

Meeting Minutes of the 3rd Bijoyee Project Technical Committee

Chair : Mr. M A Akher, Director(Planning), Department of Youth Development

Date : April 30, 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 Md Salimul Islam, Deputy Director (Planning)	DYD
3.	Mr Md. Hamidur Rahman, Deputy Director (Training)	DYD
4.	Mr Dr. Md Iftekharul Alam, Senior Assistant, Director	DoF
5.	Mr Saleh Uddin Ahmed, Assistant Director (Planning)	DYD
6.	Mr Md Monerul Islam, Deputy Director	DAE, MoA
7.	Ms Dipti Das, Education Advisor	USAID
8.	Ms Renu Jain, Chief of Party (COP)	USAID Bijoyee Project
9.	Mr Almeer Ahsan Asif, DCOP	USAID Bijoyee Project
10.	Mr Shamresh Saha, Lead Skill Development Program	BYLC
11.	Mr Mohammad Sahil, Program Lead, Bijoyee	JAAGO Foundation Trust
12.	Mr Kazi Irrtaza Hossain, YLO Development & Advocacy Manager	JAAGO Foundation Trust
13.	Mr Jahedul Islam, Hub Coordinator	BYLC
14.	Mr Md. Ayub Ali Sarker, Senior Specialist	UCEP
15.	Mr Mohammad Moshir Rahman, Additional Deputy Director (Agriculture)	Department of Agri.
16.	Mr Arifur Rahman, Senior Instructor	CHRDC
17.	Mr Amanda Moll, Senior Advisor	CARE USA
18.	Mr Amiya P. Chakraborty, CEO	DYDF
19.	Mr Dr. Rafiq Sarkar, Managing Director	Matrix
20.	Mr Ashraf Uddin, Consultant	Matrix
21.	Mr Md. Abdul Mannan, Consultant	Matrix
22.	Ms Shakila Sattar, Executive Director	The Earth

3.0 Agenda, the main agenda of the meeting are

- 3.1 Presentation on YLO Prescreening and Youth mobilization Update
- 3.2 Presentation on the soft skills development packages
- 3.3 Presentation on the TORs for the green skills package development

4.0 Meeting Summary

The purpose of the meeting was to provide an update on project activities and identify areas where DYD collaboration is necessary to ensure the project's smooth implementation and long-term sustainability. The recommendations resulting from the meeting will be presented to the Project Advisory Committee for their advice and endorsement.

Dr

Dr

5.0 Meeting Proceedings

- 5.1 The Chair welcomed and thanked the participants to the meeting and shared his positive views regarding the Bijoyee Project. He opened the floor to start the meeting and requested everyone to introduce themselves.
- 5.2 Renu Jain, COP, USAID Bijoyee Project, in her opening speech, thanked DYD for their constant support with the Bijoyee Project and introduced new members of CARE who joined the meeting.
- 5.3 Almeer Ahsan, DCOP, USAID Bijoyee Project, greeted the guests and gave brief overview and update of the status from the last Technical Committee meeting, which was held at Feb 1, 2024.

Decisions against the last minute-

Decisions	progress	Remarks
Sharing geo-specific YLO information	Ms Mariam Akhter, Deputy Director (Implementation) was assigned. Support requested.	Ms Mariam Akhter, Deputy Director (Implementation) are requested to prepare a 7000 registered YLO List with address.
Nomination of 25 Master Trainers and 128 District/Local level Trainers	Mr Shah Mohammed Arifur Rahman, Assistant Director (Training) was assigned. Activities are going on.	
One focal person to collaborate on curriculum development for soft skills	Mr Md Jakaria Jamil, Assistant Director (Training) was assigned. A meeting was held to share progress.	Mr Md. Hamidur Rahman, Deputy Director (Training) are requested to look after the issues.
a) One focal person for training on English Language and Digital Literacy Skills b) A list of DYD's training center locations including detail address	Mr Md Jakaria Jamil, Assistant Director (Training) was assigned. Support requested.	
a) Access to DYD's existing training resources (Soft Skills Training Modules) and training programs b) Providing access to existing database of dyd.	Mr Md. Hamidur Rahman, Deputy Director (Training) And Mr. Amalundu Biswas, Programer was assigned to provide access of DYD database to Bijoyee Representatives from BYLC Sohel and Anwar had meetings with DYD on April 1, 2024	

