

The SMT Coordination Meeting was held on 5 March, 2021 presided over by the Executive Director. The DED, Directors, DD, JDs and ADs were present in the meeting. Meeting notes are as follows:

SI	Decisions	Responsible professionals	Deadline
1.	<ul style="list-style-type: none"> A training will be organized on how to engage yourself in creative work and how to relief yourself from frustration and tension. 	RKC MHM	On going
2.	<ul style="list-style-type: none"> Every staff should do the breathing exercises regularly 	All staff	Ongoing
3.	<ul style="list-style-type: none"> A side wall will be constructed on ITDC land, especially beside of crematorium and grave A draft budget will be prepared and submitted to Executive Director for his comments and instructions Initiative must be taken to shift the latrine of mosque that was built in the land of ITDC 	BIC RB	14.04.21
4.	<ul style="list-style-type: none"> Employee tracking software will be on live from 15 April 2021 Two extra pulse oximeter must be in stock in every regional office 	AI	11.04.21
5.	<ul style="list-style-type: none"> Incentive for trainee of Radio Soikat will be re-fixed on taka 5,000 per month 	SKB JA	15.04.21
6.	<ul style="list-style-type: none"> Contact number of DCT (Deputy Commissioner of Taxes) of respective circle office will be provided to Executive Director 	AKB	15.04.2021

Work plan: next month

SL	Name	Activity
1	Rezaul Karim Chowdhury	<ul style="list-style-type: none"> BDCSO and CCNF evaluation and a short report on this and strategy development for fund raising HQAI certification and Annual report submit to donor agency Finalization plan and estimate of sonar land construction Cox's Bazar Visit
2	Sanat Kumar Bhowmik	<ul style="list-style-type: none"> Proposal revision of GCA project Project proposal for GIZBD Orientation meeting of People's Organization Field visit Chattogram Region
3	Syed Aminul Hoque	<ul style="list-style-type: none"> UP vulnerability assessment and concept note development CJRF project outline drafting and organize webinar on 17 April. Next EC meeting preparation Field visit Cox's Bazar
4	Tarik Syed Harun	<ul style="list-style-type: none"> Getting name change certificate from PKSf Joint advocacy with CDF MRA and Bangladesh Bank about 2nd web of COVID 19 Follow-up commercial Bank for disbursement of committed loan
5	Ahsanul Karim (Babor)	<ul style="list-style-type: none"> Fund Management Finalization of MOU with engineer Khaled Final review of Together partner agreement Update financial report Investigation and follow-up the letters that issued by NBR
6	Mustafa Kamal Akanda	<ul style="list-style-type: none"> NGOAB certificate Withdrawal of ITDC cases
7	Iqbal Uddin	<ul style="list-style-type: none"> Evaluation Radio Meghna Completed video on MEAL PPMM
8	Ferdous Ara Rumees	<ul style="list-style-type: none"> Prepare 3 month program schedule for Radio Meghna

SL	Name	Activity
		<ul style="list-style-type: none"> • Strategy setup on how to continue the activity of stopping child marriage without support of donor • Zoom meeting with Lalmohon and Bhola sadar • Planning meeting for preparation of agreement with PROKASH
9	Sahabuddin	<ul style="list-style-type: none"> • Summary report preparation for next EC Audit Meeting • Field visit - FDMN
10	Omour Faruk	<ul style="list-style-type: none"> • Completion welfare fund loan agreement • Final financial report – Our Ocean project • Radio Soikat – LC
11	Md. Tariqul Islam	<ul style="list-style-type: none"> • Budget preparation for CJRF and submission of FD-6 to NGOAB • Preparation and submission of reimbursement report APC project • PACM meeting
12	Rashida Begum	<ul style="list-style-type: none"> • Lobbying meeting with water development board of Charfession and UNO office , LGED and agriculture office regarding building sluice gate • Awareness building on COVID – 19 • Preparation of zoom meeting on stopping child marriage in Bhola Sadar and Lalmohon upazila • Follow-up activity of Radio Meghna
13	Jahangir Alam	<ul style="list-style-type: none"> • Arrange approval for CAMP 26 and 27 within 20 April 2021 • Meeting with Department of Youth Development of Cox's Bazar regarding methodology of conduction training and hiring trainer • Preparation of concept note for world refugee day 2021 • Preparation of Power point presentation on COAST for NGO coordination meeting • Arrange clearance certificate from Department Environment of Cox's Bazar
14	Abarul Islam	<ul style="list-style-type: none"> • Staff tracking software • Staff id card and visiting card • Sticker for COAST Vehicle
15	Mojubil Haque Munir	<ul style="list-style-type: none"> • Plan of operation for APFP project • Review project quarterly report • Arrange orientation training for social media advocate on online security

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

Notes taken by-
Omour Faruk Bhuiya
Assistant Director-FM
5 April, 2021