

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka; Date: March 16, 2021

The virtual PPMM was organized on 16 March, 2021. Joint Director, Deputy Director, Heads, Project leaders and Monitoring Officers from different projects were present in the meeting and assisted to make decisions. JD-MEL&HA moderated the session.

Meeting Agenda:

1. Last meeting minutes review
2. Data segregation report presentation
3. Field visit feedback
4. Newsletter feedback
5. PPT and Progress report sharing
6. AoB (COVID expansion & Health rules etc.)

Discussion and Decisions:

| SI | Agenda | Discussion and decision | Deadline | Responsibility |
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| 1. | Last meeting minutes review | <ul style="list-style-type: none"> • VCF- PACE (Dry Fish) will prepare an exit strategy of their project and send it to JD-MEL&HA. • VCF-PACE (Crab fattening) will share an update with JD-MEL&HA about the progress made of their exit strategy. • A motorcycle (driving license, registration card, bluebook and fitness) status reporting format will be developed by Director-FC&CEA, filled-up by PC/PM and sent to the Director-FC&CEA quarterly. • PC/PM will revise their project's PoP and training & meeting calendar following the PoP of the ESRPE project and send it to JD-MEL&HA. • PC/PM are requested to prepare a report based on the no. of community people they supported for COVID-19 vaccine registration. • An app will be launched for staff monitoring by 30/31 March in the CXB region and the 1st week of April in other regions. | <p>22.3.21</p> <p>22.3.21</p> <p>25.03.21</p> <p>31.03.21</p> <p>31.03.21</p> <p>07.04.21</p> | <p>VCF- PACE (Dry Fish)</p> <p>VCF-PACE (Crab)</p> <p>PC/PM</p> <p>PC/PM</p> <p>PC/PM</p> <p>PC/PM/M&E</p> |
| 2. | Data segregation report presentation | <ul style="list-style-type: none"> • Activity achievement reached 97% in February 2021 where the cumulative achievement is 47% • Beneficiaries reached 38% by February 2021. • PC/PM are requested to add all the applicable project activities in the data segregation report and to maintain the same monthly information/data/target following the PoP and project quarterly plan. | Ongoing | MEAL Section |
| 3. | Field visit feedback | <p>Head-CJRF shared his field visit feedback on the CEPI project. These are:</p> <ul style="list-style-type: none"> • Need inclusion of important stakeholders in the peoples' forum following the project guideline. • Facilitator should have the capacity to control the audience and the ability to keep the discussion within the focused issue. • Should be careful about PPT, presentation and time limit. | Ongoing | PC/PM |

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| 4. | Newsletter feedback | <p>The respective Newsletter’s feedbacks are below:</p> <p>ACCORD:</p> <ul style="list-style-type: none"> • The project intro should be in brief form. <p>APC:</p> <ul style="list-style-type: none"> • Every picture in the newsletter should have a caption covering the key message, photo credit and date. <p>CFTM:</p> <ul style="list-style-type: none"> • Check page set up before submission. <p>CJRF:</p> <ul style="list-style-type: none"> • Good Newsletter. <p>Education:</p> <ul style="list-style-type: none"> • The newsletter will be impact-oriented. <p>CEPI:</p> <ul style="list-style-type: none"> • Headlines should be simple and specific (No bold, italic, underline, etc.). <p>ESRPE:</p> <ul style="list-style-type: none"> • Good Newsletter • Should follow the writing style in the newsletter and place the impact-oriented pictures and quotes. • Picture caption will be included program name, place, photo credit and date. <p>ISCP:</p> <ul style="list-style-type: none"> • Project intro will be in a box and avoid full-stop at the headline. • Picture caption will be included Program name, Place, Photo Credit and Date. <p>Dryfish:</p> <ul style="list-style-type: none"> • Picture caption will be included Program name, Place, Photo Credit and Date. <p>Radio Meghna:</p> <ul style="list-style-type: none"> • Good newsletter. <p>Crab fattening:</p> <ul style="list-style-type: none"> • A project brief will be included on top. • There will be space in the newsletter. <p>SFP:</p> <ul style="list-style-type: none"> • Space, margin and overall page set-up should be checked carefully. • Use caption. | Ongoing | PC/PM |
| 5. | PPT and project progress report sharing | <p>Presentation topics must be reflected in the picture. Use infographics in the presentation.</p> <p>CFTM:</p> <ul style="list-style-type: none"> - Activity achievement for February 95%, Cumulative 59%. - Cumulative beneficiary achievement 89%. - Project burn rate 81%. - Presentation should be prepared following the COAST standard. - In terms of deviation for any program activity, an explanation should be given. - Impact-oriented and appropriate pictures should be used. <p>APC:</p> | Ongoing | PC/PM/M&E |

