

সংস্কার উদ্যোগ বাস্তবায়ন কর্মপরিকল্পনা - সউবাক
(Reform Initiative Implementation
Action Plan - RIIAP)

- উদ্যোগী কর্মকর্তার নাম: মোঃ শহীদুল ইসলাম
- পদবি: সহকারী পরিচালক
- কর্মস্থল: বিপিএটিসি

১. গভর্নেন্স সমস্যার বর্ণনা (Problem Identification)
(সমস্যার কারণ ও ফলাফল উল্লেখ করুন)

**Developing a Central Coordination
Mechanism for Integrated Scheduling
and Resource Optimization of
Administrative and Academic Programs:
A Pilot under the ST & RC Section of
BPATC**

২. সংস্কার উদ্যোগের বর্ণনা (Wayout & Result)

(পাইলটিং বিবেচনায় নিয়ে সমস্যা সমাধানের উপায় ও ফলাফল উল্লেখ করুন)

❑ Problem Statement

- ❑ BPATC currently faces systemic inefficiencies in administrative and academic program management due to the absence of a centralized coordination mechanism. Various wings and departments operate in silos, planning and executing events, meetings, and procurement activities independently, without reference to an integrated institutional calendar or overarching coordination structure. This fragmented approach has resulted in overlapping schedules, conflicting use of shared resources such as venues and transport, and misallocation of administrative staff.
- ❑ Instances of multiple units unknowingly booking the same resources, or parallel demands for logistical support, frequently cause delays, confusion, and the rescheduling or cancellation of key programs. Training sessions are often disrupted by unannounced official meetings, and high-level visits clash with pre-scheduled activities. These issues are further exacerbated by the absence of a designated coordination role, a policy-mandated system for harmonization, or a digital platform to enable real-time program integration and oversight.
- ❑ This lack of institutional coherence undermines the efficiency, reliability, and professionalism expected of a national training institution. Without an effective coordination mechanism, BPATC risks continued resource wastage, staff fatigue, and reputational compromise in its service delivery.

২. সংস্কার উদ্যোগের বর্ণনা (Wayout & Result)

(পাইলটিং বিবেচনায় নিয়ে সমস্যা সমাধানের উপায় ও ফলাফল উল্লেখ করুন)

Proposed Solution

- To address the coordination gaps and resource inefficiencies, a Central Coordination Mechanism (CCM) will be developed and piloted under the ST & RC Section. This mechanism will include:
- Establishing a designated coordination role/unit responsible for program alignment and resource harmonization.
- Introducing an integrated digital platform or centralized calendar for all administrative and academic events.
- Developing a standard operating procedure (SOP) to ensure that all wings seek coordination before scheduling events, booking venues, or requesting transport.
- Creating a policy guideline for institutional synchronization, requiring wings to feed their plans into a central system.
- Piloting this system initially within the Regional Centres (ST & RC Section) to assess its feasibility, effectiveness, and scalability.

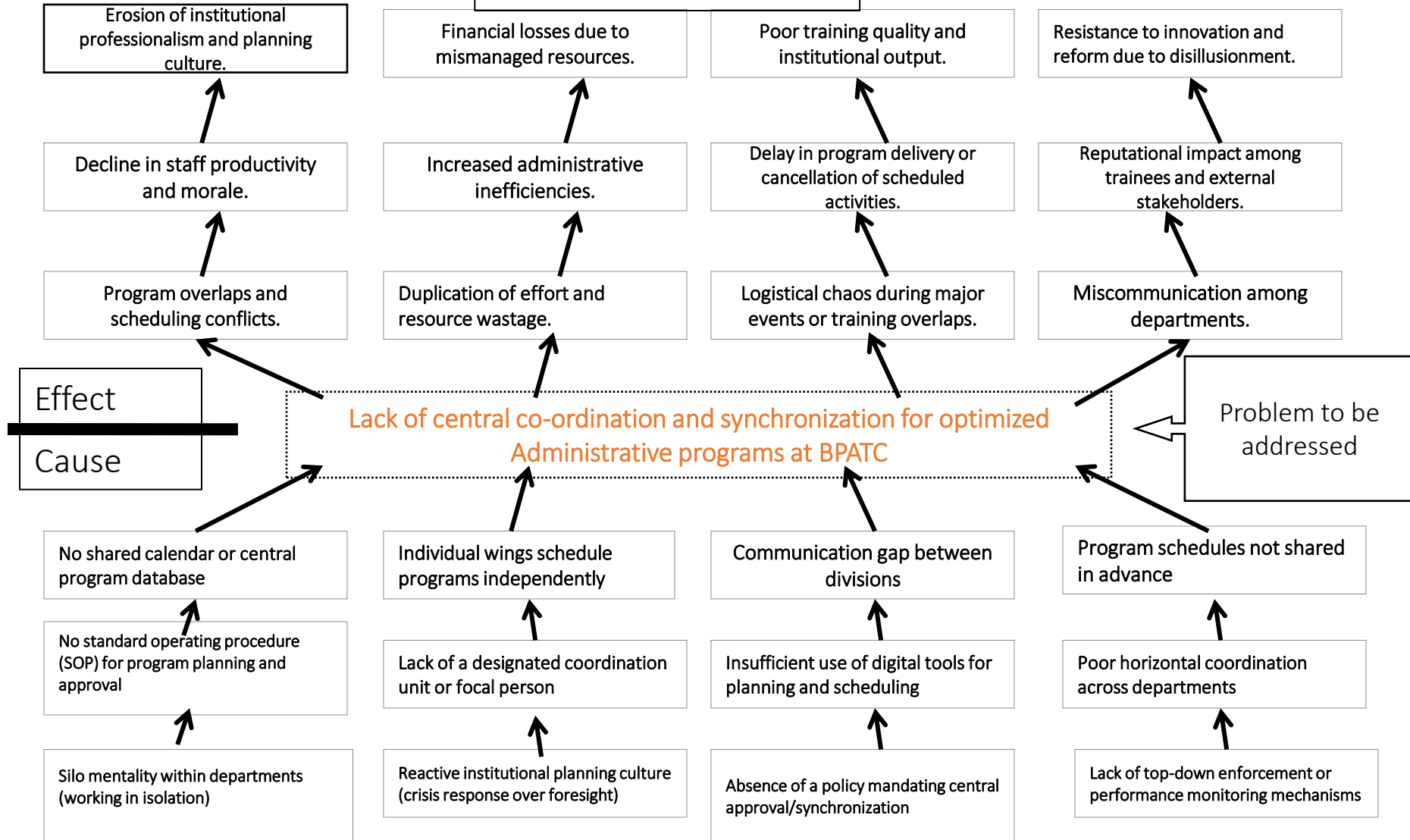
২. সংস্কার উদ্যোগের বর্ণনা (Wayout & Result)

