

## Region/Project/Sector Meeting Schedule from January-December 2018

### **Our Values:**

We, in COAST, believe that the person who executes the decision and the individual who is influenced or affected by the decision have the right to express the options before the decision is made

SI	Title of the Meeting	Venue, Month, Date and Time			Frequency	Major ToR	Secretariat
		Bhola Region	Outreach Region/Barisal	Cox's Bazar/Noakhali/Chittagong Regions			
1	Managers Coordination Meeting (MCM)  Time: 0900-1700	3 <sup>rd</sup> Date of each month	3 <sup>rd</sup> Date of each month	3 <sup>rd</sup> Date of each month	Monthly	<ul style="list-style-type: none"> <li>Discussion on monthly report and program progress.</li> <li>Branch Manager will be the participants and they will come with all the financial documents from branch.</li> <li>Respective Head-COs and AD-CP will participate in the meeting alternatively.</li> <li>Minutes will be sent to AD-CP</li> <li>Central representation will be ensured by AD-CP</li> </ul>	Respective RPC
2	Area Managers Coordination Meeting (AMCM) Time: 1200-1300	4 <sup>th</sup> Date of each month	4 <sup>th</sup> Date of each month	4 <sup>th</sup> Date of each month	Monthly	<ul style="list-style-type: none"> <li>Discussion on weekly, quarterly and monthly reports and programs considering AM as the marketing units.</li> <li>All AMs will be the participants.</li> <li>Minutes will be sent to AD-CP</li> </ul>	Respective RPC
3	CDO Coordination Meeting (CCM). Time: 1430-1700 hrs.	Bhola + Outreach 2 <sup>nd</sup> Date of each month	Barisal 2 <sup>nd</sup> Date of each month	2 <sup>nd</sup> Date of each month	Monthly	<ul style="list-style-type: none"> <li>Only CDOs will be the participants and BMs are not allowed here.</li> <li>Field problems and program improvement supports.</li> <li>Addressing the grievance of the CDOs.</li> <li>The minutes will be sent to AD-CP.</li> </ul>	Respective RPC and Central Representations
4	BA Coordination Meeting (BACM) Time: 0900-1300	Feb-05, Apr-05, Jun-05, Aug-05, Oct-05, Dec-05 Venue: BMTC		Feb-05, Apr-05, Jun-05, Aug-05, Oct-05, Dec-05 Venue: NKH, Ctg and CMTC	Quarterly	<ul style="list-style-type: none"> <li>Only BAs will be the participants.</li> <li>Field problems and accounts improvement supports.</li> <li>Addressing the grievance of the BAs.</li> <li>The minutes will be sent to AD-CP.</li> </ul>	Respective RPC

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		Bhola Region	Outreach Region/Barisal	Cox's Bazar/Noakhali/Chittagong Regions			
5	Core Program Coordination Meeting <b>(CPCM)</b>  Time: 0930-1600	Feb-20 (NKH), Mar-20 (CXB), Apr-24(BH), May- 29 (Ctg), Jun -27 (PO), Jul-24 (BH), Aug- 29 (CXB), Sep-19 (NKH), Oct- 23 (Ctg), Nov- 28 (PO), Dec- 27 (BH).			Monthly	<ul style="list-style-type: none"> <li>All RPCs, PC-Ujjibito, ENRICH, PACE, Head-COs, Head-Ent.D and in quarter all the Area Managers will be the participants.</li> <li>All field programs and management related issues will be discussed.</li> </ul>	AD-CP
6	Gender Relation Development Meeting <b>(GRDM)</b>  Time: 1500-1700	Mar-31 Jun-30 Sep-15 Dec-15  Venue: BMTC Representative: Archana Rani (Bhola, Barisal and Outreach from all branches)	Mar-31 Jun-30 Sep-15 Dec-15  Venue : CMTC Representative: Sakida Begum (Representative from all branches)	Mar-31 Jun-30 Sep-15 Dec-15  Venue : Noakhali Representative: Nasrin Akter (Representative from all branches)  Venue : Chittagong Representative: Rowsan Ara (Representative from all branches)	Quarterly	<ul style="list-style-type: none"> <li>GRDM both of Bhola, Outreach and Barisal regions will be one meeting where BMTC female staff will also be present.</li> <li>5 Female staff from Bhola Region and 3 female staff from Outreach Region will be participants. In case of Cox's Bazar, Noakhali and Chittagong regions in each meeting 8 female staff will be from different branch respectively.</li> <li>No male staff is allowed.</li> <li>Field related issues and issues those cannot be shared with male 1<sup>st</sup> supervisor may be the agenda.</li> <li>A copy of minutes must be sent to Executive Director and Director directly.</li> </ul>	AD-HRG & CR
7	Project Coordination Meeting <b>(PCM)-Ujjibito</b>  Venue: BMTC/BU/Bhola Time: 0930-1600	Feb-04, Mar-04, Apr-02, May- 02, Jun -02, Jul-02, Aug- 02, Sep-01, Oct- 06, Nov- 04, Dec- 01			Monthly	<ul style="list-style-type: none"> <li>Ujjibito Program related discussions will be transacted for half day and another half day will be for technical sessions.</li> <li>All Ujjibito staff and M-TS will be the participants.</li> <li>Respective RPC-Bhola will participate in the meeting.</li> <li>Minutes will be sent to AD-CP.</li> </ul>	PC-Ujjibito

