

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

**Subject: Minutes of 5<sup>th</sup> Oversight Meeting**

Date (dd.mm.yy)	11.08.2015
Venue of the meeting	Conference Room of HEU
Meeting started	11:00 AM
Meeting adjourned	12:30 PM
Meeting Chaired by	<b>Ms. Roxana Quader, Chairperson, Oversight Committee of BCCM</b>
Meeting facilitated by	<b>Manaj Kumar Biswas, BCCM Coordinator</b>
Total number of participants	<b>23</b>
Does quorum attained meeting?	Yes
Meeting attendance	<ul style="list-style-type: none"> <li>• Oversight Committee Members</li> <li>• Principal Recipients</li> <li>• Grant Management Solution (GMS)</li> <li>• BCCM Secretariat staffs</li> </ul>
Attendance list	Yes
Other supporting document	Yes

**Agenda**

Agenda Item # 1	Approval of the 4 <sup>th</sup> oversight meeting minutes
Agenda Item # 2	CCM dashboard presentation by PRs ( Jan-Mar 2015 )
Agenda Item # 3	Oversight Visit Report in Bandarban May 2015
Agenda Item # 4	BCCM Retreat date (last week of September 2015)
Agenda Item #5	Travel, transport, conveyance, and per diem for Oversight Visit by Oversight Committee members, CCM members and Alternate members.
Agenda Item #6	83th BCCM Meeting Agenda( 23 August,2015)
Agenda Item #7	Draft BCCM Secretaries Budget for the period of 2016-17
Agenda Item #8	<b>Updates on :</b> a) Follow up letter for Oversight Visit in Sylhet in March 2015 b) Technical Working Group (TWG) meeting for TB, Malaria & HIV/AIDS.

**Minutes of each agenda item**

Agenda Item # 1	<b>Approval of the 4<sup>th</sup> oversight meeting minutes</b>
Conflict of Interest	N/A
<b>Summary of the issues to be discussed</b>	
At the outset of the meeting, Ms. Roxana Quader, Additional Secretary (PH&WHO), Ministry of Health and Family Welfare and Chairperson, Oversight Committee welcomes the participants at the meeting.	
<b>Constituency</b>	<b>Write content of contributions below</b>
<b>BCCM Coordinator</b>	BCCM Coordinator having permission from the chair kicked off the meeting in accordance with predetermined agenda. He read out the last meeting decisions and implementation status of the 4th Oversight Committee meeting minutes. He also requested the members of Oversight Committee to approve the last meeting minutes, if there was no comment.
<b>Chairperson</b>	The Chair, Ms. Roxana Quader, Additional Secretary (PH&WHO), Ministry of Health and Family Welfare also requested oversight Committee (OC) members to approve last meeting minutes if there was nothing to revise in the 4th Oversight Committee meeting minutes.
<b>Decisions</b>	<b>The meeting decided to approve the 4<sup>th</sup> Oversight Committee (OC) meeting minutes without any changes or revision.</b>

Agenda Item # 2	<b>CCM dashboard presentation by PRs ( Jan-Mar 2015 )</b>
Conflict of Interest	N/A
<b>Summary of the presentation and issue to be discussed</b>	
Icddr, b and Save the Children presented their grant implementation status through Oversight Dashboard which was the	

