

# 26<sup>th</sup> CCM Meeting Minutes

INPUT FIELDS INDICATED BY YELLOW BOXES

MEETING DETAILS										
COUNTRY (CCM)			Bhutan				TOTAL NUMBER OF <u>VOTING</u> MEMBERS PRESENT (INCLUDING ALTERNATES)			20
MEETING NUMBER (if applicable)			26th CCM meeting				TOTAL NUMBER OF <u>NON-CCM</u> MEMBERS / OBSERVERS PRESENT (INCLUDING CCM SECRETARIAT STAFF)			9
DATE (dd.mm.yy)			16 January 2014				QUORUM FOR MEETING WAS ACHIEVED (yes or no)			Yes
DETAILS OF PERSON WHO CHAIRED THE MEETING										
HIS / HER NAME & ORGANISATION		First name	Mr. Nima				DURATION OF THE MEETING (in hours)			3
		Family name	Wangdi				VENUE / LOCATION			Hotel Ro Chog Pel, Thimphu
		Organization	Government constituency							
HIS / HER ROLE ON CCM (Place 'X' in the relevant box)		Chair					MEETING TYPE (Place 'X' in the relevant box)	Regular CCM meeting	X	
		Vice-Chair						Extraordinary meeting		
		CCM member						Committee meeting		
		Alternate					GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING (Place 'X' in the relevant box)		LFA	X
HIS / HER SECTOR* (Place 'X' in the relevant box)								FPM / PO		
GOV	MLBL	NGO	EDU	PLWD	KAP	FBO	PS	OTHER	X	
X								NONE		

## LEGEND FOR SECTOR\*

GOV	Government	PLWD	People Living with and/or Affected by the Three Diseases
MLBL	Multilateral and Bilateral Development Partners in Country	KAP	People Representing 'Key Affected Populations'
NGO	Non-Governmental & Community-Based Organizations	FBO	Religious / Faith-based Organizations
EDU	Academic / Educational Sector	PS	Private Sector / Professional Associations / Business Coalitions

SELECT A SUITABLE CATEGORY FOR EACH AGENDA ITEM (Place 'X' in the relevant box)																
GOVERNANCE OF THE CCM, PROPOSALS & GRANT MANAGEMENT RELATED TOPICS																
AGENDA ITEM No.	WRITE THE TITLE OF EACH AGENDA ITEM / TOPIC BELOW	Review progress, decision points of last meeting – Summary Decisions	Review CCM annual work plans / budget	Conflict of Interest / Mitigation	CCM member renewals/appointments	Constituencies engagement	CCM Communications / consultations with in-country stakeholders	Gender issues	Proposal development	PR / SR selection / assessment / issues	Grant Consolidation	Grant Negotiations / Agreement	Oversight (PUDRs, management actions, LFA debrief, audits)	Request for continued funding / periodic review / phase II / grant consolidation / closures	TA solicitation / progress	Other
AGENDA ITEM #1	Endorsement of new CCM members and alternate members				X											
AGENDA ITEM #2	Election of chair and vice chair				X											
AGENDA ITEM #3	Nomination of committee members(proposal development and oversight committee)				X											
AGENDA ITEM #4	Principal Recipient nomination and selection process									X						
AGENDA ITEM #5	Any other Business – FPM country visit															X

To add another 'Agenda Item' highlight the entire row corresponding to the last 'Agenda Item #' in the table. Right click on the mouse and click on the 'Insert' menu item, then select the 'Insert Rows Below' option. Repeat as necessary to add additional rows.

## MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #1	Update and endorse new CCM members and alternates			
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)				
Non				
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)>			Yes	
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED				
<p>During the 25th CCM meeting held on 20th August 2013, the CCM endorsed to elect/nominate new CCM members and alternates in line with the CCM governance manual, after the membership of the old CCM members' two year term came to an end.</p> <p>The CCM Secretariat presented on the following areas:</p> <ul style="list-style-type: none"> <li>- The new list of CCM member and alternates</li> <li>- The process and methods applied during election/nomination of new CCM members.</li> </ul> <p>The Secretariat informed that on the membership from the KAP constituency, since there were no identified organization in this constituency, the Secretariat wrote to Lhaksam, The member identified for KAP constituency is a person who has lived with Malaria.</p>				
SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM				
<i>Please summarize the respective constituencies' contributions to the discussion in the spaces provided.</i>				
GOV	-	The Members were finalized during human resource committee meeting		
MLBL	-	Members were nominated during the UN country team meeting		
NGO	-	The seven CSO representative on CCM board were transparently elected by the CSO constituency, the election was facilitated by the CCM Secretariat		
EDU	-	Members were elected during		
PLWD	-	Transparently elected the members by people living with HIV/AIDS		
FBO	-	Commission for Religious organization have organized an election among the registered faith based organization		
KAP				
DECISION(S) <i>Summarize the decision in the section below</i>				
The 26 <sup>th</sup> CCM meeting endorsed all the new CCM members and alternates for two-year term (16 January 2014 – 15 January 2016)				
ACTION(S)		KEY PERSON RESPONSIBLE	DUE DATE	
<i>Summarize below any actions to be undertaken indicating who is responsible for the action and by when the action should be completed.</i>				
DECISION MAKING				
MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*	X	IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS	
	VOTING		VOTING METHOD (Place 'X' in the relevant box)	
			SHOW OF HANDS	X
			SECRET BALLOT	
			ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF</u> THE DECISION >	20
		ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION >		
		ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >	0	
*Consensus is general or widespread agreement by all members of a group.				
AGENDA ITEM #2	Election of CCM chair and vice chair			
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)				
Non				

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)>	Yes
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**SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED**

Prior to the election, members were informed/presented

- Roles and responsibilities of CCM chair and vice chair
- Election procedures
- Condition for the election of chair and vice chair
- Who can become chair and vice chair

The chair and vice chair were directly elected by CCM member and alternates were not provided with voting right to elect chair and vice chair (by CCM governance manual)

Members were also informed that representatives from bilateral and multilateral constituencies cannot stand for the post of chair but they can be elected as vice chair (as per CCM governance manual). However, are allowed to vote for chair and vice chair.

By CCM governance manual, Dr. Dorji Wangchuk, Director General/CCM members, Department Public Health, Ministry of Health, was not allowed to stand either of the post, as he is directly managing the grants.

**SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM**

Please summarize the respective constituencies' contributions to the discussion in the spaces provided.

GOV	
MLBL	Members inquired whether they can vote for chair and vice chair
NGO	
EDU	Request to display the eligible members for chair and vice chair on the screen
PLWD	
FBO	Members could not attend the meeting
KAP	

**DECISION(S)** Summarize the decision in the section below

**Step 1: election of CCM Chair**

- Vote for the member through secret ballot (Numbered and signed by CCM Secretariat)
- List of eligible members provided and projected on the screen
- The member with highest vote will be the chair
- Exclusion Criteria: Multilateral, Bilateral and DG, DOPH

**Details of votes secured**

Name	Constituency	No. of vote	Remark
Mr Nima Wangdi	Government	13	Elected
Ms Chimi P Wangdi	Civil Society	1 (void)	Absent

**Step 2: election CCM Vice Chair**

- Vote for the member through secret ballot (Numbered and signed by CCM Secretariat)
- List of eligible members provided and projected on the screen
- The member with highest vote will be the Vice chair
- Exclusion criteria: Government constituency

**Details of votes secured**

Name	Constituency	No. of vote	Remark
Mr Wangda Dorji	PLWD	3	
Mr Kinley Rinchen	Academia	2	
Mr Pema Wangchuk	Civil Society	2	
Ms Yumiko Asakuma	Bilateral	4	Elected
Mr. Yeshey Dorji	Multilateral	2	
Ms Karma Choden	Civil Society	1	

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE
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Summarize below any actions to be undertaken indicating who is responsible for the action and by when the action should be completed.

