1. About Bangladesh Red Crescent Society
The Bangladesh Red Cross Society (BDRCS) was constituted vide President’s Order no. 26 of 1973. The name and emblem of the BDRCS was changed from ‘Red Cross’ to ‘Red Crescent’ in April, 1988. Being an auxiliary to the Government of Bangladesh, the BDRCS implements various humanitarian activities throughout the country. Significant activities are: Post Disaster Emergency Response/Recovery, Disaster Management (DM), Cyclone Preparedness Programme (CPP), Vulnerability to Resilience (V2R) Project, Urban Disaster Risk Reduction (UDRR) Program/Projects, health services (Post Disaster Emergency Services and provide health services through hospitals, rural health/maternity centres), collection and distribution of safe bloods, voluntary services (motivate and involve students and youth), ambulance service, training, tracing/restoring family links and dissemination of Red Cross Red Crescent Principles and Humanitarian values etc.

Globally, BDRCS is a part of the International Red Cross and Red Crescent Movement and a member of the International Federation of Red Cross and Red Crescent Societies (IFRC), the permanent body of liaison and coordination between national Red Cross Red Crescent Societies which is based in Geneva, Switzerland.

2. Trainings conducted by BDRCS
In order to spread knowledge and develop capacity of the communities to meet the needs in emergencies, BDRCS Training Department provides in-house trainings for BDRCS employees, members and volunteers along with regular trainings being organized for different local, national and international organizations.

2.1 First Aid (day long Introduction, 3 days basic and day long refreshers)
Contents: Introduction to First Aid, Chocking, Artificial Respiration (AR), Cardio Pulmonary Resuscitation (CPR), Bleeding, Shock, Fit, Fainting & Unconsciousness, Wounds & dressing of wounds, Poisoning, Bites, Burn & electric injuries, Bone fracture and Transportation of Casualties etc. We also include drowning, basic fire safety/fighting on request.

2.2 Search & Rescue (3/4/5 days, depending on requirement)
Contents: Introduction to Search & Rescue (SAR), Objective/aims, Steps, Survey and Stages, Emergency rescue method including transportation of casualties, Introduction to First Aid, AR/CPR (simulation / practice based), Bleeding and control of bleeding, Rope: Terminology, types, importance, use and care, Knot: types and different hitches and use of knots, Stretch: use, making improvised and handling of stretcher, Techniques of rescue from tree/elevated places by chair knots and chain knots, Mass casualty management (theatrical & practical ), Lashing: types and use of lashing, Water rescue: tools and techniques, swimming and floating aids and making raft etc.

2.3 Disaster Management (DM)
Contents: Disaster: Concept, definition/terminology, global and Bangladesh perspective, Disaster cycle, DM: concept, global and Bangladesh context, DM mechanism, role of different organizations, DRR: concept, local capacity building, local coping mechanism, contingency plan, community organization, community empowerment, DR: Concept, Response Management (post disaster/emergency damage & needs assessment, beneficiary selection, distribution, documentation, reporting, coordination), DR tools: national and global tools/guidelines (e.g. Code of Conduct, SPHERE Standard) etc.

2.4 Others courses
We also design and provide special courses on Early Warning (Cyclone), Sea Safety & Cyclone Shelter Management, Fire Safety & Management and Earthquake Preparedness & Response. Duration and contents of each course is determined on a case by case basis and are recommended for the concerned organizations.

3. Training methodology
We conduct training following different methods e.g. lecture, visual materials (e.g. OHP/Multimedia presentation, Flipchart, video show etc.), simulation / practice, group work, role play etc. Besides these, each course starts with Pre-evaluation to assess understanding of individual growth with received training. While Post-training evaluation is conducted to assess their understanding on completion of the course.

4. No. of participants
Standard size of participants for each course is 15 to 25 in each course.

5. Language
Trainings are conducted popularly in Bangla. However, on special request/circumstances (e.g. involving foreign nationals and or non-Bangla speaking personnel) we also provide trainings in English.

6. Training Fee
6.1. Duration of training is 3 days and above
6.1.1 Training conducted in BDRCS Training Room, Dhaka
With request from concerned organization, BDRCS Training Dept. may organize and conduct training in its own Training facility located at the BDRCS National Headquarters, Dhaka. In which case the following rates is applicable:

<table>
<thead>
<tr>
<th>Venue charge</th>
<th>Training Fee (# of Participants 16* &amp; above)</th>
<th>Training Fee (# of Participants upto 15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7,500.00/day</td>
<td>National organization: 850.00/Participant/Day</td>
<td>National organization: 40,000.00 (fixed)</td>
</tr>
<tr>
<td></td>
<td>Intl. organization: 1,250.00/Participant/Day</td>
<td>Intl. organization: 50,000.00 (fixed)</td>
</tr>
</tbody>
</table>

*16 & above means participants not over 25
Responsibility of BDRCS: Venue, Logistic/training materials, Participant kit (includes File/Folder, Note book, Handout/Hand book, Pen etc.), Food/lunch & Refreshments (as per choice of Menu and on additional payment. Menu is as Annex) and certificates on successful completion.

