

**MINUTES OF THE KENYA COORDINATING MECHANISM MEETING HELD ON 21st
& SPECIAL MEETING HELD ON 22ND JUNE, 2018 AT THE PANARI RESORT –
NYAHURURU**

Present

1. Dr. Samuel Mwenda
2. Dr. Nduku Kilonzo
3. Dr. Jacqueline Kitulu
4. Ms. Joyce Auma
5. Mr. Nelson Otswana
6. Ms. Lucy Chesire
7. Mr. Taib Abdulrahman
8. Ms. Faith Ndungu
9. Mr. John Kihui
10. Mr. Jonathan Mbului
11. Ms. Mercy Musomi
12. Mr. John Kamigwi
13. Mr. Phillip Nyakwana
14. Ms. Rosemary Kasiba
15. Ms. Pamela Kibunja
16. Ms. Gloria Kerubo
17. Ms. Lucy Wanjiku
18. Ms. Patricia Mwende
19. Mr. Samuel Muia

CHAK/Member
Govt-NACC/Member
Private Sector/Informal/Member
AYGW/Member
PLWD-HIV/Member
PLWD-TB/Member
Key Population/Member
NGOs/Member
Private Sector-Informal/Member
FBO-MEDS/Alternate
PLWD/Malaria/Alternate
Govt-NACC/Alternate
PLWD-TB/Alternate
Key Population/Alternate
NGO/Alternate
AYGW/Alternate
PLWD-HIV/Alternate
Private Sector-Informal/Alternate
KCM Coordinator

In Attendance

1. Mr. Ibrahim Maalim
2. Mr. Ulo Benson
3. Ms. Emily Muga
4. Dr. Newton Angwa
5. Ms. Deborah Ikonge
6. Ms. Jane Onteri
7. Ms. Bernice Apondi
8. Ms. Nelly Mukiri
9. Mr. Kevin Ogolla
10. Mr. Peter Orwa
11. Ms. Margaret Mundia

Director Admin/Min. of Health
PR/AMREF
PR/KRCS
National TB Program
Div. of Malaria Control
NASCOP
Regional PR/KANCO
Regional PR/ECSA
KCM Secretariat
KCM Secretariat
KCM Secretariat

Absent with Apology

1. Mr. Peter Tum,OGW
2. Dr. Jantine Jacobi
3. Dr. Christian Tosi
4. Ms. Jacinta Mutegi
5. Dr Berhards Ogutu
6. Ms. Jane Wamoko
7. Mr. Peter Njane

KCM Chair
ML/UNAIDS
BL/French Govt.
FBO/KCCB
KEMRI
The National Treasury
Key Population

8. Mr. Edward Mwangi
9. Mr. Latif Shaban
10. Mr. Ishmael Bahati
11. Mr. John Bernon

PLWD/Malaria
FBO/SUPKEM
Key Population
BL/USAID

Agenda

1. Opening Remarks from the Chair
2. Apologies
3. Declaration of Conflict of Interest
4. Confirmation of Previous Minutes of the KCM meeting Held on 4th April, 2018
5. Matters arising from previous minutes
6. KCM /GF Board Membership
7. Review and Endorsement of KCM & KCM Secretariat Performance Report -2017/2018
8. Review and Endorsement of KCM work plan and Budget - 2018/2019
9. Review and Approval of the KCM Report on Appeals.
10. AOB

Min 1/1/6/2018 - Welcome Remarks

The Vice Chair called the meeting called to order at 2.50pm. He thanked member's present for finding time to attend the Annual KCM Retreat, which was the last activity of the KCM in any given year. He gave the Chair's apologies, and informed members that he had purposed to attend, but due to prevailing circumstances at the last minute, he was unable. He however informed the meeting that the Principal Secretary had send the Director Administration/Ministry of Health, Mr. Ibrahim Maalim, to attend the meeting on behalf of the Ministry.

The day's agenda was adopted, and a request was made to have Agenda 6 as AOB.

Those present were requested to do self-introduction.

The Vice Chair then invited the Director Administration Mr. Ibrahim Maalim to give the Chair's remarks.

KCM Chair's Remarks delivered by:

Mr. Ibrahim Maalim, Director Administration/Ministry of Health

The Director started by thanking participants, and especially for the engaging morning session. He said it was in the interest of the Principal Secretary/KCM Chair to see a committed and hardworking CCM in order to provide the much needed Oversight for the Global Fund Grants, in a bid to eliminate the 3 diseases, and support the Government in achieving the President's Agenda 4 (UHC).

He informed Members that the Principal Secretary was attending a session in Parliament and could therefore, no make, though he really wanted to. The Chair also wanted to inform members of the departure of Dr. S. Mwenda, as the KCM Vice Chair, upon completing successfully two Terms in the CCM, among other members of the Faith Based Organization's Constituency. He went on to congratulate Dr. Nduku Kilonzo, CEO-NACC upon her selection as a member of the Strategic Committee of the Global Fund Board. He said Dr. Nduku's selection was an indication of the good performance of the country, and its commitment in combating the three diseases, as well as Kenya being a regional leader in contributing to the Global Fund, in the last two replenishment periods. He also reminded members of the next replenishment scheduled to take place in France in 2019. He said Dr. Nduku's experience and passion would help put the Country's, East and Southern Constituencies and the Africa Region as a whole in the Global agenda, as well as help the countries be able to articulate issues.

