DRAFT MINUTES

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

MEETING DETAIL	S										
COUNTRY (CCM)		CCM Armenia			TOTAL NUMBER OF VOT	ING MEMBERS		17			
MEETING NUMBER	2	N 5			PRESENT (INCLUDING ALTERNATES)						
DATE (dd.mm.yy)				03.04.2023			TOTAL NUMBER OF NON	-CCM MEMBERS /		19	
DETAILS of person	who C	HAIREE) the meet	ting			OBSERVERS PRESENT (II	NCLUDING CCM			
							SECRETARIAT STAFF)				
HIS / HER NAME &	Ç.	First	name		Zheny	a	QUORUM FOR MEETING	WAS ACHIEVED		Yes	
ORGANISATION							(yes or no)				
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HIS / HER SECTOR	*						GLOBAL FUND SECRETA	RIAT / LFA]	LFA	V
							ATTENDANCE AT THE M	EETING			
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MINUTES OF EACH AGENDA ITEM									
AGENDA ITEM #1	Opening speech,								
	Approval of the agenda (Annex 1)								
CONFLICT OF INTEREST. (List below the names of m	and and alternated who must about the	discussions and desisions)							
CONFLICT OF INTEREST. (List below the names of m	iembers / alternates who must abstain from	discussions and decisions)							
WAS THERE STILL A QUORUM AFTER MEMBERS	PRECUSAL DUE TO DECLARED CONF	LICTS OF INTEREST (ves or no)	Yes						
SUMMARY OF PRESENTATIONS AND ISSUES DISC			100						
SUMMARY OF SPECIFIC CONTRIBUTIONS / CONC		IONS RAISED BY CONSTITUENCIE	S ON THE CCM						
On April 3, 2023 the fifth session of the Coordinating Con	mmittee Meeting (CCM) for Actions Against	HIV/AIDS, Tuberculosis and Malaria to	ok place in the Republic of						
Armenia.									
Inessa Asmangulyan, CCM Secretary, welcomed the attende									
Inessa Asmangulyan. "I regret to note that our colleague Li									
at the CCM session. Lilit Avetisyan's contribution to the es									
Vice President. Zhenya Mayilyan, the CCM Vice President, agenda of the session. (See Annex 1)	welcomed the participants of the session and	presented the agenda of the session. The C	CM members approved the						
agenda of the session. (See Annex 1)									
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DECISION(S)									
It was decided to start the meeting in accordance with appro	wed Agenda Items.								
ACTION(S)		KEY PERSON RESPONSIBLE	DUE DATE						
DECISION MAKING									

MODE OF DECISION MAKING	CONSENSUS/NOTIC E	V	IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS		
			VOTING METHOD	SHOW OF HANDS	
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		ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION >			
ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED>					

MINUTES OF EACH AGENDA ITEM								
AGENDA ITEM	Management of	Confli	ct of Interests					
CONFLICT OF INTEREST. (List below the name	CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)							
WAS THERE STILL A QUORUM AFTER MEMI	BERS' RECUSAL DUE	ГО DE	CLARED CONFLICTS	S OF INTEREST (yes or no)	Yes			
SUMMARY OF PRESENTATIONS AND ISSUES	SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED							
Inessa Asmangulyan pointed out that the CCM memb				da items. The participating members of	f the CCM filled out			
the conflict of interest form. The CCM members have								
SUMMARY OF SPECIFIC CONTRIBUTIONS / O	CONCERNS / ISSUES A	ND R	ECOMMENDATIONS	RAISED BY CONSTITUENCIES O	N THE CCM			
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ACTION(S)				KEY PERSON RESPONSIBLE	DUE DATE			
DECISION MAKING								
MODE OF DECISION MAKING	CONSENSUS/NOTI CE	V	IF 'VOTING' WAS SE	ELECTED, INDICATE METHOD A	AND RESULTS			

