

## Attachment I

### 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	Implementation Plan (1-12 Quarter)	Brief description	Expected result from the activity
Active/reform/form Jagroto Nagorik Committee (JANAK) at upazila level	60.01	8 Committees	1 Quarter	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. JANAK members will encourage and provide necessary support to others for requesting information using RTIA. At least 300 RTI applications will be submitted to the different authorities through the process. MRDI will support to around 800 requesters to get information using RTIA through various project activities in this period; this process will contribute to accomplish the target. JANAK members will facilitate the people eligible for the social safety net benefit. They will also monitor the public service	8 JANAK will be formed

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				institutions using Social Accountability Tools for distributing social safety net benefits to the eligible citizen.	
Orientation of JANAK	60.02	2 Events	1 Quarter	JANAK members will get one day orientation on the government service delivery process, RTIA and WBPA along with their roles and responsibilities. Two such orientations will be organized for total 88 JANAK members. After the orientation, JANAK will work for promoting good governance in collaboration with our staffs.	JANAK members will be oriented on the government service delivery process, RTIA and WBPA along with their roles and responsibilities.
JANAK Meeting at upazila level	60.03	176 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	60.04	1 E&M learning course	2 & 3 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 and web-based e-learning solution. Announcement on the certification course will be published in national and local newspapers and 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 and web based e-learning solution will be developed and deployed for youth.

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Organize Boot camp for RTI E & M learning course certified Youth	60.05	1 Boot camp	5 Quarter	Three 3-day boot camps will be organized for the RTI E&M learning course certified youths who will be selected on the basis of their performance. One camp will be organized in Dhaka with 50 participants with an inauguration and a closing ceremony.	Youth will be encouraged to play vital role in their communities to build resistance against corruption and lack of openness in public service institutions through filing RTI applications.
Workshop in Public and private universities introducing governance tools- Dhaka	60.06	2 Workshops in Dhaka	5 &6 Quarter	Workshop on RTI and WBPA will be organized in 2 public and private universities in Dhaka for the students of Journalism Department in universities with a target of reaching 200 students to encourage them to act as progressive change agents. Awareness materials including wrist band, badge, poster and leaflet will be distributed to facilitate the campaign. 'RTI E&M learning certification course for Youth' will be introduced to them. Follow-up support will be given through RTI helpdesk. We will encourage them to form youth activist group on RTI under supervision of a teacher.	200 students will be aware on RTI and encouraged to act as progressive change agents.
Youth perception survey on RTI	60.07	1 Survey	6, 7 &8 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	Current status of RTI knowledge of

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				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 and 500 questionnaire-based interviews will be conducted.	youth will be brought out.
Community Mobilization	60.08 & 61.14	8 community mobilization events	7, 8, 9, 10 & 11 Quarter	A total of 8 community mobilization meetings will be organized in 8 upazilas of Jashore. People specially, farmers, mothers, fishermen, day-laborer and excluded groups are targeted to be made aware by these events. Four of these meetings will be exclusively for the women. Awareness materials will also be distributed among participants.	Community people will be aware.
Camp inauguration	60.09	2 RTI Camps and 2 follow camps	5 Quarter	Capacity constraints among both the users and the providers of information are seen as major challenges. To address the challenge, we organize 4 RTI camps in 4 upazilas using our experience. The camps 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	Two RTI camps and follow camps will be conducted.
Organizing RTI Camp	60.10		5 Quarter		
Press Conference	60.11		5 Quarter		
Follow up camp	60.12		6 Quarter		

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				<p>vulnerable and marginalized people will be selected for the camp.</p> <p>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.</p> <p>Dignitaries from IC and CD with other high officials at the district and 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. Four such inaugurations will be organized for the camps.</p> <p>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.</p> <p>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 lodging complaint being vigilant about obtaining response from the authority within the due dates.</p> <p>A two-day follow up camp will be organized after two months of launching the Camp with the same</p>	

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				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. At the end of the camps, a press conference will be organized in Jashore District to share the findings and lessons learnt.	
Information disclosure through wall writing and frame Banner	60.13	2 times	7 Quarter	Following our experiences of Shinghojhuli UP of Chowgacha Upazila of Jashore District, wall writing and framed banner will be used to display information requested during the camps in four selected unions.	Community people will be informed about benefits and beneficiaries on social safety by the union.
RTK day observance	60.14	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. Besides these events, we will organize three seminars in three consecutive RTK Days to disseminate the findings of studies on RTI under this project at the national level. 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	60.15	1 online module	3 & 4 Quarter	Designated Officers (DOs) are the key players to carry out day to day operations of RTI responses.	A self-administered

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online/virtual training for NGO DOs				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.	online training module will be introduced for the DOs of the NGOs and they learn.
School Students awareness campaign.	60.16	40 awareness campaigns	5, 6, 7, 8 & 9 Quarter	Project staffs, along with JANAK member will visit 40 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 more interesting. Winners of quiz will be awarded.	Students of 40 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 more interesting.
Study on 2nd generation Citizen Charter	60.17	One study report	8 Quarter	After enactment of the Right to information (RTI) Act, Citizen Charter is being popularized as proactive disclosure tool by the government. Through the Citizen's Charter, central and local administration provide access to information about the kind, quality, delivery and costs of	Findings and recommendations of the study will help policy makers to take measures for

