

CCM Meeting Minutes

INPUT FIELDS INDICATED BY YELLOW BOXES

MEETING DETAILS

| | | | | | | | |
|---|--------------|-------------------------------------|-----|--|---|-------------------------------------|-------------------------------------|
| COUNTRY (CCM) | | Lao PDR | | TOTAL NUMBER OF <u>VOTING</u> MEMBERS PRESENT (INCLUDING ALTERNATES) | | 13 | |
| MEETING NUMBER (if applicable) | | N.A | | TOTAL NUMBER OF MEMBERS and ALTERNATES PRESENT | | 14 | |
| DATE (dd.mm.yyyy) | | 27/12/2016 | | TOTAL NUMBER OF <u>NON-CCM</u> MEMBERS / OBSERVERS | | 36 | |
| DETAILS OF PERSON WHO CHAIRED THE MEETING | | | | PRESENT (INCLUDING CCM SECRETARIAT STAFF) | | | |
| HIS / HER NAME & ORGANISATION | First name | Assoc. Prof. Dr. Phouthone | | QUORUM FOR MEETING WAS ACHIEVED (yes or no) | | Yes | |
| | Family name | Muongpak | | DURATION OF THE MEETING (in hours) | | | |
| | Organization | Ministry of Health | | VENUE / LOCATION | Ministry of Health | | |
| HIS / HER ROLE ON CCM | Chair | <input checked="" type="checkbox"/> | | MEETING TYPE (Place 'X' in the relevant box) | Regular CCM meeting | <input checked="" type="checkbox"/> | |
| (Place 'X' in the relevant box) | Vice-Chair | | | | Extraordinary meeting | | |
| | CCM member | | | | Committee meeting | | |
| | Alternate | | | | GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING (Place 'X' in the relevant box) | | LFA |
| HIS / HER SECTOR* (Place 'X' in the relevant box) | | | | | | | |
| GOV | MLBL | NGO | EDU | PLWD | KAP | FBO | PS |
| <input checked="" type="checkbox"/> | | | | | | | |
| | | | | | | FPM / PO | |
| | | | | | | OTHER | <input checked="" type="checkbox"/> |
| | | | | | | 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 |

SELECT A SUITABLE CATEGORY FOR EACH AGENDA ITEM (Place 'X' in the relevant box)

GOVERNANCE OF THE CCM, PROPOSALS & GRANT MANAGEMENT RELATED TOPICS

| AGENDA SUMMARY | AGENDA ITEM No. | WRITE THE TITLE OF EACH AGENDA ITEM / TOPIC BELOW | Review progress, decision points of last meeting - Summary Decisions | Review CCM annual work plans / budget | Conflict of Interest / Mitigation | CCM member renewals/appointments | Constituencies engagement | CCM Communications /consultations with in-country stakeholders | Gender issues | Proposal development | PR / SR selection / assessment / issues | Grant Consolidation | Grant Negotiations / Agreement | Oversight (PUDRs, management actions, LFA debrief, audits) | Request for continued funding / periodic review / phase II / grant consolidation / closures | TA solicitation / progress | Other |
|-----------------|-----------------|--|--|---------------------------------------|-----------------------------------|----------------------------------|---------------------------|--|---------------|----------------------|---|---------------------|--------------------------------|--|---|----------------------------|-------|
| Opening Program | | <ul style="list-style-type: none"> Introduction and endorsement of agenda and the last meeting minutes Quorum verification and conflict of interest identification | | | | | | | | | | | | | | | |
| AGENDA ITEM #1 | | 1. Disease Split and application for new funding cycle | | | | | | | | | | | | | | | |
| AGENDA ITEM #2 | | 2. Preparation for selection of Principle Recipient (PR) and Sub-Principle Recipients (SRs) | | | | | | | | | | | | | | | |

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|----------------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| AGENDA ITEM #3 | 3. CCM Oversight Plan and CCM Work Plan for 2017 | | | | | | | | | | | | | | | | | | |
| AGENDA ITEM #4 | 4. Eligibility Requirement and Performance Assessment (EPA) and Improvement Plan for 2017 | | | | | | | | | | | | | | | | | | |
| AGENDA ITEM #5 | 5. Risk Assessment of Current HIV, TB and Malaria Grants | | | | | | | | | | | | | | | | | | |
| AGENDA ITEM #6 | 6. Mitigation Matrix for Conflict of Interest (COI) | | | | | | | | | | | | | | | | | | |
| AGENDA ITEM #7 | 7. Re-election the OC members and Election/Endorsement of OC and RMC Chairs | | | | | | | | | | | | | | | | | | |

