

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 13 November 2024

On 13 November 2024, a virtual meeting titled “**Project Performance Monitoring Meeting (PPMM)**” was organized. In this event, The Deputy Executive Director, Joint Directors, Directors, Project Managers (PMs), Deputy Project Manager, M&E Officers and Program Officer were present and assisted in making important decisions. The Joint Director-MEAL&R moderated the meeting.

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	<ul style="list-style-type: none"> Project documents to be reviewed by project focal before submission to the MEAL Section. 	Ongoing	PC and M&E
		<ul style="list-style-type: none"> Gender Relation Development Focal will provide a report on PSEA network meeting to DED. 	17.11.2024	Taharima Afroj Tumpa
		<ul style="list-style-type: none"> Coordinator of Radio Saikat will oversee Radio Meghna meetings, reporting, and support, copying DED of reports. 	Ongoing	Coordinator, Radio Saikat
		<ul style="list-style-type: none"> PCs/PMs will share the quarterly advance plans with project focal copy to DED. 	Ongoing	PC/PM
2.	Newsletter Feedback	<ul style="list-style-type: none"> The text volume of the newsletters should be reduced to create a balanced and reader-friendly layout. 	Ongoing	PC & M&E
		<ul style="list-style-type: none"> The MEAL Section will consolidate a folder of newsletters for PCs/M&E to reference quality contents and ideas. 	20.11.24	JD-MEAL&R
		<ul style="list-style-type: none"> PC/PM will submit the newsletters to the designated focal person for review before final submission to the MEAL Section. 	Ongoing	PC/PM & M&E
	Field Visit findings	<ul style="list-style-type: none"> Tanjir Uddin Roni, Head-MEAL, will oversee the SPCP evaluation process, ensuring progress and adherence to guidelines. 	During Evaluation	Head-MEAL
		<ul style="list-style-type: none"> Tanjir Uddin Roni will develop a standardized evaluation outline and share it with all PCs in the group to guide evaluation practices. 	17.11.2024	Head-MEAL
		<ul style="list-style-type: none"> PCs/M&E Officers from the Education, CP, Bhasan Char, ENRICH and SSFGM projects will prepare and submit an outline of their project evaluations to the JD-MEAL&R. 	20.11.2024	PC/PM and M&E
		<ul style="list-style-type: none"> Project Manager is to prepare and submit a draft evaluation report of the SPCP project to the Joint Director-MEAL&R for review. 	20.11.2024	AD-SPCP
		<ul style="list-style-type: none"> PM/PC and M&E Officers will conduct and report on monthly monitoring of the respective project submit to JD-MEAL&R. 	Ongoing	Head-MEAL

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		<ul style="list-style-type: none"> Project Focal will be responsible as 1st supervisor of all PC/PM. A circular will be shared soon in this regards by DED. 	November	DED
4.	Data segregation report	<ul style="list-style-type: none"> The October 2024 achievement is 95% Project-wise Cumulative Activity Achievement is 75% up to October 2024. Total 70% of Program Participants has been achieved up to October 2024. The achievement of Age and Gender Program Participants is Male- 30%, Female- 70% up to the month of October 2024. 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	<p>PCGP (Kutubdia): Burn rate of reporting month- 90%, Cumulative- 28%.</p> <p>Radio Saikat: Burn rate of reporting month- 116%, Cumulative-83%. Good presentation.</p> <p>Radio Meghna: Burn rate reporting month-18% Cumulative-72%. The presentation was good.</p> <p>ENRICH Program: Burn rate of reporting month- 100%, Cumulative- 100%. Good presentation.</p> <p>A2J for Women: Burn rate of reporting month-87%.</p> <p>SSFGM: Burn Rate reporting month- 95%, Cumulative- 65%. Good presentation.</p> <p>UNICEF Bhasan Char: Burn rate up to reporting month- 99%, Cumulative-98%. Good presentation</p> <p>RMTP Street Food: Burn rate of reporting month- 100%, Cumulative- 9%. Good presentation.</p> <p>RMTP Poultry: Burn rate of reporting month- 80%, Cumulative- 26%. Good presentation.</p> <p>SPCP: Burn rate reporting month- 97%, Cumulative- 72%. Good presentation.</p> <p>UNICEF-Education: Burn rate of reporting month- 82%, Cumulative- 89%, Nice presentation.</p> <p>UNICEF-Child Protection: Burn rate reporting month- 86%, Cumulative- 89%. Good presentation.</p>	Ongoing	PC
		<p>Feedback on PPT presenters:</p> <ul style="list-style-type: none"> Ensuring presentations within the allotted time. Use bullet points to keep PPTs concise; avoid lengthy narratives. Provide detailed insights in the "Learning" sections. Use photos showing participants from the front and check spelling accuracy in the slides. 	Ongoing	All

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6.	Discussion on ED Speeches by DED	<ul style="list-style-type: none"> All PCs/PMs should learn to create videos using Canva, Clip Champ, or similar apps/software. They are easy. Everyone shares photos and videos from projects on Facebook and Twitter, with prior approval from the Executive Director. Copies of the annual report will be distributed to all projects and branch offices by 15 November. <p>Focus on Mental Health and Well-being:</p> <ul style="list-style-type: none"> Giving Thanks: Encourage a culture of thanking colleagues for good work to boost motivation. Appreciation: Recognize and appreciate colleagues' contributions. Being Grateful: Foster gratitude among supervisors and team members toward each other. 	<p>November</p> <p>Ongoing</p> <p>15.11.2024</p> <p>Ongoing</p>	<p>PC/PM</p> <p>PC/PM & M&E</p> <p>PO</p> <p>PC/PM & M&E</p> <p>PC/PM and Team</p>
7.	AoB	<ul style="list-style-type: none"> A webinar will be held on 21 November at 3.00 PM (Bangladesh time). All PCs and M&Es must join online. AD-ICT will share the link in the all PC group. Participants should rename themselves to remain anonymous. All employees must file their tax returns by November. Submit the tax return certificate (online or offline) to the Joint Director-Budget & Finance Control. A workshop on "How to Write Learning" will be held on 26 November from 4 PM to 5 PM. A session will be held on learning and challenges within December 2024. There should be exit plan and implementation of the project. Staff who have not yet opened a Twitter account must do by 30 November. All staff should familiarize themselves with and practice the organization's Code of Conduct. Photos with beneficiaries should be natural and avoid a "fire-fighting" approach. Focus on capturing authentic and respectful moments. Consent is must before taking photos of anyone. 	<p>21.11.2024</p> <p>30.11.2024</p> <p>26.11.24</p> <p>15.12.24</p> <p>30.11.2024</p> <p>Continue</p>	<p>PC/PM & M&E</p> <p>PC/PM</p> <p>Director- Partnership & JD- MEAL&R</p> <p>PC-BC</p> <p>PC/PM</p> <p>PC & M&E</p>

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

Notes taken by:



Dileep Bhowmik
MEAL Officer
COAST Foundation

Moderated by:



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