



Country Coordinating Mechanism (BCCM)

Ministry of Health and Family Welfare

BCCM Secretariat

Subject: Minutes of the meeting of 13th Oversight Committee of BCCM

Date (dd.mm.yy)	22.11.2016
Venue of the meeting	Mini Conference Room, MOHFW, Dhaka -1000
Meeting started	10:30 AM
Meeting adjourned	1.45 PM
Meeting Chaired By	Dr. A. E Md. Muhiuddin Osmani , Joint Chief, Planning Wing, Ministry of Health and Family Welfare
Meeting Steered by	Mr. Manaj Kumar Biswas , Coordinator, BCCM Secretariat
Total number of participants	12
Does quorum attained meeting?	Yes
Meeting attendance	<ul style="list-style-type: none">• Members of Oversight Committee: 8• GMS: 2• BCCM Secretariat Staff: 2
Attendance list	Yes
Other supporting document	Yes

Meeting Agenda

Sl. No of Agenda	Title of Agenda
1	Approval of 12 th OC Meeting Minutes
2	Retreat Budget
3	Updates on BCCM Election 2016
4	All EOI from Private Sector
5	All EOI from Academia and Researcher
6	AOB

The meeting started at 10:30 am and was chaired by **Dr. A. E Md. Muhiuddin Osmani**, Joint Chief, Planning Wing, Ministry of Health and Family Welfare. At the commencement, Hon'ble Chair on behalf of BCCM Oversight Committee welcomed all the participants including members, alternate members and other participants. He 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 12th Oversight Committee Meeting

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: BCCM Coordinator **Mr. Manaj Kumar Biswas** presented the minutes of 12th Oversight Committee Meeting in details including the decisions taken at that meeting.

Oversight Committee: The Chair of BCCM Oversight Committee meeting invited the participants to provide feedback on the 12th 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 13th meeting of BCCM Oversight Committee approved and confirmed the minutes of 12th Oversight Committee Meeting.*

Agenda Item # 2: Retreat Budget

Conflict of Interest: N/A

BCCM Secretariat: Mr. Manaj Kumar Biswas, Coordinator, BCCM Secretariat presented the prepared BCCM Retreat Budget-2016. The program which will be at Westin Dhaka, Gulshan-2, He discussed the draft budget for BCCM Retreat 2016. He explain about the sharing of costs between BCCM Secretariat and GMS as attached budget in Annexure -A.

GMS: Mr. Abu Sayeed, Team Leader of GMS discussed about the proposed cost sharing in the draft budget and he proposed that BCCM Secretariat must share retreat costs but not more than BDT 200,000/= (Two Lac only) from the GMS part in the proposed budget. Other cost distributions as per budget attached as Annexure-A.

Oversight Committee: OC members discussed on this issue very briefly agreed with draft budget and costs sharing with GMS. The meeting also agreed to costs share from GMS part in the draft budget but not more than BDT 200,000/= (Two Lac only). According to BCCM Secretariat budget BCCM Secretariat can share this proposed BDT 200,000/= (Two Lac only) from GMS part from their available BCCM Retreat budget line item.

Decision:

- *The 13th meeting of BCCM Oversight Committee meeting endorsed draft estimated retreat budget-2016 as attached in annexure A.*
 - *The 13th meeting of BCCM Oversight Committee decided to endorse costs sharing from GMS part in the draft estimated budget but not more than BDT 200,000/= (Two Lac only) as Annexure A.*
 - *The 13th Oversight Committee meeting decided that the BCCM Retreat venue would be the Hotel Westin, Dhaka during 27-28 November 2016*
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Agenda Item # 3: Updates on BCCM Election 2016

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: BCCM Coordinator presented the updates on BCCM Election 2016 as reviewed by election commission. He informed that all selection and nomination letters from government sector was received by the BCCM Secretariat, except one from NBR/MOF. BCCM Secretariat communicated to the existing members and alternate members from NBR about the new selection and nomination. They informed that selection and nomination is under process, and NBR would send the nomination letter very soon.

