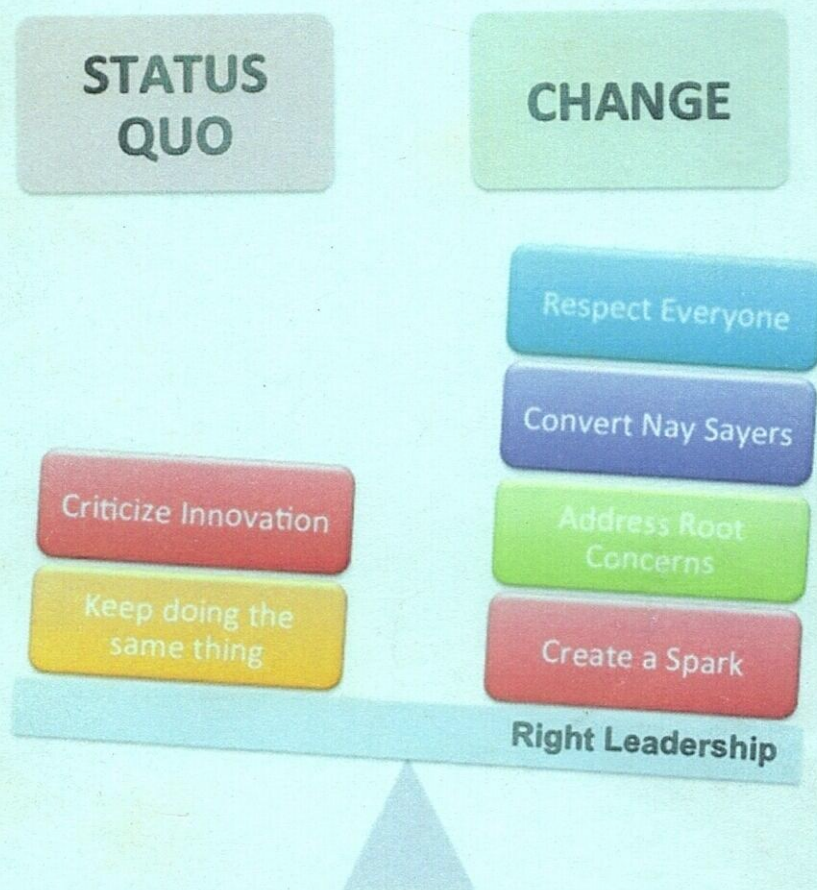


Course Guideline

96th Advanced Course on Administration and Development
(13 July – 10 September 2014)



Changes for Marching Ahead



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

96th Advanced Course on Administration and Development (ACAD)

(13 July - 10 September 2014)

Course Advisor

Kanka Jamil
MDS (M&D)
BPATC, Savar, Dhaka

Course Director

Md. Golam Rabbani
Director
BPATC, Savar, Dhaka

Course Coordinators

Md. Monjurul Hafiz
Deputy Director
BPATC, Savar, Dhaka
Ph: 01710864747

Md. Parvez Hasan
Deputy Director
BPATC, Savar, Dhaka
Ph: 01712151200



Bangladesh Public Administration Training Centre

Vision

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

Mission

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.

Core values

- ❖ **Discipline:** We maintain discipline of 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 organisations.
- ❖ **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.

Table of Content		
1	Vision , Mission & Core Values	2
2	Table of Contents	3
3	Introduction	04
4	BPATC at a Glance	04
5	Regarding ACAD	05
6	Purpose of the Course	06
7	Training Duration	07
8	Daily Class Room Sessions	07
9	Training Methodologies	08
10	Evaluation Processes	10
11	Marks Distribution	10
12	Grading	11
13	Staying at Dormitory	11
14	Meal Arrangement	11
15	Dresses	11
16	Physical Exercise and Games	12
17	Library Facilities	12
18	ICT Facilities	12
19	Telephone Facilities	13
20	Medical Facilities	13
21	Recreational Facilities & Social Events	13
22	Prayer Facility	13
23	Closing Formalities	13
24	Miscellaneous	13
25	Annex-A: Course Contents	14-25
26	Annex-B: List of Abbreviations	26
27	Annex-C: Faculty Members	26
28	Annex-D: Important Contact Numbers of BPATC	28
29	List of Participants of the 96 th ACAD	29

Introduction

The core of spirit of our struggle for freedom and 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. In view of attaining the vision 2021, the civil service has to be shaped as an institution, requiring from its members a specific degree of professionalism and integrity. The civil service also needs the capability of translation of knowledge of administrative and constitutional laws into action and reality. Civil servants must possess analytical insight to discharge their responsibilities in a proper and lawful manner across all public administration settings. Advanced Course on Administration and Development (ACAD) strives to improve their competencies to bring about desired changes in the public service management for the competitive future.

02. BPATC at a Glance

- Bangladesh Public Administration Training Centre was established on the 28th April, 1984.
- The Centre is located in a lush of natural environment especially marked for its green, clean and serene specialty and it lies at a distance of 28 kilometers north-west from the city centre, Dhaka.
- The Centre is headed by a Rector who is a Secretary to the Government followed by Six Members Directing Staff (MDS) of the rank of Additional Secretary/Joint Secretary to the Government. MDS heads a Division.

