

**Training Calendar
2016-2017**



**Bangladesh Public Administration Training Centre
Savar, Dhaka
June 2016**

Preface

Bangladesh Public Administration Training Centre (BPATC), an apex public sector training institute of Bangladesh, is mandated to impart training to the public officers of the Republic. Executives of both from the armed forces and corporate sectors may also participate in BPATC training programmes.

The core training courses of BPATC are career oriented. Clientele groups of these courses range from the new recruits of the Bangladesh Civil Service to the top-level policy makers. BPATC, in addition to the career development courses, conducts a number of tailor-made short and specialised courses in collaboration with various government and non-government organisations. Training activities of BPATC also include seminars and workshops on different issues related to development and management.

The core courses conducted by BPATC are the Foundation Training Course (FTC), meant for the new recruits of the Bangladesh Civil Service, the Advanced Course on Administration and Development (ACAD) meant for the Deputy Secretaries to the government and their equivalent officers of the armed forces, the Senior Staff Course (SSC) meant for the Joint Secretaries to the government and their equivalent officers of the armed forces while Policy Planning and Management Course (PPMC) is conducted for Additional Secretaries to the government. The core objective of these courses is to orient civil service officials with the governance challenges triggered by the complex, dynamic and ever-changing socio-cultural and politico-economic realities. During the year 2016-2017 BPATC will conduct three FTCs, five ACADs, five SSCs and two PPMCs.

Lunch Time/Dinner Time programme is a special training programme that BPATC conducts for the Secretaries to the government.

The special foundation courses BPATC conducts are demand driven. These courses are designed to meet the needs of the participating officials. The objective of these courses is to equip them with requisite skills, knowledge and to develop responsive service delivery attitude in them. Special Foundation Training Course (SFTC) is one of such courses and BPATC will conduct SFTCs for the employees of 40 + age with grade 9 and also for the officials of various government departments.

BPATC conducts a number of skill oriented short training programmes on a regular basis. Results Based Project Identification and Design (RBPID), Public Procurement Management (PPM), e-Governance etc, are a few of these courses where officials from public, private and non-government organisations participate.

BPATC as a leading public sector training provider in Bangladesh has been making constant endeavour to achieve high standards in conducting training courses. Alongside the rich in-house faculty members, BPATC invites distinguished personalities of the country as guest resource persons for delivering lectures and their further continuance is maintained on the basis of feedback given by the trainees. BPATC always strives to remain updated and welcomes feedback and suggestions in its onward journey for improvement.

A.L.M. Abdur Rahman ndc
Rector

Vision, Mission and Core Values

Bangladesh Public Administration Training Centre (BPATC) perceives and expresses common aspirations and expectations of its key stakeholders, i.e. the civil servants, who uphold and remain committed to the core values of the nation, viz. spirit of liberation war, Democracy, Nationalism, Secularism and Social Justice. Vision and missions of BPATC, thus, always inspire and create a sense of purpose and commitment in the psyche of all the employees of the organisation. BPATC also believes and practices some fundamental principles and values which create a strong, unique and innovative culture in the organisation. The vision, mission and core values of BPATC are:

VISION

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

MISSION

We are committed to achieve the vision through:

- developing competent and professional human resources by imparting quality training and development programmes;
- 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 organisational capacity; and
- promoting a culture of continuous learning to foster a knowledge-based civil service.

CORE VALUES OF BPATC

- **Discipline**
- **Integrity**
- **Inclusiveness**
- **Professionalism**
- **Learning for results**
- **Innovations**
- **Team spirit**
- **Participation**
- **Mutual Respect**

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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 that is characterised by unprecedented economic activities, rapidly changing technology and fiercely competitive globalised 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.

The Rector, a Secretary to the Government, heads the Centre. Below the Rector, six Members Directing Staff (MDS) of the rank of Additional Secretary/Joint Secretary to the Government or equivalent, lead divisions. The Centre has six divisions, namely:

- Management and Public Administration (M&PA)
- Programming and Studies (P&S)
- Development and Economics (D&E)
- Research and Consultancy (R&C)
- Project and Development (P&D)
- Management and Development (M&D)

Each division consists of a number of departments headed by Directors of the rank of Deputy Secretary to the Government and equivalents. Deputy Directors, Senior Research Officers, Assistant Directors, Evaluation Officers and Research Officers, Assistant System Analyst, Programmer and Assistant Programmer work under the supervision of Director/equivalent officers. BPATC's faculties comprise a balanced mix of both directly recruited professionals and members of the civil service deputed by the Government. This has enabled BPATC to design and organise need-based, responsive, pro-change, and pragmatic training programme for its citizens.

