

Annual Training Plan 2025–2026

The Annual Training Plan 2025–26 of Bangladesh Petroleum Institute (BPI) outlines a structured program aimed at enhancing the technical and professional capacity of personnel in the energy sector. It includes targeted courses on emerging technologies, safety and sustainable energy practices.



**Bangladesh Petroleum Institute (BPI)
Energy and Mineral Resources Division (EMRD)**



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*Training Session of
Personal Grooming, Behavior,
Reception and Hospitality*

*Storage, Handling,
Maintenance of POL
Products and Aircraft
Refueling Training*



1. Introduction

The goal of this document is to present a comprehensive training strategy designed to enhance the capacity of professionals working in the energy and mineral resources sector. This includes engineers, technical personnel, policy makers and other relevant stakeholders. The strategy aims to equip them with the necessary knowledge, skills and competencies to address current and emerging challenges in the sector. A structured and well-planned training approach is essential to support the effective implementation of new technologies, regulatory frameworks, safety protocols and sustainability practices relevant to petroleum and energy sectors in Bangladesh.

With rapid advancements in energy technology and increasing focus on energy efficiency, renewable integration and digital transformation, this training plan focuses on aligning capacity development initiatives with national priorities and global standards. The Annual Training Plan 2025–26 outlines the proposed training programs, thematic areas, delivery formats, resource persons, and venues, ensuring a systematic and impactful roll-out of Bangladesh Petroleum Institute's (BPI) knowledge and skill development efforts.

2. Background

The Bangladesh Petroleum Institute (BPI), operating under the Energy and Mineral Resources Division (EMRD) of the Ministry of Power, Energy and Mineral Resources, continues to play a pivotal role in fostering technical advancement, applied research, and human resource development in the petroleum and energy sectors of Bangladesh. Since its establishment in 1981, BPI has remained committed to supporting the sector's transformation through specialized training programs, research-based consultancy, and informed policy support.

Core Functions of Bangladesh Petroleum Institute

BPI's mandate encompasses a wide range of functions aimed at strengthening the energy and mineral resource sectors. These include:

1. Delivering advanced training for professionals and officials in the oil, gas, and mineral sectors; conducting research and educational activities; enhancing quality to meet global standards; and managing sector-specific data and publications.
2. Supporting EMRD, Petro Bangla, Bangladesh Petroleum Corporation, and other relevant entities with research and consultancy services.
3. Conducting surveys, laboratory tests, data processing, and technical analyses related to resource exploration and development.

4. Collaborating with national and international institutions for joint programs, with the aim of achieving global recognition for BPI's initiatives.
5. Establishing a national digital database on oil, gas, and mineral resources using modern IT tools, and serving as a reference centre for the sector.
6. Designing curricula for diploma and certificate courses tailored to industry needs.
7. Publishing and commercializing data, reports, and findings developed through institutional activities.
8. Charging fees for services rendered, in accordance with Board-approved policies.
9. Establishing and maintaining necessary infrastructure such as labs, workshops, and accommodation facilities to support training and research.
10. Maintaining strategic partnerships with similar institutions worldwide to promote institutional excellence.

Training Highlights – 2024–2025

During the fiscal year 2024–2025, BPI placed strong emphasis on institutional capacity development through structured delivery of technical and managerial training programs. These programs were aligned with both national development goals and sectoral priorities, aiming to up skill energy professionals in emerging and critical areas. Key training topics included:

- Design, Construction, Operation & Maintenance of Oil & Gas Pipeline
- Oil and Gas Network Analysis, SCADA, and Leak Detection Systems
- Safety Standards, Environmental Compliance and Energy Efficiency
- Drilling Technology, POL Products and Aircraft Refuelling
- ICT Infrastructure, Cyber security, and Computer Networking
- Administrative/Managerial (e.g., Office Management, HRM etc.)
- Financial Management
- Foundation Training for Newly Recruited Officers

All training sessions were conducted under the framework of the **Annual Training Plan 2024–2025**, approved by the competent authority. The plan clearly outlined training themes, participant groups, delivery formats and implementation timelines to ensure relevance, quality, and measurable outcomes.

Beyond Training

In addition to delivering training programs, BPI conducted several technical studies, extended laboratory & field support services and organized stakeholder engagement initiatives including workshops, seminars and knowledge-sharing events. These initiatives strengthened institutional readiness, supported technology adoption and enhanced strategic decision-making within the sector.

