

COLLECTION LEVEL

Ref no	GB3228.58
Name of collection	Manchester Bangladeshi Women's Organisation Ananna Papers
Date of donation or creation	July 2016
Donor name	Manchester Bangladeshi Women's Organisation Ananna
Type of collection	Donated collection (complete)
Date range	1988-2014
Extent	7 boxes
Name of creator	Manchester Bangladeshi Women's Organisation Ananna
Archival history	This collection came to the Ahmed Iqbal Ullah Race Relations Resource Centre as a part of the Legacy of Ahmed Project, run by the organisation in 2015-2016.
Administrative history	<p>The Manchester Bangladeshi Women's Project was established to meet the specific needs of Bangladeshi women in the Manchester community. It later became the Manchester Bangladeshi Women's Organisation, Ananna. A steering committee was formed with all Bangladeshi women at a public meeting in Longsight library, 1987, where local Councillors showed support for the project. After being awarded funding, it officially started its services in September 1989 in Longsight, Manchester.</p> <p>It was initially run by the local Social Services Department and then in June 1990 it became fully independent with a newly formed Management Committee and held its first Annual General Meeting. It was given the new name Ananna at the 1999 Annual General Meeting, meaning "unique woman" in Bengali.</p> <p>"Ananna is a unique organisation, providing services for women by women and for the benefit of the whole community." Ananna has delivered a wealth of services including education, health, childcare, training, day trips and religious celebrations, much of which is represented in this collection.</p>
Scope and content	This collection contains paper material consisting of governance, administrative and promotional material of Ananna. It includes a large collection of governance records including minutes of the Management Committee as well as extensive promotional material on services, projects and outreach events. These also include reports and other administrative records. It also contains digital photographic material.
System of arrangement	The collection has been arranged into five series: 1) Governance of the organisation. 2) Material on services and projects. 3) Material on outreach events and promotional material. 4) Research by or for Ananna. 5) Photographs of the organisation and its members.
Related material	GB3228.08 Greater Manchester BME material. GB3228.19 Legacy of Ahmed Project archives.
Conditions of use and access	Some items are closed under the Data Protection Act. Please consult the Ahmed Iqbal Ullah Race Relations Research Centre for access to these items.
Language/s	English, Bengali
Finding aids	n/a
Key words	Manchester, Bangladeshi, women, project, community, charity

SERIES LEVEL

Ref no	Name of series	Date range	Extent	Name of creator	Background	Scope and content	Detail of content	Related n	Conditions of use and access	Language/s	Finding aids	Key words
GB3228.58/1	Governance	1988-2014	4 boxes	n/a	n/a	Includes papers of the Management Committee, papers of the Sub-Committee and Special Meetings, papers of the Annual General Meetings, policies and legal records with some human resources papers, development and strategy papers, annual reports and financial statements, correspondence and administration. All materials are paper-based. Some records are not complete, for example the minutes of the Management Committee are missing some years.	Some is mouldy or has been chewed on my mice. These documents are kept separately for preservation.	n/a	Some items are closed due to data protection.	English, Bengali	n/a	minutes, management, legal, governance, administration
GB3228.58/2	Services and projects	1990-2008	2 boxes	n/a	n/a	This series includes general information and promotional material of Ananna as well as specific information such as posters and reports on the following services and projects: mothers and children, women's issues and services for young women, education, health, elderly community members.	n/a	n/a	Open	English, Bengali	n/a	services, projects