DECISION MAKING			
MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*		IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS
	VOTING	X	VOTING METHOD (Place 'X' in the relevant box)
			SHOW OF HANDS
			SECRET BALLOT
			X
		ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF THE DECISION</u> >	14
		ENTER THE NUMBER OF MEMBERS <u>AGAINST THE DECISION</u> >	0
		ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >	0
*Consensus is general or widespread agreement by all members of a group.			

AGENDA ITEM #3	Nomination of committee members (proposal development and oversight committee)
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)	
Non	
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)>	Yes
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
<p>The CCM Secretariat presented on:</p> <ul style="list-style-type: none"> <li>- Composition of committee (proposal development and oversight committee)</li> <li>- Roles and responsibilities of the committee</li> <li>- Conflict of interest</li> <li>- Working modalities</li> <li>- Past experiences</li> </ul>	
SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM	
<i>Please summarize the respective constituencies' contributions to the discussion in the spaces provided.</i>	
GOV	Encouraged representatives from civil society origination on oversight
MLBL	
NGO	Given the importance of oversight the members should have right expertise to ensure effective oversight
EDU	
PLWD	Since we are planning to propose as the Global Fund implementing entity (SR) under new funding model, they cannot represent as member on either of the committee due to conflict of interest
FBO	Could not attend meeting
KAP	
DECISION(S) <i>Summarize the decision in the section below</i>	
Following committee members were nominated;	
<p><b>1. Oversight Committee</b></p> <ul style="list-style-type: none"> <li>- UNICEF (CCM Member)</li> <li>- GNHC (CCM Member)</li> <li>- Ministry of Finance (CCM Member)</li> <li>- Loden Foundation (CCM Member)</li> <li>- CCM vice Chair (JICA)</li> <li>- Royal University of Bhutan (CCM Member)</li> </ul> <p><b>2. Proposal Development Committee</b></p> <ul style="list-style-type: none"> <li>- WHO (CCM Member)</li> <li>- RENEW (CCM Member)</li> <li>- UNFPA (CCM Member)</li> <li>- RIHS (To be proposed)</li> <li>- GNHC (Propose To GNHC)</li> <li>- Ministry of Finance (propose to MOF)</li> </ul>	

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE
<i>Summarize below any actions to be undertaken indicating who is responsible for the action and by when the action should be completed.</i>		
The CCM decided that CCM Secretariat will write to Royal Institute for Health Sciences (RIHS), Gross National Happiness Commission (GNHC) and Ministry of Finance (MoF) to identify a member, who will represent as non CCM on proposal development committee.	CCM Secretariat	Second week Feb 2014

#### DECISION MAKING

MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*	X	IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS	
	VOTING			VOTING METHOD (Place 'X' in the relevant box)
			SECRET BALLOT	
			ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF THE DECISION</u> >	20
			ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION >	0
			ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >	0

\*Consensus is general or widespread agreement by all members of a group.



To add an additional 'Agenda Item', copy a blank version of the Agenda 1 table. To do this, rest the pointer on the upper-left corner of the table until the table move handle appears (see diagram on the left). Copy the table to a new location by copying and pasting. Then adjust the Agenda Item #. Repeat as necessary for additional Agenda items.

AGENDA ITEM #4	Principal Recipient nomination and selection process
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

1. Mr. Nima Wangdi, Secretary/CCM chair, Ministry of Health
2. Dr. Dorji Wangchuk, Director General/CCM member, Department of Public Health, Ministry of Health

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)>

Yes

#### SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

The session was chaired by Ms. Yumiko Asakima, vice chair.

Prior to discussion on the Principal Recipient for the Global Fund new funding model, the CCM secretariat made a presentation on;

- The Six minimum eligibility criteria
- Minimum PR requirements
- Criteria used to assess expression of Interest of PR for Transitional Funding Mechanism
- Scoring mechanism
- Composition and roles and responsibilities of PR selection committee

The CCM Secretariat presented the Six CCM eligibility requirements for GF grant and a Principal Recipient (PR) selection process applied for TFM proposal.

#### SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM

*Please summarize the respective constituencies' contributions to the discussion in the spaces provided.*

GOV	
MLBL	Given the stringent PR requirements, it was proposed that the existing Principal Recipient (Ministry of Health) is renewed for NFM.
NGO	Beside other PR minimum requirements, counterparts financing is an additional requirement which makes it difficult, thus, proposed to renew the existing PR for new funding model
EDU	
PLWD	With strong experiences managing the Global Fund grant, PLWD constituency proposed to continue with same PR
FBO	Members could not attend the meeting
KAP	The Ministry of health is still the only key organization working for all three diseases proposed to renew the PR for NFM

#### DECISION(S) *Summarize the decision in the section below*

The members unanimously came to consensus to renew the same Principal Recipient (ministry of health) for new funding model after considering the following criteria:

1. Financial management system
2. Institutional and programmatic management arrangement
3. Procurement and supply management system.

4. Monitoring and evaluation arrangement.

The CCM based their decision for PR's nominations on the following grounds, past grant management experience - capacity of HRD and overhead, performance under the current PR, the interventions proposed in the NSP, limited capacity within the country to carry out the interventions both at the national and sub national level and consideration on the minimal risk to the grant management, as the current PR has already a institutionalized check and balance systems in place.


ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE
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*Summarize below any actions to be undertaken indicating who is responsible for the action and by when the action should be completed.*

DECISION MAKING

MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*		IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS		
	VOTING	X		VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS
				SECRET BALLOT	
			ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF</u> THE DECISION >		18
			ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION >		0
			ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >		2

\*Consensus is general or widespread agreement by all members of a group.

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AGENDA ITEM #5	Any other Business – FPM country visit
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

Non

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)>	Yes
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SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

The CCM members were informed of the visit of FPM and team to Bhutan from

SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM

*Please summarize the respective constituencies' contributions to the discussion in the spaces provided.*

GOV	Contact the CCM members and schedule their meeting with the FPM
MLBL	
NGO	Meeting with FPM, to seek more clarification on CCM roles and NFM.
EDU	
PLWD	
FBO	
KAP	

DECISION(S) *Summarize the decision in the section below*

Decided that CCM secretariat coordinate the meeting and inform the members

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE
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*Summarize below any actions to be undertaken indicating who is responsible for the action and by when the action should be completed.*

The CCM Secretariat will inform the CCM members of the time and venue for the meeting and get confirmation from the members.	CCM Secretariat	22 January 2014
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DECISION MAKING

MODE OF DECISION MAKING	CONSENSUS*	X	IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS
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(Place 'X' in the relevant box)	VOTING		VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS	X
				SECRET BALLOT	
	ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF</u> THE DECISION >				20
	ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION >				0
*Consensus is general or widespread agreement by all members of a group.				ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >	0



To add an additional 'Agenda Item', copy a blank version of the Agenda 1 table. To do this, rest the pointer on the upper-left corner of the table until the table move handle appears (see diagram on the left). Copy the table to a new location by copying and pasting. Then adjust the Agenda Item #. Repeat as necessary for additional Agenda items.

### SUMMARY OF DECISIONS & ACTION POINTS

AGENDA ITEM NUMBER	WRITE IN DETAIL THE DECISIONS & ACTION POINTS BELOW	KEY PERSON RESPONSIBLE	DUE DATE
AGENDA ITEM #1	The 26 <sup>th</sup> CCM meeting endorsed the new CCM members and alternates for two-year term (16 January 2014 – 15 January 2016)		
AGENDA ITEM #2	CCM chair and vice chair elected		
AGENDA ITEM #3	The CCM decided that CCM Secretariat will write to Royal Institute for Health Sciences (RIHS), Gross National Happiness Commission (GNHC) and Ministry of Finance (MoF) to identify a member, who will represent as non CCM on proposal development committee.	CCM Secretariat	Second week Feb 2014
AGENDA ITEM #4	After lengthy discussion, The members unanimously came to consensus to renew the same Principal Recipient (ministry of health) for new funding. Members also suggested to be implementing partner (SR)		
AGENDA ITEM #5	Decided that CCM secretariat coordinate the meeting and inform the members	CCM Secretariat	22 Jan 2014

To add another 'Agenda Item' highlight the entire row corresponding to the last 'Agenda Item #' in the table. Right click on the mouse and select the 'Insert' menu item, then select the 'Insert Rows Below' option. Repeat as necessary to add additional rows.

