

CCM Meeting Minutes

INPUT FIELDS INDICATED BY YELLOW BOXES



MEETING DETAILS										
COUNTRY (CCM)			JAMAICA				TOTAL NUMBER OF <u>VOTING</u> MEMBERS PRESENT (INCLUDING ALTERNATES)			10
MEETING NUMBER (if applicable)										
DATE (dd.mm.yy)			28-March-2024				TOTAL NUMBER OF <u>NON-CCM</u> MEMBERS / OBSERVERS PRESENT (INCLUDING CCM SECRETARIAT STAFF)			11
DETAILS OF PERSON WHO CHAIRED THE MEETING										
HIS / HER NAME & ORGANISATION		First name	Ivan				QUORUM FOR MEETING WAS ACHIEVED (yes or no)			
		Family name	Cruickshank				DURATION OF THE MEETING (in hours)			
		Organization	CVC				VENUE / LOCATION	Virtual		
HIS / HER ROLE ON CCM (Place 'X' in the relevant box)		Chair				MEETING TYPE (Place 'X' in the relevant box)		Regular CCM meeting		x
		Vice-Chair						Extraordinary meeting		
		CCM member						Committee meeting		
		Alternate								
HIS / HER SECTOR* (Place 'X' in the relevant box)							GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING (Place 'X' in the relevant box)		LFA	
GOV	MLBL	NGO	EDU	PLWD	KAP	FBO	PS	FPM / PO		
		x						OTHER		
								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

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	Preliminaries <ul style="list-style-type: none"> Call to order Opening Remarks Apologies for any absence Adoption of Agenda 															x
AGENDA ITEM #2	Reading of the Conflict of Interest Declaration			x												

AGENDA ITEM #3	Review, Correction and Confirmation- Minutes of meeting held January 9, 2024	x																	
AGENDA ITEM #4	Presentations: Programme Update/Reports PR Programmatic Update SR Report OMC Update																		
AGENDA ITEM #5	Secretariat update <ul style="list-style-type: none"> • Workplan Update • Oversight Technical Support Report • CCM Performance Report 																		
AGENDA ITEM #6	GC7 Funding Request – <ul style="list-style-type: none"> • Progress Update 																		
AGENDA ITEM #7	Any other business																		
AGENDA ITEM #8	Adjournment																		

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	<p>Preliminaries:</p> <p>Call to order and Opening Remarks After a delay due to a lack of quorum, the meeting was officially called to order by the CCM Chair, Mr. Ivan Cruickshank at approximately 9:16 am. He acknowledged the team's commitment over the past months and highlighted the upcoming intense period as they finalize the funding request to the Global Fund.</p> <p>Apologies for any absence An apology was tendered on behalf of Mr. Ricky Pascoe.</p> <p>Adoption of Agenda The Chair then checked for any additions to the agenda, with none, he asked for a motion to adopt the presented agenda, which was first by Mr. Conroy Wilson and seconded by Dr. Nicola Skyers.</p>
AGENDA ITEM #2	<p>Reading of the Conflict of Interest Declaration The Chair invited the Administrative Coordinator to administer the conflict of interest declaration, thereafter requesting members to declare any conflict based on the agenda items outlined.</p> <p>The conflict of interest was read and no conflict was declared.</p>
AGENDA ITEM #3	<p>Review of minutes- meeting held January 9, 2024 The Chair acknowledged the minutes as having been read by the CCM members. He then asked that members share any recommended adjustments, corrections or amendments to be made to the minutes as it is perused by individual pages.</p> <p>The following comments and corrections were noted:</p>

