



Peer Leaders Module

Preventing human trafficking
and ensuring safe migration



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Peer Leaders Training Module

To prepare:

**Bangladesh Counter
Trafficking-In-Persons' (BC/TIP)**

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Preface

Human trafficking is the most vicious and one of the fastest-growing criminal activities in the world. Bangladesh is considered a source country for the smuggling and human trafficking of women, men, and children for coerced labor and sex work. Skilled, unskilled, and low-skilled labor migration has boosted our national income and played an important role in the overall development of our families. Migration is now an aspirational livelihood for ordinary Bangladeshi people. Research has made it clear, though, that while Bangladeshi people are highly interested in going abroad for work, accurate and essential information about these opportunities is not widely available. As a result, middlemen and frauds have the run of this growing potential sector. Stories of people falling victim to fraud and losing everything to brokers are popping up more and more frequently—many who try to migrate become prey to human trafficking. There is only one way to prevent these problems: spread awareness among people who are interested in migrating abroad, inform them about the right way to migrate, and what they should do, and counsel them, so they do not fall victim to fraud once they are abroad. Over the last two decades, various government and non-governmental organizations have been working at different stages of the process. Despite that, the rate of failed migration due to a lack of appropriate information is still alarmingly high.

Winrock International's grassroots fieldwork and research confirm that voluntary activities at the community level can play an important role in creating awareness about safe migration practices among interested workers. With this spirit of volunteerism in mind, Winrock International created a volunteer team named Bangladesh Counter-Trafficking In Persons Program Peer Leaders. This module has been created to train volunteer peer leaders and to be used in migration and human trafficking awareness trainings. Apart from that, this module is useful in trainings and orientations of interested Bangladeshis who want to migrate to other countries with job offers.

The main focus of this module is to equip interested volunteers with knowledge and information relevant to migration and human trafficking, so they can help others make decisions regarding migration, spread awareness about safe migration, and help prevent human trafficking during migration.

Volunteer peer leaders who are interested in creating awareness about the prevention of human trafficking and helping people at risk of being trafficked at the community level will benefit greatly from the guidelines in this module. The handout has four parts. The first part deals with volunteerism and successful leadership qualities. In order to prevent a heinous crime like human trafficking, we all have to initiate a voluntary movement. The second part describes human trafficking in detail so that peer leaders can inform migrant workers about safe migration. The third part outlines in detail the factors that need to be considered for labor migration compiles all the relevant information on preparing for migration. The fourth part deals with local legal procedures and the steps to be taken in case a person is defrauded or becomes a victim of human trafficking.

This module is intended to raise awareness among men and women involved in migration under the guidance of Winrock International. We hope this will make a special contribution to safe migration and human trafficking.

Dhaka, June 2020

Liesbeth Zonneveld
Chief of Party
BCTIP Program
Winrock International



Chapter 1

Guidelines for using the module

1. The purpose of the module

The main purpose of this module is to equip interested volunteers with knowledge and information relevant to migration and human trafficking so they can help others make informed decisions, spread awareness about safe migration, and help prevent human trafficking during migration.

2. Usage of the module

This module is designed to be used for awareness training on migration and human trafficking and to provide training to volunteer peer leaders. It can also be included at the local level prior, during, or at the end of various courses with groups of students. The sessions of the module can be arranged according to the amount of time available.

3. Module subjects/sessions

This module will discuss the following topics:

- Volunteerism
- Leadership Qualities
- Support skills
- Deciding on labor migration
- Human trafficking
- Migration process and the preparation of necessary paperwork
- The key to successful migration
- Rights of migrant workers
- Detecting victims of human trafficking
- Human trafficking and migration-related laws, complaints, and prevention

4. Organization of each chapter

This manual is designed to allow completion of this training over six seminars. For easy comprehension, chapters two through six are subdivided into several parts. These are:

- a. Objectives of the seminar
- b. Seminar's topic, process, materials, and time
- c. Trainers' instructions
- d. Background/preface, and
- e. Session guide

The trainer will be prepared with the above-mentioned materials and will use the instructions to conduct the seminars. The directions should not be treated as literal instructions but rather as a guide to creating your own materials, slides, handouts, etc.

5. Who benefits from this module?

This module will benefit volunteer peer leaders interested in creating community awareness to prevent human trafficking, especially among people at risk of being trafficked. Additionally, Bangladeshi people interested in going abroad to work can benefit from this information in their orientation and training. If people are aware of trafficking risks while migrating, know-how to stay safe, learn the keys to successful migration, and know how to get legal support, then the risk of becoming a victim of human trafficking drops significantly.

6. Module method

This module is designed with adult learners in mind. The module is designed as simply as possible to boost the interest level of participants and inspire independent thinking as they utilize and share their knowledge and experiences. However, depending on the education level of the participants and in order to achieve effective, long-lasting impact, the trainer must be mindful of the following and adjust the training material and methods accordingly:

- Create a participatory environment.
- Discuss theories as little as possible, instead
- draw examples from real life.
- Use audio-visual training aids.
- Bring creativity to teaching methods.

7. Skills of the trainers

This module needs two or more trainers to be conducted successfully. It is laborious for a single trainer to conduct 10 sessions, and the participants might get bored. The trainer must be skilled in the following areas before conducting this training:

- Bangladesh laws and acts related to labor migration and human trafficking.
- The rights of human trafficking victims and general information about human trafficking, including how it works and who is vulnerable to it.
- The main aspects behind safe and successful labor migration.
- An understanding of the local organizations and government institutions, and officials who can help prevent human trafficking and secure safe labor migration. Knowledge about government and local organizations and officials who can help stop human trafficking and help secure safe labor migration.

The trainer needs to have some basic skills and abilities:

- Basic ideas on migration and human trafficking.
- A thorough understanding of training methods and materials.
- The ability to complete each session in the allotted time.
- Being polite to the trainees and valuing their opinions.
- Knowledge about how to use the equipment required for the training.
- The ability to plan the session in a systematic and effective manner.
- The ability to deal with unwanted situations.
- The ability to deal with the training efficiently.

The work of the trainer includes:

1. Training planning and management
2. Presentation
3. Use of training materials
4. Determining the quality of the training
5. Conducting an evaluation of the training

Things that a skilled trainer will ensure:

- Following the training activities accurately from the beginning to the end of the program
- Ensuring the participation of trainees in training activities
- Listening to themselves and engaging the participants
- Respecting the opinions of others
- Participating in group work
- Being attentive and cooperating with others
- Acquiring practical skills

8. Possible training materials and equipment

- Posters
- Flipchart
- Computer/Laptop
- MultimediaProjector
- Powerpoint presentations
- Video clips
- Handouts

9. What the trainer should do before using the module

This module discusses in detail specific objectives, necessary materials, and training methods. This allows skilled trainers to conduct training activities according to the quality of the trainees through their own creativity, initiative, and active participation. To ensure optimal use of the module, the trainer will pay special attention to the following points:

- Read the module thoroughly before use.
- Read the relevant texts well and make any necessary corrections.
- Prepare the necessary equipment and materials for the training activities before each session.
- Prepare pre-posters, slides, videos, and other visual aids.
- Prepare individual and group work.
- Create a work schedule and proceed accordingly.
- Create assessment sheets.
- Divide time according to teamwork and individual work.

10. Tasks of the trainer during the training

- Giving equal status and importance to all trainees.
- Making training sessions easy, participatory, interesting, and enjoyable.
- Being friendly, confident, easy-going, and smiling.
- Increasing the motivation of the trainees as required and according to their interests and talents.
- Adhering properly to the time allotted for each session.
- Giving importance to the opinions of the trainees.
- Fulfilling trainees' needs and requests as far as possible.
- Reconfiguring the modules according to the expectations and needs of the participants after the first session.
- Ensuring trainees fill the assessment sheet at the end of the training.



Chapter 2

**Training Introduction
and Volunteering**

The objective of the session

At the end of the session, participants will

- Have gotten to know each other better;
- Be able to explain the purpose of the training;
- Be able to talk about the role of volunteerism and social responsibility when working on training issues; and
- Be able to explain how to mobilize local community members to prevent human trafficking.

The Subject, Procedure, Materials, and Time of the session

	Topics	Procedure	Materials	Time
1.	<u>Opening session</u> * Registration, Inauguration, Introduction * Pre-test	Presentation, Q&A, discussion	Registration forms, pre-test question papers, boards, markers	20 minutes
2.	Verification of expectations, goals, objectives, and rules of the training	Display	Poster, marker, laptop, multimedia, Q&A	20 minutes
3.	Volunteering and Mobilizing	Q&A, discussion	Poster, Marker	35 minutes
4.	Session evaluation and break	Q&A, discussion	Poster, Marker	5 mins
				Total: 80 minutes

Instructions for the trainer

1. A. Welcome the participants. If a senior official is present, ask them to give a welcome speech and announce the opening of the training.
 - B. Divide the participants into pairs to break the ice. Ask them to find out the name of the friend next to them, where they came from, what they do, and what they have done for development in their area that they are most proud of. Finally, introduce yourself and the organizers.
 - C. Distribute the pre-training questionnaires (see appendix 12) to everyone, explain their purpose, and ask them to complete the questionnaires.
2. A. Training achieves success by meeting the expectations of the participants. Therefore, it is necessary to know their expectations from the outset. Give each participant a flashcard and a pen and ask them to write down what they expect from the training. Inform the participants about the rules of card writing before handing over the card. Give them a few minutes to think and write.

- B. Collect the cards when they have finished writing. Divide their expectations according to the objectives of the training and separate those that are not part of the objectives. Read them one by one and stick them on the board. Let the trainees know which of their expectations have already been accomplished in this training.
 - C. Demonstrate and explain the goals and objectives of the training through multimedia. Compare the similarities and differences of the objectives that were discussed alongside participants' expectations. Say that on the last day of training, they will be able to see how their expectations have been fulfilled.
 - D. Distribute the training schedule among the participants and read out what will be discussed during the training.
 - E. Ask the participants what rules should be followed in order to conduct the training in a pleasant and efficient manner. Divide the participants into two groups and ask them to write their ideas on a poster. One team will write down the rules and regulations for conducting the training nicely and smoothly, and the other will write down what cannot be done during the training. Ask a representative from each team to come forward and read their ideas to everyone, then match them with the slides and hang them on the wall.
 - F. In order to keep the daily activities of the training on schedule, form three groups based on the interest of the attendees and assign responsibilities. The 3 teams will be: the Time Management Team that will keep track of the start and end times at each session, reminding the trainer of the schedule and bringing everyone back from the break to the main session; the Emergency Management Team, which will observe participants' compliance with the rules, their strengths, and weaknesses, etc. and report to the trainer; and the Entertainment Team, who will arrange entertainments such as dance, song, and jokes, to alleviate any monotony the participants might experience. There will be no more than three members on each team.
3. A. Ask participants why they are doing this training. In response to the different answers, discuss the statement, "Social entrepreneurs are those who work with a voluntary mindset." Discuss who is a volunteer and why one should work as a volunteer. Ask them what qualities are needed to be a volunteer. Write down their answers on poster papers and hang them on the wall. Ask the participants how they would bring the locals together? After listening to their answers, explain what mobilization is.
 - B. Now, ask them about some ways that local people can be involved in preventing human trafficking. After listening to their answers, show them a slide and ask one of them to read it, and then discuss every point.
4. Summarize the session. If necessary, enlist the help of the participants or just involve them. If anyone has any questions or doubts, clarify them. Conclude the session by thanking everyone

Session Guide

Introduction

Creating an initiative or taking part in an initiative without any personal or financial gain for the betterment of society is called volunteering. A person can be a part of an initiative on their own or can join a group or an organization for the purpose of achieving a greater goal while carrying out voluntary activities. To prevent heinous crimes like human trafficking, all people need to be part of a movement.

Who is a volunteer?

Volunteers are those who help out with an initiative without the expectation of incentives for themselves. History suggests that every great achievement requires to resolve. Strong commitment and obligation to a task is the prerequisite for success. Our liberation war is a fiery example. To make the movement against human trafficking turn into a successful reality, having strong resolve is crucial. People from all walks of life should come forward to create a trafficking-free society. Citizens of society should come forth voluntarily and actively to prevent trafficking instead of delegating these efforts to paid employees.

Requirements for becoming a volunteer

1. The ability to be self-motivated.
2. The mindset to help others.
3. Respecting people from all walks of life.
4. Ability to gain people's trust.
5. Avoid direct involvement with any kind of politics.
6. Avoid a biased mentality towards anyone.
7. Build oneself up by fulfilling one's assigned responsibilities.
8. Helping others with their work.
9. Getting along with everyone.
10. Taking responsibility for all work as if it were one's own.
11. Asking the participants if they want to add anything to the list.

Benefits of Becoming a Volunteer

1. Changing one's pessimistic point of view into an optimistic one.
2. One gains the ability to stand in front of others with confidence and promote a positive outlook in society.
3. Creates acceptability and a positive image in the eyes of society.
4. Enhances one's ability to work in a team.
5. Increases leadership skills.
6. Enhances ability to resolve disputes.
7. Creates a crime-free and normal society for the next generation.

How to mobilize local people

- Understanding or knowing people in the community.
- Sharing information to engage with local people.
- Analyzing the problems of the area: -Assessing internal and external problems.
-Identifying the problems.
-Identifying potential solutions.
- Decision making.
- Identifying appropriate/ interested/ suitable local people.
- Selecting a plan and assembling an implementation team.
- Implementing a decision.
- Conducting follow-up and checking up on local partners/trainees/community members.

Establishing correspondence with local people

- Having a respectful mindset towards others' opinions.
- Motivating others to achieve a certain goal.
- Being cheerful to create a healthy work environment.
- Instead of working for local people, work with them.
- Exercise patience.
- Maintaining a good reputation. A good reputation is one's asset.

Voluntary activities to prevent human trafficking

1. Holding a backyard meeting.
2. Preaching from house to house.
3. Holding discussions at the local tea shop.
4. Discussing while fetching water or by the pond.
5. Discussing with friends while playing or gossiping.
6. Talking with the family members while at home.
7. Discussing with the relatives while visiting.
8. Talking over with the impoverished of the village or those at risk.
9. Declaring solidarity with local trafficking prevention organizations and collaborating with them.
10. Rallying in the area.
11. Having group discussions with local people.
12. Speaking with the local government.



Chapter 3

Leadership Qualities and Assistance Skills

Session Objective

After the session, the participants will be able to

- Identify a social leader.
- Identify the attributes of a successful leader.
- Recognize the limitations in one's own leadership qualities.
- Identify proper communication and its purpose, method, and essentials.
- Use communication skills to prevent trafficking.

Subject, Method, Materials, Duration of the Session

	Subject	Method	Materials	Duration
1.	Social leader and leadership skills	Team, practice, Exhibit, Q&A, Discussion	Poster, marker, laptop, multimedia	40 mins
2.	Assistant's attributes and skills	Team practice, Exhibit, Q&A, Discussion	Poster, marker, laptop, multimedia	20 mins
3.	Networking	Exhibit, Q&A, Discussion	Poster, marker, laptop, multimedia	20 mins
4.	Session evaluation and break	Q&A, Discussion	Poster, marker	5 mins
				Total: 85 mins

Instructions for the assistant

1. A. Ask the participants about the definition of a leader and a social leader. Write down the answers on the board. Afterward, analyze a social leader in accordance with the answers. Explain the qualities of a leader for the betterment of society and their role in improving society.
 - B. The participants should be told to write their leader of choice and the reason for their pick. Give them two minutes for this task. Then, listen to the participants' answers and tell one of them to write the answers on the board. Afterward, another person should be given the responsibility of writing all the answers on a flipchart. Hang the pad on the wall.
 - C. The participants should be divided into four groups and given markers and chart paper. Request the participants to write the attributes of a leader and what makes them a leader. Permit them 15 minutes to discuss and write their answers. Then, tell the participants to present their opinions.
 - D. Then, explain to the participants about peer leaders and their attributes.
2. Ask the participants about their understanding of methods of communication. After listening to their opinions, show them a slide on this issue. Tell them there are three methods of communication: non-verbal, verbal, and visual. Afterward, ask them about the attributes of an assistant. Then, exhibit the attributes using the slide, and discuss point by point.
3. Ask the participants about networking. Then write the answers on the board or on a poster. Additionally, discuss the matter using slides.

4. Summarize the session. Enlist the help of the participants if required. Help clarify any confusion of the participants regarding the session. Finally, thank everyone and finish the session.

Session Aid

Introduction

A peer leader plays a significant role in preventing a heinous crime like human trafficking. According to research, people facing job fraud in foreign countries get information from their relatives, friends, or acquaintances. In the majority of cases, the informants provide false information because of their connection with a fraudster or due to ignorance or selfish reasons. A community should be created that contains sincere, aware, and efficient people who help at all costs to prevent human trafficking and risky migration in order to prevent any tragic situation.

Attributes of Leaders and Leadership

Leaders

An individual who takes the initiative to bring about positive change in society is called a leader. The leader motivates, inspires, and leads people to take social initiatives. Individuals resolving disputes or creating initiatives for a better cause are also called leaders. A woman, too, can be a leader. Sometimes an individual cannot possess all the attributes of a leader. On the other hand, simply possessing the attributes of a leader does not automatically make someone a leader. For example, many women possess the attributes of a leader. However, they do not have the opportunity to become one due to a lack of proper guidance. Limitations of various kinds prevent an individual from being a successful entrepreneur, such as superstition, lack of education, lack of skill, fear or anxiety, religious bigotry, lack of motivation, lack of security, lack of awareness, family barriers, and problems in communication, etc.

Leadership

Leadership is a motivational process that aids an individual or a group to successfully achieve a greater goal.

Elements of Leadership

The 4 key elements of leadership are discussed below:

- 1. Leader:** A person who is tasked with leading and giving guidance to a team/followers in order to achieve a certain goal. They will make the followers understand their own capabilities and encourage them to use those capabilities to accomplish the goal.
- 2. Followers:** A leader's success is determined by their followers. Therefore, understanding the followers is very important in the leadership process. It is necessary to have the ability to understand each and every follower individually if one wants to be a good leader. In order to help a person reach their full efficiency and realize the potential of their skills, it is necessary that the person is understood thoroughly and guided accordingly—This varies from person to person. The system and time needed to guide someone with less confidence or a less strong-willed person will be different from that used to guide a strong-willed person. One has to observe and analyze the followers' behavior in order to influence them. Ask questions such as: why a follower is doing the thing they are doing, which work interests a follower most, what satisfies the follower, etc.
- 3. Communication:** Verbal and non-verbal communication is another important element of leadership. A leader has to communicate with team members without any ambiguity or hesitation. Successor long-term results cannot be achieved if it is believed that the leader will dictate everything, and the followers must simply blindly abide by those directions. Rather, a leader should start the conversation in a pleasant environment such that other team members get the freedom and inspiration to express their own opinions. Gestures and written statements are as important as the leader's speeches. Suppose a leader does as they say and sets an example that makes them reliable and trustworthy to their followers. Acceptance and faith in the leader grow, and they think that the leader will not make them do anything uncomfortable.
- 4. Situation:** Just as followers are diverse, the situation is also ever-changing, and reactions must vary according to the need of the moment. The skill of reacting accordingly in a special situation is what distinguishes a successful leader from the rest. A skilled leader uses their senses in every situation and does not limit themselves to the same reaction in every situation. The situation has more impact on a leader's working style than on their own distinctive traits. A good leader knows that the tactical work plan they make and use has to respond to the needs of the situation. A leader's features can be used to understand the kind of person they are in a normal situation, whereas their activities in a complex situation can be used to determine their special abilities.

Overall, it should be remembered that good leadership happens only when a leader prioritizes the followers' goals over their own and works along with the people toward a single goal.

Leadership Attributes

<ol style="list-style-type: none"> 1. Organizing skills 2. Inspirational skills 3. Taking part in a good initiative seriously 4. Protesting and resisting against wrongdoings and injustice 5. Fulfilling one's organizational role 6. Honesty 7. Having knowledge 8. Perseverance 9. The power to express oneself 10. Diligence 11. Patience 12. Patriotism 13. Making and communicating decisions them 	<ol style="list-style-type: none"> 14. Being responsible to society 15. Being gender-sensitive 16. Being neutral 17. Being a good communicator 18. Being respectful to the law 19. Being strategic 20. Confidence 21. Taking initiative regarding social issues 22. Efficiency 23. Getting acceptance from all 24. Being calm and polite 25. Showing respect to all 26. Listening to other's opinions. 27. Having good judgment
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Ways to overcome obstacles in leadership and a leader's roles and duties

Those who are leading	Those who are not leading
<ul style="list-style-type: none"> ○ Give chances to those who are not participating. ○ Distribute the workload evenly. ○ Inspire others to work, so they can gain courage and confidence. ○ Give women chances. ○ Participate in and lead social and group activities at the appropriate time and place in the right manner. 	<ul style="list-style-type: none"> ○ Gain confidence in themselves. ○ Sharing the workload and do their part properly. ○ Start with confidence. ○ Endeavor to pursue new things. ○ Ask for help, but not be dependent on others. ○ Take on the challenge: "If someone can do it, I can do it."

What is a peer?

The lexical meaning of peer is a friend/companion.

What is a peer leader and why?

Peers are people who unite with their acquaintances over shared thoughts, feelings, and situations, and exchange reliable and relevant information, suggestions, and help when it is needed the most. Peer leaders have the primary ability to lead others, and they are chosen for the role of guide and assistant to other people in order to achieve a certain purpose. These leaders have a strong influence over team members who possess the same mentality and behavior. Such people have a noticeable knack for solving problems and the willingness and interest to work toward solutions, especially when youth face difficult, even unbearable situations. However, in order to be successful and effective, one has to have some basic skills and qualities, not all of which might be initially present. But it is possible to master them through practice.

If peer leaders are taught and trained on the necessary subjects and are given a chance to practice their skills in daily life according to the knowledge they have gained, they can both improve their skills and play effective roles in solving problems in their local areas. A notable aspect of a peer leaders' responsibilities and duties is to be a role model, instructor, inspirer, or advisor for like-minded people.

What is a peer leader and why?

1. Give everyone knowledge about human trafficking.
2. If a local person wants to go somewhere for any purpose, encourage them to get the correct information and help them get it.
3. If any sort of information about trafficking in the leader's area comes to their attention, act instantly to prevent it.
4. Help those who come back after being victims of trafficking to socialize and reintegrate.
5. Help the local authority and government prevent trafficking.
6. Unite the local people to prevent trafficking and create initiatives to do so.
7. Help government and NGO activities that aim to prevent human trafficking.
8. Lead the local people regarding any trafficking issues.

Communication Skills

Communication

Communication is a process through which humans can meaningfully and effectively exchange information, knowledge, expertise, ideas, and opinions through speech, gestures, and symbols. Communication can be done by both speaking and listening. How a person can be seen and helped by others is determined by how they communicate. How something is said is as important as what is said.

Generally, we communicate in three ways:

1. Through the body
2. Through storytelling
3. Through demonstration

There are four types of bodily communication:

1. Gestures
2. Eye contact
3. Signals
4. Voice

Purpose of communication:

- Giving information
- Receiving information
- Spreading awareness among people about trafficking and keeping them away from unsafe migration
- Understanding each other's opinions and ideas
- Making a new idea acceptable to others
- Inspiring and counseling the target audience
- Ensuring people's participation in activities

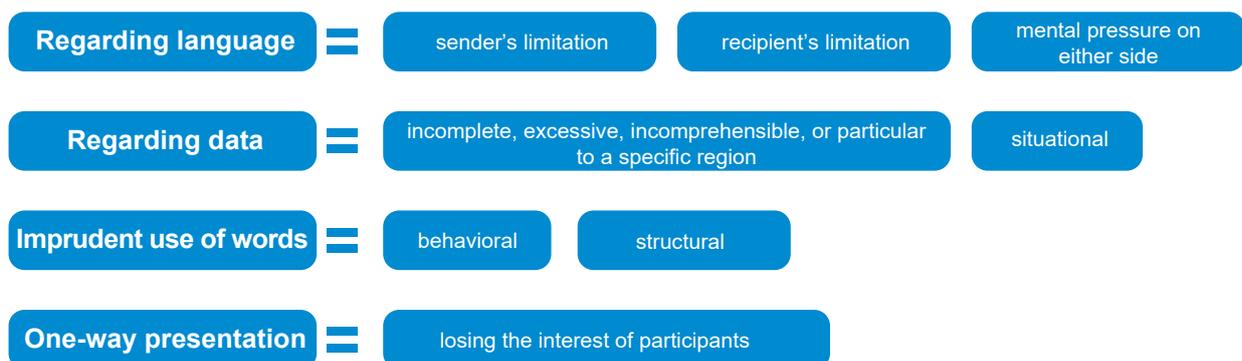
Types of Communication:

- Interpersonal communication
- Mass communication
- Communication between two people
- Team communication

Prerequisites of successful communication:

- Language similarity
- Similarities in thoughts
- Similarities in faith
- Establishing proper connection
- Reflection of passion/motivation

Obstacles in communication:



What is interpersonal communication?

Interpersonal communication is a type of communication where two or more people exchange information, ideas, and emotions, either verbally or non-verbally, while being in a face-to-face situation. An ideal interpersonal communicator should have these attributes:

- Good listening skills that convey an interest in knowing the problem
- Patience, to take the time needed to get information
- An attractive personality
- Compassionate
- Honest
- Skilled with gaining trust
- Reliable and able to keep secrets
- Flexible on opinion, feelings, and time
- Has clarity of thought
- Empathetic

Attributes of an assistant

An assistant has to have certain attributes and skills which help them to deliver thematic knowledge to a listener and enables them to establish a relationship and connection. These include:

- An attractive personality
- Faithful and trustworthy
- Patient
- Analytic
- Good listener
- Honest
- Friendly
- Confident
- Has thematic knowledge regarding a concept

Skills of an assistant

- Establishing relations
- Questioning
- Presenting
- Explaining
- Using method and strategy properly
- Selecting and using appropriate instruments



Chapter 4

**Transparency in the ideas/concepts
of Immigration and Human Trafficking**

Session Objective

Participants, after finishing this session, will be able to:

- Explain the definition and basics of migration;
- Explain the definition, reason, types, and results of human trafficking; and
- Differentiate between migration, human trafficking, and human smuggling.

Subject, method, materials, and time of the session

	Subject	Method	Materials	Time
1.	Ideas about migration	Q&A, discussion, presentation	Laptop, multimedia	25 minutes
2.	Ideas about human trafficking	Q&A, discussion, presentation	Laptop, multimedia	45 minutes
3.	Differentiating between migration, human trafficking, and human smuggling	Simulation game, Q&A, discussion	Multimedia, handout	15 minutes
4.	Session evaluation and break	Q&A, Discussion	Poster, marker	5 minutes
				Total: 90 minutes

Instructions for the trainer:

1.
 - a. Ask participants about their concept of migration and questions about what they know about migration. Write their answers on the board. Encourage them to say the words “consent”, “free will” and “freedom” in their responses. Finally, using multimedia, present and discuss the definitions of migration and migrants.
 - b. Emphasize the differences between internal migration and international migration. Explain that the training will be on international migration. Discuss different types of migration such as short-term, long-term, regular/documented, irregular/undocumented, etc.
 - c. Show the word migration at the center of the circle on a slide. Likewise, create a migration circle on the board or a flipchart. Show “free will” as the first element of migration and remind the participants that it was discussed with the definition of migration. Show the next element and the question: “What types of documents are necessary for migrants?” Show the next elements and discuss “workplace security” and “regular wages.” Discuss every element like this one by one. Ask the question: “What else is needed when leaving the country?” After answering, show the full circle and finish the discussion. Use the guide for help to inform the discussion.
2.
 - a. Show participants a documentary on human trafficking (Sold). After it is finished, show the general definition of human trafficking on the slide. Ask a participant to read out loud and explain the definition with examples as simple as they can.
 - b. Explain to the trainees the reasons, techniques, and types of human trafficking. Using Q&A, focus on the consequences of human trafficking. Try to use a real example if it is available. If necessary, use a newspaper clipping and case study. Ask everyone if they all agree on some important related to human trafficking by showing them the slide. If they do not agree on these topics, there will be confusion among them regarding the concepts of migration and human trafficking. So, take as much time as necessary to make sure the participants are clear about these concepts and are in agreement.

- c. Start by showing the word “trafficking” in the circle or write it in the flipchart. Ask the participants to think about crimes involving trafficking. If you create a diagram, add the participants’ answers as crimes. If you use PowerPoint slides, then write down participants’ answers on the board and continue discussing elements of the slide one by one.
 - d. Invite the participants to the card-matching game. Divide them into small groups of 3-5. Participants can easily understand the elements of human trafficking through this game. Before the start of the game session, cut the words to size from the matching table in Appendix 1 and make a few sets according to the number of teams arranged randomly and tie them with a rubber band. Introduce the game and explain its rules by showing the slide. Make sure the participants are clear about the words “Work” and “Medium.” Provide every team with a set-piece of words and tell them that the words are related to work, medium, and results. Ask them to glue the words together on these papers and glue the applicable word pieces under the three respective titles. Tell them that the words do not need to be arranged in columns in any particular order. Just put the words that apply to the headings one below the other along the column. It is important here that the right words are put in the right column. Give them 10 minutes to do the task. During the task, the guides should observe each of them and if the participants make some mistakes, ask them to think again about the placement of the word. After the task is done, show the full chart and determine each team’s score with the help of the chart. Congratulate the winning team with a round of applause.
 - e. Show “All human beings are involved in trafficking” written in black ink on the slide and ask participants what kind of people are trafficked, in terms of gender and age. What is understood by the word “Human?” When you get the answer, show the image and writing on the slide. Ask the participants if they know of any recent trafficking story regarding a. men, b. women, and c. children. If they do not know, give them three types of examples.
3. With the session guide, explain the difference between human trafficking, migration, and human smuggling by reading aloud. Ask the participants, “At what stage of the migration process does migration turn into trafficking?” Discuss whether this is: before leaving the country, while leaving the country, after reaching the destination, or in the workplace. In summary, tell them that migrants can become victims of trafficking at any stage of migration. Making them aware will help them not to get trafficked during migration.
4. Finish the session by asking any of the following questions:
 - a. What is human trafficking? How does human trafficking work?
 - b. What are the harms of human trafficking?
 - c. What is the difference between human trafficking and migration?

