

MINUTES OF THE 12th QUARTERLY MEETING WITH THE SUB RECIEPIENT (SRS)

VENUE: MINI CONFERENCE HALL, MINISTRY OF HEALTH

TIME & DATE: 10:00 AM, MARCH 15, 2011

The 12th quarterly meeting with the SRs was held on March 15, 2011 at the Mini conference hall, Ministry of Health.

Mr. Kinley Dorji, Sr. Project Coordinator, PMT, in his introductory remark thanked the participants for attending the 12th Quarterly Stakeholders Meeting of the Year 3, Phase 2. He highlighted the following as the aims & objectives of the QPR.

1. Follow up on 11th Quarterly Stakeholders meeting.
2. Review progress report of the 12th Quarter.
3. Present to the annual progress report for Round6, Phase 2, Year 3.
4. Discuss the PSM plan for the Global Fund.

Attendees:

1. Dr. Chencho Dorji, Director, RIHS
2. Captain Deychen Choden, Royal Bhutan Police.
3. Ms. Karma Dechen, Sr. Programme Officer, Department of Youth and Sports, MoE.
4. Mrs. Ugyen Tshomo, Programme Officer, NFCED, Ministry of Education.
5. Mr. Tobgay Wangchuk. Sr. Lab Technician, Royal Bhutan Army (RBA).
6. Mr. Tashi Tshering. AIMO, ICB, MoH
7. Mr. Ugyen Tshering, Programme Officer, Dratshang Lentshog
8. Mr. Sonam Wangdi, Programme Officer, NACP.

Absentees:

1. Focal Person, Department of Labour, MoLHR
2. Focal Person, Bhutan Chamber of Commerce and Industry

Facilitators:

1. Mr.Kinley Dorji, Sr. Project Coordinator, PMT
2. Mr.Jigme Thinley, Asst. M & E Officer
3. Ms. Suneeta Chhetri, M & E Officer, CCM Secretariat.

Observers

1. Mr. Karma, CCM Coordinator, CCM Secretariat
2. Mr. Yeshi Pelzang, Asst. Planning Officer, GNHC. (Oversight Committee Member)

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

Follow up on 11th Quarterly Stakeholders meeting.

Synopsis of the follow up on the recommendation of the 11th Quarterly Stakeholders meeting,

1. It was informed that NFE conducted two batches of training for the Principals on “Life Skills based HIV/AIDS education” on January 21, 2011. The financial reports have not been deleivered yet as agreed during the last QPR.
2. It was informed that the entire amount all of US\$ 20,200 have been disbursed to the RIHS with no financial reports being submitted
3. It was reported that Nu.355, 000. Was disbursed to the RBA hospital to implement sensitization program for the army personnel, their families and to train instructors from the military training institutes around the country in the new HIV/AIDS Curriculum designed for the new armed force recruits. The TOT is planned to be carried out by end of March / April 2011.
4. As agreed during the 11th QPR meeting, it was reported that project management team has completed the printing of 500 copies of the RBA Curriculum,. 480 copies were handed over to the Chief Medical Officer, RBA hospital. It was urged that an acknowledgement letter be send by RBA to PMT on the goods received. It was also urged that RBA make the best use of the books in training the new recruits.
5. It was reported that during the 11th QPR it was decided that SR's will nominate an alternative focal person to attend the meetings inorder to ensure continuity and consistency. As of date no SR's have identified a focal person and PMT requested all the SR's to nominate one focal person at the earliest possible.

6. One of the recommendations that came up during the 11 QPR was on the reporting software designed for the SR's. It was reported that PMT will update the year 4 & 5 activities and indicators into the software and share with the SR;s latest by 2nd week of April.
7. PMT made it mandatory for all the SR's to report in the designed reporting template from Q13 onwards. No other formats will be accepted.

Presentation on Year 3 financial Details.

- It was reported that most of the SRs have not submitted the financial reports for the activities carried out and was therefore, conveyed that there is a need to settle the accounts and submit reports as soon as possible.
- Sub Recipients were reminded that year 3 of the project has come to an end in January 2011 and implored some of SR to implement the backlog activities to be on the track.
- PMT reminded all the SR's to bring the respective accounts personnel in future Quarterly meetings.

Management letter on HIV/AIDS grant:

The PMT has highlighted some of the major concerns & issues reflected in the Management letter send by the Global Fund dates 10th February 2011.

The coordination between Project Management Team (PMT), NACP and Sub-Recipients (SRs) requires further strengthening for effective implementation of the grant. We would like to request your good office to regularize the coordination meeting between PMT, NACP and SRs.

