

MINUTES OF THE 13<sup>th</sup> QUARTERLY MEETING WITH THE SUB RECIPIENT (SRS) &  
ORIENTATION FOR THE OVERSIGHT COMMITTEE MEMBERS

VENUE: RIHS CONFERENCE HALL, ROYAL INSTITUTE OF HEALTH SCIENCES.

TIME & DATE: 9:30 AM, JUNE 8, 2011

The 13<sup>th</sup> quarterly meeting with the SRs and the orientation of the Oversight committee members was held on June 8, 2011 at the RIHS conference hall.

Mr. Kinley Dorji, Sr. Project Coordinator, PMT, in his introductory note thanked the participants for attending the 13<sup>th</sup> Quarterly Stakeholders Meeting. He informed that some of the members of the oversights are also present in the meeting to first get oriented on their roles and responsibilities and oversee the SRs program implementation.

Mr. Karma, CCM Coordinator, welcomed the participants and briefed the participants with the following aims & objectives of the joint meeting with PR-SR and Oversight committee.

- To strengthen the coordination between the implementer and the CCM oversight Committee
- To capacitate the PR and SR on the roles and responsibilities of the Oversight Committee.
- To further enhance the working arrangement modalities amongst the principal actors
- Insight in to the GF grants implementation with SRs quarterly reporting.
- Discussion on NACP's procurement plan.

**Attendees:**

1. Mr. Pema Tenzin, Member Secretary, Royal Society for Senior Citizens (NGO) (Oversight Committee Vice Chairman).
2. Dr. Ugen Dophu, Director, Dept. of Public Health. MOH ( Oversight Committee member)
3. Mr. Kinley Tenzin, Program Officer, YDF (Oversight Committee member).

**Sub-Recipients:**

4. Captain Deychen Choden, Royal Bhutan Police.
5. Ms. Deki Tshomo, Dy. Chief Programme Officer, Department of Youth and Sports, MoE.
6. Ms. Ugyen Tshomo, Sr. Programme Officer, NFCED, Ministry of Education.
7. Mr. Tashi Tshering, Finance person, Ministry of Education.
8. Mr. Tobgay Wangchuk. Sr. Lab Technician, Royal Bhutan Army (RBA).
9. Mr. Ugyen Tshering, Programme Officer, Dratshang Lhentshog.
10. Mr. Yeshe Norbu, Accounts Officer, AFD, MOLHR.

**Principal Recipient:**

11. Mr. Sonam Wangdi, Programme Officer, NACP.
12. Mr. Namgay Tshering, Program Officer, MoH
  
13. Ms. Chimmi Dolkar, Consultant for M&E reporting.

**Facilitators:**

14. Mr. Kinley Dorji, Sr. Project Coordinator, PMT.
15. Mr. Jigme Thinley, Asst. M & E Officer, PMT.
16. Mr. Karma, CCM Coordinator, CCM Secretariat.
17. Ms. Suneeta Chhetri, Asst. M & E Officer, CCM Secretariat.

**Observers:**

1. Mr. Yeshey Dorji, Local Fund Agent, Global Fund.
2. Mr. Tashi Tshering, AIMO, ICB, MoH
3. Mr. Tashi Phuntsho, ICT Officer, MoH

**Absentees:**

1. Dr. Gepke Hingst, Representative, UNICEF (Oversight Committee Chairman).
2. Mr. Bikash Thapa, Chief Budget Officer, MoF (Oversight Committee member)
3. Mr. Wangda Dorji, Executive Director, Lhaksam (Oversight Committee member)
4. Focal Person, Bhutan Chamber of Commerce and Industry
5. Focal Person, Dratshang Lhentshog

**Quorum:**

Out of the nine SRs comprising of nine program focal people and nine of finance focal person, seven participated.

**Adoption of the agenda:**

The agenda for the meeting was unanimously adopted by the forum for discussion and deliberations.

