

Project Progress Monitoring Meeting (PPMM)

COAST Foundation, Dhaka; Dated on 19 December, 2022

The PPMM was held virtually on 19 December, 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. Gender mainstreaming update status
4. Data segregation report presentation
5. PPT and progress report sharing
6. AoB (Context & Risk analysis, Quality Indicator, learning & Challenges)

B. Discussion and Decisions:

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
1	Last meeting minutes review	<ul style="list-style-type: none"> • An online orientation on 'Sphere standard' will be arranged on 7 January, 2023 from 11.00 am to 1.00 PM. 	January 07, 2023	Tanjir Uddin Rony, ISC Project
		<ul style="list-style-type: none"> • The projects will conduct a survey to identify the Persons with Disabilities (PWD) among the direct and indirect program participants in their areas. • The project will send their survey report to JD-SDC by keeping cc to the DED, JD-MEAL&R and Head-Humanitarian Response • The Washington survey questionnaire is available in COAST Microfinance program to be followed for the survey. 	5 January 2023	PC & M&EO
		<ul style="list-style-type: none"> • Head- MEAL&SD will visit the ERBCR-2 project at Bhasanchar by 10 January, 2023 	10 January, 2023	Head-MEAL&SD
		<ul style="list-style-type: none"> • Each of the project should ensure proper documentation of their project according to the project development checklist. 	Ongoing	PC & M&EO
2	Newsletter feedback	<ul style="list-style-type: none"> • It is requested to circulate newsletter both hard and soft copies to the related stakeholders each month. • Receiving of newsletter distribution should be preserved. 	Ongoing	PC
3	Gender mainstreaming update status	<ul style="list-style-type: none"> • Feedback on gender mainstream will be collected through individual interview. • Office gender status also be included in the mainstreaming report. • PSEAH network minutes should be preserved. 	Ongoing	

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
		<ul style="list-style-type: none"> An online orientation will be organized on 31 December, 2022 on 'Gender sensitivity & PSEAH' with the staff of UROC. An action plan will be prepared by PCs to orient gender and PSEAH issues in the communities. 	31 December, 2022 8 January 2023	JD-GT&CR PC
4	Data segregation report presentation	<ul style="list-style-type: none"> Total monthly achieved activity-97% Total cumulative achieved activity-88% Total program participants reached- 78% Total male program participants reached- 38% Total female program participants reached- 62% Total person with disability-450 Total transgender-2 	Ongoing	All
5	PPT and progress report sharing	<p>SSF Gender Mainstreaming Project</p> <p>-Good Presentation</p> <ul style="list-style-type: none"> Burn Rate: <ul style="list-style-type: none"> Running Month- 112% Cumulative- 92% Cumulative of Lifecycle of project-92% <p>Radio Meghna</p> <ul style="list-style-type: none"> -Good Presentation <p>Radio Saikat</p> <ul style="list-style-type: none"> Good presentation <p>CITEP</p> <ul style="list-style-type: none"> Good Presentation <p>Adolescent Program</p> <ul style="list-style-type: none"> Good Presentation <p>SEP (Dry Fish)</p> <ul style="list-style-type: none"> -Good Presentation <p>PACE Crab</p> <p>-Good Presentation</p> <ul style="list-style-type: none"> Burn Rate: <ul style="list-style-type: none"> Running Month- 100% Cumulative- 21% <p>ERBCR-2</p> <ul style="list-style-type: none"> Good presentation Burn Rate: <ul style="list-style-type: none"> Running Month- 96% Cumulative- 99% Cumulative of Lifecycle of project-99% <p>ACCORD</p> <ul style="list-style-type: none"> Good presentation Burn Rate: <ul style="list-style-type: none"> Running Month- 233% Cumulative- 98% <p>Child Protection</p> <ul style="list-style-type: none"> Good presentation Burn Rate: <ul style="list-style-type: none"> Running Month- 86% Cumulative- 93% Cumulative of Lifecycle of project-55.32% 		-

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
		<p>Education</p> <ul style="list-style-type: none"> - Good presentation • Burn Rate: <ul style="list-style-type: none"> - Running Month- 89% - Cumulative- 83% - Cumulative of Lifecycle of project-68% <p>ISCP</p> <ul style="list-style-type: none"> - Good presentation • Burn Rate: <ul style="list-style-type: none"> - Running Month- 104% - Cumulative- 88% - Cumulative of Lifecycle of project-80% 		
		<ul style="list-style-type: none"> • In the PPT, there will be a new column against the challenges, titled: "Mitigation way" hence forth. 		
6	AoB	<ul style="list-style-type: none"> • Each project will continue context analysis, risk analysis and identify its mitigation process. 	Ongoing	PC
		<ul style="list-style-type: none"> • The project which did not send their learning, challenge, way forward for the year 2023 and case story yet, they will send it to JD-MEAL&R and Head-MEAL&SD. 	24 December, 2022	PC
		<ul style="list-style-type: none"> • ISC Project will end in December 2022. An evaluation will be conducted by January 	31 January, 2023	JD-MEAL&R PC-ISCP
		<ul style="list-style-type: none"> • As the October- December quarter is ending, project will collect Program Participants Feedback and also conduct Risk Assessment. The report will be sent to JD-MEAL&R and Head-MEAL& SD. 	11 January 2023	PC
		<ul style="list-style-type: none"> • As the year ends, if any project requires any support to complete the year ending activities, they should immediately contact the focal and others for necessary support. No pending of activities or delay is acceptable. 	31 December 2022	PC
		<ul style="list-style-type: none"> • Next PPMM will be held in Cox's Bazar center. Everyone is requested to be prepared for that. JD-MEAL &R will coordinate with the focal for setting the date. 	January 2022	PC JD-MEAL&R

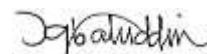
Having no other issues to discuss, the meeting was ended up with a vote of thanks by the moderator.

Notes taken by:



Md. Saiful Islam
M&E Officer
ACCORD Project,
COAST Foundation

Moderated by:



Md. Iqbal Uddin
JD- MEAL&R
COAST Foundation