

Bangladesh Red Crescent Society

Together for a resilient community and better future



MONTHLY ACTIVITY REPORT JANUARY, 2014

ADMINISTRATION DEPARTMENT

In January 2014, the Administration Department carried out various activities. The Department issued ID card to 260 officials and staff of NHQ, Units, Hospital, Maternal Centres and Blood Program so far. The Department prepared 10-days roster of Security Guards and Anzers to ensure security of the National Society. Various office circulars, office orders, notices have been circulated to expedite Societies work. Visiting cards for 200 officials and staff had been prepared and distributed. Absent statement of all staff and officials had been reviewed and forwarded. Prepared bill for Robi, Telephone and electricity and submitted to the Accounts Department for payment. Also the Department coordinated cleanliness drive around the NHQ during the reporting month.

ACHIEVEMENT

- ✦ ID card issued for 260 officials and staff so far
- ✦ Prepared 10-day roster of Security Guard and Anzers
- ✦ Circulated various office circulars, orders and notices
- ✦ Prepared and distributed visiting card to 200 officials and staff
- ✦ Prepared monthly bill for Robi, Telephone and electricity

COMMUNITY BASED DISASTER RISK REDUCTION (CBDRR) PROGRAMME

In January 2014, CBDRR Program implemented several planned activities. Monthly coordination meeting of CDMC held in 10 communities (Dhalchar, Charpatila, Charjatin, Dasherhat, Uttar Sharsah, Puijala, Sheikhpora, Kathaltola, Kulkandi and Makhonerchar) with a total of 135 participants where 72 participants were Male and 63 were Female. Bi-monthly coordination meeting of CDRT held in 8 communities (Dhalchar, Charpatila, Charjatin, Dasherhat, Sheikhpora, Kathaltola, Kulkandi and Makhonerchar) with a total of 175 participants where 84 were Male and 91 were Female. The main agenda of these meetings was to review the plans and progress of current activities. Discussion and decision making capacity of participants have been increased through these meetings.

As a part of awareness raising activity, Bi Monthly coordination meeting of UDMC held in 3 communities (Dhalchar, Kulkandi and Dangdora of Makhonerchar) with a total of 75 participants (64 male and 11 female). The meeting helped in rapport building of UDMC members, access to UDRMC and increased knowledge on project activities.

Project implementation committee (PIC) meeting held in Bhola, Jamalpur, Jessore and Satkhira to discuss different contemporary issues. A total of 26 members (22 male and 4 female) participated in the meetings. One of the main outputs of this meeting is the involvement of PIC members in decision making of conducting UDRT and CDRT training.

16 Court yard meeting conducted in Sheikhpura and Kathaltola (8 meeting in each area) community with a total of 500 participants (250 participants in each area) where 200 were male and 300 were female. The meeting focused on different issues related to disaster and relief.

The program undertook monitoring of planted saplings in 10 communities. Besides, the program communicated with Union Parishad Chairman, Members, distributed relief among 17 victim families of political violence in Jessore and selected land in Jessore. Political unrest, space for meeting, demand of community was some of the challenges of program implementation.

ACHIEVEMENT

- ✦ Monthly coordination meeting of CDMC held in 10 Communities
- ✦ Bi-monthly coordination meeting of CDRT held in 8 Communities.
- ✦ Bi-monthly meeting of UDMC held in 3 communities
- ✦ PIC meeting held in 4 Districts (Bhola, Jamalpur, Jessore and Satkhira)
- ✦ 16 Court yard meeting held in Sheikhpura and Kathaltola with 500 participants
- ✦ Monitoring of planted saplings conducted in 10 communities.

COMMUNITY DEVELOPMENT INITIATIVE (CDI) PROGRAMME

Four Community Nursery were establishing in Rangpur and Gopalganj in January, 2014 in order to provide seeds to the farmer. A total of 200,000 saplings were distributed to 256 farmers. A training on Tailoring for poor unemployed women was conducted under the CDI programme. After receiving the training 30 unemployed women started their business on tailoring. IGA grant usages monitoring in Rangpur and Gopalganj is going on as regular work. A total number of 550 House Hold started IGA. Skill training was conducted for 174 IGA beneficiaries in collaboration with Livestock Department and participants received training on Livestock Management. Non Formal Education follow up classes of

18 batches was going on. A total number of 540 community people were able to read and write through this program.

