

COAST, Principal Office, Dhaka. Date: 15 April, 2019.

A Senior Management Team (SMT) meeting was held at PO on 15 April 2019 moderated by the Executive Director (ED). The ED shared his recent CHS alliance visit experience in Geneva that covered risk assessment analysis issue. The notes of the meeting were as follows:

SI	Decisions	Responsible professionals	Date line
1.	<ul style="list-style-type: none"> Risk and complaint response mechanism will be analyzed from field to Principal office and compiled report will be submitted to ED. ED will present this report to the BoT. An orientation will be organized at PO after analyzing the CHS risk assessment learning papers. 	AKB and FA Rumees AKB	Ongoing 30.04.19
2.	<ul style="list-style-type: none"> English translation of all new policies to be submitted to CHS and HQAI representatives by tomorrow. 	MIU	16.04.19
3.	<ul style="list-style-type: none"> A training will be organized in Cox's Bazar on Sphere Handbook. Module have to be developed. One representative from Dhaka office will present in every MF foundation training. 	Shahinur, FAR THS	30.04.19 Ongoing
4.	<ul style="list-style-type: none"> COAST Joint Stock Company Registration draft deed will be submitted to the ED. 	TSH	30.04.19
5.	<ul style="list-style-type: none"> Recruitment for MJF project will be completed soon. Mr. Zia from MJF will be invited to attend the interview. Advertisement for M&E officer recruitment of UNHCR project will be published soon. Recruitment process for World Fish project will begin soon. HR data entry in software will be completed soon. 	SUM, SKB SUM	17.04.19 Ongoing 30.05.19
6.	<ul style="list-style-type: none"> Bhola training center, Deed of agreement for land purchase in Ukhiya and Procedure for flat purchase in Shyamoli, Dhaka will be completed soon. A literature will be developed from Rohingya response experience and an orientation to be given to the finance and accounts section people to deal with that financial challenges in future. 	AKB, THS AKB, MKA AKB	30.05.19 30.04.19
7.	<ul style="list-style-type: none"> An assessment for measuring networking frequency of Radio Meghna will be conducted. Radio set with subsidy will be purchased for Listeners' Club. A mass gathering of listeners will be arranged By Radio Meghna in June and a budget will be prepared and submitted to ED. 	FAR, BUM, MAI FAR	30.05.19
	<ul style="list-style-type: none"> Herondelle FD-6 will be submitted tomorrow and FD-7 will be revised adding unspent money. EGN FD-6 will be submitted this month. 	MKA, BUM	30.04.19
8.	<ul style="list-style-type: none"> Seminar on WTO/E-commerce negotiation will be organized. 	BUM, MKA, SAH	30.05.19
9.	<ul style="list-style-type: none"> In view of our new constitution, this meeting will be called as Senior Management Team (SMT) meeting henceforth. On behalf of the Executive Director, the Director will be the custodian and secretariat of this meeting. 	SKB	Ongoing

Next week activities:

SI	Name	Activities
1.	Barkat Ullah Maruf	<ul style="list-style-type: none"> Hirondelle Foundation's FD-6, FD-7 approval activities. Assist in developing new website.

SI	Name	Activities
2.	Md. Abarul Islam	<ul style="list-style-type: none"> • New website develop for Tax justice and Localization campaign. • Upload profile of BoT members, BoT meeting minutes and Audit report in COAST website.
3.	Ahsanul Karim Babor	<ul style="list-style-type: none"> • Tax justice issue put in website. • Bhola visit. • Burn Rate meeting. • Flat purchase activities.
4.	S Aminul Hoque	<ul style="list-style-type: none"> • CFTM meeting preparation. • Develop a seminar paper to form a caucus on coastal issue. • Work on payment structure change of CJRF project. • A report prepare on WSIS prize receiving to be uploaded in website. • An audit report on Noakhali fraud case.
5.	Mujibul H Munir	<ul style="list-style-type: none"> • Work on UNICE Education new project submission. • Work on Our Ocean project proposal. • Prepare annual report first draft.
6.	Tarik Said Harun	<ul style="list-style-type: none"> • An investigation report on Noakhali fraud case. • Joint stock company registration work. • Land purchase work in Cox's Bazar. • Arrange MRA and PKSF visit in Cox's Bazar.
7.	Ferdous Ara Rumea	<ul style="list-style-type: none"> • New Radio set find and purchasing initiative. • New PSA announcement and program content develop for radio. • Sphere training content develop with Shahinur. • Content develop for organizing leadership training for Sr. MF staff. • Compilation of gender based complains, received.
8.	Sumaia Mariam	<ul style="list-style-type: none"> • Recruitment for CEPI, Child protection, UNHCR and MJF project. • HR data entry in software.
9.	Iqbal Uddin	<ul style="list-style-type: none"> • New policies in English send to CHS and HQAI representatives. • A literature prepare on what COAST did to meet the CARs. • Beneficiary feedback report compilation and submission.
10.	Mustafa Kamal Akanda	<ul style="list-style-type: none"> • Work on Bhola office car and mutation on S. Aicha land. • Preparation on Localization campaign.
11.	Sanak K. Bhowmik	<ul style="list-style-type: none"> • A new proposal develop covering gender and agriculture issue. • A quadrennial report prepare for Ecosoc. • World Fish agreement signing. • Support in recruitment process.
12.	Rezaul Karim Chowdhury	<ul style="list-style-type: none"> • CCNF meeting preparation. • Meeting with donor on localization process on 25 April at Canadian embassy. • Cox's Bazar visit. • Support on Joint stock company registration related work.

Prepared by-

Md. Iqbal Uddin
AD-MEL&HA
15.04.19