



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

Subject: Minutes of 4th Oversight Meeting

Date (dd.mm.yy)	08.04.2015
Venue of the meeting	Conference Room of HEU
Meeting started	10:30 AM
Meeting adjourned	12:00 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	29
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 3 rd oversight meeting minutes
Agenda Item # 2	PR presentation of their performance - Dashboard presentation (TB & malaria)
Agenda Item # 3	Update on technical Working Group (TWG) meeting for TB, malaria & HIV/AIDS
Agenda Item # 4	Updates on Frame Work Agreement Signing
Agenda Item #5	Update on TA for PR dashboard by GMS & CCM Secretariat
Agenda Item #6	Oversight visit report (24-25 March 2015 in Sylhet)
Agenda Item #7	Next Oversight visit on 6-7 May 2015
Agenda Item #8	NGO and KAP & PLHIV Constituency Consultation meeting
Agenda Item #9	Demo BCCM Website Presentation
Agenda Item #10	Oversight Member endorsement

Minutes of each agenda item

Agenda Item # 1	Approval of 3rd oversight meeting minutes
Conflict of Interest	N/A
Summary of the issues to be discussed	
At the outset of the meeting, approved 3 rd oversight committee meeting minutes	
Constituency/Sector	Write content of contributions below
BCCM Coordinator	BCCM Coordinator discussed in accordance with predetermined agenda. He also asked the members of Oversight Committee to approve the last meeting minutes if there is no comment.
Chairperson	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. The Chair also requested OC members to approve last meeting minutes if there is nothing to include or exclude.
Decisions	The meeting decided to approve 3rd OC meeting minutes.

Agenda Item # 2	PR presentation of their performance - Dashboard presentation (TB & malaria)
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
<p>Dashboard is summary reports that communicate key information to CCMs in a concise and visual way review for each grant: three pages display financial, management, and programmatic indicators, while two additional pages are provided for the CCM and its oversight body to make comments, propose recommendations and record decisions about actions to investigate and solve problems blocking a grant's performance. It has been set-up in the PRs office with assist of Grant Management Solution funded by USAID.</p>	
Constituency/ Sector	Write content of contributions below
BCCM Coordinator	<p>BCCM Coordinator Mr. Manaj Kumar Biswas requested Line Director of TB to present TB program quarterly performance of grant implementation through dashboard.</p> <p>Mr. Manaj Kumar Biswas also suggested NTP to take Assistant from SIAP to establish a procurement system.</p>
Principal Recipients NTP	<p>On behalf of Line Director National Consultant for TB Dr. Mujibor Rahman presented the dashboard to oversight committee members after having permission of OC Chairperson. He mentioned that dashboard system very important and effective tools for monitoring our indicators. He said figures shows that the cumulative expenditures are much lower than the budget allocated due to delay in procurement of Health and Non Health Products and also delay in disbursement of First Line Drug (FLD) and Second Line Drug(SLD) budget, which is more than USD 11 million in Q14.</p> <p>He also informed that NTP need one procurement agent to utilize GF grant according guidelines as NTP directly cannot procure and GF also have suggested going for any local agency to continuation of procurement process. He said NTP proposed BRAC and ICDDR'B to procurement health and non-health products but due to delay NTP finally proposed WHO to do favour for them.</p> <p>The national TB consultant stated that NTP also have vacancy problems in the management level in the position of Procurement Expert and Monitoring and Evaluation Experts.</p> <p>He said that NTP have 100% buffer stock and need to monitor and improvement stock management. Number of all cases was increased in the year 2014 comparing with the year 2013. He explained that the increasing might be an effect of diagnostic support provided for NSN and EP TB.</p> <p>He informed that Target was 92% for the treatment success (cured and treatment completed) and the achievement is 94% in the reporting period and MDR TB enrollment also decreased.</p> <p>He also mentioned that the challenges of TB would be the certification.</p>
Principal Recipient BRAC TB	<p>On behalf of Line Director TB Programme, Mr. Shamsul Alam, Senior Sector Specialist, BRAC presented the dashboard situation in the level of programmatic, financial and management view. He informed that fund disbursement made by GF according to fund request and financial performance rate in USD is 82% of PR & 83% of SRs.</p> <p>He also presented activity conducted according to plan but actual expenditure incurred was less than budget and fund disbursed to SRs based on closing cash balance in hand and considering their performance.</p> <p>He informed that reports were submitted to GF on time, fund received from GF and fund disbursed to SRs accordingly 8 CPs and STCs are met and 22 Management Actions from different management letters in phase II are met.</p> <p>He said PR management positions are 100% filled and MoU was signed with 42 SRs, all reports are received on time from SRs to PR.</p> <p>He stated numbers of all cases were increased in the year 2014 comparing with the year 2013 as there might be an effect of diagnostic support provided for NSN and EP TB.</p> <p>He informed that target was 92% for the treatment success (cured and treatment completed) and the achievement is 94% in the reporting period and MDR TB enrollment also decreased.</p>

