

CCM Meeting Minutes

INPUT FIELDS INDICATED BY YELLOW BOXES

MEETING DETAILS										
COUNTRY (CCM)		Lao PDR			TOTAL NUMBER OF CCM MEMBERS PRESENT (INCLUDING ALTERNATE)			17		
MEETING NUMBER (if applicable)		01			TOTAL NUMBER OF VOTING MEMBERS PRESENT (INCLUDING ALTERNATES)			16		
DATE (dd.mm.yy)		06/02/2020			TOTAL NUMBER OF NON-CCM MEMBERS / OBSERVERS PRESENT (INCLUDING CCM SECRETARIAT STAFF)			33		
DETAILS OF PERSON WHO CHAIRED THE MEETING										
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)			3,5	
		Organization	Ministry of Health			VENUE / LOCATION		3 rd floor meeting room, MOH		
HIS / HER ROLE ON CCM (Place 'X' in the relevant box)		Chair		X	MEETING TYPE (Place 'X' in the relevant box)			Regular CCM meeting		X
		Vice-Chair						Extraordinary meeting		
		CCM member						Committee meeting		
		Alternate								
HIS / HER SECTOR* (Place 'X' in the relevant box)								GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING (Place 'X' in the relevant box)		LFA
GOV	MLBL	NGO	EDU	PLWD	KAP	FBO	PS	FPM / PO		
X								OTHER		
								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

AGENDA SUMMARY

AGENDA ITEM No.	WRITE THE TITLE OF EACH AGENDA ITEM / TOPIC BELOW
OPENING PROGRAM	<ul style="list-style-type: none"> Introduction and endorsement of agenda Quorum verification and conflict of interest identification Update follow up action from the last meeting
AGENDA ITEM #1	Review and consider for endorsement of CCM Eligibility and Performance Assessment (EPA) and Improvement

SELECT A SUITABLE CATEGORY FOR EACH AGENDA ITEM (Place 'X' in the relevant box)														
GOVERNANCE OF THE CCM, PROPOSALS & GRANT MANAGEMENT RELATED TOPICS														
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
X														
										X				

	Plan																								
AGENDA ITEM #2	Annual Overall CCM Secretariat Performance Assessment																						X		
AGENDA ITEM #3	Review and consider for endorsement of PR selection to implement the new Global Fund grants of 3 programs (HIV, TB and Malaria), including current PR's Expression of Interest (EOI) and supporting documents																						X		
AGENDA ITEM #4	AOB and close the meeting <ul style="list-style-type: none"> ▪ Representative from DPC will present on impact of RSSH investment and proposal for continued RSSH investment in the next grant ▪ Close the meeting 																								X

MINUTES OF EACH AGENDA ITEM									
OPENING PROGRAM	<ul style="list-style-type: none"> • Introduction and endorsement of agenda • Quorum verification and conflict of interest identification • Update follow up action from the last meeting 								
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) >									NA
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED									
CCM Chair warmly welcomed and thanked all participants that attended the first meeting of CCM for the fiscal year 2019-2020.									
The meeting agenda was presented for comments and endorsement. The CCM Secretariat confirmed the meeting quorum is sufficient and identified a conflict of interest (COI) for the agenda item number 3 as the CCM Chair (a representative from MOH) could not vote for the PR selection to implement the new Global Fund grants.									
The CCM Secretariat presented a summary of key points for the last CCM meeting held on 27th September 2019 and updated some follow-up actions.									
DECISION(S)									
No decision.									
ACTION(S)							KEY PERSON RESPONSIBLE		DUE DATE
DECISION MAKING									
MODE OF DECISION MAKING (Place 'X' in the relevant box)		CONSENSUS*		IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS					
		VOTING		VOTING METHOD (Place 'X' in the relevant box)			SHOW OF HANDS		
							SECRET BALLOT		
							ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF</u> THE DECISION >		

*Consensus is general or widespread agreement by all members of a group.

ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION	>	
ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u>	>	

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #1	Review and consider for endorsement of CCM Eligibility and Performance Assessment (EPA) and Improvement Plan	
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) >		NA
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED		
<p>CCM Secretariat has presented and highlighted the key information and results of the CCM Eligibility and Performance Assessment (EPA):</p> <ul style="list-style-type: none"> ▪ In order to be eligible for funding, the Global Fund requires CCMs to meet six requirements; ▪ The Global Fund Secretariat will perform two separate assessments of CCM compliance: <ul style="list-style-type: none"> ○ Assessment of compliance with eligibility requirements 1 and 2: these are application-specific requirements and will be assessed at the time of submission of the funding request. ○ Assessment of compliance with eligibility requirements 3, 4, 5 and 6: these requirements will be assessed on an annual basis by the CCM Hub using the Eligibility Performance Assessment (EPA) Lite tool or assessments associated with the CCM Evolution project. ▪ For Lao PDR, CCM is requested to undertake the Light EPA which is a CCM-led simplified process that includes <ul style="list-style-type: none"> ○ (i) a Self-assessment and ○ (ii) the development and endorsement of an Improvement Plan; ○ The EPA results have to be submitted to the Global Fund by 14th February 2020. ▪ Six CCM Eligibility Requirements include: <ul style="list-style-type: none"> ○ A transparent and inclusive funding application development process; ○ An open and transparent Principal Recipient selection process; ○ Overseeing program implementation and having an oversight plan; ○ Document the representation of affected communities; ○ Ensure representation of non-governmental members through transparent and documented processes; ○ Approve and adopt the Code of Ethical Conduct for CCM Members; develop or update, as necessary, and publish a conflict of interest policy that applies to all members, alternates and secretariat staff; and enforce the code of ethical conduct and apply the conflict of interest policy throughout the life of grants. <p>Base on the assessment of each eligibility requirement (ER) and minimum standards (MS) performance of CCM Lao PDR during the past years, all indicators of both ER and MS requirements from 3-5 have been achieved as fully compliant. For requirement 6, the CCM has also achieved almost all indicators, except 4 new added indicators which regard to Code of Ethical Conduct are non-compliant.</p> <p>As the results, the interventions for improvement plan were discussed and designed which focused on the interventions to achieve the performance of 4 new indicators. The participants were also briefly introduced to the key contents of the Code of Ethical Conduct.</p> <p>In the meantime, the CCM secretariat has been working on the EPA Light tool and uploaded all supporting documents to the Global Fund Website.</p>		

Key comments from the meeting:

- The meeting agreed with the results of EPA and interventions for the improvement plan. The meeting recommended to discuss with the Global Fund to consider the reasons of EPA results for the new added indicators which are non-compliance and the proposed interventions to achieve the performance for the indicators on Code of Ethical Conduct by the end of June 2020;
- For the Code of Ethical Conduct, in order to implement and achieve the indicators that are now non-compliant, the CCM Secretariat has explained more on the key contents of the Code of Ethical Conduct to CCM members and alternates during the meeting;
- May seek for additional guidance and TA support from the Global Fund on the preparation and implementation of the improvement plan which regards to the Code of Ethical Conduct.

Finally, the meeting has unanimously endorsed the EPA results and the Improvement Plan.

DECISION(S)

The EPA results and Improvement Plan were endorsed by the CCM.

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE
The CCM Secretariat to submit the EPA completed tool with all supporting documents to the Global Fund by the due date	CCM Secretariat	By 14 Feb

DECISION MAKING

MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*	IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS		
	VOTING	VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS	
			SECRET BALLOT	
		ENTER THE NUMBER OF MEMBERS IN FAVOUR OF THE DECISION	>	
		ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION	>	
		ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED	>	

*Consensus is general or widespread agreement by all members of a group.

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #2	Annual Overall CCM Secretariat Performance Assessment
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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.

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

CCM Secretariat informed the meeting about the Annual Overall CCM Secretariat Performance Assessment. CCM Secretariat clarified that CCM Secretariat Performance Assessment is based on CCM performance framework, assessment outcome should be one of those four values: "Exceptional (very good)", "Performing well (Good)", "A few minor issues", "Serious Issues". The assessment form also provided a space for comments and suggestions. CCM secretariat staff could not conduct this assessment due to COI. Therefore CCM Secretariat requested a representative of OC member to collect and summarize the results of "Annual Overall CCM Secretariat Performance Assessment".

Four indicators used:

1. 100% of the agenda/meeting minutes of CCM meetings (plenary and Oversight Committee) in the past 12 months circulated to all CCM members/alternates and GF Secretariat (FPM, CCM Hub). For the Agenda within less than 7 calendar days before the meeting and for the meeting minutes 7 calendar days after.
2. In the context of CCM Funding, annual work plan and financial reports are submitted to GF (FPM,

CCM Hub) within one month after the end of the (funding) year.

