ADMINISTRATION DEPARTMENT

In September 2013, 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 institutions whenever need. A total of 255 officials/staffs had been covered till date. Besides these, visiting cards had also been prepared and distributed among 190 BDRCS staffs till date.

For ensuring office and asset security of the Society, the Department prepared 10 days roster for guards and security persons. Different official documents like office orders, circulars and notices had been distributed among the staffs at NHQ BDRCS. Besides, the Department undertakes various routine work like providing attendance status of the BDRCS staffs to Accounts Department for preparing monthly staff salary. Bills for electricity and Robi Telecom had also been prepared and submitted to Accounts Department for taking necessary action.

COMMUNITY BASED DISASTER RISK REDUCTION (CBDRR) PROGRAMME

In September 2013, the Program purchased Sapling for the community from government nursery under disaster and saline tolerant tree plantation activity. As a part of social afforestation initiative, saplings of Coconut, Guava, Akashmoni, Mango, Hog Plum, Rain Tree, Amloki, Jacfruit Nim trees will be distributed to 10 communities in Bhola to be planted in Schools, Madrashas, Mosques, Eidgah Fields and by the road side.

Under this programme one Mock drill was held on 10 September 2013 at Charjatin under Monpura. A team from SDRC, Director, DRM, Deputy Director of CBDRR, Secretary Bhola RC Unit, UNO of Mopura attended the programme. More than 5000 people of Monpura enjoyed the mock drill. Out of them 2000 were male, 1500 female and 1500 children. The main theme of the mock drill was early warning system, house hold preparedness, cyclone shelter management, search and rescue, evacuation and dead body management. The mock drill will increase collaboration among CDMC, CDRT and CPP in order to run CBDRR intervention smoothly at the community level for the betterment of people.

During the reporting period, monthly coordination meeting for Community Disaster Management Committee was held at 10 communities. Discussion points of those meetings were tree plantation, land donation for Canadian Red Cross, school selection, nursing of tree plantation. A total number of 82 (Male-45, Female-37) members attended the meeting.

ACHIEVEMENT

- Observed National Mourning day death anniversary of the Father of the Nation
- Extended support to Accounts Department regarding staff salary and other corporate bills
- Distributed Identity and visiting cards to BDRCS staffs
- Prepared roster for security guards
intervention area. Second phase of distribution will start in December 2013 covering same beneficiaries. The Department organized two Lesson Learned Workshops on successful completion of two projects i.e. Aila Recovery project, Dacope, Khulna and Early Recovery project (Floods and Land Slide ) for Chittagong, Bandarban & Coxsbazar. Secretary General - BDRCS; HoD - IFRC, BD Delegation, Directors of different Departments of BDRCS, Officers from IFRC, BDRCS and Representatives from ECHO and Other organizations were present in the workshop. Honourable chairman of BDRCS, Professor Dr. MS Akbar, MP chaired the workshop of Early Recovery project for Floods and Land Slide.

A two days (17 to 18 September, 2013) pre disaster meeting was held in BRAC Inn centre, Dhaka. Secretary General of BDRCS, HoD of IFRC, ICRC, country representative of BRC, SRC and HoO of GRC of Bangladesh Delegation, Delegates from SARD and Zone Office of IFRC, Directors of different Departments of BDRCS, Officers from IFRC & BDRCs were present in the meeting. Honourable chairman of BDRCS, Professor Dr. MS Akbar, MP was present in the meeting as chief guest.

Urban Disaster Response Team (UDRT) was formed at 4 units consisting 25 members of RCY. Training of Trainers (TOT) on First Aid had been started on 29 September 2013 at training room, BDRCS, NHQ. A total number of 25 UDRT members (Male-21, Female-4) of 4 Units received the TOT training.

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**ACHIEVEMENT**
- Distributed cash grant to 1000 beneficiaries under Flood Early Recovery Project
- Organized two Lesson Learned Workshops
- Organized Pre Disaster Meetings

**ESTATE DEPARTMENT**

During this reporting period, Estate Department was occupied in collecting current and due rent from different sources of BDRCS like Motijil Bhabon, Mitford Shoping Coplex, Eskaton Red Crescent Borak Tower, Mirpur Red Crescent Multiplan City, Mohakhali Red Crescent Concord Tower, Chittagong Based Dipo, National Pubali Bank etc. A total BDT 43,469,500 had been planned to collect as house rent, lease of fruit trees and pond. But the Department was able to collect BDT 25,204,420 during this reporting period. In collecting rents, Department faced some challenges like non-cooperation, internal problem with the commercial firms/ institution.

