KENYA COORDINATING MECHANISM
MINUTES OF MANAGEMENT COMMITTEE MEETING HELD VIRTUALLY ON 8TH DECEMBER, 2022 FROM 9.10AM TO 12.25PM

Present

1.	Ms. Faith Mwende	KCM Vice Chair-Chairing
2.	Mr. Jacinta Mutegi	Member FBO
3.	Dr. Serawit Bruck-Landais	Member/DP/BL
4.	Dr. Bernhard Ogutu	Member KEMRI/Oversight Committee Chair
5.	Dr. Medhin Tsehaiu	Member/DP/ML
6.	Ms. Consolata Opiyo	Alternate Member TB Constituency
7.	Mr. Brian Rettman	Member/DP/BL
8.	Mr. John Muiruri	Alternate Member/Malaria Constituency
9.	Mr. Samuel Muia	KCM Coordinator

In Attendance

1.	Ms. Josephine Mwaura	KCM Secretariat
2.	Mr. Kevin Ogolla	KCM Secretariat
3.	Mr. John Kamigwi	KCM Secretariat (Taking Minutes)
4.	Mr. J. Bogonko	Consultant (KCM Dashboard)
5.	Mr. Stephen Kibira	Consultant (CSO Training)

Apologies

Mr Stephen Muiruri	Member/TNT

Agenda

1. Introduction/Apologies
2. Declaration of Conflict of Interest
3. Remarks by the Management Committee Chair
4. Review and confirmation of minutes of the Management Committee Meetings held on 14th September,2022 and Matters arising.
5. Update on KCM Evolution Project
6. KCM Work plan, budget and performance framework 2022/2023
7. Preparations for the GF Funding Request Application: 2023-2025 Funding Cycle
8. Update on GF Grant Performance
9. Management Committee Report to the KCM/ Status Update on Implementation of KCM Recommendations
10. AOB
11. Closure

Min 1/1/12/2022: Introduction/Apologies

The meeting was called to order at 9.15 am. and was opened with prayer.

Introduction and apologies were noted as listed above.

The agenda was projected and unanimously adopted as above.

Min 2 /1/12/2022: Declaration of Conflict of Interest

No conflict of interest was declared.

Min 3/1/12/2022: Remarks by the Management Committee Chair

The KCM Chair welcomed all those in the meeting and expressed appreciation for the efforts made by members, noting the committee had held meetings as scheduled and that it was almost the end of the first half of the financial year. She further noted that implementation of KCM Evolution Project was ongoing and that this was important in strengthening the KCM as a body. Further, she noted that the Global Fund Funding Request Application for NFM4 would be starting soon and this was a great opportunity to position Kenya well in harnessing resources to strategically deliver the strategic frameworks on HIV, Tuberculosis and Malaria; as well as supporting health and community systems and ultimately impacting the lives of Kenyans. She observed that a new Chair of KCM would soon be joining and that the committee needed to have a briefing meeting with the Chair before the next KCM meeting.

Update by the KCM Coordinator

The KCM Coordinator reported that, following the change in leadership at the Ministry of Health (MOH) the two Principal Secretaries to head the two State Departments had reported on Monday, 5th December 2022. Once, the new Chair for KCM was confirmed, members of KCM would be informed and the date of the next KCM Meeting confirmed. The KCM Secretariat had formally initiated a request to the MOH and Government Constituency for the nomination of the KCM Chair. He pointed out that it would be important for the incoming Chair and the outgoing Chair to be part of the next KCM meeting. The Secretariat would organize a briefing meeting between the new Chair and the Management Committee before the next KCM meeting. Further, the Country Allocation Letter from Global Fund was being awaited and would be part of agenda at the next meeting of KCM.

