

CCM Meeting Minutes

INPUT FIELDS INDICATED BY YELLOW BOXES



MEETING DETAILS									
COUNTRY (CCM)		Vietnam			TOTAL NUMBER OF VOTING MEMBERS PRESENT (INCLUDING ALTERNATES)			14	
MEETING NUMBER (if applicable)									
DATE (dd.mm.yy)		06/3/2020			TOTAL NUMBER OF NON-CCM MEMBERS / OBSERVERS PRESENT (INCLUDING CCM SECRETARIAT STAFF)			16	
DETAILS OF PERSON WHO CHAIRED THE MEETING									
HIS / HER NAME & ORGANISATION	First name	Tuan			QUORUM FOR MEETING WAS ACHIEVED (yes or no)			Yes	
	Family name	Pham Le			DURATION OF THE MEETING (in hours)			3	
	Organization	Ministry of Health			VENUE / LOCATION	MOH			
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		
HIS / HER SECTOR* (Place 'X' in the relevant box)									
GOV	MLBL	NGO	EDU	PLWD	KAP	FBO	PS	FPM / PO	
x								OTHER	
								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 SUMMARY	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)
	#1	Statement of reasons and introduction of delegates	X	X	X	X	X	X	X	X	X	X	X	X
	#2	Discussion and endorsement of RAI3E Funding request application	X	X	X	X	X	X	X	X	X	X	X	X
	#3	Discussion of CCM Governance manual for the 2020 – 2022 term	X		X	X	X		X	X	X	X	X	X
	#4	CCM activities plan – Quarter 1 & 2	X	X	X	X	X		X	X	X	X	X	X
	#5	Conclusion	X		X	X	X		X	X	X	X	X	X

MINUTES OF EACH AGENDA ITEM				
AGENDA ITEM #1		Statement of reasons and introduction of delegates		
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)				
- COI was managed				
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>CCM Chair: Welcome the CCM members and delegation to the meeting.</p> <p>Objectives of the meeting: (i) Discussion and endorsement of RAI3E Funding request application; (ii) Discussion of CCM Governance manual for the 2020 – 2022 term and (iii) CCM activities plan – Quarter 1 & 2.</p> <ul style="list-style-type: none"> - Dr Nguyen Thi Minh Chau, Deputy Director of the International Cooperation Department was selected as the new CCM Vice Chair for the period 2020 – 2022. - CCM Secretariat summarized the content of the meeting on January 15, 2020. CCM has approved: (i) the program split of the period 2021 - 2023 for 03 diseases and for CCM activities as proposed by the Global Fund, (ii) the re-selection of 04 PRs: VAAC, National Lung Hospital, NIMPE and VUSTA project and (iii) the composition of the Oversight Committee, Executive Committee and CCM technical sub-committees. 				
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				
MLBL				
NGO				
EDU				
PLWD				
FBO				
KAP				
DECISION(S) <i>Summarize the decision in the section below</i>				
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
				SECRET BALLOT
			ENTER THE NUMBER OF MEMBERS IN FAYOUR.OE THE DECISION >	
			ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION >	
			ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED>	
*Consensus is general or widespread agreement by all members of a group.				

