ADMINISTRATION DEPARTMENT

The Department has been preparing and distributing identity cards to 255 employees in order to provide officials in identity which will increase their accessibility to others institutions and organizations. As a regular activity, 10 days roster for the security guard was prepared to ensure security of the National Society. Office order, office circulars and notice circulated in order to accelerate the implementation of planned activities of the Society. Visiting card was prepared and distributed to 190 employees. In continuation of regular activities, absent statement was prepared by the department and submitted to the Account Department for staff salary. Different types of bill like, mobile bill, telephone bill and electricity bill was prepared and submitted to the Accounts Department for taking the necessary steps. An accommodation has been preparing for the Sweepers at National Head Quarters.

COMMUNITY BASED DISASTER RISK REDUCTION (CBDRR) PROGRAMME

In this reporting period, Community Disaster Risk Reduction Meeting (CDMC) was held with local people and CDMC members in Satkhira, Jessore, Bhola and Jamalpur. Discussion issues were water logging problem, food insecurity, and tree plantation, nursing and protection/fencing, lessons learned from cyclone mock drill in rainy season and plan of Community Disaster Reduction Team (CDRT) training on First Aid and Search and Rescue in the next month.

Bi-monthly coordination meeting of Community Disaster Reduction Team (CDRT) was held at Char Jatin, Daserhat, Char Patila and Uttarsara with local CDRT members. 4 meeting was held out of 10 meetings. Key discussion point of the meeting were land selection for resource center, discussion on participatory Disaster Response Emergency (DRE) fund collection, tree plantation, nursing and protection/fencing, lesson learned from cyclone mock drill in rainy season and Community Disaster Reduction Team (CDRT) First Aid and Search and Rescue training plan for the next month. A total number of 88 (Male-49 and Female-39) people of 5 communities attended the meeting.

As part of awareness raising and accountability, bi-monthly coordination meeting was held with Unit Disaster Management Committee (UDMC) at Char Jatin, Uttarsasra, kathaltala and Sheikhpura community in collaboration with local Union Parishad.

ACHIEVEMENT

- 255 Identity Card was delivered to the employee
- Roster prepared for the NHQ Security Guard
- 190 Visiting Cards distributed to the employee
A proposal was submitted to the Ministry and Comprehensive Disaster Management Program (CDMP) in order to arrange training and some necessary equipment for the volunteers. A Plan of Action and budget submitted to CDMP and they agreed to support CPP.

During this reporting period CDMP distributed eleven motorcycles at extended five upazila (Samnagar, Asasuni, Dacope, Koira and Mongla) of CPP. Already motorcycle sends to the upazial. A mock drill was organized on Cyclone at Sahamnagar Upazila in Shatkhira district in collaboration with CDMP. A daylong workshop was held with Upazila Disaster Management Committee and CPP Union Team Leader at Coira Upazila and Dacope Upazila in Khulna.

Signal equipment, First Aid Bag and Rescue Bag distributed at Dosmina, Barguna and Kutubbag Upazial under CPP program in collaboration with American Red Cross. 37 Upazila Committee meeting was held in this month at 37 upazila under CPP program.

In this same month international day was observed for disaster reduction (IDDR) 2013 at unit and community level. The day was observed in collaboration with Govt. Program. A total number of 258(M-151, F-107) people from 6 communities and 2000 people from 4 units participated in the program. Objective of the day observation was awareness raising, discussion on disable safety in disaster preparedness. And also all these issues were focused in the meeting and rally.

**ACHIEVEMENT**
- Bi-monthly coordination meeting of UDMC, CDMC meeting and PIC meeting held.
- Disaster Reduction (IDDR) 2013 day observed at unit and community level

**CYCLONE PREPAREDNESS PROGEAMME**

In October 2013, a daylong orientation session on welding and management of CPP volunteers was completed in Khulna with the support of Community Disaster Management Program (CDMP). A total number of 1005 volunteers from Koira Upazila of Khulna and 2055 volunteers from Samnagor Upazila of Shatkhira were participated the orientation session. CPP program identified most vulnerable six upazila (Hatia, Ramgati, Sandip, Baskhali, Mheskhali and Teknaf).

