


Region/Project/Sector meeting schedule from January-December 2024

Our values.

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

| Sl | Title of the meeting | Venue, Region, month, Date, and time | | | Frequency | Major Tor | Secretariat |
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| | | Bhola/Dhaka | Outreach/ Barishal | Cox's Bazar /Noakhali/ Chattogram/ Cumilla | | | |
| 1. | CDO Coordination Meeting (CCM) Time: 1430-1700 hrs. | Bhola+Outreach | Barishal | 2 nd date of each bi-month | Bi-monthly | <ul style="list-style-type: none"> Only CDOs will be the participants, and BMs are not allowed here. Field problems and program improvement supports. Addressing the grievance of the CDOs. Minus will be sent to the Director-CP. | Respective RPC and Central representative |
| 2. | Managers Coordination Meeting (MCM) Time: 0900-1700 hrs. | 3 rd date of each month | 3 rd date of each month | 3 rd date of each month | Monthly | <ul style="list-style-type: none"> Discussion on monthly progress. Branch Manager will be the participants and they will come with all the financial documents. Respective Heads, AD-CO, DD-CO and Director-CP will participate alternatively. Minutes will be sent to Director-CP. Central representation will be ensured by the Director-CP. | Respective RPC |
| 3. | Area Managers Coordination Meeting (AMCM) Time: 0930-1300 hrs. | 3 rd and 20 th date of each month | 3 rd and 20 th date of each month | 3 rd and 20 th date of each month | Fortnightly | <ul style="list-style-type: none"> Discussion on weekly, quarterly, and monthly reports and programs considering AMs marketing units. All area managers will be participants. Minutes will be sent to Director-CP. | Respective RPC |
| 4. | Branch Accountants Coordination Meeting (BACM) Time: 0930-1300 hrs. | Feb-04, Apr-04, Jun-04, Aug-04, Oct-04, Dec-04 *Venue: BMTC |  31 DEC 2023 Sanat Kumar Bhowmik Deputy Executive Director COAST Foundation | Feb-04, Apr-04, Jun-04, Aug-04, Oct-04, Dec-04 Venue: NKH, Ctg. and CMTC | Bi-monthly | <ul style="list-style-type: none"> Only BAS will be the participants. Build problems and accounts improvement supports. Addressing the grievance of the BAS. My minutes will be sent to Director-CP | Respective RPC |


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| 5. | Core Program Coordination Meeting (CPCM) Time: 0930-1600 hrs. | Jan-18 (BH), Feb-15 (NKH), Mar-14 (CXB), Apr-18 (BSL), May-16 (Ctg.), Jun-27 (PO), Jul-18 (BH), Aug-22 (NKH), Sep-19 (CXB), Oct-24 (Ctg.), Nov-21 (PO), Dec-19 (BSL) | Monthly | <ul style="list-style-type: none"> All RPCs, ENRICH, SEP, Heads, AD-CO, DD-CO, DD-Ent.D and Area Managers will be the participants. All field programs and management related issues will be discussed. | Director-CP |
| 6. | Gender Relation Development Meeting (GRDM) Time: 1500-1700 hrs. | <p>Mar-16 Jun-08 Sep-14 Dec-21</p> <p>Venue: Charfashion Center Representative: Moriyam Begum (Bhola and Outreach regions)</p> <p>Mar-16 Jun-08 Sep-14 Dec-21</p> <p>Venue: Cox's Bazar Center Representative : Sakida Begum (Representative from all branches)</p> <p>Mar-16 Jun-08 Sep-14 Dec-21</p> <p>Venue: Noakhali Regional Center Representative: Nasrin Akter (Representative from all branches)</p> <p>Mar-16 Jun-08 Sep-14 Dec-21</p> <p>Venue: Barishal Representative: Rabeya Jannat (Representative from all branches)</p> | Monthly | <ul style="list-style-type: none"> GRDM Both of Bhola and outreach regions will be a one meeting where Charfashion Center female staff will also be present. 5 female staff from Bhola Region and 3 female staff from Outreach Region will be participants. In the case of Cox's Bazar, Noakhali, Barishal, and Chattogram regions in each meeting 8 Remote staff will be from different branches respectively. No male staff is allowed. Field related issues and issues those cannot be shared with male 1st supervisor may be the agenda. A copy of minutes must be sent to Executive Director and DED directly. | JD-GT&CR |

