

Ad-hoc CCM Plenary Meeting Minute

INPUT FIELDS INDICATED BY YELLOW BOXES

MEETING DETAILS										
COUNTRY (CCM)		Lao PDR			TOTAL NUMBER OF CCM MEMBERS PRESENT (INCLUDING ALTERNATE)			25		
MEETING NUMBER (if applicable)		N.A			TOTAL NUMBER OF VOTING MEMBERS PRESENT (INCLUDING ALTERNATES)			19		
DATE (dd.mm.yy)		20 November 2025			TOTAL NUMBER OF NON-CCM MEMBERS / OBSERVERS PRESENT (INCLUDING OC AND CCM SEC. STAFF)			18		
DETAILS OF PERSON WHO CHAIRED THE MEETING					TOTAL PARTICIPANTS (INCLUDING ONLINE)			43		
HIS / HER NAME & ORGANISATION		First name	Dr. Phayvanh			QUORUM FOR MEETING WAS ACHIEVED (yes or no)			Yes	
		Family name	Keopaseuth			DURATION OF THE MEETING (in hours)			8	
		Organization	CCM Lao PDR			VENUE / LOCATION		Souphattra Hotel		
HIS / HER ROLE ON CCM (Place 'X' in the relevant box)		Chair		X		MEETING TYPE (Place 'X' in the relevant box)		Regular CCM meeting		
		Vice-Chair						Extraordinary meeting		X
		CCM member						Committee meeting		
		Alternate						GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING (Place 'X' in the relevant box)		LFA
HIS / HER SECTOR ^a (Place 'X' in the relevant box)								FPM / PO		
GOV	MLBL	NGO	EDU	PLWD	KAP	FBO	PS	OTHER		X
								NONE		

LEGEND FOR SECTOR ^a			
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

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
AGENDA SUMMARY																	
	OPENING PROGRAM	<ul style="list-style-type: none"> Introduction and endorsement of agenda Quorum verification and conflict of interest identification 															
	AGENDA ITEM #1	Update on the Result of CCM Election Process															
	AGENDA ITEM #2	Guideline and Requirements for CCM															
	AGENDA ITEM #3	Orientation on the TOR of CCM															

Representative of Election Committee (EC) has updated on the on the Result of CCM Election Process as below (*For more information, please see the attached PPT*).

1. Rationale for New CCM Selection (Reason and Selection Process)

The selection of new CCM members was necessitated by the restructuring of the government's organizational apparatus (e.g., the merger of Ministries) and the fact that former members completed their terms or left the organization (e.g., German Red Cross and Catholic Relief Services ceased membership; the Mettatham Project's term ended and WHO has been replaced by the new representative. These impacts resulted in the CCM composition being incomplete according to requirements. The corrective process was undertaken by the CCM Secretariat and the EC based on the CCM Selection Manual 2016.

2. Selection Process and Appointment (Selection and EC Implementation)

A. Selection Process Steps:

- **Recommendation from the Global Fund Team (1 October 2025):** The Global Fund team recommended that the new member selection process must be overseen by a duly appointed EC of at least 3 members to ensure transparency. The priority was to complete the election and renewal of CCM membership first.
- **Nomination of the EC (10 October 2025):** The CCM Plenary Meeting appointed the EC, which included:
 - Dr. Khampheng Phongluxa, (EC Chair)
 - Dr. Kaviphone Southy
 - Mr. Manav Bhattarai
- **The EC Implementation:** The EC analyzed and agreed to invite ministries and organizations with roles relevant to the fight against HIV/AIDS, TB, and Malaria to participate in the election.

B. Meeting Decisions and Member Endorsement (6 November 2025):

During the EC meeting on 6 November 2025:

- **Process Endorsement:** The EC confirmed that the selection was carried out correctly according to the procedures and principles of the CCM Selection Manual 2016.
- **Decisions:** The EC endorsed the following changes:
 - Approved 2 new Government Sectors: The Lao People's Revolutionary Youth Union (LPRYU) and the Central Committee of Organization and Personnel.
 - Approved the replacement representatives from the World Health Organization (WHO) and the Mettatham Project.
 - Approved 2 new International Organizations: Foundation Mérieux Laos and Save the Children International Lao PDR.

3. Final Endorsement and Future Plan (Plan and Endorsement)

A. Final Endorsement Agenda (20 November 2025):

The EC proposes that the CCM Plenary Meeting formally considers and endorses the following critical agenda items:

- Formally endorse the new CCM members and alternate.
- Formally elect the new CCM Chair and 2 Vice-Chairs.
- Formally elect members of the Sub-Committees (Oversight Committee - OC, Resource Mobilization Committee - RMC, and RMC Chair).