MINUTES OF EACH AGENDA ITEM

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| Opening Program | <ul style="list-style-type: none"> The meeting chaired by Assoc. Prof. Dr. Phouthone Muongpak, current CCM Chair. The meeting agenda and the last meeting minutes were reviewed and endorsed. Quorum was verified with 13 voting members. Conflict of interest was notified and identified. |
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| AGENDA ITEM #1 | Disease Split and application for new funding cycle |
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)
 No COI identified in this item.

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| WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)? | Yes |
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SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

The meeting reviewed a country allocation for each disease program, based on the Global Fund Board's decision in November 2016 on the allocation of resources for the 2017-2019 allocation period, Lao PDR has been allocated US\$14,767,245 for HIV, TB, and building resilient and sustainable systems for health (RSSH).

The Lao PDR malaria allocation will be managed, and funding requested, under the Regional Artemisinin Resistance Initiative (RAI). The allocation amounts for all countries have been determined primarily based on disease burden and income level. Lao PDR is classified as a lower lower-middle-income country and has been allocated US\$13,321,441 including catalytic allocation.

In principle, the meeting unanimously agreed to accept the amount allocated by the Global Fund and agreed to allocate 6% of three diseases for RSSH as indicated in program split below:

Disease Split and RSSH Programme Allocation

| Program | National Allocation | Catalytic Allocation | Total Amount |
|---------------------|---------------------|----------------------|-------------------|
| HIV | 7,374,096 | NA | 7,374,096 |
| TB | 7,393,149 | NA | 7,393,149 |
| Malaria | 8,321,441 | 5,000,000 | 13,321,441 |
| Total Amount | 23,088,686 | 5,000,000 | 28,088,686 |

RSSH Allocation (6% of the three disease allocation)

| Program | National Allocation | 6% of Program Allocation | Total Amount allocated for RSSH |
|---------------------|---------------------|--------------------------|---------------------------------|
| HIV | 7,374,096 | 6% | 442,445.76 |
| TB | 7,393,149 | 6% | 443,588.94 |
| Malaria | 13,321,441 | 6% | 799,286.46 |
| Total Amount | 28,088,686 | | 1,685,321.16 |

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

DECISION(S)

In principle, the meeting unanimously agreed to accept the amount allocated by the Global Fund and agreed to allocate 6% of three diseases for RSSH

| ACTION(S) | KEY PERSON RESPONSIBLE | DUE DATE |
|-----------|------------------------|----------|
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MINUTES OF EACH AGENDA ITEM

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| AGENDA ITEM #2 | Preparation for selection of Principle Recipient (PR) and Sub-Principle Recipients (SRs) |
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

Generally, this item is to review and endorse a guideline and timeline for PR and SR selection. Thus, no COI was identified for this item.

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| WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) > | Yes |
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SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

The CCM Secretariat circulated and presented a guideline for PR and SR selection, followed by an explanation of criteria and process for selection of Principal Recipient and Sub-Principal Recipient.

The CCM members, representative of Ministry of Finance (MOF) has given clarification in accordance with the country system or national system that any grant should be acknowledged and approved by (MOF) and proposed the dedicated account will be established for GF in the National Treasury but the PR can remain with MOH and would be best situated in the Department of Finance or Department of Planning and International Cooperation of MOH.

According to the guideline for PR selection, the rule stated 2 options for selecting new PR:

1. Call for an open Expression of Interest (EOI) or,
2. Invite the actual PR to submit an expression of interest (only for actual PR rate at A1, A2 or B1)

Recommendation after discussion was the CCM Secretariat should draft a letter from the CCM (signed by Chair) to the MOH asking them to put in an EOI to remain the PR but that the situation of the PR office reflect the recommendation of the CCM and be located to the Department of Finance in MOH or the Department of Planning and International Cooperation. The CCM Chair also advised that all works should be implemented accordance with the national strategic plan; National Programme, PR, SR and SSR should work together closely to carry out their tasks timely.

