ADMINISTRATION DEPARTMENT

In January 2013, the department started to prepare Identity Card for the BDRCS staff based in National Head Quarter (NHQ), all Units, Maternal Care Hospital, Blood Donation centre and others. Key objective of this initiative was to increase accessibility of BDRCS staffs to other institutions when need. Although the target was to deliver Identity Cards to 478 staffs but the administrative department covered 200 staffs in January 2013. Rest of the staffs will be enclosed within a very short time. Revenue Section of BDRCS provided financial support regarding preparing Identity Cards for BDRCS staffs.

A total of 46 staffs were reached through this activity. Visiting Cards for BDRCS officials were prepared with the support of Federation and Planning & Development Department of BDRCS. A total of 45 officials received their Visiting Card during the reporting period. Dairies and Calendars were also distributed to BDRCS staffs at NHQ. Employee attendance statement was prepared and submitted to Accounts Department of BDRCS.

CLIMATE CHANGE ADAPTATION (CCA) PROJECT

In January 2013, bi-monthly coordination meeting was held in Manikganj on 28 January 2013. Staffs of CCA project from NHQ, Unit, respective Unit’s secretary and convenor PIC were participated in the coordination meeting. Deputy Secretary General (DSG) and Chief of DRM division Khondakar Jakaria Khaled were also attended in the meeting.

Tiffin for 196 pre-primary school students and transportation cost for 6 teachers had also been provided in Gopalganj district. Post graduate course had been introduced for potential DRR-CCA practitioners on Climate Change Adaptation (CCA) and Disaster Risk Reduction (DRR) in collaboration with BRAC University and IFRC.

Achievements

- Delivered 200 Identity Cards to BDRCS staffs
- Prepared 10 days roster for security guards
- Distributed office order, circular, notices
- Distributed 45 Visiting Card to BDRCS Officials

The department prepared 10 days roster for guards and security persons for ensuring the security and assets of the society. Office orders, circulars and notices were disseminated among BDRCS staff at NHQ.
The class of Post graduate course started from January 2013. A total 64 sessions with micro groups and 8 CDMC meeting were arranged in 8 communities.

**Achievements**
- Organized bi-monthly coordination meeting
- Provided Tiffin for 196 pre-primary school students and transportation cost for 6 teachers in Gopalganj district
- Introduced post graduation course on CCA and DRR in collaboration with BRAC University and IFRC

**COMMUNITY BASED DISASTER RISK REDUCTION (CBDRR) PROGRAMME**

In January 2013, Plan of Action (PoA) had been conducted in Dhalchar community under Bhola Unit and Kulkandi community under Jamalpur Unit. A total of 113 people were engaged in PoAs preparation where three years interventions for CBDRR programme had been planned.

Community Disaster Management Committee (CDMC) had been formed in 10 communities of Bhola, Jamalpur, Jessore and Satkhira district. Objective of CDMC was to accomplish PoA along with the coordination with local government and other stakeholders. Each CDMC consisted of 16 members by taking 2 members (including 01 male and 01 female) from each Micro-group. Community Disaster Response Team (CDRT) had been formed in 10 communities of Bhola, Jamalpur, Jessore and Satkhira district. CDRT will be responsible for providing support to sufferers in emergency situation. Each CDRT consisted of 21 members. Micro group had been formed with 40-50 households in 10 communities in Bhola, Jamalpur, Jessore and Satkhira district. Awareness raising sessions on disaster related issues will be conducted in these groups to make them aware so that they would reflect in time.

Moreover, Programme inception workshop had also been organized in Jessore and Satkhira district. Objective of the workshop was to share the programme interventions with local authority and different level of stakeholders in the implementing area.

**ESTATE DEPARTMENT**

During the reporting period, Estate Department collected house rents from different estates. A total of BDT 82,95,736 (98,758.76 CHF) had been collected against the target of BDT 3,11,01,360 (370,254.28 CHF).

**Achievements**
- Collected BDT 82,95,736 (98,758.76 CHF)
- Conducted PoAs in Bhola and Jamalpur Unit that covers 113 people
**FUND RAISING DEPARTMENT**

In January 2013, the department communicated with different business firms for procurement of souvenir items of BDRCS. A total of BDT 70,095 (834.46 CHF) had been collected by selling souvenir items. Besides that, contact with different firms and individuals had also been made for developing donation boxes and collection of quotations.

