

Meeting Minutes of Project Performance Monitoring Meeting (PPMM)

The Project Performance Monitoring Meeting (PPMM) is held on 22 June 2015 at 11.30 am at Principal Office of COAST. The meeting is chaired by the Director. In discussion session, the Executive Director of COAST was also present.

Agenda:

The following agenda were discussed and decisions were taken accordingly.

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| 1) Review of the last PPMM Minutes | 10) Participatory Project review |
| 2) Advance approval of PC | 11) Stress and conflict management |
| 3) Fund requirement | 12) Management Tips |
| 4) FD-4 and FD-6 | 13) Project Presentation |
| 5) CMTC Internet | 14) Monitoring Process review |
| 6) Staffing | 15) Most Significant Change (MSC) Theory |
| 7) New projects | 16) Theory of Change (TOC) |
| 8) Knowledge management & assessment methodology | 17) Campaign on Human Trafficking |
| 9) Team building and group dynamic | 18) AOB |

Discussion & Decisions: The discussion on agenda and decisions of the meeting are given in the following table.

SL	Agenda	Decision and Discussion	Dateline	Responsibility
1	Last PPMM Minutes review	<p>-The flip chart activities of CLS will be completed by 15th July 2015.</p> <p>-Every Staff (who is driving the motor cycle) collects the motor cycle driving licenses from BRTA shortly. 50% of license cost provided by COAST and other cost have to be bear by staff. Original documentation of motor cycle stay in office and another copy stay to user.</p> <p>-It has been decided that one set of original documents of motorcycle will be kept with the users and other original set will be preserved in office.</p> <p>- Machine Readable Passport (MRP) will be taken by all PCs, those who have passport but not MRP also remake it as soon as possible. In this case 50% of cost bear by COAST and other bank service and speed money have to be beard by staff.</p> <p>- Smart phone will be bought by all PCs within one month.</p> <p>- COAST projects phase out or project closing report will be published to COAST web by 15th July, 2015.</p> <p>- No email will be sent to donor without editing by respective focal person.</p> <p>- C4D project have been completed successfully their second phase. So C4D will take an asset transformation letter to handover asset by donor by June 2015.</p> <p>- New Ongikarnama will have to be sent within 30 June 2015 at Principal Office.</p>	<p>By 15 July, 2015</p> <p>By July, 2015</p> <p>By 15th July, 2015</p> <p>Continue</p> <p>By 30 June, 2015</p>	<p>PC CLS</p> <p>All PCs</p> <p>AD-HRM</p> <p>All PCs</p> <p>All PCs</p> <p>All PCs</p>

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2	Advance approval of PC	No verbal approval will be acceptable or effective in case of financial matter. The Executive Director said, "Mother principal is that less cash handling imposes less corruption." Always try to less hand cash transaction. If PC need larger amount of money for purchasing take advance approval from Director.	Ongoing process	All PCs
3	Fund requirement	School Feeding Program needs six lakh taka for maintaining program expenditure. But COAST will not give any fund to SFP. PC will lobbying to donor and fund requisition will be sent.	By 30 June, 2015	PC-SFP
4	FD-4	Budget will have to be break down at upazila level.		
5	CMTC Internet	CMTC Internet will solely be used for email and official browsing. Otherwise YouTube, Face Book, Jobs searching, movies or videos download are forbidden from now. From 10 pm to 6.00 am net will be closed. PO ICT department will take necessary initiatives in this regard. On the other hand, Regional Team Leader will communicate to BTCL for net connection.	By 30 June, 2015	RTL and ICT department
6	Staffing	SEEDS will circular advertisement locally by 30 th June 2015. Dhaka PO will provide a circular to BDjobs for CLS and RUP project.	By June 15	PO
7	New projects	COAST will started new projects in Bhola and Cox's Bazar. ECOFISH project is started in Bhola among three upazilas with fisher men. This project is mainly started as a pilot based. Another project started named School Feeding Programme (SFP) which is funded by World Food Programme at Moheshkhali Upazila in Cox's Bazar. Beside, COAST will start working <i>Co-applicant Project</i> to Barisal and Chittagong divisions. COAST will work 18 districts directly and COAST will also be responsible for capacity development of 64 NGOs in 64 districts. The project proposal has been submitted in European Union.	Starting of the projects	
8	Knowledge management & assessment methodology	To develop the skill and staff capacity COAST will arrange examination every four months of every year. A circular will be given in this regard. The Executive Director told in the meeting that knowledge management and assessment methodology that are following: - ICT is fundamental for all. - Read news paper The Daily Star, the New Age, the Prothom-Alo, the Bonik Barta etc. for increasing and updating knowledge. - We have to be international advocate. We have to be built up as a knowledge leader. Now leadership is knowledge. - Program quality monitoring is our task. Everybody will take challenge for ensuring program quality. More communication will maintain over phone to donor. We have to build up our relationship and become more responsible.	Ongoing process	
09	Team building and group dynamic	COAST will arrange training for team building gradually. But PIU will always work for it. We should behave positively to staffs. Encourage and inspire them with positive attitudes. Meeting is one kind of encouraging platform. We work with pleasure and happiness. Decision always goes to line management but communication is open. Don't give any job insecurity to staff.	Ongoing process	All PCs