The participants also discussed a process of SR selection. It was agreed that the Task Forces should take a lead in reviewing and selecting the EOI instead of creating an ad-hoc Local Technical Review Panel as practicing during the current funding cycle preparation process. This will encourage the task force's leadership and ownership and will ensure more effective results of the selection.

The selection of SR to be undertaken after the country dialogue is completed. All potential SR be invited to attend the country dialogue sessions. The country dialogue is to take into account the Programme needs but also the results of the risk assessment and possible mitigation of these.

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

DECISION(S)

For PR selection, the meeting agreed and selected the second option to select the current PR located at MOH. For SR selection, the Nationals Programs should submit a summary of their priorities and strategic components to the CCM Secretariat in order to prepare an open call for the Expression of Interest (EOI) from interest partners. TB and HIV should send it before submission of proposal. In the case of Malaria project, as recommended by RAI RSC, the selection of SR should be done after submission of Proposal.

| | KEY PERSON RESPONSIBLE | DUE DATE |
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| MINUTES OF EACH AGENDA ITEM | | |
|---|--|----------|
| AGENDA ITEM #3 | CCM Oversight Plan and CCM Work Plan for 2017 | |
| 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>The CCM sec presented CCM Oversight Plan for fiscal year 2016-2017, which defines basic principles, roles and responsibilities of the CCM members and its subcommittees with respect to oversight functions, as well as structures and tools to carry out the oversight. Emphasizing in the use of the Grant Dashboard from the OC and in coordination with the CCM Secretariat and the PRs in order to review grant performance, financial indicators, and certain grant management variables on a quarterly basis. Also, the chair suggested the use of Dashboard from TB and Malaria Program as currently is done by HIV program.</p> <p>Likewise, the chair suggested CCM sec to regularly report RMC, OC, Ex-COM, PR, and SR.</p> <p>The Meeting also reviewed CCM work plan for 2017. The participants endorsed with both CCM Oversight Plan and CCM Work Plan for 2017, including the budget.</p> | | |
| SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM | | |
| DECISION(S) | | |
| The Meeting endorsed CCM Oversight Plan and CCM Work Plan for 2017, including the budget. | | |
| ACTION(S) | KEY PERSON RESPONSIBLE | DUE DATE |
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| MINUTES OF EACH AGENDA ITEM | | |
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| AGENDA ITEM # 4 | Eligibility Requirement and Performance Assessment (EPA) and Improvement Plan for 2017 | |
| 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>This year, Lao CCM has been requested to use EPA Light. The CCM sec. should submit Eligibility Requirements from 3-6 by the end of February 2017. All documents have been prepared and all criteria are compliance, except by:</p> <ol style="list-style-type: none"> Criteria 3. Overseeing program implementation and having an oversight plan: Evidence of oversight report(s) shared quarterly with in-country stakeholders and with the Global Fund Secretariat in a timely manner (within 1 month of OB meeting). <p>In this regard, CCM has Intermediate Compliance since the report was shared after 1 month of Oversight field visit.</p> <ol style="list-style-type: none"> Criteria 6. CCM members have signed a COI declaration form: Less than 80% of CCM members have signed a COI declaration form. | | |

CCM sec. informed this is in process and by the time to submit EPA (by the end of February 2017), this Criteria should be completed.

The Meeting was also informed that Eligibility Requirement 1-2 will be assessed at the time of concept note submission.

The meeting endorsed the results of the Light EPA presented by the CCM Sec.

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

DECISION(S)

The meeting endorsed the results of the Light EPA presented by the CCM Sec.

| ACTION(S) | KEY PERSON RESPONSIBLE | DUE DATE |
|-----------|------------------------|----------|
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MINUTES OF EACH AGENDA ITEM

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| AGENDA ITEM # 5 | Risk Assessment of Current HIV, TB and Malaria Grants |
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

No COI identified in this item.

