

A PO Staff Coordination Meeting (POSCM) was held at Principal Office, Dhaka on 25 December 2019 presided over by the Executive Director. The notes of the meeting were as follows:

Sl	Decisions	Responsible professionals	Deadline
1.	<p>Year ending evaluation:</p> <ul style="list-style-type: none"> (a) The organization and (b) staff will be evaluated by every staff. The method is to write (i) one good thing achieved and (ii) one limitation to be improved next year for both. Every staff in PO will write it on next Sunday and the Director will share the compiled report on Tuesday on 31 December 19. 	<p>All</p> <p>SKB</p>	<p>29.12.19</p> <p>31.12.19</p>
2.	<p>Usage of room heater:</p> <ul style="list-style-type: none"> To get the most out of durability of a room heater, switch it off for 10 minutes after every 20 minutes of use. Use direct line, do not use extension cord/multi-plug for connecting the plug in and be sure it is tightly plugged in. 	All	Continue
3.	<p>Picnic:</p> <ul style="list-style-type: none"> PO picnic date is primary scheduled for February 6, 2020. A picnic committee is formed consisting Mustafa Kamal Aknada, M Shahabuddin and Sipon K Datta. Besides Gazipur, they would also look for a new venue for two days, e.g. Chhuty Resort or Chandpur travelling by a launch, etc. and place a tentative budget for reaching a decision. Picnic in field will be organized by January 2020. The Director and DD-CP will plan it out. One AD or Head from PO will join the field level picnic as PO representative. 	<p>MKA, M Shahabuddin, Sipon K Datta</p> <p>SKB, TSH</p>	<p>06.02.20</p> <p>26.12.19</p>
4.	<p>Other:</p> <ul style="list-style-type: none"> SMTM and POSCM should be conducted regularly by the senior person who will be available in the PO that time. All sections in PO should conduct GoTo meeting regularly. A literature will be developed on “Open Secret Method” for our one pager school and staff will be oriented on that. ID card will be handed over to staff by January 20. Staff will start using organizational server for using email address by February 2020. Christian and Buddhist staff will also enjoy one week leave during Christmas and Buddho Purnima. Staff should do their plan and maintain diary regularly. COAST will produce hoody jacket and bag for staff this year. Seaweed and dry-fish production database will be developed and their marketing linkage/outlet will be explored. Next year annual report will be prepared by BUM. 	<p>ED, Director, DD</p> <p>All</p> <p>FAR</p> <p>Abarul Islam</p> <p>MKA, SUM, Director</p> <p>All</p> <p>Sipon K Datta</p> <p>BIC, Ashaduzzaman</p> <p>BUM, SKB</p>	<p>Ongoing</p> <p>09.01.20</p> <p>31.01.20</p> <p>29.02.20</p> <p>Ongoing</p> <p>05.01.20</p>

What do we expect from the position of a director:

A mini workshop was instantly conducted during the meeting, staff made their opinion about what they expect from a director level position.

The Executive Director said, based on staff feedback, COAST will develop ToR for its PO to Directors level in next time. We want knowledge based staff.

The opinions were:

<ol style="list-style-type: none"> 1. Forecasting and strategic planning capacity, 2. Knowledge level and Networking ability, 3. Motivation capacity, 4. Participatory decision making attitude, 5. Honesty and integrity, 6. Research conducting capacity, 7. Authority and ability of giving direction, 	<ol style="list-style-type: none"> 8. Team building and supportive, 9. Responsive, 10. Communication and positivism, 11. Policy level knowledge, 12. Innovative and creative, 13. Value oriented, 14. Role model.
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Next week activity Plan:

Sl	Staff Name	Position	Activity
1	Rezaul Karim Chowdhury	Executive Director	<ul style="list-style-type: none"> • Sustainability of organization • Develop human resource • Land purchase for establishing hotel and technical educational institutions.
2	Sanat K. Bhowmik	Director	<ul style="list-style-type: none"> • Diary printing • IOM project agreement and staff recruitment • Seaweed project startup activities.
3	Barkat Ullah Maruf	AD-RSM&ICT	<ul style="list-style-type: none"> • One project review report prepare • One page evaluation report prepare • Accomplish two printing of IOM project.
4	Mujibul Haque Munir	AD-EFS&DC	<ul style="list-style-type: none"> • IPC project new agreement completion • IPC project two training conduction • ACCORD project inception • Our ocean project startup work.
5	Md. Anwar Hossain	Head- FIS&MIS	<ul style="list-style-type: none"> • Fund transition work • MCM conduction.
6	Md. Asaduzamman	Head-Accounts &EA	<ul style="list-style-type: none"> • Bank und management • PKSF and Bank repayment.
7	Md. Arif Dewan	Coordinator- PA&C	<ul style="list-style-type: none"> • Water Development Board seminar preparation, • Position paper and communication sheet develop.
8	Salehin Suraraz	Coordinator- P&A	<ul style="list-style-type: none"> • Clearance certificate collection for districts • Yearly closing report preparation.
9	Mustafizur Rahman Golap	Asst. Coordinator- ICT &CR	<ul style="list-style-type: none"> • BTRC communication for radio issue • Radio Meghna visit • Birthday celebration preparatory work of Radio Meghna on 18 February 2020.
10	Razib K Bhowmik	Sr. Coordinator- Finance and Admin	<ul style="list-style-type: none"> • Yearly closing report prepare • Asset management
11	Sabbir Ahmed	Coordinator- Finance and Monitoring	<ul style="list-style-type: none"> • Multiser project FD-6 revise • Project finance year closing.
12	Md. Abarul Islam	Head-ICT	<ul style="list-style-type: none"> • ID card printing • UNHCR project purchase • Radio Saikat related activities.
13	Sipon K Datta	Head- Accounts	<ul style="list-style-type: none"> • Final payment • PF work and medical bill payment
14	Omar Fauk Bhuiya	Head- Finance Monitoring	<ul style="list-style-type: none"> • Project year closing • Yearly reporting
15	Md. Hasibul Haque	Head-HRM	<ul style="list-style-type: none"> • Diary distribution • Supporting HR activities.

Sl	Staff Name	Position	Activity
16	Sraboni Shaha	Manager- Admin	<ul style="list-style-type: none"> • Medical and regular bill payment • Daily Transaction
17	Farha Hadiya	Coordinator- M&E	<ul style="list-style-type: none"> • Annual report, • Project closing report.
18	Md. Abul Hasan	Program Head	<ul style="list-style-type: none"> • Closing report prepare • CEPI and MJF project visit.
19	Md. Iqbal Uddin	AD-MEL&HA	<ul style="list-style-type: none"> • IOM project Evaluation report prepare • PC/PM monthly report collection.
20	Syed Aminul Hoque	DD-ME&IA	<ul style="list-style-type: none"> • CFTM project work • Proposal draft
21	Md. Ahsanul Karim	DD-FCA&HRM	<ul style="list-style-type: none"> • Burn rate and project closing work • Next Board meeting preparation • Bhola and Cox'B construction.

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
26 December, 2019