

Lao CCM Work Plan for Fiscal Year 2017-2018

Theme	Detail	Activity	Timeline	Indicator	Needs additional TA?	Source	Budget	Status
Oversight	Plan	Develop an oversight plan for fiscal year 2017-2018.	By end Dec 2017	The oversight plan and budget has been approved by CCM	No			in progress
	Tools	Revitalize PR and CCM dashboard.		PR and CCM dashboards function	Yes			To discuss with PR, GMS and GF
	Implementation	Conduct oversight field visits.	Quarterly	Visit reports are available for CCM, GF and partners	No	GF	5,745	in progress
		Gather data on GF grants through the grant performance routine reports and discussed in during OC and CCM meetings.	Bi-annually	Regular updates on dashboard, PU, PUDR, management letter	No			
		Analyze information based on grant dashboards and other review processes.	Quarterly	Information has been analyzed and used for reporting.	No			in progress
		Conduct Light Eligibility and Performance Assessment (EPA).	By end June 2018	EPA results have been approved by CCM	No			
		Conduct overall CCM Secretariat Performance Assessment.	By end June 2018	Assesment results have been approved by CCM	No			
Membership	Membership	Update the membership regularly based on the changes in membership over times.		Membership regularly updated.	No			in progress
	Training	Conduct re-orientation on the structure, roles and responsibilities of the CCM and its committees for the new members.		Re-orientation has been conducted when new members come on board.	No			in progress
	Policy	Review and endorse the CCM COI policy, if needed			No			
	Implementation	The CCM COI policy applies to all members, and requires members in situations of COI to recuse from decision-making		CCM meeting minutes recorded the COI mitigation measures	No			in progress

COI		Update the current COI mitigation measure matrix, if needed.		New COI mitigation measure matrix proposed to CCM for approval, if applicable.	No			
		Gather COI declaration form signed by the new CCM members		COI declaration form signed by all CCM	No			in progress
Structure	Organigram	Update the current organigram, if needed.		New organigram proposed to CCM for approval, if applicable.	No			
	TOR	Update the current TOR, if needed		New TOR proposed to CCM for approval, if applicable	No			
CSO strengthening	Consultation with CSO	Support CSO Coordinating committee meetings.	Quarterly	Report are available	No	GF	4,233	in progress
Communication	Communication plan and activities	Regular Executive Committee (ExCom) meeting	monthly	Meeting minutes	No	GF	528	in progress
		Quarterly CCM meeting (plus 2 ad-hoc meeting when required)	Quarterly	Meeting minutes	No	GF	11,402	in progress
		Regular Resource Mobilization Committee (RMC) meeting (may have less meeting after completion of new funding application process 2017)	Quarterly	Meeting minutes	No	GF	176	in progress
		Regular Oversight Committee (OC) meeting	Quarterly	Meeting minutes	No	GF	235	in progress
		Document all CCM activities and reports to CCM, PRs, GF and partners (including translation key documents)	Quarterly	Documents and reports are available	No	GF	2,856	in progress
		Regular update CCM Website (including TA cost)	monthly	CCM website updated regularly	No	GF	3,772	in progress
		Total budget					28,947	