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| WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)? | Yes |
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SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

The representative of PR presented the presentation of risk assessment of current HIV, TB and Malaria, followed by an explanation of the outputs of risk assessment that show the high, medium and low risk areas as indicated in the following figures:

Major Risks to HIV Grant

| Risks | Risk management actions |
|---|--|
| Hidden high-risk populations not being reached for VCT | Revise strategy to reach hidden high-risk populations. Include in new funding application (CHAS) |
| Limited data on people who inject drugs (PWID) | Research on PWID – include in new funding application (CHAS) |
| No strategy for condom procurement and distribution | Commission condom market research. Include in new funding application (CHAS) Revive and strengthen National Condom Committee (CHAS) |
| Poor quality of some private sector condoms | Ensure ban on further import of sub-standard condoms (FDD/CHAS) |
| Stigma and discrimination against FSW, MSM and TG by health staff | Refresher training of health staff (HRD/CHAS) |

Major Risks to TB Grant

| Risks | Risk management actions |
|--|--|
| Estimated 60% of TB cases remain undiagnosed. | Explore innovative ways of improving TB case notification, including collaborative partnerships between NTC and NGOs implementing community-based TB activities. Include in new funding application (NTC) |
| Financial and administrative constraints in testing sputum samples, including weak coordination and inefficient use of transportation allowances | Communication to PHO/PTC and DHO/DTM on organizing transportation of sputum samples and appropriate utilization of transportation allowances (NTC/PR) Develop matrix for differentiated payment of transport allowances based on local situation (PR/NTC) |

Major Risks to Malaria Grant

| Risks | Risk management actions |
|--|---|
| Limited transport support for VHW in remote areas to bring people who have clinical signs of malaria to health facilities for microscopic blood test | Reinforce guidance to districts on transportation and per diem allowances Develop matrix for differentiated payment of transport allowances based on local situation (PR/CMPE) |
| Limited availability of RDTs for use by NGO peer-educators | Train NGO partners in use of RDTs and facilitate close coordination between national program and NGO partners in use of RDTs. If necessary, additional RDTs should be procured (CMPE) |
| Constraints in coordination, and reporting of activities implemented under multiple GF grants (RAI, ICC, NFM), at provincial level | Identify grant savings to facilitate provincial coordination meetings (CMPE) |
| CMPE has no full-time international TA | Identify and recruit international TA to support CMPE (WHO/CMPE) |

After the presentation, some comments were raised:

- National Programs commented on the result of the Risk Assessment Presentation during the last consultation workshop on Risk Assessment held on 12 December 2016 at Landmark Mekong Riverside Hotel, several comments were made in this Workshop, however they realized in the final version the comments were not incorporated by the TAs.
- In general, the CCM agree with the results, nevertheless, recommend the National Program to continue working with the TAs, to improve the report by incorporating the results.

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

DECISION(S)

The CCM recommended the National Program to continue working with the TAs to improve the report.

| ACTION(S) | KEY PERSON RESPONSIBLE | DUE DATE |
|-----------|------------------------|----------|
| | | |

| MINUTES OF EACH AGENDA ITEM | | |
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| AGENDA ITEM # 6 | Mitigation Matrix for Conflict of Interest (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 | | |
| <p>Following the CCM Meeting held on 1st November 2016, the Meeting suggested that with the support of the GF consultants to complete the COI Policy and elaborate a special matrix for Lao context on examples of COI situations, including measures to mitigate and manage COI including tools for COI mitigation. Once this Matrix to Mitigate and Manage COI was elaborated, the CCM circulated it to the CCM members, no comments were made at the time except on the RMC Meeting held on 21st December 2016, while electing RMC Chair and Vice-Chair as a gap between the COI policy and the Matrix to Mitigate and Manage CoI was identified, the Meeting therefore suggested to reform and complete the matrix by adding <i>its sub-committees</i> in article No.2: CCM Chair and/or Vice Chair(s) and <i>its sub-committees</i> have direct association with the PR/SRs/SSRs. In this regard, the CCM sec sent an email to CCM Members to review the changes and for further comments. No additional changes were made. The Meeting endorsed the Mitigation Matrix for COI.</p> | | |
| SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM | | |
| DECISION(S) | | |
| The meeting endorsed the Mitigation Matrix for Conflict of Interest. | | |
| ACTION(S) | KEY PERSON RESPONSIBLE | DUE DATE |
| | | |

