



SUSTAINABLE ACCESS TO LAND EQUALITY (SALE) PROJECT

A Report on Foundation Training

09-11 June, 2013



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A staff orientation workshop/Foundation Training was held on 09-11 June, 2013 IDRT centers at Tala office in Satkhira. Project Coordinator (PC) presided over the training. Mr. Shahidul Islam, director of Uttaran, Mr. Mojid Mollik, Advisor, Uttaran. Mr. AKM Fakhruddin Ahmed, Project manager, SALE Project. Mr. Jahangir Alom, Workshop& Advocacy Officer, SALE project and Mr. Shambhu Chowdury were presented in the training. The attendance sheet of the workshop is added in Annex A. Mainly it was three days workshop and workshop schedule is added in Annex B.

Inaugural Session:

Mr. Mamun Rashid extended his warm welcome to all participants and shared his good wishes for the training. He discussed about the rules, norms participants which are require to manage the workshop most meaningfully. An induction ceremony was held where participants are introduced by themselves mentioning the name, favorite writer, favorite fish etc.



Decision:

- Have to mobile phone switch off in the workshop
- Discipline would be maintaining strictly in the program
- Participants are not allowed to talk in program with each other
- They are allowed ask questions to the facilitator
- Participants are allowed to entertain in program.

Here also a design interesting session by PC namely participant's expectation from the project. Participants listed the following expectations from the workshop.

- To know the working procedure of the project

- Would have provided any guideline to implementing the project.
- To know the khasland identifying system
- To know the selecting procedure of landless people.
- To know the vision mission of the Organization & project.
- To know the implementing procedure for completing the project with successfully,
- To know the vision, mission established date of UTTARAN and what Type of work was performed by UTTARAN.



Day1

9th June 2013

Session: Introduction of participants, participants' expectation, any agenda, set workshop guideline , course objectives

Facilitator's: Mr. Mamun Rashid and Mr. AKM Fakruddin Ahmed

Director of Uttaran, Mr. Shahidul Islam was presented background, vision, mission, programmes of the organization. He said their work is focused on human rights, land rights and agrarian reform, sustainable water management, community based river basin management, adaptation to climate change, sustainable agriculture and food security. They work across the coastal region of southwest Bangladesh. They are gradually expanding their activities to other parts of the country. Here



he also mentioned his personal life such as first he was tried to build a library with his friends and then club namely Uttaran Songho after completing his master degree a newer concept had been introducing his life and it was named as UTTARAN-Non Government Organization (NGO) to work for poor people in rural area. He also discussed about tala upazilla, Kapothakhoo nod and landless people in satkhira district specially he discussed the struggle of landless people at kaligonj and devhata upazilla in satkhira district. A women namely Jayeda was killed by police arms when polich attacked the landless people and a huge number of people were injured after that the different ministers including prime minister of Bangladesh visited this area and they gave some commitment to support landless people for their better livelihood. He also discussed the khasland distributing system in this area. Then he concentrated his discussion to banglar joan of ark Piari Sundori. She was a jaminder at sodorpur in khustia town; she was wanted to protect the nilkor system.

Day1

9th June 2013

Session: About Uttaran, background of Uttaran, vision, mission, programmes

Facilitator's: Shahidul Islam

Mr. Mojid Mollik was presented the poverty & causes of poverty and back ground of land reform & landlessness. He defined poverty in different dimensions, such as Illiteracy, landless, etc. He also provided some definition on poverty such as earning less than \$1 per day according to Dr. Atiur Rahman research paper. There are mainly two line lower poverty line (Calorie



intake less than 1805 per person in per day) and upper poverty line (Calorie intake from 1805 to 2122

Day1

9th June 2013

Session: Poverty & causes of poverty and back ground of land reform & landlessness.

Facilitator's: Mr. Mojid Mollik

per person per day).

Ms. Julia joined the workshop on behalf of European Union, again an induction ceremony was held after that Ms. Julia said this is a big project with the government of Bangladesh. European Union contributes €10m to the Bangladesh providing the people rights. The land management system of Bangladesh are poor as well as backdated and it's time to build modernization land management system for these European Union incorporate NGOs with the government for better work by transparency and accountability. She said we have experienced in Thailand, Afghanistan to work with newer leased land management system. European Union wants to engage Civil Society (CS) in their work. Mr. Halim work with the Bangladesh government for a long time. He is experienced in land related work. We think that Uttaran would do these work properly.



Mr. Adv. Jahangir alom siddiqui was presented the current laws and policies related to khasland, He was discussed the land related laws from the begging of the country to till now such as Land Reform Ordinance 1984. The difference between laws and ordinance was discussed. He was said that the owner of khasland of our country is landless people but in practice its rare where landless people access to occupy khasland in our country.

Day1

9th June 2013

Session: Current laws and policies related to Khashland Khasland and landless

Facilitator's: Ad. Jhangir Alam

Team building game/ exercise and activity mapping session was presided by PC of the project. The participants started brainstorming about the project activity and try to fixed month for performing this activity. Finally participants prepared the activity plan and stored on the computer. These are attached in the Annex C

Decision:

- Participants prepared the project activity plan



Day1

9th June 2013

Session: Team building games/exercise, activities mapping time and duration

Facilitator's: Mr. Mamun Rashid, Mr. AKM Fakruddin Ahmed

Participants were attended in the workshop at 21.00 for lifeline sharing that was also presided by PC, Mr. Mamun Rashid. Here participants share their life history within 5 minutes. To know the participants overall behavior for good understanding among the staff this session was arranged.

Day1

9th June 2013

Session: Lifeline sharing of participants

Facilitator's: Mr. Mamun Rashid

Goal and purpose, project activities under each outcome, strategies of the SALE project session was presented by Mr. Mamun Rashid by a power point presentation.

