

The SMT Coordination Meeting was held on 7 June, 2021 presided over by the Executive Director. The DED, Directors, DD, JDs and all ADs were present in the meeting. Meeting notes are as follows:

SI	Decisions	Responsible professionals	Deadline
1.	<ul style="list-style-type: none"> <li>Every staff should do the breathing exercises regularly</li> </ul>	All staff	Ongoing
2.	<ul style="list-style-type: none"> <li>A budget and design was prepared for side wall on ITDC land which will be shared with Executive Director for finalization.</li> <li>It is decided to take initiative to remove the latrine of mosque which is located in ITDC as soon as possible after reaching a mutual agreement with the mosque committee.</li> <li>It is decided to take initiative on commercial basis enterprise at ITDC &amp; Chakmarkul.</li> </ul>	DED Director-ASR  BIC RB BIC	15.06.21  15.06.21
3.	<ul style="list-style-type: none"> <li>A summary of Business Plan and budget will be presented at AGM on 26<sup>th</sup> June 2021. Here, the plan of operation will also be presented.</li> <li>It is decided to present the slides in a very short and precise form.</li> </ul>	DED AKB	20.06.2021
4.	<ul style="list-style-type: none"> <li>Every SMT staff should be made three monthly advance plan and send to supervisor every month</li> </ul>	All SMT staff	Ongoing

#### Work plan: next month

SL	Name	Position	Activities of reporting month	Activities of next
1	Rezaul Karim Chowdhury	Executive Director	<ul style="list-style-type: none"> <li>BDCSO and CCNF evaluation and a short report on this and strategy development for fund raising</li> <li>Preparation of CCNF seminar on 6 May 2021</li> <li>Finalization plan and estimate of sonarpara land construction</li> <li>Cox's Bazar Visit</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of climate change related seminar on 12<sup>th</sup> June</li> <li>Financial Trend meeting</li> <li>Preparation of AGM on 26 June 2021</li> <li>Finalization plan and Budget 2021-22</li> </ul>
2	Sanat Kumar Bhowmik	Deputy Executive Director	<ul style="list-style-type: none"> <li>Project proposal and budget revision of GCA project</li> <li>Finalization of project proposal for GIZBD</li> <li>Field visit Barishal and Bhola Region</li> </ul>	<ul style="list-style-type: none"> <li>Finalization of FD-6 of GCA project</li> <li>Review of agreement for GIZBD funded project</li> <li>Preparation of AGM on 26 June 2021</li> <li>Revision of COAST constitution</li> </ul>
3	Syed Aminul Hoque	Director-ME & IA	<ul style="list-style-type: none"> <li>CJRF workshop</li> <li>Drafting FD-6 for CJRF project</li> <li>Budget revision of CFTM project</li> <li>Field visit Bhola</li> </ul>	<ul style="list-style-type: none"> <li>CFTM climate vulnerability budget.</li> <li>Seminar preparation on 12<sup>th</sup> June 2021</li> <li>CJRF international meeting preparation.</li> <li>Internal audit meeting.</li> </ul>
4	Tarik Syed Harun	Director-CP	<ul style="list-style-type: none"> <li>Follow-up IPDC for loan receiving</li> <li>Getting name change certificate from PKSF</li> <li>Communication with Bank and PKSF for disbursement of committed loan.</li> <li>Field visit Chattogram</li> </ul>	<ul style="list-style-type: none"> <li>Business plan &amp; Budget finalized of MF</li> <li>CDF &amp; MRA follow up.</li> <li>June closing 2021 as per MRA rules.</li> </ul>

