

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		01	TOTAL NUMBER OF PARTICIPANTS/ (INCLUDING ALTERNATIVES & CCM SECRETARIAT STAFF)		EXCOM MEMBERS	1
DATE (dd.mm.yy)		13/03/2025			OC MEMBERS	5
MEETING SCHEDULE START		13:30			OTHERS INCLUDING CCM SECRETARIAT STAFF	16
MEETING ACTUAL STARTED		16:30				
MEETING ACTUAL ENDED		16:30				
					TOTAL (Including online)	25
DETAILS OF PERSON WHO CHAIRED THE MEETING						
HIS / HER NAME & ORGANIZATION	First Name	Prof. Dr. Phouthone			MEETING TYPE	
	Family Name	Muongpak				
	Position/Title	CCM Chair				
	Organization	CCM Lao PDR				
HIS / HER ROLE ON THE MEETING	Chair	x	GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING	LFA	x	
	Vice-Chair			FPM / PO	x	
	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	Update on the process of CCM Workplan 2025 <ul style="list-style-type: none"> CCM Secretariat will provide updated information. 	CCM Secretariat
Agenda Item #2	Progress Update on the Implementation of the Global Grants <ul style="list-style-type: none"> Representative from CHAS will provide progress update on implementation of HIV. Representative from NTC will provide progress update on implementation of TB. 	National Programs Representatives
Agenda Item #3	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 RAI4E. 	PRs/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 DPF (PR for HIV/TB Grants) will provide progress update on implementation of the Global Fund grants for HANSA Project. 	PR-DPF Representatives
Agenda Item #5	Progress Update on the Implementation of the Global Fund Grants (Continue) <ul style="list-style-type: none"> Representative from NCLE will provide progress update on the catalytic Matching Funds. 	NCLE Representative
Agenda Item #6	Update information and activities from the CSO-KPs-PLWDs Coordinating Committee <ul style="list-style-type: none"> Representative from CSO-KPs-PLWDs will provide the progress update on CSO activities; 	CHIA's Representative CSO TA

	<ul style="list-style-type: none"> Discussion with CSO TA on the process of the new election of CSO, KPs and PLWDs for CCM Members 	
Agenda Item #7	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		Update on the process of CCM Workplan 2025											
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED													
The CCM Secretariat presented the process of CCM Workplan 2025. <i>(For more information, please see the attached PPT).</i>													
CCM Workplan 2025													
No.	Activity Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Oversite field visit					5 th – 11 th			4 th – 10 th			2 nd – 8 th	
2	Joint meeting of Oversight Committee (OC), Resource Mobilization Committee (RMC) and Executive Committee (ExCom) at CCM Secretariat Meeting Room/Ministry of Health (When require)			13 th			12 th			11 th			9 th
3	Full-day CCM plenary meeting at hotel in Vientiane Capital.			27 th			25 th			24 th			23 th
4	Ad-hoc meeting/workshop (when require)												
5	CCM Website development & maintenance												
6	Communication, material, documentation, translation and publication												
7	CSO Coordinating Committee meeting			26 th			24 th			23 rd			22 rd
Key discussion points and comments from the meeting													
● After listening to the presentation, all participants of the meeting have agreed and has no more comments.													
Decisions													
No Decision													

