



# Country Coordinating Mechanism (BCCM)

Ministry of Health and Family Welfare  
Health Services Division

## BCCM Secretariat

Subject: Minutes of the 22<sup>nd</sup> Oversight Committee meeting.

Date (dd.mm.yy)	14.10.2018
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	<b>Mr. Md. Habibur Rahman Khan</b> Additional Secretary (PH&WH), HSD, MOHFW; and Chair, BCCM Oversight Committee
Meeting Steered by	<b>Mr. Manaj Kumar Biswas</b> Coordinator, BCCM Secretariat
Total number of participants	15
Meeting attendance	<ul style="list-style-type: none"><li>• Members of Oversight Committee: 06</li><li>• Principal Recipients (PRs): 05</li><li>• BCCM Secretariat Staff: 04</li></ul>
Attendance list	Yes
Others supporting document	Yes

### Meeting Agenda:

Agenda No.	Title of Agenda
<b>Part One</b>	
01	Approval of 21 <sup>st</sup> OC Meeting Minutes
02	Oversight Visit Report (Dhaka Division)
03	Update: <ul style="list-style-type: none"><li>a. Technical Committee Meeting updates by Chairs, Technical Committee (HIV, TB and Malaria)</li><li>b. Progress update (Programmatic, Finance and PSM)</li><li>c. Progress update on Catalytic Fund and RHSS Component of GFATM Grant (BRAC)</li></ul>
<b>Part Two</b>	
04	Costed Workplan of BCCM Secretariat for 2019
05	Draft agenda of next BCCM meeting
06	AOB

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 welcomed all the participants on behalf of BCCM Oversight Committee. The Chair requested BCCM Coordinator to steer the meeting in accordance with set agenda.

Accordingly, BCCM Coordinator started presenting 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 21<sup>st</sup> OC Meeting Minutes.**

**BCCM Secretariat:** Mr. Manaj Kumar Biswas, BCCM Coordinator presented 21<sup>st</sup> OC meeting decisions and updates. He also informed the meeting that only six Oversight Committee members are present in the meeting. According to the governance guideline no decision can be taken or endorsement can be done with attendance less than 51%.

**The Chairperson:** Mr. Md. Habibur Rahman Khan, Additional Secretary (PH&WH), HSD, MOHFW and Chair of the Oversight Committee proposed to skip the agenda today since it should be discussed in the next meeting to be endorsed.

**OC member(s):** Oversight Committee members, present in the meeting, agreed with the proposal of the Chairperson.

**Decision:** *The 22<sup>nd</sup> OC meeting decided to send the agenda (endorsement of 21<sup>st</sup> OC meeting minutes) to the next meeting i.e. 23<sup>rd</sup> OC meeting.*

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**Agenda Item # 2: Oversight Visit Report (Mirzapur and Kaliakoir).**

**Discussions by the Constituencies:**

**BCCM Secretariat:** Mr. Manaj Kumar Biswas, BCCM Coordinator informed the meeting that the visit report has been signed and shared with PRs and other stakeholders recently. So, PRs did not get adequate time to take actions. Considering the time frame since sharing, PRs may update in the next meeting. Besides, endorsement of the report is to be send to next meeting due to the inadequate attendance of members to endorse the visit report.

**The Chairperson:** Mr. Md. Habibur Rahman Khan, Additional Secretary (PH&WH), HSD, MOHFW and Chair of the Oversight Committee proposed to skip the agenda today since it should be discussed in the next meeting to be endorsed.

**Decision(s):** *The 22<sup>nd</sup> OC meeting decided to send the agenda (endorsement of visit report) to the next meeting i.e. 23<sup>rd</sup> OC meeting.*

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

**Discussions by the Constituencies:**

**BCCM Secretariat:** Mr. Manaj Kumar Biswas, BCCM Coordinator requested Chairs of Technical Committees to update the meeting shortly, only important issues. He also informed the meeting that “Re-location of DOTs center in UPHCP” has been sent to TB Technical Committee meeting for discussion and decision.

**Technical Committee Chair(s):** Prof. Dr. Shamiul Islam, Chair, TB Technical Committee informed the meeting that the issue was discussed with members of TB Technical Committee but no progress has been made yet as they have not received any formal communication from LGRD. Due to having no contact person, they were also unable to move forward. He also informed the meeting that as urban TB is a priority of current national TB control program, NTP has planned to address the issue after discontinuation of agreement with LGRD. But, they will still welcome UPHCP clinics and provide necessary support if they come up with any proposal. However, NTP can also assess the prospect if any communication can be established between NTP and LGRD.

