

(বৈদেশিক সংস্থা জড়িত থাকায় পত্রটি ইংরেজিতে করা হলো)
Government of the People's Republic of Bangladesh
Ministry of Youth & Sports
Department of Youth Development
Planning Wing
108 Motijheel C/A, Dhaka-1000.
www.dyd.gov.bd

Meeting Minutes of the 3rd Bijoyee Project Advisory Committee

Chair : Dr Gazi Md Saifuzzaman, Director General (Grade-1), Department of Youth Development

Date : June 02, 2024; Time: 14:30 Hours

Venue : Conference Room of Department of Youth Development

2.0 List of Participants (Not according to Seniority)

SL	Name & Designation	Office
1.	Mr Kazi Moklesur Rahman, Joint Secretary (Development)	MoYS
2.	Mr MA Akher, Director (Planning)	DYD
3.	Mr Prajesh Kumar Saha, Deputy Director (Planning-1)	DYD
4.	Mr Md. Salimul Islam, Deputy Director (Planning-2)	DYD
5.	Mr Saleh Uddin Ahmed, Assistant Director (Planning-1)	DYD
6.	Md. Shawkat Ali, Assistant Director (Planning-2)	DYD
7.	Mr Md. Hasinur Rahman Talukder, Assistant Director (Planning-3)	DYD
8.	Ms Renu Jain, Chief of Party (COP)	USAID Bijoyee Project
9.	Sonjai R Cooper, Education Director	USAID
10.	Ms Dipti Das, Education Advisor	USAID
11.	Mr Tarek Ahmed, Project Management Specialist	USAID
12.	Mr Durdana Chowdhury, A&LO	CARE
13.	Dr. Rafiq Sarkar, Managing Director	Matrix
14.	Mr Almeer Ahsan Asif, DCOP	USAID Bijoyee Project
15.	Mr Md. Abdul Mannan, CSA Expert, Green Skill Development	Matrix

03. Agenda

- 3.1 Brief presentation on USAID Bijoyee Project;
- 3.2 Recap of previous meeting's action point;
- 3.3 Presentation on the soft skills development packages;
- 3.4 Consider and endorsement of the Recommendation of the Technical Committee; and
- 3.5 Discussion on upcoming events i.e. USAID Bijoyee launching ceremony and Strategic meeting.

04. Meeting Summary

Meeting Kick-off and Review

The meeting opened with introductions and a review of the agenda. The Chair welcomed everyone and invited project representatives to present their updates. With the Chair's approval, the Director (Planning) facilitated the discussion. Participants began by unanimously agreeing to previous decisions and recommendations.

Project Presentation and Q&A

Almeer Ahsan Asif, Deputy Chief of Party for the USAID Bijoyee Project, presented a brief summary of the four soft skills packages and the curriculum development process. Upon the request of the Chair, Dr. Gazi Md Saifuzzaman, Almeer showed a sample introduction video of the Bijoyee online digital literacy course. He also shared information about the 124 Youth-Led Organizations (YLOs) identified during the prescreening process, all of which are registered with DYD. The Chair of the meeting suggested to closely collaborate with NSDA so that the training packages can be certified. He also suggested that collaboration of DYD and Bijoyee should be updated in the DYD website so that it gives more credibility to Bijoyee when partnering with YLOs. Progress and update of the last Technical Committee meeting (April 30, 2024) and Advisory Committee meeting (Feb 2, 2024) has been added in Annex 1 and 2 for reference.

Dr. Rafiq from Matrix then presented the implementation plan for the assessment and updating of existing training modules or the development of new green skills packages. He explained the objectives, scope of work, and methodology of the assessment to be conducted with the cooperation of DYD for the Bijoyee Project.

Ms. Sonjai R. Cooper (Education Director, USAID), Dipti Das (Education Advisor, USAID), and Renu Jain reiterated the importance of following the feedback provided by DYD and thanked DYD for their continuous support.

Closing

The Director General recognized the project's importance and committed his office's full support for its successful implementation. Dipti Das thanked DYD officials for their support in organizing the meeting and for their responsiveness. She also expressed gratitude to the Director General for his cooperation. M A Akher, Director (Planning) ended by thanking everyone for attending.

