

## Central Meeting Schedule from January - December 2017

### 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 the options before the decision is made.

SI	Title of the Meeting and venue	Month and Date	Frequency	Time	Major ToR	Secretary
1	Sr. Management Team Meeting ( <b>SMTM</b> ). Venue: Principal Office	Every Sunday	Fort-nightly	0930-1130	<ul style="list-style-type: none"> <li>All DDs, ADs and Heads will be the participants.</li> <li>Section issues, weekly activities, plan will be discussed.</li> <li>Short minutes will be produced.</li> <li>Executive Director will preside over the meeting.</li> </ul>	Director
2	Principal Office Staff Meeting ( <b>POSM</b> ) Venue: Principal Office	Jan-31, Feb-28, Mar-31, Apr-28, May-31, Jun-30, Jul-31, Aug-31, Sep-29, Oct-31, Nov-30, Dec-29	Fort-nightly	1500-1700	<ul style="list-style-type: none"> <li>All staff including common service organizers of PO will attend in the meeting.</li> <li>Service related issues and logistics issues will be discussed.</li> <li>Minutes will be produced.</li> </ul>	Director
3	Project Progress Monitoring Meeting ( <b>PPMM</b> ) Venue: Principal Office, Dhaka.	Jan -24 Mar-22 May-24 Jul-26 Sep-20 Nov-22	Bi-monthly	1000-1330	<ul style="list-style-type: none"> <li>All Project Coordinators, Coordinator-Fisheries Development, Project Coordinator-Ujjibito will be participants.</li> <li>Respective focal points and Executive Director will also participate in the meeting.</li> <li>The monthly financial and programmatic progress of the respective project will be discussed as well as actions and next planning will be initiated from the meeting.</li> </ul>	Director
5	Project Accounts Coordination Meeting ( <b>PACM</b> ) Venue: Principal Office, Dhaka.	Jan -25 Mar-23 May-25 Jul-27 Sep-21 Nov-23	Bi-monthly	1000-1330	<ul style="list-style-type: none"> <li>All project accounts and admin officers will be the participants.</li> <li>Accounts related issues will be discussed.</li> </ul>	Coordinator-FM

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					<ul style="list-style-type: none"> <li>The bill vouchers and reports will be checked so that they will carry all the accounts papers in PO.</li> <li>The minutes will come to Director and Deputy Director-FC&amp;CA</li> </ul>	
6	Internal Auditors Meeting <b>(IAM)</b>  Venue: Principal Office, Dhaka.	Jan –28 Mar-25 May-27 Jul-29 Sep-23 Nov-25	Bi-monthly	1030-1700	<ul style="list-style-type: none"> <li>All Managers-Internal Audit, Head-IA will be the participants.</li> <li>AD-CP, AD-HRM, Director and/or Executive Director will also participate in the meeting</li> <li>Audit findings received from field and principal office will be discussed.</li> </ul>	DD-IA&ME
7	Enterprise Development Coordinator Meeting <b>(EDCM)</b>  Venue: Principal Office, Dhaka.	Jan –14 Mar-11 May-13 Jul-15 Sep-09 Nov-11	Bi-monthly	1030-1400	<ul style="list-style-type: none"> <li>C-Ent.D, Manager-Logistics, M-TS-Bhola and Cox's Bazar, RTLs will be the participants.</li> <li>AD-CP, Director and/or Executive Director will also participate in the meeting</li> <li>Enterprise Development issues will be discussed.</li> </ul>	Head-Ent.D
8	Training and HR Coordination Meeting <b>(THCM)</b>  Venue: Principal Office, Dhaka.	Jan – 15 Mar-12 May- 14 Jul-16 Sep-10 Nov-12	Bi-monthly	1030-1400	<ul style="list-style-type: none"> <li>All RTLs and Manager-Administration and Field Logistics will be the participants.</li> <li>AD-HRM, AD-CP, AD-SA&amp;DRR, AD-GT&amp;CR, Head-Social Business and Executive Director will be present.</li> <li>Centre management/sustainability, training, regional management, bad debt will be discussed.</li> </ul>	Director
8	Central Meeting for People's Organization <b>(CMPO)</b>	Feb 26-CMTC Jun 18-BMTC Oct 29-BMTC	4-monthly	1000-1300	<ul style="list-style-type: none"> <li>PO (People's Organization) representatives' participation from all the regions is to be ensured by the secretariat Total no. of 10 PO from Bhola, 4 PO from Outreach, and 4 PO</li> </ul>	AD-SA & DRR

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					<p>from Cox's Bazar, 2 from Noakhali and 2 PO from Chittagong.</p> <ul style="list-style-type: none"> <li>Respective RPC, PCs, Assistant Director-CP and Director will participate in the meeting.</li> </ul>	
9	Central Gender Coordination Meeting (CGCM)	Feb 27-CMTC Jun 19-BMTC Oct 30-BMTC	4-monthly	1400-1700	<ul style="list-style-type: none"> <li>All female participants from FPRM will be the participants.</li> <li>Director and Executive Director will participate in the meeting.</li> <li>The overall gender issues of the organization will be discussed.</li> </ul>	AD-GT&CR

**Meeting principles:**

- Participants can recommend only to the issues raised in the meeting and the recommendation can be a decision if the responsible professionals reach on agreement.
- Secretariat is responsible to hold the meeting in due time and ensure the minutes by next 48 hours and ensure circulation where necessary, this is an open document.
- Copies of all minutes to be sent to Monitoring and Evaluation Section and keeping another one in departmental file.
- Meeting is the only forum where program issues will exclusively be discussed. Agenda like salary and other personal facilities can not be discussed.
- The selection of the participants and information will have to be sent to the participants by at least one month before of the meeting date and it will be done by respective secretariat. .
- Meeting preparation must be accomplished at least one day before of meeting.
- Meetings will be for motivation, sharing experiences and improvisation of operational implementation.
- Meeting secretariat must maintain dignity of individual participant, so no negative criticism of individual in front of all. If it is done then be considered as offence.
- Apart from this every week in each Section will conduct a meeting and keep minutes.
- Open secret method will be practiced in all the meetings.

Proposed by:



Sanat K. Bhowmik  
Director

Approved by:



Rezaul Karim Chowdhury  
Executive Director

December 27, 2016



