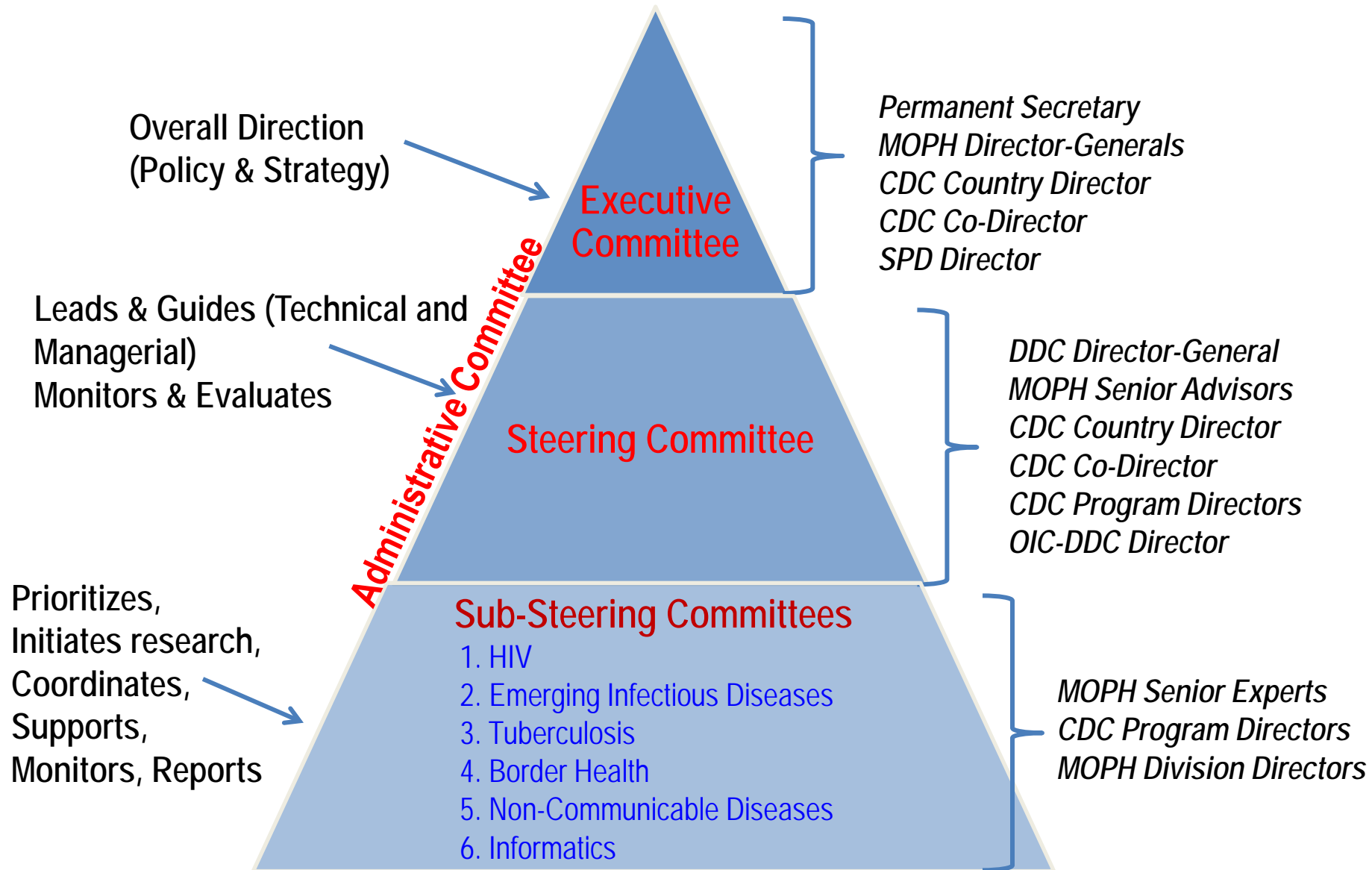




Project Management under the Thailand MoPH –U.S.CDC Collaboration (TUC) Cooperative Agreement

*MoPH-TUC Co-Unit,
Strategy and Planning Division (SPD)
Office of the Permanent Secretary,
Ministry of Public Health*

Structure for Engagement of TUC



CoAg Management Structure

Permanent Secretary (Principle Investigator, PI)

Deputy PS (Co-PI)

- Executive Committee
- Administrative Committee
- Steering Committee
- Sub-Steering Committees

