



The Minute of Monthly Meeting of the NAA Top Management Meeting

September 2014



On September 30th, 2014 at 9:00 a.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 management members including all deputy chairs of the NAA, NAA advisors, NAA Secretary General, NAA Deputy Secretary Generals and all NAA Department Directors.

The objectives of the meeting were as following:

- 1) To follow-up the monthly progress and achievement made by the NAA secretariat;
- 2) To follow-up the progress and achievement on the preparation of ICAAP13 in 2017;
- 3) To follow-up the progress and achievement on GFATM project;
- 4) To follow-up the progress and achievement on the preparation of the policy board meeting and NAA congress;
- 5) To follow-up the progress and achievement on the preparation of the Water Festival and World AIDS Day campaign and
- 6) Other business.

To begin the meeting, H.E. Chair did welcome members and briefly informed members about the meeting agenda as well as the meeting objectives. Based on the agenda, there was only a brief information on the progress and achievement made by different subjects, therefore there was no discussion, except the clarification, comment and suggestion from the members. By the end of the meeting, H.E. Chair would conclude the meeting result. Anyway, H.E. Chair suggested that there should not be any business to be raised after H.E. Chair's final conclusion

and recommendation because we have to respect the meeting agenda and time. H.E. Chair informed the meeting that H.E.Dr. Mam Bun Heng, Vice Chair of NAA could not be available for the meeting because he had meeting on tobacco, but H.E.Dr. Mean Chhi Vun would be present on his behalf. Anyway, H.E.Dr. Mean Chhi Vun was also not present. 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

H.E. Dr Kunthy, Secretary General of NAA made a brief report on the progress and achievement made by the NAA secretariat on September as following:

- Participated in the launching of the National Strategic Plan of Ministry of Planning
- Made the updated HIV and AIDS situation to youth volunteers
- Participated in the regional meeting in Thailand on migrant under ADB project
- Made the updated HIV and AIDS knowledge to media networks
- Lead and facilitated the meeting on MSM network in Phnom Penh and Siem Reap province
- Organized regularly the NAA secretariat meeting
- Organized regularly the GFATM project management meeting
- Lead and facilitated the meeting with KHANA and PSK on the collaboration of the media development
- Lead and facilitated the meeting with Chak To Muk and Smart Girl network on MSM and EW
- Lead and facilitated the meeting with FHI and One World on media development.

1.1. At PMER department

- Prepared the draft of the ToR and the list of NSP IV core group members;
- lead and managed the process of recruitment of the international consultant for NSP IV;
- Prepared the progress report to UN in every 6 months, especially on ARV and PMTCT;
- Worked with MoWA to prepare and organize the M&E training course;
- Documented the second trimester report on the national comprehensive and multi-sectoral response to HIV and AIDS in Cambodia;
- Organized supervision visit to Takeov province to improve the quality of HIV and AIDS monitoring of the Takeov PAS;
- Prepared and sent to NCHADS for approval on the October training plan under GFATM;
- Completely documented the weekly and monthly NAA secretariat report;
- Participated in Asian Epidemic Model organized by NCHADS and
- Met and worked with UNWOMEN to prepare the proposal and work plan on documenting the gender assessment gap for NSP IV.

1.2. At PCS department

- Organized the meeting to review the implementation of the trimester work plan of the MSM and TG;
- Participated in the review of the drug control work plan of the PP municipality;
- Facilitated the trimester meeting organization of the national multi-sectoral working group on orphan and vulnerable children;

1.3. At CRM department

- Designed and sent figure and message to Ministry of Telecommunication for postage stamp.
- Facilitated the organization of the provincial trip for NAA leaders to Takeo, Kampot and Kampong Cham province.

1.4. At AF department

- Prepared and requested on time the national budget to MoEF especially on organizing the policy board meeting, the annual NAA congress, the water festival and the World AIDS Day campaign;
- Worked with PR-NCHADS to prepare the first 6 month financial report;
- Worked with MoSVT, MoWA and MoEYS to prepare the last 6 month financial plan in 2014 under GFATM;
- Facilitated the arrangement of the recruitment of the consultants for NSP IV and for MoSVY;
- Prepared 40 mission orders using national budget and
- Updated the administrative list of the NAA.

2) The progress and achievement report on the preparation of the ICAAP13 in 2017

For this particular subject, H.E. Chair requested H.E. Dr Phalla and H.E.Dr Kunthy to make a brief report to the meeting.

