

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

Subject: Minutes of the 16th Oversight Committee meeting

Date (dd.mm.yy)	27.07.2017
Venue of the meeting	Conference Room, Health Economics Unit, Ansari Bhaban (3 rd floor), 14/2 Topkhana Road, Dhaka -1000
Meeting started	10:00 AM
Meeting adjourned	2.00 PM
Meeting Chaired By	Ms. Roxana Quader, Chair , Oversight Committee of BCCM
Meeting Steered by	Mr. Manaj Kumar Biswas , Coordinator, BCCM Secretariat
Total number of participants	19
Meeting attendance	<ul style="list-style-type: none"> • Members of Oversight Committee: 08 • Principal Recipients (PRs): 08 • GMS: 1 • BCCM Secretariat Staff: 02
Attendance list	Yes
Other supporting document	Yes

Meeting Agenda

Agenda No.	Title of Agenda
Part One	
1	Approval of 15 th Oversight Committee Meeting Minutes
2	ToR for TWG: Review and finalization
3	Update(s) on:
	a) Update on grant negotiation (HIV, TB, and Malaria)
	b) TWG meeting update by Chair of TWGs (TB, Malaria and HIV)
	c) Update of Regional Program by Bandhu Social Welfare Society
	d) Upcoming OIG Audit
	e) Newsletter of BCCM Secretariat
Part Two	
3	Update(s) on: Continued
	f) Procurement of BCCM Secretariat
	g) CSO engagement workshops
4	BCCM retreat 2017 (Date, Venue and Budget)
5	Draft agenda of next CCM meeting (91st, 02 August 2017)
6	Miscellaneous (Salary of Office Assistant)

The meeting started at 11:30am and was chaired by **Roxana Quader**, Chair, BCCM Oversight Committee. At the commencement, Hon'ble Chair on behalf of BCCM Oversight Committee welcomed all the participants. The Chair requested BCCM Coordinator to steer the meeting in accordance with set agenda.

Accordingly, BCCM Coordinator started presenting the agenda one by one. The participants took part in the discussion and lead to the decisions.

DISCUSSION(S) AND DECISION(S):

Agenda Item # 1: Approval of the minutes of 15th Oversight Committee Meeting

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: Mr. Manaj Kumar Biswas, BCCM Coordinator presented decisions and implementation status of 15th Oversight Committee Meeting.

The Chairperson: The Chair requested the participants to take part on the decisions and their implementation status as presented by the BCCM Coordinator and to provide feedback on the 15th oversight meeting minutes, if any. The Chair also suggested to prepare the presentation mentioning the decisions, action taken and update status.

Principal Recipient(s): Dr. Rouseli Haq, Director, NTP informed the meeting that Gene Xpert machines has been received through GDF and MoU between NTP and BRAC has been signed for Gene Xpert site preparation activities including related procurement. She also informed the meeting that NTP is prepared with plan to conduct trainings which are currently held up from The Global Fund. The Global Fund is waiting for capacity assessment report from LFA to proceed with the training issue of NTP.

Dr. Mojibur Rahman, Coordinator, NTP informed the meeting that a plan has been submitted to procure X-ray machines from savings in response to reminders sent by GF country team. But the initiative has failed due to delay in decision making from NTP management with related issues. As a result, NTP has lost these savings/unspent amounts, approximately 6 (six) million.

OC member(s): Zahedul Islam, Country Director, SIAPS suggested that, as time passing, NTP should communicate directly with The Global Fund with Copy to LFA so that TGF communicate LFA for necessary action to ensure completion of trainings within time.

Dr. Mahmudur Rahman, Former Director, IEDCR suggested to send a letter to TGF mentioning possible way forward with proposed timeframe so that if LFA is unable to provide necessary support, NTP can move forward with alternate action and ensure training completion within expected time. Regarding X-ray machines procurements, he suggested to send the issue of lost amount (6million) to the CCM.

Dr. Asif Mujtaba Mahmud stated that Bangladesh have missed TB case detection target of MDGs. This is attributable, partially to the limited ACSM initiatives in the field of TB. He therefore proposed stronger advocacy through mass communication campaign, brand ambassador etc. It will help create demand for TB services within the masses and also facilitate the introduction of mandatory notification of TB by medical practitioners/ health facilities. The mass communication campaign should be led by the NTP, thereby demonstrating the commitment of the government to control TB.