GB3228.58/3	Outreach events and promotional material	1990-2010	1 box	n/a	n/a	This series includes information, mainly promotional material re: celebrations and festivals, day trips for members, craft and culture events, International Women's Day events, fundraising events and charity work, newsletters.	n/a	n/a	Some items are closed due to data protection.	English, Bengali	n/a	outreach, promotion
GB3228.58/4	Research	1990-2007	1 file	n/a	n/a	1 document, "Notes on Civil Society, the State and Community Work", 25 Jan 1990 (Kept separately for preservation.) 1 document, research sent by Manchester City Council Welfare Rights re interpreter services, 1990 (Kept separately for preservation). 1 document, "What specific characteristics of the Bangladeshi children are barriers to their learning experience in the Foundation Stage, at a Primary School", Roshan Ahmed, 2007 1 document, "Report on hard-to-reach young Bangladeshi women", Ananna. 1 document, "Longsight Community Profile", Ananna (there are no item level descriptions for this series)	Some is mouldy or has been chewed on my mice. These documents are kept separately for preservation.	n/a	Open	English	n/a	reports, research, women, children, education, rights, welfare, Longsight
GB3228.58/5	Photos	1989-2016	220 digital files	n/a	n/a	This series contains scans of original photos documenting various aspects of Ananna's work (there are no item level descriptions for this series)	.tiff and .jpg filetypes	n/a	Open	n/a	n/a	photos, eid, international womens day, health, services, outreach

ITEM LEVEL

Ref no	Name of sub-series	Name of series	Date range	Extent	Name of creator	Background	Scope and content	Detail of content	Related material	Conditions of use and access	Language/s	Finding aids	Key words
GB3228.58/1/1	Papers of the Management Committee	Governance	1988-2014	3 boxes	n/a	n/a	Meeting papers often include worker's reports and other reports on activities, services and initiatives. Most are typescript, some are manuscript. Minutes and papers are in English, some additional or dual language notes and papers are in Bengali. Meeting papers for 1988: 8 May (minutes), 12 Jun 1988 (minutes), 31 Jul (minutes), 11 Sep (minutes). Meeting papers for 1989: 29 Jan (minutes), 19 Mar (minutes and meeting papers), 23 Apr (minutes), 24 Sep (minutes), 22 Oct (minutes), 3 Dec (minutes). Meeting papers for 1990: 4 Jan (minutes and meeting papers), 15 Feb (minutes and meeting papers), 18 Mar (minutes and meeting papers). Some kept separately for preservation., 4 Apr (meeting papers only), 3 May (minutes and meeting papers). Some kept separately for preservation., 21 May (minutes), 24 Jun (minutes and meeting papers). Meeting papers kept separately for preservation., 23 Jul 1990 (minutes and meeting papers). Some kept separately for preservation., 20 Aug (minutes and meeting papers), 23 Sep (meeting papers only), 14 Oct (minutes and meeting papers), 16 Dec (minutes). Meeting papers for 1991: 16 Jan (minutes), 17 Feb (minutes and meeting papers), 13 Mar (minutes and meeting papers), 21 Apr (minutes and meeting papers), 15 May (minutes and meeting papers), 9 Jun (minutes and meeting papers), 15 Aug (minutes and meeting papers), 15 Sep (minutes). Meeting papers kept separately for preservation., 16 Oct (minutes and meeting papers), 17 Nov (minutes and meeting papers), 12 Dec (meeting papers only). Meeting papers for 1992: 12 Jan (minutes and meeting papers), 20 Feb (minutes and meeting papers), 22 Mar (minutes and meeting papers), 27 Apr (minutes and meeting papers). Some kept separately for preservation., 31 May (minutes), Jun (meeting papers only), 22 Jul (minutes and meeting papers), 23 Aug (minutes and meeting papers), Sep (meeting papers only), Oct (minutes and meeting papers