

# CCM Meeting Minutes

INPUT FIELDS INDICATED BY YELLOW BOXES



MEETING DETAILS									
COUNTRY (CCM)		Romania			TOTAL NUMBER OF <u>VOTING</u> MEMBERS PRESENT (INCLUDING ALTERNATES)			22	
MEETING NUMBER (if applicable)		4			TOTAL NUMBER OF <u>NON-CCM</u> MEMBERS / OBSERVERS PRESENT (INCLUDING CCM SECRETARIAT STAFF)			1	
DATE (dd.mm.yy)		10.04.2014			DETAILS OF PERSON WHO CHAIRED THE MEETING				
HIS / HER NAME & ORGANISATION	First name	Iulian			QUORUM FOR MEETING WAS ACHIEVED (yes or no)			yes	
	Family name	Petre			DURATION OF THE MEETING (in hours)			2,30	
	Organization	UNOPA			VENUE / LOCATION	INBI Balș, Bucharest			
HIS / HER ROLE ON CCM (Place 'X' in the relevant box)	Chair				MEETING TYPE (Place 'X' in the relevant box)	Regular CCM meeting			
	Vice-Chair	x				Extraordinary meeting		X	
	CCM member					Committee meeting			
	Alternate					GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING (Place 'X' in the relevant box)		LFA	
HIS / HER SECTOR* (Place 'X' in the relevant box)								FPM / PO	
GOV	MLBL	NGO	EDU	PLWD	KAP	FBO	PS	OTHER	
				x				NONE	

LEGEND FOR SECTOR*			
GOV	Government	PLWD	People Living with and/or Affected by the Three Diseases
MLBL	Multilateral and Bilateral Development Partners in Country	KAP	People Representing 'Key Affected Populations'
NGO	Non-Governmental & Community-Based Organizations	FBO	Religious / Faith-based Organizations
EDU	Academic / Educational Sector	PS	Private Sector / Professional Associations / Business Coalitions

AGENDA SUMMARY		SELECT A SUITABLE CATEGORY FOR EACH AGENDA ITEM (Place 'X' in the relevant box)														
		GOVERNANCE OF THE CCM, PROPOSALS & GRANT MANAGEMENT RELATED TOPICS														
AGENDA ITEM No.	WRITE THE TITLE OF EACH AGENDA ITEM / TOPIC BELOW	Review progress, decision points of last meeting – Summary Decisions	Review CCM annual work plans / budget	Conflict of Interest / Mitigation	CCM member renewals /appointments	Constituencies engagement	CCM Communications / consultations with in-country stakeholders	Gender issues	Proposal development	PR / SR selection / assessment / issues	Grant Consolidation	Grant Negotiations / Agreement	Oversight (PUDRs, management actions, LFA debrief, audits)	Request for continued funding / periodic review / phase II / grant consolidation / closures	TA solicitation / progress	Other
AGENDA ITEM #1	Concept note online platform administration – choosing administrators								X							
AGENDA ITEM #2	The currency for financing (euro)								X							
AGENDA ITEM #3	CCM's governance															X
AGENDA ITEM #4	The extraordinary CCM meeting 14-15 May								x							
AGENDA ITEM #5	CCM's expansion: procedure details				X											

To add another 'Agenda Item' highlight the entire row corresponding to the last 'Agenda Item #' in the table. Right click on the mouse and click on the 'Insert' menu item, then select the 'Insert Rows Below' option. Repeat as necessary to add additional rows.

MINUTES OF EACH AGENDA ITEM				
AGENDA ITEM #1	Concept note online platform administration – choosing administrators			
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) >			Yes	
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED				
Valentin Simionov and Mihaela Stefan are appointed as online platform administrators.				
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	Valentin Simionov (RHRN): there is no conflict of interests Silvia Asandi (RAA): Mihaela Ștefan is proposed as backup for administering the online platform			
EDU				
PLWD	Iulian Petre (UNOPA): Valentin Simionov (RHRN) - administrator; Mihaela Ștefan (RAA) - backup			
FBO				
KAP				
DECISION(S) <i>Summarize the decision in the section below</i>				
Valentin Simionov (RHRN) is appointed as online platform administrator; Mihaela Ștefan (RAA) is appointed as backup online platform administrator.				
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	x
			SECRET BALLOT	
			ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF</u> THE DECISION >	20
		ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION >	0	
		ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >	2	
*Consensus is general or widespread agreement by all members of a group.				
MINUTES OF EACH AGENDA ITEM				
AGENDA ITEM #2	The currency for financing (euro)			
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				

