CLIMATE CHANGE ADAPTATION (CCA) PROJECT

In November ‘12, training on Tailoring with 08 female and Livestock with 16 participants has been conducted in Bogra Unit. First Aid training of CDRT members has been completed with 21 participants including 11 male and 10 female in Bogra Unit. Moreover, Health and Agricultural advices in two communities under Manikganj Unit have been organized with 60 participants. Tiffin for 196 pre-primary school students and transportation cost for 6 teachers have also been provided in Gopalganj district.

COMMUNITY EMPOWERMENT PROGRAMME (CEP)

The department has recovered 4,74,380 BDT (5,647.38 CHF) from different places of Chittagong district, following is the breakdown –

<table>
<thead>
<tr>
<th>Place</th>
<th>Amount (BDT/ CHF) (1 CHF= 84 BDT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kutubdia</td>
<td>3,66,915 BDT/ 4,368.03 CHF</td>
</tr>
<tr>
<td>Bashkhali</td>
<td>58,410 BDT/695.35 CHF</td>
</tr>
<tr>
<td>Pekua</td>
<td>2,020 BDT/24.04 CHF</td>
</tr>
<tr>
<td>Anwara</td>
<td>47035 BDT/560 CHF</td>
</tr>
</tbody>
</table>

Besides these, disbursement has also been made in the community. A total of 2,23,000 BDT (2654.76 CHF) has been delivered for creating income generating options for poor families under Kutubdia Unit.

Achievements
- Conducted training on Tailoring, Livestock and First Aid in Bogra
- Organized Health and Agricultural advices in two communities under Manikganj Unit
- Provided tiffin for 196 pre-primary school going students and transportation cost for 6 teachers in Gopalganj district
COMMUNITY DEVELOPMENT INITIATIVES (CDI) PROGRAMME

A total of 05 poor, pregnant mothers have received financial support of 2,000 BDT each from Maternal and Child Health (MCH) Revolving Fund. A total of 445 families have been covered under Income Generation Activity monitoring process in Nilphamari, Natore, Kushtia, and Magura district. Besides these, income generation monitoring has been conducted on 55 trained beneficiaries on tailoring, 16 trained community activists on machine mechanics, 16 trained community activists on veterinary. Several training sessions have been conducted throughout the month, those are as follows -

<table>
<thead>
<tr>
<th>Topic of session</th>
<th># of participants</th>
<th>Area of implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td>423</td>
<td>Nilphamari, Natore, Kushtia, Magura</td>
</tr>
<tr>
<td>Women Empowerment and Leadership</td>
<td>450</td>
<td>Nilphamari, Natore, Kushtia, Magura</td>
</tr>
<tr>
<td>Maternal and Child Health</td>
<td>328</td>
<td>Nilphamari, Natore, Kushtia, Magura</td>
</tr>
<tr>
<td>CBHFA</td>
<td>408</td>
<td></td>
</tr>
<tr>
<td>PHAST</td>
<td>403</td>
<td></td>
</tr>
<tr>
<td>DRR</td>
<td>393</td>
<td></td>
</tr>
</tbody>
</table>

Four batches training on Basic Disaster Response have been conducted with 100 members of Community Disaster Response Team (CDRT). In this connection, several procedures have been followed as -

- Notice has been disseminated for applications from community volunteers for CDRT formation
- Interview has been arranged for selecting volunteers for CDRT formation
- Following selection criteria and CDRT formation policy, total 25 volunteers have been selected for each team
- Orientation has been provided on RCRC Movement and CDI program activities
- Team Leader and three Deputy Team Leaders have also been selected for CDRT

Achievements
- 5 poor, pregnant mothers received financial support of 2,000 BDT each from Maternal and Child Health (MCH) Revolving Fund
- Monitored Income Generating Activities (IGA) of 445 families in Nilphamari, Natore, Kushtia, and Magura district
- Trained 100 CDRT members on Basic Disaster Response
- Organized training on Adult Education, Women Empowerment and Leadership, Maternal and Child Health, CBHFA, PHAST and DRR with 2,405 participants in Nilphamari, Natore, Kushtia and Magura district.

HUMAN RESOURCE DEPARTMENT

Human Resource Department has been involved in various activities like staffs transfer, recruitment, processing resignation, yearly increment and provident fund for BDRCS staff. In October ‘12, the department has processed for inter departmental transfer of 02 officials and 02 staffs, recruited 03 staffs, included 13 staffs in yearly increment and 05 staffs in provident fund system, closed 01 staff and completed resignation process of 01 official.

