

**MEETING MINUTES OF
EXECUTIVE COMMITTEE, OVERSIGHT COMMITTEE AND
RESOURCE MOBILIZATION COMMITTEE MEETING**

1. INPUT FIELDS INDICATED BY YELLOW BOXES

MEETING DETAILS		(Place "x" in the Relevant Box)			
LOCATION/VENUE	1st Floor Meeting Room, CCM Secretariat, MOH				
MEETING NUMBER	NA	TOTAL NUMBER OF PARTICIPANTS/ (INCLUDING ALTERNATIVES & CCM SECRETARIAT STAFF)	EXCOM MEMBERS (incl. 1 RMC)	2	
DATE (dd.mm.yy)	06/08/2021		OC MEMBERS	5	
MEETING SCHEDULE START	13:30		RMC MEMBERS (incl. 1 OC)	2	
MEETING ACTUAL STARTED	16:30		JOINT MEETING ONLINE	17	
MEETING ACTUAL ENDED	16:45		OTHERS INCLUDING CCM SECRETARIAT STAFF	9	
			TOTAL	35	
DETAILS OF PERSON WHO CHAIRED THE MEETING		MEETING TYPE			
HIS / HER NAME & ORGANIZATION	First Name	Assoc. Prof. Dr. Phouthone			
	Family Name	Muongpak		Regular Meeting	
	Position/Title	CCM Chair		Extra-ordinary Meeting	x
	Organization	Lao Red Cross		Other Meeting	
HIS / HER ROLE ON THE MEETING	Chair	x	GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING	LFA	
	Vice-Chair			FPM / PO	
	CCM Member			OTHERS	x
	Alternate			NONE	

2. AGENDA OF THE MEETING

AGENDA SUMMARY		
AGENDA ITEM N°.	WRITE THE AGENDA TITLE OF EACH AGENDA ITEM/TOPIC	Responsible Person
Agenda Item #1	Conceptual framework and timeline for the CCM positioning process <ul style="list-style-type: none"> The Local Consultant will present Conceptual framework and timeline for the CCM positioning process. 	Local Consultant
Agenda Item #2	Initial finding from desk review on the Global Fund guideline and related documents of the CCM Positioning process <ul style="list-style-type: none"> The Local Consultant will present Conceptual framework and timeline for the CCM positioning process. 	Local Consultant
	AOB and close the meeting	Chair

3. MINUTES OF EACH AGENDA ITEM

Agenda Item #1	Conceptual framework and timeline for the CCM positioning process
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
<p>The chair opened the meeting and welcomed all participants.</p> <p>The meeting agenda was presented for comments.</p> <p>The CCM Secretariat has briefly updated on the background, core responsibilities of evolution intervention, threshold assessment results and the priority areas for CCM Evolution Process in Lao PDR. After that the CCM Secretariat has introduced and given the floor to Dr. Chandavone Phoxay who is a Local Consultant to Support CCM Positioning Process to present the conceptual framework and timeline for the CCM positioning process and the Initial finding from desk review on the Global Fund guideline and related documents of the CCM Positioning process.</p>	

Outline of CCM Positioning in Lao PDR

Specific objectives

- To map existing structure and coordinating mechanism in health sector
- To develop CCM positioning Plan and its function within existing health platforms
- To update the current CCM Terms of Reference,
- To renew CCM membership

Deliverable Tasks

1. Mapping of existing national health structure and organogram
2. Brief summary report key findings and conclusions from the mapping exercise.
3. Power Point Presentation of key findings and conclusions from the mapping exercise
4. CCM Positioning plan, Updated CCM Terms of Reference, Renewal CCM membership

Timeline for CCM Positioning in Lao PDR

		JUL	Aug	SEP	Oct	Nov	Dec
Output 1	GFATM and health structure situation analysis and mapping exercise						
1	Mapping of existing national health structure and organogram done						
Output 2	Report and shared dialogue of finding and a pathway to position the CCM Plan and its function within existing health platforms						
2	Brief summary report key findings and conclusions from the mapping exercise done						
Output 3	Shared dialogue a pathway to CCM positioning plan and its function within existing health platforms						
3	Power Point Presentation of the summary report done						
4	Positioning CCM plan done						
Output 4	Support the CCM Evolution Task Force in updating the current CCM Terms of Reference, and renewal CCM membership process						
5	Updated CCM Terms of Reference done						
6	Renewal CCM membership done						
Final	Revision and finalization and final Submitted deliverable tasks to the executive CCM Sec						
1	Map of existing national health structure						
2	Brief summary report key findings and conclusions from the mapping exercise.						
3	Power Point Presentation of the summary report						
4	Positioning CCM plan, Updated CCM Terms of Reference, Renewal CCM membership						

