

TRAINING CALENDAR 2023-2024

*Building Capacity for Effective, Inclusive and Accountable Public
Administration System*



BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE

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PREFACE

Bangladesh Public Administration Training Centre (BPATC) is the lead institution for providing civil servants training in Bangladesh. In general, BPATC hosts training programmes in collaboration with the Ministry of Public Administration (MOPA) as nominations for training at BPATC usually come through the MOPA.

BPATC publishes the training calendar at the beginning of a financial year, scheduling different training to support both MOPA and BPATC to organize training in a mutually convenient and predictable way. This calendar provides information and dates on training for the financial year 2023-2024. The calendar also helps the civil servants make a predictable training plan at the individual level.

BPATC is fully aware that today's world is highly complex, and the civil servants are to work within this challenging environment. Thus, as the topmost training institution for the country, it is dedicated and committed to providing quality training for the civil servants to make them able to manage their role effectively and professionally. BPATC continually reviews its training contents to adjust to the changes.

In 2023-2024 the following training courses have been planned: 2 **Foundation Training Courses** (FTC) for the entry-level civil servants of different cadres of the Bangladesh Civil Service (BCS); 5 **Advanced Courses on Administration and Development** (ACAD) for the deputy

secretaries and equivalent officials of the Bangladesh Armed Forces and BCS Foreign Affairs and BCS Police; 5 **Senior Staff Courses** (SSC) for the joint Secretaries and the same level of officials of Bangladesh Armed Forces and BCS Foreign Affairs and BCS Police.

Due to the global pandemic situation, training programs of the senior officials (e.g. **Policy Planning and Management Course; Policy Dialogue**) and non-core courses (e.g. **Special Foundation Training Course; Short Courses**) will be arranged by properly monitoring the existing status of the country and concurrent directives of the government. In this context, mixed training method (online and in-person approach) will also get priority to impart training among the stakeholders.

BPATC, in recent times, has widened its scope of work through enhancing global engagement with reputed regional and international organizations and institutes for collaboration in areas of governance and development. BPATC organizes international conferences and symposiums regularly to provide an opportunity for advancing knowledge and ideas, centering public administration and development. BPATC's international conferences are excellent platforms for interaction and sharing thoughts among academics and practitioners of different countries and agencies.

BPATC AND ITS TRAINING COURSES

BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE (BPATC) was established in 1984 as the lead institution to organize civil servants' professional training. The principal objective of BPATC is to develop a corps of well-groomed and dynamic civil servants by equipping them with adequate professional knowledge and skills and moral values. BPATC maintains a set of core values in its training schemes, and these include discipline, integrity, inclusiveness, professionalism, learning for results, innovations, team spirit, participation, and mutual respect.

BPATC is governed by a Board of Directors (BoD), which is headed by the Hon'ble Prime Minister. The Rector, a Secretary to the government, acts as the Chief Executive Officer (CEO). Six Members of the Directing Staff (MDS), who are additional secretary and joint secretary-level officials, support the Rector in managing its functions. BPATC's activities and roles clustered in six strategic and functional divisions. An MDS leads each division. The divisions are (1) Management and Public Administration (M&PA); (2) Programming and Studies (P&S); (3) Development and Economics (D&E); (4) Research and Consultancy (R&C); (5) Project and Development (P&D); (6) Management and Development (M&D). In each division, several Directors, Deputy Directors and Assistant Directors/Programmers, Evaluation/Research Officers work.

BPATC has several regional centres named as Regional Public Administration Training Centre (RPATC), and currently, it has four RPATCs at four divisional headquarters in Dhaka, Chattogram, Rajshahi, and Khulna. A Deputy Director heads an RPATC.

COURSES OFFERED

BPATC primarily offers four training courses for civil servants at different levels and they are Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD), Senior Staff Course (SSC), and Policy Planning and Management Course (PPMC).

Apart from these courses, BPATC occasionally organizes Special Foundation Training Course (SFTC) for different departments and non-cadre¹ promoted officials of various Ministries/Divisions.

