

MEETING MINUTES OF EXECUTIVE 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)	EXCOM MEMBERS	3		
DATE (dd.mm.yy)	12/01/2018		RMC MEMBERS AND OC MEMBERS	-		
MEETING SCHEDULE START	13:30		CCM SECRETARIAT STAFFS	4		
MEETING ACTUAL STARTED	16:30		OTHERS	14		
MEETING ACTUAL ENDED	16:30		TOTAL	21		
DETAILS OF PERSON WHO CHAIRED THE MEETING			MEETING TYPE			
HIS / HER NAME & ORGANIZATION	First Name	Assoc. Prof. Dr. Phouthone	Regular Meeting	x		
	Family Name	Muongpak	Extra-ordinary Meeting			
	Position/Title	ExCom Chair	Other Meeting			
	Organization	MOH				
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		

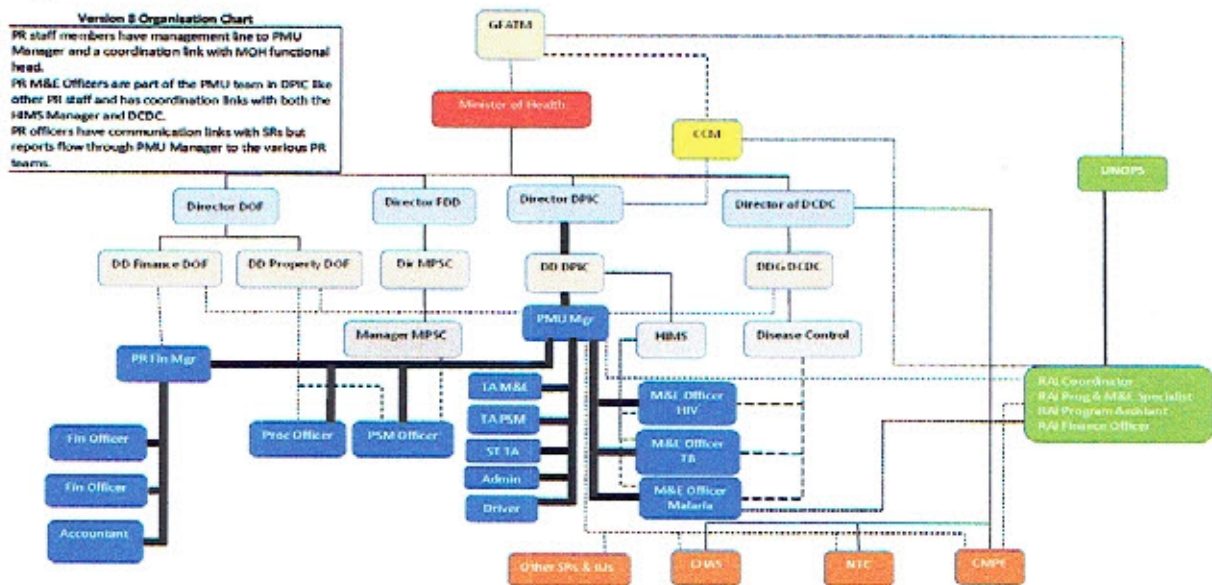
2. AGENDA OF THE MEETING

AGENDA SUMMARY		
AGENDA ITEM N°.	WRITE THE AGENDA TITLE OF EACH AGENDA ITEM/TOPIC	Responsible Person
Agenda Item #1	• Update on the new PR implementation arrangement	Transition Task Team
Agenda Item #2	• Update on the status of preparation for current grants closure	PR representative
Agenda Item #3	• Prepare for the next oversight field visit	ExCom/PR/National Programs
Agenda Item #4	• AOB and close meeting GF Catalytic Fund French 5% Initiative TA	TB Center PR representative ExCom Chair

3. MINUTES OF EACH AGENDA ITEM

Agenda Item #1	• Update on the new PR implementation arrangement
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
Transition Task Team (TTT) representative made an update on PR transition process from current PR (DCDC) to the new PR (DPIC/DoF).	
Key points of the presentation:	
<ul style="list-style-type: none"> Recruitment Process /Selection Process: Twelve PMU positions were advertised on CCM website, Vientiane Times, 108 jobs website and circulated within CCM network, INGO Network, and development partners. Currently, four positions are pending: M&E TB being re-advertised, M&E HIV, 1 for PMU & 1 for CHAS - Plan to conduct the interview on 15 Jan 2018, and PMU Manager - Selection report in preparation in consultation with panel. All other positions are approved and endorsed by CCM. 	

Organization chart:



PR staff members have management line to PMU Manager and a coordination link with MOH functional head. PR M&E officer are part of the PMU team in DPIC like other PR staff and has coordination links with both the HIMS Manager and DCDC. PR officers have communication links with SRs but report flows through PMU manager to the various PR teams.

