ADMINISTRATION DEPARTMENT

In February 2014, the Department distributed Identity cards to BDRCS officials at National Head Quarter (NHQ), Units, Maternal Care Hospital, Blood donation centre and others. Key objective was to increase accessibility of BDRCS officials to other institution whenever need. A total number of 260 officials/staffs had been covered till date. Apart from these, visiting cards had also been prepared and distributed among 204 BDRCS staff till date.

The Department prepared 10 days roster for guards and other security persons in order to ensure office and assets security of the National Society. Different types of official documents like office order, office circular and notice had been circulated and distributed among the staffs at NHQ BDRCS. Besides, the department undertakes various routine works like providing attendance status and absent statement of BDRCS staffs to Accounts Department for preparing monthly staff salary. Bills for electricity, mobile phone and newspaper had also been submitted to Accounts Department for taking the necessary action.

Besides, the Department organized for observance of International Mother Language Day on 21 February, 2014. At the same time, preparation started to observe Birth Anniversary of father of the nation and Independent day respectively on 17 and 26 March 2014. Also preparation for conducting Ordinary General Meeting (OGM) to be held in 22 March, 2014 was underway.

COMMUNITY DEVELOPMENT INITIATIVE (CDI) PROGRAMME

Trainings on tailoring and livestock management were organized with IGA (Income Generating Activity) beneficiaries in Gopalganj and Rangpur district. A total of 196 IGA beneficiaries received training on livestock management and 30 women were trained on tailoring. Besides, the programme distributed second installment of IGA grant to 258 households in the project implementation area.

Courtyard sessions on CBHFA (Community Based Health and First Aid) held in Rangpur and Gopalganj district in different health issues. A total of 627 people were reached through 32 sessions.

Meetings with Community Disaster Response Team (CDRT), Unit Disaster Response Team (UDRT), Community Program Committee (CPC) and District Program Committee (DPC) members were held in Rangpur and Gopalganj district. A total 195 members were present in 14 meetings and contributed through sharing their opinion for smooth implementation of project interventions.

ACHIEVEMENT

- Observed International Language day on 21 February, 2014
- Distributed Identity and Visiting cards to BDRCS staff
- Prepared roster for security guards
- Submitted attendance status and absent statement to Accounts Department for preparing salary
The meeting was presided by the treasure Mr. Tauhidur Rahman. In regard to donation box placement in Shajalal International Airport the Department communicated with the authority to get the permission.

Beside this thanks letters and BDRCS dairy was presented to Islami Bank Ltd, Janata Bank Ltd, Exim Bank & NCC Bank who donated blankets in favour of Bangladesh Red Crescent Society for cold wave affected people. The Islami Bank donated 2000 blankets, Janata Banks donated 300 blankets, Exim Bank donated 1000 blankets and NCC Bank donated 1000 blankets.

In the same month, the department deposited an amount of BDT 1,22,765/- (one lac twenty two thousand seven hundred sixty five taka only) in the Sonali Bank account by selling souvenir items.

Under the Community Nursery Development (CND) initiative, a total of 200,000 saplings had been produced and 1200 saplings were sold out among community people. Moreover, the programme conducted follow up visit of non formal education class in the community where 540 persons were found continuing classes.

ACHIEVEMENT

✦ Distributed IGA grant to 258 households
✦ Produced 200000 saplings through CND initiative
✦ Organized training on tailoring and livestock management for 226 beneficiaries
✦ Conducted 32 court yard sessions
✦ Held meeting with DPC, UDRT, CDRT and CPC members

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 Multiplan City, Mohakhali Red Crescent Concord Tower, Chittagong Based Dipo, National Pubali Bank etc. A total of BDT 42,616,706 (CHF 1,032,708.82) was planned to collect as house rent. However, the Department was able to collect BDT 22,175,448 (CHF 277,193.1) as rent during this reporting period.

ACHIEVEMENT

✦ Collected BDT 22,175,448 (CHF 277193.1) as rent during this reporting period.

FUND RAISING DEPARTMENT

In February 2014, the Fund Raising Department took part in fifth Dhaka divisional Camp of Red Crescent Youth which was held on 07 February to 09 February, 2014. The Department set up a stall in the Youth Camp for selling souvenir items. An amount of BDT 40,465/- (Forty thousand four hundred sixty five) was collected by selling the souvenir items by the Department.

