

## Project Progress Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date 21 June 2023

A virtual PPMM was organized on 21 June 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. Feedback on Desktop Newsletter
3. PSEA training & skill development
4. Data segregation report
5. Sharing PPT and progress report
6. AoB

### B. Discussion and Decisions:

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
1.	Last meeting minutes review	<ul style="list-style-type: none"><li>PoP of the APFP project should be uploaded on the website.</li></ul>	07/07/2023	Head-MEAL&SD
		<ul style="list-style-type: none"><li>Draft PoP of Bhashan Char and Education Project should be shared with AD-Humanitarian Response keeping JD-PDC and JD-MEAL&amp;R in CC.</li></ul>	25.06.2023	PC/PM and M&E Officer
		<ul style="list-style-type: none"><li>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.</li></ul>	26.06.2023	PC/PM and M&E Officer
		<ul style="list-style-type: none"><li>SSF- Gender Project will submit the PoP according to the new approval from NGOAB.</li><li>AD-SPCP will communicate with AD-ICT for uploading the project PoP on website.</li></ul>	26.06.2023	PC/PM and M&E Officer
		<ul style="list-style-type: none"><li>A 2-minutes introductory video on project activities &amp; a one pager project brief should be prepared by all the projects for external delivery.</li></ul>	12/07/2023	PC/PM and M&E Officer
		<ul style="list-style-type: none"><li>The projects will review and submit the exit strategy.</li><li>Revised exit strategy should be renamed with date and month in case.</li></ul>	07/07/2023	PC and M&E Officer
2.	Newsletter feedback	<ul style="list-style-type: none"><li>All projects newsletter are better than before and this quality should be continues.</li></ul>	Ongoing	PC
3.	PSEA Training and Skill Development	<ul style="list-style-type: none"><li>PSEA and SEA training will be conducted at all level staff of each project implemented in Cox's Bazar area.</li><li>The Training Calendar will be submitted with PSEA Central Focal</li></ul>	05.07.2023	Razaul Karim Jasim Uddin Molla Dileep Bhowmik
4.	Data segregation report presentation	<ul style="list-style-type: none"><li>Discussions made over the monthly targeted and achieved activities and found that around 93% cumulative activities achievements made by May 2023.</li></ul>	Ongoing	Head- MEAL&SD

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		<ul style="list-style-type: none"> <li>A total of 90% program participants has been reached up to April 2023, where 43% male and 57% female.</li> </ul>		
5.	Sharing PPT and Progress Report	<p><b>ISCP</b> -Good Presentation</p> <p><b>Aquaculture</b> -Good presentation</p> <p><b>Adolescent Program</b> -Good presentation</p> <p><b>CITEP</b> -Good presentation</p> <p><b>Radio Meghna</b> -Good Presentation - Full name must be written in the caption</p> <p><b>Radio Saikat</b> -Good presentation -Need to avoid detailed descriptions</p> <p><b>ERBCR</b> -Good presentation</p> <p><b>ENRICH</b> - Good presentation</p> <p><b>SSF Gender Mainstreaming Project</b> -Good presentation</p> <p><b>Education</b> -Good presentation, everything is good.</p> <p><b>Child Protection</b> -Good presentation</p> <p><b>SEP-Dry fish</b> -Good presentation</p>	Ongoing	All
6.	AOB	<ul style="list-style-type: none"> <li>The MEAL section will conduct an orientation/training to the staff on MEAL.</li> </ul>	10-07-2023	JD-MEAL&R
		<ul style="list-style-type: none"> <li>Projects should submit April-June Quarter Risk Assessment and Beneficiary Feedback Report.</li> </ul>	15-07-2023	PC, M&E
		<ul style="list-style-type: none"> <li>Evaluation report of ERBCR Project should be completed by the month of July 2023.</li> </ul>	15-07- 2023	PC, ERBCR
		<ul style="list-style-type: none"> <li>ISCP Project evaluation report will be finalized in consultation with JD-MEAL&amp;R and to0 be uploaded in the website.</li> </ul>		Tanjiruddin Roni
		<ul style="list-style-type: none"> <li>A virtual orientation on “how to write quality indicators” will be conducted.</li> </ul>	08-07-2023	PC-Education JD-MEAL&R
		<ul style="list-style-type: none"> <li>PPMM minutes should be reviewed in the project's monthly meeting.</li> <li>All plans should be prepared and submitted before the Eid Vacation.</li> <li>The projects should give attention for disability inclusion.</li> </ul>	Ongoing	All

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		<ul style="list-style-type: none"> <li>• It is mandatory to maintain the “Complaint” register at PIU levels and reporting.</li> <li>• After Eid Vacation, JD-MEAL&amp;R will hold a meeting with 3 UNICEF project’s PCs for developing a monitoring and reporting plans.</li> </ul>		

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

**Notes taken by:**



Dileep Bhowmik  
M&E Officer  
COAST Education Project

**Moderated by:**



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

21.06.2023