

Project Performance Monitoring Meeting (PPMM)

COAST Trust Principal Office, Dhaka; Date: 16-17 November, 2019

The PPMM was held at COAST Principal Office in Dhaka on 16th November, 2019. Participants were the project leaders and monitoring officers from different projects. The Director, Deputy Director, Assistant Directors and Heads were present in the meeting and assisted to take decisions while AD-MEL&HA moderated the whole session.

Agenda:

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| <ol style="list-style-type: none"> 1. Last meeting minutes review 2. HQAI audit feedback sharing 3. Risk Assessment format 4. PoP and Project quarterly plan 5. Field visit findings sharing 6. Life skills assessment with staff 7. Maintaining deadlines 8. Management tips on time management 9. Advanced plan and format 10. GoTo meeting follow-up | <ol style="list-style-type: none"> 11. Visit Register writing 12. Report and PPT presentation by PC/PM 13. AoB <ol style="list-style-type: none"> a. Accommodation b. Missed call alert c. ID card d. Visiting card e. Video documentary, colorful flyer and booklet printing |
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Discussion and Decisions:

SL	Agenda	Discussion and Decision	Deadline	Responsibility
01	Last meeting minutes review	<ul style="list-style-type: none"> • By 30th November, service mapping and emergency contact numbers will be on display in camps and other projects. • Appropriate planning and setting up priority of our daily work are important. We can use different colors to mark it. • All PC/PM will buy a tab by 30th November 2019. Only Konika Rani from Radio Meghna will get tab from office. • For the inclusion of Code of Conduct in the HR policy, AD-MEL&HA will discuss the issue with the Director. • Beneficiary feedback will be discussed regularly in the staff monthly meeting for learning and sharing, and necessary steps will be taken to address those feedbacks. • Staff with beneficiary will also discuss and take necessary initiative to prevent sexual exploitation, abuse and harassment in implementing their programs. In monthly meeting minutes, discussion on beneficiary feedback and decisions will be documented. • Project leaders will write a learning section in the upcoming annual report. • All complaints should be recorded in the register and normally be dissolved at base. Only critical, financial and SEA related case will be forwarded to the CCRSC (Central Complaint Response Standing Committee). • All case including referral will be dissolved within minimum 7 days and maximum 30 days. • Whatever result we received from COAST or referral organization that will be informed the complainant. • The organization will ensure full protection of the complainant. <p>Feedback on project documents:</p> <ul style="list-style-type: none"> • Radio Meghna will submit English newsletter from now on. 	<p>Ongoing</p> <p>30 Nov.19</p> <p>Ongoing</p> <p>30 Nov.19</p> <p>Dec. 19</p>	<p>PC/PM/ M&E</p> <p>AD-MEL & HA</p> <p>AD-MEL & HA</p>

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		<ul style="list-style-type: none"> • Newsletter should be rich and followed up by six contents provided. 		
02	HQAI audit feedback sharing	<ul style="list-style-type: none"> • The HQAI audit team appreciated the implementation of the projects regarding the CHS commitments. But they also shared some scope of improvement in some specific areas- <ul style="list-style-type: none"> – Project beneficiary data segregation – Regular evaluation, and – Making exit plan and informing target group. • From the beginning of a project, we will engage the beneficiary in project in designing to exit strategy. 	Ongoing	All Staff
03	Risk assessment format	<ul style="list-style-type: none"> • Those projects who didn't submit their risk assessment format by 22 September, 2019 are requested to send it as early as possible. • Project staff will assess the risks with beneficiary. • Every quarter, one risk assessment will be completed. 	Ongoing	PM/PC
04	Plan of operation (PoP) and project quarterly plan	<ul style="list-style-type: none"> • New or revised Plan of Operations (PoP) of projects will be sent to AD-MEL&HA by 15th December, 2019 for uploading in the COAST official website. • Every Project Leaders will follow the plan of operation (PoP) and prepare advance plan according to that. 	15 Dec.19 Ongoing	PM/PC/M&E
05	Field visit findings sharing	<ul style="list-style-type: none"> • In last two months, AD-MEL&HA and Head-MEAL&SD visited different projects. They observed- <ul style="list-style-type: none"> – As per plan of operation, work plan couldn't maintain properly. – They did not hang complaint submission number and maintain register. All have to do that. – No proper documentation of reports • Field visit plan for staff is a must and every staff need to write movement. • No staff will write movement, not receive TA/DA. • Budget burn rate should be updated in the PIU chart. 	20 Nov. 19	
06	Life skill assessment with staff	<ul style="list-style-type: none"> • Supervisor will fill this format in every two months and send it to the Director by 10th date of next month. • The Director himself will verify the filled format if there is any inconsistency in format that filled up by supervisor will be under disciplinary actions. 	Ongoing	All concerned
07	Maintaining datelines	<ul style="list-style-type: none"> • Everybody should submit reports timely. • Do not phone for not coming in PPMM/PACM. 	Ongoing	All concerned
08	Management tips on time management	<p>To build up human resource and excel their capacities, in every PPMM, we share some tips, this time tips were on time management, shared by the Director. Major discussion points about 9 mistakes by the managers and these are described below::</p> <ol style="list-style-type: none"> Believing that if you have the key to time management, life would be better. Ignoring that you have a time management challenge. 	Ongoing	All concerned

