

**Central 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	Meeting title & venue	Month and Date	Frequency	Time	Major TOR	Secretariat
1.	Sr. Management Team Coordination Meeting (SMTCM) Venue: Principal Office.	Jan-5, 19, Feb-2, 16, Mar-1, 16, Apr-5, 19, May-3, 17, Jun-1, 14, Jul-5, 19, Aug-03, 16, Sep-7, 20, Oct-4, 18, Nov-1, 16, Dec-1, 20.	Fort-nightly	1430-1700	<ul style="list-style-type: none"> <li>All ADs and DDs will attend the meeting.</li> <li>Executive Director will participate the meeting.</li> <li>Program target, achievement and challenges with possible solutions will be discussed.</li> <li>Minutes will be produced and copy to AD-MEL&amp;HA.</li> </ul>	Director
2.	Principal Office Staff Coordination Meeting (POSCM) Venue: Principal Office.	Jan-13, 26, Feb-9, 23, Mar-16, 29, Apr-12, 26, May-11, 31, Jun-7, 21, Jul-13, 26, Aug-9, 23, Sep-14, 26, Oct-12, 28, Nov-8, 22, Dec-06, 20.	Fort-nightly	1430-1700	<ul style="list-style-type: none"> <li>All staff including common service organizers of PO will attend in the meeting.</li> <li>Service related issues and logistics issues will be discussed.</li> <li>Minutes will be produced and copy to AD-MEL&amp;HA.</li> </ul>	DD-Admin & SR
3.	Central Gender Coordination Meeting (CGCM) Venue: Principal Office.	Mar 22 Jun 28 Sep 20 Dec 27	Quarterly	1000-1300	<ul style="list-style-type: none"> <li>Selected female colleagues will participate.</li> <li>The overall gender issues of the organization will be discussed</li> <li>Minutes will be produced.</li> </ul>	AD-GT&CR
4.	Project Progress Monitoring Meeting (PPMM) Venue: Principal Office.	Jan-11, Mar-14, May-9, Jul-11, Sep-12, Nov-14	Bi-monthly	0930-1700	<ul style="list-style-type: none"> <li>All PC/PM and M&amp;E will be the participants.</li> <li>Respective focal points, Director and Executive Director will also participate in the meeting.</li> <li>Bi-monthly target &amp; achievement will be presented as well as actions and next planning will be initiated from this meeting.</li> <li>Minutes will also be to Director and Executive Director.</li> </ul>	AD-MEL&HA
5.	Project Accounts Coordination Meeting (PACM) Venue: Principal Office.	Jan-12, Mar-15, May-10, Jul-12, Sep-13, Nov-15	Bi-monthly	0900-1700	<ul style="list-style-type: none"> <li>All project accounts and admin officers will be the participants.</li> <li>Accounts related issues will be discussed.</li> <li>The bill vouchers and reports will be checked out. So participants will carry all the accounts and papers in PO.</li> <li>The minutes will come to Director and DD-FC&amp;CA.</li> </ul>	Head-FM (Tarique)
6.	Internal Auditors Meeting (IAM) Venue: Principal Office.	Jan-25, Apr-25, Jul-18, Oct-17.	Quarterly	1030-1700	<ul style="list-style-type: none"> <li>All Managers-Internal Audit, Head-IA will be the participants</li> <li>DD-CP, DD-Admin &amp; SR, Executive Director will also participate in the meeting</li> <li>Field and principal office audit findings will be discussed.</li> <li>The minutes will come to Deputy Director-ME&amp;IA.</li> </ul>	Head-IA
7.	Enterprise Development Coordination Meeting (EDCM) Venue: Principal Office.	Jan-18, Mar-14, May-17, Jul-12, Sep-20, Nov-22.	Bi-monthly	1030-1400	<ul style="list-style-type: none"> <li>C-Ent.D, Manager-Logistics, M-TS- Bholia and Cox's Bazar, VCF-PACE, RTLS will be the participants</li> <li>DD-CP, Director and/or Executive Director will also participate in the meeting</li> <li>Enterprise Development issues will be discussed.</li> <li>The minutes will come to Deputy Director-CP.</li> </ul>	Head-Executive Director

26 DEC 2019

Sanat K. Bhowmik  
Director  
COAST Trust

Approved

Razgul Karim Chowdhury  
Head-Executive Director  
COAST Trust

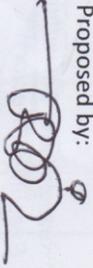
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Sl	Meeting title & venue	Month and Date	Frequency	Time	Major TOR	Secretariat
8.	Training and HR Coordination Meeting (THRCM) Venue: Principal Office.	Jan-9, Feb-13, Mar-12, Apr-9, May-7, Jun-11, Jul-9, Aug-06, Sep-10, Oct-8, Nov-12, Dec-9.	Monthly	1500-1700	<ul style="list-style-type: none"> <li>Training unit in PO, Director and Executive Director will be the participants.</li> <li>AD-HRM and DD-CP will also be the participants.</li> <li>The monthly training target and achievement of core and project staff will be shared.</li> <li>Staff training needs as well as action plan will be discussed.</li> <li>Minutes will also be to Director and Executive Director.</li> </ul>	AD-GT&CR
9.	Central Meeting for People's Organization (CMPO) Venue: Principal Office.	Mar 05-CfMTC Sep 03-CxMTC	4-monthly	1000-1300	<ul style="list-style-type: none"> <li>PO (People's Organization) representatives' participation from all the regions is to be ensured by the secretariat. Total no. of 10 PO from Bhola, 4 PO from Outreach, 4 PO from Cox's Bazar, 2 from Noakhali and 2 PO from Chittagong.</li> <li>Respective RPC, PCs, Deputy Director-CP and Director will participate in the meeting.</li> <li>Minutes will be prodeced.</li> <li>Central committee members will be the participants including the Executive Director and Director.</li> <li>Monthly complaints, responses and actions' compiled report will be presented and discussed.</li> <li>Minutes will also be to the CRMSC members and circulated to all_coast email withholding names.</li> </ul>	Director
10.	Complaint Response Management Standing Committee (CRMSC) Meeting. Venue: Principal Office.	Jan-20, Feb-17, Mar-23, Apr-20, May-18, Jun-22, Jul-20, Aug-17, Sep-21, Oct-19, Nov-23, Dec-21.	Monthly	1500-1700		AD-GT&CR

**Meeting principles:**

- Participants can recommend only to the issues raised in the meeting and the recommendation can be a decision if the responsible professionals reach on agreement.
- 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.
- Copies of all minutes to be sent to Monitoring and Evaluation Section and keeping another one in departmental file.
- Meeting is the only forum where program issues will exclusively be discussed. Agenda like salary and other personal facilities cannot be discussed.
- 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.
- Meeting preparation must be accomplished at least one day before of meeting.
- Meetings will be for motivation, sharing experiences and improvisation of operational implementation.
- 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.
- Apart from this every week in each section will conduct a meeting and keep minutes.
- Open secret method will be practiced in all the meetings.

Proposed by:



Sanat K. Bhowmik  
Director

26 DEC 2019

**Approved**

Approved by:



Rezaul Karim Chowdhury

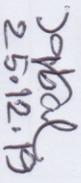
Executive Director

Rezaul Karim Chowdhury

Executive Director

COAST Trust

24 December, 2019

  
25.12.19