

**Minutes of the 103<sup>rd</sup> Meeting of the Country Coordinating Mechanism, Sri Lanka held on 16<sup>th</sup> December 2014, at 2.30 pm, at the Conference Room of the Anti Malaria Campaign, Public Health Complex, 555/5, Elvitigala Mawatha, Colombo 05.**

**Participants**

**Members:**

- |                               |   |
|-------------------------------|---|
| 1. Dr. Palitha Abeykoon       | - AIDS Foundation of Lanka              |
| 2. Dr. Sarath Amunugama       | - DDGPHS I, Ministry of Health          |
| 3. Dr. Risintha Premaratne    | - Acting Director, AMC                  |
| 4. Dr. Sisira Liyanage        | - Director / NSACP                      |
| 5. Ms. Chandrika Senanayake   | - Ministry of Finance & Planning        |
| 6. Ms. Swarna Kodagoda        | - Alliance Lanka                        |
| 7. Dr. Panduka Wijeyaratne    | - TEDHA                                 |
| 8. Dr. Renuka Jayatissa       | - UNICEF                                |
| 9. Mr. Premabandu Jayathilake | - Tissajaya Children Welfare Foundation |
| 10. Mrs. Thushara Agus        | - Family Planning Association           |
| 11. Mrs. Kusum Jayalath       | - KAP                                   |
| 12. Mrs. Princy Silva         | - PLWD                                  |

**Alternative members:**

- |                            |                               |
|----------------------------|-------------------------------|
| 13. Dr. Sudath Samaraweera | - Acting Director GFATM       |
| 14. Dr. N. Janakan         | - WHO                         |
| 15. Mr. S.B Niyangoda      | - Nation Builders Association |

**Observers:**

- |                              |              |
|------------------------------|--------------|
| 1. Dr. Iffthikar             | - GFATM- HSS |
| 2. Mr. M.R. Rikaz            | - Sarvodaya  |
| 3. Mr. Pubudu Rupasinghe     | - LFA- PWC   |
| 4. Mr. Asitha Mallikarachchi | - LFA- PWC   |

**Excused:**

- |                                |  |
|--------------------------------|--|
| 1. Mrs. Sudharma Karunaratne   | - S/H, Ministry of Health                                |
| 2. Dr. P.G. Mahipala           | - Director General of Health Service, Ministry of Health |
| 3. Dr. K.N.G. Seneviratna      | - Director / NPTCCD                                      |
| 4. Mrs. Dilka Pieris           | - World Vision Lanka                                     |
| 5. Mr. Shirley Tissera         | - Congress of Religions                                  |
| 6. Dr. Dayanath Ranatunga      | - UNAIDS   |
| 7. Dr. Kumari Navaratne        | - World Bank   |
| 8. Mr. Dhanasena Hettiarachchi | - Nation Builders association                            |

**CCMSL Secretariat:**

- |                           |                            |
|---------------------------|----------------------------|
| 1. Dr. S. Yoganathan      | - Focal Point/CCMSL        |
| 2. Mr. Chanaka Walawwatte | - Programme Officer /CCMSL |

**Absent :**

- |                             |   |
|-----------------------------|---|
| 1. Dr. N.C. Amarasinghe     | - Ministry of Labour and Labour Relations |
| 2. Mr. V. Abeyratne         | - Ministry of Education                   |
| 3. Mrs. S.A.D.S Subasinghe  | - Ministry of Social Services             |
| 4. Dr. Iyanthi Abeywickrame | - SLMA                                    |

### **Proceedings:**

The meeting was started at 2.30 pm chaired by Ms Swarna Kodagoda as Ms. Sudharma Karunaratne, the Chair, had tendered her excuse and Dr. Palitha Abeykoon the Vice Chair was getting late. She was proposed to Chair meeting by Ms. Thushara and seconded by Dr. Panduka Wijeyaratne and she welcomed all the participants including the observers.

