ADMINISTRATION DEPARTMENT

In March 2014, the Department distributed Identity Cards (ID) to BDRCS officials at National Head Quarter (NHQ), Units, Maternal Care Hospital, Blood Donation Centre and others. ID cards will increase the accessibility of BDRCS officials to other institutions when needed. A total of 260 Identity Cards were distributed till the date. The Department prepared 10 days roster for guards and security persons in order to ensure security of National Headquarters of BDRCS. Different official documents like office orders, circulars and notice were distributed among the staff at NHQ BDRCS to accelerate the activities of the BDRCS.

Apart from these, the Department undertook various routine works during the reporting period and those are:

- Provided absent status of the BDRCS staffs to Accounts Department for preparing monthly staff salary
- Prepared and submitted bills for electricity, Robi Telecom, telephone and paper to the Accounts Department for taking necessary action.

COMMUNITY BASED DISASTER RISK REDUCTION (CBDRR) PROGRAMME

The Programme organized monthly coordination meeting at 10 communities with 143 Community Disaster Management Committee (CDMC) members including 75 male and 68 female. Various project related issues like tree sapling care, Community Resource Centre (CRC), basic training, monitoring of saplings, land donation for CRC, pure drinking water, livelihood & shelter support, DREF (Disaster Response Emergency Fund) formation, school session and quiz, court yard meeting, CDMC/CDRT WASH and Cyclone shelter management training. Besides, bi-monthly coordination meeting was also organized with Community Disaster Response Team (CDRT) members at 10 communities. A total of 138 members including 60 male and 78 female participated and shared their views regarding different project related issues.

Bi-monthly coordination meeting was held with Unit Disaster Management Committee (UDMC) members of Dhalchar, Sagordari and Moshimnagar community under the project intervention area. A total of 75 members including 69 male and 8 female participated in the meeting. Besides, meeting was held with the Project Implementation Committee (PIC) members at Bhola, Jamalpur, Jessore and Satkhira district. Total 25 PIC members (including 21 male and 4 female) participated and shared their opinion on different project issues.

The programme organized training course on Basic Leadership and Management at 10 communities under the project intervention area. A total of 159 CDMC members, including 78 male and 71 female, participated and acquired knowledge on how to become an effective manager.
Count yard meetings for Awareness raising were conducted at 10 communities of CBDRR Programme. Objective was to provide information on Basic Disaster Risk Reduction at the community level. A total of 3073 people (780 male and 2293 female) were reached through 80 meetings. Besides, the CBDRR programme observed the National Disaster Preparedness Day on 27 March 2014 where rally and discussion session were organized at the community level. A total of 1617 people including 605 male and 1012 female participated in 14 sessions.

The CBDRR programme conducted school sessions at 6 communities where the students got information about flood, its causes and impacts. A total of 616 students including 198 male and 418 female participated in 16 meetings.

Swedish Red Cross (SdRC) team visited the Kulkandi community in Jamalpur on 29-30 March 2014. They also shared their opinion with UDRT (Unit Disaster Response Team), Unit Executive Committee and Project Implementation Committee of Jamalpur Unit. Besides, workshop for formulating operational guideline for CBDRR Programme was held on 8-10 March’2014 in PROSHIKA Koitta, Manikgonj.

ACHIEVEMENT

- Conducted monthly coordination meeting with CDMC and bi-monthly coordination meeting with CDRT & UDMC members
- Organized training on Leadership, WASH & Shelter Management
- Conducted court yard awareness raising sessions
- Training on EWS, CCA, DRR ,WASH and health awareness for teachers and religious leaders
- Observed National Disaster Preparedness Day on 27 March 2014
- Swedish Red Cross (SdRC) team visited the Kulkandi community in Jamalpur district

COMMUNITY DEVELOPMENT INITIATIVE (CDI) PROGRAMME

Cash grant had been distributed as Income Generating Activity (IGA) among 381 people in Gopalganj and Rangpur district which was 2nd cash grant distribution. During this reporting period a total of 18 batch adult literacy classes held with 520 participants. A total of 4 community nurseries were developed in Rangpur and Gopalganj in collaboration with Agriculture Department. Community nursery grew 200,000 saplings and a total of 15,000 saplings were sold among the community people.

