

**Minutes of the 100<sup>th</sup> Meeting of the Country Coordinating Mechanism, Sri Lanka held on 10<sup>th</sup> June 2014, at 2.30 pm, at the Conference Room of the Anti Malaria Campaign, Public Health Complex, 555/5, Elvitigala Mawatha, Colombo 05.**

**Present:**

**Members:**

Dr. Palitha Abeykoon	- AIDS Foundation of Lanka
Dr. P.G. Mahipala	- Director General of Health Service, Ministry of Health
Dr. Sarath Amunugama	- DDGPHS I, Ministry of Health
Dr. Risintha Premaratne	- Acting Director, AMC
Dr. K.N.G. Seneviratna	- Director / NPTCCD
Dr. Sisira Liyanage	- Director / NSACP
Dr. F.R Mehta	- WR WHO
Dr. Dayanath Ranatunga	- UNAIDS
Dr. Kumari Navaratne	- World Bank
Mr. Shirley Tissera	- Congress of Religions
Dr. Panduka Wijerathna	- TEDHA
Ms. Swarna Kodagoda	- Alliance Lanka
Mr. Premabandu Jayathilake	- Tissajaya Children Welfare Foundation
Mrs. Thushara Agus	- Family Planning Association
Mrs. Kusum Jayalath	- KAP

**Alternate Members:**

Mr. S.P Niroshan	- Lanka Plus
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**Observers:**

Dr. Renuka Jayatissa	- UNICEF
Ms. Sylwia Murray	- The Global Fund
Mr. Adonis Sebolino	- The Global Fund
Dr. M.A. Iffthikar	- PM/HSS Project
Mr. Pubudu Rupasinghe	- LFA- PWC
Mr. Channa Manoharan	- LFA- PWC
Mr. Madhura De Silva	- LFA – PWC
Mr. I. Sathiesh Kumar	- GFATM/FM/MOH
Dr. Buddika Hapuarachchi	- Sarvodaya
Mr. H.A. Lakshman	- CSDF
Dr. Sudath Samaraweera	- Acting Director GFATM

**CCMSL Secretariat:**

Dr. S. Yoganathan	- Focal Point/CCMSL
Mr. Chanaka Walawwatte	- Programme Officer /CCMSL
Ms. Hirusha Alwis	- DEO/CCMSL

**Excused:**

Mrs. Sudharma Karunaratne	- S/H, Ministry of Health
Mr. Dhanasena Hettiarachchi	- Nation Builders association
Dr. Iyanthi Abeyewickrema	- SLMA

Mrs. Princy Silva - PLWD  
Mrs. Dilka Pieris - World Vision Lanka

**Absent:**

Mr. V. Abeyratne - Ministry of Education  
Dr. N.C. Amarasinghe - Ministry of Labour and Labour Relations  
Ms. Chandrika Senanayake - Ministry of Finance & Planning  
Mrs. S.A.D.S. Subasinghe - Ministry of Social Services

**Proceedings:**

The meeting started at 2.45 pm chaired by Dr Palitha Abeykoon, Vice Chair / CCM Sri Lanka as Mrs. Sudharma Karunaratne, the new chair, Secretary, Ministry of Health has informed that she will be getting late, and he welcomed all the participants including the observers and the Global Fund delegates.

**1. Excuses:** the Vice Chair mentioned the names of excuses received.

**2. Declaration of Conflict of Interest:** At the onset of the meeting Dr. Abeykoon informed the members that if any member is having COI to any of the item in the agenda today, they should excuse themselves and leave the venue when the subject is taken up for discussion and the CCM members agreed to that.

**3. Confirmation of the Minutes of the Special meeting held on 28<sup>th</sup> May 2014:**

The Minutes of the special meeting held on 28<sup>th</sup> May 2014 which was circulated to the members were taken up for adoption and adopted as the correct record of the proceedings with the following corrections.

- **Page 2-3: Matters arising from minutes.**

Dr. Amunugama mentioned that the COI statement was mentioned at the beginning of the last meeting and it was not recorded in the minutes and members agreed to that – “if anyone is having COI should get excused them self when the subject is taken up for discussion”.

- **Page 4: b. Appointment of Subcommittee**

Mr. Tissera mentioned that the statement given as “Mr. Tissera suggested.....” should be corrected as, “Name of Dr. Dayanath Ranatunga was proposed to the oversight committee by Mr. Tissera and seconded by Mrs. Kodagoda in place of Dr. Majeed” and members agreed.