	<p>He explained the reasons of over achievement in training. He informed that due to delay in agreement signing, few batches refresher training of laboratory workers on TB LAB and other issues were not completed in the first semester which was carry forwarded in the next quarters.</p> <p>He replied that in the training participants were more than their target and after introducing new diagnostic machines the TB patients have been increased.</p>
Principal Recipient BRAC Malaria	<p>Dr. Shamsun Nahar, Program Manager, BRAC presented the Malaria dashboard on the behalf of BRAC. She explained that Fund disbursed by GFATM as advance for next and buffer period, cumulative expenditure was more due to reprogramming and actual conversion rate of expenditure was lower than budget.</p> <p>She also said that fund disbursed by GFATM as advance for next and buffer period, all CPs and TBAs have been addressed, recruitment is in process and will be completed in this month.</p> <p>She informed that contractual arrangement is continued with the SRs, all reports are received completely and timely, procurement of lab supplies is done as per need and plan, follow up with NMCP is ongoing for uninterrupted supply of drugs and RDTs.</p> <p>She also showed that less number of suspected fever cases were found in year 1 & 2 for blood examination probably due to change in epidemiology, more patients were treated at community level by the health workers in year 2 than in year 1 by strengthening effort, more number of people attended those orientation meetings.</p> <p>She informed that achievement of the most indicators were more than 100%.</p>
Government	<p>Dr. Mahmudur Rahman proposed that Line Director of NTP should communicate with higher level of BRAC officials about health and non-health procurement. BRAC is their implementation partners.</p> <p>He also asked BRAC TB the reasons of their achievements are more than their target. He advised PRs to do their training through invitation not open and the target should set according to plan and budget. .</p>
BL/ML	<p>Mr. Leo Kenny, Country Director, UNAIDS mentioned the role of oversight committee and how the committee make meaningful. He also expressed couple of suggestion to make oversight committee more significant to oversight visit.</p> <ol style="list-style-type: none"> 1) The dashboard should circulate to OC members and expert before the meeting so that the members' can understand easily. 2) The presentation snapshot should distribute before the presentation so that OC identify problems. Challenges and action. 3) NTP and NASP need more coordination as world Banka, UNDP and all chief executive Director of United Nation had meeting. In this meeting they accelerated the fund for MDG 6. They have chosen Bangladesh to focus on TB for MDG and DRC for HIV and MDG 6. Global Fund also will be focus on HIV and MDR TB and they need to connect with national programme.
Procurement Expert	<p>Mr. Zahedul Islam, Country Director for SIAP informed that they are working on designing procurement plan but they do not directly procure anything. He suggested NTP to request UNFPA, UNDP to procure for them.</p>
GMS	<p>Mr. Abu Sayeed, Consultant, GMS proposed NTP to hire procurement agency for long term solution. In fact SIAP can help LD to establish a procurement system. .</p>
Chairperson	<p>Ms. Roxana Quader advised NTP Line Director to contact with BRAC high officials to take assist on health and non-health procurement</p>
Decisions	<ul style="list-style-type: none"> • TB Line Director will contact BRAC higher official to assist Health and Non-Health procurement. • The Recommendations will be sent to PRs

