

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

Oversight Committee Meeting Minutes

Chairperson : **Ms. Roxana Quader, Additional Secretary (PH & WHO), MOHFW**
Date : 20 May, 2014
Time : 11.00 am to 12.30 pm
Venue : Additional Secretary Office Room

Agenda:

1. Introduction
2. Update on Fund Allocation by GF for Bangladesh for the period of 2014-2016
3. Budget of Oversight Activities in BCCM Secretariat.
4. TOR of Oversight Committee
5. Oversight Work Plan
6. Technical Assistance for dashboard and training of oversight committee members on dashboard
7. CV of Oversight Committee Members

Discussions:

The first meeting of New CCM Oversight Committee was convened at the Additional Secretary (PH&WHO) Office in Ministry of Health and Family Welfare on May 20, 2014. The meeting was chaired by Ms. Roxana Quader, Additional Secretary (PH&WHO), Ministry of Health and Family Welfare

Chair Ms. Roxana Quader welcomed the new committee members and expressed her heartiest interest to move ahead with this committee and take part in the best practice and uses of Global Fund Grant to fight against TB, Malaria and HIV/AIDS. She requested Mr. Manaj Kumar Biswas, BCCM Coordinator to start discussions in accordance with the agenda.

Agenda 1: Introduction

Chair asked oversight committee members to introduce themselves as the committee meet first time. The members introduced themselves and expressed their highly interest to work with BCCM and take part to fight against TB, Malaria and HIV/AIDS through oversight the committee.

Agenda 2: Update on fund allocation by GF for Bangladesh for the period of 2014-2016

BCCM Coordinator Manaj Kumar Biswas went through fund detail which was allocated by GF for Bangladesh for the period of 2014-16. He also informed the committee that GF sent a letter to NASP to return their unused fund of last NASP grant.

Chair asked CCM Coordinator to place the GF letter on refunding NASP allocation next meeting.

Mr. Dr. Mahmudur Rahman asked Coordinator present situation of NASP on Concept Note development. He said that NASP would submit their concept note in August NASP faced some problems on scoring during last period of proposal submit to the GF. He wanted to know the progress of concept note of other PRs as per Global Fund guide line.

Mr. Manaj replied that CCM Secretariat always tried to know the NASP's progress on concept note develop. CCM mailed NASP and other PRs to send update on concept note development through e-mail. And CCM also sent its Monitoring Officer Mr. Rajab to remind them. But PRs verbally informed CCM that the work was progressing and they would submit it to CCM first week of June.

Chaired advised Coordinator to sent letter to PRs to let Oversight Committee know the update of Concept Note Development.

Agenda 3: Budget for oversight activities in BCCM Secretariat.

BCCM Coordinator informed committee members that GF approved \$ 200 for every meeting and \$ 500 (including travel, lodging and food for 2-3 members team) for every oversight visit. Each person who will visit to program implementation site will get Tk 3000 per day as per-diam and daily allowance including lodging. CCM will arrange transport for oversight committee members to site visit within this budget.

Prof. Dr. M. A. Faiz, expert on Malaria remarked on Oversight meeting file and folder. He advised BCCM Secretariat to make by name file and folder so that members could preserve the information.

Dr. Mahmudur Rahman told Coordinator to arrange Transport Allowance for Non CCM Members who are included in Oversight Committee as members and will attend oversight committee meeting.

Agenda 4: TOR of Oversight committee

BCCM Coordinator went through the Term of Reference of Oversight Committee as per GF manual.

Prof. Mahmudur Rahman proposed to re write the TOR based on the GF guidelines and more understandable manner.

The Chair told Coordinator to write a revised TOR according to GF Guideline for new committee and sent it to all members at the earliest.

Agenda 5: Oversight work plan

BCCM Coordinator informed oversight committee that BCCM Secretariat shared the draft oversight plan for next one year and seek suggestions comments and feedback on this. He explained that planned visit eight areas of Bangladesh to oversee the GF grant implementation, its progress and problems to fight against TB, Malaria and HIV/AIDS. He also described about the visiting team composition and Oversight Committee Meeting plan.