Commitment to Excellence

As BPI enters the new training cycle under the **Annual Training Plan 2025–2026**, it reaffirms its commitment to being a **national centre of excellence**. Through continuous innovation, collaborative partnerships, and skill-based learning, BPI will continue to equip Bangladesh’s energy professionals with the knowledge and capabilities required to meet the evolving demands of the energy sector and contribute effectively to national energy security and sustainability goals.

3. Training Strategy of 2025–2026

To address the evolving capacity needs in the energy and mineral resources sector, Bangladesh Petroleum Institute (BPI), under the Energy and Mineral Resources Division (EMRD) of the Ministry of Power, Energy and Mineral Resources, has formulated a comprehensive training strategy for the fiscal year 2025–2026. This strategy is grounded in BPI’s mandate to promote knowledge-based technical advancement, ensure skill development and support evidence-informed decision-making across the energy value chain.

Background and Rationale

Bangladesh’s energy sector is undergoing rapid transformation, driven by growing demand, technological advancement, global commitments to sustainable energy and the need for improved operational efficiency. To support this transformation, BPI has prioritized structured human resource development through specialized training programs. The training strategy for FY 2025–2026 has been developed to ensure that professionals across the sector are equipped with up-to-date knowledge, practical skills, and the ability to adapt to new technologies and operational systems.

In this context, BPI’s training offerings are not only a response to immediate capacity gaps but also part of a broader effort to institutionalize continuous learning and sectoral resilience.

Objectives and Priorities

The primary objective of BPI's training initiatives for FY 2025–2026 is to develop a technically competent and future-ready workforce in the energy and mineral resources sector. Compared to the previous year, where 9 technical courses were included in the scheduled calendar, this year BPI has increased the number of technical courses to 10, reflecting its continued focus on specialized, hands-on training. The key priorities of this year's strategy include:

- Expanding technical and safety-focused training.
- Integrating digital and smart technologies into course content [e.g., supervisory control and data acquisition (SCADA), Artificial Intelligence (AI), Machine Learning (ML)].
- Supporting knowledge of administrative/managerial, financial, regulatory and operational frameworks.
- Foundation Training for Newly Recruited Officers
- Enhancing institutional capacity across both public and selectively, private sector professionals.

Target Participants and Beneficiaries

BPI's training programs are primarily designed for public sector officials engaged in energy and mineral resources management, policy implementation and technical operations. These include professionals from Bangladesh Oil, Gas and Mineral Corporation (Petrobangla), Bangladesh Petroleum Corporation (BPC), EMRD and their affiliated agencies. However, BPI also welcomes participation from private sector individuals, researchers and professionals with a relevant interest, subject to nomination or available seats.

This inclusive approach ensures cross-sectoral knowledge exchange and promotes collaborative capacity building in the national interest.

Training Needs Assessment and Planning

Training needs for FY 2025–2026 were identified through a participatory stakeholder consultation held on 3 June 2025, where representatives from government agencies, State owned enterprises (SOE), and technical institutions articulated their capacity gaps and thematic priorities. Based on these inputs, BPI designed a training calendar that addresses both current operational needs and forward-looking skill areas.

Once training topics were finalized, relevant subject matter experts were engaged and course content was developed through consultations involving instructors, BPI officials, and

institutional stakeholders. This collaborative approach ensures that each training is relevant, evidence-based and aligned with both national energy goals and global best practices.

Training Delivery Methods

BPI follows a blended delivery model, offering both on-campus and online trainings. On-campus sessions are conducted at BPI's facilities using multimedia presentations, simulation tools and real-world case studies. Where appropriate, field visits are arranged to operational sites such as gas fields, refinery, Liquefied natural gas (LNG) terminals or metering stations (DRS/RMS/TBS), allowing participants to observe technical operations first-hand.

Suitable training programs—such as Annual confidential report (ACR) Writing and Sustainable Development Goals (SDG)—are delivered online via Zoom or equivalent platforms, broadening access and enabling participation from remote offices across the country.

Course Design and Instructor/Resource person's Engagement

BPI primarily engages external experts with deep technical experience in their respective domains. These include former secretaries, senior engineers, industry professionals, academician and regulatory specialists. Once instructors are confirmed, BPI organizes pre-course planning sessions to finalize the syllabus, structure, materials, and delivery schedule.

Training content is designed to ensure a balance of:

- Technical depth and foundational knowledge.
- Theoretical principles and real-world application.
- Sectoral policies and operational practices.
- Administrative/Managerial operation
- Courses that are interactive and encourage knowledge exchange among participants.