OVERVIEW OF THE COURSES

Foundation Training Course (FTC)

FTC is the first and compulsory training course for the entry-level civil servants belonging to different cadres of the Bangladesh Civil Service (BCS). The course aims to offer the participants an opportunity to understand different aspects of governance, development, professionalism and various national institutions and policies to undertake their roles as civil servants. Since the entry-level civil servants come from diverse academic areas and social backgrounds, it is essential to ensure that the participants understand various theories, concepts, and issues on administration and development in general and public sector rules, regulations, processes, and procedures. However, apart from enhancing the trainee officers' professional knowledge, the course also intends to enrich the participants'

¹ They are not formal part of different cadres of the civil service. Under certain quota, administrative officers and personal officers of the Ministries/Divisions become Assistant Secretaries and they are considered non-cadre promoted officials.

behavior and character to enable them to perform their roles in the workplace with due sincerity, commitment, fairness, and objectivity.

The length of the Foundation Training Course is six months (180 days). The course consists of 21 academic modules, and they represent five broad thematic areas such as (1) Bangladesh Studies; (2) Management Studies; (3) Public Administration; (4) Development Studies; (5) Skills Development.

Special Foundation Training Course

BPATC occasionally arranges the two-month long special foundation training course (SFTC) for non-cadre promoted assistant secretaries of grade 9 of and for grade 9 officials of different government departments. Departmental SFTCs are organized on request by the department(s). Course content is developed according to the needs and priorities of the concerned departments. SFTCs for the promoted non-cadre assistant secretaries are organized at the request of the Ministry of Public Administration.

Advanced Course on Administration and Development (ACAD)

Advanced Course on Administration and Development (ACAD) is one of the main courses of BPATC for the mid-level civil servants of the government. While the course's main participants are the deputy secretaries to the government, some officials of the same rank from the Armed Forces and Bangladesh Civil Service Foreign Affairs Cadre and Police Cadre can also join it. BPATC organizes the course in partnership with the Ministry of Public Administration as the latter provides the

nominations for this training. ACAD's general purpose is to make the mid-level civil servants ready for the policy-level roles. This course follows a blended approach that emphasizes both theoretical and operational aspects of governance and development. As such, participants get the opportunity to have a macro view of the key issues of public sector governance and development, both from global and national perspectives, and at the same time come across the operational and translative perspectives of different regulations, policies, and strategies of the government. Moreover, developing leadership skills, particularly strategic decision-making, is another crucial objective of this course. The design of the modules of this course supports the participants to realize the purposes of the training.

The 70-day long ACAD has two segments: 60-day training at BPATC and 10 days overseas visit in advanced or emerging countries. The course is conducted through 14 academic modules, which are clustered into eight thematic areas that are (1) public service management; (2) good health & well-being (3) public policy management; (4) economic development; (5) international partnerships and negotiations; (6) skill development; (7) cross-cutting issues; (8) learning good practices.

Senior Staff Course (SSC)

Senior Staff Course (SSC) is for the policy-level officials of the government. While the course's main participants are the joint secretaries to the government, some officials of the same rank from the Armed Forces and Bangladesh Civil Service Foreign Affairs Cadre and Police Cadre can also join it. BPATC organizes the course in partnership with the Ministry of Public

Administration as the latter provides the nominations for this training. SSC's general purpose is to allow the policy-level officials to understand governance and development's critical issues. As such, participants critically analyze the problems to determine the most appropriate strategies to address them. Moreover, developing leadership skills, particularly strategic decision-making, is another crucial objective of this course. The design of the modules of this course supports the participants to realize the purposes of the training.

The course duration is 55 days with two segments: in-country training at BPATC and foreign exposure visit in a foreign country's designated institution. Out of the 55 days, 45 days are spent at BPATC, and the rest days are for the overseas part. The course is conducted through 10 academic modules, which are clustered into 5 thematic areas, such as (1) public sector governance; (2) economic development; (3) cross-cutting issues; (4) skill development; (5) learning good practices.

Policy Planning and Management Course (PPMC)

Policy Planning and Management Course (PPMC) is for the additional secretaries to the government. Its main objective is to provide opportunities for the participants to critically analyze several sectoral policies and strategies of the government to be ready for leadership roles and positions. Since the participants are senior-level officials, workshops, panel discussions, and group exercises are the principal means for conducting the sessions. This course also has two segments. 12-day long training at the BPATC and 07 days overseas visit. Senior policymakers and academics conduct

sessions of the course.

