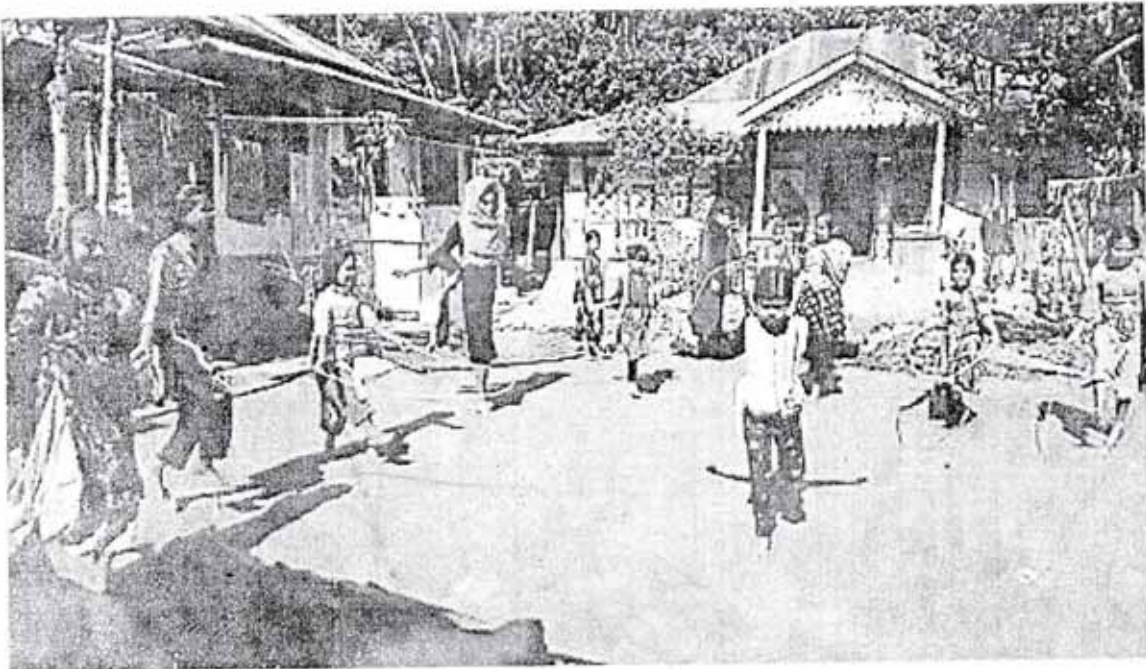


Only Official Use

COAST Adolescent Program

Funded by PKSF and partnership with COAST Foundation

Plan of Operation July`23- June, 2024



COAST 

Project Implementation Unit, Bhola,
Circuit House Road, Bhola
Mobile-01713328839
Email: khokan@coastbd.net
Website: www.coastbd.org

Name of the project : COAST Adolescent Program

Brief description of the project

Currently there are more than 3.60 crore adolescents in the country, which is 21 percent of the total population. Today's Adolescent will lead the country and society of tomorrow. In order to reap the benefits of the ongoing 'demographic dividend' in the country, it is necessary to educate the Adolescent with appropriate education and develop them with high values and instill patriotism. The program has been adopted keeping in mind the theme of 'Investing in Adolescent for sustainable development'. Adolescence is the time when people form the basis of advanced thinking and values, which later play a role in their personal and social life. Development of moral values and social awareness under the Adolescent programme; Adolescence and Health Awareness; Hygiene, food and nutrition awareness; Various activities will be implemented in these four areas – leadership development and skill development and cultural and sports activities. In addition to this, various activities will be undertaken under the program to prevent social degradation and unwanted activities.

A number of clubs will be formed periodically with the Kishor and kishoris of the area, which will be run under the 'Adolescent Program'. Under the programme, the clubs will make a visible contribution to the strengthening of the foundation of sustainable development by undertaking various initiatives in health and environmental protection along with appropriate activities to prevent social degradation and the development of desired values in individuals, families and society at the grass root level. In turn, each club will function institutionally as a development platform.

Donor: Palli Karma- Sahayak Foundation (PKSF) and COAST Foundation.

Duration: June'23 to July'24 (One year)

Budget: 13,16,300 Taka (60 % Palli Karma- Sahayak Foundation (PKSF) and 40 % COAST Foundation)

Work area: 20 unions of Borhaudian and Lalmohan upazilas with pourashava of Bhola district.

