

Project Performance Monitoring Meeting (PPMM)

COAST Trust, Dhaka; Dated: 13 January 2021

The virtual PPMM was organized on 13 January 2021. Executive Director, Deputy Executive Director, Directors, Joint Directors, Heads, Project leaders and Monitoring Officers from different projects were present in the meeting and assisted to make decisions. PH-CJRF moderated the session.

Meeting Agenda:

1. Last meeting minutes review
2. Data segregation report presentation
3. Field visit feedback
4. Newsletter feedback
5. Complaint Response Mechanism report (CRM)
6. Management tips
7. PPT and project progress report sharing
8. AoB

Discussion and Decisions:

Sl	Agenda	Discussion and decision	Deadline	responsibility
1.	Last meeting minutes review	<ul style="list-style-type: none">• Exit strategy of all projects should be completed this month which have not done yet and sent to JD-MEL&HA.	31.01.21	PC/PM
2.	Data segregation report presentation	<ul style="list-style-type: none">• Achievement reached 95% in December and beneficiaries reached 65% by December 2020 due to COVID-19 pandemic. This year beneficiary target should be revised and reached.	Ongoing	PC/PM
3.	Field visit feedback	<ul style="list-style-type: none">• The organization's "Filing management policy" should be followed in documentation process.• Different types and colorful files cannot be used for documentation, in that case organization's file should be used.• Staff assessment should be neutral.• Staff must reside in the base station. If anybody has a particular concern, need to take permission from the ED.• Motorcycle has to be utilized by those who are allotted that with a valid driving license.• PC/PM will ensure that staff will take learner card, who necessary.• Students cannot be recruited as an employee and need to check it carefully during preliminary screening.	Ongoing	PC/PM
4.	Newsletter feedback	<ul style="list-style-type: none">• CFTM project will send newsletter regularly.• APC, ENRICH and PACE-Crab project will send their English and Bangla newsletter.• Every picture in the newsletter should have caption. Date, photographer's name, and the key message of the picture will be in there.• Any picture from the internet or unauthorized source are not acceptable.• Underlining only applicable to highlight the key points in the newsletter, not in all paragraph.• There should be a similarity of meaning between Bangla and English version, especially in the news titles.	Ongoing	PC/PM

		<ul style="list-style-type: none"> • It is better not to color the newsletter too much. • A half-day online workshop will be organized to increase conceptual knowledge of preparing newsletters. 	31.01.21	BUM, PH-CJRF
5.	Complaint Response Mechanism (CRM) report	<ul style="list-style-type: none"> • All PC/ PM will discuss this agenda at their monthly coordination meeting and inform the beneficiaries how and where to submit a complaint. • PC/PM should arrange an orientation with the PIU staff in the coordination meeting about safeguarding policy, beneficiary feedback format, risk assessment, gender, PSEA, etc. • After orientation on policies, a knowledge test will be conducted using online google form. A curriculum will be developed for PC/PM on how to conduct the test online. 	10.02.21 31.01.21	PC/PM DD-GT&CR
6.	Management tips	<ul style="list-style-type: none"> • Leadership coaching is such a skill that leads the organizational functions in absence of supervisors. So, we have to build the leadership capacity in staff. • Encourage your staff to boost up their performance and create their job satisfaction. • Staff should proactively be willing to deliver the best performances and willingness to take responsibility. • The supervisors seek support-supervision, where necessary. • Supervisors/leaders should not feel vulnerable in taking important decisions. • Staff should have goals and strategy to achieve that over time. • Goals also should be aligned with the plan of operation of their project. • The leader or supervisor should listen to staff's carefully. Staff will be demotivated otherwise. • Supervisors or leaders should not feel insecure when a subordinate performs well. Everyone has the right to bring him/her out of the box to perform the best. • Staff should be treated well so that they can leave the office with satisfaction even having workloads. • Not only punishment but also rewards for staff should be provided. 	Ongoing	All staff
7.	PPT and project progress report sharing	<p>ISCP Activities and burn rate targeted for December reached 100% with 98% cumulative achievement. Only 2% of activities deviated. New project agreement has been signed on. Maintaining a schedule of govt. official was a challenge.</p> <p>ELIBEC Project launched from 1st January and basic information has been already shared with management Only camp-14 will be the service area. Other camps will be handed over. POP has been shared with staff in the monthly meeting and new books have been distributed.</p> <p>Child Protection New project has been launched form 1st January. New project goals and last project achievement have shared. New camps under operation are 4Ext., 13 and 15</p> <p>Youth Project</p>	Ongoing	PC/M&E

		<p>Burn rate reached 96% and activities achieved 100%. Only few changes in the targeted activities have made due to the changed circumstances. Project has not been extended and the existing staff has been recommended to CP Project</p> <p>ACCORD Burn rate reached 98% with the completion of one year. Achieved activities 100% targeted in the last year. Shared activities and target of January Ensuing training participant presence and availing training venue are the challenges.</p> <p>PACE Crab Technical support provided to 120 farmers. Last month 99% and cumulative burn rate 97%. Logo used in the PPT is the old version. Should not be used it. Use the current logo</p> <p>ENRICH Burn rate reached 100% and cumulative 91%. No mask found in the photo of beneficiary. Please ensure mask and maintain it strictly. Photo should have natural appearance not like looking directly at camera lens. Photo should drag properly otherwise it damages shape.</p> <p>CFTM Burn rate reached 78% in December and cumulative 35% Photo caption and the place, purpose, date and photo credit should be provided (specific information). What visible in the photo is unnecessary for captioning rather provide a unique caption.</p> <p>APC Project Easy accessibility of the birth registration from LGIs is one of the major challenges to reduce child marriage. Banner should be verified by higher management before printing. Importance should be given of font and texting. No comment can be throw without authentic information.</p> <p>Radio Meghna Crab farming and cultivation-based magazine has been broadcasted by Radio. Received feedbacks and programme satisfaction on Facebook post</p> <p>CJRF Use the “Arrange” option for picture alignment to avoid quality damage.</p> <p>CEPI Good presentation and appreciated for completing for challenging works</p> <p>SFP <ul style="list-style-type: none"> Received no comments. </p>		
8.	AoB	<ul style="list-style-type: none"> UNICEF-CP and the Education Project will share their PoP and training calendars with other project’s colleagues so that they can follow and prepare their own. A new apps will be launched by govt. on 26 January to register for corona vaccination. Eligible are advised to register for it. 	31.01.21 Ongoing	PC-CP &ED All

		<ul style="list-style-type: none"> • Field staff should be monitored by using a tracker or something else to check their presence in fields, especially in UNICEF-CP and Education project as they have a large number of staff. • The UNICEF- CP project will organize training according to their calendar and other projects will create their project calendar for organizing training. • Each presenter can be a co-host or use “all presenter” facility from the next meeting, which will take less time and the presentation will be smoother. • Practice “euphemism” in team which refers to saying a negative sentence in a positive way. • PPM will start at 11.00am and continue to 1.00pm. It will reconvene after lunch at 2.00pm and last for 3.30, if necessary. • A one page completion report will be prepared by the PC/PM of Tearfund, PACE-Dry fish, YOUTH and UNICE projects and shared. • A jeep (<i>Chander gari</i>) for UROC staff should be purchase for commuting staff from office and field. 	<p>31.01.21</p> <p>-</p>	<p>PM/Head-ICT</p> <p>PC/PM/M&E</p> <p>AD-ISCP</p>
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Having no other issues to discuss, the meeting was ended with the vote of thanks by Executive Director.

Notes taken by:



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Reviewed by:

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