

Region/Project/Sector 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	Venue, Month, Date and Time			Frequency	Major ToR	Secretariat
		Bhola Region/ Dhaka	Outreach Region/Barisal	Cox's Bazar/ Noakhali/Chattogra m Regions			
1.	Managers' Coordination Meeting (MCM) Time: 0900-1700	3 rd Date of each month	3 rd Date of each month	3 rd Date of each month	Monthly	<ul style="list-style-type: none"> Discussion on monthly report and program progress. Branch Manager will be the participants and they will come with all the financial documents from branch. Respective Head-COs and AD-CP will participate in the meeting alternatively. Minutes will be sent to AD-CP Central representation will be ensured by AD-CP 	Respective RPC
2.	Area Managers Coordination Meeting (AMCM) Time: 1200-1300	3 rd and 20 th Date of each month	3 rd and 20 th Date of each month	3 rd and 20 th Date of each month	Fortnightly	<ul style="list-style-type: none"> Discussion on weekly, quarterly and monthly reports and programs considering AM as the marketing units. All AMs will be the participants. Minutes will be sent to AD-CP 	Respective RPC
3.	CDO Coordination Meeting (CCM). Time: 1430-1700 hrs.	Bhola + Outreach 2 nd Date of each month	Barisal 2 nd Date of each month	2 nd Date of each month	Monthly	<ul style="list-style-type: none"> Only CDOs will be the participants and BMs are not allowed here. Field problems and program improvement supports. Addressing the grievance of the CDOs. The minutes will be sent to AD-CP. 	Respective RPC and Central Representations
4.	BA Coordination Meeting (BACM) Time: 0900-1300	Feb-04, Apr-04, Jun-04, Aug-04, Oct-04, Dec-04 Venue: BMTC	Feb-04, Apr-04, Jun-04, Aug-04, Oct-04, Dec-04 Venue: NKH, Ctg and CMTC	Feb-04, Apr-04, Jun-04, Aug-04, Oct-04, Dec-04 Venue: NKH, Ctg and CMTC	Bi-monthly	<ul style="list-style-type: none"> Only BAs will be the participants. Field problems and accounts improvement supports. Addressing the grievance of the BAs. The minutes will be sent to AD-CP. 	Respective RPC

[Handwritten Signature]
31.12.2018

Sanat K. Bhowmik
Director
COAST Trust

[Handwritten Signature]
Bezaul Karim Chowdhury
Executive Director
COAST Trust

Sl	Title of the Meeting	Venue, Month, Date and Time			Frequency	Major ToR	Secretariat
		Bhola Region/ Dhaka	Outreach Region/Barisal	Cox's Bazar/ Noakhali/Chattogra m Regions			
5.	Core Program Coordination Meeting (CPCM) Time: 0930-1600	Jan-20, Feb-17 (NKH), Mar-18 (CXB), Apr-22(BH), May-20 (Ctg), Jun-16 (PO), Jul-21 (BH), Aug-22 (CXB), Sep-22 (NKH), Oct-20 (Ctg), Nov-17 (PO), Dec-22 (BH).			Monthly	<ul style="list-style-type: none"> All RPCs, PC-Ujjibito, ENRICH, PACE, Head-COs, Head-Ent.D and in quarter all the Area Managers will be the participants. All field programs and management related issues will be discussed. 	AD-CP
6.	Gender Relation Development Meeting (GRDM) Time: 1500-1700	Mar-23 Jun-15 Sep-14 Dec-21 Venue: CfMTC Representative: Archana Rani (Bhola, Barishal and Outreach regions)	Mar-23 Jun-15 Sep-14 Dec-21 Venue : CxMTC Representative: Sakida Begum (Representative from all branches)	Mar-23 Jun-15 Sep-14 Dec-21 Venue : Noakhali Representative: Nasrin Akter (Representatives from all branches)	Quarterly	<ul style="list-style-type: none"> GRDM both of Bhola, Outreach and Barishal regions will be one meeting where CfMTC female staff will also be present. 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. No male staff is allowed. Field related issues and issues those cannot be shared with male 1st supervisor may be the agenda. A copy of minutes must be sent to Executive Director and Director directly. 	AD-GT & CR
7.	Project Coordination Meeting (PCM)- COAST Ujjibito Venue: CfMTC/BU/BhMT C Time: 0930-1600	Jan-2, Feb-03, Mar-03, Apr-02, (Ending in April)	Venue : UROC Representative: Jannatul Ferdous Jan-19 Mar-23 May-25 Jul-20 Sep-14 Nov-16 (Representative from all projects in UROC)	-	Monthly	<ul style="list-style-type: none"> Ujjibito program related discussions will be transacted for half day and another half day will be for technical sessions. All Ujjibito staff and M-TS will be the participants. Respective RPC-Bhola will participate in the meeting. 	PC-Ujjibito


