

## Minutes of Central Executive Coordination Meeting February 28, 2015.

The meeting was held in Principal Office, Dhaka on February 28, 2015 which was chaired by Executive Director.

Agenda of the meeting were as follows

1. Internal Audit Feedback
2. MCM follow up and agenda
3. Case updates
4. Review and progress of donor projects
5. Bad debt mobilization
6. Donor projects monitoring and audits
7. Monitoring devices of projects
8. Radio Meghna project-Websites etc.
9. Climate adaptation integration policies
10. Office security
11. Climate campaign in Bhola and Cox's Bazar
12. People's Organization constitution
13. Some common concerns
14. AOB

### 1. Internal Audit Feedback

- i. Operation will not only give emphasize on financial issues but also operation issues.
- ii. Loan disbursement happened from collection money during the end of the month. So, no disbursement from cash money. RPC and AM will monitor this. No cash in hand beyond the policy.
- iii. No salary will be transferred to staff account without email approval from respective supervisor.
- iv. Without written approval no major issues will be implemented at any levels.
- v. RPC and AMs will be in audit hearing for major shortfalls of operation.
- vi. PCs will also be liable for the accounts problems and both accounts officer and PC will be in audit hearing.
- vii. We should have to establish the **"High Accountability and High Relation"** in the management.
- viii. BM-Shamsuddin will be under observation and if the findings are again found then the disciplinary measures will be taken against him.
- ix. Two separate staff will be set for asset management and monitoring of honda maintenance in different offices.
- x. Each asset will contain a sticker mentioning that **"This asset is COAST asset and if there will be any misusing then please call the below no."**
- xi. No BIKASH account will be allowed by the staff. It will be only through official SIM which is in branch. DD-FC&CA will issue a circular and explore the monitoring devices by March 15, 2015 for controlling measures.
- xii. Any auditor will not be in internal audit section more than two years.
- xiii. Motor cycles will not be used by any staff if the meter cable is disorder and without helmet. AD-HRM will issue a circular for motor cycle using by March 15, 2015. In this circular lubricant change and regular maintenance will also be included.

### 2. MCM follow up and Agenda

- i. All the decisions taken from last MCM have been implemented.
- ii. A decision has been taken for getting loan from Bank and it is One Bank Ltd. Pubali Bank Ltd will also be explored by Ad-CP. AD-HRM will communicate with EXIM Bank Ltd.
- iii. DD-ME&AI will take an appointment of Mr. Forman (IDCOL) for Executive Director by March 15, 2015.
- iv. By June 2015 all the branches will be under automation. For automation three technical (degree from computer science) staff will be recruited. Their base office will be in Principal Office and they will make field visit frequently. An advertisement will be developed by Director by March 3, 2015.

- v. RPC and RTL will organize training for new CDOs who have joined for last three months. A curriculum will be developed and submitted to Director by March 5, 2015. Major issues will be micro finance management, mistakes and irregularities of CDOs and also our policies and values.
- vi. Open secret methods will be applied in all our meetings like MCM, CPCM, PPM, PCM, CDO Meetings and other meetings also.
- vii. The stakeholder meeting in six new branches in Chittagong region will be organized by April 2015 and AD-HRM&SR will assist them. A senior colleague will be present in each meeting.
- viii. Counter veiling process is running satisfactorily. It will be checked by internal auditors.
- ix. AMs will organize a meeting including the members of 2/3 groups experimentally by March 2015. Major agenda will be PO, phone call to any one and checking of passbooks.
- x. Membership charter development is under process and it will be finalized in next MCM.
- xi. The next MCM agenda: a) PKSF visit preparation, b) Fund management-PKSF and SF, c) Balancing Audit Analysis, d) Chittagong new six branches, e) Counter veiling process, f) Automation, g) CDO meeting feedback, h) PO policies and i) Recent circulars. Apart from these on March 4, morning the findings of field visit will also be included as MCM agenda.
- xii. Next MCM will be controlled and monitored by Director.