Projected Participation and Capacity Targets

In FY 2024–2025, BPI conducted 23 scheduled courses with 612 participants, and 5 on-request courses involving 156 participants, totalling 768 participants. For FY 2025–2026, the number of scheduled courses has increased to 26. However, assuming a similar demand for on-request courses from previous years, BPI expects to organize additional training courses subjected to requests from relevant authority. In that case the projected total number of participants can be approximately 800.

This represents a modest but realistic growth in outreach, reflecting improved planning, expanded offerings and increased institutional engagement.

Monitoring, Evaluation, and Feedback

To improve effectiveness and measure impact, BPI has upgraded its feedback and evaluation system. While previous years relied on handwritten forms, all post-training feedback from FY 2025–2026 onward will be collected digitally using Google Forms or similar platforms. This will enable quicker data analysis, easier tracking of participant satisfaction, and actionable insights for continuous improvement.

The evaluation will focus on trainer effectiveness, content relevance, learning outcomes, and logistical arrangements.

Flexibility and Responsiveness

Recognizing the dynamic nature of the energy sector, BPI remains responsive to emerging training needs. In addition to the scheduled courses, the Institute will organize on-request trainings throughout the year in response to specific demands from public institutions or development partners. These flexible offerings ensure that BPI can meet critical needs that arise between planning cycles.

This structured, data-informed, and forward-looking training strategy positions BPI to support Bangladesh's evolving energy landscape by equipping professionals with the tools, knowledge, and confidence needed to lead and sustain sectoral development.

4. Training Calendar and Course Content

Scheduled Training Courses				
Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
1	Non-Technical	Advanced Office Management	20 - 24 July, 2025 (5 working days)	<ul style="list-style-type: none"> • Manners, Etiquette, Greetings & Official Behavior; • Opening of File; Writing notes, References and Flagging; • Forms of Writing Communications; Writing Summary; • Preparation and Issue Letters / Order; • Preparation of Working Paper of a Meeting; Writing of Minutes of a Meeting; • D-Nothi; • Office Inspection, Inspection of Records and Inspection Report Writing; • Government Servants (Conduct) Rules, 1979; • Salient Aspects of Secretariat Instruction, 2024; • Key Provisions of the Leave Rules, 1959 • Regular Attendance Rules, 2019 • Government Servants (Discipline and Appeal) Rules, 2018 • The Government Service Act, 2018; The Government Service (Amendment) Ordinance, 2025 • Microsoft 365, Google Workspace, MS Excel, Word, PowerPoint

Scheduled Training Courses				
Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
2	Technical	Oil & Gas Network Analysis, SCADA and Leak Detection	27 - 31 July, 2025 (5 working days)	<ul style="list-style-type: none"> • Oil and Gas Network Scenario of Bangladesh • Advanced Pipeline Design and Integrity Management • Gas Network System in Bangladesh • Gas network analysis • SCADA and Leak Detection • Advanced Leak Detection Technologies • Leak Detection System Design and Implementation • Advanced SCADA Systems and Integration • Remote Monitoring and Control • Demonstration on SCADA • Elements of Network System Modeling • Mathematical model Analysis • Simulation & Optimization Model Pipeline studio with practical • Basics of Hydraulics • Pipeline Operations and Control • Problem Solving on Different Issues

Scheduled Training Courses				
Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
3	Non-Technical	Fire Fighting, First Aid and Rescue Operation	12 - 14 August, 2025 (3 working days)	<ul style="list-style-type: none"> • Objectives, Policies, and Activities of the Fire Service and Civil Defense Department; • Principles of Fire Ignition and Extinguishment; • Classification of Fire; Class-wise Fire Extinguishing Methods and Media; • Spread of Fire; Causes of Fire and Preventive Measures. • Principles of Fire Ignition and Extinguishment; • Earthquake Preparedness and Response. • First Aid: Definition, Objectives, Principles; • Use of Slings and Bandages; Burns, Bleeding, Wounds, and Fractures – Definitions, Types, Causes, and First Aid Treatment. • Practical Use of Slings, Bandages, and Splinting; Emergency Rescue and Artificial Respiration Methods. • Permanent Fire Extinguishing Systems and Fire Protection Measures in Multi-Storey Buildings, Including Evacuation Systems. • Use of All Types of Fire Extinguishers, Especially Portable Fire Extinguishers: Necessity, Types, Usage Procedures, Care and Maintenance (Including Practical Use), etc.

