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| CCM Meeting Minutes | | | | | | | | | | | | | | | | | |
| **INPUT FIELDS INDICATED BY YELLOW BOXES** | | | | | | | |  | |  | | | | | | | |
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| **MEETING DETAILS** | | | | | | | | | | | | | | | | | |
| **COUNTRY (CCM)** | | | | | | Vietnam | | | | | | | **TOTAL NUMBER OF VOTING MEMBERS PRESENT**  **(INCLUDING ALTERNATES)** | | | |  |
| **MEETING NUMBER (if applicable)** | | | | | |  | | | | | | |
| **DATE** *(dd.mm.yy)* | | | | | | 8/3/2017 | | | | | | | **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** | | | Huan | | | | | | | **QUORUM FOR MEETING WAS ACHIEVED (yes or no)** | | | | Yes |
| **Family name** | | | TrinhQuan | | | | | | | **DURATION OF THE MEETING (in hours)** | | | | 3 |
| **Organization** | | | Ministry of Health | | | | | | | **VENUE / LOCATION** | MOH | | | |
| **HIS / HER ROLE ON CCM** | | | **Chair** | | | | | | | | | **X** | **MEETING TYPE**  **(Place ‘X’ in the relevant box)** | | **Regular CCM meeting** | | x |
| **(Place ‘X’ in the relevant box)** | | | **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** |  |
| **GOV** | **MLBL** | **NGO** | | **EDU** | **PLWD** | | **KAP** | | **FBO** | | **PS** | | **OTHER** |  |
| **x** |  | **x** | |  | **x** | | **x** | | **x** | |  | | **NONE** |  |

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| **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** |

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|  |  | | **Select a suitable category for each Agenda item**  **(Place ‘X’ in the relevant box)** | | | | | | | | | | | | | | |
| **Governance of the cCM, PROPOSALS & grant management related topicS** | | | | | | | | | | | | | | |
| Review progress, decision points oflast 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 SUMMARY** | | |
| **AGENDA ITEM No.** | | **WRITE THE TITLE OF EACH AGENDA ITEM / TOPIC BELOW** |
| **AGENDA ITEM #1** | | The opening of the program and the main content of the meeting | x | x | x |  |  |  | x |  |  |  |  |  |  |  |  |
| **AGENDA ITEM #2** | | Report on CCM member consolidation and introduce CCM members for the term of 2017-2019 | x | x | x |  |  |  | x |  |  |  |  |  |  |  |  |
| **AGENDA ITEM #3** | | Introduce and nominate CCM leaders  Election of OC | x |  | x |  |  |  | x |  |  |  |  |  |  |  | x |
| **AGENDA ITEM #4** | | Presenting issues concerning the Concept Note for 2018-2020 | x | x | x |  |  |  | x |  |  |  |  |  |  |  | x |
| **AGENDA ITEM #5** | | Conclusion | x |  | x |  |  |  | x |  |  |  |  |  |  |  | x |

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| **MINUTES OF EACH AGENDA ITEM** | | | | | | | | | | | |
| **AGENDA ITEM #1** | | | | **The opening of the program and the main content of the meeting** | | | | | | | |
| **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** | | | | | | | | | | | |
| **Chairman of CCM**   * Statement of reasons and introduction of delegates * Reason of the meeting: Report on CCM member consolidation and introduce CCM members for the term of 2017 - 2019; Nominated and elected CCM leaders; CCM leadership launches the tenure of 2017-2019; Presentation of issues related to the development of the 2018-2020. | | | | | | | | | | | |
| **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** | Highly appreciates CCM's performance for the 2014-2016 period under the leadership of the CCM Chairman. | | | | | | | | | | |
| **MLBL** |  | | | | | | | | | | |
| **NGO** |  |  | | | | | | | | | |
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| **PLWD** |  |  | | | | | | | | | |
| **FBO** |  |  | | | | | | | | | |
| **KAP** |  |  | | | | | | | | | |
| **DECISION(S)** *Summarize the decision in the section below* | | | | | | | | | | | |
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| **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.* | | | | | | | | | | | |
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| **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 >** | | | |  | |
| **\*Consensusisgeneral or widespread agreement by all members of a group.** | | | | |  | **ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED>** | | | |  | |

