CCM Meeting Minutes INPUT FIELDS INDICATED BY YELLOW BOXES MEETING DETAILS TOTAL NUMBER OF VOTING MEMBERS PRESENT Lao PDR COUNTRY (CCM) (INCLUDING ALTERNATES) 18 TOTAL NUMBER OF MEMBERS and ALTERNATES 24 MEETING NUMBER (if applicable) N.A PRESENT 04/08/2016 DATE (dd.mm.yyyy) TOTAL NUMBER OF NON-CCM MEMBERS / OBSERVERS 15 PRESENT (INCLUDING CCM SECRETARIAT STAFF) DETAILS OF PERSON WHO CHAIRED THE MEETING HIS / HER NAME First name Lytou QUORUM FOR MEETING WAS ACHIEVED (yes or no) Yes Buapao ORGANISATION Family name DURATION OF THE MEETING (in hours) 3.5 Ministry of Education Organization VENUE / LOCATION Land Mark Hotel and Sport HIS / HER ROLE ON MEETING TYPE Chair Regular CCM meeting X X CCM (Place 'X' in the relevant box) (Place 'X' in the relevant Vice-Chair Extraordinary meeting CCM member Committee meeting GLOBAL FUND SECRETARIAT / LFA Alternate LFA X ATTENDANCE AT THE MEETING HIS / HER SECTOR* (Place 'X' in the relevant box) (Place 'X' in the relevant box) FPM/PO GOV MLBL NGO EDU PLWD KAP FBO PS OTHER X NONE X LEGEND FOR SECTOR* GOV PLWD People Living with and/or Affected by the Three Diseases Multilateral and Bilateral Development Partners in Country MLBL KAP People Representing 'Key Affected Populations' NGO Non-Governmental & Community-Based Organizations FBO Religious / Faith-based Organizations EDU Academic / Educational Sector 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 | A SUMMARY | ogress, decision points of la Summary Decisions | CM annual work;plans / bud | Conflict of Interest / Mitigation | nber renewals/appointmer | ncies engagement | CCM Communications /consultationity in-country stakeholders | sans | Proposal development | election / assessment / iss | Grant Consolidation | Grant Negotiations / Agreement | t (PUDRs, management FA debrief, audits) | for continued funding / review / phase II / grant ation / closures | solicitation / progress | |
|--------------------|--|--|----------------------------|-----------------------------------|--------------------------|--|---|---------------|----------------------|-----------------------------|---------------------|--------------------------------|---|--|-------------------------|-------|
| AGENDA ITEM No. | WRITE THE TITLE OF EACH AGENDA ITEM / TOPIC BELOW | Review progress meeting - Summ | Review CCM | Conflict | CCM member | Constituencies | CCM Commun with in-country | Gender issues | Proposal | PR / SR selection | Grant Co | Grant Ne | Oversight actions, LF | Request for periodic rev consolidation | TA solic | Other |
| AGENDA ITEM #1 | Introduction and endorsement of agenda and the last meeting minutes Quorum verification and conflict of interest identification | | | | | | | | | | | | | | | |
| AGENDA ITEM #2 | Review the Global Fund guideline regarding the CCM composition | | | | | and the common of the common o | | | | | | | Ŧ | | | |
| AGENDA ITEM #3 | Membership renewal process Analyze current composition of | | | | | | | | | | | | | | | |