The amended minutes were adopted as being in order- proposed by Mrs. Thushara Agus and seconded by Dr. Risintha Premaratne.

Ms. Sylwia commented that the minutes had not been circulated on time for the members to read it and Dr. Yoganathan informed that this was because there were so many meetings during last few weeks and this special meeting was held only 2 weeks back for the purpose of endorsement of Eligibility and Performance Assessment, Operational Plan and Improvement plan and couldn't write the minutes on time because of the increase work load. It has been agreed that in the future the minutes should be sent to the CCM Members in advance so they have sufficient time to read it.

#### 4. Matters arising from minutes.

##### **Page 4: 4. Presentation and endorsement of Eligibility and Performance Assessment, Improvement plan and Operational Plan.**

Dr. Abeykoon informed the members that the main item of the meeting was feedback from the Consultants about the assessment of CCM which was completed. Dr. Yoganathan informed that the final document of EPA, improvement plan and the operational plan was signed by the members and uploaded into the system and later it was circulated to the members by email. This was translated into Sinhala by the Vice Chair.

#### **Agenda Items**

##### **5. Feedback from the Oversight Committee Meeting.**

Mr. Shirley Tissera, Vice Chair of the Oversight Committee read out the report of the last Oversight Committee Meeting held on 6<sup>th</sup> June 2014 at 5.45 pm, and he mentioned the names of the Oversight Committee Members who were present at the meeting, and he also said that Dr. Mahipala couldn't attend the meeting because he had to attend another important meeting with the Minister.

- **Presentation by PRs:** He said the meeting was started with the presentations of PRs and the 1<sup>st</sup> presentation was made by Dr. Liyanage and he gave a detail account about HIV/AIDS project progress, achievements, and issues related to the project. He also mentioned that they don't have an accountant for the project for the past 9 months and it has affected their performance and it was reported that NSACP has achieved A1 rating for the first time in Sri Lanka for Global Fund grants, and Oversight Committee congratulated Dr. Liyanage and his team for this achievement and Vice Chair and the CCM members also congratulated him.

Ms. Sylwia commented that their achievement was relatively good but the final rating has not yet been given by the Global Fund and it may be noted that the rating depends on various factors. The Overall Grant Rating is based on the Indicator Rating and the assessment of Management Issues.

*{Please refer to the Grant Performance Rating and Disbursement-making Methodology, Annex 2 of the Progress Update/Disbursement Request Guidelines, available on the Global Fund website [http://www.theglobalfund.org/documents/core/guidelines/Core\\_PUDR\\_Guidelines\\_en](http://www.theglobalfund.org/documents/core/guidelines/Core_PUDR_Guidelines_en)}*

Ms. Sylwia mentioned that the PUDR was submitted and resubmitted many times and there was a delay of over 2 months.

Ms. Sylwia also stressed to utilize the dashboard prepared by the secretariat staff, and ask the Secretariat Staff to work closely with the PR and to discuss dashboard at the Oversight Committee meeting with the respective PR.

Mr. Tissera also said that Dr. Seneviratna, D/NPTCCD made the next presentation which was on TB- TFM grant and he was advised to submit his proposal for no cost extension budget as early as possible since this grant will be over by December 2014 to ensure to get the funds to continue the activities without any interruption.

- **CCM Secretariat Office Space:** Mr. Tissera also mentioned about the issue of CCM Secretariat office space, and requested to allocate some space as it was agreed by the former Director AMC some time back and Dr. Risintha responded by saying that the space CCM Secretariat staff are requesting does not belong to him, and Dr. Amunugama explained the situation and said that he is looking into the possibility of getting the room used by the Principal of Physiotherapy School after discussing with him because his main office is at NHSL and they are coming here only for the lectures. The possibility of using the house rented for HSS project also discussed and ultimately Dr. Mahipala advised as final decision to use the room used by Dr. Iffthikar after he leaves and share the room with Director GFATM and solve the problem internally.

Ms. Sylwia commented on this issue by saying that the space is an issue and asked to look into the possibility of renting out an office space and how much it would cost. g that should be explored after looking into the possibilities of sharing the office space with other PRs and other partners for sub renting a portion.

- **Field Visits:** Mr. Tissera said that there few suggestions about the date and the place of the Field visit but it will be decided soon after consulting with the Chair.

