

**18th Policy Planning and Management Course
(07-18 April 2019)**

Brochure

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



**Bangladesh Public Administration Training Centre
Savar, Dhaka 1343
www.bpatc.org.bd**

18th Policy Planning and Management Course
(07-18 April 2019)

COURSE MANAGEMENT TEAM

Course Advisor



Dr. M Aslam Alam
Rector & Course Adviser

Course Director



Dr. Muhammad Abu Yusuf
MDS (R&C) & Course Director



Md. Zakir Hossain
Director (ToT) &
Course Coordinator



Rokeya Fahmida, PhD
Deputy Director
(Evaluation-1) &
Course Coordinator



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Table of Contents

Introducing BPATC	1
Vision of BPATC.....	1
Mission of BPATC.....	1
The Core Values of BPATC	2
Module and Concerned Speakers.....	4
Profile of Rector.....	8
List of Faculty Members	9
List of Participants	10
Important Contact Numbers.....	11

Introducing BPATC

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

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

To attain the Vision 2021, Vision 2041 and Agenda 2030 the civil service members must have a specific degree of professionalism and integrity and capability of translation of knowledge of administrative and constitutional laws into action. Civil servants must possess analytical insight to construct, function and perform responsibilities in an appropriate manner across all public administration settings. The 'Senior Staff Course' strives to improve their competencies to bring about desired changes in public service management for the competitive future.

Vision of BPATC

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

Mission of BPATC

We are committed to achieve the shared vision through-

- developing competent and professional human resources by imparting quality training and development programmes;
- conducting research, publishing books and journals and extending consultancy services for continuous improvement of public service delivery system;
- establishing effective partnership with reputed institutions of home and abroad for

- developing organizational capacity; and
- promoting a culture of continuous learning to foster a knowledge-based civil service.

The Core Values of BPATC

The core values of BPATC include-

- **Discipline:** We maintain discipline of the highest order in every step of our activities. We believe in mutual respect and human dignity. We are committed to creating an environment where all views, opinions and inputs are encouraged and valued.
- **Integrity:** We demonstrate patriotism and ethics in our activities. We do what we say. We practise integrity by ourselves and encourage our trainees to uphold it in their activities.
- **Inclusiveness:** We are committed to achieving a diverse and highly professional workforce at all levels of the organisation and to ensuring equity and equal opportunities for all irrespective of faith, creed, ethnicity, language, age, race, gender and physical infirmity. We promote social inclusion and a culture of tolerance and peace.
- **Professionalism:** We show leadership and strive for excellence in our activities by means of professionalism and competencies. We are passionate about the work we do and foster pro-people attitude.
- **Learning for results:** We impart training for results and take follow up actions to stay relevant. We value and maintain an enabling environment for continuous learning for our clients and ourselves. We are keen to build partnership and collaboration with local and international organizations.
- **Innovation:** We draw inspiration from our shared history and tradition. We are equally committed to finding creative and sustainable solutions to problems in an ever-changing global context. We highly regard innovations in governance and public management.
- **Team spirit:** We foster *esprit de corps* in our activities and share our achievements as well as failures among ourselves. We consider every individual of the organization as a valued member of the team where contribution by everybody is recognized. We take careful initiatives to instill team spirit among participants of our programmes.

List of Module Coordinator

Sl.	Name of Module		Name of Module Coordinator	Short Name
1.	Module-01: Sustainable Development Goals (SDGs)		Dr. Muhammad Abu Yusuf MDS (R & C)	Yusuf
2.	Module-02: Strategic Planning		Mr. Md. Sanwar Jahan Bhuiyan Director (PPR)	Sanwar
3.	Module-03: Project Monitoring and Evaluation		Mr Banik Gour Sundar MDS (D & E)	Banik
4.	Module-04: Evaluation of Public Policy		Syed Mizanur Rahman ^{ndc} MDS (Project)	Mizan
5.	Module 05: Negotiation		Dr. Muhammad Abu Yusuf MDS (R & C)	Yusuf
6.	Module 06: Contemporary Issues		Mr. Mohammad Munir Hossain MDS (P & S)	Munir
7.	Module 7: Exposure Visit	Field Visit (Domestic)	Mr. Md. Zakir Hossain Director (ToT) and Coordinator	Zakir
		Foreign Exposer Visit	To be Determined (TBD)	

Module and Concerned Speakers

Module-01: Sustainable Development Goals (SDGs)

Module Coordinator: Dr. Muhammad Abu Yusuf, MDS (R & C)

Evaluation Method: Group Exercise (50)

Module Objectives: Enable participants to analyse the cross-cuttings issues and to track the progress of achievements of SDGs.

