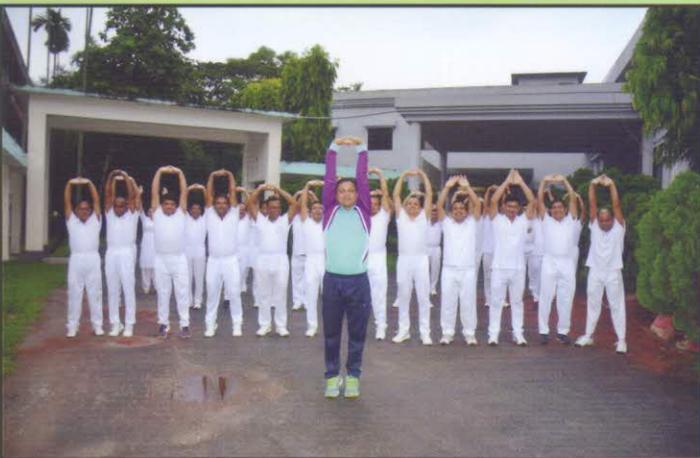




Training Calendar 2019 20

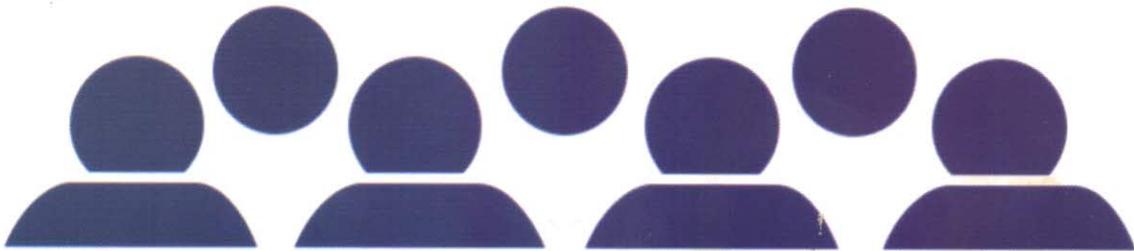
Building Capacity for
Effective, Inclusive
and
Accountable
Public Administration
System



Bangladesh Public Administration Training Centre
Savar, Dhaka-1343, Bangladesh
www.bpatc.org.bd



Training Calendar 2019-2020



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Preface



Md. Rakib Hossain ndc

Rector
Secretary to the Government
Bangladesh Public Administration Training Centre
Savar, Dhaka-1343.

Bangladesh Public Administration Training Centre (BPATC), an apex public sector training institute of Bangladesh, is mandated to impart training to the public officers of the Republic. Executives both from the defence services and corporate sectors may also participate in BPATC's training programs.

The courses are divided into three major categories: Core Courses, Special Courses and Short Courses. Of the Core Courses, the Foundation Training Course (FTC) occupies a central position. FTC is designed for the newly recruited civil service officers. The other three core courses- Advanced Course on Administration and Development (ACAD) for the Deputy Secretaries and equivalent officers; Senior Staff Course (SSC) for Joint Secretaries and equivalent officials and the Policy Planning and Management Course (PPMC) for the Additional Secretaries are designed to orient them with the governance challenges triggered by the complex, dynamic and ever-changing socio-cultural, politico-economic realities and natural environment. BPATC is going to conduct two FTCs, five ACADs, five SSCs and two PPMCs in the upcoming training year.

Special Foundation courses (SFTC) are demand driven. These courses are designed to meet the needs of the participating officials of different departments/ organizations. The objective of these courses is to equip them with requisite skills, knowledge and to develop responsive service delivery attitude in them. BPATC will conduct SFTC for the officials of grade 9 of various government departments and also for the promoted officials of 40+ aged group of grade 9.

BPATC conducts a number of skill oriented short training courses including ToT (Training of Trainers) on a regular basis. Achieving Sustainable Development Goals (SDGs) in Bangladesh, Advanced ToT, Project Management, Negotiation Techniques & Conflict Management etc. are a few of these courses where officials from public, private and non-government organizations participate. BPATC also arranges local/ national/ international seminars/workshops/symposiums/conferences on different emerging and need-based issues.

The Centre is working in line with the 'Vision 2021: Digital Bangladesh' of the Government, Vision 2041 as well as Sustainable Development Goals (SDGs). And it is mentionable that as a centre of excellence in our national training sector BPATC also aims at establishing itself as a regional hub for SAARC region in the development of both public and private sector executives by the year 2021. BPATC always strives to remain updated and welcomes innovations in its approaches. Therefore, with the changes in technology and knowledge across the globe, BPATC adapts itself with the recent development to maintain competitive edge. The Training Calendar of 2019-20 has been prepared in accordance with the available resources. We believe this Training Calendar will guide the interested stakeholders in tracking their training needs.



