

## Bangladesh Public Administration Training Centre

Savar, Dhaka

www.bpatc.org.bd

Department of PPR, P&S Division

### Minutes of the Faculty Meeting

**Chairperson** : Md. Ashraf Uddin, Rector, BPATC  
**Venue** : Cadence Hall, ITC  
**Date and Time** : 18 June 2023 at 3:00 pm  
**Attendance** : Annexure 01

At the outset, all attendees were welcomed and greeted by the Chair. The Chairperson appreciated the presence of Faculty members at the earliest. Rector, BPATC emphasized the need for the regular Faculty meeting and hoped that this meeting will be followed up soon.

02. After the initial discussion, the Chair requested Director (PPR) and member-secretary to go through the decisions made at the last meeting on 27<sup>th</sup> December, 2022 and discussions followed. After detailed discussion on the agenda, the following decision were unanimously made:

Sl.	Agenda	Discussion	Decision and Implementing Entity
1.	<b>Institutional Review</b>	A new committee headed by MDS (P&S) as convener was formed in the last meeting. However, the PPR section didn't issue any office order to that end. Director (PPR) informed the forum that since the ToR for the committee was not agreed upon due to overlapping of activities with other committees, the office order did not come out. In the discussion it was opined that some activities like reviewing the organogram and recruitment rules of the Centre should not come under the purview of the Institutional Committee at this stage. Moreover, before going for hiring a consultancy firm to review the institutional capacity and getting recommendations, the proposed committee should review the future directions for the organization.	An office order forming the Institutional Committee with revised ToR has to be issued immediately. The Committee will come up with a draft report in three months after formation.  <b>Implementing Entity:</b> Director (PPR)

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2.	<b>Ongoing 75<sup>th</sup> FTC and upcoming ACAD/SSC and GIU-Harvard Training for Faculty Pool</b>	MDS (M&PA) Mr. Md. Zakir Hossain mentioned that it has been observed that the participants of the two streams of the 75 <sup>th</sup> FTC has little interaction among them and this is undermining the objectives of FTC. A long discussion ensued and members of Faculty agreed that the CMTs can devise ways to ensure more interaction among participants. Director (PPR) informed the meeting that the new training calendar for 2023-24 has been finalised and there will be increased number of participants in ACAD and SSC since these two courses have been made compulsory in the NTC meeting held on 16 April, 2023. Moreover, a pedagogy ToT will be held at BPATC from 16-27 July 2023. The programme will be administered by Governance Innovation Unit (GIU) at PMO and Ash Center, Harvard University.	More interaction among 75 <sup>th</sup> FTC participants need to be ensured.  <b>Implementing Entity:</b> CMTs of 75 <sup>th</sup> FTC
3.	<b>8<sup>th</sup> ICPAD</b>	MDS (P&S) informed the meeting that the pending 8 <sup>th</sup> ICPAD has been cancelled and all stakeholders have been duly notified. The forum agreed that fresh initiatives should be taken as soon as the situation for arranging ICPAD improves.	Payment due to the paper reviewers should be cleared as soon as possible.  <b>Implementing Entity:</b> 8 <sup>th</sup> ICPAD Steering Committee
4.	<b>Introducing new short training courses</b>	Director (PPR) tabled that BPATC used to organize some need based short training programmes in the past and these short courses were popular with both public and private sector professionals. There is demand for such short training programmes. Since the capacity of the Centre is expanding, BPATC may take initiatives to restart or introduce at least four short courses in the coming year. Deputy Director (Research) Dr. Md. Morshed Alam suggested that the	In the next financial year four new need-based short courses (one/two weeks) to be conducted.  <b>Implementing Entity:</b> Director (PPR)

		academic departments of the Centre may be given the responsibility to introduce training programmes.	
5.	<b>Strengthening activities of different wings/sections of BPATC</b>	Faculty members discussed the need to bolster the activities of different wings and sections of the Centre. It was mentioned that some sections are overburdened with business while some other sections are devoid of activities. Therefore, the charter of duties of certain sections may be modified and some tasks of busy desks may be shared by others.	Concerned MDS will place a work plan to strengthen own divisions and present in the next faculty meeting. <b>Implementing Entity:</b> All MDS
6.	<b>Vigilance Team</b>	Faculty members present discussed that training programmes at the Centre need to be properly monitored for quality improvement and removal of bottlenecks. For monitoring of the ongoing activities in a course, a team independent of CMT may come of use. Some opined that 'vigilance team' formed by Evaluation department may be effective for monitoring.	Existing 'Vigilance Team' has to be made functional with immediate effect for the ongoing and upcoming Courses at BPATC.  <b>Implementing Entity:</b> Director (Evaluation)
7.	<b>Certificate Awarding of completed ACAD, SSC and PPMC programmes</b>	Director (PPR) informed that on 16 <sup>th</sup> April 2023, a meeting of National Training Council was held and a decision was made that final certificates of the ACAD, SSC and PPMC held before the NTC meeting should be distributed. The foreign training part of these courses has been scrapped in the NTC meeting.	Certificates of the ACAD, SSC and PPMC courses held before 16 April 2023 will be sent to participants' address. <b>Implementing Entity:</b> Director (Evaluation)
8.	<b>Misc.</b>	Rector, BPATC drew the attention of the Faculty to a DO letter from the Senior Secretary, Ministry of Public Administration. The letter dated 14 June, 2023 appealed to the Rector for financial help for Md. Minhazur Rahman, Senior Assistant Secretary, MoPA. Director (PPR) read out the DO letter and informed that the son of Mr. Minhaz is	To help Mr. Md. Minhazur Rahman, the Faculty members will voluntarily contribute the amount equivalent to their respective salary of one day. Participants of 75 <sup>th</sup>

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		<p>diagnosed with a rare disease and he needs taka 10 crore for his child's treatment. Since it is impossible for Minhaz to bear this extraordinary cost of treatment, the DO letter requested for voluntary help on humanitarian ground from all corners. Hence, the Rector opined that the faculty members may generously extend their hand for the treatment of a minor child.</p> <p>He also highlighted the following issues:</p> <ul style="list-style-type: none"> <li>• Reducing the use of false ceiling and venetian blinds at BPATC since the materials of these are extremely flammable</li> <li>• The quality of research projects conducted at BPATC has to be ensured.</li> <li>• Recruiting two doctors at Medical Centre on daily basis and also to procure all necessary equipment to make the dental unit functional.</li> </ul>	<p>FTC will also be encouraged to contribute their DA. The BPATC School &amp; College authority will also make a charity. BPATC Officers' Club will also make contribution to the charity.</p> <p><b>Implementing Entity:</b> Director (Admin), CMTs of 75<sup>th</sup> FTC, GS, Officers' Club, Principal, S&amp;C</p>
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Having no other issues for discussion, the Chair concluded the meeting thanking all members of Faculty for their patience and time.

Signed/26.06.2023

**Md. Ashraf Uddin**


Rector, BPATC

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Date: 26 June 2023

**Distribution: for kind information and necessary action (not as per seniority)-**

- Faculty Member (All), BPATC, Savar, Dhaka;
- P. S. to Rector (for kind information of the Rector), BPATC, Savar, Dhaka;
- Assistant Programmer-04 (with the request to publish this document on website), BPATC, Savar, Dhaka;
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 26.06.2023

Hasan Murtaza Masum

Director (PPR)

PABX EXT: 4106