### **3. Case updates**

- i. Chandanaish case will be given top priority. If needed AD-HRM will go there. By any means the report will be in favor of the organization. Ashad will go to the Narshingdi and Atgaria thanas for getting the reports. All will be finalized by March 30, 2015.
- ii. Monpura-Shari issues: Letters will be given to respective officials with receiving copies who were given copy by Sharif. It will be done March 20, 2015. A defamatory case will be filed in Bhola court through discussion with a senior advocate in Bhola.
- iii. Chokoria case: Two cases one as criminal and another one as mis-appropriation will be filed against Jamir Uddin by March 15, 2015. This is also priority case.
- iv. A criminal case will be filed by AD-HRM against Sajjad, Maksud, Harun and Shajahan Kaiser by March 12, 2015. There will be gathered information about they are doing any job in any organization then will inform those organizations about their misdeeds.
- v. AD-HRM will influence local journalist for writing a story about Kaiser and to be publishes in a daily news paper. AD-HRM will also communicate with Dr. Answerul Karim for Kaiser matter.
- vi. AD-HRM will communicate with ACC Director for speed of cases in favor of us.
- vii. Before filing of any case the draft will be edited by AD-HRM and Director.
- viii. AD-HRM will try to reduce the cases with compromising with the accused through realizing money.
- ix. For any dismissal there will be given a scope to accused to depend his/her stands.
- x. If any staff will leave the organization just after resignation then GD entry will be filed in respective thana. These will be discussed in the upcoming MCM.

### **4. Review and progress of donor projects**

- i. C4D: It is in progress. The new project proposal has been submitted to Unicef and now they have asked to prepare the log frame. We expect that by March 2015 we will get the approval of new year.
- ii. RUP: It is running with satisfactory speed. No staff crisis in the project. Hasan has developed himself satisfactorily.
- iii. EWG: New project has been approved and we will submit the FD6 by March 15, 2015.
- iv. CLS: We are now in process for submitting the budget for 2016. We will try to get approval from CLS up to 2017.
- v. SEEDS: The budget of 2015 will be reduced. So, SF has advised not to purchase any major assets for the project.
- vi. SGSP is running well. There are some activities which have been dropped by MJF.

- vii. Ujjibito and ENRICH are also going well. From next PPMM the two PCs of these project will participate with their programs and finance analysis.
- viii. MTCP-2 is running with its second year programs. The second year budget has already been approved by NGOAB.
- ix. It's a proposal that Mizan in C4D, Khokan in CLS, Hira in SGSP, Moqbul Bhai in SEEDS and Rashida-Radio will be placed. AD-HRM will take an appointment from Mr. Towfique of Unicef-Barisal so that Executive Director will brief the Khokan and Mizan changes. By this time we have to search a person either from the organization or outside for
- x. Shahinur in SEEDS is doing well so we should take him in our loop.
- xi. SFP is also running well. The directorate has given consent for the next year budget. But it is undecided without getting the confirmation letter. The due bill from the SFP-donor is given and the rest amount is under process. AD-DRR&SA is dealing this.
- xii. EcoFish and WFP projects are under negotiations and we are expecting to finalize these by March and May 2015 respectively.
- xiii. For Radio Meghna each project will make provision for budget allocation.

#### **5. Bad debt mobilization**

- i. No current overdue realization will be included in the report of special bad debt mobilization.
- ii. Bad debt mobilization will be emphasized on the written-off money.
- iii. After every mobilization there will be a feedback session with the BMs and RPC to share the learning who have done well and why and who have not done well and why.
- iv. Director with AD-CP and AD-DRR&SA will do it.
- v. DD-FC&CA and DD-ME&IA will make study about the documentation of the overdue members in the branch level.

#### **6. Donor project monitoring and audits**

- i. From Finance section, Head-BFM and C-FM will complete audit of all projects by every two months.
- ii. From field to PIU the monitoring devices have been developed. Now from PIU to focal the monitoring format development is under process and will be completed by March 15, 2015. In the next PPMM (to be held in March 21, 2015) the M&E officers will also be present for finalization of the monitoring devices.
- iii. DD-ME&IA and Director will develop a paper about COAST monitoring approach which will be uploaded in the website. The paper will majorly contain the input/output, results and impact including different formats at different levels.
- iv. Support supervision will be improved and strengthened by central and PIU levels.
- v. On behalf of ED, DD-ME&IA will conduct the monitoring of the projects.

#### **7. Radio Meghna project-Websites etc.**

- i. The studio in PO will be established quickly. AD-DCR is working on it. Then weather forecast will be given. Responsibility for each day will be determined. We will purchase accue weather software.
- ii. Need assessment will be completed by March 10, 2015.
- iii. A second man of station manager will be developed. S/he will do radio accounts, administration and market promotion with Financial Plan. S/he will be CF local and may be come from micro finance.
- iv. AD-DCR will develop a paper with vision mission (of COAST), strategies and objectives. The paper sheet containing these will be affixed besides the door of studio of Charfession.
- v. Rashida will send the meeting minutes of advisory committee by March 5, 2015.

