



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

Subject: Meeting Minutes of the 48th BCCM Oversight Committee Meeting (Virtual)

Date (DD/MM/YY)	31/08/2023
Venue of the meeting	Virtual Meeting
Meeting started	05:00 pm
Meeting adjourned	06:30 pm
Meeting Chaired By	Mr. Md. Saidur Rahman Additional Secretary (WH), HSD, MOHFW and Chair, BCCM Oversight Committee
Meeting Steered by	Manaj Kumar Biswas BCCM Coordinator, BCCM Secretariat
Total number of participants	25
Meeting attendance	<ul style="list-style-type: none">● OC Member(s): 12● Principal Recipients (PRs): 07● Others: 02 (Associate Specialist, CCM Hub and International Consultant)● BCCM Secretariat Staff: 04
Attendance list	Yes (Annex-1)
Others supporting document	Yes

Meeting Agenda:

Agenda Item	Title of Agenda Item
<i>Agenda Item - 1</i>	Introductions: Participant introductions; Purpose of the meeting, desired outcomes
<i>Agenda Item - 2</i>	TA Objectives: Needs of the committee & the oversight officer, work plan
<i>Agenda Item - 3</i>	TA Deliverables: Oversight Plan, Dashboard Options, Risk Matrix, Stakeholder Map and Field Visit Brief, Oversight Orientation
<i>Agenda Item - 4</i>	Feedback: Oversight Committee Feedback
<i>Agenda Item - 5</i>	Next Steps: Steps to ensure Continuous Improvement of Oversight & next evolution activities

At the commencement of the virtual meeting, BCCM Oversight Committee Chair Mr. Md. Saidur Rahman, Additional Secretary (WH), HSD, MOHFW and Chair, BCCM Oversight Committee welcomed all participants. He welcomed all the participants and requested a self-introduction.

Conflict of Interest: No Conflict of Interest has been reported

DISCUSSION(S) AND DECISION(S):

Agenda Item # 1: Introductions: Participant introductions; Purpose of the meeting, desired outcomes

The Chairperson: After the self-introduction, the Chair mentioned that BCCM had gone through an Evolution process, where Mr. Rob Ward, the International Consultant, assigned from the CCM Hub

worked remotely on several issues. He thanked Mr. Rob Ward for his contribution to the BCCM Evolution process. The Chair mentioned that the purpose of the meeting is to close out Mr. Rob's work on BCCM reconstitution.

Then he directed the BCCM Coordinator to proceed with the agenda-wise discussion.

BCCM Secretariat: Mr. Manaj Kumar Biswas, BCCM Coordinator, BCCM Secretariat informed the meeting that BCCM Secretariat has gone through an evolution process. As a part of this evolution, several activities have been accomplished, such as finalizing the BCCM and Oversight Committee, orient the members of the members of these committees, etc. Mr. Rob had been working remotely to coach the Oversight Officer and orientate the BCCM and Oversight Committee members. Then, he requested Mr. Rob Ward to proceed with the agenda.

Decision: *The 48th meeting of the BCCM Oversight Committee acknowledged Mr. Rob Ward's work on the CCM Evolution process.*

Agenda Item # 2: TA Objectives: Needs of the committee & the Oversight Officer, work plan

Rob Ward: Mr. Ward informed the meeting is to update the Oversight Committee members about his efforts and deliverables on 'Remote Oversight Strengthening' that took place during April-August 2023 and close out his work on today's meeting. He started sharing his screen to present his work and recommendations through PowerPoint Presentation (**Annex-2**) The objectives of his work included: (a) ensuring that all CCM stakeholders understand their roles and responsibilities with respect to oversight; (b) supporting the CCM Secretariat (specifically the Oversight Officer, where available) and oversight committee members in identifying areas that require enhancement and (c) expanding or strengthening the oversight capacity in areas including data analysis and use; risk mitigation and management; co-financing commitment tracking; and transition-related oversight.

