

Project Progress Monitoring Meeting (PPMM)

COAST Foundation, Dhaka; Dated: 20 June 2022

A virtual PPMM was organized on 20 June 2022, where the Deputy Executive Director, Joint Directors, Heads, RTLs, Project leaders, and M&E Officers from different projects were present and participated to make decisions. The Joint Director-MEAL&R moderated the meeting.

A. Meeting Agenda:

1. Review of last meeting minutes
2. Newsletter feedback
3. Feedback from program participants
4. Project PoP submission
5. Data Segregation Report Presentation
6. Micro Assessment
7. Field Visit Feedback Register
8. PPT and progress report sharing
9. AoB

B. Discussion and Decisions:

SL	Agenda	Discussion and Decision	Date line	Responsibility
1.	Last meeting minutes review	<ul style="list-style-type: none"> • All PC/PM/M&E need to submit all reports on time. No yellow mark is expected for submitting a report delay. • From now on, Radio Saikot should submit monthly meeting minutes. • Ideal field visit rate is three days a week. A breakdown of field visit format will be provided and PC/PM are requested to fill it up and submit it to MEAL section for a quick check. • A survey report of every PDM should be prepared within 15 days of distribution. The report should reflect the survey result with graphs, numbers and narratives. • Each project will conduct courtyard meeting or orientation at least on 2 issues like staff Code of Conducts, CRM, PSEA, Gender, Risk mitigation and Safeguarding quarterly basis. A short report should be sent to the MEAL section covering the meeting register screenshots and pictures. • JD-GT&CR will facilitate an online orientation with the facilitators on how to facilitate sensitive issues e.g. PSEA, gender, risk assessment, etc. while conducting and FGD or KII. PC/PM and M&E will also be the participants. • Those who scored less than 75 in the P-FIM assessment will be retrained online by 30 June. • An orientation on project goals, objectives, outcomes, outputs, and impacts will be organized. 	<p>Ongoing</p> <p>05.07.22</p> <p>Ongoing</p> <p>30.6.22</p> <p>30.6.22</p> <p>30.6.22</p> <p>30.6.22</p>	<p>PC/PM/M&E</p> <p>JD-MEAL&R PC/PM</p> <p>PC/PM/M&E</p> <p>JD-GT&CR</p> <p>Head-MEAL&SD JD-MEAL&R</p>
2.	Newsletter feedback	<ul style="list-style-type: none"> • PC/PM should give more focus and be careful on the following issues while preparing a desktop newsletter e.g. title, spelling, margin and page makeup, published date, headline, caption, use of color, picture, etc. 	Ongoing	PC/PM/M&E

3.	Feedback from program participants	<ul style="list-style-type: none"> The 'H= Harassment' will be included in the PSEA, so the terminology will be now PSEAH. As well as the beneficiary should be replaced with Program Participants (কর্মসূচি অংশিজন). There are less feedback received from the program participants on the critical issues, e.g. potential, actual or unintended risk, negative effects, PSEAH, etc. There should be intinated more meetings for encouraging the program participants in making criticism or registering complaints on that issues, if found any. 	Ongoing	All
4.	Project PoP [Plan of Operation] Submission	<ul style="list-style-type: none"> The PoP of the GCA project, Head-MEAL&SD will translate from Bengali to English and uploaded on the website by 25th June. 	25.06.22	AD-GCA and Head-MEAL&SD
5.	Data segregation report presentation	<ul style="list-style-type: none"> A total of 58% of the cumulative targeted activities have been achieved during the last reporting month, where 52% were male and 48% were female. All projects' monthly [April 2022] activity achievements reached 72%. 	Ongoing	PC/PM/M&E
6.	Micro Assessment	<p>UNICEF representatives recently visited the UROC Office for conducting a micro assessment of COAST. Jasim Uddin Molla and Md. Razaul Karim discussed the major issues of that, which were:</p> <ul style="list-style-type: none"> Conflict of interest (relative) should be included in the policy. Conflict of interest (Vendor) should be included in the Procurement policy. Most of the requirements and necessary documents have been able to provide according to the visitor's needs. Procurement activities should be done by the purchase committee through the listed vendors. Those who do good work should be given priority. Most of the needs has been fulfilled as per the requirements of 6 components of the assessment. Some issues would be provided by the respective persons from the Principal Office, Dhaka. PC/PM of Education and CP will contact them. The visitors also asked how data is collected, data monitoring system and management, how to maintain data security etc. 	Ongoing	All
7.	Management Tips	<p>This learning session was conducted by the DED which was:</p> <p>MAAP means: Mechanism for Accountability to Affected People</p> <ul style="list-style-type: none"> Accountability to Affected Populations (AAP) is an active commitment by humanitarian actors to use power responsibly by taking account of, giving account to, and being held to account by the people they seek to assist. <p>Need for MAAP</p> <ul style="list-style-type: none"> Need assessment Real-time response(Respond within 48 hours) Feedback from the Program Participants Ensuring Gender Equity and Balance Monitoring Evaluation Accountability and Learning. 		

8.	Field Visit Feedback Register	<p>All PMs are instructed by the DED to ensure the Field Visit Feedback Register in all projects and he gives instructions on how to use it-</p> <ul style="list-style-type: none"> • The field visit feedback register should be provided to every office in the field e.g field office, sub office, MPC, learning centers by 27 June and a screenshot should be sent to JD-MEAL&R on sample basis. • The pages of the register should be attasted. • Those who (PIU) visit the field from UROC will only fill out the visit register at the sub office, MPC and Learning Center. • Those who visit the UROC or Field from the Principal Office or Cox's Bazar will fill both registers. • After the visitor goes to the next visit, follow up the recommendations of the previous visit. If the concerned staff fails to implement it within the time-frame then he/she has to explain. • If the Team Leader visits another project in the same office, then the register has to be maintained. • The PCM should have an agenda about the findings of the field visit feedback register. • Field office representatives should bring the registers to the PIU office every month for cross-check during the Project Coordination Meeting. 	Ongoing	PC/PM/M&E/ CPO
9.	PPT and Progress report sharing	<p>PC/PM/M&E presented their project progress PPT slide for June 2022. The overall feedback were:</p> <ul style="list-style-type: none"> • Slides should be in bullet points. • A slide with 2-3 challenges and 2-3 learning will be added to PPT from next month. • The PPT should be target and achievement and burn rate oriented. The JD-MEAL&R will send the format for PPT. <p>Now the project-wise feedback were:</p> <p>ACCORD</p> <ul style="list-style-type: none"> ▪ Nice presentation ▪ Burn rate in April - 90%, and cumulative- 99% <p>ISCP</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Burn rate in May- 78%, and cumulative- 33% <p>Tearfund-DEC [Part-2]</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Burn rate in April-43 %, and cumulative- 44% <p>UNICEF Education</p> <ul style="list-style-type: none"> ▪ Good presentation. ▪ Burn rate in May- 7%, and cumulative-58% <p>UNICEF Child Protection</p> <ul style="list-style-type: none"> ▪ Nice presentation ▪ Red font cannot be used. ▪ Burn rate in May - 0%, and cumulative- 0% <p>CEPI</p> <ul style="list-style-type: none"> ▪ Should not be presented for a long time. 	Ongoing 7 July	PC/PM/M&E JD-MEAL&R

		<ul style="list-style-type: none"> ▪ Burn rate in May- 98%, and cumulative- 99% <p>SEP-Dryfish</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Burn rate in May - 92%, and cumulative- 36% <p>A2JaC</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Not Festival Bonus, it will be festival allowance. Each PPMM should have 2 success stories. ▪ Burn rate in May- 61%, and cumulative- 81% <p>CJRF</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Burn rate in May- 84%, and cumulative- 9% <p>Radio Saikat</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Numbers need to be mentioned for comparative analysis. <p>Radio Meghna</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ A comparative data should be presented based on the increased rate of participation. <p>CITEP</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Not more than 4-6 slides can be selected in PPT. <p>APFP</p> <ul style="list-style-type: none"> ▪ PPT should be impact oriented <p>ENRICH</p> <ul style="list-style-type: none"> ▪ Good Presentation ▪ Burn rate in May- 99%, and cumulative- 87% <p>GCA</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Burn rate in May- 162%, and cumulative- 32% <p>ERBCR</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Burn rate in May- 68%, and cumulative- 91% <p>PACE-DF</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Burn rate in May- 97%, and cumulative- 40% 		
10	AoB	<ul style="list-style-type: none"> ▪ Any internal study or research should be shared with the JD-MEAL&R first. He will discuss with the ED/DED for approval. Only after then anyone can make referece from it. ▪ Mail should be written in short sentences and at gist points. ▪ We should use the word festival allowance, not bonous. 	Ongoing Ongoing	PC/PM/M&E PC/PM

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

Notes taken by:



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Moderated by:



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