

# CCM Meeting Minutes

INPUT FIELDS INDICATED BY YELLOW BOXES

MEETING DETAILS										
COUNTRY (CCM)		Lao PDR			TOTAL NUMBER OF CCM MEMBERS PRESENT (INCLUDING ALTERNATE)			18		
MEETING NUMBER (if applicable)		04			TOTAL NUMBER OF VOTING MEMBERS PRESENT (INCLUDING ALTERNATES)			17		
DATE (dd.mm.yy)		23 Sept 2020			TOTAL NUMBER OF <u>NON-CCM</u> MEMBERS / OBSERVERS PRESENT (INCLUDING CCM SECRETARIAT STAFF)			19		
DETAILS OF PERSON WHO CHAIRED THE MEETING										
HIS / HER NAME & ORGANISATION		First name	Dr. Soulany			QUORUM FOR MEETING WAS ACHIEVED (yes or no)			Yes	
		Family name	Chansy			DURATION OF THE MEETING (in hours)			3,5	
		Organization	Lao Red Cross			VENUE / LOCATION		1 <sup>st</sup> floor meeting room, MOH		
HIS / HER ROLE ON CCM (Place 'X' in the relevant box)		Chair				MEETING TYPE (Place 'X' in the relevant box)		Regular CCM meeting	X	
		Vice-Chair						Extraordinary meeting		
		CCM member						Committee meeting		
		Alternate						GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING (Place 'X' in the relevant box)	LFA	X
HIS / HER SECTOR* (Place 'X' in the relevant box)								FPM / PO		
GOV	MLBL	NGO	EDU	PLWD	KAP	FBO	PS	OTHER		
		X						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 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"> <li>Introduction and endorsement of agenda</li> <li>Quorum verification and conflict of interest identification</li> <li>Update follow up action from the last meeting</li> </ul>	X														
AGENDA ITEM #1	Review and consider for endorsement of the Code of Ethical						X									

	Conduct for CCM members																		
AGENDA ITEM #2	Update a progress of the new Global Fund grant making process for the 3 disease programs: The joint TB/HIV grant (LAO-C-MOH) and RAI3E																		X
AGENDA ITEM #3	Review and comment on a report on the oversight field visit (OFV) in Savannakhet province during 27-30 July 2020																		X
AGENDA ITEM #4	AOB Close the meeting																		

### MINUTES OF EACH AGENDA ITEM

<b>OPENING PROGRAM</b>	<ul style="list-style-type: none"> <li>Introduction and endorsement of agenda</li> <li>Quorum verification and conflict of interest identification</li> <li>Update follow up action from the last meeting</li> </ul>
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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) >	Yes
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### SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

CCM Chair warmly welcomed and thanked all participants that attended the 4<sup>th</sup> 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 2 as the representative from HPA could not vote for endorsement of the RAI3E grant making documents as HPA is SR for this grant.

The CCM Secretariat has informed the meeting on the following-up actions points for the last CCM meeting held on 6th May 2020 as below:

- The CCM members have unanimously endorsed the funding request for the Global Fund COVID-19 Response Mechanism and the request was submitted to the Global Fund by 31 May 2020.
- The required documents from Technical Review Panel (TRP) on the joint TB/HIV Funding Request for Lao PDR to proceed to grant-making were submitted to the TRP on the due dates.

### 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
			ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR</u> OF THE DECISION >	
			ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION >	
			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 #1 **Review and consider for endorsement of the Code of Ethical Conduct for 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 CCM Secretariat has explained the six eligibility requirements of the Global Fund that CCM in each country has to comply with in order to be eligible for the funding. According to the results of the last CCM eligibility and performance assessment (EPA) conducted in early 2020, the Lao CCM has met all six requirements except for four indicators of the 6<sup>th</sup> requirements regarding to Code of Ethical Conduct (CoC) for CCM members which are new setting indicators. In order to fully comply with these new indicators, the CCM has to fulfill the requirements below:

1. The CCM Code of Ethical Conduct has been adopted and it is consistently applied to all members, alternates and CCM Secretariat Staff. Any concerns raised about the integrity of individuals being selected were responded to before their membership on the CCM is confirmed;
2. 100% of CCM members and Secretariat Staff have signed a CoC compliance;
3. 100% of CCM members, alternates and CCM Secretariat Staff have taken a training on ethics;
4. The CCM has designated an Ethics Focal Point or an Ethics Committee.