Achievements
- Processed inter departmental transfer of 02 officials and 02 staffs, recruited 03 staffs, included 13 staffs in yearly increment and 05 staffs in provident fund system, closed 01 staff and completed resignation process of 01 official
INTERNAL AUDIT DEPARTMENT

In November ’12, the department has conducted audit in Rajshahi City Red Crescent Unit. According to audit findings, this Unit has withdrawn huge amount of money (BDT 1, 49,040) from the bank without any prior permission from National Head Quarter (NHQ). Besides this, separate bank accounts for Co-curriculum Fund have not been opened following NHQ instructions. Expenses have been paid without prior permission and ULO does not sign any bill-voucher. Audit has also been conducted at Rajshahi District Red Crescent Unit and similar kinds of findings has been observed there.

In this connection, letters have already been issued to respective Units for adopting necessary actions. By this time, respective Units have opened separate accounts for Co-curriculum fund and ULO has signed all bill-vouchers.

INFORMATION AND COMMUNICATION TECHNOLOGY SECTION

In November ’12, the section has made an expansion of WiFi coverage (wireless internet connectivity) to Chairman, Secretary and Tracing Department at National Head Quarter (NHQ) of BDRCS.

Achievement
- Expanded the WiFi coverage, distributed four laptops and one desktop to NHQ of BDRCS
- Provided IT supports and services as regular activity

Planning and Development (P&D) Department

In November ’12, first draft of organogram has been presented to the Standing Committee of Human Resource (HR) Reform for their consent. The committee has observed and justified the organogram in respect to the requirement of BDRCS. They have returned back the draft document with some feedbacks. The Organizational Development (OD) Adviser, Mr. Joseph Muyambo has been requested to make the adjustment in respect to BDRCS financial ability and to come up with a second final draft for further approval process. Terms of Reference (ToR)/business plan for the departments of BDRCS should be completed by the end of this month.

Achievement
- BDRCS received first draft of rules/statutes from the consultant
- Presented first draft of organogram to Standing Committee of Human Resource (HR) Reform
- Started to prepare ToR/Business Plan for the Departments of BDRCS
Consultant has delivered first draft of rules/statutes to BDRCS. In this connection, BDRCS has made frequent communication with line ministry as well as prepared and delivered various documents to them. The letter, which will be delivered to Prime Minister, has been drafted and submitted to chairman of BDRCS for further clarification.

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

In November ’12, planning workshop for formulating Four Years Unit Development Plan has been carried out in 29 Units. They are Nilphamari, Gazipur, Rangpur, B. Baria, Lalmonirhaat, Comilla, Kurigram, Narayanganj, Gaibandha, Munshiganj, Natore, Rajshahi, Rajshahi City, Chapainawabganj, Sherpur, Jamalpur, Feni, Pirojpur, Khagrachari, Bagerhaat, Rangamati, Gopalganj, Chittagong, Madaripur, Chittagong City, Shariatpur, Bandarban, Chandpur and Mymensingh. Facilitators who have received ToT, provides support regarding formulation of Unit Development Plan. Unit Development Plan for 68 Units have completed during this month. PMER Section has received printed copies of Strategic Development Plan 2011–2015 in Bangla.

**Achievement**
- Completed formulation of Four Years Unit Development Plan in 68 Units
- Received printed copies of Strategic Development Plan 2011–2015 in Bangla
- Started preparing ToR for PMER Section
- Organized workshop for formulating Development Plan for the departments of BDRCS

Besides, goals of Strategic Plan along with the message of Chairman of BDRCS have been sent for printing. Draft ToR (Terms of Reference) for PMER section is under process for drafting. Moreover, initiative has been taken to formulate plan for the departments of BDRCS. Regarding this, a consultant has been hired for providing technical support to BDRCS. A workshop has been organized where the resource person has facilitated on different technical aspects of planning. Directors/ In-Charges of different departments/programmes/projects has participated to be trained about the process and procedures of formulation of plan for their department.

BDRCS Monthly Activity Report (MAR) of October 2012 hasn’t been prepared due to absence of Reporting and Documentation Officer. In this connection, proper initiatives have already been taken to recruit a PMER Officer.

**TRAINING DEPARTMENT**

In November ‘12, six training courses on First Aid have been arranged in Dhaka (3 courses), Gazipur (1 course) and Chittagong (2 courses) district. A total of 98 employees from different organizations named ICRC (International Committee of Red Cross), Bangladesh Police, Unilever Bangladesh, Lafarge Surma Cement limited, British Council and Santos Sangu Gas Field Limited have participated in the training.

