



Country Coordinating Mechanism (BCCM)
Ministry of Health and Family Welfare
BCCM Secretariat

Subject: Minutes of 11th Oversight Committee Meeting

Date (dd.mm.yy)	09.08.2016
Venue of the meeting	Conference Room, MOHFW, Dhaka -1000
Meeting started	11:00 AM
Meeting adjourned	1:15 PM
Meeting Chaired By	Ms Roxana Quader, Additional Secretary (PH&WHO), Ministry of Health and Family Welfare and Chairperson, BCCM Oversight Committee
Meeting Steered by	Mr. Manaj Kumar Biswas, BCCM Coordinator, BCCM Secretariat
Total number of participants	24
Does quorum attained meeting?	Yes
Meeting attendance	<ul style="list-style-type: none">• Oversight Committee Members: 9• Principal Recipients (PRs): 4• Alternate Principal Recipients (PRs): 6• GMS: 2• BCCM Secretariat Staff: 3
Attendance list	Yes
Other supporting document	Yes

Meeting Agenda

Agenda #	Agenda
1	Approval of 10 th Oversight Committee Meeting Minutes
2	PR Dashboard Presentation (Summary)
3	Site Visit to NMCP – discussion on draft visit report
4	Update on Membership Renewal for BCCM Re constitution (Restructuring & Seat allocation)
5	Constituency Election Process (Draft Criteria for voter and member , Advertisement, Application procedure, election procedure and election date)
6	Selection of Translators and IT Support Specialist
7	BCCM Newsletter (Make editors Panel)
8	AOB

The meeting started at 11:00 am and was chaired by **Ms Roxana Quader**, Additional Secretary (PH&WHO), Ministry of Health and Family Welfare and Chairperson, BCCM Oversight Committee.

At the commencement, Hon'ble Chair on behalf of BCCM welcomed all the participants including members, alternate members and other participants. She also directed BCCM Coordinator to steer the meeting in

accordance with predetermined agenda.

According to agenda BCCM Coordinator started presenting the agenda one by one and discussed.

Minutes of each agenda item:

Agenda Item # 1: Approval of 10th Oversight Committee Meeting Minutes

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: BCCM Coordinator Mr. Manaj Kumar Biswas presented the 10th Oversight Committee Meeting Minutes in details and discussed one by one agenda and decisions taken of that meeting.

Oversight Committee: The Chairperson of BCCM Oversight Committee invited the participants to provide feedback on the 10th oversight meeting minutes, if any. The Chair directed to present what actions have been taken on previous meeting decisions should be updated in next oversight committee meeting.

Decision: *The meeting of BCCM Oversight Committee approved the 10th Oversight Committee Meeting minutes*

Agenda Item # 2: PR Dashboard Presentation (Summary)

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: BCCM Coordinator requested to the PRs to represent their PR Dashboard in brief. First of all he requested Line Director NTP to present PR dashboard before the OC members

National Tuberculosis Program (NTP) PR Dashboard:

The Line Director of NTP Dr. Md. Quamrul Islam and Dr. Mojibur Rahman, National Programme Coordinator, National TB Control Program, DGHS presented the PR dashboard and discussed the red marked issues on PR dashboard. NTP informed the meeting that stock and supply issue will be showed green very soon. Drugs and other logistics are in procurement pipeline through GDF. Stock will be fulfilled according to target within this month.

NTP also explained key position vacancy status. Dr. Mojibur Rahman, National Programme Coordinator, National TB Control Program, DGHS informed that there were 3 vacancies but one position already recruited and other two vacancies recruitment process will be stated very soon. He also requested GMS team to include the target and achievement for easy comparison, revise definition of some indicator in pSM section and to keep provision for incorporation of more indicator(s) if necessary

GMS: Mr. Abu Sayeed, Team Leader of GMS responded NTP's request that national program data can be included and he also informed that it is possible to see in details if anyone wants to know the details data in dashboard with showing the using guidelines.

National Malaria Control Program (NMCP) PR Dashboard :

Dr. M.M. Aktaruzzaman, DPM-NMCP explained their PR Dashboard details and updated the stock level. He informed the meeting that stock for antimalarial shows red in PR Dashboard, if the current stock is less than 7 months. It's showing red for Inj. Artesunate as there are stocks of 6 months at present. All drugs and LLIN procurement usually done by GF directly, NMCP only notified their payment as disbursement. Procurement of inj. Artesunate is already done by the GF and within few weeks stock will be fulfilled.

