Bangladesh Petroleum Institute

Training Progress Report

2024-2025

Energy and Mineral Resources Division (EMRD)

Abbreviation

ACR	-	Annual Confidential Report
AI	-	Artificial Intelligence
APA	-	Annual Performance Agreement
BPI	-	Bangladesh Petroleum Institute
BPC	-	Bangladesh Petroleum Corporation
EMRD	-	Energy and Mineral Resources Division
E-GP	-	Electronic Government Procurement
FSRU	-	Floating Storage and Regasification Unit
FY	-	Fiscal Year
GOB	-	Government of Bangladesh
HRM	-	Human Resources Management
ICT	-	Information and Communication Technology
IoT	-	Internet of Things
LNG	-	Liquefied Natural Gas
ML	-	Machine Learning
O&G	-	Oil and Gas
POL	-	Petroleum, Oil and Lubricants
SCADA	-	Supervisory Control and Data Acquisition
SDG	-	Sustainable Development Goal
SICIP	-	Skills for Industry Competitiveness and Innovation Program (SICIP)
SME	-	Subject Matter Expert
SOP	-	Standard Operating Procedure
VR	-	Virtual Reality
VAT	-	Value Added Tax
LS	-	Lump Sum

Table of Contents

Executive Summary

The Bangladesh Petroleum Institute (BPI), operating under the Energy and Mineral Resources Division (EMRD), has successfully implemented its comprehensive training program for fiscal year 2024-2025, demonstrating strong performance in developing technical and managerial capacities within Bangladesh's energy sector. During the reporting period, BPI conducted 28 training programs (23 scheduled and 5 on-request) that collectively trained 768 professionals from various energy sector organizations.

The institute achieved significant financial results, with total income reaching 14,868,650 BDT against a target of 9,985,000 BDT - representing 149% of the expected revenue. This strong performance was driven by both scheduled programs (generating 8,886,900 BDT) and specially requested training sessions (contributing 5,981,750 BDT). Notably, BPI maintained efficient operations, with total expenditures of 5,868,622 BDT against the planned budget.

Key technical training areas included SCADA systems, oil and gas pipeline design, operation, maintenance and cybersecurity, while non-technical programs covered office management, human resource management, procurement procedures and sustainable development practices. The institute achieved 90% of its participant target for scheduled trainings (612 of 680 targeted participants) and exceeded overall participation goals through additional on-request programs.

Category	Target		Achievement		% Of Achievement	
	Participants	Income	Participants	Income	Participants	Income
Scheduled Training	680	9,985,000৳	612	8,886,900 ৳	90%	89%
On Request Training	-	-	156	5,981,750 ৳	-	-
Total	**680**	**9,985,000৳**	**768**	**14,868,650৳**	**113%**	**149%**

While demonstrating strong performance in participant engagement and program delivery, the report identifies opportunities for further enhancement, particularly in expanding practical training components, strengthening trainer capabilities and adopting innovative educational technologies. These improvements will support BPI's ongoing mission to develop sector capacity and maintain its leadership position in energy sector professional development in Bangladesh.

The institute's achievements this fiscal year underscore its critical role in building a skilled workforce capable of meeting both current needs and future challenges in Bangladesh's energy sector while maintaining operational efficiency and financial sustainability.

1. Introduction

The **Bangladesh Petroleum Institute (BPI)**, under the **Energy and Mineral Resources Division (EMRD)** of the Ministry of Power, Energy and Mineral Resources, continues to serve as a key institution for human resource development, research and technical advancement in the petroleum and energy sectors of Bangladesh. Established in **1981**, BPI supports sectoral transformation through specialized training, research-based consultancy and knowledge-driven policy assistance.

Functions of Bangladesh Petroleum Institute (BPI):

i. To provide advanced training to professionals and officials engaged in the oil, gas, and mineral resource sectors; conduct research, development, and educational activities in these sectors; progressively improve the quality of such activities to meet international standards by developing appropriate facilities and opportunities; and collect, preserve, and publish relevant data;

ii. To support the Energy and Mineral Resources Division of the Ministry of Power, Energy and Mineral Resources, Petro Bangla, Bangladesh Petroleum Corporation, and other government entities engaged in the oil, gas, and mineral sectors through research and consultancy services;

iii. To carry out surveys, tests, data processing, and analysis related to oil, gas, and mineral exploration, and conduct research in these areas;

iv. To establish communication and cooperation with national and international public and private organizations involved in similar activities, and to undertake joint programs to achieve international recognition and acceptance of the Institute's activities;

v. To establish a national database on oil, gas, and minerals using modern information technology, and to position the Institute as a reference center for the petroleum and mineral resources sector;

vi. To design necessary courses, curricula, and syllabuses for conducting diploma and certificate programs;

vii. To publish and sell various data, reports, and information collected and preserved in the national database;

viii. To charge "fees" as determined and approved by the Board for services provided and activities conducted by the Institute;

ix. To establish and maintain laboratories, workshops, dormitories, and other facilities necessary for the Institute's training, research, and development activities; and

x. To establish communication and relations with similar institutes operating elsewhere in the world for institutional excellence.

During the reporting year **2024–2025**, BPI placed strong emphasis on **capacity development**, delivering multiple technical and managerial training programs aligned with national and institutional priorities. Training areas covered during the year 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 Refueling
- ICT Infrastructure, Cybersecurity, and Computer Networking
- Administrative/Managerial (e.g. Office Management, HRM etc.)
- Financial Management
- Foundation Training for Newly Recruited Officers

To ensure structured delivery, all training activities were carried out in accordance with the **Annual Training Plan**, duly approved by the competent authority. The plan identified training themes, target groups, delivery formats, and implementation timelines to ensure relevance and impact.

