

#### Summary Report

# Workshop for Social Protection Focal Points



28 October 2018 Cabinet Division Dhaka, Bangladesh





#### Summary Report

#### **Workshop for Social Protection Focal Points**

#### **Published by**

Social Security Policy Support (SSPS) Programme United Nations Development Programme in Bangladesh

Website: www.socialprotection.gov.bd

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#### **Executive Summary**

The government of Bangladesh has formulated the National Social Security Strategy (NSSS) in June 2015 as one of the major milestones towards establishing a comprehensive social security system. Recently the NSSS action plan has been finalized after extensive consultation with the stakeholders and is now ready for being formally launched. The Hon'ble Speaker has kindly given her consent to be present in the launching ceremony of the NSSS Action Plan as the chief guest. This will be a three-day national programme on 04-06 November 2018 to launch the NSSS Action Plan and a number of other knowledge products on social security. The launching ceremony will be followed by a conference on review of social security programmes. Simultaneously, a fair will be organized in the adjacent hall to showcase the achievement of different ministries and NGOs in social security.

This workshop for social protection focal points was a follow up of the workshop held on 8 October 2018 for stocktaking of the preparatory works for the upcoming conference and fair to be held on 04-06 November 2018 at Bangabandhu International Conference Centre (BICC). This report contains background information that was presented to participants, summarizes workshop discussions and puts some recommendations for consideration of the stakeholders involved. The recommendations are the following:

- Everybody agreed that the Social Security Conference and Fair should be organized in such a way that it becomes a distinctive one in Bangladesh.
- In order to make the upcoming social security conference and fair a success, organizers from the Cabinet Division, especially the personnel of the SSPS Programme and representatives of all the ministries, NGOs should immediately start working with utmost sincerity.
- Due to large number of participating organizations, it was recommended that the space currently fixed for arranging the fair, the Harmony Hall, may not be sufficient to accommodate the number of stalls required. Therefore, it was suggested, the adjacent space Milky Way would be more suitable for such a large event.
- In addition to the invited NGOs, any other NGOs may be encouraged to participate in the fair to showcase their programmes and initiatives by sharing the stalls of their partnering ministries/divisions at the fair.
- Number of invitation cards sent to each ministry should be limited to 5, however for some ministries with bigger social protection portfolio, the number may be increased.
- As deadline for report submission already passed, ministries that have not yet sent their report, were requested to send it as soon as possible. As the final report will not be compiled until one or two weeks after the Social Security Conference, it was suggested that there would be scope for corrections to these reports within that period.
- It was reiterated that each participating ministry should send soft copy of presentation by 3<sup>rd</sup> November 2018 and limit their presentations to 10 minutes.

- The SSPS Programme of Cabinet Division will prepare stalls for each of the participating organizations and provide a banner on top of each stall titling the name of the Ministry or NGO. However, the materials to be displayed will have to be arranged by the participating organizations and they were requested to showcase their flagship programmes by use of banners, placard, audio-visuals etc.
- Each ministry and NGO will be offered one stall each to display graphical contents of their social protection programmes. However, due to larger portfolio of social security programmes, Ministry of Social Welfare and Ministry of Primary and Mass Education will receive 3 and 2 stalls respectively.
- It was recommended that the stalls be handed over to the participating ministries, NGOs on 3<sup>rd</sup> November 2018 by 8 PM to allow them to arrange their demonstrable products and items.
- Minor changes to the draft invitation card was suggested before final printing and distribution.

#### **Background and Objectives**

One of the major milestones towards establishing a comprehensive social protection system in Bangladesh is the formulation of the National Social Security Strategy (NSSS) in June 2015. Recently Bangladesh Government has finalized the NSSS action plan after extensive consultation with the stakeholders. The Action Plan is now ready for being formally launched. The Hon'ble Speaker has kindly given her consent to be present in the launching ceremony of the NSSS Action Plan as the chief guest.

This will be a three-day national programme on 04-06 November 2018 to launch the NSSS Action Plan and a number of other knowledge products on social security. The launching ceremony will be followed by a conference on review of social security programmes. Simultaneously, a fair will be organized in the adjacent hall to showcase the achievement of different ministries and NGOs in social security.