Changing the currency for financing from dollars to euro.																		
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	<b>Silvia Asandi (RAA):</b> we have to change the currency for financing from dollars to euro																	
EDU																		
PLWD	<b>Iulian Petre (UNOPA):</b> we must issue a written decision and send it as soon as possible to GF																	
FBO																		
KAP																		
<b>DECISION(S)</b> <i>Summarize the decision in the section below</i>																		
To change the currency for financing from dollars to euro.																		
<b>ACTION(S)</b>		<b>KEY PERSON RESPONSIBLE</b>	<b>DUE DATE</b>															
<i>Summarize below any actions to be undertaken indicating who is responsible for the action and by when the action should be completed.</i>																		
<b>GFATM Secretariat to be officially informed about the Romanian CCM decision.</b>		<b>Iulian Petre</b>																
<b>DECISION MAKING</b>																		
MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*	<input type="checkbox"/>	IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS															
	VOTING	<input checked="" type="checkbox"/>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">VOTING METHOD (Place 'X' in the relevant box)</td> <td style="padding: 5px;">SHOW OF HANDS</td> <td style="padding: 5px; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td style="padding: 5px;">SECRET BALLOT</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF THE DECISION</u></td> <td style="padding: 5px; text-align: center;">&gt;</td> <td style="padding: 5px; text-align: center;"><b>22</b></td> </tr> <tr> <td style="padding: 5px;">ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION</td> <td style="padding: 5px; text-align: center;">&gt;</td> <td style="padding: 5px; text-align: center;"><b>0</b></td> </tr> <tr> <td style="padding: 5px;">ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u></td> <td style="padding: 5px; text-align: center;">&gt;</td> <td style="padding: 5px; text-align: center;"><b>0</b></td> </tr> </table>	VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS	<input checked="" type="checkbox"/>		SECRET BALLOT		ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF THE DECISION</u>	>	<b>22</b>	ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION	>	<b>0</b>	ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u>	>	<b>0</b>
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<b>AGENDA ITEM #3</b>	CCM's governance																	
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) >			yes															
<b>SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED</b>																		
Electing a chair for the CCM.																		
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	<b>Victor Olsavszky (WHO):</b> <ul style="list-style-type: none"> <li>- we must send a request to the counsellor of the minister of MoH to designate a representative in the CCM</li> <li>- MoH must be involved more because in the TB financing sustainability is the most important part, and the MoH should take over some of the projects started here</li> <li>- MoH should be involved more in the CCM's matters, so the chair should be from MoH</li> <li>- MoH wants to participate</li> </ul>																	

