

COAST Foundation, Principal Office (PO), Dhaka. Date: 6 September, 2022

The Senior Management Team (SMT) virtual meeting was held on 5 September, 2022 presided over by the Executive Director. The DED, Directors, JDs, DD, ADs and two Heads were present in the meeting. The major discussion and meeting notes are as follows:

SI	Decisions	Responsible professionals	Date line	
01	<p>The Executive Director (ED) started the meeting with some advices which are stated below:</p> <ul style="list-style-type: none"> <li>• COAST completed strategic review process by sector leaders. Under the review, sectors leaders have prepared plan of actions. These actions will be implemented as priority basis. Sector leaders have started the change initiatives. As per direction of the ED, there are five priority initiatives to be completed: <ul style="list-style-type: none"> <li>I. Revised procurement policy to be completed by finance section.</li> <li>II. HQAI recommendation report</li> <li>III. Action plan of strategic review</li> <li>IV. PSEA policy and its implementation</li> <li>V. Micro assessment report</li> </ul> </li> <li>• SMT members should increase the reading habit. They should prepare one pager and should keep in their notice boards when their projects phase out. Right now, the Deputy Executive Director (DED) is taking care of this, but ED is responsible for this. However, some donors (CJRF, GIZ, MI) decreased our budget allocation. Some projects (Tearfund-DEC, CEPI, etc.) already phased out. We need to increase donor relationship to sustain the project portfolio. COAST is trying to develop relationship with NRC, Oxfam, WFP and IOM. These efforts should continue. SMT members should engage themselves to change the policy where required.</li> <li>• All staff have to change professional behavior to develop themselves to make them the good professional.</li> <li>• RTL Cox's Bazar should attend all ISCG and sectoral meetings. Head-Humanitarian Response will join Principal Office and he will travel Cox's Bazar frequently from Dhaka.</li> <li>• Finance and procurement policy to be finalized and based on new revision, one in person training to be organized. Now MF program is performed very well. Director-FCC&amp;EA will also check the branch accounts.</li> <li>• Global war and crisis are seriously hampering the fund crisis in Bangladesh. It should be learnt prepared from global crisis like how the Ukraine war affects the funding channel.</li> <li>• Staff and HR have to be very careful while recruiting new staff.</li> <li>• Before starting the construction work of Sonarpara, land ownership problem must be solved. RTL Cox's Bazar is responsible for this. But COAST will go slow for training center construction.</li> <li>• Strategic Plan will be submitted by consultants by September. Then ED and DED will give feedback to them.</li> <li>• Right now, COAST has no disability inclusion/ humanity and inclusion policy. In this month, a ToT will be arranged in CDD training center, Savar Dhaka. COAST has nominated staff for this training. After that, COAST will develop and finalize the disability inclusion/ humanity and inclusion policy.</li> <li>• Localization workshop will be organized in next month. Head-Humanitarian Response will prepare partnership strategy for this.</li> <li>• Two training courses will be organize on "Social Research" and "Report Writing" for project staff as soon as possible. Training outline and content to be ready for this from Principal Office.</li> </ul>	SMT	Continue	
			SMT	Continue
			AD-SC&RTL, Head-HR	Continue
			D-FCC&EA	20 <sup>th</sup> Sep 2022
			SMT	Continue
			AD-SC&RTL- Cox's Bazar	September 2022
			SMT	15 <sup>th</sup> Sep. 2022
			SMT	30 <sup>th</sup> Sep. 2022

