

Minutes of the Project Performance Monitoring Meeting (PPMM)

COAST Trust Principal Office, Dhaka; Date: 9th -10th March, 2019; Time: 10:00am

The PPMM was held on 09th - 10th March, 2019 at COAST Principal Office in Dhaka. Participants were project coordinators/managers and monitoring officers of different projects. The Director, Assistant Directors and Heads were present in the meeting and assisted to take decisions while Md. Iqbal Uddin, AD-MEL&HA moderated the meeting.

Agenda

1. Last meeting minutes review.
2. Orientation on new policies to meet CHS requirements
3. Using of new formats
4. Learning, documentation & sharing
5. Technical Session on (GoToMeeting software, Commitment & Professionalism, Learning & changes, HR vs. HA, Staff Development, Office discipline, Following of supervisor instruction)
6. Complaint & Response Report
7. Burn rate
8. Field visit
9. Weekly meeting
10. Feedback on newsletter
11. Report Presentation
12. AoB
 - Connecting Head-MEAL & HR in report and document sending
 - Copies of necessary papers of staff during joining and transfer
 - Gender meeting in UROC
 - Training
 - Theme of Non-Core Program replaces Social Development Program.

Discussion and Decisions:

SL	Agenda	Discussion and Decision	Deadlines	Responsibility
01	Last meeting minutes review	<p>While reviewing the last meeting minutes, AD-MEL&HA showed project-wise report receiving matrix within the deadlines. He said-</p> <ul style="list-style-type: none"> • Staff should follow the deadlines for submitting monthly and PPMM reports. PPMM reports should be submitted before two days of PPMM. • Head- MEAL & HR will get copies of all reports and documents to be sent to the AD-MEL&HA. • The Director said that if anyone submits report even one day after the deadlines, his/ her salary will not be disbursed until the getting approval from Director. • PC/PM, Head-MEAL&HR and TL will check the Center Standard hanged in every center in UROC and will send 5 pictures of 5 centers to AD-MEL&HA. • They will monitor the centers' grading following the checklist provided. • Onsite monitoring checklist format will be used by PC/PM during field visit. • Staff will prepare their plans and use diary regularly. PC/PM will give an orientation to new staff on how to use the diary the best. 	Ongoing	PC/PM
02	Orientation on new policies to meet the CHS requirements	<ul style="list-style-type: none"> • AD-MEL&HA took a session on newly prepared policies as well as he discussed about CHS's requirements and our duties. New policies were- <ul style="list-style-type: none"> - MEAL policy (revised). - Code of Conduct. - Information secrecy and privacy policy. - Risk assessment policy. 	Ongoing	All Staff

SL	Agenda	Discussion and Decision	Deadlines	Responsibility
		<ul style="list-style-type: none"> - Safeguarding policy. - Complaint and response mechanism. - Security and staff well-being policy. <p>Feedback:</p> <ul style="list-style-type: none"> • All names of policies have to be mentioned in the Code of Conduct. • Every employee has to be aware of about nine commitments of CHS alliance and policies of COAST. • Staff will aware the beneficiaries and stakeholders about their duties and responsibilities as described in the policies. 		
03	Using of new formats	<p>To involve beneficiary, get feedback and avoid risks, COAST Trust has developed three (3) formats, to be used in field operations-</p> <ol style="list-style-type: none"> 1. Beneficiary feedback format. 2. Assess the actual or unintended negative effects of project, if any, and 3. Risk assessment format. <ul style="list-style-type: none"> • FGD and assessment will be conducted in every three month in each project and report will send to the AD-MEL&HA. PC/PM are requested to conduct one FDG and Assessment by March and report by 4 April 2019. • Besides Social Development Programs, Core Program (MF) will practice these 3 formats and report to AD-MEL&HA and CC to DD-Core Program. • The findings and learning will be shared to the monthly staff meeting. 	Continuous	PM/PC
04	Learning, documentation and sharing	<ul style="list-style-type: none"> • Learnings from beneficiary feedback and risk assessment will be shared to the staff at the monthly meeting and documented in the meeting minutes. • Learning should be shared in the newsletter, PPMM and in annual report. 	Continuous	PM/PC/M&E
05	Technical Session	<p>In every PPMM, the Director or any senior staff will take a technical session as a part of staff development. In this meeting staff have been oriented on-</p> <ol style="list-style-type: none"> 1. GoToMeeting conduction: With the facilitation of Head-ICT a technical session on how to organize a GoToMeeting online was conducted. 2. Commitment & Professionalism: The Director took a session on commitment & professionalism and said the employee who is professional and committed to COAST is the most preferable to this organization. 3. Learning & Changes: The Director said that there is a need to learn & make necessary changes in daily life. Nobody could develop otherwise. 4. Staff Development: The organization has taken a lot of initiatives for staff development, e.g. training, orientation, feedback, etc. This time for developing English proficiency, PC/PM will write 100 words in every month and will send to Director and AD-MEL&HA by 20 of each month. The Director and AD-MEL&HA will give feedback on their writings. 5. Difference between Humanitarian Accountability (HA) and Humanitarian Response (HR): The Director gave a brief on these terms- HA: rules, regulations, standards and responsibilities of staff and organization to the beneficiaries and stakeholders that improve the quality of a program. HR: is the activity or program taken for alleviating the sufferings of the people affected by crisis. 6. Office discipline: Staff has to follow the office disciplines like coming to work on time as well as following other rules and regulations of COAST. 7. Following of supervisor instructions: Instructions from supervisors should be followed by all employee, otherwise it will be considered as an offense. 	Continuous	All