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			<u>ABSTAINED</u> >			

MINUTES OF EACH AGENDA ITEM	
AGENDA ITEM #2	CCM Bylaw
CONFLICT OF INTEREST. (List below the names of mem	ibers / alternates who must abstain from discussions and decisions)
WAS THERE STILL A QUORUM AFTER MEMBERS' R	RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) Yes
SUMMARY OF PRESENTATIONS AND ISSUES DISCUS	SSED
the working groups. Sub-clause 9 of Clause 4 states that the CC their powers until the end of the process of appointing or electing formed by the end of this month. The CCM Secretariat received introduce a new grant package to the Global Fund. We already a country, which is first carried out at the level of the working groups members, after which we had the right to apply for a new grant do not have to form new working groups and prolong the proce	composition, we distributed the CCM Bylaw among the members, we refer to our Bylaw during the activity of CM members are elected or appointed once every two years, the former CCM members continue to perform ng new members. The wording included in the Bylaw states that a new composition of the CCM should be d a proposal from several CCM members so as to make this period three years, since it is scheduled to know from previous experience that when introducing the package, there should be a dialogue within the oups, after which the proposals given by the working groups were submitted for approval by the CCM package from the Global Fund. It is proposed to extend the two-year period and make it three years, so that we esses. Are there any questions about what was presented?
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ACTION(S)	KEY F	ERSON RESPONSIBLE	DUE D	ATE			
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MINUTES O	F EACH AGENDA ITEM		
	AGENDA ITEM #3	Questions and Answers	
CONFLICT	OF INTEREST. (List below the names of	f members / alternates who must abstain from discussions and decisions)	
WAS THERE	E STILL A QUORUM AFTER MEMBE	RS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)	Yes
SUMMARY	OF PRESENTATIONS AND ISSUES DI	ISCUSSED	
Arman Sahal	xyan. "Are we extending the period for this	s process, or will it always be three years from now on?"	
being discusse bodies for each In addition, I term should be In addition, I	ed so that we can manage the dialogue with h case separately to introduce their candida Lena Nanushyan. "Since this stage coincid e three years for it not to be an obstacle to the	effective working groups operating under the CCM, particularly the CRG working group. Such a	apply to the relevant he proposal is that the
SUMMARY	OF SPECIFIC CONTRIBUTIONS / CO	NCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON	THE CCM
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The item was put to a vote. The proposal was un	nanimously accepted by the	CCM	members.		
ACTION(S)				KEY PERSON RESPONSIBLE	DUE DATE
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			ENTER THE NUMB	BER OF VOTING CCM MEMB	ERS WHO
			ABSTAINED>		

MINUTES OF EACH AGENDA ITEM	И								
AGENDA ITEM #4	Updated Transition Plan								
CONFLICT OF INTEREST. (List bel	CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)								
WAS THERE STILL A QUORUM A	FTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or	Yes							
no)									
SUMMARY OF PRESENTATIONS A	ND ISSUES DISCUSSED								
Samvel Kharazyan presented the revised Transition Plan. (Annex 2)									
Samvel Kharazyan noted that the Trans respective changes were made.	ition Plan was reviewed with the HIV/AIDS and Tuberculosis working groups, the recommendation	is were taken into account and the							

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CONTRA	AGENDA ITEN		ns and Answers	1 4 1 4 • •			、 、	
CONFL	LICT OF INTERES	T. (List below the names o	t members / alternates v	who must abstain f	rom discu	ssions and decision	18)	
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		ATIONS AND ISSUES D		O DECLARED CU	TLICI	S OF INTEREST (yes of no) 1es	
		aterial presented by Samvel						
The ques		atomat presented by Salliver	i isharazyan were faiseu.					
SUMM	ARY OF SPECIFIC	C CONTRIBUTIONS / CO	NCERNS / ISSUES AN	D RECOMMEND	ATIONS	RAISED BY CON	STITUENCIES ON	THE CCM
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MINUTES OF EA	CH AGENDA I	ГЕМ						
	A ITEM #6		for 2023 approval (Annex 3	3)				
CONFLICT OF IN	NTEREST. (List		bers / alternates who mu		liscussio	ns and decisions)		
WAS THERE STI	ILL A QUORUN	AFTER MEMBERS'	RECUSAL DUE TO DE	CLARED CONI	FLICTS	OF INTEREST ()	yes or Yes	
no)								
SUMMARY OF P	RESENTATION	IS AND ISSUES DISCU	SSED					
Davit Melik-Nuba	aryan welcomed	l the participants.						
He presented the	goals of the CR	G working group: cont	ribution to the preventi	on of the proble	ms of th	e main groups of	the population, p	eople living with
HIV and TB patie	ents in the Repu	ıblic of Armenia. stren	gthening the effective s	vstem of treatm	ent. car	e and support se	rvices, among the	main vulnerable
=	=		rights violations and d	•		= =	-	
		-	c of Armenia and the ne					
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group: protection	ı of human right	ts, fight against discrim	ination, dignity and equ	uality, fact-based	d approa	ch, community-	based approach. T	he achievements

