

CCM Meeting Minutes

INPUT FIELDS INDICATED BY YELLOW BOXES

MEETING DETAILS									
COUNTRY (CCM)		Lao PDR			TOTAL NUMBER OF <u>VOTING</u> MEMBERS PRESENT (INCLUDING ALTERNATES plus 2 non-voting alternates), total 16 members.			14	
MEETING NUMBER (if applicable)		NA			TOTAL NUMBER OF <u>NON-CCM</u> MEMBERS / OBSERVERS PRESENT (INCLUDING CCM SECRETARIAT STAFF)			16	
DATE (dd/mm/yy)		26/04/2018			QUORUM FOR MEETING WAS ACHIEVED (yes or no)			Yes	
DETAILS OF PERSON WHO CHAIRED THE MEETING									
HIS / HER NAME & ORGANISATION	First name	Dr. Soulany			DURATION OF THE MEETING (in hours)			3	
	Family name	Chansy			VENUE / LOCATION				
	Organization	Lao Red Cross			MEETING TYPE (Place 'X' in the relevant box)			Regular CCM meeting	
HIS / HER ROLE ON CCM (Place 'X' in the relevant box)	Chair				Extraordinary meeting			X	
	Vice-Chair	X			Committee meeting				
	CCM member				GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING (Place 'X' in the relevant box)			LFA	
	Alternate				FPM / PO				
HIS / HER SECTOR* (Place 'X' in the relevant box)								OTHER	
GOV	MLBL	NGO	EDU	PLWD	KAP	FBO	PS	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

AGENDA SUMMARY

AGENDA ITEM No.	WRITE THE TITLE OF EACH AGENDA ITEM / TOPIC BELOW	Review progress, decision points of last meeting - Summary Decisions	Review CCM annual work plans / budget	Conflict of Interest / Mitigation	CCM member renewals / appointments	Constituencies engagement	CCM Communications / consultations with in-country stakeholders	Gender issues	Proposal development	PR / SR selection / assessment / issues	Grant Consolidation	Grant Negotiations / Agreement	Oversight (PUDRs, management actions, LFA debrief, audits)	Request for continued funding / periodic review / phase II / grant consolidation / closures	TA selection / progress	Other
OPENING PROGRAM	<ul style="list-style-type: none"> Introduction and endorsement of agenda Quorum verification and conflict of interest identification Update follow up action from the last meeting 	X														
AGENDA ITEM #1	Review and endorse the final draft of country funding request on TB among migrants in the GMS											X				
AGENDA ITEM #2	Report on the oversight field visit in												X			

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

GOVERNANCE OF THE CCM, PROPOSALS & GRANT MANAGEMENT RELATED TOPICS

Review progress, decision points of last meeting - Summary Decisions	Review CCM annual work plans / budget	Conflict of Interest / Mitigation	CCM member renewals / appointments	Constituencies engagement	CCM Communications / consultations with in-country stakeholders	Gender issues	Proposal development	PR / SR selection / assessment / issues	Grant Consolidation	Grant Negotiations / Agreement	Oversight (PUDRs, management actions, LFA debrief, audits)	Request for continued funding / periodic review / phase II / grant consolidation / closures	TA selection / progress	Other
X														
										X				
											X			

	Attapeu Province during 26 – 31 March 2018																				
AGENDA ITEM #3	Update on progress of formal grant closure (including PUDR and management actions) and new funding grant																				X
AGENDA ITEM #4	AOB and close the meeting <ul style="list-style-type: none"> Update on a progress of Co-financing Update on NPA-KAP-PLWD Coordinating Committee's activities 																				X