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		8. The evidences of all disciplinary actions will be kept in personnel file of respective staff.		
06	Complaint & Response Report	<ul style="list-style-type: none"> Complaint and response report will be sent to AD-A&SR and AD-GT&CR every month. PC/PM will track, how many complaints they received and solved. PC/PM will take initiative to inform beneficiaries and stakeholders on how to submit a complaint and get a response. 	Continuous	PM/PC
07	Burn Rate	<ul style="list-style-type: none"> We expect monthly burn rate of project should be at least 80%. Yearly or in closing of yearly it must be 100%. 	Continuous	PC/PM/ Finance officer
08	Field visit	<ul style="list-style-type: none"> Every PC/PM and M&E of project will visit field at least thrice in a week. They will collect the findings by using the checklist/format and share them to the weekly/monthly meeting for improvement. 	Continuous	PC/PM
09	Weekly meeting	<ul style="list-style-type: none"> Every project will conduct their weekly meeting with PIU staff. They will review the last week activities and plan for next week. 	Continuous	PC/PM
10	Newsletter feedback	<p>CFTM: Good writing and issues are well defined. Targets and achievements should be in the newsletter.</p> <p>CJRF: Good impact story. Achievements of previous month should need to incorporate.</p> <p>DEC-CARE: Impact is needed to highlight.</p> <p>UNICE Education: Changes made among the students should be included.</p> <p>ENRICH: Quality pictures is needed and caption must be included with pictures.</p> <p>Child Protection: Picture caption as well as impact have to be included.</p> <p>IECM: Overall stories are good but picture captions are needed to include.</p> <p>Redio Meghna: Good writing. Picture caption, title, target as well as achievement are needed to include.</p> <p>PACE: Have to include the number of activities and stories.</p> <p>SFP and ECOFISH: Good impact stories found.</p> <p>Tear Fund: Photo credit has to be mentioned.</p> <p>Tarun Alo and Ujjibito: Good in writing.</p>	Continuous	PC/PM
11	PowerPoint presentation	<p>January & February'19 activities were presented. Feedbacks were-</p> <p>UNICEF Education- Impact should be focused in the next PPT.</p> <p>ERPORA- Two months target vs. achievement should be focused in report and PPT. Impact is needed to highlight.</p> <p>Dry fish- Target wise achievement is needed to include as well as more activities are required.</p> <p>PACE-Crab fattening- Target wise achievement are needed to include in PPT.</p> <p>UNICEF Education: Unnecessary issues are needed to avoid. Salary and other facilities cannot be raised and discussed in the staff meeting. Quality full pictures, captions, date, photo credit are needed to include.</p> <p>NRC Youth—PPT should be presentable specially the font size. Content should be needed to increase. Newsletter needs to send to AD-MEL& HA</p> <p>SFP: Good PPT but contribution of COAST should be highlighted. Have to careful about picture size in ppt.</p> <p>Tearfund project: Photo credit is essential.</p> <p>UNICEF Child protection: Careful about aesthetic view during preparing a ppt.</p> <p>CFTM: Meeting should be called by chairman of climate forum.</p> <p>Ujjibito: Have to careful about banner design, logo size as well as title.</p>	Continuous	PIU

SL	Agenda	Discussion and Decision	Deadlines	Responsibility
		<p>Radio Meghna: Need to be careful about font size so that it is visible. Have to be careful about spelling, means of verification in terms of impact identification. References are essential while using listener's feedback.</p> <p>ECOFISH and ENRICH: Target and achievement should be in the presentations.</p> <p>CJRF: Contents should be increased in ppt.</p>		
12	AoB	<ol style="list-style-type: none"> 1. Connecting Head-MEAL & HR in report and document sending: From now on, PC/PM will give copy of every report and document to the Head-MEAL&HR. 2. Copies of necessary papers of staff during joining and transfer: <ol style="list-style-type: none"> 2.1. Every staff will produce two (2) copies of necessary papers while joining. One set will be preserved at the Principal Office and another is in his/her personnel file at base office. HR section will ensure that. 2.2. When transfer happen, staff will collect copies of all necessary papers from their personnel file and carry along with him/her to their base and ensure documentation of those papers happened in their personnel file. 3. Gender Meeting in UROC: <ol style="list-style-type: none"> 3.1. In every month, two gender meetings will be conducted. One will be held on 15th of the month and another one on 30th. If 15 or 30 is holiday or weekend, the meeting will be shifted to the next day. 3.2. Open secret method will be applied during conducting the gender meeting. 3.3. Number of participants of each meeting will be around 20. Meeting minutes will be sent to AD-GT& CR and CC to the Director. 3.4. For gender issue, anyone can submit complaint to the designated persons at Principal Office, line managers are requested not to take it negatively. 4. Training: Training titled 'Leadership for managing result' will take place from 27 to 28 March, 2019 in CfMTC. 5. Theme of Non-Core Program replaces Social Development Program: The name of "Non-Core Programs" has been changed and now it will be termed as "Social Development Programs" as per circular issued by Director. 	Continuous	All