Md. Rakib Hossain ndc
 Rector (Secretary)

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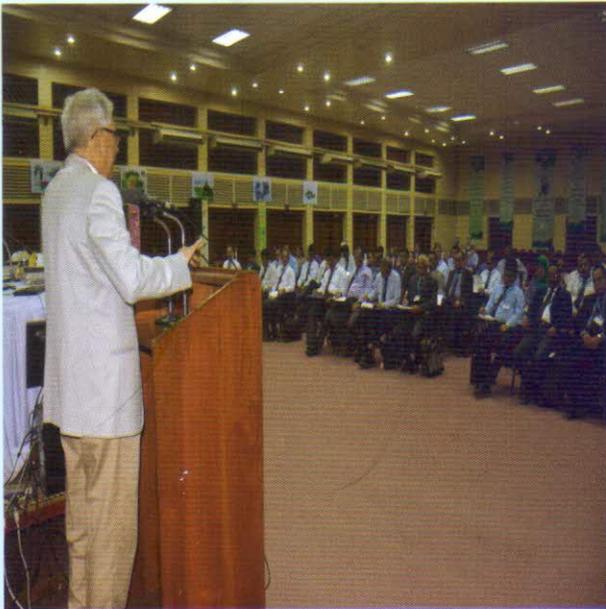


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1. Introducing BPATC

Bangladesh Public Administration Training Centre (BPATC) has been at the forefront of the development of public sector executives of the country. The prime objective of BPATC is to develop a corps of well-groomed and dynamic civil servants by equipping them with requisite knowledge and skills and inculcating moral values as well as leadership qualities for their role in a dynamic and developing society through providing quality training. To this end, BPATC uniquely blends management, development, consultancy, research and information and communications technology to prepare the employees of the Republic to address development and management challenges. In the present-day world that is characterized by unprecedented economic activities, rapidly changing technology and fiercely competitive globalised markets, triggering rapid socio-political as well as environmental changes, the government executives are required to cope with the ever-changing contexts and meet the escalating public demands with diminishing resources. Besides preparing the government executives to successfully anticipate and address the governance challenges of the 21st century, the Centre provides consultancy services to the government on administration and development issues.

1.1 Vision, Mission and Core Values

Bangladesh Public Administration Training Centre perceives and expresses common aspirations and expectations of its key stakeholders, i.e. the civil servants, who uphold and remain committed to the core values of the nation, viz. spirit of Liberation War, Democracy, Nationalism, Secularism and Social Justice. Vision and mission of BPATC, thus, always inspire and create a sense of purpose and commitment in the psyche of all the employees of the organization. BPATC also believes and practices some fundamental principles and values which create a strong, unique and innovative culture in the organization. The vision, mission and core values of BPATC are:

Vision

BPATC becomes a centre of excellence for developing patriotic, competent and professional civil servants dedicated to public interest.

Mission

We are committed to achieve the vision through:

- * developing competent and professional human resources by imparting quality training and development programs;
- * conducting research, publishing books and journals and extending consultancy services for continuous improvement of public service delivery system;
- * establishing effective partnership with reputed institutions of home and abroad for developing organizational capacity; and
- * promoting a culture of continuous learning to foster a knowledge-based civil service.

Core Values of BPATC

- * Discipline
- * Integrity
- * Inclusiveness
- * Professionalism
- * Learning for results
- * Innovations
- * Team spirit
- * Participation
- * Mutual Respect

1.2 Administrative Set-up of BPATC

The Rector, a Secretary to the Government, heads the Centre. Below the Rector, six Member Directing Staff (MDS) of the rank of Additional Secretary/Joint Secretary to the Government or equivalent lead divisions. The Centre has six divisions namely:

- * Management and Public Administration (M&PA)
- * Programming and Studies (P&S)
- * Development and Economics (D&E)
- * Research and Consultancy (R&C)
- * Project and Development (P&D)

Each division consists of a number of branches headed by Directors of the rank of Deputy Secretary to the Government or equivalents. Deputy Directors, Senior Research Officers, Assistant Directors, Evaluation Officers and Research Officers, Assistant System Analyst, Programmers and Assistant Programmers work under the supervision of Director/equivalent officers. BPATC's faculty comprises a balanced mix of both directly recruited professionals and members of the civil service deputed by the Government. This has enabled BPATC to design and organize need-based, responsive, pro-change, and pragmatic training program for the citizens.

BPATC has four regional centres called Regional Public Administration Training Centre (RPATC) at four old divisional headquarters-Dhaka, Chattogram, Rajshahi and Khulna. RPATCs organize training for the supporting staffs. Each BPATC headed by a Deputy Director has 26 employees of different categories.

