

AGENDA ITEM #2	Annual Overall CCM Secretariat Performance Assessment														X
AGENDA ITEM #3	Report on the oversight field visit in Vientiane Province during 4 – 7 September 2018													X	
AGENDA ITEM #4	CCM Annual Work Plan for fiscal year 2018-2019, including CCM Funding and Performance Framework		X												
AGENDA ITEM #5	Report on Performance Updates (PU) and program management, including fund flow mechanism and custom clearance process							X		X					
AGENDA ITEM #6	Update on the NPA-KP-PLWD activities					X									
AGENDA ITEM #7	Update on Regional HIV and TB grants and progress on Co-financing performance							X							
AGENDA ITEM #8	Request of approval for Number One condom purchase by using program income														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		
<p>CCM Chair warmly welcomed all participants and presented agenda for CCM Meeting.</p> <p>Secretariat verified Quorum and identified potential Conflict of Interest. A total of 17 CCM voting members were presented in the meeting. PSI representative should recuse from voting on the item of requesting approval for Number One condom purchase by using program income, as COI identification.</p> <p>Secretariat presented action points for the last CCM meeting held on 26th July:</p> <ol style="list-style-type: none"> 1. CCM endorsed in principle the multi-country grant to support the sustainable scale-up of HIV service for key populations in South East Asia, and agreed to delegate CHAS in collaboration with UNAIDS, to lead the process of reviewing and negotiating with regional PR on the Lao proposal: The follow-up action on this point will be updated later by the CHAS. 2. CCM agreed that e-vote will be conducted after reviewing the guidance document properly: After the meeting, CCM were informed by the RCM regarding the selection of regional PR and country Co-PR which were already endorsed by the Global Fund, UNOPS was selected as a Regional PR and MOH was selected as Co-PR for Lao PDR. 		
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

*Consensus is general or widespread agreement by all members of a group.

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>	>	

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #1	Annual Performance Report of the CCM Work Plan for fiscal year 2017-2018, including CCM Performance Framework
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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

CCM Secretariat presented Annual Performance Report of the CCM work plan for fiscal year 2017-2018. Key points of the presentation were as follows:

- a) Revitalize PR and CCM dashboard: This activity has been pending. The Grant Management Solution (GMS) which is the key technical assistant for this task has pending its mission for this year;
- b) Conduct oversight field visits on a quarterly basis. Three oversight field visits were conducted as planned: The findings were presented and discussed during the OC and CCM meetings. The final reports were circulated widely to CCM and all key stakeholders, including GF CT and CCM Hub;
- c) Gather data on GF grants through the grant performance routine reports and discussed in during OC and CCM meetings: PU, PUDR and management actions were regularly updated to the OC and CCM based on submission period of the PR to GF;
- d) The COI policy and measures were applied and identified in all CCM meetings and voting procedures. In addition, all new CCM members have signed the COI declaration form;
- e) The membership lists of CCM and its committees have been updated accordingly to the changes in membership;
- f) Quarterly CCM, RMC and OC Meetings. During this year, OC meetings were convened more often than planned (some meetings were organized jointly with ExCom and RMC) due to additional requirements arise for discussion on PMU management issues and meeting with the GF missions;
- g) In order to strengthen CSO participation in the CCM functions, the CSO received additional budget from the French Red Cross to cover its quarterly meetings. As a result, CCM budget has not been used for the whole package of the meetings. Two meetings of the CSO Coordinating Committee were supported by CCM budget;

Furthermore, based on CCM Performance Indicators, Secretariat presented CCM funding, Performance Framework:

1. Overall rating results of the latest Performance Assessment (EPA) is fully compliance;
2. PR PMU has been invited to regularly update on a progress of the performance framework and PSM during the OC and CCM meetings;
3. The oversight field visits were also conducted regularly to oversight the progress of implementation and supply chain management;
4. Ad-hoc meeting of the ExCom and OC were organized to discuss and find out the solution when management issues arose.

Secretariat noted that absorption rate is 91% due to:

- Two ad-hoc meetings were foreseen in case the Global Fund mission required a meeting. However, due to GF mission in Lao PDR coincided with CCM meeting, only one technical ad-hoc meeting was necessary.

- Additional funding was provided by the French Red Cross to support CSO Coordinating Committee, only two meetings of the CSO were supported by CCM budget;
- The position of coordinator and finance officer was not employed during 3 months, October to December 2017.

Key comments and issues raised in the meeting were the following:

- CCM Chair noted that the presentation is quite detailed and clear, therefore is understandable why absorption rate is 91%. Now, the question is whether the balance budget can be added to the new work plan or not, and which activities should be removed or kept.

The meeting agreed to approve Annual Performance Report of the CCM Work Plan for fiscal year 2017-2018.

DECISION(S)

CCM unanimously endorsed Annual Performance Report of the CCM Work Plan for the fiscal year 2017-2018.

ACTION(S)

KEY PERSON RESPONSIBLE

DUE DATE

DECISION MAKING

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

CONSENSUS*

VOTING

X

IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS

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

SHOW OF HANDS

SECRET BALLOT

X

ENTER THE NUMBER OF MEMBERS IN FAVOUR OF THE DECISION > 17

ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION >

ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED > 0

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MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #2

Annual Overall CCM Secretariat Performance Assessment

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

Secretariat informed the meeting about the Annual Overall CCM Secretariat Performance Assessment. CCM Sec. sent an email to the GF to have an assessment form, but the GF informed that there is no specific guideline or form for the assessment. Each CCM could design and develop their own form. CCM Secretariat clarified that CCM Secretariat Performance Assessment is based on CCM performance indicators, assessment outcome should be one of those four values: "Exceptional (very good)", "Performing well (Good)", "A few minor issues", "Serious Issues". The assessment form also provided a space for comments and suggestions.

Four indicators used:

1. 100% of the agenda/meeting minutes of CCM meetings (plenary and Oversight Committee) in the past 12 months circulated to all CCM members/alternates and GF Secretariat (FPM, CCM Hub). For the Agenda within less than 7 calendar days before the meeting and for the meeting minutes 7 calendar days after.
2. In the context of CCM Funding, annual work plan and financial reports are submitted to GF (FPM, CCM Hub) within one month after the end of the (funding) year.
3. Eligibility and Performance Assessment (EPA) Improvement plan and CCM Contacts are updated

at least every 3 months.

- CCM Secretariat is facilitating the information sharing and coordinating within/between CCM members and GF Secretariat as well as supporting the Fund Portfolio Managers and Country Teams when in country

CCM Sec. requested for two volunteers to collect and summarize the results of “Annual Overall CCM Secretariat Performance Assessment”. CCM secretariat staff could not conduct this assessment due to COI.

Based on the results, the meeting qualified CCM Secretariat Performance as:

Exceptional (very good): 36 (45%)

Performing well (Good): 44 (55%)

A few minor issues: 0%

Serious Issues: 0%

DECISION(S)

CCM qualified CCM Secretariat Performance as Exceptional (very good) 45%, and Performing well (good) 55%.

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)
		ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR</u> OF THE DECISION >	
		ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION >	
		ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >	

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MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #3	Report on the oversight field visit in Vientiane Province during 4 – 7 September 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>The representative from the Oversight field visit (OFV) team presented a report on the visit conducted in Vientiane Province from 04th to 07th September. The visits focused on oversee the implementation of the project's activities supported by the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) at provincial, district and health center levels. The Oversight field visit team provided guidance and recommendations in the following aspects: finance, procurement, implementation, reporting and results (output/outcome).</p> <p>Summary of the findings on the three diseases programmes:</p> <ol style="list-style-type: none"> From provincial to Health Center level, activities implementation have been supported by two funding sources, the GF and the Government; Under the guidance of the provincial and district leaders, the projects were successfully implemented; Local staffs from provincial to health center levels supported the project's activities; 	

4. Well coordination and guidance between central, provincial and district level before the project's activity started.

Overall key issues:

1. Delayed budget transferring from central to province and district levels in Q1, 2018;
2. Limited budget to implement the project's activities in the remote areas;
3. Equipment and vehicles of some Health facilities are very old and insufficient to support the work at the local level.