MINUTES OF EACH AGENDA ITEM			
OPENING PROGRAM	<ul style="list-style-type: none"> Introduction and endorsement of agenda Quorum verification and conflict of interest identification Update follow up action from the last meeting 		
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)			
No COI identified in this item.			
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >			NA
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED			
CCM Vice-Chair warmly welcomed all participants and presented agenda for CCM Meeting.			
Secretariat verified Quorum and identified potential Conflict of Interest (COI): 14 voting members. No COI identified in any of the agenda items.			
Secretariat presented action points for the last CCM meeting held on 14 December 2017:			
<ol style="list-style-type: none"> CCM endorsed the election results of new OC Chair and Vice-Chair. Dr. Somphou Xayasone, representative of the Academic Sector at CCM from National Institute of Public Health was elected as OC Chair and Ms. Phengkhiem Xayakeo representative of the Government Sector at CCM from Ministry of Finance was elected as OC Vice-Chair. CCM endorsed CCM work Plan for fiscal year 2017-2018. No follow-up action point was recommended. 			
DECISION(S)			
No decision.			
ACTION(S)		KEY PERSON RESPONSIBLE	DUE DATE
DECISION MAKING			
MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*	IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS	
	VOTING	VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS SECRET BALLOT
		ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF THE DECISION</u>	>
		ENTER THE NUMBER OF MEMBERS <u>AGAINST THE DECISION</u>	>
		ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u>	>
*Consensus is general or widespread agreement by all members of a group.			

MINUTES OF EACH AGENDA ITEM	
AGENDA ITEM #1	Review and endorse the final draft of country funding request on TB among migrants in the GMS
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)	
No COI identified in this item.	

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

TB representative presented an overview of the multi-country proposal on TB among migrants in the GMS and Lao PDR contribution. He noted that this proposal is to implement a multi-country program under the Catalytic Investment for the 2017-2019 Allocation Period. In addition, request for proposal closing date is 30 April 2018 and will focus in finding missing TB cases under Multicountry approach, with \$10M allocation for the priority area "Tuberculosis: Interventions among migrants and mobile population in Mekong" and possible \$5-10M for PAAR activities. The final draft of the multi-country proposal was shared with CCMs on 17 April 2018.

The target groups for the proposal are:

- Documented cross-border migrants
- Undocumented cross-border migrants (including those in prison, detention centres etc.)
- Migrant workers
- Refugees in camps and urban settings
- Accompanying dependents of the above – children, spouses and elderly relatives

The objectives of the proposal for Lao PDR are:

1. Increase migrant sensitivity of health service provision of TB services and increase migrants' access to those services
2. Improve monitoring and evaluation of TB in migrants
3. Develop policies and legal frameworks aimed at improved TB control in migrants
4. Develop, set up, and maintain partnerships, networks and multi-country frameworks

Additional key points:

- Principal recipient selection is in process
- The PR will oversight national level implementation, and the RCM will oversight the PR's activities, as well as national activities.
- Each national co-PR will be responsible to ensure disaggregated TB notifications by national v non-national within one year of the grant starting. These data will be fed into a regional database
- Lao PDR proposed budget 2019-21: USD 1, 214, 860

The Chair thanked all the comments and encouraged CCM members to provide feedback on this multi-country proposal.

Key comments were as follows:

1. UNAIDS representative based on the Oversight Committee meeting held on 24th April, provided the following recommendations:
 - Due to the high number of Vietnamese and Chinese migrants working in Lao PDR, Information Education Campaign (IEC) activities of this Multi Country Proposal (MCP) should also focus on this population;
 - Review bilateral activities between Vietnam-Laos and China-Laos in terms of seeking cross-border migrants and by considering the existing mechanisms and policies on health and migration. Second, by expanding cooperation with the private sector for TB control in the construction and mining industry and other sectors with a huge number of migrant workers;
2. Representative of PLHIV agreed with multi-country proposal, especially in regards to the support provided for migrants who cannot access to care at various stages in the migration process due to language or economic barriers.

WHO question related to other regional component of the proposal, and the links between HIV and TB.

The meeting endorsed the multi-country proposal on TB among migrants in the GMS.

DECISION(S)

CCM endorsed the multi-country proposal on TB among migrants in the GMS.