Session Guide

Background

Cross-border human trafficking is a great crime globally. Countless people, men, women, and children, fall victim to it. Human trafficking can be considered modern-day slavery and is indiscriminate. Human trafficking is not only a vicious crime, but it also insults victims' human dignity. As a result of global action against human trafficking, various legal and administrative measures have been put in place at the international, regional, and national levels. As Bangladesh is a low-income and poorly-educated country, trafficking cycles target Bangladesh as a favorable place for trafficking. Trafficking is also taking place in the name of migration abroad for employment. However, the Government has officially made the National Action Plan for the Prevention of Trafficking, Prevention, and Suppression of Human Trafficking Act, 2012. To prevent human trafficking and to ensure safe migration, it is important for people of all classes in Bangladesh to have a basic idea about migration and human trafficking.

Definition of Migration

Generally, we understand migration as moving from one place to another in search of work or to create a new life. Migration can happen both willingly or involuntarily. According to the United Nation charter, migrants are those who, for their own betterment and without external coercion, willingly move from one place to another.

There are many types of migration, which are described below:

1. **Internal Migration:** When a person moves to a new area or place in the country for work or living, this is internal migration. For instance: Village to the village, village to city, city to village, or city to city migration. It could be permanent or temporary migration.
2. **International Migration:** When a person for work or for a living crosses the boundary of a country and moves to a new country, it is international migration.
3. **Labor Migration:** A permanent or temporary move from one country to another for work is called labor migration. Generally, labor migrants go abroad for a specific contractual job and return to their country after their contract expires. The definition of migration in Bangladesh under the Foreign Employment and Migration Act, 2013 is as follows: "Any citizen leaving Bangladesh for work or occupation in any country outside Bangladesh." According to the internationally recognized definition, we can identify this definition of Bangladeshi law as labor migration.s
4. **Regular Migration:** This refers to the migration process where migrants follow the exit laws of countries and the destination country's entry laws and provide legal documents to go abroad.
5. **Irregular Migration:** Migrants enter the territory of a new country for the purpose of work in an irregular or illegal manner with an unacceptable or fake identity or forged travel documents. These types of migrants generally face unfavorable conditions and fail to receive help from both the sending and receiving countries.

By evaluating the length of time spent living in the destination country, migration can be divided into long-stay or permanent migration and short-stay or temporary migration.

1. **Long-stay or Permanent Migration:** When a person leaves their permanent location for another country and stays there for a minimum of one year, then that country will become their new home. A person is a long-term expatriate in the context of the country they left and a long-term migrant in the context of the country in which they now reside.
2. **Short-stay or Temporary Migration:** When a person leaves their permanent location for another country and stays there for less than one year but for a minimum of three months. This does not include events in the country for entertainment, vacation, visit with friends or relatives, business, or medical treatment. For statistical purposes of international migration, the country in which the short-term migrant stays for a period of time will be considered the destination country.

Statistics

According to official data, between 1976-2018, over 12 million Bangladeshi people left the country, 12,199,124, to be precise. Between 2009-2018, 5,813,499 Bangladeshi migrants went abroad for work. The demand for female Bangladeshi workers is growing by leaps and bounds in the overseas market. Between 1991-2014, the number of female migrants totaled 352,269. In 2017 alone, 121,925 migrant women went abroad with jobs. Bangladeshi migrant workers work in 157 countries. Between 2009-2014, they sent home remittances worth \$7.63 billion (Tk. 5,80,716 Crore).

Country of migration

Bangladeshi laborers have largely migrated to countries in the Middle East, including Saudi Arabia, Kuwait, Libya, the United Arab Emirates, Oman, Qatar, Bahrain, Lebanon, and Jordan. Others have migrated through Asia to Malaysia, Singapore, and South Korea, where they are in high demand. A significant portion of migrants also goes to Europe, in particular Italy, the United States, and other Western countries.

Level of skills

Bangladeshi laborers receive a variety of jobs abroad according to their skill levels, as shown in the chart below:

Worker Skills	Job
1. Skilled	Processing industry worker, garment worker, mechanic, driver, heavy machinery operator
2. Semi-skilled	Tailor, low-skilled construction worker, light machine operator
3. Unskilled or low-skilled	Domestic worker, cleaning worker, gardener, agricultural worker, shepherd, other physical labor
4. Professionals	Doctors, engineers, nurses, and teachers

A large part of the total migrant labor population is both professional and skilled. However, since the 1990s, more low-skilled and semi-skilled people have been leaving. In 2011, a total of 568,062 Bangladeshis went abroad. Of these, 0.21% were professionals, 40.34% were skilled, 5.06% were semi-skilled, and 54.39% were low-skilled. A worker is called “low-skilled” instead of “unskilled” according to international definitions if they can complete some basic tasks. To succeed in migration, the low-skilled migrant should receive training before they make the decision to migrate.

Means of migration

In Bangladesh, there are over 900 government-approved recruiting agencies that send people abroad. However, various studies have shown that a large proportion of migrants migrate through local brokers and social networks, namely, relatives and friends working abroad and their network of acquaintances. Many become victims of fraud when they migrate through a broker.

Elements of safe migration

Migration is a process that includes a number of phases, all of which must be completed with full security for safe migration. Safe migration does not refer to just the safety of the migrant while traveling or preparing to travel. It also refers to the migrant's safe return passage, their reunification with family and society, and above all, the long-term success of the migration. In other words, safe migration refers not just to safe preparation, travel, stay abroad, return, family, and social reunification, but also to success: if migrant profits in their financial, physical, family, social, and overall long-term goals. One of the most important conditions of safe migration is regular migration.

The collective presence of the following can ensure safe migration:

- Making the decision about migration freely, understanding the pros and cons.
- Regular migration
- Engaging in profitable work abroad
- Maintaining a favorable workplace environment
- Enjoying all the rights of a migrant abroad under international law
- Safety and justice are protected
- A guarantee not to be sent back to one's home country against one's will
- Can contribute abroad via work
- Regular contact with family in the home country while abroad
- Income earned abroad can be invested in home countries and is continually invested
- Migration facilitates sustainable economic and social development
- Upon returning home, having a replacement income as well as the opportunity to stay in the country
- Maintaining family members' safety in the home country
- Can integrate positively into the family and society after returning home

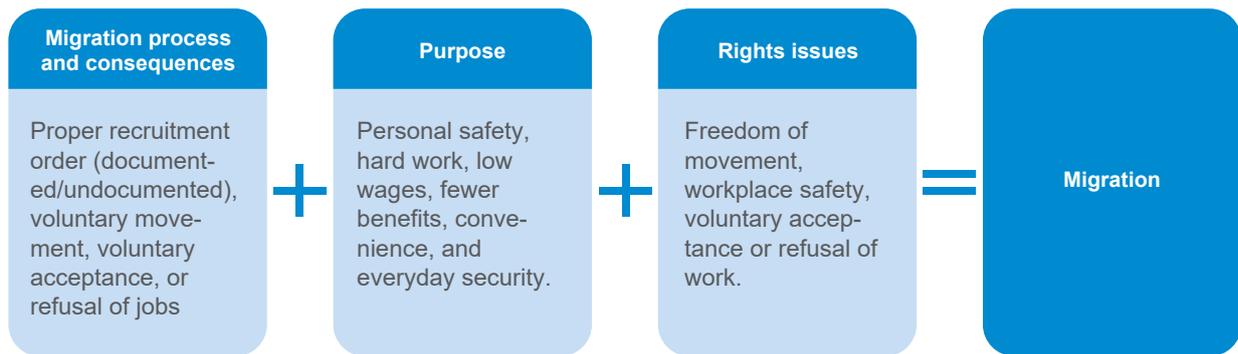
The following are three aspects of migration:

Migration process: A collection of situations where migrants—willingly and with full consent, disregarding the external obstacles and weighing the pros and cons—make the decision to migrate. The reasons that motivate their migration may be unemployment, corruption, discrimination, and lack of opportunity. These can be called the socio-economic components. However, the working conditions in the destination, wherever outside the country it is located, are both safe and subject to the migrant's control.

Exploitation: Exploitation is a common occurrence in both safe and unsafe migration. It includes conditions such as low wages, longer-than-promised working hours, and fewer opportunities, etc. Migrant workers should be able to work under the protection of workplace safety laws.

Rights issues: Migration is also a matter of rights. Immigrants usually have the right to move around and take job offers willingly. If needed, they can accept legal help. In this situation, the human rights of migrants are not violated.

The following chart explains the elements of migration:



What is human trafficking

Human trafficking is a complex issue involving a wide variety of national and transnational activities. Human trafficking is usually associated with and is a border crime. However, human trafficking also takes place inside the state, which is called internal trafficking. Whether international or domestic, trafficking includes forceful, fraudulent, or involuntary movement with the purpose of sexual abuse, labor abuse, etc.

Bangladesh's Prevention and Suppression of Human Trafficking Act, 2012 defines human trafficking as the following:

If a person is

- Threatened with bodily harm or harmed; or
- Exploited through fraud or through their socio-economic, environmental, or other vulnerability; or
- Exploited by someone who has control over the person with monetary or other benefits.

Trafficking includes buying or selling, collecting or accepting, abandoning, imprisoning, or concealing a person inside or outside Bangladesh for the purpose of sexual, labor, or other forms of abuse.

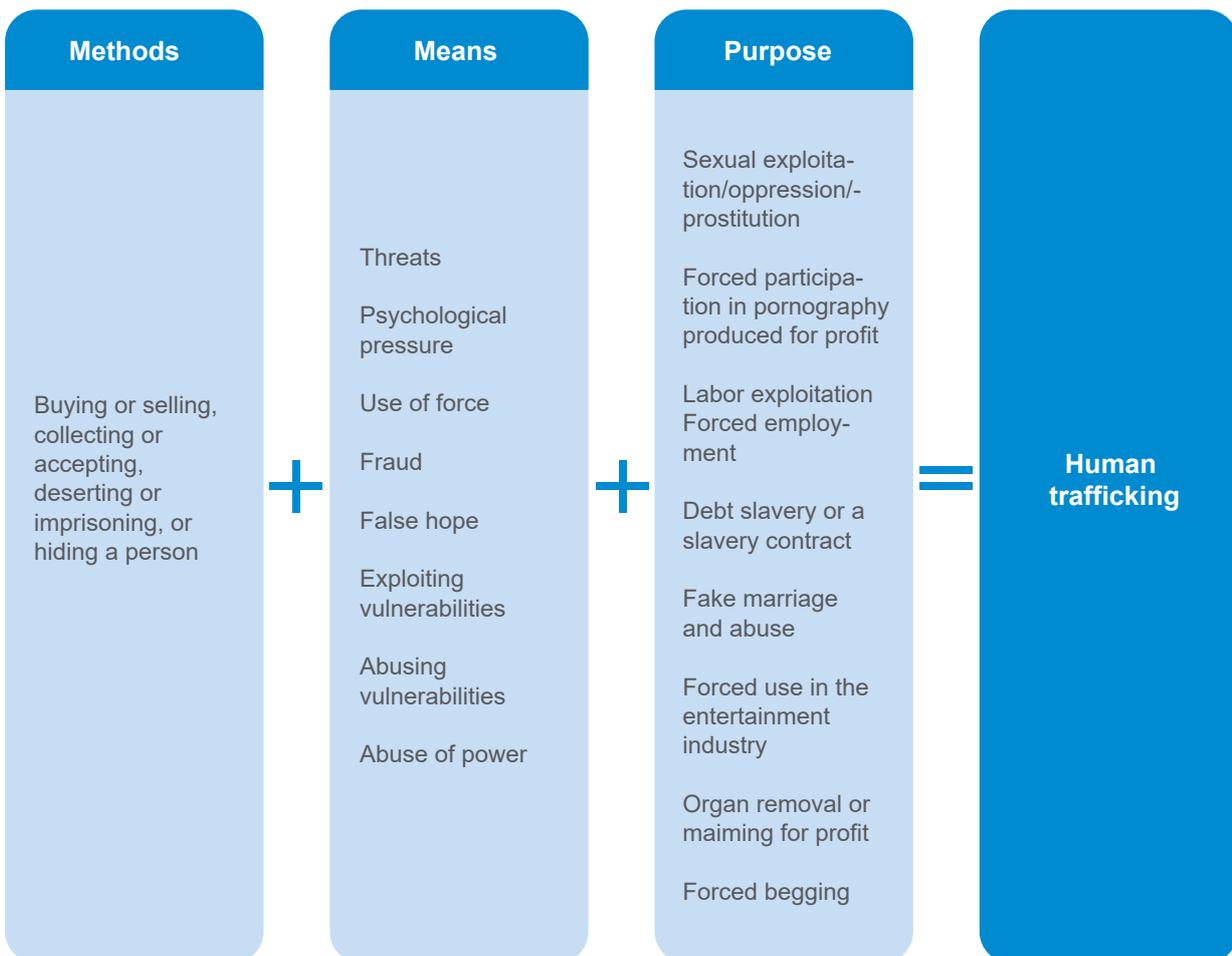
In simple terms, when a person (the smuggler) takes another person (the trafficking victim) to a place, and moves them purposely or forcibly, or prostitutes them, or beats them, or sexually oppresses them, or causes any mental or physical damage, then this is human trafficking.

Elements of human trafficking

The main components of human trafficking are as follows:

- The methods of human trafficking involved transporting a person from one place.
- The means or tactics used to smuggle people, such as lying, breaking promises, or giving false hope about work, kidnapping, supplying false documents, etc.
- The purpose of trafficking, which is for-profit by exploitation. The definition of human trafficking includes trafficking for sex work and labor smuggling of men, women, and children.

The following table details the main components of human trafficking:



Human Trafficking in Bangladesh

Bangladesh is known as a source country of human trafficking. However, it is now also used as a transit and destination country. Both domestically and internationally, the trafficking of men has increased alongside that of women and children. An alarming number of men get false hopes of jobs and go abroad and end up suffering as slaves or forced laborers. Usually, marginalized populations like women are more vulnerable due to being victims of discrimination, abuse, and insecure domestic situations, and thus are vulnerable to being trafficked. Many trafficking victims often believe false job offers or false marriage proposals. Some are kidnapped, scared, or beaten into submission and sold or used as debt slaves. Other reasons include poverty, illiteracy, lack of awareness, unemployment, dowry demands, family abuse, and natural disasters.

Traffickers/brokers

People who collect people, take them to destinations, sell and use them are traffickers. Family members or strangers, close or distant relatives, neighbors—anyone can be involved in the heinous crime of trafficking. They are money-hungry and devoid of conscience and have global networks.

Process

After identifying a person, a trafficker motivates them to migrate. By air or through people smugglers, they take the person across the border and employ them in work the person did not expect. For the majority, getting out of that situation is very difficult.

The route of human trafficking

Much of trafficking along Bangladesh's border occurs in the areas of Dinajpur, Gaibandha, Rajshahi, and Chappaninawabganj see high rates of trafficking. Human traffickers enlist the help of illegal crossers or human smugglers crossing the Bangladesh-India border. From India, people are smuggled by road or train to Pakistan and other countries.

Situations of trafficked people

Trafficked people are usually forced into

- a. Prostitution, sexual exploitation, or oppression
- b. Being confined to homes or workplaces in slave-like conditions
- c. Marriage fraud
- d. Entertainment industry work
- e. Work in pornographic pictures and videos
- f. Begging, stealing, hijacking, and other criminal activities
- g. Smuggling drugs, weapons, etc.
- h. Amputation or organ harvesting for profit

The consequences of human trafficking

Only traffickers profit from human trafficking. A trafficked person can get stuck in a foreign land, be physically tortured, be hurt financially and socially, or even die or be driven to suicide.

Difference between human trafficking and migration

Regular migrant workers	Irregular migrant workers	The trafficked person
A regular migrant worker has government clearance to enter and a legal permit to work in the receiving country.	In most cases, an irregular migrant worker does not have government clearance to enter and may not have a valid work permit for the destination country.	The trafficked person has neither the clearance to enter nor a work permit for the country to which they are trafficked.
A regular migrant worker voluntarily goes abroad for the purpose of work.	An irregular migrant worker voluntarily goes abroad for the purpose of work.	A trafficked person goes abroad because of persuasion or deception or by being kidnapped.
A regular migrant worker has specific information concerning the conditions of work, salary, etc.	An irregular migrant worker may or may not have specific information.	A trafficked person works without or for a low salary, even as slave labor.
A regular migrant worker will return to their country when their work permit expires.	If the term of work is not specified, an irregular migrant worker may be jailed or forcibly sent back to their home country.	A trafficked person has no ability to move. They can not return home even if they want to and can even be sent to jail. Few people recover.
A regular migrant worker has the right to legal assistance under the labor law of the host country under hostile conditions.	An irregular migrant worker cannot claim the right to receive assistance from the labor laws of the destination country.	By entering through irregular means, a trafficked person cannot claim the right to receive the assistance of the country's labor laws.
If abused, a regular migrant worker can return home.	If abused, an irregular migrant worker has a chance to leave the job and return home.	A trafficked person has no option but to put up with torture.

The difference between human trafficking and human smuggling

An irregular migrant worker, even if they were smuggled, is not usually subjected to exploitation or force. But human traffickers are connected to and active in human smuggling operations. So, any person migrating in an unsafe or irregular way is always at risk of human trafficking. Human trafficking and human smuggling are different issues. It is important to understand the difference to be able to seek appropriate legal help for the crime of human trafficking. The differences are as follows:

Human smuggling	Human trafficking
Human smuggling always crosses the border of other countries.	Human trafficking can occur either inside or outside a country's borders.
Despite the dangerous and risky means of reaching the destination, the smuggled person has given their consent.	A trafficking victim has never given consent, or even if they do, the repression and deception involved render that consent meaningless.
In smuggling, once the journey is over, the business relationship is over. There is no torture or abuse after the journey.	The trafficked person, even after the journey, tends to be detained, tortured, and abused by the traffickers.
In smuggling, the people involved usually support the act.	In human trafficking, there is abuse, torture, and exploitation.
In smuggling, financial profit is made by illegally allowing a person to enter or stay in a country.	The trafficker makes financial profits through exploitation of the person.
In smuggling, there is no certainty that the person smuggled will be abused, though that chance remains.	A trafficked person is always a victim.

Here are some incidents to better illustrate the differences:

Event 1—Part One

Sonia got an offer from her brother's friend to leave home and work in Bahrain. She has proposed a salary of 100 dinars (Tk. 20,000) per month. She was also given fake documents, and she went along with her employer to Bahrain. She knew this was illegal, but she needed the money and agreed to take the risk.

Was Sonia trafficked or smuggled?

Explanation: Sonia was smuggled to Bahrain. She knew it was illegal, but she chose to go.

Event— 1: Part Two

Sonia was kept separate from everyone after reaching Bahrain. She was made to sleep in a dark storeroom in the house and forbidden to talk to anyone. If she disobeyed, she was afraid she would be handed over to the police. Sonia worked day after day but never received her salary, and she realized there was no one to help her.

Was Sonia trafficked or smuggled?

Explanation: Sonia is now a victim of human trafficking because she is imprisoned in the house, threatened to be handed over to the cops, and made to work against her will.

Event— 2:

A recruiting agency from Bangladesh was seeking to recruit staff to a corporation in Malaysia for 40 Ringgit (Tk. 780) per hour. This agency was taking a nonrefundable fee of 10,000 Ringgit (Tk. 195,000) as an application fee from potential employees. Some people went in this way and, en route to Malaysia, were asked to sign an agreement for the next six months that paid them 12 Ringgit (Tk. 234) an hour. They were told they would be sent home if they did not sign. The staff realized they could not go back because they had spent their savings on the trip to Malaysia, which had already begun. They were trapped on the bottom floor of the factory, and the owner of the company took their passports once they got to Malaysia.

Were the workers trafficked or smuggled?

Explanation: They were trafficked. They were lied to, deceived, made to work against their will, and were unable to leave freely since their passports were taken away.



Chapter 5

Deciding on labor migration

Objective

At the end of the session, participants will

- Be able to evaluate the pros and the cons before making a decision about migration and talk about the subject of consideration;
- Be able to talk about borrowing from banks to migrate and the importance of receiving training;
- Be aware of all the issues related to migration and the factors to take into consideration before migrating.

Subjects, methods, and materials, and time of the session

	Topics	Method	Materials	Time
1.	Labor Migration Decision Making	Presentation, Q&A, discussion	Laptop, multimedia, handouts	25 mins
2.	The importance of accessing loans for training	Presentation, Q&A, discussion	Laptop, multimedia, handouts	10 minutes
3.	Obstacles and considerations of successful immigration.	Presentation, Q&A, discussion	Laptop, multimedia, handouts	10 minutes
4.	Evaluation of the session, followed by a break	Q&A, discussion	Posters, markers.	5 mins
				Total 50 minutes

Trainer instructions

1. Ask the participants if they ever went abroad to work or wanted to. Then, ask how they made the decision and write their explanations on the board. Or, give an example of how we calculate the pros and cons to make that decision. Tell the participants that migration can be a gamble. They can lose a lot if they do not think carefully. Tell them to consider the pros and cons according to the chart. Distribute the charts.
2. Ask the participants how they, their family, or community members gathered the money to go abroad. Write the answers on the board. Discuss the risks of borrowing money irregularly or taking on high-interest loans for labor migration. Introduce the banks that offer low-interest loans for labor migrants. Show them the sample loan application and distribute the forms.
3. Ask the participants if anyone they know faced problems during and after migration. Hear the answers and discuss the possible pros and cons of migration.
4. Ask any of the following questions to finish the session:
 - a. Which aspects should you consider before migrating?
 - b. How much money are willing to spend? How much are you hoping to make?
 - c. What are the pros and cons of migration?

Session Guide

Background:

Migration plays an important role in today's world. Over 8 million people have migrated in the last few decades. What began as individual initiatives is a nationally recognized and valued phenomenon. The skill level of migrant workers directly helps a country's economy. Unfortunately, the industry is also riddled with criminal syndicates who trick interested men and women. Many potential migrants fail because they do not weigh the pros and cons. Therefore, people need to understand the decision-making process.

Deciding on migration

Research shows that migrants face a lot of problems if they do not weigh all factors relevant to migration. Therefore, potential migrants must think about the answers to a number of questions:

Issues to consider:	Question
Work	<ol style="list-style-type: none"> 1. In which countries and for what jobs is there a demand for Bangladeshi workers? 2. Which countries are taking people in my field? 3. Would I benefit more or less from migrating? 4. How much is the salary for the work I want to do? 5. How many years will I have a contract for? 6. Who will pay for accommodation, food, and medical costs?
Qualifications	<ol style="list-style-type: none"> 1. Do I have the necessary qualifications for this work? 2. Do I have the mental and physical strength to do the job?
Ways of migrating	<ol style="list-style-type: none"> 1. What is the process of getting the job I want? 2. If someone influenced my decision, how trustworthy is that person? 3. Do I know others who have successfully migrated?
Expenses	<ol style="list-style-type: none"> 1. What will this cost? Costs include travel costs, passport, medical fees, commuting back and forth to Dhaka, food, etc. 2. How will I pay for the expenses? Selling land, taking a loan, or mortgaging property or assets? How profitable are these options? 3. If I borrow the amount, how long will it take to repay, and what interest will I owe the lender? 4. How much can I save abroad? 5. Can I invest my savings? 6. If I have an accident, can I cover the damages? 7. Consider the mental effects of spending a long time away from family. This can create marital and familial problems.

Issues to consider:	Question
Employment related	<ol style="list-style-type: none"> 1. After paying expenses, will the money I earn be enough to cover traveling expenses? 2. Will I be earning enough to support myself and my family? 3. How long will it take to recoup the money spent to go abroad? 4. Are there any profitable investments locally? 5. What are the consequences of losing my job abroad? 6. How will I handle a crisis abroad? Is there anyone I know who can help there?
Family support	<ol style="list-style-type: none"> 1. Who will support my family when I leave? 2. Who will bear responsibility for family expenses in my absence? 3. In a crisis, how will my family survive?

Going through these questions is critical to ensuring a successful migration. Interested people can seek assistance from the regional manpower bureaus, returned migrants in their communities, or local NGOs involved in migration services. Often people leave in secret, and their friends and family only learn of it after they return, deceived. So, leaving secretly without discussing with others is a recipe for failure.

Age of migration

For men, the minimum age to migrate for work is 18. For women, the age is 25.

Job markets

A person who is interested in migrating for work should learn about the job market in the destination countries. Usually, Bangladeshi workers go to Saudi Arabia, Kuwait, UAE, Qatar, Libya, Bahrain, Oman, Malaysia, South Korea, Singapore, etc. Sometimes these countries stop importing labor and then start again. New countries might take people. So, you must always be aware of the country you want to go to is taking Bangladeshi workers or not.

You have to inquire about which professions are in demand. The more popular professions are rod binders, shutters, electricians, pipefitters, housekeepers, welders, auto machine workers, pattern makers, industrial carpenters, mechanical fitters, tile fitters, garment makers, sewing machine operators, sewing machine mechanics, insulation workers, heavy machine operators, CNG machine operators, AutoCAD drafters, drafting mechanical engineers, drafting civil engineers, general mechanics, turners, machinists, plastic technologists, computer scientists, electricians, electronic repairmen, plumbers, refrigeration workers, air conditioning workers, boutique workers, etc.

Migration processes and laws for countries

Different countries have different laws for hiring laborers. For example, South Korea started taking people in 2009. The process clearly stated a language evaluation requirement; only those who passed would get an offer. But many aspiring migrants did not read the instructions and paid to recruit agencies/brokers despite not having passed the basic qualifications. You might lose money if you pay without knowing the rules.

Physical fitness

Check if you have the physical and mental qualifications for the job you are going abroad for. The jobs that usually hire workers from abroad are hard work. It is the responsibility of the person going abroad to check their own physical/mental fitness. If they can not do the work for which they have been sent abroad, they will be sent back home and, in that case, face huge financial losses. Anyone who wants to go abroad as a worker must be mentally prepared for hard work. In addition, they also need to know from a doctor whether their body is suitable for hard work. If someone has asthma or heart disease, for example, they will not be able to do difficult tasks.

Migration costs and sources of money

After knowing about the labor market, you need to find out about the cost of migration. You need to have an idea about the cost of travel to a country, including applying for a passport, having a medical checkup, the various costs involved in traveling to and from Dhaka and staying there, etc. If you are interested in migration, you will have to think about the sources from which you will collect money. Often, people are in a hurry and borrow from moneylenders at a high compound interest rate or undervalue land to sell it quickly. Moneylenders and land buyers take advantage of this tendency. One needs to think about other ways of raising money than high-interest loans or selling their land/ house.

Bank loans for migration

At present, two banks in Bangladesh offer loans on easy terms to overcome the difficulty of bearing the cost of migration, Probashi Kallyan Bank and Agrani Bank. The addresses of the head offices of the banks are below.

The name of the bank	Address
Probashi Kallyan Bank	Probashi Kallyan Bank, Borak Tower 7172, Old Elephant Road, Eskaton, Dhaka. Phone: - 028322873, 028321878. Web site: -www.pkb.gov.bd Email: info@pkb.gov.bd
Agrani Bank Ltd.	Agrani Bank Building, 9D Dilkusha Commercial Area, Dhaka 1000. Phone: 9563674, 9556465 Website: www.agranibank.com

A person can apply for bank loans with the help of local NGOs or with the help of educated relatives. The advantage of taking out a loan from a bank is that you do not risk losing immovable property. Furthermore, since you have to submit the correct paperwork to the bank, the employment contract and visa are verified by the manpower office. This eliminates the possibility of being deceived with fraudulent papers.

Probashi Kallyan Bank

Probashi Kallyan Bank was established to raise money to make migration more cost-effective and enable the productive use of remittances. Below is a list of documents that will be required to get a migration loan and a repatriation loan from Probashi Kallyan Bank -

Everything you need to know to get an immigration loan from Expatriate Welfare Bank:

1. Three recent attested photographs of the borrower, attested copy of voter ID, attested copies of the municipality/union council certificates of current address, and permanent address.
2. Two recent attested photographs of each of the borrower's guarantors, attested copies of their voter ID, attested copies of the municipality/union council certificates of current address, and permanent address.
3. Three MICR checks were signed that include the bank account number of any of the guarantors.
4. Two copies of the visa and labor contract issued by the embassy mention the salary.
5. Copy of the visa translated into the local language, if required).
6. BMET/Boesel certification of visa validity.
7. Attested copy of the certificates of educational qualification, if any.
8. Attested copy of Medical Certificate.
9. Migration cost statement with documents, handwritten on white paper.
10. Applicant's workplace address, telephone number/e-mail address, etc., if possible.
11. Attested photocopy of both the front and back of the worker's smartcard issued by BMET.
12. Copy of passport with a minimum validity of three years.
13. Details of loan application and repayment.
14. Certificate in favor of work experience, subject to the requirement.
15. Certification provided with a possible date of departure from the travel agency.
16. Photocopy of the air ticket, where applicable.
17. Affidavit.

The importance of receiving training for migration

Since there is a special demand for Bangladeshi workers in the foreign labor market, it is easy for brokers to tell workers they can take them abroad. Although many workers migrate, in most cases, they acquire very few qualifications or skills or migrating while being absolutely unskilled. This lack of skills and knowledge makes them vulnerable to abuse and torture. These abuses can be prevented with little awareness. More skills and preparation help migrant workers build confidence and are brave enough to fight against any human rights violations and abuses. If a person wants to migrate, they need to get information about the training needed for the job they wish to do. If a less-educated person takes a job in a pharmaceutical company, they will not be able to do it properly. If a person goes abroad with the job of an electrician but has no basic knowledge about the work, they could be the victim of a major accident.