Beneficiaries: 7200 Adolescent (10 to 18 year's Kishor-Kishori)

Specific objectives of the program:

The program is expected to achieve the following objectives for adolescents.

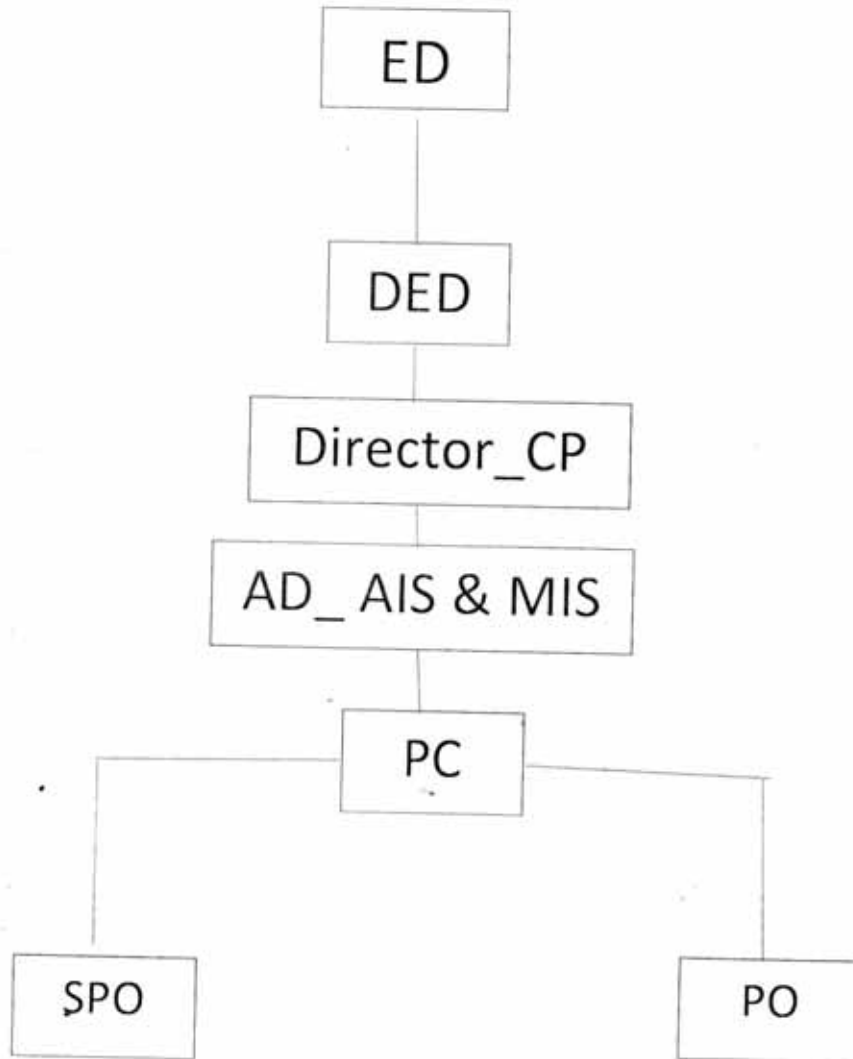
- Encouraging adolescents to acquire good qualities, practice truthfulness, develop moral values as civilized people as well as foster good intelligence, advanced scientific sense and progressive practice;
- Encouraging Adolescent to create a better life style as well as creating a negative attitude towards violence, obscenity, evil and negative acts, undesirable and immoral activities and social crimes and depravities;
- Adolescent health attainment, adolescent physical and mental health and awareness of safe food and nutrition. To sensitize them about personal, family and social cleanliness and nature and patriotism;

- Encouraging adolescents to be self-reliant, courageous and self-confident, to practice creativity, to develop talent, to live a beautiful, orderly and clean life and to learn perseverance and discipline;
- Today's Adolescent will lead the next generation. In this context, Adolescent should be raised to be self-confident, brave and have a good mindset, which will inspire the next generation to live a good life;
- Taking various initiatives including necessary training to develop entrepreneurial tendencies among Adolescent and try to increase their life skills. To inculcate in them the mindset of savings and encourage self-employment;
- To inculcate in the adolescent a sense of philanthropy and responsibility towards society, creating cordial, respectful and sympathetic relations with all irrespective of caste and sex. To collectively promote social crime-prevention and social development work;
- Encouraging development of mental and intellectual skills of adolescents, practice of religious values, practice of indigenous culture and physical fitness in indigenous sports;
- To help create a supportive family and social environment for them along with stress-free and joyful education so that they can play an effective role in building a beautiful country free from discrimination and oppression;
- Encouraging and motivating the people of the surrounding areas related to the program to implement similar activities on their own initiative.

