

Government of the People's Republic of Bangladesh  
Ministry of Labour and Employment  
International Organizations (IO-2)  
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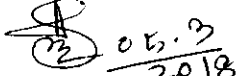
No. 40.00.000.014.03.003.2017-32

5 March, 2018

Subject: Minutes of 2<sup>nd</sup> Project Coordination Committee (PCC) meeting of the "Social Dialogue and Harmonious Industrial Relations in the Bangladesh Ready-Made Garment (SDIR)" Project Dated 21 January 2018.

The 2<sup>nd</sup> Project Coordination Committee (PAC) meeting of "Promoting Social Dialogue and Harmonious Industrial Relations in the Bangladesh Ready-Made Garment Industry" project was held on 21 January 2018. The minutes of the meeting is enclosed herewith for your kind information and necessary action at your end.

Encl: As above.

  
(Asma-ul-Husna)  
Assistant Secretary  
Phone: +88-02-9514062

**Distribution (Not according to seniority):**

1. Secretary, Economic Relations Division (ERD), Sher-e-Bangla Nagar, Dhaka.
2. Director of Labour, Department of Labour, 4 Rajuk Avenue, Dhaka.
3. Joint Secretary (Dev), Ministry of Labour and Employment, Bangladesh Secretariat, Dhaka.
4. Dr. Khaleda Parven, Deputy Secretary, Legislative and Parliamentary Affairs Division, Bangladesh Secretariat, Dhaka.
5. Mr. Md. Abdur Rahim Khan, Deputy Secretary, Ministry of Commerce, Bangladesh Secretariat, Dhaka.
6. Mr. Md. Aminul Hoque, Director, IMED, Bangladesh Planning Commission, Sher-e-Bangla Nagar, Dhaka.
7. Mr. Mohammed Hasanuzzaman, Deputy Manager (ES), BEPZA, BEPZA Complex House, 19/D, Road-6, Dhanmondi R/A, Dhaka.
8. Mr. Prodip Kumar Mahuttom, Deputy Chief, Socio Economic Infrastructure Division (SEID), Bangladesh Planning Commission, Sher-e-Bangla Nagar, Dhaka.
9. Director, ILO Country Office for Bangladesh. House- CEN (B) 16, Road-99, Gulshan-2, Dhaka.

10. Ms. Ylva Sahlstrand, Second Secretary, Democracy, Human Rights and Gender Equality, Embassy of Sweden, Bay's Edgewater, 6th Floor, Plot 12, North Avenue, Gulshan 2, Dhaka.
11. Ms. Majeda Haq, Programme Officer- Development Cooperation, Embassy of Sweden, Bay's Edgewater, 6th Floor, Plot 12, North Avenue, Gulshan 2, Dhaka 1212.
12. Mr. Quazi Nazmul Haque, Senior Programme Officer- Political, Royal Danish Embassy, Bay's Edgewater, 6th floor, Plot 12, North Avenue, Gulshan 2, Dhaka 1212.
13. Mr. Farooq Ahmed, Secretary General, Bangladesh Employers' Federation, Chamber Building, 122-124 Motijheel CA, Dhaka-1000.
14. Mr. A. N. M Saifudin, Director, BGMEA, 23/1 Pantha Path, Link Road, Kawran Bazar, Dhaka-1215.
15. Md. Sharif Hossain, Sr. Joint Secretary, BKMEA. Planners Tower (4<sup>th</sup> Floor), 13/A, Sonargaon Road, Banglamotor, Dhaka.
16. Mr. Sukkur Mahmud, President, Jatiyo Sramik League, 23, Bangabandhu Avenue, Dhaka
17. Chairman, National Coordination Council for Workers' Education (NCCWE), Dhaka.
18. President, Industrial Bangladesh Council (IBC) 23, Bangabandhu Avenue, Dhaka.
19. Mr. Mahandra Naidoo, Chief Technical Adviser, SDIR Project, ILO.

