

COAST Trust, Principal Office, Dhaka, Date: 26 May 2018

Subject: Minutes on Project Performance and Monitoring Meeting (PPMM)

The Project Progress Monitoring Meeting (PPMM) was held on 26 May 2018 during 10.30 am to 5.10 pm at COAST Trust, Principal Office, Dhaka. The meeting was moderated by Shawkat Ali Tutul, Assistant Director-SA & DRR. Besides Ms. Ferdaus Ara Rume, Assistant Director, Iqbal Hossain- Assistant Director, MEAL was present at the meeting to discuss on some significant issues which are mentioned in the given agendas. All the PCs/PMs/M&E representatives from different projects were present in the meeting.

The following personnel were presented in the meeting:

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| 1. Md. Mizanur Rahman,PC- IECM | 8. Khokan Chandra Shil, C-M&E-ECOFISH |
| 2. Md. Pranto Sikder, SDO-ENRICH | 9. Abul Hasan, DTL-CFTM |
| 3. Md. Zahidul Islam, PM-Torun Alo | 10. Ali Abbas, F&A |
| 4. Debasish Mozumder, APC-IECM | 11. Fahmida Amin C- M&E, |
| 5. Md. Razaul Karim, PO-S&EE, SEEDS | 12. Md. Jahirul Islam-PC-ECOFISH |
| 6. Arif Hossain, PO-M&E, SEEDS | |
| 7. Md. Masum Billa, MRO-SFP | |

Agenda:

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| 1. Last Meeting Minutes Review | 9. HQAI certificate |
| 2. Monthly HR report | 10. Skype/teleconference |
| 3. Staffs recruitment | 11. PoP |
| 4. Monitoring and Evaluation | 12. PPT |
| 5. Audit findings | 13. AOB |
| 6. Case study | |
| 7. Project complementation report | |
| 8. New project update | |

Discussion and Decisions: In the meeting first discussion on agenda's and which decisions were taken given in the following table.

SL	Agenda	Discussion and Decision	Dateline	Responsible
01	Last Meeting Minutes Review	<ul style="list-style-type: none"> - Picture and emergency number (Home) of each staffs should be included at the printed doc in visible font and will hang at the office notice board as before. - Weekly Meeting at PIU (Project Implementation Unit) Office helps to boost up to their work. Thursday or Sunday in a week a meeting should have been arranged at the each PIU office with all the project staff and the main topic will be the plan of activity of this month. All meeting minute will be prepare on prescribe format which already sent by DD Sued Aminul Hoque. Meeting minutes also have to be copied to Iqbal Uddin, Assistant Director MEAL; iqbal.coast@gmail.com 	Running Process On going	All PCs/PMs
02	Monthly HR report	<ul style="list-style-type: none"> - All project will send HR report as per prescribe format to Hasibul Haque, Head HRM by 10th of each month. - Office discipline; timely office attendance and movement 	On going	PCs/PMs

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		<p>should be maintained appropriately and office chief of respective office is responsible for ensure supervision and reporting on it.</p> <ul style="list-style-type: none"> - Leave application must be attached to main leave book and personal file. 		
03	Monthly Project Coordination Meeting	<ul style="list-style-type: none"> - In monthly project coordination meeting, it is must to review budgetary and program progress and prepare next work plan as well followed by below format; <p>Activity - planned & done - planned but not done- Reasons behind it.</p> <ul style="list-style-type: none"> - Documentation of Impact and case study 	Running progress	All PCs/PMs
04	Staff Recruitment	<ul style="list-style-type: none"> - ECOFISH project MoU has been completed May to December 2018, old staff will be recruit as per management approval and a circular will be published to recruit gap positions. 	30 May 2018	ECHO Fish PC/Focal person
05	M&E	<ul style="list-style-type: none"> - Iqbal Bhai will provide a new format for monitoring, documentation, accountability, Impact to and feedback follow existing format. - All project will prepare impact level case study; Impact concerns with lasting and sustainable changes that introduced by a certain intervention in the lives of beneficiaries. And Impact is related either to the specific objectives or to unexpected changes caused by an intervention. 	15 May 2018 Continuing	AD-M&E M&E
06	Audit findings	<ul style="list-style-type: none"> - All project A&A/PC will prepare audit response report against findings to follow practical fact and acceptable reasons, do not write "as per management decision" - Exit meeting is must for any audit and both side signature will be mandatory. 	Continuing	A&A/PC
07	Case study	<ul style="list-style-type: none"> - All project prepared case study but everybody maintain process not maintain change, so case study will be prepared to see the change for project initiatives. - Case study to be show impact and it will be publish in newsletter 	Every month	M&E, PC
08	Project completion report	<ul style="list-style-type: none"> - CFTM project will prepare project complementation report. - All projects will write-up complementation report before a project ending. <ol style="list-style-type: none"> 1. Torun Alo : April 2019 2. ECOFISH : December 2018 3. IECM : September 2018 4. SEEDS : December 2018 5. SFP : June 2018 6. CFTM : September 2019 7. CJRF : December 2020 	30 May 2018 One month before project closing	DTL- Patuakhali, CFTM PCs/ PMs

