

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 12th March 2025

On March 12, 2025, a virtual Project Performance Monitoring Meeting (PPMM) was held, bringing together the Deputy Executive Director, Directors, Joint Directors, Assistant Director, Project Managers (PMs), M&E Officers, and the Program Officer. Participants actively engaged in discussions and contributed to critical decision-making. The meeting was moderated by the Joint Director – MEAL & Research.

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"> • Projects should submit the CRM report to the Gender Relation & PSEAH Focal, Taharima Afroj Tumpa. The email should be CC'd to the Joint Director – MEAL & Research and the Head – MEAL & SD. • File name will be written properly, e.g. CRM report_April 2025, etc. while emailing the report. • As we work, there will be some mistakes, and it is very common to receive some complaints on our work. That should be reported. • The Gender & PSEAH focal will compile the report and share it in the PPMM in order to strengthen the CRM and Safeguarding process. • To strengthen the CRM and Safeguarding process within the organization, the Gender Relation Focal will take various leadership role in developing tools, formats and organize meetings accordingly. 	Ongoing	PC/PM Gender & PSEAH focal
		<ul style="list-style-type: none"> • A list of award-winning radio programs will be prepared, followed and learned from it to enhance program quality. 	Next PPMM	Station Manager, Radio Saikat and Meghna
		<ul style="list-style-type: none"> • The plan of operation of the SPCP project needs to be improved. It should be discussed with the JD-MEAL. 	March 13, 2025	PC, SPC
2.	Newsletter Feedback	<ul style="list-style-type: none"> • GCA-2 project's newsletter should come to Head-MEAL by tomorrow for finalization and circulation. • The quality of the newsletter needs improvement. • Page make-up, color of text and background should be simple. Daily newspaper style can be followed. 	13.03.2025	PC, GCA-2
			Ongoing	PC & M&E
	Field Visit findings	<ul style="list-style-type: none"> • As Head- MEAL is responsible and not here in the meeting right now, he would be informed to contribute to the evaluation process of SPCP, that is 50% completed and needs to be finalized soon. 	March 26, 2025	PC, SPC and Head-MEAL
		<ul style="list-style-type: none"> • A RBM module will be prepared and shared by following the sample format, will be provided by DED. 	Ongoing	Head MEAL
4.	Data segregation report	<ul style="list-style-type: none"> • The monthly activity achievement of February 2025 is 76%. 	Ongoing	All Project

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		<ul style="list-style-type: none"> Project-wise Cumulative Activity Achievement is 68% up to February 2025. Total 72% of Program Participants have been reached up to February 2025. The achievement of Age and Gender Program Participants is Male- 30%, Female- 70% up to February 2025. 		
5.	Sharing PPT and Progress Report	<ul style="list-style-type: none"> Radio Saikat: Burn rate of reporting month- 121%, Cumulative-98%. Good presentation. Radio Meghna: Burn rate reporting month-100% Cumulative-72%. The presentation was good. SMART Project: No burn rate report is available, as the implementation of this project began in March 2025. ENRICH Program: Burn rate of reporting month- 100%, Cumulative- 100%. Good presentation. Child Drawing Project: Burn rate of reporting month- 94%, Cumulative-48%. Good presentation. CATP Project: No burn rate report is available, as the implementation of this project is funded by COAST's fund. Nice presentation. APFP - Fo4A: Burn rate of reporting month- 80%, Cumulative-8%. SSFGM: Burn Rate reporting month- 0%, Cumulative- 0%. (No activity). Good presentation. Fishers Livelihood: Burn rate up to reporting month- 84%, Cumulative- 37%. Good presentation. A2J for Women: Burn rate of reporting month- 90%. Good Presentation. RMTP - Street Food: Burn rate of reporting month- 100%, Cumulative- 71%. Good presentation. RMTP - Poultry: Burn rate of reporting month- 86%, Cumulative- 65%. Good presentation. RHL Project: Burn rate of reporting month- 90%, Cumulative- 19%. Nice presentation. UNICEF-Education: Burn rate of reporting month- 72%, Cumulative- 65%. Nice presentation. UNICEF-Child Protection: Burn rate reporting month- 94%, Cumulative- 90%. Good presentation. Social Cohesion: Burn rate reporting month- 100%, Cumulative- 12%. Good presentation. 	Ongoing	PC/PM
6.	AoB	<ul style="list-style-type: none"> Short videos should be produced for every major activity of the RMTP projects (Street Food & Poultry). While sending Data Segregation Report, some PC/M&E edit that Excel file which is prohibited. The Excel file is set up with calculation formula. Editing might reflect wrong data in report. 	24 March 2025	PC/PM

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		<ul style="list-style-type: none"> Training and orientation facilitators should not use chairs at the facilitation dais. If multiple facilitators are present, they will sit with among the participants. 	Ongoing	All Training Facilitators
		<ul style="list-style-type: none"> The next PPMM may be held online. After that, efforts will be made to hold the PPMM in May 2025 in person. 	Ongoing	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:



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Monitoring & Evaluation Officer
Child Protection Project, COAST Foundation.

Moderated by:



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