

Minutes of the Project Performance Monitoring Meeting (PPMM)
COAST Trust Principal Office, Dhaka, Date: 12th January 2019, Time: 10:00am

The PPMM was held on 12 January 2019 at COAST Principal office in Dhaka. Participants were project managers and monitoring officers of different projects. Executive Director, Director, Deputy Directors, Assistant Directors and Heads were present in the meeting and assisted to take decisions while Md. Iqbal Uddin, AD-MEAL moderated the meeting.

Agenda

1. Last meeting minutes review.
2. Update: field staff monitoring format practiced by PM/PC.
3. Centre grading standard and monitoring checklist in UROC.
4. Onsite monitoring tools for PC/PM.
5. Field visit findings sharing.
6. Newsletter feedback.
7. Presentation: How to write a good report?
8. When you write email?
9. Office discipline
10. Camp life residence
11. Office and desk cleaning
12. HR development
13. Behavioral approach to colleagues
14. Overhead coordinator
15. Dairy using session
16. Report and PPT presentation by PC/PM.

17. AoB:

- PC/PM and PIU staffs weekly plan
- Do not circulate newsletter at: all_coast@googlegroups.com
- Follow meeting calendar 2019, organize and send minutes
- Documents and file naming
- Complaint response report.

Discussion and Decisions:

SL	Agenda	Discussion and Decision	Dateline	Responsibility
01	Last meeting minutes review	<p>While reviewing the last minutes, AD-MEAL showed project-wise matrix of received documents, not received & their datelines. He said,</p> <ul style="list-style-type: none"> • staff should follow the datelines for submitting of reports. Financial fine may impose otherwise. Deadlines are: Advanced project & personal plan by 28-30, Newsletter by 3, target-achievement report by 5, complaint resp. by 5, monthly meeting minutes by 6 of each month. • While reviewing the purchase section, they said, product, sample and brand have to be selected by project team. • Project staff will ensure quantity and quality. • Transparency is a must. • Construction work will check by purchase committee as sample basis. PM/PC and project person will be taken responsibility for all constructions work. 	Continuous	<p>PM/PC, TL</p> <p>PIU and Purchase committee</p>

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02	Use of field staff monitoring format	<ul style="list-style-type: none"> All PC/PM, Supervisor and M&E will be using field staff monitoring format. Each week every supervisor will follow-up 10-12 staff and preserve documentation at PIU. If anyone absent in filed without leave approval then salary will be deducted. 	Continuous	PC /PM/TL
03	Centre grading standard and monitoring checklist in UROC.	<ul style="list-style-type: none"> A set of center standards will be identified and will be on display in every center. All projects' center will be monitoring as per center grading standard and by using monitoring checklist. PC/PMs can setup monitoring indicator as per their project objectives. 	Continuous	PM/PC/TL
04	Onsite monitoring format for PC/PM	<ul style="list-style-type: none"> PC/PM/M&E will use onsite monitoring format when they visit field in order to ensure quality standard of porgrammes. Format will be preserved in a file for monitoring from central office. 	Continuous	PM/PC/M&E
05	Field visit findings sharing.	<ul style="list-style-type: none"> Field staff will remain in field until 3.30 and cannot leave station for photocopy or other less important work. AFS and CFS centers will open and close on time. Participants presence will be ensured and registered. Parents meeting, etc. will be conducted with scheduled time and agenda for discussion will be selected earlier. All UROC staff will have their monthly and daily plan. They will maintain diary regularly. M&E and PC will make their field visit plan. All PC will ensure white board in their room. 	15.11.18 & henceforth	TL/PM & Monitoring Officer
06	Newsletter feedback	<p>IECM: title should be written in an impact way and what is COAST's engagement in the change, need to be mentioned.</p> <p>Radio: Write how radio news PSA make changes in local life.</p> <p>UNICE Education: Not write just activities done, write what happened after that activities.</p> <p>ERPORA: News have written in bullet point, next time in elaborate and impact way.</p> <p>DEC: newsletter should be in two pages. Good news but it covered only 2 news. Include more news.</p> <p>PACE: only 2 news. Include more news.</p> <p>ENRICH: Not write just activities done rather what change happened after that activities.</p> <p>CFTM: Good newsletter and written in impact way.</p> <p>SFP: focus behavioral change in the students and SMC.</p> <p>Tearfund: some news ok but some not. All news should be written in impact way.</p> <p>Ujjibito and ECOFISH: Good news written in the newsletter but what is COAST's engagement, should be focused in the heading.</p> <p>NRC: News are ok but should be written in an elaborate way.</p> <p>Tarun Alo: newsletter should be in two pages. It covered only</p>	Continuous	PC/PM