In addition to training, BPI conducted several technical studies, provided laboratory and field support services and facilitated stakeholder engagement through knowledge-sharing events. These efforts contributed to enhancing institutional readiness, technology adaptation, and strategic decision-making across the energy sector.

BPI remains committed to its role as a national center of excellence, ensuring that Bangladesh's energy professionals are equipped with the skills and knowledge needed to support the country's evolving energy landscape.

1.1. Objectives of the training

To support the development of a skilled and future-ready energy workforce, a set of well-defined training objectives has been formulated. These objectives are designed to enhance technical expertise, institutional capabilities, and operational efficiency across the petroleum and energy sectors. The goal is to prepare professionals to effectively respond to emerging technological and strategic challenges in exploration, production and distribution systems. Below is a summary of the key objectives to be achieved:

- **Strengthen Technical and Institutional Capacity in Energy Sector:**
  i. Enhance the technical proficiency of engineers, officers and professionals working under Energy and Mineral Resources Division [e.g. Bangladesh Oil, Gas & Mineral Corporation (Petrobangla), Bangladesh Petroleum Corporation (BPC) etc.]
  ii. Build institutional readiness to adopt modern practices and technologies in petroleum operations and management.

- **Improve Digital and Analytical Skills in Oil & Gas Operations:**
  i. Develop capacity in digital tools, including SCADA systems, network simulation and leak detection.
  ii. Enable participants to apply data analytics and predictive tools (AI/ML) for informed operational decisions.

- **Build Strong Foundation in Emerging Technologies:**
  i. Provide training on Cybersecurity, Artificial Intelligence, Machine Learning and IoT within the context of energy systems.
  ii. Promote the integration of smart technologies in monitoring, maintenance and energy infrastructure safety.

- **Enhance Administrative/Managerial Skills:**
  i. Train participants to enhance their Administrative/Managerial skills in technical and operational aspects of oil, gas and refinery systems (e.g. Office Management, HRM, Procurement etc.).
  ii. Ensure better understanding of environmental safety, compliance, SOP's and emission control standards.

- **Align Sector Stakeholders with National Energy Goals:**
  i. Develop collaborative knowledge among stakeholders including government bodies and private sector through seminar/workshop.
  ii. Align institutional efforts with national energy strategies and sustainable development goals.

1.2. Activities of Training Team

To implement the Institute's mandate and achieve its strategic training objectives, the Training Team of Bangladesh Petroleum Institute (BPI) undertook a series of targeted and structured activities during the reporting period. These activities were designed to translate institutional functions into practical outcomes, strengthen sectoral capacities, and build a technically competent energy workforce:

- **Design and Development of Customized Training Modules:**

The team developed topic-specific technical and administrative/management training modules tailored to the emerging needs of the oil, gas and mineral resources sector. These modules covered a range of areas.

- **Training Need Assessment and Curriculum Alignment:**

Seminars, focus group discussion and consultations were conducted with professionals from Petrobangla, BPC and relevant agencies to identify training gaps. Based on findings, course content and delivery methods were updated to meet real-world operational and policy challenges.

- **Implementation of Quality Training Programs:**

The team successfully organized and conducted multiple training sessions across various technical and administrative/managerial topics. Each training session was implemented with:

i. Engagement of experienced trainers and subject matter experts

ii. Use of modern training aids (multimedia, models, simulation tools)

iii. Well-equipped classrooms ensuring conducive learning environments

iv. Continuous monitoring and feedback mechanisms for quality assurance

- **Resource Material Development and Knowledge Support:**

Comprehensive training manuals, case-based learning materials, visual presentations, and operational guidelines were developed and distributed to trainees for post-training reference and application in the field.

- **Collaboration and Joint Training Initiatives:**

Training programs were coordinated with government organizations, universities and private institutions to introduce cross-learning, certification and best practices.

- **Evaluation and Impact Measurement:**

Post-training evaluations were conducted to assess knowledge transfer and participant satisfaction. The results were used to refine course design and delivery for future sessions.

- **Facilitation of Digital Learning and E-Training Initiatives:**

To expand access and flexibility, the team-initiated steps for hybrid learning formats, including online training, seminar/workshops and virtual training modules, especially for topics related to ACR, ICT, AI etc. A computer laboratory was installed to provide digital learning and practicing modern softwares.

- **Capacity Building for Trainers and Staff:**

Internal capacity development was also prioritized through different programs and exposure visits, ensuring continuous improvement of instructional quality and training effectiveness.

1.3.   Categories of Training

Based on Delivery Type (Implementation Approach):

i.   **Scheduled Training**: These trainings were pre-planned and approved by the Governing Board as outlined in the **Course Calendar for FY 2024–2025**.

ii. **On-Request Training:** In addition to the scheduled programs, **five training courses** were conducted based on specific requests from different organizations and companies during the year. These tailored sessions addressed unique institutional needs and capacity-building goals.

Based on Target Group (Content Focus):

i.   **Technical Training:** A total of **9 technical courses** were designed for engineers and technical personnel working in the energy sector, focusing on operational, analytical and system-based skills.

ii. **Non-Technical Training: 14 courses** were targeted toward administrative, financial and management-level officials to enhance their understanding of sectoral operations, digital tools and organizational management.

