

Record of the Proceedings of the IRCS State/UT Branch Secretaries Meeting held on 18-19 December, 2019 at IRCS, NHQ

Participants:

- i. Chaired by Secretary General, IRCS, Sh. R.K.Jain, IAS (Retd.)
- ii. State/UT Secretaries: List at Annexure 1
- iii. IRCS:
 - a. Dr. Vanshree Singh (Director, Blood Bank)
 - b. Mr. N.K. Singh (Deputy Secretary)
 - c. Mr. Manish Choudhary (Deputy Secretary)
 - d. Ms. Rina Tripathi (Advisor, DM)
 - e. Ms. Shikha Chopra, Information System Dev. Manager

The Secretary General welcomed the Branch leadership including their Chairmen and/or State Secretaries or their representatives. Meeting started with reiteration of focus areas by Secretary General, IRCS which were also discussed during March 07-08, 2019 meeting of the State/UT branch leadership and further following discussions:

- i. NHQ shall support the branches as they are the main actors on the ground. NHQ will support 80% of new projects/initiatives of the branches which are aimed at substantive visible impact on ground. Remaining 20% has to be met by the respective State/UT branch.
- ii. State should try to create big impact by focussing on specific activities instead of thinly spreading their efforts and resources in a dispersed area. The priority of the branches should be aligned with the priorities of NHQ and same holds true for the State/UT branches for their district/sub-district/taluka branches. As suggested during March 7-8 meeting, SERV project needs to be scaled up to build resilience in the communities. To achieve this objective, NHQ is already working to create Master Trainers and instructors. Every State should have Master Trainer (s) for which zone-wise training has already been started by the NHQ:
 - a) NHQ reasserts the premise that First-aid training by IRCS should be proper so that every trainee is able to provide First Aid at the time of need.
 - b) MBBS doctors/trained nurses/Lay Lecturers shall be eligible to teach first aid. However, out of these those empowered with DM concepts as well shall be called Master Trainers to train under SERV. Three days training, with 16 hours on first aid and DM training on third day with an assessment on their competence shall only be eligible to get the SERV Training Certificate.
 - c) If some branches feel that assessment needs to be done on the fourth day, they may do so.
 - d) Branches must focus on quality of training. All the training programmes of Master Trainers in various zones/States should be intimated to NHQ, so that the assessment could be done by the NHQ. Only those instructors/lay lecturers who clear the assessment by the NHQ authorised experts shall become SERV Master Trainers.
 - e) List of Master Trainers at NHQ will be shared with branches.
- iii. Proper utilization of IRCS properties all over the country needs more attention and effort.
- iv. Improve visibility of Red Cross
 - a. To make impact in field, the branches should show what they are doing and image of "one" Red Cross should be visible.
 - b. A few identified relief items need to be pre-stocked to ensure that these items are available in disaster prone states in adequate quantity to provide immediate relief to affected population at the time of a disaster, such as floods and cyclones.
 - c. CSR funding should be collected in an escrow account. Utilization of funds from this account should be only for disaster management activities, including prepositioning of relief stocks. The items will be standardized in terms of

branding and specifications. Procurement will be done by an external committee of experts and donors; to maintain absolute transparency in the procurement.

- d. NHQ may hold a CSR event in 2020..
- e. The colour combination finalised by NHQ in consultation with Stake holders was shown to participants. Participants appreciated the colour chosen and congratulated NHQ team for its efforts.
- f. Efforts should be to leverage strength of IRCS SERV volunteers in every district/block/village and fill the gap as first responders during golden hours after any mishap/disaster in the community.
- g. Participation of VVIPs brings visibility. IRCS, NHQ will provide all necessary support in this regard.