Dr. M,M Aktaruzzaman, DPM- NMCP also informed that dashboard showing a vacant position (Epidemiologist) in last quarter but recently the process had been completed. The newly appointed



Epidemiologist already joined from 1st August, 2016.

National AIDS STD Program (NASP) PR dashboard :

Dr. Md. Anisur Rahman, Line Director of NASP presented the PR Dashboard for NASP. He explained PR dashboard and updated the progress in all indicators are quite satisfactory based on the recommendations of the Oversight Committee members visit to NASP. He informed that the GF's program recruitment completed and most of the activities which were pending in 1st quarter, those are completed in 2nd quarter. These will be reflected in 2nd quarter PR dashboard reporting.

BRAC-TB PR dashboard :

Dr. Saifur Reza, Senior Manager, TB Control Programme, BRAC presented and pointed out that disbursement and expenditure did not achieve targets. It is due to delay information updating but will be covered soon.

BRAC-Malaria PR dashboard:

Dr. Shamsun Naher, Programme Manager, Malaria Control Programme, BRAC presented the Dashboard and it has been found that disbursement and expenditure reached the target.

BRAC malaria has one vacant position and process not started yet because of management decision and will be completed very soon.

ICDDR,B PR dashboard :

Dr. AKM Masud Rana, Project Coordinator, Global Fund project of icddr,b presented the PR Dashboard where he showed that almost all of the program indicators have been achieved what they targeted including percentage of MSM reached with HIV prevention program.

However, the disbursement and expenditure did not achieve the target. Dr. AKM Masud Rana informed that the GF adjusted some balance money from RCC grant to NFM grant. Hence, PR dashboard showing that proportion of disbursement from the Global Fund was less than expected allocation in Quarter 1. Burn rate was not up to the mark due to transition from RCC to NFM. It is hoped that in the coming quarter burn rate will be higher.

Save the Children PR dashboard :

Shaikh Masudul Alam, Senior Advisor, Management & Coordination, Save the Children International presented the PR Dashboard. According to indicators, all indicators were achieved the target. Burn rate for the period was around 77%. This is because of allocating yearly health product and pharmaceuticals budget in the P1 although the procurement was made as per PSM Plan which was based on actual requirement for the period.

He explained about deviation on programme indicators according to targets such as reaching PWID, HTC services for FSW, STI case management for partner of FSW, HTC services for partner of PWID and PWID received OST services. But he ensured that SCI already has taken initiatives to achieve targets and very soon these will be solved.

Decisions:

- *The meeting acknowledged the PR dashboard report from all PRs. The meeting also decided to bring the issues to the BCCM according to the PRs request if Oversight Committee members could not solve.*

- *The meeting also recommends that all the under achieve indicators should be completed before next Oversight Committee meeting which is scheduled on October 2016 and informed BCCM Secretariat to share with Oversight Committee .*
- *The meeting recommend to PRs to complete the recruitment of all key vacant positions before next CCM meeting and to take proper steps to solve their bottlenecks soon.*

After PR dashboard presentation, The OC Chair requested the PRs representatives to leave alone the OC members in meeting room to discuss other agenda of the meeting except NMCP.

Agenda Item # 3: Site Visit to NMCP – discussion on draft visit report

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: BCCM Coordinator presented the draft OC site visit to NMCP on 18 July 2016. He discussed issues, challenges and recommendations in draft visit report.

OC members: Threadbare discussions have been done among the OC members on challenges and recommendations. The meeting asked to NMCP about their response about the challenges and recommendations on draft OC visit report.

PR NMCP: Deputy Director NMCP and DPMNMCP responded about the draft visit report. They asked for some times to send written feedback and comments on this draft report.

Summary of discussions: Finally, the meeting concluded that OC would take necessary steps after receiving the comments and feedback. After finalizing the OC visit report, OC will send it to NMCP for their action and bring it to CCM to remove some bottlenecks through CCM.

Decision: *The meeting decided to approve the draft OC visit report and directed to incorporate the NMCP feedback on the draft report. Draft visit report attached as annexure A.*

Agenda Item # 4&5:

- *Update on Membership Renewal for BCCM Reconstitution (Restructuring & Seat allocation).*
- *Constituency Election Process (Draft Criteria for voter and member, Advertisement, Application procedure, election procedure and election date)*

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: Mr. Manaj Kumar Biswas, BCCM Coordinator requested to Mr. Abu Sayeed, Team Leader of GMS Consultants to update on membership renewal for BCCM reconstitution (Restructuring & Seat allocation) and present draft **Constituency** Election Process (Draft Criteria for voter and member, Advertisement, Application procedure, election procedure and election date)

GMS : Mr. Abu Sayeed, Team Leader of GMS Consultants presented the membership renewal for BCCM reconstitution (Restructuring & Seat allocation); especially civil society (NGO, KAP, PLWD, FBO, private sector and academia) in details. He also proposed some changes in election/selection criteria for academia & researched. He informed that BCCM can purposively select the members and their alternate from academia who really could contribute to the BCCM.