Policy Dialogue

This special event is for the secretaries and senior secretaries to the government. Usually, this is a day-long event. The dialogue presents the senior-most civil servants' opportunity to discuss the most pressing issues concerning development and governance candidly. This dialogue also enables the senior policy leaders to strengthen collaboration and coordination both at personal and institutional levels. The recommendations of the dialogue contribute to reforms of different policies and administrative settings of the government. Cabinet Secretary and Principal Secretary to the Prime Minister's Office play the lead role in the policy dialogue, while Rector, BPATC is the primary coordinator.

International Conference on Public Administration and Development (ICPAD)

BPATC annually organizes the ICPAD. This conference is a platform to share the latest issues and insights of governance and development, both from national, regional, and global perspectives. The conference brings practitioners and experts from different parts of the world to share views and perspectives. Since BPATC is a training institution, the conference's discussions and recommendations help improve BPATC's training contents. Therefore, BPATC's courses are immensely benefitted from the forum. Moreover, with the ICPAD, BPATC has expanded its knowledge network with different universities, training institutions, research organizations of home and abroad.

BPATC'S SALIENT FEATURES AND FACILITIES

BPATC Campus

BPATC has a splendid and magnificent campus located in a serene natural environment at 28 kilometers north-west from the capital city Dhaka. It has an aesthetic beauty with the verdant surrounding that provides a perfect setting for study, discussion, reflection, and introspection.

International Training Complex (ITC)

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

Institutional Partnerships

BPATC has established collaboration with different national and international institutions. Workshops, seminars, training courses, research and exchange of journals, case studies, and faculties are organized under collaboration programmes. 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 SAR; Beijing

Administration Institute, China; Sri Lanka Institute of Development Administration (SLIDA), International College of National Institute of Development Administration (NIDA), Thailand.

Inter-disciplinary Faculty

BPATC has a team of rich inter-disciplinary faculty, many of whom are trained abroad. A good number of faculties have the PhD degree. The unique strength of BPATC's faculty is that some of its senior faculties are senior-level practitioners. They can infuse practical insights into the training programs. BPATC faculties' key areas of expertise include: 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.

Digital BPATC

Most of the services relating to training, human resource management, personnel management, and financial services are rendered online. Training activities including registration, uploading of handouts, record management, evaluation, publishing results, resources, financial activities are digitally managed.

BPATC has also launched e-library services and an e-learning platform. Access to e-

books is available to the participants. Besides, BPATC has installed Wi-Fi facilities on the campus to enable the faculty members, participants, and guest speakers to access the internet easily.

Dormitory

Library

BPATC Library is one of the richest libraries in the country. It has an impressive collection of over one hundred thousand books and bound journals from home and abroad. The library also offers bibliographical information services. Most of its operations are managed digitally.

Publications

BPATC publications include a bi-annual English Journal, namely, '*Bangladesh Journal of Public Administration (BJPA)*', an Annual Bangla Journal '*The Bangladesh Lok-Proshashan Patrika*', a Quarterly bi-lingual Journal '*Lok-Proshashan Samoyikee*' and the BPATC Newsletter called '*BPATC Barta*'. BPATC has established connectivity for e-journal access.

Computer Centre

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

Language Laboratory

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

Physical Training and Games

BPATC has modern facilities for physical exercise, games, and sports like football, lawn tennis, volleyball, basketball, badminton, handball etc. and a 2.2 km jogging track around the campus. Participants enjoy morning and afternoon walking and jogging. Moreover, it has a swimming pool and a wooden floor gymnasium. Full-time physiotherapists support therapy services in a well-equipped physiotherapy center. These facilities have added to the variety of modes of physical training for the participants. The indoor games hall has facilities for sports like volleyball, badminton, and table tennis. The capacity of the hall is about 500.

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.

