CCM Meeting Minutes

INPUT FIELDS INDICATED BY YELLOW BOXES

MEET	ING DET	AILS	Series and The								
COUNTI	RY (CCM)			Lao	PDR			TOTAL NUMBER OF <u>VC</u> (INCLUDING ALTERNA		ERS PRESENT	10
MEETIN	G NUMBEI	R (if app	licable)	N.A		all beauti		TOTAL NUMBER OF ME PRESENT	EMBERS and A	ALTERNATES	12
DATE (c	dd.mm.yyyy)			05/0	5/2016			TOTAL NUMBER OF NO	ON-CCM MEM	BERS / OBSERVERS	35
DETAIL	S OF PERS	ON WH	O CHAIRED	THE MEET	TING			PRESENT (INCLUDING	CCM SECRET	ARIAT STAFF)	33
	R NAME		First name	DrS	oulany		y lesi-	QUORUM FOR MEETIN	G WAS ACHIE	EVED (yes or no)	Yes
& ORGAN	ISATION		Family name	. Cha	nsy			DURATION OF THE ME	ETING (in hou	rs)	3.5
			Organization	Lao	Red Cr	oss		VENUE / LOCATION	Ministry	of Health	
HIS/HE	R ROLE O	N	Chair					MEETING TYPE (Place 'X' in the relevant	(U) III-S	Regular CCM meeting	x
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			CCM memb	er					C	Committee meeting	
			Alternate					GLOBAL FUND SECRET		LFA	x
HIS / HE	R SECTOR	" (Place	e 'X' in the re	levant box)			1	(Place 'X' in the relevant		FPM / PO	
GOV	MLBL	NGO	EDU	PLWD	KAP	FBO	PS			OTHER	x
х										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

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AGENDA S	SUMMARY	ogress, decision points of last Summary Decisions	CM annual work plans / budget	Conflict of Interest / Mitigation	CCM member renewals/appointments	encies engagement	CCM Communications /consultations with in-country stakeholders	sanes	Proposal development	SR selection / assessment / issues	Grant Consolidation	Negotiations / Agreement	r (PUDRs, management J'A debrief, audits)	or continued funding / eview / phase II / grant tton / closures	solicitation / progress
AGENDA ITEM No.	WRITE THE TITLE OF EACH AGENDA ITEM / TOPIC BELOW	Review progress, meeting - Summa	Review CCM	Conflict	CCM me	Constituencies	CCM Co with in-ec	Gender issues	Proposal	PR / SR	Grant Co	Grant Ne	Oversight actions, LF	Request for co periodic revie consolidation	TA solie
AGENDA ITEM #1	Introduction and endorsement of agenda and the last meeting minutes Quorum verification and conflict of interest identification														
AGENDA ITEM #2	Summary results of the GF Country Team mission on 10-18 March 2016														
AGENDA ITEM #3	Review and comment on the Performance Update and														

	Disbursement Request (PUDR)			+	-	+ +				
GENDA FEM #4	Update on Performance Framework of the four programs						_			
GENDA TEM #5	Review and endorse on RAI reprogramming for 2015 - 2017									
GENDA TEM #6	Update from CSO-KAP-PLWD Forum									
GENDA TEM #7	France's application to Oversight Committee membership									
AGENDA ITEM #7	AOB Reminder on calls for project proposals: (1) French 5% Initiative (Deadline: 23 May 2016; (2) UNITAID (Deadline: 24 June 2016) Schedules for a next CCM meeting and close the meeting									
AINUTES AGENDA I	OF EACH AGENDA ITEM • Introduction and endor	sement of	fagend	a and t	he last	meetin	g min	nutes		
	Quorum verification at									
	OF INTEREST. (List below the names of members / alternates v	rho must abst	ain from d	iscussion	s and deci	sions)				
There wa	s no conflict of interest identified.									
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MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #2

Summary results of the GF Country Team mission on 10-18 March 2016

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

There was no COI for this agenda item

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

No

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

The CCM Secretariat highlighted the results of recently GF mission in Lao PDR that presented in the debriefing meeting on the last day of the mission:

Immediate Focus Needed:

- Increase Program Implementation and Grant Expenditure
- Future Allocation is tied to Program Expenditure at end 2016
- · Funds not expended now will be deducted from future country allocations
- It is critical to address any bottleneck delaying program implementation
- Identify activities where it is possible to scale up & implement

Critical Actions for PR Program SRs Agreement:

The PR to be responsible for organizing:

- · Regular Weekly Skype meetings with the GF, PR & each Program SRs to alternate.
- At least monthly meeting: PR and SRs to address MAs and facilitate performance. (held immediately prior to the monthly meetings scheduled with the Global Fund).
- Weekly meeting PR Finance Team with SR Finance Officer focal points to address budget/financial issues;
 timetable for individual inputs to PUDR reporting to be agreed Monday 21 March.
- Planning meeting once/month PR Procurement Team with each SR PSM focal point to plan: inventory management, quantification, & potential procurements.
- Quarterly planning meeting: PR with Program SRs strategic planning for program management eg recruitments. Finance, PSM, M&E guidance, or grant deliverables
- Weekly meetings with each program: PR M&E staff &TA & SR M&E focal point to address issues and build capacity.

The PR to:

- Work to support DPIC-PMU with concentrated assistance from Finance and M&E teams over the next month.
- Ensure PR Finance & Procurement teams coordinate regarding procurement commitments and expenditures
- Finalize the management manuals (Financial Management, Procurement, HR, COI, SR Oversight) with SRs, and lead development of SR manuals to ensure consistency and application.
- Commit to turnaround time of maximum of ??XX?? for SR submissions to the GF
- Address Grant requirement to provide organogram of PR staff needs to manage programs and a plan how PR will assume funding of positions from 1 January 2018

All SRs to:

- · Plan in advance and commit time to meet with the PR
- Coordinate by Program on a weekly/monthly /needs basis to determine budget savings, priority activities and how to scale up.
- Advise PR in advance of key program activities that may require PR input eg procurement, recruitment and rebudgeting of savings etc
- Agree jointly with PR on communication protocol

Critical Actions going forward:

The Global Fund to:

· Enable LFA visits over the next 2 weeks to follow up finance issues; and provide for financial technical

assistance to assist PR Finance Manager and DPIC PMU.

- Consolidate, prioritize and close outstanding Management Actions (MAs) from past Performance Letters (OSDVs, Spot checks, PU/DRs)
- · Reduce the number of MAs to address material actions while ensuring clarity and reducing overlap

· Issue timely advice of disbursements together with detail on disbursements

 Q2 disbursement to include a buffer (ie Q2+Q3) for Malaria and HIV (TB already provided) to be disbursed to Implementers

Expected Outcomes from Improved Coordination:

- The Global Fund will expect to see improved performance by June 2016 as measured by meeting the following deliverables
- PR and each SR to collaborate to deliver all 3 Disease Program PU/DRs by 15 April 2016 providing quality complete reports with appropriate supporting documentation.
- PR to develop audit TORs, tender, contract and manage the auditor to ensure completion of the Malaria and HIV audits and submission of audit reports by 31 May 2016.
- Timely PR Disbursement to SRs on receipt of GF disbursement (timing to be discussed and agreed with programs/PR)
- The Global Fund will conduct a review of the PR structure &ToRs to ensure this is as effective as possible in meeting implementation needs.

CCM Oversight:

Priority to:

· Increase members understanding and engagement in grant oversight

- PR to submit PUDR documents in advance and be available to brief CCM on program progress at each CCM meeting. Plan to use the PR dashboard for reporting to CCM.
- Provide mechanism for CSO-KP Forum advice to be heard (eg CCM standing agenda item; participation in TWG)
- Global Fund to advise on TA mechanism to assist with Eligibility Performance Assessment and possible additional reforms including senior level engagement of appropriate representatives.

