

Bangladesh Public Administration Training Centre

Savar, Dhaka

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Department of PPR, P&S Division

Special Meeting on Curriculum Development for Upcoming Foundation Training Course

Chairperson: Md. Monjur Hossain, Rector (Secretary to the Government), BPATC

Venue: Zoom Platform (Meeting ID-92244044054; Passcode-913641)

Date and Time: 03 August 2021; 10:00 AM (Tuesday)

Attendance: Table A

Sl.	Name and Designation (not as per seniority)
01	Dr. Shah Mohammad Sanaul Hoque, MDS (R&C)
02	Syed Mizanur Rahman ^{ndc} , MDS (Project)
03	Abu Momtaz Saaduddin Ahmed, MDS (P&S)
04	Md. Zakir Hossain, MDS (M&PA)
05	Mostak Ahmed, Director (Evaluation)
06	Dr. Md. Mohoshin Ali, Director (PPR)

Table A: Attendees of the Meeting

Welcoming everyone connected online, the Chairperson of the meeting urged that this special meeting is mainly to revisit the existing FTC curriculum and introduce necessary modifications, changes (wherever applicable) considering the contemporary national, international contexts and synchronizing the justified recommendations of the line ministry. Then, the Chairperson requested Director (PPR) to proceed with the functions of the meeting.

At the outset, Director (PPR) thanked all the members of this special meeting and presented the discussion points of the meeting, which highlighted these issues- significant section (related to the curriculum of FTC) of the minutes of the CPT Wing, MoPA (held on 21 June 2021); Course End Evaluation Report of the latest FTC; recommendations, suggestions of the Review Committee of MoPA regarding FTC.

Based on the points mentioned earlier, the Chairperson and the invited members attended at this special meeting put their opinions and comments to make the FTC curriculum more practical, effective and target-oriented.

In this regard, **Chairperson's** overall comments underpinned these issues- participants' feedback has to be considered logically; overlapping of the course contents has to be removed; title of the Module/s need to be more eye-catching and objective oriented; FTC is generally strict in nature, so, irrational compromise should be avoided; training techniques have to be more participatory; skills of the trainers should be upgraded (especially in content delivery in English) and class/session performance assessment criteria should be updated; inclusion of foreign language teaching (not only English) should be emphasized in BPATC's FTC, as this is mandatory training for all types (i.e. general) cadre officials; attachment Program of FTC has to be more justified; particular attempt can be taken to introduce PTU (Post Training Utilization) as the key segment of FTC; any changes in the curriculum should be well-based and properly justified; TNA (Training Need Assessment) is essential for FTC and this should be considered time to time; BPATC should have its resource pool to manage all the core course accordingly and sincere efforts should be continued to invite reputed foreign speaker/s through online or in person understanding the situation.

MDS (Project) remarked that BPATC is mandated to impart FTC to all cadre (general) officials and that sincere effort must be ensured to engage the proper negotiation with the concerned ministry effectively. He also stressed the following points- the opportunity of learning a new foreign language is essential for all entrants of BCS; FTC should be logically rigorous as this helps trainees to cope with stress management; resource persons of Extension Lecture (EL) should be selected carefully considering their expertise, competency, experience and portfolio; under-rated modules, topics of the content should be revisited from time to time to address crucial issues; changes in the curriculum should be scientific and methodical; TNA, regularly is vital for such type of core course.

MDS (R&C) pointed out these issues-feedback of the trainees should be considered logically because course content is always developed based on need assessment; for ensuring proper feedback, outputs of a few consecutive training programs should be analysed; modification in the curriculum is not the only solution, reasons behind less effectiveness of a topic/module should also be examined.

He also agreed with MDS (Project) that BPATC should play a leading and pivotal role in imparting quality FTC.

MDS (P&S) highlighted these points- selection of resource person/s is a critical issue for FTC; impartial judgment is highly required in this regard; target should not be set to invite only the resource persons who are enlisted in the favorite list; topic-based resource persons should be invited, and the mixture of different cadre-based resource persons is also essential; module-based analysis, justification, need assessment is crucial to bring timely changes in the curriculum.

MDS (M&PA) stated the following matters- module-based revision, an examination is needed to upgrade the curriculum of FTC; several small committees, including a few faculty members, can be formed to update existing content. He informed the meeting that the last TNA of FTC was done a long time ago, in 2008. So, TNA of FTC is a demand of time now.

Director (Evaluation) commented that justification is essential for bringing any changes in the curriculum, especially in the assessment and evaluation process. He urged that the faculty meeting could be an excellent platform to have such a productive discussion regularly.

Director (PPR) presented the essential segments of the presentation having the permission of the Chairperson and responded on a few topics to clarify the issues (during the discussion) as the Director of the PPR Wing involving his experience of work.

After the opening discussion, the Chairperson of the meeting took the following decisions ensuring consensus of the present members:

Decision 01:

Training Need Assessment (TNA) long overdue should be done as early as possible. A competent Research Team should be formed to perform the TNA to ensure quality training. The report prepared by the team will be reflected in the content development of the subsequent FTCs.

Implementing Entity: Director (Research Wing)



Decision 02:

Each module of the curriculum of FTC should be revisited to standardize and upgrade its quality based on the demand of time and need. In this regard, module-based small committee/s will be formed with specific ToRs. Each committee could be directed by a Director/Deputy Director of the Centre. The total number of the member for each committee will not be more than three (03).

Implementing Entity: Director (PPR)

Decision 03:

Selected committees will prepare a module-based presentation to recommend/suggest better approach, methods, justification of the topics in the workshop/s. Each committee will get thirty days (30) working days to prepare their presentations. PPR wing will take necessary action to organize pertinent workshop/s at the convenient time considering the contexts of the ongoing pandemic. In the workshop/s, representative/s from MoPA and a few leading public training organizations could be invited.

Implementing Entity: Director (PPR) and Concerned Committee

Decision 04:

Curriculum Development Committee (CDC), BPATC will take necessary measure/s to incorporate justified recommendations/suggestions coming from the workshop/s and the presentation/s of assigned committees in the curriculum of upcoming Foundation Training Course. Responsible entities will act accordingly to provide the necessary information.

Implementing Entity: Curriculum Development Committee (CDC), Director (PPR) and Concerned Workshop Management Team

Decision 05:

BPATC will maintain its resource person pool (module/topic-wise/course-wise) database to ensure the availability of resource person/s (when needed). Concerned CMT members of the training course/s will use this database to select/nominate the best-suited resource person/s.

Implementing Entity: Course Coordinator (Program), Deputy Director (MIS), Director (PPR) and 3 members committee suggested for module wise curriculum review.