Court yard meetings were held in Rangpur and Gopalganj district. A total of 38 court yard meetings on CBHFA (Community Based Health and First Aid) at community level were held in Gopalganj and Rangpur district which covered 684 participants. The main purpose of the meeting was to share health issues to the community people. Community Program Committee (CPC), Community Disaster Response Team (CDRT), Unit Disaster Response Team (UDRT) and District Program Community (DPC) meeting was held in Rangpur and Gopalganj CDI Program during the reporting month.

ACHIEVEMENT

- ✦ Organized meeting with CDMC, PIC, CDRT and UDMC members
- ✦ Follow up and monitoring of IGA grant usages and Non Formal Education is going regularly
- ✦ Skill training on Livestock Management was organized by the Program

HUMAN RESOURCE DEPARTMENT

During the reporting month HR Department worked on transfer of 16 Officials and 6 Staff of NHQ, Units, Projects, Red Crescent Hospital and Maternal Care Hospitals. The Department undertook process for recruitment of 2 officials and 2 staff under project budget and 1 official and 2 staff under revenue. 2 officials and 2 staff have been given retirement from service. Besides, the Department undertook duties related to annual increment for 22 officials and staff, service regularization of 2 staff, promotion of 10 officials, provident fund to 2 officials and 2 staff and renew of job contract of 1 official and 2 staff.

ACHIEVEMENT

The Department processed for 11 recruitment, annual increment for 22 officials, service regularization of 2 staff, promotion of 10 officials, provident fund to 6 officials and renew of job contract of 3 officials.

CYCLONE MAHASEN EARLY RECOVERY PROJECT

In January 2014, all the shelter beneficiaries received cash grant for repairing their damaged shelter. Besides, 8 model shelters were constructed and demonstrated at the community by PASSA (Participatory Assessment

for Safe Shelter Awareness) Community Group. Key objective of this initiative was to visualize instructions



on preparing safe shelter so that beneficiaries can replicate the standard shelter model.

Construction of ring and slab was started in January 2014. Hygiene kits were distributed in Barguna Sadar and Taltali upazila under Barguna district where 846 family received support. Rest of the families will receive kits very soon as the materials have stored at the Unit Office. Furthermore, awareness raising sessions on PHAST were conducted within 2nd January and 14th January 2014 with the community people. Four team comprising 16 volunteers were engaged in conducting the sessions.

Cash for livelihood was distributed to 175 households in Barguna Sadar upazila under Barguna district. For cash for work, 6 schemes were selected and PICs (Project Implementation Committees) were formed in Barguna Sadar under Barguna district and Golachipa upazila under Patuakhali district.

ACHIEVEMENT

- ✦ Completed shelter cash grant distribution to all beneficiaries
- ✦ 846 households received hygiene kits
- ✦ Conducted HAST sessions at the community
- ✦ Distributed cash for livelihood to 175 families
- ✦ Selected 6 schemes and formed 2 PICs in Barguna and Patuakhali district

PLANNING AND DEVELOPMENT (P&D) DEPARTMENT

In the Ordinary General Meeting (OGM), the organogram of BDRCS approved by the higher authority of BDRCS with minor adjustment. After incorporating the requirements, the organogram will be circulated in BDRCS campus and its stakeholders. During the reporting period, Logistic Department has been established according to new organogram.

BDRCS authority took an initiative to centrally print promotional items such as diary, calendar and greeting cards for 2014. For that reason a committee was formed where Director and a Field Officer of P&D Department nominated as member and Member secretary respectively. Member Secretary of the printing committee also distributed those items.

The Branch Operational Manual (BOM) was finalized by incorporating the feedback received from Directors. The request was submitted for clearing the payment of the consultant to IFRC (International Federation of Red Cross and Red Crescent Societies).

The consultant had submitted the final 4 Years` Development Plan 2014-17 by incorporating all the feedbacks received from different Departments of BDRCS. This planning document is now under process to approve by the Chairman of BDRCS.

