



KHAN FOUNDATION

Report

on

**Capacity Building of Union Parishad
(Local Government) Members:
Good Governance at the Grass-roots Level**

October 2000 - September 2001

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PREFACE

Local government in this part of the world is as old as the civilization itself. The history recorded the evidences of local administration and traditional local government in the sub-continent since 300 BC. The rural statutory local government was introduced with the Bengal Choukidary Act in 1870. After many subsequent changes rural local government stabilized as a three tier system. Local government institutions in this country had a glorious past and long history and traditions of governance.

Union Parishad (UP) is the most important tier of the Local Government in Bangladesh. A total of four different tiers of Local Government have been created some years ago but the UP remains the only tier which is comprised of directly elected public representatives and represents solely the grass-roots people. Since 1993 almost 13000 newly elected women members of the Union Parishads were trained as part of our empowerment programme for the women and under-privileged groups. During the year, we have steadily carried forward our Capacity Building of Union Parishad Members one-day outreach countryside programme as well as In-depth extended training workshops which were regularly organised by the Foundation in its in-house training complex in the Capital.

Union Parishad consists of 13 members including a Chairman. Of them 9 members are from general seats and 3 from reserve seats. UPs have 12 compulsory and 38 optional assignments to be performed by their mandate. It is not only that the UPs work as functionaries of the local government in rural areas but it is also playing an effective role in grass-roots level social life. With this realization, Khan Foundation has been organizing training workshops and follow-up activities for UP's Chairmen and members to make them aware of their roles and responsibilities as public representatives in the local government mechanism.

This Report would give an overview of the programme on "**Capacity Building of Union Parishad (Local Government) Members: Good Governance at the Grass-roots Level**" that was undertaken by the Foundation from October 1999 to September 2001. Khan Foundation has successfully completed its second Phase of the programme during this time while the first Phase's duration was 1998 to 1999.

We are very much grateful to the US Embassy in Dhaka for helping the Bangladeshi people in a number of sectors of our social and economic lives. The current programme, which has been operating since 1998 with the assistance of USAID in Bangladesh, is one of them. We also thank to the **Responsive Government Team (RGT)** of USAID personnel for their kind cooperation to make our programmes a success by devoting their time and merit this arduous work. We hope that their support will remain on the side of our impoverished people in future also.

Advocate Rokhsana Khondker
Executive Director

EXECUTIVE SUMMARY

Khan Foundation as part of its democracy and good governance programme has been involved with the local government institutions specially with the Union Parishad for last 10 years. As part of our association with the Union Parishad, we have been continuously recording the opinions of UP leaders on the broader issue of strengthening of local government institutions vis-à-vis the Union Parishads. Beside the close and continuous interaction with the UP leaders, we have also initiated few discussion and dialogues with the people working at the policy level from time to time. In the mean time some very important survey and research initiatives have also been launched by Khan Foundation on the various issues of local government.

Khan Foundation has been working with Union Parishad Women Members (EWM) since 1993. Continuous training programmes of EWM have already made positive impact on the grass-roots public representative. For greater impact, UP's all members including the Chairman will work together and realize them without unanimously approach the UP objectives will never be achieve. Union Parishad, which is the important tier of local government, will tie in development activities in the grass-roots level in future also. With this conviction, Khan Foundation takes an initiative to design a programme for all chairmen, male and female members of the UP. To reach KF goal, Khan Foundation has been organizing training workshops for all UP chairmen and members since 1998. In its fist phase 520 chairmen, male and female members received One-day and In-depth training and work together with a congenial atmosphere in their respective UPs. In its second Phase, 312 chairmen, male and female members received training. Training is the one component of the whole programme. Monitoring, Forum and Democracy Fair are also its important chapter.

Khan Foundation monitored 79 UP and realized that proper training and close contact with chairmen and members made good working environment at UP. Thana Forum is another important part, which are giving them to discuss their problems and obstacles in a cheerful mood. Democracy Fair created a positive impact of the chairmen and members as well as the local people. 832 chairmen and members received One-day and the same number of chairmen and members received 4-day In-depth training.

We hope that training programme will continue and more chairmen, male and female members of the UP will enhance their capacity through the programme.

Capacity Building of Union Parishad (Local Government) Members: Good Governance at the Grass-roots Level

Introduction

Women is so visibly the face of poverty and exploitation in Bangladesh, she bares the heaviest loads and responsibilities for her community, yet holds no power to ensure implementation of society's mores by her male counterparts. Improvement in the position of women in society is the key to Bangladesh's future, and so the Khan Foundation has become, and steadfastly remains, focused on supporting women in all facets of society. We have established and are continuing to strengthen a Women Lawyer's Network, a forum for members of the Union Parishad especially for women members.

