**DRAFT MINUTES**

**THE REPUBLIC OF ARMENIA COUNTRY COORDINATION MECHANISM FOR HIV/AIDS, TUBERCULOSIS AND MALARIA PROGRAMS**

**MEETING**

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| **CCM MEETING DETAILS** |
| COUNTRY (CCM) | CCM Armenia | **TOTAL NUMBER OF VOTING MEMBERS PRESENT (INCLUDING ALTERNATES)** | 21 (Appendix 1) |
| MEETING NUMBER | N 2 |
| DATE (dd.mm.yy) | 18 June 2021 | **TOTAL NUMBER OF NON-CCM MEMBERS / OBSERVERS PRESENT (INCLUDING CCM SECRETARIAT STAFF)** | 9 (Appendix 2) |
| **DETAILS of person who CHAIRED the meeting** |
| **HIS / HER NAME &****ORGANISATION** | **First name** | Jenya  | **QUORUM FOR MEETING WAS ACHIEVED** **(yes or no)** | Yes |
| **Family name** | Mailyan | **DURATION OF THE MEETING (in hours)** | 1 |
| **Organization** | “Real World Real People” NGO | **VENUE / LOCATION** | zoom platform |
| **HIS / HER ROLE ON CCM** | **Chair** |  | **MEETING TYPE** | **Regular CCM meeting** | V |
| **Vice-Chair** | V |
| **Extraordinary meeting** |  |
| **CCM member** |  |
| **Committee meeting** |  |
| **Alternate** |  |
| **HIS / HER SECTOR\*** | **GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING** | **LFA** | V |
| **OTHER** |  |
| **GOV** | **MLBL** | **NGO** | **EDU** | **PLWD** | **KAP**  | **FBO** | **PS** |  |  |
|  |  | V |  |  |  |  |  |

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|  | **Select a suitable category for each Agenda item** |
| **Governance of the CCM, PROPOSALS & grant management related topics** |
|  | 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 |
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|  |
| **AGENDA SUMMARY** |
| **AGENDA ITEM No.** | **WRITE THE TITLE OF EACH AGENDA ITEM / TOPIC BELOW** |
| N 1 | Opening speech, presentation and adoption of the meeting agenda․  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | V |
| N 2 | Management of Conflict of Interests |  |  | V |  |  |  |  |  |  |  |  |  |  |  |  |
| N 3 | Presentation of the reportSubmission of C19RM grant application to Global Fund |  |  |  |  |  |  |  |  |  |  | V |  |  |  |  |
| N 4 | Questions and answers |  |  |  |  |  |  |  |  |  |  |  |  |  |  | V |
| N 5 | Approval of the grant application Approval of the selection of the main recipient |  |  |  |  |  |  |  |  |  |  | V |  |  |  |  |
| N 6 | Other issues |  |  |  |  |  |  |  |  |  |  |  |  |  |  | V |
| N 7 | Closing remarks |  |  |  |  |  |  |  |  |  |  |  |  |  |  | V |

