

## Minutes of NGO Constituency (BCCM) Meeting No. 1/2014

Date (dd.mm.yy)	31 August 2014
Venue of the meeting	Conference Room 1, 2 <sup>nd</sup> Floor, FHI 360 Bangladesh Country Office, House 5, Rd. 35, Gulshan 2, Dhaka 1212
Meeting started	10:00 hrs.
Meeting adjourned	13: 45 hrs.
Meeting facilitated by	K.S.M. Tarique, Program Manager, Modhumita Project, FHI 360
Total number of participants	42 participants (20 Constituency out of 38)
Does quorum attained meeting?	Quorum attained (Members attended more than half of full Committee)
Meeting attendance	Country Coordinating Mechanism (CCM) NGO Constituency Members Grants Management Solution (GMS) Team
Attendance list	Yes
Other supporting document	Yes

### Agenda

	Welcome Remarks
	Speech of Guests of Honor
Agenda Item # 1	Briefing on purpose, composition and key function of BCCM
Agenda Item # 2	Constituency composition, role, & responsibilities in CCM
Agenda Item # 3	Updates on BCCM of last 8 months
Agenda Item # 4	Global Funding - New Funding Model
Agenda Item # 5	Feedback and input on TB and Malaria concept note
Agenda Item # 6	Communication Strategy for NGO Constituency
Agenda Item # 7	AOB and other discussion



## Minutes of each agenda item

	<p><b>Welcome Remarks:</b> Ms. Kathrin Tegenfeldt, Country Director, FHI 360 Bangladesh Country Office welcomed the participants and mentioned that it is an important activity for the BCCM because it is very critical for the NGO constituency to be informed about what is happening and provide inputs for HIV response. She requested and encouraged to speak up and raise voices related to concerns and inputs for country HIV response.</p>
	<p><b>Speech Guests of Honor:</b> Since the Guests of Honor for the event (Mr. M M Neazuddin, Secretary, MoHFW and Vice Chair of BCCM; Ms. Roxana Quader, Additional Secretary, MoHFW and Chair Oversight Committee of BCCM and Prof. Dr. Sharfuddin Ahmed, Dean-Public Health, BSMMU and Vice Chair, BCCM) were not present in the meeting due to unavoidable circumstances. Instead, Dr. Amzad Ali, ED of HASAB and M.M. Anwarullah, ED of BRAVE inaugurated the opening session.</p>
<b>Agenda Item # 1</b>	<b>Briefing on purpose, composition and key function of BCCM</b>
	<b>1.1 Purpose of the NGO Constituency Meeting</b>
<b>Conflict of interest</b>	N/A
<b>Summary of presentation and issues discussed</b>	
<p>The NGO Constituency of BCCM held its first consultation meeting on 31<sup>st</sup> August, 2014 at FHI 360, FHI 360 being the host. The purposes of the meeting were to:</p> <ol style="list-style-type: none"> <li>1. Inform NGO votes about CCM;</li> <li>2. Allow voters an opportunity to provide feedback and inputs to CCM activities; and</li> <li>3. Provide an opportunity for sharing observations related to GFATM programs.</li> </ol>	
<b>Decision(s)</b>	The meeting acknowledged the purposes.
<b>Agenda Item # 1</b>	<b>1.2 Briefing on the composition and key function of BCCM</b>
<b>Conflict of interest</b>	N/A
<b>Summary of presentation and issues discussed</b>	
<p><b>1) Summary of Presentation:</b> The presentation includes (i) Global Fund, its principles and functions (ii) Purpose of CCM &amp; its functions, purpose &amp; new funding model (iii) Composition of Bangladesh CCM which includes different constituencies, seats and Oversight Committee.</p> <p><b>2) Discussion:</b> The discussion took place based on the participant's queries that include the role of oversight committee and mechanism to oversee. Mr. Sayed, GMS consultant stated that the main responsibilities of oversight committee to ask 5 questions to peers (i) where are the money? (ii) Where are the drugs? (iii) Is the impact and performance on track? (iii) Are the peers ensuring timely fund flow to SRs? (iv) Are the SRs submitting performance reports timely (v) Are the performance reports developing based on country gaps? Beside it has also been stated that oversight mechanism includes analysis of performance reports through CCM dash board.</p>	



