

Project Progress Monitoring Meeting (PPMM)

COAST Foundation, Dhaka; Dated on October 13, 2022

An online project progress monitoring meeting (PPMM) was held on 13 October, 2022 where the Deputy Executive Director, Joint Directors, Heads, RTL, PC, and M&E Officers from different projects participated and assisted to make decisions. The meeting was moderated by Joint Director-MEAL&R.

A. Meeting Agenda:

1. Last meeting minutes review
2. Newsletter feedback
3. Data segregation report presentation
4. Management tips
5. Beneficiary feedback collection
6. PPT and progress report sharing
7. AoB

B. Discussion and Decisions:

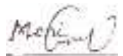
SL	Agenda	Discussion and Decisions	Dateline	Responsibility
1	Last meeting minutes review	An orientation will be organized on 16 October at 2:30 PM on writing of learnings and challenges, and quality indicators of activities effectively.	October 16, 2022	JD-MEAL&R
		Online staff orientation on PSEAH & social inclusion will be organized soon. First half of every Saturday will be the dates until covering all the staff.	Ongoing	JD- GT&CR Dileep Bhowmik B. Bithi
		Project staff should use consent format while taking any photo or video of program participants.	Ongoing	All
		If any staff is involved in any process then it should be given appreciation to him/her.	Ongoing	All
		By November, a survey will be conducted to identify the persons with disabilities (PWD) and their family in the working areas of all projects. A format will be developed and circulated soon.	By November 2022	DED PC
		If there is any person with disability (PWD) in the family then that family will get priority during the selection process. It is noted that if any person get any services from PWD's family then it will be treated as PWD.	Ongoing	All
		All are requested to increase field visit and the records will be written in register.	Ongoing	PC/PM and M&EO
2	Newsletter feedback	Everyone should ensure the declaration in the newsletter that the pictures are used with the consent of participants and it will not be used for any business purpose.	Ongoing	PC
3	Data segregation report presentation	A total of 64% of cumulative targeted activities have been achieved up to September 2022, where 39% male and 61% female program participants.	Ongoing	All
4	Management tips	The DED facilitated this agenda: Don't be proximity bias. The major things of the agenda were- -It's particularly important to quash proximity bias -Start by instilling a culture of excellence from anywhere -Establish a more regular check-in cadence with reports -Frequent check-ins will also give you increased visibility	Ongoing	PC/PM

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		-Finally, push for equity at a process level		
		Management tips will also be as an agenda in the project coordination meeting (PCM) and keep records on discussion in meeting minutes.	Ongoing	PC
5	Beneficiary feedback collection	FGD for collecting beneficiary feedback and risk assessment will be done and report will be submitted soon.	23.10 2022	PC and M&EO
6	PPT and progress report sharing	<p>ACCORD</p> <p>-Good presentation</p> <p>A2JaC (Barishal Region)</p> <p>-Good presentation</p> <p>-An infographic PPT segregating the beneficiary should be presented in the next PPMM</p> <p>A2JaC (Chattogram Region)</p> <p>-Good presentation</p> <p>Adolescent Program</p> <p>-Expected and achieved indicator should be actual basis</p> <p>CITEP</p> <p>-Action point should included</p> <p>-Photo should use accurately</p> <p>PACE Crab</p> <p>-Data should be used accurately</p> <p>-Fonts should be same</p> <p>ENRICH</p> <p>-Good presentation</p> <p>-Check spelling carefully</p> <p>Radio Meghna</p> <p>-Good Presentation</p> <p>Radio Saikat</p> <p>-Good presentation</p> <p>ERBCR</p> <p>-Challenges and learnings should be written perfectly</p> <p>-Photo capturing should carefully be written</p> <p>-Expected and achieved indicators should be actual basis</p> <p>SSF Gender Mainstreaming Project</p> <p>-Should be careful about slide design</p> <p>-Page set up should be accurately</p> <p>ISCP</p> <p>-Good presentation</p> <p>-Identified case study is very good</p> <p>Education</p> <p>-Good presentation</p> <p>Child Protection</p> <p>-Good presentation</p> <p>CJRF</p> <p>-Good presentation</p> <p>-A two pages leaflet should be developed on project completion report</p> <p>-An evaluation report should completed</p> <p>SEP-Dry fish</p>		

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		-Photo capturing should carefully be written -Expected and achieved indicators should be actual basis		
		As early as possible it should be needed to arrange meetings with the Rohingya volunteer/ community about COAST policies (including HR and administration policy) so that they can be informed, understood and aware of the logic of any changes. The meeting will be recorded in the registers.	By October 2022	PC (UROC)
		M&E Officers of all projects will closely work under the supervision of JD- MEAL&R. A circular will be issued soon.	Ongoing	DED JD-MEAL&R
		A completion report of ERBCR project will be prepared by Head- MEAL&SD after his visit.	14.11.2022	Head- MEAL&SD
		A completion report of A2JaC project will be done and a 2 pager documents on it will be published.	November 2022	JD-MEAL&R
		Project development checklist is already finalized and it will be circulated.	20 October, 2022	DED
		A revision of the beneficiary selection criteria of project will be made and circulated.	15.11.2022	JD-MEAL&R Head-HR
		A center or field office will be visited at least twice a month and a format regarding the visit will be circulated very soon.	Ongoing	JD-SDC
		An absent list of the staff in the PPMM will be prepared and we will have a meeting with them.	17.10.2022	Head-MEAL&SD JD-MEAL&R DED
		All PPTs will cover the possible way forward against the challenges they faced in the project.	Ongoing	All PC

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

Notes taken by:



14/10/2022

Md. Moniruzzaman
M&EO- ISC Project
COAST Foundation

Moderated by:



Md. Iqbal Uddin
JD- MEAL&R
COAST Foundation