	Pg. 4... include “prevention” to the subheading “Pilot Proposal” to read “Prevention Pilot Proposal”
AGENDA ITEM #4	<p>Page 4... Remove the section on “Community Health Workers and Public Health System”.</p> <p>Page 5... remove “Project Scope” and “Excellence Policy Implementation” from the heading “Project Scope, Community-Led vs. Civil Society-Led Activities, Excellence Policy Implementation” to read Community-Led vs. Civil Society-Led Activities.</p> <p>Adjust the subheading “Implementation of Excellence Policy” to read “Implementation of Government of Jamaica Excellence Policy”.</p> <p>There was also a discussion around the need to include action items and decisions made in the minutes</p> <p>The group also addressed the presence and participation issues in their meeting and the need to select a representative for the KP group.</p> <p>Lastly, Dr. Amenyah provided an update on the ongoing collaboration with a consultant to align the position of the NAC with the JCCM’s trajectory.</p> <p>There being no further comments or recommended changes, the minutes of the meeting were adopted by Dr. Skyers and seconded by Dr. Amenyah.</p>
AGENDA ITEM #5	<p>PR Programmatic Update</p> <p>The PR representative discussed the challenges in meeting targets, particularly in terms of increasing the number of persons on ART and improving their estimation process. They also discussed ongoing challenges in community engagement, grant management, and the need for retraining of the prevention team.</p> <p>Issues with human resources, including staff retention and workload, were raised, with concerns expressed about the disparity between the workload and compensation. The team agreed to engage the Global Fund to expedite the reprogramming processes and discussed the need for stakeholder alignment in the optimization process.</p> <p>Lastly, updates were provided on the organization's 2023 performance, ongoing projects, and the status of the waste management project.</p>
AGENDA ITEM #6	<p>SR Reports</p> <p>Children First Agency</p> <p>Mrs. Claudette Richardson-Pious presented the annual targets and progress for various activities, highlighting the successful activities and challenges encountered, such as engaging trans populations and the high prevalence of violence against key populations. She also discussed ongoing challenges faced by their online outreach team and efforts to expand their network and engage with the community.</p>

Mrs. Richardson-Pious and Dr. Skyers discussed scaling up their work with the help of the Global Fund, particularly in areas involving people at risk, and proposed a need for a broader discussion around online interventions. A risk mitigation strategy was agreed upon to minimize solo meetings. The team decided to defer further questions until the end of the presentations.

The ASHE Company

Mr. Craig Smikle presented the entity's progress towards their annual targets, reporting that they tested 62% and 14% of their respective targets for MSM and TG. They also successfully implemented various activities from January to December 2024, including conducting edutainment interventions, providing venue refreshments, facilitator stipends, and travel stipends for attendees, and engaging in capacity building training. Challenges faced included staffing losses due to migration and more favourable compensation packages elsewhere, difficulties in eliciting information from clients about partner testing and reactive clients choosing private care.

The entity's way forward includes strengthening the Information Communication Technology (ICT) framework to support prevention efforts, scaling up the online intervention strategy, and continuing the capacity development program for service providers. Additionally, there will be a focus on enhancing client-centered care and support systems to improve psychosocial care and the overall quality of service delivery.

Jamaica AIDs Support for Life

Mrs. Levermore presented an overview of JASL's annual targets where 86 clients were newly diagnosed and linked to care and 913 clients retained on register.

In terms of their prevention performance, they achieved 91% of their targets for MSM and exceeded their sex worker target by 3% for clients, but only achieved 16% of their target for the transgender community. For treatment, the entity ended the year with 87% (913/1048) of their clients being retained on ARV.

Mrs. Levermore also highlighted the challenges faced, such as cumbersome procedures for short-term housing, difficult landlord cooperation, and onerous procurement processes. In addition, trying to balance their responsibilities to the communities versus their responsibilities to the donors. Mr. Cruickshank acknowledged the challenges raised, especially the issue of salaries, and assured that they will be addressed. The need for operational research and continuous capacity building was also recognized.

Mrs. Levermore raised a concern about the ongoing duplication process in their system, which was causing challenges in managing their targets and coordination. Mr. Cruickshank acknowledged this issue and suggested using the DHIS tool more effectively to finalize the numbers and minimize duplication.