- New arrangement: TTT representative noted that based on the agreement reached at the meeting of the standing Party committee of the Ministry of Health dated on Dec 8th, 2017; the Ministry of Health has appointed the following staff as the steering committee of The Global Fund to Fight AIDS, Tuberculosis and Malaria:
- Dr. Khampheth Manivong, Director General of the Department of Planning and International Cooperation as chairman (PMU Director);
- Dr. Rattanaxy Phethsouvanh, Director General of the Department of Communicable Disease Control as vice chairman (PMU Deputy Director);
- Dr. Suphap Panyakeo, Deputy Director General of the Department of Finance as vice chairman (PMU Deputy Director);
- Financial TA: TTT informed that a financial TA is needed in country to assist the PMU of the Principal Recipient (PR) primarily with drafting the first PUDRs (Financial Reporting) due August 2018 for recently signed HIV and TB grants for the period 2018-2020.
- Fund flow arrangement: TTT presented GF Grants Implementation Map 2018-2020 for New Cycle Funding.
- HIV & TB grant: MOF/MOH have agreed to use the existing fund flow arrangements until 30 June 2018-Grant signing 18 Dec 2017;
- Malaria grant: In Negotiation. Grant not yet signed between UNOPS and PR DPIC/PMU, between GF-UNOPS signed on 13 Dec 2017. According to the GF Grants Implementation Map: a) UNOPS will transfer funds directly to PMU then PMU will transfer to CMPE b) UNOPS will transfer funds directly to CSO and International Organizations (WHO, Health Poverty Action, PEDDA, LAOPHA);
- TTT representative noticed she would later share the decree on fund flows.

5. Physical relocation and asset transfer:

- New PMU requested to MOH to utilize the existing office area in the DCDC building for quarter 1 of 2018. That period allow the PMU Officers to undertake culling of documents and report for archiving as required for closed GF grants prior to transfer across to the new Building

Key comments and issues raised after the presentation:

Staff recruitment: CCM chair requested to revise Organization chart for 15 PMU positions. The meeting revised all positions, including positions pending CCM and GF approval and endorsement.

- Finance TA:
 - CCM Chair requested to specify the duration of Finance TA and recommended to carefully revise TORs, in order to ensure TA will work shoulder-to-shoulder with DOF.
 - TTT representative informed Finance TA should be requested to French 5% initiative. The request is initially for a 3 months mission (between May-August 2018) to coincide with the PUDR cycle, with two follow up missions of 1.5 months (total 6 months) in the second half of 2018
 - WHO representative suggested Andrew Keith from ADB could join in capacity building of the DOF financial team. Considering his financial expertise and GF experience, he will ensure to transfer skills to the team and support the DOF.
- PMU Manager:
 - PMU deputy director informed that PMU Manager Selection process is completed. If supported by a unanimous decision, this position could be announced. But if the GF differs, further steps should be advised (re-advertised PMU manager position). As in the case of M&E for TB, when the GF object MOH decision. Which cause the delay of the recruitment process.
 - CCM Chair encouraged solving these issues before new grants commencing. Achieve grant implementation depends on PMU.
- Fund Flows:
 - DOF representative noted that fund flows arrangement is different for Malaria Program. MOH decided that UNOPS will directly transfer to MOH then MOH will transfer to CMPE. UNOPS will directly transfer to WHO. UNOPS will transfer funds to MOH, and MOH will transfer to CSOs. MOH will shortly send an official document to UNOPS informing about this decision. He also noted that fund flows from PR to SRs will be using an existing mechanism for the first 6-month 2018 and then fund flows will be followed the MOF decree. DOF will further consult with MOF in terms of financial documents recording at Provincial and District levels.
 - UNOPS representative clarified that it is not in fact UNOPS who is requesting that Fund Flows arrangement but the Global Fund. UNOPS is also waiting for the time when the agreement will be reached between MOH and Global Fund to be able to sign the grant agreement with PMU.

Decisions

- No decision.

Agenda Item #2 Update on the status of preparation for current grants closure

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

PR Finance Manager presented an update on grant closeout planning. The PR Office is planning close out of 4 grants (TB, HIV, Malaria and HSS).

Key points of the presentation:

1. Cash balance: Commitments that have not been completed at end December for which provision will need to be made from cash balance; Any close-out reporting requirements which require staff extension.
2. Staff extension:
 - According to GF Senior Portfolio Manager's email, staff extension for Malaria Program is not yet approved. CMPE requested for three positions that are key finalize PUDR;
 - Savings identified for TB program to finalize PUDR: The issue is that currently there is no M&E staff that can collect the information or verify data before is added on PUDR.
3. Audit:
 - Audit should start in March. Hence, PUDR cannot be delayed;
 - The final annual audits will be prepared by external auditors.
4. Estimated cash to be return to the GF: Compare to budget approved, expenditure rates. TB grant: 95%, HIV grant: 91%, Malaria grant: 87% and HSS grant: 91%.
5. ACCPAC (A Complete and Comprehensive Program for Accounting Control):
 - All SRs have now installed ACCPAC accounting software and initial input problems at LaoPHA have been resolved.

