

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

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Date: 12/01/2020

Revised Office Order

Bangladesh Public Administration Training Centre (BPATC) is going to organize the 7th International Conference on Public Administration and Development (ICPAD) on 5-8 February 2020 with the key theme '*The evolving nature of governance and development and the need for realigning the civil service.*' In order to organize the conference smoothly, the following committees are formed involving the faculties of the Centre and representatives of different Ministries and Divisions:

Conference Steering Committee	
Chair	Mr. Md. Rakib Hossain ndc, Rector, BPATC
Vice-Chairs	Mr. Mohammad Munir Hossain, MDS, BPATC
	Dr. Md. Humayun Kabir Additional Secretary (CPT) Ministry of Public Administration
	Mr. Syed Mizanur Rahman ndc, MDS
	Mr. Md. Zafar Iqbal ndc, MDS
	Mr. Md. Nasir Uddin Ahmed, MDS
	Dr. Md. Sanwar Jahan Bhuiyan, MDS
Members	Mr. Md. Mofidur Rahman, JS (CP) Ministry of Public Administration
	Mr. Md. Zakir Hossain, Director, BPATC
	Dr. Md. Mohoshin Ali, Director, BPATC
	Dr. Md. Mizanur Rahman, Director, BPATC
	Mr. Md. Siddiqur Rahman, Director, BPATC
	Dr. Rokeya Fahmida, Director, BPATC
	Representative, Cabinet Division
	Representative, BCS Administration Academy
	Representative, Governance Innovation Unit, Prime Minister's Office
Member Secretary	Representative, BIAM Foundation
	Representative, National Academy for Planning and Development
Member Secretary	Dr. Mohammad Mizanur Rahman, Director (Evaluation and PPR), BPATC and Conference Chair

Terms of reference (ToR):

- Selection of national and international speakers/resource persons for the conference;
- Providing policy decisions and guidance;
- Approval of the budget for the conference;
- Giving guidance to all other committees;
- Any other task assigned by the Rector, BPATC.

Management Committee (Venue, Transport, Logistics, Accommodation, Food)	
Chair	Mr. Mohammad Munir Hossain, MDS, BPATC
Co-chair	Mr. Md. Nasir Uddin Ahmed, MDS, BPATC
	Mr. Md. Siddiqur Rahman, Director, BPATC
	Mr. Md. Atikuzzaman, Director, BPATC
	Mr. A T M Arif Hossain, Deputy Director, BPATC
	Mr. Mohammad Ziaul Islam, Asstt. System Analyst, BPATC
	Mr. S M Mehedi Hasan, Deputy Director, BPATC
	Dr. Md. Mostafizur Rahman, Medical Officer, BPATC
	Mr. Ahammed Hossain Bhuiyan, Deputy Director, BPATC
	Ms. Afia Rahman Mukta, Research Officer, BPATC
	Mr. Md. Tanjur Ahmed Joardar, Programmer, BPATC
	Mr. Mir Md. Taufiqul Islam, Assistant Director, BPATC
	Mr. Md. Nejam Uddin, Assistant Director, BPATC
Member Secretary	Dr. M. Arifur Rahman, Director, BPATC

Terms of Reference (ToR):

- Making detailed plan regarding venue, logistic, accommodation and food and getting the plan approved by the Steering Committee/Rector;
- Ensuring venue, accommodation, logistic facilities and food for the participants according to the guidance of the Steering Committee/Rector;
- Ensuring befitting decoration of the BPATC campus according to the guidance of the Rector;
- Preparing budget for the tasks of the committee (according to the approved plan) and submitting budget to the Budget Committee;
- Any other task assigned by the Rector, BPATC

Conference Secretariat	
Team Leader	Dr. Md. Mohoshin Ali, Director, BPATC
Members	Dr. Mohammad Rezaul Karim, Deputy Director, BPATC
	Dr. Md. Morshed Alom, Deputy Director, BPATC
	Mr. Md. Akram Ali, PS to Rector, BPATC

