



Country Coordinating Mechanism (BCCM)

Ministry of Health and Family Welfare
Health Services Division

BCCM Secretariat

Subject: Minutes of the 21st Oversight Committee meeting.

Date (dd.mm.yy)	02.07.2018
Venue of the meeting	Conference Room, Ministry of Health and Family Welfare, Bangladesh Secretariat
Meeting started	11:00am
Meeting adjourned	01.30pm
Meeting Chaired By	Mr. Md. Habibur Rahman Khan Additional Secretary (PH&WH), HSD, MOHFW; and Chair, Oversight Committee of BCCM
Meeting Steered by	Mr. Manaj Kumar Biswas Coordinator, BCCM Secretariat
Total number of participants	26
Meeting attendance	<ul style="list-style-type: none">• Members of Oversight Committee: 10• Principal Recipients (PRs): 12• BCCM Secretariat Staff: 02• Others: 02 (MOHFW-01; GAC-01)
Attendance list	Yes
Others supporting document	Yes

Meeting Agenda:

Agenda No.	Title of Agenda
Part One	
01	Approval of 20 th OC Meeting Minutes
02	Oversight Visit Report (Sylhet Division; SC & NMEP)
03	Update: <ul style="list-style-type: none">a. Technical Committee (former TWG) meeting updated by Chairsb. KAP coverage by ASPc. Publication of prevalence survey by NTP
04	Travel and per-diem SOP of GoB PRs
05	DOTS center at UPHCP Clinics in City Corporations
06	Performance letter for PRs from The Global Fund and progress
Part Two	
07	Recovered money send back to the Global Fund Secretariat by NTP
08	BCCM Procurement Meeting Minutes and implementation status
09	Bank Account (local currency) for SEA Constituency funding
10	AOB - Inclusion of Mr. Md. Hafizur Raman Chowdhury, Deputy Secretary (WH-2), HSD, MOHFW in the Oversight Committee

The meeting started at 11:00am and was chaired by **Md. Habibur Rahman Khan**, Additional Secretary (PH&WH), HSD, MOHFW and Chair, BCCM Oversight Committee. At the commencement, Hon'ble Chair on behalf of BCCM Oversight Committee welcomed all the participants. The Chair requested BCCM Coordinator to steer the meeting in accordance with set agenda.

Accordingly, BCCM Coordinator started presenting the agenda one by one. The participants took part in the discussion and lead to the decisions.

Conflict of Interest: No Conflict of Interest has been reported.

DISCUSSION(S) AND DECISION(S):

Agenda Item # 1: Approval of 20th OC Meeting Minutes.

BCCM Secretariat: Mr. Manaj Kumar Biswas, BCCM Coordinator presented 20th OC meeting decisions and updates.

The Chairperson: Mr. Md. Habibur Rahman Khan, Additional Secretary (PH&WH), HSD, MOHFW and Chair of the Oversight Committee requested the participants to express their opinion.

Issues and Discussions by the Constituencies:

Oversight Visit Team composition:

BCCM Secretariat: M. Harun-Or-Rasid, Deputy Coordinator of BCCM Secretariat informed (as part of the presentation) the meeting that the decision of last meeting to limit Oversight Committee member (who will be financed by BCCM Secretariat) to 5 persons (01 MOHFW staff; 03 Disease expert and 01 PSM/Finance Expert or KAP) will be effective from next visit outside Dhaka. There will be no limit for ML/BL partners as their organization finance their cost.

OC member(s): Dr. A. E. Md. Muhiuddin Osmani, Joint Chief (Planning Wing), MOHFW explained that composition can be based on needs and expected outcome of the visit. Thus the total participants might be limited but composition should be open.

Prof. Mahmudur Rahman PhD, former Director, IEDCR and Vice Chair, BCCM Oversight Committee agreed with the opinion and proposed to make the participants from different experts group open maintaining total number.

The Chairperson: Mr. Md. Habibur Rahman Khan, Additional Secretary (PH&WH), HSD, MOHFW and Chair of the Oversight Committee agreed and concluded that Oversight visit team combination will be flexible maintaining the number of participants.

HIV Technical Committee endorsement:

BCCM Secretariat: M. Harun-Or-Rasid, Deputy Coordinator of BCCM Secretariat informed (as part of the presentation) the meeting that the Technical Committee of HIV/AIDS was presented to 20th OC meeting. The meeting decided to send new committee to the next BCCM meeting for endorsement. BCCM Secretariat has included the issue in the agenda of 94th BCCM Meeting.