**DISASTER RESPONSE DEPARTMENT**

During this reporting period a planning meeting of Cyclone Mahasen Operation had been conducted in Patuakhali. Secretary General BDRCS, Head of Delegation, International Federation of Red Crescent, Director Disaster Response, BDRCS and IFRC Officers, Secretary of Patuakhali and Barguna units and also RCYs from those units were attended in the meeting.

Two Regional Disaster Response Team (RDRT) members deployed in this month for Mahasen operation activities respectively from Srilanka and Afganistan.
A total number of 30 RCYs received orientation on Post Relief distribution assessment and Monitoring in Barguna and Patuakhali. After orientation, RDRT members and RCYs completed Post Relief distribution assessment successfully in three districts of Barguna, Patuakhalı and Bhola, where relief items were distributed after Cyclone Mahasen.

Second Phase Relief distribution to the violence affected people in Kagrasori was completed in collaboration with ICRC. Food and nonfood items were distributed among the most affected 156 families during recent violence. Each family received 40 kg rice, 4 kg lentil, 4 litter of oil, 1 kg of dry fish, 2kg of sugar, 3 kg of salt, 3 pieces of Bathing soap, 5 washing soap, 1 piece of blanket, 1 piece of Jar.

Another Relief Distribution was completed during the reporting period in collaboration with Turkish Red Crescent Society. Food items were distributed to flood affected people, affected people of river erosion and water logging in 15 districts of the country. A total number of 4950 families received 10 kg of rice, 06 kg of lentil and 3.5 kg of Chick pea.

Other Situation of Violence (OSV) pilot project was started from October 2013 in collaboration with International Committee of the Red Cross (ICRC). Main objective of the project is to provide First Aid support to the people who will be affected in violence. The concept of the project is very new in Bangladesh. Now activities are piloting in Dhaka and Chittagong as initial priority. Four teams are formed in two cities and they are working in two shifts especially during the days of shutdown (Hartal). Each team was formed comprising seven members including one team leader, one paramedic, three Red Crescent Youths and one pickup driver and one ambulance driver.

First Phase post monitoring distribution was completed in Kurigram under early recovery project in collaboration with British Red Cross (BRC). Main target of the project is to provide livelihood support to the selected 1000 beneficiary families who were severely affected by flood in the district. Also a monitoring visit was conducted first phase of distribution to ensure proper utilization of the distributed money.

PUBLIC RELATION AND INFORMATION
Department organized Emblem Campaign in Rajshahi District Unit in order to inform about emblem using. Different types of stakeholder like doctors, quake, pharmacy owners, clinic owners, health clinics, ambulance drivers, drugs association members, civil surgeon, office staffs, general people were participated the campaign. Some challenges was faced by the department during the campaign like 1% miss users were not agreed with them and 2% were absent in the campaign.

In the same month a Press Release was published in 09 national dailies. Near about 10 lac people read the press release.

ACHIEVEMENT
- Post relief distribution assessment completed
- Second Phase relief distribution to 156 affected families completed
- Relief distribution to flood affected people, river erosion affected people and water logging people completed in 15 districts
- Other situation of violence started in two cities in pilot basis
- Post Monitoring distribution of Early Recovery Project Phase-1 completed

ACHIEVEMENT
- Emblem Campaign organized in Rajshahi
- Press Release published in 09 national dailies

Figure: Orientation on Red Crescent emblem campaign
Road Safety Project observed ‘World First Aid Day’ at spots of the project. A total number of 22 volunteers and school students were participated. Besides these a total number of 1350 people participated in that program.

A workshop on ‘Lesson Learned’ was held at NHQ, Dhaka. A total number of 31 representative of different organization was participated in the workshop. Purpose of the workshop was to information dissemination and fund collection.

**ACHIEVEMENT**
- Collected 200 bags, 1000 caps and 3 donation box
- Deposited 126240 in the Sonali bank by selling souvenir items

**FUND RAISING DEPARTMENT**
In October 2013, three donation box, 200 bags and 1000 caps collected respectively from Amecon, Mousomi Enterprise and K.R Trade International. Director of Fund Raising Department met with Mrs. Parvin Akter, Joint Seretery (IRD) under The Ministry of Finance regarding the Red Crescent lottery. The Department deposited an amount of BDT 126240/- in the Sonali Bank account by selling souvenir items. As part of regular activity a folder was prepared by the department regarding ongoing activities to share with the individual donors. Some challenges faced by the department like non maintenance of time in respect of delivery of the suppliers.