The Chair informed members that there was need to seriously address the issues raised by the OIG, therefore Called upon KCM and PRs to work on improvement areas highlighted and he committed to support in all areas when called upon. He also called upon the KCM to speedily address areas that were hampering roll out of the implementation of the new grant, which he said was behind by six months. To this effect, he requested that PRs develop acceleration plans to ensure activities for Q1 & Q2 are completed within the third quarter.

Min 2/1/6/2018 – Apologies
Apologies were relayed as above.

Min 3/1/6/2018 – Declaration of Conflict of Interest
None was declared.

Min 4/1/6/2018 – Confirmation of Previous Minutes of the KCM
Minutes of the KCM Meeting held on 4th April 2018 were presented, and members taken through page by page, to confirm if they were a true reflection of the day's proceedings. Mr. John Kamigwi, NACC, requested for an amendment on Min 4/1/4/2018 – Presentation and Endorsement of Regional GF Proposals, Page 3, "Discussion and Way forward". The word "sort" to be amended, to read, "sought".

With that amendment, the minutes were confirmed.

Proposed by: John Kihui
Seconded by: Taib Abdulrahman

Min 5/1/6/2018 – Matters arising from previous minutes

The Oversight Committee recommendations discussed by the KCM, and were in varied stages of implementation. Those that were still ongoing, included: Consensus building between MOH, NASCOP, GF, PEPFAR and Key population to hold a meeting and agree on the way forward for IBBS. The KPs in their KCM constituencies engagement meeting indicated their desire to have the IBBS take place, their only concern was the use of biometrics, which they are opposed to. As a way forward, they feel there is need to have data safety and privacy guidelines in place to ensure confidentiality and safety.

Global Fund to support Counties with Seasonal Malaria trends: The Oversight Committee had recommended the KCM to support the development of clear mechanism for Malaria support to Counties with Seasonal Malaria trends. Request presented to MICC. The MICC held a meeting on 22nd May, 2018 and part of the discussion included, development of a roadmap for the planned Malaria Programme Review (MPR) in 2018 and development of a new Kenya Malaria Strategy (KMS). Way forward, the burden of Malaria in all Counties will be discussed in details during the Malaria Programme review process.

The KCM Funding Principal Recipient: The PR/NT had requested KCM to consider using a non-state PR. The consideration had been discussed and decision made to channel Funds through KRCS. The Secretariat in conjunction with KRCS had prepared a Memorandum of Understanding, and a letter informing the Kenya Red Cross Secretary General was to be signed by the Chair.

Endorsement of Regional GF Proposals: Two proposal had been approved by KCM, that is the ECSA and ANNECA after the two PRs provided the required clarifications. A Multi Country TB grant Proposal by a consortium led by University of Stellenbosch University in collaboration with Amref had been circulated to members. The Proposal targeted funding under the strategic priority area "Finding Missing TB Cases" under the Multicounty catalytic funding modality for the 2017-2019 Allocation Period, and would focus on the refugee population in the horn of Africa countries.

The issued raised by KCM included: Which Counties were to benefit in Kenya? Response: (Garissa & Turkana), breakdown of costs including M&E. M&E was Classified under "travel related costs" and "program admin costs" and an excel sheet with the breakdown presented. Another concern was that the budget was heavily skewed towards overhead, to which the reason

was given that this was a technical assistance grant. Amref was therefore seeking the endorsement by KCM to allow the proposal be submitted to GF on behalf of the Consortium.

Discussion

Having given the responses as requested and after thorough deliberations, the Proposal was sent back to the TB/ICC for detailed analysis, and subsequent presentation to the KCM.

Way Forward

The proposal was sent back to the TB/ICC for further deliberation/consideration before being presented to the KCM for approval.

Min 6/1/6/2018 – KCM /GF Board Membership, agenda discussed under A.O.B

Min 7/1/6/2018 – Review and Endorsement of KCM & KCM Secretariat Performance Report 2017/2018

The KCM Secretariat shared with members 2017/2018 performance report and a template containing three CCM Indicators, and five CCM Secretariat Indicators as per GF guidelines for review and self-evaluation. At this point the KCM Secretariat Members recused themselves from the room to allow the CCM time to evaluate them.

Members assessed KCM Secretariat Performance as "Exceptional" specifically highlighting the timely sharing of information which kept members updated, and being able to coordinate the implementation of the Workplan fully.

The Secretariat was asked to forward Updated 2018 Performance Framework and the required attachment to the CCM Hub.

