

CCM Meeting Minutes

INPUT FIELDS INDICATED BY YELLOW BOXES

MEETING DETAILS										
COUNTRY (CCM)		Lao PDR			TOTAL NUMBER OF CCM MEMBERS PRESENT (INCLUDING ALTERNATE)			13		
MEETING NUMBER (if applicable)		05			TOTAL NUMBER OF VOTING MEMBERS PRESENT (INCLUDING ALTERNATES)					
DATE (dd.mm.yy)		07 December 2020			TOTAL NUMBER OF NON-CCM MEMBERS / OBSERVERS PRESENT (INCLUDING CCM SECRETARIAT STAFF)			12		
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)			1	
		Organization	Lao Red Cross			VENUE / LOCATION		6 th 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		
		Vice-Chair	X					Extraordinary meeting	X	
		CCM member				GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING (Place 'X' in the relevant box)		Committee meeting		
		Alternate						LFA		
HIS / HER SECTOR* (Place 'X' in the relevant box)								FPM / PO		X
GOV	MLBL	NGO	EDU	PLWD	KAP	FBO	PS	OTHER		
		X						NONE		

LEGEND FOR SECTOR*	
GOV	Government
MLBL	Multilateral and Bilateral Development Partners in Country
NGO	Non-Governmental & Community-Based Organizations
EDU	Academic / Educational Sector
PLWD	People Living with and/or Affected by the Three Diseases
KAP	People Representing 'Key Affected Populations'
FBO	Religious / Faith-based Organizations
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 Quorum verification and conflict of interest identification 	X														
AGENDA ITEM #1	GF and WB teams to provide an update on the mission findings, and discuss the related CCM governance.															X
AGENDA ITEM #4	AOB															

Close the meeting

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 |
|------------------------|--|

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

CCM Chair warmly welcomed and thanked all participants that attended the 5th meeting of CCM for the fiscal year 2019-2020.

This was an Extraordinary session. According to the schedules of joint virtual mission of GF and WB, Ms. Elin Bos, FPM, Global Fund Country Team, will provide an update on the mission findings, and discuss the related CCM governance. The teleconference with the Global Fund Country Team was organized through the WebEx link.

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	>	
		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

- | | |
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| AGENDA ITEM #1 | GF and WB teams to provide an update on the mission findings, and discuss the related CCM governance. |
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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

Ms. Elin Bos, FPM, Global Fund Country Team has updated on the finding of joint mission as below:

All legal agreements below have been signed for HANSA Project (USD 36m)

- Co-Financing Agreement between GF and WB;
- Financing Agreement between WB and MoF.
- Grant Agreement between GF and MoH for USD 15.5 of which USD 10m directly to HANSA;

HANSA update per component

Component 1: Improve quality of service delivery at Health Center village level:

- Quality and Performance Scorecard finished; HIV /TB/malaria questions included in the scorecard;
- QPS Technical Working Group has been set up;
- Training manual to be finalized and training to the trainers to be carried out;

- Bank accounts at all health centers level to be set up;
- Software testing and piloting of QPS to be done before Feb-2021;
- Important to review implementation and ensure it continues to be aligned to national QHC policy.

Component 2: Strengthening health services at Provincial and Central level through DLIs:

- DLIs, targets and implementation plans have been defined;
- DLI Year 0 activities completed, IAI to review and report shared within the next two weeks;
- First payment to be done in January 2021 by the GF and the WB, importance for quick transfer of funds to the agreed implementation partners.

Component 3: Project management (input based):

- Budget breakdown of component 3 for year 1 submitted and under GF and WB review;
- Contracting of key positions by NPCO (procurement, finance, gender and M&E) need to be expedited;
- Third party verification agency for component 1 to be contracted;
- Independent Academic Institution (IAI) for component 2 to be contracted to review DLIY1.

Update HIV and TB programs

HIV program:

- 2020 results: due to covid19 lock down during Q2 drop in testing of key pops and ART treatment but this has improved during Q3;
- ARTs delivery through peer outreach workers. SoPs have been developed with support of UNAIDS and community delivery of drugs will continue to be carried out;
- Multi month dispenser for ARTs will also be extended;
- DLI Yo: baseline for the targets and SoPs been reviewed and final version of the SoPs pending to be shared;
- Integration of HIVCAM into DHIS2: 95% integrated. To be fully integrated as of next year;
- CSOs need to be contracted for HANSA before the end of December 2020 to ensure there is no disruption of outreach services towards key populations;
- Stigma and discrimination training for health workers has been delayed due to Covid19. This will be reprogrammed to 2021 under the regional HIV grant. The training is built on existing Health training funded through USAID;
- PWID study still on going, delays due to Covid19. Jointly financed with the French 5%;
- PrEP pilot: guidelines done and training carried out, procurement of HIV test kits and ARTs ongoing. This is financed by USAID/PEPFAR and the GF financed regional grant.

TB program:

- 2020 results: drop in number of TB testing by GeneXpert and TB notification in Q2 2020 due to covid19 lockdown but picked up as of Q3 2020;
- DLI yo activities completed:
Joint GeneXpert protocol has been developed. More discussion required between national HIV and TB programs, CLIM, and WHO around testing procedures regarding the use of GeneXpert platform for both the HIV and TB programs;
- CSOs need to be contracted or a MoU signed before the end of December 2020 to ensure there is no disruption of interventions.