Having no other discussions, the meeting was ended with vote of thanks.

Record keeping by

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Reviewed by

Md. Iqbal Uddin
AD- MEL & HA
COAST Trust

Annex:
March 2019, Matrix: Performance of project-wise report submission:

Report on time	Not on time	Failed to submit
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SI	Project name	Responsible Person	3 Months Adv. plan_Mar-May 19	PC/PM plan review	Project Quarterly Plan	Monthly News-letter		Meeting Minutes	Month Activity Progress Report	Complaint Response Register	PPMM		Remarks
			PC/PM	PC/PM	Project	Bangla	English	Monthly	-	-	T&A	PPT	
FDMN Project			28-30/31 of each month			3 of each month		6 of each m	5 of each month		2 days before PPMM		
1	UNICEF Education	Jasim Uddin Molla 01716-361 087	2.3.2019		2.3.2019	5.3.2019	5.3.2019		5.3.2019	5.3.2019	7.3.2019		
2	UNICEF Child Protection	Jannatul Ferdous 01708 120 418	4.3.2019		4.3.2019	4.3.2019	4.3.2019	4.3.2019		7.3.2019		6.3.2019	
3	Tear Fund	Razaul Karim 01741-633 161	1.3.2019	8.3.2019	1.3.2019	6.3.2019	6.3.2019	7.3.2019	7.3.2019	8.3.2019	7.3.2019	7.3.2019	
4	NRC Youth	Tumpa 01852-679 414			8.3.2019			5.3.2019	8.3.2019			7.3.2019	
5	CARE-DEC EAPFFM	Md. Arif Hossain 01708-120393	8.3.2019		8.3.2019	8.3.2019	8.3.2019	8.3.2019	8.3.2019	8.3.2019	8.3.2019	8.3.2019	
6	Communication	Ahmed Sajedul 01713-3288										8.3.2019	
Project in Cxb													
8	Torun Alo	Md. Zahidul Islam 01713-367 401	7.3.2019	7.3.2019			7.3.2019	7.3.2019	7.3.2019	7.3.2019	9.8.2019	9.8.2019	
9	PACE- Dry Fish	Tanzira Khatun 01755-531 721	4.3.2019	4.3.2019	4.3.2019	6.3.2019		4.3.2019	4.3.2019		8.8.2019	8.8.2019	
10	PACE- Crab fattening	Mizanur Rahman 01713-367 416			4.3.2019	6.3.2019		4.3.2019	4.3.2019	4.3.2019	7.3.2019	7.3.2019	
11	ENRICH	MD. Fazlul Haque 01713-367 444				5.3.2019	5.3.2019				7.3.2019	7.3.2019	
Projects in Bhola													
12	Ujjibito Project, Bhola	Khokan C Shil 01713-328 839	28.2.2019	28.2.2019	28.2.2019	7.3.2019			7.3.2019		7.3.2019	7.3.2019	
13	CFTM	Abul Hasan, DTL 01713-328 836			2.3.2019	2.3.2019	2.3.2019	8.8.2019	8.8.2019		7.3.2019	7.3.2019	
14	IECM	Mizanur Rahman 01713-328 804	27.2.2019	4.3.2019	4.3.2019	4.3.2019	4.3.2019	4.3.2019	6.3.2019	8.3.2019	6.3.2019	6.3.2019	
15	ECOFISH	Md. Jahirul Islam 01713-328 831	1.3.2019	1.3.2019	1.3.2019	4.3.2019	4.3.2019	7.3.2019	6.3.2019	4.3.2019	5.3.2019	5.3.2019	
16	Radio Meghna	Konika Rani 01708-120 390			6.3.2019	3.3.2019			6.3.2019				
17	CJRF	Salehin Sarfaraz 01708-120 335	4.3.2019	8.3.2019	4.3.2019	8.3.2019	8.3.2019	8.3.2019	4.3.2019		8.3.2019		
18	SFP	Masum Billah 01713-144196	27.2.2019	27.2.2019	27.2.2019	3.3.2019	3.3.2019	5.3.2019	2.3.2019	2.3.2019	6.3.2019	6.3.2019	