



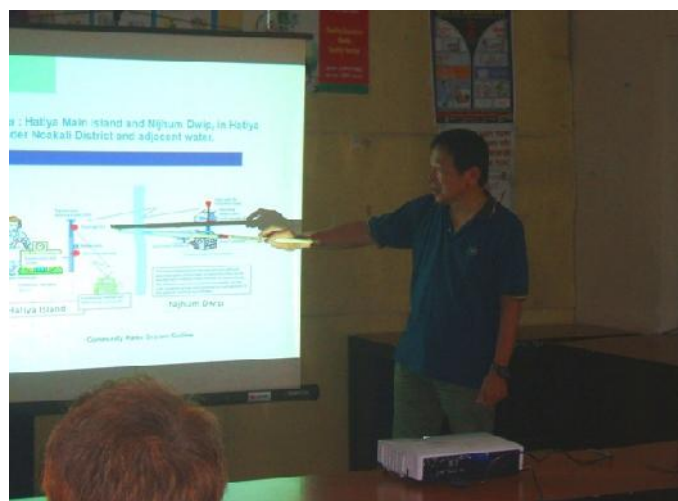
REPORT  
ON  
JOINT KICK-OFF WORKSHOP  
FOR  
“COMMUNITY CAPACITY DEVELOPMENT  
PROJECT FOR DISASTER RISK REDUCTION  
BY COMMUNITY RADIO”



**Period: 03 April 2013- 5 April 2013.**  
**Venue: DUS Conference Room, Hatiya, Noakhali**  
**Organized By: BHN Association Bangladesh & Dwip Unnayan Sangstha**

## Schedule of the Workshop

| Date       | Time  | Description                          |
|------------|-------|--------------------------------------|
| 03/04/2013 | 9:00  | Opening of the workshop              |
|            | 9:30  | Presentation on project overview     |
|            | 11:00 | Tea-Break                            |
|            | 11:15 | Continuing presentation              |
|            | 13:00 | Lunch Break                          |
|            | 14:30 | Presentation on PDM                  |
|            | 16:00 | Tea Break                            |
|            | 16:15 | Presentation on Accounting Procedure |
|            | 17:45 | Day Closing                          |
| 04/04/2013 | 9:00  | Re-cap of last day discussion        |
|            | 9:30  | Implementation Schedule & Task sheet |
|            | 11:00 | Tea Break (15 Mins)                  |
|            | 11:15 | Continue Discussion on Task sheet    |
|            | 13:00 | Lunch Break (Till 14:30)             |
|            | 14:30 | Progress report & communication      |
|            | 16:00 | Tea Break (15 Mins)                  |
|            | 16:15 | Continue Discussion on Task sheet    |
|            | 17:15 | Re-cap of day discussion             |
|            | 17:30 | Day Closing                          |
| 05/04/2013 | 9:00  | Re-cap of last day discussion        |
|            | 9:30  | Continue Discussion on Task sheet    |
|            | 11:00 | Tea Break (15 Mins)                  |
|            | 11:15 | Continue Discussion on Task sheet    |
|            | 13:00 | Lunch Break (Till 14:30)             |
|            | 14:30 | Continue Discussion on Task sheet    |
|            | 16:00 | Tea Break (15 Mins)                  |
|            | 16:15 | Re-cap of total discussion           |
|            | 17:30 | Workshop Closing                     |



## 1. Executive Summary:

The “Joint Kick-off Workshop” was organized for setting up a same level of understanding of partnership, the project concept and an initial opening of the implementation of “Community Capacity Development Project for Disaster Risk Reduction by Community Radio”. The workshop was organized by BHN Association Bangladesh (BHN-BD) and Dwip Unnayan Sangstha (DUS) at DUS Conference Room at Hatiya, from 3 to 5 April 2013. The staffs of both the organization participated there, along with the project staffs some relevant management staffs of the organizations participated.

In the workshop, the main discussion topics was about the project concept & design, implementation strategy method, GOB and JICA guideline, accounting system, use of task sheet, reporting formats and procedures, communication between the project staffs and the organization.

## 2. Project Brief

**Project Title:** Community Capacity Development Project for Disaster Risk Reduction by Community Radio

(Herein after called “CR Project, Hatiya”)

**Funded By:** Japan International Cooperation Agency (JICA)

**Implementing Organization:** BHN Association

**Implementing Partner:** Dwip Unnayan Sangstha

**Project Duration:** 1st April 2013 through 31st August 2017

**Area Coverage:** Hatiya Island and Nijhumdwip

## 3. Workshop Proceedings:

### Opening Session:

The workshop was started at 9 AM as per schedule. In the beginning, Md. Abdul Jalil, Site Manager, CR Project, Hatiya facilitated the opening session on behalf of BHN Association Bangladesh. Welcoming everybody the workshop proceedings were started with the National Anthem of Bangladesh.