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		Bhola Region	Outreach Region/Barisal	Cox's Bazar/Noakhali/Chittagong Regions			
8	Project Coordination Meeting (PCM)-SEEDS Venue: PIU, Cox's Bazar Time: 0930-1600	NA		Feb-04, Mar-04, Apr-02, May-02, Jun -03, Jul-02, Aug- 02, Sep-02, Oct- 02, Nov- 04, Dec- 02	Monthly	<ul style="list-style-type: none"> <li>Improvisation of planning an implementation, sharing experience and posing problems and way out of solution.</li> <li>All FF, UC, all PIU staff will be the participants.</li> <li>Minutes will have to be sent to Assistant Director-Education and Food Security.</li> </ul>	Program Manager - SEEDS , Cox's Bazar
9	Project Coordination Meeting (PCM)-SFP Venue: PIU, Raqmgati Time: 0930-1600	NA		Feb-04, Mar-04, Apr-02, May-02, Jun -03	Monthly	<ul style="list-style-type: none"> <li>Improvisation of planning an implementation, sharing experience and posing problems and way out of solution.</li> <li>All FM, Accountant, Store Keeper and Talley Clerk will be the participants.</li> <li>Minutes will have to be sent to AD-SA &amp; DRR.</li> </ul>	Mentoring & Reporting Officer (MRO)
10	Project Coordination Meeting (PCM)-IECM Venue: PIU, Bhola Time: 0930-1600			Feb-04, Mar-04, Apr-02, May- 02, Jun - 03, Jul-02, Aug- 02, Sep-02, Oct- 02, Nov- 04, Dec- 02	Monthly	<ul style="list-style-type: none"> <li>Improvisation of planning an implementation, sharing experience and posing problems and way out of solution.</li> <li>All Manager-Upazila, Accounts and Admin Officer and M&amp;E Officer will be the participants.</li> <li>Minutes will have to be sent to AD-AD-G&amp;T.</li> </ul>	Project Coordinator -IECM
11	Project Coordination Meeting (PCM)-ECOFISH Venue: Venue: PIU, Bhola Time: 0930-1600			Feb-04, Mar-04, Apr-02, May- 02, Jun - 03, Jul-02, Aug- 02, Sep-02, Oct- 02, Nov- 04, Dec- 02	Monthly	<ul style="list-style-type: none"> <li>Improvisation of planning an implementation, sharing experience and posing problems and way out of solution.</li> <li>All CM, FO, M-TS, M&amp;E Officer, A&amp;A Officer will be the participants.</li> <li>Minutes will have to be sent to Director.</li> </ul>	Project Coordinator -ECOFISH