KF has been working with Union Parishad to institutionalize democracy and strengthening local Government since 1994. With the experiences of their interaction with the EWMs, KF realized that this type of training workshop is also needed for the chairmen and general members of the Union Parishads. Union Parishad consists of 9 general members seats, 3 reserve seats for women and 1 seat for the chairman. UP has 12 compulsory and 38 optional assignments to be performed as public representatives. It is undeniable fact that countryside development mainly depends on smooth functioning of the UPs activities. Sustained development depends on good governance in all sectors of government functionaries. Central government and local governments have a significant role to play in assuring good governance at both national and local levels. Transparency and accountability are the major mechanism for ensuring good governance in these areas. By the programme of the UP Chairmen and Members, KF is trying to improve grass-roots level public representatives' transparency and accountability as well as their role and responsibilities at the UP as a member, thereby concentrating on the capacity building of our local level institutions for decentralization. Khan Foundation is pursuing the programme with the belief that transition of democracy involves effective participation of people at all levels of governance and will be achieved through a gradual process, emanating from grass-roots and rising up to the national level.

KF organized Basic Outreach Training (One-day) at 8 Upazillas (Thanas) of 5 Districts for all Chairmen, male and female members of the UPs under those Upazillas at the Upazilla headquarters. After the completion of the one-day outreach training, all Chairmen and members received four-day In-depth training in Dhaka at Khan Foundation's in-house Democracy Auditorium. Through the organization of countrywide training programme for female members of the UPs, KF has gathered valuable experiences on Local Government functionaries specially on the UPs which imbibed the Foundation to carry on further activities in the sector. Resulting from the past participatory training workshops, KF received tremendous response from the elected women members of the UP's because such training is a unique combination of local government and gender, two most important issues facing the country. Since 1976, women have included in the UP's to ensure women's participation in the local government. Nevertheless, women members are still kept out of most of the activities of the UPs for reasons of i) no clear assigned development work in the Local Government for women and due to the ii) so-called men dominated societal pattern.

But it is an undeniable fact that women have been working as partners of men in all spheres of life since time immemorial. However, there is neither formal appreciation of their work as such nor they were accorded authority of decision making in the real sense of the term in our society for centuries. The post evaluation conducted amongst the participants immediately after our workshops clearly reveals that this type of consultative workshops permit a deeper discussion of the issues and help them to crystallize and refine their thoughts as the representative of the women community in the real working of the local government. Women participants in the workshops often suggested inclusion of the Chairmen and other members from general seat thereof in future training sessions to train “them” on the status and rights of women members in the UPs in a conciliatory basis. Under these circumstances, KF designed the present exercise in order to further carry on its training programme involving the UP chairmen, men as well as women members within the same framework.

Goal

To create competent local government that will ensure effective participation of the community through their elected representatives at all levels of administration and promote good governance at the grass-roots.

Objectives

- ⇒ To reinforce the leadership skills of the UP chairmen and members so that they will be able to participate in designing, implementing, evaluating, and coordinating development policies and activities.
- ⇒ To establish transparent and accountable practices in UP activities.
- ⇒ To develop working partnership between chairmen and members of UPs (both men and women members) and among UP members of different Upazillas.
- ⇒ To raise awareness and inform UP chairmen and members of all available mechanisms to protect women's in particular, those concerning violence and trafficking against women and children.
- ⇒ To mobilize and press and work with Central Government for administrative decentralization, efficient and transparent funding of UPs and increased donor support.
- ⇒ To enable UP members to establish regular contact with District Commissioner, Upazilla Nirbahi Officer, and Director of Local Government Engineering Division (LGED) and local government body representative to strengthen participation in and knowledge of other local government activities.
- ⇒ To increase community involvement in UP activities and local development activities.
- ⇒ To develop and implement an effective monitoring tool that will provide information about UP members needs and performance in the field and that can be used as a project management tool.