Agenda Item #2		Progress Update on the Implementation of the Global Fund Grants (HIV/TB)
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED		
Representative from National Programs CHAS provided progress update on implementation of HIV Grants <i>(For more information, please see the attached PPT)</i> .		
HIV/AIDS Program		
PBC 6: Key populations and people living with HIV/AIDS access to HIV services		
<ul style="list-style-type: none"> This PBC aims to increase access to quality of people-centered based approach for HIV services for all the people living with HIV, key populations through adoption and expansion of innovative and differentiated service delivery (DSD) models including HIV testing, PrEP and ART with strong involvement and participation of the affected communities and key populations. 		
Annual Operational Plan Year 2025 (21 Activities)		
Activity Code	Activity Description	Budget (US\$)
PBC 6.1.2	TOT for PCCA, health providers and community workers on HIV prevention strategy including virtual intervention to increase access on HIV services among KPs, promote PrEP, Index testing, and in line with Digital for health strategy.	9,380
PBC 6.1.7	Training workshop for S&D core team to build capacity and support CQI S&D reduction for KPLHIV in community - 3 days training to build capacity of CSOs staff and outreach workers on S&D reduction in community	8,160
PBC 6.1.16	Printing IEC materials for HIV knowledge and prevention	5,000
PBC 6.2.15	Progress update Meeting to review project implementation on HIV services among KPs including data assurance through DHIS2 system	10,600
PBC 6.3.1.1	Advocacy on ART point of care (POC) implementation including site assessment for new POC sites at district level. Target 4 new POC sites each year.	8,180
PBC 6.3.1.2	Job training for new POC staff on HIV care and treatment services at ART site - to build capacity on HIV services and case management before establishing POC site services.	12,000
PBC 6.3.2.1	Clinical workshop to improve AHD case management and DSD integrating NCDs and mental health for 11 ART sites	9,750
PBC 6.3.2.2	Refresh training on ARV and OI case management for POC sites including ARV optimization and POC VL testing and EID at district level	9,750
PBC 6.3.2.3	Technical workshop to improve HTS integration through PHC services, and ensure linkage PW HIV+ to access care and treatment, including tracking and follow up system for EID among HIV exposed-infants.	9,750
PBC 6.3.3.3	Support S&D workshop to improve quality of services related to S&D reduction among HCWs in selected ART&POC sites - 1 day workshop to disseminate S&D monitoring results and lesson learned on QI-S&D among HCWs at ART&POC sites (50 ps@coffee break 2\$@2\$copies@10 times/year. Roll-out 2 ART sites in 2024, 4 ART sites in 2025 and 6 ART sites in 2026	8,000
PBC 6.3.3.5	Support S&D strategy interventions in educational and workplace setting through advocacy and demonstration S&D reduction project in those setting for extra MOH	8,000
PBC 6.3.5.1	Workshop to refresh on ARV tracker/DHIS2 reporting data entry and data check for ART and POC sites	16,500
PBC 6.3.5.2	On site coaching for HIV care and treatment services including DQA and ARV tracker in selected ART/POC sites (central, provincial and district levels) and PCCA for RDQA	8,925
PBC 6.3.6.1	Annual review meeting on HIV component under HANSA project. This meeting aims to review on HIV interventions implemented under HANSA budget through a year with all targeted provinces and CSO partners, to sharing lesson learned and challenges in order to improve with all efforts to achieve the targets. This meeting	22,000

	will be conducted in Q4 each year (174 participants from 18 province and Hospitals; 3 days meeting). 1 time/year	
PBC 6.3.6.2	Disseminate updated HIV Law	15,261
PBC 6.4.4	Support Phone credit for HCWs and PEs at all ART and POC sites to reinforce linking and tracking HIV+ cases from VCT site services, including ARV retention, VL testing/suppression, prevent LTFU through tele-health counselling and psycho-social and mental health support for PLHIV/KPLHIV	5,000
PBC 6.4.5	Lesson learned workshop to review HIV care and treatment services and intensify package for POC for VL testing and EID including monitoring with case management approach, quality of VL decentralization and data reporting.	11,700
PBC 6.5.1	Workshop to advocate and scaling up PrEP implementation with adaptation on HIVST and index testing - to increase PrEP user and improve PrEP service delivery for continue PrEP and further planning for next year	6,825
PBC 6.5.4	Training on data management for PCCA, health providers and community partners for HIV services such as VCT, STI, PrEP, Index testing), 1 T/Y, 4days, 5 CHAS, 1 DPF, 32PEs, 8PCCAs	13,000
PBC 6.5.6	On site coaching for PrEP services including DQA and data analysis for prevention outcome through PrEP services in target ART/POC sites (central, provincial and district levels)	7,875
PBC 6.5.7	WAD campaign to promote the ending HIV theme including PrEP, stigma and discrimination reduction and reinforce U=U objectives	8,000