30 women out of 120 trainees of Tailoring Training started tailoring business for their livelihood in Rangpur and Gopalganj.

Besides, 28 court yard meetings on CBHFA (Community Based Health and First Aid) at community level held in Gopalganj and Rangpur district which covered 587 participants.

In March 2014, training on Livestock Management organized in collaboration with Livestock Department in Rangpur and Gopalganj. A total number of 172 IGA beneficiaries received the training.

A total of 4 Community Program Community (CPC) meetings were held with 37 participants in Rangpur and Gopalganj district. One District Program Community (DPC) meeting was held with 4 participants in Rangpur district. Community Disaster Response Team (CDRT) meeting was held at Unit level in Rangpur and Gopalganj. A total of 4 meetings with CDRT and 2 with UDRT members were conducted which covered 86 and 41 participants respectively. District Program Community (DPC) meeting was held where 17 participants attended.
Under Other Situation of Violence (OSV) project, a meeting held on 12 March 2014 regarding response to the political violence in different areas of Lalmonirhat, Panchagarh and Sirajgong district of Bangladesh. Representatives form BDRCS, ICRC and IFRC took part in the meeting. The decisions were made in the meeting are:

- Cash based assistance will be provided to the political violence affected families
- IFRC will provide BDT 200000 (CHF 2500) to support the next operation in Lalmonirhat and Panchagarh district.
- ICRC will provide rest of the money required for the operation

Training was held on Market Actors under the Early Recovery Project in March 2014 with 34 participants. Besides, a daylong workshop was held on 29 March, 2014 in Kurigram after completion of all task of the project. Secretary General and Director of Disaster Response participated in the workshop.

**FUND RAISING DEPARTMENT**

In March 2014, the Department issued work order to perfection for collection of 5000 Brochures, GQ Marketing LTD. For collection of 6000 ball pens, Mosumi Enterprise for collection of 150 bags and Golden Traders for collecting of 200 T-shirts. As an immediate result, the society received 2000 ball pens, 150 bag and 200 T-shirts.

**Figure:** The graph presents the comparative statement of fund flow between 1st Quarter 2013 and 2014. Looking closely it becomes clear that the average fund flow is more in 2014 than 2013.
The Department collected an amount of BDT 1,047,65/- (CHF 1309) by selling souvenir items of BDRCS and deposited in the Sonali Bank account.

Letters send to the Chairman of Bangladesh Telecommunication Regulatory Commission (BTRC), requesting for short code allocation in favour of Bangladesh Red Crescent Society. The Department communicated with the telecom operators like Banglalink, Grameenphone, Robi and Airtel for selling the 20th Red Crescent Lottery ticket through SMS/M-Ticketing. Besides, the Department started enrolling regular individual donor. In this regards forms were sent to member of Managing Board, Head of Delegation IFRC, Head of Delegation, ICRC Bangladesh Delegation, Head of Country Office/Country Representative of ARC,BRC, GRC, SRC and TRC Bangladesh Office.

HUMAN RESOURCE DEPARTMENT

In March 2014, the Department processed different activities such as transfer of 2 officials and 1 staff of BDRCS, 2 staffs recruited under project fund and 1 staff under revenue, 1 staff released from service, increment given to 19 officials and staffs of NHQ, regularization of 2 officials and provident fund provided to 1 official.

ACHIEVEMENT

- Transferred 2 officials and 1 staff
- Recruitment of 3 staffs
- Released 1 staff
- Increment given to 19 officials and staffs
- Regularized 2 officials and provident fund given to 1 official

ESTATE DEPARTMENT

During the reporting period the Estate Department collected an amount of BDT 11,459,658 as rent from different sources like different buildings in Motijheel, Mifort, Eskaton Road, Mirpur Road, Mohakhali, Chittagong Base Depot, NHQ and lease of fruit trees, pond, Pubali Bank and etc. against the plan of collecting BDT 42,643,726. The rest amount, BDT 34,386,768, has not been collected due to non-cooperation of tenants.

ACHIEVEMENT

- Collected BDT 11,459,658 as rent from different sources

PLANNING & DEVELOPMENT (P&D) DEPARTMENT

A workshop on PMER Sensitization and Progress Review of Strategic Plan 2011-15 was held in Hotel Washington on 19 February, 2014 under the supervision of P&D Director.

