

Region/Project/Sector Meeting Schedule from January- December 2020

Our Values:

We, in COAST, believe that the person who executes the decision and the individual who is influenced or affected by the decision have the right to express the options before the decision is made

Sl	Title of the Meeting	Venue, Month, Date and Time			Frequency	Major ToR	Secretariat
		Bhola Region/ Dhaka	Outreach Region/Barisal	Cox's Bazar/ Noakhali/ Chattogram Regions			
1.	Managers' Coordination Meeting (MCM) Time: 0900-1700	3 rd Date of each month	3 rd Date of each month	3 rd Date of each month	Monthly	<ul style="list-style-type: none"> Discussion on monthly report and program progress. Branch Manager will be the participants and they will come with all the financial documents from branch. Respective Head-COs and DD-CP will participate in the meeting alternatively. Minutes will be sent to DD-CP Central representation will be ensured by DD-CP 	Respective RPC
2.	Area Managers Coordination Meeting (AMCM) Time: 1200-1300	3 rd and 20 th Date of each month	3 rd and 20 th Date of each month	3 rd and 20 th Date of each month	Fortnightly	<ul style="list-style-type: none"> Discussion on weekly, quarterly and monthly reports and programs considering AM as the marketing units. All AMs will be the participants. Minutes will be sent to DD-CP 	Respective RPC
3.	CDO Coordination Meeting (CCM). Time: 1430-1700 hrs.	Bhola + Outreach 2 nd Date of each bi-month	Barisal 2 nd Date of each bi-month	2 nd Date of each bi-month	Bi-monthly	<ul style="list-style-type: none"> Only CDOs will be the participants and BMs are not allowed here. Field problems and program improvement supports. Addressing the grievance of the CDOs. The minutes will be sent to DD-CP. 	Respective RPC and Central Representation
4.	BA Coordination Meeting (BACM) Time: 0900-1300	Feb-04, Apr-04, Jun-04, Aug-04, Oct-04, Dec-04 Venue: BMTC	Feb-04, Apr-04, Jun-04, Aug-04, Oct-04, Dec-04 Venue: NKH, Ctg and CMTC	Feb-04, Apr-04, Jun-04, Aug-04, Oct-04, Dec-04 Venue: NKH, Ctg and CMTC	Bi-monthly	<ul style="list-style-type: none"> Only BAs will be the participants. Field problems and accounts improvement supports. Addressing the grievance of the BAs. The minutes will be sent to DD-CP. 	Respective RPC

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Sanat K. Bhowmik
Director
COAST Trust

Approved

Rezaul Karim Chowdhury
Executive Director
COAST Trust

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		Bhola Region/ Dhaka	Outreach Region/Barisal	Cox's Bazar/ Noakhali/ Chattogram Regions			
5.	Core Program Coordination Meeting (CPCM) Time: 0930-1600	Jan-19, (BH), Feb-16 (NKH), Mar-22 (CXB), Apr-19(BH), May- 17 (Ctg), Jun-21 (PO), Jul-19 (BH), Aug- 16 (CXB), Sep-20 (NKH), Oct-18 (Ctg), Nov-22 (PO), Dec-20 (BH).			Monthly	<ul style="list-style-type: none"> All RPCs, ENRICH, PACE, Head-COs, Head-Ent.D and in quarter all the Area Managers will be the participants. All field programs and management related issues will be discussed. 	DD-CP
6.	Gender Relation Development Meeting (GRDM) Time: 1500-1700	Mar-14 Jun-20 Sep-12 Dec-19 Venue: CfMTC Representative: Archana Rani (Bhola, Barishal and Outreach regions)	Mar-14 Jun-20 Sep-12 Dec-19 Venue : CxMTC Representative: Sakida Begum (Representative from all branches) Venue : UROC Representative: Taharima Afroj Tumpa Jan-18, Mar-14 May-16, Jul-18, Sep-12, Nov-21 (Representative from all projects in UROC)	Mar-14 Jun-20 Sep-12 Dec-19 Venue : Noakhali Representative: Nasrin Akter (Representatives from all branches) Venue : Chattogram, Rowsan Ara (Representative from all branches) Venue : Barishal, Tania Akter (Representative from all branches)	Quarterly	<ul style="list-style-type: none"> GRDM both of Bhola, Outreach and Barishal regions will be a one meeting where CfMTC female staff will also be present. 5 Female staff from Bhola Region and 3 female staff from Outreach Region will be participants. In case of Cox's Bazar, Noakhali, Barishal and Chattogram regions in each meeting 8 female staff will be from different branch respectively. No male staff is allowed. Field related issues and issues those cannot be shared with male 1st supervisor may be the agenda. A copy of minutes must be sent to Executive Director and Director directly. 	AD-GT & CR

