

CCM Meeting Minutes

INPUT FIELDS INDICATED BY YELLOW BOXES

MEETING DETAILS													
COUNTRY				Vietnam				TOTAL NUMBER OF VOTING MEMBERS PRESENT (INCLUDING ALTERNATES)					
MEETING NUMBER (if applicable)													
DATE (dd/mm/yy)				27/04/2020				TOTAL NUMBER OF NON-CCM 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)				6	
		Organization		CCM				VENUE / LOCATION		VAAC, 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			
										NONE		X	
GOV	MLBL	NGO	EDU	PLWD	KAP	FBO	PS						
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

AGENDA SUMMARY		Review progress meeting – Summary Decisions	Review CCM a nnual work plans / budget	Conflict of In terest / Mitigation	CCM member renewals/appoint ments	Constituencies engagement	CCM Commu nications /consu ltations with in-c ountry stakeholders	Gender issues	Proposal deve lopment	PR / SR select ion / assessment / issues	Grant Consoli dation	Grant Negotiat ions / Agreement	Oversight (PU DRs, management actions, LFA deb rief, audits)	Request for co ntinued funding / periodic review / phase II / grant consolidation / closures	TA solicitation / progress	Other
AGENDA ITEM No.	WRITE THE TITLE OF EACH AGENDA ITEM / TOPIC BELOW															
#1	Statement of reasons and introduction of delegates	X		X		X	X	X								
#2	Presentation of Vietnam Funding request on HIV for the 2021 – 2023 period			X		X	X	X	X		X	X		X	X	
#3	Discussion			X		X	X	X	X		X	X		X	X	
#4	Conclusion of the morning session			X		X	X	X	X		X	X		X	X	
#5	Discussion of VN-CCM Governance Manual		X	X		X	X	X	X			X			X	
#6	Conclusion of the afternoon session		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>VN-CCM Chair: Welcome the VN-CCM members and delegation to the meeting.</p> <p>VN-CCM Secretariat: Stating the rules of meeting procedure, COI management and meeting quorum according to the VN-CCM Governance Manual.</p> <ul style="list-style-type: none"> Form of the meeting: due to the complicated situation of Covid-19 pandemic, the meeting was held online. Regarding the mode of decision making, remote participants will have to express their decisions by alternative forms of endorsement when physical signatures are not possible (for example, email, text message, etc.). Objectives of the meeting: (i) Discussion and endorsement of Vietnam Funding request on HIV for the 2021 – 2023 period and (ii) Discussion of VN-CCM Governance manual for the 2020 – 2022 term. Summary of VN-CCM activities since the VN-CCM meeting held on March 6, 2020: <ul style="list-style-type: none"> The Regional Steering Committee (RSC) organized virtual meeting to approve the RAI3E Funding request application of 05 countries in the region as well as the FRA of RSC. On March 6, 2020, Mr. Olivier Cavey, Fund Portfolio Manager at the Global Fund sent to VN-CCM a letter of recommendation for expanding the RDS model. On March 16, 2020, the VN-CCM Sub-Committee on HIV organized a meeting to discuss Mr. Olivier Cavey's recommendations. On April 3, 2020, the Global Fund issued new guidelines to support countries and PRs in response to the Covid-19 pandemic. VN-CCM Secretariat informed VN-CCM members of the GF guidance on April 6, 2020. On April 13, 2020, the VN-CCM Sub-Committee on HIV met to revise the concept notes in accordance with the guidelines of the Global Fund. On April 15, 2020, the Global Fund approved an operating budget for VN-CCM for the period of 2020-2022 with a grant value of US \$ 229,500 per 3 years. On April 24, 2020, the Technical Review Panel (TRP) of GFATM provided a webinar on Matching funds. 				
SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE VN-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*		IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS	
	VOTING		VOTING METHOD	SHOW OF HANDS

*Consensus is general or widespread agreement by all members of a group.	(Place 'X' in the relevant box)	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 VN-CCM MEMBERS WHO ABSTAINED	>	