To notify the ministries involved in social security implementation, a workshop for social protection focal points of the relevant ministries were organized on 8 October 2018 to discuss and prepare on how they can showcase their social security programmes through this social security conference and fair. In this regard, a follow-up workshop for social protection focal points was arranged on 28 October 2018 at the Cabinet Division Conference Room. The objective of this workshop was to follow up on the preparatory work of the ministries/divisions for making the Bangladesh Social Security Conference and Fair 2018 successful.

#### **Participants**

The workshop was well attended. There were 44 participants in the workshop. The participants were social protection focal points ministries/divisions involved in social protection in Bangladesh.

The workshop was chaired by Mr. N M Zeaul Alam, Secretary (Coordination & Reforms), Cabinet Division. The participants also included officials from Social Security Policy Support (SSPS) Programme. The list of participants is attached as Annex A.

#### **Workshop Discussions**

This section summarizes the discussions at the Workshop on Coordination of the Social Security Initiatives of Ministries and Divisions. The presentation began with Mr. N M Zeaul Alam, Secretary (Coordination & Reforms), Cabinet Division welcoming social protection focal points from different ministries/divisions involved in implementing social security in Bangladesh, and the staff members of the SSPS Programme and other participants. After the introductions were given by everyone present, Mr. Alam then invited Social Protection Specialist of SSPS Programme, Mr. Mohammad Khaled Hasan to give a brief introduction of the workshop.

The floor was then passed to Mr. Hasan who briefly explained objective of the workshop. He explained, this workshop was a follow up of the workshop on 8 October 2018 for stocktaking of the preparatory works for the upcoming conference and fair to be held on 04-06



Mr. Mohammad Khaled Hasan, Social Protection Specialist of Social Security Policy Support (SSPS) Programme explaining the objectives of the workshop

November 2018 at Bangabandhu International Conference Centre (BICC). He emphasized on every ministry/division will present social protection programmes in this conference. Social Protection focal points present in this workshop has a big role to play for showcasing their respective ministry/division's social protection activities. He said this workshop would not include a full presentation, as it was already covered in the last workshop for the social

protection focal points. Rather, it would focus on important aspects of the presentation covered in that workshop.

Mr. Hasan said Cabinet Division has received reports from number of ministries/divisions but has not received reports from few others. He requested the participants to send the report as soon as possible as deadline for sending reports was 25 October 2018. He assured the participants that there will be scope for further improvement even after the completion of the conference as the final compiled report will be published few weeks after the conference. He also requested the focal points to share the soft copies of the presentations of their respective ministries before 3<sup>rd</sup> November, preferably earlier. He urged the participants to complete their presentations within the allocated limit of 10 minutes during the conference.

He then shared the list of NGOs that were going to participate in the conference. Responding to a question on participation of any NGO outside this list, Mr. Md. Azizul Alam, Additional Secretary, Finance Division suggested NGOs implementing social security programmes can showcase their work under the banner of their partnering ministries.

Mr. Khaled Hasan then shared the draft invitation card to the participants. The draft invitation card was well received. Everyone agreed that the number of invitation card should be limited to 5 for each ministry. However, for ministries that has bigger social protection portfolios, the numbers can be increased. Mr. N M Zeaul Alam, Secretary, Coordination & Reforms, Cabinet Division suggested to allocate Ministry of Social Welfare 3 stalls and Ministry of Primary and Mass Education 2 stalls as these ministries have bigger portfolio on social protection.

Mr. Hasan mentioned that SSPS Programmw will prepare stalls for each participating organization and provide a banner on top of each stall titling the name of the organization.

However, organizations will have to bring their own materials to be displayed at the stalls to showcase their flagship programmes in social protection.

Responding to the question of when the stalls will be handed over the ministries, Mr. Hasan said the stall would be handed over to the ministries at 7 AM on 4<sup>th</sup> November. The products to be displayed will have to be arranged by the participating ministries or organizations. The participating ministries will be requested to showcase their flagship programmes in social protection by use of banners, placard, audio-visuals etc. However, participants at the workshop expressed their concern as it may not be possible to complete the furnishing of the stalls within this short time. Mr. Hasan then said every effort would be made to hand over the stalls to the respective organizations before 8 PM on 3<sup>rd</sup> November, day before the opening day of the conference.