1.4.   Participants Categories of Training Program

Table 1: Targeted participants according to respective training

Sl. No.	Category of course		Training Name	Targeted Participants
1	Scheduled Trainings	Technical	Gas & Oil Metering System	Engineers and technical personnel working in O&G industry
2			Oil & Gas Network Analysis, SCADA and Leak Detection	Engineers and technical personnel working in O&G industry
3			Design, Construction, Operation & Maintenance of Oil & Gas Pipeline	Engineers and technical personnel working in O&G industry
4			Safety Precaution at Work Site and Occupational Health Safety	Technical and non-technical personnel working in O&G sector/industry
5			Prepaid Gas Metering System (Installation and Maintenance)	Engineers and technical personnel working in distribution companies
6			Corrosion Control and Cathodic Protection	Engineers and technical personnel working in O&G industry
7			Material Engineering Codes and Standards	Engineers and technical personnel working in O&G industry
8			Usages of Explosives in Petroleum and Mining Industry	Engineers and technical personnel working in Mining industry
9			ICT, Cyber Security and Computer Networking for Smart Bangladesh	Technical personnel working in ICT department
10		Non-Technical	Project Management	Personnel working in the management/administration
11			Human Resources Management (HRM)	Personnel working in the management/administration
12			Presentation and Communication Skills	Technical and non-technical personnel working in O&G sector and others
13			Annual Performance Agreement & Five Tools 2024-25: Guidelines and Execution Procedures	Personnel working in the APA team

Sl. No.	Category of course		Training Name	Targeted Participants
14			Public Procurement Management and E-GP	Personnel working in the purchase department
15			Office Management	Personnel working in the management/administration
16			Taxation and VAT Management	Personnel working in the finance department
17			Fire Fighting, First Aid and Rescue Operation	Technical and non-technical personnel working in O&G sector and others
18			Sustainable Development Goal (SDG)	Technical and non-technical personnel working in O&G sector and others
19			Labor Act, Rules, Policies & Human Rights	Technical and non-technical personnel working in O&G sector and others
20			Annual Confidential Report (ACR) Writing	Officers from different organizations of GOB
21			International Contract and Negotiation	Technical and non-technical personnel working in O&G sector and others
22			Store Keeping and Stock Control (Inventory Management)	Personnel working in the store department
23			Offshore and Blue Economy	Technical and non-technical personnel working in O&G sector and others
24	On Request	Technical	Basic Drilling Technology	Personnel working in the exploration & drilling department
25			Storage, Handling, Maintenance of POL Products and Aircraft Refueling	Personnel working with POL & Aircraft Refueling operation
26		Non-Technical	Foundational Training Course	Newly recruited officers
27			Annual Confidential Report (ACR) Writing	Officers from different organizations of GOB mostly Senior Officials
28			Personal Grooming, Behavior, Reception and Hospitality	Technical and non-technical personnel working in O&G sector and others

1.5. Training Implementation Period

The training activities were successfully implemented over a 12-month period, beginning in July 2024 and concluding in June 2025.

1.6. Training Outline

The training programs were designed and delivered based on an interactive methodology combining theoretical presentations, practical sessions, hands-on lab exercises, filed visits and open discussions. Each session was structured to align with the specific requirements of the course content, ensuring effective learning and skill development.

2. Training Method

2.1. In Person Training

- **Lecture Sessions** – Trainers delivered comprehensive lectures using multimedia presentations to explain technical concepts and operational procedures relevant to the oil, gas, and mineral sectors. Visual aids and real-world examples were used to enhance understanding.

- **Hands-on Training** – To reinforce theoretical knowledge, participants engaged in hands-on sessions using relevant instruments, software tools, and lab equipment, depending on the course content.

- **Practical Exercises** – Participants were given scenario-based tasks and technical exercises designed by the instructors to apply the learned skills in simulated or real-life settings.

- **Interactive Discussions** – Open discussions and group interactions were facilitated to encourage knowledge sharing, clarify complex topics and promote peer-to-peer learning.

- **Assessment and Feedback** – Participant performance and course delivery were evaluated through quizzes, feedback forms, and instructor reviews to measure training effectiveness and identify areas for improvement.

2.2. Online Training

We have an online registration system in place for all participants, and one official Zoom account which is used to conduct online training sessions. Training materials are shared with participants via Email/Gmail to ensure timely access and smooth facilitation of the courses.

3. Implementation Status of the Training in 2024–2025

3.1.   Overview of Training Plan

The Governing Board presided by the Honorable Secretary of the Energy and Mineral Resources Division (EMRD) approved the Annual Training Plan for 2024–2025, which includes a total of 23 training sessions. An addition 05 training sessions were conducted upon request. These sessions cover both technical and non-technical topics relevant to the energy and mineral resources sector.

Table 2: Overview of the Implemented Training Plan (scheduled Training) of 2024-2025

Sl. No.	Training Name	Days	Expected Number of Participants	Actual Number of Participants	Course fee per participants (in BDT)	Expected Income (in BDT)	Actual Income (without IT, VAT and liability) (in BDT)	Expenditure (in BDT)	Date	Venue
1	Project Management	5	25	32	18,500.00৳	462,500.00	592,000.00	161,599.00	18 - 22 August, 2024	BPI
2	Human Resources Management (HRM)	5	30	27	18,500.00৳	555,000.00	499,500.00	150,163.00	01 - 05 September, 2024	BPI
3	Gas & Oil Metering System	5	30	34	18,500.00৳	555,000.00	629,000.00	186,558.00	08 - 12 September, 2024	BPI
4	Presentation and Communication Skills	3	30	31	9,600.00৳	288,000.00	297,600.00	94,838.00	17 - 19 September, 2024	BPI

