

Attachment II

Activity Detailed Sheet

Better Governance for Better Services (BGBS) Project
Excluded People's rights - Strengthening Public Institutions Component
Name of the PNGO: Management and Resources Development Initiative (MRDI)

Name of Activity	A/C # (budget)	# of Activity	Implement ation Plan (1-12 Quarter)	Brief description	Expected result from the activity
Active/reform/form Jagroto Nagorik Committee (JANAK) at upazila level	60B.1	8 Committees	1 Quarter	<p>Under the last project with MJF, we formed the 11-member citizen group named Jagroto Nagorik Committee (JANAK) in its working areas which are still active to facilitate the poor and marginalized people. Keeping the success in mind, this citizen platform will be reorganized and activated in previous working upazilas and formed in new working upazilas. Adequate participation of women in the group will also be ensured.</p> <p>JANAK members will encourage and provide necessary support to others for requesting information using RTIA. JANAK members will facilitate the people eligible for the social safety net benefit.</p>	8 JANAK will be formed
Orientation of JANAK	60B.2	1 Events	2 nd Quarter	JANAK members will get one day orientation on the government service delivery process, RTIA and WBPA along with their roles and responsibilities. One orientation will be organized for total 88 JANAK members. After the orientation,	JANAK members will be oriented on the government service delivery process, RTIA and WBPA along with their roles and responsibilities.

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				JANAK will work for promoting good governance in collaboration with our staffs.	
JANAK Meeting at upazila level	60B. 3	104 Meetings	2-12 Quarter	Each upazila JANAK committee will meet twice in every three months to discuss relevant issues and take decisions.	
Introduce RTI certification course through E&M learning course for Youth	60B. 4	1 E&M learning course	3-6 Quarter	Bangladesh has a youth population of about 52 million, which is more than 33% of the total population (BBS 2015). We will introduce an RTI certification course for youth "RTI Pioneer" through Mobile application. Announcement on the certification course will be published in social media. After successful accomplishment of the course, every youth will be awarded with certificate and become "RTI Pioneer". Apart from youth, other people can also enroll the course to increase their knowledge.	A Mobile application will be developed and deployed for youth.
Youth perception survey on RTI	60B. 7	1 Survey	5-7 Quarter	A survey will be conducted to understand the current status of youth knowledge and activity on RTI. Report with findings of the study will be a resource material for taking the way forward of any RTI related activity or policy intervention involving youth. Research methodologies will be selected and applied under supervision of a researcher with support from our team. Around the country 10 FGD sessions, 6 KIIs and 706 questionnaire-based interviews will be conducted.	Current status of RTI knowledge of youth will be brought out.

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Community Mobilization	60B. 8 & 61.13	2 community mobilization events	11 th Quarter	Two community mobilization meetings will be organized in Jashore. People specially, farmers, mothers, fishermen, day-laborer and excluded groups are targeted to be made aware by these events. One of these meetings will be exclusively for the women. Awareness materials will also be distributed among participants.	Community people will be aware.
Camp inauguration	60B. 9	1 RTI Camp and 1 follow camp	5 Quarter	Capacity constraints among both the users and the providers of information are seen as major challenges. To address the challenge, we organize 1 RTI camp in 1 upazilas using our experience. The camp will make the participants learn what changes information can bring in their life. They will also know the process of application, appeal and complaint through practical exercise. The camp participants will be encouraged and facilitated to submit RTI applications to authorities and follow other steps of the procedure to obtain information. Thirty vulnerable and marginalized people will be selected for the camp. Equal participation of women will be ensured. The RTI camp will be inaugurated through a grand event that will draw attention of people of not only that particular community, but also that of surrounding areas. Dignitaries from IC with other high officials at the district and	One RTI camp and follow camp will be conducted.
Organizing RTI Camp	60B.10		5 Quarter		
Press Conference	60B.11		5 Quarter		
Follow up camp	60B.12		6 Quarter		

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				<p>upazila level and elected representatives will be invited to the event. Media coverage of the event at the local and national levels will be ensured. Inauguration will be organized before the camp. The camp will be organized at the UP premises on the day after its inaugural. In the five-day camp, participants will identify issues related to their life and the community and file RTI applications to government and non-government offices by themselves. JANAK members will facilitate the process of application. Each individual application submitted by the camp participants will be followed up. JANAK members and the team will provide assistance to the people to follow the procedures of appeal and filing complaint being vigilant about obtaining response from the authority within the due dates.</p> <p>A one-day follow up camp will be organized with the same participants. Knowledge acquired from the camp will be reviewed in the follow-up. Applicants will share their experiences of receiving information from authorities and interact on how they can use and share the information with their neighbors.</p>	