Mr. Manaj Kumar Biswas, BCCM Coordinator, BCCM Secretariat informed the meeting that 94th BCCM meeting found the committee too large in terms of number of members. The meeting recommended to reduce committee member to below 20.

Principal Recipient(s): Prof. Dr. Shamiul Islam, Chair, HIV Technical Committee informed the meeting that they have already amended the committee accordingly and will present it to the next BCCM meeting for endorsement.

Technical Assistance for BCCM Strengthening:

BCCM Secretariat: M. Harun-Or-Rasid, Deputy Coordinator of BCCM Secretariat informed (as part of the presentation) the meeting that Oversight Committee recognized the necessity of Technical Assistance for BCCM strengthening and suggested to communicate with different development partner for financial support.

Mr. Manaj Kumar Biswas, BCCM Coordinator informed the meeting that communication has been done with three organization (i.e. Stop TB Partnership, UNAIDs and The Global Fund Secretariat) for financial support. Challenge TB apologized that they have no scope to provide such support

now and referred to The Global Fund Secretariat. The Global Fund Secretariat did not respond to the email request till date. UNAIDs has agreed to manage funding which is currently under process and hope to be managed soon.

Decision: *The 21st OC meeting confirmed and approved of the 20th OC meeting and endorsed these meeting minutes.*

The 21st OC meeting acknowledged the decision implementations status of 20th OC meeting.

The 21st OC meeting also decided to amend the decision regarding Oversight Visit team. The team composition will be flexible in marinating member of visiting team within 5 members (diseases expert, PSM& Finance expert, KAP/ Others) supported by BCCM Secretariat. But visiting Oversight Team members from MLBL Constituency shall be included as much as possible as earlier with their own organization's costs. Visit participant shall be communicated personally in consultation of OC Chair or lead member.

Agenda Item # 2: Oversight Visit Report (Sylhet Division; SC & NMEP).

Discussions by the Constituencies:

BCCM Secretariat: Mr. Manaj Kumar Biswas, BCCM Coordinator informed the meeting that 20th Oversight Committee decided to skip Sylhet Division visit reports which is included in this meeting for endorsement. Save The Children and National Malaria Elimination Program visit report has recently been signed and circulated to the stakeholders which can also be endorsed here.

Principal Recipient(s): Dr. Lima Rahman, Chief of Party, Save The Children informed the meeting that correction is required under the program management of Save The Children. The coverage of PWID has been decreased actually 47% to 36% (which is shown 41% in the report). So, it is better to correct the information for future reference.

The Chairperson: Mr. Md. Habibur Rahman Khan, Additional Secretary (PH&WH), HSD, MOHFW and Chair, BCCM Oversight Committee suggested to correct the information accordingly.

Decision(s): *The 21st meeting of BCCM Oversight Committee endorsed the oversight visit reports of Sylhet division and Save The Children & National Malaria Elimination Program subject to correction of information regarding PWID Coverage by Save The Children.*

Agenda Item # 3a: Update - Technical Committee (former TWG) meeting updated by Chairs.

Discussions by the Constituencies:

BCCM Secretariat: Mr. Manaj Kumar Biswas, BCCM Coordinator requested Chairs of Technical Committees to update the meeting.

Technical Committee Chair(s): Prof. Dr. Shamiul Islam, Chair, TB Technical Committee informed the meeting that they have detailed discussion on Zero TB Initiatives which is upcoming program under USAID funding. Zero TB has prepared a strategy for the program. As urban TB program is vital for the success of National TB Program, a subcommittee has been formed to review the strategy critically within seven days. If the strategy is found in line with the National Strategy, it would be sent for final approval of the ministry. A study has been approved for preventive measures of latent TB cases living close to the TB patients. Another important issue discussed in the meeting was the recruitment of laboratory technologist.

Dr. Mushiqur Rahman, Epidemiologist, NMEP informed the meeting, on behalf of Chair, Malaria Technical Committee that they have conducted 42nd Malaria Technical Committee. The meeting discussed about the performance of this year which reflected that the performance has been satisfactory. But the committee raised their concern about the first contact of patients. Detailed

analysis of malaria death cases revealed that every patient's first contact was quack doctors and reached appropriate treatment facility at the last moment. This situation needs to be changed.

Prof. Dr. Shamiul Islam, Chair, HIV Technical Committee informed the meeting that last meeting of HIV Technical Committee has discussed about the current HIV treatment services and its expansion. The program has identified 9 new positive cases among FDMN and started complete services for all HIV patients.

