

COAST, Principal Office, Dhaka. Date: 18 November 2019.

A Sr. Management Team (SMT) meeting was held at Principal Office, Dhaka today on 18 November 2019 presided over by the Executive Director. ADs, DDs and Director were present in the meeting. The notes of the meeting were as follows:

Sl	Decisions	Responsible professionals	Date line
1.	<ul style="list-style-type: none"> All staff will maintain diary regularly and make their plan priority basis. Staff should use their tab for reading, especially newspapers to be updating themselves about the issues we do for advocacy. Konika Rani from Radio Meghna will get a Tab from COAST. 	All Abarul Islam	Ongoing 15.12.19
2.	<ul style="list-style-type: none"> Business Standard is an online daily. The colleagues who are responsible for campaigning Tax Justice should look into this, especially for financing and Illicit flow of money, etc. issues. An email will be sent to APMDD explaining for not being able to organize any program ahead of the Global Day of Action on 19 November this year. ICVA fee will be made online transfer today. 	AKB, FAR	Ongoing 18.11.19
3.	<ul style="list-style-type: none"> BD-CSO process meeting minutes will be prepared and circulate today. BD-CSO is interested observing the Human Rights Day on 10 December this year. We need to be prepared for this. DD-A&SR will meet RRRC in Cox's Bazar for program. Some important photos from PKSF development fair will be printed and framed. A BD-CSO logo will be designed by us. 	MKA BUM	18.11.19 30.11.19 20.11.19 20.11.19 30.10.19
4.	<ul style="list-style-type: none"> Humanitarian Leadership Academy will take and interview and feedback of us. We have to take preparation for this. We will establish mutual respect and build up relations with our friends and partners everywhere. 	RKC, MIU All	30.11.19 Ongoing
5.	<ul style="list-style-type: none"> Microfinance Program will be reviewed today. We will have a plan for evaluation of our projects. We will make data segregation in our reporting system and exit strategy will also be included in the project proposal. 	SKB, TSH MIU, MZA SKB, MIU	18.11.19 19.11.19 Ongoing
6.	<ul style="list-style-type: none"> Any disciplinary action will be taken for staff should be known by HR team and ED. Disciplinary action should follow all the stapes but we do not take much longer time for that. 	SKB, MKA, SUM	Ongoing
7.	<ul style="list-style-type: none"> Any staff from Principal office who would visit to the Executive Director should take prior approval over phone. Speech given by The Executive Director in the Citi Award Ceremony will be typed in Bangla for documentation and use. What's App will be used by staff, especially for communications from abroad. Shahar Ali and Golap Mustafiz each will have one radio to use. 	ALL SI Sagor, TSH AI	Ongoing 20.11.19 Ongoing
8.	<ul style="list-style-type: none"> Life skill training will be organized for project staff and Branch Managers, and will be completed by March 2020. GoTo meeting will be continued for continuous learning. 	FAR	31.03.20

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

Notes taken by-

Md. Iqbal Uddin
Asst. Director-MEL&HA
18 November, 2019