Director-General of MoPH Departments

Divisions/ Bureaus/
Hospitals

Projects

SPD Director
(Business Official, BO)

MoPH-TUC CoUnit

Provincial Public Health Offices

Regional/ General Hospitals

Projects



Organization Chart of MoPH-TUC Coordinating Unit



Dr. Chaiyaporn Suchatsoonthorn
Acting Director of Strategy and Planning Division



MoPH-TUC Coordinating
Unit Manager



Dr. Darika Kingnate
MoPH CoAg Technical
Coordinator



Dr. Maliwan Yuenyongsuwan
Chief of Non-Research
Cluster



Mrs. Nichakorn Sirikanokwilai
Chief of Research
Cluster



Mrs. Rossukon Kangvallert
MoPH CoAg Coordinator



Mrs. Chuthatip Vivattanapan
MoPH CoAg Coordinator
Assistant



Ms. Usa Phuagkao
EPMP Project Coordinator



Ms. Duangputta Yongrattanakit
Senior Financial and
Administrative Officer



Mr. Kritchai Cherdchuphong
Senior Administrative Management
Coordinator



Ms. Charuwan Chankesorn
Senior Accountant
Officer



Ms. Chutima Aeamyai
General Administration
Officer



Ms. Runnya Thongdee
GAP-CB Project Coordinator

Principles of CoAg Management

- Value of money
- Transparency
- Efficiency and Effectiveness
- Accountability

Roles and Responsibilities of MoPH-TUC Coordinating Unit, Strategy and Planning Division (SPD)

- Assigned by the Ministry of Public Health to serve as the **MoPH's Business Service Office (BSO)** for the Cooperative Agreement between Thailand MoPH and U.S.CDC.
- Acts as **the focal point for project management** under the Thailand MOPH –U.S.CDC Collaboration (TUC) Cooperative Agreement.

Responsibilities of MoPH-TUC Co-Unit

- **Notice of Funding Opportunity (NOFO)/ Solicitation letter:** Coordination for proposal development/ project continuation applications (New and Continuation)
- **Proposal Development Process:** Coordination within the Ministry of Public Health with
 - Departments/ Divisions/ Provinces/ Hospitals
 - Steering Committee, Sub-Steering Committees
- **Proposal Submission:** Timeline and due date through eRA Commons and GMM
- **Umbrella Cooperative Agreements** for Research and Non-Research: 5-Years Project Period

Responsibilities of Co-Unit (Cont.)

- **CoAg Management with PMS and OGS:** Budget draw down, revised budget, carryover, request to lift up ADS restriction, major redirection, FFR
- **Project Management:** Project budget plan, regular communication and monthly meeting with TUC, CoAgFIN, small redirection, reporting and others
- **Project Monitoring:** Co-Unit weekly meeting, oversight, Steering Committee and Sub-Steering Committees meetings, Administrative Committee meeting, Executive Committee meeting, Project Implementation Review (PIR), Mid Term Review (MTR)

Responsibilities of Co-Unit (Cont.)

- **MoPH-TUC Co-Unit Website Development and management:** Communication, upload of information, etc.
- **Online Monitoring with Standard Data Set and Standard Data Dictionary:** Communication, exchange of information, upload and download documents, follow up and reporting
- **Evaluation and Performance Measurement Plan, EPMP (For Non research CoAg):** Development of protocol, hiring of external expert, supporting the EPMP, reporting, and utilization of the EPMP results for improvement of the CoAg Strategic Framework and Logic Models as well as project performance
- **Capacity Building:** Training, workshop, conference, site visit, hosting for visitors, TA and etc.

Timeframe for Proposal Development

Research

MAR 1 : New Research Project send to BSO for CGH External Review Committee

FEB 8 : OGS sends Solicitation Request for Continuation to MoPH

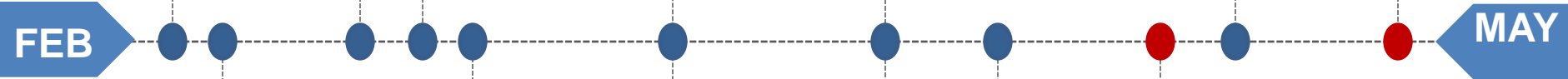
FEB – MAR 15: Process proposal and budget development

