COAST Trust

Minutes of Project Performance Monitoring Meeting (PPMM)

Place: Principal Office, Dhaka

Date: 8 - 9 Sept'2018 Time: 10.00 am

Project Performance Monitoring Meeting (PPMM) was organized on 8 September 2018 at COAST Principal office in Dhaka. Md. Iqbal Uddin, AD-MEAL welcomed all and moderated while Sanat Kumar Bhowmik, The Director and Syed Aminul Hoque, The Deputy Director—ME&IA facelifted the whole meeting process.

Agenda:

- 1. Last meeting minutes review
- 2. PPT and activity progress report presentation by PC
- 3. CHS (Complaint Response Mechanism)
- 4. Newsletter Review & Feedback
- 5. Field visit findings
- 6. Discussion on Input, Output, Impact
- 7. Relation Vs Accountability
- 8. AoB

Discussion and Decisions:

SL	Agenda	Discussion and Decision	Dateline	Responsibility
01	Last Meeting Minutes Review	AD-MEAL discussed about project-wise received and not received documents. After discussions datelines were set-up for sending documents form field- - PC: 3 months advanced plan - Project: Quarterly plan - Project activity progress review report - Monthly meeting minutes - Fortnightly meeting minutes - Newsletter - PPMM PPT & 2 months progress report	28 th of each month 28 th of each month by 5 th of each month by 5 th of each month by 18 th of each month by 3 rd of each month 3 days before PPMM	All PC/PM
02	PPT & Progress report	Respective persons of different projects presented their project activities and progress which were implemented in July and August month of 2018. Presentation were conducted on following projects: 1. UNICE Education; 2. UNICEF Child Protection; 3. Tear Fund; 4. DCA; 5. COAST Health Program; 6. NRC; 7. CARE DEC; 8. Torun Alo; 9. PACE Crab & Dry fish; 10. SEEDs; 11. Ujjibito Bhola; 12. CFTM; 13. IECM; 14. ECOFISH; 15. CJRF; 16. School Feeding project & 17. School feeding programme. Progress and feedback on presentation:	- Regular activity	PC/PM/M&E PC/PM

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		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.		
		6		
		AD-MEAL said not to send him project video clips directly rather show it in the PPMM PPT presentation.		
03	CHS Complaint Response Mechanism	 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 	by 14.09.18.	All PCs/PMs
		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	by 5 th of each month	
04	Newsletter Review &	 Desktop newsletter will be 2 pages News, Case Study should reflect the change/impact 	3 rd of each month	PC/PM
	Feedback	3/4 pictures, double column, 1 case study, colorful, target and achievement will be in the newsletter and should be sent by-		

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05	Field Visit Findings	 AD-MEA shared his major findings with decisions- Project motorcycle should be used by project personnel. Logbook should be written regularly. Tear fund project's motorcycle logbook should be updated immediately. 	18.09.18	AII PCs/PMs/M&s
		 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. 	Regular activity	
		 Ensure CBCPC meeting attendance and prevent fake signatures, if any. Ensure no financial transaction is happened in selecting and awarding scholarship in IECM project. 		
06	Discussion on Input, Output, Impact	 The Director discussed and gave us an understanding about project Input, Output and Impact. I.e 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. He also underscored- 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. 	Regular activity	PC/PM and All senior staff
		All project PC/PM will send their project's objective, impact and possible action to AD-MEAL	By 12.09.18.	PC/PM
07	Relation Vs Accountabilit y	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 1. High Relation High Accountability, 2. High Relation Low Accountability, 3. Low Relation High Accountability, 4. Low Relation Low Accountability.	Regular practice	PC/PM and All senior staff
		After discussion, he said, COAST Prefers- High Relation Vs High Accountability		

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		We do approach in work rather I do.		
08	АоВ	 Goat purchase committee for ECOFISH project will maintain all purchasing rules and invite audit section at PO during pre and post purchase. 	Regular activity	PC-ECOFISH
		 Projects savings interest to be invested to gain livelihood improvement, if possible. CHP will prepare a seal that inscribed "COAST Trust 	Regular activity	PC-IECM and others
		property. Not for sale. If found, please contact: 017,".	14.09.18	Shahinur Islam
		 Project monthly meeting will follow prescribed format and fortnightly meeting the PPMM format. 	Regular activity	All PC/PM
		 PC/PM will ensure project documentation (both hard copy and soft copy). 	Do	do
		 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.		

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

Documented by

Debashish Majumder Asst. Project Coordinator Integrated Ending Child Marriage (IECM) Program COAST Trust Reviewed by Md. Iqbal Uddin AD- MEAL COAST Trust

12.09.18