1.3 BPATC Campus

BPATC has a splendid and magnificent campus located in a serene natural environment at a distance of 28 kilometers north-west from the capital city Dhaka. It has an aesthetic beauty with verdant surrounding that provides a perfect environment for study, discussion, reflection and introspection. It has also a good library, recreational, sports and medical facilities in the campus. The Centre has single and double-bedded rooms with attached bathrooms for participants. It has modern facilities for organizing conferences, seminars and workshops. The Centre has a good number of well-equipped classrooms/conference halls for conducting academic sessions and group discussions. Since the Centre puts emphasis on physical fitness of the participants of every course, adequate facilities such as gymnasium, swimming pool, indoor & outdoor playground etc. are available for such activities. Moreover, a herbal garden with plants with medicinal values has added extra values to BPATC.

1.4 International Training Complex (ITC)

BPATC has a state-of-the-art International Training Complex (ITC) with superb infusion of modern art and architecture. Located away from the hustle and bustle of the city life, the complex building stands on the eastern side of BPATC campus beside the Dhaka-Aricha highway. This complex has world class accommodation facilities for all types of training programs. ITC offers facilities for comprehensive programs on management, skill development, research and information technology. International seminars/workshops/training programs for foreign and local participants usually take place at the ITC. It also has a computer lab with broadband internet connection.

1.5 Institutional Linkages

BPATC has collaboration with national and international institutions. Workshops, seminars, training courses, research and exchange of journals, case studies, and faculties are being arranged under collaboration programs. Major areas of collaboration include Poverty Reduction, Child Rights, Human Resource Development, Management, Development Economics, Right to Information and Gender Issues. BPATC has established international collaboration with the Royal Institute of Management, Bhutan; Nepal Administrative Staff College, Nepal; HKU School of Professional and Continuing Education, Hong Kong; Beijing Administration Institute, China; Sri Lanka Institute of Development Administration (SLIDA); International College of National Institute of Development Administration (NIDA), Thailand; UNICEF. Besides, BPATC has collaboration with local governmental and non-governmental Institutions like Bangladesh Suchana Foundation; Bangladesh Water Development Board; Directorate of Registration; Department of Information and Communication Technology (DoICT); Local Government Engineering Department (LGED); Centre for Environmental and Geographic Information Services (CEGIS); Bangladesh Election Commission (BEC); Jahangirnagar University; Bangladesh Telecommunication Regulatory Commission (BTRC) and Access to Information (a2i) Programme etc.



1.6 Inter-disciplinary Faculty

BPATC has a team of rich inter-disciplinary faculty engaged in public service development training, research and consultancy programs. A good number of faculty members have received both short and long-term training and higher studies from abroad like USA, Australia, UK, Germany, Japan, the Netherlands and many other countries. Research activities of the Centre focus on exploring contemporary issues in general socio-economic development and training need assessment, designing curricula, assessing the effectiveness of training and consultancy. Thus, it is contributing to the synergy of theory and practice in response to constantly changing environmental dynamics. Since the BPATC faculty members are grouped in specialized functional and sectoral areas, assignments draw them into inter-disciplinary teams. Thematic main areas are - Development Studies, Economics, Public Service Management, Innovation and Governance, Environment, Information and Communication Technology, Communicative Skills in English Language, Financial Management, Human Resource Management, Human Resource Development, Human Resource Planning, Performance Management, Disaster Management, Training and Development, Public Policy, Social Services, Strategic Management, Project Management, New Public Management, Change Management, and E-government Management. BPATC regularly invites eminent guest speakers who interact with the faculty members and participants.

1.7 Digital BPATC

Most of the services relating to training, human resource management, personnel management and financial services are rendered online. Application software for managing training activities including on-line registration, uploading of handouts, record management, evaluation, publishing results, resources, financial activities have been installed under the Digitalization of BPATC Project.

BPATC has also launched e-library services and e-learning platform. Access to e-books is available to the participants. Besides, BPATC has installed Wi-Fi facilities in the campus to enable the faculty members, participants and the guest speakers for easy access to the internet.

1.8 Library

The BPATC Library is one of the richest libraries in the country. It has an impressive collection of over one hundred thousand of books and bound journals from home and abroad. The Library also offers bibliographical information services. On 18th March 2019 it has been declared as 'BPATC Digital Library' because of its software based service delivery system.

1.9 Publications

The Centre has its own publications. Apart from various research works, BPATC publications include a bi-annual English Journal namely, 'Bangladesh Journal of Public Administration', an Annual Bangla Journal 'The Bangladesh LokProshashan Patrika', a Quarterly bi-lingual Journal 'LokProshashan Samoyikee' and the BPATC Newsletter called 'BPATC Barta'. BPATC has established connectivity for e-journal access.

1.10 Computer Centre

The Computer Centre of BPATC is fully equipped with brand PCs with broad-band internet connection. Participants and faculty members are eligible for using the computer lab.

1.11 Language Laboratory

The Centre has two language laboratories (known as Multi-purpose Lab) equipped with modern apparatus to facilitate language training for the participants as well as the members of faculty. The laboratories can accommodate 90 persons at a time.

1.12 Physical Training and Games

Physical fitness and mental preparedness are prerequisites for effectiveness of any training program. Physical training and sports are integral parts of all training programs of the centre. BPATC has modern facilities for physical exercise, games and sports like football, lawn tennis, volleyball, basket-ball, badminton, handball etc. and a 2.2 km jogging track around the campus. The participants enjoy morning and/or afternoon walking and jogging track around BPATC campus. BPATC has a swimming pool and a wooden floor gymnasium. Recently, a physiotherapy centre with modern facilities has been established. A full-time physiotherapist has also been appointed to support the therapy services. These facilities have added to the variety of modes of physical training for the participants. The indoor games hall has facilities of sports like volleyball, badminton, and table tennis. The capacity of the hall is about 500.

1.13 Medical Facilities

The Centre, with four medical officers, maintains a clinic with limited medical facilities. Participants are given free medical consultation, prescriptions and limited items of medicine. The clinic also provides ambulance service in case of emergency. The Centre has launched a Physiotherapy Unit where participants and employees regularly receive therapy services by qualified physiotherapists in order to heal sports injuries and other problems.

1.14 Prayer Facilities

The Centre has a beautiful mosque within its premises where Muslim participants can offer their daily prayers.

2. To Training Programs

Development of the employees of the People's Republic of Bangladesh, a contingent of workforce capable of dealing with the challenges of socio-economic development, governance and innovation in public service management and the issues related to public service delivery professionally is the primary focus of BPATC programs. As such, utmost attention is given to designing and developing the programs. Training programs are designed to equip the executives of public sector, corporate sector in the areas of public service management and development. Programs are also set to simultaneously offer a number of functional and

fundamental skill-building training courses. Since its inception on 28 April 1984, BPATC has been providing training for the officials of the government, autonomous and non-government organizations. Training programs are of three categories such as core courses, special courses and short-term courses.

2.1 Core Courses

The core courses are Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD), Senior Staff Course (SSC) and Policy Planning and Management Course (PPMC).

2.1.1 Foundation Training Course (FTC)

Foundation Training Course (FTC) is conducted by the Centre for the newly entrants in the Bangladesh Civil Service. The prime objectives of the course are to build strong foundation to make officers aware of the policies of the government, familiarize them with the governmental rules and regulations and orient them with contemporary issues of public administration and public service management.

2.1.2 Advanced Course on Administration and Development (ACAD).

Advanced Course on Administration and Development (ACAD) has been designed for the Deputy Secretaries and their equivalents. The main objective of the course is to enhance the leadership qualities.

2.1.3 Senior Staff Course (SSC)

Senior Staff Course (SSC) has been designed for the Joint Secretaries and their equivalent officers of defence services. The main purpose of the course is to develop analytical capability of the senior officers.

2.1.4 Policy Planning and Management Course (PPMC)

Policy Planning and Management Course (PPMC) is designed for the additional secretaries to the government with the objectives of impart intellectual inputs to widen the vision of the participants, enable them to contribute more to pro-people policy formulation and implementation and improve efficiency to critically look into sectoral policies and other important aspects on pro-poor development issues through leadership role.

2.2 Special Training

BPATC conducts some special training courses for the officials of the Republic from junior to senior level.

2.2.1 Special Foundation Training Course

Special foundation training courses (SFTCs) are arranged for the promoted employees of grade 9 (of 40 plus aged officials) and grade 9 officials of different departments/organizations to enhance their knowledge, skills and build up pro-change mind set to adapt with the changed context.



2.2.2 Policy Dialogue

Policy Dialogue is the new addition of BPATC's training program. It is designed for the Senior Secretaries and Secretaries to the government. Discussion and knowledge sharing on national level policies/ issues are the main theme of this program.

2.2.3 Lunch Time/Dinner Time Training

BPATC arranges half-day Lunch Time/Dinner Time training for the Secretaries to the Government on different important and emerging issues related to policy formulation and implementation.