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10	Participatory Project review	PCs and M&E will prepare an internal project review format and send to the focal point. PIU will manage it and share with focal point. This project review format will be participatory. Project review outline will be sent to focal person within three weeks.	By 20 th July, 2015	All PCs and M&Es
11	Stress and conflict management	<p>The main reasons of stress are not having good planning, delegation to others, not feel interesting, team building, lack of confidence, don't set priority etc. Tips on stress and conflict management from Executive Director and Director are:</p> <ul style="list-style-type: none"> - Well planning can reduce stress. - Delegation to develop Capacity staff also effective to stress. - Prepare well and alternative staff. - Clear them work objectives and date line. - We can delegate our duty but not responsibilities. - Follow up delegated task. - Give extra load sometime. - Apply Impulse theory to young staff. - Encourage them towards positive side. - We should believe we do. - Don't work on holiday and late hour. - Spend enough time with family. - Close official work within 5 pm. - Give enough time to think. - Don't copy negative email to many. - Share asking matter to others. - Receive advice of other but take decision by himself. - Create environment for sharing. - Face to face sitting to solve the conflict. 	Ongoing process.	All PCs
12	Management Tips	Management is science and leadership is also a science. Everybody is requested to follow the management tips sent by Director regularly.		
13	Project presentation	All Project Coordinators presented on project progress.		
A	CLS	<p>Total Cumulative Achievement : 43%</p> <p>Last Month Performance, March 2015: 106%</p> <p>Reporting Month Performance: April 2015: 101 %</p> <p>Performance Up to reporting month: (99%)</p>		
B	RUP	<p>Total Cumulative Achievement : 44%</p> <p>Last Month Performance, March 2015: 91%</p> <p>Reporting Month Performance, April 2015: 86%</p> <p>Performance Up to reporting month: (87%)</p>		
C	C4D	<p>Total Cumulative Achievement: 82%</p> <p>Last Month Performance, May 2015: 97%</p> <p>Reporting Month Performance, June 2015: 88%</p> <p>Performance Up to reporting month: (92%)</p>		
D	SFP (Finance)	<p>Total Cumulative Achievement: 59%</p> <p>Last Month Performance- March 2015: 79%</p> <p>Reporting Month Performance- April 2015: 70%</p>		

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		Reporting Month Performance- May 2015: 55% Performance Up to reporting month: (59%)		
E	SEEDS	Total Cumulative Achievement: 67% Last Month Performance- April 2015: 85% Reporting Month Performance- May 2015: 62 % Performance Up to reporting month: (89%)		
F	SGSP	Total Cumulative Achievement: 17% Last Month Performance- April 2015: 72% Reporting Month Performance- May 2015: 112 % Performance Up to reporting month: (90%)		
G	UPP-Ujjibito	Total Cumulative Achievement: 97% Last Month Performance- April 2015: 95% Reporting Month Performance- May 2015:96% Performance Up to reporting month: (97%)		
H	ENRICH	Total Cumulative Achievement: 93% Last Month Performance- April 2015: 91% Reporting Month Performance- May 2015: 90% Performance Up to reporting month: (75%)		
14	Monitoring Process review	M&E officer will send output or outcome and staff monitoring report to PC monthly basis. PC will prepare basic progress monitoring report based on M&E report and field visit observation. PC will send compile report to focal person with copy to Director, DD- ME & IA and AD- SA & DRR monthly basis. Compile report will have to be send by 10 th every month.	By 10 th on every month	All PCs and M&E
15	Most Significant Change (MSC) Theory	MSC is a participatory monitoring and evaluation approach that involves assessing the changes and impacts that have happened as a result of project participants. The process is participatory because program participants, beneficiaries and stakeholders are involved in deciding what change happening to beneficiaries. First program participant identify all changes because of program. Then major changes are identified. Again community are decided where and what change actually happen. Combination of all opinion by program participants is actually called MSC theory.		
16	Theory of Change (TOC)	Theory of Change (TOC) is also a participatory monitoring and evaluation approach. Community or program participants decide what change they need. At first they set a goal and mapping with description. There is no structural or matrix in TOC. There are three characteristics in mapping: <ol style="list-style-type: none"> 1. Plausible- Probably possible or may be 2. Feasible- Possible 3. Testable- have indicators or measureable After one year it would be understandable that what are desire or expectation and what is really happen. Theory of Change try to understand what is previous status before intervention and documented the changes of every stage. If there is no change happen what is causes of it.		
17	Campaign on Human Trafficking	Rezaul Karim Chowdhury the Executive Director talked about what strategy COAST takes on Human Trafficking. Moqbul Ahmed RTL of Cox's Bazar region, takes necessary action and arranging preparation	By 10 th July	RTL- Cox's Bazar

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		talk with DC and SP of Coz's Bazar with two days. Then a date will select for meeting in which Ukhiya, Teknaf and Cox's Bazar Sadar Upazila and Union Parisad members and chairman will present. The meeting will arrange within 10 th July 2015. COAST will bear all cost in this regard.		region
18	AOB	If any want to come to PO office to do official work, before he will be informed to Director. Next PPMM will held two days long M&E workshop.	Ongoing process	All staffs

After a daylong constructive discussion on project activities, Executive Director and Director appreciated all participants for their cordial cooperation and very realistic and authentic participation. Having no other discussion in the meeting the moderator concluded the meeting with vote of thanks.

Documented by

Moderated by

Md. Shahinur Islam
Program Officer- Monitoring & Evaluation
SEEDS Program
Date: June 23, 2015

Sanat K. Bhowmik
Director