

No. No.T 11025/8/2011-NACO
Government of India
Ministry of Health & Family Welfare
(National AIDS Control Organization)

6th Floor, Chandralok Building
36, Janpath, New Delhi- 110001
Dated: 13-4-2011

OFFICE ORDER.

National AIDS Control Programme Phase III is ending in 2012 and preparatory process for NACPIV is on the anvil by forming Working Groups on key areas.

The Working Groups would facilitate the process by discussing all issues through meetings and submit recommendations within the 6-8 week time frame

The following working group is formed for Finance Management

Core group

- Mr. Naved Masood, SS&FA MOH&FW Chairman
- Ms. Aradana Jhori, AS, NACO- Vice Chairman
- Mr. Kanwaldeep Singh, Director (Finance), Convener & Facilitator
- Ms. Jaya Bhagat, Director(F) NRHM
- Ms. Paroma Sen, Director(PF II) Ministry of Finance
- Dr. Sudhakar, CDC
- Dr. Ramesh Bhat, Former Prof in Finance Mangement. IIM Ahmadabad
- Krishna Kumar, NPO NACO
- Ms. Manvinder Mamak, Finance Mgmt Specialist (World Bank)
- Ms. Sandeepa Saha, Representative from DFID
- PDs TN and Orissa

Sub group Audit

- Mr. Kanwaldeep Singh, Director (Finance), Convener & Facilitator
- Mr. PR Das, NPO(Audit) NACO
- Representative from USAID
- FC-UP
- Representative-DGCR
- Rep. NIFM Faridabad

Sub group- Accounts

- Mr. Kanwaldeep Singh, Director (Finance), Convener & Facilitator
- Mr. Sachdeva, FC (GFATM) NACO
- Mr. Pankaj Sharma FM, NERO
- Ms. Alpana Saxena, WB
- Finance Controllers TN,
- MIZORAM

Sub Group-Procedures, Systems, structures

- Mr. Kanwaldeep Singh, Director (Finance), Convener & Facilitator
- Ms. Sandeepa Saha, Representative from DFID
- A.P. Jain, T.O (Finance) NACO
- Mr.Sawant, Finance Controller, MSACS
- Ms.Sobha, APAC

Sub group- CPFMS

- Mr. Kanwaldeep Singh, Director (Finance), Convener & Facilitator
- Mr.AK Hasija, SAO NACO
- Ms.Manvinder Mamak, Finance Mgmt Specialist (World Bank)
- Mr.Rajendran, APSACS
- Mr.Rahul, System Manger, Deloitte
- Mr.Lalith Bhatnagar, System Specialist, Deloitte

Sub Group-Innovative Financing

- Mr. Naved Masood, SS&FA MOH&FW Chairman
- Ms. Aradhana Johri, AS- Vice Chairman
- Mr. Kanwaldeep Singh, Director (Finance), Convener & Facilitator
- Dr. Ramesh Bhat, NACP IV Design Team
- Dr. K. Sudhakar, NACP IV Design Team
- Dr. Mariam Claeson, World Bank
- Mr. Alkesh Wadhvani, BMGF
- Dr. Indrani Gupta, IEG
- Mr Nachiket Mor, GIVE India Foundation
- Asim Premji Foundation
- Tata Foundation
- Health Insurance sector expert
- Representative from IRDA
- Representative from Chambers of Commerce
- Representative from NRHM
- PD Gujarat
- PD West Bengal
- PD, AP
- PD, Delhi

Support Staff : Ms. Manju, OA

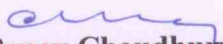
Detailed TOR and guidelines are attached

The composition of Working group would be as under:-

- Convener/Facilitator : A Senior Officer from NACO will be the facilitator and be the convener of each working group.
- Rapporteur : Chair person will identify a rapporteur for the group whose responsibility is to prepare the draft report of meetings.
- Number of Meetings : It is envisaged that each group will have at least 2 meetings.
- Final Report : The final report must be submitted by chairperson to NACO.
- Format for Report : The final report should address all the issues addressed in the TORs and must have specific actionable recommendation. The report should be concise and not exceed 20 pages
- Time Frame : The time frame for activity is 6-8 weeks

The conveners should co-ordinate with the members and start the activities immediately .

This issues with the concurrence of Secretary &DG NACO


((Benoy Choudhury)
Under Secretary to the Govt. of India
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To

- 1) Conveners of Working group
- 2) Divisional Officers, NACO
- 3) Officers NACO
- 4) Sr. PS to Secretary&DG
- 5) PS to AS NACO

Terms of Reference

- Review the systems of financial accounting, internal controls and management reporting at the NACO, SACS and implementation units (such as NGOs and other recipients of project funds)
- Budgeting
- Make recommendations on improvement in:
 - Accounting system
 - Internal Control requirements
 - Flow of funds
 - Systems of Approval/ authorization
 - Reporting formats and their frequency
 - Audits
- Review and develop job descriptions for finance staff at the national, state and district levels & identify minimum skills and experience required for their effective functioning and better performance
- Develop and suggest staffing norms at the national, state and district levels –qualification, experience, & structural issues depending on fund management
- Assess training requirements arising from the proposed changes in the systems.
- Discuss issues related to audit requirements and compliance at different levels, also avoiding multiplicity of audit, and feasibility of clubbing audit functions
- Reporting issues- how efficiency could be brought in
- Suggest modalities for supporting innovative methods, financial practices and flexible funding etc., at state and district levels
- Prepare a template for comprehensive financial resource plan at national, state and district levels considering the multiplicity of Donors in some states
- Fund Flow mechanism- other methods- like in NRHM-feasibility and advantages
- Give suggestion/ recommendation on the financial assessment required for the NACP – IV.
- Issues relating to fund management at Districts
- What should be approach towards assessing the financial requirements for North-East regions ?
- Study the existing costing system and suggest whether NACP IV should move towards activity based costing of programme components to get better integration of various programme components and better effectiveness?
- HR issues at T,I.other accounting Units
- Improvement in CPFMS systems
- Possibility of extending limited access to CPFMS to TIs
- Issues relating to adjustment of advances and evolving a better system
- Delegation of power

- Fixed Assets
- Disposal and replenishment of assets
- Advances
- Assess Guidelines, Hand books requirements arising from proposed changes in the system

Innovative Financing

- Review and analyze the HIV financing scenario
- Review global best practices in alternative financing mechanisms
- Implications of TRIPS on the Program
- Assess out of pocket cost burden on individuals and families
- Examine innovative financing mechanisms including insurance, third party payment mechanisms, co-payment systems
- Assessing the role of Public Private partnerships in NACP IV interventions
- Assessing the role and potential opportunities for state governments support and co-finance some of the NACP IV activities
- CSR opportunities within private corporate sector and strategies to mobilize resources

Note: Sub Group can enlarge the above themes.

Deliverables: Draft Report with Annexure

Time-frame: 6-8 Weeks

NACP IV (2012 – 2017) Programme Plan Preparation Working Group Guidelines

The National Aids Control Programme, Government of India is initiating the programme plan preparation process the NACP IV phase of the programme. Having initiated the process of reversal through focused effort on prevention linked to care support and treatment, the next phase of the NACP will focus on accelerating this reversal process and ensure integration of the next programme response.

NACP IV seeks to consolidate the gains of NACP III and learn from the lessons of the previous phases of programme implementation. It aspires to further strengthen and decentralize the programme management capacities to state and district levels in particular. The focus will remain as prevention oriented plan with adequate coverage of the HIV care in the context of the concentrated epidemic situation in India.

The cross cutting issues which require focus in all WG discussions are

1. Innovation
2. Integration and Convergence
3. Capacity Building
4. GIPA
5. GENDER

Facilitators are encouraged to invite facilitators/members from other groups when issues which relate to other groups are discussed.

Separate meeting and discussion with Facilitators and core group is planned at the end of 1st and 2nd round of meetings.

Working Group Activity Guidelines:

Convener	A Senior Officer from NACO will be the facilitator and convener of each WG.
Chairperson	Each working group will have a chairperson. The chairperson will moderate the discussion and develop a consensus on subject based on the terms of reference.
Rapporteur	Chairperson will identify a Rapporteur for the group whose responsibility is to prepare the draft report of meetings.
Number of Meetings	It is envisaged that each group will have at least 2-3 meetings.
Final Report	The Chairperson and Facilitator of each working group will submit the final report to NACO.
Format for Report	The final report should address all the issues addressed in the TORs and must have specific actionable recommendation. The report should be concise and not exceed 20 pages.
Time Frame	The time frame for activity is 6-8 weeks.
Invited Members	If necessary, each WG can invite one or two key representatives of other relevant groups to discuss the cross cutting issues
Core Team	One NACP Core Team member may participate in the discussion of each WG