

## Minutes of the Project Performance Monitoring Meeting (PPMM)

**Place: Principal Office, Dhaka**

**Date: 10th November'2018**

**Time: 9:30am**

**COAST Trust**

Project Performance Monitoring Meeting (PPMM) was held at 10.00 am on 10<sup>th</sup> and 11<sup>th</sup> November 2018 at COAST Principal office in Dhaka. Participants in the meeting were project managers and monitoring officers of different projects. Executive Director, Director, Deputy Directors, Assistant Directors and Heads were present in the meeting and assisted to take decisions while Md. Iqbal Uddin, AD-MEAL moderated the meeting.

### Agenda

1. Last meeting minutes review.
2. Field staff monitoring by PM/PC.
3. Audit register in UROC and field visit register in centers.
4. Purchase.
5. Field visit findings sharing.
6. News letter feedback.
7. Report and PPT presentation.
8. Management tips (How to say no).
9. Documents sending date from field.
10. Recruitment in FDMN.
11. ID and SIM depositing when staff leave organization.
12. AoB

### Discussion and Decisions:

SL	Agenda	Discussion and Decision	Dateline	Responsibility
01	Last meeting minutes review	<p>At the begging of the last meeting minutes review, AD-MEAL showed project-wise received documents and their dateline matrix. After discussions of report receiving dateline and review of last meeting minutes, some decisions have been taken. Decisions were-</p> <ul style="list-style-type: none"><li>➤ Staff should follow dateline for submission of reports. Financial fine may impose otherwise.</li><li>➤ Every staff should make daily plan in diary and set priority work for proper time management.</li><li>➤ Compliant response report must be sent within dateline.</li><li>➤ Office time in UROC is 8.30-4.30 and staff will</li></ul>	Continuous	PM/PC, TL

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		remain in field most of the time.		
02	Field staff monitoring by PM/PC	<p>Field staff activities monitoring by PM/PC was an important discussing issue. Decisions were-</p> <ul style="list-style-type: none"> <li>➤ Staff will remain in field until 4.00pm and not come to office for lunch.</li> <li>➤ Dry food packet will be arranged for visiting donor.</li> <li>➤ Daily staff monitoring check list and spot stakeholders list will be developed.</li> <li>➤ Staff assessment report for 6 six months will be done for evaluation.</li> </ul>	<p>14.11.18 &amp; henceforth</p> <p>15.11.18</p> <p>25.11.18</p>	PC/PM/TL
03	Audit and field visit register	<ul style="list-style-type: none"> <li>➤ Spot audit and visit register have to provide in every center (MF register copy).</li> <li>➤ UROC office will have an audit register.</li> <li>➤ Register for tube-well and latrine will be ensured.</li> </ul>	25.11.18	PM/PC/TL
04	Purchase	<ul style="list-style-type: none"> <li>➤ Product, sample and brand have to be selected by project team for purchase.</li> <li>➤ Project staff will ensure quantity and quality.</li> <li>➤ Transparency is a must.</li> <li>➤ Purchase committee follow up implementation.</li> <li>➤ Construction work will check by purchase committee as sample basis. PM/PC and project person will be taken responsibility for all constructions work.</li> <li>➤ PC of NRC- YOUTH project will purchase books/reading materials from Dhaka.</li> <li>➤ For UNICEF projects curriculum development, materials development and printing, project personnel can help from Barkat Ullah Maruf, AD- MSM&amp;ICT.</li> <li>➤ All materials for printing, must be checked by Barkat Ullah Maruf, AD- MSM&amp;ICT.</li> </ul>	<p>Continuous</p> <p>30.11.18</p> <p>As and when necessary</p>	Project PIU and Purchase committee.
05	Field visit findings sharing	<ul style="list-style-type: none"> <li>➤ Field staff will remain at field and not leave station for photocopy or other less important work.</li> <li>➤ AFS and CFS centers will open and close on time. Participants presence will be ensured and registered.</li> <li>➤ Parents meeting will be conducted with scheduled</li> </ul>	15.11.18 & henceforth	TL/PM & Monitoring Officer

