

## Meeting Minutes of Project Performance Monitoring Meeting (PPMM)

The Project Performance Monitoring Meeting (PPMM) of March 2015 is held on 22 March 2015 at 10.30am at Principal Office of COAST. The meeting is chaired by the Director.

### Agenda

The following agenda were discussed and decisions were taken accordingly.

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| <ul style="list-style-type: none"> <li>1) Review of the last PPMM Minutes</li> <li>2) 2<sup>nd</sup> phase C4D project closing</li> <li>3) Guest house</li> <li>4) City corporation election</li> <li>5) Email correspondent</li> <li>6) C4D Replacement</li> <li>7) Desktop News letter</li> <li>8) Open secret method</li> <li>9) Filed visit standard</li> <li>10) Accounts responsibility of PC</li> </ul> | <ul style="list-style-type: none"> <li>11) Ongikarnama</li> <li>12) Staffs General Dairy entry circular</li> <li>13) Audit and filed visit findings</li> <li>14) RTL Responsibility for other project</li> <li>15) Project presentation</li> <li>16) AOB</li> </ul> |
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Discussion & Decisions: The discussion on agenda and decisions of the meeting are given in the following table.

SL	Agenda	Decision and Discussion	Dateline	Responsibility
1	Last PPMM Minutes review	<ul style="list-style-type: none"> <li>-The flip chart activities of CLS will be completed within Two month. It will be included new budget within may 2015.</li> <li>-Every Staff (who is driving the motor cycle) collects the motor cycle driving licenses from BRTA.</li> <li>-Original documentation of motor cycle will not give to field or with motor cycle. Assistant director -H R M will initiative to close this problem.</li> <li>- All PC will take loan from operation to purchase a Smart phone (according to manual).</li> <li>- PCs will prepare an Internal project review format and send to the focal point. If focal person cannot take part in the review team. PIU will manage it and share with focal point.</li> </ul>	By 31 May,2015  By April.2015  By April.2015  By April.2015	PC CLS  All PCs  AD-HRM  All PCs  All PCs
2	2 <sup>nd</sup> phase C4D project closing	C4D project have been completed successfully their second phase. So the Director was thanks to all of the project colleagues.		
3	Guest house	RTLs will follow up before sending Financial reports of BMTC and CMTC. There will not spend any extra cost outside of budget. If there need to spend extra cost, you will approve from ED. From now there will be maintained a register to use the generator in BMTC.	Ongoing process.	RTLs
4	City corporation election	Every project will help to observation of Dhaka and Chittagong City Corporation elections.	By May15	All PCs
5	Email correspondent	Every colleague will be used his/her official ID for corresponding official mails for any of his/her internal and external communications. If anybody uses the personal ID for official communication then will	Ongoing process	All PCs

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		take under disciplinary actions against with them.		
6	C4D Replacement	It is decided to replace Khokan Das from C4D to CLS and Mizanur Rahman from BMTC to PC of C4D.	Starting of the project	Responsible person
7	Desktop news letter	Every project will publish desktop news letter in Bangla & English in every month. The name of news letter of ENRICH will be <i>Somridhi Barta</i> .	Ongoing process.	All PCs & PC – ENRICH
8	Open secret method	Every college will write two good sides and two worst side of the organization in every monthly project coordination meeting. The project coordinator will send compiled report to director.	Ongoing process.	All PCs
09	Accounts responsibility of PC	PC will take responsibility for any matter of Accounts. It will not do overlook.	Ongoing process.	All PCs
10	Filed visit standard	Every project will ensure all project staffs field visit standard according to the ToR	By April 15	All PCs
11	Ongikarnama.	Grunter will want to give his / her signature there than they can give his / her signature here. All bio data of staffs will preserve in PIU office.	By April,15	RTLs / All PCs
12	Staffs General Dairy entry circular	To file GD entry against the staff who will leave the organization without maintaining the HR Policy.	Ongoing process	All PCs
13	RTL Responsibility for other project	RTL will do meeting with all PC two times in every month and first meeting minutes will review in the second meeting.	Ongoing process	All PCs
14	Audit and filed visit findings	Head internal audit discuss with all participants about recently field visit findings. 1) Vat -Tax register is not maintained. 2) Bill paid without approval. 3) House rent Payment without voucher. 4) Travel bill paid without approval. 5) Seal & signature not found in bill Those problems were found as audit findings at several projects. So the director said, Every project should avoid those findings in future.	Ongoing process	All PCs /All Accounts
15	Project presentation	All Project Coordinators presented on project progress.		
A.	CLS	Total Cumulative Achievement :- 66% Last Month Performance: January 2015:- 93% Reporting Month Performance: February 2015:-57 % Performance Up to reporting month :-( 92%)		
B.	RUP	Total Cumulative :-36% Last Month Performance: January2015:- 91% Reporting Month Performance: February 2015:-81% Performance Up to reporting month :-( 87%)		
C.	C4D	Total Cumulative :-94%		

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		Last Month Performance: January 2015:- 93% Reporting Month Performance: February 2015:-97% Performance Up to reporting month :-( 93%)		
D.	SFP	Total Cumulative :-34% Last Month Performance: January 2015:- 4% Reporting Month Performance: February 2015:-64 % Performance Up to Cumulative:-34%		
E.	Seeds	Total Cumulative :-6 % Last Month Performance: January 2015:- 52% Reporting Month Performance: February 2015:-43% Performance Up to Cumulative:46%		
F.	SGSP	Total Cumulative :-21% Last Month Performance: January2015:- 47% Reporting Month Performance: February 2015:-88% Performance Up to reporting month :-( 63%)		
G.	ENRICH	Project Goal: Enhancing Resources & Increasing Capacities of Poor Households to Wards Elimination of their Poverty. Working Area: Moheskhal, Coxbazar Funded by : PKSF Total Cumulative :-32% Last Month Performance: January2015:- 51% Reporting Month Performance: February 2015:-62% Performance Up to reporting month :-( 53%)		
16	AOB	If any want to come to PO office to do official work, before he will be informed to Director.	Ongoing process	All staffs

After a daylong constructive discussion on project activities, Director appreciated all participants for their cordial cooperation and very realistic and authentic participation.

Having no other discussion in the meeting the moderator concluded the meeting with vote of thanks.

The minutes is  
Documented by

Moderated by

Md. Hasan  
PC-RUP

Sanat K. Bhowmik  
Director