



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

May 2014



On May 29th, 2014 at 8:30 p.m, the National AIDS Authority (NAA) organized the **NAA Top 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 including all deputy chairs of the NAA, NAA advisors, NAA Secretary General, NAA Deputy Secretary Generals and all NAA Department Directors. By the way, H.E. Chair also welcomed H.E. Dr Or Vandine as representative of H.E. Prof. Mam Bun Heng, first vice chair of NAA. Anyway, H.E. Prof Ly Po could not be present because he was sick. H.E. Ing Vuthy and H.E. Chea Saman were not present at the meeting.

The objectives of the meeting were as following:

- 1) To follow-up the monthly progress and achievement report at the NAA secretariat, made by the NAA secretariat;
- 2) To follow-up the monthly progress and achievement report of the GFATM, made by the NAA GFATM management team;
 - 2.1. Update progress on GFATM funding
 - 2.2. Update progress on UNAIDS funding
 - 2.3. Update situation on the issues of country split, concept note/reprogramming
- 3) To discuss and comment on regional workshop of GFATM
- 4) To discuss and comment on candidacy of Cambodia to organize the ICAAP13
- 5) To discuss and comment 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 at the NAA secretariat, made by the NAA secretariat

In response, H.E. Secretary General made a brief presentation on the progress and achievement of the activity implementation at the NAA secretariat 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. For NAA secretariat, we made a progress and achievement as following:

- Prepared and participated in the **NAA Top Management Meeting** on May 2014
- Prepared and lead the monthly NAA secretariat meeting on May 2014
- Prepared and lead the weekly technical meeting of NAA secretariat
- Participated as honorary guest honor to deliver the speech and to declare the workshop opening on the strengthening of HIV and AIDS response among MARPS through community partnership in Ta Keo and Preah Sihanouk province
- Participated in the HIV and AIDS workshop as honorary presenter to about 350 students at the University of Law and Economic Science
- Participated as honor guest to deliver the speech and to declare the workshop opening on the HIV and AIDS preventive interventions among MSM and transgender

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

- **Program leadership and management**
 - Organized weekly technical meeting
 - Prepared weekly and monthly supervision plan
 - Participated in meeting with PR-NCHADS and DP on program slit
 - Participated in CCC meeting

- Participated in SSRs meeting to discuss on program slit
- **Planning Development**
 - Prepared the May PMER work plan,
 - Updated and revised GFATM work plan from May-June 2014,
- **Report development**
 - Prepared regularly weekly technical report of the NAA secretariat,
 - Completed the draft of the May report,
 - Answered to questions raised by the UN regarding the 2014 GARPR report,
 - Conducted supervision to 7 ministries (Ministry of Post and Telecommunication, Ministry of Women Affairs, Ministry of National Defense, MoEYS, NMCHC, MoLTV, and the committee to combat against human exploitation) and 8 provinces (Ta Kev, Preah Sihanouk, Kratie, Kampong Chhnang, Prey Veng, Kampot, Kampong Cham, and Pursat) to improve the quality of data collected at the individual ministry and province.
- **Capacity building on M&E**
 - Organized refresher training to 45 M&E officials from MoEYS aiming at providing them opportunity to share their M&E knowledge, skill and experience in applying M&E on HIV and AIDS response. In addition, the participants should have a chance to update new scientific knowledge on M&E as well as to clarify the myths of M&E.
 - Organized refresher training to 45 M&E officials from MoSVY with the same objective as above training.
- **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
 - Conducted supervision visit to Kampong Cham and Batambang province

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

– **National budget**

- Prepared financial report to MoEF regarding the foreign mission to France made by H.E. Chair of NAA
- Prepared proposal to request budget from MoEF to welcome delegates of GFATM regional workshop in Cambodia from 16-18 June 2014

– **Development partner budget**

- Prepared payment for all contract technical assistants under GFATM on May 2014
- Prepared May financial report
- Prepared and sent letter to PR/NCHADS informing them about the driver recruitment
- Prepared draft of PSM plan phase II under GFATM 2014-2015 to PR/NCHADS
- Prepared and advertised the 3 TA recruitment for NAA under GFATM (IT, MARPS, IEC materials)
- Collaborated with supply office to prepare fixed asset register under SSF
- Facilitated the preparation of all workshops and trainings under GFATM in Preah Sihanouk, Kampong Speu, Takeo and Kampong Thom province.
- Prepared MoU with 4SSR
- Prepared overall May financial report,
- Facilitated assessment with PR-NCHADS,
- Prepared 25 mission orders

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

- Organized 6 workshops to mainstream HIV and AIDS response among MARPS through MCPI (2 in Preah Sihanouk, 2 in Kampong Thom, 1 in Kampong Speu and 1 in Ta Kev province)
- Organized MSM secretariat meeting
- Organized top MSM working group in Phnom Penh hotel

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

- Participated in weekly technical meeting of NAA secretariat,
- Participated in recruiting the international counsellor with VSO organization
- Participated in national consultative workshop to prepare youth development policy of MoEYS
- Participated in workshop to prepare CDC financial collaboration 2016-2018.

After the presentation made by H.E. SG was completed, H.E Chair first of all, appreciated all effort made by the NAA secretariat and departments. As presented results, the Chair learn a lot that all staff and officers were active and busy. Anyway, H.E. Chair expressed his disappointed on the lost of follow-up of letter that needed to be sent to CRC and to be broadcasted on TV on the occasion of the celebration of the 151st of the World Red Cross Red Crescent Day in Cambodia. H.E. Chair recommended to cabinet and administrative department to pay attention on this issue.

H.E. Chair also raised a question to H.E. Secretary General on the progress of mainstreaming HIV and AIDS into policy on community safety. In response, H.E. General Secretary informed the meeting that after discussion with the Mol, 3 options were provided in facilitating such important work, 1) to contact directly with NACD 2) for faster to contact directly to the cabinet of H.E. Sar Kheng and 3) to contact directly to H.E. Neth Savoeun, police commissioner. Finally, H.E. Secretary General decided to work with NACD. Anyway, the response back from NACD always time consuming that is the problem of delay. H.E. Chair mentioned that anything approved by the NAA should be followed, monitored and evaluated.

2) The progress and achievement report of GFATM implementation

2.1. The situation on the issues of country split, concept note/reprogramming

Reference to discussion between NAA, NCHADS and development partners, we proposed to set up a steering committee lead by the NAA and NCHADS to do the country split, concept note and reprogram on the total budget of about 20 millions (16millions is for NCHADS and 4 millions for NAA preparation).

After the coordinating meeting organized by UNAIDS, there was a proposal to have UNAIDS as chair of the steering committee that was not agreed among parties involved. As final proposal, the NAA and UNAIDS will be co-chair of the steering committee.

The next step up to November 2014 is to prepare the situation analysis to develop the NSP IV that could be used to develop the concept note for the next round of GFATM proposal. Learning from TB program, the mechanism of developing the concept note of TB could be used as model for HIV and AIDS concept note development.

2.2. The progress on GFATM funding

Start up in March 2014 under GFATM project, the NAA GFATM management team had review its term of reference with clear assign of contact persons (finance, technical and monitoring and evaluation) to oversee the total fund about 2.5 millions US\$ for three years and a half.

In addition, few meetings were organized with 4 SSRs to set up the ministry management team on GFATM. Individual focal point at NAA must be responsible for planning and monitoring the progress of SSRs work plan. Therefore the start-up of GFATM has sounded to be smoothly implemented. Anyway, the total budget for two years must be reprogrammed to expand for three years and a half.

After brief presentation made by H.E. Dr Phalla, H.E. Chair raised a question on the progress of using 200,000US\$ committed by GFATM. In response Mr Dareth briefly informed the meeting that for year 1 there is total amount of 1,471,000 million US\$ planned. So far, we spent about 81,875.65 US\$ equal to 6% of the total amount out of the 200,000 US\$. The problem of spending under the plan was due to the late budget disbursement from PR-NCHADS (March 2014), the training plan approval is also late (in April) and the approval from PR-NCHADS always took at least two to three weeks. If the approval level need from GFATM, it took months.

Even though the obstacle has still existed, H.E. Chair suggested pushing forward all activities approved in 2014. H.E. Chair added that to work collaboratively with foreign partners is mostly politics involved? Therefore we need our own internal agreement especially between NCHADS and NAA to come up with one voice. Therefore H.E. Chair would like to send this strong message through H.E.Dr Vandine to NCHADS to have firmly one voice with NAA. Second point, H.E. Chair wanted to send message to H.E Mam Bun Heng about his position as PR on HSS program. H.E. Chair added that from his point of view, MoH should be continued as PR for HSS. Then H.E. Chair requested H.E.Dr Phalla to contact directly with Dr Mean Chhi Vun for further discussion to avoid politic issue that lead by US.

H.E.Dr Vandine shared her experience with GFATM as following. In fact GFATM is a very complicated and sound colonial project. H.E. Vandine has noticed that GFATM has a parallel and competitive system with government of Cambodia system. For example, MoH has TWG for health, why we need CCC while the members of CCC and TWG for health are mostly the same. The answer from GFATM is short, the role and responsibility is different. In response, the TWG for health of MoH agreed to add more role and responsibility as the need to expand its scope of work to GFATM but it never works out with GFATM. H.E. Vandine added that we all know the difficulty of procurement procedure under GFATM that we could not change therefore we need to be pro-active. For Chair and co-chair of the steering committee on NSP IV review and concept note development, H.E. Vandine would suggest that the NSP IV, the concept note that NAA is going to develop, should be owned by the government of Cambodia therefore NAA should be the only chair, the UN or civil society should not be chair, therefore NAA should re-examine again. H.E. Vandine also agreed with H.E. Chair on HSS program that MoH should be PR but on my own position as General Director of MoH I would strongly confirm that HSS should stand alone health system but HSS could not be a cross-cutting system among disease program.

2.3. The progress on UNAIDS funding

Regarding the UNAIDS funding support to NAA so far, there is about 20,000US\$ left over, H.E. Dr Tia Phalla briefly informed the meeting that there is a need to use for printing and

disseminating NASA document and high-level meeting report document. In addition, there is also a need for CRM to use about 5,000US\$ on legal review for HIV and AIDS response in the next 2.5 years but in this particular case, it has to be endorsed first by the policy board.

In the next five years, UNDAF frame work will support about 100 millions US\$ per year focusing on governance and human rights.

3) The regional workshop of GFATM

As the regional workshop of GFATM is planned on June 16-18 2014, H.E. Chair informed the meeting that as host country we should at least prepare a welcome party for them. In fact, the GFATM worries about getting visa for their participants with request to have highly government officials to come for opening and closing ceremony of their workshop. If the government of Cambodia approves on the NAA request, the NAA will organize the welcome a cocktail party to welcome the participants including traditional dance and video clip presentation with cost sharing between NAA and GFATM to total cost of 8,000 US\$. Therefore H.E. Chair would recommend H.E. Kim San to have list of participants from GFATM that need to work out with immigrant department for visa facilitation, Dr Dareth should prepare financial proposal for all expenses during the welcome party and H.E. Pisey is responsible for video clip preparation with approximately 20mn length.

For this particular topic, H.E.Dr Vandine shared her experience to the meeting that the MoH also has experience to host an international meeting in Seam Reap with GFATM but actions that should be facilitated by the MoH was only the visa application, the others were organized by the international organization/GFATM. Regarding the welcome party, the MoH only plaed a role as facilitation and the GFATM was responsible for all expenses. Regarding the visa, it is not difficult, Cambodia should get the visa on arrival therefore there is no problem at all because hotel could facilitate all such visa application, what we need is to take care of participants from country that visa on arrival is not applicable only.

H.E. San also informed the meeting that there are only three countries (Sri Lanka, Iran, Afghanistan) that need the visa in advance before coming to Cambodia, therefore they need the invitation from the government of Cambodia in advance.

4) The country preparation for ICAAP13

As Cambodia has intention to be a host country to organize the ICAAP13 in 2017 and after getting approval from Samdech Prime Minister, H.E. Chair recommended to have two TWGs. The first TWG is lead by H.E. Dr Tia Phalla to look at proposal development to submit to the ICAAP committee. H.E. Chair suggested H.E.Dr Phalla to contact officially and unofficially with UNAIDS and to learn from Bangladesh about its successful application in order to insure that Cambodia proposal meets all the requirements of ICAAP committee for example the tourism, the safety, the country profile etc. The second TWG is lead by H.E Secretary General to advocate for local and partner's commitment through the start up of the local organizing committee to prepare the draft of the ICAAP plan. Then, the two TWG must report their progress regularly during the monthly meeting of the NAA top leader management meeting. H.E. Chair also informed the meeting that H.E. Thong Khon, Tourism Minister also expressed his strong support to have ICAAP in Cambodia.

5) The other businesses.

For other business, several subjects were highlighted:

- H.E. Chair informed the meeting about his trip for two week in Paris, France while H.E. Chair had a chance to meet with the French Ambassador who is responsible for HIV and AIDS at the Ministry of Foreign Affairs. As result, the French counterpart agreed to provide assistant as following:
 1. The HIV and AIDS information center at NAA
 2. The HIV and AIDS research and
 3. International collaboration mechanism

Regarding the HIV and AIDS information, H.E. Chair recommended to have H.E.Dr Phalla to take the lead to develop the proposal that could be submitted to French Embassy. H.E. Chair also recommended, the proposal should target youth with capacity building of our officers on how

to function the HIV and AIDS center based on learning opportunity in France. H.E. Chair also briefly informed the meeting that in France, the comic team is contracted on yearly basis to provide HIV and AIDS education for youth in school, the mobile bus is used to provide HIV and AIDS education, condom distribution, HIV testing etc for high-risk group.

During the trip in France, H.E. Chair also had a chance to visit French Association who has provided support to Cambodian children in Cambodia to go to school up to professional level. H.E. Chair also expressed his great thanks to H.E. Nuth Narang, Cambodian Ambassador to France for his support on official arrangement.

- H.E. Dr Phalla presented to the meeting regarding the proposed agenda for the policy board meeting as the following:
 1. The contribution of SI regional officers
 2. The legal review to be endorsed
 3. The GARPR 2014 and
 4. The concept note development and NSP IV development

After all the agenda items were completely presented and discussed, H.E. Chair made a final conclusion that the development of the NSP IV is a major task for NAA to move forward in the coming months. Then, the meeting was ended at 11:30 a.m on the same day after H.E. Chair appreciated and wished all members to be healthy and to enjoy the weekend.

NAA, May 29, 2014

Note taker

Seen and approved

Dr. Hor Bun Leng

H.E. Ieng Mouly

Deputy Secretary General

Senior Minister and Chair of the NAA