summary reports to show financial, management and programmatic indicators, while two additional pages were provided for the CCM and its oversight body to make comments, propose recommendations and record decisions about actions to investigate and solve problems influencing a grant's performance.	
<b>Constituency</b>	<b>Write content of contributions below</b>
<b>BCCM Coordinator</b>	BCCM Coordinator Mr. Manaj Kumar Biswas requested ICDDR,B and Save The Children to present quarterly performance of grant implementation through dashboard.
<b>Principal Recipients ICDDR,B</b>	On behalf of Director, Center for HIV/AIDS, ICDDR,B, Mr. Masud Rana, Head of Program, presented quarterly performance of grant implementation through oversight dashboard with regard to programmatic, financial and management aspect.  He also responded to the questions raised by Mr. Helal Uddin. He explained that ICDDR,B had base line regarding target and achievement based on previous program experiences.
<b>Principal Recipient Save The Children</b>	Dr. Lima Rahman, Chief of Party, Save the Children, presented the oversight dashboard situation as regards programmatic, financial and management points of view of their program implementation on HIV/AIDS component. She informed that fund disbursement made by GF according to fund request and financial performance rate of PR & of SRs. She also presented activities conducted according to plan but actual expenditure incurred less than budget and fund disbursed to SRs based on closing cash balance in hand and considering their performance. She explained that reports were submitted to GF on time. Fund was received from GF and was disbursed to SRs accordingly.  Dr. Lima replied to the questions of Dr. Sukumar Sarkar that the Global Fund set up their target benchmark. So, it was difficult for Save the Children to review the target benchmark.
<b>Government</b>	Mr. Helal Uddin, Joint Chief, Ministry of Health and Family welfare, requested ICDDR,B to explain the base line of ICDDR,B and how they fixed their target. He suggested to Save the Children and icddr,b to make effective coordination in distributing working areas and target groups for the HIV/AIDS interventions with NASP in the implementation level.
<b>BL/ML</b>	Mr. Leo Kenny, Country Director, UNAIDS made some positive observations about the oversight function of oversight committee. He suggested <ul style="list-style-type: none"> <li>• OC should sit with GF Bangladesh Country Team and LFA during their next visit to get attention on importance of oversight committee and more description and explanation on the Global Fund decisions.</li> <li>• OC should have attention on the reprogramming for these savings money under the New Funding Model (NFM) and follow up the P&amp;I issues.</li> <li>• To arrange Oversight site visit during the visit of Mr. Mark Dybul, Executive Director, the Global Fund with 20 CCM during the ICAAP meeting in November 2015 in Bangladesh.</li> <li>• To include Dr. Saima Khan as member in the Oversight Committee as his replacement.</li> </ul> Dr. Sukumar Sarkar, Sr. Policy Adviser, USAID, suggested ICDDR,B and Save the Children to review their target benchmark/ baseline as some indicators achievements were always higher than the targets.
<b>Decisions</b>	<ul style="list-style-type: none"> <li>• <b>The meeting acknowledged performance of Save the Children and icddr,b as their Oversight Dashboard presentations before the members.</b></li> <li>• <b>The meeting decided to include Dr. Saima Khan in the Oversight Committee as member in place of Mr. Leo Kenny as he would leave Bangladesh.</b></li> </ul>

<b>Agenda Item # 3</b>	<b>Oversight Visit Report in Bandarban May 2015</b>
<b>Conflict of Interest</b>	N/A
<b>Summary of the presentation and issue to be discussed</b>	
Discussion was taken place about the oversight team visit to Sylhet on 23-25 March 2015 and Bandarban on 13-15 May 2015 to oversee the field level grant implementation according to the predetermined plan of Oversight Committee.	
<b>Constituency</b>	<b>Write content of contributions below</b>
<b>BCCM Coordinator</b>	BCCM Coordinator informed that oversight team visited Sylhet on 23-24 March 2015 under the leadership of OC Chair Mrs. Roxana Quader and made a visit report with some recommendations. BCCM Secretariat sent follow up letter signed by Chairperson, Oversight Committee to BRAC, Save the Children and ICDDR,B. The PRs also responded promptly with the execution of recommended actions.

