Project Performance Monitoring Meeting (PPMM)

COAST Trust Principal Office, Dhaka; Date: 11-12 January, 2020

The PPMM was held at COAST Principal Office in Dhaka on 11th January, 2020. Participants were the project leaders and monitoring officers from different projects. The Executive Director, Director, Deputy Director, Assistant Directors and Heads were present in the meeting and assisted to take decisions while AD-MEL&HA moderated the whole session.

Agenda:

- 1. Last meeting minutes review
- 2. Data segregation in monthly reporting format
- 3. GoTo meeting minutes review
- 4. Compiled beneficiary feedback and Risk Assessment
- 5. Personal Interview and feedback Recording
- 6. Adopt programs to changing needs and sharing
- 7. Staff expected behavior and PSEA in field
- 8. Project evaluation and exit strategy
- 9. Monthly M&E Reporting
- 10. Sphere/ CHS Technical Standards in project; a checklist
- 11. Annual Report
- 12. Newsletter Feedback
- 13. PPT presentation by PC/PM/M&E

Discussion and Decisions:

SL	Agenda	Discussion and Decision	Deadline	Responsibility
01	Last meeting minutes review	 Priority setting regarding burn rate is very important. PCs/PMs should maintain a plan based on the priority and inform it to the focal to finish them on time. PC/PM will submit a half page weekly field visit report to AD-MEL&HA and CC to focal and Head-MEAL&SD. Major issues are—done activities, visited activities, findings and way of solving the issues, etc. Service mapping and contact numbers are made available in camps and other projects. A MoU could be signed with respective service organizations to ensure services to the people it needed. Activity-wise field visit checklist should be used while field visit by PIU staff. A field staff monitoring format which was developed earlier will be shared with all PC/PM after reviewing by AD-MEL&HA. Plan of operation of the below mentioned projects should be given by the following deadline: Unicef Education, Tear Fund, Gender & Aquaculture, CJRF, CEPI and IOM. 	Ongoing 25.01.20	PC/PM/ M&E
		 Decisions by The Executive Director: He appreciated the PC/PM's field visit status format and instructed to use it in the MF program. Website dashboard should be updated timely with necessary documents (Newsletter, Project 	25.01.20	

SL	Agenda	Discussion and Decision	Deadline	Responsibility
		 Proposal/Agreement, FD-6/FD-7 and PoP). All PC/PM are requested to follow this process for uploading in the website. Statutory Requirement should be prepared for all projects and added to the project PoP. 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". ED also mentioned that any updated information related to the project should be shared from field to senior management level. 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. 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. ID card will be given to all the staff except volunteer and common service staff. FDMN project staff will bear two types of ID cards— one will be produced from COAST and another from RRRC provided instruction. PC/PM would provide COAST website link to their donor/stakeholder while communicating, saying-for more information of this project please click the link. The Executive Director encouraged all to use their face book posting photos and updates of project activities by following COAST guidelines. 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. 	30.01.20	
02	Data Segregation in monthly reporting format	 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&HA for finalization. 	25.01.20	Shahinur Islam, Razaul Karim and Tajul Islam
03	GoTo meeting minutes review	 The Director instructed, everyone responsible should take part in the GoTo meeting, wherever they are. All PC/PM will install GoTo meeting software in his/her smartphone as early as possible. "One Pager School" should be studied and act accordingly. 	Ongoing	PC/PM
04	Compiled Beneficiary Feedback and Risk assessment	 AD-MEL&HA will compile and share the report of Beneficiary Feedback and Risk assessment for learning. 	20.01.20	AD-MEL & HA

