

CCM Meeting Minutes

INPUT FIELDS INDICATED BY YELLOW BOXES

| MEETING DETAILS | | | | | | | | | | |
|---|--------------|----------------------------|-----|------|--|---|----|----------|--|--|
| COUNTRY (CCM) | | Lao PDR | | | TOTAL NUMBER OF VOTING MEMBERS PRESENT (INCLUDING ALTERNATES) | | | 17 | | |
| MEETING NUMBER (if applicable) | | N.A. | | | TOTAL NUMBER OF NON-CCM MEMBERS / OBSERVERS PRESENT (INCLUDING CCM SECRETARIAT STAFF) | | | 31 | | |
| DATE (dd.mm.yy) | | 14/12/2017 | | | DETAILS OF PERSON WHO CHAIRED THE MEETING | | | | | |
| HIS / HER NAME & ORGANISATION | First name | Assoc. Prof. Dr. Phouthone | | | QUORUM FOR MEETING WAS ACHIEVED (yes or no) | | | Yes | | |
| | Family name | Muongpak | | | DURATION OF THE MEETING (in hours) | | | 8 | | |
| | Organization | Ministry of Health | | | VENUE / LOCATION | | | | | |
| HIS / HER ROLE ON CCM (Place 'X' in the relevant box) | Chair | | | | MEETING TYPE (Place 'X' in the relevant box) | Regular CCM meeting | | X | | |
| | Vice-Chair | | | | | Extraordinary meeting | | | | |
| | CCM member | | | | | Committee meeting | | | | |
| | Alternate | | | | | GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING (Place 'X' in the relevant box) | | LFA | | |
| HIS / HER SECTOR* (Place 'X' in the relevant box) | | | | | | | | FPM / PO | | |
| GOV | MLBL | NGO | EDU | PLWD | KAP | FBO | PS | OTHER | | |
| | | | | | | | | 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 | | SELECT A SUITABLE CATEGORY FOR EACH AGENDA ITEM (Place 'X' in the relevant box) | | | | | | | | | | | | | | |
|---|--|---|---------------------------------------|-----------------------------------|------------------------------------|---------------------------|---|---------------|----------------------|---|---------------------|--------------------------------|--|---|----------------------------|-------|
| AGENDA ITEM No. | | GOVERNANCE OF THE CCM, PROPOSALS & GRANT MANAGEMENT RELATED TOPICS | | | | | | | | | | | | | | |
| 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 (FUDRs, management actions, LFA debrief, audits) | Request for continued funding / periodic review / phase II / grant consolidation / closures | TA solicitation / 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 election results of new OC Chair and Vice-Chair | | | | X | | | | | | | | | | | |
| AGENDA ITEM #2 | CCM Work Plan for fiscal year 2017-2018 | | X | | | | | | | | | | | | | |

| 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</u> THE DECISION | > | | |
| ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION | > | | | | |
| *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 #1 | Review and endorse the election results of new OC Chair and Vice-Chair |
|--|--|
| 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 that currently the Oversight Committee is properly functioning. On November 16th and based on the Global Fund Guideline and Requirements for CCM, COI policy, norms and procedures for CCM Sub-structures and CCM ToR, OC members selected and elected OC Chair and Vice-Chair.

The election results:

- Dr. Somphou Xayasone, representative of the Academic Sector at CCM from National Institute of Public Health was elected as OC Chair
- Ms. Phengkhiem Xayakeo representative of the Government Sector at CCM from Ministry of Finance was elected as OC Vice-Chair.

The CCM Secretariat requested CCM members for consideration and approval.

There were no comments from the meeting. Results for new OC Chair and Vice-Chair were endorsed.

DECISION(S)

CCM endorsed the election results of new OC Chair and Vice-Chair.

| ACTION(S) | KEY PERSON RESPONSIBLE | DUE DATE |
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| | | |

DECISION MAKING

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|--|------------|--|---|----|--|
| 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 | | |
| | | SECRET BALLOT | X | | |
| | | ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF</u> THE DECISION | > | 16 | |
| ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION | > | | | | |
| *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** **CCM Work Plan for fiscal year 2017-2018**

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

CCM Secretariat presented CCM Work Plan for fiscal year 2017-2018.

