

The 3rd CCM Plenary Meeting Minutes

INPUT FIELDS INDICATED BY YELLOW BOXES

MEETING DETAILS									
COUNTRY (CCM)		Lao PDR			TOTAL NUMBER OF CCM MEMBERS PRESENT (INCLUDING ALTERNATE)			21	
MEETING NUMBER (if applicable)		03			TOTAL NUMBER OF VOTING MEMBERS PRESENT (INCLUDING ALTERNATES)			17	
DATE (dd.mm.yy)		28 September 2023			TOTAL NUMBER OF NON-CCM MEMBERS / OBSERVERS PRESENT (INCLUDING OC, RMC AND CCM SEC. STAFF)			29	
DETAILS OF PERSON WHO CHAIRED THE MEETING					TOTAL PARTICIPANTS (INCLUDING ONLINE)			50	
HIS / HER NAME & ORGANISATION	First name	Prof. Dr. Phouthone			QUORUM FOR MEETING WAS ACHIEVED (yes or no)			Yes	
	Family name	Muongpak			DURATION OF THE MEETING (in hours)			8	
	Organization	Lao Red Cross			VENUE / LOCATION	Don Chanh Palace Hotel			
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		X		
GOV	MLBL	NGO	EDU	PLWD	KAP	FBO	PS	OTHER	X
		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

AGENDA SUMMARY																
AGENDA ITEM No.	WRITE THE TITLE OF EACH AGENDA ITEM / TOPIC BELOW	SELECT A SUITABLE CATEGORY FOR EACH AGENDA ITEM (Place 'X' in the relevant box)														
GOVERNANCE OF THE CCM, PROPOSALS & GRANT MANAGEMENT RELATED TOPICS																
		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 Update follow up action from the last meeting 	X														
AGENDA ITEM #1	Report on the Results of Oversight Field Visit (OFV) in Vientiane Province											X				

AGENDA ITEM #2	Progress Update on the Global Grants (RAI3E, RAI4E and Matching Fund)								X										
AGENDA ITEM #3	Progress Update on the Global Grants (HIV/TB and C19RM)								X										
AGENDA ITEM #4	Youth Engagement in GF and CCM-CSO, KPs, PLWDs, New Election Plan 2024																		X
AGENDA ITEM #5	Result of Community Led monitoring for MSM, TG and PLWDs																		X
AGENDA ITEM #6	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 ● Update follow up action from the last meeting
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

No COI was 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 CCM Plenary Meeting – Calendar Year 2023 at the venue and online.

The meeting agenda was presented for comments and endorsement. The CCM Secretariat confirmed the meeting quorum is sufficient. The meeting today will not have any agenda for voting endorsement and CCM members will not have a conflict of interest.

At the same time, CCM Secretariat also updated follow-up actions of the CCM meeting on 17 May 2023 as below:

1. The CCM members have endorsed by majority votes the full application package for the Global Fund grant cycle 2024-2026. The CCM delegated to the national programs and partners to continue working to complete the required documents and submit them to the Global Fund by the due date (30 May 2023). After that, the GF has suggested to submit a second draft of application package on 15 September 2023.
2. The CCM Secretariat has circulated the full package of the RAI4E project via e-mail to the CCM members to review and consider for endorsement the budget allocation plan for RAI4E, PAAR and RAI4E Structure of permanent project staff at CMPE. After that, the CCM Secretariat also prepared the hard-copy of CCM Members Endorsement of Budget Allocation, PAAR and RAI4E Structure for all CCM members to sign. Finally, the original endorsement form has submitted to PR UNOPS in Lao PDR.

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #1	Report on the Results of Oversight Field Visit (OFV) in Vientiane Province
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

No COI was 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

The representative from the oversight field visit team (CCM & OC member) presented a report on the Results of Oversight Field Visit (OFV) in Vientiane from 1-5 August 2023. The visit focused on the implementation of the project's activities supported by the GFATM and HANSA at provincial, district and health center levels. *(For*

more information, please see the attached PPT).

The findings were summarized as below:

The Report on the Results of Oversight Field Visit (OFV) in Vientiane Province was reported to the joint meeting between Executive Committee (ExCom) and Oversight Committee (OC) held last Wednesday, August 30, 2023 and the report was revised according to the comments of the participants and was reported to the CCM Plenary Meeting. After listening to the report, participants have made the same comments as in the meeting on August 30, 2023 and mostly agreed with, but there were also additional comments as below:

- Representative from TB Outreach Work reported that there were some problems in case management over 300 patients. Most of these patients are poor that are not able to collect drugs while some patients refused to continue taking drugs. It is requested for more budget for health center staffs and volunteers to conduct home visit activities.
- The representative from the Department of Health Care and Rehabilitation has informed that: the name of the Small Hospital will be changed to the health center and the Community Hospital will be changed to the District Hospital;
- For patient referral coordination, it is proposed to set up a WhatsApp group of health center staffs, district hospitals and provincial hospitals to facilitate patients to receive urgent examinations without waiting in line;
- For HIV/AIDS work in HANSA2, the coordination framework has been improved, an online coordination group has been created for the staff of ARV and POC centers and the Training Community Practice Online have been organized 2 times;
- The challenge for TB activity in HANSA2 is screening TB patients' families not cooperating and MDRTB patients refusing the treatment;
- The meeting agreed for the CCM secretariat to implement the next oversight field visit in Borikhamxay province in early November 2023.