Prepared by

Khokan Ch. Shil

Adolescent Project Organogram



ED = Executive Director
DED = Deputy Executive Director
CP = Core Operation
PC = Project Coordinator
SPO = Senior Program Officer
PO = Program Officer

Sanat Kumar Bhowmik
Deputy Executive Director
COAST Foundation

Anwar Hossain
Assistant Director-MIS & FIS
COAST Foundation

COAST Foundation, Bhola, Date: August 9, 2023

- A. **Subject:** Terms of Reference
B. **Project:** Adolescent Program
C. **Position Title:** Project Coordinator
D. **Position Objectives:** Project Coordinator is responsible mainly for the operation of the Adolescent program. Technical supported by Pallikarma Sahayak Foundation. Funded by Palli Karmo Sahayak Foundation and COAST Foundation. S/he will carry out the overall responsibilities of the implementation process of the program i.e., management of program activities and staff, monitoring and supervision, preparing different types of reports.

E. Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1	Program Implementation	<ul style="list-style-type: none">S/he will prepare the action plan for the effective implementation of the program activities.S/he will ensure the desired quality in all the program activities and will be responsible for implementation of all the program components of the project.
2	Reporting and Documentation	<ul style="list-style-type: none">S/he will prepare quarterly /monthly program reports both for the donor(s) and the organization by 10th of each month.S/he will prepare and maintain program related documentations and two case studies in a month.S/he will publish monthly desktop newsletter and distribute to the respective stakeholders.S/he will prepare a monthly progress report mentioning the target and achievement of the program;S/he will send the report to the program focal person.
3	Staff follow-up	<ul style="list-style-type: none">S/he will follow up tasks and assignments of staff.S/he will ensure the staff discipline in the field level. S/he can take disciplinary action against the staff who will violate any rules and regulations of the organization.
4	Management and Staff discipline	<ul style="list-style-type: none">S/he will manage the staff of the program according to the organizational policy and donor's compliance.S/he will attend in the Project Performance Monitoring Meeting (PPMM) in COAST Principal Office, Dhaka.S/he will give assignments to the program staff and will monitor staff activities.S/he will conduct monthly basis meeting with all the staff of the project where the program target and achievement and necessary technical support will be discussed.S/he will revisit the project milestones and on the basis of the milestones s/he will take necessary actions.S/he will sit with the staff weekly basis and assess the performance of the staff as per their ToRs.
5	Financial Management	<ul style="list-style-type: none">S/he will be responsible for all types of expenditures of the project.S/he will follow the COAST Finance Policy as well as donor compliances related to the finance.S/he will approve the bills of the staff under his/her control.S/he will be able to approve different cost related to operation.S/he will analyze the monthly budget variance report submitted by Finance and Admin



Anwar Hossain
Assistant Director-MIS & FIS
COAST Foundation



Sanat Kumar Bhowmik
Deputy Executive Director

SL	Task	Standard of Accepted Performance (SOAP)
		Officer.
6	Field Visit	<ul style="list-style-type: none"> ▪ S/he will maintain the burn rate more than 95% as per the project budget. ▪ S/he will regular follow up the activities in the field. By each month s/he will complete the visits of five sites. And then s/he will visit at least two groups of a site in his/her each visit. ▪ In a week s/he will perform one night stay in the field offices where the Adolescent program is being implemented.
7	Stakeholder Liaison	<ul style="list-style-type: none"> ▪ S/he will maintain the stakeholder relation specially the LGIs and government officials. ▪ S/he will keep a data base of the stakeholder as per prescribed format and s/he will update this regularly when necessary.
8	Disaster related activities	<ul style="list-style-type: none"> ▪ S/he will provide support to the groups about the disaster preparedness and also will take part to the relief activities in the group or out of group of the community when necessary. ▪ S/he will also be involved with the selection process for any disaster victims. ▪ S/he will be involved any kind of disaster related activities if there will be any instruction from the management.
9	Other works	<ul style="list-style-type: none"> ▪ S/he will do any other duties and responsibilities when required for the interest of the organization. ▪ S/he will maintain liaison with other sections, programs and projects of the organization and also maintain smooth communication with the stakeholders.