| | CCM Review of CCM TOR Membership renewal guideline Membership renewal Calendar Conflict of Interest (COI) | |
|---|--|-----|
| AGENDA ITEM #4 | Next steps OC to lead membership renewal process Endorsement of (by electronic vote): -Membership renewal guidelines - Membership renewal calendar - CCM TOR | |
| MINUTE | S OF EACH AGENDA ITEM | |
| AGEND | • Introduction and endorsement of agenda and the last meeting minutes | |
| | Quorum verification and conflict of interest identification | 215 |
| | T OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions) was no conflict of interest identified. | |
| I nere | vas no conflict of interest identified. | |
| WAS THE | RE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)> | Yes |
| SUMMAR | Y OF PRESENTATIONS AND ISSUES DISCUSSED | |
| There | orum was verified with 18 voting members (18/24); vas no question or comment on the last meeting minutes. The minute was approved. Y OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE COMMENDATIONS. | м |
| GOV | | |
| MLBL | | |
| NGO | | |
| EDU | | |
| PLWD | | |
| Contract of the | | |
| FBO | | |
| FBO KAP | | |
| | T(S) | |
| KAP DECISIO | eeting minutes was approved. | |
| KAP DECISIO | eeting minutes was approved. | ATE |
| DECISIO Last m | eeting minutes was approved. KEY PERSON DIE D. | ATE |
| DECISIO Last m | eeting minutes was approved. KEY PERSON DIE D. | ATE |
| DECISIO Last m ACTION(| eeting minutes was approved. KEY PERSON DIE D. | ATE |
| DECISIO Last m ACTION | eeting minutes was approved. KEY PERSON RESPONSIBLE DUE D. | ATE |
| DECISIO Last m ACTION MINUTE AGEND | eeting minutes was approved. KEY PERSON RESPONSIBLE DUE DO S OF EACH AGENDA ITEM | ATE |
| DECISIO Last m ACTIONO MINUTI AGEND CONFLIC | S OF EACH AGENDA ITEM A ITEM #2 • Review the Global Fund guideline regarding the CCM composition | Yes |

The Global Fund guidelines and requirements for CCM was circulated in Lao and English to all the participants for further comments and recommendations. The CCM secretariat presented an overview of GF guidelines and requirements for CCM, explaining the CCM eligibility requirements and particularly focusing in the requirements four to six regarding the CCM composition and Conflict of Interest.

Requirement 4. Document the representation of affected communities

- Key affected populations represented by representatives for HIV, civil society members that represent PLWH organization(s)/network(s) and representatives from TB network Setthatirath Hospital for TB, however, no Malaria representative
- Balanced of female representation on CCM membership, 8 of 24 members are female (33.3%)

Requirement 5. Ensure the representation of non-governmental members through transparent and documented process

- · Report on the results of the CCM Members Selection in the Civil Society/NPAs Subsector
- The CCM membership shows that the civil society sector represents at least 40% of the members, 11 of 24 members are CSO (45.8%)
- The CCM membership detail shows that the CCM Chair and Vice-Chair are from different sectors, and there are clear procedures for rotation as well as periodic change of the leadership.

Requirement 6. Develop, publish and follow a policy to manage conflict of interest that applies to all CCM members, across all CCM functions

- The CCM CoI policy applies to all members (members and alternates) and it requires all members in situations of conflict of interest, in particular PR and SR representatives, to recuse from decisionmaking.
- CCM members have signed a CoI declaration form
- Percentage of CCM meeting minutes in the past 12 months in which procedures to prevent, manage and mitigate CoI has been applied.
- Not more than one CCM member with voting rights per constituency is in a position of conflict of interest as per the CoI declaration form.

| GOV | | |
|-------------|---|------------------------|
| MLBL | | |
| NGO | | - XX2-1-790 - Harrison |
| EDU | | |
| PLWD | 5 13 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | |
| FBO | | |
| KAP | | |
| DECISION(S) | | |
| No decision | | |
| ACTION(8) | KEY PERSON RESPONSIBLE | DUE DATE |

MINUTES OF EACH AGENDA ITEM Membership renewal process Analyze current composition of CCM Review of CCM TOR Membership renewal guideline Membership renewal Calendar Conflict of Interest (COI)

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

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 GF TAs organize a consultancy to facilitate the process of CCM membership renewal, providing assessment of the CCM structure, CCM TOR, performance, oversight, roadmap with key dates and deadlines to know when certain activities should happen and documents should be sent to the CCM in order to have the membership renewal; paying particular attention to potential conflict of interest issues within the membership and election process.