Decision: *The 48th meeting of the BCCM Oversight Committee acknowledged Mr. Rob Ward's work plan and the TA objectives.*

Agenda Item - 3: TA Deliverables: Oversight Plan, Dashboard Options, Risk Matrix, Stakeholder Map and Field Visit Brief, Oversight Orientation

Mr. Rob Ward: He mentioned that as a part of the Evolution Intervention, he provided oversight coaching to the Oversight Officer of the BCCM Secretariat Mr. Gorkey Gourab, and worked with Nonna Turusbekova – an international consultant who conducted the orientation session of BCCM and the Oversight Committee. With Nonna, he worked on developing a skills matrix for the Oversight Committee Members.

As a part of the coaching meeting with the Oversight Officer, he shared examples of the dashboard, Field Visit Brief, and Risk Management Approach. On 21 August 2023, as a part of this process, he conducted a PR Engagement Virtual Meeting, where he listened to the challenges faced by the PR with the previous Dashboard and shared a simplified form of the Dashboard, which can be considered and developed. The recommendations from the PRs were as follows:

- The previous SAP dashboard was too inflexible, too hardware and software demanding and required strong IT skills to maintain the system. Switching over from NFM I to NFM II was extremely difficult.



- Since NFMIII has such a short time to go, it might make more sense to focus on using a simple Excel version, co-designed with the current PRs, to create a useful executive-level GC7 dashboard for the BCCM by year-end.
- Each PR would have specific contributions to make to this over-arching dashboard.
- The dashboard should ideally be compatible with TGF's data needs to avoid separate data collections. It should have unambiguous indicators that are easy to understand and interpret.
- In the current NFMIII Example shared, the TB indicators look helpful, but this remains an example, not a proposal. RSSH data may be a new requirement.
- PRs are willing to assist the Secretariat with this new development.

Mr. Rob made a few requests to the Chairperson to be considered, which include: (1) developing a practical oversight plan, (2) utilizing the stakeholder map and skills matrix, (3) considering the further discussion on dashboards and risk management, and (4) highlight community-led monitoring (CLM) for data utilization.

BCCM Secretariat: Mr. Manaj Kumar Biswas, BCCM Coordinator, referring to the aforementioned experience of the PRs regarding the development and the use of the Dashboard, strongly recommended that a National Consultant must be deployed in addition to the International Consultant(s) in CCM Oversight Dashboard development. He added that involving the National Consultant would not only address the challenges faced before but would enable consultation and incorporate the findings while developing the Dashboard, and also would troubleshoot immediately if there are any challenges faced by the PRs while using the Dashboard.

Mr. Rob summarized his deliverables in a tabular form, which is as below:

#	Activities	Deadlines
1	Call with CCM Hub & BCCM completes the appointment of the Oversight Committee	March 2023
2	Inception - Consultant engages with the Oversight Committee & Secretariat to plan the intervention in more detail	27 April 2023
3	The Consultant engages with the Oversight Officer to understand the more specific needs	25 th May 2023
4	Planning of in-country orientation sessions	8 June 2023
5	Dashboard & Field Visit Brief - Examples – Coaching meeting	6 July 2023
6	Risk Management Approach - Coaching meeting	20 July 2023
7	In-country orientation for BCCM and Oversight Committee	24-28 July 2028
8	PR Engagement Meeting - Dashboards	21 August 2023
9	Oversight Committee Close-out Meeting	31 August 2023
10	Final reports and CCM Hub Call	TBA

Decision: The 48th BCCM Oversight Committee

- *acknowledged Mr. Rob's TA Deliverables and will consider his request regarding the oversight plan, dashboard options, risk matrix, stakeholder map and field visit brief;*
- *that a National Consultant would be deployed, in addition to the International Consultant(s), in CCM Oversight Dashboard development.*



Agenda Item - 4: Feedback: Oversight Committee Feedback

PR Representative (ASP): Mr. Md. Akhtaruzzaman, Senior Program Manager of ASP updated the meeting in a message (in Zoom Meeting) that although the Dashboards are not used now, an MIS system is already functioning under the leadership of the AIDS/STD Programme (ASP).

