

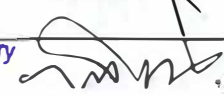
**Region/Project/Sector meeting schedule from January to December 2025**

**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 their opinions before the decision is made.

SL	Title of the meeting	Venue, Region, month, Date, and time			Frequency	Major ToR	Secretariat
		Bhola/Dhaka	Outreach/Barishal	Cox's Bazar/Noakhali/Chattogram/Cumilla			
1.	Area Managers Coordination Meeting (AMCM) Time: 0830-1100. <b>(1<sup>st</sup> Sunday of each month. Date may change)</b>	Jan-5, Feb-2, Mar-2, Apr-6, May-4, Jun-15, Jul-7, Aug-3, Sep-7, Oct-5, Nov-2, Dec-7.	Jan-5, Feb-2, Mar-2, Apr-6, May-4, Jun-15, Jul-7, Aug-3, Sep-7, Oct-5, Nov-2, Dec-7.	Jan-5, Feb-2, Mar-2, Apr-6, May-4, Jun-15, Jul-7, Aug-3, Sep-7, Oct-5, Nov-2, Dec-7.	Monthly	<ul style="list-style-type: none"> <li>Discussion on weekly, quarterly, and monthly reports and programs considering AMs marketing units.</li> <li>All area managers will be participants.</li> <li>Minutes will be sent to Director-CP.</li> </ul>	Respective RPC
2.	Managers Coordination Meeting (MCM) Time:11.30-1600. <b>(1<sup>st</sup> Sunday of each month. Date may change)</b>	Jan-5, Feb-2, Mar-2, Apr-6, May-4, Jun-15, Jul-7, Aug-3, Sep-7, Oct-5, Nov-2, Dec-7.	Jan-5, Feb-2, Mar-2, Apr-6, May-4, Jun-15, Jul-7, Aug-3, Sep-7, Oct-5, Nov-2, Dec-7.	Jan-5, Feb-2, Mar-2, Apr-6, May-4, Jun-15, Jul-7, Aug-3, Sep-7, Oct-5, Nov-2, Dec-7.	Monthly	<ul style="list-style-type: none"> <li>Discussion on monthly progress.</li> <li>Branch Manager will be the participants and they will come with all the financial documents.</li> <li>Respective Heads, AD-CO, DD-CO and Director-CP will participate alternatively.</li> <li>Central representation will be ensured by the Director-CP.</li> <li>Minutes will be sent to Director-CP.</li> </ul>	Respective RPC
3.	Branch Accountants Coordination Meeting (BACM) Time: 10h00-16h00. <b>(2<sup>nd</sup> Saturday of the month)</b>	Jan-11, Feb-8, Mar-8, Apr-12, May-10, Jun-14, Jul-12, Aug-9, Sep-13, Oct-11, Nov-8, Dec-13.  Venue: BMTC	Jan-11, Feb-8, Mar-8, Apr-12, May-10, Jun-14, Jul-12, Aug-9, Sep-13, Oct-11, Nov-8, Dec-13.  Venue: NKH, Ctg. and CMTC	Jan-11, Feb-8, Mar-8, Apr-12, May-10, Jun-14, Jul-12, Aug-9, Sep-13, Oct-11, Nov-8, Dec-13.  Venue: NKH, Ctg. and CMTC	Bi-monthly	<ul style="list-style-type: none"> <li>Only BAs will be the participants.</li> <li>Build problems and accounts improvement supports.</li> <li>Addressing the grievance of the BAs.</li> <li>Minutes will be sent to Director-CP</li> </ul>	Respective RPC
4.	Regional Gender Relation Development Meeting (RGRDM)	Mar- 15 Jun- 21 Sep- 20 Dec-20	Jun-15 Sep- 21 Dec-21	Jun-15 Sep- 21 Dec-21	Quarterly	<ul style="list-style-type: none"> <li>GRDM Both of Bhola and outreach regions will be a one meeting where Charfashion Center female staff will also be present.</li> </ul>	Focal-Gender Relation