All the civil society elections/selections were coordinated and/or observed by the BCCM Secretariat. The respective constituencies are including Non-government Organizations (NGOs), People Living-with Disease (PLWD), Key Affected Population (KAP), Faith Based Organizations (FBO). Their election related documents were submitted to BCCM Secretariat.

The Oversight Committee: The OC members discussed about the process and result of BCCM Election 2016 and agreed with the procedure maintained in the election process. The members were in favour of endorsing the election result as presented.



Decision: *The 13th Meeting of Oversight Committee decided to endorse the result of BCCM election 2016 as attached Annexure B.*

Agenda Item # 4: *All EOI from Private Sector*

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: BCCM Coordinator informed that the BCCM Secretariat sent EOI request letters to 9 private sector organizations listed below requesting to send their EOI to be BCCM Member or Alternate Member.

- 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

He informed the meeting that BCCM Secretariat received only one (01) EOI out of nine (09) organizations. The received EOI is from Prime Bank Foundation, Banani, Dhaka-1213, Bangladesh. BCCM Coordinator requested the meeting to make suggestions and provide guidance to BCCM Secretariat to finalize the BCCM members and alternate members from Private Sector organization. BCCM Secretariat also communicated physically with and over phone with other organizations but did not get any response from them. He proposed to the meeting for extension of EOI submission deadline to complete the private sector election/selection.

GMS: **Mr. Abu Sayeed**, Team Leader of GMS also informed that he personally contacted with few well-reputed organizations to show their EOI for the membership or alternate membership from private sector. Few persons expressed interest and committed accordingly to him, but there is no further response or initiative from them in this regard. He proposed to extend the deadline for submission of EOI for next three weeks to complete election and selection of member or alternate member from private sector constituency.

Oversight Committee: **Mr. S.M. Ahsanul Aziz**, Deputy Secretary (WHO) and Member OC suggest the requested organizations to submit EOI for member or alternate member. In this regard he was in favour of extending the deadline for the EOI by private sector organizations. He also explained on personal contact that may be made to the private organization in this regard.

Dr. Asif Mujtaba Mahmud, Oversight Committee Member suggested following up of the sent letters of private sector. As there were poor responses from the private sector, he proposed to increase the members in academia and researcher by reducing from the private sector. He mentioned that the Academia and Research constituency may provide better and constructive responses and contributions at the BCCM.

OC members unanimously agreed to extend the time period for this constituency to submit EOI for next three weeks till 20th December 2016.

Decisions:

- *The 13th meeting of BCCMM oversight Committee decided to increase 3 weeks for submitting the EOI from private sector till 20th December 2016.*
- *The 13th meeting of BCCMM oversight Committee also suggested following up with the organizations to which the EOI request letters were sent.*

Agenda Item # 5: *All EOI from Academia and Researcher*

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: BCCM Coordinator requested **Prof. Dr. M. A. Faiz** to leave the meeting room as he is one of the candidates to be member or alternate member from academia and researcher constituency. According to the COI policy, Prof. Dr. M A Faiz left the room before the discussion on academia and researcher election process.

He also described that according to the decisions of 12th meeting of Oversight Committee, BCCM Secretariat sent EOI request letter to seven Academicians and Researchers requesting to send their EOI to be BCCM Member or Alternate Member. BCCM Secretariat received EOI from six persons who are listed below:

Draft list for academia and researcher:

1. Prof. Dr. M A Faiz, Retired Professor of Medicine and Former DG, DGHS
2. Prof. Dr. Mahmudur Rahman, PhD, Professor of Epidemiology and Ex. Director, IEDCR
3. Dr. Abbas Bhuyan, Former Deputy Director, icddr,b
4. Dr. Tasnim Azim, Former Director HIV- icddr,b
5. Dr. Mohammad Mushtuq Husain, Former Sr. Scientific Officer, IEDCR
6. Prof. Dr. Sabina Faiz Rashid, Prof and Dean, JPG School of Public Health, BRAC University

BCCM Coordinator then informed that 2 members and 2 alternate members would have to be selected from among the 6 EOI received.