- Each division consists of a number of departments headed by a Director of the rank of Deputy Secretary. Below them are Deputy Directors, Assistant Directors, Evaluation Officers and Research Officers.
- The Centre has four Regional Centers called Regional Public Administration Training Centers (RPATC) at four old Divisional Headquarters.
- BPATC enjoys substantial autonomy in both financial and administrative matters. The twelve-member Board of Governors (BOG) chaired by a Minister provides general policy directions as and when required.
- BPATC conducts core training courses, short training courses and special courses.
- Core courses are Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD) and Senior Staff Course (SSC).
- FTC is designed for the new entrants to the Bangladesh Civil Service and ACAD for Deputy Secretaries and their equivalent officers of defense services and public sector departments while SSC for the Joint Secretaries to the government and their equivalents from defense services.
- BPATC carries out research in the fields relevant to public service management.
- Providing consultancy services to the government is also another core function of BPATC.

03. Regarding ACAD

Advanced Course on Administration and Development (ACAD) is designed for the Deputy Secretaries to the government and equivalent officers of defence services, and public sector departments to enhance their leadership skills and knowledge to discharge their duties more effectively. Updating of the course considering the fast changing environment of public management curriculum is a regular phenomenon.

The role of mid-level officers i.e. Deputy Secretary and equivalents, is very important in the overall businesses of the government. They work as the bridge-hood in between the senior and junior levels in public organization. Moreover, it is their moral obligation to groom the junior level officers up. Therefore, they should be equipped with the necessary skills and knowledge that are vital for the dynamism of the government machinery. Keeping these in consideration, the content and methodology of this course have been designed that are updated regularly.

In order to ensure steady growth and development, effective level of civil-military relationship is important. Continuous civil-military interaction will result in exchange of knowledge as well as healthy relationship based on trust and goodwill.

In participation of this course, the participants will get scope to review and to assess present methods, techniques, and problems of public Administration in the context of socio-economic development of Bangladesh. They will get opportunity to share their ideas, experiences and insights with fellow-participants. The course will make opportunity to acquaint the participants with new approach and emerging concepts of administration and human relations. The participants will review the problem of national development with reference to specific plans and approaches with emphasis on socio-economic development of the country. They will get chance to develop modern outlook and strategic thinking ability which will contribute to analyze external and internal environments of the organization for formulating and implementing time-befitting strategies for the organization.

04. Purpose of the Course

The general purpose of the ACAD course is to develop leadership competencies of the participants for managing their own organization strategically.

The specific objectives of the ACAD:

After completion of the course, the participants will be able:

- To assist apex authority of public organizations in policy making process after analyzing the socio-economic contexts of the national and international arena and implement, monitor and evaluate those public policies in a professional way.
- To formulate strategic plan after analyzing internal and external environments of the organization using different tools and technique and implement thereof effectively and efficiently.
- To assess and review existing public service delivery system and devise simple, innovative, effective and efficient ways of service delivery (using ICT wherever needed) for the citizen clients.
- To identify and analyze the issues of development priorities of government and to design development projects, implement and manage them properly.
- To build intra vis a vis inter-institutional networks and deal trans-border trade and aid negotiation effectively for upholding organizational and national interests.

05. Training Duration

A total of 60 days allocated for ACAD are distributed as follows:

a) Registration, Inauguration & Briefings	01 day
b) Days for training sessions to share knowledge, experience and ideas/Workshops	29 days
c) Study tour to Districts/ Organizations to explore Potentials.	05 days
d) Syndicate /Workshop/Module Evaluation	03days
e) Field visits at Dhaka and surrounding Areas	01 days
f) Certificate Awarding & Closing Ceremony	01 day
Total Working Days	40 days
Weekends & Public Holidays	20days
Total Days	60 days

06. Daily Class Room Sessions :

Time	Session
09:10-10:10	1 st session
10:20-11:20	2 nd Session
11:20-11:50	Tea Break
11:50-12:50	3 rd Session
12:50:-14:00	Lunch & Prayer
14:15-15:15	4 th Session
15:25-16:25	5 th Session
18:30-20:00	Evening Session

07. Training Methodologies

Lecture and Discussion, Exercise, Workshop, Role play, Case Study, Group Work, Panel Discussion, Field Visit, Study Tour, Film Show, Reading Assignment and Other Experiential Learning methods will be used.

07.1. Participation

We put much value on your participation in discussion, role play and other mode of knowledge dissemination and sharing activities. Although lectures are used to a certain extent in this course, the course management believes that the method can significantly be improved by active participation of the attending members. In each session, the speaker encourages the participants to take part in the discussion. At least one -fourth of a session time is devoted to such discussions.

07.2. Field Visits and Workshops

One day visit will be arranged to some village/community to interact with the poor at the grass roots level. Visits will be planned to districts/organizations to explore potential areas of development/problems in the respective districts/organizations. Apart from field visits, a few workshops may be organized to share the issues related to better service delivery. The participants are required to prepare and present group reports as well as individual reports based on their field visits, study tour and workshops.

07.3. Exposure Visit

An exposure visit to a foreign country to practically observe and share experiences with expatriate counterparts on development and modernization of management processes will be arranged. This foreign study tour will be supported by BPATC through “Strengthening of BPATC (Phase-III)” Project. The schedule of the foreign study tour will be announced upon receiving approval of the government. The participants are required to present group report as well as individual report on the assigned issues in plenary session at BPATC after coming back from the exposure visit.

We believe in team work. Several teams will be formed to enhance interactions among the members of a group to do a particular task. Each group may consist of 5-6 participants. A participant is responsible individually and jointly for the quality of the report. Each group will present its report in a plenary session.

07.5. Role Play/Simulation

Role play/Simulation method will be applied to enable the participants for the reinforcement of their learning on particular subjects like negotiation/conference techniques and prepare them in such a way that they can help apply the earned knowledge and skills in real life situations.

07.6. Case Study

Case study method may be used to develop participants' problem-solving skills and reinforce of learning in the relevant subjects.

07.7. Communication

Generally, English will be the medium of communication and instruction in most of the sessions in the classroom. Participants are expected to interact in English during classes as well as in other course activities. The reports and term papers must be presented in English.

- Expectation during Training Period
- Stay in the dormitory rooms allotted to participants at the BPATC campus.
- Wear formal dresses during academic sessions and official functions.
- Follow official manners and etiquette.
- Follow table manners at the cafeteria.
- Be punctual in attending all activities prescribed for the course.
- 100% attendance as per schedule is a must. Exceptions are made only in case of unforeseen emergency.

- Undertake study visit, prepare professional papers, reports and perform other tasks assigned by the course management and resource persons.
- Secure a minimum of 50% marks in each module/paper/subject.

08. Evaluation Processes

BPATC has a prescribed system of evaluation. Participants' activities will be evaluated based on their individual performance and their role in the group activities. The participants will also evaluate the speakers, Course Management and other aspects of the course. The participants' views will be taken into consideration in redesigning the course curricula in the future.

09. Marks Distribution

Sl. No.	Title of the Modules		Allotted Marks
1.	Research process & Seminar paper writings		100
2.	Governmental Business Process		100
3.	Public Service Management		100
4.	Economics of development		100
5.	Poverty Reduction Strategies and Approaches :Bangladesh Perspective		100
6.	Public Project Management		50
7.	Key Features of the PPA 2006 and PPR 2008 and Procurement Planning		50
08.	Environmental and Disaster Management		50
09.	Conflict Management and Negotiation		50
10.	Improving Language Skills*		50
11.	e-Governance and Integrity Studies*		50
12.	Physical Conditioning & Games*		50
13.	Field Attachment Programme		50
14.	Study Tour (Foreign)		50
15.	Evaluation by Course Management		100
	i) Class Attendance	25	
	ii) Manners and Etiquette	25	
	iii) Overall Conduct and Discipline	25	
	iv) Class Performance	25	
Grand Total			1150**

* Note: Marks of the three modules will not be counted for merit list. However, achieving 50% marks in each of these modules are prerequisite for successful completion of the course.

** To be scaled down by the Evaluation Department to 1000 marks as per Evaluation Policy

Percentage of Marks	Grading
90 and above	AA (Outstanding)
80 to <90	A + (Very good)
70 to <80	A (Good)
60 to <70	B + (Above Average)
50 to <60	B (Average)
<50	Fail

Please note that, if any participant secures less than 50% marks in any of the modules, s/he will be considered as failed in that module. An unsuccessful participant will get maximum two chances to re-appear in the module/paper/subject failed. In such circumstances, the participant will be required to stay at the Centre for at least additional seven days, and prepare for reassessment to be arranged in a suitable time fixed by BPATC authority.

11. Staying at Dormitory

This is a fully residential training course and as part of the course requirements, all participants are required to stay in the dormitory. It is a fast-moving course with intensive curricular activities. The pressure is so heavy that one has always to run against the time and spend the evening or even the leisure hours in reading, interacting and preparing the individual or group works.

12. Meal Arrangement

The participants will take their breakfast, lunch, evening tea, and supper during the scheduled time at the specified dining place of the Centre. The Schedule will be notified during course briefing. A food management committee will be formed by the participants to manage their meal from training allowances.

13. Dresses

Participants must wear formal dresses in all formal course activities. Male participants must wear full-sleeved shirts and tie with or without suit during academic sessions. It is advisable

to wear formal suit during guest night, official dinners, official functions and other formal occasions. Table manners and observance of etiquettes will be noted and evaluated. Participants who are unwilling to wear tie on religious ground may wear *sherwani or Panjabi with Koti*. Lady participants may wear *sharee* or *shalwar-kameej* during academic sessions and *sharee* on formal occasions.

14. Physical Exercise and Games

Physical exercise and games are compulsory for all participants. The Centre will provide the participants with facilities for physical exercise, sports and games both indoor and outdoor. During physical exercise and games, participants should use white color sports dress and shoes.

15. Library Facilities

The BPATC Library is a modern and well-equipped library with various books, journals and audio-visual aids. In its possession, there are almost 1,05,000 books for circulation to the readers. Participants of this course have ready access to the reading facilities. There is a corner for reading daily newspapers; almost all dailies are available there. Photocopying facilities are also available on payment. Library remains open from 08:00hrs to 22:00hrs (Sunday to Thursday) and 16:00hrs to 18:00hrs on Friday & 18:00hrs to 22:00hrs on Saturday.

16. ICT Facilities

Laptop, Language Lab, Computer Lab and Internet facilities are available at BPATC. Each participant will be provided with a Laptop for the duration of the course. Besides, participant can also avail the BPATC Computer Centre for practice and other purposes which remains open from 0830 hrs to 2130 hrs on all working days. Using laptop in the classroom is strictly restricted with exception of Information and Communication Technology classes and any exercise and presentation and group work sessions. For establishing e-learning platform in the ACAD ICT Section of BPATC and a2i Project under Prime Minister Minister's Office will provide necessary supports.