Analyze current composition of CCM

On the CCM Meeting there was a consensus that 24 members is a good number to maintain however there was no decision made on vote. The TAs suggested that the chairman to call for an electronic vote regarding the number of the members. i.e. approving the same number of seats for the next CCM membership.

For the renewal of CCM membership and the election process each sector should have a discussion within themselves. For the Government and Multi/bilateral Sector: To analyze the proper government and respective agencies that would be able to contribute the most. Non-Governmental Sector: To meet and analyze among themselves, the current assignments of seats to the different constituencies.

Review of CCM TOR

In order to facilitate the CCM membership renewal process the CCM Secretariat made a review of the CCM TORs merging into one document the OC, Ex-Com and 4 Task Forces (HIV, TB, Malaria and HSS). The changes in the content were highlighted in yellow and all CCM members were invited to review and give feedback to the CCM Secretariat in case of having any comments concern the modified points.

Any changes introduces to the CCM structure should be incorporated it in the TORs and this needs to be approve by the Lao CCM prior to CCM membership renewal as the TOR is the guideline on how to proceed in the membership renewal process.

Membership renewal guideline

The membership renewal has three parts.

1. Government sector:

Each government institution appoints its representatives. One person is the member and the other is the alternate; the institution sends a letter to the Secretariat communicating the appointments and asking for accreditation of its representatives. Electoral committees ratify appointees. The letter should also explains the mechanisms to be used by these representatives to keep their institution informed of what goes on in the CCM.

Multi/Bilateral Sector:

Members and alternates will be decided by all the international institutions who decide to participate in a meeting called for this purpose. Such a meeting should have minutes (to be sent to the Secretariat) signed by all the participants. Each of the selected institutions will then select the member and alternate who will participate in the CCM (member and alternate need not belong to the same organization) and inform the Secretariat. Electoral Committee ratifies selected members and alternates.

3. The Civil Society:

For the civil society is a longer process. According to the GF guidelines, civil society must elect its representatives through an open, inclusive, participative, transparent and documented process, making sure that the call for representatives reaches all possible interested stakeholders to guarantee that the representatives are legitimate. The secretariat will coordinate and prepare an exhaustive and inclusive list of all the organizations that work with the different populations. The electoral committee will put out a wide call inviting all interested organizations to send a letter of interest and to present candidates if they so desire.

They also need to meet and decide if they want to have the same constituencies or if there is a necessity to change them. Once the constituencies are clear about who are the potential constituencies to be represented they have to send the selected candidates to an open process, select the candidates and send their names to the secretariat

Membership renewal Calendar

Initially, the CCM membership renewal process was schedule for the end of September, however after the assessment of the GF TAs and following the Global fund guideline, especially when applying the COI policy, it was suggested the possibility to extend the roadmap for the CCM membership renewal process to the middle or end of October. The dates are completely flexible for the consultants in terms of what the CCM members can do.

Following the roadmap extension it is also necessary to move the budget to the end of October 2016, as the CCM budget term will be finish in the end of September 2016. The moving of the CCM Secretariat budget needs to be discuss with the Global Fund Port Folio Manager during her next mission in Vientiane (8th-12th August 2016).

Conflict of Interest (COI)

The question concerns in defining a conflict of interest situation, when a member and an alternate come from the same organization or different organization but the same constituency, such as the case of the Faith Base Organization member and its alternate coming from the same organization, likewise, the case of INGO HPA being a member and PSI as alternate. Unclear answer from the TAs was given on this point. The TAs will have a double check and will give the answer to the CCM soonest.

| SUMMARY OF SPE | CIFIC CONTRIBUTIONS / CONC | ERNS / ISSUES AND RECOMMENDATIONS RAISED BY CON | STITUENCIES ON THE CCM |
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| GOV | | | |
| MLBL | W. Carlos III | | |
| NGO | | | |
| EDU | | | |
| PLWD | | | |
| FBO | | | |
| KAP | | | |
| DECISION(8) | | | |
| No decision | | | |
| ACTION(8) | | KEY PERSON RESPONSIBLE | DUE DATE |
| | | | |
| | | | |