Scheduled Training Courses				
Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
4	Non-Technical	Project Management	17 - 21 August, 2025 (5 working days)	<ul style="list-style-type: none"> • Project Management: Concept and Importance- Relation with Development; • Project Phases and Cycles; • Planning phase of a Project; • Gantt Chart Preparation by MS Project Software; • Preparation, Approval and Revision procedure of DPP, TAPP and other projects; • Different Format used by IMED for Project Management; • Case Study on Preparation, Approval and Revision procedure of DPP, TAPP and other projects; • Project Appraisal: Scope and types of Appraisals; Logical Framework; • Sources of Project financing. • Delegation of Financial Power and fund release procedure; • Project Audit Management; • Project Procurement Management; • Monitoring & Evaluation in Project Management; • Role of a Project Manager: Managing Project team/Team Building & Strategic Planning; • Project Risk Management; • Detail Project Completion Report; Project Handover

Scheduled Training Courses				
Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
5	Technical	Gas & Oil Metering System	31 August - 04 September, 2025 (5 working days)	<ul style="list-style-type: none"> • Briefs on Gas Metering and Pipeline Control System; • Mass Flow Meter; Positive Displacement Flow Meter • Gas Regulating and Metering Station; • Natural Gas Measurement; • Turbine Meter Standard, Theory, Construction and Operation; • Turbine Meter: Selection/Sizing and Installation; • Orifice Meter Standard, Theory, Construction and Operation; • Orifice Meter: Selection/Sizing and Installation, & Orifice Meter Problem; • Electronic Metering: Flow Computer; • Electronic Metering: Electronic Volume Corrector; • Ultrasonic Meter Standard, Theory, Construction, Sizing and Operation; • Ultrasonic Meter: Problems; • Prepaid Gas Metering System;

Scheduled Training Courses				
Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
6	Non-Technical	Human Resources Management (HRM)	07 - 11 September, 2025 (5 working days)	<ul style="list-style-type: none"> • Overview of HRM concepts and their importance • Role of HR in aligning business strategy with people management • Strategic Human Resources Planning • Managing workforce diversity and inclusion in a technical environment • Competency-based Recruitment and selection methods • Cross-border recruitment and mobility strategies • Designing effective training programs and Measuring training effectiveness • Career development and continuous learning pathways • Performance Management • Designing performance appraisal systems • Providing constructive feedback and managing performance issues • Compensation and Benefits: Understanding compensation structures, Managing compensation-related challenges in high-risk industries • Employee Relations and Labor Laws: Managing industrial relations and dealing with unions, Conflict resolution and maintaining a positive work environment • Health, Safety, and Environment (HSE) Management: Managing stress and promoting mental well-being in high-risk jobs • Change Management: HR's role in facilitating change and minimizing resistance • Predictive analytics for workforce planning and talent management: HR Technology and Automation • Ethics and Corporate Social Responsibility (CSR) • Leadership and Team Management: Real-world HR challenges etc.

Scheduled Training Courses				
Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
7	Non-Technical	Presentation and Communication Skills	16 - 18 September, 2025 (3 working days)	<ul style="list-style-type: none"> • Overview of Presentation and Communication Skill • Editing, Writing Notes, Content Summary • Common Elements of Presentation and Communication Skills • Advanced English Communication Skills, Focusing on Industry-Specific Terminology, Report Writing, And Correspondence • Negotiation and Persuasion Techniques • Cross-Cultural and Crisis Communication • Presentation Delivery Skills • Advanced PowerPoint and Presentation Design • Data Visualization and Interpretation • Industry-Specific Presentation Skills • Digital Communication Tools • Social media and Public Relations

Scheduled Training Courses				
Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
8	Non-Technical	Public Procurement Management and E-GP	21 - 30 September, 2025 (8 working days)	<ul style="list-style-type: none"> • Procurement Planning and Management • Budgeting, Scheduling and Resource Allocation for Procurement • Risk Management in Procurement • Bangladesh's E-Government Procurement (E-GP) System • Key Features of the E-GP System • Tendering Process in E-GP • Contract Management and Monitoring: Contract Award and Execution • Monitoring Supplier Performance • Ethics in Public Procurement • Legal Frameworks and Dispute Resolution • Case Studies in the Oil and Gas Sector <p>Hands-on Training: Completing Procurement Processes using the E-GP System; Mock Tendering and Bid Evaluation Sessions</p>
9	Non-Technical	Taxation, Customs and VAT Management	07 - 09 October, 2025 (3 working days)	<ul style="list-style-type: none"> • Income as an Income Tax; • Concept and Process of Submission of Income Tax Return; • All sources of Income: Salary Tax and others; • Deduction at sources and relevant changes in finance Act, 2024; Finance Ordinance, 2025 • Salary Tax, Wealth statement analysis & assessment procedure, Tax Exemptions & Rebate; • VAT System in Bangladesh; Supplementary Duty and Turnover Tax; • Exemptions (including Cottage Benefits): Accounting System in VAT; • VAT Registration, Input Tax Credit, Valuation for VAT; VAT Return, Deduction at source etc. • Customs Management

