Training Calendar 2018 19

Building Capacity for Effective, Inclusive and Accountable Public Administration System

Bangladesh Public Administration Training Centre
Savar, Dhaka-1343, Bangladesh
www.bpatc.org.bd

Training Calendar 2018-2019

Building Capacity for Effective Inclusive and Accountable Public Administration System

Bangladesh Public Administration Training Centre
Savar, Dhaka-1343, Bangladesh
www.bpatc.org.bd


Bangladesh Public Administration Training Centre
Savar, Dhaka-1343
বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র

Dr. M Aslam Alam

Rector
Senior Secretary to the Government
Bangladesh Public Administration Training Centre
Savar, Dhaka-1343.

Preface

Bangladesh Public Administration Training Centre (BPATC), an apex public sector training institute of Bangladesh, is mandated to impart training to the public officials of the Republic. The courses are divided into three major categories: Core Courses, Special Courses and Short Courses. Of the Core Courses, the Foundation Training Course (FTC) occupies a central position. FTC is designed for the newly recruited civil service officers. The other three core courses- Advanced Course on Administration and Development (ACAD) for the Deputy Secretaries and equivalent officers, Senior Staff Course (SSC) for Joint Secretaries and equivalent officials and the Policy, Planning and Management Course (PPMC) for the Additional Secretaries are designed to train them with the governance challenges triggered by the complex, dynamic and ever-changing socio-cultural, politico-economic realities and natural environment. BPATC is going to conduct two FTCs, five ACADs, five SSCs and two PPMCs in the training year of 2018-2019.

Special foundation training courses (SFTC) are demand driven. These courses are designed to meet the needs of the participating officials of different departments/organizations. The objective of these courses is to equip them with requisite skills, knowledge and to develop responsive service delivery attitude in them. BPATC will conduct SFTC for the officials of grade 9 of various government departments and also for the officials of 40 + aged group of grade 9.

BPATC conducts a number of skills oriented short training courses including ToT (Training of Trainers) on a regular basis. Advanced ToT, Project Management, Negotiation Techniques & Conflict Management etc. are few of these courses where officials from public, private and non-government organizations participate. BPATC has introduced a new short course namely Achieving Sustainable Development Goals (SDGs) in Bangladesh to spread the information about SDGs among the officials in order to achieve the targets of SDGs. BPATC also arranges local/national/international seminars/workshops/symposiums on various emerging and need-based issues.

The Centre is working in line with the Vision 2021 of the Government, Agenda 2030 and Vision 2041. It is noteworthy that as a Centre of excellence in Bangladesh, BPATC aims at establishing itself as a regional hub for SAARC region in the development of both public and private sector executives by the year 2021. BPATC always strives to remain updated and welcomes innovations in its approaches. Therefore, with the changes in technology and knowledge across the globe, BPATC adapts itself with the recent development to maintain competitive edge. The Training Calendar of 2018-19 has been prepared in accordance with the available resources. We believe this Training Calendar will guide the interested stakeholders in tracking their training needs.

Dr. M Aslam Alam

Contact Persons

Mr. Mohammad Munir Hossain
Member Directing Staff (MDS)
Programme & Studies Division
BPATC, Savar, Dhaka-1343
Phone: 7745027
Email: muniradcom85@gmail.com

Md. Sanwar Jahan Bhuiyan
Director (PPR)
BPATC, Savar, Dhaka-1343
Phone: 7746607
Email: ppr.bpatc@gmail.com

Ms. Sheheley Layla
Deputy Director (PPR)
BPATC, Savar, Dhaka-1343
Phone: 7746619
Cell : 01776-307704
Email: sheheleylayla@yahoo.com

Mr. Shamim Adnan
Assistant Director (Programme)
BPATC, Savar, Dhaka-1343
Phone : 7745010-16/4155
Cell : 01843-056582
Email: sadnan2000@gmail.com

Mr. Md. Yousuf Ali
Assistant Director (Record)
BPATC, Savar, Dhaka-1343
Phone : 7745010-16/4156
Cell : 01723-167298
Email: yousufali.335@gmail.com

Mr. Shahnewaz
Assistant Director (P&D)
BPATC, Savar, Dhaka-1343
Phone: 7745010-16/4156
Cell: 01711-154550
Email: shahnewaz01@gmail.com

Phone : PABX: 7745010-16, Extension: 4155
Fax : 7745029, 7742102
E-mail : ppr.bpatc@gmail.com
Website : www.bpatc.org.bd

Table of Contents

1. Introducing BPATC

Bangladesh Public Administration Training Centre (BPATC) has been at the forefront of the development of public sector executives of the country. The prime objective of BPATC is to develop a corps of well-groomed and dynamic civil servants by equipping them with requisite knowledge and skills and inculcating moral values as well as leadership qualities for their role in a dynamic and developing society through providing quality training. To this end, BPATC uniquely blends management, development, consultancy, research and information and communications technology to prepare the employees of the Republic to address development and management challenges. In the present-day world is characterized by unprecedented economic activities, rapidly changing technology and fiercely competitive globalized markets, triggering rapid socio-political as well as environmental changes, the government executives are required to cope with the ever-changing contexts and meet the escalating public demands with diminishing resources. Besides preparing the government executives to successfully anticipate and address the governance challenges of the 21st century, the Centre provides consultancy services to the government on administration and development issues.

1.1 BPATC — Building Capacity for Effective, Inclusive and Accountable Public Administration System

A Centre committed to excellence and a premier regional hub dedicated to provide effective, inclusive and self-mandated and bespoke training for civil servants, the Bangladesh Public Administration Training Centre (BPATC), is the apex public sector training institute in Bangladesh - meeting the challenges of the 21st century. The Centre offers innovative training courses across subjects, from public administration and governance to leadership training, Sustainable Development Goals (SDGs), office management, gender and development, financial management, project management, conflict management and negotiation, e-government management, Total Quality Management (TQM), training of trainers (TOT) and personal development. It also arranges of seminars and workshops on various issues of national and global concerns. All courses can be customized to fit specific training needs.

A leader in the field of administration and development is not always an inborn talent but that can be taught, cultivated and practiced. The aim of the Centre is to equip future leaders and policy makers with the background necessary for a broad understanding of varied social, economic, political, environmental, scientific and organizational aspects involved in the planning of national policies and strategies. In addition to focusing 3Es - efficiency, economy and effectiveness, the Centre concentrates on embracing equity, responsiveness, inclusiveness, accountability, innovation and collaboration.

1.2 Foundation of A Dream— BPATC is Born

With the dire necessity of fulfilling the demand for ready human resources of a newly born independent country and achieving the dream of the father of Nation Bangabandhu Sheikh Mujibur Rahman's Sonar Bangla, creating a core of efficient, dynamic, competent, citizen-focused, proactive and patriotic public servants for rapid and sustained development, BPATC emerged in 1984 as an autonomous organization amalgamating four institutions:

1. **Bangladesh Administrative Staff College (BASC)**
2. **National Institute of Public Administration (NIPA)**
3. **Civil Officer's Training Academy (COTA)**
4. **Staff Training Institute (STI)**

1.3 Location and Landscape— A Natural Habitat

Set amidst a landscape of the velvet of lush green natural environment and aesthetic beauties blended with planned trees with abode of chirping birds, flowers, gardens, water body- a habitat of flora and fauna surrounded by a mini tea garden, a herbal garden and plants and the state of the art infrastructures, the Centre lies in Savar at a surface of 54 acres land which is 28 kms away from the maddening crowd of the capital city Dhaka. Notwithstanding the limitation imposed by its distant location, the Centre prides itself as the alma mater for most laurels in the civil service domain across the country.

1.4 Our Vision, Missions and Core values

Vision

BPATC becomes a Centre of excellence for developing patriotic, competent and professional civil servants dedicated to public interest.

Mission - How We Achieve Our Dream

BPATC is committed to achieve the shared vision through-

- **developing competent and professional human resources by imparting quality training and development programs;**
- **conducting research, publishing books and Journals and extending consultancy services for continuous improvement of public service delivery system;**
- **establishing effective partnership with reputed institutions of home and abroad for developing organizational capacity; and**
- **promoting a culture of continuous learning to foster a knowledge-based civil service.**

Core values

BPATC, in all spheres of activities, cherishes the spirit of our great liberation war, fundamental principles of state policy and patriotism; and strives to infuse those among the stakeholders effectively. BPATC's operating principles are built on core values of discipline, integrity, inclusiveness, professionalism, innovation, team spirit and learning for results. These values influence how we work together, how we serve our clients, how we make decisions, and how we determine our priorities. They reinforce our respect for the people we serve, our colleagues, and ourselves. As a public sector human resource development organisation, we value :

– Discipline:

We maintain discipline of highest order in every step of our activities. We believe in mutual respect and human dignity. We are committed to creating an environment where all views, opinions and inputs are encouraged and valued.

– Integrity:

We demonstrate patriotism and ethics in our activities. We do what we say. We practise integrity by ourselves and encourage our trainees to uphold it in their activities.

– Inclusiveness:

We are committed to achieving a diverse and highly professional workforce at all levels of the organisation and to ensuring equity and equal opportunities for all irrespective of faith, creed, ethnicity, language, age, race, gender and physical infirmity. We promote social inclusion and a culture of tolerance and peace.

– Professionalism:

We show leadership and strive for excellence in our activities by means of professionalism and competencies. We are passionate about the work we do and foster pro-people attitude.

– Learning for results:

We impart training for results and take follow up actions to stay relevant. We value and maintain an enabling environment for continuous learning for our clients and ourselves. We are keen to build partnership and collaboration with local and international organisations.

– Innovation:

We draw inspiration from our shared history and tradition. We are equally committed to finding creative and sustainable solutions to problems in an ever-changing global context. We highly regard innovations in governance and public management.

– Team spirit:

We foster espirit de corps in our activities and share our achievements as well as failures among ourselves. We consider every individual of the organisation as a valued member of the team where contribution by everybody is recognised. We take careful initiatives to instill team spirit among participants of our programmes.

1.5 Central Theme

Building capacity for effective, inclusive and accountable public administration system.

1.6 Wider Facilities — Accommodation, Library, Classroom and ICT.

The Centre provides quality accommodation, finest library with over 1,15,000 books, 250 kinds of journals, periodicals and magazines of home and abroad, the modern class rooms and lecture theatres and language and computer labs equipped with latest training aids. The Wi-Fi network connected with entire campus, e-office environment and e-platform expedite paperless speedy decisions of the management and training activities. Laying high emphasis on physical fitness and well-being of the trainees, the Centre has arranged well-equipped indoor and outdoor sports facilities, gymnasium, swimming pool, physiotherapy, health clinic, child care, a beautiful mosque and eidgah, club for male and female members, transport facilities, school and college and a 2.2 km walking track in the domain.

1.7 Who Are We? — Faculty, Management and Participants

The learned faculty of the Centre comprises a healthy blend of senior civil servants, academicians and researchers keeping spaces for dignified guest speakers with diversified backgrounds. The civil servants combine the richness of their field experience with strong academic credentials, create a stimulating atmosphere for learning knowledge, skills and competencies attuned with positive attitude. The faculty blended with academicians, experienced civil servants and researchers contribute to the two-way synergy of theory and practice to respond to constantly changing environmental dynamics.

The Centre is headed by a Rector who is Senior Secretary to the Government entrusted with transforming the mission, vision, goals and objectives of the Centre into reality by managing holistically the human and other resources at his domain. Followed by the Rector, there are six Member Directing Staff (MDS) of the rank of Additional Secretary/Joint Secretary to the government, devoted to supervising six divisions of the Centre. There are a required number of specialized departments within each division headed by Directors, equivalent to the rank of Deputy Secretaries. Other faculty members below Directors are designed as Deputy Directors, Senior Research Officers, Research Officers, Evaluation Officers, Assistant Directors, Medical Officers, and Librarians. The total manpower of BPATC is about 650 of which class-I officers (Grade-9 & above)-120, Class II Officers (Grade-10)-22 Support Staff belonging to class-III (Grade 11-16)-235 and Class-IV (17-20)-272 respectively. The Centre acts as a virtual melting pot where participants across the divergent generation, qualifications and socio-economic backgrounds meet, interact and learn from each other ranging from the brilliant young women and men who begin their career in civil service after qualifying in rigorous competitive examination to mid-level and senior officials. Above all, the Centre has a twelve-member Board of Governors (BOG) chaired by a Minister. Overall administration and policy-guidelines of the Centre rest on the board.

1.8 What We Do?— Training, Research, Consultancy, Publication, Workshop, Seminar and Collaboration

Since inception the Centre has turned into a trusted home of training for the officials of government, autonomous and non-government organizations. Among the courses conducted by the Centre, the Foundation Training Course (FTC) is for the new entrants to the Bangladesh Civil Service (BCS) while Advance Course on Administration and Development (ACAD) is for mid-career Deputy Secretaries and their equivalent, Senior Staff Course (SSC) is for the Joint Secretaries and equivalent officials from Defence Services and Police while Policy, Planning and Management Course (PPMC) is for the Additional Secretaries.

The Centre also conducts a plethora of short courses to make officers aware of the policies of the government, to familiarize them with the Rules, Regulation etc. and to appraise them of the relevant reforms and changes. The Centre on occasions caters bespoke training e.g. Special Foundation Training course (SFTC) to entertain demands of the valued clients. Indeed, the Centre has four arms as Regional Public Administration Training Centre (RPATC), planned to be extended up to all eight Divisions of the country shortly, mandated to discharge specialized training courses for supporting staff and officials at regional level. Understanding rural people and dynamics of field administration through field visit and attachments, is a mandatory part of the training of BPATC. In BPATC, the medium of instruction in class room session is preferably English. The Centre encourages participants to develop their oral English skills and as such, they are expected to speak English with colleagues and faculty members during staying at BPATC. The participants have to mandatorily abide by the norms, code-of conducts, dress code, table manners and standards set by the Centre.

1.9 Research and Consultancy— Think-Tank of Government And Clients

The Centre, as the think-tank of the Government, conducts research and provides consultancy services to the Government and valued clients regarding administration and development to resolve imminent problems and strategic challenges and to formulate sound policies. This emerging challenges are pertaining to poverty reduction, inequality, corruption, environmental degradation, child labour, water and sanitation, access to e-services, transport and communication, quality education and health services, unemployment, terrorism, migration, refugee problem etc. There is a research committee headed by Vice-Chancellor of Jahangirnagar University with spaces for two external experts nominated by the BOG for executing research activities of the Centre.

1.11 How We Train in Courses?— Methods, Tools etc.

BPATC strives to employ modern scientific methods of training as far as possible. Various training methods like lecture, workshop, article and book review, group exercise, case studies, group work, debate competition, research work, policy review, extempore speech and presentation are used in BPATC training courses. Lecture and discussion method is extensively employed encouraging participants to actively take part in the discussion. Study Tour and Field Visits are employed for exposing real life situations and lessons learned workshops are arranged in the plenary sessions for assessing individually and jointly for the oral presentation and quality of reports. Modern ICT tools, e.g. electronic mails, online registration and attendance, online assignment submission and assessment, video clips, video conference, e-books and Journals, e-platform are extensively used. On-line courses are going to be started from the Centre very shortly to address the huge demands of the clients.

1.10 What We Publish?— Journal, Books, Newsletter and Annual Report

The Centre publishes BPATC English and Bangla Journals, yearly Bangladesh Lok-Prashashon Potrika, BPATC Newsletter, Training Calendar, Annual Report, Books, Seminar Paper, Training Programmes, research work, forms, cards etc. There is a publication committee headed by Rector of the Centre keeping a professor of Jahangirnagar University from the Department of Public Administration or Political Science as a member.

1.12 How We Validate?— Curriculum, Method, Syllabi etc.

Methods and contents are of invaluable essence of any training situation. With the amazing breakthrough in technology and knowledge across the globe the curriculum, syllabi, contents and the methodology demand to be updated. BPATC always strives to remain itself updated and welcomes innovations in its contents and approaches for gaining better outcome. National Training Council (NTC) and Executive Committee for National Training Council (ECNTC) from time to time provide guidelines in this regard. Ministry of Public Administration (MoPA), Cabinet Division and Prime Minister's Office also put forward inputs and instruction about the contents and topics those are of nationally and internationally important and carry values for modern training issues like citizen charter, access to information, system process simplification/ engineering, Performance Based Evaluation System (PBES), Annual Performance Agreement (APA), National Integrity Strategy (NIS), Right to Information, complain redress system, e-government management, Vision 2021, Vision 2041, migration, refugee problem, terrorism, Information Communication Technology (ICT), Sustainable Development Goals (SDGs) have become prominent issues. The Centre updates the curriculum time to time accommodating those with appropriate relevance. BPATC continues its endeavor to conduct Training Need Assessment (TNA) on important contemporary issues and to identify latest training needs to bring reforms and innovative changes in service delivery.

For validation, the Centre collects confidentially written both structured open ended comments and responds from the participants at the end of the course and from regular feedback sessions. The Centre also arranges meeting, workshop, seminar, Focused Group Discussion (FGD), face to face meeting with citizen and field administration and with Ministries/Divisions for accumulating feedback and accommodates useful suggestions those are suited for better delivery. The curriculum committee of the Centre sits with regular interval to update the curriculum, syllabi and methods of training.

The Centre also undertakes need based studies and arranges researches by its own faculty accommodating experts from outside in quenching the thrust of bringing changes in the training. Therefore, updating and modernizing contents and methods of the training delivery of the Centre, has become a regular phenomenon so that clients become happy and delighted. The Centre also shares and exchanges opinion regarding methods and contents of training with regional and international partners and co-workers who are also delving their constant suggestions by extending valuable inputs in this regard. Activating training pool and capacitating training domain could be better options for addressing effectively the challenges ahead.

1.13 How We Assess Performance— Evaluation and Recognition

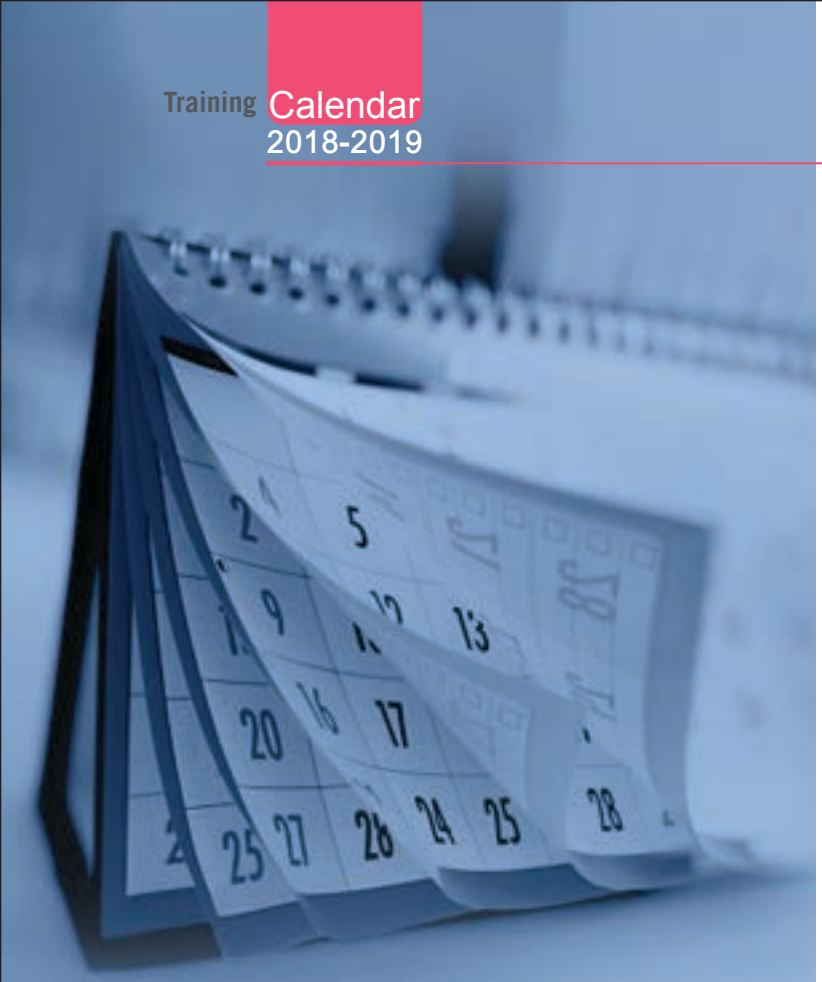
Transparency and accountability are basic pillars of good governance. BPATC, as the preaching and practicing house of good governance, strives and ensures the transparency of the evaluation process. A two-way evaluation method is used in training courses. Performance of participants is evaluated through written examination, take home assignments, group work, book or article review, presentation, debate competition, field visit and feedback, attendance and discipline and overall participation in the course activities. Course Management Team (CMT) and other faculty members also evaluate each participant outside the course based on their out-fit behavior and personality. Participants are given opportunity to evaluate the resource persons and as well as the members of the CMT. In FTC, the best performer is awarded with Rector's Medal and top 10% participants are selected to attend foreign study tour for gathering experiences with replicability in the Bangladesh context. A pen picture of all participants are forwarded to the controlling Ministry/Division. All participants of ACAD, SSC, and PPMC are nominated to foreign study tour for gathering valuable information and experiences to pay feedback those are replicable in the national context. The Centre has a broad Evaluation Policy covering all aspects of the valuable activities of BPATC with scope of amendments with the changes of time and context.

1.14 We Build New Partnerships Networking and Collaboration

The Centre attaches high importance on our valued partners, clients and co-workers. The International Training Complex (ITC) as an able organ and superb infusion of modern art and architecture, facilitates and conducts workshops, seminars, symposium etc. for connecting partnerships and makes linkages and collaboration with regional and international organizations. The Centre has already established institutional linkages with the WB, UNDP, UNFPA, UK-DFID, INTAN of Malaysia, CFTC, AIT of Thailand, CSC of Singapore, JICA, KOIKA, NAPSIPAG, Bradford University of UK, ANU, Macquarie University of Australia, NSPA of Italy, NUFFIC of Netherlands, BAC of China and Duke University of USA. Besides, BPATC has collaboration with local government and non-government organizations like BEC, ACC, NDC, DSCSC, BRAC University, BEI, CPTU, BCSIR etc. Aim of establishing linkages with international and national institutions is to enhance knowledge and skills of professionals working in BPATC, officials working in the public sector and organizational capacity of BPATC. The Centre envisages its responsibility to provide a common platform for participants and partners to understand governance and development and stimulate strategic analysis and comprehend higher management and decisions making, encompassing both international dynamics and the external influences. For capacitating the Centre with world class standards, new projects and programs comprising modern technology based infrastructures, conferring higher degrees, institutionalizing in service training pool and resource pool and competency and performance based incentives and motivational packages have already been launched and envisioned as a continuous thrust for excellences.

1.15 The Quest Continues

The quest of BPATC which started in 1984 has gone through many changes adapting to dynamic environment and the state of continuous flux of world order but the journey continues. The Centre has completed a long journey of about three decades sustaining the raison d´être as relevant even today as it had been right at the time of kicking off the race.



2. Training Programmes

Development of the employees of the People's Republic of Bangladesh, a contingent of workforce capable of dealing with the challenges of socio-economic development, governance and innovation in public service management and the issues related to public service delivery professionally is the primary focus of BPATC programmes. As such, utmost attention is given to designing and developing the programmes. Training programmes are designed to equip the executives of public sector, corporate sector in the areas of public service management and development. Programmes are also set to simultaneously offer a number of functional and fundamental skill-building training courses. Since its inception on 28 April 1984, BPATC has been providing training for the officials of the government, autonomous and non-government organizations. Training programmes are of three categories such as core course, special courses and short-term courses.

2.1 Core Courses

The core courses are Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD), Senior Staff Course (SSC) and Policy, Planning and Management Course (PPMC).

2.1.1 Foundation Training Course (FTC)

Foundation Training Course (FTC) is conducted by the Centre for the newly entrants in the Bangladesh Civil Service. The prime objectives of the course are to build strong foundation to make officers aware of the policies of the government, familiarize them with the governmental rules and regulations and orient them with contemporary issues of public administration and public service management.

2.1.2 Advanced Course on Administration and Development (ACAD)

Advanced Course on Administration and Development (ACAD) has been designed for the Deputy Secretaries and their equivalents. The main objective of the course is to enhance the leadership qualities.

2.1.3 Senior Staff Course (SSC)

Senior Staff Course (SSC) has been designed for the Joint Secretaries and their equivalent officers of defence services. The main purpose of the course is to develop analytical capability of the senior officers.

2.1.4 Policy, Planning and Management Course (PPMC)

Policy, Planning and Management Course (PPMC) is designed for the additional secretaries to the government with the objectives of imparting intellectual inputs to widen the vision of the participants, enable them to contribute more to pro-people policy formulation and implementation and improve efficiency to critically look into sectoral policies and other important aspects on pro-poor development issues through leadership role.

2.2 Special Training

BPATC conducts some special training courses for the officials of the Republic from junior to senior level.

2.2.1 Special Foundation Training Course

Special foundation training courses (SFTCs) are arranged for the employees of grade 9 of 40 plus aged officials and grade 9 officials of different departments/organizations to enhance their knowledge, skills and build up pro-change mind-set to adapt with the changed context.

2.2.2 Lunch Time/Dinner Time Training

BPATC arranges half-day Lunch Time/Dinner Time training for the Secretaries to the Government on different important and emerging issues related to policy formulation and implementation.

2.3 Short – Term Training Courses

BPATC has reduced the number of short courses in the recent years to address the backlog of FTC aspirants. However, BPATC is planning to organize few short courses this year. The proposed courses are Annual Performance Agreement (APA) Training Course, Training of Trainers (ToT), Advanced ToT, Achieving Sustainable Development Goals (SDGs) in Bangladesh, Project Management, Negotiation Techniques & Conflict Management etc.

3. Training Programme of the Training Year of 2018-2019

3.1 Training Course Name, Duration and Number of Participants

Sl. No	Name of the Courses	Duration/ Days	Number of Courses	Desired Number of Participants (each course)	Minimum Acceptable number of Participants (each course)	Maximum Acceptable Number of participants (each course)	Total Desired Number of Participants
1	Policy, Planning and Management Course (PPMC)	19	2	20	10	20	40
2	Senior Staff Course (SSC)	55	5	24	20	30	120
3	Advanced Course on Administration & Development (ACAD)	70	5	30	20	35	150
4	Foundation Training Course (FTC)	180	2	250	200	260	500
5	Policy Dialogue	02	1	20	20	25	20
6	Lunch Time/Dinner Time Training Course	½	1	20	10	25	20
7	Special FTC for 40+ aged Officials	45	1	40	20	50	40
8	Special Foundation Training Course for others	60	5	30	25	50	150
9	Short Courses	12	3	25	15	30	75
10	ToT Courses	12	2	30	15	35	60
A	**Total**	-	**27**	-	-	-	**1175**
B	Seminar/Conference/ Symposium	-	10	80	75	125	800
	Workshops	-	12	50	45	75	600
A+B	**Grand Total**	-	**49**	-	-	-	**2575**

• Days include holidays too.

3.2 Schedule of the Core Training Courses

Sl. No	Course Name	Number of Course	Course Number	Duration*	Schedule of Course	
					Start Date	End Date
1	Policy, Planning & Management Course (PPMC)	02	17th PPMC	19 Days	04 Nov. 2018	22 Nov. 2018
			18th PPMC	19 Days	16 Mar. 2019	03 April 2019
2	Senior Staff Course (SSC)	05	87th SSC	55 Days	11 Jul. 2018	03 Sep. 2018
			88th SSC	55 Days	05 Sep. 2018	29 Oct. 2018
			89th SSC	55 Days	19 Nov. 2018	12 Jan. 2019
			90th SSC	55 Days	16 Jan. 2019	11 Mar. 2019
			91st SSC	55 Days	03 Apr. 2019	27 May 2019
3	Advanced Course on Administration & Development (ACAD)	05	121st ACAD	70 Days	09 Jul. 2018	16 Sep. 2018
			122nd ACAD	70 Days	19 Sep. 2018	27 Nov. 2018
			123rd ACAD	70 Days	03 Dec. 2018	10 Feb. 2019
			124th ACAD	70 Days	13 Feb. 2019	23 Apr. 2019
			125th ACAD	70 Days	28 Apr. 2019	06 Jul. 2019
4	Foundation Training Course (FTC)	02	68th FTC	180 Days	11 Nov. 2018	09 May 2019
			69th FTC	180 Days	20 Jan. 2019	18 Jul. 2019

***Note:** *Foreign Exposure visit of the core courses (ACAD, SSC & PPMC) has been included in the time Schedule.*

International Advisor to the Prime Minister is conducting Training Session in BPATC

3.3 Detail of the Core Courses

3.3.1 Policy, Planning and Management Course (PPMC)

1. **Duration** : 12 days plus 7 days foreign study tour.
2. **Number of Participants** : The desired number of participants is 20, but in special cases, the number may vary from 15 to 20. Participants are admitted to the course on First come first served basis.
3. **Level of Participants** : Additional Secretaries to the Government.
4. **Course Fee** : Tk. 20,000/- (Twenty Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a Bank Draft/Crossed Cheque.
5. **Type** : Residential course.
6. **Nomination Procedure** : Ministry of Public Administration nominates the participants.
7. **Objectives** : The main objectives of the course are
   - To impart intellectual inputs to widen strategic thinking capability of the participants;
   - enable them to contribute more to pro-people policy formulation and implementation;
   - improve critical skill to critically look into sectoral policies and other important aspects on pro-poor development issues through leadership role.
8. **Course Contents** : This course includes five different modules such as: Sustainable Development Goals; Strategic Planning; Project Management; Public Policy; Negotiation and Contemporary Issues.
9. **Evaluation** : Participants are evaluated out of 500 marks. The methods of evaluation are syndicate works, role-play, case study, group exercises etc.

3.3.2 Senior Staff Course (SSC)

1. **Duration** : 45 days plus 10 days foreign study tour.
2. **Number of Participants** : The desired number of participants is 24, but in special cases, the number may vary from 20 to 30. Participants are admitted to the course on First come first served basis.
3. **Level of Participants** : Joint Secretaries to the Government and their equivalent officers of the Defence Services.
4. **Course Fee** : Tk. 60,000/- (Sixty Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by Bank Draft/Crossed Cheque.
5. **Type** : Residential course.
6. **Nomination Procedure** : Ministry of Public Administration nominates the participants.
7. **Objectives** : The specific objectives of the Course are:
   - to enhance capability to analyze the relationship of institutions, systems and processes of social, political, economic, cultural and environmental dynamics;
   - to improve the problem solving, decision making and communicating skills;
   - to develop the capability of dealing with the decision-makers & other key stakeholders;
   - to enhance the capability of effectively dealing with issues of intellectual discourse; and
   - to inculcate the attitudes towards innovativeness in governance.

8. **Course Contents** : Contents of SSC cover 10 (Ten) different Modules. The Modules are: Behavioural Governance; Social Research and Policy; Public Policy and Management; Negotiation; Achieving Sustainable Development Goals; Project and Procurement Management; ICT and e-Governance; Verbal Competency; Important Contemporary Issues and Exposure Visit.

9. **Evaluation** : Participants are evaluated out of 1000 marks. Mode of evaluation is syndicate work, individual assignment, seminar paper presentation and exercises etc.

3.3.3 Advanced Course on Administration & Development (ACAD)

1. **Duration** : 60 days plus10 days foreign study tour.
2. **Number of Participants** : The desired number of participants is 30. In special cases, the number may vary from 20 to 35. Participants are admitted to the course on First come first served basis.
3. **Level of Participants** : Deputy Secretaries to the government and equivalent officers of Defence Services.
4. **Course Fee** : Tk. 80,000/- (Eighty Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka, by a Bank Draft/Crossed Cheque.
5. **Type** : Residential course.
6. **Nomination Procedure** : Ministry of Public Administration nominates the participants.
7. **Objectives** : The specific objectives are to -
   - facilitate apex authority of public organizations in policy making process after analyzing the socio-economic contexts of the national and international arena and implement, monitor and evaluate those public policies in a professional way;
   - formulate strategic plan after analyzing internal and external environments of the organization using different tools and techniques and implement thereof effectively and efficiently;
   - assess and review existing public service delivery system and devise simple, innovative, effective and efficient ways of service delivery (using ICT wherever needed) for the clients;
   - identify and analyze the issues of development priorities of government and to design development projects, implement and manage them properly;
   - build intra vis-à-vis inter-institutional networks and deal trans-border trade and aid negotiation effectively for upholding organizational and national interests.
8. **Course Contents** : ACAD includes 16 different modules such as: Behavioural Governance & Spirit of Liberation War; Research Methodology; Seminar Paper; Governmental Business Process; Public Service Management; Development Economics & Gender Issues; Poverty Reduction: Bangladesh Perspective; Public Project Management; Procurement Management; Environment and Disaster Management; Conflict Management and Negotiation; Improving Language Skill; ICT & E-Governance; Attachment/Organization Visit Programme; Contemporary Issues and Foreign Exposure Visit.
9. **Evaluation** : Participants are evaluated out of 1000 marks. Participants are evaluated through individual assignment, workshop/syndicate works and group exercises.

3.3.4 Foundation Training Course (FTC)

1. **Duration** : 180 days.
2. **Number of Participants** : The desired number of participants is 250. In special cases, the number may vary from 200 to 260. Participants are admitted to the course on First come first served basis.
3. **Level of Participants** : New entrants to different cadres of Bangladesh Civil Service and equivalents.
4. **Course Fee** : No course fee is charged. The expenditure is met from the budget of the Centre.
5. **Type** : Residential course.
6. **Nomination Procedure** : Ministry of Public Administration nominates the participants.
7. **Objectives** : General objective is to create a set of skilled, innovative, proactive and well-groomed civil servants committed to the welfare and development of people in an ever-changing national and global context.

   The specific objectives are to facilitate the participants to –

   - develop an insight into the national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically;
   - recognize the role of civil servants in a changing national and global environment;
   - achieve an understanding of SDGs, its linkages, implementation process and challenges for achieving vision 2021 and 2041;
   - translate essential laws, basic service norms, rules, policies and procedures into practice;
   - identify the real problems and needs of the backward sections and internalize their sufferings and subsequently orient to devise way out to solve the problem;
   - utilize information and communication technology in service process simplification and efficient management of public services;
   - prepare research papers, reports and other documents professionally;
   - communicate in English with accuracy and fluency;
   - foster esprit de corps, empathy, common perception and understanding among diverse stakeholders; and
   - maintain physical fitness and ethical values to meet emerging challenges.
8. **Course Contents** : Contents of FTC cover five broad areas of public administration and development management. The broad areas are: Bangladesh Studies; Management Studies; Public Administration; Development Studies and Skill Development. Under the five broad areas have 24 modules including Bangladesh: History, Society, Culture and Liberation War; Village Study; Poverty Reduction and Rural Development; Field Attachment; Fundamentals of Foundation Training Course; Organization and Human Resource Management; Important Service Laws in Bangladesh; Office Management; Financial Management; Governmental System & Essential Laws; Public Administration and Governance; Child Rights and Gender equality; National Economic Management; Achieving Sustainable Development Goals; Project & Procurement Management; Basics of Social Research; Contemporary Issues; IELTS Preparations; Verbal Competency; Art of Reviewing Books/Journals; ICT and e-Governance; Physical Conditioning & Games and Comprehensive Examination.
9. **Evaluation** : Participants are evaluated out of 1500 marks. Participants are evaluated through written examination, individual assignment, individual report, group report and assignment, presentation, role play, attitude, conduct and maintenance of discipline.

3.4. Special Courses

3.4.1 Policy Dialogue

1. **Duration** : BPATC is going to organize 2 days long 'Policy Dialogue' for senior officials of the government for the first time.
2. **Number** : The desired number of participants is 20, but in special cases the number may vary from 20 to 25.
3. **Level of Participants** : Secretaries to the Government.
4. **Type** : Residential.
5. **Nomination Procedure** : Ministry of Public Administration nominates the secretaries.
6. **Objectives** : The main objectives are to -
   - create an opportunity to share views, opinions of the top officials of the government for better understanding of transformational leadership in the changing world.
   - accumulate intellectual inputs on medium and long-term targets, visions of the government to broaden the vision of senior officials.
7. **Approach** : Panel discussion, question and answer, sharing knowledge and experiences.
8. **Course Contents** : Leadership in Civil Service, Global and Regional Mega Trends, challenges and opportunities of emerging technologies, Managing change in the changing environment etc.

3.4.2 Lunch Time/Dinner Time Training Course

1. **Duration** : Half day.
2. **Number** : The desired number of participants is 20, but in special cases the number may vary from 10 to 25.
3. **Level of Participants** : Senior Secretaries/Secretaries to the Government/Public Representatives.
4. **Type** : Non-Residential.
5. **Nomination Procedure** : Ministry of Public Administration nominates the senior secretaries/secretaries.
6. **Objectives** : The main objectives are to -
   - provide intellectual inputs on current issues of national and international importance to widen the vision of senior civil servants to enable them to contribute to pro-people policy formulation;
   - create an opportunity to exchange views of the top officials of the administration so that national policy formulation and implementation are well coordinated.
7. **Approach** : Paper presentation, discussion, question and answer, sharing knowledge and experiences.
8. **Course Contents** : Contemporary issues relating to Innovation, Governance, Development Administration, Democratic Institution, Modern Public Service Management, National Policies, SDGs and Contemporary Global issues.

3.4.3 Special Foundation Training Course

3.4.3.1 Special Foundation Training Course for 40+ aged officers of grade 9

The Special Foundation Course (SFTC) is designed for the employees of 40+aged officers with grade 09.

1. **Duration** : 45 Days.
2. **Number of Participants** : The desired number of participants is 40. In special cases the number may vary from 20 to 50. Participants are admitted to the course on First come first served basis.
3. **Level of Participants** : 40+ aged non-cadre public sector officials.
4. **Course Fee** : Tk. 40,500/- (Taka Forty Thousand and Five Hundred) only per participant payable to the Rector, BPATC, Savar, Dhaka by a Bank Draft/Crossed Cheque.
5. **Type** : Residential course; staying in the dormitory is mandatory.
6. **Nomination Procedure** : Ministry of Public Administration nominates the participants.
7. **Objectives** : The objectives of the course are to facilitate the participants to-
   - recognize their role as public servants in a changing national and global environment;
   - identify individual strengths and weaknesses and promote interpersonal relations in overall management through interaction among the trainee officers of various cadres;
   - develop an insight on national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically;
   - understand and adhere to the basic service norms, rules, policies and procedures;
   - learn skills on the practical aspects of management process;
   - communicate in English with accuracy and reasonable fluency;
   - foster esprit de corps, empathy, common perception and understanding among diverse stakeholders; and
   - enhance work skill through physical and mental labour to meet arduous challenges.
8. **Course Contents** : Modules of this course are: Bangladesh: History, Society and Culture; Behavioral Governance; Constitution and Other Legal Provisions relating to Public Service Delivery; Public Sector Management; Strategic Management and Leadership; Essential Service Rules; Office Management; Financial Management; Public Procurement Management; Achieving Sustainable Development Goals; Project Management; ICT and e-Governance; Use of Official Language and Communicative English; Art of Reviewing Book/Journals; Physical Conditioning & Games and Contemporary Issues.
9. **Evaluation** : Participants are evaluated out of 900 marks. The Participants are evaluated through written examination, individual assignment, individual report, group report and assignment, presentation, role play, attitude, conduct and maintenance of discipline.

3.4.2.2 Special Foundation Training Course for the Officials of Different Departments/Organizations

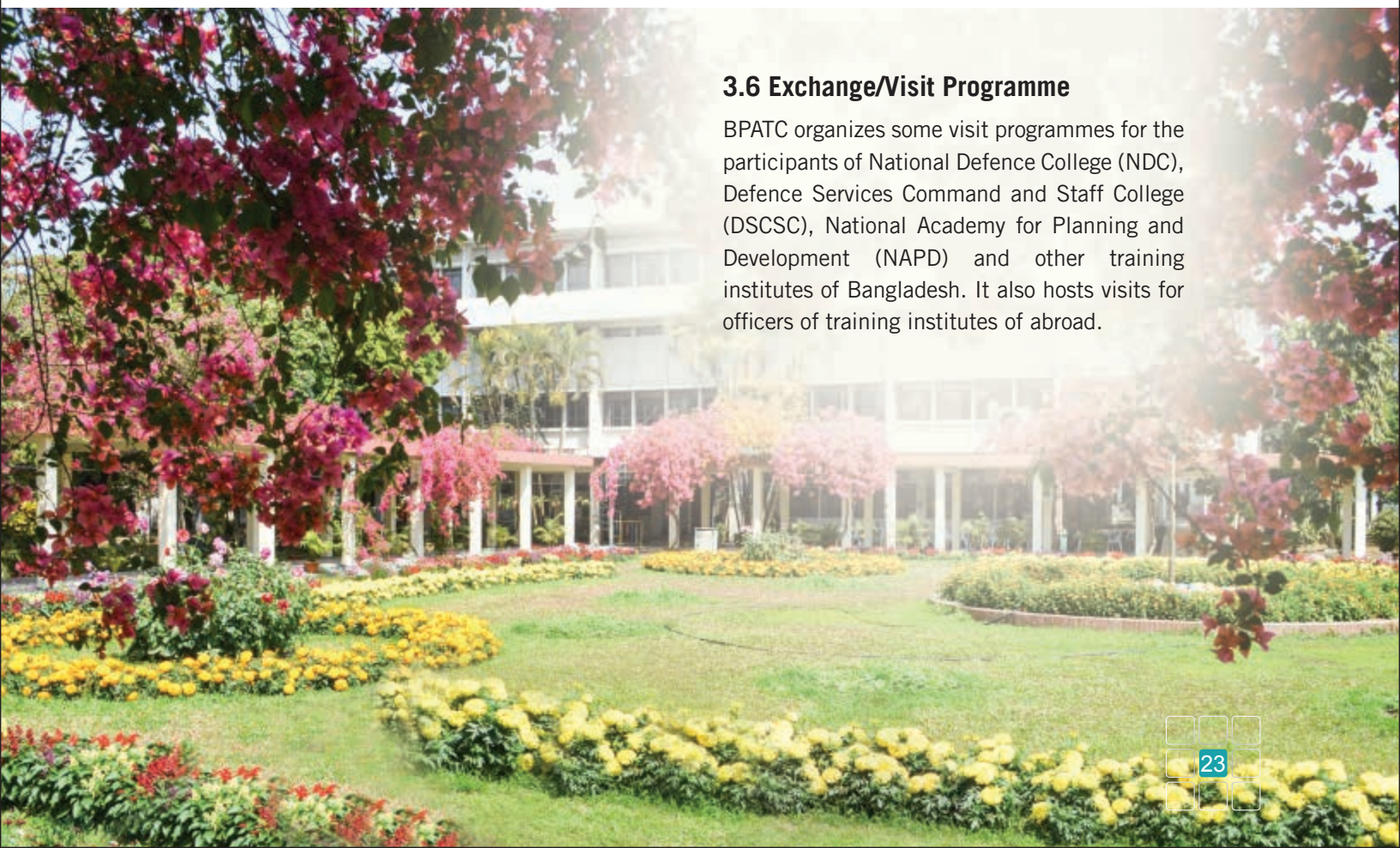
BPATC signed MoU with Anti-Corruption Commission (ACC), Election Commission Bangladesh (ECB), Bangladesh Telecommunication Regulatory Commission (BTRC), Bangladesh Council of Scientific and Industrial Research (BCSIR), Department of ICT (DoICT), Bangladesh Water Development Board (BWDB) and Department of Registration (DoR) for organizing Special Foundation Training Course (SFTC). BPATC arranges special foundation training courses for the officials of ACC, ECB, BTRC, BCSIR, DoICT, BWDB, LGED and DoR as per their demand. Everything of such course e.g. course contents, design, duration and schedule is finalized in consultation with the concerned authority. The venue for these SFTC's is finalized depending on the grade of participants. Generally SFTC for grade 9 or above is arranged at BPATC and grade 9 (Promoted Officials) or below at RPATCs.