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| **MINUTES OF EACH AGENDA ITEM** | | | | | | | | | | | |
| **AGENDA ITEM #2** | | | | **Report on CCM member consolidation and introduce CCM members for the term of 2017-2019** | | | | | | | |
| **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 meeting endorses the memberlist of CCM with 25 members including:   * 1 president of CCM * 7 representatives of Government agencies * 5 representatives of international organizations * 1 representative of international non-governmental organization * 2 representatives of local non-governmental organizations * 1 representative of the religious sector * 1 representative of the private sector * 7 representatives of social organizations * Result:   1. Mr. Đoan Huu Bay – Government Office   2. Mrs. Nguyen Thi Van Anh – Ministry of Foreign Affairs   3. Mrs. Nguyen Xuan Thao – Ministry of Finance   4. Le Van Khanh – Ministry of Labor and Social Affairs   5. 01 representative – Ministry of Planning and Investment   6. 02 representatives – Ministry of Health   7. Mrs. Kristan Schoultz – UNAIDS   8. Mr. Mark Brenda – UNAIDS   9. Mr. Alain Dorie – French Embassy   10. Mr. Minh Nguyen – UNODC   11. Mr, Lokky Wai – WHO   12. Mr. Tran Minh Hai – Director of Future Health Education and Community Development Center   13. Mrs. Pham Thi Minh – Representative of injecting drug users / prostitutes   14. Mr. Nguyen Cong Tuan Anh – Representative of the MSM   15. Mr. Cao Tan Thanh – CSO Representative in the South   16. Mrs. Nguyen Thi Thuy – CSO Representative in the North   17. Mr. Dao Duy Khoat – Vice Director of Sustainable Community Research and Development Center   18. Mr. Thich Thanh Huan – Representative of the Buddhist sector   19. Mrs. Mai Thi Dieu Huyen – Representative of the private sector   20. Mr. Tran Dinh Dao – Representative of people living with Malaria   21. Mr. Chu Thai Son – Representative of people living with Tuberculosis   22. Tran Thi Thanh Van – Leader of Hi Vong group, representative of people living with HIV / AIDS | | | | | | | | | | | |
| **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** |  | | | | | | | | | | |
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| **KAP** |  |  | | | | | | | | | |
| **PS** |  |  | | | | | | | | | |
| **DECISION(S)** *Summarize the decision in the section below* | | | | | | | | | | | |
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| **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.* | | | | | | | | | | | |
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| **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 >** | | | |  | |
| **\*Consensusisgeneral or widespread agreement by all members of a group.** | | | | |  | **ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED>** | | | |  | |

