

Minutes of the Project Performance Monitoring Meeting (PPMM)

COAST Trust Principal Office, Dhaka; Date: 11th May, 2019. Time: 10:00 am-5.00 pm

The PPMM was held on 11th May, 2019 at COAST Principal Office in Dhaka. Participants were different project leaders and monitoring officers of different projects. The Executive Director, Director, Deputy Director, Assistant Directors, and Heads were present in the meeting and assisted to take decisions while Md. Iqbal Uddin, AD-MEAL&HA moderated the meeting. The Executive Director took a session on Quarterly leadership review format and brief the process to all.

Agenda:

1. Last meeting minutes review
2. Staff orientation on new and existing policies, formats and practices
3. Complaint and Response Mechanism
4. Code of Conduct signing
5. Staff expected behavior & keep beneficiaries it informed
6. Beneficiary feedback collection through FGD
7. No leave enjoyment adjacent to public vacation
8. Managing of donors independently
9. Managing of stakeholders and mapping
10. Individual field visit
11. Leadership assessment
12. Projects progress report presentation
13. Feedback on newsletter
14. AoB

- Report writing
- COAST model for adolescent club
- Saturday field holiday- for camps
- Recent Circular from the Director
- Time Schedule for Iftar Party
- UROC Purchase committee
- Major Decisions given by the Executive Director

Discussion and Decisions:

SL	Agenda	Discussion and Decision	Deadline	Responsibility
01	Last meeting minutes review	<p>AD-MEAL&HA said, it is important to identify problems in project implementations and solve it in an efficient way. And, it is not possible if we don't get reports on time to review. Then he showed the date of project-wise report receiving matrix and urged all to submit reports on deadline. While reviewing the last meeting minutes, below mentioned decisions were taken-</p> <ul style="list-style-type: none"> • The Director expressed his dissatisfaction about being careless to Senior Management decision to come and join the PPMM. He directed that from now on every responsible personnel will attend this meeting. Otherwise disciplinary action will be taken. • There was a discourse over submitting either 2 months or 3 months project and personal plan for better monitoring. The Director gave the solving responsibility to two personnel—Head-MEAL&HR and PC-ECOFISH. They will come to a decision on it. • Field visit needs to be started from the impact level. • Onsite monitoring checklist format will be used by PC/PM during the field visit and report will be documented. 	Ongoing	PC/PM

SL	Agenda	Discussion and Decision	Deadline	Responsibility
		<ul style="list-style-type: none"> The Executive Director said that we don't have much time to give training for development. Now it's your responsibility. New formats have been developed for assessing the leadership capability. If someone don't reach 80% score then organization will think of about the staff. He said that for self-development, every staff should buy a tab to learn English and read newspaper daily. 		
02	Staff orientation on new policies, formats and practices	<ul style="list-style-type: none"> Staff are aware of about COAST new policies, formats and practices. It has also been discussed in project monthly staff coordination meeting. Every staff must obey the policies. Staff will prepare their plans and use diary regularly. PC/PM will give an orientation to new staff on how to use the diary the best. Every employee has to be aware of about nine commitments of CHS alliance. 	Ongoing	All Staff
03	Complaint and Response Mechanism	<ul style="list-style-type: none"> Generally, all complaints should be recorded and resolved at the base, if possible. Even 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. If any complex complaint remains unresolved, it will be shared with the next levels committee or person. Sexual Exploitation and Abuse (SEA) related complaints will be dealt directly by the Gender focal and the Executive Director. Although beneficiaries informed, PC/PM will ensure this month that all the beneficiary know the process of how to submit a complaint and get response. 	Ongoing	PM/PC
04	Code of Conduct	<ul style="list-style-type: none"> Every staff has signed the Code of Conduct and every staff has to. The original copy of Code of Conduct will remain in the personnel file at HR department in central office and the photocopy will remain in the personnel file, where the staff base at. Signed Code of Conduct will be posted from field to central office 	Ongoing 14.05.19	PM/PC/M&E
05	Staff expected behavior & keep beneficiaries it informed	<ul style="list-style-type: none"> Staff should keep program participants informed about project services and show their accountability. Expected behavior means not to discriminate, disrespect or assault anyone or abuse, exploit, misbehave or misconduct, etc. with anyone. Beneficiary should know it. Staff with beneficiary will discuss and take possible initiatives to prevent any sexual exploitation and abuse in COAST program. 	Ongoing	All
06	Beneficiary feedback collection	<ul style="list-style-type: none"> Every project has conducted 2 FGDs to collect beneficiary feedback on the level of their satisfaction and to identify the actual or unintended negative effect in project. Compile report will be shared to the Executive Director and Director by the AD-MEL&HA. Every project has to conduct these FGDs quarterly. The findings and learnings of FGD will be shared to the staff at the project monthly meeting for adjustment of decision. 		
07	No leave enjoyment adjacent to public vacation	<ul style="list-style-type: none"> Circular should be followed for maintaining steadiness in our organizational rules and regulations on leave. 	Ongoing	PM/PC