Keeping in mind the demand for skilled manpower at home and abroad, the public and private sectors in Bangladesh are offering technical training in many areas. There are a total of 51 Government Technical Training Centers (TTCs) in different districts of Bangladesh. (See Appendix 3.) These TTCs provide various types of job training, such as construction work, driving, electrical equipment repair, etc. The duration of the courses ranges from two weeks to six months. The taxes levied on unskilled workers will not be applicable if they are skilled. Women interested in going abroad for housework can take training from BMET. This is a mandatory program. A woman will not get an exemption from BMET if she does not have the certificate of this training.

Barriers to successful labor migration

Numerous studies have identified the following issues as obstacles to successful labor migration:

- Additional migration costs, inadequate training, and lack of language skills
- Escape from the airport of the destination country
- Running away from the employer's house
- Homesickness
- Withholding information on sexually transmitted diseases and pregnancy
- Reluctance to work, ignorance, and contempt
- Involvement in criminal, illegal, and anti-social activities in the destination country
- Not behaving appropriately towards the employer
- Inadequate personal hygiene

Things that Bangladeshi workers must remember before migrating

The Government of Bangladesh requests Bangladeshi workers interested in migration to abide by the following rules:

- Take loan assistance for migration from Probashi Kallyan Bank.
- Don't go abroad at extra cost by falling into the clutches of fraudsters or brokers.
- Enter your name in the national database through BMET. Get help from the Union Information Service Center.
- Take the necessary training before going abroad.
- Go abroad after learning thoroughly about your job/work, salary, allowances, and other benefits
- Go abroad legally through a government-designated agency or Boesel.
- Learn a few simple sentences to express yourself in Arabic and English. (See Appendix 4.)
- To go abroad, contact the Ministry of Expatriate Welfare, BMET, District Employment Office for necessary information.
- Make sure you have your relatives' telephone numbers before going abroad.
- Before going abroad, provide your workplace, address, and other details to the Bangladesh Embassy so the embassy can provide assistance in case of emergency. This is why you should collect the address and phone number of the Bangladesh Embassy in your destination country. (See Appendix 5.)
- Remember that there are no free visas issued by countries in the Middle East, Southeast Asia, and elsewhere that Bangladeshi workers go to.



বিদেশ গেলে
পদ দু-ই মিলে

পাচারকারী
যবদ্ধ দলের
হলে

“মৃত্যুদণ্ড
ন কারাদণ্ড
পক্ষে
বৎসর
দণ্ড এবং

চাকরি নিয়ে বিদেশ
যাওয়ার আগেই
বিএমইটি থেকে
সংশ্লিষ্ট কর্মকর্তার

স্বাক্ষর করা বহির্গমন
ছাড়পত্র
এবং স্মার্ট কার্ড সংগ্রহ
করতে হবে।



লাইসেন্সপ্রাপ্ত
টং এজেন্সি
গবে বিদেশে
পাঠাতে পারে।



বিনা রশিদে

বিদেশে কর্মসংস্থানের জন্য
বৈধ চুক্তিপত্র থাকতে হবে।

চুক্তিপত্র

চুক্তিপত্র বিএমইটি, বায়রা,

Chapter 6

Preparation for Migration

Objective

At the end of this session, the participants will:

- Know about the institutions related to migration and their responsibilities.
- Know the registration process for migrating.
- Know in detail about the required paperwork like passport, valid visa, work permit, and other papers, and how to get them.
- Know the process of medical examination and getting medical clearance.
- Know the process of opening a bank account to go abroad.
- Know how to get an air ticket.

Session topic, method, material, and time:

	Topics	Method	Materials	Time
1.	The relevant government and private entities related to migration and official registration.	Speech, presentation, practice, discussion	Multimedia, handout	20 minutes
2.	Passport, visa, agreements, health exams, exit clearance, briefings, bank account opening, ticket collection, remittances.	Speech, presentation, practice, discussion	Documentary CD, multimedia, handout, sample passport, sample visa, sample agreements	45 minutes
3.	Evaluation, exit Q/A, discussion	Q/A, discussion		5 minutes
				Total: 70 minutes

Instructions for trainers

1.
 - a. Start by naming the session. Show multimedia title. Ask the participants what they know about government and private organizations. Hear their answers. Show via multimedia the different organizations and their details.
 - b. At this stage of the session, show the migration documentary.
2.
 - a. Have the participants split into teams of three and assign group activity. Everyone should write at least eight documents they will need to go abroad. Make it competitive to encourage participation and assign the first team to present their list. Others can add or comment on their list.
 - b. Tell them in summary what they have to do after deciding to go abroad. This session will work with the Eight Steps of the migration process. These include government registration, valid passport and visa collection, pre-departure orientation, etc. Ask if they have experience with BMET or the DEMO registration experience. Ask them to share. Explain the processes and pros and cons via multimedia. Discuss the methods via examples and ask questions. Distribute handouts.

- c. If there are any returning migrants there, ask them about their BMET exit clearance and collection process. Show them an example. Explain what is BMET briefly and how they can get it.
 - d. Ensure participation in the PowerPoint presentation. Show only the slide title and picture and ask questions first. Discuss each point if necessary. Encourage them to ask questions.
3. At the end of the session, ask them some basic questions regarding migration and remind them to be careful. Then end the session.

Session Guide

Background

To secure migration, knowing the process and legal relevant institutions is crucial. Knowing these will help the interested person to better organize their efforts. The most important part after deciding to migrate for work is to collect the paperwork. Potential migrants need a passport, visa, BMET clearance, and other important papers. They should do this work on their own lest a broker makes mistakes, or they will have to pay the price. The less you can involve a broker or outside people, the less the chances of mistakes, and the lower the risk of being abused or tortured at the destination.

Relevant institutions

The government and private institutions working in the labor migration process in Bangladesh are:

1. BMET (Bangladesh Manpower, Employment, and Training Bureau).

89/2 Kakrail, Dhaka 1000. Phone: 02-9357972, 9349925

Email: bmet@bmet.org.bd

Website: www.bmet.gov.bd

Introduction: In 1976, BMET was founded to help train skilled labor in the country. Every migrant willing to go abroad needs clearance and to follow the process set by BMET before they can leave. Aside from providing services, BMET provides training to people interested in migration according to their skills. The main office is in Dhaka, but they have offices in 42 districts. (Check Appendix 6.) Interested workers will have to go to the nearest DEMO office and register in the BMET database.

Additionally, BMET does the following:

1. Include workers going abroad in a database and issues give clearance to valid visa holders.
2. Controls the licensing of recruiting agencies, issuing permits, etc.

2. Bangladesh Overseas Employment and Services Ltd (Boesl):

Foreign Wage Earner's Building (5th floor), 71-72 Elephant Road, Iskaton Garden, Dhaka.

Phone: 9336508, 9361515 (Reception)

Email: info@boesl.org.bd, mdboesl@gmail.com

Website: www.boesl.org.bd

Introduction: In 1984, the government created a recruiting agency named BOESL. BOESL sends people abroad on government contracts. BOESL is a specialist in sending skilled labor and professionals to destination countries. On average, BOESL sends 2,000 skilled workers and professionals abroad every year. BOESL also maintains and updates the database of workers going abroad.

3. Licensed private recruiting agencies.

Bangladesh Association of International Recruiting Agencies (BAIRA)

BAIRA building, 130 New Iskaton Road, Dhaka 1000.

Phone: 02-9345587, 9331244, 9348096

Email: baira1984@gmail.com

Website: www.baira.org.bd

Introduction: There are 914 private licensed recruiting agencies working in Bangladesh. BAIRA represents all these agencies. They assess potential workers and help the government institutions. Only licensed recruiting agents can send people abroad. They have to be paid a service charge. You can find the licensed agency list on the BAIRA or BMET websites.

See the list of re-routing agencies that legitimately send women workers abroad in Appendix 7.

Precautions in Transactions with Recruiting Agencies

1. Don't pay the recruitment agency in advance.
2. Financial transactions without receipts are risky.
3. Transacting money with a sub-agent or broker is also risky.
4. After depositing the money, make sure you receive a receipt of the deposit and get the testimonies of two witnesses.
5. Check if the license number and address of the recruiting agency are provided on the cash receipt.
6. The government has fixed a fee of Tk. 40,000 for workers to go to Malaysia and Tk. 84,000 to go to the Middle East with tickets. For women workers, it costs Tk. 20,000 to go to the Middle East.
7. Before going abroad, you must check your passport, visa, BMET clearance, smartcard, ticket, payment receipt, job contract, etc. from the agency.

4. Wage Earners' Welfare Board

Address: Probashi Kallyan Bhaban 71-72 Old Elephant Road, Eskaton Garden, Ramna, Dhaka.

Phone: + 02-9352619

Email: info@wewb.gov.bd

Introduction: In order to ensure and increase services related to the welfare of migrant workers, the Government of Bangladesh formed the Wage Earners' Welfare Board in 1990. The board of directors, which manages the funds of the board, includes inter-ministerial representatives.

Key functions of the Wage Earners' Welfare Board

- Arranging for return of the remains of migrant workers who die while working abroad.
- Issuing checks for Tk. 35,000 for the burial of each body sent to Hazrat Shahjalal International Airport, Dhaka; Hazrat Shah Amanat International Airport, Chattogram; or Osmani International Airport, Sylhet.
- Providing Tk. 300,000 to the family of the deceased as compensation.
- Arranging for the payment of salary and insurance money due to the deceased worker.
- Providing legal and other assistance to distressed or at-risk migrant workers.
- Providing financial assistance to victims of accidents or workers who fall ill.
- Providing scholarships to gifted children of workers.
- Establishing the Expatriate Welfare Desk at the three aforementioned airports.
- Familiarizing workers with the smartcards that contain their information and help ease the process of working abroad.
- Providing pre-departure instructions to workers wishing to go abroad.
- Running the BMET training center that provides workers vital information to workers before their departure about the types of work, risks, salary, contracts, financial management, laws of destination countries, the weather, etc..
- Undertaking data collection including online registration, fingerprinting, DEMO registration, and welfare fee information.

5. Friends and relatives working abroad

Relatives and friends who have been abroad for a long time may receive work permits to hire people for their employers. They sell those work permits to relatives or friends—but they cannot secure workers permission from the Bangladesh government to go abroad. Visas and work permits bought by relatives and friends must be submitted to BMET through a recruiting agency to get BMET clearance.

The migration process

Passport making process

A passport is an identity card issued by the government of a country that mentions a person's citizenship and allows them to leave and re-enter the country. A Bangladeshi passport is usually valid for five years. If a person has a passport, they can receive legal help, if they were to have a problem abroad. Therefore, all the information in the passport needs to be correct and valid. An important step after deciding to work abroad is to get a passport. A passport solicited through a secondary source or broker is likely to be flawed and can result in delays or cancellation of the worker's departure abroad.

Rules for creating machine readable passports (MRP)

- The form to be filled for the current MRP is slightly different from the form for the old passport. Application forms can be found on the website of the Department of Immigration and Passports (www.dip.gov.bd) and on the website of the Bangladesh Government Forms (www.forms.gov.bd). The form is free and can be downloaded from these websites. An individual can also collect two free MRP application forms from their local or regional passport office.
- The applicant has to provide the following information: Name of the applicant, father's name, mother's name, their occupation, nationality, place of birth, date of birth, birth certificate number (if any), national identity card number (if any), current and permanent address, contact address.
- The applicant has to fill this information in correctly and sign and date the form in the specified places. Keep in mind that two copies of the completed form need to be submitted when applying for a passport. Adult applicants are required to attach two color passport size photographs (55x45mm) at the designated place on the form, one for each form.
- After attaching the photo on the application form, each photo should be attested in such a way that the signature falls partially on the photo and partially on the form. A certified photocopy of a national identity card or birth certificate should be attached to the application form.
- Remember that your date of birth should be same everywhere. The birth certificate, national identity card, and application must all have the same date of birth. There is no room for error. Similarly, other information, such as parents and other necessary names should also be the same. Carefully ensure your spelling is accurate and uniform.
- Certified photocopies of any relevant technical certificates should be submitted along with the application form, as applicable.

- After filling the application form, the application form and photograph must be certified. The last page of the application lists who can certify.
- A copy of the bank draft should be attached with the application form after depositing the prescribed fee at the approved branch of Sonali Bank. If the machine readable passport is required in the normal processing time, this fee is Tk. 3,000. For expedited issuance of a passport, the fee is Tk. 6,000.
- Completed and properly filled documents and the attested application form should be submitted to the designated Regional Passport Office. The applicant must be present at the time of the submission. The applicant has to register at the time of submission and the officer in charge will take a photograph of the applicant's face, four fingerprints and their digital signature.
- When the attested form is submitted to the passport office along with the bank draft, the passport is delivered after the stipulated time, subject to police verification. Ordinary passports are issued within 30 working days and emergency passports are issued in 7 to 15 days.
- After getting the passport, it is important to make a photocopy and save it carefully, to avoid difficulties in case the passport is lost.
- The person wishing to migrate must go through the whole process explained above. Not only does getting a passport through a broker cost a lot of money, it can also lead to a lot of misinformation in the passport, which in turn can create serious problems during migration.

Sample Passport

Problems with not getting a passport yourself:

- It can cost a lot more than necessary.
- Passports may not be issued on time.
- If there is a mistake on the application form, the same mistake will be present on the passport. This is common when brokers are involved. As a result, important information such as the name, address, and profession of the applicant or their guardian may be incorrect.
- The broker may produce a PC or a photoshopped passport instead of an actual one, which can cause the applicant worker harm.
- If the passport is issued through a broker, the broker signs the passport at the registrar's office themselves, which can cause trouble during passport renewal or any other time.



Problems if the passport is wrong:

- There could be jail time, fines, and cancellation of the trip abroad, as well as possible problems with renewal. Presently, machine-readable passports are renewed through the computer, so errors in the passport are easily identified.
- Jobs abroad can be lost. The person may be fined or even face jail time after being identified as an illegal intruder, and then repatriated.
- Death abroad can cause problems. It can be difficult to even repatriate remains.

Registration in BMET

The Bureau of Manpower, Employment and Training (BMET) enters the names of expatriate workers in their database and issues exit clearances for valid visa holders. If your name is not in the BMET database, it can lead to problems or fraud at any stage of migration. Problems can include not getting clearance to leave, being forced to return from the airport, and not getting compensation for accidents. Above all, you cannot file a complaint about fraud. Even if BMET accepts the complaint, they will not be able to advocate for you from a strong position.

Requirements for BMET registration:

1. Completed BMET registration form (available for free)
2. Two passport-sized photos.
3. Certificate of Citizenship issued by Local Union Chairman/Municipality Chairman/Ward Commissioner
4. A bank draft or money order for Tk. 150 made out to the Director General of BMET
5. Certified photocopies of all certificates (e.g., educational, training, work experience, etc.)
6. Photocopy of first five pages of passport; first two pages in case of MRP passport.

Sample BMET Registration Card:

Benefits of registering with BMET:

1. Migrants and their families will be able to verify whether the recruiting agency they are going through is authorized and whether their work permit is genuine.
2. If an agency deceives a worker, they can seek justice in BMET's labor court.
3. Migrants will be able to participate in pre-exit workshops.



4. Migrants will be able to avail of assistance offered by the Expatriate Welfare Desks at Dhaka, Chattogram, and Sylhet International Airports.
5. If a migrant worker goes to jail for any reason while abroad, the Bangladesh Embassy will appoint a lawyer to assist them.
6. If a migrant dies while in a foreign country, their family will receive financial assistance.
7. BMET will bear the cost of the repatriation of the remains of the migrant worker and the cost of the funeral.

Visas

What is a visa and why is it required?

A visa is a permit issued by the immigration agency of a country as a temporary residence permit and which is affixed into your passport. You cannot enter a country legally without a visa. If you want to work as a migrant worker, you must have an employment visa in your passport.

Counterfeit Visa/Fake Visa

- Attempts to leave the country on fake or counterfeit visas will result in detention by airport immigration authorities and, potentially, trial and prosecution for violating the law.
- Even if you pass immigration controls, after arriving abroad, you can be detained and sent to jail by the airport authorities. In such cases, you may face long jail terms and also have to face the law after you return to home.
- It is not possible for anyone with a fake visa to cover the cost of migration.

Things to do while issuing a visa

- The process of going abroad has to be completed through a licensed and legitimate recruiting agency.
- A person cannot go through any agency other than a government-listed agency.
- If you have enlisted help from a broker or sub-agent, then their relationship with a licensed recruiting agency needs to be verified.
- If a visa is received from relatives, its validity needs to be checked by BMET or the DEMO office. Anyone wishing to migrate can verify the visa in person through the embassy of the concerned country. If the visa is in a language other than English, help from a translator will need to be provided.
- Do not go through the airport by bypassing BMET with a visa from relatives. BMET clearance is required on the basis of the said visa. Remember, you can be identified as illegal if you migrate without BMET clearance or a smartcard. Going abroad with BMET clearance enables BMET to help if a migrant is deceived.

- If someone commits fraud or deception, BMET, Demo, and Migration Special Courts are available. It is also possible to seek justice in a criminal court against fraud.
- Any time you pay money, you must receive a receipt containing the license and phone number of the recruiting agency.
- If possible, try to have one or more witnesses during the transaction.

Sample Visa

Free Visa

Examination of visas of migrants returning from Gulf countries have shown that they go abroad on four types of visas: domestic work visas, company visas, travel visas, and Hajj or Umrah visas (in the case of Saudi Arabia). Only the first two types of visas are work visas. Working on a Hajj or Umrah or travel visa is prohibited and is a punishable offense. If an agent offers you an opportunity to go abroad on a “free visa,” you need to understand that there is no specific



job attached to that visa. There is no such thing as a “free visa.” When you go abroad with a so-called free visa, you will face problems and harassment by the police and/or employer. The employer may even say that you are a runaway worker. There are some Kafils (employers) who do business with Bangladeshi brokers using the lure of free visas. However, there is no guarantee of getting a job, and if you do get a job, the contract is expensive and must renewed every year. If you do not renew it but keep working and are caught by the police, you could go to jail for years. As a result of going abroad in this way, many Bangladeshi workers remain unemployed. Driven by disappointment, they often get involved in various anti-social activities, including drug abuse.

Verification of visa

You can check if your visa is valid through the embassy of the concerned country. It is also possible to verify the visa through BMET or DEMO offices. You can even verify visas for four countries—UAE, Bahrain, Qatar, and Singapore—through the BMET website. All the verification instructions are in Bengali, which makes it easier to understand.

BMET Online Visa Verification Address: www.bmet.gov.bd/BMET/onlinaVisaCheckAction

Job contract

A job contract is an agreement with a company regarding the terms of employment. The terms of the contract include salary, allowances, meals, accommodation, leave (weekly and annual), overtime wages, medical treatment, and other benefits offered by the company. Anyone who goes abroad for employment must have a valid job and valid job contract. It is important that you you're your contract carefully. Here are some things that can happen if you do not do so:

- Even if you not selected by the company, the broker can deceive you and embezzle money by showing you a fake work contract.
- Anyone who goes abroad through a fake contract can be detained by the country's airport authorities and face trial and punishment for breaking the law.
- Even if you get through immigration, you may spend time waiting in vain as no one from the recruiting agency is there to receive you. You have to return home straight from the foreign airport.
- It is not possible for anyone to find a new job by going abroad with a fake contract.

Things to do to verify the contract

Read it with a trusted person who can understand its meaning and the terms of employment it. You should only sign the employment contract if it seems acceptable. There can be many problems if you sign a contract without understanding the terms of employment. For example, a whole different job than you expected may be written in the terms of employment. If this happens, you cannot get legal assistance, since you signed the contract. There must be a record of any financial transaction in the form of receipts with registration number of the agency and a phone number. Otherwise, there will be no valid way to complain if you are deceived. Brokers often extort money from migrant workers by showing them fake employment contracts. To avoid such scams, the documents should be checked by the BMET office or the embassy of the country concerned, and you should keep a certified photocopy of the documents.

Individuals wishing to migrate can seek the help of any of the following organizations to find out if the agreement is valid:

1. BMET
2. BAIRA
3. District Employment and Manpower Office (DEMO)
4. NGOs that work with migrants.

At least two days before going abroad, you should get the contract from the agency and check the following points in the contract:

1. Job name
2. Name of the company or the employer, with their address
3. Workplace
4. Terms of service/terms of contract
5. Monthly salary
6. Regular work hours and weekly holidays
7. Overtime
8. Annual vacation
9. Leave with or without pay
10. Sick leave
11. Medical or healthcare benefits
12. Holiday and social security

13. Airfare to and from the destination
14. Amount of compensation for illness or death at work
15. Travel fares
16. Meal allowance
17. Accommodation allowance
16. Arrangements to send the body home in case of death, etc.

Be aware

1. According to international labor law, a normal workday is of eight hours.
2. In the case of garment factories, construction work, and farms, workers may have to work longer hours.
3. In the case of domestic workers, working hours are determined by the wishes of the homeowner.

Medical checkup/health examination

Labor migrants must undergo a medical checkup through a designated clinic before migrating. To go abroad legally, the migrant worker must go to the medical center in person and to be examined. Only if the worker is found to be physically fit will they be considered eligible for a visa. The type of medical examination depends on the needs and conditions of the employer abroad or the destination country. A medical examination may be done to check whether the worker is physically suitable for certain kinds of work abroad. If the exam detects an illness, the worker can seek treatment and then prepare to go abroad again. Never use a fake health examination certificate, as a health check is done again after reaching you reach the destination country. A worker can be sent back home if found unfit there, resulting in a waste of money.

What to do for medical examination of migrant workers

- Migrants must present themselves at the designated medical center (see Appendix 8) for a health check-up. Middle Eastern countries' embassies send aspiring workers to an association called GAMCA for medical examination. Once registered with them, workers are sent to their designated medical centers for testing.
- Destination countries set the The fee for a health examination, which the workers must pay.
- The physical examination to check weight, blood pressure, etc. is followed by routine stool and urine tests, chest X-ray, blood tests for hepatitis A and B and malaria, tests for sexually transmitted/infectious diseases including HIV/AIDS, tuberculosis, and leprosy.
- Female workers are checked for pregnancy.
- Medical certificates or test results must be collected from the medical center on the given date.

- Aspiring workers should receive treatment for any infection found.
- The migrant themselves must be present for all these steps of the health examination. Unscrupulous recruiting agencies can send people abroad without informing them of the health status. Therefore, after receiving your report, it is good to show it to a trusted doctor.

BMET Exit Clearance, Briefing

Before going abroad for your job, you have to collect an exit clearance signed by the concerned officer from BMET. Recruiting agencies usually collect these clearances on behalf of migrants. However, migrants can do it themselves too, since it is a single visa. Keep in mind that migration is not possible without this permit.

Things to do to collect the BMET exit clearance

- Pay your fixed rate contribution to the Wage Earners' Board for Bangladeshi expatriates.
- To obtain the exit clearance, apply to the Director General of BMET via the prescribed form along with your visa stamped passport copy of your contract and other necessary

sign it and submit it to immigration.

BMET Smart Card sample:



Attending BMET's briefing session

BMET provides briefings to migrant workers before they go abroad. The briefing is provided in two daily sessions, 11 AM-12 PM in the morning and 3 PM-4 PM in the afternoon. Senior BMET executives are present here as trainers. The briefing provides information on the working environment, laws, social norms, climate and culture of destination countries, as well as the safe migration process, remittances through legal channels, and Do's and Don'ts in migrants' destination countries. The sessions include three documentaries on migration. Documentary images are of how workers are often deceived by brokers, the foreign environment, and how to behave inside and outside the aircraft. At the end of the training, the authorities provide a booklet containing a variety of information on migration. It is compulsory for foreigners to attend this briefing.

Opening a bank account

Once you make the decision to go abroad, you need to open two accounts at a good commercial bank near your home: one in your own name and the other, a joint account with yourself and a trusted family member. The joint account will be for household expenses, and the other one is for savings. It is risky to keep all the money earned while abroad to yourself. On the other hand, if you send all the money to the family, that, too, may not result in savings.

Things to do to open a bank account

- To open a bank account, apply using the prescribed form along with two passport-size photographs and a photocopy of the passport.
- Before opening an account, it is important to know whether the bank has a relationship with any bank or exchange house in the destination country. Bangladeshi banks do not have branches everywhere abroad, so you have to send money through other banks or exchange houses.
- The name of the nominee should be included while opening the account.
- If you write something wrong in the check while sending money to the bank, the transfer may be delayed. To avoid these mistakes, before going abroad, write down the bank account information with the help of the bank officer and make three copies, one set for yourself, one set for your family, and another for the bank officer.

Buying a plane ticket for the trip

To travel to the destination country by air, you must buy a ticket. The travel agency issues a plane ticket for the employee to go abroad for a fixed amount of money. Remember, travel agencies and recruiting agencies are different. Travel agencies do only ticketing, they have nothing to do with employment abroad. Many travel agents in our country act as recruiting agents themselves. However, going abroad through a travel agent would be considered as irregular migration and could put the worker at risk.

Things to do to buy tickets

1. When you go to buy a ticket, you need to have a copy of the first five pages of your passport. In the case of a machine readable passport, you need a photocopy of the first two pages.
2. At the time of ticketing, it is important to understand the date of travel and the time and date of arrival, so there is clarity about the travel.
3. If there is any layover on the journey, it is necessary to know for how long.



Chapter 7

Rights of Migrant Workers

Objective

Participants at the end of this session will be able to:

- Describe the fundamental basic human rights of migrant workers under international labor law.
- State the rights of migrant workers in Bangladesh.

Subjects, methods, and materials and time of the session

	Topics	Methods	Materials	Time
1.	Migrant workers fundamental human rights under international labor law	Display, discussion	Multimedia, laptop, handout	15 mins
2.	The rights of migrant workers in Bangladesh	Display, discussion	Multimedia, laptop, handout	15 mins
3.	Session evaluation and break	Q&A, discussion		5 mins
				Total: 35 minutes

Instructions for the assistant

1. First, give participants a general idea of international labor law and migrant workers.
2. Ask participants what they understand by the word “rights.” Listen to their answers and then give the correct definition of rights. Then demonstrate and explain the basic human rights of migrant workers in international labor law as well as the rights of migrant workers in Bangladesh through a multimedia presentation.
3. Ask for everyone’s opinion about the session and end by thanking them.

[Note: This chapter has been added to make participants aware of the rights of migrants so that they can understand which rights have been violated by deception and speak with reference to the broader context in various advocacy activities. If the trainer thinks it is unnecessary or there is not enough time, it can be skipped. In that case, while discussing the next chapter, please explain the definition and rights workers are entitled to in the light of the Overseas Employment and Migration Act 2013 from the PowerPoint presentation.]

Session Guide

Background

A worker migrates to another country for the sake of economic and social development. However, the experience of a worker at every stage of migrant life may not be pleasant or positive. As discussed in the previous chapters, a worker may be at risk or endangered by their employer, co-worker, or any other person due to lack of knowledge or awareness, negligence, or other reasons. This violates their human rights. If a worker is aware of their rights, they will be able to take appropriate action when their rights have been violated.

Who is a migrant worker

According to the International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families, 1990, "A migrant worker is a person who is in the process of being employed, is employed, or was employed in a country in exchange for wages, but is not a citizen of that country."

Some special basic human rights of migrant workers under various international labor laws.

As a migrant worker, a worker has the following rights under various international treaties:

Right to information about work and accommodation

Migrant workers have the right to know about their place of work and accommodation abroad before moving. The information should be given in a way that they can easily understand.

Right to get a clear job contract

The job contract should be written in a way that the worker can easily understand it. If a migrant worker cannot read/understand, the terms of the contract must be explained to them. Migrant workers have the right to receive assistance from government agencies at every stage of going abroad.

Right to receive wages and other due benefits on time

All migrant workers have the right to receive their wages due to the during their employment. No discrimination can be made on the basis of their caste, gender, or nationality. Their regular salary and other benefits such as accommodation and food should also be paid to them.

Right to freedom from forced labor

According to the ILO's Forced Labor Convention, no migrant worker can be forced to work. Physical abuse, not paying salaries, and confiscating passports and papers is prohibited.

Right to freedom from discrimination

Migrant workers cannot be discriminated against on the basis of their caste, race, nationality, gender, or social identity. Migrants have the right to know about working hours, rest, and overtime. They have right to freedom from physical and sexual abuse.

Right to legal benefits

Migrant workers have the right to legal aid under the law of the destination country.

Right to freedom of movement

Migrant workers have the legal right to move in their destination country. They cannot be confined to the workplace. Everyone has the right to leave any country, including their own, and to return to their country.

Right to send money to the home country

Under the country's law, Migrant workers have the right to send money to their families as well as to save money.

Right to assembly

Everyone has the right to peaceful assembly. No one can be forced to come under one association only.

Right to a trade union

Everyone has the right to form and to join a trade unions for the protection of their interests. Everyone has the right to choose a livelihood by working, the right to a fair working place and to protect themselves from unemployment. Everyone reserves the right to equal pay for equal work without any discrimination.

Special rights of domestic workers

Domestic work is not covered under the labor laws of many countries, so domestic workers are often subjected to various forms of abuse. However, domestic workers have the following rights under the ILO Convention.

Working hours: Domestic workers have the right to a minimum working time, a “standby” time, and moderate rest time. They have the right to one day off per week.

Remuneration: Domestic workers have the right to receive regular remuneration every month.

Accommodation: Domestic workers have the right to good housing and to keep possession of their essential documents. They have the right to be protected from physical and sexual harassment and not engage in hazardous work.

