

CCM Meeting Minutes

INPUT FIELDS INDICATED BY YELLOW BOXES



| MEETING DETAILS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|------|------------------------------------|-------------|------|---|--|----|---|------|-----|-----|------|-----|-----|----|--|--|--|--|--|--|--|---|----------|--|--|--|
| COUNTRY (CCM) | | Mongolia | | | TOTAL NUMBER OF VOTING MEMBERS PRESENT (INCLUDING ALTERNATES) | | | | 21 | | | | | | | | | | | | | | | | | | |
| MEETING NUMBER (if applicable) | | 76 | | | TOTAL NUMBER OF NON-CCM MEMBERS / OBSERVERS PRESENT (INCLUDING CCM SECRETARIAT STAFF) | | | | 7 | | | | | | | | | | | | | | | | | | |
| DATE (dd.mm.yy) | | on 13 th of March, 2018 | | | TOTAL NUMBER OF NON-CCM MEMBERS / OBSERVERS PRESENT (INCLUDING CCM SECRETARIAT STAFF) | | | | 7 | | | | | | | | | | | | | | | | | | |
| DETAILS OF PERSON WHO CHAIRED THE MEETING | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HIS / HER NAME & ORGANISATION | | First name | Myagmar | | | QUORUM FOR MEETING WAS ACHIEVED (yes or no) | | | | yes | | | | | | | | | | | | | | | | | |
| | | Family name | Byambasuren | | | DURATION OF THE MEETING (in hours) | | | | 3 | | | | | | | | | | | | | | | | | |
| | | Organization | Trade Union | | | VENUE / LOCATION | | Conference hall, Springs hotel | | | | | | | | | | | | | | | | | | | |
| HIS / HER ROLE ON CCM (Place 'X' in the relevant box) | | Chair | | x | | MEETING TYPE (Place 'X' in the relevant box) | | Regular CCM meeting | | X | | | | | | | | | | | | | | | | | |
| | | Vice-Chair | | | | | | Extraordinary meeting | | | | | | | | | | | | | | | | | | | |
| | | CCM member | | | | | | Committee meeting | | | | | | | | | | | | | | | | | | | |
| | | Alternate | | | | | | GLOBAL FUND SECRETARIAT / ATTENDANCE AT THE MEETING (Place 'X' in the relevant box) | | LFA | | X | | | | | | | | | | | | | | | |
| HIS / HER SECTOR* (Place 'X' in the relevant box) | | | | | | | | LFA | | X | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td>GOV</td> <td>MLBL</td> <td>NGO</td> <td>EDU</td> <td>PLWD</td> <td>KAP</td> <td>FBO</td> <td>PS</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>x</td> </tr> </table> | | | | | | | | GOV | MLBL | NGO | EDU | PLWD | KAP | FBO | PS | | | | | | | | x | FPM / PO | | | |
| GOV | MLBL | NGO | EDU | PLWD | KAP | FBO | PS | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | x | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | OTHER | | 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 | Introduction of agenda, previous meeting decisions and its performances | X | | | | | | | | | | | | | | |
| AGENDA ITEM #2 | CCM charter revision and its discussion | X | | | | | | X | X | | | X | | | | X |
| AGENDA ITEM #3 | Presentation of the current GF supported TB and HIV projects, QA | X | | | | | | | X | | | | X | | | |

AGENDA SUMMARY

| AGENDA ITEM No. | WRITE THE TITLE OF EACH AGENDA ITEM / TOPIC BELOW |
|-----------------|---|
| AGENDA ITEM #1 | Introduction of agenda, previous meeting decisions and its performances |
| AGENDA ITEM #2 | CCM charter revision and its discussion |
| AGENDA ITEM #3 | Presentation of the current GF supported TB and HIV projects, QA |

| | | | | | | | | | | | | | | | | | | |
|----------------|--|---|---|--|---|---|---|---|--|--|--|---|--|---|---|--|--|---|
| AGENDA ITEM #4 | Presentation of the 2017-2018 CCM Financial Performance Report, 2018-2019 CCM Funding Plan, QA | X | X | | | | X | X | | | | | | | X | | | |
| AGENDA ITEM #5 | Others: <ul style="list-style-type: none"> CCM Oversight Committee Composition CCM chair | | | | X | X | | X | | | | X | | X | | | | X |

