

108thCCM Sri Lanka Meeting Minutes

INPUT FIELDS INDICATED BY YELLOW BOXES

MEETING DETAILS										
COUNTRY (CCM)		Sri Lanka			TOTAL NUMBER OF <u>VOTING</u> MEMBERS PRESENT (INCLUDING ALTERNATES)			14		
MEETING NUMBER (if applicable)		108 th Meeting			TOTAL NUMBER OF <u>NON-CCM</u> MEMBERS / OBSERVERS			8		
DATE (dd.mm.yy)		3 rd November 2015			PRESENT (INCLUDING CCM SECRETARIAT STAFF)					
DETAILS OF PERSON WHO CHAIRED THE MEETING										
HIS / HER NAME & ORGANISATION	First name	Dr. Palitha			QUORUM FOR MEETING WAS ACHIEVED (yes or no)			Yes		
	Family name	Abeykoon			DURATION OF THE MEETING (in hours)			2		
	Organization	AIDS Foundation Sri Lanka			VENUE / LOCATION	AMC Auditorium				
HIS / HER ROLE ON CCM (Place 'X' in the relevant box)	Chair				MEETING TYPE (Place 'X' in the relevant box)	Regular CCM meeting		X		
	Vice-Chair	X				Extraordinary meeting				
	CCM member					Committee meeting				
	Alternate					GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING (Place 'X' in the relevant box)		LFA	X	
HIS / HER SECTOR* (Place 'X' in the relevant box)								FPM / PO	X	
GOV	MLBL	NGO	EDU	PLWD	KAP	FBO	PS	OTHER	X	
							X	NONE		

LEGEND FOR SECTOR*

GOV	Government	PLWD	People Living with and/or Affected by the Three Diseases
MLBL	Multilateral and Bilateral Development Partners in Country	KAP	People Representing 'Key Affected Populations'
NGO	Non-Governmental & Community-Based Organizations	FBO	Religious / Faith-based Organizations
EDU	Academic / Educational Sector	PS	Private Sector / Professional Associations / Business Coalitions

SELECT A SUITABLE CATEGORY FOR EACH AGENDA ITEM (Place 'X' in the relevant box)																
GOVERNANCE OF THE CCM, PROPOSALS & GRANT MANAGEMENT RELATED TOPICS																
AGENDA ITEM No.	WRITE THE TITLE OF EACH AGENDA ITEM / TOPIC BELOW	Review progress, decision points of last meeting – Summary/Decisions	Review CCM annual work-plans / budget	Conflict of interest / Mitigation	CCM member renewals/appointments	Constituencies engagement	CCM Communications /consultations with in-country stakeholders	Gender issues	Proposal development	PR / SR selection / assessment / issues	Grant Consolidation	Grant Negotiations / Agreement	Oversight (PUDRs, management actions, LFA debrief, audits)	Request for continued funding / periodic review / phase II / grant consolidation /closures	TA solicitation / progress	Other
AGENDA ITEM #1	Excuses															X
AGENDA ITEM #2	Confirmation of the Minutes															X
AGENDA ITEM #3	Matters arising from the last Minutes	X														
AGENDA ITEM #4	Update of the Oversight Committee Meeting												X			
AGENDA ITEM #5	KAP Pilot project update					X								X		

AGENDA SUMMARY

AGENDA ITEM No.	WRITE THE TITLE OF EACH AGENDA ITEM / TOPIC BELOW
AGENDA ITEM #1	Excuses
AGENDA ITEM #2	Confirmation of the Minutes
AGENDA ITEM #3	Matters arising from the last Minutes
AGENDA ITEM #4	Update of the Oversight Committee Meeting
AGENDA ITEM #5	KAP Pilot project update