Dr. Mahmudur Rahman proposed that each teams should comprising two from oversight committee and one from CCM secretariat.

The Chair proposed that Oversight Committee members and PRs should be informed 15 days before oversight committee visit. PR would inform SR and SSRs about the Oversight Committee visit.

Agenda 6: Technical Assistance for dashboard and training of oversight committee members on dashboard.

Manaj Kumar Biswas informed that Grant Management Solution (GMS), an US base consultant group, would give technical assistance to Oversight committee establishing dashboard and would provide technical training to oversight committee members on dashboard and oversight activities. He also explained that according to Mr. Kazim Hizbullah's mail CCM performance Assessment is not necessary at this moment but

it is required for BCCM and also required dashboard for oversee the grant implementation. He seeks the suggestions from oversight committee about the TA application to USAID. It will be together for performance assessment and dashboard or separately?

Oversight committee members discussed on this issue and suggested to apply for TA of both issues.

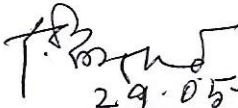
Agenda 7: CV of Oversight Committee Members

The chair request to oversight committee members to send their CV to CCM secretariat within one week after this meeting .

Decisions

- 1) CCM secretariat will send Oversight Committee Chair signed letter to Line Directors (NTP, NMCP, NASP) for updating oversight committee progress on concept note development according to GF guide line. (Agenda 2)
- 2) The meeting decided that the Oversight Committee would propose to CCM for approval of 1000 BDT as travel cost per person for non CCM oversight committee members for attending oversight committee meeting as well as CCM meeting.
- 3) CCM secretariat will make revised TOR for oversight committee of BCCM according to GF guide line and more understandable manner and send to all oversight committee members. **(Agenda 4)**
- 4) Oversight Plan for next one year (July 2014-June 2015) endorsed by the Oversight Committee and CCM Coordinator would submit next at CCM meeting for CCM endorsement. Visiting Team will be comprising 2-3 members (1/2 member from Oversight Committee and another from CCM secretariat **(Agenda 5)**
- 5) The meeting decided that TA request for Oversight Dashboard and Performance Assessment would send together to the USAID . **(Agenda 6)**
- 6) The meeting decided that Oversight Committee members would send their CV to CCM secretariat by next one week after this meeting. **(Agenda 7)**

As there is no other issue to discuss, Ms. Roxana Quader, Chairperson of Oversight Committee meeting thanked all participants for their valuable and lively contribution to this meeting and announced closure of the meeting.



29.05.2014

Ms. Roxan Quader

Chairperson of POversight Committee of BCCM
& Additional Secretary, MOHFW

Annexure A:

Participants of the meeting:

1. Ms. Roxana Quader, Additional Secretary (PH&WHO), Ministry of Health & Family Welfare, Bangladesh Secretariat, Dhaka-1000.
2. Prof. Dr. Mahmudur Rahman, PhD, Director- IEDCR, Mohakhali, Dhaka-1212.
3. Prof. Dr. M A Faiz, Ex-DG, DGHS & Malaria Expert as member, Professor of Medicine, Former Director General of Health Services, Principal Investigator, Malaria Research Group, Bangladesh
4. Prof. Dr. Asif Mujtaba Mahmud, IEDCR , TB Expert Mohakhali, Dhaka-1212.
5. Dr. Sukumar Sarker, , Senior Technical & Policy Adviser, USAID, Office of Population, Health and Nutrition, USAID/Bangladesh, US Embassy, Baridhara, Dhaka 1212.
6. Ms. Momena Khatun, Alternative member, High Commission of Canada, Gulshan 2, Dhaka-1212.
7. Mr. Shahedul Islam (Helal), Director, FBCCI, Managing Director, Bengal Pacific (Pvt.) Ltd, House # 15, Road # 12, Block # F Niketan, Gulshan-1, Dhaka-1212.
8. Sk. Md. Rajab Ali, Monitoring Officer, BCCM Secretariat

Annexure B:

Oversight Plan for next one year