The department is keen to achieve the mandate of BDRCS for strengthening organisational capacity as a well functioning National Society with smooth operation of activities at the central level by ensuring the regular and effective functioning of all its branches incorporating long-term development issues through policy implementation mechanism and planning process.

With close assistance from the P&D department, in April, the process for “Vulnerabilities to Resilience (V2R)” project has been finalised to be implemented from May ’12. The project, supported by the consortium of British, German and Swedish Red Cross, will be working towards strengthening communities in Patuakhali and Barguna Branches during 4 years period of implementation from 1 May ’12 to 30 Apr ’16.

At this stage, a concept proposal regarding allocation of the “2004 Indian Ocean Tsunami – Distribution of Residual Fund” has been prepared by P&D department and is placed to the appropriate authorities for approval. The second phase of renovation work in the NHQ is underway and the tender calling process for RFQ has been initiated. Advertisement in the press with tender notice is completed. The awarding process should be complete by early May ’12. At this stage, procurement of chairs for P&D department has been accomplished.

Achievements

Process of “Vulnerabilities to Resilience” project is accomplished to be effective from 1 May ’12. Concept proposal for Tsunami Residual Fund is prepared and placed for approval. Procurement of chair is accomplished.
PMER Section

For strengthening capacity of all 68 Branches, the process of awarding contract to appropriate consultant for developing 4-year Development Plan for all 68 Branches is in process. Also, for smooth operation of each Branch, the process of awarding contract to appropriate consultant for development of a unified Branch Operations Manual is underway. At this stage, the process of hiring consultants has started and appropriate consultants will be awarded the contract soon. The text of BDRCS Strategic Development Plan (SP) for 2011-15 has been finalised and the process for translating the final text of SP into Bangla has also completed. The process for getting the SP printed will start soon.

BDRCS Monthly Activity Report for Feb ’12 is in process to be distributed soon. Monthly Activity Report for Mar ’12 is underway to be published and will be distributed shortly after publication. The process of upgrading BDRCS website has been re-initiated and related contents from most of the departments are collected. The process of compiling the contents is underway and will be completed soon. These will be uploaded to the website shortly after compilation has completed. The section, with close assistance from P&D Dept., has supported the process of Photo Exhibition event to be arranged celebrating the upcoming 8 May.

ICT Section

Resource Mapping System (RMS) for BDRCS, in accordance with the South Asia Regional OD Health Forum Meeting, is underway to be launched shortly. The contents for RMS have been finalized incorporating suggestions from relevant personnel from IFRC and BDRCS through a meeting.

The section has already moved into the new seating arrangement and is preparing for formal inauguration of the section through a grand opening ceremony. With a view to enhance Branch capacity for their smooth operation with regular functioning, the section, under Digital Divide, has taken appropriate initiative for providing computers to all 68 Branches.

Achievements

The process of hiring consultants for 4 years Branch/Unit level Development Plan and Branch Operations Manual has been initiated. The text of BDRCS SP, incorporating the inputs, has been finalised and the process of translation into Bangla is underway. Distribution of Monthly Activity Report for Feb ’12 is in process.

Resource Mapping System (RMS) for BDRCS is in process to be initiated soon. The content for RMS has been prepared and placed to be finalized.
After scaling up of the 2\textsuperscript{nd} Phase in 2009, the BCDPC project, along with the joint support of British, German and Swedish Red Cross, has been supporting vulnerable communities based on 84 Cyclone Shelters of BDRCS located in 20 sub-districts of 9 coastal districts of the country. During implementation of the project, appropriate support has been provided to the targeted communities, putting emphasis on women and children, with an objective to enhance their capacities to combat with the adverse situation caused by disaster and to reduce the loss of destruction through facilitating them with appropriate skills and capacities addressing issues of disaster preparedness. In April, NHQ based administrative tasks under the project have majorly been completed, in accordance with the project planning which is supposed to be in operation till the end of Apr ’12.

BCDPC project has provided assistance occupying needs based development activities including shelter maintenance, supplying materials related to disaster preparedness and also appropriate skills based knowledge regarding disaster response that are required to increase capacities of the communities in responding to the overall context of disaster. Support, for the maintenance and improvement of the existing cyclone shelters within the respective communities, has continued till 2011 in order to ensure necessary service delivery available during emergency. Under the project, focus has been given to increase awareness within the communities by imparting skills based knowledge and disseminating proper information on disaster preparedness issues. Youth Peer Education component is an addition to the project as a pilot approach through which education on disaster preparedness issues has been imparted among a total of 200 students of secondary level from 20 educational institutions in 3 districts of Noakhali, Potuakhali and Barguna since Apr ’11. In turn, they have been working as key messengers on disaster preparedness issues under the guidance of 20 trained teachers and, as peer educators, have communicated disaster preparedness message within 6000 students by organising campaign with their increased skills and knowledge.

