

| SL | Agenda | Discussion and Decision | Deadline | Responsibility |
|----|--|---|-----------------------|----------------|
| 03 | Beneficiary feedback collection & Report presentation | <ul style="list-style-type: none"> Under every project, a Focus Group Discussion (FGD) will be arranged for (a) beneficiary feedback collection and to measure the (b) unintended negative impacts on the beneficiaries. PC/PM will send the report in prescribed format before 22th September 2019 to AD-MEL&HA and CC to Head-MEAL&SD. These reports along with a quality photograph will have to send to AD-MEL&HA. Beneficiary feedback will be discussed in the staff monthly meeting for learning and sharing, and necessary steps will be taken to address those feedbacks as an improving tool in the project implementation process. Staff with beneficiary will also discuss and take necessary initiative to prevent sexual exploitation, abuse and harassment in implementing their programs. In monthly meeting minutes, discussion on beneficiary feedback and decisions will be documented. Project annual report should contain a learning section of the project. | Quarterly/ Ongoing | PM/PC |
| 04 | Complaint and Response Mechanism (CRM) registering & reporting | <ul style="list-style-type: none"> Monthly CRM compilation report should be sent by putting scanned signature before 10th of each month. Beneficiary should know about the organizational complaint and response mechanism and the way they could submit complaints and get response. Mobile number of the following respective (1) PC/PM, (2) DD-A&SR and (3) AD-GT&CR will be available to all centers and PIUs immediately in this regard. All complaints should be recorded and try to be resolved at the base, if possible. Critical complaints e.g. financial corruption, etc. related complaints report should be sent to the secretary of Central Complaint and Response Management Committee. Only complex complaint that remains unresolved, will be shared with the next levels. Complaints that doesn't fall within the scope of COAST, will be recorded and initiative will be taken to resolve by following the policy instructions. Sexual Exploitation and Abuse (SEA) related complaints will be dealt directly by the Gender Focal and Central CRM Committee secretary. The Executive Director would be involved, if necessary. | Ongoing | PM/PC/M&E |
| 05 | Protection of complainant | <ul style="list-style-type: none"> The organization will ensure full protection of the complainant. By no means the name of the complainant will be disclosed but could do it only taking the approval from the complainant. | Ongoing | All |
| 06 | Newsletter content and inclusion of feedback | <ul style="list-style-type: none"> We need to focus impact oriented news in the newsletter. Newsletter will be written by following the mentioned contents: <ul style="list-style-type: none"> ➤ Brief Introduction (2-3 lines) of project must be added on top of the newsletter ➤ 2-3 Impact related news in a precise form. It will be | Ongoing | PM/PC/M&E |

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| | | <p>better to have a One to One interview from the influential stakeholder/beneficiary about the received benefit/feedback from the project.</p> <ul style="list-style-type: none"> ➤ Learning, if any ➤ Case Study, if any ➤ Monthly target and achievement ➤ Contact information <p>Feedback on newsletter: CEPI: If possible try to make short introduction. It will be better if one case study will be included. CJRF: There is no introduction title. Title were not clear. DAWN: Absence of photo credit. ECOFISH: Very good. UNICEF-Education: Title should be sorted. Extra introduction is not needed. ENRICH: Title should be in large font. Project brief should be included in introduction. ERPERA: Try to use better & innovative title in newsletter. IECM: Title is not quality full. IOM: Try to write two page. IPCP: News should be enrich. CRAB; DRY Fish: Introduction title should be needed. Radio-Meghna: Good. SFP: There is no contact information. Tear fund: Title should be short & informative. YOUTH: Need to large font in title. Impact is absent. Page make up is not good.</p> | | |
| 07 | Plan of Operation (PoP) and project quarterly plan | <ul style="list-style-type: none"> • Every Project Leader will follow the plan of operation (PoP) and prepare advance plan according to that. • Every PC/PM will preserve the hard and soft copy of every reports by folder wise as a means of verification. | ongoing | PC/PM/M&E |
| 08 | Leadership training | <ul style="list-style-type: none"> • A training on “Life skill, Human relation and Generic issues for Leadership development” will be held on 24-26th September 2019 at CfMTC. | 24-26 th September 2019 | All participants |
| 09 | GPRS system & using of corporate SIM | <ul style="list-style-type: none"> • Management will provide corporate SIM to every staff. • Staff have to use corporate SIM so that monitoring can be possible by using GPRS system. | Ongoing | All concerned |
| 10 | Project progress report presentation by PC/PM | <p>July & August’19 activity progress reports were presented. The feedback were-</p> <p>ECOFISH: This is an innovative idea to show the signboard & good presentation, will be circulated to all, so that everyone can make their PPT by following that in next PPMM. CEPI: Write in a way that show impact. DAWN- All activities were not focused and output related news need to be highlighted. Target achievement figure was absent. CJRF: - Presentation quality should be clear. NRC Youth- Good presentation. PACE-Dry Fish- Need to improve presentation skill.</p> | Ongoing | PC/PM |

