

CCM Meeting Minutes

INPUT FIELDS INDICATED BY YELLOW BOXES

MEETING DETAILS

[illegible]

LEGEND FOR SECTOR^a

| | | | |
|------|------------------------------------------------------------|------|------------------------------------------------------------------|
| 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**

[illegible]

[illegible]

MINUTES OF EACH AGENDA ITEM

| | |
|----------------|-----------------|
| AGENDA ITEM #1 | Opening Program |
|----------------|-----------------|

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 meeting was chair by H.E. Mr. Lytoun Bouapao, former CCM Chair. Given that many of the participants were new elected CCM Members, each one of them introduced themselves to shortly explain about their origin, and respective Constituency. Following this presentation, the GF consultants introduced the objectives and activity plan for the 2 days CCM Workshop.

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

DECISION(S)

Last meeting minutes was approved.

ACTION(S)

KEY PERSON RESPONSIBLE

DUE DATE

MINUTES OF EACH AGENDA ITEM

[illegible]

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

Dr. Soulangy Chansy, Deputy Director Department of Health Community with relevant experience in Lao CCM (Lao CCM Vice-chair since 2013) presented History of CCM in Lao PDR and provided a comprehensive and realistic overview of CCM to the new CCM members.

The current Chair in support to Dr. Soulany's presentation stated the importance of previous cooperation between CCM and the National Programs (TB, HIV, Malaria and HSS), thus, encouraged the New CCM Members to maintain and reinforce the existent good cooperation.

| SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM | | |
|---------------------------------------------------------------------------------------------------------------|------------------------|----------|
| DECISION(S) | | |
| No decision | | |
| ACTION(S) | KEY PERSON RESPONSIBLE | DUE DATE |
| | | |

| MINUTES OF EACH AGENDA ITEM | | |
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| AGENDA ITEM #3 | Session 2: GF architecture and CCM function | |
| 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 GF consultants presented to the new CCM Members, Global Fund history, architecture and CCM Function. The presentation was key to orientate the new CCM Members in how GF works to fight the three diseases. Particularly focusing on CCM, PR and SRs functions, Local Fund Agent (LFA), and an analysis of CCM composition in Laos by Sectors and Constituencies, furthermore, commitment and availability from the new CCM Members and CoI policy. | | |
| SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM | | |
| DECISION(S) | | |
| No decision | | |
| ACTION(S) | KEY PERSON RESPONSIBLE | DUE DATE |
| | | |

| MINUTES OF EACH AGENDA ITEM | | |
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| AGENDA ITEM #4 | Session 3: a) Overview of National disease programs for TB, HIV, Malaria and HSS b) Overview of Global Fund grants in Lao PDR | |
| 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 | | |
| Each National Disease Program Representative (TB, HIV, Malaria and HSS) presented an overview for their corresponding programs, key achievements, challenges and impact in the country up to date: | | |
| Tuberculosis <i>Key achievements:</i> <ul style="list-style-type: none"> • Increase case detection rate 37% in 2016 (from 30% in 2011) • 154 private clinics and pharmacies (PSI) • Community based TB activities (PEDA, LaoPHA, LYU, MAAP) • Active case finding in 3 prisons and 27 districts since 2015 • HIV test result available for 88% of the TB patients in 2015 | | |

Major challenges:

- Limited clinical diagnosis of TB in districts
- Low access to TB services: financial barriers, low awareness, low health insurance coverage
- Diagnosis delay

HIV

Major challenge:

- Key population that may have disproportionately low access to prevention and treatment services (and for HIV and TB, the availability of care and support services), and the contributing factors to this inequality.