<b>Principal Recipients</b>	<p>Dr. Nazrul Islam representing National Malaria Control Program said that NMCP tried to do some advocacy to stop sudden upsurge of malaria in the future. NMCP conducted a study and collected some sample data for the investigation study. The data analysis process is ongoing.</p> <p>Dr. Lima Rahman, Chief of Party, Save the Children (STC) responded to the recommendations made on Bandarban visit on 26<sup>th</sup> July 2015 by OC Team that STC followed STI guidelines in which she clearly mentioned that recognized paramedics could give STI treatment. STC had referral system according to WHO guidelines and to include laboratory test in STC services in near future.</p>
<b>GOV</b>	<p>Dr. Mahmudur Rahman, Vice Chair of OC suggested</p> <ul style="list-style-type: none"> <li>• NASP should do the follow up visit to observe PRs implementation of STI program.</li> <li>• OC should scientifically investigate the Malaria hike problems and send recommendations letter to the PRs.</li> </ul> <p>Mr. Helal Uddin, Joint Chief, MOHFW requested Prof. Dr. Abul Faiz to study the reasons of Malaria cases hike last year and the delay for interventions and find alternate ways to stop sudden hike in malaria cases.</p>
<b>Diseases Expert</b>	<p>Prof. Dr. M A Faiz, Malaria expert stated that the oversight visit in Sylhet and BRAC's response on Oversight team's follow up letter. He said that Oversight Team recommended establishing Malaria corner like their DOTs corner in Sylhet Medical College Hospital but BRAC established only RDT corner. OC should send letter again to BRAC to set up Malaria corner with microscopy and RDT availability in RDT corner in Sylhet Medical College Hospital.</p> <p>He explained the possible reason for upsurge malaria in last year. In different countries, mosquitos changed their behaviour. They were used to bite at night time generally but it has been found that they are now biting in the evening and in day time. It is yet to be studied in Bangladesh.</p> <p>He also explained PRs and SRs activities in Bandarban during OC team visit. He suggested</p> <ul style="list-style-type: none"> <li>• To increase awareness raising activities, communication activities and supply of BCC materials for both malaria and TB interventions.</li> <li>• To strengthen of coordination among PR, SRs, Government and Hill Tract District Council specially regarding in planning and coverage the catchment area.</li> <li>• To appoint qualified Medical Assistant who passed under the State Medical Faculty of Bangladesh</li> <li>• PR should strengthen quality assurance system in treatment services with medical professional supervision.</li> <li>• Civil Surgeon and UHFPO should be present during the Oversight team visit.</li> </ul> <p>He explained the reasons of up surging Malaria cases last year as mosquitos/ vectors had changed their behaviors. The Mosquitos used to bite at night generally but they recently bite even at evening and day time.</p> <p>He requested Chairperson of Oversight Committee to advocate MOHFW and the Government to revise National Strategy of Malaria elimination by 2020.</p>
<b>Oversight Chairperson</b>	<p>Ms. Roxana Quader, Chair Oversight Committee suggested to form special team consisting of 3 members to find out the factors and bottlenecks of malaria resurgence last year and to take necessary steps to prevent situation like this in future.</p>
<b>Decisions</b>	<ul style="list-style-type: none"> <li>• <b>A team will be formed consisting of 3 members for the intervention of the problems and recommendations hike of Malaria in hill districts.</b></li> <li>• <b>The OC will send a letter to Health Ministry to review Malaria strategy as early as possible.</b></li> <li>• <b>The BCCM Secretariat also will send letter signed by OC Chairperson to local Health Administrators (Divisional Director, Civil Surgeon and UHFPO) to be a part of visit during the Oversight site visit in their districts and upazilas before the Oversight Visit.</b></li> </ul>

<b>Agenda Item # 4</b>	<b>BCCM Retreat date (last week of September 2015)</b>
<b>Conflict of Interest</b>	N/A
<b>Summary of the presentation and issue to be discussed</b>	
Discussions had taken place on the issue of BCCM Retreat in 2015. Discussion held on Retreat date, Venue and entertainment, a good quality bag for all participants and conveyance for the participants.	
<b>Constituency</b>	<b>Write content of contributions below</b>

<b>BCCM Coordinator</b>	BCCM Coordinator informed the meeting that BCCM Secretariat was waiting for the date of BCCM Retreat 2015. Hon'ble Minister MOHFW would fix the date of BCCM retreat according to his availability. He also informed that BCCM Secretariat had also made a draft budget of BCCM retreat and the budget was sent to OC members through e-mail for review and comments. He described and explained the draft budget as attached Annexure B.
<b>Chairperson</b>	Oversight Chair informed that the BCCM retreat date would be conveyed after the date was confirmed by Hon'ble BCCM Chair & Minister, Ministry of Health and Family Welfare. She also commented that GMS and BCCM Secretariat could share the BCCM Retreat costs as proposed in the draft BCCM Retreat budget.
<b>Decisions</b>	<ul style="list-style-type: none"> <li>• <b>BCCM Retreat 2015 date would be informed to all after the date would be finalized by Hon'ble BCCM Chairperson &amp; Minister, Ministry of Health and Family Welfare.</b></li> <li>• <b>GMS would share the costs for Venue, breakfast, lunch, snacks and other stationary (pen, writing pad, USB drive with BCCM retreat data for all participants. (Budget attached as Annexure B)</b></li> <li>• <b>BCCM secretariat would bear transportation costs for BCCM members and alternate members and Oversight committee members of 2000/= (two thousand taka) per person per day and a good quality bag for all participants in BCCM retreat 2015 and costs for photocopy and name tag for all participants. (Budget attached as Annexure B)</b></li> </ul>

<b>Agenda Item # 5</b>	<b>Travel, transport, conveyance, and perdiem of Oversight Visit for Oversight Committee members, CCM members and Alternate members.</b>
<b>Conflict of Interest</b>	N/A
<b>Summary of the presentation and issue to be discussed</b>	
According to Local Fund Agent recommendation BCCM secretariat needs to endorse travel, transport, conveyance, and perdiem of Oversight Visit for Oversight Committee members, CCM members and Alternate members by the OC. (Draft guideline attached as Annexure B)	
<b>Constituency</b>	<b>Write content of contributions below</b>
<b>BCCM Coordinator</b>	BCCM Coordinator informed that LFA suggested to make a guideline for travel, transport, conveyance, and perdiem of Oversight Visit for the BCCM Oversight Committee Members and BCCM Members and alternate members during their financial audit at BCCM secretariat.
<b>GMS</b>	Mr. Abu Sayeed, Team Leader, GMS Consultants suggested that OC should send the draft guideline for travel, transport, conveyance, and perdiem of Oversight Visit for OC members, CCM members and Alternate members to next BCCM meeting for endorsement.
<b>Decisions</b>	<b>The Draft travel, transport, conveyance, and Perdiem and expenditure guidelines for Oversight visit would send to BCCM meeting for endorsement. (Draft guidelines attached as Annexure B)</b>

