

**Minutes  
of  
the Steering Committee Meeting for  
Support to MOHSS for Accelerated Implementation of GFATM**

Tuesday 30<sup>th</sup> January 2018: 14.30H – 16H00  
Board Room, 1<sup>st</sup> Floor, UN House, Windhoek, Namibia

1. Adoption of last minutes: Mrs. Sarah Mwilima  
Director of PMU, MOHSS
2. Updates of project implementation: Mrs. Izumi Morota  
Deputy Resident Representative  
-Project Closure (CSA 2017) Mrs. Mirian Lopez  
-Final Project Report (CSA 2017) Project Coordinator  
-Budget/annual workplan and challenges (CSA 2018)
3. AOB

Minutes/Action Points

**Adoption of last minutes**

- The minutes of the 21 of November 2017 were adopted by the participants. Please see the pdf attachment for reference.

**Update of project implementation**

- Detailed presentation was given by Mrs. Mirian Lopez informing on the background, results, workplan and budget of both projects the CSA 2017 and CSA2018. Please see attached presentation for further detail.
  - It was agreed, that in future occasions, the presentation will be shared a few days before any PSC so people have time to go through in advance.
- When discussing the CSA 2017 more emphasis was done on the project closure updates and steps.
  - Final Report was review and endorsed by the PSC.
    - The PSC recommended to include some comments on the need to strengthen monitoring and evaluation through more field visits. NTLP acknowledged that the visits conducted last year helped a lot to improve processes.
  - Transfer of assets were already done throughout implementation.
  - It was agreed that if any transfer of deliverable/documentation for the CSA 2017 needs to be done it will take place at the end of the CSA 2018.

- Final Budget revisions were finished, the Country Office (CO) is waiting for the preliminary CDR that will be available from the 10<sup>th</sup> of February.
  - Financial closure will be done at the end of July with the closure of the CSA 2018.
  - UNDP has overspent from the total amount granted for the CSA 2017 and has requested the MOHSS to support with additional resources to ensure there is no deficit on the CO. When final report is sent from UNDP, the CO will write a formal request to MOHSS for the additional funds.
- A group discussion took place around the challenges that the project CSA 2018 is already facing.
    - The delayed disbursement of funds could hinder implementation since procurement, DSA and salary payments cannot be delayed. UNDP is already advancing from TRAC financial resources, but CO resources are very limited.
      - MOHSS informed of some difficulties they have had on finalizing the grant with GF. PMU ensured to do their best to speed any disbursement as soon as possible.
      - UNDP will have a discussion with Head Quarters (HQ) to explore alternatives that ensure the continuity of the TB DPS.
    - The survey manager highlighted the high probability of losing some key personnel and recommend having a strategy for replacement.

### 3. **AOB:**

- UNDP informed PSC about the leave arrangements with the project coordinator. The project coordinator will be on leave from the 10<sup>th</sup> January to the 5<sup>th</sup> of March 2018. Meanwhile the new team and Chikako, with the oversight of Izumi will continue implementation and coordination of the project.
- Revision of PSC membership:
  - It was agreed to have two finance people from PMU.
  - It was agreed to change the monitoring and evaluation expert from PMU to be an evaluation and monitoring expert from the MOHSS.

### **Action points:**

#### **1. Final Report:**

- a. UNDP will incorporate the comments discussed at the PSC and submit to the MOHSS when the preliminary CDR is finalized by HQ.

#### **2. Additional Fund Request:**

- a. UNDP will send a request to MOHSS for supporting with additional funds the CSA 2017 implementation after final amount is confirmed.

#### **3. Disbursement:**

- a. MOHSS will do what it can to speed the disbursement process
- b. UNDP will discuss with HQ and see alternatives to ensure implementation is not disrupted.

#### **4. HR:**

- a. UNDP will develop an HR strategy to ensure minimum delay in secondment processes.

**Attendance Register 30<sup>th</sup> January 2018.**

<b>No</b>	<b>Name</b>	<b>Last Name</b>	<b>Organisation</b>	<b>Present</b>	<b>Absent</b>	<b>Apology</b>
1	Mrs	Mwilima	PMU	<b>Present</b>	Absent	Apology
2.	Mrs	Morota-Alakija	UNDP	<b>Present</b>	Absent	Apology
3.	Dr.	Mavhunga	NTLP	<b>Present</b>	Absent	Apology
4.	Dr.	Ruswa	NTLP	Present	<b>Absent</b>	Apology
5.	Mrs	Mungunda	NTLP	Present	<b>Absent</b>	Apology
6.	Mrs	Negussie-Shepard	PMU	<b>Present</b>	Absent	Apology
7.	Mrs	Marques	PMU	<b>Present</b>	Absent	Apology
8.	Mrs	Morrison-Chahuruva	PMU	<b>Present</b>	Absent	Apology
9.	Mrs	Goroh	DPS	<b>Present</b>	Absent	Apology
10.	Dr.	Brantuo	WHO	Present	Absent	<b>Apology</b>
11.	Mrs.	Nepolo	PMU	Present	<b>Absent</b>	Apology
12.	Mrs.	Ongpin	UNAIDS	<b>Present</b>	Absent	Apology
13.	Mrs.	Lopez	UNDP	<b>Present</b>	Absent	Apology