HIV Procurement under co-financing

Component	Cost Input	Budget approved Y1 (2024)	Budget plan Y2 (2025)	Budget plan Y3 (2026)	Total 3 years
HIV	Antiretroviral medicines	-	349,626.00	248,357.00	597,983.00
	HIV Rapid Diagnostic Tests	121,905.56	69,058.21	133,254.64	324,218.40
	HIV VL and EID cartridges	-	49,697.61	158,801.41	208,499.02
	OI/STI drugs	171,901.89	138,112.00	149,535.00	459,548.89
	Lab reagents (TB-LAM, VISITEC)	13,344.44	23,252.04	22,065.00	58,661.48
	Lab consumables	17,995.00	12,550.00	12,970.00	43,515.00
	PSM cost for ARVs	-	101,503.82	72,103.00	173,606.82
Total (\$US)		325,146.89	743,799.67	797,086.05	1,866,032.61

Key discussion points and comments from the meeting

- The representative from CHAS has emphasized on the lessons learned, issues and challenges in implementing HIV:
 - Receive the grant 2025 50% from GF on February and pending to receive the co-financing 2025-2026
 - PrEP prevention information is still limited to at-risk target groups,
 - PrEP service points are still limited to 8 ARV sites (but most target groups are reluctant to receive PrEP in hospitals),
 - PrEP service point expansion has not been implemented as plan due to training budget delays,
 - There is a cost before receiving PrEP drugs
 - PrEP for MSM/TG was not achieved as planned (achieved 78.09%) due to delayed budget allocation, which resulted in a delayed implementation in 2024.
 - There is a risk of not achieving it in 2025 due to the suspension of USAID grant to support FHI/Epic partners in implementing activities to reach out to at-risk MSM/TG and refer them for PrEP in 3 provinces: Vientiane Capital, Savannakhet and Champasak. In this regard, the representative from WHO has noted that there are impacts to many association of CSO including PEFAR and it will be high potential that USA will not continue to support the USAID grant.
- DPF requested an adjustment to the 2025 implementation plan to further support PBC 6.4, which will be submitted by the end of April.
- GF noted that HANSA1 has many issues due to the delayed budget, HANSA2 has the same issue as the CHAS has received 50% on the end of February 2025 as the national programs have not accessed to the

grant because of the long process within the MOH. In this regard, DCDC and DPF should have organized the internal consultation meeting to discuss this issue with the MOH by following the last meeting action agreement, which issue has been addressed?

- The Chair has recommended that:
 - CHAS to prepare the presentation in detail including pending issues to present during the coming Plenary CCM Meeting on 27 March
 - The reason of receiving 50% of the grant may not be able to archive the prioritized activities implementation in 2025. This should readjust the prioritized activities in HANSA2
 - DPF to take these pending issues to be addressed in order to avoid the same pending issues in project implementation in 2025.

TB Program

Representative from National Programs (NTC) provided progress update on implementation of TB grant (*For more information, please see the attached PPT*).

HANSA 2 PBC 7 Activity

- PBC 7.1 (Condition 1): Number of notified TB cases of all forms (New and Relapse)
- PBC 7.2 (Condition 2): Number of households contact eligible received Tuberculosis Preventive Treatment (TPT)

Lessons learned, issues and challenges in implementing TB:

Key Issues:

- Delay in receiving budget, inability to monitor the implementation activities and the use of budget
- Poor coordination between the central and local level
- Staffing (replacement, upgrading their level, moving to be in charge of a new responsibility)
- Indicator 2 (PBC7.2) has not been met targets
- Insufficient and poorly maintained data entry equipment (computers)
- Data quality (incomplete report, delay/not on time)
- Low number of sputum sample collection for analyzing (less sputum sample from the health center.)

Solution:

- To ensure receiving the budget transfer on time
- To ensure good coordination between the central and local levels
- To ensure that there are enough staff responsible for TB work at all levels
- The implement activities will be carried out in accordance with the PBC7.2 guidelines (follow up on the drug treatment and monitoring)
- Provide appropriate equipment to the relevant departments (computers)
- Pay attention to entering data correctly, accurately and on time;
- Increase the number of sputum sample collection and this should be on time and the organizers should be receive the grant on time
- Strengthen those responsibilities for TB work at all levels (training)

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 and the TB activities have been supported the grant by USAID.