**1. Excuses:** Ms Swarna Kodagoda mentioned the names of excuses received. **(Please see the list above)**

- **Confirmation of the Minutes of the previous meeting:**

The Minutes of the 102<sup>nd</sup> meeting held on 10<sup>th</sup> October 2014 which was circulated to the members were taken up for adoption and the minutes were adopted as being in order-proposed by Mr. Premabandu Jayathilake and seconded by Mrs. Princy Silva.

**2. Matters arising from the minutes:** She went through page by page and as most of the items are listed under Agenda item and as there were no matters arose from the minutes it was decided to go to the agenda items.

At this time Dr. Palitha Abeykoon Vice Chair arrived and he took over the chair.

- **Declaration of Conflict of Interest:**

The Vice Chair informed the members that if any member is having COI related to any of the items in the agenda; they should excuse themselves and leave the venue when the subject is taken up for discussion. CCM members agreed to that.

### **Agenda Items**

**3. Feedback from Oversight Committee:** It was informed that the Oversight Committee meeting was planned to have on 13<sup>th</sup> December but was postponed due to unavoidable reasons.

**4. Concept Note - TB - Voting and Endorsement of PR Selection for TB Grant :**

Dr. Abeykoon briefed about the background of the issue raised by the GF and mentioned about the email sent by Access to Funding about the process the CCM had adopted for the PR selection at the last meeting which the GF feels was not complete, and the CCM suppose to take a voting and endorse the PR selection and it has to be a formal process. It was also informed that the members and the alternate who have written approval can vote.

It was noted that there were three Alternate Members out of 15 participants.

Dr. Sudath Samaraweera Deputy Director of NCPTCCD, Alternate Member was requested to rescue himself to avoid conflicts of interest and to effectively address this he went out of the meeting hall and waited elsewhere. Also he didn't take part in the voting process which was held later.

As Ms. Thushara advised the alternates to get the written approval for voting from the regular members and it was agreed by others also, and Mr. Niyangoda and Dr. Janakan both were asked to get the written approval for the voting. This was explained in Sinhala to the members by herself.

Mr. Niyangoda informed that Mr. Dhanasena Hettiarachchi, Member from Nation Builders Association is sick and he will get the approval from the Chairman of Organization and while the meeting was in progress the written approval for Mr. Niyangoda to vote came by email from the organisation.

As Dr. Pesigan Acting WR is out of the country Dr. Janakan Alternate Member from WHO was allowed to vote and get the approval from acting WR by email later.

Then the ballot papers were distributed to the members by Chanaka, and asked to tick the box 'yes' or 'no' and to put the date on the paper. The ballot papers were collected and the votes were counted and all 14 votes were marked as yes for selecting the Ministry of Health as PR for TB Grant and it was a unanimous agreement and the endorsement for selection. It was asked to file the ballot papers for future reference.

Mr. Niyangoda and Dr. Risintha both raised a query why the members can't raise the hand and vote since it is an unanimous decision and can be seen by the members as well as the observers and the reply given was that if the voting is done by raising the hands there may be a possibility of acting against him and what was done is a more transparent manner of voting.

Dr. Abeykoon said that all agreed to the selection and what is necessary is a simple majority agreement according to the Governance Manual but here it is a unanimous agreement to the selection of PR for the TB grant of the GF.

Then Dr. Sudath Samaraweera was called in to the meeting hall.

## **5. Concept Note – Malaria – Update by Director AMC:**

Dr. Risintha presented the response letter received from GF after TRP review and said it needs further iteration and he explained the time line and said he is expected to resubmit it in February 2015. He also said they are working on it and they have decided to hire a foreign consultant based in UK for the revision and WHO agreed to fund it and the consultant was identified and he will be visiting Sri Lanka during 1st week of January 2015. He also said that they are in the elimination phase and there are no guidelines for the prevention of reintroduction at this stage because there are not many tropical countries reached this stage. He further said that they have also mentioned that certain sections are not specific and it has to be more strategically focused and technically sound, taking into account the issues identified.