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| | | <ul style="list-style-type: none"> - Activity achievement for February 98%, Cumulative 91%. Cumulative beneficiary achievement 94% - Burn rate 84%. - A one-pager project closing report should be submitted. <p>Radio Meghna:</p> <ul style="list-style-type: none"> - Monthly radio program list should be in the PPT. - The impact should be presented focusing on the program name, title, targeted listeners and comments, if any. <p>SFP</p> <ul style="list-style-type: none"> - Activity achievement for February 100%, Cumulative 33%. - Cumulative beneficiary achievement 92%. - Burn rate 88%. - Avoid artificial pictures. <p>CEPI</p> <ul style="list-style-type: none"> - Activity achievement for February 61%, Cumulative 60%. - Cumulative beneficiary achievement 37%. - Burn rate 97%. - Beneficiary demand should be related/linked to the Union Parishad. - A good and catchy title should be used for the case study. <p>CJRF</p> <ul style="list-style-type: none"> - Activity achievement for February 100%, Cumulative 93%. - Cumulative beneficiary achievement 95%. - Case studies should be prepared on projects' different CAIGTs. - Good Presentation. <p>Crab Fattening:</p> <ul style="list-style-type: none"> - Good Presentation. <p>Dryfish:</p> <ul style="list-style-type: none"> - Good Presentation. <p>ACCORD</p> <ul style="list-style-type: none"> - Activity achievement for February 96%, Cumulative 98%. - Cumulative beneficiary achievement 97%. - Burn rate 98%. - Good Presentation. <p>ISCP</p> <ul style="list-style-type: none"> - Activity achievement for February 50%, Cumulative 19%. - Cumulative beneficiary achievement 21% - Burn rate 100%. - Good Presentation. <p>ELIBEC</p> <ul style="list-style-type: none"> - Activity achievement for February 82%, Cumulative 15%, - Cumulative beneficiary achievement 57%. - Good presentation. <p>Child Protection</p> <ul style="list-style-type: none"> - Activity achievement for February 95%, Cumulative 15%. - Cumulative beneficiary achievement 16%. - Burn rate- 60%. - Good presentation. | | |
| 6. | AoB | <ul style="list-style-type: none"> • A general letter citing the changes of name from COAST Trust to COAST Foundation will be issued by DED next week. | 25.3.21 | JD-MEL&HA |

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| | <ul style="list-style-type: none"> • Three orientations will be conducted by JD-MEL&HA by the 2nd week of April 2021 on <ol style="list-style-type: none"> 1. COAST Policies, 2. Meeting minutes writing, 3. Exit strategy. • A basic orientation course will be conducted in the 1st week of next month on COAST's program and management. A curriculum will be developed and approved by ED in this regard. • PC/PM will discuss the Beneficiary feedback in the monthly coordination meeting. • PC/PM will make a progress review report against the beneficiary feedback we have been received so far and send it to JD-MEL&HA. The format will be enclosed in here with the PPMM minutes. • A section in the newsletter, title "Our initiative following beneficiaries' feedback" will be reported. • AD-CFTM will share a list consisting all the monthly reporting formats with JD-MEL&HA and will be discussed at the next PPMM, if it can be reduced. • A basic orientation course will be conducted in this month on software download, video editing, using subtitle, etc. • PC/PM will share their project activities in their Twitter account daily. These messages, photos and videos must be checked by the PO before posting. Sr. Coordinator- SM&DC will contact them in this regard. • Project staff will write field visit report and will preserve them as hard copy in a separate file. • PC/PM/M&E will discuss their field visit findings at their monthly project coordination meeting. • All personnel files will be the same through COAST prescribed file. | 10.4.21 | JD-MEL&HA |
| | | 07.04.21 | RTL-CXB and Head-HR |
| | | Ongoing | All |
| | | Ongoing | All |
| | | Ongoing | All |
| | | 13.4.21 | AD-CFTM |
| | | 31.03.21 | Sr. Coord- SM&DC |
| | | Ongoing | PC/PM |
| | | Ongoing | PC/PM |
| | | Ongoing | PC/PM/M&E |
| | | 07.04.21 | PC/PM/A&AO |

Having no other issues to discuss, the meeting was ended with the vote of thanks by the JD-MEL&HA.

Notes taken by:



Md. Shiful Islam
M&E, ACCORD Project, UROC, COAST Foundation

Reviewed by:



Md. Iqbal Uddin
Joint Director- MEL&HA

Review Format of Beneficiary Feedback:

Project Name:

| Sl | Feedback received from beneficiaries till date | Responded to | Explanation, if not responded |
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Prepared By:

Date: