Tracing Department

In Sep’12, the department, jointly with ICRC and NHQ tracing team, has provided support to a total of Bangladeshi Nationals who have returned from Zimbabwe. First Aid and mobile phone services have been extended to them at the Hazrat Shahjalal International Airport of Dhaka. The department has taken an initiative to distribute hygiene kits among the foreign nationals detained to Bangladesh.

Achievement

First Aid and mobile phone service have been extended to a total of 25 Bangladeshi Nationals at Dhaka airport who returned from Zimbabwe.

Work order for supplying hygiene kits has been issued. RFL Capacity and Needs Assessment for 66 units has been completed.

In this connection, standard process for contract awarding has been completed and the lowest bidder has been awarded with the contract. Work order to supply hygiene kits has been issued. By the end of Sep’12, the department has completed RFL Capacity and Needs Assessment at 66 Units and the remaining 02 units will be covered next. Response from the government is a challenge for Tracing department.
Youth & Volunteers (Y&V) Department

In Sep ’12, Y&V department under its Co-curriculum activities has organised Basic Training on RCRC Movement and First Aid at Noakhali, Laxmipur, Khagrachari, Pirojpur and Jhinai-dah Units for Red Cross Youth (RCY) Core Team members. A total of 30 members from each of these units have received the training and basic knowledge on RCRC movement and first aid issues has been provided to the participants for increasing their skills who in turn will carry forward BDRCS co-curriculum activities covering nearly 1600 people.

Support has been extended to a total of 100 victims of a fire incident and 2000 flood victims. In total, 14 RCY volunteers have also completed Disaster Response Experience & Exchange (DREE) Training.

Under International Friendship programme (IFP), the department has also completed Basic Training on RCRC Movement and First Aid for school level students at Munshiganj, Barisal and Cox’s Bazar districts. Respectively, 100 students from 10 different educational institutions have received skills-based knowledge on First Aid issues and RCRC movement and the participants will disseminate RCRC movement message among 3500 students.

The department has also extended support to a total of 100 victims after a fire incident at Begunbari Slum of Dhaka City RCY and a total of 20 RCY volunteers have provided support—through search & rescue, dead-body management and first aid. RCY Volunteers have also supported a relief operation in Sirajganj and Gaibandha districts and have provided first aid to nearly 2,000 flood affected people.

At this stage, a total of 14 RCY volunteers have received a six-day long Disaster Response Experience & Exchange (DREE) Training organised by Bangladesh Fire Service and Civil Defence department. Following an ordinance of the Ministry of Education, Y&V department has also organised a wall magazine competition at BDRCS training room where 500 students from 32 different educational institutions of Dhaka City have participated.

Urban Disaster Risk Reduction (UDRR) Programme

Under UDRR programme, Disaster Preparedness for Safer School (DPSS) project has started implementing its activities in Dhaka and Rangpur districts. At this stage, a total of 50 educational institutions from these districts have been selected and a baseline survey covering those schools has been initiated. Following the baseline survey report, a need-based plan of action will be prepared for implementing DPSS activities.

Achievement

Knowledge on basic First Aid and RCRC movement issues has been delivered to a total of 150 RCY Core Team members and 300 school students.

Support has been extended to a total of 100 victims of a fire incident and 2000 flood victims.

In total, 14 RCY volunteers have also completed Disaster Response Experience & Exchange (DREE) Training.

Achievement

Selection of educational institutions has been completed and a total of 50 schools have been selected.
Risk Reduction through Empowering Women (RREW) Project

Under RREW project, a total 176 Health Awareness Sessions have been conducted in 18 villages covered under 06 Mother & Child Health-care (MCH) Centres by the end of Sep ’12. Knowledge on primary healthcare, family planning and hygiene issues have been delivered among 5992 community people for building awareness.

At this stage, Community Based Health & First Aid (CBHFA) Training Part-II has been organised at the NHQ for Horinagar and Tetulia MCH centre staffs. A total of 28 participants including Community Volunteers Supervisors (CVS), Community Volunteers (CV), Community Health Promoter and Assistant Community Midwife (ACMW) have received the training. Knowledge and skills on primary healthcare, family planning, hygiene and first aid issues have been provided to the training participants.