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		<p>iii. Not delegating enough: You have to know about his/her quality or knowledge before delegating work. If you share something with colleagues then the work may lighten.</p> <p>iv. Not planning of your day and week: You have to make daily and weekly plan and it is must but not to matching with monthly plan, it is not mandatory.</p> <p>v. Being inflexible: Do not show excess power, being flexible.</p> <p>vi. Perfection can't be goal: No matter how much work is done perfectly it is not needed because no one is perfect. It seems, about don't use because decision can't take over these types of words. There is no relation between staff and salary. Salary will be increasing by analyzing and assessment on a staff.</p> <p>vii. Working all the time: Walking for 5 minutes after working an hour. We shouldn't call someone for doing something, we may do it by ourselves. No need to work in holidays because now we are a big organization.</p> <p>Viii Watch your commitments: We need such a staff for long time as well as his/her work. So, be strict on your commitment.</p> <p>ix. Trying something once and then pushing in aside</p>		
09	Advance Plan and format	<ul style="list-style-type: none"> The Director said that we should maintain time and schedule in proper way. We have to do proper advance plan regarding PoP and leave plan. We should also do review of our monthly activities. 	Ongoing	All staff
10	GoTo meeting follow up	<ul style="list-style-type: none"> Decisions which had been taken in the last GoTo meeting were reviewed and updated thoroughly. 	Ongoing	PC/PM
11	Visit register writing	<ul style="list-style-type: none"> Maintain visit register in every field offices and ensure writing visit feedback in it. Complete visit with checklist, if possible. 	30 November	PC/PM/M&E
12	Report and PPT presentation by PC/PM /M&E	<p>September and October, 2019 activity progress reports were presented. The feedback was-</p> <p>ECOFISH Project: Good presentation.</p> <p>Gender & Aquaculture Project: Good presentation.</p> <p>UNICEF Education Project: Good presentation.</p> <p>Tear fund project: Meeting participants and male, female should uphold separately. We shouldn't write as a challenge which we can't do early. Assumption which we wouldn't control that should not be included in PPT which can be addressed and which not to be. Logo of COAST has been changed so new logo must use from now onl.</p> <p>IECM Project: Good presentation. But guest/resource person must be highlighted and front of center. Do not use 'PROTIBONDHI' to understand disable. Please use "children with special needs".</p>	Ongoing	PC/PM/M&E

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		<p>ACCORD Project: First time but good. TL-UROC will make an internal plan and guide them for getting knowledge about project.</p> <p>ENRICH Project: Meeting participants such as male, female, disable should be counted separately. Time should maintain strictly when you present the PPT. Spelling must check before submitting. Photo Credit- who, where, when and activities name should mention.</p> <p>FH-Hirondelle: Don't use donor's logo in an internal issue.</p> <p>Radio Meghna: Beneficiary interview will add from next time.</p> <p>UNICEF Child Protection: Good presentation.</p> <p>PACE-Dry Fish Project: Need to improve presentation skill.</p> <p>CJRF Project: Good presentation.</p> <p>NRC Youth Project: No group photo included in PPT. No celebration of birthday party, taking group photo and finally uploaded in Facebook.</p> <p>DAWN Project: Good presentation.</p> <p>SFP: Caption should be clear and photo credit is must. Learning and challenge should be included.</p> <p>PACE-Crab fattening Project: Good presentation.</p> <p>IOM Project: Presentation must be focused on action-oriented news. Tanzira will help PC-IOM for recover this issue.</p> <p>UNHCR IPC Project: Good & informative presentation. Learning & challenge should be documented.</p> <p>CEPI Project: Write in a way that show impact. Results and impact level photo must be included in PPT.</p> <ul style="list-style-type: none"> • From next PPMM M&E Officer will present the PPT but PC/PM will decorate the PPT. • In photo credit section, 4 parts should be added for better explanation. These are: Context/Situation, Name, Place and Date. 		
13	AoB	<p>A. Accommodation: Decisions for accommodation in the Guest House were:</p> <ul style="list-style-type: none"> • One room will be kept for the female participants' only. • Another room will get the senior colleagues and those who have not budget in project to pay rent outside. • Other participants' who have available budget in their project will stay in outside hotel. <p>B. Missed call alert: Everyone staff will connect with the missed call alert service in their official SIM. To get connected the dialing code is *121*6*1*3#</p> <p>C. ID card:</p> <ul style="list-style-type: none"> • Every project leader will take a quick initiative to collect the COAST ID card from those staff who left or separated from the organization but not handed over their ID card. • For more authenticity, Bar code will be used in ID card • In future, if someone submit resignation letter or release from the organization, it is must to deposit their ID card in office. 	Ongoing	AD-MEL & HA and Head-HRM
			Ongoing	All staff
			Ongoing	IT Department

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		D. Visiting card: There will be no visiting card for the field level staff and it will be implemented sooner. They will use their organizational ID card only.	Ongoing	PC/PM/IT Department
		E. Video documentary, printing and publication: There are some work pending on said issues. The Director will look into that matter to speed up progress.	By Nov' 19	AD- RSM&ICT, Director

Having no other issues to discuss, the meeting was ended with vote of thanks by the Director and AD-MEL&HA.

Notes taken by:

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