GMS: Abu Sayeed, Lead Consultant of GMS explained that the failure to utilize these amounts will have dual effect. Firstly, the money is lost and will reduce the burn rate of GF grant. Secondly, depending on the burn rate, TGF may reduce fund allocation in the upcoming days.

Decision(s):

- *The 16th OC meeting approved and confirmed the 15th OC Meeting Minutes*
- *The 16th OC meeting decided that PRs should send updates (if any) regarding decision(s) and/or recommendation(s) of previous meeting or visit prior to attend OC meeting*
- *The 16th OC meeting also decided that NTP should communicate (may over phone call) with GF country team to solve the issue of training and take documented actions within seven (07) days and inform Oversight Committee accordingly*

- The 16th OC meeting also decided that BCCM secretariat will send meeting decisions separately to all concerned in order to facilitate actions to be taken
- The 16th OC meeting also decided that PRs should inform the Oversight Committee in written form about the steps taken to implement decision(s) taken in OC meetings
- The 16th OC meeting also decided that PRs should inform the progress on mass communication related activities within three days.

Agenda Item # 2: ToR for TWG: Review and finalization

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: BCCM Coordinator informed the meeting that a workshop has been conducted, though participation from TWG members was poor, for development of ToR of Technical Working Groups. Based on the discussions of that workshop, draft ToR had been developed and shared electronically for comments. After receiving comments, final draft has been prepared which has been provided in the meeting folder.

The Chairperson: The Chair of the meeting invited feedback from the participants on the draft ToR.

GMS: Abu Sayeed, Lead Consultant of GMS, informed the meeting that the ToR of TWG (which is a part of the governance manual) has been revised and updated, not newly developed. Unfortunately, most of the TWG members do not know that they are included in TWG. This might be the result of being formatted by with the designation instead of name. This updated ToR has been shared two weeks earlier and it is expected to finalized and endorsed today. He also proposed to form the committee with name, designation and also communication details.

GMS Consultant also explained that TWG is a part of BCCM structure which have some specified role. He proposed that Technical Committee and Technical Working Group can be merged incorporating their roles so that they can play role for both The Global Fund and Government of Bangladesh.

OC member(s): Prof. M A Faiz, former DG, DGHS informed the meeting that for each disease there is a **Technical Committee** under the health system of Bangladesh Government's health services which is responsible to take decisions regarding the technical issues related to respective diseases.

Decision(s):

- The 16th meeting of BCCM Oversight Committee decided that Technical Committee and Technical Working Group should be merged which will be endorsed by the BCCM Oversight Committee
- The 16th OC meeting also decided that Technical Working Group/Technical Committee should be formed with names, designation and other details instead of designation only.

Agenda Item # 3a: Update on grant negotiation (HIV, TB, and Malaria)

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: BCCM Coordinator informed the meeting that Oversight Committee has been updated about the forms, formats etc. as received through email. He also requested PRs to provide update on the grant negotiation if any changes or updates available.

Principal Recipient(s): Md. Belal Hossain, Assistant Director and DPM, NASP informed the meeting that some adjustments have been made on the basis of discussion with GF country team which has been agreed by the program. Budget remained same as proposed for HIV.

Anjan Kumar Shaha, MIS Expert, NMEP informed the meeting that some change has been occurred during the negotiation. Allocation has been reduced for NMEP and increased for BRAC. Beside these, NMEP also updated that they are procuring LLIN for next phase (year 2018) from the savings of current grant.

Dr. Mujibur Rahman, Coordinator, NTP informed the meeting that during the negotiation, GF has approved training but refused to fund for supplies of training e.g. bag, banner, certificate etc. which might be managed from the government funds. For human resources, NTP has increased human resources (five microbiologists and one finance manager) during grant negotiation which is approved by GF to further strengthen the program.

Decision(s): *The 16th OC meeting acknowledged the update on grant negotiation of HIV/AIDS, TB, and Malaria to the Global Fund for the period of 2018-2020.*

Agenda Item # 3b: *TWG meeting update by Chair of TWGs (TB, Malaria and HIV)*

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: BCCM Coordinator requested Chairs of TWGs (and their representatives).