Staff meeting at Dularhat, Kajlakati, Dhalahar and Bankerhat MCH centres have been completed and prepared an action plan for Sep ’12 – Dec ’12 to implement CBHFA activities at the respective communities. Renovation committee meeting for those MCH centres have also been completed and a month long action plan for completing the renovation work has also been prepared.

In this month, Dr. Arvinda a representative from SARD has visited Tetulia MCH centre and a team from Japanese Red Cross College of Nursing has also visited Tetulia and Horinagar MCH centres. A meeting with the representative from the Canadian Red Cross- Pat Laberge has also been completed. Lack of IEC materials is a continuous challenge for RREW project to conduct awareness sessions. Language used in BoQ is found to be difficult for the understanding of the MCH centre renovation committee members.

In this regard, BoQ for Dularhat MCH Centre has been prepared and reviewed by the renovation team comprising personnel from German Red Cross, BDRCS and RREW project and developing BoQ for other 03 MCH centres is in progress. A meeting with the Senior Construction Officer of German Red Cross, RREW project staffs and concerned BDRCS personnel has been completed to determine next steps to complete the renovation work.

Achievement

A total of 176 Health Awareness Sessions and CBHFA Training Part-II have been completed.

BoQ for the renovation work at Dularhat MCH Centre has been developed.
Community Development Initiative (CDI) Programme

In Sep’12, baseline survey report of CDI extension programme has been completed and a plan of action (PoA) has also been prepared. Under the same, formation of Community Programme Committee (CPC), District Programme Committee (DPC) and Community Disaster Response Team (CDRT) for Gopalganj and Rangpur districts have been completed and Unit Disaster Response Team (UDRT) of Gopalganj has also been reorganised.

Under CDI follow-up programme, a total of 84 adult literacy classes have been completed in Magura, Kushtia, Nilphamari and Natore districts.

Mother & Child Healthcare (MCH) sessions have been organised in a total of 08 communities to build community awareness on mother and child health issues. A total of 16 Community Based Health & First Aid (CBHFA) Training have been conducted to provide knowledge on primary healthcare and first aid issues. Under the same, 08 sessions on women empowerment issues have been conducted and knowledge on gender issues has been imparted among communities. Disaster Risk Reduction (DRR) sessions have also been conducted in a total of 08 communities to build awareness on disaster risk issues.

At this stage, a total of 08 meetings with Community Disaster Response Team (CDRT), 04 meetings with Unit Disaster Response Team (UDRT) and Community Program Committee meeting in 08 communities have been completed. Collection of blood at Natore Blood Centre is going on and, by the end of this month, a total of 22 bags blood have been provided to critical patients. In total, CDI follow-up activities are covering 1,650 households where nearly 1,561 households will be reached through CDI extension program.

Achievement

Under CDI extension programme, baseline survey report and a plan of action have been prepared.

Under its follow-up activities, a total of 84 adult literacy sessions, 08 MCH sessions, 08 women empowerment sessions, 16 CBHFA sessions and 08 DRR sessions have been completed. In total, 08 CDRT meetings, 04 UDRT meetings and 08 CPC meetings have also been completed.

A total of 22 bags blood from Natore Blood Centre have been provided to critical patients.
**Relief Department**

In Sep ’12, the department from International Disaster Response Emergency Fund (DREF) has supported flood victims in Sirajganj, Gaibandha, Kurigram, Bogra and Sunamganj districts. Support has been extended to a total of 4,500 households through a relief operation where all the households have received non-food items like - a sari, a lungi and a plastic shit. The department has also distributed a total of 90,00,000 BDT among the households and each household has received 2000 BDT as cash grant.

At this stage, the department has supported 3 BDRCs officers and 14 RCY volunteers who have received *Disaster Response exercise and exchange (DREE) Training* organised by Bangladesh Fire Service & Civil Defence department. Relief department has also completed a relief operation at Ramu upazilla of Cox’z Bazar district after a fire incident and a total of 30 households have been supported. A blanket, a sleeping mat, a mosquito curtain, a plastic shit and some crockery materials have been distributed among the households.