**ACHIEVEMENT**
- Purchased saplings for distributing to 10 communities in Bhola
- Conducted mock drill on early warning system pre, post and during disaster preparedness
- Formed UDRT in 4 Units with 25 RCYs
CLIMATE CHANGE ADAPTATION (CCA) PROJECT

In the very same month, total four tube wells had been installed in the community under Gupalgonj unit. Total number of four Project Implementation Committee (PIC) Meeting was held in different units where important decisions were made on implementation of project at community and schools. The Community Disaster Management Committee (CDMC) members sat together in a meeting in each community separately. Total 8 meetings were held in order to discuss the problems and possible solution for smooth implementation of activity. During the reporting quarter a total of 102 court yard session had been conducted in the project communities to raise awareness on climate change adaptation and disaster risk reduction. Under school based co-curriculum activities a number of orientation session had been organized in the reporting period in all 4 districts. A total of 430 students oriented on DRR/CCA through the class base session.

COMMUNITY DEVELOPMENT INITIATIVE (CDI) PROGRAMME

In September 2013 skill training for women (Tailoring Training) was organized in Rangpur under CDI program with a total of 20 participants. Another training named skill training for women (Handicraft) was also organized for women in Rangpur. A total of 20 female received the training.

PASSA Court Yard meeting was held in Rangpur and Gupalgonj. A total number of 08 and 06 meeting were held respectively where 204 participants attended. Another Court Yard meeting on CBHFA at community level was held in Gopalgonj. A total number of 644 participants attended in 28 meeting.

PLANNING AND DEVELOPMENT (P&D) DEPARTMENT

In September 2013, the Department completed collecting the development plans both from the Departments and Units. In the process of HR reform, the figures of existing staff position are required for proposing the required number of personnel in the organogram. The Department compiled the staff position in consultation with HR and Accounts Department. As an aftermath, the issue of mismatch between the HR and Accounts staff position have been resolved by the Department. The HR and Accounts data had been analysed and analysis reveals the following staff ratio.
The table of ratio analysis shows that 86% of BDRCS staff is Permanent staff and rest of the 14% staff are contractual staff. The percentage share of Support staff and Officers out of the permanent staff is 59% and 41% respectively.

**INFORMATION AND PUBLIC RELATION DEPARTMENT**

Public Relation and Information Department organized Emblem Campaign in Panchagar and Bogra in September 2013, in order to inform about emblem using. Different types of stakeholders like doctors, quake, pharmacy owners, clinic owners, health clinics, ambulance drivers, drugs association members, civil surgeon, office staffs and general people participated in the campaign. About 50 thousand people participated the campaign. Though some challenges like 1% miss users were not agreed with us and 1% were absent in campaign were faced by the department.

In the same month a press release was published in 30 national dailies. And near about 1 core people read the press release. Information department also published a News Bulletin named "The Message" focusing all activities of BDRCS.

**ACHIEVEMENT**

- Resolved mismatching between HR and Accounts regarding staff position
- Selected 10 Branches for Management Training
- Competed collection of development plans from all of the Departments and Units

**ACHIEVEMENT**

- Provided technical support to CPP and Transport Department for formulating their 4 Years Plan
- Reviewed BOM document
- Developed methodology for SP Monitoring
In the month of September 2013, treatment was provided to patients attending the medical center. A total of 204 poor people covered under the services. Besides this medical support, EPI and family planning services are also provided through the medical center. Health education activities were organized at Mogbazar Slum and National Head Quarter. Also, NCD prevention services of UDRR were provided at BDRCS slum. DD of Health Department has been receiving training on Ultra Sono Gram at Shristy Institute.

Under Primary Health Project, a training workshop was scheduled to take place in Chittagong and Cox’sbazar. But it couldn’t be taken place due to unavailability of fund. Visit of Unit office and CPP office completed at Barguna. A meeting held regarding discussion of their activity and their contact. A total number of 703,657 people were rehydrated and taught about hand wash and 113 health education sessions organized where 4,102 participants attended.

Health Department of Bangladesh Red Crescent Society (BDRCS) arranged a day long workshop on Mother and Child Health care on 29th August 2013. The main objective of that workshop was sharing experiences and exchanging views on Mother and Child Health program with others.