**Achievement**
- Arranged 06 training courses on First Aid in Dhaka, Chittagong and Gazipur district
- Conducted two orientation sessions on First Aid for BBC Media Action and HSBC Limited
- Conducted ToT course for Bangladesh Police
The training sessions have covered topics related to the Red Cross Red Crescent (RCRC) Movement and Basic First Aid issues. The participants were motivated to share their acquired First Aid knowledge and skills and the key messages of RCRC Movement. Two orientation sessions on First Aid have also been arranged for BBC Media Action (60 employees & volunteers) and HSBC Limited (25 employees). Moreover, training department along with ICRC conducted Training of Trainers (ToT) with 24 members of Bangladesh Police in Gazipur.

**TRACING DEPARTMENT**

In November '12, tracing department has distributed Hygiene Kits to 34 BDRCS Units for covering foreign detainees in 34 district jails. A total of 992 persons (903 male and 76 female) have been reached through this distribution. This activity has provided an opportunity for the respective Units to develop a cooperative working relationship with relevant local government and jail authority.

**Achievement**

- Distributed Hygiene Kits in 34 Units for covering foreign detainees in 34 district jails
- Exchanged Red Crescent Message (RCM) with 06 foreign families and 25 Bangladeshi families
- Prepared Annual Report in Bangla for AGM 2012

Besides that, a tracing incident was persuaded at Chittagong but the respective person could not be found due to lack of adequate information. The annual report in Bangla has been prepared and will be disseminated to relevant stakeholders at the 40th Annual General Meeting 2012.

**TRANSPORT DEPARTMENT**

In November 2012, the department has completed fitness check of 05 vehicles, general servicing of 06 vehicles, installing Digital Number Plate on 10 vehicles for ensuring smooth service of the NS fleet.

**Achievement**

- Completed fitness check of 5 vehicles, general servicing of 6 vehicles, and installed Digital Number Plate on 10 vehicles

**RELIEF DEPARTMENT**

In November '12, the department with support of IFRC DREF Phase-II has provided cash to Tropical Storm affected families in Noakhali, Bhola and Chittagong district. A total of 1,00,00,000 BDT (119047.62 CHF) has been distributed to 5,000 families in the affected areas (including 2,200 families in Noakhali, 2,300 families in Bhola and 500 in Chittagong). Each of the affected families in the areas has received 2,000 BDT each. Moreover, non-food items like jerrycan and tarpaulin have also been distributed amongst vulnerable families. Red Crescent Message (RCM) has been exchanged among different stakeholders within and outside the country. Stakeholders abroad include - Georgia, Netherland, Myanmar and India. In-country stakeholders include Jessore, Satkhira, Nababganj, Gopalganj, Khulna, Feni, Comilla, Cox's Bazar, Noagaon and Dhaka district. A total of 06 foreign families and 25 Bangladeshi families have been covered through RCM activity.
Relief department has provided shelter support to the families after Fire Incident at Hazaribagh and Ashulia. A total of 10 tents have been installed to provide shelter support to 18 affected families at Hazaribagh and 104 dead body bags have been provided for Dead Body management at Ashulia. BDRCS staffs and Red Crescent Youths (RCY) have jointly provided support.

The department has distributed meat among the families in Cox's Bazar, Magura, Jessore Unit, NHQ of BDRCS and an Orphan Institute at Mirpur. A total of 12,016 families have received 05 kilograms meet each. Turkish Red Crescent (TRC) has provided support in this activity. The department has also provided financial and infrastructure development support to flood affected people in Sylhet district. A total of 65 families have received financial support of 10,000 BDT each and house making materials. BDRCS and IFRC have jointly provided support to Relief Department for successful completion of the activity.

**Achievement**
- Distributed 1,00,00,000 BDT (119047.62 CHF) to 5,000 Tropical Storm affected families in Noakhali, Bhola and Chittagong areas
- Provided shelter support to 18 fire affected families at Hazaribagh and Ashulia
- Distributed meet to 12016 families in Cox's Bazar, Magura, Jessore Unit, NHQ of BDRCS and an Orphan Institute at Mirpur
- Distributed 10,000 BDT and infrastructural support to 65 flood affected families in Sylhet

**Youth and Volunteer Department**

In November ’12, training on Basic Red Cross Red Crescent and First Aid have been arranged in Rangamati, Pabna, Nogaon, Thakurgaon and Jhenaidah district. A total of 150 members have participated in the training. Objective of the training was to establish and strengthen Institution Based Team who will be able to provide further trainings. Trainers from Unit Office (who received ToT) and National Head Quater (NHQ) have facilitated the training. The training will be continued in rest of the Units in the coming days.

