

**Three Diseases Fund Board Meeting
22 November 2006
Kandawgi Hotel, Yangon**

Board Members

Chair: Andrew Jacobs
DFID – Michael O’Dwyer
EC – Anne Harmer
SIDA – Asa Anderson
Martin Smith
Dr Mike Toole
Dr Nwe Nwe Aye

Fund Manager (UNOPS)

Par Gebauer – Portfolio Manager
Stephanie Kunkel – Legal Advisor
Secretary: Mike Adair – FM Interim Team Leader

The meeting began at 8:30 am

	SUMMARY MINUTES	
AGENDA ITEM	INFORMATION/ DISCUSSION	DECISION/ ACTION
1. FUND MANAGER ISSUES		
i. FM establishment		
Receipt of donor funds	<ul style="list-style-type: none"> • NOK 5,000,000.00 or US\$754,151.93 (Norway) in hand • GBP 1,400,000.00 or US\$2,641,030.00 is expected from DFID by 30 Nov 2006 • AUD 1,000,000.00 or US\$769,230.77 is expected from AusAid - indicative transfer date is 30 Nov 06 	<ul style="list-style-type: none"> • FM to update info regularly
CEO selection/interviews	<ul style="list-style-type: none"> • Interviews for the CEO will be held on 27 November 2006 • UNOPS expects the new CEO to start Jan/Feb 2007 • ETA Yangon Feb 1 	<ul style="list-style-type: none"> • FM to incorporate in plan
Selection of national staff	<ul style="list-style-type: none"> • Recruitment will be complete end March 	<ul style="list-style-type: none"> • FM to proceed
Office establishment	<ul style="list-style-type: none"> • Lease to be signed week of 24 November 2006 	
ii. Operational Guidelines		
Audit schedule		<ul style="list-style-type: none"> • FB decided 1st Audit should be Jan 1 2008 for 13 months and yearly thereafter
Communication channels between CB, FM and FB (clarification)		<ul style="list-style-type: none"> • FB has requested that MOH communications be directly with FM for Strategic/Operational Plans • FB requests the FM to have an email account to serve as the communications channel for

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		incoming and outgoing traffic with the FB
Proposal approval processes (define roles, responsibilities)	FB requested the FM to screen EOIs following which qualified IPs will be asked to submit proposals for FB approval. (the FB will NOT actually be reviewing EOIs).	<ul style="list-style-type: none"> The FB requests that twice yearly funding rounds be instituted The FB requests all projects be approved by the FB, especially for Round 1 (EOI Dec/Jan) and 2 (September) and until further decision of the Board; FM to provide a draft format for this communication; where any FB member may have a conflict of interest in the outcome of FB discussions, the FM will exclude them from the copy list of the FM submission to the FB
Procurement	<ul style="list-style-type: none"> FB discussed the need to institute a procurement and distribution plan; 	<ul style="list-style-type: none"> The FM is requested to produce a memo to the FB outlining procurement issues and options; integrated supply management and distribution should be addressed
Review of Operational Work Plans	<ul style="list-style-type: none"> FM review of the Operational Plans was discussed FB members' preliminary questions include: what is the relationship of this selection to the totality of each Plan?; what is the other funding that will be forthcoming outside 3DF to support each Operational Plan?; 3DF will need to know more precisely what it gets for the support provided; is it possible (in HIV and AIDS activities for example) to break the funding priorities into 4-5 groups/ types (e.g. high risk groups) and fund against that? 	<ul style="list-style-type: none"> FB members to produce comments/ questions by Dec 1
iii. Policy development		
Communication	<ul style="list-style-type: none"> The FB perceives an urgent need to develop a Communications Strategy for/by the FM; the boundaries between the FM and FB responsibilities were discussed and the "technical/project level" role of the FM was reiterated; the FB needs to take charge of the "political and policy" level issues Members discussed as well the need for the FM Communications Strategy to highlight development support communications, essential messages to changing behaviours/opening participation/other essential deliverables of projects and visibility. The urgent need for the 3DF website was mentioned. 	<ul style="list-style-type: none"> FB requests the FM to urgently recruit a professional for this position;
Risk Management	<ul style="list-style-type: none"> The FB would like now to move the issue of Risk Management forward 	<ul style="list-style-type: none"> The FM is requested to prepare a note to the FB on this and to suggest how the 3DF might strategize on risk management starting with material in the relevant DOA Annex The FM is requested to make "Risk Management" a standing item on the Board agenda and to be ready with a verbal report at each meeting