Dr. M. M. Akhtaruzzaman, DPM, Malaria (on behalf of Chair, Malaria Technical Committee) informed the meeting that they have conducted 43<sup>rd</sup> Malaria Technical Committee on 30 September 2018. The meeting discussed FDMN related activities, malaria situation of 2018, update on joining

of surveillance medical officer and vector control efforts. It was noticed that malaria has significantly decreased in 2018. Private sector engagement was another focus as it is vital in current context of malaria program.

**Decision(s):** *The 22<sup>nd</sup> meeting of BCCM Oversight Committee acknowledged the updates of Technical Committee meetings.*

*The 22<sup>nd</sup> meeting of BCCM Oversight Committee also decided that BCCM Secretariat will provide communication detail of LGRD to NTP to move forward with the issue of DOTs Center in UPHCP.*

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**Agenda Item # 3b: Progress update (Programmatic, Finance and PSM).**

**Discussions by the Constituencies:**

**BCCM Secretariat:** Mr. Manaj Kumar Biswas, BCCM Coordinator informed the meeting that progress updates of PRs are included in this meeting as decided in earlier meeting of Oversight Committee. He also informed that funding agreements for Dashboard Reconstruction is under process. Thus, PRs were requested to present their updates in three section i.e. Programmatic, Finance and PSM using PowerPoint presentation, Microsoft Excel etc. as comfortable. He also informed the meeting that HIV PR's communicated earlier that they are unable to attend and present program update in this meeting due to pre-set schedule with The Global Fund Country team members.

**Principal Recipient(s):** Dr. M. M. Akhtaruzzaman, DPM, NMEP informed the meeting that malaria case and death has reduced by 67% and 54% respectively during 2018 (up to September) compared to the same period of 2017. No death has been reported till date from 8 elimination districts. Total 15,56,400 LLINs has been distributed which includes 326,300 among FDMN. Among FDMN, 74,079 tests have been done and 14 positives found during this year. NMEP was able to manage adequate health products timely which resulted zero stock out. Currently, the program has 10 month's RDT and 8 months ACT-24 tabs in stock. NMEP was able to spend 76% of its total budget which may increase upon receipt of direct payment from The Global Fund to the VPP for procurements of health products. Salary of NPO (Malaria) for WHO is budgeted under NMEP grant which is not recruited by WHO yet and caused low burning rate.

Dr. Shamsun Naher, Program Manager, Malaria, BRAC informed the meeting that they have achieved all programmatic targets i.e. diagnosis of suspected cases (109%), treatment of positive cases (100%) and village doctors' orientation (101%) while LLIN distribution was 243% due to advance distribution of LLIN among the beneficiaries and distribution among FDMNs which was not planned. The program was able to spend 96% of its budget where cumulative expenditure is 92%. Due to adequate support from NMEP, no facilities reported stock out during this year.

Dr. Saifur Reza, Senior Manager, TB Control Program, BRAC informed the meeting that they have successfully completed the dashboard with new indicators. Thus, they have prepared and shared their dashboard for April – June 2018 quarter. The dashboard shows, the program has achieved all of their programmatic indicators with some over achievements. For example, number of notified child TB cases has achieved 126% as they have recently strengthened X-ray facilities with new set up with financial support of The Global Fund grants. Regarding financial indicators, BRAC TB program was able to spend 85% of their budget. He also informed the meeting that they procure only X-ray films which is now in stock for next four months.

Prof. Dr. Shamiul Islam, Line Director, ASP and NTP informed the meeting that NTP team was working on their Dashboard for new grants. But, upon receipt of information of consultancy for dashboard development, they stopped working on it. Like BRAC, NTP might be able to reconstruct the dashboard for new grant and they will try to adopt the dashboard before next oversight committee meeting. If necessary, they may take support from BRAC for this development.

**The Chairperson:** Mr. Md. Habibur Rahman Khan, Additional Secretary (PH&WH), HSD, MOHFW and Chair of the Oversight Committee proposed that other PRs can also try to adopt dashboard for new grant as proposed by NTP. He proposed to bring new dashboard in the next Oversight Committee meeting.

**Decision(s):** *The 22<sup>nd</sup> meeting of BCCM Oversight Committee acknowledged the updates of PRs. The 22<sup>nd</sup> meeting of BCCM Oversight Committee also decided that PRs should develop their dashboard in line with new grant, if necessary, with support from BRAC.*

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**Agenda Item # 3c: Progress update on Catalytic Fund and RHSS Component of GFATM Grant (BRAC).**

**Discussions by the Constituencies:**

**BCCM Secretariat:** Mr. Manaj Kumar Biswas, BCCM Coordinator reminded the meeting that Bangladesh has received USD 13 million from The Global Fund to further improvement of the program. He requested BRAC TB program to provide update on implementation of the funding.

