

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

Subject: Minutes of 6th Oversight Meeting

Date (dd.mm.yy)	04.11.2015
Venue of the meeting	Conference Room of CCM
Meeting started	12:00 AM
Meeting adjourned	01:30 PM
Meeting Chaired by	Prof. Dr. Mahmudur Rahman, Director IEDCR & Vice Chair, Oversight Committee of BCCM
Meeting facilitated by	Manaj Kumar Biswas, BCCM Coordinator
Total number of participants	26
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 the 5 rd oversight meeting minutes
Agenda Item # 2	CCM dashboard presentation by PRs (April-June 2015)
Agenda Item # 3	Oversight Visit Report at BRAC Office in August 2015
Agenda Item # 4	BCCM Retreat report (held 15 September 2015)
Agenda Item #5	84th BCCM Meeting Agenda(to be held November, 2015)
Agenda Item #6	Draft BCCM Secretaries Budget for the period of 2016-17
Agenda Item #7	Updates on : a) Follow up letter for Oversight Visit in Bandarban in May 2015 b) Technical Working Group (TWG) meeting for TB, Malaria & HIV/AIDS. c) Management letter from GF to NTP and NMCP d) Cash Transfer from GF to BRAC

Minutes of each agenda item

Agenda Item # 1	Approval of the 4 th oversight meeting minutes
Conflict of Interest	N/A
Summary of the issues to be discussed	
At the outset of the meeting, Prof. Dr. Mahmudur Rahman, Vice Chair BCCM Oversight Committee and Director, IEDCR, Ministry of Health and Family Welfare welcomed the participants at the meeting.	
Constituency	Write content of contributions below
BCCM Coordinator	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 5 th Oversight Committee meeting minutes. He also requested the members of Oversight Committee to approve the last meeting minutes, if there was no comment.
Chairperson	The Chair, Prof. Dr. Mahmudur Rahman, Director, IEDCR, 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 4 th Oversight Committee meeting minutes.
Decisions	The meeting decided to approve the 5th Oversight Committee (OC) meeting minutes with incorporation of statement on Malaria Corner in MAGOMC, Sylhet.

Agenda Item # 2	CCM dashboard presentation by PRs (April-June 2015)
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
All PRs presented their grant implementation status through Oversight Dashboard which were 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.	
Constituency	Write content of contributions below
BCCM Coordinator	BCCM Coordinator Mr. Manaj Kumar Biswas requested all PRs to present quarterly performance of grant implementation through dashboard. He informed that SEAR Constituency was going to make a regional proposal on cross boarder issues regarding HIV/Malaria to be submitted next June 2016. He updated that HIV/AIDS grant confirmation sign was pressing. It would be signed very short time.
Government	Mr. Md. Helal Uddin, Joint Chief, Ministry of Health and Family welfare member of oversight committee suggested that the issues would be raised during the bilateral meeting between Bangladesh and India. He suggested NTP to take extra efforts to solve problems.
GMS	Mr. Abu Sayeed, Lead Consultant, GMS proposed OC that all PRs should present their dashboard in every meeting. He also suggested that all PRs should present their dashboard in one slide. Mr. Ahmedul Ghani, Consultant, GMS, proposed to include diseases profile indicators.
BL/ML	Dr. Sukumar Sarkar, Senior Technical Policy Adviser, recommended that NTP should include some initiative in Government Plan so that NTP did some analytical work. He requested BRAC to complete SR selection process and sign agreement with SR. .
KAP	Mrs. Hena Akter, President, Sex Worker Network, suggested OC to make all documents in Bangla so that KAP and others could understand and gave feedback. She also requested that OC should arrange some visit for ICAAP participants.
Principal Recipients NMCP	Dr. Nazrul Islam, Consultant NMCP, presented CCM dashboard on behalf of LD, NMCP. He informed OC that Fund disbursement took 150 days instead of 45 days. In the Management indicators time bound action not fulfilled, it past deadline, One position vacant in Key Management position. No contractual agreement signed yet. He also informed that three indicators achieved their target. The number of clinical malaria cases with positive diagnosis by RDT and microscopy's achievement was 173%.Number of PF cases receiving ACT according to National Guideline-achievement was 175%, Number of Severe Malaria cases treated-achievement was 116%. He also informed that the Malaria cases were decreasing than previous year as well as death also decreasing up to July 2015. NMCP faced cross border challenge as most of the Malaria areas were near the India's border and NMCP found that most of the cases were imported from India.
BRAC Malaria	Dr. Moktadir Kabir, Senior Program Manager, Malaria Program, BRAC informed that Cumulative expenditure was more due to reprogramming and actual conversion rate of expenditure (lower than budgeted). Key Management Positions were fulfilled. Contractual arrangement is continued with the SRs. All reports are received accurately, completely and timely. All indicators achievements were more than their target.
NTP	Dr. Mujibur Rahman, National Consultant TB, presented the CCM dashboard on behalf of LD, NTP. He informed that NTP could not procure health a non-health products as budgeted in the absence of procurement agent. In addition, some staff positions remains vacant till date. Development of central medical store on going and establishing PSM unit in NTP. Difference between current stock and safety stock in red mark but PSM committee preparing for next order. Number of all TB cases increased due to more detection of Smear Negative and EP cases. All indicators achieved their targets except Number of laboratory-confirmed MDR-TB patients enrolled on second-line anti-TB treatment. It achieved 68% of their target. Low achievement due to shortage of cartridges during the quarter. NTP

