**Project Performance Monitoring Meeting (PPMM)**

COAST Trust, Dhaka; Dated: 12 September 2020

The PPMM was organized online (Zoom Meeting) on 12 September 2020. Executive Director, Deputy Executive Director, Assistant Directors, Joint Directors, Heads, Project leaders, and Monitoring Officers from different projects were present in the meeting and assisted to make decisions. Joint Director-MEL&HA moderated the whole session.

**Meeting Agenda:**

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| 1. Last meeting minutes review 2. Data segregation (dist./ben) 3. Evaluation reports findings 4. Sharing of beneficiary feedback and risk assessment findings 5. Community engagement and exit strategy of project 6. Orientation on COAST policies 7. Project document update in the website | 1. HQAI audit- key person interview 2. Donor communications 3. Organizing public event during this COVID-19 pandemic 4. IEC visibility and materials for using in social media and PPT 5. PPT and progress report sharing 6. AoB |

**Discussion and Decisions**:

| **SL** | **Agenda** | **Discussion and Decision** | **Dateline** | **Responsibility** |
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| 1. | Last meeting minutes review | 1. PC/PM and M&E will submit their field visit reports keeping in mind the quality indicators weekly and a compilation report every month. 2. District column in the Data segregation reporting format will be deleted. The revised format will be shared soon. 3. Leadership review will be conducted online. The format will be reviewed, if necessary. 4. Staff are requested to be connected with local, national, and international advocacy and share their thoughts at their Twitter account. 5. No project activity will be conducted/implemented without the involvement of the local government and the local administration. 6. The project leaders will share their project activity photos/videos in their twitter account after using hashtag the donors, Senior management, and other influential stakeholders. 7. PM/PC will share an email list of their important stakeholders with JD-MEL&HA. 8. Staff will learn how to make video. A 90 seconds video is good for twitter uploading. | Ongoing  27.9.20  30.9.20  30.9.20  Ongoing  Ongoing  30.9.20  15.10.20 | PC/PM/M&E  MEAL Section  JD-MEL&HA  All  PC/PM  PC/PM  PC/PM  PC/PM, M&E/All |
| 2. | Data segregation Report | 1. Data Segregation report compilation, feedback, analysis, and sharing is the responsibility of the MEAL section, henceforth. | Ongoing | MEAL section |
| 3. | Evaluation report findings | 1. JD-MEL&HA shared his findings, challenges, and learnings of two internally evaluated projects. These are:  * Every project will be evaluated under the MEAL section in every six months or at least once in a year. * Follow-up of learning and findings will be adjustd in the next phase or other projects. | Ongoing | MEAL section |
| 4. | Sharing of beneficiary feedback and risk assessment findings | 1. Observations of different projects regarding beneficiary feedback on satisfaction and unintended negative effects were shared. Project leaders should use these learning while adjusting their project activities. 2. Full parts of Risk Assessment Foramt should also be filled up. | Ongoing | PC/PM/M&E |
| 5. | Community engagement and exit strategy of project | 1. A guideline for “Community Engagement and exit strategy of the project” is shared. PC/MP should ensure community people’s participation in the project formulation, implementation, monitoring, and evaluation process. 2. Besides, an exit strategy/mapping will be developed during the project and tag the beneficiaries with the services. 3. From now on, in every proposal/concept note, an exit strategy should be outlined for hoping to get it’s sustainability. | Ongoing | PM/PC |
| 6. | Orientation on COAST policies | 1. An orientation on COAST policies will be organized by this month. The event schedule will be shared soon. | 20.9.20 | MEAL Section |
| 7. | Project document update in the website | 1. All project documents e.g. PoP, project proposal, etc. should be uploaded on the COAST website. 2. PC/PM are requested to check their project documents and inform the MEAL section if anything is missed. | 20.9.20 | MEAL Section |
| 8. | HQAI audit- key person’s interview | 1. This time, Bhola district is selected for conducting audit. So, senior leaders are requested to be ready for that. 2. A checklist/basic guideline will be shared soon in taking the necessary preparations. | Ongoing | Bhola Team |
| 9. | Donor communications | 1. Sending photos or videos of project activities is a great way to create a stronger connection with the donors. So, leaders are requested to do so. | Ongoing | PC/PM |
| 10. | Organizing public event during this COVID-19 pandemic | 1. No public event will be conducted without wearing masks. 2. COAST will provide a free mask for each of the participants if there is no available budget, it will be applicable for the projet events only. 3. A hand washing device will be installed in front of the entrance of the event. 4. A circular will be given following the issue. 5. Face shield is mandatory for the field level staff. | 13.09.20 | All  DED |
| 11. | IEC visibility and materials for social media and PPT | COAST Trust prefers creating an image not branding. But it could be hampered for any careless posting in the social media. To avoid this, the instructions are-   1. No official post will be shared without permission from the concerned persons. 2. JD-EFSCP presented an innovative PPT presentation. This PPT slides will be uploaded to the COAST website for further study and reference. | Ongoing | All |
| 13. | PPT and progress report sharing | Presentation on the activities of July and August 2020 was shared. The feedbacks are-  **UNICEF Education:**   * PPT should be prepared using the impact-oriented activity/picture only.   **UNICEF Child Protection**:   * PPT Presentation should be prepared by following the COAST format for PPMM. * The presentation is good.   **Tearfund Project**   * Very good Presentation. They presented their actual impact-related pictures.   **YOUTH Project:**   * Nice presentation.   **ISC Project:**   * PPT should be prepared with target and achieved indicators. * Learning should be specific and relevant wise. * The burn rate is very low. So, we should prepare planning until March 2021 seriously. * A list will be prepared to target the youth who lives in camps and use Facebook. They will be trained on human rights and using Facebook/twitter effectively. This applies to the host community youth also. * A video documentary on social cohesion should be prepared but not more than 2-3 minutes including English subtitles. * Good presentation.   **PACE- Dry Fish:**   * A minimum of activities will be continued by COAST own fund, if PKSF will not continue the project.   **PACE- Crab Fattening:**   * Nice presentation.   **ACCORD Project:**   * PPT Presentation should be prepared by setting the quality indicator of the project. | Ongoing | PC/PM/M&E  AD-EnD |
| 14. | AoB | 1. Staff should continue their regular health checking in the office regarding COVID-19. PC/PM will be responsible in this regard. 2. Staff should join 15 minutes before in an online event and ensure smooth connections. 3. A study will be conducted on child marriage issue in Bhola and findings will be shared at local and national level. 4. 3 training schedules will be shared soon—(a) use of infographics & development communication, (b) Public speaking and (c) PPT presentation”. 5. Leaders will conduct their self-assessment in every six months to find out how much progress have been made. 6. Project beneficiaries will be engaged more in different parts of project implementation. 7. A contingency fund can be an effective mechanism in responding people in need. PC/PM should propose their donor in this regard, if possible. | Ongoing | All  JD-MEL&HA  DED & JD-EFDCP  All |

Having no other issues to discuss, the meeting was ended by the vote of thanks by the Executive Director.

**Notes taken by: Moderated by:**

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Md. MoniruzzamanMd. Iqbal Uddin

M&E Officer, CEPI Project Joint Director- MEL&HA

COAST Trust, Bhola COAST Trust

27.09.2020