

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 18 December 2025

The virtual Project Performance Monitoring Meeting (PPMM) was organized on 18 December 2025. Deputy Executive Director, Director, Joint Director, Head, Project Coordinator/Manager and Monitoring Officers from different projects were present in the meeting and contributed to the decision-making. JD- MEAL&R moderated the session.

A. Meeting Agenda:

1. Last meeting minutes review
2. CFRM Report
3. Newsletter Feedback
4. Data segregation report presentation
5. PPT and progress report sharing
6. AoB

B. Discussion and Decisions:

SL	Agenda	Discussion & Decisions	Dateline	Responsibility
1.	Last meeting minutes review	<ul style="list-style-type: none">○ PM of CP project will share the PoP to JD-MEAL&R by 24 December.○ Project staffs will publish regular project activity picture and video in their project's Facebook page.○ But for especial events, e.g., seminar, etc., and that needs to publish in the official websites, requires Executive Director's approval. PCs will share the videos, materials, etc. to AD-ICT for ED's approval.○ Care for Women project will ensure discussion about CFRM with the project participants through implementation partner.○ Care for Women project will share community meeting pictures/register.○ It is for everyone to be concerned about submitting all documents/reports before the deadline.	25 December Ongoing	PC All
2.	CFRM report	<ul style="list-style-type: none">○ The quarterly report will be submitted from January 2026(Oct-Dec 2025) to the DED (CC: JD-MEAL & Research).○ The DED will circulate the revised English template after reviewing.	Ongoing	Head-GRD & PSEAH
3.	Newsletter feedback	<ul style="list-style-type: none">○ CP Newsletter brief needs to be shortened.○ Fishers Livelihood Project Newsletter page should be rearranged.○ RHL Project, PC will seek cooperation regarding Newsletter production from Radio Saikat.	Ongoing	PC/PM
4.	Data segregation report	<ul style="list-style-type: none">○ No discussion happened this time on the segment		
5.	PPT and Progress report sharing	<ul style="list-style-type: none">○ UNICEF-Education: Budget utilization rate of the reporting month - 145%, Good presentation.○ SMART Project: Budget utilization rate of the reporting month-92%. Good presentation.○ Radio Saikat: Nice presentation.○ Radio Megna: Budget utilization rate of the reporting month-66%. Good presentation.	Ongoing	PC

		<ul style="list-style-type: none"> ○ Fishers Livelihood: Budget utilization rate of the reporting month - 92%, Good presentation. ○ CATP Project: Nice presentation. ○ UNICEF-Child Protection: Budget utilization rate of the reporting month - 134%. Good presentation. ○ SPCP Project: Budget utilization rate of the reporting month - 100%. Good presentation ○ A2J for Women: Budget utilization rate of reporting month-98%. Good Presentation. ○ RMTP - Poultry: Budget utilization rate 96%. Nice presentation. ○ RHL: Good Presentation. Budget Utilization Rate: 95% ○ SSF: Budget utilization rate 73%, Good Presentation. ○ WASH and Nutrition Project: Budget Utilization rate- 96%, Nice Presentation. 		
	AOB	<ul style="list-style-type: none"> ○ Eunus Bhai (CPCRB) will find a portable generator, price and discuss with JD-MEAL&R and DED. 	Ongoing	PC (CPCRB)
		<ul style="list-style-type: none"> ○ A 2.20 minutes video of the RMTP project will be created and published on social media. A 3-4 page project closing report will be prepared and submitted to DED. 	Ongoing	PC RMTP
		<ul style="list-style-type: none"> ○ An orientation will be provided on the theory of change and Logical framework 	February 2025	JD-MEAL&R, DED
		<ul style="list-style-type: none"> ○ The report should include impactful images, numerical data and the narrative of the report should be concise and impact-related. 	Ongoing	PC
		<u>Sectoral lead (PO) will able to serve showcase notice from now on with this process.</u> <ul style="list-style-type: none"> ○ For a first-time offense, the alleged staff will be called for discussion and issued a verbal warning. ○ If the incident occurs for a second time, a warning will be issued for an explanation. ○ If the explanation provided found unsatisfactory, a formal written warning will follow the staff. ○ In the offence continues for a 3rd time row, the alleged will receive a written a final warning. ○ A final warning and may lead to a financial penalty subject to severity of the occurrence. ○ Supervisor or sectoral lead can suspend the staff for financial irregularities and safeguarding concerns. ○ All related documents will be properly maintained in the individual's personal file. 	Ongoing	Sectoral Lead
		<ul style="list-style-type: none"> ○ If anyone is unable to attend the PPMM. He/she must inform the meeting moderator in advance and also inform the 1st supervisor with proof. 	Ongoing	All
		<ul style="list-style-type: none"> ○ Impact level information and data should be included in the closing report of the SSF and SPCP project. 	Ongoing	PC
		<ul style="list-style-type: none"> ○ Jahirul Islam, Mizanur Rahman, Tanjir Uddin Roni and Dileep Bhowmik will work on the pilot web-based MEAL reporting. Virtual meetings will be held on the 23rd, 25th and 28th from 4:00 to 5:00 PM. 	Ongoing	All
		<ul style="list-style-type: none"> ○ For improving English proficiency, PC/PM are encouraged to present their PPT in English from the next PPMM, if possible. 	Ongoing	PC/M&E

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

Notes taken by:



Dileep Bhowmik
MEAL Officer
Education Project

Moderated by:



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