COFFEE BREAK		
2. PROPOSALS DEVELOPMENT		
Briefing on status of interim proposals	<p>FB reviewed Bridging Period proposals:</p> <ul style="list-style-type: none"> • CESVI: further detail on project target areas is requested • WHO and PSI: proposals are acceptable • IOM: The background of the proposal was discussed; IOM was not previously receiving Global Fund support and were therefore not eligible for Bridge Funds 	<ul style="list-style-type: none"> • FM to follow up and provide details to the FB • FM may proceed with contracting subject to funds availability • The FB declines IOM proposal at this time and suggests they submit their interest later at the appropriate time.
HIV & AIDS commodities interim proposal (update on discussion/status)	<ul style="list-style-type: none"> • A proposal is under way coordinated by UNAIDS 	<ul style="list-style-type: none"> • FM to take note
Forward planning for development of 3DF proposals for April 2007	<ul style="list-style-type: none"> • Several alternative methods of moving to funded projects were discussed; the desire to have action on the ground by April 1 is paramount • An EOI was favoured which could be used to select organizations based on 3D FB criteria and then to request a proposal based on the advantages revealed in the EOI; it should be published in 2 languages in the local in country press (only); • Other point to note and include: demonstrated ability to use collaborative approaches; need for the services currently being delivered; intention and demonstrated ability to form and use consortia of smaller organizations; demonstrated ability to reach remote areas; demonstrated ability to reach high risk groups; preference given to work packages of over \$100,000; • FB agreed to announce at that evening's reception that a call for EOIs would be issued "mid-December." 	<ul style="list-style-type: none"> • FM is requested to review the feasibility of and prepare a draft Call for Expression of Interest and assessment criteria matrix by Nov 29 for FB review; key elements of FB policy need to be communicated as well as the National Strategy Papers/ Op Plans to allow IPs to fit their capabilities and programming interests; a second call is planned for September • As a part of this EOI process, the FM is requested to meet the NGOs and brief them and especially to brief on the desirability of consortia
Policy dialogue	<ul style="list-style-type: none"> • It is important for the FM to be involved in dialogue with the TSG level to recommend any emerging need for policy changes by the FB. 	<ul style="list-style-type: none"> • FM to meet with TSG at start of the EOI
3. PROGRAMME AND OPERATING ENVIRONMENT OVERSIGHT		
Donor/Fund Board monitoring missions	<ul style="list-style-type: none"> • Generally this should be tagged on to FB meetings to minimise disruption and to keep it as low key as possible. Monitoring visits by FB members were to be encouraged but should accompany routine monitoring visits by IPs and be planned well in advance to avoid disruption to projects. 	<ul style="list-style-type: none"> • FB members to note

	<ul style="list-style-type: none"> Another event that may be most useful as a focus of HQ visits might be the Annual Review Meeting of the 3D Fund 	
Indicators and process for monitoring operating environment	<ul style="list-style-type: none"> The FB noted that they wanted to receive a more detailed proposal on how the policy impact was going to be monitored; it was noted that Logframe Outputs 1 and 4 speak to policy impact; this goes part way; additional policies deemed important will be developed and needs to include a review of the logframe during this work. The FB is aware that “attribution” and “impact” are difficult objectives of an M&E system; instead the 3DF could usefully develop an approach to show “contribution” and “influence”; the FB attention was drawn to “Outcome Mapping” on IDRC’s website http://www.idrc.ca/en/ev-28375-201-1-DO_TOPIC.html With respect to the FM’s draft Operational Guidelines, the M&E section also needs, to have additional indicators, not only to “support the National M&E system” 	<ul style="list-style-type: none"> FB requests FM to introduce “review of logframe” consideration into the TOR for studies and circulate to FB members Following the completion of the Studies, the FM will propose revisions to the logframe to the FB. FM M&E plans to take note; these approaches should be taken up and reviewed by the FM and incorporated in M&E strategies as appropriate; the FM M&E advisor as a part of his/her initial activities, should first assess whether the “influence” of the 3DF can be measured FM to note
4. FUND BOARD POLICIES		
i. Review and approve draft TORS for policy work to be conducted	<ul style="list-style-type: none"> The FB wishes to develop recommendations on policy options for the following areas: inclusion, public information, supporting strategic development, corruption, gender. The work will be performed as a desk study; Several consultants were recommended for this work. The need to do a separate Gender Strategy was discussed. It was pointed out that gender studies typically only looked at women. Men’s multiple roles/needs must also be addressed. It was suggested that the work may take 3/4 weeks and that the study should be conducted in-country, rather than as a desk review. 	
ii) Clarify procedures and next steps with UNOPS		<ul style="list-style-type: none"> FB to forward CVs for the policy development work; FM search for CVs and tentative contacts with consultants should go ahead; travel to Myanmar is not required but budget for the work should include funds to allow them to meet and work together FB to draft TOR for Gender Study and circulate to FB; FM to receive and contract when the TOR are ready; Myanmar travel essential

5. WORK PLAN TIMETABLE		
Decide on dates for 2007 Fund Board meetings		FB to meet as follows: <ul style="list-style-type: none"> • 1st/2nd March 2007 – CEO elect to attend if not already contracted or in place • 31 May-1 June 2007 at which the next Chairperson must be selected • 30/1 Aug 2007 • 29/30 Nov 2007 • FM to check on national holidays and inform FB
Agree deadlines with UNOPS for submission and approval of April 2007 proposals	<ul style="list-style-type: none"> • FM's flow chart of critical events was reviewed by the FB 	<ul style="list-style-type: none"> • FM/FB should target having contracts signed by March 15 to enable priority work to start April 1.
6. ANY OTHER BUSINESS		
	<ul style="list-style-type: none"> • Issue of language and terminology – FB discussed the growing move to a different language in describing HIV and AIDS. Many terms (even “HIV/AIDS”) are antiquated and can add to the marginalization and stigmatization of people affected by these diseases (e.g. why do we not hear of PLC (people living with cancer). The lexicon is filled with acronyms that are not really necessary and cause us to distance ourselves from those affected. MSM, CSW, IDU are all similar examples. FB asked that the 3DF reflect these movements in thinking. 	<ul style="list-style-type: none"> • FB to provide a link to this discussion
Wrap up and close meeting	<ul style="list-style-type: none"> • Meeting adjourned at 5:30 pm 	