**ACHIEVEMENT**
- 13290 Mother and Children served through the programme.
- Urban Medical Center provided medical Treatment to 193 poor people.
- World First Aid Day observed by the Road Safety Project
- Lesson Learned workshop held

**HEALTH EPARTMENT**
During this reporting period 56 MCH center in 27 districts implemented Primary Health Care Programme (PHC) which was focused on Mother and Child Health, Ante Natal Care, Normal Delivery, Post Natal Care, Health Education, General patient Care, EPI, Pathology and Income Generation Activities. A total number of 13290 Mother and Children were served through the programme. These 56 centers are working in collaboration with GRC, CRC Consortium, Japaness Red Cross and German International Cooperation. Though quality of care and regular monitoring and supervision is challenge but they are implementing their activities by minimizing the limitations.

MCH Steering Committee Meeting was held on 23rd October 2013. The meeting was at 56 MCH centers in 27 districts.

In October 2013, BDRCS, NHQ Urban Medical Center Provided medical Treatment to 193 poor people. And also other services like EPI, Family Planning Services and NID respectively 32, 35 and 265 provided to the beneficiaries.

**PLANNING AND DEVELOPMENT (P&D) DEPARTMENT**
On October 3, 2013 Director, P & D Department attended a meeting on First Aid in Other Situations Violence (OSV). The joint intervention of BDRCS and ICRC to providing First Aid service in Others Situations of Violence was discussed in the meeting.

The Branch Operational Manual prepared by the Consultant is required to be reviewed by the members of core group. In October 2013 the core group meeting on Branch/Unit Operation Manual (B/UOM) was held in the conference room of BDRCS on 28th October. The daylong meeting will be continued for a few days as it is a lengthy process to review the whole document.

Due to some unavoidable/official reasons the BDRCS Law 2013 was not presented in the Cabinet Meeting. The Ministry has mentioned that they have certain requirements and the law can be presented in the meeting upon fulfilling of the requirements. Other supporting documents have to be provided to the Ministry. Thus the process of Legal Base Reform is under process.
One tracing request had been send to Belguim Red Cross. Two family notifications regarding missing people were received from Lebanon and sent to Satkhira district by the department.

Unit visitation was completed in Khagrachari, Bandardan and Cox’s Bazar during this reporting period. Main purpose of the visitation was to awareness raising among Unit Tracing Team, EC member and concerned mass people on reinstallation family linkage. A film show arranged during the visit. Near about 3000 persons were attended the show. Cash grant support had been distributed to 19 affected families of Rana Plaza incidents through joint initiatives of Tracing Department, Youth & Volunteer Department and Turki Red Crescent. Finally the department reached 382 affected people.

Department participated the regional meeting which was held in Malaysia. It was a bi-lateral meeting of BDRCS and Malaysia Red Crescent Society. A follow up has been continued to distribute hygiene kits to the foreign prisoner in Bangladesh jail. The purpose of the follow up is to reduce some of their burden.

**ACHIEVEMENT**
- The core group meeting on Branch Operational Manual has been started
- The organogram has been approved in principal and the P & D Department provided support in resolving the issue of the actual strength of BDRCS.

**ESTATE DEPARTMENT**
During this reporting period the Department was occupied in collecting current house rent and due house rent from different sources like Motijhil Bhabon, Mitford Shopping Complex, Eskaton Red Crescent Tower, Mirpur Red Crescent Multi Plan City, Mahakali Red Crescent Concord Tower, Chittagong Base Dipo and National Pubali Bank etc. Department had target to collect BDT 34220900 but they able to collect BDT 10748573 during this reporting period. In this reporting period department faced some challenges in terms of non cooperation, house rent collection, internal problem with the commercial firms/institution.

**ACHIEVEMENT**
- Collected house rent BDT 10748573

**TRACING DEPARTMENT**
Department exchanges 15 Red Crescent Messages in this month to reduce anguish of the families. A total of 10 Res Crescent Messages (RCMs) sent to abroad (Myanmar-8, Srilanka-2) and 5 RCMs sent to Jhinidha, Manikganj, Narayanganj and Narshigdi district in collaboration with ICRC Dhaka, Srilanka, Myanmar Red Cross and BDRCS Units.
Blood Program: Total 7 staffs of Ahad Red Crescent Society Blood Center Jessore and Achia Khatun Memorial Red Crescent Blood Center Magura has been receiving their salary. Besides, eight staffs from NHQ received their salary from TRF project.