Decisions

No decision

Agenda Item #3

Progress Update on the Implementation of the Global Fund Grants (Malaria)

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

Representative from PR-UNOP and National Programs (CMPE) provided progress update on implementation of RAI4E (*For more information, please see the attached PPT*).

Key activities in 2025

Vector Control

- LLIN mass Campaign in Q2
- LLIN continuous distribution

- Bednet survey in Q4

Case Management

- Case Management through 3 sectors
- Notification, classification and response approach (CIFIR- 1-3-7 approach)
- ICCM trainings

SPI

- Reactive Accelerator strategies
 - Reactive Drug administration in areas where indigenous cases reported in both Burden and Elimination areas

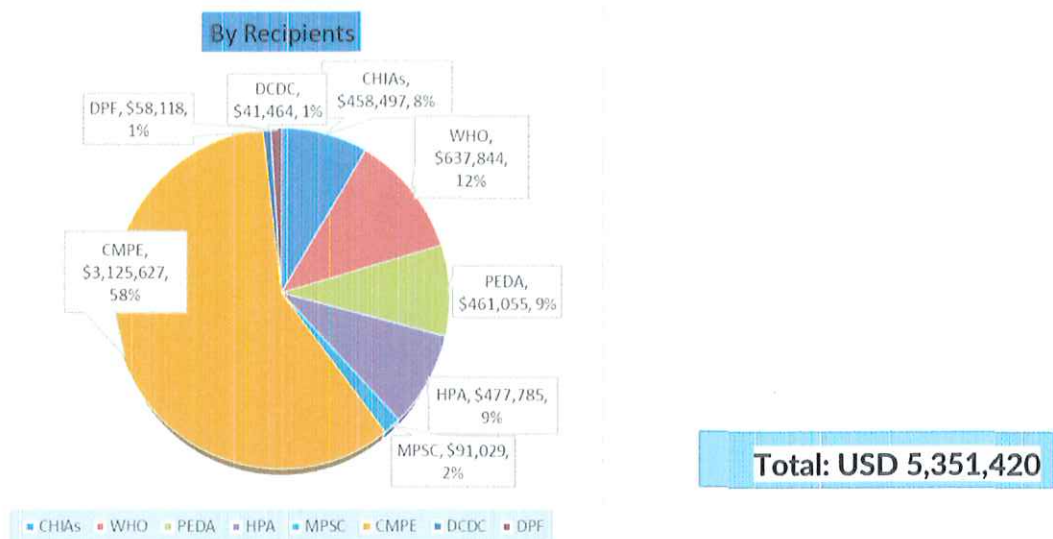
RSSH

- Case-based surveillance & DHIS2 trainings
- Elimination Certification trainings and self-assessment
- Monitoring & Supervision
- Strengthening the financial management system

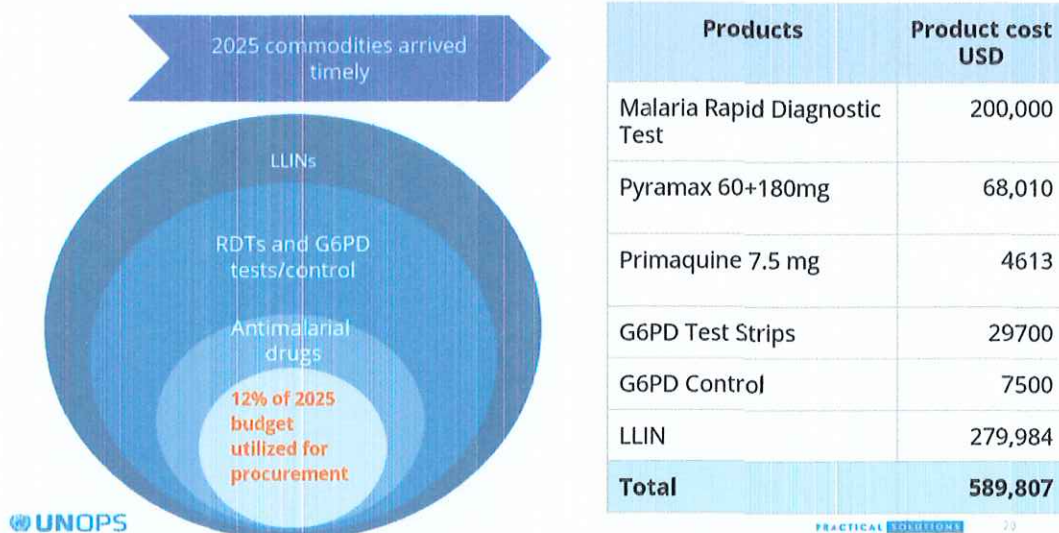
Co-financing update (as of Feb 2025)