For providing support to Cold Wave sufferers across the country, a total of 10,500 pieces of blankets and BDT 6,00,000 had been collected through an appeal to different bank, organizations, industries, and well-off individuals. Moreover, a mutual relationship has been developed within Fund Raising Department of BDRCS and contracted institutions through this humanitarian initiative. However, the challenge was lack of smooth response from the counterpart.

All the newly recruited staffs had joined in their respective working locations. In project level, 01 official and 01 staff had resigned from work. A total of 14 officials/staffs had received yearly increment through the support of BDRCS and Project Funds.

The department processed promotion for 01 staff and provident fund for 01 official along with 03 staffs in NHQ of BDRCS, Red Crescent and Maternal Care Hospital, Unit and Project. Moreover, contract agreement of 12 officials along with 01 project staff had been extended.

<table>
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<tr>
<th>Achievement</th>
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<tbody>
<tr>
<td>☑ Collected BDT 70,095 (834.46 CHF) from souvenir items of BDRCS</td>
</tr>
<tr>
<td>☑ Collected 10,500 pieces of blankets and BDT 6,00,000 for cold wave sufferers from bank, organizations, industries, and well-off individuals through an appeal</td>
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Director of Fund Raising Department, Mr. Sirajul Islam Molla, participated in APN steering group meeting at Hong Kong during 10-12 January 2013.

**LEGAL BASE DEPARTMENT**

In different Zilla and City Units, 4 Writ Petitions and 3 Title Suits regarding establishment of Executive Committee were under process in High Court, Appeal Department and respective District Judge Courts.

<table>
<thead>
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<tbody>
<tr>
<td>Processed 04 Writ Petitions and 03 Title Suits regarding establishment of Executive Committee, 09 Writ Petitions of BDRCS staffs &amp; officials, 01 Leave to Appeal, 02 Suits for BDRCS shop rent, 01 Writ for engagement of developer, and 04 Suits regarding BDRCS land, 01 Money Suit for BDRCS financial issues, 01 Writ Petition for staff remuneration &amp; other benefits, 01 Writ Petition for staff transfer, 01 Leave to Appeal and 01 Writ Petition for returning 189 Bangladeshi nationals.</td>
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**HUMAN RESOURCE DEPARTMENT**

In January 2013, 08 officials and 06 staffs were transferred to various departments of BDRCS at National Head Quarter (NHQ), Red Crescent Hospital, Maternal Care Hospital, Units and Project. In recruitment sector, 04 officials and 03 staffs were signed contract with BDRCS. Two officials joined in Revenue Sector of BDRCS.
Besides these, there were several activities which are under process to update like 09 Writ Petitions of BDRCS staffs and officials, 01 Leave to Appeal, 02 Suits for BDRCS shop rent, 01 Writ for engagement of property developer company, 04 Suits regarding BDRCS land, 01 Money Suit for BDRCS financial issues, 01 Suit for BDRCS rent, 01 Writ Petition for staff remuneration & other benefits in Jesmin Hospital in Chittagong, 01 Writ Petition for staff transfer, 01 Leave to Appeal and 01 Writ Petition for returning 189 Bangladeshi nationals.

**PMER (PLANNING MONITORING EVALUATION AND REPORTING) SECTION**

In January 2013, Four Years Unit Development Plans that received from the Units had been compiled and sent to the Units for review and possible addition. After receiving feedbacks from the Units, the Development Plan will be finalized.

In the printed copy of Strategic Development Plan 2011-2015, typos in grammatical errors were observed. As this document is so prestigious for BDRCS, which would be shared with all the BDRCS partners and stakeholders, OD (Organizational Development), IFRC and Planning and Development Department of BDRCS had decided to re-print the document with extensive review. Respective personnel had planned to hair an expert who will review the document for making possible modification and adjustment in the document. In this regards, ToR (Terms of Reference) had been prepared for the contract.

A new PMER Officer named Md. Sazzad Ansari, joined in PMER Section under OD of IFRC (International Federation of Red Cross and Red Crescent Societies) on the 10 January 2013.

He started working with backlog MARs (Monthly Activity Reports) of October, November and December 2012. For communication, IFRC and BDRCS both provided him email accounts. PMER Officer was communicated to the departments of BDRCS at NHQ (National Head Quarter) for introducing him and seeking Monthly Reports of previous months.

