

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	3	
DATE (dd.mm.yy)	29/01/2016		ALTERNATIVE OF EX-COM	1	
MEETING SCHEDULE START	13:30		CCM SECRETARIAT STAFFS	4	
MEETING ACTUAL STARTED	13:35		OTHERS	4	
MEETING ACTUAL ENDED	16:30		TOTAL	12	
DETAILS OF PERSON					
HIS / HER NAME & ORGANIZATION	First Name	Mr. Lytou	MEETING TYPE		
	Family Name	Bouapao	Regular Meeting	x	
	Position/Title	Vice-Minister	Extra-ordinary Meeting		
	Organization	MES	Other Meeting		
HIS / HER ROLE ON THE MEETING	Chair	x	GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING	LFA	
	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 Item #1	<ul style="list-style-type: none"> Update on CCM Budget Year 2 	CCM Secretariat
Agenda Item #2	<ul style="list-style-type: none"> Update on Next Oversight Committee Meeting 	CCM Secretariat
Agenda Item #3	<ul style="list-style-type: none"> Update on Next CCM Retreat/Meeting 	CCM Secretariat
Agenda Item #4	<ul style="list-style-type: none"> Update on Next oversight field visit 	CCM Secretariat
Agenda Item #5	<ul style="list-style-type: none"> Update on HSS Program 	Dr. Phasouk
Agenda Item #6	<ul style="list-style-type: none"> Nomination of Board Member Candidate for Western Pacific Region Constituency 	Ex-Com members
Agenda Item #7	AOB <ul style="list-style-type: none"> Update on condom social marketing Update on CSO Capacity building 	CHAS/PR Dr. Soulany

3. MINUTES OF EACH AGENDA ITEM

Agenda Item #1	Update on CCM Budget Year 2
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
<p>CCM Secretariat provided update on a status of the report on CCM expenditure year 1 (Fiscal year 2014-2015) and reprogramming budget for year 2 (fiscal year 2015-2016) which already submitted to GF Country Team in October 2015. Both CCM expenditure report and budget have been reviewed and commented by the GF CT and CCM Hub. The LFA has just finished verified the report and budget. The review process has been some delayed affecting the implementation of the CCM workplan in year 2 (2016). As a result, no meeting and activity have been carried out during the first quarter of year 2. The GF CT has recently approved the CCM budget and allowed to use the CCM budget balance in country for the next OC and CCM meeting while a process of money transfer is under way. Some outstanding revised budget lines including the budget for Oversight Annual Retreat, Oversight Field visit, and CSO strengthening. One new budget line for an External Audit has been added as recommended by the GF CT.</p>	
DECISIONS MADE	
No decision was made.	

Agenda Item #2	Update on Next Oversight Committee Meeting
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
<p>Next Oversight Committee meeting will be conducted in early of February 2016 to update and discuss on reporting the implementation of oversight annual workplan for fiscal year 2014-2015, oversight annual workplan and budget for fiscal year 2015-2016, grant performance report process and next oversight field visit.</p>	

DECISIONS MADE	
<ul style="list-style-type: none"> • CCM Sec will communicate with the OC Chair and members to organize the OC Meeting in early of February 	

Agenda Item #3	Update on Next CCM Retreat/Meeting
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SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

At the CCM Ad-hoc meeting held during the GF CT mission to Laos in December 2015, it was agreed that the CCM retreat should be taken place earlier than original plan, as the CCM members are keen to be updated on the new program performance framework and other key information regarding the new funding grants. However, due to delaying approval of CCM funding for fiscal year 2015-2016, the CCM retreat will be organized at the end of the year (September 2016) as the original schedules and at the end of three year service term of the CCM. The new program performance framework and some key information will be updated during the ordinary CCM meeting which will be held in mid-February and at the end of March.

DECISIONS MADE	
<ul style="list-style-type: none"> • CCM retreat will be conducted at the end of the year 	

Agenda Item #4	Update on Next oversight field visit
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SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

Oversight field visit in year 2 will be conducted in 3 times as plan:

- One oversight field visit for long distance with 2 days of travel
- Two oversight field visits for normal distance with 1 day of travel

The next oversight field visit will be conducted by the end of February in southern province. More detail plan will be discussed during the next OC Meeting in early February 2016

DECISIONS MADE	
<ul style="list-style-type: none"> • The next oversight field visit will be conducted by the end of February 2016. 	

Agenda Item #5	Update on HSS Program
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SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

The HSS Program has signed the Grant Conformation in January 2016. The program is now in a process of team setup:

- All SSR Teams have already formed.
- PMU Team already recruited an M&E staff and financial staff. It is now still waiting for Program Coordinator
- All SSR already received budget transferring by PR
- The program requests for Technical Assistant to improve M&E Framework and M&E plan.

DECISIONS MADE	
No decision was made.	

