Our values.

opinions before the decision is made. We, in COAST, believe that the person who executes the decision and the individual who is influenced or affected by the decision have the right to express their

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				4						μ										2.											2
	Time: 0930-1300 hrs.	Meeting (BACM)	Coordination	Branch Accountants			Time: 0930-1300 hrs.	Meeting (AMCM)	Coordination	Area Managers							Time: 0900-1700 hrs.	Meeting (MCM)	Coordination	Managers				1430-1700 hrs.	Meeting (CCM) Time:	CDO Coordination					line of the meeting
		*Venue: BMTC	Oct-04, Dec-04	Feb-04, Apr-04, Jun-04, Aug-04,					of each month	3rd and 20th date						121			month	3 rd date of each			bi-month	2 nd date of each		Bhola+Outreach				Bhola/Dhaka	venue, ne
Sanat Kumar Bhownik	3 1 DEC 2023	1	Joseph Company	n-04, Aug-04,				month	date of each	3rd and 20th									month	3rd date of each			each bi-month	2 nd date of		Barishal			Barishal	Outreach/	venue, region, month, Date, and time
Sanat Kumar Bhowmik Ctg. and CMTC	Venue: NKH,	Oct-04, Dec-04	Jun-04, Aug-04,	Feb-04, Apr-04,				month	date of each	3rd and 20th									month	3 rd date of each					bi-month	2 nd date of each	Cumilla	Chattogram/	/Noakhali/	Cox's Bazar	, and time
				Bi-monthly						Fortnightly										Monthly	*					Bi-monthly					chacich
•	•		•	•	•	V,	•			•		٠	•			٠			•	•	•	•		٠		•					
My minutes will be sent to Director-	Addressing the grievance of the BAs.	improvement supports.	Build problems and accounts	Only BAs will be the participants.	Minutes will be sent to Director-CP.	participants.	All area managers will be	considering AMs marketing units.	monthly reports and programs	Discussion on weekly, quarterly, and	ensured by the Director-CP.	Central representation will be	Minutes will be sent to Director-CP.	alternatively.	Director-CP will participate	Respective Heads, AD-CO, DD-CO and	all the financial documents.	participants and they will come with	Branch Manager will be the	Discussion on monthly progress.	Minus will be sent to the Director-CP.	Addressing the grievance of the CDOs.	improvement supports.	Field problems and program	and BMs are not allowed here.	Only CDOs will be the participants,					regor row
	`			Respective RPC						Respective RPC					360					Respective RPC				representative	and Central	Respective RPC					Secretarian

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																	•										6.				2 5	5
008						8																	IIIIe: 1300-1700 III s.	Time: 1500-1700 hrs	Meeting (GRDM)	Development	Gender Relation	IIIIC. OJJO AOOO III J.	Time: 0930-1600 hrs	Meeting (CPCM)	Coordination	Core Program
Sariat Kumar Bhowmik Deputy Executive Director COAST Foundation	ממה אבותו		9													Outreach regions)	(Bhola and	Moriam Begum	Representative:	Center	Charfashion	Venue:	Dec-21	Dec-21	Sep- 14	Jun-08	Mar-16		och to love !	Sep-19 (CXB), Oct-24 (Ctg.), Nov-21 (PO), Dec-19 (BSL)	Mav-16 (Ctg.), Jun-27 (PO), Jul-18 (BH), Aug-22 (NKH),	Jan-18 (BH), Feb-15 (NKH), Mar-14 (CXB), Apr-18 (BSL),
		UROC)	projects in	e from all	(Representativ		Kubra Rishika	Khadijatul	Tumpa/	Tahrima Afroz	••	Representative	Venue: UROC		branches)	e from all	(Representativ		: Sakida Begum	Representative	Bazar Center	Venue: Cox's		Dec-21	Sep- 14	Jun-08	Mar-16			4 (Ctg.), Nov-21 (P	27 (PO), Jul-18 (BH	(NKH), Mar-14 (C.
from all branches)	(Benrecentative	Representative:	Venue: Barishal		branches)	from all	(Representative		Rowshan Ara	Representative:	Chattaogram	Venue:		branches)	from all	(Representative		Nasrin Akter	Representative:	Regional Center	Noakhali	Venue:		Dec-21	Sep- 14	Jun-08	Mar-16			O), Dec-19 (BSL)), Aug-22 (NKH),	vp), Apr-10 (por),
	,															*											Monthly					iviolitiny
	-	_	-						_			•	_		•	•			_		-		•				•		•			•
Grown or a second of the secon)										Executive Director and DED directly.	A copy of minutes must be sent to	supervisor may be the agenda.	cannot be shared with male 1st	Field related issues and issues those	No male staff is allowed.	branches respectively.	8 Remote staff will be from different	Chattogram regions in each meeting	Cox's Bazar, Noakhali, Barishal, and	will be participants. In the case of	3 female staff from Outreach Region	5 female staff from Bhola Region and	also be present.	Charfashion Center female staff will	regions will be a one meeting where	GRDM Both of Bhola and outreach	related issues will be discussed.	All field programs and management	will be the participants.	DD-CO, DD-Ent.D and Area Managers	אוו אור כש, בואוזיכוז, שבו , ווכממש, חום כס,
H. Complete														1	V												JD-GT&CR					0.000

