

শেখ হাসিনার মূলনীতি  
গ্রাম শহরের উন্নতি

Government of the People's Republic of Bangladesh  
Office of the Additional Chief Engineer (Planning)  
Department of Public Health Engineering  
14, Shahid Captain Monsur Ali Sharani, Dhaka-1000.

**Meeting Minutes of the Gender and Development Forum held on 18<sup>th</sup> June, 2023**

Meeting Place : CWIS-FSM Support Cell, DPHE, Dhaka  
Chairman of the Meeting : Additional Chief Engineer (Planning)  
Date : 18<sup>th</sup> June, 2023  
Time : 3:00 PM

The meeting was chaired by **Mr. Tushar Mohon Shadhu Khan**, the Additional Chief (Planning) of DPHE. He extended warm greetings to all attendees and welcomed Ms. Neelima, the representative from the Bill & Millenda Gates Foundation. In his address, he provided a brief overview of the Gender and Development Forum (GDF) and highlighted the successful organization of two gender workshops by the Gender and Development Forum, CWIS-FSM Support Cell, and DPHE ITN BUET. Mr. Tushar expressed his satisfaction with the workshops, noting that all participants actively engaged and provided valuable feedback, which greatly contributed to shaping the draft gender action plan of GDF and other gender related documents.

He also acknowledged the technical support provided by the CWIS-FSM Support Cell DPHE and expressed his hope that the support cell would continue to offer various forms of technical assistance to the GDF. After that, the Chairperson requested the member secretary to discuss the meeting agenda briefly.

**Open Discussion:**

- **Ms. Dalila Afroze**, Executive Engineer, DPHE and Member Secretary of GDF, updated everyone on GDF's current status and initiatives. She outlined the agenda, focusing on key areas and assigning responsibilities based on Gender Action Plan for GDF. She mentioned that the input of forum members would be incorporated into the final responsibility list and the action plan. She expressed gratitude to the CWIS-FSM Support Cell for their technical support, acknowledging their valuable contributions to GDF.
- During the meeting, the comprehensive action plan was presented by **Rifat Binte Jia** and the participants provided their inputs on both the presented comprehensive action plan and the assigned responsibilities. The Gender Action Plan encompasses seven focus areas, each with designated focal persons and co-focal persons. The following is a list of the focal persons for each focus area:

SL	Focus Area	Focal Person
1.	Gender equality and implementation	Superintending Engineer, Planning Circler, DPHE
2.	Policy adoption & Policy advocacy	Superintending Engineer, Feasibility Study and Design Circle, DPHE
3.	SADDD Data and information collection, monitoring and evaluation	Superintending Engineer, Dhaka Circle, DPHE
4.	Capacity building	Project Director, Water Supply & Environmental Sanitation Including Faecal Sludge Management Project in 32 Pourashava, DPHE
5.	Enabling gender friendly environment	Superintending Engineer, Store Circle, DPHE
6.	Partnership, network, resource collection and others	Project Director, Urban Infrastructure Improvement Preparatory Facilities (DPHE Component) Project, DPHE
7.	Updating resources in GDF service box of DPHE website	Programmer, MIS Unit, DPHE

- **Ms. Neelima Thota**, Representative from Bill & Millenda Gates Foundation commended DPHE for establishing the Gender and Development Forum and praised the dedication of GDF members. She announced that members would receive benefits like fellowships and certification courses through the Gates Foundation, urging them to share their preferences. Additionally, she

emphasized the continued support of the CWIS-FSM Support Cell in implementing GDF activities and working towards its goals.


Furthermore, Ms. Neelima informed the attendees that the International Water Association had announced the upcoming **Water and Development Congress & Exhibition**, scheduled to take place from 10th to 14th December 2023 in Kigali, Rwanda. She requested the GDF members to provide her with a list of individuals interested in participating. It was emphasized that the selection process for attendees should be completed by September 2023 in order to meet the necessary deadlines and arrangements.

It was discussed that another meeting would be scheduled soon outside of Dhaka to finalize the action plan and the assigned responsibilities taking into account the collective feedback being received during the discussion.

During the meeting, it was also discussed to include members from DPHE Officials, CWIS-FSM Support Cell, GWSC, and ITN BUET in the GDF committee.

**Decision and Action Points:**

- Regular monthly meetings will be held of the DPHE's Gender Development Forum (GDF) to foster gender mainstreaming.
- CWIS-FSM Support Cell will provide necessary support to the GDF to ensure the successful implementation of the Gender Action Plan.
- A day long workshop/meeting will be scheduled after the EID vacation to finalize the gender action plan and the responsibility list of the GDF.
- Members from DPHE Officials, CWIS-FSM Support Cell, GWSC, and ITN BUET will be co-opted into the sub group of GDF committee if it is required.
- During the meeting, the list of focal persons was approved and it was decided that each focal person would work with the support of their group members.

