





	Committee																		
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**MINUTES OF EACH AGENDA ITEM**

<b>AGENDA ITEM #1</b>	Approval of meeting agenda
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

No conflict of interest identified.

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >	
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**SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED**

Milva Ekonomi: She asked the present CCM members if they agree with previously circulated agenda via emails and if they had something else to add or discuss

**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.*

GOV	
MLBL	
NGO	
EDU	
PLWD	
FBO	
KAP	

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

Feb 16, 2015 CCM meeting agenda was approved.

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE
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*Summarize below any actions to be undertaken indicating who is responsible for the action and by when the action should be completed.*

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**DECISION MAKING**

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

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

**MINUTES OF EACH AGENDA ITEM**

<b>AGENDA ITEM #2</b>	Approval of January 15, 2015 CCM meeting minutes;
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)				
No conflict of interest identified.				
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >				
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED				
Milva Ekonomi: She asked the present CCM members if they agree with January 15, 2015 meeting minutes previously circulated via emails and if they had something else to add or discuss.				
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>				
GOV				
MLBL				
NGO				
EDU				
PLWD				
FBO				
KAP				
DECISION(S) <i>Summarize the decision in the section below</i>				
January 15, 2015 CCM meeting minutes were accepted by all CCM members present in the meeting.				
ACTION(S)		KEY PERSON RESPONSIBLE	DUE DATE	
<i>Summarize below any actions to be undertaken indicating who is responsible for the action and by when the action should be completed.</i>				
<b>DECISION MAKING</b>				
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 OF THE DECISION</u>	>
		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.				

<b>MINUTES OF EACH AGENDA ITEM</b>	
AGENDA ITEM #3	Report of CoI Committee on verification of CoI for all CCM members during the voting process as per topics of the agenda;
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)	
No conflict of interest identified	
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >	
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	

Reporting of CoI Committee introduced by Mrs. Liliana Dango, Head of Committee, who explained that there is no CoI for topics of the agenda of this meeting.

**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.*

GOV	
MLBL	
NGO	
EDU	
PLWD	
FBO	
KAP	

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

Approval of CoI report.

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE
<i>Summarize below any actions to be undertaken indicating who is responsible for the action and by when the action should be completed.</i>		

**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 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.

**MINUTES OF EACH AGENDA ITEM**

AGENDA ITEM #4	<p>2. Updates on actions taken based on the decisions of previous CCM meetings;</p> <ul style="list-style-type: none"> <li>Reporting of HIV/TB CN working group regarding steps till the CN Application submission.</li> <li>Reporting of Oversight Committee regarding visits and encountered issues.</li> </ul>
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

No conflict of interest identified

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

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

- Roland Bani – informed that after a couple of month period of hard work, HIV CN working group submitted CN application and related documentations on January 30, 2015 in the GF platform.
- Donika Bardhi - informed that after a couple of month period of hard work, TB CN working group submitted CN application and related documentations on January 30, 2015 in the GF platform.
- Bujana Hoti – Referring to the report of Oversight Committee on oversight visits and encountered issues informed that there are conducted 4 (four) oversight visits in December 2014 at VCT and Outpatients, and the reports are already circulated by CCM Secretariat. She emphasized the issues regarding drugs for Outpatient which is now resolved. Another issue raised was the contact with physician, Psychologist who are part of the health service, should be supported and at the same time those centers should prepare detailed plans especially with groups of risk by taking into account that number of tests is too small.
- Skender Fifo – as a member of Oversight Committee, during the visits in Durres and Berat he raised the concern of Berati visit, where the situation in the clinic was critical in all aspects.

**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.*

GOV	Arjan Harxhi – explained that during the analysis we made to the situation in National Strategy, we have written in the document this issue regarding staff who initially started with 50 people, meantime the load is increased (800 patient registered) and there is only one person working. We have also requested that centers should have a receptionist where patients can be informed with news, data etc.
PIU	Elda Sharra – explained that GF has assisted in building Ambulatory Clinic and there is a contract in place with Clinic Coordinator, while PIU role is on provisioning drugs ARV second line. She also explained that while GF financed Ambulatory Clinic, there was a Psychologist and Laboratory personnel over there up to the Round 5 closing period in 2012. After that period we have requested to the hospital to provide the staff by taking into consideration that PIU could not finance it any longer.
NGO	Olimbi Hoxhaj – we have received information regarding fees being introduced for HIV testing at primary health care services in Tirana, ordered by Regional health authority. If this is the case, this is against the law.
EDU	
PLWD	
FBO	
KAP	

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

Investigate on the current status of staff in Ambulatory Clinics  
 Advocate/lobby with the Mother Theresa Hospital (QSUT) to improve the situation  
 Investigate the situation with the HIV testing fees for the Regional Health authority of Tirana