AGENDA ITEM #7

Secretariat update


Workplan Update

The JCCM Secretariat provided comprehensive updates on various activities, such as the completion of the communication plan, website design, and ongoing audit process, as well as the submission and approval of the final JCCM workplan and the restructuring of the JCCM membership.

Oversight Technical Support Report

	The Oversight Officer, Dr. Jodi-Ann Johnson, reported on the work with the Oversight Committee, outlining the development of a dashboard for the JCCM website and their role in supporting site visits and investigations, as well as their engagement with the OC planning meeting.
AGENDA ITEM #8	Ms. Danaille Scott presented the latest EPA results, highlighting areas for improvement in positioning and oversight.
AGENDA ITEM #9	<p>GC7 Funding Request</p> <p>There were updates on the new grant cycle and a progress report on the GC7 funding request, with a focus on managing conflicts of interest and investment levels in prevention versus treatment. The team also discussed the need for a national conversation regarding a new approach to reporting and prevention stakeholder engagement, and the potential for scaling up prevention interventions.</p>
AGENDA ITEM #10	<p>Any other business</p> <p>The meeting concluded with an update from Ms. Sasha Martin, PEPFAR, who presented an overview of their recent planning activities, outlining the shift towards a two-year operational planning process and strategic direction for Jamaica, with a strong emphasis on retention and integration with the primary healthcare reform model. The discussion also delved into the collaborative efforts with the Global Fund, highlighting the importance of aligning programs, minimizing duplication, and optimizing resource allocation.</p> <p>Adjournment</p> <p>The meeting was adjourned at 12:40pm with a motion for termination first by Mr. Conroy Wilson and seconded by Mrs. Claudette Richardson-Pious. and well wishes for the upcoming Easter holiday.</p>
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	
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	
EDU	
PLWD	
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>				
DECISION MAKING – more than one issues were voted on so should it be left blank?				
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	
			ZOOM CHAT	
			ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF THE DECISION</u>	>
		ENTER THE NUMBER OF MEMBERS <u>AGAINST THE DECISION</u>	>	
*Consensus is general or widespread agreement by all members of a group.		ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u>	>	

 To add an additional 'Agenda Item', copy a blank version of the Agenda 1 table. To do this, rest the pointer on the upper-left corner of the table until the table move handle appears (see diagram on the left). Copy the table to a new location by copying and pasting. Then adjust the Agenda Item #. Repeat as necessary for additional Agenda items.

SUMMARY OF DECISIONS & ACTION POINTS			
AGENDA ITEM NUMBER	WRITE IN DETAIL THE DECISIONS & ACTION POINTS BELOW	KEY PERSON RESPONSIBLE	STATUS
AGENDA ITEM #1	CONDUCT A RE-ELECTION OF THE KEY POPULATION (KP) GROUP TO DETERMINE AN ALTERNATE REPRESENTATIVE TO SIT ON THE JCCM.	MS. DANAILLE SCOTT	
AGENDA ITEM #2	SHARE PROPOSED UPCOMING CCM MEETING DATES WITH MEMBERS.	MS. DANAILLE SCOTT	√
AGENDA ITEM #3	SRS TO SHARE THEIR Q4 (2023) AND Q1 (2024) WRITTEN REPORTS WITH THE CCM SECRETARIAT.	EXECUTIVE DIRECTORS	√
AGENDA ITEM #4	SHARE THE REPORTS UNDER THE WORK PLAN TRACKING MEASURES WITH THE SECRETARIAT FOR CIRCULATION TO THE WIDER CCM.	DR. NICOLA SKYERS	
AGENDA ITEM #5	FOLLOW-UP ON THE STATUS OF THE PUDR IN THE UPCOMING WEEK.	MR. IVAN CRUICKSHANK	√
AGENDA ITEM #6	SHARE THE PUDR WITH SECRETARIAT UPON RECEIPT.	DR. NICOLA SKYERS	
AGENDA ITEM #7	COORDINATE THE UPCOMING CCM MEETING SCHEDULED FOR APRIL 22, 2024, TO REVIEW AND SEEK APPROVAL FOR THE REVISED FUNDING REQUEST DOCUMENT FROM CCM MEMBERS.	DR. DANAILLE SCOTT	√