Decision(s): *The 21st meeting of BCCM Oversight Committee acknowledged the update of TB and Malaria Technical Committee meetings*

Agenda Item # 3b: KAP coverage by ASP.

Discussions by the Constituencies:

BCCM Secretariat: Mr. Manaj Kumar Biswas, BCCM Coordinator informed the meeting that the KAP Coverage by National AIDS and STD Program needs to increase coverage of KAP, according to the National Strategic Plan.

Principal Recipient(s): Prof. Dr. Shamiul Islam, LD TBL & ASP informed the meeting that ASP is already working on the issue. New service centers have been planned. Once the recruitment is done, the coverage of KAP will be increased and it is expected to be completed soon.

Decision(s): *The 21st meeting of BCCM Oversight Committee acknowledged the update regarding KAP Coverage by the ASP under HPNSP 2017-2022.*

Agenda Item # 3c: Publication of prevalence survey by NTP.

Discussions by the Constituencies: No discussion was done.

Decision(s): *No decision was made.*

Agenda Item # 4: Travel and per-diem SOP of GoB PRs.

Discussions by the Constituencies:

BCCM Secretariat: Mr. Manaj Kumar Biswas, BCCM Coordinator informed the meeting that 20th Oversight Committee formed a sub-committee to work on the issue to come up with a feasible solution considering The Global Fund and GoB policies. The committee has conducted one meeting where only NMEP from GoB PRs and icddr,b from NGO PRs were present. During the meeting, BCCM Secretariat has been informed that the PRs have already agreed with The Global Fund after several discussions. Later on, The Global Fund's Sr. Fund Portfolio Manager (Mr. Richard Cunliffe) communicated with BCCM Secretariat upon receipt of 20th OC meeting minutes and informed BCCM Secretariat that they have invested many hours on it and came to a solution. Thus, they are not interested to work further on it. He also commented that it is a management issue and TGF Country team is responsible for that. In this circumstance, BCCM Coordinator proposed to the agenda.

OC member(s): Dr. Muhiuddin Osmani, Joint Chief (Planning wing), MOHFW expressed that the email from TGF reveal that ToR of Oversight Committee does not covers such management issues to deal with. In such situation, Oversight Committee might need to review their ToR for further clarification.

Prof. Dr. Mahmudur Rahman, Former Director, IEDCR and Vice Chair, BCCM Oversight Committee informed the meeting that he has reviewed the ToR after receiving such communication and found that the ToR is prepared in very broadly. So, BCCM Oversight Committee may take initiative to review the ToR and make it more specific for future.

BCCM Secretariat: Mr. Manaj Kumar Biswas, BCCM Coordinator informed the meeting that a workshop has been planned with the support from UNAIDS and expected to be held soon. The ToR can be reviewed and updated during the workshop.

Decision(s): *The 21st meeting of BCCM Oversight Committee decided that Government PR's DSA will be applicable according to the SOP which is agreed by the Government PRs with the GF Secretariat and Country Team. The meeting decided to dissolve the sub-committee for the DSA review as the issue is already solved.*

The 21st meeting of BCCM Oversight Committee also decided to discuss in details TOR for Oversight Committee and area(functional) of oversight in the proposed orientation workshop for OC members for better performance of BCCM Oversight Committee.

Agenda Item # 5: DOTS center at UPHCP Clinics in City Corporations.

Discussions by the Constituencies:

BCCM Secretariat: Manaj Kumar Biswas, BCCM Coordinator informed the meeting that DOTS Centers were using UPHCP premises. But due to some unavoidable circumstances, DOTS centers were relocated to the rented houses. Now there is an opportunity to use UPHCP premises in four city corporation areas. Primary discussion has been done with LGRD ministry and they agreed to provide premises. If TB PRs agree, they may communicate formally with the ministry to relocate DOTS corners in UPHCP.

Principal Recipient(s): Dr. Saifur Reza, Manager, BRAC TB Program informed the meeting that they had an MoU with UPHCP up to 2015 which had not renewed by UPHCP. If DOTS centers are to be relocated in their premises, new agreement needs to be done.

Prof. Dr. Shamiul Islam, LD TBL & ASP explained that urban TB is one of the upcoming focus of NTP. UPHCP is providing health services to the urban inhabitants. So, relocating DOTS corners in the UPHCP clinics will strengthen TB program.

