

## Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 19<sup>th</sup> May 2025

On 19<sup>th</sup> May 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. Data segregation report presentation;
4. PPT and progress report sharing;
5. 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 minuts was reviewed and accepted.</li><li>• The complaint mechanism report will have to be submitted to Tumpa Apa by the 10<sup>th</sup> of every month.</li></ul>	Ongoing	PC/PM
		<ul style="list-style-type: none"><li>• Radio staff will have to campaign that Radio Meghna and Radio Saikat can be heard offline as well.</li></ul>	Ongoing	Station Managers
		<ul style="list-style-type: none"><li>• SMART Project's PoP will be taken approval and uploaded on the website</li></ul>	25.05.2025	PC, SMART
2.	Newsletter Feedback	<ul style="list-style-type: none"><li>• Each PC will share the newsletter at the right time.</li><li>• Newsletter of SMART project is looking good. The design was depicted to others for getting and idea to follow.</li></ul>	Ongoing	PC & M&E
3.	Data segregation report	<ul style="list-style-type: none"><li>• Project-wise Cumulative Activity Achievement is 68% up to April 2025.</li><li>• The monthly activity achievement of April 2025 is 64%.</li><li>• Total 60% of Program Participants (5,17,703) have been reached up to April 2025.</li><li>• The achievement of Age and Gender Program Participants is Female- 72%, Male- 28% up to April 2025.</li><li>• Cumulative program participants person: disabilities (1278 person), Ethnicity and marginalized reached (81 person), Women headed participants (352), Transgender participants (11)</li></ul>	Ongoing	All Project

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
4.	Sharing PPT and Progress Report	<ul style="list-style-type: none"> <li>• <b>Fishers Livelihood:</b> Cumulative Burn rate - 80%, Project cycle- 47%. Good presentation.</li> <li>• <b>A2J for Women:</b> Burn rate of reporting month-98%. Good Presentation.</li> <li>• <b>RMTP - Street Food:</b> Cumulative Burn rate - 100%, Project cycle- 78%. Good presentation.</li> <li>• <b>RMTP - Poultry:</b> Cumulative Burn rate - 92%. Nice presentation.</li> <li>• <b>RHL Project:</b> Cumulative Burn rate - 90%. Nice presentation.</li> <li>• <b>UNICEF-Education:</b> Cumulative Burn rate - 87%, Project cycle- 24%. Good presentation.</li> <li>• <b>UNICEF-Child Protection:</b> Cumulative Burn rate - 98%, Project cycle- 83%. 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> Cumulative Burn rate - 64%. Good presentation.</li> <li>• <b>Radio Saikat:</b> Good presentation.</li> <li>• <b>SSF Gender Mainstreaming Project:</b> Good presentation.</li> <li>• <b>Climate Change and Resilience Project:</b> Cumulative Burn rate - 67%, Project cycle- 46%. Good presentation.</li> <li>• <b>ENRICH Project:</b> Cumulative Burn rate - 100%, Project cycle- 100%. Good presentation.</li> </ul>	Ongoing	PC/PM
5.	AOB	<ul style="list-style-type: none"> <li>• Radio Meghna and Radio Saikat pages should be liked. Radio Meghna's income has come down from 64 to 53 Cents, so it is important to increase the reach of the page.</li> <li>• There will be no separate policy called Grievance Policy. There will be a policy called "CRM and Grievance Policy".</li> <li>• One cyclone is likely to hit Bangladesh around 28 May 2025. Everyone should be alert about the cyclone.</li> <li>• Quality Performance Indicator will be shown in PPMM presentation.</li> <li>• To increase the reputation of COAST, supervisor will monitor their respective staff.</li> <li>• Staff field visit % should be increased.</li> <li>• Radio should try to ensure community participation and broadcast in local language. Climate awareness and vulnerability could be the priority issues.</li> <li>• CARE for Women and Tearfund WASH project should participate in the next PPMM</li> <li>• Staff cannot be involved official politics. Must concentrate on activity.</li> </ul>	Ongoing Ongoing 28.05.2025 Ongoing Ongoing Ongoing Ongoing Ongoing	All Staff All Staff All Staff All PC/PM All PC/PM All PC/PM Station Managers PCs All PC/PM

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

Notes taken by:



Shamima Akter  
Monitoring & Evaluation Officer  
Access to Justice for women Project  
Barishal, COAST Foundation.

Moderated by:



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