

COAST, Principal Office, Dhaka. Date: 4 October, 2018.

A meeting was held in PO on 4 October, 2018 chaired by Executive Director. The notes of the meeting are as follows:

SI	Decisions	Responsible professionals	Date line
1.	Three monthly plan, monthly plan, weekly plan and daily plan must be done	All professionals	On going
2.	Director will check the daily plan of professionals regularly	Director	On going
3.	The CJRF staff will be oriented for understanding on process, result/output, impact etc.	DD-ME&IA	10 October
4.	Papers should be read out in residence in the morning	All professionals	On going
5.	The life goal should be narrow down and synchronized with the organization and such way we should set our strategies: We must practice: - Morning exercise - Evening walking -Food habit - No fb in office time -Solving the family problems -Apply judgment for priority setting - COAST Diary will be with you all times	All professionals	On going
6.	Staff orientation of ' <b>How to say NO</b> '	Director	10 October
7.	We cannot back track from advocacy	All professionals	On going
8.	Brainstorming session about the pros and cons of recent divisional workshop and notes will be sent to Executive Director. The strong issues will be applied in the next 20 <sup>th</sup> October event	SAT+BUM	9 October
9.	The outline paper will be prepared. Presentation will be ready. The DG-NGOAB, the conveners of the divisions, government officials, Mr. Gohar Rljvi, ADAB, FNB representatives will be invited and they will be in dais.	MKA+SAT+MHM	14 October
10.	BoT Audit meeting-26.10.18 at 1000-1200 BoT General meeting 27.10.18 1030-1330 <b>Preparation</b> Trustee Deed-AKB Joint Stock Company-TSH New committee-SKB HR Manual 2018-SKB Board registration-MKA Will have to be known-MKA - Any foreigners in the board - Presence of all members during registration - Registration through commissioning in PO		15 October
11.	MF branches audit must be by every six months. If needed the auditors will be increased. By December, 2018 we will reach 100 branches.	SAH+TSH	On going
12.	We will set our own servers for HR and MF so that we can manage the data with our won servers. Extra manpower will be set for data posting if necessary. Data backup will be done regularly	Sumaia, Didar and Abir	30 November
13.	To run the paperless office, we should keep all the	BUM and Abir	On going

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	documents in soft copy mode rather than hard copies.		
14.	The COAST Diary will be with the professional all times	All professionals	On going
15.	By each month all the projects will be audited	AKB	On going
16.	UROC purchasing will be audited in every 15 days	Foysoul	Ongoing
17.	It has been proposed that the PM/PC will be the 1 <sup>st</sup> supervisor of all project accounts officers.	AKB	8 October
18.	Bangla version of local compact will be shown to Executive Director	Nazmul	14 October
19.	Nazmul will organize internally displaced seminar and for this a check list will be developed through discussion with SAH	Nazmul	15 November
20.	COP preparation - Discussion with NRC about the side event - Communicate with UNFCCC for space for the side event	SAH	15 October
21.	The CJU staff will be oriented on inputs, outputs, outcomes and impacts. Also providing orientation on advocacy, stakeholder relation, media relation. Monthly by person sitting for the personal capacity development	SAH	15 October
22.	Dash board for showing will be completed on burn rate achievements in the board room	AKB	10 October
23.	Newsletter will be read out and commented Also posted in COAST website	Iqbal+ focal persons Abir	On going
24.	Field visit will be aiming to know the impact with process indicators	All professionals	On going
25.	The refresher course for PM and M&E Officers will be on management leadership and output and impact indicators in the next PPM	Iqbal	10 November
26.	We should sort out the learning from CxMTC recruitment process - The three committee will be for the process like BMI committee, written committee and viva committee. ON top of these three committees, one senior staff from PO will ensure the quality of the process - The result will have to be declared after 3/4 days. - Any request will not be dealt by any staff and all the requests will be handled by Executive Director exclusively. - No exit meeting with the phased out project staff without the permission from the PO. - Consultation will be with an advocate either we can take job agreement	SUM+MKA	On going
27.	Annual staff appraisal will be started and the format will be revised where the zero tolerance and BMI will be included along with other indicators	SUM	15 October
28.	Localization study will be conducted. For this, the FGDs will be organized with UNHCR, UN and Oxfam. Also discussion with Murshed Bhai-CCNF	MHM	15 October
29.	CRM register will be maintained regularly	All PM/PCs and FAR+MKA	On going