Code	Hours	Topic Title	Facilitator	Training Method
1.1	05	Policy intervention for achieving SDGs	Mr. Abul Kalam Azad Principle Coordinator (SDG) And Team	PD/ Workshop

Note: There will be a presentation for 1 -2 hrs, then participants will be divided into 4 groups to perform group work. After completion of group works, all members of the group will make presentation in a plenary session. Each member of the group has to be involved in presentation and answering questions. Each member will be graded based on his/her role and contribution in group work, presentation and answering question.

Module-02: Strategic Planning

Module Coordinator: Mr. Md. Sanwar Jahan Bhuiyan, Director (PPR)

Evaluation Method: Group Exercise (50)

Module Objectives: Enable participants to critically analyze an issue and foresee the problems to be encountered and learn how to overcome the problems through strategic planning.

Code	Hours	Topic Title	Facilitator	Training Method
2.1	02	Know thyself: Understanding self for achieving improvement goals	Dr. M Aslam Alam Rector, BPATC	L, D & GW
2.2	04	Strategic Planning: Rohingya Issues of Bangladesh could be the case study.	Mr. Feroz Salah Uddin Secretary General BDRCS Mr. Md. Shahidul Haque Foreign Secretary, MoFA Moderate: Mr. Sanwar Jahan Bhuiyan, PhD	Panel Discussion

Note:

- i) There will be a presentation on "Know Thyself: Understanding self for achieving improvement goal" and in between presentation participants will do the group work and they will present their group report.
- ii) In strategic planning session, participants will learn from the experts or from the senior civil servants about the strategic planning of the relevant ministry or organizations with regards to managing recent Food Crisis or Rohynga issues.

Module-03: Project Monitoring and Evaluation**Module Coordinator: Mr. Banik Gour Sundar, MDS (D & E)****Evaluation Method: Group Exercise (25)**

Module Objectives: Enable participants to critically look into the means of monitoring and evaluation of a development project.

Code	Hours	Topic Title	Facilitator	Training Method
3.1	03	Project Monitoring and Evaluation	Dr. Muhammad Abu Yusuf, MDS (R & C)	Workshop
3.2	03	Challenges of Managing Mega Project (Padma Bridge/ Metro Rail/Elevated Express Way)	Mr. M A N Siddique Managing Director DMTCL	L & D/Visit

Note:

- There will be presentation on Project Monitoring and Evaluation. After presentation, one of the project monitoring and evaluation report will be provided to participant to review it to learn about monitoring and evaluation of project and how to prepare monitoring and evaluation report.
- There will be presentation on Challenges of Managing Mega Project.

Participants will visit Padma Bridge Project Site/Metro Rail Project Site and will learn from project management team about overall management and the problems and challenges experienced during implementation of Padma Bridge Project/Metro Rail Project and how they overcome those problems and challenges.

Module-04: Evaluation of Public Policy**Module Coordinator: Syed Mizanur Rahman ndc MDS (M & D)****Evaluation Method: Group Exercise (50)**

Module Objectives: Enable participants to evaluate public policy using certain criteria and indicators.

Code	Hours	Topic Title	Facilitator	Training Method
4.1	06	Evaluation of Policy	Dr. Rizwan Khair Former MDS	D/ Workshop/ Case Study

Note: There will be a presentation on Evaluation of Policy and participants will be provided a case study to do group work and team will present the group report.

Module 05: Negotiation**Module Coordinator: Dr. Muhammad Abu Yusuf, MDS (R&C)****Evaluation Method: Group Exercise (50)**

Module Objectives: To enhance the capacity of the participants on negotiation techniques; and train them how to do international negotiation with contract and project

Code	Hours	Topic Title	Facilitator	Training Method
5.1	06	International Contract Negotiation/Project Negotiation	Mr. Arosto Khan Ex Secretary to the Government Syeda Masuma Khanom Deputy Secretary ERD	Case Study

Note: There will be presentation on Negotiation and also provide guidelines of doing international negotiation. Then participant will be given a case study to perform group work and participants will present the group report.