**1. Opening Remark by the Vice Chairman, Oversight committee member.**

Mr. Pema Tenzin, Vice chair of the Oversight committee, in his introductory remark, mention that the Chair of the Oversight Committee is Dr. Gepke Hingst, and she could not attend the meeting, on behalf of her, it is an honour to chair the meeting and hope for the success of this coordination meeting.

Also he remarked that, as the members of the oversight committee, it is very important to know the roles and responsibilities of the oversight and be able function efficiently.

**2. Functions of Oversight committee/mode of functioning by the CCM Coordinator**

The CCM Coordinator, CCM Secretariat, presented the roles and responsibilities of the oversight committee.

It was reported that the main objective of the meeting are:

- To strengthen the coordination amongst the implementer and the CCM oversight Committee
- To capacitate the PR and SR on the roles and responsibilities of the Oversight Committee.
- To further enhance the working arrangement modalities between PR and SR, CCM and SR,

It was presented that oversight committee is responsible for contributing to effective oversight of all the Global Fund financed program, in accordance with the Bhutan CCM governance manual. The CCM's role is to focus on the "big picture" and ensure that performance-based funding is on track; it is not supposed to focus on the day-to-day details of grant implementation.

It was presented that the CCM oversight should improve grant performance

- The OC should help the PR **identify** problems and bottlenecks hindering implementation.
- The OC should help the PR to **define solutions**.
- The OC should help **implement solutions** where the PR does not have sufficient authority or capacity alone.

The following are the areas of oversight:

- **Financial** - appropriate, timely, and effective use of GF funding
- **Programmatic** - timely, effective implementation of work plans
- **Performance** - achievement of intended intermediate and long-term results

The existing oversight committee members are:

- Dr. Gepke Hingst, Chair/ Representative, UNICEF
- Dasho Pema Tenzin, Vice Chair/Member Secretary, RSSC
- Dr. Ugen Dopu, Member/Director, DoPH, MoH
- Mr. Kinley Tenzin, Member/ Program officer, YDF
- Mr. Bikash Thapa, Member/ Chief Budget Officer, MoF
- Mr. Wangda Dorji, Member/ Executive Director, Laksam

### 3. Overview of the three programs by the M&E Officer, CCM Secretariat.

The M &E Officer made a brief presentation the overview of the existing Global Fund grant in Bhutan. It was highlighted that the GF grants follows a performance based funding method and it is important that the grant money is utilised to the maximum.

### 4. Insight into Global Fund grant (HIV grant) by the Sr.Project Coordinator, PMT, MOH

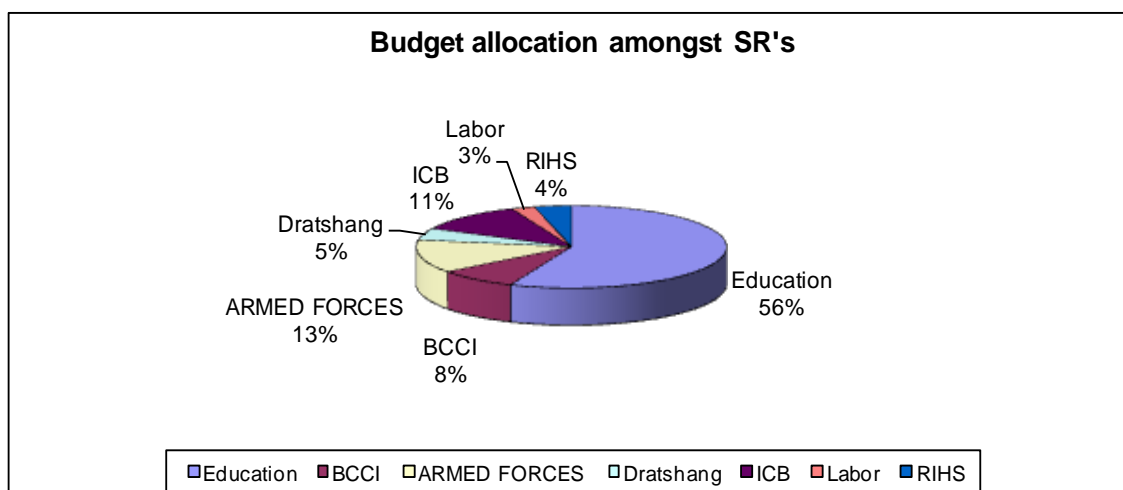
The Sr.Project Coordinator, PMT presented fund utilization status and key performance indicators of the global fund HIV/AIDS grant.