Sl. No.	Training Name	Days	Expected Number of Participants	Actual Number of Participants	Course fee per participants (in BDT)	Expected Income (in BDT)	Actual Income (without IT, VAT and liability) (in BDT)	Expenditure (in BDT)	Date	Venue
5	Annual Performance Agreement & Five Tools 2024-25: Guidelines and Execution Procedures	5	15	14	18,500.00৳	277,500.00	259,000.00	100,308.00	22 - 26 September, 2024	BPI
6	Public Procurement Management and E-GP	5	35	40	18,500.00৳	647,500.00	740,000.00	185,976.00	29 September - 03 October, 2024	BPI
7	Office Management	5	35	31	18,500.00৳	647,500.00	573,500.00	151,840.00	29 September - 03 October, 2024	BPI
8	Taxation and VAT Management	3	35	35	9,600.00৳	336,000.00	336,000.00	101,338.00	06-08 October, 2024	BPI
9	Oil & Gas Network Analysis, SCADA and Leak Detection	4	40	42	13,500.00৳	540,000.00	567,000.00	150,165.00	06-09 October, 2024	BPI
10	Design, Construction, Operation & Maintenance of Oil & Gas Pipeline	5	35	35	18,500.00৳	647,500.00	647,500.00	192,793.00	27– 31 October, 2024	BPI
11	Fire Fighting, First Aid and Rescue Operation	3	35	33	9,600.00৳	336,000.00	316,800.00	110,228.00	05 - 07 November, 2024	BPI

Sl. No.	Training Name	Days	Expected Number of Participants	Actual Number of Participants	Course fee per participants (in BDT)	Expected Income (in BDT)	Actual Income (without IT, VAT and liability) (in BDT)	Expenditure (in BDT)	Date	Venue
12	Sustainable Development Goal (SDG)	3	30	13	9,600.00৳	288,000.00	124,800.00	61,903.00	26 - 28 November, 2024	BPI
13	Labor Act, Rules, Policies & Human Rights	5	30	24	18,500.00৳	555,000.00	444,000.00	134,608.00	08 - 12 December, 2024	BPI
14	Annual Confidential Report (ACR) Writing	2	30	40	6,000.00৳	180,000.00	240,000.00	70,600.00	22 -23 December, 2024	BPI
15	Safety Precaution at Work Site and Occupational Health Safety	5	30	17	18,500.00৳	555,000.00	314,500.00	119,850.00	12 - 16 January, 2025	BPI
16	Prepaid Gas Metering System (Installation and Maintenance)	5	30	17	18,500.00৳	555,000.00	314,500.00	129,288.00	19 - 23 January, 2025	BPI
17	International Contract and Negotiation	3	25	29	9,600.00৳	240,000.00	278,400.00	95,161.00	22 - 24 April, 2025	BPI
18	Corrosion Control and Cathodic Protection	5	30	24	18,500.00৳	555,000.00	444,000.00	150,590.00	09 - 13 February, 2025	BPI
19	Store Keeping and Stock Control (Inventory Management)	4	30	17	13,500.00৳	405,000.00	229,500.00	97,247.00	27 - 30 April, 2025	BPI

Sl. No.	Training Name	Days	Expected Number of Participants	Actual Number of Participants	Course fee per participants (in BDT)	Expected Income (in BDT)	Actual Income (without IT, VAT and liability) (in BDT)	Expenditure (in BDT)	Date	Venue
20	Material Engineering Codes and Standards	5	25	21	18,500.00৳	462,500.00	388,500.00	147,012.00	04 – 08 May, 2025	BPI
21	Usages of Explosives in Petroleum and Mining Industry	2	25	18	6,000.00৳	150,000.00	108,000.00	48,126.00	14 – 15 May, 2025	BPI
22	ICT, Cyber Security and Computer Networking for Smart Bangladesh	5	30	20	18,500.00৳	555,000.00	370,000.00	134,385.00	18 – 22 May, 2025	BPI
23	Offshore and Blue Economy	3	20	18	9,600.00৳	192,000.00	172,800.00	73,882.00	25 - 27 May, 2025	BPI
	Total		**680**	**612**		**9,985,000.00**	**8,886,900.00**	**2,848,458.00**		

Training	Expected Income	Actual Income
1	462500	592000
2	555000	499500
3	555000	629000
4	288000	297600
5	277500	259000
6	647500	740000
7	647500	573500
8	336000	336000
9	540000	567000
10	647500	647500
11	336000	316800
12	288000	124800
13	555000	444000
14	180000	240000
15	555000	314500
16	555000	314500
17	240000	278400
18	555000	444000
19	405000	229500
20	462500	388500
21	150000	108000
22	555000	370000
23	192000	172800

■ Sum of Expected Income   ■ Sum of Actual Income without IT, VAT and liabilities

*Figure 1 Comparison between Expected Income and Actual Income in case of the Scheduled Trainings*		
1	Project Management	**13**	Labor Act, Rules, Policies & Human Rights
2	Human Resources Management (HRM)	**14**	Annual Confidential Report (ACR) Writing
3	Gas & Oil Metering System	**15**	Safety Precaution at Work Site and Occupational Health Safety
4	Presentation and Communication Skills	**16**	Prepaid Gas Metering System (Installation and Maintenance)
5	Annual Performance Agreement & Five Tools 2024-25: Guidelines and Execution Procedures	**17**	International Contract and Negotiation
6	Public Procurement Management and E-GP	**18**	Corrosion Control and Cathodic Protection
7	Office Management	**19**	Store Keeping and Stock Control (Inventory Management)
8	Taxation and VAT Management	**20**	Material Engineering Codes and Standards
9	Oil & Gas Network Analysis, SCADA and Leak Detection	**21**	Usages of Explosives in Petroleum and Mining Industry
10	Design, Construction, Operation & Maintenance of Oil & Gas Pipeline	**22**	ICT, Cyber Security and Computer Networking for Smart Bangladesh
11	Fire Fighting, First Aid and Rescue Operation	**23**	Offshore and Blue Economy
12	Sustainable Development Goal (SDG)		