The reporting templates have been developed for the SRs to report on the activities. The report needs to be submitted on the agreed upon reporting format. The focal persons from each of the SR should be trained to report using the new format.

The newly recruited personnel in the PMT and CCM Secretariat are required to have adequate information on the Global Fund guidelines for an effective coordination and reporting.

(Figure 1: clip of the letter from Sr.Fund Portfolio Manager, GF to the CCM Chair)

Presentation on Indicative Target reports, CCM M&E Officer.

The M&E Officer, CCM Secretariat made presentation on the indicative and targets. The SRs were also encouraged that the PR, PMT, SRs should work together to strengthen the effective implementation of the GF grants.

- The targets achieved on indicators need to be excellent all time. The reasons for the variances must mention even if the target achieved exceeds 100%. It was also informed that the reasons for the variances must be adequately mentioned.
- The SRs were also informed about the issues and concerns highlighted by the Sr.FPM to the CCM chair in his management letter.

Presentation on Year 3 progress report by respective Sub Recipients.

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

1. Department of Youth & Sports (DYS)

- SDA.1.1.1. a total of 120 Principals, School Health coordinators, School Counselors & Scouts Masters of 48 schools of Sarbang, Gasa and Dagana were trained as ToT on Life Skills Education for five days and a from the balance money from this activity, part of expenses were covered for training course in Mumbai, of Phase 1. The expenditure incurred was Nu. 1,282,359.00 and the remaining balance is Nu.109,371.00.
- SDA.1.1.2. Training of Trainers on Life Skills Education provided to 990 teachers of 79 schools in Sarbang, Gasa, Dagana, Thimphu, Paro and Mongar Dzongkhags with the budget of Nu. 1,017,189.00. the balance amount left is Nu.960, 351.00.
- SDA.1.1.3, 1.1.4, 1.1.5, 1.1.7, 1.1.8. Equipments such as 15 sets of TV and DVD for 15 schools, Sound system for the youth centre auditorium, LCD projector and laptop, wall mounted projector screen, LCD TV for DYS and youth centre were procured with the amount of Nu. 1,191,219.00 and the amount remaining is Nu. 2,481.00.

2. 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 be re-allocated to DYS for back payment of printing.

SDA 1.2.2, Training of Teachers/Principals, Target 100, Budget US\$ 37,160, this activity have been carried out in two batches totaling to 99 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 financial matters are not settled yet.

SDA 1.2.4 Attend regional GFATM meeting. Since there wasn't any regional meeting, the budget under this SDA was to be used by the PR (MoH) for the payment of bio-safety cabinet procured during phase 1. it was agreed during the 11th stakeholders meeting and also endorsed during the 18th CCM meeting in Phuntsholing.

3. 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

4. Dratshang Lentshog

SDA.1.6.1. Cascade Training for Shedras/Lobdras/Community religious practitioners were conducted. A total 1,400 monks reached through a one day training and advocacy program conducted across the country initiated by respective District Monastic Bodies (Rabdeys).

SDA 1.6.2. The Dratshang purchased of laptops and projectors on 6th January, 2011 with an estimated budget of Nu. 121,990 (equivalent to USD 2651). The total reserved budget for this activity is USD 2,669.

SDA 1.6.3. Exchange Program was initiated on HIV/AIDS education for the staff of the Dratshang and some monks to Thailand from February 15, 2011 - February 24, 2011. The Exchange program budget utilized is US\$ 12,529. It was organized in coordination with Sangha Metta Project based in Chiang Mai, Thailand. During the program the centers visited were Asia Pacific Network for Positive people, an NGO, the POZ Home Centre, the Thai Red Cross Centre, the Mercy Centre, the Camillian Centre, the Thai youth network/volunteers of people living with HIV/AIDS, and the Buddhist Foundation for HIV/AIDS infected and affected communities. Financial report to be submitted.

SDA 1.6.4. Annual Review Meeting conducted. Financial report to be submitted.

5. Royal Bhutan Police (RBA)

SDA.1.5.2. For capacity building of women police volunteers, cchairperson of Thrimshung Women's Group and a volunteer attended study tour on HIV/AIDS policy at Bangkok,

Thailand from 23 – 27 February 2011 with a total budget of USD.4,820.00, which were fully utilized.

SDA.1.5.3. Sensitization of staff at different levels by RBP- 1306 RBP personnel and their family members attended the sensitization programs. The sensitization was conducted at seven different prison locations and two training centres with a budget of USD 5035.00 which were fully utilised.