<b>Decision(s)</b>	The meeting acknowledged the discussion.
<b>Agenda Item # 2</b>	<b>Constituency composition, role &amp; responsibilities in CCM</b>
<b>Conflict of interest</b>	N/A
<b>Summary of presentation and issues discussed</b>	
<p><b>1) Summary of Presentation:</b> The presentation focused on the NGO constituency representation; election process; term of membership, rights &amp; duties; conflict of interest and termination.</p> <p><b>2) Discussion:</b> Major discussion held related to include all NGOs who work for HIV, TB and Malaria as voter instead of only 38, putting concentration to other group as well rather putting focus only on few groups like; MSM, PLHIV, TGs, etc. It was suggested to put concentration on general population which also can help reduce epidemic. Besides, it was also discussed to add more constituents in the NGO-constituency from 5 to at least 8 members, since the civil society is very vibrant and many NGOs are working in the HIV/AIDS sector.</p>	
<b>Decision(s)</b>	The meeting acknowledged the discussion and decided to (i) inform UNAIDS so that all NGOs can be added as voter before the next election and circulate EOI for this (ii) circulate presentations to all members prior to the meeting (iii) all the NGO members will raise the voice to 5 elected NGO constituency members if there is any and elected members will response accordingly.

<b>Agenda Item # 3</b>	<b>BCCM 8-month updates &amp; 6-month plan</b>
<b>Conflict of interest</b>	N/A
<b>Summary of presentation and issues discussed</b>	
<p><b>1) Summary of Presentation:</b> The presentation focused on eight months progress and next six month's plan which includes an update on the development of different manuals and guidelines as well as completion of different teams' meeting. The presentation also highlighted the outstanding successes of Bangladesh in the arena of HIV, TB and Malaria which includes high treatment success related to TB (93%), high TB case notification in 2013, 50% decrease of malaria cases since 2007, huge reduction of death related to malaria since 2007 to 2013 and maintaining Bangladesh as low prevalence country of HIV. The next six month's plan discussed and the major activities found as capacity building, web-site development and different teams' meeting, etc.</p> <p><b>2) Discussion:</b> Discussion took place on circulation of CCM meeting minutes, communication modalities and proper resource allocation for service by reducing program duplication (advocacy component of regional program vs icddr, b raised as example). Based on the queries; it was informed that the CCM Secretariat has a Facebook page named "Bangladesh Country Coordinating Mechanism – BCCM" what can be visited to gather information; besides the CCM Secretariat is in the process to develop web-site; once it is done – all documents would be uploaded so that members can see easily.</p>	
<b>Decision(s)</b>	The meeting acknowledged the last eight months performance and next 6 month plan and it was decided in the meeting that NGO constituency will circulate all CCM meeting minutes to their constituency members from now onwards.



<b>Agenda Item # 4</b>	<b>Global Funding – New Funding Model</b>
<b>Conflict of interest</b>	N/A
<b>Summary of presentation &amp; issues discussed</b>	
<p><b>1) Summary of Presentation:</b> The presentation stressed on New Funding Model process, cycle &amp; preparation; engagement of stakeholders, requirements, and concept note development of Bangladesh TB &amp; Malaria Programmes.</p> <p><b>2) Discussion:</b> Discussion held on the consultation meeting of TB and malaria concept note development which was participatory (bottom up plan). The principal recipient stated that they are in the learning process, however; maintaining compliances within a short time was a challenge. The participants acknowledged that TB and Malaria group is trying their best to share information but this is perceived to be absent for the HIV sector. HIV sector can take the TB and Malaria group's CN development process as lessons learnt and should take the opportunity to provide input in the</p>	
<b>Decision(s)</b>	The meeting acknowledged the discussion.
<b>Agenda Item # 5</b>	<b>Feedback and input on concept note (TB and Malaria)</b>
<b>Conflict of interest</b>	N/A
<b>Summary of issues discussed</b>	
<p>The major discussion related to TB and Malaria included:</p> <ul style="list-style-type: none"> <li>• Question arose about TB screening among HIV positives (TB-HTC) - How to screen the 200,000 High Risk Population for TB? ( to be included in the HIV concept note)</li> <li>• In this regard, lack of collaboration between NTP-NASP was mentioned.</li> <li>• BRAC stated that NTP allocated budget for 9 HTC centers throughout the country.</li> </ul> <p>Besides, TB and Malaria; the following discussion took place on HIV concept note:</p> <ul style="list-style-type: none"> <li>• TB &amp; Malaria issues are given more emphasis than HIV. Communication regarding HIV is less transparent; take lessons learnt from TB &amp; Malaria. Update of HIV proposal and procurement process should be taken in consideration.</li> <li>• HIV concept note will be submitted in October'14 and but not yet shared with the NGO members/constituency voters. Mr. Monaj, BCCM Coordinator stated clearly that the concept notes lies with core committee and he communicated several times to have the CN but no response yet. Need to ensure the opportunity for the members/voters for providing their inputs in the CN and for this, the submission could be even extended for 2 more months if needed, was suggested by some participants.</li> <li>• Another sitting could be arranged for further review of the HIV concept note which may bring forward new ideas through brain storming.</li> </ul>	
<b>Decision(s)</b>	<p>The meeting acknowledged the discussion and the following decision were taken:</p> <ol style="list-style-type: none"> <li>1. BCCM will communicate with UNAIDS/core committee to circulate the HIV concept note to allow NGO members to provide their input.</li> <li>2. It is needed to ensure 10-15 days before the next CCM meeting.</li> <li>3. The elected NGO Constituency Members will ensure the input of NGO members in the HIV concept note before providing their approval.</li> </ol>
<b>Agenda Item # 6</b>	<b>Communication Strategy for NGO Constituency</b>
<b>Conflict of interest</b>	N/A
<b>Summary of issues discussed</b>	