It was reported that the total funds approved and the fund disbursed for HIV/AIDS (Bhutan), so far is USD 2942870 and USD 1978, 119 respectively.

It was informed that the total cumulative fund disburse d to PR is USD 1978119 (67%) and undisbursed is USD 964751 (33%). The fund allocation between the PR and SR is 50%.

It was reported that the cumulative fund utilization is USD 742704.39 (65%) and SRs fund utilization is USD 785711.03 (77%).

The budget allocation among SRs is as follows:



The SR wise Phase 2 budget is as follows:

Sl#	Name of the SR	Amount in USD	% Allocation
1	DYS	293,565	17.587
2	NFE	343,470	20.577
3	MOLHR	17,210	1.031
4	BCCI	63,985	3.8333
5	NACP/ICB	765,899	45.885
6	ARMED FORCES	124,085	7.4339
7	DRATSHANG	40,764	2.4422
8	RIHS	20,200	1.2102
	Total	1,669,178	

The unachieved targets by the concerned programs are as follows:

Key Performance Indicators	Target	Results	unachieved	% achieved	remarks
Young people reached by life-skill based HIV/AIDS education in schools	62,100	45,528	16,572	73	DYS
Number of uniformed personnel and their families participating in HIV Awareness workshops	13,000	7,508	5,492	58	RBA/RBP
Number of people with advanced HIV infection receiving antiretroviral treatment	80	57	23	71	NACP

### Discussion and Recommendations

- i. It was informed that the target indicators unachieved by some Sub -Recipients, can affect the overall performance.

Action: accounts to be settled and submit the annual report.

- ii. It was discussed that focal person from BCCI continuously failed to attend any Quarterly reporting meeting and failed to submit the quarterly reports. The PMT suggested that the issue be put forward to the CCM. The PMT also suggest that the planned activities can be carried out by ICB, MoH, who used is an SR, but have completed all their planned activities in 12<sup>th</sup> Quarter or implement the activities at Dzongkhag level by the DHOs.

Action- on this the CCM is Secretariat recommended to arrange sight visit for the Oversight members to BCCI and arrange a meeting with the Secretary General, BCCI and the BCCI GFATM focal person.

- iii. It was informed that the target achieved for the number of Armed Force personals reached by HIV awareness education is that of RBP only, RBA is has not submitted any reports.

Action- on this the CCM Secretariat is recommended to arrange sight visit to RBA and arrange a meeting for the Oversight member with the Chief Medical officer, RBA.

- iv. It was reported that the number of people with advance HIV/AIDS infection receiving antiretroviral treatment has underachieved target, due to no reports from DVED.
- v. It was recommended that due to lack of proper planning during the submission of the proposal, there are major variances. Hence forth the planners are instructed to keep in mind to plan well so that their reports do not show major variances.

#### 5. Recommendations and Follow ups from 12<sup>th</sup> Stakeholders Quarterly Meeting and List of Outstanding Advances by the M&E Officer, PMT.

The M & E Officer, PMT, presented the synopsis of the follow up on the recommendation of the 12th Quarterly Stakeholders meeting.

The PMT in the last quarter informed that as promised it will develop software for a good reporting mechanism for the SRs to report to PRs.

- A new reporting tool has been developed and the SR focal persons will be trained on it tentatively on June 17 2011 in Paro.

The budget supplementary for Quarter 13 & 14 (February 2011-July 2011) is underway.

