

# Oversight Committee Meeting Minutes

INPUT FIELDS INDICATED BY YELLOW BOXES



MEETING DETAILS											
COUNTRY (CCM)		Vietnam			TOTAL NUMBER OF <u>VOTING</u> MEMBERS PRESENT (INCLUDING ALTERNATES)			4			
MEETING NUMBER (if applicable)											
DATE (dd.mm.yy)		03/8/2018			TOTAL NUMBER OF <u>NON-CCM</u> MEMBERS / OBSERVERS PRESENT (INCLUDING CCM SECRETARIAT STAFF)			4			
DETAILS OF PERSON WHO CHAIRED THE MEETING											
HIS / HER NAME & ORGANISATION	First name	Thi Giang Huong			QUORUM FOR MEETING WAS ACHIEVED (yes or no)			Yes			
	Family name	Tran			DURATION OF THE MEETING (in hours)			2			
	Organization	GOV			VENUE / LOCATION		CCM office				
HIS / HER ROLE ON CCM (Place 'X' in the relevant box)	Chair				MEETING TYPE (Place 'X' in the relevant box)		Regular CCM meeting				
	Vice-Chair		X				Extraordinary meeting				
	CCM member						Committee meeting		X		
	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)				FPM / PO							
GCV	MLBL	NGO	EDU	PLWD			KAP	FBO	PS	OTHER	
		X								NONE	

LEGEND FOR SECTOR*				
GOV	Government	PLWD	People Living with and/or Affected by the Three Diseases	
MLEL	Multilateral and Bilateral Development Partners in Country	KAP	People Representing 'Key Affected Populations'	
NGC	Non-Governmental & Community-Based Organizations	FBO	Religious / Faith-based Organizations	
EDU	Academic / Educational Sector	PS	Private Sector / Professional Associations / Business Coalitions	

AGENDA SUMMARY		SELECT A SUITABLE CATEGORY FOR EACH AGENDA ITEM (Place 'X' in the relevant box)														
AGENDA SUMMARY		GOVERNANCE OF THE CCM, PROPOSALS & GRANT MANAGEMENT RELATED TOPICS														
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)	Request for continued funding / periodic review / phase II / grant consolidation / closures	TA solicitation / progress	Other
AGENDA ITEM #1	Preparing for CSO workshop	X		X									X			

MINUTES OF EACH AGENDA ITEM	
<b>AGENDA ITEM #1</b>	<b>Working on Oversight Committee</b>
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)	
No participation from PRs	
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><b>CCM Secretariat:</b> Presentation of preparation for the workshop:  The 2 – day – agenda including:</p> <ul style="list-style-type: none"> <li>- First day: CCM Evolution, Code of Conduct, Global Fund Governance and other relevant topics (presented by GF representatives/country team)</li> <li>- Second day: Update from PR regarding the grants 2018 – 2020.  How CSO network actively engage in plan implementation? Challenges and Recommendations.  Regional CSO representatives practices and experiences share.  Action plan of CCM and Oversight committee 2018 and the years ahead.</li> </ul> <p>There are few topics are still waiting for confirmation including:</p> <ul style="list-style-type: none"> <li>- RAI Executive Secretary: update on RAI program up to March 2018.</li> <li>- CSO representatives (non-ccm members) to make presentation</li> <li>- Other national agencies (such as PACCOM)</li> <li>- GF representatives in region who are working on other projects of Global Fund.</li> </ul> <p>The tentative date is going to be within the last 2 weeks of September: 18 – 20/9 or 25 – 27/8.</p> <p><b>UNAIDS:</b>  To ask country team for the list of CSO programs that including Vietnam.  The Governance Session should including both Global Fund and CCM.  2 day – agenda could be too long.</p> <p><b>WHO:</b>  Suggestion to have more time for CSO. At least full half a day.  To invite regional representative of regional CCM.  Requesting the number of CSOs working in Global Fund programs</p> <p><b>OC Chair:</b>  Concern about the length of workshop: to allocate time to be more efficient. The time could be shortened but it is always better to have more time for the CSO.  Will be complicated to have regional CCM representatives so we keep Global level and Vietnam level.  Working session: Separate to 3 groups: HIV, TB and Malaria together with DPs. And then the presentations from each groups following by discussion and conclusion by Chair.</p>	
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	
PLWB	
FBO	
KAP	
DECISION(S) Summarize the decision in the section below	