Project Goal: Strengthen access to land and property rights for all citizens, especially the poorest part of the community in line with the overall Access-to-Land program.

He was discussed each and every activity and what would be the strategies for performing these activities are also discussed.

Day 2

10th June 2013

Session: About SALE: goal and purpose, project activities under each outcomes, strategies

Facilitator's: Mr. Mamun Rashid

The budget review session was presented by Md. Moniruzzaman, project accountant, SALE project. For these he was provided some materials to the participants and introduced the budget and explains recent changes. Participant ask question to the facilitator and he tried answered the entire question. He was discussed about budget breakdown of each activities including travel cost advance, requisition, approval of bill vouchers, report submission and provided some format to the participants.

Decision:

- Md. Moniruzzaman will provide accounts related template to the area office
- Approval is needed for bill/ voucher from his/ her line manager
- Project accountant is line manager of accounts officer in area office

Day 2

10th June 2013

Session: Budget review: Introduce the budget and explain recent changes, questions and answers, budget breakdown of each activities including travel cost, phone and internet bill advance, requisition, approval of bill vouchers, report submission

Facilitator's: Md. Moniruzzaman

A filed visit was completed by the participants according to the plan of PM of SALE project, In formation of group PM divided participants into three groups and chosen three areas for these group and started visit to field. In the field participants discussed with the landless people and Primary Organization (PO). After completed the visit, participants came back in the IDRT center and they prepared a presentation about their visited experience in the field and these presentation was presented by the group leader of every group, Every presenter mentioned procedure of selection of poorest people, when and how PO arrange meeting, meeting agenda, and the decision taking system.

Decision:

- Participants select the poorest people in their work area.
- Every field facilitators prepared PO and they look after and arrange meeting, meeting agenda, decision are written in regulation book

Day 2

10th June 2013

Session: Tala Model observation, field visit, presentation by group leaders

Facilitator's: Mr. Adv. Jahangir Alam, Mr. AKM Fakruddin Ahmed

At last participants came back in the conference room for attending lifeline sharing program. Here 18th participants share their life history as in previous day.

As the previous day's the workshop was start at 9.00 O clock recap of previous days learning that's presided by the PC, SALE project.

Mr. Adv. Jahangir Alom Siddique was presented the process of getting khasland and water bodies, here he included the application procedure, when and how the landless people will be applied for the khasland and what are the responsibilities of project staff had been clearly discussed. Settlement process of khasland, leasing process of khas water bodies are also discussed according to the current practice in our country. He also provided hardcopy to the participants on Tala landless identification model and discussed on the topic. After his discussion the participants ask question to the facilitator and he answered the entire question.

Day 3

11th June 2013

Session: Process of getting khasland and water bodies: application procedures, settlement process of khasland, leasing process of khas water bodies, Tala landless identification model, question-answer session

Facilitator's: Mr. Adv. Jahangir Alam.

HR and administrative procedures session was presented by the Mr. Benedict Pores Sarder and Mr. Shombhu Chowdhury. Here they mentioned entire administration procedure and HR are related issue, these session was important because different question arises among the participants such as leave related issue, Uttaran policy, salary related issue at last they give some solution according to the Uttaran policy to the participants.

Decision:

- Participants have to depend on organization policy for their [work](#)

Day 3

11th June 2013

Session: HR and administrative procedures: leave including application timesheet submission

Facilitator's: Mr. Benedict Pores Sarder & Mr. Shombhu Chowdhury

Project team structure session was presented by the Mr. Mamunur Rashid. Participants prepared their job description he divided the total participants into different group according to the participant's position such as Field Facilitator group, Field Supervisor group, Area manager group etc. every group prepared their job description and then presented in the workshop. He discussed on project governance structure. Here he mentioned different type of meeting such as area coordination meeting, field

operation coordination meeting, partnership coordination meeting and senior management team meeting.

Decision:

- Every participants would be performed their activity according to their job description

Day 3

11th June 2013

Session: **Project team structure:** Job description (with accountability), Project governance structure

Facilitator's: Mr. Mamun Rashid

M&E System of the project was presented by the Mr. Mamunur Rashid, PC and Mr. Jahidul Ahsan, Monitoring and Evaluation officer of SALE project. Here M & E officer mentioned how we will monitor and report the project reporting template and frequency by a power point presentation again MIS are discussed by the PC.

Decision:

- Different template would be provided into the area office
- A new MIS system would be prepared

Day 3

11th June 2013

Session: M&E system of the project: how we will monitor and report the project? MIS, reporting template and frequency

Facilitator's: Mr. Mamun Rashid & Mr. Jahidul Ahsan

Question-answer on social mobilization session was presented by the Mr. Moniruzzaman Jmadder, Assistant Project Coordinator (APC) of APPAR project. In this session Mr. Moniruzzaman Jomadder was showed the procedure of PO Creation, Total member, GUF creation procedure, Criteria and characteristics of GUF.

Day 3

11th June 2013

Session: Question-answer on social mobilization

Facilitator's: Mr. Moniruzzaman Jomadder

Update project risks and assumptions session was presented by the PC. Here he discussed probable risk/ assumption of the project.

Closing session was facilitated by the Fakruddin Ahmed, PM of SALE project, here he discussed about the communication plan and how staff can be communicated more easy way.

Day 3

11th June 2013

Session: Closing session

Facilitator's: Mr. AKM Fakrudding Ahmed

Workshop was closed by the session of cultural program, in cultural program participants was performed and they show their own creativity by singing song, dance etc. here a video documentary also presented.

Day 3

11th June 2013

Session: Cultural program and closing

Facilitator's: Mr. AKM Fakrudding Ahmed