

Oversight Committee Meeting

16th September, 2019

MEETING MINUTES

The participants: 7/11 members of OC

- Dr Nguyen Mạnh Cuong, Vice Chair of CCM Vietnam, OC Chair;
- Ms Marie Odile, Director of UNAIDS Viet Nam, Vice chair of CCM Vietnam;
- Representatives from DPs: WHO, Embassy of France, PEPFAR;
- Representatives of PLWD.

Opening Speech and Introducing new OC Chairman – CCM Vice Chair, Dr Nguyễn Mạnh Cường.

Main contents:

1. *The CCM restructuring plan:*

- VN-CCM tenure is from December 2017 to December 2019. VN-CCM has 23 official voting members (including the chairman).
- According to the timeline, the VN-CCM reconstruction should be done by the end of November 2019.
- Concern about selecting new members: members should have a stronger commitment (to be more present) because there are members who have never attended VN-CCM meetings. Geography can be a problem that can affect the participation of members, for example, the representative of PLW/Malaria in Quảng Trị province which is quite far from Hanoi, so the representative was unable to attend all the CCM meetings. Besides, we also need to focus on how the members will support effectively the grants implementation.
- Conflict of interest should be clearly defined when we call for nomination (can refer to the VN-CCM governance manual).
- Consider the call for nominations in the community of PLWD, we can priority young candidates due to the high rate of youth living with HIV.
 - **Conclusion:** OC agreed to keep the number of 23 members for the next term with the same components (representatives from 6 sectors) as the current term. CCM Secretariat will ask VUSTA and SCDI to support the call for nomination from VNGOs and PLWD, KAP.

- Things to be discussed at the upcoming CCM meeting: presentation of the reconstruction plan, the process, the work plan and the call for nomination.

2. The Global Fund's review of the CCM and CCM Secretariat's performance:

- The Eligibility and Performance Assessment (EPA) aims to evaluate the overall performance of VN-CCM and VN-CCM Secretariat. It is important to make sure that VN-CCM is fully functional, so that it would be eligible to get grants for the next funding cycle.
- In principal, CCM Secretariat must upload all documents, including CCM's work plans, summaries of CCM activities (field trip, meetings minutes, etc.) and updated list of CCM memberships (once every 3 months) to an online platform developed by GF. But since May 2018, due to a technical issue, CCM Secretariat has been unable to access to the online platform. CCM Secretariat kept sending emails to the CCM hub and raised the technical issue to the country team as well. They also sent all required documents to CCM hub via email. CCM Secretariat assumes that because this is an automated system. Therefore, if the platform does not receive the documents directly from CCM Secretariat, the system may assume that CCM Secretariat has not submitted the documents yet.
- There is no specific assessment scale (for example 50%, 70%, etc.); each indicator is rated as "underperformed" or "not performed". CCM hub said they would send us the new indicators but we have not received anything new => we don't know the right methodology of evaluation or the criteria for each position of CCM.
- The platform is a new one. Previously, when the platform did not yet exist, all communications were via email. Overall CCM performance was rated as "well performed".
- Regarding the late submission of annual plan, VN-CCM always submits annual plan in December, and does not coincide with the EPA timeline of GF. Moreover, the year-end meeting of VN-CCM was held in February 2019, and was later than the EPA timeline.
- Regarding the audit, the funding for VN-CCM is really low, so we cannot do regular audits, we can only do it once in a 3-year term.
 - CCM Secretariat needs to collect all evidences of contact with CCM hub and all related documents to send them again and ask them for technical support.
 - At the upcoming CCM meeting, keep discussing on how to assess the performance of VN-CCM and CCM Secretariat.

3. Conclusion:

- The number of members for the next term is unchanged.
- Need to resolve technical and administrative issues before the end of this year.
- Agenda for the upcoming CCM meeting in October:
 - Discuss on the methodology of EPA.

- Raise endorsement of CCM members for the reconstruction plan and discuss on how to improve and strengthen the roles and responsibilities of CCM members and CCM Secretariat for the next term.
- PRs will report their activities in the first 9 months of 2019 and their action plans for the next funding cycle.
- Prepare the malaria country dialogue in January 2020.
- Discuss with the country team and RAI team.

The chair of the meeting is Dr Nguyễn Mạnh Cường.