



SL	Agenda	Discussion and Decision	Deadline	Responsibility
		<p>Proposal/Agreement, FD-6/FD-7 and PoP). All PC/PM are requested to follow this process for uploading in the website.</p> <ul style="list-style-type: none"> <li>• Statutory Requirement should be prepared for all projects and added to the project PoP.</li> <li>• All PC/PM should study different reports, articles, books etc. to raise their knowledge— “You have to be a knowledge leader as well as an operational leader”.</li> <li>• ED also mentioned that any updated information related to the project should be shared from field to senior management level.</li> <li>• Business card of all projects for Cox’s Bazar should be in three languages (Bengali, English and Burmese). Central Office, Other projects and MF program should be in two languages. It was suggested to print the business card from their project area, if possible.</li> <li>• An advertisement will be published in the newspaper describing COAST ID card identification instructions. First and foremost, we have to think keeping the organization safe.</li> <li>• ID card will be given to all the staff except volunteer and common service staff.</li> <li>• FDMN project staff will bear two types of ID cards— one will be produced from COAST and another from RRRC provided instruction.</li> <li>• PC/PM would provide COAST website link to their donor/stakeholder while communicating, saying- for more information of this project please click the link.</li> <li>• The Executive Director encouraged all to use their face book posting photos and updates of project activities by following COAST guidelines.</li> <li>• He gave emphasis on the importance of life skill training. If anyone is not physically and mentally fit, s/he can’t be a leader.</li> </ul>	30.01.20	
02	Data Segregation in monthly reporting format	<ul style="list-style-type: none"> <li>• A 3-member committee (Shahinur Bhai, Razaul Bhai and Tajul Bhai) was constituted. They will prepare a draft format containing data segregation information and shared with AD-MEL&amp;HA for finalization.</li> </ul>	25.01.20	Shahinur Islam, Razaul Karim and Tajul Islam
03	GoTo meeting minutes review	<ul style="list-style-type: none"> <li>• The Director instructed, everyone responsible should take part in the GoTo meeting, wherever they are.</li> <li>• All PC/PM will install GoTo meeting software in his/her smartphone as early as possible.</li> <li>• “One Pager School” should be studied and act accordingly.</li> </ul>	Ongoing	PC/PM
04	Compiled Beneficiary Feedback and Risk assessment	<ul style="list-style-type: none"> <li>• AD-MEL&amp;HA will compile and share the report of Beneficiary Feedback and Risk assessment for learning.</li> </ul>	20.01.20	AD-MEL & HA

SL	Agenda	Discussion and Decision	Deadline	Responsibility
05	Personal Interview and Feedback recording	<ul style="list-style-type: none"> <li>Audio recording of individual beneficiary feedback could be a unique method for Means of Verification (MoV). So, if possible it could be done in all projects.</li> </ul>	Ongoing	PC/PM
06	Adopting program to the changing needs and sharing	<ul style="list-style-type: none"> <li>Programs could be rescheduled according to the feedback of beneficiary/stakeholders/staffs.</li> <li>The change would be documented and shared with the beneficiary/stakeholder to keep them update.</li> </ul>	Ongoing	PC/PM
07	Staff expected behavior and PSEA in field	<ul style="list-style-type: none"> <li>Staff/Beneficiary/Stakeholder will be informed about the expected behavior of staff and Complaint Response Mechanism of COAST Trust.</li> <li>How could we ensure PSEA, would also be discussed with the beneficiary and stakeholder.</li> </ul>	Ongoing	PC/PM
08	Project evaluation and exit strategy	<ul style="list-style-type: none"> <li>A project evaluation guideline has been prepared and one evaluation is completed by following that.</li> <li>Project exit strategy will be developed and shared with PC/PM to inform the beneficiary and stakeholder.</li> <li>PC/PM will be responsible to share project exit strategy with the beneficiary and stakeholder. So that they can continue to have that services from elsewhere even after the project intervention end.</li> </ul>	Ongoing	Director, AD-MEL&HA and PC/PM
09	Project M&E Office and Reporting	<ul style="list-style-type: none"> <li>Project M&amp;E officer will spend at least one week in a month in project monitoring. They will prepare their monthly plan accordingly.</li> <li>M&amp;E Officer will send their monthly monitoring report at 5<sup>th</sup> of every month to AD-MEL &amp; HA and CC to Head-MEAL&amp; SD.</li> </ul>	Ongoing	Project M&E Officer
10	Sphere/ CHS Technical Standards in project; a checklist	<ul style="list-style-type: none"> <li>Sphere/CHS Technical Standard for project, a checklist will be prepared by AD- MEL &amp; HA and it will be shared.</li> <li>PC/PM will follow the checklist to upgrade their project following that standards.</li> </ul>	30.01.20	AD-MEL & HA PC/PM
11	Annual Report	<ul style="list-style-type: none"> <li>Annual Report of COAST Trust will be published by 30 March 2020.</li> <li>PC/PM are requested to send a one page report following the project expected outcomes, learnings and the achievements.</li> <li>Pictures will be attached in separate emails.</li> </ul>	20.01.20	All related PC/PM
12	Newsletter Feedback	<ul style="list-style-type: none"> <li>AD-EFSCP reviewed all the project newsletters and gave his feedback on them. Major issues were: <ul style="list-style-type: none"> <li>A newsletter should be audience targeted. But most of the newsletter are prepared without thinking much care of it.</li> <li>News should be came earlier than case study.</li> <li>The word "Monthly" can't be used because it requires legal permission from government to publish.</li> <li>Bangla spelling should be checked carefully.</li> <li>It should be creative and presentable.</li> </ul> </li> </ul>	Ongoing	PC/PM