SL	Agenda	Discussion and Decision	Deadline	Responsibility				
05	Personal Interview and Feedback recording	 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. 	Ongoing	PC/PM				
06	Adopting program to the changing needs and sharing	 Programs could be rescheduled according to the feedback of beneficiary/stakeholders/staffs. The change would be documented and shared with the beneficiary/stakeholder to keep them update. 	Ongoing	PC/PM				
07	Staff expected behavior and PSEA in field	 Staff/Beneficiary/Stakeholder will be informed about the expected behavior of staff and Complaint Response Mechanism of COAST Trust. How could we ensure PSEA, would also be discussed with the beneficiary and stakeholder. 	Ongoing	РС/РМ				
08	Project evaluation and exit strategy	 A project evaluation guideline has been prepared and one evaluation is completed by following that. Project exit strategy will be developed and shared with PC/PM to inform the beneficiary and stakeholder. 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. 	Ongoing	Director, AD- MEL&HA and PC/PM				
09	Project M&E Office and Reporting	 Project M&E officer will spend at least one week in a month in project monitoring. They will prepare their monthly plan accordingly. M&E Officer will send their monthly monitoring report at 5th of every month to AD-MEL & HA and CC to Head-MEAL& SD. 	Ongoing	Project M&E Officer				
10	Sphere/ CHS Technical Standards in project; a checklist	 Sphere/CHS Technical Standard for project, a checklist will be prepared by AD- MEL & HA and it will be shared. PC/PM will follow the checklist to upgrade their project following that standards. 	30.01.20	AD-MEL & HA PC/PM				
11	Annual Report	 Annual Report of COAST Trust will be published by 30 March 2020. PC/PM are requested to send a one page report following the project expected outcomes, learnings and the achievements. Pictures will be attached in separate emails. 	20.01.20	All related PC/PM				
12	Newsletter Feedback	 AD-EFSCP reviewed all the project newsletters and gave his feedback on them. Major issues were: A newsletter should be audience targeted. But most of the newsletter are prepared without thinking much care of it. News should be came earlier than case study. The word "Monthly" can't be used because it requires legal permission from government to publish. Bangla spelling should be checked carefully. It should be creative and presentable. 	Ongoing	PC/PM				

SL	Agenda	Discussion and Decision	Deadline	Responsibility
		 COAST logo should be placed exactly. Page set up is also very important. No abbreviate form at the beginning. The newsletter should have a good name that the reader can easily understand about the content/target of the project. COAST Standard of writing using left alignment should be followed. Sentence structure shouldn't be too long. It needs to avoid repetition of the same word again and again. COAST intervention should be highlighted means the denemined. 		
13	PPT presentation by PC/PM /M&E	more than the donors. November and December, 2019 activity progress reports were presented. The feedback was-	Ongoing	PC/PM/M&E
		 Gender & Aquaculture Project: Good presentation. UNICEF Education Project: Good presentation. In picture there are mobile model name left corner of the picture. This should be avoid. Tear fund project: Meeting participants and male, female should uphold separately. IECM Project: Good presentation. But more impact level work and picture should be added. ACCORD Project: Good Presentation but RRRC comments should be focused. ENRICH Project: 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. Radio Meghna: Beneficiary interview will add from next time and presentation was very descriptive. UNICEF Child Protection: Should follow the standard of COAST. No. of male and female in achieved indicators along with target and achievement should be added. PACE-Dry Fish Project: Good but set performance indicator. DAWN Project: Good but set performance indicator. DAWN Project: Quality indicator and photo date should be used. SFP: picture should be impact related. PACE-Crab fattening Project: Quality indicator should be used. Mention total participants, need data segregation and show project impact. IOM Project: Presentation must be focused on action-oriented news. The number of graph is more than picture. Add more impact related picture. 		