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12	Project Coordination Meeting (PCM)- <b>ENRICH</b> Venue: Dhurang, Kutubdia Time: 0930-1600	Feb-04, Mar-04, Apr-02, May- 02, Jun -03, Jul-02, Aug- 02, Sep-02, Oct- 02, Nov- 04, Dec- 02			Monthly	<ul style="list-style-type: none"> <li>ENRICH Program related discussions will be transacted for half day and another half day will be for technical sessions.</li> <li>All ENRICH staff will be the participants.</li> <li>Respective RPC-Cox's Bazar will participate in the meeting.</li> <li>Minutes will be sent to AD-CP.</li> </ul>	PC-ENRICH
13	Project Coordination Meeting (PCM)- <b>Torun Alo</b> Venue: Kutubdia Time: 0930-1600	Feb-04, Mar-04, Apr-02, May- 02, Jun -03, Jul-02, Aug- 02, Sep-02, Oct- 02, Nov- 04, Dec- 02			Monthly	<ul style="list-style-type: none"> <li>Project related discussions will be transacted for half day and another half day will be for technical sessions.</li> <li>All project staff will be the participants.</li> <li>Minutes will be sent to AD-SA&amp;DRR.</li> </ul>	PM-Torun Alo
	Project Coordination Meeting (PCM)- <b>CFTM</b> Time: 0930-1300	Feb-04, Mar-04, Apr-02, May- 02, Jun -03, Jul-02, Aug- 02, Sep-02, Oct- 02, Nov- 04, Dec- 02	Feb-04, Mar-04, Apr-02, May-02, Jun -03, Jul-02, Aug- 02, Sep-02, Oct- 02, Nov- 04, Dec- 02		Monthly	<ul style="list-style-type: none"> <li>Project related discussions will be transacted for half day and another half day will be for technical sessions.</li> <li>All project staff will be the participants.</li> <li>Minutes will be sent to AD-SA&amp;DRR.</li> </ul>	Respective DTL
14	Project Coordination Meeting (PCM)- <b>Climate Change Resilience Project</b> Venue: PO Time: 0930-1600	Feb-04, Mar-04, Apr-02, May- 02, Jun -03, Jul-02, Aug- 02, Sep-02, Oct- 02, Nov- 04, Dec- 02			Monthly	<ul style="list-style-type: none"> <li>Project related discussions will be transacted for half day and another half day will be for technical sessions.</li> <li>All project staff will be the participants.</li> <li>Minutes will be sent to AD-SA&amp;DRR.</li> </ul>	Program Head-Climate Change Resilience Project
15	Project Coordination Meeting (PCM)-	Feb-03, Mar-03, Apr-07, May- 05, Jun -03, Jul-02, Aug- 04, Sep-01, Oct- 06, Nov- 03, Dec- 01 ( The projects will sit weekly)			Monthly	<ul style="list-style-type: none"> <li>Project related discussions will be transacted for half day and another half day will be for technical sessions.</li> </ul>	TL-UROC

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	<b>R4UMN (All projects)</b> Venue: UROC Time: 0930-1600					<ul style="list-style-type: none"> <li>All project staff will be the participants</li> <li>Minutes will be sent to AD-SA&amp;DRR.</li> </ul>	
16	Regional Meeting for People's Organization (RMPO) 1000-1300	Mar-11, Jul -15, Nov- 11		Mar-11, Jul -15, Nov- 11	4-monthly	<ul style="list-style-type: none"> <li>PO (People's Organization) representatives will participate from all the upazilla/branch is to be ensured by the secretariat. Total no. of 20 PO leaders will participate from different upazilla and branch offices.</li> <li>Respective PCs, RTL will be the participants.</li> <li>Meeting minutes will come to AD-CP</li> </ul>	Respective RPC

**Meeting principles:**

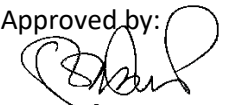
1. Participants can recommend only to the issues raised in the meeting and the recommendation can be a decision if the responsible professionals reach on agreement.
2. Secretariat is responsible to hold the meeting in due time and ensure the minutes by next 48 hours and ensure circulation where necessary, this is an open document.
3. Meeting is the only forum where program issues will exclusively be discussed. Agenda like salary and other personal facilities can not be discussed.
4. The selection of the participants and information will have to be sent to the participants by at least one month before of the meeting date and it will be done by respective secretariat.
5. Meeting preparation must be accomplished at least one day before of meeting.
6. Meetings will be for motivation, sharing experiences and improvisation of operational implementation.
7. Meeting secretariat must maintain dignity of individual participant, so no negative criticism of individual in front of all. If it is done then be considered as offence.
8. All donors/project focal persons in principal office must participate in respective project coordination meeting in PIU. They should be in project area at least 2 days before for field review and feedback to the meeting.
9. Apart from this every week in each Branch/Section/PIU/MTCs will conduct a meeting and keep minutes.
10. Open secret method will be conducted in all the meetings.

Proposed by:



Sanat K. Bhowmik  
Director

Approved by:



Rezaul Karim Chowdhury  
Executive Director

Date: 1 February, 2018



