

## Central meeting schedule from January to December 2026

### Our values:

We, at COAST, believe that the person who executes the decision and the individual who is influenced or affected by it have the right to express their views on the topic and share their opinions before the decision is made.

Sl.	Meeting title & venue	Month & Date	Frequency	Time	Major ToR	Secretariat
1.	Senior Management Team Meeting (SMT)  Venue: Principal Office (PO)/ Virtual for field participants	Jan—4, 11, 18, 25 Feb—1, 8, 15, 22 Mar—1, 8, 15, 29 Apr—5, 12, 19, 26 May—3, 10, 17, Jun—1, 7, 14, 21, 28 Jul—5, 12, 19, 26 Aug—2, 9, 16, 23, 30 Sep—6, 13, 20, 27 Oct—4, 11, 18, 25 Nov—1, 8, 15, 22, 29 Dec—6, 13, 20, 27	Weekly	1030-1300	<ul style="list-style-type: none"> <li>Only SMT members will attend the meeting.</li> <li>Executive Director will preside over the meeting.</li> <li>Action plan will be discussed.</li> <li>Program strategy, target achievement and challenges with possible solutions will be discussed.</li> <li>Minutes will be produced and copy to all.</li> </ul>	DED
2.	Project Progress Monitoring Meeting (PPMM)  Venue: Principal Office (PO)/Virtual	Jan—12, Feb—16, Mar—16, Apr—13, May—11, Jun—15, Jul—13, Aug—10, Sep—14, Oct—12, Nov—16, Dec—14.	Monthly	1000-1500	<ul style="list-style-type: none"> <li>All PC, M&amp;E and sector heads will be the participants.</li> <li>Respective focal points, all Directors and Executive Director will also participate in the meeting.</li> <li>Monthly target and achievement will be presented as well as actions and next planning will be initiated from this meeting.</li> <li>Minutes will also be shared to all the participants.</li> </ul>	JD-MEAL&R
3.	Project Accounts Coordination Meeting (PACM)  Venue: Principal Office (PO)/Virtual	Jan—13, Feb—17, Mar—17, Apr—14, May—12, Jun—16, Jul—14, Aug—11, Sep—15, Oct—13, Nov—17, Dec—15.	Monthly	1000-1500	<ul style="list-style-type: none"> <li>PC, accounts and admin officers will be the participants.</li> <li>Accounts related issues will be discussed.</li> <li>The purchase progress and report will be checked out.</li> <li>The minutes will come to the DED and DD-FC&amp;C.</li> </ul>	AD-FM (Mr. Tariqul)
4.	Project Coordination & Review (PCRM) Meeting  Venue: Online	Jan—5, Feb—9, Mar—9, Apr—6, May—4, Jun—8, Jul—6, Aug—3, Sep—7, Oct—5, Nov—9, Dec—7.	Monthly	1000-1300	<ul style="list-style-type: none"> <li>All PC, M&amp;E and sector heads will be the participants.</li> <li>Monthly target and achievement will be presented as well as actions and next planning will be initiated from this meeting.</li> <li>Minutes will also be shared to all the participants including the ED and DED.</li> </ul>	Director Partnership/ JD-MEAL&R