Project components

1. Basic Training
2. In-depth Training and Workshops
3. Upazilla (Thana) Forum
4. Monitoring
5. Democracy Fair

Work Plan: October 2000- September 2001

Duration of Time	Description of Work
October 2000 - December 2000	Forum & Monitoring Mechanism
January 2001 – March 2001	Democracy Fair & Evaluation
April 2001 - June 2001	Forum & Monitoring Mechanism
July 2001 – September 2001	Forum & Monitoring Mechanism

1. Basic Training (One-day Training)

Basic training at Upazilla (Thana) level gives an opportunity to the chairmen and members of the all the Union Parishads in that Upazilla to gather together under one roof thus promoting cooperation, friendliness and cohesion amongst them. Chairmen, male and female members are always coming at their respective Upazilla and District to carry on their UP related activities. But they do not meet all together to discuss how they can promote and discharge their duties, responsibilities and rights as a member of the UP altogether. This opportunity has facilitated them for the first time that they have lot of other responsibilities in addition to development work. Through this exercise they get ample opportunity to express their views and the difficulties they are facing in discharge of their duties in UP activities and also to discuss the existing condition of the UPs and proposed future structural reforms. The Upazilla and District administration play a key role in smooth functioning of the UPs and that is why they are always invited to attend in the training programme to express their views and status in relation to the UPs activities. The Basic Training was built up in three steps. It includes Inaugural Session, Working Session and Summing up & Conclusions. From October 1999 to September 2000, 312 chairmen, male and female members received one-day training at district level.

2. In-depth Training and Workshop

After completion of the basic training, KF started in-depth training for the participants who had already received the basic training. Through the in-depth training the chairmen, men and women members received essential details of the complete working of the Union Parishad in particular as well as the local Government in general. In addition they are trained on various related issues in connection with the concepts as well as the working of the Union Parishads. in connection with the Local Government. The four-day in-depth training was designed with a view to an extensive idea on Union Parishad activities. The first phase experience gave KF an extra opportunity to prepare more effective training curriculum. In the first phase 520

chairmen, male and female members received basic and in-depth training from KF. In the on going phase 312 chairmen, male and female members also received basic and in-depth training from KF. Khan Foundation had not only provided training to the participants but also free distributed latest UP circulars by LGRD ministry as well as UP related documents to them which are not readily available to the participants at the District and Upazilla level.

The documents distributed amongst the participants without any costs are as below :

- i) Decentralization
- ii) Latest UP Circular by LGRD Ministry
- iii) UP administration related
- iv) Family Law related
- v) Reproductive Health related
- vi) Environment related
- vii) UP budget related
- viii) Village Court related

The whole training session consisted of 15 topics. The subjects are Local Government & Central Government, Local Government Ordinance & the Role of UP's Members, UP Administration, Office Management & audit, Democracy, Good Governance and Local Government, Project Planing & Development Activities of Union Parishad, Election in Democratic Process, Decentralization & Local Government, Budget of Union Parishad, Resource Mobilization, Family Law, Equal Participation of Men & Women at the Grass-roots Level, Primary Education, Primary Health, Reproductive Health and Income Generating Activities at the Union Level, Shalish & Village Court, Conservation of Environment & Sustainable Development, Child Rights & Trafficking. For quality training, Khan Foundation had trained the trainers specifically for this purpose and arranged several Training Sessions of Trainers (TOT).

Methodology

The training of the UP Chairmen and Members comprised of the following methods :

- 1. Lecture
- 2. Question & answer
- 3. Case study
- 4. Brain storming
- 5. Role-play
- 6. Flip chart

Audio Visual Aids and Training Materials

- 1. Marker
- 2. Board
- 3. Overhead Projector
- 4. Expectation Card

The whole training Session is divided into three major parts.

- i) Introducing the participants to each other
- ii) Class Session
- iii) Certificate Award Ceremony

Introducing the participants to each other

To design In-depth Training curriculum, Khan Foundation kept in mind that it is rare for the UP's chairmen, male & female members coming from one division's to meet their counterparts from another division. In view of this reason, the meetings will provide them with the opportunity to discuss their social and political environment as well as their respective UP's activities which they are facing with the others in different parts of the country in proper discharge their duties. With this realization, Khan Foundation invited participants from three to four districts from different division together. This rare type of congregate special for UP's Chairmen, male and female members gave them opportunities to: a) exchange views among public representative coming from different areas; b) establish relation among the UP chairmen and members; c) discuss their problems under the same roof; d) know each others regional cultural and environment. In this session the chairmen, male and female members gave their account one by one. Then KF explained the training needs and requirements and the agenda and the curricula of the 4-day training programme.

Class Session

This is an integral part of the training, which allowed the participants to know about their roles and responsibilities as a public representatives and the general idea of laws related to local government and UPs. Before starting the class session, the trainers distributed expectation card among the participants to write about what they are expecting from the training. After collecting the expectation cards the trainer arranges their expectation in a board and compare these with KF curriculum.