2.3 Short -term Training Courses

BPATC has reduced the number of short courses in the recent years to address the backlog of FTC aspirants. However, BPATC is planning to organize few short courses this year. The proposed courses are Annual Performance Agreement (APA) Training Course, Training of Trainers (ToT), Advanced ToT, Achieving Sustainable Development Goals (SDGs) in Bangladesh, Project Management, Negotiation Techniques & Conflict Management etc.



3. Training Programme of the Training Year of 2019-2020

3.1 Training Course Name, Duration and Number of Participants

S.No	Name of the Courses	Duration/ days	Number of Courses	Desired Number of Participants (each course)	Minimum Acceptable number of Participants (each course)	Maximum Acceptable Number of participants (each course)	Total Desired Number of Participants
1	Policy Planning and Management Course (PPMC)	19	2	20	15	20	40
2	Senior Staff Course (SSC)	55	5	24	20	30	120
3	Advanced Course on Administration & Development (ACAD)	70	5	30	25	35	150
4	Foundation Training Course (FTC)	180	2	320	250	400	640
5	Policy Dialogue	1-3	1	20	15	25	20
6	Lunch Time/Dinner Time Training Course	½	1	20	10	25	20
7	Special Foundation Training Course for Promoted Officers-Grade 9	45	1	40	20	50	40
8	Special Foundation Training Course for others	60	2	30	25	40	60
9	Shorts Course	12	5	25	15	30	125
10	ToT/Advanced ToT Courses	12	2	30	15	25	60
A	Total	-	26	-	-	-	1275
B	Workshop/Seminar/Conference /Symposium	-	22	64	75	125	1408
A+B	Grand Total		48	-	-	-	2683



Sl.	Course Name	Number of Course	Course Number	Duration*	Schedule of Course	
					Start Date	End Date
1	Policy Planning & Management Course (PPMC)	02	19 th PPMC	12+7=19 Days	17 Nov. 2019	28 Nov. 2020
			20 th PPMC	12+7=19 Days	01 March 2020	12 March. 2020
2	Senior Staff Course (SSC)	05	90 th SSC	55 Days	06 July 2019	29 Aug. 2020
			91 st SSC	55 Days	07 Sept. 2019	31 Oct. 2020
			92 nd SSC	55 Days	11 Nov. 2019	04 Jan. 2020
			93 rd SSC	55 Days	11 Jan. 2020	05 March. 2020
			94 th SSC	55 Days	14 March 2020	07 May. 2020
3	Advanced Course on Administration & Development (ACAD)	05	126 th ACAD	70 Days	21 July 2019	28 Sept. 2020
			127 th ACAD	70 Days	06 Oct. 2019	14 Dec. 2020
			128 th ACAD	70 Days	22 Dec. 2019	29 Feb. 2020
			129 th ACAD	70 Days	08 March 2020	16 May. 2020
			130 th ACAD	70 Days	02 June 2020	10 Aug. 2020
4	Foundation Training Course (FTC)	02	70 th FTC	180 Days	27 Oct. 2019	23 Apr. 2020
			71 st FTC	180 Days	26 Apr. 2020	22 Oct. 2020

*Note : Foreign Exposure visit of the core courses (ACAD, SSC & PPMC) has been included in the time Schedule.

** Schedule date can be changed due to unavoidable circumstances.

3.3 Detail of the Core Courses

3.3.1 Policy Planning and Management Course (PPMC)

- 1. Duration:** 12 days plus 7 days foreign study tour.
- 2. Number of Participants :** The desired number of participants is 20, but in special cases, the number may vary from 15 to 20. Participants are admitted to the course on First come first served basis.
- 3. Level of Participants :** Additional Secretaries to the Government.
- 4. Course Fee :** Tk. 20,000/- (Twenty Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a Bank Draft/Crossed Cheque.
- 5. Type :** Residential course.
- 6. Nomination Procedure:** Ministry of Public Administration nominates the participants.
- 7. Objectives :** The main objectives of the course are
 - *To impart intellectual inputs to widen strategic thinking capability of the participants;
 - * enable them to contribute more to pro-people policy formulation and implementation;
 - * improve critical skill to critically look into sectoral policies and other important aspects on pro-poor development issues through leadership role.
- 8. Course Contents :** This course includes five different modules such as: Sustainable Development Goals; Strategic Planning; Project Management; Public Policy; Negotiation and Contemporary Issues.
- 9. Evaluation:** Participants are evaluated out of 500 marks. The methods of evaluation are syndicate works, role-play, case study, group exercises etc.

3.3.2 Senior Staff Course (SSC)

- 1. Duration :** 45 days plus 10 days foreign study tour.
- 2. Number of Participants :** The desired number of participants is 24, but in special cases, the number may vary from 20 to 30. Participants are admitted to the course on **First come first served basis**.
- 3. Level of Participants:** Joint Secretaries to the Government and their equivalent officers of the Defence Services.