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

MINUTES OF EACH AGENDA ITEM

| | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|------------------------|--|--|--|--|-------------|--|--|----|
| AGENDA ITEM #1 | Introduction of agenda and previous meeting decisions | | | | | | | | | | | | | | | | | |
| CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions) | | | | | | | | | | | | | | | | | | |
| None | | | | | | | | | | | | | | | | | | |
| WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)> | | | | | | | | | | | | | | | | | | No |
| SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED/ | | | | | | | | | | | | | | | | | | |
| B.Myagmar: The meeting was chaired by B.Myagmar (Chair of the Country Coordinating Mechanism). She introduced the meeting agenda and members approved the agenda. As members of the CCM increased, all participants and colleagues were asked to introduce themselves. B.Oyundari introduced the previous meeting decisions and its performances. | | | | | | | | | | | | | | | | | | |
| 75 th meeting decisions | | | | | | | | | | KEY PERSON RESPONSIBLE | | | | | Performance | | | |
| 1. CCM Secretariat and the PCU are unanimously encouraged by the CCM members to fulfill their obligations under the charter and in the future, information about any issues that may be considered in the agenda shall be distributed before the meeting. In doing so, CCM members can have an understanding of how to support PCU. Also, PCU should provide written instructions on how to address the issue. 2. The CCM Secretariat obliged to introduce Financial Performance Report at the next CCM meeting. | | | | | | | | | | CCM MEMBERS AND PCU | | | | | 100% | | | |
| The CCM members to regularly meet and share views with the Government Secretariat of the Ministry of Health and the International Programs, to increase the impact of the project and its programs and to enable them to support the process of action, The CCM to make arrangements to the Ministry of Health to submit the appropriate letter to request to order TB medicines from the GF. | | | | | | | | | | CCM MEMBERS | | | | | 80% | | | |
| 1. The CCM members visited to Dornod, Khentii provinces and prison 429, Mongolian Red Cross Society and Ministry of Education and Science. | | | | | | | | | | CCM MEMBERS | | | | | 100% | | | |
| SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM <i>Please summarize the respective constituencies' contributions to the discussion in the spaces provided.</i> | | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | |
|--|---------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-----|
| AGENDA ITEM #2 | CCM charter revision, QA | | | | | | | | | | | | | | | | | |
| CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions) | | | | | | | | | | | | | | | | | | |
| None | | | | | | | | | | | | | | | | | | |
| WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)> | | | | | | | | | | | | | | | | | | Yes |
| SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED | | | | | | | | | | | | | | | | | | |

A.Nyamdorj: Head of the Charter Revision Group, A.Nyamdorj reads chapter 1,2 of the CCM Charter and explains the amendments. / Appendix 1 - Working Group draft / Additionally, the amendments to this Statement have been submitted to the former CCM member, Mr.Amarsaikhan's Charter draft (Appendix 2) and to make a recommendations based on current charter. The idea was to keep the current charter. So the meeting went on as the members' discussion on the first two chapters.

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

Please summarize the respective constituencies' contributions to the discussion in the spaces provided.

Answer(S) *Summarize the answer in the section below*

A.Nyamdorj: N.Amarsaikhan was a representative member of the Governmental Organization, who revised the chapter and then we have been working on this chapter. This section was developed by the Global Fund requirements on members of the CCM. The requirement was that, there were 7 Private Sector Organizations, so we did not specify the organizations to be involved in the charter rather than that we have increased number by three. The CCM members and chairs of the CCM will be elected for 2 years and members would be able to work if the organization/ sector support the member to work next 2 years period. The Governmental Organizations are 4 and based on the requirements of the Global Fund, the representative of the science and education sector have to be academic and epidemiologist so it is 2 now. However, the representative body of the Governmental Organization was set forth in the preceding section, but the current rules did not stipulate that the Ministry of Finance (MOF) represented the Government of Mongolia. Therefore, the Ministry of Finance is officially responsible for the GF, and in this regard it is recommended that they select the GOV representative to the CCM. When we apply to the Ministry of Finance, we now have a position to give CCM information and represented organizations that represent the GOV. The PLWD and Key population representatives have repeatedly submitted proposals to increase the number of members in the CCM. Also, the National Human Rights Commission is a GOV and therefore will be appointed through the Ministry of Finance.