PR Representative (NTP): Dr. Rupali Sisir Banu, National Program Coordinator, NTP mentioned that CLM is recognized as one of the priorities in our current project cycle under the CRG initiative. APCASO has been assigned as the technical partner for PR-2 BRAC to work on developing the concept of CLM. There has been limited progress in the current project cycle regarding the implementation of CLM. In our country, we lack a clear understanding of how CLM should be integrated into our program. As part of our future plans, we intend to develop the CLM Framework as an activity within PR-2. Given the absence of defined indicators for CLM at this stage, it would be premature to include or consider CLM indicators in the BCCM Dashboard.

BCCM Secretariat: Mr. Gorkey Gourab updated the meeting that icddr,b is implementing CLM in the M&E system under the terminology of participatory monitoring and evaluation. In this M&E system community feedback is incorporated into program implementation.

Mr. Manaj Kumar Biswas, BCCM Coordinator updated the meeting that as part of the CCM Evolution Engagement interventions, the BCCM Secretariat has designed Community-led monitoring (CLM) Data Utilization training specifically to build Key Population (KP), People Living with Diseases (PLWD), Civil Society (CS)/ community CCM members and CCM Oversight Officer (where applicable) capacities on the use of Community-led Monitoring (CLM) data and CLM data/feedback for programmatic decision making. The training will take place on 14 September 2023 and will cover diverse issues related to CLM.

Decision: *The 48th Meeting of the BCCM Oversight Committee acknowledged an online training on Community-led monitoring (CLM) will take place on 14 September 2023.*

Agenda Item - 5: Next Steps: Steps to ensure Continuous Improvement of Oversight & next evolution activities

Rob Ward: Mr. Rob Ward highly appreciated that Constituencies are well represented on the Oversight Committee, followed by an increase in TB, KPs, and UNFPA have provided a Gender expert. The total number of members is now 21, up from 12. He also appreciated the good attendance (80%) at the oversight orientation and 73% at the general orientation conducted by Nonna.

He added, that a few issues need to be followed up at the level of the Oversight Committee including: (a) capacity building of the KP/PLWD representatives on BCCM, (b) mainstreaming gender follow-up on the CLM TA, (c) risk identification and risk management, (d) co-financing agreements for GC7 Constituency engagement plans, (e) follow up on the points made by key population representatives, (f) representation of additional entities in BCCM was raised: media and organizations working with migrants, (g) representation of diverse key populations (transgender, MSM, hijra) was briefly discussed during the additional session for key populations/PLWD.

Mr. Rob concluded his discussion with a few observations, which are as below:

- The Oversight Committee has good representation (now 21 was 12);
- The Oversight Committee does two extra tasks that are often CCM responsibilities – strategic planning and secretariat performance management (Clause 39c);



- The size of the oversight committee is large, but the governance manual only stipulates a minimum size of 8 (3 officers);
- Tenure is a little too flexible - "further terms;"
- The governance manual uses the term "strategic and planning" committee (TWG Clause 40). Add Oversight Officer to the Secretariat (Clause 41c);
- A quorum requirement of 60% is high but good;
- An oversight plan is an oversight policy and procedures document (with a planning template). The new plan is very user-friendly but might need fattening: OSC refresher training, the database of experts, dashboard building, dashboard training, and CT/OIG visits reports.


Decision: *The 48th Oversight Committee acknowledged Mr. Rob Ward's recommendations and observations.*

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

Decisions at a Glance:

The 48th BCCM Oversight Committee:

- *acknowledged Mr. Rob Ward's work on the CCM Evolution process.*
- *acknowledged Mr. Rob Ward's work plan and the TA objectives. and deliverables*
- *will consider Mr. Rob Ward's request regarding the oversight plan, dashboard options, risk matrix, stakeholder map, and field visit brief;*
- *that a National Consultant would be deployed, in addition to the International Consultant(s), in CCM Oversight Dashboard development.*
- *acknowledged Mr. Rob Ward's recommendations and observations regarding the Oversight Committee.*