Return to the country: Migrant domestic workers have the right to return to their own country when their work contract expires. Migrant workers must remember that they enjoy all these rights, but that they in turn must respect the prevailing local laws and not break rules and regulations. Therefore, the job contract must be well understood. An open discussion between the employer and the worker about the mentioned rights at the beginning of the job will help protect the rights of the worker and the employer. However, it should be kept in mind that the rights of the workers depend on whether the country to which they are going has ratified the above-mentioned international agreements. The rights that migrant workers have under the country's labor laws depend on these factors. Most countries in the Middle East do not reserve/grant/guarantee most of the rights mentioned above.

For example: Middle Eastern countries employ migrant workers under the kafala system. The rights of migrant workers in the kafala system depend entirely on the Kafil/employer. Therefore, the job contract must be well understood. An open discussion between the employer and the worker about rights at the beginning of the job will help to protect the rights of the worker and the employer.

The rights of migrant workers in Bangladesh

Employment Agreement: The recruiting agent will execute an employment agreement between the selected employee and their employer stating the salary of the migrant worker, accommodation, duration of work, compensation due to death or injury, travel abroad, and repatriation costs.

Exit Permit: Subject to the completion of all migration formalities, the Bureau will issue an exit clearance to every person registered under Section 19 on an electronic card with a seal containing the number registered in the passport, the fingerprint of that worker, biometric information, and other necessary information related to migration.

Right to Information: Migrant workers will have the right to be informed about the migration process, employment agreement, and work environment abroad, as well as their legal rights before going abroad.

Legal Aid: Migrant workers and victims of fraud in the name of migration will have the right to reasonable legal aid.

Right to return to the country: Any migrant worker, especially those detained or endangered abroad or at risk, will have the right to receive assistance from the Bangladesh Mission or Embassy abroad.



Chapter 8

**Migration and human trafficking related
laws, complaints, and remedies**

Objective

Participants at the end of this session will be able to:

- Talk about human rights violations in the context of human trafficking.
- Identify the types of fraud in migration.
- Explain how to avoid fraud.
- State the rights of migrants under the Overseas Employment and Migrants Act 2013.
- Give instructions on how to identify victims of human trafficking.
- Talk about the Prevention and Suppression of Human Trafficking Act, 2012, and the penal provisions under it.
- Explain the rules for filing a complaint to the receiving organization if they are deceived at home or abroad.

Subjects, methods, and materials and time of the session

	Topics	Methods	Materials	Time
1.	Human rights violations in human trafficking	Exchange of experience, display, Group work, discussion	Multimedia, laptop, handout	20 mins
2.	Right to justice under Overseas Employment and Migrants Act 2013	Speech, display discussions	Multimedia, handout	15 mins
3.	Complaints and remedies if deceived during migration	Display, discussion	Multimedia, laptop, handout	15 mins
4.	Victim identification of human trafficking	Group work, display, discussions	Multimedia, laptop, handout	30 mins
5.	Prevention and Suppression of Human Trafficking Act, 2012; Complaints and remedies if trafficked	Speech, display, discussions	Multimedia, laptop, handout	15 mins
6.	Session evaluation and break	Question/Answers, discussion		5 mins
				Total: 90 minutes

Instructions for the instructor

1. A. Show slides and discuss the issue of human rights violations in the case of human trafficking. Then, note fundamental human rights as per the Constitution of Bangladesh. Ask participants if they have been deceived before or after going abroad as a migrant.
- B. Invite participants to do some team work that will help them recognize the issues of human rights violations in human trafficking. Divide the participants into small groups of 4-5 people. If possible, divide them according to their occupation. Distribute Parul's case study (see Appendix 9) to each group. Ask them to read the case and list the possible rights that have been violated in Parul's case. Ask them to make numbered lists. Give them 10 minutes. At the end of the work, ask everyone to come back to the big team and ask the team that listed the most violated rights to present. Then ask the other groups if they want to add any more examples.

2. If Chapter 7 has not been discussed, ask participants whether they know of any laws in Bangladesh that protect migrants' rights and keep them secure from deception. Highlight and emphasize the rights to justice under the Overseas Employment and Migrants Act, 2013.
3.
 - A. Ask participants if they have any experience getting the desired remedy to a situation by complaining about being deceived. If so, ask them to describe the experience. Then, display and explain the name of the receiving organization and the rules for filing a complaint through multimedia.
 - B. Provide participants with a list of people who can be approached for remedy and help if they have been deceived during the migration process, and let them know the rules for seeking redress.
4.
 - A. Start the discussion with the introduction. Ask participants what signs they have identified or will identify to mark a victim of human trafficking. Try to get at least 2-3 signs from the participants before starting the group work.
 - B. Divide the participants into small groups of 4-5 people and ask each group to come up with 10-15 more indicators to identify a possible victim. Make the work competitive in order to motivate and drive the participants. The first team to finish the work will say "Finished" out loud and at the same time the other teams will stop working and present their work to the entire group. The "winning" team will first display their indicators on a flipchart or board. The assistant will then ask the other teams to add indicators that the "winning" team did not mention. Finally, discuss the victim identification process in detail and provide a copy of the identification form (see Appendix 10). Introduce the form and demonstrate how to fill it out.
5. Inform the participants about which government and non-governmental organizations need to be contacted for legal assistance and rehabilitation if someone is trafficked while migrating. Provide the referral list (see Appendix 11). Divide participants into smaller groups and ask them to write down with a planning chart when, where, and how they will send a victim to another organization for help.
6. Ask the participants some basic questions about deception and conclude the session by summarizing the issues covered in it.

Session Guide

Background

A large section of Bangladeshi labor migrants is constantly subjected to various rights violations at different stages of migration and fall prey to deception. Some go abroad and have to return without having had jobs; some cannot even go abroad and instead lose huge sums of money to brokers. In some cases, rights are violated in the destination country in various ways. In these situations, migration often leads to failure because migrants do not know exactly how and where to go for redressal.

Types of rights violations and fraud in migration

Types of fraud and rights violations within the country

As labor migration has become more and more attractive over time, a kind of dishonest business has developed around migration. It is not uncommon to hear of instances of people depositing a large sum of money in order to get a job abroad. Migration fraud includes:

- Receiving money to send someone abroad and then not doing it.
- Attempting to send someone abroad on a fake visa. (In these cases, workers return from the airport of the home country or destination country because they had no idea that the visa was not valid.)
- Discovering after going abroad that the company or job the worker was sent for does not exist.
- Not receiving a clear employment contract from the recruiting agency.

Types of fraud and rights violations within the destination country

- To work for less than the amount promised or for nominal wages, where the migrant works in a slave-like situation.
- Being promised one kind of work but then having to do another.
- Not receiving the salary mentioned in the contract.
- Being dismissed before expiry of the contract.
- Threatening to send the worker's family back home.
- Having to do extra work without pay.
- Not receiving food, accommodation, medical treatment, leave, or other benefits as per the contract. Examples include low standards of living and accommodation.
- Being subject to inhumane or discriminatory treatment by the employer and other members of the workplace.
- Physical/mental/sexual abuse by the employer and other members of the workplace.
- Being detained in the workplace.
- Migrant workers are often harassed and arrested by law enforcement agencies in the destination country. Sometimes they are even forced to sign false confessions.

Possible remedies / Do's and don't's

If the migrant worker is a victim of the aforementioned fraud or violation of rights, they may consider a variety of remedies depending on the circumstances. Examples include:

- A migrant worker can be deceived at any stage. A person can complain with the relevant documents if: they face financial losses, having paid money to go abroad for work; they are harassed; they cannot go abroad even after paying money; there are issues with the salary, allowance, accommodation, food and other benefits as per the agreement; they are physically or sexually abused. It does not matter who deceived the migrant worker, whether a broker, a relative, or a recruiting agency, the worker is eligible to file a complaint with the BMET.
- Work permit or akama /identity card: Not signing any blank paper while accepting a work permit or akama/identity card. If you are arrested and asked to sign a document, do not sign it. Workers have the right to seek the services of an interpreter. Sign only the interpreter has explained to you what the allegations are.
- Find out what rights and benefits are available to workers in the workplace, if possible, before leaving.
- It is important to maintain good relations with the authorities and everyone else in the workplace.
- Keep a photocopy of your passport and all necessary paperwork.
- Physical, mental, or sexual harassment by the employer or other member of the workplace must be dealt with tactically and with strong morale.
- Be prepared for any emergency: know and keep at hand the emergency phone numbers of your host country, including police, fire service, and human rights organizations.
- Save the contact number you use in case of danger, such as your embassy or consulate office, friend or close relative (see Appendix 5).
- For communication, make sure you have the telephone numbers and addresses of acquaintances so that you can find shelter and help, if needed.
- For all emergencies, keeping some cash on hand for both travel and telephone communication.
- In case you do not receive your salary, allowances, and other benefits as per the employment contract, seek the help of the Labor Wing or Labor Attaché of the Bangladeshi embassy or consulate in your area for negotiation.
- If necessary, you can seek the assistance of the courts of that country through the embassy or consulate.
- If possible, stay in frequent contact with other expatriate workers. Have their phone numbers and addresses.
- Identify different ways to return home or get out of a difficult situation, should you need to.
- Avoid dark and unfamiliar places.
- Discuss your problems with others.
- Do not use the elevator with people who make you feel unsafe.
- In taking the bus, wait in the area marked as a bus stand.
- Know the location of the nearest market, grocery store, telephone booth, bank, etc.

- Female migrants can face verbal, physical, or sexual harassment inside the house. If such incidents occur, running away or taking another job is not recommended. Under the laws of most countries, migrant workers can change employers up to three times, in case of ill-treatment. In these cases, if you contact the embassy, the embassy will provide assistance. In such cases, one should go to the police or find the embassy. The worker must also go to the hospital to confirm any medical evidence. They have to file a complaint within three months of the incident, after the possibility of legal remedy is confirmed. If a migrant worker flees, not only will they lose the opportunity to work elsewhere, but legal action can be taken against them and they could face imprisonment.

Overseas Employment and Migrants Act, 2013, and the penalty for fraud in migration

Until 2013, in Bangladesh these issues were governed by the Emigration Ordinance, 1982. In October 2013, the Government enacted the Foreign Employment and Migrants Act. The law is aimed at creating opportunities for overseas employment, introducing a safe and fair migration system, and ensuring the rights and welfare of all migrant workers and their family members, in line with the 1990 UN Migration Convention.

Section 27 of Chapter VII of the Act protects the right of migrant workers to receive legal assistance. The biggest aspect of this is that it changes the rule of the old ordinance, which states that cases could only be filed in four divisional special courts. This law gives migrant workers the right to sue in any civil or criminal court, if the government fails to file a lawsuit on behalf of the migrant within a specified period (Article 38). Without violating the right to file a criminal case for any offense under this Act, a migrant can file a civil case if they are harmed due to violation of any provision of this Act or employment contract (Article 28). Section 29 (1) of this Act states that any migrant worker stranded or endangered abroad has the right to receive the necessary assistance from the Bangladesh Mission or Embassy abroad for repatriation.

The eighth chapter of the law deals with crime, punishment, and trial. According to this Act (Article 31), if any person or recruiting agent

- takes or attempts to take someone abroad in violation of this Act,
- accepts or attempts to accept any money or valuables by falsely assuring a person of foreign employment,
- withholds the passport, visa, or migration-related documents of a migrant worker without a valid reason,
- fraudulently gives false assurances of higher salaries, allowances, and benefits to a person who migrates, or
- tempts them to sign a contract for migration through deception, this would be considered a crime. The offender will be sentenced to not more than five (5) years' imprisonment and a fine of not less than Tk. 100,000 taka.

The provision for taking illegal steps in the collection of Overseas Employment Requests, Visas, or Work Permits, including buying and selling them, outline that a convicted person or company authority shall be sentenced to no more than seven (7) years in a maximum security prison and a fine not less than Tk. 300,000 (Article 33). Arranging or assisting in sending migrant workers abroad in any way other than through the specified place of exit shall be considered a crime and the offender shall be liable to 10 years in a maximum security prison and a fine not less than Tk. 500,000 (Article 34).

If a person violates any provision not specified in this Act, then they shall be liable to imprisonment for a term not exceeding six (6) months, a fine Tk. 50,000, or both (Article 35).

If a person or recruiting agent directly or indirectly assists or incites an offense under this Act, the instigator will be punished with the same penalty as the offender (Article 36).

Complaint against the fraudster

Who will complain

1. Workers willing to migrate, who have been deceived by a recruiting agency or person;
2. A migrant worker who has returned from the airport or is detained at the airport; and
3. A worker who has left after working for a while or has been working for a long time but has not received or is not getting what they deserve as per the contract.

Where to complain

A deceived person can complain to the following institutions:

- Bureau of Manpower, Employment and Training
- (BMET),
- Expatriate Welfare Desk in the Deputy Commissioner's Office,
- District Manpower and Employment Office (DEMO),
- BAIRA Arbitration Cell
- Embassy/Labor wing
- Civil court
- Human rights organizations
- Other NGOs (such as BRAC, RMMRU)

Direct written complaint

Deceived migrant workers abroad can send written complaints with necessary documents to the Embassy or Labor Wing. After receiving the complaint in writing, the embassy or labor attaché sends the complaints and necessary information to the Ministry of Expatriate Welfare and Overseas Employment and BMET for the next process. Migrant workers can also write directly to BMET through the country's human rights organization and send them complaints in written form or by mail. An migrant worker can also lodge complaints with BMET through their family members.

A migrant worker residing in the country, or a deceived returnee themselves or their family, can complain to the BMET, the expatriate welfare desk at the office of the Deputy Commissioner, Demo, BAIRA Arbitration Cell, Ramru or various human rights agencies.

BMET makes arrangements to collect money from the concerned agency through the hearing of both the defendants, monitoring of documents, and even by conducting on-the-spot investigation, if necessary. A representative of migrant workers stationed abroad (the complainant) must be present at BMET on the scheduled hearing day. If the agency fails to repay the money, all the documents are sent to the Expatriate Welfare and Overseas Employment Ministry within 30 days for the next step.

Online Complaint

In addition to making direct complaints, a deceived person can make a complaint to BMET online. Anyone from anywhere with an internet connection can complain to BMET. If you do not know how to use the Internet, you can make a complaint through computer operators, cyber cafes, union information centers, service centers, rural information centers or a relative or friend who has an internet connection.

How to Make Complaints Online

1. You must first access this website (<http://www.ovijogbmet.org>);
2. You must choose the language in which you want to complain, either English or Bengali;
3. Complainant's name, address, phone, passport number etc. must be filled;
4. The name and address of the person or persons through whom the fraud has taken place, their address or, if it's an agency, then license (RL) number must be filled;
5. Must give details of the complaint;
6. Suitable proof, work permit, visa, NOC, contract, money receipt etc. must be scanned and attached;
7. Finally, click the "submit" button to get the 'PIN' number;
8. The current status of the complaint can be found later using this PIN number.

BMET Online Complaint Settlement Process

When a complaint is lodged online at BMET, it is verified to see if it is correct. If everything is correct, then the complaint is printed and sent to the Director (Employment). Director (Employment) sends the complaint to the responsible department. The responsible department re-verifies the complaint and sends a letter to the accused recruiting agency. If all goes well, the department in charge will send letters to summon the plaintiff and the defendant for the first hearing at BMET on the same day. The investigation cell records all the arguments of both the plaintiff and the defendant in all the hearings. If the allegation is proven to be true in the BMET trial, the defendant (responsible agency) gives the plaintiff (deceived person) compensation. The plaintiff only receives the amount of money mentioned in the previous receipt. If BMET's result is not satisfactory, both the plaintiff and the defendant can complain again to the High Court or the Ministry of Expatriate Welfare.

Assistance Cell of the Ministry of Expatriate Welfare

The Ministry of Expatriate Welfare operates several hotline numbers to provide information on legal aid to migrant workers and migration information assistance to female migrants. You can get related help by calling these numbers if necessary:

Labor Legal Aid Cell - 01799-090011, 01799-090022

Women Migration Information Services - 8323004, 8322946, 8319322, 8317511

Judgment through the courts

In case of migrant employment complications, such as violation of employment conditions, harassment, non-payment of wages, lack of food and accommodation, etc., migrants can file any criminal or civil case in court under the Overseas Employment and Migrants Act made in 2013.

- Section 38 of the Act deals with the judicial process. Notwithstanding anything contained in the Code of Criminal Procedure 1898 (Act No. V of 1898) under this section, offenses under this Act will be judged and the trial will be conducted by a first-class judicial magistrate or metropolitan magistrate.
- The trial under this Act must be completed within 4 (four) months from the date of formation of the charge sheet of the case. However, there is a condition that if it is not possible to settle the case within (four) months, the concerned magistrate can write down the reasons and extend it for not more than 2 (two) months. In that case, the Chief Judicial Magistrate will send the progress report of the case to the court.
- There is no scope for bail or compromise in the offenses, under Section 31, (Article 39).

Judgment in the labor court of the country of destination

If an employer commits fraud or deceives migrants in any matter, the worker can go to the labor court of that country and seek justice. The help of the Bangladeshi embassy can be used in this regard. Problems can also be resolved through arbitration or negotiation by contacting the employer from the embassy. Therefore, it is important for migrants to keep the address of the Bangladeshi embassy with them at all times and keep in touch with them regularly.

Complaints to human rights organizations

In addition to the above-mentioned government mediums, migrants who have been deceived by an agency can file a complaint with proof to any NGOs or human rights agencies working in the area concerned. There are many human rights organizations in Malaysia, Jordan, Bahrain and Singapore. There are 22 human rights organizations in different parts of South Korea that provide appropriate assistance to foreign workers.

Documents required for legal assistance

- Job contract
- Work permit
- Passport
- Visa
- ID card obtained after the inclusion of name in BMET-O database
- Medical examination certificate and
- Smart card

Identifying Victims of Human Trafficking

According to the Prevention and Suppression of Human Trafficking Act, 2012, a "victim of human trafficking", or a "victim", means a person who is a victim of a human trafficking offense committed under this Act.

It also includes that person's legal guardian or legal heir. On the other hand, "survivors" mean those who are victims of trafficking but have been identified and rescued after the crime was committed.

Why is it difficult to identify the victims of human trafficking?

- Victims are not always taken to cross the border in groups, in a vehicle, in front of people. Traffickers work behind the scenes, in the dark of night or at their convenience. They are forcibly taken abroad through crowds of innumerable people at the border/by plane and are employed against their will.
- The victims were transferred from one place to another in a very short time.
- Communication with family or anyone else is severed by snatching the victim's mobile phone (if there is one).
- Most victims do not want to give any information about their current situation voluntarily because they have been tortured or intimidated by traffickers.
- The tactics used by traffickers to suppress the victim (E.g., threatening to deport the victim, threatening to torture or kill their families, etc.) are so powerful that even if it is possible to reach the victim, they refuse to accept any help due to fear.
- In most cases, the victims do not want to give any information, because they believe that there is no way out of their unbearable situation as they become frustrated about their own condition, losing the urge to live and accepting the consequences as their mistake/destiny.
- Even if forced, they do not want to admit they are prisoners to protect themselves or their families from torture/humiliation.

Indicators of human trafficking victim identification

There are some indicators that can only be noticed in the case of human trafficking. The presence or absence of all these indicators does not affect much. However, if there are such indicators, the investigation can move more easily. Trafficking victims can be found in a variety of situations. We can all take certain actions to identify them.

The indicators are divided into three categories: physical, mental and uncontrollable:

Indicators of human trafficking victim identification		
Physical indicators	Mental indicators	Uncontrollable indicators
<ul style="list-style-type: none"> ○ There are signs of cuts, wounds, broken bones, beatings, injuries as a result of heavy work for which there is no correct explanation. ○ Various diseases or illnesses as a result of not getting proper medical treatment. For example: sexually transmitted diseases, skin diseases, malnutrition, dehydration, signs of diabetes, heart disease, cancer, etc. ○ Signs of physical/sexual abuse, rape, forcible detention or torture. 	<ul style="list-style-type: none"> ○ Always anxious, scared or panicked. ○ Tears and signs of despair appearing on face. ○ There is no continuity in telling one's story. ○ Cannot make eye contact. ○ Afraid or panicking when confronted by police, law enforcement or any other officials. ○ Unfamiliar with the language of the workplace. ○ Behaves as if working under others. ○ Displays unbalanced behavior caused by excessive stress. 	<ul style="list-style-type: none"> ○ Acts forcefully against their will. ○ Cannot leave work or place of residence if they want to. Cannot easily communicate with relatives and acquaintances outside the workplace. ○ Their movement is controlled, and the doors/windows are locked to prevent them from going out. ○ Permission is required to eat/sleep/use the bathroom. ○ Cannot say where they live or work and wants to avoid questions by saying they are visiting. ○ Lives in non-standard places. ○ There is no identification document with them, such as license, passport, ID card etc. ○ Works overtime for short/unpaid wages. Does not get any leave. ○ They are found in places where exploitative activities take place. ○ Cannot enjoy their own income. ○ Remains isolated from social life. ○ Cannot say time, day, date if asked.

[Note: A victim identification form is attached to the appendix that can be used to identify and interview victims of trafficking.]

If you suspect someone is a potential victim, try to find out:

- Do they have identity or travel documents? If not, who controls them?
- Does anyone seem to have already taught them what to say when talking to immigration, police or an outsider?
- Are they being forced to do other things against their will?
- Have they been threatened with deportation or handing over to the police?
- Are they being forced into sex?
- Are they able to move freely?

- Are they getting food, water, medicine, sleep or other basic things to survive?
- Are they able to communicate with family or friends if they want to?
- Are they underage but involved in the sex trade?
- Can they go to social events or perform religious rites?

(N.B. Remember, whether trafficking happened or not cannot be concluded from one of the answers to these questions. All the answers must be considered.)

What to do after identification

- If there is an opportunity to talk privately with a potential victim, you must take care of the victim and their safety.
- Always respect their opinion and be patient.
- Before you ask them, assure them that you will not harm them.
- Try to calm them down mentally as much as possible.
- Ask them if you can help them reach any safe place fast.
- If they need time, make a quick plan with them when they are ready to be transferred to a safe place.
- Trying to rescue a victim alone can be risky for both yourself and the victim.
- Inform the police immediately and seek the help of the Human Trafficking Prevention Committee/CTC.

Where the victim will complain

Anyone can be a victim of trafficking, even after migration. In this case, the victim or their family can use the help of various government and non-government organizations for complaint, rescue and rehabilitation (See Appendix for detailed contact information).

Government Arrangements

Rescue of women and children is the responsibility of the Ministry of Home Affairs and the Ministry of Foreign Affairs. The Ministry of Home Affairs takes part in the rescue operation with the help of border guards, police, Ansar and VDP by contacting the source or transit country. But the repatriation of trafficked persons from one country to another is done in collaboration with the Ministry of Foreign Affairs. In this case, the Bangladeshi embassies in the destination or transit country play an important role in identifying the rescued person.

The government has set up Victim Support Centers, Shelter Homes and One Stop Crisis Centers to shelter and rehabilitate trafficked women and children. Victims of trafficking can file a lawsuit in a Bangladeshi court seeking legal assistance or justice.

Human Trafficking Prevention Committee: An inter-ministerial committee against human trafficking has been formed at the national level under the leadership of the Home Ministry. On the other hand, district committees have been formed at the district level under the leadership of the deputy commissioner and anti-human trafficking committees have also been formed at the Upazila and union levels. One of the main responsibilities of the anti-human trafficking committees formed at the district, Upazila and union levels is to review the current situation regarding human trafficking through regular meetings, increase public awareness, preserve information and above all, take initiatives to prevent, rescue and rehabilitate human trafficking. Trafficking victims or their families and acquaintances can seek help from the Human Trafficking Prevention Committee in the area concerned. To find out about the committees, one can use the help of the Deputy Commissioner's Office, Upazila Parishad, Union Parishad or local non-governmental organizations working on trafficking. (For information on the composition and responsibilities of the committee, see "National Action Plan 2015-2016 for Prevention and Suppression of Human Trafficking".)

Private arrangements

Several non-governmental organizations work in Bangladesh to rescue and rehabilitate victims of trafficking. Victims can seek help from a non-governmental organization to take legal action or file a complaint, and they can provide shelter to the rescued person and provide free psycho-social counseling.

Type of service	Government Organizations
Legal Assistance	Law and Arbitration Center, BLAST, BNWLA
Shelter Home	ACD, BNWLA, Dhaka Ahsania Mission, TMSS, Epsa, Shishuk, Shocheton
Free Treatment / Psycho-social counseling	ACD, BNWLA, Dhaka Ahsania Mission, TMSS, Epsa, Shishuk, Shocheton

Prevention and Suppression of Human Trafficking Act 2012

Prior to 2012, there was no proper provision in the existing law of Bangladesh to suppress all types of human trafficking. There was a lack of a proper definition of the wide range of human trafficking, including trafficking and exploitation of all people, men, women and children. As a result, the anti-human trafficking legal framework was much weaker. Another weakness was that no law treated human trafficking as a cross-border organized crime. As a result, cross-border investigation was not possible. On the other hand, Bangladeshi trafficking victims did not have enough service and safety laws according to Bangladeshi law. Bangladeshi trafficking victims were arrested as criminals in foreign countries. Many times, they were even treated as criminals in Bangladesh, their country.

In light of this situation, this initiative of the Ministry of Home Affairs and other national and international organizations came into effect on February 20th, 2012.

Below are the features of this law:

Main features of the law	Section
It gives a specific definition of human trafficking. It includes male, female or child trafficking and any other criminal activities.	Section 3 (It must be read along with sub section (15) of section 2)
Provision has been made for severe punishment for the crime of trafficking (In the case of well-organized trafficking, the death penalty, in other cases, life imprisonment); Provision has been made for punishment for incidental offenses.	Section 6 & 7
Provision has been made that this law will also apply to crimes committed outside the country if the victim or offender is a citizen of Bangladesh.	Section 5
The formation of special tribunals for speedy trial of trafficking offenses and its powers have been described.	Section 21-22, 17-30
Providing safety to the victim of human trafficking: finding the victim, rescue repatriation, rehabilitation, establishing shelter home, compensating the victim, protecting victim's privacy and dignity, taking action to stop the repeat of trafficking and ensuring the right of knowing information.	Section 32-40
It includes the provision of confiscating the property of people or organizations involved in trafficking. Provision has been made for the use of confiscated property for the help of victims.	Section 27
Police have been given a wide range of power for investigation. Police can investigate anytime and if needed, they can go to foreign countries.	Section 19-20
Provision has been made for creating a central fund against trafficking.	Section 42
It provides for international assistance and cooperation, as well as bilateral assistance and public-private partnerships to protect victims and bring traffickers to justice.	Section 32, 41
Provision of special protection or safety measures for women, children and the disabled/those whose ability to work is limited.	Section 25, 26, 20, 32, 38
Creation of new organization and recognition of old organization/committee.	Section 19, 21, 43, 46

Punishment of human trafficking

Crime	Punishment
Human trafficking	Anyone who commits the crime of human trafficking will be sentenced to a maximum of life imprisonment and a minimum of 5 (five) years rigorous imprisonment and a minimum fine of 50,000 (fifty) thousand BDT. (Section-6)
Organized human trafficking	If more than one member of an organized group or all members of a group commit the crime of human trafficking for the same purpose for financial or other gain or profit, each member of that group will be liable for the crime and the perpetrator will be sentenced to death or life imprisonment or a minimum of 7 (seven) year rigorous imprisonment and will be fined a minimum of BDT 5 (five) lakh. (Section-7)
Persuasion, conspiracy or attempt to commit a crime	Allowing a person to use their property to persuade, conspire, or intentionally create an opportunity for human trafficking, or to obtain, reject, conceal, remove, destroy, or possess a document and engage himself in the crime of human trafficking, the person will be sentenced to a maximum of 7 (seven) years and a minimum of 3 (three) years rigorous imprisonment and a minimum fine of 20 (twenty) thousand taka. (Section-8)
Forced or forced to provide forced labor or services	Allowing a person to use their property to persuade, conspire, or intentionally create an opportunity for human trafficking, or to obtain, reject, conceal, remove, destroy, or possess a document and engage himself in the crime of human trafficking, the person will be sentenced to a maximum of 7 (seven) years and a minimum of 3 (three) years rigorous imprisonment and a minimum fine of 20 (twenty) thousand taka. (Section-8)
Kidnapping, theft and detention for the purpose of committing the crime of human trafficking	If a person is abducted, concealed or detained for the purpose of committing the crime of human trafficking by another person, they will be punished with a maximum of 10 (ten) years and a minimum of 5 (five) years rigorous imprisonment and a minimum fine of 20 (twenty) thousand taka. Stealing or abducting a newborn child from a hospital, nursing home, maternity hospital, children's home or the parents of the newborn child is punishable by life imprisonment and a minimum of 5 (five) years rigorous imprisonment and a minimum fine of 50 (fifty) thousand taka. (Section-10)
Bringing or transferring for prostitution or any other form of sexual exploitation or harassment	If a person is brought to Bangladesh from abroad or transferred to Bangladesh for prostitution or any other form of sexual exploitation or oppression by force or deception for exploitation, maximum 7 (seven) years and minimum 5 (five) years rigorous imprisonment and minimum 50 (fifty) thousand taka will be fined. (Section-11)
Threatening the victim or witness in the case	If any person threatens, intimidates or coerces a human trafficking victim or witness or a family member or obstructs the investigation of the case, the person will be sentenced to a maximum of 7 (seven) years and a minimum of 3 (three) years rigorous imprisonment and a minimum fine of 20 (twenty) thousand taka. (Section-14)
False lawsuits or false allegations filed	If a person files a false or harassing suit or false complaint under this Act for causing harm or forces another to do so, they shall be liable to a maximum of 5 (five) years and a minimum of 2 (two) years rigorous imprisonment and a minimum fine of 20 (twenty) thousand.



Chapter 9

Practice

Participants after this session

- Will be able to practice and estimate what they learned in the training.