SL	Agenda	Discussion and Decision	Deadline	Responsibility
08	Managing of donors independently	<ul style="list-style-type: none"> The Director took a session on Donor visit and said that every PC/PM will be capable for independently facing their Donor. It requires preparation of itinerary plan, Bengali and English speaking and writing skills, reporting and presentation capacity. 	Ongoing	PC/PM/ Finance officer
	Managing stakeholder and mapping	<ul style="list-style-type: none"> Regular communication and managing capacity is needed to keep a good relationship with the stakeholders. We take help from stakeholders to implement and monitor programs. We will take help from them for offsite monitoring and feedback. Invite them in different types of programs and events. For this reason, a full stakeholder mapping/list should be available at every PIU level. 		
09	Individual field visit	<ul style="list-style-type: none"> Every PC/PM and M&E of project will visit field at least thrice in a week. After the field visit they will prepare a visit report. The report will be attached with their travel bill. They will collect the findings by using the onsite monitoring checklist and share them at the weekly or monthly meeting for improvement. 	Ongoing	PC/PM
10	Leadership assessment	<p>The Executive Director took a session on reviewing the leadership performance format. He said,</p> <ul style="list-style-type: none"> It's a spot assessment format and a cycle process. Every leader of projects will be reviewed bimonthly to assess the progress of their capacity of leadership. COAST will organize training for staff but not liable or bound. It is the staff who will develop themselves by their own. 	Ongoing	H-MEAL & HR, H-MEAL & SD and Project Head-CJRF
11	Report presentation	<p>March & April'19 program activity progress were presented. And the Feedbacks were-</p> <p>IECM- Project name was wrongly written and caption with border of picture is needed. Important person picture should be highlighted.</p> <p>PACE-Crab fattening- Target wise achievement is needed to include in the PPT.</p> <p>CEPI: Good presentation. But photo credit is essential.</p> <p>Tearfund project: Good impact level pictures.</p> <p>UNICEF Education- Changes happened among the students should be included.</p> <p>NRC Youth—PPT was good but picture caption should be included.</p> <p>UNHCR- Avoid using colorful background and keep it simple.</p> <p>ECOFISH: Target vs achievement area of asset transfer was not satisfactory level because of goat mortality rate was high.</p> <p>CJRF: Presentation should be given confidently.</p> <p>CFTM: Activity pictures should be outcome oriented.</p> <p>SFP: Subjects within the pictures were not clear, should attached the natural picture with good resolution and caption.</p> <p>UNICEF Child protection: Picture quality and caption is needed.</p> <p>Radio Meghna: Improving the presentation quality.</p> <p>Director's Instructions:</p> <ol style="list-style-type: none"> Always establish your points before your audience. Present a PPT through looking at the faces of the audiences. Eye contact is important as it is a major communicative tool. 	Ongoing	PIU

Annex:

March 2019, Matrix: Performance of project-wise report submission:

Report on time	Not on time	Failed to submit

Sl	Project name	Responsible Person	3 Months Adv. plan_Mar-May 19	PC/PM plan review	Project Quarterly Plan	Monthly News-letter		Meeting Minutes	Month Activity Progress Report	Complaint Response Register	PPMM		Remarks
			PC/PM	PC/PM	Project	Bangla	English	Monthly	-	-	T&A	PPT	
FDMN Project			28-30/31 of each month			3 of each month		6 of each m	5 of each month		2 days before PPMM		
1	UNICEF Education	Jasim Uddin Molla 01716-361 087	2.3.2019		2.3.2019	5.3.2019	5.3.2019		5.3.2019	5.3.2019	7.3.2019		
2	UNICEF Child Protection	Jannatul Ferdous 01708 120 418	4.3.2019		4.3.2019	4.3.2019	4.3.2019	4.3.2019		7.3.2019		6.3.2019	
3	Tear Fund	Razaul Karim 01741-633 161	1.3.2019	8.3.2019	1.3.2019	6.3.2019	6.3.2019	7.3.2019	7.3.2019	8.3.2019	7.3.2019	7.3.2019	
4	NRC Youth	Tumpa 01852-679 414			8.3.2019			5.3.2019	8.3.2019			7.3.2019	
5	CARE-DEC EAPFFM	Md. Arif Hossain 01708-120393	8.3.2019		8.3.2019	8.3.2019	8.3.2019	8.3.2019	8.3.2019	8.3.2019	8.3.2019	8.3.2019	
6	Communication	Ahmed Sajedul 01713-3288										8.3.2019	
Project in Cxb													
7	PACE-Dry Fish	Tanzira Khatun 01755-531 721	4.3.2019	4.3.2019	4.3.2019	6.3.2019		4.3.2019	4.3.2019		8.8.2019	8.8.2019	
8	PACE-Crab fattening	Mizanur Rahman 01713-367 416			4.3.2019	6.3.2019		4.3.2019	4.3.2019	4.3.2019	7.3.2019	7.3.2019	
9	ENRICH	MD. Fazlul Haque 01713-367 444				5.3.2019	5.3.2019				7.3.2019	7.3.2019	
Projects in Bhola													
10	CFTM	Abul Hasan, DTL 01713-328 836			2.3.2019	2.3.2019	2.3.2019	8.3.2019	8.3.2019		7.3.2019	7.3.2019	
11	IECM	Mizanur Rahman 01713-328 804	27.2.2019	4.3.2019	4.3.2019	4.3.2019	4.3.2019	4.3.2019	6.3.2019	8.3.2019	6.3.2019	6.3.2019	
12	ECOFISH	Md. Jahirul Islam 01713-328 831	1.3.2019	1.3.2019	1.3.2019	4.3.2019	4.3.2019	7.3.2019	6.3.2019	4.3.2019	5.3.2019	5.3.2019	
13	Radio Meghna	Konika Rani 01708-120 390			6.3.2019	3.3.2019			6.3.2019				
14	CJRF	Salehin Sarfaraz 01708-120 335	4.3.2019	8.3.2019	4.3.2019	8.3.2019	8.3.2019	8.3.2019	4.3.2019		8.3.2019		
15	SFP	Masum Billah 01713-144196	27.2.2019	27.2.2019	27.2.2019	3.3.2019	3.3.2019	5.3.2019	2.3.2019	2.3.2019	6.3.2019	6.3.2019	