Scheduled Training Courses				
Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
10	Non-Technical	Company Act, Rules and Smart Case Management System	12 - 16 October, 2025 (5 working days)	<ul style="list-style-type: none"> • Overview of the Companies Act, 1994 relevant to energy & mineral resources companies • Types of companies (Public, Private, Joint Venture) • Company registration and licensing process • Roles and responsibilities of directors and shareholders • Key compliance: AGM, audit reports, filing requirements • Laws on joint ventures, foreign investment, and PPP • Legal provisions for company liquidation and restructuring • Introduction to Smart Case Management System • Tracking and managing legal cases involving energy companies through Smart Case Management System • Government initiatives on digital legal governance and efficiency in dispute resolution
11	Non-Technical	Financial Management (Budget, Audit and Accounts)	19 - 23 October, 2025 (5 working days)	<ul style="list-style-type: none"> • Overview of Public Financial Management framework in Bangladesh • Financial rules and regulations (e.g., General Financial Rules, Delegation of Financial Powers) • Budget cycle: Formulation, approval, execution, and revision • Preparation of Development (ADP) and Revenue Budget • Roles of DDOs (Drawing and Disbursing Officers) and budget control mechanisms • Government accounting system: Codes, classifications, and reporting • Audit process: Internal vs. external audit; CAG's role • Common audit objections and how to address them • Use of iBAS++ system for digital budgeting and accounting • Ensuring transparency, accountability, and compliance in fund management

Scheduled Training Courses				
Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
12	Technical	Design, Construction, Operation & Maintenance of Oil & Gas Pipeline	26 - 30 October, 2025 (5 working days)	<ul style="list-style-type: none"> • Overview of Natural Gas Supply Chain in Bangladesh • Introduction of Pipeline and its Facilities: Manifold Station, CGS/ TBS/ DRS, Valve Station, Pig Launcher/Receiver Compressor station • Pipeline Design & Engineering: Design Code for Gas Pipeline, Route Survey and Investigation, EIA, Design and Sizing Criteria, Various Factors Considered in Pipeline Design and Calculation • Pipeline Materials and Selection of pipeline materials • Gas Network Analysis and Leak Detection • SCADA Operation & Maintenance • Mathematical Model Analysis Simulation & Optimization Model- Pipeline Studio
13	Non-Technical	Geology for Non-Geologist	11 - 13 November, 2025 (3 working days)	<ul style="list-style-type: none"> • Introduction to Geology: Importance in energy and mineral sectors • Structure of the Earth: Crust, mantle, core – basic concepts • Types of Rocks: Igneous, sedimentary, and metamorphic • Minerals and Their Identification: Key economic minerals in Bangladesh • Geological Time Scale: Understanding Earth’s history and fossil records • Plate Tectonics and its impact on resource distribution • Geological Mapping and remote sensing basics • Hydrocarbon Formation: Source rock, reservoir, trap – basic petroleum geology • Geological Aspects of Mining: Site selection, exploration, and risks • Environmental and Geological Hazards: Earthquakes, subsidence, and land degradation

Scheduled Training Courses				
Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
14	Non-Technical	Labor Act, Rules, Policies & Human Rights	30 November - 04 December, 2025 (5 working days)	<ul style="list-style-type: none"> • Salient Feature of Labor Act, 2006, Labor Rules 2015; • Role of BLA & Rules for Ascertaining Decent Working Environment: • Labor Laws in Regulating Employment & Condition of Service; • Work Place Accident, Occupational Diseases and Payment Compensation; • Introduction to Company Law; Company Law, Problems and Solutions Relating Companies of Oil, Gas Sector; • Trade Union Activities, Disposal and Industrial Dispute; • Payment of Wages and Working Hours & Leave; • Collective Bargaining Agency (CB (CBA) Activities; • Human Rights and Fundamental Rights; • Human Rights in the Constitution of Bangladesh; • Universal Declaration of Human Rights; • State Obligations of Human Rights Defenders; • Discriminations: Race-Religion-Nationality etc.; • Social Crime/Vulnerable Issues and Related Topics

