

22th Half Yearly Staff Meeting Held



The 22th half-yearly (July to December 2016) staff meeting of Caritas Central Office was held on 10 January 2017 with the purpose to discuss and share outstanding achievements, major problems faced and steps taken to overcome, where 111 staff members participated. Mr. Sebastian Rozario, Assistant Executive Director (Finance and Admin) moderated the meeting.

The meeting shared various outstanding achievements including the major ones below:

- Successful completion of external assessment against Caritas Internationalis Management Standard (CIMS) by third party assessor.
- Achieved good score in the HOCAI assessment conducted by CRS. The Process helped to analyze overall organizational performances, identifying gaps and linking with the strategic plan, Vision, Mission and Values of the Organization.
- Successfully completed Regional level workshops on Resource Mobilization Policy of Caritas Bangladesh.
- Introduced NAS (Network Attached Storage) - Private Cloud System to all Regional Offices.
- Introduced facebook page of CB. <https://www.facebook.com/Caritasbangladesh2016/>
- Awarded with four new projects - Emergency Response Program by Start Network Fund; Urban DRR Project by JTI Foundation fund; BARACA Male Treatment Centre & Female Treatment Centre by Caritas Germany.
- Contributed for “CI Toolkit” revision and shared the learning of the Pilot LCH project in the “World Earthen Architecture”
- Introduced Apps based monitoring and facilitated ICT fair in collaboration with government.
- Arranged Roundtable Conference on “The Importance of Water, Sanitation and Hygiene Promotion(WASH) in Schools and Strategy for Extension”.

In the meeting the participants shared some problems and the steps taken to overcome the same including the ones below:

SI No	Problems	Steps Taken
1.	Queries of NGOAB on various projects and abroad visit.	Provided required documents and maintained regular communication with NGOAB Officers for clarification.
2.	Fund crisis for CMFP.	CMFP arranged temporary loan from other Regions/Projects.
3.	Leadership crisis for CMFP at the Regional Level.	Issue has been raised with the respective Regional Directors for developing leadership of their staff members.
4.	Organizing documents for the CIMS assessor and to help her to find the appropriate reference from the huge volume of documents.	Collected relevant documents from concerned person/sections. A number of documents were in Bangla and translated into English.
5.	Low performance of mail server due to old version of software and lack of hardware resources. Managing budget for up-gradation of server.	Filtering of mail server log frequently even during off day and after Office hour. Training of staff members to take mail backup and deletion of old mail from server has been arranged. The budget issue has been placed to the management for processing a new server.
6.	Adjustment of budget shortfall due to currency loss.	Reduced project duration/activities in consultation with donor. Reallocated/revised budget and submitted to donor.



Major events for the year 2016 was shared by Ms Shiba Mary D' Rozario, Manager (Communications). Rev. Fr. Liton Hubert Gomes, CSC, Spiritual Advisor emphasized on self development of employees with divine service to the humanity instead of ruling the society and said, 'Satisfaction in the office work boost the happiness and quality of work'. The meeting was concluded by closing words of Mr. Francis Atul Sarker, Executive Director. He thanked all for making the meeting a successful and meaningful one.