MINUTES OF EACH AGENDA ITEM	
AGENDA ITEM #2	Discussion and endorsement of RAI3E Funding request application
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)	
- COI was managed	
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)>	Yes
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
<ul style="list-style-type: none"> - Representative of PR Malaria presented the RAI3E funding request application for the period of 2021 - 2023. - Assoc. Prof. Dr. Tran Thanh Duong, Director of PR Malaria: regarding the Malaria prevention and control program, the Vietnamese Government always has a strong commitment (though the Central Resolution No.20-NQ/TW 2017) to eliminate malaria by 2030. The Government continues to invest 20 million USD / year for Malaria prevention and elimination, including the NMCP, infrastructures and human resources, etc. - Difficulties and challenges: (i) There are about 10 million people living in malaria-endemic areas, mainly ethnic minorities, people living on the border; (ii) Drug-resistant: Artemisinin, P.falciparum resistant are present in many areas and needs to be controlled; (iii) 03 types of malaria mosquitoes circulating in many places, resistant to chemicals; (iv) High risk among the groups of migration, forest goers, people living on the border, etc. and (v) The compliance of people living in malaria-endemic areas in term of using mosquito nets and applying medications has not been high due to their habit. - WHO, CHAI, RSC and locals experts assisted PR Malaria in analyzing and defining the gaps in Malaria prevention program and helped develop their concept note according to the guidance of the Global Fund. - Main points of discussion on the concept note: <ul style="list-style-type: none"> o The target of eliminating Malaria before 2030 and its feasibility should be clearly shown through a separate indicator in the Funding request form. o PR Malaria should work closely with the Drug Administration of Vietnam - the Ministry of Health to solve problems related to new drugs procurement and accelerate the import of drugs. In addition, the Malaria Drug Market is currently declining as the incidence of malaria decreases. Many countries in the region also find it difficult to procure drugs because the market is limited. There should be a reserve procurement mechanism for the whole region. o Regarding the target of 100% mosquito nets coverage, efficiency should be considered. It is possible to set different target levels (98% - 100%) for each target group, for the high risk population we can set the target of 100% coverage (such as forest goers, etc.). o Should promote cooperation with the other parties such as Military medical personnel, CSOs, etc. and ensure the medical supplies, anti-malarial supplies, testing and screening support for the army and soldiers before they go on duty in other countries as well as when they return home. o Should establish a database: we need to have a solid database, how to manage it effectively? o Establishment of Malaria Posts: it is better to recruit local people than to recruit people from other places. o Staffs at the Malaria Posts can do good communication and diagnostics but treatment requires professional training. o The reporting mechanism of the private health sector is still limited. We need to develop a specific clear reporting mechanism. o CMAT and MOT: the project to increase community participation. They coordinate with health workers, receive training, and provide personal protective equipment (mosquito nets, medicine, etc.) for people they can access. - Decision point: <p>CCM Members agreed with the concept note of PR Malaria and signed the endorsement form. CCM Members proposed PR malaria to specify and adjust indicators, specify the description of coordinating mechanism with the CSOs and Military, specify political commitments and government resolutions, explain more about the sustainability of the program. Regarding the budget, it is necessary to clarify the support activities of UNOPS and WHO.</p> 	
SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM	

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MINUTES OF EACH AGENDA ITEM					
AGENDA ITEM #3		Discussion of CCM Governance manual for the 2020 – 2022 term			
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)					
- COI was managed					
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)>				Yes	
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED					
<ul style="list-style-type: none"> - CCM Secretariat has sent the Governance manual to all CCM members and has received comments and suggestions. - CCM should have a separate meeting to approve the Governance manual. - CCM Secretariat continues to update CCM Members' comments on the Governance manual. - Some contents such as oversight tools need to be included in the Governance manual. 					
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	VOTING		VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS	
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			ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION >		
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MINUTES OF EACH AGENDA ITEM	
AGENDA ITEM #4	CCM activities plan – Quarter 1 & 2
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)	

- COI was managed					
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)>				Yes	
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED					
<ul style="list-style-type: none"> - CCM Secretariat presented the CCM activities plan in Q1 and Q2 approved by OC. - PR HIV and TB will submit their concept notes to CCM in April. CCM will then hold meetings to approve these concept notes. - CCM will have oversight trips in areas where 03 projects funded by Global Fund are implemented. 					
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				SECRET BALLOT	
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MINUTES OF EACH AGENDA ITEM	
AGENDA ITEM #5	Conclusion
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)	
- COI was managed	
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)>	
Yes	
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
<ul style="list-style-type: none"> - Endorsement of Malaria grant concept note. - Endorsement of CCM activities plan. 	
GOV	
MLBL	
NGO	

EDU					
PLWD					
FBO					
KAP					
DECISION(S) Summarize the decision in the section below					
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	VOTING				
			VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS	
			SECRET BALLOT		
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*Consensus is general or widespread agreement by all members of a group.		ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED>			

* 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

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 >	Pham Cam Anh	DATE >	March 16, 2020
FUNCTION>	Secretariat	SIGNATURE >	

CCM MINUTES APPROVAL:			
APPROVED BY (NAME) >	Prof. Pham Le Tuan	DATE >	March 16, 2020
FUNCTION>	CCM Chair	SIGNATURE >	