17. Telephone Facilities

The telephone exchange of BPATC remains operative from 07:30 to 23:00 every day. To contact anyone inside BPATC, please press 9 and take help of the operators. Participants can make personal telephone calls from the dormitory on payment. Using mobile phones in the classroom is strictly prohibited.

18. Medical Facilities

The Centre maintains a small clinic with limited medical facilities. Participants are given free medical consultation, prescriptions and limited medical care. Medicines are not available at BPATC Clinic. Medicines need to be purchased by the participants themselves at their own cost.

19. Recreational Facilities & Social Events

Every dormitory has TVs with cable network. Participants can enjoy TV programmes during their leisure time. Participants are encouraged to arrange cultural evenings on the occasion of their mess-night. Spouses of the participants and guests may be invited on cultural evenings, guest nights and closing ceremonies.

20. Prayer Facility

There is a beautiful mosque within premises of the Centre, but no separate prayer room in the dormitory. Interested participants can offer their in the mosque

21. Closing Formalities

Participants have to complete the requisite formalities before they obtain their release orders. Before getting the release, each participant must obtain clearances from the dormitory, telephone unit and library.

22. Miscellaneous

The course contents, lists of resource persons, nominated participants and important telephone numbers are attached to this guideline as Annex.

COURSE CONTENTS**Module 1: Research Process and Seminar Paper Writing**

Module Director: Md. Mahmudul Hassan, PhD

Evaluation: Group Assignment (50)

Seminar Paper writing and presentation as an individual exercise (50)

Objectives: Participants will be able to

- use research process as decision making tool more effectively in their everyday professional responsibilities,
- follow the process to analyse issues more professionally.
- improve their professional writing and presentation skills;
- sharpen their analytical and problem solving competence;
- develop innovative ideas that may influence public policy-making; and
- respond productively to the writing of others

Session code	Session hour (s)	Topic Title	Speaker	Training methods
1.1	02	Introduction to Research & Research Process: Concepts, Types, Approaches, Research problem, Question, Observation.	Mahmud	L& D/ L& E
1.2	01	Research process as decision making tool		
1.3	01	Research Methodology :Methods, Techniques of conducting Research	Alam	L& D
1.4	01	Sampling procedure, data collection and data analysis	Shafiq	
1.5	01	Writing Research Proposal & Research Report	Sajid/ Baki	L&E
1.6	02	Writing of professional seminar paper	Mahmud	L&D
1.7	10	Seminar presentation	Course Management	P&D

Module 02: Governmental Business Process

Module Director: Md. Abdul Hakim

Evaluation: Individual assignment (100)

Objectives: Participants will be able to

- analyse different governmental systems,
- public policy process,
- know various provisions of the Constitution of Bangladesh and
- acquaint themselves with laws, rules and regulations.

Session code	Session hour (s)	Topic Title	Speaker	Training methods
2.1	02	Governmental System	GS	L& D
2.2	01	Amendment in the constitution	GS	L&D
2.3	01	Comparative Civil Service	Hakim	L & E / L & GW
2.4	02	Formulation of Acts ,Rules & Regulations & SROs	Hakim	L&D
2.5	01	Innovation & Governance	Sanwar	L & E / L & GW
2.6	01	Constitutional Provisions in Relation to Rules of Business	GS/Faculty	L&D
2.7	02	Rules of Business and Allocation of Business	Hakim	L&D
2.8	01	Techniques of Summery Writing	Mizan	L&D
2.9	02	Public Policy Formulation & Policy Review	Kanka & Policy team	L& GW
2.10	01	RTI and National Integrity	GS/Faculty	L&D

Module 03 : Public Service Management

Module Director : Md. Sanwar Jahan Bhuiyan

Evaluation : Individual Assignment (100)

Objectives : Participants will be able to-

- Identify and analyse the role of government in the context of market economy;
- Use analytical tools to formulate/review policies/programme of the government in a changing world.

Session code	Session hour (s)	Topic Title	Speaker	Training methods
3.1	02	Changing Trends of Public Service Management and Reform Initiatives	Sharif	L & E / L & GW
3.2	01	Concept and Process of Strategic Management	Sanwar	L & D
3.3	02	Techniques of Strategic Planning: SWOT and PEST Analysis, Devising Strategy	Sanwar	L & E / L & GW
3.4	02	Business Process re-engineering for effective service delivery	Dr. Arif/ Sanwar	L & E / L & GW
3.5	02	Leadership in public management	Kanka / Sanwar	L & RP / L & GW
3.6	01	Effective Human Relations in Achieving Organizational Goals	Fahmida	L & D
3.7	03	Techniques of Effective Team Building	Kanka / Sanwar	L & RP / L & GW
3.8	02	Total Quality Management for Improving Public Service Delivery	Enam	L & E / L & GW

Module 04 : Economics of Development

Module Director: S.M. Zobayer Enamul Karim, PhD

Evaluation : Individual Assignment (50)
Group Exercise (50)

Objectives : Participants will be able to-

- Understand the major policy issues of the Economy of Bangladesh.
- Identify the challenges of Economy of Bangladesh in the context of globalisation and
- Explore strategies to overcome those challenges.
- Explain gender issues in the light of existing policies, laws and acts.
- Explore opportunities to create gender friendly environment in the family, workplace and society.