During the reporting period, a Lesson Learned workshop on Road Initiative was held on 26th September 2013 at the training room of BDRCS, NHQ. Honorable Chairman, Project Coordinator, Secretary General, Chairman Nirapad Sarak Chai, Director of BRTA, member of Public Service Commission were presented as special guest and also representatives of Bangladesh Police, BUITE and different organizations were attended in the workshop. After discussion and experience sharing, a number of suggestions were taken into consideration regarding awareness building, bill board placement, information sharing with DC, SP and civil surgeon about road safety project, dignitaries, actors can be used for mass awareness, coordinate with highway police, ambulance service to be in consideration, acquire membership of BDRCS and active participation at national level. World First Aid Day observed in September 2013. A total of 22 volunteers, schools students and 1350 community people of 10 spots observed the day.

ACHIEVEMENT

- 13,031 mother and children had been served through MCH program
- Health Department conducted a workshop on mother and child health
- Road Safety project conducted a lesson learned workshop on Road Initiative
- Provided medical treatment to 204 people by BDRCS Medical Centre
- 703,657 people rehydrated and taught about hand wash
- 113 Health education sessions conducted with 4,102 participants

TRACING DEPARTMENT

In September 2013, the Department exchanged 88 Red Crescent Messages (RCM) with Myanmar, India and Georgia. Three messages received from Jordan and 78 reply sent to Myanmar. Also two Red Crescent Messages were received from Jail. These initiatives reduced anguish of the receivers by re-establishing contact. 82 families were covered by the tracing/RFL activities.
ICRC (International Committee of the Red Cross) Dhaka, Myanmar Red Cross, BDRCS Units and Bangladesh Jail had jointly conducted RCM exchange.

The Department received one tracing request from Sweden Red Cross for investigation. But it wasn’t possible to proceed with the request as the address was wrong.

In the same reporting period, 29 Family Notification had been exchanged regarding missing people. Out of 29, 15 were received from abroad and 14 sent to abroad which was received from different parts of Bangladesh in collaboration with Ministry of Home and foreign affairs, ICRC (International Committee of the Red Cross) Dhaka, Malaysia Red Crescent and BDRCS Units. It needs to be mentioned that 11 missing persons had come back to home.

Cash grant had been distributed among 58 affected families of Rana Plaza incident. It was a joint initiative of Health, International Relation (IR), and Turki Red Crescent. The main objective of the initiative was to reduce family burden.

An orientation on First Aid was organized by the department. A total of 8 (Male-6, Female-02) employees of Weatherford Products and Equipment (Singapore) Pvt Ltd LLC received orientation on First Aid. Orientation objective was to deliver the basic idea on First Aid to the participants and also enable them to provide FA services to some extent.

Another orientation on Fire Safety was conducted at Saidabad, Dhaka. A total of 21 (Male-20, Female-1) employees of Saidabad Water Treatment Plant (SWPT) Phase-2 had been oriented on Fire Safety. The orientation mainly focused on the consequences of fire incident and preparedness to mitigate the impact of fire incident.

**ACHIEVEMENT**
- Conducted 5 basic First Aid training with 128 participants from different organizations & institutions
- Conducted orientation on Fire Safety with 21 employees of Saidabad Water Treatment Plant

**TSUNAMI RESIDUAL FUND (TRF) PROJECT**

An equipment distribution ceremony was organized with the coordination of CPP program for distributing First Aid kits, Rescue Kits and Signal equipments. Chairman of BDRCS and Head of Delegation of IFRC were presented in the Ceremony. In Dasmina Upazilla 72 warning equipments, 216 Rescue kits, 216 First Aid kits had been distributed. One Unit hangs on their distribution due to Unit boundary demarcation.

**TRAINING DEPARTMENT**

In September 2013 the Department organized 5 training Courses on Basic First Aid. Out of five courses two were held in NHQ, BDRCS, two in Chittagong and one in Barguna. 26 employees of different Organizations, 52 student leaders, 25 employees and volunteers of V2R project and 25 volunteers of CBDRR Programme had been imparted Basic First Aid training.

Resource Management System (RMS) is an integrated web based system for the staffs of National Society and IFRC secretariat. Information and Communication Technology (ICT) Section organized an orientation on this system was held on 22 September 2013 for NHQ and 5 Units.

**ACHIEVEMENT**
- 88 RCM exchanged with Myanmar, India and Georgia that served 82 families
- Exchanged 29 family notification on missing people
Under Chittagong Hill Track (CHT), CDIP developed TOR for conducting baseline survey along with its 96 questionnaire for conducting baseline survey at nominated four CHTCDIP communities in Bandarban and Khagrachari. At first baseline survey was started in Khagrachari. Selected 10 skilled RCYs were given orientation on survey conduction and baseline questionnaires in Bandarban. Mr. Nazmul Azam Khan, Director, Mr. Keramot Ali, field Coordinator and Mr. Shakhawat Hossain, PMO facilitated orientation sessions. Accordingly 10 trained RCYs conducted baseline survey and collected data from two communities. In total of 161 household’s data were collected from two communities in Bandarban District.