**Principal Recipient(s):** Dr. Saifur Reza, Senior Manager, BRAC TB Control Program informed the meeting that BRAC have received USD 12 million which is designed to inspire innovation and ambitious approaches driven by evidence to maximize impact on priority areas. From the country context, the funding was made for active case finding according to the priority of national prevalence survey. Besides, GoB received USD 1 million for strengthening national data system. He also explained that the funding activities under BRAC TB program include TB screening for child TB (under 15 years age group), elderly people, pregnant women; sputum camp targeting factory, garment workers and mobile population e.g. drivers; prisoners and investigation support etc. BRAC has achieved all targets of these indicators.

Prof. Dr. Shamiul Islam, Line Director, ASP and NTP opined that the issue should be discussed in detail and send to CCM for further discussion. He explained that investigation support to the TB patients are creating differentiations within the program. The Global Fund is permitting both subsidization of diagnosis expenditure and with fee TB diagnosis where national program has no provision to do similar. Thus, discrimination is found in implementing National TB program.

**The Chairperson:** Mr. Md. Habibur Rahman Khan, Additional Secretary (PH&WH), HSD, MOHFW and Chair of the Oversight Committee proposed to arrange a separate meeting with GoB PRs for detailed discussion.

**Decision(s):** *The 22<sup>nd</sup> meeting of BCCM Oversight Committee acknowledged the progress of implementation of Catalytic Funds of The Global Fund.*

*The 22<sup>nd</sup> meeting of BCCM Oversight Committee also decided to send the issue to the next CCM meeting for further discussion.*

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**Agenda Item # 4: Costed Workplan of BCCM Secretariat for 2019.**

**Discussions by the Constituencies:**

**BCCM Secretariat:** Mr. Manaj Kumar Biswas, BCCM Coordinator informed the meeting that BCCM Secretariat will need to submit the costed workplan 2019 to the Global Fund's CCM Hub by end of this year. BCCM Secretariat has drafted costed workplan 2019 (annex A) in line with the previous years budget, except addition of one staff for BCCM Secretariat which was endorsed in 91<sup>st</sup> BCCM Meeting. Total budget amount is USD 98,710. He also informed the meeting that the costed workplan needs to be endorsed by the CCM and possibly 96<sup>th</sup> BCCM Meeting. As it might be the last of this year (considering the upcoming election), it is important to endorsed in 96<sup>th</sup> BCCM meeting. Thus, oversight committee may recommend BCCM to endorse after review and updated. Excel version is displayed though overhead projectors. However, the budget will get approval through formal procedures of government system.

**OC member(s):** Oversight Committee members, present in the meeting, reviewed the proposed costed workplan according to budget line items. Oversight committee agreed with the proposal of one additional staff for BCCM Secretariat (Administrative Assistant) as per the decision of 91<sup>st</sup> BCCM meeting.

**Decision(s):** The 22<sup>nd</sup> meeting of BCCM Oversight Committee decided to endorsed the budget (attached as Annexure A).

The 22<sup>nd</sup> meeting of BCCM Oversight Committee also decided to send the budget to next BCCM meeting (96<sup>th</sup>) for BCCM's endorsement.

The 22<sup>nd</sup> meeting of BCCM Oversight Committee decided that the budget will be finalized by review and updated by Oversight Chair before sending to Global Fund's CCM Hub.

**Agenda Item # 5: Draft agenda of next BCCM meeting.**

**Discussions by the Constituencies:**

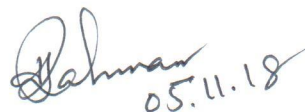
**BCCM Secretariat:** Manaj Kumar Biswas, BCCM Coordinator informed the meeting that draft agenda of 96<sup>th</sup> BCCM meeting has been shared in file. He also opined that as the meeting is scheduled on 16 October 2018, some further addition might be done.

**OC member(s):** BCCM Oversight Committee carefully reviewed the draft agenda of the 96<sup>th</sup> BCCM meeting suggested to make the agenda as shown in the decision of this agenda item.

**Decision(s):** The 22<sup>nd</sup> meeting of BCCM Oversight proposed following agenda for next 96<sup>th</sup> BCCM Meeting:

Agenda Item no	Agenda Item	Facilitators
Agenda Item: 1	Approval of the 95 <sup>th</sup> BCCM meeting minutes	BCCM Secretariat
Agenda Item: 2	Program update (TB, Malaria and HIV) presentations as Program**	Disease wise update presentation, Govt and Non-Govt will make the presentation together
Agenda Item: 3	Costed workplan of BCCM Secretariat for 2019	BCCM Secretariat
Agenda Item: 4	Updates on:	
	a. Progress update on Catalytic Fund & RSSH component to GFATM Grant	BRAC
	b. The GF CT team visit and introducing new LFA team	Richard
	c. BCCM Orientation 2018 (Retreat)	Chair-Oversight Committee
Agenda Item: 5	Miscellaneous.	

