them to be able to speaking in public place and contributing the opinion in the meeting. The CSOs Forum is in processes of TOR finalization and member selection. They need a technical assistant to guide and help them in this process.

SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM

GOV	
MLBL	
NGO	
EDU	
PLWD	
FBO	
KAP	

DECISION(S)

No decision

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #6	Oversight plans for 2016		
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)			
There was no COI for this agenda item.			
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >			Yes
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED			
<ul style="list-style-type: none"> CCM Secretariat has a plan to organize The full CCM retreat at the end of 2015, to review the implementation of the annual oversight plan 2015 and develop the oversight plan for 2016, review TOR of the Oversight Committee, CCM members, CCM budget etc., unfortunately it was pending because of the suspension of budget expenditure of CCM as the GFCT and CCM Secretariat is in a process of reviewing the CCM annual expenditure and reprogramming. However, the meeting recommended that the full CCM retreat should take place soon. Regarding Dash Board, it works very well and the results are very interesting. Lao Dash Board was shown as a good initiative at the exhibition booth during the last GF board meeting. Unfortunately, the PR is challenging with many issues in order to update data and generate the results regularly, such as late and incomplete submission of data from some SRs, and PR team has overload with other demands. This issue will be included in the agenda of the next CCM meeting to having more detail discussion. 			
SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM			
GOV			
MLBL			
NGO			
EDU			
PLWD			
FBO			
KAP			
DECISION(S)			
No decision			
ACTION(S)		KEY PERSON RESPONSIBLE	DUE DATE

SUMMARY OF DECISIONS & ACTION POINTS			
AGENDA ITEM NUMBER	WRITE IN DETAIL THE DECISIONS & ACTION POINTS BELOW	KEY PERSON RESPONSIBLE	DUE DATE
AGENDA ITEM #1	No decision		
AGENDA ITEM #2	No decision		
AGENDA ITEM #3	No decision		
AGENDA ITEM #4	No decision		

AGENDA ITEM #5	No decision		
AGENDA ITEM #6	No decision		

SUPPORTING DOCUMENTATION	Place an 'X' in the appropriate box	
ANNEXES ATTACHED TO THE MEETING MINUTES	Yes	No
AGENDA CIRCULATED ON TIME BEFORE MEETING DATE	X	
ATTENDANCE SHEET COMPLETED	X	
DISTRIBUTION OF MINUTES WITHIN ONE WEEK OF MEETING	X	
FEEDBACK INCORPORATED INTO MINUTES, REVISED MINUTES ENDORSED BY CCM MEMBERS*	X	
MINUTES DISTRIBUTED TO CCM MEMBERS, ALTERNATES AND NON-MEMBERS	X	

CHECKLIST (Place 'X' in the relevant box)

	YES	NO	
AGENDA CIRCULATED ON TIME BEFORE MEETING DATE	X		The agenda of the meeting was circulated to all CCM members, Alternates and Non-CCM members <u>2 weeks</u> before the meeting took place.
ATTENDANCE SHEET COMPLETED	X		An attendance sheet was completed by all CCM members, Alternates, and Non-CCM members present at the meeting.
DISTRIBUTION OF MINUTES WITHIN ONE WEEK OF MEETING	X		Meeting minutes should be circulated to all CCM members, Alternates and non-members within <u>1 week</u> of the meeting for their comments, feedback.
FEEDBACK INCORPORATED INTO MINUTES, REVISED MINUTES ENDORSED BY CCM MEMBERS*	X		Feedback incorporated into revised CCM minutes, minutes electronically endorsed by CCM members, Alternates and non-members who attended the meeting.
MINUTES DISTRIBUTED TO CCM MEMBERS, ALTERNATES AND NON-MEMBERS	X		Final version of the CCM minutes distributed to CCM members, Alternates and Non-members and posted on the CCM's website where applicable within <u>15 days</u> of endorsement.

CCM MINUTES PREPARED BY:

APPROVED BY (NAME)	M. PhouvichitXongmixay	DATE	21/01/2016
		SIGNATURE	

CCM MINUTES APPROVED:

APPROVED BY (NAME)	Dr. SoulanyChansy	DATE	
		SIGNATURE	