

Bangladesh Public Administration Training Centre  
Savar, Dhaka  
[www.bpatc.gov.bd](http://www.bpatc.gov.bd)  
(Programme, Planning & Record Department)

No. 05.01.2672.133.25.149.23-374

Date: 11 July 2023

**Office Order**

A Course Management Team (CMT) comprised of the following members is hereby formed for the management of Faculty Pool Training programme under the MoU between Ash Center, HKS and Governance Innovation Unit, PMO to be held from 16 to 27 July 2023 at Bangladesh Public Administration Training Centre:


Programme Coordinator	Mr. Hasan Murtaza Masum, Director, BPATC
Assistant Coordinator	Ms. Alina Akter, Deputy Director, BPATC
Assistant Coordinator	Dr. Md. Moshiur Rahman, Deputy Director, BPATC
Liaison and Protocol	Ms. Tanzina Akter, Assistant Director, BPATC

02. Terms of Reference for the CMT:

- Facilitating the academic and logistical support (food, accommodation, transport, classroom etc.) for the training programme;
- Coordinating with concerned persons and departments in and outside BPATC;
- Maintaining records and documentation of the programme;
- Ensuring communication and liaison with visiting Harvard Faculty team;
- Maintaining finance and adjusting expenditure at the end of the programme;

03. In addition to members of CMT, a focal point official from the Ministry of Public Administration (MoPA) and another from Governance Innovation Unit (GIU) will also work in close tie for seamless coordination of the programme. The focal points will be nominated by their respective organizations.

04. This office order is issued with approval of competent authority.

 11.07.23  
Hasan Murtaza Masum  
Director (PPR)  
Ext. 4106

Distribution (for action and information): [Not according to seniority]

01. Director General, Governance Innovation Unit, Prime Minister's Office, Dhaka
02. Additional Secretary (Internal & Foreign Training), Ministry of Public Administration, Bangladesh Secretariat, Dhaka
03. All Member Directing Staff, BPATC.
04. PS to Rector, BPATC (for information)
05. Ms. Sarzah Yeasmin, Project Manager, Bangladesh Public Service Project, Ash Center, HKS
06. Office Copy.