CC:

1. PS to Secretary, Ministry of Labour & Employment, Bangladesh Secretariat, Dhaka.
2. PO to Additional Secretary (IO), Ministry of Labour and Employment, Bangladesh Secretariat, Dhaka.

268.

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Subject: Minutes of 2<sup>nd</sup> Project Coordination Committee (PCC) meeting of the "Social Dialogue and Harmonious Industrial Relations in the Bangladesh Ready-Made Garment (SDIR)" Project Dated 21 January 2018.

The 2<sup>nd</sup> Project Coordination Committee (PCC) meeting of Social Dialogue and Harmonious Industrial Relations in the Bangladesh Ready-Made Garment (SDIR) Project was held on 21 January 2018 in the conference room of Ministry of Labour and Employment (MOLE). Mr. Khondaker Mostan Hossain, Additional Secretary (IO), Ministry of Labour and Employment (MoLE) and Chairperson of the PCC chaired the meeting. A list of participant present in the meeting is attached (Annex A).

2. The meeting started with the welcome note from the Chair followed by self introduction by the participants. Being requested by the Chair, Deputy Chief (Labour), Ministry of Labour and Employment presented the agenda of the meeting and proposed for adoption of the minutes of the 1<sup>st</sup> meeting of the PCC if no modifications were required. After unanimous adoption of the minutes, the implementation status consequent to last meeting's decisions was presented. With the permission from the Chair Mr. Mahandra Naidoo, Chief Technical Adviser (CTA) of the SDIR Project overviewed the SDIR Project and presented the progress of the project activities.

3. The CTA provided the details of the project objectives, outcome and output. He further described some important progress as follows:

- RMG Tripartite Consultative Council (TCC) established (in March 2017). Guidelines for the national TCC, RMG TCC and a TCC support unit have been approved by the MoLE;
- Approximately 70% of the baseline survey on the piloting factories has been completed;
- 30 Officials from the DoL-IRI (30% women) trained as Master Trainers on Workplace Cooperation. The ToT and refreshers course were also arranged;
- The drafting of Grievance Handling Procedures (GHPs) has been completed through consultation with employers' and workers representatives. Training materials for on GHPs and Collective Bargaining has been developed. A Pool of Master Trainers for Grievance Handling, Collective Bargaining & Negotiation and Trade Union Administration (based on trade union nomination) have been selected through written test and interview;
- Standard Operating Procedure (SoP) on registration of trade unions has been adopted by the MoLE in May 2017;
- Standard Operating Procedure (SoP) on the unfair labour practices has been adopted by the MoLE in August 2017;
- 60 members of labour judiciary (30 judges and 30 lawyers) received training on international labour standards;
- As a mechanism for implementation of capacity building activities for employers' organizations the Centre for Excellence for Bangladesh Apparel Industries (CEBAI) is being involved. The CEBAI Board has been expanded by including the BEF; and
- Implementation Agreement between the ILO and WRC has been signed.



4. The priority activities for the first quarter of 2018 were presented in the meeting which are:

- Workplace Cooperation training at factory-level commenced in January 2018;
- A mission from the ILO Labour Law Department will take place to assess the labour dispute mechanism of the DoL in February 2018;
- Training on conciliation of labour disputes for 30 DoL Officials is scheduled from 25 February to 01 March 2018;
- The Implementation Agreement between ILO and CEBAI will be finalized;
- The ToT for Human Resources Managers will be held from 11 to 15 March 2018;
- Training on organizing and administration of trade union will be arranged from 19 to 21 March 2018; and
- Paralegal programme for trade union will be developed.