Rezaul Karim Chowdhury  
Executive Director  
COAST Foundation



31/12/24

	Time: 1500-1800 hrs. <b>(3<sup>rd</sup> Saturday of the month)</b>	<b>Venue:</b> Charfashion Center Representative: Moriam Begum (Bhola and Outreach regions)	<b>Venue:</b> Cox's Bazar Center Representative: Sakida Begum (Representative from all branches)  <b>Venue:</b> UROC Representative: Tahrima Afroz Tumpa/ Khadijatul Kubra Rishika  (Representative from all projects in UROC)	<b>Venue:</b> Noakhali Regional Center Representative: Nasrin Akter. (Representative from all branches)  <b>Venue:</b> Chhattogram Representative: Rowshan Ara. (Representative from all branches)  <b>Venue:</b> Barishal Representative: Rabeya Jannat. (Representative from all branches)		<ul style="list-style-type: none"> <li>5 female staff from Bhola Region and 3 female staff from Outreach Region will be participants. In the case of Cox's Bazar, Noakhali, Barishal, and Chhattogram regions in each meeting 8 Remote staff will be from different branches respectively.</li> <li>Field related and issues those cannot be shared with male 1<sup>st</sup> supervisor may be on agenda.</li> <li><b>1<sup>st</sup> one-hour representational male Frontliners/ CDO, BM, AM of the region will participate to discuss of common issues.</b></li> <li>Then rest of the time will be discussed on women related issues where no male staff is allowed to participate.</li> <li>A copy of minutes should be sent to Executive Director and DED directly.</li> </ul>	Development
5.	Project Coordination Meeting <b>(PCM)</b> for all projects. Time: 09h30-15h00 <b>(1<sup>st</sup> Saturday of each month)</b>	Jan-4, Feb-1, Mar-1, Apr-6, May-3, Jun-2, Jul-5, Aug-2, Sep-2, Oct-4, Nov-1, Dec-6.	Jan-4, Feb-1, Mar-1, Apr-6, May-3, Jun-2, Jul-5, Aug-2, Sep-2, Oct-4, Nov-1, Dec-6.	Jan-4, Feb-1, Mar-1, Apr-6, May-3, Jun-2, Jul-5, Aug-2, Sep-2, Oct-4, Nov-1, Dec-6.	Monthly	<ul style="list-style-type: none"> <li>Project Management, Target-achievement, challenges, learning and way forward will be discussed.</li> <li>All PIU staff will be participants.</li> <li>Respective RTL will participate in the meeting.</li> <li>Project meeting minutes will be sent to Focal and MEAL section.</li> </ul>	Respective PCs
6.	Beneficiary Feedback Collection Meeting <b>(BFCM)</b>	Mar-17, Jun-23, Sep-22, Dec-22	Mar-17, Jun-23, Sep-22, Dec-22	Mar-17, Jun-23, Sep-22, Dec-22	Quarterly	<ul style="list-style-type: none"> <li>MF/Project service, target-achievement, challenges, learning, way forward, etc. will be discussed and made action plan.</li> <li>MF region and project will organize the meeting with their beneficiaries.</li> <li>At least 15 borrower/ beneficiary will be the participants in the meeting/FGDs.</li> <li>MF minutes will be sent to RPC, DD-CO, Director-CO and Project minutes to the JD-MEAL&amp;R.</li> </ul>	AM/ PC

31 DEC 2024

Rezaul Karim Chowdhury  
Executive Director  
COAST Foundation

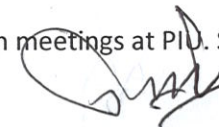
31/12/24  
(2)

						<ul style="list-style-type: none"> <li>Minutes findings will be discussed at the next CPCM and PPMM for taking necessary action.</li> </ul>	
7.	Branch Meeting for People's Organization's (BMPO) Time: 10h00-13h00  (3 <sup>rd</sup> Saturday of the month)	Mar-15 Jun-21 Sep-20 Dec-20	Mar-15 Jun-21 Sep-20 Dec-20	Mar-15 Jun-21 Sep-20 Dec-20	Quarterly	<ul style="list-style-type: none"> <li>PO (People's Organization) representatives at branch levels will participate in the meeting.</li> <li>A total no. of 7 PO leaders will participate from different Upazilas and branch offices.</li> <li>Respective AM will preside over the meeting.</li> <li>Minutes will be sent to Director-CP.</li> </ul>	Respective BM
8.	Regional Meeting for People's Organization (RMPO) Time: 10h00-13h00  (4 <sup>th</sup> Saturday of the month)	Apr-26 Aug-23 Dec-27		Apr-26 Aug-23 Dec-27	4-monthly	<ul style="list-style-type: none"> <li>PO (People's Organization) representatives will participate from all the Upazilas/branches is to be ensured by the secretariat.</li> <li>A total no. of 10 PO leaders will participate from different Upazilas and branch offices.</li> <li>Respective RTL will be participants.</li> <li>Minutes will be sent to Director-CP.</li> </ul>	Respective RPC

#### Meeting Principles:

- Participants can recommend only the issues, raised in the meeting and the recommendation can be a decision if the responsible professionals reach an agreement.
- 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.
- Minutes should be sent to focal and another copy will be preserved by the respective secretariate.
- 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 month before the meeting and by the respective Secretariat.
- Meeting preparation must be accomplished at least one day before the meeting.
- Meeting will be for motivation, sharing experience, and improvisation of professional implementation.
- 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.
- Project focal person in the principal office should participate in respective project coordination meetings at PIU. S/he will visit project areas two days before the PCM and provide feedback to the meeting.

31 DEC 2024

Rezaul Karim Chowdhury  
 Executive Director  
 COAST Foundation

29/6/24  
 31-12-24  
 (3)



10. Apart from this, every week in each Branch/Section/PIU/MTCs will conduct a meeting and keep minutes.
11. COVID-19 health rules, disinfection, maintenance of social/physical distance, and hand washing can be followed for any gathering.
12. Open secret method will be practiced in all the meetings.

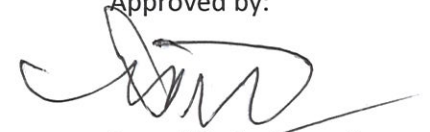
Proposed by:



Sanat Kumar Bhowmik 31 DEC 2024  
Deputy Executive Director

Date: 31 December 2024

Approved by:



Rezaul Karim Chowdhury  
Executive Director

Rezaul Karim Chowdhury  
Executive Director  
COAST Foundation

Rezaul  
31.12.2024  
(7)