



The Minute of Monthly Meeting of the NAA Leaders

February 2014



On February 27, 2014 at 9:00 a.m, the National AIDS Authority (NAA) organized the NAA leader meeting at the NAA meeting room presided over by H.E. Senior Minister **Ieng Mouly**, Chair of the NAA with participation from all NAA leaders such as deputy chairs of the NAA, NAA advisors, NAA Secretary General, Deputy Secretary Generals and all Department Directors. Anyway, H.E. Dr Chea Sam An was 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 discuss and commend on the NAA retreat report and**
- 3) Other business.**

To start the meeting, H.E. Chair welcomed all participants with information on the meeting agenda. Then H.E. Chair appreciated all NAA leaders who committed to organize and to participate regularly the NAA leader meeting as schedule on monthly basis. Continue to the first agenda, H.E. Chair requested H.E. Dr Teng Kunthy, SG of the NAA to make brief presentation on the progress and achievement report of the NAA secretariat.

- 1) To follow-up the monthly progress and achievement report made by the NAA secretariat**

In response, H.E. Secretary General informed the meeting that in order to facilitate and coordinate effectively the preparation of the monthly report, the NAA secretariat decided to have all NAA departments to send all the monthly reports to PMER department by the third week of each month, then the PMER combines all the reports into NAA secretariat report for the monthly NAA leader meeting. Then H.E. Kunhty made brief presentation on the progress and achievement of the activity implementation on February 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

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

- Organized and participated in the meeting between the NAA and MoWA presided over by H.E. Chair of the NAA and the Minister of MoWA to discuss on new mechanism to prevent HIV transmission among vulnerable women;
- Organized and participated in the retreat in Preah Sihanouk province to build capacity and to draft the 2014 work plan;
- Participated in the congress of the National Council for Women at the council ministers presided over by Samdech Prime Minister;
- Participated in the consultative meeting organized by UNWOMEN and MoWA to provide recommendation on women status to the 58th committee of UN;
- Participated in the consultative meeting on gender assessment report of MoWA;
- Organized the HIV and AIDS awareness raising campaign for public especially youth during the Valentine Day in front of the NAA building;

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

- Prepared the 2014 GARPR report

- Prepared technical and financial plan for 2014 GARPR
- Prepared TA plan with UNAIDS
- Communicated with UNAIDS HQ to get password to access to UNAIDS website for downloading the core indicators and online tool instruction for GARPR
- Set the data source for GARPR and prepared tools for data collection.
- Prepared planning
 - Prepared the 2014 PMER work plan
 - Prepared the technical and financial work plan for NSP III review and the NSP IV development
- Prepared report and updated the NAA website
 - Prepared the weekly and monthly report
 - Prepared frame work for quarterly report
 - Prepared updated information on HIV and AIDS information and activity for website
- Progress on GFATM as specific
 - Reviewed the financial work plan on assumption phase II in detail
 - Prepared the MoA phase II between PR and SSRs
 - Prepared financial summary for SSR to PR
 - Provided explanation to PRDR number 6 and the carry over budget from phase I.

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

- Administration
 - Prepared 40 mission order letters under national budget
 - Facilitated organizing 10 meetings for departments, secretariat and NAA leaders
 - Prepared 14 out-going letters and received 30 in-coming letters
 - Updated name-list of the NAA
 - Regularly sent the daily present list to all departments
- National budget

- Participated in the meeting with MoH on 2014 national budget
- Prepared action and financial plan for NAA congress
- Disbursed all internal missions
- Disbursed the retreat expense
- International budget
 - Prepared 4 TA contacts under GFATM (the financial officer, financial assistant, accountant, and admin officer)
 - Prepared 2013 inventory list
 - Revised financial report on PUDR number 7 and EFR as requested by PR/NCHADS
 - Prepared PSM report to PR/NCHADS

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

- Prepared detail financial proposal for GFATM for MCPI in 2014-2015;
- Participated in consultative meeting on syringe and needle guideline for law enforcement officers;
- Participated in consultative meeting on enabling environment to support the HIV and AIDS response;
- Participated in consultative meeting on training program development to reduce risk for law enforcement officers;
- Discussed with UNAIDS for financial support on MCPI in Phnom Penh supported by HAARP through FHI360 and EU through KHANA.

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

Due to late response from CRM to PMER on report, the CRM report was not added in the secretariat presentation.

In this particular issue, H.E. Chair recommended that all the department directors have to be presence themselves at the NAA leader meeting because it is very important to provide all

necessary information to the meeting. Then H.E. Chair requested the CRM representative to provide brief report to the meeting.