SDA.1.5.4. Awareness programs was conducted for 1011 prisoners were conducted in seven prisons and one rehabilitation centre with a total budget of 3600.00 which were fully utilized.

SDA.1.5.5. Attend regional GFATM meetings (for focal persons) -Two officers from the RBP attended a training on Behaviour Change Communication Planning at Thailand, of USD. 10,000.00 a bbalance budget of US\$ 2282 is retained with MoH.

Under the indicator -BCC -community outreach and schools, out of a total of target 10,000, 6709 were achieved (inclusive of 1011 prisoners and 4 participants who have attended HIV/AIDS training).

SDA 1.5.4 Sensitization program for RBA & RBG. The Sensitization programme for RBA was carried out as per the work plan, but no activity and financial report is submitted. An amount of Nu 117,700 is still with the PR and the RBA is once again reminded to submit fund requisition for the amount and carry out sensitization at the RBG head quarter.

SDA 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 by end of March.

6. Information and Communication Bureau.

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. The three-day consultative meeting was conducted from 20th – 22nd October, 2010 at M/s Jambayang Resort, Thimphu of the total Nu. 46,740, Nu. 27,017 were incurred for lunch, refreshment and Conference Hall charge, Nu. 3,006- TA/DA for a participant and Nu. 6,000 - Translation fee (from English to Bengali), which amounts to a total of Nu. 36,023 spent and a balance of Nu. 10,717 are still remaining.

SDA 1.9.2. Although the field testing of the materials developed in Bengali was done, the expenditure was met from the translation fee paid from SDA 1.9.1

SDA 1.9.3. Printing of materials for vulnerable groups such as printing of 1000 Nos of T-Shirts with HIV/AIDS & Condom messages for Olympic Day Festival at Sarpang. Nu. 75,000- Re-appropriated for balance 50% payment to M/s Centennial Radio for airing of HIV/AIDS spots.

Nu.15,000- Printing of brochure in Bengali for distribution to non-Bhutanese migrant workers during World AIDS Week observation 2010. The balance amount remained is Nu. 262,500.

SDA 1.9.4. Sensitization and briefing to the Media personal on HIV/AIDS issues - Nu. 14,000 Re-appropriated by PMT, GFATM and Nu. 15,399 – Incurred for lunch and refreshment for Media workshop held on 25th February, 2011 at M/s Namgay Heritage, Thimphu.

SDA 1.9.5 Undertake supervision and monitoring visits- the amount is USD.900.00 and was agreed during the meeting that this budget will be used for distribution of HIV awareness material to various construction sites.

Of the total budget for year 3 which is Nu. 755,345, the total budget remained as of date is Nu. 377,423.00.

Discussion on PSM Plan

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.

Discussions on the Training Plan

- PMT informed the SR's that all the training activities after April 2011 must be in line with the training plan that we have submitted to the Global Fund. Until the plan was approved no SR could implement the training activities reflected in the work plan
- The SRs raised concern over the delay in the approval of training plan which could hamper the implementation of their activities according to their work plan. Their training plan should come into effect from April 1, 2011.
- PMT ensured that he will follow up with the Global Fund on the training plan and try to get the approval at the earliest

Major Discussions and Recommendations

1. It was informed that on the indicators achieved by the DYS, it is important to enter a cumulative figure. It was also informed that they keep record of the cumulative figure of the previous quarter and add on every quarter, if any more target achieved.
 - a. Action: financial reports and accounts to be settled.

2. It was informed that NFE conducted two batches of training for the Principals on “Life Skills based HIV/AIDS education” on January 21, 2011.
 - a. Action: the program and financial report is to be submitted to PR/PMT.
3. It was informed that for re-appropriation a proposal plan has to be submitted, which will be tabled for approval from the CCM members or Executive Committee members of CCM.
 - a. Action: on the re-appropriation request, a proposal plan is to be submitted to PR/PMT.
4. It was informed that 500 copies of the RBA Curriculum, were printed and 480 copies were handed over to the Chief Medical Officer, RBA hospital. It was informed that implement sensitization program for the army personnel and to train instructors from the military training institutes, the TOT is planned to be carried out by end of March / April 2011.
 - a. Action: the activity report is to be submitted to the PR/PMT.
5. It was informed that the incorporation for the new budget supplementary for Quarter 13 & 14 (February 2011-July 2011) is underway.
 - a. Action: SRs are requested to plan the activities as per the work plan also propose for fund release to carry out the activities before the end of the financial year 2010-2011.
6. As agreed during the 11th Quarterly meeting, that the SRs will carry out all the activities as per the work plan for Quarter 13 & 14, they were once again reminded to carry out the spill over activities of Quarter 13 & 14 by July 2011, since budget supplementary is sanctioned and disbursed. .
7. It was agreed that PMT will update the reporting software /reporting format with the work plan and budget for Year 4 and 5 and circulate to the focal person of the SRs, before the end of the 13th Quarter's reporting time.
8. 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.
9. It was informed that, on need to identify an alternative focal person to attend the meeting in absence of the focal person who would be able to communicate back to the main focal person, no alternate focal person have been nominated/identified yet.