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

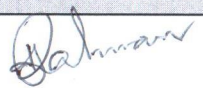

  
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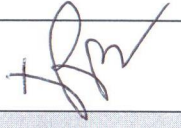




**Md. Habibur Rahman Khan**  
Additional Secretary (PH&WH)  
Health Services Division, MOHFW,  
and  
Chair, Oversight Committee of BCCM

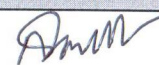
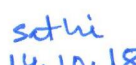

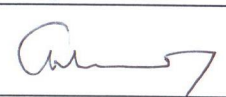
**Bangladesh Country Coordinating Mechanism**  
**22nd Oversight Committee Meeting**  
**Attendance Sheet**

Vanue: Conference Room, MOHFW

Date: 14 October 2018

No	Salutation	NAME	Organisation	Title (Designation)	Phone	Email	Constituency	Membership Status	Signature
<b>Chair &amp; Vice Chair</b>									
1	Mr.	Md. Habibur Rahman Khan	MOH&FW	Addl. Secratry (PH&WH)	+8801821716062	<a href="mailto:hbr02@yahoo.com">hbr02@yahoo.com</a>	GOV	Chair of the OC	
2	Mr.	Prodip Ranjan Chakrabortay	MOHA	Additional Secretary	+8801715055491	<a href="mailto:prc5287@yahoo.com">prc5287@yahoo.com</a>	GOV	Vice Chair of OC	
3	Prof.	Dr. Mahmudur Rahman, PhD	MOH&FW	Former Director, IEDCR	+8801711595139	<a href="mailto:mrahman57@hotmail.com">mrahman57@hotmail.com</a>	Academia	Vice Chair of OC	
<b>Disease Specialist- Malaria</b>									
4	Prof.	Dr. Meerjady Sabrina Flora	MOH&FW	Director, IEDCR	+8801713083893	<a href="mailto:meerflora@yahoo.com">meerflora@yahoo.com</a>	Academia	Member	
5	Dr.	A. Mannan Bangali	Independent	Former NPO, WHO	+880171300 8858	<a href="mailto:ambangali@yahoo.com">ambangali@yahoo.com</a>	Malaria Expert	Member	
<b>Disease Specialist- TB</b>									
6	Prof.	Dr. Asif Mujtaba Mahmud	<i>Independent</i> IEDCR	TB Expert	+8801819238333	<a href="mailto:asifmahmud60@gmail.com">asifmahmud60@gmail.com</a>	Private	Member	
7	Dr.	Iftexhar Rashid	USAID	Health System Strenthening	+880175537029	<a href="mailto:irashid@usaid.gov">irashid@usaid.gov</a>	ML/BL	Member	
<b>Disease Specialist- HIV</b>									
8	Dr.	Tasnim Azim	Independent	HIV Expert	+8801713090403	<a href="mailto:azim.tasnim@gmail.com">azim.tasnim@gmail.com</a>	Academia	Member	
9	Dr.	Saima Khan	UNAIDS	HIV Expert	+8801730057832	<a href="mailto:khans@unaids.org">khans@unaids.org</a>	ML/BL	Member	
<b>Specialist-Finance</b>									
10	Dr.	A. E. Md. Muhiuddin Osmani	MOH&FW	Jt Chief, Planning	+8801817117703	<a href="mailto:osmani_mu@yahoo.com">osmani_mu@yahoo.com</a> , <a href="mailto:muhiuddin.osmani@gmail.com">muhiuddin.osmani@gmail.com</a>	GOV	Member	
11	Mr.	Milon Kanti Datta	BHBCOP	Member Secretary	+8801727346990	<a href="mailto:milon.kanti.datta@gmail.com">milon.kanti.datta@gmail.com</a>	FBO	Alternate	