BPATC has four regional centres called Regional Public Administration Training Centre (RPATC) at four divisional headquarters—Dhaka, Chittagong, Rajshahi and Khulna. RPATCs organise training for the field-level officers and supporting staff. Each RPATC, headed by a Deputy Director, has 26 employees of different categories.

1.2 BPATC Campus

BPATC has a splendid and magnificent campus located in a serene natural environment at a distance of 28 kilometers north-west from the capital city Dhaka. It has an aesthetic beauty with verdant surrounding that provides a perfect environment for study, discussion, reflection and introspection. It has also a good library, recreational, sports and medical facilities in the campus. The Centre has single and double-bedded rooms with attached bathrooms for participants. It has modern facilities for organising conferences, seminars and workshops. The Centre has a good number of well-equipped classrooms/conference hall/syndicate rooms for conducting academic sessions, syndicate and group discussions. Since the Centre puts emphasis on physical fitness of the participants of every course, adequate facilities, such as gymnasium, swimming pool, indoor & outdoor playground etc., are available for such activities. Moreover, a herbal garden with plants with medicinal values has added extra values to BPATC.

1.3 International Training Complex

BPATC has a state-of-the-art International Training Complex (ITC) with superb infusion of modern art and architecture. Located away from the hustle and bustle of the city life, the complex building stands on the eastern side of BPATC campus beside the Dhaka-Aricha highway. This complex has world class accommodation facilities for all types of training programmes. ITC offers facilities for comprehensive programmes on management, skill development, research and information technology. International seminars/workshops/training programmes for foreign and local participants usually take place at the ITC. It also has a modern language lab and computer lab with broadband internet connection.

1.4 Training Programmes

Development of the employees of the 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 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 organisations. Training programme are of three categories such as core course, special course and short-term courses.

1.4.1 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 (PPMC)

1.4.1.1 Foundation Training Course

Foundation Training Course (FTC) is conducted by the Centre for the new entrants in the Bangladesh Civil Service. The prime objectives of the courses 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.

1.4.1.2 Advanced Course on Administration and Development

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.

1.4.1.3 Senior Staff Course (SSC)

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

1.4.1.4 Policy planning and Management Courses (PPMC)

Policy planning and Management Courses (PPMC) is designed for the additional secretaries to the government

1.4.2 Special Training

BPATC arranges half-day Lunch Time/Dinner Time training for the Secretaries to the government.

1.4.3 Special Foundation Training Course

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

1.4.4 Short Training Courses

BPATC has reduced the number of short courses this year to address the backlog of FTC aspirants. However, BPATC is planning to organize few short courses this year. The proposed courses are 'Project Cycle Management, e-Governance, Negotiation Techniques etc.

1.5 Institutional Linkages

BPATC has collaboration with national and international institutions. Workshops, seminars, training courses, research and exchange of journals, case studies, and faculties are being arranged under collaboration programmes. Major areas of collaboration include Poverty Reduction, Human Resource Development, Management, Development Economics, Right to Information and Gender Issues. BPATC has established international collaboration with the World Bank (WB); United Nations Development Programmes (UNDP); United Nations Fund for Population Activities (UNFPA); UK Department for International Development (DFID); National Institute of Public Administration (INTAN), Malaysia; Commonwealth Fund for Technical Cooperation (CFTC); Sri Lanka Institute of Development Administration (SLIDA); Asian Institute of Technology (AIT), Thailand; Civil Service College, Singapore; Japan International Cooperation Agency (JICA); Korean International Cooperation Agency (KOICA); The Network of Asia Pacific Schools and Institutes of Public Administration and Governance (NAPSIPAG); Bradford University, UK and Australian National University (ANU); Beijing Administrative College (BAC), China; National School of Public Administration, Rome, Italy; The Netherlands Organisation for International Cooperation in Higher Education (NUFFIC); Besides, BPATC has collaboration with local governmental and non-governmental Institutes like Bangladesh Election Commission (BEC), Anti-Corruption Commission (ACC), BRAC University, Bangladesh Enterprise Institute (BEI), and Central Procurement Technical Unit (CPTU).

