

## Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka; Dated: 14 October, 2021

COAST Foundation has organized the virtual PPMM on 14<sup>th</sup> October 2021 where the Deputy Executive Director, Joint Directors, Heads, RTLs, Project leaders and Monitoring Officers from different projects were present and assisted to take decisions. The meeting was moderated by the Joint Director-MEAL&R.

### A. Meeting Agenda:

1. Last meeting minutes review
2. Data segregation report presentation
3. Newsletter feedback
4. Proactiveness
5. Project conclusion clearance report from authority
6. PPT and Progress report sharing
7. AoB

### B. Discussion and Decisions:

SL	Agenda	Discussion and Decision	Deadline	Responsibility
1.	Last meeting minutes review	a. M&E field visit report along with the field visit report of the project manager should be submitted.	Ongoing	M&E, PC/PM
		b. Distribution of the remaining ID card will be finished soon.	30.10.2021.	Head-ICT
		c. Sending monthly newsletter to donor and stakeholders and posting in social media (twitter) is mandatory.		
		d. A receiving list of the newsletter by the local administration and stakeholders will be preserved.	Ongoing	PC/PM/RTL
		e. The beneficiary feedback, if any, will be discussed in the monthly project staff meeting and highlighted in the newsletter.	Ongoing	PC/PM
		f. Quarterly beneficiary feedback and risk assessment report (July-Sept.) have to be submitted.	30.10.2021.	PC/PM
		g. Meeting minutes should be prepared by 48 hours and circulated in next 24hours of the meeting.	Ongoing	PC/PM
		h. After finalizing any PoP, approval should be taken from the Deputy Executive Director before uploading on website.		
		i. A column will be added in the in the project document receiving matrix, like- "Newsletter distribution: Yes/No.	30.10.2021.	JD-MEAL&R
2.	Data segregation report findings	a. 85% of the cumulative targeted activities have been achieved during last reporting month, where 48 % were male and 52% female.	Ongoing	PC/PM/M&E
		b. All projects monthly (August) activity achievement have reached to 81%.		
3.	Newsletter feedback	The quality of the newsletter has been improved. However, there have some common feedback-	Ongoing	PC/PM/M&E

		<ul style="list-style-type: none"> <li>▪ COAST Foundation logo will be put in every newsletter on the upper right corner.</li> <li>▪ It will be careful about page make-up, margin, space, background colour, etc.</li> <li>▪ Each photo will have to a proper caption, e.g. (i) issue, (ii) place, (iii) photo credit, (iv) date.</li> <li>▪ Newsletter will be in 2 pages.</li> </ul>		
4.	Proactiveness	<ul style="list-style-type: none"> <li>▪ Proactive-ness means controlling a situation by making things happen rather than waiting for things to happen and then reacting to them. So, staffers are requested to find/create work by their own to make things happen smoothly.</li> </ul>		
5.	Project completion clearance certificate from the authority	<ul style="list-style-type: none"> <li>▪ “Prottoyon Potro” or clearance certificate will be collected for the local authority as soon as completion of the project.</li> <li>▪ Clearance of the project will be attached while submitting FD-6/7.</li> <li>▪ PC/PM’s final payment will be withheld unless we receive the clearance certificate.</li> <li>▪ Even if the PC/PM is shifted to another project, salary will be withheld in the current project until the submission of the previous project conclusion clearance report.</li> <li>▪ In cases if the PC/PM is discontinued then the responsibility should be carried out by the project focal.</li> </ul>	Ongoing	PC/PM/Focal
6.	PPT and Progress report sharing	<p>All the responsible PC/PM presented their project progress through PPT of August 2021. The feedbacks are:</p> <p><b>ISC Project</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ Burn rate, September-94% and Cumulative-73%.</li> </ul> <p><b>UNICEF Child Protection</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation.</li> <li>▪ Burn rate, September-216% and Cumulative-79%.</li> </ul> <p><b>ACCORD</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation.</li> <li>▪ Burn rate, August-61% and Cumulative-96%.</li> </ul> <p><b>UNICEF Education</b></p> <ul style="list-style-type: none"> <li>▪ Infographics was really good.</li> <li>▪ Burn rate, September-87% and Cumulative-77%.</li> </ul> <p><b>CFTM</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation.</li> <li>▪ Burn rate, September-41% and Cumulative-41%.</li> </ul> <p><b>CJRF</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation.</li> <li>▪ Burn rate, September-69% and Cumulative-99%.</li> </ul> <p><b>Radio Meghna</b></p>	Ongoing	PC/PM/M&E

		<ul style="list-style-type: none"> <li>▪ Overall good presentation.</li> </ul> <p><b>SEP</b></p> <ul style="list-style-type: none"> <li>▪ New project, next time it will be shared the burn rate.</li> </ul> <p><b>APC</b></p> <ul style="list-style-type: none"> <li>▪ PPT will be with COAST Format.</li> <li>▪ Now supported by COAST, is not required burn rate.</li> </ul> <p><b>ToGETHER</b></p> <ul style="list-style-type: none"> <li>▪ Not presented PPT.</li> </ul> <p><b>Tearfund</b></p> <ul style="list-style-type: none"> <li>▪ Not presented PPT.</li> </ul> <p><b>CEPI</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation.</li> <li>▪ Burn rate, September-100% and Cumulative-82%.</li> </ul> <p><b>A2JaC</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation.</li> <li>▪ New project, burn rate should present next time.</li> </ul> <p><b>ENRICH</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ Burn rate, September-100% and Cumulative-99%.</li> </ul>		
7.	AoB	<p>a. If any representative from donor visit us, schedule will be consulted with JD-SDC to make it effective.</p> <p>b. Exit strategy of Tearfund, SEP, A2JaC, APC should be prepared and sent to JD-MEAL&amp;R.</p> <p>c. Participants need to ask for permission before switching their video off for any important reason. Salary will be held up, otherwise.</p>	Ongoing  21.10.2021.  Ongoing	PC/PM  PC/PM  All

Having no other issues to discuss, the meeting has been ended with the vote of well-wishing and thanks by the JD-MEAL&R.

**Notes taken by:**



Gulfan Ara Hury  
FMO, Child protection project  
COAST Foundation  
16.10.2021

**Moderated by:**



Md. Iqbal Uddin  
JD-MEAL&R  
COAST Foundation