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		Bhola Region/ Dhaka	Outreach Region/Barisal	Cox's Bazar/ Noakhali/ Chattogram Regions			
7.	Project Coordination Meeting (PCM)- PACE Venue: CxMTC Time: 0930-1600	-	-	Jan-01, Feb-02, Mar-01, Apr-01, May-03, Jun-01, Jul-01, Aug-03, Sep-01, Oct-01, Nov-01, Dec-01.	Monthly	<ul style="list-style-type: none"> Project related discussions will be discussed. All PIU staff will be the participants. Respective RPC-Cox'B and RTL will participate in the meeting. Minutes will be sent to DD-CP. 	Value Chain Facilitators (VCF)
8.	Project Coordination Meeting (PCM)- COAST SFP Venue: PIU, Raqmhati Time: 0930-1600	-	-	Jan-01, Feb-02, Mar-01, Apr-01, May-03, Jun-01 (Ending in June)	Monthly	<ul style="list-style-type: none"> Project management, target-achievement, challenges, learning and way forward will be discussed. All FM, Accountant, Store Keeper and Talley Clerk will be the participants. Minutes will have to be sent to AD-EFSDC&P. 	Monitoring & Reporting Officer (MRO)
9.	Project Coordination Meeting (PCM)- COAST IECM Venue: PIU, Bhola Time: 0930-1600	Jan-01, Feb-02, Mar-01, Apr-01, May-03, Jun-01, Jul-01, Aug-03, Sep-01, Oct-01, Nov-01, Dec-01.	-	-	Monthly	<ul style="list-style-type: none"> Project management, target-achievement, challenges, learning and way forward will be discussed. All Manager-Upazila, Accounts and Admin Officer and M&E Officer will be the participants. Minutes will be sent to AD-GT&CR. 	Project Coordinator-IECM
10.	Project Coordination Meeting (PCM)- COAST ENRICH Venue: Dhurang, Kutubdia Time: 0930-1600	-	-	Jan-01, Feb-02, Mar-01, Apr-01, May-03, Jun-01, Jul-01, Aug-03, Sep-01, Oct-01, Nov-01, Dec-01.	Monthly	<ul style="list-style-type: none"> ENRICH Program related discussions will be transacted for half day and another half day will be for technical sessions. All ENRICH staff will be the participants. Respective RPC-Cox's Bazar will participate in the meeting. Minutes will be sent to DD-CP. 	PC-ENRICH