In response, Dr Yanath on behalf of the CRM department informed the meeting that in fact, CRM did send the report to PMER Yesterday, but we could not see it in the secretariat presentation this morning. Anyway, Dr Yanath took the opportunity to make brief progress report and achievement of CRM department as following:

- Organized GDJ-TWG secretariat meeting to approve on the draft of JMI report in 2012-2013 and the draft of the new JMI 2014-2015.
- Participated in the meeting organized by the national committee for organizing national and international day to discuss on the Meak Bochea Day.

After the presentation made by H.E. SG was completed, H.E Chair first of all, appreciated all effort made by the NAA secretariat, especially the improvement of the NAA website under the lead of H.E. Dr Hor Bun Leng. H.E. Chair advised all NAA leaders and officers to focus on writing report and uploading it into website because NAA did a lot of activities but it seems to be careless on writing the report. H.E. Chair also requested to have the monthly report before hand to all NAA leaders before the meeting.

H.E. Chair also appreciated the HIV and AIDS awareness raising event organized in front of the NAA building during the Valentine Day because it is the right mandate of the NAA. H.E. Chair recommended looking for further opportunity to organize such event in the future especially during the National and International Day. H.E. Chair continued that our main difficulty so far is the national budget commitment, for example, when we call on a meeting to do something with the officials from provincial levels as our networks, in fact we want to support them some budgets to do the job as agreed in the meeting while they go back to their provinces but we could not do it because our national budget disbursement is released by round.

Moving to agenda number two, H.E. Chair requested H.E. Dr Phalla to make a brief presentation to the meeting.

2) To discuss and commend on the NAA retreat report

H.E. Dr. Tia Phalla presented the meeting the summary of the key output made by the retreat in Preah Sihanouk province as following:

- First of all the retreat completely achieved the 4 expected results on the facing problem identification, the new 6 rules, the new NAA mechanism and strategy and the 2014 work plan of NAA;
- Secondly, we agreed that we need to change because we are facing new challenges, the way we solve the problem in the past is obsolete, we need to apply new innovative approach, we need to save time and resources and others are watching us to what extend we are performing our mandated tasks;
- Thirdly, we commit to MDGs by 2015 and new UNDAF (UN Development Assistance Framework) based on SDG; the Three Zero Goals by 2015, Resource Mobilization from GFATM SSF for 2016 to 2018, NSPIV which is scheduled to be finalized by November 2014, the Country Dialogue From November 2014 to January 2015, HIV will join TB in a common Concept that will be applied in 15 January 15 of 2015 and to apply 7 points policy directive of Council of Ministers;
- Fourthly, the national mechanism to response to HIV and AIDS was approved by applying 6 rules to build strong team work to increase funding absorption up to more than at least 80% while so far NAA could disburse only 30% of GFATM funding. The national mechanism should be divided into:
 - PCS is responsible for NSPWG1 (PCTS) and NSPWG2 (EE/HR)
 - CRM is responsible for NSPWG3 (IM) and NSPWG4 (LDP/CO/DS)
 - PMER is responsible for NSPWG5 (M&E)

H.E. Phalla also mentioned that the ToR of GDJ could be used as example to develop the ToR of the new NSPWG. To monitor the functioning of these NSPWGs, H.E. Phalla proposed that in every week two and every week four of the month, there should be meeting between NAA secretariat and NAA leaders in order to make sure that the NSP IV, the Country Dialogue and the Concept Note for TB-HIV submission are on track.

Regarding the limitation on the funding absorption from GFATM (30%), H.E. Chair request Dr Dareth to provide reasons on this particular problem.

In response, Dr Dareth informed the meeting that the key factors contributing to the limited funding absorption capacity were from several factors such as the frozen fund for 6 months therefore we missed 6 month budget expense, some activities could not be implemented because of planed budget did not meet the actual requirement, for example there was only 600 US\$ for organizing a meeting at the provincial level while at least more than 1,000 US\$ was needed, some funding for NACD was not spent because of their internal problem, some activities is used as a package, for example the NSP III review activities were left over because the delay of the first activity on TA recruitment and finally, the late expenses on final month of the year regarding the change of the new funding model of GFATM on accounting record etc.

For this specific issue, Dr Silvath added that based on experience, quarter 4 is a difficult time for implementing the activity because it is time to close the account, therefore, NAA should not keep much activities in quarter 4, we should decide to work hard in quarter 1 to quarter 3 with strong support group to help each other. In addition, Dr Lina also added that the limitation of funding absorption could be linked to the limited coordination and collaboration between NAA and PR/NCHADS. For example, NAA does make a request to NCHADS in early January on the use of the carry over funding from 2013 to 2014 but there has no decision is made since then from PR/NCHADS. H.E. Dr Phalla further elaborated that sometime PR/NCHADS has intention to delay the request from NAA by putting its decision to GFATM.

