

Minutes of the 118th Executive Committee (EC) Meeting (face to face and virtual) of COAST Foundation held at COAST Foundation Principal Office, Shayamoli, Dhaka on 21st January 2023 at 10:30am

Member participated:

1. Professor Tofail Ahmed PhD, Chairperson
2. Gawher Nayeem Wahra, Vice-Chairperson
3. Jacob Kumar Sarker, Member-EC
4. Rezaul Karim Chowdhury, Member Secretary (Executive Director, COAST)

Agenda transacted:

1. Review of the last 117th Executive Committee (EC) Meeting minutes
2. New Salary structure review and salary fixation of 2023
3. COAST Promotion Policy and Transfer Policy, 2023
4. COAST Central Organogram, 2023
5. Money laundering compliances of MRA
6. Any other business (AoB)

The Chairperson started the EC meeting with welcome note to all EC members and other COAST staff participants.

The major discussions and decisions of the meeting are as follows.

1. Review of the last 117th Executive Committee (EC) meeting minutes held on 24th December, 2022:

- a. Total 29 MF branch and 05 donor projects were audited during the period from Sep'22 to Nov'22. Major observations were, (i) Misappropriation of money, and illegal fund adjustment with members savings through fake signature still happening, (ii) Still savings has been withdrawing by giving fake signature of borrower by MF staff, (iii) Informal syndications of loan still happening, (iv) For donor projects, major observations are, lack of following proper approval process, and weakness on VAT/Tax calculation, deduction and its deposit in due time.
- b. The trend of MF Operation was shown from July'22 to Nov'22 (5m). Meeting found that the member and borrower balance increased at satisfactory level. Also increased the loan portfolio, surplus, equity which supposed to cross the target that was set for the FY202-23. The meeting also expressed their concern on proper planning for overdue management, arresting syndicate loan, and needful actions on internal audit findings.
- c. End of November 2022, the total budget utilization rate is 34% and end of June'23 it supposed to reach 90-100%. Considering the budget from July-Nov'22 (5m) and its expenditure, the utilization rate is 80%. Some of the expenditures have crossed the budgetary allocation those are medical expense, utilities, advertisement, travel, fuel & gas, networking expense. Treasurer suggested to prepare next year plan considering the price hike and real needs. The meeting also reviewed the VAT and Tax deduction and its deposit system and found all timely.
- d. The organization is implementing 15 development projects where 6 projects are related to Rohingya and Host Community in Ukhiya and Teknaf. Other three pipeline projects are (i) "Aquaculture project by World-Fish" The meeting has suggested to increase more donor projects including overhead and management cost to cover-up other non-MF expense in the organization.
- e. COAST has been following the Money Laundering Act-2015 properly. There are no any case of illegal functions like money laundering, terrorist financing, smuggling, illegal drug issues, and other illegal business at COAST.
- f. Where the Treasurer-EC proposed, and the Chairperson-EC approved the minutes of 117th EC Meeting held on 24th December 2022 with the consent of all other EC members.

2. New Salary Structure-2023

Director-CP re-presented the new salary structure 2023 of the organization, which has been reviewed after 6 years. This salary structure was review at 117th ECM held on 24th December 2022. Director-CP mentioned that, following methodologies have been considered for preparing the new salary structure.

- Review of salary structure (Last 2017)
- Comparative salary with peer organization
- Existing and proposed salary structure
- Income and expenditure analysis
- Inflation Adjustment

He also mentioned that,

- Two new structures for two positions are included which are Joint Director and Deputy Executive Director.
- The major aspect of salary structure is 21% increment in average. The highest annual increment rate will be 13% for lowest grade level (CSO/Guard/Gardener level) and the lowest rate will be 8% for highest grade level (for Executive Director). The lowest and highest-grade salary ratio will be 1:8.
- Tk.6.34 crore new liability [long term liabilities] will be waived for COAST in 2023 as the structure didn't consider increasing the basic salary for the year 2023.
- For increasing the salary, average monthly expenditure will be increased Tk.55 lakh (Field Tk.47 lakh and PO Tk 8 lakh) and yearly net income will be Tk. 27.45 crore (after covering the extra cost of salary and benefits).
- It was also presented the position wise new salary fixation comparing with present salary. The meeting again carefully reviewed the proposed new fixation and its financial impact on surplus/deficit, capital fund, and fund management. After reviewing the structure while the Treasurer-EC proposed, the Chairperson-EC has approved it after taking concern of all other EC members which will be effective from January 2023. The salary structure will again be reviewed in the year 2028, after 5 years.

