

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 13 April 2026

The virtual Project Performance Monitoring Meeting (PPMM) was held on 13 April 2026. Deputy Executive Director, Joint Director, Heads, Project Coordinators, and Monitoring Officers from different projects were present at the meeting and contributed to the decision-making process. JD- MEAL & Research moderated the session.

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 & Decisions	Dateline	Responsibility
1.	Last meeting minutes review	<ul style="list-style-type: none"> • The report on the Supportive Supervision Model will be submitted to the JD-MEAL & Research. • All projects will start reporting in the web-based meal software from May 2026. • Impact assessment report of UNICEF education and child protection and Fishers livelihoods project. • All field visit statuses will be recorded and shared through the GPS via the Kobo application. • Each staff must ensure that at least 75% of total working days are dedicated to field visits. • Focal persons will verify field movements of PCs, when possible and present feedback in subsequent meetings. 	15 April 2026 Ongoing April 2026 Ongoing Ongoing Ongoing	PC PC JD-MEAL&R PC, AD-HR PC Project Focal
2.	Newsletter feedback	<ul style="list-style-type: none"> • The Sanitation Marketing Project newsletter will be titled "Sanitation Uddoktar Kotha." • All projects will ensure regular publication of newsletters on social media. 	Ongoing Ongoing	PC-SMP PC
3.	Data segregation report	<ul style="list-style-type: none"> • Projects achieved 97% of targeted activities. • 88% cumulative target across all projects up to March 2026 • 72% of the cumulative target for program participants up to March 2026. • In March 2026, the program has reached a total of 69% female and 31% male. • Data on women-headed households must be clearly presented. • Cross-verification between activity plans and achievements must be ensured. 	Ongoing	Head-MEAL & SD
4.	PPT and Progress report sharing	<ul style="list-style-type: none"> ▪ Radio Saikat: Good Presentation ▪ ENRICH Program: Nice presentation. ▪ Radio Meghna: Good presentation. ▪ CATP Project: Good presentation. ▪ Fishers' Livelihood: Good presentation. ▪ CCRP: Nice presentation. ▪ SMART Project: Good presentation. ▪ RHL: Good Presentation. ▪ A2J: Good Presentation ▪ Care for Women: Good Presentation ▪ WASH and Nutrition Project: Good Presentation ▪ UNICEF-Child Protection: Good presentation. 	Ongoing	PC

		<ul style="list-style-type: none"> ▪ Sanitation Marketing: Nice presentation ▪ UNICEF-Education: Good presentation. 		
5	AoB	<ul style="list-style-type: none"> • Radio Meghna impact assessment report will be completed and submitted. • Radio Saikat impact assessment will also be completed. 	25 April 2026	RTL-Bhola Head-MEAL & SD PC-CP
		<ul style="list-style-type: none"> • ENRICH project exit report will be prepared and submitted to the project focal for review. 	13 April 2026	PC
		<ul style="list-style-type: none"> • CATP project will focus on organic pesticides, local seed preservation, fodder cultivation, and the formation of community-based women vaccinator groups. 	Ongoing	Head-CATP
		<ul style="list-style-type: none"> • PPT slides must be impact-oriented, highlighting real changes achieved by the project. • Positive impacts on program participants' lives must be clearly presented through case studies. 	Ongoing	PC
		<ul style="list-style-type: none"> • Burn rate of the RAISE Project is still very low, and it needs to be improved. 	April 2026	PC
		<ul style="list-style-type: none"> • The progress of the SMART project needs to be accelerated to meet the expected targets. 	Ongoing	PC
		<ul style="list-style-type: none"> • Both radio's will take steps of increasing the number of "listeners club". 		
		<ul style="list-style-type: none"> • Awareness campaigns on measles and rubella prevention will continue through Radio Meghna and Radio Saikat. • Region-based data collection will be conducted for the heatwave response. Md. Jahirul Islam will be responsible to collect data for Barishal, Radio Meghna team will be for Bhola, Md. Jahedul Islam will be for Ukhiya, and Md. Mohiuddin Jilani will be for Teknaf. They will follow AD-HR's instructions in this regard. 	April 2026	Respective Staff & AD-HR.


Having no further issues to discuss, the meeting concluded with a vote of thanks from the Joint Director-MEAL & Research.

Notes taken by:



Dileep Bhowmik
Sanitation Marketing officer
COAST Foundation

Moderated by:



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