Just at the beginning of the training session KF also filled up a pretest question by the participants to realize their present state of their knowledge and experience in UP's activities. In the pretest, the participants get average 30% marks. 50 questions have been included in the pretest question which are related to UP's activities. The pretest analysis shows that the participants knowledge base on UP's are not rich enough. Even the chairmen hadn't shown particular proficiency in this regard. The total group classified into 6 sections.

1. State & Local Government History
2. Local government Ordinance
3. UP's rules and regulations
4. Law (Family law, Muslim law etc.)
5. Women & children related issues
6. Social activities

After completion of the class session the instructor pronounces a posttest evaluation and informs the participants that the highest three mark holders will be awarded prizes. In the post test the about 60% of the total participants got 50% to 60% marks

on an average, about 20% to 25% of the participants got 70% to 80% marks, and those who secured first, second and third position average get 70% to 75%. Only 5% to 10% received below 50% marks. The post-test also included 50 questions. This picture shows if they get an opportunity to improve their knowledge they can achieve it successfully.

Certificate Award Ceremony

After successfully completing of the training workshop. Certificates were distributed among the participants. In the certificate award ceremony, Khan Foundation invites dignitaries and distributes certificate among the participants by the dignitaries in order to provide encouragement to the participants.

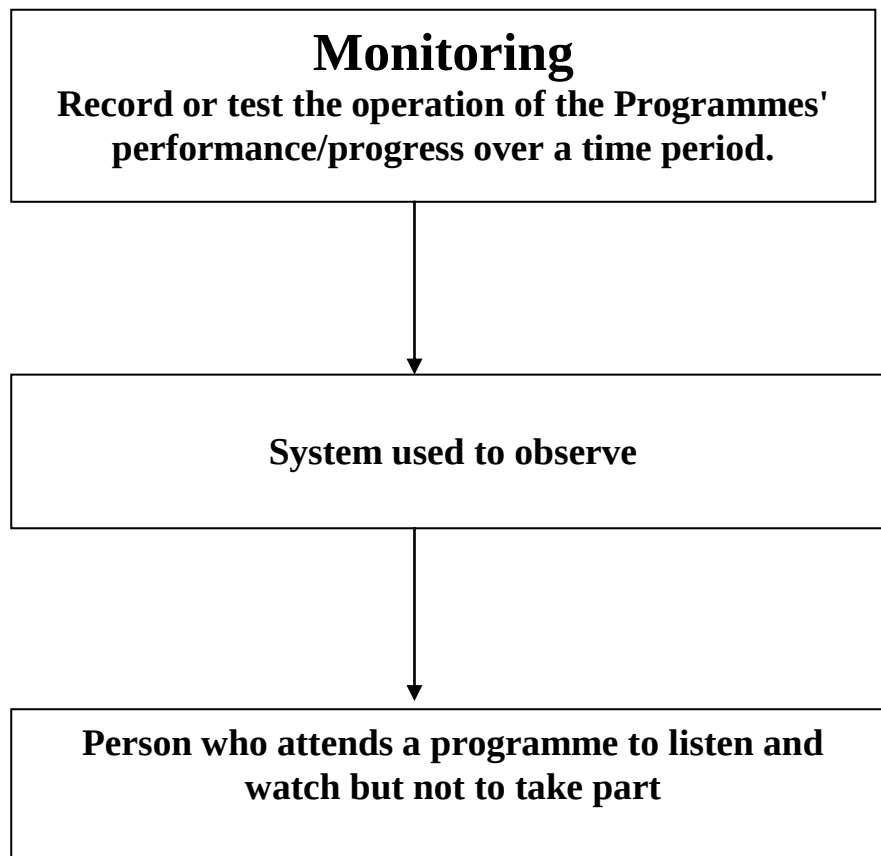
List of the dignitaries

Sl.No	Name	Designation	Organization
01.	Mr Dan Mozena	Economic Councilor	US Embassy
02.	Mr Quamrul Islam Siddique	Secretary in Charge	Ministry of Housing & Public Works
03.	Mr Debopriyo Bhattacharya	Executive Director	Centre for Policy Dialogue
04.	Mr Patric J Freeman	Political Councilor	US Embassy

Monitoring Mechanism System

Introduction

Monitoring is a system for checking the progress and operation to accomplish target/goal of the programme. Goal is the higher order objective to which the project contribute and objective is the specific result we desire and result is the summation of activities and resources. A project consists of three parts a) planing b) implementation & c) evaluation. Implementation is an important part that depends on activities. A monitor will carefully observe the activities



Objectives of the Monitoring

- Record or test the operation of the Programmes' performance/progress over a time period.
- Measuring quality of the programme.
- Verifying between planed plan and ongoing activities.