B. Conflict of Interest Verification:

- The EC verified and confirmed that the information of all new members presented has no conflicts of interest (CoI) that could affect the work of the CCM. The EC proposed that all CCM members review and formally endorse the new members.
- CCM Secretariat Representative has presented the eligibility requirements concerning the management of CoI as below (*For more information, please see the attached PPT*).

Global Fund's Six Eligibility Requirements (ERs) on the CoI Management

Review of Eligibility Requirements (ER 6) concerning CoI Management

1. Global Fund Policy on the CoI

The purpose of the Global Fund's Policy on Ethics and CoI is to ensure fairness and a high standard of ethical conduct in decision-making. The transparent operation of CCM is necessary for the effective implementation of Global Fund-financed programs and to safeguard against conflicts of interest.

2. Definition of the CoI

A Conflict of Interest generally refers to a situation where a person's professional judgment or actions regarding a primary interest may be unduly influenced by a secondary interest (e.g., financial, programmatic, or emotional interests). The concept acknowledges that even well-intentioned individuals can have their judgment affected when their own interests are involved.

3. Key Requirements for CoI Management (ER 6)

To ensure adequate management of CoI, the Global Fund requires all CCMs to adhere to the following:

- **Requirement I (Policy & Disclosure):** The CCM must develop and publish a CoI management policy. This policy must require members to periodically declare CoI and document that members will not participate in decisions (including oversight, and the selection or financing of PRs or SRs) where an obvious CoI exists.
- **Requirement N (Signed Declaration):** The CCM must have a CoI policy with clear rules to avoid or mitigate CoI, and all CCM members must sign a CoI declaration form.
- **Requirement O (Demonstrated Practice):** CCM meetings must demonstrate that the CCM follows established procedures to prevent, manage, and mitigate CoI.
- **Minimum Standard P (Decision-Making):** To guarantee effective decision-making, the CCM must ensure that the number of members with a CoI does not exceed 1 person per constituency.

Key discussion points and comments from the meeting

The meeting agreed for the CCM membership to:

- **Endorse Government Sectors:** 2 new government sectors included the Lao People's Revolutionary Youth Union (LPRYU) and the Central Committee of Organization and Personnel.
- **Endorse Multi-Bilateral Sector:** the replacement representatives from the World Health Organization (WHO).
- **Endorse Non-Governmental Organization Sector:** 2 new International Organizations included Foundation Mérieur Laos and Save the Children International Lao PDR, and Mettatham Project.

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #2 | Guideline and Requirements for CCM

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

CCM Secretariat Representative has presented the Global Fund Guidelines and CCM eligibility requirements concerning the management of CoI and the Composition of the Global Fund and CCM as below (*For more information, please see the attached PPT*).

The Global Fund Guidelines and requirements for CCM

1. Introduction to the CCM and Its Role

The Country Coordinating Mechanism (CCM) is an in-country multi-stakeholder partnership that coordinates the development and submission of funding proposals to the Global Fund. The CCM oversees the implementation of approved grants. Its primary goal is to mobilize resources for the fight against AIDS, TB, and Malaria.

2. Composition Requirements

The CCM must ensure fair and balanced representation of stakeholders in the country. Key requirements for the CCM composition include:

- **Gender Balance:** The CCM must strive for gender balance.
- **Sectoral Representation:** The CCM must include representatives from:
 - Government sector.
 - Non-Governmental Organizations (NGOs) and Civil Society Organizations (CSOs).
 - Academic/Educational sector.
 - Faith-Based Organizations (FBOs).
 - Private Sector/Foundations.
 - Key Affected Populations (KAPs).

- People Living with the Diseases (PLWDs).
- **In-Country Focus:** The majority of CCM members must be in-country residents.
- **Principal Recipient (PR) Limits:** The Principal Recipient of the grant cannot hold the CCM Chair position.

3. Core Functions and Key Tasks, the CCM has four main functions:

1. **Grant Performance Oversight:** Providing strategic oversight and monitoring grant performance.
2. **Proposal Development:** Coordinating and developing funding proposals.
3. **Governance:** Ensuring the CCM operates effectively.
4. **Resource Mobilization:** Mobilizing resources to support health programs.