Activities	Budget USD	Expenditure USD	Status
Training on diagnosis & treatment of malaria for PPMs	\$15,445	\$15,445	Done
Integrated Entomology surveillance and IRS training for provincial staff in Southern Laos	\$11,495	\$11,495	Done
Microscopy training for PAMs, provincial hospital staff, district hospital staff & lab technicians	\$70,309	\$70,309	Done
World Malaria Day campaigns at national and sub-national levels	\$3,000	\$2,999	Done
PMEC annual Elimination Certification meetings in provinces to share progress and lessons learnt	\$11,887	\$11,886	Done
SBC/IEC TOT Training for malaria prevention & control for provincial staff	\$12,188	\$12,188	Done
Procurement of bookshelves, folders and drive storage for elimination certification documentation	\$90,565	\$90,564	Done
Procurement of Laboratory Package commodities (product cost: 2024-2025-2026)	\$71,893	\$71,887	Done
Procurement of Ento Package commodities (product cost: 2024-2025-2026)	\$10,701	\$10,451	Done
Procurement of IRS Package commodities (product cost: 2024-2025-2026)	\$2,295	\$2,293	On going
Procurement of Paracetamol (product cost: 2024-2025-2026)	\$45,754	\$28,607	Done
Procurement of ORS (product cost: 2024-2025-2026)	\$20,840	\$20,824	Done
Procurement of side effect drugs for Accelerator Strategies TDA	\$8,692	\$8,673	Done
Boxes for District Facilitators - for transport of malaria commodities	\$4,195	\$4,187	Done
Total	\$383,146	\$365,696	95%

Budget Plan 2025 for all SRs



Malaria Commodities Procurement for 2025



Key discussion points and comments from the meeting

- After listening to the presentation, all participants of the meeting have agreed and has no more comments.
- Regarding to the representative of the RSC member has updated on the presentation of the transition and sustainability of Malaria in Lao PDR. This presentation has been discussed with CMPE and the relevant departments of MOH to establish the Task Force Committee.

Decisions

No decision

Agenda Item #4	Progress Update on the Implementation of the Global Fund Grants for HANSA II	
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED		
Representative from DPF (PR for HIV/TB Grants) will provide progress update on implementation of the Global Fund grants for HANSA Project (For more information, please see the attached PPT).		
Progress Update on Implementation of HANSA 2 (Most PR Actions have done and some have not done)		
Thematic Area	PR Actions	Status
TB reallocation request	By 07 March, DPF in coordination with NTC should submit information on 1) the basis for requesting 30 microscopes, 2) share microscope inventory list including information of the location and functionality status.	As per the coordination with NTC, NTC is currently working on it, and expects to submit it to the DPF/NPCO within this week. Once the NTC has been submitted to the DPF/NPCO, we will review and shared with the GF by Monday next week.
IFR reports – HANSA 2	By 28 February, DPF to submit the IFR reports for period 1 January to 30 June 2025 and 1 July to 30 September 2025 related to HANSA 2.	DPF/NPCO has submitted the IFR report for period 1 January to 30 June 2024 in the WB system on Friday 28th February 2025. For the IFR report for period 1 July to 31 December 2024, we just received an advice from WB FM Team to adjust some expenses to include in the IFR Jul-Dec 2024. Therefore, the planning submit date is 15th March 2025 (This date is also proposed by WB TTL to submit on this date too).
Reimbursement of HANSA 1 funding to CSOs	Following DPF confirmation that HANSA 1 funding will be reimbursed to CSOs, DPF to provide an update on the status of the reimbursement by 28 February.	DPF/NPCO submitted the documents to the Cabinet of MoH by February 26, 2025. Currently, we’re waiting for an approval from the MoH
Non-compliant expenditure	By no later than 31 January, the CT will provide details of the expenditure classified as non-compliant during the 2022-2024 grant period and request additional justification and/or reimbursement from the Principal Recipient.	We have received the letter from GF by the timeline, and we have already proceeded and sent the notification to the relevant stakeholders, and some of the partners have already transferred the money back to PR. So, we expected to submit/inform the GF soon.
Logistics Management Information System	By no later 14 March, DPF in coordination with NCLE, NTC and CHAS, to respond to the actions taken in response to the recommendations included in the report on the review of logistics management information systems (LMIS) shared on 26 July 2024.	Currently, we are working on it, and expect to submit it to the GF by next week.
Privileges and Immunities for the Global Fund	DPF to coordinate with the cabinet office on the Global Fund request for the Government to take prompt action to fulfill its long-standing commitment to grant the Global Fund Privileges and Immunities. We request an update on this matter by 28 February. Please refer to Global Fund email on 9 Dec 2024.	In the process of reviewing documents.
PU/DR submission	The PU/DR report was shared with the DPF via the Partner Portal and it is ready for completion. The DPF is required to comply with the following deadlines: -By 10 March, submission of the Finance	Currently, we are working on it, and expect to submit it to the GF by next week.

