



বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র (বিপিএটিসি)

সাভার, ঢাকা-১৩৪৩

www.bpatc.org.bd

আন্তর্জাতিক কর্মসূচী অনুবিভাগ



নম্বর: ০৫.০১.২৬৭২.১৪২.১৪.০০১.২০.৪

তারিখ: ৪ আশ্বিন ১৪২৮

১৯ সেপ্টেম্বর ২০২১

অফিস আদেশ

বাংলাদেশ লোক প্রশাসন প্রশিক্ষণ কেন্দ্র (বিপিএটিসি), সাভার, ঢাকায় আগামী ২৪-২৬ ফেব্রুয়ারি, ২০২২ তারিখে অনুষ্ঠিতব্য ৮ম 'International Conference on Public Administration and Development' আয়োজনের লক্ষ্যে গঠিত কমিটিসমূহ নির্দেশক্রমে নিম্নলিখিতভাবে পুনর্গঠন করা হলো:

| Conference Steering Committee | |
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| Convener | Mr. Md. Monjur Hossain, Rector, BPATC |
| Members | Dr. Md. Shahidullah, Additional Secretary (CPT) Ministry of Public Administration |
| | Syed Mizanur Rahman ndc, MDS, BPATC |
| | Dr. Shah Mohammad Sanaul Hoque, MDS, BPATC |
| | Mr. Abu Momtaz Saaduddin Ahmed, MDS, BPATC |
| | Mr. Md. Zakir Hossain, MDS, BPATC |
| | Dr. Mohammad Ziaul Haque, JS (CP), Ministry of Public Administration |
| | Dr. Mohammad Mizanur Rahman, Deputy Secretary, Ministry of Planning and former Director (PPR) of BPATC |
| | Mr. Mohamad Razibul Islam, Director, BPATC |
| | Mr. Md. Siddiqur Rahman, Director, BPATC |
| | Mr. Md. Asraful Islam, Director, BPATC |
| Member Secretary | Dr. Md. Mohoshin Ali, Director, BPATC and Chair |

Terms of Reference (ToR):

- Selection of national and international speakers/resource persons for the conference;
- Providing policy decisions and guidance;
- Approval of budget for the conference;
- Giving guidance to all other committees;
- Any other task assigned by the Rector, BPATC.

Management Committee (Venue, Transport, Logistics, Accommodation, Food)

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| Convener | Syed Mizanur Rahman ndc, MDS, BPATC |
| Members | Dr. M Arifur Rahman, Director, BPA TC |
| | Mr. Md. Atikuzzaman, Director, BPATC |
| | Mr. A T M Arif Hossain, Director, BPATC |
| | Dr. BM Benojir Ahmed, Director, BPATC |
| | Mr. Mohammad Ziaul Islam, Assistant System Analyst, BPATC |
| | Dr. Md. Mostafizur Rahman, Medical Officer, BPATC |
| | Mr. Md. Motaher Hossain, Deputy Director, BPATC |
| | Mr. Md. Mamun-Or-Rashid, Librarian, BPATC |
| | Mr. Md. Tanjur Ahmed Joardar, Programmer, BPATC |
| | Mr. Mir Md. Taufiqul Islam, Assistant Director, BPATC |
| | Ms. Roma Rani Biswas, Assistant Director, BPATC |
| Mr. Mohammad Sohrab Hoshen, Assistant Director, BPATC | |
| Member Secretary | Mr. Zahangir Alam, Deputy Director, BPATC |

Terms of Reference (ToR):

- Making detailed plan regarding venue, logistic, accommodation and food and getting the plan approved by the Steering Committee/Rector;
- Ensuring venue, accommodation, logistic facilities and food for the participants according to the guidance of the Steering Committee/Rector;
- Ensuring befitting decoration of the BPATC campus according to the guidance of the Rector;
- Preparing budget for the tasks of the committee (according to the approved plan) and submitting budget to the Budget Committee;
- Hoisting conference information in the website, preparing online schedule
- Any other task assigned by the Rector, BPATC.