Annexed please find report on KCM and KCM Secretariat performance discussed and approved during the meeting. ..\\CCM Performance Year 2 2017 to 2018\\KCM .KCM Secretariat Performance Report KEN-CFUND-1606_PerformanceEvaluation_Year2. 21.6.2018 F.xlsx

Min/8/1/16/2018 - Review and Endorsement of KCM work plan and Budget - 2018/2019

The KCM Secretariat presented 2018/2019 draft Work plan and costed activities, which had been presented to the Management Committee for discussion, and subsequently to the Joint Management and Oversight Committees for deliberation before being shared with the larger CCM for consideration. During the Joint Management and Oversight Committee, a Team was set to work with the Secretariat and look into ways of aligning the work plan with relevant activities within the stipulated budget for consideration by the KCM.

The Team recommended mainstreaming Transport Support for members of the Informal Sector and Adolescent and Young Persons to attend KCM and other Committees meeting, among other things. The KCM was taken through the Workplan, activity by activity with detailed explanation on each item.

Discussion/Way forward

The KCM approved the Workplan and Budget for submission. The savings should be allocated as requested, mainly in areas of County Engagement, Oversight and support the completion of KCM Governance Documents.

The KCM also recommended that the budget for the Retreat be amended to include 2 days capacity building for new KCM members on Board Decision making processes.

The Secretariat was requested to prepare an all-inclusive budget. Anything that is above the GF allocation, can be supported through other sources. The Secretariat should continue mobilizing resources to support extra activities.

Min 8/1/6/2018 – Review and Approval of the KCM Report on Appeals Presentation by Appeals Committee Chair – Dr. J. Kitulu

The KCM had received fourteen appeals from various organizations that had expressed interest in becoming implementers but had not qualified for one reason or another. The appeals relate to the three diseases. To this end, the KCM set up a Committee to review the Appeals and report back to the KCM in a specified time, to allow for timely decision making and roll out of implementation. The Appeals committee comprised of KCM Members, and incorporated non KCM Members with expertise in legal, procurement and Public Health. The Committee held two meetings on 3rd and 9th May 2018.

The Committee set Terms of Reference were, (i) Understand the KCM endorsed set criteria used by the selection Committee; (ii) Review and assess the appeals submitted by prospective bidders as to whether they met the criteria endorsed by KCM; (iii) Review and understand the reason for the decision made by the selection Committee for each of the appellants (decision making process/outcome); (iv) Assess if decision by the Selection Committee was procedural, fair and just and Make recommendations to the KCM whether to uphold/vary the decision of the select committee.

The KCM had received a total of 14 appeals (5 Malaria, 5 TB and 4 HIV related). The process was two pronged, and started with a Desk review of key documents, which included, minutes of ICCs, KCM, i.e. 11th October, 2017 & 7th December, 2017, Selection guidelines, Appeal letters,

and procurement documents. The second process was Key informant interviews with the chairs of the HIV and TB selection panels.

The overall findings of the appeal committee were: Disease specific ICCs were involved in the development of robust SR selection criteria that included program and financial performance review; Selection panels were approved by the ICCs and the selection process met the set criteria.

The committee therefore recommended that the KCM Approve Appeals committee report and communicate the outcome with appellants.

Discussion

The representative from PLWD/TB raised concerns over the outcome of the findings, and in particular, the TB related SRs. She felt the Communities needed more time to consult on the findings/outcomes of the Appeals Committee. She however requested the KCM to endorse the outcome of the HIV/AIDS and Malaria appeals.

The Committee Members requested the committee to approve its recommendation by upholding its decision, as the due processes had been followed, and only consider reviewing the two areas it had recommended.

Way Forward

Upon thorough deliberations, the KCM endorsed the Appeals Committee recommendations for HIV and Malaria.

The TB-SRs recommendation were deferred to be discussed and finalized during a Special KCM meeting to be held in August, 2018. It was recommended that the PRs finalize the remaining processes in the SR selection, and all matters discussed during the Special Meeting.

Other recommendations included: (i) Flexibility and Consideration for organizations working with special groups like those working with the physically impaired persons; (ii) Consider special conditions for organizations in difficulty areas; (iii) Need to have one tool to be used for capacity assessment/call for proposals; (iv) Need to develop SOPs for SRs selection; (v) Appeals Committee ToRs and approach be included the SOPs and agreed by the members.

The need to improve the linkages between KCM/ICC's was also emphasized.

Annexed find the full report presented by the appeals committee. KCM appeals Committee Report.pdf

Min 9/1/1/2018 - Any Other Business

The Vice Chair congratulated Dr. Nduku on her selection as a member of the Global Fund/Strategy Committee on behalf of the KCM. He invited her to make some remarks.

Dr. Nduku thanked the members for their support, and informed the meeting that she will endeavor to serve the Region (East and Southern Africa) which she had nominated her, at the same time the country, with the robustness required. She informed members that her term is two years, and she believed that a lot can be achieved within the period and beyond.

The Meeting ended on 22nd June, 2018 at 11.43am.


Signed: _____


Mr. Samuel Muia
KCM Coordinator

Date _____

16/8/2018

Signed: _____


Dr. Samuel Mwenda, CBS
KCM Vice Chair

Date: _____

16/8/2018