The United Nations is in the Multilateral International Organization.

Ts.Gankhuu: We have developed this charter based on the agreement of the Global Fund and the Ministry of Finance. In addition, the Ministry of Finance signed on behalf of the Government of Mongolia to Global Fund and we were responsible for discussing with each other and consulting the lawyer on the basis of the agreement with whom the contract was signed is most responsible to this matter.

DECISION(S) *Summarize the decision in the section below*

1. Every CCM member should provide their comments on charter to the CCM Secretariat till March 20, 2018.
2. Ts.Gankhuu left the Charter Revision Team and representative of the Mongolian GOV Mrs. D.Gantsetseg, Head of Public Health Department, volunteered to the work in Charter Revision Team and PCU to provide methodology and support, also CCM Secretariats cooperate with members to get proposal and to provide other relevant materials. The resolution was approved by the majority vote of CCM to review the ratification of the upcoming 77th CCM meeting.

DECISION MAKING

| | | | | | |
|--|------------|---|---|---------------|----|
| MODE OF DECISION MAKING (Place 'X' in the relevant box) | CONSENSUS* | X | IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS | | |
| | VOTING | X | VOTING METHOD (Place 'X' in the relevant box) | SHOW OF HANDS | X |
| | | | | SECRET BALLOT | |
| | | | ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF THE DECISION</u> | > | 16 |
| | | | ENTER THE NUMBER OF MEMBERS <u>AGAINST THE DECISION</u> | > | |
| *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 #3 Presentation of the current GF supported TB and HIV projects, QA

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

None.

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

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

PCU specialists S.Ganzaya and B. Gansukh were introduced the 2015-2017 Global Fund supported AIDS and tuberculosis projects. / Annex 3 /

A.Oyunbileg: A new project started on January 1, 2018 was delayed due to the resolution of the Ministry of Finance and was disbursed to the SRs on February 15, 2018. In addition, the PCU has been inspected by the National Auditing Commission from November 2017 until March 2018. This review report was fundamentally different from the GF

requirements and we have provided documentation and materials with their requirements. However, as a result, the software installed had broken. She also explains the CCM's general functions and procedures for selection of SRs and other information. / *Annex 4* /

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

Please summarize the respective constituencies' contributions to the discussion in the spaces provided.

| | |
|-----|--|
| MOH | D.Gantsetseg: According to the National Auditing Commission result, PCU should be restricted or fixed within a certain period of time. |
| MOH | D.Ganchimeg: Three out of six TB indicators appear to have been achieved. Explain why some of the indicators of the AIDS project have exceeded their targets. |
| GOV | J.Munkhjargal: 1. What are the bases for these indicators? 2. Have to work on the Health Development Center's indicators and cooperate according to the sustainable development policy. These results are statistically lacking. Indicators should be effective in the long term. 3. Our economy is unstable. So why are you buying expensive digital equipment? It is best to use Fluor apparatus instead. 4. Please explain the SR selection procedure? |

Answer(S) *Summarize the answer in the section below*

Ch.Byambaa: The CN of the 2015-2017 project is based on the Ulaanbaatar city survey in 2014. 181 on people living with AIDS and get treatment and it's deducted by the number of people who did not get treatment and died. All the cases have been detected. 50% of all nationwide screening is being conducted by the NGO. The results of this outcome are given to the LFA and they inspected and submitted to the GF.

A.Oyunbileg: These statistical indicators are provided by NCCD and Health Development Center, not by the GF. We do not think that these organizations provide us one data and different indicators to other entities. This is a Mongolian indicator and we are implementing based on this indicators. We selected SRs on GF's requirements in ongoing program. GF required us to work with previous SRs regarding on their experience and capability to work on those programs rather than spending budgets on to train different entities, we should spend that on medicines and drugs that we needed to buy. You could review that e-mail if you would like to. However, we have asked GF, if we could get new SRs when the other organizations would like to implement some of these programs. The answer was same as above since the remaining implementation period is unknown, we should spend our budget effectively. That was the main reason to cooperate with our current SRs to maintain our sufficiency.