- **Dashboard Presentation:** Mr. Tissera said that everybody thought it is a drawback because the dashboard presentation was not made and it was decided that for the future meetings the PR will make a dashboard presentation about their activities.

- **Refresher Course for the New Members:** Mr. Tissera also said as there are some new members in the Oversight Committee there should be some capacity building short refresher course held to brief them about the Oversight Committee activities especially about the dashboard.

- **Performance Appraisal of CCM Secretariat Staff:** Ms. Sylwia informed the committee that the Global Fund has noted that the performance appraisal of the CCM secretariat staff was not done and there were some instances of the work of the CCM Secretariat not done properly and/or in a timely manner. In the future any extensions of the contracts of the CCM Secretariat staff can be done only after having a proper appraisal of the staff performance. This needs to be done by the CCM and submitted to the Global Fund for our review and comments as the performance of the CCM Secretariat staff need to be satisfactory for the CCM as well as for the Global Fund before any contract may be extended. Dr Palitha Abeykoon said that he will take the responsibility and he will do it and inform the Global Fund. This was translated into Sinhala by the Vice Chair.

## **6. Report of the Proposal Development Committee:**

Dr. Sarath Amunugama, Chairman of the Proposal Development Committee read out the report of the meeting held on 6<sup>th</sup> June 2014 at 2.30 pm at the AMC auditorium. He mentioned the names of the members who were present and who were excused and also said even though Dr. Sudath Samarawera, and Prof. Kamini Mendis were excused they have sent their feedback through email to the committee.

He then said that they have discussed two topics;

- **Grant Closeout Plan of TEDHA:** 1<sup>st</sup> they discussed the Grant Closeout Plan of TEDHA and at this time Dr. Panduka asked whether he should excuse himself. But Dr. Amunugama said that there is no COI since this is only a briefing. Dr. Amunugama further said that TEDHA's grant will close on 31<sup>st</sup> August 2014 and they will be continuing the surveillance and other activities up to this date. The committee decided to form a small committee with few special experts to look at the assets they have and to decide how to dispose them, takeover some of them by AMC if they are in suitable condition to use and to auction the rest. Also he said that the committee agreed to take over some of the staff at the grass root level in to the Government program and the Director AMC will give a report about the number needed and the number can be accommodated with the available funds and whether they need some more funds to accommodate to fill the gap.

He further continued to say that TEDHA wanted 2 things, one is the close up meeting with all the staff, the health sector staff and others with CCM and to decide about it.

Ms. Sylwia commented by saying that currently they are reviewing the close out plan and will expedite the process soon and then TEDHA needs to seek the CCM endorsement.

- **National Strategic Plan for Malaria:** Dr. Amunugama further continued saying that they discussed the NSP for Malaria and considered the comments sent by Dr. Panduka, Dr. Sudath Samarawera, and Prof. Kamini Mendis, and did some minor changes in the document itself and he recommended the National Strategic Plan for Malaria to the CCM for its endorsement.

At this time Dr. Mahipala requested Dr. Risintha, Actg. Director AMC as he will be taking over all the activities implemented by TEDHA he need to get strengthen with the supportive staff, and also he was requested to identify what he should do within the next few months.

Dr. Risintha explained that they have analyzed and identified the gap in the human resources and the requirement of additional human recourses needed to cover the entire country and this is included into the funding request and concept note and also planned and decided what has to be done in the interim period and everything is calculated.

## **7. Concept Note Submission- Malaria Grant**

Dr. Mahipala inquired as there are some concerns brought up by Ms Sylwia about the concept note and whether they have been addressed.

Dr. Mehta explained how the WHO is supporting the development of CN, and he said the Ministry of Health made the request in April, and WHO responded by mobilizing the funds and commissioning the team with the National experts, and now they have done the NSP, Costing of it and the Concept Note.

Dr. Risintha explained and said that they have developed the NSP based on the epidemiology and the requirement of the Country and there were some comments and they have been incorporated into the NSP and recently also there were some comments officially and unofficially.

He also said that the Concept Note is ready and can be submitted now but there are some annexure which need further improvement and they can add some more annexure to improve the quality of NSP like requirement of human resources, how they are going to bridge the gap and the analysis of it and he said this can done before submitting it.