Summary of the presentation and issue to be discussed	
According to 77th BCCM decision, the previous technical subcommittee for each disease reformed as Technical Working Group (TWG) and their TOR revised according to governance manual under the new funding model. TWG should meet quarterly and send minutes to the BCCM Secretariat. TWG meeting of TB was held on April 7, 2015 and submitted their minutes to BCCM.	
Constituency/Sector	Write content of contributions below
BCCM Coordinator	<p>BCCM Coordinator requested all PRs and Line Director to inform OC update of their Technical Working Group meeting.</p> <p>He also informed that PRs should fulfill all eligibility requirement and TWG meeting should take place in time otherwise fund disbursement might be hampered. He also requested all LD to meet quarterly with TWG and share with BCCM the meeting minutes.</p>
Principal Recipients	<p>Mr. Ahmed Hossain Khan, Line Director, National Tuberculosis Programme and Chair of TB TWG informed OC that TB TWG did a working group meeting on April 07, 2015 at the conference room of NTP.</p> <p>He said TB TWG revised the name and TOR as the group was familiar before as Technical Sub-Committee and TB TWG also incorporated its members.</p> <p>He also suggested that TB programme need to fulfill its vacant posts and establish long term procurement process and also purchase x-ray machine and LLN microscope for early diagnostic for Upazila level to identify TB to achieve MDG.</p> <p>Dr. Anisur Rahman, acting Program Manager of NASP informed that 3rd TWG meeting was held on 8 September 2014 discussion on Concept Note writing issues and NASP incorporated it decisions and circulated and BCCM endorsed it. He also mentioned that after approval HIV Concept Note by Global Fund, NASP will revise the TOR and will appear in front of oversight committee.</p> <p>Dr. Nayeem, from NMCP informed that NMCP will organize next TWG meeting by April 20, 2015.</p>
GOV	Dr. Mahmudur Rahman, Vice Chair of OC asked about the prevention to decrease TB.
BL/ML	<p>Mr. Leo Kenny congratulated TWG TB for their meeting and meeting minutes. He proposed Line Director to make sure those minutes have a cover page to draw attention OC members and expert's comments.</p> <p>Dr. Sukumar Sarker, Policy Adviser, USAID raised oversight question over TB progress to MDG. He asked LD to explain the reasons of not achieving MDG and what action will be taken to achieve the goal.</p>
GMS	<p>Mr. Abu Sayeed, Consultant, GMS suggested that Oversight should be solely devoted discussion between PRs and OC. PRs should be reporting out their activities to OC and all PRs should be given presentation time to time. The presentation should be really focused and last slide always be their comments and it should come from the PRs challenges and it should be big fight to accept.</p> <p>He also requested next OC meeting should be discussed regularly two agenda are as follows: 1) Approval of meeting minutes 2) PRs dashboard presentation and should AOB also.</p>
Oversight Chairperson	After discussion of this agenda Chairperson expressed her gratitude and thanks to PRs representatives and other participants for participating and discussing above issues in this meeting.
Decisions	Line Director Malaria and HIV are requested to organize TWG meeting as per work plan and send meeting minutes regular basis to the BCCM Secretariat.

Agenda Item # 4	Updates on Frame Work Agreement Signing
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
Constituency/Sector	Write content of contributions below

BCCM Coordinator	According to last visit of global fund country team from 7-11 BCCM Secretariat shared their visit summary electronically. Ministry of Foreign Affairs working on Privileges and immunities issues. Hon'ble Minister, Ministry of Health and Family Welfare is trying to withdraw court cases against global fund by PMUK.
BL/ML	Leo Kenny informed that Government are working in Privileges and Immunities and try to resolve the litigation of court case.
Decisions	It was acknowledged by the proper authority in this oversight committee meeting