Monitoring Mechanism for organizing/implementing period

In the achieved work plan, targets/goals have already been mentioned to check accomplishment activities in the reporting period. KF monitoring teams monitored the following subjects to measure the impact and achievements.

- a. Basic Training
- b. In-depth Training
- c. Upazilla Forum
- d. Democracy Fair

For basic training, the monitoring team monitored the following matters and report to the coordinator.

- i). Basic Training Methodology
- ii) Served Materials
- iii) Participated dignitaries realization about the training
- iv) Environment of the Basic Training.

After completion of the basic training, KF started in-depth training for the participants who had already received the basic training. The first phase of the project gave extra opportunity to prepare more effective training curriculum. Khan Foundation had not only provided training but also made close monitor to the trainer's teaching technique & participant's concentration on training subjects.

Monitoring Check list for Training

01. Participants Register
02. Venue Facilities
03. Time Schedule of the workshop
04. Materials & Documents
05. Training ingredients
06. Discuss Topics
07. Quality of the training
08. Participation's participation
09. Starting & ending time of the training
10. Training Methodology
11. Participants comments

Before	After
Statements	Statements
Have you any idea about KF?	Do you think this is good for you?
Have you received any invitation from KF?	Do you think this training will help to perform your UP activities?
Which thing inspired you to attend the training?	Could you tell how many subjects discussed in the meeting?
	Are you satisfied with the training facilities

Upazilla Forum

Through Upazilla Forum, the members discuss their problems and try to find out its long and short-term solution by combined effort. The Upazilla Forum committee consists of 9 to 11 members. All chairmen, male and female members are the members of the forum. Agenda of Upazilla Forum are:

1. UP's activities
2. Women and children related issues
3. Family planning
4. Violence against women and children
5. Social activities
6. Decrease drop out of children specially girl child
7. Avoid Social superstition

Democracy Fair

Last few months Khan Foundation has organized Democracy Fair at the Upazilla level.. Democracy Fair is an important part in Bangladesh countryside. Winter season is appropriate time to present cultural activities in the countryside. During this season, various cultural organizations have been performing their drama, song and folksong since hundred of years in open place. In the past, considerable impact had been made on social and political lives through stage drama and songs. For sustainable democracy, cultural program has played an effective role to gear-up the mindset of people thus motivating there more effectively by appealing to their emotions as well. Keeping this in mind, Khan Foundation designed the idea of a Democracy Fair at each of the Upazillas. It is undeniable fact that this is an important chapter of the project. Its consequences might play an effective impression on the spectator's social and family life. In this regards KF has monitored the Democracy Fair. During the Fair day and after completion of the Fair the Monitoring Team were monitored the following issues;

- a. Size of the spectators.
- b. Spectators comments.
- c. Spectator's behavioral attitude about drama and song as well as their participation in the democracy fair.
- d. How much impact has made by the Rally at the Upzilla level.

Monitoring Mechanism after completion of the activities

In the achieved work plan, targets/goals have already been mentioned to check accomplishment activities in the reporting period. KF monitoring teams have been used the methodology to monitor the project tittle on " Capacity Building of Union Parishad (Local Government) Members : Good Governance at the Grass-roots Level".

- Filling up Questionnaires
- Taking Interviews
- Making Physical Observation
- Assessing Depth of Participation

Questionnaire

Instead of collection information on the training in a casual "gossip-like" manner, Khan Foundation conducted rigorous assessment of the opinion on specific issues related to training subjects through set-up questionnaire.

Set-up Questionnaire

01. Depth of knowledge regarding state, constitution and form of government in Bangladesh.
02. Local Government Ordinance 1983.
03. Administrative jurisdiction and structural form of the UP.
04. Rules and regulations of General and Special Meeting of the Union Parishad.
05. Maintaining procedure of meeting register book.
06. Standing committee of the UP.
07. Rules and regulations as well as jurisdiction of the Village Court.
08. Income sources of the UP.
09. Handling of the UP fund.
10. Formation of a project committee and member involvement criteria for a committee.
11. Taxation rules and regulations of the UP.
12. Maintaining procedure of birth and death registration.
13. Practicing of the marriage registration Act in the respective UP member area.
14. How many social and cultural programmes have organized by the UP as well as individually organized by the member.
15. How many community meeting have organized by the member at their locality to advocate and mobilize to establish child rights, decrease women repression, awareness of reproductive health right, family planning, educational right, general health care, scientific agricultural system and environment.