	Minutes will be sent to DD-Ent.D and	•					
	meeting.			100 00,000	COAST Foundation		
	Respective RPC-Cox's Bazar and RTL-	•		Nov-03, Dec-03,	Sanat Kumar Bhowmik	Time: 0930-1600 hrs.	
	All PIU staff will be participants.	•		Jul-03, Aug-07,		Venue: Sadar 1	
	and way forward will be discussed.			May-05, Jun-03,	3 1 DEC 2023	Street Food	
Street Food	achievement, challenges, learning			Mar-04, Apr-03,	7	Meeting (PCM)-RMTP	
PM- RMTP	Project Management, Target-	•	Monthly	Jan-03, Feb-05,		Project Coordination	F
	Minutes will be sent to DD-Ent.D.	•			0		
	meeting.						
	Cox's Bazar will participate in the			Nov-03, Dec-03.		Time: 0930-1600 hrs.	
	Respective RPC-Cox's Bazar and RTL-	•		Sep-03, Oct-03,		branch, Cox's Bazar	
	All PIU staff will be participants.	•		Jul-03, Aug-07,		Venue: Sadar 1	
Management	and way forward will be discussed.			May-05, Jun-03,		Safe Poultry	
Poultry	achievement, challenges, learning			Mar-04, Apr-03,		Meeting (PCM)-RMTP	
PM-RMTP	Project Management, Target-	•	Monthly	Jan-03, Feb-05,		Project Coordination	10.
	Minutes will be sent to Director-CP.	•					L
	participate in the meeting.			Nov-03, Dec-03.		Time: 0930-1600 hrs.	
	Respective RPC-Cox's Bazar will	•		Sep-03, Oct-03,		Kutubdia	
-7	All staff will be participants.	•		Jul-03, Aug-07,		Venue: Dhurong,	
	will be for technical sessions.			May-05, Jun-03,		ENRICH	
	held for half day and another half day		8	Mar-04, Apr-03,		Meeting (PCM)-	
PC-ENRICH	Project-related discussions will be	•	Monthly	Jan-03, Feb-05,		Project Coordination	9.
	Director-CP.						L
	Minutes will be sent to DD-Ent.D and	•					
	meeting.	v					
	Cox's Bazar will participate in the					Time: 0930-1600 hrs.	
	Respective RPC-Cox's Bazar and RTL-	•				branch, Cox's Bazar	
	All PIU staff will be participants.	•				Venue: Sadar 1	
	and way forward will be discussed.					(Dry-fish)	
	achievement, challenges, learning					Meeting (PCM)-SEP	
PM-SEP	Project Management, Target-	•	Monthly	Jan-03.		Project Coordination	.00
				Nov-03, Dec-03.			L
				Sep-03, Oct-03,		Time: 0930-1600 hrs.	
	Minutes will be sent to JD-MEAL&R.	•		Jul-03, Aug-07,		Center	
	All PIU staff will be participants.	•		May-05, Jun-03,		Venue: Cox's Bazar	
Cox's Bazar)	held.			Mar-04, Apr-03,		Meeting (PCM)-SPCP	
PIVI-SPCP (KIL-	Project-related discussions will be	•	IVIOLICITY	ימוי טיי, וכטיטיי,		oject coordination	

