



**Bangladesh Public Administration Training Centre
Savar, Dhaka**

Md. Shaheenur Rahman
Member Directing Staff (P&D)
&
Course Director
107th Senior Staff Course

DO. 05.01.2672.011.25.001.23.৩২

Date: 17 April 2023

Dear Colleague,

Warmth greetings from BPATC and Shuvo Naboborsho 1430!

I would like to take the opportunity to congratulate you on being nominated for the 107th Senior Staff Course (SSC) to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka scheduled from 02 May 2023 to 15 June 2023.

I hope this policy level training course will not only enrich your knowledge, but also help you to learn the scientific techniques of policy management, work under stress, resolve conflict and negotiate effectively, and lead a team successfully. You will also able to exploit an opportunity to craft a policy evaluation paper and convince the knowledgeable audience by presenting the output of the policy research. The learning gained from this policy evaluation study will eventually help you formulate new policies and evaluate public policies in future. Please note that it is a forty-five day residential course with an additional ten-day overseas training in future. You are required to complete both in-country and overseas training to obtain the course completion certificate. The training course ends with the 'Lesson learnt workshop' held at BPATC after returning from foreign training.

This is a fully residential course and staying in the dormitory (double occupancy) is mandatory. During the course you may have to attend intensive training activities beyond office hours and on weekend. During your stay you must follow the standards and training norms practiced at the Centre. I would like to provide you certain useful information pertaining to training and staying at BPATC:

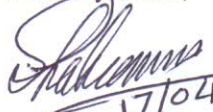
- Please register online visiting BPATC website on or before the date indicated in the GO of Ministry of Public Administration to attend the 107th Senior Staff Course. Once you submit the duly completed registration form, immediately an automatic acknowledgement letter will be sent to your e-mail. In case of any difficulty in registration, please contact Mr. Mohammad Saiful Islam, Programmer (Cell no. 01737991133), or Dr. Mohammad Rezaul Karim, Course Coordinator (Cell no. 01554339166) and Dr. Md. Moshir Rahman, Course Coordinator (Cell no. 01716536726).

- Please follow the health guidelines strictly that will be provided by our health safety committee time to time.
- I would strongly request you to bring a laptop for managing your training well.
- BPATC will facilitate the arrangement of food during your stay at the centre.
- All participants of SSC have to follow the prescribed dress code of BPATC. During training session male participants must wear descent and dark colored trouser, light colored full-sleeved shirt with tie (to be provided by BPATC) and shoe (preferably black leather dress shoe). However, *sherwani/panjabi* with '*coti*' is allowed for male on religious ground. You have to wear dark colored/lounge suit in any formal sessions particularly in inaugural/closing/mess/guest night/visiting organization and other special occasions. Female participants must wear sober colored sarees. It is mandatory to wear sarees with dark colored coat/blazer in any formal session.
- You are requested to bring along proper dress for games and physical exercise (white English/Tennis Half pants/track suits, white T-shirt with collar, white sports shoe/trainer and socks for male participants; white salwar-kamiz, dopatta/white track suits, white sports shoe/trainer and socks for female participants). Please note that you will have to walk 2.2 km long jogging track in the morning and join games in the afternoon during the course tenure. Please be informed that you will be given Tk. 15,000/ (fifteen thousand) as kit allowance.
- Please bring along four (4) copies of recent passport size colored photographs for registration and photocopy of your recent passport.

You are requested to report at BPATC on 01 May 2023 (Monday) by **6:00 pm (a welcome desk will be at International Training Complex ground floor)**. A briefing session will be arranged on your arrival at **7:30 p.m.** at classroom 205 of ITC. We will arrange transport for you on 01 May 2023. A BPATC-bound bus will leave RPATC Dhaka, 49 New Eskaton, Dhaka at **4:30 p.m.** You can avail this bus service on payment.

I hope you will have a wonderful time on the scenic campus of BPATC with your course-mates and spend a quality time to prepare you to contribute to the country's developmental pace. I am looking forward to extending our warm welcome to you at BPATC in the afternoon on 01 May 2023.

Sincerely Yours,


17/04/2023
(Md. Shaheenur Rahman)

Mr./Ms.....

Participant of 107th Senior Staff Course