Principal Recipient(s): Dr. Mujibur Rahman, Coordinator, NTP informed the meeting that the meeting was done on 26 July 2017 and the minutes will be shared after signing. Md. Belal Hossain, Assistant Director and DPM, NASP informed the meeting that HIV Technical Working Group meeting is scheduled on 31 July 2017.

The Chairperson: The Chair of the meeting opined that the meeting should be aligned with the OC meeting and the meeting summary should be shared with OC members so that the meeting can discussion can be done in the meeting and issues should be forwarded to CCM as necessary.

Decision(s): *The 16th OC meeting decided send a letter to Chair TWGs immediately after sending the OC meeting notice to ensure TWG meeting before the OC meeting.*

Agenda Item # 3c: *Update of Regional Program by Bandhu Social Welfare Society*

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: BCCM Coordinator informed that two regional programs are being implemented in Bangladesh one is by Bandhu Social Welfare Society and other one is by Ashar Alo Society. He requested Mr. Shale Ahmed, Executive Director, BSWS to updated the meeting on their program.

BSWS: Mr. Shale Ahmed, Executive Director, BSWS informed the meeting that Bandhu Social Welfare Society has made concerted efforts towards addressing the health care needs and human rights issues of sexual minority population over the last 20 years of existence. Bandhu Social Welfare Society (Bandhu) started its journey in 1996. It is formally registered with Ministry of Social Welfare and NGO Affairs Bureau since July 1997. Bandhu is currently been implementing its 3rd Strategic Plan 2012-2016 (3rd SP) designed to achieve the organizational mission and vision through ensuring services on SRHR, HIV prevention needs and overall wellbeing of sexual minority population of the country. The principles, activities and approaches of its 4th SP correspond to the objectives of current National Strategic Plan for HIV/AIDS response and designed to contribute to attaining Sustainable Development Goals particularly, Goals 1, 3, 5, 10, 16 and 17. Therefore the impacts and outcomes of Bandhu program interventions supported by The Global Fund (PR Save The Children – Nepal), implemented

through 34 fields based well-equipped health care centers in 22 districts and 27 partner CBOs across the country, are adding significant value to national response.

The Multi-Country South Asia Global Fund HIV Programme is a regional HIV programme operating in seven countries: Afghanistan, Bangladesh, Bhutan, India, Nepal, Pakistan and Sri Lanka. The programme supports building the capacity of in-country and regional community-based Sub-recipient organizations engaged in service provision (HIV prevention, care and support services), policy development and advocacy, partnership building with local governments and health departments, research related to sexual minority issues, and on creating stronger community systems to support and sustain this work. In order for the interventions carried out by the community-based organizations (CBOs) to be both effective and sustainable, it is necessary to build their capacity, create stronger linkages and networks between community organizations, community-led interventions and government, and provide longer-term support to these groups.

The program is currently completed its Phase 2 in December 2016. This is the extension phase, supported by the Global Fund to Fight AIDS, Tuberculosis and Malaria that will continue till December 2017. For this Phase, the Save the Children International, Nepal has undertaken the role of interim Principal Recipient. MSA project is one of the key project of Bandhu which focuses on Community System Strengthening (CSS) and Policy Advocacy in Bangladesh. A total of 27 Community Based Organizations (CBO) formed in Bangladesh so far (with earlier interventions by different stakeholders including icddr, b and grants including The Global Fund) where Bandhu has provided technical assistance to further strengthen their capacity under this project.

Goal: The overall goal of this programme is to reduce the impact of HIV on sexual minority populations in South Asia.

Objectives:

- a) To improve the delivery of HIV prevention, care and treatment services for MSM and transgender populations in South Asia
- b) To improve the policy environment with regards MSM, transgender, and HIV-related issues in South Asia
- c) To improve strategic knowledge about the impact of HIV on MSM and transgender populations in South Asia.