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				<p>public services expected to be provided to citizens. By knowing the information, citizens can act, demand better delivery of services and hold the public service providers accountable.</p> <p>From 2010, government has implemented the 2<sup>nd</sup> generation Citizen Charter which has provided a platform for civil servants and citizens to interact and to decide democratically what services people need and how the Civil Service can best supply these services. It has also engaged citizens in decisions that have a major impact on their daily life.</p> <p>The 2nd generation Citizen's Charter is the tool which has made the Civil Service more responsive to citizens' needs and circumstances. To know the current context of its uses, a study will be conducted on Citizen Charter at Jashore District to analyze the effectiveness of selected service delivery issues and institutions to recommend measures for improvement.</p>	bringing public service providers and the citizens closer and thus establish transparency of service delivery.
Easy learning book on RTI	60.18	5000 Copies	3 Quarter	<p>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</p>	The guidebook will be produced and distributed among participants of mass gathering.



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Awareness raising materials	60.19	1 time	3 Quarter	A wide range of innovative awareness raising materials such as badge, leaflet, wrist band, poster, 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 finalized with approval from 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.
Advocacy for forming Parliamentary Caucus on RTI	60.20	1 Parliamentary Caucus	7, 8, 9 & 10 Quarter	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. 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. In collaboration with Information Commission and parliament secretariat, MRDI will provide the necessary support to form the Parliamentary Caucus on RTI. This includes organizing meeting/workshops, information and analysis of issues related to	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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				RTI. MRDI will provide necessary technical support.	
Orientation for Government officials on RTI and WBPA	60.21	8 events	4, 5, 6 & 7 Quarter	A day long orientation will be organized for the UNOs and head of offices of the departments. Eight such orientations will be organized at the upazila level. Representatives of IC and CD will be present as experts in the sessions along with project team.	Officers from UNOs and head of offices of the departments at Upazila level will be orientated on RTI and WB.
Conduct Social Audit on service delivery	60.22	1 event	7 Quarter	During the project period one social audits will be conducted on any one of service providing agencies to facilitate community monitoring of local authorities and services through using Community Score Card, filing RTI applications and public hearing. This audit will show how accountable and responsible these service provider institutions are to people. Through this social audit, service provider will be more careful and transparent for providing safety net benefits.	A Social Audit on service delivery will be conducted and found out how the offices accountable and responsible to people.
Policy interaction meeting with NGO Chief executive in Dhaka & ToT on Governance tools	60.23	1 event	4 Quarter	A half-day long meeting will be organized involving chiefs of seven organizations of Jashore and eight national organizations 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 fifteen (15)	Knowledge of using governance tools of NGOs will be increased through the ToT to develop their capacity to mainstream the issues among

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				organizations. Follow-up support will be given for developing IDP and PDP if required.	their beneficiaries.
Develop template on web-based information disclosure	60.24	1 event	5 & 6 Quarter	A template will be developed by the applicant organization with support from The Cabinet Division and Information Commission through a process of lobby meeting with 5 ministries and developing their web-based disclosure guideline. Five workshops will be organized for the ministries in presence of the senior officials in developing their guideline. The final template will be reviewed by the Information Commission and the Cabinet Division to check whether it is in line with the RTI Act. The template will be handed over through a small ceremony at the Cabinet Division.	A web-based disclosure guideline will be used by the ministries.
Developing communication strategy for cabinet division	60.25 Strategy on WBPA	1 strategy	6 Quarter	Whistle Blowers' Protection Act (WBPA)-2011 promises to protect legal rights of information providers by protecting their identities which can play a vital role in curbing corruption. Cabinet Division under their Coordination and Reforms unit is working to popularize the significance of the Act with the Anti-Corruption Commission Bangladesh. To facilitate their work the project will develop a communication strategy which can be used in both organizations to roll-out the Act for the citizens.	Communication strategy on Whistle Blowers' Protection Act (WBPA) will be used by the CD.
	Strategy handover ceremony	1 Event	7 Quarter	An event will be arrange for handing over the strategies.	

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Project presentation meeting	60.26	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.
Conduct political mapping on RTI implementation	60.27	1 Report	6, 7, 8 Quarter	<p>After about a decade of the enactment of the RTI Act, now it is time to find whether the political commitment behind the act remains at the same level or not.</p> <p>Political leaders, parliamentarians and civil society actors had been vocal and enthusiastic about people's rights of access to information at the time of enacting the act. Do they maintain the same stand Regarding people's right to information? This question needs to be answered for effective use and implementation of the act. This will be done by conducting a political mapping on RTI.</p> <p>Proponents of the act will be involved in the process of the mapping through interviews, analysis of the proceedings of the parliament sessions and other forms of interactions. Report on the mapping will be launched in an occasion of RTK day during the project period.</p>	A Report of the mapping will be launched.

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Promoting RTI Help desk	60.29	36 months	1-12 Quarter	<p>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.</p> <p>Through the support of helpdesk, around 500 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 800 requesters to get information using RTIA through various project activities in this period; this process will contribute to accomplish the target.</p>	The RTI help desk will be more prominent all over the Bangladesh and people will take support to file RTI application.
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