

Minutes of Central Executive Coordination Meeting

The Central Executive Coordination Meeting was held in Principal Office Dhaka on July 17, 2016 with the presence of Director, all DDs and ADs and that was chaired by Executive Director.

Agenda for the meeting:

1. Principal Office Meeting System
2. Staff Test on General Knowledge
3. Project Monitoring Device
4. Major tasks of Senior professionals
5. AOB

1. Principal Office Meeting System:

Every alternative Sunday CECM and POSCM (Principal Office Staff Coordination Meeting) will be held with the presence of all Directors and all staff respectively with the moderation of Executive Director. In absence of him, Director then DD-ME&IA and then DD-FC&CA will facilitate the meetings.

2. Staff Test on General Knowledge:

AD-SA&DRR and Director will develop a system for taking the staff test on general knowledge. The staff test results will be considered before giving the increment. At present from Area Managers to upper levels these tests will be applicable. Director will issue a circular in this regard.

3. Project Monitoring Device:

AD-SA&DRR will develop a project monitoring device including Radio Meghna. The Project Coordinators and M&E Officers will send the reports to the focal through the formats.

4. Major tasks of Senior professionals for this week:

SL	Professional name and Designation	Major tasks
i	Sayed AminulHaque (Deputy Director-ME&IA)	<ul style="list-style-type: none">• PO Finance Audit• Communication with the American Centre set aside the cost• Field visit for CLS review
ii	Md. Ahsanul Karim (Deputy Director-FC&CA)	<ul style="list-style-type: none">• Preparation of sectional ToR with bullet points.• Balance Sheet Presentation• Communication with all field accountants• TJN FD6• PADOR revision
iii	Shawkat Ali Tutul (Assistant Director-SA&DRR)	<ul style="list-style-type: none">• Kutubdia case study• Starting of IUCN project
iv	Mustafa Kamal Akand (Assistant Director-HRM&SR)	<ul style="list-style-type: none">• Organizational case issues• Office security measures• Field staff-MF increment
v	Sanat K. Bhowmik (Director)	<ul style="list-style-type: none">• Plans and Budget 2016-17• Salary structure• Field staff-MF increment process• Inputs to training calendar 2016-17• Training preparation for Life Philosophy course
vi	Ferdous Ara Rumea (Assistant Director-GT& CR)	<ul style="list-style-type: none">• Training Calendar 2016-17• Training materials development
vii	Tarik Sayed Harun (Assistant	<ul style="list-style-type: none">• Field staff-MF increment process

SL	Professional name and Designation	Major tasks
	Director-CP)	<ul style="list-style-type: none"> • Communication with banks • Preparation for CDF meeting in Chittagong
viii	MujibulHaqueMunir (Assistant Director-E&FS)	<ul style="list-style-type: none"> • Mid-year report of SEEDS • Training materials development • Flyer development

5. AOB

- i. By this week AD-GT&CR will finalize the training calendar and circulate it internally and externally.
- ii. In the surroundings of BMTC, there pathway developed. There will be two guards one for day and one for night. Their working time will be 6 to 6. Their duties will be roster basis at every 15 days.
- iii. No wall will be built at Bhola building until further instructions. The ground floor will be divided into two parts one for garage and another for kitchen and dining. The design will be revisited.
- iv. HR software will be installed in the organization. AD-CP and Director will explore the avenues.
- v. DD-FC&CA will develop a TJN action plan.
- vi. Executive Director will set the strategic plan and Staff Conference dates.
- vii. C4D Training Officer will be shifted to SFP programs. Director will take the concern of UNICEF staff in this regards.
- viii. ED will sit with AD-CP for MCM feedbacks.
- ix. ED will revisit the appraisal formats with the assistance of Director.
- x. DD-ME&IA and Director will make a design a format for duplicate staff personnel file.
- xi. DD-ME&CA will coordinate with the American Centre, Dhaka for update the cost and he will also discuss with ED about editor honorarium amount.
- xii. JS-APMDD papers will be written by DD-ME&AI (IMF and Tax Policy), AD-E&FS (Land, Climate change and women food rights) and AD-GD&CR (Tax and Gender).
- xiii. The chair requested everybody to read the a) Reader Digest, b) Economist and c) Harvard Business Review.
- xiv. The participant number of Life Philosophy Training will be 22.
- xv. Balance Sheet presentation will be July 24 at 1400 hours and all senior colleagues will be present there.

Prepared by

Director

Presided over by:

Executive Director

Date: July 17, 2016