Recent significant achievements: Bandhu Social Welfare Society has working contributed to the following achievements of Bangladesh:

- 'Third gender' separate box in the Government Legal Aid form in the supreme court division
- Endorsement of Stigma Package by the Technical Committee-National AIDS Committee (TC-NAC) for Government Physicians in Bangladesh
- Government issuing passport to the Transgender/Hijra Community under 'Other gender category' marked as 'X'
- National Human Rights commission agreed to allocate a separate desk for dealing the human rights violation of the sexual minority community with priority
- Law Enforcement Agency and Ministry of Home Affairs created alternative livelihood opportunity for Transgender community by setting up parlor and tailoring shop which is own, operated and managed by the community themselves

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- National curriculum and text book strongly recommended for inclusion of Hijra issues in the National Curriculum and Textbook Board (NCTB)

Previous Achievements: Bandhu Social Welfare Society has working contributed to the following achievements of Bangladesh through its earlier interventions:

- Gazette notification by the Govt. recognizing Hijras as 'third gender' in November 11, 2013 partly contributed.
- Inclusion of Hijra, Sex Workers and sexual minority in the first ever National Psychosocial Counseling policy
- Bangladesh Bank issued a notice to all scheduled banks to provide easy bank loan under SME program for the hijra to start their business
- Ministry of Social Welfare initiated Pilot project for Livelihood of Hijra and increased the budget and expanded geographical area. Ministry of Social Welfare is providing educational stipends, elderly allowance and small grants to Hijra to start small scale business after the Vocational training.
- Anti-discriminatory law drafted and sent to the law ministry for enactment
- Inclusion of sexual minority issues in 2013 UPR (Universal Periodic Review) report
- Launched Legal helpline services by Bandhu and providing legal assistance through district level panel lawyers and also NHRC & NLASO

Decision(s): *The 16th OC meeting acknowledged update on regional program being implemented by Bandhu Social Welfare Society.*

Agenda Item # 3d: Upcoming OIG Audit

Conflict of Interest: N/A

Discussions by the Constituencies:

BCCM Secretariat: BCCM Coordinator informed the meeting about the communication and meetings that has been conducted between PRs and the OIG team. He also informed that current visit of OIG members is a planning visit and their working visit will start on 09 August 2017 were more members will be accompanied.

Decision(s): *The 16th OC meeting acknowledged update on current visit of OIG team members and upcoming OIG audit.*

Agenda Item # 3e: Newsletter of BCCM Secretariat

Conflict of Interest: N/A

BCCM Secretariat: BCCM Coordinator informed the meeting that Editors Panel has conducted a meeting and decided about the contents. Accordingly, PRs were requested to send their writeup for BCCM newsletter. BCCM Secretariat has received writeup from all three diseases. Design is under process and meeting will be arranged after preparing a sample newsletter.

Decision: *The 16th OC meeting acknowledged the progress on BCCM Newsletter.*

Agenda Item # 3f: Procurement of BCCM Secretariat

Conflict of Interest: N/A

BCCM Secretariat: BCCM coordinator informed the meeting that a meeting has been conducted to proceed the procurement of two laptops for BCCM secretariat staff. Recommendation has been provided in the meeting regarding specification, procurement process etc. Accordingly, BCCM secretariat has sent Request for Quotations (RFQ) to the prospective vendors and also published it the notice boards of BCCM Secretariat and Health Services Division. Few organization has already submitted quotation documents. Quotation documents

will be evaluated in the next procurement committee meeting.

Decision(s): *The 16th OC meeting acknowledged the progress of Procurement for BCCM Secretariat.*

Agenda Item # 3g: CSO engagement workshops

Conflict of Interest: N/A

BCCM Secretariat: BCCM Coordinator informed the meeting that four regional CSO engagement workshop has been conducted. The summary of findings has been shared with different constituency members in Dhaka (dated: 24 July 2017). He also informed that one of the major challenge to engage CSO is unavailability of funds.

The Chairperson: The chair of the meeting requested to suggest way forward to overcome the situation and strengthened the CSO engagement.

GMS: Abu Sayeed, Lead Consultant, GMS informed the meeting that working with Key population is one of the priority of The Global Fund and they have options to fund for key population engagement from separate source. He also proposed to prepare a concept note to request fund from The Global Fund or French 5% could be another source of funding. But decision should be taken regarding the implementation of the program prior to application.

