ADMINISTRATION DEPARTMENT

In May 2013, the department continued distributing of Identity Cards to BDRCS officials/staffs at National Head Quarter (NHQ), Units, Maternal Care Hospital, Blood Donation centre and others. Key objective of this initiative was to increase accessibility of BDRCS officials/staffs to other institutions when need. A total of 240 officials/staffs have been covered through this activity. Revenue Section of BDRCS has provided financial support to prepare the ID cards. Besides these, visiting cards have been prepared and distributed among the BDRCS officials/staffs.

For ensuring office and asset security of the Society, the department has prepared 10 days roster for guards and security persons. Office orders, circulars and notices have been distributed among 46 officials/staffs at NHQ BDRCS. As a regular activity, the department has provided attendance status of the BDRCS officials/staffs to Accounts Department for preparing monthly staff salary. Bills for electricity and Robi Telecom has also been prepared and submitted to Accounts Department for taking necessary action.

On 11 May 2013, BDRCS celebrated World Red Cross and Red Crescent Day with top management, officials/staffs of NHQ BDRCS, Red Crescent Youth (RCY) and Life Members. Representatives of International Federation of Red Cross and Red Crescent Societies (IFRC), International Committee of the Red Cross (ICRC) and other PNSs have participated in the day long programs.

ACHIEVEMENT

- Distributed 240 Identity Cards to BDRCS officials/staffs
- Circulated office orders, circulars and notices to 46 BDRCS officials/staffs
- Celebrated World Red Cross and Red Crescent (RCRC) Day
COMMUNITY BASED DISASTER RISK REDUCTION (CBDRR) PROGRAMME

For project baseline, data and information’s have been collected through conducting household survey and FGD (Focus Group Discussion) at 10 communities under Bhola, Zamalpur, Jessore and Satkhira area. A total of 4,104 households have been covered through the survey where 25% (1050 households) household’s data have already been entered in the database interface. Moreover, a total of 30 FGDs have been conducted with male, female and children participants at the same areas. Data entry is going on at NHQ BDRCS and Red Crescents Volunteers have been engaged in it.

Workshop on “VCA Step by Step guideline to Bangladesh Context” has been organized at PROSHIKA HRDC, Koitta under Manikganj from 26-30 May 2013. Key objective was to produce a draft guideline on VCA for Bangladesh Context. A total of 23 participants from CBDRR, UDRR, CCA and V2R project and member of ‘VCA Pool’ participated in the workshop. Different sessions have been facilitated by Mr. Khaled Masud Ahmed, Ms. Maliha Ferdous, Ms. Sayeeda Farhana from IFRC and Md. Kamrul Hasan, from BDRCS. HoD (Head of Delegation) of IFRC, Director of DRM and Secretary of Manikganj Unit has participated in the workshop as guest. DD/IC of CBDRR has also participated in the programme as organizer and observer.

ACHIEVEMENT

- Conducted baseline survey at 10 communities under Bhola, Zamalpur, Jessore and Satkhira area
- Organized workshop on “VCA Step by Step guideline to Bangladesh Context” from 26-30 May 2013
- Conducted 4 meetings with CDMC members that covers 64 persons
- Prepared ToRs for DRM and IEC material

Besides these, 4 meetings with CDMC (Community Disaster Management Committee) members of 4 different communities have been arranged that covers 64 persons. Meeting places are Uttar Sasra, 30/5, Puijala 19/5, Kulkandi 28/5, Makhaner Char 29/5 respectively in Satkhira and Zamalpur. Some other activities which are conducted during the reporting period are as follows:

- Cash request has been made for purchasing Motor Cycle
- Monitoring data base has been developed
- Fund has been transferred to Unit for May-June 2013

COMMUNITY DEVELOPMENT INITIATIVES (CDI) PROGRAMME

In May 2013, CDI programme has organized training on Homestead Gardening for its beneficiaries at Rangpur and Gopalganj area. A total of 480 families have received this training. Trainings have been conducted in collaboration with local government, Agricultural Department in the intervention areas. After the training, quality seeds have been distributed among 740 families for homestead gardening. However, the challenge was to procure quality seeds for the distribution. Besides these, a total of 40,000 BDT (500 CHF) has been distributed to 4 communities for establishing nursery. Key objective was to produce quality seeds for the community. During the reporting period, a total of 4 community nurseries have started seed production.

