

# BPATC

“Building Capacity for  
Effective, Inclusive  
and Accountable  
Public Administration  
System”

[www.bpatc.gov.bd](http://www.bpatc.gov.bd)

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# 25<sup>th</sup> Policy Planning and Management Course

(27 October – 07 November 2024)

## CURRICULUM & BROCHURE



BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE

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# 25<sup>th</sup> Policy Planning and Management Course Course Management Team (CMT)



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## **1.0 Introducing BPATC**

The core of the spirit of our struggle for freedom and the great liberation war is to build a glorious nation, a developed and prosperous Bangladesh free from all sorts of exploitation and injustices. To build a prosperous, developed, and exploitation-free nation a contingent of civil servants need to be shaped as a member of an institute with specific degree of professionalism and integrity, and a good knowledge of national and global issues. Civil servants must be subject to a set of legal conditions, which enable them to effectively execute their functions and contribute to the achievement of national goal in a proper and lawful manner, across all public administration settings.

Mere knowledge on laws, rules and regulations is not enough to deliver public services effectively and professionally. Knowledge, technology, know-how is ever-changing, and the pace of change is becoming faster and competitive. Service providers are required to be more responsive to the needs of the recipients to sustain in the competitive environment. Private sector is becoming more participative in the public domain. Complex interactive process and technological advancement has brought about a radical change in the role of the state. An analytical insight into how structural injustices create divides between 'have' and 'have not' is required to transform policies, plans, programs and decisions into actions in this changing environment.

To attain development and Agenda 2030 the civil service members must have a specific degree of professionalism and integrity and capability of translation of knowledge administrative and constitutional laws into action. Civil servants must possess analytical insight to construct, function and perform responsibilities in an appropriate manner across all public administration settings.

### **Vision of BPATC**

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

### **Mission of BPATC**

We are committed to achieve the shared 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 an 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.

### **BPATC Theme**

Building an effective, inclusive and accountable public administration system .

## The Core Values of BPATC

The core values of BPATC include-

- **Discipline:**

We maintain discipline of the highest order in every step of our activities. We believe in mutual respect and human dignity. We are committed to creating an environment where all views, opinions and inputs are encouraged and valued.

- **Integrity:**

We demonstrate patriotism and ethics in our activities. We do what we say. We practice integrity by ourselves and encourage our trainees to uphold it in their activities.

- **Inclusiveness:**

We are committed to achieving a diverse and highly professional workforce at all levels of the organization and to ensuring equity and equal opportunities for all irrespective of faith, creed, ethnicity, language, age, race, gender, and physical infirmity. We promote social inclusion and a culture of tolerance and peace.

- **Professionalism:**

We show leadership and strive for excellence in our activities by means of professionalism and competencies. We are passionate about the work we do and foster pro-people attitude.

- **Learning for results:**

We impart training for results and take follow-up actions to stay relevant. We value and maintain an enabling environment for continuous learning for our clients and ourselves. We are keen to build partnership and collaboration with local and international organizations.

- **Innovation:**

We draw inspiration from our shared history and tradition. We are equally committed to finding creative and sustainable solutions to problems in an ever-changing global context. We highly regard innovations in governance and public management.

- **Team Spirit:**

We foster esprit de corps in our activities and share our achievements as well as failures among ourselves. We consider every individual of the organization as a valued member of the team where contribution by everybody is recognized. We take careful initiatives to instill team spirit among participants of our programs.

## 2.0 Policy Planning and Management Course

The **Policy Planning and Management Course (PPMC)** strives to improve their competencies to bring about desired changes in public service management for the competitive future.

The focus of the PPMC is to facilitate the trainee officers to analyze and review development policies and public service delivery management of the Government in the light of their wisdom and experiences they have gathered during their service life.

### 2.1 Objectives of the PPMC

The course aims at improving leadership qualities so that the senior civil servants attain the capacity of taking steering role to translate the development agenda of the government into reality. Against this backdrop, the specific objectives of the course are to-

- enable Participants to contribute more to inclusive policy formulation, monitoring, evaluation and implementation;
- improve efficiency to critically look into sectoral policies and other important aspects on inclusive development issues through leadership role.

### 2.2 Course Outlines

Policy Planning and Management Course is comprised of seven modules. These modules cover issues relating to policy development perspective of the government, policy analysis and review and public service management.

### 2.3 Training Methods

Unlike other training courses of BPATC, more participatory approach to training is employed in the PPMC so that participants can share their experiences and wisdom they have gained from their service life. However, the following training methods will be employed in this course-

- Workshop
- Panel Discussion
- Group/Team Exercise
- Case Study
- Lecture
- Field Visit etc.

Group/Team exercise in the course will get more priority. Please note that, teamwork requires maximum interaction among team members for the accomplishment of a team task followed by preparation and presentation of team report. Each team consisting of five/six members will present its report before the other teams in a plenary session. Each participant is responsible individually and jointly for the quality of the team report in terms of report presentation and responding to the questions raised on the presentation by other group members. It is worth mentioning that each member of a group will be graded based on his/her role and contribution in group work, presentation and answering questions.

Dignified senior civil servants, civil society members, renowned personalities, and university teachers along with BPATC faculty members will facilitate the workshop and panel discussion sessions of the course.

## **2.4 Overseas Training (OT)**

Overseas training is an integral part of the PPMC. The in-country visit will provide participants with an opportunity to see and observe the practical aspects and situation of an organization or a project. Such visits would help them not only to understand the real problems on the issues but also to assist them to formulate appropriate policy.

Another aspect of the course is arrangement of overseas training. Under this programme participants are exposed to some other country for seven days. During this visit they will have the opportunity to share experiences of policies, strategies, practices in the public service delivery with their counterpart in the visiting country. After this seven-day program beyond the 12-day long course, participants are required to present their group report in a 'Lessons Learned Workshop' (LLW) arranged by BPATC authority. Presentation of group report in the host country organization on the concluding day of the exposure visit is also a requirement.

The overseas training is arranged with the specific objective of enabling participants to see for themselves how the visiting economy which started with a developmental base equal to or worse than Bangladesh has outperformed the Bangladesh economy.

## **2.5 Training Sessions**

There will be at least five to six sessions during daytime every day. Typically, duration of each session will be of one-hour. The first session of a day will start at 08:30 in the morning while evening sessions (if any) will begin at 18:30 hours. In between two sessions there will be a break of 10 minutes. After first two sessions of the day there will be a health break of 25 minutes while there will be prayer and lunch break of one hour duration after the fourth session.

## 2.5.1 Training Day Activity

Time	Session
06.00-07.00 (Tentative)	Morning Physical Training
07:30-08:15	Breakfast
08:30-09:30	1 <sup>st</sup> Session
09:40-10:40	2 <sup>nd</sup> Session
10.40- 11.05	Health Break
11:05-12:05	3 <sup>rd</sup> Session
12:15-13:15	4 <sup>th</sup> Session
13:15-14:15	Lunch & Prayer Break
14:15-15:15	5 <sup>th</sup> Session
15:25-16:25	6 <sup>th</sup> Session
17:00-17:45 (Tentative)	Afternoon Games
17:00-18:00 (Tentative)	Refreshing Hour
18:30-20:30 (Tentative)	Evening Session
20:30-21:30	Dinner

## 2.5.2 Medium of Instruction

The medium of instruction in classroom sessions will generally be English. BPATC encourages you to practice your oral English skills and as such, you are expected to speak English as far as it is possible with other colleagues and faculty members during your time in BPATC.

## 2.6 Evaluation methods

Performance of each participant in the course will be evaluated in 300 marks. Participants would also get an opportunity to evaluate the resource persons as well as the course management team and other aspects of the course. However, the marks allotted for evaluation are distributed as follows:

Sl. No.	Title of Module		Evaluation Methods and Allotted Marks		
			Individual	Group	Total
01	Public Administration, Public Policy and SDGs		-	GE-50	50
02	Contemporary Governance		-	GA-25	25
03	Budgeting, Public Procurement and Project Management		-	GE-50	50
04	LDC Graduation		-	GE-25	25
05	Issues in Development		-	GA-25	25
06	Learning Best Practices	In Country Visit	-	GA/P-25	25
		Overseas Training	-	GR/P-50	50
07	Evaluation by Course Management Team & Evaluation Department		50	-	50
<b>Total</b>			<b>50</b>	<b>250</b>	<b>300</b>

GA - Group Assignment, GE - Group Exercise, GR - Group Report, P - Presentation

### 2.6.1 Evaluation by the Course Management Team & Evaluation Department

Following is the break-down of 50 Marks of Evaluation by Course Management Team:

Evaluation by	Subject of Evaluation	Allotted Marks	Total
Course Management Team (CMT)	Punctuality	05	20
	Table Manners and Dress	05	
	Appropriate observation of BPATC's norms and values	05	
	Participation in Co-curriculum Activities	05	
Evaluation Department	Speakers' Evaluation	10	30
	Attendance	20	
<b>Total</b>			<b>50</b>

## 2.6.2 Grading

According to the Evaluation Policy of BPATC, marks, participants obtained in the course in different assessments, will be based on a quantitative scale and will be graded in the following way:

Sl.	Percentage of Marks	Grading
1	85 and above	A+ (Outstanding)
2	80 - <85	A (Excellent)
3	70 - <80	B+ (Good)
4	60 - <70	B (Satisfactory)
5	50 - <60	C (Average)
6	<50	Fail

## 2.6.3 Individual Course Evaluation Report for Dossier

On completion of the course an individual course evaluation report for each participant will be prepared. Performance of each participant in the course and a pen-picture written by the course management team (CMT) will be mentioned in the report. This final course evaluation report prepared by Evaluation Department will be forwarded to concerned Administrative Ministries/ Divisions for retention in your dossier.

