

Project Progress Monitoring Meeting (PPMM)

COAST Foundation, Dhaka; Date: 14 September, 2022

A virtual Project Progress Monitoring Meeting (PPMM) was organized on September 14, 2022 where the Deputy Executive Director, Joint Directors, Head-MEAL&SD, RTL, PC, and M&E Officers of different projects attended. Joint Director-MEAL&R moderated, and Deputy Executive Director chaired the meeting.

A. Meeting Agenda:

1. Last meeting minutes review
2. Newsletter Feedback
3. Data Segregation Report presentation
4. PPT and progress report sharing
5. Management tips
6. AoB (Project development checklist, Beneficiary selection criteria, PWD inclusion)

B. Discussion and Decisions:

SL	Agenda	Discussions and Decisions	Date lines	Responsibility
1.	Last meeting minutes review	<ul style="list-style-type: none"> • A revised consent form has been circulated. Project staff are requested to use the form while taking any photo or video of program participants. 	Each month	PC
		<ul style="list-style-type: none"> • The record of field visit status will be written in movement register, field register and narrative report has to be submitted. 	Ongoing	PC/M&E
		<ul style="list-style-type: none"> • Each project will conduct at least 2 meetings regarding PSEAH, CRM, Gender, Whistleblowing, Safeguarding, etc. issues with the community and the report will be sent to JD-MEAL&R. • The meeting discussion will be recorded in the field register. 	2 nd date of each month	PC
		<ul style="list-style-type: none"> • Head-MEAL&SD will visit the ERBCR project, Bhasanchar by September, 2022. 	September, 2022	Head-MEAL&SD
		<ul style="list-style-type: none"> • Staff orientation on PSEAH & social inclusion will be organized focusing on sensitization and better understanding for inclusion in response. 	September, 2022	JD-GT&CR
		<ul style="list-style-type: none"> • Project development checklist will be followed accordingly while developing any project proposal. • All steps of formulation will be documented. 	Ongoing	All
2	Newsletter Feedback	<ul style="list-style-type: none"> • The distribution of newsletter will be ensured of the projects to the local administration and key stakeholders and receiving will be taken and preserved. • Soft copies will be shared with donor and other related stakeholders. • Also, to be posted in social media for wider reach. 	Ongoing	PC
3	Data Segregation report presentation	<ul style="list-style-type: none"> • A total of 67% of cumulative targeted activities have been achieved up to August, 2022, where 43% were male and 57% were female program participants. 	Ongoing	MEAL Section
4	PPT & progress report sharing and feedback	<p>ACCORD</p> <ul style="list-style-type: none"> • Good presentation • Burn rate: August-99%, Cumulative-97% • A case story of road construction at Hnila Union will be developed, shared with donor and also sent to JD-MEAL & R by September, 2022 	Ongoing	PC/M&E

		<p>A2JaC [Barishal Region]</p> <ul style="list-style-type: none"> • Good presentation • Burn rate: August-101%, Cumulative-86% • Writing format, alignment, Picture selection and picture attachment should be right way <p>A2JaC [Chattogram Region]</p> <ul style="list-style-type: none"> • Good presentation • Burn rate: August-109%, Cumulative-88% <p>CITEP</p> <ul style="list-style-type: none"> • Good presentation <p>PACE</p> <ul style="list-style-type: none"> • Good presentation • Burn rate: August-98%, Cumulative-95% <p>ENRICH</p> <ul style="list-style-type: none"> • Nice presentation • Burn rate: August-98%, Cumulative-56% • Will have a family income register where monthly income will be written. • Program related picture will be included in PPT. <p>Radio Meghna</p> <ul style="list-style-type: none"> • Good Presentation • PPT will be in English language • Program related picture will be included in PPT <p>Radio Saikat</p> <ul style="list-style-type: none"> • Good presentation • Community radio cannot be compared with the commercial radio. • Recognized political leader cannot be invited in any program • Think more while writing quality indicators. <p>ERBCR</p> <ul style="list-style-type: none"> • Good presentation • Burn rate: August-19.24%, Cumulative-19.24%. • Challenges and learnings should be written wisely. • Program picture will be included in PPT. <p>SSF Gender Mainstreaming Project:</p> <ul style="list-style-type: none"> • Nice presentation <p>ISCP</p> <ul style="list-style-type: none"> • Nice presentation • Burn rate: August-131%, Cumulative-81% <p>Education</p> <ul style="list-style-type: none"> • Good presentation. • Burn rate: August-94%, Cumulative-86%. <p>Child Protection</p> <ul style="list-style-type: none"> • Good presentation • Burn rate: August-86%, Cumulative-28% • Use perfect quality indicator <p>SEP-Dry fish</p> <ul style="list-style-type: none"> • Good presentation 		
5	Management Tips	<p>The Deputy Executive Director conducted a session on ‘Both Way Responsibilities of Team Members’ he shared-</p> <ul style="list-style-type: none"> • Stage of team building: <ul style="list-style-type: none"> - (a) Forming, (b) Storming, (c) Norming, (d) Performing. 	Ongoing	All

		<ul style="list-style-type: none"> • Both way responsibilities for leader and team members: <ul style="list-style-type: none"> - Stable and knowledgeable leadership rather vibrant - Thinking as whole rather individual - Recognition approach - Feedback to individual - Respecting, encouraging and caring each other - Behavioral change mentality - Listening more, talking less - Complementary mindset - Sense of mutual accountability - Understanding expectations - Dedication to each other - Reward and punishment approach - Creating space each other - Cooperative approach - Understanding problems of each other - Open communication each other through discussion - Understanding responsibilities and knowing boundary - Avoiding give and take relationship - Resolving personal conflict not involving 3rd person - Allowing mistakes (Within a limit) • Accountability Vs. Relation in team -High Relation Vs. High Accountability our team will follow. 		
6	AoB	<ul style="list-style-type: none"> • An orientation will be organized for effective writing on learnings and challenges, and quality indicators of activities. 	September 19, 2022	MEAL Section
		<ul style="list-style-type: none"> • Head-HR will share a revised project development checklist to all. 	September, 2022	Head-HR
		<ul style="list-style-type: none"> • PSEAH will be used instated of PSEA and SGBV will be used instead of GBV. 	Ongoing	All
		<ul style="list-style-type: none"> • Data should be presented accordingly. No assuming. 	Ongoing	All
		<ul style="list-style-type: none"> • PC and M&E should join the PPMM even postponing other programs. 	Ongoing	PC
		<ul style="list-style-type: none"> • Beneficiary selection criteria will be revised and improved. 	Sept., 2022	Head-HR
		<ul style="list-style-type: none"> • Combined data segregation format will be revised for presenting the cumulative data more wisely. 	September, 2022	JD-MEAL&R
		<ul style="list-style-type: none"> • Participants who have been selected for inclusion of PWD ToT in CDD in Savar are requested for booking their time. It will be held from 26-28 September and the journey will be started on 25th from PO at afternoon. 	September 25, 2022	Respected participants
		<ul style="list-style-type: none"> • If there is any person with disability (PWD) in the family then that family will get priority during the selection process. 	Ongoing	All projects

Having no other issues to discuss, the meeting was closed by offering thanks to all.

Notes taken by:

Moderated by:



Md. Shiful Islam



Md. Iqbal Uddin

Monitoring & Evaluation Officer
ACCORD Project, COAST Foundation

JD-MEAL&R
COAST Foundation