Output 1: GFATM and health structure situation analysis and mapping exercise

Activities:

- Obtaining the information / 10 documents on existing health structure and coordinating mechanism in health sector
- Desk review / analysis the existing health bodies
- Consultative meeting with OC and CCM task force and CCM committee
- Mapping existing national health structures and the organogram which show the national structures and their relationship within the national health sector.

Output 2: Report of finding and a pathway to CCM positioning Plan and its function within existing health platforms

Activities

- Writing and revising and finalizing an executive summary report on “GFATM and health structure situation analysis and mapping exercise in Lao PDR 2021”: key findings, activities for inclusion in baseline assessment– optional based on country context, conclusions and next steps.

Output 3: Shared dialogue on a pathway to CCM positioning Plan and its function within existing health platforms

Activities

- Finalize Power Point Presentation of the summary report
- Develop the CCM Positioning Plan based on option selected in the 1st consultative
- Support the CCM Evolution Task Force organizing an in-country the 2nd consultation meeting moderated and present the pathway CCM positioning plan, proposal revision of CCM TOR and renewal membership
- Revising the CCM positing plan according to the result of the 2nd meeting

Output 4: Support the CCM Evolution Task Force in updating the CCM TOR, and renewal CCM membership process

Activities:

- Revision of the CCM Terms of Reference and Renewal CCM membership based on the 2nd consultative meeting
- Support the CCM Evolution Task Force organizing an in-country the 3rd consultation meeting present the updated the current CCM Terms of Reference, and renewal CCM membership completed and get endorsement on its
- Finalize the New CCM Terms of Reference
- Renewal CCM membership completed based on the new updated CCM Terms of Reference
- Submitted deliverable tasks to the executive CCM Sec
 - Updated CCM Terms of Reference
 - Renewal CCM membership

Key comments from the meeting:

The participants in the meeting have no comment for this item.

Decisions

No decision

Agenda Item #2	Initial finding from desk review on the Global Fund guideline and related documents of the CCM Positioning process
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SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

The Local Consultant continued presenting the preliminary results from desk review on the Global Fund guideline with related documents of the CCM Positioning process and mapping exercise of the existing health sector coordinating bodies and platform as below:

Background

- **Global Fund Guideline and CCM Policy**
 - Position CCM within existing health platform
 - Engage DPs/CSO in CCM positioning
 - Ensuring Investment in 3 ATM programs
 - Positioning pathway
- **Base on future direction of the national health sector**
 - Simplification structure
 - Align with in the existing health structure
 - Implementation Vientiane Declaration on AIDs effectiveness
 - Not create a parallel structure with the existing platform

Methodology

- Review 17 existing health committees
- Define indicators
- Scoring
- Analyze

Preliminary finding

Top 4 high score of the existing health structures

No	Name of Committee	Total Score	Rate
1.	CCM	30	NA
2.	Health SWC health reform Samsang	35	1st
3.	HANSA Committee	29	2nd
4.	Technical Committee for PCRCM Covid 19	27	3rd
5.	Natural Disaster Prevent & Control Committee	26	4nd

Principles CCM positioning option and successful

- **Principle CCM positioning options** (Existing CCM aim to different positioning options):
 - Align CCM with other donor 's program in a single coordinating platform
 - Transfer the CCM structure with in a national body
 - Shift CCM function and principles within existing body(ies) and set up an aligned health program coordination
- **Successful CCM positioning** (The end of positioning pathway)
 - Multisectoral partnership
 - Improved coordination
 - Effective health investment
 - Improved grant oversight
 - Regular monitoring
 - Advocacy for realization of domestic investments

Propose options

4 options of CCM positioning integrated in the existing structures

- **Option 1:** Positioning CCM in Health SWC, health reform Samsang
- **Option 2:** Positioning CCM in HANSA committee
- **Option 3:** Positioning CCM in Technical committee for PCRCM Covid 19
- **Option 4:** Positioning CCM in Natural disaster Prevent & control

Way forward

- Revising and finalizing the mapping exercise
- Revising and finalizing the executive summary report
- Develop PPT of the report
- Develop CCM positioning plan with the CCM positioning option selected