These four indicators have been discussed during the last joint meeting of the Oversight Committee (OC) and Resource Mobilization Committee (RMC) with following comments.

- Different approaches were discussed in order to meet the new indicators of the Code of Ethical Conduct, particularly how to organize and facilitate the training on ethics for all CCM members and alternates. It was suggested that CCM Secretariat may prepare a short introduction for registering and training on line in the Global Fund website;
- A Code of Ethical Conduct Compliance Declaration form has been reviewed by the OC and RMC;
- The meeting agreed to nominate Dr. Khampheng Phongluxa, CCM and OC alternate member who is familiarized and has experiences in applying the Code of Ethical Conduct to be considered by the CCM as the Ethics Focal Point of the Lao CCM.

The CCM Secretariat has also demonstrated how CCM members and alternates access to the E-learning page of the Global Fund website and take the course on ethical conduct. The CCM Secretariat is ready to provide technical support to any CCM member or alternate who requires assistance in conducting the training. All CCM members/ alternates and CCM Secretariat staffs are required to conduct the course on ethics via the E-learning page of the Global Fund website by the end of this year.

Then, Dr Khampheng Phongluxa has presented the Code of Ethical Conduct for CCM Members to the meeting that outlines how individual CCM members (including alternates and CCM Secretariat employees) should perform their duties which are outlined in the Code of Ethical Conduct, as summarize below:

#### **Act consistently with their duty of care**

- CCM Members' duty of care is first and foremost to people living with, affected, or at risk of contracting HIV, Malaria, and Tuberculosis;
- CCM Members' obligations towards their constituency and stakeholders are expected to support, not undermine, this broader public health interest to end the epidemics;
- CCM Members are expected to ensure that Global Fund resources are used efficiently and wisely to achieve maximum impact.

#### **Act accountability**

- CCM Members are accountable to the people they represent, and as a group, the CCM is also accountable to the mission of ending the epidemics within its country;
- CCM Members are therefore expected to:
  - Be transparent: e.g. share information with constituents, Collect and reflect constituents' views and concerns at CCM meetings, Update constituents on CCM decisions;
  - Prepare and actively participate in the CCM: e.g. regularly attend CCM meetings, Prepare for meetings by

reading background material and by fulfilling commitments made in prior meetings;

- Be responsible stewards of CCM assets: the funds, office space, equipment, and transport offered to the CCM is intended to ensure that the CCM is fully functional. CCM Members are stewards of these assets;
- Manage information responsibly: to balance transparency with confidentiality.

**Act with integrity**

- CCM Members are expected to act with:
  - Impartiality and avoiding conflict of interest;
  - Truthfulness and Accuracy: Important public health investment decisions are made on the basis of information and data. CCM Members are expected to ensure that this information is accurately and completely reported and used;
  - Fairness and Consistency: CCM Members are required to abide by and apply Global Fund and CCM rules, guidelines, codes or polices fairly and consistently;
  - Honesty: CCM Members must guard against misuse of resources, fraud and corruption;
  - As CCM Members make decisions, they are expected to prioritize the best interests of the populations affected by the three diseases;

**Act with dignity and Respect**

- Members of the CCM treat people with dignity and respect by
  - Upholding the dignity of beneficiaries - Ensuring respect for human rights, including non-discrimination;
  - Respecting colleagues – Ensuring an atmosphere of mutual respect.

**Speak Out**

- In its most general form, to speak out means to raise questions, concerns, or share knowledge of situations where this Code or other policies are not being adequately upheld;
- CCM Members are encouraged to support one another and hold one another accountable by proactively discussing whether their decision-making and behavior are consistent with this Code.

**Summary key comments from the meeting**

- The presentation has summarized the key points on the Code of Ethical Conduct which outlines how individual CCM Members (including Alternates, and CCM Secretariat employees) should perform their duties effectively. The CCM members and alternates are required to familiarize with more detail on the code;
- Some concerns and comments were discussed around the contents of the code, such as why the code of ethical conduct is required now and should it be reviewed by the Medical Ethic Committee. Finally, the meeting acknowledges that it is an eligibility requirement of the Global Fund that all CCMs (not only Lao PDR) who need to apply for the funding from the Global Fund have to fulfill this requirement. Indeed, we have already practices and experiences in the ethical principles which outline in this code. The specific code of ethical conducts is also required by different donors.

**DECISION(S)**

- The CCM members have endorsed the Code of Ethical Conduct of the Global Fund as a general principles for the CCM’s functions and making-decision by majority votes;
- The CCM members have no objection on the nomination of Dr. Khampheng Phongluxa as the Ethics Focal Point of the Lao CCM;
- The Code of Ethical Conduct Compliance Declaration Form has been finalized with a minor edition;
- All CCM members/ alternates and CCM Secretariat staffs are required to conduct the course on ethics via the E-learning page of the Global Fund website by the end of 2020.

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE
The CCM Secretariat to follow-up with the CCM members and alternates on signing declaration form and conducting the course.	CCM Secretariat	By the end 2020
<b>DECISION MAKING</b>		
MODE OF	CONSENSUS*	IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS

DECISION MAKING (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</u> OF THE DECISION	>	
		ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION	>	
*Consensus is general or widespread agreement by all members of a group.		ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u>	>	

## MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #2

Update a progress of the new Global Fund grant making process for the 3 disease programs: The joint TB/HIV grant (LAO-C-MOH) and RAI3E

CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

The CCM member representing HPA was 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 PR PMU and UNOPS updated on the progress of the new Global Fund grant making process for the 3 disease programs (The joint TB/HIV grant (LAO-C-MOH) and RAI3E) for the period 2021-2023 in Lao PDR to the meeting as below.

### I. JOINT TB/HIV GRANT (LAO-C-MOH)

#### Summary total allocation for the joint TB/HIV grant

Component	Allocation (USD)	%
Procurement	4.7 M	30
WHO/CHAI TA	0.8 M	5
HANSA	10 M	65
Total	15.5 M	100

#### Grant documents required to be submitted to the Global Fund

1. Implementation arrangement map: To include names of the COSs that will be working with the program and WHO as a TA provider;
2. Performance framework. No further action required;
3. Budget: The PR is required to include a detailed breakdown of the proposed TA of USD 800k to WHO & CHAI in the GF budget template, and the detailed budget breakdown of component 3 under HANSA.
4. LoHP: LoHP was submitted and has been reviewed by the LFA and the GF Secretariat. Finalized and no further action required;
5. Co-financing commitment: An official letter for Co-financing commitment from MOH was submitted. No further comments;
6. Grant Entity Data (Partner Portal): The organization information required has been uploaded into the GF partner portal. No further comment.

#### Next steps

- All TRP issues have been cleared by the TRP and the Global Fund Secretariat and all main grant documents have been cleared by the Global Fund technical teams for the joint TB/HIV grant LAO-C-MOH:
  - Performance Framework;
  - Detailed Budget; and
  - List of Health Products.
- The Global Fund Country Team will present the grant documents to the Global Fund Grant Approvals Committee (GAC) on 15 October 2020;
- Once the GAC has reviewed the grant documents, the grant agreement will be reviewed for approval by the Global Fund Board on 13 November 2020;