An information sharing meeting with 56 MCH centers in collaboration with Social Marketing Company (SMC) and USAID (United State Agency for International Development) in September 2013. A decision was taken to train 56 Midwives, 112 Assistant Mid Wives and 168 Community Health Promoters on IMCI and Family Planning. Another meeting was held with Dr Altaf, PM IMCI, Director General of Health and services (DGHS) and he offered following facilities for BDRCS:

- Facility based service providers (CMWs) for 11 days in a Government Medical College Hospital
- Community IMIC for Assistant CMWs for 5 days in nearby Upazila Health Complex (UHC)
- Counselling and Awareness IMCI for community health promoters (CHP) in nearby for 5 days in nearby UHC

Total 7 staffs of Ahad Red Crescent Society Blood Center Jessore and Achiha Khatun Memorial Red Crescent Blood Center Magura has been receiving their salary. And also total number of eight staffs from NHQ received their salary from TRF project.

Deputy Director of UDRR-Health has been receiving training on Ultra Sonogram in a private training institute named Shristy from August 2013. A year-long training will be completed in August 2014. Outdoors activities are continuing under TRF project. In this reporting period process of health education activity was started at Mogbazar Slum and NHQ BDRCS. Initially beneficiaries’ selection started at slum jointly with UDRR. Also family card was collected from the 50 families which were provided earlier in the area.

**ACHIEVEMENT**
- Equipment distribution ceremony organized under CPP
- Organized orientation session organized on RMS by ICT Section
- Conducted Baseline Survey for CHT Project
- Started health education sessions at Mogbazar slum by UDRR (Health) Programme
- Planned to organized training on IMCI and Family Planning
- Arranged meeting with Director General of Health and Services (DGHS) for seeking some facilities for BDRCS

**VULNERABILITY TO RESILIENCE (V2R) PROJECT**

The project organized orientation session with CDMC (Community Disaster Management Committee) Members at the community level. A total of 22 sessions (including 7 sessions at Patuakhali & 15 at Barguna District) were conducted where participants are informed about their roles and responsibilities, and CDMC structure. It has also established a platform of transparency and accountability for both community people & CDMC member. A total of 329 people (including 200 male and 129 female) were reached through this initiative.

Leadership training was organized for CDMC Members at Patuakhali and Barguna District. From each CDMC, 3 members received the training through which they have attained knowledge on problem analysis, conflict resolution, planning, budget preparation, reporting, resources mobilization, financial management, evaluation, advocacy etc. A total of 54 participants were covered through these 2 training sessions.

During the reporting period, a total of 14 Bank accounts had been opened for 14 CDMC out of 26. The members will be able to receive money from BDRCS by which they can implement activities at the community. Besides, institutional platform of CDMC has also been strengthend through this initiative.
V2R Project organized workshops with Upazila WATSAN Committee at 4 Upazilas under Barguna and Patuakhali District. Upazila WATSAN Committee has been informed about the WASH activity along with project locations. The decision was made to build and maintain a professional relationship with respective Department of Government so that they can work together on same issue. A total of 103 participants were covered through these workshops where 97 were male and 6 female. Remaining workshop will be held at Galachipa Upazila under Patuakhali District on 1st week, October, 2013.

The project organized training on Basic First Aid and Orientation on RCRC Movement for 25 project staff and Red Crescent Youths (RCY). Training participants will be able to provide first aid facilities during disaster.

Monthly meeting with Project Implementation Committee (PIC) members was held in Barguna and Patuakhali Unit. PIC members are informed about the progress of ongoing activity and Plan of Action (PoA) for next month. A total of 13 members were reached through these meetings.

The project organized participatory workshop on WASH (Water Sanitation and Hygiene) at 14 different communities under Barguna and Patuakhali District. PHAST (Participatory Hygiene and Sanitation Transformation) methodology was exercised at the community level where community people have explored WASH related practice as well as how to make better practice on water, sanitation and hygiene promotion. A total of 460 community people were participated in those workshops.

The Project also organized workshop on Revived Log Frame at RDF Tower, Barguna Unit. A total of 18 participants were informed about Accountability to Beneficiary. Moreover, they also revised the Project Resilience Framework and develop a pathway for training & activity execution.