Module 06: Contemporary Issues**Module Coordinator: Mr. Mohammad Munir Hossain, MDS (P & S))****Evaluation Method: Group Exercise (25)**

Module Objectives: To enable the participants to identify and analyse issues of national importance; and explore opportunities to apply new learning to practical life

Code	Hours	Topic Title	Facilitator	Training Method
6.1	02	Bangladesh on the march towards	Mr. Banik Gour Sundar MDS	Discussion
6.2	06	Energy Security	Mr. Monowar Hossain Chairman Energy Regulatory Commission Dr. M Tamim Former Adviser, Caretaker Gov Moderate: Dr. Md. Mizanur Rahman	Panel Discussion
6.3	06	Private Sector Development	Mr. M. Humayun Kabir FCA CEO, BEXIMCO Mr. Shubhasish Bose Former Secretary Moderate: Mr. Shitangshu Kumar Sur Adviser, Bangladesh Bank	Panel Discussion

Note:

There will be separate panel discussion on both topics "Energy Security" and "Private Sector development" where participants will get the opportunity to interact with the experts, practitioners and policy makers to learn from them on both sector especially to ensure uninterrupted energy supply (renewable energy) and identify the potential energy sectors.

In addition to these, also extend support to private sector to ensure supply of goods and services in the society, as well as create congenial environment to do the business, thus they can contribute more for economic development.

Module 7: Exposure Visit

7(a): Domestic Exposure Visit

Module Coordinator: Mr. Zakir Hossain, Director (ToT) and Course Coordinator

Evaluation Method: Individual Assignment (Local Visit)-50

PPMC participants will visit Padma Bridge Project Site and/or Metro Rail Project Site. They will have the opportunity to interact with project management team to learn about the problems and challenges they have experienced during implementation of project and how do they overcome those.

7(b): Foreign Exposure Visit

Module Coordinator: To be Determined

Evaluation Method: Group Report (Host Country 50+BPATC100)=150 Marks

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

Overall Task: Under this programme you will visit one relevant country for seven days. During this visit you will have the opportunity to share experiences of policies, strategies, practices in the public service delivery with your counterpart in the visiting country. After this 7 days programme, beyond the 12 days long course, you will have to prepare and present a significant and meaningful report in groups in a Lesson Learning Workshop arranged by BPATC authority. You will also have to present a report in groups in the host country organization on the concluding day of the exposure visit.

Profile of Rector



Dr. M Aslam Alam
Rector (Senior Secretary to Government)
BPATC, Savar, Dhaka

Dr. M Aslam Alam is the Rector of Bangladesh Public Administration Centre (BPATC) & Senior Secretary to the Government of Bangladesh. Prior to his current appointment, Dr. Alam served as Rector, BCS Administration Academy. Before that he was the Secretary, Bank and Financial Institutions Division (BFID) of the Ministry of Finance, Government of Bangladesh. Before assuming that position he was the Secretary of the Ministry of Disaster Management and Relief (MoDMR) of the Government of Bangladesh. Previously, he was the Director General of the Department of Land Records and Surveys, where he pursued formulation and implementation of a land digitization strategy and action plan, involuntary resettlement as well as land use planning. Previously, he was the Director General-3 at the Prime Minister's Office. Prior to that, Dr. Alam was on lien to UNDP/UNOPS from October 2004 to July 2008, and worked as Senior Program Manager of the Comprehensive Disaster Management Programme (CDMP).

Dr. Alam is a career civil servant and started his career in the administrative service of Bangladesh. At the field level, he has served as Assistant Commissioner at Faridpur, Gopalganj, Jamalpur and Chittagong Districts. He worked as Upazila Nirbahi Officer and Additional Deputy Commissioner at Chandpur District. He was a faculty member (Deputy Director) of BCS Administration Training Academy as well. He also served as Deputy Secretary at the Ministry of Establishment and Project Director of two projects under the Ministry of Primary and Mass Education.

Dr. Alam obtained his PhD in Social Science and Policy (Environmental Policy) from the University of New South Wales at Sydney, Australia. Prior to doing PhD, he did an MA in International Relations with specialization in international economic cooperation at the International University of Japan (IUJ). He originally graduated from the University of Dhaka, Bangladesh. He obtained his M. Com and B. Com (honours) degrees in Accounting. He has undergone a number of professional training at home and abroad. He has presented numerous papers at various academic and professional conferences/ seminars/ workshops at home and abroad. He has published extensively in professional journals on training and development, public administration, climate change and disaster reduction and environmental protection.