Agenda Item # 5	Update on TA for PR dashboard by GMS & CCM Secretariat
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
USAID approved Principal Recipients dashboard set up Assistant. The dashboard will be set-up at the PR office basis on diseases with assist of GMS funded by USAID. USAID assigned GMS to assist BCCM PRs to establish PR dashboard according to three diseases component.	
Constituency/Sector	Write content of contributions below
BCCM Coordinator	BCCM Coordinator informed that USAID has accepted PR dashboard requested and assigned GMS to technical assistant. GMS team will start their third assignment from July 2015. He also informed that BCCM Secretariat has circulated last assignment report of GMS team but still Secretariat did not receive any feedback yet. Secretariat also sent it to Washington.
BCCM Secretariat	<p>Mr. Sk. Md. Rajab Ali, Monitoring Officer, BCCM Secretariat informed that as per last Oversight Committee meeting it was decided to send TS request for PR dashboard for TB and Malaria to CCM meeting for endorsement. After endorsing it in the last st CCM meeting, BCCM secretariat sent two request letters with supporting papers to Ms. Laurel Rushton, USAID headquarters under the signed of Oversight Committee Chairperson on 26 February 2015.</p> <p>Technical Support Advisory Panel under of primary reviewer, Shimon Prohow reviewed and quarried. On 14 March 2015, Technical Support Advisory Panel (TSAP) approved and informed us about technical assistance will be conducted by the Grant Management Solutions (GMS) project under USAID.</p> <p>Mr. Graeme Kerridge, Principal Recipient Technical Manager at Grant Management Solutions (GMS) did some quarries through mail BCCM secretariat on 17 March 2015. BCCM secretariat answered the quarries on 22 March 2015 after collecting the information through e-mail.</p>
GMS	Mr. Abu Sayeed, Lead Consultant , GMS, USAID approved both TB and Malaria PR dashboard they will start work after signing of the agreement Frame Work a global fund team will come in Bangladesh next month. GMS hope to start work from July 2015. GMS work on Dummy information. However, GMS expected within October to complete the programme.
Decisions	It was acknowledged by the authority in 3rd Oversight Committee Meeting.

Agenda Item # 6	Oversight visit report (24-25 March 2015 in Sylhet)
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
A team of oversight committee led by Oversight Chairperson visited Sylhet to oversee the program of Global Fund implemented by PR, SR and SSR in the field level. The team visited Sylhet from 24-25 March 2015.	
Constituency/Sector	Write content of contributions below
BCCM Coordinator	BCCM Coordinator informed the meeting about the oversight visit. He said that the oversight team visited their Principal Recipient Save the Children's Drop In Center (DIC), Sub Recipient Badhan Hijra Sangha's Sylhet Treatment Care Centre DIC), Ashar Alo Society's Sylhet HIV/AIDS treatment and care support center and BRAC DOTS Corner, Osmani Medical College Hospital as their regular oversight visit plan.

	<p>He also added that the visiting team consists of five members- Ms. Roxana, Quader, Additional Secretary of MOHFW and Chair Oversight Committee, Md. Khalilur Rahman, Joint Secretary, Ministry of Women and Child Affairs, Prof. Dr. M A Faiz, Diseases Expert and former DG of MOHFW, Mr. Manaj Kumar Biswas, BCCM Coordinator and Sk. Md. Rajab Ali, Monitoring Officer, BCCM,</p> <p>Respected Civil Surgeon, Divisional Director-Health, Malaria Surveillance Officer, Divisional TB Coordinator, as well as local program persons accompanied the oversight visit team.</p> <p>The visiting team submitted reports with valuable recommendations. It is circulated in the meeting to all members.</p>
Chairperson	She opined that these recommendations should send to relevant Principal Recipient's offices to take necessary action.
Decisions	Follow up letter with some specific recommendations will be sent PRs Office signed by Oversight Chairperson which are made by the oversight visit team

Agenda Item # 7	Next Oversight visit on 6-7 May 2015
Conflict of Interest	N/A
Summary of the issue to be discussed	
Finalize the plan regarding next oversight visit.	
Constituency/Sector	Write content of contributions below
BCCM Coordinator	BCCM Coordinator requested Oversight Committee to fix next oversight visit date.
GMS	Mr. Abu Sayeed expressed his interest to visit with oversight team. He suggested first week 1-5) of May is suitable for him.
GOV & Chairperson	Ms. Roxana Quader proposed to visit Chittagong to oversee the Malaria situation in Hill Districts second week of next month as May and June the high time of spreading malaria fever. She instructed BCCM secretariat to arrange oversight site visit after discussion with the members who are interested to visit and make plan accordingly.
Decisions	Oversight team will visit program in Chittagong as next oversight site visit. BCCM Secretariat will fix date after discussion with Oversight members.