Key issues by disease:

- HIV/AIDS:
 1. Difficulties to reach the high-risk groups, for instance many FSWs and MSMs use smartphones, social-media and personal contact to communicate with their clients;
 2. Shortage of Uni-gold HIV rapid test in some periods during Q1, causing no HIV testing activities were conducted;
 3. Difficulties to reach the migrant population, especially the Chinese workers that work in the construction of the high speed railway and Cement factory
- Tuberculosis:
 1. At HC level, detection rate of suspected TB patients is still low;
 2. MDR TB case finding tends to increase;
 3. Sputum transferring from district to province to test TB with GeneExpert is still low;
 4. Limited budget on patients following up in the target community for district and HC;
- Malaria:
 1. High number of Mobile Migrant Population (MMP) in the area; unable to control MMP
 2. The number of patients reported each month for malaria rapid diagnostic test in each facility is still low;
 3. Due to limited computers and Wi-Fi connection, the data entering into the DHIS2 system was delayed for some districts

Recommendations of the OFV team:

1. Submit regular and timely report. The report should be based on the work plan and set indicators, and it should be reported in percentages in order to measure how much progress has been achieved. In addition, indicate the key issues and how to address them;
2. Given the GF budget is limited, the province should allocate state budget for training and monitoring;
3. To timely implement the project's activities especially: secure sufficient budget for sputum transportation;
4. The province and district are requested to conduct more HIV rapid test in order to achieve the set targets, particularly to access the migrants working in the speed railway and Cement construction areas;
5. The local authorities are requested to influence the MDR patients to have an access to full treatment;

The floor was opened for suggestions and comments:

- Secretariat informed that no special comments or issues were raised during the OC meeting held on 17 September;
- CCM vice chair thanked the OFV for the presentation, and noted that the quality of the OFV report has improved in comparison to the last years. The national programs should particularly address the following points:
 - During Q1, no HIV test activities were conducted;
 - Low sputum transportation; and

- The increasing number of migrant population working in the construction of the railway and cement, and that could have a significant impact on the three diseases.
- Representative of France shared the comments made by CCM Vice-Chair, and asked, what could be done from the CSO perspective? Furthermore, she expressed her concerns about the limited data on migrants, and asked whether the TB Program (in the upcoming grant) has planned to collect data on MMP.
- MOF representative noted that:
 - There are different challenges for HIV and TB; these challenges should be addressed and if possible, lessons learned should be shared with other provinces.
 - Concerning the “limited budget”, the OFV team should discuss with the authorities from district and province level and specify the main issues regarding limited budget.
- PSI suggested that after the OFV to look at other provinces that had a similar issue, and that now are performing well, so we can learn from them. Moreover, to use actively report as a mechanism of improvement plan.
- Lao Federation of Trade Unions noted that HIV IEC Program should not only target FSW and MSM but should also approach factory workers and construction workers as many of them are female workers that come from ethnic groups and do not have HIV knowledge.
- CCM Vice-Chair highlighted:
 - CCM comments should be shared with the OC and compared;
 - OC members should consolidate the main issues and best practices from the oversight field visits;
 - The national programs and CSOs should review those issues and challenges and add them in their work plan for the year 2018-2019.

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

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 >

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MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #4

CCM Annual Work Plan for fiscal year 2018-2019, including CCM Funding and Performance Framework

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 Secretariat presented Lao CCM Work Plan for Fiscal Year 2018-2019. The Global Fund has allocated the budget for the CCM each year USD 80,000 including activities, human resources and overhead costs. In the last year experience, the Global Fund allowed to add the balance budget into the yearly allocated budget. Therefore, the total amount for Fiscal Year 2018-2019 to be proposed to the GF is USD 88, 000 (including USD 8,000 balance budget).

