

Draft MINUTES
OF
**THE JOINT MEETING OF THE PROPOSAL DEVELOPMENT COMMITTEE
& TECHNICAL WORKING GROUPs**

VENUE: MINI CONFERENCE HALL, MINISTRY OF HEALTH

DATE : AUGUST 2, 2011

The Joint meeting of the Proposal Development Committee (PDC) and Technical Working Groups (TWGs) was held on August 2, 2011 at the Mini Conference Hall, Ministry of Health.

Attendees:

Proposal Development Committee:

1. Dr. Nani Nair, Representative, WHO (PDC Co-Chair).
2. Ms. Tandin Lhamo, Program Coordinator, Gross National Happiness Commission. (PDC Co-Chair)
3. Mr. Yeshey Dorji, Asst. Representative, UNFPA.
4. Ms. Tashi Pelden, Program Officer, DPA, Ministry of Finance.

TWG members:

1. Mr. Kinley Dorji, Sr. Project Coordinator, Project Management Team (PMT).
2. Dr. Thinley Yangzom, Chief Program Officer, Vector borne Disease Control Program (VDCP).
3. Mr. Namgay Tshering, Program Officer, National AIDs Control Program (NACP).
4. Mr. Chewang Rinzin, Program Officer, National TB Control Program (NTCP).
5. Mr. Tashi Dendup, Asst. Program Officer, National TB Control Program (NTCP).
6. Mr. Sonam Phuentsho, Program Officer, PPD, MOH (Health System Strengthening).

Others/ WHO:

1. Mr. Namgay Wangchuk, NPO, WHO

CCM Secretariat:

1. Mr. Karma, CCM Coordinator
2. Ms. Suneeta Chhetri, Monitoring & Evaluations Officer

Absentees:

1. Ms. Sonam Pelden, Journalist, Kuensel Corporation (member, Proposal Development Committee).

The Chair of the Proposal Development Committee in her introductory note thanked the members of the committee and lead members of TWGs for attending the meeting.

- The agenda was adopted for discussion.
- The main objectives of the meeting were :
 - Provide an update on membership of the Proposal Development Committee (PDC)

- Provide an update on the composition of the TWGs for each component (HIV/AIDs, TB, Malaria and Health System Strengthening), clarify the role and finalise the composition of TWGs.
- Agree on the core writing teams and principal writers for the development for each component of the GF Round 11 proposal.

1. Update on membership of the Proposal Development Committee :

The CCM Coordinator presented the members of the PDC and the terms of reference of the committee as detailed in the Governance manual.

2. Update on the composition of Technical Working Groups (TWGs) :

- It was noted that the TWGs while supporting the proposal development would also play a role in advising the respective programs on various areas of policy, implementation, monitoring and reporting.
- It was agreed that the CCM Secretariat would draft standard TORs for the TWGs and present these to the CCM in the next meeting for endorsement.

The respective leads of the TWGs then presented the proposed membership of each TWG.

i. Proposed membership of TWG for Malaria.

- a. Dr. Thinley Yangzom, CPO, VDCP.
- b. Mr. Tobgyel, Sr. Program Officer, VDCP.
- c. Mr. Tshering Dhendup, Program Officer, International Health Regulations, MoH
- d. Mr. Pema Chetsho, Assistant Labour officer, MoLHR
- e. Mr. Gampo Sithey, Chief Executive Officer/Founder, Centre for Research and Initiative.
- f. Mr. Yeshi Pelzang, Program Officer, GNHC.
- g. Mr. Karma Tenzin, Program Officer , Live stock, MoA
- h. Mr. Kuenzang Wangdi, Immigration Officer, Department of Immigration MoHCA
- i. Mr. Namgay Wangchuk, PO, WHO.

ii. Proposed membership of TWG for HIV/AIDS.

- a. Mr. Namgay Tshering, Program Officer, NACP, MOH
- b. Dr. Chencho Dorji, Director, Royal Institute of Health Sciences, Royal University of Bhutan.
- c. Dr. Tez Kumari Sharma, Dermotaligist, JDWNRH
- d. Dr. Gampo Dorji, Dy. CPO, NCD, MoH.
- e. Ms. Dechen Zam, Chief Planning Officer, PPD, MOE.
- f. Mr. Ugyen Norbu, Offtg. Information and Media Officer, DoPH
- g. Captain Deychen Choden, RBP
- h. Ms. Karma Choden, RENEW
- i. Mr. Wangda Dorji, Director, Laksham.

iii. Proposed membership of TWG for TB.