4. Eligibility Requirements (ERs) for Funding, to be eligible for Global Fund resources, the CCM must meet a minimum of six Eligibility Requirements (ERs). These requirements cover:

- Partnership and Representation (ER 1, 2)
- Oversight (ER 3)
- Grant Submission (ER 4)
- Performance (ER 5)
- Conflict of Interest Management (ER 6)

Key discussion points and comments from the meeting

- All participants agreed with the presentation and had no more comment, and
- The CCM Secretariat is required to continue presenting the Composition of the Global Fund and CCM

The Composition of the Global Fund and CCM

1. Key Global Fund Institutions

- **Global Fund Secretariat - Country Team:** A multifunctional team managing the grant portfolio, with expertise in M&E, finance, risk, and procurement. The team is divided into portfolios, such as HANSA (TB/HIV) and RAI4E (Malaria).
- **Technical Review Panel (TRP):** Independent bodies of impartial experts, who review funding requests to ensure they are strategic, technically sound, and focused on sustainability and impact.
- **Office of the Inspector General (OIG):** Reports directly to the Board and operates independently of the Secretariat. Its role is to safeguard the Global Fund's assets and reputation through audits and investigations.
- **Local Fund Agent (LFA):** Contracted by the Global Fund as its Oversight Agent, Independent Assessor, Monitoring and Verification Partner. The LFA provides independent, objective opinions on grant management and performance (PricewaterhouseCoopers - PwC is the LFA for Lao PDR).

2. CCM Lao PDR Structure and Composition

- The CCM comprises 24 members and 24 alternate members, totaling 48 members.
- The CCM is structured into 3 Sub-Committees:
 - **Executive Committee (ExCom):** 6 members (Chair, 2 Vice-Chairs, OC Chair, RMC Chair, and non-voting CCM Secretariat Executive Director).
 - **Oversight Committee (OC):** 10 members (6 from CCM, 4 Non-CCM).
 - **Resource Mobilization Committee (RMC):** 10 members (6 from CCM, 4 Non-CCM).
- **Sectoral Composition:** The membership is broadly divided into:
 - Government Sectors (33.3%),
 - Non-Governmental Organizations Sectors (45.9%), and
 - Multi-Bilateral Sector (20.8%).

3. Implementing Entities

- **Principal Recipient (PR):** The institution legally responsible for executing the grant agreement. The CCM Lao PDR has selected two PRs:
 - DPF-MOH (PR for TB/HIV), and
 - UNOPS (PR for Malaria).
- **Sub-recipients (SRs):** Local stakeholder institutions sub-contracted by the PR, typically serving as project implementers.
- **CCM Secretariat:** Plays a crucial role in coordination, communication, and administration, supporting the execution of the CCM's decisions and committee work (e.g., minute keeping, document translation, and information circulation).

Key discussion points and comments from the meeting

- All participants agreed with the presentation and had no more comment.

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #3 Orientation on the CCM TOR

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 Secretariat Representative presented a brief orientation regarding the CCM's Terms of Reference (TOR), particularly for new CCM members. The CCM Chair also subsequently highlighted the key rights and responsibilities of the members for adherence to the Global Fund guidelines and effective implementation. *(For more information, please see the attached PPT).*

General Principles of CCM Operations

The CCM adheres to the following principles, which are based on good governance:

- Broad Participation & Transparency:** Broad participation of all stakeholders, overall transparency, joint partnership, and effective activities.
- National Ownership:** Commitment to country-led and driven programs with inclusive participation, respecting the central role of the government.
- Conflict of Interest (COI) Management:** Ensures CCM credibility and legitimacy of decision-making.
- Equality:** Equality among members with full rights to participation and decision-making.
- Accountability:** Full transparency and accountability in deliberations, decision-making, and operations.

Key CCM Functions and Sub-Structures

The Lao CCM delegates the responsibility for 5 key functions primarily to the following sub-structures:

CCM Function	Primary Sub-Structure(s)
Organization and functioning of the CCM and its Secretariat	Executive Committee (ExCom), Secretariat
Harmonization of GF funds with other country resources	Resource Mobilization Committee (RMC), Task Forces, Secretariat
Development of funding requests and nomination of PR	Resource Mobilization Committee (RMC), Secretariat
Grant oversight (including approval of reprogramming requests)	Oversight Committee, Secretariat
Documentation and communication with its constituencies and with the GF	Executive Committee (ExCom), Secretariat

Rights and Responsibilities of CCM Members

As stipulated in the Lao CCM TOR:

Rights

- Elect officers (Chair, 2 Vice-Chairs).
- Vote on any matter (except where there is a CoI).
- Participate in all discussions and activities (except where there is a CoI).
- Participate in the development of funding requests and the selection of Principal Recipients (PRs).
- Provide oversight to grant implementation.
- Receive full information on grant implementation and secretariat management.