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| **MINUTES OF EACH AGENDA ITEM** |
| **AGENDA ITEM #1** | Opening speech, presentation and adoption of the meeting agenda․  |
| **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)** | Yes |
| **SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED** |
| CCM Vice Chair Zhenya Mailyan made an opening speech welcoming all the participants, noting that she will replace the CCM Chair and chair the session. Zhenya Mailyan presented all the items on the agenda, allowing all the participants to make suggestions on the issues included in the agenda. No proposals were submitted, the CCM members approved the agenda. |
| **SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM** |
| **GOV** |  |
| **MLBL** |   |
| **NGO** |   |
| **Edu** |  |
| **PLWD** |  |
| **FBO** |   |
| **KAP** |   |
| **PS** |   |
| **DECISION(S)** |
| It was decided to pass to the discussion of the Agenda Items. |
| **ACTION(S)** | **KEY PERSON RESPONSIBLE** | **Due date** |
| **--------** | ---------- | ---------- |
| **DECISION MAKING** |
| **MODE OF DECISION MAKING** | **CONSENSUS/NOTICE** | V | **IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS** |
|  | **VOTING** |  | **VOTING METHOD** | **SHOW OF HANDS** |  |
| **SECRET BALLOT** |  |
|  | **ENTER THE NUMBER OF MEMBERS IN FAVOUR OF THE DECISION**  |  |
|  | **ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION**  |  |
|  | **ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED** |  |
| **MINUTES OF EACH AGENDA ITEM** |
| **AGENDA ITEM #2** | Management of Conflict of Interests |
| **CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)** |
| Inessa Asmangulyan presented the procedure for COI form completion and asked the CCM members to provide completed forms electronically.  |
| **WAS THERE STILL A QUORUM AFTER MEMBERS’ RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)** | Yes |
| **SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED** |
|  |
| **SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM** |
| **GOV** |  |
| **MLBL** |  |
| **NGO** |   |
| **EDU** |  |
| **PLWD** |  |
| **FBO** |  |
| **KAP** |  |
| **PS** |  |
| **DECISION(S)** |
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| **ACTION(S)** | **KEY PERSON RESPONSIBLE** | **DUE DATE** |
|  |  |  |
| **DECISION MAKING** |
| **MODE OF DECISION MAKING** | **CONSENSUS/NOTICE** | V | **IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS**  |
|  | **VOTING** |   | **VOTING METHOD**  | **SHOW OF HANDS** |  |
| **SECRET BALLOT** |  |
|  | **ENTER THE NUMBER OF MEMBERS IN FAVOUR OF THE DECISION**  |  |
| **ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION**  |  |
| **ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED** |  |
| **MINUTES OF EACH AGENDA ITEM** |
| **AGENDA ITEM #3** | Presentation: Funding Request to the Global Fund for C19 RM Funding Opportunity |
| **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)** | Yes |
| **SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED** |
| Zhenya Mayilyan asked Hasmik Harutyunyan to present the slides (presentation is attached). Hasmik Harutyunyan presented the main activities involved in FR and corresponding budget, as well as underlined the main recipient and sub recipients. |
| **SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM** |
| **GOV** |  |
| **MLBL** |  |
| **NGO** |  |
| **EDU** |  |
| **PLWD** |  |
| **FBO** |  |
| **KAP** |  |
| **PS** |  |
| **DECISION(S)** |
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| **ACTION(S)** | **KEY PERSON RESPONSIBLE** | **DUE DATE** |
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| **DECISION MAKING** |
| **MODE OF DECISION MAKING** | **CONSENSUS/NOTICE** | V | **IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS** |
|  | **VOTING** |   | **VOTING METHOD**  | **SHOW OF HANDS** |  |
| **SECRET BALLOT** |  |
|  | **ENTER THE NUMBER OF MEMBERS IN FAVOUR OF THE DECISION >** |  |
| **ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION**  |  |
| **ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED>** |  |
| **MINUTES OF EACH AGENDA ITEM** |
| **AGENDA ITEM #4** | Questions and Answers |
| **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)** | Yes |
| **SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED** |
| Mamikon Hovsepyan raised a question about the purchase of masks, noting, "Do you consider it realistic that masks are necessary? It will not be considered a waste of means?" He added that the funds are better be directed to the vaccination process.Hasmik Harutyunyan responded that wearing masks remains obligatory in closed areas, we can not ignore it.Lena Nanushyan mentioned that the acquisition of personal protective equipment is envisaged for the health care providers, where wearing masks are mandatory.Hasmik Harutyunyan added that certain amount of masks are also considered for NGO employees and their beneficiaries, and the requested quantity is not big.Lena Nanushyan noted that along with the improvement of the epidemiological situation, when wearing masks will not be mandatory in closed areas, the inexhaustible masks provided to NGOs can be directed to the needs of health care providers, such as the National Centre for Pulmonology. She also presented the incentives to promote the vaccination process, highlighting the lifting of age restrictions, the possibility of receiving vaccinations at any polyclinic regardless of enrolment, the receipt of medical staff bonuses. In case of having any suggestions related to the promotion of vaccination process, the RA Ministry of Health is ready to discuss them.Sergey Gabrielyan expressed readiness to support the implementation of the above-mentioned activities, welcomed the involvement of both state and non-governmental organizations.Gayane Ghukasyan mentioned that the WHO has received the draft FR, and it is circulated for the comments of relevant experts. The latter corresponds to the content of the previous discussions and follows the proposals that were sent earlier.  |
| **SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM** |
| **GOV** |  |
| **MLBL** |  |
| **NGO** |  |
| **EDU** |  |
| **PLWD** |  |
| **FBO** |  |
| **KAP** |  |
| **PS** |  |
| **DECISION(S)** |
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| **ACTION(S)** | **KEY PERSON RESPONSIBLE** | **DUE DATE** |
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| **DECISION MAKING** |
| **MODE OF DECISION MAKING** | **CONSENSUS/NOTICE** | V | **IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS** |
|  | **VOTING** |   | **VOTING METHOD**  | **SHOW OF HANDS** |  |
| **SECRET BALLOT** |  |
|  | **ENTER THE NUMBER OF MEMBERS IN FAVOUR OF THE DECISION >** |  |
| **ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION**  |  |
| **ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED>** |  |
| **MINUTES OF EACH AGENDA ITEM** |
| **AGENDA ITEM #5** | Approval (endorsement) of the C 19RM Funding Request and endorsement of the PR selection |
| **CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)** |
| There is a conflict of interest related to PR selection.The following CCM members have the COI- CCM Chairman: Anahit Avanesyan- CCM members: Lena Nanushyan, Hasmik Harutyunyan and Qnar Ghonyan |
| **WAS THERE STILL A QUORUM AFTER MEMBERS’ RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)** | Yes |
| **SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED** |
| Inessa Asmangulyan the procedure of electronic voting for approval (endorsement) of the C 19RM Funding Request and endorsement of the PR selection. She also mentioned that according to GF requirements all 26 CCM members should endorse the FR for submission. |
| **SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM** |
| **GOV** |  |
| **MLBL** |  |
| **NGO** |  |
| **EDU** |  |
| **PLWD** |  |
| **FBO** |  |
| **KAP** |  |
| **PS** |  |
| **DECISION(S)** |
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| **ACTION(S)** | **KEY PERSON RESPONSIBLE** | **DUE DATE** |
|  |  |  |
| **DECISION MAKING** |
| **MODE OF DECISION MAKING** | **CONSENSUS/NOTICE** | V | **IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS** |
|  | **VOTING** |   | **VOTING METHOD**  | **SHOW OF HANDS** |  |
| **SECRET BALLOT** |  |
|  | **ENTER THE NUMBER OF MEMBERS IN FAVOUR OF THE DECISION >** | 26 (22 voted for PR selection) |
| **ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION**  |  |
| **ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED>** |  |
| **MINUTES OF EACH AGENDA ITEM** |
| **AGENDA ITEM #6** | Other questions |
| **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)** | Yes |
| **SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED** |
| **No questions** |
| **SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM** |
| **GOV** |  |
| **MLBL** |  |
| **NGO** |  |
| **EDU** |  |
| **PLWD** |  |
| **FBO** |  |
| **KAP** |  |
| **PS** |  |
| **DECISION(S)** |
|  |
| **ACTION(S)** | **KEY PERSON RESPONSIBLE** | **DUE DATE** |
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| **DECISION MAKING** |
| **MODE OF DECISION MAKING** | **CONSENSUS/NOTICE** | V | **IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS** |
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| **SECRET BALLOT** |  |
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| **ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION**  |  |
| **ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED>** |  |
| **MINUTES OF EACH AGENDA ITEM** |
| **AGENDA ITEM #7** | Closing remarks |
| **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)** | Yes |
| **SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED** |
| The session was summed up, and the CCM Vice Chair thanked all the participants․ |
| **SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM** |
| **GOV** |  |
| **MLBL** |  |
| **NGO** |  |
| **EDU** |  |
| **PLWD** |  |
| **FBO** |  |
| **KAP** |  |
| **PS** |  |
| **DECISION(S)** |
|  |
| **ACTION(S)** | **KEY PERSON RESPONSIBLE** | **DUE DATE** |
|  |  |  |
| **DECISION MAKING** |
| **MODE OF DECISION MAKING** | **CONSENSUS/NOTICE** | V | **IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS** |
|  | **VOTING** |   | **VOTING METHOD**  | **SHOW OF HANDS** |  |
| **SECRET BALLOT** |  |
|  | **ENTER THE NUMBER OF MEMBERS IN FAVOUR OF THE DECISION >** |  |
| **ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION**  |  |
| **ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED>** |  |