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >			
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED			
<p>Vice Chair said it is in a new format and it will take some time to understand and to get used to this format and he also informed that the GF wanted it in this format. The minutes was proposed as being in order, by Mr. Niyangoda and seconded by Dr. Dayanath Ranathunga and the minutes were adopted as correct record of the meeting.</p>			
SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM			
GOV			
MLB			
L			
NGO	Ms. Thushara said this is what is expected from the GF and make it concise.		
EDU			
PLW			
D			
FBO	Mr. Tissera asked whether it is possible to have this format for the GF and to have the old format that the members are familiar with for the meetings with the same contents.		
KAP			
DECISION(S)			
The minutes were adopted as correct record of the meeting, and to continue to write the minutes in the new format			
ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE	
To continue to write the minutes in the new format	Focal Point		
DECISION MAKING			
MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*	<input checked="" type="checkbox"/>	IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS
	VOTING	<input type="checkbox"/>	VOTING METHOD (Place 'X' in the relevant box)
			SHOW OF HANDS
			SECRET BALLOT
			ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR</u> OF THE DECISION >
			ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION >
		ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >	
*Consensus is general or widespread agreement by all members of a group.			
MINUTES OF EACH AGENDA ITEM – 3			
AGENDA ITEM # 3	Matters arising from the last Minutes		
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)			
CoI issue did not arise			
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >			
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED			
<p>Vice Chair went through page by page and as most of the items are in the agenda only the topic below were discussed;</p> <p>1. Sarvodaya payment in page 13, Ms. Thushara informed the members that Dr. Vinya informed her; they had made some repayment and Focal Point also informed that Sarvodaya is making arrangement for some payment around 38,440,583.09SL Rupees equal to 26,690 US\$ but mostly (around 2.9 mil) it was the unspent money which was there in their account was repaid.</p> <p>Mr. Tissera commented saying that this is something connected to the future Grants, and the new projects will suffer. He further said the GF didn't ask the CCM when they were giving the money to Sarvodaya and CCM can't take the responsibility for that and now when a problem comes they are pointing the finger at CCM, and asking the CCM to collect the money back, why are they asking, and they are penalizing the present Grants, and he wanted it to be minuted</p> <p>2. Increments of CCM Staff under Any other business in page 15 Forming a committee to look into the salary increase of Secretariat Staff was discussed, and Vice Chair said even if a committee is formed now that committee will have to work only after the budget is passed in the</p>			

parliament.

Then Mr. Tissera gave his views, to form the committee now and they can develop a formula for salary increase, which can be implemented later when the budget announcement is made.

Vice Chair gave his views and asked whether the formula will work with the GF and Dr. Dayanath also with the same view and asked whether the GF will accept the committee recommendation and before forming a committee must have clear concurrence from the GF that they will implement what ever the committee decides and recommend.

Ms Thushara said to wait till the Government budget is passed and not to form the committee now and the next year CCM budget is already approved, but it was corrected by the Focal Point that the budget approved is only for this year (2015) and the CCM secretariat is in the process of preparing next year (2016-2017) budget.

Finally Vice Chair asked the members to decide whether to form a committee now or later and must have clear concurrence with the GF and Mr. Tissera said it will be the recommendation of the committee, and if we don't recommend anything we get nothing, and no increment will be given in the next few months.

At this time Ms. Thushara said the CCM was not consulted for any increment given to the Focal Point and this is indifference, and Focal Point said what was given is not an increment; it is additional funds for employer's contribution of EPF and ETF and it is already being paid for other two staff by the GF and this issue was cleared by the FPM in the presence of Vice Chair this afternoon.

Ms. Thushara further said the CCM is asked to do and held responsible for the performance appraisal and recommendation for salary increases, but the decisions are made by the GF without CCM participation.

Mr. Tissera said he also agreed to that comment and the CCM should take a policy decision and inform to the GF that if they are responsible for performance and for the grants repayment, CCM should be consulted before making any decisions like this. He wanted it to be minuted then it has more value and also to ask from the FPM when she arrive at the meeting. Vice Chair further commented and said it is about the functions of CCM,

Princy de Silva asked for the details about the salary increase and how it happened.

Mr. Tissera explained that earlier the salary and budget was prepared by the CCM and in the recent times the GF is doing it directly and that's the issue, and after we approve the budget they are including the items what they wanted.

Ms Swarna commented saying when it comes to the salary increase or any decision of that nature, it should be in the form of a written paper presented to the CCM describing the details how much they were getting at present and how much they will be getting with the increase and how it is calculated etc the details should come as a paper so that everyone can see it, and the secretariat should put that to the CCM and the members can review that, and decide.

