

The CCM Moldova Oversight Work Plan 2016-2017

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Oversight Activities per Objective	Responsible	Timeline					
		1/2 years	1/year	1/semester	1/quarter	Upon request / need	
1	Definition of CCM and OC functions, role, and the framework of programmatic oversight process and building capacity among CCM and OC members						
1.1	Update the Oversight procedure in accordance with the CCM Bylaws, and the Implementation Plans of the 5-year National Strategies for TB/HIV Control and the GF grants	CCM, OC, TWGs	x				
1.2	Update the OC membership in accordance with the CCM Bylaws, the Operational Manual, and the Oversight Procedure	CCM	x				
1.3	Identify the pool of experts needed to support the OC members to conduct and ensure proper oversight process	OC, CCM Secretariat	x				x
1.4	Organize orientation sessions and trainings for new OC and CCM members on matters of programmatic oversight	OC, CCM Secretariat					x

1.5	Develop the CCM biannual Oversight Plan, approve it at the CCM meeting and ensure due implemented in accordance with planned activities	OC, CCM, CCM Secretariat	x					
1.6	Annually update the Oversight Plan and inform the CCM members on changes needed to be operated	OC, CCM		x				x
2	Collection and dissemination of data and information related to the implementation of GFATM grants to support the national TB&HIV control strategies							
2.1	Define and agree on the oversight reporting tools and the format of OC meetings	OC, CCM Secretariat	x					x
2.2	Collect and submit to members of the CCM and OC the dashboards stating the semestral programmatic progress of GF grants implementation	CCM Secretariat				x		
2.3	Publish the semestral dashboards on the CCM website	CCM Secretariat				x		
2.4	Collect and submit to OC members the GF Implementing Letters, reports submitted by PRs to the GF, MoH, reports on field/site visits, other reports available related to the implementation of donor grants.	CCM Secretariat			x	x	x	
2.5	Monitor the Grant progress reports on the GF website in order to identify the summary of progress made by the GF. Share these conclusions with the OC members prior to the OC meeting.	CCM Secretariat				x		

3	Organization of field visits to sites and projects supported via GF grants in order to make sure that activities are taking place in the field as defined in the grant and work plans								
3.1	Identify/select, with the involvement of PRs, the sites for the field visits		PRs, CCM Secretariat				x		x
3.2	Ensure logistic support for the organization of site visits		PRs, CCM Secretariat				x		x
3.3	Conduct site visits and attend meetings between PRs-SRs to discuss the implementation of the grant		OC members				x		x
3.4	Prepare conclusions and recommendations to be discussed at the OC meeting on the results of the field visits		OC members				x		
3.5	Develop and share with the OC and CCM members a general report on site visits. Publication of the site visit report on the CCM website		CCM Secretariat				x		x
4	Organization of OC meetings to discuss the results or issues related to the implementation of the GF grants to support the national TB and HIV response, including results of field visits to sites supported through GF grants								
4.1	Invite PRs and SRs to OC meetings to discuss the issues raised and / or presentation on the implementation of the grant, the existing problems		OC				x		x
4.2	Invite, if necessary, one/more technical experts to study the problem (noted by Dashboards/field visits/grant reports) and inform the OC of the results of this work		OC						x

4.3	Request reports/presentations from coordinators of national TB/HIV programs to compare national statistics with the results of the implementation of the Global Fund grant	OC				x		x
4.4	Discuss and monitor resolution of problems identified by the LFA during audits or site visits for data verification	OC				x		x
4.5	Organize meetings of the OC to discuss the results or issues related to the implementation of the GF grants to support the national TB and HIV response	OC, CCM Secretariat				x		x
4.6	Conduct meetings with employees of ministries, agencies, local authorities and partner organizations that may be involved in/contribute to the resolution of important issues, problems and removing obstacles	OC						x
4.7	Conduct meetings with Civil Society Organizations, community of PLWDs and KAPs on issues related to the programmatic oversight of GF grants and national strategies for TB and HIV control	OC						x
4.8	Request further analysis of the problem and mobilize additional resources to support resolution of identified problems	OC						x
4.9	Develop specific recommendations based on results and issues related to the implementation of GF grants.	OC				x		x

4:10	Share the OC recommendations with the PRs and the CCM members	CCM Secretariat				x		x
5 Organization of meetings of CCM Technical Working Groups (TWGs) as part of the programmatic oversight procedure								
5.1	The CCM TWGs (8 by number) meet on a quarter basis to discuss issues and suggest solutions related to the oversight process of the implementation of National Programs and GF grants	TWGs					x	x
5.2	Provide needed support for the organization of the TWGs meetings, monitoring of TWGs decisions and publication of meetings minutes on the CCM website.	CCM Secretariat					x	x
6 Reporting to the CCM on the results of the programmatic oversight process								
6.1	Hold, on a quarter basis, CCM and PR meetings on progress reports, with the involvement of OC members any other stakeholders relevant for the discussion of results of grants implementation and resolution of bottlenecks	PR, CCM Secretariat					x	x
6.2	Sum up and report at the next CCM meeting on the OC conclusions and recommendations regarding the oversight process on the basis of the results of field visits and analysis of Dashboard data	OC				x		x
6.3	Publish on the CCM website the information on the results of oversight activities (examples of successful solutions to problems, reports on field visits and meetings)	CCM Secretariat				x		x