No	Salutation	NAME	Organisation	Title (Designation)	Phone	Email	Constituency	Membership Status	Signature
<b>Program Management Specialist</b>									
12	Mr.	Md. Motaher Hossain	MOH&FW	Deputy Secretary (WH-1)	+8801779212099	<a href="mailto:motaher6679@gmail.com">motaher6679@gmail.com</a>	GOV	Member	
13	Mr.	Md. Hafizur Rahman Chowdhury	MOH&FW	Deputy Secretary (WH-2)	01711666996	<a href="mailto:hrchowdhury123@gmail.com">hrchowdhury123@gmail.com</a>	GOV	Member	
14	Ms.	Gabrielle Mathieu	GAC	First Secretary	+8801713013199	<a href="mailto:gabrielle.mathieu@international.gc.ca">gabrielle.mathieu@international.gc.ca</a>	BL	Member	
15	Mr.	Kamrul Hasan Kenedy	Renata Limited	Head of Inst. Buss & Health Care product	+8801817049448	<a href="mailto:kenedy@renata-ltd.com">kenedy@renata-ltd.com</a>	PS	Member	
<b>Procurement Specialist</b>									
16	Mr.	Zahedul Islam	Independent	Former Country Director, MSH/SIAPS	+8801713238655	<a href="mailto:zaheduli@gmail.com">zaheduli@gmail.com</a>	Procurement Speciasit	Member	
17	Dr.	S. M. Abu Zahid	USAID	Team Leader, GH Pro	+8801711886886	<a href="mailto:smzahid@hotmail.com">smzahid@hotmail.com</a>	ML/BL	Alternate	
<b>KAP-PLHIV</b>									
18	Mr.	Ahsanul Alam Kishore	PLWD	PLHIV	+8801833104791	<a href="mailto:ahsanul.kishore@gmail.com">ahsanul.kishore@gmail.com</a>	PLHIV	Member	
19	Ms.	Aleya Akter Lily	CSW's Network of Bangladesh	KAP TB	+8801816657732	<a href="mailto:showshg@gmail.com">showshg@gmail.com</a>	KAP-TB	Member	
<b>The Global Fund CCM Expert</b>									
20	Mr.	Abu Sayeed	Techai	GF CCM Expert	+8801711521145	<a href="mailto:asayeed@techai.com">asayeed@techai.com</a>	Consultant	-	
21	Mr.	Ahmedul Ghani	Techai	GF CCM Expert			Consultant	-	
<b>BCCM Secretariat</b>									
22	Mr.	Manaj Kumar Biswas	BCCM Secretariat	BCCM Coordinator	+8801718171958	<a href="mailto:bccmcoordinator@gmail.com">bccmcoordinator@gmail.com</a>	CCM	Member (Non Voting)	
23	Mr.	Mohammad Harun-Or-Rasid	BCCM Secretariat	Deputy Coordinator	+8801817524001	<a href="mailto:dc.bccm@gmail.com">dc.bccm@gmail.com</a>	CCM	Non voting - Administrative Support	

No	Salutation	NAME	Organisation	Title (Designation)	Phone	Email	Constituency	Membership Status	Signature
24	Mr.	Nityananda Sardar	BCCM Sec.	Intern - IT Support and Website Maintenance	+8801717175652	<a href="mailto:apusardar07@gmail.com">apusardar07@gmail.com</a>	BCCM Sec.	Non voting - Administrative Support	
25	Ms.	Sathi Biswas	BCCM Sec.	Assistant to Board Member	+8801793562623	<a href="mailto:sathibiswasir6th@gmail.com">sathibiswasir6th@gmail.com</a>	BCCM Sec.	Non voting - Administrative Support	 14.10.18
<b>PRs</b>									
1	Prof.	Dr. Sanya Tahmina	NMEP	Director CDC & LD NMEP	+8801819454279 +8801914198680	<a href="mailto:directordcbd@gmail.com">directordcbd@gmail.com</a>	Malaria	Member	
	Dr.	M M Aktaruzzaman	NMEP	DPM- Malaria	+8801711302584	<a href="mailto:mmaktaruzzaman93@gmail.com">mmaktaruzzaman93@gmail.com</a>	Malaria	Alternate	
2	Prof.	Dr. Md. Shamiul Islam	ASP and NTP	Line Director	+8801712591887	<a href="mailto:directordcbd@gmail.com">directordcbd@gmail.com</a>	TB & HIV	Member	
	Dr.	Md. Belal Hossain	NASP	Deputy Director & PM, NASP	+8801711894740	<a href="mailto:drbelalhossain4963@gmail.com">drbelalhossain4963@gmail.com</a>	HIV/AIDS	Alternate	
	Dr.	Rupali Shishir Banu	NTP	National Program Coordinator	+8801915875905	<a href="mailto:npcntpban@gmail.com">npcntpban@gmail.com</a>	TB	Alternate	
	Mr.	Md. Akhtaruzzaman	NASP	Sr. Manager	+8801712610145	<a href="mailto:zaman_bd06@yahoo.com">zaman_bd06@yahoo.com</a>	HIV/AIDS	Alternate	
3	Dr.	Akramul Islam	BRAC	Director, TB, Malaria and WASH	+8801711837746	<a href="mailto:akramul.mi@brac.net">akramul.mi@brac.net</a>	Malaria	Member	
	Dr.	Moktadir Kabir	BRAC	Program Head	+8801714091490	<a href="mailto:moktadir.k@brac.net">moktadir.k@brac.net</a>	Malaria	Alternate	
	Dr.	Shayla Islam	BRAC	Program Head	+8801730348893	<a href="mailto:shayla.i@brac.net">shayla.i@brac.net</a>	TB	Alternate	
4	Dr.	Sharful Islam Khan	ICDDR'B	Scientist and Head, Program for HIV and AIDS, Infectious Disease Division	+8801713040944	<a href="mailto:sharful@icddr.org">sharful@icddr.org</a>	HIV/AIDS	Member	
	Dr.	A. K. M. Masud Rana	ICDDR'B	Project Coordinator	+8801730727953	<a href="mailto:akmrana@icddr.org">akmrana@icddr.org</a>	HIV/AIDS	Alternate	