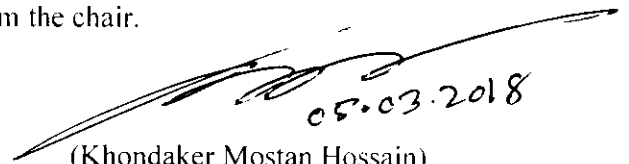
5. The members of the PCC opined that along with the physical progress the financial progress should be reviewed in the meeting. The Chair recalled that in the 1<sup>st</sup> PAC meeting, the ILO was advised to submit a detail work plan based on the ADP allocation of the project for its approval by the PAC. So as per PAC decision, PCC should review the physical and financial progress based on the work plan. The Senior Assistant Chief of MOLE stated that a format was developed to report monthly progress of the project. The members opined that the work plan for 2018 should be endorsed by PAC. The 2<sup>nd</sup> PAC was expected to be held with in short time. The Chair requested the ILO to send the final version of Work Plan 2018 of the project and progress report as per prescribed format to the MOLE.

6. As per PAC decision, all relevant publications/ communication materials developed by the project should be submitted to PCC for endorsement. The members of the PCC opined that the project should follow the directives. To arrange regular meeting of the PCC was also emphasized. For proper monitoring of the project it was emphasized that the National Project Coordinator should keep informed of project activities on regular basis.

7. Upon discussions the following decisions were taken:

- a) The project will submit finalized Work Plan 2018 to MOLE as soon as possible;
- b) The ILO will submit progress report as per prescribed format to the ministry;
- c) The meetings of the PCC should be arranged on regular basis;
- d) All relevant publications/communication materials developed by the project should be submitted to PCC for review; and
- e) The ILO should share all sorts of communications regarding project implementation with the National Project Coordinator.

The meeting concluded with a vote of thanks from the chair.

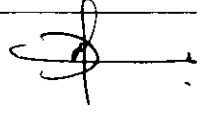
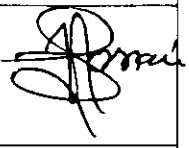


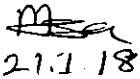

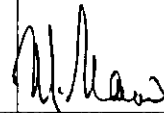

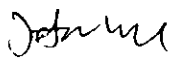
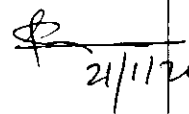


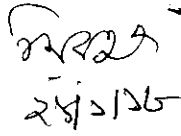
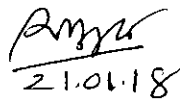
(Khondaker Mostan Hossain)  
Additional Secretary (IO), MoLE  
and Chairperson of the PCC

Attendance of Participants for the 2<sup>nd</sup> PCC meeting of SIDR project

Date : 21/1/2018 at 0 11.00 AM

Place: Conference room of MoLE

SL No.	Name and Designation	Organization	Phone and Email	Signature
1.	A. N. M. Saifuddin	ICMENA		
2.	MD. SHARIF HOSSAIN Sr. Joint Secretary	BKMEA	01763532895 sharif.s@bkmea.com	
3.	Santosh K. Jutta Joint Secretary	BFF	01819 136560 dutta.santoshkumar@yahoo.com	
4.	Md. Faruk Hossain Asst. Joint Secretary	BKMEA	01912470474 faruk3@bkmea.com	
5.	MITSU SHAOLIN DD. <del>DD</del>	DOL	mitsushaolin@yahoo.com 01911088438	 21.1.18
6.	UTTAM KUMAR DAS Programme Officer	ILO SIDR Project	udk@ilo.org	 21.01.18
7.	Mahendra Narayan CTA	ILO SIDR	nados@ilo.org	 21-01-18
8.	Tauvik Muhammad	ILO SIDR	tauvik@ilo.org	
9.	JAFAR IQBA	ILO	iqba@ilo.org	
10.	Saidul Islam	ILO	islams@ilo.org	 21/1/2018

SL No.	Name and Designation	Organization	Phone and Email	Signature
11	Md. Siddique Rahman Sr. Assistant Secretary	IMED	01552463850	 28/1/18
12	Md. Humayun Kabir Deputy Chief	MOLE	01726199200	 21.01.18
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