		i						
	Minutes will be sent to DED.	•	The Car) ∫		0 00	Venue: Bhola Sadar	
Mainstreaming	and way forward will be discussed.	/ 2	WOOD IN)		Jul-03, Aug-07.	Mainstreaming	
Gender	achievement, challenges, learning				3 1 DEC 2023	Mar-04, Apr-03,	Meeting (PCM)-SSF	
PM- SSF	Project Management, Target-	•	Monthly			Jan-03, Feb-05,	Project Coordination	17.
	Minutes will be sent to DED.	•		tor	COAST Foundation	Nov-03, Dec-03.	111116: 0330-1000 III 3:	
APFP-FO4A	All PIU staff will be participants.	•		ik	Sanat Kumar Bhowmik	Son O3 Oct O3	Time: 0930-1600 hrs	
ARER FOAM	alloway forward will be discussed.	0			101	lul-03 Aug-07	Venue: BO	
Officer (BV	acilievenient, challenges, learning		91			May-05 Jun-03	FOAA	
Business	Project Management, Target-	•	Monthly		3	Jan-03, Feb-05, Mar-04, Apr-03	Meeting (PCM)-APFP-	16.
	Minutes will be sent to JD-GT&CR.	•						
	meeting.			Nov-03, Dec-03.			Time: 0930-1600 hrs.	
	RTL-Cox's Bazar will participate in the	•		Sep-03, Oct-03,			Center	
	All PIU staff will be participants.	•		Jul-03, Aug-07,			Venue: Cox's Bazar	
Radio Saikat	and way forward will be discussed.			May-05, Jun-03,			Saikat	
Coordinator-	achievement, challenges, learning			Mar-04, Apr-03,			Meeting (PCM)-Radio	
Sr.	Project Management, Target-	•	Monthly	Jan-03, Feb-05,		-	Project Coordination	15.
	Minutes will be sent to JD-GT&CR.						•	
	meeting.						Time: 0930-1600 hrs.	
	RTL-Bhola will participate in the	•					Center	
Meghna	All PIU staff will be participants.	•					Venue: Charfashion	
Manager-Radio	and way forward will be discussed.		83		ov-03, Dec-03.	Sep-03, Oct-03, Nov-03, Dec-03	Meghna	
Station	achievement, challenges, learning				ul-03, Aug-07,	May-05, Jun-03, Jul-03, Aug-07,	Meeting (PCM)-Radio	,
Assistant	Project Management, Target-	•	Monthly		ar-04, Apr-03,	Jan-03, Feb-05, Mar-04, Apr-03,	Project Coordination	14.
	Minutes will be sent to JD-GT&CR.	•						
	participate in the meeting.			Nov-02, Dec-03.			Time: 0930-1600 hrs.	
	Respective RTL-Cox's Bazar will	•		Sep-03, Oct-05,			Venue: UROC	
	All PIU staff will be participants.	•		Jul-06, Aug-03,			Protection	
Protection	and way forward will be discussed.			May-04, Jun-01,			UNICEF Child	
Child	achievement, challenges, learning			Mar-02, Apr-03,	×		Meeting (PCM)-	
PM- UNICEF	Project Management, Target-	•	Monthly	Jan-06, Feb-03,			Project Coordination	13.
	Minutes will be sent to AD-HR.	•						
	participate in the meeting.			Nov-02, Dec-03.				
	Respective RTL-Cox's Bazar will	•		Sep-03, Oct-05,			Time: 0930-1600 hrs.	
	All PIU staff will be participants.	•		Jul-06, Aug-03,			Venue: UROC	
	and way forward will be discussed.			May-04, Jun-01,			UNICEF Education	
Education	achievement, challenges, learning			Mar-02, Apr-03,			Meeting (PCM)-	
PM-UNICE	Project ividingement, larget-	•	· · · · · · · · · · · · · · · · · · ·	2011 00, 100 00,				1