H.E. Chair also requested all NAA leaders, from now on to take attention on the bigger picture of NAA strategy to oversee the HIV epidemic and response under the 50 millions US\$ fund per

year. We are not working by focusing on just preparing the billboard, the raincoat, the T-shirt etc that was not the key priority for us. H.E. Chair also mentioned, NAA has more and more task to do for example beside the core task of NAA, we also have another government task to support the community visit and public forum.

H.E. Chair took the opportunity to inform the meeting that regarding the POC for government staff, the MoEF missed the approval for TB program, therefore the GFATM requested us to get the approval first from MoEF on TB program that the POC could be released.

3) Other bussiness

For other business, Dr Lina, PMER director made a brief presentation on the GFATM phase II for NAA with a total approved budget up to 2,795,082 US\$ for two years (1,471,618.00 US\$ in 2014 and 1,323, 464.35 in 2015). In addition, she also presented the detail funding work plan into specific category as following:

- For strategic information (SI): 719,379.00 US\$ in year one and 715,302 US\$ in year two
- For enabling environment: 311,694.00 US\$ in year one and 241,603.20 US\$ in year two
- For capacity building and coordination: 243,318.00 US\$ in year one and 169,985.16 US\$ in year two
- For social support: 197,227.00 US\$ in year one and 196,573.99 US\$ in year two

Dr Lina mention that even though the MoA is signed, the funding release is not yet committee by GFATM, therefore, we already miss the first quarter of 2014.

In response to the delay of fund release from GFATM, Dr Dareth suggested to all department to prepare such as the TA request and the training request to get approval from all decision levels because it does not need the budget yet and it consumes a lot of time.

H.E. Dr Phalla also suggested to seat down with NAA secretariat to work out on trainers who could support each other on the training plan. H.E. Dr Kunthy agreed to have H.E. Dr Phalla to discuss with the GFATM management team on the implementation of the training plan.

For the issue and solution on the management and implementation of the GFATM, H.E. Chair recommended as the following:

- 1.** H.E. Dr Phalla should meet with Dr Mean Chhi Vun to shorten the length of approval on any NAA request from three weeks to only 10 days in order to speed up the working process and to reduce the bureaucratic performance.
- 2.** H.E. Dr Phalla will be assigned as the project director of NAA GFATM, H.E. Dr Kav Try as deputy project director and H.E. Dr Kunthy as project manager. H.E. Chair appreciated H.E. Dr Kav Try for supporting this reassignment.
- 3.** The NAA will officially issue the decision on the creation of the NSPTW as the following:
 - 3.1.** NSPTW 1 on PCTS is lead by Dr Mean Chhi Vun
 - 3.2.** NSPTW 2 on EE/HR is lead by H.E. Dr Teng Kunthy
 - 3.3.** NSPTW 3 on IM is lead by Dr Ros Silvath
 - 3.4.** NSPTW 4 on LDP/CO/DS is lead by H.E. Kav Try, Ung Vuthy, Chea Sam An, and Lok Chum Teav Sim Khen Kham. Anyway, Lok Chum Teav Sim Khen Kham will be responsible for administration while NAA gets approval from the Ministry of Public Function.
 - 3.5.** NSPTW 5 on M&E is lead by H.E. Dr Sim Kim Sen
- 4.** The request proposed by H.E. Dr Phalla on the meeting between NAA leaders and NAA secretariat should move forward as plan in every second week and forth week of the month,

5. The suggestion from Dr Dareth on preparing in advance now on the TA request and training request should be gone ahead,
6. We should divide our tasks into two different pictures, the bigger NAA picture is on the 50 million US\$ for the country response to HIV and AIDS and the smaller NAA picture is on spending about 1 million US\$ a year under NAA implementation.
7. And finally, we all should commit together to disburse GFATM funding up to at least more than 80% if we want to be a PR in the future.

Regarding the official issue of the new NSPTW, H.E. Dr Kim Sen informed the meeting that the individual NSPTW will prepare the ToR and membership as required then the signature from H.E. Chair is needed, then NSPTW could start its first meeting.

The meeting was ended at 11:00 a.m on the same day.

NAA, February 27, 2014

Note taker

Seen and approved

Dr. Hor Bun Leng

Deputy Secretary General

H.E. Ieng Mouly

Senior Minister and Chair of the NAA