	could not procure directly by Global Fund grant.
TB Expert	Prof. Dr. Asif Mahmud, Senior Technical Adviser, Challenge TB informed that GeneX-pert was new technology machine. It was produced very limited by internal company. NTP made progress to procure new machine and also repair some old machine. The problem would solve from the next quarter.
BRAC TB	Dr. Shyla Islam, Program Manager, TB Program BRAC, presented the CCM dashboard for BRAC TB. She informed that Disbursement made by GF according to fund request .All indicators achieved their target. PR management position are 100% filled. All reports are received on time from SRs to PR.
ICDDR	On behalf of Director, Center for HIV/AIDS,ICDDR, Mr. Dr. AKM Masud Rana, Project Coordinator, presented quarterly performance of grant implementation through oversight dashboard with regard to programmatic, financial and management aspect. He informed that all indicators achieved their target.
Save The Children	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 Achievement of STI episodes increased from P16 (P4) due to shifting of clinical service modality of FSW Intervention. VCT performance significantly increased from P16 (P4) due to establishment of HTC centers and strengthening HTC centers and significantly increased in P22(P10) due to increasing demand for HTC among PWID and FSWs. She agreed with NTP problems. She informed that she would follow up the procurement department work on NTP's procurement.
Diseases Expert Malaria	Prof. Dr. M A Faiz suggested PRs to include a paragraph where achievements were more than target and explained the reason of upsurge.
Chairperson	Prod. Dr. Mahmudur Rahman requested all PRs to prepare one page dashboard and present from next OC meeting. He also requested TWG to change Malaria elimination strategy and re-set up their target. He also concerned of 68% achievement of TB patient enrollment and requested OC to take it as an issue to track. He also requested Save the Children to help NTP's procurement. He also requested NTP and BRAC to make separate MDR TB report from the next time. He suggested that the different target of ICDDR and save the Children Bangladesh should be same indicators. He also requested all Line Directors to attend OC meeting.
Decisions	<ul style="list-style-type: none"> • The meeting decided that BCCM dash Board presentation would be brief according to the indicator(by NMCP, NTP, BRAC, ICDDR,B, Save the Children). PRs will make short presentation and send to BCCM Secretariat along with Oversight Dashboard. • TWG will propose to Govt. to change Malaria national elimination strategy and re-set up their target. • The meeting decided that NTP and BRAC would make separate MDR TB report from the next time. • NTP will complete their procurement under GF grant with support of Save the Children as early as possible. • The OC meeting suggested that all Line Directors who are working GF grant should attend OC meeting and the meeting decided to send a letter to all Line Directors attending the OC meeting.

Agenda Item # 3	Oversight Visit Report at BRAC Office in August 2015
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
Discussion was taken place about the oversight team visit to BRAC Office on 2 nd August 2015 to oversee the PRs office grant implementation according to the predetermined plan of Oversight Committee.	

Constituency	Write content of contributions below
BCCM Coordinator	BCCM Coordinator informed that oversight team visited BRAC Office, Mohakhali, Dhaka on 02 nd August 2015 under the leadership of Chair of OC Mrs. Roxana Quader and made a visit report with some recommendations. BRAC responded promptly with the execution of recommended actions.
Diseases Expert	<p>Prof. Dr. M A Faiz, Malaria Expert described the oversight visit in Sylhet, Bandarban and BRAC Office Dhaka and sent follow up letter. On the basis of recommendations made by Oversight team BRAC established RDT corner in Sylhet Medical College Hospital. He suggested BRAC to establish Malaria corner using microscopy rather than RDT corner only.</p> <p>He recommended for TB</p> <ul style="list-style-type: none"> • All Government and private Medical Colleges across the country should have DOTS corner • All major Jails should have DOTS Centre. • Progress of TB as a notifiable diseases • There was a suggestion to collaborate with other key stakeholders in the TB implementation ie USAID funded project Challenge TB and SIAPS on technical assistance to NTP. A collaboration meeting was planned for allocating optimum resources considering all stakeholders. • It was noted during discussions that Rapid Test Kits (RTKs) were last provided by FHI360 and the supply will probably end prior to September, 2015. Till now no steps have been taken to ensure a continued supply of RTKs. It was suggested that issue be raised with the Global Fund as soon as possible <p>He recommended for Malaria</p> <ul style="list-style-type: none"> • NMCP should revisit the Malaria National strategic Plan 2015-2020 considering the huge upsurge in 2014 • There is a transition plan for Sylhet. It was requested that the plan should be shared • Tracking malaria by recording headcounts system needs to be established.
Decisions	<ul style="list-style-type: none"> • The meeting acknowledged the update on the Oversight visit at BRAC office • The meeting decided that next oversight visit would be in second half of December 2015.