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		22.				21.					20.						19.						18.	
	Organization (CMPO) 1000-1600	Central Meeting for People's			Organization (RMPO) 1000-1300	Regional Meeting for People's		Time: 0930-1600 hrs.	Venue: Bhasanchar	Meeting (PCM)-SCP	Project Coordination	Time: 0930-1600 hrs.	Venue: Regional	Program	Technology Extension	Coastal Integrated	Project Coordination		Time: 0930-1600 hrs.	Venue: Bhola Sadar	Adolescents Program	Meeting (PCM)-	Project Coordination	Time: 0930-1600 nrs.
	3 1 DEC 2023	Mar-16 and Dec-21				Jan-20, Sep-14.												MON-OU, DEC-OU.	Sep-03, Oct-03,	Jul-03, Aug-07,	May-05, Jun-03,	Mar-04, Apr-03,	Jan-03, Feb-05,	Nov-03, Dec-03.
	Sanat Kumar Bhowmik Deputy Executive Director COAST Foundation	-21														03, Oct-03, Nov-03, Dec-03.	Jan-03, Feb-05, Mar-04, Apr-03,							
200)				Jan-20, Sep-14.	Nov-02, Dec-03.	Jul-06, Aug-03,	May-04, Jun-01,	Mar-02, Apr-03,	Jan-06, Feb-03,					, Dec-03.	r-04, Apr-03,							
Sin Co.	Or Control of the Con	6-monthly				6-monthly					Monthly												Monthly	
		•	• •			•	•	•			•			•	•	. *	•	•	•	•	2450	708.53	•	
	Participation should be ensured by the Secretariat. Director-CP, DED and ED will be the participants.	PO (People's Organization) president and/or Secretary from the regions will participate	Respective RTL will be participants. Minutes will be sent to Director-CP.	no. of 20 PO leaders will participate from different Upazilas and branch offices.	all the Upazilas/branches is to be ensured by the secretariat. A total	PO (People's Organization) representatives will participate from	A&SR.	All PIU staff will be participants.	and way forward will be discussed.	achievement, challenges, learning	Project Management, Target-			Minutes will be sent to Director-CP.	All PIU staff will be participants.	and way forward will be discussed.	Project Management, Target- achievement challenges, learning	Minutes will be sent to Director-CP.	All pill staff will be participants	RTL-Bhola will participate in the	and way forward will be discussed.	achievement, challenges, learning	Project Management, Target-	
(3)	2	Head-ME (Md. Firoz Alam)				Respective RPC					PM- SCP						Head-CITEP			8	Program	Adolescents	PC-	

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Minutes will come to Director-CP.

Meeting Principles:

- Participants can recommend only the issues raised in the meeting, and the recommendation can be a decision if the responsible professionals reach an agreement
- Secretariat is responsible to hold the meeting in due time and ensure the minutes by next 48 hours and ensure circulation where necessary, this is an open document.
- Meeting is the only forum where program issues will exclusively be discussed. Agenda like salary and other personal facilities cannot be discussed.
- 4. The selection of the participants and information will have to be sent to the participants at least one month before the meeting date and it will be done by the respective secretariats.
- 5 Meeting preparation must be accomplished at least one day before the meeting.
- 6 Meetings will be for motivation, sharing experiences and improvisation of operational implementation.
- 7 Meeting Secretariat must maintain dignity of individual participant, so no negative criticism of individual in front of all. If it is done, then we will consider it as
- 00 days before for field review and feedback to the meeting. Project focal persons in the principal office must participate in respective project coordination meetings in PIU. There should be in project area that is two
- Apart from this, every week in each Branch/Section/PIU/MTCs will conduct a meeting and keep minutes.
- 10. COVID-19 health rules, disinfection, maintenance of social/physical distance, wearing masks and hand washing are mandatory for any gathering

Open secret method will be conducted in all the meetings

Proposed by:

Sanat Kumar Bhowmik 3 1 DEC 2023

Deputy Executive Director

Date: 31 December 2023

Rezaut Karim ChowdhansT Foundation

Resaul Karim Chowdhury

Executive Director

Approved by:

CONST FOUNDATION