

COAST, Principal Office, Dhaka. Date: 26 May, 2019.

A meeting was organized at PO on 26 May, 2019 chaired by the Director. The agenda of the meeting were as follows:

SL No	Particular	SL No	Particular	SL No	Particular
1	Last meeting minutes review	6	Courtesy in life	11	No pending work
2	Staff training	7	Code of Conduct signing	12	Website update
3	Plan of Operation and Advance Plan	8	PO meeting	13	Office security
4	Diary writing	9	Sectorial meeting	14	Festival circular
5	Field visit	10	Study of new policies		

SI	Decisions	Responsible professionals	Date line
1.	Last meeting minutes review: <ul style="list-style-type: none"> Official transaction days of PO office are Sunday, Tuesday and Thursday. This is a gentle reminder for all PO staff to maintain this schedule. 	All staff	Continue
2.	Staff Training: <ul style="list-style-type: none"> If any staff participate in any training, he/she must sign in an agreement. This agreement will be kept in his/her personnel file. It is mandatory to inform AD-GT&CR before participating any training. 	FAR	Continue
3.	Plan of Operation and Advance Plan <ul style="list-style-type: none"> Plan of operation write-up should be submitted before the last working day of this month. Every PO staff must submit his/her monthly advance plan in written to his 1st supervisor on last working day of every month. Every staff should give 7 day advance working plan before Eid al-Fitr for doing their work tensionless after Eid vacation. 	All 1 st supervisor	30.05.19
4.	Diary Writing : <ul style="list-style-type: none"> Every staff must write diary every day. Daily plan of every staff will be checked by his/her 1st supervisor. If 1st supervisor will not find any written plan in diary. This decision will be effective immediately. 	All 1 st supervisor	Continue
5.	Field Visit <ul style="list-style-type: none"> All PO staff must be ensured two field visit in every month. 	All staff	Continue
6.	Courtesy : <ul style="list-style-type: none"> All staff has to maintain and practice the norms and show courtesy of the organization. 	All staff	Continue
7.	Code of Conduct Signing: <ul style="list-style-type: none"> Every staff must read the Code of Conduct policy and will put his /her signature in every page. Then it will be submitted to the HR. HR has to ensure making all staff signing before Eid al-Fitr. 	SM	03.06.19

SI	Decisions	Responsible professionals	Date line
8.	PO Meeting: <ul style="list-style-type: none"> All staff meeting in principal office will be held twice in every month. So, it is mandatory to arrange a meeting in every after 15 days. 	MKA	Continue
9.	Sectorial Meeting: <ul style="list-style-type: none"> It is requested to arrange a sectorial meeting in every week. 	Sectorial chief	Continue
10.	Study of New Policies: <ul style="list-style-type: none"> All staff must read all policies and Board of Trustees deed available in website. 	All staff	Continue
11.	No pending work: <ul style="list-style-type: none"> All staff are requested to complete their pending work within their date line. All pending work should be completed before Eid. 	All staff	Continue
12.	Website update : <ul style="list-style-type: none"> It is recommended to update website regularly. Decision will be finalized by the Executive Director whether salary of staff will show or hide from the website. 	AI & SH	30.05.19
13	Office Security: <ul style="list-style-type: none"> It needs to confirm two staff in PO for office security during the vacation of Eid-UI-Fitr. Field office security must also be ensured during the vacation of Eid-UI-Fitr 	MKA	30.05.19
14	Festival Circular <ul style="list-style-type: none"> Festivals (Eid al-Fitr, Eid al-Adha, Durga Puja, Buddha Purnima, Christmas etc.) circular will be issued immediately after following government circular. The decision will be effective from next festival. 	MKA	Continue

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

Notes taken by-
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CJRF Project

27.05.2019