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE
Investigate on the current status of staff in Ambulatory Clinics Advocate/lobby with the Mother Theresa Hospital (QSUT) to improve the situation Investigate the situation with the HIV testing fees for the Regional Health authority of Tirana	Milva Ekonomi, Roland Bani, Manjola Kola	March, 20 <sup>th</sup>

**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	<input type="checkbox"/>
				SECRET BALLOT	<input type="checkbox"/>
ENTER THE NUMBER OF MEMBERS IN FAVOUR OF THE DECISION					> <input type="text"/>

*Consensus is general or widespread agreement by all members of a group.	ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION	>	
	ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u>	>	

## MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #5	Grant Closure
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)	
No conflict of interest identified.	
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >	
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
Milva Ekonomi – explained that considering that Grant Closure process is part of the task of Oversight Committee based on Oversight Manual Plan, we will make it present in today's CCM meeting and all materials of Grant Closure Plan are already circulated by CCM Secretariat.	
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>	
PIU	<p>Elda Sharra – summarized the Grant Closure Plan informing that On March 31, 2015 Round 5 will be closed definitely although theoretically has finished on March 31, 2012, but because of the lack of mathadon and ARV coverage, GF decided to postpone the coverage till March 31, 2015. By that time we have sent the plan of activities for HIV and TB to GF, but only TB was approved and the majority of activities of Round 5 are already closed now. In the email that we have sent to CCM on February 5, 2015 via Secretariat, we have provided a list of documents that are part of documentations for Grant Closure as per GF manual:</p> <ul style="list-style-type: none"> <li>- First is the plan of activities where PIU will work for the last progress report in co-operation with Aksion + and Ambulatory Clinic, auditing by PWC and we will also prepare the final narrative report.</li> <li>- One part of the archive which is related to Round 5 till March 2012, is submitted to IPH and we are working to archive COS for the rest of the period till March 2015.</li> <li>- We have prepared a list of health products purchased by GF but not consumed yet by institutions that have accepted them till May 31, 2015 such as HIV1&amp;HIV2 tests, urine tests purchased by Aksion + and CD4 by QSUT Warehouse.</li> <li>- Meanwhile PIU during this period will work to find an independent national audit.</li> <li>- One of the provided documents is a financial table of what we have expensed and the balance present and up to March 31, 2015 we have a balance of 33.000 USD. Meanwhile we will have a salary expense till June 30, 2015 in the amount of 11.900 USD and the rest of the funds can be used for other needs but getting first the approval from GF.</li> <li>- Also there is a list of PIU assets which will be provided to new PR but this list should be signed by Minister of health.</li> <li>- As per GF guidelines, we should keep the archiving up to 7 years, while by albanian laws we should keep them up to 5 years. This archive should be delivered to IPH facilities.</li> </ul>
GOV	<p>Milva Ekonomi – emphasized that based on the Albanian Law there is no auditing if documentations are older than 3 years, and as long as PWC has more than 5 years auditing PIU activity, it should be replaced by another auditing company, which should audit the reports on status of health products. PIU should take care of actual status of health products till March 31, 2015.</p> <p>Also she emphasized that PIU should be careful on selection of internal audit by excluding previous Auditor.</p> <p>Ministry of Health should create a working group to accept PIU assets upon closing of the project.</p> <p>Roland Bani – explained that besides auditing company a key role on verifying the status of health products should also play the Oversight Committee.</p>
MLBL	Bujana Hoti – she was unclear regarding the present amount of CD4, while in CN is said that there is no CD4 left.

EDU	
PLWD	
FBO	
KAP	

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

PIU should be very careful and precise on evidencing the amount of health products present in Albania as well as in selecting the auditing company, inventory and transparency of entire Grant Closure process.

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE
<i>Summarize below any actions to be undertaken indicating who is responsible for the action and by when the action should be completed.</i>		
-Grant Closure process should be done in conformity with Albanian legislation and GF agreement. - PIU should reflect the actual status of health products amount	PIU	

**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 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.

**MINUTES OF EACH AGENDA ITEM**

AGENDA ITEM #6	Suggestions and comments coming out from consultation with GF Regional Office regarding HIV & TB CN Application submission process
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

No conflict of interest identified.