only), 1 Nov (minutes). Meeting papers (kept separately for preservation.), 3 Dec (minutes and meeting papers). Meeting papers for 1993: 10 Jan (minutes and meeting papers), 4 Feb (minutes and meeting papers), 13 Mar (minutes), 28 Mar (minutes and meeting papers), 23 May (minutes and meeting papers), Jun (meeting papers only), 25 Jul (minutes), 26 Aug (minutes and meeting papers), 26 Sep (notice of cancellation), Oct (meeting papers only), 7 Nov (minutes), 28 Nov (minutes), Dec (meeting papers only). Meeting papers for 1994: 10 Jan (minutes and meeting papers), 27 Feb (minutes and meeting papers), 14 Apr (minutes and meeting papers), 22 May (minutes and meeting papers), 30 Jun (minutes and meeting papers), 22 Jul (minutes and meeting papers), 28 Aug (minutes), Sep (meeting papers only), 13 Oct (minutes and meeting papers), 20 Nov (minutes), Dec (meeting papers only). Meeting papers for 1995: 22 Jan (minutes), 19 Feb (minutes and meeting papers), 23 Apr (minutes and meeting papers), 25 May (minutes and meeting papers), 25 Jun (minutes and meeting papers), 27 Jul (minutes and meeting papers), 31 Aug (minutes and meeting papers), Sep (meeting papers only), 29 Oct (minutes and meeting papers), 23 Nov (minutes and meeting papers), Dec (meeting papers only). Meeting papers for 1996: 21 Jan (minutes and meeting papers), 25 Feb (minutes and meeting papers), 29 Mar (minutes and meeting papers), 26 Apr (minutes and meeting papers), 26 May (minutes and meeting papers), 22 Jun (minutes and meeting papers), 21 Aug (minutes and meeting papers), 28 Sep (minutes), 19 Oct (minutes and meeting papers), Nov (meeting papers only), 7 Dec (minutes and meeting papers).	Some is mouldy or has been chewed on my mice. These documents are kept separately for preservation.	n/a	Open	English, Bengali	n/a	minutes, Management Committee, reports
GB3228.58/1/2	Papers of the Sub-Committee and Special Meetings	Governance	1989-2002	2 files	n/a	n/a	Manuscript minutes of the Sub-Committee and the Staff Committee and Team meetings. Also some papers relating to the Committee. 1989: 1 May (agenda only). 1991: 15 Aug (minutes), 19 Mar (minutes x2), 11 Apr (agenda and minutes), 1 May (agenda and minutes (Some kept separately for preservation.)), 11 Jul (agenda), 15 Aug (minutes), 3 Sep (agenda), 4 Sep (minutes), 11 Sep (minutes), 15 Sep (minutes, kept separately for preservation.), 5 Sep (minutes), 3 Oct (minutes x2), 28 Oct (minutes). 1992: 11 Jan (minutes), 20 Feb (agenda and minutes), 4 Feb (minutes), 22 Mar (minutes), 25 Mar (minutes), 7 Apr (minutes), 13 Apr (minutes), 6 May (minutes), 11 May (minutes), 14 May (minutes), 31 May (minutes), 18 Jun (minutes), 24 Jun (agenda and meeting papers). Some kept separately for preservation., 9 Jul (agenda), 22 Jul (minutes, (kept separately for preservation.)), 23 Aug (minutes and meeting papers. Kept separately for preservation.), 3 Sep (minutes), 10 Sep (minutes), 29 Oct (minutes), 3 Nov (minutes), 4 Nov (minutes), 26 Nov (minutes). 1993: 7 Jan (minutes), 20 Jan (minutes), 28 Jan (minutes), 10 Feb (minutes), 18 Feb (minutes x2), 15 Mar (minutes and meeting papers). Meeting papers kept separately for preservation., 17 Mar (minutes), 28 Mar (minutes), 27 Jun (minutes), 9 Jul (agenda), 19 Jul (minutes), 25 Jul (minutes), 2 Aug (minutes), 12 Sep (minutes), 22 Sep (minutes), 26 Sep (minutes), 1 Oct (minutes), 6 Oct (minutes), 20 Oct (minutes), 26 Nov (minutes). 1994: 2 Feb (minutes), 9 Feb (minutes), 16 Feb (minutes), 2 Mar (minutes), 7 Mar (minutes), 25 Mar (minutes), 28 Mar (minutes), 11 Apr (minutes), 23 May (minutes), 25 May (minutes), 27 May (minutes), 13 Jun (minutes), 23 Jun (minutes), 6 Jul (minutes), 15 Jul (minutes), 5 Aug (minutes), 8 Aug (minutes), 11 Aug (minutes), 12 Aug (minutes), 2 Sep (minutes), 21 Oct (minutes), 19 Dec (minutes). 