

(বৈদেশিক সংস্থা জড়িত থাকায় পত্রটি ইংরেজিতে করা হলো)  
Government of the People's Republic of Bangladesh  
Department of Youth Development  
Planning Wing  
108 Motijheel C/A, Dhaka-1000.  
www.dyd.gov.bd

## Minutes of the ISEC Project tripartite (Special) Meeting between DYD, NSDA and ILO

**Chair :** Dr. Gazi Md. Saifuzzaman  
Director General (Grade-I)  
Department of Youth Development

**Date :** 15 September 2024      **Time :** 15.00 Hours

**Venue :** Conference Room of Department of Youth Development

### 2.0 List of Participants (Not according to Seniority)

SL	Name & Designation	Office
1.	Mr Kazi Moklesur Rahman, Joint Secretary	MoYS
2.	Mr MA Akher, (Joint Secretary), Director (Planning)	DYD
3.	Md. Manikhar Rahman, (Joint Secretary), Director (Training)	DYD
4.	Ms Taslima Akhter, Director	NSDA
5.	Mr. Prajesh Kumar Saha, Deputy Director (Planning-1)	DYD
6.	Mr Moazzem Hossain, Deputy Director, Cox's bazar & Deputy Project Director, "ISEC" Cox's bazar	DYD
7.	Mr Saleh Uddin Ahmed, Assistant Director (Planning-1)	DYD
8.	Ms Ruchika Bahl, Chief Technical Advisor	ILO, ISEC project, Cox's Bazar
9.	Mr Md. Serajul Islam, National Project Manager	ILO, ISEC project, Cox's Bazar

### 3.0 Meeting Proceedings

The Chairperson of the meeting Director General (Grade I) welcomed the meeting members and requested Mr. M A Akher, Director (Planning) DYD to facilitate the meeting. Mr. M A Akher provided a brief objective of the meeting and asked Mr Serajul Islam, NPM, ISEC project to discuss the meeting agenda.

### 4.0 Discussion points:

#### 4.1 Review and adapt Existing Competency standards:

DYD-ILO managed ISEC project has selected 15 occupations (list attached annex-I) under it-construction, agro-food, tourism, IT, light engineering sectors. The training programmes commenced on 14 July'2024 based on BTEB training standards.

Considering the current mandate, NSDA is leading the accreditation of skills training providers and assessment and certification of training completers. The skill training programmes under the ISEC project will follow NSDA training standards and quality assurance system in the delivery and assessment of training completers.

However, project didn't find three CSs (Competency Standards) in the NSDA website for Front Office Management, Sewing Machine Operation (SMO) and Sewing Machine Maintenance Mechanics (SMMM). It is also mentioned that BTEB already developed these three CSs. Project team and DYD requested NSDA to review the BTEB standards and adapt these under NSDA so that STPs can be accredited with NSDA for assessment and certification of the trained graduates. NSDA representative agreed to provide support to review and develop CSs and other training related materials as soon as they receive the official request and proposal from the DYD.

Project team also raised concerns regarding the entry qualification (SSC) of Housekeeping-level 2 courses. It was proposed in the meeting for NSDA to review the Housekeeping (HK) CS to start the course from level-1 excluding Laundry Service related Unit of Competency from the standard so that grade-8 graduates can enrol for the HK courses as most of our young people do not have SSC certificates.

#### **4.2 Development of new market-driven training packages**

Project team presented a list of 19 market-driven occupations based on the skills demand and need assessment survey conducted by the ISEC project in 2023 for the Chattogram-Cox's Bazar region and published in April 2024.

The meeting members discussed and reviewed the list and sought NSDA's support to develop 19 new training packages in five sectors-Agriculture, Construction, Manufacturing, Transport and Tourism sectors (list attached).

It was agreed in the meeting that NSDA will provide support to develop the proposed 19 training packages (CS, CADs, CBC, CBLMs and Assessment Tools) after receiving the formal request from DYD-ILO. DYD will send the list of occupations at its earliest convenience. The NSDA will take necessary action to develop the training packages by December 2024.

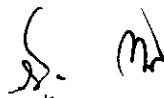
#### **4.3 Accreditation of Skills Training Providers:**

The project team mentioned that the ISEC project has selected 10 Skills Training providers (STPs), including DYD-CXB centre in Cox's Bazar to deliver the competency-based quality assured market-driven skills training programme aligned to the BNQF on 15 occupations. The training programmes already commenced on 14 July 2024. Currently STPs are applying for NSDA accreditation. Project team requested NSDA to take necessary action to expedite the accreditation process. NSDA representative asked the project to share the list of selected STPs with NSDA to initiate the accreditation process.

### **5 Decision:**

5.1 ISEC project will submit the proposal to DYD for onward transmission to the NSDA to develop CSs, CADs, CBC and Assessment tools for smooth implementation of the project activities. NSDA will take prompt action thereby new training packages will be in place within a week.

5.2 NSDA will review the Housekeeping CS if the training programme can start from NSC-I by excluding the UOC of Laundry Service as it's a separate section in the Hotel Management.



5.3 NSDA will take necessary actions to develop the training packages of the proposed 19 occupations as requested by the DYD-ILO ISEC project by December 2024.

5.4 Project team will share the list STPs with NSDA through DYD to start the accreditation process.

As there no other agendum the chair thanked all the members again and concluded the meeting.

*JA 17.09.2024*

(Dr. Gazi Md. Saifuzzaman)  
Director General (Grade-1)

&

Chairperson  
Special Meeting  
ISEC Project

No. 34.01.0000.025.14.021.24-353

Date: 17/09/2024

Distribution for necessary action (Not according to seniority)

1. Executive Chairman, NSDA, Dhaka;
2. Mr. Kazi Moklesur Rahman Joint Secretary (Development), Ministry of Youth & Sports.
3. Director (Training), Department of Youth Development, Dhaka.
4. Director (Planning), Department of Youth Development, Dhaka.
5. Deputy Director (Planning-1), Department of Youth Development.
6. Deputy Project Director "ISEC Project" Cox's Bazar, Department of Youth Development.
7. MD. Sirajul Islam, NPM "IPSEC Project" ILO, Cox's Bazar.
8. Ms Ruchika Bahl, Chief Technical Advisor ILO ISEC project, Cox's Bazar.

Copy to:

1. Programmer, DYD, Dhaka (He is requested to upload the copy on the website)
2. PA to the Director General (Grade-1), Department of Youth Development, Dhaka

*M A Akher 17.09.24*

(M A Akher)

Director (Planning)

&

Member-Secretary  
Special Meeting  
ISEC Project

## Leaving No One Behind: Improving Skills and Economic Opportunities for the Women and Youth in Cox's Bazar, Bangladesh

List of occupations with available Competency Standards (CSs), Course Accreditation Documents (CADs), Competency-Based Curricula (CBCs), and Competency-Based Learning Materials (CBLMs) by the National Skills Development Authority (NSDA)

Sl. No.	Occupations being implemented by ISEC	CS	CADs	CBCs	CBLMs	Remarks
1.	Electrical Installation and Maintenance (EIM), NTVQ Level-2	Available	Available	Available	Available (Occupation Specific)	
2.	Refrigeration and Air Conditioning (RAC), NTVQ Level-1	Available	Available	Available	Available (Occupation Specific)	
3.	Graphic Design (GD), NTVQ Level-3	Available	Available	Available	Available (Occupation Specific)	
4.	IT Support and Services (IT SS), NTVQ Level-3	Available	Available	Available	Available (Occupation Specific)	
5.	House Keeping (HK), NTVQ Level-2	Available	Available	Available	Need to develop	Ned to review
6.	Front Office Management	Need to develop	Need to develop	Need to develop	Need to develop	
7.	Tour Guiding, NTVQ Level-3	Available	Available	Available	Need to develop	
8.	Consumer Electronics (CE), NTVQ Level-1	Available	Available	Available	Available (Occupation Specific)	
9.	Baking	Available	Available	Available	Need to develop	
10	Poultry Rearing, NTVQ Level-3	Available	Available	Need to develop	Need to develop	
11.	Masonry, NTVQ Level-2	Available	Available	Available	Need to develop	
12	Plumbing, NTVQ Level-2	Available	Available	Available	Available (Occupation Specific)	
13	Welding, NTVQ Level-1	Available	Available	Available	Available (Occupation Specific)	

	Sewing Machine Maintenance (SMM), NTVQ Level-2/3	Need to develop	Need to develop	Need to develop	Need to develop	
15	Sewing Machine Operation (SMO), NTVQ Level-2	Available	Available	Available	Available (Occupation Specific)	Need to adjust

**Note: Generic and sector-specific units of competencies for all occupations that NSDA has not yet developed must be developed soon.**

## Leaving No One Behind: Improving Skills and Economic Opportunities for the Women and Youth in Cox's Bazar, Bangladesh

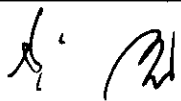
List of priority occupations for designing competency-based learning materials and delivering market-driven skills training in Cox's Bazar by ISEC.

