

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 decision-making.
- 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.

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

GOV			
MLBL			
NGO			
EDU			
PLWD			
FBO			
KAP			
DECISION(S)			
No decision			
ACTION(S)		KEY PERSON RESPONSIBLE	DUE DATE

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #3	<ul style="list-style-type: none"> • Membership renewal process <ul style="list-style-type: none"> ▪ Analyze current composition of CCM ▪ Review of CCM TOR ▪ Membership renewal guideline ▪ Membership renewal Calendar ▪ Conflict of Interest (COI)
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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.

2. 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 SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM

GOV		
MLBL		
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EDU		
PLWD		
FBO		
KAP		
DECISION(S)		
No decision		
ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM # 4	<ul style="list-style-type: none">• Next steps<ul style="list-style-type: none">▪ OC to lead membership renewal process▪ Endorsement of (by electronic vote):<ul style="list-style-type: none">- 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.

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DECISION(S)

The CCM meeting was agreed to endorse by electronic vote.

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE

SUMMARY OF DECISIONS & 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.		

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 MINUTES PREPARED BY:

PREPARED BY	Mr. Phouvichit XONGMIXAY	DATE	16/08/2016
		SIGNATURE	

CCM MINUTES PREPARED BY:

PREPARED BY	Ms. Silvia Elena Illescas Matus	DATE	16/08/2016
		SIGNATURE	

CCM MINUTES APPROVAL:

APPROVED BY	Mr. Lytoun BUAPAO	DATE	16/08/2016
		SIGNATURE	