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Deputy Executive Director
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Rezaul Karim Chowdhury
Executive Director
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| 7. | Project Coordination Meeting (PCM)-SPCP Venue: Cox's Bazar Center Time: 0930-1600 hrs. | | Jan-03, Feb-05, Mar-04, Apr-03, May-05, Jun-03, Jul-03, Aug-07, Sep-03, Oct-03, Nov-03, Dec-03. | Monthly | <ul style="list-style-type: none"> Project-related discussions will be held. All PIU staff will be participants. Minutes will be sent to JD-MEAL&R. | PM-SPCP (RTL-Cox's Bazar) |
| 8. | Project Coordination Meeting (PCM)-SEP (Dry-fish) Venue: Sadar 1 branch, Cox's Bazar Time: 0930-1600 hrs. | | Jan-03. | Monthly | <ul style="list-style-type: none"> Project Management, Target-achievement, challenges, learning and way forward will be discussed. All PIU staff will be participants. Respective RPC-Cox's Bazar and RTL-Cox's Bazar will participate in the meeting. Minutes will be sent to DD-Ent.D and Director-CP. | PM-SEP |
| 9. | Project Coordination Meeting (PCM)-ENRICH Venue: Dhurong, Kutubdia Time: 0930-1600 hrs. | | Jan-03, Feb-05, Mar-04, Apr-03, May-05, Jun-03, Jul-03, Aug-07, Sep-03, Oct-03, Nov-03, Dec-03. | Monthly | <ul style="list-style-type: none"> Project-related discussions will be held for half day and another half day will be for technical sessions. All staff will be participants. Respective RPC-Cox's Bazar will participate in the meeting. Minutes will be sent to Director-CP. | PC-ENRICH |
| 10. | Project Coordination Meeting (PCM)-RMTP Safe Poultry Venue: Sadar 1 branch, Cox's Bazar Time: 0930-1600 hrs. | | Jan-03, Feb-05, Mar-04, Apr-03, May-05, Jun-03, Jul-03, Aug-07, Sep-03, Oct-03, Nov-03, Dec-03. | Monthly | <ul style="list-style-type: none"> Project Management, Target-achievement, challenges, learning and way forward will be discussed. All PIU staff will be participants. Respective RPC-Cox's Bazar and RTL-Cox's Bazar will participate in the meeting. Minutes will be sent to DD-Ent.D. | PM-RMTP Poultry Management |
| 11. | Project Coordination Meeting (PCM)-RMTP Street Food Venue: Sadar 1 branch, Cox's Bazar Time: 0930-1600 hrs. |  31 DEC 2023 Sanat Kumar Bhowmik Deputy Executive Director COAST Foundation | Jan-03, Feb-05, Mar-04, Apr-03, May-05, Jun-03, Jul-03, Aug-07, Sep-03, Oct-03, Nov-03, Dec-03. | Monthly | <ul style="list-style-type: none"> Project Management, Target-achievement, challenges, learning and way forward will be discussed. All PIU staff will be participants. Respective RPC-Cox's Bazar and RTL-Cox's Bazar will participate in the meeting. Minutes will be sent to DD-Ent.D and Director-CP. | PM-RMTP Street Food |