3.5 Seminar/Workshop/Conference

BPATC arranges seminars, workshops, symposiums on academic and development issues in collaboration with development partners, international agencies, training institutes of home and abroad. Main areas of seminars/workshops are related to challenges of innovation and governance, National Integrity Strategy (NIS), Vision 2021, Right to Information, challenges of SDGs, Annual Performance Agreement (APA) etc. At least 10 seminars/conferences/symposiums and 12 workshops will be organized in 2018-2019.

The number of participants of each of the seminars /workshops varies from 75 to 125. Some international programmes are also organized in collaboration with UNICEF, JICA, different projects on specific issues.

Programme, Planning and Record (PPR) Department of BPATC forms seminar/workshop management committees, nominates faculty members. Management committee invites nomination from home and abroad and organizes seminars/workshops, prepares reports. BPATC arranges accommodation for the participants, if necessary. Duration of the seminars/conferences/ workshops vary from one to five days.



3.6 Exchange/Visit Programme

BPATC organizes some visit programmes for the participants of National Defence College (NDC), Defence Services Command and Staff College (DSCSC), National Academy for Planning and Development (NAPD) and other training institutes of Bangladesh. It also hosts visits for officers of training institutes of abroad.

Bangladesh Public Administration Training Centre (BPATC)

Gantt chart of the Training Programmes of BPATC

For the Training Year 2018-2019

Annex A

Programmes	Sl.	Course Title	No.of Courses	2018						2019					
				July	August	September	October	November	December	January	February	March	April	May	June
Core Courses	1	Policy, Planning & Management Course (PPMC) – 19 days	2					04 - 22 Nov. 2018 (17th)				16 March-03 April 2019 (18th)			
	2	Senior Staff Course (SSC) – 55 days	5	11 July - 03 Sep. 2018 (87th) FEV (07-16 Aug. 18)				19 Nov. 2018 - 12 Jan. 2019 (89th) FEV (18-27 December 2018)					03 Apr.-27 May 19 (91st) FEV (30 April. - 09 May 2019)		
						05 Sep. - 29 Oct. 2018 (88th) FEV (02-11 Oct. 2018)				16 Jan. - 11 Mar. 2019 (90th) FEV (12-21 February 2019)					
	3	Advanced Course on Administration & Development (ACAD) – 70 days	5	09 Jul.-16 Sep. 2018 (121st) FEV (07-16 August 2018)					03 Dec. 2018-10 Feb. 2019 (123rd) FEV (01-10 January 2019)				28 Apr.-06 Jul. 2019 (125th) FEV (21-30 May 2019)		
							19 Sept. - 27 Nov. 2018 (122nd) FEV (23 Oct.-01 Nov. 2018)				13 Feb. - 23 Apr. 2019 (124th) FEV (19-28 March 2019)				
	4	Foundation Training Course (FTC) – 180 days	2	11 November 2018 - 09 May 2019 (68th)						20 January - 18 July 2019 (69th)					
				BPATC-10 Weeks 11 Nov. 2018 - 19 Jan. 2019		Field Att. - 8 Weeks 20 Jan. - 16 Mar. 2019		BPATC - 8 Weeks 17 Mar. - 09 May 2019		BPATC - 8 Weeks 20 Jan. – 16 Mar. 2019		Field Att. - 8 Weeks 17 Mar. – 11 May 2019		BPATC-10 Weeks 12 May - 18 Jul. 2019	
Special Courses	5	Policy Dialogue (02 days)						1	11-12 October 2018						
	6	Lunch Time/Dinner Time Training Course (Half day)						1	Date will be finalised later						
	7	Special Foundation Training Course for 40+ Aged Officers (45 days)						1	Date to be decided based on available training facilities						
	8	Special Foundation Training Course for others (60 days)						5	Date to be decided based on available training facilities						
	9	Short Courses						3	Date to be decided based on available training facilities						
	10	ToT Courses/Advanced ToT Course						2	Date to be decided based on available training facilities						
Seminar/ Conference/ Workshop/ Symposium	11	Seminar/Conference/ Symposium						10	Date will be finalised later						
		Workshop						12	Date will be finalised later						

* Foreign Exposure visit of the core courses (ACAD, SSC & PPMC) has been included in the time Schedule
* For PPMC last 07 (seven) days are scheduled for Foreign Exposure Visit
* The date of Foreign Exposure Visit may be changed due to unavoidable circumstances
* Course Management Team may redesign Field Attachment & Visit's schedule for smooth functioning of the Course
* This Schedule may be changed due to inevitable circumstances
* FEV-Foreign Exposure Visit

Shamim Adnan
Assistant Director (Prog.)

Sheheley Layla
Deputy Director (PPR)

Md. Sanwar Jahan Bhuiyan
Director (PPR)

Mohammad Munir Hossain
MDS (P&S)

Dr. M Aslam Alam
Rector