Community Meetings - Monitoring

To enable community members and other stakeholders to meet regularly to monitor progress towards agreed goals and are able to identify and tackle challenges.

Steps

1. Conduct monthly meetings to monitor progress towards action plans
2. Monthly meeting organized and facilitated by community volunteers
3. Based on issue to be discussed, volunteers to invite key government authorities and those community members to who are impacted by the issues to discuss progress, challenges and solutions, etc.
4. Meeting minutes to be documented, for example are using the template below.
5. Positive changes that have been observed as a result of the project or programme should also be documented (see example B below).

Documentation

Example Monthly Meeting Minutes Template

A:

	Female	Male
Number of community members present: Number of township authorities present (identified departments): Meeting facilitated by (name and role):		
Discussion Points/ Action Plans discussed:		
Challenges faced:		
Solutions/ decisions:		
Signatures of those present:		

B: **Documentation of increased/ improved public services that target women's safety**

Using the matrix below, document any positive changes in public services as a result of urban book advocacy.

Example:

No	Date/ Month	Type of Service	Improvement / new service (achievement)	Area impacted	Cost	Source of Funding	Key persons/ individuals involved
1	12th Nov 2015	Lighting	18 new light posts	4 streets in Daw Pone, ward 10	16000 USD	YCDC	Soe Moe Kyaw
2	xxx	xxx	xxx	xxx	xxx	xxx	xxx