B

Oversight Committee: Dr. Saima Khanf from UNAIDS proposed to revised non-government organization (NGO) constituency criteria with “Ten (10) years experiences to participate in the BCCM election for membership.

Summary of discussions: the Chair OC and members discussed and pointed out different issues related to membership allocation for civil society sector for BCCM reconstitution (Restructuring & Seat allocation). Finally concluded that NGO members should have 10 years experiences who would take part in the membership election. The meeting also came into consensus to take necessary steps for completing the election process of BCCM soon.

Decisions:

The Oversight Committee decided to share draft election criteria for civil society constituencies among the OC members within one week which would be drafted by the GMS as early as possible. Then OC members will send their comments and feedback according mentioned period. Then BCCM Secretariat will compile the feedback and comments and share with GMS for incorporation and finalization of Election criteria for civil society constituencies. Civil Society election criteria are attached as Annex-B

The meeting decided that the NGO constituency election will be online through advertisement and other constituency election will be held according to the constituencies’ decisions and BCCM election criteria. The BCCM secretariat will publish a central election advertisement on website and two daily newspapers.

Agenda Item # 6: Selection of Translators and IT Support Specialist

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: BCCM Coordinator requested the meeting to take necessary action to select Translators and IT Support Specialists from the available applications received by the BCCM Secretariat according published EOI for these vendor positions as per BCCM decisions.

The Chair Person: The Chair OC proposed a two members committee including Dr. Sukumar Sarker from UASID and Mr. Zahedul Islam from SAIPS to complete the selection of Translators and IT Support Assistant vendors for BCCM secretariat. OC members seconded the proposal of the Chairperson.

Decision: *The meeting decided to complete the selection of translators and IT support Assistant by the two members committee including Dr. Sukumar Sarker from UASID and Mr. Zahedul Islam from SAIPS as early as possible.*

Agenda Item # 7: BCCM Newsletter (Make editors Panel)

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: Mr. Manaj Kumar Biswas BCCM Coordinator informed the meeting that BCCM has to publish two BCCM Newsletter in this year as per the Global Fund budget to BCCM Secretariat, He requested the meeting to form a editors panel for publishing the BCCM newsletter. He informed that BCCM can print six monthly 1000 newsletters.

Oversight Committee: Professor Dr. Mahmudur Rahman, Vice Chair OC suggested to publish 5000 newsletters six monthly because the newsletters will send to the every Upazila. He also suggested to include the postal costs in the newsletter publication budget

The Chair: The Chair, Oversight Committee proposed aeditors panel for BCCM Newsletter. Prof. Dr. M. A. Faiz, Malaria Expert, Former DG, DGHS; Prof. Dr. Mahmudur Rahman, Former Director IEDCR, Dr. A. E. Md. MuhiuddinOsmani, Joint Chief Planning, MOHFW and Dr. Asif Mujtaba Mahmud, TB Expert, IEDCR, Mohakhali, Dhaka will be the panel members.


Summary of Discussion: The meeting seconded the proposed editors' panel for publishing BCCM newsletter.

Decision:*The meeting decided to publish two BCCM newsletter yearly (Six months interval) at least 5000 in numbers. The editor's panel members are as follows:*

- *Prof. Dr. M. A. Faiz, Malaria Expert, Former DG, DGHS;*
- *Prof. Dr. Mahmudur Rahman, Former Director IEDCR,*
- *Dr. A. E. Md. MuhiuddinOsmani, Joint Chief Planning, MOHFW and*
- *Dr. Asif Mujtaba Mahmud, TB Expert, IEDCR, Mohakhali, Dhaka*

The BCCM Secretariat and the editor's panel will work closely for publishing BCCM newsletter and collecting write up on TB, Malria and HIV/AIDS programs from the PRs, editing the write up and finalizing the write up for publication on newsletter.

Having no other issues to discuss, the Chairperson thanked all the participants for their attendance and active participation and wrapped up the meeting.


05/11/2016
Roxana Quader

Additional Secretary (PH&WHO), MOHFW
and
Chair, Oversight Committee of BCCM