Topic, Process, Elements and Time of the session

	Topic	Process	Elements	Elements
1.	Session Introduction	Speech	Handout	10 minutes
2.	Practice	Speech, display, group work, discussion.	Multimedia, laptop, handout, flipchart sheet, masking tape, marker.	75 minutes
3.	Evaluation and break	Question-answer, discussion.		5 minutes
				Total: 90 minutes

Instruction for the trainer

- Ask the participants to choose two forms of training and prepare to practice those. The chosen practice must be from the human trafficking and torture prevention topic, carefully notice this one. Distribute one copy of the Methods of Organizing Local Seminars and Backyard Meetings to all to guide the peer leaders in conducting the activities.
 - Each group would be given: handouts, a copy of the slideshow presented during the training session, flipchart sheet about human trafficking and safe migration, posters and booklets about migration, flipboard, flipchart, masking tape and markers. 2 or 3 members of the group would be ready to conduct the session where each of the members would be engaged in group work and practicing.
- Each group would get 1 hour to plan a session presentation and prepare the elements for it (45 minutes for practice and 15 minutes for summary). After the preparation, give 25 minutes to present their presentation. During group work, the Assistant would be roaming around to ensure that every member is participating properly.
 - During the training period, the trainer would play the role of 'observer' and the participants would play the role of 'students'. Write instructions on a flipchart sheet and stick it on a wall to help the 'students' with their work.
 - Ask for feedback from two or three participants and observers according to the instructions. Thank the participants for participating.
- Heartily convey gratitude to the participants for their participation and end to the session.

Session Guide:

Instructions for the observers and students

What other groups will do when a group is practicing:

1. Student: will participate in the training properly, will enjoy the work and ask questions according to a student's point of view.
2. Observer: should observe the following things during the practicing time:
 - a. If the objective of the training is reflecting properly.
 - b. If the training is reflecting on prevention of human trafficking and safe migration.
 - c. If the assistant/presenter is using the right element, did they conclude on time, how was their presentation and did the participants properly participate in the session and discussion.

A session guide or instruction for the peer leaders to organize and conduct a session properly

(Local seminars and community meetings/backyard meetings)

To prevent human trafficking, local seminars and backyard meetings are very effective methods. These two methods help spread awareness to people who live in rural areas. Those who come to the hat or bazaar to buy and sell things are generally people who live in rural areas. In rural areas, the hat sits two times a week and is probably the only way of buying and selling regular necessary things for village dwellers. Therefore, local seminars can be a very good medium to make people from rural areas aware of these topics. On the other hand, community meetings are considered to be perfect for women living in villages and rural areas.

Benefits from organizing local seminars and backyard meetings/community meetings:

- Various information about the activity of different programs can be introduced.
- Open discussion helps to eradicate wrong ideas about a certain program or activity.
- General public helps acquire quicker publicity.
- Participation of all kinds of civil population increases.
- The opinions of the civil population get expressed through different activities.
- The support and assistance of community leaders can be increased by these activities.
- The image of a communicator from a community improves.
- The communication activity would be more acceptable to the general public if the local activities are compatible with the nationwide activity.
- Reaction towards the program or activity can be known easily.
- The rural leadership skills can be used as the main conductor for the activities.
- The publicity of the program gets quick responses due to the use of social interaction.

But to be successful in conducting these two activities, people related to these programs should be well experienced in certain sectors. Especially those who are involved with organizing Hat shobha and community meetings should be very skillful and experienced. Otherwise, the program will not be successful. Some important things to follow regarding this topic:

a. Local seminars:

Two types of activities can be included.

a. Organizational activity.

b. Activities on a local seminar day.

Organizational activity:

Local seminars should be organized with the help of leaders of local business organizations. Local seminars should be arranged on the weekly day of hat in that area. The peer leader in charge can have the help of the concerned sponsoring NGO to prepare and distribute the invitation cards. Invitations can be sent to different schools, colleges, madrashas, NGO, government offices, clubs, associations and notable business institutions.

One of the peer leaders will select a venue and prepare the sitting area for the guests. Another peer leader must arrange the necessary devices for micking to invite people to the venue. The necessary things and elements should be under the responsibility of peer leaders and should be safely preserved on the venue. To do all these things properly, peer leaders can have the help of a concerned sponsoring NGO.

Local seminar activity:

Two peer leaders will be in charge of assembling and escorting the invited guests and general people. Another two will stand guard to maintain discipline. The program will be thoroughly observed by a concerned sponsoring NGO.

Schedule of the session:

Local seminars can be arranged on any hat day with the permission and support of the local leaders and local dwellers. The center area of a hat is the preferred place to organize local seminars, if possible. It is better to have a local seminar before 3 p.m. But that should be discussed between peer leaders and the concerned sponsoring NGO along with the local leaders according to the time, place, season or surroundings. The advantage of local residents should be a priority.

Those who should attend local seminars:

<ul style="list-style-type: none"> ○ UP Chairman ○ Local hat, club or association leader ○ School, college or madrasa teachers ○ Religious leader/Imam of the mosque ○ Local elites 	<ul style="list-style-type: none"> ○ Students ○ Businessmen ○ Transport workers ○ Ansar VDP ○ NGO/Social workers
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b. Community meeting/backyard meeting:

Backyard meetings can play an important role in raising awareness among village men, women and children in the prevention of human trafficking. Through these meetings, the participation of a significant number of women and children can be ensured. As a result of their participation, this program became much more effective and livelier. There are two types of activities that need to be performed in order to organize this program.

- a. Organizational functions.
- b. Backyard meeting day activities.

Organizational functions:

The peer leaders of this program will agree on all the decisions through discussion and will complete the work through distribution of responsibilities. Three days before the program and the day before the program, the peer leaders will meet to review the overall preparations. The two peer leaders will determine the venue of the backyard meeting and send the meeting invitations to the participants.

Backyard meeting functions:

Two members of the peer leaders will take the initiative to bring the invited men and women to the meeting. The main discussion will be moderated by the person in charge of the peer leader and his/her session assistant. Overall, the meeting will be overseen by the concerned sponsoring NGO.

Participants of the backyard meeting:

Ordinary women, men and children of the village, possible migrants, returnees and their family members, local dignitaries, local elected representatives, teachers, social workers, businessmen, etc. The number of participants can be 25 to 30.

Time and place of backyard meeting:

The meeting can be held on any day of the week in the backyard of the female members or in the backyard of a convenient house, and the venue must be fixed in advance. It is better to set the meeting time between 3:30 p.m. and 4:30 p.m. because the male members of the family and the women are at home and the pressure of domestic work is less for women at that time. Participants should be informed of the venue, time and purpose of the meeting in advance.

Necessary skills to effectively conduct local seminar and backyard meetings:

Interpersonal communication skills:

- Have a humble, elegant manner and show respect for all.
- Be prudent, conscientious and patient.
- Have a nice accent.
- Be cheerful and playful and create a friendly atmosphere in the meeting.
- Listen attentively to the participants and give feedback on their opinions and feelings.
- During the discussion, keep an eye on the main topic, subject and purpose.

- Encourage participants to speak up but keep control of the overall conduct of the meeting.
- Be aware of the time and be able to finish the meeting within the allotted time.
- Take care of sensitive issues elegantly.
- Have a detailed idea of the topic of discussion and stay on-topic.
- The ability to absorb and apply it in the workplace.
- Understanding and respecting the differences between different groups in society.
- Ability to determine participants' behavior and needs.
- The sincerity of having a good relationship with the target population.
- The constant urge to explain anything repeatedly.
- The mentality of helping others in addition to certain responsibilities.

Backyard meeting seating:

The seating capacity of the meeting, moderator and participants greatly affects the success of the meeting. Participants must sit in the shape of the English alphabet 'U' at the meeting.

Preparations:

- Schedule a convenient day, place and time for the meeting based on discussions with them to ensure the highest attendance of the desired people.
- Invite attendees to a meeting at least 3 to 5 days in advance.
- Decide in advance what information needs to be given to them and practice the information submission strategy on your own beforehand.
- Prepare the necessary aids by pre-determining the topic and discussing it.
- On the day before the meeting, politely remind the invitees to be on time, such as being present.
- Make a checklist of pre-meeting materials and place them in a safe place the day before. Explain to the assistant their responsibility to take pictures of everyone.
- Finish the meeting within the allotted time. In this case, your work will be facilitated if you keep in regular contact with an acceptable and interested person from among the participants.

Steps to conduct the meeting:

- Try to finish a meeting in 45 to 60 minutes.
- Start the meeting by greeting everyone. If you have a plan to open the meeting with a respected person at this time, complete it.
- Try to conclude the introductory speech, introduction to meeting agenda in 5 to 10 minutes.
- Stand in a sublime and simple manner and evoke a friendly tone in pronunciation and accent.

- Complete the main discussion in 25-35 minutes.
- Check participants' ideas on the topic before starting the main discussion. It is important to keep a record of it before and at the end of the meeting to compare the level of awareness.
- Explain the issue to the participants at this stage. Through answering questions and other materials, bring the discussion to life. Share your thoughts with everyone while talking.
- Simply discuss the basics in the local language.
- A meeting or a gathering will naturally have participants of different opinions and tastes.
- In that case, it is difficult to consider the likes and dislikes of all people equally.
- To avoid these limitations, use experience and tactical behavior.
- Do not prolong the discussion but repeat important words if necessary.
- Refrain from using any words or language that hurt women's self-esteem.
- Finally, summarize all the discussions in 10-15 minutes. At this time, try to understand the opinion of the meeting from the participants and learn how to do it better. As a result, you can prepare better for the next meeting.
- At the end of the meeting, participants want to know what they understand from the meeting and whether it will be of any use to them in the future. Through them, it will be possible to measure the level of awareness.
- If necessary, end the meeting by thanking everyone and by fixing the day of the next meeting.
- Give your mobile number to the participants so that they can contact you if needed.
- Make the meeting as informal as possible. Ask the assistant to take a picture of the meeting.

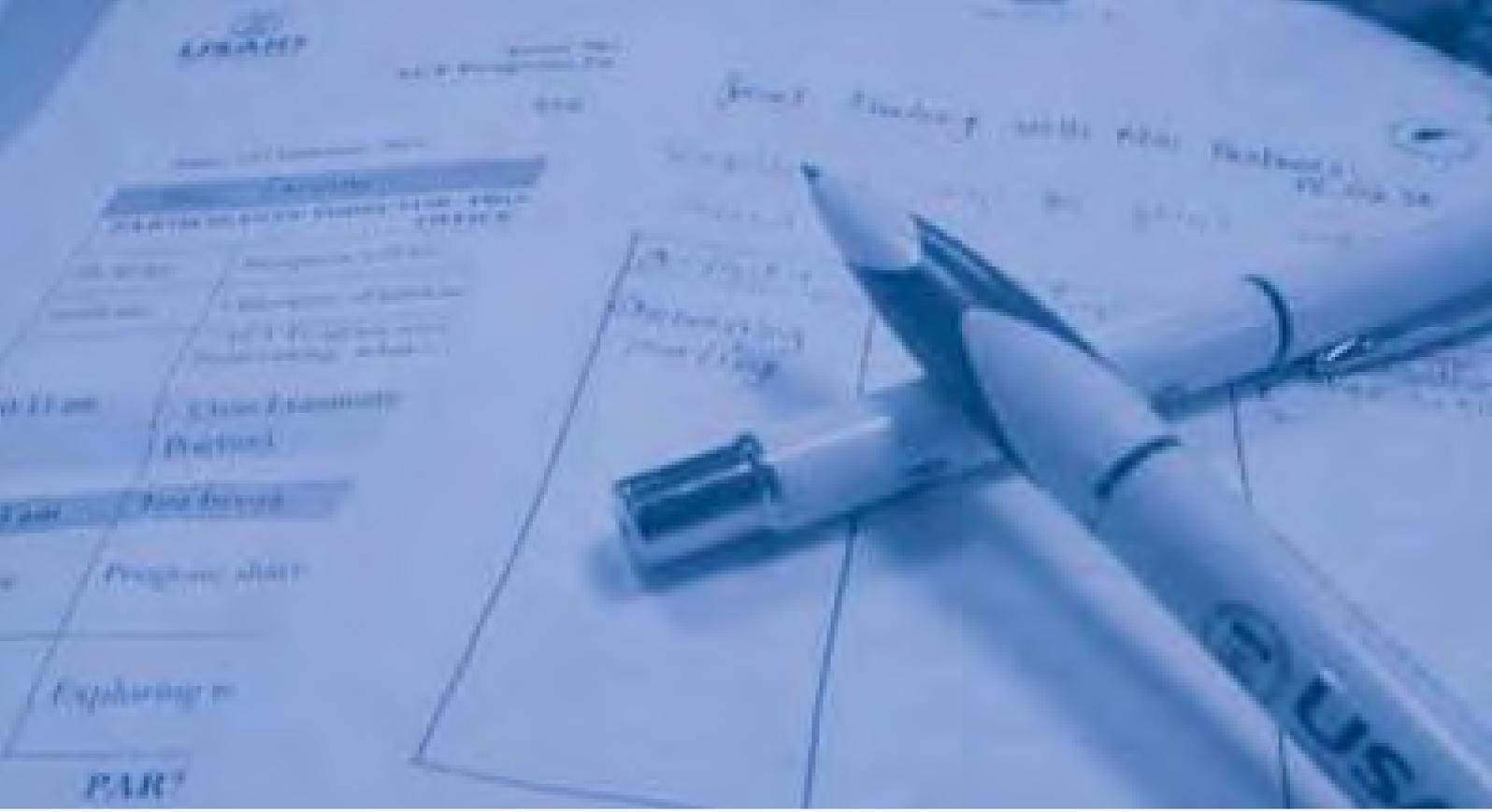
Post-meeting work:

- If you use any local items (such as mats, sheets, chairs, etc.), return them.
- Create a meeting report.
- Discuss the issues and decisions in the meeting with your own team and stakeholders.
- Follow up on problems and decisions and take necessary action.
- If someone who is inspired by the meeting wants to know something directly or by phone, pay attention and listen properly and help as much as possible. Never express annoyance by any question. Remember, these people will help you succeed in your next job.

Required materials:

In order to make the meeting a success, some necessary materials have to be used in the discussion. For example:

- Describe the topic of discussion through flip charts.
- Distribute various anti-trafficking materials (such as leaflets, stickers, brochures, posters, etc.) to the participants.



Chapter 10

Preparing Action Plan
to prevent Human Trafficking

Purpose of the Session:

At the end of this session the participants will

- Be able to know what the action plan is and what its requirements are.
- Be able to acquire planning skills at the local level and be motivated to implement activities accordingly.

Session's Subject, Procedure, Material and Time

	Subject	Procedure	Material	Time
1.	Action plan and its requirements	Experience exchange, demonstration, discussion	Multimedia, Laptop, Handout	10 minutes
2.	Action plan formulation and implementation strategy	Speech, demonstration, group work, discussions	Multimedia, Handout	45 minutes
3.	Post-Tests, training keynote and completion	Q&A, discussion		30 minutes
				Total: 85 minutes

Instructions for the Trainer

1. a. Greet the participants and give them ideas on the discussed topic and hang the card on the board. Say: "In this session, we will try to understand the action plan for conducting anti-trafficking activities by using all our ideas and skills."
 - b. Take opinions of 4/5 of the participants on the topic "What is Plan". Invite them to match the plan through poster paper. Ask one of them to read the poster paper and then discuss. An action plan is essential for the successful implementation of any work. Discuss why it is needed. Regarding this context, ask the participants about it. Try to explain to the participants that action planning is essential to stop incidents like human trafficking.
 - c. Divide the participants into 4 groups. Ask them to discuss and write down what needs to be done to create awareness in their area to prevent human trafficking or to provide information to the people, i.e., what activities can be done individually and collectively. After the group presentation, summarize the similar and different activities of all the groups in different papers and include your views. Identify which of these tasks can be done alone and which can be done together. Conclude the session by thanking everyone and pledging: "We will all do these things together."
2. a. Distribute an action plan (2 copies) to each of the participants and give them 5 minutes to read and understand. After the specified time, listen to 1/2 people about whether they have understood the plan table. Tell them that after this training, they must go to their area and must record the activities they will do to prevent human trafficking on their own in this table.. They must write their name, address, and phone number in the table. Do the same thing in two tables. They must submit one copy to the trainer and take one copy for themselves. The trainer will create an action plan on the board which will be based on the feedback of the components of making a plan on a monthly or quarterly basis.

- Explain the purpose and purpose of the day to the participants about Pre-Post Test Question Paper (See Appendix 11) and Training Assessment Form (Appendix 12) note. Collect the form and end the training by thanking them.
- b. Discuss with participants how the program is being conducted following the action plan, how the activities are being conducted and the methods of evaluating how effective it is. Monitoring indicators are required for observing any action plan. Agree upon how to monitor activities through discussions with participants. Let them know that their progress on implementing this action plan will be monitored regularly and the next action plan and goals will be determined based on the results.
3. Explain the purpose and purpose of the day to the participants about Pre-Post Test Question Paper (See Appendix 11) and Training Assessment Form (Appendix 12) note. Collect the form and end the training by thanking them.

Session assistance:

Action plan table:

Work / what will be done	To whom it will be done	With how many persons	Place / where it will be done	Time / when it will be done
Name: Working area: Date:				

Some work that can be done to involve the locals:

<ul style="list-style-type: none"> ○ Village meeting / yard meeting ○ Village Educational / Literacy Fair ○ Sports ○ Media (print and electronic) ○ Discussion ○ Educational songs ○ Rally/procession (such as bicycle rally) ○ Speech ○ Puppet dance ○ Video image show ○ Audio play ○ Multimedia 	<ul style="list-style-type: none"> ○ Debates, puzzles ○ Posters and banners ○ Wall writing and drawing ○ House to house campaign ○ Human chain rally ○ Talk on the radio ○ Television programs ○ Procession on foot ○ Rural culture ○ Magic show ○ Path dramas or ceremonies ○ Wall Magazine
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Referral service

Human trafficking is one of the fastest growing criminal activities in the world. It was the second largest source of illicit income in the world in 2005. Bangladesh is considered a source of trafficking in women, men and children for forced labor and sexual activities. A significant portion of Bangladeshi human trafficking survivors were fraudulently recruited in the name of foreign employment and subsequently subjected to forced labor or the conditions of slavery. In other cases, Bangladeshi nationals who go abroad in search of employment are subsequently subjected to forced labor.

Many organizations are working to provide assistance to survivors at risk of human trafficking and to survivors (hereinafter referred to as "survivors"). Several well-established initiatives are underway in Bangladesh to provide services to men and women who are at risk of trafficking and to survivors. However, considering the type and quality of the service provided, there is a significant difference between these initiatives. Of these, only a handful of initiatives are for human trafficking survivors, especially for the first time. Among them, referral services are an important service delivery program.

What to do to establish an effective referral service:

1. Identify the victims of human trafficking and child marriage.
2. Have a detailed idea about the identified persons.
3. Know the past experiences of the identified persons.
4. Gain knowledge of District Referral Service Directory Information.
5. Know about the service providers included in the directory.
6. Find out more about the address of the service provider in the directory.
7. Build good relationships with service providers included in the directory.
8. Create a cooperative attitude towards disadvantaged people.
9. Help survivors and those who are at risk of human trafficking with economic empowerment, emotional well-being and social reintegration.
10. Constantly follow-up on the progress of survivors.

It is not true that people living in families do not need to be reunited. Survivor consolidation public service providers will offer several consensual alternative proposals for non-formal education, transfer and alternative employment opportunities.

Follow-up monitoring will include information about the survivor's mental state, the services provided and the progress of their case. It may be more effective to follow up with the Village Chairperson to reunite the members and provide services, but care must be taken not to violate the privacy of the survivor and the person at risk.

Appendix

Appendix-1

Matching Practice Analysis of the Elements of Human Trafficking

ACT (movement)+	Means (against one's will)+	Result (harmful) =	Human Trafficking

Matching practice: full table

ACT (movement)+	Means (against one's will)+	Result (harmful) =	Human Trafficking
Recruitment	Threat of use of force	Exploitation	
Transport	Coercion	Sexual exploitation	
Transfer	Abduction	Forced labor	
Harboring	Fraud	Slavery-type practice	
Receipt of persons	Deception	Removal of organs	Human trafficking
	Abuse of power	Physical abuse	
	Exploitation of vulnerability	Emotional abuse	

Appendix-2

Migrant loan application form at Prabasi Kalyan Bank

No.	Name and address of the training institution	Phone	Mobile	E-mail
1.	Bangladesh Institute of Marine Technology (BIMT), Port Narayanganj	7661119	01556305895	akrambimt@gmail.com bimtbmet@gmail.com
2.	Institute of Marine Technology (IMT), Chunaghata, Faridpur		01711392360	sharifa0096@gmail.com
3.	Institute of Marine Technology (IMT), Baitpur, Bagerhat		01714048889	principalimtb@gmail.com
4.	Institute of Marine Technology (IMT), Mulibari, Sirajganj		01816883821	imt.sirajgonj@gmail.com
5.	Bangladesh-Korea Technical Training Center, Darussalaam, Mirpur, Dhaka	9000184	01552398373	principalbkttc67@yahoo.com
6.	Bangladesh-German Technical Training Center, Mirpur, Section-2, Dhaka	9002018	01715158153	bgttc.1965@yahoo.com
7.	Bangladesh-Korea Technical Training Center, Nasirabad, Chittagong	031-682082	01711273708	chittagongbkttc@gmail.com ttcctg@gmail.com
8.	Rajshahi Technical Training Center, Sapura, Rajshahi	0721-761336	01190710856	ttcraj@gmail.com
9.	Comilla Technical Training Center, Kotbari, Comilla	081-65662	01711585835	principalcomillattc@gmail.com
10.	Faridpur Technical Training Center, Sriangan, Faridpur	0631-62534	01710490997	faridpurttc@gmail.com
11.	Rangamati Technical Training Center, College Gate, Rangamati	0351-62203	01818996945	ttcranga@yahoo.com
12.	Khulna Technical Training Center, Teligati, Khulna	041-774891	01710490997	mahedi92buet@yahoo.com
13.	Mymensingh Technical Training Center, Maskanda, Mymensingh	091-54977	01714822316	ttcmyn@gmail.com
14.	Barisal Bogra Technical Training Center, Shantahar Road, Bogra	051-66391	01716407578	mizan_59@yahoo.com
15.	Technical Training Center, C&B Road, Barisal	0431-53072	01912016082	ttcbar@gmail.com
16.	Sheikh Fazilatunnesa Mujib Women's Technical Training Center, Darussalaam, Mirpur, Dhaka	02-8054167	01715029096	sfrmmttc@gmail.com

No.	Name and address of the training institution	Phone	Mobile	E-mail
17.	Keraniganj Technical Training Center, Hazratpur, Keraniganj, Dhaka	02-7760037	01716373394	keranigonjttc@yahoo.com
18.	Noakhali Technical Training Center, Gabua, Begumganj, Noakhali	0321-62863	01711971858	noakhalittc@yahoo.com
19.	Bandarban Technical Training Center, Meghla, Bandarban	0361-62867	01716280022	bandarbanttc@yahoo.com, aktherttc@gmail.com
20.	Dinajpur Technical Training Center, Rajampur, Sheikhpura, Dinajpur	0531-51128	01712070563	dinajpurttc@gmail.com
21.	Tangail Technical Training Center, Nagar Jalfai, Ashikpur, Tangail	0921-62925	01711947860	ttctangail@gmail.com
22.	Sylhet Technical Training Center, Alampur, Sylhet	0821-841800	01558394237	sylhetttc2@gmail.com
23.	Rangpur Technical Training Center, Taluk Dharmadas, Rangpur		01711731248	lutfar73@gmail.com
24.	Pabna Technical Training Center, Laxminathpur, Pabna		01716205372	emdadul.31bd@yahoo.com
25.	Jamalpur Technical Training Center, Beltia, Jamalpur		01819298205, 01711375538	jamalpurttc@gmail.com
26.	Patuakhali Technical Training Center, Sadar, Patuakhali	0441-63676	01712754483	golamkabar73@gmail.com
27.	Jessore Technical Training Center, Adjacent to Khulna Bus Stand, Jessore	0421-68867	01712134667	jessorettc@gmail.com
28.	Thakurgaon Technical Training Center, Gaulpara, Thakurgaon	0561-53599	01711375538	ttcthakurgaon@gmail.com
29.	Chapainawabganj Technical Training Center, Barguria, Chapainawabganj	07732-51049	01715150336	rahimpttc@yahoo.com
30.	Laxmipur Technical Training Center, Masim Nagar, Laxmipur	0381-61958	01763772150	ttc.laxmipur@gmail.com
31.	Natore Technical Training Center, Basudebpur, Natore	077325104950	01710834885	mahtab111970@yahoo.com
32.	Khagrachhari Technical Training Center, Golabari Khagrachhari	0371-886199	01712779777	ttckhag4400@gmail.com
33.	Jhenaidah Technical Training Center, Arabpur, Jhenaidah	0451-61440	01557002605	jttc02@gmail.com
34.	Lalmonirhat Technical Training Center, Haribhaga, Lalmonirhat		01718254773	ttclal_45@yahoo.com
35.	Narsingdi Technical Training Center, Shashpur, Shibpur, Narsingdi		01199863744	narsingdiittc@gmail.com

No.	Name and address of the training institution	Phone	Mobile	E-mail
36.	Kushtia Technical Training Center, Chauhas, Kushtia	071-62512	01718758754	kushtiattc@gmail.com
37.	Khulna Women's Technical Training Center, Kuwait Road, Khulna	041-2870470	01712040789	kmttc2010@yahoo.com
38.	Chittagong Women's Technical Training Center, Polytechnic Road, Nasirabad, Chittagong	0312-580523	01715010321	cmttc2006@gmail.com
39.	Rajshahi Women's Technical Training Center, Sapura, Rajshahi	0721-861407	01712110274	mttc.raj@gmail.com
40.	Barisal Women's Technical Training Center, C&B Road, Barisal	0431-61476	01818481126	mttcbarisal@gmail.com
41.	Women's Technical Training Center, Alampur, Sylhet	0821-840503	01710443930	smttc61041@gmail.com
42.	Brahmanbaria Technical Training Center		01190780489	bbariattc@gmail.com
43.	Sherpur Technical Training Center		01711979417	ttcsherpurnokla@gmail.com
44.	Chuadanga Technical Training Center		01718939047	
45.	Gopalganj Technical Training Center		01815253228	
46.	Narail Technical Training Center		01912383090	
47.	Jhalokati Technical Training Center		01711162597	
48.	Kurigram Technical Training Center		01558348415, 01712991138	
49.	Nilphamari Technical Training Center		01918556356	
50.	Rajbari Technical Training Center		01712052139	
51.	Bhola Technical Training Center		01816920434	

Appendix - 4

Language and Communication Skills

(a) Some of the necessary words and sentences in Bengali, Arabic, and English.

