

No. 51.01.0000.032.98.012.16-13

Date: 29 January, 2018

Meeting Minutes

Sub: A meeting on identifying national NGO representatives for representing in the Humanitarian Country Task Team (HCTT)

Chair: Mr. Md. Reaz Ahmed
(Additional Secretary)
Director General
Department of Disaster Management

Date: 22 January, 2018

Time: 03:00 pm

Venue: Conference Room, Department of Disaster Management (1st floor)


Attendance: Annexure- A

With reference to the meeting chaired by Mr. Reaz Ahmed (Additional Secretary), Director General, Department of Disaster Management (DDM) which took place on 22 January 2018 as per meeting notice No. 51.01.0000.032.98.012.16-001 sent on 07 January 2018 concerning the nomination of two additional national NGO representatives at the Humanitarian Coordination Task Team (HCTT), the participants agreed by consensus on the following points:

1. NGO nominations as member of the HCTT are valid for 2 years (January 2018 to December 2019). After the 2-year period, the nomination process will be renewed;
2. The performance of NGO Representatives at the HCTT to be monitored by DDM every six months;
3. COAST Trust and NAHAB (represented by Dhaka Ahsania Mission) are the two nominated additional NGO representatives at the HCTT;
4. National NGOs have now three representatives at the HCTT: i) BDPC, ii) COAST Trust and iii) NAHAB (represented by Dhaka Ahsania Mission);
5. In the absence of the Head of the NGOs, the alternate modality for BDPC, COAST Trust and NAHAB is the Bangladesh Center for Advance Studies (BCAS), the Network for Information, Response and Preparedness Activities on Disaster (NIRAPAD) and, the Disaster Forum respectively;
6. NGOs representatives at the HCTT will work with all networks of DDM-led NGO Coordination Cell;
7. BDPC, COAST Trust and NAHAB to meet with HCTT co-chairs for a briefing as soon as possible.



There being no other issues, the meeting was ended with thanks by the chair.


29/11/18
(Md. Reaz Ahmed)
(Additional Secretary)
Director General
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Copy forwarded for kind information:

1. Director (Planning & Development/FFW/Admin/Relief/Training & Research), Department of Disaster Management, Mohakhali C/A, Dhaka.
2. Deputy Director (MIM/FFW-3/Training/Admin-1), Department of Disaster Management, Mohakhali C/A, Dhaka.
3. Mr. Shamsul Huda, Executive Director, Association for Land Reform and Development (ALRD), House#1/3, Block# F, Lalmatia, Dhaka#1207, Bangladesh.
4. Representative, Association of Development Agencies in Bangladesh (ADAB), House#1/E (1st floor), North Adabor, Lalmatia, Dhaka#1207, Bangladesh.
5. Representative, Bangladesh NGOs Network for Radio and Communication (BNNRC), Amar Joti (1st floor), House# 9/4, Road#2, Shyamoli, Dhaka#1207, Bangladesh.
6. Representative, Campaign for Sustainable Rural Livelihoods (CSRL), Elite Daisy Paradise, Flat#85, House#839, Road#3, Baitul Aman Housing Society, Adabor, Mohammadpur, Dhaka#1207, Bangladesh.
7. Mr. Rezaul Karim Chowdhury, CHS Group Bangladesh and Coxsbazar CSO NGO Fourm and Equity & Justice Working Group (EJWG) and BD NGO at WHS, Metro Melody (1st floor), House#13, Road#2, Shyamoli, Dhaka#1207, Bangladesh.
8. Climate Action Network South Asia (CANSA), Bangladesh Centre for Advanced Studies (BCAS), House#10, Road#16A, Gulshan-1, Dhaka-1212, Bangladesh.
9. Community Management Disaster Risk Reduction (CMDRR) Forum, Bangladesh, Dhaka Ahsania Mission, House#19, Road#12, Dhanmondi, Dhaka-1209. Contract Person- Khan Md. Muzahid Ibne Habib, Forum Coordinator.
10. DeSHARI Consortium, Contract Person- Mr. Shakib Nabi, Country Director, Christian Aid Office, Road#35, House#1A, Flat#F3, Gulshan-2, Dhaka-1212, Bangladesh.
11. Representative, Disaster Forum, 10/15, Iqbal Road (1st floor), Flat# B1, Mohammadpur, Block-A, Dhaka-1207.
12. Mr. M. Tajul Islam, Director, Federation of NGO's in Bangladesh, House#554 (4th floor), Road#09, Baitul Aman Housing Society, Adabor, Shyamoli, Dhaka-1207, Bangladesh.
13. Mr. Zakir Hossain, Chief Executive, Nagorik Uddyog (NU), House#8/14, Block-B, Lalmatia, Dhaka-1207, Bangladesh.
14. NARRI Consortium, Contract Person- Mrs. Farah Kabir, Country Director, Action Aid Bangladesh, House#19, Road#128, Gulshan-1, Dhaka-1212, Bangladesh.
15. Mrs. Hasina Akter Mita, Program Manager, Network for Information, Response And Preparedness Activities on Disaster (NIRAPAD), 4/16 Humayun Road, Block-B, Mohammadpur, Dhaka-1207, Bangladesh.
16. Mr. Mizanur Rahman Bijoy, Coordinator, Network on Climate Change, Bangladesh (NCC,B), 29, Ring Road (Holding no. 6/1/A, 1st floor, Pearl Street), Shyamoli, Dhaka-1207, Bangladesh.

17. Mr. Najmul Islam Moon, Project Coordinator, NGO Coordination Council for Climate Change (NC4) and Bangladesh Disaster Preparedness Centre (BDPC), House#15/A, Road#08, Gulshan-1, Dhaka-1212, Bangladesh.
18. Representative, NGO Emergency Sub-Committee, House#15 SW(D), Road#7, Gulshan-1, Dhaka-1212, Bangladesh.
19. Representative, NGO Forum for Public Health, 4/6, Block- E, Lalmatia, Dhaka-1207, Bangladesh.
20. NAHAB, Contract Person- Ms. Badrun Nahar Sumi, Programme Manager, Dhaka Ahsania Mission, House#19, Road#12, Dhanmondi, Dhaka-1209.
21. SPHERE Community of Bangladesh, Contract Person- Mr. Moyen Uddin Ahmed, Programme Manager, Disaster Management and Climate Change, BRAC Centre, 75 Mohakhali, Dhaka-1212, Bangladesh.
22. Mr. Sajid Raihan, Country Manager, Start Fund Bangladesh, Orin Tower, House#23, Road#113/A, Gulshan-2, Dhaka-1212, Bangladesh.

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1. Henry Glorieux, Humanitarian Affairs Advisor, Office of the UN Resident Coordinator, United Nations System in Bangladesh.
2. Kazi Shahidur Rahman, Humanitarian Affairs Specialist, Office of the UN Resident Coordinator, United Nations System in Bangladesh.
3. PO to Additional Secretary Mr. Satya Brata Saha & Co-chair HCTT, Ministry of Disaster Management & Relief, Bangladesh Secretariat, Dhaka.
4. PA to Director General, Department of Disaster Management, 92-93 Mohakhali C/A, Dhaka