

COAST, Principal Office, Dhaka. Date: 02 February, 2019.

A meeting was held in PO on 06 March, 2019 chaired by Executive Director. The notes of the meeting are as follows:

Sl	Decisions	Responsible professionals	Date line
1.	PDD workshop: <ul style="list-style-type: none"> A video documentation that contains key speeches of PDD workshop speakers' will be produced. A documentation of PDD workshop will be completed soon. 	BUM SAH	07.03.19 10.03.19
2.	Hirondelle Project: <ul style="list-style-type: none"> FD-6 is now at Information ministry. Inquire and lobby for quick processing. Recruitment for this project will be completed soon. 	MKA BUM, SUM, SKB	10.03.19
3.	<ul style="list-style-type: none"> COAST will submit an application to the ERD of Planning Ministry in order to connect with the global fund. Budget revision template of CJRF project should be submitted soon to New Venture Fund. CJRF staff will be capable/trained to do so and communicate independently with donor with minimal supervision. Church of Bangladesh building in Charfassion will be managed by COAST and we will do the needful in this regard. 	SAH, MKA SAH, RKB, MSS MKA	08.03.19 14.03.19 12.03.19
4.	Orientation on CHS policies and formats: <ul style="list-style-type: none"> A half day orientation on CHS policies will be held tomorrow at PO. Orientation on new policies and formats will be held in UROC in March-April and regions later on, then we will go for implementation of policies. Implementation of policies and procedures will have Means of Verification. PPMM participants (PM/PC/M&E) will have an orientation on New policies and formats and will go for implementation to meet CHS requirements. English translation of new policies to meet the CHS requirements will be submitted to ED. Complaint and response mechanism will be dealt accordingly as policy. 	MIU MIU All responsible MKA, FAR	07.03.19 Ongoing 09.03.19 10.03.19 Ongoing
5.	Training: <ul style="list-style-type: none"> 'Leadership for managing result' training will be held in CfMTC. 'English Proficiency' training will be held in CxMTC. A book on training management (ToT) by Anis Barua will be purchased. A format will be selected and revised for writing training report. Some potential social development program staff will be trained to choose for promoting them in leadership position, when needed. 	FAR FAR FAR FAR SUM, SKB	27-29 Mar 18-20 Mar 25.03.19 14.03.19 Ongoing
6.	<ul style="list-style-type: none"> COAST implements two types of program- (a) Core Program, (b) Social Development Program. So, we will not use or write Non-core program or donor funded program anywhere henceforth. Every staff will prepare advanced plan and review, and submit. They will consider priority, flexibility and keep some days blank while planning. 	All staff	Ongoing
7.	<ul style="list-style-type: none"> World Fish is going to award COAST Trust two projects on- (a) Aquaculture, (b) Dry-fish. The Director will lead the negotiation process and meeting today. 	SKB	06.03.19

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
Asst. Director-MEAL

06.03.2019