

Final Minutes
25th CCC-Oversight Committee Meeting
1 August 2014; 2:00-5:00
WHO Meeting Room

Present:

Note: See attached Attendance List (members and alternates who are present and those who are absent with apologies).

No	Agenda Item	Summary of Discussion Points	Decisions Made	For Action, by Whom and by when
	Brief Welcome and Introduction	Ms. Inga Oleksy, Co-Chair of CCC-OC welcome participants.		
A. CCC-OVERSIGHT Committee Planning for 2014				
1	Review and Endorse minutes of the Adhoc CCC-OC meeting	1. Endorse minutes of the 24th CCC-OC meeting Draft minutes of the Adhoc CCC- OC meeting (with comments from Inga) were distributed to all members prior to the meeting and hard copies at the meeting for members review and comment.	The minutes of the Adhoc CCC-OC meeting endorsed.	Oversight officer.
2	Review/endorse CCC Communications Plan, -E-mail etiquette	-The Communications Plan has been pending for awhile and the PRs have asked for the final version. This communication plan has been review and update by GMS team and presented to Excom. It now needs a final read-through by members of the CCC-OC to cross-check for final details and Cambodia-specific setting; -The highlight point in here is the CCC Website. Dr. Bunthy updated selection process and CAMTECH company was identified to redevelop and host the CCC website. -Dr. Raj has found the problem with e-mail communication and he presented 12 tips for better e-mail etiquette. The point he highlighted as follow: <i>"Be sparing with group e-mail. Send group e-mail only when its useful to every recipients"</i> Recommendation: suggested to add e-mail etiquette to annexes to the communication plan.	OC members providing comments by the end of Friday 8 of August 14 (Emily and Lara volunteered). Update to be provided at the next meeting	Oversight Officer.
3	Strengthening oversight function with PUDR data PUDR to CCC Secretariat	-LFA mentioned that, PRs sending PUDR to GF and LFA without copying GF/CCC. -PRs used the Grant Dashboard to present to CCC and LFA found it does not provide sufficient information. LFA suggest ask PR to provide additional information to OC members if they need it, for better analysis of the actual progress made, especially on the financial content. -LFA introduced a sheet that showing the Variance Analysis: <ul style="list-style-type: none"> • Programmatic variance analysis • Performance rating: can obtain from GF website • Variance Analysis-Financial (Budget vs expenditure by cost categories, entities, SDA and Objective, Cash out flow and disbursement to SRs) – interested to know • Variance Analysis-Procurement. -The OC group agreed that the variance analysis is very interesting to know: why they are not doing on what they suppose to do and what are they not achieving what they supposed to achieve. - The OC members have challenged the current DB format and were open to adopting some version of the reporting format	Oversight officer to present the sheet to the PRs Finance sub group meeting on 6 August 2014.	Oversight Officer.

		presented by LFA. However, rather than adding to PR's reporting requirements, they agreed to replace the current DB not addition to DB for PRs.		
B. PROGRAM OVERSIGHT –Implementation Issues with current grants				
1	PR Coordination WG Meeting; a).Incentives b).Tax Exemption request	<p>a. Incentive payment has been made at central level for PR-MoH, PR-CENAT and PR-UNOPs but for provincial level still in processing of paper work. There was a complain from the PR-NCHADs that, the payment for individual staff was on hold by the GFA, while they said that the contract and ToRs were in Khmer language, so GFA could not understand them. LFA comment that, GFA they have Cambodia staff they can translate it.</p> <p>b. The PRs coordination group has raised the concern about obtaining the VAT exemption letter from MEF. The GF has send us 2 letters: one is for the tax exemption of import goods and the other request for VAT exemption. CCC Secretariat has contact with Mr. Samrith (CCC member) to facilitate for this matter, but until now we do not get any respond yet.</p>	CCC Secretariat to follow up with PR and MEF and update in next CCCOC meeting.	Oversight Officer.
2	PR Updates / requests for CCC support	<p>The oversight officer, Ms. Kolroth has briefed the members about PRs's deliverables such as: PUDR submission by PRs (Delay), Incentive payment not yet done completely, Audit reports not yet complete and send to GF/LFA from all PRs.</p> <p>-She also has shared the list of PRs's issues which request the CCC to follow up such us: approval on budget support to develop NSPIV, Reprogramming budget to support the incentive payment (MoH), delay in respond to the grand closed out from PR-MoH, delay in approval of the CCC Secretariat budget, follow up on the finalization of procurement and finance guideline.</p>	CCC Secretariat to follow up with PRs in the next PRs coordination group meeting.	Oversight officer.
3	Proposed Field Visit for Q3 (MDR-TB in PP	<p>-Dr. Raj presented the plan for the field visit on 7-8 August,14. The objective of the visit is to assess current performance of the MDR-TB activities and recommend future strengthening measures related to MDR-TB and HIV-TB.</p> <p>-3 Steps need to be conducted: Review, Interview and observe.</p> <p>- We plan to visit OD, Hospital and National Reference Tuberculosis Laboratory.</p>	CCC Secretariat prepare the arrangement for the visit	Oversight officer
A. CONCEPT NOTES - Development Updates				
1	TB Concept Note – submitted 15 June 2014 a. Process summary; b. Questions raised by GF team;	<p>Dr. Rajendra shared the process of TB concept Note preparation as following:</p> <p>-Two phase for developing TB CN: Review, Plan and Proposal</p> <ul style="list-style-type: none"> • Review: Epidemiologic, Program and Financial • Plan and Proposal: National Strategic Plan, Prioritization and Grant Proposal through the country dialogues process (10 technical working group discussion: NTP partners and CCC members) and 10 focus group discussion (Key effected population. 		

		<ul style="list-style-type: none"> • Online Grant submission with supporting evidence • Post submission clarification on: <ul style="list-style-type: none"> ○ Country dialogue process ○ Willingness to pay ○ Detail budget plan ○ Clarification of assumption 		
2	HIV Concept Note (due 15 Oct 2014); a. Budget review completed; b. HIV Steering Committee update	<p>Dr. Saleem updated on the progress made from the HIV working group. It started last month and is moving forward.</p> <p>-Budget review was not yet completed - to identify the savings;</p> <p>-3 major things are important to HIV concept Note: first is the National Health Sector HIV strategic plan, 2nd is AIDs Epidemic Modeling frame work and the 3rd is the NSPIV.</p> <p>-NSP IV 2 TA support from GF will work on this and will finalize in November or December 14.</p> <p>-AEM and HIV strategic plan will finalize end of August or Sept and after that we can start to write our proposal.</p> <p>-Dr. Saleem reviewed the road map of HIV Concept Note preparation and has highlighted the point that the SRs selection will be done after CN submission.</p> <p>-Dr. Fujita has reported about how the thematic groups were working on the prioritization of the activities.</p> <p>-Due to complexity of the prioritization, the due date for submission on the 15 Oct maybe not sufficient for the preparation and the 15 Jan 2015, the SC may consider.</p> <p>-Ms. Inga informed the meeting that Excom has delegated the task to CCC-OC for leading the HIV PR/SRs selection process and she shared the experience with TB-PR/SRs selection process.</p>	HIV Steering committee members	
3	Malaria Concept Note (due 15 Oct 2014) a. Budget review completed; b. Malaria Planning process update	<p>-Ms. Inga gave a very quick update on Malaria CN.</p> <p>-The budget review team have identified about \$10M saving And it will be find more saving after the PUDR (Jan-Jun 14) submission.</p> <p>-The Malaria SC members are working on EAFM to figure out the framework for new CN.</p> <p>- And the TA on board and already submitted the draft report on FGD.</p> <p>-The TA and Malaria SC members has discussed about the formulation of the thematic working group meeting and the preparation of the consultation meeting in Sept.</p> <p>-The Draft Malaria CN has to be submitted to CCC for reviewing 2 week before the and the CCC will endorse in Oct 14.</p>	Malaria Steering Committee members	
4	HSS Concept Note – (due 15 Jan 2015) a. Initial steps/HSS WG (TBD);	-HSS CN needs to be submitted in Jan 2015 it is short and we have very active discussion and the TOR for the SC members have been circulated.		
D.TA Needs in support of CNs and Country Dialogue process				
	Summary of TA provided to CNs	-TA support for CN preparation is from WHO and for HSS we will seek support from 5% France Initiative.		

	USAID TA in support of KAP Engagement	-Ms. Milet is hired by USAID to support KAP engagement.		
	OTHERS	E-mail from CARE is asking for clarification on the TB SR selection criteria and Dr. Raj clarified that CARE has less experience than other SRs that why do not meet the criteria of SR selection..	Dr. Raj draft respond to share with Selection committee	Dr. Raj

Seen and Approved:

Reported by:

 Ms. Inga Oleksy
 Acting Chair of CCC OC
 Date:

 Ms. Hen SokunKolroth
 Oversight Officer
 Date: