



Country Coordinating Mechanism (BCCM)

Ministry of Health and Family Welfare

BCCM Secretariat

Subject: Minutes of the meeting of 12th Oversight Committee of BCCM

Date (dd.mm.yy)	18.10.2016
Venue of the meeting	Conference Room, MOHFW, Dhaka -1000
Meeting started	11:00 AM
Meeting adjourned	2.00 PM
Meeting Chaired By	Ms Roxana Quader, Additional Secretary (PH&WHO), Ministry of Health and Family Welfare and Chairperson, Oversight Committee of BCCM
Meeting Steered by	Mr. Manaj Kumar Biswas, Coordinator, BCCM Secretariat
Total number of participants	24
Does quorum attained meeting?	Yes
Meeting attendance	<ul style="list-style-type: none">• Members of Oversight Committee: 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

Sl. No of Agenda	Title of Agenda
1	Approval of the minutes of 11 th Oversight Committee Meeting
2	Endorsement of New members of Oversight Committee (OC)
3	PR Dashboard Presentation (Summary)
4	Update on: TWG meeting on TB, HIV/AIDS and Malaria
5	BCCM Retreat (Agenda, Venue, Budget and Logistics)
6	Update on: <ul style="list-style-type: none">a) Membership Renewal for BCCM Re constitution- Letter to academia and private sectorb) Selection of Translator and IT Support Assistantc) BCCM Newsletter
7	AOB : Endorsement of daily basis extension of Admin Assistant Position

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.

Accordingly, BCCM Coordinator started presenting the agenda one by one. The participants took part in the discussion on each agenda after presentation.

Discussion & Decisions (Agenda-Wise):

Agenda Item # 1: Approval of the minutes of 11th Oversight Committee Meeting

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: BCCM Coordinator Mr. Manaj Kumar Biswas presented the minutes of 11th Oversight Committee Meeting in details including the decisions taken at that meeting.

Oversight Committee: The Chairperson of BCCM Oversight Committee invited the participants to provide feedback on the 11th oversight meeting minutes, if any. The Chair directed to present what actions have been taken on the decisions of previous meeting should be updated in next oversight committee meeting.

Decision: *The 12th meeting of BCCM Oversight Committee approved and confirmed the minutes of 11th Oversight Committee Meeting*

Agenda Item # 2: Endorsement of New members of Oversight Committee (OC)

Conflict of Interest: N/A

BCCM Secretariat: BCCM Coordinator informed the meeting that last 87th BCCM meeting decided to include OC member from PLHIV constituency to meet the Eligibility Requirement of the Global Fund. He also informed that USAID requested to include Dr. Charles Lerman to include in OC as TB expert member. He further mentioned that Ms. Meaghan Buyers, OC member from CIDA has left the country and Mr. Joseph Shebatu has been replaced with Ms. Meaghan Buyers in CIDA. He proposed to include another OC member from WHO Section of MOHFW who is Mr. S.M. Ahsanul Aziz, Deputy Secretary (WHO) MOHFW. He explained the necessity of inclusion proposed members in oversight committee. Finally he requested to the meeting for endorsing inclusion of new members in Oversight Committee as mentioned below:

sl	Name	Designation	Expertise	Proposed by
1	Mr. Joseph Sebhatu	First Secretary	Program Management	CIDA in place of Megan Buyers
2	Dr. Charles Lerman,	TB Advisor, USAID	TB Expert	USAID as TB Expert
3	Mr. Ahsanul Alam Kishore	PLHIV Constituency	PLHIV Rights	BCCM proposed to include PLHIV member to comply ER
4	Mr. S. M. Ahsanul Aziz	Deputy Secretary (WHO)	Program Management	MOHFW

Oversight Committee: The Chair of OC requested the members to discuss on this issue. Accordingly, the members of oversight committee discussed this issue very briefly about the new members' inclusion in OC as required to comply ER of the GF. The committee suggested to endorse inclusion of new members as mentioned in above table.

Decision: *The 12th meeting of BCCM Oversight Committee endorsed the inclusion of following new members in OC are:*

- *Mr. S. M. Ahsanul Aziz, Deputy Secretary (WHO), MOHFW (as member)*
- *Mr. Joseph Sebhatu, First Secretary, Canadian High Commission and CIDA (as member)*
- *Dr. Charles Lerman, TB Advisor, USAID Bangladesh (as member)*
- *Mr. Ahsanul Alam Kishore, PLHIV Constituency (as member)*

Agenda Item # 3: PR Dashboard Presentation (Summary)

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: BCCM Coordinator requested **Mr. Tapan Fouzder**, GMS Consultant to present the CCM Summary dashboard based on PRs Dashboard.

GMS: Mr. Tapan Fouzder, GMS Consultant presented the CCM Summary dashboard based on PRs Dashboard. But there are some error due to data input from PR's dashboard data on CCM Summary dashboard about budget and expenditure for NASP data.

Oversight Committee: The Chair of OC requested to the members to discuss on this issue. The members discussed about the CCM Summary Dashboard which was presented by **Mr. Tapan Fouzder**, GMS Consultant. The committee suggested that GMS should check the data from PRs and make final summary dashboard accordingly. PRs dashboard data should be with same formation from all PRs.

Decisions: *Decision pending, the meeting acknowledges the progress of summary CCM dashboard*

Agenda Item # 4: Update on: TWG meeting on TB, HIV/AIDS and Malaria

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: BCCM Coordinator requested NASP and NTP to update about TWG meeting. He requested Dr. Saima Khan from UNAIDS and Dr. Lima Rahman from Save the Children to update about TWG-HIV/AIDS meeting and the he requested **Dr. Mojibur Rahman** from NTP to update about the TWG- TB meeting before Oversight Committee.

LD- NASP: On behalf of LD NASP, Dr. Saima Khan updated on the last TWG-HIV meeting. During the meeting the next Global Fund funding cycle was discussed. After which, specific recommendations of the visit of oversight committee to Khulna, which was discussed during the 10th Oversight Committee Meeting was also discussed as per the Oversight Committee meeting decision. The oversight visit had made recommendations on "Merger of service sites and interventions" (The programs, particularly the HIV programs, should start discussions on merging similar sites and interventions maintaining optimum coverage for the key populations) and "Integration of TB, HIV and ESP services" (In urban areas the UPHCP and NHSDP Clinics provide ample opportunity to offer integrated services. TB-ESP integration is practices in some sites but in all, HIV services are not integrated at all. This opportunity should immediately be explored with urgency. Models need to be developed immediately and scaled up at the earliest to prepare for the next concept note development and the funding request. Since the HIV services are mostly urban, such integrated service delivery will be of great to increase coverage for HIV testing and counseling service). Dr. Saima informed all that these recommendations along with the implications towards failing to achieve the Global Treatment targets to end AIDS have strong implications. She confirmed that Bangladesh is already well behind in reaching these targets than the rest of the region and with diminishing and irregular funding support, the coverage and continuity of quality interventions among the key population and PLHIV are already extremely challenging and maybe compromised if further merger is pursued. She also said that during the last Global Fund application, many program sites were already merged and we are unaware of the implications as we are already not following the models recommended globally due to fund constraints. The TWG-HIV was also informed of the ongoing efforts towards integration and HSS. She also informed that the TWG agreed that the standard model should be followed & further merger should not be pursued. The TWG also recommended to continue integration. Her presentation is attached as annexure A.

Following Dr. Saima Khan's presentation, Dr. Lima Rahman of Save the Children briefly discussed the existing service coverage of key populations (KPs). She stated that to ensure maximum coverage of KPs, Save the Children and icddr,b re-strategized intervention in the NFM by establishing the sub-DICs, service outlets, depot holders and also utilizing community based organizations (CBOs). Merging and withdrawn of sites has been done based on the priority districts as per the investment case. She further elaborated on the progress towards integration efforts with existing health system. Data on linkage to care, treatment and support for the positive KPs indicated that it is a challenge especially for People who Inject Drugs (PWID), homeless, and Female Sex Workers (FSWs). She raised her concern that, after January, 2017, HPNSDP supported CSTC program will be phased out and what would happen to the PLHIV those are on ART. Thus she urged for immediate attention to mitigate funding gap.

OC members: Threadbare discussions have been made among the OC members about the TWG meeting recommendations on target people coverage and program integration with UPHCP. The meeting suggested to form a working group with Director General, Directorate Health Services (DGHS) as Chair for resolving the

service gap of Treatment, Care and Support for PLHIV and HTC and to identify the quick solution to continue treatment care support for PLHIV from next January 2017.