1995: 10 Jan (minutes), 1 Feb (minutes), 6 Feb (minutes), 6 Mar (minutes), 4 Apr (minutes), 30 Apr (minutes), 2 May (minutes), 15 May (minutes), 21 May (minutes), 5 Jun (minutes), 27 Jun (minutes), 26 Jul (minutes), 27 Jul (minutes), 18 Oct (minutes), 31 Oct (minutes), 16 Nov (minutes), 6 Dec (minutes), 8 Dec (minutes). 1996: 11 Mar (minutes), 1 Apr (minutes), 2 Apr (minutes), 20 May (minutes), 4 Jun (minutes), 20 Jun (minutes), 17 Jul (minutes), 8 Aug (minutes), 31 Aug (minutes), 5 Sep (minutes), 19 Sep (minutes), 10 Oct (minutes), 7 Dec (minutes), 19 Dec (minutes). 1997: 16 Jan (minutes), 21 Apr (minutes), 12 Jun (minutes), 10 Jul (minutes), 24 Jul (minutes), 18 Aug (minutes), 9 Sep (minutes), 12 Sep (agenda and minutes), 18 Sep (minutes), 13 Oct (minutes), 10 Nov (minutes), 1 Dec (minutes). 1998: 24 Jan (minutes), 2 Feb (minutes), 16 Feb (minutes), 21 Feb (agenda), 21 Mar (agenda and minutes), 25 Mar (minutes), 25 Apr (minutes), 1 Apr (minutes), 18 Jul (minutes). 1999: 28 Sep (minutes), 28 Sep (minutes), 9 Nov (minutes). 2000: 15 Feb (minutes), 4 Mar (minutes). 2001: Feb (minutes).	n/a	n/a	Open	English	n/a	minutes
GB3228.58/1/3	Papers of the Annual	Governance	1990-2005	3 files	n/a	n/a	As well as minutes of the AGMs the meetings' papers often include agendas, reports and minutes of other meetings.	n/a	n/a	Open	English,	n/a	Annual General Meeting,
GB3228.58/1/4	Policies and constitutions	Governance	1990s-2000s	1 file	n/a	n/a	Includes three versions of the constitution, various policies, letter from City of Manchester to Bangladeshi Women's Project re transfer from Social Services to Independent Status 1990, proposed action plan for security arrangements at new premises, rules of the Bangladeshi Women's Project Steering Group.	n/a	n/a	Open	English, Bengali	n/a	constitution, policies
GB3228.58/1/5	Development and strategy	Governance	1991-1997	1 file	n/a	n/a	1 document, Review Day information, 8 Aug 1991. 1 document, Updating of the Developmental Plan of the Project, 1996-1997.	n/a	n/a	Open	English	n/a	development, strategy
GB3228.58/1/6	Annual reports and financial statements	Governance	1989-2013	2 files	n/a	n/a	1 document, income and expenditure account for the year ending Mar 1989. 2 document, financial statements Mar 2004, Mar 2005. 2 documents, annual report of the Management Committee, 1991, 1996. 1 document, Worker's report Sep 1989-Mar 1990. Report form the Steering Group Mar 1988-Mar 1990 (Kept separately for preservation.) Annual Reports for 1990-1991, 1993, 1994, 1995, 1995-1996, 1997-1998, 1999-2000, 2000-2001, 2001-2002, 2002-2003, 2004-2005, 2005-2006, 2007-2008, 2008-2009, 2009-2010, 2010-2011, 2011-2012, 2012-2013.	Some is mouldy or has been chewed on my mice. These documents are kept separately for preservation.	n/a	Open	English	n/a	annual reports, financial statements
GB3228.58/1/7	Correspondence and administration	Governance	1989-2000	3 files	n/a	n/a	Correspondence consists of letters to and from Ananna re various campaigns, services and initiatives, call-outs for volunteers, as well as some more general operations. Also including some correspondence re individual legal assistance (these items are closed). 1989-2000. Administrative papers includes appointment diary sheets and notes on planning of services.	n/a	n/a	Some items are closed due to data protection.	English, Bengali	n/a	correspondence, administration, volunteers, campaigns, legal
GB3228.58/2/1	General Information	Services and projects	1990s-2000s	1 file	n/a	n/a	Flyers and posters advertising the activities, events and services that Ananna runs and facilitates.	n/a	n/a	Open	English, Bengali	n/a	activities, posters, leaflets, flyers, services, events
GB3228.58/2/2	Mothers and children	Services and projects	1990-2000	1 file	n/a	n/a	Flyers and posters with some reports and administrative material re the Mothers and Toddlers Group and the Playscheme. Also includes papers from Ananna's involvement in the Maternity Users Group, 1997, with Central Manchester Health Watch.	n/a	n/a	Open	English, Bengali	n/a	mothers, children, playscheme