TRAINING PROGRAMME OF THE YEAR OF 2023-2024

Training Course Name, Duration, and Number of Participants

Sl. 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)	12	2	20	15	25	40
2	Senior Staff Course (SSC)	45	5	20	16	25	100
3	Advanced Course on Administration & Development (ACAD)	60	5	25	20	30	125
4	Foundation Training Course (FTC)	180	2	320	250	400	640
5	Policy Dialogue	1	1	40	30	50	40
6	Special Foundation Training Course for Promoted Officers-Grade 9	45	1	25	20	30	25
7	Special Foundation Training Course for others	60	2	30	25	35	60
8	Short Course	12	2	25	20	30	50
9	ToT/Advanced ToT Courses	12	2	25	20	30	50
10	Workshop/Seminar/Conference/Symposium	1/2	18	100	75	125	1800

Information of Key Training Courses held (up to June 2023)

Sl. No.	Name of the Courses	Number of Courses held	Total Number of Participants Attended
1	Policy Planning and Management Course (PPMC)	1	24
2	Senior Staff Course (SSC)	6	179
3	Advanced Course on Administration & Development (ACAD)	5	131
4	Foundation Training Course (FTC)	2	550
7	Special Foundation Training Course for others	5	214
8	Short Course	10	12
9	ToT/Advanced ToT Course/s	1	15
10	Workshop/Seminar/Conference/Symposium	13	865
Total		43	1990

Tentative Schedule for Core Training Courses of 2023-2024

Sl.	Course Name	Number of Courses	Course Title	Duration	Schedule of Course	
					Start Date	End Date
1	Policy Planning & Management Course (PPMC)	02	24 th PPMC	12 Days	30 July 2023	10 August 2023
			25 th PPMC	12 Days	04 March 2024	15 March 2024
2	Senior Staff Course (SSC)	05	108 th SSC	45 Days	09 July 2023	22 August 2023
			109 th SSC	45 Days	03 September 2023	17 October 2023
			110 th SSC	45 Days	29 October 2023	12 December 2023
			111 st SSC	45 Days	07 January 2024	20 February 2024
			112 nd SSC	45 Days	22 April 2024	05 June 2024
3	Advanced Course on Administration & Development (ACAD)	05	142 nd ACAD	60 Days	23 July 2023	20 September 2023
			143 rd ACAD	60 Days	01 October 2023	29 November 2023
			144 th ACAD	60 Days	03 December 2023	31 January 2024
			145 th ACAD	60 Days	04 February 2024	04 April 2023
			146 th ACAD	60 Days	29 April 2024	27 June 2024
4	Foundation Training Course (FTC)	02	75 th FTC	180 Days	02 April 2023	28 September 2023
			76 th FTC	180 Days	18 March 2024	13 September 2024

Tentative Gantt Chart for the Training Programmes of 2023-2024

Programmes	Sl.	Course Title	No. of Courses	2023						2024					
				July	August	September	October	November	December	January	February	March	April	May	June
Core Courses	1	Policy Planning & Management Course (PPMC) - 12 days	2	30 Jul-10 Aug 2023 (24th)									04-15 Mar 2024 (25th)		
	2	Senior Staff Course (SSC) – 45 days	5	09 Jul-22 Aug 2023 (108 th)											
						03 Sep – 17 Oct 2023 (109 th)									
								29 Oct – 12 Dec 2023 (110 th)							
										07 Jan – 20 Feb 2024 (111 th)					
	3	Advanced Course on Administration & Development (ACAD) -60 days	5	23 Jul – 20 Sep 2023 (142 nd)											
						01 Oct – 29 Nov 2023 (143 rd)									
								03 Dec 2023 – 31 Jan 2024 (144 th)							
										04 Feb – 04 Apr 2024 (145 th)					
												29 April – 27 June 2024 (146 th)			
4	Foundation Training Course (FTC) -180 days	2	02 April -28 Sep 2023 (75 th)												
									18 Mar – 13 Sep 2024 (76th)						
Special Courses/	5	Policy Dialogue		1		Date to be decided									
	6	Special Foundation Training Course for Promoted Officers-Grade 9 (45 days)		1		Date to be decided									
	7	Special Foundation Training Course for others (60 days)		2		Date to be decided									
	8	ToT Courses/Advanced ToT Course		2		Date to be decided									
Seminar/ Conference/ Workshop/Symposium	9	Workshop/Seminar/Conference/ Symposium		18		Date to be decided									