



Information Disclosure Policy

Approved : 28 March 2012
Reviewed : 28 December 2020

Participatory Research Action Network- PRAAN
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About Participatory Research Action Network- PRAAN

Evolution: Participatory Research Action network- PRAAN is a non-profit and non-political organization that has been working for strengthening people's initiative to promote and ensure human rights, economic rights, gender equality, promotion of a culture of peace and non-violence, climate resilience, governance, trade justice, rural livelihood global citizenship, and appreciation of cultural diversity for sustainable development in the local level.

Legal Entity: PRAAN registered under the Registrar of Joint Stock Companies and Firms (RJSC) and Ministry of Social Welfare of the Government of Bangladesh.

Beneficiaries: The organization works intensively with youth, women, poor and marginal community, marginal, and underprivileged biodiversity dependent people i.e. forest people, indigenous communities, marginal farmers, fisher communities, and climate-vulnerable people.

Vision: PRAAN envisions a poverty-free pluralist society based on knowledge and technology where everyone's basic needs, rights, and information are ensured.

Mission: Work to fight poverty through participatory action research activities followed by social actions to eradicate poverty, lack of knowledge, and Injustice.

General Committee: The General Committee of 21 members is the supreme authority of PRAAN. This Committee elects the Executive Committee.

Executive Committee: PRAAN Executive Committee consists of 7 members who are elected by the General Committee. The Executive Committee members meet at a regular interval to oversee organizational performance.

Working Area: PRAAN works in Noakhali and Laksmipur for piloting projects and laboratory works, and the whole of the country for advocacy and campaign activities.

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Nurul Alam Masud
Chief Executive, PRAAN


Sharmistha Neetormi
Chairperson, PRAAN

1. Purpose

The purpose of this policy is to inform stakeholders about the information they can expect from Participatory Research Action Network- PRAAN. It will also provide guidance to the staff on kinds of information should be provided to our stakeholders. This is a policy instrument to commit to comfort with the requirement of "The Right to Information (RTI) Act 2009". The information flow to the stakeholders is intended to improve and maintain the quality of services. The information will be provided in an easy and understandable languages and medium in a timely manner.

2. Applicability

- 2.1 If any rules of the organization contradict with this policy, then this policy will be prevail.
- 2.2 If any of this disclosure policy contradict the RTI Act 2009 then RTI Act 2009 will be prevail.

3. Definition of terminology

- a. RTI 2009: Right to Information Act 2009 approved by the Government of Bangladesh.
- b. Constitution: The Constitution of PRAAN approved by the Social Welfare Department. And the rules and regulations of the organization approved by the Executive Committee (EC) under the Social Welfare Registration.

4. The information that PRAAN will share with specified stakeholders

The following information will be made publicly open at organization's Office in an easy and accessible media and language:


- i. Agency Background Legal certificates (Social Welfare, VAT/ Tax and Constitution);
- ii. Organizational Objectives;
- iii. Structure of the organization;
- iv. Contact details - Email and telephone numbers of staff and General and Executive Committee of PRAAN;
- v. Plans at project location – Project proposal and Deed of agreement with other development partners Budget and Plan of operation for each year, Beneficiary selection criteria and entitlements
- vi. Progress report against the plans - Progress report including, Meeting Schedule Minutes and circulars External Audit Report Review Reports Publications
- vii. Complaints and response system
- viii. Information disclosure policy
- ix. Procedures and guidelines Human Resource Policy, Salary structure, Individual salary and facilities, Finance Manual, Training Manuals.

5. Information to be disclosed on request only

- i. Staff and beneficiaries information.
- ii. Assets information and documents.
- iii. Exception: Personnel information related to the disciplinary matters will only be disclosed when it is asked by state and judicial authority.

6. How to make available the information for public and mode of disclosure

- i. Annual report, Newsletter, notice board, availability in office, leaflet;
- ii. Press conference, Meeting and gathering.
- iii. Website
- iv. The information in website will be open for all.
- v. Anybody can seek or get the information through written/electronic/verbal ways as per demand.
- vi. Anybody can see/read the documents in the office room but they will not make copies or take away any copies from the office with him/her without the permission of designated Information Officer. The applicant will have to provide the actual cost of photocopy and transportation cost (if needed) of staff as well.


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Chairperson, PRAN

7. The time duration to provide information will be followed according to clause no. 9 of the Right to Information (RTI) Act 2009.

- i. The cost, time duration and other things related to information delivery will be provided by 07 days.
- ii. The information that related to PRAN will be delivered by twenty days and
- iii. The information involved with the third party then it will be provided by maximum 30 days.
- iv. Spot visit: Anybody can visit our program areas but the cost will be carried by the visitor and time of the spot visit will be decided by the respective office chief. The visit matter solely related to the official issues and it should be applied through prescribed format.
- v. Interview: Anybody can interview any staff of PRAAN but the responsibility of related any expenditure goes to the interview seeker and cost will be decided by the Chief Information Officer. The interview matter solely related to the official issues and it should be applied through prescribed format. (Form attached)

8. Privacy matter

The information related to disciplinary matters which are preserved in personnel file could only be available when it is asked by state authority and judicial authority.

9. Designated Information Officer

- i. In the PRAAN Secretariat, Manager Finance and Operation or assigned officer and s/he will also act as Information Officer.
- ii. If any staff will not follow this policy then this will be treated as misconduct under the human resource policy manual.
- iii. If the staff denies providing any information than anybody can appeal directly through any means to information officer, Deputy Director / Chef Executive.

10. Monitoring and Review:

- i. Monitoring section will monitor the policy implementation; quality data preservation and way of disclose regularly and will conduct yearly review.

11. Policy Authority:

- i. It will be effective after getting approval from the EC of PRAAN.
- ii. If any further addition or deletion needed that will have to be approved by the EC.

12. Preservation duration: The organization will preserve the documents as per following table:

Materials	Preservation duration
Normal bill voucher	5 years
Normal bill voucher: Donor	As per donor requirement
Utility bills	Life long
Personnel file	Life long
Project completion report	Life long
Audit report	Life long
All manuals-Updated	Life long
Organizational Constitution	Life long

- 13. Approved :** This policy has been developed through consultation with beneficiaries, stakeholders and staffs of all sphere of the organization from 1st January 2011 and has been approved at the Special General Committee held on 28th March 2012; and modified and approved in Executive Committee Meeting, held in 28 December 2020.


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