Table 3: Overview of the Requested Training Plan of 2024-2025

| Sl. No.	Training Name	Days	Number of Participants	Course fee per participants (in BDT)	Income from the course (without IT, VAT and liability) (in BDT)	Expenditure (in BDT)	Date	Venue
1	Basic Drilling Technology	10	17	37,500.00৳	637,500.00৳	342,391.00৳	10-21 November, 2024	BPI
2	Foundational Training Course 05	59	29	160,000.00৳	4,640,000.00৳	2,355,631.00৳	17 Dec 2024 - 13 Feb 2025	BPI
3	Annual Confidential Report (ACR) Writing	1	77	3,000.00৳	231,000.00৳	19,621.00৳	15-January, 2025	Online
4	Personal Grooming, Behavior, Reception and Hospitality	1	22	LS	60,750.00৳	52,129.00৳	22 February, 2025	BPI
5	Storage, Handling, Maintenance of POL Products and Aircraft Refueling	10	11	37,500.00৳	412,500.00৳	250,392.00৳	18 -29 May, 2025	BPI
Total			**156**		**5,981,750.00৳**	**3,020,164.00৳**		
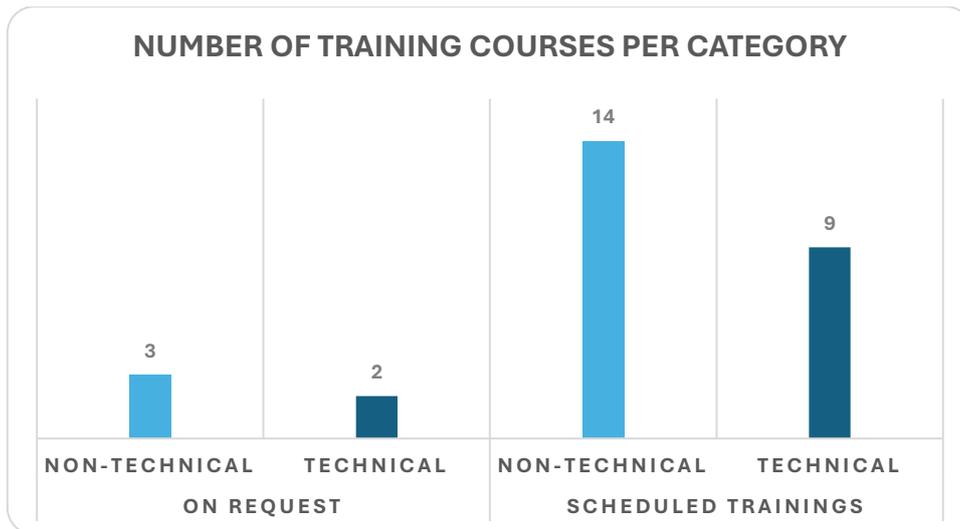
Figure 2 Total Number of Trainings Conducted by Category in FY 2024–2025
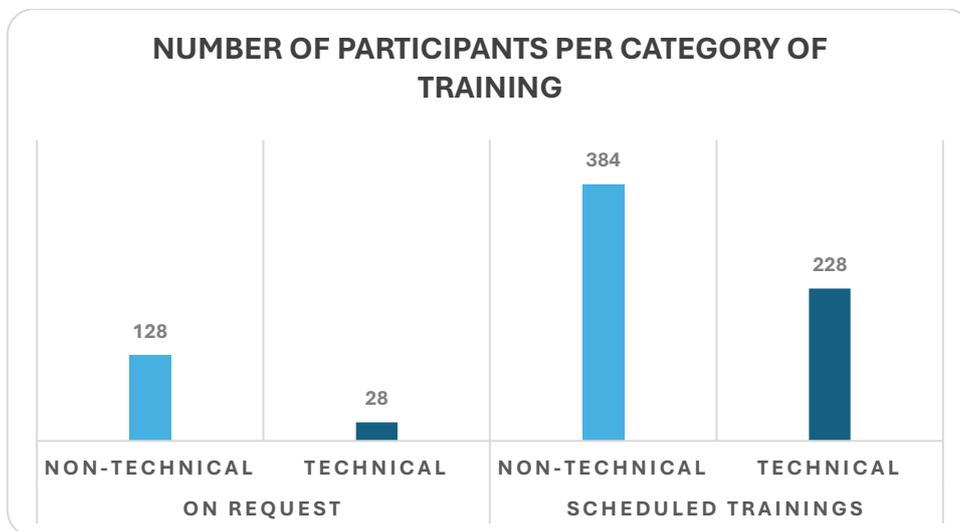

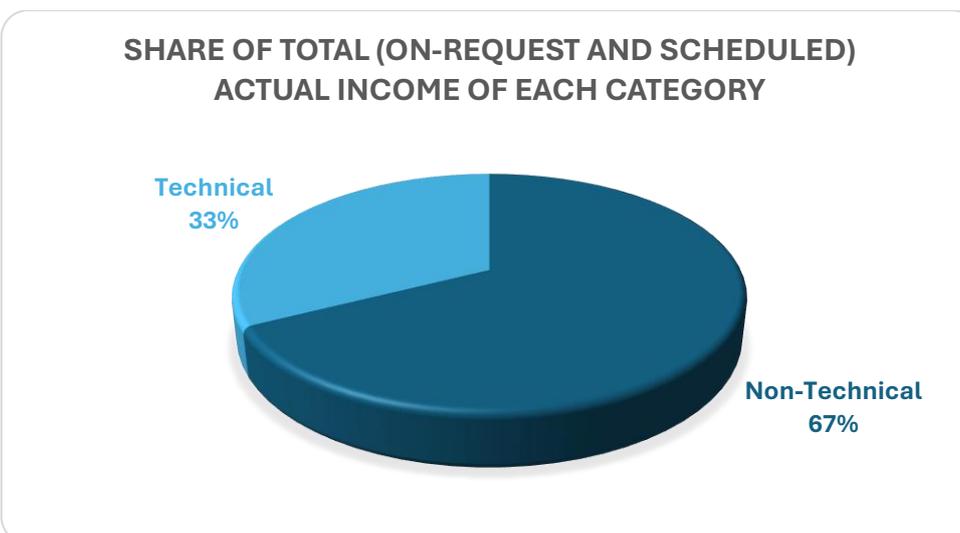*Figure 3 Total Number of Participants by Training Category in FY 2024–2025*