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Signature

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		Bhola Region/ Dhaka	Outreach Region/Barisal	Cox's Bazar/ Noakhali/ Chattogram Regions			
11.	Project Coordination Meeting (PCM)- COAST CFTM Time: 0930-1300	Jan-01, Feb-02, Mar-01, Apr-01, May- 03, Jun -01, Jul-01, Aug- 03, Sep-01, Oct- 01, Nov- 01, Dec- 01.		Jan-01, Feb-02, Mar- 01, Apr-01, May- 03, Jun -01, Jul-01, Aug- 03, Sep-01, Oct- 01, Nov- 01, Dec- 01.	Monthly	<ul style="list-style-type: none"> Project management, target-achievement, challenges, learning and way forward will be discussed. All project staff will be the participants. Minutes will be sent to DD-ME&IA. 	Respective DTL
12.	Project Coordination Meeting (PCM)- Climate Change Resilience (CJRF) Project Venue: PO Time: 0930-1600	Jan-01, Feb-02, Mar-01, Apr-01, May- 03, Jun -01, Jul-01, Aug- 03, Sep-01, Oct- 01, Nov- 01, Dec- 01.	-	-	Monthly	<ul style="list-style-type: none"> Project management, target-achievement, challenges, learning and way forward will be discussed. All project staff will be the participants. Minutes will be sent to DD-ME&IA. 	Program Head-Climate Change Resilience Project Approved <i>Rezaul Karim Chowdhury</i> Executive Director
13.	Project Coordination Meeting (PCM)- UNICEF Education Venue: UROC Time: 0930-1600	-		Jan-01, Feb-02, Mar- 01, Apr-01, May- 03, Jun -01, Jul-01, Aug- 03, Sep-01, Oct- 01, Nov- 01, Dec- 01.	Monthly	<ul style="list-style-type: none"> Project management, target-achievement, challenges, learning and way forward will be discussed. All project staff will be the participants. Minutes will be sent to AD-EFSDC&P. 	PM-UNICEF Education 26 DEC 2019
14.	Project Coordination Meeting (PCM)- COAST UNICEF Child Protection Venue: UROC Time: 0930-1600	-		Jan-01, Feb-02, Mar- 01, Apr-01, May- 03, Jun -01, Jul-01, Aug- 03, Sep-01, Oct- 01, Nov- 01, Dec- 01.	Monthly	<ul style="list-style-type: none"> Project management, target-achievement, challenges, learning and way forward will be discussed. All project staff will be the participants. Minutes will be sent to AD-GT&CR. 	PM-UNICEF Child Protection Sanat K. Bhowmik Director Sanat K. Bhowmik Director COAST Trust
15.	Project Coordination Meeting (PCM)- COAST Tearfund Venue: UROC Time: 0930-1600	-		Jan-01, Feb-02, Mar- 01, Apr-01, May- 03, Jun -01. (Ending in June)	Monthly	<ul style="list-style-type: none"> Project management, target-achievement, challenges, learning and way forward will be discussed. All project staff will be the participants. Minutes will be sent to AD-EFSDC&P. 	PM-Tearfund

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16.	Project Coordination Meeting (PCM)- COAST NRC Youth Venue: UROC Time: 0930-1600	-		Jan-01, Feb-02, Mar-01, Apr-01, May- 03, Jun -01. (Ending in June)	Monthly	<ul style="list-style-type: none"> Project management, target-achievement, challenges, learning and way forward will be discussed. All project staff will be the participants. Minutes will be sent to AD-EFSDC&P. 	PM-NRC Youth
17.	Project Coordination Meeting (PCM)- COAST ACCORD Venue: UROC Time: 0930-1600	-		Jan-01, Feb-02, Mar-01, Apr-01, May- 03, Jun -01, Jul-01, Aug-03, Sep-01, Oct- 01, Nov- 01, Dec- 01.	Monthly	<ul style="list-style-type: none"> Project management, target-achievement, challenges, learning and way forward will be discussed. All project staff will be the participants. Minutes will be sent to AD-EFSDC&P. 	PM-ACCORD Multiser
18.	Project Coordination Meeting (PCM)- COAST IPCP Venue: UROC Time: 0930-1600	-		Jan-01, Feb-02, Mar-01, Apr-01, May- 03, Jun -01, Jul-01, Aug-03, Sep-01, Oct- 01, Nov- 01, Dec- 01.	Monthly	<ul style="list-style-type: none"> Project management, target-achievement, challenges, learning and way forward will be discussed. All project staff will be the participants. Minutes will be sent to AD-EFSDC&P. 	PC-IPCP
19.	R4FDMN Coordination Meeting (All PMs) Venue: UROC Time: 0930-1600	-		Jan-02, Feb-03, Mar-02, Apr-02, May- 04, Jun -02, Jul-02, Aug-04, Sep-02, Oct- 04, Nov- 02, Dec- 02.	Monthly	<ul style="list-style-type: none"> Projects' target, achievement, challenges and solutions will be discussed for half day. Burn Rate will be discussed for next half day for better coordination. PM, M&E and Accounts officers of all project in UROC will attend. Minutes will be sent to AD-MEL&HA. 	Head-Humanitarian Response
20.	Project Coordination Meeting (PCM)- COAST DAWN Venue: UROC Time: 0930-1600	-		Jan-01, Feb-02, Mar-01, Apr-01. (Ending in April)	Monthly	<ul style="list-style-type: none"> Project management, target-achievement, challenges, learning and way forward will be discussed. All project staff will be the participants. Minutes will be sent to AD-Ent.D. 	PC- DAWN project

