

A Sr. Management Team (SMT) meeting was held at Principal Office, Dhaka on 13 January 2020 presided over by the Executive Director. Head, ADs, DDs and Director were present in the meeting. The notes of the meeting were as follows:

SI	Decisions	Responsible professionals	Date line
1.	<ul style="list-style-type: none"> E-copy of all COAST publication will be uploaded in the website. A clause in the work order will be of supplying final soft copy of publication to the organization will be made with the awarded vendors. 	BUM, AKB	Ongoing
2.	<ul style="list-style-type: none"> A leaflet on supporting endowment fund on specific issues will be updated. The issues are acid throwing, minority allegation and rape. People's organization will be activated at regional and central level. Regional and central meeting of people's organization will be organized. 	MHM	22.01.20 29.02.19
3.	<ul style="list-style-type: none"> A staff year ending evaluation/feedback meeting will be organized in PO. 	Director	15.01.20
4.	<ul style="list-style-type: none"> Annual picnic in field will be organized on 24 January and in UROC on 25. PO staff will join: Bhola- Abarul Islam and AR Farid. Outreach- Syed Aminul Hoque and Barequl Islam Chowdhury. Noakhali: Md. Iqbal Uddin and Anwar Hossain. Cox's Bazar- FA Rume, Salehin Surfaraz & family and MH Didar. Chattogram- M Kamal Akanda and Asaduzzaman. Barishal- Zahidul Islam & family, M Sahabuddin and Firoz Alam. UROC- MH Munir, Omour Faruk Bhuiya and Sabbir Ahmed. Picnic in Dhaka on 8 February. Staff with family members are requested join the picnic. 	THS All staff in PO	24.01.20 25.01.20 08.02.20
5.	<ul style="list-style-type: none"> A one pager literature will be developed on Open Secret Method and uploaded in the website. 	FAR	16.01.20
6.	<ul style="list-style-type: none"> New ID card for all staff in field will be produced and sent to the field. An advertisement of COAST ID card identification instructions will be published in national newspaper. Visiting Card for all but PO will be produced and sent to the field in February. 	BUM, MAI	22.01.20 20.02.20 15.02.20
7.	<ul style="list-style-type: none"> Annual Report will be published by March 2020. An outline has been developed and PC/PM and sector focal are requested to submit their reports on time. 	PC/PM by 20 and focal by 30.01.20	
8.	<ul style="list-style-type: none"> We need to finalize staff conference dates in February, methods, themes and its objectives too. After finalization of conference dates, Director and Executive will join them. 	MHM	31.01.20
9.	<ul style="list-style-type: none"> EC, GC meeting will be held on 17-18 January 2020. Necessary preparation will be taken for that. 	AKB, SAH, TSH, Director	15.01.20
10.	<ul style="list-style-type: none"> COAST has a dress code to follow and staff are requested not to attend office wearing keds, T-shirt, half shirt and jeans pant. 	All	Ongoing
11.	<ul style="list-style-type: none"> Appraisal of RPCs and AMs will be conducted in PO. 	Director, THS	26, 27 & 28.01.20

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

Annex: Next week activity plan:

SI	Staff Name	Position	Activity
1.	Rezaul Karim Chowdhury	Executive Director	<ul style="list-style-type: none"> Appraisal EC, GC meeting Comments on JRP paper Visit Nepal with DG-NGOAB.
2.	Sanat K. Bhowmik	Director	<ul style="list-style-type: none"> Appraisal and increment related work EC, GC meeting preparation

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3.	Syed Aminul Hoque	DD-ME&IA	<ul style="list-style-type: none"> • CFTM project budget final • Appraisal • EC, GC meeting preparation.
4.	Md. Ahsanul Karim	DD-FCA&HRM	<ul style="list-style-type: none"> • EC, GC meeting preparation • Accounts training • Appraisal • India visit preparation • External auditor selection • Financial manual translation into English.
5.	Mujibul Haque Munir	AD-EFS&DC	<ul style="list-style-type: none"> • Annual report preparation for YOUTH and UNHCR project and documentation • Our Ocean project audit.
6.	Barkat Ullah Maruf	AD-RSM&ICT	<ul style="list-style-type: none"> • Audio-visual training • IOM no cost extension of project work • Annual report work • EJM work.
7.	Md. Iqbal Uddin	AD-MEL&HA	<ul style="list-style-type: none"> • Compile report of Beneficiary feedback of their level of satisfaction & unintended negative effect. • Compile report of Risk assessment findings. • SWOT compile (draft) that received from PC/PM.
8.	MH Didar	Head-Core Operation.	<ul style="list-style-type: none"> • Life skill training • Bank relation strengthen • Picnic in field.

Notes taken by-

Md. Iqbal Uddin
AD-MEL&HA

14 January 2020.