

A Sr. Management Team (SMT) meeting was held at PO, Dhaka today on 18 March, 2020 presided over by the Executive Director. DED, Directors, JDs, DDs and ADs were present in the meeting. Meeting notes are as follows:

SI	Decisions	Responsible professionals	Date line
1.	<ul style="list-style-type: none"> Considering Coronavirus outbreak, one draft contingency plan will be developed for Rohingya community and another for us. Search WHO website to get new and authentic ideas for developing this plan. 	SKB, MIU SAH, THS	19.03.20
2.	<ul style="list-style-type: none"> A circular will be drafted today describing “mandatory task” for staff on precautionary measures to prevent Coronavirus inside the office and outside activities. 	MHD, MIU	18.03.20
3.	<ul style="list-style-type: none"> An article/leaflet will be shared with staff on how to wash hand properly. 	FAR	18.03.20
4.	<ul style="list-style-type: none"> If any staff got symptom of coronavirus attack, e.g. flue, cough, respiratory problem with sore throat, and if s/he does not declare and not go in “home quarantine”, s/he will get punished. A leaflet will be circulated on that. 	MHM	19.03.20
5.	<ul style="list-style-type: none"> A thermal kit will be bought for office by today. 	SKB	18.03.20
6.	<ul style="list-style-type: none"> SMT members are requested to join the online PPMM. 	SMT members	21.03.20
7.	<ul style="list-style-type: none"> Staff are requested to store essential goods for 15 days for their family, e.g. rice, dal, potato, etc. 	All	Ongoing

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

Notes taken by-

Md. Iqbal Uddin
JD-MEL&HA

18.03.2020

Annex: This week major activity plan:

SI	Staff Name	Position	Activity
1.	Sanat K Bhowmik	DED	<ul style="list-style-type: none"> Annual report, circular on corona virus PPMM and PACM
2.	Syed Aminul Hoque	Director-ME&IA	<ul style="list-style-type: none"> CJRF annual budget review
3.	Md. Ahsanul Karim	Director- FCA&HRM	<ul style="list-style-type: none"> Welfare fund audit BMTC construction
4.	Tarik Sayed Harun	Director- CP	<ul style="list-style-type: none"> PKSF sanitation program implementation
5.	Mujibul Haque Munir	JD-EFDCP	<ul style="list-style-type: none"> FD-6 of preparation of “together” project
6.	Barkat Ullah Maruf	JD-RSM&ICT	<ul style="list-style-type: none"> Annual report Radio Saikat
7.	Md. Iqbal Uddin	JD-MEL&HA	<ul style="list-style-type: none"> PPMM and PACM
8.	Ferdous Ara Rumees	DD-GT&CR	<ul style="list-style-type: none"> CCRMSC meeting conduction Literature develop- how to wash hand
9.	Sumaia Marium	DD-HRM	<ul style="list-style-type: none"> HR report, Last research report Recruitment
10.	Mahmudul Hasan Didar	AD-CO	<ul style="list-style-type: none"> Staff Conference Audit hearing and take next action
11.	Barequl Islam Chowdhury	AD-Ent.D	<ul style="list-style-type: none"> New project concept note develops
12.	Omour Faruk Bhuiya	AD-FM	<ul style="list-style-type: none"> IOM monitoring visit facilitation.