CCM Meeting Minutes

INPUT FIELDS INDICATED BY YELLOW BOXES

MEETI	NG DET	AILS											
COUNTR	RY (CCM)			Vie	tnam				TOTAL NUMBER OF <u>VOT</u>	ING MEM	BERS PR	ESENT	
MEETING	G NUMBER	(if app	licable)						(INCLUDING ALTERNATES)				
DATE (d	dd.mm.yy)			15/	15/1/2020				TOTAL NUMBER OF NON-CCM MEMBERS / OBSERVERS				
DETAILS OF PERSON WHO CHAIRED THE MEETING							PRESENT (INCLUDING C	CM SECR	ETARIAT	STAFF)			
HIS / HER NAME First name Tuan							QUORUM FOR MEETING	WAS ACH	IIEVED (yes or no)	Yes		
ORGANI	SATION		Family nam	e Pha	m Le				DURATION OF THE MEETING (in hours)				4
			Organizatio	n Min	istry of	Health			VENUE / LOCATION	МОН			
HIS / HE	R ROLE O	N	Chair	·				х	MEETING TYPE		Regula	Х	
(Place 'X	(' in the rel	evant	Vice-Chair						(Place 'X' in the relevant box) Extra			dinary meeting	
·			CCM memb	er							Commi	ttee meeting	
			Alternate						GLOBAL FUND SECRETA		FA	LFA	
HIS / HE	R SECTOR	* (Plac	e 'X' in the r	elevant bo	x)					(Place 'X' in the relevant box) FPM / PO			
GOV	MLBL	NGO	EDU	PLWD	KAP	FBO	Р	s	OTHER			OTHER	
x												NONE	

LEGEND	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)

			ERNA ATED			HE C	CCM, PR	ОРО	SAL	S & G	RAN	т м	ANAG	EMENT		
AGENDA SU	MMARY	progress, decision points neeting – Summary Decisions	CCM annual work plans /	Conflict of Interest / Mitigation	CCM member renewals/appointments	Constituencies engagement	CCM Communications /consultations with in-country stakeholders	Genderissues	Proposal development	PR / SR selection / assessment / ssues	Grant Consolidation	Grant Negotiations / Agreement	Oversight (PUDRs, management actions, LFA debrief, audits)	Request for continued funding / periodic review / phase II / grant consolidation / closures	solicitation / progress	
AGENDA ITEM No.	WRITE THE TITLE OF EACH AGENDA ITEM / TOPIC BELOW	Review polast me	Review budget	Conflic	CCM n	Constit	CCM Comm/consultations	Gende	Propos	PR/S issues	Grant (Grant I	Oversi	Reque periodic consolic	TA so	Other
#1	Statement of reasons and introduction of delegates	Х	Х	Х	Х	Х	Х	Х		Х	Х	Х		Х		
#2	Sub-CCM, OC and EC reconstruction	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Х
#3	Allocation letter annoucement and Program disease split confirmation for implementation period of 2021 - 2023	X		X	X	X		х	X	X	х	х		X		
#4	PRs selection	X		X	X	X		X	X	X	X	X		X		
#5	Discussion of CCM Governance manual for the 2020 – 2022 term	X		X	X	X		X	X	X	X	X		X		
#6	Conclusion	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

MINUT	ES OF EACH AGEND	A ITEM						
AGE	NDA ITEM #1	Statement	of rea	sons and introduction of o	del	egates		
CONFL	CT OF INTEREST. (List be	elow the names of	member	s / alternates who must abstain from d	iscu	ssions and decisions)		
-	COI was manage	ed						
WASTI	HERE STILL A QUORUM A	FTER MEMBERS'	RECUSA	L DUE TO DECLARED CONFLICTS OF	INT	EREST (yes or no)>		Yes
SUMMA	SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED							
Object and F	CCM Chair: Welcome the CCM members and delegation to the meeting. Objectives of the meeting: (i) Sub-CCM, OC and EC reconstruction; (ii) Allocation letter annoucement and Program disease split confirmation for implementation period of 2021 - 2023; (iiii) PRs selection and (iv) Discussion of CCM Governance manual for the 2020 – 2022 term.							
				SUES AND RECOMMENDATIONS RAIS o the discussion in the spaces provided.	SED	BY CONSTITUENCIES ON THE CO	CM	
GOV								
MLBL								
NGO								
EDU								
PLWD								
FBO								
KAP								
DECISION	ON(S) Summarize the decis	ion in the section b	elow					
ACTION	I(S)					KEY PERSON RESPONSIBLE	DUI	E DATE
Summa	rize below any actions to be	undertaken indicat	ing who	is responsible for the action and by when	the a	action should be completed.		
DECISION	ON MAKING	1	1					
	OF DECISION MAKING (' in the relevant box)	CONSENSUS*	х	IF 'VOTING' WAS SELECTED, INDICA	TEN	METHOD AND RESULTS		
(Flace)	m the relevant box)	VOTING		VOTING METHOD (Place'X' in the relevant box)	SH	OW OF HANDS		
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				ENTER THE NUMBER OF MEMBERS	IN F	AVOUR OF THE DECISION >		
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	nsusisgeneral or widespre embers of a group.	ead agreement		ENTER THE NUMBER OF VOTING CC	ММ	EMBERS <u>WHO ABSTAINED</u> >		

