

A PO staff coordination meeting was held at Principal Office, Dhaka on 27 October 2019 presided over by the Executive Director. The notes of the meeting were as follows:

Sl	Decisions	Responsible professionals	Date line
1.	<p>IDP Seminar</p> <ul style="list-style-type: none"> All materials (position paper, power point presentation and translation on relevant documents) have to be uploaded on website. Presentation will be presented in positive way. All relevant materials should be sent to the participants. 	SAH, MKA	27.10.2019
2.	<p>CJRF Project</p> <ul style="list-style-type: none"> CJRF Team will make necessary preparation for the 29th workshop. 	Abul Hasan	29.10.19
3.	<p>Email and Facebook Security</p> <ul style="list-style-type: none"> Ensured 'coastbd.net' for email communication and introduce separate mail server for the organization and given feedback regarding its establishment to the ED. Training on facebook security will be given to the ICT Staff/ Engineers. Then they will train all staff. 	BUM	07.11.19
4.	<p>Capacity Building</p> <ul style="list-style-type: none"> Assessment needed whether the participants of the 'Go to Meeting' can orient their field staff or not. Training follow up indicator must be followed and need a policy on this issue. 	SKB, FAR	13.10.19
5.	<p>One Pager School</p> <ul style="list-style-type: none"> No need to arrange more than one course in a week. Develop four literatures for 'One Pager School' according to provided literature content instruction by ED. The contents are on 'Time Management', 'Dhukkho Bilasi', 'Sukh Bilasi', and 'The Lemon Choose Kids'. The structure of literature may have four parts (a) definition (b) reasons (c) how to coach and (d) key tips. Complaints are discouraged and the supervisors work in a motivational way, not bullying with staff/colleague. 	SKB, FAR	07.11.19
6.	<p>TWN Conference</p> <ul style="list-style-type: none"> Communication graph will be developed and start invitation over phone. In graph, the first communication is conducted directly by Prosika or through central office and the car requisition will be finalized after calculation. The guest will be invited in respective of session. 	BUM, FAR	30.10.19
7.	<p>Develop Software for Finance Section</p> <ul style="list-style-type: none"> Balance sheet and monthly consolidated report will be prepared on time. All register format will be included in electronic format. Two software will be developed in this regard. 	AKB, Abarul Islam	Continue
8.	<p>Work and Activities Review</p> <ul style="list-style-type: none"> International Rural Women Day's observation review and result has to be prepared and sent to ED. Every activity's review and minutes have to be sent to ED. Microfinance review will be conducted after every 15 days. 	SAH, FAR	07.11.19
9.	<p>Radio Saikat</p> <ul style="list-style-type: none"> Prepare a short proposal (2-3 Pages) with ED and BNNRC CEO's consultation consisting in background, rational, objective and total expenditure. 	BUM	03.11.19

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10.	Herondelle and IPC project <ul style="list-style-type: none"> Submit another Herondelle project monitoring report. Submit IPC project (UNCHR) monitoring report. 	Md. Iqbal Uddin	07.11.19
11	Diary and Annual Planner , Annual Report <ul style="list-style-type: none"> Diary and year planner will be published by November. Pictures checked by ED. 	SKB, MKA, Abarul Islam	30.11.19
12	Social Cohesion Findings <ul style="list-style-type: none"> Collect social cohesion finding from Cox's Bazar RTL in slide ppt and give it to the ED. If foreign secretary will not be able to go, alternative guest must be considered. NGO Bureau DG may be an option. 	MHM	07.11.19
13	Audit and Finance Monitoring <ul style="list-style-type: none"> Audit and monitoring report must be in written format. Written response will provide by head of the project not the accounts officer. Then further proceed for hearing. This will assist behavioral change. No field visit without written report. No job without field visit. No explanation is without written report. All reports have to be prepared by head of the project. 	AKB	Continue
14	<ul style="list-style-type: none"> Learn 'How to say no' and 'how to control <i>psycho-ban</i>'. 	SKB, FAR	07.11.19
15	Hotline <ul style="list-style-type: none"> Hotline can be introduced for avoiding unexpected and irrelevant calls. So, its procedure and information have to be submitted to ED. The ED will take final decision. 	BUM, Abarul Islam	05.11.19

Activity Plan for the week:

SI	Staff Name	Position	Activity
1	Sanat K. Bhowmik	Director	<ul style="list-style-type: none"> Field visit to Noakhali Assisting diary finalization for printing Gender and aquaculture project FD-6
2	Syed Aminul Hoque	DD-ME &IA	<ul style="list-style-type: none"> IDP Seminar CFTM Meeting Printing for COP
3	Md. Ahsanul Karim	DD-FCA & HRM	<ul style="list-style-type: none"> Field visit to Bhola Finalize the external audit
4	Mustafa Kamal Akanda	DD- A &SR	<ul style="list-style-type: none"> IDP Seminar Media coverage Organization Case NGO Bureau FD-6, FD-7
5	Tarek Sayed Harun	DD-Core Operation	<ul style="list-style-type: none"> Meeting with MRB, Meghna Bank Visit to Cox's Bazar with PKSF and JICA
6	Mujibul Haque Munir	AD-EFS & DC	<ul style="list-style-type: none"> MJF reporting ACCORD training MTCP-2 meeting
7	Barkat Ullah Maruf	AD-R,SM &ICT	<ul style="list-style-type: none"> IDP seminar presentation WTO country strategy Financial and narrative report
8	Ferdous Ara Rumees	AD-GT & CR	<ul style="list-style-type: none"> Go to meeting on advance plan One Pager on 3 topics IRWD report compilation

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9	Sumaia Mariam	AD-HRM	<ul style="list-style-type: none"> Recruitment process for Education and TEAR Fund HR Documentation for new staff of Multizer project Research work
10	Barequl Islam Chowdhury	Head-Enterprise Deveopment	<ul style="list-style-type: none"> Prepare manual for crab culture Bangla book printing for DF Project Field visit to Cox's Bazar
11	Mahmudul Hasan Didar	Head-Core Operation	<ul style="list-style-type: none"> Format Printing Tab purchase Report analysis.
12	Md. Anwar Hossain	Head- FIS &MIS	<ul style="list-style-type: none"> PKSF Data MIS Report FDR Invest Fund Management
13	Md. Hasibul Haque	Head-HRM	<ul style="list-style-type: none"> Diary printing Appointment letter issue Final report
14	Md. Abarul Islam	Head-ICT	<ul style="list-style-type: none"> Diary design & Proofing Year planner design Team tracker Corporate SIM issues
15	Md. Asaduzamman	Head-Accounts &EA	<ul style="list-style-type: none"> Fund management PKSF and Bank repayment PACE report
16	Omar Fauk Bhuiya	Head- Finance Monitoring	<ul style="list-style-type: none"> Finalization of COAST accounts 2018-19 Submission financial report- IOM VAT & Tax Report
17	Shaharul Hossain	Coordinator-ICT	<ul style="list-style-type: none"> GP Team Tracker information update Mail server budget & requirements Fingerprint machine networking issues Purchases & bills
18	Sabbir Ahmed	Coordinator- Finance and Monitoring	<ul style="list-style-type: none"> Support to external auditors for Tear fund, Heriondelle and UNICEF; New FD-6 & FD-7 and revised FD-6 & FD-7 for Tear fund.
19	Nazmun Nahar	Coordinator- Finance	<ul style="list-style-type: none"> Finalize the accounts 2018-19 audit report Monthly closing report
20	Rehmuna Kamal	Asst. Coordinator- Accounts	<ul style="list-style-type: none"> Bill voucher checking Reconciliation P/F, W/F, gratuity posting
21	Mustafizur Rahman	Asst. Coordinator- ICT &CR	<ul style="list-style-type: none"> Newsletter making PPMM presentation SDG program
22	Firoz Alom	Sr. Coordinator- Micro Enterprise	<ul style="list-style-type: none"> MCM filed visit Janasanghathan meeting follow up
23	Sraboni Shaha	Manager- Admin	<ul style="list-style-type: none"> Daily Transaction
24	Md. Abul Hasan	PH	<ul style="list-style-type: none"> IDP seminar preparation Documentary for IDP seminar CJRF Workshop

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25	Razib Bhowmik	Sr. Coordinator- Finance and Admin	<ul style="list-style-type: none"> • IDP seminar preparation • Monthly closing
26	Salehin Suraraz	Coordinator- P&A	<ul style="list-style-type: none"> • IDP seminar preparation; Partners communication for local level IDP seminar
27	Farha Hadiya	Coordinator- M&E	<ul style="list-style-type: none"> • CJRF workshop preparation • IDP seminar preparation • Assist in CIAGT distribution and operation of adolescent and maktab centers.
28	Md. Arif Dewan	Coordinator- PA &C	<ul style="list-style-type: none"> • IDP seminar Preparation • Translation on IDP Strategy • BNNRC follow up

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

Notes taken by-

Md. Arif Dewan
Coordinator- Partnership, Advocacy and Campaign
CJRF Project, COAST Trust
27 October, 2019