

## Minutes of the 8<sup>th</sup> Quarterly Progress Review Meeting for HIV/AIDS grant of The Global Fund

Venue: Ministry of Health  
Chairman : Director, DoPH

The Project Management Unit of The Global Fund convened the 8<sup>th</sup> QPR on 2<sup>nd</sup> April 2010 with the sub recipients and the other stakeholders of the grant to discuss the following issues:

1. Review the work plan and budget utilization for 8<sup>th</sup> Quarter
2. Discuss on the unliquidated advances and accounts from the SR's
3. Discuss on the draft Memorandum of Agreement for the phase 2
4. Present the draft SR reporting system

All the focal persons from the Sub Recipients were present except the focal person from Ministry of Labor and the Department of Youth & Sports.

### 1. Review and Discussion on work Plan & Budget Utilization for Q 8:

- It was reported that due to delayed disbursement of funds from The Global Fund, most of the planned activities could not be conducted during the quarter.
- It was also reported that the work plan and budget for phase 2 has been approved by the Global Fund Board and the phase 1 of the project was coming to an end by 30<sup>th</sup> April 2010.
- Most of the SR's have implemented the activities as per the acceleration plan but there were unliquidated advances which were not settled amounting to Nu 6.7 Million as of 1<sup>st</sup> April 2010.
- PMT reported that most of the planned targets have been met except for few SR's and the budget absorption rate was satisfactory.
- It was also reported that KAP survey has been completed and the draft reports are available with the NACP and PMT.
- It was also reported that BCCI has still USD 15,000 unutilized from the phase 1 of the project. NACP reported huge unspent balance due to delayed disbursement and the balance might not be spent within the remaining time frame of the quarter. BCCI was urged to spend all the unspent balances to avoid fund lapses.

### Discussion on the unliquidated advances and accounts from the SR's

PMT presented to the forum the unliquidated advances from the SR's amounting to Nu 6.7 Million and urged all the SR's to settle the accounts with the PMT in order to be able to send the reports and avoid delayed disbursements. SR's were urged to strictly observe the financial rules and regulations as outlined in the MoU signed with all the SR's

- Realizing the huge amount of unsettled advances with the project, all the SR's were urged to settle the accounts latest by the 20<sup>th</sup> April 2010.
- The meeting recommended that Programme Officers should also make equal and adequate follow up for the settlement of accounts on time
- BCCI was recommended to implement the activities before the 25<sup>th</sup> of April 2010 owing to the phasing off of the first phase of the project.
- It was recommended to give adequate time for the Dzongkhgas to settle their accounts with the project.
- Particularly the BCCI and MOLHR with the huge amount of unliquidated advances were requested to submit the financial report to the PMT.

### Presentation on the Draft MOA to the SRs

- PMT presented to the SR's the draft Memorandum of Agreement for the 2<sup>nd</sup> phase of the project. It was reported that the release to the SR's will now be made on quarterly basis to avoid fund shortages.
- It was also reported that SR's should strictly comply with the MOA while making any fund request and should observe the proper financial rules of the country.
- It was proposed that only 90% of advances of the funds requested will be released in the first installment and the remaining 10% will be released after the submission of the bills as per the financial rules. This proposal was not much welcomed by the SR's and it was recommended that this clause be looked at properly.

### Discussion on the SR reporting system:

- PMT presented to the SR's a draft version of the SR reporting in accordance with the PUDR. The reporting system covered all the aspects such the financial reporting, programmatic and indicator reporting.

- It was reported that PMT will conduct a hands on training for the end users some time in 3<sup>rd</sup> week of April after the system gets finalized.
- It was recommended that capacity of the existing SR's to implement the GF grants has to be built and the budget could be charged to the GF grant.

**Discussion on the Round 10 Proposal:**

- It was directed that road map for Round 10 proposal development be strictly be followed up due to limited time.
- PMT was directed to coordinate a meeting with the stakeholders to discuss on the proposal development for Round 10.
- PMT directed to spearhead the over all proposal development for Round 10.
- In the interest of time, all the programmes were requested to start working on the proposal development immediately.
- The existing SR's from the line ministries were also requested to put up proposal for round 10 at the earliest.