

**DRAFT Minutes**  
**Ad hoc CCC-Oversight Committee Meeting**  
**27 May 2014; 9:00-11:30**  
**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.		
<b>A. CCC-OVERSIGHT Committee Planning for 2014</b>				
1	Review and Endorse minutes of the 24th CCC-OC meeting	1. <b>Endorse minutes of the 24th CCC-OC meeting</b> Draft minutes of the 24th OC meeting (with input from Inga) were distributed to all members prior to the meeting and hard copies at the meeting for members review and comment. There was no comment to the minutes and Inga requesting OC member to endorse by e-mail.	The minutes of the 24 <sup>th</sup> CCC-OC meeting will endorsed by e-mail.	Oversight officer.
2	Finalize OC planning documents.	<p>a. Review of oversight data source: the Dashboard cannot cover all information needed by the members. The LFA suggested that their debriefing note about the PUDRs are important and provide in-depth information on the status of the grant implementation. This information would be very helpful to the CCC-OC members to have a better understanding on key grant information. The OC members suggest to have a file with brief description of the grant.  <b>Recommendation: For the next CCC-OC meeting to invite LFA to present about the LFA PUDR debriefing notes, to be considered by OC members to be used on regular basis (in addition to/instead of) CCC Dashboard presentation, as the useful source of information on grant implementation.</b></p> <p>b. Finalize field visit plan for 2014: Fujita's commitment to conduct field visit to KHANA and FI, the date for the trip is confirmed on the 5<sup>th</sup> of June and Dr. Fujita is the team leader.  <b>Comments:</b> After the visit the team will brief to the CCC meeting on the 10 of June.</p>	<p>The Oversight officer will share the Debriefing presentation from LFA to OC members;</p> <p>Oversight officer prepare the field visit documents and arrange for the trip.</p>	<p>Oversight officer.</p> <p>Dr. Fujita takes lead of the mission.</p>
<b>B. GLOBAL FUND Update Cambodia 2014</b>				
1	NFM updates and key implications for Cambodia	<p>a. High-level budget reviews. There was a meeting on the 9<sup>th</sup> May 14 at NAA with PRs, SRs and Health partner about the New Funding Model. Since the current grants will end in June 2015 (Malaria and HIV) and we need to prepare for lower funding after 2017 to ensure sustainability of the programs (esp. drugs/commodities and human resources costs).</p> <p>b. Planning for Concept Note preparation. -CCC has decided to delegate the task of the CN preparation to the CCC Ex.: - Need to ensure the program have sufficient resources to cover all prioritized needs until mid 2017. -Collective responsibility at all levels (CCC, PR, SR, GFATM other partners) to manage funds well and with great</p>	CCC Secretariat engage to involve with the CN development	CCC Secretariat manager to delegate the task to staff.

		<p>diligence for the period as well as doing best to achieve impact against 3 diseases and for HSS.</p> <p>-Need to strategize investments looking for more cost-effectiveness and efficient ways of service delivery models and programming – focus where epidemic is, geographically and for the population groups who are the most affected or at risk.</p> <p>-Need to prepare for even less funding in the future after 2017 and ensure sustainability the services/programmes with more public sector allocation especially for drugs/commodities and human resources costs.</p>		
2	TB Concept Note development-update	<p><i>TB Concept Note development update:</i></p> <p>1) Current Funding ends 31 Dec 2014</p> <ul style="list-style-type: none"> <li>◦ Submission Deadline: 15 June 2014</li> </ul> <p>2) National Strategic Plan –</p> <ul style="list-style-type: none"> <li>◦ Developed in 2013;</li> <li>◦ reviewed Feb 2014;</li> </ul> <p>3) Concept Note – development process:</p> <ul style="list-style-type: none"> <li>◦ CN Team in place: 16 April – 13 June, 2014;</li> <li>◦ Country Dialogue: April-May 2014;</li> <li>◦ JANS Meeting: 19–21 May 2014;</li> <li>◦ Consultative Meeting: 22-23 May 2014;</li> <li>◦ Intensive Writing Process: 24-30 May 2014;</li> <li>◦ Draft Concept Note to CCC: 30 May 2014; <ul style="list-style-type: none"> <li>• CCC Endorsement-Ad hoc Mtg10 June 2014.</li> </ul> </li> <li>◦ Submission to GF – 13 June 2014.</li> </ul> <p><b>Comments: based on TB CN practical experience, similar approaches will be followed with the HIV and Malaria grants; with relevant adjustments.</b></p> <p>a. HIV and Malaria CN development</p> <ul style="list-style-type: none"> <li>- Formulation of the working group for developing concept note has been established and draft ToR for HIV and Malaria budget review group has send to the ex-com members for comments. The core groups will report to ex-com.</li> <li>- Regarding the request for additional activities for HIV-SSF is subject to review by the budget core group to indentify the saving and priority the activities.</li> </ul> <p><b>Comments:</b> Dr. Fujita request to mobilize TA to assist in the preparation of the CN development.</p> <p>b. PR and SR selection process:</p> <p>The ExCom has delegated the task to the oversight committee to lead transparent process to select the PR/SRs for implementation of TB grant. The panel members was formulated on the basis of OC, with 5 members. Dr.Rajendra Yadav, WHO; Dr.Chak Chantha, USAID; Ms. Lara Bommers, French Embassy;Dr. Jamie Tonsing, FHI; Dr. Ly Vanthy, CDC. The LFA will be invited to be as an observer. The panel meetings will be organizes 3 times:</p> <p>1. First meeting: Tue, 27 May (8:00-9:00am) Objective: to agree on selection criteria and tools (scoring matrix, etc);</p> <p>2. Second meeting: Wednesday, 28 May (2:00-4:00);</p>	<p>CCC Secretariat engage to involve with the CN development</p> <p>Oversight committee Co-chair and CCC Secretariat</p>	<p>CCC Secretariat manager</p> <p>Ms. Inga Ms. Kolroth</p>

