

নম্বর: ০৫.০১.২৬৭২.১৪২.১৪.০০১.২০.২

তারিখ: ২২ বৈশাখ ১৪২৯

০৫ মে ২০২২

অফিস আদেশ

To organize 8th 'International Conference on Public Administration and Development' to be held from 21 July to 24 July 2022 at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka, the committees are revised with the following officials.

<b>Conference Steering Committee</b>	
Convener	Mr. Ramendra Nath Biswas, Rector, BPATC
Members	Dr. Md. Shahidullah, Additional Secretary (CPT) Ministry of Public Administration
	Mr. Abu Momtaz Saaduddin Ahmed, MDS, BPATC
	Mr. Md. Zakir Hossain, MDS, BPATC
	Mr. Md. Shaugatul Alam, MDS, BPATC
	Ms. Baby Rani Karmakar, MDS, BPATC
	Dr. Mohammad Ziaul Haque, JS, Ministry of Public Administration
	Dr. Muhammad Mizanur Rahman, Deputy Secretary, Ministry of Planning
	Mr. Mohammad Razibul Islam, Director, BPATC
	Mr. Md. Siddiqur Rahman, Director, BPATC
	Mr. Hasan Murtaza Masum, Director, BPATC
Mr. S.M. Mehedi Hasan, Director, BPATC	
Member Secretary	Dr. Md. Mohoshin Ali, MDS, BPATC and Conference Chair

**Terms of reference (ToR):**

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

<b>Management Committee (Venue, Transport, Logistics, Accommodation, Food)</b>	
Convener	Mr. Md. Zakir Hossain, MDS, BPATC
Member	Dr. M Arifur Rahman, Director, BPATC
	Mr. Md. Atikuzzaman, Director, BPATC
	Mr. A T M Arif Hossain, Director, BPATC
	Dr. BM Benjori Ahmed, Director, BPATC
	Mr. Mohammad Ziaul Islam, Asstt. System Analyst, BPATC
	Ms. Khatune Jannath, Deputy Director, BPATC
	Dr. Md. Mostafizur Rahman, Medical Officer, BPATC
	Mr. Md. Mamunur-Or-Rashid, Librarian, BPATC
	Mr. Md. Tanjur Ahmed Joardar, Assistant Programmer, BPATC
	Mr. Mohammad Altab Hossain, Assistant 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	Deputy Director(Service), 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

<b>Conference Secretariat</b>	
Convener	Mr. S.M. Mehedi Hasan, Director, 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. Antara Halder , Deputy Director, BPATC
	Ms. Afia Rahman Muka, Senior Research Officer, BPATC

	Mr. Md. Mizanur Rahman, RO, BPATC
	Mr.A.M. Shahrir Alam, Assistant Director, BPATC
	Mr. Md. Rustam Rabbani, Asstt. Programmer, BPATC
Member Secretary	Dr. Md. Moshir Rahman, Deputy Director

### 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	
Convener	Dr. Md. Mohoshin Ali, MDS, BPATC
Members	Dr. Rizwan Khair, former MDS, BPATC and Governance and Public Policy Expert
	Dr. Mohammed Ziaul Haque, Joint Secretary , Ministry of Public Administration
	Dr. M Arifur Rahman, Director, BPATC
	Dr. Md. Zohurul Islam, Director, BPATC
	Mr. Md. Sharif Hasan, Director, BPATC
	Dr. Mehedi Masud, Director, BPATC
	Dr. Md. Morshed Alom, Deputy Director, BPATC
	Dr. Mohammad Rezaul Karim, Deputy Director, BPATC
Member Secretary	Mamun Or Rashid , Librarian, 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.

Rapporteur and Documentation Committee	
Convener	Mostak Ahmed , Director, BPATC

	Ms. Mst. Masuma Arefin, Deputy Director, BPATC
	Mr. Shamim Adnan, Assistant Director, BPATC
	Mr. Mohammad Mamun, Senior Research Officer, BPATC
	Mr. Anirban Das, Assistant Director, BPATC
Member Secretary	Mr. Robiul Alam Lokman, Research Officer, 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.

<b>Finance and Procurement Committee</b>	
Convener	Abu Momtaz Saaduddin Ahmed , MDS BPATC
Members	Dr. Rokeya Fahmida, Director, BPATC
	Mr. K M Abdul Kader, Deputy Director, BPATC
	Mr. Md. Anisur Rahman, Deputy Director, BPATC
	Mr. Shoaib Ahmad, Assistant Director, BPATC
	Mr. A.M. Shahrir Alalm, Assistant Director, BPATC
	Mr. Shamim Hosen , Assistant Director, BPATC
	Mr. Md. Mozaherul Islam, Assistant Director, BPATC
	Ms. Samiana Sultana, Evaluation Officer, BPATC
	Mr. Mohammad Abdul Kader, Assistant Director
Member Secretary	Mr. Md. Nazim Uddin, Assistant Director

#### 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 procurements for the conference under the guidance of the Steering Committee and the Rector;
- Any other task assigned by the Rector, BPATC.

<b>Invitation, Reception and Protocol Committee</b>	
Convener	Md. Shaugatul Alam , MDS, BPATC

Members	Mr. Md. Abul Basher, Director, BPATC
	Mr. Anisur Rahman, Deputy Director, BPATC
	Ms. Shamima Shormin, Deputy Director, BPATC
	Ms. Mst. Masuma Arefin, Deputy Director, BPATC
	Ms. Jakia Sultana, Deputy Director, BPATC
	Ms. Tahmina Akhter, Deputy Director, BPATC
	Ms. Antara Halder, Deputy Director, BPATC
	Ms. Farzana Afrose, Assistant Director, BPATC
	Mr. Masud Ahmed, Assistant Director, BPATC
	Mr. Md. Nejam Uddin, Asstt. Director, BPATC
	Mr. Mohammad Nazrul Islam, Publication Officer, 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	
Chair	Md. Siddiqur Rahman, 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
	Mr. Md. Golam Azam Khan, Assistant Director, BPATC
Member Secretary	A.M. Shahrir Alam, Assistant Director, BPATC

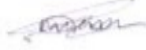
### Terms of Reference (ToR):

- 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.

Cultural Committee	
Chair	Ms. Baby Rani Karmakar, MDS, BPATC
Members	Dr. Rokeya Fahmida, Director, BPATC
	Md. Aminul Karim, Deputy Director & Principal, BPATC
	Mr. Antara Halder, Deputy Director, BPATC
	Mr. Roma Rani Biswas, Assistant Director, BPATC
Member Secretary	Mr. Shamim Adnan, Assistant Director, BPATC



৭-৫-২০২২

এস এম মেহেদী হাসান

পরিচালক

ফোন: ০২২২৪৪৪২০৮০-৮৬

ফ্যাক্স: ০২২২৪৪৪৫০২৯

ইমেইল: [rector@bpatc.org.bd](mailto:rector@bpatc.org.bd)

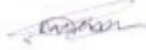
নম্বর: ০৫.০১.২৬৭২.১৪২.১৪.০০১.২০.২/১(৯৯)

তারিখ: ২২ বৈশাখ ১৪২৯

০৫ মে ২০২২

অবগতি ও প্রয়োজনীয় (প্রয়োজ্য ক্ষেত্রে) ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হইল:

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



৭-৫-২০২২

এস এম মেহেদী হাসান

পরিচালক