Agenda Item	Presentation / Discussion	Action/ Recommendations
Min 4/1/12/2022: Review and confirmation of minutes of the Management Committee Meetings held on 14th September, 2022 and Matters arising.	**Review and confirmation of minutes of the Management Committee Meeting held on 14th September, 2022:** The Minutes of the meeting were reviewed and confirmed as an accurate record of proceedings after being: **Proposed by:** Dr. Serawit Bruck-Landais and being **Seconded by:** Dr. Bernhard Ogutu **Discussion:** It was noted that the Minutes were too detailed and needed to be concise and action oriented **Matters Arising:** (1) **Min 5/1/9/2022 Update on KCM Evolution Project:** *Technical Review Committee report on bids submitted by consultants presented to the KCM meeting e held on 27th September, 2022.* **Update:** The report of the Technical Review Committee was presented to the KCM and approved and consultants brought on board. (2) **Min 7/1/9/2022 KCM Committees Membership:** *increasing the number of the management Committee members to 11 based on the recommendation to add the three subcommittee chairs onto the management Committee as well as the addition of Alternate members in the Management and Oversight Committees. The Slots were to be filled during the KCM Meeting on 27th September,2022* **Update:** All the slots had been filled and other required changes effected. (3) **Min 8/1/9/2022 Update on 7th GF Replenishment:** 7th GF Pledging session held on 21st September, 2022.	*Restructure Minutes to make them concise and action oriented*

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	More than US$ 15.7 billion was raised. Kenya pledged US$ 10 million.	
Min 5/1/12/2022: Update on KCM Evolution Project	**_(1) Update on Training Civil Society representatives pre- and post-KCM meetings by the Consultant, Mr. S. Kibira (please see Annex 1)_** **Highlights:** i. **Engagement Process:** had started for the nine (9) non-state constituencies for meaningful, inclusive and active participation in KCM. A key element of this was ensuring proper communication ii. **Strengthening Representation:** was currently being addressed and constituencies were being engaged on a one-to-one basis to identify the key constraints that hinder effective representation. iii. **Identifying and Addressing Constraints:** Tools would be developed for data collection on constraints that face the constituencies and suggestions on address them. iv. **Preliminary Report:** A preliminary report would be availed to the KCM Secretariat by end of December 2022. **Discussion:** Clarification was sought on the constituencies that had been engaged and the timelines **Reported:** It was reported that two constituencies including the Constituency on Tuberculosis and the Key Population Constituency had been engaged. It was further clarified that engagement with all the constituencies would continue to facilitate development of an KCM engagement framework and that the preliminary report would be availed to the KCM Secretariat by end of December 2022	
	(2) Update on KCM Dashboard by the Consultant, Mr. J. Bogonko ((please see Annex 2) **Highlights:** The process involved the following steps: i. Requirement Elicitation	

Agenda Item	Presentation / Discussion	Action/ Recommendations

	ii. System Development.
	iii. Testing and Bug Fixing
	iv. Deployment and Training
	v. Documentation
	
	Step (i) Requirement Elicitation: Stakeholder engagement and meetings with the Pricipal Recepients had ben conducted where the key indicators to be tracked had been identified. However, the process of consultation would continue.
	
	Step (ii) Systems development: The setting up of the development server; setting up the KCM dashboards instance within the development server; and creating of organizational units (National, County and Sub-County) had been completed. Creation of data capture tools was was ongoing for Kenya Red Cross Sociey (KRCS) and the next stage in this step would be:
	
	  • Complete development of data capture tools for all PRs
	  • Documenting list of indicators reported on the system/ dashboard
	  • Data visualization, testing and training
	  • Migration to production (KCM server)
	
	Testing, Bug Fixing, Deployment and Training were expected to be completed by February 2023.
	
	Discussion: Clarification was sought on next steps in ensuring KCM gets the information it needs and how sustainability of the dashboard was being addressed.
	
	Reported: that the stakeholder consulation/inception meeting had been carried out successfully with particiapantion being drawn from KCM Members, ICC Members, Principal Recipients and Global Fund Country Team; and that issues of integration and interoperability with existing systems incliding ERP that was in use bythe PRs and KEMSA, was being addressed. Further, for sustainability and effective management the System Server that would support the Dashbaord would be hosted at KCM. Additionally, the dashboard would be web-based and user-friendly. It was further noted, that discussion on the key indicators would be onging and KCM members needed to	