Session code	Session hour (s)	Topic Title	Speaker	Training methods
4.1	02	Analysis of key Macro-economic issues/Indicators of Bangladesh	Banik	L & GW
4.2	02	Economic Development: Sector Analysis	Mahmud	L & E
4.3	02	Implications of Monetary and Fiscal Policy in maintaining Economic Stability	Zobayer	L & GW / L & E
4.4	01	Govt. Budgetary System and MTBF	Gazi	L & D
4.5	01	WTO and Developing countries: Challenges and Opportunities	Baki	L & D
4.6	02	Globalisation process : Merits and Demerits	Enam	L & GW / L & E
4.7	01	Regional Cooperation and Economic Development	Baki	L & D
4.8	02	Sharing Development Experience: The case of India, Malaysia and Singapore.	Sanwar	L & GW / L & E
4.9	02	Branding Bangladesh	Dr.Abul Barakat/ Farashuddin	L & D
4.10	02	Development Policies and Strategies Of UNDP: Beyond 2015	GS/Faculty	L & D
4.11	02	Development Process and Gender Main Streaming	GS/Faculty	L & D
4.12	02	Laws And Conventions for Addressing Gender Issues	GS/Faculty	L & D
4.13	01	Socialisation Process	Dr. Arif Dr. Moon / Dr. Rokeya Fahmida/ GS	Workshop
4.14	01	Situation Analysis		
4.15	01	Women and child right: Legal provision in Bangladesh		
4.16	01	Gender mainstreaming		

Module Director : Abdul Baki

Evaluation : Group Report - 100

Objectives : Participants will be able to

Enhance their skills in translating knowledge into action through analysis of issues, policies and strategies of Poverty Reduction.

Session code	Session hour (s)	Topic Title	Speaker	Training methods
5.1	02	Poverty issues and Approaches: National Plans and Programmes	Mahmud	L & D
5.2	03	MDGs and Beyond 2015:SDGs and Vision 2021	Baki	L & D
5.3	01	Poverty Reduction Approaches in Bangladesh	Mahmud / Baki	L& GW
5.4	01	Institutional Framework for Microfinance in reducing poverty in a sustainable manner	Mahmud / Baki	
5.5	01	Defining the role of NGOs in addressing Multi-dimensional poverty issues and their relationship with GO	Mahmud / GS	L& D
5.6	01	The Political Economy of Social Safety Net Programme	Mahmud/Baki	L & D
5.7	01	Experiences of ongoing SFYP in addressing poverty issues	Mamud / Hakim	L & D
5.8	-	Field visit to define the relationship between policies, approaches and poverty problem at the local level		

Module 06 : Public Project Management

Module Director : Md. Taufiqul Islam

Evaluation : Group Assignment- 50

Objectives : Participants will be able to deal with the issues of Project management more effectively.

Session code	Session hour(s)	Topic Title	Speaker	Training methods
6.1	01	Basics of Project Management & Role of Mid-level Executives in Managing Project	Mahmud/ Taufiq	L & D
6.2	02	Use of Tools and Techniques in Project Selection: Qualitative and quantitative approaches	Imam	L & E
6.3	02	Developing Logical Framework & its Application	Kanka, Taufiq & Mukta	L & GW
6.4	02	Issues of Preparation of Project Profile in DPP & TPP	Imam/ Manwar	L & E
6.5	01	Analysis the role of authorities & agencies at Project Approval Process	Akram	L & D
6.6	01	Project Implementation: Techniques, Problems & Issues	Imam	L & D
6.7	01	Project organization and risk management	Mahmud/ Imam	L & D
6.8	02	Review of Profile /DPP/TPP	GS	L & D
6.9		MS Project		

Module 07 : Key features of the PPA 2006 and PPR 2008 and Procurement Planning

Module Director : Md. Akram Husain

Evaluation : Group Assignment/Individual Assignment /Exercise (50)

Objectives : Participants will be able to:

- Explain the general features, processes and methods of public procurement and manage public procurement in a transparent way.

Session code	Session hour(s)	Topic Title	Speaker	Training methods
7.1	02	Key Features of The PPA 2006 and PPR 2008 and Procurement Planning	Banik	L & D
7.2	02	Standard tender Documents with Reference to Technical Specification ,GCC & PCC	GS/Faculty	L & D
7.3	02	Steps of Procurement(Goods, Works) & Common Irregularities in Procurement Process	Rabbani	L & D
7.4	02	Tender Opening and Evaluation	GS/Faculty	L & D
7.5	02	Approval Process & Contract Award	GS/Faculty	L & D
7.6	02	The PPA 2006 and PPR 2008: Steps of Procurement of Services	Akram	L & D
7.7	02	Exercise on Preparation of Tender Document	Rabbani	L & E

Module 8 : Environment and Disaster Management

Module Director: Syed Mizanur Rahman

Evaluation : Group Exercise 50

Objectives : Participants will be able to analyse different issues of environment, sustainable development and disaster management.

Session code	Session hour(s)	Topic Title	Speaker	Training methods
8.1	01	Issues, policies and strategies of environment	Mizan	L&D
8.2	01	Disaster Management	Shahin	L&D
8.3	01	Integrated Risk Governance	Taufiq	L & D
8.4	02	DRR, CCA: National, Regional And Sectoral and Local Development Planning	GS	L & D
8.5	02	DRR, CCA Mainstreaming into National, Sectoral And Local Development Planning Linkage of Disaster, Climate Change and Sustainable Development	Atik	L & GW
8.6	01	Coordination in Disaster Emergency Management	Alam	L & D
8.7	02	Group Report and Presentation	Module Director & Team	Team Work and Presentation

Module 9 : Conflict management and Negotiation

Module Director : Ali Yusuf Muhammad Sultan Noor

Evaluation : Group Exercise - 50

Objectives : Participants will be able to

- Explain the concepts and issues of conflict and negotiation;
- Understand the nature and complexity of multi-level conflicts and negotiations;
- Apply effectively and efficiently essential skills and techniques for managing conflict and negotiation; and
- Lead trade/aid negotiations with full confidence.