### NEXT MEETING (INCLUDES OUTSTANDING AGENDA ITEMS NOT COMPLETED DURING CURRENT MEETING)

TIME, DATE, VENUE OF NEXT MEETING (dd.mm.yy)	Will be decided later after coordinating with all the members availability.
PROPOSED AGENDA FOR NEXT MEETING	WRITE THE PROPOSED AGENDA ITEMS IN THE SPACES PROVIDED
AGENDA ITEM #1	Recap on decision points of previous meetings
AGENDA ITEM #2	Progress update of the three programs
AGENDA ITEM #3	Overview on the new funding model
AGENDA ITEM #4	Any other issues
AGENDA ITEM #5	

To add another 'Agenda Item' highlight the entire row corresponding to the last 'Agenda Item #' in the table. Right click on the mouse and select the 'Insert' menu item, then select the 'Insert Rows Below' option. Repeat as necessary to add additional rows.

SUPPORTING DOCUMENTATION	Place an 'X' in the appropriate box	
	Yes	No
ANNEXES ATTACHED TO THE MEETING MINUTES		
ATTENDANCE LIST	X	
AGENDA	X	
OTHER SUPPORTING DOCUMENTS	X	
IF 'OTHER', PLEASE LIST BELOW:		
Copies of presentation files of the 26th CCM meeting.		



**CHECKLIST** (Place 'X' in the relevant box)

	YES	NO	
AGENDA CIRCULATED ON TIME BEFORE MEETING DATE	X		The agenda of the meeting was circulated to all CCM members, Alternates and Non-CCM members <u>2 weeks</u> before the meeting took place.
ATTENDANCE SHEET COMPLETED	X		An attendance sheet was completed by all CCM members, Alternates, and Non-CCM members present at the meeting.
DISTRIBUTION OF MINUTES WITHIN ONE WEEK OF MEETING	X		Meeting minutes should be circulated to all CCM members, Alternates and non-members within <u>1 week</u> of the meeting for their comments, feedback.
FEEDBACK INCORPORATED INTO MINUTES, REVISED MINUTES ENDORSED BY CCM MEMBERS*		X	Feedback incorporated into revised CCM minutes, minutes electronically endorsed by CCM members, Alternates and non-members who attended the meeting.
MINUTES DISTRIBUTED TO CCM MEMBERS, ALTERNATES AND NON-MEMBERS	X		Final version of the CCM minutes distributed to CCM members, Alternates and Non-members and posted on the CCM's website where applicable within <u>15 days</u> of endorsement.

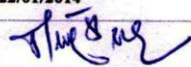
\* Often CCM minutes are approved at the next meeting. Since many months can pass before the next scheduled meeting, electronic endorsement of the CCM minutes is considered to be a more efficient method for effective meeting management.

**GLOSSARY FOR ACRONYMS USED IN THE MINUTES:**

ACROYNM	MEANING
GFATM	Global Fund to fight against HIV, TB and Malaria.
CCM	Country Coordinating Mechanism
PR	Principal Recipient
FPM	Fund Portfolio Manager

To add an additional 'Acronym', highlight the entire row corresponding to the last 'Acronym' in the table. Right click on the mouse and select the 'Insert' menu item, then select the 'Insert Rows Below' option. Repeat as necessary to add additional rows

**CCM MINUTES PREPARED BY:**

TYPE / PRINT NAME >	Mr Karma	DATE >	22/01/2014
FUNCTION>	CCM Coordinator	SIGNATURE >	

**CCM MINUTES APPROVAL:**

APPROVED BY (NAME) >	Mr Nima Wangdi	DATE >	07/02/2014
FUNCTION>	Bhutan CCM Chairman	SIGNATURE >	