

The SMT Meeting was held on 9 August, 2021 presided over by the Executive Director. The DED, Directors, DD, JDs and all ADs were present in the meeting. Meeting notes are as follows:

SI	Decisions	Responsible professionals	Deadline
1.	<ul style="list-style-type: none"> ITDC side- wall budget has been approved. The construction will be initiated after managing budget and during the dry season. 	BIC	Ongoing
2.	<ul style="list-style-type: none"> Budget variance report will be prepared in every month. Staff of the principal office will prepare field visit plan after lifting lockdown and travel restrictions. Every office staff will attend the national anthem in the morning at 9.00am on August 11, 2021, and will start their regular office work. 	AKB All staff	On going
3.	<ul style="list-style-type: none"> Every staff should prepare three-month advanced plan and send to their supervisor(s). 	All SMT staff	Ongoing

Work plan: next month

SL	Name	Position	Activities of reporting month	Activities of next
1	Rezaul Karim Chowdhury	Executive Director	<ul style="list-style-type: none"> Preparation of climate change related seminar on 12th June Financial Trend meeting Preparation of AGM on 26 June 2021 Finalization plan and Budget 2021-22 	<ul style="list-style-type: none"> CCNF Evaluation report preparation Financial trend meeting Cox's Bazar visit for Sonarpara land registration Fund forecast for Sonarpara building construction
2	Sanat Kumar Bhowmik	Deputy Executive Director	<ul style="list-style-type: none"> Finalization of FD-6 of GCA project Review of agreement for GIZBD funded project Preparation of AGM on 26 June 2021 Revision of COAST constitution 	<ul style="list-style-type: none"> Barishal, Bhola and Charfession visit GIZBD project staff recurrent Revision of COAST constitution
3	Syed Aminul Hoque	Director-ME & IA	<ul style="list-style-type: none"> CFTM climate vulnerability budget. Seminar preparation on 12th June 2021 CJRF international meeting preparation. Internal audit meeting. 	<ul style="list-style-type: none"> CFTM climate vulnerability report preparation Cox's Bazar and Bhola visit CJRF international meeting Internal audit meeting.
4	Tarik Syed Harun	Director-CP	<ul style="list-style-type: none"> Business plan & Budget finalized of MF CDF & MRA follow up. June closing 2021 as per MRA rules. 	<ul style="list-style-type: none"> Barishal and Noakhali visit CDF & MRA follow up. Communication with banks
5	Ahsanul Karim (Babor)	Director-FC & CEA	<ul style="list-style-type: none"> Finalization of budget 2021-22 AGM preparation Gratuity fund registration follow up. 	<ul style="list-style-type: none"> External audit coordination Fund management Gratuity fund registration follow up. Budget variance report preparation follow-up
6	Mustafa Kamal Akanda	Director-ASR	<ul style="list-style-type: none"> Radio Soikat establishment follow up 	<ul style="list-style-type: none"> Radio Soikat establishment follow up Mourning day observation

SL	Name	Position	Activities of reporting month	Activities of next
			<ul style="list-style-type: none"> • Seminar preparation of 12th June 	<ul style="list-style-type: none"> • Field visit Cox's Bazar
7	Iqbal Uddin	JD-MEL & HA	<ul style="list-style-type: none"> • HQAI audit preparation • Project exit plan review • PoP of 2021-22 • Start fund meeting 	<ul style="list-style-type: none"> • ISC power point presentation • Field visit Radio Meghana • PPMM
8	Mujibul Munir	JD-SD	<ul style="list-style-type: none"> • Our ocean project next phase proposal submission • GIZBD project agreement and other document review • Follow-up APFP project program 	<ul style="list-style-type: none"> • Tear fund project proposal preparation • GIZBD project meeting • GIZBD Project document preparation
9	Ferdous Ara Rume	DD-GT&CR	<ul style="list-style-type: none"> • PACA orientation • Bhola visit • Gender meeting preparation 	<ul style="list-style-type: none"> • On line training follow-up • Bhola visit • Gender meeting • CRM meeting
10	Sahabuddin	AD-Internal audit	<ul style="list-style-type: none"> • Filed visit Bhola & Cox's bazar • Document preparation for AGM • Internal audit preparation. 	<ul style="list-style-type: none"> • Filed visit Cox's bazar • Central finance audit • Internal audit meeting
11	Barequl Islam Chowdhury	AD-EnD	<ul style="list-style-type: none"> • Plan of operation for Sustainable Enterprise Project (SEP) • PACE budget for 2021-22 • Field visit Cox's Bazar • ITDC boundary follow up. 	<ul style="list-style-type: none"> • Sustainable Enterprise Project budget preparation (SEP) • Field visit Chattogram and Cox's Bazar • ITDC boundary follow up.
12	Mahmudul Hasan Didar	AD-CP	<ul style="list-style-type: none"> • Business plan & Budget for 2021-22 • HRM software update for salary sheet prepare automation. 	<ul style="list-style-type: none"> • Field visit Barishal and Noakhali • HRM software update for salary sheet prepare automation.
13	Md. Tariqul Islam	AD-FM	<ul style="list-style-type: none"> • FD-6 of GCA project • Revision FD-6 of CJRF • Annual audit preparation • PACM preparation 	<ul style="list-style-type: none"> • FD-6 of GCA project • Field visit Barishal and Chattogram • External audit coordination • PACM preparation
14	Omour Faruk Bhuiyan	AD-FM	<ul style="list-style-type: none"> • Preparation annual budget 2021-22 • Preparation annual audit 2020-21 • TOGETHER project follow up. 	<ul style="list-style-type: none"> • Monthly budget variance report preparation • External annual audit work 2020-21
15	Rashida Begum	AD-CFTM	<ul style="list-style-type: none"> • CFTM PoP • Conducting Upazila and District meetings • Follow-up activity of Radio Meghna 	<ul style="list-style-type: none"> • CFTM Project CSO meeting • COVID -19 camping related work • Social audit Follow-up
16	Jahangir Alam	AD-UNHCR project	<ul style="list-style-type: none"> • Sonarpara land mutation • World refugee day preparation • Bank account open for CCNF 	<ul style="list-style-type: none"> • Sonarpara land registration • UNHCR Project meeting • Bank account open for CCNF • COVID -19 camping related work. • Radio Soikat establishment follow up

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

Notes taken by-

Md.Sahabuddin
Assistant Director-Internal Audit
10 August, 2021