

MEETING MINUTES OF EXECUTIVE COMMITTEE MEETING

1. INPUT FIELDS INDICATED BY YELLOW BOXES

MEETING DETAILS (Place "x" in the Relevant Box)				
LOCATION/VENUE	1 ST Floor CCM Secretariat Meeting Room, MoH			
MEETING NUMBER	1st	TOTAL NUMBER OF PARTICIPANTS/ (INCLUDING ALTERNATIVES & CCM SECRETARIAT STAFF)	EX-COM MEMBERS	4
DATE (dd.mn.yy)	07/04/2016		ALTERNATIVE OF EX-COM	
MEETING SCHEDULE START	13:30		CCM SECRETARIAT STAFFS	2
MEETING ACTUAL STARTED	13:30		OTHERS	
MEETING ACTUAL ENDED	16:30		TOTAL	6
DETAILS OF PERSON			MEETING TYPE	
HIS / HER NAME & ORGANIZATION	First Name	Mr. Lytou		
	Family Name	Bouapao	Extra-ordinary Meeting	
	Position/Title	Vice-Minister	Other Meeting	
	Organization	MES		
HIS / HER ROLE ON THE MEETING	Chair	X	GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING	LFA
	Vice-Chair			FPM / PO
	Ex-Com Member			OTHERS
	Alternate			NONE

2. AGENDA OF THE MEETING

AGENDA SUMMARY		
AGENDA ITEM N ^o .	WRITE THE AGENDA TITLE OF EACH AGENDA ITEM/TOPIC	Responsible Person
Agenda Item #1	<ul style="list-style-type: none"> Summary results of the GF country team mission on 10-18 March 2016 	CCM Secretariat
Agenda Item #2	<ul style="list-style-type: none"> Discussion on RAI reprogramming for 2015-2017 	CCM Secretariat
Agenda Item #3	<ul style="list-style-type: none"> Update on Board member / Alternate nomination process and election for western pacific region constituency 	CCM Secretariat
Agenda Item #4	<ul style="list-style-type: none"> France's application to Oversight Committee membership 	CCM Secretariat
Agenda Item #5	<ul style="list-style-type: none"> Preparation for the next OC and CCM meeting. 	CCM Secretariat
Agenda Item #6	AOB <ul style="list-style-type: none"> Update on UNV for CCM Secretariat – Health Advocacy and Communication Agreement between the Government of the Grand Duchy of Luxembourg and the Ministry of Health of Lao PDR Others Close the meeting 	CCM Secretariat

3. MINUTES OF EACH AGENDA ITEM

Agenda Item #1	Summary results of the GF country team mission on 10-18 March 2016
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
<p>The CCM Secretariat highlighted the results of recently GF mission in Lao PDR that presented in the debriefing meeting on the last day of the mission:</p>	
Immediate Focus Needed:	
<ul style="list-style-type: none">• Increase Program Implementation and Grant Expenditure• Future Allocation is tied to Program Expenditure at end 2016• Funds not expended now will be deducted from future country allocations• It is critical to address any bottleneck delaying program implementation• Identify activities where it is possible to scale up & implement	
Critical Actions for PR Program SRs Agreement:	
<p>The PR to be responsible for organizing:</p>	
<ul style="list-style-type: none">• Regular Weekly Skype meetings with the GF, PR & each Program SRs - to alternate.• At least monthly meeting: PR and SRs to address MAs and facilitate performance. (held immediately prior to the monthly meetings scheduled with the Global Fund).• Weekly meeting PR Finance Team with SR Finance Officer focal points to address budget/financial issues; timetable for individual inputs to PUDR reporting to be agreed Monday 21 March.• Planning meeting once/month - PR Procurement Team with each SR PSM focal point to plan: inventory management, quantification, & potential procurements.• Quarterly planning meeting: PR with Program SRs strategic planning for program management eg recruitments. Finance, PSM, M&E guidance, or grant deliverables• Weekly meetings with each program: PR M&E staff &TA & SR M&E focal point to address issues and build capacity.	
<p>The PR to:</p>	
<ul style="list-style-type: none">• Work to support DPIC-PMU with concentrated assistance from Finance and M&E teams over the next month.• Ensure PR Finance & Procurement teams coordinate regarding procurement commitments and expenditures• Finalize the management manuals (Financial Management, Procurement, HR, COI, SR Oversight) with SRs, and lead development of SR manuals to ensure consistency and application.• Commit to turnaround time of maximum of ??XX?? for SR submissions to the GF• Address Grant requirement to provide organogram of PR staff needs to manage programs and a plan how PR will assume funding of positions from 1 January 2018	
<p>All SRs to :</p>	
<ul style="list-style-type: none">• Plan in advance and commit time to meet with the PR• Coordinate by Program on a weekly/monthly /needs basis to determine budget savings, priority activities and how to scale up.• Advise PR in advance of key program activities that may require PR input eg procurement, recruitment and re-budgeting of savings etc• Agree jointly with PR on communication protocol	
Critical Actions going forward:	
<p>The Global Fund to:</p>	
<ul style="list-style-type: none">• Enable LFA visits over the next 2 wks to follow up finance issues; and provide for financial technical assistance to assist PR Finance Manager and DPIC PMU.• Consolidate, prioritize and close outstanding Management Actions (MAs) from past Performance Letters (OSDVs, Spotchecks, PU/DRs)• Reduce the number of MAs to address material actions while ensuring clarity and reducing overlap	