Dr. Abeykoon explained that they have listed 5 issues / areas which have to be revised and he mentioned them, and he said that they have indicated the recommendations to be revised.

Then Dr. Janakan explained how the consultant was selected from a short listed list of consultants who has had some experience in developing the Malaria CN following a detail discussion about the resubmission of CN and it was shared with the GF and with their recommendation this Consultant who is

well experienced in CN development was selected and the WHO regional office is funding for this and it was agreed by all.

Dr. Abeykoon queried whether they have enough funds to carry out the activities until this CN is approved and Dr. Risintha responded by saying that the NCE which was submitted will be effective until 31st of March. If the CN is resubmitted by February 2015 and the process might take another 3 months after TRP review and it will be August 2015 for them to get the money and there will be a gap of 5-6 months and to cover this period they have to submit another NCE. He also said that unfortunately the NCE was not officially approved yet and it was reviewed by GF country team and agreed upon and then the Face sheet was signed by Secretary Health on behalf of the Ministry of Health and was sent to the GF and waiting for the response from GF. These issues were stressed.

Dr. Amunugama informed the CCM that they are carrying out activities and spending money without written approval of the GF for the NCE and if the PR face some issue on a later date due to any reason what will happen because they are taking unnecessary risk by spending money by signing without the approval.

Dr. Sudath Samaraweera said that there is some consensus that within certain days the Audit report has to be submitted and unless they are satisfied with our audit report they will not do any disbursement. Without submitting the Audit report, not only Malaria even other grants also will not get any money. The GF wanted the annual Grant specific audit report to be revised and it was informed to the Ministry of Health 2 weeks back.

Then Dr. Abeykoon wanted it to be clear about who has to take action and Dr. Sudath said the letter was addressed to Secretary Health as she is the PR, and she has to send the reply and Dr. Sudath further explained that the revision of the audit report should be done by Auditor General, and Secretary Health has written to Auditor General to do the necessary changes they have requested and now it is in the process. As an interim measure Secretary has to write to the GF about all the actions they are taking.

Dr. Abeykoon informed as it is a common issue related to the Government Grants Dr. Sudath has to take quick follow up action and to inform Ms. Sylwia regarding the course of action they are taking.

Dr. Amunugama informed that no follow up actions are taken until the reminders come to the letters written from the GF to the Secretary, and the same thing has happened to OIG report, and he requested someone to take initiative to write the reply. It was made clear that D/GFATM has to take follow up action for the letters written to the Secretary as the Government PR, and CCM will take action to the letters written as the CCM Chair.

Dr. Risintha further explained that they have staff working in the periphery and their salary has to be paid after the approval of NCE. He also said their payments have to be made otherwise the services will collapsed. Also he said they are using the savings to pay the salary even if they didn't get the disbursement. But his worry was whether it will be considered as ineligible expenditure later.

As it was noticed that not responding to the communications from the GF is the limiting factor, Dr. Sudath Samaraweera was asked to speed up sending the responses to the GF. Also Dr. Abeykoon stressed that the most important thing is the programme should go without any interruption. How it is

settled also important but if this is the limiting factor we have to address that, also if something can be done to bridge the gap some other way that also have to done. If recording in the minutes is enough then we will do it. If not enough we have to look into that later.

When it was queried from LFA it was informed that two signatories are required from GF for the implementation letter and one signature is already there and Secretary of MOH has also signed the implementation letter. However implementation letter with Regional Finance Manager's signature is pending. Furthermore approved work plan and the budget had been communicated by GF via email. As a result there is a legal binding between GF and MOH. LFA also mentioned that PR can use the existing balance cash in hand available due to the savings of the previous grant to execute any activities given in the GF approved work plan and budget. LFA also advised to communicate to GF on the PR's proposed plan to execute the NCE activities using existing cash balance.