Mr. Aminul Arifeen, National Project Manager, SSPS Programme, thanked the audience at the workshop for their active participation. He said there are a lot of effective social security programmes that does not get showcasing nationally. This upcoming conference and fair would provide ministries and NGOs to showcase the social security programmes offered by their organizations. He said there are very few countries publish any report on the state of social protection, Mr. Arifeen said. United Nations and World Bank publish such report and we want a country report on the performance, how many beneficiaries received social protection benefits. This report will be prepared based on participatory involvement of the ministries, NGOs with their inputs from the conference. He mentioned that we will launch a Social Security Report early next year.

Mr. N. M. Zeaul Alam thanked everyone for their participation. He said this conference and fair on social protection will be one its kind and urged everyone involved to work tirelessly to make this event a success.

#### Recommendations

- Everybody agreed that the Social Security Conference and Fair should be organized in such a way that it becomes a distinctive one in Bangladesh.
- In order to make the upcoming social security conference and fair a success, organizers from the Cabinet Division, especially the personnel of the SSPS Programme and representatives of all the ministries, NGOs should immediately start working with utmost sincerity.
- Due to large number of participating organizations, it was recommended that the space currently fixed for arranging the fair, the Harmony Hall, may not be sufficient to accommodate the number of stalls required. Therefore, it was suggested, the adjacent space Milky Way would be more suitable for such a large event.
- In addition to the invited NGOs, any other NGOs may be encouraged to participate in the fair to showcase their programmes and initiatives by sharing the stalls of their partnering ministries/divisions at the fair.
- Number of invitation cards sent to each ministry should be limited to 5, however for some ministries with bigger social protection portfolio, the number may be increased.

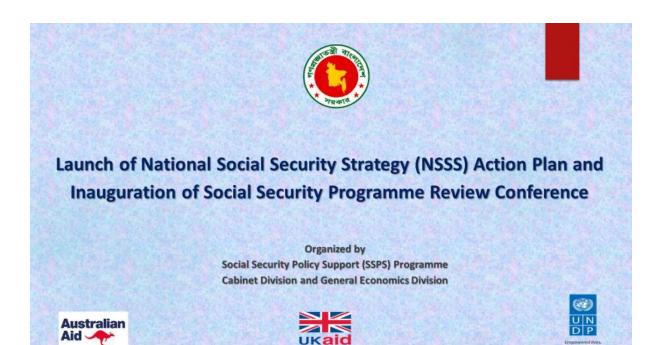
- As deadline for report submission already passed, ministries that have not yet sent their report, were requested to send it as soon as possible. As the final report will not be compiled until one or two weeks after the Social Security Conference, it was suggested that there would be scope for corrections to these reports within that period.
- It was reiterated that each participating ministry should send soft copy of presentation by 3<sup>rd</sup> November 2018 and limit their presentations to 10 minutes.
- The SSPS Programme of Cabinet Division will prepare stalls for each of the participating organizations and provide a banner on top of each stall titling the name of the Ministry or NGO. However, the materials to be displayed will have to be arranged by the participating organizations and they were requested to showcase their flagship programmes by use of banners, placard, audio-visuals etc.
- Each ministry and NGO will be offered one stall each to display graphical contents of their social protection programmes. However, due to larger portfolio of social security programmes, Ministry of Social Welfare and Ministry of Primary and Mass Education will receive 3 and 2 stalls respectively.
- It was recommended that the stalls be handed over to the participating ministries, NGOs on 3<sup>rd</sup> November 2018 by 8 PM to allow them to arrange their demonstrable products and items.
- Minor changes to the draft invitation card was suggested before final printing and distribution.

