

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka; Dated: 15 September, 2021

COAST Foundation has organized the virtual PPMM on 15th September 2021 where the Executive Director, Deputy Executive Director, Joint Directors, Deputy Director, Heads, 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. Next two months major plans in the presentation
4. Plan of Operation of the new project in the website
5. Newsletter feedback
6. PPT and Progress report sharing
7. AoB

B. Discussion and Decisions:

SL	Agenda	Discussion and Decision	Deadline	Responsibility
1.	Last meeting minutes review	<p>a. An agreement on Protection from SEA, child marriage, child labour, extremism, etc. needs to be signed by all the related vendors, contactors during the time of work order. Before taking sign, they will be explained clearly on the issues. If any third party is involved in any above-mentioned issues earlier, COAST will not provide to them any work order. Moreover, the agreement will be counted as part of work order from now onwards.</p> <p>b. Staff has to sign new Code of Conducts and preserve the copy in their personnel file. One copy should send to the to HRM in Dhaka if has not done yet.</p> <p>c. Any kind of advertisements including job circular, poster/leaflet should be finalized by having prior approval from the Deputy Executive Director.</p> <p>d. COAST staff ID cards will be provided to every project within this month.</p> <p>e. Before posting newsletter in social media, the respective PC/PM will take a prior approval from the JD-SDC to ensure quality and appropriate page alignment. It is encouraged to post newsletter in E-version mode so that viewers can read it at a glance.</p> <p>f. ISC project will cover the news of temple reconstruction in next month's newsletter.</p> <p>g. Those projects which have not submitted beneficiary feedback and risk assessment report, they must submit within the date line.</p>	<p>Ongoing</p> <p>25th September</p> <p>Ongoing</p> <p>30th September</p> <p>Ongoing</p> <p>18th September</p>	<p>Responsible</p> <p>PC/PM</p> <p>PC/PM</p> <p>ICT section</p> <p>PC/PM</p> <p>PC/PM</p> <p>PC/PM</p>

		<p>h. Responded to the beneficiary feedback, if there is any, will be discussed in the monthly project staff meeting and highlighted in the newsletter.</p> <p>i. PC/PM will share their fortnightly plan (1st 15 days & last 15 days) to the JD-SDC and cc to DED, JD-MEAL&R, DD-GT &CR and Head-MEAL&SD from October 2021. Activity plan will cover Date, Name of Activities, Program Participants, Methodology, Responsible Person and Venue.</p> <p>j. No project will use donor logo in any internal communications and presentations.</p> <p>k. Donor logo may publish in the external communications e.g. invitation, advertisement, job circular, and if it is mandatory then approval should be taken from the DED.</p> <p>l. Donor logo should be used in the banner and donor report subjects to the approval from donor.</p> <p>m. Every time the logo of COAST Foundation will be on top of the right corner. If any donor has obligation to put their logo in a specific place, then it can be minimized through the communication with the JD-SDC and DED.</p> <p>n. Always be aware of the sensitivity of placing logo in the communication materials.</p> <p>o. Staff are request to use new letterhead pad containing Mujib-100years logo.</p>	<p>Ongoing</p> <p>To be continued</p>	<p>PC/PM</p> <p>PC/PM</p>
2.	Data segregation on report findings	<p>a. 85% of the cumulative targeted activities have been achieved during last reporting month, where 48 % were male and 52% female.</p> <p>b. All projects monthly (August) activity achievement has been reached 81%.</p>	Ongoing	PC/PM/M&E
3.	Plan of Operation of new projects in website	<ul style="list-style-type: none"> ▪ Tearfund and A2JaC (Access to Justice at Community) project will have to submit their PoP by 20th September 2021 to uploaded in COAST website. ▪ If any project has got an extension, they will also need to prepare their PoP and send it to JD-MEAL&R and CC to Head-MEAL&SD for monitoring and uploading in the website. 	<p>20th September</p> <p>Ongoing</p>	PC/PM
4.	Newsletter feedback	<p>The quality of the newsletter has been improved. However, there have some feedbacks on some newsletter. These are-</p> <p>ESRPE</p> <ul style="list-style-type: none"> ▪ Page alignment was not well maintained. ▪ The name "Purbashar Alo" was requested to change. For this, some of the suitable names have been asked to send DD-GT & CR. <p>CEPI</p> <ul style="list-style-type: none"> ▪ Background color was not perfect. 	Ongoing	PC/PM