05. Decisions of the Advisory Committee Meeting

- a) **Four age and context-appropriate soft skills training curricula have been endorsed:** Training of Trainers (ToT) Curriculum, Soft Skills Curriculum for NEET Youth, Soft Skills Curriculum for EET Youth, and Soft Skills Curriculum for On-the-Job Training.
- b) DYD will issue a notice in their web portal regarding DYD's engagement with USAID Bijoyee project which can be used as reference in communicating with the YLOs.
- c) Representative from NSDA should be invited for the Advisory Committee meeting for future reference. DYD will be inviting them.
- d) USAID Bijoyee Project invited the Director General (Grade-1) of DYD and Advisory Committee members to a strategic planning workshop in late July. DG, DYD accepted the invitation and will confirm their availability.
- c) DYD's training wing will share the current skills training schedule.
- d) USAID Bijoyee Project will communicate with NSDA to align with their soft skills curriculums on the national skills qualification framework.
- e) Assistant Director (Planning), DYD will be co-opted on the Advisory Committee.



6.0 Conclusion

As there was no other agenda the chair thanked all the members again and concluded the meeting.

JS 13.06.2024

(Dr Gazi Md Saifuzzaman)
Director General (Grade-1)

&

Chairperson
Advisory Committee
Bijoyee Project

No. 34.01.0000.025.32.005.22- **238**

Date: **13/06/2024**

Distribution for necessary action (Not according to seniority)

1. Joint Secretary (Development), MoYS;
2. Director (Planning/Training) -----,DYD;
3. Deputy Director (Planning)-----,DYD;
4. Assistant Director (Planning) -----,DYD;
5. Education Advisor, USAID;
6. Chief of Party (COP), USAID Bijoyee Project;
7. DCOP, USAID Bijoyee Project;
8. Executive Director, BYLC;
9. Project Lead. JAAGO Foundation Trust;
10. Senior Specialist, UCEP;
11. CEO, DYDF;
12. Director, The Earth;

Copy to:

1. Programmer, DYD, Dhaka (He is requested to upload the copy on the website)
2. PA to the Director General (Grade-1), Department of Youth Development, Dhaka
3. PA to the Director (Planning), Department of Youth Development, Dhaka

M A Akher 13.06.24

(M A Akher)
Director (Planning)
&
Member-Secretary
Advisory Committee
Bijoyee Project

Annex 1:

Recommendations of the Technical Committee meeting for Advisory Committee's endorsement, April 30, 2024

- DYD will share the relevant geo-specific YLO information from their database of 7000 registered YLO. Project implementing partners will only partner with the YLOs from the above shared list who are registered at DYD database.
- DYD emphasized on having a problem-solving session, personal analysis modules in soft skills curriculum where BYLC mentioned the process is in-built with session on mental health, emotional intelligence.
- DYD will issue an official letter in support of the Training Need Assessment (TNA), and ask filed stakeholders to support the project assessment team in data collection.

Annex 2:

Progress from the previous Advisory Committee meeting (Feb 6, 2024)

Decision points	Responsible	Progress/updates
Endorse the final module of Soft Skills and Green Skills/CSA training.	It will be endorsed after a thorough review of DYD	The Training modules are endorsed at the Advisory Committee Meeting of June 2, 2024
Nomination of 25 Master Trainers and 128 District/Local level Trainers	Shah Mohammed Arifur Rahman, Assistant Director, Training, DYD.	Shah Mohammed Arifur Rahman was assigned and the support received.
Sharing geo-specific YLO information	Relevant information will be shared	Mariam Akhter was assigned and the support received.
One focal person to collaborate on curriculum development for soft skills	A person will be assigned based on the discussion with the DYD DG	Mr Md Jakaria Jamil was assigned for this work. A meeting was held to share progress. Support received.
One focal person for training on English Language and Digital Literacy Skills	A person will be assigned based on the discussion with the DYD DG	Mr Md Jakaria Jamil was assigned for this work. Support received.
DYD will nominate one official as a member of the evaluation committee of UCEP for selection of the consultant of green skills package development.	Mr. Salim was assigned from DYD. But from now Mr. Prajesh Kumar Saha is assigned from DYD.	Mr. Ayub from UCEP reached out via phone conversations but failed to invite via email. Bijoyee apologized for the communication gap and will ensure it will not happen in the future.
Access to DYD's existing training resources (Soft Skills Training Modules) and training programs	CARE Bangladesh will assign 1 or 2 people from Bijoyee Activity to work closely with the Training division of DYD	Representatives from BYLC (Sohel and Anwar had meetings with DYD on April 1) Support received.

	and get the resources as required.	
a) Providing access to existing database of DYD b) A list of DYD's training center locations including detail address	Mr Amalundu Biswas, DYD Programmer was assigned	Support requested from the project and DYD will update project team when its ready.
Result of youth consultation by JAAGO to be shared with DYD	-	It has been attached with the meeting minutes of the Advisory Committee of June 2.
Bijoyee launch will be held on tentative 9 th of March 2024	-	Event was organized and was well attended by DYD. The DG, DYD Chair
Selected YLOs must be registered with DYD	-	Project is acting accordingly.