Key points of the presentation:

- Revitalize PR and CCM dashboard: Plan to revitalize dashboard with TA support.
- Conduct oversight field visits on a quarterly basis.
- Gather data on GF grants dashboards and other review processes on a quarterly basis.
- Conduct Light Eligibility and Performance Assessment (EPA).
- Gather COI declaration form signed by new CCM members: COI policy was endorsed by CCM in September 2016 by electronic vote. No further change requires so far. COI applies to all members, and requires members to recuse when COI situation occurs.
- Quarterly CCM, RMC and OC Meetings
- Monthly Ex-Com meeting
- Support CSO coordination committee meetings on a quarterly basis.

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

1. Dashboard:

- French representative welcomed the plan to revitalize Principal Recipient (PR) and CCM dashboard. She requested more information about TA and resources needed, as is a critical tool for grant oversee. Additionally, she thanked Secretariat to include and allocate budget for CSO meetings.
- CCM Secretariat informed there is no budget identified for TA to support the revitalization of PR and CCM dashboard. He noted in 2014 during pilot phase, dashboard was only completed by HIV grant. He emphasized dashboard is a very important tool given PR requires to report quarterly to CCM and OC. Currently, Secretariat has only received one report. Furthermore, Secretariat will discuss with PR and GMS to define an action plan to revitalize dashboard.
- PR representative explained PR capacity was very limited at that time. After the pilot phase for HIV grant, different internal and external factors (limited staff, delay reports, and incomprehensive data entry) made not possible to continue using this tool.
- Representative of Ministry of Planning and Investment thanked Secretariat's effort to revitalize dashboard. She noted Dashboard should be included in the agenda as a priority and suggested to coordinate with GMS in order to improve grant oversee.

2. Fund flows:

- Representative of MOF stressed the need to revise the current fund flows due current model will no longer be used after the first six months.
- RMC Chair stressed that although MOF has agreed that the Global Fund can continue using the existing fund flows mechanism for the first six months due PR transition and new PR implementation arrangement, time will pass rapidly, therefore he urged CCM to seek for other fund flows mechanism.
- CCM Chair acknowledged Fund flows mechanism are a delicate issue and referred to two Letters:
 - a) Letter from Regional Artemisinin-resistance Initiative (RAI) to the MOH, dated on 13th December where it was advice that UNOPS will transfer funds to the MOH (DPIC), MOH then transfer to CMPE and CMPE to Provinces. Moreover, United Nations Office for Project Services (UNOPS) transfer funds directly to the three Civil Society Organizations (CSO) SRs and WHO (as SR under UNOPS).
 - b) Letter from MOH to RAI, dated on 20th November informing that the Ministry of Finance and the Ministry of Health have an agreement between the two ministries, current fund flows will be used as an interim solution while the two ministries are working on the streamlined process of fund release. This agreement will also apply to RAI2E project, which UNOPS is PR and MOH

(DPI) is PSR. In order to align with an internal policy of the MOH, the fund from RAI2E project for Lao PDR should be transferred firstly to the MOH bank account who is the key player in management in country. The MOH (DPIC) will then transfer the funds to all SRs and implementing partners, including CSO SRs and WHO.

After presenting both letters, CCM Chair noted that MOH will not make any decision on Fund Flows management but the Ministry of Finance.

The Chair thanked all the comments and encouraged CCM members to provide feedback on this fiscal plan to ensure CCM will do its best. The meeting endorsed CCM Work Plan for fiscal year 2017-2018.

DECISION(S)

CCM endorsed CCM Work Plan for fiscal year 2017-2018.

| 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 |
| | | | | SECRET BALLOT | |
| | | | ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF THE DECISION</u> | > | 16 |
| | | | 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 #3 | Debrief on outcomes of the GF SPFM visit to Lao PDR between 23 and 27 October 2017 |
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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

Secretariat presented outcomes of Patricia Kehoe (GF SPFM) visit in Lao PDR between 23 and 27 October.

Key points of the presentation:

1. Status for 2018-2020 TB and HIV funding:
 - TB grant: US\$ 7,835,594 (with integrated RSSH) approved by the Board and may now proceed to grant signature. PAAR US\$ 1,699,538 registered as unfunded quality demand. (As yet no indication of possible timeline for funding)
 - HIV grant: US\$ 6,931,650 recommended by GAC to the Board, (PAAR US\$2,515,711) for decision in December.
2. Co-financing:
 - 2018-20 Country Allocation HIV & TB Co-financing incentive: 20% of 2018-2020 allocation is linked to co-financing investment (\$2,953,449)
 - 50% of co-financing to be invested in TB/HIV programs
 - Grant Requirement: The Global Fund requests annual update on commitments included in the annual Government budget and inclusion in MOH expenditure planning.
3. PR Implementation and Transition to PMU:
 - Transparent competitive selection process has commenced.
 - Recruitment of the PR PMU Contract staff is in process. The Finance Manager has been selected.
 - CCM to continue its role of oversight of the recruitment and transition process.

