

ANNUAL REPORT 2001

SYLHET JUBO ACADEMY (SJA)



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SJA AT A GLANCE

SJA is a private voluntary development organisation based in the Sylhet region of Bangladesh. Its philosophy is to empower the most disadvantaged in the community through equipping them with the skills, resources and confidence to improve their own quality of life. As a result, SJA's work aims to address the basic problems of poverty, unemployment, lack of education, malnutrition, disease and mortality.

Established: 1991

Areas of Operation:

4 districts in the Sylhet division: Sylhet
Sunamgonj
Moulvibazar
Habigonj

Targeted Population: 0.52 million people

Projects:

- Health
 - o HIV-AIDS/STD
 - o Reproductive Health
 - o Disability
- Education:
 - o Adult
 - o Primary
- Environmental Development:
 - o Agriculture
 - o Fisheries
 - o Forestry
- Water Sanitation
- Micro-credit/Finance



EMPLOYEES (Total)	101
Head Office	42
3 Field Offices	59

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EXECUTIVE DIRECTOR'S STATEMENT

Welcome to our Annual Report 2001.

This year, SJA has devoted itself to consolidating its existing projects and building on its special status as one of only two NGOs active within the local tea estates and as one of the few organisations seriously addressing the issue of HIV-AIDS in the Sylhet area.

The organisation has sought to strengthen its capabilities through increased staff training and collaboration with other organisations and institutions in the government, NGO and private sectors.

The ongoing projects in the health field continue to support the government's policies to improve reproductive and general health among the communities of the Sylhet division. SJA also recognises the need for improved care for the large disabled population in the area and now has a fully trained member of staff who provides support and therapy to a steadily increasing number of clients. Raising the awareness about the dangers of HIV-AIDS also remains a priority area for SJA, which believes that it is vital to address the issue before a major epidemic occurs.

In the field of education, a number of new non-formal schools have been inaugurated for adults and for primary level children. These have proved popular and successful, with no real drop out rate among our students.

As this report shows, the year 2001 has been an extremely busy and productive one for the SJA organisation.

I would therefore like to express my gratitude to SJA's development partners, including DFID, BPHC, HASAB, AusAID, and various government departments, for their continued support and assistance without which SJA would be unable to continue its programmes.

I am also proud and delighted to thank all the staff of SJA for their impressive work and continuing dedication and commitment.

AHM Faisal Ahmed

HISTORY OF SJA

In 1991, a small group of philanthropists, led by AHM Faisal Ahmed, a former UN volunteer, established that there was a real need for an organisation which was based locally in the Sylhet division and was specifically focused on the needs of marginalized members of the community. With this aim, they decided to found the Sylhet Jubo Academy as an NGO.

Initially, the organisation specialised in youth-training projects (Jubo=Youth) to develop young people's skills and thereby their economic prospects. Since then, SJA has expanded into a respected and innovative establishment with a portfolio of projects in a variety of sectors.

MISSION

SJA's vision is of a society that is free from poverty, hunger and from all discrimination based on gender, creed or ethnicity. The organisation is committed to the establishment of a well-organized community of healthy, literate individuals who are both motivated and empowered to improve their socio-economic status. SJA firmly believes that, through partnership and active participation, local people can develop their own capacity to make productive use of the local resources while protecting their environment for future generations.

SJA's programmes have never been determined by a rigid set of strategies and the organisation's success is attributable largely to its flexibility in responding to the needs of the people.

TARGET PEOPLE

All disadvantaged groups who are socially and/or economically excluded from society. They include women, those living below the poverty line, the disabled and children.



SJA'S PROJECTS

1 HEALTH PROJECTS

1.1 REPRODUCTIVE HEALTH SERVICE DELIVERY PROGRAMME

SJA has adopted both a qualitative and customized approach to health, in conjunction with the government's Essential Service Package. This policy includes the following programmes: Child Health; Reproductive Health; Communicable Disease Control; Limited Curative Care; and Behaviour Change Communication. SJA has implemented projects in all of these areas.

SJA's targeted area consists of 10 unions within the remote areas of Bishwanath and Sylhet Sadar Upazila in the Sylhet district. It covers about 19,232 households and a total of 1,12,935 people. Of these, it is estimated that 34% are living below the acute poverty line and are termed the "poorest of the poor".

In these regions, there are inadequate services from government health and family planning departments. SJA services include antenatal and postnatal care, family planning, the Expanded Programme for Immunisation (EPI), acute respiratory infection (ARI) and general treatment. SJA's project team includes 3 paramedics and 20 community health workers.



SJA has strengthened its Behaviour Change Communication (BCC) activities in this area and uses a range of approaches to great effect, including yard dramas, small gatherings, a schools programme, one-to-one communication, community meetings and bill boards set up for mass communication.

The major achievements are summarised in the following tables.

Sample Interventions	January-December 2001
Satellite clinics held	279
General clients treated at SJA satellite clinics	12,357
EPI clinics organised jointly by GoB and SJA	84
Health Education sessions	87
Nutrition Education sessions	87
Community-based meetings held	134
Schools covered by the programme	12
Adolescent-specific Education sessions	33
Number of adolescents attending clinics	284
Clients referred for specialist treatment	39
Quality of Care team meetings	12
GoB-SJA Joint Meetings	58
GoB-SJA Joint Planning & Monitoring	12
Antenatal Check-ups	443
Postnatal Check-ups	108

Indicators	Percentage
Women who received at least 3 antenatal check-ups	57.07%
Women who received at least 1 postnatal check-up	50.02%
Deliveries conducted by a medically qualified person	21.25%
Full dose measles immunisation coverage (EPI)	72.21%
Pregnant women who received a 2 nd or booster injection	96.04%
Contraceptive acceptance rate (CAR)	45.07%

1.1.1 A Poverty-focused Service

In the targeted community, SJA has defined the poorest as "people whose yearly household expenditure is Tk. 5,000 or below". Using the results of the Household Expenditure Survey, Participatory Rapid Appraisal (PRA) and Focus Group Discussion (FGD) techniques, SJA has found that, on average, the poorest constitute 35% of the community.

SJA has categorised the clients into 4 grades:

Grade A = Per capita expenditure of up to Tk. 5,000

Grade B = Per capita expenditure of up to Tk. 5001-8000

Grade C = Per capital expenditure of up to Tk. 8001-10000

Grade D = Per capital expenditure of more than Tk. 10000

This categorisation aids the identification of the community's health needs and the provision of an appropriate type of service delivery according to their income and needs. Thus, the poorest are given free access to health services,

provided with free or reduced cost medicine and special assistance when referred for further treatment at another service centre.