At this time the FP explained when Sylwia was there it was presented to the CCM Committee with the budget through email and again with the last budget before it was endorsed. It was again explained through emails when Chanaka raised this issue.

Further Vice Chair said he had heard from the GF that they have budgeted a up to a 5% increase for all CCM staff and there will be only 2 people working from June 2016 which is another issue, and this 5% possible increase that's contingent on CCM recommending the salary increases, giving the performance appraisal and recommending the salary increase. The CCM will not mention how much is recommended but the GF will decide about the amounting March 2016, the salary increase will be up to 5%, it can be 0.5% or 4.5%.

He also said really we have very little to do except we have to send a recommendations of course how we recommend and how strongly we recommend will have some bearing on the percentage that is allocated or paid, not entirely the decision is taken on that.

Dr. Sisira said recently the government had increased everybody's salary by 10,000 Rs but it was pointed out that it is an allowance and not an increase in the basic salary. He also said that if one person's salary is increased and others salary not increased then the organization performance would get affected.

Dr Abeykoon asked whether the government decision affect the salary increase of CCM staff, He replied and said now all government servants' salary was increased by same amount of Rs 10000 but some are not happy specially higher rankers, they asked to maintain the same salary proportion, and we have to do a similar thing in par with the government

Mr. Tissera said we have to be very strong on this issue because if the GF is asking us to be the representatives of the GF governing body here in Sri Lanka we must have some sort of say. If we wash our hands and allow them to do what they want there is no point in sitting in the CCM and discussing these issues.

Vice Chair said the FPM she herself how much of power she has in these decisions in her own organization we don't know and she may be reflecting and communicating what her hierarchy deciding in the GF.

Mr. Tissera said this might help her to take decisions and put forward the issues to her higher officers and to say what we feel about something and say this is what is happening and I was in the board for 4years and the GF is there to help the countries and we have to represent the facts and tell them our issues.

SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM

GOV	
MLB	
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NGO	Mr. Jayathilaka said everything should be done in a normal way not abnormal. Ms. Swarna referred to what Blanca said at an earlier meeting and said; what the government is doing can be applied to CCM Secretariat Staff and GFATM Staff;she wanted to follow what the government is doing.
EDU	
PLW	
D	
FBO	Mr. Tissera said it is matter of policy and principle
KAP	

DECISION(S)

It was decided discuss this issue when the CT is there with them.

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE

DECISION MAKING

MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*	<input type="checkbox"/>	IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS		
	VOTING	<input type="checkbox"/>	VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS	<input type="checkbox"/>
				SECRET BALLOT	<input type="checkbox"/>
	ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR</u> OF THE DECISION			>	<input type="checkbox"/>
	ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION			>	<input type="checkbox"/>
*Consensus is general or widespread agreement by all members of a group.			ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >	<input type="checkbox"/>	

MINUTES OF EACH AGENDA ITEM - 4

AGENDA ITEM #4 Update of the Oversight Committee Meeting

CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

CoI issue did not arise

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

Mr. Tissera said no Oversight Committee meeting or visit was held during the period and nothing new to update

SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM

GOV	
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PLW	
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FBO	
KAP	

DECISION(S)

Decision was taken to have the next oversight meeting and the visit in near future

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE

DECISION MAKING

MODE OF DECISION	CONSENSUS*	<input type="checkbox"/>	IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS		
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MAKING (Place 'X' in the relevant box)	VOTING		VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS			
				SECRET BALLOT			
			ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF THE DECISION</u>			>	
			ENTER THE NUMBER OF MEMBERS <u>AGAINST THE DECISION</u>			>	
			ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u>			>	
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MINUTES OF EACH AGENDA ITEM- 5

AGENDA ITEM # 5	KAP Pilot project update
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