1. Useful words in everyday life

Serial	Bengali	English	Arabic pronunciation in Bengali
1.	আমি (পুং ও স্ত্রী)	I	আনা
2.	আমরা (পুং ও স্ত্রী)	We	নানু
3.	তুমি, আপনি (পুং)	You	আনতা
4.	তুমি, আপনি (স্ত্রী)	You	আনতি
5.	তোমরা ২ জন (পুং ও স্ত্রী)	You	আনতুমা
6.	তোমরা সকল (পুং)	You	আনতুম
7.	তোমরা সকল (স্ত্রী)	You	আনতুনা
8.	সে (পুং)	He	হুয়া
9.	সে (স্ত্রী)	She	হিয়া
10.	ইহা, এই	It, This	হগাজা
11.	তাহারা ২ জন	They	হুমা
12.	তাহারা সকল (পুং বহুবচন)	They	হুম
13.	তাহারা সকল (স্ত্রী বহুবচন)	They	হুনা
14.	কী?	What?	হাল
15.	কী?	What?	মা
16.	কী?	What?	মাজা
17.	কী? (কথ্য ভাষা)	What?	ইশ
18.	কোথায়?	Where?	আইনা
19.	কখন?	When?	মাতা
20.	কত?	How much?	কাম
21.	কেমন	How?	কাইফা
22.	কে?	Who	মান
23.	কেন?	Why	মিলা/লিমাযা
24.	ঐ	That	যালিকা
25.	সাথে	With	মাআ
26.	যাও	Go	ওহ্
27.	ভালো, উত্তম	Good	খাইর/তা যব
28.	ধন্যবাদ	Thanks	শুকরান
29.	খারাপ (কথ্য ভাষা)	Bad	মুশতাইয়িব
30.	মাফ করবেন	Forgive, Pardon, Excuse	আফওয়ান
31.	হ্যাঁ	Yes	নানামা
32.	না	No	লাইছা/লা
33.	চিঠি	Letter	খেতাব
34.	ফোন	Phone	ফোন
35.	যোগাযোগ	Communication	এতেছেলাম

2. Name of foods

Serial	Bengali	English	Arabic pronunciation in Bengali
1.	ভাত, চাউল	Rice	রুজ
2.	রুটি	Bread	খুবজ
3.	আটা	Flour	দাক্কিক, হাব্বা
4.	ময়দা	Fine Flour	দাক্কিক, ফিনু
5.	দধ	Milk	ঘালিব
6.	ডিম	Egg	বাইদাহ
7.	গোস্ত, মাংস	Meat	ঔহাম
8.	গরুর মাংস	Beef	ঔহমুল বাক্কার
9.	খাসির মাংস	Mutton	ঔহমুল গানাম
10.	ডাল	Pulses	আদাস
11.	খানা	Food	তাআম
12.	চিনি	Sugar	সুকার
13.	মাছ	Fish	সামাক
14.	সকাল বেলার নাস্তা	Break Fast	ফুতুল
15.	দ্বিপ্রহরের আহাৰ	Lunch	গাদা
16.	রাতের আহাৰ	Dinner	আশা
17.	চা	Tea	শাহী
18.	পানি	Water	মা/মই/মিয়া/মুয়া
19.	পিয়াজ	Onion	বাছাল
20.	রসন	Garlic	ছাওম
21.	আদা	Ginger	জানজাবিল
22.	লবণ	Salt	লিমহ
23.	তেল	Oil	জাইত
24.	হলদ	Turmeric	কুরকুষম
25.	জিরা	Cumin Seed	কামুন
26.	হালকা খাবার	Snacks	ওয়াজবাত খাফিফা

3. Name of fruits

Serial	Bengali	English	Arabic pronunciation in Bengali
1.	ফল	Fruit	ফকহি
2.	আনারস	Pineapple	আনানাছ
3.	আম	Mango	মানজা/আনাজ
4.	তরমজ	melon	বিত্খি
5.	কমলা	Orange	বুরতকাল
6.	খেজুর	Date	তামার
7.	আপেল	Apple	তপফাহ
8.	আঙ্গুর	Grape	ইনাব
9.	কিসমিস	Currat	ঐযিব

4. Arabic Days

Serial	Bengali	English	Arabic pronunciation in Bengali
1.	রবিবার	Sunday	ইয়ামল আহাদ
2.	সোমবার	Monday	ইয়ামল ইছনাইন
3.	মঙ্গলবার	Tuesday	ইয়ামল ছলাছা
4.	বুধবার	Wednesday	ইয়ামল আরবেয়া
5.	বৃহস্পতিবার	Thursday	ইয়ামল খামিস
6.	শুক্রবার	Friday	ইয়ামল জুময়া
7.	শনিবার	Saturday	ইয়ামল সাবত

5. The 12 Months of the English Calendar

Serial	Bengali	English	Arabic pronunciation in Bengali
1.	জানুয়ারি	January	ইয়ানায়েব
2.	ফেব্রুয়ারি	February	ফেবরায়েব
3.	মার্চ	March	মারেছ
4.	এপ্রিল	April	আবরিল
5.	মে	May	ত্রায়
6.	জুন	June	ইউনিও
7.	জুলাই	July	ইউলিও
8.	আগস্ট	August	আগসতাস
9.	সেপ্টেম্বর	September	ছেবতাম্বর
10.	অক্টোবর	October	অকতুবর
11.	নভেম্বর	November	নওফেম্বর
12.	ডিসেম্বর	December	দীসাম্বর

6. Arabic Number

Serial	Bengali	English	Arabic pronunciation in Bengali
1.	এক	One	ওয়াহেদ
2.	দই	Two	ইছনান/ইতনিন
3.	তিন	Three	তালাতাহ/ছালাছা
4.	চার	Four	আরবায়াহ
5.	পাচ	Five	খামসাহ
6.	ছয়	Six	সিত্তাহ
7.	সাত	Seven	গাবয়া
8.	আট	Eight	তামানিয়া/ছানিয়া
9.	নয়	Nine	তিছয়া
10.	দশ	Ten	আশরাহ
11.	এগার	Eleven	আহাদা আশারা
12.	বার	Twelve	ইছনান ওয়া আশারা
13.	তের	Thirteen	ছালাছাত আশারা
14.	চৌদ্দ	Fourteen	আরবাত আশারা
15.	পনেরো	Fifteen	খামসাত আশারা
16.	ষোল	Sixteen	সিত্তাত আশারা
17.	সতের	Seventeen	সাবয়াত আশারা
18.	আঠার	Eighteen	ছামানিয়াত আশারা
19.	উনিশ	Nineteen	তিছয়াত আশারা
20.	বিশ	Twenty	ইশরুন

7. The 12 Months of the Arabic Calendar

Serial	English	Arabic pronunciation in Bengali
1.	Moharram	মহাররম
2.	Safar	সফর
3.	Rabiul Awal	রবিউল আউয়াল
4.	Rabiul Sani	রবিউস সানি
5.	Jamadiul Awal	জমাদিউল আউয়াল
6.	Jamadiul Sani	জমাদিউস সানি
7.	Rajab	রজব
8.	Shaban	শাবান
9.	Ramjan	রমজান
10.	Shawal	শাওয়াল
11.	Jekkad	জিলকাদ
12.	Jilhaj	জিলহাজ্জ

8. Necessary Conversations in Arabic

Serial	Bengali	English	Arabic pronunciation in Bengali
1.	আসসালামু আলাইকুম	Peace be upon you.	আসসালামু আলাইকুম
2.	ওয়া আলাই কুমসসালাম	Peace be upon you also.	ওয়া আলাই কুমসসালাম
3.	এদিকে আসুন	Please come here.	তায়াল হেনা
4.	আপনার নাম কী?	What is your name?	মাইসমক/ইসইসমক?
5.	আমার নাম আবদুল্লাহ	My name is Abdullah.	ইসমি আবদুল্লাহ
6.	আপনি কেমন আছেন?	How are you?	কাইফা হালক
7.	আমি ভালো আছি।	I am well.	তাইয়্যিব।
8.	আমার শরীর ভালো না।	I am not well.	লাসত বেখাইর।
9.	আপনি কোথা হতে এসেছেন?	Where have you come from?	মিন আইনা জিইতা।
10.	আমি বাংলাদেশ হতে এসেছি।	I came from Bangladesh.	জিয়ত মিন বাংলাদেশ
11.	কী জন্য এসেছেন?	Why have you come?	লি জিয়তা?
12.	বাড়িতে কাজ করতে এসেছি।	I have come to work as a domestic worker.	জিয়ত লিল আমাআল বাইত
13.	কোন কোম্পানিতে চাকরি করার জন্য এসেছেন?	Which company has you come to serve?	ফি আআয়িত শারিকাতি জিয়তা লিল আমালি
14.	কোম্পানির নাম ...	The name of the Company is...	ইসমশ শারিকাহ....
15.	কোম্পানির ঠিকানা কী?	What is the address of the company?	শা ওয়া ওনওয়ানুশ শারিকাহ?
16.	কোম্পানির ঠিকানা...	The address of the company is...	ওনওয়ানুশ শারিকাহ...
17.	কোন রিক্রুটিং এজেন্সির মাধ্যমে এসেছেন?	Through which Recruiting Agency have you been selected?	বিওয়াসিতাতি আইয়াতি ওয়াকালাতিল ইসতিকদাম জিয়তা?
18.	রিক্রুটিং এজেন্সির নাম...	The name of Recruiting Agency is.....	ইসম ওয়াকালাতিল ইসতিকদাম...
19.	পাসপোর্ট ও টিকেট দেখান।	Please show your passport and Ticket.	হাতিল জাওয়ায ওয়াত তায়কিরা।
20.	অনুগ্রহপূর্বক একট তাড়াতাড়ি করুন।	Please hurry up.	আয়াজ্জাল বিসামা হাতিকম
21.	আমি সৌদি রিয়াল চাই।	I want Saudi Rials.	আগীর রিয়ালাস সাউদি
22.	আপনি এখন যেতে পারেন।	Please you may go now.	ফাদাল।
23.	বের হওয়ার রাস্তা কোনদিকে?	Where is the exit?	আইনাল মাখরাজ।
24.	বের হওয়ার রাস্তা এই দিকে।	This is the way to exit.	হাজা হুয়াল মাখরাজ।
25.	মালপত্র গ্রহণের স্থান কোথায়?	Where is the luggage counter?	আইনা মওদউ ইসতিলামিল হাকীবাহ ওয়াল আফাশাহ?
26.	মালপত্র গ্রহণের স্থান এইদিকে।	This is the way to the luggage counter.	হাজা হুয়াল মাওদাউ লি ইসতিলামিল হাকীবাহ ওয়াল আফাশাহ
27.	আপনি কি এখানে এয়ারপোর্টে চাকরি করেন?	Do you serve here in the Airport?	হাল আন্তা তাশতাগিল ফি হাজাল মাত্তার।

Serial	Bengali	English	Arabic pronunciation in Bengali
27.	আপনি কি এখানে এয়ারপোর্টে চাকরি করেন?	Do you serve here in the Airport?	হাল আন্তা তাশতাগিল ফি হাজাল মাত্তর।
28.	হ্যা, এখানে চাকরি করি।	Yes, I serve here.	ইইয়াম আশতাগিল ফি হাজাল মাত্তর
29.	নিয়োগকারী কোম্পানির প্রতিনিধি আমাকে গ্রহণের জন্য আসছে কি?	Has the employer's representative come to receive me?	হাল জায়া মমাচ্ছিল ছাহিবিল আমাল?
30.	ট্যাক্সিস্ট্যান্ড কোথায়?	Where is the taxi stand?	আইনা মাওকাফত তাকসি?
31.	হে টেক্সিচালক, রিয়াদ যাবে কি?	Hello, driver, will you go to Riyadh?	ইয়া সায়িকাত তাকসি হাল তাজহাব ইলার রিয়াদ?
32.	রিয়াদ যাওয়ার ভাড়া কত?	What is the taxi fare of Riyadh?	কাম উজরাহ লিররিয়াদ
33.	ভাড়া ১০ রিয়াল	The fare is 10 Rials	আশরাহ রিয়াল।
34.	আপনার ব্যবহার আমার কাছে খুব ভালো লাগে।	I like your behaviour very much.	কালামকা আহসান জিদান লাদইয়া
35.	খাবার হোটেল কোথায়?	Where are the restaurants?	আইনাল মাতয়াম?
36.	আপনি কী খেতে পছন্দ করেন?	What type of food do you like to have?	মাজা তহিবর আন তাকলা
37.	আমি ভাত মাছ খেতে পছন্দ করি।	I like to take rice and fish.	আনা উ হিববর রুজ্জা ওয়াসসামাক
38.	আমার জ্বর হয়েছে।	I am suffering from fever.	আছাবানিল হুমা
39.	আমার ডাক্তারের কাছে যাওয়া প্রয়োজন।	I need to go to a doctor.	আলাইয়া আন আযহাবা আলাতত্বাবিব।
40.	আপনার আর কী কী অসুবিধা হয়?	What are the other problems you face?	আইয়াত মসকিরাতলি লাকা সিওয়া হাজা?
41.	আমি নিয়মিত খেতে পারি না।	I cannot take any meals regularly.	লা আসতাতিউল আকলা মাওয়যাবান
42.	আপনাকে অশেষ ধন্যবাদ।	Thank you very much.	শুকরান জাযিলান

9. Some Necessary words in Arabic - 1

Serial	Bengali	English	Arabic pronunciation in Bengali
1.	কাপড় ধোয়ার মেশিন	Washing Machine	আল মাগছালাহ/মিগছালাহ
2.	ধোব	I will wash	আগছিল
3.	কাপড় চোপড়	Cloths	আল মালাবিছ
4.	ধোও	Wash	গাছিছল
5.	তোমাকে শিখাব	To teach you	উ'আলিমকা
6.	প্লেটগুলো	Plates	আতবাক
7.	প্লেট ধোয়ার মেশিন	Dish Washer	মিগছালাতল আতবাক
8.	আমরা তৈরি করব	We will make	না চনাই
9.	নাস্তা	Breakfast	আল ফুতর
10.	মাইক্রোওয়েভ ওভেন	Microwave Oven	মাইক্রোওয়েভ
11.	ভেকুয়াম ক্লিনার	Vacuum Cleaner	মনাযযিফতি খাওয়াইয়াহ
12.	চুলা	Oven	উরুন
13.	রুম	Room	আল গুরফাহ
14.	ইস্রি	Electric Iron	আল মিকওয়াহ
15.	প্রশিক্ষণ	Training	আত তাদরিব
16.	কিছু পরিমাণ	Some	বা'দা
17.	কাল	Tomorrow	গাদান
18.	গহকর্ত্রী/গহিনী	Land lady	রব্বাতল বাইত
19.	সন্তান	Children	বুনাই
20.	আসবাবপত্র	Furniture	আল আছাছ
21.	সজ্জিত করা হয়েছে	Dressed	যুয়িনাত
22.	পর্দা	Curtain	আসসাতায়ের
23.	শোকেস	Show case	আলকানবাত
24.	চেয়ার	Chair	আল কারাসি
25.	টেবিল	Table	আততাওয়লাত
26.	খাট	Cot	আসসারায়ির
27.	ফ্রিজ	Freeze	আছছালাজাত
28.	গ্লাস	Glass	আল কব
29.	খবরের কাগজ	News paper	আসসহফ
30.	খানাপিনা	Foods	আল-আকল ও আশশুরব
31.	দেশ	Country	দাওলাহ
32.	শহর	Town/City	বালাদ
33.	রাস্তা	Road	ত়ারিক
34.	দোকান	Shop	মাহাল
35.	কর্মস্থল	Place of Work	মাজালল আমাল
36.	অফিস	Office	মাকতাব
37.	স্বাগতম	Welcome	আহলান ওয়া সাহলান
38.	মারহাবা	Marhaba	মারহাবা

10. Some Necessary words in Arabic - 2

Serial	Bengali	English	Arabic pronunciation in Bengali
1.	এখানে	Here	হুনা
2.	দয়া করে	Please	মিন ফাদলিক
3.	মাফ করবেন	Excuse me	লাও ছামাহতম
4.	এক মুহর্ত	One moment	লাহযাহ
5.	ঘুম হতে ওঠে	Get up	ইয়াছতাইকিয়
6.	সংবাদপত্র	Newspaper	জারিদাহ
7.	সে গোসল করে	He takes bath	ইয়াগতাইছিল
8.	তুমি গোসল কর	You take bath	তাগতাইছিল
9.	পোশাক	Dress	মালাবিছ
10.	কাজের সময়	Period of work	মদ্দাতল আমল
11.	প্রত্যহ	Daily	ইয়াওমিয়্যান
12.	দুপুরের খাবার	Lunch	আল গাদা
13.	কেনাকাটা করা	Marketing	আততাছওয়িক
14.	রাতের খাবার	Dinner	আল আশা
15.	তৈরি করেছি	I have prepared	জাহহযত
16.	নাস্তা	Breakfast	আল ফুতর
17.	মেহমান	Guest	আদ্দুয়ফ
18.	ডাক্তার	Doctor	আতত্বাবীব
19.	নার্স/সেবিকা	Nurse	আল মমাররিদাহ
20.	আপনার কী হয়েছে?	What happened to you?	মাবিকা?
21.	আঘাত পেয়েছেন?	Injury	উচিবতা
22.	মাথায়	On head	ফি আররাছ
23.	হাটতে	On knee	ফি আর রুকবাহ
24.	বুকে	On Chest	ফি আছ ছদর
25.	আঙলে	On fingers	ফি আল ইছবা
26.	পায়ে	Leg	ফি আর রিজল
27.	নাকে	On nose	ফি আল আনফ
28.	সামান্য/ মামুলি	Not serious	বাছিত্ত
29.	ইহা ছাড়া	Besides	গাইরু হাযিহি
30.	ভয় করবেন না	Don't be afraid	লা তাখাফ
31.	ডাক্তার কোথায়?	Where is the doctor?	আইনা আত তাবিব?
32.	ব্যাপারটি	The matter	আল আমর
33.	আছে	(Doctor) is available	মাওজুদ
34.	ধৈর্য ধরুন	Have patience	ইছবির
35.	এখন	Now	আল আন
36.	ব্যথা	Pain	আলাম
37.	কঠিন	Serious	শাদিদ
38.	পিঠে	On the back	ফি জাহরি
39.	আমাকে সুস্থ করুন	Care me	আশফিনি
40.	হে প্রভ	Oh! Lord	ইয়া রব

Serial	English	Bengali	Arabic pronunciation in Bengali
41.	Oh! Lord	হে প্রভু	ইয়া রব
42.	May Allah care you	আল্লাহ তোমাকে সুস্থ করুন	শাফাকাল্লাহ
43	Hand	হাত	আল ইয়াদ
44	Ear	কান	আল উয়ন
45	Eye	চোখ	আল আইন
46	Skin	চামড়া	আল জিলদ
47	Elbow	কনুই	আল মিরফাকু
48	Heart	হৃদয়	আল ক্বালব
49	Liver	কলিজা	আল কাবিদ
50	Toe	হাতের তালু	আল কাফ
51	Belly	পেট	আল বাত্বন
52	Forehead	কপাল	আলজাবিন
53	Lip	ঠোঁট	আশশাফাহ
54	Back	পিঠ	আয়-যাহব
55	Thigh	উরু/রান	আয়-ফাখিয়
56	Two ears	দুই কান	আয়-উয়নাইন
57	Two legs	দুই পা	আয়-রিজলাইন
58	Two eyes	দুই চোখ	আয়-আইনাইন
59	Two hands	দুই হাত	আয়-ইয়াদাইন
60	Two kness	দুই হাট	আয়-রুকবাতাইন
61	Clinic	ক্লিনিক/চিকিৎসালয়	মসতাউছাফ
62	Lab test	পরীক্ষা, নিরীক্ষা	ফাহছ
63	Medical test	ডাক্তারি পরীক্ষা	তিব্বি
64	Residence Permit	বসবাসের অনমতি	আল ইকামাহ
65	Passport	পাসপোর্ট	জাওয়ায সফর
66	Letter	পত্র/চিঠি	খিতাব
67	Sponsor	নিয়োগকর্তা	আল কাফিল
68	Diagnosis	রোগ নির্ণয়	কাশফ
69	Chest	বুক	আস সদর
70	Test (Analysis)	বিশেষায়িত পরীক্ষা	তাহলিল
71	Blood	রক্ত	আদদম
72	Kindly	দয়া করে	মিন ফাদলিক
73	Give me	আমাকে দাও	আ'তিনী
74	Prescription	ডাক্তারের উপদেশ	ওয়াকাহ
75	Kindly/Please	দয়া করে	মিন ফাদলিকা
76	Chair	চেয়ার	করছি
77	Technician	টেকনিশিয়ান	ফান্নি
78	Laboratory	ল্যাবরেটরি	মখতাবার
79	Medical	চিকিৎসা বিদ্যা বিষয়ক	তিব্বি
80	Specialist	বিশেষজ্ঞ	আখিছ্বায়ি

Serial	English	Bengali	Arabic pronunciation in Bengali
81	Urine	প্রস্রাব	আল-বাউল
82	Spoon	চামুচ	মিল'আকাহ
83	Knife	ছুরি	ছিক্কিন
84	Bread	রুগটি	খুবজন
85	Fried egg	ডিম ভাজি	বায়দন মাছলক
86	Boiled egg	সিদ্ধ ডিম	বায়দন মকলিউন
87	Cheese	পনির	জবন
88	Milk	দুধ	হালিব
89	Butter	মাখন	জবদাহ
90	Oil	তেল	যায়তন
91	Olives	জলপাই	জায়তন
92	Chicken	মুরগির বাচ্চা	দজাজ
93	Rice	ভাত/চাউল	রুয
94	Chicken with rice	ভাতের সাথে মুরগি	দজাজ মাআর রুয
95	Rice with meat	মাংসের সাথে ভাত	রুয মা'আ আল লাহম
96	Tomato salad	টমেটোর সালাদ	ছালাতাহ বানদরাহ
97	Vegetable salad	সবজির সালাদ	ছালাতাহ খদার
98	Vegetable soup	সবজির স্যুপ	শুরবাহ খদার
99	Chicken soup	চিকেন স্যুপ	শুরবাহ দজাজ
100	Grilled chicken	গ্রিল চিকেন	ফার রুজ মাশওয়ী
101	Fried chicken	ফ্রাইড চিকেন	ফার রুজ মাকলী
102	Meat	মাংস/গোস্ত	লাহাম
103	Food	খাবার	আকল/আতত'য়াম
104	Mango	আম	আমবাজ
105	Orange	কমলা	বরতকাল
106	Onion	পিয়াজ	বাছাল
107	Potato	গোল আল	বাতাতা
108	Egg	ডিম	বায়দন
109	Melon	তরমজ	বিত্তিখ
110	Date	খেজুর	তামার
111	Apple	আপেল	তফফাহ
112	Nut	বাদাম	জাউয
113	Plun	আলবোখারা	খাওখ
114	Margerin	মাখন	ছামন
115	Lentil	মসুরি ডাল	আদাছ
116	Honey	মধু	আছাল
117	Dinner	রাতের খাবার	আশা
118	Lemon	লেবু	লিমন
119	Water	পানি	মা
120	Banana	কলা	মাউয

Serial	English	Bengali	Arabic pronunciation in Bengali
121	Drink	পানীয়	শারাব
122	Thirsty	পিপাসা	আতাছ
123	Coffee	কফি	কাহওয়া
124	Juice	জুস	আছির
125	Apple Juice	আপেল জুস	আছির তফফাহ
126	Soft drink	কোমল পানীয়	মরাত্তাবাত
127	Mineral Water	মিনারেল ওয়াটার	মিয়া মা'দিনিয়াহ
128	Suit	সুট	বাজলাহ
129	Trousers	ট্রাউজার	বানতালন
130	Pajama	পায়জামা	বায়যামা
131	Skirt	স্কার্ট	তাননরাহ
132	Jacket	জ্যাকেট	জাকিত
133	Sock	মোজা	জাওরাব
134	Button	বোতল	যর
135	Belt	বেল্ট	মনার
136	Bed sheet	বিছানার চাদর	শারশাফ
137	Hat	কাহী টপি	কবব'আহ
138	Gloves	গ্লাভস্	কফফায়
139	Cloth/Fabric	কাপড়	কমাশ
140	Shirt	শার্ট	ক্বামিছ
141	Coat	কোট	ম'আত্তাফ
142	Towel	তোয়ালে	মিনশাফাহ
143	Hand kerchief	হাত রুমাল	মিনদিল
144	Door	দরজা	বাব
145	Furniture	ফার্নিচার	আছাছ
146	Refrigerator	রেফ্রিজারেটর	বাররাদ/ছাল্লাজাহ
147	Television	টেলিভিশন	তালফি যিয়ন
148	Bathroom	গোসলখানা	হাম্মাম
149	Radio	রেডিও	রাদিয়/মিযইয়া
150	Carpets	কার্পেট	ছাজ্জাদ
151	Bed	বিছানা	ছারির
152	Window	জানালা	শুব্বাক
153	Soap	সাবান	ছাবন
154	Plate	প্লেট/থাল্লা	ছাহন
155	Table	টেবিল	তাওয়লাহ
156	Pot	পাতিল	তানজারাহ
157	Mattress	মেট্রেস	ফিরাশ
158	Room	কক্ষ	গুরফাত
159	Dining room	ডাইনিং রুম/খাবার ঘর	গুরফাত তয়াম
160	Bed Room	শয়ন কক্ষ	গুরফাত নাউম

Serial	English	Bengali	Arabic pronunciation in Bengali
161	Cup	কাপ	ফিনজান
162	Hall	হল	কা'আহ
163	Blanket	কম্বল	লিহাফ
164	Mirror	আয়না	মিরয়াহ
165	Comb	চিরনী	মশত
166	Kitchen	রান্না ঘর	মাতবাখ
167	Pillow	বালিশ	ওছাদাহ

Appendix - 5

Address, phone, fax number, and e-mail of Bangladeshi Embassies abroad

Sl. No.	Country	Bangladeshi Mission Location & Address
1	Australia	<p>High Commission for the People's Republic of Bangladesh, Canberra</p> <p>57, Culgoa Circuit, O'Malley, ACT-2606, Canberra, Australia Tel: (61-2) 6290-0511/ (61-2) 6290-0522/ (61-2) 6290-0533 Fax: (61-2) 6290-0544/ (61-2) 6290-0566 E-mail: hoc@bhcanberra.com; bdlabour@bhcanberra.com Website: www.bhcanberra.com</p>
2	Bahrain	<p>Embassy of the People's Republic of Bangladesh, Manama, Bahrain</p> <p>House 71, Qufool Avenue, Salihya 356, Manama, Bahrain Tel: 973-17233925 (24 hour) / 973-17506055 (LMRA) Fax: 973-17233683; 973-17232819 E-mail: bangla@batelco.com.bh; bdoot@live.com Website: www.bdembassy.org.bh</p>
3	Belgium	<p>Embassy of the People's Republic of Bangladesh, Brussels, Belgium</p> <p>29-31 Rue Jacques Jordaens, 1000 Brussels, Belgium. Tel: (32-2) 640 5500 Fax: (32-2) 646 5998 E-mail: bdootbrussels@skynet.be Website: www.bangladesh-embassy.be</p>
4	Bhutan	<p>Embassy of the People's Republic of Bangladesh, Thimphu, Bhutan</p> <p>House No.2/A, Plot No. HIG-3, Upper Chubachu, 178, Thorilan, Thimphu, Bhutan. Tel: 975-2-222-362; 975-2-322-888; 975-2-322-539 Fax: 975-2-322-629 E-mail: mission.thimphu@mofa.gov.bd; bdoot@druknet.net.bt Website: www.bangladeshembassybt.com</p>
4	Bhutan	<p>Embassy of the People's Republic of Bangladesh, Thimphu, Bhutan</p> <p>House No.2/A, Plot No. HIG-3, Upper Chubachu, 178, Thorilan, Thimphu, Bhutan. Tel: 975-2-222-362; 975-2-322-888; 975-2-322-539 Fax: 975-2-322-629 E-mail: mission.thimphu@mofa.gov.bd; bdoot@druknet.net.bt Website: www.bangladeshembassybt.com</p>
5	Brazil	<p>Embassy of the People's Republic of Bangladesh, Brasilia DF, Brazil</p> <p>SHIS QL 24, Conjunto (Road) -8, Casa (House) 3, CEP: 71.665-085, Lago Sul, Brasilia-DF, Brazil Tel: 55-61-33673699 Fax: 55-61-35228634 E-mail: bdoot.brasilia@gmail.com; bdoot.brasilia@mofa.gov.bd</p>

Sl. No.	Country	Bangladeshi Mission Location & Address
6	Bandar Seri Begawan, Brunei	<p>High Commission of the People's Republic of Bangladesh, Bandar Seri Begawan, Brunei</p> <p>House No. 10, Simpang 83-20, Jalan Sungai Akar, BC-3915, Bandar Seri Begawan Brunei Darussalam Tel: 673 - 2342 - 420, Fax: 673 - 2342 - 421 E-mail: bdoot@brunet.bn; mission.bandarseribegawan@mofa.gov.bd Website: www.hcbangladesh.org.bn</p>
7	Canada	<p>High Commission for the People's Republic of Bangladesh, Ottawa, Canada</p> <p>340 Albert Street, Suite-1250 Ottawa, Ontario, K1R 7Y6, Canada Tel: 001-613-236-0138; 001-613-236-0139, Fax: 001-613-567-3213 E-mail: bangla@rogers.com, mission.ottawa@mofa.gov.bd Website : www.bdhcottawa.ca</p>
8	China	<p>Embassy of the People's Republic of Bangladesh, Beijing, China</p> <p>42 Guang Hua Lu, Chaoyang District, Beijing-100600, China Tel. : 86 (10) 6532-2521; 86 (10) 6532-3706, Fax : 86 (10) 6532-4346 E-mail: bdembassybeijing@yahoo.com Website: www.bangladeshembassy.com.cn</p>
9	Hong Kong	<p>Consulate General of the People's Republic of Bangladesh, Hong Kong</p> <p>13/F, Kyoto Plaza, 491, Lockhart Road, Causeway Bay, Hong Kong Tel: 852-2827 4278-9, Fax: (852) 2827 1916 E-mail: banglادت@netvigator.com Website: www.bangladeshconsulate.hk</p>
10	China (Kunming)	<p>Consulate General of the People's Republic of Bangladesh, Kunming, China</p> <p>Villa: 18-1, 1395 Dianchi Road, Kunming, China, 650228 Tel: 86- 871 -64329670; 86- 871 -64329671, Fax: 86- 871-64329673 E-mail: cgbdkunming@yahoo.com</p>
11	Egypt	<p>Embassy of the People's Republic of Bangladesh, Cairo, Egypt</p> <p>18, Hayeet El-Tadrees Street, Dokki-12311, Giza, Cairo, Egypt Tel. : 33462003, 33462009, Fax : 3346 2008 E-mail: bdoot.cairo@gmail.com</p>
12	France	<p>Embassy of the People's Republic of Bangladesh, Paris, France</p> <p>109, Avenue Henri Martin, 75016 Paris, France, Tel.: 33-1-46 51 90 33; 33-1-46 51 98 30; 33-1-46 51 88 44 (help desk), Fax: 33-1-46 51 90 35 E-mail: diplomatic@bangladoot-paris.org; bangembpar@yahoo.com; helpdesk@bangladoot-paris.org, Website: www.bangladoot-paris.org</p>

