





#### SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

The CCM Secretariat presented the procedure and results of the new CCM member's election. Since the last CCM meeting in August 2016, the CCM Secretariat prepared and revised all the relevant documents to ensure a successful and transparent membership renewal process: Global Fund Guideline and Requirements for CCM, CoI policy, Norms and Procedures for CCM membership renewal and CCM ToR. Moreover, to facilitate and guarantee a transparent process, an Ad-Hoc Committee (Electoral Committee) was created; Hereby 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 Ex-Com/CSO
7. Mr. Kinoy Phongdeth, representative of the KAP

Particularly for the Non-Government Sector the application was open to every organization interested to be a candidate for the sub-sector they were representing.

- a) Presentation on the development of the Membership Renewal Process  
The election was conducted separately for each sector:

- The election for the Government sector was conducted on 16th September 2016 morning at the CCM meeting room, facilitated by Dr. Bounpheng Philavong, Director of CHAS and Electoral Committee member, 8 members and alternate were elected from the different Ministries and Mass Organizations.
- The election for the Academic and Private subsector was conducted on 16th September 2016 Afternoon at the CCM meeting room, facilitated by Dr. Bounpheng Philavong, Director of CHAS and Electoral Committee member, 2 members and alternate were elected.
- The election for the Multi/Bilateral subsector was held on 21st September 2016 at WHO Office, facilitated by John Holveck, Country director of Health Poverty Action (HPA), 5 members and alternate was elected.
- The election for NPA and KAP/PLWD subsector was conducted on 23rd September 2016 at New Rose boutique Hotel and facilitated by French Red Cross and Child Fund Lao, 6 members and alternate were elected.
- The election for the Faith Based Organization subsector was conducted on 26th September 2016 at Saphanthong Temple and facilitated by French Red Cross, 1 members and alternate were elected, facilitated by French Red Cross.
- The election for INGO subsector was conduct by INGO network, 2 members and alternates was elected.

During the election process and based in the Global Fund Guideline and Requirements for CCM, the process focused in the engagement and inclusion of people that are both living with and representing people living with HIV, people affected by and representing people affected by Tuberculosis and Malaria as well as people from and representing KAP. Likewise, it was also important the inclusion of gender equality in the composition to have the right representation of men and women in the CCM. As a result, the numbers of representatives of the NGO sector were 11 seats (45.88%) and the number of women representatives as CCM members (including alternate) were 11 seats (45.88%).

- b) Ratification of Newly-elected CCM members
- c) Conduct of Election for new CCM officers and Committee members
  - Orientation on the nomination and voting procedures for Chair and Vice-Chairs

The GF Consultants presented the procedures and rules for the election of CCM Chair and Vice-Chairs, and also reminded that the Global Fund has acknowledge the possibility for the Ministry of Health to be a candidate.

- Nomination of candidates and voting
  - Candidates for CCM Chair, 2 Candidates were nominated:
    1. Assoc. Prof. Dr. Phouthone Muongpak, Vice Minister, Ministry of Health
    2. Ms. Sisomboun Ounavong, Director General, Department of International Cooperation, Ministry of Plan and Investment
  - Candidates for CCM Vice Chair devised in 2 parts:
 

Multi/Bilateral sector:

    1. Dr. Juliet Fleischl, World Health Organization (WHO)
    2. Mr. Claude Jentgen, Embassy of Luxembourg in Laos
    3. Ms. Saeda Makimoto, JICA

Non-Government sector:

    1. Dr. Soulangy Chansy, Lao Red Cross

The election was conducted by the CCM Secretariat and facilitated by Dr. Bounpheng Philavong, Director of CHAS and Electoral Committee member, via secret ballot.

- **Announcement of elected Chair and Vice Chairs**

The meeting represented 21 voting member including alternates

**CCM Chair:** Assoc. Prof. Dr. Phouthone Muongpak was elected as CCM Chair by 20/21 votes

**CCM Vice Chair:** Dr. Juliet Fleischl was elected as CCM Vice Chair from Multi/Bilateral sector by 21/21 votes and Dr. Soulangy Chansy was elected as CCM Vice Chair from Non-Government sector by 21/21 votes.

After declaration and approval of the Election for new CCM Chair and Vice-Chairs, Mr. Lytou BUAPAO former CCM Chair handed over the CCM chair position to the newly elected chair and leaves the meeting room and the meeting was substitute by the new CCM Chair, Assoc. Prof. Dr. Phouthone Muongpak to lead the CCM meeting.

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

**DECISION(S)**

Based on the Global Fund Guideline and Requirements for CCM, CoI policy, Norms and Procedures for CCM membership renewal and CCM ToR, the elections were successfully carried out; as a result the new Lao CCM Chair: Assoc. Prof. Dr. Phouthone Muongpak and CCM Vice Chairs: Dr. Juliet Fleischl and Dr. Soulangy Chansy.

	KEY PERSON RESPONSIBLE	DUE DATE

**MINUTES OF EACH AGENDA ITEM**

**AGENDA ITEM #3** Election of members of OC and RMC, and Chairs of the committees

**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 explained about membership, roles and responsibilities of the OC and RMC Members, also the criteria and requirement for the candidates. Likewise, based on the CCM TOR, they clarified about the OC and specialized skills required to be part of the OC, such as financial management, disease-specific expertise, procurement and supply management and/or program management. Additionally, they emphasized, once the procedure is complete, elected OC and RMC members should send their CV to CCM sec.

