

Central meeting schedule from January to December 2024

Our values:

We, in COAST, believes that the person who executes the decision and the individual who is influenced or affected by the decision have the right to express topic and express the opinions before the decision is made.

Sl.	Meeting title and venue	Month & Date	Frequency	Time	Major ToR	Secretariat
1.	Senior Management Team Meeting (SMTM) Venue: Principal Office	Jan-8, Feb-12, Mar-11, Apr-15, May-13, Jun-10, Jul-8, Aug-11, Sep-9, Oct-7, Nov-11, Dec-8.	Monthly	1500-1700	<ul style="list-style-type: none"> Only SMT members will attend the meeting. Executive Director will participate in the meeting. Program strategy, target achievement and challenges with possible solutions will be discussed. Minutes will be produced and copy to all. 	DED
2.	Principal Office Staff Coordination Meeting (POSCM) Venue: Principal Office	Jan-23, Feb-27, Mar-25, Apr-29, May-30, Jun-24, Jul-29, Aug-27, Sep-25, Oct-28, Nov-25, Dec-30.	Monthly	1500-1700	<ul style="list-style-type: none"> All staff including common service organizers of principal office will attend the meeting. Overall issues including services and logistics will be discussed. Minutes will be produced and copy to all. 	DED
3.	Central Gender Coordination Meeting (CGCM) Venue: Principal Office	Jun-26 Dec-30	Six-monthly	1100-1300	<ul style="list-style-type: none"> Selected female colleagues we participate. The overall gender, PSEAH & safeguarding issues will be discussed. Minutes will be produced and kept. 	JD-GT&CR
4.	Project Progress Monitoring Meeting (PPMM) Venue: Principal Office	Jan-10, Feb-14, Mar-13, Apr-17, May-15, Jun-10, Jul-10, Aug-12, Sep-10, Oct-16, Nov-12, Dec-10.	Monthly	1000-1500	<ul style="list-style-type: none"> All PC, M&E and sector heads will be the participants. Respective focal points, all Directors and Executive Director will also participate in the meeting. Monthly target and achievement will be presented as well as actions and next planning will be initiated from this meeting. Minutes will also be to all the participants. 	JD-ME&L&R
5.	Project Accounts Coordination Meeting (PACM) Venue: Principal Office.	Jan-11, Feb-15, Mar-14, Apr-18, May-17, Jun-11, Jul-11, Aug-13, Sep-11, Oct-17, Nov-13, Dec-11.	Monthly	1000-1500	<ul style="list-style-type: none"> PC, accounts and admin officers will be the participants. Accounts related issues will be discussed. The purchase progress and report will be checked out. The minutes will come to the DED and DD-FC&C. 	AD-FM (Mr Tariqu)
6.	Internal Auditors Meeting (IAM) Venue: Principal office	Jan-10-11, Feb-27-28, Mar-27-28, Apr-24-25, May-21-22, Jun-26-27, Jul-24-25, Aug-28-29, Sep-25-26, Oct-23-24, Nov-26-27, Dec-23-24.	Monthly	1000-1700	<ul style="list-style-type: none"> All managers-Internal Audit, AD-IA and Director-ME&IA will be the participants. Director-CP, Director-Admin & SR and the Executive Director will also participate in the meeting. Field and principal office audit findings will be discussed. Minute will come to the Director-ME&IA. 	AD-IA

Sanat Kumar Bhowmik
Deputy Executive Director
COAST Foundation

31 DEC 2023

Resanj Karim Chowdhury
Executive Director
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Mohammad
Joint Director-ME&L &
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7. Enterprise Development Coordination Meeting (EDCM) Venue: Principal Office	Mar—12, Jun—12, Sep—12, Dec—12.	Quarterly	1100-1300	<ul style="list-style-type: none"> C-Ent.D, Manager-Logistics, M-TS-Bhola & Cox's Bazar SEP (dry fish) and RTLs will be the participants. Director-CP, DED and/or Executive Director will also participate in the meeting. Enterprise Issues will be discussed. The minutes will come to the Director-CP. 	DD-Ent.D
8. Complaint Response Management Standing Committee (CRSC) Meeting Venue: Principal Office	Jan—15, Feb—12, Mar—11, Apr—16, May—14, Jun—12, Jul—15, Aug—14, Sep—12, Oct—21, Nov—14, Dec—12.	Monthly	1200-1300	<ul style="list-style-type: none"> Central committee members will be the participants including the Executive Director. Monthly complaints, response and actions' compiled report will be presented and discussed. Minutes will also be to the CRSC members and circulated to all coast email withholding names. 	JD-GT&CR

Meeting participants:

- Participants can recommend only to the issues, raised in the meeting and the recommendation can be a decision if the responsible professionals reach to an agreement.
- Secretariat is responsible to hold the meeting in due time and ensure the minutes by next 48 hours and ensure circulation where necessary, this is an open document.
- Copies of all minutes to be sent to MEAL section and keeping another one in departmental file.
- Meeting is the only forum where program issues will exclusively be discussed. Agenda like salary and other personal facilities cannot be discussed.
- The selection of the participants and information will have to be sent to the participants by at least one month before the meeting and it will be done by respective Secretariat.
- Meeting preparation must be accomplished at least one day before the meeting.
- Meeting will be for motivation, sharing experience and improvisation of professional implementation.
- Meeting secretariat must maintain dignity of individual participant, so, no negative criticism of individual in front of all. If it is done then be considered as offense.
- Apart from this, in each section will conduct a meeting every week.
- Open secret method will be practiced in all the meetings.


Proposed by:


Sanat Kumar Bhowmik
Deputy Executive Director

31 DEC 2023

31 December, 2023.

Approved by:


Rezaul Karim Chowdhury
Executive Director

(11)


31-12-23
Rezaul Karim Chowdhury
Executive Director
Foundation