

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

Subject: Minutes of 3rd Oversight Meeting

Date (dd.mm.yy)	14.01.2015
Venue of the meeting	Conference Room of HEU
Meeting started	11:00 AM
Meeting adjourned	12:30 PM
Meeting Chaired by	Ms. Roxana Quader, Chairperson, Oversight Committee of BCCM
Meeting facilitated by	Mr. Manaj Kumar Biswas, BCCM Coordinator
Total number of participants	14
Does quorum attained meeting?	Yes
Meeting attendance	<ul style="list-style-type: none"> • Oversight Committee Members • Principal Recipients • Grant Management Solution (GMS) • BCCM Secretariat staffs
Attendance list	Yes
Other supporting document	Yes

Agenda

Agenda Item # 1	Approval of 2 nd Oversight Committee meeting Minute
Agenda Item # 2	Update on Oversight Committee Members from KAP, PLHIV and Procurement Specialist
Agenda Item # 3	Members from Oversight Committee from NGO Constituency
Agenda Item # 4	Oversight Visit Report on last oversight Visit on 23 rd September 2014 at save the Children Office
Agenda Item #5	Next Oversight Visit 3-5 February 2015
Agenda Item #6	Endorsed Revised Oversight Plan 2015
Agenda Item #7	Miscellaneous <ul style="list-style-type: none"> a) Dashboard Installation in PRs office & PRs TA support b) 81st BCCM Meeting Agenda

Minutes of each agenda item

Agenda Item # 1	Approval of 2 nd Oversight Committee meeting Minute
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
<p>At the outset of the meeting, Ms. Roxana Quader, Hon'ble Chair, Oversight Committee, BCCM and Additional Secretary (PH&WHO), Ministry of Health and Family Welfare welcomed all the members to the 3rd Oversight meeting.</p> <p>The 2nd Oversight meeting was held on 10 August 2014 and the minutes were circulated to all electronically and by hard copies. The minutes of 2nd Oversight meeting were taken as read and confirmed with little discussion.</p>	
Constituency/Sector	Write content of contributions below
GOV	<p>Prof. Dr. Mahmudur Rahman, Vice Chair, Oversight Committee & Director, IEDCR requested BCCM Coordinator to read out the decisions and its implementation.</p> <p>In the term of OC members from PLHIV he proposed to search again.</p>

BCCM Coordinator	<p>With the permission of Hon'ble Oversight Chairperson, Mr. Manaj Kumar Biswas BCCM Coordinator steered the meeting in accordance with predetermined agenda. He read out the decisions point of 2nd Oversight meeting and its implementation before the participants.</p> <p>Decisions and Implementation</p> <ol style="list-style-type: none"> 1) The first oversight committee meeting minutes approved by the committee without any correction. Implementation: The minutes was circulated to oversight members and PRs after signing by Oversight Chairperson. 2) The meeting decided that the oversight plan approved with one oversight team visit per quarter outside Dhaka. Implementation: One Oversight site visit has been done on 23rd September 2014 and the visiting team also has given their input and recommendation. 3) The committee decided to approve revised TOR for oversight committee with little correction in the clause of membership termination. It should be same as CCM membership termination clause in the CCM Governance Manual. Implementation: The revised TOR approved and it will be endorsed in the 81st CCM meeting. 4) Oversight Committee will ask PRs, SRs, SSR to find out PLHIV/ KAP member for inclusion in Oversight Committee as the Global Fund mandate. Implementation: Two new members have been included in the oversight committee- One member Hena Akhter from KAP and another members Grace Hafner from SIAP as procurement specialist. 5) The committee decided that the CCM secretariat will develop website according to draft contents by September 2014 and Create Facebook page as early as possible and CCM Coordinator would monitor Facebook page. Implementation: Facebook page has been already opened. The BCCM website is under construction by the USAIDS assistant. It will be hosted by February 2015. <p>He also said that BCCM could not find member of PLHIV still.</p>
Diseases Expert	<p>Prof. M A Faiz TB/Malaria expert proposed that oversight Committee (OC) could take member from the PLHIV who have limited COI as it is a special area. Oversight Committee also could see the clause of membership where written either he/she or family member have positive in HIV.</p>
GMS	<p>Ahmedul Ghani, Consultant, GMS proposed that OC could request Save the Children to search a PLHIV member as some HIV positive family who live in Sylhet taking treatment from Save the Children.</p>
Chairperson	<p>Ms. Roxana Quader Additional Secretary (PH&WHO), Ministry of Health and Family Welfare requested BCCM Coordinator to steer the meeting in accordance with predetermined agenda.</p>
Decisions	<p>OC decided to approve the 2ND OC meeting minutes.</p>

Agenda Item # 2	Update on Oversight Committee Members from KAP, PLHIV and Procurement Specialist
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	

BCCM Oversight Committee included two new members from CSO. One member Hena Akhter from KAP and another members Grace Hafner from SIAP as procurement specialist according to 2nd Oversight Committee decision.