Responsibilities

- Participate actively in CCM meetings, or send their alternate.
- Participate in CCM functions.
- Become familiarized with the CoI policy, complete the annual CoI declaration, and recuse themselves when

COI exists.

- Consult regularly with their constituency to accurately represent their views.
- Provide feedback and inform their constituency of CCM decisions.
- Join and participate actively in CCM-created working groups and committees.

Key discussion points and comments from the meeting

- All participants accepted the presentation with no further comments.
- The meeting paused to request that the CCM Secretariat circulate the CCM TOR to all new members, ensuring they receive necessary detailed information.

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #4 Election of CCM Chair and Vice-Chairs

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

Representative of Election Committee provided the orientation on the procedure of the CCM Chair and Vice-Chair election as below:

1. CCM Chair and Vice-Chair Structure

- The CCM structure requires one Chair and two Vice-Chairs
- Source of Candidates (Diversity Requirements):
- The Chair must be from a Domestic/government Organization
- Vice-Chair 1 must be from a Domestic/government Organization
- Vice-Chair 2 must be from an International Organization
- The Chair and at least one Vice-Chair must represent different sectors

2. Election and Removal

- **Election Procedure:** Members nominate and elect candidates during the meeting. Voting must be conducted via secret ballot.
- **Approval Threshold:** To be elected, a candidate must receive two-thirds (2/3) or more of the CCM members' votes.
- **Term Limit (Tenure):** The term of office is 3 years. A person may be re-elected for only one additional term.
- The new Chair or Vice-Chair serves for the remainder of the term of the person they replace.

3. Core Duties of the CCM Chair

- **During CCM Meetings:** Lead the meeting, sign reports, minutes, and decisions, and approve the agenda and previous minutes.
- **As Executive Committee (ExCom) Chair:** Strategically coordinate with the Committee, direct the Secretariat, and monitor the implementation of CCM decisions. The Chair is ultimately responsible for the activities of the CCM and ExCom.

4. Meeting and Decision-Making Rules

- **Meeting Frequency (Ordinary):** CCM must meet a minimum of 4 times per year.
- **Quorum (Required Attendance):** At least 50% of the members must be presented (equal to 12 seats).
- **Notice Requirement:** Members must be notified at least 1 week in advance with the draft agenda and relevant documents.
- **Decision-Making Principle:** Decisions should primarily be made by Consensus. If consensus is not reached, decisions are made by a majority vote of those present (by show of hands).
- **Minutes Distribution:** Draft minutes must be distributed within 14 working days for review.
- **E-Voting Principle:** Used when meeting time is limited, based on the principle of "No Objection". The issue is not approved if two or more objections are received from different sectors.

Key Discussion Points and Election Results

1. Candidate Selection

The CCM Membership was organized into three distinct constituencies—**Government Sectors, Non-Governmental Organizations (NGOs), and Multi-Bilateral Sector**—to nominate one representative from each group as an official candidate for the election.

The following individuals were selected as candidates by their respective constituencies:

- **Government Sector:** Dr. Phayvanh Keopaseuth, Vice Minister of Health.
- **Multi-Bilateral Sector:** Dr. Timothy Armstrong, Country Representative, WHO.
- **NGO Sector:** Dr. Rattanaxay Phetsouvanh, Consultant and Interim Country Representative, Foundation Mérieux Laos.

2. Election Results

The CCM Members conducted the election for the executive positions during the meeting via **secret ballot**. The results are as follows:

Position	Elected Official	Affiliation	Voting Status
CCM Chair	Dr. Phayvanh Keopaseuth	Vice Minister of Health,	Elected (14 out of 15 votes)
1st CCM Vice-Chair	Dr. Rattanaxay Phetsouvanh	Consultant and Interim Country Representative, Foundation Mérieux	Elected (Majority)
2nd CCM Vice-Chair	Dr. Timothy Armstrong	Country Representative, WHO	Elected by Consensus/Acclamation

- The CCM has officially endorsed the election results and the new CCM Chair and two Vice-Chairs.
- The meeting facilitated the handover of position and responsibilities between Prof. Dr. Phouthone Muongpak (the former CCM Chair) and Dr. Phayvanh Keopaseuth (the new CCM Chair) took place during the meeting.
- The meeting has informed that Prof. Dr. Phouthone Muongpak, the former CCM Chair's term has concluded, and his service to the CCM officially ended, effective from the signing date of these minutes.