Sl. No.	Country	Bangladeshi Mission Location & Address
13	Germany	<p>Embassy of the People's Republic of Bangladesh, Berlin, Germany This Embassy is also accredited in Czech Republic, Hungary, Slovenia and Slovakia</p> <p>Dovestrasse 1, 5th floor, 10587 Berlin, Germany Tel: 49-30-3989 7530; 49-30-3989 7531, Fax: 49-30-3989 7510 E-mail: info@bangladeshembassy.de, Website: www.bangladeshembassy.de</p>
14	India New Delhi	<p>High Commission for the People's Republic of Bangladesh, New Delhi, India</p> <p>EP-39, Dr. S. Radhakrishnan Marg, Chanakyapuri, New Delhi-110021 Tel: (91)-11-2412-1389 to 1394, Fax: (91)-11-2687-8953 & 2687-8955 E-mail: bdhcdelhi@gmail.com; email@bdhcdelhi.org Web: www.bdhcdelhi.org</p>
15	India Kolkata	<p>Deputy High Commission for the People's Republic of Bangladesh in India, Kolkata</p> <p>9 Bangabandhu Sheikh Mujib Sarani, Kolkata -700017, Paschimbongo, India Tel: (91-33) 4012 7500; (91-33) 2290-0341, Fax: (91-33) 4012 7555 E-mail: mission.kolkata@mofa.gov.bd; bdhc@bdhckolkata.org Website: www.bdhckolkata.org</p>
16	India Agartala	<p>Assistant High Commission, Agartala, India</p> <p>Kunjaban, Near Circuit House, Agartala, Tripura, India Tel: 91-0381 232-4807, 222-5260, Fax: 91-0381 232 4807 E-mail: bvo1974@gmail.com; mission.agartala@mofa.gov.bd</p>
17	India (Mumbai)	<p>Deputy High Commission for the People's Republic of Bangladesh in Mumbai, India</p> <p>Jolly Maker Bungalow no.8, Cuffe Parade, Mumbai - 400005, India (Opposite World Trade Centre), Tel: 0091-022 2218 0101 Fax: 0091-022 2218 1392 E-mail: mission.mumbai@mofa.gov.bd</p>
18	Indonesia	<p>Embassy of the People's Republic of Bangladesh, Jakarta, Indonesia</p> <p>Jl. Taman Ubud-1, No.-5 Kuningan Timur, Jakarta Selatan-12950, Indonesia Tel. : 62-21-52921271 to 2, Fax : 62-21-5251143 E-mail: bdootjak@yahoo.com Website: https://sites.google.com/site/bangladeshembassyjakarta</p>
19	Iran	<p>Embassy of the People's Republic of Bangladesh, Tehran, Iran</p> <p>Building No.120 (old-58), corner of Maryam Alley, Vanak Street, Vanak, Tehran. Post Code:1991844959 P.O. Box: 11365-3711 Tel. : (98)-21-8806-3073 to 6; (98)-21-8805-9481 Fax : (98)-21-8803-9965 E-mail: info@bangladdoot.ir; mission.tehran@mofa.gov.bd</p>

Sl. No.	Country	Bangladeshi Mission Location & Address
20	Iraq	<p>Embassy of the People's Republic of Bangladesh, Baghdad, Iraq</p> <p>House No. 24, Road No. 18, Sector No. 601, Al-Mansour, Baghdad, Iraq Phone : 964-7809269822 Fax : 964-1718 2395</p> <p>E-mail: bangladoot.baghdad.dip@gmail.com; bd.bag.lw1971@gmail.com</p>
21	Italy	<p>Embassy of the People's Republic of Bangladesh, Rome, Italy</p> <p>Via Antonio Bertoloni 14, 00197 Rome, Italy Tel: (39)-06-8083595; (39)-06-8078541 Fax: (39)-06-8084853</p> <p>E-mail: embangrm@mclink.it</p>
22	Japan	<p>Embassy of the People's Republic of Bangladesh, Tokyo, Japan</p> <p>4-15-15, Meguro, Meguro-ku, Tokyo-153-0063 Tel.: 81(3)5704-0216; 81(3)5704-0217; 81(3)5704-0218 Fax: 81(3)5704-1696</p> <p>E-mail: bdembjp@yahoo.com Web: www.bdembassy.jp</p>
23	Jordan	<p>Embassy of the People's Republic of Bangladesh, Amman, Jordan</p> <p>Um Uthaina, Ibrahim Al-Ghazlani Street, Villa No. 07, P.O. Box 5685, Amman 11183, Jordan Tel: (962-6) 5529192-93 Fax: (962-6) 5529194</p> <p>E-mail: info@bdembassyjordan.com; embangl@wanadoo.jo Website: www.bdembassyjordan.com</p>
24	Kenya	<p>High Commission for the People's Republic of Bangladesh, Nairobi, Kenya</p> <p>Ole Odume Road, Off Argwings - Kodhek Road, Kilimani, P. O. Box 41645-00100, Nairobi, Kenya, Tel: (254)-20-387-0467 Fax: (254)-20-387-4133</p> <p>E-mail: bdhc@bdootnairobi.com Website: www.bdootnairobi.com</p>
25	South Korea	<p>Embassy of the People's Republic of Bangladesh, Seoul, Korea</p> <p>17, Jangmun-ro 6-gil, Yongsan-gu, Seoul, 140-817, Republic of Korea Tel: 82-2-796-4056 to 7; 82-2-795-6535 Fax: 82-2-790-5313</p> <p>E-mail: mission.seoul@mofa.gov.bd</p>
26	Kuwait	<p>Embassy of the People's Republic of Bangladesh, Kuwait</p> <p>House-11, Street-29, Block-2, Khaldiya, Kuwait Tel.: 00 965 2491-3219; 00 965 2491-3220 Fax : 00 965 2491-3205</p> <p>E-mail: bdoot@kems.net</p>

Sl. No.	Country	Bangladeshi Mission Location & Address
27	Beirut, Lebanon	<p>Embassy of the People's Republic of Bangladesh, Beirut, Lebanon</p> <p>Al Riyadh Building 3 (4th Floor), Safara al Kuwaiti Street, Bir Hassan, Beirut, Lebanon, Tel: +961-1842586,1842587, Fax: +961-1842588</p> <p>E-mail: beirutmission@gmail.com Website: www.bangladeshembassybeirut.org</p>
28	Libya	<p>Embassy of the People's Republic of Bangladesh, Tripoli, Libya</p> <p>Hadba El Khadra, Near Military Academy (Opposite to Madrasha Yawm el Wafa), PO Box # 5086, Tripoli, Libya, Tel: (0218-21) 491-1198, 491-1199 (PABX), Fax: (0218-21) 490-6616</p> <p>E-mail: bdtripoli@yahoo.com</p>
29	Malaysia	<p>High Commission for the People's Republic of Bangladesh, Kuala Lumpur, Malaysia</p> <p>114, Jalan U-Thant, 55000 Kuala Lumpur, Malaysia Tel: (60-3) 4252 2652, 42510364, 42510893 (PABX) Fax: (60-3) 4251 0078 (Dip.), 42510926 (Labor Wing)</p> <p>E-mail: bddoot@unifi.my; mission.kualalumpur@mofa.gov.bd Web: www.bangladesh-highcomkl.com</p>
30	Male	<p>High Commission for the People's Republic of Bangladesh, Male, Maldives</p> <p>G. Ufriya (7th & 8th Floor), LonuziyaraihMagu, Male, Maldives Tel: 960-3315-541; 960-3320-859; 960-3344-825 (Direct) Fax: 960-3315-543</p> <p>E-mail: bdootmal@dhivehinet.net.mv</p>
31	Morocco	<p>Embassy of the People's Republic of Bangladesh, Rabat, Morocco</p> <p>25 Avenue Tarik Ibn Ziad, Rabat, BP 1468, Morocco Tel.: 212-537-766731 Fax: 212-537-766729 (Dip wing) 212-537-731790 (Help Desk)</p> <p>E-mail: bangladoot@menara.ma Website: www.bangladeshembassy-morocco.webs.com</p>
32	Myanmar Yangon	<p>Embassy of the People's Republic of Bangladesh, Yangon, Myanmar¹⁷,</p> <p>11/B, Than Lwin Road, P.O. Box 70, Yangon, Myanmar Tel.: (95-1) 515 275 & 526 144 (PABX) Fax: (95-1) 515273</p> <p>E-mail: bdootygn@mptmail.net.mm; mission.yangon@mofa.gov.bd Website: www.bdembassyyangon.org</p>
33	Myanmar Sittawe	<p>Consulate of the People's Republic of Bangladesh, Sittwe, Myanmar</p> <p>56 South Lanmadow Quarter, Main Road, Sittwe, Myanmar Tel: (95) 43 21 126; (95) 43 23 968 Fax: (95) 43 23968</p>

Sl. No.	Country	Bangladeshi Mission Location & Address
34	Port Louis, Mauritius	<p>High Commission for the People's Republic of Bangladesh, Port Louis, Republic of Mauritius</p> <p>Hennessy Court, Pope Hennessy Street (Cnr. Suffren Road), Port Louis, Republic of Mauritius, Tel: 230 212 9527, Fax: 230 212 9639</p> <p>E-mail: mission.portlouis@yahoo.com</p>
35	Mexico City, Mexico	<p>Embassy of the People's Republic of Bangladesh, Mexico</p> <p>Street: Calle Sierra Gorda 145, Colonia Lomas de Chapultepec, Delegacion Miguel de Hidalgo, C. P. 11000, Mexico city, Mexico, D. F.</p> <p>Tel: 52 -55-5282 4484</p> <p>E-mail: bdootmexico@gmail.com; mexicocity.mission@mofa.gov.bd</p>
36	Nepal	<p>Embassy of the People's Republic of Bangladesh, Kathmandu, Nepal</p> <p>Basundhara, Chakrapath (Ring road), Kathmandu Municipality, Ward No. 3 (Opposite to NABIL Bank, Dhapashi Branch), Kathmandu, Nepal</p> <p>Tel: (+977) 1-439 0130 / 1, Fax: (+977) 1-439 0132</p> <p>E-mail: mission.kathmandu@mofa.gov.bd</p> <p>Website: www.bangladoot.org.np</p>
37	The Hague, The Netherlands	<p>Embassy of the People's Republic of Bangladesh, The Hague, The Netherlands</p> <p>Wassenaarseweg 39, 2596 CG, The Hague, The Netherlands</p> <p>Tel: (31)-70-328-3722, Fax: (31)-70-328-3524</p> <p>E-mail: amb.vanbangladesh@ziggo.nl; mission.hague@mofa.gov.bd; consular@ziggo.nl</p> <p>Website: www.bangladeshembassy.nl</p>
38	Muscat, Oman	<p>Embassy of the People's Republic of Bangladesh, Muscat, Oman</p> <p>Villa No. 4207, Way No. 3052, Shatti Al Qurum, Muscat</p> <p>P.O. Box.3959, PC-112, Ruwi, Muscat, Sultanate of Oman.</p> <p>Tel: 968 24698660 (PABX)</p> <p>Fax: 968 24698789</p> <p>E-mail: mission.muscat@mofa.gov.bd</p>
39	Pakistan Islamabad	<p>High Commission for the People's Republic of Bangladesh, Islamabad, Pakistan</p> <p>House No. 1, Street No. 5, F-6/3, Islamabad, Pakistan</p> <p>Tel: (92-51) 227 9267, Fax: (92-51) 227 9266</p> <p>E-mail: bdhcisb@yahoo.com</p> <p>Website: www.bdhcpc.org</p>
40	Karachi, Pakistan	<p>Deputy High Commission for the People's Republic of Bangladesh, Karachi, Pakistan</p> <p>75/II, Main Khayaban-e-Bahria, Phase-V, Defence Housing Authority, Karachi, Tel. : (92-21) 3534 0029-31, Fax : (92-21) 3534 0032</p> <p>E-mail: info@bddhc-karachi.org; bddhckarachi@gmail.com</p> <p>Website: www.bddhc-karachi.org</p>

Sl. No.	Country	Bangladeshi Mission Location & Address
41	Manila, The Philippines	<p>Embassy of the People's Republic of Bangladesh, Manila, The Philippines</p> <p>2nd Floor, HERCO Center, 114 Benavidez Street, Legaspi Village, Makati City, The Philippines, Tel. : (63-2) 817-5001; 817-5010, Fax : (63-2) 816-4941</p> <p>E-mail: bdemb.manila@gmail.com; mission.manila@mofa.gov.bd</p> <p>Website: bangladeshembassymanila.org</p>
42	Lisbon, Portugal	<p>Embassy of the People's Republic of Bangladesh, Lisbon, Portugal</p> <p>Rua Antonio de Saldanha, No. 30, Restelo, 1400 - 021, Lisbon</p> <p>Tel: 351-21 301 0433, 21 301 0840, Fax: 351-21 301 0433</p> <p>E-mail: bdootlisbon1@yahoo.com; mission.lisbon@mofa.gov.bd</p>
43	Doha, Qatar	<p>Embassy of the People's Republic of Bangladesh, Doha, Qatar</p> <p>Bldg No. 153, Street # 820, Zone-43, P.O. Box: 2080, Doha, Qatar</p> <p>Tel: 974 4467 1927; 974 4467 3471, Fax: 974 4467 1190</p> <p>E-mail: bdootqat@gmail.com; bdootqat@qatar.net.qa</p> <p>Website: www.bdembassydoha.com</p>
44	Moscow	<p>Embassy of the People's Republic of Bangladesh, Moscow, Russia</p> <p>6, Zemledelchesky Pereulok, Moscow-119121, Russian Federation</p> <p>Tel: (7-499) 246-7804; (7-499) 246-6560</p> <p>Fax: (7-499) 766-43-00 (Chancery)</p> <p>E-mail: bdootmoscow@gmail.com; bdoot.moscow@mail.ru</p> <p>Website: www.bangladeshembassy.ru</p>
45	Saudi Arabia Riyadh	<p>Embassy of the People's Republic of Bangladesh, Rabat, Morocco</p> <p>Sulaimania Al-Waroud Quarters, North of Aruba Street, Riyadh, KSA, P.O. Box No. 94395, Riyadh-11693</p> <p>Tel: (966-011) 419-5300, 419-6665, 419-2594 & 419-3112 (PABX)</p> <p>Fax: (966-011) 419-3555 & 419-5172 (Dip) & 419-2380 (Labour)</p>
46	Jeddah, Saudi Arabia	<p>Consulate General of the People's Republic of Bangladesh, Jeddah, Saudi Arabia</p> <p>Kilo-3, Near Old Makkah Road (Behind Mitsubishi Car Office), Nazlah Dist., P.O. Box 31085, Western Jeddah 21497, Saudi Arabia</p> <p>Tel. : 966- 012-6878465 Ext. 199 (Office Time), 110 (After Office Time)</p> <p>Fax : 966-12-680-0392 (Diplomatic); 966-12-687-5924 (Labour)</p> <p>E-mail: cg@bcgjeddah.com</p> <p>Web: www.bcgjeddah.com</p>
47	Singapore	<p>High Commission for the People's Republic of Bangladesh, Singapore</p> <p>91 Bencoolen Street, #06-01 Sunshine Plaza, Singapore 189652</p> <p>Tel: 65-6255-0075 (PABX), Fax: 65-6255-1824</p> <p>E-mail: bdoot@singnet.com.sg; mission.singapore@mofa.gov.bd</p> <p>Website: www.bangladesh.org.sg</p>

Sl. No.	Country	Bangladeshi Mission Location & Address
48	Pretoria, South Africa	<p>High Commission for the People's Republic of Bangladesh, Pretoria, Republic of South Africa</p> <p>410 Farenden Street, Sunnyside 0002, Pretoria, South Africa Tel: 27 (12) 343 2105-6 (PABX) Fax: 27 (12) 343 5222</p> <p>E-mail: bangladeshpta@iburst.co.za, Website: www.bhcpretoria.org</p>
49	Madrid, Spain	<p>Embassy of the People's Republic of Bangladesh, Madrid, Spain</p> <p>Calle de Diego de Leon, 69, 2nd Floor-D, 28006 Madrid, Spain Tel: (34) 914019932, 913092735 (PABX) Fax: (34) 914029564</p> <p>E-mail: bdembm01@gmail.com</p>
50	Doha, Qatar	<p>High Commission for the People's Republic of Bangladesh, Colombo, Sri Lanka</p> <p>No. 03, R. G. Senanayke Mawatha (Gregory's Road), Colombo-07, Sri Lanka Tel: 94-11-269-5744; 94-11-269-5748, Fax: 94-11-269-5556</p> <p>E-mail: bdootlanka@sltnet.lk, Website: www.bhccolombo.lk</p>
51	Sweden	<p>Embassy of the People's Republic of Bangladesh, Moscow, Russia</p> <p>Anderstorpsvägen 12, 1st Floor, 171 54 Solna Tel : 46-8-730 5850-52 (PABX), Fax: 46-8-730 5870</p> <p>E-mail: mission.stockholm@mofa.gov.bd; doot@bangladeshembassy.se; baniya@bangladeshembassy.se; hoc@bangladeshembassy.se Website: www.bangladoot.se</p>
52	Geneva, Switzerland	<p>Permanent Mission of Bangladesh to the UN Offices and other International Organisations in Geneva and Vienna</p> <p>65, Rue de Lausanne, 1202 Geneva Tel: (41-22) 906 8020, Fax: (41-22) 738 4616</p> <p>E-mail: mission.bangladesh@ties.itu.int Website: www.bangladeshmissiongeneva.ch</p>
53	Thailand Bangkok	<p>Embassy of the People's Republic of Bangladesh, Bangkok, Thailand</p> <p>House # 47/8, Ekamai Soi 30, Sukhumvit 63, Klongton Nua, Wattana, Bangkok 10110, Thailand Tel: (66)-2-390-5107, (66)-2-390- 5108, Fax: (66)-2-390-5106</p> <p>E-mail: bdootbkk@truemail.co.th; mission.bangkok@mofa.gov.bd Website: www.bdembassybangkok.org</p>
54	Ankara, Turkey	<p>Embassy of the People's Republic of Bangladesh, Ankara, Turkey</p> <p>Birlik Mahallesi 391 Cadde., No: 16, Post code: 06610, Çankaya, Ankara, Turkey Tel: (90-312) 4952712, 4952719-20 (PABX) Fax: (90-312) 4952744</p> <p>E-mail: bdootankara@ttmail.com Website: www.bangladootankara.org.tr</p>

Sl. No.	Country	Bangladeshi Mission Location & Address
55	UAE Abu Dhabi	<p>Embassy of the People's Republic of Bangladesh, Abu Dhabi, UAE</p> <p>Villa No. 21, Plot No. W-14/01, Al Rowdah Area, Delma Street, P.O. Box. No. 2504, Abu Dhabi, U.A.E. Tel: 971-2-446 5100 (PABX); 971-2-446 2745 Direct-Labour Wing Fax: 971-2-446 4733 (Political Wing); 971-2-445 2433 (Labour Wing)</p> <p>E-mail: mission.abudhabi@mofa.gov.bd Website: www.bdembassyuae.org, Online VISA checking: https://eservices.mol.gov.ae/enetwasal/login.aspx?lang=eng</p>
56	UAE Dubai	<p>Consulate General of the People's Republic of Bangladesh, Dubai, UAE</p> <p>Villa #36 & 145, Abdulla Hussain Al Malik Villa, 132/3 Street & Abu Hail Road (Behind Al Ramada Hotel), Al Wuheida, Deira, P.O Box 4336, Dubai Tel: 971-4 -2651116 / 2388199 (PABX) Fax: 971-4 -2388011 (Dip Wing); 971-4 -2388212(Lab. Wing)</p> <p>E-mail: bcgdubai@emirates.net.ae (Dip. Wing) nasreendubai2010@gmail.com Website: www.cgbdubai.org</p>
57	UK London	<p>High Commission for the People Republic of Bangladesh, London, UK</p> <p>28, Queens Gate, London SW7 5JA, UK Tel: 44-20-7584-0081-4 (PABX) Fax: 44-20-7581-7477</p> <p>E-mail: info@bhclondon.org.uk; mission.london@mofa.gov.bd Web: www.bhclondon.org.uk</p>
58	UK Birmingham	<p>Consulate General of the People's Republic of Bangladesh, Hong Kong</p> <p>34-38, Guildhall Building (2nd floor), 12 Navigation Street, Birmingham B2 4BT, U. K. Tel: (44)-121-643-2386, Fax: (44)-121-643-9004</p> <p>E-mail: mission.birmingham@mofa.gov.bd Website: www.bhclondon.org.uk</p>
59	UK Manchester	<p>Consulate General of the People's Republic of Bangladesh, Kunming, China</p> <p>Cedar House (3rd Floor), 2 Fairfield Street, Manchester M1 3GF, U.K. Tel: (44-161) 236-4853, Fax: (44-161) 236-1522</p> <p>E-mail: bdoot.man@btconnect.com Website: www.bahcmanchester.org.uk</p>
60	USA Washington	<p>Embassy of the People's Republic of Bangladesh, Cairo, Egypt</p> <p>3510 International Drive, NW, Washington DC 20008, USA Tel: 1(202)244-0183 (PABX) Fax: 1(202)244-2771, 1(202)244-7830</p> <p>E-mail: bdootwash@bdembassyusa.org, Website: www.bdembassyusa.org</p>

Sl. No.	Country	Bangladeshi Mission Location & Address
61	USA New York	<p>Permanent Mission of the people’s Republic of Bangladesh to the United Nations, New York, USA</p> <p>820 East 2nd Avenue, Diplomat Centre, 4th Floor, Between 43rd and 44th Street, New York, NY 10017, U.S.A. Tel: (212) 867-3434, Fax: (212)-972-4038</p> <p>E-mail: bangladesh@un.int Web: www.un.int/bangladesh</p>
62	USA New York	<p>Consulate General of the People’s Republic of Bangladesh, New York, USA</p> <p>34-18 Northern Boulevard (Ground Floor), Long Island City, Queens, New York, NY - 11101 Tel: 212-599-6767, 646 645 7242 Fax: 212-682-9211</p> <p>E-mail: contact@bdcgny.org Website: www.bdcgny.org</p>
63	USA Los Angeles	<p>Consulate General of the People’s Republic of Bangladesh, Los Angeles, USA</p> <p>4201, Wilshire Boulevard, Suite # 605, Los Angeles, CA 90010, USA. Tel: (1-323) 932 0100 (PABX); (323) 932-0013 Fax: (1-323) 932 9703</p> <p>E-mail: bcgla09@gmail.com; info@bangladeshconsulatela.com Website: www.bangladeshconsulatela.com</p>
64	Tashkent, Uzbekistan	<p>Embassy of the People’s Republic of Bangladesh, Tashkent, Uzbekistan</p> <p>33, Vosit Vohidov Street, Yakkasaray District, Tashkent 100015, Uzbekistan Tel: 998-71-1209103, 2540421 Fax: (998-71) 120 6711</p> <p>E-mail: mission.tashkent@mofa.gov.bd Website: www.bangladeshembtashkent.uz</p>
65	Hanoi, Vietnam	<p>Embassy of the People’s Republic of Bangladesh, Hanoi, Vietnam</p> <p>Villa # D6B-05, Vuon Dao Compound, Subway # 675 Lac Long Quan, Tay Ho, Hanoi, Vietnam Tel: (84)-4-3771-6625; (84)-4-3771-7829 (PABX) Fax: (84)-4-3771-6628</p> <p>Email: bdoothn@netnam.org.vn, mission.hanoi@mofa.gov.bd Website: www.bangladeshembassy.vn</p>

Appendix - 6

Registered recruitment agencies for sending women workers abroad

Serial	Licence	Company Name	Address	Phone
1	0000	M/S. Bureau Of Manpower, Employment And Training (Bmet)	89/2 Kakrail, Dhaka-1000	02-9357972
2	0024	M/S. Sunbeam Travels Limited	48-Purana Paltan (3rd Floor)	9569574, 7162641
3	0030	M/S. Reaz Overseas	House # 8 Gulshan Avenue, Gulshan, Dhaka	9886144, 9886146
4	0047	M/S. Wafa Limited	Wafa Tower, 120/B, Motijheel C/A, Dhaka	9567583-85, 9667870-79
5	0065	M/S. East-West Trade Linkers	House#81(3rd Floor), Road-8A, Dhanmondi Dhaka	9888894, 9141943
6	0076	M/S. S.B International	45, Nayapaltan, Motijheel, Dhaka-1000.	8315136, 9361229.
7	0084	M/S. S.A. Trading	165, Dit Extension Road, Fakirapool, Dhaka.	9357418, 9362235
8	0089	M/S. Sonar Bangla Krishi Khamar	53/3, DIT Extension Road, Nayapaltan, Fakirapool, Dhaka-1000	9348799, 9331327
9	0109	M/S. Lord Travels	165, D.I.T Extension Road, Fakirapol, Dhaka-1000.	9330870, 9332969.
10	0117	M/S. Metro Politan International	66/A, Naya Paltan (1st Floor), V.I.P. Road, Dhaka-1000.	6362175-177, 9336068
11	0136	M/S. Ruma Overseas International	40/1-D, International Circular Road, (4th Floor), Naya Paltan, Dhaka-1000	9317114, 9332964
12	0147	M/S. Bangladesh Overseas Employment And Service Limited.	Wage Earners Hostel Complex(4 th Floor) 71-72, Elephant Road, Eskaton Garden, Dhaka	9361515, 9336508, 9336551
13	0153	M/S. Zaman Bhai	188, Motijheel Circular Road (1 st Floor), Dhaka-1000	7100110, 7100521
14	0193	M/S. Ohid Int.	16, Dilkusha C/A, Dhaka-1000.	8810135
15	0243	M/S. Al-Falah International	47 (New) 165, DIT Exn Road, Fakirapool, Dhaka	9330247
16	0251	M/S. Nisha Overseas	House No 63(2 nd Floor) Road No.15 Block- D, Banani, Dhaka.	9880858, 8822251
17	0253	M/S. Al-Jajira International	75. NAYA PALTAN(1 ST FLOOR) MOSJED GOLI DHAKA -1000	9330822, 9334862, 8314791
18	0258	M/S. Rabbi International	House# 30, Road # 4, Block-C, Banani, Dhaka.	8810683, 8813462
19	0282	M/S. Aviate International	199 Sohid Nazrul Islam Avenue, Akram Tower (5th Floor). 15/5 Bijoy Nagar, Dhaka-1000	9353362, 9337687, 9337688, 9351262
20	0301	M/S. Al-Bhokhari International	25, Naya Paltan, VIP Road, Dhaka. (Ground Floor).	9346576, 9342509.
21	0322	M/S. Overseas Promoters Ltd.	9, Dit Avenue, Motijheel, Dhaka-1000	9563405, 9565745
22	0354	M/S. Al-Rabeta International	2, Fakirapool (Rajib Mansion), Dhaka-1000	02-8313235
23	0371	M/S. Shipu Overseas	130 DIT EXTENSION ROAD(1 ST Floor) Fakirapool, Dhaka	02-9578536

Serial	Licence	Company Name	Address	Phone
24	0372	M/S. Blue Star Services	House#75, Road#03, Block#F, Banani-1, Dhaka-1213	9882882, 8814973
25	0376	M/S. P.N. Enterprise Co. Dhaka Ltd.	177 Shaheed Syed Nazrul Islam Sarani, Mahtab Center, Bijoy Nagar, Dhaka	9354953, 8332906
26	0441	M/S. Q.K. Quick Express Ltd.	133/2 New Baily Road, Kakrail, Dhaka-1000	9337085, 9340362
27	0456	M/S. Nishuti International	29/A, Purana Paltan Lane, Dhaka-1000	9330267
28	0471	M/S. Al- Abloom International	27/7-A, Topkhana Road (North South Road), Ramna, Dhaka	9557650, 9553310, 9552575
29	0484	M/S. God Gift International	House No-Cwn(B)-9, Road No-36, Gulshan-2, Dhaka-1212.	9884428, 9892303
30	0486	M/S. United Export Ltd.	House No :14 (4th Floor), Gulshan, South Avenue, Gulshan, Dhaka	9895863
31	0487	M/S. Al-Salim Overseas Agency	204, Shihid Syed Nazrul Islam Sarani (3 rd Floor), Bijoy Nagar Dhaka	9555800, 9563846.
32	0492	M/S. Sadia International	House 88, Road 17/A. Block E. Flat 4/A, Banani, Dhaka- 1213	9892304
33	0498	M/S. T.M. Overseas	40/2-B, Nayapaltan, Motijheel, Dhaka.	8802 8314841, 9355197
34	0500	M/S. Al Salam Overseas	202, Shahid Syed Nazrul Islam Avenue 12 Bijoy Nagar (Old) Dhaka-1000	9565682-01726361903
35	0502	M/S. Al-Purbasha Enterprise	Mouchak Toner (14th Floor) Room No-1502 83/B New Circular Road, Malibagh Dhaka-1217	8321613, 8363924, 8358630
36	0549	M/S. Catharsis International	House # 11, Road #22, Banani Block-K, Banani, Dhaka-1212.	9886040, 8828056.
37	0580	M/S. Al-Suptta Overseas	66/A, Naya Palton Shama Complex, 8th Floor, Dhaka 1000.	9350878, 9360430
38	0592	M/S. Perfect International	32 Dit Ext. Road, Nayapalton (2 nd Floor), Dhaka-1000	9351643, 9353201
39	0602	M/S. Pelikan Int L Ltd.	39 Naya Paltan Dhaka-1000	9331075, 9357987
40	0603	M/S. Al-Baraka International Ltd.	La-47, Jagannathpur (Ground Floor), Dhaka-1229	9890856, 9883878.
41	0639	M/S. Madina Overseas	165(Old), 47 (New) DIT Extension Road, Fakirapool, Motijheel, Dhaka-1000.	9336554 9334887
42	0642	M/S. Al-Arafat International	61/1, Nayapalton(Grund Floor), Motijheel, Dhaka-1000	9350158, 9340752, 0171-341327
43	0645	M/S. Saudia Recruiting Agency	11, Fakirapool, Motijheel, Dhaka-1000.	9353654, 9359583
44	0654	M/S. Pritom International	47, Nayapalton, Dhaka-1000	9331226, 9336760, 8351027
45	0674	M/S. Hemel Air Service	116/1, Dit Extension Road, Fakirapool, Dhaka-1000	9340219, 9361528
46	0707	M/S. Al-Ittesal Air Services Ltd.	65, Naya Palton, Islam Tower (5 th Floor) Dhaka-1000	02-8322022, 02-8331229

