

A Sr. Management Team (SMT) meeting was held at Principal Office, Dhaka on 27 January 2020 presided over by the Director. Head, ADs, and DDs were present in the meeting. The notes of the meeting are as follows:

SI	Decisions	Responsible professionals	Date line
1.	<ul style="list-style-type: none"> E-copy of all COAST new and old publications will be uploaded in the server by scanning them, if needed. All new and old publications hard copy will be collected and stored in store room. 	BUM, AKB SUM, Abarul Islam	Ongoing
2.	<ul style="list-style-type: none"> A work order seal has been produced to be used for getting soft copy of publications from vendor. 	Purchase committee	Ongoing
3.	<ul style="list-style-type: none"> A leaflet will be produced to give education on stop violation, name “সহিংসতা নিরোধে সহযোগিতা”. 	FAR	28.01.20
4.	<ul style="list-style-type: none"> Regional and central meeting of people’s organization will be organized on 14 and 21 March 2020. The Director will join conference in Bhola. 	MHM	21.03.20
5.	<ul style="list-style-type: none"> Submission of Empirical experiences and staff commitments from appraisal process, 2020 will be done by staff who received that particular email in PO from the Director. 	DDs, ADs, Head-IA, EnD, Core op	28.01.20
6.	<ul style="list-style-type: none"> A staff year ending evaluation/feedback meeting will be organized in PO at 3.30 PM on 30 January 2020. 	Director	30.01.20
7.	<ul style="list-style-type: none"> Feedback on annual picnic arrangement in field was shared and two decisions were taken— (1) Sr. colleague and staff family members should be paid highest response and respect in picnic day. A direction will be given in this regard. (2) Subsidy for staff family members to join in picnic may consider by discussing with the Executive Director. Picnic in Dhaka on 8 February. Venue has been finalized and different committees have been made to make the event successful. 	MKA, FAR	08.02.20
8.	<ul style="list-style-type: none"> New ID card for all staff in field will be produced and sent to the field by 15 February. An advertisement of COAST ID card identification instructions will be published in national newspaper. 	BUM, Abarul Islam	15.02.20
9.	<ul style="list-style-type: none"> Annual Report will be published by March 2020. Sector focal in PO are requested to submit their reports on time. 	Sector focal	30.01.20
10.	<ul style="list-style-type: none"> Staff attendance report was shared in the meeting. There were some corrections. After correction, the February 2020 report will be shared. 	Abarul Islam	29.02.20
11.	<ul style="list-style-type: none"> The Director presented COAST strategic plan 2020-24 for validation. MHM will help Director for updating the plan over time. 	Director, MHM	29.02.20
12.	<ul style="list-style-type: none"> Agriculture technologies will be translated into Bangla. 	Mizanur Rahman, CITEP	29.02.20
13.	<ul style="list-style-type: none"> The Director requested us to share him for a suitable conference title 2020. CHS basic standards might be shared in the staff conference after having discussion with the Executive Director. 	DDs, ADs, Heads. Director	28.01.20 06.02.20

Having no other issues for discussions, the meeting ended up with the vote of thanks of the Director.

Notes taken by-
Md. Iqbal Uddin
AD-MEL&HA

Annex: This week activity plan:

SI	Staff Name	Position	Activity
1.	Sanat K. Bhowmik	Director	<ul style="list-style-type: none">• Annual report• Staff conference methodology
2.	Syed Aminul Hoque	DD-ME&IA	<ul style="list-style-type: none">• CFTM project budget final• CJRF annual report
3.	Md. Ahsanul Karim	DD-FCA&HRM	<ul style="list-style-type: none">• Annual report, External audit, Tax return• English translation of Finance manual• ToR matrix
4.	Mujibul Haque Munir	AD-EFDCP	<ul style="list-style-type: none">• Travel Bandarban to visit quantam school.• Work on strategic plan for COAST and Rohingya.
5.	Barkat Ullah Maruf	AD-RSM&ICT	<ul style="list-style-type: none">• JRP pare edit• EJM and BDF meeting
6.	Ferdous Ara Rumees	AD-GT&CR	<ul style="list-style-type: none">• Literature develop on “সহিংসতা নিরোধে সহযোগিতা”.• Bhola visit for IECM project.
7.	Sumaia Marium	AD-HRM	<ul style="list-style-type: none">• Increment related work• APRRN Research paper work• Cox’s Bazar visit.
8.	Mahmudul Hasan	Head- Core op.	<ul style="list-style-type: none">• Fund management• Conference preparation.
9.	Md. Iqbal Uddin	AD-MEL&HA	<ul style="list-style-type: none">• Evaluation Report• Bhola visit for IECM project.