Session code	Session hour (s)	Topic Title	Speaker	Training methods
9.1	01	Understanding Organizational Conflict	Sanwar	L& RP
9.2	01	Conflict Assessment		
9.3	03	1.Effective Negotiation a. Preparation for Negotiation b. Conducting Negotiation c. Concluding Negotiation	GS	L&D
9.4	03	2. Simulation on Trade/Aid Negotiation 3. Multi-level Negotiations	GS	Simulation
9.5	02	Techniques of Writing MoU/Agreement	Noor	L&E
9.6	01	Development of Negotiation Skills and Untold Stories of Negotiation	GS	L & D

Module Director: A. F. M. Amir Hussain
Evaluation : Presentation- 50

Objectives : Participants will be able to

- Communicate in English more confidently;
- Use Bangla appropriately.

Session code	Session hour (s)	Topic Title	Speaker	Training methods
10.1	02	Techniques of Enhancing Professional Writing Skills	Amir	D& E
10.2	02	Writing Skills: Practice Sessions	Amir	E
10.3	01	Techniques of Speaking confidently	Amir	P & E
10.4	02	Enhancing Presentation Skills	Amir	P & E
10.5	4	Debate	GS/Faculty	P & E
10.6	2	Extempore Speech	GS/Faculty	P & E
10.7	1	Self Introduction	GS/Faculty	P & E
10.8	02	Bangla Spelling	Kabed	L & E

Module 11 : e-Governance & Integrity Studies

Module Director :Md. Zakir Hossain

Evaluation :Group work / Presentation 50

Objectives : Participants will be able to:

- Develop ICT Skills and contribute towards e-Governance;
- Develop capacity in public section for improving delivery of public service through ICT;
- Adopt organisational changes in public sector related to technology, strategies and policies.

Session code	Session hour (s)	Topic Title	Speaker	Training methods
11.1	01	Introduction to ICT and e-Governance	Ziaul	L & D

11.3	02	Introduction to Web ,Networking ,LAN,WAN & their Application	Zakir/Altab	L & P
11.4	02	e-Governance: Concept, Architecture Challenges and Opportunities	Ziaul	L & D
11.5	02	ICT for Development: Policy and Challenges	A2i	Workshop
11.6	01	ICT Means for Governance and Service Delivery	A2i	
11.7	01	Improving Service Delivery through ICT in Bangladesh	A2i	
11.8	02	e-Filing	GS/Faculty	
11.9	01	ICT Policy and Challenges	GS	L & D
11.10	02	Group Report Preparation and Presentation	Tanjur/Module Director	GW

Module 12 : Physical Conditioning & Games

Module Director : Md. Moshior Rahman

Evaluation : Total Marks-50 (Practical-50/MCQ Test-50)

Objectives : Participants will be able to realise the importance of physical activities and games and keep one fit by ideal exercise.

Session code	Session hour (s)	Topic Title	Speaker	Training methods	Proposed Training Methods
12.1	1	Effects of Sedentary Lifestyle & Management	Moshior	L & D	
12.2	1	Effects of Exercise on Different Organs	Dr. Zawad	L & D	
12.3	1	Managing Wellness	Dr. Zawad	L & D	
12.4	1	Ideal Nutrition Status: Healthy lifestyle and food habits	GS	L & D	
12.5	-	Practical: Physical Conditioning (Morning); Walking, Jogging, Freehand Exercises, Ground Exercise, Stretching, Yoga. Games (Evening): According to the participants' interest (Volleyball, Tennis, Badminton & other activities)			

Module 13 : Field Attachment Programme

Module Director : Md.Monjurul Hafiz

Duration of Attachment: Five days

Evaluation method: Group Report (50)

Module Objectives: To enable the participants to-

- use different tools and techniques for analysing organisation;
- identify and solve organisational problems;

Overall Task: Participants shall visit local offices at Upazila/District level, review existing service delivery and organizational process, identify specific problems and reform areas, analyse the context and finally develop policy insights for sustainable replication of the intervention.

Thematic Area : Special Activities**Module 14 : Contemporary Issues**

Module Director : Md.Golam Rabbani

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	Resource person	Training method
14.01	02	Public Service at doorstep	GS	L&D /Symposium
14.02	02	Corporate Social Responsibilities and realities of business culture in Bangladesh	GS	L & D
14.03	02	Maritime boundary and challenges of exploring economic potentials for Bangladesh	GS	L & D
14.04	02	Ensuring effective linking of innovations in public service management with democratic process	GS	Panel Discussion
14.05	02	Issues of responsive governance	GS	Panel Discussion
14.06	02	Share market and its implications for macro-economy: Bangladesh perspective	GS	Panel Discussion
14.07	02	Problems of ensuring accountability in Public Service Management	GS	L & D
14.08	02	Challenges of translating reform issues into action	GS	L & D
14.09	02	Energy Security of Bangladesh	GS	L & D
14.10	02	Civil Military Relationship	GS	L&D
14.11	02	Cultural Heritage of Bangladesh	Kabed	L&D