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| **MINUTES OF EACH AGENDA ITEM** | | | | | | | | | | | |
| **AGENDA ITEM #3** | | | | **Introduce and nominate CCM leaders**  **Election of OC** | | | | | | | |
| **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** | | | | | | | | | | | |
| * Secretariat readthe Nomination Letter regarding Prof. Dr. Trinh Quan Huan, former Vice Minister of Health to hold the chairmanship of the CCM; Ass. Prof. Dr. Tran Thi Giang Huong, Director General of International Cooperation, Ministry of Health, holds the position of Vice President of CCM. * Mr. Nguyen Thanh Cuong – UNODC: Nominated Mr. Ali Safarnejad – Acting Director of UNAIDS at Vietnam asVice President of CCM. * Secretariat presents the nomination process in accordance with GF regulations (attached document) * The vote counting committee shall include:   1. Mr. Doan Huu Bay –Deputy Director of Department of Education and Communication, Government Office   2. Mrs. Pham Thi Minh – Representative of injecting drug users/ prostitutes   3. Mr. Mark Brenda – USAID Officer, Member of the Supervisory Board * The vote counting committee read the number of valid and invalid ballots. 18 votes were cast. * List of nominees for Chairman include: Prof. Dr. Trinh Xuan Huan – Former Deputy Minister of Health * List of nominees for Vice Chairman include:   1. Ass. Prof. Dr. Tran Thi Giang Huong – Director General, Department of International Cooperation, Ministry of Health   2. Mr. Ali Safarnejad – Acting Director of UNAIDS in Vietnam * Result:   1. Prof. Dr. Trinh Xuan Huan – Chairman of CCM for the term of 2017 - 2019 with 17/18 valid votes   2. Vice prof. Dr. Tran Thi Giang Huong – Vice Chairman with 18/18 valid votes   3. Mr. Ali Safarnejad - Acting Director of UNAIDS in Vietnam with 18/18 valid votes | | | | | | | | | | | |
| **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** |  | | | | | | | | | | |
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| **DECISION(S)** *Summarize the decision in the section below* | | | | | | | | | | | |
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| **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.* | | | | | | | | | | | |
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| **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 >** | | | |  | |
| **\*Consensusisgeneral or widespread agreement by all members of a group.** | | | | |  | **ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED>** | | | |  | |
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| **MINUTES OF EACH AGENDA ITEM** | | | | | | | | | | | | |
| **AGENDA ITEM #4** | | | | **Presenting issues concerning the Concept Note for 2018-2020** | | | | | | | |
| **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** | | | | | | | | | | | |
| * Country team representatives summarized the visit and work of Executive Director of the Global Fund - Dr. Mark Dybul from 6-9 / 3/2017. On this occasion GF highly appreciated the results that Vietnam has achieved as well as believed that the development and submission of the concept note from 2018-2020 will be successful. * Country team representatives on issues related to the development of the 2018-2020 Concept Note. | | | | | | | | | | | |
| **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** |  | | | | | | | | | | |
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| **KAP** |  |  | | | | | | | | | |
| **DECISION(S)** *Summarize the decision in the section below* | | | | | | | | | | | |
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| **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.* | | | | | | | | | | | |
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| **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 >** | | | |  | |
| **\*Consensusisgeneral or widespread agreement by all members of a group.** | | | | |  | **ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED>** | | | |  | |
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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** | | | | | | | | | | | |
| **CCM Chairman:**   * Congratulations to the members and CCM leaders for the new term 2017-2019. * Request for CCM Secretariat to send the CCM Operational Policy for the term 2017-2019 early for CCM members to comment and put into operation. * It is recommended that the project continue to implement the modalities in developing the proposal for CCM approval and submission to GF in the middle of May 2017. | | | | | | | | | | | |
| **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** |  | | | | | | | | | | |
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| **KAP** |  |  | | | | | | | | | |
| **DECISION(S)** *Summarize the decision in the section below* | | | | | | | | | | | |
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| **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.* | | | | | | | | | | | |
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| **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 >** | | | |  | |
| **\*Consensusisgeneral or widespread agreement by all members of a group.** | | | | |  | **ENTER THE NUMBER OF VOTING 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 2 weeks 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 1 week 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 15 days 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.**

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| **glossary for acroynms used in the minutes:** | |
| **ACROYNM** | **MEANING** |
| COI | Conflict of Interest |
| GF | Global Fund |

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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** |

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| **ccm minutes prepared by:** | | | |
| **TYPE / PRINT NAME >** |  | **DATE >** |  |
| **FUNCTION>** |  | **SIGNATURE >** |  |

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| **ccm minutes approval:** | | | |
| **APPROVED BY (NAME) >** | Prof. Trinh QuanHuan | **DATE >** | 15/3/2017 |
|  | | **SIGNATURE >** |  |