

Central Meeting Schedule from January - December 2019

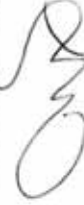
Our Values:

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.

Sl	Title of the Meeting and venue	Month and Date	Frequency	Time	Major ToR	Secretariat
1.	Sr. Management Team Coordination Meeting (SMTCM)	Jan-6, 20, Feb-3, 17 Mar-3, 18, Apr-7, 22 May-5, 21, Jun-2, 16 Jul-4, 21, Aug-04, 25 Sep-8, 22 Oct-20 Nov-3, 18, Dec-1, 17	Fort-nightly	1430-1700	<ul style="list-style-type: none"> All ADs and DDs will attend the meeting. Executive Director will participate the meeting. Program target, achievement and challenges with possible solutions will be discussed. Minutes will be produced and copy to AD-MEAL 	Director
2.	Principal Office Staff Coordination Meeting (POSCM) Venue: Principal Office	Jan-14, 27, Feb-10, 24 Mar-11, 27, Apr-15, 28 May-13, 26, Jun-9, 23 Jul-15, 28, Aug-18, 29 Sep-16, 29 Oct-13, 27 Nov-11, 24, Dec-08, 22	Fort-nightly	1430-1700	<ul style="list-style-type: none"> All staff including common service organizers of PO will attend in the meeting. Service related issues and logistics issues will be discussed Minutes will be produced and copy to AD-MEAL 	AD-Admin & SR
3.	Central Gender Coordination Meeting (CGCM)	Mar 31-CxMTC Jul 07-CFTC Nov 14-CfMTC	4-monthly	1000-1300	<ul style="list-style-type: none"> Selected female colleagues will participate The overall gender issues of the organization will be discussed Minutes will be produced. 	AD-GT&CR
4.	Project Progress Monitoring Meeting (PPMM) Venue: Principal Office, Dhaka.	Jan-12, Mar-9, May-11, Jul-13, Sep-14, Nov-16	Bi-monthly	0930-1700	<ul style="list-style-type: none"> All Project Coordinators and M&E will be the participants. Respective focal points, Director and Executive Director will also participate in the meeting The monthly programmatic progress of the respective project will be discussed as well as actions and next planning will be initiated from the meeting. Minutes will also be to Director and Executive Director. 	AD- MEAL
5.	Project Accounts Coordination Meeting (PACM) Venue: Principal Office, Dhaka.	Jan-13, Mar-10, May-12, Jul-14, Sep-15, Nov-17	Bi-monthly	0900-1700	<ul style="list-style-type: none"> All project accounts and admin officers will be the participants Accounts related issues will be discussed The bill vouchers and reports will be checked so that they will carry all the accounts papers in PO The minutes will come to Director and Deputy Director-FC&CA 	Head-FM (Tariqul)
6.	Internal Auditors Meeting (IAM) Venue: Principal Office, Dhaka.	Jan-26, Apr-27 Jul-27, Oct-26, Dec-28	Bi-monthly	1030-1700	<ul style="list-style-type: none"> All Managers-Internal Audit, Head-IA will be the participants AD-CP, AD-Admin & SR, Executive Director will also participate in the meeting Audit findings received from field and principal office will be discussed. 	Head-IA

Sanat K. Bhowmik
Director
COAST Trust

31.12.2018



Rezaul Karim Chowdhury
Executive Director
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SI	Title of the Meeting and venue	Month and Date	Frequency	Time	Major ToR	Secretariat
7.	Enterprise Development Coordination Meeting (EDCM) Venue: Principal Office, Dhaka.	Jan-19 Mar-16 May-25 Jul-20 Sep-21 Nov-16	Six-monthly	1030-1400	<ul style="list-style-type: none"> C-Ent.D, Manager-Logistics, M-TS-Bhola and Cox's Bazar, VCF-PACE, RTLs will be the participants AD-CP, Director and/or Executive Director will also participate in the meeting Enterprise Development issues will be discussed 	Head-Ent.D
8.	Training and HR Coordination Meeting (THRCM)	Jan-10, Feb-07, Mar-07, Apr-11, May-10, Jun-13, Jul-11, Aug-08, Sep-12, Oct-10, Nov-07, Dec-12	Monthly	1500-1700	<ul style="list-style-type: none"> Training unit in PO, Director and Executive Director will be the participants. AD-HRM and AD-CP will also be the participants. The monthly training target and achievement of core and project staff will be shared. Staff training needs as well as action plan will be discussed. Minutes will also be to Director and Executive Director. 	AD-GT&CR
9.	Central Meeting for People's Organization (CMPO)	Mar Sep	4-monthly	1000-1300	<ul style="list-style-type: none"> PO (People's Organization) representatives' participation from all the regions is to be ensured by the secretariat. Total no. of 10 PO from Bhola, 4 PO from Outreach, 4 PO from Cox's Bazar, 2 from Noakhali and 2 PO from Chittagong. Respective RPC, PCs, Assistant Director-CP and Director will participate in the meeting. 	Director

Meeting principles:

- 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.
- 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.
- Copies of all minutes to be sent to Monitoring and Evaluation Section and keeping another one in departmental file.
- Meeting is the only forum where program issues will exclusively be discussed. Agenda like salary and other personal facilities cannot be discussed.
- 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.
- Meeting preparation must be accomplished at least one day before of meeting.
- Meetings will be for motivation, sharing experiences and improvisation of operational implementation.
- 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.
- Apart from this every week in each section will conduct a meeting and keep minutes.
- Open secret method will be practiced in all the meetings.

Proposed by:

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Director

31.12.2018

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Approved by:

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31 December, 2018

2