Key points of the presentation:

- Bi-annually conduct oversight field visits;
- Quarterly, gather data on GF grants through the grant performance reports and other review process. For next year, the data will be gathered through the grant performance routine reports by using another tool like DHIS2 rather than dashboard, as the dashboard implementation relies on the uncertain GMS support(postponed in 2018, no visibility on the TA in 2019);
- Quarterly, analyze information based on grant performance reports and other review processes. Regular updates on grant performance reports (PU, PUDR, management letter, scorecard) and other reports;
- By the end of September 2019: conduct Light Eligibility and Performance Assessment (EPA), conduct overall CCM Secretariat Performance Assessment;
- Update CCM membership regularly based on the changes in membership;
- Quarterly CCM, RMC and OC Meetings;
- Conduct re-orientation on the structure, roles and responsibilities of the CCM and its committees for the new members;
- Review and endorse the CCM COI policy, if needed;
- The CCM COI policy applies to all members, and requires members in situations of COI to recuse from decision-making. Furthermore, gather COI declaration form signed by the new CCM members;
- Regular update CCM Website and GF Partner Portal (including website server and TA costs)
- Regular communication through email to CCM, its committees and partners for following up GF activities, sharing and requesting information to support oversee and grant implementation;
- Document all CCM activities and reports to CCM, PRs, GF and partners (including translation key documents)
- Support CSO Coordinating committee meetings to prepare a meaningful participation in the CCM meeting.

Key comments and issues raised in the meeting were the following:

- French representative noted that there should be coordination between GF portfolio managers' visits in-country and scheduled CCM meetings. In addition, she requested information about the status of the CCM Letter to the GF. She also congratulated on the work done on CCM Laos website. She also suggested using this space to share information about NPA CC meetings. Lastly, based on the previous experience on CCM selection/election, she noted that we should consider to add the activities in the CCM work plan, as many meetings will be needed to coordinate selection/election;
- Secretariat informed that is difficult to specify the exact date of CCM Meetings, nevertheless is possible to define a monthly date. Moreover, the CCM Letter to the GF is finalized, and submitted to the CCM chair. CCM Sec. also thanked the French Embassy for following up in CCM website, and encouraged other CCM members to access the website. Furthermore, Secretariat will adapt its work plan to incorporate more meetings for CCM selection/election process;

CCM unanimously endorsed CCM Annual Work Plan for fiscal year 2018-2019, including CCM Funding and Performance Framework.

DECISION(S)

CCM unanimously endorsed CCM Annual Work Plan for fiscal year 2018-2019, including CCM Funding and Performance Framework

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>	>	17
			ENTER THE NUMBER OF MEMBERS <u>AGAINST THE DECISION</u>	>	-
		ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u>	>	-	

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MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #5	Report on Performance Updates (PU) and program management, including fund flow mechanism and custom clearance process
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>PMU Finance Officer presented Report on Performance Updates and program management, including fund flow mechanism and custom clearance process.</p> <ul style="list-style-type: none"> Tuberculosis Programme Budget approved for Q1+ Q2= 2,130,868.61 Actual expenditure Jan-Jun 2018: 899,573.62 Expenditure rate: 42% HIV Programme Budget approved for Q1+ Q2= 1,761,180.84 Actual expenditure Jan-Jun 2018: 813,884.37 Expenditure rate: 46% <p>PMU representative noted that the low expenditure rate for HIV and TB is mainly due to the delay in transferring the money. The first disbursement was received in the middle of March 2018, one quarter behind the schedule.</p> <ul style="list-style-type: none"> RAI2E Programme Budget approved for Q1+ Q2= 1,797,437.90 Actual expenditure Jan-Jun 2018: 630,056.25 Expenditure rate: 35% <p>The low expenditure rate is mainly due to the delay in transferring the money. The first disbursement was received in the middle of March 2018 and funds released to implementing sites/provinces by CMPE in late May 2018. The postponed activities are planned to be conducted in the following quarters.</p> <p>Key Issues:</p> <ol style="list-style-type: none"> Proposed change of banking arrangements: PMU representative noted that the MOH currently has bank accounts at BCEL to receive funds from UNOPS for RAI2E and from GF for the TB and HIV grants. Under a new government policy, it is proposed to use bank accounts at the National Bank of Laos. This policy is being applied to all the ODA funds coming into Laos. 	