The Oversight Committee: The OC members discussed about the selection of Academia and Researcher constituency Members and alternate members from above mentioned six candidates. As decided by the BCCM Election Commission, BCCM Oversight Committee scrutinized all the candidates EOI, CV, candidates' experiences in CCM, pro-activeness and COI issues. The meeting finally agreed unanimously to select members and alternate member from this constituency as mentioned in table below:

Selected members and alternate members from Academia and Researcher Constituency:

sl	Member	Alternate Member	Remarks
1	Prof. Dr. Mahmudur Rahman, PhD, Former Director, IEDCR and Epidemiologist	Dr. Mohammad Mustuq Husain, Former Sr. Scientific Officer, IEDCR	NO COI
2	Prof. Dr. M A Faiz, Former DG, DGHS and Professor of Medicine	Dr. Tasnim Azim, Former Director, Center for HIV/AIDS ICDDR,B	NO COI

Decision:

The 13th meeting of BCCM Oversight Committee decided that:

- *Prof. Dr. Mahmudur Rahman, PhD, Former Director, IEDCR and Epidemiologist would be the member of BCCM from Academia and Researcher while Dr. Mohammad Mustuq Husain, Former Sr. Scientific Officer, IEDCR would be alternate member.*
- *Prof. Dr. M A Faiz, Former DG, DGHS and Professor of Medicine would be the member of BCCM from Academia and Researcher constituency, while Dr. Tasnim Azim, Former Director, Center for HIV/AIDS ICDDR,B would be the alternate member.*

Agenda Item # 6: AOB-NMCP TA Support Request to WHO Country Office

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: Mr. Manaj Kumar Biswas, BCCM Coordinator informed the meeting that he received a letter from Prof. Dr. Sanya Tahmina, Director of CDC as the subject titled technical assistance and financial support from WHO Bangladesh for finalization of National Strategic Plan and Proposal development for New Funding Request of National Malaria Control program.”

Oversight Committee: The OC members agreed to endorse National Malaria Control Programme (NMCP) request for getting TA support from WHO and suggested BCCM Secretariat to send email on behalf of BCCM to the WR, WHO Bangladesh to take necessary steps for TA support for NMCP regarding Concept Note Development for next funding period.

Decision: *The 13th meeting of BCCM Oversight Committee endorsed NMCP request for getting TA support from WHO and the meeting also decided that BCCM Secretariat would send email on behalf of BCCM to the WR, WHO Bangladesh to take necessary steps as early as possible for TA support for NMCP regarding Concept Note Development for next funding period.*

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



Dr. A. E Md. Muhiuddin Osmani
Joint Chief, Planning Wing
Ministry of Health and Family Welfare
and
Member, Oversight Committee of BCCM

Annexure-A
BCCM Retreat Budget 2016
Estimated for two days

sl	number of day	quantity	rate in BDT	Total Cost (BDT)	Cost in US\$	Remarks	Fund Sources
Space Rental for Prego Italian Restaurant (Level-23) on DAY-1	1	1	50000	50000.00	641.03	Instead of regular price Tk. 225,000++ per day per shift	GMS/USAID will be requested for support but CCM Secretariat share 200000BDT from these categories
Space Rental for a part of Grand Ballroom (Level-1) on DAY-2	1	1	0	0.00	0.00	Complimentary	
Morning Coffee Break (DAY-1 & DAY-2)	2	120	430	103200.00	1323.08	MC-1	
Buffet Lunch (DAY-1 & DAY-2)	2	120	3,200	768000.00	9846.15	Bangladeshi & Indian Buffet (without beef)	
Afternoon Coffee Break (DAY-1 & DAY-2)	2	120	570	136800.00	1753.85	AC1	
Mineral Water 500 ml (lunch & daylong meeting)	2	200	95	38000.00	487.18	Will be charged as per consumption	
LCD Projector & Screen (per set)	1	2	10,000	0.00	0.00	Complimentary	
Sound System	1	1	10,000	0.00	0.00	Complimentary	
Microphones (cord / cordless)	1	3	1,581	0.00	0.00	Complimentary	
Total without VAT & Service Charge				1096000.00	14051.28		
10% Service charge				109600.00	1405.13		
Total Amount with 10% Service Charge				1205600.00	15456.41		
15% VAT				180840.00	2318.46		
Sub Total -A =(With Service Charge & VAT) BDT				1386440.00	17774.87		
Photocopy	1	120	100	12000	153.85	100 pages /person	CCM Secretariat will provide these cost but BCCM Secretariat would share
Name Tag with less	1	120	40	4800	61.54		
Transportation For participants	1	100	2000	200000	2564.10	1000 BDT perday/person for twodays	
Folder	1	120	200	24000	307.69		