| Conference Secretariat | |
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| Convener | Mr. Md. Asraful Islam, Director (IP), BPATC |
| Members | Dr. Mohammad Rezaul Karim, Deputy Director, BPATC |
| | Mr. Md. Akram Ali, PS to Rector, BPATC |
| | Mr. Md. Mamun-Or-Rashid, Librarian, BPATC |
| | Ms. Afia Sultana Keya, Deputy Director, BPATC |
| | Ms. Afia Rahman Mukta, Senior Research Officer, BPATC |
| | Mr. Md. Mizanur Rahman, Research Officer, BPATC |
| | Mr. A.M. Shahrior Alam, Assistant Director, BPATC |
| Member Secretary | Mr. Md. Rustam Rabbani, Assistant Programmer, BPATC |

Terms of Reference (ToR):

- Liaison with all committees;
- Developing website for the conference and online participant registration form;
- Communication with conference participants;
- Managing itinerary of the conference participants;
- Sharing logistical notes and other information kit/materials related to the conference with the participants;
- Providing support to the steering committee;
- Any other task assigned by the Rector, BPATC.

| Academic Advisory Team | |
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| Convener | Dr. Shah Mohammad Sanaul Hoque, MDS, BPATC |
| Members | Dr. Rizwan Khair, former MDS, BPATC and Governance and Public Policy Expert |
| | Dr. Mohammed Ziaul Haque, Joint Secretary (CP), Ministry of Public Administration |
| | Dr. M Arifur Rahman, Director, BPATC |
| | Dr. Md. Mohoshin Ali, Director, BPATC |
| | Dr. Md. Zohurul Islam, Director, BPATC |
| | Mr. Md. Sharif Hasan, Director, BPATC |
| | Dr. Md. Zohurul Islam, Director, BPATC |
| | Dr. Mehedi Masud, Deputy Director, BPATC |
| | Dr. Mohammad Rezaul Karim, Deputy Director, BPATC |
| Member Secretary | Dr. Md. Morshed Alom, Deputy Director, BPATC |

Terms of Reference (ToR):

- Tasks relating to the review of abstracts and full papers;
- Identifying relevant experts for performing review role;
- Providing recommendations for acceptance of abstracts and full papers;
- Preparing the list of local experts (academic and practice) to perform different roles (chair; designated speaker; moderator etc.) in different sessions of the Conference;
- Preparing budget for review related tasks;
- Any other task assigned by the Rector, BPATC.

| Rapporteuring and Documentation Committee | |
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| Convener | Mr. Mostak Ahmed, Director, BPATC |
| Members | Mr. Mohammad Mamun, Senior Research Officer, BPATC |
| | Mr. Shamim Adnan, Assistant Director, BPATC |
| | Mr. Shamim Hosen, Assistant Director, BPATC |

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| | Mr. Anirban Das, Assistant Director, BPATC |
| Member Secretary | Mr. A.S.M. Riyad Hasan Gourab, Deputy Director, BPATC |

Terms of Reference (ToR):

- Making detailed plan for rapportuering and documentation;
- Identifying Master of Ceremonies (MCs) for different sessions of the conference as required;
- Engaging rapportuers for different sessions of the conference for taking notes;
- Preparing conference proceedings;
- Preparing budget for the committee and submitting the budget to the Budget Committee;
- Any other task assigned by the Rector, BPATC.

| Finance and Procurement Committee | |
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| Convener | Mr. Abu Momtaz Saaduddin Ahmed, MDS, BPATC |
| Members | Dr. Rokeya Fahmida, Director, BPATC |
| | Mr. K M Abdul Kader, Deputy Director, BPATC |
| | Mr. Zahangir Alam, Deputy Director, BPATC |
| | Ms. Afroza Parveen, Deputy Director, BPATC |
| | Mr. Nurul Islam Biswas, Assistant Director, BPATC |
| | Mr. Md. Mozaherul Islam, Assistant Director, BPATC |
| | Ms. Samiana Sultana, Evaluation Officer, BPATC |
| Member Secretary | Md. Nazim Uddin, Assistant Director, BPATC |