- For new grants, standard Chart of Accounts for each grant across the PR and SRs will be used which makes consolidation of accounting information much easier. Currently pending for two SRs: HPA and PSI.

Key comments and issues raised were the following:

a) ACCPAC:

- PMU director stressed all national programs should use ACCPAC.
- HIV representative noted that CSO should use ACCPAC. However, some SRs argued using ACCPAC as it implies double work; therefore some of the SRs do not want to use it.
- PMU deputy director understands that SRs work with different donor, not only the GF. Nevertheless, SRs should adhere to GF policies.

Decision

No Decision.

Agenda Item #3 Prepare for the next oversight field visit

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

CCM Secretariat has updated on the preparation for the next oversight field visit. Based on the consultation with the PR, Oversight Committee and the National Programmes, three-field visit will be conducted this year:

- February - Salavan Province
- May - Oudomxay Province
- August - Vientiane Province

CCM Chair advised a meeting should be organized before the field visit to inform all the members and define common objectives and responsibilities of each team member.

Due grant closure, National Programmes suggested to delay oversight field to Salavan Province until the beginning of March.

PR Finance manager noted that PR will coordinate with GF Senior Portfolio Manager about the possibility to use previous budget.

Decision

The meeting agreed to delay oversight field visit to Salavan Province until the beginning of March as the National Programs have not been received the new grant from GF.

Agenda Item #4 • AOB and close meeting

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

NTC representative informed about GF Catalytic Fund Investments available during the 2017-2019 Allocation Period, US\$ 10,000,000 has been made available for tuberculosis interventions among migrants in the Greater Mekong Sub-Region (GMS) under the multi-country approach.

After the meeting in Thailand in November 2018, NTC has contacted the Ministry of Social affairs and the Ministry of Foreign Affairs to develop coordination on how to address migrants and mobile population. Next meeting will be organized in February to review key documents (national strategies, stakeholders report, external/program review, etc.). The writing process it is expected to be completed by 30th April.

PMU deputy director stressed that Lao PDR has fair experience working with migrants and mobile population; therefore, the country should commence the process by preparing data/analysis and detailed key activities for the proposal.

CCM Chair finalize the meeting, and summarized key points:

1. Recruitment Process /Selection Process: CCM Chair advised PR to discuss with SFPM, and finalize recruitment process of the four PMU positions pending M&E TB(1), M&E HIV (2), PMU Manager (1);

2. Fund flows: a) MOH and GF have agreed to use the existing fund flow arrangements until 30 June 2018. CCM Chair recommended PMU director to work on fund flows issue. b) RAI2E fund flows: MOH agreed that UNOPS will directly transfer to WHO, however, for CSOs, the fund will first go to MOH.
3. PUDR to be finalized in February due Audit should start in March. Fix asset should be translated in Lao Language for a comprehensive understating of all CCM;
4. Field visit budget covers four CCM members, two non-CCM members and two Secretariat staff. PR and National Programmes should find the funds to cover field visit;
5. Catalytic funds: Advised to work together with all stakeholders to develop and finalize funding request;
6. Finance TA: Finance TA TORs to be carefully revised and finalized.

Additionally, given the complex CCM structure, CCM chair requested CCM Secretariat to present during PMU orientation workshop on CCM structures and CCM TOR.

Decision

CCM Secretariat to present during PMU orientation workshop on CCM structures and CCM TOR.


4. SUMMARY OF DECISIONS AND ACTION POINTS

AGENDA ITEM N°.	WRITE IN DETAIL THE DICISIONS	KEY PERSON RESPONSIBLE	DUE DATE
Agenda Item #1	No decision		
Agenda Item #2	No decision		
Agenda Item #3	The meeting agreed to delay oversight field to Salavanh Province until the beginning of March.	CCM Secretariat and National Programmes	
Agenda Item #4	CCM Secretariat to present during PMU orientation workshop on CCM structures and CCM TOR.	CCM Secretariat	

5. NEXT MEETING

LOCATION/VENUE	
DATE:	
TIME	

6. EX-COM MINUTES PREPARED BY:

TYPE/PRINT NAME	Silvia Elena Illescas Matus	DATE:	18/01/2018
FUNTION/ POSITION	Health advocacy and coordination	SIGNATURE	

7. MINUTES APPROVED BY:

TYPE/PRINT NAME	Assoc. Prof. Dr. Phouthone Muongpak	DATE:	31 JAN 2018
FUNTION/ POSITION	ExCom Chair	SIGNATURE	