1.1.2 GO-SJA Partnership

One of SJA's goals is to improve coordination between the various health service providers, thereby minimising the duplication of health services and improving the accessibility of those services to the poor. To this end, SJA has further strengthened its partnership with the relevant local government organisations (GO) and close cooperation was recorded in the successful implementation of the national immunisation scheme (NID), the joint EPI campaign and the observance of a range of national and international health events.

A glimpse of such activities is as follows:

GO- SJA Collaboration Workshop: SJA organised 2 such workshops during this reporting year. The workshop agendas were drawn up by SJA in conjunction with its respective government department counterpart. Attendees included Upazila level health officials, elected public representatives, representatives from NGOs and the private sector. SJA and local GOB health officials discussed health problems and prepared action plans to resolve problems.

Joint Monitoring: SJA has formed a GO-SJA monitoring team and monitored with an agreed terms of reference (TOR) prepared by the team. The GO-SJA joint monitoring team made a total of 7 visits during the reporting period and this has now become a standard feature of SJA's health projects.

Observance of official "Health Days": SJA organised 6 events in conjunction with local GoB counterparts this year, including Safe Motherhood Day, National Immunisation Day, Population Day, Women's Day, Disability Day and World AIDS Day.



M Saifur Rahman (fourth from the left), Minister for Finance & Planning, participating in the World Aids Day rally in Sylhet

1.1.3 Community Participation and Accountability

In order to develop the necessary competencies for increased community involvement and accountability during the planning, implementation and supervision of health programmes, SJA has adopted a range of participatory techniques. These include the use of Venn diagrams; and time, mind and body mapping techniques.

SJA has also formed 45 Village Health Watching Committees (VHWC) in targeted areas. The VHWC is responsible for the identification of local health resources, the selection of sites for satellite clinics, arrangement of service hours and costing of services, and assisting the community to reach the service points. VHWC members also pay regular visits among the community and provide feedback to the project staff. During the reporting period, a total of 672 meetings/visits were organised by the VHWC to discuss and share community health problems.

1.1.4 Services to adolescents

SJA believes that adolescents are all too frequently overlooked in society. They have special health and social needs and particularly benefit from a supportive home and community environment.

Therefore, SJA has initiated orientation sessions for parents and community leaders to address the special health needs of adolescents. In 2001, SJA organised a total of 22 group sessions for 78 parents and variety of community leaders. One-to-one sessions have also been arranged where necessary.

The project aims to provide clear information regarding common reproductive health problems of adolescents, a counselling service and individual case management including referral to local specialised facilities *where necessary*.

In the reporting period SJA provided essential services to 2321 adolescents in the targeted community.

1.2 HIV-AIDS/STD PREVENTION PROGRAMME

This programme is designed specially for Hotel/Restaurant staff and management, hotel boarders, and commercial sex workers (CSW) whether hotel-based, floating or residentially-based in the Sylhet region.

1.2.1 Sexual Health Education/Peer Educators

A fundamental feature of the project is to educate this particularly vulnerable sector of the population about the dangers of HIV-AIDS/STDs and how they are spread.



Fully confidential one-to-one and group educational sessions have therefore been arranged to teach safer sexual practices, to advise on the use of condoms, and the symptoms of HIV-AIDS/STDs and their prevention.

Since the project workers are unable to be present full-time at every hotel or restaurant, SJA has pioneered the use of Peer Education to support the project's work. Peer Educators are specially selected and trained project beneficiaries who have good interpersonal skills. They work as volunteers to reinforce the project's messages and act as liaisons between the beneficiaries and the SJA team.

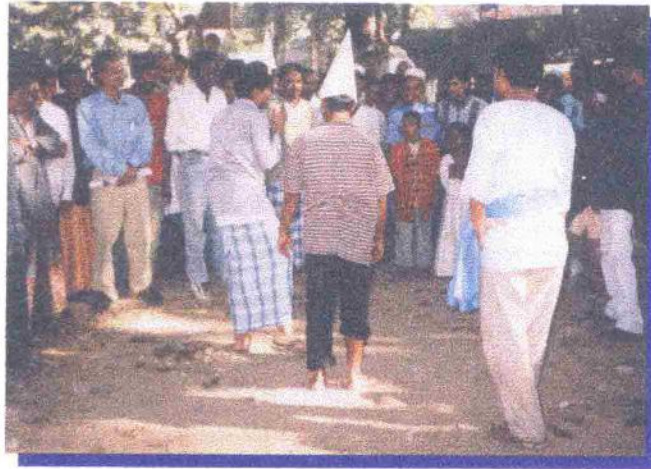
1.2.1 Clinics and Referrals

Primary medical treatment services are provided through satellite clinics and the static clinic based at the SJA office. For commercial sex workers, both clinics and community-based services are offered.

SJA acknowledges that in order to provide the very best treatment for its clients, it is necessary in some cases to refer complicated cases to appropriate specialist medical centres. During the year, 44 clients were referred for such treatment.

1.2.2 Behaviour Change Communication

BCC is the core concept of this programme. BCC covers such topics as safe sexual practice and the correct use of condoms and lubricant, safe blood transfusion, the gender issue, RTI/STD/STD management and the prevention messages for HIV/AIDS. Information booklets, stickers and a calendar have also been developed in order to aid BCC. A video show has been produced to raise mass awareness and World Aids Day is observed annually.



1.2.3 Condom Distribution

In order to ensure safer sexual practices and thereby reduce the transmission of the HIV virus and STDs, the project's Field Educators demonstrate the proper use of condoms using a penile model. Small groups and also one-to-one sessions were held according to demand & need. Most of the targeted adult hotel restaurant workers and management staff have now received this sex education and have found it both useful and interesting. The beneficiaries have been encouraged to participate actively in these practical sessions.

The Field Educators have also distributed condoms among the targeted community as demand has arisen. Following condom distribution, the Field Educators and their Team Leader conducted education sessions to ensure their correct use.



1.2.4 Advocacy and Collaboration

SJA also provides advocacy support, organising meetings with hotel/restaurant management and the municipal authorities, and collaborates with other NGOs and government departments that have an HIV-AIDS/STD remit.