## 2.7 Requirements of the Course

As a participant of the course, you must-

- maintain the tradition, discipline, norms and values of BPATC;
- attend and actively participate in all sessions and other activities on time, preferably at least five minutes earlier than the scheduled time;
- submit individual assignments, teamwork report, Field Attachment and OT report (wherever applicable) and participate in such other tasks as may be assigned by the Course Management Team from time to time;
- stay compulsorily in the dormitory of the centre and abide by the rules and regulations thereof;
- refrain from using of cell phone in classroom, mosque, library and during formal programs or while walking on the corridor;
- secure at least 50% marks in all assignments, reports and other evaluation related activities;
- follow the prescribed dress code for Training (Annexure-2);
- follow table manners during breakfast, lunch and dinner;
- be punctual in attending all activities prescribed for the course; and
- have 100% attendance. Exceptions are made only in case of unforeseen emergency. In case of such emergency, maximum 5% absence is permitted. However, marks allotted for attendance shall be deducted proportionately in such case.

### 3.0 Facilities of BPATC

#### Accommodation

PPMC is a fully residential course and during your time in BPATC you will live at the dormitory of International Training Complex (ITC).

This ITC building also has classrooms where the session for PPMC will be arranged.

The meals for the participants will be offered at the dining hall of this building. The cost of food is to be met from the course fee provided by the government. A Mess Committee formed from amongst you consisting of a President of the Mess Committee (PMC) and other members will manage your meals. Selection of menu, deciding of meals in consultation with fellow participants and maintaining the overall quality of meals are the responsibilities of the Mess Committee. However, Course Management Team will provide all logistic supports in this regard.

Support Service			
1.	Md. Mahbubur Rahman	Dormitory Supervisor	01704276416
2.	Md. Kahirul Islam	Cafeteria Supervisor	01717465203
3.	Robi Lal	Caretaker	01624236662

#### Auditorium and Mini-Auditorium

The main auditorium of BPATC is a facility for large gathering. Usually the inaugural and closing ceremonies, mess and guest nights and other programmes take place in this commodious hall where 500 plus participants can sit at a time. It houses a spacious elevated stage with cutting-edge acoustic and lighting system. At the ground floor of ITC Building the so called mini-auditorium is located. This hall has an elevated podium and is used for various formal programmes. It has a seating capacity of 100 people.

#### Lecture Theatre

There are two newly renovated lecture theatres- lecture halls with seats in tiers- having seating capacity for 50 persons each. These spacious and well-equipped halls are great indoor facility for immersive learning experience. Lecture theatres are located near to the rose garden of BPATC.

#### Cadence Hall

Located at the 9th floor of ITC Building, Cadence Hall is a multipurpose room which is used for classroom sessions, seminar, workshop and other formal programmes. It can accommodate 200 plus participants at a time.

#### Multi-Purpose Building

This three-storied building of the Centre meets the daily needs and activity services of the staff and trainees. It provides services of a bank, ATM booth of Sonali Bank which supports VISA, NPSB, and Q-cash, post office, laundry, canteen, etc.

## **Library Facility**

The BPATC library is one of the best administration libraries in the country. The library plays an important role in achieving the goals of training. Collection of relevant books, journals, magazines, and other reading materials and processing these for the readers are the main tasks of the library. There are approximately 125,000 books for circulation to the readers in its possession. Participants will have ready access to the reading room facilities. Besides these, the library received a good number of books, journals, workshop proceedings, conventional and non-conventional research reports, annual reports, newsletters, and magazines as complimentary copies through exchange programmes with various local and foreign organizations. Recently a 'Muktijuddho Corner' has been opened where almost all the books on our independence and war of liberation are available. A place as Civil Service Museum is under development at the ground floor of the library building.

The library remains open from 8.00 am to 10.00 pm without any break from Sunday to Thursday. It remains open from 4.00 pm to 10.00 pm on Friday and Saturday. A large number of readers use the library regularly. Every faculty member can borrow ten books, while a trainee can borrow four books at a time for one month. Photocopying facilities are also available on payment on the library's ground floor.

