

Minutes of the 11th Quarterly Stakeholders' Meeting.

14th January 2011.

Ministry of Health, Thimphu.

The 11th Quarterly Stakeholders' Meeting was held on 14th January 2011 at the Ministry of Health, Mini-Conference hall at 10:00 am.

Attendees:

1. Mr. Phuntsho Dendup, Labour Officer. Department of Labour, MoLHR.
2. Mrs. Deki Tshering. PO. Department of Youth and Sports, MoE.
3. Mr. Tobgay Wangchuk. Sr. Lab technician, Royal Bhutan Army (RBA).
4. Mr. Tashi Tshering. AIMO, ICB, MoH
5. Mrs. Ugyen Tshomo, PO, NFCED, Ministry of Education
6. Mr. Kuenzang Dorji, Lecturer, Royal Institute of Health Sciences
7. Mr. Kinley Dorji, Sr. Project Coordinator, , PMT/GFATM, MoH
8. Mr. Cheku Wangchuk, PMT/GFATM, MoH
9. Mr. Jigme Thinley, PMT/GFATM, MoH.

Absentees

1. Focal Person of Department of Youth
2. Focal Person of Bhutan Chamber of Commerce and Industry
3. Focal Person of Royal Bhutan police
4. Focal Person of Dratshang Lhentshog
5. Focal person, NACP, MOH

Aims and Objective of the meeting

1. Evaluate the progress for year 3.
2. To discuss the approved work plan for Phase 2, Year 4 and 5 of Round 6 HIV/AIDS for Global Fund
3. Discuss the budget supplementary incorporation for quarter 13 and 14.

Presentation on Progress Report for Year 3 by respective Sub Recipients

Each focal person were requested to make a present a presentation on the progress for year 3.

- Non Formal Education, Ministry of Education.
SDA 1.2.1, Development & Printing of education materials with the budget of US\$ 5000 have not been used and it was agreed that the allocated budget can to re-allocated to DYS for printing.
SDA 1.2.2, Training of Teachers/Principals, Target 100, Budget US\$ 37,160, this activity have been carried out in two batched totaling to 98 trained Principals on December 2010.
SDA 1.2.3, Community activities by Youth NFE learners, the activity have been carried out as per the work plan and budget. The report are yet to be submitted.
SDA 1.2.4 Attend regional GFATM meeting. Since there isn't any regional meeting, it was proposed by the PMT and agreed by the NFE focal person to use the amount for the back payment of the Bio-Safety cabinet purchased.
- Department of Labour, Ministry of Labour and Human Resource.
“SDA. 1.2.5 Refresher ToT for Vocational Centre Teachers on HIV based life skills education” is scheduled to be implemented between Feb 2011 and March 2011.
SDA 1.2.6, Sensitization of unemployed youth and job seekers during the job fairs and NGOP with the budget of US\$ 6,960, the sensitization activity has been carried out as per the work plan leaving an amount of US\$ 1352.27 as saving.
SDA 1.2.7 Attend regional GFATM meeting Since there isn't any regional meeting, it was proposed by the PMT and agreed by the MoLHR focal person to use the amount for the back payment of the Bio-Safety cabinet purchased.
- Royal Institute for Health Sciences (RIHS)
The activities have been carried out as per the work plan and it was agreed that the RIHS will submit the report during the coming week
- Royal Bhutan Police (RBA)
SDA 1.5.1. Development of Printing of HIV information package. The information package has been developed and send for printing and scheduled to be ready by January end 2011.
SDA 1.5.4 Sensitization program for RBA & RBG and 1.5.6 Training of instructors form the Military training institutes (RBP, RBG & RBP) has not been carried out but the focal person committed the implement at the earliest.

- Information and Communication Bureau, Ministry of Health.

SDA 1.9.1. Consultative meeting to develop IEC materials for vulnerable groups, ICE materials developed for non migration workers, Posters and pamphlets developed and printed.

SDA 1.9.2. Field testing of the materials on ICE. Bengali version pamphlets materials field tested but budget allocated is not used.

SDA 1.9.3. Printing of materials for vulnerable groups. 1000 messaged T-shirts and 10,000 Bengali version pamphlets printed. Nu 70,000 re-appropriated for back payment of Radio Board cast.

SDA 1.9.4. Sensitization and briefing to the Media personal on HIV/AIDS issues and

SDA 1.9.5 Undertake supervision and monitoring visits will be implemented before June 2011.

Presentation on the Approved Year 4 & 5 Work Plan – Sr. Project Coordinator

The Project Coordinator presented the approved work plan for year 4 and 5 to the respective focal person of the Sub- recipients. The activities of the Quarter 13 and 14 were presented to the SRs in detail, confirming the list of activities that will be implemented within the two quarters so that supplementary incorporation can be processed by the Project Management Team. The SRs present confirmed the activities will be carried out as per the approved work plan. The PMT further requested the SRs to give their consensus in written.

Presentation on Reporting Software

The Quarterly reporting software was once again presented to the SRs, and they were once again reminded to report with the Software. Since the Software is only for quarter 12, the PMT will revise the Software for year 4 and 5 at the earliest.

Major Discussions and Recommendations

- The NFE focal person agreed to submit the Report on the 2 batches of Training held for the Principals on “Life Skills based HIV/AIDS education” latest by 21 January 2011.
- All the budget for Year 3 amounting to US\$ 20,200 have been disbursed to the RIHS but no report have been received yet, The PMT strongly urged the RIHS representative to submit the report at the earliest.
- Nu 355,000 is disbursed to the RBA to implement Sensitization program for RBA and to Train instructors from the Military training institutes with the agreement to follow the financial rules while carrying out the activities.
- It was also agreed that the PMT will print 500 copies of the RBA Curriculum.
- All the sub recipients were once again reminded by the PMT to submit report within 30 days after the end of each quarter in the agreed reporting Software.

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- It was agreed that PMT will update the reporting software with the work plan and budget for year 4 and 5 and circulate to the focal person of the SRs.
- The meeting agreed on the need to indentify an alternative focal person to attend the meeting in the absence of the focal person.

Tashi Delek