In the brief opening session, Sanjoy Majumder, Country Representative of BHN-BD and Md. Rafiqul Alam, Executive Director of DUS thanked everybody for participating. They briefly discussed the project background and the objective of the workshop. They also thanked JICA and BHN Association for extending their hands to the vulnerable people of Hatiya. Thereafter, Mr. Tadayashi Kotoge, Project Manager of BHN Association (Japan) formally declared the opening of the workshop. He also requested everyone to take this workshop as a fundamental & key way of learning path and seek all kind of clarity to BHN management for better implementation of CR Project.

### Discussion Sessions:

After opening session, as per schedule, presentations and discussions on different topics were started. The presentations were conducted using multimedia projectors.

| Workshop Agenda                   | Discussion / topic & queries of the participants |
|-----------------------------------|--|
| Day – 1: Wednesday; April 3, 2013 |  |

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| <p>Presentation on CR project.</p>                         | <p><b>Facilitated By: Mr. Abdul Jalil, Site Manager BHN-BD &amp; Tad Kotoge, Program Manager BHN Association, Tokyo</b></p> <p>The presentation was on CR Program Approach, strategy &amp; activities. The following topics have been discussed in the day long presentation Session. Rationale for Selection of Hatiya Island for CR project. Brief introduction of BHN, Project Goal &amp; purpose, Target Group, Community Radio Movement in Bangladesh &amp; usefulness, Community Radio Program Contents , Base line Survey procedures, Establishment of CR infrastructure , CR Operation, CA system and DRR information broadcast, Development DRR Capacity Utilizing CR Function, Project Implementation Unit, Formation &amp; purpose of PAC, CR coverage monitor &amp; Shelter survey, CR operation Volunteer and Technical volunteer.</p> |
| <p>Presentation on PDM</p>                                 | <p><b>Facilitated By: Mr. Sanjoy Majumder, Country Representative, BHN-BD</b></p> <p>He presented the session on Project Development Matrix (PDM) of CR project in details like as Narrative summary, Objective Verifiable Indicator (OVI), Means of Verification (MOV) with Important assumption. He explained the issues one by one for easy understanding of CR staffs.</p>  |
| <p>Presentation on Accounting procedure of CR project.</p> | <p><b>Facilitated By: Anna Tamaki, Project Coordinator, BHN Association, Tokyo &amp; Md. Golam Mostofa Nizam, Finance Officer BHN-BD</b></p> <p>They presented the accounts procedure &amp; acceptable expenses of CR project throw power point presentation for easy understanding of participants. Following issues have been discussed in the session:</p> <ul style="list-style-type: none"> <li>● Cash and Deposit Book (attached as form 3-13)</li> <li>● Payment Evidence (receipts)</li> <li>● Breakdown sheet per receipt (attached as form 3-12)</li> <li>● Photocopy of Bankbook up to the month</li> <li>● Photocopy of Cash book up to the month</li> <li>● List of furniture fixture &amp; equipment</li> </ul> <p>The facilitators also shared with participants the procedure of voucher keeping at PNGO level.</p>                 |

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| <p><b>Day – 2: Thursday; April 4, 2013</b></p>                 |  |
| <p><b>Agenda</b></p>   | <p><b>Discussion Topics</b></p>  |
| <p>Day re-cap</p>  | <p>In the second day <b>Mr. Tamjiduddin, Project Coordinator, DUS, CR Project, Hatiya</b> recap the previous day learning's with the active participation of the other participants.</p>   |
| <p>Implementation Schedule Activity paper &amp; task sheet</p> | <p><b>Facilitated By: Tad Kotoge, Program Manager, BHN Association, Tokyo</b></p> <p>Mr. Tad Kotege in association with Site Manager BHN-BD explain the use of Activity paper &amp; Task sheet at planning level. He explains for performing each activity CR Project staffs must prepare task sheet how to perform the activities methodology with steps of intervention. He also prepared &amp; Task sheet filling up procedure covering the whole year of CR project 2013. The activity sheet &amp;</p> |

|                                 |   |
|---------------------------------|---|
|                                 | the task sheet must be preserved & submitted in monthly progress report.  |
| Progress report & Communication | <p><b>Facilitated By: Mr. Sanjoy Majumder, Country Representative, BHN-BD</b></p> <p>Mr. Sanjoy Majumder presented the session on CR Program reporting requirements. He mentioned that the following reports shall be prepared by DUS and send BHN within 5<sup>th</sup> of each month.</p> <ul style="list-style-type: none"> <li>● Monthly Progress Report,</li> <li>● Monthly Accounting Report</li> <li>● Quarterly Progress Report</li> <li>● Yearly Project Report</li> <li>● Final Report.</li> </ul> <p>The reporting guidelines were also discussed. The written formats of reporting will be given later by email.</p> <p>Communication between the 2 organizations, especially email communication was discussed in details.</p> <p><b>Use of Google calendar:</b></p> <p>Mr. Sanjoy Majumder explains the use of Google calendar &amp; its use for providing daily, Weekly &amp; Monthly information. He requested PC to open email ID with Gmail &amp; incorporate CR program with Google calendar net work.</p> |