Except for the books issued, the trainers and trainees can read many leading dailies. Moreover, five selected dailies are preserved in bound form for various reference and research purposes. The library also subscribes to international magazines such as The Economist, Times, Reader's Digest, and National Geographic. The library is subscribers to some renowned journals, namely Proshikhyan, International Review of Administrative Science, etc. The participants are encouraged to use the library facilities at the maximum effort. Librarian (AVR) is the key person to know more about the library. (cell no. 0174255395) is working as Librarian of the Centre.

## **Computer Lab**

At the present era of information and communication technology, using computers and internet facilities are essential for all civil servant. There is a well-equipped computer lab at ITC building where the participants may find the broadband internet and printing facilities. The lab will remain open up to 10:00 pm during working days.

## **Medical Facility**

To provide the participants of various courses with healthcare and medical facility, BPATC runs a ten-bed clinic. BPATC clinic is housed in a newly built 4-storeyed facility next to Officer's Club. The Clinic offers medical facilities to the participants of all ongoing courses, members of the Faculty and Staff and their family members. The Clinic staff comprises four medical officers, two sub-assistant community medical officers (SACMO), one physiotherapist, one pharmacist, two senior staff nurses, two compounders, and two office assistants. OPD treatments are available during office time. Doctors are available at outdoor from 8:00 am to 9:00 pm. Emergency services beyond office time is also ensured by on-duty doctors. The Clinic also runs dentistry services. On arrival, participants of any course should go through a regular health check-up by BPATC doctors. For the duration of the

course, participants are given free medical consultation, prescriptions, and other medical care. Participants are advised to take advise from BPATC doctors if anyone is feeling unwell. No leave on medical ground is granted without intimation from BPATC medical officers. The Clinic also provides 24/7 ambulance services as or when needed.

**Contact number of the Doctors:**

Name	Designation	Cell No.	Timing
Dr. Bilkis Laila	Medical Officer	01711073636	Roaster Duty
Dr. Shamima Akter	Medical Officer	01711001084	
Dr. Syed Shamsul Arefin	Medical Officer	01829673034	
Dr. MohammadAbdul-lah Al Faruk	Medical Officer (Dental Unit)	01674601110	
Dr. Rinat Fowjia Chandni	Medical Officer (Dental Unit)	01688904123	

**Emergency Number for Medical Purpose: 01723966111**

**Contact number of Physiotherapists:**

Name	Designation	Cell No.	Ext. Tel	Timing
Ratan Kumar Das	Physiotherapist	01911574514	4318	3:30-6:30pm
Minara Akter	Physiotherapist	01677302243	4318	3:30-6:30pm

**BPATC Mosque**

BPATC has a spacious, architecturally soothing mosque overlooking the lake and hillocks. Around 1000 people can say their prayer at a time. The prayer service is administered by a full-time Imam. Practicing Muslim participants join the prayers five times a day. Moreover, special supplications are arranged as part of observance of some national days. Participants are always welcome to the mosque to join the supplication programs. While visiting the mosque, participants should follow the prescribed dress code.

**Recreation**

As the course is very intensive, there is minimal scope for recreation. However, there are some television sets in the dormitories with dish connections. Facilities for playing Table Tennis, Carom, Chess etc., are available in the dormitories and indoor games hall as well. Participants will arrange cultural programs and mess nights at the end of every month. They are also taken to different places for a visit of interest.

**Social Events**

At the BPATC, there is a tradition of organizing social and cultural events during the course. The aim of arranging such social events is to create an opportunity for the participants to interact with the faculty members, resource persons, and other eminent persons. BPATC also organizes social and cultural programs, especially on the national days where different courses join.

## **Swimming Pool**

Learning swimming is compulsory with the sole aim of life-saving for those who do not know how to swim. This schedule is optional for the participants. The training session will be arranged as per the schedule of the course.

## **Transportation**

BPATC will arrange transports for you to travel from Dhaka at the onset of the course, at the weekends and other visits relating to training during the course. The schedule will be given well ahead of the program.

## **Encountering an Emergency Situation**

BPATC authority always remains vigilant to ensure participants' safety and security. Nevertheless, in any emergency, participants are advised to contact the Course Director or Course Coordinators.