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

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 3rd 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.
- 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.)

name .													Field	visit/	Out o	of stat	ion d	ates	of PC,	, PM (and P	PIU Sta	aff										Total
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Days
Md. P	PM	F	F	-	F	Т	Т	-	F	F	M	F	-	-	M	F	M	T	T	T	T	T	M	M	M	-	M	-	-	M	M	M	7/24
Mizanur		•				·					PF				A	.	A				-	-	A	Р	Р		Р			Р	Р	Р	.,
Rahman																																	
	PM	-	-	-	М	-	-	-	-	М	-	М	-	-	-	-	-	М	-	-	-	-	М	-	М	М	-	-	М	М	М	М	11
Zahangir					А					А		Р						Р					Р		А	А			А	А	Р	А	days
Alam																																	
	PM	Т	Т		М	Т					М		MO					М	М	F		F	М	М		М					М	М	3/16
Uddin					А					F	А							ο	Р				Р	Р		0					Р	Р	days
Molla																																	
Md. Tajul P	PM	Μ	-	-	-	-	-	-	F	-	F	F	-	-	-	-	-	М	М	М	-	-	F	-	-	-	F	F	-	F	F	-	8/12
Islam		Р																0	Р	0													days
Md. Ziaur P	PM	Μ	-	-	-	-			-	-	F	-	F			Т	-	-	Τ,	М			-	Р	F	-	F			-	-	F,	10/23
Rahman		S																	М	S				В								М	
																			Р													S	
Hasibur P	PM	-	Μ	-	-	F	-	-	-	Μ	Μ	-	-	-	-	F	-	М	Т	F	-	М	F	F		F	F	F	F	F	-	F	17/24
Rahman			D							D	D							А				А											
	PM	F	-	-	М	F		-	Μ	Т	-	-	F	-	М	М	-	-	F	М	-	-	-	-	-	-	М	-	-	-	М	-	12/12
Afroj					0				0						А					0							Р				0		
Tumpa																																	
(ACCORD)																																	
	PM	F	-	-	Μ	F		-	Μ	Т	-	-	F	-	Μ	м	-	-	F	Μ	-	-	-	-	-	-	М	-	-	-	М	-	12/12
Afroj –					0				0						А					0							Р				0		
Tumpa					_	_						_	_					_	_			_											= /a
	PC		-	-	F	F	-	-		M	-	F	F	-			-	F	F	-	-	F	-	-	M	-	-	-	-	-	-	-	7/9
Hossain		-	-			-				P					N 4	-	-		-	-					A		-						12/12
	PM	F	F	-	-	F	-	-	-	F	F	-	-		M	F	-	M P	-	F	-	-	М 0	-	F	-	F	-	-	-	M P	-	13/12
Karim	VCF		F	_	-			Т		F	М	М	-	_	A F		-	Р F	F	N.4	_	F	0	N.4	N.4		_		_		F		8/15
Tanzira V Khatun	VCF	-	Г	-	-	-				Г	D	A	-	-	г		-	г	F	M O	-	F		M P	M A	-	-		-		г	-	8/15
	VCF	-	F	-	-	-		т		F	M	M	-	-	F		-	F	F	M	-	F		M	M		-				F	-	8/15
Chayon V K. Singha	vCr	-	r	-	-	-					D	A	-		F		-	F		0	-			P	A	-	-				Г	-	0/13
	РС		F	F	Р	_	_	-	F	M	T	- A	F	_	М	F	D	F	М	M	_	-	F	M	F	М	F	_	-	Т	т	_	9/16
Fazlul	ΓC		Г	Г	P C	-	_	-	Г	A	I	-	Г	-	A		0	F	A	0	-	-	F	A	Г	A	Г	-			'	-	days
Haque					M					\cap					Λ																		uuys
	РН	-	-	-	-	-	-	-	-	A	AS	AS	AS	_	AS	-	-	-	-	-	-	AS	AS	-	-	-	-	-	-	-	AS	AS	9
Hasan				_						S	73	73	73		73							73			_	_					73	73	days
	ASM	-	-	-	F	-	-	F	-	5	-	-	F	-	-	-	-	-	т	Т	_	-	F	-	F	-	F	-	-	-	-	-	7/9
Rani	, (3141	-			'			['		F			'						'	'			'		'								days