Scheduled Training Courses				
Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
15	Non-Technical	Annual Confidential Report (ACR) Writing	22 December, 2025 (1 day)	<ul style="list-style-type: none"> • Concept of Annual Confidential Report (ACR) Writing • Structure and Components of ACR • Guidelines of ACR Writing • Exercise on ACR Writing • ACR Evaluation Criteria • Managing ACR: Challenges and how to deal with • Managing ACR in Different Organizations • Using Technology in ACR Management • ACR for Leadership Development • Legal and Ethical Considerations
16	Technical	Occupational Health, Safety and Environmental Management	11 - 15 January, 2026 (5 working days)	<ul style="list-style-type: none"> • Organizational Risk Management: An introduction to hazard identification; • Organizational risk assessment and Risk control; • Cases and Programs on Organizational Risk Management; • Occupational Health and Safety provisions/ procedures in Bangladesh; • Occupational Health and Safety provisions/ procedures in Petroleum and Mineral Sector; • Introduction to Hazardous substances/dangerous goods: Work Safe documents and compliance issues; • Various Work Safe documents and compliance issues specific to Petroleum and Mineral Sector; • HSE Management in Oil & Gas related activities; • Mitigation Measures of Exploration Activities in Bangladesh; • Fire Fighting, First Aid & Rescue Operation; Practical Demonstration on Fire Fighting, First Aid & Rescue Operation;

Scheduled Training Courses				
Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
17	Technical	Prepaid Gas Metering System (Installation and Maintenance)	18 - 22 January, 2026 (5 working days)	<ul style="list-style-type: none"> Gas Metering, Pipeline Control System and Gas Regulating and Metering Station Components of a prepaid gas metering system Advanced system architecture and communication protocols Integration with smart grid systems Best practices for installing prepaid gas meters Installation challenges and solutions in urban and rural environments Compliance with local and international safety standards Advanced calibration techniques for accuracy Testing methods for meter performance and leakage detection Troubleshooting common installation errors Predictive and preventive maintenance strategies Diagnosing hardware and software faults Secure data collection, storage, and transfer Integration with billing systems and mobile payment platforms Real-time monitoring and reporting using analytics dashboards Practical demonstration of installation and maintenance Local standards and guidelines for prepaid gas metering International benchmarks and best practices Legal aspects and consumer rights related to prepaid gas meters

Scheduled Training Courses				
Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
18	Non-Technical	International Contract and Negotiation	27 - 29 January, 2026 (3 working days)	<ul style="list-style-type: none"> • Introduction to International Contracts; • Important Principles and Terms in All Contracts; • Host Governments and Contractors Contract Objectives; • Specific Features of Different Types of Contracts; • International Sourcing Methods; • Selecting Appropriate Contract Clauses; • Developing the Overall Price; • Negotiation Skills & Techniques; • Correspondence with Foreign Counterparts; • International Contract and Negotiation: Case Study; • Negotiations Power Dynamics; • Process and Challenges of Negotiation etc.
19	Technical	Corrosion Management	01 - 05 February, 2026 (5 working days)	<ul style="list-style-type: none"> • Impacts of Corrosion on National Economy • Corrosion in Petroleum Industries • Forms Thermodynamics and Kinetics Of • Corrosion Monitoring and Assessment Techniques • Corrosion Control Management and Strategies • Anodic and Cathodic Production System • Design Practices for Cathodic Protection of Pipeline • Cathodic Protection for Offshore Structures • Corrosion Monitoring with IoT and Smart Sensors • Cathodic Protection System Operation and Maintenance • Non-Destructive Testing for Oil and Gas Pipeline

Scheduled Training Courses				
Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
20	Non-Technical	Advanced Store Keeping and Stock Control (Inventory Management)	08 - 12 February, 2026 (5 working days)	<ul style="list-style-type: none"> • Introduction to Fundamentals of Store Management; • Qualification and Function of Store Officer; • Store Keeping Procedure (Receipt & Issue of Stores, Materials or Scrap Return, Store Transfer); • Stock Control Game; • Concept of Inventory and Stock Control Model; • Method of Coding, Advantage, Interpret and Cost Associated with Stock/Inventory; • Store Keeping Procedure (Store on Loan, Insurance formalities, Claim Settlement); • Technicalities in Housing of Stores; • Uses of Computer in Stores Management; • Automation With Stock Control Software.
21	Non-Technical	Sustainable Development Goal (SDG)	17 - 19 February, 2026 (3 working days)	<ul style="list-style-type: none"> • The Role of SDGs In Addressing Global Challenges Like Poverty, Inequality and Environmental Sustainability • Bangladesh's Delta Plan and Its Goals • Climate Action and The Delta Plan • Integrating Clean Energy Systems into Bangladesh's Development Framework • Decent Work and Economic Growth – Linking SDGs To Economic Development • Circular Economy Principles and Waste Reduction Strategies • Integrated Approaches to Disaster Risk Reduction Under SDGs And Delta Plan • Tools and Frameworks for Tracking SDG • Achievements in Line with The Delta Plan • Data-Driven Approaches to Assess Progress and Adjust Strategies for Sustainable Development