 31.12.2018
 Sanat K. Bhowmik
 Director
 COAST Trust

SI	Title of the Meeting	Venue, Month, Date and Time		Frequency	Major ToR	Secretariat
		Bhola Region/ Dhaka	Outreach Region/Barisal Cox's Bazar/ Noakhali/Chattogram Regions			
8.	Project Coordination Meeting (PCM)- COAST SFP Venue: PIU, Raqmgati Time: 0930-1600	-	Jan-2, Feb-03, Mar-03, Apr-02, May-02, Jun -02 (Ending in June)	Monthly	<ul style="list-style-type: none"> Minutes will be sent to AD-CP. Improvisation of planning an implementation, sharing experience and posing problems and way out of solution. All FM, Accountant, Store Keeper and Talley Clerk will be the participants. Minutes will have to be sent to AD-SA & DRR. 	Monitoring & Reporting Officer (MRO)
9.	Project Coordination Meeting (PCM)- COAST IECM Venue: PIU, Bhola Time: 0930-1600	Jan-2, Feb-03, Mar-03, Apr-02, May-02, Jun -02, Jul-02, Aug-01, Sep-02, Oct-02, Nov-03, Dec-02	-	Monthly	<ul style="list-style-type: none"> Improvisation of planning an implementation, sharing experience and posing problems and way out of solution. All Manager-Upazila, Accounts and Admin Officer and M&E Officer will be the participants. Minutes will have to be sent to AD-AD-G&T. 	Project Coordinator -IECM
10.	Project Coordination Meeting (PCM)- COAST ECOFISH Venue: Venue: PIU, Bhola Time: 0930-1600	Jan-2, Feb-03, Mar-03, Apr-02, May-02, Jun -02 (Ending in June)	-	Monthly	<ul style="list-style-type: none"> Improvisation of planning and implementation, sharing experience and posing problems and way out of solution. All CM, FO, M-TS, M&E Officer, A&A Officer will be the participants. Minutes will have to be sent to Director. 	Project Coordinator -ECOFISH
11.	Project Coordination Meeting (PCM)- COAST ENRICH Venue: Dhurang, Kutubdia Time: 0930-1600	-	Jan-2, Feb-03, Mar-03, Apr-02, May-02, Jun -02, Jul-02, Aug-01, Sep-02, Oct-02, Nov-03, Dec-02	Monthly	<ul style="list-style-type: none"> ENRICH Program related discussions will be transacted for half day and another half day will be for technical sessions. All ENRICH staff will be the participants. Respective RPC-Cox's Bazar will participate in the meeting. Minutes will be sent to AD-CP. 	PC-ENRICH


 21.12.2018

Sanat K. Bhowmik
 Director
 COAST Trust

PC-ENRICH
 Respective RPC-Cox's Bazar will participate in the meeting.
 Minutes will be sent to AD-CP.

 Paul Karim Chowdhury
 Executive Director
 COAST Trust

SI	Title of the Meeting	Venue, Month, Date and Time			Frequency	Major ToR	Secretariat
		Bhola Region/ Dhaka	Outreach Region/Barisal	Cox's Bazar/ Noakhali/Chattogram Regions			
12.	Project Coordination Meeting (PCM)- COAST Torun Alo Venue: Kutubdia Time: 0930-1600	-	-	Jan-2, Feb-03, Mar-03 (Ending in March)	Monthly	<ul style="list-style-type: none"> Project related discussions will be transacted for half day and another half day will be for technical sessions. All project staff will be the participants. Minutes will be sent to AD-SA&DRR. 	PM-Torun Alo
13.	Project Coordination Meeting (PCM)- COAST CFTM Time: 0930-1300	Jan-2, Feb-03, Mar-03, Apr-02, May-02, Jun -02, Jul-02, Aug- 01, Sep-02, Oct-02, Nov- 03, Dec-02	-	Jan-2, Feb-03, Mar-03, Apr-02, May-02, Jun -02, Jul-02, Aug- 01, Sep-02, Oct- 02, Nov- 03, Dec-02	Monthly	<ul style="list-style-type: none"> Project related discussions will be transacted for half day and another half day will be for technical sessions. All project staff will be the participants. Minutes will be sent to AD-SA&DRR. 	Respective DTL
14	Project Coordination Meeting (PCM)- COAST Climate Change Resilience Project Venue: PO Time: 0930-1600	Jan-2, Feb-03, Mar-03, Apr-02, May-02, Jun -02, Jul-02, Aug- 01, Sep-02, Oct-02, Nov- 03, Dec-02	-	-	Monthly	<ul style="list-style-type: none"> Project related discussions will be transacted for half day and another half day will be for technical sessions. All project staff will be the participants. Minutes will be sent to AD-SA&DRR. 	Program Head- Climate Change Resilience Project
15.	Project Coordination Meeting (PCM)- UNICEF Education Venue: UROC Time: 0930-1600	-	-	Jan-2, Feb-03, Mar-03, Apr-02, May-02, Jun -02, Jul-02, Aug- 01, Sep-02, Oct- 02, Nov- 03, Dec-02	Monthly	<ul style="list-style-type: none"> Project related discussions will be discussed. All project staff will be the participants. Minutes will be sent to AD-EFS&DC. 	PM-Unicef Education
16.	Project Coordination Meeting (PCM)- COAST UNICEF Child Protection	-	-	Jan-2, Feb-03, Mar-03, Apr-02, May-02, Jun -02, Jul-02, Aug- 01	Monthly	<ul style="list-style-type: none"> Project related discussions will be discussed. All project staff will be the participants. Minutes will be sent to AD-Child Protection 	PM-Unicef Child protection