SL	Agenda	Discussion and Decision	Dateline	Responsible
09	New project update	<p>Mr. Ali Abbas and Fahmida Amin introduce below new project</p> <ul style="list-style-type: none"> - Oxfam localization project; This project to be covers all district, simple reporting format, capacity building, advocacy and partnership for promoting localization, Grand Bargain and C4C. - COAST-MERCY Malaysia Project will continue mother and child clinic without funding support from Mercy Malaysia - UNICEF Project-Child Protection new project will continue with 80 child education center in Rohingya camps - Community led initiatives for climate justice and resilience in the islands and coastal areas of the Bay of Bengal in Bangladesh. (CJRF- Project) <p>Objective of this project :</p> <ol style="list-style-type: none"> 1. To do networking and advocacy with leadership in local, national and international level from climate change impacts and protection on Bangladeshi coastal population. 2. To facilitate information and education as empowerment through community radio and armature radio networks especially the need of adolescent, youths, women and children. <ol style="list-style-type: none"> 1. To provide technical, extension and input supports to coastal community in respect of climate adaptation. 		
10	HQAI certificate	<ul style="list-style-type: none"> - It is our great pleasure that after three years of reorganizations with learning from self and peers review, and a rigorous field audit by three international auditors, recently COAST quality assurance certificate based on CHS (Core Humanitarian Standard) from HQAI - COAST is the first southern NGO who have now certified. - COAST management recognized all efforts of COAST colleagues to achieve this certificate. We will continue to strive for excellence for accountability and quality management in this regard as an independent accountable and sustainable NGO. 	Continuing	All staff
11	Skype/teleconference	<ul style="list-style-type: none"> - Weekly or monthly basis Skype meeting will be held between Project office and Principal office; Focal person will conduct at least one skype or mobile conference meeting with respective project leaders. 	Running Process	AD-SA&DRR
12	PoP	<ul style="list-style-type: none"> - All pc will send PoP statutory requirement filled format to the Director by 10 June 2018 and ECOFISH will be sent project PoP by 30 May 2018 	10 June	PCs
11	AoB	<ul style="list-style-type: none"> - Next PPMM will be held at Coxes bazaar - HAQI certificate is same as ISO certificate - New COAST pad to be send to all PC and some register is important for the field like, work order register, leave register, purchase requisition fuel, stationary, food perdium format etc. Account and Admin section 	Running Process	Respective, Head-HRM, and DD- BFC

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		- All PC and M&E must be participate PPMM including FDMN projects.		
12	Program presentation			
A	SFP	Total cumulative achievement: 63% Last month performance: 77% Reporting month performance: 80%		
B	SEEDS	Total cumulative achievement: 79% Last month performance: 79% Reporting month performance: 84%		
C	ENRICH	Total cumulative achievement: 99% Last month performance: 87% Reporting month performance: 98%		
D	ECOFISH	Total cumulative achievement: 100% Last month performance: 98% Reporting month performance: 100%		
E	IECM	Total cumulative achievement: 64% Last month performance: 98% Reporting month performance: 99%		
F	UJJIBITO	Total cumulative achievement: 95% Last month performance: 116% Reporting month performance: 99%		
G	Torun Alo	Total cumulative achievement: 67% Last month performance: 49% Reporting month performance: 71%		

After a successful discussion on project activities and with other concerns, Moderator appreciated all the participants for their active participation. Having no other issues to discuss, the moderator closed the meeting with votes of consent from the participants.

Documented by

Md. Jahirul Islam
Project Coordinator, ECOFISH
COAST Trust

Reviewed by

Mr. Shawkat Ali Tutul
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COAST Trust