14.12	02	Important Public Policies of Bangladesh	GS	L & D
14.13	02	Challenges of Food Security in Bangladesh	GS	L& D
14.14	02	Smoking and Health Hazard	GS	L& D
14.15	02	Sound Noise and Noise Pollution	GS	L&D /Symposium
14.16	02	Public Private Partnership	GS/Faculty	L&D /Symposium
14.17	02	Capital Market	GS	L&D /Symposium
14.18	02	Drivers of Development: Unlocking the Potentials	GS	L&D /Symposium
14.19	02	The Issues of Food Safety	GS/Faculty	L&D /Symposium
14.20	02	Value Chain Management of Agricultural Product	GS/Faculty	L &D/Symposium
14.21	02	Tax Management	GS/Faculty	L&D

Note: Course Management/Module Director may arrange extension lectures on other suitable issues.

Module 15 : Study Tour (Foreign)

Module Director: Course Management

Duration of visit : Ten (10) days

Evaluation : Group Report (50)

Module Objectives: To enable the participants to see for themselves how the visiting economy which started with a developmental base equal to or worse than Bangladesh has out-performed the Bangladesh economy.

Overall Task: Participants shall visit one country under the auspices of SBPATC project of BPATC. The purpose of this visit is to enhance the capacity of the participating officers through sharing experiences of policies, strategies, practices in the public service delivery in their respective countries.

LIST OF ABBREVIATIONS

D & E	Discussion and Exercise
EL	Extension Lecture
L & D	Lecture and Discussion
L & E	Lecture and Exercise
L & GW	Lecture and Group Works
L & DS	Lecture and Demonstration
L & P	Lecture and Practice
P	Practice
W	Workshop
E	Exercise
RP	Role play

ANNEX - C

Members of the Faculty
(Not in order of seniority)

Sl. No.	Name	Designation	Code
1.	Khandker Md. Iftekhar Haider	Rector	Rector
2.	Shahin Ahmed Chowdhury	Member Directing Staff	Shahin
3.	Ferdous Akhter	Member Directing Staff	Ferdous
4.	Md. Akram Husain	Member Directing Staff	Akram
5.	Md. Mahmudul Hassan, PhD	Member Directing Staff	Mahmud
6.	Banik Gour Sundar	Member Directing Staff	Banik
7.	Kanka Jamil	Member Directing Staff	Kanka
8.	Syed Mizanur Rahman	Director	Mizan
9.	Shaikh Md. Kabedul Islam	Director	Kabed
10.	Md. Towhidur Rahman	Director	Towhid
11.	Md. Abdul Hakim	Director	Hakim
12.	Dr. Rizwan Khair	Director	Rizwan
13.	Ali Yusuf Muhammad Sultan Noor	Director	Noor
14.	A.K.M. Enamul Haque	Director	Enam
15.	Dr. Shah Alam	Director	Alam

16.	Abdul Baki	Director	Baki
17.	Moha. Golam Rabbani	Director	Rabbani
18.	Md. Sanwar Jahan Bhuiyan	Director	Sanwar
19.	Md. Shohel Imam Khan	Director	Shohel
20.	Md. Abdur Razzak Sarker	Director	Razzak
21.	M. Ziaul Haque	Director	
22.	Mohammad Masudur Rahman Bhuyan	Deputy Director	
23.	Md. Moshior Rahman	Deputy Director	Moshior
24.	Kazi Hassan Imam	Deputy Director	Imam
25.	Md. Shafiqul Hoque	Deputy Director	Shafiq
26.	Md. Zakir Hossain	Librarian (AVR)	Zakir
27.	Dr. S.M. Zobayer Enamul Karim	Deputy Director	Zobayer
28.	Dr. Sk. Muslima Moon	Deputy Director	Moon
29.	A.F.M. Amir Hussain	Deputy Director	Amir
30.	Razia Mahbuba Akhter	Deputy Director	Mahbuba
31.	M. Arifur Rahman, Ph.D	Deputy Director	Arif
32.	Fahmida Sultana	Deputy Director	Fahmida
33.	Manwar Hossein Malla	Deputy Director	Manwar
34.	Manjurul Hafiz	Deputy Director	Hafiz
35.	Md. Taufiqul Islam	Deputy Director	Taufiq
36.	Md. Shah Alam Ghazi	Deputy Director	Ghazi
37.	Mohammad Ziaul Islam	Assistant Systems Analyst	Ziaul
38.	Mohammad Saiful Islam	Programmer	Saiful
39.	Md. Atikuzzaman	Deputy Director	Atik
40.	Dr. Rokeya Fahmida	Deputy Director	Dr. Fahmida
41.	Md. Sharif Hasan	Deputy Director	Sharif
42.	Dr. Md. Mustafizur Rahman	Medical Officer	Mustafiz
43.	Dr. Md. Arafe Zawad	Assistant Director	Zawad
44.	Mohammad Altab Hossain	Assistant Programmer	Altab
45.	Tanjur Ahmed Joarder	Assistant Programmer	Tanjur
46.	Nasrin Sultana	Assistant Director	Nasrin

