

Project Performance Monitoring Meeting (PPMM)

COAST Trust, Dhaka; Dated: 24 December 2020

The virtual PPMM was organized on 24 December 2020. Executive Director, Deputy Executive Director, 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 session.

Meeting Agenda:

1. Last meeting minutes review
2. Project Sustainability, Exit strategy and MoV
3. Beneficiary feedback: how matters raised and have been respond to
4. Project documentation (hard and soft copy)
5. CRSC, the focal for CMR, Gender & Safeguarding
6. Use of social media and communications
7. Newsletter feedback
8. PPT and Progress report sharing
9. AoB:

Discussion and Decisions:

SL	Agenda	Discussion and Decision	Deadline	Responsibility
1.	Last meeting minutes review	a. PC/PM has already been conducted their self-assessment. The record will be kept in their personal file. They will review the self-assessment format by their own in every 6 months (in December and in June) to see what progress have been made. That will also be reviewed by the principal office (PO) staff during their field visit.	31.12.20	PC/PM
		b. Staff will learn how to make videos and edit it.	31.12.20	PC/PM/M&E
		c. PC/PM should share their project's stories in the Facebook and Twitter account for creating more visibility by connecting relevant stakeholders. These message, photo and video must be checked from the PO before posting.	Ongoing	PC/PM
		d. PC/PM will collect the quarterly beneficiary feedback and will conduct the risk assessment in January 2021.	15.01.21	PC/PM
2.	Project Sustainability, Exit strategy and MoV	<p>a. Every project will have their own Exit Strategy. It can be revised over time or before 3 months of ending project.</p> <p>b. PACE-Crab fattening will share their exit strategy as a reference for all by 2 days.</p> <p>c. Beneficiary and staff consultation should be made to know their need/demand and frame them into the Exit Strategy.</p> <p>d. Proper planning like mapping of available services, providers, address, necessary contact numbers should be incorporated in the exit strategy.</p> <p>e. Agreement/MoU can be made with the NGOs/LGIs and other organizations for the sustainability of that project.</p> <p>f. All the information should be shared to the beneficiary.</p> <p>g. Proper documentation of these will be kept as MoV.</p>	Ongoing	PC/PM/M&E

3.	Beneficiary feedback: how matters raised and have been respond to	<p>a. We collect beneficiary feedback and try to adjust them in our ongoing activities, if possible. The way the feedback has been responded to-- that process will properly be recorded in the minutes, reports or notes, etc.</p> <p>b. Feedback or concern can be responded to or not but the beneficiary will be informed whatever the decision was.</p>	Ongoing	PC/PM
4.	Project documentation	<p>a. Project documentation is very important. Therefore, all are requested to do a good documentation both hard and soft copy of their project.</p>	Ongoing	PC/PM
5.	CRSC, the focal for CRM, Gender & Safeguarding	<p>a. Director- Administration & SR and DD-GT & CR are the focal of CRSC. They should also receive all the complaints including PSEA, Gender & Safeguarding issue.</p> <p>b. Note that DD-GT & CR is the focal for receiving PSEA, gender and safeguarding related serious complaint.</p> <p>c. Gender meeting will be held regularly and the committee will remain be active.</p>	Ongoing	PC/PM
6.	Use of social media and communications	<p>a. Ensure sending newsletter, photo, success story to the important stakeholder, partner, donor at home and abroad using social media.</p> <p>b. Use # and @ for reaching out to the certain people and organization.</p>	Ongoing	PC/PM
7.	Newsletter feedback	<p>Most of the Newsletter's quality is improved this time. However, there were some feedback for:</p> <p>a. CJRF:</p> <ul style="list-style-type: none"> - News is too long. <p>b. APC:</p> <ul style="list-style-type: none"> - Page set up (too much space remained). <p>c. ENRICH:</p> <ul style="list-style-type: none"> - Quality of picture and logo is very low. - Page set up, same font and format are important. - Bangla spelling should be checked very carefully. <p>d. GCA:</p> <ul style="list-style-type: none"> - Newsletter should be limited in the 2 pages. <p>e. PACE-Crab Fattening:</p> <ul style="list-style-type: none"> - Page set up not good. - Spelling should be checked carefully. 	Ongoing	All
8.	PPT and Progress report sharing	<p>Presentation on the activities of September and October 2020 was shared. Some feedbacks were-</p> <p>PACE- Crab Fattening:</p> <ul style="list-style-type: none"> - Same pictures are used in different slide of this PPT. <p>ENRICH Project:</p> <ul style="list-style-type: none"> - Pictures should be placed correctly. - Caption with date & photo credit should be added. - Beneficiaries in the pictures were not wearing mask. <p>CFTM Project:</p>	Ongoing	PC/PM/M&E

		<ul style="list-style-type: none"> - Need to prepare an exit strategy for the project. DTL-Patuakhali will share the meeting minutes that was held with the sub-district monitoring meeting in Dashmina regarding sustainability of works. <p>APC Project:</p> <ul style="list-style-type: none"> - Referral register should be maintained. - No specific target and achievement are placed. <p>Radio Meghna:</p> <ul style="list-style-type: none"> - Need to give emphasis on impact-oriented picture/news. 		
9.	AoB	<p>Instructions from the Executive Director:</p> <ol style="list-style-type: none"> a. Staff should read newspaper, magazine and study field for increasing their knowledge and be updated. b. PC/PM should inform the JD-SDC before participating in any external meeting and submit a brief report later on. c. No policy decision to be given without consultation with the Executive Director. d. Women staff and beneficiary should encourage to submit complaints. e. To prevent of being infected by COVID, offices will be disinfected regularly, staff temperature should be checked and pulse oximeter should be used daily. f. PPMM PowerPoint presentations should be uploaded in the website. g. Revised budget and activities will be submitted to the donors after having permission from the JD-SDC and Executive Director. <p>---</p> <ol style="list-style-type: none"> h. Quality indicators should be used in the PowerPoint slide. 	On going	All

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

Notes taken by:



Md. Shiful Islam
M&E Officer, ACCORD project
COAST Trust, UROC

29.12.2020

Reviewed by:



Md. Iqbal Uddin
Joint Director- MEL&HA
COAST Trust