FEB – MAR 26: Sub-Steering Committees approves project proposals

MAR 28: Steering Committee endorses project proposals

MAY 1: Deadline for submission of Research Package

NLT APR 19: MOPH's project endorsement



FEB 10 : OGS sends Solicitation Request for Continuation to MoPH

FEB – MAR 23: Process proposal and budget development

FEB – MAR 26: Sub-Steering Committees approves project proposals

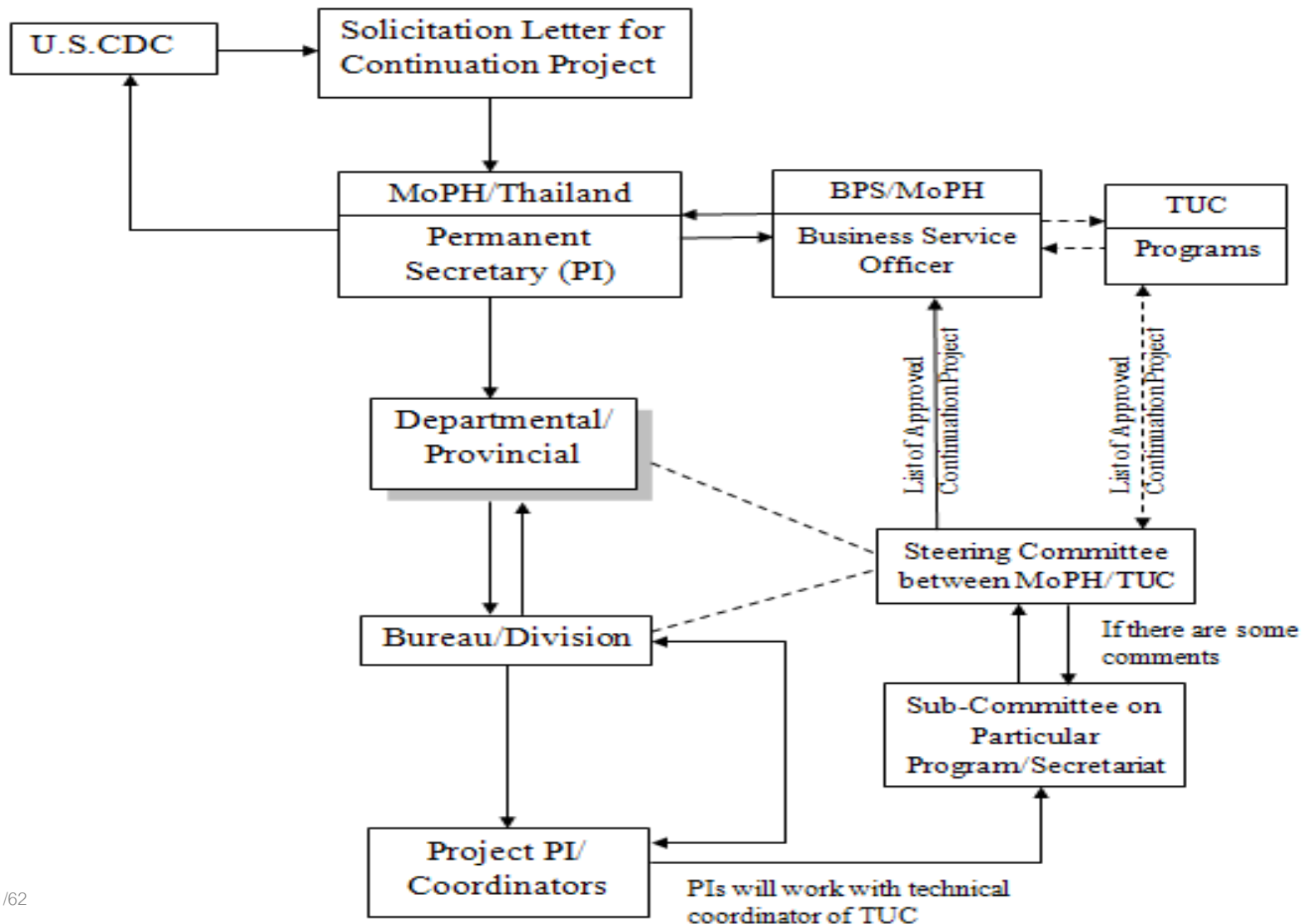
NLT APR 5: MOPH endorsement

MAR 28: Steering Committee endorses project proposals

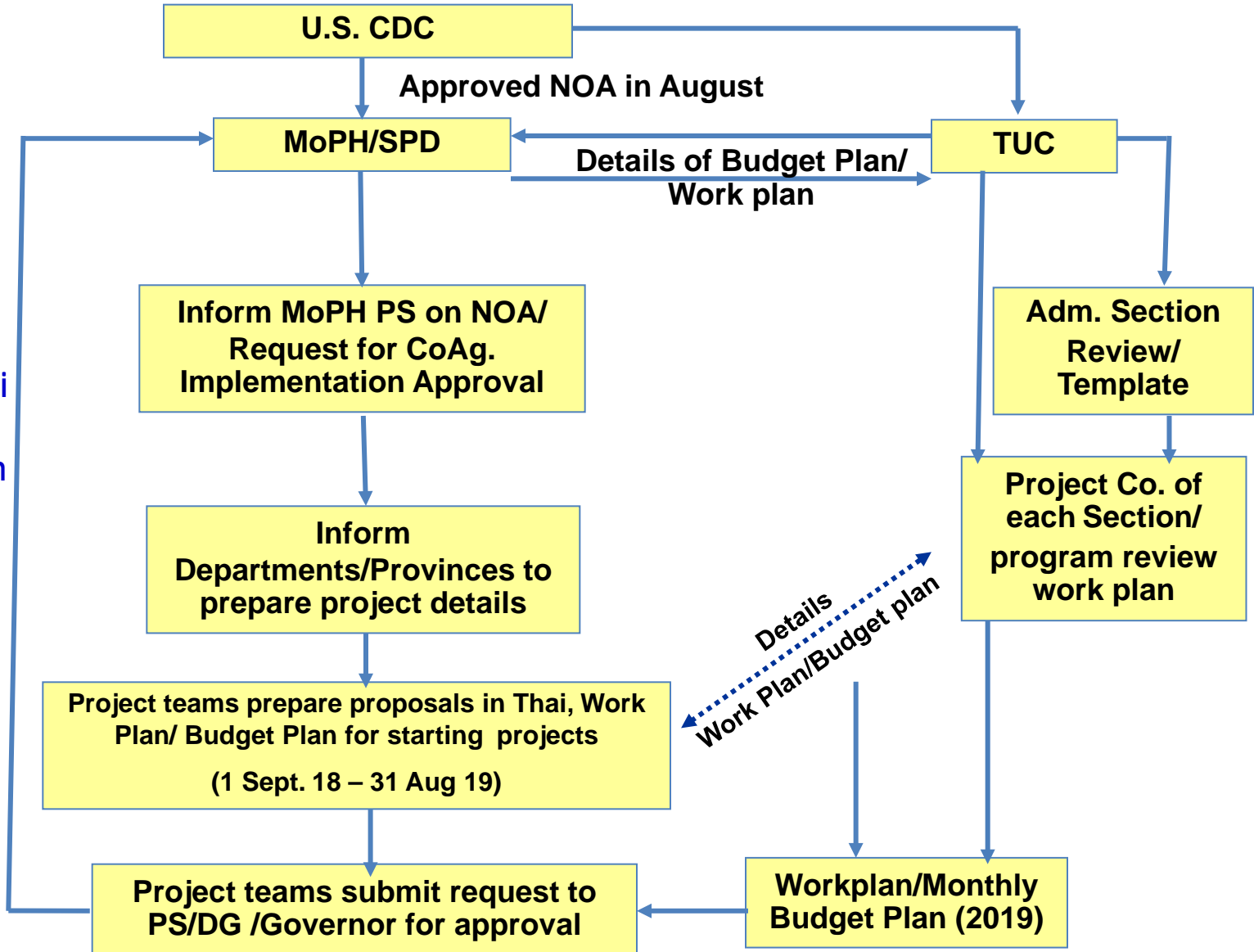
APR 12 : Deadline for submission- Non-Research Package

Non-Research

Flow Chart on Preparation of Continuation Proposal under Cooperative Agreement for Yr03 (2019): **Research** and **Non-Research**



Steps for Starting Project Implementation



- Project teams send approved proposals in Thai with Work Plan/Budget Plan to SPD
- Project teams start implementing activities from September 1st

Project Implementation

1.

- Approve Proposals in Thai
- Work Plan and Budget Plan

2.

- Cooperative Agreement Financial Report (CoAgFIN)
- CoAg Budget Guideline
- Open current account only, Paying by check

3.