F. Planning: S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his 1st supervisor for next month.

G. Reporting: S/he will be reportable to Team Leader-CfC for professional discipline and project focal for programs and others.

H. Appraisal and Review: Every six months this ToR will be reviewed after conducting the appraisal process.



Sanat K. Bhowmik
Deputy Executive Director



Anwar Hossain
Assistant Director-MIS & FIS
COAST Foundation

COAST Foundation, Bhola. Date: August 9, 2023.

A. Subject: Terms of Reference

B. Position Title: Program Officer.

C. Position Objectives: Ensuring the implementation of the programs staying at the Adolescent group level and s/he will work as the frontline staff.

D. Specific Responsibilities:

Sl	Task	Standard of Accepted Performance (SOAP)
1	Program implementation	<ul style="list-style-type: none">S/he will conduct Two/Three Club meeting in each day and by each Three-month s/he will complete all Club meeting of all his/her working areas.S/he will ensure the development education in the group in each day.S/he will be responsible for implementation of all the program components of the project.S/he will form adolescent club in the ward level and 20 club by each month.S/he will Communicate with club mentors each day and 20 club's mentors by a month.S/he will communicate with adolescent's parents and local elites for awareness about club activity
2	Field visit	<ul style="list-style-type: none">S/he will manage club activity three union by each month from his/her working areas.S/he will visit 4 Club's activity of daily and 80 clubs by each month.S/he will influence the community peoples of club area for involvement them in the club activity.
3	Reporting	<ul style="list-style-type: none">S/he will prepare the monthly and quarterly achievement reports and will submit to the project coordinator.
4	Club members Training	<ul style="list-style-type: none">S/he will conduct training course for the Adolescent as per the plan of operation.S/he will prepare the monthly training reports at club levels and will submit to the project Coordinator.
5	Social activity	<ul style="list-style-type: none">S/he will ensure the social activity in the all-club area with engage the community elites and UP- Members.S/he will maintain the communication of relevant sectors of government officers for Implements the activity.
6	Sports and Cultural activity	<ul style="list-style-type: none">S/he will ensure the Sports and Cultural activity in the all-club area with engage the community elites and UP- Members.S/he will maintain the communication of relevant sectors of government officers for Implements the activity.
8	Other works	<ul style="list-style-type: none">S/he will do any other duties and responsibilities when required for the interest of the organization.S/he will maintain liaison with other sections, programs and projects of the organization and also maintain smooth communication with the stakeholders.

E. Planning: S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his 1st supervisor for next month.

F. Reporting: S/he will be reportable to Project Coordinator.

G. Appraisal and Review: Every six months this ToR will be reviewed after conducting the appraisal process.



Sanat K. Bhowmik
Deputy Executive Director



Anwar Hossain
Assistant Director-MIS & FIS
COAST Foundation

COAST Foundation, Bhola. Date: August 9, 2023.

A. Subject: Terms of Reference

B. Position Title: Senior Program Officer.

C. Position Objectives: Ensuring the implementation of the programs staying at the Adolescent group level and s/he will work as the frontline staff.

D. Specific Responsibilities:

Sl.	Task	Standard of Accepted Performance (SOAP)
1	Program implementation	<ul style="list-style-type: none">▪ S/he will conduct Two/Three Club meeting in each day and by each Three-month s/he will complete all Club meeting of all his/her working areas.▪ S/he will ensure the development education in the group in each day.▪ S/he will be responsible for implementation of all the program components of the project.▪ S/he will form adolescent club in the ward level and 20 club by each month.▪ S/he will Communicate with club mentors each day and 20 club's mentors by a month.▪ S/he will communicate with adolescent's parents and local elites for awareness about club activity
2	Field visit	<ul style="list-style-type: none">▪ S/he will manage club activity three union by each month from his/her working areas.▪ S/he will visit 4 Club's activity of daily and 80 clubs by each month.▪ S/he will influence the community peoples of club area for involvement them in the club activity.
3	Reporting	<ul style="list-style-type: none">▪ S/he will prepare the monthly and quarterly achievement reports and will submit to the project coordinator.
4	Club members Training	<ul style="list-style-type: none">▪ S/he will conduct training course for the Adolescent as per the plan of operation.▪ S/he will prepare the monthly training reports at club levels and will submit to the project Coordinator.
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8	Other works	<ul style="list-style-type: none">▪ S/he will do any other duties and responsibilities when required for the interest of the organization.▪ S/he will maintain liaison with other sections, programs and projects of the organization and also maintain smooth communication with the stakeholders.

