

**KENYA COORDINATING MECHANISM FOR GLOBAL FUND
MINUTES OF THE OVERSIGHT COMMITTEE MEETING HELD ON 6th
SEPTEMBER, 2018 AT FOUR POINTS BY SHERATON, NAIROBI**

Present

1. Dr. Jantine Jacobi	Member-BL-OC Chair
2. Dr. Abdinasir Amin	Member-MICC
3. Ms. Rose Kaberia	Member-HIV ICC
4. Dr. Herman Weyenga	Member-TB ICC
5. Dr Bernhards Ogutu	Member-Government
6. Ms. Rose Mary Kasiba	Member-KP
7. Mr. John Kihui	Member-Informal Private Sector
8. Ms. Joyce Omondi	Member -AYP
9. Mr. Samuel Muia	KCM Coordinator-Taking Minutes

In Attendance

1. Dr. Dan Koros	PEPFAR-GF Liaison Officer
2. Ms. Patricia Njiri	Alternate Member-MICC
3. Dr. Caroline Olwande	UNAIDS
4. Ms. Margaret Mundia	KCM Secretariat
5. Mr. Graham Smith	GIZ/IHAA
6. Ms. Amina Ruff	GIZ/IHAA
7. Mr. Jan Pfeiffer	GIZ/IHAA
8. Ms. Cecilia Millado	GIZ/IHAA
9. Dr. Peter Kimuu	The National Treasury
10. Ms. Gloria Kerubo	Alternate AYP
11. Ms. Margaret Ndubi	The National Treasury
12. Dr. Enos Masini	WHO
13. Dr. Nicholas Njoka	GIZ/IHAA
14. Ms. Tabitha Abogo	Amref
15. Ms. Christine Mwamsidu	Amref
16. Mr. Gordon Aomo	KRCS
17. Mr. Anthony Miru	The National Treasury

Agenda

1. Welcome Remarks from the Chair
2. Apologies / Declaration of Conflict of Interest
3. Presentation and Review of Dashboards for the period April to June 2018 (10 minutes per PR/grant)
4. Applied training on the CCM summary
5. Confirmation of Previous minutes dated 31st May, 2018 and matters arising
6. Introduction to Oversight Strengthening Proposed Approaches- GIZ /IHAA Team

Min 1/1/09/2018 Welcome Remarks from the Chair

The Oversight Committee Chair called the meeting to order at 8.35am, she welcomed all members and acknowledged the GIZ team for being in attendance to brief members on the proposed Oversight Strengthening approaches.

Min 2/1/09/2018 Adoption of the Agenda

The agenda was unanimously adopted by all members.

Min 3/1/09/2018 Apology

The KCM Coordinator registered apology from Mr. Meshack Ndolo.

Min 4/1/09/2018 Declaration of Conflict of Interest

No member had any conflict to declare as per the agenda items.

Min 5/1/09/2018 Presentation and review of Dashboards for the period April to June,2018

The Chair informed members that through GIZ support Kenya had transitioned from CCM to PR dashboard, she invited the Principal Recipients (PRs) i.e. The National Treasury, KRCS, and Amref Health Africa to make a 10 minutes' presentations of PR dashboards for the period April to June, 2018 using the Oversight Committee template.

Table 1.1 Dashboard Review Findings

Principal Recipient	National Treasury	National Treasury	National Treasury	KRC Society	Amref Health Africa	Amref Health Africa
Grant	HIV	TB	Malaria	HIV	TB	Malaria
Latest Rating	A2	A2	B1	A2	A1	A1
Funds Absorption	Budget period 2 USD 4,400,553 Expensed USD 1,451,314 Funds absorption Rate 33%	Budget Period 2 USD 4,050,432 Expensed USD 3,401,164 Funds absorption rate 84%	Budget Period 2 USD 2,162,290 Expensed USD 931,274 Funds absorption rate 43%	Budget Period 2 USD 9,673,264 Expensed USD 4,013,234 Funds absorption rate 41%	Budget period 2 USD 825,302 Expensed USD 415,396 Funds absorption rate period one 50%	Budget Period 2 USD 871,149 Expensed USD 418,673 Funds absorption rate period one 48%

Discussion

- Members Commended the National Treasury –TB grant for the improvement noted in funds absorption. The Principal Recipients explained that the low funds absorption Rate for period one and two was due to;
 - ✓ Late disbursement of Funds to implement period one activities, funds received in March and April, 2018
 - ✓ Approval process to open accounts for the New TNT GF grant took longer than expected
 - ✓ Delayed engagement of SRs to implement activities due to lengthy in Country consultative processes
- The meeting observed that the Stock levels for antimalarial commodities was below the minimum stock level at central store e.g. the stock level for AL 6' was below 2 months and there was a risk of stock out.