| MINUTES OF EACH AGENDA ITEM | | |
|--|---|-----|
| AGENDA ITEM # 7 | Re-election the OC members and Election/Endorsement of OC and RMC Chairs | |
| 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>Further to the Global Fund Country Team's advice regarding the Oversight Committee (OC) and members who have a conflict of interest (COI). It was discussed at the Ex-Com meeting on 28th November 2016 and it was recommended that the CCM Secretariat should approach potential candidates for re-election of three OC members who are not conflict of interest to replace the currently elected members who have a conflict of interest (who are SRs). As a result, the CCM Secretariat in consultation with the CCM chair, has approached some potential candidates with specialized skills required to be part of the OC (financial management, disease-specific expertise, procurement and supply management and/or program management), and three of them are willing to join as OC member:</p> <ol style="list-style-type: none"> 1. Dr. Phisith Phoutsavath, Deputy Director General, Department of Health Care, MOH; 2. Mr. Thongdeng Silakoune, Country Manager, UNAIDS; 3. Mr. Luc Sabot, Country Director, ADRA <p>Additionally, based on the OC meeting on 23rd December 2016, the CCM Sec was recommended that in order to ensure that all CCM members have been involved in nomination of the potential candidates for the re-election process of the three oversight members. The CCM Sec has circulated the request to all CCM members who wish to propose other person/s in addition to the proposed candidates above to the CCM Sec prior to the</p> | | |

upcoming CCM meeting on 27th December 2016. As there was no other potential candidate nominated, the meeting agreed with the three candidates proposed for OC members.

As for the OC selection and election of Chair and Vice-Chair due to insufficient quorum in the last OC meeting, OC members could not elect new chair and vice-chair. The election will be held in the next OC meeting.

The CCM has endorsed the result of the election of RMC Chair and Vice Chair based on the RMC meeting held on 21st December 2016, namely:

1. RMC Chair - Dr. Rattanaxay Phetsouvanh
2. Vice-Chair - Ms. Emelita S. Goddard

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

DECISION(S)

- The Meeting agreed with the three candidates proposed for OC members.
- To Meeting endorsed the RMC chair and vice-chair.

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 | <ul style="list-style-type: none"> • In Principle, the meeting agreed to accept the amount allocated by the Global Fund and agreed to allocate 6% of three diseases for RSSH | | |
| AGENDA ITEM #2 | <ul style="list-style-type: none"> • For PR selection, the meeting agreed and selected the second option to select the current PR located at MOH. • For SR selection, the Nationals Programs should submit a summary of their priorities and strategic components to the CCM Secretariat. | National Programs | |
| AGENDA ITEM #3 | <ul style="list-style-type: none"> • The Meeting endorsed CCM Oversight Plan and CCM Work Plan for 2017, including the budget. | OC and CCM sec. | |
| AGENDA ITEM #4 | <ul style="list-style-type: none"> • The meeting endorsed the results of the Light EPA presented by the CCM Sec. | | |
| AGENDA ITEM #5 | <ul style="list-style-type: none"> • The CCM recommended the National Program to continue working with the TAs to improve the report. | National Programs | |
| AGENDA ITEM #6 | <ul style="list-style-type: none"> • The meeting endorsed the Mitigation Matrix for Conflict of Interest. | CCM | |
| AGENDA ITEM #7 | <ul style="list-style-type: none"> • The Meeting agreed with the three candidates proposed for OC members. • To Meeting endorsed the RMC chair and vice-chair. | CCM | |

| SUPPORTING DOCUMENTATION | Place an 'X' in the appropriate box | |
|--|-------------------------------------|----|
| | Yes | No |
| ANNEXES ATTACHED TO THE MEETING MINUTES | X | |
| 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) | | | |
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| | 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 | 09 January 2017 |
| FUNTION/ POSITION | TA, CCM Secretariat | SIGNATURE |  |
| CCM MINUTES PREPARED BY: | | | |
| PREPARED BY | Ms. Silvia Elena Illescas Matus | DATE | 09 January 2017 |
| FUNTION/ POSITION | TA (Short term/Part-time) Health advocacy and coordination | SIGNATURE |  |
| CCM MINUTES APPROVAL: | | | |
| APPROVED BY | Assoc. Prof. Dr. Phouthone Muongpak | DATE | |
| FUNTION/ POSITION | CCM Chair | SIGNATURE |  |