Moreover, there will be a separate bank account for each grant. The accounts will be used exclusively for each GF grant.

Furthermore, the account at the National Bank of Laos would be used to receive funds from GF (HIV & TB) and from UNOPS (Mal RAI2E). To disburse the funds to SRs/SSRs, PMU Operating bank accounts will remain at the BCEL Bank.

Proposes changes: Process through the PMU and the MOH remains as like as it is, the only difference is that a "Payment Order" is used instead of a cheque. The Payment Order will require 2 signatures from MOH (one from the Minister or Vice Minister, the other from the PR Ex-COM or DG of DoF) (the Payment order needs to be approved by the National Treasury/Minister of Finance (2 signatures from MOF) with a delay of three working days. In total the process is expected to last 10 working days.

2. Custom Clearance:

The new proposed custom clearance process takes around 43 working days, procurement team is satisfied as previously it took 60 days

The floor was opened for discussion. Key comments:

- CCM Vice chair noted that this presentation explained the doubts rose previously on the OFV, such as delayed disbursement issues.
- MOF representative: a) Bank arrangement: encouraged to use the national system. He noted that by using the national treasury it is possible to better track the funds. Also to have a clear picture from the commitment between the GF and the MOH, and all ODAs. b) Custom clearance: He stated that any issues faced by MOH, MOF can support. The MOF tries to ensure that all documents are processed as soon as possible, however, depends on workload. c) Signature issues: The payment from BOL should be signed by the MOH and MOF. Four signatures are required, 2 from the MOH and 2 from the MOF.
- PMU representative concerning the MOF signatures: From the GF perspective, MOH is the owner of the funds and when transferring the resources it should be to the MOH. In addition, the GF has previously stated that the grant agreement is between the MOH and the GF, not MOF. In this regard, the MOF only processes the documents.
- CSO representative emphasized that when delayed disbursement, we should not compromise performance quality;
- CCM Chair suggested that PMU and MOF should work together and discuss at a technical level.

DECISION(S)

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>	>
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			ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u>	>

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MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #6

Update on the NPA-KP-PLWD activities

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

NPA-CC representative presented an update on the NPA-KP-PLWD activities. He acknowledged that the Committee was set up on 15th March 2016 with the support of the French Red Cross (FRC) and Initiative 5%. The committee is gathering representatives from Lao Non-Profit Associations (NPA), Key Affected Population (KAP) and People Living with the Diseases (PLWD) and working on HIV/AIDS, TB and Malaria in Lao PDR.

Moreover, the purpose of the committee is to have a better communication among NPAs, KAP, PLWD in HIV/AIDS, TB and Malaria related issues and provide information such as community needs and issues to CCM throughout the process of GFATM in Lao PDR.

The FRC stopped its activities in Laos in March 2018, leaving some funds for NPA CC to continue implementing its activities. Recently, Humanity & Inclusion (HI) agreed with the NPA CC through an Operational Partnership Agreement to continue supporting and strengthening the organizational development of NPA-CC in order to continue its growth.

NPA CC presented a summary of the beneficiaries receiving support from APL+ in Bokeo, Luang Numtha, Luang Prabang and Houaphan Provinces. In addition to provide HIV trainings, NPA CC fights against stigma and discrimination, from Jan to June 2018, the Committee worked with selected ethnic communities suffering from high levels of stigma and discrimination, raised awareness to 410 community leaders, and supported 17 people.

