

ASSOCIATION OF DEVELOPMENT FOR ECONOMIC & SOCIAL HELP  
(ADESH)

# Open Information Policy (OIP)



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1. Introduction: ADESH has been implementing different social welfare based development program since 1988. ADESH believes in development process ensuring proper transparency and accountability to our right holders, duty bearers and between staff is a vital issue to be rethought. ADESH has already been practicing information sharing and dissemination procedure through its different document, brochure, reports, website, e-mail, mobile phone as per the requirement of any individual who wants to know any information about any activities of ADESH. But we did not have any policy regarding this issue which can ensure the right to know the information about ADESH and its activities. Having these beliefs and the recent acts of government, ADESH has decided to create an Open Information Policy. This policy will ensure the proper procedures of ADESH conducting publishment of any information if any person is seeking for. ADESH will obey and comply the Bangladesh Government “Right to Information Act, 2009” regarding to Open Information Policy.

2. General Aspect:

2.1 This policy have approved by ADESH authority

2.2 There is a deep relation between the “Right to Information Act, 2009” and other policy of ADESH: Human Resource policy, group formation policy, human resource policy, gender policy, policy for disable project, micro credit policy, water & sanitation policy and money laundering policy.

3. Primary subjects:

3.1 The government, non government and autonomous organization working in Savar Upazilla and any general people as well as the group members of ADESH has the right to know any information about ADESH activities, for this reason this policy has been made to ensure the organizational transparency and accountability along with stakeholders right to get information.

3.2 Though ADESH is already been working in the welfare of general public and has taken several steps to ensure the organizational transparency and accountability to increase the organizational commitment among the beneficiaries, so there is already a vast relationship with ADESH and “Right to Information Act, 2009” whereas said “ all the government, non government and autonomous, constitutional organization and government or foreign based non government organization transparency and accountability will increase, as a result the public commitment will increase, so corruption will decrease and good governance will be established”

3.3 According to “Right to Information Act, 2009”, there will be a responsible person who will provide information; there will be a citizen charter and a precise system to conserve, store and dissemination of all the information. The organization will willingly publish different kinds of information in different media and will provide particular forms to get the proper information

3.4 Any citizens of Bangladesh or government/ non government organization have the rights to get information through utilizing ADESH policy.

3.5 This policy will be applicable for all level general public of Bangladesh.

#### **4. Definition:**

Information: All kinds of records (*Knowledge communicated or received concerning a particular fact or circumstance*) in any dimension (Document, Compatible disk, Electronic records etc.) of ADESH will be called as Information

Responsible person: staff working at ADESH who will store, retrieve and disseminate all kinds of Information of ADESH

#### **5. Self willing information:** (Willingly publish/ announcement of information)

5.1 ADESH will willingly publish different kinds of reports and other important communication materials.

5.2 ADESH will willingly publish the citizen charter in its website and print media, electronic media & other internet sources.

5.3 Information language: In need of first party the information will be publish in both the Bangla and English languages.

#### **6. Duties and work area of the responsible person and appeal authority:**

6.1 Responsible person:

Yeakub Nabi

Coordinator, ADESH,

Anandapur, Citylane, Savar, Dhaka-1340

Cell phone: 01726881161, Phone: 0088-02-7745150, Fax: 0088-02-7745263

E-mail: [adesh@bol-online.com](mailto:adesh@bol-online.com)

6.2 Appeal Authority:

Subrato Dey

Executive Director, ADESH,

Anandapur, Citylane, Savar, Dhaka-1340

Cell phone: 01726881161, Phone: 0088-02-7745150, Fax: 0088-02-7745263

E-mail: [adesh@bol-online.com](mailto:adesh@bol-online.com)

6.3 The duties of the responsible person are as followed:

- a. Maintaining a proper systems to accept application and dissemination of information as per stakeholders need

- b. Distribution of application forms (form A) to get information and arrangement of form B & C
- c. Providing right information
- d. Information should be given to the applicant after collection from any third person

6.4 Duties of Appeal Authority are as follows:

- a. A proper system to accept appeal application, response to appeal and retrieval of information
- b. He/ She will maintain a coordination system with information responsible person.
- c. He/ She can arrange or conduct a hearing session in response to appeal process.
- d. He/ she have the right to dismiss/ close the appeal and notify the applicant as per the status of the situation.
- e. Respond to appeal process should be done within 15 working days.