3. Eligibility and Performance Assessment (EPA) Improvement plan and CCM Contacts are updated at least every 3 months.
4. CCM Secretariat is facilitating the information sharing and coordinating within/between CCM members and GF Secretariat as well as supporting the Fund Portfolio Managers and Country Teams when in country.

The assessment form was circulated to the CCM voting members for their score and comments. The OC representative has collected the forms and compiled the results. Based on the results, the meeting qualified CCM Secretariat Performance and provide some comments below:

Indicator	Assessment by CCM Members					Comments/Suggestions
	Exceptional (Very Good)	Performing well (Good)	A few minor issues	Serious issues	Total	
1	10	4	0	0	14	Almost all documents are in English, some peoples cannot read English. Is there any solution? The documents have circulated through Email and WhatsApp with well coordination.
2	3	10	1	0	14	Not aware of the report due to it is not my duty.
3	3	11	0	0	14	Have provided clear and detail reports in each meeting. I know this is done through the portal, however, the CCM is not provided with the updated EPA.
4	8	4	1	1	14	Almost all documents circulated through Email are in English. Do not understand and have not enough times to provide comment in the meeting. Situation currently unclear relating to HANSA (WB-GF alignment) on the new structure of PMU and CCM. Discussions are not clear and next steps. But good otherwise.
Total	24	29	2	1	56	
%	42.86%	51.79%	3.57%	1.79%	100%	

DECISION(S)

CCM qualified CCM Secretariat Performance as Exceptional: 42.86%, Performing well: 51.79%, A few minor issues: 3.57%, and Serious Issues: 1.79%.

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE

DECISION MAKING

MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*	IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS		
	VOTING	VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS	SECRET BALLOT

*Consensus is general or widespread agreement by all members of a group.

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #3	Review and consider for endorsement of PR selection to implement the new Global Fund grants of 3 programs (HIV, TB and Malaria), including current PR's Expression of Interest (EOI) and supporting documents
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

The CCM Chair has been identified as COI in this item and rescued from voting.

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >

Yes

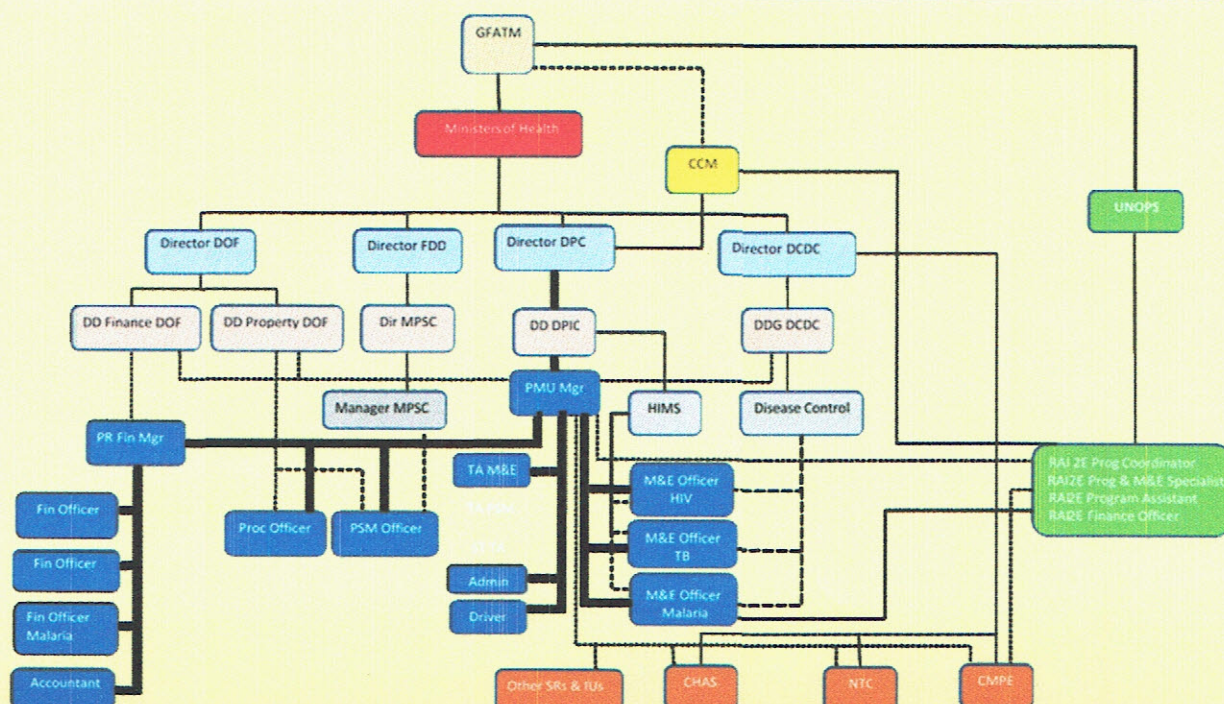
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