- Budget is incorporated and PMT have released advances for the 2 quarters

The need to identify an alternative focal person to attend the meeting in absence of the focal person.

- At present only DYS have an alternate focal person.

Annual report for the year 3 (2010) is due on May 2011.

- So far only Dratshang Lhentshog, MoLHR , NFE and Royal Bhutan Police have submitted their annual year 3 reports.

Focal person from BCCI continuously failed to attend any Quarterly reporting meeting and failed to submit the quarterly reports.

- Propose to submit the matter to the 21<sup>st</sup> CCM.

List of Out Standing Advances as on 31/05/2011

Party/ Employee	Outstanding Amount (Nu)	Remarks
Secretary General , BCCI	3,23,736	Advance released for Year 3 activities in 2010
Chief Administrative Officer, MoE	2,54,041.65	Advance released to DYS & NFE for year 3 activities in 2010
Chief Administrative Officer, MoE (DYS)	2,24,500	Was released in May 2011 for training of the focal person on project Management
Chief Administrative Officer, MoE (NFE)	30,39,790	Advance Released in May 2011 for the training of NFE instructors
Chief Administrative Officer, MoLHR	1,93,000	Advance Released in May 2011 for training of staff in Dept. of Employment
Director, RIHS	4,83,974	Advance released in 2010
Chief Administrative Officer, Dratshang	45,300	Advance released in May 2011 for High level advocacy as per year 4 workplan
Chief of Police	2,26,800	Released in May 2010 for capacity building of women police volunteers
Colonel Dr. Leki Wangdi, RBA	3,55,000	Released for year 3 activities in 2010.
Mr T.R.Chetri	1,17,600	Advance released under the RBA Year 3 budget, (May 2011)

The PMT requested the SRs to kindly settle the advances released before the June 20 2011.

**Discussion and Recommendations**

- i. It was recommended that the SRs settle their accounts of their program right after the activity carried out.
- ii. It was emphasized that the SRs will carry out monitoring and evaluation of their activities in collaboration with PMT, under their monitoring and evaluation budget allocated against each
- iii. The meeting agreed that all the SR's will submit the annual report for the activities implemented during the year 2010 to the PMT office latest by 3rd week of June 2011.

**6. Annual report by SRs and unimplemented activities.**

**NFE**

Focal person from the NFE, Ms. Ugyen Tshomo, Sr. Program Officer, made a brief presentation on the GF financed activities and the challenges faced on the timely submission of the report.

Representative on behalf of the focal person from the RBA, informed that they have developed the training manual for the training of armed personnel and carried out the planned activities. For the reason on non-submission of the reports, the focal person should be contacted.

## Discussion and Recommendations

The NFE was recommended to settle the accounts and hence forth conduct their training at the Dzongkhag levels only and do not sub let down to Gewogs.

### 7. Discussions on Training plan and procurement plan

The Sr. Project Officer, PMT, MOH presented the training plan and the procurement plan. It was reported that due to miss utilisation of the grant by the grant recipients in some countries the GF mandated the programme implementers to submit the training plan to Global Fund in order to implement the training activities of the work plan, with proper details of the training venue, costs of the training program and duration of the training, etc.

It was also reported that the approval of the procurement plan and training plan was delayed from the Global Fund, which has resulted in the delay in implementation of the planned activities. The planned activities will then be further carried out in the next period.

The PSM plan could not be discussed during the meeting as the focal procurement person from the Drugs Vaccine & Equipment Division has failed to attend the meeting despite the invitation being send to attend the meeting. It was also reported that the DVED have continuously failed to attend the quarterly reporting on the reporting of the procurement of the ARV drugs as planned.

## Major Discussions and Recommendations

It was recommended that the PMT arrange a meeting for one of the oversight member, Dr.Ugen Dophu with the officials of DVED.

### 8. M&E Consultants' review on the SRs reporting methodologies.

Ms. Chimmi Dolkar, a private consultant was hired to develop the proper reporting mechanism for the SRs to PR and help strengthen the M & E system by preparing a M&E plan. The consultant visited all the SRs except the SR from the MoLHR, as the focal person was out of town.