At this time Dr. Renuka from UNICEF informed that if they spend without the written approval or the authorization letter no organisation will reimburse it. And she advised to write a letter mentioning the activities they are planning to do and make the payment and informing them that they are going to use the fund from saving and request for written approval and Dr. Risintha was advised to keep them informed.

**6. Review / comments about NSP of NASCP:** Dr Liyanage informed the members, that the costed NSP was circulated to the members by the CCM Secretariat and the Midterm review will be done from 3<sup>rd</sup> week of January to 2<sup>nd</sup> week of February 2015. After the review they may have to do the changes depend on the review report. He also said that during the 1<sup>st</sup> week of January 2015 they will be doing the Gap analysis and Epi analysis. For all these they have identified the consultants with support of WHO and planning to submit the CN in April 2015.

#### **7. Feedback from KAP / PLWD Subcommittee:**

Ms. Swarna Kodagoda Secretary of the KAP Subcommittee read the report, and she mentioned about the decisions taken at the 3<sup>rd</sup> KAP Subcommittee meeting,

- Decision was taken to improve the representation and participation of all the KAP population, and to include CNAPT, Equal grounds and Women in Needs into the Task-force committee, and it was communicated to them to attend the KAP Taskforce meetings.
- Approved the expenditure of the KAP Capacity building workshop and the payment of the participants which exceeded the approved amount because the number of the participant was more but it was within the total approved amount and it was set against the accommodation budget.
- Decision taken to continue the Capacity building activity sessions of the KAP Taskforce Members, during the KAP Taskforce meeting and not as a separate workshop.
- Decided to approve the expenditures of the field meetings which exceeded the approved amount because more participants participated at some of the meetings by paying from the incidental expenditure.

She also mentioned about the decisions taken at the 4<sup>th</sup> KAP Subcommittee Meeting held on 15<sup>th</sup> of December and the activities identified for the year 2,

- Decided to follow almost the same programmes that were done for the 1<sup>st</sup> year, and in addition to that, the following also were decided.
- Decided to supervise the Field meetings by the subcommittee members, and to have nine field meetings as one meeting for each province and also to provide the transport cost to the participants. FPA will support in organizing these meetings.
- Decided to cover the expenses of a part time helper to support the Secretariat work as a messenger and the Secretariat is having more work because of monthly KAP Meeting and KAP Taskforce Meetings. Ms Thushara accepted to help in developing the ToR for the Messenger. It was also decided to identify a KAP Taskforce member for this purpose.

When Ms. Swarna Kodagoda requested for the approval from the CCM Members for the increased cost, Dr. Amunugama explained as it was not increased cost and it was a reallocation and the approval can be given because it was within the same activity but different budget line and CCM agreed to approve the expenditures.

Dr. Amunugama mentioned that whatever the activities the KAP Subcommittee is planning under KAP Pilot project for the next year they should be included in the NSP also for completion and the members agreed to that.

### **8. Eligibility and Performance Assessment (EPA) of CCM and Follow-up Actions:**

The Focal Point explained about the operational plan of the EPA which was approved in last May 2014, and mentioned that the deadlines for some of the activities are lapsed, and also said that this was informed to FPM and she had made some arrangements with the Alliance Hub to help CCM Sri Lanka to do the activities and Mr. Rajan Mani from the Alliance Hub had a Skype call with the CCM Secretariat and decided about the follow up actions that has to be taken up for future. This was communicated to the FPM by email and now waiting for her approval and it is under process.

She also informed that the required funding for these activities will have be requested from GIZ, WHO or UNAIDS.

The suggestion was to hire a Technical Advisor to plan these activities and prepare the budget and the Hub and FPM will decide about the TOR of the Technical adviser. Also informed that some of the Members specially the Government Members have not handed over the signed Col declaration form and these forms have to be collected and uploaded into the GF website which is one of the eligibility requirements.

