



The Minute of Monthly Meeting of the NAA Top Leader Management Meeting

For April 2014



On May 2nd, 2014 at 2:30 p.m., the National AIDS Authority (NAA) organized the **NAA Top Leader Management Meeting** at the NAA meeting room chaired by H.E. Senior Minister **Ieng Mouly**, Chair of the NAA with participation from the management members as all deputy chairs of the NAA, NAA advisors, NAA Secretary General, NAA Deputy Secretary Generals and all NAA Department Directors. Anyway, H.E. Dr. Tia Phalla and H.E. Ing Vuthy were not present at the meeting.

The objectives of the meeting were as following:

- 1) To follow-up the monthly progress and achievement report made by the NAA secretariat;
- 2) To learn the progress on GFATM implementation;
- 3) To learn the progress on the national budget preparation
- 4) To discuss and comments on other businesses.

To start the meeting, H.E. Chair first welcomed all meeting members, followed by informing the meeting agenda. Then H.E. Chair requested H.E. Dr. Teng Kunthy, SG of the NAA to make a brief presentation on the first agenda "the progress and achievement report of the NAA secretariat".

1) The progress and achievement report made by the NAA secretariat

In response, H.E. Secretary General made a brief presentation on the progress and achievement of the activity implementation on April 2014 as the following contents:

1. The progress and achievements of the NAA secretariat

2. The progress and achievements of the PMER
3. The progress and achievements of the PCS
4. The progress and achievements of the CRM
5. The progress and achievements of the administration and finance department.

1.1. Regarding the NAA secretariat, we made a progress and achievement as following:

- Met and discussed with MHSS to prepare the high-level meeting on prevention intervention among MSM and transgender,
- Organized and facilitated the meeting of MSM and transgender secretariat,
- Presented and disseminated the updated HIV and AIDS information to students at the national institute of military health science,
- Participated and made an opening speech in the meeting to disseminate the achievements made by the UNWOMEN project,
- Prepared proposal as "The National Concept Paper on Youth Key Populations" to Youth LEAD
- Prepared proposal to UNESCO on training program for HIV and AIDS vulnerable youth,

1.2. The PMER made a progress and achievement as following:

- **Program leadership and management**
 - Organized monthly technical meeting
 - Prepared quarterly and monthly supervision plan
- **Planning Development**
 - Prepared the April PMER work plan,
 - Prepared the 2015-2018 PMER work plan for national budget,
 - Updated and revised GFATM work plan from January-June 2014,
 - Participated in meeting on GFATM phase 2 implementation with PR-NCHADS,
 - Participated in meeting on GFATM phase 2 implementation with LFA,
- **Report development**
 - Prepared regularly weekly technical report of the NAA secretariat,

- Completed the draft of the April report,
 - Finalized the 2014 GARPR report,
 - Participated in meeting to present the first quarter report in 2014 on GFATM implementation with PR/NCHADS.
- **Strategic information development**
- Updated and uploaded the weekly and monthly report as well as activity report into NAA website
 - Prepared updated information on HIV and AIDS information into NAA website
 - Prepared draft of the NAA quarterly newspaper
 - Conducted supervision visit to Pursat and Pailin province

1.3. The administration and finance department made a progress and achievement as following:

- **National budget**
- Prepared proposal to request more fund for equipment to MoEF,
 - Prepared request letter to Samdech Prime Minister on the proposed NAA delegation to participated in the World AIDS Conference in Melbourne, Australia,
 - Prepared proposal to request more fund for H.E. Chair of NAA to have a health check-up in France,
 - Participated in meeting organized by MoH on the pre-preparation of national budget proposal for complete program,
 - Participated in meeting organized by MoH on the preparation of the specific national budget proposal to MoEF,
 - Facilitated work with audit team from MoEF on the 2013 financial expense,
 - Prepared 6 mission orders and
 - Prepared the 2015 work plan for national budget.
- **Foreign budget**
- Is preparing financial report in the first quarter, 2014 under GFATM project,

- Is preparing the PSM report in the first quarter, 2014 under GFATM project,
- Prepared overall April financial report,
- Is preparing official letter to PR/NCHADS to inform them on TA recruitment, one for IT and 3 for the PCS department,
- Facilitated audit with LFA,
- Prepared recruitment announcement, the MARP consultant,
- Prepared contract for 6 TAs and
- Prepared 6 mission orders

1.4. The PCS made a progress and achievement as following:

- Conducted supervision visit on MCPI in Preah Sihanouk and Battambang province,
- Participated in NCHADS meeting on M&E,
- Organized department meeting to prepare MCPI training in May for Takeo, Kampong Thom, Preah Sihanouk and Kampong Speu provinces,
- Organized MSM secretariat meeting,
- Participated in workshop to revise the booklet on risk reduction among law enforcement officers in Seam Reap province,
- Participated in workshop on "Cambodia Integrated HIV and Drug Prevention and Implementation Study (CIPI) at FHI 360" and
- Met and discussed with MHSS to prepare the high-level meeting on prevention intervention among MSM and transgender,

1.5. The CRM made a progress and achievement as following:

- Facilitated with Kampot PAS to organize Kampot PAC meeting under the honor of H.E. Ung Vuthy, Vice Chair of NAA,
- Participated as facilitator on training course on good nutrition package for PLHIV and its network,

After the presentation made by H.E. SG was completed, H.E Chair first of all, appreciated all effort made by the NAA secretariat on two important works, the GARPS and the national budget work plan development. H.E. Chair added that even though it was not as perfect yet but it was acceptable with approval in principle from Samdech Prime Minister to upload such important report to the UN electronic system.