Regarding the Law, two letters were collected which were forwarded by the Ministry of Health & Family Welfare to NBR and Ministry of Finance. Now, BDRCS is trying to communicate with the Ministry of Health & Family Welfare for next response.

ACHIEVEMENT

- ✦ Approved new organogram of BDRCS with minor adjustment
- ✦ Consultant submitted final BOM document to BDRCS
- ✦ Finalized 4 Years Development Plan 2014-17

PLANNING, MONITORING, EVALUATION AND REPORTING (PMER) SECTION

In January 2014, PMER Section prepared plan for 2014 for CRC and shared with IFRC OD Focal Point for review. The Section prepared and submitted the report for Oct-Dec, 2013 quarter to CRC (Canadian Red Cross). Interactive discussion was made prior to finalize the report.

During the reporting period, all plans were finalized from BDRCS part and sent to consultant for finalization. PMER Officers closely worked with Health Department for completing the plan. The final version of 4-Year Development Plan 2014-17 was available from mid-January 2014.

Monthly progress sharing meeting with TRF partners of BDRCS held in the reporting month to discuss about the achievements against PoA. The forum decided to arrange this meeting once in every month. It was also decided that micro plan on each PoA and budget to be prepared by all TRF partners through a prescribed template.

Besides, one PMER Officer provided support to 'Mahasen Early Recovery Project' in preparing presentation for follow up meeting.

ACHIEVEMENT

- ✦ Prepared and submitted CRC quarterly report
- ✦ Received final version of 4 Year Development Plan 2014-17
- ✦ Organized progress review meeting with TRF stakeholders

TRACING DEPARTMENT

The Tracing Department exchanged 58 Red Crescent Messages during the reporting month. The Department sent 52 RCMs (49 to Myanmar, 2 to Jordan and 1 to Malaysia) and 6 BTS to Myanmar. The Department dealt with 4 tracing request from UK (1) and Norway (3). Among the 4 request, 1 negative response had been sent to UK and other 3 is under process with Gazipur RC Unit. 5 Bangladeshi detainees from Juweideh Correction and Rehabilitation Center, Amman, Jordan were in collaboration with ICRC Dhaka, Ministry of Home Affairs. Besides, the Department undertook visit to Jails and distributed food and non-food items to 180 foreign detainees in 12 Jails in Bangladesh (Dhaka, Gazipur, Chittagong, Bandarban, Chandpur, Feni, Khagrachari, Jessore, Satkhira, Khulna, Netrokona and Manikgonj).

A list of 168 persons of personally repatriated during 2012-2013 period was sent



Figure: kits distribution among detainees

to the Ministry of Home Affairs. The aforesaid activities of Tracing Department helped reducing anguish of victims and their families, increased credibility of BDRCS tracing/ RFL activities and helped RC Units to realize the importance of tracing work. The Department faced challenges in locating receivers address as most of the addresses were incomplete.

ACHIEVEMENT

- ✦ Exchanged 58 Red Crescent Message
- ✦ Among 4 tracing request, 1 negative response sent to UK
- ✦ Repatriated 5 Bangladeshi detainees from Amman, Jordan
- ✦ Relief distributed to 180 foreign detainees in 12 BD Jails
- ✦ List of 168 personally repatriated persons in 2012-13 prepared and shared with the Ministry of Home Affairs.

URBAN DISASTER RISK REDUCTION (UDRR) PROGRAMME

The program organized 2 meetings with Urban Disaster Response Team (UDRT) members with the collaboration of American Red Cross Society (Am Cross) in Dhaka and Rangpur district. A total of 50 participants attended the meeting. Safety Club meetings were held in the same month in Rangpur and Dhaka in collaboration with the American Red Cross. Out of 20 core schools, 8 meetings were held in Dhaka and 10 in Rangpur district. Students acquired knowledge on disaster through the meetings. A total number of 220 students attended the meeting.

A three-day long training on Basic Disaster Risk Management was conducted in January 2014. A total of 2 courses in Rangpur District and 2 in Dhaka City

Unit were completed in order to raise awareness on disaster, implement disaster preparedness initiatives and develop knowledge regarding disaster management among the school students. A total of 124 students participated in the training where 72 were boys, 42 were girls and 10 were teachers.