Good/best practices

- Political leadership and policy support
- Enhancing access to HIV testing service for men who have sex with men (MSM)
- Lao- Thai Collaboration on HIV/AIDS and STI

Malaria

Key achievements:

- Prevention-Population at risk of malaria is fully covered with LLINs
- All positive cases are treated with ACT in Public Health facilities
- Only confirmed cases are treated with antimalarial
- Near 50% of private sector providing services for malaria are trained on case management as per MoH recommended practices, diagnose with RDTs and treat positive cases with ACT supplied by the Public Health System (ACT Watch)

Key Issues:

- Surveillance (case investigation, notification, response etc.) in elimination provinces is behind schedule and underfunded at risk of reintroduction and outbreaks
- Elimination includes a more intensive interventions increasing ABER, a well trained network of VHVs and provincial/district staff as well as weekly reporting and frequent supervision and more funding

HSS

Key Issues:

- Delay TA recruitment (DOF, DHP/DTR, HMIS ect.)
- Limitation budget for some SSRs activities (HMIS, PMU)

Good/best practices:

- Submitted the first Progress Update (PU)
- Good collaboration between PR/PMU/SSRs

Indicators achievement (first six month)

Overview of Global Fund grants in Lao PDR

The PR Representative introduced the history GFATM in Laos "Success and failure of grant application", and made an overview of the National Programs. Furthermore, analyze and empathize the results of GFATM up to date in Lao PDR:

- HIV/AIDS: People currently on antiretroviral therapy: 3,400
- Tuberculosis: New smear-positive TB cases detected and treated: 30,600
- Malaria: Insecticide-treated nets distributed: 2,290,000

| SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM | | |
|---------------------------------------------------------------------------------------------------------------|------------------------|----------|
| DECISION(S) | | |
| No decision | | |
| ACTION(S) | KEY PERSON RESPONSIBLE | DUE DATE |
| | | |

MINUTES OF EACH AGENDA ITEM**AGENDA ITEM # 5****Session 4: Lao CCM Structure and Rights and Responsibilities of CCM members**

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 GF Consultants introduced about CCM roles, structure and composition. Additionally, explained goals and objectives of the three Committees "OC, Ex-Com, RMC" and Technical task force.

- There has not been any change in the CCM structure

Equally important was to empathize Key CCM Functions, and to be aware who is responsible for each of these functions.

| 5 Key CCM Functions | CCM delegates primarily to the following sub-structures the responsibility to perform these functions? |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 1. Organization and functioning of the CCM and its Secretariat | Executive Committee (Ex-Com) Secretariat |
| 2. Harmonization of GF funds with other country resources | Resource Mobilization Committee (RMC) Task Forces on HIV, TB, Malaria and HSS Secretariat |
| 3. Development of funding requests and nomination of PR | Resource Mobilization Committee (RMC) Secretariat |
| 4. Grant oversight (including approval of reprogramming requests) | Oversight Committee Secretariat |
| 5. Documentation and communication with its constituencies and with the GF | Executive Committee (Ex-Com) Secretariat |

- The CCM in order to ensure that its activities and operations are based on the principles of good governance, contemplates the following articles in the CCM TOR:

- 5.1.1 National ownership and commitment to country-led and driven programs
- 5.1.2 Management of conflicts of interest (COI)
- 5.1.3 Equality among members
- 5.1.4 Full transparency and accountability

- The CCM composition was change based on the result of the CCM membership renewal process for service term of 2016-2019:

Government sector (8 seats)

1. Ministry of Health
2. Ministry of Plan and Investment
3. Ministry of Finance
4. Ministry of Foreign Affairs
5. Ministry of Home Affairs
6. Ministry of Labor and Social Welfare
7. Lao Women Union
8. Lao Federation of Trade Unions

Multi/Bilateral sector (5 seats)

1. Embassy of France
2. Embassy of Luxembourg/ Lux Development

3. WHO/UNAIDS
4. JICA
5. USAID/WB

Non-Government sector (11 seats)

- NPA: 1 seat
- 1. Lao Red Cross/APL+
- FBO: 1 seat
- 2. Mettatham Project
- KAP/PLWD: 5 seats
- 3. PLHIV Representative
- 4. TB Representative
- 5. Malaria Representative
- 6. Gender group/Peer educator
- 7. Peer educator
- INGOs: 2 seats
- 8. Child Fund Lao /HPA
- 9. PSI/ADRA
- Academic: 1 seat
- 10. Institute of Francophone of Tropical Medicine (IFMT)
- Private sub-sector:
- 11. Lao National Commerce and Industry/Pharmaceutical Manufacture No. 3

After this presentation, the GF consultants requested the New CCM members to write their beliefs about CCM structure and members responsibilities.

