



Smiling Sun Franchise Program

To: Project Director: BAMANEH, CRC, Shimantik, FDSR, MMKS, PSTC, and SWV

From: Mr. Juan Carlos. Negrette, Chief of Party, SSFP

CC: Ms. Gulfam Ifat Ara, Grants Manager, SSFP
Mr. Abdul Motin, Acting Franchise Operations Officer, SSFP
Franchise Operations Team, SSFP
Franchise Technical Support Team, SSFP
Dr. Kamran Mehedi, Health Training Specialist, SSFP
Ms. Loretta Ann Fraser, Training Coordinator, SSFP
Dr. Selina Khanam, Training Coordinator, OGSB

Date: March 02, 2010

Subject: Training on Infection Prevention for Clinic Aid

This is for your information that, Smiling Sun Franchise Program (SSFP) has arranged training on Infection Prevention for Clinic Aid of SSFP supported NGOs. The training is scheduled for March 20-22, 2010 at OGSB Maternity Hospital and Training Center, Plot # 5, Road # 2, Block # G, Eidgah Maidan, Chiriakhana Road, Mirpur # 1, Dhaka (Telephone: 9005490 and Mobile: 01199-080140).

Counselors of the following Smiling Sun Clinics have been selected to attend the training:

Sl. #	Name of Participant	Name of the Clinic	Name of Franchise
1	Fatema Begum	Damudya	MMKS
2	Nahida Akter	Gosairhat	MMKS
3	Monzu Ara Ripa	Bawniabadh SSC	PSTC
4	Kazi Salina	Monohardi SSC,	PSTC
5	Fatema Khatun	Patiya Rural	FDSR
6	Shahina Akhter	Ramu	FDSR
7	Ms. Tania Akhter	Sharonkhola	CRC
8	Afroza Khatun	Shibgonj	BAMANEH
9	Shahanaj Parvin	Gopalgonj	Shimantic
10	Anjona Rani Bordan	Beanibazar	Shimantic
11	Ms. Mahmuda Akter	Monpura Charfasion	Swanirvar Bangladesh
12	Mst. Shifa Sultana	Panchbibí	Swanirvar Bangladesh
13	Ms. Shilpi Mojumder	Tazumuddin	Swanirvar Bangladesh
14	Mst. Afroza Begum	Atwari	Swanirvar Bangladesh
15	Bilkis Akter	Bokshigonj	Swanirvar Bangladesh



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You are requested to inform your participants about the training by letter with a copy to Dr. Kamran Mehedi, Health Training Specialist, SSFP, Dhaka and another copy to Dr. Selina Khanam, Training Coordinator, OGSB. Advise the participants to report to Dr. Selina Khanam at OGSB, Mobile: 01199-080140, positively by 5:00 PM on March 19, 2010. And ask your Clinic Aid to carry the 'white coat' with them. If any of your participant unable to attend the training due to personal/official reasons, inform Dr. Kamran Mehedi, SSFP, Mobile: 0173-0013539, immediately.

The training fee is required for the said training is Tk 2,500 (Taka Two Thousand Five Hundred) only for each participant which will cover tuition fee and only payable to "OGSB Project" (Payment should be made by DD). Actual tuition fee is Taka 5,000.00 & we will pay only 50% in advance during the training and remaining 50% will be paid after successful completion on training as well as approval from the SSFP Training Coordinator. For food & accommodation participants have to pay cash taka 400 (Taka Four Hundred) per day. Participants must take acknowledgement receipt from OGSB and submit it to respective clinic office upon their return from the training. As regards to per diem, the relevant clause of the travel policy for residential training shall be applicable, since this training is residential.

The training is residential and all the participants have to stay in the training venue.

Please note that the Training Institute discourages children and attendants at the institute. However, the participants may bring breast-feed children and accompanying attendants with prior permission. Participants carrying such children and/or attendants should bear the required additional costs. For detail please communicate with Ms. Loretta Ann Fraser, Training Coordinator, SSFP, Mobile: 0173-0017386.

We wish your Clinic Aid a very successful training.