

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 15 November 2023

A virtual Project Performance Monitoring Meeting (PPMM) took place on 15 November, 2023. Joint Directors, Regional Team Leaders (RTLs), PCs and M&E Officers from different projects attended in the meeting. The Joint Director-MEAL&R moderated the meeting.

A. Meeting Agenda:

1. Last meeting minutes review
2. Newsletter Feedback
3. MEAL section Feedback
4. Data segregation report
5. Sharing PPT and progress report
6. 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 UNICEF Bhasan Char Project and PoP of UNICEF Child Protection Project should be uploaded in the website. 	19/11/2023	PC
		<ul style="list-style-type: none"> • All Project Exit Strategies the project will be reviewed and updated according to the new template. 	Continue	PC
		<ul style="list-style-type: none"> • PC of Dry-fish project will share one pager briefing of project with RTL-Cox's Bazar in order to share it with DC office later on. 	19/11/2023	PC
2.	Newsletter feedback	<ul style="list-style-type: none"> • There should be a brief of the project on top of the newsletter. • Title, sub-title, alignment, photo size, caption, etc. will be written carefully. • Newsletter should be shared to partners and relevant stakeholders of project. 	Ongoing	PC
3.	MEAL section Feedback	<ul style="list-style-type: none"> • Findings sharing from field monitoring- <ul style="list-style-type: none"> - Ensure your movement has been written properly in the movement register before visiting field. - PSEAH flow chart and contact list should be made visible in field offices and centers. 	Ongoing	PC
4.	Data segregation report presentation	<ul style="list-style-type: none"> • 95% of the monthly planned activities were successfully completed by October 2023. • The cumulative number of activities completed up to October stands at 53%. • As of October 2023, 32% of program participants have been reached, with 49% being male and 51% being female. • As of September 2023, Cumulative program participant Person with Disabilities-472, Ethnicity and Marginalized Reached- 342 and Women headed program participants-249. 	Ongoing	Head-MEAL&SD
5.	Sharing PPT and Progress Report	<p>UNICEF-Education: Burn Rate of reporting month- 84%, Cumulative- 85%, LoP: 26%. Nice Presentation.</p> <p>UNICEF-Child Protection: Burn Rate reporting month- 91%, Cumulative- 60%, LoP: 9%. Good Presentation.</p>	Ongoing	PC

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
		<p>CITEP: Good Presentation.</p> <p>Radio Saikat: Burn Rate of reporting month- 80%, Cumulative- 96%, Nice presentation</p> <p>Radio Meghna: Burn Rate reporting month- 96%, Cumulative- 67%, LoP 51%. Good Presentation.</p> <p>RMTP-Safe Poultry: Burn Rate reporting month- 59%, Cumulative- 28%, LoP-20%. Good Presentation.</p> <p>SSFGM: Burn Rate reporting month- 70%, Cumulative- 22%. Nice Presentation.</p> <p>UNICEF Bhasan Char: Burn Rate up to reporting month- 83%, Cumulative- 71%, LoP-30%, Good Presentation.</p> <p>Adolescent Program: Burn Rate reporting month- 99%, Cumulative- 93%, LoP-22%. Nice Presentation.</p> <p>RMTP-Street Food: Burn Rate reporting month- 94%, Cumulative- 23%, LoP 18%. Nice Presentation.</p> <p>ENRICH: Burn Rate reporting month- 93%, Cumulative- 41%, LoP-41%. Nice Presentation.</p> <p>PACE-Crab Fattening: Burn Rate reporting month- 100%, Cumulative- 100%, LoP-100%. Nice Presentation.</p> <p>SEP-Dry-fish: Burn Rate reporting month- 98%, Cumulative- 97%, LoP-97%. Nice Presentation.</p> <p>SPCP: Burn Rate reporting month- 94%, Cumulative- 78%, LoP-71%.</p>		
		<p>Feedback on the presentation:</p> <ul style="list-style-type: none"> • PPT of Radio Saikat and Meghna reflects the whole program. It will produce other PPT and reporting for different donors, if required. • Radio Meghna and Saikat will share in the PPT the like, comment, share, etc. number of their programs, so that we can understand the progress happened. • Head- MEAL & SD will conduct an Evaluation of SSF Gender Mainstreaming Project in January 2024. • RMTP-Street food Project will identify some best activities and produce some short videos for social media promotion. 	<p>Ongoing</p> <p>Ongoing</p> <p>January 2023</p> <p>Ongoing</p>	<p>PC</p> <p>PC/M&E</p>
6.	AoB	<ul style="list-style-type: none"> • Any learning will be a little bit elaborative, so that the readers can understand how the change has been made or became effective by our work. • All project will share their learning, challenges and way-forward of 2023. • Head-MEAL will visit the Fisherman community living in Teknaf and find out some issues and challenges they face for initiating a new research. • The project should use the prescribed Meeting Minutes format for conducting Monthly project coordination meeting. 	<p>10th Dec-23</p> <p>Ongoing</p>	<p>PC/M&E</p> <p>PC</p>

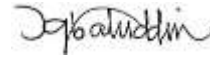
Having no other issues to discuss, the meeting ended up with the vote of thanks by the Joint Director- MEAL&R.

Notes taken by:



Md. Nazmul Huda
Monitoring and Evaluation (M&E) Officer
COAST Child Protection Project

Moderated by:



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