

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)		19	
MEETING NUMBER (if applicable)		N.A		TOTAL NUMBER OF MEMBERS and ALTERNATES PRESENT		20	
DATE (dd.mm.yyyy)		16/05/2017		TOTAL NUMBER OF <u>NON-CCM</u> MEMBERS / OBSERVERS PRESENT (INCLUDING CCM SECRETARIAT STAFF)		18	
DETAILS OF PERSON WHO CHAIRED THE MEETING				TOTAL NUMBER OF ALL PARTICIPANTS		38	
HIS / HER NAME & ORGANISATION	First name	Dr Soulangy		QUORUM FOR MEETING WAS ACHIEVED (yes or no)		Yes	
	Family name	Chansy		DURATION OF THE MEETING (in hours)		3	
	Organization	Lao Red Cross		VENUE / LOCATION	Ministry of Health		
HIS / HER ROLE ON CCM	Chair			MEETING TYPE (Place 'X' in the relevant box)		Regular CCM meeting	X
(Place 'X' in the relevant box)	Vice-Chair		X			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
		X					
						OTHER	X
						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

SELECT A SUITABLE CATEGORY FOR EACH AGENDA ITEM (Place 'X' in the relevant box)																
GOVERNANCE OF THE CCM, PROPOSALS & GRANT MANAGEMENT RELATED TOPICS																
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 (PUDEs, 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 															
AGENDA ITEM #1	1. Review and endorse final draft of HIV application for the GF funding cycle 2018-2020															

2020. This means to endorse HIV application with the condition that the latest draft is circulated and review by CCM and RMC members, and that HIV concept note is uploaded by Monday 22 March once all the major comments from GF, CCM and RMC are incorporated.

SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM

DECISION(S)

The quorum was verified with 17 voting members. CCM endorsed in principle HIV application for the GF funding cycle 2018-2020 with voting 17/17.

ACTION(S)

KEY PERSON RESPONSIBLE

DUE DATE

To circulate the latest draft of HIV concept note to CCM and RMC members for review and comment

CCM
Sec/CCM/RMC

By 20 May

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #2

Review and endorse the SR selection for Malaria, TB and HIV programs

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

No COI identified in this items

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

Yes

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

CCM Secretariat presented, on behalf of RMC, SR selection for Malaria, TB and HIV program. Secretariat informed that in order to ensure transparency, the SRs call for proposals were circulated electronically through various networks of CCM, Development partners, INGOs and CSOs, and were posted on the newspapers Vientiane Times and Vientiane Mai.

The timeline for EOI advertisement:

HIV and TB component: 6-17 February.

Malaria: 24 April-5 May

EOIs received per component:

HIV component received seven applications: CHAS, PEDDA, LaoPHA, PSI, DKSH, BFDI and FDD.

TB component received nine applications: NTC, PEDDA, LaoPHA, PSI, HPP, BFDI, DKSH, MAAP and LYU.

Malaria component received seven applications: BFDI, MAAP, LaoPHA, PEDDA, IOM, CHAI and HPA.

EOI were reviewed and assessed by the Review Panel of each program, with compose of representative from relevant entities.

The selection score sheet based on SR selection criteria were used for each Review Panel member to score the proposal. Three categories were classified, including

- Category A: Proposals with scores > 4-5 to be accepted with or without conditions
- Category B: Proposals with scores ranging from 3-4 to be accepted with conditions
- Category C: Proposals with scores less than < 3 points, to be rejected.

Summary key points of SR selection results for each program:

• **HIV program**

- a) Received seven applications however based on HIV concept note and Guideline for Sub-recipient selection, only four applications were considered by the Review Panel (LaoPHA, PSI, PEDDA, and DKSH);
- b) BFDI and FDD proposed activities are not in line with HIV concept note;
- c) Based on the SR Guideline and categories to classify SR proposals, three applications were selected as category A: LaoPHA, PSI and PEDDA. However, it was noted these applicants should reduce management cost.
- d) DKSH classified as category C, therefore it was rejected.