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Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
22	Technical	Material Engineering Codes and Standards	05 – 09 April, 2026 (5 working days)	<ul style="list-style-type: none"> Line Pipe Standard: API5L Line Valve Standard: API6D Pipe Line Standard: Various Regulating Station Standard: EN12186 Pressure Regulator Standard: EN334 Material used in Pipeline System Pipeline Code: ASME B31.8 Orifice Meter, Turbine Meter, Ultrasonic Meter Standard Pressure Vessel Code ASME Section VIII, Div-1 EVC Standard Role of Code and Standard on RMS Application of Code and Standard in Upstream Oil/Gas Industries: Drilling, Gas Conditioning and Processing Plants, Wellhead & X-mass Tree, Downhole Completion Equipment etc.
23	Technical	Usages of Explosives in Petroleum and Mining Industry	12-13 April, 2026 (2 working days)	<ul style="list-style-type: none"> Introduction to United Nations (UNs)- Classified Dangerous Goods (DGs) UNs-defined safety symbols Potential Hazards Due to Mismanagement of UN-classified DGs Users of Commercial Explosives (CE) in Bangladesh Regulatory Obligation in: Storage, Importation and Transportation of CE; Regulatory Authorities Involved in Safe Management of Commercial Explosives; Name of Regulatory Obligations and Sequence in Obtaining them: Requisite Procedure Application; Unexpected and Harmful Impact at Coal Mine due to Breaching Regulatory Obligation- Unexpected Situation, Harmful Impact; Explosives License & NOC Obtaining Procedures in Bangladesh; Query and Reply

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Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
24	Technical	ICT, Cyber Security, Computer Networking Including AI/ML	19 – 23 April, 2026 (5 working days)	<ul style="list-style-type: none"> • Digital Transformation in the Energy Sector • ICT Fundamentals: Hardware, Software, Networking & Cloud Computing • Smart Grid, Renewable Energy Management, Digital Twin • Data Analytics and Automation • Impact of ICT in the Bangladesh and Global Energy Sector, Policy Issues & Framework • Digitalization Trends in the Power Sector, Oil & Gas Sector • Smart Meter, Predictive Maintenance, IoT • Renewable Energy and AI-Based Optimization • Data Security and Cybersecurity Challenges • International Standards (e.g., ISO 50001, IEC 61850) • Bangladesh Digital Energy Policy 2021 • Big Data Analytics for Energy Optimization • Geospatial Data Analysis (Mineral Resource Exploration) • Automated Mining Technology (Drones, AI-Based Exploration) • Digital Transformation Initiatives of PETROBANGLA and BAPEX in Bangladesh • Global Success Stories (e.g., Shell, Saudi Aramco) • Core Elements of 4IR (Fourth Industrial Revolution): IoT, AI/ML, Robotics, Big Data • Smart Factory and Energy Manufacturing • IoT-Based Real-Time Monitoring (Smart Grid, Pipeline Leak Detection) • Sensor Technology and Data Collection • Machine Learning for Energy Demand Forecasting • Computer Vision for Safety Monitoring (in Oil Fields & Gas Pipelines) • Quantum Computing in Energy Optimization • Metaverse and Virtual Training for Energy Professionals

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Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
25	Non-Technical	Offshore and Blue Economy	28 - 30 April, 2026 (3 working days)	<ul style="list-style-type: none"> • Introduction to the Blue Economy: Principles and Scope; • Sustainable Development Goals (SDGs) & Ocean Economy; • Offshore Oil and Gas; • Offshore Renewable Energy; Marine Resources & Sustainable Use
26	Technical	Gas Stations (DRS/RMS/TBS) Design, Construction, Operation and Maintenance	10 - 14 May, 2026 (5 working days)	<ul style="list-style-type: none"> • Overview of Gas Stations: Types – DRS (District Regulating Station), RMS (Regulating & Metering Station), TBS (Town Border Station) • Design Principles: Layout, capacity planning, safety zones, pressure regulation • Technical Components: Filters, regulators, heaters, meters, SCADA systems • Construction Standards: Civil, mechanical, and electrical requirements • Gas Pressure and Flow Control mechanisms • Safety Systems and Protocols: Fire protection, gas leak detection, emergency shutdown • Operation Procedures: Daily checks, pressure adjustment, meter reading • Routine Maintenance: Inspection schedules, part replacement, system calibration • Troubleshooting Common Issues: Pressure drops, leak detection, equipment failure • Regulatory Compliance: Standards (e.g., environmental and safety audits)

