



NAHAB Executive Committee Meeting

Date **Sunday, 25th February**
Time **11 am- 1 pm**
Venue **DAM Head Office**

Dr. M. Ehsanur Rahman, Chair, NAHAB welcomed everyone to the meeting. The meeting started with a round of introduction.

Agenda wise discussions, action points and notes

1. Confirmation of previous meeting minutes

Executive Committee member gave approval of 9th Ad-hoc committee meeting minutes.

2. Follow up of decisions

a) Representation in Executive Committee Meeting:

Executive Committee representation will be ensured by Head of Organization as required in constitution. No one can replace his/ her position. Any authorized person can attend as an observer.

b) Membership status:

- Existing membership committee will be discontinued from now on.
- Secretariat will submit all application to respective divisional focal organization. They will provide opinion to Secretariat. After receiving their opinion, secretariat will place it to EC to take the final membership decision.
- New membership application will be available in website with download option.

3. NAHAB registration

NAHAB is seeking registration from Society Act. It will be needed 15000 BDT as per government fee and 25000 BDT as legal advisor fee. Secretariat is working on this. Financial assistance will come from Christian Aid. This was agreed in the meeting.

4. Participation of NAHAB in the cluster meeting

An email has been sent to all general members to share the information of their cluster participation at national and district level. Gentle reminder should be given on Cluster participation email to ensure active participation in clusters meetings. Secretariat will coordinate this process.

5. NAHAB bank account

Until NAHAB get registration, NAHAB will not be able to open bank account. NAHAB need an interim arrangement for financial transaction. From DAM there is a proposal to use a dedicated account of DAM by considering NAHAB as a project. DAM will operate this account. This proposal has been approved by Executive Committee. When NAHAB will get registration, an independent account will be opened then as per constitution.

6. National Disaster Preparedness Day observation

NAHAB attended in NDPD preparatory meeting organized by MoDMR. NAHAB will be participating in National Disaster Preparedness Day observation with following activities. These have been approved. The cost will be borne from OXFAM supported project.

- a) NAHAB is organizing joint stall with OXFAM- ELNHA, making contribution for 2000 poster and one supplement in newspaper by focusing localization concept.
- b) Secretariat will email to every member organizations for providing enriched and distinctive information materials in the stall for constructive visibility.
- c) Suggestion came for making arrangement to ensure the visibility of NAHAB Member organizations in the stall.

7. Use of NAHAB logo

- a) Centrally, NAHAB logo will be used for NAHAB organized events only
- b) Locally, NAHAB and the working organization logo will be used for jointly organized events.
- c) Nationally organized event, where feasible, the use of NAHAB and all member organizations logo will be explored.

8. Update on NAHAB website Development

NAHAB already started the process of Website Development with Ahsania E Solutions, a concern of Dhaka Ahsania Mission. They submitted an outline of Website. Executive Committee was briefed by secretariat and they appreciated the dummy outline and added some requirements. It was suggested that the message option will be open for all so that NAHAB can receive messages from global and national arena and there will be a map of Bangladesh indicating the organizations location in different districts.

9. Work plan of February- April, 2018

NAHAB secretariat has submitted an interim proposal to Oxfam for the month of March and April, 2018 containing following activities for supporting the broader localisation process.

- a) Modeling of Localisation at Sunamgonj District
- b) Capacity Strengthening training on Humanitarian Proposal Writing
- c) C4C sharing workshop
- d) Alliance Building with government initiatives on NDPD

After obtaining approval from OXFAM, the implementation process will be started. For each activity, one organization has been selected voluntarily as organizer. Selected focal persons by following organizations will work with secretariat in implementation of each activity.

- a) POPI for Modeling of Localization at Sunamgonj District
- b) Caritas for Capacity Strengthening training on Humanitarian Proposal Writing
- c) Solidarity for C4C sharing workshop
- d) DAM for Alliance Building with government initiatives on NDPD

10. Reporting on appointment of DM Specialist

The Chair of NAHAB informed the executive committee that, Mr. Md. Abdul Latif Khan has been working as DM Specialist w.e.f. 16 January, 2018 for two and half month with the support from Christian Aid.

11. AoB

- a) The secretariat will prepare distinctive folder for each executive member and it will be preserved in secretariat.
- b) Secretariat will send an e-mail to all EC members to give feedback on the definition of localization so that we can finalise NAHAB Strategic Plan.

Meeting Minutes prepared by:

Badrun Nahar

Program Officer, NAHAB Secretariat

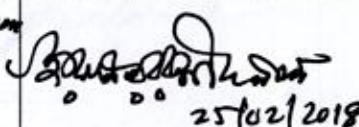
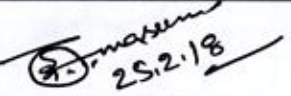
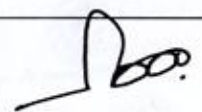


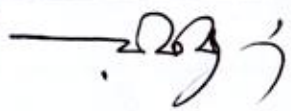
Base: CC & DRR Sector, Dhaka Ahsania Mission

Email: nahabsecretariat@gmail.com; Cell: +8801713095067

NAHAB Executive Committee Meeting
Attendance Sheet

Venue: Board Meeting Room (5th Floor), DAM Head Office




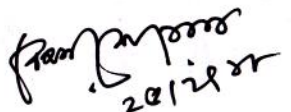


Date: 25/02/2018

SL #	Name & Designation	Organization	E-mail & Mobile	Signature
01	S. M. Harun Or Rashid Lal Executive Director	SOLIDARITY	solidarity_bd@yahoo.com 01715-169-469	 25/02/2018
02.	Chowdhury Mohammad Masum. Executive Director	SANGRAM	Sangramngo@yahoo.com 01712001528	 25.2.18
03.	Sorajul Islam Executive Director	ERA	era_haor.org@gmail.com	
04	Habibullah Bahar Executive Director	MMS	hbahar.mms@gmail.com	
05	M. Abdus Salam Chief Executive	GIUK	salam.guk@gmail.com 01713200371	
06	Md. Rafiqul Alam Mollah Executive Director	US	ed.us.jamalpur@gmail.com 01718202784	

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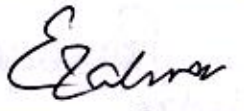
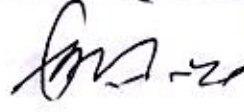

Date: 25/02/2018

SL #	Name & Designation	Organization	E-mail & Mobile	Signature
07	Francis Atul Sarker	Caritas Bangladesh	ad@caritasbd.org	
08.	Aznabi Nahid (as observer)	YPSA	ypsa.nahid@gmail.com	
09	Md. Emdadul Haque (As observer)	POPI	emdad017@gmail.com	
10	Begum Rokeya ED	SUS Netrakona	begumrokeya@sus@gmail.com	
11.	Mozibur Rahman ED	SDS	sds.shariatpur@gmail.com	
12.	Md. Arif ur Rahman Chief Executive	YPSA	ypsa-arif@yaleo.com	

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SL #	Name & Designation	Organization	E-mail & Mobile	Signature
13.	Ehsanur Rahman	DAM		
14.	Abdul Latif Khan	NAHAD		
15.	Md. Roushon Ali	DAM-ELVHA	roushon.da@gmail.com 01818778545	
16.	Badrun Nahar	NAHAB Secretariat	nahabsecretariat@gmail.com 01713095067	