OC member(s): Prof. Dr. Mahmudur Rahman PhD, Vice Chair of BCCM opined that the issue should come through Technical Committee. The Committee will discuss about the prospect and constrains of the decision with a special focus on technical issues. If the committee feels important, they will recommend and initiatives will be taken from Line Director of NTP.

The Chairperson: Mr. Md Habibur Rahman Khan, Additional Secretary (PH&WH) and Chair Oversight Committee suggested that a letter could be sent to the Secretary, Local Government Division for this proposed collaboration to set up the DOTS center in UPHCP Clinics in the four City Corporation areas. He also suggested that TB Technical Committee could assess the situation of UPHCP clinics to establish DOTS center in UPHCP Clinics.

Decision(s): *The 21st meeting of BCCM Oversight Committee decided to send the issue to the TB Technical Committee for assessment and recommendation based on technical issues.*

The 21st meeting of BCCM Oversight Committee also decided to send a request letter (based on recommendation of TB Technical Committee) to Secretary, Local Government Division (Attention with Director General, Local Government Division) for collaborating with UPHCP project to place DOTS center in UPHCP Clinics in the four City Corporation areas with the signature of the Chair Oversight Committee.

Agenda Item # 6: Performance letter for PRs from The Global Fund and progress.

Discussions by the Constituencies:

BCCM Secretariat: Manaj Kumar Biswas, BCCM Coordinator informed the meeting that The Global Fund practices to send Performance letter for each PRs periodically. The letter includes program rating, management actions etc. Recently, The Global Fund has sent performance for PRs and the issue is included in agenda to update Oversight Committee members. He also requested PRs to update on the management action based on the performance letter from GF Secretariat for the period of July to December 2018.

Principal Recipient(s): Prof. Dr. Shamiul Islam, LD TBL & ASP explained that the rating has been decreased due to some issues e.g. barriers on training, delay of recruitment etc. NTP has achieved most other targets.

OC member(s): Dr. A. Mannan Bangali, Former NPO, WHO and member, BCCM Oversight Committee commented that programmatic achievement of NTP is very close to 100%. He also requested Line Director, NTP explain whether management actions are related to that gap or some other issues.

Principal Recipient(s): Prof. Dr. Shamiul Islam, LD TBL & ASP explained that one TB-HIV meeting was not conducted in due time. And this delayed performance has made the rating lower.

Prof. Dr. Shamiul Islam, LD TBL & ASP explained that the rating of ASP has been affected by delayed dissemination of end-line survey. The activity was outsourcing but could not be done in time (already completed). Another issue was to open Bank Account (Savings Account) to secure some income from the fund which is also done.

Mr. Milon Kanti Barua, Program Head, BRAC TB program, informed the meeting that MDR TB cases target has not been achieved. Another indicator is referral from private sector. These have affected the rating of BRAC TB rating.

Decision(s): *The 21st meeting of BCCM Oversight Committee acknowledged the update on management actions based on performance letters to PRs and suggested to PRs to take necessary steps to meet management action within the timeline.*

Agenda Item # 7: Recovered money send back to the Global Fund Secretariat by NTP.

Discussions by the Constituencies:

BCCM Secretariat: Manaj Kumar Biswas, BCCM Coordinator informed the meeting that The Global Fund has communicated to deposit the misused fund to The Global Fund bank account in USD.

OC member(s): Mr. Md. Hafizur Rahman Chowdhury, Deputy Secretary (WH-2) informed the meeting that the money refund is critical as it requires permission from Bangladesh Banks, approval from different ministries.

Prof. Dr. Mahmudur Rahman, Former Director, IEDCR and Vice Chair, BCCM Oversight Committee proposed to request Line Director, TBL & ASP to discuss with Sr. Fund Portfolio Manager, during his upcoming visit, to arrange deposit money to the NTP's TGF related accounts. And TGF can adjust from their disbursements.

The Chairperson: Mr. Md Habibur Rahman Khan, Additional Secretary (PH&WH) and Chair Oversight Committee requested TB Line Director to discuss the issue with Sr. Fund Portfolio Manager during the upcoming visit.

Decision(s): *The 21st meeting of BCCM Oversight Committee acknowledged the recovery of money by NTP.*

The 21st meeting of BCCM Oversight Committee decided that Chair of the Oversight Committee would discuss with the GF Country Team during their upcoming visit from 15 July to 19 July 2018 about the refund process and negotiate "how to adjust this recovered money from the NTP's upcoming disbursement without sending back to GF Secretariat as there is no process/policy of sending Foreign Currency to outside country without any business (export and import) dealing".

