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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)* | | | | | | 5/12/2017 | | | | | | | **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** | x |
| **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** | | Summarise the conclusion of the CCM’s meeting on 16/5/2017 |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |
| **AGENDA ITEM #2** | | Brief report of the activities of CCM in 2017 and the work plan for 2018. CCM Secretariat EPA 2017. |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |
| **AGENDA ITEM #3** | | PRs report the activities |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |
| **AGENDA ITEM #4** | | Discussion and Conclusion |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |

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| **MINUTES OF EACH AGENDA ITEM** | | | | | | | | | | | |
| **AGENDA ITEM #1** | | | | **Summarise the conclusion of the CCM’s meeting on 16/5/2017** | | | | | | | |
| **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 Secretariat** presents the contents and conclusions of the meeting on 16/5/2017, including:  1. The SR selection board for Malaria Project for the term 2018 – 2020 and SR selection.  2. Brief presentation of PR HIV and PR TB regarding the Concept Note for 2018 – 2020 term and the results endorse by the GF. | | | | | | | | | | | |
| **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** |  |  | | | | | | | | | |
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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 #2** | | | | **Brief report of the activities of CCM in 2017 and the work plan for 2018. CCM Secretariat EPA 2017.** | | | | | | | |
| **CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)** | | | | | | | | | | | |
| COI is 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 Secretariat summarises the activities of CCM in 2017 and the 2018 work plan (attached with the Minutes)  CCM Secretariat EPA 2017.  PRs expresses their gratitude towards CCM Secretariat on their contribution to PRs activities and results. 2017 had been a difficult year as it is the closing year of previous grant periods, all PRs and related stakeholders including CCM Secretariat have been working hard on Concept notes and achieve succeed. | | | | | | | | | | | |
| **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** | CCM Chairman: Acknowledge and highly appreciate the contributions of CCM Secretariat in CCM activities in 2017 with many specific activities and achieving good results. The Chairman shall proceed to report to the Prime Minister to promote the endorsement of the funding.  CCM Vice Chair – Head of International Cooperation Department, MOH: 2017 marked many success of CCM. The Concept Note has been endorsed by the GF and highly appreciated the efforts of CCM members. Regarding Oversight activities, eventhough there were only 02 trips, both attained good results with the well preparation of CCM Secretariat and willing participation of the PRs in timely solving difficult issues. In 2018, CCM needs to continue to implement more activities, motivate the endorsement of the CN for the activities to run continuously.  Government Office: The CCM Chairman should report to the Prime Minister regarding the endorsement of the funding to timely resolve the problem, avoid disrupting the activities  Ministry of Foreign Affairs: Due to the endorsement process taking a lot of times, the PRs should prepare related documents. Commit to quickly review and endorse as soon as receiving the requesting documents from the Ministry of Planning and Investment. | | | | | | | | | | |
| **MLBL** | UNAIDS: During the term 2014-2016, UNAIDS had actively contributed to CCM’s activities, especially for the development of the Concept note of PR HIV. However, due to difficulties with human resource, and had been taking many responsibilities in CCM, UNAIDS would like to not be included in the Oversight committee for 2017-2019 term. The members of CCM takes note and endorse. | | | | | | | | | | |
| **NGO** |  |  | | | | | | | | | |
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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** | | |  | |
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|  | | |  | |  | **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** | | | | PRs report the activities | | | | | | | |
| **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** | | | | | | | | | | | |
| (PRs’ materials are attached with this document)  PRs report the activities in 2017 and the plan for the new term 2018 – 2020.  PR HIV: Difficulties in importing the medicine. The US Ambassador had mailed the Prime Minister to support solving the issues. PR commits to continue well implement the fund of the GF.  For the next term, the MOH had entrusted VAAC to be the focal point for the treatment of meth drug users. Among the activities funded by GF, there’re also several interventions. Regarding the salary for primary healthcare and peer workers, the evaluation mainly based on the results of activities.  PR TB: Participate in the Minister-level forum on TB prevention aiming to Eliminating TB by 2030. PR commits to well implement the funded activities.  PR Malaria: reports the activities and funding of 2018  PR VUSTA: reports the activities and funding of 2018 | | | | | | | | | | | |
| **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** | CCM Chairman:  Regarding HIV project, many issues remains in achieving the objective 90-90-90. The rate of AIDS patients receiving treatment is still low, require cooperation from the sponsors to soon implement highly applicable activities as a focus.  PR TB had well implemented the screening activities at commune, district level.  PR Malaria had made lots of efforts due to the outbreak areas would normally be remote areas. Hence, the diagnosis for children met with difficulties, high death rate, need to be focused on. In the next phase, continue to improve the oversight activities and participate in oversight activities of CCM in order to update and resolve local activities.  VUSTA: many VNGOs still not follow the regulations, objectives of the Government. The payment of salary of these organizations would cause disturbance of the spending at the area. VUSTA is the organization responsible for the salary of the CBOs. | | | | | | | | | | |
| **MLBL** |  | | | | | | | | | | |
| **NGO** |  |  | | | | | | | | | |
| **EDU** |  |  | | | | | | | | | |
| **PLWD** |  |  | | | | | | | | | |
| **FBO** |  |  | | | | | | | | | |
| **KAP** |  | Pham Thi Minh: meth drug userneeded to be considered people with high-risk. The GF pay the CBOs differently due to different roles, tasks and capacity. | | | | | | | | | |
| **DECISION(S)** *Summarize the decision in the section below* | | | | | | | | | | | |
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| **ACTION(S)** | | | | | | | | **KEY PERSON RESPONSIBLE** | **DUE DATE** | | |
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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 >** | | | |  | |
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| **MINUTES OF EACH AGENDA ITEM** | | | | | | | | | | | | |
| **AGENDA ITEM #4** | | | | Discussion and 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:  Warmly thanks the members for their participation in the final meeting, and their many effective recommendations.  Main objectives in the future: CCM continues to support the PRs in the process of receiving and endorsement of the fund by related Ministries and Agencies.  Promote the participation of all the members of CCM in oversight activities of 2018 | | | | | | | | | | | |
| **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** | | |
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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 >** | Do Thi Hai Ha | **DATE >** | **10/12/2017** |
| **FUNCTION>** |  | **SIGNATURE >** | **Signed** |

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| **ccm minutes approval:** | | | |
| **APPROVED BY (NAME) >** | Prof. Trinh QuanHuan | **DATE >** | **10/12/2017** |
|  | | **SIGNATURE >** | **Signed** |