Agenda Item # 8	NGO and KAP & PLHIV Constituency Consultation meeting
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
According to Global Fund New funding Model Guidelines every CCM constituency should organize minimum two constituency consultation meeting every year. NGO and KAP and PLHIV organized two constituency consultation meeting each 2014 and shared meeting minutes after endorsing by CCM also.	
Constituency/Sector	Write content of contributions below
BCCM Coordinator	Mr. Manaj Kumar Biswas informed that according to yearly plan NGO and KAP and PLHIV constituency meeting should take place in April. BCCM Secretariat already have communicated with them through e-mail and phone and requested them to hold constituency plan.
Decisions	It was acknowledged by this oversight committee meeting

Agenda Item # 9	Demo BCCM Website Presentation
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
BCCM is working on developing its website to maintain communication smoothly. The website is being developed by the assist of Management Health Science, a USA base consulting group working on health and funded by USA.	
Constituency/Sector	Write content of contributions below
BCCM Coordinator	BCCM Coordinator requested MSH to present demo of the BCCM website

GOV	Prof. Dr. Mahmudur Rahman suggested that website color should be more attractive otherwise people will not interest on It. The moving portion should be stopped.
Chairperson	The Chairperson of this meeting requested MSH to develop the website as per experts' suggestions.
Decisions	The website will develop as per OC decisions. Mr. Rajab Ali, Monitoring Officer BCCM Secretariat will communicate them to complete and hosting the website and it will be on launch next CCM meeting.

Agenda Item # 10	Oversight Committee Member endorsement
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
<p>Management Science for Health, a US based health procurement special organization, changed their member name in oversight committee. Mr. Zahedul Islam, Country Director, MSH Bangladesh will be replaced of former Country Director Grace Hafner who has been transferred from Bangladesh and left the country.</p> <p>Ministry of Home Affairs also changed their member name. Abu Hena Md. Rahmatul Muneem, Additional Secretary will be replaced of the Oversight vice chair Dr. Kamal Uddin Ahmed who have been recently promoted as a Secretary, Ministry of Environment and Forest.</p>	
Constituency/Sector	Write content of contributions below
BCCM Coordinator	BCCM Coordinator informed that Mr. Zahedul Islam, Country Director, MHS will be replace of Grace Hafner and Mr. Abu Hena Md. Rahmatul Muneem, Additional Secretary, Ministry of Home Affairs will be replaced of Dr. Kamal Uddin Ahmed are new members oversight committee and they need to endorse. Abu Hena Md. Rahmatul Muneem will be the new vice chair of oversight committee.
Chairperson	The Chairperson proposed to endorse the above mentioned members
Decisions	The two new members have been endorsed and will send to next CCM meeting for endorsement by the BCCM

As there were no other issues to discuss, the Chairperson thanked all the participants for their attendance and wrapped up the meeting.



Ms. Roxana Quader
 Chairperson
 Oversight Committee, BCCM
 &
 Additional Secretary (PH&WHO), MOHFW



Bangladesh Country Coordinating Mechanism

Oversight Committee (Strategy and Planning) members list of BCCM

Attendance Sheet

Date: 08 April, 2015

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	Director, IEDCR	01711595139	mrahman@citechco.net, 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.	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	kennyl@unids.org	ML/BL	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	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 0171 322 8655	ghafner@msh.org		Member	Male	
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	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	
17			Shahid Masudul Alam		Deputy Director	01730311697	shahid.alam@save-the-children.org	PR	PR alternate representative	Male	

