

**MEETING MINUTES OF
EXECUTIVE COMMITTEE AND OVERSIGHT 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	03	TOTAL NUMBER OF PARTICIPANTS/ (INCLUDING ALTERNATIVES & CCM SECRETARIAT STAFF)	EXCOM MEMBERS	1	
DATE (dd.mm.yy)	09/09/2024		OC MEMBERS	7	
MEETING SCHEDULE START	13:30		OTHERS INCLUDING CCM SECRETARIAT STAFF	16	
MEETING ACTUAL STARTED	16:30		TOTAL (Including online)	34	
MEETING ACTUAL ENDED	16:30				
DETAILS OF PERSON WHO CHAIRED THE MEETING			MEETING TYPE		
HIS / HER NAME & ORGANIZATION	First Name	Prof. Dr. Phouthone			
	Family Name	Muongpak		Regular Meeting	x
	Position/Title	CCM Chair		Extra-ordinary Meeting	
	Organization			Other Meeting	
HIS / HER ROLE ON THE MEETING	Chair	x	GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING	LFA	x
	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	Western Pacific Constituency Retreat in Malaysia 15-19 September 2024 <ul style="list-style-type: none"> CHAS, NTC, CMPE, NPCO, DPF, NHIB and DHCR will prepare Country Presentation included HIV/AIDS, TB and Malaria 	Representative of CHAS, NTC, CMPE, NPCO, DPF, NHI and DHCR
Agenda Item #2	Report on the Results of Oversight Field Visit (OFV) in Oudomxay Province on 26-30 August 2024 <ul style="list-style-type: none"> Representative of the OFV team will present the report 	Representative of the OFV team
Agenda Item #3	Progress Update on the Implementation of the Global Fund Grants <ul style="list-style-type: none"> Representative from DPF (PR for HIV/TB Grants) will provide progress update on implementation of the Global Fund grants for HANSA Project 	PR-DPF Representatives/ National Programs Representatives
Agenda Item #4	Progress Update on the Implementation of the Global Fund Grants (Continue) <ul style="list-style-type: none"> Representative from PR-UNOP and National Programs (CMPE) will provide progress update on implementation of RAI3E 	PRs/National Programs Representatives
Agenda Item #5	Progress Update on the Implementation of the Global Fund Grants (Continue) <ul style="list-style-type: none"> Representative from National Programs (CHAS and NTC) will provide progress update on implementation of HIV and TB 	CHAS and NTC Representative
Agenda Item #6	AOB and close the meeting. <ul style="list-style-type: none"> Next CCM Plenary Meeting 	Chair

3. 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
<p>The chair warmly welcomed and thanked all participants that attended the Joint Meeting of Executive Committee and Oversight Committee at the venue and online.</p> <p>The meeting agenda was presented for comments and endorsement. The CCM Secretariat confirmed the meeting quorum is sufficient and informed the objective of the meeting and gave the floor to the chair.</p>	

Agenda Item #1	Western Pacific Constituency Retreat in Malaysia 15-19 September 2024
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
<p>Dr. Rattanaxay, Former Director General of DCDC-MOH, the current WPC Member, representative from CCM Lao PDR presented on the draft of Country Presentation on HIV/AIDS, TB and Malaria (ATM) to propose the national programs to prepare and support the relevant information on the presentation (<i>For more information, please see the attached PPT</i>).</p> <p>Key discussion points and comments from the meeting</p> <ul style="list-style-type: none"> • NHI to review and provide more information on the PPT Draft as NHI policy has not covered these three diseases; • CHAS, NTC and CMPE to provide more detailed budget data supported by the GF as well as the Co-Financing amount to the PPT Draft; • CCM Secretariat to share the Draft of Country Presentation to all concerned parts to add more aligning with the existing information; • HSS to provide more detailed information to the PPT draft; • C19RM supported by the GF is required to insert its information to the PPT; • DPF-MOH is required to support the financial information; • UNOPs representative suggested to download the existing financial information of ATM from the GF website and UNOPs is required to facilitate in supporting more grant information to Dr. Rattanaxay to complete the PPT; • National Programs are required to add their SRs into PPT and add more comments to GF; • National Programs and the meeting proposed the GF to continue supporting the grants for ATM until 2026 and to reduce the amount of Co-financing; • The process of the grant flow and the procurement are delayed; • The meeting chair has emphasized and recommended the relevant parts to provide information to Dr. Rattanaxay: <ul style="list-style-type: none"> - CHAS, NTC and CMPE to summarize the brief information and support the amount of grant for each SRs - Dr. Kongseng is required to provide the ATM grant - Dr. Viengxay from DOF-MOH is required to provide the financial policy and priority - Dr. Rattanaxay is required to summarized all information into the PPT and circulate it to CCM Secretariat to submit to WPC focal point. 	
Decisions	
No Decision	

Agenda Item #2	Report on the Results of Oversight Field Visit (OFV) in Oudomxay Province on 26-30 August 2024)
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
<p>Due to the agenda 1 has taken long discussion and over the time of the agenda 2, therefore the meeting agreed that the agenda 2 has not been presented in this meeting and CCM Secretariat is required to</p>	

circulated this agenda to all participants to review and provide comments by email.

Decisions

No Decision

Agenda Item #3 Progress Update on the Implementation of the Global Fund Grants

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

The representative from DPF has provided the progress update on implementation of the Global Fund grants for HANSA Project (*For more information, please see the attached PPT*).

Key discussion points and comments from the meeting

- Some ARVs drugs are out of stock, especially the drugs to prevent children that born from the infected mothers, it is the list of drugs that were procured by the government budget in 2023 lately, resulting in delaying to receive drugs;
- For 2024 procurement: Global fund procurement has been completed, waiting to receive the condom ;
- The procurement of blood tests and other drugs (but ARV drugs are not included) is still in the process of requesting approval for the use of the budget;
- Delayed budget but it is required to use and implement within 2024;
- NTC has completed the transferring budget to the district level and organized the consultation meeting online with the provinces and districts on the implementation of 2 indicator priority activities;
- Representative from DOF has clarified on the process of the budget approval within MOH that:
 - After the project reforming, all implementation procedures are reformed as the new TOR and guidelines on the project implementation;
 - The department lines are also reformed especially the DPF (the long process of preparation), currently, DPF is regularly well function;
 - The procurement process depends on the procurement panel of MOH, and this will be improved the delay process from now to 2026.

Decisions

No Decision

Agenda Item #4 Progress Update on the Implementation of the Global Fund Grants (Continue)

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

Representative from PR-UNOP and National Programs (CMPE) provided progress update on implementation of RAI3E (*For more information, please see the attached PPT*).

Key discussion points and comments from the meeting

- After listening to the presentation, the participants of the meeting mostly agreed and has no more comments

Decisions

No decision

Agenda Item #5 Progress Update on the Implementation of the Global Grants (Continue)

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

Representative from CHAS and NTC have provided progress update on implementation of HIV/AIDS and TB (*For more information, please see the attached PPT*).

Key discussion points and comments from the meeting**HIV/AIDS**

- HIV patients have not taken the ARV drugs continuously;
- HIV cases have lost follow-up;
- Difficulty in accessing to the target group especially the FSW group;
- In this regard, the representative from CHAS has clarified that:
 - CHAS has a policy to provide the ARV drugs for several months in advance
 - Extend the service network for 20 places over the country
 - ARV drug delivery service
 - There are volunteers to provide HIV self-testing in schools, dormitories, ...

TB

- TB patients who have not taken TB drugs continuously due to they are living far away from health center and they did not have money for their travelling to receive the drugs;
- TB patients had side effects after taking the TB drugs;
- TB patients stop taking drugs when they are feeling discovered from TB.


Decisions

No decision

4. SUMMARY OF DECISIONS AND ACTION POINTS

AGENDA ITEM N°.	WRITE IN DETAIL THE DECISIONS	KEY PERSON RESPONSIBLE	DUE DATE
Agenda 1	<ul style="list-style-type: none"> • PR-NPCO to focus on the procurement process, budget disbursement to align the activity implementation timely. 		
Agenda 2	<ul style="list-style-type: none"> • Propose all participants and concerned parts to review and provide comments on the report of oversight field visit. 		
Agenda 3.4.5	<ul style="list-style-type: none"> • Improve the coordination mechanism with the ministry line for implementation the projects supported by the GF to achieve timely. 		

5. MINUTES PREPARED BY:

TYPE/PRINT NAME	Mr. Budhsalee Rattana	DATE:	23 September 2024
FUNTION/POSITION	Coordinator and finance officer	SIGNATURE	

6. MINUTES APPROVED BY:

TYPE/PRINT NAME	Prof. Dr. Phouthone Muongpak	DATE:	24 September 2024
FUNTION/POSITION	CCM Chair	SIGNATURE	