Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka; Dated: 14 July 2021

The virtual PPMM was conducted on 14 July 2021. Executive Director, Deputy Executive Director, Joint Directors, Deputy Director, Heads, Project leaders, and Monitoring Officers from different projects were present in the meeting and assisted to make decisions. Joint Director-MEAL&R moderated the whole session.

A. Meeting Agenda:

1. Last meeting minutes review
2. Data segregation report presentation
3. Beneficiary feedback and Risk assessment
4. Newsletter feedback
5. PPT and Progress report sharing
6. AoB

B. Discussion and Decisions:

SL	Agenda	Discussion and Decision	Dateline	Responsibility

1.	Last meeting minutes review	a. PM-ACCORD will prepare a compiled report on PSEA training which was organized earlier and send it to JD-MEAL&R.
		b. In every training and meeting, there will have a time slot for PSEA policy discussion.
		c. All the projects are requested to prepare their newsletter using infographics. For taking help, they can follow different sources like the daily English newspaper like **The business standard**. Apart, PC/PM are requested to follow the below-mentioned issues while preparing the newsletter.
		  ▪ The newsletter will be impact-oriented
		  ▪ Picture will be subject-oriented by which a reader can understand the topic.
		  ▪ It will be well decorated.
		d. PC/PM will send a report on '**Newsletter reached to the no. of stakeholder'** every month. A format regarding this report will be developed by JD-MEAL&R and provide to the respective project.
			27.07.21
			
			Ongoing
			
			Ongoing
				PM-ACCORD
				
				Responsible
				
				PC/PM

2.	Data segregation report findings	a. 78% of the cumulative targeted activities were achieved during this reporting month, where 46 % were male and 54% female. b. Monthly activity achievement has been reached 97%.	Ongoing	PC/PM/M&E

3.	Newsletter feedback	The quality of the newsletter is improving. Although there have some feedbacks on some projects' newsletter. These are-
		ISCP
		▪ Simple, precise, and well-oriented.
		APC
		  ▪ There is no credit line.
		  ▪ Caption is not properly written.
			Ongoing	PC/PM

		▪ Picture should be impact-oriented ▪ Logo should be used according to COAST instruction.		
4	Beneficiary feedback and Risk assessment	▪ Every project will discuss the beneficiary feedback in their monthly coordination meeting and act accordingly where possible. Also, the result/decisions of the discussion will be noted in the meeting minutes. ▪ A section of highlighting beneficiary feedback and our respond to that, if any, will be in the newsletter.	Ongoing	PC/PM
5.	PPT and Progress report sharing	All PC/PM presented their project PPT slides of July 2021. The feedbacks are- **ISC Project** ▪ Good presentation. ▪ PPT slides should be impact-oriented. ▪ Case Study on the playground could be developed for presenting the impact. **UNICEF Child Protection** ▪ PPT slides should be prepared following the impact of the project activity. **ACCORD** ▪ Good presentation. **ENRICH** ▪ Pictures should be placed correctly. ▪ Caption with date & photo credit should be added. **UNICEF Education** ▪ Time management should be considered. ▪ Slide design is not well ▪ PPT should be impact-oriented. **CFTM** ▪ Need to be focused on result and impact. ▪ Photo caption and the place, purpose, date, and photo credit should be provided. **CEPI** ▪ PPT should be impact-oriented. ▪ Picture should be dragged properly otherwise it will be distorted. ▪ Case study could be developed targeting the project achievement. **Radio Meghna** ▪ Feedback of listeners and our initiatives should be presented. **SFP** ▪ Photo should have a natural appearance not like looking directly at the camera lens. **APC** ▪ Good presentation.	Ongoing	PC/PM/M&E

		▪ Case study could be developed targeting the project achievement.		
6.	AoB	**Instructions from the Executive Director:** Before signing any agreement, following issues will be checked– a. The vendor is not involved with Child labor, child marriage and extremism. b. They are not involved with SEA. c. During the staff recruitment process, it will be mentioned in the job advertisement that If any candidate found and proved allegation of SEA against children or women, their recruitment process will be canceled.	Ongoing	All
		d. S/he has to submit a written acknowledgment mentioning that the candidate itself and their family will not commit any child marriage before joining.	Ongoing	Responsible
		e. The interview format for staff recruitment and Vendor agreement format will be revised by Syed Aminul Hoque, Director-ME&IA.	19.07.21	Director-ME&IA
		f. PC/PM will have to provide their monthly reports on time. **Other issues:**	Ongoing	PC/PM
		g. PC/PM will submit requisition for their staff ID card to the ICT section in such a way wherein one side will be mentioned the staff general identity and on the opposite side the organizational CRM procedures. The CRM procedure will be written in three languages Bangla, English, and Bermis (Bermis only for Cox's Bazar) language.	05.06.21	PC/PM/ICT section
		h. In the PPMM, PPT presentation will be given by PC/PM and in PACM, project accountants will present their own PPT.	Ongoing	PC/PM
		i. Presentation should be prepared targetting the audience. It should be short and precise. The facilitator will elaborate verbally if needed. It also should be prepared by using infographics.	Ongoing	PC/PM
		j. All PC/PM will share their project newsletter through social media e.g., Facebook, Twitter, and email.	Ongoing	PC/PM
		k. PC/PM has to attend the PPMM, If anyone remains absent in the meeting, s/he has to take approval.	Ongoing	PC/PM

Having no other issues to discuss, the meeting was ended by the vote of thanks by the JD-MEAL&R.

Notes taken by: **Moderated by:**

Md. Shiful Islam   Md. Iqbal Uddin
M&EO-ACCORD Project   JD-MEAL&R
COAST Foundation   COAST Foundation