

Meeting Minutes on Project Performance and Monitoring Meeting (PPMM)

Place: COAST Trust, Principal Office, Dhaka

Participants: PCs/PMs/M & E Representatives

Date: 14-15 July, 2018

The Project Progress Monitoring Meeting (PPMM) was held on July 14-15, 2018 at COAST Trust, Principal Office, Dhaka. Welcome speech was given by The Executive Director, COAST Trust. The meeting was moderated by Syed Aminul Hoque, DD-ME & IA. Director, ADs, PCs/PMs/M&E representatives from different projects were participated in the meeting.

The following personnel were participated in the meeting:

1. Rezaul Karim Chowdhury, Executive Director	14. Md. Masum Billa, MRO-SFP
2. Sanat K. Bhowmik, Director	15. D. M. Nazmul Alam, PH, CJRF
3. Md. Ahsanul Karim, DD-FC & CA	16. Md Jahirul Islam, PC, ECOFISH
4. Syed Aminul Hoque	17. Ahmed Sajedul Anwar, M & E Officer, DCA
5. Tarik Sayed Harun, AD-Core program	18. Anisul Haque, PM, UROC
6. Shawkat Ali Tutul, AD-SA & DRR	19. Tahamina Afroz Tumpa, PO-GBV, UROC project
7. Mujibul Haque Munir, AD-EFS & DC	20. Samiya Sultana, PO, EPERA project
8. Ferdous Ara Rumea, AD-GT & CR	21. Gulfan Ara Hury, PC, CHP
9. Sumaia Mariam, AD-HRM	22. Md. Tariqul Islam, M & E Officer, Education_UNICEF
10. Md. Iqbal Uddin, AD-MEAL	23. Md. Mizanur Rahman, PC, IECM
11. Khokan Chandra Shil, C-M&E, ECOFISH	24. Md. Zahidul Islam, PM, Torun Alo
12. Abul Hasan, DTL-CFTM	25. Md. Razaul Karim, PO-S&EE, SEEDS
13. Mst. Fahomida Amin C- M&E, CJRF	26. Arif Hossain, PO-M&E, SEEDS

Agendas:

1. Project document follow up sheet present
2. Last meeting minutes review
3. Brief on monitoring formats
4. PPT Presentation on projects
5. procurement
6. CHS
7. Project Proposal, PoP, FD-6 and FD-7
8. AoB

Discussion and Decisions: The following discussions and decisions on above mentioned agendas were taken in the meeting which are given in the following table.

SL	Agenda	Discussion and Decisions	Deadline	Responsible
01	Project document follow up sheet	- Md. Iqbal Uddin, AD-MEAL showed the project document follow up sheet where he showed project wise received and not received documents, Executive Director directed to send documents- * PPT, activity and financial report of PPMM to Iqbal Uddin and Tariqul Islam- * This Jul-Sep. 18 Quarterly plan & indicator as per PP- * Project Proposal, plan of operation (PoP), FD-6, FD-7- * weekly/monthly meeting minutes- * English Desktop Newsletter-	3 days before 19. 07.18 23.07.18 Weekly/ monthly	- PCs/PMs
02	Last meeting minutes review	- Audit response must be written in logical way and of course it will be initiated from source. - Report must be completed before donor dateline. Without focal persons approval, any financial or program report will not be sent to donor.	-Need Based -Need based	All PCs/PMs

SL	Agenda	Discussion and Decisions	Deadline	Responsible
03	Brief on monitoring format	<p>a. <u>Quarterly plan</u>: AD-MEAL described three formats- (a) How to fill-up project quarterly plan with performance indicator as per PP, (b) bi-monthly PPT for PPMM, and (c) Monthly activity reporting format.</p> <p>b. Monthly project activity and staff-wise finance review report should be sent to AD-MEL and CC to Tariqul Alam.</p> <p>c. <u>Desktop Newsletter</u>: After finalization form focal person, all PCs/PMs will email monthly English Desktop Newsletter to: all_coast@googlegroups.com, with CC to AD-MEAL for uploading in website.</p> <p>The newsletter will also be submitted to the donor and district, upazilla, UP and their administration with a receiving copies for filing.</p> <p>d. <u>Meeting and Minutes</u>: All PCs/PMs will send weekly/ fortnightly (fortnightly for Rohingya response projects) and monthly meeting minutes copy to AD-MEAL.</p> <p>e. <u>Meeting minutes format</u>: All PCs/PMs will follow prescribed meeting minutes format for all meetings.</p>	<p>-</p> <p>-by 5 of every month</p> <p>-by 5 of every month</p> <p>- Weekly, fortnightly and monthly.</p> <p>-Regular process</p>	All PCs/PMs
04	Presentation on projects	<p>PCs/PMs/M&E representatives of different projects presented their project activities and progress which were implemented in May and June months of 2018.</p> <p>Presentation were conducted on following projects: 1. DCA project; 2. Tear Fund project; 3. EPERA project of UNICEF; 4. DEC project; 5. COAST Health Program; 6. IECM project; 7. ECOFISH project; 8.Torun Alo project; 9. CJRF project; 10. SEEDs project; 11. School Feeding project & 12. CFTM project.</p>	-	All PCs/PMs/M & E representatives/Project focal
05	Procurement	<p>- UNICEF Education project will prepare a vendor listing with their name, trade, address, contact number, etc. for filing up and for internal usage.</p> <p>- It needs central approval before giving a work order and final payment, especially for Rohingya projects.</p>	<p>26.07.18</p> <p>Regular</p>	- PCs/PMs
06	CHS (Core Humanitarian Standard)	<p>- COAST Trust receives a HQAI certificate. There are 9 commitments of CHS to be followed. All PCs and PMs will send their views of which commitments COAST will follow.</p> <p>- AD-MEAL will initiate beneficiary opinion receiving mechanism into the MEAL system to meet the requirement of CHS standards. However, beneficiary opinion must be taken before making a project, starting time, running time and after completion of project.</p>	<p>31. 07.18</p> <p>ASAP</p>	<p>Respective /PCs/PMs</p> <p>AD-MEAL</p>

