

## Minutes of Principal Office Staff Coordination Meeting

The Principal Office Staff Coordination Meeting was held in Principal Office Dhaka on July 10, 2016 with the presence of all Principal Office staff that was chaired by Executive Director.

### Agenda for the meeting:

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|--------------------------------|----------------------------------|
| 1. BB Conference               | 7. CDF Meeting Preparation       |
| 2. Staff Knowledge development | 8. Staff Welfare Fund            |
| 3. Security Issues             | 9. APRRN Conference              |
| 4. MCM July 2016               | 10. Flyer Development            |
| 5. Staff Transfer Policy       | 11. Next Week Plan for Sr. Staff |
| 6. Review of Salary Structure  | 12. AOB                          |

#### 1. **BB Conference:**

BB conference has been postponed for indefinite time. Now DD-ME&IA and DD-FC&CA will calculate the so far expenses and probable expenses by this time and will submit to ED by July 12, 2016. ED will circulate the information to all high level guests.

#### 2. **Staff Knowledge Development:**

The staff knowledge will be developed through orientation, one to one training and class room training. For this, five training materials will be developed. AD-GT & CR will develop Human Rights and Social Responsibilities of major four religions and religion, science and logics and AD-E&FS will develop Democracy, Trinity Factors (State, Market and CSOs) and Nationalism and Internationalism. AD-GT&CR, AD-E&FS and Director will organize an experiment course on Life Philosophy, Skill and English Proficiency in Bhola Training and Management Centre, Charfession that will start on July 26, 2016. Then they will select other three facilitators who will multiply the course to all the staff of the organization. The stakeholders will also be oriented on these materials gradually.

#### 3. **Security Issues:**

The office security will be ensured with the responsibilities of the respective office chief. C-CR&ICT will explore the security issues of Radio Meghna and Principal Office by July 12, 2016. Director will give a circular for ensuring the security measures of the offices by July 10, 2016.

#### 4. **MCM July 2016:**

The chair of the meeting requested all senior professionals for attending in the MCM July 2016 so that the core staff can be motivated with the presence of senior staff.

#### 5. **Staff Transfer Policy:**

AD-CP will issue a circular by July 10, 2016 that CDO, BM will be transferred by two years, BA and AM will be transferred by one year. All staff will be oriented on security measures.

#### 6. **Review of Salary Structure:**

Director will start the process of review of the salary structure for the positions of CSO, Driver, CDO, BA, BM and AMs so that he can take approval from BoT by July 15, 2016.

#### 7. **CDF Meeting Preparation:**

AD-CP will maintain continuous coordination with CDF to make the meeting successful in Chittagong. ED requested to arrange a meeting with the presence of the local NGOs before the meeting date.

**8. Staff Welfare Fund:**

Director will give a circular on the policy of Staff Welfare Fund by July 10, 2016. All the regular staff will be the member of the fund. The deposition will become effective from the salary of July 2016. It has already been approved in the BoT.

**9. APRRN Conference:**

ED will join APRRN conference to be held in September 22-23, 2016 in Bangkok. There will be side event where COAST will be present. AD-SA&DRR will develop a case study on Roanu impact in Kutubdia and it will be done by July 2016.

**10. Flyer Development**

Three flyers on Tax, Education and Agriculture mentioning the reflection in the national budget of 2016-17. DD-FC&CA will develop the flyer of Tax and AD-E&FS will develop Education and Agriculture. The audience of the flyers will be national and international policy makers. The print will not be more than four pages. These flyers will be distributed to the audience of the abroad and national high level meetings. The

**11. Major tasks of Senior professionals**

SL	Professional name and Designation	Major tasks
i	Sayed AminulHaque (Deputy Director-ME&IA)	<ul style="list-style-type: none"><li>• BIMSTEC Budget set a side.</li><li>• Follow up of internal audit.</li><li>• Participatory review of SEEDS and CLS projects</li></ul>
ii	Md. Ahsanul Karim (Deputy Director-FC&CA)	<ul style="list-style-type: none"><li>• Annual closing</li><li>• Appointment of external audit</li></ul>
iii	Shawkat Ali Tutul (Assistant Director-SA&DRR)	<ul style="list-style-type: none"><li>• Case study of Roanu impact in Kutubdia</li><li>• Chart to ED about the phase out schedule of different projects</li><li>• Field visit to CLS and RUP projects</li></ul>
iv	Mustafa Kamal Akand (Assistant Director-HRM&SR)	<ul style="list-style-type: none"><li>• WASA issue</li><li>• Communication with Metro Melody Association for setting the grameen phone device for getting high frequency in the office</li></ul>
v	Sanat K. Bhowmik (Director)	<ul style="list-style-type: none"><li>• Salary Structure</li><li>• Attending MCM in Noakhali</li><li>• Staff Welfare Fund issue</li><li>• Training preparation on "Life Philosophy, Skill and English Proficiency Course in BMTC</li><li>• Finalization of Plan of Operation 2016-17</li></ul>
vi	Ferdous Ara Rumea (Assistant Director-Gender and Training)	<ul style="list-style-type: none"><li>• Training Calendar-2016-17</li><li>• Training Material development</li></ul>
vii	Tarik Sayed Harun (Assistant Director-CP)	<ul style="list-style-type: none"><li>• Attending MCM in Bhola</li><li>• Communication with banks</li><li>• CDF meeting preparation</li></ul>
viii	MujibulHaqueMunir (AD-E&FS)	<ul style="list-style-type: none"><li>• Training Material development</li><li>• Flyers development on Education and Agriculture</li></ul>

**12. Special BoT Meeting:**

Special BoT meeting will be held on July 15, 2016 where only SF issues and Salary Structure Issues will be discussed. DD-FC&CA and DD-ME&IA will take preparation.

**13. AoB:**

- i. ED mentioned that a leader must be a) Highly Intelligent, b) Fearless Independent, c) Extremely Visionary and d) Brutally Honest.
- ii. ED's roles will be strategic relations and strategic human resource development.
- iii. Didar will give the OD compilation to ED by July 12, 2016.
- iv. DD-ME&IA will arrange an appointment with the IDCOL Chairman. By this time the repayment will be continued. Director will arrange the appointments with Concern Worldwide and Water Aid.
- v. Communication will be with BRAC for quick fund release of Cyclone Roanu Recovery Project (CRRP) in Kutubdia. An inclusive orientation will be given to the staff of the project in Principal Office.
- vi. RTLs will sit with their colleagues weekly basis.
- vii. In the office, the mobile phones will be in silent mode.
- viii. Sometimes the office chief will work with cleaners and security staff.
- ix. Land will have to be purchased in Cox's Bazar like in Sonarpara.
- x. The new staff will be set in finance section urgently.
- xi. The field office security audit must be conducted regularly.
- xii. Learning workshop/accountability will be arranged by respective AMs and Didar will ensure the process.
- xiii. AD-HRM & SR will maintain communication with journalist Mr. Naimul.
- xiv. AD-SA&DRR will give a chart to ED about the project phase out information so that the staff can be re-allocated.

Prepared by

Director

Presided over by:

Executive Director

Date: July 11, 2016