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #2 Progress Update on the Global Grants (RAI3E, RAI4E and Matching Fund)

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

No COI was 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

RAI3E, RAI4E

The representative from PR UNOPS and CMPE has provided RAI3E Malaria Grant progress update and Grant Making Process for RAI4E (*For more information, please see the attached PPT*).

After listening to the presentations, the Key discussion points and comments from the participants in meeting were summarized as below:

- The representative from DPF informed CMPE that: the system must be up to date to make it better than before and if any problem is found, please notify DPF immediately so that technical incharge can be sent to solve it on time;
- Regarding to the representative of Malaria from the province who proposed to add Malaria volunteers, the CMPE will allocate more volunteers to only the work places that are deemed necessary.

Matching Fund

The representative from NCLE has provided the progress update on the Matching Fund (*For more information, please see the attached PPT*).

After listening to the presentations, the Key discussion points and comments from the participants in meeting were summarized as below:

- In case NCLE and NTC have integrated in using the laboratory room, there may be difficulties in working and maintaining equipment;
- Within the next week, CHAS will complete all the documents and ensure to submit on time as specified and will also adjust the TOR;
- The meeting has suggested DPF to lead CHAS, NTC, NCLE and related parties to organize a consultation workshop to discuss and improve the current funding request.

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #3	Progress Update on the Global Grants (HIV/TB and C19RM)
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

No COI was 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

RAI3E, RAI4E

The representative from PR DPF has updated on the grant-making, and C19RM. The representative from CHAS and NTC have provided the progress update on implementation of the Global Fund grants including TB and HIV (For more information, please see the attached PPT).

After listening to the presentations, the Key discussion points and comments from the participants in meeting were summarized as below:

- A representative from the HIV (APL+) made the comments:
 - access to treatment for newborns who have not received general dropping-medicine due to lack of medicine and by the time of re-examination is not yet common;
 - Shared lessons from the C19RM that went to monitor the community together between health doctors and nurses, and collected blood for people with no conditions and children with good results. If the health doctor or representative of volunteer has been trained in the blood testing and sent the test results to the health doctor, it will be good to have access to the viral load;
 - Most of the people taking Prep had raised questions that why they still need to wear a condom after taking Prep;
- Co-chair emphasized the issue to the question of PR who proposed that if PR closes the C19RM project within March 2024 and Audit in the month later, who will prepare the documentation;
- Regarding to matter, representative of GF CT has clarified that:
 - As GF mentioned during the field visit to Vientiane Lao PDR previously, the decision on closing C19RM has been crossed many countries in the organizations and there would be a specific guideline how to track the closures.
 - Currently, as ones have presented, GF will be ambitious for those timelines. In the aspect of HR, GF do not have specific issue on HR but what GF is expected regarding who remains and leaves. GF still fund HANSA2 under similar PRs and SRs and expected to allocate HR under HANSA2 grant will perform closing C19RM activities. The closing guideline will come up on middle October and will be announced on the whole organizations.
- A representative from CHAS commented on the closing C19RM is based on the Global Fund's schedule. closing activities on 25 December 2023, summary expenditure report on 31 December 2023. After that, PUDR will be sent within 1 month and Audit will be later month. In the past, an accountant was hired to work until the completion of the Audit to ensure a complete and detailed report. At the same time, it is proposed to the GF to comply with the previous financial reporting and will wait for the recommendation by the middle of October, if not, then the PR is required to be responsible for helping SRs.

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #4	Youth Engagement in GF and CCM-CSO, KPs, PLWDs, New Election Plan 2024
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)	
No COI was 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 representative from CHIAs has presented the Youth Engagement in GF and CCM-CSO, KPs, PLWDs, New Election Plan 2024 (For more information, please see the attached PPT).

After listening to the presentations, the Key discussion points and comments from the participants in meeting were summarized as below:

- A representative from CSO has made the comments:
 - Propose to reform the CSO-KP-PLWDs by opening it up to ensure the active and meaningful participation of CSO-KP-PLWDs, or representatives who work related to 3 diseases. This group of people understands the scope of goal work and takes the mental content from the community, who are affected by the 3 diseases to discuss together, plan, determine strategic together and make a presentation;
 - Investing in risk groups must be balanced because all groups are at different risk levels, such as FSW, MSM and TG groups.
- A representative from Faith Based Organization proposes to legislate the age limit between young people and youth so that there is no confusion and difference between young people and youth. What is the way to select this group of people to become CCM members in the constituency of CSO-KP-PLWDs? A representative from CHIAs said: After the adoption of young people who will become CCM members in the constituency of CSO-KP-PLWDs, there will be further comments and discussions with the CCM.
- The OC chair provided further clarification on the age limit of young people and youth used in the research paper on youth as below:
 - The age limit of young people starts from 15 to 35 years old;
 - The age limit of youth is from 10 to 24 years old. The first level of youth is 10 to 13 years old; the second level is 14 to 17 years old and the last level is 18 to 24 years old;
- The meeting chair emphasized the difference between youth and young people:
 - After 9 participants raised their hands under the age of 35 years old, it means that young people have already participated;
 - Emphasis on improving the youth board to be the youth according to the actual age;
 - Agree to allow young people and youth to contribute to the composition of CCM but must be organized and propose more youth centers to join CCM. The youth is also one of the elements working in the CSO also participated in the meeting in Bangkok where there were youth representatives from CCM who came from the CSO and has not been nominated or selected, which will cause problems when explain to the meeting that there are no young people participating. All the work around the world supports young people's participation, which is one of the important policies to create volunteers from a young age, such as the Red Cross;
 - It is necessary to separate between the youth who are formally organized and the young people who have just worked.

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #5	Result of Community Led monitoring for MSM, TG and PLWDs
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)	
No COI was 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 representative from APL+ has presented the Result of Community Led monitoring for MSM, TG and PLWDs (For more information, please see the attached PPT).

After listening to the presentations, the Key discussion points and comments from the participants in meeting were summarized as below:

- A representative from APL+ had additional comments on the presentation:
 - The proposal in this cycle will be a proposal to be taken as a mirror but cannot represent these 3 groups. In the next cycle, there will be a Link survey that will make clients (infected people, those who come to receive Prep) including hospitals and more CBS participate;
 - There are also restrictions on defining target groups and service facilities;
 - The resulting indicators cannot measure whether the service is good or bad, but it is only the feeling of a certain group of people who say that these things still exist;
- The meeting chair emphasized that it should give feedback to the hospital that need to adjust and correct and for the representatives to understand the environment why the situation is like this. The desire to do this but the availability, situation, conditions. The representatives attended and listened to the proposals, challenges, in Vientiane province such as materials (facilities), personnel (knowledge), patients not cooperating. The Ministry of Health has a moral of 5 good 1 satisfy. It is required to create an understanding of the information that will be updated and changed.
- The meeting chair summarized the content of the meeting as follows:
 - To the proposal, the participation of young people in the CSO-KP-PLHIV constituency and monitoring by the community is the direction of the party and the government has been laid out in the transformation of the youth, which will take time for the youth to have enough knowledge and skills to be given this important responsibility. Now the youth still can't do it and the representative is still directing which consists of 5 parts of CSO but still the work of the youth to summarize and present the youth to the meeting. The government sets the age limit, such as young people, youth, middle age, any age and then not to be in this work. 3 Build work: Build the province as a strategic unit, build the district as a strengthening, comprehensive unit, the village as an implementation unit and build a strong community. As CSO is implementing, how ready and knowledgeable is the community (Some Youth volunteers are unreadable). Congratulations to the international community for supporting the direction of the government, but what to do, how to do it.
 - 5 parts of CSO are required to process the selection but depend on the CCM which is under the guidance of the Ministry of Health and the Global Fund because in Lao PDR has only 1 CCM;
 - Continue to collect information in community to reflect news to the relevant parties for their improvement.

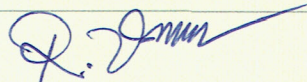
SUMMARY OF DECISIONS & ACTION POINTS

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"> ● The meeting agreed for the CCM secretariat to implement the next oversight field visit in Borikhamxay province in early November 2023. 	CCM Secretariat	By early November 2023
AGENDA ITEM #2			

SUPPORTING DOCUMENTATION	Place an 'X' in the appropriate box	
	Yes	No
ANNEXES ATTACHED TO THE MEETING MINUTES	X	
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 >	12 October 2023
FUNCTION >	Coordinator and Finance Officer	SIGNATURE >	

CCM MINUTES APPROVAL:

APPROVED BY (NAME) >	Prof. Dr. Phouthone Muongpak	DATE >	
FUNCTION >	CCM Chair	SIGNATURE >	