**7. Application procedure:**

7.1 The applicant will have to apply in prescribe form (form A) provided by organization or in a white paper.

7.2 Duration: the responsible person will provide the information to the applicant within 20 working days after the application date. If there is any third party related in information then the responsible person will take extra 10 day for collecting the information from the third party. If the responsible person is unwilling to provide information then a notification will have to be given to the applicant within 10 working days after application date. If any applicant does not get any information within respective duration then the applicant will have to appeal within 30 working days. If any applicant is not happy about the judgment of appeal committee or appeal has dismissed then the applicant will have make complain to the Information Commission within 30 days.

**8. Fees to get information:**

8.1 The fee of application form and appeal form is BDT 1 for per page.

8.2 Actual cost will be taken for written document, Compatible disk, book and photocopy of any documents.

8.3 The fees of any information of any type will have to pay in advance at the accounts department and have to collect receipt.

9. Tell us what you want to know. Here's are the list of some important documents you can request, either by emailing; [adesh@bol-online.com](mailto:adesh@bol-online.com) or accessing the web; [www.adesh.org](http://www.adesh.org) or through SMS to responsible person and through the application form. Listed below are the main areas of information that can be accessed quickly and easily either via our website, distribution, one request, physically come to office etc

## The Fundamentals of ADESH

Information to be made available	Means
ADESH organization profile	Website
Organization brochure	distributional
One Pager Organization briefing	Distribution and website
List of Funding Organization	Website
Registered office address	Website
Income Tax certificate	distributional
Registered with the Directorate of social services No DH-02552, dated 30.03.91	Website
Registered with NGO Affairs Bureau No. DSS/FDO-R-595, dated 3.2.92	Website
Registered with Bangladesh Bank, Micro Credit Regulatory Authority No. 0091-00396-00079, Dated 29/11/2007	Website
Registered as a Member of MIX Market, Washington, USA	Website
Registered as a member of ECAS, the European Commission Authentication Service	Website
List of different projects	Website
Different Publication (Booklet, poster, flip chart, handout, training module etc.)	distributional
Staff Information and Organogram	Website

## Governance and management

Information to be made available	Means
Approved Constitution of ADESH	Website
Executive Committee List and profile	Website
Accountability Framework	Website
Office system	One Request
ADESH project based staff list	Website

## Organisational Policies and Guidelines

Information to be made available	Means
Administrative Structural Manual	Website
Human Resource Policy (HRP)	Website
Procurement guidelines	Website
Gender Policy	Website
Provident Fund Manual	Distributional
HIV/AIDS policies	Website
Photo image policy	Website
Open Information Policy	Website
Complain Response Policy	Website
Savings & Credit Manual	Distributional
Right Holder selection criteria	Website and hanging at office premises
Staff code of conduct	Website

### Strategies and plans

<b>Information to be made available</b>	<b>Means</b>
Approved Project Proposal	On Request
Contingency Plan	Website
Exit Plan for project	Website

### Finances and performance

<b>Information to be made available</b>	<b>Means</b>
Accounts Manual	Website
Annual Report	Website
Annual audited accounts (contained in the Annual Report)	Website
Six monthly annual progress report	Website
Project Closing final report	Website
Project Evaluation Report including mid-term	Website
Different Video	Website
Billboard, flipchart, leaflet, poster etc.	Public place and distribution

### Feedback and complaints

<b>Information to be made available</b>	<b>Means</b>
Citizen Chartered	Website

Some information can only be disclosed to a limited number of specific people and in a narrow range of circumstances.

**The information that will not disclose until abide by the law**

<b>Information <u>not</u> to be disclosed</b>	<b>Reason for Non Discloser</b>
Information about ADESH and Donor staff and their contact details	Security reasons
Internal financial and management records	Security reasons
Investigation report	Security reasons
ADESH decision making process (minutes, notes and others)	Security reasons
Unpublished research and reports of ADESH	Security reasons
Staff Personnel File	Security reasons
Information related to the complainant and accuser in terms of Complain Response Procedures	Security reasons