S.Ganzaya: Flour apparatus is analogue system. For the digital mobile X-ray device, that has computerized memory and the advantage is more suitable for the diversity of our country.

Ch.Byambaa: During the development of the Concept Note, stakeholders' proposal were reflected in the procurement. The Concept Note is presented by the CCM. MOH proposal was to buy several Genexperts but that proposal was not approved at the Grant Negotiation Meeting that we all know about.

DECISION(S) *Summarize the decision in the section below*

DECISION MAKING

| | | | | | |
|--|------------|---|--|---------------|--|
| MODE OF DECISION MAKING (Place 'X' in the relevant box) | CONSENSUS* | X | IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS | | |
| | VOTING | X | | | |
| | | | 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> > | | | |

*Consensus is general or widespread agreement by all members of a group.

AGENDA ITEM #4

Presentation of the 2017-2018 CCM financial report, 2018-2019 CCM Work Plan, QA

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

None.

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

no

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

B.Oyundari: Presented The CCM financial report of 2017-2018 (*Annex 5*), CCM Work Plan of 2018-2019 (*Annex 6*). The CCM work plan is approved for 3 years and requests for funding from 2017 to 2020 have been approved. From April 2017 to March 31, 2018, funding has been expended, with some activities delayed from January 2018. Actions are being taken except for rents, landline and internet payments and some of the costs associated with the operation. We visited to the some SRs in November last year and during that visit, the CCM members suggested to organize a SR meeting, to meet and exchange information about project implementation. Please, ask if you have any questions about it.

SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM
Please summarize the respective constituencies' contributions to the discussion in the spaces provided.

| | |
|-----|--|
| PCU | A. Oyunbileg: Does the CCM have to organize such meeting, when the PCU as PR organizes quarterly meetings with SRs? The members of the CCM should participate in the PCU organized SR meetings and express their willingness to share their views and ideas, which would be more effective than organizing a variety of same purposed meetings. |
| MOH | L. Byambasuren: In the CCM regular meetings, the SR activities can be presented to the CCM members to inform information. As a result of this, the CCM has the opportunity to improve the coordination of SRs in accordance with their CCM functions. |
| GOV | B.Myagmar: In addition to this offer, SRs will need to briefly introduce to CCM members and that has to be clear and straight to the points. Also I would like to propose PCU to involve CCM in the SR selection and agreement procedure in the future. |

DECISION(S) *Summarize the decision in the section below*

The members of the CCM's unanimously endorsed the CCM Work Plan of 2018-2019.

DECISION MAKING

| | | | | | |
|--|------------|---|---|---------------|----|
| MODE OF DECISION MAKING (Place 'X' in the relevant box) | CONSENSUS* | X | IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS | | |
| | VOTING | X | VOTING METHOD (Place 'X' in the relevant box) | SHOW OF HANDS | |
| | | | | SECRET BALLOT | X |
| | | | ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF</u> THE DECISION | > | 21 |
| | | | 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 #5 | Others: <ul style="list-style-type: none"> • CCM Oversight Committee structure • CCM chair |
|-----------------------|---|

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

None

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

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

B.Myagmar: We had received letter that require to change the CCM chair and vice chair are in same sector and also the CCM Oversight Committee Structure need to be fulfilled.

B.Oyundari: introduced the FPM, Mr.Manab Basnet's letter to the CCM members. /*Annex-7*/

"The most important of all was (and will always be) related to appointment of MOH (either Minister/Vice-Minister) as the Chair/Vice-Chair of CCM- Mongolia. This makes perfect sense in light of various commitment CCM/Partners in Mongolia have been negotiating with MOH. Please let me know where we stand on this issue. And please discuss with the Chair what plans are underway to implement this recommendation in 2018.

I will take this up very seriously this year considering that there are many decisions that need to be taken by MOH in 2018 in relation to transition/sustainability of GF funding."

SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM
Please summarize the respective constituencies' contributions to the discussion in the spaces provided.

Answer(S) *Summarize the answer in the section below*

DECISION(S) *Summarize the decision in the section below*

The CCM Oversight Committee structure and CCM Chair issues are postponed to be resolved after approval of the CCM charter at the next 77th session.

