

MINUTES OF THE PROCEEDINGS OF THE ELECTION OF THE CCM MEMBERS FROM THE  
NGO CONSTITUENCY  
VENUE: TOP CONFERENCE HALL, MINISTRY OF HEALTH  
TIME & DATE: 10:30 AM, March 8, 2011

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Attendees:

Non-Governmental Organisations

1. Association of Bhutan Tour Operators – Mr. Sonam Dorji, Executive Director
2. Bhutan Association Of Women Entrepreneurs- Phuensthok Chhoden
3. Bhutan Centre for Media and Democracy – Mr. Chewang Tobgay, Program Asst.
4. Bhutan Youth Development Fund - Mr. Kinley Tenzin, Program Officer
5. Disabled Person's Association of Bhutan – Dr. Chenchho Dorji, Board member
6. Draktsho Vocational Centre for Special Children and Youth – Ms. Deki Zam, Research Officer.
7. Guide Association of Bhutan- Mr. Sangay Phurba, Secretary General
8. Lhaksam - Mr. Wangda Dorji, Executive Director and Ms. Tshritim Dema, Member
9. RENEW (Respect, Educate, Nurture and Empower Women) – Ms. Karma Chhoden, Focal Person
10. Royal Society for Protection of Nature – Ms. Manju Giri, Program Officer
11. Royal Society for Senior Citizens - Mr. Pema Tenzin, Focal Person
12. Tarayana Foundation – Ms. Pema, Officiating Secretary General and Ms. Karma Choden, Marketing Officer

Absentees:

1. Loden Foundation.
2. National Woman's Association of Bhutan. (not registered CSO)

Facilitators:

1. Karma, CCM Secretariat
2. Suneeta Chhetri, M&E Officer
3. Kinley Dorji, PMT
4. Dechen Wangmo, GMS

Quorum

Out of the 13 registered NGOs in the country, 12 NGOs represented their organizations in the election process of CCM members.

## Adoption of the agenda

Introductory session – Mr. Karma, the CCM Coordinator, in his introductory remark thanked the participants for attending the election and also highlighted the importance of Non-Governmental Organization's involvement in CCM for strengthening the capacity of Country Coordinating Mechanism in Bhutan.

Ms. Dechen Wangmo, Consultant, Grant Management Solutions (GMS), presented the background information on Global Fund and Bhutan's grant portfolio. She highlighted that Bhutan's approved grant amount is USD 9,672,000.00 and the disbursed amount is USD 7,132,655.00. The overview information on the eligibility of CCM for grant proposal was also highlighted along with roles and responsibility of CCM members. The required representations in the NGO constituency were seven members in the CCM. The HIV program is implementing Round 6, Phase II grant. Malaria program is implementing Round 4 and 7, Phase II for both rounds and TB program is implementing Round 4 and 6, both are in Phase II.

### Required representation for the CCM members

Mr. Kinley Dorji, the former CCM Coordinator, highlighted the required representation for the board of CCM. He said that it is important to have the heads of the organisation as the CCM member and the deputy as his /her alternate member. It was also informed that the identified person(s) cannot be replaced by any other to attend any CCM meetings.

It was highlighted that the CCM members represent their NGO constituency and not the organization or individual and hence the elected member will act as a link to communicate between the CCM and their constituency.

### Roles and responsibilities of the CCM Secretariat and CCM

The CCM Coordinator presented to the participants roles of the CCM Secretariat and CCM members. He also highlighted the key weakness of the CCM. I would appreciate if you can State.... The CCM Coordinator has -presented the core responsibilities of CCM Secretariat and CCM. Beside he also shared his concern on the key weakness of the Country Coordinating Mechanism (CCM)

### Election of CCM members

- Out the 13 registered NGOs, 12 NGO representatives participated in the election process.
- The list of the 13 registered NGOs were distributed to the participants.
- The participants were asked to vote for seven preferred NGOs based on the relevance with their programs.
- Given that there were more than one representation form one NGO, participants were informed that each NGO gets only one vote, regardless of representations.
- The votes of the participants present were collected and counted by the CCM Secretariat staff, in the presence of the NGOs, and the results were declared on the spot.