Dr. Rsintha further explained about the NSP and said that they have identified and included each and every activity that has to be done in the next 5 years in detail in the NSP and what strategy they are going to do and they have identified the gap they are going to bridge and they have costed them. He also said that based on this they have prepared the summary which gives the total funds required. Also they have identified the funding that will be coming from the Government for the next 5 years which is the counterpart funding that is expected for each year and he showed the complete document which he is going to submit to the GF.

He also explained his difficulties and said that this has to be transferred into GF modular template which is slightly different and highly complex, and there are so many hidden calculations and when they enter something it is converted to some different thing and it get into different categorization.

But they are now transferring all these activities into the template so it will be easy for them to submit to the online Grant Management platform but when they try to transfer into the template there are certain things it is asking like justification etc.

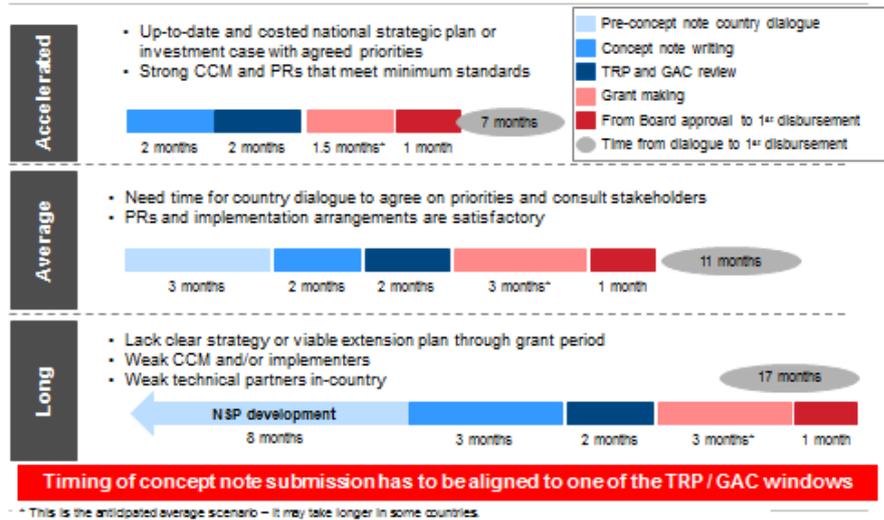
He also said that there are some sections of the concept note that have to be filled and elaborate e.g., the concept note narrative part and the programmatic gap but he can finish it during the next 48 hrs.

Ms. Sylwia explained the easy way to submit the Concept Note, first to work on the offline version of the template, and then to submit it online,

Ms. Sylwia also said that both CN and NSP are important and the draft NSP and CN should be shared with the County Team as soon as possible and ideally before the submission deadline. However the County Team will not comment on the NSP because it is technical part but their concern is about the concept note as the Concept Note needs to be based on the National Strategic plan. Also the County Team needs to check whether the gap analysis has been done and if the interventions have been prioritized but we have not yet received the completed draft of the Concept Note.

She explained how important it is for a subcommittee go through it carefully and take the decision before it is submitted, as 15<sup>th</sup> is a Sunday and the time interval is fairly short and it has to be endorsed by the CCM and the CCM need at least one day before endorsement, and she also mentioned the alternative of submitting in August and to submit a request for a no cost extension up to 6 months to bridge the funding gap. She further explained the process what will happen when the concept note is submitted and referred to earlier presentations.

## Time required for new funding model stages also depends on country context



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The disadvantages of submitting a substandard CN in June and the advantages of submitting a good completed CN in August were discussed at length.

Finally Dr. Mahipala agreed to summon a subcommittee meeting to go through the Concept Note on the following day at 5 pm to discuss these issues and he also said that it is a great opportunity that Ms. Sylwia is here, and requested her also to participate at the meeting and to invite Prof. Kamini Mendis, and other experts as well and Vice Chair, Dr. Mehta and all the Oversight Committee members and the Proposal Development Committee members and to review the document and take the decision whether to submit the Concept Note on 15<sup>th</sup> of June or not.

Dr. Abeykoon requested Dr. Risintha circulate the completed version of the Concept Note to all members for review by the subcommittee tomorrow before endorsement.

Dr. Abeykoon further explained that the review committee will take a decision technically whether we are in favor of submitting the CN on 15<sup>th</sup> of June and depends on this decision the CCM will decide how to proceed with the endorsement and submission of Concept Note and because of the time constrain the members also conditionally agreed to this decision.

### 8. Endorsement of Programme split.

Dr. Risintha informed the members that the programme split has to be decided and endorsed by the CCM. He further explained the amount of funding that has to be given for each disease component has to be decided by the members of the CCM.