- Amref Malaria grant realized savings amounting to USD 522,907.06 after Busia and vihiga County took over CHVs stipends payments.
- Delayed engagement of SRs affecting programmatic performance by SRs e.g. tracing of TB treatment interrupters, House hold visits and screening of contacts with index clients
- ICCs to query and review programmatic indicators with over 100% achievement.
- GIZ TA to assist in Introduction of some level of attribution of program achievements by partners
- Availability of commodities for KRCS programs – NASCOP to resolve with KRCS – meetings being held between TNT and KRCS – need for SRs to be capacity built on ordering and requesting of supplies

Oversight Committee Recommendations

No	Oversight Committee Recommendation	Person Responsible	Due Date
1	Improve on efficiency in procurement and distribution of Health commodities to ensure adequate stock levels of Antimalarial drugs, ATV/r and Second line anti TB Drugs	KEMSA, MOH	30th September, 2018
2	Finalize SR selection process and first track grant implementation	PRs, KCM	30th October, 2018
3	KCM to follow up with Global Drug Facility to ensure timely delivery of 2nd line anti TB drugs to avert stock outs	GF	30th September, 2018
4	Amref Malaria to share Reallocation request with OC/KCM for review and endorsement	Amref	30th September, 2018
5	ICCs to review and select top 5 indicators to appear on the PR dashboard and CCM Summary	ICCs	30th October, 2018
6	Thorough orientation of ICC/OC/PR/KCM members on interrogation of PR dashboard and CCM Summary	KCM/GIZ	30th October, 2018
7	Ensure timeliness in Granting Tax Waivers, Port Clearance and distribution of Tax Exempt Commodities	TNT	31st December, 2018
8	KEMSA to share Updated Gantt chart for the KEMSA Warehouse Construction	KEMSA, MOH	30th September, 2018

Min 4/1/9/2018 Applied training on the CCM summary

The GIZ Team informed members that the process to configure the CCM summary master file had been finalised. The team trained members on how to;

- ✓ Generate and analyse the CCM summary
- ✓ Develop and maintain the action plan for the CCM Summary

- ✓ Strengthen oversight using the dashboards

Annexed please find detailed presentation made by GIZ Team

Min 5 /1/9/2018 Introduction to Oversight Strengthening Proposed Approaches- GIZ /IHAA Team

Mr. Graham Smith informed members that the Oversight strengthening support was informed by request made by the Oversight Committee during the process of installing PR dashboards. He informed the meeting that he had conducted a Pre-mission liaison with CCM GF Hub/ the Country Team. The support entailed providing an ongoing long distance support for a period of 6months to the oversight committee and KCM Secretariat through strengthening the oversight function.

The Oversight strengthening Support entails;

- Efficient use of meeting time
- Effective use of relevant data for decision-making
- Optimisation of oversight visits to gather data about implementation bottlenecks (right-sized teams, relevant spread of expertise (including community), strategic selection of sites, flexible easy-to-use tool, clear understanding of roles.)
- Building supportive/collaborative relationships between oversight committee and implementers
- Clarification of roles and responsibilities of oversight committee members

Discussion

Members welcomed the support by GIZ and Pre-Identified Oversight Strengthening Support Needs as follows;

- ✓ Capacity building/training for oversight committee members on oversight roles and responsibilities
- ✓ EPA compliance check: oversight improvement plan and roles & responsibilities
- ✓ Review of Oversight Plan/tools (oversight visit tools, grant tracking tools)
- ✓ ICC strengthening (including independent transmission of ICC recommendations to OC)
- ✓ Early warning system on implementation bottle necks
- ✓ Risk matrix

✓ Thorough PR Dashboard Orientation for ICCs (PR dashboard team)

The meeting further agreed to;

- Formalise reporting links from ICC to OC
- Rationalise the approach to oversight visits: strategic selection of sites and team members, clear roles, pre-trip orientation
- Fill Oversight Officer post
- Orientation (for old and new members) on the functions of, roles and approaches to oversight.
- Basic programmatic issues are being resolved at ICC level and more strategic issues being dealt at Oversight committee and the KCM
- Awareness of need to avoid overburdening PRs with too many reporting templates to fill in. The meeting recommended that PRs will be using the Oversight Committee Template to make presentations during meetings. The PRs will also be sharing PUDR/PU Quarterly.
- Need to be careful not to over-step the oversight remit – big picture strategic issues versus operational M&E

Min 6/1/9/2018 Confirmation of Previous Minutes

Members went through the previous minutes of the Oversight Committee meeting held on 31st May 2018. The minutes were proposed by Mr. John Kihui, seconded by Ms. Rosemary Kasiba and thereafter confirmed as a true deliberation.

There being no other business the meeting ended at 1.35 pm

Sign: Samuel
Mr. Samuel Muia

Date: 28/2/2019
KCM Coordinator

For: Jantine
Sign: Jantine
Dr. Jantine Jacobi

Date: 28/02/2019
Chair