Results of HIV-AIDS/STD Prevention Programme for Hotel/Restaurant Workers (2001)

Intervention	Jan-Dec 2001
Targeted Hotels/Restaurants	43
One-to-one education (number of people)	1100
Sexual health education (number of sessions)	287
Condom demonstrations (number of sessions)	82
Condoms Distributed	4400
IEC/BCC materials development and distribution	✓
Gender awareness education (number of sessions)	43
Video shows (number)	12
Advocacy meetings with municipal corporation (number)	8
Advocacy meetings with Hotel/Restaurant management (number)	2
GO-NGO coordination meetings (number)	3
Clinical service and treatment (number of people receiving)	178
Referrals (number of people)	44
Peer Educators (number of people)	30
Observation of World Aids Day	✓
Staff meeting (number)	12
Staff Study tour (number)	1
Staff Study circle (number)	47
Performance Review	✓
Supervision & Monitoring	✓
Evaluation	✓

1.3 REHABILITATION PROGRAMME FOR PEOPLE WITH A DISABILITY (PWDs)

In Bangladesh, it is estimated that about 10% of the rural and 5% of the urban population are disabled. Those with disabilities are largely dependent partially or fully on their family and are afforded no real opportunities for playing a useful role in society and the world of work. The disabled tend to be despised and viewed as an inconvenience both by their families and society in general. As such, their self-confidence and morale is all too frequently low.

To address this, SJA incorporated the issue in its 5-year strategic plan and in 1998 SJA launched a project called the Development Programme for the Disabled funded by its own financial resources. SJA's knowledge and

experience was limited in this field but the organisation recognised that adequate skills were of prime importance if the project was to be a success. With this in mind, SJA has established a good working relationship with the Centre for Disability in Development (CDD) and representatives from CDD have paid a visit to the SJA working area to provide training to SJA staff.

SJA now employs 2 technicians, including 1 Community Handicap Disability Resource person (CHDRP), who work fulltime with the disabled. A therapy room has also been established at SJA's head office.



In 2001, a total of 42 adults and children received Primary Rehabilitation Therapy. The breakdown of their ages and disabilities is shown below.

Age Breakdown	Number Of Clients
0-5	6
6-10	15
11-17	14
18-40	7
41+	0
Total	42

Disability	Number Of Clients
Physically Handicapped	11
Speech/Hearing	5
Visual	2
Intellectually	7
Multiple	3
Cerebral Palsy	13
Mental Illness	1
Total	42

SJA believes that if the disabled are to be fully socially included, the attitudes of the community in which the disabled live, need to change. To address this need, the project has organised awareness raising sessions for the following groups.

Groups who have received awareness training about disability	Number of Individuals
Members of SJA Project groups, eg. VDOs	800
School Students	180
Teachers	50
Community Leaders	30
Community Members	100
GO/NGO Workers	200
New Members of Staff at SJA	9
Total	1369

SJA is also working to include the disabled and members of their family in the organisation's other projects and to date, 2 disabled people are participating in the education programme, 50 people who have a disabled member of family have received support from the micro-credit scheme, with 2 people receiving a loan to establish their own project.

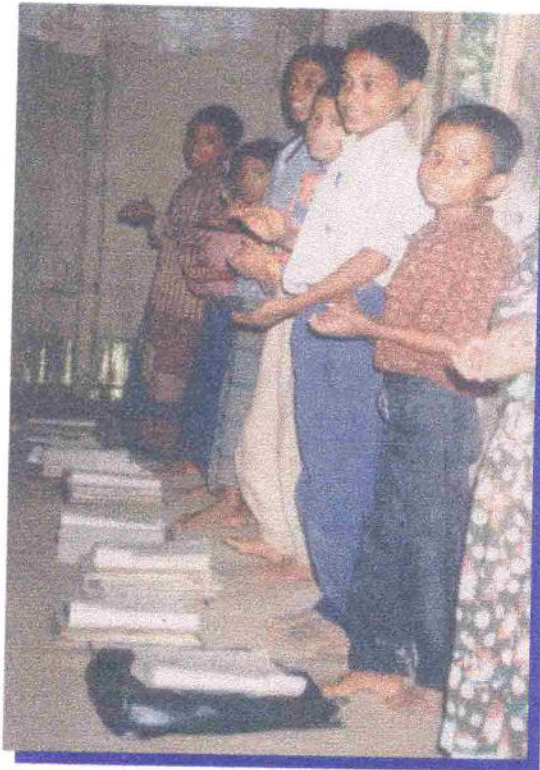


Ebadur Rahman Chowdhury, State Minister for Disaster Management & Relief, addressing delegates at the seminar, "Inclusive Education for Development of PWD"

2 NON-FORMAL EDUCATION

SJA's mission to alleviate poverty and empower the poor is not restricted to the economic sector. Since 37% of the female population are illiterate, with 78% of women unable to read, write or understand numbers to a functional level, the organisation has felt it necessary to put in place a basic education programme.

To address this, SJA now operates 60 adult education centres in Jagannathpur (Sunamgonj), which is now attended by 1800 people (33 centres are for women and 27 for men). In addition, SJA has also opened 20 education centres under its Women in Integrated Nutrition Programme in Derai (Sunamgonj). These provide education to 400 women.



Many children of rural Bangladesh are especially deprived of the right to education. This is usually due to the inability economically for families to allow a child to go to school instead of working, and a general lack of understanding of the need for education and the opportunities it can offer.

During the reporting period, SJA has established 5 new education centres within the Komalganj Thana of Shamshernagar. These provide 150 children with a basic education, of whom 64 are boys and 86 girls.

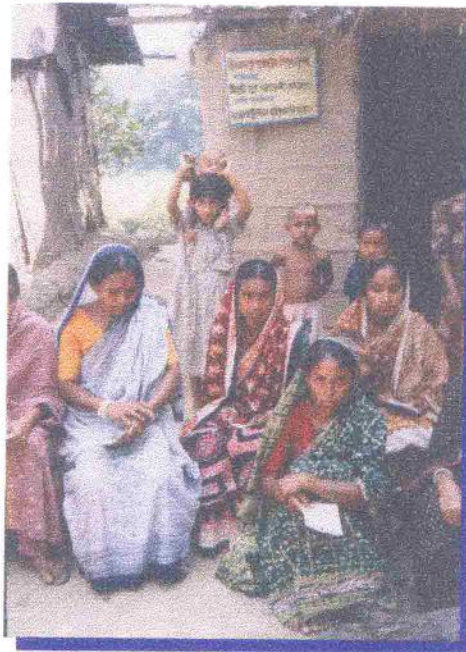
SJA is committed to the continuation of the programme in order to work towards a wholly literate Bangladesh by 2006.

