

Central meeting schedule from January to December 2025

Our values:

We, in COAST, believe that the person who executes the decision and the individual who is influenced or affected by the decision have the right to express the topic and express their opinions before the decision is made.

Sl.	Meeting title & venue	Month & Date	Frequency	Time	Major ToR	Secretariat
1.	Senior Management Team Meeting (SMTM) Venue: Principal Office	Jan—6, 19, Feb—3, 16, Mar—3, 16, Apr—7, 20, May—5, 18, Jun—15, 29, Jul—7, 20, Aug—4, 17, Sep—8, 21, Oct—6, 19, Nov—3, 16, Dec—8, 21,	Bi-weekly	1500-1700	<ul style="list-style-type: none"> Only SMT members will attend the meeting. Executive Director will participate in the meeting. Program strategy, target achievement and challenges with possible solutions will be discussed. Minutes will be produced and copy to all. 	DED
2.	Principal Office Staff Coordination Meeting (POSCM) Venue: Principal Office	Jan—12, 26, Feb—9, 23, Mar—9, 23, Apr—13, 27, May—12, 25, Jun—22, Jul—13, 27, Aug—10, 24, Sep—14, 28, Oct—12, 26, Nov—9, 23, Dec—14, 28.	Bi-weekly	1500-1700	<ul style="list-style-type: none"> All staff including common service organizers of principal office will attend the meeting. Overall issues including services and logistics will be discussed. Minutes will be produced and copy to all. 	DED
3.	Central Gender Coordination Meeting (CGCM) Venue: 50% at PO & 50% online meeting	Mar— 25 Jun— 26 Sep— 25 Dec— 24	Quarterly	1100-1300	<ul style="list-style-type: none"> Selected female colleagues we participate. The overall gender, PSEAH & safeguarding issues will be discussed. Minutes will be produced and shared with the selective participants only. 	Focal-Gender Relation Development
4.	Project Progress Monitoring Meeting (PPMM) Venue: 50% at PO & 50% online meeting	Jan—14, Feb—10, Mar—10, Apr—15, May—13, Jun—18, Jul—14, Aug—11, Sep—15, Oct—13, Nov—10, Dec—14.	Monthly	1000-1500	<ul style="list-style-type: none"> All PC, M&E and sector heads will be the participants. Respective focal points, all Directors and Executive Director will also participate in the meeting. Monthly target and achievement will be presented as well as actions and next planning will be initiated from this meeting. Minutes will also be shared to all the participants. 	JD-MEAL&R
5.	Project Accounts Coordination Meeting (PACM) Venue: 50% at PO & 50% online meeting	Jan—15, Feb—11, Mar—11, Apr—16, May—14, Jun—19, Jul—15, Aug—12, Sep—16, Oct—14, Nov—11, Dec—15.	Monthly	1000-1500	<ul style="list-style-type: none"> PC, accounts and admin officers will be the participants. Accounts related issues will be discussed. The purchase progress and report will be checked out. The minutes will come to the DED and DD-FC&C. 	AD-FM (Mr Tariqul)

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Rezaul Karim Chowdhury
Executive Director
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6.	Internal Auditors Meeting (IAM) Venue: Principal office	Jan—21, 22, Feb—18, 19, Mar—18, 19, Apr—22, 23, May—20-21, Jun—24-25, Jul—22-23, Aug—19-20, Sep—23-24, Oct—21-22, Nov—18-19, Dec—23-24.	Monthly	1000-1700	<ul style="list-style-type: none"> All managers-IA, AD-IA & Director-CC&EA will be the participants. Director-CP, Director-Admin & SR and the Executive Director will also participate in the meeting. Field and principal office audit findings will be discussed. Minutes will come to the Director-CC&EA. 	AD-IA
7.	Adaptation & Commercialization Technology Project Meeting (ACTPM) Venue: 50% at PO & 50% online meeting	Mar— 25 Jun— 26 Sep— 25 Dec— 24	Quarterly	1100-1300	<ul style="list-style-type: none"> Climate Adaptation, Commercialization and entrepreneur development issues of projects will be discussed. PC & M&E of APFP, CCR project and representatives of related PKSF's commercialization projects (Dry-fish, Safe poultry, Street Food, etc.) will be the participants. Director-CP, DED and/or ED will also participate in the meeting. Minutes will come to the all participants. 	DD-E&AT (BIC)
8.	Adaptation & Commercialization Technology Meeting (ACTM) Venue: 50% at PO & 50% online meeting	Mar— 25 Jun— 26 Sep— 25 Dec— 24	Quarterly	1500-1700	<ul style="list-style-type: none"> Climate Adaptation, Commercialization and entrepreneur development issues of core program will be discussed. Staff of this core program will be the participants. AD-CP, DD-CP, Director-CP, DED and/or ED will also participate in the meeting. Minutes will come to the all participants. 	Head-CCAP (Mizanur Rahman)
9.	Complaint & Feedback Response Management Standing Committee (CFRSC) Meeting Venue: PO	Jan—15, Feb—11, Mar—11, Apr—16, May—14, Jun—19, Jul—15, Aug—12, Sep—16, Oct—14, Nov—11, Dec—15.	Monthly	1200-1300	<ul style="list-style-type: none"> Central committee members CFRSC will be the participants including the Executive Director. Monthly complaints, response and actions' compiled report will be presented and discussed. Minutes/summary will also be to the CRSC members and circulated to all_coast email withholding names. 	Director-A&SR
10.	Advocacy & Networking Meeting (ANM) Venue: Principal Office	Jan—15, Feb—11, Mar—11, Apr—16, May—14, Jun—19, Jul—15, Aug—12, Sep—16, Oct—14, Nov—11, Dec—15.	Monthly	1500-1600	<ul style="list-style-type: none"> Respective Head, Assistant Director, Deputy Director, Joint Directors and Directors, who are engaged in advocacy, will be the participants. ED will chair the meeting. Advocacy & Networking related position, progress, communications and further action plan will be discussed. Minutes will be sent to Executive Director and all participants. 	Head-CCR
11.	Central Meeting for People's Organization & Beneficiary Representatives (CMPO & BR)	Jun-29 and Dec-29	6-monthly	1000-1600	<ul style="list-style-type: none"> PO (People's Organization) president and/or Secretary from the regions will participate. Beneficiary representatives (one or two) from each region will also participate. 	Head-ME (Md. Firoz Alam)