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		<p>time and agenda for discussion will be selected earlier.</p> <ul style="list-style-type: none"> <li>➤ Medicines distributed in medical centers for mother and child should be separated.</li> <li>➤ If any PC/PM is on leave and cannot join on time for any circumstance, then their supervisor as well as staff will notify that with instructions to accomplish regular work.</li> <li>➤ All UROC staff will have their monthly and daily plan. They will maintain diary regularly.</li> <li>➤ M&amp;E and PC will make their regular field visit plan.</li> <li>➤ All PC will ensure white board in their room.</li> <li>➤ Field visit report will be documented.</li> <li>➤ All projects' cash book will be closed regularly.</li> </ul>		
06	News letter feedback	<p>Barkat Ullah Maruf, AD- MSM&amp;ICT oriented all on how to develop a good news letter. He discussed picture setting, headline, title, caption, font, text alien etc. Other instructions were-</p> <ul style="list-style-type: none"> <li>➤ Newsletter's heading should be impact oriented.</li> <li>➤ Target and achievement should be in the newsletter.</li> <li>➤ Every month Newsletter have to provide to the stakeholders and take receiving copy from them government officials.</li> <li>➤ If possible govt. activity could be included in project newsletter.</li> <li>➤ This month, we received newsletters from different projects, found IECM newsletter was very impact oriented. <b>So, PC/PM please follow the writing style the way IECM project produced their newsletter.</b></li> </ul>	Continuous	PC/PM
07	Report and PPT presentation	<p>Project Manger/ Monitoring Officer of different projects presented their project activities and progress which were implemented in September and October 2018.</p> <p><b>CJRF-</b> Seminar targeted 12 done 6 those will be organized after election. Print and electronic media coverage were very good. Other project should try.</p> <p><b>COAST health program-</b> Video document has covered only one person interview. It is better if taken interview from more beneficiaries on what their opinion about our health services. The program has to preserved data all</p>	Continuous	PIU

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		<p>number of beneficiaries, they provide services.</p> <p><b>ECOFISH-</b> If govt. make banner for programme, we should make festoon to display our messages. Picture in PPT should be visible and picture should be action oriented. Savings of project members divide them or should incorporate with COAST micro finance program before the project phase out.</p> <p><b>Enrich-</b> Total participants number of training and meetings should focus in the PPT. One picture doesn't use two times in a presentation or Newsletter.</p> <p><b>NRC YOUTH-</b> Quality indicators missed out in the presentation. International rural women day observed in a room. More project visualization is needed and quality indicator should set against activity.</p> <p><b>Care- DEC -</b> Quality indicators missed the PPT. By seeing presentation it is difficult to understand what was real target and achievement.</p> <p><b>Crab fattening-</b> For enterprise development, staff will be oriented on balance sheet. And, quality indicators need to set against activity and reflection in PPT.</p> <p><b>Dry fish-</b> The project has to take some initiatives for market extension of selling pesticide free dry fish.</p> <p><b>Radio Meghna-</b> Radio Meghna could telecast news on daily tide time, agriculture related message, salinity related message. Life oriented and impact focus story will be included in PPT.</p> <p><b>IECM-</b> Target and achievement will include in the PPT. How much student were taking admission in school must have source document. Attendance in adolescent club should be noted.</p> <p><b>SEEDS-</b> Quality indicators, target and achievement will write in bullet point, not in narrative sentence. Savings of project members divide with them or incorporate with COAST micro finance program before the project phase out.</p> <p><b>Torun Alo-</b> Impact news should be focused in PPT and video. Beneficiary will preciously say what s/he has got.</p> <p><b>Tearfund project-</b> Ensures all presence in register khata and ensure AFS &amp; CFS centers open and close on time.</p> <p><b>UNICEF, ERPERA-</b> Two months target vs achievement should be focused in report and PPT.</p> <p><b>UNICEF Education-</b> Impact should focus in the PPT.</p> <p><b>DD-ME&amp;IA feedback on PPT outline:</b></p> <p>Slide 1- For Project title Slide 2-3- For Objective, impact define and key indicator.</p>		