Mother and Child Health: Based on MCH dissemination workshop decision a training plan was developed for 56 midwives under 56 MCH centers. As per training plan training will be started from November, 2013. In this month, regular monitoring and supervision was also conducted by the field staff and NHQ staffs.

Urban Disaster Risk Reduction (UDRR-Health): Family card distribution and beneficiaries selection is on process at Mogbazar slum. One staff of UDRR-Health has been receiving training on Ultra Sonogram.

Urban Disaster Risk Reduction (UDRR): In this reporting period Community Consultation Meeting was not held at Ranpur and Dhaka slum due to unavailable time of the slum dwellers.

Chittagong Hill Tracks Programme: In October 2013, a team consisting Federation and BDRCS Officers visited CHT districts to recruit local project staffs for ongoing Community Development Initiative (CDI) programme. Visitation program was held in Bandarban and Khagrachari district. As part of this recruitment process, respective Unit formed a five member’s formal interview board. At the end of the month Community Organizer and Field Organizer was recruited for Bandarban and Khagarachari Unit Office.

TRAINING DEPARTMENT
Training Department provided orientation session on Red Cross and Red Crescent (RCRC) Movement at Barguna Unit in collaboration with V2R project. A total of 25 employees (Male-22, Female-03) and volunteers of V2R Project had been imparted on RCRC Movement. The main objective of the training was to aware persons on RCRC movement by disseminating the key messages of the movement.

Two orientation sessions respectively on First Aid and Fire Safety were organized for HSBC Bank employee at Kawranbazar, Dhaka. A total of 28 employees (Male-28, Female-00) had been oriented on First Aid and Fire Safety. Employees received basic idea on First Aid and Fire Safety management and they will be able to provide First Aid services in some extend.

During this reporting period the department also provided training on Search and Rescue, Training of Trainers on First Aid and Training of Trainers on Search and Rescue for CBDRR Program Volunteers at National Head Quarter Dhaka. A total number of 25 volunteers got basic idea on Search and Rescue and also they will be able to provide training on First Aid and Search and Rescue to the community people.

ACHIEVEMENT
 Orientation Session was provided on RCRC Movement, First Aid and Fire Safety Management
 Provided training on Search and Rescue, Training of Trainers on First Aid and Training of Trainers on Search and Rescue

PLANNING, MONITORING, EVALUATION AND REPORTING SECTION
In October 2013, PMER Section formed a team for conducting ‘Mid Term Review’ of implementation of Strategic Development Plan 2011-15, BDRCS. The team members sat together for once where they reviewed the document and started setting up indicators against outputs mentioned under three core divisions as Organizational Development, Disaster Management and Health. The team also discussed about the ‘Methodology’ which will be followed in review process.
As a regular activity, quarterly report of Canadian Red Cross (CRC) was started through information collection. For this purpose, PMER Section has communicated with BDRCS and IFRC finance for expense status. Besides, PMER Section engaged with the overall review process of Unit Governance Manual (UGM) which was held at BDRCS Conference room.

The Section also provided support to CPP (Cyclone Preparedness Programme) for formulating their 4 Year Development Plan 2014-17. Besides, VIVA (Volunteer Investment and Value Audit) study was started with the collaboration of Youth and Volunteer (Y&V) Department and IFRC where PMER Section providing technical support to them.

RISK REDUCTION THROUGH EMPOWERING WOMEN (RREW) PROJECT

In October 2013, community awareness session was conducted at 6 Centers under RREW Project working area. A total number of 157 health awareness sessions conducted in 18 villages. Community people became aware about Disaster Risk Reduction (DRR), First Aid (FA) and Gender and Primary Health issues through this awareness session. Volunteers facilitation skill also increased by conducting this kind of awareness sessions. Awareness session on gender helped the community people to understand about importance of women empowerment, social equality in terms of getting access to the resources. A total of 1962 community people attended in the session where female attended were 1393; children were 337 and male were 332. However there were some challenges like, heavy rainfall and cloudy weather which affected the community awareness session.

