

## Bangladesh Public Administration Training Centre

Savar, Dhaka  
www.bpatc.org.bd

Department of PPR, P&S Division

### Minutes of the Faculty Meeting

**Chairperson** : Md. Monjur Hossain, Rector, BPATC  
**Venue** : Rector's Conference Room, ITC  
**Date and Time** : 02 September 2021; 11:00 AM (Thursday)  
**Attendance** : Annexure 01

Welcoming all the members of the meeting, the floor is given to Director (PPR) to proceed forward with the listed proceedings one after another. The floor was open for all to have constructive discussion on any of the agenda. After a detailed deliberation, presentation and spontaneous participation of the faculty, the meeting reached the following decisions:

Sl.	Agenda	Discussion	Decision and Implementing Entity
1.	<b>Institutional Review</b>	The concerned Committee members informed the meeting that due to pandemic, expected outcome could not be achieved. It was not possible to arrange regular meeting and get the things done. Moreover, as Institutional Review was included in 2019-20 APA, that committee was asked to execute the job within too short time. Given that Institutional Review is an in-depth analysis; a hasty measure might not bring the real and fruitful outcome. So extended time-frame is needed rationally to make this process meaningful to some extent.	The concerned committee has to complete its functions by 31 December 2021. Moreover, in the coming faculty meetings, updates will have to be shared regularly from the committee in regular basis.  <b>Implementing Entity:</b> Concerned Committee
2.	<b>Policy Dialogue</b>	The august house emphasized that 'Policy Dialogue' is a grand congregation of the most senior level officials (Senior Secretaries/Secretaries) of the government. It was also highlighted that findings of the Policy Dialogue should be disseminated to all the concerned ministries, organizations accordingly.	2.1 A letter has to be sent to MOPA intimating them with the preparation of BPATC for the next Policy Dialogue. Regular liaison has also to be ensured.

Sl.	Agenda	Discussion	Decision and Implementing Entity
		Meeting also proposed that 1 <sup>st</sup> week of November 2021 could be a good choice to organize next Policy Dialogue.	2.2 During the Policy Dialogue, a special committee has to be formed to compile all the key findings of Policy Dialogue and the findings have to be disseminated properly.  <b>Implementing Entity:</b> Director (PPR) and Concerned Committee
3.	<b>Regular ToT</b>	It was informed that BPATC successfully completed all the ToTs under the program of 'Social Media Songlap' of a2i. However, all the faculty members agreed upon that ToT (Training of Trainers) should be a regular activity of the Centre. In this regard, concerned department/section can take necessary action.	ToT has to be arranged on a regular basis considering the pragmatic needs of the trainers of this Centre  <b>Implementing Entity:</b> Director (ToT)
4.	<b>Developing Contents for e-Learning Platform</b>	The concerned committee intimated that they sat together and took a unanimous decision to use the existing course contents of the short courses on pilot project basis. It was also suggested that the committee could be revised to get well-grounded recommendations from the reconstituted team soon.	Concerned committee has to be revised and the new committee will have to present the progress report.  <b>Implementing Entity:</b> Director (PPR) and Concerned Committee
5.	<b>Distribution of SOP</b>	In the meeting, newly published hard copy of the SOP (Standard Operating Procedure) was presented in front of the faculty. The design and structure of the SOP were praised by everyone and special thanks were offered to all concerned who worked hard to make this document impeccable. The assembly also highlighted that this document needs to be circulated among the faculty members as well as some other renowned training organizations of Bangladesh. It was also suggested that a dedicated window to be created to have comments on the SOP by the perusers.	Published SOP has to be circulated among the faculty and other renowned training organizations. E-version of SOP has to be made available on BPATC's website with a dedicated window to comment.  <b>Implementing Entity:</b> DD (Publication), Director (PPR), System Analyst

Sl.	Agenda	Discussion	Decision and Implementing Entity
6.	<b>Faculty Members' Identical Profile on Website</b>	BPATC is considered as the apex training organization in the country. So, excellence should be exhibited from its diverse means of business. As website is one of the windows of reflecting its excellence, there should be a standard uniformity in the faculty members' profile on the website.	The concerned committee will disseminate the identical format of CV through WhatsApp again and Faculty Members will have to ensure the availability of their CVs on website before the next faculty meeting.  <b>Implementing Entity:</b> Concerned Committee, Assistant Programmer and Concerned Faculty Member/s
7.	<b>Faculty Nomination for Foreign Exposure Visit and as Module Director</b>	The meeting highlighted this issue with grave significance. It was urged that there should be a specific manual/guideline for Faculty nomination in any foreign training, visit and module directorship. To make this process more transparent and credible, the committee formed for nominating the faculty to Foreign Training/Visit could to be reactivated.  For the selection of Module Director, module-based panel could be a good alternative to pick the right person as per the demand of time and situation	7.1 The existing committee has to be reactivated and will take necessary measures to nominate the faculty members for the Foreign Training/Visit.  7.2 Module-based panel has to be created and selection of the Module Directors has to be derived from that list of Panel.  <b>Implementing Entity:</b> Director (PPR), Director (Research), DD (MIS)
8.	<b>Preparation of the upcoming 133<sup>rd</sup> ACAD and 98<sup>th</sup> SSC</b>	Both the Course Directors of 133 <sup>rd</sup> and 98 <sup>th</sup> SSC got the chance to inform about their latest preparation for the coming training course. It was briefed by them that they are taking all sorts of necessary preparation in accordance with the given deadline. They are also trying to move with encouraging momentum to offer an effective	The concerned CMT will ensure all necessary actions to organize the coming courses smoothly. In this regard, the concerned personnel of the Centre will have to



