

COAST, Principal Office, Dhaka. Date: 2January 2020

A PO Staff Coordination Meeting (POSCM) was held at Principal Office, Dhaka on 2January 2020 presided over by the Executive Director. The notes of the meeting were as follows:

Sl	Decisions	Responsible professionals	Deadline
1.	<p>Evaluation of staff and organization:</p> <ul style="list-style-type: none"> <li>(a) The organization and (b) staff will be evaluated by every staff. The method is to write (i) one positive and (ii) one limitation/negative issue. Every staff in PO will write it on Sunday 05 January and the Director will share them in the afternoon meeting at 3.00pm.</li> <li>The director will compile the organizational evaluation report that come from staff and share 2/3 days letter.</li> </ul>	All  SKB	05.01.20  08.01.20
3.	<p>Picnic:</p> <ul style="list-style-type: none"> <li>PO picnic date is primary scheduled for February 6, 2020.</li> <li>Executive Director requested staff to join the picnic with full family.</li> <li>Picnic in field will be organized on 24 January 2020.</li> <li>Picnic in FDMN will be organized on 25 January 2020.</li> <li>Representatives from PO will join the picnic. e.g. <b>Bhola:</b> SAH, Zahidul Islam. <b>Chattogram:</b> AKB, AR Farid. <b>Outreach:</b> MKA, Abarul Islam, <b>Noakhali:</b> MIU, Omour Faruk, <b>Barishal:</b> SUM, M Shahabuddin, <b>CxB:</b> MHM, S Sarfaraz. <b>UROC:</b> FAR, Sabbir Ahmed.</li> </ul>	Responsible, mentioned	06.02.20 24.01.19 25.01.19  24.01.19
4.	<p>Other:</p> <ul style="list-style-type: none"> <li>SMTM and POSCM should be conducted regularly by the senior person who will be available in the PO that time.</li> <li>A literature will be developed on “<b>Open Secret Method</b>” for our one pager school and staff will be oriented on that.</li> <li>ID card will be handed over to staff by January 20.</li> <li>A circular will be published in the national newspaper describing COAST ID card in order to prevent fake or false use of it.</li> <li>Staff will start using organizational server for using email address by February 2020.</li> <li>Staff should do their plan and set priority in the diary regularly.</li> <li>Staff will maintain dress code, and to do so, Branch Manager/ Office Leader will ensure that field staff wearing Keds and Hoody jacket during winter.</li> <li>If necessary, BM/Office leader will ensure purchase of Keds and hoody jacket from the staff salary.</li> <li>A presentation was given by the Director about the basic criteria of AD-ED. There were two types of criteria- (i) AD, DD and JD, and (ii) Director, DED and ED. The criteria will be placed to the EC meeting for approval.</li> </ul>	ED, Director, DD  FAR  Abarul Islam Director  Abarul Islam  All THS  BM/AM/RPC  Director	Ongoing  09.01.20  31.01.20 29.02.20  10.02.20  Ongoing 31.01.20   18.01.20

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  
AD-MEL&HA  
2 January 2020