Taking Interview

In this component of the methodology, the Monitoring Team was visited in each Union Parishad to take interview from the general public of the locality. Aim of the interview is in order to get a general feeling as to the overall environment related to the respective Union Parishad in order to assess people participation in the development activities of the UP and UP's other business. In this reason Monitoring Team was made a checklist. The checklist is as below;

1. What is your UP's general and female member name?
2. How much money he/she has spends in his last election, of your view?
3. Are you aware that your member went to the district headquarter/Dhaka to receive training?
4. What was his/her family economic condition before election?
5. What is his/her family economic condition at present?

6. Is he/she has discussed with you or your neighbours regarding development activities or training, which he/she received from Khan Foundation?
7. He/she has completed any project as your knowledge.
8. Is he/she may win the next election?
9. Is he/she organized any discussion meeting at your area on primary health care, family planing and reproductive health.
10. Is he/she made his/her election commitment?
11. Is he/she has good relation with the chairman, as your knowledge?
12. What is your opinion about chairman?
13. Is the chairman often come to visit your village?
14. What was chairman family economic condition before election?
15. What is chairman family economic condition at present?
16. Is the chairman may win the next election?
17. How much money the chairman has spends in his last election, of your view?

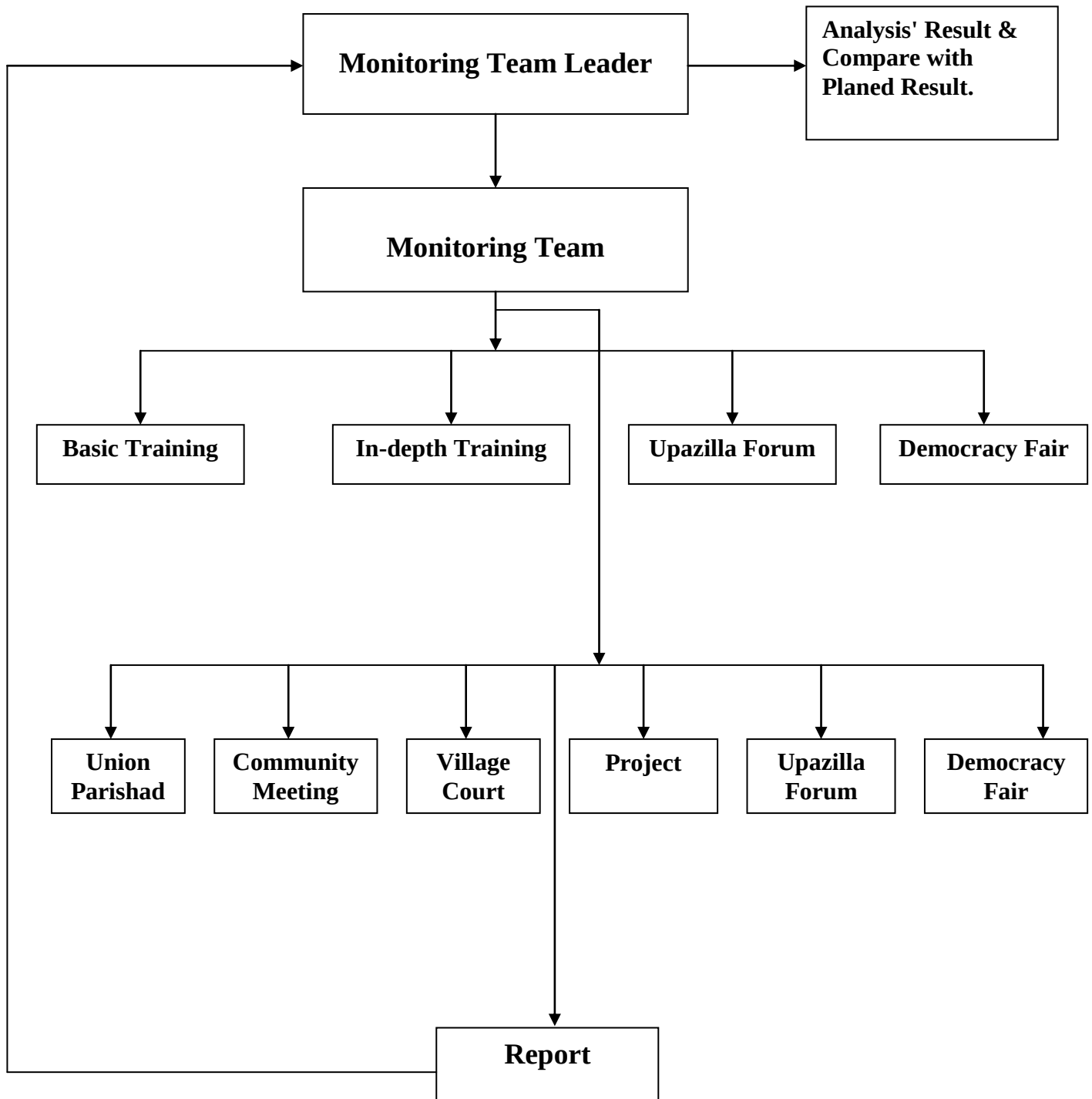
Making Physical Observation

Monitoring cell of KF assess the activities of UPs through observation, monitoring cell also observes the UP members activities. They visited UP office to observe all documents related to UP, such as meeting minute, register, birth register, attendance register etc. They also visited projects such as Road, Culvert, and School and talk with VGD and VGF Card holders.

Assessing Depth of Participation:

After completion of the training course, Khan Foundation organized Workshops, Meetings, Group discussion, Question and answer sessions with the UP members to assess their activities as to how the UP members are able to involve their community people to implement the ideas and follow up activities in the field level after receiving the training.

Monitoring Team Chart



Logical Framework for CBVP Programme:

Goal:

The proposed project seeks to extend, refine and follow up on the activities of the current CBUP project. Hence the project goal remains the same: to create competent local government that will ensure effective participation of the community through their elected representatives at all levels of administration and promote good governance at the grass roots.

Narrative Summary	Objectively Verifiable Indicators	Means of verification	Important Assumption
