

Bhutan Country Coordinating Mechanism

The Orientation and Capacity Building Workshop

Venue: Rochog Pel Hotel, Thimphu

Date: 26-27th May 2016

Draft Agenda

Objectives:

- Orient newly elected CCM members on Global Fund guidelines, roles and responsibilities by means of familiarizing with the Bhutan CCM Governance Manual.
- Strengthen CCM members' understanding of GF grant oversight including understanding of the current grants
- Inform CCM members, policies and guidelines on conflict of interest and process of mitigation of conflict of interest (Annual COI Declaration).
- Provide overview of the CCM eligibility.
- Update on the progress of New Funding Model and the Transition plan.
- Restructuring of CCM committees to augment CCM's capacity for effective grant oversight and successful proposal development.
- Election of CCM Chair and vice chair *(by CCM governance manual, The CCM Chair is elected directly by all CCM members. Alternates will not to participate in the election. Quorum for election shall be two-thirds of appointed members).*
-

Expected Outcomes:

At the end of the workshop participants will:

- CCM members familiar with the Governance Manual, Oversight Plan and COI mitigation plan approved by the CCM;
- 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;
- CCM members understand new Global Fund grant architecture and criteria for performance based funding of 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
- Restructured CCM committees for effective Global Fund grant coordination and oversight;

Day 1: 25th May 2016 (Wednesday)

Time	Topic	Facilitator/Resource person
9:00 – 9:30am	Registration of Participants	CCM Secretariat
9:30 - 9:40am	Opening Remark	Outgoing Chair
9:40 – 10:00am	Introduction of Participants	Participants
10:00–10:30am	Update on membership renewal (members and alternates) and endorsement of the new members.	CCM Secretariat
10:30–11:00am	Photo session and Tea break	
11:30 – 11:40am	Introduction of the orientation <ul style="list-style-type: none"> - Objectives - Agenda - Expected outcome 	CCM Secretariat
11:40 – 12:40am	What is the Global Fund and how it works?	Consultant
11:40-12:00pm	Introduction the CCM Structure and functions <ul style="list-style-type: none"> • Structure and function (CCM, PR, SR) • CCM Sub-committees • Membership and elections of Chair and Vice Chair 	CCM Outgoing Chairman
12:00 -1:00pm	GF Principles and Guidelines, CCM structure and functions <ul style="list-style-type: none"> • Structure and function (CCM, PR, SR, LFA) • CCM Sub-committees • The Chair and vice chair (roles and term of office) • Membership renewal 	Consultant
1:00-2:00pm	Lunch	
2:00– 3:00pm	CCM Eligibility and performance assessment tool <ul style="list-style-type: none"> • Why and How 	
3:00-3:30pm	Grant oversight <ul style="list-style-type: none"> • What and How of CCM oversight? (Tool, Oversight Plan and budget). 	Consultant / CCM Secretariat

	<ul style="list-style-type: none"> • Lesson Learned (HLE) 	
3:30-4:00pm	Discussion and comments	
4:00-5:00pm	Conflict of Interest Policy <ul style="list-style-type: none"> • What is it? • How does it affect CCMs? • Examples of COI CCM members sign “ <i>Conflict of Interest Declaration Form</i> ”	Consultant - <i>Review the COI statement (participants take turn reading the document).</i> - <i>COI Situational Analysis</i>

Day 2: 26 May 2016 (Thursday)

Time	Activity/Session/Topic	Facilitator/Resource
09:00- 09:20 am	Registration	CCM Secretariat
09:20 – 10:00am	Roles and Responsibilities of Local Fund Agent	Local Fund Agent
10:00 – 10:30am	Election Procedure (CCM Chair and vice chair)	CCM Secretariat
10:00 – 10:30pm	Election of CCM chair and vice chair and sub committees and declare election result	CCM Secretariat/ Participants
10:30 – 11:00pm	Tea Break	

33rd CCM Meeting

26th May 2016 (Thursday)

Draft Agenda

11:00pm-11:30pm	Update of the Global Fund grant - HIV/AIDS program	Principal Recipient – NACP, MOH
11:30 – 12:00pm	Discussion and Recommendation	CCM members
12:00- 1:00pm	Update of the Global Fund grant - TB control program	Principal Recipient- NTCP, MOH
1:00-2:00pm	Lunch Break	
2:00-3:00pm	Discussion and Recommendation	CCM members
3:00 – 3:30pm	Update of the Global Fund grant - Malaria program	Principal Recipient – VDCP, MOH
3:30 – 4:00pm	Discussion and Recommendation	CCM members

4:00 – 4:10pm	Update on the CCM Secretariat, Staff recruitment, GF mission visit to Bhutan, Transition plan workshop in 8-9 June	CCM Secretariat
---------------	--	-----------------

TASHI DELEK!!