#### **Appendix A: Participant List**

	Name	Designation	Organization	Phone	Email
1.	N M Zeaul Alam	Secretary, Coordination & Reforms	Cabinet Division	10787674999	zeaulcab@yahoo.com
2.	A K Mohiuddin Ahmed	Additional Secretary	Cabinet Division	01715627064	addl_coord@cabinet.gov.bd
3.	Dr. Md Nasir Uddin	Additional Secretary	Ministry of Social Welfare	01552358344	unasirbcs@gmail.com
4.	Md. Zafar Ullah	Additional Secretary	Ministry of Land	01711131151	Zafar6410@gmail.com
5.	Kajal Islam, ndc	Additional Secretary	Planning Division	01764403464	kislam4942@gmail.com
6.	Md. Abdul Kader	Additional Secretary	Ministry of Agriculture	01711460500	kader5558@gmail.com
7.					
8.	Md. Azizul Alam	Additional Secretary	Finance Division	01712172170	md.azizulalam@yahoo.com
9.	Md. Mozahed Hossain	Additional Secretary	Ministry of Environment, Forest and Climate Change	01711119718	mozahedjs@gmail.com
10.	Muzaffar Ahmed	Joint Secretary	Ministry of Expatriates' Welfare and Overseas Employment	01611578747	mahmed5769@gmail.com
11.	Md. Muhibuzzaman	Joint Secretary	Ministry of Youth and Sports	01711180302	mmuhib@gmail.com
12.	Nesar Ahmed	Joint Secretary	Ministry of Primary and Mass Education	01720133443	mesarahmed5779@gmail.co m
13.	Kamrun Nahar Sumi	Sr. Assistant Chief	Medical Education and Family Welfare Division	01716597221	sumi27bcs@gmail.com
14.	Muhammad Sohel Hasan	DPD (Deputy Secretary)	Directorate of Primary Education	01736365280	sohel15072@yahoo.com
15.	G. M. Rafiqul Islam	Deputy Secretary	Ministry of Cultural Affairs	01819130787	rafiqliya@gmail.com
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19.	Mohammad Shahidul Islam	Deputy Secretary	Cabinet Division	01815461772	shahidul24222@gmail.com
20	Khadiza Nazneen	Deputy Secretary	Ministry of Social Welfare	01716340795	nazneen.khadiza@gmail.com
21.	Md. Mudasser Billah	Deputy Secretary	Ministry of Fisheries and Livestock	01552304591	mdmbillah@yahoo.com
22.	Md. Mahmud Hasan	Deputy Secretary	Ministry of Water	01714323223	emahmed22@gmail.com

			Resources		
23.	Sakeun Nahar Begum,	Additional Secretary	Ministry of Labour and	01817066430	sabekunnahar@yahoo.com
	ndc		Employment		addisecbudget@mole.gov.bd
24.	Md. Sayed Kutub	Deputy Secretary	Financial Institutions Division	01712222618	skutubad@gmail.com
25.	Md. Sabet Ali	Deputy Secretary	ICT Division	01712507730	Sabet300@gmail.com
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32.	Fawzia Zafreen	Additional Secretary	Planning Division	01731502299	fawziazafreen@yahoo.com
33.	Md. Azizul Alam	Additional Secretary	Finance Division	01712172170	md.azizulalam@yahoo.com
34.	Khandakar Monowar Morshad	Deputy Secretary	Cabinet Division	01819000505	ps_secy_cnr@cabinet.gov. bd
35.	Md. Nasir Uddin Khan	Statistical Officer	Ministry of Primary and Mass Education	01731802813	sta.mopme@gmail.com
36.	Dipak Kumar Chakraborty	Deputy Secretary	Ministry of Environment, Forest and Climate Change	01715001627	forest2@moef.gov.bd
37.	Monowara Parvin Mitu	Senior Assistant Chief	Health Services Division	01722448179	mitu.mitu1986@gmail.com
38.	Halima Khatun	Senior Assistant Chief	Ministry of Health and Family Welfare	01962685100	halimadugeo@yahoo.com
39.	Ridwanur Rahman	Assistant Chief	Ministry of Environment, Forest and Climate Change	01777743238	ridwan.dk@gmail.com
40.	Sohela Nasir	Assistant Secretary	Ministry of Industries	01718745579	nasrinsohela@gmail.com
41.	Aminul Arifeen	National Project Manager	SSPS Programme	01787687034	aminul.arifeen@undp.org
42.	Mohammad Khaled Hasan	Social Protection Specialist	SSPS Programme	01716466947	khaled.hasan@undp.org
43.	Mohammad Mahfuzul Bari	ICT Specialist	SSPS Programme	01795078177	mahfuzul.bari@gmail.com
44.	SM Siam	Finance and Administrative Assistant	SSPS Programme	01787687033	sm.siam@undp.org