Section 1. General Information

CCM Name:	CCM Bangladesh
CCM Agreement No:	BGD-CFUND-1707
Starting Date:	01 January 2019
Year of Agreement:	Year 3
Currency:	USD

GRAND TOTAL (Fixed Costs + Activities) =	98,710 USD
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Section 2. Fixed costs and HR positions covered by CCM Funding Agreement

2A. Fixed Costs

No.	Cost Grouping	Performance Area	Description	Total Year (in USD/EUR)	Assumptions / comments
1	Human Resources	Alignment	Human Resources (Secretariat staffs)	71,814	BCCM Secretariat staff salary HR budget mentioned below: a) BCCM Coordinator US\$2963*13 months=37219, b) Deputy Coordinator US\$1815*13 months=23595, c) Administrative Assistant US\$800*13 months=10400; Health insurance US\$200*3 staff= US\$600. Total budget for HR =a+b+c+d= US\$71814 (Seventy One Thousand Eight Hundred Fourteen US Dollar Only. According to necessary inclusion of One Administrative Assistant proposed in BCCM Secretariat with GF Funding, because grant size is huge in Bangladesh and need to coordination and collaboration among 7 PRs, 60 SRs and SSRs, 66 CCM members, 13 PRs representative, 3 Observers, 8 Constituency including (8 ministries, ERD, NBR, FBO, NGO, KAP, PLHIV, TB Community, Academic Researcher, Private Sector, Multilateral Bilateral Constituencies, Non CCM OC members, Executive Committee, Oversight Committee, Local Consultative Group, Donor Consortium, South East Asian Regional Program PR & SR, GF Country Team, LFA etc) ,
2	Indirect and Overhead Costs	Alignment	Office rental and supplies	2,380	<b>Stationary</b> for BCCM Secretariat ( Black ball pen, red ball pen, green ball pen, files, folders, different size envelopes, nives, highlighter pen, markers, clips, stapler pin, tissue box, toilet tissue, note book, eraser, sharpener, pencils, and other office stationary items monthly US\$40, yearly total =US\$ 480, in 2019. <b>Office Maintenance</b> : Minor renovation at BCCM Secretariat office, purchasing small things, electricity bills, water bills, news paper bills, Tea, milk, coffee, coffee mate, biscuits etc per month =US\$ 100 total =US\$ 1200 in 2018. It is estimated according to last year and USD 100 will be added for maintenance quality seven layer electronic water filter to change some filters and carbons and for this reason needs about more US\$ 100 for maintains and total =US\$1300 for YR 2019. <b>Computer Accessories</b> : Toner for printer, photocopiers, modem, USB drive, portable hard disk, small services for computer, printers, photocopiers etc. BCCM Secretariat needs at list two toner per month for printer and one toner will be needed for photocopier. At least US\$ 50 needed for these costs per month and total US\$ 600 per year in 2019.
3	Indirect and Overhead Costs	Alignment	Overhead cost (itemized fees to manage CCM funding)	5,100	<b>Office Internet cost</b> = BDT 3500 and Two Internet Modem for BCCM Staff per months working during outside office =BDT1200 total BDT 4700 = US\$ 60 per month and for this YR 2019 US\$720, <b>Telephone &amp; Communication</b> ((1)Offland line telephone cost BDT 800 per month=US\$10*12 months=US\$120 the YR 2019, (2) Mobile phone cost of BCCM Coordinator BDT 2000 per month=US\$ 25 per month*12 month=US\$ 300, (3) Deputy Coordinator BDT 1300 =US\$ 16.6*12 months=US\$ 200 per year, (4) Mobile Bill for (MOHFW Focal Point) Additional Secretary (PH &WHO) BDT 1500 per month=US\$ 20 per month*12 month=US\$ 240, (5) Mobile bill for Deputy Secretary (WHO) MOHFW related to GF grant BDT1300 per month=US\$13*12 months=156. Total in this year=US\$ (1+2+3+4+5)= US\$ 1016 in YR 2019. Round Figure US\$1000 per year. Estimated this budget according to the last two years budget and expenditure. <b>Postage and courier</b> of letter and other documents to the GF, CCM members, Oversight members, PRs, SRs and SSRs etc. Estimated cost US\$40 per quarter*4=US\$160 in YR 2019. <b>Refreshment Cost</b> : Small Group Discussion at BCCM secretariat with different stakeholders, staff members official guest refreshment, CCM members, PRs, SRs, Ministries etc US\$20 per month*12 months=US\$240 in YR 2019 <b>Cleaning and Security</b> : Cleaning and security costs for BCCM Secretariat office one daily basis worker for cleaning and security purposes US\$10 per day*22 days per month=US\$ 220 per month *12 months=US\$2640 per year and US\$10 per month*12 months= US\$ 120 cleaning materials (soap, liquid soap, floor cleaner, toilet cleaner, glass cleaner/detergent etc for office use purpose). Total US\$2660+US\$120=US\$2780 in YR 2019 □ Actually according to approval of Oversight Committee of BCCM, One daily basis Cleaner cum Security is working in BCCM Secretariat. His salary is BDT800/perday (US\$10/perday). He starts work at 8.00am and stays up to 5.00pm daily in BCCM Secretariat and it is according to last year approved budget. Per month US\$ 220 and US\$110 for cleaning materials per months (floor cleaner, soap, toilet cleaner, duster towel, anti-septic Toilet tissue etc). Total US\$ 230 per