E. Planning: S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his 1st supervisor for next month.

F. Reporting: S/he will be reportable to Project Coordinator.

G. Appraisal and Review: Every six months this ToR will be reviewed after conducting the appraisal process.



Sanat K. Bhowmik
Deputy Executive Director



Anwar Hossain
Assistant Director-MIS & FIS
COAST Foundation

COAST Foundation

Total Budget

Name of the staff : Khokan Ch. Shil

Degnation : Project Coordinator

Sl	Activity	Month												Total				
		July'23	Aug'23	Sep'23	Oct'23	Nov'23	Dec'23	Janu'24	Feb'24	Mar'24	April'24	May'24	June'24					
1	Administration Cost																	
1.1	Salary	43000	43000	43000	43000	43000	43000	43000	43000	43000	43000	43000	43000	43000	43000	43000	43000	516000
1.2	Travel & Mobile bill	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	72000
1.3	Eid Bonus	21500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	43000
1.4	Baishakhi festival allowance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4300
2.1	Social and Health Activity																	0
2.1.1	Banar Prepar	0	2000	1000	0	0	0	0	0	0	0	0	0	0	0	0	0	3000
2.1.2	Soft Skill training	0	1600	2400	3200	2400	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	16000
2.1.3	Leadership Development Activity	0	1600	2400	3200	2400	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	16000
2.1.4	Social Development Activity	0	1600	4000	3200	4000	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	16000
2.2	Upazila Day Observation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2.2.1	Marathon /Cycling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2.2.2	Adolescent fair	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	Culture & sports	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3.1	Union Baised Culture & sports	0	0	0	0	48000	96000	72000	24000	0	0	0	0	0	0	0	0	240000
3.2	Upazila Culture & Sports (Final)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40000
4.a	Combination, Development and other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4.a.1	Monthly Coordination meeting (Mentor)	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	48000
4.a.2	Monthly Upazila baised others Expanc	0	0	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	12000
4.a.3	Yearly Club baised Expanc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	180000
4.a.4	Preze for Mentor for there activity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10000
4.b	Cultural and Sports (Upazila)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13000
4.c	Social Advocacy & Knowledge Decamination	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5000
	Total	74500	59800	63800	63600	150800	254800	185200	81600	113700	106500	109000	53000	1316300				



Anwar Hossain
Assistant Director-MIS & HR
COAST Foundation



Sanat Kumar Bhowmik
Deputy Executive Director
COAST Foundation

Sanat Kumar Bhowmik
Deputy Executive Director
COAST Foundation

COAST Foundation
Staff wise Budget

Name of the staff : Khokan Ch. Shil
Designation : Project Coordinator

Sl	Activity	Month												Total			
		July '21	Augu '21	Sep '21	Oct '21	Nov '21	Dec '21	Janu '22	Feb '22	21-Mar	April '21	May '21	June '21				
1	Administration Cost																
1.1	Salary	43000	43000	43000	43000	43000	43000	43000	43000	43000	43000	43000	43000	43000	43000	43000	516000
1.2	Travel & Mobile bill	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	72000
1.3	Eid Bonus	21500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	43000
1.4	Baishakhi festival allowance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4300
	Total	70500	49000	49000	49000	49000	49000	49000	49000	70500	53300	49000	49000	49000	49000	49000	635300



