

A virtual meeting of PO Staff was held on 28 June, 2020 presided over by the Executive Director. All staff of PO were present in the meeting. Meeting notes are as follows:

SI	Decisions	Responsible professionals	Date line
1.	<p>COVID-19 Response Committee</p> <ul style="list-style-type: none"> An emergency meeting was held earlier in the morning on 28 June, 2020 for protection of staff from COVID-19 and the meeting was presided over by the Executive Director. A high level committee titled “COVID-19 Response Committee” has been formed. For COVID-19 response, meeting notes that held yesterday’s morning will be followed. 	SKB, SAH, AKB, MKA, TSH, Omour Faruk, Shipon Datta	Ongoing
2.	<ul style="list-style-type: none"> A virtual training will be held on using pulse Oximeter at 3 pm on 4 July 20. A format will also be developed for checking and ensuring staff participation of the training/meeting. First supervisor will check the participation status of their respective staff and send report in a regular basis. 	SAH, SKB SKB, All Supervisors	04.07.20 Ongoing
3.	<ul style="list-style-type: none"> Pulse Oximeter be kept on every office. Every staff has to check his/her oxygen saturation every alternative day. 	All	Ongoing
4.	<ul style="list-style-type: none"> Every staff will get a small bottle of sanitizer (100ml) from central office. If quality alcohol (98%) is available at district level, it may consider to purchase alcohol from locally. Decision of sending alcohol from Dhaka will be finalized by 29 June, 2020. 	SAH, MKA	29.06.20
5.	<p>Fund for Corona Infected Staff Treatment</p> <ul style="list-style-type: none"> Core staff will contribute one day and non-core staff contribute 2 days salary to Corona Fund in every month until the fund is sufficient to support staff. UNICEF Child protection staff will contribute 3 days salary to corona fund in every month. 100% staff salary of June, 2020 will be disbursed. 	All UNICEF Child Protection Staff	Ongoing June, July 2020
6.	<ul style="list-style-type: none"> Activities to prevent staff from COVID-19 infection (disinfection, personal protection, awareness, oximeter test, thermal scanner check, etc.) and treatment will be given priority in every offices. Office leader will check that. If any staff becomes COVID-19 positive, he/she must be sent to Govt. hospital. On the other hand, if any staff is suspected Covid-19, he/she has to send our quarantine center. An expenditure will estimate for upcoming days regarding corona protection and treatment. 	All SAH AKB, Omour Faruk	Ongoing
7.	<p>Virtual Heath Consultation</p> <ul style="list-style-type: none"> Staff consultation with the doctors will be continued. Zoom meeting consultation will be arranged bi-weekly. A training for critical patients will also be organized. Women's health consultation will also be continued on a regular basis every Thursday from 3.30 pm to 4.30 pm. A circular will be issued for that. 	SKB, FAR	Ongoing
8.	<ul style="list-style-type: none"> A heath related circular will be issued for the staff who visit the Rohingya camps and their regular health report (thermal scanners) will be sent twice a week. Staff will not allow continuing office without the permission of the central corona response committee if he/she is suspected of Covid-19. 	MHM SAH	02.07.20 Ongoing
9.	<p>Training Calendar & Strategy</p> <ul style="list-style-type: none"> A training plan/calendar will be developed for the next one year considering non-class room training method (Zoom training, one to one training). The senior management team will finalize which trainings will be best for the staff capacity building in this COVID-19 situation. The courses can be on advocacy, life skill, English proficiency, managerial capacity, gender, skill development, advanced micro-finance, etc. One training may be arranged in a week and its duration could be 1.00 -1.30 hours. After completing the training, a test would be conducted. 	SKB, FAR, MHM, BUM	Ongoing

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	<ul style="list-style-type: none"> The trainer should set training strategies/ principles. It may be 20 minutes presentation and then 10 -15 minutes Q&A session. A simulation of training would be organized and filmed. The recorded video would be shared with staff for their learning. 		
10.	Field Visit <ul style="list-style-type: none"> Staff are instructed to avoid public transport during field visits. Cabin will be preferable while traveling marine routes. 3 NOAH cars will be purchased for Chittagong, Barisal & Noakhali regions by this week. 2 PO cars also be sent for field offices. Micro- Finance team will start field visit from the next week. 	All AKB MF Team	Ongoing 02.07.20
11.	Individual Planning <ul style="list-style-type: none"> Every staff must prepare his/her individual and sectorial planning. He/she has to identify urgent work, priority work and note down it in the diary. Staff are requested to see the Google calendar every day for participating in the national and international webinars. 	All	Ongoing
12.	Advocacy and Campaign Committee <ul style="list-style-type: none"> An advocacy and campaign committee will be formed. SMT will finalize the advanced planning and strategy. Using social media especially twitter is helpful for advocacy and campaign. Climate Change, Localization, Grand Bargain will be given the highest priority. All senior project managers will be oriented through Zoom on issues like localization, its objectives and strategies, charter for change, climate change, internal displacement, women and children and other relevant issues. Staff, who is engaged in advocacy, will increase his/her participation in the national and international webinar for raising voice and establishing COAST position on that particular issue. 	SAH, MKA MHM, BUM,	15.07.20 Ongoing

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

Notes taken by-
Md. Arif Dewan
29 June, 2020