Training on VCA (Vulnerability and Capacity Assessment) was conducted with different school students in Rangpur and Dhaka. A total of 60 students were covered under the training where they have learnt how to assess vulnerability and capacity of the school.

ACHIEVEMENT

- ✦ Cash grant provided to 100 families in order to support their livelihood
- ✦ Organized competition events under school based co-curriculum activities
- ✦ Training on Disaster Management for UDRT member and Tailoring for community people was organized by the project.

VULNERABILITY TO RESILIENCE (V2R) PROJECT

Construction of 26 community centres has been started in Barguana and Patuakhali in collaboration British Red Cross and BDRCS Units. Once constructed, the community centres will be a platform for implementing project activities as well as sustainability of the project with the community ownership. New CDMC formed in Char Unda, Char Montaz, Rangabali and Patuakhali with a total of 15 members (8 male and 7 female). This newly formed CDMC will increase involvement of community members to the risk reduction and development process. Prior to construction of community centres identification of land and signing of deeds was conducted.

Distributed latrine set to 403 HH of 3 communities of Patuakhali District (Galachipa, Charchandupara and Kalapara). Each HH received 1 RCC square slab and 5 peaces of RCC ring with installation and demonstration services from the project which will help to reduce open defection, diarrheal disease and improve sanitation practice. Each HH received 1 RCC square slab and 5 peaces of RCC

ring with installation and demonstration services from the project which will help to reduce open defection, diarrheal disease and improve sanitation practice.

61 water point (tube well) rehabilitated in 10 communities of Patuakhali District to increase the access to safe drinking water. Besides, monthly meeting of Project Implementation Committee held in Barguna and Patuakhali where PIC members discussed about on-going activities and plan of action for next month. A total of 12 members (11 Male and 1 Female) participated in the meeting.

ACHIEVEMENT

- ✦ Started construction 26 community centres in Barguna and Patuakhali
- ✦ New CDMC formed in Char Unda, Char Montaz, Rangabali and Patuakhali
- ✦ Distributed latrine set to 403 HH of 3 communities of Patuakhali District
- ✦ 61 water point (tube well) rehabilitated in 10 communities of Patuakhali District

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SECTION

ICT Section organized the MoU (Memorandum of Understanding) signing program between BDRCS and Shurjomukhi Ltd. for payment gateway integration on the BDRCS website. A survey and requirement analysis has been conducted for improving internal network in BDRCS. A stock take of IT inventory has been carried out to replace the old systems with new hardware.

During the reporting period, ICT Section has been shifted under Logistics Department according to the new organogram of BDRCS.

The section, as routine activity, extended necessary IT (Information Technology) supports and services to NHQ based Departments, Programmes, Projects and individuals of BDRCS.

ACHIEVEMENT

- ✦ Organized MoU signing program between BDRCS and Shurjomukhi for online payment gateway integration
- ✦ Conducted requirement analysis for network extension and replacing old hardware
- ✦ Extended regular IT support to staff

FUND RAISING DEPARTMENT

In January 2014, the Fundraising Department issued work order in favor of Mousomi Enterprise for 100 pieces of bags and Golden Traders for 700 pieces of T-shirt. The Department communicated with Mrs. Parvin Akter, Joint Secretary of IRD of the Ministry of Finance regarding Red Crescent lottery. Communication also made with the Director of Shajala International Airport in regard to placement of new Donation Boxes at the airport premises. The Department also communicated with various Bank Industrialist/Businessman & Insurance Company for Blankets/Winter Clothing/ Cash in favor of Bangladesh Red Crescent Society for the Cold Wave affected people & Collected 2000 blankets from EXIM Bank & 1000 blankets from NCC Bank. in favor of Bangladesh Red Crescent Society for the Cold Wave affected people.

During the reporting month, the Department collected an amount of BDT 161,565 by selling different souvenir items and deposited to the Sonali Bank Account.

ACHIEVEMENT

- ✦ Collected 2000 blankets from EXIM Bank & 1000 blankets from NCC Bank
- ✦ collected an amount of BDT 161,565 by selling different souvenir items

DISASTER RESPONSE DEPARTMENT

Response Department responded to cold wave in Bangladesh. A total of 43,000 pieces of blanket had been distributed among 32,709 beneficiaries in the cold wave affected areas of the country through 68 Units/Branches of BDRCS.