4. Timelines:

- TB grant: Approved by the Board and is to be signed shortly. Draft shared with the PR and NTC 1 November for comment. For signature by no later than 24 November 2017.
- HIV grant: Considered by the Grant Approvals Committee 1 November and to be submitted for Board Approval. Anticipated approval to be received in December 2017.

There were no comments on this item.

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 | |
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| | VOTING | | VOTING METHOD (Place 'X' in the relevant box) |
| | | 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 #4 | Update on Performance Updates and Disbursement Request (PUDR). |
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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

PR representative presented PUDR submission and GF recommendation for period ending 2016 for HIV, TB, Malaria and HSS.

Key points of the presentation:

TB Program:

1. Achieved Grant Performance Rating: B1 Achieved all indicator performance rating of 86% of 26 indicators reported including outcome and coverage indicators. Ten coverage Indicators achieved above 90% ratio of the set targets while Seven Indicators reached around 70 % to 90% ratio of their targets. Remaining Three coverage indicators reached less than 60%.
2. Further improvement needs:
 - a) Enhance Active Case Finding and Contact Tracing to expand the accessibility of TB diagnosis to the remote and disease vulnerable communities
 - b) Improve sputum transportation system and Strengthen the referral linkage between NTP providers and Private, NGOs, CBOs providers at the implementation level

HIV Program:

1. Achieved Grant Performance Rating: B1. Attained Indicators performance rating of 71% of 18 indicators reported including impact, outcome and coverage. Eight Indicators succeeded above 80% ratio of the set targets and Five achieved between 50 to 80% and Three Indicators reached less than 40%.
2. Further improvement needs:
 - a) Close collaboration and communication between ART providers and TB centers to deliver more efficient care and treatment services for TB-HIV co-infected patients;
 - b) Mentoring and Capacity building on DHIS2 integrated reporting to improve timely reporting of each reporting unit and DQA capacity of different reporting level.

Malaria Program:

1. Achieved Grant Performance Rating: B1. Attained achievement rating 92% for the reported indicators including 4 impact indicators and 13 coverage indicators. Ten coverage Indicators achieved 100% and above ratio of the set targets and remaining indicators reached less than 60%.
2. Further improvement needs:
 - a) Intensive LLINs distribution plan to improve the bed nets supply through VHWs and ANC service providers to reach further MMP, forest workers & pregnant women.
 - b) Enhance Malaria disease control activities and LLINs distribution in coming years according to the findings and updated data of 2016 Malaria Risk Stratification.

HSS program:

1. Achieved Grant Performance Rating: A1. All Indicators performance rating is 103% for the reported indicators including 3 impact, 4 outcome and 7 coverage indicators. Five coverage indicators achieved 100% and above ratio of their set targets and Two indicators attained 78% and 84% respectively.

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

- Representative of TB Program noted that based on the achievements, TB Program has a good performance rate with 86%. He noted that in 2017 instead of having a national meeting, TB program organized a regional meeting (North, Central and South Provinces) that included the participation of provincial administration to discuss weaknesses, issues such as delay report and further improvements needed from 2016 to 2018.
- Representative of HIV Program informed that CHAS have agreed with technical experts to work together in the results lower than 40%: 1. MSM that received HIV test and know their result 2. Infants born HIV +ive pregnant women receiving a virological text for HIV within 2 months of birth. He noted the main issue for low achievement was related to the MSM willingness to get tested. However, in the future CHAS will use a new model to address MSM groups and expand testing, counseling and HIV treatment. Second, improvement related to born HIV +ive pregnant women receiving a virological text for HIV within 2 months of birth. He noted that in the majority of the cases, the mother did not come to the health facility, additionally, once the case is positive, commonly the mother disappears and do not get treated.
- Unfortunately, Malaria representative was no present to provide feedback on PUDR.
- Representative of HSS Program noted that the grant performance has an outstanding achievement rate, especially on Procurement supply chain management (PSM), Health information systems and M&E. From 2018 onwards, the program aims to continue these achievements by ensuring timely reporting and further Health System Strengthening on HIMS and PSM sustained by DHIS2.
- CCM Chair stressed on the importance of PUDR, and invited the PR and National Programs to reflect on lessons learned and actions that will be useable to improve grant performance on 2018. Furthermore, he highlighted the importance of capacity building on DHIS2 for 2018 onwards.

