

Minutes on the quarterly progress review on HIV/AIDS and training the Stakeholders on the new reporting system.

The quarterly progress review meeting on HIV/AIDS and training of the Stakeholders was held on the 17th and 18th of May 2010 at the Tashi Namgay resort, Paro.

The meeting was attended by 10 Stakeholders and 6 Project Management Team (PTM) members.

The objectives of the meeting were

- Review the Progress Report for the 9th phase.
- Orient the Stakeholders on Phase 2 work plan and indicator
- Discuss the Memorandum of Agreement (MoA) with the Stakeholders of Phase 2.
- Train the Stakeholders on the new Reporting software.

Attendees

Stakeholders

1. Dr. Chencho Dorji, Director, RIHS.
2. Mrs. Karma Dechen, DYS.
3. Mrs. Ugyen Tshomo. NFE.
4. Mrs. Choki Lhamo, MOLHR.
5. Mr. Sonam Dorji. BCCI.
6. Captain Dechen Choden. RBP.
7. Mr. Ugyen Tshering, Dratshang Lhentshog.
8. Mr. Tshering Gyalshen, ICB.
9. Mr. Kencho Wangdi, NACP.

PMT members

1. Mr Kinley Dorji, PMT.

2. Mr Deshman Chamling, PMT
 3. Mr Cheku, PMT
 4. Mr. Jigme Thinley.
 5. Mr Tashi Phuntsho, IT Unit.
 6. Mr Birju Sunawr. IT Unit.
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The meeting started with the registration of the stakeholders and the other participants at 9:20 am,

1. Presentation of the 9th Quarterly Progress Update Report (PUDR) ~Global Fund Coordinator.

The Project Coordinator made a brief presentation on GFATM and the role and responsibilities of the both the Principal Recipients and the Sub recipients. Emphasizing on the Timeline and the Work frame of the quarter. The presentation highlighted the need for Progress Update Report (PUDR) and the need to achieve the proposed targets in every quarter for further support from the GFATM. It was explained to the stakeholder how the remaining amount from the previous quarter can be carried to the current quarter. It was agreed that the PUDRs of the stakeholder should contain all the explanations and justifications for any targets achieved.

2. Presentation and Orientation for Phase 2 budget and Performance Framework.

The Project Coordinator explained the budget sanctioned for Phase 2 and presented briefly on the Performance Framework the Stakeholder should get use to, taking Department of Youth and Sports as an example. The Sub Recipients were also briefed on the Global Fund policies.

2.1 Discussions

- It was recommended for Sub Recipients to come with a Check listing system and visit fields for monitoring and evaluation.
- The sub recipients should maintain periodic reports quarterly and annually.

3. Presentation on Financial Utilization.

The project coordinator presented on the budget sanctioned by the Global Fund to Bhutan for phase 1 and how much of the fund was utilized. He also presented how much fund was allocated or each programs and how it was used.

4. Discussion on Grant Performance Report.

The project Coordinator presented the policies and regulation of the Global Fund and the rating the GFATM awards each country under the GFATM support accordingly to Performance Report the CCM submits. According to the Grant Performance report, there are five grades (A1, A2, B1, B2 and C) Bhutan is rated B2 in the earlier stage of Phase 1 and B1 in the later stages. A1 is the highest grade and grade C will disqualify for any support from the Global Fund. The phase 2 was to start by the first week of May but due to the late submission of proposal, Phase 2 could be only implemented from June.

- The insuring for the commodities purchased under the Global Fund support was discussed briefly and the most of the Stakeholders found it unnecessary though it's stated in the Global Fund Policy.
- It was made clear that each individual Sub recipients should appoint a focus person to handle the Global Fund funded programs and projects.

5. Phase 2 Review document (Grant Scorecard).

The Project Coordinator presented The Global Fund Grant Scorecard for HIV/AIDS for Phase 2. The Phase 2 HIV/AIDS program was Recommendation

Introduction of the New Reporting software.

The project coordinator introduced the new reporting software to the Sub recipients and spoke about the need to develop the software. He also spoke how easy and effective the software is. The introduction was followed by a presentation on the software by Tashi Phuntsho, ICT unit, MoH who developed the software. At first the sub recipients found it quite confusing but with much help and explanations from the Project Management Team (PMT), and since the software is almost semi automated, they found the software very user friendly and useful. One sub recipient even said with the software half of his work is done.

The Training session

Each of the sub recipients were given their respective Software copy on their laptops and were asked to browses and get familiar with the components, later each of the sub recipients were

asked to present how much they understood the software and explain how they were going to do their work on the Software with examples. In the end, both the Project Management Team as well as the Stakeholders found the meeting and the training very fruitful and useful one.