<b>Agenda Item # 6</b>	<b>83th BCCM Meeting Agenda( 23 August,2015)</b>
<b>Conflict of Interest</b>	N/A
<b>Summary of the issue to be discussed</b>	
83 <sup>rd</sup> BCCM meeting would be held at the conference room of Ministry of Health and Family Welfare on 23 <sup>rd</sup> August The Agenda of 83 <sup>rd</sup> BCCM meeting :	
<ol style="list-style-type: none"> <li>1) Approval of 82<sup>nd</sup> BCCM meeting Minutes</li> <li>2) Updates on: a) Framework Agreement with Global Fund ; b) Grant Confirmation Signing with the Global Fund ; c) Oversight Function of BCCM; d) BCCM Retreat (Venue, date, budget and other logistics; e) PR Dashboard Technical Assistance</li> <li>3) Endorsement: a) Members and alternate member changes in BCCM; b) Updated TOR for Monitoring Officer and Admin Assistant; c) BCCM Secretariat Budget 2016-2017 (To submit by Sept 2015)</li> <li>4) CCM Funding Agreement and Monitoring Officer</li> </ol>	
<b>Constituency</b>	<b>Write content of contributions below</b>
<b>BCCM Coordinator</b>	BCCM Coordinator read out the draft agenda for 83 <sup>rd</sup> BCCM meeting before the OC meeting.
<b>Chairperson</b>	Ms. Roxana Quader requested OC members to comment on 83 <sup>rd</sup> BCCM meeting agenda.

<b>Decisions</b>	<b>The meeting decided to fix the agenda accordingly for next BCCM meeting to be held on 23<sup>rd</sup> August 2015.</b>
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<b>Agenda Item # 7</b>	<b>Draft BCCM Secretaries Budget for the period of 2016-17</b>
<b>Conflict of Interest</b>	<b>N/A</b>
<b>Summary of the presentation and issue to be discussed</b>	
Discussion was held on draft BCCM Secretariat Budget for the period of 2016-2017.	
<b>Constituency</b>	<b>Write content of contributions below</b>
<b>BCCM Coordinator</b>	BCCM Coordinator informed that according to the letter from Mr. Richard Cunliffe FPM, CT the Global Fund on 29th June 2015 BCCM Secretariat should prepare budget for next two years (2016-2017) and submit before 30th September 2015. BCCM secretariat prepared budget following the Global Fund guidelines. Draft budget was sent electronically to all the members for their kind review. He requested the members to endorse this budget and forward it to next BCCM meeting for endorsement.
<b>GMS</b>	Mr. Abu Sayeed, Team Leader, GMS, suggested BCCM Secretariat should follow the Global Fund guidelines on Secretariat Budget.
<b>Oversight Chairperson</b>	Ms. Roxana Quader requested OC members to review the BCCM secretariat budget and send the comments within three working days. .
<b>Decisions</b>	<b>The meeting decided that OC members would review the budget for BCCM Secretariat for 2016-17 by next three working days from Oversight Committee meeting date. Then BCCM Secretariat would incorporate their feedback and comments and send this budget to next BCCM meeting for endorsement.</b>

