

**Project Progress Monitoring Meeting (PPMM)**  
COAST Foundation, Dhaka; Dated on 13 February, 2023.

The PPMM was held virtually on 13 February, 2023 where the Deputy Executive Director, Joint Directors, Heads, RTLs, PCs, and M&E Officers from different projects participated and assisted to make decisions. The meeting was moderated by Joint Director-MEAL&R. The decisions are-

**A. Meeting Agenda:**

1. Last meeting minutes review.
2. Newsletter feedback.
3. Data segregation report presentation.
4. PPT & progress report sharing.
5. AoB (M&E responsibilities of projects)

**B. Discussion and Decisions:**

SL	Agenda	Discussion and Decisions	Date line	Responsibility
1.	Last meeting minutes review	<ul style="list-style-type: none"> <li>• The orientation on 'Sphere standard' has been done. A report will have to be submitted.</li> </ul>	19 Feb'23	Tanjir Uddin Rony, ISC
		<ul style="list-style-type: none"> <li>• The evaluation outline and methodology of ISC Project should be shared to JD-MEAL&amp; R soon. The evaluation will be completed by March.</li> </ul>	15 Feb'23	Tanjir Uddin Rony,ISC
		<ul style="list-style-type: none"> <li>• PoP of Aquaculture (SAMPAN) project will be approved and uploaded soon.</li> <li>• The plan of operations for the year of 2023 must be prepared and should be approved by DED. The project without approved PoP will not be allowed to go for operation.</li> </ul>	20 Feb 23 20 Feb	PC-SAMPAN All
		<ul style="list-style-type: none"> <li>• Every project will check at least once in month whether their newsletter, PoP, PP are uploaded in website. If not the PCs will contact to JD-MEAL &amp; R or Head-ICT for it.</li> </ul>	Ongoing	PC/PM, M&E, POs and All
2.	Newsletter feedback	<ul style="list-style-type: none"> <li>• The newsletter quality of few projects have been decreased. To ensure the quality of newsletter, the instructions made below-                             <ul style="list-style-type: none"> <li>○ The title/headlines should be attractive &amp; related with the news.</li> <li>○ A caption must be attached with the photos that are using with the newsletter.</li> <li>○ Everyone should follow the proper alignment in news body &amp; page make-up.</li> <li>○ Everyone must be conscious about the spelling, using line space, font size and logo etc.</li> </ul> </li> </ul>	Ongoing	PC
3.	Data segregation report presentation	<ul style="list-style-type: none"> <li>• Total monthly achieved activity-97%</li> <li>• Total cumulative achieved activity-60%</li> <li>• Total program participants reached- 67%</li> <li>• Total male program participants reached- 44%</li> <li>• Total female program participants reached- 56%</li> <li>• Total person with disability-506</li> <li>• Total transgender-3</li> </ul>	Ongoing	All
		<ul style="list-style-type: none"> <li>• The involvement of Persons with Disabilities (PWD) with the project activities should be increased so that the overall target of 1-3% can be achieved.</li> </ul>	Ongoing	All Project

4.	PPT and progress report sharing	<p><b>RMTP(Poultry)</b>  Good presentation.  Burn Rate: Reporting Month- 95%, Cumulative- 8%.  No donor logo will be used in the COAST internal reports.</p> <p><b>SEP (Dry Fish)</b>  -Good Presentation  Burn Rate: Reporting Month- 99%, Cumulative- 79%.  Include Mitigation way against Challenges in PPT.</p> <p><b>PACE Crab</b>  When the project will functional, must present PPT.</p> <p><b>Aquaculture Project</b>  Start working properly, keep updating the actions.</p> <p><b>ACCORD</b>  Good presentation  Burn Rate: reporting Month- 10%, Cumulative- 97%.  Take an orientation on learning-Challenge slides.</p> <p><b>Culture &amp; Sports and Adolescents' program</b>  Good presentation.  Burn Rate: Reporting Month- 100%, Cumulative- 32%.</p> <p><b>ERBCR-2</b>  Good presentation on project activities.  Burn Rate for reporting Month- 0% &amp; Cumulative- 0% due to not receiving the budget yet.</p> <p><b>SSF Gender Mainstreaming Project</b>  Good Presentation  Burn Rate: Reporting Month- 60%, Cumulative- 92%.  Try to present the female leadership &amp; ownership for gender equity.</p> <p><b>Radio Meghna</b>  Good Presentation  Burn Rate: Reporting Month- 70%, Cumulative- 69%.</p> <p><b>Radio Saikat</b>  Good Presentation  Burn Rate: Reporting Month- 70%, Cumulative- 69%.  Keep writing properly the learning-challenges issues.</p> <p><b>Peaceful &amp; coexistence project</b>  Good Presentation  Burn Rate: Reporting Month- 85%, Cumulative- 5%.</p> <p><b>UNICEF Education</b>  Good Presentation  Burn Rate: Reporting Month- 113%, Cumulative- 90%.</p> <p><b>UNICEF Child Protection</b>  Good presentation  Burn Rate: Running Month- 116%, Cumulative- 96%.</p>		
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		<ul style="list-style-type: none"> <li>There will be a new row or slide in the PPT citing (a) PWD reached up to last month, (b) this month, and (c) target of this project.</li> </ul>	Ongoing	PC
		<ul style="list-style-type: none"> <li>A video around 1 to 2 minutes consisting of the project activities, success story, etc. will be shared in the next PPMM by all projects.</li> <li>PC is instructed for learning the reporting style from the news clips on TV.</li> </ul>	9 March'23	PC
		<ul style="list-style-type: none"> <li>A report on the orientation named 'How to write Indicators' has to be submitted to Joint Director-MEAL&amp;R.</li> </ul>	22 Feb'23	PM-Education Project
5.	AOB (M&E responsibilities of projects)	<ul style="list-style-type: none"> <li>According to sent out plan, PC and M&amp;E Officers will closely work with Md. Abul Hasan, Head-CJRF, Md. Zahidul Islam, Head-MEAL&amp;SD and Md. Iqbal Uddin, JD-MEAL&amp;R for strengthening the monitoring and evaluation system.</li> </ul>	Ongoing	M&EO
		<ul style="list-style-type: none"> <li>PACE-Dry fish data inconsistency will be validated soon.</li> </ul>	28 Feb' 23	PC, Head-MEAL&SD

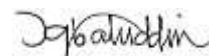
Having no other issues to discuss, the meeting was ended up with a vote of thanks by the moderator.

**Notes taken by:**



Md. Nazmul Huda  
M&E Officer  
Child Protection Project  
COAST Foundation

**Moderated by:**



Md. Iqbal Uddin  
JD- MEAL&R  
COAST Foundation