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #5 Election of Sub-Committee Members and Chair

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

Representative of Election Committee and the CCM Secretariat provided the orientation on the procedure of the select members of Oversight Committee (OC) and Resource Mobilization Committee (RMC) and to elect 1 RMC Chair by CCM voting to elect members of OC, RMC and RMC Chair as below:

Roles of the Recourse Mobilization Committee and the Oversight Committee

The roles, functions, and key structures of the two standing committees of the CCM.

Detail	Recourse Mobilization Committee (RMC)	Oversight Committee (OC)
Primary Goal	To ensure funding requests meet the needs of those affected by the three diseases (HIV, TB, Malaria), do not overlap with other funding sources, and select Principal Recipients (PRs) capable of implementing the program.	To ensure consistency in the implementation of activities and the use of resources in accordance with the grant agreement.
Role	To coordinate funding requests by ensuring an	To ensure that the budget is used

	open, transparent, and inclusive in-country dialogue process. Provides information and recommendations to the CCM. (It is not a decision-making body).	appropriately, timely, and effectively; To ensure the effective implementation of the Principal Recipients' work plan. Provides information and recommendations to the CCM. (It is not a decision-making body).
Key Functions	Organize discussions and develop the program proposal. Monitor feedback from the Global Fund Secretariat and the Technical Review Panel. Develop a transparent process for selecting Principal Recipients. Seek alternative funding sources for the three diseases.	Develop, update, and implement an annual oversight plan. Identify challenges and obstacles faced by Principal/Sub-Recipients. Propose guidelines and recommendations to the CCM. Monitor the implementation of recommendations.
Composition	10 members: 6 members from the CCM (full or alternate), 4 members from other sectors (non-CCM members).	10 members: 6 members from the CCM (full or alternate), 4 members from other sectors (non-CCM members). Must include at least 4 members with specific expertise.
Required Expertise	Program management, M&E related to the three diseases. Needs assessment and advocacy strategies. Knowledge of the epidemiology of the three diseases. Financial and administrative planning. Procurement management. Communication and advocacy.	Program management, M&E related to the three diseases. Service access strategies. Knowledge of the epidemiology of the three diseases. Ability to read and analyze progress reporting systems (Dashboards). Financial and administrative planning. Procurement management. Communication.
Term Limit	3 years, eligible for re-election one additional time (maximum 6 years).	3 years, eligible for re-election one additional time.
Reporting	Reports directly back to the CCM, and reports to the Executive Committee through its Chair (who is a member of the Executive Committee).	Reports directly back to the CCM, and reports to the Executive Committee through its Chair (who is a member of the Executive Committee).

Additional Information for New Member Election

- **Candidates:** CCM members can nominate candidates, or candidates may self-nominate.
- **Endorsement:** Voting must take place at a CCM meeting with a quorum (meeting requirement).

RMC Balance Requirement:

Membership must include representatives from:

- People living with/affected by and populations at risk of the three diseases.
- Bilateral and multilateral partners.
- The government sector.
- Non-governmental organizations (NGOs), the private sector, or both.
- Oversight Committee (OC) Specific Expertise Requirement:

It must be ensured that at least four members have expertise in the following areas:

- Financial Management.
- Specific diseases.
- Procurement and supply management.
- Program management.

Key Discussion Points and Election Results

1. Oversight Committee (OC) Member Selection

The CCM members opened the discussion and followed the CCM Terms of Reference (TOR) to select a new OC Member to fill the vacant seat previously by the Ministry of Home Affairs.

- **Selection Process:** The voting took place during the CCM meeting, which met the established quorum requirements.
- **Result:** The Lao People's Revolutionary Youth Union (LPRYU) was selected as the new OC Member, and the meeting provided official endorsement.
- **Action Required:** The CCM Secretariat is requested to communicate the details of the OC membership renewal to UNAIDS, specifically informing them that the previously empty seat should be now been filled.

2. Resource Mobilization Committee (RMC) Member Selection

The meeting initiated a discussion among the CCM members regarding the RMC member selection.

- **Decision:** The meeting agreed to assign the Election Committee the responsibility of continuing the selection process for the Resource Mobilization Committee member, strictly adhering to the CCM TOR.
- **Next Step:** The Election Committee is required to report the selection result to the next CCM Meeting.

