

## Project Progress Monitoring Meeting (PPMM)

COAST Foundation, Dhaka; Dated: 20 July, 2022

A virtual PPMM was organized on 20 July, 2022 where the Deputy Executive Director, Joint Directors, Head-HR, RTLs, PMs/PCs and M&E Officers from different projects were present in the meeting. The Joint Director-MEAL&R moderated and Deputy Executive Director chaired the meeting.

### A. Meeting Agenda:

1. Last meeting minutes review
2. Newsletter feedback
3. Beneficiary feedback and Risk Assessment
4. Web based MEAL development
5. Data Segregation Report presentation
6. Gender mainstreaming questioner
7. PPT and progress report sharing
8. AoB

### B. Discussion and Decisions:

SL	Agenda	Discussion and Decision	Date lines	Responsibility
1.	Last meeting minutes review	<ul style="list-style-type: none"><li>• PCs/PMs sometimes fail to meet the date lines for submitting reports. They get yellow mark for delay of each report. No yellow mark is expected from next.</li><li>• There will be at least two community meetings in each project on PSEAH, CRM, CoC etc. Documentation will be made in register and its report will be sent to JD-MEAL&amp;R by the date 2 of each month.</li><li>• Everyone should clearly say the objectives and ensure the participant's concern before capturing any photo and video.</li><li>• Each project in UROC should maintain a field visit register for the visitors from principal office and COAST Cox's Bazar center.</li><li>• COAST Cox's Bazar center also should maintain the same for the visitors from principal office.</li><li>• The Radio Meghna and The Radio Shaikat should also maintain the feedback register at their office.</li><li>• Everyone should keep their video on during online meeting.</li></ul>	Ongoing	PC/PM
2.	Newsletter feedback	<ul style="list-style-type: none"><li>• ToGETHER Project will prepare its newsletter henceforth.</li><li>• There will be a declaration in the newsletter that <b>the pictures are used with the consent of participants.</b></li><li>• A revision of photo and video using consent form will be made (in the attendance sheet) for individual and group and will be circulated to all for use.</li></ul>	Ongoing  03.08.22	PC/PM  JD-MEAL&R
3.	Beneficiary Feedback & Risk Assessment	<ul style="list-style-type: none"><li>• FGD for collecting Beneficiary Feedback and Risk Assessment will be made and reports will be submitted to JD-MEAL&amp;R.</li></ul>	30.07.22	PC/PM
4.	Web based MEAL development	<ul style="list-style-type: none"><li>• For the development of web based MEAL reporting system, a team consisting Md. Iqbal Uddin, Zahidul Islam, Arif Dewan, Jasim Uddin Molla, Dileep Bhowmik and Md Saiful Islam will be involved to finalize the system.</li></ul>	August, 22	JD-MEAL&R

5.	Data segregation report findings	<ul style="list-style-type: none"> <li>Total of 59% cumulative targeted activities have been achieved during the last reporting month, where 50% were male and 50% were female participants.</li> </ul>	Ongoing	PC/PM/M&E
6.	Gender mainstreaming questionnaire	<ul style="list-style-type: none"> <li>A gender mainstreaming questionnaire has been developed. It will be circulated for collecting data from field to understand the gender status of that project with an aim to mainstreaming it. Before that, JD-GT&amp;CR will orient all staff about the questionnaire.</li> <li>The report should be sent to DD-GT&amp;CR quarterly (January-March; April-June; July-September, October-December).</li> <li>Findings feedback will be discussed in the following month PPMM.</li> <li>A session on how to conduct FGD and personal interview with sensitivity will be conducted in the upcoming CRM and PSEA online training.</li> </ul>	20 August 2022	JD-GT&CR
7.	PPT and Progress report sharing	<ul style="list-style-type: none"> <li>In the PPT, there will be (a) Target and Achievement status % up to last month, (b) Cumulative Achievement % up to last month, and (c) Cumulative Achievement % of the project cycle.</li> <li>It will equally be applicable for Burn Rate presentation.</li> <li>A prescribed format of PPT will be shared later on.</li> </ul> <p>PC/PM/M&amp;E presented their project progress for the month of June 2022. The feedback were:</p> <p><b>ToGETHER</b></p> <ul style="list-style-type: none"> <li>Good presentation but it should be shown the previous month activities.</li> <li>Burn rate in June- 96%, and cumulative- 98%</li> </ul> <p><b>ACCORD</b></p> <ul style="list-style-type: none"> <li>Nice presentation</li> <li>Include the targeted &amp; achievement number of activities.</li> <li>Burn rate in June- 97%, and cumulative- 98%</li> </ul> <p><b>EASCR</b></p> <ul style="list-style-type: none"> <li>Good presentation</li> <li>Burn rate in June- 82%, and cumulative- 47%</li> <li>Challenges of activity should be marked very carefully.</li> </ul> <p><b>Radio Saikat</b></p> <ul style="list-style-type: none"> <li>Good presentation</li> <li>Cumulative target and achievement should be maintained properly</li> <li>English version should be used</li> </ul> <p><b>CEPI</b></p> <ul style="list-style-type: none"> <li>Good presentation</li> <li>Be more cautious in selection photos that can't be repeated.</li> <li>Burn rate in June -99%, and cumulative -99%</li> </ul>	05.08.22	JD-MEAL&R