#### **Appendix B: Workshop Presentation**





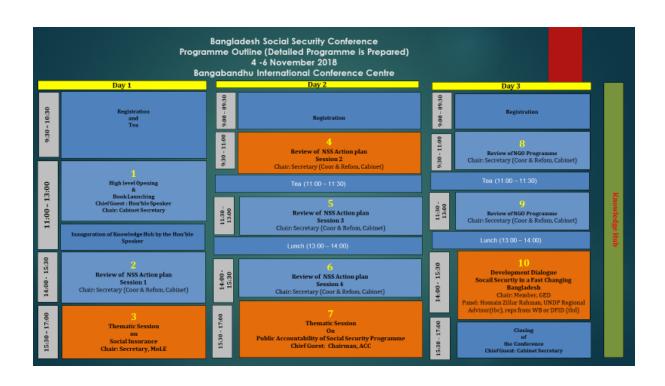


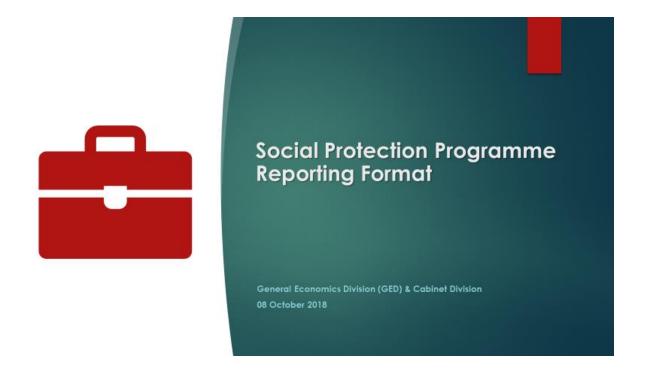
Support mapping out MIS base of different ministries and NGOs. It will contribute to feasibility study on Single Registry MISs at Bangladesh Bureau of Statistics under Statistics and Informatics Division;

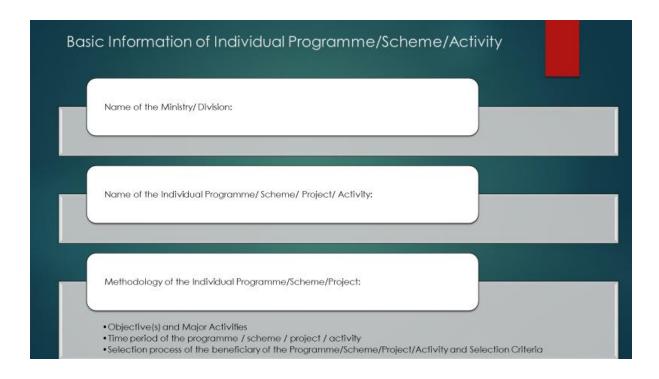
Support to establish GO-NGO platform as well as create bondage in social security programmes with private sectors;

Create a base on practice of integrity in social protection, policy consent on feasibility study and pilot on Social Insurance in Bangladesh; and

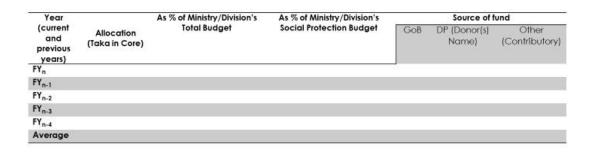
Enhance visibility of the Government's initiatives in social security reform, which will provide substantial support to formulating Country's 8<sup>th</sup> Five-Year Plan.



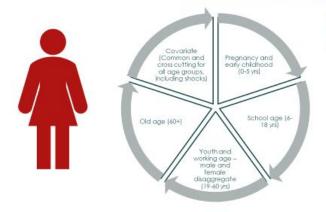




## Budget Allocation in Current and Previous FYs by Individual Programme/Scheme/Activity



## Lifecycle Stages by Individual Programme/Scheme/Activity



#### Note:

- Mention the age group of the beneficiaries
- If it covers more than one age groups, then mention the groups in order of priority focus
- If it covers all the age groups, then mention it as covariate

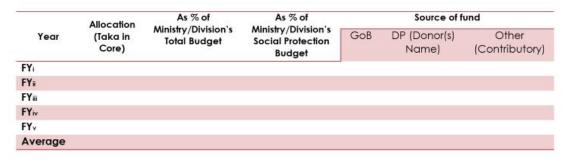


## Justify how Individual Programme/Scheme/Activity will Contribute to achievement of NSSS Goals



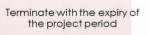
N.B. Use Yes/No, Directly/Indirectly, which is applicable according to the merit of the Programme/Scheme/Activity

Required budget if proposed for retention or scale-up of the Individual Programme/Scheme/Activity



N.B. In case undecided, please skip this part blank

### The phase out plan of the Individual Programme/Scheme/Activity if identified for discontinuation



Will be excluded from the list of social security programmes but continued under any other sector of social development framework. May mention the proposed sector.