List of Faculty Members

(Not based on Seniority)

Sl.	Name & Designation	Acronym
1.	Dr. M Aslam Alam	Rector
2.	Mr. Mohammad Munir Hossain, MDS (P&S)	Monir
3.	Dr. Muhammad Abu Yusuf, MDS (R&C)	Yusuf
4.	Syed Mizanur Rahman, MDS (M&D)	Mizan
5.	Mr. Banik Gour Sundar, MDS (D&E)	Banik
6.	Mr. Md. Sanwar Jahan Bhuiyan PhD, Director (PPR)	Sanwar
7.	Mr. Mohammad Moshior Rahman, Director (Sports)	Moshior
8.	Dr. Mizanur Rahman, Director (Research and Development)	Mizan

List of Participants

Roll	Participant Name, ID, Designation and Current Posting Place	Contact No.	Email
101	K. M. Tariqul Islam (4164) Additional Divisional Commissioner Divisional Commissioner Office, Dhaka	01711802180	kmtariqul9@gmail.com
102	Md. Hasanul Islam, Ndc (4166) Director (Administration) Bangladesh Rural Development Board, Dhaka	01534890856	hasanulislam91@gmail.com
103	Md. Shamsul Alam (5319) Director General, Department Of Jute Department Of Jute, 99, Motijheel C/A,	01715004555	dgjute@gmail.com shams5319@gmail.com
104	Md. Shakhawat Hossain (5538) Director (Admin) BTV, Rampura, Dhaka	01818044719	shakhawat1991@gmail.com
105	Md Aynul Kabir (7558) Additional Secretary Ministry Of Women And Children Affairs	01552325355	aynulma@gmail.com
106	Md Hannan Mia (4143) Director (Additional Secretary) BIAM	01819562374	hannan4143@gmail.com
107	Shahnaz Rub (4190) Additional Secretary Ministry Of Defence	01819251077	shahnazrub3@gmail.com
108	Md. Zainal Abedin Mollah (7435) Additional Secretary Compulsory Primary Edu Impl Moni Unit	07120573530	abedin3112@gmail.com
109	Nitish Chandra Sarkar (5500) Additional Secretary Bangladesh Parliament Secretariat	01711455164	nitishsarkar5500@gmail.com
110	Mst. Nasima Begum (4074) Additional Secretary Cabinet Division, Bangladesh Secretariat	01716033599	nasimabegum86@gmail.com
111	Manik Lal Banik (4067) Registrar General (Additional Secretary) ORG, Local Government Division	01715220636	manik4067@gmail.com
112	Md. Taslimul Islam (4662) Director General (Additional Secretary) Dept Of Land Records & Surveys	01914223184	taslimulislam@gmail.com
113	Md Shahjahan Miah (4934) Additional Secretary Bangladesh Secretariat, Dhaka	01711133323	shahjahanmiah4934@gmail.com
114	Khodeza Akhter Khanam (5526) Additional Secretary Bangladesh Parliament Secretariat	01712173471	kkhodeza@yahoo
115	Md Zakir Hussain (7363) Additional Secretary MOPA	01711389180	drzakirbd@yahoo.com
116	Md. Zafar Iqbal (5254) Member Directing Staff BCS Administration Academy	01711594179	zafiqba@gmail.com
117	Md. Zahidul Islam (4724) Additional Secretary Finance Division	01711972796	mzahid@finance.gov.bd

Important Contact Numbers

Sl.	Name and Designation	Telephone
1.	Dr. M Aslam Alam, Rector (Senior Secretary to the Govt.) & Course Adviser, 18 th PPMC	7710028 Ext-4101
2.	Dr. Muhammad Abu Yusuf, MDS (R & C) & Course Director, 18 th PPMC	Ext- 4305 01988085881
3.	Md. Siddiqur Rahman Director (Administration)	7745023 Ext-4107 01712570054
4.	Md. Zakir Hossain Director (ToT) & Course Coordinator, 18 th PPMC	7746601 Ext: 4105 01727745044
5.	Rokeya Fahmida, PhD Deputy Director (Evaluation-1) & Course Coordinator, 18 th PPMC	7745010-16 Ext: 4131 01731214213
6.	Hasan Murtaza Masum Deputy Director (Service)	7745010-16 Ext. 4122 01686900243
7.	Manager, Sonali Bank Ltd. PATC Branch	7743013 Ext.4283
8.	ITC Dormitory Supervisor	4333
9.	Md. Hakim, Class Room Attendant	01921648056
10.	Library Counter	4650, 4649
11.	Reception	4220
12.	Clinic	4231, 4232
13.	ITC	4329/4333
14.	Gate-1	4100
15.	Gate-2	4200
16.	Please Press 9 for any telephonic directory.	