

## Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 10 October 2023

A virtual Project Performance Monitoring Meeting (PPMM) took place on 10 October, 2023. The Deputy Executive Director, Joint Directors, Regional Team Leaders (RTLs), PCs and M&E Officers from different projects attended the meeting. 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"> <li>• Draft PoP of UNICEF Bhasan Char Project should be uploaded after communicating with AD-Humanitarian Response.</li> </ul>	15/10/2023	PC
		<ul style="list-style-type: none"> <li>• PoP of UNICEF Child Protection Project was shared with AD-HR for his comments, and it will be uploaded to the website too.</li> </ul>	15/10/2023	PC
		<ul style="list-style-type: none"> <li>• PoP of APFP project to be uploaded.</li> </ul>	20/10/2023	Head-MEAL&SD
		<ul style="list-style-type: none"> <li>• An orientation session titled "<b>Guidance on how to develop an Exit Strategy</b>" will be led by JD-MEAL&amp;R. Proposed Time: 11h00-13h00.</li> </ul>	13/10/2023	JD-MEAL &R
2.	Newsletter feedback	<ul style="list-style-type: none"> <li>▪ Desktop newsletter of Street Food and Radio Meghna Bulletin need to find a good name.</li> <li>▪ PACE Crab Project should publish newsletter from next month.</li> <li>▪ Newsletter headlines should convey the essence of the story, ensuring alignment between the title and the content description.</li> <li>▪ Maintain consistent font sizes for captions and never use bold fonts in captions throughout the newsletter.</li> <li>▪ A training session will be conducted on newsletter writing techniques during the upcoming PPMM.</li> </ul>	Ongoing	PC
			11/10/2023	JD-PDC
3.	English proficiency/presentation	<ul style="list-style-type: none"> <li>▪ Next discussion points will be centered around the topic of "<b>Management Tips</b>".</li> </ul>	Ongoing	DED
4.	PSEA Training and Skill Development	<ul style="list-style-type: none"> <li>• In the 1<sup>st</sup> week of October, there will be a face-to-face ToT session focused on PSEA for Bhasan Char.</li> <li>• Conduct one to one PSEA training evaluation by one assigned staff.</li> </ul>	8-9 October 2023 20.10.2023	PC/JD-GT&CR
5.	Data segregation report presentation	<ul style="list-style-type: none"> <li>• 97% of the monthly planned activities were successfully completed by September 2023.</li> <li>• The cumulative number of activities completed up to September stands at 51%.</li> </ul>	Ongoing	Head-MEAL&SD

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		<ul style="list-style-type: none"> <li>As of September 2023, 52% of program participants have been reached, with 48% being male and 52% being female.</li> <li>As of September 2023, Cumulative program participant Person with Disabilities-521, Ethnicity and Marginalized Reached- 354 and Women headed program participants-263.</li> </ul>		
6.	Sharing PPT and Progress Report	<p><b>UNICEF-Education:</b> Burn Rate of reporting month- 77%, Cumulative- 84%, LoP: 20%. Nice Presentation.</p> <p><b>UNICEF-Child Protection:</b> Burn Rate reporting month- 79%, Cumulative- 85%, LoP: 11%. Good Presentation.</p> <p><b>CITEP:</b> Good Presentation.</p> <p><b>Radio Saikat:</b> Burn Rate of reporting month- 139%, Cumulative- 96%, LoP- 42%. Nice presentation</p> <p><b>Radio Meghna:</b> Burn Rate reporting month- 47%, Cumulative- 47%, LoP 8%. Good Presentation.</p> <p><b>RMTP-Safe Poultry:</b> Burn Rate reporting month- 52%, Cumulative- 25%, LoP-25%. Good Presentation.</p> <p><b>SSFGM:</b> Burn Rate reporting month- 70%, Cumulative- 62% LoP 92%. Nice Presentation.</p> <p><b>UNICEF Bhasan Char:</b> Burn Rate up to reporting month- 124%, Cumulative- 88%, LoP-21%, Good Presentation.</p> <p><b>Adolescent Program:</b> Burn Rate reporting month- 99%, Cumulative- 93%, LoP-16%. Nice Presentation.</p> <p><b>RMTP-Street Food:</b> Burn Rate reporting month- 40%, Cumulative- 14%, LoP 12%. Nice Presentation.</p> <p><b>ENRICH:</b> Burn Rate reporting month- 93%, Cumulative- 32%, LoP-32%. Nice Presentation.</p> <p><b>PACE-Crab Fattening:</b> Burn Rate reporting month- 95%, Cumulative- 96%, LoP-99%. Nice Presentation.</p> <p><b>SEP-Dry-fish:</b> Burn Rate reporting month- 98%, Cumulative- 99%, LoP-97%. Nice Presentation.</p> <p><b>SPCP:</b> Burn Rate reporting month- 105%, Cumulative- 76%, LoP-62%.</p>	Ongoing	PC
7.	AoB	<ul style="list-style-type: none"> <li><b>Findings sharing from field monitoring</b> <ul style="list-style-type: none"> <li>Less use of diary by staff,</li> <li>Weekly &amp; Monthly Plan not maintained,</li> <li>Documentation method that needs to be same in all MPC,</li> <li>Less access of PSEA hotline number,</li> <li>Complaint box and its meaningful operations,</li> <li>No daily activity projections in MPC whiteboard,</li> <li>Lower number of field visit by PIU</li> <li>No system for cross-checking of data to prevent data manipulation, etc. shared.</li> </ul> </li> </ul>	Ongoing	Head-MEAL

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
		<ul style="list-style-type: none"> <li>Head Meal should also include findings, solutions, Responsible (Specific Person), datelines and management response in reporting format.</li> <li>When sending reports to the MEAL section, ensure copy to Head-MEAL&amp;SD (Zahid), Head-MEAL &amp; Documentation (Hasan) and Head-MEAL (Roni).</li> </ul>		
		<ul style="list-style-type: none"> <li>A Visit register needs to be placed in Crab Hatchery. So that visitors can write findings after the visit and can follow it up on next time.</li> <li>Head-MEAL will crosscheck the field visit status of PC &amp; M&amp;E, compare with the report they sent to MEAL section, and share the findings in the PPMM, if any.</li> </ul>	Ongoing	PC-PACE Crab

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

**Notes taken by:**



Azmal Hoda Siddiky  
Reporting & Documentation Officer  
Sustainable Enterprise Project (SEP)-Dry Fish  
COAST Foundation.

**Moderated by:**



Md. Iqbal Uddin  
Joint Director- MEAL&R  
COAST Foundation