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NEXT MEETING (INCLUDES OUTSTANDING AGENDA ITEMS NOT COMPLETED DURING CURRENT MEETING)	
TIME, DATE, VENUE OF NEXT MEETING (dd.mm.yy)	
PROPOSED AGENDA FOR NEXT MEETING	WRITE THE PROPOSED AGENDA ITEMS IN THE SPACES PROVIDED
AGENDA ITEM #1	PRELIMINARIES • CALL TO ORDER • OPENING REMARKS • APOLOGIES FOR ANY ABSENCE • ADOPTION OF AGENDA
AGENDA ITEM #2	READING OF THE CONFLICT OF INTEREST DECLARATION
AGENDA ITEM #3	REVIEW, CORRECTION AND CONFIRMATION- MINUTES OF MEETING HELD MARCH 28, 2024
AGENDA ITEM #4	PR PROGRAMMATIC UPDATE
AGENDA ITEM #5	•SR REPORT
AGENDA ITEM #6	SECRETARIAT UPDATE •WORKPLAN UPDATE

AGENDA ITEM #7	GC7 FUNDING REQUEST •UPDATE ON FINAL SUBMISSION
AGENDA ITEM #8	GLOBAL FUND SURVEY: COUNTRY DIALOGUE AND FUNDING REQUEST DEVELOPMENT
AGENDA ITEM #9	ANY OTHER BUSINESS
AGENDA ITEM #10	ADJOURNMENT

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SUPPORTING DOCUMENTATION	Place an 'X' in the appropriate box	
ANNEXES ATTACHED TO THE MEETING MINUTES	Yes	No
ATTENDANCE LIST		
AGENDA		
OTHER SUPPORTING DOCUMENTS		
IF 'OTHER', PLEASE LIST BELOW:		

CHECKLIST	(Place 'X' in the relevant box)		
	YES	NO	
AGENDA CIRCULATED ON TIME BEFORE MEETING DATE			
ATTENDANCE SHEET COMPLETED			
DISTRIBUTION OF MINUTES WITHIN ONE WEEK OF MEETING			
FEEDBACK INCORPORATED INTO MINUTES, REVISED MINUTES ENDORSED BY CCM MEMBERS*			
MINUTES DISTRIBUTED TO CCM MEMBERS, ALTERNATES AND NON-MEMBERS			

* 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.

GLOSSARY FOR ACRONYMS USED IN THE MINUTES:	
ACROYNM	MEANING
FSW	FEMALE SEX WORKER
NSP	NATIONAL STRATEGIC PLAN
SR'S	SUB RECIPIENTS
PR	PRINCIPAL RECIPIENT
MSM	MEN WHO HAVE SEX WITH MEN
TG	TRANSGENDER
NGO	NON-GOVERNMENT ORGANIZATION
JCCM	JAMAICA COUNTRY COORDINATING MECHANISM

NFM	NEW FUNDING MODEL
PREP	PRE EXPOSURE PROPHYLAXIS
JASL	JAMAICA AIDS SUPPORT FOR LIFE
JN+	JAMAICA NETWORK OF SEROPOSITIVES
JCW+	JAMAICA COMMUNITY OF POSITIVE WOMEN
ARVS	ANTI-RETRO VIRAL DRUGS
PLHIV	PEOPLE LIVING WITH HIV/AIDS

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

CCM MINUTES PREPARED BY:			
TYPE / PRINT NAME >		DATE >	
FUNCTION >		SIGNATURE >	

CCM MINUTES APPROVAL:			
APPROVED BY (NAME) >		DATE >	
		SIGNATURE >	