Seed and Seedling was distributed in the community people under 06 MCH Centers in RREW Project working area. A total number of 1669 family, 17 school and respective MCH center received seed and seedlings from the project. The main objectives of the activities were to increase livelihood opportunities, socioeconomic empowerment with a special focus on women.

During this reporting period a planning meeting with project delegate and project coordinator was held at Dhaka Office in collaboration with German Red Cross. The activity which was not accomplished in the project was discussed in the meeting. Responsibility of those work and plan of accomplishment of these activities was also discussed in the meeting.

Another meeting with community people about construction of Horinagar and Tetulia Center was held in this reporting period. The main purpose of the meeting was to discuss with the community people who will involve in construction process so that they can finish the construction without any trouble and within the time. German Red Cross Construction consultant, BDRCS respective Officer and Engineer were present in the meeting.

URBAN DISASTER RISK REDUCTION (UDRR) PROGRAMME

Safety club meeting was held in Rangpur and Dhaka district in collaboration with American Red Cross Society. Five meetings were held in Rangpur and three meeting were in Dhaka among the 20 schools. A total of 120 club members attended the meeting. However, 12 meetings were not held due to vacation and examination in schools.
Three days training on Basic Disaster Risk Management was held in Dhaka City Unit. A total of 30 (including 27 students and 3 teachers) student and teacher attended the training. Participants got an idea about training facilitation, awareness building, disaster preparedness steps implementation and public schools disaster management.

Two trainings were provided on Light Search and Rescue in Dhaka Unit. The main objectives of the training were to enhance skill on disaster management to student, teacher and guardians. Participants got an idea about the linkage on disaster preparedness and response. A total of 60 participants received the training.

ACHIEVEMENT

- Safety Club Meeting held
- Training on Basic Disaster Risk Management held
- Training on Light Search and Rescue held

VULNERABILITY TO RESILIENCE (V2R) PROJECT

Leadership training for Community Disaster Management Committee (CDMC) members was held in Barguna. From each CDMC 3 members received the training. The purpose of training was to increase the knowledge of the members on problem analysis, conflict resolution, planning, budget preparing, report preparing, resources mobilization, finance management, evaluation and advocacy. CDMC members will able to apply their knowledge in field level activity implementation.

Bank account opened for each CDMC at 12 communities. The purpose of the bank account is to receive money from BDRCS so that they can implement small activities at community level. Through opening the bank account CDMC’s institutional platform has been strengthen.

A workshop was held with upazila WATSAN Committee under Galachipa Upazila Patuakhali district. A total of 30 (Male-29, Female-01) members participated the workshop. Key objective was to share information about the WASH activity of V2RP and also at the same time WASH committee informed about the location of V2RP in the workshop. It was discussed in the workshop that BDRCS including unit, will maintain professional relationship with the respective department of Government. Recommendation and opinion were also taken from the workshop for activity implementation.

A visitation was completed by a team of British Red Cross (BRC) comprising four members in the project area. Mainly the team organized a discussion meeting with the community people and reviews the project progress. Mr. Thomaz Carlzon, Sr. Advisor- Disaster Preparedness, Swedish Red Cross and Mr. Jose Luise Pena Fernandez, Disaster Risk Reduction Advisor, BRC visited three communities of Baguna and Patuakhali under V2R project. They also revised log frame and shared some recommendation so that the project can run smoothly. This is the first time of consortium member from Swedish Red Cross who visited the project area.

In the same month, Monthly Project Implementation Committee (PIC) meeting was held at Barguna and Patuakhali unit office. PIC member informed about the ongoing activity of the project and also a plan of action for the next month was developed in the meeting. A total number of 13 (Male-12, Female-1) member were attended the meeting.

National Disaster Risk Reduction day was observed at each upazila in collaboration with British Red Cross (BRC). Objective of the day observation was to build awareness for better preparation to predict, prepare for and respond to natural hazards. This day was jointly observed with Upazila Administration and Line Department.

ACHIEVEMENT

- CDMC training on Leadership was held in Barguna
- Bank account opened for CDMC in 12 communities
- Workshop was held with upazila WATSAN Committee in Patuakhali.
- Monthly Project Implementation meeting was held
- National Disaster Risk Reduction day observed
**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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### Important Contacts (queries and grievances)

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