(পাইলটিং বিবেচনায় নিয়ে সমস্যা সমাধানের উপায় ও ফলাফল উল্লেখ করুন)

Expected Result

- Improved coordination of events, meetings, and programs across wings.
- Reduction in scheduling conflicts, resource clashes, and last-minute cancellations.
- Optimized use of shared resources, such as venues, transport, and support staff.
- Institutional harmonization through better communication and integrated planning.
- A scalable model of program management that can be adopted across BPATC.

Problem Tree



8. পাইলট বাস্তবায়নের সাথে কারা-কারা সম্পৃক্ত হবেন এবং তাদেরকে কীভাবে কাজে লাগানো যাবে? (Stakeholder Analysis & their Management)

High Importance	<ul style="list-style-type: none"> • Service Recipient • Participants • Clerical Staffs • Demotivated staffs/Faculties • DBS Branch, BPATC • Course Management Team 	<ul style="list-style-type: none"> • Government Initiative/ MoPA • Rector/MDS • Director (Admin) 	
	Low	<ul style="list-style-type: none"> • Administrative set-up • Backdated administrative infrastructure • de-motivated staffs. 	<ul style="list-style-type: none"> • PPR Wing • ICT Wing • Development and Planning Wing • Management and Development Wing
	Low	Influence	High

৩. সংস্কার উদ্যোগের প্রস্তাবিত পরিসংখ্যান

(ক) পাইলট সংস্কার উদ্যোগের শিরোনাম:

- "Developing a Central Coordination Mechanism for Integrated Scheduling and Resource Optimization of Administrative and Academic Programs: A Pilot under the ST & RC Section of BPATC"

(খ) কোন্ প্রতিষ্ঠান উদ্যোগটি বাস্তবায়ন করবে?

- Administration Wing, in collaboration with the ICT Wing, PPR Wing and all the functional departments of BPATC.

(গ) কোথায় পাইলটিং হবে? পাইলটিং বিবেচনার যৌক্তিকতা কী?

Piloting Location: ST & RC Wing.

- Rationale:

BPATC faces recurring issues with overlapping programs, uncoordinated resource use, and disrupted training schedules due to the absence of a central coordination mechanism. Each wing or section independently manages its calendar, leading to inefficiencies and institutional disharmony. Implementing and piloting a Central Coordination Mechanism under the ST & RC Section offers a targeted solution to streamline scheduling, optimize resources, and foster a culture of integrated program management. This pilot will serve as a testbed for broader institutional reform, aligning administrative efficiency with BPATC's mission of excellence in public service training.

৩. সংস্কার উদ্যোগের প্রস্তাবিত পরিসংখ্যান

Objectives

Develop and pilot a central coordination mechanism for program and resource management within ST & RC.

Establish a centralized digital calendar for synchronized planning and resource allocation.

Designate a focal point/unit responsible for harmonizing schedules across wings.

Formulate policy guidelines and SOPs for mandatory pre-clearance of administrative and academic events.

Evaluate pilot results to refine and scale the mechanism across BPATC.