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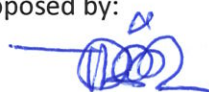
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	1000-1600 Venue: 50% at PO & 50% online meeting				<ul style="list-style-type: none"> Participation should be ensured by the Secretariat. Director-CP, DED and ED will be the participants. Minutes will come to Director-CP. 	
12.	Frontline staff representational meeting (FSM) Venue: 25% at PO & 75% online meeting	Mar— 22 Jun— 28 Sep— 27 Dec— 27 (Saturday)	Quarterly	9h30-11h00	<ul style="list-style-type: none"> Representatives of CDO and Project Frontline staff will be the participants. Frontline management, challenges, addressing any grievance and way forward of it will be discussed. Focal of projects, Director-A&SR, Director-CP, DED and ED will be the participants. Minutes will be sent to all participants. 	DED
13.	Common Service Organizers' (CSO) representational meeting (CSOM) Venue: 25% at PO & 75% online meeting	Mar— 22 Jun— 28 Sep— 27 Dec— 27 (Saturday)	Quarterly	11h30-13h00	<ul style="list-style-type: none"> Representatives of CSOs will be the participants. Service-related satisfaction, challenges, addressing any grievance and way forward will be discussed. Director-A&SR, Director-CP, DED and ED will be the participants. Minutes will be sent to the participants at Principal Office. 	DED

Meeting participants:

- Around 50% of meetings will be in person at the Principal Office (PO) and the rest of 50% will be online.
- Participants can recommend only the issues, raised in the meeting and the recommendation can be a decision if the responsible professionals reach an agreement.
- The secretariat is responsible for holding the meeting in due time and ensuring the minutes by the next 48 hours and ensuring circulation where necessary, this is an open document.
- Copies of all minutes should be sent to the MEAL section, and the respective secretariat will preserve another copy.
- The meeting is the only forum where program issues will exclusively be discussed. Agenda like salary and other personal facilities cannot be discussed.
- The selection of the participants and information will have to be sent to the participants at least one week before the meeting and by the respective Secretariat.
- Meeting preparation must be accomplished at least one day before the meeting.
- The meeting will be for motivation, sharing experience, and improvisation of professional implementation.
- The meeting secretariat must maintain the dignity of individual participants, so, no negative criticism of individuals in front of all. If it is done then it can be considered an offense. However, if any negative issue arises that hurts an individual's dignity, it should be avoided and discussed later on individually, if necessary.
- Apart from this, each section will conduct a weekly meeting.
- Open secret method will be practiced in all the meetings.
- Due to some priority issues or engagements, the respective secretariate might need to change the meeting dates upon the consent of his/her supervisors.

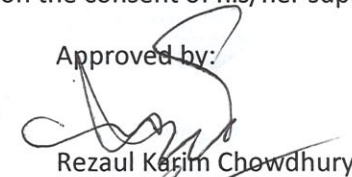
Proposed by:



Sanat Kumar Bhowmik
Deputy Executive Director

31 DEC 2024

Approved by:



Rezaul Karim Chowdhury
Executive Director

Rezaul Karim Chowdhury
Executive Director
COAST Foundation

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