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #6 Election of Key Implementer of Premeeting for CSO-KAP/PLWD

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

Election of Key Implementer for CSO-KAP/PLWD Pre-Meeting

The CCM Secretariat Representative presented the procedure for electing the key implementer responsible for organizing the Civil Society Organization (CSO), Key Affected Populations (KAP), and People Living with HIV/AIDS (PLWD) pre-meeting.

1. Procedure and Discussion

- The Secretariat Representative detailed the responsibilities of the implementer and outlined the election process to the CCM members.
- Following the presentation, the CCM members opened the floor for discussion.

2. Election and Endorsement

- The Association for the Development and Promotion of Women's Leadership (ADPWL) FSW-Youth was Elected by Consensus/Acclamation (i.e., without formal voting) as the key implementer.
- The CCM members formally completed the process by providing their consideration and endorsement of the election result.
- ADPWL is requested to coordinate closely with the CCM Secretariat on the detailed planning, financing, implementation, and reporting of the pre-meeting to ensure its timely preparation and execution.

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #7 AOB and closed the meeting

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 meeting chair informed all participants that the oversight field visit mission will be taken place from 23rd – 29th November 2025 in Xiengkhouang Province. This mission is organized by the CCM Secretariat.

SUMMARY OF DECISIONS & ACTION POINTS

AGENDA ITEM NUMBER	WRITE IN DETAIL THE DECISIONS & ACTION POINTS BELOW	KEY PERSON RESPONSIBLE	DUE DATE
AGENDA ITEM	<p>The meeting chair summarized the outcomes of the meeting in 5 points as follows:</p> <p>1. Endorsement of New CCM Sectoral Members The meeting officially endorsed the election results for the following new and replacement CCM members across various sectors:</p> <ul style="list-style-type: none"> • Government Sectors: Included the Lao People's Revolutionary 		

Youth Union (LPRYU) and the Central Committee of Organization and Personnel.

- Multi-Bilateral Sector: Approved the replacement representative from the World Health Organization (WHO).
- Non-Governmental Organization Sectors (NGOs): Included Fondation Mérieux Laos, Save the Children International Lao PDR, and the Mettatham Project.

2. Endorsement of CCM Executive Committee Leadership

The meeting officially endorsed the election results for the CCM Chair and 2 Vice-Chairs:

- **CCM Chair:** Dr. Phayvanh Keopaseuth, Vice Minister of Health.
- **1st CCM Vice-Chair:** Dr. Rattanaxay Phetsouvanh, Consultant and Interim Country Representative, Fondation Mérieux Laos.
- **2nd CCM Vice-Chair:** Dr. Timothy Armstrong, Country Representative, WHO.

3. Selection of Oversight Committee (OC) and Resource Mobilization Committee (RMC) Decisions

The meeting officially endorsed the election result and subsequent recommendations regarding sub-committee membership:

- **OC Member:** The Lao People's Revolutionary Youth Union (LPRYU) was officially endorsed as the new OC Member.
- **Action Item (OC):** The CCM Secretariat is requested to communicate with USAIDS for the details of the OC member and alternate renewal.
- **Action Item (RMC):** The Election Committee must finalize the selection of RMC members and alternates following the existing CCM TOR and Selection Manual 2016. However, the CCM Secretariat must first revise the Manual to officially add a TOR defining the Election Committee's role in sub-committee selection. The Election Committee must then report the final RMC selection result at the next CCM Meeting.

4. Oversight Field Visit Announcement

The meeting was informed that the oversight field visit mission to Xiengkhouang Province will take place from November 23 to 29, 2025.

5. Meeting Documentation

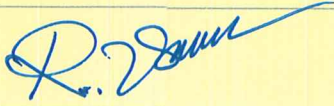
The CCM Secretariat is required to prepare the meeting minutes and circulate them to all participants for review and comments in a timely manner.

SUPPORTING DOCUMENTATION	Place an 'X' in the appropriate box	
	Yes	No
ANNEXES ATTACHED TO THE MEETING MINUTES		
ATTENDANCE LIST	X	
AGENDA	X	
OTHER SUPPORTING DOCUMENTS	X	
IF 'OTHER', PLEASE LIST BELOW:		

HECKLIST		
(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 ^A	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 >	Budhsalee Rattana	DATE >	10 December 2025
FUNCTION >	Coordinator and Finance Officer	SIGNATURE >	

CCM MINUTES APPROVAL:

APPROVED BY (NAME) >	Dr. Phayvanh Keopaseuth	DATE >	10 December 2025
FUNCTION >	CCM Chair	SIGNATURE >	