- vi. Director will give a circular about the governing body of Radio Meghna. The draft body comprising : Chairman is M Rezaul Karim Chodhury (Executive Director-COAST Trust), Vice-Chairman-1 is AHM Bazlur Rahman (CEO-BNNRC), Vice-Chairman-2 is Barkat Ullah Maruf (AD-DCR-COAST Trust) and Secretary-Ms. Rashida Begum (Station Manager-Radio Meghna) and the members posts are now in process to fill up.
- vii. No photography in BMTC office and studio of Radio Meghna will be prohibited until or unless the permission from AD-DCR.
- viii. Without permission of AD-DCR nobody is allowed to enter into the studio. It will be written in the gate of the BMTC.
- ix. A record register will be maintained for in and out in the studio.
- x. After each two songs there will be voice in the radio programs. AD-DCR is developing a weekly program schedule for daily 4 hour broadcasting.
- xi. It will be explored about the equipment of live broadcasting and portable radio station at any place.
- xii. An Engineer team from Bangladesh Betar will visit Radio Meghna during March 3-5, 2015. AD-DCR will facilitate and take care of the team.
- xiii. DD-FC&CA will visit the Radio Meghna by March 15, 2015.

#### **8. Climate adaptation integration policies**

- i. The policies and strategies will be developed and finalized by March 15, 2015 by DD-ME&IA and Director.

#### **9. Office security**

- i. Nobody is allowed to entry in the office without taking pre-appointment from the respective professional. It will be mentioned in the gate of BMTC.
- ii. One Walkie-Talkie will be with BMTC guard and one will be with Shahar Ali.
- iii. Shahar Ali will look after and ensure building maintenance, generator and other logistic supports.
- iv. Torch light will be given to security staff.
- v. Solar light in the office boundary will be set so that after greed or generator power fall then those will be on.
- vi. The shutter will be set in the stair of training centre. AD-HRM will do it by March 10, 2015.
- vii. Pond will be dewatered and the soil will be used for making the pathway in the BMTC boundary area. AD-HRM will do it by March 15, 2015.
- viii. All communication will be done by finger-tips.

#### **10. Climate campaign in Bhola and Cox's Bazar**

- i. The climate campaign in Bhola and Cox's Bazar will be completed by March 2015.
- ii. In Cox's bazaar campaign PKSF-DMD will be invited.

#### **11. People's Organization constitution**

- i. PO constitution will be developed and a booklet will be printed and this will be distributed to all the group members. AD-DRR&SA is doing this and it will be completed by March 2015.
- ii. A laminated group member charters will be distributed to all group members and those will be hung in group members home.

#### **12. Some common concerns**

- i. Financially compensation for less accountability in his/her respective duties.
- ii. Loyal and sacrificing staff will be deployed in PO, BMTC, CMTC, Chittagong and Noakhali regions and Bhola office. Such staff will be in here who can be promoted to the next position. These

offices deserve the committed staff who are ready to do anything for the sake of the organization.

- iii. Executive Director will concentrate to the organizational strategies and donor mapping. For this involvement, he should be made free from day to day operation. So, the Director, Deputy Directors and Assistant Directors should shoulder more and more responsibilities.
- iv. We should adopt the style of management like "Management by Objectives"-MBO. By this style the staff can be clear about the results of the tasks to be accomplished.

**13. AOB**

- i. A circular will be given by Director that no any resignation will be accepted either approval by the respective authority.
- ii. No increment of Ashad, Nilima, Parul, Khokan, Shamim and Eakub for the year of 2014.
- iii. It will be explored by Director that from PF and Gratuity either there should be adjusted full or partial expenditure of Eakub case in Bhola.
- iv. A person will be recruited for BMTC kitchen so that he can maintain the dining with kitchen marketing.
- v. DD-FC&CA will take technical assistance from Moinul Bhai for making streamline of assets and procurement policy. And DD-FC&CA will do it by March 25, 2015.
- vi. RTL-BMTC will sit with all PCs at every 15 days. He will sit separately with kitchen staff and security staff at each week.
- vii. During the recruitment process the HR section will check the certificates of the candidates through internet.
- viii. Our staff will be smart with clothes, behavior, attitude and norms.
- ix. We will give importance to upper level communication.
- x. Creativity and excellence will have to be maintained by our senior professional from principal office.
- xi. We will update our knowledge by reading papers, editorial, sub-editorial etc. and these knowledge will be disseminated to the other staff.

Prepared by  
Director

Presided over by:  
Executive Director