

The SMT Meeting was held on 6 September, 2021 presided over by the Deputy Executive Director. The Directors, JDs, DD and all ADs were present in the meeting. Meeting notes are as follows:

SI	Decisions	Responsible professionals	Deadline
1.	<ul style="list-style-type: none"> ITDC side- wall budget has been approved. The construction will be initiated after managing budget and during the dry season. 	BIC	Ongoing
2.	<ul style="list-style-type: none"> Every staff should prepare three-month advanced plan and send to their supervisor(s). 	All SMT staff	Ongoing

Work plan: next month

SL	Name	Position	Activities of reporting month	Activities of next
1	Rezaul Karim Chowdhury	Executive Director	<ul style="list-style-type: none"> CCNF Evaluation report preparation Financial trend meeting Cox's Bazar visit for Sonarpara land registration Fund forecast for Sonarpara building construction 	<ul style="list-style-type: none"> BD CSO conference CXB visit with donor delegates Fund forecast for Sonarpara building construction
2	Sanat Kumar Bhowmik	Deputy Executive Director	<ul style="list-style-type: none"> Barishal, Bhola and Charfession visit GIZBD project staff recurrent Revision of COAST constitution 	<ul style="list-style-type: none"> Chattogram visit GCA project revised PP & document submit to SDF Revision of COAST constitution
3	Syed Aminul Hoque	Director-ME & IA	<ul style="list-style-type: none"> CFTM climate vulnerability report preparation Cox's Bazar and Bhola visit CJRF international meeting Internal audit meeting. 	<ul style="list-style-type: none"> CFTM climate vulnerability budget final CFTM project seminar preparation CFTM district seminar participation.
4	Tarik Syed Harun	Director-CP	<ul style="list-style-type: none"> Barishal and Noakhali visit CDF & MRA follow up. Communication with banks 	<ul style="list-style-type: none"> Noakhali and Chattogram visit CPCM Communication with banks and PKSF
5	Ahsanul Karim	Director-FCC & EA	<ul style="list-style-type: none"> External audit coordination Fund management Gratuity fund registration follow up. Budget variance report preparation follow-up 	<ul style="list-style-type: none"> Gratuity fund registration follow up. EC Meeting coordination. SAM Registration External Audit finalization
6	Mustafa Kamal Akanda	Director-ASR	<ul style="list-style-type: none"> Radio Soikat establishment follow up Mourning day observation Field visit Cox'sBazar 	<ul style="list-style-type: none"> BD CSO process meeting at 20,22, 25 September 2021 CFTM project climate seminar NGOAB related work
7	Iqbal Uddin	JD-MEL & HA	<ul style="list-style-type: none"> ISC power point presentation Field visit Radio Meghana PPMM 	<ul style="list-style-type: none"> Child marriage related study at Bhola Grant bargain related work CHS process related preparation.
8	Mujibul Munir	JD-SD	<ul style="list-style-type: none"> Tear fund project proposal preparation GIZBD project meeting GIZBD Project document preparation 	<ul style="list-style-type: none"> Tear fund new project proposal preparation. BD CSO process meeting preparation APFP Project activities follow up.
9	Ferdous Ara Rumea	DD-GT&CR	<ul style="list-style-type: none"> On line training follow-up Bhola visit 	<ul style="list-style-type: none"> APC project concept notes. IRWD meeting

SL	Name	Position	Activities of reporting month	Activities of next
			<ul style="list-style-type: none"> Gender meeting CRM meeting 	<ul style="list-style-type: none"> Gender meeting CRM meeting
10	Sahabuddin	AD-Internal audit	<ul style="list-style-type: none"> Filed visit Cox's bazar Central finance audit Internal audit meeting 	<ul style="list-style-type: none"> Filed visit Bhola Audit hearing of MF Internal audit meeting
11	Barequl Islam Chowdhury	AD-EnD	<ul style="list-style-type: none"> Sustainable Enterprise Project budget preparation (SEP) Field visit Chattogram and Cox's Bazar ITDC boundary follow up. 	<ul style="list-style-type: none"> Livelihood related project PP prepare Field visit Cox's Bazar Seaweed related budget prepare.
12	Mahmudul Hasan Didar	AD-CP	<ul style="list-style-type: none"> Field visit Barishal and Noakhali HRM software update for salary sheet prepare automation. 	<ul style="list-style-type: none"> MCM Cox's bazar CPCM Chattogram Noakhali and Barishal new branch opening.
13	Md. Tariqul Islam	AD-FM	<ul style="list-style-type: none"> FD-6 of GCA project Field visit Barishal and Chattogram External audit coordination PACM preparation 	<ul style="list-style-type: none"> CFTM project phase out related work GIZ project assets purchase process review GCA project FD-6 preparation PACM preparation
14	Omour Faruk Bhuiyan	AD-FM	<ul style="list-style-type: none"> Monthly budget variance report preparation External annual audit work 2020-21 	<ul style="list-style-type: none"> VAT registration Gratuity registration ToGETHER project training preparation.
15	Rashida Begum	AD-CFTM	<ul style="list-style-type: none"> CFTM Project CSO meeting COVID -19 camping related work Social audit Follow-up 	<ul style="list-style-type: none"> CFTM Project CSO meeting COVID -19 camping related work CFTM project closing related activities
16	Zahangir Alam	AD-UNHCR project	<ul style="list-style-type: none"> Sonarpara land registration UNHCR Project meeting Bank account open for CCNF COVID -19 camping related work. Radio Soikat establishment follow up 	<ul style="list-style-type: none"> UNHCR Project budget preparation Host & FDMN dialogue. Training conduct. Radio Soikat establishment follow up

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

Notes taken by-

Md. Tariqul Islam
Assistant Director-Finance Monitoring