

COAST, Principal Office, Dhaka. Date: 17 December, 2018.

A meeting was held in PO on 17 December, 2018 chaired by Executive Director. The notes of the meeting are as follows:

SI	Decisions	Responsible professionals	Date line
1.	<p>Training:</p> <ul style="list-style-type: none"> <li>We will provide training to our staff in Cox'b and Bhola on how to write a press release and building media relations.</li> <li>Staff will get training on Human Relation, Team Building and Positive engagement for a team.</li> <li>MF, Accounts and Leadership training will be organized.</li> </ul>	<p>FA Rumees &amp; BUM</p> <p>TSH, FAR</p>	January 31, 2019
2.	Annual report will be published by January 2019.	BUM, MHM	Jan 31, 2019
3.	Annual staff appraisal will be done and the format will be okayed by ED where and BMI will be included along with other indicators	SUM	Dec 31, 2019
4.	<p>Agreement with Audit firm:</p> <ul style="list-style-type: none"> <li>How many days and times, and which offices the auditors will work for will be clearly mentioned in the agreement and auditors will have to maintain it.</li> <li>Debriefing meeting after auditing will always be held in our office.</li> </ul>	AKB	Ongoing
5.	UROC purchase committee will sit together by every 15 days and will arrange goto meeting for speeding up purchase	UROC Purchase Committee	Ongoing
6.	<p>Donor Meeting and visit:</p> <ul style="list-style-type: none"> <li>No staff will attend donor meeting or visit without approval of ED and respective supervisor.</li> <li>Staff will also not attend any donor meeting/visit that is organized in the morning time. If needed, ED will approve it.</li> </ul>	All staff	Ongoing
7.	<p>Sr. colleagues who are attending the international training, meeting, conference, etc. will review engagement. E.g.-</p> <ul style="list-style-type: none"> <li>What international feedback they have received after their joining?</li> <li>Engagement with international committee and Relation with media.</li> </ul>	Sr. Colleagues	On going
8.	Experienced and loyal staff, whose project is ended or being ended, will be shifted to other ongoing projects.	SUM, SKB	Ongoing
9.	Staff, who is going to observe December 30 national polls, should fill-up a format containing their present and permanent address with emergency contact number.	SAT, M Shahabuddin	Dec 25, 2018
10.	No facebooking during office time and no posting of comments that offended any political party ahead of the national election.	All staff	Ongoing
11.	Staff will follow COAST the dress code	All staff	Ongoing
12.	Server will be bought and HR software will be installed soon.	MHD, TSH, SUM	Dec 31, 2019
13.	Alternative professional will have to ensure in all level	SUM	Ongoing
14.	Staff orientation of 'How to say NO' Cox'b and Bhola	MHM	Jan 31, 2019
15.	<p>Office construction and furniture:</p> <ul style="list-style-type: none"> <li>A budget for constructing Kutubdia and Sakuchia office will be made and TL M Eunos will directly be engaged with it.</li> <li>Bhola training center will be completed soon.</li> <li>Damaged table in MF branches will be repaired. M. Didar and M. Anwar will talk to the vendor Shahjahan and will produce a budget.</li> </ul>	MAH, MAH, TSH	Jan 15, 2019
16.	While visit field, staff will enquire and report what equipment are out of order with a recommendation to fix it.	All staff	Ongoing
17.	How much COAST is spending on the FDMNs will be informed to the ED	AKB	Dec 25, 2019
18.	The CJRF staff will be oriented on process, result/output, impact etc.	DD-ME&IA	Jan 31, 2019

**Next week activities:**

SI	Name	Activities
1.	Barkat Ullah Maruf	<ul style="list-style-type: none"><li>• Horondelle Foundation's FD-6, FD-7 approval activities</li><li>• Bhola visit for a BNNRC project on radio.</li></ul>
2.	MAH Didar	<ul style="list-style-type: none"><li>• CDO training on MF and teambuilding</li><li>• Format development</li></ul>
3.	Anwar Hossain	<ul style="list-style-type: none"><li>• SF Monthly report</li><li>• Re-imburement work</li></ul>
4.	Ali Abbass	<ul style="list-style-type: none"><li>• Medical bill dispass</li><li>• UROC Visit and organize goto meeting</li></ul>
5.	Ashaduzzaman	<ul style="list-style-type: none"><li>• Fixed asset schedule</li><li>• Reporting</li></ul>
6.	Foysoul Hossain Khan	<ul style="list-style-type: none"><li>• Work for closing 4 project and opening of new 4 project</li><li>• FD-7 work, Field visit and auditing</li></ul>
7.	Iqbal Uddin	<ul style="list-style-type: none"><li>• UNICEF projects activity and implementation follow-up</li><li>• Ensure audit and visit register and staff monitoring in the field</li></ul>
8.	Omor Faruk	<ul style="list-style-type: none"><li>• SEEDS project auditing facilitation</li></ul>
9.	Razib K. Bhowmik	<ul style="list-style-type: none"><li>• Partner organizations programme bill collection</li><li>• NCTP 2 project reporting work</li></ul>
10.	Sraboni Nipu	<ul style="list-style-type: none"><li>• Patty cash maintain</li><li>• Accounts and ledger maintain</li></ul>
11.	Abarul Islam	<ul style="list-style-type: none"><li>• Video camera purchase, and Server PC work</li><li>• Printing bill payment</li></ul>
12.	Salehin Sarforaj	<ul style="list-style-type: none"><li>• Attend Bhola advocacy Seminar</li></ul>
13.	Md. Sahabuddin	<ul style="list-style-type: none"><li>• SEEDS project and MF audit report follow-up</li><li>• Audit hearing</li></ul>
14.	Shipon Dutta	<ul style="list-style-type: none"><li>• Preparatory work ahead national election</li><li>• Final payment</li></ul>
15.	Mustafiz Golap	<ul style="list-style-type: none"><li>• PSE materials preparation and broadcast ahead of election</li><li>• Cox'b visit to cover Horondelle project activity</li></ul>
16.	Shaharul Sagor	<ul style="list-style-type: none"><li>• Central office network connection check and ADN dissemination</li><li>• Server purchase work</li></ul>
17.	Sayed Aminul Haque	<ul style="list-style-type: none"><li>• Project closing reports</li><li>• Budget review for 2 projects</li></ul>
18.	Ferdous Ara Rumees	<ul style="list-style-type: none"><li>• 3 training content prepare and Work with BNNRC</li><li>• National election related news/ campaign work radio</li></ul>
19.	Mujibul Haque Munir	<ul style="list-style-type: none"><li>• NRC project closing work</li><li>• NCTP 2 project work</li></ul>
20.	Sanak K. Bhowmik	<ul style="list-style-type: none"><li>• Staff appraisal activity</li><li>• HR manual finalization and Field visit (MF)</li></ul>
21.	Rezaul Karim Chowdhury	<ul style="list-style-type: none"><li>• Joint stock company registration related work</li><li>• Report, burn rate, etc. work with finance dept.</li></ul>

Prepared by

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