Agenda Item # 4	BCCM Retreat 2015
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
The BCCM Retreat 2015 held at the cruise ship Fleming on 15 September 2015.	
Constituency	Write content of contributions below
BCCM Coordinator	BCCM Coordinator informed the meeting that BCCM Retreat was held under the leadership of Mr. Zahed Maleque, MP, Hon'ble State Minister of MOHFW. Syed Monjurul Islam, Secretary MOHFW and Vice Chair BCCM was presided the retreat workshop. He also requested to OC to send the retreat report to next 84 BCCM meeting for endorsement.
Decisions	The meeting acknowledged the update on the BCCM Retreat

Agenda Item # 5	84th BCCM Meeting Agenda (to be held November 8, 2015)
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
Constituency	Write content of contributions below
BCCM Coordinator	BCCM Coordinator requested OC members to discussed about the CCM agenda
GMS	Mr. Abu Sayeed, Team Leader, GMS Team suggested CCM meeting agenda should be listed in order of priority as: (1) approval of the CCM meeting (last meeting); conflict of interest (3) Oversight Committee Report: Summary PR quarterly performance (for HIV, TB & Malaria). For each PR report should focus on: a. Management; b. Program; c. Finance and d. PSM.

Decisions	Summary of oversight presentation should be presented. BCCM Secretariat would prepare the BCCM agenda according to the discussion on this meeting.
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Agenda Item # 6	Draft BCCM Secretaries Budget for the period of 2016-17
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
Discussion was held on draft BCCM Secretariat Budget for the period of 2016-2017.	
Constituency	Write content of contributions below
BCCM Coordinator	BCCM Coordinator informed that according to the letter from Mr. Richard Cunliffe FPM, CT the Global Fund on 29th June 2015 and 83 rd BCCM Meeting decision budget review committee prepared budget for next two years (2016-2017) 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.
GMS	Mr. Abu Sayeed, Team Leader, GMS, suggested BCCM Secretariat should follow the Global Fund guidelines on Secretariat Budget.
Decisions	The meeting decided to send that the revised BCCM Secretariat budget for 2016-17 according to the recommendations to next 84th BCCM meeting for endorsement.

Agenda Item # 7	Updates on : a) Follow up letter for Oversight Visit in Bandarban in May 2015 b) Technical Working Group (TWG) meeting for TB, Malaria & HIV/AIDS. c) Management letter from GF to NTP and NMCP d) Cash Transfer from GF to BRAC
Conflict of Interest	N/A
Summary of the presentation and issue to be discussed	
a) Oversight team visited Bandarban on May 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. c) GF sent Management letter to NTP and NMCP d) GF sent Cash Transfer to BRAC	
Constituency	Write content of contributions below
BCCM Coordinator	<p>BCCM Coordinator informed that Oversight team visited during Bandarbanon May 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.</p> <p>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.</p> <p>He also informed that GF had sent Management letter and BRAC Cash transfer which were circulated to all CCM members and PRs. The recommendations and issues should be followed.</p>
Chairperson	The Chairperson suggested for sending letter to the Line Directors TB, NMCP and NASP to complete TWG meeting according to plans.
Decisions	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. The meeting decided that OC would request BCCM for permanent technical support for

	Oversight Committee from any development partner to smoothly function Oversight activities align with BCCM.
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As there were no other issues to discuss, the Chairperson thanked all the participants for their attendance and wrapped up the meeting.



Prof. Dr. Mahmudur Rahman
Vice Chair
Oversight Committee, BCCM
&
Director, IEDCR, MOHFW



Bangladesh Country Coordinating Mechanism

Oversight Committee (Strategy and Planning) members list of BCCM

6th Oversight Committee Attendance Sheet

Date: 04 November, 2015

No.	Category	Salutation	NAME	INSTITUTION	TITLE	Telephone	Email	Constituency	MEMBER	GENDER	Signature
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	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	CSH ISJ	Senio techniacl Adviser	01819238333	asifmud60@gmail.com	GOV	Member	Male	
8	ML/BL	Mr.	Leo Kenny ✓	UNAIDS	Country Director	0173 0335 892	kennyl@unaid.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	Director	0171 1524 905	bplsadi@bol-online.com	PS	Member	Male	
12	CSO	Mr.	Zahedul Islam	SIAPS	Country Project Director	01713238655	zaislam@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 Support	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	CCM Sec	Mr.	Rasel Bin Hossain	CCM Sec.	Intern Fellow	1714511111	bin.rasel@gmail.com	CCM		Male	