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	contribute in determining the best indicators to be captured on the dashboard. Additionally, the Pre-liminary Stage was to end by December, 2022 but engagement with the constituencies would continue through meetings to facilitate more active and targeted engagement by the next KCM meeting.	
Min 6/1/12/2022: KCM Work plan, budget and performance framework 2022/2023	**Update on KCM Work plan:** Members were taken through the KCM Workplan and Annual Calendar *(please see Annex 3).* It was noted that KCM was on track with the calendar. However, there were a few changes in implementing the workplan and calendar including rescheduling field visit to January and February 2023; rescheduling the current Management Meeting that was scheduled from 2nd December 2022 due to World AIDS Day activities; and the next KCM meeting due to leadership changes at Ministry of Health to ensure that the outgoing and the incoming KCM Chair attend the next KCM Meeting. Additionally, further adjustments were expected due to the Expected Funding Request Development Processes. **(3) Update on Integrated Performance Framework:** Members were updated on the framework and current status *(please see Annex 4)* **Discussion:** Members noted the very good progress in implementing the KCM Workplan and Calendar. However, it was recommended due to the many competing engagements involving members of KCM, consolidation of some of the activities and synchronization of similar activities being carried out by partners be explored. In particular, it was noted that there was a great opportunity to synchronize the constituency consultation processes of PEPFAR COP 23 Development and the Global Fund Funding Request (FR) Application Constituency Dialogues. Further, it was recommended that workplans be shared on quarterly basis for ease of follow-up and review. It was further recommended that the issue of impact while	*(1) Explore possibility of consolidating some of the activities and synchronization of similar KCM activities, FR Roadmap and COP 23 Country Dialogue to be undertaken early next year by PEPFAR* *(2) Share quarterly workplans for ease of follow-up and review.* *(3) Review the impact of implementing the workplan activities* *(4) Synchronize the Country Dialogue processes of PEFFAR COP Development and those of the Global Fund Funding Request*

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	implementing the workplan be reviewed	*Application*
		(5) The Management Committee to review regularly and ensure a structured process during Country Dialogue and FR Application process
Min 7/1/12/2022: Preparations for the GF Funding Request Application: 2023-2025 Funding Cycle	**Update on Preparation for the NFM 4 Funding Request Application:** A presentation was made on this process. **Highlights:** i. Allocation Period: 2023-2025 ii. Funding Request Submission Windows: 20 March 2023; 29 May 2023 and 21 August 2023 iii. NFM 4 Funding Request Resource Materials iv. NFM 3 Funding Request Application activities/support v. Next steps It was noted that the Country Allocation Letter was expected from Global Fund any time, and it would trigger the Application Request Development process. Further, based on the available information, Kenya was eligible for allocation. Once the Country Allocation Letter was received, the same would be discussed during the next KCM meeting. The KCM meeting would have to confirm the Splits, determine the Window that the Country would adopt and nominate a Funding Request Secretariat to develop a Roadmap, Budget and Resource Mobilization Strategy with subsequent development of the FR application together with the writing teams.	*Follow up on the next steps as agreed*

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	Request Resource Materials: it was noted that the materials were not very different from those used for NFM3. However, there was need to take into account lessons learnt in pandemic preparedness and in addressing non-communicable diseases. It was noted that Global Fund had organized webinars to facilitate preparations on various issues including Community System Strengthening. Additionally, there was a major focus on People Centered Health Care. **Next steps:** it was agreed that in providing guidance to the KCM on application process the follow key areas needed to be addressed: i. Reflection on lessons learnt in NFM3 application process including issues of funding splits, Principal Recipient Selection ii. Nomination of a Funding Request Secretariat iii. Consideration on the issue of funding splits and how to address integration across disease programmes iv. Coming up with a core team v. Orientation of the new leadership at National and County level and Stakeholders with regard to both the Global Fund as well as PEPFAR processes. vi. Strengthening the procurement processes vii. Readiness assessment of disease Strategic Frameworks/plans viii. Consideration of community related issues beyond Community System Strengthening ix. Risk Management taking into account lessons learnt under NFM 3 application process	

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Min 8/1/12/2022: Update on GF Grant Performance	**Update on GF Grant Performance** **Highlights:** i. The Oversight Committee had held a meeting on 30th November 2022 ii. There had been general improvement in performance. However, there were areas that had lagged behind including HSSD iii. A targeted Oversight Field Oversight Field Visit of Principal Recipients and KEMSA had been conducted between 14th and 17th November 2022 and a detailed report was available. Area of challenges and improvement had been discussed with the Principal Recipients and KEMSA. iv. A detailed report of the targeted Oversight Field Oversight Field Visit was available **Discussion:** Clarification was sought on what the Oversight Visited had focused on. It was explained that the focus was to specific areas where challenges and key issues had been identified and coming up with the best way forward in addressing them. Members noted that some of these issues needed to be followed up beyond the KCM and hence they needed to be brought to the attention of the new KCM Chair.	*Targeted Oversight Field Visit Report to be discussed during the Next KCM Meeting* *Bring up key issues that go beyond the KCM to the attention of the new KCM Chair.*
Min 9/1/12/2022: Report of KCM Ethics Committee	**Update on Report of KCM Ethics Committee:** **Onboarding of KCM Ethics Officer and Ethics Plan of Action:** i. The Ethics Committee held a Meeting on 11th November, 2022 ii. Main agenda of the meeting was Onboarding the	*Key Ethics Plan of Action Issues that Need Action by KCM to be followed up* *Issues being addressed by Global Fund OIG*

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	Ethics Officer	*to be followed up*
	iii. Meeting agreed that the Ethics Officer facilitates development of Ethics Plan of Action	
	iv. The plan has been shared with the Global Fund Ethics Office for Feedback and Inputs	
	v. The Plan of Action has been developed and rolled out	
	Implementation of Plan of Action has included:	
	i. Engagement of PRs through the Targeted Oversight Field Visit on issues of Ethical Conduct and Prevention from Sexual Exploitation Abuse and Harassment (PSEAH).	
	ii. Engagement with Technical Working Group (TWG) on Community Systems Strengthening (CSS) in addressing Ethical Conduct and Prevention from Sexual Exploitation Abuse and Harassment (PSEAH).	
	iii. Strengthening Organization Development and Systems Strengthening (ODSS) Capacity Building Framework under the TWG and AMREF HA	
	Key Plan of Action Issues that Need Action by KCM	
	i. *KCM members to complete the Online Training Modules available on iLearn and new members within six (6) months of becoming members.*	
	ii. *KCM members to adopt the KCM Code of Conduct within three (3) months of becoming members*	
	iii. Conflict of Interest Declaration and Recording for all KCM Members	
	iv. *KCM members to be trained regarding*	

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	Prevention from Sexual Exploitation Abuse and Harassment (PSEAH), and continued PSEAH training be planned at least one time per year. **Follow-up on Global Fund OIG Issues** **The Global Fund Office of the Inspector General (OIG) has been in-country following up on issues at PR and SR level:** expected to complete the process by December 2022 and the report be shared.	
Min 10/1/12/2022: Management Committee Report to the KCM/ Status Update on Implementatio n of KCM Recommendati ons	**Discussed:** That a Draft Report would be developed and circulated based on the recommendations of the meeting for members to provide input	*Draft Report to be developed and circulated based on the recommendations made at the meeting for members to provide input*

Min 11/1/12/2022: AOB
There was no AOB

Min 12/1/12/2022: Closure

There being no other business, the meeting closed at 12.25 pm with prayer.

Sign: .... Date: ....3/02/2023....