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| 12. | Project Coordination Meeting (PCM)- UNICEF Education Venue: UROC Time: 0930-1600 hrs. | | | Jan-06, Feb-03, Mar-02, Apr-03, May-04, Jun-01, Jul-06, Aug-03, Sep-03, Oct-05, Nov-02, Dec-03. | Monthly | <ul style="list-style-type: none"> Project Management, Target-achievement, challenges, learning and way forward will be discussed. All PIU staff will be participants. Respective RTL-Cox's Bazar will participate in the meeting. Minutes will be sent to AD-HR. | PM-UNICEF Education |
| 13. | Project Coordination Meeting (PCM)- UNICEF Child Protection Venue: UROC Time: 0930-1600 hrs. | | | Jan-06, Feb-03, Mar-02, Apr-03, May-04, Jun-01, Jul-06, Aug-03, Sep-03, Oct-05, Nov-02, Dec-03. | Monthly | <ul style="list-style-type: none"> Project Management, Target-achievement, challenges, learning and way forward will be discussed. All PIU staff will be participants. Respective RTL-Cox's Bazar will participate in the meeting. Minutes will be sent to JD-GT&CR. | PM- UNICEF Child Protection |
| 14. | Project Coordination Meeting (PCM)-Radio Meghna Venue: Charfashion Center Time: 0930-1600 hrs. | Jan-03, Feb-05, Mar-04, Apr-03, May-05, Jun-03, Jul-03, Aug-07, Sep-03, Oct-03, Nov-03, Dec-03. | | Jan-03, Feb-05, Mar-04, Apr-03, May-05, Jun-03, Jul-03, Aug-07, Sep-03, Oct-03, Nov-03, Dec-03. | Monthly | <ul style="list-style-type: none"> Project Management, Target-achievement, challenges, learning and way forward will be discussed. All PIU staff will be participants. RTL-Bhola will participate in the meeting. Minutes will be sent to JD-GT&CR. | Assistant Station Manager-Radio Meghna |
| 15. | Project Coordination Meeting (PCM)-Radio Saikat Venue: Cox's Bazar Center Time: 0930-1600 hrs. | | | Jan-03, Feb-05, Mar-04, Apr-03, May-05, Jun-03, Jul-03, Aug-07, Sep-03, Oct-03, Nov-03, Dec-03. | Monthly | <ul style="list-style-type: none"> Project Management, Target-achievement, challenges, learning and way forward will be discussed. All PIU staff will be participants. RTL-Cox's Bazar will participate in the meeting. Minutes will be sent to JD-GT&CR. | Sr. Coordinator-Radio Saikat |
| 16. | Project Coordination Meeting (PCM)-APFP-FO4A Venue: PO Time: 0930-1600 hrs. | Jan-03, Feb-05, Mar-04, Apr-03, May-05, Jun-03, Jul-03, Aug-07, Sep-03, Oct-03, Nov-03, Dec-03. |  | Sanat Kumar Bhowmik Deputy Executive Director COAST Foundation | Monthly | <ul style="list-style-type: none"> Project Management, Target-achievement, challenges, learning and way forward will be discussed. All PIU staff will be participants. Minutes will be sent to DED. | Business Monitoring Officer (BMO)-APFP-FO4A |
| 17. | Project Coordination Meeting (PCM)-SSF Gender Mainstreaming Venue: Bhola Sadar | Jan-03, Feb-05, Mar-04, Apr-03, May-05, Jun-03, Jul-03, Aug-07, | 31 DEC 2023 | | Monthly | <ul style="list-style-type: none"> Project Management, Target-achievement, challenges, learning and way forward will be discussed. All PIU staff will be participants. Minutes will be sent to DED. | PM- SSF Gender Mainstreaming |


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| | Time: 0930-1600 hrs. | Sep-03, Oct-03, Nov-03, Dec-03. | | | | | |
| 18. | Project Coordination Meeting (PCM)- Adolescents Program Venue: Bholia Sadar Time: 0930-1600 hrs. | Jan-03, Feb-05, Mar-04, Apr-03, May-05, Jun-03, Jul-03, Aug-07, Sep-03, Oct-03, Nov-03, Dec-03. | | | Monthly | <ul style="list-style-type: none"> Project Management, Target-achievement, challenges, learning and way forward will be discussed. RTL-Bholia will participate in the meeting. All PIU staff will be participants. Minutes will be sent to Director-CP. | PC- Adolescents Program |
| 19. | Project Coordination Meeting (PCM)- Coastal Integrated Technology Extension Program Venue: Regional Office Time: 0930-1600 hrs. | Jan-03, Feb-05, Mar-04, Apr-03, May-05, Jun-03, Jul-03, Aug-07, Sep-03, Oct-03, Nov-03, Dec-03. | | | | <ul style="list-style-type: none"> Project Management, Target-achievement, challenges, learning and way forward will be discussed. All PIU staff will be participants. Minutes will be sent to Director-CP. | Head- CITEP |
| 20. | Project Coordination Meeting (PCM)-SCP Venue: Bhasanchar Time: 0930-1600 hrs. | | Jan-06, Feb-03, Mar-02, Apr-03, May-04, Jun-01, Jul-06, Aug-03, Sep-03, Oct-05, Nov-02, Dec-03. | | Monthly | <ul style="list-style-type: none"> Project Management, Target-achievement, challenges, learning and way forward will be discussed. All PIU staff will be participants. Minutes will be sent to Director-A&SR. | PM- SCP |
| 21. | Regional Meeting for People's Organization (RMPO) 1000-1300 | Jan-20, Sep-14. | Jan-20, Sep-14. | | 6-monthly | <ul style="list-style-type: none"> PO (People's Organization) representatives will participate from all the Upazilas/branches is to be ensured by the secretariat. A total no. of 20 PO leaders will participate from different Upazilas and branch offices. Respective RTL will be participants. Minutes will be sent to Director-CP. | Respective RPC |
| 22. | Central Meeting for People's Organization (CMPO) 1000-1600 | Mar-16 and Dec-21 | | | 6-monthly | <ul style="list-style-type: none"> PO (People's Organization) president and/or Secretary from the regions will participate. Participation should be ensured by the Secretariat. Director-CP, DED and ED will be the participants. | Head-ME (Md. Firoz Alam) |



Sanat Kumar Bhowmik
Deputy Executive Director
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Rajpal Karim Chowdhury
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