3 WOMEN'S DEVELOPMENT PROJECTS

3.1 WOMEN IN INTEGRATED NUTRITION PROGRAMME

In June 2001, SJA received funding to assist the poorest women of the Derai Upazila in the Sunamgonj district in improving nutrition, functional literacy and to provide micro-credit support for women's entrepreneurship activities.

A total of 15 villages and 600 women are covered under the terms of this project, which is scheduled to run for one year until June 2002. As per the proposal, 30 groups have been formed, consisting of women who have expressed an interest in fully participating in this programme.



3.1.1 Functional Education

To date, 20 female teachers have been selected to run 20 non-formal functional education centres in their community. They have received training over 2 weeks, using FIVDB materials and support.

3.1.2 Nutritional and Health Education

SJA project personnel have conducted nutritional education sessions during their visits to the women's groups. They aim to deliver information on how to maintain a balanced diet, personal hygiene and sanitation. Also, the women are advised on breast-feeding, mother and child primary health care, ante- and postnatal care, and vaccinations.

3.1.2 Skill Development and Advocacy Training

Selected beneficiaries have been provided with skills training in a range of areas, in order to provide opportunities for income generation activities and to enable the women to defend their legal and social rights more effectively.

Skill Training	Number of Participants
Human & Women's Rights	120
Fishing Net Weaving	165
Dry Fish Processing	270
Duck Rearing	220

3.1.3 Micro-credit

A micro-credit loan budget of Tk. 700,000 has been allocated to aid the newly trained women to establish small-scale IGAs (see Section 3.1.2). To date, the demand for loans has been high and it is anticipated that further funds will have to be made available from other sources in order to meet this demand.

Meeting minutes and individual/group passbooks have been maintained and monitored on a regular basis, by SJA project staff.

3.1.4 Preliminary Findings and Impact

It has already been noted that nutritional intake among the women, adolescent girls, and pregnant women has increased significantly since the beginning of the project. The average awareness levels regarding the importance of good nutrition is also higher than at the project outset and this continues to rise. The incidence of breast-feeding mothers has also increased significantly.

The education programme is running well, with attendance rates proving satisfactory. Average functional literacy is increasing and the advantages of literacy are now being recognised by the targeted women and by their male counterparts. As a result, interest in continuing the scheme is very high.

The credit scheme and training programme is succeeding in widening opportunities for income generation and improving livelihoods. The selected women are running their IGAs to a satisfactory level and other women in the community are now also keen to join the scheme.

3.2 VIOLENCE AGAINST WOMEN

SJA's mission is to establish women's rights and their empowerment in society. However, women in Bangladesh all too frequently experience violence and injustices from many sectors of the community, including family members and police.

To address this issue, SJA is working in collaboration with Naripokkho, the organisation dedicated to monitoring state intervention to combat violence

against women. The project is funded out of SJA's own resources, with training and technical support provided by Naripokkho. During 2001, a meeting was held between Naripokkho representatives and SJA management team to discuss approaches to the problem, including how social attitudes can be changed through community education and how to obtain vital support from official authorities.

SJA plans to continue and expand this programme and is now working with the Judiciary, Medical and Law Enforcement authorities.

3.3 HUMAN RIGHTS AND ADVOCACY

A large number of women are illiterate and poor and all too frequently, they fail to get justice in society. SJA therefore organises legal aid support for victims of crime and justice.

SJA has developed a referral mechanism whereby acid victims and those involved in dowry or rape cases can have access to the appropriate service providers.

SJA has also developed a system for the monitoring of law courts, police stations and hospitals to ensure that vulnerable women are not abused or violated and are given fair treatment.



4 ENVIRONMENTAL DEVELOPMENT

4.1 AGRICULTURE

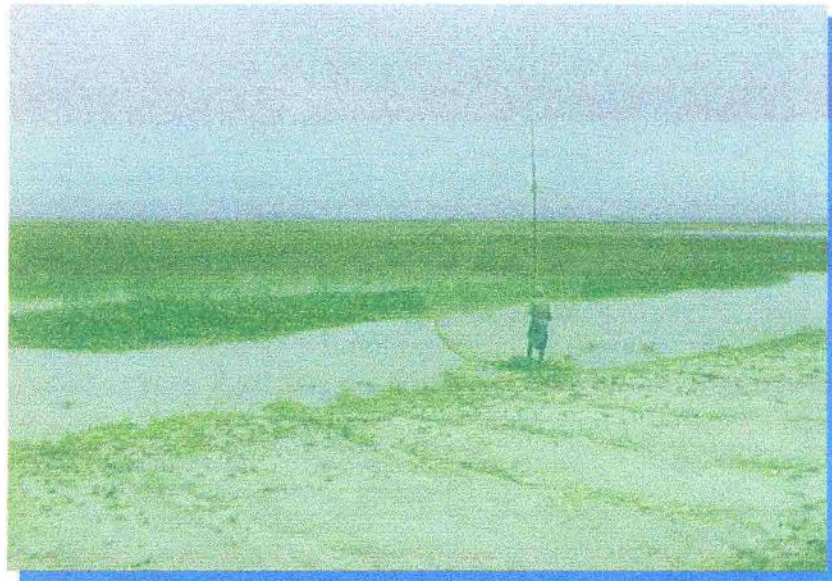
SJA works mostly in agricultural areas where the targeted community is largely dependant on agricultural activities as their source of food and nutrition. However, agricultural output is steadily falling behind that of other regions due to the continuing use of traditional agricultural practices and equipment. To remedy this, SJA is introducing modern technology and practices to the rural farmers, including irrigation, High Yield Variant seeds and seed preservation procedures. In order to ensure the proper implementation of its programme, SJA has provided training to 320 farmers in modern farming practices and has distributed seed and other necessary materials.

4.2 SUSTAINABLE FISHERIES DEVELOPMENT PROGRAMME

Bangladesh's vast water resources offers a very attractive income generation opportunity as high returns can be achieved for a relatively minimal time and financial commitment. The SPFD Programme promotes pond aquaculture and fisheries activities in semi closed and closed water bodies.

By the end of 2001, 90% of the participants in SJA's aquaculture activities were women.

The SPFD project provides training and technical advice to enable women to raise different species of local fish. The main objective in encouraging women to take up pond aquaculture is to improve their nutritional intake and that of their family, in addition to providing an additional source of income.



5 WATER SANITATION

This is a long-standing project run by SJA.

It currently involves the establishment of Village Sanitation Centres, which aim to provide sanitary latrine materials and to train the community, especially mothers and children, in personal hygiene.

The ring-slabs necessary for latrine construction are sold by SJA at cost price and delivered to customers, thus solving the common problems of obtaining these materials necessary to construct sanitation units in remote villages often lacking access to appropriate transport.