During this reporting period, the Department organized a workshop on Organizational Capacity Assessment and Certification (OCAC) on 23~25 March, 2014 in BRAC-CDM, Savar. The Hon’able Chairman of BDRCS, Board Member, Secretary General, Directors/In-Charges, Unit Vice-Chairman & Secretary, Unit Level Officer and RCY/Volunteers participated in the workshop. All the participants assessed BDRCS through honest and sincere discussion during the workshop.

A day long workshop on Resources Management System was held on 30 March, 2014 under the direct supervision of P&D Director. A total of 33 participants from the different department attended the workshop.

In this month, BDRCS proposed new organogram was approved by the Governing Board in Board meeting subject to minor adjustment and after the adjustment it is to be submitted to following OGM for the final approval.

In March, two letters were forwarded to the Ministry of Health & Family Welfare with appropriate supporting documents of BDRCS Law for getting comments from the NBR and Ministry of Finance regarding the issue of tax exemption facilities, fund allocation and pre-approval. But the Ministry of Health and Family Welfare considered only Finance Ministry’s letter but not the NBR’s one. In this month a letter was forwarded by the P&D Department of BDRCS to Ministry of Health and Family Welfare in order to collect the comments from the NBR.

ACHIEVEMENT

- OCAC conducted by the P&D Department
- Organogram approved by the governing body subject to minor adjustment
- Day long workshop on RMS was conducted under the supervision of P&D director
TRACING DEPARTMENT

In March 2014 the Tracing/RFL Department performed different RFL related activities. 3 Red Crescent Messages (RCM) exchanged in collaboration with ICRC. Out of 3 RCMs, 2 RCMs sent to Thailand and 1 received from Jordan which was distributed to the family in Tangail, Bangladesh. 7 tracing request sent to India in collaboration with Indian Red Cross which was received from Patuakhali. The request is under process now. Spot investigation conducted in Dhohar, Dhaka against a tracing request from Belgium.

The Department processed repatriation of 28 Bangladeshi Nationals from abroad. Out 28 persons, 2 persons were repatriated from KLIA Immigration Depot in Kuala Lumpur, Malaysia and 26 persons were from Swittee, Myanmar. The Department notified 2 families out of 3 family notifications received from Thailand. A 2-day long training on RFL/ Tracing activities organized in Barguna and Patuakhali Unit in collaboration with ICRC, V2R Project.

ACHIEVEMENT

- Organized workshop on ‘Sensitization on PMER and Review of Strategic Development Plan 2011-15’
- PMER Officers participated in RMS workshop
- Conducted training session on PMER issues

PLANNING, MONITORING, EVALUATION AND REPORTING SECTION

The Section organized a day long workshop entitled ‘Sensitization of PMER and Mid-term Progress Review of Implementation of Strategic Development Plan 2011-15’. Objectives of this initiative were to sensitize BDRCS PMER, to acknowledge the Mid Term Review of Strategic Development Plan 2011-15 and also to seek cooperation and coordination of relevant Department/Programme/Project in conducting the overall process. Chairman and Secretary General of BDRCS, HoD of IFRC and Directors/In Charges of all the Departments/Programmes of BDRCS took part in the workshop. P&D Director, BDRCS and OD Manager, IFRC had facilitated different sessions in the workshop. A workshop report was also prepared by the PMER Section and circulated to the respective participants.

Three officials of the PMER Section participated ‘Resource Management System (RMS)’ workshop and shared their view regarding accelerating the process in BDRCS.

Responsible PMER Officer undertook a field visit to observe a training organized by Urban Disaster Risk Reduction programme on 22-25 March 2014 in Rangpur district under the TRF Project. The training was on Disaster and WATSAN for the community people. After return, she prepared a field visit report and circulated to relevant person.

Sr. PMER Officer was involved in Organizational Capacity Assessment and Certification (OCAC) workshop held on 23-25 March 2014 as rapporteur for documentation of workshop proceedings

PMER Section extended support to one project of German Red Cross (GRC) where one PMER Officer conducted sessions on PMER Issues. Field level project officials participated the training held on 12-15 March 2014.

