

## Minutes of Central Executive Coordination Meeting

The Central Executive Coordination Meeting was held in Principal Office Dhaka on June 14, 2015 with the presence of all DDs and Ads and that was chaired by Executive Director.

### Agenda for the meeting:

1. Principal Office Meeting
2. Advance Plan
3. Internal Audit
4. Cox's Bazar land
5. Major tasks of Senior professionals
6. Software
7. Case update
8. Using of I-PAD
9. Concerns for abroad visit
10. Knowledge leader
11. AOB

### 1. Principal Office Meeting

- i. Every Sunday meeting will be held with the presence of all Directors.
- ii. AD-HRM & SR will also conduct meeting regularly with support staff and Principal Office Staff Meeting.

### 2. Advance Plan

- i. Everybody is requested to make advance plan. Meeting has been discussed that advance plan can help us for prioritizing the tasks, to-do-lists, strategic issues. It could be done through thinking and a quiet time.

### 3. Internal Audit

- i. Every two years there will be inter change among internal auditors and area managers.
- ii. Next audit feedback meeting will be held on June 28, 2015.
- iii. All findings related to operation will be discussed with AD-CP and Director. If any crucial findings will be there then it will immediately be discussed with Executive Director.

### 4. Cox's Bazar land

- i. AD-HRM will give a Bnagla report about Cox's Bazar land by June 16, 2015.
- ii. He will also communicate with respective minister for solving of the problems.
- iii. He will also consult with an advocate either we can go for legal actions against the land owner and sub-registry office.
- iv. After getting report Deputy Director-ME&IA will investigate the matter to identify the responsibilities of respective staff.
- v. The incidence will have to be informed to PKSf and BoT.

### 5. Major tasks of Senior professionals

SL	Professional name and Designation	Major tasks
i	Sayed Aminul Haque (Deputy Director-ME&IA)	<ul style="list-style-type: none"><li>• BoT Audit meeting preparation.</li><li>• Campaign advocacy</li><li>• PSI Meeting on June 16, 2016</li><li>• Seminar preparation for June 24, 2015</li></ul>
ii	Md. Ahsanul Karim (Deputy Director-FC&CA)	<ul style="list-style-type: none"><li>• Preparation of sectional ToR with bullet points.</li><li>• Asset management with Ashaduzzaman. Formatted asset reports and will be analyzed every six months.</li><li>• Organizational Balance Sheet preparation up to May 2015 and will be presented in an inhouse meeting on</li></ul>

		<p>June 29, 2015.</p> <ul style="list-style-type: none"> <li>• BNNRC report by June 28, 2015.</li> <li>• GF analysis</li> <li>• BoT Preparation for June 27, 2015</li> <li>• June closing and external audit of 2014-2015</li> </ul>
iii	Shawkat Ali Tutul (Assistant Director-SA&DRR)	<ul style="list-style-type: none"> <li>• PO constitution</li> <li>• SGSP review preparation and helping to PC and M&amp;E of SGSP for their internal review before coming of team from MJF.</li> <li>• All PO RBA training.</li> </ul>
iv	Mustafa Kamal Akand (Assistant Director-HRM&SR)	<ul style="list-style-type: none"> <li>• Cox's Bazar land issue</li> <li>• Meeting of June 16</li> <li>• Seminar of June 24</li> <li>• Police case</li> </ul>
v	Sanat K. Bhowmik (Director)	<ul style="list-style-type: none"> <li>• Plans and Budget 2015-2016</li> <li>• Setting up of SFP-WFP and ECOFISH projects</li> <li>• Staff development of new projects</li> <li>• Bi-monthly report analysis</li> </ul>
vi	Ferdous Ara Rumeel (Assistant Director-Gender and Training)	<ul style="list-style-type: none"> <li>• Knowledge management</li> <li>• Training Calendar 2015-2016 by June 23, 2015</li> <li>• C4D follow up</li> <li>• C4D staff salary fixing</li> </ul>
vii	Tarik Sayed Harun (Assistant Director-CP)	<ul style="list-style-type: none"> <li>• Auto motion</li> <li>• Meghna Bank remittance system</li> <li>• Fund management</li> <li>• Preparation of PKSF internal audit</li> <li>• June closing</li> </ul>
viii	Barkat Ullah Maruf	<ul style="list-style-type: none"> <li>• Maintaining of Radio Meghna (RM) websites</li> <li>• The development of mission vision of RM.</li> <li>• Upgrading process for RM to 250 Watt</li> </ul>