Mr. Samuel Muia
KCM Coordinator

Sign: .... Date: ....3 |2|2023....
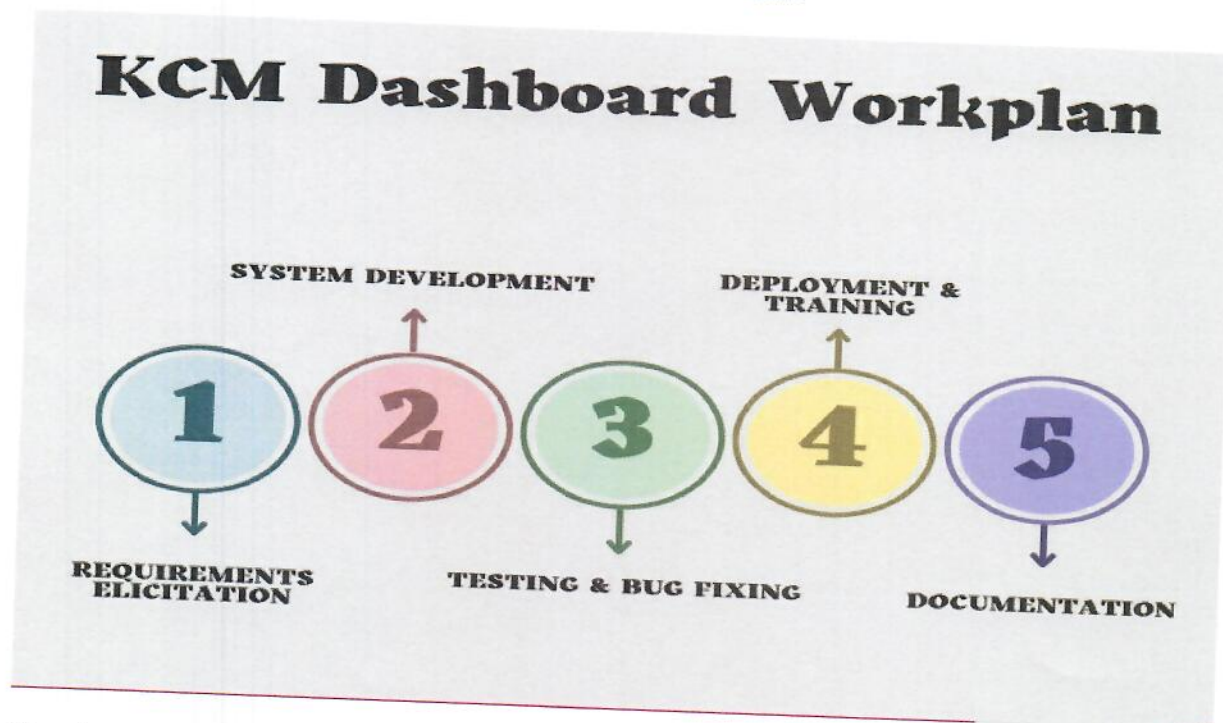
Ms. Faith Ndungu
Chair, KCM Management Committee

ANNEX 1: UPDATE ON CSO TRAINING

Engagement progress against implementation approach

Task	Progress
Understand the principle of Engagement and its relationship to the other Evolution principles such as Positioning and Oversight.	Completed
Undertake a desk review - Obtain relevant KCM documentation (bylaws, conflict of interest management policies, civil society communication/ engagement plans, contact information of civil society constituencies, calendar of activities).	Completed
Meet with relevant KCM members to discuss the scope of work, timelines and to gather background for the assignment and input into the process.	Completed
Support preparation of up to 4 meetings (general KCM meetings, oversight committee, other sub-committees, technical meetings, etc.).	In progress
Facilitate debriefs from KCM meetings.	In progress
Develop engagement or communication plan, tools, and/or templates for rapid sharing of data/information by KCM representatives based on needs of constituencies and their representatives.	In progress
Develop a summary report with key findings, including communication gaps, recommendations to strengthen bi-directional feedback, outcomes from facilitations for each of the meetings.	In progress

Way forward

- Engagement with all constituencies is ongoing with 2 constituencies already engaged.
- Collection of data in relation to key constraints affecting effective and meaningful representation at the KCM is ongoing.
- Once completed, an engagement tool will be developed to facilitate continuous engagement, outlining priority, timelines and responsible persons.
- A round table will be organized by constituency to validate areas input in the engagement tool, as well as training on additions to the tool.
- An engagement model for combined constituencies will be developed to conclude the engagement strategy through a joint workshop.

ANNEX 2: SET UP OF KCM OVERSIGHT DASHBOARD

KCM Dashboard Workplan

SYSTEM DEVELOPMENT — 2

DEPLOYMENT & TRAINING — 4

1 — REQUIREMENTS ELICITATION

3 — TESTING & BUG FIXING

5 — DOCUMENTATION

Step 1: Requirements elicitation
- Stakeholder engagement
  - Held 1 stakeholder engagement meeting
  - Held 3 meetings (1 for each PR)
- Indicator selection: what, where, when
  - The PRs have shared a list of indicators to be tracked based on the performance framework
- **Complete** – however this will be a back and forth process with stakeholders.

Step 2: Systems development
- Setting up the development server - **Complete**
- Setting the KCM dashboards instance within the dev server - **Complete**
- Creating organizational units : Kenya - County – Sub county - **Complete**
- Creating data capture tools for KRCS – **In progress**

Systems development – next steps
- Complete development of data capture tools for all PRs
- Documented list of indicators reported on the system/ dashboard
- Data visualization, testing and training
- Migration to production (KCM server)