ACTION(S)		KEY PERSON RESPONSIBLE	DUE DATE	
DECISION MAKING				
MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*	X	IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS	
	VOTING		VOTING METHOD (Place 'X' in the relevant box)	
			SHOW OF HANDS	X
			SECRET BALLOT	
			ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF THE DECISION</u>	> 14
		ENTER THE NUMBER OF MEMBERS <u>AGAINST THE DECISION</u>	> -	
*Consensus is general or widespread agreement by all members of a group.			ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u>	> -

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #2	Report on the oversight field visit in Attapeu Province during 26 – 31 March 2018
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)	
No COI identified in this item.	
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >	NA
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
<p>Tb representative noted oversight field visit in Attapeu Province was conducted from 26th to 31st March 2018 and the main purpose of the visit was to oversee the implementation of the projects supported by the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) at provincial, district and health center level focusing in five key issues: Finance, Procurement, Implementation, Reporting, Results (output/outcome).</p> <p>Target sites during the oversight field visit were as follows:</p> <ol style="list-style-type: none"> 1. Provincial Health Department 2. TB Center in Provincial Hospital 3. Health Office of Phouvong District 4. Viengxay Health Center 5. Health Office of Xanxay District 6. Ban Moun Health Center <p>Key Issues:</p> <ul style="list-style-type: none"> • Delayed disbursement from center-province-district level • The budget for activities is limited, activities such as Information Education Campaign (IEC) cannot be implemented in the remote areas • Activities of HIV/AIDS have been extended from provincial to district level, however they have not been extended to the health center level • HIV/AIDS sector in Attapeu Province is not been supported by the GF grant since 2013, affecting the fully implementation of HIV/AIDS activities. • In district level, there is a risk that malaria treatment 6x2 will be soon out of stock • Difficulties to control Mobile Migrant Population (MMP) • Increased of malaria patients in Attapeu Province • Lack of coordination between previous Provincial TB Coordinator (PTC) and new PTC • Detection of suspected TB cases is low <p>Suggestions from OFV team:</p> <ol style="list-style-type: none"> 1. Request more funds to support the three diseases programmes from provincial to health center level 2. Request budget to provide quarterly and annual training for staffs on detection and treatment methods for the three diseases 	

3. Increase finding case of TB patients in children, adults and high risk groups (diabetics, persons closed to the patient, malnutrition, long-term use of Steroids, prisoners in a jail, etc.) by providing more IEC, and conduct ACF
4. Malaria stratification to target high risk populations with key activities in the south should be flexible and based on routine annual analysis of most up to date malaria transmission patterns using DHIS2

Key comments:

1. CCM chair noted that some recommendations and issues related to human resources and delayed disbursement were also raised in the last field visit to Khammuan Province. Issues such as lack of staff and poor training should be reflected to the MOH for further considerations;
2. CHAS representative noted that the Global Fund is not supporting any HIV/AIDS activity in Attapeu since 2013. Despite the Government support there are many limitations to cover all HIV/AIDS activities in this Province; therefore, he would like to request CCM for solutions.
3. UNAIDS representative on behalf of the Oversight Committee provided the following recommendations:
 - The national programmes and relevant SRs have to review and discuss all recommendations proposed in the oversight field report and find out actions and measures for solving bottleneck issues for the three diseases;
 - Requested the national programmes and SRs to draft an action-plan for solving the key issues highlighted in the oversight field report. The actions should be defined in short and long-term according to each priority and issue;
 - Categorize the recommendations based on five key issues: Finance, Procurement, Implementation, Reporting, and results.
4. Representative of CMPE noted that:
 - Every six months, CMPE reports to MOH about the key indicators;
 - CMPE organized a national workshop at Thalath District and invited 18 provinces to attend and revise malaria programme implementation and introduction the new grant;
 - CMPE has already finished malaria stratification to target high risk population, implementing key activities in 18 provinces.
5. NTC representative noted that the shift of Provincial TB Coordinator (PTC) and new PTC was not well coordinated. NTC will work with new PTC and former coordinator.

DECISION(S)

No decision.