Objectives: 1. To reinforce the leadership skills of the UP chairmen and members so that they will be able to participate in designing, implementing, evaluating, and coordinating development policies and activities. 2. To establish transparent and accountable practices and processes in UP activities. 3. To develop working partnership between chairmen and members of UPs (both men and women members) and among UP members. 4. To raise awareness and inform UP chairmen and members of all available mechanisms to protect women's rights in particular, those concerning violence and trafficking against women and children. 5. To mobilize press and work with central Government for administrative decentralization, efficient and transparent funding of UPs and increased donor support.	By the year September 2000, UP chairmen and members participated effectively in project designing, implementation, co-ordination and evaluate as per their project planning. a. 90% members participated at the UP general meeting. b. 85% members participated at Budget meeting. UP's chairmen and members involved their community people in their all project activities (Project planning, implementation committee.) a. 90% Chairmen & members completed their project with involving community people. 16 Forum meeting was held in 8 Upazillas to build up working partnership and relationship among all UP members. a. 70% of UP meeting were participated by chairmen and members. One of the agenda of Forum meeting is violence and trafficking against women & children. a. 4 Trafficking committees were made at Patgram Upazilla. b. UP chairmen and members organized at least 2 awareness meetings in their community regarding violence against women, children and women trafficking. Three One-day workshop (312 UP chairmen and members) organized at the District level from 3 district of 3 Upazillas and 312 UP chairmen and members received 4-day training from Khan Foundation Democracy Auditorium and the participants discussed their recommendation. a. Journalists were attended One-day & Upazilla Forum meetings. b. Recommendation on UP's activities and decentralization made by the participants (One-day and In-depth) was send to Ministry of Local Government.	By physical verification of UP project, Meeting minutes, Formation of project committee and other documents Through register, notice, audit, meeting minutes, project committee etc. Attend Upazilla Forum meeting and UP meeting. From FGD, Discussion with UP members. One-day workshop and 4-days training schedule, recommendation's of UP members and press release.	things that is thought to be true or certain to happen, but is not proved. 312 chairmen, male & female members may aware and improve their knowledge on Union budgeting system as well as they will actively participate Union budget, general & special meetings. Chairmen, male & female members could be understood local people involvement in a project is the moral obligation for a member as public representative. Chairmen, male & female members may attribute special attention on Union meeting and Forum meeting. Border areas Chairmen, male and female members will give special attention on new comer who come their union. As well as they use their village police to find out suspicious person and inform administration & police. Community people will make their attention about any kind of violence women, children and trafficking. Local and national paper will publish report and feature on trafficking, women & child issues.