MINUTES OF EACH AGENDA ITEM					
AGENDA ITEM #2		Presentation of Vietnam Funding request for HIV components for the 2021 – 2023 period			
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"> Assoc.Prof Nguyen Hoang Long, Director of VAAC, Director of HIV-VAAC Project, Chair of VN-CCM Subcommittee on HIV presented an overview of the HIV project's activities in the 2021 – 2023 period and VAAC-led component of the Funding request. Dr Pham Nguyen Ha, Deputy Director of VUSTA Project presented VUSTA-led component of the Funding request 					
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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 IN FAVOUR OF THE DECISION >		
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MINUTES OF EACH AGENDA ITEM	
AGENDA ITEM #3	Discussion
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>Main discussion points:</p> <ul style="list-style-type: none"> • High priority groups for intervention in the next period are: PWID, FSW and especially MSM. • The concept notes are well based on the National Strategy on HIV / AIDS Prevention and Control in Vietnam with 4 specific objectives: (1) expand and reform HIV prevention interventions; (2) HIV testing; (3) HIV / AIDS treatment and (4) the capacity of the HIV/AIDS prevention and control system. The overall goal is to contribute to implementing the Vietnam National HIV/AIDS control strategy, reduce the number of new HIV infections below 1000 cases/year, reduce annual mortality rate due to HIV/AIDS to below 1 death /100,000 people and end AIDS as a threat to public health in Vietnam by 2030; reduce to a minimum the effects of the HIV/AIDS epidemic on socio-economic development. The next period will focus on strengthening preventive measures, especially for the MSM population (total preventive costs increased by 30% compared to the previous period). • Extension of the implementation area to 33 provinces / cities, in which the VUSTA project will continue to operate in the same 15 provinces / cities of the previous period because these provinces / cities are still high burden areas for HIV / AIDS, drugs and prostitution. • Consider increasing the number of Buprenorphine treatments to increase the public health impact. • Consider increasing targets for detecting HIV-positive cases undertaken by the VUSTA project. • Regarding the budget: <ul style="list-style-type: none"> - PRs are encouraged to buy and use 2-in-1 test kits (HIV and syphilis) to save customers' cost and waiting time. - PRs need to ensure that the costs (e.g. project management costs, travel costs, behavioral intervention costs, etc.) are well allocated. - Increase investment in community-based testing because this is an effective testing method. - Regarding the above allocation, the diagnosis of acute HIV infection is not a priority activity, so this activity should be eliminated. - Maintain Methadone treatment with the government budget, focusing on treatment of second line drugs and pediatrics. • Attention should be given to updating and adjusting behavioral intervention methods and communication strategies to be more in line with new trends. • Continue to enhance and attract the participation of the community. • For the expansion of the RDS model: <ul style="list-style-type: none"> - The DRIVE / RDS model is implemented in Hai Phong with the target group of PWID. Therefore, when expanding RDS model in the coming period, special attention should be paid to adjusting and improving RDS into a simplified model to better suit other key populations (MSM, TG, etc.). The implementation roadmap should also be carefully considered and expanded gradually. The first year will focus on piloting, research and then assessing the effectiveness of the model before scaling it up. 	
SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE VN-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>					
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	VOTING				
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MINUTES OF EACH AGENDA ITEM	
AGENDA ITEM #4	Conclusion of the morning session
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"> VN-CCM members basically appreciated the concept notes of the HIV projects. Both PRs provided a complete explanation of the questions raised. The PRs also agreed to revise their concept notes based on comments of VN-CCM members. The proposals need to be closely linked to the context of the new period, especially changes in epidemiology and new drug use trends, closely linked to the Vietnamese government strategy. Creativity and innovation are highly encouraged. Although the cost of implementing the RDS model is quite high, VN-CCM members and VN-CCM technical subcommittee on HIV have discussed this issue carefully. Therefore, in the coming period, the RDS model will be piloted, revised and evaluated before gradually expanding. Regarding the mode of decision making, the PRs will send their explanations to VN-CCM Secretariat for consolidation before sending to VN-CCM members. Members who did not attend the meeting in person need to express their opinions via email or text message so that the Secretariat can finalize the approval procedure in accordance with Global Fund regulation. 	
SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE VN-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>					
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	VOTING		VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS	
				SECRET BALLOT	
			ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF THE DECISION</u> >		
			ENTER THE NUMBER OF MEMBERS <u>AGAINST THE DECISION</u> >		
			ENTER THE NUMBER OF VOTING VN-CCM MEMBERS <u>WHO ABSTAINED</u> >		
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MINUTES OF EACH AGENDA ITEM	
AGENDA ITEM #5	Discussion of VN-CCM Governance Manual
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"> VN-CCM Secretariat presented the revised version of the manual based on comments of VN-CCM members, especially those from WHO and UNAIDS. The Secretariat will be in charge of drafting the VN-CCM operational plan and budget, then submit them to the OC for endorsement before notifying all CCM members. Regarding the legal status of PRs, they do not necessarily become CCM members but are invited to CCM meetings as observers. There is no need to set up a working group on COI, the Secretariat and the OC should appoint 01 member / committee to manage COI at each CCM meeting as well as manage all VN-CCM activities that are at risk of COI. In the manual, it is necessary to clearly describe the relationship between VN-CCM and other stakeholders/partners (the relationship between VN-CCM and the Global Fund, LFA, PRs, etc.) as well as the role and responsibilities of VN-CCM for the Vietnamese government (which focal point does VN-CCM contact with, through which channels and on what?, etc.) ⇒ Draw a specific structure diagram. Clearly state the role of relevant agencies / units (introduction to the Global Fund, LFA, etc.) in the manual. Clearly reflected in the manual on the role and functions of the Central Project Management Unit supporting the operation of VN-CCM (International Cooperation Department, Ministry of Health). Clear mechanisms are needed on how the PRs report to VN-CCM. When funding adjustments are made, PRs should report to VN-CCM for its information, even if such adjustments do not require VN-CCM approval. An oversight tool with specific questionnaires is required. CCM does not manage the financial situation, spending, auditing of the PRs but has a function to oversee in a general way the financial activities of PRs, for example, during the oversight trip, VN-CCM can ask the PRs about disbursement progress, etc. 	