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		activities done but should write what is impact or change? CJRF: Activity, and change and impact in life should be in the title and in the news.		
07	Presentation: How to write a good report?	<ul style="list-style-type: none"> The Director gave us a presentation on how to write a good report. Major tips were- Pick a topic, practice writing daily, write a draft, check grammar, have a friend to edit, find the best place and time for your report writing, etc. After presentation, he gave PC/PM a task to write a one page annual report following the learning of this presentation and send it to AD-MEAL. 	Continuous 15.01.19	PC/PM
08	When you write email?	<ul style="list-style-type: none"> Don't write email unless it is a decision & needs to be recorded for future reference and don't reply to all if not necessary. We will be writing email for reports, information, and approval purpose. Don't write which is possible to solve face to face. 	Continuous	PC/PM
09	Office discipline	<ul style="list-style-type: none"> All PCs/PM will ensure office start on time with all. Leave issue will totally be dealt with by the 1st supervisor. Appointment letter will be more specific about facilities. 	Continuous	PC/PM/HRM
10	Camp life residence	<ul style="list-style-type: none"> UROC staff will start their camp life residence (nearby UROC) from 1st February 2019. Female colleague may also try camp life residence for their safety. 	1 February 2019	TL-UROC
11	Office and desk cleaning	<ul style="list-style-type: none"> All have to clean their desk and drawer who has not done yet. Before you leave the office, ensure that your desk is clean. 	Continuous	PC/PM/HRM
12	HR development	<ul style="list-style-type: none"> Leader always uses "we" not 'I'. Our approach will be we for bringing spirit in the team. In 2019 COAST will spend more time for HR development in all level to ensure quality programme. 	Continuous	PC/PM/HRM
13	Behavioral approach to colleagues	<ul style="list-style-type: none"> We should accept the mistake of our colleagues (with limit). We will be soft for behave but not for crossing the limit. 	Continuous	PC/PM/HRM
14	Overhead coordinator	<ul style="list-style-type: none"> Practicing of overhead coordination is not good for a management. Staff will communicate with their 1st supervisor for any solution or decision. For any decision or approval from central, PC/PM will directly contact with their focal persons. 	Continuous	PC/PM/Focal
15	Diary using session	<ul style="list-style-type: none"> COAST staff will use their diary for daily plan, personal plan, important note, business note and daily learning. Staff should set their daily priority work with proper time management as showed in the diary. 	Continuous	All staff
16	Report and presentation	<p>November & December 18 activities were presented. Feedbacks were-</p> <p>UNICEF Education- Impact should focus in the next PPT.</p> <p>UNICEF, ERPORA- Two months target vs achievement should be focused in report and PPT.</p> <p>Tearfund project : Need more impact level picture.</p> <p>NRC Youth- Burn rate only 69%. We should be careful next time.</p> <p>PACE-Crab fattening- Quality indicators need to set against</p>	Continuous	PIU

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		<p>activity and its reflection in PPT.</p> <p>Dry fish- The project has to take some initiatives for market extension of selling pesticide free dry fish.</p> <p>ENRICH- Total participants number of training and meetings should focus in the PPT. One picture doesn't use two times in a presentation or Newsletter.</p> <p>COAST Health Program- Need more information about beneficiaries and changes made through CHP intervention.</p> <p>Torun Alo- Impact news should be focused in PPT. Banner template should be changed as per COAST standard.</p> <p>Radio Meghna- Life oriented and impact focus story will be included in PPT.</p> <p>CFTM: Good presentation but not satisfactory, target vs achievement level.</p> <p>IECM- Good presentation but not satisfactory target vs achievement. However, it happened due to delay of fund transfer.</p> <p>SFP: Good PPT but innovative activities should share with others.</p> <p>CJRF- ECOFISH- target vs achievement not satisfactory, partners' achievement will be included in PPT.</p>		
12	AoB	<ol style="list-style-type: none"> 1. Procurement committee constitute with 3 people. 2. Work and printing should be considered with lower coast. 3. Admin officer like Nurul Islam and Nirmol K Pal in Bhola and Cox'sbazar will ensure medical report receiving mechanism. After receiving medical report, primary selection letter will be issued to the aspirant. 4. Do not circulate newsletter to: all_coast@googlegroups.com it will be circulating to donor and relevant stakeholders. 5. Challenges and lesions learnt will be included in PPMM PPT. 6. PIU staff will prepare their weekly plan. PC/PM will send their weekly plan to AD-MEAL each week. 7. Everyone will follow meeting calendar 2019, organize meeting accordingly and send minutes to AD-MEAL. 8. Next PPMM will be held according to calendar. No email or phone will be made for this. Everyone, be ready for that. 9. Documents and file naming should be started with project name, then subject. I.e. ENRICH_monthly meeting minutes_Feb. 2019. 10. Complaint response report should be sent to Rumees Apa and Kamal Bhai and CC to AD-MEAL and AD-SA&DRR. 	Continuous	All

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

Record keeping by

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ECOFISH-Project, COAST Trust

Reviewed by

Md. Iqbal Uddin
AD- MEAL
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