

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #1	Miratimi i Axhendes se Mbledhjes
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

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:Pyeti te pranishmit nese ishin dakort me axhenden e qarkulluar me pare nepermjet email dhe nese kishin ndonje gje tjeter per te shtuar apo diskutuar.

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*

U miratua axhenda e mbledhjes se dt.15 Janar,2015

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.

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 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.

AGENDA ITEM #2	Miratimi i minutave te mbledhjes se meparshme MKV (23 Dhjetor 2014);
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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. Asnje konflikt interesi i identifikuar.

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

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

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*

Te pranohen nga anetaresia e MKV, minutat e qarkulluara me pare te mbl.MKV te dt.23 Dhjetor,2014.

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
			SECRET BALLOT	
			ENTER THE NUMBER OF MEMBERS IN FAVOUR OF THE DECISION	> 15
			ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION	> 0
			ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED	> 0

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

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #3	Raportimi i Komitetit te KI mbi verifikimin e Konfliktit te Interesit per anetaret e MKV-s gjate procesit te votimit sipas pikave te axhendes;
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >									
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED									
<p>Raportimi i Komitetit te KI i prezantuar nga Znj.Liliana Dango Kryetare e Komitetit te Konfliktit te Interesit.</p> <p>Konflikt interesi i identifikuar per piken 6 te axhendes:</p> <table border="0"> <tr> <td>Anetare te MKV-s</td> <td>Personi alternativ</td> </tr> <tr> <td>1. Ilir Beqja, Minister i Shendetesise dhe Kryetar i MKV-s</td> <td>Milva Ekonomi.</td> </tr> <tr> <td>2. Gazmend Bejtja, Ministria e Shendetesise</td> <td>Nedime Ceka</td> </tr> <tr> <td>3. Bujana Hoti</td> <td>Dorina Tocaj</td> </tr> </table>		Anetare te MKV-s	Personi alternativ	1. Ilir Beqja, Minister i Shendetesise dhe Kryetar i MKV-s	Milva Ekonomi.	2. Gazmend Bejtja, Ministria e Shendetesise	Nedime Ceka	3. Bujana Hoti	Dorina Tocaj
Anetare te MKV-s	Personi alternativ								
1. Ilir Beqja, Minister i Shendetesise dhe Kryetar i MKV-s	Milva Ekonomi.								
2. Gazmend Bejtja, Ministria e Shendetesise	Nedime Ceka								
3. Bujana Hoti	Dorina Tocaj								
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>									
Miratimi I Raportit per Konfliktin e Interesit.									
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	<input type="checkbox"/>				
				SECRET BALLOT	<input type="checkbox"/>				
				ENTER THE NUMBER OF MEMBERS IN FAVOUR OF THE DECISION	>	<input type="text"/>			
				ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION	>	<input type="text"/>			
			ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED	>	<input type="text"/>				
*Consensus is general or widespread agreement by all members of a group.									
MINUTES OF EACH AGENDA ITEM									
AGENDA ITEM #4	Perditesim mbi veprimet e ndermarra sipas vendimeve te mbledhjeve te meparshme MKV;								

	<ul style="list-style-type: none"> • Raportimet mbi situaten e Barnave per HIV dhe TB • Ecuria e perditimit te marrevshjes se bashkepunimit MSH-UNDP • Financial Gap Analyses – Perditim mbi ecurine e punes • Statusi i strategjise kombetare te HIV/AIDS dhe TB
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)	
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >	
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED	
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:</p> <ul style="list-style-type: none"> • Lidhur me financial Gap sqaroi qe situata rezulton positive nga diskutimet e bera me konsuletin Lasse,te cilit I eshte derguar nje nate me pare materiali final me ndryshimet e bera mbi rekomandimet e tyre dhe sot presim nje feedback final nga konsulenti. • Lidhur me ecurine e marevshjes MSH&UNDP, sqaroi se UNDP ka bashkepunuar me Gjeneven per te rregulluar marevshjen kuader e cila ju eshte derguar me email, nderkohe jane takuar te dy palet per formen e marevshjes e cila do jete e formes qe MSH angazhon UNDP qe te zgjidhe te gjitha gjerat: te zgjedhe stafin te zhvilloje tenderat, per kete do te mare 7% te ketij bashkepunimi, kjo marevshje tashme I ka kaluar Ministrit per firmosje dhe per ta cuar prane GF se bashku me CN. • Lidhur me statusin e Strategjise Kombetare te HIV dhe TB, sqaroi se me dt.14 Janar,2015 eshte bere urdhri I Ministrit dhe materiali I strategjise me gjithe komentet e bera nga ana e Grupit te Strategjise, eshte per lexim nga ana e Ministrit.
MLBL	
NGO	
EDU	<p>Arjan Harxhi:Lidhur me situaten e barnave te HIV,deklaroi qe aktualisht nuk ka suate, sepse me ne fund barnat erdhen pra ka gjendje, mbas nje boshlleku 2-5 muaj qe u krijua, periudhe ne te cilen gjendja e barnave nuk ishte zero por u prish skema pasi munguan dy barna te rendesishme.Tashme stoku eshte I plote. (shih materialin bashkengjitur minutave "Problematika lidhur me barnat ARV ne QSUT").</p> <p>Donika Bardhi:Lidhur me situaten e barnave te TB beri nje raportim te kesaj suate (shih materialin bashkengjitur minutave:"Raport per medikamentet e TB").</p>
PLWD	
FBO	
KAP	
DECISION(S) <i>Summarize the decision in the section below</i>	

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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

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</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

AGENDA ITEM #5	Raportimi i procesit konsultativ te Concept Note - O. Hoxhaj
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

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

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

Olimbi Hoxhaj: Duke ju referuar kerkesave te GF, lidhur me dokumentimin dhe transparencen e Procesit Konsultativ te CN, dokumenta qe demostrojne qe CCM ka derguar ftesa per pjesmarrje per takime consultative, minutat e takimeve me grupet e interesit, lista pjesemarrsish etj. Per kete arsye ftoj te gjithet anetaret te cilet kane qene pjese e ketij procesi, te dergojne prane sekretariatit te CCM gjithet dokumentacionin e siperpermendur.

