

Annual report-2018: Draft Outline (24 December, 2018)

Time Span to cover: January to December 2018

English Publication Dateline: **28 February 2019**

Objectives:

- To inform the local and national stakeholders about COAST performance, challenges and learning during 2018.
- To inform national and local media about our governance, transparency and participation as well as our contribution to national development and poverty
- To inform all related stakeholders about our contribution also to international issues
- To acknowledge all the donors and board members.
- To promote COAST image among the program participants and to allow the public to know more about the organization.

Preparation principles:

- Main topic of write up will be the **KEY ACHIEVEMENTS/IMPACT** of project/program activities in 2018.
- All the write-up should be in very gist and impact oriented. Write up **MUST BE in ENGLISH**. Use fonts Calibri, 11 point with 0.6-inch margin around.
- Write-ups should be sent by email to respective focal person on or before **10 January 2019**.
- **Respective focal person will send the edited write up to** Md. Mujibul Haque Munir (MHM) (munir.coastbd@coastbd.org) on or before 15 January, 2019.
- First draft in English to be completed by **Munir, by January 30, 2019.**
- Final editing from Sanat Da and then **Reza Bhai 07 February.**
- First compilation and final design is completed by **15 February 2019, (MHM/BUM).**
- Final printing by **28 February.**

Basic Contents are suggested to be:

1. **Economic Justice (TSH)**
 - a. Micro finance
 - b. CITEP
 - c. Primary healthcare
 - d. Disaster management and fund
 - e. Ujjibito
 - f. ENRICH
2. **Social Justice (SAT)**
 - a. People's organization / institution building
 - b. Social action and demand mediation
3. **EquityBD(SAH)**
 - a. National Campaign and Impacts

- b. International Campaign and Impacts
- c. Network and partnership

4. Radio Meghna (Rashida)

5. Projects (compiled and edited by Project Focal)

Respective PM/PC of the Projects/Programs . (Focus will be on key achievements and impact of the project. The report will include a short description about the project, key activities, key achievements/results and impact, learning)

List of Projects:

- a. PACE- Dry fish and crab (BIC)
- b. MTCP2 (MHM)
- c. SEEDS (Jahanagir)
- d. SFP (Masum Billah)
- e. IECM (Mizan)
- f. ECOFISH (Jahirul)
- g. CFTM (Hasan)
- h. CJRF (Sarfaraz)
- i. EWG (Tariqul, Head)
- j. Localization (SAT)
- k. Tarul Alo (Jahid)

6. FDMN Response (compiled by Shahinur Rahman)

- a. YOUTH (Hury)
- b. Health (Dr. Rahana)
- c. DEC-CARE (Eunus)
- d. DEC-TF (Razaul)
- e. EBILEC (Jasim)
- f. ERPERA (Jannatul)

Phased Out

- g. DCA Phase out (Shahinur)
- h. World Vision Limited (Eunus)

7. COAST Management

- a. ICT and Development Communication (Abir)
- b. Gender and Development (FAR)
- c. HR Development (Sumia Mariam)
- d. Senior Management Team (SKB)
- e. Plan of Operation (SKB)

8. COAST Governance

- a. Governance structure and decision making process (AKB)
- b. Findings and Impact of Audit meeting (SAH)

9. FIS/ MIS (AKB)

- a. External auditors report 2017-18
- b. Financial statement
- c. Micro finance trend
- d. Graph on micro finance trend
- e. Five year balance sheet
- f. Five year income and expenditure
- g. Graphs on financial trends
- h. Balance sheet for the year 2017-18
- i. Income and expenditure of 2017-18

Notes:

- ***Report must be within half page (max 1 page in special case).***
- ***We are cordially requesting all to strictly follow the dates.***