The representative of PMU has presented the Expression of Interest (EOI) and supporting documents of the current PR for continuing as a PR for the next funding cycle 2021-2023:

- Organization information
 - Current PR PMU is under Department of Planning and Cooperation (DPC), Ministry of Health
 - Administrative Address: Department of Planning and Cooperation, Ministry of Health, Simeung Village, Sisattanak District, Vientiane Capital, Lao PDR, Tel 021 242980, Fax 021 242981,
 - Contact Information of the responsible person for the Program Management: Dr. Founkham Rattanavong, Director General of DPC, MoH, E-mail: rfounkham@yshoo.com, and
 - Name of authorized representative: Dr Chansaly Phommavong, Deputy Director General of DPC, E-mail: hsipchansaly@etllai.com Tel: + 856 21 242980

- Organization background
 - Starting from 2018, the Ministry of Health, in consultation with the Global Fund and the Country Coordinating Mechanism, had decided to undertake a major transition of grant management arrangements of shifting from the existing management functions from DCDC to the new responsible DPC and DOF.
 - Recruitment of the new team to form a project management unit (PMU) within DPC.
 - UNOPS_PR Malaria RAI2E grant has been accommodated with the PMU to facilitate strong communications with the PMU and with other MOH departments, in particular DCDC, DPC and DOF.
 - The change that the Ministry of Health is undertaking for Global Fund grant management arrangements is extremely important. It means to move grant management away from a stand-alone arrangement to being integrated into the standard Ministry of Health processes

- Current PR Organization Chart



Program Information

- After more than 10 years of Global Fund Projects in Lao PDR, the DCDC acting as the Principal Recipient has with the national programs as its main sub recipients has successfully managed the implementation of 12 grants across the three diseases with good performance of rating between A1 and B1;
- After the transition of the Program Management Unit to DPC starting from 2018, there were 5 grants: (i) TB National Grant; (ii) TB Regional Grant-Migrant; (iii) HIV National Grant; (IV) HIV Regional Grant (SKPA); (V) Malaria RAI2E Grant;
- Under the active management oversight of DPC across these grants, the performance rating is between A2-B1.

Primary target Populations

- The MoH serves the entire population of Lao PDR via the public sector;
- For the upcoming GF allocation to cover the period 2021-2023 which is co- invested with the WB, the primary targets are people most affected by HIV/AIDS, TB, and Malaria;
- Focus on the most vulnerable populations and remote areas of the entire country.

National Disease Strategies

- The Disease programs are currently reviewing and updating their national strategy plans in order to be able to submit sound and strong-based concept notes for GF upcoming allocation funding 2021-2023 to the CCM as full expression of demand which is based on a country dialogue involving all national stakeholders, implementers and affected populations;
- The DPC/PMU collaborates with all of the National Centers and non-governmental SR implementing partners, to agree on the main interventions to ensure achieving the priority objectives of the updated National Strategic Plans for each disease. Using the expertise and trust that has been built over the years with local authorities, SRs, and National Centers, and partners the DPC/PMU expects to effectively address the main goals of the National Strategic Plans of the three disease components, as well as the Strategic Plans Health Systems Strengthening and for Information, Education, and Communication for Health.

- **The DPC/PMU's Main Tasks**
The DPC/PMU's primary responsibility is to ensure that systems are in place and maintained for:
 - Reaching the goals and objectives of the proposal;
 - Managing grant funds prudently;
 - Appropriately managing and disbursing funds to all sub-recipients where applicable;
 - Implementing pharmaceutical and health product management and related activities in compliance with the Global Fund's policies;
 - Monitoring, evaluating, and reporting to the Global Fund on progress made toward program objectives and goals;
 - Complying with all other Global Fund policies including QA policies for health products and accommodating the regular reviews by LFA and the audits;
 - Liaising with CCM Sec., CCM OC, other partners, and presenting reports to the CCM.

