

## Minutes of Monthly Gender Relations Development Meeting (Donor Funded Projects)

COAST Trust, 16<sup>th</sup> July 2020, COAST Trust.



Monthly Gender Relation Development Meeting of donor funded projects and other projects was held on July 16, 2020 at 2.00 pm. The meeting was moderated by Sumaia Mariam, DD-HRM of COAST Trust and total 63 female staffs from different projects were present in this meeting.

### Agenda:

- 1) Introductory discussion.
- 2) Intention of male colleagues (make illegal relationship with female colleagues, harassment of female colleagues over the phone or by any means).
- 3) About Gender policy of COAST Trust.
- 4) Inform about the number of Gender Focal.
- 5) Threat of job dismissal to female colleague.
- 6) Necessity of Gender Relation Development Meeting at office.
- 7) Feedback collection.
- 8) Maintaining the meeting rules.
- 9) AOB

The following decisions have taken according to above mentioned agenda discussions -

SL	Agenda	Discussion	Decision	Responsible Person
1	Introductory discussion	As it was the first meeting with the presence of DD-HRM, all the participants gave their introduction and working status in the organization.	-	-
2	About Gender policy of COAST Trust	Gender policy of COAST Trust has been discussed.	i) She has requested all female staff to read the policies of the organization thoroughly, ii) Follow those and be conscious about their positions, relationships with the colleagues in the team. lii) The relationship has to be supportive and make positive contribution in the team. iv) There has to be healthy competition among the colleagues to develop performance and v) Colleagues must be supportive to complete	All female staff.

			the job task and respectful to each other.	
3	Intention of male colleagues to make illegal relationship with female colleagues, harassment of female colleagues over phone or by any means.	No male colleague can give phone call or message without emergency situation after 6.00 pm and everyone should aware about it. If someone does so then administrative decision will be taken against him.	If any male colleague gives phone call to any female colleague, gender focal must be informed by the respective female colleague. If it is not solved here it will be informed to central Gender Focal.	All female staff.
4	Misdeeds must be informed directly to the Gender Focal	Any gender related issue must be informed to Gender Focal through phone or in person.	It is decided that if someone face any gender related problem/challenge she is requested to inform the respective Gender Focal.	All female staff.
5	Threat of job dismissal to female colleague	It is discussed that threat of job dismissal is not valid according to organization's policy. It is one kind of mental harassment and it is no tolerable issue.	It is decided that if someone try to take advantage by threatening of job dismissal, administrative decision will be taken against him/her.	Respective Gender Focal Persons
6	Necessity of Gender Meeting	Everyone have shared the necessity of Gender Meeting.	It is decided that male colleagues can participate in Gender Meeting taking higher management's approval.  GRD Meeting with regional Gender Focal will be held every month and Central Focal once in every two months.  Until the situation due to COVID-19 pandemic in the country improves, this meeting will be conducted online or through zoom meeting.	Gender Focal-COAST Trust.
7	Collecting Feedback	In every meeting we used to collect feedback by open secret method. In this meeting we have collected feedback also about present condition of project staffs.	It is also decided that everyone can discussed any kind of gender sensitive issue in this meeting and they can raise question if they have any opinion, suggestion about gender issue.	Gender Focal-COAST Trust.

8	Maintain meeting rules	It is very disturbing in online meeting that if anyone unmute their microphone unnecessary.	Everyone has to follow the meeting norms and rules of the organization as well as present in the meeting in time. During this meeting participants can't be busy in other jobs.	All the female staff.
9	AOB	As there was no further discussions, the moderator ended the meeting with vote of thanks to everyone.		

Prepared By:



16/07/2020

Taharima Afroj Tumpa

Gender Focal-UROC, COAST Trust.