After PUDR presentation, the Oversight Committee made an update to CCM members:

Now that the OC is complete and properly functioning. OC members recently received a re-orientation on CCM Structure and OC Roles and responsibilities. Further this orientation; members expressed their will to be more active and engaged to have an effective OC. The presentation included Oversight functions, Oversight plan and Oversight Reporting/Monitoring Dashboard. During the last OC meeting held on 12th December, OC members developed a reporting Dashboard Tool: the tool aims to report on at quarterly meetings by responsible focal points (based on members expertise) using a traffic light system within the matrix that summarizes managerial, financial and programmatic information based on available data and documents.

Moreover, representative of OC noted that PUDR report from 1st January-31st December 2016 is being presented only in December 2017, thus is very difficult to give recommendations on grant performance from the past year. He asked the meeting on how to overcome this issue.

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

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| AGENDA ITEM #5 | Update on the new Principal Recipient implementation arrangement. |
| 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>Transition Task Team (TTT) representative presented an update on the new Principal Recipient implementation arrangement: Background on PR transition, transition activities, risks, PR Organization Chart (including UNOPS), progress on Recruitment and Selection, progress on Fund Flow Changes and accommodation planning.</p> <p>Key points of TTT presentation:</p> <ul style="list-style-type: none"> • Risks: Uncertainty regarding proposed fund flow arrangements; PR staff turnover and possible lack of suitable candidates; Recruitment processes will require prompt decision-making; High level of coordination needed during a critical period; • Fund flows changes: Delays in confirmation from MOF that proposed fund flow arrangements in compliance with Decree 2695 will address concerns for rapid disbursement. Accordingly, the MOF and Global Fund have agreed that existing fund flow arrangements to MOH through BCEL will be used till the new MOF mechanism is working satisfactorily. Interim arrangement till end June 2018; • Accommodation planning: Accommodation planning includes the need to have storage for archived reports and documents as required by GF grant agreements. Culling during close-out period will seek to condense storage needs – possibly use part office in DCDC? • Progress on Recruitment and Selection: Open and transparent selection process undertaken for all positions. Expect all positions will be finalized in early 2018. Global Fund only endorsed a number of positions, many position have not been yet approved; • PMU Orientation and Start-up Workshop: Currently postponed. PMU orientation aims to provide an orientation on PMU roles, refresher of Global Fund and grants in Lao PDR, relationship and expectation between PMU by DCDC, DPIC and DOF, relations between PMU and CCM, and PMU function and expected performance. <p>Key comments were:</p> <ol style="list-style-type: none"> 1. PMU Orientation and Start-up Workshop: <ul style="list-style-type: none"> • CCM Chair stressed the need to re-schedule PMU orientation before the end of 2017. 2. Recruitment and Selection: <ul style="list-style-type: none"> • French representative noted that it was agreed that CCM member will receive selection reports and provide recommendations. However, at this point CCM members have only received one report from Finance applications. • CCM Secretariat informed that based on Ex-Com Meeting held on 24th November, Ex-Com members have discussed on appropriate arrangement for PMU selection in order to avoid oversight creating delays, confusion in roles, and excessive circulation of selection reports. Hence, the meeting decided and proposed that the transition TA will forward the selection report or summary to the CCM Executive Committee members for their review of the process and to request their feedback | |

within one working day if they have any objection to the process. Moreover, CCM Secretariat thanked France recommendation and agreed to forward to CCM members missing selection reports for the recruitment of new PMU contract staff.

Further these comments, PR representative presented summary update and roadmap for Recruitment of the PR PMU Contract staff.

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</u> THE DECISION | > |
| | | | 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.

MINUTES OF EACH AGENDA ITEM

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| AGENDA ITEM #6 | Update on the status and summary grant information of new funding cycle, 2018-2020 |
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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

HIV program representative presented an update on funding request for HIV program to the Global Fund. The allocation for HIV is US\$ 7,374,096 from 1st January 2018 to 31st December 2020.