Decisions:

- *NASP will take lead to initiate discussion with UPHCP for possible integration*
- *A working group has been formed with Director General, DGHS as Chair for resolving the service gap and identify the quick solution to continue treatment care support for PLHIV from next January 2017. The ToR of the working group would be finalized by BCCM Secretariat at the earliest. The constitution of working group would be as follows:*
 - *Prof. Dr. A K Azad, DG, DGHS*
 - *Dr. Mohiuddin Osmani, Joint Chief of Planning,*
 - *Mr. S. M. Ahsanul Aziz DS-(WHO), MOHFW.*
 - *Dr. Anisur Rahman, Line Director NASP,*
 - *Dr. Saima Khan from UNAIDS,*
 - *Dr. Lima Rahman from SCI,*
 - *Mr. Zahedul Islam, Country Project Director, SAIPS*
 - *Member from PLHIV Network- 1(One)*
 - *Mr. Manaj Kumar Biswas, BCCM Coordinator*
- *The 12th meeting of OC also acknowledged the TWG TB meeting minutes and their decisions.*

Agenda Item # 5: BCCM Retreat (Agenda, Venue, Budget and Logistics)

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: BCCM Coordinator informed the meeting that according to the 87th BCCM meeting decisions next BCCM retreat will be held in November 2016 subject to availability of Hon'ble BCCM Chair and Minister Ministry of Health and Family Welfare. Hon'ble BCCM Chair and Minister, Ministry of Health and Family Welfare has kindly consented to grace the occasion (Retreat Opening Session) as Chief Guest. But retreat date yet to be decided by the Hon'ble BCCM Chair and Minister Ministry of Health and Family Welfare.

He also informed the meeting that the venue for retreat will be selected after getting retreat date from Hon'ble BCCM Chair and Minister Ministry of Health and Family Welfare. He requested the meeting to discuss on draft **Retreat Agenda and Budget** and finalize the agenda and budget.

The Oversight Committee: The Chair of Oversight Committee suggested discussing with GMS team about the draft agenda, venue and budget for BCCM retreat and fixing according to their suggestions. Other participants agreed with proposal of Chair OC.

Decision: *The 12th meeting of OC decided that BCCM Secretariat would finalize the agenda, venue budget and logistics for BCCM Retreat with GMS team according to the date of retreat from Hon'ble BCCM Chair & Minister Ministry of Health and Family Welfare.*

Agenda Item # 6 (a): Update on: Membership renewal for BCCM re-constitution- letter to academia and private sector.

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: BCCM Coordinator updated the meeting about the constituency elections. He informed that PLWD TB election has been completed by NATAB. PLHIV election has been completed by PLHIV Network. FBO election date has been decided on 28 October by Hindu Bouddha Christian Oikkya Porishad. PLWD Malaria election date has not yet been finalized by the Bandarban and Rangamati Hill District Council but they will do it very soon, NGO election process is going on and voter & candidate registration is ongoing. All the ministries sent their nomination for members and alternate members except MOHFW.

According to election criteria of Academia and Researcher constituency and Private Sector constituency criteria

and election commission suggestion BCCM Secretariat prepared a draft list for sending request letter to be member or alternate member for BCCM from Academia and Researcher constituency and Private Sector constituency. BCCM Coordinator also presented the draft list of name, designation and organization candidates from Academia and Researcher constituency and Private Sector constituency. He requested for the feedback and comments on the draft list and endorsement from OC to send them EOI request letter. He informed that BCCM Secretariat also sent this draft list to OC members electronically for comments and feedback. The draft list is mentioned below:

Draft list for academia and researcher:

- Prof. Dr. M A Faiz, Retired Professor of Medicine and Former DG, DGHS
- Prof. Dr. Mahmudur Rahman, PhD, Professor of Epidemiology and Ex. Director, IEDCR
- Dr. Abbas Bhuyan, Former Deputy Director, icddr,b
- Dr. Tasnim Azim, Former Director HIV- icddr,b
- Dr. Mohammad Mushtuq Husain, Former Sr. Scientific Officer, IEDCR
- Dr Shams El Arifeen, Senior Director , Maternal and Child Health research
- Prof. Dr. Sabina Faiz Rashid, Prof and Dean, JPG School of Public Health, BRAC University

Draft list for Private Sector:

- Chevron Bangladesh, Gulshan Avenue, Gulshan-1,Dhaka-1212
- Telenor (GPBD)/Grameenphone Ltd, Baridhara,Dhaka-1229
- Robi Axiata Ltd, Dhaka
- Square Group, Dhaka
- Prime Bank Foundation, Banani, Dhaka-1213, Bangladesh
- Islamic Bank Foundation, Purana Paltan, Dhaka 1000, Bangladesh
- Summit Group, Kawran Bazar Dhaka-1215
- Dutch Bangla Bank Ltd. Foundation
- SMC Bangladesh

Oversight Committee: The meeting of OC discussed this issue rigorously and suggested to send EOI request letter according to draft list of academia & Researcher and private sector constituency. Then accordingly, received EOI letter from Academia and Researcher and private sector organizations, BCCM Election commission should select the members and alternate members from both constituencies.

Decisions:

- *The 12th meeting of OC decided to send the EOI request letter to above mentioned individuals and organizations to be member and alternate member from Academia and Researcher as well as Private Sector constituency respectively.*
- *The meeting also decided that according to received EOI letter from Academia and Researcher and private sector organizations, BCCM Election commission would select the members and alternate members from both constituencies.*

Agenda Item # 6 (b) : Update on: Selection of Translator and IT Support Assistant

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: BCCM Coordinator informed the meeting that as per previous OC meeting decision, Dr. Sukumar Sarker from UASID and Mr. Zahedul Islam from SAIPS reviewed all the available CVs for the position of Translator and IT Support Assistant. They selected candidates based on their qualifications and experiences on their CVs. They selected two candidates for each category (list below) and suggested BCCM Secretariat to talk to person who is in 1st Choice, if he agrees to work then BCCM Secretariat can start work with him.

Translator

sl	Name and Organization	Rate	Remarks
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1	Shahiduddin Husain, Individual Candidate	BDT 2.50 /per word	1 st Choice
2	Mollah Mahmud Ahmed, Individual Candidate	BDT 5.00 (2.50)/per word	2 nd Choice

IT Support Assistant

sl	Name and Organization	Rate	Remarks
1	Md. Obaed Ul Islam, Next Solution, Narayangonj	BDT 5000 per month according discussion but no work no pay basis	1 st Choice
2	Bishanka Karmokar, Individual Candidate		2 nd Choice

BCCM Oversight Committee: The meeting discussed in this issue and suggested BCCM Secretariat to talk and start work with candidates according to choice. If the candidate with 1st choice agreed, then no need to talk with second choice candidate.

Chairperson: The Chairperson suggested to make an agreement with selected Translator and IT Support Assistant after discussion by the BCCM Secretariat.

Decision:

- *The meeting decided to select translators and IT Support Assistant according to the list of candidates prepared by Dr. Sukumar Sarker from UASID and Mr. Zahedul Islam from SAIPS.*
- *The meeting also decided that BCCM Secretariat would talk to 1st choice candidate from each category. If the 1st candidate from both categories agrees, BCCM will start work with them as no work no basis as early as possible. If 1st candidate does not agree to work, then talk would be done to the 2nd choice candidate.*

Agenda Item # 6 (c): Update on: BCCM Newsletter

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: Mr. Manaj Kumar Biswas, BCCM Coordinator informed the meeting that as per the decision of previous OC meeting BCCM asked for the write up from PR's for publishing newsletter. He requested to the meeting to discuss on this write up which is available in the meeting folder.

The Chair: The Chair, Oversight Committee proposed to discuss about this write up and the issue of newsletter in editors panel meeting.

Summary of Discussion: The 12th meeting of OC seconded the proposed editors' panel for publishing BCCM newsletter.

Decision: The 12th meeting of OC decided to discuss about write up for BCCM newsletter in the editor's panel meeting.

Agenda Item # 7: AOB: Endorsement of daily basis extension of Admin Assistant Position

Conflict of Interest: N/A

BCCM Secretariat: BCCM Coordinator informed the meeting that BCCM Secretariat has been passing very busy time with the tasks related to BCCM membership renewal, constituency elections, newsletter publication, oversight functioning, routine meetings, stakeholders engagement, next funding request preparation etc. He also informed the meeting that **Administrative Assistant Position** has been removed from BCCM Secretariat since 31st August 2016. But the recruitment of Deputy Coordinator is still under process and the recruitment may not be completed before the end of November, 2016.

He stressed that the support of **Administrative Assistant** is very much essential in order to perform the busy tasks under BCCM Secretariat effectively in timely manner. He requested the meeting to consider the

endorsement of the extension of the position of **Administrative Assistant** till end November, 2016 as daily basis payment/ no work no payment basis payment. He mentioned that Administrative Assistant can be paid from budget line item of unused salary of Deputy Coordinator.

Oversight Committee: The meeting discussed and revised the activities of BCCM Secretariat for last couple of months and plan for next few months. Participants assumed that Administrative Assistant position is very much needed until Deputy Coordinator is recruited. The meeting suggested for continuing the Admin Assistant position till end of November 2016.

Oversight Chair: The Chair of Oversight Committee opined that the meeting should endorse Administrative Assistant position from 1st September 2016 to 30th November 2016. Deputy Coordinator recruitment process will be completed by November 2016.

Decision: *The 12th meeting of OC decided to endorse Administrative Assistant position from 1st September, 2016 till end of November, 2016 as daily basis payment/ no work no pay basis payment and salary for this position would be paid from the unused salary budget line item of Deputy Coordinator.*

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



Roxana Quader

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



Bangladesh Country Coordinating Mechanism

Oversight Committee (Strategy and Planning) members list of BCCM

12th Oversight Committee Meeting Attendance Sheet

Date: 18 October, 2016

No.	Category	Salutation	NAME	INSTITUTION	TITLE	Telephone	Email	Constituency	MEMBER	GENDER	Signature
1	Govt	Ms.	Roxana Quader	MOH&FW	Add. Secretary, PH&WHO	01710894497	roxanaquader@gmail.com	GOV	Chair of OC	Female	
2	Govt	Mr.	Shafiqur Rahman	MOHA	Joint Secretary	01911420178	shafiq-bd@hotmail.com	GOV	Vice Chair of OC	Male	
3	Govt	Prof.	Dr. Mahmudur Rahman, PhD	MOH&FW	Ext. Director, IEDCR	01711595139	mrahman57@hotmail.com	GOV	Vice Chair of OC	Male	
4	Govt	Mr.	Md. Khalilur Rahman	MOWCA	Joint Secretary	01915860505	mkrahman09@gmail.com	GOV	Member	Male	
5	Govt	Mr.	Dr. A.E Md. Muhiuddin Osmani	MOH&FW	Joint Chief, Planning	01817117703	osmani_mu@yahoo.com	GOV	Member	Male	
6	Govt	Prof.	Dr. MA Faiz	Ex. DGHS	Malaria Expert	01713008858	drmafaiz@gmail.com	GOV	Member	Male	
7	Govt	Assoc.Prof.	Dr. Asif Mujtaba Mahmud	IEDCR	TB Expart	01819238333	asifmahmud60@gmail.com	GOV	Member	Male	
8	CSO	Mr.	Zahedul Islam	SIAPS/MSH	Country Project Director	01713238655	zaislam@msh.org		Member	Male	
9	ML/BL	Dr.	Sukumar Sarker	USAID	Sr. Policy & Tech Advisor	0171 3009 878	ssarker@usaid.gov	ML/BL	Member	Male	
10	ML/BL	Mr.	Joseph Sebhatu	First Secretary, High	First Secretary	01713013180	joseph.sebhatu@international .gc	ML/BL	Member	Male	
11	CSO	Mr.	Shadedul Islam (Helal)	FBCCI (Bangal)	Director	0171 1524 905	bplsadi@bol-online.com	PS	Member	Male	
12	CSO	Dr.	Saima Khan	UNAIDS	Officer In Charge	01711 821726	khans@unaids.org	ML/BL	Member	Female	
13	CSO	Ms.	Hena Akhter	CSW's Network of Bangladesh	Chairman	0167 9040 132	swnob2002org@yahoo.com, hana.akhter@yahoo.com	KAP	Member	Female	
14	CCM Sec	Mr.	Manaj Kumar Biswas	CCM Sec.	CCM Coordinator	01718171958	bccmcoordinator@gmail.com	CCM	For Non voting Administrative Support	Male	
15	CCM Sec	Mr.	Md. Faruk Miah	CCM Sec.	Administrative Assistant	01715 457830	farukmiahbccm@hotmail.com	CCM		Male	
16	CCM Sec	Mr.	Akkur Chandra Das	CCM Sec.	Program Officer	0 1711115858	akkurdas@gmail.com	CCM		Male	