10. It was discussed that focal person from BCCI continuously failed to attend any Quarterly reporting meeting and failed to submit the quarterly reports.
11. 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 SR
12. It was highly emphasized that henceforth both the finance and program focal person of the SRs attend the Quarterly meeting.
13. 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 march 2010.

Closing Remark

The Sr.Project Coordinator, PMT, requested all the SRs to report on time and appropriately and reminded them that this Global Fund financing is purely performance based. The next QPR was tentatively scheduled on the 1st week of May 2011 .

Tashi Delek!

Annex 1**12th Quarterly Meeting with the Sub Recipients(SRs)**

Venue: Mini Conference Hall, Ministry of Health, Thimphu

Time & Date: 10:00AM, March 15, 2011

Participants of the meetings

Sub Recipients					
1	Dr. Chencho Dorji	Director	Royal Institute of Health Sciences(RIHS)	00975-17111328	cdorji88@yahoo.com
2	Capt.Deychen Choden	Captain	Royal Bhutan Police (RBP)	00975-17600219	deychenc@gmail.com
3	Ms.Karma Dechen	Sr.Programme Officer	Dept. of Youth and Sports (DYS)	00975-17619386	kdwangchuck@gmail.com
4	Mr. Tobgay Wangchuk	Sr.Lab Technician	Royal Bhutan Army(RBA)	00975-17118788	tobgaybccb@gmail.com
5	Ms. Ugyen Tshomo	Programme Officer	Non-Formal Education (NFE)	00975-17118180	ugyente@gmail.com
6	Mr. Tashi Tshering	AIMO	Information Centre for Beare(ICB)	00975-17652805	tashitsheree@health.gov.bt
7	Mr. Ugyen Tshering	Programme Officer	Dratshang Lentshog	00975-17719357	yutee1982@gmail.com
8	Mr. Sonam Wangdi	Programme Officer	National AIDs Control Programme(NACP)	00975-17612843	swangdi@health.gov.bt
Project Manasngement Team					
9	Mr.Kinley Dorji	Sr.Project Officer	Project Management Team, MoH	00975-17635634	pmttgf@gmail.com/kdorji@health.gov.bt
10	Mr.Jigme Thinley	Asst.M&E Officer	Project Management Team, MoH	00975-77229882	jigme@health.gov.bt
CCM Secretariat					
11	Ms.Suneeta Chhetri	M & E Officer	CCM Secretariat, Bhutan	00975-77200026	chhetri.suneeta@gmail.com
Oversight Member					
12	Mr.Yeshey Pelzang	Asst. Planning Officer	Gross National Happiness Commission(GNHC)	00975-17690002	ypelzang@gnhc.gov.bt

Annex 2

12th Quarterly Stakeholders meeting

March 15, 2011

Venue: Ministry of Health, Thimphu.

AGENDA

OBJECTIVES OF THE MEETING:

1. Follow up on 11th Quarterly Stakeholders meeting.
2. Review Progress Report of the 12 Quarter.
3. Present to the annual progress report for Round 6, Phase 2, Year 3
4. Discuss the PSM plan for Global Fund.

BUSINESS SESSION

- 10: 00 AM: Registration of the participants
- 10: 10 AM: Follow up on 11th Quarterly meeting.
- 10:30 AM: Presentation on Year 3 financial Details
- 10:45 AM: Presentation on Indicative Target reports, CCM M&E Officer.
- 11:00 AM: Presentation on Year 3 progress report by respective Sub Recipients.
- Department of Youth & Sports
 - Non Formal Education
 - Royal Institute of Health Sciences
 - Dratshang Lhentshog
 - Ministry of Labor
 - Royal Bhutan Police
 - Royal Bhutan Army
 - National HIV/AIDS Programme
 - Bhutan Chamber of Commerce & industry
 - Information Communication Beure
- 12:00 PM: PSM Plan.
- 12:30 PM: Discussions

TASHI DELEK