**Achievement**
- Arranged training on Basic Red Cross Red Crescent and First Aid in Rangamati, Pabna, Nogaon, Thakurgaon and Jhenaidah district
- 200 students from 20 schools in Barisal and Cox’s Bazar district received HIV and First Aid training
- Distributed cash, relief and delivered First Aid services to flood affected people in Sirajganj and Gaibandha district

Training on HIV (Human Immunodefeciency Virus) and First Aid has been arranged under International Friendship Program (IFP) along with the support of Japan Red Cross (JRC) in Barisal and Cox’s Bazar district. A total of 200 students from 20 schools (10 students per school) have received the training. Trainers from Unit Office (who received ToT earlier) and NHQ have facilitated the training.
In Sirajganj and Gaibandha district, flood has caused serious damage to local livelihood, economy and infrastructure. A total of 2,000 people have been affected by flood in 02 districts. In this critical situation, Red Crescent Youth (RCY) in the mentioned affected districts has provided crucial support for affected people through distributing cash, conducting relief activities and delivering primary health care services. Respective Unit Level Officer, representatives of Federation and Unit Youth members have collaborately worked for the survivors.

UNIT AFFAIRS DEPARTMENT

In November ‘12, a total of 811 persons including 311 Life and 570 Annual Members have been enrolled in different Units and National Head Quarter (NHQ). All enrolled members are involved in Red Crescent Movement and fund collection. The department has issued Life Time Membership Certificates to 71 persons. However, the challenge was availability of the list of Life Time Members and Shared Money for respective departments in proper time. Besides these, a total of 1,09,376 BDT (1302 CHF) has been collected as share money from Units and NHQ. For smooth running of Unit activities, Ad Hoc Committee has been formed in Brahmanbaria and Kurigram. However, the challenge was members of the Ad Hoc Committee having low interest to form Elected Committee. Workshop on Formulating Four Years’ Unit Development Plan for 68 Units has been completed during this month.

Monthly Activity Report (MAR) has been collected from 68 Unit Offices. The department is well concerned about collecting these reports and also treated as a significant tool in order to know the updated information about Units. However, challenge was most of the ULO’s aren’t trained about the reporting format.

URBAN DISASTER RISK REDUCTION (UDRR) PROGRAMME

In November ’12, Teacher’s Conference has been organized with the support of American Red Cross (ARC) in Rangpur and Dhaka Unit. Key objective was to aware teacher’s community about the Project Interventions. In Rangpur Unit, the conference has arranged at the conference room of Raja Rammohan Roy Club. A total of 38 teachers (including School Head Teachers and Red Crescent Teachers) from 23 different schools have participated in the conference. In Dhaka Unit, the program has been arranged at the conference room of Motijheel Government Girls School. A total of 36 teachers from 22 different schools under Dhaka City have participated in the conference.

A survey team comprised of 16 members have completed the Baseline Survey for the project entitled ‘Disaster Preparedness for Safer School’ in Rangpur Unit. Key objective was to assess the knowledge level of the school students on disaster related issues. IFRC (International Federation of Red Cross and Red Crescent Society) has provided technical support to complete the survey.
On 25 November, 2012, meeting on Joint Planning has been arranged in the conference room of National Head Quarter of BDRCS. The key objective was, to prepare Operational Guideline and Work Plan for DPSS project. Resource persons from Nepal - NSET (National Society for Earthquake Technical) have facilitated the meeting. Unit Secretary and Unit Level Officers (ULO) under Rangpur and Dhaka Unit have participated in the meeting. Operational Guideline and Work Plan of 18 month have been developed for DPSS. Moreover, monthly meeting of UDRT (Urban Disaster response Team) under Rangpur and Dhaka Unit has been conducted with 25 UDRT members.

### Important Contacts (queries and grievances)

<table>
<thead>
<tr>
<th>Name and Designation</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
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<td><strong>Web</strong></td>
<td><a href="http://www.bdrcs.org">www.bdrcs.org</a></td>
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</tbody>
</table>

#### Achievement
- Organized Teacher’s Conference with 74 teachers in Rangpur and Dhaka Unit
- Conducted Baseline Survey for ‘Disaster Preparedness for Safer School’ project in Rangpur Unit
- Arranged meeting on Joint Planning in BDRCS Head Quarter
- Conducted meeting of UDRT (Urban Disaster response Team) in Rangpur and Dhaka Unit