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: Lidhur me procesin konsultativ te CN se HIV ne I kemi te dokumentuar te gjitha proceset consultative pra duke filluar nga Shtatori 2014 e ne vazhdim kemi bere takime, konsultime me grupe interesi dhe jane te dokumentuara dhe do te dergohen prane sekretariatit te CCM.
MLBL	
NGO	
EDU	Donika Bardhi: Lidhur me procesin konsultativ te CN se TB mund te permend takimin me ISHP, takimin me Kryqin e Kuq, takimin me Pediatrine, me Infektivin dhe me Perfaqesues te Pacienteve te TB, takime te cilat I kemi pasqyruar dhe me minuta qe se bashku me email e njoftimit do ti dergojme prane sekretariatit te CCM.
PLWD	
FBO	
KAP	

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

Dergimi I dokumentacionit te Procesit Konsultativ te CN se HIV dhe te TB, tek sekretariati I MKV.
Miratimi I procesit konsultativ te HIV dhe TB per shkrimin e CN.

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>		
Grumbullimi dhe dergimi I dokumentacionit te Procesit Konsultativ te CN se HIV dhe te TB tek sekretariati I CCM	Marjeta Dervishi Donika Bardhi	22 Janar

DECISION MAKING **Approval of consultative process of TB and HIV for Concept note writing**

MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*	IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS		
		<input checked="" type="checkbox"/>	VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS
			SECRET BALLOT	<input type="checkbox"/>
		ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF</u> THE DECISION >		15
		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 #6	Aprovimi i Concept Note per HIV/TB
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

Konflikt interesi i identifikuar per piken 6 te axhendes:

Anetare te MKV-s:

1. Ilir Beqja, Minister i Shendetesise dhe Kryetar i MKV-s
2. Gazmend Bejtja, Ministria e Shendetesise
3. Bujana Hoti

Personi alternativ:

- Milva Ekonomi.
Nedime Ceka
Dorina Tocaj

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

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

Olimbi Hoxhaj: Propozoi votimin e draft CN nga anetaret e MKV.

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*

Pranimi I draft CN nga anetaresia e MKV.
Miratimi I draft CN nga anetaresia e MKV.

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.

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>	>	13
			ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION	>	0
*Consensus is general or widespread agreement by all members of a group.			ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u>	>	0

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #7	Mbledhja e ardhshme e MKV.
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

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

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

Olimbi Hoxhaj: Mendoj qe mbledhjen e ardhshme ta bejme ne periudhen qe do te vije dhe asistenti teknik I MKV, Shailendra dhe Elda ne fillim te shkurtit 2015. Pra pasi te fiksohet fillimisht data e ardhjes se asistences per viziten e dyte te tyre.

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*

Mbledhja e ardhshme e MKV, ne fillim te shkurtit me mberritjen e asistences teknike te MKV ne Shqiperi.

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.

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>			>	
	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.

SUMMARY OF DECISIONS & ACTION POINTS			
AGENDA ITEM NUMBER	WRITE IN DETAIL THE DECISIONS & ACTION POINTS BELOW	KEY PERSON RESPONSIBLE	DUE DATE
AGENDA ITEM #1	U miratua axhenda e mbledhjes se dt.15 Janar,2015		
AGENDA ITEM #2	Te pranohen nga anetaresia e MKV, minutat e qarkulluara me pare te mbl.MKV te dt.23 Dhjetor,2014.		
AGENDA ITEM #3	Miratimi I Raportit per Konfliktin e Interesit.		
AGENDA ITEM #4			
AGENDA ITEM #5	Grumbullimi dhe dergimi I dokumentacionit te Procesit Konsultativ te CN se HIV dhe te TB tek sekretariati I CCM	Donika Bardhi Marjeta Dervishi	21 JANAR
AGENDA ITEM #6	Pranimi I Draft CN nga anetaresia e CCM.		
AGENDA ITEM #7	Mbledhja e ardhshme e MKV, ne fillim te shkurtit me mberritjen e asistences teknike te MKV ne Shqiperi.		

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NEXT MEETING (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	Aprovim I axhendes se mbledhjes
AGENDA ITEM #2	Miratimi I minutave te mbledhjes se meparshme te 23 Dhjetor, 2014
AGENDA ITEM #3	Raporti i Komitetit te KI mbi verifikimin e Konfliktit te Interesit per anetaret e MKV-s gjate procesit te votimit sipas pikave te axhendes;
AGENDA ITEM #4	Raportimi I Grupit te CN per ecurine e aplikimit te CN
AGENDA ITEM #5	Raportimi I Komitetit Mbikqyres mbi vizitat dhe problematikat e gjetura.
AGENDA ITEM #6	
AGENDA ITEM #7	

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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:		
Problematika lidhur me barnat ARV ne QSUT (prezantimi I Dr.Arjan Harxhi). Raport per medikamentet e TB (Prezantimi I Dr.Donika Bardhi)		

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			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			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 ACROYNMS USED IN THE MINUTES:	
ACROYNM	MEANING
CN	Concept Note
MSH	Ministria e Shendetesise
KI	Konflikt Interesi

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	>	DATE	>
			27/01/2015
FUNCTION	>	SIGNATURE	>

CCM MINUTES APPROVAL:			
APPROVED BY (NAME)	>	DATE	>
		SIGNATURE	>