	<ul style="list-style-type: none"> <li>the chair should be a high-level representative seconded by somebody who would actually be involved in the CCM meetings</li> </ul> <p><b>Eduard Petrescu (UNICEF):</b></p> <ul style="list-style-type: none"> <li>we need a confirmation from the MoH if they still have a political commitment</li> <li>a chair from the MoH is a political statement</li> <li>MoH is also the coordinator for the other external financing programs (we should have here TB specialist from the MoH)</li> <li>CCM will have TB almost exclusively as objective – if the chair will not be from the MoH, then somebody from the TB field</li> </ul>			
NGO	<p><b>Valentin Simionov (RHRN):</b></p> <ul style="list-style-type: none"> <li>at this time, the following institutions are no longer CCM members: MoH, the National Health Insurance Fund, the Ministry of Interior; but compared to 2011, now there is member in the CCM the MDR-TB Patients Association; the CCM documents until 2012 are signed by prof. dr. Streinu-Cercel as chair</li> <li>Victor Olsavszky (WHO) activates in an international organisation; the internal rules and regulations of the CCM specify that the chair must come from an NGO or a government institution</li> <li>the CCM funding application has been sent (even though it lacked the chair's signature and that of the representative from the Directorate for the protection of people with disabilities)</li> </ul> <p><b>Silvia Asandi (RAA):</b></p> <ul style="list-style-type: none"> <li>prof. dr. Streinu-Cercel (and not an institution) remained chair in view of the fact that the chair must be a person with the capacity to further develop the aims of the CCM</li> <li>in the view of the new instructions, the MoH must be involved</li> <li>the CCM financing application must be sent as soon as possible</li> <li>we need the signatures for financing the meeting next month; its date was proposed by the GF and has been endorsed in the last meeting</li> <li>at the meeting on 14-15 of May, we have to present arguments regarding what we want from the concept note and must not try to find out its contents on the spot</li> </ul>			
EDU	<p><b>Mioara Predescu (INBI Balş):</b> perhaps Victor Olsavszky (WHO) should be chair – the MoH representatives are replaced too often and Victor Olsavszky would have the ear of MoH; or a chair from the NGOs</p> <p><b>Mariana Mărdărescu (INBI Balş):</b></p> <ul style="list-style-type: none"> <li>this year the national HIV program has made great strides</li> <li>the funds are for treatment, not prevention, but there are 8,000 people for which the treatment compliance poses important difficulties</li> <li>the access of the fertile HIV positive women (especially IDUs) to treatment and services is difficult: we must influence the behaviour (there is a need for behaviour change programs from the NGOs)</li> <li>the new drugs are necessary for the patients who have had multiple treatments</li> <li>now the lead must belong to TB (a person with vision) or to UN (WHO)</li> <li>there are new cases of HIV+TB+IDU; new approaches must be made: the women that are abandoning their children and the SWs – the problem is behavioural; we must insist on prevention</li> <li>all the HIV positive new-borns in 2013 (10) have IDU mothers (because they had breastfed the children)</li> <li>the following new approaches are necessary: 1. TB; 2. behaviour; 3. MSM</li> <li>the entire IDUs population must be studied (not only those from Bucharest) if we are to talk about incidence/prevalence and projections (on risk types for IDUs)</li> </ul>			
PLWD	<p><b>Iulian Petre (UNOPA):</b></p> <ul style="list-style-type: none"> <li>in 2009 prof. dr. Adrian Streinu-Cercel was chair; he is no longer a representative for the MoH, he is no longer chair; as from today, the position is available</li> <li>we should have a chair at the meeting on the 14th-15<sup>th</sup> of May</li> <li>the article 13 of the internal rules and regulations</li> <li>we should choose a chair from the CCM members</li> <li>the chair and of the MoH representative are missing from the list of signatures</li> <li>if the chair will be a state secretary which will have to put his signature on issues he does not know much about, there is a distinct possibility for blockages</li> <li>the decision will be made next meeting (the one after the 14-15 of May) – when the candidatures will be announced</li> </ul>			
FBO				
KAP				
<p><b>DECISION(S)</b> <i>Summarize the decision in the section below</i></p>				
<p>In the CCM meeting after the 14-15 of May there will be held elections for chair and vice-chair.</p>				
<b>ACTION(S)</b>	<b>KEY PERSON RESPONSIBLE</b>	<b>DUE DATE</b>		
<p><i>Summarize below any actions to be undertaken indicating who is responsible for the action and by when the action should be completed.</i></p>				
<p><b>DECISION MAKING</b></p>				
<b>MODE OF DECISION MAKING</b> (Place 'X' in the relevant box)	<b>CONSENSUS*</b>	<input checked="" type="checkbox"/>	<b>IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS</b>	
	<b>VOTING</b>	<input type="checkbox"/>	<b>VOTING METHOD</b> (Place 'X' in the relevant box)	<b>SHOW OF HANDS</b>
				<b>SECRET BALLOT</b>
			ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR</u> OF THE DECISION	>
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*Consensus is general or widespread agreement by all members of a group.			ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u>	>
<p><b>MINUTES OF EACH AGENDA ITEM</b></p>				
<b>AGENDA ITEM #4</b>	The extraordinary CCM meeting on the 14-15 of May			

