

**Bhutan Country Coordinating Mechanism
The Orientation and Capacity Building Workshop
Venue: Rochog Pel Hotel
Date: 26-27th May 2016**

Agenda

Objectives:

- Orient newly elected CCM members on the Global Fund architecture and guidelines.
- Orient members on Bhutan CCM structures and mandates by means of familiarizing with the Bhutan CCM Governance Manual.
- Strengthen CCM members' understanding of grant oversight including understanding of the current grants and oversight tools.
- Provide overview of the CCM performance eligibility
- Inform CCM members on conflict of interest policy and process of mitigation of conflict of interest (Annual COI Declaration).

Expected Outcomes:

At the end of the workshop participants will:

- CCM members understand new Global Fund grant architecture and criteria for performance based funding of CCM.
- CCM members will be familiar with Bhutan CCM Structures and mandates.
- Have a clear understanding of their role and responsibility as members of the CCM, especially as they relate to the five functions of the CCM;
- Have build consensus on mitigation of conflict of interest and agreed to the key principles of COI – and members/alternates signed COI declaration forms.
- CCM members understand the overview of the current grants

Day 1: 26th May 2016 (Thursday)

| Time | Topic | Facilitator/Resource person |
|-----------------|--|------------------------------|
| 9:00 – 9:30am | Registration of Participants | CCM Secretariat |
| 9:30 - 9:40am | Opening Remark | Chair |
| 9:40 – 10:00am | Introduction and expectations: Tree of learning | Participants |
| 10:00–10:30am | Membership renewal process and challenges | CCM Secretariat |
| 10:30–11:00am | Tea break | |
| 11:00 – 11:15am | Introduction of the orientation <ul style="list-style-type: none"> - Objectives - Agenda - Expected outcome | CCM Secretariat |
| 11:15 – 11:45pm | What is the Global Fund and how it works? | Consultant |
| 11:45-12:00pm | The GF Architecture <ul style="list-style-type: none"> • Structure and function (CCM, PR, SR) • CCM Sub-committees | Consultant |
| 12:00-12:10 | Conflict of Interest Policy | |
| 12:00 -1:00pm | Bhutan CCM Structures (Reflection and challenges) | B_CCM Chair |
| 1:00-2:00pm | Lunch | |
| 2:00– 2:30pm | CCM Eligibility and performance assessment tool: Why and How | Consultant |
| 2:30 - 3:00pm | What does CCM Do? <ul style="list-style-type: none"> • What and How of CCM oversight? (Tool, Oversight Plan and budget). • Proposal Development | Consultant / CCM Secretariat |
| 3:00-3:15pm | Exercise: PF and Grant rating | |
| 3:15-3:30pm | Oversight Tool: PR/CCM Dashboard | |
| 3:30-3:45pm | Tea break | |
| 3:45-4:00pm | Participation of CCM members at Regional and global meetings. | CCM Secretariat |
| 4:00-4:30pm | Roles and Responsibilities of Local Fund Agent | Local Fund Agent |
| 4:30-5:00pm | Closing remarks | Chair |

33rd CCM Meeting
27th May 2016 (Friday)

| Time | Activity/Session/Topic | Facilitator/Resource |
|--------------------|---|-----------------------------|
| 09:00- 09:30 am | Registration | CCM Secretariat |
| 09:30-09:45am | Endorsement of the New members | CCM Secretariat |
| 09:45-10:00am | Signing of annual COI | CCM Secretariat |
| 10:00-10:10am | Process of Election | CCM Secretariat |
| 10:10-10:30pm | Election of Vice chair | CCM Secretariat |
| 10:30-11:00am | Selection of Oversight and Proposal development committee (Executive committee) | CCM Secretariat |
| 11:00-11:15 | Tea Break | |
| 11:15 – 11:25 am | Update on the CCM Secretariat, Staff recruitment, GF mission visit, transition plan | CCM Secretariat |
| 11:25-11:35 am | Discussion and Recommendation | |
| 11:35-11:55am | Update of the Global Fund grant - HIV/AIDS program | NACP |
| 11:55-12:15pm | Discussion and Recommendation | |
| 12:15 -12:35pm | Update of the Global Fund grant - TB control program | NTCP |
| 12:35-1:00pm | Discussion and Recommendation | |
| 1:00-2:00pm | Lunch Break | |
| 2:00-2:20pm | Update of the Global Fund grant - Malaria program | VDCP |
| 2:20-2:40pm | Discussion and Recommendation | |
| 2:40-3:00pm | Any other issues and Closing remarks | CCM Secretariat |
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TASHI DELEK!!