**Achievement**

- Compiled the Four Years Development Plans received from Units
- Decided to review Strategic Development Plan 2011-2015 for correction of typos in grammatical errors
- Joined a new PMER Officer named Md. Sazzad Ansari in PMER Section of P&D Department

**TRAINING DEPARTMENT**

In January 2013, one training course on Basic First Aid had been arranged with Unilever BD (Bangladesh) in Chittagong district. A total of 25 participants received the training. The participants were interested and motivated to share their acquired First Aid skills and key messages of RCRC Movement to others. Besides these, 03 training courses (2 courses in Barisal & 1 course in Khulna) on Disaster Risk Reduction (DRR) had also been arranged for the staffs of RREW (Risk Reduction through Empowering Women) project.

**Achievement**

- Conducted training on Basic First Aid with Unilever BD
- Conducted 03 training courses on Disaster Risk Reduction (DRR) with RREW Staffs
Key objectives of the training courses were to make the project staff well aware of different terms and terminologies related to disaster and also enhance their understanding on the roles and responsibilities at the time of pre, during and post disaster. A total of 56 female staffs under RREW project participated in the training.

However, the challenge was inadequate training aids like Laptop, Multimedia with projection screen, Camera, Photocopier and Scanner.

**TRANSPORT DEPARTMENT**

In January 2013, the department completed fitness check of 05 vehicles, general servicing of 05 vehicles, sending 02 Toyota Jeeps to workshop for repairmen, Digital Number Plate for 03 vehicles from BRTA (Bangladesh Road and Transport Authority) and insurance of 06 vehicles for providing smooth support to NS fleet. A Junior Assistant Director (JAD) joined in Transport Department in January 2013.

**Achievement**

- Completed fitness check of 05 vehicles, general servicing of 05 vehicles, sent 02 Toyota Jeeps for repair, digital number plate for 03 vehicles from BRTA, and insurance of 06 vehicles
- Joined a JAD in Transport Department

Moreover, annual report had been distributed to honorable president’s office, 4 related ministries, all the departments of BDRCS, ICRC (International Committee of Red Cross) & IFRC (International Federation of Red Cross and Red Crescent Societies) office, 115 delegates, 68 Unit Offices, and RCY (Red Crescent Youth) Chiefs.

**UNIT AFFAIRS DEPARTMENT**

In January’ 13, a total of 485 persons including 264 Life Time and 221 Annual Members had been enrolled in different units and National Head Quarter (NHQ). All the enrolled members are involved in RCRC Movement and fund collection. Unit Affairs Department issued Life Member Certificates to 404 persons. However, the challenge was availability of the list of Life Members and Shared Money to respective department in proper time.

Besides these, a total of BDT 1,04,604.00 (1245.28 CHF) had been collected as shared money from Units and NHQ. For smooth running of Unit activities, Ad Hoc Committee had been formed with 10 members in Narsingdi Unit. However, the challenge was less interest among the members to form elected committee. During this month, Monthly Activity Report (MAR) had been collected from 68 Unit Offices. The department realizes that collecting reports from all the Unit Offices is significant in order to know the update information of units and ensuring the working liabilities of Unit Level Officer (ULO).

**Achievement**

- Enrolled 485 persons including 264 Life Time and 221 Annual Members
- Issued certificates to 404 Life Member
- Collected BDT 1,04,604.00 (1245.28 CHF) as shared money from Units and NHQ
- Formed Ad Hoc Committee with 10 members in Narsingdi Unit
- Collected Monthly Activity Report (MAR) from 68 Unit Offices
- Shared Annual report to different stakeholders
VULNERABILITY TO RESILIENCE (V2R) PROJECT

In January 2013, orientation workshops had been organized in five upazillas under Barguna and Patuakhali district. Barguna district covered Barguna Sadar, Amtali and Patharghata upazilla. Patuakhali district covered Kalapara and Galachipa upazilla. Key objectives of those workshops were to provide information’s about V2R project activities along with intervention locations and to create a cooperative working relationship with local government representatives and other stakeholders for smooth operation of the project through rapport building with them. A total of 347 persons including 249 from Barguna and 98 from Patuakhali district participated in the workshops. However, challenge was to ensure participation of PIC/EC members and government officials in the workshop. The project successfully conducted the workshops with the collaboration of BDRCS, Barguna & Patuakhali PIC and British Red Cross (BRC).

V2R project had also organized a workshop on Reporting & Accountability at National Head Quarter of BDRCS. Key objective was to enhance knowledge of project members on ensuring maximum accountability to donor & beneficiaries and to develop reporting system for the project.