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- 5.4 **Presentations:** Mohammad Sahil, Project Lead, JAAGO Foundation Trust, gave a presentation on the “YLO Prescreening and Youth Mobilization Update”. The Presentation contained an update on the number of YLO Prescreening and Youth Mobilization till 29 April, 2024. The Chair explicitly requested that all YLOs should be registered with DYD. They have agreed to share the list of 7,000 registered YLOs to choose from for Bijoyee. JAAGO Foundation Trust with PMU needs to send the request to DYD; they shall comply with the request and provide the data. The session ended with a satisfactory note on the achievement of Bijoyee of covering 12,500 youth till April 29th, 2024. Ms Dipti Das suggested showing the Kobo findings in the next technical meeting to give a clearer picture to DYD Officials.
- 5.5 Shamresh Saha, Lead Skill Development Program, from BYLC, made a presentation on the “Soft Skills Development Packages”, the process that went into informing the contents and the proposed topics that will be covered in the soft skills curriculum also mentioned that the soft skills package is almost ready with components covering (Digital literacy, English language) etc. Gender, Labor rights are also main components of the curriculum. The workers of a factory will know their rights and this training will give them the voice. BYLC also mentioned of having sessions on goal setting, problem solving, communication skills, etc. for participants. In this context, DD (Training) added of having an arrangement where employers meet employees to which BYLC mentioned job fairs and apprenticeship programs are built into the Bijoyee design.
- 5.6 In last presentation, Dr. M. A. Rafiq Sarkar, Managing director of Matrix, showcased the work plan of Green Skill Matrix which is a 60 days long package. Matrix will assess the relevance and effectiveness of existing training modules from different government departments on climate-smart agriculture and identify gaps and areas for improvement. They will also ensure alignment with global best practices and emerging trends in sustainable agricultural practices. Ms. Dipti Das suggested that to keep DYD and other relevant government agencies as consultant in development of the curriculum from the draft stage rather than showing the final product.

6.0 Decisions

After the discussion, the committee unanimously endorsed the following recommendations placed by the technical committee for the advisory committee meeting:

- 6.1 DYD will share the relevant geo-specific YLO information from their database of 7000 registered YLO. PMU needs to send the request to DYD; they shall comply with the request and provide the data.
- 6.2 DYD emphasized on having a problem solving session, personal analysis modules in soft skill curriculum where BYLC mentioned the process is in-built with session on mental health, emotional intelligence.
- 6.3 DYD will endorse an official letter for the Training Needs Analysis (TNA) purpose with relevant government offices for Assessment and Updating of Existing or Development of New Training Modules on green skill package.
- 6.4 Mr Saleh Uddin Ahmed, Assistant Director (Planning) has Co-opted for convenience of work from this meeting.



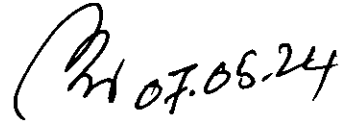
7.0 Closing

7.1 Renu Jain of USAID Bijoyee Project thanked DYD for their active participation and prompt support and hoped to continue receiving it throughout the project and look forward to the coming advisory meeting.

7.2 The Chair expressed appreciation of the presentations made by the consortium partners and requested that a Bijoyee brochure be shared with DYD so that relevant stakeholders can be made aware of the project. He also thanked everyone for their participation in the meeting.

8.0 Conclusion

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



(M A Akher)

Director (Planning)

And

Chairperson

Technical Committee

BIJOYEE Project

Tel: +88-02-223380761

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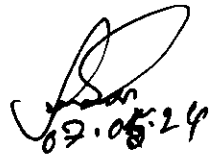
Date: 07/05/2024

Distribution for necessary action (Not according to seniority)

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



(Md. Salimul Islam)

Deputy Director (Planning)

And

Member-Secretary

Technical Committee

BIJOYEE Project