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| Related documents |
| **Appendices to the minutes of the CCM meeting** | **Yes** | **No** |
| List of participants | V |  |
| Agenda | V |  |
| Other documents | V |  |

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| **List of documents** |
|  | **Yes** | **No** |  |
| Agenda circulation dates | V |  | The agenda of the CCM meeting was sent to CCM members, their substitutes, and non-CCM members at least 3 working days in advance․ |
| List of participants | V |  | The list of participants was completed at the CCM meeting by CCM members, their substitutes and non-MCC members, confirming with signatures․ |
| Dissemination of the protocol within 1 week | V |  | The minutes of the CCM meeting should be circulated among CCM members, their substitutes, and non-MCC members within 7 working days for feedback and suggestions․ |
| Feedback, amended protocol based on the suggestions made by CCM members | V |  | Feedback was included in the amended version of the CCM meeting minutes, a protocol was developed electronically by CCM members, their substitutes, and non-MCC members who participated in the CCM meeting,  |
| Dissemination of the approved protocol of the CCM meeting among CCM members, their substitutes, and non-CCM members | V |  | The final version of the minutes of the CCM meeting, which was distributed among CCM members, their substitutes, and non-CCM members, was uploaded to the CCM website within 15 days |

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| **The minutes of the CCM session were made:** |
| By Greta Harutyunyan, CCM SecretariatThe translation was provided by the CCM Secretariat | Date of compilation | 23.06.2021թ. |
| Signiture |  |

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| **The minutes of the CCM session were approved:** |
|  | Date |  |
| Signiture |  |

**Appendix 1. List of participants present at the CCM meeting (including substitutes)**

Lena Nanushyan

Armen Hovhannisyan

Marine Mangasaryan

Qristina Hovhannisyan

Narine Karapetyan

Maria Alaverdyan

Lilit Avetisyan

Qnar Donyan

Florian Boden

Gayane Ghukasyan

Roza Babayan

Serine Sahakyan

Anush Andreasyan

Hasmik Harutyunyan

Jenya Mayilyan

Arpine Abrahamyan

Anahit Papikyan

Viktoria Avakova

Arman Sahakyan

Mamikon Hovsepyan

Qristina Ispiryan

**Appendix 2 ․ List of observers present at the CCM session**

Armen Gharagyozyan

Sergey Gabrielyan

Liana Kasyan

Lilit Khachatryan

Naira Khachatryan

Artyom Movsisyan

Lusine Paronyan

Inessa Asmangulyan

Greta Harutunyan