CoI issue did not arise

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

Mrs. Swarna presented the update

- 27 meetings were planned and about 50% meetings were held and the rest of the meetings will continue till end of the year,
- She commented about a meeting organized by Positive Hope Alliance in Kurunagale, and said it was organized very well and except the sex workers others were there.
- They didn't obtain any the support from NSACP, but she feels that they should have obtained.
- The participants were new people, and she mentioned the issues brought up by them also different
- Distribution of drugs near the schools on the increase in that area and have to find a new strategy to deal with this, and to do something to the distributors instead of catching the users.
- Importance of general awareness program to the general public was stressed so that the stigma will be addressed and it will also help the young people to know about STI / HIV
- They have suggested including this into the school curriculum.
- Another issue is the hospital staff divulging their information; when they go for treatment for other illnesses they have to say they are positive and because of that there are discriminated in the hospital.

SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM

GOV	
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EDU	
PLW	
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FBO	
KAP	

DECISION(S)

No decision was taken

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE

DECISION MAKING

MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*		IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS				
	VOTING		VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS			
				SECRET BALLOT			
			ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF THE DECISION</u>			>	
			ENTER THE NUMBER OF MEMBERS <u>AGAINST THE DECISION</u>			>	

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ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED>

MINUTES OF EACH AGENDA ITEM- 6

AGENDA ITEM # 6 Concept Notes Updates

CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

CoI issue did not arise

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

It was informed by the programme directors that the Board had approved all three grants and for TB and Malaria Grants the Budget is also approved. HIV grants; it is in the process of negotiation of the budget and it will be finished before the CT leaves.

It was informed by the FPM that there are 60 countries that are getting the grants from the GF had signed the Framework agreement and 10 countries signed the Privilege and Immunities agreement.

Sri Lanka also waiting to sign the Framework agreement and once it is signed the GF will release the funds, they are expecting to release first disbursement before 31st of December so there won't be any funding gap.

SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM

GOV	Dr. Sisira said there are 450 IDU in Sri Lanka, which is a small number, and earlier as it is a round base budget it couldn't be implemented and was not approved. Under NFM it was not included but have to try as pilot project and review the policy and Government has to take a decision about this. It was advised by the FPM to include all the stakeholders in the review process.
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MLB

NGO

EDU

PLW

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FBO

KAP

DECISION(S)

Decided to take action to sign the framework agreement early.

ACTION(S)

KEY PERSON RESPONSIBLE

DUE DATE

Signing the framework agreement

Dr. Sudath
Acting Director GFATM

DECISION MAKING

MODE OF DECISION MAKING

(Place 'X' in the relevant box)

CONSENSUS*

VOTING

IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS

VOTING METHOD

(Place 'X' in the relevant box)

SHOW OF HANDS

SECRET BALLOT

ENTER THE NUMBER OF MEMBERS IN FAVOUR OF THE DECISION >

ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION >

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ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED>

MINUTES OF EACH AGENDA ITEM- 7

AGENDA ITEM # 7 HSS Project updates

CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

CoI issue not aroused

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >			
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED			
<p>Mrs Fernando, Engineer from Ministry of Health who is working in the project gave a quick briefing and said 12 construction works are delayed because they are under evaluation but can finish the evaluation by 15th of November. 5 constructions they have called for bids and closing date is 20th November 2015.</p> <p>Project Manager interview was held and selection done and the details are shared with the Northern provincial Council. This has to be approved by the GF.</p> <p>She also said they need minimum of 3 months of no cost extension to finish the work if the work is progressing the way it is done at present and FPM said to give the No Cost Extension they have to make the request in time because it has to be approved by the Board.</p>			
SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM			
GOV			
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FBO			
KAP			
DECISION(S)			
It was decided to finish the work according to the target dates and if necessary to make the request for NCE well ahead of time.			
ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE	
DECISION MAKING			
MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*		IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS
	VOTING		VOTING METHOD (Place 'X' in the relevant box)
			SHOW OF HANDS
			SECRET BALLOT
			ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF</u> THE DECISION >
		ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION >	
		ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >	
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MINUTES OF EACH AGENDA ITEM – 8	
AGENDA ITEM # 8	Discussion about changing the Composition of CCM and CCM Election
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)	
CoI issue did not arise	
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >	
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
<p>The following issues were discussed;</p> <ol style="list-style-type: none"> 1. Changing the constituency by including a member to represent the PLWD – for TB and including a member to represent MSM 2. Formation of a subcommittee to conduct the CCM election 3. Calling for expression of interest to become a member and to work with CCM 	
SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM	
GOV	