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

**SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED**

Milva Ekonomi – thanked once more the CN working group as well as CCM Secretariat for the work done in documenting and reporting of CCM Governance process and also explained the comments received from GF regarding CN Submission application, which did not pass the first phase of the application and that happened for two main reasons:

- Having a joint CN for HIV and TB and we should consider if we should split them or not. Comments received in the GF conf call where was stated that TB CN application was thorough, more complete, compared with HIV one, which should be improved. Meanwhile, consultation process with groups of interest and CCM Governance Mechanism was approved by GF.
- Regarding the reviewing the MoH and UNDP agreement, she explained that we have made available to GF this agreement but they don't have yet the contract between MoH and UNDP. Their concern was 7% of the budget commission that UNDP is getting from this agreement, while PIU got in the existing project 11% of the budget or another agency that might be involved might get up to 14% of the entire project budget, so the solution by involving UNDP was more profitable from financial perspective. The contract that should be prepared between MoH and UNDP shall be a reversible one, which means as

soon as the MoH will have the capacities to execute the contract alone, it will do it without UNDP. For those reasons, GF suggested two new application windows: April and July 2015 and in today's CCM meeting we will decide in which window we should re-apply.

**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.*

GOV	Roland Bani – explained that the application process started as separate one for HIV and TB but ended up as a joint application. By taking into considerations the specifics of each disease, he proposed the splitting the CN in two separate ones, one for HIV and another for TB. In regards to HIV the concerns of GF is related to KAP and how we will reach them. Also the concern was related to services' sustainability meaning how we will continue after 3 years with the centers built during the project implementation phase. Here we should not seek financial support from state budget only but from other donors as well. Another concerns raised was related to the supply with third line of ART therapy, while we should not have problems with supply of first and second lines of therapies. In this view, in March we will invite two missions which should review ARV protocols (WHO) as well as procurement supply management.
MLBL	Bujana Hoti – explained one of the GF concerns related to reaching out KAP and she suggested to have a meeting with groups of risk in order to review the intervention methodology. She also proposed the Oversight Activities Plan, by circulating it via email to all CCM members (online voting) because lack of time till next application.
NGO	
EDU	
PLWD	
FBO	
KAP	

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

- Month of April is voted and approved as a month of next CN Submission Application.
- Circulation via emails to all CCM members of Oversight Activities Plan is voted and approved.

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE
<i>Summarize below any actions to be undertaken indicating who is responsible for the action and by when the action should be completed.</i>		
- Informing GF for new application window for CN Submission to be the month of April 2015. -Submission of Oversight Activities Plan by Oversight Committee. - Online approval by CCM members.	Manjola Kola Bujana Hoti	March, 2015

**DECISION MAKING**

MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*		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 <b>IN FAVOUR OF THE DECISION</b>	> 16
			ENTER THE NUMBER OF MEMBERS <b>AGAINST THE DECISION</b>	> 0
			ENTER THE NUMBER OF VOTING CCM MEMBERS <b>WHO ABSTAINED</b>	> 0

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

**MINUTES OF EACH AGENDA ITEM**

AGENDA ITEM #7	3. Discussion and approval of materials prepared by TA expertise of " 5% French Initiative" :
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	<ul style="list-style-type: none"> <li>• Discussion of workshop outcomes on CCM Renewal and taking final decision on total CCM Membership Strengthening</li> <li>• Validation and adoption of the Secretariat Manual</li> <li>• Validation and adoption of Policy Manual (including CoI policy)</li> </ul>	
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)		
No conflict of interest identified.		
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >		
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED		
<p>Shailendra Haruray – explained that this is the second visit of phase III of the FEI TA mission. In November 2014 TA worked on Oversight Manual and Work plan as well as CCM Secretariat Strengthening. With the closure of the current phase the manual of secretariat procedure is presented, as well as the conflict of interest policy, which is part of the policy manual. The new proposed structure for the renewed CCM has been presented. As well as the selection process procedure, roles and responsibilities of the CCM members (all part of the policy manual). All materials have been previously distributed by email to CCM members, as well as priorly shared and widely discussed at the workshop organized with CCM members, alternates and non-members.</p>		
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>		
GOV	<p>Milva Ekonomi – proposed to have 17 people in total as CCM members as well as to have 2 CCM members from Professional Association ( one from HIV and one from TB) and 2 out of 3 of ML/BL members to come from UN and Bilateral Partner.</p> <p>Ylvi Selmani – explained that on the workshop organized by TA for CCM Membership Renewal we proposed to involve in this renewal the Prison Institution as they represent a group of risk to be considered.</p> <p>Milva Ekonomi: proposed the voting for approval of circulated manuals.(see attached the TA prepared manuals)</p>	
MLBL		
NGO		
EDU		
WD		
FBO		
KAP		
DECISION(S) <i>Summarize the decision in the section below</i>		
<p>- CCM Secretariat Manual is voted and approved by CCM.</p> <p>- CCM Policies Manual is voted and approved by CCM (includes conflict of interest policy, structure and membership composition of CCM, process for civil society election, roles and responsibilities of CCM members).</p>		
ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE
<i>Summarize below any actions to be undertaken indicating who is responsible for the action and by when the action should be completed.</i>		
DECISION MAKING		

MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*		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</u> THE DECISION				>	0
ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u>				>	0	
*Consensus is general or widespread agreement by all members of a group.						

### MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #8	CCM Members Selection Committee
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

No conflict of interest identified.

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

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

Shailendra Haruary – explained that this meeting should decide creation of CCM member selection committee composed by a minimum of 4 coming from ML/BL, Government, Civil Society and LFA.

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.*

GOV	
MLBL	
NGO	
EDU	
PLWD	Olimbi Hoxhaj proposed as a members of this committee following people: Milva Ekonomi, Ledia Lazeri, Kledi Kodra, Ylvi Selmani.
FBO	
KAP	

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

Approval of creation of CCM Members Selection Committee.

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE
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*Summarize below any actions to be undertaken indicating who is responsible for the action and by when the action should be completed.*

CCM Secretariat should inform via email candidate members of the CCM Members Selection Committee and obtain their approval (for ones missing in the meeting)	Manjola Kola	Feb, 27 <sup>th</sup>
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### 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 OF THE DECISION</u>				>	

*Consensus is general or widespread agreement by all members of a group.	ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION	>	
	ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u>	>	

<b>SUMMARY OF DECISIONS &amp; ACTION POINTS</b>			
AGENDA ITEM NUMBER	WRITE IN DETAIL THE DECISIONS & ACTION POINTS BELOW	KEY PERSON RESPONSIBLE	DUE DATE
AGENDA ITEM #1	February 16, 2015 CCM meeting agenda was approved.		
AGENDA ITEM #2	Approval of January 15, 2015 CCM meeting minutes		
AGENDA ITEM #3	CoI Report was approved .		
AGENDA ITEM #4	Investigate on the current status of staff in Ambulatory Clinics Advocate/lobby with the Mother Theresa Hospital (QSUT) to improve the situation Investigate the situation with the HIV testing fees for the Regional Health authority of Tirana	Milva Ekonomi, Roland Bani, Manjola Kola	Feb, 27 th
AGENDA ITEM #5	- Execution of Grant Closure process in conformity with albanian legislation and GF agreement was approved. - Report on actual status of medical products quantities	PIU	
AGENDA ITEM #6	-CN Application Submission was voted and approved to be the month of April 2015. - GF should be informed regarding the decision of CN Application Submission for April 2015. - Circulation via email of Oversight Activities Plan to all CCM members and obtaining CCM members approval via email, was voted and approved. - Submission of Oversight Activities Plan by Oversight Committee and online approval by CCM members, was voted and approved.	Manjola Kola  Bujana Hoti	March, 2015
AGENDA ITEM #7	- Composition of renewed CCM - CCM Secretariat Manual is voted and approved by CCM. - CCM Policies Manual is voted and approved by CCM.		
AGENDA ITEM #8	- Creation of new CCM Members Selection Committee was voted and approved. - CCM Secretariat and Vice CCM Chair should inform via email candidate members of the CCM Members Selection Committee and obtain their approval.	Manjola Kola	Feb, 27

<b>NEXT MEETING</b> (INCLUDES OUTSTANDING AGENDA ITEMS NOT COMPLETED DURING CURRENT MEETING)	
TIME, DATE, VENUE OF NEXT MEETING (dd.mm.yy)	
PROPOSED AGENDA FOR NEXT MEETING	WRITE THE PROPOSED AGENDA ITEMS IN THE SPACES PROVIDED
AGENDA ITEM #1	Approval of Meeting Agenda;
AGENDA ITEM #2	Approval of February 16, 2015 CCM meeting minutes;
AGENDA ITEM #3	Report of CoI Committee on verification of CoI for all CCM

	members during the voting process as per topics of the agenda;
AGENDA ITEM #4	Updates on actions taken based on the decisions of previous CCM meetings;
AGENDA ITEM #5	Status of CN Application, Reports from HIV and TB group;
AGENDA ITEM #6	Status of the CCM Re-composition process;

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	
ANNEXES ATTACHED TO THE MEETING MINUTES	Yes	No
ATTENDANCE LIST	X	
AGENDA	X	
OTHER SUPPORTING DOCUMENTS	X	
IF 'OTHER', PLEASE LIST BELOW:		
CCM Policy Manual CCM Secretariat Manual		

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
PWC	Price Waterhouse Coopers
LFA	Local Fund Agent
QSUT	Mother Theresa Hospital

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.

<b>CCM MINUTES PREPARED BY:</b>					
TYPE / PRINT NAME	>	Manjola Kola	DATE	>	24.02.2015
FUNCTION	>	Administrative Assistant	SIGNATURE	>	

<b>CCM MINUTES APPROVAL:</b>					
APPROVED BY (NAME)	>	Olimbi Hoxhaj	DATE	>	02.03.2015
		Vice-Chair of CCM	SIGNATURE	>	