

## Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka; Dated: 17 August 2021

The virtual PPMM was conducted on 17 August 2021. Executive Director, Deputy Executive Director, Joint Directors, Deputy Director, 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.

### A. Meeting Agenda:

1. Last meeting minutes review
2. Data segregation report presentation
3. Newsletter feedback
4. Newsletter in the social media
5. Beneficiary feedback and Risk Assessment
6. PPT and Progress report sharing
7. AoB

### B. Discussion and Decisions:

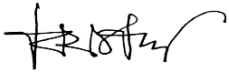
SL	Agenda	Discussion and Decision	Dateline	Responsibility
1.	Last meeting minutes review	a. In every physical training, there should be a slot for PSEA policy discussion.	Ongoing	FAR, trainer
		b. During the procurement process, a written declaration on PSEA issue will be taken from the vendors and it will be included in the work order book.	Ongoing	PC/PM
		c. The <b>staff Code of Conduct (CoC)</b> has been changed and taken approval from EC mentioning that s/he and their family members will not perform any child marriage and SEA.	Ongoing	PC/PM
		d. “Smokers and persons who perform child marriage and SEA need not to apply” —should continue to publish in the recruitment advertisement.	Ongoing	HRM
		e. ICT section will provide staff ID cards by this month. PC/PM should contact Head-ICT in this regard.	30.08.21	ICT Section
2.	Data segregation report findings	a. 79% of the cumulative targeted activities were achieved during this reporting month, where the program participant ratio was 48 % male and 52% female.	Ongoing	PC/PM/M&E
		b. This month activity achievement reached to 97%.		
3.	Newsletter feedback	<ul style="list-style-type: none"> <li>• The quality of the newsletters has been improved. However, ENRICH project newsletter should be careful about putting space, alignment, margin and organization’s logo.</li> </ul>	Ongoing	PC/PM/M&E
4.	Newsletter in the social media	<ul style="list-style-type: none"> <li>• PC/PM will share their project newsletters through social media e.g., Facebook, Twitter, and email to reach out to more audience.</li> <li>• They will also send a prescribed report format to JD-MEAL&amp;R and Head-MEAL in this regard.</li> </ul>		PC/PM

		<ul style="list-style-type: none"> <li>Current month's name will be written in the Newsletter, containing activities drawn from previous month. E.g.- next month's newsletter will be the <b>September issue</b>.</li> <li>ISC project September newsletter will cover their activity news on the temple renovation in the camp.</li> </ul>		
5.	Beneficiary feedback and Risk assessment	<ul style="list-style-type: none"> <li>PC/PM will submit quarterly beneficiary feedback and Risk Assessment Report by this month.</li> <li>A section highlighting beneficiary feedback and our response to that, if any, will be in the newsletters.</li> </ul>	30.08.21 Ongoing	PC/PM/M&E PC/PM/M&E
6.	PPT and Progress report sharing	<p>All PC/PM presented their project PPT slides of July 2021. The feedbacks are-</p> <p><b>TOGETHER</b></p> <ul style="list-style-type: none"> <li>Good presentation.</li> <li>Target and achievement indicators should be used.</li> </ul> <p><b>ISC Project</b></p> <ul style="list-style-type: none"> <li>Good presentation.</li> <li>Hindu community should be focused on the newsletter as they are minority within the minority.</li> </ul> <p><b>UNICEF Education</b></p> <ul style="list-style-type: none"> <li>Good presentation.</li> </ul> <p><b>UNICEF Child Protection</b></p> <ul style="list-style-type: none"> <li>Good presentation.</li> <li>Should be more careful using photos of adult girls.</li> </ul> <p><b>ACCORD</b></p> <ul style="list-style-type: none"> <li>Good presentation.</li> <li>More results should be presented.</li> </ul> <p><b>CFTM</b></p> <ul style="list-style-type: none"> <li>Need to be focused on result and impact.</li> </ul> <p><b>SEP</b></p> <ul style="list-style-type: none"> <li>Good presentation.</li> <li>Photos of activities and participants should be used.</li> </ul> <p><b>Radio Meghna</b></p> <ul style="list-style-type: none"> <li>Good presentation.</li> </ul> <p><b>A2J - GiZ</b></p> <ul style="list-style-type: none"> <li>COAST logo design should remain unchanged.</li> </ul> <p><b>CEPI</b></p> <ul style="list-style-type: none"> <li>The presentation should be delivered more shortly.</li> </ul> <p><b>ENRICH</b></p> <ul style="list-style-type: none"> <li>Target indicators and achievements should be presented properly.</li> </ul>	Ongoing	PC/PM/M&E
7.	AoB	<p>a. PPMM PPT should be a total of five slides. First and last slides are welcome and let's discuss slide. Two slides for result/impact sharing and another one for burn rate.</p>	Ongoing Ongoing	PC/PM All

		b. COAST logo should be used on the top right side of the slide and any other documents. Logo design and ratio can not be changed.	Ongoing	PC/PM
		c. PC/PM should consider forming a social media group of their project for strengthening visibility and wider reach.	26.08.21	Sr. Coordinator- SM&DC
		d. APC project PC will share his field visit plan and request a budget approval for his trip to different Upazilas to mobilize stakeholders for preventing child marriage.	26.08.21	PC-APC

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

**Notes taken by:**



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COAST Foundation

22.08.2021.

**Moderated by:**



Md. Iqbal Uddin  
JD-MEAL&R  
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