

A special meeting was held at PO, Dhaka related to the protection of novel corona virus on 1 April, 2020 presided over by the Executive Director. DED, Directors, JDs, DDs, ADs and other senior colleagues were present in the meeting. The meeting notes are as follows:

Sl	Decisions	Responsible professional(s)	Date line
1.	<ul style="list-style-type: none"> No task to be passed to the Executive Director. Respective colleagues will take the responsibilities and complete the task and then brief to ED. 	All	Continued
2.	<ul style="list-style-type: none"> COAST image will be uphold in this crisis period and for that we have to be more communicative with the administrations and local stakeholders and member participants. We will stand by them. 	All	Continued
3.	<ul style="list-style-type: none"> It will be explored either GoToMeeting software will be purchased for another one year or any updated version 	Abir	5 April
4.	<ul style="list-style-type: none"> Tarik will assist Rumees to prepare the press release about our cash distribution to UNO and DC 	Tarik	1 April
5.	<ul style="list-style-type: none"> GoToMeeting will be conducted on 5 April at 12 pm with all staff also facebook live. The major discussions will be on Code of Conduct, FB/Twitter posting etc. 	ED	5 April
6.	<ul style="list-style-type: none"> The GoToMeeting with MF staff for MCM will be on 5 April on 10 am 	TSH	5 April
7.	<ul style="list-style-type: none"> As per the government gazette the vacation will be extended and that will be up to 11 April. A circular will be issued. The existing staff those are staying in the office will be replaced by other staff 	MKA	2 April
8.	<ul style="list-style-type: none"> We will negotiate to take the IOM project on novel corona virus protection. We will not take the activities done by others. We can take the activities like <ul style="list-style-type: none"> Volunteers for burial of dead bodies Mask wearing What is social distancing and how it will be maintained Disinfectant of vehicles etc 	MHM	10 April
9.	<ul style="list-style-type: none"> A committee named "Financial Risk Analysis Committee" comprising Director-CP, Director-FCA&HRM, Director-ME&IA and Deputy Executive Director. They will analyze the finance issues of the organization during this crisis period on the basis of scenario 1, 2 and 3. <ul style="list-style-type: none"> Scenario-1: 26 March to full April Scenario-2: Scenario + anomalies in the field up to September Scenario-3: Scenario-1, Scenario-2 and up to vaccination up to June 2021 The team will sit on 4 April for the draft presentation and they will give the presentation finally with the presence of all staff on 6 April. On the basis of this analysis a two page write up mentioning real situation of the organization will be sent to the field to reduce the tensions of the field staff. Any staff can make phone call to the committee members for further clarifications of the situation They will also highlight the situation of the organization if the bank loan will be squeezed. 	TSH, AKB, SAH and SKB	6 April
10.	<ul style="list-style-type: none"> The loan installments will be continued in due dates at any means 	TSH	Continued
11.	<ul style="list-style-type: none"> The scenario of the projects will be presented highlighting the fund situation, duration etc. 	MHM	6 April
12.	<ul style="list-style-type: none"> After normalization of all the situations, the senior staff will go to region for assisting the field staff for recovery the field discipline 	All PO staff	Continued
13.	<ul style="list-style-type: none"> Preparations of strategies: <ul style="list-style-type: none"> Non-core strategies: <ul style="list-style-type: none"> New Rohingya Strategy-More donor searching Other program Strategy -More donor searching 	MHM, BUM, SKB	20 April

SI	Decisions	Responsible professional(s)	Date line
	<ul style="list-style-type: none"> - Social Media Strategy - Other Visibility Strategy - Capacity Building Strategy • No attacking approach with donors by any means rather we will increase the relation with the them 		
14.	<ul style="list-style-type: none"> • In each project there will be selected a staff who will edit the English and other write ups. 	MHM	6 April
15.	<ul style="list-style-type: none"> • SKB will communicate with Tauhid Bhai of UNICEF either we can get fund for mobilizing the adolescents in Bhola for protection of novel corona virus 	Mizan-IECM and FAR	12 April
16.	<ul style="list-style-type: none"> • HR software will be active quickly if the present company cannot do then we can go for another professional one. 	Abir, Didar and Sumaia	12 April
17.	<ul style="list-style-type: none"> • The corner of the intercom connection point should be arranged properly so that there should not be any accident 	Sumaia	12 April
18.	<ul style="list-style-type: none"> • Discussion with Malteser International about the Localization Project. If they will not start the proejct in this crisis then we will vacate the office which we rented 	MHM	9 April
19.	<ul style="list-style-type: none"> • The transfer of CJRF project office in new house will be done professionally and there will be internet connections properly 	Razib and Abir	12 April

Having no other issues for discussions, the meeting ended up with the vote of thanks of the Executive Director.

Notes taken by-

Sanat K. Bhowmik
Deputy Executive Director

1 April, 2020