1. The OC election was conducted by the CCM Secretariat and facilitated by Dr. Bounpheng Philavong, Director of CHAS and Electoral Committee member. By raising their hand, the Meeting nominated the

candidates (including CCM member and/or alternate) that they considered has the skills/capacity to be part of the OC. As a result, 7 candidates within the CCM were nominated, and 6 were elected members. For the OC Non-voting members, 7 candidates were nominated, and 4 were elected.

#### CCM member/Alternate

No	Name	CCM Role	vote	Vote (2 <sup>nd</sup> round)	Result
1	Dr. Philaysak Naphayvong	Member	18		Elected
2	Mr. Kolakan Thippavong	Member	17		Elected
3	Mr. Sengaloun Nhothleuxay	Member	11	16	Elected
4	Mr. Angkhansada Muangkham	Member	16		Elected
5	Mr. Eric Seastedt	Member	15		Elected
6	Mr. Peter Heimann	Member	18		Elected
7	Mr. Metta Khamthavone	Member	11	4	-

#### Non CCM

No	Name	Organization	vote	Result
1	Ms. Aurélie Chun	Embassy of France	19	Elected
2	Dr. Boungheng Philavong	CHAS	20	Elected
3	Dr. Phannasinh Silavanh	NTC	19	Elected
4	Dr. Bouasy Hongvanhthong	CMPE	10	-
5	Dr. Phasouk Vongvichit	HSS	0	-
6	Health Officer	USAID	11	-
7	Ms. Esther Sedano	WHO	17	Elected

The RMC election was conducted by the CCM Secretariat and facilitated by Dr. Boungheng Philavong, Director of CHAS and Electoral Committee member. As in the previous OC election, the RMC process was carried out by the meeting raising their hand and nominating the potentials RMC candidates, however, given that only 10 candidates were proposed for the election, voting was not necessary, the meeting then approved the 10 candidates proposed to be part of the RMC. Furthermore, the CCM Secretariat accorded to follow up with WHO and USAID to confirm their participants and also submit their representatives to the RMC.

#### CCM member/Alternate

No	Name	CCM Role	Result
1	Mr. Morakot Vongxay	Alternate	Elected
2	Dr. Rattanaxay Phetsouvanh	Alternate	Elected
3	Mr. Angkhansada Muangkham	Member	Elected
4	Ms. Banthida Komphasouk	Member	Elected

5	Ms. Emelita Santos Goddard	Member	Elected
6	Mr. Kinoy Phongdeth	Alternate	Elected

Non CCM

No	Name	Organization	Result
1	Dr. Phasouk Vongvichit	Ministry of Health	Elected
2	Dr. Kotsaythoune Phimmasone	Ministry of Health	Elected
3	Health Officer	USAID	Elected
4	Technical Assistant	WHO	Elected

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

DECISION(S)

CCM Secretariat to follow up and verify contact information and confirmation from all members of OC and RMC as soon as possible. Additionally, elected OC and RMC members should send their CV to CCM sec.

ACTION(S)

KEY PERSON RESPONSIBLE

DUE DATE

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM # 4

Session 7: Review of key principles of good governance and expression of commitment by new CCM members and officers

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 highlighted the essential function of the CCM: to oversight. They reminded the new members that oversight should include, overseeing the proposal development, grant negotiation, grant implementation and grant closure. Consequently, oversight ensures that activities are implemented as planned by providing strategic direction to principal recipients, ensuring policies and procedures are met, instituting financial controls (including independent audits), and following through on key recommendations.

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	Orientation Meeting for Oversight Committee 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		
<p>As established before oversight is an essential function of the CCM, hence, the GF consultants exhaustively explained the new OC members about their role and how to ensure appropriate, timely, and effective use of Global Fund monies and not limited to that but also guaranteeing effective implementation of PRs' and SRs' programmatic work plans; and transparent, competitive, and effective procurement and supply management with appropriate quality assurance in accordance with national legislation.</p> <p>Given not all new OC members attend the Orientation Meeting, the GF consultants encouraged the present OC members to work together with the absents members to improve performance, read thoroughly the documents, dashboard, investigate warning signs, programmatic indicators and report to any change situation.</p>		
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


SUMMARY OF DECISIONS & ACTION POINTS			
AGENDA ITEM NUMBER	WRITE IN DETAIL THE DECISIONS & ACTION POINTS BELOW	KEY PERSON RESPONSIBLE	DUE DATE
AGENDA ITEM #1	No decision		
AGENDA ITEM #2	Based in the Global Fund Guideline and Requirements for CCM, CoI policy, Norms and Procedures for CCM membership renewal and CCM ToR, the elections were successfully carried out; as a result the new Lao CCM Chair: Assoc. Prof. Dr. Phouthone Muongpak and CCM Vice Chairs: Dr. Juliet Fleischl and Dr. Soulany Chansy.		
AGENDA ITEM #3	CCM Secretariat to follow up and verify contact information and confirmation from all members of OC and RMC as soon as possible. Additionally, elected OC and RMC members should send their CV to CCM sec.	CCM Secretariat	
AGENDA ITEM #4	No decision		
AGENDA ITEM #5	No 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	

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.

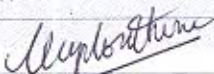
CCM MINUTES PREPARED BY:

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	Ass.Prof.Dr. Phouthone Muongpak	DATE	27/12/2016
		SIGNATURE	

CCM MINUTES APPROVAL:

APPROVED BY	Mr. Lyto BUAPAO	DATE	27/12/2016
		SIGNATURE	