02	<p><b>Review of last meeting:</b></p> <ul style="list-style-type: none"> <li>As the road work is under construction and after that boundary work will be started.</li> <li>RTL-Bhola have got approval from BRTA for Charfassion jeep car disposal and sell. Now one committee is needed for this. The committee will segregate the parts of jeep and sell accordingly. The RTL will take necessary measures in this regard.</li> <li>All bills and vouchers to be preserved for five to six years as government rules.</li> <li>It is decided to open a project-based file for NGOAB, in which all project approval, work done certificate and others related documents will be preserved.</li> <li>A circular will be given by Director-FCC&amp;EA on how the project office will preserve documents including bill vouchers and financial reports.</li> </ul>	<p>RTL and BIC</p> <p>RTL-Bhola</p> <p>Finance section AD-FM</p> <p>Director-FCC&amp;EA</p>	<p>30 Sep. 2022</p> <p>12 Sep. 2022</p> <p>Continue</p> <p>Continue</p> <p>31 Sep, 22</p>
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### 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>Review AGM minutes</li> <li>Budget review</li> <li>NBR response</li> <li>Collect Bio-data of two GC members</li> <li>Design approval from land authority for CF and Sonarpara land</li> </ul>	<ul style="list-style-type: none"> <li>Attend Asia Regional Workshop organized by MI</li> <li>Attend workshop with ICVA and APRRN</li> <li>EC meeting</li> <li>Strengthening the capacity of MEAL in organization</li> <li>Finalization of strategic plan</li> </ul>
2	Sanat Kumar Bhowmik	Deputy Executive Director	<ul style="list-style-type: none"> <li>Strategic planning</li> <li>Course of action meeting</li> <li>Field visit in CTG and CXB</li> <li>Project proposal writing for UN women</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate the disability inclusion training in CDD</li> <li>Submit the PCN to Vitol foundation</li> <li>Disable inclusion policy</li> <li>EC meeting</li> <li>Visit Chattogram</li> <li>Feedback and finalization of strategic plan</li> </ul>
3	Syed Aminul Hoque	Director-ME & IA	<ul style="list-style-type: none"> <li>Conduct internal audit meeting on 25, 26 and 27 July 2022</li> <li>Staff training on August</li> <li>Develop survey reporting format</li> </ul>	<ul style="list-style-type: none"> <li>Visit Cox's Bazar region</li> <li>Conduct internal audit meeting</li> <li>Conference of the Parties (COP 27) preparation</li> </ul>
4	Tarik Syed Harun	Director-CP	<ul style="list-style-type: none"> <li>June 2022 closing</li> <li>Saving return</li> <li>MRA circular follow-up</li> <li>PKSF loan management</li> </ul>	<ul style="list-style-type: none"> <li>Visit Cox's Bazar Chittagong</li> <li>Training in CDD</li> <li>Communicate with bKash</li> <li>Mobile financial system</li> <li>MRA meeting</li> <li>CDF seminar in Chittagong</li> </ul>
5	Ahsanul Karim	Director-FCC & EA	<ul style="list-style-type: none"> <li>Start Gratuity Fund registration process</li> <li>External audit follows up</li> <li>Settlement of Tax audit</li> <li>Registration of gratuity fund</li> <li>Finalization of annual budget</li> <li>Fund management</li> </ul>	<ul style="list-style-type: none"> <li>Visit Cox's Bazar region</li> <li>Procurement policy finalization</li> <li>Training for finance staff</li> <li>Registration of gratuity fund</li> <li>EC meeting</li> <li>Burn rate meeting</li> <li>Fund management</li> </ul>

SL	Name	Position	Activities of reporting month	Activities of next
6	Mustafa Kamal Akanda	Director-ASR	<ul style="list-style-type: none"> <li>Continue MF program support</li> <li>Working on getting Rajan "N" visa</li> <li>NGOAB communication</li> <li>15, 19, 25 programs preparation and conduct.</li> </ul>	<ul style="list-style-type: none"> <li>Field visit in Cox's Bazar</li> <li>FD-6 and FD-7 certificate follow up</li> <li>Project completion report from Cox's Bazar</li> <li>Closing process of all MF cases</li> <li>Radio Saikat management committee</li> </ul>
7	Iqbal Uddin	JD-MEL & HA	<ul style="list-style-type: none"> <li>Develop a format for PPM</li> <li>Risk assessment (Q&amp;A)</li> <li>PPM</li> <li>NRC assessment</li> </ul>	<ul style="list-style-type: none"> <li>7 Policy converts to Bangla</li> <li>DEC project evaluation</li> <li>Web based monitoring tools development</li> <li>Follow up and implementation of HQAI recommendation</li> <li>PPM</li> </ul>
8	Mujibul Munir	JD-SD	<ul style="list-style-type: none"> <li>Submit research report</li> <li>FAO-FP Project</li> <li>FD-6 submitted</li> <li>FAFC training</li> <li>CCNF documentation</li> <li>Rohigya project</li> </ul>	<ul style="list-style-type: none"> <li>Work research on fisheries-Sri Lanka</li> <li>Humanity and inclusion policy</li> <li>Cox's Bazar visit</li> <li>Projects follow up</li> </ul>
9	Ferdous Ara Rume	DD-GT&CR	<ul style="list-style-type: none"> <li>POP workshop of Tearfund project</li> <li>Gender policy</li> <li>Orientation on safeguarding policy</li> <li>Assist and follow up of Radio Megna and Saikat program</li> </ul>	<ul style="list-style-type: none"> <li>Community radio policy</li> <li>IRWD preparation</li> <li>Gender meeting</li> <li>Support Radio Megna and Saikat program</li> <li>Attend training in CDD</li> </ul>
10	Sahabuddin	AD-Internal audit	<ul style="list-style-type: none"> <li>Preparation for internal audit meeting</li> <li>Field visit in Cox's Bazar</li> </ul>	<ul style="list-style-type: none"> <li>Preparation for internal audit meeting</li> <li>Field visit in Barisal and Cox's Bazar</li> <li>New branch visit</li> <li>EC meeting</li> </ul>
11	Barequl Islam Chowdhury	AD-EnD	<ul style="list-style-type: none"> <li>Technical report of A4B project</li> <li>Stricker esign for SEP project</li> <li>Monthly financial and technical report of Crab and SEP project</li> <li>Field visit in Cox's Bazar</li> </ul>	<ul style="list-style-type: none"> <li>Recruitment for new project in Cox's Bazar</li> <li>Monthly financial and technical report of Crab and SEP project</li> <li>Field visit in Cox's Bazar</li> <li>Attend disability inclusion training in CDD</li> </ul>
12	Mahmudul Hasan Didar	AD-CP	<ul style="list-style-type: none"> <li>BP prepared</li> <li>Annual Budget 2022-23</li> <li>Filed visit Cox's Bazar</li> </ul>	<ul style="list-style-type: none"> <li>Training in Chittagong</li> <li>Visit Chittagong</li> <li>Field activity follow up</li> </ul>
13	Md. Tariqul Islam	AD-FM	<ul style="list-style-type: none"> <li>Check bill voucher of Justice project</li> <li>Compile all project report for annual audit</li> <li>NGO-AB audit report</li> </ul>	<ul style="list-style-type: none"> <li>GIZ budget revision</li> <li>Support to APFP project</li> <li>Closing report of CJRF</li> <li>GIZ report submission</li> </ul>
14	Omour Faruk Bhuiyan	AD-FM	<ul style="list-style-type: none"> <li>Budget distribution</li> </ul>	<ul style="list-style-type: none"> <li>NBR related work.</li> <li>Gratuity audit</li> </ul>