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| <b>Day – 3: Friday; April 5, 2013</b>                         |  |
| Day Recap   | In the second day <b>Mr. Tamjiduddin, Project Coordinator, DUS, CR Hatiya</b> recap the previous day learning's with the active participation of participants.                     |
| Implementation Schedule Activity paper & task sheet           | Tad Kotoge & Mr. Jalil continued the use of Activity paper Task sheet and finally completed the presentation & provided copy to CR staffs for better implementation of CR project. |
| Workshop proceedings recap and feedback from the participants | All the discussion sessions were over. Before formal closing, workshop proceedings were recapped by 3 participants. The participants also provided feedback on the workshop.       |

### **Closing Session:**

The closing session was facilitated by Md. Abdul Jalil. In this session, at first Md. Masudul Haque, Project Director, DUS, CR Project, Hatiya discussed about the learning from the workshop. He expressed hope for a successful implementation of the project. Then, Ms. Anna Tamaki, Project Coordinator, BHN Association, Tokyo thanked all the participants. After that, Md. Rafiqul Alam, Executive Director, DUS mentioned about the long-lasting friendship between Japanese people and inhabitants of Hatiya. He also mentioned the long development process of the project. Thereafter, Mr. Tad Kotoge, Project Manager, BHN Association, Tokyo thanked all for participation and cooperation. Mr. Sanjoy Majumder thanked all the participants for attending the workshop. He also expressed gratefulness to BHN Tokyo team as the team members have attended the meeting after long travel, facing the political crisis and missing their best season in the country. He further mentioned that active participation of all the staffs will be useful for smooth implementation of CR project at Hatiya. He also thanked DUS management for nice cooperation in organizing the workshop and declared the formal closing of the workshop.



**Workshop Participant List:**



**JOINT KICK-OFF WORKSHOP**

For

Community Capacity Development Project For DRR by Community Radio

Venue: Dus Conference Room, Hatiya Date: 3 – 5 April, 2013.  
Organized By: Bhn Association Bangladesh & Dwip Unnayan Sangatha

| SL. | Name                         | Designation                              | Organization      | Signature          |                    |                    |
|-----|------------------------------|--|-------------------|--------------------|--------------------|--------------------|
|     |                              |  |                   | 3/4/13             | 4/4/13             | 5/4/13             |
| 1   | ANNA TAMAKI                  | Project Officer                          | BHN TOKYO         | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| 2   | MD. RAFIQU ALAM              | ED                                       | DUS               | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| 3   | Masudul Haque                | PD-CR Proj.                              | DUS               | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| 4   | Mohammad nurulki             | SA                                       | BHN BD            | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| 5   | Md. Zakir Borhan             | Finance & Admin                          | DUS               | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| 6   | Md. Taber Hossain            | Station Manager                          | DUS               | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| 7   | Md. Tamzil Uddin             | PE                                       | DUS               | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| 8   | Md. Aftekar Hossain          | P.P                                      | <del>ER</del> DUS | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| 9   | md. Golam Mostafa.           | Field officer                            | BHN               | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| 10  | Suborna Krom                 | Disaster Mng. Coordinator                | DUS               | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| 11  | Md. Sakel Kauran             | Technician                               | DUS               | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| 12  | Srijay Majumdar              | Country Representative                   | BHN-BD            | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| 13  | Tadayoshi KOTOGE             | Project Manager                          | BHN               | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| 14  | Md. Abdur Talil              | Site Manager                             | BHN               | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| 15  | <del>Md. Masudul Haque</del> | <del>Project Director - CR Project</del> | <del>DUS</del>    |                    |                    |                    |
|     |                              |  |                   |                    |                    |                    |
|     |                              |  |                   |                    |                    |                    |
|     |                              |  |                   |                    |                    |                    |

## Acronyms:

|        |  |
|--------|--|
| BHN    | Basic Human Needs                      |
| BHN-BD | BHN Association Bangladesh             |
| CA     | Community Addressing                   |
| CR     | Community Radio                        |
| DRR    | Disaster Risk Reduction                |
| DUS    | Dwip Unnayan Sangstha                  |
| GOB    | Government of Bangladesh               |
| JICA   | Japan International Cooperation Agency |
| MOV    | Means of Verification                  |
| NGO    | Non-Government Organization            |
| OVI    | Objective Verifiable Indicator         |
| PAC    | Program Advisory Committee             |
| PDM    | Project Development Matrix             |
| PIU    | Project Implementation Unit            |
| PNGO   | Partner NGO                            |