Serial	Licence	Company Name	Address	Phone
47	0712	M/S. Nabira Ltd.	3,Shahid Tajuddin Ahmmed Sarani, 3 rd Floor, Mogbazar, Dhaka-1217	9338720
48	0716	M/S. Air Connection Overseas Ltd.	36/A, Purana Paltan Line V.I.P Road, (2 nd Floor), Dhaka-1000.	02-9551532, 02-9569767
49	0721	M/S. Win International	54, Dit Extension Road, Naya Paltan, Dhaka.	9345925, 9344063, 836219
50	0722	M/S. Al-Rafi Trade International	65, Nayapaltan, Islam Tower, Ground Floor, Paltan, Dhaka-1000	9347316, 9356633
51	0726	M/S. Just Way Aviation Ltd.	89/1, Kakrailsuper Market(1 st Floor), Dhaka	9344862, 8300091
52	0727	M/S. Dahmashi Corporation Limited	House No-33/A, Road No-12, Block-H, Dhaka-1213	02-8815998/ 8815999/ 9891896
53	0736	M/S. Nahar Overseas	H-72, New Airport Road, Mohakhali, Dhaka	8850221, 9890187, 8834901
54	0741	M/S. Al-Beruni Overseas	78, Moghbazar Plaza, Outer Circular Road, Ramna, Dhaka	9349860, 9340840,
55	0752	M/S. Al-Sahara Overseas	Eastern View, 50 DIT Ext. Road, Naya Palton, Dhaka-1000	9337657, 8357258
56	0759	M/S. Shun Overseas	115/23, Motijheel Circular Road, Arambagh, Dhaka-1000.	7194584, 7193180, 7192943
57	0760	M/S. Star Manpower Service	G-NAT Tower (4th Floor)	9338226, 9342737
58	0763	M/S. Kabir Overseas	70, Naya Palatan, 1st Floor Dhaka-1000.	9354696, 8357215
59	0785	M/S. Miazai Air International	74, Purana Paltan, Dhaka-1000.	9351090, 01986109.
60	0802	M/S. Mahe Business Limited	165 (OLD) , 47 (New) D.I.T Eatn , Road Fakirapool, Dhaka-1000.	02-9334887
61	0803	M/S. Bangladesh Export Corporation	188/1, Motijheel Circular Road, Islail Chamber (3 rd Floor), Arambagh, Dhaka.	7193176, 7192588, 7191301
62	0819	M/S. Al-Hasib Overseas	11, Purana Paltan (Ibrahim Mansion), 3rd Floor, Dhaka-1000.	
63	0847	M/S. Alif Overseas	14, Fakirapool, Motijheel, Dhaka-1000	8312795
64	0856	M/S. Sunshine Overseas	Sonjori Tower (5 th Floor), 6/B, 78, Naya Paltan, Dhaka.	9343920
65	0865	M/S. Rakib Air International	39, Nayapaltan, Paltan, Dhaka-1000	9330710, 9338456, 8350160
66	0870	M/S. Razia Trade International	70, Naya Paltan, Dhaka-1000	8351627, 8360978
67	0899	M/S. Trade Care International	House- 42, Road No- 05, Block -G, Banani Dhaka-1213	9894966, 8859494
68	0942	M/S. Hasan International	Ibrahim Mansion (2nd Floor), 11 Purana Paltan Dhaka 1000	7160412, 7160413
69	0943	M/S. Sadman Int.	10/2/1 Toyenbee Circular Road, Motijheel, Dhaka 1000	7168317, 7125107
70	0944	M/S. Al-Shafi Int.	68, Dilkusha C/A, Dhaka-1000	955737, 09565656
71	0984	M/S. Concorde Apex	67, Naya Paltan, Cityheart (5 th Floor) Suite#6/2, Dhaka-1000	9336297, 9340929, 9336476

Serial	Licence	Company Name	Address	Phone
72	0991	M/S. Mansur Ali Overseas And Travels	VIP Tower(7th Floor),51/1,VIP Road,Nayapaltan,Dhaka-1000	02-9348211, 01822-889897
73	1010	M/S. Afia Overseas	78/E, Purana Paltan Lane, Ground Floor Bijoy Nagor, Dhaka-1000	01911448086, 01731587386, 02-9356044
74	1013	M/S. Nemira Overseas	Modern Mansion (3rd Floor), 53, Motijheel C/A, Dhaka-1000	02-9565808
75	1020	M/S. Global Staffing Inc.	Suit-B-02,House-78, Road#07, Block-H, Banani, Dhaka-1213	06662604103, 01911557268
76	1024	M/S. Adeb Air Travels And Tours	40/1-D,Inner Circular Road(5 th Floor),Nayapaltan,Dhaka-1000	
77	1025	M/S. Tisha International	319,Baro Mog Bazar,Dhaka-1217	9359673
78	1026	M/S. Delwar Trade International	40/1/A.Inner Circular Road,Naya Paltan,Dhaka-1000	02-9361759
79	1027	M/S. Prosearch Recruitment Consultations	City Heart, Suit:07 Naya Paltan, Dhaka 1000	8332935, 9344102
80	1037	M/S. Soul Associate	322/1, East Rampura, P.S:Khilgaon, Dhaka-1219.	
81	1039	M/S Mashallah Overseas	6 D .I.T Avenue, Savar Court (1 st Floor), Motijheel C/A, Dhaka-1000	9553856, 9552667, 7173503
82	1069	M/S. Acura Trade International Ltd.	119, East Monipur, Mirpur, Dhaka-1216	8122240, 01711566952
83	1090	M/S. Khan Tours And Travels	65,Islam Tower,Dhaka	9340084, 9333066
84	1105	M/S Khan And Sons	116/1. D.I.T Extension Road, Fakirapool, Dhaka-1000	7191767, 9361528
85	1125	M/S. Al-Rayeen International	G-Nat Tower (1 st Floor), 116-117, D.I.T. Ext Road, Fakirapool, Dhaka-1000.	9337844, 7193767
86	1130	M/S. Al-Tamim Overseas.	116/117,D.I.T Ext. Road,G-Nat Tower (2 nd Floor), Suite No-2/G. Fkirapool, Dhaka-1000	9349256
87	1139	M/S. Smart Care Corporation	Taj Casilina (3rd Floor), Flat_D4, Plot-SW(1)4, 25, Gulshan Avenue, Gulshan-1, Dhaka-1212.	8831625
88	1159	M/S. Tehzeeb Tours And Travels	36/1,East Hazipara, Rampura, Dhaka-1219	7913201, 9338021
89	1166	M/S. M.H.Trade International	147/2,Dit Extension Road, Fakirapool, Dhaka-1000	
90	1212	M/S. Ifti Trade International	5, 6, Basement, Hotel Razmoni Ishaka, 89/3, Vip Road, Kakrail, Dhaka-1000	
91	1213	M/S. Al-Fateen International	3/4,Purana Paltan, Suite No:801, Sabbir Tower, Dhaka-1000	01720409293, 01715048979
92	1223	M/S. Modhu Overseas International	Shatabdi Center, 292, Fakirapool, Dhaka-1000	02-7191110, 01819663977, 01811282922
93	1239	M/S. Comilla Overseas	61/A, Hazipara, Rampura, Dhaka-1219	01819050784, 01818053431
94	0044	M/S. Lucky International	120 D.I.T Ext Road 2nd Floor P.S.Matijil, Dhaka 1000	9352368, 9361265

Serial	Licence	Company Name	Address	Phone
95	0221	M/S. Jonaki Enterprise	6, Dit, Avenue, Motijheel, Dhaka	9555971, 9553662, 9569144
96	0289	M/S. Bobby Associates	147, Dit, Extension Road, (V.I.P.) Road, Dhaka-1000.	9883551, 9883577
97	0342	M/S. F.M.Q. Establishment	48/1, Motijheel, C/A, (4th Floor), Dhaka-1000.	9558108
98	0424	M/S. The Turki Associate Ltd.	16, Paribagh, Sonargaon Road (1 st Floor), Dhaka.	9660122, 9669178, 8620094, 9674049
99	0452	M/S. Human Resource Dev. Center	33 Topkhana Road, Meherba Plaza Suite, E.FGH, 8th Floor, Dhaka-1000	7171892, 9568979
100	0631	M/S. Midway Overseas Limited	39, Naya Paltan, Motijheel, Dhaka-1000	933529, 9359488, 8313317.
101	0714	M/S. Suma Overseas	131, Dit, Extension Road, Fakirapool, Dhaka-1000	8360973, 01711922258
102	0732	M/S. Model Aviation Services	10, Fakirapool(Totamia Mansion), (Ground Floor), Dhaka-1000.	7191515, 9335634
103	0739	M/S. Green Bengal Int. Ltd.	70, Nayapaltan, Ground Floor, Dhaka-1000	9353874, 9360797, 8357127
104	0758	M/S. The Popular Overseas	70, Nayapaltan, Motijheel, Dhaka-1000.	9338426, 8321765
105	0776	M/S Star Line Associate	295, Inmer Circular Road(3 rd Floor), Fakirapool, Motijheel, Dhaka.	7193217, 7193218
106	0825	M/S. Gulf Overseas	H-87 New Airport Road, Kakuli, Banani, Dhaka-1213	9885364, 018-249873.
107	0828	M/S. Meezab World Wide Service	Jiban Bima Tower (7th Floor), 10, Dilkusha, C/A, Dhaka-1000	7171735/7175883
108	0836	M/S. Mim Dal Overseas	145/67-68, Airport Road Super Market, (1st Floor), Dhaka-1215	9110420, 9121735.
109	0937	M/S. Moon Overseas	14/2, Kakrail, Dhaka	
110	0945	M/S. Deshari International	Hasan Bhaban, 27/11/3-C, Topkhana Road, Dhaka	9566629/7162164
111	1112	M/S. Mohsin Overseas Ltd.	11, Purana Paltan, Suite No- 402 (3 rd Floor), Ibrahim Mansion, Dhaka-1000	7164653-4
112	1137	M/S. The Best Service	V.I.P Tower (2 nd Floor), 51/1, Vip Road, Nayapaltan, Dhaka.	
113	1160	M/S . Merchant Overseas	B-168-169, Gulshan Shopping Centre, 2 nd Floor, Gulshan-1, Dhaka-1212	
114	1201	M/S. Rajdhani Trade International	49, Motijheel C/A (7th Floor), Suite No#807, Dhaka-1000	9573252, 9573253, 01713503090
115	1203	M/S. Sam International	26, Chamebag(4 th Floor), Santinagar, Dhaka-1217	
116	1207	M/S. The Bangladesh Trade Corporation	53/3, Ayasha Monjil, Dit Extension Road, Dhaka-1000	
117	416	M/S Shandhani Overseas Ltd	40/1, V.I.P Road (1 st Floor), Naya Paltan, Dhaka-1000	
118	847	M/S Alif Overseas	15-17, Fokirapool(Groun Floor), Hotel Al Aksa, Motijheel, Dhaka-1000	
119	318	M/S Al Faroque International	66/A, Naya Paltan(2nd Floor), Dhaka-1000	

Serial	Licence	Company Name	Address	Phone
120	825	M/S Gulf Overseas	H-87, New Airport Road, Jahan Bhavab (3rd Floor), Kakuli, Bonani, Dhaka-1213	9885364
121	1147	M/S Siddiqua Consultant	House-113,Road-04,Block-B, Banani, Dhaka-1213	8834491-93
122	221	M/S Jonaki Enterprises	14, Purana Paltan, Daros Salam Arked (7 th Floor), Room-8, Dhaka-1000	9568464
123	680	M/S Al Khamis International	Shama Office Complex, 66/A(4 th Floor) VIP Road, Nayapaltan, Dhaka	9334154
124	230	M/S Kabir Enterprise	47, Banani C/A, Road-17, Banani Bazar, Dhaka-1213	8822327

Appendix - 7

List of Approved Medical Agencies

S.No	Medical Agency	Address
1	Al-Falah Medicom Clinic (PTV.) Ltd.	29, Sohriwardi Avenue, Baridhara, Dhaka-1213 Phone: 8810486, 9862384 Website: www.greencrescentmedicalbd.com
2	Ibn Sina Medical Check-up Unit	cha-72/1, Pragati Smarani, North Badda, Dhaka-1212 Phone: 8810268, 9893214 Website: www.ibnsinamedicalbd.com
3	Al-Gofeli Medical Center Ltd.	House No. 58, Road No. 6, Block C, Banani, Dhaka-1213 Phone: 9882390 Website: www.al-ghofilymedicalbd.com
4	IIRO Medical Center	Doel Center, 15, Sonarga Janapath (Level-3), Sector No-13, Uttara Model Town, Dhaka-123 Phone: 01819-216544 Website: www.iromedicalbd.com
5	Al Humayra Health Center Ltd	House No. 71, Road No.17, Block-C, Banani, Dhaka-1213 Phone: 9894532 Website: www.al-humyramedicalbd.com
6	International Health Center Ltd.	House No. 103, Road No.4, Block B, Banani, Dhaka-1213 Phone: 8829766, 8828316 Website: www.ihcmedicalbd.com
7	Al-Madina Medical Services	House No.51, Road No.4, Block C, Banani, Dhaka-1213 Phone: 986202 Website: www.al-madinamedicalbd.com
8	Life Diagnostic Center Ltd	35 / C Naya Paltan (3rd Floor), VIP Road, Dhaka - 1000 Phone: 933704, 8311784 Website: www.lifemedicalbd.com
9	Al-Riyadh Medical Check-up	House-55, Road-9, Block-F, Banani, Dhaka-1213 Phone: 8831014 Website: www.al-riyadhmedicalbd.com
10	Macca Medical Center	House No. 97, Road-13, Block-D, Banani, Dhaka-1213 Phone: 8816074 Website: www.makkhamedicalbd.com
11	Arabian Medical Center	House-39, Road-6, Block-G, Banani, Dhaka-1213 Phone: 9894503 Website: www.arabianmedicalbd.com
12	Medinova Medical Services Ltd.	House No. 71/A, Road-5/A, Dhanmandi a/A Dhaka-1209 Phone: 8620353-8 Website: www.medinovamedicalbd.com

S.No	Medical Agency	Address
13	Green Crescent Health Services	29, Sohriwardi Avenue, Baridhara, Dhaka-1213 Phone: 8810486, 9862384 Website: www.greencrescentmedicalbd.com
14	Maskat Medical Center	House No. 41, Road No.21, Block-B, Banani, Dhaka-1213 Phone: 9892140 Website: www.muscatmedicalbd.com
15	Gulf Medical Center	House No. 17, Road 17, Block-D, Banani, Dhaka-1213 Phone: 9894653 Website: www.gulfmedicalbd.com
16	Nafa Medical Center	House-26, Road-04, Block-C, Banani, Dhaka-1213 Phone: 9861562 Website: www.nafamedicalbd.com
17	Gulshan Medicare	56, 61 Gulshan South Avenue (4th Floor), Lotus Kamal Tower, Gulshan 1, Dhaka-1212 Phone: 9896213 Website: gulshanmedicalbd.com
18	National Medical Center Ltd.	House No. 18, Road-04, Block-F, Banani, Dhaka-1213 Phone: 8814809, 8820299 Website: www.nationalmedicalbd.com
19	Healthcare Center	Firoz Tower (10th Floor), 152/3-B West Panthapath, Green Road, Dhaka-120 Phone: 01762157991 Website: healthcaremedicalbd.com
20	Nova Medical Center Ltd.	House No. 43, Road-13, Block-D, Banani, Dhaka-1213 Green Road, Dhaka-120 Phone: 8826680, 88272664 Website: www.novamedicalbd.com
21	Saudi Bangladesh Services Company	House No.4 1, Road-11, Block-H, Banani, Dhaka-1213 Phone: 9895754 Website: www.saudibanglamedicalbd.com
22	Pulse Medical Center	House No-111, Road-4, Block-B, Banani, Dhaka-1213 Phone: 98855210, 987243 Website: www.pulsemedicalbd.com
23	Chandshi Medical Center	Home No-20, Road No-24, Block-K, Banani, Dhaka-1213 Phone: 8817559 Website: chandshimedicalbd.com
24	Fair Wages Medical Center	Home No-39, Road No-11, Block-H, Banani, Dhaka-1213 Phone: 9872883, 9872942 Website: www.fairwaysmedicalbd.com
25	Pushpo Clinic	Fulo Tower (Levels 4 and 5), Basa-H / 101. Kakoli, New Airport Road, Banani C/A, Dhaka-1213 Phone: 8824481, 9894383 Website: www.pushpomedicalbd.com

S.No	Medical Agency	Address
24	Simon Medical Center Limited	Home-35, Road-6, Block-C, Banani, Dhaka-1213 Phone: 9821515, 8814966 Website: www.saimonmedicalbd.com

Appendix-8

Parul's case

Parul, 19, was offered a job as a housemaid in Calcutta five years ago by an acquaintance of her family. But after arriving in Calcutta, the man snatched all of Parul's papers and sold her to a brothel where she was physically and sexually abused for a long time. She had to work 6 days a week.

Parul cannot enjoy her salary. She is only given some money as "pocket money" with which she buys soap and other necessities. There is no chance of escape due to the strict guard in the brothel. She has to live in a room with many girls from the neighboring country and there is no personal privacy. The girls have no opportunities to talk on the telephone.

Parul is very worried about her family. Her siblings have been married for a while and perhaps they have started a family now. She dreams of going back home, but even if it ever became possible to return, she feels she would not want to see her siblings. After so many years, she fears seeing them again may make them suspicious or that they will be embarrassed by her.

Parul has been feeling tired and weak for several months. She is easily infected by disease and falls ill regularly. But the "madam" of the brothel calls her lazy and does not want to take her to the doctor. Parul is very worried that she may have fallen ill due to her work.

Parul never got the chance to meet her trafficker again, but she found out that other girls in the brothel like Parul had been trafficked in the name of good-paying jobs.

Team-work:

Make a list of all types of human rights violations found in this case study.

Appendix-9

Human Trafficking Victim Identification

Please tick the box that applies to the victim.

Information of the Victim and interview

Name: Date of Birth:

Alias: Agency Name:

Interviewer: Date of Interview:

Components of human trafficking

In cases of human trafficking, there are usually three components: employment/recruitment, transfer or transport, and exploitation. Do any of these apply?

Job offered/Recruited

Was transferred

Was exploited

Sample questions:

1. Do/did you have a job?

2. How did you get the job?

3. Did anyone arrange a job for you?

If yes, then who?

4. If you had been told before that you would get a job, what kind of job was it?

.....

5. Were you doing the same job you had expected?

.....

6. Were you forced to work? Or were you free to decide what to do?

.....

7. Were you paid for this job? If yes, how much did you get per month?

.....

8. Where did you live before this work started?

9. Can you tell me how you got here?

10. Can you describe the sleeping conditions where you worked?

.....

11. Did you have your passport or any other identity card? Can you tell me where these are now?

12. Did the people you worked for force you to do something that you didn't want to do? If yes, then what can you share about the kind of work that you were forced to do?
.....

13. Did you feel safe where you worked? If yes, why did you feel unsafe or afraid?
.....

14. Did you decide to leave the country or were you forced to leave your home?
.....

Recruitment of Victim & Trafficking

- Was the victim abducted?
- Was the victim confined?
- Did the victim give any money to the recruiter before leaving the country?
- Was the victim sent abroad secretly?
- Did the victim leave homeland openly through a valid port for migration?
- Can the victim tell where they went and from where they crossed the border out of Bangladesh?
.....

Transportation of Victim

- Can the victim remember the date of leaving their homeland? If yes, when did they depart?
.....
- Can the victim remember the date of arrival at the destination country? If yes, when did they arrive?-----
- Does the victim remember from where they left their homeland? If yes, from where did they depart?-----
- Does the victim remember where they arrived at the destination country? If yes, where did they arrive?-----

Which type of vehicle was used to transfer the victim?

- Chartered Aircraft Commercial Aircraft Personal Boat Commercial Boat
- Personal Vehicle Public Bus By walking Crossing the land route

Does the victim have an identification document?

- Passport Driver's License National Identity Card Bank Card No identification document

Did the victim mention or look as if they had been subject to any of the alleged behaviors?

- Threats of violence or injuries upon trying to escape
- Sexual assault or harassment
- Beating
- Illegally detained or captured
- Physical abuse
- Psychological abuse
- Threatening the victim's family
- Ransom demanded for the release of the victim
- Forcing the victim to take drugs or put to sleep
- Not providing medical services to the victim
- Traffickers behaved well

Controlling the victim

- Did the trafficker know the location or address of the victim, their family, or friends?
- Was the victim threatened with beatings so that the victim could not escape?
- Did the traffickers threaten the safety of the victim's family or friends so that they could not escape?
- Was the victim kept in an interim location after recruitment and before transportation?
- Was the victim informed by which route they would be taken to the destination?
- Was the victim informed how long it would take to arrive?
- Were the identification documents taken from the victim? If yes, specify them

- Were any properties/belongings of the victim taken from the victim? If yes, specify them.

- Did anyone of the victim's family or friends know about the victim's travel arrangements?
- Did the victim ever get a chance to escape, but thought they couldn't? If yes, please describe the situation and why they thought they could not escape?

Identification of Victim Exploitation and Paid Money/Benefits

What type of abuse did the victim suffer from?

- Forced prostitution
- Labor enslavement due to debt bondage/termed agreement
- Sexual abuse, such as making pornographic films
- Recruited in a beggars' group
- Home enslavement
- Illegal organ removal
- Labor enslavement

Was the victim able to refrain from doing things against their will?

- Yes
- No

If the victim suffered from sexual exploitation, were they forced to provide sexual service without protection for their health

- Yes
- No

What happened when the victim refused to do labor given to them?

If the victim was forced to provide sexual service, did they know how much the trafficker would be paid in exchange for the sexual service?

- Yes
- No

- Can the victim estimate how much money was given to the trafficker for each time the victim was sexually exploited?

- Can the victim estimate the amount of money given for providing sexual services?

- Did the victim get any money for being sexually exploited?

- What did the victim do with the money?

- What can victims say when they realize they were being abused/exploited?

- Did the victim ever get arrested in the destination country or did they ever get noticed by the law enforcement agencies? If yes, describe:

Conclusion of Victim Assessment

In the light of the information received from the interviewee and the surrounding perspective; it can be said that this person:

- Is currently a victim of human trafficking
- Is a former victim of human trafficking but is no longer in that situation
- Is s irregular migrant and not a victim of human trafficking
- Is a regular economic migrant and not a victim of human trafficking
- Is not a victim of human trafficking neither a migrant of any type

Recommendations for Referrals

Write below the name of the 'Victim Services' to which the victim was referred -if any- :

1.
2.
3.
4.
5.

Appendix-10

Referrals: Government and non-government organizations to help victims of migration fraud and trafficking

Name of the organization	Address
Bureau of Manpower, Employment and Training (BMET)	69/2, Kakrail VIP Road, Dhaka-1000. Online Registration of BMET, www.bmet.org.bd BMET Online Complaints, www.ovijogbmet.org
District Employment and Manpower Office (DEMO)	42 districts in the country
Passport Office	Dhaka and regional offices
DC Office	District Sadar
Medical Center	specified by Embassy
Office of the Union Council	Respective Union Council
City Corporation Office	Respective City Corporation
Thana	Respective police station
NGO Offices	Address of the NGO involved in this work
Bank	The nearest bank has branches in the destination country
Probashi Kallyan Bank	Head Office, 61-62, Old Elephant Road, Eskaton, Dhaka. Web: www.pkb.gov.bd . E-mail: info@pkb.gov.bd , pkb@pkb.gov.bd Telephone: Managing Director: 880-2-8321979, 01711-565699 Managing Head Branch: 880-2-8321979, 01711-234761 Public Relations Officer: 880-2-8322873
Victim Support Center (VSC)	Dhaka Metropolitan Police Phone: 01745774487 E-mail: vsc_dmp@yahoo.com
One Stop Crisis Centers	Project Implementation Unit Department of Women's Affairs Building 37/3 Eskaton Garden Road, Dhaka-1000 Phone: 011-99810434, 8321041, 9352450 E-mail: rmspvaw@yahoo.com Web: www.mspvaw.org.bd
International Organization for Migration (IOM)	House # 13 / A, Road # 138, Gulshan-1, Dhaka-1212 Phone: 9889765, 8817699, 8817701
Bangladesh National Women's Lawyers Association (BNWLA)	Monico Mina Tower 48/3, West Agargaon, Dhaka Phone: 8112858, 8125866, 8123060 E-mail: bnwla@hrcmail.net Web: www.bnwlabd.org

Name of the organization	Address
Dhaka Ahsanya Mission	House # 19, Road # 12 (New), Dhanmondi A/A, Dhaka-1209 Phone: 02-6119521-22, 9123420, 9123420 E-mail: dambgd@ahsaniamission.org.bd Web: www.ahsaniamission.org.bd
Ramru	179, 3/3-E, Sattar Bhaban (4th Floor), Vijay Nagar, Dhaka-1000 Phone: 9360338, 01195-265649
BRAC	BRAC Center, 75, Mohakhali, Dhaka-1212 Phone: 981285
Bangladesh Migrant Women Workers Association (BOMSA)	(1st floor), 63, East Rampura, Dhaka - 1217 Phone: 8362410
TMSS	TMSS building 631/5, West Kazipara, Mirpur 10, Dhaka - 1216 Telephone: 02-9009089, 9348644, 8957589, 9339551-2 E-mail: tmsseshq@gmail.com Web: www.tmss-bd.org
Law and Arbitration Center	7/17, Block-B, Lalmatia, Dhaka - 1207 Telephone: 880-2-8126134, 8126137, 8126047 E-mail: ask@citechco.net Web: www.askbd.org
Bangladesh Legal Aid and Services Trust (BLAST)	YMCA Building (4th Floor), 1/1 Pioneer Road, Cockraille, Dhaka - 1000 Phone: 02-8391970-2, 8317185 8313689; 9349125 E-mail: mail@blast.org.bd Web: www.blast.org.bd
Agrogoti Sangstha	Cold Store Junction, Mill Bazar, Satkhira Phone: 04617360 Mobile-017156064 E-mail: agrogoti9h@yahoo.com
Shisuk	16/D Modhubug (2nd floor), Mogbazar Dhaka-1217 Phone: 9126235, FAX: 81100072 Mobile: 01713-037796
Socheton	H573, Ramchandandrapur, Rajshahi - 6100. 0721-771602, 01738-687480
Rights Jessore	R S Building, Jail Road, Jessore. 0421-66508, 01711-182023
Bangladesh Human Rights Implementation Agency	4 College Road (opposite of Fazlul Haq Hall), Shahabag, Dhaka-1000. 9568224, Fax: 02-3513836 Mobile: 01818-865103

Name of the organization	Address
Changemaker Society for Development.	Bosoti chayanir Home # 5/1, Flat # B-1, Block # D, Lalmatia, Dhaka-1207 Mobile: 01718-246361, 01742-747378
Proyas Manobik Unnayan Society	Belepukur, Chapainawabganj. 0781-55075, Fax: 0781-51501 01713-24855, 01714-029484

Appendix-11

Peer Leaders Training Pre- and Post-Training Concept Verification Letter

1. Name:

2. Address:

3. Occupation:

4. Have you ever participated in counter trafficking or safe migration training?

- Yes No

If yes, write the name of the course, the name of the organization, and the content of the training.

5. If you think the following situations are human trafficking, tick (✓) the most correct answer.

a) Unsafe working environment after migration

- Yes no Maybe Not sure

b) Illegal immigration results in sexual activity.

- Yes Not necessarily Maybe Not sure

c) Safe immigration results in sexual activity.

- Yes Not necessarily Maybe Not sure

d) Forcing a child do unsafe work after taking them out of the country

- Yes Not necessarily Maybe Not sure

e) To buy an infant from its guardian and then bring it to Dhaka and employ them in unsafe work

- Yes Not necessarily Maybe Not sure

f) To move people outside the borders of the country in any way for the purpose of exploitation

- Yes Not necessarily Maybe Not sure

g) Use of deception or lying so that one's will/freedom is curtailed

- Yes Not necessarily Maybe Not sure

h) Debt slavery or bonded labor

- Yes Not necessarily Maybe Not sure

6. How are the rights of migrants violated? Write three examples

7. What papers does a migrant worker need to collect before taking a job abroad?

Write three examples

8. What will a migrant worker do if they have to file a lawsuit against their employer or recruiting agency over their employment contract?

9. Write down the names of some government organizations and NGOs that can assist victims of human trafficking, sexual and labor exploitation. Write the ones you know about.

Government agencies	Private companies

10. What are the laws for human trafficking and labor abuse? (Tick (✓) in the right place)

- Women and Child Abuse Prevention Act 2000
- Overseas Employment and Migration Act, 2013
- Prevention and Suppression of Human Trafficking Act, 2012
- Passport Act
- Migration Act
- All of the above

Appendix-12

Training Assessment Form

Training Title:

Date:

Thank you for participating in the training. Please fill out and submit this form. Your recommendations and comments will help improve the quality of this training in the future.

1. Overall, how much has the training met your expectations?

- Not at all Somewhat Met expectations

2. As a result of this training program:

2.1 I will be able to play a more active role in counter trafficking activities to prevent human trafficking.

- Completely disagree Mostly disagree Not sure Mostly agree Completely agree

2.2 I have become more sensitive to the situation of victims and survivors.

- Completely disagree Mostly disagree Not sure Mostly agree Completely agree

2.3 I have deeply understood the importance of working on countertrafficking programs.

- Completely disagree Mostly disagree Not sure Mostly agree Completely agree

3. Overall, the topics covered in the training program were appropriate.

- Completely disagree Mostly disagree Not sure Mostly agree Completely agree

4. The methods used in the training overall were appropriate.

- Completely disagree Mostly disagree Not sure Mostly agree Completely agree

5. Overall training support materials were well planned, and the sessions were well conducted.

- Completely disagree Mostly disagree Not sure Mostly agree Completely agree

6. Overall, all the materials used in the training (Handout, Video, Presentation, Flipchart, etc.) were appropriate.

- Completely disagree Mostly disagree Not sure Mostly agree Completely agree

7. In terms of time, the training:

- Had the needed amount of time More time was needed shouldn't have taken so long.

8. The trainers' skills in conducting their sessions:

- Were average Were of fair quality Were good

9. The location was suitable for conducting training.

- Useful Average Not useful

10. This kind of training was:

- Very necessary Necessary Okay even if it was not necessary

11. Write in the box below which of the topics covered in the training you liked/felt most important:

12. Write in the box below how to apply the knowledge and skills acquired in the training to the workplace:

13. Write your suggestions in the box below to make the training better in the future:

--- Many thanks for your feedback on this training evaluation ---