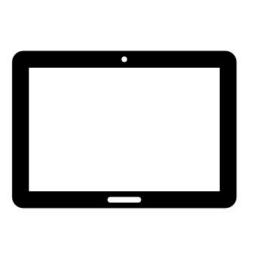
Will be merged with similar type of other programme. Mention the name of the programme



Ministry's /
Agency's
Current
Progresses in
Social Security







Lessons Learned based on Ministry's/Agency's Social Security Programmes

Challenges faced by Ministry/Agency in Implementing Social Security Programmes



Key
recommendations
for Improving Social
Security
Programmes in
Bangladesh based
on NSSS Action
Plan

#### Important Notes

- No need to provide business cases for any major programmes/schemes as recognized in the NSSS and its Action Plans. Please refer to the Action plan for the list of major lifecycle programmes.
- Business case should be prepared for each small programmes/projects/activities separately
- Ministry may refer to the NSSS provision as justification of programme scale up
- Ministry may provide references to international best practices if relevant
- The timeline for the preparation of the business case should be maintained (28 October 2018).
- Each ministry will get 10 minutes time to present their case.

# Thank You

## Appendix C: General Guidelines for Ministries and NGOs for Participation in Launch of NSSS Action Plan, Social Security Conference and Fair

#### 1. Introduction

Pursuant to the decisions of the coordination meeting of social security facial points held on 08 October 2018, the general guidelines have been formulated for ministries and NGOs for participation in Launch of NSSS Action Plan, Social Security Programme Review Conference and Social Security Fair.

#### 2. Background:

As one of the major milestones towards establishing a comprehensive social protection system in Bangladesh the government formulated the National Social Security Strategy (NSSS) in June 2015. Recently the NSSS action plan has been finalized after extensive consultation with the stakeholders and is now ready for being formally launched. The Hon'ble Speaker has kindly given her consent to be present in the launching ceremony of the NSSS Action Plan as the chief guest.

This will be a three-day national programme on 04-06 November 2018 to launch the NSSS Action Plan and a number of other knowledge products on social security. The launching ceremony will be followed by a conference on review of social security programmes. Simultaneously, a fair will be organized in the adjacent hall to showcase the achievement of different ministries and NGOs in social security.

#### 3. Objectives

The main objective of the launching ceremony is to enhance visibility of the government initiatives in social protection reforms and to synchronize the efforts of policy makers, NGOs, development partners and social protection implementing agencies to translate the vision of the NSSS into reality. The specific objectives and expected outcomes of the programme are as follows:

- Provide substantial support to NSSS mid-term evaluation in the focus areas of lifecycle approach with less exclusion/inclusion errors;
- Support mapping out MIS base of different ministries and NGOs. It will contribute to feasibility study on Single Registry MISs at Bangladesh Bureau of Statistics under Statistics and Informatics Division;
- Support to establish GO-NGO platform as well as create bondage in social security programmes with private sectors;
- Create a base on practice of integrity in social protection, policy consent on feasibility study and pilot on Social Insurance in Bangladesh; and
- Enhance visibility of the Government's initiatives in social security reform, which will provide substantial support to formulating Country's 8<sup>th</sup> Five-Year Plan.

#### 4. Date and Venue

The date for the programme is 04-06 November 2018. The venue for the programme will be the Carnival Hall and Harmony Hall of Bangabandhu International Conference Centre (BICC). Detailed **programme leaf** is attached.

#### 5. Participation

#### 5.1. The Launching Session:

The secretaries of the social security implementing ministries will be requested to participate at least in the launching/inaugural session on 4 November 2018 at 11.00 am. In addition, each ministry is requested to ensure participation of 3-4 relevant officers of the ministry and the subordinate agencies in the launching session. In case of the inability of the of the secretary to attend the programme, at least, an additional secretary should represent the ministry. It will be appreciated if the ministries send the nominations of the participants by **28 October 2018** to the Cabinet Division.

#### 5.2. Thematic Sessions:

A team of 3-4 relevant officers headed by the social protection focal point officer of each line ministry will participate in all the working sessions of the review conference.