DECISION MAKING

| | | | | | |
|--|--|---|---|---|----|
| MODE OF DECISION MAKING (Place 'X' in the relevant box) | CONSENSUS* | X | IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS | | |
| | VOTING | X | VOTING METHOD (Place 'X' in the relevant box) | SHOW OF HANDS | X |
| | | | | SECRET BALLOT | |
| | ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF THE DECISION</u> > | | | | 21 |
| | 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> > | |

SUMMARY OF DECISIONS & ACTION POINTS

| AGENDA ITEM NUMBER | WRITE IN DETAIL THE DECISIONS & ACTION POINTS BELOW | KEY PERSON RESPONSIBLE | DUE DATE |
|--------------------|--|-----------------------------|----------|
| AGENDA ITEM #2 | <ol style="list-style-type: none"> Every CCM member should provide their comments on charter to the CCM Secretariat till March 20, 2018. The members of the Charter Working Group Ts.Gankhuu left the working group to leave the working group and representatives from the Government of Mongolia Mrs. D.Gantsetseg, Head of Public Health Department, to the working group and to provide PCU methodology and support to CCM Secretariat staff and other relevant materials. The resolution was approved by the majority vote of members of the CCM to review the ratification of the upcoming 77th CCM meeting. | CCM MEMBERS AND SECRETARIAT | |
| AGENDA ITEM #4 | The members of the CCM's unanimously endorsed the CCM Work Plan of 2018-2019. | CCM SECRETARIAT AND SR | |
| AGENDA ITEM #5 | The CCM Oversight Committee structure and CCM Chair issues are postponed to be resolved after approval of the CCM charter at the next 77th session. | CCM MEMBERS | |

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.

NEXT MEETING (INCLUDES OUTSTANDING AGENDA ITEMS NOT COMPLETED DURING CURRENT MEETING)

| | |
|--|--|
| TIME, DATE, VENUE OF NEXT MEETING (dd.mm.yy) | 2017 |
| PROPOSED AGENDA FOR NEXT MEETING | WRITE THE PROPOSED AGENDA ITEMS IN THE SPACES PROVIDED |
| AGENDA ITEM #1 | |
| 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.

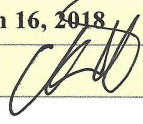
| SUPPORTING DOCUMENTATION | Place an 'X' in the appropriate box | |
|---|-------------------------------------|----|
| | Yes | No |
| ANNEXES ATTACHED TO THE MEETING MINUTES | | |
| ATTENDANCE LIST | X | |
| AGENDA | X | |
| OTHER SUPPORTING DOCUMENTS | X | |
| APPENDIX 1-10 | X | |
| IF 'OTHER', PLEASE LIST BELOW: | | |
| Grant presentation from CCM, PCU. | | |

| CHECKLIST (Place 'X' in the relevant box) | | | |
|--|-----|----|--|
| | YES | NO | |
| AGENDA CIRCULATED ON TIME BEFORE MEETING DATE | X | | 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 | X | | 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 | X | | 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* | X | | 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 | X | | Final version of the CCM minutes distributed to CCM members, Alternates and Non-members and posted on the CCM's website where applicable within <u>15 days</u> 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: | |
|--|--|
| ACROYNM | MEANING |
| CN | Concept Note |
| MOH | Ministry of Health |
| CCM | Country Coordinating Mechanism |
| NGO | Non-Governmental organization |
| WHO | World Health Organization |
| UN | United Nations |
| COIWC | Conflict of Interest Working Committee |
| CMJ | Confederation of Mongolian Journalists |
| PCU | Project Coordinating Unit |
| PR | Principal Recipient |
| MOF | Ministry of Finance |

| CCM MINUTES PREPARED BY: | | | |
|--------------------------|----------------|-------------|---|
| TYPE / PRINT NAME > | L.Nomin-Erdene | DATE > | March 16, 2018 |
| FUNCTION> | CCM assistant | SIGNATURE > |  |

| CCM MINUTES APPROVAL: | | | |
|-----------------------|-----------|-------------|---|
| APPROVED BY (NAME) > | B.MYAGMAR | DATE > | March 16, 2018 |
| | CCM chair | SIGNATURE > |  |