1.6 Inter-disciplinary Faculty

BPATC has a team of rich interdisciplinary faculties engaged in public service development training, research and consultancy programmes. A good number of faculty members have received both short and long-term training and higher studies from abroad like USA, UK, France, Germany, Japan, the Netherlands, and many other countries. Research activities of the Centre focus on exploring contemporary issues in general socio-economic development and training need assessment, designing curricula, assessing the effectiveness of training and consultancy. Thus, it is contributing to the synergy of theory and practice in response to constantly changing environmental dynamics. Since the BPATC faculty members are grouped in specialised functional and sectoral areas, assignments draw them into interdisciplinary teams. Thematic main areas are - Development Studies, Economics, Public Service Management, Innovation and Governance, Environment, Information and Communication Technology, Communicative Skills in English Language, Financial Management, Human Resource Management, Human Resource Development, Human Resource Planning, Performance Management, Disaster Management, Training and Development, Public Policy, Social Services, Strategic Management, Project Management, New Public Management, Change Management, and E-government Management. BPATC regularly invites eminent guest speakers who interact with the faculty members and participants.

1.6 Digital BPATC

Most of the services relating to training, human resource management, personnel management and financial services are rendered online. Application software for managing training activities including on-line registration, uploading of handouts, record management, evaluation, publishing results, resources, financial activities have been installed under the Digitalization of BPATC Project.

BPATC has also launched e-library services. Access to e-books is available to the participants. Besides, BPATC has installed Wi-Fi facilities on the campus to enable the faculty members, participants and the guest speakers for easy access to the internet.

1.7 Library

The BPATC Library is one of the richest libraries in the country. It has an impressive collection of over one hundred thousand of books and bound journals from home and abroad. The Library also offers bibliographical information services.

1.8 Publications

The Centre has its own publications. Apart from various research works, BPATC publications include a Bi-annual English Journal namely, “*Bangladesh Journal of Public Administration*”, an Annual Bangla Journal “*The Bangladesh Lok Proshashan Patrika*”, a Quarterly bi-lingual Journal “*Lok Proshashan Samoyikee*” and the BPATC Newsletter called “*BPATC Barta*”. Recently, BPATC has established connectivity for e-journal access.

1.9 Computer Centre

The Computer Centre of BPATC is fully equipped with brand PCs with broad-band internet connection. Participants and faculty members are eligible for using the computer lab.

1.10 Language Laboratory

The Centre has two language laboratories equipped with modern apparatus to facilitate language training for the participants as well as the members of faculty. The laboratories can accommodate 80 persons at a time.

1.11 Physical Training and Games

Physical fitness and mental preparedness are prerequisites for effectiveness of any training programme. Physical training and sports are integral parts of all training programmes of BPATC. BPATC has modern facilities for physical exercise, games and sports football, lawn tennis, volleyball, basket-ball, badminton, handball etc. and a 2.2 km jogging track around the campus. The participants enjoy morning and/or afternoon walking and jogging track around BPATC campus. BPATC has a swimming pool and a wooden floor gymnasium. Recently, a physiotherapy centre with modern facilities has been established. A full-time physiotherapist has also been appointed to support the therapy services. These facilities have added to the variety of modes of physical training for the participants. The indoor games hall has facilities of sports like volleyball, badminton, and table tennis. The capacity of the hall is about 500.

1.12 Medical Facilities

The Centre, with four medical officers, maintains a clinic with limited medical facilities. Participants are given free medical consultation, prescriptions and limited items of medicine. The clinic also provides ambulance service in case of emergency. Recently, the Centre has launched a Physiotherapy Unit where participants and employees regularly receive therapy services by qualified physiotherapists in order to heal sports injuries and other problems.