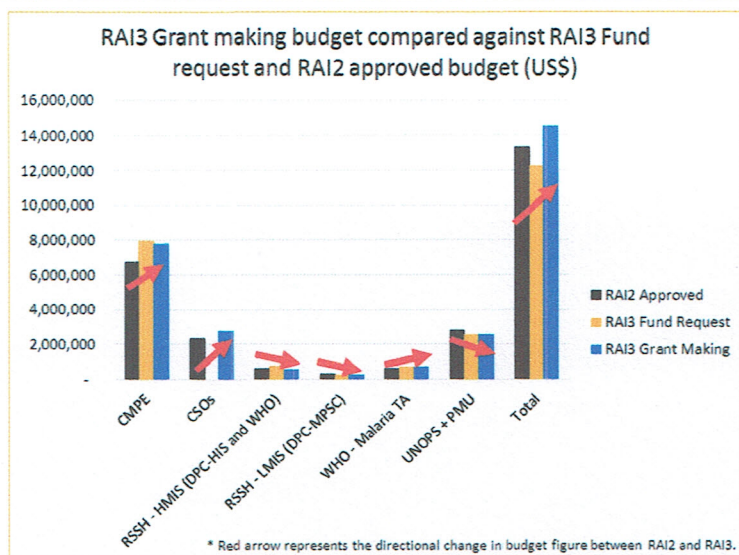
- Once the Global Fund Board has approved the grant, the grant agreement will be signed hopefully by end November 2020 by the Global Fund and the designated in country signatories (PR and CCM);
- 1st. January 2021 LAO-C-MOH will be started.

## II. RAI3E

### RAI3 country allocation compared against RAI2

- RAI2 country allocation (2018-2020) 13.3M USD
- RAI3 original country allocation (2021-2023) 12.2M USD
- RAI3 revised country allocation (2021-2023) 12.2M + 2.3M shifted from regional package=14.5M USD

### Budget by partner: RAI3 grant making vs RAI3 fund request vs RAI2 approved



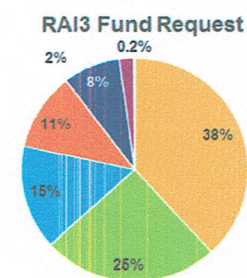
Partner	RAI3 Grant Making (\$)	RAI3 Fund Request (\$)	RAI2 Approved (\$)
CMPE	7,749,672	7,969,610	6,692,099
CSOs	2,723,589	0	2,305,095
RSSH - HMIS (DPC-HIS and WHO)	541,364	754,364	622,164
RSSH - LMIS (DPC-MPSC)	249,249	249,249	300,000
WHO - Malaria TAs	730,444	721,146	630,550
UNOPS + PMU	2,546,763	2,546,763	2,771,533
<b>Total</b>	<b>14,541,081</b>	<b>12,241,132</b>	<b>13,321,441</b>

\* GF shifted 2.3 M USD from regional package to Laos' country allocation specifically for case management support by CSOs.

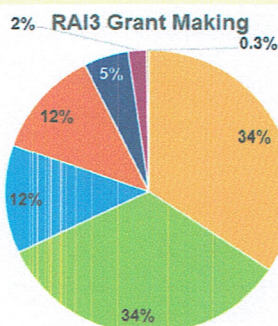
\* The RSSH amount in RAI3 grant making is reduced, following the GF comment to keep the RSSH at 6% (730K USD) of the initial country allocation.



### RAI3 budget by module: Fund request vs. Grant making



■ Program management  
■ Vector control  
■ RSSH: Financial mx



■ Case management  
■ RSSH: HMIS and M&E  
■ RSSH: Health sector governance  
■ RSSH: Health products mx

Module	Fund Request (\$)	Grant Making (\$)
Case management	3,071,253	4,909,784
Vector control	1,373,757	1,782,366

Module	Fund Request (\$)	Grant Making (\$)
RSSH: HMIS and M&E	1,852,682	1,794,824
RSSH: Health sector governance	998,242	736,939

Module	Fund Request (\$)	Grant Making (\$)
RSSH: Health products mx	249,249	293,843
RSSH: Financial mx	20,140	44,000
Program management	4,675,758	4,979,325



### Efficiency gains during RAI3 grant making

- 962,000 USD Efficiency gains during grant making:
  - 602,000 USD Reinvested in CMPE: From PAAR >> LLINs, entomological monitoring, LMIS training, microscopy quality assurance, office equipment
  - 360,000 USD Reinvested in CSOs: To cover 160% increase in VMWs numbers.

### CSOs in RAI3 vs RAI2

Category	RAI2 (2018-2020)	RAI3 (2021-2023)	% change in RAI3 compared to RAI2
Budget (USD)	2,300,000	2,723,589	+ 18%
# of VMWs	460	1,200	+ 161%

### RAI3 grant making: high-level list of activities

#### Case management

- 2,250 VMWs (1,050 CMPE; 1,200 CSOs)
- ICCM trainings for all levels
- Microscopy trainings
- Elimination targeted activities
- Active case detection

#### RSSH

- DHIS2, surveillance and LMIS trainings for all levels
- Bed net survey
- Malaria re-stratification
- TAs support

#### Vector control

- LLINs mass distribution: 47% of LLINs need (# 459,000)
- LLINs for mobile population and militaries (# 275,000)
- Entomological and insecticide resistance monitoring

#### Procurement

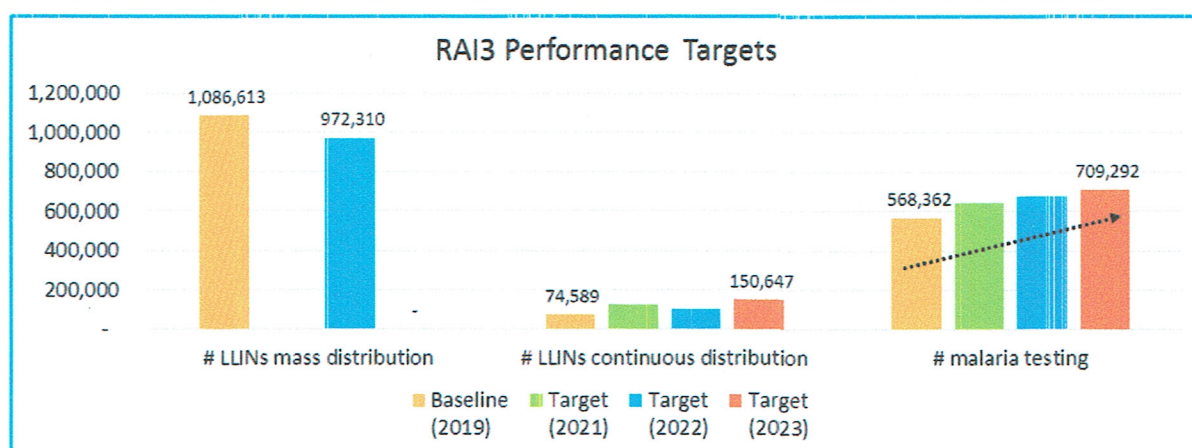
- LLINs for mass and continuous distribution
- RDTs, G6PD RDTs, ACTs and other malaria commodities
- Microscopic reagents and microscopes