5. Type : Residential course.

6. Nomination Procedure: Ministry of Public Administration nominates the participants.

7. Objectives: The broad objectives of the Course are:

- * to enhance capability to analyze the relationship of institutions, systems and processes of social, political, economic, cultural and environmental dynamics;
- *to improve the problem solving, decision making and communicating skills;
- * to develop the capability of dealing with the decision-makers & other key stakeholders;
- * to enhance the capability of effectively dealing with issues of intellectual discourse; and
- * to inculcate the attitudes towards innovativeness in governance .

8. Course Contents : Contents of SSC cover three broad areas of public administration and development management. The broad areas are: Behavioural Governance; Social Research and Policy; Public Policy and Management; Negotiation; Achieving Sustainable Development Goals; Project and Procurement Management; ICT and e-Governance; Verbal Competency; Important Contemporary Issues and Exposure Visit.

3.3.3 Advanced Course on Administration & Development (ACAD)

- 1. Duration :** 60 days plus 10 days foreign study tour.
- 2. Number of Participants :** The desired number of participants is 30. In special cases, the number may vary from 20 to 35. Participants are admitted to the course on First come first served basis.
- 3. Level of Participants:** Deputy Secretaries to the government and equivalent officers of Defence Services.
- 4. Course Fee :** Tk. 80,000/- (Taka Eighty Thousand only) per participant payable to the Rector, BPATC, Savar, Dhaka, by a Bank Draft/Crossed Cheque.



5. Type : Residential course.

6. Nomination Procedure: Ministry of Public Administration nominates the participants.

7. Objectives : The main Objectives are to -

- * facilitate apex authority of public organizations in policy making process after analyzing the socio-economic contexts of the national and international arena and implement, monitor and evaluate those public policies in a professional way;
- * formulate strategic plan after analyzing internal and external environments of the organization using different tools and techniques and implement there of effectively and efficiently;
- * assess and review existing public service delivery system and devise simple, innovative, effective and efficient ways of service delivery (using ICT wherever needed) for the clients;
- * Identify and analyze the issues of development priorities of government and to design development projects, implement and manage them properly;
- * build intra vis-à-vis inter-institutional networks and deal trans-border trade and aid negotiation effectively for upholding organizational and national interests.

8. Course Contents : ACAD includes 16 different modules such as: Behavioural Governance & Spirit of Liberation War; Research Methodology; Seminar Paper; Governmental Business Process; Public Service Management; Development Economics & Gender Issues; Poverty Reduction: Bangladesh Perspective; Public Project Management; Procurement Management; Environment and Disaster Management; Conflict Management and Negotiation; Improving Language Skill; ICT & E-Governance; Attachment/Organization Visit Program; Contemporary Issues and Foreign Exposure Visit.

9. Evaluation : Participants are evaluated out of 1000 marks. Participants will be evaluated through individual assignment workshop/syndicate works and group exercises etc.

3.3.4 Foundation Training Course (FTC)

1. Duration : 180 days.

2. Number of Participants : The desired number of participants is 320. In special cases, the number may vary from 200 to 400. Participants are admitted to the course on **First come first served basis.**

3. Level of Participants : New entrants to different cadres of Bangladesh Civil Service and equivalents.

4. Course Fee: No course fee is charged. The expenditure is met from the budget of the Centre.

5. Type : Residential course.

6. Nomination Procedure: Ministry of Public Administration nominates the participants.

7. Objectives : General objective is to create a set of skilled, innovative minded, proactive and well-groomed civil servants committed to the welfare and development of people in an ever-changing national and global context.

Specific objectives are to facilitate the participants

- to * Develop an insight into the national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically;
- * recognize the role of civil servants in a changing national and global environment;
- * achieve an understanding of SDGs, its linkages, implementation process and challenges for achieving vision 2021 and 2041;
- * translate essential laws, basic service norms, rules, policies and procedures into practice;
- * identify the real problems and needs of the backward sections and internalize their sufferings and subsequently orient to devise way out to solve the problem;
- * utilize information and communication technology in service process simplification and efficient management public services;
- * prepare research papers, reports and other documents professionally;
- * communicate in English with accuracy and fluency;
- * foster esprit de corps, empathy, common perception and understanding among diverse stakeholders; and
- * maintain physical fitness and ethical values to meet emerging challenges.

