

**Minutes
of
the Project Steering Committee Meeting for
“Support to MoHSS for Accelerated Implementation of GFATM”**

Thursday, 14 June 2018 | 14.30h -16.00h
Board Room, 1st Floor, UN House, Windhoek, Namibia

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| 1. Welcoming and
Adoption of last minutes | Mrs. Sarah Mwilima
Director of PMU, MoHSS |
| 2. Updates of Project implementation:
2.1. Quarterly progress and challenges
(CSA Q1 2018)
2.2. Project Extension (CSA Q3 2018)
2.3. Decisions for PSC: <ul style="list-style-type: none">• Budget Revision | Mrs. Izumi Morota
Resident Representative a.i.
Mrs. Angela Marques
Project Coordinator |
| 3. AOB
3.1. Solar 4Health – update on the Country Investment Facility | |

Minutes/Action Points

1. Adoption of last minutes:

The minutes of the PSC meeting of 30 January 2018 were revised, corrected and adopted by the members. Please see the pdf attachment for reference.

2. Updates of Project implementation:

2.1 Quarterly progress and challenges (2017 and Q1 2018):

Detailed presentation was given by Mrs. Angela Marques, informing on the: background; results achieved according to the annual work plan and indicators; detailed expenditure report of both Financing Agreements – revised final financial report 2017 and 2018 Q1; challenges and action taken; updated risk management plan. As agreed in last PSC meeting, the presentation was shared in advance with the members (see attached for further information).

When discussing the Financing Agreement 2017, UNDP requested the possibility of covering the final variance from the balance of 2018 funding. Mrs. Marques referred to the detail explanation of variance submitted to MoHSS PMU and suggested a follow up meeting to present the reasons for the variance per activity, as support to compile a justification to submit to Global Fund (Geneva) when requesting the authorization to use 2018 funding to cover the verified variance.

Decision: MoHSS PMU will consult with Global Fund Geneva before providing UNDP with the authorization to use 2018 funding to cover 2017 Project variance.

Action Point:

- UNDP and MoHSS PMU to meet on 20 June, 9h00 am, to follow up the issue and convene on a solution regarding the variance of 2017 Project to present to Global Fund Geneva to secure the authorization required to use 2018 funds.

2.2 Project Extension (Q3 2018):

As UNDP received on the 13 June 2018 the official Request for Extension Letter from the MoHSS Permanent Secretary Office, the proposed budget for 3 months extension (1 July – 30 September 2018) was presented by Ms Marques. The MoHSS PMU Director highlighted the need to quantify all resources required to complete the TB Disease Prevalence Survey. The TB National Programme confirmed that the items presented are the ones required to complete the activities, representing a total allocation of USD 90,092 (GMS 7% included). They further confirmed that the UNDP support on HR (activity 3) has been proved the best approach and they manifest the will in continuing with UNDP for the Central Coordination Team staff contracts extension for the third quarter of 2018, highlighting that a new recruitment is not a scenario to consider.

- When discussing the budget, Ms Marques note that the results expected from UNDP until end of June, according to the approved annual work plan, were fully achieved. For the additional activities of data cleaning and validation, data analysis and report writing, the project document will need to be revised to amend the annual work plan and targets for the new period of implementation. For the additional fund, the financing agreement document is also required to be amended. The MoHSS PMU Director suggested a follow up meeting to identify savings from the Global Fund HIV/TB Grant 2018-2020, to mobilize funds for the 3 months extension.
- When discussing the DSA rate, the NTLP members mentioned that there is a possibility to use rate 3 (NAD 60) instead of rate 2 (NAD 260). However, as the co-funding is not yet confirmed by the technical partner consulted, it was agreed to maintain the budget with provision of DSA rate 2.
- When discussing the implementation period, Ms Marques asked NTLP if they were certain that a 3 months extension is sufficient to complete all activities and finalize the survey, not only to ensure the impact of the extension, but also because a budget revision is better to be done just one time, ensuring a smoother implementation of activities of both the Financing Agreement and the HIV/TB Grant, mitigating also the risks previously verified with delay disbursements. The NTLP informed the meeting that the challenge with completing the Survey by 30 June was due to the extension of the field work component from 31 December 2017 to 31 March 2018. Initially was predicted to have 6 months for the data cleaning validation, analysis and report writing. With the field work completion delayed in 3 months, the team still requires 3 additional months (July-September) to finalize the Survey. In addition, NTLP confirmed that a further extension beyond 30 September 2017 is not a scenario to consider. The technical partners supporting NTLP will not provide funding beyond Q3 2018 and have been providing technical support and external validation as the NTLP TB DPS core team complete steps on the data validation protocol.
- When discussing the way forward, Ms Marques remind that the termination and/or contract amendment letters are issued on the 15/last month of contract and requested the position of the members regarding the urgent need of extension of the 7 Central Coordination Team staff from 1 July-30 September 2018. It was agreed to proceed with the contracts extension immediately, so that the notifications can be send timely.