of the working group during 2022 regarding the removal of restrictions on access to care centers for people living with HIV and bacteria-free tuberculosis

patients and the removal of barriers related to blood donation for homosexuals were noted. The items included in the Working Plan developed by the CRG working group were presented to the CCM members: (Annex 3).

• Study of legal acts against tuberculosis (Order of RA Ministry of Health No. 21-H of 20.12.2008) and presentation of recommendations from the point of view of discrimination, human rights and privacy of patients' personal data.

• Developing a monitoring tool to assess geographic access to HIV-related services, privacy issues, stigma and discrimination

• Supporting the development of a toolkit to ensure access to HIV services in emergency situations

• Forming a working group to monitor cases of discrimination in health care facilities and data privacy concerns among people living with HIV and in vulnerable groups.

· Holding regular meetings with all stakeholders, including ministries, to discuss issues related to human rights, health and education

• Evaluating the existing materials on HIV, TB in the existing continuous professional development educational programs, proposing to include materials on human rights, stigma, discrimination and patients' rights accordingly.

• Studying the WHO standard approach to pregnant women living with HIV and evaluation of its implementation capabilities in Armenia

• Advocacy for the registration of the Naloxone drug under the WHO risk reduction framework

 $\boldsymbol{\cdot}$ Exploring and advocating for the decriminalization of HIV transmission

• Studying international approaches to protecting the rights of commercial sexual service providers

• Advocacy for gender (legal) recognition regulations

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AGENDA ITEM #7 CONFLICT OF INTEREST.	~		a must abstain fus	m diama	iong and decisiong)	\	
CONFLICT OF INTEREST.	(List below the names of me	embers / alternates who	o must abstain ire	om discuss	ions and decisions))	
WAS THERE STILL A QUO	ORUM AFTER MEMBERS	PRECISAL DUE TO	DECLARED CO	ONFLICT	S OF INTEREST	(ves or Yes	
no)	OROWI AFTER MEMBERS	RECORD DUE TO	DECLARED CO		S OF INTEREST	(yes of 1es	
SUMMARY OF PRESENTA	TIONS AND ISSUES DISC	USSED					
Question: Lena Nanushyan			of HIV transm	viccion H	ave vou analyzed	the current low	and come to the
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conclusion that a change should be made? Last time, after quite long discussions, the National Assembly passed a decision that it will accept only one part".							
An annu Denit Malila Nahaman "Dealining and die beer been somial aut It is demininglight in none soundaire W/ also to miss this issue							
Answer: Davit Melik-Nubaryan. "Preliminary studies have been carried out. It is decriminalized in many countries. We plan to raise this issue once again							
in the National Assembly."							
In addition, Roza Babayan. "I would like to add about the decriminalization of HIV. The United Nations joint program on HIV/AIDS considers the							
•					, -	0	
decriminalization of HIV in	n the region a priority and	initiates work at bot	h the global and	regional	levels. I would lil	ke to note that our	c office is ready to
provide support in these wo	orks."						

Question: Lena Nanushyan. "Another question of mine concerns the study of the WHO standard approach to pregnant women with HIV. What study do you plan to conduct?"

Answer: Davit Melik-Nubaryan. "I will ask Zhenya Mayilyan, a member of the working group, to answer this question."

Answer: Zhenya Mayilyan. "The WHO has a Consolidate Guideline on sexual reproductive health issues for women living with HIV, and this year we plan to study that guideline to understand how well the guideline's recommendations are being incorporated into our national guidelines and common documents. If there are provisions that are not included, then work should be carried out with the Ministry of Health and the National Center for Infectious Diseases to implement these comprehensive approaches in our guidelines. Last year, I sent a request to the Ministry of Health to find out how well the recommendations of that guideline are integrated into our guidelines and working documents. The Ministry of Health responded that on the whole no provisions are included or certain provisions are included. The working group will conduct a study on what important points are not included that make a woman with HIV more vulnerable and a recommendation will be made by the group".