#### 6. Reports:

The ministries are requested to send reports on each of their major programmes and the programmes they want to scale up.

Each of the major programmes will have to

- **1.** The name of the programme(programme/project/scheme/activity).
- **2.** Brief description of the programme (number of participants, budget, coverage area etc)
- **3.** The lifecycle stage and thematic clusters
- **4.** Contribution to human development and economic growth, poverty reduction etc.
- **5.** Success stories (innovation, efficiency etc)
- **6.** Challenges in delivery of benefits
- 7. Lessons learnt, if any
- 8. Recommendations, if any

#### 6.1. Programmes for Scale up

If the ministry has plan to expand any of their small programmes these should be reported separately. There should be mentioned clear evidence-based justification for scale up in the light of NSSS.

#### 6.2. Deadline for Report Submission:

Each ministry is requested to send report by **25 October 2018** to the Cabinet Division along with soft copy.

#### 6.3. Length of Report:

The report should be confined to two pages for each of the programme.

#### 6.4. Reporting Language:

The reports should be preferably in Bangla. However, the ministries may send reports in English if Bangla texts are not readily available.

#### Note:

It is requested that the ministries will be focusing on the most important programme in terms of budget and beneficiaries. For the less important ones, only mention the names of the programmes.

#### 7. Presentation:

Each participating ministry will have to make presentation on their social protection programmes and future plans by use of power point slides. The ministries which have membership in more than one thematic clusters will have to make presentation in all the relevant thematic sessions (please refer to the programme schedule). In that case, they will have to classify their programmes according to thematic clusters and make the presentation separately. If some of the social protection programmes have multiple components fitting in different clusters, the programme may be classified according to the most important component of it. It is strongly discouraged to present the same programme in several sessions.

#### 7.1. Deadline for Sending Presentation:

It is requested that the ministries should send the soft copy of the presentation **3 November 2018.** 

#### 7.2. Duration of the Presentation:

The duration of the presentation will be not more than 10 Minutes for each ministry in each session. However, the time may be redistributed by the chair of each session according to the prevailing situation.

#### 7.3. Presentation Language

The presentation slides may be preferably prepared in English language as a number of foreign delegates will be present there. But the oral presentation may be in Bangla.

#### 7.4. Types of Presentation:

The presentation will be of two types. First, to present the progress and success stories of the existing major programmes. And secondly to present the smaller programmes which are required to be scaled up.

#### 7.4.1. Major Programmes:

- Presentation on Major Programmes
- The name of the programme(programme/project/scheme/activity).
- The lifecycle stage and thematic clusters
- Brief description of the programme
- contribution to human development and economic growth
- Success stories
- Challenges
- Lessons learnt if any

Due to time constraints, the presenters should focus on only one or two programmes while mentioning other programmes by title only. This will be complemented by the reports to be submitted by them.

#### 7.4.2. Small Programmes:

The ministries may have a number of small or limited scale programme, which they consider for nationwide scale up. Such programmes should present separately. They should provide justification for scale up. If the NSSS has recommended for such scale up then only the reference to the NSSS will be sufficient. Otherwise it should be justified in terms of contribution to human development, economic growth including reduction of poverty and vulnerability.

#### 8. The social security Fair

National Social Security Fair will be inaugurated after launching programme at the premises of the launching venue. All social security programme implementing ministries and leading NGOs in similar field will take part in three day-long social protection fair. The programme schedule has detailed information.

#### 8.1. Venue:

The Harmony Hall of Bangabandhu International Conference Centre (BICC).

#### 8.2. Last Date for Registration:

25 October 2018. Any ministry or NGOs desiring to participate in the fair have to register for within the date line.

#### 8.3. Arrangement of Stalls:

The SSPS Programme of Cabinet Division will prepare stalls for each of the participating organizations. However, the products to be displaced will have to be arranged by the participating ministries or organizations. The participating ministries will be requested to showcase their flagship programmes in social protection by use of banners, placard, audiovisuals etc.

In addition, there will be a big digital screen where the highlights of the programmes of different ministries and NGOs will be shown.

#### **Contact Persons**

Please contact the following persons for any clarification:

**1.** Mohammad Khaled Hasan, (Deputy Secretary), Social Protection Specialist, SSPS Programme, Cabinet Division.

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