

MINUTES OF THE PROPOSAL DEVELOPMENT COMMITTEE (PDC) MEETING

Venue: Mini Conference hall, Ministry of Health

Date& Time: 18 Jan 2017;02.00pm to 04.30pm

Subsequent to the receipt of Allocation letter from Ms Lindsey Cole, Fund Portfolio Manager (FPM) on 15 December 2016, the PDC meeting was convened to discuss on the application process for Global Fund grants 2017-2019, with the following **objectives** to:

- To review the GF application process (2017-2019).
- To plan a way forward (timeline).
- TA for proposal development.
- CCM Endorsements and any other issues.

Proceedings: The meeting was chaired by the PDC Chair Dr. Suraj Man Shrestha, Medical Officer, WHO CO. The participants were briefed on the objectives of the meeting. Refer annex 1 for the list of participants and annex 2 for the agenda of the meeting.

Discussions and outcome:

1. Program splits: It was agreed that the three disease programs, with support of the TWGs, will evaluate the program splits on 11 February 2017 and inform the CCM Secretariat/ PDC by 13 February 2017.

The CCM Secretariat was asked to follow up with the FPM for calculation tool used for program split and share with the three diseases programs.

FPM informed that in case three Programmes are in disagreement with suggested split a revised plan with justification needs to be submitted within overall ceiling of allocation.

CCM need to submit the signed letter of agreement for programme split suggested by GF along with self-assessment.

It was reiterate by FPM that there is need to allocate sufficient budget for resilience building and health system strengthening under each programme (at least 20% of total budget).

2. Program Continuation Request Form: The members together with the programs had an extensive discussion on the Allocation letter sent on 15 December 2016 and the application process. It was agreed that the time duration to submit the Program Continuation Request Form is very limited. During the Skype call discussion with the Ms Lindsey Cole, FPM, it was agreed that Bhutan can request for the extension of submission deadline by 23 May 2017 instead of 20 March 2017.

The CCM Secretariat was asked to write an email to Ms Lindsey Cole, FPM for the above extension of deadline request to submit the Program Continuation Request Form.

It was agreed that the three disease program will submit zero draft of the Program Continuation Request Form by 28th February, 2017.

It was discussed and informed to Fund Portfolio Manager that HIV AIDS programme will adjust the programme strategic support for current and continuous programme under global funds in line with the National Strategic Plan (NSP) 2017-2023 (released on World AIDS Day 2016).

3. TAs for proposal development: It was agreed that the three disease programs will discuss and submit the TOR of TAs for proposal development within two weeks to WHO CO.

Time plan: CCM Secretariat will rework on the grant application work plan in consultation with the FPM and share with the three disease programs. In addition, share the summary timeline for submission of the Program Continuation Request Form and other activity plan discussed and agreed during the meeting at the earliest.

4. Pre-requisite conditions for all Global Fund funded procurement related activities: The three disease programs expressed their concern over the Global Fund's pre-requisite conditions for all Global Fund funded procurement related activities to be made from Wambo.org platform (online procurement of pharmaceuticals and health products). It was clarified during the Skype call with FPM that the Wambo.org platform is on trial stage, and the two programs – HIV and TB may be exempted from these conditions, but was informed that the Malaria programs are already using the Wambo.org platform, and will be asked to continue the procurement through Wambo.org platform, as it will benefit the program.
5. CCM eligibility requirements: CCM Secretariat will update on the CCM eligibility requirements and the status of Performance Assessment (EPA) to the CCM.
6. CCM Meeting: The CCM Secretariat will draft an agenda and schedule the CCM meeting two weeks after the submission of the zero draft Program Continuation Request Form.
7. FPM Mission visit to Bhutan: Representative from GNHC informed that 15 & 16 March 2017 is the confirmed as the 13th Round Table Meeting. Therefore, it was suggested that Ms Lindsey, FPM can visit Bhutan around this time to discuss with the PDC and the Programs on the Program Continuation Request Form as well as on the steps further on application for Global Fund grants 2017-2019.
8. Transition plan: It was agreed that the PDC will review the outcome report and recommendations of the transition meeting held in June 2016 with various stakeholders in Bhutan, which was also attended by the representatives of the GFATM.