This year, a total of 20,000 pieces of blanket purchased from BDRCS own fund, 20,700 from utilizing joint (BDRCS & IFRC Bangladesh Delegation) Disaster Preparedness (DP) stock for supporting cold wave response. The Department also received 5300 pieces of blanket from external support from different banks and organizations.

Procurement process for blankets from Society's own fund had been completed in due time for this reason blanket distribution was finished timely. An appeal for supporting cold wave sufferers was also been launched

in the daily newspaper.



Figure: Grandfather covered his grand sons with blanket, after receiving blanket form BDRCS at Chapainowabganj Unit.

Under the 'Other situation in Violence (OSV)' project, relief had been distributed among 706 affected families of Jessore (190), Satkhira (185), Dinajpur (250) and Thakurgaon (81) districts after political violence. Each of the family received 20 kg of rice, 5 kg of lentil, litres of edible Oil, 5 kg of potato, 2 kg of sugar, 2 kg baby cereal, 2 kg of salt, 2 piece of laundry soap, 2 piece of bathing soap, 2 piece of male clothing (lungi), 2 piece of female clothing (sharee), 12 match box, 6 piece of candle and 2 piece of blanket.

In January 2014, second phase of distribution completed among 1000 beneficiaries has been completed under the Early Recovery Project. Each of the beneficiary received BDT 15,000 (CHF under this support. After distribution, a post monitoring was conducted in the project intervention area. Moreover 1000 targeted families were received one day orientation on agricultural issues covering pest control, seeding, using fertilizer etc. This project was aimed to provide livelihood support among 1000 targeted families where each family will receive BDT 20,000 and different types of training like First Aid, Agricultural etc.

The Department distributed NFIs (Non Food Items) among the fire affected people in Cox's Bazar. A total of 51 families of Cox's Bazar received this support. Each of the affected family received 2 piece of tarpaulin, 2 piece of jerrycan, 2 piece of blanket and 1 piece of family kit.

ACHIEVEMENT

- ✦ Distributed 43,000 pieces of blankets among cold wave affected vulnerable people
- ✦ Distributed relief among 706 political violence sufferers households in four districts under OSV project .
- ✦ Completed second phase distribution among 1000 families under Early Recovery project
- ✦ Distributed relief to 51 fire affected families in Cox's Bazar

ESTATE DEPARTMENT

During this reporting period, Estate Department was occupied in collecting current and due rent from different sources of BDRCS like Motijheel Bhabon, Mitford Shopping Complex, Seaton Red Crescent Borak Tower, Mirpur Red Crescent Multi-plan City, Mohakhali Red Crescent Concord Tower, Chittagong Based Diplo, National Pubali Bank etc. A total of BDT 39705512 (CHF 496318.90) was planned to collect as house rent. However, the Department was able to collect BDT 8122941 (CHF 101536.78) as rent during this reporting period.

ACHIEVEMENT

- ✦ Collected BDT 8122941 (CHF 101536.78) as rent during this reporting period.

Bangladesh Red Crescent Society (BDRCS)

The Bangladesh Red Cross Society was constituted on 31 March, 1973 by the President's Order No.26 of 1973 with retrospective effect from the 16 December 1971. The Society was recognized by ICRC on 20 September, 1973 and admitted to the International Federation of Red Cross and Red Crescent Societies (IFRC) on 2 November, 1973. The name and emblem were changed from Red Cross to Red Crescent on 4th April 1988 vide Act 25 of 1988. The President of the People's Republic of Bangladesh is ex-officio President of the Society. BDRCS is conducting different interventions covering five divisions, namely, Disaster Management, Health Services, Planning & Development, Central Support Services and Finance & Accounts through its 68 Unit/Branches across the country.

Vision

To become an effective and efficient humanitarian organization in Bangladesh by 'doing more' 'doing better' and 'reaching further'.

Mission

To prevent and reduce human sufferings and save lives of the vulnerable people.

Important Contacts (queries and grievances)

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