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RTK day observance	60B.14	3 times	3. 7 & 11 Quarter	During the project period 3 Right to Know Day will be observed in 8 project intervention areas in collaboration with the district and upazila administration along with the RTI Forum. Rally, discussion, cultural event, road show and leaflet distribution will be organized on this occasion. MRDI team will also participate in the Information Commission's RTK Day event.	RTK day will be observed.
Modules of the manual for self-administered online/virtual training for NGO DOs	60B.15	1 online module	3 -8 Quarter	Designated Officers (DOs) are the key players to carry out day to day operations of RTI responses. But the level of understanding on RTIA among the DOs is not the same. With the growing number of DOs, the challenge is to capacitate them to effectively carry out their roles and responsibilities, where inadequate knowledge of RTI Act is a key factor. MRDI with its previous experience of developing online training manual on RTI Act, will develop such a manual for self-administered online/visual training with required number of learning modules for the DOs of the NGOs.	A self-administered online training module will be introduced for the DOs of the NGOs and they learn.
School Students awareness campaign.	60B.16	4 awareness campaigns	5 th Quarter	Project staffs, along with JANAK member will visit 4 schools in the project location for a one-hour campaign for classes IX and X. After discussing on RTI a quiz competition will be organized for making the event	Students of 4 schools in the project location for a one-hour campaign for classes ix and x. After discussing on RTI a quiz competition will be

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				more interesting. Winners of quiz will be awarded.	organized for making the event more interesting.
Easy learning book on RTI	60B.18	5000 Copies	3 rd Quarter	People will develop a level of awareness and have some understanding on RTI through campaigns, interactions and taking the online RTI learning course. With the purpose to retain the understanding and consolidate awareness on RTI, an easy learning guidebook will be produced and distributed among participants of mass gathering. Five thousand copies will be printed and distributed.	The easy learning book will be produced and distributed among participants of mass gathering.
Awareness raising materials	60B.19	1 time	3 Quarter	A wide range of innovative awareness raising materials such as leaflet and sticker will be produced for field activation. These materials will be used time to time in relevance with the nature of the event. Content, type and number of materials will be shared with MJF. Logo of IC and CD will be used in the materials.	Awareness raising materials will be produced and used time to time in relevance with the nature of the event.

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Advocacy for forming Parliamentary Caucus on RTI	60B.20	1 Parliamenta ry Caucus	3-10 Quarter	<p>The enactment of Right to Information (RTI) Act will be reach 10 years in next July 2019. The act was passed for ensuring maximum transparency and peoples' right of access to information and openness of records held by public service providers and NGOs. Previous and current Governments have shown a commitment towards implementation of the law though many obstacles are still there against the spirit of the law.</p> <p>For proper implementation of the RTI Act, MRDI will initiate to form a Parliamentary Caucus on RTI. This caucus will be a non-partisan, cross party, cross-ministerial grouping of current MPs who will work together to advocate for better implementation of Right to Information (RTI) Act.</p> <p>In collaboration with Information Commission and parliament secretariat, MRDI will provide the necessary support to form the Parliamentary Caucus on RTI. This includes developing concept note on caucus, organizing meeting/workshops, information and analysis of issues related to RTI. MRDI will provide necessary technical support.</p>	Parliamentary Caucus on RTI will enlist support of the lawmakers in implementing the RTI act and remove barriers to its implementation. Formation of the caucus will create greater possibilities of discussing the issue in the parliament sessions.

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Orientation for Government officials on RTI and WBPA	60B.21	7 events	3,4,5, 11 Quarter	A day long orientation will be organized for the designated officers at the upazila level. Seven such orientations will be organized at Jashore and Barishal. Representatives of IC and CD will be present as experts in the sessions. Representative of District Administration and respective Upazila Nirbahi Officer will also be present in the programme.	Government designated officers at Upazila level will be orientated on RTI and WB.
Policy interaction meeting with NGO Chief executive in Dhaka & ToT on Governance tools	60B.23	1 event	4 Quarter	A half-day long meeting will be organized involving chiefs of twelve organizations from Dhaka and outside Dhaka for mainstreaming governance tools (RTI and WBPA) in their programs and projects. Cabinet Division and Information Commission will be present in both programs. Two-day long Training of Trainers (ToT) will be organized in Dhaka for these twelve (12) organizations.	Knowledge of using governance tools of NGOs will be increased through the ToT to develop their capacity to mainstream the issues among their beneficiaries.
Develop template on web-based information disclosure	60B.24	1 event	5 -8 Quarter	A template of proactive disclosure for the district web-portal will be developed by the applicant organization with support from The Cabinet Division and Information Commission. One meeting will be organized to share the draft template in presence of IC, CD and A2i. The final template will be reviewed by the Information Commission to check whether	A web-based discloser guideline will be used for district we-portal.