## 4.0 Course Contents of the PPMC

### Module-01 : Public Administration, Public Policy and SDGs

Evaluation Method : Group Exercise (50)

Module Objectives : Enable participants to -

- Analyze the cross-cutting issues in contemporary public administration
- Evaluate public policy using different policy evaluation lenses
- Track the progress of achievements of SDGs

Code	Hours	Topic Title	Facilitator	Training Method
1.01	03	Public Administration and State Capacity in Achieving Development Vision	GS/FM	Lecture & Discussion
1.02	04	Public Policy Evaluation: Theory and Methods (Based on Real-life Case in Bangladesh Context)	GS/FM	Case Study/ Discussion & Group Work*
1.03	02	Policy Interventions in Mitigating National Crisis (Case-based)	GS/FM	Lecture & Discussion
1.04	02	Achieving SDGs through Policy Intervention	GS/FM	Discussion/ Panel Discussion

**Note:** A presentation/discussion for 1.5/2 hours will lay down the basic premises of public policy evaluation. After the lecture, participants will be divided into groups and will be presented with cases on Bangladesh context. The brainstorming should last for an hour. After that the groups will give presentations which will be followed by Q&A. All members of a group should be active in presentation and Q&A. Their contribution to the overall team-work will be assessed by the facilitator(s).

### Module-02 : Contemporary Governance

Evaluation Method : Group Assignment (25); Word Limit: 600-800 words

Module Objectives : Enable participants to -

- Analyze the technological advancements that will impact global governance in future
- Develop an understanding of the mega trends of 4IR

Code	Hours	Topic Title	Facilitator	Training Method
2.01	02	Technological Advancement and Civil Service in 21 <sup>st</sup> Century	GS/FM	Panel Discussion
2.02	02	4 <sup>th</sup> Industrial Revolution and Its Potential Impact on Public Sector Governance	GS/FM	Discussion/ Workshop
2.03	02	Emerging Technology as a Governance Tool	GS/FM	Lecture & Discussion

**Module-03 : Budgeting, Public Procurement and Project Management**

Evaluation Method : Group Exercise (50)

- Module Objectives : Enable participants to -
- Understand the political economy of budgeting process
  - Critically look into the means of monitoring and evaluation of a development project
  - Appreciate the issues in public procurement

Code	Hours	Topic Title	Facilitator	Training Method
3.01	04	Macro-Economic Management as Policy Tool for Growth and Development	GS/FM	Discussion & Workshop
3.02	02	Public Procurement: Critical Issues in Bangladesh	GS/FM	Discussion and Case Study*
3.03	03	Key Policy Issues in Understanding Project Planning, DPP Appraisal & Project Monitoring and Evaluation	GS/FM	Discussion & Workshop**
3.04	02	Management of Mega Projects in Bangladesh: Take Away for the Senior Management	GS/FM	Discussion & Lecture***

**Note:**

- \* In the workshop on public procurement, participants will be provided with real-life case studies to be solved in group and to present afterwards for further elaboration and discussion by the facilitator(s).
- \*\* A lecture/presentation on Project Monitoring and Evaluation for 1.5/2 hours. Afterwards, a project monitoring/evaluation report will be given to the participants for reviewing.
- \*\*\* The session might be facilitated by a PD of any mega project. A visit to the site of any mega project/fast-track project may be organized for participants to learn about the challenges and management of big projects on spot.

**Module-04 : LDC Graduation**

Evaluation Method : Group Exercise (25)

- Module Objectives : Enable participants to -
- Critically analyze the post-LDC challenges and opportunities
  - Prepare for any international negotiation
  - Appreciate the emerging mega trends and their implications for policy makers

Code	Hours	Topic Title	Facilitator	Training Method
4.01	02	LDC Graduation: Challenges & Coping Strategies for Bangladesh	GS/FM	Discussion & Group Work
4.02	02	Global/ Regional Economic Trends: Challenges/ Opportunities for Bangladesh	GS/FM	Discussion & Lecture
4.03	04	Bilateral & Multilateral Negotiation	GS/FM	Discussion & Simulation

**Module-05 : Issues in Development**

Evaluation Method : Group Assignment (25); Word Limit: 600-800 words

- Module Objectives : To enable the participants to
- Identify and analyze issues of national importance
  - Explore opportunities to apply new learning to practical life

Code	Hours	Topic Title	Facilitator	Training Method
5.01	02	Reforms Initiatives: Policy & Institution	GS/FM	Discussion
5.02	03	Employment Generation: Role of Policy Actors at the Ministry Level	GS/FM	Panel Discussion
5.03	02	Overseas Employment & Remittance: Key Issues	GS/FM	Discussion
5.04	03	Energy Security for Bangladesh: Global perspective and Scenario Planning	GS/FM	Panel Discussion
5.05	02	Food Security: Policy Issues and Plans for Bangladesh	GS/FM	Lecture & Discussion
5.06	03	Infrastructure as Driver of Growth and Development: Public-Private Partnership	GS/FM	Panel Discussion

**Module-06 : Learning Best Practices**

**06(a) : In-Country Visit**

Evaluation Method : Group Assignment/Presentation (In Country Visit) = 25 Marks

PPMC participants will visit to a leading/premier public/private organization/institution/project to learn best practices in the host organization. They will interact with the management team and will discuss their experience of implementation of best practices and how do they overcome challenges. After the visit, the participants will write reports in group.