Decisions:

- UNDP and MoHSS PMU to arrange a meeting to discuss the Extension.

- UNDP to proceed with the contracts extension (Q3 2018) and notify the staff immediately to respect the deadline of notification, while the amendment letters are prepared and delivered.
- UNDP to proceed with the draft of the project Extension documents, expected to be ready for MoHSS PMU review on 22 June 2018.

Action points:

- UNDP and MoHSS PMU to meet on 20 June, 9h00 am, to identify savings in Global Fund HIV/TB Grant that can be mobilized to the TB DPS; and to discuss the annual work plan and Financing Agreement amendment to allow the draft of the related Project extension documents.
- UNDP to do the contracts extension in the system, issue and deliver the contract amendment letters to the 7 staff members of the TB DPS Central Coordination Team. Due to the deadline to inform the HR, and the time required for the update in the system, notification of extension is to be send immediately and no longer than 15 June 2018.

2.3 Decisions for PSC – Budget revision:

Detailed presentation was given by Mrs. Angela Marques, informing on the proposal for the revised annual work plan and respective amounts to be re-allocated per activity.

Further, authorization was requested to the donor, to do the budget revision proposed, in order to prepare the project for closure and, as well, cover the negative variance expected in activities 3 and 5.

Decision: MoHSS PMU authorized UNDP to proceed with the budget revision proposed (slide 4 of attached presentation).

Action Point:

- UNDP to do the budget revision. The revised annual work plan, as presented, will be reflected in the financial template Q2 2018 reporting to MoHSS PMU, as approved budget.

3. AOB

3.1 Solar 4Health – update on the Country Investment Facility

The Chairperson requested an update on the Country Investment Facility application. Mrs. Morota informed the meeting of the recent approval of the Namibia Solar for Health Project, total fund of USD 350,000. She further informed that the main partners are MoHSS and Ministry of Mines and Energy; and that the focus of the project is to have a feasibility study of different payment for outcome models, a financing model to improve the overall power supply of the health sector, able to capture the interest of private sector investors and have resources mobilized for up-front capital investment. The Project will allow to extend support beyond the health facilities (clinics), up to the supply chain.

The MoHSS PMU Director received well the good news on the project approval, and commented that the support in the supply chain is welcome, as the Global Fund 2018-2020 HIV/TB Grant is funding the Central Medical Stores Turnaround strategy, as part of the Resilient Sustainable Systems for Health (RSSH-PSM) component.

Action Points:

- UNDP to provide MoHSS with an update on the Solar for Health project way forward, after the meeting with HQ, planned for 19 June;
- UNDP to consult with MoHSS for the selection of a site to pilot the Project.

Attendance Register 14 June 2018:

PSC Members

1	First name	Last Name	Organization		
2	Ms. Sarah	Mwilima	MoHSS PMU	Present	
3	Mr. Tomas	Ukola	MoHSS DSP		Absent
4	Ms. Mirchaye	Negussie-Shepard	MoHSS PMU	Present	
5	Ms. Izumi	Morota-Alakija	UNDP	Present	
6	Ms. Angela	Marques	UNDP	Present	
7	Dr. Farai	Mavhunga	MoHSS NTLP		Apology
8		Dr. Ruswa	MoHSS NTLP		Absent
9	Ms. Helena	Mungunda	MoHSS NTLP	Present	
10	Ms Irish	Goroh	TB DPS	Present	
11		Dr. Brantuo	WHO		Absent
12	Ms Patricia	Ongpin	UNAIDS		Absent

Participants delegated to attend:

	First name	Last Name	Organization	
13	Ms Benetha	Bayer	MoHSS NTLP	Present
14	Ms Karin	Mvula	WHO	Present

Prepared by:


Ms. Angela Marques

Project Coordinator, UNDP

30 August 2018

Reviewed and approved by:


Ms. Sarah Mwilima

Director of PMU/MoHSS - *Chairperson*

30 August 2018



**Attendance list of the Steering Committee Meeting for
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#	Name	Organization	Position	Telephone number	Signature
1	Karin Nyula	World Health Org.	Project Assistant	061-255121	
2	Mirchaye Sheppard	MOHSS -	Head Fin & Adm	0811482368	
3	JRISH GOROH	UNDP - MOHSS	Executive Manager	0856309692	
4	Helena Murgado	MOHSS - ADP	Int TB IL HIV eff	0812414539	
5	Benedicta Vanyes	MOHSS - DDP	STIPD-NTLP	0812820168	
6	Sarah Mwititi	MOHSS - PMU	Director	08127904158	
7	Binta Mokoete-Akshin	UNDP	RR c.i.	0811425304	
8	Zigela Marques	UNDP	Proj. Coordinator	0814677969	
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