GB3228.58/2/3	Women's issues and services for young women	Services and projects	1992-2008	3 files	n/a	n/a	Posters and notices for services and events for women including Young Women's Group, Women Coping with Life, Women's Issues Training Course, papers re Ananna's involvement with the Women's Community Network (Manchester Women's Network).	n/a	GB3228.58/4	Open	English, Bengali	n/a	women, support, training, Manchester Women's Network
GB3228.58/2/4	Education	Services and projects	1998-2005	1 file	n/a	n/a	Posters and notices for services, mainly English language classes and work with the Manchester Adult Education Service and Workers Education Association, and ESOL classes (English Speakers of Other Languages).	n/a	n/a	Open	English, Bengali	n/a	education, training, languages, Workers' Education Association, Manchester Adult Education Service, ESOL
GB3228.58/2/5	Health	Services and projects	1992-2000	3 files	n/a	n/a	This item covers material addressing sexual, physical and mental health services. It includes, posters and leaflets for services, Well-Women Drop-In sessions, training courses and events and raising awareness about health issues. Papers also includes workers' reports on services and administrative papers re similar initiatives.	n/a	n/a	Open	English, Bengali	n/a	health, mental health, physical health, sexual health, women's health, World Mental Health Day
GB3228.58/2/6	Elderly community members	Services and projects	1990	1 file	n/a	n/a	Documents, mainly correspondence, some minutes and promotional material on Manchester City Council's project with community centres that care for elderly citizens.	n/a	n/a	Open	English, Bengali	n/a	elderly citizens
GB3228.58/3/1	Celebrations and festivals	Outreach events and promotional material	1990-2010	3 files	n/a	n/a	Posters and notices and some reports and instruction for Eid and Christmas parties as well as papers re Ananna anniversary celebrations and other festivals and fairs. Papers re participation in Didsbury Festival 2009-2011. Papers re 15 year and 21 year anniversary of Ananna including a booklet on the organisation, some photographs of staff and testimonies of people who have worked for or used Ananna over the years.	n/a	GB3228.58/3/4	Open	English, Bengali	n/a	Eid, Christmas, religion, festivals, Didsbury Festival, anniversary, posters, reports
GB3228.58/3/2	Day trips	Outreach events and promotional material	1992-2010	1 file	n/a	n/a	Mainly posters and flyers with some reports about day trips for members.	n/a	n/a	Open	English, Bengali	n/a	day trips, posters, reports
GB3228.58/3/3	Craft and culture	Outreach events and promotional material	1996-2003	2 files	n/a	n/a	Mainly posters re craft and culture events including entries into an art competition from 1996.	n/a	n/a	The artwork is closed under Data Protection Act as much of it lists addresses.	English, Bengali	n/a	craft, art, culture, posters
GB3228.58/3/4	International Women's Day	Outreach events and promotional material	1990-2008	2 files	n/a	n/a	Posters, flyers and administrative papers re events run by Ananna for International Women's Week. Often they celebrated Eid and International Women's Week in the same event. Includes a creative writing competition papers, 2006.	n/a	GB3228.58/3/1	The creative writing material is closed as it contains addresses and is therefore covered by the Data Protection Act.	English, Bengali	n/a	International Women's Week, posters, reports, funding, Manchester City Council
GB3228.58/3/5	Fundraising events and charity work	Outreach events and promotional material	2006-2008	1 bundle	n/a	n/a	Posters advertising fundraising and charity events.	n/a	n/a	Open	English, Bengali	n/a	fundraising, charity
GB3228.58/3/6	Newsletters	Outreach events and promotional material	1990s	1 bundle	n/a	n/a	Newsletter and profiles of the organisation.	n/a	n/a	Open	English	n/a	newsletters, biographies, profile