Financial Outcome:

Reporting Requirements

- PU/DR once a year covering periods January –December plus buffer
- · PU once a year covering periods January-June (no finance information)
- Cash Balance quarterly template to be used for finance for January-June
- · Tax Report to be completed
- External audits to be undertaken as per the respective grant cycles
- Internal audit-once every two years

Budgets for all grants

- Budgets can be amended to correct errors but there will be no re-negotiations of agreed salaries included in the budgets
- Amendments to forecast can be undertaken through the PU/DR to reflect implementation realities
- Training Plans which are a duplication of the budget are not required by the Global Fund (Note this is different from Training Strategy)
- WHO / Third party disbursements can be made by the Global Fund by request, if this is considered easier
- · Funds for Technical Assistance is required-to be sourced from the three grants where there are savings

Malaria Grant

- Error related to the 5% ICR for HPA is to be corrected
- DSA cannot be increased above the maximum amount but can be reduced

HIV Grant

- · Savings from "old" grant of US\$9K has been included in the NFM cash in country
- Program Income of US\$80,000 needs to in part fund the shortfall that exists for the identified cash in country.
 Additional funds will require further clarifications prior to use
- IBBS additional funds will need to be reviewed from a programmatic level prior to funds of US\$40,000 being

allocated

Tuberculosis

- Any non-significant budget changes in terms of costs can be included in the annual forecast as part of the
- ACCPAC solution for Chart of Accounts -To be followed up

Ensure support from PR and all SRs for finance

After the presentation made by the CCM secretariat, the PR has informed the meeting on the update actions in response to the GF questions and comments regarding the PR management responsibilities in addressing the points that have been raised and discussed during the recent visit to Lao PDR of the GF Country Team.

There were several questions and comments raised and discussed:

- It was proposed that the income generated from condom sold as part of condom social marketing should be used by the program in the country. It is not fair if the money from the condom sold has to be returned to the Global Fund in Geneva, while the Malaria program informed that they can use the money from its program income.
- Some participants complained about unequal treatment of the GF among different disease programs regarding to the use of program incomes.
- Responding to a question about the plan of using the money generated from the program income, the CHAS has already submitted the plan to PR.
- Needed clarification from the Global Fund regarding to the CHAS-PSI contract, is it whether the contract during the SSF which ended in December 2015 or the new one under NFM. As the CHAS teams has already informed the GF in their response to the performance letter and during GF's last mission, PSI is no more handling condom social marketing under NFM 2016-2017. The CHAS has never discussed about the new contract with PSI under the NFM and PSI is well aware of this.
- The CHAS will send the GF an update on the 6.2 million condoms and the CSM income as PSI just recently reported the PR.
- Responding to a question about the tax report required by the GF, the PR clarified that there are 2 categories of tax, such as: Import tax for health products, vehicles, equipment, etc that purchased by the PR which mainly got tax exemption; and value added tax (VAT) which is a small part of procurement of the PR and SRs.

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MINUTES OF	EACH	AGENDA	ITEM
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AGENDA ITEM #3

Review and comment on the Performance Update and Disbursement Request (PUDR)

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

There was no COI for this agenda item

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

No

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

Malaria Program:

The CMPE Director has provided updated information on a progress of Malaria program in terms of geographic coverage, meeting the MDG targets, decreasing annual parasite index and the numbers of Malaria positive cases. The Director has also provided a summary of the key achievements and issues of the program implementation during a period of July-December 2015 which are outlined below:

- 1 out of 3 impact indicators reached the target- the two other could not be achieved because of the outbreak situation in the southern provinces prevailing since 2012. Outcome indicators could not be measured since no survey was done.
- 8 Coverage indicators:
 - ✓ 3 achieved the targets
 ✓ 3 not achieved the target
 - 3 not achieved the targets
 - ✓ 2 indicators not measured and will be reported under NFM.
- The funding absorption is 92%

HIV Program:

The PR Manager updated a progress of HIV program based on the current PUDR - SSF for a period of 1st.July - 31st. December 2015.

Summary key achievements:

- 9 out of 13 indicator results had exceeded their set targets. (>90% and more)
- 4 of the indicators had results as a percentage of target (achievement) of 90%. Among these "Number of male condoms free distributed to FSW and MSM through prevention education activities" is under target

Summary key programmatic challenges:

- Male condoms sold under the social marketing program as a result of condom stock shortage of early 2015 - PSI could not achieve the target of male condoms sold under the social marketing program. However, in compare with previous PUDR achievement (Jan-June 2015) which was 28% achievement of the target, PSI could improve its target during the last six months of 2015 as 73%.
- Free condom distribution to FSW and MSM through CHAS, PR, PCCAs, NGOs and CSOs- did not achieve the target. Previous PUDR achievement (Jan-June 2015) of this indicator was 41% and the target during the last six months of 2015 which is 44%.
- Therefore, to improve that achievement of this indicator, it needs more collaboration between CHAS, PCCAs and Local NGOs/ CSOs to enhance the areas of condom free distribution through prevention and peer education activities to the targeted risk groups.
- The financial absorption is 122.4%

TB Program:

The PR Manager updated a progress of TB program based on the current PUDR for a period of 1st.July - 31st. December 2015.