Sl.	Name of Occupations	Sector	Remarks
1.	Hotel Manager	Tourism and Hospitality	
2.	Front Office Management	Tourism and Hospitality	
3.	Life Saving Guard (Swimming Pool Attendant)	Tourism and Hospitality	
4.	Fish and Seafood Processing Worker	Agri-food	
5.	Dairy Processing Worker	Agri-food	
6.	Waste Management	Agri-food	
7.	Machine Operator	Manufacturing	
8.	Mechanical/ Repairing Technician	Manufacturing	
9.	Sales and Marketing Executive	Manufacturing	
10.	Packaging Technician	Manufacturing	
11.	Quality Controller	Transport	
12.	Auto AC Technician	Transport	
13.	Transport and logistics management	Transport	
14.	Body/Coach Building Technician	Transport	
15.	Marine Engine Technician	Transport	
16.	Foundation Worker	Construction	
17.	Demolition Worker	Construction	
18.	Heavy Equipment Operator	Construction	
19.	Sewing Machine Maintenance	Ready Made Garments	

Handwritten signatures and initials are present below the table, including a large signature on the left and several smaller initials or marks to its right.

### Improving Skills and Economic Opportunity for Women and Youth in Cox's Bazar

SL	Name of Institute	Name of Staff Rank	Specialization	Address of the Institute
1.	Department of Youth Development, Cox's Bazar	Mr. Md. Moazzem Hossain, Deputy Director	Electrical Installation and maintenance (EIM), , Consumer Electronics, RAC, Housekeeping, IT Support and Services, Graphic design, Poultry Rearing	Department of Youth Development, Arakan Road, 1 Km far from Link Road, Cox's Bazar, Bangladesh Mob: 01715943023 Mob: 01715107675 (Mr Mahbub, AD) Email: dddydcx@gmail.com
2.	Cox's Bazar Polytechnic Institute	Mr Prodipto Khisha Principal	Baking Tour Guiding Front Office Management	Link Road Cox's Bazar Bazacoxpoly@gmail.com
3.	Al Faruque Adarsha Dakhil Madrasa, Kutubdia	Mr Md. Morshedul Mannan, Headmaster	Graphic Desing EIM	Lanshikali Union, Chowmuhuni Bazar, Kutubdia, Cox's Bazar Mob: 01824931719 Mob: 01812366466 (Rabiul Instructor) Email: Rabiul.cb@gmail.com
4.	Rashid Ahmed Chowdhuri High School, Chakaria	Mr. Md Anwar Hossain, Headmaster	Sewing Machine Operation (SMO) IT Support and Services	Chakaria Bazar, Cox's Bazar Mob: 01843172878 (HM), 01867539643 (Trainer) Email: ahossain.cox66@gmail.com
5.	Sabrang High School, Teknaf	Mr. Md Mofizudoillah, Headmaster	IT Support and Services Welding	Sabrang, Teknaf, Cox's Bazar Mob: 01816251658, 01816806800 (Teacher) Email: shs106403@gmail.com

	Moheshkhali Island High School, Moheshkhali	Mr Md. Azizul Karim, Headmaster	EIM Plumbing Masonry	Natun Bazar, Boro Moheshkhali, Moheshkhali, Cox's Bazar Mob: 01716397245 Mob: 01738759905 (Instructor) Email: <a href="mailto:azizulk400@gmail.com">azizulk400@gmail.com</a> Email: <a href="mailto:zakirmonihar@gmail.com">zakirmonihar@gmail.com</a>
7.	Abul Kashem Nurjahan Chowdhuri High School, Ukhyia	Mr Md Alamgir Kabir, Headmaster	EIM	Hijolia, Court Bazar, Ukhyia, Cox's Bazar Mob: 01819519457 Mob: 01615929763 (Instructor) Email: <a href="mailto:aknjchs@yahoo.com">aknjchs@yahoo.com</a>
8.	Textile Vocational Institute, Ramu	Mr Bisshowjit Das, Superintendent	SMO Sewing Machine Maintenance	Bypass Road, Potheekhul, Ramu, Cox's Bazar Mob: 01778468043 Mob: 01886402230 Email: <a href="mailto:biswajittex1986@gmail.com">biswajittex1986@gmail.com</a>
9.	Ramu Girls Ideal High School, Ramu	Mr A.M. Khurshedul Islam, Head Teacher	Graphic Design	Ramu Upazila, Ramu, Cox's Bazar Mob: 01794992218 Mob: 01794992218 (Teacher) Email: <a href="mailto:girlsschoolramu@gmail.com">girlsschoolramu@gmail.com</a> Email: <a href="mailto:19khurshed78@gmail.com">19khurshed78@gmail.com</a>
10	Ramu Khijaree Govt. High School, Ramu, Cox's Bazar	Mr. Nur Ahmed, Head Teacher	Welding	Ramu Upazila, Ramu, Cox's Bazar Mob: 01818049148 Mob: 01819548482 (Instructor) Email: <a href="mailto:engsahedcox@gmail.com">engsahedcox@gmail.com</a> Email: <a href="mailto:nurahmed584@gmail.com">nurahmed584@gmail.com</a>