

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

The Project Performance Monitoring Meeting (PPMM) was held on 31 August 2015 at 11.00 am at Principal Office of COAST Trust in Dhaka. The meeting was moderated by the Director. The Executive Director of COAST Trust was also present in the meeting.

### Agenda:

The following agenda were discussed and decisions were taken accordingly.

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| 1) Review of the last PPMM Minutes              | 8) Grievance procedure and feedback                 |
| 2) Participatory project review                 | 10) How to control local staff and their activities |
| 3) Short report on activity                     | 11) Annual Report                                   |
| 4) Personality, Personal hygiene, Dress         | 11) Project Presentations                           |
| 5) Date Line                                    | 12) AOB   |
| 6) Stress Management                            | i. Learning & Sharing                               |
| 7) HR development & team building (Local Staff) | ii. Audit Report Findings                           |

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	<p>-The flip chart activities of CLS will be completed by 15<sup>th</sup> Sep 2015.</p> <p>-Every Staff (who is driving the motor cycle) collects the motor cycle driving licenses from BRTA by 15<sup>th</sup> Sep 2015. 50% of license cost will provide by COAST and other cost has to be beard by staff. Original documentation of motor cycle stay in office and another copy stay to user.</p> <p>- Machine Readable Passport (MRP) will be taken by all PCs &amp; M&amp;E, those who have passport but not MRP also remake it by September 2015. In this case 50% of cost will be beard by COAST and other unseen cost has to be beard by staff.</p> <p>- COAST projects phase out or project closing report will be published to COAST web by 15<sup>th</sup> Sep, 2015.</p> <p>- CMTC Internet will solely be used for email and official browsing. Regional Team Leader will take necessary action to solve this problem.</p>	<p>By 15 Sep, 2015</p> <p>By 15 Sep, 2015</p> <p>By 30 Sep, 2015</p> <p>By 15 Sep 2015</p> <p>By 15 Sep 2015</p>	<p>PC CLS</p> <p>All PCs</p> <p>All PCs</p> <p>RTL-CMTC</p>
2	Participatory Project review	<p>Every project will be completed participatory project review by 20 Sep 2015. The objectives of this work:</p> <p>- Increase reporting skills &amp; project staff skills.</p> <p>- We will also submit this report to donor.</p>	By 20 Sep 2015	All PCs
3	Short report & Activity	<p>Every PC &amp; ME write a narrative report on activities. They will submit the report within date 10<sup>th</sup> in every month.</p>	Ongoing process	PC and M&E Officer
4	Personality , Personal hygiene & Dress	<p>Everybody should be maintained their personality. Not to do such works so that personal and organization reputation may hamper or lost. Over praiseworthy might not show to anybody .Must be kept thyself neat and clean and must wear clean and</p>	Ongoing process	All PCs

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		gentle dress.		
5	Date line	Do not miss mutually agreed date line. Which date line was provided it must abide by provider.	Ongoing process	All PCs
6	Stress and conflict management	<p>The main reasons of stress are not having good planning, delegation to others, not feel interesting, rarity of team building, lack of confidence, don't set priority etc. Tips on stress and conflict management from Executive Director and Director are:</p> <ul style="list-style-type: none"> <li>- Well planning can reduce stress.</li> <li>- Delegation to develop Capacity staff also effective to stress.</li> <li>- Prepare well and alternative staff.</li> <li>- Clear staff works objectives and date line.</li> <li>- We can delegate our duty but not responsibilities.</li> <li>- Follow up delegated task.</li> <li>- Give extra load sometime.</li> <li>- Apply Impulse theory to young staff.</li> <li>- Encourage them towards positive side.</li> <li>- We should believe we can do.</li> <li>- Don't work on holiday and late hour.</li> <li>- Spend enough time with family.</li> <li>- Close official work within 5 pm.</li> <li>- Give enough time to think.</li> <li>- Don't copy negative email to many.</li> <li>- Share asking matter to others.</li> <li>- Receive advice from other but take decision by you.</li> <li>- Create environment for sharing.</li> <li>- Face to face sitting to solve the conflict.</li> </ul>	Ongoing process.	All PCs
7	HR development & team building	We are suffering from human resource crises. So all PC's will be prepared alternative leadership. Everybody Should be maintaining punctuality, commitment, Discipline, Integrity, Dignity, Human relationship. COAST Trust will arrange a human resource development workshop by 13-15 October 2015 at BMTc. All PCs, M&E Officers and RPCs will attend in this workshop. Director and AD-SA&DRR will be the facilitators in this workshop.	By 13- 15 Oct. 2015	PO office
8	Grievance procedure and feedback	Do not commit such work those create grievance into the mind of colleagues. It must be removed by self-behavior. It must be continuous communication with colleagues and listening their speech and receiving feedback.	Ongoing process.	All PCs
9	How to control local staff and their activities	<p>If it might be controlled local staffs then it is possible to get best work by them. For controlling local staff the below steps can be taken-</p> <ul style="list-style-type: none"> <li>-Prepare 15days advance work plan for every staff.</li> <li>- Identify reference point for checking.</li> </ul>	Ongoing process.	All PCs