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30.	MF meeting will be conducted in each 15 days in PO including all operation staff	TSH+MKA+AKB+SAH+SKB	On going
31.	The enterprise development unit will be output oriented	Barek	On going
32.	Strengthening the tax justice issues and also it is to explore either Tax Alliance in Bangladesh	FAR+AKB	On going
33.	Work Order books will be used with a circular	AKB	8 October
34.	BR minutes will be placed to ED in each month	AKB and his team	10 October
35.	How much COAST is spending in the FDMNs it will be explored	AKB	10 October
36.	MF and ToT for FDMN PMs and M&E Officers training will be started immediately. FDMN training will be in each Saturday by local leaders. The date will be declared urgently. MLD and ToC training will be arranged with PM and M&E. Need Assessment will be required before training	FAR	11 October
37.	CJU staff will be provided 3 day ToT	SAH	15 October
38.	IRWD preparatory meeting will be conducted Press conference	FAR	6 October 14 October
39.	An accounts officer will be set in CHP	SKB	10 October
40.	The procurement committee of FDMN projects will be more active	Mizanur Rahman	On going
41.	The all staff of PO meeting will be held every 15 days	SKB	On going
42.	Weekly meeting with all ADs and DD will be conducted	SKB	On going

#### Next week activities:

SI	Name	Activities
1.	Barequl Islam Chowdhury	<ul style="list-style-type: none"> <li>Attending Enterprise Development PP writing Workshop by PKSf</li> <li>Writing Project Proposal on Enterprise Development</li> </ul>
2.	Barkat Ullah Maruf	<ul style="list-style-type: none"> <li>Communication with Horondelle Foundation</li> <li>Workshop with ADAB, FNB and other informal sector</li> </ul>
3.	Anwar Hossain	<ul style="list-style-type: none"> <li>Monthly reports-PKSf &amp; SF and other MF based projects</li> <li>Re-imbusement</li> <li>MF annual audit report</li> </ul>
4.	Tariqul Islam	<ul style="list-style-type: none"> <li>Project quarterly reports</li> <li>Mitigation of audit observation</li> <li>Burn report analysis</li> </ul>
5.	Ashaduzzaman	<ul style="list-style-type: none"> <li>Budget variance analysis</li> <li>MF cost sharing</li> </ul>
6.	Foysool Hossain Khan	<ul style="list-style-type: none"> <li>FDMN purchase monitoring</li> <li>FDMN reports</li> <li>FDMN burn rate analysis</li> </ul>
7.	Naznin Ahmed	<ul style="list-style-type: none"> <li>Training to Community Extension Worker</li> </ul>
8.	Razib K. Bhowmik	<ul style="list-style-type: none"> <li>Burn rate report analysis and way forward for further actions</li> </ul>
9.	Abarul Islam	<ul style="list-style-type: none"> <li>Recruitment process of C-ICT</li> <li>Maintaining of websites</li> </ul>
10.	Salehin Sarforaj	<ul style="list-style-type: none"> <li>Swandwip field visit</li> <li>Beneficiaries survey</li> </ul>
11.	Fahomida Amin	<ul style="list-style-type: none"> <li>Hatiya field visit</li> </ul>
12.	DM Nazmul Alam	<ul style="list-style-type: none"> <li>CC related policies development</li> </ul>

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		<ul style="list-style-type: none"> <li>• GCM Bangla translation</li> </ul>
13.	Md. Sahabuddin	<ul style="list-style-type: none"> <li>• Tarun Alo and ENRICH visit in Kutubdia</li> <li>• BoT preparation</li> </ul>
14.	Sayed Aminul Haque	<ul style="list-style-type: none"> <li>• CFTM meeting</li> <li>• BoT preparation</li> <li>• CJRF seminar preparation follow up</li> </ul>
15.	Tarik Sayed Harun	<ul style="list-style-type: none"> <li>• Facilitating PKSF team to Bhola</li> <li>• Communication with banks</li> <li>• Communication with MRA as we will submit the audit report lately</li> </ul>
16.	Ferdous Ara Rumees	<ul style="list-style-type: none"> <li>• Preparatory meeting for IRWD</li> <li>• Press conference for IRWD</li> <li>• Starting training for MF staff</li> </ul>
17.	Mujibul Haque Munir	<ul style="list-style-type: none"> <li>• Study of localization (ED will issue request letters to Oxfam and UNHCR)</li> <li>• Facilitating the NRC regional team</li> <li>• Attending SF meeting</li> </ul>
18.	Iqbal Uddin	<ul style="list-style-type: none"> <li>• Project reports analysis</li> <li>• Editing newsletter</li> <li>• Field visit in Cox's Bazar</li> </ul>
19.	Rezaul Karim Chowdhury	<ul style="list-style-type: none"> <li>• Participating WB-IMF annual meeting</li> <li>• BoT preparation for HR Manual, Trustee Deed and Joint Stock Company documents</li> </ul>
20.	Sanak K. Bhowmik	<ul style="list-style-type: none"> <li>• BoT Preparation</li> <li>• Final draft of HR Manual, 2018</li> <li>• Meeting with ADs and DDs person to person</li> <li>• Coordination with all due to ED's absence</li> </ul>

Prepared by

Sanat K. Bhowmik  
Director