6 MICRO-CREDIT/VILLAGE DEVELOPMENT ORGANISATIONS

6.1 MICRO-CREDIT

Lack of access to reliable and fair financial resources is a major constraint on the poor, hindering their ability to lift themselves out of poverty. In recognition of this, SJA provides small-scale loans with an interest rate of 12-15%.



In 2001, the annual loan disbursement figure stood at Taka 1,666,000 and loan realisation totalled Taka 1,131,067.80. The recovery rate for SJA's loans is 85.98%.

Number of Individuals Receiving Loans (2001)

Place/Type of Project	Up to December 2001		Loan Disbursement
	Male	Female	Total
Derai	-	99	99
Komalgonj	158	575	733
Small-scale Development Projects	5	0	5
Total	163	674	837

6.2 VILLAGE DEVELOPMENT ORGANISATIONS

In order to ensure and promote a sustainable development, SJA has formed village development organisations (VDO) called "somitee". These consist of 15-25 members who are landless and thus the poorest people of the community.

The main purpose of the "somitee" is to mobilise and initiate needs-based development activities for the members of the VDO as well as for the village in general. So far, SJA has organised 100 "somitee".

Poverty eradication is one of the major components of SJA's development programme. Therefore, members of the VDO are encouraged to save 5-10 taka per week as a group. This weekly saving policy engenders saving habits and also makes capital for the group members.



SJA provides different types of training to the VDO members on simple accountancy, small business management, and appropriate income generating activities etc.

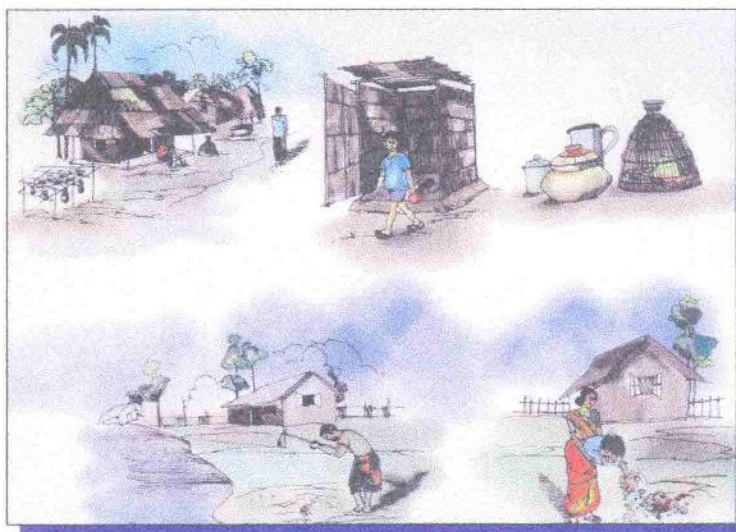
As a result, the poor can develop their own skills in small-scale trading and creating various types of income sources. These meetings are also venues of learning, interaction and recreation for the targeted community.

SJA also provides small credit support to interested and skilled group members to start and run their own small-scale income generating activities.

INNOVATIONS/SPECIAL CHARACTERISTICS

- SJA is one of only two NGOs permitted to work within the deprived tea garden areas and aims to improve the health and education of the workers there.
- The organisation's HIV/AIDS programme has no equivalent in Sylhet.
- SJA offers a special health service targeting adolescents who are frequently overlooked in general health projects.
- In its projects, SJA employs a highly participatory approach in delivering its Behaviour Change Communication message. A variety of media and communication styles are employed including yard dramas, small group workshops, school programmes, one-to-one communication, community meetings, and bill boards set up for mass communication.
- A comprehensive range of both long and short-term projects has been developed, recognizing the need both for quick results and for work at a more fundamental level.

SJA members of staff are encouraged to develop their own professional skills through regularly attending external training courses and workshops.



PARTNERSHIPS

SJA has developed an impressive reputation amongst the donor community as an organisation worth partnering with. Successful and long-term relationships have been established with government authorities, other NGOs/INGOs and community groups. For example, SJA collaborates closely with HASAB for its HIV-AIDS programme, and has received training from the Centre for Disability in Development (CDD) for the Rehabilitation of the Disabled project.

NGOs with which Sylhet Jubo Academy is working

Name of the Networking Agencies	SJA in Position
Association of Development Agencies in Bangladesh (ADAB)	Central & Chapter Member
Bangladesh Anti-Tobacco Alliance	Member
National Forum of Organizations Working with the Disabled (NFOWD)	Member
Centre for Disability in Development (CDD)	Member
Disaster Preparedness and Rehabilitation Network (DPRN)	Executive Committee Member (Chairperson)
Enterprise Development Network (EDN)	Member
Forum for Regenerative Agriculture Movement (FoRAM)	Member
Healthy City Programme, Sylhet	Member of the Coordination Council
National Coordination Council of Anti-drug NGOs (NCCADN)	Member
Coalition of Community-based Organisations on Arsenic (CCBOA)	Member
National STD-AIDS Network, Bangladesh	Member
NGO Forum for Drinking Water Supply & Sanitation	Partner Organisation
Network for Development Partners in Bangladesh (NDP-B)	Executive Committee Member
Participatory Rural Appraisal Network Bangladesh (PRA)	Member
NGO Network for the Road Safety Programme (RSP)	Zone Coordinator (Sylhet Division)
Sylhet Health Development Network (SHDN)	Member
Sylhet Land Reform Development Network (SLRDN)	Member
Voluntary Health Services Society (VHSS)	Associate Member

GOVERNANCE

Policy-making within SJA is vested with its Executive Committee. This body consists of seven members, representing a wide range of social strata, professions and experience. Each member of the Committee is elected to serve a term of two years by the General Committee of SJA. The Executive Director, along with senior management, is responsible for the execution of the policies drawn up by the Committee.

SJA is legally registered with:

Department of Social Services (Ministry of Social Welfare)

Department of Family Planning (Ministry of Health & Family Welfare)

NGO Affairs Bureau

SJA'S VALUES

The people of SJA have adopted the following set of values as underpinning the organisation:

- Information sharing and the free exchange of views
- Mutual respect for each other and the fostering of a favourable internal environment
- Performance-based evaluation of employees
- Healthy and comparative competition among employees
- Appropriate use of resources for sustainable development
- Gender sensitivity within the organisation and externally

STAFF DEVELOPMENT

Staff Meetings

SJA places great emphasis on staff development and all personnel, whether at field or head office level, attend monthly meetings. During these sessions, everyone is encouraged to participate fully in the review of the previous month's activities, identification of any work-related problems and how they may be resolved, and to plan events for the following month.