The 21st meeting of BCCM Oversight Committee also decided that BCCM Secretariat would coordinate to fix the meeting of OC Chair and GF CT during 15-18 July 2018.

Agenda Item # 8: BCCM Procurement Meeting Minutes and implementation status.

Discussions by the Constituencies:

BCCM Secretariat: Manaj Kumar Biswas, BCCM Coordinator informed the meeting that 5th Procurement Committee meeting has been conducted and meeting minutes has been shared with members. An email endorsement has also requested to take next step. Accordingly, BCCM Secretariat has published EOI for enlistment and recruitment circular for Intern for IT & Assistant to Board Member.

OC member(s): Mr. Motaher Hossen, Chair of BCCM procurement committee informed that meeting that BCCM Secretariat has some listed assets which are of small amount but became burden for the office to store and carryover. Thus, the procurement committee has set an intended price for functioning assets and rest are suggested to sell as scrap.

The Chairperson: Mr. Md Habibur Rahman Khan, Additional Secretary (PH&WH) and Chair Oversight Committee opined to authorize procurement committee to implement decisions taken in the 5th meeting of BCCM Procurement committee.

Decision(s): *The 21st meeting of BCCM Oversight acknowledged and endorsed the 5th BCCM Procurement meeting minutes.*

The 21st meeting of BCCM Oversight decided to authorize BCCM procurement committee to complete recruitment of "Intern-IT and Website Management" and "Assistant to the Board Member" and enlisting the travel agency for ticketing for the SEA delegation to attend GF Board related meetings next two years according to decision of the 5th BCCM Procurement meeting minutes.

Agenda Item # 9: Bank Account (local currency) for SEA Constituency funding.

Discussions by the Constituencies:

BCCM Secretariat: Manaj Kumar Biswas, BCCM Coordinator informed the meeting that BCCM Secretariat has operating a foreign currency account to received fund for The Global Fund board member affairs from The Global Fund. Now, a local currency Bank Account is required for smooth functioning of The Board Member affairs. Thus, decision is required to open a new bank account with name of BCCM Secretariat.

The Chairperson: Mr. Md Habibur Rahman Khan, Additional Secretary (PH&WH) and Chair Oversight Committee agreed to open a separate account (local currency) for SEA Constituency funding. The bank will be selected according to the government policy.

Decision(s): *The 21st meeting of BCCM Oversight Committee decided to open a separate bank Local currency account for SEA Constituency Funds for TGF board affairs and Board Member related activities.*

Agenda Item # 10: AOB – Inclusion of Mr. Md. Hafizur Raman Chowdhury, Deputy Secretary (WH-2), HSD, MOHFW in the Oversight Committee.

Discussions by the Constituencies:

BCCM Secretariat: Mr. Manaj Kumar Biswas, BCCM Coordinator informed the meeting that BCCM Secretariat works closely with World Health-2 section of MOHFW. Government PRs and BCCM Secretariat receive funds from The Global Fund through this section. Thus, inclusion of Mr. Md. Hafizur Rahman Chowdhury in the Oversight Committee of BCCM will further facilitate the program implementation.

The Chairperson: Mr. Md. Habibur Rahman Khan, Additional Secretary (PH&WH) and Chair Oversight Committee requested check rules and regulation relating to Oversight Committee and

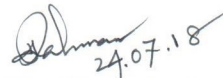
proposed to include Mr. Md. Hafizur Rahman Chowdhury, Deputy Secretary (WH-2), HSD, MOHFW if everyone agrees.

BCCM Secretariat: Mr. Manaj Kumar Biswas, BCCM Coordinator informed the meeting that there is no barrier to include another member.

OC member(s): Oversight members, present at the meeting, agreed to include Mr. Md. Hafizur Rahman Chowdhury, Deputy Secretary (WH-2), HSD, MOHFW as new oversight member.

Decision(s): *The 21st meeting of BCCM Oversight Committee decided to include Mr. Md. Hafizur Rahman Chowdhury, Deputy Secretary (WH-2), HSD, MOHFW in the BCCM Oversight Committee.*

Having no other issues to discuss, the Chairperson thanked all the participants for their attendance and active participation and wrapped up the meeting.



Md. Habibur Rahman Khan
Additional Secretary (PH&WH)
Health Services Division, MOHFW,
and
Chair, Oversight Committee of BCCM