৩. সংস্কার উদ্যোগের প্রস্তাবিত পরিসংখ্যান

(ঘ) পাইলটিং কখন শুরু এবং কখন সমাপ্ত হবে?

Piloting Timeline:

- Start: September 2025

End: November 2025 (3 months)

(ঙ) পাইলটিং এর ফলে কতজন ব্যক্তির কী উপকার হবে এবং কী পরিমাণ অর্থের সাশ্রয় হবে?

- Direct Beneficiaries: 450+ staff members involved in program planning, coordination, and support.

- Indirect Beneficiaries: Over 1000+ trainees, faculty members, and external stakeholders annually.

Estimated Cost Savings: Minimum of BDT 5–7 lakh per year (Estimated) through avoidance of redundant programs, optimized use of venues/logistics, and reduced overtime/person-hour inefficiencies.

সংস্কার উদ্যোগের প্রস্তাবিত অ্যাকশন প্ল্যান

Sl.	Activities	Responsible Unit	Timeframe	Resources Needed
1	Conduct needs assessment and stakeholder consultation	ST & RC Section	Month 1	Time, facilitator
2	Design coordination model and identify focal person/unit	R&D + Admin	Month 1–2	Staff, TORs
3	Develop and deploy central digital calendar (Google Calendar/D-Nothi-based)	ICT Cell	Month 2–3	Software, training
4	Draft SOP and coordination policy	Policy Unit + Admin	Month 3–4	Drafting team
5	Pilot implementation in ST & RC	ST & RC Section	Month 4–6	Staff, logistics
6	Monitor implementation and collect feedback	Monitoring Cell	Month 5–6	Evaluation tools
7	Submit evaluation report and scale-up recommendation	ST & RC + Director General	Month 6	Report writing

SWOT Analysis of RIAP

	Policy [vision, mission, goals, rules, regulations, SOPs]	Executives [actors' competencies, training, their sufficiency]	Resources [budget, technology, materials, linkage with external organizations]	Culture [actors' behavioral patterns: beliefs, norms, relations, attitude, practice]
S	Opportunity to establish new SOPs and guidelines	ST & RC section leadership committed to innovation.	Skilled administrative personnel available for piloting	Recent history of reform initiatives
W	No existing policy mandate for program harmonization	Leadership turnover	Limited manpower, Budget Constraints	Persistent silo mentality among wings and sections.
O	Potential to institutionalize a best-practice model across BPATC	Pilot success may lead to stronger executive endorsement	Access to donor-funded capacity-building programs	-
T	Absence of formal policy backing	-	emergency situations	Informal or personal communication channels

৫. পাইলট সংস্কার বাস্তবায়নে বিভিন্ন ধরনের রিসোর্স কীভাবে কী প্রয়োজনে কাজে লাগানো হবে? (Resource Mobilization)

- **1. Internal Reallocation**

- Utilize existing staff under ST & RC or Admin as focal points during the pilot.
- Reallocate small internal budgets from operational or ICT heads for software subscriptions or minimal hardware upgrades.

- **2. Donor and Development Partner Support**

- Seek technical or financial assistance from partners like **a2i, UNDP, JICA, KOICA**, or **World Bank** projects focused on e-governance or public administration reform.
- Propose this pilot as a model for digitizing public service program management in Bangladesh.

- **3. Government ICT Allocation**

- Apply for ICT development grants or funds under the **Digital Bangladesh** or **Smart Bangladesh** framework.
- Coordinate with the Ministry of Public Administration or Cabinet Division for potential GOB funding.

- **4. Cost-Sharing with Wings**

- Encourage cost-sharing among wings using the mechanism—such as allocating a small portion of each program's budget for coordination/logistics.

- **5. In-Kind Contributions**

- Leverage existing ICT tools (e.g., Google Workspace) and BPATC's own meeting rooms or IT support.
- Use in-house expertise for training, policy drafting, and technical maintenance.

৭. পাইলট সংস্কার উদ্যোগটি এগিয়ে নিয়ে যাওয়া, এর বন্ধ হওয়া রোধ করা, অভীষ্ট গ্রুপের নিকট এটিকে জনপ্রিয় করা, মনিটরিং কার্যক্রম এবং এর রোলপ্লিকেট/রোলিং আউটসহ টেকসইকরণ বিষয়ে কী-কী কৌশল গ্রহণ করা হবে? (Sustainability Strategies)

Resource Mobilization

1. Internal Reallocation

1. Utilize existing staff and reassign small operational or ICT budgets to support the pilot.

2. Donor Support

1. Seek technical or financial support from development partners (e.g., a2i, UNDP, JICA) under public sector reform or digital governance initiatives.

3. Government ICT Funding

1. Explore funding through national programs like Digital Bangladesh or Smart Bangladesh.

4. Cost-Sharing by Wings

1. Allocate a small portion of program budgets for coordination support.

5. In-Kind Resources

1. Use BPATC's existing platforms (Google Workspace, D-Nothi) and internal technical expertise.