Terms of Reference (ToR):

- Preparing detailed budget for the conference taking input/proposals from different committees, where necessary;
- Providing extensive support to the ‘Venue, Accommodation, Transport and Logistics Committee’;
- Undertaking different procurement for the conference under the guidance of the Steering Committee and the Rector;
- Any other task assigned by the Rector, BPATC.

| Invitation, Reception and Protocol Committee | |
|---|---|
| Convener | Mr. Md. Zakir Hossain, MDS, BPATC |
| Members | Mr. Md. Atikuzzaman, Director, BPATC |
| | Mr. Md. Abul Basher, Director, BPATC |
| | Mr. S.M. Mehedi Hasan, Director, BPATC |
| | Mr. Anisur Rahman, Deputy Director, BPATC |
| | Ms. Shamima Shormin, Deputy Director, BPATC |
| | Ms. Jakia Sultana, Deputy Director, BPATC |

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| | Ms. Farjana Afrose, Assistant Director, BPATC |
| | Mr. Monirul Islam, Assistant Director, BPATC |
| | Mr. Md. Nejam Uddin, Asstt. Director, BPATC |
| Member Secretary | Ms. Roma Rani Biswas, Assistant Director, BPATC |

Terms of Reference (ToR):

- Printing and distribution of invitation cards as required under the guidance of the Rector;
- Ensuring necessary hospitality/protocol to the conference participants and guests;
- Engaging protocol procedures and officials to receive and see-off the participants;
- Liaison with the relevant committee(s) for logistics and transportation support;
- Liaison with Conference Secretariat to take protocol measures according to the travel itinerary of the participants and guests;
- Any other task assigned by the Rector, BPATC.

| Press and Public Relations | |
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| Convener | Mr. Hasan Murtaza Masum, Director, BPATC |
| Members | Ms. Alina Akter, Deputy Director, BPATC |
| | Dr Md. Moshir Rahman, Deputy Director, BPATC |
| | Ms. Nasrin Akter, Deputy Director, BPATC |
| | Mr. Mohammad Masum Rahman, Assistant. Programmer, BPATC |
| | Mr. Razib Mia, Evaluation Officer, BPATC |
| | Mr. Sanjoy Kumar Sharma, Evaluation Officer, BPATC |
| Member Secretary | Mr. Mehedi Shahnewaz Jalil, Assistant Director, BPATC |

Terms of Reference (ToR):

- Developing a PR strategy and establishing partnership with print and electronic media;
- Making some media outlets (print and electronic) as media partners;
- Publishing and disseminating news of the conference using social media;
- Sending press release to the media as and when required;
- Any other task assigned by the Rector.

২) এ আদেশ অবিলম্বে কার্যকরী হবে।



১৯-৯-২০২১

মোঃ আশরাফুল ইসলাম
পরিচালক (আন্তর্জাতিক কর্মসূচী অনুবিভাগ),
বিপিএটিসি, সাভার, ঢাকা--১৩৪৩।

ফোন: ০২২২৪৪৪২০৮০-৮৬

ফ্যাক্স: ০২২২৪৪৪৫০২৯

নম্বর: ০৫.০১.২৬৭২.১৪২.১৪.০০১.২০.৪/১(৯৯)

তারিখ: ৪ আশ্বিন ১৪২৮
১৯ সেপ্টেম্বর ২০২১

সদয় অবগতি/অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হলোঃ

- ১) অনুযদ সদস্য (সকল), বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র (বিপিএটিসি), সাভার, ঢাকা-১৩৪৩।
- ২) অতিরিক্ত সচিব, ক্যারিয়ার প্ল্যানিং ও ট্রেনিং অনুবিভাগ, জনপ্রশাসন মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
- ৩) যুগ্মসচিব, অভ্যন্তরীণ এবং বিদেশ প্রশিক্ষণ অধিশাখা, জনপ্রশাসন মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।



১৯-৯-২০২১

মোঃ আশরাফুল ইসলাম
পরিচালক