

**Meeting notes:**

A meeting was held in PO on 31 January, 2018 with the presence of ADs, DDs and Director and was presided over by the Executive Director. The meeting was transected the following issues:

1. Ashik will also work with Environment Protection and DRR in CXB and for these works he will be reportable to AD-SA&DRR.
2. AD-SA&DRR will identify the vulnerabilities of the families and also identify with whom we will work and not. He will also identify the DRR activities for mitigating next rainy season (may be plant nurseries, plantation, water reservoirs etc).
3. On 9 February the TF team will visit Rohingya areas and they will participate a meeting to be held in UROC from 9-2 pm following lunch. The senior colleagues from UROC, Shahinur, Abbas will participate. The agenda will mainly be about long term partnership with TF for the activities for Rogingya (FD7) and host community (FD6) responses. The ED-COAST will moderate the meeting. There should be searched the environment protection and PHC service issues through the partnership with TF.
4. Munir will give a presentation on localization process on 11 February. The meeting will be started with welcome tea/coffee. Caritas Bangladesh is arranging the meeting.
5. Some volunteers for PHC services will be developed from the Rohingya camps.
6. Mizan with Barek will develop a plan how to take over the UJJIBITO project activities with the social enterprise by 10 February.
7. SAH and FAR will conduct a study titled **“Impact Analysis and Need Assessment Status”** for host community in Ukhiya and Teknaf and submit to ED by 15 February. On the study report there will be a seminar and it will also be submitted to the NGOAB.
8. The BMTC office painting will be plastic coated for wall, red color for windows and doors and green color of ceiling. AKB will ensure it through Nurul Islam.
9. The Bhola Jeep will be denting painting in Bhola and if not possible in Bhola then it will be from Dhaka. The Ramgati Jeep will also be repaired. AKB and MKA will ensure this by 28 February.
10. AKB will complete the renewal of NGOAB certificate of the organization by 28 February.
11. AKB will start the Bhola building construction through the committee and he will ask a gantt chart from Mizan and submit to ED by 4 February. Mizan will send the approved design to AKB for further designed if necessary by ED. All fittings and appliances will be ensured from Dhaka with high quality.
12. We have to develop the young professionals and for this they will have write down the meeting minutes in English (Except Md Eunus and he can write in Bangla). The meeting minutes must be circulated by 48 hours and if fails 1<sup>st</sup> time one day salary deduction, 2<sup>nd</sup> time 3 days, 3<sup>rd</sup> time 7 days and 4<sup>th</sup> time dismissal process. This system will also be applicable for them who will join external meeting in the country and in abroad. SKB will issue a circular by 5 February. Here the role of focal persons will be important.
13. There will be group mail for all PCs, M&E and Project Accounts Officer including with Director and ED. The project weekly minutes will be circulated through this group mail. The minutes will also be uploaded in COAST website.
14. Director will circulate the meeting system 2018 by 1 February.
15. The picnic and staff conference will be held as per following table:

Office	Date	PO participation
Dhaka	1 Mar	MKA and FAR
Bhola-1	9-10 Feb	AKB and Farid
Bhola-2 (Outreach, all projects, Radio Meghna and	16-17 Feb	SKB and Didar

Office	Date	PO participation
BMTC)		
CXB-1, all MF branches	9-10 Feb	SAH+Tarikul
CXB-2 M4UMN and all other projects and CMTC	16-17 Feb	AKB and FAR
Noakhali	16-17 Feb	Maruf and Sahabuddin
Chittagong	16-17 Feb	SAT and Barek
Barisal	9 Feb	TSH and MKA

FAR, MHM and SKB will ensure the materials by 4 February and SKB will send the outline by 5 February.

16. SKB will draft the advertisement for doctors recruitment. The salary range will be 60-70 k and free residence and transport for camps visit
17. SKB will design the appraisal format with the participation from Sumaia.
18. The reporting relation of Maruf will be with SAH.
19. Maruf will produce the annual report 2017 by March
20. The annual report 2016 will be distributed to the respective donor and stakeholders.
21. From next projects related to Rohingya responses, the budget will be kept for toilet maintenance.
22. TSH will submit the new constitution of the organization by 8 February to ED. The meeting proposed the name of the organization as '**COAST**' or '**COAST Bangladesh**' instead of **COAST Trust**
23. The criteria of the member selection for General Committee (GC) will be i) No any government official, ii) have the local influences, iii) Rich persons and iv) No political affiliation. The meeting proposed the following names as the members of GC:
 

i. Mr. Ayub Khan	ix. PO leader-Noakhali
ii. Mr. Abu Morshed	x. PO leader-Ctg
iii. Mr. Iftekhar	xi. PO leader-Barisal
iv. Mr. Mobaswer	xii. Mr. Anwar Zahid
v. Noakhali person-TSH will give later on.	xiii. Mr. Abdul Awal
vi. Ms. Parveen Mahmud	xiv. Mr. Shah Alam
vii. Mr. Sabbir	xv. Ms. Salina Begum
viii. Ms. Mahbuba Nasrin	xvi. Advocate Ashoke Kumar Bose
	xvii. Dr. Atik

Having no other issues the meeting was concluded through vote of thanks.

Documented by

Sanat K. Bhowmik

Director

Date: 31 January, 2018.