**HUMAN RESOURCE DEPARTMENT**

In September 2013, the department was involved in various activities like transfer, recruitment, processing for resignation, providing yearly increment, staff regularization, provident fund and contract extension of BDRCS staffs. During this month, the department processed for transfer of 4 staffs in NHQ BDRCS, Red Crescent Hospital, Red Crescent Maternity Hospital and Unit, recruitment of 10 staff, yearly increment for 46 staffs, regularize 1 staffs at NHQ BDRCS, promotion of 1 staff. All recruited and transferred staffs joined in respective work places.

**ACHIEVEMENT**

- Processed for 4 transfer, 10 recruitment, 46 staff increment, promotion of 1 staff.

**URBAN DISASTER RISK REDUCTION (UDRR) PROGRAMME**

UDRR program organized 2 Urban Disaster Risk Reduction Team meeting during this reporting period in collaboration with American Red Cross Society. A total of 50 participants attended the meeting. In the same month Safety Club meeting was held in Dhaka and Rangpur. Out of 20 core schools, 5 meetings were held in Rangpur and 3 meetings were held in Dhaka. Purpose of those meetings was to raise awareness regarding disaster among the students. A total of 225/120 participants attended the meeting. 12 meetings didn’t take place due to annual leave and different exam at schools.

Training was organized on Basic Disaster Risk Management in September 2013. 8 courses in Dhaka and 6 courses in Rangpur were completed with a view to raise awareness, implementation of disaster preparedness initiatives and develop knowledge regarding disaster management among the public schools student.
It was training of 3 days and total participants were 240 (Student-232 and Teacher- 08). Due to different types of exam 06 courses in Dhaka and Rangpur couldn’t be conducted.

Another training was conducted on Light Search and Rescue at Rangpur Unit. Total two trainings were conducted in same Unit in order to increase capacity of student, teachers and guardians regarding Disaster Management. 18 student, 6 teacher and 6 community people attended in each event.

**ACHIEVEMENT**

- 2 team meeting on UDRR and 8 Safety Club (Dhaka & Rangpur) meeting held
- Organized training of Basic Disaster Risk Management and Light Search and Rescue in Rangpur and

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**YOUTH AND VOLUNTEER DEPARTMENT**

Under the ‘Urban Volunteering Study in the Asia Pacific’, IFRC (International Federation of Red Cross and Red Crescent Societies), Bangladesh Delegation exchanged views with Red Crescent Youths (RCYs) of BDRCS (Bangladesh Red Crescent Society). A total of 30 RCYs were involved in those opinion sharing sessions at NHQ (National Headquarters), BDRCS. Besides, NHQ RCYs organized ‘Blood Grouping Campaign’ at Khilgaon Model High School, Rampura Ekramunnesa High School and Badda Alatullanesa High School on 5, 8 and 19 September 2013 respectively. A total of 9 RCYs provided voluntary services in those campaigns for successful completion of the activities.

On 12 September 2013, 12 NHQ RCYs provided ‘Search & Rescue’ operation and Basic First Aid to wounded people in a fire incident happened in a Jute Mill at Ashulia, Savar, Dhaka.

The Department organized RCRC Basic and First Aid training at Viqarunnisa Noon School on 2-4 September 2013 where 5 RCYs facilitated different sessions. The Society organized 2 orientation sessions on Other Situation of Violence (OSV) at NHQ BDRCS where 13 RCYs facilitated different sessions. Moreover, The Department organized training on RCRC Basic and First Aid at Badda High School on 28-30 September 2013. A total of 4 RCYs facilitated different sessions in the training.

On 11 September 2013, a total of 2 RCYs were involved in providing support to a voluntary Blood Donation programme organized by Red Crescent Blood Center at Y. K. K Garment, EPZ, Savar, Dhaka. Exchange of friendship between NHQ RCYs and 32 different Unit RCYs were held at BDRCS on 23 and 25 September 2013.

**ACHIEVEMENT**

- Organized ‘Blood Grouping Campaign’ at Schools and voluntary ‘Blood Donation’ programme at Saver, Dhaka
- Extended ‘Search & Rescue’ and ‘Basic First Aid’ support to a fire incident happened at Ashulia, Savar, Dhaka.
- Organized RCRC Basic and First Aid training at Viqarunnisa Noon School and Badda High School
- Organized 2 orientation sessions on Other Situation of Violence (OSV) at NHQ BDRCS
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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