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

DECISION(S)

No decision

ACTION(S)

KEY PERSON RESPONSIBLE

DUE DATE

MINUTES OF EACH AGENDA ITEM

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--|------------|
| AGENDA ITEM # 6 | Session 5: CCM Six Eligibility Requirements Proposed Measures to Mitigate and Manage COI | | |
| 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 GF TAs prepared an activity to familiarize the new members with the GF Conflict of Interest policy and commitment to uphold the governance principles and policies that are stipulated in the CCM TOR. The activity was focus in identity and discuss within a Matrix a Col situation and mitigation (i.e. to analyze when members will not take part in decisions where there is an obvious conflict of interest, cases of decisions related to oversight, selection or financing PRs or SRs). | | | |
| Questions about Col Policy, how to manage Col in case the Chair or member(s) will discuss about a concerned subject? In order to make clear about Col policy, the meeting agreed to identify cases when the Chair or member(s) may have COI at beginning of the meeting; In this case the Chair or member(s) accepted to attend the meeting but without right to vote, hence, the subject can be endorse or approve. | | | |

| SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------|
| DECISION(S) | | |
| <p>Given that CCM already has a CoI policy, the meeting agreed to complete this document with the support of the GF consultants to elaborate a special matrix for Lao context on examples of COI situation, including measures to mitigate and manage COI and suggested tools for COI mitigation. The matrix should addresses policies and practices that enable COI issues.</p> <p>For the CCM secretariat, when calling for a Meeting to identify which members will not take part in the meeting when is a decision(s) where there is an obvious conflict of interest.</p> | | |
| ACTION(S) | KEY PERSON RESPONSIBLE | DUE DATE |
| | | |

| MINUTES OF EACH AGENDA ITEM | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------|
| AGENDA ITEM # 7 | Q&A Synthesis | |
| 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>➤ Question from PSI: why for some meetings only the CCM member is invited and not the alternate?</p> <p>➤ Answer by the CCM Sec: based on CCM sec limited budget, the CCM can organize only quarterly regular meetings (including 2 full CCM meeting and 2 CCM members meetings) and one ad-hoc meeting.</p> <p>➤ As agreed by the meeting the CCM Sec will try to organize for the next 3 years term, quarterly full CCM meeting and one ad-hoc meeting.</p> | | |
| SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM | | |
| DECISION(S) | | |
| The CCM Sec to revise next budget to organize quarterly full CCM meeting and one ad-hoc meeting. | | |
| 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 | No decision | | |
| AGENDA ITEM #5 | No decision | | |
| AGENDA ITEM #6 | Given that CCM already has a CoI policy, the meeting agreed to complete this document with the support of the GF consultants to elaborate a special matrix for Lao context on examples of COI situation, including measures to mitigate and manage COI and suggested tools for COI mitigation. The matrix should addresses policies and practices that enable COI issues. | CCM secretariat | |


| | | | |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| | For the CCM secretariat, when calling for a Meeting to identify which members will not take part in the meeting when is a decision(s) where there is an obvious conflict of interest. | | |
| AGENDA ITEM #7 | The CCM Sec to revise next budget to organize quarterly full CCM meeting and one ad-hoc meeting. | | |

| 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 | 27/12/2016 |
| | | SIGNATURE |  |

CCM MINUTES PREPARED BY:

| | | | |
|-------------|---------------------------------|-----------|---------------------------------------------------------------------------------------|
| PREPARED BY | Ms. Silvia Elena Illescas Matus | DATE | 27/12/2016 |
| | | SIGNATURE |  |

CCM MINUTES APPROVAL:

| | | | |
|-------------|-------------------|-----------|---------------------------------------------------------------------------------------|
| APPROVED BY | Mr. Lytoun BUAPAO | DATE | 27/12/2016 |
| | | SIGNATURE |  |