ACTION(S)

KEY PERSON RESPONSIBLE

DUE DATE

DECISION MAKING

MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*	IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS		
	VOTING	VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS	
			SECRET BALLOT	
			ENTER THE NUMBER OF MEMBERS IN FAVOUR OF THE DECISION	>
			ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION	>
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MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #3 **Update on progress of formal grant closure (including PUDR and management actions) and new funding grant**

CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

No COI identified in this item.

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >

NA

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

The PR PMU representative presented consolidation of management actions from all grants.

Last Progress update for NFM (PU Jan-Dec 2017) for 4 Grants:

- o Lao-T-GFMOH: submitted 02 March 2018
- o Lao-H-GFMOH : submitted 13 March 2018
- o Lao-M-GFMOH : submitted 13 March 2018
- o Lao-S-GFMOH : submitted 16 March 2018

The PR will submit an asset registration report to the Global Fund showing details of each asset procured, its carrying value, its location and physical condition and how it will be utilised after the program concludes. The FARs are currently being updated and expect to finalise those by the end of April 2018

Estimated cash to be returned to the GF:

- o TB grant (Jul 2015 – Dec 2017): 66,339
- o HIV grant (Jan 2016 – Dec 2017): 89,182
- o Mal grant (Jan 2016 – Dec 2017): 433,722
- o HSS grant (Jan 2016 – Dec 2017): 118,682

First Disbursement received from GF and UNOPS (2018):

1. Lao-T-GFMOH: 2,117,236.11 USD for two quarters (01-06/2018), received on 13/03/2018;
2. Lao-H-GFMOH:741,915.74 USD for two quarters(01-06/2018), received on 13/03/2018;
3. Mal RAI2E:646,416 USD for one quarter (01-03/2018), received on 15/03/2018;
4. 1st. Transfer to SRs (HIV & TB) to SSRs (Mal RAI 2E) was proceeded and completed from 27-29/03/2018.

Consolidated Management actions, July 2015- Dec 2016: In total, there are 34 management issues, 21 management actions completed and 13 issues are in progress.

Key comments:

1. CHAS representative noted that:
 - CHAS would like to rectify LaoPHA SR implements in 8 Provinces, not 9 Provinces
 - 6.9 million USD received from GF is mainly destined for drug purchase and M&E staff salary. CHAS also would like to acknowledge the percentage that is assigned for international procurement;
2. PMU representative noted that the PMU does not know the exact amount assigned for international procurement.
3. CCM Chair advised MOH PMU and CHAS to jointly work and solve this issue together.
4. NTC representative would like to rectify HPP SR work to outreach peer educators is in Bolikhamxay Province, not Xayabouly Province;
5. PLHIV representative acknowledged that funds from GF were received in April; however, implementation of the activities commenced at the beginning of January. This delayed affected the quality of the activities. At the same time, he noted this issue should be avoided in the future.

DECISION(S)

No decision.

ACTION(S)

KEY PERSON RESPONSIBLE

DUE DATE

DECISION MAKING

MODE OF DECISION MAKING
(Place 'X' in the relevant box)

CONSENSUS*

VOTING

IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS

VOTING METHOD
(Place 'X' in the relevant box)

SHOW OF HANDS

SECRET BALLOT

*Consensus is general or widespread agreement by all members of a group.	ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF</u> THE DECISION	>	
	ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION	>	
	ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u>	>	

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #4	AOB and close the meeting <ul style="list-style-type: none"> • Update on progress of Co-financing • Update on NPA-KAP-PLWD Coordinating Committee's activities
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

No COI identified in this item.

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >

NA

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

1. Update on progress of Co-financing:

TB: Co-financing for three years is around 1.5 million USD. The plan has already submitted through MOH to MPI and MOF for further consideration. Additionally, the TB center has some fund available around 300,000 USD. Around 250,000 USD has already spent for two activities, e.g. 1) Five-day workshop on planning development which participation from 18 provinces, and 2) three regional workshops.