Key comments:

- HIV representative noted that there should be a distinction between the GF and NPA CC, such as beneficiaries, donor and indicators;
- Lao Red Cross (LRC) informed that NPA CC is working under the umbrella of the CCM. At the time, CCM provided support in building capacity for the PLWD and KAP in order to make a meaningful participation in the CCM meeting. Currently, there is an agreement between LRC and Humanity and Inclusion (HI) where the LRC provides the facilities for NPA CC, and HI supports with funding resources. FEI5% also supported by providing technical assistance;
- Women Union representative noted that the data on HIV prevalence should be aggregated base on gender.
- French Embassy, in addition to LRC comment clarified that is a requirement from the GF to have representation from the CSO at the CCM. The technical assistance that was brought to the LRC was officially requested by the CCM;
- HI representative noted that through NPA CC there is an opportunity to access the high risk groups and reduce stigma. In addition, with the HIV multi-county is also possible to complement efforts and addressed those gaps.
- CCM Chair appreciated the resources coming from FEI5% to build and strength the CSO capacity.

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>	>		

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MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #7	Update on Regional HIV and TB grants and progress on Co-financing performance
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>1. Multi-country HIV grant</p> <p>HIV representative presented a brief update on Multi-country grant to support the sustainable scale-up of critical life-saving intervention for key population in South-East-Asia. CHAS noted that this grant is for a three-year period commencing in 2019 and includes Papua New Guinea, Timor Leste, Malaysia, Philippines, Laos, Mongolia, Bhutan and Sri Lanka. The grant value is USD \$12.5 million. In addition, the grant aims to promote sustainable services for key populations at higher risk of HIV including sex workers, men who have sex with men, transgender people, and people who use drugs.</p> <p>Timelines:</p> <ul style="list-style-type: none"> • TRP make decision for Grant – making: September – October 2018 • National consultations to finalize national strategies for KPs: Sept – Nov 2018 • Grant start date: 1 January 2019 for 3 years <p>Laos budget: 1,011,253.48 (23%, TA Fees)</p> <p>CHAS Proposed revision of activity and budget:</p> <ul style="list-style-type: none"> • Adjust the budget for TA fees to implement activities (TA fees) • Clarify/Revise and understand more on the activities with UNAIDS and partners • Fund flow? <p>Co-Financing HIV</p> <ul style="list-style-type: none"> • Government co-financing support from Jan-June 2018: 2.413.033.500 Kip or 290.727 USD (8.300 kip/1 USD) <p>2. TB Regional grant</p> <p>The target population of this grant is:</p> <ul style="list-style-type: none"> • The migrant population that registered and not registered at any checkpoint. • Labor migrant. • The group of workers staying at any workplace or houses. <p>Furthermore, the groups above also include their spouses and children.</p> <p>The total amount of this grant is USD 1,213,896, the NTC will receive USD856, 731 and LaoPHA and PEDAs combined USD 357,165 for a 3-years period, starting from January 2019 to December 30, 2021.</p> <p>Co-financing efforts up to USD 400,000. Resources allocated by the Government increased compared to previous years but not up to 20% yet.</p>	

Key comments:

- CCM Vice-chair requested clarification regarding high fees for TA to support HIV multi-country grant as comprises 23% of grant budget. Furthermore, having the PR sitting in Australia might disconnect with the country grant sitting at the MOH. She also asked whether CHAS received support at the meeting;
- CHAS representative noted that he agrees with CCM Vice-Chair comments;
- French representative informed that there should be a country consultation in October, and CCM should provide approval;
- MOFA representative noted that this grant should follow our country's procedures and in case of unclear information, they should consult with MOFA.
- CCM Chair noted that:
 - Even though there is a need for international support, the country should strengthen local capacities. In this regard, if local TA is available, the country should not seek for an external TA. All the support should be following our national strategy.
 - He asked the donors/ external organization to review the MOH' gaps and mobilize the funding support to the MOH.
 - The CSO should reflect when receiving external support, for instance, whether the projects are in-line with the national policies, and according to country gaps.