- Issue timely advice of disbursements together with detail on disbursements
- Q2 disbursement to include a buffer (ie Q2+Q3) for Malaria and HIV (TB already provided) to be disbursed to Implementers

Expected Outcomes from Improved Coordination:

- The Global Fund will expect to see improved performance by June 2016 as measured by meeting the following deliverables
- PR and each SR to collaborate to deliver all 3 Disease Program PU/DRs by 15 April 2016 – providing quality complete reports with appropriate supporting documentation.
- PR to develop audit TORs, tender, contract and manage the auditor to ensure completion of the Malaria and HIV audits and submission of audit reports by 31 May 2016.
- Timely PR Disbursement to SRs on receipt of GF disbursement (timing to be discussed and agreed with programs/PR)
- The Global Fund will conduct a review of the PR structure & ToRs to ensure this is as effective as possible in meeting implementation needs.

CCM Oversight:

Priority to:

- Increase members understanding and engagement in grant oversight
- PR to submit PUDR documents in advance and be available to brief CCM on program progress at each CCM meeting. Plan to use the PR dashboard for reporting to CCM.
- Provide mechanism for CSO-KP Forum advice to be heard (eg CCM standing agenda item; participation in TWG)
- Global Fund to advise on TA mechanism to assist with Eligibility Performance Assessment and possible additional reforms including senior level engagement of appropriate representatives.

The summary results of the GF mission will be presented again during the next CCM meeting which scheduled on 28 April 2016. The PR will be also invited to update on follow actions that have been undertaken so far. It was proposed to translate the summary results into Lao for the national partners to have more understanding these results.

DECISIONS MADE

No decision

Agenda Item #2	Discussion on RAI reprogramming for 2015-2017
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SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

The CCM Secretariat has been approach by the RAI project coordinator to proceed the endorsement from the CCM on the RAI reprogramming proposal for Lao component for 2015 - 2017. The endorsement should be held by the end of April to allow time for the RAI project coordinator and team to finalize and submit the final document to the UNOPS for further process of the RAI grant negotiation in early May. The Ex-Com agreed to include this topic into the next OC and CCM meeting which scheduled on 21st and 28th April 2016, respectively.

DECISIONS MADE

The Ex-Com agreed to include the RAI reprogramming proposal into the next OC and CCM meeting.