## 6. Software

- i. New software for HR, Asset and Payroll will be purchased from PC-Link. As per the analysis with other software companies like Data Soft, South Tech, the PC Link's price is comparatively lower. We will also take Bench Mark quotation.
- ii. The micro finance software posting is running in the branch level.
- iii. Respective focal points will draft a letter and will give to Director for seeking a portion of money for software installation for the project.

## 7. Case updates

- i. Chandanaish case will be given top priority. The warrant against has been issued. If he will not appear in the court then his assets will be crocked.
- ii. Ashaduzzaman will also help Shahed for the crucial cases from Principal Office.
- iii. Sajjad case will also be given most priority.
- iv. Police case progress meeting will be held in PO on June 25, 2015 where Shahed and Ashad will be present.

## 8. Using of I-PAD

- i. The professionals who use I-PAD they must take this to the office during the office time.
- ii. They will ensure their optimum use of the I-PAD.
- iii. The I-Pad holder will not allow their children for using by them the official I-PAD.
- iv. Gradually all senior colleagues including RPCs/PCs will get the I-PAD.

**9. Objectives of abroad visit**

- |   |  |
|---|--|
| i. Request for settle the financial issues in the beginning day | vi. Third party checking about participation in sessions |
| ii. Relation building   | vii. Daily report writing                                |
| iii. Fund raising clue  | viii. Final report writing                               |
| iv. Taking notes  | ix. Presentations  |
| v. FB update  |  |

**10. Knowledge leader**

From AM to upper level all the professionals should be knowledge leaders. For this the following steps will be maintained:

- |  |                            |
|--|----------------------------|
| i. Giving assignment by the supervisor | v. Draft report            |
| ii. Briefing                           | vi. Feedback               |
| iii. Outline                           | vii. Presentation          |
| iv. Documents study; reports, dailies  | viii. Report finalization. |

**11. AOB**

- i. Growth and Development of the organization depend on the change of the organization. So, the change is essential for the organizational development.
- ii. The mid level staff should be made more accountable otherwise organization will not move forward.
- iii. 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.”**
- iv. Nirmal will maintain the motorcycles, generator servicing for the whole organization.
- v. From now Mujibul Haque Munir (AD-FS&EA) and Tarik Sayed Harun (AD-CP) will look after the CMMF in Cox’s Bazar. On the other hand Shawkat Ali Tutul (AD-SA&DRR) will look after organizational accountability, PO, Bad debt mobilization and other projects.
- vi. All PC with his/her team will conduct participatory review of their project and they will give presentation in front of senior management team.
- vii. The salary and benefits of all projects staff will be kept harmony with micro finance program.
- viii. Punishment if necessary must be from BM to upper level rather the front line staffs.
- ix. No recruitment result announced in the spot except micro finance recruitment process.
- x. AD-G&T will set the salary and continuation letters with the help of HRM section by June 18, 2015.
- xi. The training report will be analyzed by AD-G&T and will give the individual performance sheet to respective personnel file.
- xii. Mr. Enamul Hoque C-ICT and RM will look after ICT and RM.
- xiii. DD-FC&CA will place fund requisition for community radio for Cox’s Bazar.
- xiv. AD-SA&DRR will regularly communicate with the respective RTLs for their tasks in favor of the organization and team building. It would also be conference calls and short minutes about the discussion to be submitted to Executive Director. All weak front line staff will get the training by this year and they will also be in personal touch for the intensive development.

Prepared by

Presided over by:

Director

Executive Director

Date: June 15, 2015