**Training Department**

The department has completed *Basic First Aid Training* in Sep’12 and 04 courses in Sylhet, 01 course in Rajshahi and 01 course in Dhaka have been completed. Respectively, a total of 120 community volunteers from Oxfam-GB, 20 employees from GiZ and 30 members of Bangladesh Police have received the training and knowledge on basic first aid issues have been delivered among the participants.

*First Aid Orientation* has been organised in Dhaka for 25 participants of The Hongkong-Shanghai Banking Corporation and they also have received *Search & Rescue Orientation*. At this stage, *First Aid Refresher Training* has also been completed and a total of 26 employees from British Council-Dhaka have received skills and knowledge on first aid issues.

Inconvenient seating arrangement and lack of IT equipment are the continuous challenges for the department.
Planning & Development (P&D) Department

In Sep ’12, a draft organogram for BDRCS has been prepared in consultation with Head of all departments and programmes. The draft organogram has been finalised by the management and has also been placed to the Board meeting for approval by BDRCS governance. A sub-committee with board members headed by the Vice-Chairman has been formed to come up with a need-based recommendation on the draft organogram by the end of Nov ’12.

At this stage, consultant for formulating Governance and Unit Operations Manual has been engaged in conducting day-long workshop at unit level with the governance, volunteers, members, ULO and other stakeholders. Background works to conduct workshops at the unit level is completed and a plan of action has also been prepared. As per planning, a total of 09 workshops will be held that will start from 07 Oct ‘12. The consultant himself will facilitate entire sessions of the workshops and a representative from BDRCS has also been assigned to assist the overall process.

Modification on BDRCS existing Statutes and the Rules & Procedure is almost completed by the external consultant that will be placed at Inter-ministerial meeting as reference of BDRCS Legal Base. A letter, referring to the Inter-ministerial Orientation Meeting resolution, has also been sent to the Line Ministry seeking their suggestion in reducing the text of BDRCS Law part.

By the end of this month, office renovation work for phase-II has been completed. A total of 30 cubicles have been built covering 01 room of Personnel department, 03 rooms of Tracing department and 04 rooms of Health department. Rooms and cubicles will be allocated soon by BDRCS management.

Other than these, P&D Director has participated in International Skills Share Workshop from 05 – 07 Sep ‘12 held in London, UK. Pat Laberge, Senior Manager, Asia Program-Canadian Red Cross has also visited BDRCS from 22-26 Oct ‘12. During her visit, she has joined various meetings with SP & HR Standing Committee, BDRCS and IFRC Programme Managers, OD Core team and also DM and Health managers.
Consultant for formulating 4-years Unit/Branch Development Plan in line with BDRCS Strategic Plan 2011-15 has submitted inception report to P&D department. At this stage, background work to conduct planning workshops has been completed and a total of 68 workshops covering all units will be conducted in three phases. Each workshop is designed for two days. On 22 Sep ’12, a day-long ToT for the nominated facilitators have been organised at BDRCS. A total of 30 participants have received orientation on various tools to draw Unit plans while conducting planning workshops. Consultant team leader Mr. A.K.M. Mamunur Rashid has conducted entire sessions of the ToT as facilitator and has provided necessary guidelines for drawing unit plans.

The Hona’ble Chairman of BDRCS, on 25 Sep ’12, has inaugurated planning workshop at BDRCS where Secretary General, Deputy Secretary General and other concerned personnel from BDRCS and IFRC-BD Delegation have attended. On the same day, planning workshop for Dhaka Zilla Unit and Dhaka City Unit has been organised where selected participants from the respective Units and the facilitators have attended.

The first phase of planning workshop has started on 28 Sep’12 and it has covered 05 units namely as Tangail, Narshingdi, Magura, Barguna and Manikganj. At this stage, collection of RFQ from the interested bidders for printing SP is completed. Printing of SP will be completed soon. Publication of BDRCS Monthly Activity Report (MAR) for Jul ’12 and Aug ’12 has been completed. The reports have electronically been shared with relevant stakeholders in and out of BDRCS and the reports are also available at BDRCS website.

Other than these, Sr. Officer, PMER as a facilitator to conduct planning workshop has been leading one of the workshop teams. A Daily Monitoring tool for the planning workshops has been developed by the Reporting officer who has also been supporting to keep daily records of the workshops.