Constituency/Sector	Write content of contributions below
BCCM Coordinator	BCCM Coordinator Manaj Kumar Biswas informed that BCCM secretariat sent a requested letter to join OC to KAP and SIAPS. They sent their acceptance letter to BCCM Secretariat. Hena Akhter from KAP and Grace Hafner from SIAP joined OC. Hena Akter is present in the meeting but Grace Hafner is unable to present this meeting due to staying out of the country. He also informed that BCCM secretariat still did not find any PLHIV member without any COI.
Disease Expert	Prof. M A Faiz TB/Malaria expert proposed that OC could take member from the PLHIV who have limited COI as it is a special area. Oversight Committee also could see the clause of membership where written either he/she or family member have positive in HIV.
GMS	Mr. Ahmedul Ghani, Consultant, GMS proposed that OC could requested Save the Children to search a PLHIV member as some HIV positive family who live in Sylhet taking treatment from Save the Children.
Chairperson	OC should write letter to save the children for finding out member for OC to fulfill Global Fund eligibility criteria.
Decisions	Meeting decided that BCCM Secretariat would search once again for PLHIV member for Oversight Committee and send request letter to save the children for finding any person for inclusion as member in OC without COI.

Agenda Item # 3	Members from Oversight Committee from NGO Constituency
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
The NGO Constituency consultation meeting was held at the Care Bangladesh Conference room Kawran Bazar Dhaka on 11 December 2014. In this meeting NGO members decided that they would have requested CCM to NGO representative include NGO represent to take in the Oversight Committee.	
Constituency/Sector	Write content of contributions below
BCCM Coordinator	BCCM Coordinator Manaj Kumar Biswas informed that in the NGO constituency had decided to be member in the oversight committee its constituency meeting held on 11 December 2014. The constituency has sent its draft minute in the BCCM secretariat for feedback. The final minute of the NGO Constituency meeting will be discussed in the 81 st CCM meeting. He also informed that nothing is written in the TOR of OC, NGO can be include or not. It is depend on OC and CCM.
GOV	Dr. Mahmudur Rahman, Vice Chair, Oversight Committee said that NGO membership issue should not include in the meeting as they did not send any application for membership. They should send formal letter for membership. After discussion OC will place it to CCM.
Diseases Expert	Dr. Abul Faiz, former Director General, Ministry of Health and Family Welfare, requested to see the composition of membership of OC. He also said that OC have no power to include member. CCM can expand/ include member in the OC.
GMS	Mr. Ahmedul Ghani, GMS, Consultant informed that private sector was funding CCM with Global Fund. So, private sector can play a vital role here.
Chairperson	She asked the justification of including NGO as oversight member and their role in the OC. They did not send any formal letter. So, the issue should be dropped from the meeting.

Decisions	NGO should send a formal letter with justification for their membership in the OC then OC would consider it for discussion and decision.
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Agenda Item # 4	Oversight Visit Report on last oversight Visit on 23 rd September 2014 at save the Children Office
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
A team of Oversight Committee visited on 23 rd September 2014 at CCM PR's save the Children Office. The team have submitted its report with recommendation.	
Constituency/Sector	Write content of contributions below
BCCM Coordinator	He informed that an OC team visited at the PRs Office (Save the Children) as their first oversight site visit on 23 rd September 2014. Team have submitted the report with some recommendations. CCM secretariat circulated it for feedback. After getting all feedback, CCM secretariat compiled it and again submitted to OC. It will be circulated to PR after OC finalized it.
GOV	Dr. Mahmudur Rahman, Director, IEDCR, proposed that the oversight site visit should be regular based as supervision of the program. The visit can be also issue based.
Disease Expert	Prof. M A Faiz informed that OC members should attend the meeting of PRs, SRs and stakeholder.
GMS	Mr. Ahmedul Ghani suggested that Oversight site visit outside Dhaka should be an issue base. If some PR's or SRs informed CCM that they are facing same problems. The visit report should be action follow up based.
Decisions	BCCM secretariat will resend the feedback of the visit report within 3 working days after going through. Then CCM Secretariat will send the PRs with letter of OC chairperson.