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FBO	
KAP	

DECISION(S)

1. As there was not enough time to bring a resolution and change the composition of the constituency it was decided to do the changes after the new committee is formed.
2. It was decided to publish the paper advertisements in all three languages to call for expression of interest.
3. The election subcommittee was formed with Dr. Sudath Samaraweera as Chairman, and Dr. Dayanath from UNAIDS and Dr. Janakan from WHO as Members of the Committee.

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE
1. Publish the paper advertisements in all three languages to call for expression of interest. 2. Call for election subcommittee meeting and conduct the CCM election	Election subcommittee and the CCM Secretariat staff	

DECISION MAKING			
MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*		IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS
	VOTING		VOTING METHOD (Place 'X' in the relevant box)
			SHOW OF HANDS
			SECRET BALLOT
			ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR</u> OF THE DECISION >
			ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION >
		ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >	
*Consensus is general or widespread agreement by all members of a group.			

AGENDA ITEM # 9	OIG Recoveries
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

NA

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

The FPM informed the CCM that initially the dead line date was 30th of September and now waiting for the response of the Country.

SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM

GOV	
MLB	
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NGO	
EDU	
PLW	
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FBO	
KAP	

DECISION(S)

No decision taken

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE

DECISION MAKING

MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*		IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS		
	VOTING		VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS	
				SECRET BALLOT	
				ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR</u> OF THE DECISION >	
				ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION >	
*Consensus is general or widespread agreement by all members of a group.			ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >		

MINUTES OF EACH AGENDA ITEM - 10

AGENDA ITEM #10 Any other Business

CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

NA

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

It was informed to the members that Ms Thanuja Wickramathilaka who was working as the accountant certifying the accounts resigned from the GFATM and the new accountant Mr. M. S. M. Asthak had assumed duties as AMC accountant will be working as authorized signatory for CCM Finance activities with the permission of the GF.

SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM

GOV	
MLB	
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NGO	
EDU	
PLW	
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FBO	
KAP	

DECISION(S)

Agreed for Mr. M. S. M. Asthak to work as the authorized signatory for CCM Accounts.

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE

DECISION MAKING

MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*	X	IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS		
	VOTING		VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS	
				SECRET BALLOT	
				ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR</u> OF THE DECISION >	
				ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION >	
*Consensus is general or widespread agreement by all members of a group.			ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >		

AGENDA ITEM # 11 Date for next meeting

CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

NA			
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >			
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED			
Date for the next meeting was not decided as it has to be decided after the CCM election and formation of new CCM			
SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM			
GOV			
MLB			
L			
NGO			
EDU			
PLW			
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FBO			
KAP			
DECISION(S)			
The meeting date later after the new committee is formed			
ACTION(S)			KEY PERSON RESPONSIBLE
			DUE DATE
DECISION MAKING			
MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*		IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS
	VOTING		VOTING METHOD (Place 'X' in the relevant box)
			SHOW OF HANDS
			SECRET BALLOT
			ENTER THE NUMBER OF MEMBERS IN FAVOUR OF THE DECISION >
		ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION >	
		ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED>	
*Consensus is general or widespread agreement by all members of a group.			

SUMMARY OF DECISIONS & ACTION POINTS			
AGENDA ITEM NUMBER	WRITE IN DETAIL THE DECISIONS & ACTION POINTS BELOW	KEY PERSON RESPONSIBLE	DUE DATE
AGENDA ITEM #1	No excuses received		
AGENDA ITEM #2	The minutes were adopted as correct record of the meeting, and to continue to write the minutes in the new format.		
AGENDA ITEM #3	It was decided discuss this issue when the CT is there with them.		
AGENDA ITEM #4	Decision was taken to have the next oversight meeting in near future		
AGENDA ITEM #5	No decision was taken		
AGENDA ITEM #6	Decided to take action to sign the framework agreement early.		
AGENDA ITEM #7	It was decided to finish the work according to the target dates and if necessary to make the request for NCE well ahead of time.		
AGENDA ITEM #8	<ol style="list-style-type: none"> As there was not enough time to bring a resolution and change the composition of the constituency it was decided to do the changes after the new committee is formed. It was decided to publish the paper advertisements in all three languages to call for expression of interest. The election subcommittee was formed with Dr. Sudath Samaraweera as Chairman, and Dr. Dayanath from UNAIDS and Dr. Janakan from WHO as Members of the Committee. 		