2. States should become financially self-sufficient:

- (i) NHQ will provide hand holding support to a few state/UT branches, namely, Andaman & Nicobar, Mizoram, Tripura, Arunachal Pradesh, Meghalaya, Manipur, which are expected to become self sufficient. The support shall be for a period of 2-3 years during which the branches should become self-sufficient. Under this, NHQ may deposit one crore rupees in a fixed deposit. The fixed deposit shall be in the name of NHQ. However, the interest accruing on the deposit shall be made available to the State Branch, subject to the following conditions:
 - (a) The State Branch has a functional Red Cross branch and State Managing Committee.
 - (b) The State Branch submits a proposal showing the activities it intends to take and also submit its Plan of Action to become self-sufficient in next three years.
 - (c) The State Branch indicates and commits to achieve targets towards membership, setting up of JRC/YRC Units.
 - (d) The functioning of State Branch shall be reviewed from time to time.
 - (e) The State Branch shall be submitting their Annual Accounts and the Annual Report of their activities to the NHQ.
- (ii) NHQ will support to the State branches, in a phased manner, on their proposal, showing plan of action to generate revenues and to make them self-sustainable.
- (iii) It is felt that setting up of a 'State of Art Training Centre' in the state capitals may become a source to generate regular revenue. The training centre may consist of atleast three floors. Ground floor may have a canteen, warehouse (wherever needed) and commercial area to generate regular income for the State branch. The first floor may have a training centre and an office room. The second floor may have two dormitories and a few rooms to provide accommodation facilities to trainees. It was accordingly agreed to try to have a nationwide chain of training centres as "Training for Volunteers" for creating resilience in Society. NHQ will explore funding for such training centre complexes.
- (iv) Generation of revenue should also be done through traditional methods of membership drive, JRC/YRC fees, partnerships, donations etc.
- (v) First aid training is another area which has the potential to meet the twin objectives of building resilience in the Society on the one hand and generating revenues for the branches on the other.
- (vi) Dialogue to impart first-aid training be held with local administration/ authorities such as transport department, licensing authorities, land/building registry departments etc, as done in a few states.

3. First-Aid Trainings:

- (i) FA curriculum/syllabus, duration and methodology should be uniform across all categories whether it's St. John, Red Cross FA certification or SERV training.

- (ii) The First Aid certificates issued by the NHQ alone shall be valid and the certificates issued by the State/UT branches will not be treated as valid certificates.
- (iii) Trainings conducted by the branches shall be assessed on random basis by NHQ to ensure quality of trainings.
- (iv) States to send their calendar of trainings well in time in future.
- (v) Experts evaluating the training should not be from the same State.
- (vi) The Trainers whose trainees are not found proper during assessment should not be engaged in future training programmes.
- (vii) NHQ will maintain a pool of Master trainers who should work as assessors and observers. All State/UTs are requested to provide names of atleast 2 best Master Trainers from their state for the pool.
- (viii) States that do not have Master Trainers can utilize Master Trainers from neighbouring State/UTs. However, they must also depute their participants to the zonal trainings for Master Trainers.
- (ix) Proficiency Certificates cannot be issued to those who are trained for 1 or 2 days in First Aid.
- (x) Periodical renewal of certificate shall be a must for different levels of certificate holders.

4. Formation of Committees

- (i) A three member committee consisting of Mr. VLS Kumar, Karnataka; Mr. Itinder Singh Bali, J&K and Mr. Rudresh, Gujarat was constituted to review syllabus of First Aid trainings. The team shall submit its suggestions by 1st week of January 2020. Services and inputs of Dr. Abhishek Rimal, IFRC may also be obtained, if needed.
- (ii) Request was made to have a National level Award/Recognition on the lines of Bharat Scouts & Guides. Chairman, Tamil Nadu, in consultation with representatives of Karnataka and Haryana to give recommendations so that such an award for JRC/YRC could be considered in Red Cross.
- (iii) Model terms and conditions for MoU between Red Cross Blood Banks and Blood Storage Centres to be finalised by NHQ by 31st December 2019. Draft MoU was circulated in the meeting. All States, particularly, Karnataka, Gujarat, Odisha, Andhra Pradesh and Bihar State Branches, to provide comments on the draft MoU within a week.

5. State specific decisions:

- (i) Assam agreed to have at least 50 volunteers team to be formed in each flood prone district. The Assam State Branch informed that a rental income of Rs.10.00 lacs is committed if their building is put on rent after it gets finishing touches. The structure is ready and needs another 50-70 lacs for making that ready for occupation. NHQ agreed to provide the requisite funds on loan basis (refundable) without any interest. A proposal to be submitted by State branch for availing the loan.
- (ii) The State Branch of Telangana requested for ideas to engage more than 10 lakh JRC/YRC volunteers enrolled in the state at the initiatives of the Governor in the last two months. Chairman, Tamil Nadu offered to partner with Telangana and help them in this task.
- (iii) A&N branch requested NHQ to provide Branch Code and State code for First-aid training. NHQ shall provide the same immediately.
- (iv) Punjab branch raised the issue of expiring MoUs with the 3 Universities in the state with IRCS. It was decided that a tripartite agreement may be signed between the three Universities in Punjab, IRCS, NHQ and Punjab State Branch, to continue the academic programme and other activities agreed with them. This should be done preferably before 4th January 2020.