Summary key achievements:

- 12 out of 26 total indicators achieved 90%-100(+)
- The rest are under achieved & below target (< 90%)

Summary key programmatic challenges:

- The remaining gap in TB case detection and start on treatment
- To increase the diagnosis and treatment of child TB including follow up of Under 5 children with TB contact to begin the IPT and
- Increase the contribution of TB notification by all stakeholders particularly community referral

(performance of CBOs) and private sector and these indicators achievement is lower than the expected target. And further significant improvements need in the areas of retreated TB patients to receive DST and HIV positive patients to be screened for TB

The financial absorption is 69.7%. The TB program coordinator clarified that the financial report for this
period not included the committed fund for procurement and renovation of building. However, the TB
center will establish an ad-hoc task force to discuss and plan in order to address this issue.

HSS Program:

The HSS program has begun early this year. The HSS PMU Director provided some progress that has been made so far.

- · PMU and SSRs staff recruited
- Office of the PMU located in the Nutrition Centre building
- PR and PMU have trained SSRs on GF Governance, M&E, Finance
- Financial, M&E.Systems established and operating
- · First PMU-SSRs quarterly meeting conducted on 31st March
- M&E training from PMU to SSRs conducted on 7th April
- Disbursement request for Q2 and Q3 were submitted to the PR 18th April
- Quarterly report from PMU to PR submission on 20th April
- · Pool Procurement conducted by PR (minivan, computers and office furniture)
- Disbursed fund Q2-3 to SSRs
- Finance TA for PR, PMU and SSRs arrived this week and will stay for 3 months
- Implementation activities are at input/process level, the agreed output indicators of the performance framework will yield results from Q2 and on-going

Some key challenges:

- PMU and SSRs are new to GF rules and procedures (In additional, even we have the challenge but we can build the capacity for the government staff to learn how to develop their own plan, setup indicators and implementation, M&E and reporting by themselves with support from TA)
- Funding for TA went to the SSRs instead of going to WHO (delay in TA recruitment)
- · Long procurement process put at risk the teams performance
- Limited financial capacity at PR/PMU

Next step:

- PMU M&E field visits
- · Procurement commodities arrive in mid-May
- Submission first PU to PR (in July)
- 2nd Quarterly meeting (SR and SSRs) together with HSS taskforce, inviting Dept. and Div. Directors
- New TA support PMU (SR)

After the presentation, some questions were raised and discussed regarding to CHAI became SR, e.g. What is a criteria used by the GF CT to decide CHAI as a SR? CHAI has applied for the NFM as TA provider under the MPSC component. CHAI has no legal status in Lao PDR and CHAI has not applied through an open and transparent process for a SR status. It was proposed that the CCM should also ask the GF CT about this and it should have a meeting between the PR, HSS PMU, MPSC and CHAI before having an upcoming teleconference with the GFCT for seeking clarification. A question about unequal treatment (two standardized practices) was raised and discussed again during the meeting.

SUMMARY OF SPECIFI	IC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM
GOV	
MLBL	
NGO	
EDU	
PLWD	

FBO KAP							
KAP							
DECISION(S)	***************************************						
No substantial	decision.						
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MINUTES OF EA	CH AGEN	DA ITEM			41111771777		************
AGENDA ITEM#	4	Update on Perfo	rmance Fra	mework o	of the four programs		
CONFLICT OF INTE	REST. (List b	elow the names of member	rs / alternates w	ho must absta	in from discussions and decisions)		
There was no C	COI for thi	s agenda item					
WAS THERE STILL	A QUORUM /	AFTER MEMBERS' REC	USAL DUE TO	DECLARED	CONFLICTS OF INTEREST (yes	or no)>	No
SUMMARY OF PRES	SENTATIONS	AND ISSUES DISCUSSE	D				_1
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MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #5

Review and endorse on RAI reprogramming for 2015 - 2017

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

There was no COI for this agenda item

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

No

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

In response to the requests by UNOPS and the RAI project coordinator for proceeding the endorsement from the CCM on the RAI reprogramming proposal for Lao component for 2015 - 2017, the Ex-Com advised to include this topic into the last OC and this CCM meeting. The full document was firstly reviewed during the OC meeting held on 21 April and the OC members recommended some changed in the presentation before submitting the proposal to the CCM members in this meeting for further review and endorsement.