2) To discuss and comment on the progress of GFATM implementation

As H.E. Dr. Phalla was not present, H.E. Chair requested Dr. Silvath to make a brief report on the progress and achievement made under GFATM. In response, Dr. Silvath informed the meeting that officially, the GFATM fund is available since March 2014 while the training plan just approved in April, therefore the activity could be implemented starting in May 2014. Anyway, due to some assumptions should be revised based on the real situation; some activities need to get further request to PR/NCHADS on the new revised adjustment and assumption. In April, three NAA GFATM management team meeting were organized to finalize the work plan, to discuss on revised ToR for setting up clear mechanism for individual task and responsibility. He added that, Dr. Phalla is proposing the revised GFATM management ToR to get approval from H.E. Chair soon. The NAA GFATM management team also met with SSR to do LoA and financial department is in the process of releasing fund to SSR. So far, NAA received 2-month work plan from SSR.

In this particular subject, H.E. Chair informed the meeting that so far Cambodia could disburse only 30% of the total fund from GFATM, therefore H.E. Chair recommended NAA to strengthen capacity by all means to absorb GFATM fund as maximum as possible, especially for 2014. Because from 2015-2016, the GFATM fund should be reprogrammed and we have to wait the discussion between PR and GFATM. H.E. Chair also took the opportunity to thanks H.E. Kao Try and H.E. Ing Vuthy for the car arrangement.

3) To discuss and commend on the national budget preparation for year 2015-2018

For the third topic, H.E. Chair requested Mr. Dareth to make a brief report on the progress and achievement made on the national budget preparation. In response, Mr. Dareth informed the meeting that under guidance and comments from H.E. Chair, the NAA secretariat could complete the work plan development and costing based on the MoEF guideline on time by 28 April and sent to MoH in both soft and hard copies. Overall, the total budget plan for 2015 is 7,891.20 thousand riel that is 50% over in comparing to the 2014 budget plan (5,203.05 thousand riel). The 50% budget increased is to cover the salary, the activity on health education, supervision, condom and some new activities. In total, the NAA needs up to 43,311.40 thousand riel from 2015-2018. Anyway, NAA has to continue to do costing on individual activity with clear set indicator that is needed to be ready by May to MoH and by June to MoEF and NAA has to be ready to defend the proposal as well.

For this topic, H.E. Chair, first of all appreciated all teams who actively involved while it was not an easy job to deal with work plan and costing. Regarding national budget, H.E. Chair mentioned that NAA still face a difficulty in fitting to MoH strategy and program because NAA has to be annex to MoH. Therefore, NAA has to discuss further with both MoH and MoEF on this particular arrangement in order to make NAA plan fitting to both NAA and MoH program. Anyway, H.E. Chair strongly recommended that NAA has to prepare its own work plan based on its own strategy and policy and MoH could insert NAA work plan anywhere in its overall work plan. In fact, H.E. Chair added that H.E. Mam Bun Heng has agreed that the personal management and recruitment should be made by NAA, it mean that salary is prepared by NAA, contract staff is recruited by NAA, while the formal procedure is still under the MoH.

For national budget work plan, H.E. Chair also requested to allocate budget for some key activities such as chapter 65 that is about unexpected activity, the strengthening of HIV and AIDS committee at sub-national level, the 17th ICCAP etc.

4) To discuss and comments on other business.

For other business, several subjects were highlighted:

- Regarding the proposal on hosting the 17 ICCAP in Cambodia, the NAA does already prepare a request to Samdech Prime Minister but we still wait for the approval from Samdech Prime Minister. Anyway, we have to prepare plan to learn from Bangladesh, when we get the green light from Samdech Prime Minister,
- The GFATM will organize a regional meeting in Cambodia from 16-18 June, 2014 with about 200 participants from more than 20 countries. The meeting is to present the new funding model for the next proposal to GFATM. Therefore on behalf of the host country we should at least prepare a cocktail party to welcome them. The NAA already sent request letter to Samdech Prime Minister for approval.
- H.E. Chair has notice that as the NAA leader, we have our role and responsibility to guide the technical intervention through policy. Anyway, the NAA already adopted the 5 point policy directive but the technical response especially the national working group is slowly progressed. So far, the national working group 5 on M&E under the leadership of H.E. Sim Kim Sen already sent to H.E. Chair the proposed ToR of the working group but H.E. Chair already requested H.E. Dr. Tia Phalla to come up with the overall ToR of the 5 working groups. Therefore H.E. Phalla should speed up the process of preparing the ToR of those 5 national working group as soon as possible.

The meeting was ended at 4:30 p.m on the same day after H.E. Chair wished all members to enjoy the weekend.

NAA, May 5, 2014

Note taker

Seen and approved

Dr. Hor Bun Leng

H.E. Ieng Mouly

Deputy Secretary General

Senior Minister and Chair of the NAA