- **Organization's program/financial management experience:**
 - The programs and corresponding budgets that have been managed/implemented by the MOH in the last 17 years (2003-2019) for the 3 disease programs (HIV, TB, MAL) and HSS/RHHS;
 - A brief summary report is provided on the type of support and achievements;
 - In the last 2 years 2018-2019 of the grant implementation of the New Cycle Funding Grant 2018-2020 (NCF), the rating 2018 for HIV is A2 and B1 for TB;
 - The landscape of the implementing partners within the last 2 years reflects an ongoing working environment in which government institutions collaborate with NGOs/CSOs/INGOs at the 'grass roots' and International Partners and experts to design, implement and evaluate the programs.

Key comments from the meeting:

- The meeting agreed with the EOI and supporting documents that presented by the PR PMU. The PR PMU has provided more information on their experiences regarding to the monitoring and evaluation that stated in the responding of PR capacity assessment form;
- In addition, the CCM secretariat has circulated the completed form of the PR Performance Assessment to all related partners through Email and WhatsApp group for their further review and comment after the last OC and RMC meeting on 3rd February;
- DPC will continue discussing with WB to draft the operational manual and implementing structure of Joint GF and WB HANSA Project which will be finalized within July 2020;
- Although the current PR PMU is being merged with HANSA National Project Coordination Office, the current PR will be also responsible for project management of the RAI and other GF grants. The name of the PMU for further joint project management of HANSA and other GF grants should be discussed between the DPC, WB and other key partners.
- Participants agreed that the current PR has fulfilled the criteria for PR selection based on the PR selection guideline and PR performance assessment.

The CCM unanimously endorsed the current PR as a PR for all potential Global Fund grants (HIV, TB and Malaria) in Lao PDR with a secret ballot.

DECISION(S)

The CCM unanimously endorsed the current PR as a PR for all potential Global Fund grants (HIV, TB and Malaria) in Lao PDR with a secret ballot.

ACTION(S)

KEY PERSON RESPONSIBLE

DUE DATE

DECISION MAKING

MODE OF DECISION MAKING

CONSENSUS*

IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS

(Place 'X' in the relevant box)	VOTING		VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS	
				SECRET BALLOT	
			ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF THE DECISION</u>	>	
			ENTER THE NUMBER OF MEMBERS <u>AGAINST THE DECISION</u>	>	
			ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u>	>	

*Consensus is general or widespread agreement by all members of a group.

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #4	<p>AOB and close the meeting</p> <ul style="list-style-type: none"> • Representative from DPC will present on impact of RSSH investment and proposal for continued RSSH investment in the next grant • Close the meeting
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) >	NA
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
<ul style="list-style-type: none"> • Call for candidate nomination for the members of three standing committees of the GF Board <p>The representative of DCDC as the Lao CCM Focal Point for Western Pacific Region (WPR) Constituency has informed the meeting that the WPR has launched the call for candidate nomination from the member countries for the members of three standing committees of the GF Board, i.e. Audit and Finance Committee, Ethical and Governance Committee and Strategy Committee for the 2020-2022 term.</p> <p>The guideline and requirement for the candidate reiterated the call for high performing committees with strong candidates, who can continue to strengthen the governance effectiveness and Board culture. Therefore, each regional constituency is requested to commit in fully engaging in this important process.</p> <p>Through the discussion during the meeting, as Mr Eric Seastedt, CCM Member representing Non-Governmental Constituency has expressed his interest to be a candidate. Therefore, the meeting agreed to nominate him as a candidate from CCM Lao PDR.</p> <ul style="list-style-type: none"> • Impact of RSSH investment and proposal for continued RSSH investment in the next grant <p>The representative of DPC has presented on the initial proposal of Resilient & Sustainable Systems for Health (RSSH) Funding Request for 2021 - 2023 as below:</p> <ul style="list-style-type: none"> ▪ Purpose of the RSSH component of the global fund grant; ▪ Current (2018-2020) RSSH component of global fund grant; ▪ 2018-2020 RSSH Health information systems Achievements; ▪ 2018-2020 RSSH Procurement and Supply Chain Achievements; ▪ Proposed Key outcomes in Strengthening data systems and data use in the next cycle of RSSH Funding (2021-2023) ▪ Proposed Key outcomes in Improving Supply Chain Management in the next cycle of RSSH Funding (2021-2023) ▪ Next Steps for next RSSH component GF grant (2021-2023) <p>Through the discussion during the meeting, the proposal for the next cycle of RSSH Grant (2021–2023) has not yet been endorsed. SRs are requested to discuss and work together under the leadership of the PR PMU and coordinating with the Global Fund whether the budget would be sustainable. If it continues, the budget will be included as the same as the previous proportion in the TB/HIV program or in the HANSA. This should be discussed in more detail between the key stakeholders and then submit the proposal again to the CCM for their consideration.</p>	

