

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 23 January 2025

On 23 January 2024, a virtual meeting titled “**Project Performance Monitoring Meeting (PPMM)**” was organized. In this event, The Deputy Executive Director, Directors, Joint Directors, Assistant Director, Project Managers (PMs), 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"> All PC/PMs are instructed to providing all PPMM documents on time. 	Ongoing	PC and M&E
		<ul style="list-style-type: none"> Each project should share the CRM report with the PSEAH Focal and also CC the DED, Director-Partnership and JD-MEAL. 	ongoing	PC/PM
		<ul style="list-style-type: none"> Radio Saikat has been instructed to prepare for the upcoming external audit and to minimize all the gaps identified during the last monitoring visit. 	Ongoing	Coordinator, Radio Saikat
		<ul style="list-style-type: none"> PCs, M&E officers, and other PIU staff must acquire skills in video editing. 	31 st January	PC/PM,M&E and other PIU
		<ul style="list-style-type: none"> SPC project share their Plan of operation to the JD-MEAL. 	28 th February	PC
2.	Newsletter Feedback	<ul style="list-style-type: none"> PC/PM will get newsletter approval from their project focal person and share it on social media. 	Ongoing	PC & M&E
	Field Visit findings	<ul style="list-style-type: none"> Head-MEAL, will oversee the SPCP evaluation process, ensuring process and adherence to guidelines. 	10.02.2025	Head-MEAL
		<ul style="list-style-type: none"> Each month, the Project M&E Officer shares a short report following prescribed format focusing on Monitoring and Evaluation and share to JD-MEAL&R. 	Ongoing	M&E officer
		<ul style="list-style-type: none"> Request to prepare the RBM module following the guidelines, which will be shared by DED as samples. 	10.02.2025	Head MEAL
		<ul style="list-style-type: none"> The Head of MEAL will conduct a meeting with all PIUs of the CP project to increase field visits 	November	DED
4.	Data segregation report	<ul style="list-style-type: none"> The December 2024 achievement is 99% Project-wise Cumulative Activity Achievement is 69% up to December 2024. Total 70% of Program Participants has been achieved up to October 2024. The achievement of Age and Gender Program Participants is Male- 31%, Female- 69% up to the month of December 2024. In the discussion, it was said that projects should prioritize the inclusion of persons with disabilities. 	Ongoing	All Project

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5.	Sharing PPT and Progress Report	<p>Radio Saikat: Burn rate of reporting month- 100%, Cumulative-95%. 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- 100%, Cumulative-100%. 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- 95%, Cumulative- 15%. Good presentation.</p> <p>RMTP Poultry: Burn rate of reporting month- 82%, Cumulative- 26%. Good presentation.</p> <p>SPCP: Burn rate reporting month- 100%, Cumulative-100%. Good presentation.</p> <p>UNICEF-Education: Burn rate of reporting month- 97%, Cumulative- 98%, Nice presentation.</p> <p>UNICEF-Child Protection: Burn rate reporting month-96%, Cumulative- 89%. Good presentation.</p>	Ongoing	PC
		<p>Feedback on PPT presenters:</p> <ul style="list-style-type: none"> • The PPT should be in the prescribed format • It has been prohibited to use pictures showing people's backsides. • 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
6.	Discussion on ED Speeches by DED	<ul style="list-style-type: none"> • Before conducting any training, the respective PC/PM should share the training schedule and module in advance. • A training will be conducted on mental health and anxiety. • It has been instructed to complete all tasks related to the appraisal by the 10th February. • It has been instructed to write for the annual report and to store photos of good resolutions. 	<p>Ongoing</p> <p>--</p> <p>10.02.2025</p> <p>Ongoing</p>	<p>PC/PM</p> <p>DED</p> <p>PC/PM</p> <p>PC & Team</p>
7.	AoB	<ul style="list-style-type: none"> • Radio Saikat and Radio Meghna will present a comparison of the viewer ratio on a quarterly basis. 	Ongoing	Coordinator Radio Saikat & Meghna

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		<ul style="list-style-type: none"> To come up with the concept for the new event, it has been instructed to prepare a list of 10 award-winning programs of community radio. 	Next PPMM	Coordinator Radio Saikat & Meghna.
		<ul style="list-style-type: none"> All projects have been instructed to share the action plan, that made during RBM training to Head- MEAL. 	31.01.25	PC
		<ul style="list-style-type: none"> Next in person PPMM could be held in Dhaka or Cox's Bazar. The decision will let you know. 	05.02.2025	JD-MEAL&R

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

Notes taken by:



Md Arif Ullah
S. Coordinator
COAST Foundation

Moderated by:



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