Key comments from the meeting:

The participants had long discussion on preliminary findings of mapping exercise and different options for CCM positioning in the existing national committees of the health sector:

- Regard to the list of 17 existing health committees included in the mapping exercise, the representative from CMPE proposed to add one more committee for the national Malaria program;
- Conflict of interest and engagement of the multi-sectors, including NGOs, CSOs and key populations are the key principle of the Global Fund. If CCM is being transferred to the existing committees of the Ministry of Health, which committee will be most suitable? how to resolve conflicts of interest? and how to engage the NGO and CSOs in the new structure. Regarding conflict of interest, some participants observed that the Global Fund has some level of flexibility in the recent year by allowing a representative from the MOH (PR) be nominated and elected as a CCM Chair which has shown effective leadership and ownership of the Government in funding management;
- HANSA Committee (option 2) and Technical Committee for PCRCM COVID -19 (option 3) are ad-hoc committees and were set up for specific project and task. HANSA Steering Committee was established for cooperation between the donors, government sectors and partners to implement the health programs, including HIV/AIDS and Tuberculosis but not include Malaria. The committee may be finished if there is no further funding source. Technical Committee for PCRCM COVID -19 was established specifically for managing and controlling the outbreak of COVID-19. it is not sure that how long the Global Fund will continue this funding modality as the COVID -19 outbreak situation may be changed;
- To promote ownership, sustainability, strategy of health sector reform and the national programs in the fight against HIV/AIDS, Tuberculosis, and Malaria, the meeting agreed to integrate CCM into the Health SWC, Health Sector Reform, Samsang Committee, as the committee has a strong structure and

includes all programs of the health sector reform. The governance body chair by Minister of Health and co-chair by Development Partners (WHO Representative and Japanese Ambassador). At the current stage, CSOs representatives have been participated at a policy level of the committee as an observer but the level of engagement of CSOs can be discussed later;

- However, the participants note that the structure and operation of the Health SWC, Health Sector Reform, Samsang Committee are not yet complete as planned, so the Ministry of Health should be encouraged to improve the organization and operation of this committee. Furthermore, this committee should manage conflicts of interest in line with Global Fund policies and facilitate the involvement of CSOs as possible. The WHO will continue discussing with the MOH Cabinet and DPC to strengthen this committee and will share the updated information later to all key stakeholders.

Decisions

1. The Local Consultant shall make a summary and detail reports of the mapping exercise and option for the CCM positioning and transitioning;
2. CCM Secretariat to continue assisting and facilitating the works of the Local Consultant in order to complete the tasks;
3. WHO to support MOH in strengthening the Health SWC, Health Sector Reform, Samsang Committee.

AOB and close the meeting

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

The CCM Secretariat informed the meeting that the Global Fund has approved a total of US\$ 7,130,717 of additional funding to support Lao PDR's national COVID19 response. The GF Country Team requested to organize a call with the PR and relevant CCM members/partners/SRs, on Wednesday 18 August from 14:30-15:30 pm Vientiane time.

Decisions

No decision

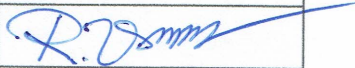
4. SUMMARY OF DECISIONS AND ACTION POINTS

AGENDA ITEM N°.	WRITE IN DETAIL THE DECISIONS	KEY PERSON RESPONSIBLE	DUE DATE
Agenda Item #1	No decision		
Agenda Item #2	<ol style="list-style-type: none"> 1. The Local Consultant shall make a summary and detail reports of the mapping exercise and option for the CCM positioning and transitioning; 2. CCM Secretariat to continue assisting and facilitating the works of the Local Consultant in order to complete the tasks; 3. WHO to support MOH in strengthening the Health SWC, Health Sector Reform, Samsang Committee 	Local Consultant	

5. NEXT MEETING

LOCATION/VENUE	
DATE:	Not identified.
TIME	

6. MINUTES PREPARED BY:

TYPE/PRINT NAME	Mr. Budhsalee Rattana	DATE:	17 August 2021
FUNTION/POSITION	Coordinator and Finance Officer	SIGNATURE	

7. MINUTES APPROVED BY:

TYPE/PRINT NAME	Assoc. Prof. Dr Phouthone Muongpak	DATE:	
FUNTION/POSITION	CCM Chair	SIGNATURE	