

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 19 February 2026

The virtual Project Performance Monitoring Meeting (PPMM) was organized on 19 February 2026. The Executive Director, Deputy Executive Director, Director, Joint Director, Head, Project Coordinator/Manager, and Monitoring Officers from different projects were present at the meeting and contributed to the decision-making process. 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"> ○ Executive Director briefed on an opening session to address current fiscal constraints, implementing an organizational capital increase strategy. He emphasizes on donor relations, keep active coordination with UNICEF by RTL, Cox'sBazar. ○ Head-GRD & PSEAH will be leading the resolution of GRM and PSEAH issues to maintain org. standard compliance. ○ The RAISE Project Coordinator will collect all required reporting formats from Tanzira Khatun and seat together for a short briefing for reporting. ○ The PoP of the RAISE Project submitted and reviewed by DD-EnD and signed by DED within February. 	Ongoing 25 February 28 February	PC PC DD-EnD
2.	CFRM report	<ul style="list-style-type: none"> ○ The Head of GRD & PSEAH will compile all reports related to gender issues and report. ○ 11 Project has submitted CFRM Report out of 16 Project. All Concern of the Project should submit the CFRM Report on timely basis. Rename the File of report as CFRM_Project Name. ○ CFRM Box should be open in 07 days in field office. ○ During Internal Audit, auditors should cross check gender segregated facilities, Regular CFRM Box opening and GRM register functional issues. 	Ongoing Ongoing	Head-GRD & PSEAH Director-IA
3.	Newsletter feedback	<ul style="list-style-type: none"> ○ All projects should maintain a timely social media presence by posting newsletters to Facebook and Twitter regularly. ○ The CJRF newsletter has too much text. Edit the write-ups to be shorter and more focused in impact. ○ The Education Project newsletter is missing the contact information. Need to add it before distribution next. ○ Need to review the A2J for Women newsletter. It needs better alignment, consistent spacing, and more relevant photos and captions. ○ SMART Project newsletter font size needs to increase as readable. 	February 2026	PC/PM
4.	Data segregation report	<ul style="list-style-type: none"> ○ The monthly activity target was 28,407, of which 108% was achieved. 	Ongoing	Head-MEAL

		<ul style="list-style-type: none"> ○ During this reporting period, 96% of the planned program participants were reached, comprising 21% men and 79% women. 		
5.	PPT and Progress report sharing	<ul style="list-style-type: none"> ○ Enrich: Good Presentation ○ UNICEF-Education: Good presentation. ○ WASH and Nutrition Project: Good Presentation. ○ UNICEF-Child Protection: Good presentation. ○ RHL: Good Presentation. ○ RAISE Project: Good Presentation. ○ SMART Project: Good presentation. ○ A2J for Women: Good Presentation. ○ Radio Saikat: Nice presentation. ○ Radio Megna: Good presentation. ○ CCR: Nice presentation ○ Fishers Livelihood: Good presentation. ○ CATP Project: Nice presentation. ○ Care for Women: Nice presentation. 	Ongoing	PC
6	Supportive Supervision Model	<ul style="list-style-type: none"> ○ Defining responsibilities as 1st and 2nd Supervisor: Write down the action points in the respective column and submit the MS Word file to DED. 	22 nd February	PC/PM
7	AOB	<ul style="list-style-type: none"> ○ Stock and Asset inventory Report and Plan for CP Project and Education Project to UNICEF. 	26 February 2026	PC/PM
		<ul style="list-style-type: none"> ○ Share the Internal Audit report of UNICEF with the team to discuss any issues and plan our way forward. 	Ongoing	PC/PM
		<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. ○ A regular follow up on opening CFRM Box and register update. 	Ongoing	PC & Head-GRD & PSEAH
		<ul style="list-style-type: none"> ○ Impact level information and data should be included in the closing report of the SSF and SPCP project. ○ A 02-04 Pager impact level information closing report will be prepared for all ending project ○ Prepare an outline for this report and review by JD-MEAL&R within 26 February. 	26 February 2026	PC & JD-MEAL&R
		<ul style="list-style-type: none"> ○ Our new web-based MEAL reporting system is in development. 04 projects will update the system during the first phase, and eventually, every project will use it. 	28 February 2026	All
		<ul style="list-style-type: none"> ○ CARE fro Women project's Advocacy seminar: Mr. Eunus will communicate with Director-A&SR. 	28 February 2026	Adv.& Laision Coordinator
		<ul style="list-style-type: none"> ○ 21st February event's photos and news clips should be sent to Executive Director by next 2 days. ○ Head-GRD & PSEAH will ensure health meeting with the women staff. 	23 February 2026 Ongoing	Radio Meghna & Saikat Head-GRD & PSEAH

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

Notes taken by:



Azmal Hoda Siddiky
Project Manager
SMART Project

Moderated by:



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