

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 12 May 2026

The virtual Project Performance Monitoring Meeting (PPMM) was held on 12 May 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"> • Web-based reporting will be enforced from this month. • Field Visit Monitoring- The field visit report should be submitted to KOBO. Mr. Zahidur Bhai will manage the technical issue. • The focal person will check the movements of their colleagues, when they visit at field level. • If any heatwave starts, respective focal should keep the records of morning and afternoon temperature readings. 	Ongoing Ongoing Ongoing	PC PC PC/AD-HR
2.	Newsletter feedback	<ul style="list-style-type: none"> • RHL newsletter quality should be increased based on feedback provided to them • Care for Women Project– Prepare and publish a monthly newsletter. • All projects will ensure the regular publication of newsletters on social media platforms. • CCR newsletter’s text should be reduced. 	Ongoing Ongoing	PC-SMP-RHL-project 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. • Sanitation Marketing – Community meetings must be held from next month, and there will be reports. • Radio Meghna & Saikat should have data segregation reports. There will be a segregation of the Listeners' Club. 	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. The relevant terminology for the name should be used in the 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"> • All PIO staff should be present at the next PPMM meeting. • Even if there is any kind of visit by donor or other person, the best effort should be made to send all the reports within the specified time frame. 	Ongoing	All PC PC-CP
		<ul style="list-style-type: none"> • Radio Saikat and all projects – Meeting minutes must be prepared at the beginning of each month. 	Ongoing	PC
		<ul style="list-style-type: none"> • Radio Meghna and Saikat impact assessment will be done. • Radio station managers will also share the component list with Head- MEAL&SD. 	20 June 2026	JD-MEAL&R, Head-MEAL&SD Radio Team
		<ul style="list-style-type: none"> • A short video documentary about the Rest and Breastfeeding Centre has been requested to be made, in which children are playing, mothers are resting, free medical camps are being held, and safe sanitation is being used, etc. can be casted. • Each project must make a video of one to one and a half minutes with their impactful work. 	30 May 2026	PC- Radio Saikat
		<ul style="list-style-type: none"> • During the Eid ul Azha, 2–3 awareness videos should be produced focusing on different safety and hygiene issues, including preventing children from falling into ponds, ensuring safe travel, proper disposal of Qurbani waste and leftover materials, and maintaining safety measures during the slaughtering of cows, goats, and buffaloes, etc. 	20 May 2026	Radio Saikat, Radio Meghna
		<ul style="list-style-type: none"> • All team members should be informed about the donor requirements for each project regarding PASEH and safeguarding issues. Focal- Gender & PESAH will guide them in this regard. 	Ongoing	Focal- Gender & PESAH, PC
		<ul style="list-style-type: none"> • For any Safeguarding & PSEA report, the project PASEH focal will share it first with Tahrira Afroz Tumpa, following which it will be submitted to the donor according to the established process. • If the project has any kind of day observation plan, then Tahrira Afroz Tumpa should be informed, and a combined plan can be made. • A4EP is organizing a webinar on lightning issue with COAST and HAI, India at 2.30 pm on 14 May. Colleagues are requested to participate. 	25 May 2026 Ongoing 14 May 2026	Respective Staff & PC PC, Focal- Gender & PESAH All.

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

Notes taken by:



Md. Salman Kawsar
MIS & Documentation Officer
SMART Project
COAST Foundation

Moderated by:



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