On meeting with the SRs, the following observations were made:

1. The focal persons from the SRs, during the time of the grant initial were not the same during the grant implementation and hence had no idea on the reporting mechanisms of the programs implementation as planned.
2. The designate focal person from the SR could not give priority to implement the planned activities due to their other commitments.
3. Some SRs, faced difficulty in availing the financial reports from their SSRs, due to SSRs being from the far flung remote areas. The monitoring and evaluation of the SR were found to be weak.
4. The SRs reported that some SRs do not have the budget for monitoring of the program implementations.
5. The Government procedures made the SRs' program implementations difficult.

6. The PR should do away with the numbered target indicator reporting.

**Discussions & Recommendations:**

- i. It was recommended that the SRs are trained on their reporting mechanisms.
  - ii. It was recommended that at the time of the grant signing with the SRs, the PRs must make it mandatory for the SRs to have the trained personnel to implement the planned activities.
  - iii. It was recommended that the SR must oblige to carry out and not sideline their planned activities during the time of the grant signing.
  - iv. With regard to timely financial reporting, the SRs must be held accountable as it can hamper the entire state's disease control program.
  - v. It was informed that target indicator reporting, is mandated by the GF, and is seen as best way to measure the program implementation.
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9. **Any other issues**

The PO, NACP, informed that the due to no time for the endorsement of the ---??, the CCM members were appraised through e-mail, but due since only one CCM member replied and the endorsement was cancelled.

It was reported that during the 11th QPR it was decided that SR's will nominate an alternative

**Closing Remark**

The Vice Chairman of the Oversight Committee, requested all the SRs to report on time and appropriately and reminded them that performance of the Global Fund financed grants are affects the entire country and any discrepancies can lead to Bhutan as a whole's ability to get funds and fight these deadly three diseases.

The next meeting of the PR-SR coordination meeting is scheduled tentatively on the 1st week of August 2011 .

Tashi Delek!



Annex 2

**13<sup>th</sup> Quarterly Progress Report meeting and  
Orientation program for Oversight committee members**

Date: June 8, 2011

Venue: RIHS Conference hall

**Objectives:**

- Orient newly elected/nominated oversight committee members on basic roles and functions
- Strengthen CCM Oversight Committee members' understanding of GF grant oversight and identify key actionable recommendations to enhance CCM oversight.
- Insight in to the GF grants implementation with SRs quarterly reporting.
- Discussion on NACP's procurement plan.

**Orientation for CCM Oversight Committee**

Time	Topic	Facilitator/Resource person
9:30 - 9:50 AM	Registration of Participants	Participants
9:50 - 9:55 AM	Opening Remark	Vice Chair- Oversight Committee
9:55- 10:20 AM	Functions of Oversight committee/mode of functioning	CCM Coordinator
10:20	<b>Tea Break</b>	
10:20-10:30 AM	Overview of the three programs	M & E Officer, CCM
10:30-10:45 AM	Insight into Global Fund grant (HIV grant)	Sr. Project Coordinator
10:45-11:00 AM	Recommendations and Follow ups from 12 <sup>th</sup> Stakeholders Quarterly Meeting and List of Outstanding Advances.	M& E Officer, PMT
11:00-12:00 AM	Progress up date by SRs (programmatic and financial update) <ul style="list-style-type: none"> <li>- Annual report</li> <li>- Unimplemented activities</li> <li>- Training plans, procurement plan</li> </ul>	Program officer/ manager SRs and finance officers.
12:00- 12: 30 PM	M&E Consultants' review on the SRs reporting methodologies.	Ms. Chimmi Dolkar, Consultant
12:30- 12: 45 PM	Q & A Sessions	Committee members / other participants
12:45- 01: 00 PM	Any Other Business	Participants
	Meeting Adjourn	
01:00 PM	<b>Lunch Break</b>	