  
(Tushar Mohon Shadhu Khan)  
Additional Chief Engineer (Planning)  
&  
Chairperson  
Gender and Development Forum

Date: 25/06/2023

Memo No: 46.03.2600.030.06.002.18- 1409/4

**Copy forwarded for your kind information:**

1. Chief Engineer, Department of Public Health Engineering, Government of Bangladesh, Dhaka.
2. Additional Chief Engineer (Works/Planning/Water Resources), Department of Public Health Engineering, Dhaka.

  
(Dalila Afroze)  
Executive Engineer, Design Division  
&  
Member Secretary  
Gender and Development Forum

Date: 25/06/2023

Memo No: 46.03.2600.030.06.002.18- 1409/4 (26)

**Distribution (not according to seniority):**

1. Tushar Mohon Shadhu Khan, Additional Chief Engineer (Planning), DPHE, Dhaka.
2. Md. Nazrul Islam Mia, Project Director, Water Supply & Environmental Sanitation including Faecal Sludge Management Project in 32 Pourashava, DPHE, Dhaka.
3. Md. Anwar Eusuf, Superintending Engineer, Planning Circle, DPHE, Dhaka.
4. Mahamud Kabir Chowdhury, Superintending Engineer, Store Circle, DPHE, Dhaka.
5. Mohammad Raushan Alam, Superintending Engineer, Dhaka Circle, DPHE, Dhaka.
6. Ehteshamul Rasel Khan, Superintending Engineer, Feasibility Study & Design Circle, DPHE, Dhaka.



7. Md. Shafiqul Hassan, Project Director, Urban Infrastructure Improvement Preparatory Facilities (DPHE component) Project. DPHE, Dhaka.
8. A.H.M Khalequr Rahman, Executive Engineer, Arsenic Management Division, DPHE, Dhaka.
9. Mohammad Fayazul Islam Soman, Executive Engineer (Establishment), Office of the Chief Engineer, DPHE, Dhaka.
10. Mahmudur Rashid Mazumder, Deputy Project Director, 30 Pourashava Water Supply and Sanitation Project (GoB-WB-AIIB), DPHE, Dhaka.
11. Roman Kabir, Deputy Project Director, Urban Water Supply and Sanitation in 23 Pourashavas Project in Bangladesh (GoB-IDB), DPHE, Dhaka.
12. Fahim Hasan Siraji, Deputy Project Director, Inclusive and Integrated Sanitation & Hygiene Project in 10 priority Towns in Bangladesh, DPHE.
13. Fateh Jamima Binte Islam, Executive Engineer, Arsenic Risk Reduction project for Water Supply, DPHE, Dhaka.
14. Dilruba Farzana, Executive Engineer, Survey Investigation & Research Division, DPHE, Dhaka.
15. Ruksana Parvin, Executive Engineer, Training Division, DPHE, Dhaka.
16. Tasnim Tamanna, Deputy Project Director, Rural Water Sanitation & Hygiene for Human Capital Development Project, DPHE, Dhaka.
17. Dr. Sushanta Roy, Executive Engineer (Logistics), Central Lab, DPHE, Dhaka.
18. Farhana Hossain, Executive Engineer, Program & Co-ordination Division, DPHE, Dhaka.
19. Shyamoli Dutta, Deputy Project Director, Water Quality Testing Management Strengthening Project, DPHE, Dhaka.
20. Md. Shafiqur Rahman, Programmer, MIS Unit, DPHE, Dhaka.
21. Kazi Salma, Social Development Officer, Dhaka Circle, DPHE, Dhaka
22. Md. Kibria Alam Chowdhury, Social Development Officer, Rural Water Sanitation & Hygiene for Human Capital Development Project, DPHE, Dhaka.
23. Md. Muktedir Harun, Social Development Officer, Emergency multi-sector Rohingya Crisis Response Project, DPHE, Dhaka.
24. Ms. Neelima Thota, Senior Strategic Advisor, BILL & MELINDA GATES foundation.
25. CWIS-FSM Support Cell, DPHE, Dhaka. [Concern representative are requested to distribute the meeting minutes].
26. Office copy.

*Dalila*  
25.06.2023

(Dalila Afroze)

Executive Engineer, Design Division

&

Member Secretary

Gender and Development Forum