

UDAYANKUR SEBA SANGSTHA (USS)

Open Information Policy (OIP)



Udayankur Seba Sangstha (USS)

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USS- democratic society free of poverty and inequality

USS started its activities in 1997 at Sadar Upazila of Nilphamari District. USS envisions a democratic society free of poverty and inequality where all the people are enjoying freedom, self-reliant, confident and contributing to the development of country and nation as a citizen with democratic values.

To achieve the vision, USS facilitate a process among the marginalized people so that they can unmask the apparent and underlying causes of poverty and take initiatives to overcome the problems collectively.

USS is implementing all the programs in cooperation with national and international organizations, for instance, Research Initiatives Bangladesh, Green Foundation, Plan international, Bangladesh, USC Canada, Action Aid, Bangladesh, Bangladesh Freedom Foundation, Diakonia Bangladesh, Bangladesh NGO Foundation etc. However, it is important to mention that USS is getting support from local civil society, for instance to fund the program such as “Community Dhan Bank”.

USS primary role as facilitator, in supporting people to critically analyze the situation, identify the causes, define the solutions, formulate the alternative vision, plan for action and strategies to achieve desired results. Facilitation of an emancipatory process that enhances their capacity and strengthens peoples institutions and solidarity to address their urgent crisis as well as building alternative systems.

USS will obey and comply the Bangladesh Government “Right to Information Act, 2009”. Listed below are the main areas of information that can be accessed quickly and easily either via our website, distribution, one request, physically come to office etc.

Tell us what you want to know. Here’s a full list of the documents you can request, either by emailing

The Fundamentals of USS

Information to be made available	Means
USS organization profile	Website
Organization brochure	Distribution and website
One Pager Organization briefing	Distribution and website
List of Funding Organization	Website
Registered office address	Website
Registration with PADOR	Website
Registration from NGO affairs Bureau Bangladesh	Website
Registration from Social Welfare Bangladesh	Website
List of network members	Website

List of projects	Website
List of different publications	Website
Different Publication (newsletter, Success Story, research, baseline survey, published book et.)	One Request
Working Area	Website

Governance and management

Information to be made available	Means
USS Constitution	Website
Accountability Framework	Website
Thematic paper on “people’s organization	Website
Citizen charter	Website

Organizational Policies and Guidelines

Information to be made available	Means
Financial and Administration Policy	Website
Human Resource Development Policy (HRDP)	Website
Gender Policy	Website
Child Protection Policy	Website
Motor Cycle Policy	Website
Executive Committee meeting decision	On Request
Right Holder selection criteria (need to develop)	Website and hanging at office premises
Staff code of conduct	Website
Staff code of conduct IEC materials	Distribution and visible in office premises
USS Security Policy	Website
Equipment use policy (Multimedia, laptop, computer, camera and photocopier)	Website
Staff need	Website

Strategies and plans

Information to be made available	Means
Future Perspectives of UdayankurSebaSangstha (USS)	Website
Approved Project Proposal	On Request
Contingency Plan (need to develop)	On Request

Finances and performance

Information to be made available	Means
Annual Report	Website
Annual audited accounts (contained in the Annual Report)	Website
Accounting Procedure	Website
Authorization Protocol	
Project Progress Report	Website
Project Evaluation Report including mid-term	Website
Different Video	Website
Billboard, flipchart, leaflet, poster etc.	Public place and distribution
Planning, budget, activities and progress sharing meeting with community, elected representative, govt. official	Continuous and event base

Feedback and complaints

Information to be made available	Means
Complaints and Response Mechanism of USS	Website
Concern and Feedback on USS works	Website
Citizen Chartered	Website

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

The information that will not disclose until abide by the law

Information <u>not</u> to be disclosed	Reason for Non Discloser
Information about USS and Donor staff and their contact details	Security reasons and unnecessary trouble for their functioning
Internal financial and management records	Security reasons and unnecessary trouble for the functioning of organization
Investigation report	Security reasons
USS decision making process (minutes, notes,)	Security reasons