ACHIEVEMENT

- Exchanged 3 red crescent messages
- Sent 7 tracing request to India from Patuakhali
- Conducted 1 spot investigation in Dhohar, Dhaka
- Repatriated 28 detained Bangladeshis from abroad
- Notified 2 families
- Conducted 2-day long training on RFL/ Tracing for 36 participants
In March 2014, MCH Program has been continuing their monitoring and supervision in the field level which is supported by the Tsunami Residual Fund (TRF). Staff of Magura and Jessore received their salary in this month. MCH and Blood program was also started developing their detail budget.

CHT program organized training on First Aid (FA) for the UDRT at Khagrachori and Bandarban Unit. In order to reduce different communicable diseases and develop health condition of the villagers 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.

During reporting month, several meeting held at different Units. UDRT meeting held in Dhaka and Rangpur Unit with 50 participants. Safety club meeting held in 20 Schools under Dhaka and Rangpur Unit (10 schools in each unit) with a total of 266 participants. Community awareness session held in 6 core schools of Rangpur and 4 core schools of Dhaka. Community members and guardians of students of these schools participated in the meeting. During the reporting month, 216 participants in Rangpur and 152 in Dhaka got awareness on different disasters and how to respond to those disasters.
Disaster preparedness plan has been prepared in 4 schools of Rangpur Unit to keep the schools safe in any disaster. 10 safety club members, 2 teachers and 2 project officials facilitate the plan preparation.

Disaster Risk Management training held in Ideal School and College of Dhaka city unit. 27 students, 2 teachers and community representative participated in the training. A 3-day long training on DRR and WatSan held in Churipotri Railway and Jumma para slum of Rangpur district. 25 SDPC committee members from both slum participated in each training.

Besides, monthly medical camp organized at Khilgaon Railway slum under Dhaka city unit to provide health care service to slum dwellers. Two doctors from government hospital provided medical treatment. Total 80 patients received medical treatment at the 1st day of the Camp.

UNIT AFFAIRS DEPARTMENT
In March 2014, the Department collected monthly updates from 67 Units out of 68 Units of BDRCS. Although most of the ULOs (Unit Level Officers) are not well trained in reporting but working liability is being ensured through receiving monthly updates from them. Unit Affairs Department needs three ULOs for Jessore, Pirojpur and Rajshahi City Unit.

A total of 53 Life and Annual members have been in different Units and NHQ of BDRCS. They are involved in RCRC Movement and fund collection. The Department issued life membership certificate in favour of 57 members. An amount of BDT 21200 had been collected as shared money from Units and NHQ f BDRCS. However, timely receiving of life member list and shared money were the key challenges.

ACHIEVEMENT
- Conducted safety club meeting in 20 schools of Dhaka and Rangpur with 266 participants
- 368 community members got awareness on DRR issues
- Conducted mock drill on earthquake in 3 schools of Dhaka and Rangpur
- Prepared disaster preparedness plan in 4 schools of Rangpur
- 29 students and teachers trained on DRM
- 50 SDPC members received training on DRR and WatSan
- Provided medical treatment to 50 slum dwellers of Khilgaon Railway slum

VULNERABILITY TO RESILIENCE (V2R) PROJECT
In March 2014, the project completed construction of roof and fence of the ‘Community Centres’ in Patuakhali District. A total of 10 centres are now ready for utilization. It has created an opportunity for the community people to meet at a specific place to discuss and implement the project activities. Community Disaster Management Committee (CDMC) members supervised the construction of the centre. Besides, construction of roof and fence of newly added community named Char Unda and Char Montaz under Patuakhali district was under process during the reporting period. Community of Char Unda participated and agreed with BDRCS initiative. However, the challenge was to transport the construction materials to the located areas due to remoteness.

Notice board and complain boxes installed at 26 Community Centers in the project intervention areas where PIC (Project Implementation Committee) members of Barguna and Patuakhali supported the initiative. Objective was to create an opportunity for the community people to make any complain and suggestion about project interventions that will contribute towards ensuring accountability and transparency to beneficiaries. Besides, community people will also have easy access to project related information through notice boards.

Two Community Disaster Response Team (CDRT) were formed at 2 communities under Patuakhali district. A total of 50 people (32 male and 18 female) participated in the CDRT formation meetings. The members will be able to response during disaster at the respective communities.