3. COAST Promotion Policy and Transfer Policy, 2023

The DED mentioned about the promotion major criteria from Coordinator to Executive Director the following criteria will be applicable,

- Fluent English Proficiency with report writing.
- Presentable to the external affairs
- System developing capacity.
- Conduction of research independently
- Can direct and manager the works from others.
- Involvement in organizational strategic issues
- Satisfactory performance in the present position (It will be based on appraisal)
- Have visibility in the meetings/seminars/workshops at national and international level
- Analytical capacity on risk assessment of reputation for self and organization

The DED also mentioned that time discipline, advance plan and self- management are the criteria applicable for all positions and the promotion will be applicable if the job duration in the present position exceeds 3-5 years in case of lateral entry subjects to the vacant of the positions.

He also mentioned that transfer position will be applicable in the organization. Major principles are (i) RPC can transfer the positions of his/her region, (ii) Director-CP can transfer the RPC with the consent from DED and ED, (iii) PC can transfer the staff of his/her project, and (iv) Joint Director-Projects and Development Communication can transfer from one project to another with the consent of focal and DED.

The meeting carefully reviewed the policies and conduct necessary correction at the meeting. Later on while Mr. Jacob Kumar Sarker (Member-EC) has proposed, the Chairperson has approved the policies with the consent of other EC members.

4. COAST Central Organogram, 2023

The Deputy Executive Director presented the Central Office Organogram of 2023 to the meeting. He explained the job activities and reportable relationship to the supervisor to the EC. The DED mentioned that no. of ED position is 01, DED is 01, Director is 04, Joint Director is 03, Deputy Director is 03, Assistant Director is 09, Head is 05, Senior Coordinator is 05, Asst. Coordinator is 01, Asst Manager is 02, HRM Officer is 01, Office Assistant is 01, Driver is 01, Logistic Organizer (LO) is 01, and Common Service Organizer (CSO) is 04, Total 41 staff.

The DED mentioned that 05 staff have been promoted from Head to Asst Director and 03 from Asst Director to Deputy Director. The proportion has been considered because the promoted staff remained their previous position more than 7 years. The meeting has given thanks for presenting the Central Organogram of 2023 and has approved.

5. Money laundering compliances of MRA

The Director-FCC&EA informed the meeting that COAST is following the Money Laundering Act-2015 (amendment) properly till to the date. The issue regarding money laundering, terrorist financing, smuggling and illegal drug issues are being discussed in each group meetings as well as staff meetings. These issues are also mentioned in the passbooks so that the member participants can follow and be strict during spending their money borrowed from the organization.

The Director-FCC&EA also mentioned that there are not any illegal financing reported for money-laundering, terrorist financing, smuggling, illegal drug and any other illegal engagements in respect of MF operation (for loan disbursement, loan realization, members savings collection and other transactions), donor funded projects (fund receiving and its utilization) and other operation of COAST Foundation.

6. AoB :

- i. The Chairperson has suggested to start a school as per COAST model for branding COAST. It may start from primary education level and later on may go up to HSC. It could be a profitable concern as well. The Secretary informed the meeting that COAST will consider to its implementation at their convenient.
- ii. The meeting also urged to celebrate the Silver Jubilee of COAST establishment which will be held in this year 2023.
- iii. The Secretary informed the meeting that by next Feb'23 the dispute (Dag no problem) issue of Sonarpara land, Ukhiya, Cox's Bazar will be solved.
- iv. The decision has been taken that the 119th EC Meeting will be held on 25th March 2023.

Having no other discussions, the Chairperson concluded the meeting with the vote of thanks.

Prepared by

M Rezaul Karim Chowdhury
Member Secretary and
Executive Director, COAST Foundation

23-January 2023

Approved by

Professor Tofail Ahmed, PhD
Chairperson
COAST Foundation