Project Progress Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date 12 July 2023

A virtual PPMM was conducted on 12 July 2023 where the Deputy Executive Director, Joint Directors, RTLs, PCs and M&E Officers from different projects were present. The Joint Director-MEAL&R moderated while the Deputy Executive Director chaired the meeting.

A. Meeting Agenda:

1. Last meeting minutes review
2. Newsletter Feedback
3. English proficiency/presentation
4. PSEA training & skill development
5. Data segregation report
6. Sharing PPT and progress report
7. AoB

B. Discussion and Decisions:

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
1.	Last meeting minutes review	• PoP of the APFP project should be uploaded on the website.	17/07/2023	Head-MEAL&SD
		• Draft PoP of Bhasan Char and Education Project are submitted to AD-Humanitarian Response and JD-PDC and under follow up.	ongoing	PC/PM and M&E Officer
		• The draft PoP of the Child Protection Project should be completed and the final PoP should be submitted within two days of signing the PD.	18.07.2023	PC/PM and M&E Officer
		• A 2-minutes introductory video on project activities & a one pager project brief should be prepared by all the projects for external delivery. Everyone will share it to JD-PDC for his valuable feedback.	31/07/2023	PC/PM and M&E Officer
		• The projects should to review and submit the exit strategy especially those which haven't been done yet.	31/07/2023	PC and M&E Officer
		• The RTL-Cox's Bazar should be informed when any major event is being organized or any meetings with donor levels or DC/UNO Office, etc.	Continue	PC
		• Any types of visibility materials, or external publications should be reviewed by JD-PDC.	Continue	PC and M&E Officer
		• No yellow mark in the PPMM 'report receiving matrix' is expected from any project.	Continue	PC and M&E Officer
2.	Newsletter feedback	• All project newsletters are better than before and this quality should be continued. • It's not mandatory that, the newsletter would be two page. If any the project newsletter contains of one page, you can carry on.	Ongoing	PC
		• COAST Annul Report should be distributed to important stakeholders as per need with the help of RTL-Cox's Bazar including DC, UNO, UNO office.	Continue	RTL- Cox's Bazar

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		• Distribution photo of annual report to the stakeholders who are in the photo should be sent to JD-SDC.	13/07/2023	PC
3.	English proficiency/ presentation	• The DED has conducted a session on 'How to manage your anxiety when mistakes are costly'. Major learnings are- - Distinguish between critical and not-so-critical risks - Rather than trying to reduce mistakes, adopt systems to mitigate those critical risks - Also seek support from colleagues, when needed. • Everyone is requested to share with him the learnings from it.	16/07/2023	PC and M&E Officer
		• The orientation titled 'English proficiency' will be continued in the PPMM. Next agenda- Voice.	Continue	DED PC and M&E
4.	PSEA Training and Skill Development	• The PSEA and SEA Training Calendar will be submitted to the PSEA Central Focal and the training will be conducted to all level staff of each project implemented in Cox's Bazar area then other districts.	10.08.2023	Razaul Karim Jasim Uddin Molla Dileep Bhowmik
		• COAST will conduct a in person PSEA training to the Bhasan Char UNICEF Project staff after the completion of all recruitment.	31/08/2023	Dileep Bhowmik Pintu Biswas
5.	Data segregation report presentation	• Discussions made over the monthly targeted and achieved activities and found that around 93% cumulative activities achievements made by June 2023. • A total of 90% program participants has been reached up to June 2023, where 49% male and 51% female. • The comparison between previous and running month must be attached in transgender & persons with disability slide.	Ongoing	Head- MEAL&SD
6.	Sharing PPT and Progress Report	**SPCP:** Burn Rate reporting month- 70%, Cumulative- 40%, Cumulative activity achievement rate up to reporting month- 27%. **UNICEF-Education:** Burn Rate reporting month- 0%, Cumulative- 0%, Cumulative activity achievement rate up to reporting month- 69%. **UNICEF-Child Protection:** Burn Rate reporting month- 0%, Cumulative- 0%, Cumulative activity achievement rate up to reporting month- 0%. **SEP-Dry-fish:** Burn Rate reporting month- 99%, Cumulative- 97%, Cumulative activity achievement rate up to reporting month- 70%.	Ongoing	All

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		PACE-Crab Fattening: Burn Rate reporting month- 92%, Cumulative- 96%, Cumulative activity achievement rate up to reporting month- 77%. **RMTP-Safe Poultry Management:** Burn Rate reporting month- 90%, Cumulative- 22%, Cumulative activity achievement rate up to reporting month- 12%. **RMTP-Street Food:** Burn Rate reporting month- 0%, Cumulative- 0%, Cumulative activity achievement rate up to reporting month- 0%. **Adolescent Program:** Burn Rate reporting month- 100%, Cumulative- 98%, Cumulative activity achievement rate up to reporting month- 83%. **ENRICH:** Burn Rate reporting month- 97%, Cumulative- 90%, Cumulative activity achievement rate up to reporting month- 76%. **Aquaculture:** Burn Rate reporting month- 72%, Cumulative- 52%, Cumulative activity achievement rate up to reporting month- 83%. **UNICEF Bhasan Char:** Burn Rate reporting month- 0%, Cumulative- 0%, Cumulative activity achievement rate up to reporting month- 0%. **SSFGM-2:** Burn Rate reporting month- 92%, Cumulative- 44%, Cumulative activity achievement rate up to reporting month- 97%. **APFP-FO4A:** Burn Rate reporting month- 3%, Cumulative- 24%, Cumulative activity achievement rate up to reporting month- 1%.		
7.	AOB	• The MEAL section will conduct an M&E orientation/training to the M&E & PC/PM. Where LFA & ToC will be discussed.	22-07-2023	JD-MEAL&R
		• ISCP Project evaluation report will be finalized in consultation with JD-MEAL&R and to be uploaded in the website.	20-07- 2023	PC
		• All the project staff in UROC must have a smartphone by own with 4G data.	15/07/2023	PC
		• Approval authority should use two seals - "Approved by" and "Date seal" henceforth.	18/07/2023	All
		• JD-MEAL&R will hold a meeting with 3 UNICEF project's PCs for developing a monitoring and reporting plans.	Ongoing	All
		• Everyone must use the **coastbd.net** email and official mobile.	Ongoing	All

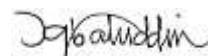| SL	Agenda	Discussion and Decisions	Dateline	Responsibility
		• Contact to Head-ICT who doesn't have mail (coastbd.net) & official phone number yet.		
		• Radio Meghna should recruit intern soon	31/07/23	JD-GTCR
		• From now on CRM should be used as CFRM (Complaint and Feedback Response Mechanism)	Ongoing	All

Having no other issues to discuss, the meeting ended with a vote of thanks by the Deputy Executive Director.

Notes taken by:

Md Nazmul Huda
M&E Officer
COAST Child Protection Project

Moderated by:

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