

Project Progress Monitoring Meeting (PPMM)

COAST Foundation, Dhaka; Dated: 17 August 2022

A virtual PPMM was organized on 17 August 2022 where the Deputy Executive Director, Joint Directors, Head-HR, RTLs, PCs, and M&E Officers from different projects attended in the meeting. Joint Director-MEAL&R moderated, and Deputy Executive Director chaired the meeting. Apart, the Executive Director also joined in the meeting for a short time. He gave thanks to all the participants and asked them to cooperate with the MEAL system to make it more functional.

A. Meeting Agenda:

1. Last meeting minutes review
2. Newsletter Feedback
3. Data Segregation Report presentation
4. PPT and progress report sharing
5. AoB (Risk Analysis, Environmental Impact Assessment, Community meeting issues)

B. Discussion and Decisions:

SL	Agenda	Discussion and Decision	Dateline	Responsibility
1	Last meeting minutes review	<ul style="list-style-type: none"> • There will be at least two meetings in the community of each project including community radios on PSEAH, CRM, CoC, Gender, Whistleblowing, Safeguarding, etc. Reports will be made in the register and their pictures will be sent to JD-MEAL&R by the date 2nd date of each month. • PC will submit the ERBCR project PoP by 23 August 2022 and will submit project quarterly plan from next month. • Head-MEAL&SD will visit the ERBCR project, Bhasanchar by August, if possible. He will also review the leadership performance of the PC. • A revision of field visit status format will be made. • Separate register will be maintained from now on for UROC, CXB center and Bhola Center including Radio Meghna and Radio Saikat. • From now on, all project heads will be called PC to avoid jargon. • A revision of the photo and video using consent form will be made (in the attendance sheet) for individuals and groups and will be circulated for use. • Those projects quarterly beneficiary feedback and risk assessment report have not been submitted yet that will be submitted by 22 August 2022. • A draft design/outline will be submitted to the Executive Director by this month focusing on the development of a web-based MEAL reporting system. • A staff orientation on gender & social inclusion will be organized focusing on sensitization and appropriate language for better understanding. • A compiled version of all projects' Gender & Social Inclusion report will be prepared by JD-GT&CR and she will share the findings quarterly for understanding and improvement. • Before writing any project proposal, the environmental impact assessment should be considered along with the context analysis, risk analysis, and exit strategy. 	<p>Ongoing</p> <p>23 Aug'22</p> <p>28-31 Aug'21</p> <p>29 Aug'22</p> <p>29 Aug'22</p> <p>Ongoing</p> <p>Ongoing</p> <p>22 Aug'22</p> <p>31 Aug'22</p> <p>30 Sep'22</p> <p>Ongoing</p> <p>Ongoing</p>	<p>PC/M&EO</p> <p>PC-ERBCR</p> <p>Head-MEAL&SD</p> <p>JD-MEAL&R RTLs/TLs/Station Managers</p> <p>All</p> <p>PC/M&EO</p> <p>MEAL Section</p> <p>JD-MEAL&R</p> <p>JD-GT&CR</p> <p>JD-GT&CR</p> <p>All concerned</p>
2	Newsletter Feedback	<ul style="list-style-type: none"> • Without written consent from anyone, no picture will be taken and used. And there will be a declaration in the newsletter that "The pictures are used here with the 	Ongoing	PC

		consent of the participants and not be for commercial purposes”.		
3	Data Segregation report presentation	<ul style="list-style-type: none"> A total of 61% of cumulative targeted activities have been achieved during the last reporting month, where 43% were male and 57% were female participants 	Ongoing	MEAL Section
4	PPT & progress report sharing	<p>Tearfund</p> <ul style="list-style-type: none"> Good Presentation The expected indicators of target and achieved indicators should be described clearly and no. of participants & other qualitative measures should be focused on. <p>A2JaC [Barishal Region and Chattogram Region]</p> <ul style="list-style-type: none"> Good presentation In RJF mediation and local mediation slide, money is counted only but the project can consider the return of land ownership also as a success. The project can develop success case stories focusing on these achievements. The project can show and develop a case study also as an achievement regarding this proposal to GIZ to give more training to other Local mediators apart from the RJF mediators. For better understanding, elaborate form for any terminology should be used at least one time in slides. <p>CITEP</p> <ul style="list-style-type: none"> Learnings & challenges should be written in bullet points. Photo should be rearranged carefully. <p>CJRF</p> <ul style="list-style-type: none"> Time frame should be maintained to present the PPT To identify the learnings and challenges, we should think outside of the box. Lesson learned should be focused on the project taken initiative. <p>PACE</p> <ul style="list-style-type: none"> Good presentation Theme font and size should be the same. <p>Radio Meghna</p> <ul style="list-style-type: none"> Anyone shouldn't bring any change in any format without the concern of the authority Presentation should be in English from the next PPMM. <p>Radio Saikat</p> <ul style="list-style-type: none"> Good presentation <p>ERBCR</p> <ul style="list-style-type: none"> Challenges and learnings should be written carefully. <p>GCA-Phase 2</p> <ul style="list-style-type: none"> Careful about using the undignified word in the PPT slides. 	Ongoing	PC/M&EO

		<ul style="list-style-type: none"> • Too many photos in one slide should be avoided. <p>ISCP</p> <ul style="list-style-type: none"> • Project should develop a plan to implement this month's activity in addition to the last month's activity. <p>Education</p> <ul style="list-style-type: none"> • Good presentation <p>Child Protection</p> <ul style="list-style-type: none"> • Good presentation <p>ACCORD</p> <ul style="list-style-type: none"> • Good presentation • Lessons learned and challenges should be revised for better documentation. <p>SEP-Dryfish</p> <ul style="list-style-type: none"> • Good presentation 		
5	AoB	<ul style="list-style-type: none"> • A half-day online workshop can be arranged for effective writing on learnings and challenges. • Advocacy & Communication Officer (ACO)-ISCP Project will share a draft schedule for organizing a SPHERE training. Head of Humanitarian will also assist him. • COAST will conduct an internal evaluation for EASCR- DEC (Part-1 and 2) project. • Ensuring to use of Burmese and English Language in IEC materials in the Rohingya refugee camps as much as possible. • A revised project checklist will be shared with JD-MEAL&R 	31 Aug'22 25 Aug and 15 Sep'22 30 Sep'22 Ongoing 25 Aug. 22	JD-MEAL&R Section ACO-ISCP MEAL Section PC Head-HR

Having no other issues to discuss, the meeting ended up with a vote of thanks by the Chair.

Notes taken by:

Moderated by:




GM Moniruzzaman
Iqbal Uddin

Md.

M&E Officer
COAST Child Protection (SPE4CA) Project

JD-MEAL&R
COAST Foundation