2B. HR positions covered by this agreement

No.	Description	CCM Secretariat full-time equivalent headcounts			Assumptions / comments
		No. of positions financed by other sources	No. of positions financed by GF	Total No. of positions	
1	Executive Secretary		1.00	1.00	
2	Oversight Officer		1.00	1.00	

4	Indirect and Overhead Costs	Alignment	Overhead cost (itemized fees to manage CCM funding)	1,200	BCCM Secretariat Staffs' travel costs for routine operations of BCCM Secretariat activities, relationship buildings, meeting attendants with stakeholders, PRs, SRs, SSRs, different constituencies small meeting, constituencies consultations, multilateral bilateral stakeholders etc. BCCM Coordinator and Deputy Coordinator =US\$50*2 person months= US\$100 per month Total Travel costs for BCCM Secretariat = US\$100/permonths and 12 months US\$ 1200 for the YR 2019.
5	Indirect and Overhead Costs	Alignment	Overhead cost (itemized fees to manage CCM funding)		
Total				80,494	

3	Administrative Assistant	1.00	1.00	According to necessary inclusion of One Administrative Assistant proposed in BCCM Secretariat with GF Funding because grant size is huge in Bangladesh and need to cooperation and collaboration among 7 PRs, 60 SRs and SSRs, 66 CCM members, 13 PRs representative, 3 Observers, 8 Constituency including 8 Ministers, ERD, NBR, FBO, NGO KAP, PLHV, TB Community, Academia Researchers, Private Sector, Multilateral Bilateral Constituencies, Non CCM OC members, Executive Committee, Oversight Committee, Local Consultative Group, Donor Consortium, South East Asian Regional Program, PR & SR, GF Country Team, LFA etc)
4			0.00	
			2.00	

**Section 3. CCM Activities**

No.	Cost Grouping	Performance Area	Activities	Number of Activities												Total No. Activities	Budget (in USD/EUR)	Assumptions / Comments	
				Q1			Q2			Q3			Q4						
				M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12				
1	Travel-related Costs	Alignment	CCM Plenary/General Assembly meeting		1			1						1		4	5,480	BCCM Secretariat has kept 4 routine CCM meeting in 2019. CCM meeting related costs for pen, pad, files, photocopies of report and other documents, travel and per diem for members from outside Dhaka, Transportation for other members, refreshment of 33 members, 3 observers, 13 PRs representatives, 3 BCCM Secretariat staffs, and at least 6 other participants from MOHFW and stakeholders as invited by Chairperson (Joint Secretary, Deputy Secretary, PS to Minister and State Minister etc) A) Refreshment for 60 persons*US\$ 3.5=US\$ 210 per meeting. B) Folders, Photocopies, pen for 60 person*US\$ 1=US\$60 permeeting. C) per diem and travel cost 4 members from outside Dhaka US\$100*4=US\$400 per meeting. D) Transportation for 28 member from inside Dhaka City 28X US\$25= US\$700 per meeting. Total costs per CCM meeting US\$ 1370 X 4 meetings =US\$ 5480 in 2019 According to last year budget (According to last year approved with transportation for both CSO and public members)	
2	External Professional Services	Alignment	Technical Support	1	1	1	1	1	1	1				1	1	1	12	2,400	BCCM Website maintenance and updates is a continuous process. Experiences from last two years, BCCM Secretariat needs a fully dedicated person for this assignment. From this budget line item, BCCM will hire one young IT intern for one year who will regularly do update and maintenance of BCCM website. BCCM Secretariat will provide US\$200 Salary/Honorarium for IT Intern. So that BCCM kept the budget for Website maintenance total =12 monthsX US\$200=US\$ 2400/= for YR 2019. Approved by CCM Hub last year approved budget )
3	Travel-related Costs	Oversight	Site Visits / Monitoring Visits			1				1				1		4	5,360	BCCM Secretariat has kept 4 routine Oversight committee site visit by 2 team outside Dhaka and Two inside Dhaka at PR's office in YR 2019 Out side Dhaka A) OC visit related costs for pen, pad, files, photocopies of report and other documents 10 personX US\$2= US\$20 per visit. B) travel cost for 7 members for visit to outside Dhaka US\$150X7 person= US\$ 1050. C) Per diem including refreshment and lodging of 7 visit team membersX 2.5 daysX US\$75 perday=US\$1313 per team. Total visit cost out side Dhaka visit =US\$ 2383 X 2 visits=US\$ 4766 In inside Dhaka PR's office A) OC visit related costs for pen, pad, files, photocopies of report and other documents 10 personX US\$2= US\$20 per visit. B) travel cost for 6 members for visit to outside Dhaka US\$25X10 person= US\$250 C) refreshment and lodging of 10 visit team membersX US\$3=US\$30 Total visit cost inside Dhaka visit =US\$ 300 X 2 visits=US\$ 600. According to Last year approved Budget.	