Writing PAD	1	120	50	6000	76.92		200000BDT above mentioned GMS part
Pen	1	120	100	12000	153.85		
Sub Total B				258800	3317.95		
Grand Total (Sub A+Sub B)				1645240.00	21092.82		

Amu

Annexure-B
Constituency selection and election result
BCCM Election, 2016: (Till 22-11-2016)

1. Government Organizations:

	Organization	Status	Member	Alternate Member
1	Ministry of Health & Family Welfare	Selection Completed and letter received	1.Mohammad Nasim, Health Minister 2.Mr. Sirazul Islam Health Secretary 3.Ms. Roxana Quader Additional Secretary 4.Prof. Dr. A K Azad DG, DGHS 5. AE Md. Mohiuddin Osmani Jt. Chief Planning 6.Prof. Dr. Sharfuddin Ahmed Pro-VC, BSMMU	1. Zahid Maleque, State Minister of Health 2.Mr. Biman Kumar Saha Additional Secretary 3.Mr. S.M Ahsanul Aziz Deputy Secretary 4. Dr. Ehteshamul Haque Chowdhury ADG. Admin, DGHS. 5.Md. Khairul Hasan Dy. Chief Planning 6.Prof. Dr. Meerjady Sabrina Flora Director , IEDCR
2	Ministry of Home Affairs	Selection Completed and letter received	Prodip Ranjan Chakrabortay Additional Secretary	Md. Wahidul Islam Deputy Secretary
3	Ministry of LGRD	Selection Completed and letter received	Mr. Amitavh Sarker Joint Secretary	Mr. Kazi Asaduzzaman Deputy Secretary
4	Ministry of Education	Selection Completed and letter received	Dr. Aruna Biswas Additional Secretary	Md. Aminul Islam Khan Deputy Secretary
5	Ministry of Social Welfare	Selection Completed and letter received	Mr. Sayeda Niem Jahan Joint Secretary	Mr. Mritunjoy Shah Deputy Secretary

6	Ministry of Chittagong Hill Tract Affairs	Selection Completed and letter received	Mr. ABM Nasirul Alam Joint Secretary	Mr. Subinay Bhattacharya Deputy Secretary
7	Ministry of Women & Children Affairs	Selection Completed and letter received	Dr. Md. Aminul Islam Joint Secretary	Mr. Md. Abdul Mannan Deputy Secretary
8	ERD (Ministry of Finance)	Selection Completed and letter received	Joint Secretary, UN-1	Senior assistant Secretary, UN- 4
9	NBR (Ministry of Finance)	Letter Sent & Process Started		

2. Multilateral & Bilateral organization:

	Organization	Status	Member	Alternate Member
1	Multilateral organization	Selection Completed and letter received	Dr. Edouard Beigbeder, UNICEF	Dr. Saima Khan, UNAIDS
			Dr. Jayantha Liyanage, WHO	Dr. Sathya Doraiswamy, UNFPA
2	Bilateral organization	Selection Completed and letter received	Mr. Joseph Sebhatu, Canada	Ms. Silvia Islam, Canada
			Mr. Charles Lerman, USAID	Dr. Sukumar Sarkar, USAID

3. NGO:

Category of NGO	Status	Member	Alternate Member
TB		Mr. Mohummad Kamrul Hassan, PhD, Director, WEDO	Dr. Halida Hanum Akter, Chief of Party, NHSDP
Malaria		Mr. Sheikh Nazrul Islam Project Director, FDSR	Mr. ATM Badrul Islam ED, JASHIS



