

(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](http://www.dyd.gov.bd)

**Meeting Minutes of 1<sup>st</sup> Advisory Committee meeting to finalize 1<sup>st</sup> year work plan**

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

**Date** : July 02, 2024; Time: 14:30 Hours

**Venue** : Meeting room, Plan International Bangladesh

**2.0 List of Participants (Not according to Seniority)**

SL	Name & Designation	Office
1.	Mr M A Akher, Director (Planning)	DYD
2.	Mr Md. Manikhar Rahman, Director (Training)	DYD
3.	Mr Priyasindhu Talukder, Director (Implementation)	DYD
4.	Mr Md. Prajesh Kumar Saha, Deputy Director (Planning-1)	DYD
5.	Mr Md. Hamidur Rahman, Deputy Director (Training)	DYD
6.	Mr Shahabuddin Sarkar, Deputy Director (Implementation)	DYD
7.	Mr Md. Salimul Islam, Deputy Director (Planning-2)	DYD
8.	Mr Saleh Uddin Ahmed, Assistant Director (Planning-1)	DYD
9.	Md Shawkat Ali, Assistant Director (Planning-2)	DYD
10.	Mr Md. Hasinur Rahman Talukder, Assistant Director (Planning-3)	DYD
11.	Kabita Bose, Country Director	PIB
12.	AFM Mayeen, Director Operations & Systems	PIB
13.	Jolly Nur Haque, Director Program Development & Learning	PIB
14.	Aparna Barma, Director- P&C, PEOPLE & CULTURE	PIB
15.	Nishath Sultana, Director - Policy, Advocacy, Influencing and Campaigns	PIB
16.	Rokshana Akther, Lead- SOYEE	PIB
17.	Saydul Huq, Integrated Sponsorship Project Manager	PIB
18.	Mohammad Shazed, Country Manager-Humanitarian Action	PIB
19.	Mathilda Mendes, Project Manager-Child, Not Bride Project	PIB
20.	Lutfay Tariq Rahman, Business Development Specialist Programme	PIB
21.	Oyachkuruny Khan Akash, Intern-SOYEE	PIB
22.	Khurshid Ara, Advisor- SOYEE	PIB

**03. Agenda of the Meeting:**

- Finalization of first year action plan to work jointly DYD & Plan International Bangladesh and
- The special focus to develop National Youth Council (NYC) capacity.

**04. Meeting Summary**

The meeting started with the consent of the Chair Dr Gazi Md Saifuzzaman, Director General (Grade-1), Department of Youth Development. Mr. M A. Akher, Director (Planning) shared the background that a Memorandum of Understanding (MoU) was signed on March 31, 2024 between DYD and Plan International Bangladesh. In alignment with the MoU, organized a workshop on April 27, 2024, at Chuti Resort, which involved NYC members, DYD, and Plan International staff. During this workshop, participants brainstormed and identified the activities to be jointly performed in the first year under this MoU. So proposed activities now require approval by the advisory committee for implementation.

**05. Action plan share:**

Rokshana Akther, Interim Lead-SOYEE, PIB presented the list of activities, timeline and tentative budget for the first-year work.

Sl	Activity	Timeline	Responsibility	Total Budget	Available Budget	Budget Gap	MOU Objective
1	Launch Youth-led Small Project Incubation (waste collection, management, tree plantation, etc)	August and September 2024	DYD, NYC, Plan	500000	200000	300000	Empowering NYC for Innovative Actions
2	Organize Equality Award Ceremony	September, 2024	DYD and Plan	500000	500000	0	Empowering NYC for Innovative Actions
3	Girls Takeover	October, 2024	DYD and Plan	200000	200000	0	Empowering NYC for Innovative Actions
4	Organize an exposure visit of DYD - DG, Directors, and 2 NYC members to develop a Joint proposal to implement	September, 2024	DYD, Plan, NYC	500000	500000	0	Joint Collaboration
5	Celebrate National and International Youth Day - Organize youth Fair	October, November 2024	DYD, Plan	500000	400000	100000	Popularizing National Youth Day
6	1. Conduct NYC capacity assessment 2. Capacity Building Training (Leadership and Governance)	January-February 2025	DYD, Plan	1000000	1000000	0	Capacity Building of NYC Members
7	Climate Resilience Training i.e DRR, search and rescue(NYC members-countrywide)	February-March, 2025	DYD and Plan	1000000	800000	200000	Capacity Building of NYC Members

**06. Discussion points and decision of the Advisory Committee Meeting:**

After completion of the action plan presentation. The advisory committee and technical committee discussed on activity, and timeline and provided suggestions and decisions.

SL	Activity	Discussion	Decision
1	Launch Youth-led Small Project Incubation (waste collection, management, tree plantation, etc)	Some youth-led initiatives will be organized under this action. Tree plantation is one of the activities. The action plan mentioned January but the tree plantation appropriate timing is a rainy session so the proposal came to do this work by September.	PIB will take imitative along with DYD to arrange a tree plantation program in the first week of September 2024
2	Organize Equality Award Ceremony	This year Plan International Bangladesh will organize equality award for five youth. The concept is interested youth will share creative ideas as a proposal. Selection team will assess and select five ideas and give award	Jointly DYD and PIB will work on it

3	Girls Takeover	Plan International Bangladesh's unique program is Girls Take Over. In October this program will be organized and this year PIB expects DG and DYD sir will be role models for girls. DG sir agreed to this event.	The PIB team will start process of arranging this event and communicate with DYD
4	Organize an exposure visit of DYD - DG, Directors, and 2 NYC members to develop a Joint proposal to implement	DG sir agreed to the exposure visit but in August he has a number of priority engagements so he suggested arranging a visit in September	PIB will communicate with DYD and organize an exposure visit in September 2024
5	Celebrate National and International Youth Day Organize youth Fair	<ul style="list-style-type: none"><li>12th August is International Youth Day so the forum suggested adding international youth day.</li><li>1-7 November will be a youth fair so under joint work we can consider a youth fair arrangement. PIB and DYD will sit together to find out the way to arrangement</li></ul> This year 1st November will be celebrated as "National youth day-2024". DYD, PIB, and NYC will design activities to make a colorful event	The technical committee will meet to design and arrange day observation
6	1. Conduct NYC capacity assessment 2. Capacity Building Training (Leadership and Governance)	<ul style="list-style-type: none"><li>It was discussed that the current NYC member's duration was supposed to be finished in December 2024 but due to the National Election they have taken responsibilities on 25<sup>th</sup> May, 2024 so the current council will continue till May 2025.</li><li>ToT will be conducted for 27 persons of NYC. They will act as a resource person and cascade training to others</li><li>Forum proposed that for NYC capacity building, training duration should be 4/5/6 days</li><li>August is a sensitive month so the most visible program we can skip in this month. Preparatory work and meetings can continue</li></ul>	<ul style="list-style-type: none"><li>At present NYC will continue till May 2025 so capacity-building training will be organized for current members</li><li>Considering training content, budget, availability of resource persons, and participants training duration will be four days</li><li>DYD will support to provide venue and accommodation (if residential training)</li><li>DYD and PIB will do preparatory work in coordination with DYD</li></ul>
7	Climate Resilience Training i.e DRR, search and rescue (NYC members-countrywide)	Activity timelines need to be placed sequentially	PIB will do accordingly

### 7.0 Conclusion

Chair Dr Gazi Md Saifuzzaman, Director General (Grade-1), Department of Youth Development agreed to make a solid action plan and also mentioned that it will be great work for DYD and NYC. He and his team suggested developing activity wise detailed budget. DG Sir, also mentioned that DYD was very willing to support this type of initiative. Kabita Bose, Country Director, Plan International

Bangladesh said, we are privileged as well as proud to be a part of DYD. She also said that our joint initiatives will support the youth of Bangladesh, PIB always with DYD for supporting to do work.

The meeting concluded with a vote of thanks by the chair.

*09.07.2024*  
(Dr Gazi Md Saifuzzaman)  
Director General (Grade-1)  
&  
Chairperson  
Advisory Committee  
Plan International Bangladesh

No. 34.01.0000.025.51.049.23- 268

Date: 09/07/2024

Distribution for necessary action (Not according to seniority)

1. Director (Implementation), DYD;
2. Director (Planning), DYD;
3. Director (Training), DYD;
4. Deputy Director (Planning-1, Planning-2, Training, Implementation), DYD;
5. Assistant Director (Planning-1, Planning-2, Planning-3), DYD;
6. Country Director, Plan International Bangladesh
7. Director Program Development & Learning, Plan International Bangladesh
8. Director - Policy, Advocacy, Influencing and Campaigns, PIB
9. Lead- SOYEE, Plan International Bangladesh

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.

*MA Akher 09.07.24*  
(M A Akher)  
Director (Planning)  
&  
Member-Secretary  
Advisory Committee  
Plan International Bangladesh