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) >		Yes
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED		
Administrative and technical aspects of the CCM extraordinary meeting (May 14-15 <sup>th</sup> ) are 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><b>Lucia Mihăilescu (NPA):</b> this is a chance for new approaches: TB-HIV activities</p> <p><b>Daniela Călugăru (MoE):</b></p> <ul style="list-style-type: none"> <li>- there is a total lack of education in the general population regarding these problems</li> <li>- there are parents who refuse to let their children being vaccinated</li> </ul>	
MLBL	<p><b>Eduard Petrescu (UNICEF):</b></p> <ul style="list-style-type: none"> <li>- in that period there will be the Europarliament elections – one day is enough for the meeting</li> <li>- in Romania there are no donors</li> <li>- a one-day meeting would be the best option</li> </ul> <p><b>Victor Olsavszky (WHO):</b></p> <ul style="list-style-type: none"> <li>- as of this Monday we have a discussion partner at the MoH</li> <li>- the vaccination is not compulsory, but the school student are required to be vaccinated</li> </ul>	
NGO	<p><b>Silvia Asandi (RAA):</b></p> <ul style="list-style-type: none"> <li>- the meeting is part of the country dialog: 1. the CCM must make sure that the financing requests for the GF are in line with the national strategies and the national cycles of planning and budgeting; 2. the high-impact and evidence based interventions have precedence in the concept-note; 3. the GF requirements are met</li> <li>- the meeting's objectives: to make sure that the national TB strategy is adopted by the government, to set the main areas to be included in the concept-note, that the GF grants are in harmony with the funds from other international entities, to identify the sustainability of the interventions implemented with the help of the international donors, and Romania's contribution of 60% (that must increase)</li> <li>- we must know exactly what we want from the meeting on the 14-15 of May, we must set the agenda, with the technical debates scheduled for the second day</li> <li>- the work on the meeting program must be made with the help of the blue document in the folder presented (the recommendations from the program review)</li> <li>- N. Farcy has mentioned „HIV also”, so the idea for joint actions may be accepted</li> <li>- in organising the CCM meeting must be involved also the representatives of the vulnerable groups (the details will be discussed by email)</li> <li>- the maximum amount available will be 12 million dollars for 3 years for TB</li> <li>- the presentations of the representatives from Romania should support what we identify as priorities in TB in TB-HIV areas</li> </ul> <p><b>Mihaela Ștefan (RAA):</b></p> <ul style="list-style-type: none"> <li>- the TB grant begins at 30 september 2014; we are in such a hurry to avoid any gaps in the treatment</li> <li>- it is important that there would present as many as possible people invited (representatives of Norway, USA, etc.) to harmonise the interventions</li> <li>- is it difficult to integrate the TB-HIV coinfection because of its low incidence – except in vulnerable groups (in prisons, out of the 70 patents consulted, 30 were coinfecting with HIV and HVB, HVC</li> <li>- on 14-15 May we should have the list of our priorities, with enough details as to give a clear picture (justification)</li> </ul> <p><b>Maria Georgescu (ARAS):</b></p> <ul style="list-style-type: none"> <li>- we don't have a database for TB+HIV coinfection</li> <li>- this is a TB grant</li> </ul> <p><b>Florin Sologiu (CPSS):</b></p> <ul style="list-style-type: none"> <li>- in the 6<sup>th</sup> round and in the present programs there is an educational component on TB</li> <li>- we can focus this time on schools</li> </ul>	
EDU	<p><b>Mariana Mărdărescu (INBI Balș):</b></p> <ul style="list-style-type: none"> <li>- we cannot associate HIV with TB (the meeting is on the TB area)</li> <li>- for data on TB, we may approach the specialists from the Babeș Institute, and for data concerning the drug users – Adrian Abagiu (INBI Balș)</li> </ul>	
PLWD	<p><b>Iulian Petre (UNOPA):</b></p> <ul style="list-style-type: none"> <li>- those who are specialists in the field should make concrete proposals concerning TB</li> <li>- can HIV be associated with TB?</li> <li>- we must assemble 2 groups: 1. the administrative organisation of the meeting; 2. the scientific committee (for the agenda, etc. - Victor Olsavszky (WHO), Mihaela Ștefan (RAA))</li> <li>- the CCM members will make written proposals; afterwards the team will read these proposals in order to prioritise them: Mihaela Ștefan (RAA), representative from Marius Nasta Pneumology Institute, from WHO, Fidelie Kalambayi (RAA), Lucia Mihăilescu (NPA), Cătălina Constantin (the Association for Supporting the Patients with MDR-TB), Mariana Mărdărescu (INBI Balș) – they will be coordinated by RAA</li> </ul>	
FBO		
KAP		
DECISION(S) <i>Summarize the decision in the section below</i>		
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>					
<b>DECISION MAKING</b>					
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</u> THE DECISION			>	
	ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION			>	
ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u>			>		
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<b>MINUTES OF EACH AGENDA ITEM</b>					
AGENDA ITEM #5	CCM expansion: procedure details				
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) >				Yes	
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					
MLBL	<b>Victor Olsavszky (WHO):</b> - we should get a confirmation for NGOs – from where can this be obtained?				
NGO	<b>Valentin Simionov (RHRN):</b> in order to be admitted they should submit a declaration that they respect the evidence-based standard <b>Silvia Asandi (RAA):</b> - there should be a set of minimal standards and requisites - the access to participation must be broadened (consulting as many actors as possible) - care must be taken not to create administrative barriers (with the increase in membership) - theoretically the organisations must be elected by their constituencies, but this does not really apply in ur case (except UNOPA) - we must assemble a group of 2-3 persons to analyse our compliance to the GF standards <b>Mihaela Ștefan (RAA):</b> - the GF offers technical assistance regarding the documentation				
EDU					
PLWD	<b>Iulian Petre (UNOPA):</b> - the team that will analyse the status of CMM Romania vs. the GF criteria: Iulian Petre (UNOPA), Silvia Asandi (RAA), Dana Fărcășanu (CPSS); deadline: 15 <sup>th</sup> of May - deadline for the concept-note – 15 <sup>th</sup> of August (earliest)				
FBO					
KAP					
DECISION(S) <i>Summarize the decision in the section below</i>					
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>					
- the team that will analyse the status of CMM Romania vs. the GF criteria - the concept-note has to be prepared and submitted by August 15 <sup>th</sup> (earliest)			Iulian Petre (UNOPA), Silvia Asandi (RAA), Dana Fărcășanu (CPSS)	15 <sup>th</sup> of May	

