Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 29 October 2026

The virtual PPMM was held on 29 October 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	- All projects should maintain a Complaint and Feedback Register to ensure proper documentation and follow-up of complaints and feedback.	Ongoing	PC/M&E
		- 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 November.	Ongoing	PC
		- Advice letters will be given to the PM/PC in charge of the projects that have missed the reporting datelines. After giving the advice letter, if anyone misses the dateline, s/he will be given a warning letter and if it continues, then he will be dismissed through suspension and investigation.	Ongoing	JD- MEAL & Research
		- Any issue related to SEA, GBV and Harassment should be reported immediately to ED and DED on WhatsApp or through text message without delay. Written reports should be reported within 24 hours in the email body.	Ongoing	PC/PM
		- CFRM monthly report should be given to Head-Gender, PSEAH, CR and Training like every month and a copy should be kept for Project Focal, Iqbal Uddin (JD- MEAL & Research), Zahidul Islam (Head-MEAL & SD) and DED.	Ongoing	PC/PM
		- In case of SEA or GBV issue, it should be reported to Head-Gender, PSEAH, CR and Training and in case of general complaint, it should be reported to Director-Admin & SR.	November	PC/PM
		- Projects that do not have complaint and feedback registers should be open by 1 November 2026.	Ongoing	PC/PM

		- CFRM boxes should be moved to child-friendly locations.		
2	Newsletter feedback	- The name of the SAFE Project newsletter will be decided in the next PPMM. However, initially a few names have been proposed such as খাদ্য নিরাপত্তার সংবাদ (Food Security News), কৃষি ও জীবন বার্তা (Agriculture and Life News), কৃষি ও কৃষকের কথা (Agriculture and Farmers' News). The name of the Fish Project newsletter has been decided as (মৎস বিকাশ বার্তা) Fish Development News. - The amount of text in the newsletter should be reduced and the number of images should be increased.	Ongoing	PC
3	Field visit status and data segregation report presentation	**<u>Field visit status review:</u>** **<u>Data segregation report:</u>** - The monthly review showed strong activity delivery: 5,181 of 5,371 planned activities were completed (96%), with a deviance of 190. - Cumulative activity achievement across projects stands at 79% as of September 2026. - Several projects are on or near target: A2J4W (127%), WASH and Nutrition, Radio Saikat and Radio Meghna (100% each), RHL (98%), Sanitation Marketing (91%) and RAISE (90%). - SHIELD (49%), SAFE (28%) and PHCP (4%) are well behind and need catch-up plans. - Participant reach is 256,715 against a target of 480,605. - Women make up 81% of participants reached, mostly in the 18-59 age group. Men make up 19%. - Inclusion figures for September 2026: 3,694 persons with disabilities, 1,776 women-headed households, 1,207 marginalized participants and 5 transgender participants.	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. - **Care for Women:** Good Presentation. **(A detailed description of the number of beneficiaries covered by the benefit must be submitted).** - **Radio Meghna:** The presentation was good. **(The slides need to be more infographic and catchy. Dignitaries and government officials should not be addressed by name).**	Ongoing	PC

		- **Radio Saikat:** Good Presentation. - **RHL:** Good Presentation. - **SMART Project:** Good presentation**.** - **RAISE Project:** Good Presentation. - **Sanitation Marketing:** Nice presentation. - **WASH and Nutrition Project:** Good presentation. - **SAFE:** Good presentation. - **A2J:** Nice Presentation.		
5	AoB	• Removing social prejudices is a major objective of community radio. Therefore, it is necessary to create ownership in the community. If ownership is not created, trust in community radio will not be built. • Meeting minutes should be written in detail and circulated within 48 hours. • Video must be kept open in any online meeting of COAST Foundation. If need close the video, it must be permission. • Official decorum must be followed when presenting project photos through any medium. The presenter should be careful not to have their own photos in focus in any way.	Ongoing Ongoing	PC/PM

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

Notes taken by:

Dileep Bhowmik
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Moderated by:

Md. Iqbal Uddin
Joint Director- MEAL&R
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