

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 21 September 2026

The virtual PPMM was held on 21 September 2026. The Deputy Executive Director, Joint Directors, Deputy Directors, Heads, Project Coordinators (PC), and Monitoring Officers (M&Es) from different projects attended the meeting and contributed to the decision-making process. JD- MEAL & Research moderated the session.

1) Agenda:

- a) Last meeting minutes review
- b) Newsletter Feedback
- c) CFRM update
- d) Field visit status and data segregation report presentation
- e) PPT and progress report sharing
- f) AoB

2) Discussions & Decisions

SL	Agenda	Discussion & Decision	Dateline	Responsibility
1	Last meeting minutes review	- To ensure initiate results-based monitoring, PC/M&E should fill out from Column W to AJ in the KoBo application. Staff-wise analysis will be done and presented in the PPT slides focusing on Staff Field Visit Status Review. - All projects should maintain a Complaint and Feedback Register to ensure proper documentation and follow-up of complaints and feedback. - A community feedback section needs to be included in the project newsletters quarterly. Feedback for the July-September quarter will be included in the newsletter by October. - Plan of Operation (PoP) of Preventive Healthcare will be shared by 23 Sep'26. - Staff should follow the deadlines for report submission. Any delay in submitting reports may result in fine. - The SHIELD Project orientation is scheduled to be completed from October 17 to 18. - PoP of SHIELD will be taken for DED's signature. - Nikosh and Avro Bangla (Unicode) font will be used for official work, and font size will be maintained.	Ongoing Ongoing Ongoing 23 Sep'26 October 17-18, 2026 Ongoing	PC/M&E PC PC Head-CC&PHC PC Field Manager
2	Newsletter feedback	- The newsletters produced by Radio Saikat and Radio Meghna were appreciated for their overall quality. - The newsletter of the Prevention Health Care Program Project will be named "HEALTH MESSAGE" in English and "স্বাস্থ্য কথা" in Bangla. - In all project newsletters, the following message should be included: "We do not use this image for commercial purposes."	Ongoing	PC

3	Field visit status and data segregation report presentation	<u>Field visit status review:</u> - No. of total submissions for the period (1 Aug-19 Sep'26) was 228. - Among them, direct field visits account for 169 of 228 records (74%) and have GPS. - 139 of 228 records (61%) have the purpose/status fields (Column W to AJ) blank. - JD-MEAL&R, and Head-MEAL&SD will sit together to make the reporting template more direct. <u>Data segregation report:</u> - The overall achievement rate was 100% of the targeted activities. - The cumulative achievement up to September 2026 was 77%. - The total target population up to September 2026 was 406,756, of whom 192,516 (47%) were reached. - Program participants reached: Men - 30%; Women - 70%. - Among the program participants: Persons with Disabilities - 3694, women-headed HHs- 1776, and marginalized-1166.	Ongoing	Head-MEAL & SD
4	PPT and progress report sharing	- SHIELD Project: The presentation was good and well-organized. - Fishers' Livelihood: The presentation was good. They were suggested to be directly involved in finalizing the program participants' business plans. - Care for Women: Good Presentation. - CFRM: In every PPMM presentation, the project manager must create a separate slide with the monthly CFRM report. - CP&ECE Project: Good Presentation. - Radio Meghna: The presentation was good and well-organized. They were advised to put more emphasis on awareness-raising activities related to dengue and measles to strengthen community knowledge and prevention practices. - Radio Saikat: Same as Radio Meghna. - RHL: Good Presentation. A separate register must be maintained at each activity site, where the staff member responsible for the activity will record all relevant work details, including activities conducted, dates, participants, progress, and other necessary information.	Ongoing	PC

		- SMART Project: Good presentation. The term “Fish Finder” should be replaced with “Communication Device for Fishing Boats”. - RAISE Project: Nice presentation. All budget-related issues should be discussed with the project focal and the team to ensure timely resolution. - All planned activities for 3 projects (RHL, SMART, and RAISE) will be completed before the quarterly meeting with PKSf scheduled for next month. - Sanitation Marketing: Nice presentation. - WASH and Nutrition Project: Good presentation. - SAFE: Good presentation.		
5	AoB	• The work of Radio Saikat and Radio Meghna was appreciated by Bangladesh Betar for their overall performance and contribution. They should keep it up. • All concerned staff were requested to ensure that Kobo forms are submitted properly and on time. They were instructed not to provide any incorrect or misleading information during data submission. In case of any technical or data-related issues, staff were advised to contact the Head-MEAL&SD for necessary support and clarification.	Ongoing Ongoing	PCs & Head-MEAL&SD

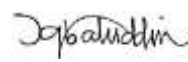
With no further issues to discuss, the meeting concluded with a vote of thanks from the Joint Director-MEAL & Research.

Notes taken by:



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

Moderated by:



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