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	
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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	Persons in charge with the administration of the CCM online platform	Valentin Simionov (RHRN); Mihaela Ștefan (RAA) - backup	
AGENDA ITEM #2	Changing the currency for financing from dollars to euro	CCM vice-chair	
AGENDA ITEM #3	In the CCM meeting after the 14-15 of May there will be held elections for chair and vice-chair.		
AGENDA ITEM #4	The team that will read the CCM members' proposals in order to prioritise them	Mihaela Ștefan (RAA), representants from the PI Marius Nasta, from WHO, Fidelie Kalambayi (RAA), Lucia Mihăilescu (NPA), Cătălina Constantin (ASPTMR), Mariana Mărdărescu (INBI Baș)	14 <sup>th</sup> of May ?!
AGENDA ITEM #5	a) the team that will analyse the status of CMM Romania vs. the GF criteria B) deadline for the concept-note – 15 <sup>th</sup> of August (earliest)	A) Iulian Petre (UNOPA), Silvia Asandî (RAA), Dana Fărcășanu (CPSS) B)	A) 15 <sup>th</sup> of May B) 15 <sup>th</sup> of August

To add another 'Agenda Item' highlight the entire row corresponding to the last 'Agenda Item #' 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.

NEXT MEETING (INCLUDES OUTSTANDING AGENDA ITEMS NOT COMPLETED DURING CURRENT MEETING)	
TIME, DATE, VENUE OF NEXT MEETING (dd.mm.yy)	14-15 May 2014
PROPOSED AGENDA FOR NEXT MEETING	WRITE THE PROPOSED AGENDA ITEMS IN THE SPACES PROVIDED
AGENDA ITEM #1	Recap on decision points of previous meetings
AGENDA ITEM #2	
AGENDA ITEM #3	
AGENDA ITEM #4	
AGENDA ITEM #5	

To add another 'Agenda Item' highlight the entire row corresponding to the last 'Agenda Item #' 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.

SUPPORTING DOCUMENTATION	Place an 'X' in the appropriate box	
ANNEXES ATTACHED TO THE MEETING MINUTES	Yes	No

ATTENDANCE LIST	 participanti ccm 10 aprilie 2014.pdf	
AGENDA	 Agenda şedinţei CNC din 10 aprilie 2014	
OTHER SUPPORTING DOCUMENTS		
IF 'OTHER', PLEASE LIST BELOW:		

<b>CHECKLIST</b>			
(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		x	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		x	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.

<b>GLOSSARY FOR ACRONYMS USED IN THE MINUTES:</b>	
ACROYNM	MEANING

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

<b>CCM MINUTES PREPARED BY:</b>			
TYPE / PRINT NAME	>	Valentin Simionov Dragos Rosca	DATE > 20/04/2014
FUNCTION	>	CCM secretariat	SIGNATURE >

<b>CCM MINUTES APPROVAL:</b>			
APPROVED BY (NAME)	>	Iulian Petre	DATE > 30/04/2014
		CCM vice-chair	SIGNATURE >