The first phase of planning workshop has been initiated and a total of 05 workshops at unit level have been completed. MAR for Jul ’12 and Aug ’12 have been published and shared with stakeholders.
**ICT Section**

The section, in Sep ‘12, has completed background works for piloting RMS at BDRCS where RMS-KL team will provide necessary technical support. As per BDRCS management decision, RMS will, initially, be piloted at 03 Units and the remaining 65 units will be covered gradually. In this regard, Dhaka City Unit and Manikganj Unit have been selected as near-by the National Headquarter where Brahmanbaria Unit has also been included from the Digital Divide project.

At this stage, the section has identified gaps in received unit information that will be validated during the 68 branches planning process. The section will finalise the validated information and will update Unit database soon.

**Unit Affairs Department**

In Sep’12, the department has supported planning process for developing 4-years Unit Development Plan for all 68 Units and 22 departments for 2013-16. Support has also been extended to conduct planning workshops at Unit level to draw unit plans. In total, 05 planning workshops have been completed and the remaining units will be covered as per the action plan.

At this stage, Ad-hoc Committee comprising 10 members have been formed for Brahmanbariya Unit and Kurigram Unit. The department has completed collection of monthly reports from all 68 units. Enrolment process for 225 Life Members and 300 Annual Members has been completed.

**Achievement**

- Background works for piloting RMS at BDRCS has been completed and 03 Units have been selected for piloting RMS.
- Planning workshops have been initiated and a total of 05 planning workshops have been completed.
- A total of 02 Ad-hoc Committees have been formed. Registration for 225 Life Members and 300 Annual Members has been completed.
- Certificates have been distributed among 276 Life Members and BDT 25,480 has been collected.

The section, as routine activity, has also extended necessary IT support and services to NHQ based departments and individuals.

The department has issued certificates for a total of 276 Life Members and has collected BDT 25,480 as share money from the members. Inefficiency of Unit personnel in producing reports is a continuous challenge for Unit Affairs department.
Personnel Department
In Sep ’12, the department has organised inter-department transfer for a total of 16 officers along with 03 staffs and they have successfully been placed under various departments, units and programmes of BDRCS. As per standard HR policy, promotion of an employee has been completed and a total of 43 officers including staffs have received annual increment.

Achievement
Inter-department transfer of 16 officers along with 03 staffs, promotion of an employee, recruitment of 12 project officers along with 02 project staffs and 05 employees under BDRCS revenue, annual increment for 43 officers including staffs, mainstreaming of 02 employees and process of provident fund for 03 officers along with 03 staffs have been completed.

At this stage, recruitment process for project officers and project staffs has been completed where 12 project officers and 02 project staffs under various projects have been appointed with contractual agreement. A total of 05 officers have also been appointed under BDRCS revenue budget. Mainstreaming of employment has been completed for 02 employees. The department has supported 03 officers and 03 staffs to be included under Provident Fund provision.

Fund Raising Department
The department, in Sep’12, has communicated with various business firms and individuals for procurement of BDRCS souvenir items and also for developing donation boxes.

The department has collected BDT 17,845 by selling souvenir items and BDT 22,867 by setting donation boxes at the Hazrat Shahjalal International Airport. At this stage, draft models for developing donation boxes have been placed to the appropriate authority for approval.

Achievement
In total, BDT 17,845 has been collected by selling souvenir items and BDT 22,867 by setting donation boxes.

The department is also maintaining regular communication with concerned personnel in President’s Office Bangaghaban regarding BDRCS Fund Raising Dinner-2012. Response from the potential sponsors is the challenge for Fund Raising department.

Transport Department
In Sep ’12, the department has completed vehicle fitness process for 02 vehicles. General engine servicing for 04 vehicles, suspension servicing for 02 vehicles and change of tiers of 01 vehicle have been completed. At this stage, the department has also supported engine overhauling and servicing for 01 vehicle. The department, as routine activity, also maintains log book, duty of drivers and movement schedule for BDRCS personnel and individuals.

Achievement
Vehicle fitness for 02 vehicles, general engine servicing for 02 vehicles, suspension servicing for 02 vehicles, engine overhauling for 01 vehicle have been completed and tiers of 01 vehicle have been changed.
## Important Contacts (queries and grievances)

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