Date: 18 – 19/9/2018  
 Venue: Haiphong  
 Tentative number of invited people: 60 – 70 people.  
 CSOs: 30 – 40 people  
 CCM Secretariat to work with DPs to build the list of CSOs working in GF programs in Vietnam.  
 CCM Secretariat to reconstruct the agenda and circulate it to OC members, country team.

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>		
List of CSOs working in GF programs in Vietnam	CCM Sec and DPs	
Workshop agenda	CCM Sec	

  

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 <u>IN FAVOUR OF</u> THE DECISION >
			ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION >
			ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >

\*Consensus is general or widespread agreement by all members of a group.

SUMMARY OF DECISIONS & ACTION POINTS			
AGENDA ITEM NUMBER	WRITE IN DETAIL THE DECISIONS & ACTION POINTS BELOW	KEY PERSON RESPONSIBLE	DUE DATE
AGENDA ITEM #1			

To add another 'Agenda Item' highlight the entire row corresponding to the last 'Agenda Item #' 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.

NEXT MEETING (INCLUDES OUTSTANDING AGENDA ITEMS NOT COMPLETED DURING CURRENT MEETING)	
TIME, DATE, VENUE OF NEXT MEETING (dd.mm.yy)	
PROPOSED AGENDA FOR NEXT MEETING	WRITE THE PROPOSED AGENDA ITEMS IN THE SPACES PROVIDED
AGENDA ITEM #1	

To add another 'Agenda Item' highlight the entire row corresponding to the last 'Agenda Item #' 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.

SUPPORTING DOCUMENTATION	Place an 'X' in the appropriate box	
ANNEXES ATTACHED TO THE MEETING MINUTES	Yes	No
ATTENDANCE LIST	X	
AGENDA	X	
OTHER SUPPORTING DOCUMENTS	X	
IF 'OTHER', PLEASE LIST BELOW:		
Invitation		

CHECKLIST (Place 'X' in the relevant box)			
	YES	NO	
AGENDA CIRCULATED ON TIME BEFORE MEETING DATE	X		The agenda of the meeting was circulated to all CCM members, Alternates and Non-CCM members <u>2 weeks</u> before the meeting took place.
ATTENDANCE SHEET COMPLETED	X		An attendance sheet was completed by all CCM members, Alternates, and Non-CCM members present at the meeting.
DISTRIBUTION OF MINUTES WITHIN ONE WEEK OF MEETING	X		Meeting minutes should be circulated to all CCM members, Alternates and non-members within <u>1 week</u> of the meeting for their comments, feedback.
FEEDBACK INCORPORATED INTO MINUTES, REVISED MINUTES ENDORSED BY CCM MEMBERS*	X		Feedback incorporated into revised CCM minutes, minutes electronically endorsed by CCM members, Alternates and non-members who attended the meeting.
MINUTES DISTRIBUTED TO CCM MEMBERS, ALTERNATES AND NON-MEMBERS	X		Final version of the CCM minutes distributed to CCM members, Alternates and Non-members and posted on the CCM's website where applicable within <u>15 days</u> of endorsement.

\* 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:	
ACRONYM	MEANING
OC	Oversight Committee

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 >	Do Thi Hai Ha	DATE >	3/8/2018
FUNCTION>	Secretariat	SIGNATURE >	Signed

CCM MINUTES APPROVAL:			
APPROVED BY (NAME) >	Assoc. Prof. Tran Thi Giang Huong	DATE >	Signed
Co – Chair of Oversight Committee		SIGNATURE >	