Dr. Abeykoon explained as it was agreed upon to endorse at an earlier meeting and it was not minuted properly, and the percentage of the government contribution for all three disease component was not mentioned in the previous document and now as the figures are available and he requested the members to endorse it formally. After reviewing the Programme split proposed by the GF the members endorsed the following Program split.

<b>Disease Component</b>	<b>Existing Funding (US\$)</b>	<b>Additional Funding (US\$)</b>	<b>Total Allocation as of 1<sup>st</sup> January 2014 (US\$)</b>
<b>HIV</b>	4,508,769	8,396,629	12,905,398
<b>Tuberculosis</b>	3,660,993	6,008,442	9,669,435
<b>Malaria</b>	6,489,734	6,289,458	12,779,192
<b>Health Systems strengthening</b>	10,167,0		10,167,072
<b>Total</b>	24,826,568	20,694,529	45,521,097

## **9. Selection of PR for Malaria Grant**

The Vice Chair explained about the PR selection for Malaria grant and he said that this has to be decided by the CCM. Then Dr. Amunugama, the Chairman of the Proposal Development Committee proposed only one PR according to the country reality and the amount of funds allocated which is a small amount when compared to the past and recommended one PR to request grant. He also mentioned that the Ministry of Health can be the PR as they are the National Programme Managers for more than hundred years and the members endorsed the recommendation.

Dr. Amunugama also asked some advice from Ms Sylwia whether the PR selection is to be done before or after the CN submission, and she explained saying that it depends on the NSP, and the identified strategies for the country, what need to be achieved and then have to decide who is going to do it, The decision has to be taken after looking carefully into the country context who are the key stake holders, their capacity, what are their strengths and weakness and who will implement the activities and how to ensure the sustainability and achieve the impact with the available /limited funding .

This was translated into Sinhala by Dr. Abeykoon and he said there will be only one PR.

## **10. Grant Closure Plan- TEDHA**

Dr. Panduka mentioned that this has been already submitted to the GF and Ms. Sylwia confirmed that they are reviewing the closeout plan and they will communicate the comments to TEDHA, and then TEDHA will need to request for the CCM endorsement. She further said that they don't have to endorse it today because they have to understand what is there in the detailed work plan and budget and what TEDHA is planning to do, already the GF and LFA has raised some issues and waiting for response from TEDHA and once all is clarified, TEDHA can resent it to the CCM for the endorsement. The endorsement can be done via email, a electronic one.

## **11. Any other business.**

### **1. Letter from KAP/PLWD subcommittee.**

Dr. Abeykoon tabled the revised action plan sent by the KAP subcommittee for endorsement and he told because it was received only today it was not circulated to the members and it will not be possible endorse it. Ms. Thushara explained that the plan was drafted with the help of FPA

and when the “7 Sisters” were appointed for oversight and technical support they had one meeting with them and now they have come with a revised plan and this plan was not seen by any CCM Members and it can’t be endorsed without seeing the details.

Then the Vice Chair explained the procedure to Mr. Laxshman and said it has to be circulated to all the members by the CCM Secretariat by email and after reviewing they can comment on it or endorse electronically.

Ms. Sylwia commented that she had a follow-up with “7 Sisters” and the final work plan and budget has to be shared with the CCM members and the Global Fund because all have to know what is happening Therefore Dr. Yoganathan was advised to circulate this to all the members for their comments and endorsement before the implementation can start.

## **2. Letter from Heart to Heart Lanka requesting furniture 1.27**

This request was rejected by the CCM as these items will be utilized by the CCMSL secretariat and as Dr. Mehta pointed out the Vice Chair advised not to bring this kind of issues to CCM.

## **3. Letter from D/NPTCCD**

Dr. Abeykoon tabled a request letter received from Dr. Seneviratna, to arrange a meeting with the CCM members and the team visiting Sri Lanka to review the TB Programme the Joint Monitoring Mechanism – National TB programme and the members were invited to join the meeting just after the CCM meeting and members accepted the invitation.

## **4. Letter from Ministry of Health**

A letter from the Ministry of Health was tabled informing the CCM about changing the PRs to avoid the conflict of interest and informing the names of the new members.

## **12. Next Meeting – 12<sup>th</sup> August 2014**



Dr. Palitha Abeykoon

Vice Chairman /CCM Sri Lanka