

# CCM Meeting Minutes

### INPUT FIELDS INDICATED BY YELLOW BOXES



MEETING DETAILS														
COUNTRY (CCM)				Vietnam				TOTAL NUMBER OF <u>VOTING</u> MEMBERS PRESENT (INCLUDING ALTERNATES)						
MEETING NUMBER (if applicable)														
DATE (dd.mm.yy)				15/1/2020				TOTAL NUMBER OF <u>NON-CCM</u> MEMBERS / OBSERVERS PRESENT (INCLUDING CCM SECRETARIAT STAFF)						
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)				4		
		Organization		Ministry of Health				VENUE / LOCATION		MOH				
HIS / HER ROLE ON CCM (Place 'X' in the relevant box)		Chair						X	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)								FPM / PO						
								OTHER						
GOV	MLBL	NGO	EDU	PLWD	KAP	FBO	PS					NONE		
x														

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

[illegible]

MINUTES OF EACH AGENDA ITEM				
<b>AGENDA ITEM #1</b>		<b>Statement of reasons and introduction of delegates</b>		
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				
<b>CCM Chair:</b> Welcome the CCM members and delegation to the meeting. Objectives of the meeting: (i) Sub-CCM, OC and EC reconstruction; (ii) Allocation letter announcement and Program disease split confirmation for implementation period of 2021 - 2023; (iii) PRs selection and (iv) Discussion of CCM Governance manual for the 2020 – 2022 term.				
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				
ACTION(S)			KEY PERSON RESPONSIBLE	DUE DATE
Summarize below any actions to be undertaken indicating who is responsible for the action and by when the action should be completed.				
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 FAVOUR OF 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.				

<b>MINUTES OF EACH AGENDA ITEM</b>		
<b>AGENDA ITEM #2</b>	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		
<ul style="list-style-type: none"> <li>- Reconstruction of CCM technical sub-committees for 03 diseases of HIV / AIDS, Tuberculosis and Malaria: <ul style="list-style-type: none"> <li>o Agreed to remove the oversight function of CCM sub-committees to ensure there is no conflict of interest</li> <li>o PRs directors can assume the position of Sub-committee chair because CCM sub-committees do not have oversight function anymore.</li> <li>o Each subcommittee should have from 3 to 5 CCM members who are representatives of CSO and have a maximum of 15 - 17 members.</li> <li>o Each DP representative must join at least one subcommittee.</li> <li>o Each member of the Government representative should participate in at least one subcommittee.</li> </ul> </li> <li>- 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.</li> <li>- For Malariassub-committee, additional representatives from organizations and ministries are expected to have 15 members.</li> <li>- For TB sub-committee, approvedthe quantity of members as proposed.</li> <li>- It is necessary to ensure that members of sub-ccm fully participate insub-ccm meetings and activities. Consider to createa governance manual for each subcommittee.</li> <li>- Reconstruction of the Executive Committee: it has the function of making decisions in a short and urgent time. <ul style="list-style-type: none"> <li>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.</li> </ul> </li> <li>- 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.</li> </ul>		
SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM		
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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*		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.								

MINUTES OF EACH AGENDA ITEM				
<b>AGENDA ITEM #3</b>		<b>Allocation letter announcement and Program disease split confirmation for implementation period of 2021 - 2023</b>		
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"> <li>- 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: <ul style="list-style-type: none"> <li>o HIV: 54,996,342 US \$</li> <li>o TB: US \$ 59,771,812</li> <li>o Malaria: 16,180,102 US \$</li> </ul> </li> <li>- Funding for CCM Vietnam 2020-2022: \$ 76,500 / year, equivalent to \$ 229,500 for 3 years.</li> <li>- CCM Viet Nam agreed with the allocation of GF for 03 diseases and commits to carry out all necessary procedures to approve this allocation.</li> </ul>				
SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM				
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MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*		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 FAVOUR OF THE DECISION >	
			ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION >	
			ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >	
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<b>AGENDA ITEM #4</b>	<b>PRs selection</b>		
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"> <li>- Each unit presents its capacity to apply for the PR selection.</li> <li>- Considering the capacity of the units meets the requirements of the donor, CCM approved that VAAC, National Lung Hospital, NIMPE and VUSTA have fully met all the requirements and criteria of GF and continue to be PRs for the next funding cycle.</li> </ul>			
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			
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NGO			
EDU			
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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 FAVOUR OF THE DECISION >
			ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION >
*Consensus is general or widespread agreement by all members of a group.		ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED>	