Anwar Hossain
Assistant Director-MIS & FIS
COAST Foundation



Sanat Kumar Bhowmik
Deputy Executive Director
COAST Foundation

COAST Adolescent Program
Action Plan

Activity	Month												Remarks	
	July'23	August'23	Sep'23	Oct'23	Nov'23	Dec'23	Jan'24	Feb'24	Mar'24	April'24	May'24	Jun'24		
Soft Skill training														
Leadership Development Activity														
Social Development Activity														
Marathon /Cycling														
Adolescent fair														
Union Based Culture & sports														
Upazila Culture & Sports (Final)														
Monthly Coordination meeting (Mentor)														
Monthly Upazila based others Expanc														
Yearly Club based Expanc														
Prize for Mentor for there activity														
Cultural and Sports (Upazila)														
Social Advocacy & Knowledge Decamination														
Monthly Club Meeting														
Club visit														
Parent Metting														


Anwar Hossain
Assistant Director-MS & FS
COAST Foundation



Sanat Kumar Showmik
Deputy Executive Director
COAST Foundation

COAST Adolescent Program Meeting Schedule 2023

Our Values:

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 the options before the decision is made.

SI	Title of the Meeting	Venue, Month, Date and Time						Frequency	Major ToR	Secretariat
		Bhola Sadar								
14	Project Coordination Meeting (PCM)- Venue: PIU, Bhola Sadar Time: 0930-1600	2023						Monthly	<ul style="list-style-type: none"> Improvisation of planning and implementation, sharing experience and posing problems and way out of solution. PO, SP Officer will be the participants. Minutes will have to be sent to Director by 48 hours. 	Project Coordinator - Adolescent Program
		Month	Date	Month	Date	Month	Date			
		January	03	July	05					
		February	05	August	02					
		March	05	September	03					
		April	03	October	03					
		May	02	November	05					
June	04	December	03							

Meeting principles:

1. Participants can recommend only to the issues raised in the meeting and the recommendation can be a decision if the responsible professionals reach on agreement.
2. 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.
3. Copies of all minutes to be sent to Monitoring and Evaluation Section and keeping another one in departmental file.
4. Meeting is the only forum where program issues will exclusively be discussed. Agenda like salary and other personal facilities cannot be discussed.
5. The selection of the participants and information will have to be sent to the participants by at least one month before of the meeting date and it will be done by respective secretariat.
6. Meeting preparation must be accomplished at least one day before of meeting.
7. Meetings will be for motivation, sharing experiences and improvisation of operational implementation.
8. Meeting secretariat must maintain dignity of individual participant, so no negative criticism of individual in front of all. If it is done then be considered as offence.
9. All donors/project focal persons in principal office must participate in respective project coordination meeting in PIU. They should be in project area at least 2 days before for field review and feedback to the meeting.
10. Apart from this every week in each Branch/Section/PIU/MTCs will conduct a meeting and keep minutes.

Proposed by:



Sanat K. Bhowmik
Director



Anwar Hossain
Assistant Director-MIS & IS
COAST Foundation

Date: December 29, 2022



Sanat Kiran Showmi
Deputy Executive Director
COAST Foundation

Approved by:



Rezau Karim Chowdhury
Executive Director

Statutory requirements and reporting schedule of Adolescent Program

1. Basic data

- a) Project Title : **Adolescent Program**
- b) Donor : Palli Karma-Sahayak Foundation & COAST Foundation.
- c) Address : Plot no E-4/B Agargaon Administrative Area, Dhaka 1207.
- d) Phone/Fax : 02-9126240
- e) Email : "[pkfadolescent](mailto:pkfadolescent@gmail.com)" <pkfadolescent@gmail.com>
- f) Contact person : Md. Rumman, Deputy Project Manager
- g) Contact period : July 01, 2023 to June 30, 2024.
- h) Total budget : 13,16,300/
- i) PKSF Budget : 7.89,780/
- ii) COAST Contribution : 5,26,520

2. Report to be submitted

Sl	Title	Last date of submission	Date wise movement			Remarks
			Field to PO/source	Checked by Coordinator	Edited by project focal and signed by ED	
1	Quarterly Financial Statement	5 th day of next to reporting month	2 nd day of next to reporting month	3 th day of next to reporting month	4 th day of next to reporting month	5 th day of next to reporting month
2	Quarterly Progress Report	Do	Do	Do	Do	Do
3	Monthly Progress report	Do	Do	Do	Do	Do