4	Travel-related Costs	Oversight	Oversight Committee meetings	1			1			1			1	4	2,780	BCCM Secretariat has kept 4 routine Oversight committee meeting in 2019. The OC meeting related costs for pen, pad, files, photocopies of report and other documents, travel and per diem for members from outside Dhaka, refreshment of 35 members including 18 OC members, 13 PRs representatives, 3 BCCM Secretariat staffs and at least 2 other participants from observers and stakeholders as invited by Chairperson. A) Refreshment for 35 persons*US\$ 5=US\$175 per meeting. B) Folders, Photocopies, pen for 35 person*US\$ 2=US\$ 70 per meeting C) Travel and transport costs for all CCM oversight member per meeting estimated US\$ 25*18 members=US\$450 Total costs per OC meeting US\$ 695X 4 meetings = US\$ 2780 for the year 2019 (According to last year approved budget with transportation for both CSO and public members )	
5	Travel-related Costs	Alignment	CCM Board meeting							1				1	2	590	BCCM Secretariat has kept routine EX com: committee meetings in YR 2018. Ex Com meeting related costs for pen, pad, files, photocopies of report and other documents and etc. Refreshment of 15 members including 7 Ex Com members, 6 PRs representatives, 2 BCCM Secretariat staffs, and at least 2 other participants from GMS and stakeholders as invited by Chairperson (if needed). A) Refreshment for 15 persons*US\$ 5 =US\$75 per meeting. B) Folders, Photocopies, pen for 15 person*US\$ 3 =US\$ 45 per meeting C) Travel/Transportation cost for only 7 Ex. Com Members US\$ 25X 7 person= US\$175 per meeting Total costs per Ex Com: meeting US\$295 X 2 meetings=US\$590 for this YR 2019 According to last year approved budget approved with transportation for both CSO and public members.
6	Travel-related Costs	Constituency Engagement	Constituency consultations for non-governmental constituencies only and processes to promote and improve the quality of stakeholder participation.			1				1				1	4	1,804	Constituency Consultation meeting: Two meetings (one NGO and ONE KAP/PLHIV) in first six month of the year and Two meetings (one NGO and ONE KAP/PLHIV) in last six month of the year 2019. Refreshment cost for 50 person, other logistics cost like folder, pen, pad, stationaries, local travel. Other CSO constituency will do their meeting with their own budget (FBO, Private Sector, MBL etc). According to last year approved Budget
7															0		
															18,216	* Has to be detailed if the yearly activity line budgeted is over 10'000 per annum	

**Section 4. Co-funding**

No.	Cost Grouping	Performance Area	Description of funding support	Budget (in USD/EUR)	Source of financing	Comment
1			GF	98,710		
2						
				98,710		

**Section 5. Special conditions**

	Expected	Approved	Variance	Comments
CCM Secretariat positions (headcount) - Maximum (number of position)	2	2	0	
Civil Society engagement: 15% of the budget - Minimum (Please detail the lines and amounts to be taken into account in the comment section) (in USD/EUR)	14,807	6,339	-8,468	
Co-funding - Minimum (in USD/EUR) The amount expected represents the minimum to be co funded for the 3 years agreement.	0		0	

0.064