Transition PMU to NPCO

Main TB and HIV grant closure activities:

- Final PU to be submitted by 28 February 2021;
- Final Audit covering 2020 to start March 2021, same auditor: E&Y;
- C19 RM activities and financing to report in final PU and will be reviewed by LFA during the final closure review;
- Final closure review report by 1 August 2021.

Transition to NPCO:

- PMU developed a table which outlines what needs to be done; by when; and by who. This requires updating by the PMU in Q1 2021 so that NPCO can follow up on the pending activities;

- Ensure continuous follow up regarding the procurement of TB and HIV drugs and health products to avoid stock outs and treatment disruptions;
- Important to contract procurement officer at NPCO urgently.

Gender component HANSA

Gender mainstreaming in the HANSA project

- A gender assessment was carried out to identify gaps and opportunities to strengthen gender responsiveness and inclusiveness of HANSA implementation;
- A Gender Action Plan was developed with the Cabinet which is aligned with the 9th national health sector development plan;
- The Gender Action Plan is cross cutting over the 3 components of HANSA;
- A gender consultant will be contracted under NPCO to support Cabinet Office for follow up on the Gender Action Plan.

For example, in the Gender Action Plan it defines that under component 1:

- Assessment indicators of the QPS consider indicators that measure the gender responsiveness and accessibility of the physical setting such as separate toilets for men and women and privacy of consultation and delivery rooms.

Gender and innovation fund:

- Small grants (max USD 20,000) will be awarded to community organizations who propose local solutions to address gender and equity barriers at the local level.

Key Actions for follow up CCM

- Follow up on procurement of TB and HIV drugs and health products: meeting to be organized with DPC, national TB/HIV programs and CHAI to review pipeline and what need to be ordered and by when. Follow up on lack of HIV test kits for key pops;
- Follow up on USD 3.1m co-financing commitments with domestic financing;
- Contracting of procurement officer at NPCO;
- Sign MoU between DPC and CSOs by the end of December 2020;
- 100% integration of HIVCAM into DHIS2;
- Closure process current TB and HIV grants and handover process PMU – NPCO: PMU to update transition plan by end of Q1 2021;
- Follow up on first payments transfer to the subnational level.

Role of the CCM in HANSA

CCM under HANSA

- Define link between CCM and MoH steering committee;
- Ensure participation of civil society;
- Start with community-based monitoring;
- CCM evolution process: opportunity to review long term CCM strategy: move gradually towards a mechanism for the health sector?

Reflection

HANSA is about strengthening and increasing access towards integrated people centered quality health services.

This requires:

- Refocusing towards the needs of people and communities not the diseases at the central point of discussion;
- Collaborating together, the departments under MoH, partners, communities, CSOs and donors as we all rely on each other to succeed;
- Understanding that all project components and all DLIs are interlinked and depend on each other;
- HANSA depends on all the other projects within MoH and other sectors.

HANSA Budget

Total Project Budget (\$ million)

- WB: 23 USD
- GF: 10 USD
- DFAT: 3 USD
- Total: 36 USD

HANSA Budget Estimated Allocation

Estimated Budget Distribution (million)		
Central	7.59 USD	21%
PHO	3.25 USD	9%
DHO	2.97 USD	8%
HC	14.74 USD	41%
CSO	1.46 USD	4%
M&E*	6.00 USD	17%
Total	36.00 USD	

Summary key comments from the meeting

- Regarding to the questions on HANSA structure and the link between CCM and HANSA project, CCM and MoH Steering Committee and the participation of CSO in HANSA project, the GF could not decide how to define the link between CCM and HANSA structure. This requires further discussion under the leadership and ownership of MoH. CCM will also require to discuss with MoH;
- The representative from WB added that the link between GF, CCM, MoH and HANSA project has been discussed and the recommendations from CCM are required to reflect their view on this matter and how to integrate HIV and TB programs into overall implementation of HANSA project. HANSA also opens the opportunity for other partners to integrate their projects into the health services and improve quality of care at the service delivery level.

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		
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MINUTES OF EACH AGENDA ITEM

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. The Chair thanked to the FPM, GF/WB mission and all participants for their active participation and closed the meeting.																	
DECISION(S)																	
No Decision																	
ACTION(S)		KEY PERSON RESPONSIBLE	DUE DATE														
DECISION MAKING																	
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SUMMARY OF DECISIONS & ACTION POINTS			
AGENDA ITEM NUMBER	WRITE IN DETAIL THE DECISIONS & ACTION POINTS BELOW	KEY PERSON RESPONSIBLE	DUE DATE
AGENDA ITEM #1			
AGENDA ITEM #2			
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 > 17 December 2020
FUNCTION	>	Coordinator and Finance Officer	SIGNATURE > 
CCM MINUTES APPROVAL:			
APPROVED BY (NAME)	>	Dr. Soulany Chansy	DATE > 17 December 2020
FUNCTION	>	CCM Vice-Chair Lao Red Cross	SIGNATURE > 