SL	Agenda	Discussion and Decision	Deadline	Responsibility
		<ul style="list-style-type: none"> <li>▪ COAST logo should be placed exactly.</li> <li>▪ Page set up is also very important.</li> <li>▪ No abbreviate form at the beginning.</li> <li>▪ The newsletter should have a good name that the reader can easily understand about the content/target of the project.</li> <li>▪ COAST Standard of writing using left alignment should be followed.</li> <li>▪ Sentence structure shouldn't be too long.</li> <li>▪ It needs to avoid repetition of the same word again and again.</li> <li>▪ COAST intervention should be highlighted more than the donors.</li> </ul>		
13	PPT presentation by PC/PM /M&E	<p>November and December, 2019 activity progress reports were presented. The feedback was-</p> <p><b>Gender &amp; Aquaculture Project:</b> Good presentation.</p> <p><b>UNICEF Education Project:</b> Good presentation. In picture there are mobile model name left corner of the picture. This should be avoid.</p> <p><b>Tear fund project:</b> Meeting participants and male, female should uphold separately.</p> <p><b>IECM Project:</b> Good presentation. But more impact level work and picture should be added.</p> <p><b>ACCORD Project:</b> Good Presentation but RRRRC comments should be focused.</p> <p><b>ENRICH Project:</b> Meeting participants such as male, female, disable should be counted separately. Time should maintain strictly when you present the PPT. Spelling must check before submitting. Photo Credit- who, where, when and activities name should mention.</p> <p><b>Radio Meghna:</b> Beneficiary interview will add from next time and presentation was very descriptive.</p> <p><b>UNICEF Child Protection:</b> Should follow the standard of COAST. No. of male and female in achieved indicators along with target and achievement should be added.</p> <p><b>PACE-Dry Fish Project:</b> Need to improve presentation skill. And Quality indicator should be used.</p> <p><b>CJRF Project:</b> Good presentation but set performance indicators that will show the projects value.</p> <p><b>NRC Youth Project:</b> Good but set performance indicator.</p> <p><b>DAWN Project:</b> Quality indicator and photo date should be used.</p> <p><b>SFP:</b> picture should be impact related.</p> <p><b>PACE-Crab fattening Project:</b> Quality indicator should be used. Mention total participants, need data segregation and show project impact.</p> <p><b>IOM Project:</b> Presentation must be focused on action-oriented news. The number of graph is more than picture. Add more impact related picture.</p>	Ongoing	PC/PM/M&E

SL	Agenda	Discussion and Decision	Deadline	Responsibility
		<p><b>UNHCR IPC Project:</b> Data Segregation is needed. No. of male and female in achieved indicators along with target and achievement should be added.</p> <p><b>CEPI Project:</b> Good presentation.</p>		

Having no other issues to discuss, the meeting was ended with vote of thanks by the Director and AD-MEL&HA.

**Notes taken by:**

Sahzada Hasibur Rahman  
NAC, DAWN Project  
COAST Trust

**Reviewed by:**

Md. Zahidul Islam  
Head-MEAL & Social Development  
COAST Trust

Annex- 1

**COAST Trust**

PC/PM and PIU staff monthly field visit status format, December 2019

**Objectives:**

1. To strengthen the field visit status of PC, PM and PIU staff and ensure necessary support to the field staff as and when required.
2. To strengthen internal and external monitoring system, and ensure quality implementation of project activities.

Project Name: All Projects

Month: December, 2019

**Notes:**

1. This format is applicable for PC/PM and PIU staff in the field. By 3<sup>rd</sup> day of each month PC/PM will send the report to AD-MEL&HA, Head-MEAL&SD and project focal.
2. Minimum standards for weekly field visit: RTL- **2** days, PC/PM- **3** days, other PIU staff- **4** days.
3. Use the key letter for showing staff field visit days or other purposes they are out of station, e.g.- Use letter **F** for= Field visit, **T** = Training, **MP** = Meeting with Partner, **MA**= Meeting with Administration (DC, UNO, LGI, etc.), **MO**= Meeting in other COAST offices (PPMM, CxMTC, etc.)