The major discussions include what, who and how to communicate with the NGO constituency members. Besides, it was discussed to share the BCCM meeting agenda (prior to the meeting), meeting minutes, circulation of any EOI, etc. with the NGO members. It was also discussed to select an administrator or communication focal person.

<b>Decision(s)</b>	The meeting acknowledged the following decisions: <ul style="list-style-type: none"> <li>• Development of group email to share all information; and</li> <li>• Host organization will be responsible for all relevant communication as administrator/focal person of NGO constituency until the next NGO constituency will be held.</li> </ul>
<b>Agenda Item # 7</b>	<b>AOB and other discussion</b>
<b>Conflict of interest</b>	N/A

**Summary of issues discussed:** The major discussion include expansion of NGO constituency, sharing of draft HIV concept note and submission deadline as well as the proposed date of CCM meeting, etc. To respond the queries of some of the participants, the BCCM coordinator stated that (i) as per the core committee's request, the HIV concept note submission deadline is October 15, 2014 and the next CMM meeting is planning to be held on September' 15, 2014. However; for HIV concept note if needed time beyond 15 September, 2014 then the CCM can plan for a further meeting before 15 October, 2014 (ii) requested the core committee several times to provide HIV concept note but they did not; finally sent a mail but one of the core committee member communicated over phone that they will send soon and being the CCM coordinator still waiting for the draft concept note. It was informed that GMS is planning to organize consultation meeting for the NGO constituency in next October; the participants acknowledged about the engagement process and effective consultation parameters, etc. as the contents of the consultation meeting. The participants suggested informing NGOs at least 15 days in advance for planning to participate.

<b>Decision(s)</b>	The meeting acknowledged the following decisions: <ol style="list-style-type: none"> <li>1. Expansion of NGO constituency <ul style="list-style-type: none"> <li>• EOI for expansion of NGO constituency allowing at least 3 months' time and UNAIDS to support as administrator for this.</li> <li>• Use the existing NGO selection criteria or if needed can review</li> </ul> </li> <li>2. Share draft concept note/ proposal of HIV <ul style="list-style-type: none"> <li>• NGO constituency will request the CCM to share</li> <li>• CCM Secretariat will write to HIV proposal development committee to share the draft HIV concept note with the NGO members by September 15, 2014</li> <li>• NGO constituency members (5 elected members) will raise NGO's concern during voting in the CCM meeting</li> </ul> </li> <li>3. NGO Constituency will communicate the concern to CCM</li> <li>4. CCM needs to have a decision tracking system through using a defined format to do follow up the actions and document it</li> <li>5. Strengthen CCM Secretariat with information</li> <li>6. Regular checking of Conflict of Interest (COI)</li> </ol>
--------------------	---



Kathrin Tegenfeldt  
Country Director, FHI 360 Bangladesh Country Office

Annexures:  
Annex 1: Action Plan  
Annex 2; Participants list



## NGO Constituency Work Plan

Period: September'14 to March'15

Sl.	Activities	Responsible person/organization	Tentative time line/ date	Remarks
1	Expansion of NGO Constituency	UNAIDS	By March'15	
2	Share draft CN on HIV	BCCM Secretariat	By September 15, 2014	
3	Communicate NGO concern to CCM	FHI 360	Until 13 Dec' 2014	Communicate until 13 Dec' 2014 as Administrator of NGO constituency
4	CCM needs to have a decision tracking system through using a defined format to do follow up the actions and document it	BCCM Secretariat	By September'14	
5	Support CCM secretariat with information	All involved stakeholders, constituencies, core committees and GMS team	Continuously	
6	Regular checking of Conflict of Interest (COI)	BCCM Secretariat	Continuously	
7	Development of group email and share with all members	BCCM Secretariat	By September'14	