- Draw down
- Budget Redirection

Project Monitoring and Oversight

PIR

- Project Implementation Review (PIR) with TUC and project teams
- Update complete activities, spent budgets, obstacles

MTR

- Project Mid Term Review (MTR) to review project implementation compared with work plan and budget plan
- Interim audit after 6 months implementation

Site Visit

- Visit selected projects both at central level and provincial level
- Supervisory and training on project management

Reporting and Internal Control

1

- Monthly bank reconciliation
- Monthly CoAgFin report/update

2

- Quarterly project summary report
- Annual report, FFR

3

- Pre-audit by Co-Unit Team/SPD for selected projects
- Equipment and supplies inventory list

Procurement for Equipment, Supplies and Contractual

Bill

- Thai Procurement and Supplies Management Act, B.E. 2560 (2017)
- Role and Regulation of Ministry of Finance

Methods

- Competitive method, selection method, specific method and Framework Agreement
- Electronic Government Procurement (e-GP)

Committee

- Major procurement steps required to be carried out by Committee, e.g. Committee on specification, committee on procurement, committee on inspection/ acceptance of products or service rendered

Auditing

Internal Control

- Training, meeting with project teams
- Coaching, supervisory, site visit and conduct internal audit for selected projects

External Audit

- Procurement for getting an audit firm to perform a single financial audit for projects funded by U.S.CDC under MoPH according to grantee Fiscal budget year
- Audit period from 1 October to September 30 (project budget 1 September to 31 August)

Report

- Submit audit report to OGS
- Response to MDL, appeal for disallowed cost, corrective action, returned disallowed cost (If any)



MoPH-TUC CoUnit Website

<http://tuc-counit.moph.go.th/>



Objectives: To serve as a friendly source of relevant information and a channel for information exchange and communication among managers and all staff of TUC Research and Non-Research projects. It also serves as a channel for public relations on the TUC's achievements.

Website Service: Information (e.g. Research and Non Research Projects), Download Corner, Questions and Answers, Activities and News.

MoPH TUC Co-Unit Online Monitoring System



- The system is currently under-construction with an aim to be kicked off for the Year 3 project implementation.
- It will be used to serve all projects funded by U.S.CDC both R & NR.
- Overall Goal: To be used as an important tool for strengthening effectiveness of project management.
- Objectives:
 1. To closely monitor the progress of project performance.
 2. To quickly identify and solve problems/ obstacles of the project implementation.

Standard Data Set & Standard Data Dictionary

- During the CoAg Year 02 (FY 2018), the MoPH TUC CoUnit has launched a project to develop a Standard Data Set together with a Standard Data Dictionary for all 8 Object Classes.
- The training on Standard Data Set and Standard Data Dictionary to be used with the Budget Plan was provided to all TUC project staff in July 2018.
- The Standard Data Set will be later on used for the MoPH TUC Co-Unit Online Monitoring System in the CoAg Year 03 (FY2019).



Evaluation and Performance Measurement Plan : EPMP (For Non research CoAg)

- To be carried out by external experts and overseen by the EPMP Working Group (MoPH-TUC CoUnit as the secretariat) during the Cooperative Agreement Phase 4 (2017 – 2021).
- **Objectives:** to systematically evaluate project implementation performance of all TUC Non-Research projects (MoPH projects and BMA projects) regarding efficiency and effectiveness (key process, output and outcome indicators).
- To analyze also linkages of projects for integration to develop a “single system” targeting to meet strategic and systematic challenges and will be in turn promisingly applicable for the country’s health system.
- The EPMP results will be utilized for improvement of the CoAg Strategic Framework and Logic Models as well as project performance.

Accomplishments

- Thailand MoPH has received continued technical supports from TUC and U.S.CDC
- Thailand MoPH's staff have opportunity to increase their capacities by implementing projects, being trained at the U.S.CDC and its networks, exchange knowledge and expertise on surveillance, prevention and control of diseases and health hazards, as well as through TUC supported domestic conference, workshop and study visit.

Accomplishments (Cont.)

- The 38 years of continued collaboration on health has provided a big support to our achievements on workforce development in particular the Field Epidemiology Training Program (FETP) and Emergency Operations Center (EOC).
- The collaboration has played an important role in our efforts to prevent and control priority diseases particularly HIV/AIDs and emerging infectious diseases.
- Projects' results have helped to build new capacities such as NCDs surveillance. The implementing provinces also have improved their capacities on case surveillance, laboratory surveillance, field work and so on.
- Strengthened relationships among MoPH, BMA, TUC, U.S.CDC and other related agencies.

Q&A



Thank you & Sawasdee