Staff Training

SJA staff attended a range of internal and external training courses in 2001, which included:

Type of Training/Workshop	Details of Training/Workshop	Number of staff attending
Participatory Review Workshop	Organised by HASAB. A 4-day event focusing on PRA	2
Anti-Tobacco Workshop	Organised by the Bangladesh Anti Tobacco Alliance. A 1-day event addressing the control of tobacco	All of SJA's health project team
BCJDC Workshop	Organised by BCJDC, a human rights organisation & HASAB partner. A 1-day event to learn how to promote condom use among beneficiaries	HIV-AIDS/STD project team
Study Tour	Organised by SJA. A 3-day event to share experiences with other HASAB-funded organisations. Included a visit to ODPUP, an NGO working with MSMs and a visit to the drop-in centre at Bogabari, Savar to learn more about MSMs and their lifestyles	HIV-AIDS/STD project team
Other courses	HIV-AIDS/STD counselling course run by BPHC; a Gender and Sexual Health course; an STD training course; and Life Skill Development course	

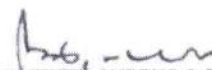
FINANCIAL STATEMENTS
BALANCE SHEET

SYLHET JUBO ACADEMY (SJA) House 20/A, Block C Main Road, Shahjalal Upashahar, Sylhet BALANCE SHEET as at 31st December, 2001			
PROPERTY AND ASSETS :	NOTE	TAKA	TAKA
FIXED ASSETS :	1.00		480,256.00
CURRENT ASSETS :			
Revolving Loan Fund	2.00		1,437,604.70
Advance	Sch C		624,770.00
Security Deposits			3,600.00
SJA - Kamalgonj Project (Media Investment)			40,000.00
Closing Balance :	Sch D		
Cash in hand		20,290.64	
Cash at Bank		1,439,279.56	1,459,570.20
Total :			4,045,800.90
FUND AND LIABILITIES :			
FUND ACCOUNT :			
Balance as per last Account		1,415,379.56	
Add : Surplus of Income over Expenditure		1,330,003.59	2,745,383.15
Project Fund			159,565.50
CURRENT LIABILITIES :			
Staff Security			4,000.00
Loan	Sch B		628,856.25
Group Members' Savings	3.00		497,996.00
Liabilities for Professional Charges			10,000.00
Total :			4,045,800.90


 Executive Director
 SJA

Signed in terms of our separate management report of even date.

47 Dilkusha G/A
Dhaka, Bangladesh
10th March, 2002


MOHAMMED QUDDUS & CO
 Chartered Accountant



INCOME & EXPENDITURE

SYLHET JUBO ACADEMY (SJA) House 20/A, Block C Main Road, Shahjalal Upashahar, Sylhet INCOME AND EXPENDITURE ACCOUNT for the year ended 31st December, 2001			
INCOME :	NOTE	TAKA	TAKA
NFE Project - 1	4.00		155,210.00
Logistic - SJA	5.00		66,691.75
SMAPR	6.00		647,386.50
Income Generating Measures	7.00		76,855.52
RHSDP	8.00		1,601,630.00
Service Charge Graham	9.00		31,454.00
VSC Project	10.00		798.00
Emergency Fund	11.00		404.10
PRFAA	12.00		1,425.74
Seba Mullaya Graham	13.00		2,798.55
Micro-credit Fund	14.00		7,489.20
Small Enterprise	15.00		14,725.12
ODF	16.00		487.79
SJA Main Office	17.00		4,643,352.28
SJA Kamalgonj	18.00		147,365.00
HIV-AIDS STD Prevention Programme	19.00		608,582.00
Women in Integrated Nutrition Project	20.00		1,421,174.23
SJA - Deraï Project	21.00		3,316.00
Total Income :			9,431,145.78
EXPENDITURE :			
NFE Project - 1	22.00		538,466.40
NFE Project	23.00		5,198.00
NFE Project - 2	24.00		119.39
Logistic SJA	25.00		9,670.00
SMAPR	26.00		353,835.10
Income Generating Measures	27.00		50,456.15
RHSDP	28.00		1,525,914.00
Service Charge Graham	29.00		33,403.55
VSC Project	30.00		220.00
Emergency Fund	31.00		238.31
PRFAA	32.00		462.86
Seba Mullaya Graham	33.00		23,091.45
Micro-Credit Fund	34.00		3,295.40
Small Enterprise	35.00		303.51
ODF	36.00		13.60
SJA Main Office	37.00		4,593,006.05
SJA Kamalgonj	38.00		71,049.00
HIV-AIDS STD Prevention Programme	39.00		533,318.00
Women in Integrated Nutrition Project	40.00		348,919.42
SJA, Deraï Project Expenses	41.00		162.00
Liabilities for Professional Charges			10,000.00
Surplus of Income over Expenses			1,330,003.59
Total Expenditure and Surplus of Income over Expenditure :			9,431,145.78