SL	Name	Position	Activities of reporting month	Activities of next
			<ul style="list-style-type: none"> <li>Revise budget for ToGETHER project</li> <li>Preparation for annual audit</li> </ul>	<ul style="list-style-type: none"> <li>Annual audit report</li> </ul>
15	Rashida Begum	AD-CFTM	<ul style="list-style-type: none"> <li>New GCA project work Cox's Bazar</li> <li>New project activity</li> <li>Field visit in Cox's Bazar</li> </ul>	<ul style="list-style-type: none"> <li>New project activity</li> <li>Field visit in Bagerhat</li> <li>Need assessment training</li> <li>ToT</li> <li>Attend disability inclusion training</li> </ul>
16	Zahangir Alam	AD-ISC project	<ul style="list-style-type: none"> <li>Media report of UNHCR Project</li> <li>Approval building plan</li> <li>Project visit by donor</li> </ul>	<ul style="list-style-type: none"> <li>Rohingya leader's dialogue</li> <li>Work with journalist and publish positive reports</li> <li>Sessions in schools</li> <li>Collect project completion report</li> <li>Radio Saikot committee approval</li> </ul>
17	Jahirul Islam	AD-GIZ project	<ul style="list-style-type: none"> <li>Participate in national workshop in Dhaka</li> <li>Stakeholder meeting</li> <li>Participated start fund meeting</li> </ul>	<ul style="list-style-type: none"> <li>Project phase out plan</li> <li>Prepare project Report</li> <li>Stakeholder meeting</li> <li>Attend disability inclusion training</li> </ul>
18	Abarul Islam	H-IT	<ul style="list-style-type: none"> <li>IT policy</li> <li>Website update</li> <li>Installed 53 office Fingering machine</li> <li>Purchased equipment for radio</li> </ul>	<ul style="list-style-type: none"> <li>IT policy work</li> <li>Website update and junk file work</li> <li>Setup Fingering machine for 57 offices</li> <li></li> </ul>
19	Shahinur Islam	H-Humanitarian Response	<ul style="list-style-type: none"> <li>UN women proposal</li> <li>Malteser project work</li> <li>Finalization of IGA assessment report</li> <li>Support to FDMN project</li> </ul>	<ul style="list-style-type: none"> <li>FCDO project proposal</li> <li>Donor visit (UNICEF, JICA, and Japan ambassador)</li> <li>JRP 2023 planning and project development</li> <li>Sectoral coordination</li> <li>Camp Rationalization process</li> <li>Support to FDMN project</li> </ul>

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

Notes taken by-

Moderated by

Md. Shahinur Islam  
Head- Humanitarian Response

Sanat Kumar Bhowmik  
Deputy Executive Director