### Government co-financing requirement: 1,448,207 USD

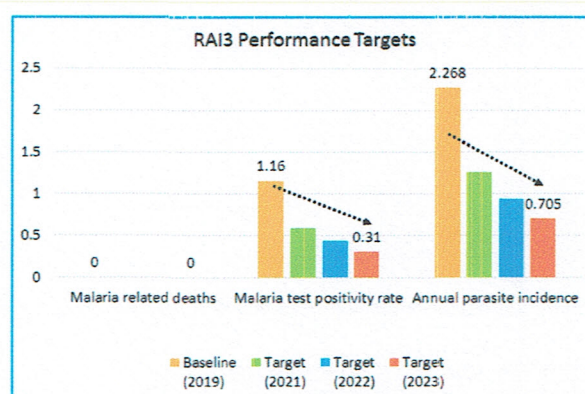
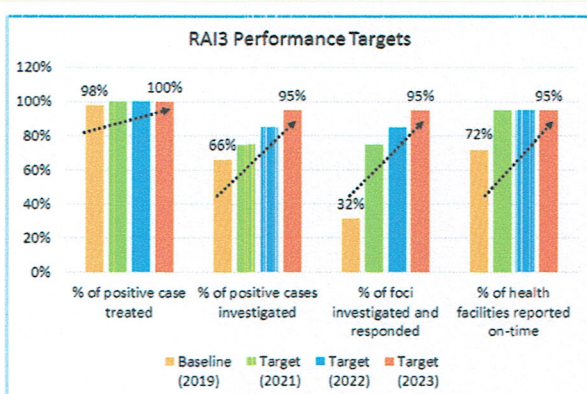
Activity	Budget in 2021	Budget in 2022	Budget in 2023	3 years budget
Procurement – malaria RDTs ***	-	311,328	121,647	432,975
Procurement – LLINs ***	-	663,620	-	663,620
Printing – PPM training materials	3,050	-	3,050	6,100
Training of trainers to PAMS and DAMS for PPMs service delivery	36,285	36,285	36,285	108,856
Training of PPMs	55,922	55,922	55,922	167,767
Translate and Print Job Aids for PPMs	449	-	-	449
Meeting with all the PPMs and FDD in elimination area to transition	37,025	-	-	37,025
Review meetings - PPMs	-	15,707	15,707	31,415
<b>Total</b>	<b>132,732</b>	<b>1,082,863</b>	<b>232,612</b>	<b>1,448,207</b>

*Procurement budget: will be needed in 1 prior year to factor for the procurement lead time*

## Performance targets for RAI3



Indicator name	Baseline (2019)	Target (2021)	Target (2022)	Target (2023)
Annual blood examination rate	19.52	21.5	22.2	22.98
# of malaria cases	6,610	3,768	2,864	2,177



### Way forward

- Commitment letter from the MOH on government co-financing amount to be shared to GF
- To reach an agreement between MOH and the GF on the implementation arrangement
- To receive CCM endorsement on the grant making documents
- Grant negotiation with GF in Oct-Nov 2020
- GF board review and grant signing in Nov-Dec 2020, with the anticipation to start the implementation in Jan-2021

### Summary key comments from the meeting

#### For Joint TB/HIV Grant

- Financing Agreement between the Lao Government and the International Development Association on HANSA Project was signed in April 2020;
- Partnership Agreement between World Bank and the Global Fund on HANSA Project will be signed after final clarification on the implementation arrangement;
- The Grant Confirmation signing between the Global Fund and Ministry of Health on Joint TB/HIV grant is under the process. It is expected that the funds will be disbursed to the country by January 2021.



- The MOH will mainstream all grants into the overall health sector plan as the donor contributions to achieve the SDG goals of the Government.

#### For RAI3E Grant

- Long discussion was taken on the government co-financing commitment of 1,448,207 USD, which is allocated different amount within three years based on the program requirement and contribution by different donors ensuring no foreseeable gap in the program. Some concerns were raised on high proportion of co-financing within one year and the Government may not be able to provide sufficient budget accordingly to the plan due to other priorities and commitments, and economic uncertainties due to Covid-19 pandemic. It was suggested that the allocated portion of co-financing in each year should be balanced. UNOPS representative appreciated the suggestion on spreading out the government co-financing amount across 3 years and will look into it together with CMPE, on how the activities can be shuffled between government co-financing plan and the RAI3E.
- There was also a comment on whether salaries or in-kind support to civil servants could be counted as co-financing. UNOPS representative replied that such support is not considered co-financing by the Global Fund. For Global Fund, co-financing is the amount from the government that directly contributes to the malaria program's activities.
- Some CCM members suggested that endorsement of RAI3E grant making documents should be subject to availability of the final figure of co-financing in case there will be some changes in the amount. PR UNOPS is required for further discussion with the national programs to finalize RAI3E (2021-2023) grant making documents, especially for the government co-financing yearly payment;
- Finally, the CCM endorsed by majority votes the RAI3E grant making budget and work plan as the basis for next steps in the grant negotiation with the Global fund, but recognized that current economic uncertainties due to COVID-19 may impact on Government co-financing contributions. CCM requires that if the government co-financing commitment had a risk of not meeting the commitment amount and a significant impact on funding going to the different components of the RAI3E allocation/ plan, then this will return to CCM for further discussion and decisions.

