

**Record of Discussions of the second meeting of Oversight Committee held virtually  
on 23<sup>rd</sup> May 2024**

**Date:** 23<sup>rd</sup> May 2024, 9:00-10:00AM

**Mode:** Virtual mode via Webex

<https://mohfw.webex.com/mohfw/j.php?MTID=m816f9d2b40d7890ba107274050dd87f7>

The second meeting of the Oversight Committee was held virtually on 23<sup>rd</sup> May 2024 under the Chairpersonship of Chair, Oversight Committee of India CCM. The agenda of the meeting and the attendance sheet may be found enclosed at Annexure-1 and Annexure-2 respectively.

**Major Discussion/Action Points are as follows:**

1. 14<sup>th</sup> June 2024 was proposed as the tentative date for monthly virtual OC meeting in June.
2. OC suggested that the first C19RM focused OC visit to be scheduled in end June/early July preferably to the states of Andhra Pradesh and Telangana. (tentative dates of 25<sup>th</sup> June to 5<sup>th</sup> July 2024)
3. Clarity was sought from the OC in terms of team formation, number of teams, volunteers for the visit to the said states in order to enable India CCM Secretariat to convene a pre-meeting with the Programme Divisions and concerned PRs prior to the proposed 14<sup>th</sup> June monthly meeting of the OC to finalize the exact sites, visit plan, framework for the visit etc.
4. All drafts of Field visit SOP, Supervisory checklist and KPIs to be finalized by OC latest by 14<sup>th</sup> June 2024. It was requested that the OC members who had volunteered to work on the checklists and KPI initially in the 25<sup>th</sup> April meeting, to help firm up the same and submit the drafts prior to the virtual meeting scheduled on 14<sup>th</sup> June 2024.
5. OC members suggested that there should be an evaluation/external evaluation for the impact assessment of GC-6, and C19RM grants and subsequently of the GC-7 grant, that should be indicated as a recommendation to the ICCM.
6. It was clarified by Focal Point, India CCM that India CCM Secretariat per se does not have any funds earmarked for evaluation of PR performance in its approved costing work plan. She requested for further specificity from the OC in its recommendations to indicate specific areas for evaluation. It was informed that further clarity will be sought from the Programme Divisions and also from the Global Fund Country Team regarding precedence (if any) in terms of conducting such evaluations in the preceding rounds of grant cycles.
7. OC visit pertaining to review the main GC-7 grant to be scheduled in late August/early September preferably in the states which have a Global Fund component for Malaria.
8. As per the suggestions of the OC, ICCM secretariat would seek a timebound improvement plan from the C19RM implementing PRs to be submitted before the proposed C19RM field visits scheduled in July 2024
9. The revised terms of reference (ToRs) which were shared with the OC prior to the committee were accepted by the OC for application in its tenure. As suggested, "Inclusivity and Equity for beneficiaries" has been included under the "Responsibilities of the Oversight Committee" in the revised ToRs document enclosed at Annexure 3



The meeting ended with a vote of thanks!

**Annexure-1**

**Agenda of the Second meeting of Oversight Committee (ICCM)**

Date: 21<sup>st</sup> May 2024

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Time	Description	Facilitator/Presenter	Chairperson
16:45-18:00	<p>Internal meeting and discussions of OC</p> <ol style="list-style-type: none"><li>1. Tentative date for monthly virtual OC meeting in June</li><li>2. Schedule and selection of states for the field visit to States regarding C19 RM monitoring in July. Formation of teams</li><li>3. Finalization of KPIs of the 3 PDs and NGPRs.</li><li>4. Adoption of revised OC ToR</li><li>5. OC supervisory checklist firm-up</li><li>6. Any other matter with approval of the Chair at the end</li></ol>	All members of OC facilitated by ICCM secretariat	Chair/ Co chair Oversight Committee

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**List of Participants:****Annexure-2**

SI No	Name of participant	OC/ICCM	Attendance (virtual)
1	Dr. Ravi Kumar	Chair, OC	Present
2	Dr. Gopa Kumar	Vice Chair, OC	Present
3	Dr P.K.Srivastava	Member, OC	Present
4	Ms. Nandini Kapoor Dhingra	Member ,OC	Present
5	Prof. Ramila Bisht	Member, OC	Present
6	Dr Amar N Shah	Member, OC	Present
7	Mr. Pratik Raval	Member, OC	Present
8	Mr. Vijay Nair	Member, OC	Present
9	Mr. Samir Kumar Sahu	Member, OC	Present
10	Mr. Shridhar Pandey	Member, OC	Not attended
11	Dr.Deepika Srivastava Joshi	Member, OC	Not attended

SI No	Name of the participant	India CCM Secretariat	Attendance
1	Dr. Shobini Rajan	DDG, Focal Point	Present
2	Ms. Gitanjali Mohanty	Coordinator	Present
3	Ms. Sadaf Ahmad	Programme Officer	Present



**Terms of Reference, ICCM Oversight Committee (for Oversight Functions)**  
**(Revised in May 2024)**

1. **Purpose.** The Oversight Committee is responsible for contributing to effective oversight of all Global Fund financed programs and related processes in India, in accordance with Global Fund requirements for grant oversight <sup>1</sup> and the functions delegated to it by the India Country Coordinating Committee (ICCM), as defined in the ICCM Terms of Reference. The Oversight Committee shall work in a coherent, transparent and defined manner.
2. **Scope of grant oversight.** The ICCM Oversight Committee shall conduct grant oversight in major three areas:
  - a. Financial – appropriate, timely, and effective use of funding from the Global Fund
  - b. Programmatic – timely and effective implementation of Principal and Sub Recipient workplans, including implementation of intended results in short- and intermediate-term periods
  - c. Procurement – transparent, competitive, and effective procurement and supply management with appropriate quality assurance and in accordance with national law.
3. **Membership.** The Oversight Committee shall be appointed by the ICCM, and shall consist of a Chair, a Vice Chair, and at least five additional members representing various constituencies. Membership of the ICCM shall not be a prerequisite for membership of the Oversight Committee with the exception of the positions of Chair and Vice Chair of the Oversight Committee who shall be selected by simple majority vote of the Oversight Committee members.
  - a. Members shall serve a term of two years, with the option of re-appointment or re-election for one additional two years term. No member shall continue after two consecutive terms.
  - b. The Oversight Committee shall have members with expertise on Financial Management, disease-specific (i.e. HIV and AIDS, TB and Malaria including C19RM), procurement and supply management, and program management. Composition of the OC shall also include representatives from KAP and PLWD. If required, ICCM will make provision for inclusion of alternate/additional members for Financial and PSM Experts from the CCM or Program Divisions by co-option to ensure that these two key areas are always represented in OC meetings.
  - c. Members of the Oversight Committee shall not be representatives of Principal Recipients and Sub-Recipients.
  - d. Candidates who are non-CCM members shall have strong technical or programmatic experience that is directly relevant to the grant oversight mandate and responsibilities of the Committee.
  - e. Candidates who are non-CCM members will be required to complete the same conflict of interest declaration form prepared by all ICCM members.
  - f. If a member of the OC resigns or needs replacement, the replacement will be selected by the full I-CCM based on the expertise of departing member.

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- g. While reconstituting Oversight committee, it shall be ensured that at least 1/3 of the oversight committee members are new.
- h. The ICCM will determine whether, based on the non-CCM candidate's declaration, s/he meets the standard for conflict of interest required for members of the Oversight Committee.
- i. Any violation of the principles, requirements or guidance stipulated in the I-CCM Constitution on the part of an Oversight Committee member, or three or more absences without justification in one calendar year shall result in the replacement of the said member.

#### 4. Meetings/Visits and Quorum Requirement

- a. The Oversight Committee will look into the review and oversight for the HIV, TB and Malaria Principal Recipients including Covid 19 response mechanism (C19RM) grant through virtual desk reviews and physical C19RM specific OC visits.
  - b. The Oversight Committee shall meet monthly (virtually) and quarterly (physically), and may meet more frequently as circumstances require. Meetings shall take place prior to each regular quarterly ICCM meeting, so that Committee deliberations may be reported to the ICCM.
  - c. Presence of at least half plus one Oversight committee members will be required for a meeting quorum, including either the Chair or the Vice Chair.
  - d. Unless otherwise scheduled by a majority vote of the Committee members, meetings of the Committee shall be open to all ICCM Members and to guests invited by the OC Chair or Vice Chair. Members of other ICCM Committees or Technical Working Groups, or other technical experts and resources, may also be invited to provide assistance as needed.
  - e. COI Policy will apply in the process of inviting meeting attendees.
  - f. OC members shall nominate disease specific focal points for HIV, TB, Malaria and C19RM.
  - g. Identified disease specific focal points from the OC will meet prior to monthly meetings with the specific program divisions and keep the full OC updated on any relevant issues.
  - h. Atleast one field visit per quarter will be proposed by the OC, however if due to unforeseen circumstances that is not possible and virtual/physical meeting with PRs will be organized at the National level.
  - i. The OC shall visit atleast one state per visit per quarter. Out of these four visits, Malaria and C19RM will be covered in at least 2 States per year. HIV and TB are to be covered in all the visits.
  - j. The OC shall submit their visit report within 2 weeks of visits/ desk review following which 2 weeks shall be given to PRs for submitting Action Taken Report.
  - k. Resource experts can be co-opted from ICCM members and will be decided based on need and competencies, only in case the OC members are unable to join for field visits upon prior intimation to India CCM Secretariat.
5. **Responsibilities of Oversight Committee.** The Oversight Committee is empowered to deliberate and make recommendations on all oversight issues in accordance with these Terms of Reference and its workplan, or on any matter referred to it by the ICCM.



Specifically, the Oversight Committee shall lead or contribute to the following oversight processes:

- a. Build capacity and prepare annual plans for ICCM Oversight
    - Clarify oversight functions, responsibilities, and build capacity for oversight
    - Develop approaches for engaging ICCM members and program stakeholders in the oversight process
    - Develop annual Oversight Workplans and Budgets
  - b. Gather information on program and grant implementation.
    - Gather program performance, financial, and procurement information on GF grants through use of routine reports or re-packaging of available data
    - Program divisions to provide monthly reports to the OC on grant implementation and progress against indicators/targets
    - Gather information on GF grants through site visits and participation in joint PR-SR performance review meetings
    - Gather information on GF grants through investigation of specific issues
  - c. Identify implementation issues, problems, and bottlenecks
    - Analyze information and conduct site visits to identify problems and bottlenecks requiring ICCM attention
    - Document problems, issues, or bottlenecks for ICCM review and decision-making
  - d. Provide guidance and recommendations for ICCM actions
    - Request exceptional ICCM meeting in the case of urgent problems
    - Assist ICCM plenary sessions to understand issues, determine appropriate actions (The Committee may only recommend to the I-CCM, and may not decide on behalf of I-CCM)
  - e. Monitor the implementation status of recommended actions and interventions
  - f. Provide constituency consultations by seeking input and report back to ICCM / program stakeholders on progress, remaining issues, and additional follow-up required.
  - g. Assess performance of the PRs on the basis of inclusivity and equity to the beneficiaries.
6. **Oversight Work plan and Budget.** As required by the Global Fund, the Oversight Committee shall develop an annual Oversight Workplan and Budget, updated on annual basis and shared with ICCM (in regular meeting/ electronically). The Oversight Budget will be prepared to support the activities and required resources for implementing the Annual Oversight Workplan.
7. **Technical and Administrative support.** The Committee may seek the services of technical resources or experts to assist in the discharge of its responsibilities. In addition, the ICCM Secretariat shall provide administrative support the Committee in conducting its oversight activities.