HIV: Co-financing for three years is 1,482,942 USD, 2018-2020. MOH has already submitted the action plan and budget of the national programmes to MPI and MOF for further consideration and currently this action plan and budget is on process of consideration and approval by the National Assembly. The national programmes are now preparing themselves for transition, specially, considering the cease of GF support in a near future.

Additionally, HIV representative would like to report on issue with consultant working on IBBS. CHAS contracted a consultant from November 15th, 2017 to January 22nd, 2018 to report on IBBS. The report should have been submitted in January 2018, however and despite CHAS follow up there is no any update. At this point, CHAS has paid 17,500 USD (70% of the total amount defined in the contract), the remaining amount is 7,925 USD which will be paid only when CHAS receives final report. In this regards, CHAS would like to request CCM for support on further actions:

UNAIDS suggested the following options:

1. Write an official letter from MOH
2. Sue the consultant
3. Contact the organization she used to work with.

WHO representative noted CHAS should address the issue base on the signed contract.

Update on NPA-KAP-PLWD Coordinating Committee's activities

NPA representative presented an update on activities of NPA-KAP-PLWDs Coordinating Committee.

He noted that Non Profit Association (NPA) Coordinating Committee (CC) was officially established on 15th of March 2016 and is composed by 11 members and 11 alternates. The purpose of CC is to create a space for open discussion of common issues, sharing of information and collaboration in community level in link with HIV/AIDS, TB and Malaria issues in Lao PDR.

Additionally, he noted that Coordinating Committee has 7 strategic objectives, including building strong links with CCM, strengthening coordination with government and other NPAs, capacity building and search for funding opportunities.

The budget for NPA CC for 2018-2019 is 26,988 USD. 22,756 USD from French Red Cross and 4,232 USD from CCM.

Key comments:

CHAS representative noted we all should support NPA CC works.

CSO representative acknowledged the importance to strengthen capacities of the committee.

DECISION(S)

No decision.

ACTION(S)

KEY PERSON RESPONSIBLE

DUE DATE

DECISION MAKING

MODE OF DECISION MAKING
(Place 'X' in the relevant box)

CONSENSUS^a

VOTING

IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS

VOTING METHOD
(Place 'X' in the relevant box)

SHOW OF HANDS

SECRET BALLOT

ENTER THE NUMBER OF MEMBERS IN FAVOUR OF THE DECISION >

ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION >

ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED >

^aConsensus is general or widespread agreement by all members of a group.

SUMMARY OF DECISIONS & ACTION POINTS

AGENDA ITEM NUMBER	WRITE IN DETAIL THE DECISIONS & ACTION POINTS BELOW	KEY PERSON RESPONSIBLE	DUE DATE
AGENDA ITEM #1	CCM endorsed the multi-country proposal on TB among migrants in the GMS.	CCM Secretariat	
AGENDA ITEM #2			
AGENDA ITEM #3			
AGENDA ITEM #4			

SUPPORTING DOCUMENTATION

Place an 'X' in the appropriate box


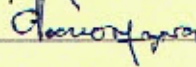
ANNEXES ATTACHED TO THE MEETING MINUTES	Yes	No
ATTENDANCE LIST	X	
AGENDA	X	
OTHER SUPPORTING DOCUMENTS	X	
IF 'OTHER', PLEASE LIST BELOW:		

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 ^a	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.
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CCM MINUTES PREPARED BY:			
TYPE / PRINT NAME	>	Silvia Illescas	DATE > 30/04/2018
FUNCTION	>	Health advocacy and coordination – UNV WHO	SIGNATURE > 
TYPE / PRINT NAME	>	Noukorn Thalangsy	DATE > 
FUNCTION	>	Coordinator and Finance Officer, CCM Secretariat	SIGNATURE >

CCM MINUTES APPROVAL:			
APPROVED BY (NAME)	>	Dr. Soulangy Chansy	DATE > 02 MAY 2018
FUNCTION	>	CCM Vice-chair Deputy Director of Health Department, Lao Red Cross	SIGNATURE > 