#### DECISION(S)

CCM endorsed by majority votes the RAI3E grant making budget and work plan as the basis of next steps in the grant negotiation with the Global fund, but recognized current economic uncertainties due to COVID-19 may impact on Government co-financing contributions. CCM requires that if the government co-financing commitment for Global Fund RAI3E grant had a risk of not meeting the commitment amount and a significant impact on funding going to the different components of the RAI3E allocation/ plan, then this will return to CCM for further discussion and decisions.

#### ACTION(S)

KEY PERSON RESPONSIBLE

DUE DATE

CCM requires that if the government co-financing commitment for Global Fund RAI3E grant had a risk of not meeting the commitment amount and a significant impact on funding going to the different components of the RAI3E allocation/ plan, then this will return to CCM for further discussion and decisions.

#### 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.

#### MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #3	Review and comment on a report on the oversight field visit (OFV) in Savannakhet province during 27-30 July 2020

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			
Due to time running out, the meeting agreed to skip this item and the participants were recommended to read the report later.			
DECISION(S)			
No Decision			
ACTION(S)		KEY PERSON RESPONSIBLE	DUE DATE
<b>DECISION MAKING</b>			
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</u> THE DECISION >	
		ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >	
*Consensus is general or widespread agreement by all members of a group.			

<b>MINUTES OF EACH AGENDA ITEM</b>			
AGENDA ITEM #4	AOB 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			
No AOB			
DECISION(S)			
No Decision			
ACTION(S)		KEY PERSON RESPONSIBLE	DUE DATE
<b>DECISION MAKING</b>			
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> >

\*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>	>	

### 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"> <li>The CCM members have endorsed the Code of Ethical Conduct of the Global Fund as a general principles for the CCM's functions and making-decision by majority votes;</li> <li>The CCM members have no objection on the nomination of Dr. Khampheng Phongluxa as the Ethics Focal Point of the Lao CCM;</li> <li>The Code of Ethical Conduct Compliance Declaration Form has been finalized with a minor edition;</li> <li>All CCM members/ alternates and CCM Secretariat staffs are required to conduct the course on ethics via the E-learning page of the Global Fund website by the end of 2020.</li> </ul>	CCM Secretariat	By end 2020
AGENDA ITEM #2	<ul style="list-style-type: none"> <li>CCM endorsed by majority votes the RAI3E grant making budget and work plan as the basis of next steps in the grant negotiation with the Global fund, but recognized that current economic uncertainties due to COVID-19 may impact on Government co-financing contributions.</li> <li>CCM requires that if the government co-financing commitment for Global Fund RAI3E grant had a risk of not meeting the commitment amount and a significant impact on funding going to the different components of the RAI3E allocation/ plan, then this will return to CCM for further discussion and decisions.</li> </ul>		
AGENDA ITEM #3			
AGENDA ITEM #4			

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 >	06 October 2020
FUNCTION >	Coordinator and Finance Officer	SIGNATURE >	

**CCM MINUTES APPROVAL:**

APPROVED BY (NAME) >	Dr. Soulany Chansy	DATE >	
FUNCTION >	CCM Vice-Chair Lao Red Cross	SIGNATURE >	