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

Pursuant to announce from Global Fund Board Membership for Western Pacific Region Constituency, the initiation of the nomination process to elect a new Global Fund Board Member/Alternate candidates for the WPR constituency as the terms of service for the current Board Member and Alternate came to an end. In accordance with the Operating Procedures, each country-level constituency member may nominate no more than two candidates, who are eligible for being either Board Member or Alternate Board Member. In the case of nominating two candidates, they must come from different groups (Asian countries/Island countries). All nominations must be made in written form, and submitted using the registered email account of the country-level communication focal point.

Based on the criteria set forth in the operating procedure and the willingness of the candidate, the Ex-Com has discussed and agreed to nominate Dr. Philaysak Naphayvong who is a Deputy Director of Francophone Institute of Tropical Medicine, Lao PDR and he is also Chair of the Lao CCM Oversight Committee as a candidate from Lao PDR for the Global Fund Board Member/Alternate for WPR.

DECISIONS MADE

- The meeting agreed to nominate Dr. Philaysak Naphayvong on behalf of the CCM Lao as the candidate for the election of Board Member/Alternate for Western Pacific Region Constituency.

- Update on condom social marketing
- Update on CSO Capacity building

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

- **Update on condom social marketing**

CHAS and PR presented a status of the condom social marketing to the meeting.

- The condom procured via UNFPA from pre-qualified source, imported and stored at MPSC warehouse Ban Xiengda in July 2015.
- Contract between PSI and DKSH, and validation of Contract 1 Sept -31 Dec 2015, with 3.2 millions # One Condom.
- 2 millions # One condom already sold – 80,000 USD.
- DKSH will send 1.2 millions # One condom back to PSI/CHAS (as per contract clause on expiration of contract), but MPSC warehouse has no space for storing at the moment.
- The private warehouse contracted by DKSH costs US 300/month and about 3-6 months (900-1,800 US).
- Request CCM/GF to use current revenue from CSM sales in 2015 for payment of interim storage fees to DKSH.
- New bidding and looking forward a new stocker/distributor soon (intend to be in place by April

2016).

- Stepping up to a sustainable market for male condoms in Laos (TMA), it need to be hand in hand with strict regulation to ensure commercial brands are of equal quality and has ISO4074 standard/WHO Spec.
- Request CCM/GF to use the revenue from CSM for the testing of condoms for QA/QC,
- The PR and National Program will be working with the FDD and UNFPA, sampling some brands in the market as “Rose, Touch, Sure, etc...” and sending to Lab Singapore with cost estimated about 5,000 US.
- Suggest PSI/DKSH to transfer the current income generated from condom sales (80.000 US) to PR account.
- The FPM needs some more details (from PR), in principle accepted the proposed actions as reasonable and supportive to strengthen regulatory capacity.

The meeting agreed in principle with the proposal mentioned above from the CHAS and PR representatives.

The meeting also raised a question, in case of the remaining condoms (1.2 millions) cannot be sold on times before condom expiration, it is possible to sale by lower price or distribute free through Peer Educators to key affected population and the risk groups. CHAS responded that it is maybe possible to deduct the price and have a free distribution through PE activities, and deduct the amount of condoms from the next condom’s order.

- **Update on CSO Capacity building**

There are 2 programs supporting by CCM and FEI 5% for CSO Strengthening:

- CSO capacity build activities support by CCM and co-funding of FEI 5%, it is waiting for budget approval for year 2.
- Promotion of CSO capacity building in collaboration mechanism within the CCM in Laos, supported by FEI 5%, currently in the process of finalize of CSO Forum TOR, and still need the Technical Assistant in strengthening the CSO forum.

DECISIONS MADE

- The Ex-Com agreed in principle with the proposal mentioned above from the CHAS and PR representatives.

4. SUMMARY OF DICISIONS 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">● No decision		
Agenda Item #2	<ul style="list-style-type: none">● CCM Sec will communicate with the OC Chair and members to organize the OC Meeting in early of February	CCM Sec	By early February
Agenda Item #3	<ul style="list-style-type: none">● CCM retreat will be conducted at the end of the year.	CCM Sec	

Agenda Item #4	<ul style="list-style-type: none"> The next oversight field visit will be conducted by the end of February 2016. 	CCM Sec/OC	
Agenda Item #5	<ul style="list-style-type: none"> No decision 		
Agenda Item #6	<ul style="list-style-type: none"> The meeting agreed to nominate Dr. Philaysak Naphayvong on behalf of the CCM Lao as the candidate for the election of Board Member/Alternate for Western Pacific Region Constituency. 	CCM Sec	By 29 January
Agenda Item #7	<ul style="list-style-type: none"> The Ex-Com agreed in principle with the proposal mentioned above from the CHAS and PR representatives. 	PR/CHAS	

5. NEXT MEETING

LOCATION/VENUE	Not defined
DATE:	
TIME	

6. EX-COM MINUTES PREPARED BY:

TYPE/PRINT NAME	Phouvichit XONGMIXAY	DATE:	01/2/2016
FUNTION/ POSITION	Technical Assistant	SIGNATURE	

7. EX-COM MINUTES APPROVED BY:

TYPE/PRINT NAME	Mr. Lytou Bouapao	DATE:	01/2/2016
FUNTION/ POSITION	Chair	SIGNATURE	