26.09.23

Md. Saidur Rahman

Additional Secretary (WH), HSD, MOHFW
&
Chair, BCCM Oversight Committee

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Annex-1: Participants List

1. Md. Saidur Rahman, Additional Secretary, (Admin & WH), HSD, MOHFW
2. Sadekul Islam, Additional Secretary (WH), (Admin & WH), HSD, MOHFW
3. Milon Kanti Datta, Presidium Member, BHBCOP
4. Dr. Tasnim Azim, HIV Expert, BRAC University
5. Prof. Mohammad Bellal Hossain, HIV Expert, Dhaka University
6. Anusha Akter Mitu, KAP-FSW
7. Rob Ward, International Consultant
8. Deepanjali Sapkota, Associate Specialist, CCM Hub, CCM Hub Team
9. Dr. AKM Masud Rana, Project Coordinator, icddr,b
10. Dr. Akramul Islam, Senior Director- BRAC, BRAC
11. Dr. Md Mushfiqur Rahman, Programme Operations Advisor, NMEP
12. Prof. Dr. Md. Nazmul Islam, Director, Disease Control & LD, CDC, NMEP
13. Prof. Dr. Asif Mujtaba Mahmud, TB Expert
14. Dr. Mahfuzer Rahman Sarker, Line Director, TBL and ASP
15. Dr. Shah. Md Jashim Uddin, Director-NASC, ASP
16. Dr. Shayla Islam, Associate Director - Communicable Disease and WASH, BRAC
17. Dr. Ekramul Hoque, DPM – Malaria, NMEP
18. Dr. Rounak Khan, COP, HIV/AIDS Program, Save the Children
19. Md. Akhtaruzzaman, Senior Manager, ASP
20. Dr. Ahsanul Alam Kishore, KAP-PLHIV
21. Dr. Ahmadul Hasan Khan, M&E Expert, NTP
22. Manaj Kumar Biswas, BCCM Coordinator, BCCM Secretariat
23. Mohammad Harun-Or-Rasid, Deputy Coordinator, BCCM Secretariat
24. Gorkey Gourab, Oversight Officer, BCCM Secretariat
25. Dr. Marina Binte Alam, Coordination Officer, BCCM Secretariat

Bangladesh CCM – Remote Oversight Strengthening April- August 2023

REPORT 31 AUGUST 2023

Evolution Intervention – The aim

Provide Oversight Coaching to
the Oversight Officer and
Committee

TA Objectives

- ▶ Ensure that all CCM stakeholders understand their roles and responsibilities with respect to oversight.
- ▶ Support the CCM Secretariat (specifically the Oversight Officer, where available) and oversight committee members in identifying areas that require enhancement
- ▶ Expand or strengthen the oversight capacity in areas including data analysis and use; risk mitigation and management; co-financing commitment tracking; transition-related oversight.

Inception - Activities over twenty days before September

1. Preparations and work planning
2. Coaching and mentoring for the CCM Secretariat/Oversight Officer
3. Oversight Tools check
4. Coaching/training for the oversight committee
5. Follow up calls with the CCM Hub and Technical Provider
6. Draft report and final debrief

Deliverables

- ▶ Work plan for the assignment
- ▶ Revised oversight plans/tools/guides
- ▶ Orientation Materials
- ▶ Final report

Specific Requests:

1. Practical Oversight Plan
2. Stakeholder map
3. Dashboards
4. Risk management
5. Skills Matrix

Assignment Implementation Plan

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1	Call with CCM Hub & BCCM completes the appointment of the Oversight Committee	March 2023
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Oversight Officer Coaching

25TH MAY- 21 AUGUST 2023

Coaching Objectives

Process

- ▶ Explore Oversight Officers background experience and competencies
- ▶ Identify key coaching requirements
- ▶ Understand the Oversight Committee transition and the capacity needs
- ▶ Identify key PR challenges during NFMIII