Key points of HIV funding request update:

- The proposal is guided by the Goal of the National HIV and AIDS Strategic Action Plan 2016-2020 to end the transmission of HIV and alleviate the impact of AIDS in Lao PDR;
- Strengthen governance, policy and advocacy in order to prevent further HIV infections, likewise to increase coverage and improve quality of treatment, care and support services for people living with HIV;
- The country supports the global movement to end AIDS epidemic by achieving the target of 90-90-90 for treatment (90% of PLHIV knowing their status, 90% who know their status are receiving treatment, and 90% of those on treatment having a suppressed viral load) by 2020;
- For transition and sustainability, this funding request will aim to strengthen the Provincial authorities as well as the program at CHAS for effective utilization of data;
- Priority modules: 1) Prevention among FSW: Implemented by PEDA & PSI; 2) Prevention among MSM/TG: Implemented by LaoPHA; 3) Treatment Care and Support: The intervention include pre-ART care, ART, treatment monitoring, treatment adherence, prevention, diagnosis and treatment of OIs, counselling and psychosocial support, HTC, and TB/HIV co-infection.

CHAS representative noted key challenges:

- Difficulty to raise domestic co-financing: This could only be possible for the HIV program by working with other line ministries like education and sports, labor and social welfare, justice, information, culture and tourism etc.;

- Reach MSM: MSM is the main mode of HIV transmission and level of test is very low, only 61%. CHAS will advocate for MSM/TG to get tested;
- Transition: CHAS is taking ownership and preparing for GF transition.

The chair highlighted the need of good leadership to reconsider and analyze the country's capacities.

People living with HIV representative noted that Health Center staffs have never been train in HIV counseling, and that HIV positives cases have not been follow up. In this regard, he requested CHAS to extend capacity building for the Health Centers, and increase ARV sites to assure people with HIV will have treatment and achieve 90-90-90.

TB program representative presented an update on funding request for TB program to the Global Fund. The Global Fund Board approved grant to "Ending Tuberculosis in Lao PDR" up to USD \$7.8M for the period of January 1, 2018 – December 31, 2020 to significantly scale-up the reach of TB services in Lao PDR and to make a significant impact on the burden of TB disease.

Key management actions for GF grant implementation 2018-2020:

- Issue 1: Measures to address human rights and legal barriers and outcomes achieved in next PUDR (to be reported 28 Feb. 18). ACF in groups of population with less access to TB services, in TB high burden, poor and remote districts and prisons;
- Issue 2: Gender Equity: plan to update data system (in DHIS2) to report TB treatment results by age and sex (by 31 Dec. 17). NTC and DHIS2 teams will update the DHIS2 data entry format to allow reporting disaggregated TB treatment outcomes by age and sex;
- Issue 3: GF requests a plan for improved PPM and CSO service coordination, reporting and verification at province and district levels, including targets for TB notification and treatment incorporated into agreements with provincial offices (by 31 Dec. 17) ;
- Issue 4: Transportation of specimens: PR and NTC to propose next steps on setting-up and improved and sustainable transportation mechanism (by 31 Dec. 17). Provincial plans will reflect the total needs and local support for transportation of specimens from Health centres and District hospitals to GeneXpert provincial labs (e.g. local support from 12 districts and military hospital in Luangprabang and all 5 districts in Khammuane);
- Issue 5: Increasing greater coordination with HIV and preparation for sustainability (in 2018).

Malaria program representative presented an update for RAI2E Grant 2018-2020. He informed Global Fund Board approval for RAI2E 2018-2020 was received on 11th December 2017.

CMPE noted the program aims to establish effective program management and coordination at all levels of health system to efficiently deliver a combination of targeted interventions for malaria burden reduction and elimination. Furthermore, the program aims to protect at least 90% of all populations in burden reduction provinces with an appropriate vector control intervention by 2017.

Malaria representative acknowledged that:

- Grant agreement between Global Fund and UNOPS will be signed before 15th December 2017;
- Grant agreement between UNOPS and PMU will be signed once the PMU manager recruitment result is announced;
- After that, PMU and CMPE grant agreement will be signed;
- First disbursement to the country will be released by UNOPS in early January as soon as the fund is received from GF;
- The country can continue using the cash balance from current RAI grant for initiation of the activities before the 1st disbursement is received.

CCM chair noted that in order to achieve Malaria burden reduction and elimination, we must ensure that people will keep using LLINs. Second, Government funding, the Lao Government has a high commitment, the budget has been proposed to the National Assembly for consideration and approval based on priority. For Malaria, the focus is in Southern Provinces. However, given the budget is very limited, the Government cannot cover entirely. We must work together with the MOF.