	Mr.Md. Mamun-Or-Rashid, Librarian, BPATC
	Mr. Md. Hasib Mamun, RO, BPATC
	Ms. Tanzina Akhter, Asstt. Director, BPATC
	Mr. Sharior Alam, Assistant Director, BPATC
Member Secretary	Mr. Md. Rustam Rabbani, Asstt. Programmer, BPATC

Terms of Reference (ToR):

- Liaison with all committees;
- Developing website for the conference and online participant registration form;
- Communication with conference participants;
- Managing itinerary of the conference participants;
- Sharing logistical notes and other information kit/materials related to the conference with the participants;
- Providing support to the steering committee;
- Any other task assigned by the Rector, BPATC.

Academic Advisory Team	
Chair	Dr. Rizwan Khair, MDS (Rtd), BPATC and Governance and Public Policy Expert
Co-chair	Mr. Md Zafar Iqbal ndc, MDS, BPATC
Members	Dr. Md. Humayun Kabir, Additional Secretary (CPT), Ministry of Public Administration
	Dr. Md. Sanwar Jahan Bhuiyan, MDS, BPATC
	Dr. Mohammed Ziaul Haque, Joint Secretary (CP), Ministry of Public Administration
	Dr. Dewan Muhammad Humayun Kabir, Joint Secretary and Director, BCS Admin Academy
	Dr. Mohammad Mizanur Rahman, Director (PPR), BPATC
	Dr. Md. Mizanur Rahman, Director (Research and Publication), BPATC
	Dr. Mohammad Amjed Hossain, Director, BPATC
	Mr. Md. Sharif Hasan, Director, BPATC
	Dr. Md. Zohurul Islam, Director, BPATC
	Dr. Mehedi Masud, Deputy Director, BPATC
	Dr. Mohammad Rezaul Karim, Deputy Director, BPATC
Member Secretary	Dr. Md. Morshed Alom, Deputy Director, BPATC

Terms of Reference (ToR):

- Tasks relating to the review of abstracts and full papers;
- Identifying relevant experts for performing review role;
- Providing recommendations for acceptance of abstracts and full papers;

- Preparing the list of local experts (academic and practice) to perform different roles (chair; designated speaker; moderator etc.) in different sessions of the Conference;
- Preparing budget for review related tasks;
- Any other task assigned by the Rector, BPATC.

Rapporteur and Documentation Committee	
Chair	Mr. Syed Md. Mizanur Rahman ndc, MDS, BPATC
Members	Dr. M. Arifur Rahman, Director, BPATC
	Dr. Mohammad Rezaul Karim, Deputy Director, BPATC
	Mr. Md. Motaheer Hossain, Deputy Director, BPATC
	Mr. Parimal Kumar Roy, Deputy Director, BPATC
	Mr. Mohammad Mamun, Research Officer, BPATC
	Mr. Md. Hasib Mamun, RO, BPATC
	Mr. Anirban Das, Assistant Director, BPATC
	Ms. Samiana Sultana, Evaluation Officer, BPATC
	Mr. Md. Mizanur Rahman, Assistant Director, BPATC
Member Secretary	Dr. Md. Moshir Rahman, Deputy Director, BPATC

Terms of Reference (ToR):

- Making detailed plan for rapporteur and documentation;
- Identifying Master of Ceremonies (MCs) for different sessions of the conference as required;
- Engaging rapporteurs for different sessions of the conference for taking notes;
- Preparing conference proceedings;
- Preparing budget for the committee and submitting the budget to the Budget Committee;
- Any other task assigned by the Rector, BPATC.