However, challenge was to manage suitable time for V2R team and BDRCS high officials to get together for the workshop. BDRCS and BRC provided support regarding successful completion of the program. Fund Raising team consists of eight BRC delegates had visited different communities under V2R project. The communities are Boro Bariatoli, Paler Bariatoli and Gilshakhali communities of Barguna Sadar upazila and Char Lathimara of Pathorhghata upazila were covered under Barguna district. British delegates assessed the vulnerabilities of the selected communities and realized how BDRCS works with vulnerable people in remote areas. However, challenge was to arrange FGD (Focus Group Discussion) sessions with the participants having different occupations.

Moreover, Fund Raising team met with PIC and UEC (Unit Executive Committee) in Patuakhali and Barguna Unit Office. PIC members assured about accountability and transparency in terms of use of fund. BDRCS and BRS extended their support during this visit.

YOUTH AND VOLUNTEER DEPARTMENT

In January 2013, training on RCRC Basic and First Aid were arranged for Rangpur, Sunamganj and Noakhali Unit. A total of 90 core RCY (Red Crescent Youth) members from the mentioned Units participated in the training. Facilitators, from NHQ (National Head Quarter) and Units, who received ToT on similar courses earlier, conducted those trainings. This activity will help to establish Institution Based Team and providing training to others. However, challenge was availability of adequate information regarding training. Similar trainings will be continued for rest of the Units.

Achievement

- Organized orientation workshops in five upazillas under Barguna and Patuakhali district
- Organized workshop on Reporting and Accountability with the project and NHQ high officials at NHQ of BDRCS
- Fund Raising Team of 08 members visited different communities of Barguna Sadar and Pathorhghata upazila under Barguna district
Team consisting of 34 members from Korean Red Cross (KRC) visited Munshiganj, Magua and Bogra Unit of BDRCS. Respective Unit RCY members and ULOs (Unit Level Officer) provided support for the successful completion of the visit. During the visit, visitors were participated in different activities like tree plantation and attending in cultural programs. KRC Team members strayed in RCY house during the night.

On 5 January 2013, Essay competition for the school students was arranged at BDRCS NHQ under the Japan-Bangladesh International Friendship Program. A total of 100 students from different schools under Munshiganj, Barisal, Comilla, Cox's Bazar and Thakurgaon district participated in the competition. Youth and Volunteer Department of BDRCS provided support regarding arrangement of the program and country reputed persons were involved in selecting the best essays for prize giving.

On 1 January 2013, fire incident was happened in Mahakhali Lichubagan Slam under Dhaka City. A total of 500 houses had been destroyed by fire and 30 persons were injured during rescue of stuck household members and control of fire. In that crucial situation, 20 RCYs and Volunteers of NHQ provided support through rescue operation relieving household members stuck in the building and First Aid care to 100 suffered people. Moreover, relief and cash money had been distributed to 2000 sufferers in Kurigram and Gaibandha districts. Respective Units, Federation representatives and RCYs were provided support to complete this activity.

**Planning and Development (P&D) Department**

In January 2013, workshop for formulating Department Development Plan was organized at National Head Quarter of BDRCS. Consultant facilitated the workshop focusing various technical issues related to plan formulation. Strategic Plan (SP) of BDRCS had been distributed to delegates and different stakeholders though Annual General Meeting (AGM). BDRCS had also been received some feedbacks on SP from different stakeholders which needs to be reviewed for correction. Moreover, short version of SP had also been distributed among the stakeholders through AGM.

A new PMER Officer had joined in PMER Section of P&D Department on 10 January 2013. On the very first day, P&D Director, Mr. Khairul Anam Khan and Senior PMER Officer, Mohammad Boby Sabur jointly provided a brief overview of BDRCS along with his job responsibilities.

**Achievement**

- Organized training on RCRC Basic and First Aid in Rangpur, Sunamganj and Noakhali Unit
- Team consisting of 34 members from Korean Red Cross (KRC) visited Munshiganj, Magua and Bogra Unit of BDRCS
- Organized essay competition for the school students

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**Achievement**

- Organized workshop for formulating departmental plan
- Distributed SP and short version of SP to stakeholders
- Joined a new PMER Officer
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SECTION

In January 2013, ICT section of P&D department created 10 new email accounts and distributed to different departments of BDRCS. Key objective of this initiation was to increase accessibility of BDRCS staff in communication with different level of stakeholders. The section, as routine activity, had extended necessary IT support and services to NHQ based departments and individuals of BDRCS. Besides these, the section had been updated the BDRCS website.

Achievement
- Created and distributed 10 new email accounts to NHQ based departments
- Extended IT support to different departments and individuals
- Updated BDRCS website

Important Contacts (queries and grievances)

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<tr>
<th>Name and Designation</th>
<th>E-mail</th>
<th>Phone</th>
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