

## Bhutan CCM Improvement Plan Tracking (21 August 2015)

Code	area	description	CCM action (as of June 2015)	CCM status	GF status	GF recommended actions/timelines	CCM Update
1	Oversight	Structure and membership	Nominate procurement expert on the OSC	completed	In progress	CCM Secretariat to provide the procurement related background of the MOF OSC member.  Timelines: 30 September 2015	A letter was sent to Ministry of Finance, requesting them to nominate a OSC member with procurement expertise. Their response is attached for reference.
2	Oversight	Training and Capacity Building: Capacity building of the OB -overview of the grant, TOR and WP. Development of grant oversight schedule with dates and lead person identified.	Training agenda, OB plan/ WP and TOR attached	completed	In progress	<ul style="list-style-type: none"> <li>• The CCM Secretariat to provide the</li> <li>• OS plan.</li> <li>•</li> </ul> Timelines: 30 September 2015	OSC plan attached.
3	oversight	Tools:	CCM has	completed	In progress	GF CT to	

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		Develop oversight visit tool ( program, Finance and procurement including health and non-health commodities)	development two different oversight tool. oversight of PR and SR			provide inputs on how to further improve the plan.  Timelines: 30 September 2015	
4	Oversight	Conduct routine oversight activities (minimum two/per year)	Planned in June 2015 and November 2015	In progress	In progress	CCM to continue to conduct the routine OS activities.	OSC meeting conducted on 29 September 2015 and oversight visit on 30 September 2015. Agenda attached.
5	COI	CCM secretariat to complete the obtaining of COI declaration from all the member/ alternate, TWG and PDC	Complete the signatures and institute a mechanism for COI declaration in all the CCM meetings as an agenda item	completed	Not completed	The CCM Secretariat to provide the signatures and proof of establishing the mechanism.	COI declaration forms signed attached.
6	COI	This can be conducted	Debrief CCM members	completed	Not completed	The CCM Secretariat to	Debriefed in all CCM meetings and minuted.

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		during the CCM meeting or prior to signing the COI declaration form.	alternate, TWG, OB, PDC and the secretariat on the COI policy and mitigation plan			provide the meeting minutes when the debrief is done.  Timelines: 30 September 2015	
7	structure	Organogram and TOR: Annual review of the CCM participation. Develop a report on CCM performance. Assess CCM secretariat performance. Design mechanism (Action plan) for strengthening CCM and secretariat performance.		In progress	In progress	CCM Secretariat to explain what has been done, address the following issues and provide supporting documents respectively. <ul style="list-style-type: none"> <li>• Annual review of the CCM participation.</li> <li>• Develop a report on CCM</li> </ul>	<p>The CCM Secretariat has executed the following : Refer annex A: CCM attendance.</p> <p>A draft report of CCM performance developed.</p> <p>Timely execution of activity in the CCM annual work plan with timeline will determine the secretariat's performance, the CCM work plan will be shared with all CCM and OSC members.</p> <p>For strengthening, CCM Sectt propose to the CCM, minuted in the last 31 CCM meeting.</p> <p>The CCM Secretariat has two</p>

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		Review of the CCM member participation in all CCM followed by yearly analysis of the CCM participation.				<p>performance.</p> <ul style="list-style-type: none"> <li>Assess CCM secretariat performance.</li> <li>Design mechanism (Action plan) for strengthening CCM and secretariat performance.</li> </ul> <p>This is highly recommended to be discussed in the upcoming CCM meeting on 28 Aug.</p> <p>Timeline: Information should be submitted by</p>	interns from 5 Oct 2015, they will be with the secretariat for three months.

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8	structure	Conduct structural reform Initiate the possibilities of delinking CCM secretariat from the PR (MOH)		completed	In progress	CCM secretariat to explain what has been done, and to address the following recommendation: To initiate the process with a letter of proposal to GNHC. The letter should be shared with the Global Fund. Timelines: 30 September 2015	A write up will be share with the GF, please refer the recommendations on the minutes.
9	structure	Orientation and capacity building Develop routine ( annual)		completed	In progress	CCM secretariat to facilitate the development of the plans and agenda of	TOR attached

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		orientation program and capacity building workshop for the CCM members and alternates. CCM secretariat to facilitate the development of the plans and agenda of the orientation workshop. The budget needs to be proposed under the CCM budget				the orientation workshop and share with the Global Fund.  Timelines: 30 September 2015	
10	Enhanced engagement	Civil Society and private sector: Development of engagement plan for all constituencies		In progress	In progress	CCM secretariat to address the following recommendation: 1) Development	This will be addressed, included in the new CCM funding request.

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		(government, Technical partners and CSO) during the life of the grant: inception, implementation, monitoring and evaluation. The engagement plan will clearly lay out who will be engaged, how it will be done and when will it be done for all the constituencies.				of engagement plan for all constituencies (government, Technical partners and CSO) during the life of the grant: inception, implementation, monitoring and evaluation; 2) The engagement plan will clearly lay out who will be engaged, how it will be done and when will it be done for all the constituencies	

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						s.  Timelines: 30 September 2015	
11	communications	Communication plan Communication plan to also include mechanism for disseminating information to respective constituencies beside the CCM members.	Development of communication action plan for wider and transparent dissemination of grant performance and information.	In progress	Not completed	CCM to develop the plan and share with the Global Fund.  Timelines: 30 September 2015	This will be addressed, included in the new CCM funding request, to be executed with TA .
12	communications	Implementation of Communication plan Coordinate and conduct routine OB -PR, meetings including developmental	CCM-OB -PR are meeting quarterly to review the progress reports.	completed	In progress	The Bhutan CCM website cannot be opened on 21 August. CCM Secretariat to check if it functions well. <b>CCM Secretariat to</b>	The meeting minutes are all uploaded on the website, the website is functional now.



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		and technical partners.				<p><b>share with the Global Fund For the last two quarters at least.</b></p> <p>Timelines: 30 September 2015</p> <p>On on-going basis: CCM secretariat to regularly inform the Global Fund on CCM meeting plan so that GF country team can plan mission around the CCM meeting date; CCM secretariat to regularly copy the Global</p>	

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						Fund in the CCM meeting invitation email, upload CCM meeting minutes within two weeks in the CCM website after the meeting.	
13	communications	Communication plan Update the website on a regular basis and have adequate financial and technical resource allocation.	website developed and updated regularly	completed	Completed.	N/A	