8. Course Contents : Contents of FTC cover five broad areas of public administration and development management. The broad areas are: Bangladesh Studies; Management Studies; Public Administration; Development Studies and Skill Development. Under the five broad areas have 24 modules including Bangladesh: History, Society, Culture and Liberation War; Village Study; Poverty Reduction and Rural Development; Field Attachment; Fundamentals of Foundation Training Course; Organization and Human Resource Management; Important Service Laws in Bangladesh; Office Management; Financial Management; Governmental System & Essential Laws; Public Administration and Governance; Child Rights and Gender Equality; National Economic Management; Achieving Sustainable Development Goals; Project & Procurement Management; Basics of Social Research; Contemporary Issues; IELTS Preparation; Verbal Competency; Art of Reviewing Books/Journals; ICT and e-Governance; Physical Conditioning & Games and Comprehensive Examination.

9. Evaluation : Participants are evaluated out of 1500 marks. Participants are evaluated through written examinations, individual assignments, individual reports, group report and assignment, presentation, role play, attitude, conduct and maintenance of discipline.

3.4. Policy Dialogue

3.4.1 Lunch Time/Dinner Time Training Course

1. Duration : Half day.

2. Date: Suitable date and time will be selected later.

3. Number: The desired number of participants is 20, but in special cases the number may vary from 10 to 25.

4. Level of Participants: Senior Secretaries/Secretaries to the Government/Public Representatives.

5. Type : Non-Residential.

6. Nomination Procedure : Ministry of Public Administration nominates the senior secretaries/secretaries.

7. Objectives : The main Objectives are to -

- provide intellectual inputs on current issues of national and international importance to widen the vision of senior civil servants to enable them to contribute to pro-people policy formulation;
- create an opportunity to exchange views of the top officials of the administration so that national policy formulation and implementation are well coordinated.

8. Approach : Paper presentation, discussion, question and answer, sharing knowledge and experiences.

9. Course Contents: Contemporary issues relating to Innovation, Governance, Development Administration, Democratic Institution, Modern Public Service Management, National Policies, SDGs and Contemporary Global issues.

3.4.2 Special Foundation Training Course

3.4.2.1 Special Foundation Training Course for the Promoted Officials (Grade 9) The Special Foundation Course (SFTC) is designed for the promoted officers (40+ aged) with grade 09.

1. Duration : 45 Days

2. Number of Participants : The desired number of participants is 40. In special cases the number may vary from 20 to 50. Participants are admitted to the course on First come first served basis.

3. Level of Participants: Promoted non-cadre public sector officials.

4. Course Fee: Tk. 60,000/- (Taka Sixty Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a Bank Draft/Crossed Cheque.

5. Type : Residential course; staying in the dormitory is mandatory.

6. Nomination Procedure: Ministry of Public Administration nominates the participants.

7. Objectives : The objectives of the course are to facilitate the participants to-

- recognize their role as public servants in a changing national and global environment;
- identify individual strengths and weaknesses and promote interpersonal relations in overall management through interaction among the trainee officers of various cadres;

- develop an insight on national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically;
- understand and adhere to the basic service norms, rules, policies and procedures;
- learn skills on the practical aspects of management process;
- communicate in English with accuracy and reasonable fluency;
- foster esprit de corps, empathy, common perception and understanding among diverse stakeholders; and
- enhance professional skill through physical and mental labour to meet arduous challenges.

8.Course Contents : Contents of SFTC for promoted officials cover six broad areas of public administration and development management. The broad areas are: Bangladesh Studies; Public Management; Management Process; Development Studies; Skill Development and Special Learning Module. Under the six broad areas have 16 modules including Bangladesh: History, Society and Culture; Governmental System; Public Sector Management; Organizational Leadership and Change Management; Organization and Human Resource Management; Essential Service Rules; Office Management; Financial Management; Public Procurement Management; Economic Development; Bangladesh perspective; Environmental Management; Project Management; ICT and e-Governance; Use of Official Language and Communicative English; Physical Conditioning & Games and Contemporary Issues.

9.Evaluation : Participants are evaluated out of 900 marks. The Participants are evaluated through written examinations, individual assignments, individual reports, group reports and assignments, presentation, role play, attitude, conduct and maintenance of discipline.

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9. Evaluation : Participants are evaluated out of 900 marks. The Participants are evaluated through written examinations, individual assignments, individual reports, group reports and assignments, presentation, role play, attitude, conduct and maintenance of discipline.

3.4.3.2 Special Foundation Training Course for the Officials of Different Departments/ Organizations: BPATC concluded MoU with Anti-Corruption Commission (ACC), Election Commission Bangladesh (ECB), Bangladesh Telecommunication Regulatory Commission (BTRC), Bangladesh Council of Scientific and Industrial Research (BCSIR), Department of ICT (DoICT),

Bangladesh Water Development Board (BWDB) and Directorate of Registration (DoR) for organizing Special Foundation Training Course (SFTC). BPATC will arrange special foundation training courses for the officials of ACC, ECB, BTRC, BCSIR, DoICT, BWDB, LGED and DoR under the MoUs signed as per their demand. Details of the course contents, design, duration and schedule will be finalized in consultation with the concerned authority. The venue for these SFTC's will be at RPATC's and of BPATC.