OC members: Prof. Dr. Mahmudur Rahman, Former Director, IEDCR proposed that Bandhu Social Welfare Society can take the responsibility to coordinate the concept note development with the support from GMS in consultation with other stakeholders.

Decision(s): *The 16th OC meeting decided that a concept note should be developed to enhance the involvement and coverage of “Key Affected People (KAP)” to search funding from different sources e.g. The Global Fund, French 5% etc. Bandhu Social Welfare Society may coordinate the concept note development.*

Agenda Item # 4: BCCM retreat 2017 (Date, Venue and Budget)

Conflict of Interest: N/A

BCCM Secretariat: BCCM Coordinator informed the meeting that yearly retreat for BCCM members has been planned and resource has been allocated under the BCCM Secretariat budget. He proposed to conduct the retreat within September 2017 as BCCM members become busy in the year end.

Decision(s): *The 16th OC meeting decided to send the issue to the next (91st) CCM meeting.*

Agenda Item # 5: Draft agenda of next CCM meeting (91st, 02 August 2017)

Conflict of Interest: N/A

BCCM Secretariat: BCCM Coordinator presented the draft meeting agenda for next BCCM meeting for review and comments.

Decision: *After careful review, the 16th OC meeting decided that the 91st BCCM meeting agenda would be as following:*

1. Approval of 90th BCCM Meeting Minutes
2. Present oversight functions (May – July 2017)
3. BCCM Retreat Date, Time and Venue
4. **Update on:**
 - a. Grant negotiation (HIV, TB, and Malaria) update by PRs
 - b. Upcoming OIG team visit and audit

- c. Technical Working Group (TWG) and Technical Committee (TC) for TB, Malaria and HIV
- d. Constituency Consultation update (NGO and FBO Constituency)
5. Admin Assistant for BCCM Secretariat
6. Technical Assistance from Challenge TB/USAID
7. Miscellaneous

Agenda Item # 6: Miscellaneous (Salary of Office Assistant).

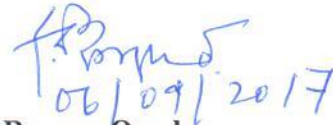
Conflict of Interest: N/A

BCCM Secretariat: BCCM Coordinator informed the meeting that BCCM Secretariat has on staff who works for daily basis (BDT 500 per day) which was last updated in 2013. Considering current market condition, he requested to increase the payment rate and proposed that it can be BDT 800 per day.

The Chairperson: Chair of the meeting requested the meeting to comment on the proposal, if any.

Decision: *The 16th OC meeting decided to increase the salary of Office Assistant to BDT 800 per day effective from August 2017.*

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








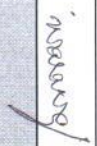
Roxana Quader

Additional Secretary (PH&WH)
Health Services Division,
Ministry of Health and Family Welfare,
and
Chair, Oversight Committee of BCCM

