

## Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 12 August, 2024

On 12 August 2024, a virtual Project Performance Monitoring Meeting (PPMM) was convened. Attendees included the Executive Director, Deputy Executive Director, Joint Directors, Regional Team Leaders (RTLs), Project Managers (PMs), Deputy Project Managers (DPMs), and Monitoring & Evaluation (M&E) Officers from all the projects. Their collective input aided in decision-making during the session. The meeting was moderated by the Joint Director of MEAL&R.

### A. Meeting Agenda:

1. Last meeting minutes review
2. Newsletter Feedback
3. Field monitoring feedback
4. Data segregation report presentation
5. PPT and progress report sharing
6. AoB

### B. Discussion and Decisions:


SL	Agenda	Discussion and Decisions	Datelines	Responsibility
1.	Last meeting minutes review	<ul style="list-style-type: none"> <li>• Risk Matrix and Exit Strategy should be on the project proposal.</li> <li>• New PD, amend PD, revised PD including budgets and annexes must be sent to ED and MEAL section for final review prior to be signed.</li> </ul>	August Ongoing	PC Project Focal, AD-HR and PC
2.	Newsletter feedback	<ul style="list-style-type: none"> <li>• Both radio will produce one newsletter jointly both in Bangla and English.</li> </ul>	Ongoing	Station Manager of both Radio Station
3	Field Visit findings	<ul style="list-style-type: none"> <li>• Monitoring two projects in every month and submit report to ED, keeping JD-MEAL&amp;SR in cc.</li> </ul>	Ongoing	Head-MEAL
		<ul style="list-style-type: none"> <li>• ISC Project and Education Project will submit feedback on presented monitoring reports to ED</li> </ul>	14/08/2024	PC/M&E
		<ul style="list-style-type: none"> <li>• MEAL section will focus on doing impact evaluation.</li> <li>• An orientation on impact and its methodology, indicators, etc. will be organized.</li> </ul>	Ongoing September	MEAL Section
4.	Data segregation report	<ul style="list-style-type: none"> <li>• Project should focus on reaching more Persons With Disabilities in the programs</li> </ul>	Ongoing	All Project
5.	Sharing PPT and Progress Report	<p><b>SSFGM:</b> Burn Rate reporting month- 96%, Cumulative- 86%. Good Presentation.</p> <p><b>UNICEF-Education:</b> Burn Rate of reporting month- 84%, Cumulative- 64%, Nice Presentation.</p> <p><b>UNICEF-Child Protection:</b> Burn Rate reporting month- 59%, Cumulative- 85%. Good Presentation.</p> <p><b>SPCP:</b> Burn Rate reporting month- 95%, Cumulative- 47%. Good Presentation.</p> <p><b>Adolescent Program:</b> Burn Rate reporting month- 0%, Cumulative- 0%. Good Presentation.</p> <p><b>UNICEF Bhasan Char:</b> Burn Rate up to reporting month- 92%. Good Presentation</p> <p><b>Radio Meghna:</b> Burn Rate reporting month- 63%. Presentation was good.</p>	Ongoing	PC

SL	Agenda	Discussion and Decisions	Datelines	Responsibility
		<p><b>Radio Saikat:</b> Burn Rate of reporting month- 90%, Cumulative- 96%. Good Presentation.</p> <p><b>A2J:</b> Burn Rate of reporting month- 87%. Introductory presentation was good.</p> <p><b>RMTP:</b> Burn Rate of reporting month- 94%, Cumulative- 38%. Good Presentation.</p> <p><b>CCATP:</b> Burn Rate Reporting month 95%. Good Presentation.</p> <p><b>RMTP_VCF:</b> Burn Rate of reporting month- 44%, Cumulative-76%.</p> <p><b>PRA:</b> Burn Rate of reporting month- 85%, Cumulative- 2%. Good Presentation</p> <p><b>Cyclone Remal Response:</b> Burn Rate, Cumulative- 100%. Good Presentation.</p>		
		<p><b>Feedback on the presentation:</b></p> <ul style="list-style-type: none"> <li>From next month a slide needs to add showing the impact that comes from project intervention.</li> </ul>	Ongoing	PC
6.	Instruction from Executive Director	<ul style="list-style-type: none"> <li>Everyone will use single official SIM for communications. Disciplinary actions will be taken if anyone found using other than official SIM.</li> <li>Every project should produce one video in 2 weeks and share it in social media.</li> <li>Every PC must participate in donor meeting, work to improve relation.</li> <li>PCs are requested to share “Persons with 17 characteristics-- that are harmful for the organization” write-up with staff.</li> <li>Any decision must be shared and consulted at 3 levels before approval procedure. Levels are junior colleagues, supervisor and central focal.</li> </ul>	Ongoing	All Staff
		<ul style="list-style-type: none"> <li>Radio stations will be developed as a multimedia center.</li> </ul>	Ongoing	Focal and Station Manager
7.	AoB	<ul style="list-style-type: none"> <li>ISC Project will do an impact evaluation. MEAL section will assist in this regard</li> </ul>	October	PC/M&E of ISC Project
		<ul style="list-style-type: none"> <li>PC will share the reports, documents, etc. to their focal first the share the final report and document to MEAL section.</li> </ul>	Ongoing	All PC
		<ul style="list-style-type: none"> <li>Colleagues are requested not to share any social media post that incite anti state feeling or attack any person, religion or community or breach social harmony.</li> </ul>	Ongoing	All Staff
		<ul style="list-style-type: none"> <li>Everyone should participate in the PPM.</li> </ul>	Ongoing	All Staff
		<ul style="list-style-type: none"> <li>ENRICH project will lead by Mr. Fazlu</li> </ul>	Ongoing	PC, ENRICH
		<ul style="list-style-type: none"> <li>Organize bilateral meetings with donors. invite them in hotels, have tea-snacks, etc. and have a fruitful discussion for developing donor relations. We should try continue to UNHCR Project. We need more visibility of COAST.</li> </ul>	Ongoing	RTL, Cox’s Bazar.
		<ul style="list-style-type: none"> <li>Staff will study on Artificial Intelligence (AI) and find out how it can be used in the project management.</li> </ul>	Ongoing	All Staff

SL	Agenda	Discussion and Decisions	Datelines	Responsibility
		<ul style="list-style-type: none"> <li>COAST will observe World Humanitarian Day 2024. Staff are requested to join the Webinar on 19 July, 2024 at 11:00 am. A link will be shared for that.</li> </ul>	19 <sup>th</sup> August	All staff
		<ul style="list-style-type: none"> <li>JD-MEAL&amp;SR will organize an online meeting on Strategic Planning for MEAL.</li> </ul>	14 <sup>th</sup> August	JD-MEAL&SR
		<ul style="list-style-type: none"> <li>COAST, HAI, CWSA and ECOWEB are conducting an online survey to know the status of Humanitarian Frontline Workers. All are requested to submit the online survey; link will be sent soon.</li> </ul>	ASAP	Project Staff
		<ul style="list-style-type: none"> <li>Taharima Afroj Tumpa-DPM and Khadijatul Kubra-PO (Case Management and PSS) of CP Project will participate in the PPMM regularly</li> </ul>	Ongoing	PC

Having no other issues to discuss, the meeting ended up with a vote of thanks by the Joint Director- MEAL&R.

**Notes taken by:**

  
 Tanjir Uddin Roni  
 Head-MEAL  
 COAST Foundation.

**Moderated by:**

Md. Iqbal Uddin  
 Joint Director- MEAL&R,  
 COAST Foundation.