**06(b) : Overseas Training**

Evaluation Method : Group Report/Presentation (Host Country 25+BPATC 25) =50 Marks

Module Objectives : Enable the participants to learn how the visiting country's economy developed and services provided by the public offices.

Overall Task : Under this program participants will visit any developed country for seven days. During the visit participants will come across policy, strategy, best practices in the public service of the host country and will find relevance with their learning at BPATC. Participants will make group presentations during their visit on issues set earlier and their presentation will be assessed by the host organization.

On return, participants will prepare for a *Lesson Learned Workshop (LLW)* at BPATC.

A detailed guideline for overseas training is following.

## 5.0 Guidelines for Overseas Training (OT)

### 5.1 Purpose of the Overseas Training

The purpose of the overseas training is to enable the participants to expose a case study of a civil service organization (and a country and its government) which has been developed significantly. The BPATC expects that the OT will be a very effective and successful learning journey. The OT would help the participants to identify the perceived reasons for the need for reforms, the change management process and development goals and how the host country/organization attempted to reach those goals.

The effective and fruitful participation in overseas training is one of the important requirements of successful completion of the respective training course. Mere observation and stock taking of the outstanding achievements and best practices of host country/organization are not sufficient to meet the requirement. Rather the visiting participants must know that there are some underlying reasons for their development and outstanding success. The inquisitiveness to know the reasons for their success, searching about the underlying strategies of their success, making questions about the exceptional process of the reform and change management styles would help them to learn effectively.

Moreover, in order to effective learning, the participants are requested to ask question to host organizations about the issues, such as: what were the processes, tools, strategies, and techniques they followed and how the host organizations attempted to reach the development goals; why these tools and strategies were selected; what impacts were achieved by the various policies and strategies and finally, overall outcomes and results of transformation.

The visiting participants would also be able to compare and contrast conditions in the host country with relevant conditions in Bangladesh.

The superficial observations and shallow conclusions about the success of host country are not expected. Rather, the participants are suggested to apply their inquisitiveness and invest their best efforts to search out and identify the following issues:

- i. The nature of the impacts and outcomes of improved situations of host country/organization;
- ii. The effects of the tools, techniques, policy interventions and strategies utilized in development process of the host country/organization;
- iii. The challenges to integrate Agenda 2030 with on-going development plan and undertaken strategies and mechanism for implementation of SDGs;
- iv. The reasons for overall sustainability of the achievements and outcomes of the host county/organization;
- v. The specific key learning points, the best practices and processes relevant to Bangladesh, arising from the foregoing inquiries;
- vi. The policy implications and replicability of those learning's and best practices in Bangladesh context.

## 5.2 About presentation

The OT is a part and parcel of the core course of BPATC (specifically for ACAD, SSC and PPMC) and it will be evaluated applying specified mechanism and criteria under concerned module. A percentage of marks is allocated for the host organization. The host organization will observe the level of participation in different academic activities (classroom session, study visits and preparation as well as presentation of group works) for evaluation purpose. After coming back to the BPATC/country, all the groups have to present their group presentation on the specified themes which is also a part of evaluation under module titled "Learning Best Practices".

### Coverage of Presentation in Host Organization

Each group has to present a group presentation on specified theme in Lessons Learned Workshop (LLW). The presentation will cover the following issues:

- a. The perceived outcomes of improved situations of host country/organization;
- b. The perceived effects of the tools, techniques, policy interventions and strategies utilized in development process of the host country/organization;
- c. The perceived challenges to integrate Agenda 2030 with development plans and undertaken strategies and mechanism for implementation of SDGs in host country;
- d. The perceived reasons for sustainability of the achievements and outcomes of the host country/organization; and
- e. A comparative analysis of perceived situations of host country with relevant conditions in Bangladesh.

### Coverage of Presentation in Lessons-Learned Workshop

After coming back from the OT, the participants have to make group presentations on respective themes. Each group will get 10 minutes for presentation and 20 minutes for discussion including question and answer session. The Lesson Learned Workshop will be participated by the participants of on-going other batches of BPATC (like FTC, ACAD, SSC). The objectives of the Lessons Learned Workshop are to disseminate the lessons learned in OT as well as evaluation of the level of individual learning from the exposure visit.