Mock drills were conducted at Nowapara and Pasurbunia of Kalapara upazila under Patuakhali district. A total of 1400 people including 850 male and 550 female observed the sessions. The demonstrations disseminated messages on disaster preparedness so that community people can realize what they should do during emergency period. However the challenge was to identify the actors and organize rehearsal in time.
Water point rehabilitation for newly added communities named Char Unda and Char Montaz, of Rangabali upazila under Patuakhali district was under process during the responding month. CDMC members supervised the construction activity and community people participated in rehabilitation work. This initiative will increase access to safe drinking water for the community than before.

A total of 12 members were present in those meetings where they discuss on the progress of ongoing project activities and also highlights the challenges.

**ACHIEVEMENT**
- Completed roofing and fencing at 10 community centre
- Installed notice board & complain box at 26 community centers
- Conducted Mock Drill in Patuakhali
- Consortium member visited Patuakhali and Barguna
- Distributed tube well repair toolbox to 27 communities
- Distributed money carrying and installing latrine
- Conducted 2 training sessions on (RFL)
- Organized orientation sessions in in Patuakhali and Barguna district

**INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SECTION**

As a part of enhancement of ICT services, BDRCS ICT Section extended the range of the Wi-Fi and cable network. The National Head Quarter campus has become a Wi-Fi zone. As Microsoft stops its support for Windows XP in April 2014, some of the computers used in BDRCS have been upgraded to Windows 7. A number of email addresses have been created for staff. They have also been motivated to use the BDRCS.org email addresses as it ensures branding. Some modifications were done on the website and a meeting on online payment gateway integration was held. ICT section extended its support towards successful accomplishment of OCAC workshop held on 23-25 March 2014 in Savar, Dhaka. The Section organized a workshop on Resource Management System (RMS) on March 30 where discussion was made on the present status of RMS and also explored future interventions for accelerating the process in BDRCS.

**ACHIEVEMENT**
- Extended Wi-Fi and cable network range
- Organized workshop on RMS
- Upgraded some computers to Windows 7
- Created email address
- Extended IT support in OCAC workshop and BDRCS campus

Water user group was formed at one community of Patuakhali district. The group is consisted of 7 members and they will provide massages and taking care of water and sanitation issues in their respective communities.

Toolboxes for tube well repair had been distributed at 27 communities under Barguna and Patuakhali district. Now, community people will be able to repair their tube well by themselves as and when need. Besides, distribution of financial support for latrine installation and superstructure had been completed at 27 communities under Barguna and Patuakhali district. A total of 3624 households (HH) covering 2135 HH of Barguna and 1489 of Patuakhali district received the support.

Training on Restoring Family Link (RFL) were conducted in Barguna and Patuakhali Unit. A total of 39 RCYs (Red Crescent Youths) including 27 male and 12 female attended the sessions. The participants are trained on family linkage procedure during & after disaster and normal time. Moreover, V2R project organized two orientation sessions on ‘Livelihood Beneficiary Survey’ at Barguna and Patuakhali Unit. A total of 53 participants (34 male and 20 female) attended the sessions where they have learned about how to collect data through questionnaire. As an output, 25% vulnerable households were identified for providing support through the analysis of survey data.

Besides, monthly meetings with Project Implementation Committee (PIC) members were held in Barguna and Patuakhali district.
YOUTH AND VOLUNTEERS (Y&V) DEPARTMENT

During this reporting period, Gopalganj Red Crescent Unit organized RCY conference which was held on 09th March, 2014. Head Teacher, responsible teacher for Youth Red Crescent, Youth Chief of the schools and other Youth Volunteers from 17 schools participated in the conference. A total of 100 participants attended the conference.

In March 2014, a total of 3 Youth First Aid team delivered FA services in ICC T-20 World Cup in Dhaka, Chittagong and Shylet. Their initiatives have been praised by everyone.

Wall Magazine and Essay competition was organized at NHQ on 25 March in order to observe Independent Day.

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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ACHIEVEMENT

- Youth conference organized
- FA services delivered in ICC T-20 World Cup in Dhaka, Chittagong and Shylet
- Wall Magazine and published and Essay competition organized at NHQ in order to observe Independent Day