<ul style="list-style-type: none"> In the manual, it should be clearly stated that when there are 02 PRs implementing the same project, which PR will be the focal point for consolidation of reports, proposals, etc? 				
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
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MINUTES OF EACH AGENDA ITEM	
AGENDA ITEM #6	Conclusion of the afternoon session
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"> The Secretariat continues to adjust the manual based on members' comments at the meeting on April 27, 2020 and add the annexes to the manual. The OC designs the oversight tool. 	
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															
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DECISION MAKING																		
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	VOTING		<table border="1"> <tr> <td>VOTING METHOD (Place 'X' in the relevant box)</td> <td>SHOW OF HANDS</td> <td></td> </tr> <tr> <td></td> <td>SECRET BALLOT</td> <td></td> </tr> <tr> <td colspan="2">ENTER THE NUMBER OF MEMBERS IN FAVOUR OF THE DECISION ></td> <td></td> </tr> <tr> <td colspan="2">ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION ></td> <td></td> </tr> <tr> <td colspan="2">ENTER THE NUMBER OF VOTING VN-CCM MEMBERS WHO ABSTAINED></td> <td></td> </tr> </table>	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 VN-CCM MEMBERS WHO ABSTAINED>		
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ENTER THE NUMBER OF VOTING VN-CCM MEMBERS WHO ABSTAINED>																		

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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			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 VN-CCM minutes are approved at the next meeting. Since many months can pass before the next scheduled meeting, electronic endorsement of the VN-CCM minutes is considered to be a more efficient method for effective meeting management.

GLOSSARY FOR ACRONYMS USED IN THE MINUTES:	
ACRONYM	MEANING
LFA	Local Fund Agency
RSC	Regional Steering Committee
GF	Global Fund
COI	Conflict of Interest
RDS	Respondent driven sampling

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

VN-CCM MINUTES PREPARED BY:			
TYPE / PRINT NAME >	Pham Cam Anh	DATE >	
FUNCTION>	Secretariat	SIGNATURE >	

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