

A special meeting was organized today on organizational issues to perform during the lockdown from 1-7 June, 2021. Directors, JD, DD and Head-ICT were present in the meeting while the DED moderated and assisted to take the decisions. Meeting notes are as follows:

SI	Decisions	Responsible professionals	Datelines
1.	<ul style="list-style-type: none"> <li>All staff should follow the circular on lockdown (1-7 June, 21) issue issued by the government and maintain instructions properly.</li> <li>Staff should not come to office, do not perform field activities but should stay in the base and maintain communications with supervisors.</li> <li>No movement is allowed.</li> </ul>	All staff	1-7.06.21
2.	<ul style="list-style-type: none"> <li>Principal office staff, who reside nearby the office (Mustafa Kamal Akanda, Md. Sahabuddin, Tarikul Islam, Anwar Hossain, Zahidul Islam) will visit office rotationally if road situation allows to move and inform the update to Director-Admin. &amp;SR.</li> <li>Director-Admin. &amp;SR will prepare a duty roster for them in this regard.</li> </ul>	Names mentioned in the text.  Director-A&SR	1-7.06.21
3.	<ul style="list-style-type: none"> <li>Online training on PSEA will be organized.                             <ul style="list-style-type: none"> <li>Batch-1 will cover staff from Barishal, Noakhali and Cox's Bazar Region. Date: 01.07.2021, time: 11.00am-1.00pm.</li> <li>Batch-2 will cover Chattogram, Bhola and Outreach region. Date: 03.07.2021, time: 11.00am-1.00pm.</li> </ul> </li> <li>Online training on cyber bullying will be organized.                             <ul style="list-style-type: none"> <li>Batch-1 will cover staff from Barishal, Noakhali and Cox's Bazar Region. Date: 04.07.2021, time: 11.00am-1.00pm.</li> <li>Batch-2 will cover Chattogram, Bhola and Outreach region. Date: 05.07.2021, time: 11.00am-1.00pm.</li> </ul> </li> <li>Project and Microfinance staff will join these 2 trainings.</li> <li>Online training on Output, Outcome and LFA will be organized.                             <ul style="list-style-type: none"> <li>Date: 07.07.2021, time: 11.00am-1.00pm.</li> <li>Project PIU staff will join the training.</li> </ul> </li> <li>Training assessment will be conducted after each training.</li> <li>Principal office staff will also attend the trainings.</li> </ul>	DD-GT&CR          JD-MEAL&R Head-MEAL&SD	1-5.06.21          07.07.21
4.	<ul style="list-style-type: none"> <li>Two health meeting will be organized in 2 days for staff. Time: 7.30-8.30pm.</li> </ul>	Director-ME&IA	3-4.07.21
5.	<ul style="list-style-type: none"> <li>Online SMT will be held on 05.07.21. Time: 3.00-4.00pm.</li> <li>SMT will take place in each week and POSCM will take place bi-weekly.</li> </ul>	SMT	05.07.21
6.	<ul style="list-style-type: none"> <li>Abarul Islam will ensure IT related supports covering training and other issues when necessary.</li> </ul>	Head-ICT	Continuing
7.	<ul style="list-style-type: none"> <li>A circular will be issued about the steps to be taken during lock down.</li> </ul>	Director-Admin. SR	30.06.21
8.	<ul style="list-style-type: none"> <li>The mobile and email connections must be available from 9 to 5 pm during the lock down period.</li> </ul>	All	Continuing

Having no other issues for discussions, the meeting ended up with the vote of thanks by the Deputy Executive Director.

Notes taken by-

Iqbal Uddin  
Joint Director-MEAL&R

30.06.2021