

COAST, Principal Office, Dhaka. Date: 15 July, 2019.

A Sr. Management Team (SMT) meeting was held at Principal Office, Dhaka today on 15 July, 2019 presided over by the Director. The ADs, DDs and Head-ICT were present in the meeting. The notes of the meeting were as follows:

SI	Decisions	Responsible professionals	Date line
1.	<ul style="list-style-type: none"> The new General Council Members are Halima Begum, Ruma Akter, Nurul Alam Masud, Mobashir Ullah Chowdhury, Abu Morshed Chowdhury, Dr Alauddin Mojumder, Dr. Md.Shah Alam Sharif, Advocate Ashoke Kumar Bose, Gawher Nayeem Wahra, Jacob Kumar Sarker, Mahamuda Kathun, Farjana Begum and Beauty Akter. They will be finally approved as members in the next BoT meeting to be held on 20 July, 2019 at Principal Office. We need more female and finance related professionals in the board. In this meeting, all senior colleagues will be present at 10.30am for well introductions. In the BoT meeting held on 29 June, 2019 the Executive Director has been approved as Member Secretary of the Board of Trustee and his job tenure has been extended up to his age of 70 years subjects to be fit for the holding of the position. The 6th July Conference has been organized successfully and it is decided to organize it every two years. Next challenges for localization are to build relation with government officials and also with Prime Minister. In the website, a separate box will be created and kept all the materials related to the conference. All the participants of the conference will be included in the Agrapathik mail list. A press conference will be organized for observing the Humanitarian Day. To set the Radio Shwaikat in Cox's Bazar, lobby will be strengthened. MKA will draft a letter to DGFI for getting the approval. Minutes of the two review meetings related to Samakal Round Table and Climate Change Adaptation Seminar will be submitted to the ED. ED will call on the Chief IOM, UNHCR, ISCG during his trip in Cox's Bazar from 14-17 July, 2019 for idea sharing. Ferdous Ara Rumeem will develop a one pager school and a good morning school related to staff capacity development and she will conduct GoToMeeting weekly about the learning progress of the staff. FAR also briefed the annual training plan for the period of July 2019 to June 2020. ED emphasized to adopt one to one training methodology rather than class room training as it is costly. A staff evaluation format will also be developed in this regard. In each MTCs, second layer leadership will be searched and developed. A training will be conducted on Sphere Hand Book standards. MKA will prepare a media list and also divisional stakeholders. About the localization conference and it's process, a brainstorming session will be organized. A meeting will be organized with the participation of district leaders for IRWD. A conference report on localization will be sent to OXFAM after completion of the accounts settlement. Tiles for Bhola training center will be bought. Display board of Burn Rate of projects will be updated fortnightly. English text of Tax seminar will be uploaded in the website. Risk analysis report will be submitted to the ED in every month. PPT presentations for next board meeting will be prepared. 	<p>DDs, ADs, Director</p> <p>-</p> <p>MKA, BUM, Head-ICT</p> <p>MKA</p> <p>MKA</p> <p>SAH</p> <p>RKC</p> <p>FAR</p> <p>SUM MIU & Shahinur</p> <p>MKA</p> <p>MKA, MHM, BUM</p> <p>FAR</p> <p>BUM</p> <p>AKB</p> <p>SKB, AKB, TSH</p>	<p>20.07.19</p> <p>-</p> <p>30.07.19</p> <p>19.08.19</p> <p>22.07.19</p> <p>18.07.19</p> <p>-</p> <p>22.07.19</p> <p>Ongoing</p> <p>30.08.19</p> <p>30.07.19</p> <p>30.07.19</p> <p>30.07.19</p> <p>30.07.19</p> <p>30.07.19</p> <p>Ongoing</p> <p>17.07.19</p> <p>Ongoing.</p> <p>17.07.19</p>

SI	Decisions	Responsible professionals	Date line
	<ul style="list-style-type: none"> CRM compilation report will be submitted to the ED in every month. As HQAI certificate reinstate, letterhead and kham containing the HQAI logo will be used henceforth in our every office. English translation of Personal Information Privacy and Secrecy Policy will be completed. Leadership and project review plan for July 19 has been discussed and outlined in below for necessary preparation. 	FAR	Ongoing 22.07.19.
		BUM	18.07.19
		All responsible	30.07.19

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

Notes taken by-

Md. Iqbal Uddin
Asst. Director-MEL&HA

15.07.2019

Leadership and Project Review Plan by July 2019

SL No.	Name of Projects	Name of Projects Focal	Review Date- June	Remark
01	PACE (Crab Fattening)	BIC	25-31	
02	DAWN	BIC	25-31	
03	SFP	MHM	17-20 (Zahid)	- Done
04	IECM	FAR	21-25	-
05	Radio Meghna	FAR	21-25	-
06	CFTM	SAH	by 30 July	-
07	CJRF	SAH	by 30 July	-
08	CEPI	AH	23-25	- Done
09	IPCP	MHM	29-30	-
10	CP-UNICEF	FAR	24-26 (Shahinur)	- Done
11	EDN-UNICEF	MHM	27-30 (Shahinur)	- Done
12	YOUTH	MHM	21-24 (Zahid)	-
13	TF	MHM	21-24 (Shahinur)	- Done
14	FH	BUM	23-25	-
15	ECOFISH	SKB	-	Done
16	ENRICH	TSH	-	Done
17	PACE (Dry fish)	-	-	Done