

**Project Progress Monitoring Meeting (PPMM)**  
COAST Foundation, Dhaka; Dated on 11 January, 2023.

The PPMM was held virtually on 11 January, 2023 where the Deputy Executive Director, Joint Directors, Heads, RTLs, PCs, and M&E Officers from different projects participated and assisted to make decisions. The meeting was moderated by Joint Director-MEAL&R. The decisions are-

**A. Meeting Agenda:**

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

**B. Discussion and Decisions:**

SL	Agenda	Discussion and Decisions	Date line	Responsibility
1.	Last meeting minutes review	<ul style="list-style-type: none"> <li>• An online orientation on 'Sphere standard' will be arranged Saturday on 14 January, 2023 from 11.00 am to 1.00 PM.</li> </ul>	14 January, 2023	Tanjir Uddin Rony, ISC Project
		<ul style="list-style-type: none"> <li>• Orientation on Gender issues will be held online on Saturday next week.</li> </ul>	21 January, 2023	JD-GT&CR
		<ul style="list-style-type: none"> <li>• Project related posts in the social media have become less these days. Everyone responsible is requested to post good activities and achievements in the media for visibility issue.</li> <li>• Others are requested to give like and comments including the radio programs, if possible.</li> </ul>	Ongoing	All
2.	Newsletter feedback	<ul style="list-style-type: none"> <li>• Desktop newsletter should be written the present month name with covering the news from the last month.</li> <li>• Education project should erase the words "The voice of COAST" in its newsletter.</li> <li>• Every newsletter should be published the "photo consent" and contact details of it.</li> <li>• Dry-fish project will provide a 2/3 lines project brief on the top of its desktop newsletter.</li> <li>• Everyone should follow the page make-up.</li> </ul>	Ongoing	PC
3.	Data segregation report presentation	<ul style="list-style-type: none"> <li>• Total cumulative monthly achieved activity-98%</li> <li>• Total cumulative achieved activity-66%</li> <li>• Total program participants reached- 78%</li> <li>• Total male program participants reached- 44%</li> <li>• Total female program participants reached- 56%</li> <li>• Total person with disability-506</li> <li>• Total transgender-3</li> </ul>	Ongoing	All
4.	PPT and progress report sharing	<p><b>SSF Gender Mainstreaming Project</b> Good Presentation. Burn Rate: Running Month- 112%, Cumulative- 92%. Cumulative of Lifecycle of project-92%. Developed female leader (fishers community).</p> <p><b>Radio Meghna</b> Prepare presentation with English from next PPMM.</p> <p><b>Radio Saikat</b> Good presentation.</p>		-

		<p>Do not ask/avoid any GVB based personal or embarrassing question in field level.</p> <p><b>CITEP</b> Good Presentation. Give emphasizes on beef fattening target upcoming Eid-UI Adha. Increase different hybrid grass plot in the field level</p> <p><b>Adolescent Program</b> Should be more attentive on using and capturing picture.</p> <p><b>ERBCR-2</b> Good presentation</p> <p><b>ACCORD</b> Good presentation Burn Rate: Running Month- 111%, Cumulative- 98%.</p> <p><b>Child Protection</b> Good presentation Burn Rate: Running Month- 90%, Cumulative- 93%. Cumulative of Lifecycle of project-62.77%</p> <p><b>RMTP(Poultry)</b> Good presentation. Burn Rate: Running Month- 101%, Cumulative- 81%. Thinking poultry business idea for COAST, by targeting upcoming tourist influx due to Starts Intercity Rail Communication.</p> <p><b>Education</b> Good presentation Presentation should be more precise by using bullet point. Burn Rate: Running Month- 118%, Cumulative- 87%. Cumulative of Lifecycle of project-65%.</p> <p><b>ISCP</b> Good presentation Burn Rate: Running Month- 212%, Cumulative- 99%.</p>		
		<ul style="list-style-type: none"> <li>• There will be a new column against the challenges, titled: "Mitigation way" on the right side hence forth.</li> <li>• PPT should be prepared by the PC.</li> </ul>	Ongoing	PC
		<ul style="list-style-type: none"> <li>• Operational issues of UROC in 3/4 slides will also be presented in the PPMM.</li> </ul>	Ongoing	TL- UROC
5.	AoB	<ul style="list-style-type: none"> <li>• RTL Cox's Bazar has been instructed to strengthen his monitoring about staff discipline and attendance and report to the DED if any necessary.</li> </ul>	Ongoing	RTL
		<ul style="list-style-type: none"> <li>• There should be an evaluation of ISC Project. The evaluation outline and methodology should be submitted to JD-MEAL&amp; R soon.</li> </ul>	19 January'23	PC-ISCP
		<ul style="list-style-type: none"> <li>• Quality has been degraded of the desktop newsletter of some projects. The draft newsletter for February will be sent to the JD-SDC and CC to Head MEAL&amp;SD, and Head-HR for quality check and improvement issues.</li> <li>• PC will follow the design and style next. They will be brought under disciplinary actions if quality falls next time.</li> </ul>	3 February' 23	PC
		<ul style="list-style-type: none"> <li>• Radio staff will be brought under digital attendance system soon.</li> </ul>	12 January, 23	RTLs

	<ul style="list-style-type: none"> <li>• PoP-2023 of Radio Meghna will be revised and approved by the DED.</li> <li>• No project is allowed to go for operation without approved PoP.</li> </ul>	17 January'23	Station Manager-RM
	<ul style="list-style-type: none"> <li>• Prior approval should be taken from the JD-SDC for any external communication and publication materials e.g. banner, festoon, booklet, invitation and others.</li> </ul>	Ongoing	PC
	<ul style="list-style-type: none"> <li>• Likewise, prior internal project evaluation content, outline and methodology should be approved by the JD-MEAL&amp;R.</li> <li>• Representative of MEAL section from Principal Office should also be involved in the evaluation process.</li> </ul>	Ongoing	PC
	<ul style="list-style-type: none"> <li>• If there is any external visit, meeting or event, then the responsible person will inform the focal person before 7-8 days, share the outline and seek support, if required.</li> </ul>	Ongoing	PC
	<ul style="list-style-type: none"> <li>• A video around 2 minutes of the project activities, success story, etc. will be shared in the project PPT from next month in the PPM. </li> </ul>	Ongoing	PC
	<ul style="list-style-type: none"> <li>• The should be developed the beef fattening cluster or village in the coastal areas, and a poultry chain for meeting growing demands of egg and meat. Responsible are requested to start their work on fulfilling the demand.</li> </ul>	Ongoing	PC, CITEP PC, RMTP
	<ul style="list-style-type: none"> <li>• "Social Justice" will continue as a program, share its PPT in the PPM and provide data segregation report regularly.</li> </ul>	Ongoing	PC-A2J
	<ul style="list-style-type: none"> <li>• COAST main office name is Principal Office but Head Office, Headquarter, Central Office, Dhaka Office etc.</li> </ul>	Ongoing	All

Having no other issues to discuss, the meeting was ended up with a vote of thanks by the moderator.

**Notes taken by:**



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PACE Project,  
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**Moderated by:**



Md. Iqbal Uddin  
JD- MEAL&R  
COAST Foundation