MINUTES OF EACH AGENDA ITEM **AGENDA ITEM #2** Sub-CCM, Oversight Committee and Executive Committee reconstruction 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 Reconstruction of CCM technical sub-committees for 03 diseases of HIV / AIDS, Tuberculosis and Malaria: o Agreed to remove the oversight function of CCM sub-committees to ensure there is no conflict of interest o PRs directors can assume the position of Sub-committee chair because CCM sub-committes do not have oversight function anymore. o Each subcommittee should have from 3 to 5 CCM members who are representatives of CSO and have a maximum of 15 - 17 members. o Each DP representative must join at least one subcommittee. Each member of the Government representative should participate in at least one subcommittee. For HIV sub-committee, since VAAC and VUSTA are co-PR to implement the project, there will be 01 chair and 02 vice chairs (including VUSTA and UNAIDS representatives). The number of members of the HIV subcommittee is 17. For Malariasub-committee, additional representatives from organizations and ministries are expected to have 15 members. For TB sub-committee, approved the quantity of members as proposed. It is necessary to ensure that members of sub-ccm fully participate insub-ccm meetings and activities. Consider to create governance manual for each subcommittee. Reconstruction of the Executive Committee: it has the function of making decisions in a short and urgent time. o Composition: 01 Chair, 02 Vice Chairs (01 representative of international organizations and 01 representative of the government sector), 01 representative of international organizations, 01 representative of Government constituency and 02 representatives of CSO constituency. Reconstruction of the Oversight Committee: endorsed the number of 11 members. Each constituency should nominate its representative to participate in OC, as follows: 01 Chair, 02 Vice Chairs (CSO and DP), 02 representatives of the Government, 03 representatives of DPs and 03 CSO representatives. SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM Please summarize the respective constituencies' contributions to the discussion in the spaces provided. GOV MLBL NGO EDU PLWD FBO KAP **DECISION(S)** Summarize the decision in the section below

Summarize below any actions to be undertaken indicating who is responsible for the action and by when the action should be completed.

KEY PERSON RESPONSIBLE

DUE DATE

ACTION(S)

DECISION MAKING							
MODE OF DECISION MAKING	CONSENSUS*	IF 'VOTING' WAS SELECTED, INDI	CATE METHOD AND RESULTS				
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MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #3

Allocation letter annoucement and Program disease split confirmation for implementation period of 2021 - 2023

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

- CCM Sec presented the allocation letters of GF to Vietnam for the period of 2021 2023: Funding agreement for HIV / AIDS, Tuberculosis and Malaria projects are as follows:
 - o HIV: 54,996,342 US \$ o TB: US \$ 59,771,812
 - o Malaria: 16,180,102 US \$
- Funding for CCM Vietnam 2020-2022: \$ 76,500 / year, equivalent to \$ 229,500 for 3 years.
- CCM Viet Nam agreed with the allocation of GF for 03 diseases and commits to carry out all

	necessary procedures to approve this allocation.										
				SSUES AND RECOMMENDATIONS RAI to the discussion in the spaces provided.	SED	BY CONSTITUENCIES ON THE C	CM				
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	*Consensusisgeneral or widespread agreement by all members of a group. ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED>										

405	NDA ITEM #4	DD I	4						
AGE	NDA ITEM #4	PRs selec	tion						
CONFLI	CT OF INTEREST. (List be	low the names of	member	s / alternates who must abstain from di	scussions and decisions)				
-	COI was manage	ed							
WAS TH	ERE STILL A QUORUM A	FTER MEMBERS'	RECUSA	L DUE TO DECLARED CONFLICTS OF	INTEREST (yes or no)>	Yes			
SUMMA	RY OF PRESENTATIONS	AND ISSUES DISC	USSED						
-	 Each unit presentsits capacity to apply forthe PR selection. Considering the capacity of the units meets the requirements of the donor, CCM approved thatVAAC, National Lung Hospital, NIMPE and VUSTA havefully met all the requirements and criterias of GF and continue to be PRs for the next funding cycle. 								
				SSUES AND RECOMMENDATIONS RAIS to the discussion in the spaces provided.	SED BY CONSTITUENCIES ON THE CCM				
GOV									
MLBL									
NGO									
EDU									
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КАР									
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MINIIT	S OF EACH ACEND	A ITEM							
	MINUTES OF EACH AGENDA ITEM								
AGE	NDA ITEM #5	Discussio	n of (CCM Governance manu	al for the 2020 – 2022 ter	m			
CONFLI	CT OF INTEREST. (List be	low the names of	member	s / alternates who must abstain from di	scussions and decisions)				

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)>

Yes

COI was managed

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

	members continu esize.	e to revisethe	e Gove	ernance manual and provid	le c	omments to CCM sec t	0			
gov										
MLBL										
NGO										
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ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION >							>			
*Consensusisgeneral or widespread agreement by all members of a group. ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED>										

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #6 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

- Agreed on the number and composition of technical sub-committees for 03 diseases, Oversight Committee and Executive Committee. Each constituency of CCM as well as the PRs should revise and propose a list of members to join the subcommittees.
- Approved the funding agreement for CCM and program disease split.
- Agreed that the 04 PRs for the previous funding cycle will continue to be the PRs for the next funding cycle of 2021 2023.
- CCM should pay attention to procedures for approval procedures to ensure timelyimplementation.
- CCM should pay attention to the difficulties in importing drugs and need to notify the Global Fund promptly.
- CCM members continue to revisethe Governance manual and provide comments.

SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM Please summarize the respective constituencies' contributions to the discussion in the spaces provided.

gov						
MLBL						
NGO						
EDU						
PLWD						
FBO						
KAP						
DECISION	ON(S) Summarize the deci	ision in the section bel	ow			
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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	х		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*			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			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 ACROYNMS USED IN THE MINUTES:						
ACROYNM	MEANING					
COI	Conflict of Interest					
GF	Global Fund					
EC	Executive committee					

OC	Oversight committee
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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 >			
FUNCTION>	Secretariat	SIGNATURE >	Approved		

CCM MINUTES APPROVAL:					
APPROVED BY (NAME) >	Prof. Pham Le Tuan	DATE >			
FUNCTION>	CCM Chair	SIGNATURE >	Approved		