  

<b>MINUTES OF EACH AGENDA ITEM</b>	
<b>AGENDA ITEM #5</b>	<b>Discussion of CCM Governance manual for the 2020 – 2022 term</b>
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 members continue to revise the Governance manual and provide comments to CCM sec to synthesize.				
GOV				
MLBL				
NGO				
EDU				
PLWD				
FBO				
KAP				
<b>DECISION(S)</b> Summarize the decision in the section below				
<b>ACTION(S)</b>			<b>KEY PERSON RESPONSIBLE</b>	<b>DUE DATE</b>
Summarize below any actions to be undertaken indicating who is responsible for the action and by when the action should be completed.				
<b>DECISION MAKING</b>				
<b>MODE OF DECISION MAKING</b> (Place 'X' in the relevant box)	<b>CONSENSUS*</b>		<b>IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS</b>	
	<b>VOTING</b>		<b>VOTING METHOD</b> (Place 'X' in the relevant box)	<b>SHOW OF HANDS</b>
				<b>SECRET BALLOT</b>
			<b>ENTER THE NUMBER OF MEMBERS IN FAVOUR OF THE DECISION &gt;</b>	
			<b>ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION &gt;</b>	
			<b>ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED&gt;</b>	
*Consensus is general or widespread agreement by all members of a group.				

<b>MINUTES OF EACH AGENDA ITEM</b>	
<b>AGENDA ITEM #6</b>	<b>Conclusion</b>
<b>CONFLICT OF INTEREST.</b> (List below the names of members / alternates who must abstain from discussions and decisions)	
- COI was managed	
<b>WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)&gt;</b>	
	<b>Yes</b>
<b>SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED</b>	
<ul style="list-style-type: none"> <li>- 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.</li> <li>- Approved the funding agreement for CCM and program disease split.</li> <li>- Agreed that the 04 PRs for the previous funding cycle will continue to be the PRs for the next funding cycle of 2021 - 2023.</li> <li>- CCM should pay attention to procedures for approval procedures to ensure timely implementation.</li> <li>- CCM should pay attention to the difficulties in importing drugs and need to notify the Global Fund promptly.</li> <li>- CCM members continue to revise the Governance manual and provide comments.</li> </ul>	
<b>SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM</b>	
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

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<b>ACTION(S)</b>	<b>KEY PERSON RESPONSIBLE</b>	<b>DUE DATE</b>
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Summarize below any actions to be undertaken indicating who is responsible for the action and by when the action should be completed.

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#### DECISION MAKING

<b>MODE OF DECISION MAKING</b> (Place 'X' in the relevant box)	<b>CONSENSUS*</b>		IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS		
	<b>VOTING</b>		<b>VOTING METHOD</b> (Place 'X' in the relevant box)	<b>SHOW OF HANDS</b>	
			<b>SECRET BALLOT</b>		
			ENTER THE NUMBER OF MEMBERS <b>IN FAVOUR OF THE DECISION</b> >		
			ENTER THE NUMBER OF MEMBERS <b>AGAINST THE DECISION</b> >		
			ENTER THE NUMBER OF VOTING CCM MEMBERS <b>WHO ABSTAINED</b> >		
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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	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*			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 ACRONYMS USED IN THE MINUTES:	
ACRONYM	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