Products

- ▶ Stakeholder mapping
- ▶ Job description – check for areas requiring clarity
- ▶ Agreeing an oversight plan for 2023-24.
- ▶ Developing a new dashboard for NFMIII & GC7
- ▶ Preparing for site visits brief

Oversight Committee Orientation

25TH JULY 2023

Objectives

Process

- ▶ New Oversight Committee Members orientation
- ▶ CVs for oversight committee members
- ▶ Oversight Work Plan
- ▶ Dashboard Examples
- ▶ BCCM Calendar for 2023

Outcomes

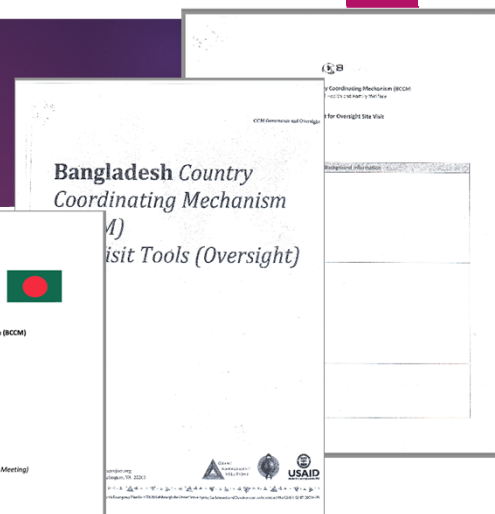
- ▶ Transfer of skills
- ▶ Skills matrix
- ▶ Work Plan endorsement
- ▶ Tools endorsement

Bangladesh CCM Remote Coaching Products

OVERSIGHT COACHING AUGUST 2023

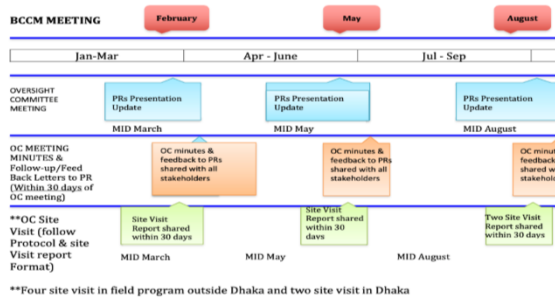
BCCM Oversight tools

- ▶ Oversight plan
- ▶ Site visit tools
 - ▶ guideline for site visits
 - ▶ questionnaire
- ▶ Dashboard



Practical Oversight Plan

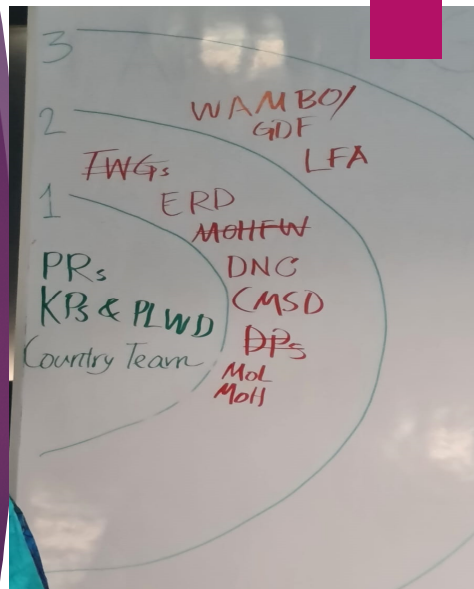
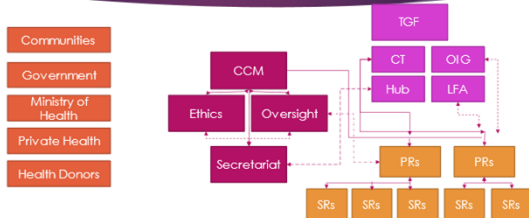
Bangladesh Country Coordinating Mechanism (BCCM) Work plan Oversight Committee - 2023



The oversight plan needed to be practical and user friendly for oversight committee members. But there is more to add.