Summary of the key points of the meeting:

Before closing the meeting, the CCM Chair had summarized the key points and recommendations as below:

1. The meeting agreed and endorsed the results of CCM Eligibility and Performance Assessment (EPA) and Improvement Plan based on the Global Fund requirements;
2. The CCM endorsed the results of CCM Secretariat Performance Assessment based on the scores and comments provided by each CCM members;
3. The CCM unanimously endorsed the current PR as a PR for all potential Global Fund grants (HIV, TB and Malaria) in Lao PDR. Although the current PR PMU is being merged with HANSA National Project Coordination Office, the current PR will be also responsible for project management of the RAI and other GF grants. The current PR will be representing MOH to work with the national program and UNOPS to prepare a new funding request, which will be submitted to the Global Fund within March 2010;
4. The meeting agreed to nominate Mr. Eric Seastedt, CCM member representing Non-Governmental Constituency as a candidate from CCM Lao PDR for the selection within WPR Constituency as a member of the standing committees of the GF Board;
5. The meeting has not yet endorsed the proposal for the next cycle of RSSH Grant (2021–2023). SRs are requested to discuss and work together under the leadership of the PR PMU and coordinating with the Global Fund whether the budget would be sustainable. If it continues, the budget will be included as the same as the previous proportion in the TB/HIV program or in the HANSA. This should be discussed in more detail between the key stakeholders and then submit the proposal again to the CCM for their consideration.
6. The CCM Secretariat to coordinate with the Global Fund to confirm the current CCM Member Structure to be continued working and approving the future CCM Work Plan;
7. DPC/PMU to continue drafting its project management structure to integrate GF with HANSA that will propose to the Ministry of Health and World Bank. At the same time, DPC should consider how to align the works of WB, Steering Committee, National Programs and project coordinator with the regulation of the Lao Government and propose the structure to the Ministry of Health to decide whether to have a separate Steering Committee for the Global Fund and Steering Committee for the World Bank. The PMU will then submit to the CCM for their consideration.

DECISION(S)

ACTION(S)

KEY PERSON RESPONSIBLE

DUE DATE

DECISION MAKING

MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*		IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS		
	VOTING		VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS	
			SECRET BALLOT		
			ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF THE DECISION</u>	>	
			ENTER THE NUMBER OF MEMBERS <u>AGAINST THE DECISION</u>	>	
			ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u>	>	

*Consensus is general or widespread agreement by all members of a group.

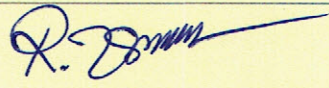
SUMMARY OF DECISIONS & ACTION POINTS

AGENDA ITEM NUMBER	WRITE IN DETAIL THE DECISIONS & ACTION POINTS BELOW	KEY PERSON RESPONSIBLE	DUE DATE
AGENDA ITEM #1	The meeting agreed and endorsed the results of CCM Eligibility and Performance Assessment (EPA) and Improvement Plan based on the Global Fund requirements		

AGENDA ITEM #2	The CCM endorsed the results of CCM Secretariat Performance Assessment based on the scores and comments provided by each CCM members		
AGENDA ITEM #3	The CCM unanimously endorsed the current PR as a PR for all potential Global Fund grants (HIV, TB and Malaria) in Lao PDR		
AGENDA ITEM #4	The meeting agreed to nominate Mr. Eric Seastedt, CCM member representing Non-Governmental Constituency as a candidate from CCM Lao PDR for the selection within WPR Constituency as a member of the standing committees of the GF Board		

SUPPORTING DOCUMENTATION	Place an 'X' in the appropriate box	
ANNEXES ATTACHED TO THE MEETING MINUTES	Yes	No
ATTENDANCE LIST	X	
AGENDA	X	
OTHER SUPPORTING DOCUMENTS	X	
IF 'OTHER', PLEASE LIST BELOW:		

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:			
TYPE / PRINT NAME	>	Mr. Budhsalee Rattana	DATE > 19 February 2020
FUNCTION	>	Coordinator and Finance Officer	SIGNATURE > 
CCM MINUTES APPROVAL:			
APPROVED BY (NAME)	>	Assoc. Prof. Dr. Phouthone Muongpak	DATE > 19 February 2020
FUNCTION	>	CCM Chair	SIGNATURE > 