During the reporting period, a meeting of lottery committee was held on 20th February 2014 at the BDRCS conference room in collaboration with Fund Raising Department.

ACHIEVEMENT

✦ The Department processed for 5 transfer, 3 recruitment, 8 resignation, 3 regularization, provident fund for 1 staff and contract extension for 6 staff.
PLANNING AND DEVELOPMENT DEPARTMENT

During this reporting period, an official of P&D Department nominated as member secretary of the Promotional Committee and occupied to distribute the items to the staffs. The Branch Operational Manual (BOM) was forwarded by the department to SARD office in Kuala Lumpur in order to review the document which was prepared by the external consultant.

In regard to new legal base, Ministry of Health & Family Welfare forwarded the draft to National Board of Revenue (NBR) and Ministry of Finance for their endorsement regarding tax exemption issues. On reply NBR and Ministry of Finance shared their opinion regarding tax exemption facilities, fund allocation and pre-approval process of fund. In this connection, Planning and Development Department met Senior Assistant Secretary of the Ministry of Health and Family Welfare and submitted supporting documents in favour of tax exemption that have been enjoyed by BDRCS since 1971. Another meeting regarding legal base was held with Honourable Chairman of BDRCS, Head of Delegations of IFRC and ICRC representative was also organized by the P&D Department. The purpose of the meeting was to convey the status of new legal base and seek necessary support from the higher authority in order to accelerate the process.

A proposed Plan of Action of P&D Department for the year 2014-2015 was prepared by PMER Section and the Department shared the Plan of Action with Organizational Development (OD) focal point of IFRC in order to extend support to continue the activities smoothly. In this reporting period the department was occupied to organize a workshop on Organizational Capacity Assessment and Certification (OCAC) scheduled to be held on 23-25 March 2104.

An official of P&D Department was nominated as Sub Camp Commander of Birsreshtho Matiur Rahman Sub Camp in divisional Youth Camp-2014 which was organized by BDRCS. The nominated official was awarded for his tremendous performance as sub camp commander.

ACHIEVEMENT

- Forwarded Branch Operational Manual (BOM) to Kuala Lumpur for review
- Organized meeting with Chairman of BDRCS, IFRC and ICRC representatives in regards of legal base
- Plan of Action 2014-2015 of P&D drafted and submitted to OD focal point

PLANNING, MONITORING, EVALUATION AND REPORTING SECTION

In February 2014, PMER Section provided support to UDRR – Health, CHT and UDRR programme to formulate revised PoA and detail budget maintaining prescribed template. PMER Officers represented BDRCS PMER Section in several meetings including meeting for selecting Units for providing ICT (Information and Communication Technology) training and equipments, developing digital database for blood programme of BDRCS.

3 Officials of the Section participated ‘Monitoring & Evaluation for Development Project’ training course at Bangladesh Academy of Rural Development (BARD), Comilla on 9~14 February, 2014. The 5 days long training covered different aspects of M&E in development field. Different sessions, made on implication and mainstreaming of M&E in development project, were interactive and resourceful.

The Section planned to organize a workshop on Sensitization of PMER and mid-term progress review of implementation of Strategic Development Plan 2011-15 aiming mainstreaming of BDRCS PMER and acknowledgement of midterm progress review of SP through proper authority. Agenda wise detail schedule and issues for group work had been defined during the reporting period.
Besides, PMER Officer provided support to ‘Mahasen Early Recovery Project’ in preparing presentation and organizing Lessons Learned Workshop.

**CYCLONE MAHASEN EARLY RECOVERY PROJECT**

In February 2014, PASSA (Participatory Assessment for Safe Shelter Awareness) Team conducted shelter monitoring at the community level and they covered 30% shelter during the reporting period. Rest of the households will be covered through conducting second phase shelter monitoring in March 2014. During this month, 700 sets (each set comprises of 1 slab and 5 rings) of ring and slab were distributed at the community.

Besides, distribution of super structure material to 700 families started on 13 Feb 2014 and completed on 19 Feb 2014. For fixing super structure materials at the community level, the project hired carpenter to do the job on behalf of the project. Moreover, hygienic kits were distributed to 2800 households during this reporting period.