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

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 >

*Consensus is general or widespread agreement by all members of a group.

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #8

Request of approval for Number One condom purchase by using program income

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

COI has been identified in this item, as PSI has a COI.

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

Yes

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

PSI acknowledged that current condom stock is enough for middle October. It is important to avoid that condoms will be out of stock. Given that procurement takes two months, PSI requested to use 102,754.76\$ generated from sales income and use it to procure 2,188,860 condoms.

The request letter to procure 2,188,860 condoms was firstly submitted through CHAS, PMU and then to the Oversight Committee on September 17th. Now is presented to CCM members.

Key comments from the meeting:

- CHAS representative informed that HIV national program is fully supportive with PSI request. PSI is doing a good job, Number One condom is good quality and is well received nationwide. Moreover, CHAS does not have funds for condoms as this is not included in GF grant since 2012.

CCM endorsed PSI request of approval for Number One condom purchase by using program income.

At the end of the meeting, the CCM chair summarized and highlighted the following points:

1. CCM endorsed:
 - The annual performance report of the CCM work plan for the fiscal year 2017-2018;
 - The CCM annual work plan for the fiscal year 2018-2019;
 - The Number One condom purchase by using program income.
2. Recommendations for issues discussed at the meeting:
 - Requested PMU in collaboration with the DOF/MOH to consult with the External Finance Department, MOF in terms of funds transferring from BCEL to BOL;
 - The CCM Sec. is requested to consolidate information on CSO work with the GF and NPA CC. For instance: the number of staff, working mechanisms and regulations in comparison with the MOHA's CSO decree.
3. The OFV team is requested to consolidate the key issues and solving mechanisms from the OFV report.
4. CSO and its partners are requested to effectively implement the project for the year 2017-2018 and avoid having unspent funds.
5. The national HIV and TB programs are requested to continue discussion and negotiation on Regional HIV and TB grants.

DECISION(S)

- CCM endorsed PSI request of approval for Number One condom purchase by using program income.

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</u> THE DECISION	>	17
			ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION	>	-
		ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u>	>	-	

*Consensus is general or widespread agreement by all members of a group.


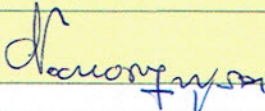
SUMMARY OF DECISIONS & ACTION POINTS


AGENDA ITEM NUMBER	WRITE IN DETAIL THE DECISIONS & ACTION POINTS BELOW	KEY PERSON RESPONSIBLE	DUE DATE
AGENDA ITEM #1	CCM unanimously endorsed Annual Performance Report of the CCM Work Plan for fiscal year 2017-2018		
AGENDA ITEM #2	CCM qualified CCM Secretariat Performance as Exceptional (very good) 45%, and Performing well (good) 55%.		
AGENDA ITEM #3	N/A		
AGENDA ITEM #4	CCM unanimously endorsed CCM Annual Work Plan for fiscal year 2018-2019, including CCM Funding and		

	Performance Framework		
AGENDA ITEM #5	N/A		
AGENDA ITEM #6	N/A		
AGENDA ITEM #7	N/A		
AGENDA ITEM #8	CCM endorsed PSI request of approval for Number One condom purchase by using program income.		

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*	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:					
TYPE / PRINT NAME	>	Silvia Illescas	DATE	>	24/09/2018
FUNCTION	>	Health advocacy and coordination – UNV WHO	SIGNATURE	>	
TYPE / PRINT NAME	>	Noukorn Thalangsy	DATE	>	24/09/2018
FUNCTION	>	Coordinator and Finance Officer	SIGNATURE	>	

CCM MINUTES APPROVAL:					
APPROVED BY (NAME)	>	Assoc. Prof. Dr. Phouthone Muongpak	DATE	>	
FUNCTION	>	CCM Chair	SIGNATURE	>	