Minutes of CECM, 30 July 2013

The **Central Executive Coordinator Meeting (CECM)** was held in Principal Office on July 30, 2013 with the presence of all senior colleagues.

The executive director had some points in general sharing in the beginning:

- We’ll develop a training course for the Branch Managers, which will include health, hygiene, basic English learning etc.
- A training course on MF, based on participatory learning could be designed. AD-CP should take initiative.
- English skill development for the Heads and more senior level should be initiated as soon as possible.
- Focal persons to be brought in a system and maintain at least two files and necessary field visit. So, others will be able to inform about the projects more frequently.
- If we don’t build up the capacity of our subordinate colleagues we can’t delegate tasks to them. Because they need to understand the importance of what is delegated.
- We want to develop the capacity of the ADs on their own subjects. They must keep on reading on the subjects to effectively carry on the campaign and advocacy issues they are involved in. Classroom training in this regard is not always possible and is costly. We’ll rather focus on one-to-one training to help to develop each other’s knowledge. ADs will be given IPads for providing more chance to read.

**Agenda:**

1. Last meeting minutes review
2. TOR
3. Half yearly Appraisal
4. Strategic plan 2015-2019
5. Advance Plan and delegation
6. Project document with focal point
7. HAP Course of Action
8. Monitoring Cycle
   a. Meeting system
9. Trend Analysis
10. Advocacy Campaign
   a. Seminar on Bhola Disaster
   b. Micro Finance
   c. Fishery
11. Overhead calculation
12. AOB

The CECM should sit every month.

1. Last meeting minutes review

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<thead>
<tr>
<th>SL</th>
<th>Agenda</th>
<th>Decisions</th>
<th>Responsible</th>
<th>Time</th>
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<tbody>
<tr>
<td>1.</td>
<td>Last meeting minute review</td>
<td>Visiting Bureau Bangladesh and TMSS for MF model and alternatives</td>
<td>AD-CP</td>
<td>By Aug</td>
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<td></td>
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<td>Visiting VARD, Sylhet for community MF</td>
<td>AD-SJ</td>
<td>By Aug</td>
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<td>Motorcycle sticker should be on the every motor cycles of COAST mentioning it is the property of COAST and with a phone number to communicate with in any unexpected situation. (Draft-AD-DCR), C-HRM will proceed</td>
<td>AD-DC&amp;R C-HRM</td>
<td>5 Aug</td>
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<td>2</td>
<td>ToR</td>
<td>Not Reactive, we want to be proactive All ToRs (specially for changed positions) should be submitted to AD by 5th August</td>
<td>AD, DD and other changed positions</td>
<td>5th August</td>
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<td>3</td>
<td>Field appraisal</td>
<td>Field level appraisal is going on. Must run for two hours. Supervise will sit with the colleagues for two hours.</td>
<td>ED, Dir, DD, AD</td>
<td>4th August</td>
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<td>4</td>
<td>Half yearly Appraisal</td>
<td>All appraisal should be done before Eid closing in PO</td>
<td>All AD, DD and Director</td>
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<td>5</td>
<td>Strategic planning 2015-2019</td>
<td>MF should expand to upper level districts to avoid the cyclone zone. We’ll expand towards growth centers. AD-CP will give a plan for next 5 years on MF. We must keep on advocacy for distinguished consideration for MF in coastal area. Focus on WB report. We have to introduce ME Income and Expenditure of Training Centers and Guest houses CPCM meeting should a slot for discussing about ... MF can lead a training specially on coastal MF In CXB, we can sell some trainings on test basis, - Campaign and advocacy - Policy research - MF management Community Radio 5 year plan We can develop a policy on donor relation</td>
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<td>6</td>
<td>Advance plan and delegation</td>
<td>All of us must follow the existing organizational policy of advance plan and delegation.</td>
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<td>7</td>
<td>Project document</td>
<td>Every focal persons must have two boxes on his/her table. The boxes will include:</td>
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<tr>
<td>SL</td>
<td>Agenda with focal point</td>
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| 1  | 1. Full PP, POP, Deed of agreement  
    2. All External and Internal audit findings | AD-CP- MF, Health, CITEP.  
AD-SATD- Training, EWG, LGP, Social Accountability.  
AD-C4D, CR.  
Director-J4S | | |
| 8  | Overhead calculation and monitoring | Coordinator- Finance Monitoring will maintain but someone must monitor him. | | |
| 9  | HAP course of Action | Running slowly.  
Field must be covered. An orientation in field level was supposed to be held. | AD-CP, AD-SATD | |
| 10 | Audit | Audit target was 42 Branches but achieved only 25. 18 branches will be audited in next 3 months.  
SF, LGP and C4D are already audited. By the next 3 months all projects will be audited.  
A meeting will be held on September 05, 2013. This meeting will be rescheduled by SKB.  
Audit hearing will be held in Dhaka, Didar will discuss with SKB and finalize the date | DD-MEIA | |
| 11 | Monitoring | C4D will be monitored on Aug 25, if possible J4S | DD-MEIA, Head-IA | |
| 12 | Advocacy Campaign | We have lost many opportunities as we failed to “hit the iron when it is hot”.  
Micro Finance: 4th August, Press conference, with CDF and INAFI  
A human chain in Bhola for disaster and include Bhola in Climate Action Plan, Burhanuddin, Tojumuddin and Bhola Sadar  
Fisher Folk: Bangladesh Fish Workers’ Alliance in 5 districts in Bangladesh | AD-CP  
Director and Mujibul Haque Munir | 3rd August, 2013  
August 5, 2013 |
<p>| 13 | Trend | Bad Debt | | |</p>
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| Analysis | Overdue  
**Health:** We can find someone like Ohab, we can train him/her in *Ganasasthya.*  
Health support should be offered with MF Legal Endowment Fund: no use of money, does that mean there is no more acid throwing, rape and minority eviction? If that is the case, we must change the criteria of LEF. Yearly, half yearly case studies and social actions must come from field.  
CITEP:  
OD Balance  
Already 23.42 lac Tk has been collected. By the end of the year our target should be 50 lac  
DD-F&CA and DD-MEIA check the OD documentation.  
Br Manager and Accountant will be included into the lunch allowance during holiday support. | | | |
| 14 | AoB | - External Audit team will go to the field by 18 Aug  
- Audit findings are solved  
- DD-MEIA will audit the income and expenditure of Training Centers and Guest house in priority basis and set up a system.  
- All branch Accountants will check all vouchers in the last one year (July 2012-June 2013)  
- DD-F&CA will work only on policy, research  
- Advance list will be prepared every month, a system will be developed. | DD-MEIA  
Head-IA  
All Br Manager | DD-F&CA | 5th Aug |

Prepared by
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AD-DC&R

Moderated by
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