Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka; Dated: 12 April, 2022

Virtual PPMM was organized on 12 April 2022, where the Deputy Executive Director, Joint Directors, Heads, RTLs, Project Leaders and M&E 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. Newsletter feedback
3. Data segregation report presentation
4. Management Tips
5. Project midline and end line evaluation
6. Plan of Operation (PoP)
7. Project meeting minutes format revision
8. PPT and progress report sharing
9. AoB

B. Discussion and Decisions:

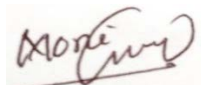| SL	Agenda	Discussion and Decision	Dateline	Responsibility
1	Last meeting minutes review	a. A sample of PDM format will be developed and circulated by 13 April 2022.	13/4/22	JD-MEAL&R
		b. PC/PM should organize at least two meetings in every six months, e.g. on CRM, Gender, PSEA, CoC, etc. at the program participant level and to write the discussions in the field register.	Ongoing	PC/PM
		c. PC/PM should share that register copy and photos of that community level meetings by 10 May 2022.	15/5/22	PC/PM/M&E
		d. An orientation (rescheduled) on People First Impact Method (P-FIM) will be organized on/before 26 April 2022. Contents will be shared JD-SDC, JD-MEAL&R, and JD-GT&CR for finalization before 22 April 2022.	26/4/022	Head-MEAL&SD & Sr. Cr.-MEAL
		e. Quarterly Beneficiary Feedback collection and Risk Analysis should be conducted and report should be sent by 13 April.	13/4/22	PC/PM/M&E
2	Newsletter feedback	The feedback for below mentioning project are as follows; 1. **CEPI:** The background of COAST logo must be white, very careful to word spelling, spaces and photo caption should be there at the right place. 2. **Education:** The single photo size should be little bit larger and share with that person for his/her kind perusal. 3. **ERSCR:** Caption will be available for each photo. Newsletter should be prepared following COAST standard. 4. **PACE-Crab:** Caption should be written and placed appropriately. 5. **SEP:** Caption for every photo will be used Note: Every project will take receiving after distributing project newsletter. If it is sent electronically then making phone/call to them for confirmation.	Ongoing	PC/PM/M&E

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3	Data segregation report presentation	a. Total 61% of the cumulative targeted activities have been achieved during the last reporting month. b. Total 81% of the cumulative program participants have been reached where 51% was male and 49% was female. c. All projects' monthly (March 2022) activity achievements reached to 76%. d. It would be better if we can segregate our program participants **"person with disabilities, ethnic & marginalized people, women headed people and transgender"** as male & female ratio (both number & percentage)	Ongoing	MEAL Section
4	Management Tips	The Deputy Executive Director conducted session and the topics were: **MT-01: Make Your Writing Clearer and More** ▪ Read your writing out loud. ▪ Read other people's writing. ▪ Get to the point. **MT-02: Protect Your Eyes from the Damage of Too Much Screen Time** ▪ Maintain a one-arm distance from your laptop. ▪ If you use your devices at night, be sure to turn on the warm light scale. ▪ Follow the 20-20-20 rule. When you're working. ▪ Ensure that you get regular eye check-ups. ▪ Finally, keep track of what you eat.	Ongoing	Respected All
5	Project midline and end line evaluation	An evaluation guideline was sent earlier and a revised content list and all are requested to follow the guideline during their project evaluation. Coming projects for evaluation are as follows: a. ISCP Project: By 30 April 2022 b. ACCORD Project: By 30 April 2022 and c. ENRICH Project will share content and methodology by 20 April 2022	Ongoing 30/4/22 30/4/22 20/4/22	PC/PM/M&E/ MEAL Section AD- ISCP PC-ACCORD PC-ENRICH
6	Plan of Operation (PoP)	The projects' Plan of Operation (PoP) are instructed to prepare and send it following the mentioned time frame. 1. Radio Saikat by 13 April 2022 2. APFP by 22 April 2022 3. ERBCR by 25 April 2022 4. ISCP by 14 April 2022 but not uploaded in website. 5. GCA by 25 April 2022 (follow the agreement copy).	 13/4/22 22/4/22 25/4/22 14/4/22 25/4/22	 Sr. Cd. - Radio S. PC- APFP PC- ERBCR AD- ISCP AD- GCA
7	Project meeting minutes format revision	The Deputy Executive Director conducted this session. Important decisions were taken which are as follows: ▪ "Area of Discussion" section will be developed by following the PPMM minutes format.	21/4/22	JD-MEAL&R

SL	Agenda	Discussion and Decision	Dateline	Responsibility
		- A new section named **"Learning Section"** will be added and filled up by the PC/PM. - Other necessary sections will be added as annexure. - CRM, PSEA, and Safeguarding issues will be discussed, addressed [if possible] and included in an individual section. - The revised format will be developed and circulated.		
8	PPT and Progress report sharing	PC/PM/M&E presented their project progress for March 2022 through PPT. The feedback are as follows: **ISCP** - Good presentation - Burn rate in March- 98%, and cumulative- 12% **EASCR** - Good presentation - Burn rate in March- 97%, and cumulative- 58% - It is suggested to present the total amount of benefit of the cases at next PPMM **Tearfund-DEC [Part-2]** - Good presentation - Burn rate in March- 12.5% and cumulative- N/A **UNICEF Education** - Good presentation but care to word spelling - Burn rate in March- 7% and cumulative- N/A **CEPI** - Burn rate in March- 101% and cumulative- 100% - No way to use the previous photo repeatedly **SEP-Dryfish** - Burn rate in March- 98% and cumulative- 23% - If someone complain then it preserved in register and to discuss about CRM & SEA at the meeting. **A2JaC** - Have to use impact based photo and cases - Ignore the activity and must show the results - Burn rate in March- 85%, and cumulative- 74% **CJRF** - Good presentation - PPT has to be prepared keeping in view the objective of the project - Burn rate in March- 101% and cumulative- 98% **Radio Saikat** - Good presentation - They have to go in disguise and observe if they (who got radio) listen to the radio **Radio Meghna** - Good presentation - The number and member must be specific/fixed - PPT must share by the presenter own self **CITEP** - Good presentation **ERBCR**	Ongoing	PC/PM/M&E

SL	Agenda	Discussion and Decision	Dateline	Responsibility
		• Burn rate in March- 62% and cumulative- 62% • The number should be specific **PACE-Crab** • They should use impact-based photo and present **ENRICH** • Burn rate in March- 100% and cumulative- 94% • Should have a ratio which types/categories/age range of patient comes more.		
9	AoB	a. An orientation on project goal, outcomes & objectives will be organized for PC/PM/M&E from each project. b. The DED will take a written/oral test of PC/PM & M&Es about COAST's mission, vision and values. Unsatisfactory performance will not be entertained. c. PC/PM should design their PPT and reflect the impacts considering their own project goal & objectives. d. Newsletter might be one or two pages but it is mandatory for all. And, we have to get acknowledgement of our work through distribution.	19/5/22 11/5/22 Ongoing Ongoing	JD-MEAL&R PC/PM/M&E PC/PM PC/PM

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

Notes taken by:

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M&E Officer, CEPI Project
COAST Foundation, Bhola

Moderated by:

Md. Iqbal Uddin
JD- MEAL&R
COAST Foundation