

The Senior Management Team (SMT) meeting was held on 8 November, 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"> <li>It is decided that, from now organization representative will participate in the Upazila and District coordination meeting. Respective RTL and program focal will ensure participant from this month.</li> </ul>	RTL RPC	Ongoing
2.	<ul style="list-style-type: none"> <li>As per MRA guidelines, MRA's logo and registration number must be attached in all recruitment advertisement expect projects. All concerned are asked to take necessary actions in this regard.</li> </ul>	All SMT staff	Ongoing
3.	<ul style="list-style-type: none"> <li>It is decided that, initiative will be taken for getting registration of gratuity fund as early as possible.</li> </ul>	Director- FCC&EA AD-FM	Nov'21

#### 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"> <li>BD CSO conference</li> <li>CXB visit with donor delegates</li> <li>Fund forecast for Sonarpara building construction</li> </ul>	<ul style="list-style-type: none"> <li>Preparation for BDCSO meeting on 13 Nov 2021</li> <li>Assist to Radio Saikat establishment</li> <li>Fund forecast for sonarpara building construction.</li> </ul>
2	Sanat Kumar Bhowmik	Deputy Executive Director	<ul style="list-style-type: none"> <li>Barishal and Bhola visit</li> <li>GIZBD project staff recurrent</li> <li>Revision of COAST constitution</li> </ul>	<ul style="list-style-type: none"> <li>Brishal and Bhola visit</li> <li>GIZ project visit</li> <li>Project proposal submit to WFP</li> </ul>
3	Syed Aminul Hoque	Director- ME & IA	<ul style="list-style-type: none"> <li>Participate on International COP Seminar.</li> <li>Internet audit meeting</li> <li>External (PROKAS KPMJ) audit follow up</li> </ul>	<ul style="list-style-type: none"> <li>Prepare report on COP-26</li> <li>Preparation for national seminar on COP-26</li> <li>Internal audit meeting</li> </ul>
4	Tarik Syed Harun	Director- CP	<ul style="list-style-type: none"> <li>Noakhali and Chattogram visit</li> <li>CPCM</li> <li>Communication with banks and PKSF</li> </ul>	<ul style="list-style-type: none"> <li>CPCM in Bhola</li> <li>Sole of Chakmarkul land</li> <li>Assist to team of Mercantile Bank Limited</li> <li>Preparation for CDF seminar</li> </ul>
5	Ahsanul Karim	Director- FCC & EA	<ul style="list-style-type: none"> <li>Gratuity fund registration follow up.</li> <li>EC Meeting coordination.</li> <li>SAM Registration</li> <li>External Audit finalization</li> </ul>	<ul style="list-style-type: none"> <li>Tax return</li> <li>Sole of Chakmarkul land</li> <li>Sonarpara land re-design</li> <li>SAM registration</li> </ul>
6	Mustafa Kamal Akanda	Director- ASR	<ul style="list-style-type: none"> <li>BD CSO process meeting at 20,22, 25 September 2021</li> <li>Field visit Cox'sBazar</li> <li>NGOAB related work</li> </ul>	<ul style="list-style-type: none"> <li>Preparation for BDCSO meeting on 13 Nov 2021</li> <li>Building construction follow up in Cox's Bazar at Sonapara.</li> <li>Work permit and visa processing for foreign guest</li> </ul>
7	Iqbal Uddin	JD-MEL & HA	<ul style="list-style-type: none"> <li>Child marriage related study at Bhola</li> <li>Grant bargain related work</li> <li>CHS process related preparation.</li> </ul>	<ul style="list-style-type: none"> <li>Assist to global level advocacy mission</li> <li>Initiative on project with Netherland embassy</li> <li>PPMM</li> <li>Filed visit in CTG</li> </ul>
8	Mujibul Munir	JD-SD	<ul style="list-style-type: none"> <li>Tear fund new project proposal preparation.</li> </ul>	<ul style="list-style-type: none"> <li>BDCSO meeting on preparation</li> <li>Project design of Melteser International</li> </ul>

SL	Name	Position	Activities of reporting month	Activities of next
			<ul style="list-style-type: none"> <li>BD CSO process meeting preparation</li> <li>APFP Project activities follow up.</li> </ul>	<ul style="list-style-type: none"> <li>Project design of UNCEF and UNHCR</li> <li>Project design of A4 AP</li> </ul>
9	Ferdous Ara Rume	DD-GT&CR	<ul style="list-style-type: none"> <li>APC project concept notes.</li> <li>IRWD meeting</li> <li>Gender meeting</li> <li>CRM meeting</li> </ul>	<ul style="list-style-type: none"> <li>UNICEF project visit in Cox's Bazar</li> <li>Assist and follow up of Radio Megna and Saikat program</li> <li>CRM report</li> <li>Gender meeting</li> </ul>
10	Sahabuddin	AD-Internal audit	<ul style="list-style-type: none"> <li>Filed visit Bhola</li> <li>Audit hearing of MF</li> <li>Internal audit meeting</li> </ul>	<ul style="list-style-type: none"> <li>Filed visit in Cox's Bazar</li> <li>Internal audit meeting</li> <li>Medical bill process</li> </ul>
11	Barequl Islam Chowdhury	AD-EnD	<ul style="list-style-type: none"> <li>Sustainable Enterprise Project budget preparation (SEP)</li> <li>Field visit Chattogram and Cox's Bazar</li> <li>ITDC boundary follow up.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare ToR for consultant hiring to website design</li> <li>Prepare ToR for consultant hiring to baseline survey</li> <li>Procurement process of SEP</li> <li>Field visit in Cox's Bazar</li> </ul>
12	Mahmudul Hasan Didar	AD-CP	<ul style="list-style-type: none"> <li>MCM Cox's bazar</li> <li>CPCM Chattogram</li> <li>Noakhali and Barishal new branch opening.</li> </ul>	<ul style="list-style-type: none"> <li>CPCM in Bhola</li> <li>Update national database of MRA.</li> <li>Credit rating</li> </ul>
13	Md. Tariqul Islam	AD-FM	<ul style="list-style-type: none"> <li>CFTM project phase out related work</li> <li>GIZ project assets purchase process review</li> <li>PACM preparation</li> </ul>	<ul style="list-style-type: none"> <li>Follow up phase out process of CFTM project.</li> <li>Financial report of GIZ project</li> <li>CjRF fund release from NGOAB</li> </ul>
14	Omour Faruk Bhuiyan	AD-FM	<ul style="list-style-type: none"> <li>VAT registration</li> <li>Gratuity registration</li> <li>ToGETHER project training preparation.</li> </ul>	<ul style="list-style-type: none"> <li>Income Tax return submit</li> <li>Gratuity registration</li> <li>Field visit in Kurigram.</li> </ul>
15	Rashida Begum	AD-CFTM	<ul style="list-style-type: none"> <li>CFTM Project CSO meeting</li> <li>COVID -19 camping related work</li> <li>CFTM project closing related activities</li> </ul>	<ul style="list-style-type: none"> <li>Support to MF for overdue collection</li> <li>Follow up and support to Radio Megna</li> <li>Collect work done certificate</li> </ul>
16	Zahangir Alam	AD-UNHCR project	<ul style="list-style-type: none"> <li>UNHCR Project budget preparation</li> <li>Host &amp; FDMN dialogue.</li> <li>Training conduct.</li> <li>Radio Soikat establishment follow up</li> </ul>	<ul style="list-style-type: none"> <li>UNHCR Project and budget for the year of 2022</li> <li>Collect work done certificate from respective Upazila</li> </ul>
17	Jahirul Islam	AD-GIZ project	<ul style="list-style-type: none"> <li>Follow up GIZ activity</li> <li>Training conduct</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholder meeting</li> <li>Project orientation on 14-15 Nov 2021</li> <li>CTG visit</li> </ul>

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

Notes taken by-

Barequl Islam Chowdhury

Assistant Director-Finance Monitoring