Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 24 October 2024

On 24 October 2024, a virtual meeting titled "Project Performance Monitoring Meeting (PPMM)" was arranged. In this event, The Executive Director, Deputy Executive Director, Joint Directors, Directors, Project Managers (PMs), Deputy Project Manager (DPM), Program Officer-Case Management and M&E Officers were present and assisted in making important decisions. The Joint Director-MEAL&R moderated the session.

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
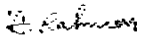6. AoB

B. Discussion and Decisions:

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
1.	Last meeting minutes review	• All project documents should be reviewed by the project focal before submission to the MEAL section. •	Ongoing	PC and M&E
2.	Newsletter Feedback	• Include more visuals and infographics, minimizing text in the newsletter. • Newsletters should include a disclaimer indicating non-commercial use of photos. • Submit newsletters to the focal person for review before MEAL section. • A folder consisting all projects newsletter will be shared to give an understanding PC and M&E on the ideas of generating quality newsletter.	Ongoing 30.10.24	PC & M&E JD-MEAL&R
3	Field Visit findings	• Monitor at least two projects monthly, with reports submitted to the ED and cc'd to JD-MEAL&R.	Ongoing	Head-MEAL
		• Sr. colleagues and focal will monitor PC and M&E's movement, and also conduct post-facto movement check. • Submit impactful photos with captions to Director-PDC.	Ongoing	Sr. Colleagues and Focal
4.	Data segregation report	• Monthly Activity Targeted and Reached, September 2024 (91%) • Project-wise Cumulative Activity Achievement up to September 2024- Overall Achievement 68% • Program Participants Targeted and Reached Cumulative up to September 2024 (64%) • Age and Gender Program Participants, September 2024: Male- 30%, Female- 70%. • In the discussion, it was said that projects should prioritize the inclusion of persons with disabilities.	Ongoing	All Project
5.	Sharing PPT and Progress Report	**SSFGM:** Burn Rate reporting month- 72%, Cumulative- 95%. Good presentation. **UNICEF-Education:** Burn rate of reporting month- 95%, Cumulative- 84%, Nice presentation. **UNICEF-Child Protection:** Burn rate reporting month- 154%, Cumulative- 57%. Good presentation.	Ongoing	PC

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		SPCP: Burn rate reporting month- 93%, Cumulative- 52%. Good presentation.		
		UNICEF Bhasan Char: Burn rate up to reporting month- 104%, Cumulative-98%. Good presentation		
		Radio Meghna: Burn rate reporting month- 13% Cumulative- 62%. The presentation was good.		
		Radio Saikat: Burn rate of reporting month- 88%, Cumulative- 76%. Good presentation.		
		A2J: Burn rate of reporting month- 98%.		
		RMTP Poultry: Burn rate of reporting month- 98%, Cumulative- 48%. Good presentation.		
		RMTP Street Food: Burn rate of reporting month- 100%, Cumulative- 9%. Good presentation.		
		Climate Change: Burn rate reporting month 89%, Cumulative 73% Good presentation.		
		ENRICH Program: Burn rate of reporting month- 100%, Cumulative- 100%. Good presentation.		
		RHL Program: Burn rate of reporting month- 90%, Cumulative- 28%. Good presentation.		
		Feedback on PPT presenters: Presenters need to pay attention to stay within the allotted time.	Ongoing	All
6.	Instructions from The Executive Director	• PC/ M&E should produce one video monthly, share with Director-PDC for approval. Videos should not exceed 2 minutes. • Share good photos and videos from project on Facebook and Twitter after getting approval form Director-PDC. • Director-PDC will send 5-7 Annual Report copies to each branch. • A new staff is recreated and he will be responsible for speeding up the procurement including in emergencies. • Mental Health in work place has now become a concern for many organizations. Leaders should care about their staff, working environment, and take necessary measures for ensure a fair workplace.	Ongoing 30.10.24 Ongoing PC	All
7.	AoB	• ISCP project will internally be evaluated and they will share an update for that.	05.11.24	PC/M&E of ISCP Project
		• One workshop will be held on how to write "Learning".	10.11.24	Director-PDC & JD-MEAL&R
		• UNICEF Bhasan Char will settle the "case management" activities with other organizations before ending the project. • There should be exit plan and implementation of this project.	15.12.24	PC-BC
		• Staff should learn how to make a video. • They will open their own Twitter/X account and post quality photos and videos of project with tagging relevant stakeholders for gaining visibility and recognition.	Ongoing	PC & M&E

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		- Staff to review and sign the Code of Conduct before field assignments. - Staff should produce monthly plan and sincerely review their last month's achievements, and adjust it in next plan, if any deviation found. - In the PPT, it should be shown targets and achievements. But need to reflect the deviation activities and their adjustments from the last month. - Photo should be taken with beneficiaries. The photo should be natural, and not in a fire-fighting approach.		

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

Notes taken by:

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Moderated by:

Iqbaluddin

Md. Iqbal Uddin
Joint Director- MEAL&R,
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