Agenda Item #3	Update on Board member / Alternate nomination process and election for western pacific region constituency
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SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

The Communication Focal Point of the Western Pacific Region constituency has circulated the result of the Board Member/Alternate nomination process as follows (in time order):

- Papua New Guinea nominates Roslyn Morauta, CCM Chair & Managing Director, Jasmore Holdings Ltd, as Board Member;
- Tonga nominates Siula Bulu, PIRMCCM Chair, as Board Member;
- Laos nominates Dr. Philaysak Naphayvong, Deputy Director, Francophone Institute for Tropical Medicine, as Board Member/Alternate
- Vietnam nominates Dr. Tran Thi Giang Huong, Director, Department for International Cooperation, Ministry of Health, as Board Member/Alternate; and,

In order to move forward the Board Member/Alternate selection process based on the Operating Procedure, through consultation with the constituency re-election consultant, the Communication Focal Point invited the nominees to reconfirm and have an internal consultation as below.

1. Reconsider the obligations and requirements if selected as Board Member/Alternate, including input of time and effort as well as the service expected by all constituency colleagues, particularly in the form of organizing WPR delegation to GF meetings;
2. Reconfirm, following such reconsideration, the decision to run for Board Member/Alternate, better accompanied by offering workable solutions as to how to guarantee the time and energy input and how to plan to provide logistical service required by the WPR delegations, including travel booking;
3. Provide any recommendations on how to move forward the selection process through consultation, before exhausting all possible consultative options and have to move to an e-voting process, while bearing in mind that the selection process shall be completed by the next Board Meeting in late April; and,
4. Consult with the other nominee from the same group (Pacific: PNG vs. Tonga; Asian group: Vietnam vs. Laos) about the candidacy and how best to serve the constituency.

Given the time constraint, the feedback sent to the Communication Focal Point by COB 31 March. The constituency independent consultant will then compile all feedbacks and give recommendations for further process.

DECISIONS MADE

No decision

Agenda Item #4 France's application to Oversight Committee membership

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

During the last CCM meeting held on 18 February, the representative from France Embassy has expressed their interest to be considered as a member of the Oversight Committee in order to increase its support to GF activities in Lao PDR, as a member of the CCM. Following the meeting, an official letter from the France Embassy has been sent to the Ministry of Foreign Affairs and copied to the Ministry of Health reiterates its proposal for consideration as OC membership.

Since there is only a member who is a representative of the bilateral constituency currently sit in the Oversight Committee and the alternate is still vacancy, the Ex-Com agreed in principle to welcome Mrs Aurelie Chun, Health Policy Officer, Embassy of France as an alternate member of the Oversight Committee. However, according to the TOR of the Oversight Committee, the OC member should be approved by the CCM. This topic should be included into the next CCM agenda for further consideration and approval.

DECISIONS MADE

The Ex-Com agreed in principle to welcome Mrs Aurelie Chun, Health Policy Officer, Embassy of France as an alternate member of the Oversight Committee and proposed to include this topic into the next CCM agenda for further consideration and approval.

Agenda Item #5	Preparation for the next OC and CCM meeting
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
<p>The next Oversight Committee meeting has been scheduled on 21st April 2016 to update and review PUDR, Performance Framework of the national programs in the New Funding Modules, and RAI reprogramming.</p>	
<p>The next CCM meeting will be then conducted in the following week (tentatively scheduled on 28th April) to further update, discuss and review the results of the Global Fund Country Team mission, PUDR, Performance Framework of the national programs in the New Funding Modules, RAI reprogramming, CSO-KAP-PLWD Forum, and France's application to Oversight Committee membership.</p>	
<p>The Ex-Com agreed with the proposed agenda and schedules of the next OC and CCM meetings.</p>	
<p>The meeting also discussed and considered the advice of the GF Country Team regarding to a possibility for the Global Fund to provide technical assistance to work with the CCM and constituencies in June or July to address the issues identified during its recent mission and to facilitate the renewal of CCM membership. The TA can also work with new CCM members in order to build longer term capacity. The Ex-Com agreed with the suggestion on the process of technical assistance and to bring forward the election of the new CCM members in late July.</p>	
DECISIONS MADE	
<ul style="list-style-type: none"> • The Ex-Com agreed with the proposed agenda and schedules of the next OC and CCM meetings. • The Ex-Com agreed with the suggestion on the process of technical assistance and to bring forward the election of the new CCM members in late July 2016. 	

Agenda Item #6	AOB <ul style="list-style-type: none"> • Update on UNV for CCM Secretariat – Health Advocacy and Communication • Agreement between the Government of the Grand Duchy of Luxembourg and the Ministry of Health of Lao PDR
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
<p>Update on UNV for CCM Secretariat – Health Advocacy and Communication</p>	
<p>Three short list candidates for WHO/UNV position who will be working with the CCM Secretariat were interviewed on 9 March 2016. Ms Silvia Elena Illescas Matus was recommended by the interview panel as the first choice candidate. A recruitment process is underway and it is expected that she will be able to begin her assignment in early May 2016.</p>	
<p>Agreement between the Government of the Grand Duchy of Luxembourg and the Ministry of Health of Lao PDR</p>	
<p>The CCM Secretariat has been approached by the Luxembourg Embassy in Lao PDR with a draft agreement between the Government of the Grand Duchy of Luxembourg and the Ministry of Health of Lao PDR relates to financial assistance for a one-year consultancy to conduct risk assessments for the HIV, TB and malaria programs in Lao PDR, with the aim to increase country understanding and ownership of risk management in order to effectively mitigate risks associated with implementation of the HIV, Tuberculosis and malaria programs funded by the Global Fund's New Funding Model (NFM) grants in Lao PDR. The Ministry of Health has been indicated as administrating these funds, the embassy wanted to seek inputs on the person representing the MOH and banking information for this agreement.</p>	
<p>Since not many people are aware of this financial support, the Ex-Com recommended that this subject shall be discussed more detail among the key stakeholders, including a Director of Cabinet, a Director of PR, a Representative of Luxembourg in Vientiane, the Directors of the three centers (HIV, NTC, CMPE), a Director of HSS, WHO, and CCM Secretariat, in order to introduce this initiative and get involve all key stakeholders at the beginning stage and also to agree on who will sign the agreement on behalf of the Lao MOH.</p>	

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DECISIONS MADE

The Ex-Com recommended to bring this subject to discuss more detail among the key stakeholders.

4. SUMMARY OF DECISIONS AND ACTION POINTS

AGENDA ITEM N°.	WRITE IN DETAIL THE DECISIONS	KEY PERSON RESPONSIBLE	DUE DATE
Agenda Item #1	<ul style="list-style-type: none">No decision		
Agenda Item #2	<ul style="list-style-type: none">The Ex-Com agreed to include the RAI reprogramming proposal into the next OC and CCM meeting.	CCM Secretariat	21 April
Agenda Item #3	<ul style="list-style-type: none">No decision		
Agenda Item #4	<ul style="list-style-type: none">The Ex-Com agreed in principle to welcome Mrs Aurelie Chun, Health Policy Officer, Embassy of France as an alternate member of the Oversight Committee and proposed to include this topic into the next CCM agenda for further consideration and approval.	CCM Secretariat	28 April
Agenda Item #5	<ul style="list-style-type: none">The Ex-Com agreed with the proposed agenda and schedules of the next OC and CCM meetings.The Ex-Com agreed with the suggestion on the process of technical assistance and to bring forward the election of the new CCM members in July 2016.	CCM Secretariat	
Agenda Item #6	<ul style="list-style-type: none">The Ex-Com recommended to bring this subject to discuss more detail among the key stakeholders.	CCM Secretariat	soon

5. NEXT MEETING

LOCATION/VENUE	Not defined
DATE:	
TIME	

6. EX-COM MINUTES PREPARED BY:

TYPE/PRINT NAME	Dr Khamlay Manivong	DATE:	19 April 2016
FUNTION/ POSITION	Technical Adviser	SIGNATURE	

7. EX-COM MINUTES APPROVED BY:

TYPE/PRINT NAME	Mr. Lytou Bouapao	DATE:	20/6/2016
FUNTION/ POSITION	Chair	SIGNATURE	