

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 20 January 2026

The virtual Project Performance Monitoring Meeting (PPMM) was organized on 20 January 2026. 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">○ The Exit Strategy of the SPCP Project will be shared with the JD-MEAL & Research.○ Project coordination meetings must be conducted every month. As per the approved meeting schedule, if any team is unable to conduct the meeting, prior permission must be taken from the JD-MEAL & Research.○ The monthly coordination meeting for the WASH and Nutrition projects must be completed by 21 January, and the meeting minutes must be submitted accordingly.○ The RAISE Project Coordinator will collect all required reporting formats from Tanzira Khatun.○ The Project Manager of the CP Project will share the Plan of operation (PoP) with the JD-MEAL & Research by 24 January.○ The PoP of the RAISE Project should be submitted by January.○ The Care for Women Project will share community meeting photographs and the attendance register.	30 January Ongoing 21 January January Ongoing	PC PC PC PC PC PC
2.	CFRM report	<ul style="list-style-type: none">○ Here is a clear and polished rewritten version:○ The revised English template will be circulated to all concerned.○ The Head of GRD and PSEAH will compile all reports related to gender issues.○ The QAH presentation will be presented in the next PO meeting.○ All projects must have a CFGRM plan, and all plans must be submitted by February 2026.	Ongoing	Head-GRD & PSEAH
3.	Newsletter feedback	<ul style="list-style-type: none">○ The RAISE Project newsletter name will be “Dakkota Dorpon.” The Project Coordinator will seek cooperation from Radio Saikat for the production of the newsletter. The page layout of the A2J Project newsletter needs to be corrected.○ The WASH and Nutrition Project newsletter name needs to be changed.	February 2026	PC/PM

		<ul style="list-style-type: none"> ○ The Radio Meghna newsletter name will remain the same in English as "Upokuler Kotha." 		
4.	Data segregation report	<ul style="list-style-type: none"> ○ The monthly activity target was 32,650, of which 94% was achieved. ○ During this reporting period, 60% of the planned program participants were reached, comprising 21% men and 79% women. 	Ongoing	Head_MEAL
5.	PPT and Progress report sharing	<ul style="list-style-type: none"> ○ UNICEF-Education: Good presentation. ○ SMART Project: Good presentation. ○ Radio Saikat: Nice presentation. ○ Radio Megna: Good presentation. ○ Fishers Livelihood: Good presentation. ○ CATP Project: Nice presentation. ○ UNICEF-Child Protection: Good presentation. ○ SPCP Project: Good presentation ○ A2J for Women: Good Presentation. ○ RHL: Good Presentation. ○ WASH and Nutrition Project: Nice Presentation. ○ Care for Women: Nice presentation. ○ CCR: Nice presentation ○ RAISE Project: Good Presentation. 	Ongoing	PC
	AOB	<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. ○ An orientation will be provided on the theory of change and Logical framework. 	February	RMTP
		<p><u>Annual Report</u></p> <p>Objectives:</p> <ul style="list-style-type: none"> ○ Inform stakeholders and media about COAST's performance, learning, governance, and impact in 2025. ○ Acknowledge donors and EC/GC members. ○ Promote COAST's image, transparency, and accountability. <p>Content & Format:</p> <ul style="list-style-type: none"> ○ Focus on key achievements/impact (numbers-based) in 2025. ○ ½ page per project/program, simple English, impact-oriented. ○ Calibri, 11 pt, 1-inch margins. ○ Include one best learning story; no photos (share high-res separately with ICT). <p>Timeline:</p> <ul style="list-style-type: none"> ○ Submission to Md. Zahidul Islam by 27 Jan 2026. ○ Drafts: Zahid (8 Feb), DSI (10 Feb), SKB (15 Feb). ○ Design by vendor with Abir & Shibly; review by DED/ED by 25 Feb. ○ Final edit by FD by 28 Feb. 	Based on training 2025	JD-MEAL&R, DED
		<ul style="list-style-type: none"> ○ All staff working at the Ukhiya Center from Cox's Bazar must reside within 3 km of the base office. ○ Arifullah and Tariqul Islam are required to submit their residential rent agreements to obtain January 2026 salary approval. ○ The field visit template will be reviewed and shared again. 	February	PC/PM
			Ongoing	All

	<ul style="list-style-type: none"> ○ A mixed-group committee should be constituted to open the CFRM box, which should be checked every 7 days. ○ Next month's PPMM will take place at the PO level, with all participant expenses be borne by the respective projects. ○ Those project does not have the sufficient travel allowance for joining the PPMM, COAST will support their travel cost with prior approval. ○ Impact level information and data should be included in the closing report of the SSF and SPCP project. ○ The ICT team is developing a web-based MEAL system. Web-based reporting is expected to begin from next month. ○ For improving English proficiency, PC/PM are encouraged to present their PPT in English from the next PPMM, if possible. 	Ongoing	PC & Head-GRD & PSEAH
		Ongoing	All
		Ongoing	PC
		Febrary	All
		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