- (v) Since Tripura branch does not have master trainers, it was decided that the participants from Tripura can be trained during zonal training of Master Trainers in Assam In January 2020.
- (vi) Karnataka requested for extension of IFRC programme till March 2020, which was agreed. Karnataka also desired to have a training centre and warehouse on the existing IRCS, NHQ property in Bengaluru. The Branch was asked to submit proposal which shall be reviewed at NHQ and placed before the appropriate authority for its consideration.
- (vii) Odisha informed that refresher course for 50 volunteers is being held from 22nd to 28th December and requested the NHQ to send master trainers to assess the trainees. It was agreed.
- (viii) It was clarified to the representative of Himachal Pradesh branch that soft copy of the list of SERV volunteers and activity reports shall be acceptable to NHQ.
- (ix) Uttar Pradesh requested for NHQ support for establishing Blood Bank in Uttar Pradesh. They also requested for First-Aid training assessment that is pending in UP. Both the requests were accepted.
- (x) Madhya Pradesh wanted help in developing their own service rules. Tamil Nadu offered to provide them with a copy of their own branch service rules. It was decided that the State Branches having their Service Rules, should share with NHQ.

6. Some branches raised the issue of penalties being imposed upon them for not following provident fund rules. It was decided that the legal provisions for PF/EPF will be circulated to all branches by NHQ.

7. Centenary Celebrations:

- (i) Regional Youth Camp for BIMSTEC Nations and states/UTs to be held from 7-11 March 2020 at Amity University, Gurgaon. It would be hosted by Haryana State Branch. A joint letter of invitation to be sent from IFRC and IRCS for BIMSTEC country's National Societies. For the invitation to State/UTs, letter may go from NHQ and Haryana State Branch. Duration: 5 days – day 1 of arrival, day 5 for departure and days 2nd, 3rd, and 4th for camp activities. Around 500 participants (300 from Indian States/UTs (10+2 from each States/UTs) and 100 plus from outside India (15+2) from each country). It was agreed that Secretary General designate of the IFRC be also invited as guest of honour. Chief Guest and other guests to be finalised jointly by IRCS, NHQ and Haryana State Branch.
- (ii) Contributions invited from all States/UTs for IRCS Museum and Coffee Table Book.
- (iii) National first-aid competition (1 team from each State) for college level grades. List of teams should be sent to NHQ by 25th March, 2020.
 - (a) Team of 5 people – 4 active participants and 1 coach. However, Master Trainers & Lay Lecturers' can be coach but not an active participant.
 - (b) 3 days event excluding arrival and departure.
 - (c) Content – 3 work stations + Relay + Viva voce
 - (d) Prize: 50K, 30K and 20K
- (iv) National painting competition for JRC/school level grades. States to send the two best students by 31st March, 2020.
 - (a) On-the-spot competition (2 from each State/UT and 1 accompanying the team) to be held in Delhi. Competition to be held either on 7th or 8th of May. Expenditure on travel and at Delhi to be borne by NHQ.
 - (b) Prize: 25K, 15K and 10K.
 - (c) Calendar of the year 2021 may be printed of the best 12 paintings.
- (v) International Conference of National Societies to discuss one to two issues, which are common to most National Societies.
 - (a) Duration: 2 days excluding arrival and departure tentatively:
 1. Arrival – 5th May

2. Full day conference – 6th and 7th May
 3. Participation in the 8th May function, if possible.
- (vi) Four events to be held (one every month) on the 3rd Friday of every month as under:
- (a) January – JRC/YRC activities.
 - (b) February – Blood donation and Medical Camp (All States to send their blood collection on that day).
 - (c) March – Swachh Bharat Abhiyan
 - (d) April – Sensitization in first-aid.
- (vii) Best performing branch and five best blood bank awards may considered to be given on 8th May 2020 celebrations. Therefore, all States/UTs and blood banks should submit requisite information by 20th April 2020.
- (viii) Chairman, Tamil Nadu informed that Tamil Nadu will be inaugurating Centenary Celebrations on 28th January 2020. It was discussed that Tamil Nadu branch would invite two persons from each State/UT for a workshop on 28th from 3 to 6 pm and on 29th from 10 am to 1 pm.