11 JAN 2026

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5.	Police Case Mitigation Meeting (PCCM) Venue: Online	Jan—10-11, Mar—14-15, May—9-10, Jul—11-12, Sep—12-13, Nov—14-15.	Bi-weekly	1000-1700	<ul style="list-style-type: none"> <li>• All RPC and Manager- Legal Supports will be the participants.</li> <li>• Case related progress will be the discussion agenda.</li> <li>• Decision will be made for resolving the cases</li> <li>• The ED and DED will also be the participants.</li> <li>• Minutes will be sent to all participants.</li> </ul>	Director-A&SR
6.	Top 20 Over Due Mobilization Meeting (ODMM) Venue: Online	10, and 25	Bi-weekly	1500-1700	<ul style="list-style-type: none"> <li>• Top 20 Branches OD situation will be discussed.</li> <li>• Strategic decision for OD Mobilization for reducing OD and PAR at branch will be the discussion point.</li> <li>• Target and achievement will be discussed.</li> <li>• Minutes will be shared to the ED and DED.</li> </ul>	DED
7.	Internal Auditors Meeting (IAM) Venue: Principal office	Mar— 17 Jun— 18 Sep— 17 Dec— 17	Quarterly	1000-1700	<ul style="list-style-type: none"> <li>• Managers-IA, AD-IA &amp; Director-IA, EA&amp;C will be the participants.</li> <li>• Director-CP, Director-Admin &amp; SR and the Executive Director will also participate in the meeting.</li> <li>• Field and principal office audit findings will be discussed.</li> <li>• Minutes will come to the participants.</li> </ul>	AD-IA
8.	Enterprise Development Coordination Meeting (EDCM) Venue: PO	Jan—13, Mar—17, May—12, Jul—14, Sep—15, Nov—17.	Bi-monthly	1100-1300	<ul style="list-style-type: none"> <li>• All PKSF enterprise projects and RTL CxB will be the participants.</li> <li>• Director-CP, DED and/or Executive Director will also participate in the meeting.</li> <li>• Enterprise Issues will be discussed.</li> <li>• The minutes will come to the Director-CP.</li> </ul>	DD-EnD
9.	Central Gender Coordination Meeting (CGCM) Venue: Online	Mar— 17 Jun— 18 Sep— 17 Dec— 17	Quarterly	1100-1300	<ul style="list-style-type: none"> <li>• Selected female colleagues we participate.</li> <li>• Overall gender, PSEAH &amp; safeguarding issues will be discussed.</li> <li>• Minutes will be produced and shared with the selective participants only.</li> </ul>	Gender Focal (Head-GRD & PSEAH)
10.	Complaint & Feedback Response Management Standing Committee (CFRSC) Meeting Venue: PO/Online	Jan—18, Feb—22, Mar—17, Apr—19, May—17, Jun—21, Jul—19, Aug—16, Sep—20, Oct—18, Nov—22, Dec—20.	Monthly	1200-1300	<ul style="list-style-type: none"> <li>• Central committee members CFRSC will be the participants including Head-GRD &amp;PSEAH and Executive Director.</li> <li>• Monthly complaints, response and actions' compiled report will be presented and discussed.</li> <li>• Minutes/summary will also be to the CRSC members.</li> </ul>	Director-A&SR
11.	RPC and Area Managers (AM) Meeting (AMM), Venue: PO	Mar— 14, Jun— 12 Sep— 12, Dec— 12	Quarterly		<ul style="list-style-type: none"> <li>• RPC and AM of MF operations will be the participants.</li> <li>• Field MF operations, target and achievements will be discussed.</li> <li>• Minutes will come to the participants.</li> <li>• The ED/ DED will also be the participants in the meeting</li> </ul>	Director- CP

  
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### Meeting principles:

1. The Secretariat is responsible for holding the meeting on time and ensuring that the minutes are circulated within the next 48 hours, as necessary.
2. Participants can recommend only the issues, raised in the meeting and the recommendation can be a decision if the responsible professionals reach an agreement.
3. The secretariat is responsible for holding the meeting in due time and ensuring the minutes by the next 48 hours and ensuring circulation where necessary, this is an open document.
4. Copies of all minutes should be sent to the MEAL section, and the respective secretariat will preserve another copy.
5. The meeting is the only forum where program issues will exclusively be discussed. Agenda items like salary and other personal facilities cannot be discussed.
6. The selection of the participants and information will have to be sent to the participants at least one week before the meeting and by the respective Secretariat.
7. Meeting preparation must be accomplished at least one day before the meeting.
8. The meeting will be for motivation, sharing experiences, and improvisation of professional implementation.
9. The meeting secretariat must maintain the dignity of individual participants, so no negative criticism of individuals in front of all. If it is done, then it can be considered an offense. However, if any negative issue arises that hurts an individual's dignity, it should be avoided and discussed later on individually, if necessary.
10. Apart from this, each section will conduct a weekly meeting.
11. Open secret method will be practiced in all the meetings.
12. Due to some priority issues or engagements, the respective secretariat may need to change the meeting dates with the consent of their supervisors.

Proposed by:



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11 JAN 2026

8 January 2026.

Approved by:



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