Agenda Item # 5	Next Oversight site visit
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
BCCM secretariat has planned the next oversight site visit in 3-5 February in Meherpur District. According to Global Fund Guidelines Oversight site visit outside of Dhaka is mandatory.	
Constituency/Sector	Write content of contributions below
BCCM Coordinator	Mr. Manaj Kumar Biswas informed that OC next site visit on 3-5 February 2015 in Meherpu District. He also requested the member who are interested to go to site visit to inform BCCM secretariat.
GOV	Prof. Dr. Mahmudur Rahman, Director IEDCR & Vice Chair of OC recommended that Oversight site visit should be regular basis inside of Dhaka or outside of Dhaka for supervision PRs and SRs programme implementation using Global Fund money.
Diseases Expert	Prof. M A Faiz proposed that oversight team should visit high risk malaria area before April/May 2015 as the Malaria out broke in Cox's Bazar/hilly district last year so that OC can understand the situation and OC can recommended the way of salvation.
Chairperson	Ms. Roxana Quader requested to OC to inform BCCM secretariat if they are interested to go to site visit on the due date.
Decisions	OC members will confirm their availability for oversight site visit by 21st January 2015 to BCCM Secretariat. Another site visit will be conducted in April 2015 in Hilly area for malaria component specially.

Agenda Item # 6	Endorsement of Revised Oversight Plan 2015
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
<p>The revised oversight site visit plan has been formed by BCCM Secretariat with the help of GMS. According to Global Fund minimum two oversight visit mandatory for every year. BCCM secretariat has planned for four oversight site visit (one site visit and one PRs office visit). Each site visit will be taken place quarterly.</p>	
Constituency/Sector	Write content of contributions below
BCCM Coordinator	<p>Mr. Manaj Kumar Biswas informed that BCCM Secretariat had made new oversight plan for the 2015. It was circulated through e-mail to OC members for their consideration and feedback. Its hard copy has also circulated to OC members file. Secretariat needs to endorse the plan.</p> <p>He also informed that according to Global Fund guidelines, PRs should be informed before the site visit. Follow up process is already started and it will take time.</p>
Diseases Expert	<p>Prof. M A Faiz, TB expert informed that OC should follow up the recommendations strongly of oversight visit. He quarried about follow up of some recommendations have been taken in the CCM retreat 2014.</p> <p>Prof. Dr. Asif Mujtab, TB & Malaria expert proposed BCCM Secretariat to follow up the recommendation which were given in the last oversight visit.</p>
BL/ML	<p>Dr. Sukumar Sarker, Senior Policy & Technical Adviser, USAIDS proposed that OC should do their site visit individually or group wise as it is very difficult get the member in same date. If some members go to their official visit where Global Fund programme running in the same district or area, he/she can do oversight visit along with this. After the visit she/he will submit the report. This will be very convenient for everybody.</p>
GMS	<p>Mr. Ahmedul Ghani proposed to find out a solution/way how to do follow of the recommendation until target is achieved. He also proposed that OC visit should be placed during the time of PRs and SRs coordination meeting</p>
GOV & Chairperson	<p>Ms. Roxana Quader, Additional Secretary (PH&WHO) agreed with the Dr. Sukumar proposal.</p> <p>She also said that Govt. officials have many visit programmes. If the visit programmes is the same district, it will be convenient for all.</p>
Decisions	<p>Member can go for site visit individually as group visits are sometimes difficult due to OC members' pre-occupation with other important works..</p> <p>The follow up should be continued.</p> <p>The meeting decided that Oversight Plan will be sent to 81st CCM meeting for endorsement and OC endorsed revised work plan.</p>


Agenda Item # 7	Miscellaneous: a) Installation of PR Dashboards with GMS technical assistance
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
<p>Installation of disease-specific PR Dashboards with technical assistance from Grant Management Solution (GMS) in every PRs office.</p>	
Constituency/Sector	Write content of contributions below

GMS	Mr. Ahmedul Ghani, GMS Consultant initiated the discussion on "PR Dashboard" and informed that all the disease-specific PRs need to submit request letter for obtaining the required TA from GMS.
BCCM Coordinator	Mr. Manaj Kumar Biswas informed that GMS has installed CCM dashboard for oversight function in the every PRs office. He also informed that PRs are ready to present dashboard or send the report to OC as well as CCM. PRs need to submit written requests for Technical Assistance. They should send their respective request letters to Global Fund through OC as well as CCM.
GOV	Prof Dr. Mahmudur Rahman, Director, IEDCR proposed that PRs should send the CCM dashboard report to OC. BCCM Secretariat should write a letter to send their hard copy and soft copy along with summary if the reports have many pages. He also proposed that PRs also should send their TA requests to CCM for approval. After getting all the TA request from PRs, BCCM secretariat will bring the request to BCCM for endorsement
Chairperson	Ms. Roxana Quader advised CCM secretariat to send letter to all PRs to send their request letters for obtaining GMS technical assistance on installation of PR Dashboard both in soft and hard copy by 20 th January 2015.
Decisions	TB and Malaria PRs will send their TA request regarding PR dashboard to CCM for approval both in soft and hard copies by 22th January 2015. HIV PRs will send their TA request regarding PR dashboard later.