	Section of the PU/DR. -By 24 March, submission of all other areas (i.e Programmatic, PSM, Grant Management, etc.).	
C19RM Fixed Asset Verification	By no later than 07 March , DPF to provide a response on the issues identified during the verification of the fixed assets procured with Covid-19 Response Mechanism (C19RM) grant funds.	DPF/NPCO has sent the notification to the relevant stakeholders to conduct the final physical inventory of fixed assets by March 4, 2025. The verification will be conducted from March 11-14, 2025 starting from DHR, CHAS, NTC, and PR respectively

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

No decision

Agenda Item #5 Progress Update on the Implementation of the Global Fund Grants for NCLE

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

Representative from NCLE will provide progress update on implementation of the Global Fund grants for the catalytic Matching Fund *(For more information, please see the attached PPT).*

IBF1: Lab Systems Strengthening

Capacity enhancement on Laboratory System and QM unit

Current Status:

- **MF 3:** Establishment of QM unit and recruitment of staff to support implementation of MF QMS related activities (**Progress**)
 - Development of ToRs for 5 proposing staff are completed and information relevant to the recruitment is provided to NPCO
 - Currently 3 staff remain. Revision of ToRs for 2 staff are completed and ToR for 1 staff needs no revision.
 - Advertisements for new recruitment have been posted in 108.Jobs website since 26 Feb 2025

Challenges:

- Seeking higher qualified personnel according to the ToRs may take some time.

Key Actions:

- Job applications will be closed within 30 days from the posting date.
- Assessing applications as they come and shortlist them early for further interview (time-saving).

Development of Policy foundation for integrated laboratory

Current Status:

- **MF 5:** Guidelines Printing- National standard for infrastructure, tests, techniques and equipment for all laboratory levels (**Not started**)
- **MF 7:** Guidelines Printing- SOPs for integrated laboratory – operations and specimen management (**Not started**)
- **MF 8:** Strengthening integration of existing EQA programs- Support EQA programs meeting in VTE (**Started**)
 - Budget proposal and plan including other required document to access funds are in preparation.
- **MF 9:** Contracting waste disposal contractor to collect and dispose of expired reagents and supplies including broken equipment (**Not started**)

Strengthening the Biosafety/biosecurity capacity

Current Status:

- **MF 10:** Meeting and advocacy on Biosafety/security materials updates (**Not started**)

<ul style="list-style-type: none"> ● MF 11: Handbook and materials printing for Biosafety/security materials updates (Not started) ● MF 15: Certify 40 biosafety cabinets in 17 provincial hospital labs and in 6 central level labs (Started) <ul style="list-style-type: none"> ○ Certification of biosafety cabinet in 17 Provincial Hospital Labs and central hospitals in VTE for 2024 budget just finished in January 2025. ○ Budget proposal and plan including other required document to access funds for 2025 are in preparation. ● MF 28: Procurement of biosafety HEPA filters and UV lamps and replacement service for HEPA filter in BSC (Removing and replacing the exhaust HEPA filter) (Started) <ul style="list-style-type: none"> ○ Budget proposal and plan including other required document to access funds are in preparation. <p>Key discussion points and comments from the meeting</p> <ul style="list-style-type: none"> ● After listening to the presentation, all of the participants in the meeting had agreed and had no more comments.
Decisions
No decision