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		Slide4-5- At a glance project performance. Slide 6-7- Pictorial presentation on activity. Slide-8-10- Impact level picture, video and others.		
08	Management tips (How to say no)	A learning and awareness building session facilitated by Mujiubul Haque Munir, AD-EFS&DC on “How to say no”. Saying no positively. Say no with a recommendation/ alternative. Avoid negative word. Answer a request with a question. Use external resource to help say No. Use preemptive approach. We are all should follow these for success in life.	Continuous	All
09	Documents sending date from field	<ul style="list-style-type: none"> <li>➤ Quarterly advance plan for PM/PC by 30 of each month.</li> <li>➤ Quarterly project plan with quality indicators by 30th of each month.</li> <li>➤ Newsletter by 3rd of each month.</li> <li>➤ Monthly activity progresses review report and project burn rate report by 5th of each month.</li> <li>➤ Complaint response report by 5th of each month.</li> <li>➤ Monthly meeting minutes by 6th of the month.</li> </ul>	Date mentioned in the decision column	PM, Monitoring Officer, Finance and Admin Officer
10	Recruitment in FDMN	<ul style="list-style-type: none"> <li>➤ COAST is going to establish recruitment system online within short time.</li> <li>➤ Candidate will obtain at least 40% marks to qualify.</li> <li>➤ We have to follow all rules for recruitment processes. Any outside request to recruit any person should be contacted the Executive Director.</li> <li>➤ Shahinur Islam, Head R4FDMN will submit a report on recruitment challenges to the Executive Directors.</li> <li>➤ Recruitment result for FDMN project will be published one week later of examination.</li> </ul>	20.11.18          30.11.18	Shahinur Islam
11	ID and SIM depositing when staff leave organization	<ul style="list-style-type: none"> <li>➤ Staff must deposit their ID and Office SIM to Finance and Admin officer. PM/PC will be followed and send report to Principal Office.</li> <li>➤ Some staff of UNICEF- EPERA project has discontinued with COAST. Finance and Admin Officer will ensure their ID card receiving from those staff.</li> <li>➤ When a staff transfers from one project to another project he/ she will deposit his/her ID card in present project. And Future project will provide ID</li> </ul>	Continuous	PM, PO F&A

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		card for this staff.		
12	AoB	<ul style="list-style-type: none"> <li>➤ A learning and awareness building session facilitated by Ferdous Ara Rume, AD- Gender &amp; CR on “Me to movement”. She underscored the positive side of #me to movement. Me to movement started from Holy wood and now it is a voice raising event for women agonist sexual harassments. We have to aware our colleagues about me to movement to create a safe working zone for women.</li> <li>➤ Next PIU meeting has to discuss about “Me to movement”.</li> <li>➤ Shawkat Ali Tutul, Iqbal Uddin and shahinur Islam will make a strategy on our FDMN priority work.</li> <li>➤ COAST is going to purchase two jeep for staff pick-up and drop. Shahinur Islam is responsible for jeep purchase. He will coordinate in this regard.</li> <li>➤ Naming of any file or folder will be like— Tearfund_ PM three months advance plan_Nov 18-Jan2019.</li> <li>➤ Next PPM will be on 12 January 2019.</li> </ul>	Continuous	All  Shawkat Ali Tutul Iqbal Uddin shahinur Islam

Having no other discussions, the meeting was ended with vote of thanks.

**Record keeping by**

Md Razaul Karim  
Project Manager  
Tearfund Project, COAST Trust

14.11.2018.

**Reviewed by**

Md. Iqbal Uddin  
AD- MEAL  
COAST Trust