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				it is in line with the RTI Act. The template will be handed over to the Cabinet Division.	
Project presentation meeting	60B.26	2 Events	1 Quarter	As the project will be implemented in close collaboration and partnership with IC and CD, two presentation meetings will be organized at IC and CD office. Senior staff members of information commission and members of coordination and reform unit of cabinet division will participate in the meetings. The project team will make a presentation to share the project goal and objectives and request cooperation.	IC and CD be will informed on the project.
Promoting RTI Help desk	60.29	36 months	1-12 Quarter	A nationwide promotion is urgently needed to facilitate people to request their required information to authorities. To popularize the RTI help desk phone number among people, social media and sticker campaigns will be carried out under this promotional programme. Besides this, the number will be disseminated in every event under this project. Through the support of helpdesk, around 300 applications will be filed by various types of requesters around the country to different types of authorities for getting information. MRDI will support to around 400 requesters to get information using RTIA during the project period; this process will contribute to accomplish the target.	The RTI help desk will be more prominent all over the Bangladesh and people will take support to file RTI application.

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Project briefing to DC & UNO	60.31	1 event	1 Quarter	Project briefing meeting will be for DC and UNO	Government officials and UP secretaries will be more liaise
Essay competition for children on Covid at Jashore	60A 3.1	1 event	7-8 Quarter	As part of awareness initiative, essay competition will also be organized at 8 upazilas of Jashore for the students studying between class 8 and class 10. Announcement of the competition will be shared through MRDI Facebook page along with registration link. SMS campaign will also be done as part of announcement. Best 3 essays from each upazila will be awarded.	Students knowledge on Covid will be increased.
Online session on safety of Journalist	60A 3.2	1 orientation	7 th Quarter	Online session will be organized for the 19 reporters working on local dailies under Jashore district. The major focus of the session will be, safety and security for Journalists during pandemic and access to information. This will be a 2-hour session including interaction about challenges at field and requirement of support and knowledge.	Journalist will enhance their knowledge on safety and security during pandemic and access to information.
Learning session with JANAK members on Covid-19	60A 3.4	8 programmes	8 th Quarter	Learning sessions will be organized for Janak members at 8 upazilas to create awareness on covid and their watch dog role during the pandemic.	Janak will play watch dog role during pandemic
Meet the mother	60A 3.5	2 events	7-8 Quarter	To create awareness of mothers on safety and health-hygiene issue during the pandemic, two online meets will be organized. 60 mothers from 8 upazilas of Jashore will participate the session. It will	Mothers at upazila levels will aware on safety and health-hygiene issue during the pandemic.

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				be a 2-hour session. Experts from Upazila Health & Family Planning Office and BRAC will be present in the session to interact with mothers about the safety concern within their family during the pandemic. Special focus will be given on the maternal health during and post corona period.	
Support NGOs to develop/review Information Disclosure Policy (IDP)	60B.33	2 events	11-12 Quarter	<p>Two-day hands-on training will be organized to develop Information Disclosure Policy for the 10 selected NGOs located in Barishal division. Executive director and designated officers of each NGOs will participate in the training. Participants will develop the first draft of their respective IDP through the two-day sessions. Representative of Information Commission and the District administration will be present in the inauguration and learning sessions. Civil society experts on RTI will help in developing the draft IDPs.</p> <p>Participants will work on the IDP in detail when they back to their organization. One expert assigned from MRDI will facilitate them in finalizing their IDPs. Later on, same participants will participate in a day long workshop to share and present their proposed IDPs. Participants and experts will give their inputs and comments.</p>	Information disclosure policies of 10 NGOs will be developed.

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				Incorporating the feedbacks, the IDPs will be placed before the boards for approvals.	
Meeting with IC and authorities on RTI online course for NGO DOs	60B.35	1 meeting	11 th Quarter	To ensure enrollment of NGO designated officers on the RTI online course which is already placed in the websites of IC and NGOAB, a meeting will be organized with the representatives from Information Commission, NGO Affairs Bureau, and Department of Social Service.	Enrollment of NGO DOs will be increased.
Publication on list of authorities under RTIA	60B.36	500 copies	11-12 Quarter	As per RTI act any citizen can apply for information to the respective authorities using prescribed format. But sometimes applicants are refused information due to approaching wrong authorities, as no list of authorities is available. MRDI will prepare a list of authorities under RTI act and print 500 copies of it. The list will be published in partnership with IC.	A list of authorities under RTI act that will help information seekers apply to the proper authorities.
Proactive disclosure assessment methodology finalization meeting	60B.38	1 meeting	12 Quarter	One meeting will be organized to finalize the methodology of proactive disclosure of assessment in presence of representatives from IC and ICT division.	Methodology of the assessment will be developed
Proactive disclosure of assessment visit	60B.39	1 assessment	12 & 13 Quarters	One assessment will be conducted among 60 EPR partner NGOs of MJF on their proactive disclosure of information.	One assessment report will be produced to present the status of proactive disclosure of information by the NGOs

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Orientation for NGO DOs on RTI	60B.40	2 trainings	13 Quarter	Two batches training will be organized on Right to Information Act for 60 NGO designated officers of Jashore.	DOs will gain knowledge on RTI Act and be aware about their responsibilities which will facilitate RTI implementation at field level.
Capacity building for Journalist on RTI	60B.43	1 programme	13 Quarter	Capacity building programme will be organized for 30 journalists.	Journalist will enhance their knowledge on RTI and use RTI to seek information for producing quality reports.