In addition, Gayane Ghukasyan. "In addition to what you said, Mrs. Mayilyan, I should mention that last year the WHO conducted a mission that was related to congenital syphilis, but the study refers to the entire system. The final report is already available, so you can study that, as well."

In addition, Zhenya Mayilyan. "I believe we need reformulation here. It was not only about pregnant women, but about access to sexual and reproductive services in general. I will ask you to provide the prepared report to our working group."

Question: Lena Nanushyan. "My last question is directed to the last point of the Working Plan. What do you mean by legal gender recognition?"

Answer: Davit Melik-Nubaryan. "The answer to the question will be given by Arman Sahakyan, a member of the CRG working group."

Answer: Arman Sahakyan. "When talking about the legal recognition of gender, we mean trans people. During the implementation of the project, we faced the problem that trans people cannot change their birth gender in their passports, which leads to many legal complications. That's why the group decided to address these issues, as well and raise this legal issue among trans people and attempt to do some research in order to identify some legal mechanisms. To clarify, when a trans person wants to change his/her gender in the passport today, the name change is easily done, but to change the gender, a surgery document is required as proof, which is often not possible for trans people to provide, because at that moment the person does not wish to resort to any means so as to change the gender in the passport, which leads to many legal complications in the future."

Question: Lena Nanushyan. "Since there is a Police representative within the CCM, I would like to address my question to him. Has such a problem been raised?

Answer: Narine Karapetyan. "The problem has been raised. Coordinated work is underway by the Police and the Ministry of Health."

In addition, Lena Nanushyan. "In that case, I suggest making a change in the wording of this point and replacing "advocacy" with "problem analysis and presentation of proposals". After carrying out the works, we can present the problems to the representative of the Police, a CCM member."

Question: Lena Nanushyan. It is believed that the CRG working group has become aware of or faced with various cases of violations, stigma or discrimination during the past year. Did the group present these proposals based on those cases?

Answer: Zhenya Mayilyan. "Yes, we studied and analyzed the cases. The members included in the CRG working group presented the issues covered in the annual reports of their organizations. The realistic aspect of how far the CRG working group can implement changes was also taken into account".

Question: Sergey Gabrielyan. "The work of legal gender change should be done not with the Police, but with the Ministry of Justice, which creates quite a lot of obstacles, as well as with the Ministry of Health, since at the moment, unfortunately, sex reassignment surgery is not allowed in the Republic of Armenia."

Answer: Lena Nanushyan. "I would like to clarify. It is one thing that you mentioned that sex reassignment surgeries are prohibited, and it is another thing that there is no such thing at all. I would like to point out that by the orders of the minister, we never issue a new permit for every new operation. There is no such approach. This applies only to those services for which a state order is paid and for which we set certain standards. I should mention in advance that we will not establish a state order for the above-mentioned service. If there is capacity, it should be as a general surgical service.'

In addition, Artak Manukyan "I should mention that such an operation is carried out in Armenia. In particular, a gender reassignment operation was performed at Erebuni Medical Center, which was presented during the surgical congress."

In addition, Sergey Gabrielyan. "Thank you. We will try to convey this information to the trans community, because so far the trans people who have performed sex reassignment surgery have done so with the help of a doctor from Russia, but as far as I know, they are performed illegally. I will once again ask them to present how the whole process takes place. Based on the last case, I can mention that the trans person had an operation in the Russian Federation and it took about seven months for the Armenian doctors to provide their conclusion."

Answer: Lena Nanushyan. "If you mention that it took seven months, you need to understand what the problem is that it took seven months. If you have already raised these issues, submit them to the CRG working group. It is necessary to understand whether these problems can be solved by us or not. It should be highlighted what problems are related to our legislative field and presented to the CRG working group? The group will present the issues to the Ministry of Health. The Ministry of Health will apply to the Ministry of Justice and try to find a solution."

In addition, Sergey Gabrielyan. "I am very happy that such an opinion is voiced at the level of the deputy minister."

In addition, Irina Davtyan. "I would like to inform you that there will be a problem of legislative change here, because changing a person's gender is a change in identification and each person receives a public service number, which is primarily determined by their gender. In order to solve this issue, we

should not work with the Police, but with the Migration and Citizenship Service, and I would request that you involve the Migration and Citizenship Service in the discussions of this issue."

