

Project Progress Monitoring Meeting (PPMM)
COAST Foundation, Dhaka. Date 21 August 2023.

A virtual PPMM was conducted on 21 August 2023 where the Deputy Executive Director, Joint Directors, RTLs, PCs and M&E Officers from different projects were present. The Joint Director-MEAL&R moderated while the Deputy Executive Director chaired the meeting.

A. Meeting Agenda:

1. Last meeting minutes review
2. Newsletter Feedback
3. English proficiency/presentation
4. PSEA training & skill development
5. Data segregation report
6. Sharing PPT and progress report
7. AoB

B. Discussion and Decisions:

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
1.	Last meeting minutes review	<ul style="list-style-type: none"> • PoP of the APFP project should be uploaded on the website soon. 	28/08/2023	Head-MEAL&SD
		<ul style="list-style-type: none"> • Draft PoP of UNICEF Bhasan Char and UNICEF Education Project are submitted JD-SDC and under follow up. Should also be uploaded on the website. 	24/08/2023	PC/PM, Head-MEAL&SD
		<ul style="list-style-type: none"> • The PoP of the UNICEF Child Protection Project completed and submitted to AD-HR for review and be upload in the website soon. 	24.08.2023	PC/PM Head-MEAL&D
		<ul style="list-style-type: none"> • An Orientation session on how to write Exit Strategy will be conducted by JD-MEAL. 	07/09/2023	JD-MEAL
		<ul style="list-style-type: none"> • The RTL-Cox's Bazar should be informed when any major event is being organized or any meetings with donor levels or DC/UNO Office, etc. 	Ongoing	PC
2.	Desktop Newsletter feedback	<ul style="list-style-type: none"> • Every photo in the desktop newsletter should have a proper caption. • Headline should be concise and subjective. Keep aware on spelling of words and proper Sentence making. • A monitoring feedback report on the newsletter will be prepared Head-MEAL&D and presented in the PPMM henceforth. 	Ongoing	PC Head-MEAL&D
3.	English proficiency/presentation	<ul style="list-style-type: none"> • The staff orientation process titled 'English proficiency' will be continued in the PPMM. Next agenda- Voice. 	Ongoing	DED
4.	PSEA Training and Skill Development	<ul style="list-style-type: none"> • The PSEA and SEA training schedule (a) 29-31 August and (b) 2-4 September 2023 in Cox's Bazar will be implemented for all project staff. 	04.09.2023	PC JD-GT&CR
		<ul style="list-style-type: none"> • An in person training plan will be prepared for Bhasan Char in 2nd week of September. 	12.09.2023	

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		<ul style="list-style-type: none"> Nominate a Child Safeguarding, PSEA, Reporting Focal in Bhasan Char as requested by UNICEF. Every trainee, who is received the PSEA training, will prepare a schedule for providing/replicating the training in their community levels. 	10.09.2023 04.09.2023	
5.	Data segregation report presentation	<ul style="list-style-type: none"> Discussions made over the monthly targeted and achieved activities and found that around 94% activities achievements made by July 2023. A total of 58% program participants has been reached up to July 2023, where 47% male and 53% female. Burn Rate- this month, cumulative up to this month and cumulative of lifecycle of project should also be in the data segregation repots. Social Justice program's performance will be reflected in the data segregation report. 	Ongoing	Head- MEAL&SD
6.	Sharing PPT and Progress Report	<p>Radio Saikat: Nice presentation Burn Rate of reporting month- 82%, Cumulative- 40%,</p> <p>Radio Meghna: Burn Rate reporting month- 8%, Cumulative up to reporting month-8%.</p> <p>CITEP: Good Presentation. Burn Rate of reporting month- 100%.</p> <p>SSFGM: Burn Rate reporting month- 77%, Cumulative- 99%, Cumulative activity achievement rate up to reporting month- 89%.</p> <p>UNICEF Bhasan Char: Burn Rate reporting month- 34%, Cumulative- 21%, Cumulative activity achievement rate up to reporting month- 100%.</p> <p>ENRICH: Burn Rate reporting month- 95%, Cumulative- 91%, Cumulative activity achievement rate up to reporting month- 93%.</p> <p>SEP-Dry-fish: Burn Rate reporting month- 99%, Cumulative- 98%, Cumulative activity achievement rate up to reporting month- 75%.</p> <p>PACE-Crab Fattening: Burn Rate reporting month- 94%, Cumulative- 96%, Cumulative activity achievement rate up to reporting month- 100%.</p> <p>UNICEF-Child Protection: Burn Rate reporting month- 0.19%, Cumulative- 0.19%, Cumulative activity achievement rate up to reporting month- 100%.</p> <p>UNICEF-Education: Burn Rate reporting month- 106%, Cumulative- 68%, Cumulative activity achievement rate up to reporting month- 86%.</p>	Ongoing	All PC

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		<p>SPCP: Burn Rate reporting month- 95%, Cumulative- 48%, Cumulative activity achievement rate up to reporting month- 90%.</p> <p>Adolescent Program: Burn Rate reporting month- 100%, Cumulative- 98%, Cumulative activity achievement rate up to reporting month- 90%.</p> <p>RMTP-Safe Poultry Management: Burn Rate reporting month- 95%, Cumulative- 90%, Cumulative activity achievement rate up to reporting month- 48%.</p>		
7.	AoB	<ul style="list-style-type: none"> Everyone should use coastbd.net email and official mobile SIM. Contact Assistant Director-ICT who doesn't have mail (coastbd.net) & official phone number. AD-ICT oriented all PCs for the use of new Banglalink SIM and tracking operations. PCs need to contact him for any technical issue. Responsible staff need to recharge Tk. 110 monthly for continuing the digital tracking system. 	Ongoing	All
		<ul style="list-style-type: none"> It is observed that some PCs are always struggling with their computers over months while giving presentations. They will urgently communicate with the ICT section for repairing. Any PC will not attend with problematic laptop and if so then disciplinary actions will be taken. 	24.08.2023	DED JD-SDC
		<ul style="list-style-type: none"> PC and M&E will put Tanjir Uddin Roni (Head-MEAL) into CC while sending reports and documents to Central MEAL section. Head-MEAL will present the findings from field monitoring in every PPMM. 	Ongoing	Head-MEAL
		<ul style="list-style-type: none"> From now on the PPMM will be meant as Project Performance Monitoring Meeting instead of Project progress Monitoring Meeting. 	Ongoing	All
		<ul style="list-style-type: none"> A "notification letter" will be submitted to the Cox's Bazar DC office informing him/her about the COAST structure that made in the government land, and file the letter for documentation. 	24.08.2023	PC-SEP Dry-fish RTL- CoxB

Having no other issues to discuss, the meeting ended up with a vote of thanks by the Deputy Executive Director.

Notes taken by:



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Moderated by:



Md. Iqbal Uddin
Joint Director- MEAL&R
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