- **TB program**

- a) Received nine applications: NTC, PEDDA, LaoPHA, PSI, HPP, BFDI, DKSH, MAAP and LYU;
- b) Three applications were selected as category A: PSI, LaoPHA and PEDDA. Applicants are registered as INGO/CSO and have experience for several years in TB case detection, known programmatic and financial management capacity;
- c) Three applications were selected as category B: LYU, HPP, and MAAP. Applicants are registered as Government mass organization and INGO and have demonstrated experience in TB detection and TB awareness;
- e) One application was selected as category C: DKSH as their proposal goes beyond the work of TB proposal.

- **Malaria program**

- a) Received seven applications: BFDI, MAAP, LaoPHA, PEDDA, IOM, CHAI and HPA;
- b) None of the applications meet criteria for category A;
- c) Three applications were selected as category B: PEDDA, LaoPHA, and HPA. Each of these organizations need to submit a copy of their valid registration. Overall applications were not very detailed. Criteria such as area of implementation, target actions, budget need and M&E need to be more specified.
- d) Two applications were selected as category C: IOM and MAAP.

CHAI was not evaluated as is not registered as a legal entity working in Lao PDR. The decision to CHAI continues providing Technical Assistance service will depend on GF and CCM considerations.

Additional comments from the National Programmes included:

At joint RMC&OC meeting held on 12th May, RMC recommended that CMPE should meet with all the selected SRs to provide detailed criteria information such as MOU, target and geographic area, budget, M&E and program management cost. CMPE informed that shortly the program will meet with the applicants to complete missing information.

CHAS representative noted that selected SRs for HIV are the current SRs implementers, overall with more than 10 years experience working with proposed key population. CHAS informed after SR selection, a plan should be developed to better define target and geographic area.

NTC representative noted that TB program needs to work with selected applicants to adjust the proposed budget according to current grant ceiling.

The chair agreed with the results of SR selection: SR selection was an open and transparent process and Review Panel for HIV, TB and Malaria did a good work based on the SR guideline.

Furthermore, PR representative reminded that based on discussion at joint RMC&OC meeting held on 12th May, National Programs should analyze the following points regarding selected SRs organizations that are under the three components:

1. Do these organizations have enough human resources capacity to implement in parallel HIV, TB and Malaria program?
2. Are these organizations maximizing resources? She suggested for cost effectiveness and efficiency, one financial or M&E officer should be assigned to work with the three programs.

Lastly, CCM members agreed with the SR results, and recommended to the Nationals Programs to continue working in the above issues such as completing criteria information and matching budget ceiling. Quorum was verified, CCM voted and endorsed selected SRs for Malaria, TB and HIV program.

SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM

DECISION(S)

The quorum was verified with 18 voting members. CCM endorsed the SR selection results for Malaria, TB and HIV program with voting 18/18.

	KEY PERSON RESPONSIBLE	DUE DATE
The Nationals Programs to continue working with the SRs in the above issues such as completing criteria information and matching budget ceiling.	National Programs	
MINUTES OF EACH AGENDA ITEM		
AGENDA ITEM #3	Update a progress of the preparation for transition of Principal Recipient (PR) 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) >		Yes
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED		
<p>Further the visit from GFPM at the beginning of January 2017, GF stressed that all low burden middle-income countries, including Lao PDR should plan for transition from Global Fund funding. Hence, the GF encouraged the MOH to continue transition by an active engagement considering sustainability in the design of its funding request and co-financing commitments.</p> <p>In December 2016/January 2017, the CCM decided that the Principal Recipient (PR) for the Global Fund grants will remain the MOH but for the new cycle of three years to 2020, its management unit should move from the DCDC under the Department of Planning and International Cooperation (DPIC) and Department of Finance (DOF). In February, the Global Fund through its Local Fund Agent (LFA) undertook a preliminary capacity assessment of DPIC and the DOF to map out the four functional areas – financial, programmatic, procurement/supply chain and governance. In March, four MOH officials were appointed to lead the PR Transition and develop a transition roadmap. In June-July, a TA for Transition will assist the DPIC/ HMIS, the DOF, and the MPSC to draft their ToR/s as well as to draft a ToR for a new PMU. The new PR is expected to be in place and functional by 31st December 2017 with a soft launch on 29th September 2017.</p> <p>Key comments and issues raised in the meeting were the following:</p> <ol style="list-style-type: none"> 1. Progress in fund flows management MOF representative acknowledged that DOF/MOH should contact MOF to discuss fund flows management. She noted that PR needs to open an official bank account with the National Treasury/Bank of Lao. In order to accelerate this process, CCM members recommended the secretariat to follow up a communication between DOF and MOF to arrange fund flows management as soon as possible. 2. Transition TA French representative requested information regarding TA selection process, TOR, and timeline. In this regard, PR representative acknowledged that TOR for transition TA has been shared by GFPM and that currently GF Geneva is seeking for a transition TA, funds for this TA will be allocated from PR savings. 		
SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM		
DECISION(S)		
CCM members recommended the secretariat to follow up a communication between DOF and MOF to arrange fund flows management as soon as possible.		
ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE
The secretariat to follow up a communication between DOF and MOF to arrange fund flows management	CCM Sec	ASAP

