

## Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 21<sup>st</sup> April 2025

On 21<sup>st</sup> April 2025, a virtual Project Performance Monitoring Meeting (PPMM) was held. The Deputy Executive Director, Directors, Joint Directors, Assistant Director, Project Managers (PMs), M&E Officers, and the Program Officer were present at the meeting. Participants actively engaged in discussions and contributed to 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"><li>• The evaluation of SPCP and PoP needs to be finalized.</li></ul>	30.04.2025	PC, SPCP and Head-MEAL
		<ul style="list-style-type: none"><li>• Projects should be CC'd to Gender Relation &amp; PSEAH Focal, Taharima Afroj, while submitting all the reports to MEAL section for PPMM.</li><li>• PSEAH focal will take the lead to develop tools, organize orientations, training, circulate messages, etc. to strengthen Gender and PSEAH issues in the organization.</li><li>• Gender and PSEAH focal will also present the cumulative of complaint received and resolved number in her PPT.</li></ul>	Ongoing	PC/PM  Gender & PSEAH focal
		<ul style="list-style-type: none"><li>• A list of award-winning radio programs will be prepared, followed and learned from it to enhance program quality.</li><li>• All staff should download the Radio Saikat and Radio Meghna app from Google Play Store and give feedback.</li></ul>	Next PPMM	Station Manager, Radio Saikat and Meghna
2.	Newsletter Feedback	<ul style="list-style-type: none"><li>• Photo and news, that are sensitive and might victimize the subject, cannot be published in the newsletter.</li><li>• Name, edition, month, etc. will be written correctly in the newsletter.</li><li>• Newsletter should be distributed online and offline to the relevant stakeholders.</li></ul>	Ongoing	PC, GCA-2  PC & M&E
3.	Spot visit findings sharing	<ul style="list-style-type: none"><li>• A quick evaluation on the issues like, CoC, PSEAH, Safeguarding, CRM, Whistleblowing, etc. will be conducted from the group meetings at the Rohingya and host community to assess their understanding on the issues.</li></ul>	10.05.2025	Head-MEAL
4.	Data segregation report	<ul style="list-style-type: none"><li>• The monthly activity achievement of March 2025 is 65%.</li><li>• Project-wise Cumulative Activity Achievement is 70% up to March 2025.</li><li>• Total 76% of Program Participants (4,42,724) have been reached up to March 2025.</li><li>• The achievement of Age and Gender Program Participants is Female- 72%, Male- 28% up to March 2025.</li></ul>	Ongoing	All Project

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
5.	Sharing PPT and Progress Report	<ul style="list-style-type: none"> <li>• <b>Fishers Livelihood:</b> Cumulative Burn rate - 44%, Project cycle- 10%. Good presentation.</li> <li>• <b>A2J for Women:</b> Burn rate of reporting month-90%. Good Presentation. Good presentation.</li> <li>• <b>RMTP - Street Food:</b> Cumulative Burn rate - 80%, Project cycle- 75%. Good presentation.</li> <li>• <b>RMTP - Poultry:</b> Cumulative Burn rate - 62%, Project cycle- 70%. Nice presentation.</li> <li>• <b>RHL Project:</b> Cumulative Burn rate - 30%. Nice presentation.</li> <li>• <b>UNICEF-Education:</b> Cumulative Burn rate - 86%, Project cycle- 21%. Good presentation.</li> <li>• <b>UNICEF-Child Protection:</b> Cumulative Burn rate - 90%, Project cycle- 80%. Good presentation.</li> <li>• <b>CATP Project:</b> No burn rate report is available, as the implementation of this project is funded by COAST's fund. Nice presentation.</li> <li>• <b>SMART Project:</b> No burn rate report is available, as the implementation of this project began in March 2025.</li> <li>• <b>Radio Saikat:</b> Good presentation.</li> </ul>	Ongoing	PC/PM
6.	AoB	<ul style="list-style-type: none"> <li>• Salary of Md. Fazlul Haque will be provided only upon approval of the DED.</li> <li>• Annual report from all project have to submit on time.</li> <li>• A Zoom meeting on CFRM will be held with all PIU staff.</li> <li>• A Zoom session on "Short Video Editing" will be arranged for our learning.</li> <li>• The standard of field visit status of PC/PM should be 70% of their total working days in a month.</li> <li>• Staff have to keep active internet connection on their phone.</li> <li>• Communication via WhatsApp calling was encouraged.</li> <li>• If anyone is suspended or dismissed on PSEAH issues, the information should be shared with the PSEAH sector, CIC, etc. relevant sectors.</li> <li>• The word "Woman-Men ratio" should be used instead of "Male-Female ratio".</li> <li>• The DED will be informed if anyone is nominated for any external training from project.</li> <li>• CARE for Women Project also join the PPMM and share their reports, presentation.</li> <li>• SMART project PoP should be developed before going it into operations.</li> </ul>	Ongoing 24.04.2025 26.04.2025 27.24.2025 Ongoing Ongoing Ongoing Ongoing Ongoing 30.04.2025	PC, ENRICH, RTL, Bhola, DED All PC/PM DED Dileep Kumar Bhowmik All PC/PM All staff PC PC PC PC PC, Focal

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

Notes taken by:



Emran Ibne Zakir  
Value Chain Facilitator  
Healthy Street Food Project  
Cox's Bazar, COAST Foundation.

Moderated by:



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