Project Performance Monitoring Meeting (PPMM)

COAST Trust, Dhaka; Dated: 13 April 2021

The virtual PPMM was organized on 13 April 2021. Deputy Executive Director, Directors, Joint Directors, Heads, Project leaders and Monitoring Officers from different projects were present in the meeting and assisted to make decisions. The meeting was moderated by JD-MEAL& Research.

Meeting Agenda:

1. Last meeting minutes review
2. Data segregation report presentation
3. Newsletter feedback
4. PPT and Progress report sharing
5. AoB (Beneficiary feedback, Risk Assessment, etc.)
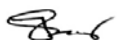
Discussion and Decisions:

Sl	Agenda	Discussion and decision	Deadline	Responsibility
1.	Last meeting minutes review	• A motorcycle (driving license, registration, bluebook and fitness) status reporting format will be developed by Director-FC&CEA, filled-up by PC/PM and send to him.	02.05.2021	PC/PM
		• PC/PM will revise their Project PoP and training calendar by 25.04.2021. Otherwise, salary will be withheld.	25.04.2021	PC/PM
		• An orientation will be organized on COAST policies including PSEA for staff.	02.05.2021	JD-MEL&HA
		• In the newsletter, a section title **"Our initiative following beneficiaries' feedback"** will be added, if applicable.	03.05.2021	PC/PM
		• AD-CFTM will share a list by containing all monthly reports with DED and JD-MEAL&R for checking reporting pressure.	25.04.2021	AD-CFTM
		• A basic orientation will be arranged for PC/PM based on video editing, and using subtitles in this month. Before that, Sr. Coordinator-SM&DC will identify and suggest a handy app for mobile and a software for laptop for all users.	25.04.2021	Sr. Coor. SM&DC
		• A file will be preserved at the PIU for keeping field visit reports and findings will be discussed during the project coordination meeting.	Ongoing	PC/PM
2.	Data segregation report presentation	• Monthly activity Achievement has been reached 97% and cumulative 65% in March and beneficiaries reached 47% male and 53% female by March 2020.	Ongoing	PC/PM
3.	Newsletter feedback	• PC-ACCORD will prepare her project intro in a brief form for further use. • All projects should follow COAST picture-related circular and the caption must be clear and location, date and credit will be mentioned as circular. • All projects should include beneficiaries' feedback in the newsletter.	Ongoing	PC/PM
4.	PPT and project	**ISCP** • The burn rate of March has been reached 100% with a cumulative 29%.	Ongoing	PC/PM/M&E

| | progress report sharing | • Activity achievement of March 100%
• Good presentation
ELIBEC
• Activity achievement of March-100%
• Nice presentation.
ESRPE
• The burn rate of March-64% and activity achievement-70%
• Good presentation
• To mitigate the transportation problem of Camp-20ext and 4ext, PM will share this issue with the focal person through the mail.
PACE-Dry fish:
• Nice presentation but market linkage and selling quantity should increase as well as should careful about spelling.
• Every PPT presentation in the newsletter should have caption. Date, photo credit, and the key message of the picture will be in there.
PACE Crab:
• Nice presentation.
ENRICH:
• Burn rate of March-96%
• Activity achievement of March has been reached to 90%.
• Good presentation.
ACCORD
• The burn rate of March reached to 7% and cumulative-93%.
• Activity achievement-100%
• Good presentation but need to be more impact-oriented picture and font size should be chosen carefully for making it presentable and eye-friendly.
CFTM:
• The burn rate of march 41% and cumulative 41%
• Activity achievement of March 100%
• Should careful about using the organization logo. Distortion of logo must be avoided otherwise action will be taken.
• The front size and structure should be standard.
APC Project:
• Activity achievement of March 100% and cumulative burn rate 95.67%
• Good presentation.
• Careful about spelling.
Radio Meghna:
• The activity of March 100%
• Story should be concise and short.
• More impact-related pictures and stories should have to share.
• Should careful about word spelling and Presentation should be specific. | | |

		- Should use one language either English or Bangla in the whole presentation. - If the presentation is not satisfactory or implementation is not presented as instructed then this act will be charged with a fine as punishment. **CJRF** - Activity achievement of the march reached 100% - The project should share an impact-oriented case story and inspiration story of community people because of the ending project. - Google picture is not allowed in PPT so the program-related picture should share. - Appropriate picture should be used. **SFP** - Burn rate of march 102% and cumulative achievement 85% - Action-oriented pictures should share and avoid artificial picture in PPT. **CEPI** - The burn rate of March 100% and cumulative 98% - Caption should be more concise and clearer. - PPT should be prepared in bullet point. - PPT should be more structured and organized as well as careful about picture design. - Font size should be standard and need to avoid variety front size. - Need to care about alignment and picture caption as well should avoid blank space.		
5.	AoB	RTL, Head- FDMN, PM- ESRPE and Education will sit together and find out a solution for mitigating the land problem of CP and the LCs of Education Project.	25.04.2021	RTL, Head- FDMN, PM- ESRPE and Education
		PC/PM will share their quarterly beneficiary's feedback report by 25.04.2021 and data will be collected over phone, if needed.	25.04.2021	PC/PM
		All Staff will follow the organization's circular accordingly during the lockdown period. They will stay at their base station until further instructions.	Ongoing	All

Having no other issues to discuss, the meeting was ended with the vote of thanks by the JD-MEAL&R.

Notes taken by: Reviewed by:

(signature)   *(signature)*

Junaidul Islam   Md. Iqbal Uddin
Field Monitoring Officer   Joint Director- MEAL&R
ESRPE Project, COAST Foundation   COAST Foundation