Special/On request Courses				
Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
01	Technical	Storage, Handling, Maintenance of POL Products and Aircraft Refueling	On Request	<ul style="list-style-type: none"> • Discussion on history of fuel, oil, and gas • Crude oil: composition, types, general properties, impurities • Different crude oils processed in ERL, standard cuts and unit description • Fuel supply chain management (from refinery to end user) • Liquid hydrocarbon pipeline in Bangladesh • Alternative fuels and the future of aviation energy • Discussion about lubricants: necessity, marketing, handling, quality control • Maintenance of bulk fuel installations including cleaning and painting of storage tanks (underground and above ground) • Maintenance of equipment used in fuel dumps • Test methods of different POL products and testing equipment • Disposal of unserviceable POL products • Oil terminal and depot operations and related concepts • LP gas: refill system, marketing, maintenance, and precautions • POL containers: types (drum, jerrycan), inspection, repair, stenciling, and transportation (road, rail, river) • Mixture of POL products and associated pollution • Specifications of petroleum products: HSD, SKO, HBC, MS, LPG • Petroleum Act and its related rules • Fire and fire control systems: types, classifications, causes, and prevention methods • First aid: concept, policy, causes, emergency rescue, and breathing systems • Use, classification, and maintenance of firefighting equipment • Health, safety, security, and environmental issues • Aviation fuel services of Padma Oil Co. Ltd • Classification of aircraft fuel and refining processes • Jet fuel receiving systems at depots

Special/On request Courses				
Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
02	Technical	Training on Drilling Operation, Related Testing and Services, Hazard and Risk Mitigation, Stuck Pipe Prevention	On Request	<ul style="list-style-type: none"> • Well location selection • Well proposal (WP) preparation • Geotechnical order (GTO) preparation • Drilling program preparation as per GTO • Geological program • Casing program • Drilling hazard • Drilling operation, casing running, cementing • Mud program • Mud logging and reporting • Coring and reporting • Wireline logging and reporting • RDT (Repeat Formation Tester) program • VST (Vertical Seismic Test) program and check shot • Perforating–explosive operation program

Special/On request Courses				
Sl. No.	Category of course	Training Name	Tentative Date and Duration	Course Content
03	Non-Technical	Foundation Training	On Request/ To be announced later	<ul style="list-style-type: none"> • Module 1: Bangladesh Studies and The Constitution of Bangladesh • Module 2: Laws, Rules and Regulations related to EMRD • Module 3: Administrative Rules and Procedures • Module 4: Management of Public Organization • Module 5: Office Management and Communication • Module 6: Development Administration • Module 7: Project Management • Module 8: Development Economics • Module 9: Public Procurement • Module 10: Financial Management • Module 11: Information Technology • Module 12: Gender Awareness • Module 13: Research Methodology • Module 14: English Language Skill • Module 15: Contemporary Issues • Module 16: Physical Training, Games and Sports • Module 17: Book Review • Module 18: Field Visit and Study Tour • Module 19: Director General's Evaluation • Module 20: Syndicate Work / Exercise • Module 21: Term Paper / Assignment • Module 22: Extension Lecture

5. Conclusion

Technical advancement in the energy and mineral resources sector must be supported by structured capacity-building activities to ensure effective implementation, operational excellence, and long-term sustainability of reform initiatives. Limited technical expertise in some areas and the increasing urgency from policy-makers and regulators to adopt new technologies and systems across the sector underscore the need for widespread and continuous training programs nationwide. In this context, a comprehensive training strategy has been developed by BPI through consultation with experts and stakeholders involved in the energy sector.

The training programs outlined in this strategy are designed to orient concerned officials with newly developed tools, operational technologies, and regulatory updates that are vital for their professional responsibilities. Each course combines hands-on technical sessions with theoretical components that reference relevant policies, safety protocols, and compliance guidelines—empowering participants to work with greater competence and confidence in their respective roles. Practical exercises, case studies, and field visits further enhance the learning experience and make the trainings more application-oriented.