Health Poverty Action (HPA) representative noted that HPA is part of a multi-country proposal from which

includes Lao PDR, Cambodia and Viet Nam. HPA regional program aims to reach key areas, boarder with Laos to expand access to malaria prevention and case management services to underserved populations.

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) |
| | | 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> | > |

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

MINUTES OF EACH AGENDA ITEM

| | |
|-----------------------|---|
| AGENDA ITEM #7 | Update on the status of preparation for current grants closure |
|-----------------------|---|

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

PR representative presented an update on the status of preparation for current grants closure. The PR Office is planning close out of 4 grants (TB, HIV, Malaria and HSS).

Key points of grants closure:

- Projected cash balance at end December;
- 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;
- Updated Fixed Asset registers and any proposed transfers, asset removal or destruction where items no longer serviceable;
- Savings which can be utilised for urgent activities to prepare for new grants;
- Projected cash return to the Global Fund at end of close-out;
- Report to GF should be completed by 28th February; PR office has a very tight schedule
- In addition to preparing final financial reports and audits, the PR and SR Finance teams are preparing for the new grants.
- All SRs have now installed ACCPAC accounting software and initial input problems at LaoPHA have been resolved.
- Set up of new Chart of Accounts by Actrans (ACCPAC agent in Thailand) is planned for Dec 25-28 2017.

Estimated cash to be returned to the GF:

- TB grant: USD 34,686
- HIV grant: USD 86,550
- Malaria grant: USD 397,416
- HSS grant: USD 83,296

Total return to GF: USD 601,948

Discussion:

- CMPE representative noted that remaining USD 397,416 is required to fund Stratification TA but the GF did not approved CMPE to use this fund. He proposed if CCM could negotiate with the GF; hence, CMPE can implement this activity.
- HIV representative acknowledged that remaining fund is destined to cover CSO and procurement and supply.

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</u> THE DECISION | | > |
| | | 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.

MINUTES OF EACH AGENDA ITEM

| | |
|-----------------------|---|
| AGENDA ITEM #8 | Update on the CSO forum and 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 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 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 improved the coordination mechanisms within the Committee and strengthen coordination with CCM and Government Stakeholders, moreover, CC has also strengthened the capacities of the Committee members in order to advocate the community needs and priorities, in link with HIV, TB and Malaria, to CCM and Government dialogues efficiently.

Discussion:

- FBO representative noted that the role of the monks is very restricted due many people distrust the involvement of Buddhist monks in activities related to HIV/AIDS.
- French Red Cross (FRC) representative noted FRC will no longer be in Lao PDR. He thanked CCM and French 5% initiative for its support to CSO working with HIV, Malaria, and Tuberculosis.

Further these comments. CCM chair closed the meeting and reflected on the following points:

1. Fund Flows: Needs direction from Deputy Prime Minister, MOF. To find a solution for funds flow arrangement before the first six months.
2. PUDR: The National Programs must reflect on lessons learned and actions that will be useable to improve grant performance on 2018.
3. Oversight Committee: OC New Chair and Vice Chair to support CCM by reviewing grant performance

- and identify problems and bottlenecks.
4. PR transition: PR has an urgent work to do. There is a risk that needs to be addressed: New PMU staff, new office, etc. These issues should be solved before the end of December.
 5. PMU re-orientation for new PMU staff: CCM chair invites transition TA to support them and have orientation/workshop before the end of this year.
 6. Cash to be returned to the GF: All National Programs need to review the remaining balance and then elaborate an action plan to identified activities, and ensure all activities have been conducted. Finally, there should not be remaining budget in 2017.

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.

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 election results of new OC Chair and Vice-Chair. | | |
| AGENDA ITEM #2 | CCM endorsed CCM Work Plan for fiscal year 2017-2018 | | |
| AGENDA ITEM #3 | | | |
| AGENDA ITEM #4 | | | |
| AGENDA ITEM #5 | | | |

| 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. |

CCM MINUTES PREPARED BY:

| | | | |
|-------------------|--|-----------|---|
| TYPE / PRINT NAME | Silvia Illescas | DATE | 22/12/2017 |
| FUNCTION | Health advocacy and coordination – UNV WHO | SIGNATURE |  |

CCM MINUTES APPROVAL:

| | | | |
|--------------------|-------------------------------------|-----------|---|
| APPROVED BY (NAME) | Assoc. Prof. Dr. Phouthone Muongpak | DATE | 16 JAN 2018 |
| FUNCTION | CCM Chair | SIGNATURE |  |