8. Steps to attain 100% voluntary blood donation: 100% VBD is a Red Cross goal so that blood is provided without any replacement. To attain this, following steps are to be taken:

- (i) Increase blood donation camps. States should target State Police, CRPF etc for holding of blood donation camps in their premises. States to also consider organising blood donation camps during last day of FA trainings in different corporate offices, factories, organisations etc.
- (ii) Assess demand and supply of blood units of each IRCS blood bank. Accordingly, create linkages with Storage centres to increase collection where demand is not met.
- (iii) Create linkages with storage centres with IRCS blood bank as mother blood bank. NHQ to finalise Model terms and conditions for MoU between Red Cross Blood Bank and Blood Storage Centres and circulate the same.
- (iv) Organise training of social workers/counsellors, especially in those States where voluntary blood donation is less than 100%.
- (v) Appoint social workers, PROs in IRCS blood banks, on need basis, and provide mobile vans to increase number of blood donation camps. States to submit proposal for Mobile Blood Donation Van, if they don't have any van, which could be funded under National Health Mission.
- (vi) Have exclusive zonal meetings with blood banks in next two months, especially the ones that do not have 100% VBD with representation from State Blood Transfusion Council (SBTC) and NACO. Meetings to be held at:
 - a. Punjab
 - b. Bihar
 - c. Madhya Pradesh
 - d. Assam
- (vii) NHQ will provide blood transportation refrigerated units to those blood banks who need it.
- (viii) Write to Health Ministry to recognize voluntary donation Red Cross cards to be acceptable across the country.
- (ix) Invite at least one representative at NHQ from each State and recognise them either on 14th June or 1st October.

9. States to provide FCRA details with new additional information for FY18-19.

10. ICRC-IFRC supported projects – (Representatives from IFRC and ICRC were present during this session):

- (i) All important communication to be addressed to the State/UT Branch Secretaries, instead of Project Coordinators. State Secretaries to be kept in loop for routine work also.

- (ii) Salary increments for ICRC funded projects. ICRC proposed that State/UT Branches should top up existing salary from their resources.
- (iii) Disaster Management programme to continue in all 11 States irrespective of funding support from IFRC. If IFRC support is not available, NHQ will support.
- (iv) West Bengal requested to scale up ICRC Youth led programme.
- (v) IFRC to diversify its support in Odisha in drought mitigation, availability of water connections in existing Government supported toilets under WASH programme.
- (vi) IFRC/ICRC were requested to consider supporting establishing IRCS EAP (Early Action Protocol) so that IRCS could seek forecast based financing under DREF.

Indian Red Cross Society
National Headquarters

IRCS STATE/UT BRANCH SECRETARIES MEETING
HELD ON 18-19TH DECEMBER, 2019

LIST OF PARTICIPANTS

<u>Sl.No.</u>	<u>Name of the participant</u>	<u>Name of the State/UT Branch</u>
1.	Dr. Harish L. Metha	Tamil Nadu
2.	Sh. M.S.M. Nasruddin	Tamil Nadu
3.	Shri C.S. Talwar	Punjab
4.	Sh.Tushar Kanti Chakraborty	Tripura
5.	Dr. N.V. Kamat	Delhi
6.	Sh. Subhash T. Salkar	Goa
7.	Sh.K. Madan Mohan Rao	Telengana
8.	Dr. R. Thulasi Dasan	Andaman & Nicobar Island
9.	Prof. Dr. V. Gopal	Puduucherry
10.	Md. Salahuddin Khan	Bihar
11.	Mrs. Prashanth Chandrashekar	Karnataka
12.	Ms. CTM Suguna, IAS (Retd.)	Odisha
13.	Sh. Arvind Kumar Chauhan	Himachal Pradesh

<u>Sl.No.</u>	<u>Name of the participant</u>	<u>Name of the State/UT Branch</u>
14.	Ms. Prachi Bhatnagar	Uttar Pradesh
15.	Dr. Prarthana Joshi	Madhya Pradesh
16.	Dr. M.S. Ansari	Uttarakhand
17.	Sh.Anil Kumar Joshi	Haryana
18.	Sh.Ashok Shilu	Gujarat
19.	Sh. Chittaranjan Das	West Bengal
20.	Syed Nasiruddin	West Bengal
21.	Sh.Diganta Bujarbaruah	Assam
22.	Sh. Pranav Singh	Chhattisgarh
23.	Sh. Kifayat Hussain Rizvi	Jammu & Kashmir
24.	Sh. R.K.Jain, (IAS Retd.)	Secretary General, IRCS, NHQ
25.	Dr. Vanshree Singh	Director (Blood Bank), IRCS, NHQ
26.	Sh.Manish Choudhary	Deputy Secretary, IRCS,NHQ
27.	Sh.N.K. Singh	Deputy Secretary, IRCS, NHQ
28.	Mrs. Rina Tripathi	Advisor (DM), IRCS, NHQ
29.	Mrs. Shikha Chopra	Information System Manager, IRCS,NHQ