For cash for work on selected schemes was conducted during the reporting month. The details are mentioned in the following table.

**Table:** Accomplishment of road repair in Barguna and Patuakhali district

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**ACHIEVEMENT**

- Conducted 30% shelter monitoring
- Distributed 700 sets of ring and slab at the community
- Distributed hygiene kit to 2800 families
- Completed CFW

**INFORMATION AND COMMUNICATION (ICT) SECTION**

BDRCS is going to implement the Enterprise Resource Planning (ERP) system Microsoft Dynamics NAV 2013 for the Departments such as Accounts, Store and Estate. As a process of ERP implementation, a 15 days training for relevant staff has already been started in BDRCS campus. The trainers were from Agile Soft, a vendor from Nepal who are responsible for implementing the ERP. The ICT Section of BDRCS had to undertake a number of activities for the success of the training.

The BDRCS on premises server has been upgraded to Windows Server 2012 R2. Microsoft Dynamics NAV 2013 and SQL Server 2012 was installed on the server. Eighteen (18) computers were migrated to Windows 7 from Windows XP. The training center was equipped with both Wi-Fi and cable network. The IT staff of BDRCS and IFRC Bangladesh Delegation provided technical and linguistic support in the training. They also figured out and solve the problems the participants were facing regarding learning the functionalities of the ERP system. The IT staff also contributed in taking decision to install the ERP system on the cloud which will help BDRCS to extend the services of ERP to other Units located in different districts of Bangladesh.

A number of email addresses were created for staff from different Departments of BDRCS. The ICT Section is motivating staff to use the email under BDRCS.ORG domain to ensure branding and visibility of the organization. Besides, IT support was also provided to BDRCS National Camp.
In February 2014, BDRCS Training Department conducted 06 Basic First Aid training. A total number of 134 (Male-69, Female-65) employees from different organization like Muslim Aid, British Council, Christian Aid and Save the Children participated in the training. Participants of the training got basic idea about First Aid.

Training on Search and Rescue was conducted for RREW project, Muslim Aid, Christian Aid and Save the Children. A total number of 243 (Male-138, Female-108) participants attended from those organizations and gathered knowledge and skills on providing search and rescue services in time of emergency. Vulnerability Capacity Assessment (VCA) training was conducted in collaboration with Swedish Red Cross (SRC) for the WASH project. A total number of 14 persons (Male-09, Female-5) of Gaibandha attended the training. The main objective of the training was to provide knowledge about the assessment of vulnerability and capacity. Training on Accountability was conducted in collaboration with IFRC at NHQ, BDRCS. A total number of 20 (Male-16, Female-04) officials of BDRCS received the training which would help the participants to improve their knowledge on accountability issues. A Training of Trainers (TOT) on Disaster Risk Reduction (DRR) held in Khulna on 25-28 February, 2014. A total number of 25 staff of RREW project attended the training. Participants of the training got knowledge and techniques in conducting training on Disaster Risk Reduction (DRR).

Moreover, a few changes were made in the design of the website and some important events and news were uploaded. Furthermore, one drive has been made functional under office 365 for online data backup.

**ACHIEVEMENT**

- Organized training on Microsoft Dynamics NAV 2013 ERP system
- Planned to install ERP system on the cloud for future extension
- Email creation and staff motivation to use BDRCS.ORG emails for branding and visibility is under process
- Implemented one drive
- Extended regular IT support to staff

**DISASTER RESPONSE DEPARTMENT**

During the reporting month the Department responded to a fire incident happened at Modhubagh Slum, Moghbazar, Dhaka. After the incident, two groups of victims (severely affected and partially affected) were identified based on severity of loss. Based on this, a total of 262 families had been taken under the response initiative. Among them 134 severely affected family received 1 box of family kits and 128 partially affected family received 1 blanket and 1 hygiene parcel box. BDRCS and IFRC joint DP (Disaster Response) stock had been used in the response.

Under the Other Situation of Violence (OSV) project, relief had been distributed among 48 affected families of political violence in Chittagong district. With the financial support of ICRC, each of the family received BDT 15,300 (CHF 191.25) for Cash for Food and Cash for NFIs.