SL	Agenda	Discussion and Decisions	Deadline	Responsible
07	Project Proposal, PoP, FD-6 and FD-7	<ul style="list-style-type: none"> - Finance and program persons must read Project Proposal, PoP, FD-6 and FD-7 and the conditions. - All PCs/PMs will ensure that FD-6 copy submitted in all Upazilas and DC offices in their project working areas. The received copy will be filed in office. - PP, Plan of Operation, FD-6 and FD-7 with and must remain in COAST website. Therefore, PCs need to send it soon. 	<ul style="list-style-type: none"> - Regular process 31. 07.18 31. 07.18 	All PC/ PM/ Respective
08	AoB	<ul style="list-style-type: none"> -Next PPMM will be held on 8 September 2018. From now on, PPMM will be conducted by AD-MEAL and Syed Aminul Hoque, DD-ME & IA. - All PCs/PMs and finance persons will participate in PPMM and if anyone is absent then s/he will send representative or must be taken approval from the Executive Director. -All PCs/PMs must hang ToC/LFA (Bangla translated), some important activities, statutory requirement, project organogram, recent circular, staff emergency information on their projection board. - All PCs/PMs/staffs will make prospective plan of 3 months, detail plan for 1 month, weekly and daily plan by following COAST planning format. It is appreciated to use Google calendar for planning. -All PCs/PMs/staffs of Rohingya projects will show annual report/other documents of COAST to foreign visitors. - Ferdous Ara Rumees will give briefing on Gender Based Violence (GBV) and Sexual Harassments to FDMN projects staffs at Cox's Bazar. - Executive Director advised to incorporate Video footage in the PPT. - Executive Director remind us that COAST offices will observe national and international days like 21 February, 8 March, 20 June, 15 October, 26 March, 10 December, 16 December, etc. with a befitting manner. - Radio Meghna Programme will disseminate their 2/3 programme forecast in PPMM PPT. They will also prepare PoP and budget. -In case of any kind of recruitment, if you have any relatives, you need to declare it before or after the interview to avoid any conflict of interest. - All recruitment of MF program will be reviewed. 	<ul style="list-style-type: none"> - Every PPMM Regular process Regular process Regularly During her visit, soon Regular process Regular process Regular Regular, 31. 07. 18 Regular - 	<ul style="list-style-type: none"> Respective PCs/PMs/Finance persons/staffs All staffs PC/PM FA Rumees PC/PM and Sr. staff

SL	Agenda	Discussion and Decisions	Deadline	Responsible
		<p>- Executive Director said Institutional development contains quality staff, accountability, relation high, strong knowledge level, advocacy and leadership.</p> <p>- All projects must have Plan of Operation (PoP). <u>The contents of Plan of Operation are provided below:</u></p> <ul style="list-style-type: none"> • Donor agreement • Introduction and Project brief • Summary of the project • Goal and objective of project • Project organogram • Theory of Change (ToC) • Project activities at a glance by year • Detail implementation plan (Financial and program Gantt chart, budget). • Burn rate analysis • Staff Matrix (activity implementation plan by position and budget) • Statutory requirement • Staff ToR (by position) 	31.07.18	PC/PM

Please take a print out of this minutes, ensure signature of all PIU staffs and display on board.

After a successful lively discussion, the moderator appreciated all the participants for their active participation. Having no other discussion, the moderator closed the meeting with votes of thanks.

Documented by

Mst. Fahomida Amin
Coordinator-M & E, CJRF project

Reviewed by

Md. Iqbal Uddin
AD-MEAL, COAST Trust

Date: July 17, 2018