<b>Agenda Item # 8</b>	<b>a) Follow up letter for Oversight Visit in Sylhet in March 2015 b) Technical Working Group (TWG) meeting for TB, Malaria &amp; HIV/AIDS.</b>
<b>Conflict of Interest</b>	<b>N/A</b>
<b>Summary of the presentation and issue to be discussed</b>	
a) Oversight team visited Sylhet on 23-24 March 2015 and made a follow up letter b) According to Global Fund guidelines Technical Working Group meeting for TWG, Malaria and HIV/AIDS should sit quarterly under the leadership of Line Director.	
<b>Constituency</b>	<b>Write content of contributions below</b>
<b>BCCM Coordinator</b>	BCCM Coordinator informed that Oversight team visited during Sylhet on 23-24 March 2015. The team prepared report on that visit. In accordance with their recommendations, BCCM Secretariat sent follow up letter signed by Oversight Chair to the relevant PRs for necessary measures. BCCM Secretariat also got feedback / response letter from the PRs about their works.  He also informed that according to the Global Fund guidelines disease-wise technical working group (TWG) should meet quarterly. He also informed that BCCM Secretariat received only TB TWG meeting minutes in this quarter. He requested NMCP and NASP Line Director to conduct TWG meeting quarterly as it is mandatory. Otherwise fund disbursement from the Global Fund might be hampered.
<b>Chairperson</b>	The Chairperson suggested for sending letter to the Line Directors TB, NMCP and NASP to complete TWG meeting according to plans.
<b>Decisions</b>	<b>BCCM Secretariat would send letter to Line Directors of NTP, NMCP and NASP to hold the TWG meeting quarterly and send the minutes to BCCM Secretariat on time for smooth eligibility performance assessment of BCCM by the Global Fund.</b>

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



**Roxana Quader**  
Chairperson  
Oversight Committee, BCCM  
&

Additional Secretary (PH&WHO), MOHFW

**Annexure A**

**Draft Budget for BCCM Retreat**

sl	Item	Total Unit	Unit cost (BDT)	Total cost (BDT)	Total Cost (US\$)	Remarks	Fund Sources
1	Venue including (Breakfast, Tea, Lunch, afternoon snacks, sound system and multimedia projector)	100		500000	6452	Package	GMS/ USAID
6	USB drive with retreat data	80	400	32000	413		
6	Pen	100	50	5000	65		
7	Pad	100	60	6000	78		
	<b>Sub Total</b>			543000	7008		
	<b>15% VAT on Sub Total</b>			81450	1051		
	<b>Total A</b>			624450	8059		
8	Photocopy	100	100	10000	130		BCCM Secretariat
9	Name Tag with less	100	40	4000	52		
11	Transportation For participants	100	2000	200000	2581		
12	Good quality Bag/ participant	100	2000	200000	2581		
	<b>Sub Tota</b>			414000	5344		
	<b>15% VAT on Sub Total</b>			62100	802		
	<b>Total B</b>			476100	6144		
	<b>Grand Total (Total A+Total B)</b>			1100550	14201		

Annexure –B

**DRAFT BCCM TRAVEL AND PER DIEM POLICY**

The following is a summary of BCCM policy and procedure as regards the calculation and award of per diem to CCM Members and CCM Secretariat staff. These policies are reflected in the BCCM budgeting process as line items are estimated. Per Diem is awarded for these categories as follows:

**A. BCCM members and alternates for attending CCM meetings from the CSO Constituencies residing outside Dhaka City.**

In Bangladesh, BCCM members or their alternates will be paid travel and per diem allowances for attending scheduled CCM meetings according to these rules:

**Per Diem & M&IE:** Tk. 4000/= (Per Diem Tk. 1500/= and Lodging Tk. 2500/=) allowance per day /person to include lodging.

**Travel:** Additionally, BCCM members or alternates from CSO constituency receive a travel stipend not exceed of Tk. 5000 one-way (calculated on the basis of actual transportation costs) per person or BCCM secretariat will arrange the travel and transport.

**Local Conveyance:** Non CCM oversight committee members may be allowed local conveyance of Tk.1500/=for attending scheduled CCM meetings.

**B. Oversight Committee members and Secretariat Staff for scheduled site visits outside Dhaka City**

When traveling on oversight site visits outside of the Dhaka City, Oversight Committee members, BCCM members and their alternate and BCCM Secretariat staffs are entitled to travel and per diem allowances as follows:

**Per Diem and M&IE:** Tk. 1500/= per day/person; **Lodging**, not to exceed Tk. 2500/= per day/person and **Incidentals Allowance**, not to exceed Tk. 500/= per day/person.

**Travel:** Additionally, Oversight Committee Members, BCCM members or alternates from the Government and CSO constituency receive a travel stipend of Tk. 5000/= – 8000/= one-way (calculated on the basis of actual transportation costs) per person or BCCM secretariat will arrange the travel and transport.

Per Diem days are calculated as follows:

- 00-06 hours – ¼ per diem
- 07-12 hours – ½ per diem
- 13-14 hours – ¾ per diem
- 19-24 ours – full per diem and lodging

**C. Oversight Committee members and Secretariat Staff for scheduled site visits within Dhaka City**

**Travel:** Oversight Committee Members, BCCM members or alternates from the Government and CSO constituency receive a travel stipend/costs of Tk. 1500/= per day per person or BCCM secretariat will arrange the travel and transport.