**Achievements**

After successful implementation of BCDPC project, target communities are found as well-organised & mobilised and Shelter Management Committees comprising community people have also been formed. Each of the cyclone shelters under the project is well-equipped with availability of proper cyclone preparedness materials.

Contingency fund for every shelter centers, regarding disaster preparedness and emergency response, is raised by formulating contingency plan and deposited to banks in favor of each shelter centers. Practice of collecting relief goods, that are locally available especially rice and old clothing, is promoted within communities. Students from selected secondary level educational institutes are trained and working as key messenger of Disaster Preparedness and WATSAN & Hygiene issues.
Fund Raising Department

Fund Raising department has been working relentlessly for raising funds of BDRCS and organising Fund Raising Dinner party, once a year, is mechanised as one of the key approaches for collecting the major bulk of fund. In this regard, an effort for organizing the dinner party in this year has been employed by the department and has prepared a necessary action plan in March for arranging the party. The action plan has already been placed in seeking approval of BDRCS Managing Board. With new business firms, the department has built rapport with an understanding for the procurement of BDRCS souvenir items where some fund has also been collected by selling souvenir items. The department, at this stage, has collected funds by setting a donation box at the Shah Amanat International Airport in Chittagong and received donation money from Exim Bank and Pubali Bank. Attaining proper response from the counterpart organisations has found to be difficult for the department while communicating for mobilising funds.

Achievements

Funds by setting a donation box at Chittagong airport and by selling BDRCS souvenir items have been collected. Donation money by Exim Bank and Pubali Bank has been received.

Internal Audit Department

For effective functionality of the society including all Branches/units, the department, as prime task, is maintaining a check and balance of the overall financial system of BDRCS through assessing the records of the system and suggesting appropriate remedies after identifying loopholes within the system. In April, the department, as per the decision taken during Finance Training held at Cox’z Bazar in 2012, has conducted an audit of the recorded accounts at Branch/unit offices in Khulna, Jessore and Narail districts and cross-checked cash books, accounts books, ledger stock registers and bank operation systems. After auditing, the branches/units have been suggested to maintain proper accounting system through sharing the process of keeping records by maintaining co-curriculum books. Under the same, the department, for the financial year of 2011, has accomplished auditing of the MCH centres at Naihati and Sreefultola of Khulna, Mirzapur and Mirzapara of Narail and Gopalpur, Jessore that are facilitated by the health program of BDRCS. The auditing team has suggested for related training in order to enhance the capacity of the respective personnel of those MCH centres and to organize internal auditing at least for once in a year. An audit, carried out at Ahad Blood Centre of BDRCS located at Jessore, has recommended to employ an MBBS doctor for the respective blood centre on an emergency basis and to accomplish auditing of the centre from the financial year of its inception till the end of 2011.
Training Department

The department, keen to strengthen organisational capacity of BDRCS, is facilitating personnel both in and out of the Society including the volunteers to enhance capacities required to carry forward humanitarian actions with efficiency through communicating appropriate skills based knowledge and RCRC Movement values.

In April, theoretical and practical knowledge on the basics of First Aid has been imparted to a total of 187 employees of BDRCS through Basic First Aid Training organised at Gazipur, Tangail, Dhaka, Dinajpur, and Chittagong and also at the NHQ facilitated by the department. Employees from GIZ-BD, BRAC, Plan Bangladesh, Handicap International and the members of Bangladesh Police & RAB have been trained through 8 courses on First Aid during the training sessions. A total of 53 employees of South China-BDFL received orientation on First Aid issues during the training on First Aid Orientation at Savar where the department has facilitated 2 courses relating first aid issues for the participants of the training.

Skills and knowledge relevant to fire management and fire safety measures have been communicated to the employees of Swisscontact-Katalyst through the training on Fire Safety arranged at the NHQ. Capacities of 28 participants attended in the training have been facilitated with theoretical and practical understanding on fire safety and management issues for enabling participants to reduce the probable hazards and also to provide adequate services when needed.

UNHCR employees have also been orientated on the relevant aspects of cyclone preparedness during “Orientation on Cyclone and Cyclone Preparedness” training at Cox’s Bazar. The department has communicated skills based knowledge during the training in order to increase the capacities of 44 participants, enabling them to reduce the risk of disaster and to respond during disaster.

Training department faces difficulties to provide quality services due to a lack of adequate technology and equipment support. Insufficient human resource is another set-back for the department in delivering services with efficiency.