RECEIPTS & PAYMENTS

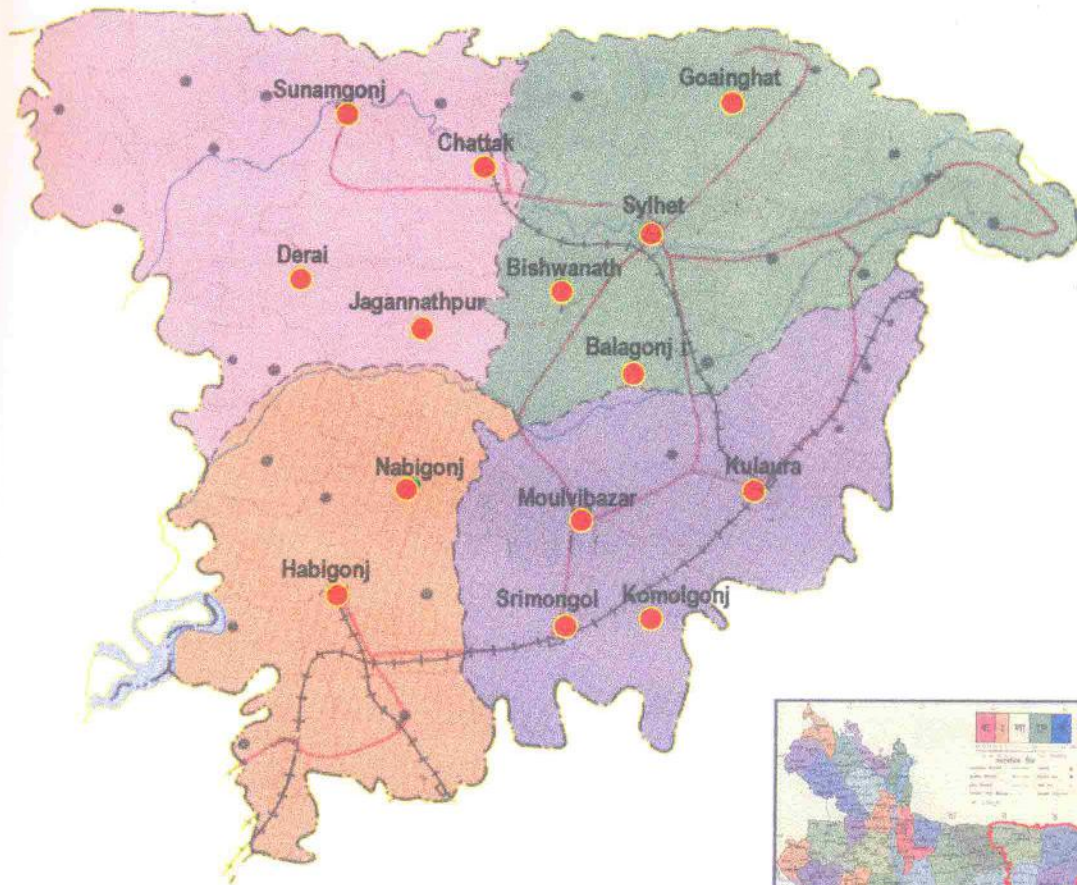
SYLHET JUBO ACADEMY (SJA) House 20/A, Block C, Main Road, Shahjahan Upashahar, Sylhet RECEIPTS & PAYMENTS ACCOUNT for the year ended 31st December, 2001			
RECEIPTS :	Note	TAKA	TAKA
Opening Balance :			
Cash in hand		2,737.69	
Cash at Bank		546,523.87	549,261.56
NFE Project - 1	4.00		537,890.00
Logistic-SJA	5.00		66,691.75
SMAPR	6.00		929,126.50
Income Generating Measures	7.00		76,855.52
RHSDP	8.00		1,601,630.00
Service Charge Graham	9.00		31,454.00
VSC Project	10.00		798.00
Emergency Fund	11.00		2,404.10
PRFAA	12.00		21,425.74
Seba Mullaya Graham	13.00		2,798.55
Credit Fund	14.00		206,454.00
Small Enterprise	15.00		106,255.12
ODF	16.00		487.79
SJA Main Office	17.00		4,643,352.28
SJA Kamalgonj	18.00		1,622,480.00
HIV-AIDS/STD Prevention Programme	19.00		608,582.00
Women in Integrated Nutrition Project	20.00		1,421,174.23
SJA-Derai	21.00		75,814.00
Total Receipts :			12,504,935.14
PAYMENTS :			
NFE Project - 1	22.00		538,466.40
NFPE Project	23.00		5,198.00
NFE project-2	24.00		119.39
Logistic-SJA	25.00		63,861.75
SMAPR	26.00		918,425.10
Income Generating Measures	27.00		60,456.15
RHSDP	28.00		1,525,914.00
Service Charge Graham	29.00		33,403.55
VSC Project	30.00		220.00
Emergency Fund	31.00		19,738.31
PRFAA	32.00		20,462.86
Seba Mullaya Graham	33.00		23,091.45
Micro Credit Fund	34.00		170,795.40
Small Enterprise	35.00		81,123.51
ODF	36.00		13.60
SJA Main Office	37.00		4,913,676.05
SJA Kamalgonj	38.00		1,548,000.00
HIV-AIDS/STD Prevention Programme	39.00		533,318.00
Women in Integrated Nutrition Project	40.00		588,919.42
SJA-Derai	41.00		162.00
Closing Balance :			
Cash in hand		20,290.64	
Cash at Bank		1,439,279.56	1,459,570.20
Total Payments and Closing Balance :			12,504,935.14



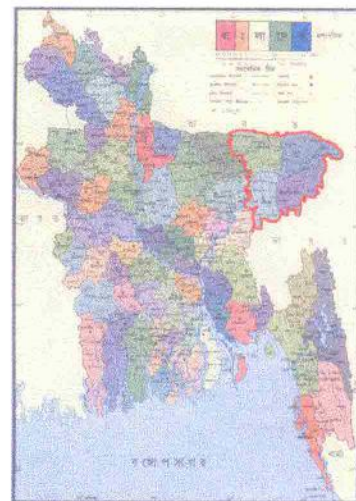
APPENDICES:**APPENDIX 1: LIST OF ACRONYMS**

AIDS	Acquired Immune Deficiency Syndrome
ANC	Ante Natal Care
ARI	Acute Respiratory Infection
BCC	Behaviour Change Communication
BCJDC	Bangladesh Centre for Journalism, Development & Communication
CAR	Contraceptive Acceptors Rate
CDD	Centre for Disability in Development
CHDRP	Community Handicap and Disability Resource Person
CHW	Community Health Worker
CSW	Commercial Sex Worker
DPD	Development Programme for the Disabled
DNFE	Department of Non-formal Education
EC	Executive Committee
EPI	Expanded Programme of Immunisation
ESP	Essential Service Package
FGD	Focus Group Discussion
FIVDB	Friends in Village Development Bangladesh
FP	Family Planning
FWC	Family Welfare Centre
HASAB	HIV/AIDS-STD Alliance Bangladesh
HIV	Human Immune Virus
IEC	Information Education Communication
IGA	Income Generation Activities
MSM	Men Sex with Men
NFPE	Non-formal Primary Education
NGO	Non-government Organisation
ODPUP	Organisation for the Development of Programmes for the Under-Privileged
PHC	Primary Health Care
PRA	Participatory Rapid Appraisal
RHSD	Reproductive Health Service Delivery
RTI	Respiratory Tract Infection
SJA	Sylhet Jubo Academy
STD	Sexually Transmitted Disease
VDO	Village Development Organisation
VHWC	Village Health Watching Organisation
WATSAN	Water and Sanitation