- 3. Head of the project : Khokan Chandra Shil, Project Coordinator
- 4. Program Focal Person (Central) : Md. Anwar Hossain, AD-AIS & MIS
- 5. Finance Focal Person (Central) : Md. Anwar Hossain, AD-AIS & MIS

6. Fund allocation

January 15, 2024 upon submission of 1 st quarter Reimbursement report	July 30, 2024 upon submission of 2 nd quarter Reimbursement report
-	-
As per actual cost	
As per actual cost	


 Anwar Hossain
 Assistant Director-MIS & FIS
 COAST Foundation


 Sanat Kumar Bhowmik
 Deputy Executive Director

7. Statutory conditions:

- i. Development of program activities for implantation in the target areas considering the adolescent program objectives and principles.
- ii. Planning, implementation and monitoring of the project activities in their defined working area.
- iii. Preparation of program budget and requirement.
- iv. Finance PKSF and COAST Foundation Jointly
- v. Development and implementation participatory M&E effective programming in line with PKSF M&E Framework.
- vi. Ensuring the acceptable accounting principles are being followed in case of expense and expense recording.
- vii. Establishment of appropriate control mechanism to ensure that standard policies are being followed.
- viii. Coordination meeting
 - a. Regular Progress Review-Jointly Director-COAST and Concern Officer PKSF
 - b. Monthly Meeting (PIU, Field staff and Project Coordinator)
- ix. Both COAST & PKSF will comply with the policies and procedures define in the Accounting Manual and its subsequent modifications.
- x. Project fund will be treated as a restricted fund and the COAST must not use this fund as inter program loan or any other form whatsoever other than as specified in this agreement.
- xi. At the beginning of each year PKSF and COAST will agree on the activities and budget for the year.
- xii. A separate SND/CD Account should be maintained for bearing the operation cost of the implementation of the program.
- xiii. Fund disbursement schedule will quarterly basis subject to the submission of Reimbursement Report
- xiv. Fund release will be as an advance amount and the expenses should be adjusted from the advance.
- xv. All the bills and vouchers will be preserved in Bhola PIU for next five years
- xvi. An Stock register shall be maintained by COAST.

8. Key Staff list

SL	Name	Position	Work station
1.	Khokan Chandra Shil	Project Coordinator	Bhola Sadar
2.	Saidur Rahman	Senior Program Officer	Lalmohan
3.	Rabiya Binta Khair	Program Officer	Borhanuddin

Prepared by,



Anwar Hossain
Assistant Director-MIS & IES
COAST Foundation



Sanat Kumar Showkat
Deputy Executive Director
COAST Foundation

Khokan Chandra Shil
Project Coordinator

Date: August 15, 2023
Mobile: 01713328839

COAST Adolescent Program Meeting Schedule 2023

Our Values:

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 the options before the decision is made.

SI	Title of the Meeting	Venue, Month, Date and Time						Frequency	Major ToR	Secretariat
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		Month	Date	Month	Date	Month	Date			
		July	05.07.23	January	03.01.24					
		August	02.08.23	February	05.02.24					
		September	03.09.23	March	04.03.24					
		October	03.10.23	April	03.04.24					
		November	05.11.23	May	05.05.24					
		December	03.12.23	June	03.06.24					

Meeting principles:

- Participants can recommend only to the issues raised in the meeting and the recommendation can be a decision if the responsible professionals reach on 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.
- Copies of all minutes to be sent to Monitoring and Evaluation Section and keeping another one in departmental file.
- Meeting is the only forum where program issues will exclusively be discussed. Agenda like salary and other personal facilities cannot be discussed.
- The selection of the participants and information will have to be sent to the participants by at least one month before of the meeting date and it will be done by respective secretariat.
- Meeting preparation must be accomplished at least one day before of meeting.
- Meetings will be for motivation, sharing experiences and improvisation of operational implementation.
- Meeting secretariat must maintain dignity of individual participant, so no negative criticism of individual in front of all. If it is done then be considered as offence.
- All donors/project focal persons in principal office must participate in respective project coordination meeting in PIU. They should be in project area at least 2 days before for field review and feedback to the meeting.
- Apart from this every week in each Branch/Section/PIU/MTCs will conduct a meeting and keep minutes.

Proposed by:



Sanat K. Bhowmik
Director

Approved by:



Rezau Karim Chowdhury
Executive Director

Date: December 29, 2022