Stakeholder mapping 'Knowing who to influence'

Critical stakeholder relationships



Committee Skills Matrix

Timestamp	Your name	Organization	Which constituency do you represent on BCCM
2023/07/25 1:59:54 PM GMT+6	Abul Faiz	Retd MOHFW	Academia
2023/07/25 2:00:47 PM GMT+6	Tasnim Azim	Jpgsph Brac University	HIV expert research
2023/07/25 2:05:45 PM GMT+6	Rahat Ara Nur	UNFPA	ML/BL
2023/07/25 2:05:51 PM GMT+6	Shakil Ahmed	Independant TB Expert	TB
2023/07/25 2:12:47 PM GMT+6	Rounak Khan	Save the Children International Bangladesh Office	HIV PR
2023/07/25 3:01:58 PM GMT+6	Mohammad Bellal Hossain	University of Dhaka	Oversight committe
2023/07/25 3:15:44 PM GMT+6	Ahsanul alam kishore	Oversight	PIHiv
2023/07/25 3:19:42 PM GMT+6	Milon Kanti Datta	Bangladesh Hindu Buddhist Christian Unity Council	FBO
2023/07/25 3:22:56 PM GMT+6	OSSENI YESSIFOU ALLADJI	UNAIDS	ML/BL
2023/07/25 5:21:31 PM GMT+6	Asif Mujtaba Mahmud	Asgar Ali Hospital	Academia
2023/07/25 9:55:13 PM GMT+6	Anusha Akter Mitu	FSW Mohammadpur	FSW

PR Recommendations – 21 August 2023

1. The previous SAP dashboard was too inflexible, too hardware and software demanding and required strong IT skills to maintain the system. Switching over from NFM I to NFM II was extremely difficult.
2. Since NFM III has such a short time to go, it might make more sense to focus on using a simple Excel version, co-designed with the current PRs, to create a useful executive level GC7 dashboard for the BCCM by year end.
3. Each PR would have specific contributions to make to this over-arching dashboard.
4. The dashboard should ideally be compatible with TGF's data needs to avoid separate data collections. It should have unambiguous indicators that are easy to understand and interpret.
5. In the current NFM III Example shared, the TB indicators look helpful, but this remains an example, not a proposal. RSSH data may be a new requirement.
6. PRs are happy to assist the Secretariat with this new development.

Conclusions

31 AUGUST 2023

Oversight Committee orientation

- ▶ New oversight committee members (70%) following BCCM renewal
- ▶ Constituencies are well represented on the Committee. There has been an increase in TB, KPs and UNFPA have provided a Gender expert.
- ▶ Total members are 21, up from 12
- ▶ Good attendance (80%) at oversight orientation and 73% at general orientation
- ▶ Products included: draft OC skills matrix, draft engagement plans developed & stakeholder map

To follow up at the level of the oversight committee:

- ▶ Capacity building of the KP/PLWD representatives on BCCM;
- ▶ Mainstreaming gender Follow up on the CLM TA;
- ▶ Risk identification and risk management;
- ▶ Co-financing agreements e for GC7 Constituency engagement plans,
- ▶ Follow up of the points made by key populations representatives
- ▶ Representation of additional entities in BCCM was raised: media, organizations working with migrants.
- ▶ Representation of diverse key populations (transgender, MSM, hijra) was briefly discussed during the additional session for key populations/PLWD.

Observations

- ▶ Oversight Committee has good representation (now 21 was 12)
- ▶ Oversight Committee does two extra tasks that are often CCM responsibilities – strategic planning and secretariat performance management (Clause 39c)
- ▶ Size of the oversight committee is large, but the governance manual only stipulates a minimum size of 8 (3 officers).
- ▶ Tenure is a little too flexible - “further terms”
- ▶ The governance manual uses the term “strategic and planning” committee (TWG Clause 40). Add Oversight Officer to the Secretariat (Clause 41c)
- ▶ Quorum requirement of 60% is high but good.
- ▶ Oversight plan is an oversight policy and procedures document (with a planning template). The new plan is very user friendly but might need fattening: OSC refresher training, database of experts, dashboard building, dashboard training, CT/OIG visits reports