MINUTES OF EACH AGENDA ITEM			
AGENDA ITEM # 4	GF Catalytic Funding to support in development of capacity, process and tools for integration of the national diseases programs into broader national health system		
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)>			Yes
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED			
The chair informed that GF has identified Catalytic Funds for 2017-2019, and Lao PDR has been selected as a country that could benefit from this special technical support.			
Furthermore, she noted Lao has been suggested to participate as one of the 10 countries given:			
a. Government commitment to the health sector reform			
b. The HIV epidemiological situation (low burden LDC with plans to graduate by 2020)			
c. RSSH and sustainability measures the CCM proposed as part of the funding requests for the next funding cycle			
CCM discussed funding cycle, implementation across HIV, TB, malaria programs and impacts at country level.			
CCM agreed to be considered for inclusion of Lao PDR in catalytic funds process.			
SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM			
DECISION(S)			
CCM agreed to be considered for inclusion in catalytic funds process.			
ACTION(S)		KEY PERSON RESPONSIBLE	DUE DATE
To inform the GF CT on the CCM agreement		CCM Sec	ASAP

SUMMARY OF DECISIONS & ACTION POINTS


AGENDA ITEM NUMBER	WRITE IN DETAIL THE DECISIONS & ACTION POINTS BELOW	KEY PERSON RESPONSIBLE	DUE DATE
AGENDA ITEM #1	<ul style="list-style-type: none"> CCM endorsed in principle HIV application for the GF funding cycle 2018-2020. To circulate the latest draft of HIV concept note to CCM and RMC members for review and comment 	CCM Sec/CCM/RMC	By 20 May
AGENDA ITEM #2	<ul style="list-style-type: none"> CCM endorsed the SR selection results for Malaria, TB and HIV program. The Nationals Programs to continue working with the SRs in the above issues such as completing criteria information and matching budget ceiling. 	National Programs	
AGENDA ITEM #3	<ul style="list-style-type: none"> CCM members recommended the secretariat to follow up a communication between DOF and MOF to arrange fund flows management. 	CCM Sec	ASAP
AGENDA ITEM #4	<ul style="list-style-type: none"> CCM agreed to be considered for inclusion in catalytic funds process. To inform the GF CT on the CCM agreement 	CCM Sec	ASAP

SUPPORTING DOCUMENTATION		Place an 'X' in the appropriate box	
ANNEXES ATTACHED TO THE MEETING MINUTES		Yes	No
AGENDA CIRCULATED ON TIME BEFORE MEETING DATE		X	
ATTENDANCE SHEET COMPLETED		X	
DISTRIBUTION OF MINUTES WITHIN ONE WEEK OF MEETING		X	
FEEDBACK INCORPORATED INTO MINUTES, REVISED MINUTES ENDORSED BY CCM MEMBERS*		X	
MINUTES DISTRIBUTED TO CCM MEMBERS, ALTERNATES AND NON-MEMBERS		X	

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 MEETING MINUTES PREPARED BY:

PREPARED BY	Ms. Silvia Elena Illescas Matus	DATE	18/05/2017
FUNCTION/ POSITION	UNV WHO Health advocacy and coordination	SIGNATURE	

CCM MEETING MINUTES APPROVED BY:

APPROVED BY	Dr. Soulany Chansy	DATE	22 MAY 2017
FUNCTION/ POSITION	CCM Vice Chair	SIGNATURE	