Finance and Procurement Committee	
Chair	Mr. Md. Nasir Uddin Ahmed, MDS, BPATC
Members	Mr. Md. Mofazzal Hossain, JS, Project Director
	Dr. Md. Mohoshin Ali, Director, BPATC
	Dr. Rokeya Fahmida, Director, BPATC
	Mr. K M Abdul Kader, Deputy Director, BPATC
	Mr. Md. Mamun-Or-Rashid, Librarian, BPATC
	Dr. Md. Arafe Zawad, Asstt. Director, BPATC
	Mr. Nurul Islam Biswas, Assistant Director, BPATC
Member Secretary	Dr. Mohammed Amjed Hossain, Director, BPATC

Terms of Reference (ToR):

- Preparing detailed budget for the conference taking input/proposals from different committees, where necessary;

- Providing extensive support to the 'Venue, Accommodation, Transport and Logistics Committee';
- Undertaking different procurements for the conference under the guidance of the Steering Committee and the Rector;
- Any other task assigned by the Rector, BPATC.

Invitation, Reception and Protocol Committee	
Chair	Dr. Md. Sanwar Jahan Bhuiyan, MDS, BPATC
Members	Dr. Rokeya Fahmida, Director, BPATC
	Dr. M. Arifur Rahman, Director, BPATC
	Mr. Md. Mamun-Or-Rashid, Librarian, BPATC
	Ms. Afia Rahman Mukta, Research Officer, BPATC
	Ms. Farzana Afrose, Assistant Director, BPATC
	Mr. A M Shahrir Alam, Asstt. Director, BPATC
	Mr. Md. Nejam Uddin, Asstt. Director, BPATC
	Mr. Md Hasib Mamun, Research Officer, BPATC
	Mr. Razib Mia, Evaluation Officer, BPATC
	Mr. Md. Mizanur Rahman, Assistant Director
	Mr. Anirban Das, Assistant Director
Member Secretary	Mr. Md. Nazim Uddin, Asstt. Director, BPATC

Terms of Reference (ToR):

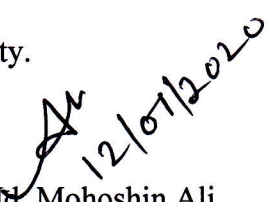
- Printing and distribution of invitation cards as required under the guidance of the Rector;
- Ensuring necessary hospitality/protocol to the conference participants and guests;
- Engaging protocol procedures and officials to receive and see-off the participants;
- Liaison with the relevant committee(s) for logistics and transportation support;
- Liaison with Conference Secretariat to take protocol measures according to the travel itinerary of the participants and guests;
- Any other task assigned by the Rector, BPATC.

Press and Public Relations	
Chair	Mr. Md. Siddiquir Rahman, Director, BPATC
Members	Mr. Mohammad Masum Rahman, Asstt. Programmer, BPATC
	Mr. Md. Nazim Uddin, Asstt. Director, BPATC
	Mr. Razib Mia, Evaluation Officer, BPATC
	Mr. Anirban Das, Asstt. Director, BPATC
	Mr. Md. Mizanur Rahman, Assistant Director, BPATC
Member Secretary	Mr. A M Shahrir Alam, Research Officer, BPATC

Terms of Reference (ToR):

- Developing a PR strategy and establishing partnership with print and electronic media;
- Making some media outlets (print and electronic) as media partners;
- Publishing and disseminating news of the conference using social media;
- Sending press release to the media as and when required;

- Any other task assigned by the Rector.
- 2. All committees are requested to perform their roles according to the prescribed terms of reference.
- 3. This office order is made with approval of the competent authority.

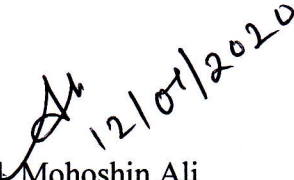

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Circulation: For kind information and necessary action (not in order of seniority)

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka
2. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka
3. Rector, BCS Administration Academy, Shahbagh, Dhaka
4. Director General, National Academy for Planning and Development, Nilkhet, Dhaka
5. Director General, BIAM Foundation, 63 Eskaton, Dhaka
6. Director General, Governance Innovation Unit, Price Minister's Office, Dhaka
7. MDS (all), BPATC, Savar, Dhaka
8. Director (all), BPATC, Savar, Dhaka
9. Mr. /Ms.....
10. PS to Rector, BPATC, Savar, Dhaka
11. Programmer, BPATC, Savar, Dhaka (with the request to publish the order on BPATC website)
12. Conference file


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