Training on First Aid was conducted with 40 participants under Early Recovery Project (ERP) at Kurigram district.

**ACHIEVEMENT**

- Provided response to a fire incident at Modhubagh, Moghbazar, Dhaka
- Distributed relief to 48 families under OSV
- Conducted training of First Aid with 40 beneficiaries under ERP

**TRAINING DEPARTMENT**

**ACHIEVEMENT**

- Basic First Aid and Search and Rescue Training organized for different types of organization
- Vulnerability Capacity Assessment (VCA) training conducted in collaboration with Swedish Red Cross (SRC) for the WASH project
- TOT on DRR organized for the RREW project staff
TSUNAMI RESIDUAL FUND (TRF) PROJECT

In February, 2014 Jessore and Magura blood centre staff received their salary.

Deputy Director of Health, who has providing technical support to UDRR program continued training on Ultra sonogram in a private training institute named Shristy.

Cyclone Preparedness Program and UDRR Program were not able to implement their activities under TRF project due to unavoidable situation.

CHT-CDI program works for establishing self reliant community through developing socio-economic condition of most disadvantaged people at four communities comprising seven villages in Bandarban and Khagrachari. In this connection, a number of 56 members of Unit Disaster Response Team (UDRT) were trained on First Aid (FA) in Bandarban and Khagrachari during the reporting period. In order to reduce different communicable diseases and develop health condition of the villages in CHT-CDI program area, 28 volunteers were trained on Community Based Health and First Aid (CBHFA). Trained volunteers conducted 36 CBHFA sessions among 568 men and women to raise awareness on health issues.

ACHIEVEMENT

- CHTP Program organized training on First Aid (FA) and Community Based Health and First Aid (CBHFA)
- Volunteers conducted 36 CBHFA sessions among 568 men and women on health issues

TRACING DEPARTMENT

In February 2014, the Department exchanged 42 Red Crescent Messages (RCMs) within country and abroad. A total of 26 messages were sent to different counties abroad including Myanmar (20), Jordan (1) and Malaysia (5). Besides, 3 RCMs sent inside of Bangladesh and 13 BTS sent to Myanmar. ICRC Dhaka, Myanmar, Jordan, Malaysia and Indian Red Cross, BDRCS Units & Tracing department worked together for successful completion of the initiatives which reduced anguish of the receivers by re-establishing contact among them. However, locating receiver was a challenge for the tracing team as most of the addresses were incomplete.

Besides, one tracing request had been sent to Malaysia and one received from German with the support of ICRC, Dhaka, German Red Cross, BDRCS Unit and Tracing Department. However, the challenge was to reach family to provide correct information to locate the sought person. The Department extended support to repatriate one Bangladeshi and two Pakistani Nationals from KLIA immigration depot in Kuala Lumpur, Malaysia. BDRCS tracing team assisted in Dhaka Airport.

Representatives from the Department visited Comilla Central jail for selecting beneficiaries for providing response service. A total of 19 prisoners had been selected for the support. Prison authority extended their support through giving access to BDRCS Tracing team in jail which also enhanced coordination among the two parties. Besides, letter had been sent to Ministry of Home Affairs for providing mobile service in Bangladesh Jail for foreign prisoner.

Figure: Participants of First Aid (FA) training conducted in Bandarban and Khagrachari district under TRF Project
But Jail Code was a challenge to provide support in this regard. Furthermore, letter was sent to Ministry of Home Affairs with request to repatriate prisoners from Jammu Jail.

The Department provided notification to Indian embassy for 29 Indian Nationals detained in different jails of Bangladesh who have completed their sentenced period and are waiting to be repatriated to their country. However, the challenge was to get acknowledgement from the Indian embassy.

Seven family notifications received from India, Malaysia and sent to different places of Bangladesh (Sunamgonj, Narshindi, Narayangonj, Pabna, Jessore and Munshigong district). A total of 6 families were informed about the message. However, one was unsuccessful due to incomplete address and mobile number.

