



Bangladesh Public Administration Training Centre
Savar, Dhaka 1343

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Date: 14 November 2021

Dear Participant,

I would like to take the opportunity to congratulate you for being nominated in the 13th Special Foundation Training Course (SFTC) for Department of Information and Communication Technology (DoICT) Officials scheduled from 22 November 2021 to 02 February 2022 to be held virtually (Online) at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka. It may be mentioned that the participants will remain off the course during 04-16 December 2021 as per the decision of the nominating authority.

This is also my pleasure to welcome you as one of the participants of the upcoming 13th SFTC for DoICT Officials. As you know BPATC is the apex training institute in Bangladesh which is also known as the "Centre of Excellence" in the area of training and development. Due to the present pandemic circumstances, the course is being held online, but it is an excellent opportunity to participate in the SFTC conducted by BPATC. I am confident that you will find BPATC's faculties and guest speakers for learning and exchanging views. BPATC provides its participants with knowledge, skills and attitude that you need to prepare yourself as a dynamic future leader.

You may be aware that SFTC is an intensive and rigorous training course to make you capable to work under huge pressure and stress. Therefore, we expect that you will be proactive in participating the online classroom sessions, team work, group-discussions, and group assignments. This training will also help instill in you a standard level of etiquette, manner and established norms and values expected while working in public organization. Upon successful completion of all the requirements of the two-month long SFTC from BPATC, you will receive the certificate.

By tradition, SFTC is a residential course and all participants have to mandatorily stay at the dormitory. However, due to Covid-19 pandemic, this course is now being held online. Still, during the course, you have to attend rigorous training activities throughout weekdays and weekends. Plenty of group works, individual assignments, written examinations, workshops and presentations will make your time very effective. So, you will have to devote your full-time to multifarious training activities and sharing of experiences.

I would like to set forth some of the following useful information pertinent to your Online Training with us at BPATC:

1. Ensure you have an active & high-speed Internet Connection at all times. Broadband connection is usually preferable but must be trustworthy. Use of Mobile Data can also be accepted. Use Laptops, not mobile phones to join the sessions. Disconnection from any session(s) shall be treated as absent.
2. Everybody must be present full-time in online classroom sessions. You're requested to Turn on camera at all times and microphone on mute in general.
3. Everybody must use the background suggested from the BPATC during the sessions. No other backgrounds or blur effect shall be used.
4. Take necessary notes during the session(s). If you have any questions, you should put that in the designated Chat Box. You may also raise hand during the session to ask a question. If given opportunity, unmute your microphone for asking relevant question and immediately mute after you're done.
5. During group sessions and assignments, participate with your fellow colleagues. Barrier of physical meeting must be compensated through the sense-of online togetherness.
6. Never feel you're disconnected. The members of the Course Management Team (CMT)/ coordinators will always be at your convenience. Moreover, members of Evaluation Team will always observe your online behavior.
7. For any sort of communication, you can contact Ms. Jakia Sultana, Deputy Director, e-mail: js33ju@gmail.com (01964-920789), Mr. Md. Yousuf Ali, Assistant Director, e-mail: yousufali.335@gmail.com (01723-167298) Course Coordinators and Mr. Md. Rustom Rabaani, Assistant Programmer, e-mail: rustom_76@yahoo.com (01718-57231), Liaison Officer & IT Support.
8. Please complete your online registration by **18 November, 2021 (11.59 p.m.)**. The link for Registration is http://erp.bpatc.org.bd/bpate_registration/participant/batch.php
9. Finally, refrain from doing any official work during your daily online sessions. If you have to perform any emergency work during the training sessions, take approval from CMT in advance.

I would look forward to be virtually connected with all of you on Monday 22 November 2021.

Best Wishes,

Sharif Hasan
14/11/2021
(Md. Sharif Hasan)
Director & Course Director
13th SFTC for DoICT

To

All Nominated Participants
13th SFTC for DoICT
BPATC, Savar, Dhaka