Responsibility of Concerned Organization: Transportation of participants to/from BDRCS NHQ, Dhaka.

6.1.2 Training conducted outside of BDRCS
With request from concerned organization BDRCS Training Department also conducts trainings outside of BDRCS (within Dhaka). In which case following rates/charges are applicable:

<table>
<thead>
<tr>
<th>Venue charge</th>
<th>Training Fee (# of Participants 16* &amp; above)</th>
<th>Training Fee (# of Participants upto 15)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>National organization</td>
<td>Intl. organization</td>
</tr>
<tr>
<td>Not applicable</td>
<td>850.00/Participant/Day</td>
<td>1,250.00/Participant/Day</td>
</tr>
</tbody>
</table>

*16 & above means participants not over 25


Responsibility of organization concerned: Venue, necessary Logistic other than training handouts (Multimedia, White board, Marker etc.), morning tea, lunch, and evening tea, and accommodation for participants and trainers/facilitators and Transportation of participants (if required) and trainers/facilitators to/from Dhaka/duty station.

6.1.3 Training conducted outside of Dhaka
With request from concerned organization, we conduct training outside of Dhaka as well. Similar Terms & Fees will be applicable as stated under clause no. 6.1.2, with inclusion of an additional 10% on the total amount.

6.1.4 Additional cost
In case of Search & Rescue Training, an additional 3,000.00 (lumpsum), considering additional cost for procurement of equipment, for each course shall be applicable for the concerned organization. Again, concerned organization shall realize full responsibility for transportation of training materials and equipment from BDRCS NHQ to the training location.

6.2 Day long Training/Introductory Training/orientation/Refreshers
Training/Introductory Training/orientation/Refreshers conducts in BDRCS Training Room, Dhaka Training Fee is 20,000.00 excluding venue charge (7,500.00 fixed) with 25 participants at maximum of any nature of organization i.e. national or intentional.

For day long event conducted outside of BDRCS, Training Fee is 20,000.00 upto 25 participants from any organization i.e. national or international. In the event where a day long event conducted outside Dhaka and Trainers return on same day, Training Fee is - 25,000.00. In the event where a day long event conducted outside Dhaka and Trainers need to spend night, Training Fee is - 30,000.00.

In an event where # of participants exceeds the standard (not over 25) Training Fee shall be determined on a pro-rata basis (e.g. Fee/25 x additional # of participants) through mutual consent.

Responsibility of BDRCS: Participant kits (File/Folder, Note book, Handout/Hand book, Pen etc.) and Certificates. If the training is held in BDRCS training room, venue rent @ 7,500.00/day, logistics (complimentary) and cost of Food/lunch & Refreshments (as per choice of Menu and on additional payment. Menu is as Annex) will be applicable.

Responsibility of organization concerned: Venue, Logistics/training materials (Multimedia, White board, Marker etc.), morning tea, lunch, and evening tea, and accommodation for participants and trainers/facilitators and Transportation of participants (if required) and trainers/facilitators to/from Dhaka/duty station.

6.3 Individual participant
An individual (national or international) may also attend any Training (3 day long) by paying 5,000.00 (as Training Fee irrespective to any type of Training (e.g. duration). A student may attend any such Training by paying 2,500.00 as Training Fee.

7. Other terms and conditions (Tax/VAT)
BDRCS, being a non-profit humanitarian organization, is exempted from paying Income Taxes, and therefore no tax shall be deducted from the training fees. Concerned organization (being buyer/recipient) shall be responsible for paying VAT. If requested VAT (as per rules) may be included with the Fee.

8. Contact and agreement/registration
Interested organization(s) may contact BDRCS Training Dept. either by mail at training@bdrcs.org or over Phone (BTCL: 8311508; Mobile: 01819-274409) to express to organize/host training sessions mentioning title, proposed/expected time/date, venue, # & level of participants etc. On determination of dates by the BDRCS Training Dept., an AGREEMENT is to be signed by both the parties and among appropriate representatives. An individual may also contact to express his/her interest to attend a course. On determination of dates by the BDRCS Training Dept., he/she must fill out a REGISTRATION FORM appropriately signed and send to the Dept.

9. Mode of payment
On completion of a course, the Training Dept. submits an INVOICE/BILL to the concerned organization. Payment is to be made either by Pay Order/DD or Crossed Bank Cheque in favour of “Bangladesh Red Crescent Society” (Bank: Sonali Bank, Moghbazar Branch, Dhaka Account # 200004054) within one week on submission of the Invoice/Bill.