Important Contact Numbers of BPATC

(PABX: 7745010-16, 7742080-85; Fax 7745029)

www.bpatc.org.bd

Sl. No.	Name	Designation	Telephone/ Mobile and e-mail
1.	Khandker Md. Iftekhar Haider	Rector	7745028, 4101, 01534513735 rector@bpatc.org.bd
2.	Kanka Jamil	Member Directing Staff & Course Advisor	
4.	Syed Mizanur Rahman	Director (Admin.)	7745023, 01732098308
3.	Md.Golam Rabbani	Director (G.S) & Course Director	7746605,
4.	Md. Monjurul Hafiz	Deputy Director & Course Coordinator	4120,7746616 01710864747
5.	Md. Parvez Hasan	Deputy Director & Course Coordinator	4130,7746619, 01712151200
6.	Manwar Hossein Mallah	Deputy Director (Service)	7746618, 4121, 01711013554
7.	Dr. Md. Mustafizur Rahman	Medical Officer	4143, 01932791761
8.	A.B.M. Iftekharul Islam Khandker	Assistant Director (Logistics)	4145, 01923888345
9.	Md. Sowayib Sikder	PS to Rector and Assistant Director (Dormitory)	01778657344
10.	Mr. Md. Shahabuddin	Supervisor, Dormitory-	6107, 01817094587
11.	Course Office	96 th ACAD	4230
12.	Cafeteria		4210
13.	Library Counter		4198
14.	Library Journal		4435
15.	Reception		4199, 4444
16.	Clinic		4223
17.	Manager, Sonali Bank Ltd.		4209
18.	ITC		4302
19.	Gate-1		4219
20.	Gate-2		4220

For operator's service please dial: 9

SL No.	Name and Designation	ID No	Designation	Place of Posting
1.	Md. Kamrul Ameen	5602	Deputy Secretary	Chief Estate Officer Central Railway Building, Cittagong
2.	Md. Abdul Alim	5661	Deputy Secretary	Chief Executive Officer Zila Parishad, Lakshmipur
3.	Nurun Naher Hena	5665	Deputy Secretary	NTRCA, Ministry of Education
4.	Sheikh Shoebul Alam	5674	Deputy Secretary	Power Division, Bangladesh Secretriare, Dhaka
5.	Nasrin Sultana	5845	Deputy Secretary	Finance Division, Ministry of Finance, DSL-1, Bangladesh Secretriare, Dhaka
6.	Md. Monirul Huda	5901	Deputy Secretary	Ministry of Environment & Forests, Bangladesh Secretriare, Dhaka
7.	Malay Choudhury	5921	Deputy Secretary	Chief Executive Officer (CEO) Zila Parishad, Magura
8.	Md. Kamal Uddin Biswas	5981	Deputy Secretary	Ministry of Public Administration Bangladesh Secretriare, Dhaka
9.	Md. Habibur Rahman	5988	Deputy Secretary	Deputy Director BOI Divisional Office, CGO Bld-1, Agrabad, Cittagong
10.	Md. Rahat Anwar	6022	Deputy Secretary	Deputy Director Local Government, Magura
11.	SK. Hamim Hassan	6035	Deputy Secretary	Chief Executive Officer Zila Parishad, Chuadanga
12.	Md. Tofazzal Hossain	6040	Deputy Secretary	Deputy Controller Controller of Certifying authority ICT Division, MOPT, ICT
13.	Md. Shah Alam Sarder	6041	Deputy Secretary	Deputy Director, Local Government DC Office, Bagherhat
14.	Khaled Mamun Chowdhury	6079	Deputy Secretary	Deputy Director Local Government, DC Office, Norsindi
15.	Md. Sazedul Islam	6092	Deputy Secretary	Additional Director (Finance) Bangladesh Television, Rampura Dhaka
16.	Mir Khairul Alam	6304	Deputy Secretary	Deputy Director Bangladesh Road Transport Authority (BRTA), Elenbari, Tejgaon, Dhaka
17.	Saima Yunus	6349	Deputy Secretary	Education Ministry, Bangladesh Secretriare, Dhaka
18.	Md. Hemayet Uddin	7572	Deputy Secretary	Deputy Project Director Integrated Agril, Prody Project Ministry of Agriculture

19.	Kazi Nazrul Islam	7587	Deputy Secretary	Director National Skills Development Council (NSDC) Secretariate, Sheikh Fazilatunnesa Mujib Women TTC, Darussalam, Mirpur
20.	Md. Aynul Kabir	7558	Deputy Secretary	Ministry of Women and Children Affairs Bangladesh Secretariate, Dhaka
21.	A S M Manjurul Quader	7565	Deputy Secretary	Director, Hydrocarbon Unit, Dhaka
22.	G. N. Nazmul Hossain Khan	7586	Deputy Secretary	Ministry of Information , Bangladesh Secretariate, Dhaka
23.	Syed Emamul Hossain	7607	Deputy Secretary	Chief Consultant Dept of Narcotics control, 441, Tejgoan, Industrial Area, Dhaka.
24.	Nilufer Nazneen	7616	Deputy Secretary	Ministry Information , Bangladesh Secretariate, Dhaka
25.	Mohammad Enayet Kabir	BN (P-No- 965	Commander	BNS Shaheed Moazzam, Kaptai
26.	Munshi Abdul Ahad	7644	Deputy Secretary	Deputy Director Directorate of National Consumer Right Protection, TCB Building, 1 Karwan Bazar, Dhaka-1215
27.	Raka Shekoh Ahmed	BD /8419	Wing Commander	OC, FCTU, BAF Base Basher
28.	Md. Rezanur Rahman	6453	Deputy Secretary	Deputy Director Local Government, Rajbari
29.	Mohammad Aklem Abden, psc		Major	Savar, Cantonment