The members were concerned about not completing the tasks as planned and wanted to get it cleared in writing from the GF whether it has any implication on the two concept notes which were already submitted namely Malaria and TB.

## **9. Discussion on the possibility of a Multi Country and/or Regional proposal to GFATM from the three countries – Sri Lanka, Bangladesh and Maldives in 2015.**

The FP explained about the background of this proposal and the discussion the three countries had at Bangladesh, during the SEAR constituency meeting in Dhaka in November 2014 and also about the email communications received from the WHO offices in Maldives and Bangladesh which were already circulated to the members by email. She also informed that they have proposed to have a Skype meeting on 22<sup>nd</sup> at 10.30 am and requested the Programme Directors to participate.

The Vice Chair further explained about the ToR of the Consultant who is hired by the WHO and informed that it might benefit to Sri Lanka and without duplicating the activities we can work on it in principle.

## **10. Nomination of a CSO to sign in the GF fund disbursement face sheet:**

It was explained by the FP about this requirement of the GF and requested to nominate one CSO member except Ms. Thushara as the funds are channeled through her account and Dr. Abeykoon because he is signing the cheques. Mr. Premabandu Jayathilake's name was nominated by Dr. Abeykoon and seconded by Ms. Kodagoda and all other members agreed to that.

## **11. Any other business**

### **11.a. Letters submitted to be Observers at the CCM Meetings:**

The request letters received from Prof Vajira Dissanayake and the College of Venereologist and the French Ambassador were tabled and read out to the members and after checking the relevant section of the CCM Governance Manual it was decided, an observer can be invited as a resource person by the CCM and these requests can't be approved as they are not eligible to be an observer.

But some members of the view that the French Ambassador can be invited for one meeting to see how the CCM meeting is conduct but some members were not happy about inviting him and it was discussed at length.

### **11.b. Vacancy of the Oversight Committee member:**

The FP explained that there is a vacancy in the Oversight Committee and requested to nominate a Member and to select a member from KAP Subcommittee because one of the activities of the CCM- EAP improvement plan is to increase the KAP representation in the Oversight Committee and Dr. Palitha Abeykoon's name was proposed by Ms. Swarna Kodagoda and seconded by Dr. Amunugama and all agreed to this decision.

She also informed the members that Mr. Pathirathna, DDG Finance of the Ministry of Health and the member of the Oversight Committee and the Chairman of the Finance Subcommittee is retiring from the Government Service and asked whether to continue him as a member or to nominate some other person. After a lengthy discussion it was decided to request him to continue until next CCM meeting to take a decision as he was appointed as a member of the Oversight Committee because of his position and he can monitor the progress of the health sector grants.

**11.iii. Vacancy of the Accountant to authorize the payments of CCM Secretariat:**

It was informed to the Members that Mr. Satheesh Ilango Accountant who was certifying the vouchers left GFATM and after discussing it was decided to request the accountant who is employed to do the work of Mr. Satheesh to cover the CCM work also.

**11. iv. Decision about absentees for the meeting:**

It was decided to remind them with a polite note saying that the CCM would like them to come for the CCM meetings regularly.

**11. v. Update about the Finance Subcommittee – Report:**

It was informed by Ms. Chandrika that there is a delay in getting necessary supporting documents from the PRs and because of that they are unable to finish the report. The Vice Chair requested the PRs to give the support and to hand over the necessary documents as early as possible.

**11. vi. Leave abroad of Focal Point, CCM:**

A letter from Dr. Yoganathan FP requesting for 2 months leave from 15<sup>th</sup> of January 2015 was tabled and it was informed that Chanaka will be covering up by working more hours( after hours) and Ms. Swarna Kodagoda will also consented to support the CCM Secretariat. It was approved and agreed to make the payment according to the relevant circulars.

**12. Date for Next Meeting:**

It was decided to have the next meeting in January before resubmitting the Malaria CN and the date will be decided later.

  
Dr. Palitha Abeykoon  
Vice Chair/CCM Sri Lanka