The programme provided support to 17 non formal schools (3 for Male and 14 for Female) for aged uneducated people in the 4 communities under Rangpur and Gopalganj area. Male school usually starts at night and female school starts at afternoon. A total of 538 people are studying in these schools, although ensuring 100% attendance of students is a challenge. Besides these, the programme has distributed school materials (i.e sports and educational) to 10 schools in Rangpur. Accomplishment of this activity has been guided by the results of need assessment. Awareness session on CBHFA (Community Based Health and First Aid) has been conducted at the communities under Gopalganj area. A total of 192 people have received Health and First Aid information’s through those sessions.
Risk and Resource maps have prepared and visibility boards have installed at 8 communities under Rangpur and Gopalganj area. By this tool, community people can easily understand what resources they have and what kinds of risk they may face in future. CDI programme also provided technical support in preparing these Maps and also supported 0.16 Million BDT (2000 CHF) for preparing and installing boards.

**ACHIEVEMENT**
- Organized training on Homestead Gardening with 480 families under Rangpur and Gopalganj area
- Distributed quality seeds to 740 families for homestead gardening and 40,000 BDT (500 CHF) to 4 communities for establishing nursery
- Provided support to 17 non formal school that covers 538 people
- Conducted awareness session on CBHFA
- Prepared and installed 8 Risk and Resource maps in Rangpur and Gopalganj areas

**ESTATE DEPARTMENT**
In May 2013, Estate Department has engaged in collecting rents from different sources of BDRCS like Motojil Vhaban, Mitford, Eskaton Road, Mirpur 1 No. Road, Mohakhali, Chittagonj Based Dipo, National Head Quarter, Leased Ponds, Pubali Bank etc. A total of 85,21,906 BDT (106,523.82 CHF) had been collected as house rent. However, there were some problems the Department faced in collecting rents, like non-cooperative attitude and internal problems of the commercial firms/institutions, for which 24,652,401 BDT (308,155.01 CHF) as rent from different sources couldn’t be collected.

**ACHIEVEMENT**
- Collected 85,21,906 BDT (106,523.82 CHF) as house rent
- Under process to collect 24,652,401 BDT (308,155.01 CHF) as rent

**HUMAN RESOURCE DEPARTMENT**
In May 2013, the department was involved in various activities like transfer, recruitment, processing for resignation, staff regularization and provident fund for BDRCS staffs. During this month, the department has processed for inter department transfer of 17 staffs, recruitment of 9 staffs (including 4 staffs in human resource and 5 in revenue section), resignation of 1 staff, regularize 1 staff at NHQ BDRCS, handover of provident fund to 2 staffs and extension of contract of 2 contractual staffs.

**ACHIEVEMENT**
- Processed for inter department transfer of 17 staffs, recruitment of 9 staffs, resignation of 1 staff, regularize 1 staff, handover of provident fund to 2 staffs and extension of contract of 2 contractual staffs.

**HEALTH DEPARTMENT**
In May 2013, Primary Health Care (PHC) project has provided services on Ante Natal Care (ANC), normal delivery, Post Natal Care (PNC), health education, general patient care, Expanded Program of Immunization (EPI) and pathological facilities to the community people through 56 MCH (Maternal and Child Health) centres. Out of 56 MCH centres, 6 centres have collaboration with Risk Reduction through Empowering Women (German Red Cross and Canadian Red Cross consortium) Project. Another 11 MCH centres are implementing prevention of non communicable disease (NCD) and 5 MCH centres are implementing Anemia prevention activities in collaboration with Japanese Red Cross (JRC). Another 5 MCH centres are implementing Environment Friendly and Smoke Reduces Stove interventions in collaboration with GIZ (German International Cooperation). During the reporting period, a total of 13,216 patients covering 27 districts have been served through different services of MCH centres. The following figure represents the beneficiary coverage through different health care services.

Road Safety Project of Health Department has conducted refresher training on First Aid with 21 volunteers at VERC, Savar. The project has replenished First Aid kits at 15 spots in Dhaka-
Moreover, 163 health education sessions have been organized in the community that covers 3682 participants. BDRCS in collaboration with IFRC has jointly provided support for the completion of these activities. However, the volunteers demanded more trainings.

### INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SECTION

The section, as routine activity, has extended necessary IT supports and services to NHQ based Departments and individuals of BDRCS. Besides these, the section had been updated the BDRCS website.

### ACHIEVEMENT

- Provided MCH care services to 13,216 patients covering 27 districts
- Road Safety Project conducted refresher training on First Aid with 21 volunteers, replenished First Aid kits at 15 spots in Dhaka-Benapole/Chittagong and Sylhet high ways and installed bill boards at 2 spots in Dhaka-Benapole high way
- PHiE staffs undertaken field visits, search & locate the previously trained volunteers and visited CPP at Feni and Noakhali Unit
- PHiE volunteers provided First Aid to 548 people
- Organized 163 health education sessions that covers 3682 participants

### PUBLIC RELATION AND INFORMATION DEPARTMENT

In May 2013, the department has organized a press conference at National Press Club, Dhaka. Key objective was to aware general people about the interventions of Bangladesh Red Crescent Society (BDRCS). Members of the BDRCS Managing Board, Directors and Senior Officers of different Departments, HoD (Head of Delegation) of IFRC (International Federation of Red Cross and Red Crescent Society) and ICRC (International Committee of the Red Cross) and different Partner National Societies (PNSS) like GRC (German Red Cross) and SRC (Swedish Red Cross) have participated in the occasion.

In May 2013, staffs of Public Health in Emergency (PHiE) project undertaken field visits, conducted routine activity of EH Volunteers, search & locate the previously trained volunteers for future training in Feni, Noakhali, Sonagazi, Subarnachar and Hatiya Unit. Programme staffs have visited CPP (Cyclone Preparedness Programme) and Unit Office at Feni, Noakhali. They also met with 23 volunteers and communicated for training venue at Subarnachar area. During the reporting period, Emergency Health Volunteers have provided First Aid to 548 people. Counselling on hand wash has been provided to 538 people, who were suffering from rehydrated.

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A total of 100 people have reached through this activity. The department has also organized a talk show where BDRCS activities are focused. A total of 6 TV (television) channels have telecasted the talk show. Supplement, focusing World Red Cross Red Crescent Day–2013, has been published at 6 national dailies of Bangladesh. This document has been prepared with the concern of Chairman, Secretary General and Directors of BSRCS.

**ACHIEVEMENT**

- Organized press conference at National Press Club
- Organized talk show focusing BDRCS interventions
- Published supplement focusing World RCRC Day 2013

**PLANNING AND DEVELOPMENT (P&D) DEPARTMENT**

In May 2013, the department provided logistic (as laptop) support to Mr. Nurul Amin who was nominated for attending the workshop on ‘Cash Transfer Programming’, focusing on emergencies experience sharing with National Societies, in Geneva. The department has planned and processed for purchasing battery and laptop for Health department and re-established IT (Information and Technology) network for Chairman’s Office which had been destroyed by thunder storm.

In May 2013, Planning and Development Director, Mr. Khairul Anam Khan has been nominated as focal person for TRF (Tsunami Residual Fund). The decision was made through a meeting with the participation of Secretary General of BDRCS, Department Directors and TRF Focal–IFRC. The key responsibility of TRF Focal-BDRCS will be maintaining effective coordination with the departments of BDRCS who are involved in TRF project and TRF Focal–IFRC, BD Delegation. Planning and Development (P&D) Department has provided infrastructural support like cubicle setup and sitting arrangements for BDRCS staffs for different Departments. In this connection, a total of 32 chairs have been distributed to various departments of NHQ BDRCS.

Recruitment of Senior PMER Officer for Organizational Development (OD) has been completed and other 2 officers (PMER Officer for TRF Project and Program Officer for supporting P&D Director) are under process. The department has also provided financial support for procurement of T-Shirt for the ‘World Red Cross and Red Crescent Day’ which was celebrated on 11 May 2013. BDRCS received a total of 1200 T-Shirts for celebrating the occasion.

**ACHIEVEMENT**

- P&D Director nominated as TRF Focal for BDRCS
- Completed recruitment process of Deputy Director and Senior PMER Officer for PMER Section
- Provided financial support to World RCRC Day observation
- Provided infrastructural support to different Departments

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

In May 2013, PMER Section has extended support to different departments of BDRCS for TRF budget and PoA (Plan of Action) preparation. For this purpose, PMER section has maintained a close communication with focal persons of Health, UDRR, ICT, Response and P&D department. During the reporting period, final budget and PoA of all the departments and a compiled TRF budget and PoA has been submitted to TRF Focal, IFRC and BDRCS.

On 17 May 2013, one PMER Officer has been deployed in Chittagong for covering cyclone Mahasen together with Communication and Reporting Officer of IFRC. Besides, coordination with different departments/projects/programmes personnel for monthly reports has been continued and also received report for April 2013.

**ACHIEVEMENT**

- Extended support to different department for TRF budget ad PoA preparation
- Deployed PMER Officer for covering cyclone Mahasen in Chittagong
RESPONSE DEPARTMENT

In May 2013, the Department has taken response initiatives to cyclone Mahasen affected families under Bhola, Barguna and Patuakhali district. A total of 4 thousand families in the affected areas have been taken under coverage. Each of the family has received 2000 BDT, 2 pieces of tarpaulins and 2 pieces of jerry canes.

A total of 8 million BDT (1 million CHF), 8 thousand tarpaulins and 8 thousand jerry canes have been distributed among the survivor families. Besides these, a total of 4500 cyclone affected families in Bhola, Barguna and Patuakhali district have received emergency food items. BDRCS has conducted the relief operation with the support of IFRC, DREF (Disaster Relief Emergency Fund) Operation.

TRAINING DEPARTMENT

In May 2013, training department has organized 2 training courses on Basic First Aid with GIZ (Deutsche Gesellschaft für Internationale Zusammenarbeit) and Shyamolima Limited. A total of 35 employees of those two organizations participated in the training. The training motivated participants to disseminate the key messages of RCRC movement and share their acquired First aid skills to others. Refresher training on Basic First Aid has also been organized with Haripur Power Limited with 13 employees.

UNIT AFFAIRS DEPARTMENT

In May 2013, a total of 56 Life Members have enrolled in different Units and National Head Quarter (NHQ). All the enrolled members are involved in RCRC Movement and fund collection.

The department has issued Life Membership Certificate to 47 persons. However, the challenge was availability of the list of Life Members and shared money to respective department in due time. Besides these, a total of 26,800 BDT (335 CHF) has been collected as shared money from Units and NHQ.

Monthly Activity Report (MAR) had been collected from 68 Unit Offices. The department treated the MAR as a significant tool in order to know the updated information about Units. However, the challenge was inadequate training of most of the ULO’s on reporting.

ACHIEVEMENT

- Distributed relief to 4000 cyclone Mahasen affected families under Bhola, Barguna and Patuakhali district
- 4500 families in Bhola, Barguna and Patuakhali district received emergency food items

VULNERABILITY TO RESILIENCE (V2R) PROJECT

In May 2013, V2R project has taken initiatives for cyclone Mahasen. After attack, the project has identified affected families in the intervention areas. A total of 26 Mahasen affected families have been selected in the community for relief distribution. Sector specific need assessment for post Mahasen phase- III has been conducted at household level (Shelter, WASH and Early Recovery Cluster).

ACHIEVEMENT

- Enrolled 56 Life Members in different Units and NHQ
- Issued 47 Life Membership Certificates
- Collected 26,800 BDT (335 CHF) as shared money from Units and NHQ

ACHIEVEMENT

- Organized 2 training and 1 refresher training courses on Basic First Aid

Together for a resilient community and better future
A total of 3000 households have been surveyed for the need assessment in the Mahasen affected areas under Barguna and Patuakhali district. Monthly meeting with 5 members of Project Implementation Committee (PIC) and meeting with 7 members of project screening committee has been arranged. Besides, 4 project members have participated in training of Vulnerability and Capacity Assessment (VCA).

**ACHIEVEMENT**

- Identified 26 Mahasen affected families for relief distribution
- Arranged monthly meeting PIC and project screening committee
- Project staffs participated in VCA training

### Important Contacts (queries and grievances)

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<tr>
<th>Name and Designation</th>
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<th>Phone</th>
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<tr>
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<td>Md. Sazzad Ansari, PMER Officer</td>
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Together for a resilient community and better future