- a. Mr. Chewang Rinzin, Program Officer, NTCP, MoH
- b. Mr. Tashi Dhendup, Asst. Program Officer, NTCP, MOH
- c. Mr. Tandin Dorji, Chief Program Officer, Communicable Disease Division.

- d. Dr. Pandup Tshering, Registrar, Bhutan Medical and health council
- e. Dr. Pema Tshering, Physician, Lungtenphu Military Hospital.
- f. Dr. Karma Lhazeen, Chief, Essential Medicine and Technology Division.
- g. Mr. Sonam Wangchuck, Head Public Health Laboratory.
- h. Mr. Tandin, Offtg. Chief DVED.
- i. Mr. Ugyen Nordu, Offtg. Chief, Information and Communication Bureau.

iv. Proposed membership of TWG for HSS.

1. Mr. Sonam Phuntsho, Program Officer, PPD, MOH
2. Mr. Tshering Wangdi, Planning Officer, PPD, MOH
3. Ms. Yangchen Choden, Chief HRO, MOH
4. Dr. Pandup Tshering, Registrar, Bhutan Medical & Health Council (BMHC)
5. Dr. Nar Bahadur, CEO, Health Help Centre (HHC.)
6. Mr. Tandin, Offtg. Chief, Drugs, Vaccines & Equipment Division (D VED)
7. Ms. Gaki Tshering, Head, ICT Unit.
8. Mr. Tandin Dhendup, Asst. Planning Officer, Research Unit.
9. Mr. Kinley Wangchuck, Asst. Program Officer, Quality Assurance & Standardization Division (QASD).
10. Mr. Ugyen Norbu, Offtg. Chief, Information Communication Bureau (ICB).
11. MR. Binay Thapa, Microbiologist, PHL, JDWNRH.
12. MR. Tshering Jamtsho, Research Officer, Health Management and Information System (HMIS).
13. Ms. Deepika Adhikari, Asst. Program Officer, (Essential Medicines & Technology Division) EMTD, Dept. of Medical Service (DMS).
14. Mr. Tashi Duba, Prograom Officer, Emergency Medical Services (EMS), DMS.
15. Representative from Drug Regulatory Authority (DRA).

3. Points of clarification and suggestions on the composition of the TWGs:

- The membership of the TWG of the Malaria program was reviewed and the additional members proposed were:

1. Representative from the Media
2. Representative from the Ministry of Works and Human Settlements.
3. Representative from Royal Institute of Health Sciences, and
4. Representative with clinical background.

It was agreed that the following members of the TWG would be the core members of the Malaria proposal development team together with the external consultant/s:

1. Dr. Thinley Yangzom, CPO, VDCP.
2. Mr. Tobgyel, Sr. PO, VDCP.
3. Mr. Tshering Dhendup, Program Officer, International Health Regulations/NFP, MoH.

- The membership of the TWG of the HIV/AIDS program was reviewed and the additional members proposed were:

1. Representative from International Health Regulations/NFP, MoH.
2. Representative from UNFPA.
3. Representative from UNICEF, and
4. Dr. Phub Dorji, Gynaecologist, Jigme Dorji Wangchuck National Referral Hospital(JDWNRH).

It was agreed that the following members of the TWG would be the core members of the HIV/AIDS proposal development team together with the external consultant/s:

1. Mr. Namgay Tshering, Program Officer, NACP, MOH
2. Dr. Gampo Dorji, Dy. CPO, NCD, MoH.
3. Dr. D. B. Subba, Medical Specialist, JDWNRH.
4. Mr. Ugyen Norbu, Offtg. Information and Media Officer, DoPH
5. Ms. Karma Choden, RENEW
6. Mr. Wangda Dorji, Director, Laksham.

➤ The membership of the TWG of the TB program was reviewed and the additional members proposed were:

1. Representative from NFE, MOE.

It was agreed that the following members of the TWG would be the core members of the TB proposal development team together with the external consultant/s:

1. Mr. Chewang Rinzin, Program Officer, NTCP, MOH
2. Mr. Tashi Dhendup, Asst. Program Officer, NTCP, MOH
3. Dr. Pandup Tshering, Registrar, BMHC.
4. Dr. Pema Tenzin, Chest Physician, RBA Hospital, Lungtenphug.

➤ The membership of the TWG of the HSS was reviewed and the additional members proposed were:

1. Mr. Thinley Dorji, NPO Planning and Administration, WHO
2. One District Health Officer (from a large District).
3. Representative from Institute of Traditional Medicine Services (ITMS)
4. Representative from DANIDA
5. Representative from World Bank

➤ It was agreed that the focal person of the HSS would have a side meeting with the WHO focal person for HSS to discuss and finalise the core writing team for the development of the HSS proposal and the Technical Assistance (TA) needs for this proposal.

➤ It was also agreed that all the four programs will include few of the relevant SRs in their TWGs as appropriate.

4. Discussion on principal writers for proposal development for each components

➤ Together with the consultants, it was agreed that, the following would be the principal writers for the following programs.

Malaria

1. Dr. Thinley Yangzom, CPO, VDCP.
2. Mr. Tobgyel, Sr. PO, VDCP.

HIV/AIDS

1. Mr. Namgay Tshering, Program Officer, NACP, MOH
2. Dr. Gampo Dorji, Dy. CPO, NCD, MoH.

TB

1. Mr. Chewang Rinzin, Program Officer, NTCP, MOH
2. Mr. Tandin Dorji, Chief Program Officer, Communicable Disease, MOH

HSS

1. Mr. Sonam Phuntsho, Program Officer, PPD, MOH
 2. Mr. Tshering Wangdi, Planning Officer, PPD, MOH
- The Principal writers have already been nominated to attend the proposal development workshop at WHO SEARO, New Delhi, India, between 8-11 August 2011.
- It was also suggested that GNHC, PPD, ICB, IHR, DVED, PHL, QSD are needed to be involved in the development of all the proposals and therefore should be consulted by the programs in advance to accordingly utilise their expertise.
5. Selection of Sub Recipients for Round 11
- It was agreed that the PR will call for expressions of interest (EOI) from the interested Sub Recipients (SRs).
- It was also agreed that the Proposal Development Committee along with the PR Selection Committee (who on 11 May 2011 at the meeting to evaluate PRs, agreed to work with the PDC on selection of SRs also) will review the EOI submitted and recommend the most appropriate SR to the CCM for endorsement.
- The following timeline for the Round 11 proposal was agreed upon :
1. The PR will call for EOIs by August 5, 2011. The EOIs will be called for through the website, print and broadcasting media.
 2. Interested parties will be asked to register latest by 5:00 PM on August 12, 2011 for an initial briefing and consultative meeting which will be scheduled on August 17, 2011.
 3. The purpose this consultative meeting will be to brief interested parties on the GF funded programs and requirements and to familiarise them with the proposal formats in order to apply formally as SRs.
 4. Interested parties will be required to submit their EOI proposals to serve as SRs formally by 5:00PM on August 24, 2011.
 5. The PDC and the PR Selection Committee will meet either on August 25/ 26, 2011 to review and propose the most suitable SRs to the CCM.
 6. The next CCM meeting is tentatively scheduled on September 6 or 7, 2011 in Thimphu to endorse the SRs. In addition it was proposed that the following proposed agenda items could also be included in the agenda:

- a. Familiarisation of the Round 11 format, requirements and guidelines following the launch of the Round 11 in August 2011 – CCM Secretariat
 - b. Quarterly progress update of each program – All programs.
 - c. Presentation of main gaps and priorities for Round 11 proposals – All programs.
7. The programs together with the core writing terms and external consultants will work on the component proposals and will present the first outline of the more detailed component proposals to the PDC for a first joint review on September 28, 2011.
 8. These proposals will be further revised based on the inputs and further refine these following the Regional “mock TRP” which will be held at WHO SEARO during the first week of November
 9. A further review to finalise these proposals would follow during November, prior to submission of the final proposals to the CCM for endorsement.
 10. It was agreed that the presentation of the final proposals will be made to the CCM on November 22, 2011 for further inputs/endorsement prior to submission to the Global Fund by December 11, 2011.
6. Technical Assistance (TA) for the proposal development for Round 11.
- HIV: Since inputs had already been received from the WHO for the development of NSP and operational plan and M&E plans, the program head requested UNAIDS support for one national consultant and one M&E consultant to finalise the M&E plan.
 - TB: TA was requested from WHO for updating the National operational plan, the M&E plan and development of the R 11 proposal.
 - Malaria: TA has already been requested for proposal development and the CVs of two consultants have been received from WHO SERAO.
 - HSS: The TA needs for the HSS proposal was set aside as it was felt that further in-depth discussions were needed with PPD, PDC and WHO.
 - The discussion also covered the development of M&E plans, PSM plans, Training plans and Performance frameworks that need to be submitted during R 11.
 - It was agreed that the training plans need to include all the technical assistance for the respective programs through next 5 years.
 - It was noted that the PSM plan of TB for Round 6 Phase II has not yet been approved, as a result of which the procurement as per the work plan has been held up. It was decided that the TB program will communicate with the Global Fund.
 - It was decided that the CCM Secretariat will lead the writing of section 1-3 of the Round 11 proposal.
7. Any other issues:

The CCM Secretariat will check with the members of the PR Selection Committee on their availability to review the SRs together with the PDC committee on 25th or 26th September 2011.

Closing Remark

The Chairman of the PD Committee thanked the participants for their valuable time and contribution.

Annex 1

**THE JOINT SITTING OF THE PROPOSAL DEVELOPMENT COMMITTEE
& THE TECHNICAL WORKING GROUP (TWG)**

VENUE: MINI CONFERENCE HALL, MOH

DATE: AUGUST 2, 2011

List of participants of the meeting

Sl#	Name	Designation	Organisation /Department	Tel #	E-mail
PDC members					
1	DR. Nani Nair (Co-Chair)	Representative	WHO	17110384	nairn@searo.who.int
2	Ms. Tandin Lhamo	Program Coordinator	GNHC	17575078	tlhamo@gnhc.gov.bt
3	Mr. Yeshey Dorji	Asst. Representative	UNFPA	17161245	yeshey.dorji@undp.org
4	Ms. Tashi Pelden	Program Officer	DPA, MoF	17426781	tasheypeday@gmail.com
PR					
1	Mr. Kinley Dorji	Sr. Project Coordinator	PMT, MOH	17635634	kdorji@health.gov.bt
2	Dr. Thinley Yangzom	Chief Program Officer	VDPC, MOH	17630823	thinleyangzom@gmail.com
3	Mr. Chewang Rinzin	Sr. Program Officer	NTCP, MOH	17718208	crinzin@health.gov.bt
4	Mr. Namgay Tshering	Program Officer	NACP, MOH	17743149	ntshering@health.gov.bt
5	Mr. Tashi Dendup	Asst. Program Officer	NTCP, MOH	17612647	tashidendup@health.gov.bt
6	Mr. Sonam Phuntsho	Program Officer	PPD, MOH (HSS)	17655421	bsonam@health.gov.bt
Others/WHO					
1	Mr. Namgay Wangchuk	NPO	WHO	17630086	wangchukna@searo.who.int
CCM Secretariat					
1	Mr. Karma	CCM Coordinator	CCM Secretariat	17606761/ 331751	karmatong@gmail.com
2	Ms. Suneeta Chhetri	M&E Officer	CCM secretariat	77200026/ 331751	chhetri.suneeta@gmail.com

Annex 2

Update on technical working group
Date: 2nd August 2011
Venue: Mini-conference hall I , Ministry of Health, Kawajangsa

AGENDA

Objectives:

- Finalize the composition of technical working groups

Time	Topic	Facilitator
9:30 – 9:50am	Opening Remarks	Chair – Proposal Development Committee (PDC)
9:50 – 10:00am	Membership update – PD Committee	CCM Coordinator
10:00am	TEA	(will be served during the meeting)
10:00 – 10:50am	Membership update – TWGs (HIV/AIDS, TB, Malaria & HSS)	Respective TWG focal person
10:50-11:40am	Points of clarification/finalize the composition of TWGs	PDC/TWG focal person
11:40 – 12:10am	Discussion on principal writers for proposal development for each components	PD committee and TWG focal Person
12:10 – 12:30am	Any Other Business	
12:30am	LUNCH BREAK	