Question: Romella Abovyan. "My question refers to the first point, regarding the revision of legal acts on Tuberculosis. It is mentioned only about making changes in sanitary rules and norms. Are there other legal acts that are subject to change? As for the sanitary rules and norms, can you detail as to what changes need to be implemented? There is no provision in this legal act regarding the epidemiological research, these provisions are defined by the minister's order as a methodological guide for a specific structure that was supposed to carry out the research. I think there is a need for an additional discussion to understand what changes should be made to this or that document".

Answer: Davit Melik-Nubaryan. "The problem is that when a person is suspected or diagnosed with tuberculosis, a contact is established with all the contact persons, after which the real status of that person becomes known, or after the suspicion is denied, it becomes quite difficult to present to the contact persons that there is no tuberculosis. The problem was considered only from that point of view, in order to make sure that the person's status remains as confidential as possible."

In addition, Naira Khachatryan. "Basically, non-governmental organizations are not active in the field of tuberculosis, and similar problems of the field, which refer to personal data confidentiality, stigma and discrimination, are less studied. The National Center of Pulmonology, functioning as a governmental agency, organizes the processes in accordance with approved normative regulations. I must mention that in the decision we are debating now, there are measures that are no longer up-to-date and subject to revision. Precisely because the structure that previously performed this function is no longer available, but there are still document circulations that are transferred electronically, which is not so consistent with the preservation of personal data and the norms that we implement. For this reason, we expect from the CRG working group to provide support at the study phase in order to understand what gaps exist at the moment."

In addition, Romella Abovyan. "I am also ready to participate in discussions."

Question: Nune Asatyan. "My question is about the monitoring tool. By whom will the monitoring be carried out?"

Answer: Davit Melik-Nubaryan. "The working group has not made its final decision yet. The approach that is being discussed now will be in an online version, where about twenty very simple questions will be included and anyone will have the opportunity to report. It will be possible to carry out the program in two ways: anonymously or by submitting personal data. For proper data collection and analysis, it is planned that the collection be carried out in some structure. It is scheduled that the data will be published every six months. In addition to the analysis, those cases for which a response will be necessary, the relevant information will be submitted to any subdivision of the Ministry of Health, after which the resolution process will commence. The

issue can be resolved in two ways: where possible, in a working order, if not, then the issue will be transferred to the legal field for its resolution, in particular, to the Inspection Body".

Inessa Asmangulyan. "Since the discussion showed that certain points should be revised, Davit Melik-Nubaryan will present the modified version to the CCM Secretariat, after which we will submit it for approval."

Davit Melik-Nubaryan. "I agree with the proposal. I think I can present the final version to the group, after which it will be submitted for online approval."

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DECISION(S)											
The modified version of Ac	tion plan will be presented to	o the CCM Secre	etariat, after which (CCM Sec	retariat will subm	it it for approval.					
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AGENDA ITEM #8	GF New Grant App	lication process/in	itiation of Country Di	alog		AGENDA ITEM #8 GF New Grant Application process/initiation of Country Dialog					

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)

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

Hasmik Harutyunyan. "I am happy to announce that the Global Fund confirmed in an official letter that Armenia is eligible to receive funding in the next three-year period in order to continue supporting the national programs for both Tuberculosis and HIV/AIDS. Let me remind you that when developing the previous application, we were developing the HIV component in the format of the transition period, because there was information that there would be no further funding and that the country would have to switch to state funding after the year 2025, but there is already official information that for the next three years, we can apply for and receive funding for HIV/AIDS and Tuberculosis programs."

Hasmik Harutyunyan introduced the financial information allocated to the relevant programs of the report (Annex 4). She mentioned that the CCM has the right to change the proportion of the funds allocated to the programs, after notifying in advance in an official letter. The format of the application is unified, with the format corresponding to the Transition period. The process within the country should be very inclusive and transparent, with a wide range of stakeholders in dialogue. The components of the application were presented.

Hasmik Harutyunyan. "There is a possibility to submit an additional application further to the main application. We can complete the actions, that cannot be covered in the basic application, with an additional application. As in previous years, this year too there will be demands for co-financing for the country."