AGENDA ITEM #9	No decision was taken		
AGENDA ITEM #10	Agreed for Mr. M. S. M. Asthak to work as the authorized signatory for CCM Accounts.		
AGENDA ITEM #11	Decided to decide the meeting date later after the new committee is formed		

NEXT MEETING (INCLUDES OUTSTANDING AGENDA ITEMS NOT COMPLETED DURING CURRENT MEETING)	
TIME, DATE, VENUE OF NEXT MEETING (<i>dd.mm.yy</i>)	Date is 29th April 2016
PROPOSED AGENDA FOR NEXT MEETING	WRITE THE PROPOSED AGENDA ITEMS IN THE SPACES PROVIDED
AGENDA ITEM #1	Recap on decision points of previous meetings
AGENDA ITEM #2	
AGENDA ITEM #3	
AGENDA ITEM #4	
AGENDA ITEM #5	

To add another 'Agenda Item' highlight the entire row corresponding to the last 'Agenda Item #' in the table. Right click on the mouse and select the 'Insert' menu item, then select the 'Insert Rows Below' option. Repeat as necessary to add additional rows.

SUPPORTING DOCUMENTATION	Place an 'X' in the appropriate box	
	Yes	No
ANNEXES ATTACHED TO THE MEETING MINUTES		
ATTENDANCE LIST	Yes	
AGENDA	Yes	
OTHER SUPPORTING DOCUMENTS		No
IF 'OTHER', PLEASE LIST BELOW:		

CHECKLIST (Place 'X' in the relevant box)			
	YES	NO	
AGENDA CIRCULATED ON TIME BEFORE MEETING DATE	YES		The agenda of the meeting was circulated to all CCM members, Alternates and Non-CCM members <u>2 weeks</u> before the meeting took place.
ATTENDANCE SHEET COMPLETED	YES		An attendance sheet was completed by all CCM members, Alternates, and Non-CCM members present at the meeting.
DISTRIBUTION OF MINUTES WITHIN ONE WEEK OF MEETING		NO	Meeting minutes should be circulated to all CCM members, Alternates and non-members within <u>1 week</u> of the meeting for their comments, feedback.
FEEDBACK INCORPORATED INTO MINUTES, REVISED MINUTES ENDORSED BY CCM MEMBERS*		NO	Feedback incorporated into revised CCM minutes, minutes electronically endorsed by CCM members, Alternates and non-members who attended the meeting.
MINUTES DISTRIBUTED TO CCM MEMBERS, ALTERNATES AND NON-MEMBERS	YES		Final version of the CCM minutes distributed to CCM members, Alternates and Non-members and posted on the CCM's website where applicable within 15 days of endorsement.

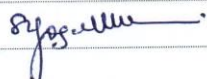
* Often CCM minutes are approved at the next meeting. Since many months can pass before the next scheduled meeting, electronic endorsement of the CCM minutes is considered to be a more efficient method for effective meeting management.

GLOSSARY FOR ACRONYMS USED IN THE MINUTES:

ACRONYM	MEANING

To add an additional 'Acronym', highlight the entire row corresponding to the last 'Acronym' in the table. Right click on the mouse and select the 'Insert' menu item, then select the 'Insert Rows Below' option. Repeat as necessary to add additional rows.

CCM MINUTES PREPARED BY:

TYPE / PRINT NAME >	Dr. S. Yoganathan	DATE >	
FUNCTION >	Focal Point	SIGNATURE >	

CCM MINUTES APPROVAL:

APPROVED BY (NAME) >	Dr. Palitha Abeykoon	DATE >	
		SIGNATURE >	