Indian Red Cross Society (IRCS): State/UT Branch Leadership Meeting on 22-23 September, 2022

Venue: Conference Hall, Ground Floor, Hotel Samrat, New Delhi

Day 1 – 22.09.2022

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Time</th>
<th>Activities</th>
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<tbody>
<tr>
<td>1</td>
<td>10:00 AM- 11:30 AM</td>
<td>Inaugural Session</td>
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<tr>
<td>2</td>
<td>11:30 AM- 12:00 PM</td>
<td>Introduction of the agenda and ATR on the decision of the last meeting and Presentation by NHQ</td>
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<tr>
<td>3</td>
<td>12:00 PM- 1:15 PM</td>
<td>Discussion</td>
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1. Management and Governance
   - Proper election of Managing Committee
   - Regular meeting of Managing Committee
   - Regular meeting of Committees of Managing Committee
   - Proper recording of minutes
   - Regular Annual General Meeting (AGM)
   - Review of functioning of District Branches.
   - HR Policy/HR rules (R & P rules, Leave rules, LTC rules, Conduct rules etc).
   - Receipt and disposal of court cases.
   - Receipt and disposal of VIP reference.
   - RTI application and disposal
   - Maintenance of personal records - leave account, service book, personal files etc.
   - Training of Staff.
   - Recovery of advances from staff.
   - Scheme of incentives and penalties.
   - Implementation of e-office.
   - Digitisation and Video conferencing

2. Proper Accounting and Auditing
   - Appointment of Statutory Auditor
   - Regular audit of annual accounts
   - Placing of audited statement of accounts in MC and AGM
   - Action taken on observations of audit report
- System of Internal audit.
- Consolidation of accounts of District and sub-districts at State/UT level
- Sharing of consolidated accounts with Nhq.
- Reconciliation with banks.
- Following up the provisions under Income tax and GST.
- Observations of Auditors who conducted special audit of few branches and Nhq.
- Standard audit guidelines issued by Nhq.

3. Transparency and streamlining
- Rules for procurement
- Procurement after following due procedure.
- Proper tendering process
- Proper maintenance of fixed asset register
- Proper maintenance of Stock register in branch and warehouse
- Details of expenditure and receipt on website.
- Details of beneficiaries on website.
- Maintenance and running of vehicles.
- Monitoring of usage, maintenance, running, mileage, upkeep etc. of vehicle
- Maintenance of cashbook.
- Introduction of internal checks.
- Sharing of information on social media.
- Judicious investment.

4. Estate and warehousing management
- Maintenance of Property records, maps etc
- Maintenance of building and other properties
- Civil work from PWD or PSU or after following due process if adequate technical staff is available.
- Disposal of scrap and unusable items.
- Physical verification of store items and assets.
- Managing the assets and properties.
### 5. Projects and programs
- SERV, TB, Livelihood and any other
- Audit of project funds
- Separate account for FCRA funds
- Project money to be spent on project only.
- Adjustment of advances taken from Nhq.
- Sharing of best practices.

### 6. First Aid Training
- Training as per rules and regulations
- Online examination to streamline the process.
- To discuss ways and means to streamline First Aid.

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<tr>
<th>6.</th>
<th>3:30 PM- 3:45 PM</th>
<th>Tea/ Coffee</th>
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<tr>
<td>7.</td>
<td>3:45 PM- 5:45 PM</td>
<td>Discussion Continued</td>
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### 7. Fundraising and self sufficiency
- State should become financially sustainable.
- Enhancing the income of branches.
- Strengthening JRC/YRC
- Maintenance of membership details.
- Regular review of the functioning and activities to enhance income.
- Enhanced visibility.
- CSR funding be enhanced.

### 8. Disaster Response:
- Prepositioning of relief material.
- Basis of allocation of relief items.
- Record at State/UT level for distribution of relief material.
- Prepositioning of relief material other than 6 regional warehouses of Nhq.
- Role of State Branches in the functioning of regional warehouses of Nhq.

### 9. Blood Centre
- Setting up new Blood centres at State/UT headquarters and improvement of the existing blood services.
### Day 2 – 23.09.2022

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<thead>
<tr>
<th>Sl. No.</th>
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<th>Activities</th>
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<tbody>
<tr>
<td>1.</td>
<td>9:30 AM - 11:00 AM</td>
<td>10. <strong>Maintenance and consolidation of key parameters.</strong></td>
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<tr>
<td></td>
<td></td>
<td>- No. of branches.</td>
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<td>- Income &amp; expenditure with details of expenditure on establishment &amp; on programmes.</td>
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<td>- Total membership, membership statistics of last year.</td>
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<td>- No. of volunteers.</td>
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<td>- Managing Committee meetings (last 3).</td>
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<td>- People trained in First aid, SERV.</td>
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<td>- Partnerships, name of major donors/ corporate.</td>
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<td>- Website &amp; social media reach &amp; high lights, if any.</td>
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<td>- Submit copies of the branch rules, volunteer policy (if any), HR Policy (if any).</td>
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<td><strong>11. Strategic Development Plan 2030</strong></td>
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<td></td>
<td>- Sharing of best practices.</td>
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<td>2</td>
<td>11:00 AM - 11:15 AM</td>
<td>Tea/ Coffee</td>
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<td>3</td>
<td>11:15 AM - 11:45 Noon</td>
<td>ICRC &amp; IFRC presentation on face of Red Cross in 2050.</td>
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<td>4</td>
<td>11:45 AM - 1:00 PM</td>
<td>Discussion continued:</td>
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<td><strong>12. Proper utilisation of donation in kinds</strong></td>
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<td>- Proper recording of donations received in kind.</td>
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<td>- Status of utilization of Oxygen concentrators, Oxygen cylinders, Oxygen generation plants, vehicles under various categories and Annual maintenance Contract.</td>
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<td>1.</td>
<td>1:00 PM - 2:00 PM</td>
<td>Any issue with Nhq. and summing up</td>
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<td>2.</td>
<td>2:00 PM - 3:00 PM</td>
<td>Lunch and Departure</td>
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