The coverage of the group-presentation will be as follows:

- a. The perceived outcomes of improved situations of host country/organization;
- b. The explored effects of the tools, techniques, policy interventions and strategies utilized in development process of the host country/organization;
- c. The revealed challenges to integrate Agenda 2030 with development plan and undertaken strategies and mechanism of implementation of SDGs in host country;
- d. The internalized reasons for sustainability of the achievements and outcomes of the host country/organization;

#### **And as the conclusions**

- e. The specific key learning points, the best practices and processes relevant to Bangladesh;
- f. The policy implications and replicability of those learnings in Bangladesh context.

In the Lesson Learned Workshop, each participant will be evaluated individually according to his/her contribution in presentation, response to the questions and comments. The evaluation criteria are as follows:

Name of the Participant	Individual Contribution 60%			Coverage of the Presentation 40%			
	Number of Question answered	Quality of answer (Clarity of answer and communication skill)	Number of supplementary questions answered	Perceived outcomes... Explored Effects of Tools...	Revealed challenges to SDGs implementation....	Internalized reasons for sustain....	Key Learning Points Policy implication & replicability

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## List of Participants

Sl. No.	Participant Name	Name (Bangla)	Roll	Room No.	Birth Date
1.	Mohammad Abu Yusuf	মোহাম্মদ আবু ইউছুফ	101	603	02/01/1968
2.	Prodip Kumar Mahottam Ndc	প্রদীপ কুমার মহোত্তম, এনডিসি	102	604	11/10/1967
3.	K M Ali Newaz	কে এম আলী নেওয়াজ	103	605	05/07/1967
4.	Farah Shammi	ফারাহ শাম্মী	104	611	24/08/1970
5.	Md. Kamruzzaman	মো: কামরুজ্জামান	105	606	13/03/1969
6.	A. N. M. Bazlur Rashid	ড. আ. ন. ম. বজলুর রশীদ	106	607	01/01/1972
7.	Mohammad Shafiul Arif	মোহাম্মদ শফিউল আরিফ	107	614	15/02/1975
8.	Md. Masumur Rahman	মো: মাছুমুর রহমান	108	615	30/04/1973
9.	Md. Fakrul Islam	মোঃ ফখরুল ইসলাম	109	616	27/04/1966
10.	Md. Saidur Rahman Khan	মো: সাইদুর রহমান খান	110	703	01/01/1969
11.	Mohammed Rayhan Kaosar	মো:রায়হান কাওছার	111	704	31/08/1967
12.	MD. ZIAUL HAQUE	মোঃ জিয়াউল হক	112	705	31/12/1967
13.	Ashrafi Ahmad	আশরাফী আহমদ	113	612	30/05/1967
14.	MD. Mokhtar Ahmed	মো: মোখতার আহমেদ	114	706	15/12/1970
15.	Khan Md. Reza-Un-Nabi	খান মোঃ রেজা-উন-নবী	115	711	21/04/1967
16.	Syeda Nowara Jahan	সৈয়দা নওয়ারা জাহান	116	613	19/12/1972
17.	Md. Saiful Alam	ড. মো: সাইফুল আলম	117	712	07/01/1972
18.	Md. Rafiqul Islam	মোঃ রফিকুল ইসলাম	118	802	18/10/1972
19.	Rashida Ferdouse	রাশিদা ফেরদৌস	119	513	15/01/1968

## বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র

সাভার, ঢাকা

www.bpatc.gov.bd

## প্রশিক্ষণ কোর্সের পোশাক-পরিচ্ছদ

ক্রম	অনুষ্ঠান/ কার্যক্রমসমূহ	নারী প্রশিক্ষণার্থী	পুরুষ প্রশিক্ষণার্থী
১.	শ্রেণীকক্ষ অধিবেশন/ শিক্ষাসফর/ সংযুক্তি কার্যক্রম/ ক্যাফেটেরিয়া (প্রশিক্ষণ চলাকালে)/ কোর্স প্রশাসন, অনুষদের সাথে সাক্ষাত/ রেক্টর'স টি, মেস নাইট	১। দেশি শাড়ী (সুতি/সিল্ক) [রঙ: মড, আকাশী নীল (স্কাই ব্লু), পিচ, হালকা ধূসর (লাইট গ্রে)]; ২। ক্লোসড সুজ (রঙ: কালো, গ্রে); ৩। স্কিন কালারড লম্বা মোজা; ৪। শীতকালে র্লেজার; ৫। বিশেষ পরিস্থিতিতে স্কার্ফ ও লং কটি পরিধানের প্রয়োজন হলে তা অবশ্যই সাধারণভাবে সুপারিশকৃত রঙের সাথে সামঞ্জস্যপূর্ণ হতে হবে।	১। ক্লোসড কলার ফুল হাতা শার্ট [রঙ: সাদা, আকাশী নীল (স্কাই ব্লু), ছাই/লাইট গ্রে]; ২। নির্ধারিত টাই; ৩। ফর্মাল ফুল প্যান্ট (জিনস, গ্যাবার্ডিন/কর্ড কাপড় প্রযোজ্য নয়)। [রঙ: কালো, অফিসিয়াল নেভি ব্লু]; ৪। অক্সফোর্ড লেইসড সুজ (কালো); ৫। প্যান্টের রঙের সাথে সামঞ্জস্যপূর্ণ লম্বা মোজা; ৬। শীতকালে র্লেজার; ৭। বিশেষ পরিস্থিতিতে অন্যান্য পরিচ্ছদ পরিধানের প্রয়োজন হলে তা অবশ্যই সাধারণভাবে সুপারিশকৃত রঙের সাথে সামঞ্জস্যপূর্ণ হতে হবে।
২.	উদ্বোধন ও সমাপন অনুষ্ঠান/গেস্ট নাইট	১। জামদানী শাড়ী [রঙ: হালকা ল্যাভেন্ডার, কপার ব্রাউন, সি গ্রিন]; ২। র্লেজার (অফিসিয়াল নেভি ব্লু); ৩। ক্লোসড সুজ (রঙ: কালো, ধূসর); ৪। স্কিন কালারড লম্বা মোজা।	১। সুট (অফিসিয়াল নেভি ব্লু); ২। ফুল হাতা সাদা শার্ট; ৩। নির্ধারিত টাই; ৪। অক্সফোর্ড লেইসড সুজ (কালো); ৫। লম্বা মোজা (কালো)।
৩.	ক্রীড়া অধিবেশন	১। পোলো শার্ট, ট্রাউজার; ২। সালোয়ার-কামিজ-ওড়না, ৩। লম্বা মোজা; ৪। কেডস। ৫। ট্যাকসুট (শীতকালে) [সব সাদা]	১। পোলো শার্ট; ২। ট্রাউজার/শার্টস, ৩। লম্বা মোজা; ৪। কেডস। ৫। ট্যাকসুট (শীতকালে) [সব সাদা]
৪.	ক্যাফেটেরিয়া/ লাইব্রেরি ওয়ার্ক/ কম্পিউটার ল্যাব/ ডরমিটরির বাইরে অবস্থান/ অতিথির সাথে সাক্ষাত (অধিবেশন ব্যতীত/ছুটির দিন)	১। শাড়ী/সালোয়ার-কামিজ-ওড়না; ২। লেদার স্যাভেল।	১। ওপেন কলার শার্ট সঙ্গে ফুল প্যান্ট (জিন্স, গ্যাবার্ডিন/কর্ড কাপড় প্রযোজ্য নয়); ২। লেদার সুজ/স্যাভেল সু।
৫.	জাতীয়/ আন্তর্জাতিক অনুষ্ঠান/ কার্যক্রমসমূহ	১ নং ক্রমিকে বর্ণিত পোশাকের অনুরূপ। প্রয়োজ্যক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন নির্দেশনা প্রদান করবে।	১ নং ক্রমিকে বর্ণিত পোশাকের অনুরূপ। প্রয়োজ্যক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন নির্দেশনা প্রদান করবে।
৬.	ধর্মীয় অনুষ্ঠান/ কার্যক্রমসমূহ	প্রচলিত রীতি-প্রথা অনুযায়ী পোশাক-পরিচ্ছদ। তবে, এক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন সকলের সাথে সমন্বয়ের লক্ষ্যে সুনির্দিষ্ট নির্দেশনা প্রদান করবে।	প্রচলিত রীতি-প্রথা অনুযায়ী পোশাক-পরিচ্ছদ। তবে, এক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন সকলের সাথে সমন্বয়ের লক্ষ্যে সুনির্দিষ্ট নির্দেশনা প্রদান করবে।

## 25<sup>th</sup> Policy Planning and Management Course

### List of Module Directors

Module No.	Module Name	Faculty Name and Designation (not seniority-based)
1.	Public Administration, Public Policy and SDGs	Mr. Md. Sharif Hasan, Director
2.	Contemporary Governance	Mr. Md. Zakir Hossain, MDS
3.	Budgeting, Public Procurement and Project Management	Mr. Md. Shaugatul Alam, MDS
4.	LDC Graduation	Mr. Shaheenur Rahman, MDS
5.	Issues in Development	Dr. Mehedi Masud, Director
6.	Learning Best Practices: a) Country Visit b) Overseas Training	Course Management Team (CMT)

