

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka; Dated: 17 November 2021

COAST Foundation has organized the virtual PPMM on 17 November 2021 where the Deputy Executive Director, Joint Director, Deputy Director, Heads, RTL, Project leaders and Monitoring & Evaluation Officers from different projects were present and assisted to make decisions. The meeting was moderated by the Joint Director-MEAL&R.

A. Meeting Agenda:

1. Last meeting minutes review
2. Data segregation report presentation
3. Newsletter feedback
4. PPT and Progress report sharing
5. AoB

B. Discussion and Decisions:

SL	Agenda	Discussion and Decision	Deadline	Responsibility
1.	Last meeting minutes review	<ol style="list-style-type: none"> a. Tearfund project's newsletter should be submitted and distributed regularly to the stakeholders from next month. b. If any person is unable to attend the PPMM for any reason, prior approval should be taken. c. Everyone should submit the project progress report within the agreed timeframe. d. All newsletters will be distributed at the administrative levels by the RTL. e. Where the RTL is not available, PC/PM should distribute it. f. Receiving of newsletters should be preserved. g. Participants will ensure their video on at zoom meetings. h. Those who have not got ID card yet, kindly contact local responsible person for printing locally. i. Staff-wise budget in the PoP of the A2J Project should be submitted. j. Participants' consent should be taken while capturing any photos or video. They also should be informed that their photo/video will not be used for any commercial purposes. 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>25.11.2021</p> <p>Ongoing</p>	<p>M&E, PC/PM</p> <p>All</p> <p>PC/PM</p> <p>PC/PM/RTL</p> <p>All</p> <p>AD, A2JaC</p> <p>All</p>
2.	Data segregation report findings	<ol style="list-style-type: none"> a. 70% of the cumulative targeted activities have been achieved during the last reporting month, where 48 % were male and 52% female. b. All projects' monthly (October) activity achievements reached 93%. 	Ongoing	PC/PM/M&E
3.	Newsletter feedback	<p>The quality of the newsletter has been improving. However, there have some common feedback-</p> <ul style="list-style-type: none"> ▪ Alignment should be kept carefully. ▪ Font size should be 12 in Bangla and 11 in English. 	Ongoing	PC/PM/M&E

		<ul style="list-style-type: none"> ▪ Full stop (.) cannot be used at the end of the title and the title will not be descriptive. ▪ Page makeup should be followed thoroughly. ▪ Newsletter will be in 2 pages. 		
4.	PPT and Progress report sharing	<p>All the responsible PC/PM presented their project progress through PPT of October 2021. The feedback are:</p> <p>TOGETHER</p> <ul style="list-style-type: none"> ▪ Good Presentation ▪ Focus should be on the photos of the community, stakeholders, and partners. <p>UNICEF Child Protection</p> <ul style="list-style-type: none"> ▪ Must have infographic. ▪ Project title not given. Font color must be matched. ▪ The achievements are not clear. ▪ Immediate results need to be shared. ▪ Burn rate was in October 53% and cumulative-77% <p>ACCORD</p> <ul style="list-style-type: none"> ▪ Good Presentation ▪ Picture will be taken closely. ▪ Burn rate was in October 53% and cumulative-77% <p>ISC Project</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Real information needs to be connected. ▪ Impact/Immediate outcome must be focused. ▪ Burn rate was in October-94% and cumulative-73%. <p>UNICEF Education</p> <ul style="list-style-type: none"> ▪ Good Presentation ▪ Indicators must be specific. ▪ Burn rate was in October-87% and Cumulative-77%. <p>CJRF</p> <ul style="list-style-type: none"> ▪ Didn't specify how many adolescents were benefited, got support, what are the changes by program or activity. ▪ Burn rate was in October-88%, and cumulative-99%. <p>Radio Meghna</p> <ul style="list-style-type: none"> ▪ Good presentation. ▪ Slides should be placed on the activity of the listeners' club with impact level photo. ▪ Slides should be increased in PPT. <p>SEP</p> <ul style="list-style-type: none"> ▪ Good Presentation. <p>APC</p> <ul style="list-style-type: none"> ▪ Good Presentation. ▪ Now supported by COAST, is not required burn rate. <p>Tearfund</p> <ul style="list-style-type: none"> ▪ Donor logo cannot be used. ▪ Should be more aware. ▪ Should be formulated correct sentences. 	Ongoing	PC/PM/M&E

		<p>CEPI</p> <ul style="list-style-type: none"> ▪ PPT must be bullet point, numerical, and infographic. Not narrative. ▪ Information must be impact-related. ▪ Mention what are the changes with the program. ▪ Burn rate was in October-98% and cumulative-100%. <p>A2JaC</p> <ul style="list-style-type: none"> ▪ COAST logo is not clear. ▪ Burn rate not shared. <p>ENRICH</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Burn rate was in October-100%, and cumulative-100%. <p>CITEP</p> <ul style="list-style-type: none"> ▪ Good Presentation. ▪ Now supported by COAST, is not required burn rate. <p>APFP</p> <ul style="list-style-type: none"> ▪ Good presentation. ▪ Topic needs to be specified. ▪ Careful about the timing of the presentation. <p>Radio Saikat</p> <ul style="list-style-type: none"> ▪ Good presentation. ▪ Print stickers with broadcast schedules and online radio link and put them in different places so that everyone will know. 		
5.	AoB	<p>a. The next PPMM might be held in person at the Principal Office if COVID situation improves.</p> <p>b. From now on, donors, donor organizations, funded by, etc. all these writing practices should be avoided in the internal presentation.</p> <p>c. PC/PM will have to include a separate slide consisting of 4 major activities which were implemented last month and 4 major activities that will be implemented next month.</p>	09.12.21 Ongoing Ongoing	JD-MEAL&R All PC/PM

Having no other issues to discuss, the meeting has been ended with the vote of well-wishing and thanks by the JD-MEAL&R.

Notes taken by:



Dileep Bhowmik
Sr. Technical Officer & M&EO
COAST Foundation

Moderated by:



Md. Iqbal Uddin
JD-MEAL&R
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