1	HIV / AIDS	Election Completed	Mr. M.M Anower Ullah, ED, BRAVE	Mr.SM Shirajul Islam, People Development Community (PDC)
	Women & Children		Dr. Jahangir Hossain PD- Health, Care BD	Mr. Sharif Mostafa Helal ED, BWHC

4. PLWD:

		Status	Member	Alternate Member
1	HIV / AIDS	Election Completed	Ms. Habiba Akter	Mr. Ahsanul Alam Kishore
	TB	Election Completed	Mr. Sk. Anwar hossain	Mr. Muhammad Kamaluddin
	Malaria	Bandarban HDC- Election On Process Rangamati HDC- Election Completed	Mr. Laxmi Pada Das	Haji Md. Musa Mutabbor

5. KAP:

		Status	Member	Alternate Member
1	HIV / AIDS PWID & MSM/ Hijra	Election Completed	Shahid Ibne Obaed (Chotton)	Shale Ahmed
	TB (csw)	Election Completed	Ms. Aleya Akter Lily	Ms. Nurun Nahar Ranu
	Malaria	Letter ready to send CBO's of 3 Hill District	Kankana Chakma	Mathura Bikash Tripura

6. Academia:

1	Academia	Letter send to 7 Academia For EOI	6 EOI Received



7. Private Sector:

1	Private Sector	Letter send to 9 Private Organizations For EOI	Received 2 EOI

8. Faith Based Organizations:

		Status	Member	Alternate Member
1	Faith Based Organizations	Election Completed	Debashish Nag	Milan Kanti Datta

(Signature)



Bangladesh Country Coordinating Mechanism

Oversight Committee (Strategy and Planning) members list of BCCM

13th Oversight Committee Meeting Attendance Sheet

Date: 22 November, 2016

No.	Category	Salutation	NAME	INSTITUTION	TITLE	Telephone	Email	Constituency	MEMBER	GENDER	Singnature
1	Govt	Ms.	Roxana Quader	MOH&FW	Add. Secretary, PH&WHO	01710894497	roxanaquader@gmail.com	GOV	Chair of OC	Female	
2	Govt	Mr.	Abu Hena Md. Rahmatul Muneem	MOHA	Add. Secretary	01815007693	muneemr@yahoo.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 Expert	01819238333	asifmahmud60@gmail.com	GOV	Member	Male	
8	Govt	Mr.	S M Ahsanul Aziz	MOH&FW	Dep: Secretary	01715460945	ahsanulaziz2002@gmail.com	GOV	Member	Male	
9	CSO	Mr.	Zahedul Islam	SIAPS/MSH	Country Project Director	01713238655	zaislam@msh.org		Member	Male	
10	ML/BL	Dr.	Sukumar Sarker	USAID	Sr. Policy & Tech Advisor	0171 3009 878	ssarker@usaid.gov	ML/BL	Member	Male	
11	ML/BL	Ms.	Meaghan Byers	High Comm of Canada	First Secretary	0171 3013 172	meaghan.byers@international.gc.ca	ML/BL	Member	Female	
12	ML/BL	Mr.	Joseph Sebhatu	Prog: Management-	First Secretary			ML/BL	Member	Male	
13	ML/BL	Dr.	Charles Lerman	USAID	TB adviser			ML/BL	Member	Male	
14	CSO	Mr.	Shadedul Islam (Helal)	FBCCI (Bangal)	Director	0171 1524 905	bplsadi@bol-online.com	PS	Member	Male	
15	CSO	Dr.	Saima Khan	UNAIDS	Officer In Charge	01711 821726	khans@unaids.org	ML/BL	Member	Female	
16	CSO	Ms.	Hena Akhter	CSW's Network of	Chairman	0167 9040 132	swnob2002org@yahoo.com, hana.akhter@yahoo.com	KAP	Member	Female	
17	CSO	Mr.	Ahsanul Alam Kishor		PLHIV	01833104791	ahsanul.kishore@gmail.com		Member	Male	
18	CCM Sec	Mr.	Manaj Kumar Biswas	CCM Sec.	CCM Coordinator	01718171958	bccmcoordinator@gmail.com	CCM	For Non voting Administrative Support	Male	

