

A Sr. Management Team (SMT) meeting was held at PO, Dhaka on 10 February, 2020 presided over by the Deputy Executive Director (DED). DED welcomed all who have been promoted recently, especially in AD level and wished a dynamism in team spirit. Head, ADs, DD (Deputy Director)s, JD (Joint Director)s and Directors were present in the meeting. Meeting notes are as follows:

SI	Decisions	Responsible professionals	Date line
1.	<ul style="list-style-type: none"> <li>SMT meeting will be held regularly at 10.30am on every Sunday. If Sunday is closed for holiday or any other purpose, the meeting will be followed by the next day. Available senior colleague will preside over the meeting.</li> </ul>	SMT	Ongoing
2.	<ul style="list-style-type: none"> <li>Our colleague Sajid Ullah has been died in a tragic road accident recently. A condolence message will be uploaded in the website soon.</li> </ul>	BUM	11.02.20
3.	<ul style="list-style-type: none"> <li>All bills of PO picnic must be checked and approved by the DED by tomorrow</li> </ul>	AKB	11.02.20
4.	<ul style="list-style-type: none"> <li>Director-FCA&amp;HRM will submit documents for Annual Report tomorrow.</li> <li>Annual Report will be published by 31 March 2020 by BUM.</li> </ul>	AKB	11.02.20
5.	<ul style="list-style-type: none"> <li>Strategic Plan 2020-24 will be finalized by the third week of this month. PPT will cover the whole but presenter will concise it in the staff conference.</li> <li>Open secret method will be applied in the staff conference and compiled report will be shared with the DED at the evening of the conference day.</li> </ul>	DED, Presenter. PO representative	24.02.20  Conference day
6.	<ul style="list-style-type: none"> <li>Staff will no longer use Gmail as official email ID. COAST own email ID will be used henceforth. Staff Gmail ID will just remain for a certain period for continuing communication. An instruction will be given today in this regard.</li> </ul>	Abarul Islam, All	10.02.20
7.	<ul style="list-style-type: none"> <li>Visiting cards of PO colleagues will be produced at the end of this week.</li> <li>New ID card for all staff in field will be produced and sent to the field by 29 February.</li> </ul>	BUM, Abarul Islam	20.02.20 29.02.20
8.	<ul style="list-style-type: none"> <li>During the meeting, staff are requested not to attend any phone call except it is from the Executive Director or from the family members.</li> </ul>	All	Ongoing
9.	<ul style="list-style-type: none"> <li>All levels of directors will organize their team to pay homage to the language movement martyrs on the international mother language day.</li> </ul>	All	21.02.20
10.	<ul style="list-style-type: none"> <li>“Going Further Together” an international conference will be organized jointly by COAST, ERD and Netherland Embassy at BICC on 12.02.20. RKC, SAH, MKA and BUM are the participants. Technical support should be ensured from our side.</li> </ul>	Head-ICT	12.02.20
11.	<ul style="list-style-type: none"> <li>Staff must pay the seat rent and food bill for having or receiving services from the guest houses.</li> <li>For any guest use, the responsible staff will take approval from the Executive Director and submit the approval to the guest house manager ASAP.</li> <li>A <b>paid</b> seal will be used at the guest house as a mark of the payment is paid.</li> </ul>	All	Ongoing
12.	<ul style="list-style-type: none"> <li>Staff, who have not submitted their advanced plan yet will submit it today.</li> <li>Staff should submit their 3 months advanced plan at the end of each month.</li> </ul>	All	Ongoing
13.	<ul style="list-style-type: none"> <li>Staff in PO, who attends an external meeting, seminar, conference, etc. will prepare at least a half page note and share.</li> <li>Staff who attend or conduct an external meeting or important activity, should share the update with the DED from now on also.</li> </ul>	All	Ongoing
14.	<ul style="list-style-type: none"> <li>Training content on LFA and biosafety rules will be developed and conducted.</li> </ul>	FAR, SUM, MKA	31.03.20
15.	<ul style="list-style-type: none"> <li>Finger print attendance system will be established in all field offices.</li> <li>As we have a lot of discussions on ICT, Head-ICT will join the SMT meeting regularly.</li> </ul>	Head-ICT	31.03.20

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

Notes taken by-



**Annex: This week activity plan:**

SI	Staff Name	Position	Activity
1.	Sanat K. Bhowmik	Deputy Executive Director	<ul style="list-style-type: none"><li>• Staff conference and its methodology set</li><li>• Attend Bhola staff conference</li><li>• Meeting with team leader in Barisal.</li></ul>
2.	Syed Aminul Hoque	Director-ME&IA	<ul style="list-style-type: none"><li>• CJRF annual budget review</li><li>• CJRF annual report</li></ul>
3.	Md. Ahsanul Karim	Director -FCA&HRM	<ul style="list-style-type: none"><li>• Annual report, External audit, Tax return</li><li>• English translation of the Finance manual</li></ul>
4.	M Kamal Akanda	Director -A&SR	<ul style="list-style-type: none"><li>• ERD meeting and Going Further Together conference</li></ul>
5.	Barkat Ullah Maruf	JD-RSM&ICT	<ul style="list-style-type: none"><li>• Bay of Bangle, 3 event preparation</li><li>• Annual report activity</li></ul>
6.	Md. Iqbal Uddin	JD-MEL&HA	<ul style="list-style-type: none"><li>• IECM- DC office meeting in Bhola</li><li>• Attend staff conference in Charfession</li></ul>
7.	Ferdous Ara Rumees	DD-GT&CR	<ul style="list-style-type: none"><li>• CCRMSC January meeting conduction</li><li>• IECM- DC office meeting in Bhola</li></ul>
8.	Sumaia Marium	DD-HRM	<ul style="list-style-type: none"><li>• Recruitment</li><li>• APRRN Research paper work</li></ul>
9.	Md. Sahabuddin	AD-IA	<ul style="list-style-type: none"><li>• PO audit conduct</li><li>• Audit team GoToMeeting conduct</li></ul>
10.	Barequl Islam Chowdhury	AD-Ent.D	<ul style="list-style-type: none"><li>• New PCN develop</li><li>• Worldfish project budget prepare</li><li>• IoM project report compilation</li></ul>
11.	Md. Tariqul Islam	AD-FM	<ul style="list-style-type: none"><li>• CJRF Budget final</li><li>• CFTM FD-6 revise</li></ul>
12.	Md. Omour Faruk Bhuiya	AD-FM	<ul style="list-style-type: none"><li>• Tax return submission</li><li>• Picnic bill-voucher adjust</li></ul>
13.	Md. Abarul Islam	Head-ICT	<ul style="list-style-type: none"><li>• PO broadband net connection</li><li>• Staff email shift in new server.</li></ul>