Hasmik Harutyunyan introduced the schedule of the application to the CCM members. In addition, the possibility to obtain additional grant funding under the mechanism to fight against COVID 19 (Second Wave with application deadline May 2023) was presented.

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	Answer: Hasmik Harutvu	nvan . "Since the Republic of A	Armenia has been 1	nurchasing first-lin	e drugs fo	or the treatmer	nt of tuberculosis fro	om the state budget
for already years, I am surely not a specialist and I am not familiar with the treatment regimens, but the amount of allocations by the state in the m	•	•	-	0	0			0
term will definitely be taken into account and a conclusion will be made. If there are gaps, we will definitely try to fill them."	• •	• •		e			•	
Question: Hovsep Davtyan. "Are additional measures of laboratory capacity planned within the framework of the funds directed to HIV, because	Question: Hoysen Davtva	n . "Are additional measures o	of laboratory capac	city planned within	n the frar	nework of the	funds directed to]	HIV, because it has
been quite a long time since people living with HIV have started using paid options?"			, <u>1</u>	· 1			iunus uncereu to i	
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Answer: Hasmik Harutyunyan. "With the funds of the Global Fund, new equipment has already been purchased, because we saw that surely there were						urely there were	
problems. I personally conducted negotiations on this issue, and from now on we will not have a problem with diagnostic supplies."							
SUMMARY OF SPECIFIC C	ONTRIBUTIONS / CONCL	ERNS / ISSUES AND	RECOMMENDA	TIONS R	AISED BY CONST	FITUENCIES ON T	HE CCM
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AGENDA ITEM #10	Other Questions					
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)						
WAS THERE STILL A QUORUM AFT	'ER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)	Yes				
SUMMARY OF PRESENTATIONS AN	D ISSUES DISCUSSED					

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SUMMARY OF SPECIFIC CONTRIBUTIONS / CONCERNS / ISSUES AND RECOMMENDATIONS RAISED BY CONSTITUENCIES ON THE CCM							
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AGENDA ITEM #11	Wrap-up					
CONFLICT OF INTEREST. (List below	CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)					
WAS THERE STILL A QUORUM AFT	ER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no)	Yes				
SUMMARY OF PRESENTATIONS AN	D ISSUES DISCUSSED					

Zhenya Mayilyan thanked the participants of the session.							
Inessa Asmangulyan thank	Inessa Asmangulyan thanked the participants of the session.						
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SUMMARY OF SPECIFIC	CONTRIBUTIONS / CONCE	ERNS / ISSUES AND	RECOMMENDAI	FIONS RA	AISED BY CONST	ITUENCIES ON TI	HE CCM
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SUPPORTING DOCUMENTATION

ANNEXES ATTACHED TO THE MEETING MINUTES	Yes	No
ATTENDANCE LIST	V	
AGENDA	V	
OTHER SUPPORTING DOCUMENTS		V

CHECKLIST			
	Yes	No	
AGENDA CIRCULATED ON TIME BEFORE MEETING DATE	V		The agenda of the meeting was circulated to all CCM members, Alternates and Non-CCM members at least 5 working days before the meeting took place.
ATTENDANCE SHEET COMPLETED	V		An attendance sheet was completed by all CCM members, Alternates, and Non-CCM members present at the meeting confirming with signatures.
DISTRIBUTION OF MINUTES WITHIN ONE WEEK OF MEETING	V		Meeting minutes should be circulated to all CCM members, Alternates and non-members within 7 working days of the meeting for their comments, feedback.
FEEDBACK INCORPORATED INTO MINUTES, REVISED MINUTES ENDORSED BY CCM MEMBERS	V		Feedback incorporated into revised CCM minutes, minutes electronically endorsed by CCM members, Alternates and non- members who attended the meeting.
MINUTES DISTRIBUTED TO CCM MEMBERS, ALTERNATES AND NON-MEMBERS	V		Final version of the CCM minutes distributed to CCM members, Alternates and Non-members and posted on the CCM's website where applicable within 15 days of endorsement.

CCM MINUTES PREPARED BY:		
Specialist on Financial and Administrative Issues of CCM	DATE :	27 April 2023
Secretariat Translation done by CCM Secreatriate		
	SIGNATURE :	

CCM MINUTES APPROVAL:		
	DATE :	
	SIGNATURE :	