MINUTES OF EACH AGENDA ITEM Next steps OC to lead membership renewal process Endorsement of (by electronic vote): - membership renewal guidelines - membership renewal calendar - CCM TOR CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions) WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)> Yes SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

To lead membership renewal process

The meeting agreed to set up an Ad-Hoc Committee (Electoral Committee) to facilitate the CCM membership renewal process. There was a successful agreement of the Ad-Hoc representatives by sectors:

Government Sector:

- 1. Dr. Bounpheng Philavong, representative of the national programs
- 2. Dr. Phasouk Vongvichit, representative of the RMC

Multi/Bilateral Sector:

3. Mrs. Fanny Gazagne, representative of the Multi/Bilateral Organization

Non-Governmental Sector:

- 4. Dr. Philaysak Naphayvong, representative of the OC and chair of the Electoral Committee.
- 5. Mr. John Holveck, representative of the INGO
- 6. Dr. Soulany Chansy, representative of the ExCom/CSO
- 7. Mr. Kinoy Phongdeth, representative of the KAP

This Ad-Hoc Committee has the responsibility to make sure that the membership renewal process follows the guidelines, norms and procedures according to the GF guideline. Furthermore, will coordinate and conduct the process of the CCM renewal

Endorsement required (by electronic vote):

- Membership renewal guideline
- Membership renewal calendar
- CCM TOR

Due to time constrain and also to provide more time to the CCM members to familiarize and analyze the membership renewal guidelines, membership renewal calendar and CCM TOR, the CCM Secretariat propose the CCM to endorse these key documents by the electronic vote using the "No objection vote". The meeting agreed with this proposal.

| TO STRUCTURE CONTRIBUTIONS / CONCERN | S / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITU | Director of The Com- |
|---------------------------------------|---|----------------------|
| GOV | | |
| MLBL | | |
| NGO | | |
| EDU | | |
| PLWD | | |
| FBO | | |
| KAP | | |
| DECISION(S) | | |
| The CCM meeting was agreed to endorse | by electronic vote. | |
| ACTION(S) | KEY PERSON RESPONSIBL | |
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| SUMMARY OF DI | ECISIONS & ACTION POINTS | | |
|-----------------------|---|------------------------|----------|
| AGENDA ITEM NUMBER | WRITE IN DETAIL THE DECISIONS & ACTION POINTS BELOW | KEY PERSON RESPONSIBLE | DUE DATE |
| AGENDA ITEM #1 | Last meeting minutes was approved. | | |

| AGENDA ITEM #2 | No decision |
|----------------|---|
| AGENDA ITEM #3 | No decision |
| AGENDA ITEM #4 | The CCM meeting was agreed to endorse by electronic vote. |

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| SUPPORTING DOCUMENTATION | Place an 'X' in the appropriate bo | | | |
|--|------------------------------------|----|--|--|
| 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 | | | |

| | YES | NO | |
|--|-----|----|---|
| AGENDA CIRCULATED ON TIME BEFORE MEETING DATE | х | | 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 | х | | 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 1 week 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. |

| CCM MINUTES PREP | ARED BY: | | |
|------------------|---------------------------------|-----------|------------|
| PREPARED BY | Mr. Phouvichit XONGMIXAY | DATE | 16/08/2016 |
| | | SIGNATURE | 1/25 |
| CCM MINUTES PREP | ARED BY: | | |
| PREPARED BY | Ms. Silvia Elena Illescas Matus | DATE | 16/08/2016 |
| | | SIGNATURE | Solutile |

| CCM MINUTES APPR | ROVAL: | | |
|------------------|------------------|-----------|------------|
| APPROVED BY | Mr. Lytou BUAPAO | DATE | 16/08/2016 |
| | | SIGNATURE | be tout |