SL	Name	Position	Activities of reporting month	Activities of next
5	Ahsanul Karim (Babor)	Director-FC & CEA	<ul style="list-style-type: none"> <li>Fund Management</li> <li>Sectional work plan and distribution</li> <li>Final review of ToGATHER partners' agreement</li> </ul>	<ul style="list-style-type: none"> <li>Finalization of budget 2021-22</li> <li>AGM preparation</li> <li>Gratuity fund registration follow up.</li> </ul>
6	Mustafa Kamal Akanda	Director-ASR	<ul style="list-style-type: none"> <li>NGOAB certificate</li> <li>Withdrawal of ITDC cases</li> <li>Preparation of CCNF seminar on 6 May</li> </ul>	<ul style="list-style-type: none"> <li>Radio Soikat establishment follow up</li> <li>Seminar preparation of 12<sup>th</sup> June</li> </ul>
7	Iqbal Uddin	JD-MEL & HA	<ul style="list-style-type: none"> <li>Training on CSO building</li> <li>PPMM</li> </ul>	<ul style="list-style-type: none"> <li>HQAI audit preparation</li> <li>Project exit plan review</li> <li>PoP of 2021-22</li> <li>Start fund meeting</li> </ul>
8	Mujibul Munir	JD-SD	<ul style="list-style-type: none"> <li>Preparation of CCNF seminar on 6 May</li> <li>Finalization of project proposal for GIZBB</li> <li>Follow-up FDMN</li> </ul>	<ul style="list-style-type: none"> <li>Our ocean project next phase proposal submission</li> <li>GIZBD project agreement and other document review</li> <li>Follow-up APFP project program</li> </ul>
9	Ferdous Ara Rumea	DD-GT&CR	<ul style="list-style-type: none"> <li>Leave for COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>PACA orientation</li> <li>Bhola visit</li> <li>Gender meeting preparation</li> </ul>
10	Sahabuddin	AD-Internal audit	<ul style="list-style-type: none"> <li>Filed visit FDMN</li> <li>Preparation for internal audit meeting</li> <li>Withdrawal of IDTC cases</li> </ul>	<ul style="list-style-type: none"> <li>Filed visit Bhola &amp; Cox's bazar</li> <li>Document preparation for AGM</li> <li>Internal audit preparation.</li> </ul>
11	Barequl Islam Chowdhury	AD-EnD	<ul style="list-style-type: none"> <li>Plan of operation for Sustainable Enterprise Project (SEP)</li> <li>PCN for high value fruits</li> <li>Field visit Cox's Bazar</li> <li>EDCM</li> </ul>	<ul style="list-style-type: none"> <li>Plan of operation for Sustainable Enterprise Project (SEP)</li> <li>PACE budget for 2021-22</li> <li>Field visit Cox's Bazar</li> <li>ITDC boundary follow up.</li> </ul>
12	Mahmudul Hasan Didar	AD-CP	<ul style="list-style-type: none"> <li>Analyzing daily SMS report of microfinance program</li> <li>Follow-up field operation</li> <li>Field visit Barishal</li> </ul>	<ul style="list-style-type: none"> <li>Business plan &amp; Budget for 2021-22</li> <li>HRM software update for salary sheet prepare automation.</li> </ul>
13	Md. Tariqul Islam	AD-FM	<ul style="list-style-type: none"> <li>Budget revision of CFTM project</li> <li>Revision FD-6 of CFTM</li> <li>Preparation of GCA FD6</li> <li>PACM</li> </ul>	<ul style="list-style-type: none"> <li>FD-6 of GCA project</li> <li>Revision FD-6 of CJRF</li> <li>Annual audit preparation</li> <li>PACM preparation</li> </ul>
14	Omour Faruk Bhuiyan	AD-FM	<ul style="list-style-type: none"> <li>Finalization of ToGATHER partners' agreement</li> <li>Submitting FD-6 of ToGATHER project</li> <li>Preparation annual budget 2021-22</li> </ul>	<ul style="list-style-type: none"> <li>Preparation annual budget 2021-22</li> <li>Preparation annual audit 2020-21</li> <li>ToGETHER project follow up.</li> </ul>
15	Rashida Begum	AD-CFTM	<ul style="list-style-type: none"> <li>Assessment of Union parishad</li> <li>Conducting Upazila and District meetings</li> <li>Follow-up activity of Radio Meghna</li> </ul>	<ul style="list-style-type: none"> <li>CFTM PoP</li> <li>Conducting Upazila and District meetings</li> <li>Follow-up activity of Radio Meghna</li> </ul>
16	Jahangir Alam	AD-UNHCR project	<ul style="list-style-type: none"> <li>Establish three youth clubs</li> <li>Training on skill development</li> </ul>	<ul style="list-style-type: none"> <li>Sonarpara land mutation</li> <li>World refugee day preparation</li> <li>Bank account open for CCNF</li> </ul>

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			<ul style="list-style-type: none"><li>Preparation of CCNF seminar on 6 May</li></ul>	

Having no other issues for discussions, the meeting ended up with the vote of thanks by the Chair.

Notes taken by-  
Md. Tariqul Islam  
Assistant Director-FM