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		Bhola Region/ Dhaka	Outreach Region/Barisal	Cox's Bazar/ Noakhali/ Chattogram Regions			
21.	Project Coordination Meeting (PCM)- COAST Our Ocean Venue: UROC Time: 0930-1600	-	-	Jan-01, Feb-02, Mar-01, Apr-01, May- 03, Jun -01, Jul-01, Aug-03, Sep-01, Oct- 01, Nov- 01, Dec- 01.	Monthly	<ul style="list-style-type: none"> Project management, target-achievement, challenges, learning and way forward will be discussed. All project staff will be the participants. Minutes will be sent to the AD-EFSDC&P. 	RTL-Cox's Bazar
22.	Programme Coordination Meeting (PCM)- COAST Gender & Aquaculture Venue: BMTC Time: 0930-1300	Jan-01, Feb-02, Mar-01, Apr-01, May- 03, Jun -01, Jul-01, Aug-03, Sep-01, Oct- 01, Nov- 01, Dec- 01.	-	-	Monthly	<ul style="list-style-type: none"> Project management, target-achievement, challenges, learning and way forward will be discussed. All project staff will be the participants. Minutes will be sent to the Director. 	PC- Gender & Aquaculture project
23.	Programme Coordination Meeting (PCM)- COAST CEPI Venue: BMTC Time: 0930-1300	Jan-01, Feb-02, Mar-01, Apr-01, May- 03, Jun -01, Jul-01, Aug-03, Sep-01, Oct- 01, Nov- 01, Dec- 01.	-	-	Monthly	<ul style="list-style-type: none"> Project management, target-achievement, challenges, learning and way forward will be discussed. All project staff will be the participants. Minutes will be sent to Head-CJRF 	PC-CEPI project
24.	Programme Coordination Meeting (PCM)- Radio Meghna Venue: CfMTC Time: 0930-1300	Jan-01, Feb-02, Mar-01, Apr-01, May- 03, Jun -01, Jul-01, Aug-03, Sep-01, Oct- 01, Nov- 01, Dec- 01.	-	-	Monthly	<ul style="list-style-type: none"> Project management, target-achievement, challenges, learning and way forward will be discussed. All programme staff will be the participants. Minutes will be sent to AD-GT&CR. 	Assistant Station Manager- Radio Meghna
25.	Regional Meeting for People's Organization (RMPO) 1000-1300	Mar-19, Jul -16, Nov- 19	-	Mar-19, Jul -16, Nov- 19	4-monthly	<ul style="list-style-type: none"> PO (People's Organization) representatives will participate from all the upazilla/branch is to be ensured by the secretariat. Total no. of 20 PO leaders will participate from different upazilla and branch offices. Respective PCs, RTL will be the participants. Meeting minutes will come to DD-CP 	<p>Respective Executive Director COAST Trust</p> <p>26 DEC 2019</p> <p>Sanat K. Bhowmik Director COAST Trust</p>

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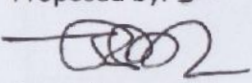
Respective Executive Director
COAST Trust

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Sanat K. Bhowmik
Director
COAST Trust

Meeting principles:

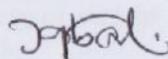
1. Participants can recommend only to the issues raised in the meeting and the recommendation can be a decision if the responsible professionals reach an agreement.
2. Secretariat is responsible to hold the meeting in due time and ensure the minutes by next 48 hours and ensure circulation where necessary, this is an open document.
3. Meeting is the only forum where program issues will exclusively be discussed. Agenda like salary and other personal facilities can not be discussed.
4. The selection of the participants and information will have to be sent to the participants by at least one month before of the meeting date and it will be done by respective secretariat.
5. Meeting preparation must be accomplished at least one day before of meeting.
6. Meetings will be for motivation, sharing experiences and improvisation of operational implementation.
7. Meeting secretariat must maintain dignity of individual participant, so no negative criticism of individual in front of all. If it is done then be considered as offence.
8. All donors/project focal persons in principal office must participate in respective project coordination meeting in PIU. They should be in project area at least 2 days before for field review and feedback to the meeting.
9. Apart from this every week in each Branch/Section/PIU/MTCs will conduct a meeting and keep minutes.
10. Open secret method will be conducted in all the meetings.

Proposed by: 

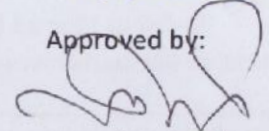
Sanat K. Bhowmik
Director

26 DEC 2019

Date: 25 December, 2019



Approved

Approved by: 

Rezaul Karim Chowdhury
Executive Director

Rezaul Karim Chowdhury
Executive Director
COAST Trust