No decision	
Agenda Item #6	Update information and activities from the CSO-KPs-PLWDs Coordinating Committee
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
Representative from CSO-KPs-PLWDs presented on the progress update the new election of CSO, KPs and PLWDs for CCM Members and the road map of New Election Process for CSO, KPs and PLWDs for CCM Members (<i>For more information, please see the attached PPT</i>).	
<p>Main objective:</p> <ul style="list-style-type: none"> ● Strengthen the representation, commitment and engagement of key populations representatives, PLWD, CSOs and youth at the CCM. <p>Specific objectives:</p> <ul style="list-style-type: none"> ● Identify the current implementation challenges, existing gaps and accomplishments ● Update the TORs for the representatives ● Support the election process ● Access and enhance the knowledge and the capacity of the newly elected CSO KPs and PLWD <p>Timeline for the election process</p> <ul style="list-style-type: none"> ● TORs advertised for 3 weeks (10-31 March 2025) ● Q&A session to clarify any questions that candidates may have (20 March 2025). ● The election committee review the expression of interest to select the candidates that meet the minimum criteria (First week of April 2025) ● KPs, CSOs workshop in Vientiane; general orientation of the candidates, election (2nd week of April). ● Assessment of the elected candidates to adapt the capacity building plan during the workshop. <p>CCM Eligibility criteria to receive GF funding</p> <ul style="list-style-type: none"> ● CCM renewal based on the existing guideline ● Integrated Performance framework (IPF) assessment by CCM Hub in 2025 ● CSO-KP-PLWDs memberships are identified based on election based on transparent, participatory, competitive by own constituencies ● KP populations and representatives; CSO, FSW, MSM, TG, Youth, PLWHIV, TB, Malaria ● The election must be well-documented and submitted to GF <p>Next steps</p> <ul style="list-style-type: none"> ● April-Mid May: capacity building of the newly elected candidates through webinars <p>Recommendations for OC & ExCom to consider</p> <ul style="list-style-type: none"> ● Duration of advertisement from CCM secretariat to release it and follow up by CHIAs via online, (15 days) ● Election committee confirm (3 people; government rep, international/multi-bilateral rep, CSO rep) ● Confirm Timeline (election complete before Lao New Year) ● CSO-KP-PLWDs election (election workshop, during 7th to 10th April 2025) 	

Key discussion points and comments from the meeting

- The meeting to nominate the Electoral Committee including the representative from CSO, WHO and MOH to review the documents of CSO before posting on the CCM network and relevant medias.
- The CCM Secretariat to coordinate with the CSO, WHO and MOH on their representative nomination.


Decisions

No decision

4. SUMMARY OF DECISIONS AND ACTION POINTS

AGENDA ITEM N°.	WRITE IN DETAIL THE DECISIONS	KEY PERSON RESPONSIBLE	DUE DATE
	<p>Before closing the meeting, the chair summarized as below:</p> <ul style="list-style-type: none"> • The relevant centers to review and allocate the prioritized activities to avoid the impact from USAID grant • Organize the consultation meeting to build up the mechanism for NPCO to coordinate with GF on the disbursement of the grant approve 50% for year 2025 and follow up on the use of grant on the prioritized activities • The staffing issue is assigned to each relevant center to be responsible for addressing • NPCO to improve the mechanism coordination for the national programs to access to the funding and receive the grant timely and the activities are implemented timely • CSO TA to coordinate with CCM Secretariat on the advertisement for the representatives from CSO to be selected as the CCM member by the Electoral Committee. 		

5. MINUTES PREPARED BY:

TYPE/PRINT NAME	Mr. Budhsalee Rattana	DATE:	24 April 2025
FUNTION/POSITION	Coordinator and finance officer	SIGNATURE	

6. MINUTES APPROVED BY:

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