Sanat K. Bhowmik
31.12.2018

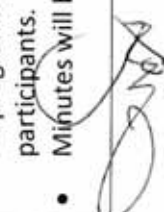
Sanat K. Bhowmik
Director
COAST Trust

Rezaul Karim Chowdhury
Director
COAST Trust

SI	Title of the Meeting	Venue, Month, Date and Time			Frequency	Major ToR	Secretariat
		Bhola Region/ Dhaka	Outreach Region/Barisal	Cox's Bazar/ Noakhali/Chattogra m Regions (Ending in August)			
	Venue: UROC Time: 0930-1600			(Ending in August)			
17.	Project Coordination Meeting (PCM)- COAST CARE DEC Venue: UROC Time: 0930-1600	-		Jan-2, Feb-03, Mar-03, Apr-02, May-02, Jun -02, Jul-02, Aug- 01, Sep-02, Oct- 02, Nov- 03, Dec- 02	Monthly	<ul style="list-style-type: none"> Project related discussions will be discussed. All project staff will be the participants. Minutes will be sent to AD-SA&DRR. 	PM-DEC
18.	Project Coordination Meeting (PCM)- COAST Tearfund Venue: UROC Time: 0930-1600	-		Jan-2, Feb-03, Mar-03, Apr-02, May- 02, Jun -02 (Ending in June)	Monthly	<ul style="list-style-type: none"> Project related discussions will be discussed. All project staff will be the participants. Minutes will be sent to AD-SA&DRR. 	PM- Tearfund
19.	Project Coordination Meeting (PCM)- COAST NRC Youth Venue: UROC Time: 0930-1600	-		Jan-2, Feb-03, Mar-03, Apr-02, May- 02, Jun -02, Jul-02, Aug- 01, Sep-02, Oct- 02, Nov- 03, Dec- 02	Monthly	<ul style="list-style-type: none"> Project related discussions will be discussed. All project staff will be the participants. Minutes will be sent to AD-EA&FS. 	PM-NRC Youth
20.	R4FDMN Coordination Meeting (All PMs) Venue: UROC Time: 0930-1600	-		Jan-3, Feb-04, Mar-04, Apr-03, May- 05, Jun -03, Jul-03, Aug- 04, Sep-03, Oct- 03, Nov- 04, Dec- 03	Monthly	<ul style="list-style-type: none"> Projects' target, achievement, challenges and solutions will be discussed for half day. Burn Rate will be discussed for next half day for better coordination. PM, M&E and Accounts officers of all project in UROC will attend. Minutes will be sent to AD-MEAL. 	Head- R4FDMN
21.	Programme Coordination Meeting (PCM)- Radio Meghna Venue: CfMTC Time: 0930-1300	Jan-2, Feb-03, Mar-03, Apr-02, May-02, Jun -02, Jul-02, Aug- 01, Sep-02, Oct- 02, Nov- 03, Dec- 02			Monthly	<ul style="list-style-type: none"> Program related discussions will be transacted for half day. All programme staff will be the participants. Minutes will be sent to AD-Radio Meghna 	Assistant Station Manager- Radio Meghna


 21/12/2018

Sanat K. Bhowmik
 Director
 COAST Trust


 Executive Director
 COAST Trust

Sl	Title of the Meeting	Venue, Month, Date and Time		Frequency	Major ToR	Secretariat
		Bhola Region/ Dhaka	Outreach Region/Barisal			
22.	Regional Meeting for People's Organization (RMPO) 1000-1300	Mar-14, Jul -18, Nov- 14	Mar-14, Jul -18, Nov- 14	4-monthly	<ul style="list-style-type: none"> 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. Respective PCs, RTL will be the participants. Meeting minutes will come to AD-CP 	Respective RPC

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.
- Meeting is the only forum where program issues will exclusively be discussed. Agenda like salary and other personal facilities can not 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.
- 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.
- Apart from this every week in each Branch/Section/PIU/MTCs will conduct a meeting and keep minutes.
- Open secret method will be conducted in all the meetings.

Proposed by:


Sanat K. Bhowmik

Director

31.12.2018

Sanat K. Bhowmik
Director
COAST Trust

Date: 31 December, 2018

Approved by:

Rezaul Karim Chowdhury
Executive Director
Rezaul Karim Chowdhury
Executive Director
COAST Trust

6