		<ul style="list-style-type: none"> ▪ Caption was large in comparison to picture. ▪ Project introduction should keep in a box. ▪ Logo should be used according to COAST instruction. <p>APC</p> <ul style="list-style-type: none"> ▪ Caption was not written as per COAST instruction. There is no need to put a date in caption. ▪ Month name was absent. 		
5.	PPT and Progress report sharing	<p>All the responsible PC/PM have presented their project progress through PPT of August 2021. The feedbacks are:</p> <p>ISC Project</p> <ul style="list-style-type: none"> ▪ Infographics should be added for visualization in PPT. ▪ Impact oriented follow-up should be present in next month PPT. ▪ Burn rate, August-86% and Cumulative-65%. <p>UNICEF Child Protection</p> <ul style="list-style-type: none"> ▪ Good presentation. ▪ Burn rate, August-88%. <p>ACCORD</p> <ul style="list-style-type: none"> ▪ Good presentation. ▪ Burn rate, August-144% and Cumulative-97%. <p>UNICEF Education</p> <ul style="list-style-type: none"> ▪ Infographics was really good. ▪ The attitude of presenting PPT need to upgrade. ▪ No burn rate presented. Next time should do it. <p>CFTM</p> <ul style="list-style-type: none"> ▪ Text and photo need to make large as there were more space available. ▪ Burn rate, August-66% and Cumulative-73%. <p>CJRF</p> <ul style="list-style-type: none"> ▪ Good presentation. ▪ Burn rate, August-74% and Cumulative-99%. <p>Radio Meghna</p> <ul style="list-style-type: none"> ▪ Overall good presentation. ▪ Burn rate is not a required part for Radio Meghna. <p>SEP</p> <ul style="list-style-type: none"> ▪ PPT was not prepared according to COAST standard. ▪ New project, next time it will share burn rate. <p>APC</p> <ul style="list-style-type: none"> ▪ PPT should be more upgraded. ▪ Now supported by COAST, not required burn rate now. <p>ToGETHER</p> <ul style="list-style-type: none"> ▪ PPT background will be white. ▪ Too much texts and absence of infographics. ▪ Burn rate, August-75% and Cumulative-91%. <p>Tearfund</p> <ul style="list-style-type: none"> ▪ Good presentation. ▪ No burn rate presented, next time should do it. <p>CEPI</p>	Ongoing	PC/PM/M&E

		<ul style="list-style-type: none"> ▪ Good presentation. ▪ Burn rate, August-100% and Cumulative-85%. <p>A2j</p> <ul style="list-style-type: none"> ▪ Good presentation. ▪ New project, burn rate should present next time. <p>ENRICH</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Burn rate, August, 92% and Elderly-100%. 		
6.	AoB	<ul style="list-style-type: none"> ▪ Two meetings will be held jointly with CHS Alliance where COAST Foundation will act as co-organizer. Interested COAST colleagues will register for attending in the meeting. The online meeting dates are: <ul style="list-style-type: none"> - 28th September 2021 (5pm to 5.45pm, BST) - 5th October 2021 (11.30 am to 1pm, BST) - Registration link will be shared later on. <p>a. Staff should submit their advance quarterly and monthly plan to their respective PC/PM. Here, it is strongly discouraged not to do copy-paste from their previous plan.</p> <p>b. To observe International Rural Women's Day (15th October), region-wise team leader is Rashida Begum, AD-CFTM project and member Md. Mizanur Rahman, PC-APC project from Bhola, and team leader is Zahangir Alam, AD-ISC Project, members are Shahinur Islam (Head-HR) and Razaul Karim (TL-UROC) from Cox's Bazar.</p>	28.09.2021 & 05.10.2021	All
			Ongoing	Responsible

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:



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19.09.2021

Moderated By:



Md. Iqbal Uddin
JD-MEAL&R
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