Annexure 1: Participants of the PDC meeting

1. Dr Suraj Man Shrestha, Medical Officer, WCO/ PDC
2. Mr Wandga Dorji, ED, Lhaksam/ PDC
3. Ms Sonam Tshoki, GNHC/OSC
4. Mr Sonam Wangchuk, Offtg. Director, DoPH, MOH
5. Mr Tobgyel, Offtg, Chief Program Officer, VDCP
6. Mr ChewangRinzin, Offtg, Chief Program Officer, VDCP
7. Mr Namgay Tshering, Sr Program Officer, NACP
8. Mr Phurpa Tenzin, Asst Program Officer, NTCP
9. Ms Jamyang Pema, , Asst M&E Officer, NTCP
10. Ms Tshering Choden, Asst M&E Officer, CCM Secretariat
11. Ms Suneeta Chhetri, CCM Coordinator, CCM Secretariat
12. Mr Pem Tobden Dorji, LFA
13. Mr Ugyen Wangchuk, National Program Officer, WHO
14. Dr Vandana Joshi, Chief, Health Nutrition and WASH section, UNICEF Bhutan

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AGENDA

Objectives:

- To review the GF application process (2017-2019).
- To plan a way forward (timeline).
- TA for proposal development.
- CCM Endorsements and any other issues.

Time	Agenda	Facilitator
02:00-02:05	Registration	Participants
02:05-02:15	Welcome and opening remark	Chair, PDC
02:15-02:20	Objectives and Overview Bhutan Allocation letter from the FPM, GFATM Secretariat and the application process.	CCM Secretariat
02:20-02:40	Review the GF application process	Program – HIV, TB and Malaria +PDC and other participants
02:40-03:10	The GF Application Process (Skype)	Ms Lindsey Cole, FPM
03:10-03:50	Q&A Session with Ms Lindsey Cole, FPM - The GF application process (2017-2019) - The GF time plan. - Program Continuation Request Form.	All Participants
03:50-04:00	Tea break	
04:00-04:20	TAs for proposal development Review and propose a way forward plan CCM endorsements on the submission of Program continuation request	All Participants
04:20-04:30	Any other issues	All Participants

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Annexure 3: Summary Timeline for submission of the Program Continuation Request Form and other activity plan:

SI.No.	Date	Activity	Remarks
1	18/19 Jan 2017	Extension of deadline request to submit the Program Continuation Request Form to the FPM by the CCM Secretariat.	Completed
2	1 st week Feb 2017	The three disease programs will notify WHO CO their TA requirement to work on the Program Continuation Request Form and submit the TOR if the TA is needed.	
3	11 Feb 2017	Discussion of program split by the three programs	
4	13 Feb 2017	Notify the outcome of program split to CCM Secretariat/ PDC	
5	28 February 2017	Submit zero draft of the Program Continuation Request Form	
6	3 rd week March 2017	<p>PDC Meeting</p> <p>Agenda topics :</p> <ul style="list-style-type: none"> - Review the program split - Review zero draft of the Program Continuation Request Form. - Suggestions/ actions to the Programs on background presentation for the grant application for (NSP updates, programs achievements and program intervention needs, financial absorption capacity) to the CCM - Suggestions/appraisals for actions to the CCM. - Discussion on the GFATM transition for Bhutan. 	<p>15 & 16 March 2017 is the confirmed as the 13th Round Table Meeting. Ms Lindsey can visit around this time to discuss with the PDC and the Programs on the Program Continuation Request Form as well as on the steps further on application for Global Fund grants 2017-2019.</p> <p>CCM Secretariat will prepare a format (content) for the programs to make the background presentation to the CCM for the GF application 2017-2019.</p> <p>On the GFATM CCM Secretariat will prepare a concept paper, including the outcome from the transition meeting held in June 2016).</p>
7	4 th week March 2017	Ad Hoc CCM meeting for grant application endorsement	Draft agenda
8	23 May 2017	Submit final endorsed Program Continuation Request Form to Global Fund.	To be Confirmed by the FPM