

COAST Principal Office, Dhaka, Date: 19 May 2017
Minutes on Project Performance and Monitoring Meeting (PPMM)

The Project Performance and Monitoring Meeting (PPMM) was held on 19 May 2017 at 09.30AM at Principal Office of COAST Trust, Dhaka. The meeting was moderated by Shawkat Ali Tutul, Assistant Director-SA & DRR of COAST. All Project Coordinators/representatives were present in the meeting.

The following persons were presented in the meeting to show their activities performance who were as follow-

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| 1. Md. Tariqul Islam, Head-Finance Monitoring | 6. Md. Masum Billa, M & R-SFP |
| 2. Md. Mizanur Rahman, PC-ECM | 7. Md. Tarikul Islam, Accountant-ECO FISH |
| 3. Zahangir Alam, PM-SEEDS | 8. Md. Sayeduzzaman, VCF-PACE |
| 4. Md. Mizanur Rahman, PC-Ujjibito | |
| 5. Sariful Islam Bhuiyan, Accountant, SGSP | |

Agenda:

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| 1. Last Meeting Minutes Review | 6. Weekly PIU Meeting |
| 2. Newsletter | 7. Recent circular |
| 3. Project orientation | 8. AOB |
| 4. Office administration | |
| 5. Salary Structure Change | |

Discussion and Decisions: In the meeting first discussion on agenda's and which decisions were taken given in the following table.

SL	Agenda	Discussion and Decision	Dateline	Responsibility
01	Last Meeting Minutes Review	<p>Review of last PPMM minutes and follow up the activity and decision which was completed and which was not at all done.</p> <ul style="list-style-type: none"> - Last update of C-Radio will be informed by Akhi Rani and Rashida Begum at next PPMM. - RUP will be reviewed/evaluated by May. - Project completion report of CRRP will be submitted by this week. 	<p>By 10th of the next month</p> <p>By May 2017</p>	<p>All projects M&E and PC's</p> <p>ASM-Radio Meghna</p> <p>DD- ME&IA PC-CRRP</p>
02	Newsletter	<ul style="list-style-type: none"> - Newsletter will be sent by next month 10th by all PC through appropriate mean. - Hard copy of the newsletter will be sent to local Govt. stakeholder, leader and project related beneficiaries. - Team leader must assure about the newsletter transmission. If anyone discard it, administrative action will be taken against him/her. - Every PC give the soft copy of newsletter at 	By 10 th of the next month	All project PC's, Team leader

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		ALL_COASTEmail group.		
03	Project Orientation	<ul style="list-style-type: none"> - Every project coordinator will be sent a project brief (1-2 page) in Bengali to head office within 15th June. - Printed brief copy must be circulated to the Govt. officers and beneficiaries. - There are three name (Director, Mustafa Kamal Akanda, Rashida Begum) will be attached at the bottom line of the project brief copy for complain. 	Continuing	All PC's
04	Office Administration	<ul style="list-style-type: none"> - Every PC will be ensure the staff name, designation and mobile number as printed with visible font and attach on the office wall. - File of the Govt. stakeholder with designation and contact number will be updated regularly. - There is a complain box will be set up at visible place of the office. - There is a laminated notice must be attached on the front wall of the office where name and contact number of Mustafa Kamal Akanda and Rashida Begum will be placed for seeking information and complain. - There is a complain register will be maintained regularly. - Every staff's file of the project must be updated regularly. 	Continuing	All PC's Team leader
05	Salary structure change	<ul style="list-style-type: none"> - Every project staff will be consider as regular staff according to the next circular from head office. 	Next circular about salary structure	Director, HRM
06	Weekly PIU Meeting	<ul style="list-style-type: none"> - Weekly PIU Meeting will have to be conducted in every project regularly and minutes will have to be sent to focal persons. 	Continuing	All PC's
07	Recent circular	<ul style="list-style-type: none"> - Discussion was held about Antivirus update. - Reza Bhai discussed about the supervision of account person for every project. 	Continuing	All Staffs
08	AOB	<ul style="list-style-type: none"> - Project brief (1-2 pages) prepare and send to MujibulHaqueMunir Bhai for website update within 30 May, 2017. 	By May, 2017	All PC's
12	Program presentation			
A	SFP	Total cumulative achievement: 85% Last month performance: 87% Reporting month performance:86%		
B	SEEDS	Total cumulative achievement: 66% Last month performance: 86% Reporting month performance: 91%		

SL	Agenda	Discussion and Decision	Dateline	Responsibility
C	SGSP	Total cumulative achievement: 88% Last month performance: 100% Reporting month performance: 100%		
D	ECOFISH	Total cumulative achievement: 21% Last month performance: 99% Reporting month performance: 101%		
E	ECM	Total cumulative achievement: 91% Last month performance: 93% Reporting month performance: 97%		
F	Ujjobito	Total cumulative achievement: 85% Last month performance: 104% Reporting month performance: 50%		
G	PACE	Total cumulative achievement: 00% Last month performance: 00% Reporting month performance: 00% N.B.: Baseline survey of this project has done 63% among 5000 beneficiaries. From 25 th May to 12 th June, ten (10) Skill development training of Dry fish producers will be held and two (02) Drier and six (06) Macha will be set up for fiscal year 2016-17.		

After a fruitful discussion on project activities and other concerns, Director appreciated all the participants for their active participation. Having no other issues to discuss, the moderator closed the meeting with votes of consent from the participants.

Documented by

Md. Sayeduzzaman
Value Chain Facilitator, PACE

Moderated by

Showkat Ali Tutul
Assistant Director-SA&DRR