- The outcome of the election were as follows :

<b>Results of the Election of the CCM members</b>				
<b>Sl. #</b>	<b>Name of NGOs</b>	<b>No. of votes</b>	<b>Total voters</b>	<b>Remarks</b>
1	Bhutan Youth Development Fund	11	12	Elected
2	RENEW	11		Elected
3	Tarayana Foundation	10		Elected
4	Disabled Person's Association of Bhutan	9		Elected
5	Bhutan Centre for Media and Democracy	7		Elected but withdrawn
6	Bhutan Association of Women Entrepreneurs	7		Elected
7	Draktsho Vocational Centre for Special Children	6		Elected
8	Royal Society for Senior Citizens	6		Elected
9	National Women's Association of Bhutan	4		Not elected and no participation
10	Guide Association of Bhutan	4		Not elected
11	Association of Bhutanese Tour Operators	4		Not elected
12	Royal Society for Protection of Nature	2		Not elected
13	Laksham	0		Not elected
14	Loden Foundation	0		No participation
	<b>Total votes</b>	<b>81</b>		

#### Outcome of the Election

Rather than writing in the form of statement, I would recommend if you could list down the elected organizations without mentioning the vote secured, since the total number of vote gained has been reflected in above tabular form,

The elected Non-Governmental Organizations are:

- Bhutan Youth Development Fund (BYDF)
  - Respect, Educate, Nurture and Empowerment of Women (RENEW)
  - Tarayana Foundation (TF)
  - Disabled Person's Association of Bhutan (DPAB)
  - Bhutan Association of Women Entrepreneurs (BAWE)
  - Draktsho Vocational Centre for Special Children (DVCSC)
  - Royal Society for Senior Citizens (RSSC)
- Bhutan Centre for Media and Democracy participated in the election and cast their votes. They secured seven votes, but the representative of the organization wished to withdraw and will notify in writing to the CCM Secretariat with copy to the CSO Authority on their withdrawal
  - Laksham will be represented in another constituency, and was not included in the election, but was allowed to cast vote.

- With the withdrawal of Bhutan Centre for Media and Democracy, the two organisations- Draktsho Vocational Centre for Special Children and Royal Society for Senior Citizens which were tied, both were elected.
- Loden Foundation notified the CSO Authority with copy to CCM Secretariat that they are unable to participate in the elections and they would accept whoever represents the NGO constituency

#### Notifications

- The elected NGO(s) were informed that they may submit name of the CCM and alternate member along with a copy of CSO registration Certificate to the CCM Secretariat.
- The CCM Secretariat will in writing inform the CSA the list of NGO elected for representation in CCM – Bhutan which will be followed by a request to submit the required documents .
- Since CCM member has to shoulder greater responsibility, the Secretariat has implored the entire NGO representative to nominate the head of the organization as the CCM Member and deputy as the alternate member. It was also informed that the identified person(s) cannot be replaced by any other to attend any CCM meetings.

The participants were informed that the Secretariat in collaboration Grant Management Solution will organize a capacity workshop after the induction which is tentatively schedule on last week of March 2011. To which all the elected/nominated CCM and alternate members will be invited.

#### Closing Remark

In line with the Governance Manual; the Secretariat has transparently conducted the election process and elected seven CCM Members from Non-Governmental Organisations constituency. The elected NGO(s) has agreed to send nomination letter of both CCM and alternate members at the earliest possible.

Election of Members from Non-Governmental Organization (NGO)  
Constituency

Venue: Mini Conference Hall, Ministry of Health, Thimphu

Time & Date: 10:30 AM, March 8, 2011

**AGENDA**

**OBJECTIVES OF THE MEETING**

Election of CCM Members/ Alternates from NGO Constituency

**BUSINESS SESSION**

10:30 AM - 10: 50 AM	Registration of participants – CCM Secretariat
10:50 AM – 11:00 AM	Introductory session – Participants
11:00 AM – 11:10 AM	Overview of Global Fund Grant and Election Process - Ms. Dechen Wangmo, GMS
11:10 AM – 11:20 AM	Roles of CCM Secretariat & Country Coordinating Mechanism (CCM) – CCM Coordinator

**TEA BREAK**

11:20 AM – 12:00 PM	Election of CCM Members
12:00 PM	Meeting Adjourn

**TASHI DELEK!**