VULNERABILITY TO RESILIENCE (V2R) PROJECT

In February 2014, the project completed construction of roof and fence of the ‘Community Centres’ in Barguna and Patuakhali District. A total of 16 centres out of 26 are now ready for utilization. Rest of the work is under process. It has created an opportunity for the community people to meet at a specific place to discuss about the implementation of project activities. Besides, land identification and deed finalization including timber purchase had been completed for establishing another 11 ‘Community Centres’.

Rehabilitation of water points (tube well) is under process at the new communities named Char Unda, Char Montaz, Rangabali, Patuakhali under Barguna and Patuakhali district. These rehabilitated tube-wells will contribute to increase the proportion of access to safe drinking water than before. However, the challenge was to purchase and transport of necessary material for conducting the rehabilitation activities in time.

In the reporting month, Mr. Pat Foley, Livelihood Advisor, BRC conducted a Participatory Livelihoods Review. He visited 3 communities of Galachipa, 2 communities of Kalapara, 2 communities of BargunaSadar, 1 community of Taltoli and 2 community of Pathorghata for collecting data. At the end of visit, he shared a report/guideline on how to provide livelihood support to the community people.

Besides, monthly meeting with Project Implementation Committee (PIC) members were held in Barguna and Patuakhali district. A total of 12 members were present in those meetings where they discussed on the progress of ongoing project activities and also highlights the challenges.

ACHIEVEMENT

- Exchanged of 42 RCM and sent 2 tracing request
- Extended support to repatriate one Bangladeshi and two Pakistani National
- Visited Comilla central jail
- Letter sent to Ministry of Home Affairs for providing mobile service in Bangladesh Jail for Foreign prisoner
- Notified Indian Embassy for repatriating 29 Indian Nationals detained in different jails of Bangladesh
- Received 7 family notifications from abroad and sent accordingly
- Letter sent to Ministry of Home Affairs with request for repatriation from Jammu Jail.

URBAN DISASTER RISK REDUCTION (UDRR) PROGRAMME

In February 2014, Unit Disaster Response Team (UDRT) Meeting was held in Dhaka and Rangpur Unit on 19 February, 2014 in collaboration with American Red Cross Society. A total number of 25 team members attended the meeting. Safety Club Meeting also held in Dhaka and Rangpur Unit in Collaboration with American Red Cross. A total number of 220 club member attended in 20 meetings which were held in Dhaka and Rangpur Unit.
During the reporting period, half day community awareness session was organized in Dhaka and Rangpur Unit. A total number 400 community people were attended in 8 community awareness session. The session was held in Dhaka and Rangpur Unit’s core school. Parents, guardians and community people attended the half day awareness session. The main purpose of the session was to provide knowledge about different types of disaster in order to response immediately in time of any disaster.

UDRR program organized a drill exercise on earthquake in this reporting period in Rangpur Mahigang Girls High School. All teachers and students participated in the drill exercise. Students, teachers and other staff got an idea about their duties before, after and during earthquake.

The Department organized a Youth Conference on 24 February, 2014 in Khulna City Red Crescent Unit. A total number of 200 participants (Head teachers, responsible teachers of RCY, Youth Chief of the institute, and other youths) of 36 educational institutes attended the conference. Participants of the conference got an idea about Red Cross and Red Crescent Movement and they also agreed to establish co-curriculum activities as an institution.

**ACHIEVEMENT**
- 5th Youth Red Crescent training camp organized
- Youth Conference organized in Khulna City Red Crescent Unit

**YOUTH AND VOLUNTEER (Y&V) DEPARTMENT**

On 05-10 February, 2014, Youth and Volunteers Department organized 5th Youth Red Crescent training Camp in BIT School of Uttara, Dhaka. A total of 900 youths and volunteers of International Friendship Programme (IFP) from five units and 22 units including Dhaka unit’s youths, school/college youths, responsible teachers and unit level officers participated in the camp. The opening session of the Camp was graced by honorable Home Minister of People’s Republic of Bangladesh as chief; honourable Chairman of Dhaka Education Board and Chairman of BDRCS as Special Guest, besides board members, Secretary General and other officials attended in the inaugural session of the camp. Training was conducted on Red Cross and Red Crescent Movement, First Aid, Search and Rescue, Disaster Management, Climate Change and youth and Co-curriculum activities in the camp. Honourable Education Minister was the Chief Guest of the closing Ceremony of the Camp.
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.

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