1.13 Prayer Facilities

The Centre has a beautiful mosque within its premises where Muslim participants may offer their daily prayers

2. Training Programme of the year of 2016-2017

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)	12	2	15	10	15	30
2	Senior Staff Course (SSC)	45	5	25	20	25	125
3	Advanced Course on Administration & Development (ACAD)	60	5	25	20	25	125
4	Foundation Training Course (FTC)	180	3	250	200	350	750
5	Lunch Time/Dinner Time Training Course	½	1	20	10	25	20
6	Special FTC for 40+ aged Officials	45	1	30	20	40	30
7	Special Foundation Training Course for Officials of Election Commission Bangladesh	60	1	30	25	40	30
8	Special Foundation Training Course for the Officials of Anti-Corruption Commission	60	1	30	25	40	30
9	Special Foundation Training Course for BTRC Officials	60	1	30	25	40	30
10	Special Foundation Training Course for BCSIR Officials	60	1	30	25	40	30
11	Special Foundation Training Course for the officers of DOICT	60	1	30	25	40	30
A	Total	-	22	-	-	-	1230
B	Seminars	-	5	40	25	50	200
	Workshops	-	5	40	25	50	200
A+B	Grand Total	-	32	-	-	-	1630

- Days include holidays too.

3. Core Courses

3.1 Policy, Planning and Management Course (PPMC)

1. Duration : 12 days
2. Number of Participants : The desired number of participants is 20, but in special cases, the number may vary from 15 to 25. 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. 14,000/- (Fourteen 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 the vision of senior civil servants;
 - To enable them to contribute to pro-people policy formulation and implementation;
 - To develop them as a leader, guide, mentor and monitor of development;
 - To enhance their capability to analyse the development issues;
 - To improve efficiency to review sectoral policies and other important aspects on pro-poor development issues through leadership roles.
8. Course Contents : Governance in Public Service; Policy Analysis; Rules of Business and Procedure; Managing Conflicts; Challenges in Innovation in Civil Service; Policies, Strategies and Priorities of Development Partners and Experiences of Bangladesh; Vision 2021: Challenges for the Civil Servants in Development Initiatives; Contemporary Development Issues: Bangladesh & Global Perspectives; Blue Economy; Prospects and Challenges for Bangladesh; e-Governance to i-Governance: Paradigm Shift in Development Approach; Public Procurement Management; Managing Projects
9. Evaluation : Participants are evaluated out of 400 marks. The methods of evaluation are syndicate works, role-play, case study, group exercises etc.

3.2 Senior Staff Course (SSC)

1. Duration : 45 days (SSC)
2. Number of Participants : The desired number of participants is 25, but in special cases, the number may vary from 15 to 30.
3. Level of Participants : Joint Secretaries to the Government and their equivalent officers of the Defence Services.
4. Course Fee : Tk. 43,000/- (Taka Forty three 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 broad 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 : Governance in public service; Policy Analysis; Public Service Management & Governance; Negotiation Techniques; Macroeconomic Management; Environment Management; Project Management; Public Procurement Management; ICT &e-Governance; Professional English Language; Physical Conditioning & Games; Contemporary Issues; Writing Policy Paper; Project Identification & Resolution Visit (PIR); Attachment to International Development Organisation; Exposure Visit to abroad.
9. Evaluation : Participants will be evaluated out of 1000 marks. Mode of evaluation will be syndicate work, individual assignment, seminar paper presentation and exercises.

3.3 Advanced Course on Administration & Development (ACAD)

1. Duration : 60 days
2. Number of Participants : The desired number of participants is 25. In special cases, the number may vary from 15 to 35.
3. Level of Participants : Deputy Secretaries to the government and equivalent officers of Defence Services.
4. Course Fee : Tk. 57,000/- (Taka Fifty Seven 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 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 technique 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 : Governance in Public Service Management, Writing Seminar Paper, Governmental Business Process, Public Service Management, Economics of Development, Poverty Reduction: Bangladesh Perspective, Public Project Management, Public Procurement Management, Environment & Disaster Management, Conflict Management & Negotiation, Language Skills, ICT & E-Governance, Physical Conditioning and Games, Field Attachment Programmes, Contemporary Issues, Exposure Visit.

9. Evaluation : Participants are evaluated out of 1000 marks. Participants will be evaluated through individual assignment workshop/syndicate works and group exercises.

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 250 to 350. 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 minded, proactive and well-groomed civil servants committed to the welfare and development of people in an ever-changing national and global context. 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 ;
 - translate essential laws, basic service norms, rules, policies and procedures into practice;
 - identify and internalize the real needs of the backward societies and realize their problems and way out;
 - recognize the role of civil servants in a changing national and global environment;
 - utilize information and communication technology in management;
 - prepare research papers, reports and other documents professionally;
 - communicate in English with accuracy and reasonable fluency;
 - foster esprit de corps, empathy, common perception and understanding among diverse stakeholders; and
 - maintain physical fitness and ethical values to meet challenges.
 -
8. Course Contents : Contents of FTC cover six broad areas of public administration and development management. The broad areas are:

Bangladesh Studies; Public Administration; Management Process, Development Economics; Skill Development; and Ethics and Human Rights. Under the six broad areas have 23 modules including Fundamentals of Foundation Training Course, Organisation and HRM, Total Quality Management, Service Laws and Rules in Bangladesh, Modern office Management, Financial Acts, Rules and Procedure, Governmental System & Essential Laws, Public Management, Anthropological Background, History, Culture and Potentials of Bangladesh, Village Study, Rural Development in Bangladesh, Maintaining Ethics, Values and Morality in Public Service Delivery, Gender & Development, Basics of Economics, Bangladesh Economy: Development Perspective, Project & Procurement Management, Basics of Research and Statistics, Language Skills, ICT and e-Governance, Book Review and Presentation, Physical Conditioning and Games, Field Attachment, Important Contemporary Issues.

9. Evaluation

: Participants are evaluated out of 1200 marks. Participants are evaluated through written examinations, individual assignments, individual reports, team reports, presentation, role play, attitude, conduct, maintenance of discipline.

4. Special Courses

4.1 Lunch Time/Dinner Time Training Course

1. Duration : Half day.
2. Date : Suitable date and time will be selected later.
3. Number : The desired number of participants is 20, but in special cases the number may vary from 10 to 25.
4. Level of Participants : Senior Secretaries/Secretaries to the Government / Public Representatives.
5. Type : Non-Residential.
6. Nomination Procedure : Ministry of Public Administration nominates the senior secretaries/secretaries.
7. 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.
8. Approach : Paper presentation, discussion, question and answer, sharing knowledge and experiences.
9. Course Contents : Contemporary issues relating to innovation, Governance, Development Administration, Democratic Institution, Modern Public Service Management, National Policies and Contemporary Global issues.

4.2 Special Foundation Training Course 40 plus aged officers with grade 09

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

1. Duration : 45 Days
2. Number of Participants : The desired number of participants is 30. In special cases the number may vary from 25 to 40. 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-
 - enhance understanding the role of employees of the Republic in a changing environment;
 - identify individual behavioural strengths and weaknesses and to promote interpersonal relations in administration;
 - enhance capability of analysing socio-cultural, political and economic development issues, strategies and processes realistically;
 - learn and adhere to the basic administrative works, policies and procedures;
 - Improve capability to apply ICT in everyday official activity;
 - enhance capacity to prepare reports, research papers and other documents professionally;
 - aware about physical fitness and maintaining ethical values to meet arduous challenges.
8. Course Contents : Governance in Public service Delivery, Bangladesh Studies, Governmental System, Management Process, Values in Public Administration, Environment and Disaster Management, Planning and Development, Office Management, Financial Management, Project Management, Procurement Management, Development Economics, Gender & Child Rights, ICT & Governance, Language Skills and Physical Conditioning.
9. Evaluation : Participants are evaluated out of 1000 marks. The Participants are evaluated through written examinations, individual assignments, individual reports, team reports, presentation, role play, attitude, conduct, maintenance of discipline.

4.3 Special Foundation Training Course for the Officials of ACC, ECB, BTRC, BCSIR and DOICT

BPATC concluded MOU with Anti-corruption Commission (ACC), Election Commission Bangladesh (ECB), Bangladesh Telecommunication Regulatory Commission (BTRC), Bangladesh Council of Scientific and Industrial Research (BCSIR) and Department of ICT (DOICT) for organizing special foundation training course (SFTC). BPATC will arrange special foundation training courses for the officials of ACC, ECB, BTRC, BCSIR, and DOICT under the MoUs signed. Details of the course contents, design, duration and schedule will be finalized in consultation with the concerned authority.

5. Seminars/Workshops

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 etc. At least five seminars and five workshops will be organized in 2016-2017.

The number of participants of each of the seminars/workshops varies from 25 to 50. Some international programmes are also organized in collaboration with UNICEF, UNDP, CFTC, JICA, KOICA, NAPSIPAG, CDMP, SBPATC, MJF, CPTU, NUFFIC, and ANU on specific issues.

PPR Department of BPATC forms seminar/workshop management committees, nominates faculties. 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/workshops vary from one to five days.

6. Exchange/Visit Programmes

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 (NADP) and other training institutes of Bangladesh. It also hosts visits for officers of training institutes of abroad.

7. Other Activities

Apart from trainings and seminars/workshops, BPATC in collaboration with the Ministry of Public Administration, arranges exposure visits abroad for the participants of Foundation Training Course, Advanced Course on Administration and Development and Senior Staff Courses and Policy, Planning and Management Course. BPATC also conducts research, faculty exchange programme with Universities and other training Institutes of home and abroad. It also organises other special types of training programmes upon requests by the statutory/autonomous bodies.

Bangladesh Public Administration Training Centre (BPATC)

Gantt chart of the Training Programs of BPATC

For the Training Year 2016-2017

Annex- A

Program mes	Sl.	Course Title	No.	2016						2017					
				July	August	Sept.	October	November	December	January	February	March	April	May	June
Core Courses	1	Policy Planning & Management Course (PPMC) - 12 days	2					13 – 24 Nov 2016 (11 th)			19 Jan – 01 Feb 2017 (12 th)				
	2	Senior Staff C course (SSC) – 45 days	5	18 July - 31 Aug 2016 (77 th)						04 Dec 2016 - 17 Jan 2017 (79 th)				02 Apr - 17 May 2016 (81 st)	
						25 Sep - 08 Nov 2016 (78 th)					05 Feb - 21 Mar 2017 (80 th)				
	3	Advanced Course on Administration & Development (ACAD) - 60 days	5	24 July-21 Sep 2016 (110 th)						04 Dec 2016 - 01 Feb 2017 (112 th)				16 Apr - 14 June 2017 (114 th)	
						02 Oct - 30 Nov 2016 (111 th)					05 Feb - 05 Apr 2017 (113 th)				
	4	Foundation Training Course (FTC) – 180 days	3	10 July 2016 - 05 Jan 2017 (62 nd)								07 May - 02 Nov 2017 (64 th)			
				PATC - 10 Weeks 10 July - 17 Sep 2016		Field Att – 08 Weeks 18 Sep - 12 Nov 2016		PATC 08 Weeks 13 Nov 2016 - 05 Jan 2017				PATC - 10 Weeks 07 May - 15 July 2017	FA - 08 Weeks 16 July - 09 Sep 2017	PATC - 08 Weeks 10 Jul - 02 Nov 2017	
							18 Sep 2016 - 16 Mar 2017 (63 rd)						16 Jul 2017 - 11 Jan 2018 (65 th)		
			PATC - 08 Weeks 18 Sep - 12 Nov 2016		Field Att - 08 Weeks 13 Nov - 07 Jan 2017		PATC - 10 Weeks 08 Jan - 16 Mar 2017				PATC - 08 Weeks 16 Jul - 09 Sep 2017	Field Att - 08 Weeks 10 Sep - 04 Nov 2017	PATC 10 Weeks 05 Nov - 11 Jan 2018		
	Special Courses	5	Short Courses												
6		Lunch Time/Dinner Time Training Course-½ day						To be decided based on all other training facilities including class room, dormitory etc.							
7		Special Foundation Training Course for 40 plus Aged Officers (45 days); ACC, ECB, BTRC, BCSIR, DoICTO officials (60 days)													
Seminar/ Workshop	8	Seminars		05		To be decided based on all other training facilities including class room, dormitory etc.									
		Workshops		05											
			Grand Total												

Md. Ahoshan Habib
Assistant Director (Prog)

Salina Zaman
Deputy Director (PPR)

Dr. Rizwan Khair
Director (PPR)

Md. Mahmudul Hassan, PhD
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A. L. M. Abdur Rahman ndc
Rector