Agenda Item # 7	Miscellaneous: b) Draft agenda for next BCCM meeting
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
Draft agenda discussed in the oversight meeting and included few new agenda on MDR TB management and PR dashboard installation	
Constituency/Sector	Write content of contributions below
BCCM Coordinator	Mr. Manaj Kumar Biswas read out the draft agenda for 81 st BCCM meeting. Draft Agenda were 1) Approval of 80 th CCM meeting Minute 2) Update on concept note for HIV/AIDS and grant making notification 3) Framework Agreement with Global Fund 4) Endorsement A) Regional KAPs Network Concept Note to GF - APN+ and Letter of Request for CCM B) Last Executive Committee Meeting Minutes C) 2 nd & 3 rd Oversight Committee Meeting Minutes D) Revised TOR for Oversight Committee of BCCM E) Inclusion member from KAP and SAIPS as Procurement Specialist F) Work plan for BCCM & Oversight Committee for 2015 G) Members and alternate member changes in CCM from different constituency 5) Updates on Constituency Consultation Meeting (NGO & PLHIV) 6) Regional proposal on migration focused TB, Malaria and HIV/AIDS
GOV	Prof. Mahmudur Rahman, Director IEDCR & Vice Chair BCCM OC suggested to includes MDR TB management issues for next BCCM meeting.
Disease Expert	Prof. MA Faiz expressed the importance of MDR TB management in Bangladesh and he also supported to include as agenda in next BCCM meeting.
MLBL	Dr. Sukumar Sarkar also suggested to include agenda on updates on Care and treatment

	support for HIV and report of CCM Retreat.
Chairperson	Ms. Roxana Quader advised CCM secretariat to include agenda as requested by the OC members for next BCCM meeting
Decisions	<p>The meeting decided following agenda will be included for next 81st BCCM meeting to be held on 25th January 2015:</p> <ol style="list-style-type: none">1) PR dashboard request2) Update and MDR TB management3) Updates on Care and treatment support for HIV4) Report on CCM Retreat <p>Prof. MA Faiz and Prof. Asif Muztoba will be invited in 81st BCCM meeting as facilitator to discuss about MDR TB Management.</p>

As there were no other issues to discuss, the Chairperson thanked all the participants for their attendance and wrapped up the meeting with the hope that they would attend the next OC meeting. .


22-01-2015

Ms. Roxana Quader
Chairperson
Oversight Committee, BCCM
&
Additional Secretary (PH&WHO)
Ministry of Health & Family Welfare



Bangladesh Country Coordinating Mechanism

Oversight Committee (Strategy and Planning) members list of BCCM

Attendance Sheet

Date: 14 January-21

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	Dr.	Kamal Uddin Ahmed	MOHA	Add. Secretary	01715013243	knz2005@gmail.com, knz2012@gmail.com	GOV	Vice Chair of OC	Male	
3	Govt	Prof	Dr. Mahmudur Rahman, PhD	MOH&FW	Director, IEDCR	01711595139	mrahman@ciechco.net, mrahman57@hotmail.com	GOV	Vice Chair of OC	Male	
4	Govt	Mr.	Md. Khairul Rahman	MOWCA	Joint Secretary	01915860505	mkrahaman09@gmail.com	GOV	Member	Male	
5	Govt	Mr.	Md. Helal Uddin	MOH&FW	Joint Chief, Planning	01715623924	helalu06@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	asifmud60@gmail.com	GOV	MEMBER	Male	
8	ML/BL	Mr.	Leo Kenny	UNAIDS	Country Director	0173 0335 892	kenny@unaids.org	ML/BL	MEMBER	Male	
9	ML/BL	Dr.	Sukumari Sarker	USAID	Sr. Policy & Tech Advisor	0171 3009 878	ssarker@usaid.gov	ML/BL	Member	Male	
10	ML/BL	Ms.	Meaghan Byers	High Comm of Canada	First Secretary	0171 3013 172	meaghan_byers@international.gc.ca	ML/BL	Member	Female	
11	CSO	Mr.	Shadedul Islam (Helal)	FBCCI (Bangal Pacific)	Director	0171 1524 905	bplsadi@bol-online.com	PS	Member	Male	
12	CSO	Mr.	Grace Hafner	SIAPS	Interim Country Project Director	0171 323 8650	ghafner@msh.org		Member	Male	
13	CSO	Ms.	Hena Akhter	CSW's Network of Bangladesh	Chairman	0167 9040 132	swnob20020ng@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	Male	
15	CCM Sec	Mr.	Sk. Md. Rajab Ali	CCM Sec.	Monitoring Officer	01718413270	bccmmonitor@gamil.com	CCM		Male	
16	CCM Sec	Mr.	Md. Faruk Miah	CCM Sec.	Administrative Assistant	01715457830	farukmiahbccm@hotmail.com	CCM		Male	

