

SL	Agenda	Discussion and Decision	Dateline	Responsibility
		<ul style="list-style-type: none"> • UNICEF- Education and Child protection projects document yet not received as on 7 Sept.18. • TEAR Fund did not send quarterly plan. • DCA- No Bangla newsletter. PPT sent through google drive could not open. • We did not receive any document form CHP program but only English newsletter. • No progress report, PPT form NRC. • DEC - Advance plan yet not received. • TORUN ALO docs received late on 7 Sept.18. • Dry Fish Program - Advance Plan, meeting minutes yet not received. • UJJIBITO - meeting minutes (September) yet not received. • CFTM - Advance plan yet not received. • Radio Meghna – Activity Progress report and English Newsletter yet not received. Earlier, COAST MF 12 branch in Bhola introduced an innovative campaign program for Community Radio containing MF packages. Radio should review this program discussing with MF focal person. • CJRF documents received lately and it did not send monthly meeting minutes. • School Feeding Program – Progress report, Advance plan yet not received. • ENRICH- English newsletter did not prepare. • SEEDS- PPT sent in google drive, could not open. • All project’s monthly report – should have target and achievement. if any activity is undone, PC/PM should give the reason. <p>AD-MEAL said not to send him project video clips directly rather show it in the PPM presentation.</p>		
03	CHS Complaint Response Mechanism	<ul style="list-style-type: none"> • Every Project will open a register for receiving complaint from beneficiary and stakeholder. • Even telephonic complaint should be reported • COAST existing format will be used for reporting • Complaint report will be sent to Shawkat Ali Tutul, AD-SA & DRR and CC to AD-MEAL. • Every month complaint report format will be sent 	<p>by 14.09.18.</p> <p>by 5th of each month</p>	All PCs/PMs
04	Newsletter Review & Feedback	<ul style="list-style-type: none"> • Desktop newsletter will be 2 pages • News, Case Study should reflect the change/impact • 3/4 pictures, double column, 1 case study, colorful, target and achievement will be in the newsletter and should be sent by- 	3 rd of each month	PC/PM

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05	Field Visit Findings	<p>AD-MEA shared his major findings with decisions-</p> <ul style="list-style-type: none"> Project motorcycle should be used by project personnel. Logbook should be written regularly. Tear fund project's motorcycle logbook should be updated immediately. <ul style="list-style-type: none"> Attendance should be taken regularly in the AFS and CFS centers Ensure children and adolescents presence in the AFS and CFSs. Prevent fake signature in the parents meetings. Ensure staffs presence on time in the AFS and CFSs. Increase Monitoring & Cross Monitoring. Revise AFS & CFS schedule, if needed. <ul style="list-style-type: none"> Ensure CBCPC meeting attendance and prevent fake signatures, if any. Ensure no financial transaction is happened in selecting and awarding scholarship in IECM project. 	<p>18.09.18</p> <p>Regular activity</p>	All PCs/PMs/M&s
06	Discussion on Input, Output, Impact	<p>The Director discussed and gave us an understanding about project Input, Output and Impact. I.e.-</p> <ul style="list-style-type: none"> Report, newsletter and case study will focus impact news and pictures. It means what change has been happened in the society through our activity, etc. Project video clips will also show impact picture. <p>He also underscored-</p> <ul style="list-style-type: none"> Share project impact while donor visit you, Give uninterrupted attention to the visiting team Always lead a team with dignity that they do not feel alone or untouched. <p>All project PC/PM will send their project's objective, impact and possible action to AD-MEAL</p>	<p>Regular activity</p> <p>By 12.09.18.</p>	<p>PC/PM and All senior staff</p> <p>PC/PM</p>
07	Relation Vs Accountability	<p>The Director discussed about Relation Vs Accountability mechanism to give us an understanding on it. He said there are four types of relation Vs accountability, i.e.-</p> <ol style="list-style-type: none"> High Relation High Accountability, High Relation Low Accountability, Low Relation High Accountability, Low Relation Low Accountability. <p>After discussion, he said, COAST Prefers-</p> <ul style="list-style-type: none"> High Relation Vs High Accountability 	Regular practice	PC/PM and All senior staff

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		<ul style="list-style-type: none"> We do approach in work rather I do. 		
08	AoB	<ul style="list-style-type: none"> Goat purchase committee for ECOFISH project will maintain all purchasing rules and invite audit section at PO during pre and post purchase. Projects savings interest to be invested to gain livelihood improvement, if possible. CHP will prepare a seal that inscribed "COAST Trust property. Not for sale. If found, please contact: 017.....,". Project monthly meeting will follow prescribed format and fortnightly meeting the PPMM format. PC/PM will ensure project documentation (both hard copy and soft copy). Next PPMM meeting will be held on 10 November and PACM on 11 November 2018. Our PPT slide can be ended with 'Let's Discuss' rather saying thank you. 	<p>Regular activity</p> <p>Regular activity</p> <p>14.09.18</p> <p>Regular activity</p> <p>Do</p>	<p>PC-ECOFISH</p> <p>PC-IECM and others</p> <p>Shahinur Islam</p> <p>All PC/PM</p> <p>do</p>

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

Documented by

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12.09.18