6. To enable UP members to establish regular contact with District Commissioner, Upazilla Nirbahi Officer and Director of Local Government Engineering Division (LGED) and local government body representative to strengthen their participation in and knowledge of other local government activities. 7.To increase community involvement in UP activities and local development activities. 8. To develop and implement an effective monitoring tool that will provide information about UP member needs and performance in the field and that can be use as a project management tool.	a. 65% members and Chairmen meet with district & Thana administration. b. Chairmen and members meet with LGED to implement their project. 16. Community meeting organized by the UP's Chairmen & members. a. 90% chairmen and members organized awareness meeting at their respective locality. b. 65% UP chairmen and members involved Community people in UP activities and local development activities. c. Upazilla administration attended One-day & Forum meeting. Monitoring mechanism and questionnaire for monitoring prepared for providing information from UP members activities and peoples opinion. a. Prepared a monitoring guide lesson. b. Prepared questioner for UPs members and chairmen activities. `	Upzilla committee Meeting minutes, Discussion with UNO, PIO and Upazilla Engineers. Through FGD, Project Committee, Master role etc. Attested questionnaire.	KF send recommendations to the ministry, which will make by the participants. Chairmen, male & female members often meet with district /thana administration to discuss on UP development, planing, financial and law & order situation. Primary health care, immunization, reproductive health, educational power, environment pollution, intensive agriculture and communal harmony. Local people will attend the UP monthly & special meeting. Monitoring mechanism guideline will prepare for monitor the project activities.
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3. *The report highlights in several places the involvement of locally posted government officials in seminars and workshops organized by the project. This is quite important. However, it would be useful if you could also mention what kind issues the UP officials take up with the government administration and how those issues are resolved. It would be interesting to know if the elected officials of UP are able to influence the decisions and work of the government administration.*

District and Thana level administrative officials (Deputy Commissioner, Assistance Deputy Commissioner, Upazilla Nerbahi Officer, Assistance Deputy Local Government officer etc.) were attended the Basic Training (one-day workshop) at district level. Most of the UP level development activities as well as UP's rules & regulations are executed by the District and Thana administration. In order to busy business and other formalities of the administration officials, it was rear for the chairmen, male & female member (specially male & female members) to meet with the officials to discuss UP's business. The issues they had mentioned at the workshops are as below;

- a) Project committee;
- b) UP's monthly and special meeting;
- c) UP's administrative jurisdiction;
- d) Honorarium of the members;
- e) VGD & FGD Card;
- f) Female member's role & responsibility as a UP member.

a) Project committee:

Male and female member raised the above issues that most of the project committees have formed by the grace of the chairmen. In some cases, the committee member was not informed that he/she has included in the project committee. But his/her signature was done and submitted it to the administration. In the reply of the question, on behalf of the administration, a responsible officer told the participants that after next they will verify every signature and take care of committee formation. If in future this type of activities may happen, it will be very much appreciate that if any member inform it to the administration, the administration will try to do there best to quell the situation. They also told the participants that administration door is always ready to heard any kind of subjects.

b) UP's monthly and special meeting;

Participants informed that most of the UPs have performed their activities without monthly meeting. But from the UP, the Upazilla administration has been receiving meeting related documents in each month. The same business has happed in special meeting. From administration they said that it would look after in future.

c) UP's administrative jurisdiction;

The UP members expressed their deep concern that most of the cases they are muzzled by the UP chairmen. But in Union Parishad Ordinance 1983 has clearly mention about the chairman jurisdiction. In this circumstances, the District or Upazill

But the UP's chairmen, male and female members have not clear conception on the jurisdiction. In this subject, the member queries are as follows;

- a) Chairman Jurisdiction on UP's administration;
- b) Male & female members role in UP' administration;
- c) Under which circumstances the UP may dissolve;

4. *Similarly, an important objective of the project is to increase community involvement in Union Parishad activities. Again, it would be useful to know whether or not interactions of the community people with the UPs have increased, and how these interactions take place. What are the major issues dealt with?*

5. *The report provides a good description of the workshops that have been held at Upazilla level, including the agenda items. This part of the report can be further enriched by providing some information about some of the critical issues related to the work of the UPs and local level democracy and governance that have been discussed during these workshops.*

6. *Finally, it is extremely important to highlight the constraints and challenges that have been faced during the implementation of the project and how they have been confronted. I hope the future reports will incorporate something along these lines.*