SL	Agenda	Decision and Discussion	Dateline	Responsibility
		<ul style="list-style-type: none"> <li>-Phone to staff by maintaining a register.</li> <li>-Prepare weekly monitoring format.</li> <li>-Do not keep special relation with any staff moreover maintaining same relationship with all.</li> <li>-3 days field visit in a week</li> <li>-Do not rough behavior in front of all.</li> <li>-If it necessary to speak hardly it would be personally.</li> <li>-Radio listening instead of seeing television.</li> <li>-Do not using facebook during office time.</li> <li>-Mobile phone must keep in away during sleep at night.</li> <li>-It is not at all to believe a staff besides going on a monitoring system.</li> </ul>		
10	Annual Report	Writing of each project will be 1/2 page and will be sent to focal persons by September 3, 2015.	By 3rd Sep. 2015	All PC'S
A	CLS	Total cumulative achievement : 49% Last month performance, June 2015: 99% Reporting month performance: July 2015: 100% Performance up to reporting month: 99%		
B	RUP	Total cumulative achievement : 52% Last month performance, June 2015: 89% Reporting month performance: July 2015: 91% Performance up to reporting month: 88%		
C	C4D	Total cumulative achievement : 23% Last month performance, June 2015: 98% Reporting month performance: July 2015: 95% Performance up to reporting month: 97%		
D	SFP (Finance)	Total cumulative achievement : 86% Last month performance, June 2015: 89% Reporting month performance: July 2015: 81% Performance up to reporting month: 85%		
E	SEEDS	Total cumulative achievement : 55% Last month performance, June 2015: 85% Reporting month performance: July 2015: 71% Performance up to reporting month: 87%		
F	SGSP	Total cumulative achievement : 24% Last month performance, June 2015: 168% Reporting month performance: July 2015: 101% Performance up to reporting month: 58%		
G	UPP-Ujjibito	Total cumulative achievement : 94% Last month performance, June 2015: 55% Reporting month performance: July 2015: 92% Performance up to reporting month: 95%		
H	ENRICH	Total cumulative achievement: 94% Last month performance- April 2015: 112% Reporting month performance- May 2015: 71% Performance up to reporting month: 76%		
18	AOB	PC-CLS shared his training experience in Bangkok, Thailand with all. C-FM discussed about audit findings. Problems are: -Asset registers update.		

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		-Keep all cheaques photocopies which are accounts payee. -Authentic calculation of VAT /Tax and payment. -Purchasing fuel from which shop must be paid VAT. -Personnel file update. PO will give a checklist within 10.09.2015 and updating personnel files according to the checklist. -Must be given financial report into fixed format in every month.	Ongoing process  By 20 <sup>th</sup> Sep 2015 Ongoing process	All PC'S and All FAO

After a daylong constructive discussion on project activities and other issues, 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.

Documented by

Moderated by

Md. Mizanur Rahman  
PC-C4D Project

Sanat K. Bhowmik  
Director