Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka; Dated: 21 May 2021

The virtual PPMM was organized on 19 May 2021. 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-MEAL&R moderated the whole session.

Meeting Agenda:

1. Last meeting minutes review
2. Code of Conducts
3. Data segregation report presentation
4. PPT and Progress report sharing
5. Newsletter feedback
6. AoB

Discussion and Decisions:

SL	Agenda	Discussion and Decision	Dateline	Responsibility
1.	Last meeting minutes review	a. A motorcycle (driving license, registration, bluebook and fitness) status reporting format has been sent to all. Every RTL (for operation and guest house), respective PC/PMs (for donor project), and RPCs (for MF) are requested to send the report by 27th of every month to the Director-Admin & SR and Head-MRM with a copy to Director-FC&CEA.	Ongoing	RTL/RPC/PC/PM
		b. Orientation on COAST PSEA policy has already been completed in UROC. PC-ACCORD project will send a one-pager report of this to JD-MEAL&R. VCF Dry-fish will be responsible for arranging this event in CxMTC and RTL-Bhola will be responsible for organizing in Bhola Region.	Ongoing	PC-ACCORD, VCF-Dryfish & RTL-Bhola
		c. A basic orientation on video editing for PC/PM and PIU will be held on 22 May 2021.	22.05.2021	SC- SM&DC
		d. Every PC/PM will review their exit strategy again, if there is any change needed due to COVID 19, etc. then it should be revised and resend to the JD-MEAL&R.	31.05.2021	PC/PM
		e. Signing of agreement will be competed with the land owners of 5 LCs of CP and Education project.	25.05.2021	RTL, Head-FDMN, PM-ESRPE and Education
		f. Project should include a section "**Our response to the beneficiary feedback** in their newsletter.	Ongoing	PC/PM
2.	Code of Conduct	a. A new clause (No: 1.7) on child marriage issue has been added in the Code of Conducts. Every PC/PM will receive this revised code of conducts soon and ensure their staff's signature on it.	31.05.2021	PC/PM

		b. Original copy will be sent to the Head-HRM and scanned/ photo copy will be preserved in the personnel file at their base office.		
3.	Data segregati on report findings	a. 75% of the total targeted activities were done during this reporting month, where 47 % are male and 53% are female. b. Monthly activity achievement has been reached 97% and cumulative 68% up to this reporting month.	Ongoing	PC/PM/M&E
5.	PPT and Progress report sharing	Presentation on the activities of April 2021 was shared. The feedbacks are- **ISC Project** ▪ Budget review should be done monthly. ▪ A title should be highlighted the project success in that way that the community motivated and agreed to maintain self-help basis. **UNICEF Education** ▪ PPT Title and the message delivery is very important during presentation. ▪ Title should be catchy and focusing on the impact-oriented news to connect the audience. **UNICEF Child Protection** ▪ New COAST logo can be used in internal documentation. ▪ A compilation copies of all the follow up cases need to be shared with JD-MEAL&R monthly. **ENRICH** ▪ COVID-19 related circulars should be followed accordingly. **ACCORD** ▪ Good presentation ▪ Need to be focused on impact by relating the progress of the activity. ▪ COAST intervention and estimation of asset could be focused also to show the changes. ▪ We could share these case stories independently in twitter which are used here **CFTM** ▪ Catchy, impact-oriented and Infographics presentation should be prepared. **APC** ▪ We should give more emphasis on policy, administration level and connect the community people rather indoor activities to reduce the no. of child marriage. **Radio Meghna**	Ongoing	PC/PM/M&E

		▪ Pictures should be impact-oriented and self-explanatory. **CJRF** ▪ Pictures should be relevant and natural. ▪ More connection with project activities. **SFP** ▪ Good Presentation. **CEPI** ▪ Spelling checking. ▪ Use of appropriate word. ▪ The color combination needs to be taken care of. ▪ Check by others before submission.		
6.	Newsletter feedback	**ACCORD** − Project brief should be not more than 3 lines. − Impact oriented headline. − Photo credit including name, place and date should be placed clearly. − No space between Headline and other text. − Need to be careful about page makeup. Don't keep any blank space. **CFTM** − Different text font, size, color and alignment are used. − Careful in the selection of words for headline. **CJRF** − Page set up & picture set up is looking clumsy. − Color combination needs to be taken care of. **CEPI** − Different font sizes are used. − Too many pictures are used. − Avoid using underline, bold, red color in headline. − Picture distortion. − Caption becomes as long as news. − Need to be careful about page makeup. Don't keep any blank space. − No use of para, COAST intervention etc. in any case study. − News should be presented in small and precise way. **UNICEF Education** − Looking good and eye-friendly − Good headline. − Use of font size to differentiate between title and caption. − To quote any speech, use his/her pic and place his/her comment within inverted comma. **UNICEF Child Protection** − Comparatively good. **ISCP** − Use of smaller font size for Newsletter title. − Don't use full stop or comma in the title.	Ongoing	PC/PM

		− Need to be careful about page makeup (font size, alignment etc.)			
7.	AoB	a. PC/PM will send their project newsletter 2 times in a month to JD-SDC. Firstly, half of the news will be sent by 15th and the final draft by 2nd of the next month.	Ongoing	PC/PM
		b. A new grade system will be developed for measuring the quality/standard of the project newsletter. PC/PM's salary disbursement will be tagged with this system. Those newsletters get grade A and B, will get full salary. But those get C and D grade, their salary will be withheld proportionately.	Ongoing	All
		c. PC/PM are requested to send their CRM reports to DD-GT&CR on time.	Ongoing	All
		d. From now on, we will use the word **program participant** instead of beneficiary at organizational level.	Ongoing	All
		e. Everyone must attend the PPMM. No excuse will be accepted in this case.	Ongoing	All
		f. A session will be conducted on how to write project learning and challenges in the next PPMM.	16.06.2021	PC/PM/M&E

Having no other issues to discuss, the meeting was ended by the vote of thanks by the JD-MEAL&R.

Notes taken by: **Moderated by:**

Md. Arif Ullah   Md. Iqbal Uddin
DTL-CFTM Project   Joint Director- MEAL&R
COAST Foundation   COAST Foundation