3.5 Seminar/Workshop/Conference/Symposium

BPATC arranges seminars, workshops, symposiums on academic and development issues in collaboration with development partners, international agencies, training institutes of home and abroad. Main areas of seminars/workshops are related to challenges of innovation and governance, National Integrity Strategy (NIS), Vision 2021, Right to Information, Challenges of SDGs, Annual Performance Agreement (APA) etc. At least 22 workshops/seminars/conferences/symposiums will be organized in 2019-2020.

The number of participants of each of the seminars/workshops varies from 75 to 125. Some international programs are also organized in collaboration with UNICEF, JICA and with other organizations, different projects on specific issues.

Program, Planning and Record (PPR) Department of BPATC forms seminar/workshop management committees, nominates faculty members. Management committee invites nomination from home and abroad and organizes seminars/workshops, prepares reports. BPATC arranges accommodation for the participants, if necessary. Duration of the seminars/ conferences/workshops/ ssymposiums workshops/symposiums vary from one to five days.

3.6 Exchange/Visit Program

BPATC organizes some visit programs for the participants of National Defence College (NDC), Defence Services Command and Staff College (DSCSC), National Academy for Planning and Development (NADP), Bangladesh Bank and other training institutes of Bangladesh. It also hosts visits for officers of training institutes of abroad.

3.7. Other Activities

Apart from trainings and seminars/conferences/ workshops, BPATC in collaboration with the Ministry of Public Administration (MOPA) arranges exposure visits abroad for the participants of Foundation Training Course (top 10%), Advanced Course on Administration and Development, Senior Staff Course and Policy Planning and Management Course. BPATC also conducts research, faculty exchange program with universities and other training institutes of home and abroad. It also organizes other special types of training programs upon requests by the statutory/autonomous bodies.



Bangladesh Public Administration Training Centre (BPATC)
Gantt chart of the Training Programs of BPATC
For the Training Year 2019-2020

Programmes	Sl.	Course Title	No. of Courses	2019							2020				
				July	August	September	October	November	December	January	February	March	April	May	June
Core Courses	1	Policy Planning & Management Course (PPMC) - 19 days (12 Days + Last 7 days for Foreign Exposure Visit)	2						17-28 Nov. 2019 (19th) FEV- 29 Nov.-5 Dec. 2019				01-12 March 2020 (20th) FEV- 13-19 March 2020		
	2	Senior Staff Course (SSC) - 55 days	5	FEV-30 July-08 Aug. 2019					11 Nov. 2019- 04 Jan. 2020 (92nd) FEV- 10-19 Dec. 2019					14 Mar.-07 May 2020 (94th) FEV- 21-30 Apr. 2020	
	3	Advanced Course on Administration & Development (ACAD) - 70 days	5	21 Jul.-28 Sept. 2019 (126th) FEV- 03-12 Sept. 2019	07 Sep.-31 Oct. 2019 (91st) FEV-08-17 Oct. 2019				22 Dec. 2019-29 Feb. 2020 (128th) FEV-04-13 Feb. 2020	11 Jan.-05 March 2020 (93rd) FEV- 11-20 Feb. 2020				02 June-10 Aug. 2020 (130th) FEV- 14-23 July 2020	
	4	Foundation Training Course (FTC) - 180 days						06 Oct.-14 Dec. 2019 (127th) FEV- 19-28 Nov. 2019						26 April 2020 - 22 October 2020 (71st)	
Special Courses	5	Policy Dialogue						27 October 2019 - 23 April 2020 (70 th)							
	6	Lunch Time/Dinner Time Training Course (Half day)													
	7	Special Foundation Training Course for Promoted Officers-Grade 9 (45 days)													
	8	Special Foundation Training Course for others (60 days)													
	9	Short Courses													
	10	To T Courses/Advanced To T Course													
Seminar/Conference/Workshop/Symposium	11	Workshop/Seminar/Conference/Workshop/Symposium													

* Foreign Exposure visits of the core courses (ACAD, SSC & PPMC) have been included in the time Schedule.

* Course Management Team may redesign Field Attachment & Visit's schedule for smooth functioning of the Course.

* This schedule may be changed due to inevitable circumstances.

Shamim Adnan Mohammed Razibul Islam Dr. Mohammad Mizanur Rahman Mohammad Munir Hossain Md. Rakib Hossain ndc
 Assistant Director (Prog.) Deputy Director (PPR) Director(PPR) MDS (P & S) Rector