Achievements

Understanding on First Aid issues has been communicated through Basic First Aid Training and Orientation on First Aid. Necessary skills and knowledge to reduce the risk of disaster and to respond during disaster have been communicated through the “Orientation on Cyclone and Cyclone Preparedness”. Theoretical and practical knowledge on fire safety and fire management has been imparted through “Training on Fire Safety”.

Participants on a mock-rehearsal during a training session on First Aid
Unit Affairs’ Department

The department, as a core agent of BDRCS, has been continuing overall technical assistance to each of its 68 Branches for their smooth and regular operation with an intention to attain the mandate of strengthening organisational capacity as a National Society.

In April, Ad-hoc Committee, for the Branches at Cox’s Bazar and Bhola has been formed with the coordination of the department to ensure efficient implementation at Branch level activities where each of the committees are comprised of 10 members entailing specific responsibilities to be performed at different levels. The department has completed enrolment process of 79 Life Members and 200 Annual Members and certificates for a total of 84 Life Members, considering their commitment and solidarity with the Red Cross Red Crescent Movement, have been distributed. As regular activity, Monthly Activity Reports from all 68 Branch offices have been collected in order to ensure efficient implementation of activities at Branch level as an exercise of accountability for the personnel responsible to individual Branch.

At this stage, the department has collected Share Money from the registered Life Members and Annual Members in terms of their ownership with RCRC Movement for continuing humanitarian actions through supporting BDRCS Fund.

Reluctant attitude of Ad-hoc committee members, to form Executive Committee (EC) through election process, is the major set-back for Unit Affairs department to develop an effective structure for ensuring smooth functionality of Branches where the significance of Branch level Executive Committee is not well understood by the Ad-hoc Committees.

Inefficiency of the personnel at Branch level for producing reports properly and the delayed disposal of Share Money are the other obstacles for the department to facilitate efficient execution of activities at the Branch level.

Achievements

For ensuring regular functionality, 2 Ad-hoc committees are formed at Cox’s Bazar and Bhola Branches for supporting their regular functionality. Enrolment of 79 Life Members and 200 Annual Members is completed and certificates for 84 Life Members have been issued.
Information & Communication Department

The department, not only for wider visibility of undertaken initiatives and overall activities performed by BDRCS, but also for larger recognition of RCRC Movement, has been continuing endless efforts through communicating RCRC Movement message and extending rapports with stakeholders relevant to BDRCS especially with the media by using various modes of communication. In April, a day-long training on International Humanitarian Law (IHL), by the department, has been facilitated for tertiary level teachers at Gazipur Madrasha Teachers’ Training Institute. A total of 30 participants, during the training sessions, have got familiarity on various aspects of International Humanitarian Law linking the roles and responsibilities of ICRC and BDRCS. Participants have also been orientated on RCRC Movement as the movement message has also been communicated through the sessions.

At this stage, a MoU regarding Emblem campaign and dissemination of RCRC Movement message has also been signed between the RFL department of ICRC and Information & Communication department at BDRCS’ end. Other than these, supplement on behalf of the Hon’able President, the Hon’able Prime Minister and the Minister of Health & Family Welfare and the Hon’able Chairman of BDRCS is prepared to be broadcasted through print media on the celebration of 8 May ’12 and has been sent to the respective official representatives. By the time, the department has established contact with different print and electronic media to cover various activities on 8 May ’12 observation including press conference and talk-show prior to the celebration. The quarterly news bulletin of BDRCS “The Message”, covering activities carried out during the first quarter of this year, is under process to be published soon.

Achievements

Knowledge on International Humanitarian Law is communicated to a total of 30 teachers from different educational institutions of tertiary level. MoU between RFL of ICRC and Information & Communication department of BDRCS’ end has been signed focusing on Emblem campaign and dissemination of RCRC message.

Admin. Department

The department, for well functioning of BDRCS, manages organizational activities within a formal process and supports overall maintenance of the Society. As routine activity, the department circulates various official directions as instructed by higher authorities like - Memorandum, Ordinance, Order, Circular and Notice as and when needed. Replacement process of modern PABX system with 76 channels, in order to facilitate easier communication is accomplished with the assistance of Admin. department. By the end of April, ID cards for a total of 200 employees of BDRCS have been issued whereas 46 senior personnel of the Society have been provided with visiting cards. Visiting cards and ID cards for other employees of BDRCS are underway to be provided soon. The department, for ensuring security issue at the NHQ premise, is maintaining by shuffling duties of the security guards on a roster basis. Under the supervision of the department, cleanliness and beautification of the NHQ premise is going on.

Achievements

Installation of advanced PABX system with 76 channels has been accomplished. Visiting cards to 46 senior personnel of BDRCS and ID cards to 200 employees are provided.