

COAST, PO, Date: July 5, 2014

Sub: Minutes of the CECM.

The scheduled CECM (Central Executive Coordination Meeting) meeting was held on July 3, 2014 at COAST Principal Office. The Executive Director presided over the meeting and Director, all Deputy Directors, all Assistant Directors, Heads and Coordinators were present in the meeting. Agenda of the meeting were as follows

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| 1. Last meeting minutes review | 9. MF trend |
| 2. Donor project focal person | 10. Meeting system |
| 3. Planning standard | 11. People's Organization standard |
| 4. Training | 12. HAP campaign |
| 5. Field visit | 13. Asses management |
| 6. Security in vacation | 14. Medical Allowance (MA) |
| 7. Feedback from last BoT meeting (Audit and General) | 15. Annual accounts preparation |
| 8. CREP integration | 16. Knowledge leader |
| | 17. Annual report 2014 |

A. Agenda wise decisions:

SL	Agendas	Decisions	Responsible	Time
1	Last Meeting Minutes Review	AD and Head CO will visit TMSS and BURO Bangladesh MF	AD and Head CO	August 25
		Design of Sticker with COAST Logo to fix in important assets has been done. After receiving ED's comments it will be printed.	AD-DCR and C-ICT	July 15
		MF and Field Operation policy will be submitted to the Director-	AD-CP	July 15
		Revision of the Audit Manual will be submitted to the Director	DD-ME-IA/Head-IA	August 14
		Editing of Financial Manual will be done and submitted.	DD F & CA	Do
		ID cards for staff has to be provided. Plastic coated ID up to BM and normal laminated for the for the front line staff.	AD-DCR and C-ICT	July 23
		Three COAST bags are missing. AD-HRM will sit with the in-charge of the store about the mater	AD-HRM	July 10
		Report of MF member insurance with analytical review also to be submitted	Head-IA	August 20
2.	Donor project focal person	<ul style="list-style-type: none"> S/he will ensure the quality of respective project. Focal Persons will look after the HR, Development and Financial issues of respective projects. Director will supervise the Head-G&T to understand the Ma-moni project in six months and after that Head-G&T will be the focal person of the project. 	Director Head-G&T	

3.	Planning standard	The discussion will be held on next week.		
4.	Training	New training time: 9.30-4.00 during the Ramadan		
		Developing training calendar 2014-2015	Director Head-G&T	July 10
5.	Field Visit	The discussion will be held on next week.		
6.	Security in vacation	Needs to be secured Monpura branch during Eid vacation as the house is made of tin.	AD-HRM	
		For MaMoni project it is needed to rent a room of UNO office to preserve office assets in the vacation if available.		
		Office assistant and night guard will be there (all branches) in the vacation.		
7.	Feedback from last BoT meeting (Audit and General)	Paper ad of misappropriated staff-Consultation with lawyer and then with the permission of court it can be done.	AD-HRM	Continuation
		Record keeping system for the realization money from bad debt mobilization. Cross checking of the realized money either it is from bad debt or not.	Director AD- SA&DRR AD-CP DD-ME & IA	July 15 July 20
		Preparing three case studies for Cox's Bazar Sadar-2, Teknaf and Pekua branches about their major anomalies and misappropriation. CREP case study also be included there.	AD-CP DD-ME&IA	July 25
		Emphasizing on training to the new staff	Director	Continuation
		Financial security checking of the branches.	DD-FC&CA	July 10
		Surprise auditing of top 10 branches having highest outstanding. Prepare reg book and collection sheet	DD-ME&AI	August 10
		Publication of COAST brief report to daily news paper-Feasibility either it is possible or not. How much cost involves.	AD-DCR	Sep 30
		Source and way of for repayment of loan from PKSF for Community Radio.	DD-FC&CA AD-DCR	July 15
		Feasibility study of the areas of Fatikchari, Rangunia and Hathajari.	AD-CP	August 30
		Circular on 10% PF contributory issue.	DD-FC&CA	July 10
		Calculation and analysis about the gratuity slab.	Director	July 25
		Policy preparation for sexual harassment protection and Committee formation.	Head-G&T	July 20
		BU and CK land sale and engaging Vice Chairperson.	Continuation	Director
		Design and budget for Bhola Training centre (Five storied)	DD-FC&CA	July 31
	Honorarium policy declaration if any BoT	Do	Do	

		member visits the working areas.		
		No employment of political backed staff.	Director	Continuation
		Appointment of external auditor; A Kashem & Co for the year of 2013-2014.	DD-FC&CA	July 10
		Impact study of big loan (ME).	AD-CP	July 15
8.	CREP integration	Mapping has been done. Need to prepare action and also cross checking.	Aug 15	DD-ME&IA Head-IA C- Accounts
9.	MF trend	Outstanding- Taka 78 crore Stolen money has to be estimated -2012-2013 and 2013-2014	Continuation	AD-CP
10.	Meeting system	Meet need to be organized in each month <ul style="list-style-type: none"> • Value chain with AD-CP • AM+CDO • RPC+BA • Social Justice unit • Human resource unit • Finance and Audit unit • Development communication unit • Equity BD • Donor projects • Selected CDOs +AD-CP in Dhaka 		
11.	People's Organization standard	Need to review format and what we want from them should be included in the format.	AD-SA & DRR	July 20
12.	HAP campaign	Logo of HAP be included at all COAST communication materials.	AD-DCR	Continuation
13.	Asset Management	Prepare a format to estimate the assets and maintain log book. Make an overall report of the condition of assets and management.	DD-FC&CA	Continuation
14.	Medical allowance (MA)	Committee will decide the amount of money s/he who would be taken for Medical Allowance. The committee members will be changed in a year.		Continuation
15.	Annual accounts preparation	Prepare organizations accounts report in monthly basis. Prepare balance sheet. For this purpose there will be a sitting again in next week.	DD-FC&CA	July 20
16.	Knowledge leader	S/he will be <ol style="list-style-type: none"> I. Good manager II. Skilled in communication III. Receiving workshop IV. Update about current affairs V. Good in maintain time/ time management VI. Skilled in report writing 	Focal Person	Continuation

		<p>VII. Use SAMSUNG Galaxy mobile set</p> <ul style="list-style-type: none"> ✓ 50% subsidy ✓ 50% loan and to be realized by regular installments ✓ 24 hours internet facilities ✓ They will read out the papers (English & Bangla) before coming to office. 		
17.	Annual report 2014	Will discuss in next week.		

Presided by
 Rezaul Karim Chowdhury
 Executive Director

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