		<p><b>Radio Meghna</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ Presentation should be in English version.</li> </ul> <p><b>Barishal team (A2jaC)</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ Use more quantitative information showing plan &amp; target.</li> </ul> <p><b>Chattogram team (A2JaC)</b></p> <ul style="list-style-type: none"> <li>▪ Nice Presentation</li> <li>▪ Burn rate in June- 88% and cumulative- 83%</li> </ul> <p><b>CJRF</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ Use logo of COAST correctly in PPT</li> <li>▪ Burn rate in June- 101%, and cumulative- 98%</li> </ul> <p><b>GCA</b></p> <ul style="list-style-type: none"> <li>▪ Burn rate also be shown in 3 stages monthly, cumulative &amp; duration of the project.</li> <li>▪ Burn rate in June- 39%, and cumulative- 75%</li> </ul> <p><b>Emergency Response to Bhachanchar</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ Burn rate 0.</li> </ul> <p><b>PACE CRAB</b></p> <ul style="list-style-type: none"> <li>▪ Well done</li> <li>▪ Burn rate in June- 100% and cumulative- 51%</li> </ul> <p><b>SEP-Dry fish</b></p> <ul style="list-style-type: none"> <li>▪ Should be attentive in achieving the monthly target.</li> <li>▪ Burn rate in cumulative is lower compering the project duration.</li> </ul> <p><b>UNICEF Child Protection</b></p> <ul style="list-style-type: none"> <li>▪ Nice presentation</li> <li>▪ Aware about time multiplication while PPT presentation.</li> <li>▪ Burn rate in June- 157%, and cumulative- 79%</li> </ul> <p><b>ISCP</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> </ul> <p><b>UNICEF Education</b></p> <ul style="list-style-type: none"> <li>▪ Excellent presentation.</li> <li>▪ Burn rate in June- 91%, and cumulative- 68%</li> </ul>		
8.	AoB	<ul style="list-style-type: none"> <li>• The context analysis will be done before writing any project proposal.</li> <li>• Every PPT in the PPMM should be included challenges and lesson learnt.</li> <li>• A yearly challenges and learning event will be organized either by physical or virtual depending on the COVID situation.</li> </ul>	Ongoing	All

		<ul style="list-style-type: none"> <li>• PMs/PCs will have to develop project exit strategy at the beginning of the project. They will make revision of the strategy time to time, if necessary. On the other hand, beneficiary will be well known about the exit strategy.</li> <li>• The diversified and more marginalized community people e.g. Cobbler, Barbar, <i>Dom</i>, Swineherd, <i>Dhopa</i>, etc. will be included in the project and data segregation reports.</li> </ul>		
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Having no other issues to discuss, the meeting was ended up with the vote of thanks by the Chair.

**Notes taken by:**



Md. Nazmul Huda  
M&E Officer  
COAST Child Protection (SPE4CA) Project

**Moderated by:**



Md. Iqbal Uddin  
JD-MEAL&R  
COAST Foundation