		Objective: review the submitted Expressions of Interest, score them and select organizations for interviews. 3. Third meeting; Friday, 30 May (8:30 - 12:00)		
<b>C. CURRENT TA IN COUNTRY</b>				
a	GMS-3 <sup>rd</sup> (last) visit	The GMS team concentrated on finalizing multiple written documents for the CCC support; they have shared revised Governance Manual, Oversight Plan and Workplan, updated CCC Secretariat TORs and Performance Review Forms, and the CCC Communication Plan (full list is in an Annex); Final report to be shared with CCC-OC after it's submitted.  All key documents were developed, following the CCC Assessment Recommendations to ensure that CCC meets minimum Standard Criteria and retains eligibility to receive GF funds. . The oversight work plan and oversight plan have been shared with all OC members for comments and inputs. The GMS team will cooperate all the OC comments and finalize the documents.	GMS team will present their mission output to the CCC meeting on the 10 June 2014	CCC Secretariat
	5% FEI-SR Mgmt Manual-2 <sup>nd</sup> visit	The risk assessment workshop will be conduct in June from 5 to 6 June2014. Each person from 37 SRs is invited to the workshop, LFA, GFA and WHO. For the 1 <sup>st</sup> day, the FEI TA will introduce the Grant risk management overview implantation mapping and then will divide group discussion by disease components. For the 2 <sup>nd</sup> day, the TA will present the Grant Risk Assessment tool (GRAM) and divide by 4 group discussion and make presentation <b>Comments:</b> For this workshop Ms. Inga and Dr. Sok Thim, the Co-Chair of the oversight Committee will participate and lead the opening and closing of the workshop. -Risk assessment management is the GF tool and not mandatory for PRs, but this tool can help PR to move forward		
	5% community-level country dialogues for TB	The TA for community country dialogues for TB CN is in place and started the field work from 29 April to 10 May 2014 to 5 Provinces (Phnom Penh, Banteaymeanchey, Kg. Thom, Kampot and Svayrieng.	TA Ms. Milet CCC Secretariate Mr. Vanthy	
	Global Regional Workshop in Cambodia 16-18 June 2014	The workshop will be a large event with 200-300 persons coming from 15 countries. The LFA has hired a consultant to help arrange for the logistic during the workshop. The Chair of the CCC agreed to support government process for securing the visa entry for participants. The CCC Secretariat staff will help with the registration process. The CCC has decided to invite 2 persons from each PRs and PIP. The GF suggests having 3 CCC members from the KAP representative to join in this workshop and for Cambodia, GF allow to have 15 as observers. The meeting suggests to have some volunteers to assist in this workshop and also invite some NGOs to prepare some booths to display their program information during the workshop.	CCC Secretariat will send the e-mail to inform the PRs/SRs for volunteer and boot display	CCC Secretariat ASAP
<b>ANY OTHERS Business:</b> Kolroth provided an update on the incentives: the incentives of a total of 3,215 staff has been approved by the MEF date on 1 April 2014 and the CCC has endorsed incentive formats (30 April 2014) to support the incentive payment. Right now the PRs are in the process of making staff contracts and conducting the staff performance reviews, as per the approved guidelines.				

Seen and Approved:

Reported by:

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Ms. Inga Oleksy  
Acting Chair of CCC OC  
Date: .....

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Ms. Hen SokunKolroth  
Oversight Officer  
Date: .....