During the meeting today, the RAI coordinator has presented background of program's budget saving, summary budget by cost grouping; payees; module and interventions, and major change in budgeting as outline below:

Major changes in budget

Case Management: VMWs

- VMWs increased from 593 to 886
- 2016- Monthly incentive will be provided to VMWs in all strata in 4 provinces in Q3 and Q4 which
 previously was budgeted for VMWs in strata 3 only.
- 2017- Monthly incentive will be provided to the VMWs in all strata in 3 provinces. (Champassack province is assumed to be added under NFM reprogrammed budget for 2017).

Case Management: PPM

- PPM sites increased from 193 to 222. (CMPE)
- Refresher training on the case management and reporting including review meeting for PPM expansions sites are added for 2016 and 2017. (CMPE)

ACSM

- IEC/BCC activities including printing of developed materials and radio broadcasting of radio spot through 1 national and 4 provincial channels.
- Working with 3 cross border bus companies to provide HE- Cancelled (HPA)

Surveys

- TES added for 2016 for the new drug (DHA-PPQ) in Champasak.(CMPE)
- Ento-Epidemiological survey cost revised as per the 2015 actuals. (CMPE)

Vector Control

20,151 number of single sized LLINs is budgeted for the mobile migrant population for 2017. (CMPE)

Program Management

- Additional 4 laptops is added for PAM and 4 LCD projectors for each province.(CMPE)
- Four double cab for each province and one forklift. (Forklift for provincial warehouse is added at the findings of field visit by MSH TA at CMPE).(CMPE)
- Additional budget line for reprogramming workshops, preparation of concept notes workshop, finalization

of NSP.(CMPE)

- · Pocket Wi-Fi device for HCs, Districts and provinces for real time communications. (CMPE)
- Procure one vehicle (FDD)
- Refresher training to FDQCC on minilab testing. (FDD)

The participants concurred with the proposal and no substantial question or comment was raised. Unfortunately, the meeting did not reach the quorum. Only 50% of the CCM members - 12 out of 24 members (including 10 members and 2 delegated persons from the CCM members) attended the meeting, which is the first time that we found. Therefore, it was agreed that the CCM secretariat to circulate the documents to the CCM members after the meeting for their further reviewing and making a decision by voting through Email on a "No Objection" basis within one week time.

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During the last CCM meeting held on 18 February 2016, the representative from France Embassy has expressed their interest to be considered as a member of the Oversight Committee in order to increase its support to the GF activities in Lao PDR. Following the meeting, an official letter from the France Embassy has been sent to the Ministry of Foreign Affairs and copied to the Ministry of Health reiterates its proposal for consideration as OC membership.

Since there is only a member who is a representative of the bilateral constituency currently sit in the Oversight Committee and the alternate is still vacancy, the Ex-Com agreed in principle during its last meeting to welcome MrsAurelie Chun, Health Policy Officer, Embassy of France as an alternate member of the Oversight Committee. However, according to the TOR of the Oversight Committee, the OC member should be approved by the CCM. Therefore, the Ex-Com proposed to include this topic into this CCM agenda for further consideration and approval. Again, as the meeting did not reach the quorum, it was agreed that the CCM secretariat to circulate the documents to the CCM members for reviewing and making decision by voting through Email on a "No Objection" basis within one week time.

SUMMARY	OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AN	D RECOMMENDATIONS RAISED	BY CONSTITUENCIES ON THE CCM
GOV			
MLBL			
NGO			
EDU			
PLWD			
FBO			
KAP			
DECISION	(S)		
	M secretariat to circulate the documents to the hrough Email on a "No Objection" basis with		iewing and making decisionby
ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE
	M secretariat to circulate the documents to M members	CCM Secretariat	After the meeting

UNUTES OF EACH	I AGENDA ITEM			
GENDA ITEM #8	AOB Reminder on calls for 2016; (2) UNITAID Schedules for a next	(Deadline: 24 Jun	s: (1) French 5% Initiative (I e 2016) d close the meeting	Deadline: 23 May
ONFLICT OF INTERES	sT. (List below the names of members / al	ternates who must abstain	from discussions and decisions)	
here was no CO	for this agenda item			
VAS THERE STILL A O	UORUM AFTER MEMBERS' RECUSAL	, DUE TO DECLARED O	ONFLICTS OF INTEREST (yes or no) >	No
HIMMARY OF PRESEN	TATIONS AND ISSUES DISCUSSED		1.7500	
23 May 2016	(2) UNITAID (Deadline: 24	June 2016).	on of the new GF board mem	ber and alternate for
the Western I alternate men	Pacific Region constituency : iber.	and congratulated	Dr.Filliaysakivapilayvong ro	
 The chair als 	o introduced Ms. Silvia Illes	eas, who is recent	ly recruited to undertaking a d of one year.	WHO/UNV position
Schedules for a	working with the CCM Sec next CCM meeting cretariat informed the partic mmendation and TA provision	ipants about the p	lan for the next two CCM me	eetings in connection
Schedules for a The CCM Se with the reco The first ses and election 2016 which	next CCM meeting cretariat informed the partic mmendation and TA provision sion is scheduled in late Jul of the new CCM chair and focuses on the orientation for come to work with CCM 2 to	ipants about the pon of the GF Courty 2016 which focuted by the new CCM members and dimes before and dimes and dimes are discussed in the point of the	lan for the next two CCM mentry Team. uses on the CCM'sstructure he second session is schedulembers. uring of each meeting taking	and function review led in late Septembe
• The first ses and election 2016 which	next CCM meeting cretariat informed the partic mmendation and TA provision sion is scheduled in late Jul of the new CCM chair and focuses on the orientation for come to work with CCM 2 to	ipants about the pon of the GF Cour y 2016 which foo deputy chairs. To the new CCM mo- imes before and d	lan for the next two CCM mentry Team. uses on the CCM'sstructure he second session is schedulembers. uring of each meeting taking working with the TA.	and function review led in late Septembe place.
Schedules for a The CCM Se with the reco The first ses and election 2016 which The TA may The particip	next CCM meeting cretariat informed the partic mmendation and TA provision sion is scheduled in late Jul of the new CCM chair and focuses on the orientation for come to work with CCM 2 to	ipants about the pon of the GF Cour y 2016 which foo deputy chairs. To the new CCM mo- imes before and d	lan for the next two CCM mentry Team. uses on the CCM'sstructure he second session is schedulembers. uring of each meeting taking	and function review led in late Septembe place.
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Schedules for a The CCM Se with the reco The first ses and election 2016 which is The TA may The participal Summary of special Gov MLBL NGO EDU PLWD FBO KAP DECISION(S)	next CCM meeting cretariat informed the partic mmendation and TA provision sion is scheduled in late Jul of the new CCM chair and focuses on the orientation for come to work with CCM 2 to	ipants about the pon of the GF Cour y 2016 which foo deputy chairs. To the new CCM mo- imes before and d	lan for the next two CCM mentry Team. uses on the CCM'sstructure he second session is schedulembers. uring of each meeting taking working with the TA.	and function review led in late Septembe place.

	to the CCM members for reviewing and making decision by voting through Email on a "No Objection" basis within one week time.		
AGENDA ITEM #8	No substantial decision		

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 T	
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	

	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 2 weeks 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	х		Meeting minutes should be circulated to all CCM members, Alternates and non-members within <u>I week</u> of the meeting for their comments, feedback.
FEEDBACK INCORPORATED INTO MINUTES, REVISED MINUTES ENDORSED BY CCM MEMBERS*	х		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 15 days of endorsement.

PREPARED BY	DrKhamlayManivong	DATE	12 May 2016
		SIGNATURE	Jan -
CCM MINUTES APPR	ROVAL:		
CCM MINUTES APPR APPROVED BY	OVAL: DrSoulanyChansy	DATE	

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