SJA's Working Area Sylhet Division



● Upazila where SJA is working



APPENDIX 3: SJA EXECUTIVE COMMITTEE MEMBERS

Chairman

Shaheen Akhter

Address: 271 Fakirapool Bazar
Motijheel
Dhaka

Profession: Social Worker/
Private Service

Vice-chairman

Khairul Zafar Chowdhury

Address: Kumapara
Sylhet

Profession: Social Worker/
Journalist

Secretary

AHM Faisal Ahmed

Address: Urmi-66
Raynagar Sonarpara
Sylhet

Profession: Social Worker

Treasurer

Iftekhar Ahmed Shorful

Address: 102 Al-amin R/A
Manikpir Road
Sylhet

Profession: Social Worker/
Businessman

Member

Gulam Haider Chowdhury

Address: Ronkely (North)
Golapgonj
Sylhet

Profession: Social Worker/
Advocate

Member

Kabita Kundu

Address: House-45 (2nd Floor)
Road 38
Block C
Shahjalal Upashahar
Sylhet

Profession: Social Worker/Teacher

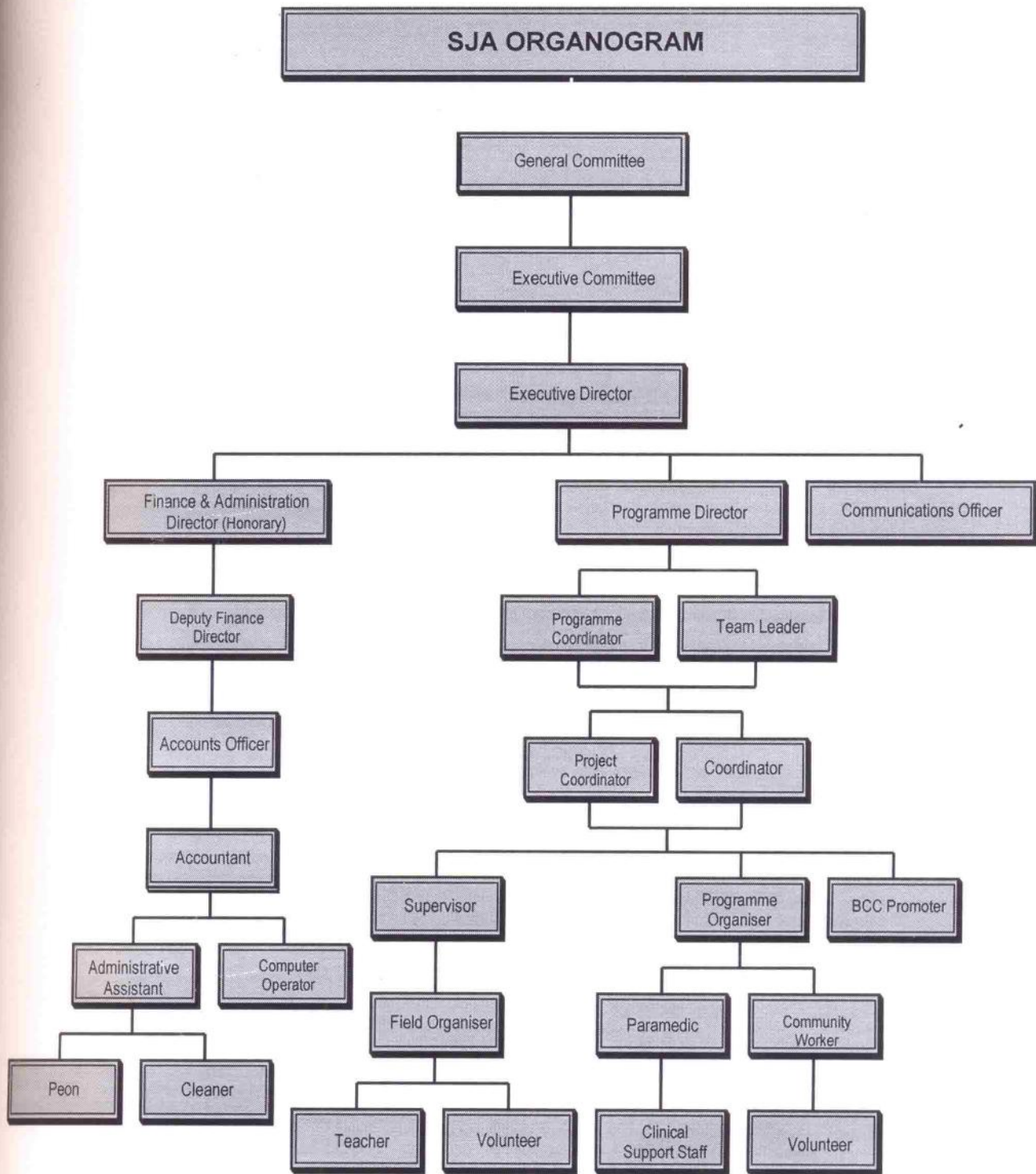
Member

Abdullah As Sakir Ahmed Shaker

Address: WAVES-A 44
Chandontula
Sylhet

Profession: Social Worker/
Businessman

APPENDIX 4: SJA ORGANISATION STRUCTURE



APPENDIX 5: AUDITORS REPORT



মোহাম্মদ কুদ্দুস এণ্ড কোং
MOHAMMED QUDDUS & CO
CHARTERED ACCOUNTANTS

47, Dilkusha C/A, Dhaka
☎ 9551759, 8115977

INDEPENDENT AUDITOR'S REPORT ON ACCOUNTS

of

SYLHET JUBO ACADEMY (SJA)

House 20/A, Block C, Main Road, Shahjalal Upashahar, Sylhet
for the year ended December 31, 2001

We have audited the accompanying Balance Sheet of Sylhet Jubo Academy (SJA) as at 31 December 2001 and the related Income and Expenditure account and Receipts & Payments account for the year ended on that date. We note that preparation these financial statements are the responsibility of SJA's management. Our responsibility is to express an independent opinion of these financial statements, based on our audit. We conducted our audit in accordance with International Standards of Auditing (SJA) as adopted in Bangladesh. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements.

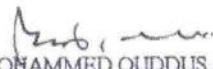
In our opinion,

The financial statements are prepared in accordance with generally Accepted Accounting Principles, exhibit a true and fair view of the state of affairs of SJA as on December 31, 2001 and the results of its operation for the year then ended.

We further state that :

- i) We have obtained all the information and explanations, which to the best of our knowledge and belief necessary for the purpose of audit and made due verification thereof ;
- ii) In our opinion, proper books of accounts as required by the law have been kept by SJA so far as it appeared from our examination of those books ; and
- iii) The Balance Sheet, Income and Expenditure account and Receipts and Payments accounts dealt with by the report are in agreement with books of accounts of SJA.

47 Dilkusha CA
Dhaka 1000
10th March, 2002


MOHAMMED QUDDUS & CO
Chartered Accounts

