

**Lao CCM Work Plan from 1 October 2019 - 31 December 2020**

Themes	Sub-themes	Activities	Timeline	Indicators	Needs additional TA?	Budget (USD)	Source
Oversight	Plan	Develop CCM work plan (including oversight activities) and budget from 1 October 2019 - 31 December 2020.	By Oct 2019	The CCM work plan and budget is available	No		
	Implementation	Conduct oversight field visits.	Bi-annually	Visit reports are available for CCM, GF and partners	No	3,517.58	GF
		Gather data on GF grants through the grant performance reports and order related reports.	Quarterly	Regular updates on grant performance reports (PU, PUDR, management letter) and other reports	No		
		Analyze information based on grant performance reports and other review processes.	Quarterly	Information has been analyzed and used for reporting	No		
		Conduct Light Eligibility and Performance Assessment (EPA), if GF needs	By the end of 2019	EPA results have been approved by CCM and submitted to GF	No		
		Conduct overall CCM Secretariat Performance Assessment.	By the end of 2019	Assesment results have been approved by CCM and submitted to GF	No		
Membership	Membership	Update membership if any change.	By the end of 2019	Membership is regularly updated.	No		
	Training	Conduct orientation on the structure, roles and responsibilities of the CCM and its committees for the new members, when needed.		Orientation has been conducted when new members come on board.	No		

Conflict of Interests (COI)	Policy	Review and update the current CCM COI policy, if needed.	By the end of 2019	Updated CCM COI policy is available.	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		
		Review and update the current COI mitigation measure matrix, if needed.	By the end of 2019	Updated COI mitigation measure matrix is available.	No		
		Gather COI declaration form signed by the new CCM members.		COI declaration form signed by all CCM	No		
Structure	Organigram	Begin a process of reviewing and updating the current organigram for new CCM's terms of service (the current CCM's terms of service will be completed at the end of October 2019).	By the end of 2019	Updated CCM organigram is available	No		
	TOR	Review and update the current CCM TOR, if needed.	By the end of 2019	Updated CCM TOR is available	No		
Meetings and Communication	Meetings and Communication	Organize CCM plenary meetings	Quarterly	Meeting minutes	No	5,215.00	GF
		Organize Oversight Committee (OC) meetings	Quarterly	Meeting minutes	No	393.55	GF
		Organize Resource Mobilization Committee (RMC) meetings (more meetings during preparation of new funding request)	When required	Meeting minutes	No	236.13	GF
		Organize Executive Committee (ExCom) meetings (when needed for reviewing and deciding on urgent issues)	When required	Meeting minutes	No	342.20	GF
		Document all CCM activities and reports to CCM, PRs, GF and partners (including translation key documents)	Quarterly	Documents and reports are available	No	1,372.94	GF

		Regularly update CCM Website and GF Partner Portal (including website server and TA costs)	Monthly	CCM website updated regularly	No	4,671.60	GF
		Regularly communicate through email to CCM, its committees and partners for following up GF activities, sharing and requesting information to support oversee and grant implementation	Weekly	Regular communication taken place	No		
CSO involment	CSO consultation	Support co-funding for CSO Coordinating committee meetings to prepare a meaningful participation in the CCM meeting.	Quarterly	Reports are available	No	2,500.00	GF
CCM Secretariat function	Human resource	Full-time Secretariat staffs Coordinator and Finance Officer	Monthly	Monthly report	No	17,250.00	GF
		Full-time Secretariat staffs Administrative and Accountant Officer.	Monthly	Monthly report	No	15,000.00	GF
	Technical assistance	Full-time technical adviser to support overall function and supervision of the CCM secretariat	Monthly	Monthly report	No	30,000.00	GF
	Indirect and overhead costs	Office maintenance and supplies	Monthly	Monthly report	No	7,925.00	GF
		<b>Total budget</b>				<b>88,424.00</b>	