

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 30 June 2026

The virtual PPMM was held on 30 June 2026. Deputy Executive Director, Joint Director, Deputy Director, Heads, Project Coordinators (PC), and Monitoring Officers from different projects attended the meeting and contributed to the decision-making process. JD- MEAL & Research moderated the session.

Agenda

1. Review of previous meeting minutes
2. Newsletter feedback
3. Data segregation report presentation
4. PPT and progress report sharing
5. Gender, PSEA and Safeguarding
6. AoB

Discussions & Decisions

SL	Agenda	Discussion & Decision	Dateline	Responsibility
1	Last meeting minutes review	<ul style="list-style-type: none"> - All field visit statuses will be reported and shared through Kobo application. Head-MEAL&SD will compile and share the report. - PIU staff should be present in the next PPMM meeting. - A short video documentary about the Rest and Breastfeeding Center will be developed. 	<p>Ongoing</p> <p>Ongoing</p> <p>10 July'26</p>	<p>PC</p> <p>PC</p> <p>SM-Radio Saikat & PC SMART project</p>
2	Newsletter feedback	<ul style="list-style-type: none"> - All projects will post newsletters regularly on social media and share with stakeholders to increase visibility. - Care for Women (C4W) will prepare and circulate a one-page newsletter titled "Upakuler Krishikotha", title to be confirmed with partners. 	<p>Ongoing</p> <p>Monthly</p>	<p>PC</p> <p>Adv. & Liaison Coord. C4W.</p>
3	Data segregation report	<ul style="list-style-type: none"> - Overall achievement rate is 96% of targeted activities - Cumulative achievement to May 2026 is 73% - Total target of population up to May is 354,060 and reached is 284,378 which is the 80% of the total target. 	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. - Sanitation Marketing: Nice presentation - UNICEF-Education: Good presentation. 	Ongoing	PC
5	Gender, PSEA and Safeguarding	<ul style="list-style-type: none"> - Head- Gender, PSEAH, Training & CR will compile donor PSEAH/safeguarding reporting requirements to be shared with management. 	8 July'26	Head- Gender, PSEAH, Training & CR
6	AoB	<ul style="list-style-type: none"> - RAISE project to prepare a plan to address outstanding target gaps within three months. 	10 July'26	PC-RAISE

	<ul style="list-style-type: none"> - Implement of web-based MEAL reporting with support from Head-Digitalization & Software Development. - Mandatory session on Gender, PSEA and Safeguarding to be included in every training (as per 131st ECM of COAST, 26 June 2026). - PC-ENRICH will prepare a conclusion report as the program is phased out. - Visibility of (Photo and report) senior management visits, especially in PKSF-funded projects, should be ensured. - Radio Meghna and Saikat impact assessment component will be identified and shared with JD-MEAL & Research for developing questionnaire. - It was proposed to rename CATP to Safe Agriculture & Food-Security for Everyone (SAFE). - Take group photos after events to strengthen stakeholder engagement and donor confidence. - Donors' compliance will be maintained, and each project will follow the agreed terminology and visual standards in all future reports. - It was suggested to maintain correct horizontal and vertical photo ratios for PPTs and reporting documents. - Radio Saikat and Radio Meghna presentations to be rotated among colleagues as alternatives to Station Managers (SMs) from next PPMM. - Regular and quarterly Gender & PSEAH meeting will be organized accordingly. 	<p>30 July'26</p> <p>Ongoing</p> <p>12 July'26</p> <p>Ongoing</p> <p>12 July'26</p> <p>-</p> <p>Ongoing</p>	<p>Head-MEAL & SD</p> <p>PC</p> <p>PC-ENRICH</p> <p>PC</p> <p>Head- MEAL&SD</p> <p>-</p> <p>PC</p> <p>Radio team</p> <p>Head- Gender, PSEAH, Training & CR</p>
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With no further issues to discuss, the meeting concluded with a vote of thanks from the Joint Director-MEAL & Research.

Notes taken by:



Muhammad Jahedul Islam
 MEAL Officer
 WASH and Nutrition Project
 COAST Foundation

Moderated by:



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