

Minutes of Central Executive Coordination Meeting (CECM), February 2, 2014.

The meeting was held in Principal Office, Dhaka on February 2, 2014. The meeting presided over by Director and participated by sector heads from core operation, audit & monitoring, human resource management & admin and IT sector. The meeting has taken following decision on different organizational issues through discussion for next period of action;

1. Last meeting minutes review
2. CREP Phase out and hand over process
3. Briefing on new project under core program
4. Training for CDO & BAs
5. System develop for admin section
6. Progress on financial procedures (FD-2 &6)
7. One on One training methodology
8. Presentation (MF, statutory funds update)
9. AOB

SI	Agenda	Decisions	Responsible	Time
01 Minutes review	Visit other organization	<ol style="list-style-type: none"> 1. TMSS and BURO Bangladesh will be visited for getting ideas of the micro finance. 2. The sticker with COAST logo will be affixed on essential assets i.e. motorcycle, camera, computers, and printers etc. 	AD-CP and Head-CO Head-IA & EA	Feb 14, 2014 Feb 28, 2014
	Revision & finalize of all manuals	<ol style="list-style-type: none"> 1. MF & Field Operational manual will be finalize and submitted to Director for check and editing. 2. Audit manual will be revised incorporating new ideas and formats and reporting system and finalize by this month 3. Financial manual is under editing and finalize 	AD-CP DD-IAME DD-F & CA	Feb 05 2014 Feb 18, 2014 Feb 06, 2014
	ID Card for staff	Staff ID card of Bh and OR is only pending as they didn't send their photos, but will be completed ASAP.	SC-ICT	Feb 28, 2014
	COAST Bag	COAST bag will be distributed among the staff those are yet to receive.	Director	Feb 10, 2014
	Study on Insurance	A report will be produced on COAST member insurance program that include the existing system practiced and its analytical review and recommendations for further improve	DD-IAME	March 15, 2014
	Circulars	<ol style="list-style-type: none"> 1. Circular on rebate on advance payment 2. Circular on mitigation and action on Audit findings by RPC and RTL 	AD-CP	Feb 10 2014
02	CREP phase out, hand over process & IDCOL liability	<ol style="list-style-type: none"> 1. The existing performance is going satisfactory according to the target that's projected in last June 2013. But concern is to manage required fund (59.77 lac for the year 2014) for IDCOL repayment after June'2014. Targeting the issue, Director has taken the lead and conduct meeting with core person (PCs, DD & ADs) to identify possible options (GF & others) in managing fund. 	Director	Feb 28, 2014
		<ol style="list-style-type: none"> 2. M-CREP is treated excess position according to the phase out plan of CREP. So that he will transfer to the Value Chain project immediately as there have a position vacant. 	Director	Feb 25, 2014

SI	Agenda	Decisions	Responsible	Time
03	Briefing on new project under core program	AD-CP has made an overview of new project (UJJIBITO) that is going to initiate under core program. The main objective of this project is to ensure health support to the hard core poor. The staff (paramedics) recruitment process is going on and to be completed according timeline.	AD-CP	Feb 28, 2014
04	Training for CDO & BAs	1. Head-IA will develop a curriculum with the support of DD- F& CA and submit to Director. 2. Training will be 3 days period and conducted for NK and Ctg. Head-BFM and H-IA will facilitate the course.	H-IA BI & MHD	Feb 05 Feb 15-17, 2014
05	System develop for admin section	A monitoring device has develop and presented to the meeting and taken comments from participants. This monitoring dive is able to present the overall staff situation at field level.	Director	February 28, 2014
06	Progress on financial procedures (FD-2 &6)	1 FD-6 on the project of Farmers Forum already prepared and must be submitted. 2. FD-2 for the project of CLS, SF-Edu and EWG are due. Tariqul will prepare and finalize these reports and take approval from respective authority (NGOB).	DD-F&CA Tariqul (C-Fin Monitoring)	Feb 04, 2014 Feb 20, 2014
07	One on One Trg & Methodology	All senior colleagues will provide their feed back on the methodology for one to one training.	All DD & ADs	Feb 04, 2014
08	Presentat ion	1. Micro Finance Program: performance up to Dec 2013; a. Positive trend observed on member (+345), Savings (+25 lac), Surplus (+14.19 lac). b. Negative trend observed on OD (+19.05 lac), Outstanding (- 88 lac) c. Major focus will be given on increasing outstanding and controlling OD at a satisfactory level. 2. Statutory Fund: Update on Jan 2014 a. There are total FDR as 4.55 crore (prin.) with additional interest amount of 40.87 lac. b. Two FDR of Legal Endowment fund tk. 20.00 lac is proposed to encashment for advance to new office of CxB. c. Apart from this, four new FDR also proposed amounting as 1.37 crore from savings (1.00 crore), gratuity (15lac), DMF (10 lac) and PF (12 lac) only. DD-F&CA will explore the highest interest rates for creating this FDR ASAP.	AD-CP DD-F & CA	On going Feb 10 2014

No other discussion the chair concluded the meeting with vote of thanks.

Documented by

Aminul Hoque
DD-IAME

Chaired by

Snat K. Bhowmik
Director

Date: February 3, 2014