*Additional Secretary, MOHFW
Presided the meeting.*








**Bangladesh Country Coordinating Mechanism
16th Oversight Committee Meeting
Attendance Sheet**

Date: 27 July 2017

No	Catgry	Salutation	NAME	ORG	Title	phone	Email	Contncty	Signature
Chair & Vice Chair									
1	Govt	Ms.	Roxana Quader	MOH&FW	Addl. Secretary, PH&WHO	+8801710894497	roxanaquader@gmail.com	GOV	
2	Govt	Mr.	Prodip Ranjan Chakrabortay	MOHA	Additional Secretary	+8801715055491	prc5287@yahoo.com	GOV	
3	CSO	Prof.	Dr. Mahmudur Rahman, PhD	MOH&FW	Ex. Director, IEDCR	+8801711595139	mrahman57@hotmail.com	Academia	
Disease Specialist- Malaria									
4	CSO	Prof.	Dr. M A Faiz	Ex. DGHS	Malaria Expert	+880171300 8858	dmrfaiz@gmail.com	Academia	
5	Govt	Prof.	Dr. Meerjady Sabrina Flora	MOH&FW	Director, IEDCR	+8801713083893	meerflora@yahoo.com	GOV	
Disease Specialist- TB									
6	CSO	Prof.	Dr. Asif Mujtaba Mahmud		TB Expert	+8801819236333	asifmahmud60@gmail.com		
7	ML/BL	Dr.	Charles Lerman	USAID	TB adviser	+8801755637029	clerman@usaid.gov	ML/BL	
Disease Specialist- HIV									
8	CSO	Dr.	Tasnim Azim	Former Director, Center for HIV/AIDS	HIV Expert	+8801713090403	azim_tasnim@gmail.com	Academia	
9	ML/BL	Dr.	Saima Khan	UNAIDS	HIV Expert	+8801730057832	khans@unaids.org	ML/BL	
Specialist-Finance									
10	Govt	Dr.	A.E.Md. Mohiuddin Osmani	MOH&FW	Jt Chief, Planning	+8801817117703	osmani_mu@yahoo.com, muhiuddin.osmani@gmail.com	GOV	
11	FBO	Mr.	Milan Kanti Datta	BHBCOP	Member Secretary	+8801727346990	milan_kanti_datta@gmail.com	FBO	
Program Management Specialist									
12	Govt	Mr.	Md. Motaher Hossain	MOH&FW	Dep. Secretary	+8801779212099	motaher6679@gmail.com	GOV	
13	ML/BL	Mr.	Joseph Sebhatu	gh Comm of Cana	First Secretary	+8801713013180	joseph_sebhatu@international.gc.ca	BL	

**Bangladesh Country Coordinating Mechanism
16th Oversight Committee Meeting
Attendance Sheet**

Date: 27 July 2017

No	Catgry	Salutation	NAME	ORG	Title	phone	Email	Contncty	Signature
14	CSO	Mr.	Kamrul Hasan Kenedy	Renata Limited	Head of Inst. Buss & Health Care product	+8801817049448	kenedy@renata-ltd.com	PS	
Procurement Specialist									
15	INGO	Mr.	Zahedul Islam	MSH/SAIPS	Country Project Director	+8801713238655	zaislam@msh.org	ML/BL	
16	INGO	Dr.	S. M. Abu Zahid	MSH/SAIPS	Team Leader, Procurement	+8801711886886	azahid@msh.org	ML/BL	
KAP-PLHIV									
17	CBO	Mr.	Ahsanul Alam Kishor	PLWD	PLHIV	+8801833104791	ahsanul.kishore@gmail.com	PLHIV	
18	CSO	Ms.	Aleya Akter Lily	s Network of Bangl	KAP TB	+8801816657732	showshg@gmail.com	KAP-TB	
GMS									
19	GMS	Mr.	Abu Sayeed	GMS	Team Leader	+8801711521145	aisayeed@techai.com	GMS	
BCCM Secretariat									
20	CCM Sec	Mr.	Manaj Kumar Biswas	CCM Secretariat	CCM Coordinator	+8801718171958	bccmcoordinator@gmail.com	CCM	
21	CCM Sec	Mr.	Mohammad Harun-Or-Rasid	CCM Secretariat	Deputy Coordinator	+8801718171958	bccmcoordinator@gmail.com	CCM	
22	CCM Sec	Mr.	Akkur Chandra Das	CCM Secretariat	Program ^{Officer} Coordinator	+8801718171958	bccmcoordinator@gmail.com	CCM	
PRS									
23	Govt PR -M	Prof	Dr. Sanya Tahmina	NMCP	Director CDC & LD NMCP	+8801819454279, +8801914198680	directordbc@gmail.com	Malaria	
24	PR - M	Dr.	M M Aktaruzzaman	NMCP	DPM- Malaria	+8801711302584	mmaktaruzzaman93@gmail.com	Malaria	
25	Govt PR - HIV		DR. FAIZUN NASSA	NASP	^{D/D B REP of PM} Director & KD-NASP ^{REP of D/ISS}	0 17 27411005	staidis2006@gmail.com	HIV/AIDS	
26	Govt PR - HI	Dr.	Md. Belal Hossain	NASP	Assitant Director & DPM, NASP	+8801711894740	drbelalhossain4963@gmail.com	HIV/AIDS	
27	PR - TB	Dr.	Rousell Haq	NTP, DGHS	Director- NTP	+8801716858381	directormbdc@gmail.com	TB	