

Project Performance Monitoring Meeting (PPMM)

COAST Trust Principal Office, Dhaka; Date: 9 May 2020

The online PPMM was organized on 9 May 2020. Executive Director, Deputy Executive Director, Joint Directors, Deputy Director, Assistant Directors, Heads, Project leaders, and Monitoring officers from different projects were present in the meeting and assisted to take decisions. JD-MEL&HA moderated the session.

Agenda:

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| 1. Last meeting minutes review | 4. COVID-19: Awareness and practice a must |
| 2. Feedback on Beneficiary feedback collection, Risk assessment | 5. Collection of COVID-19 situation report |
| 3. Annual Pan of Operation 2020-21 | 6. PPT and Progress report sharing |
| | 7. AoB |

Discussion and Decisions:

SL	Agenda	Discussion and Decision	Dateline	Responsibility
01	Last meeting minutes review	<p>1. A number of projects evaluation conducted, reports will be uploaded in the COAST website after opening office.</p> <p>2. From next month, no project progress review report will be accepted without data segregation information.</p> <p>3. Leadership review will be started again after lockdown. PC/PM will receive on job training by the focal, supervisor and other responsible person to improve their quality.</p> <p>4. Quoting DC, UNO and other influential stakeholders' speech at the front page of the project desktop newsletter with picture have a great impact. It will help improve strong relationship with the stakeholders.</p> <p>Instructions from The Executive Director:</p> <p>5. Writing weekly narrative field visit report regularly in English is an effective tool for improving quality of writing. PC and M&E will have to write and send this report to their focal person. Focal will edit that and later on it will be shared with JD-MEL&HA and others.</p> <p>6. No delegation of work is accepted. Complete your tasks you are responsible for. If you are overloaded, talk to your supervisor when you receive the task but don't delegate it to your other colleagues.</p> <p>7. Complete your task with responsibility, follow the deadline. We expect no follow-up you need.</p> <p>8. Gradually PC and focal person will take the responsibility of fundraising. They have to adjust and understand the donors' official behaviors, avoid criticize them, and try the best to maintain a level of personal relationship, how we can get more projects, need to think on that.</p> <p>9. PC/PM and M&E will also engage themselves in local, national and international level advocacy and share their thoughts. Be active and prove yourself a leader. You have to do study and be a knowledge leader. Only doing a project would not bring much benefits to the organization.</p> <p>10. Opening a Twitter account, posting one issue/thought a day, using # and @ would play a vital role in your</p>	Ongoing	PC/PM, supervisor and focal

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		<p>national, international level advocacy. Be active and engage yourself of being a part of development process.</p> <p>11. PC/PM could talk to their donor and find a way out for tree plantation as the rainy season approaching fast.</p> <p>12. After opening the office, a circular will be published in the national newspaper describing identification marks of COAST Trust's ID card.</p> <p>13. All focal persons are advised to join the PPM, always.</p>		
02	Feedback on Beneficiary feedback collection, Risk assessment	<p>1. Projects need to collect Beneficiary feedback and to conduct risk assessment through taking interviews when normalcy resumes.</p> <p>2. PC/PM also can record very short (20-30 seconds) personal catchy interview in their phone, while interview.</p> <p>3. If lockdown continues, we may collect the feedback over phone. Instruction will be given later on that.</p>	Ongoing	PC/PM/M&E
03	Annual Pan of Operation 2020-21	<p>1. All PCs will send their project Plan of Operation (PoP) following the prescribed format, shared.</p>	16.5.2020	PC/PM
04	COVID-19: Awareness and practice a must	<p>2. Staff will follow all the circulars and participate online training conduct by COAST management and doctors to prevent COVID-19 transmission in their daily life, strictly.</p>	Ongoing	All
05	Collection of COVID-19 situation report	<p>1. All PCs will stay updated with COVID-19 status and service provided to community. They will join local GO-NGO meeting to know and support activities.</p>	Ongoing	PC/PM
06	PPT and Progress report sharing	<p>UNICEF EDUCATION:</p> <p>1. Presentation should be prepared following the prescribed format.</p> <p>2. Presentation should be oriented with previous two months activities and related pictures only.</p> <p>3. Use photo credit with specific place, name and date.</p> <p>UNICEF CHILD PROTECTION:</p> <p>1. In case of presentation or any kind of publication, select pictures carefully. Think about whether it is presentable or not.</p> <p>2. Try to adopt new activity in the project like tree plantation. Regarding this, if needed COAST microfinance Program will help in this initiative.</p> <p>3. In COAST experience, the donors are working with several IGA trainings. But for effectiveness, create linkage with the local market is must.</p> <p>TEAR FUND:</p> <p>1. Maintain the prescribed presentation format.</p> <p>2. Use latest logo of our Organization.</p> <p>3. Use original logo of donor.</p> <p>NRC YOUTH:</p> <p>1. Use latest logo of our Organization.</p> <p>2. Look at the dates that used in the slides.</p> <p>3. Use photo credit with specific place, name and date.</p> <p>ISCP:</p> <p>1. Should take more preparation for the presentation.</p> <p>2. Repetition of the same word that is unnecessary should be prohibited.</p>	Ongoing	PC/PM/M&E

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		<p>PACE-Dryfish:</p> <ol style="list-style-type: none"> 1. Project activities will be started soon after the lockdown ends. <p>CJRF:</p> <ol style="list-style-type: none"> 1. Use Photo credit with specific name, place and date. 2. Good presentation. <p>CFTM:</p> <ol style="list-style-type: none"> 1. Good Presentation. 2. Watchful about picture selection and placing. <p>Gender and Aquaculture:</p> <ol style="list-style-type: none"> 1. Use COAST new logo. <p>CEPI:</p> <ol style="list-style-type: none"> 1. PPT Presentation should be prepared by following the COAST format. 2. Check the spelling carefully before submitting the presentation. <p>Radio Meghna:</p> <ol style="list-style-type: none"> 1. Fine Presentation. 2. Use elaborate form instead of using abbreviate from a word. 3. Good impact related activities <p>DAWN:</p> <ol style="list-style-type: none"> 1. Good Presentation. 2. Prepare a short documentary on project activity. <p>PACE-Crab Fattening:</p> <ol style="list-style-type: none"> 1. At the time of lockdown, project progress was good. 2. Clear Picture. 3. Nice presentation. <p>ACCORD:</p> <ol style="list-style-type: none"> 1. Enough space for adding more pictures. 2. Careful before photo selection. 3. PPT Presentation should be prepared by following the COAST format for PPMM. <p>SFP:</p> <ol style="list-style-type: none"> 1. Good Presentation. 		
07	AoB:	<ol style="list-style-type: none"> 1. We have to give importance on donor projects, although donor money will be reduced due to COVID-19 impact, but we have to prepare us and compete for that. 2. Official dress code should be followed while attending online meeting during office working days. 3. Protection measurements should be taken and social distancing should be maintained at office and home. 	Ongoing	All

Having no other issues to discuss, the meeting was ended up with the vote of thanks by The Deputy Executive Director.

Notes taken by:

Md. Najmus Sakib
DTL, CFTM Project
Patuakhali, COAST Trust

Moderated by:

Md. Iqbal Uddin
Joint Director-MEL&HA
COAST Trust