

Minutes from an Ad hoc CCC-OC Meeting  
14 February 2014, at 8:00-9:00am  
WHO Meeting Room

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*Note: See attached Attendance List for members who are present*

No	Agenda Item	Summary of Discussion Points	Decision	Action, By Whom, By When
1	Review/endorse of previous OC meeting	<p>Inga Oleksy chaired the meeting;</p> <ul style="list-style-type: none"> <li>- Round of introductions;</li> <li>- Agenda introduced and adopted;</li> </ul> <p>This is an ad hoc OC meeting (normally there are 4 regular ones and 2 ad hoc ones) Draft Minutes to be distributed to members after the meeting.</p>		
2	Review updated CCC-OC membership -election/confirm the CCC-OC Chairs	<p>Inga thanked all new members and informed that based on CCC governance manual the election of new Co-Chairs was required for the new membership.</p> <p>Dr. Chiv Bunthuy informed that prior to election of new Co-Chairs, committee members should propose candidates to stand for election to be Co-Chairs of CCC-OC, with one Co-Chair should be CCC member. There were two candidates were proposed for meeting consideration and endorsement:</p> <ol style="list-style-type: none"> <li>1. Dr. Sok Thim, Executive Director, CHC</li> <li>2. Inga Oleksy, GF Liaison Officer</li> </ol> <p>There was no objection to the proposed candidates, so Dr. Sok Thim and Inga Oleksy were selected as Co-Chairs of CCC-OC. Both have accepted.</p>	Two CCC-OC Co-Chairs were selected.	
3	Review Draft agenda for 2 <sup>nd</sup> GMS visit: -suggested engagement w/OC members - General expectations from GMS	<p>Inga informed that GMS first visit was conducted during CCC retreat and the second visit will start from 17 Feb 2014 and GMS plan to organize a one day workshop for CCC-OC members on 26 Feb 2014. This meeting was to gather the inputs from the OC members on the proposed GMS plans for the 2<sup>nd</sup> week, as well as on the specific detailed agenda and expectations from the OC workshop.</p> <ul style="list-style-type: none"> <li>- There was a general agreement with the proposed GMS use of time during their 2<sup>nd</sup> trip; including a CCC Secretariat workshop and an OC Strengthening workshop.</li> </ul>	It was suggested to have a 1-hr meeting next week with the GMS team	Inga/CCC Secretariat
4	Review draft agenda for oversight workshop; -discuss OC members' expectations; ---what would you like to get out of it?	<p>The CCC-OC members have provided many comments:</p> <ul style="list-style-type: none"> <li>- The workshop should include a “big picture” information as a background. Summary of key information linked to the grants including management letters, etc.</li> <li>- GMS to revisit Dashboard to make it more meaningful to the CCC-OC members (add some key information about the grants, revisit each section of the DB).</li> <li>- List of activities related to NFM and up to date info on NFM.</li> </ul>		

	<p>---what is needed to fulfill the workplan?</p>	<ul style="list-style-type: none"> <li>- Make sure to have hand-on, concrete case studies to work on, with a real-life example of implementation issue/bottleneck that has been evolved by the CCC-OC (for example, something related to supply chain management)</li> <li>- GMS could share experience of OC from other countries; discuss constraints the OC was faced with and how they've been solved etc.). Specific experience from CCC-OC in Cambodia would be very useful to discuss the challenges and solution.</li> <li>- Workshop should offer some practical solutions to overcome communication gap between CCC, CCC-OC and other stakeholders, including development of communication protocol, communication flow. Improvement of CCC Website.</li> <li>- What OC could involve in order to have a meaningful engagement in the process of proposal development (analyze priorities, finance and programmatic etc.).</li> </ul> <p>Concern not enough time for DB exercise.</p> <p>Those participants who will not be able to joint he OC workshop suggested to meet with the GMS team to further discuss on workshop agenda on Thursday 20 Feb 2014 at 4:00pm at WHO. The following members confirmed their participation: Dr. Fujita, Dr. RajendraYadav and Ms. Inga Oleksy.</p>		
5	<p>Review draft CCC-OC work plan for 2014 - Obtain inputs from the members</p>	<p>We need to have a clear planning including preparation NFM, submission, reprogramming request etc.</p>		
6	<p>Proposed priorities for oversight field visits in 2014: -review list of OC visits from 2013 - identify priorities for 2014</p>	<p>There were totally 14 oversight visits last year, but this also included several rather short joint visits with the GF team in Siem Reap and also those carried out during CCC retreat. For the coming year 2014 it's possible to have 4 visits in the field and 4 visits in the city.</p> <p>The schedule of oversight visits will be developed in consultation with PRs. The CCC Secretariat will arrange transport and per diem for members who have no other support. The CCC members are also welcome to join the visit, but we need to keep in mind to keep the numbers of participants manageable.</p> <p>Meeting proposed the following locations of the visit: TB grant: Pursat or Battambang HIV grant: Russian hospital, Battambang</p> <p>The participants suggested to send inputs on the proposed draft schedule outside the meeting. As soon as the inputs are received, the CCC Secretariat will revise the plan and send back to members.</p> <p>Another possibility for data gathering/OC visits would be to</p>		

		<p>join visit with LFA on data verification, if members could commit their time.</p> <p>UNAIDS suggested to plan visits well in advance, e to requirement of UN travel policy (at least 10 working days to submit travel form). Inga confirmed that she had a similar situation</p>		
7	Any other business	No other business was discussed.		

**Seen and Approved:**

**Reported by:**

\_\_\_\_\_  
 Inga Oleksy  
 Co-Chair of CCC-OC  
 Date: .../.../2014

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 Kith Vanthy  
 CCC Administrative Officer  
 Date: .../.../2014