Figure 4 Category-wise Share of Actual Income from Both Scheduled and On-Request Trainings

During the fiscal year 2024–2025, BPI continued its efforts to strengthen capacity across the energy sector through a range of targeted training programs. Key highlights include:

- A total of **28 training sessions** were conducted covering diverse technical and administrative areas.
- A total of **768 participants** from various organizations under EMRD and others were trained through these sessions.

3.2.   Status of Training Implementation

The successful completion of 28 training sessions involving a total of 768 participants in the fiscal year 2024–2025 reflects BPI's strong commitment to capacity development in the energy sector. Out of a targeted 680 participants, 612 were trained through scheduled sessions—achieving 90% of the original target. Additionally, 156 participants were trained through on-request courses, bringing the total to 768 participants. This extended reach highlights BPI's responsiveness to institutional demands beyond its planned programs.

The training sessions included both technical and non-technical modules, covering areas such as SCADA systems, cyber security, LNG operations, office management, and labor regulations—ensuring a well-rounded approach to workforce development. Delivery methods combined classroom instruction, hands-on practice, and interactive discussion formats to maximize learning outcomes.

The achievement of 90% of the targeted participants through planned sessions, along with the inclusion of additional on-request trainings, underscores BPI's adaptability and relevance. Going forward, maintaining a balance between quality delivery and resource efficiency will be key to sustaining this impact and further solidifying BPI's role as a premier training institution in Bangladesh's energy and mineral resources sectors.

3.3.   Target vs Achievement

Table 4: Target vs. Achievement – Training Plan 2024–2025

Category	Target		Achievement		% Of Achievement	
	Participants	**Income**	**Participants**	**Income**	**Participants**	**Income**
Scheduled Training	680	9,985,000৳	612	8,886,900 ৳	90%	89%
On Request Training	-	-	156	5,981,750 ৳	-	-
Total	**680**	**9,985,000৳**	**768**	**14,868,650৳**	**113%**	**149%**

3.4.   Achievement per Category of Training

Table 5: Category wise Training Target vs Achievement

Category		Target		Achievement		% Of Achievement	
		Participants	**Income (in BDT)**	**Participants**	**Income (in BDT)**	**Participants**	**Income**
Excluding the on-request training	**Technical Training**	275	4,575,000	228	3,783,000	83%	82.69%
	Non-Technical Training	405	5,410,000	384	5,103,900	95%	94.34%
Including the on-request training	**Technical Training**	275	4,575,000	256	4,833,000	93%	105.64%
	Non-Technical Training	405	5,410,000	512	10,035,650	126%	185.50%

3.5.   Yearly Achievement Summary

Number of Participants in each Fiscal Year

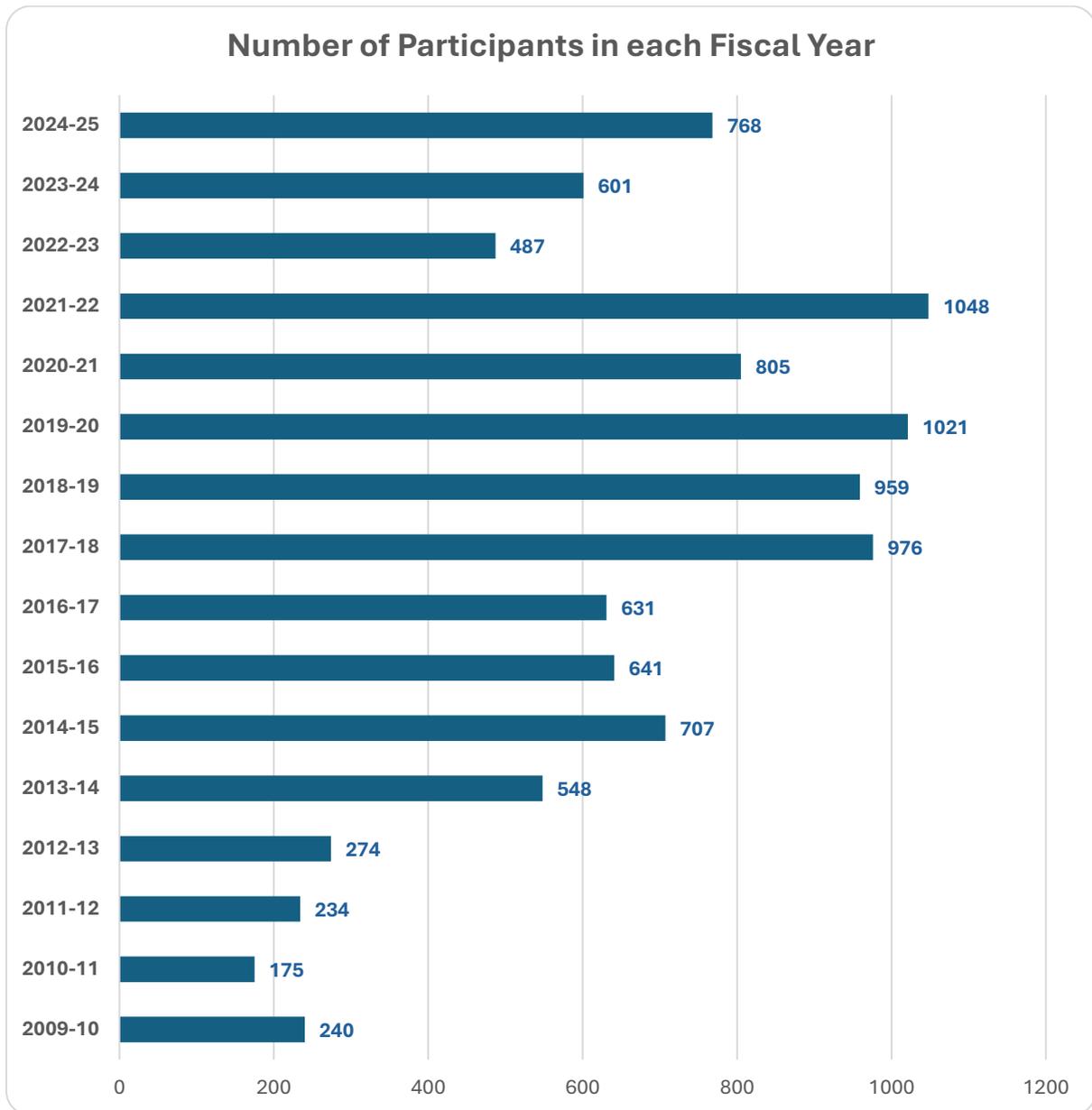| Fiscal Year	Participants
2024-25	768
2023-24	601
2022-23	487
2021-22	1048
2020-21	805
2019-20	1021
2018-19	959
2017-18	976
2016-17	631
2015-16	641
2014-15	707
2013-14	548
2012-13	274
2011-12	234
2010-11	175
2009-10	240

Figure 5 Number of Participants from 2009-10 to 2024-25

The chart shows a generally upward trend in training participation from FY 2009–10 to FY 2024–25, with some fluctuations. A sharp rise is seen in 2019–20, primarily due to the **introduction of online training** during the COVID-19 period, which allowed broader participation. This upward momentum continued through 2021–22.

A significant drop in 2022–23 was due to the reduction of training budgets imposed by the finance division to reduce expenditure. Participation began recovering in 2023–24 and 2024–25 as BPI improved course offerings, blended delivery modes and training infrastructure.

3.6. Trainer and Training Evaluation

Trainer evaluations conducted by the Bangladesh Petroleum Institute (BPI) indicate a high level of participant satisfaction across various dimensions. Trainees assessed the trainers based on key criteria such as subject matter expertise, clarity of communication, effectiveness of presentation, time management and responsiveness to participant needs.

Feedback consistently reflected strong performance in these areas, with many participants expressing interest in attending future sessions led by the same trainers—demonstrating both satisfaction and the perceived value of the training programs. This positive response highlights the effectiveness of BPI's selection and engagement of qualified resource persons.

Trainer evaluations play a critical role in assessing the quality and impact of training activities. BPI's evaluation forms cover essential aspects such as trainer knowledge, clarity, delivery style, time efficiency, and ability to address participants' learning requirements. These metrics help ensure that training objectives are met effectively.

In addition to trainer performance, participants are encouraged to provide feedback on logistical arrangements, including the training environment, materials provided, session timing, and overall organization. Such feedback is instrumental in helping BPI refine its training processes and enhance the overall learning experience for future participants.

3.7. Observations and Recommendations

Based on participant feedback collected through post-training evaluations, several key observations have emerged regarding the effectiveness and quality of BPI's training programs. Overall, feedback was largely positive, especially regarding the relevance of the training content and the expertise of many instructors. However, participants also shared valuable suggestions that highlight areas for enhancement.

Observations:

- Participants appreciated the subject coverage and practical focus of many technical courses, particularly those involving live demonstrations or case-based discussions.
- Most of the trainers consistently received very high ratings for knowledge and engagement, while a few lacked behind.
- Hands-on components were found to be very useful, but many participants suggested increasing the time and scope of practical sessions.

- Several trainees recommended improving lab access and introducing modern simulation tools.

- The online training sessions received good responses though a few participants suggested incorporating more interactive features.

- There is growing interest in more advanced digital delivery formats, such as virtual reality (VR)-based training, especially for field-based simulations.

Recommendations:

1. **Enhance Trainer Pool Quality:**

   - Continue engaging high-performing trainers.

   - Replace or retrain instructors who consistently receive poor evaluations.

   - Explore opportunities to bring in foreign trainers or industry experts for specialized sessions, particularly in emerging technologies.

2. **Expand Practical and Lab-Based Training:**

   - Increase hands-on components in technical courses.

   - Upgrade laboratory facilities and develop new simulation labs to support real-world training needs.

   - Allocate more training hours for in-lab exercises.

3. **Adopt Advanced Training Technologies:**

   - Begin incorporating virtual training modules using VR headsets where applicable—e.g., safety drills, field inspections, or refinery operations.

   - Pilot test VR sessions for selected courses and expand based on feedback.

4. **Improve Participant Engagement in Online Training:**

   - Integrate interactive tools such as live quizzes, breakout rooms and feedback polls in Zoom sessions.

   - Offer blended modules where theory is taught online and practical sessions are conducted in-person.

5. **Maintain a Feedback-Driven Improvement Loop:**

   - Analyze feedback systematically using online tools.

   - Use evaluation results for trainer selection, course refinement, and facility upgrades.

   - Consider periodic follow-up with trainees to assess knowledge retention and application.

6. **Ensure Inclusivity and Accessibility:**

   - Ensure equitable access to training for officials from remote areas or smaller agencies by offering hybrid options.

- Continue improving accommodation and classroom facilities to enhance the learning environment.

Through the implementation of these recommendations, BPI can further strengthen its role as a national leader in energy sector capacity building and align its training programs with future sectoral demands and global best practices.

4. Innovation and Development

4.1. Development of a Dedicated Training Management Website

To enhance accessibility, efficiency, and transparency in training activities, Bangladesh Petroleum Institute (BPI) is currently working on developing a dedicated website to manage all training-related functions. This upcoming platform is intended to serve as a centralized hub for publishing training calendars, course outlines, trainer profiles, participant registration, feedback collection, resource sharing, and performance evaluation.

Once developed, the website will streamline the entire training process—from announcements and registration to post-training reporting and certification. It is also planned to support data-driven decision-making by maintaining detailed records of training metrics and participant feedback. The platform is expected to significantly improve user experience, reduce administrative workload, and ensure better coordination among all stakeholders involved in BPI's capacity development efforts. The website is in its final stages of development and will be deployed soon.

4.2. Enriching the Course Content

To ensure that capacity-building efforts remain relevant and impactful, Bangladesh Petroleum Institute (BPI) is placing a strong emphasis on updating and enriching its training course content in line with the rapidly evolving technologies of the energy sector. With the global shift towards digitalization, automation, renewable energy integration, and energy efficiency, it has become essential for training programs to reflect current industry practices and future trends.

BPI is reviewing existing training modules and incorporating topics such as smart grid systems, energy transition strategies, LNG and FSRU operations, cybersecurity in energy infrastructure, data-driven decision-making and the role of Artificial Intelligence (AI) and Machine Learning (ML) in energy management. Subject Matter Experts (SMEs) and industry professionals are being

engaged to contribute to content development, ensuring both theoretical depth and practical relevance.

This initiative will not only enhance the technical knowledge of trainees but also prepare them to meet the challenges and opportunities of the modern energy landscape.

4.3.   Other

As part of its broader vision to strengthen institutional capacity and improve training delivery, BPI is undertaking several supportive initiatives alongside the core training activities. These include infrastructure development, facility upgrades and participation in collaborative skill development programs.

Computer Lab Development:

To support hands-on learning and simulation-based training, BPI has established a new computer lab equipped for training delivery in both technical and administrative domains. This facility will enhance the Institute's capacity to conduct digital training modules, software-based simulations and online assessments. The lab will also serve as a future-ready space to support hybrid and virtual learning environments, helping BPI adapt to emerging digital training needs.

AC Installation in Dormitory Facilities:

As part of a broader facility modernization effort, air conditioning systems are being installed in BPI's residential dormitory facilities to improve comfort for training participants. This initiative responds to the growing demand for better living standards during training periods and aims to create a more conducive learning environment, particularly for participants attending multi-day or residential courses.

Infrastructure Development for Capacity Strengthening:

In response to the increasing demand for technical and sectoral training, BPI is planning to invest in the expansion and modernization of its physical infrastructure. This initiative will include the development and renovation of training rooms, laboratory spaces, and dormitory accommodations. These planned improvements aim to enhance BPI's capacity to host larger groups, offer a wider range of courses, and provide participants with modern, well-equipped training facilities aligned with international standards.

SICIP Downstream Training Program:

BPI is in the process of planning its contribution to the Skills for Inclusive Growth in the Energy Sector, in collaboration with the Skills for Industry Competitiveness and Innovation Program

(SICIP)—an ADB-funded initiative aimed at upskilling technical personnel in the energy and mineral resources sector. As part of the proposed activities under this program, BPI is preparing to deliver downstream-focused training for frontline technicians, including gas station attendants and other field-level operators. These planned courses will be designed to enhance practical competencies in safe handling, operations, and maintenance, with the goal of improving workforce readiness and service delivery in downstream energy operations. The initiative is currently at the planning and approval stage.

5. Snapshot of Training

Closing Ceremony of ICT, Cyber Security and Computer Networking for Smart Bangladesh

Certificate giving ceremony of ICT, Cyber Security and Computer Networking for Smart Bangladesh

Closing Ceremony of Material Engineering Codes and Standards

Opening Ceremony of Foundational Course Batch 5th

Closing Ceremony of Offshore and Blue Economy

Certificate giving ceremony Offshore and Blue Economy

Training Session of Personal Grooming, Behavior, Reception and Hospitality

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

Closing Ceremony of Store Keeping and Stock Control (Inventory Management)

Closing Ceremony of Usages of Explosives in Petroleum and Mining Industry

Closing Ceremony of Foundation Training 5th Batch

6. Appendix: Evaluation Sheet

Energy and Mineral Resources Division
Bangladesh Petroleum Institute (BPI)
(Sector - 8, Plot - 5A, Uttara Model Town, Dhaka-1230, ☎ 8933335 Fax- 8933336)

Training Course on
Annual Performance Agreement & Five Tools 2023-24: Guidelines and Execution Procedures
(17 – 21 September, 2023)   Date:

1. Please rate this week's sessions in terms of **Trainer's Expertise, Clarity, Presentation, Time Management,** and **Responsiveness** to your educational needs. Provide any additional feedback in the **Comments** section. Circle the appropriate numbers.

RATING SCALE: 1 = Bad   2 = Not Bad   3 = Good   4 = Better   5 = Excellent

Resource Person Name	Expertise					Clarity					Presentation					Time Management					Responsiveness				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5

Comments:

Signature
(Optional)
Name:
Designation:
Organization:

1. Please rate the course out of 5?

2. If you were given the task of redesigning this course, what would you **change**?

3. Please share any kind of comments you have that would help us **strengthen** or **improve** this course.