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| | | <p>IECM- Good presentation.</p> <p>UNICEF Education- Good presentation but impact should be clearer.</p> <p>Tear fund project: Good presentation.</p> <p>SFP: Caption should be clear and photo credit is must. Learning and challenge should be included.</p> <p>PACE-Crab fattening – Good presentation.</p> <p>IOM: Presentation must be focused on action oriented news. Tanzira will help PC-IOM for recover this issues.</p> <p>UNICEF Child protection- There are Impact of your work but need to use effective information. Try to present shortly.</p> <p>UNHCR-PEACE: Good & informative presentation. Learning & challenge should be documented.</p> <p>Hirondelle: Try to collect the real feedback from the beneficiaries. Target achievement must be included.</p> <p>CFTM: Presentation was good.</p> <p>Radio Meghna: Awareness sessions needs to show quoting stakeholder opinion.</p> | | |
| 11 | AOB | <p>a. In PPM presentation target-achievement and burn rate should be presented in one slide.</p> <p>b. Risk assessment format is about to finalize. Everyone should submit their project risk assessment report quarterly.</p> <p>c. Direct cash payment at any form is prohibited by the government. So, everyone will follow the rule.</p> | Quarterly | PC/PM |

Having no other issues to discuss, the meeting was ended by closing remarks and vote of thanks by the AD-MEL&HA.

Notes taken By:

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COAST Trust

Reviewed By:

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Head-MEAL & Social Development
COAST Trust

Annex: Documents receiving matrix:

| Sl | Project name | Responsible Person | 3 Months Adv. Plan. September- November 2019 | PC/PM Plan review | Project Quarterly Plan | Monthly News-letter | | Meeting Minutes | Month Progress Review Report | CRM Compilation Report | PPT | PPMM Progress |
|--------------------------|-------------------------|------------------------------------|--|-------------------|------------------------|------------------------|----------|--------------------|------------------------------|-------------------------|----------------------|---------------|
| | | | PC/PM | PC/PM | Project | Bangla | English | Monthly | - | - | - | - |
| FDMN Project | | | 28-30/31 of each month | | | 3 of each month | | 6 of each m | 5 of each month | 10 of each month | 2 Days before | |
| 1 | UNICEF Education | Jasim Uddin Molla 01716-361 087 | 29.8.2019 | 29.8.2019 | 29.8.2019 | 02.09.19 | 02.09.19 | 02.09.19 | 30.08.19 | 04.09.19 | 13.09.19 | 12.09.19 |
| 2 | UNICEF Child Protection | Tajul Islam 01711-469 154 | 31.8.2019 | 31.8.2019 | 28.8.2019 | 01.09.19 | 01.09.19 | | 03.09.19 | 04.09.19 | 12.09.19 | 12.09.19 |
| 3 | Tear Fund | Razaul Karim 01708-120 331 | 31.8.2019 | 31.8.2019 | 31.8.2019 | 6.9.19 | 6.9.19 | 06.09.19 | 05.09.19 | 31.8.2019 | 13.09.19 | 13.09.19 |
| 4 | NRC Youth | Tahrima Tumpa 01852-679 414 | 28.8.2019 | 28.8.2019 | 28.8.2019 | 03.09.19 | 03.09.19 | 7.9.19 | 05.09.19 | 04.09.19 | 12.09.19 | 12.09.19 |
| 5 | Communication | Tanjir Uddin Roni 01708120418 | 31.8.2019 | 31.8.2019 | 31.8.2019 | | | | 12.09.19 | | 12.09.19 | |
| 6 | UNHCR | Zahangir Alam 01713-328827 | 02.09.19 | | 02.09.19 | 03.09.19 | 03.09.19 | 05.09.19 | | 02.09.19 | 12.09.19 | 12.09.19 |
| Project in Cxb | | | | | | | | | | | | |
| 7 | IOM | Md. Ziaur Rahman 01815-482147 | 01.09.19 | 01.09.19 | 01.09.19 | 02.09.19 | 02.09.19 | 08.09.19 | 05.09.19 | 05.09.19 | 12.09.19 | |
| 8 | PACE- Dry Fish | Tanzira Khatun 01755-531 721 | 01.09.19 | 01.09.19 | 01.09.19 | 05.09.19 | | | 05.09.19 | 01.09.19 | 12.09.19 | 12.09.19 |
| 9 | PACE- Crab fattening | Mizanur Rahman 01713-367 416 | 01.09.19 | 01.09.19 | 01.09.19 | 01.09.19 | | 01.09.19 | 05.09.19 | 01.09.19 | 11.09.19 | 11.09.19 |
| 10 | DAWN | Hasibur Rahman 01708120394 | 01.09.19 | 01.09.19 | 01.09.19 | 11.09.19 | | | | 09.09.19 | 12.09.19 | 12.09.19 |
| 11 | ENRICH | MD. Fazlul Haque 01713-367 444 | 07.09.19 | 07.09.19 | 07.09.19 | 07.09.19 | | 08.09.19 | 08.09.19 | 07.09.19 | | |
| Projects in Bhola | | | | | | | | | | | | |
| 12 | CFTM | Zahidul Islam 01713-367401 | 01.09.19 | 01.09.19 | 01.09.19 | | 02.09.19 | 05.09.19 | 03.09.19 | 05.09.19 | 13.09.19 | |

