



National Alliance of Humanitarian Actor, Bangladesh (NAHAB)

9th ad-hoc committee meeting

28 December, 2017

03:00 PM – 05:00 PM

Board Room, DAM

Participants:

1. M. Ehsanur Rahman, Chair, NAHAB & Executive Director, DAM
2. Rahima Sultana Kajol, Executive Director, AVAS
3. Md. Harun- Ur- Rashid, Vice President, NFOWD
4. Aznabi Nahid, Programme Officer, YPSA
5. Mahfuj Alam, Senior Finance Officer, Shusilan
6. Md. Jahangir Alam, Head, CC & DRR Sector, Dhaka Ahsania Mission
7. Mr. Manik kumar Saha, Program Officer, Christian Aid
8. Badrun Nahar, Programme Officer, Dhaka Ahsania Mission

Agenda of the Meeting

1. Membership Status

17 organizations were officially listed as NAHAB member. 37 organizations put their application and second round screening has been done by Membership Review committee. 6 organizations have been proposed for membership by Membership committee. 31 organizations applications have not fulfilled the requirement that mentioned in the constitution as membership criteria. Ad-hoc Committee found a statistics which indicates 9 organizations application rejected for not having NGO Bureau approval and 7 organizations application rejected for not having relevant humanitarian response program, need to rethink about membership criteria mentioned in constitution.

Action Point:

- 6 organizations got approval of NAHAB General Membership. In total NAHAB have now 23 member organizations.
- NAHAB has taken decision to assist all the organizations by notifying them with feedback. From secretariat, an email with the list of division wise applied organizations will be sent to all divisional focal so that they can follow up with respective organizations and asked for required documents again. It will be an ongoing process.
- In principle decision taken to relax NGO Bureau Approval criteria for expected member organizations and Humanitarian response will be replaced by



humanitarian actions including preparedness, recovery, emergency response, rehabilitation activities.

2. Secretarial Issues

Dr M. Ehsanur Rahman has given importance to fix the date of AGM as Executive Committee formation, Update of Constitution and NAHAB registration process are closely related with AGM.

Action Points:

- A request email will be sent to all Ad-hoc Committee members by attaching the constitution for giving feedback on it by 10th of January'18.
- General meeting will be held on 25 January, 2018 at 10 am to 1 pm for Executive Committee formation.
- From now on representatives from present Host (Dhaka Ahsania Mission) and previous Host (Christian aid) of Secretariat will be invited in all kind of meetings of NAHAB.

3. NAHAB work plans, 2018

3.1 Update on CHS orientation training course in Cox's Bazar

Discussion took place on concept note and budget. It was ought to be held in December'17 but for not having letter from Ministry still it is being postponed.

Action Point:

- This initiative is now in NAHAB workplan'18 and once NAHAB got approval letter from ministry it will start as per as plan.

3.2 OXFAM- NAHAB workplan'18

Discussion took place on concept note especially on proposed actions.

Action Point

- Work plan endorsed by the committee.
- In strengthening capacity part of concept note, NAHAB initiated capacity building activities for its member organizations. As there are 23 member organizations till now, it will be replaced by NAHAB member organizations and relevant humanitarian actors.



- NAHAB can't work as partner organization because of not having registration. As Dhaka Ahsania Mission is hosting secretariat at present, they will sign all work related documents with any partner on behalf of Secretariat.

3.3 NAHAB- SHONJOG working opportunities

Discussion took place on the benefits of working with SHONGJOG Secretariat and the whole design of working approach which has been fixed after two bi-lateral meeting with them.

Action Point:

- Approved by Ad-hoc Committee and now MoU can be signed with SHONGJOG Secretariat
- A request e-mail will be sent from NAHAB Secretariat to respective divisional focal organization for nominating one district focal organization who will conduct CwC training including financial issues and training arrangements with SHONGJOG.

3.4 NAHAB- HLA (Humanitarian Leadership Academy) joint working initiatives

NAHAB is working with the concept note after primary discussion with HLA.

Action Point:

- In principle, committee has been approved this initiative. Planning in details will be shared later.

4. NAHAB Strategic Plan and Divisional workshop report final

NAHAB Strategic Plan is in final stage of polishing and NAHAB Divisional work shop report has been sent to affiliate personnel for feedback.

Action point:

- Secretariat will circulate e-version of Strategic Plan to all of its Member Organizations once finalization process complete.
- Mr. Manik Kumar Saha will give feedback on Divisional Workshop Report, and then it will be considered as final for circulation.

5. Others Issues

5.1 Support from Christian Aid



It has been informed by Chair of NAHAB that Christian Aid will continue technical support to NAHAB.

Action Point:

- It is needed one more meeting with Country Director of Christian Aid to specify the form of future support.
- Before that NAHAB will take support in publishing NAHAB Brochure and Notepad. Mr. Manik Kumar Saha will be responsible for negotiating this issue with Christian aid.

5.2 NAHAB Annual Report, 2017 and NAHAB Website Development

In the year of 2017, NAHAB completed Divisional workshop, attended Nepal workshop, led CNA in one district during flashflood and played active role in Power Café organized by Christian Aid and continued constructive engagement in different forums; it is need to be develop an Annual Report of NAHAB as part of documentation. Besides, a vigorous discussion took place to develop an interactive NAHAB Website as soon as possible.

Action Point:

- Mr. Manik Kumar Saha, Ms Rahima Sultana Kajol and Mr. Ajnabi Nahid will be responsible to work as a team with cooperation of Secretariat to create ideas and finalize implementation process of above documentation initiatives.

5.3 Circulation of Charter for Change (C4C) document

NAHAB is emerging as a strong platform of localization. In this meeting the necessity of appropriate understanding of global documents of localization especially Charter for Change (C4C) and Grand Bargain has been raised by committee members.

Action Point:

- Original version of Charter for Change (C4C) documents will be circulated from NAHAB secretariat

Meeting Minutes prepared by:

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