In response, H.E.Dr. Phalla informed the meeting that Cambodia should not miss this important opportunity to organize the ICAAP 13 because Cambodia is eligible and potential to show the evidence of success to the world on HIV prevention, AIDS care and treatment and discrimination in respect to the human right principle. He continued that civil society such as

HACC, KHANA, PSK etc have shown their full support and participation in organizing such international event in Cambodia. So far, Cambodia already prepared and sent the express of interest letter to International AIDS Society for their consideration but there is no response back yet. What he learn so far, the only country Vietnam is a competitive candidate. Anyway, Cambodia is more feasible and eligible than Vietnam where there is no successful evidence to share as Cambodia. For example, as host country we should have methadone facility available for drug use participants. By the way, due to his busy schedule on the concept note preparation for GFATM, he has no much time to follow-up with the International AIDS Society as often as possible. He continued that in fact it is not so difficult but time consuming and human and financial resource is required. After the review on the millennium development goal by 2015, there will be a call on UN meeting in New York to set the next UN goal while Cambodia has a chance to request UN to support such ICAAP13 event.

Then, H.E.Dr Kunthy briefly informed the meeting that after the ICAAP preparation team officially set up, we have made some progress as following:

- The HACC is to form a group member to joint NAA. KHANA, FHI, PSK etc have also expressed their interests to joint NAA. Anyway, the financial constrain is still a question;
- H.E. Secretary of State of the Ministry of Tourism also expressed his interest to joint hand with NAA to prepare the work plan for the event;
- Mr Ang Kim Eang, chair of the travel agency association was also happy to work with NAA to make up a travel plan for the event; and
- The same interest seen from Mr Lou Meng, Chair of the hotel association (200 hotel with 11000 room and 110 guest house with 20000 room) and Mr Keo Samnang, Chair of the restaurant association (1500 restaurants).

3) The progress and achievement report on the GFATM project

Moving to agenda number 3, H.E. Dr Phalla reported that for 2014 GFATM, NAA has 1.4 M as approved budget but so far only 330,000 US\$ was spent due to several problems such as the budget cut, the activity cut and the change of the financial operating procedure. For example, there is no more 5US\$ paid for travel to participant coming to the meeting in PP etc. Anyway, the application is not consistent across all the GFATM PR in Cambodia. For example, as government organization, we could not rent government meeting or training room but HACC could do it. AIDS project could not pay 5US\$ for meeting participants but TB project could pay. Regarding the request on 50% budget cut, NAA could reach up to 43% (because CRC no longer use the GFATM budget) while some organizations could cut only 10%. The channel of fund to province seen also a limitation and the delay of response from PR-NCHADS and GFATM is a critical issue. For example, since 26th August, NAA submitted all requests to PR-NCHADS but so far only training plan is approved. The important one such NSP IV development is still pending.

For the recruitment of the international consultant, now we get 5 applicants that enough for us to process the recruitment. The timing for concept note expression to GFATM is change from mid January 2015 to mid December 2014 therefore, we have to speed up the concept note development. In addition to GFATM, H.E. Phalla also prepared PIP with costing up to 47 M in 2014, 33.5 M in 2015 and 34.5M in 2016 while GO has to contribute about 1-1.5M for ARV. H.E. Phalla strongly advocates to use JDG forum to mobilize multi-sectoral and comprehensive support to the development and implementation of NSP IV where the synergy, the enabling environment, the private sector involvement will be highlighted.

4) The progress and achievement report on the preparation of the policy board and NAA annual congress

H.E.Dr Kim San, director of PCS department reported to the meeting that date of the policy board meeting is set on October 21st 2014 at the meeting room of the Council Ministers and the proposed agenda is as following:

- 1) The official announcement of the new members of the NAA, made by H.E.Dr Teng Kunthy, Secretary General of the NAA
- 2) The NSP IV framework and process, made by H.E.Dr Tia Phalla, Vice Chair of the NAA
- 3) The concept note to GFATM, made by H.E.Dr Tia Phalla, Vice Chair of the NAA and
- 4) The GAPRR report, made by H.E.Dr. Hor Bun Leng, Deputy Secretary General of the NAA

For the NAA congress, date is set on 22nd October 2015 at the same policy board meeting room. The proposed agenda is as following:

- 1) The progress and achievement of the national comprehensive and multi-sectoral response to HIV and AIDS in the last 6 month of 2014;
- 2) The lesson-learnt and experience sharing session and
- 3) The first 6 month work plan in 2015 for the national comprehensive and multi-sectoral response to HIV and AIDS in Cambodia

Due to the lesson-learnt and experience sharing, BMC is proposed to make a presentation. He continued that the policy board meeting at this time is the right forum for national resource mobilization because all provincial governors now are chair of PAC.

For this particular subject, H.E Chair recommended to provide chance for hot-spot provinces to make a short presentation to share their progress and achievements such as Preah Sihanouk, Battambang, Koh Kong, Phnom Penh municipality etc. H.E.Dr Phalla recommended to have Kampot province to show its commitment on commune response to HIV and AIDS.

5) The progress and achievement report on the preparation of the Water Festival and World AIDS Day campaign

For the proposed work plan on Water Festival event, H.E.Dr San informed the meeting that after the meeting with civil society on 16th September 2014, 3 key activities set: education campaign through outreach activity, media campaign and concert performance. In addition, 100,000 condom is supplied by PSK, press release is support by KHANA, IEC materials and youth

volunteer is mobilized by HACC, 10000 T-shirt is distributed to all PAC etc. Anyway, all this proposed work plan is confirmed from all involved partners by October 3rd.

For the World AIDS Day event, the date is set on 27th November 2014. As usual, the gathering is organized at Chatomok National Conference Hall with an estimation of 700 participants, the TV round table is proposed by KHANA aiming at advocating the local resource mobilization and the public campaign is organized through outreach to markets in Phnom Penh proposed by HACC.

As recommendation, H.E. Chair requested NAA use right Khmer language on policy board term based on the HIV and AIDS law and government decree on NAA. For TV round table, H.E. Chair requested to send the right person to the round table and focus should be highlighted on the second wave of HIV epidemic among the youth and migrant workers.

6) The other business

For this topic, H.E.Dr Kunthy informed the meeting that regarding the request from NAA on AIDS integration into commune safety policy, H.E. Sar Kheng, Deputy Prime Minister and Minister of Interior has approved in principle and H.E. Minister requested H.E. Em Sam An, Secretary of State of the Ministry of Interior and the Chair of AIDS committee of the Ministry of Interior to further work out on the guidance for integration.

Adding to this topic, H.E. Chair recommended to discuss with MoI to have them clearly about the NAA goal that is to start with the specific hot spot village and commune where the HIV epidemic and the HIV risk group is still a burden.

As another business, H.E. Chair informed that the NAA evaluation committee proposed to have 55 NAA leaders, officials and staff to receive medal and decoration but H.E. Chair reviewed to request 40 instead of 55 because in fact, we could request only 2-3% or half as maximum of the total number of leaders, officials and staff of NAA. Anyway, the leaders, officials and staff of NAA who could not receive medal or decoration this time will receive it next time.

As final business, H.E. Chair requested H.E.Dr Phalla to send all working information to all NAA leaders for information, comment and participation. H.E. Chair also requested the NAA cabinet to arrange the NAA leaders and advisors to join the field trip to the province.

Conclusion and recommendation

Before ending the meeting, based on the meeting agenda, H.E. Chair concluded and recommended as the following:

- 1) Appreciate all leaders, officials and staff of NAA who work hard to show progress and achievement on HIV and AIDS response.
- 2) Encourage all leaders, officials and staff of NAA to strengthen the internal solidarity, morality and effective work to avoid breaking up or forming as different groups.
- 3) Encourage NAA and NCHADS to make a better collaboration to gain high effectiveness in responding to HIV and AIDS in Cambodia. Both should avoid competition or create problem to each other for their common mission. The nomination of Minister of Health to be the First Vice Chair of NAA is aiming at facilitating smooth collaboration between NAA and NCHADS.
- 4) Encourage NAA secretariat work hard to strengthen its secretariat operation as well as departments under the secretariat.
- 5) Guide working team on ICAAP13 preparation to collect document, picture, video that are required to submit as candidate for the ICAAP13. In addition, some more works should be focussed:
 - a. Be ready the picture on location, meeting hall, transportation infrastructure, information technology, telephone, fax, e-mail, internet etc;
 - b. Be ready to set up the organizing committee; financial committee, protocol committee, program committee and secretariat;
 - c. Continue to discuss with Ministry of Tourism on extra activity during the ICAAP;
 - d. Assess feasibility on booking the conference hall, hotel etc in case the Cambodia is successful as host country for ICAAP13 and

- e. The working group on candidacy must continue communicating with IAS, UNAIDS, national and international NGO to fulfill all required documents.
- 6) Guide working group on policy board preparation to be ready some documents as following:
 - a. The NAA annual report on the progress and achievement to response to HIV and AIDS;
 - b. Other necessary documents for the meeting and
 - c. The NAA decision made after the policy board meeting.
- 7) Be ready the documents for the World AIDS Day event:
 - a. Message to be sent through SMS and internet system. The face book is also considered;
 - b. The public forum, the concert etc
 - c. IEC materials (T-shirt, condom etc) for distribution, for question-answer etc;
 - d. The encouragement of youth participation in both Water Festival and World AIDS Day event.

Finally, the meeting was ended at 11:30 a.m on the same day after H.E. Chair appreciated and wished all members.

NAA, October 01, 2014

Note taker

Seen and approved

Dr. Hor Bun Leng

H.E. Ieng Mouly

Deputy Secretary General

Senior Minister and Chair of the NAA