TRAINING CALENDAR 2020-2021

Building Capacity for Effective, Inclusive and Accountable Public Administration System

BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE

PREFACE

Bangladesh Public Administration Training Centre (BPATC) is the lead institution for providing civil servants training in Bangladesh. In general, BPATC hosts training programmes in collaboration with the Ministry of Public Administration (MoPA) as nominations for training at BPATC usually come through the MoPA.

BPATC publishes the training calendar at the beginning of a financial year, scheduling different training to support both MoPA and BPATC to organize training in a mutually convenient and predictable way. This calendar provides information and dates on training for the financial year 2020-2021. The calendar also helps the civil servants make a predictable training plan at the individual level.

BPATC is fully aware that today's world is highly complex, and the civil servants are to work within this challenging environment. Thus, as the topmost training institution for the country, it is dedicated and committed to providing quality training for the civil servants to make them able to manage their role effectively and professionally. BPATC continually reviews its training contents to adjust to the changes.

In 2020-2021 the following training courses have been planned: 2 **Foundation Training Courses** (FTC) for the entry-level civil servants of different cadres of the Bangladesh Civil Service (BCS); 3 **Advanced Courses on Administration and Development** (ACAD) for the deputy secretaries and equivalent officials of the Bangladesh Armed Forces and BCS Foreign Affairs and BCS Police; 4 **Senior Staff Courses** (SSC) for the joint Secretaries and the same level of officials of Bangladesh Armed Forces and BCS Foreign Affairs and BCS Police; 2 **Policy Planning and Management Courses** (PPMC) for the additional secretaries. The calendar also plans to host the **3rd Policy Dialogue** for the Senior Secretaries and Secretaries to the government.

BPATC, in recent times, has widened its scope of work through enhancing global engagement with reputed regional and international organizations and institutes for collaboration in areas of governance and development. BPATC organizes international conferences and symposiums regularly to provide an opportunity for advancing knowledge and ideas, centering public administration and development. BPATC's international conferences are excellent platforms for interaction and sharing thoughts among academics and practitioners of different countries and agencies.

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BPATC AND ITS TRAINING COURSES

BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE (BPATC) was established in 1984 as the lead institution to organize civil servants' professional training. The principal objective of BPATC is to develop a corps of well-groomed and dynamic civil servants by equipping them with adequate professional knowledge and skills and moral values. BPATC maintains a set of core values in its training schemes, and these include discipline, integrity, inclusiveness, professionalism, learning for results, innovations, team spirit, participation, and mutual respect.

BPATC is governed by a Board of Directors, which is headed by the Hon'ble Prime Minister. The Rector, a Secretary to the government, acts as the Chief Executive Officer (CEO). Six Members of the Directing Staff (MDS), who are additional secretary and joint secretary-level officials, support the Rector in managing its functions. BPATC's activities and roles clustered in six strategic and functional divisions. An MDS leads each division. The divisions are (1) Management and Public Administration (M&PA); (2) Programming and Studies (P&S); (3) Development and Economics (D&E); (4) Research and Consultancy (R&C); (5) Project and Development (P&D); (6) Management and Development (M&D). In each division, several Directors, Deputy Directors and Assistant Directors work.

BPATC has several regional centres named as Regional Public Administration Training Centre (RPATC), and currently, it has four RPATCs at four divisional headquarters in Dhaka, Chattogram, Rajshahi, and Khulna. A Deputy Director heads an RPATC.

COURSES OFFERED

BPATC primarily offers four training courses for civil servants at different levels and they are Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD), Senior Staff Course (SSC), and Policy Planning and Management Course (PPMC).

Apart from these courses, BPATC occasionally organizes Special Foundation Training Course (SFTC) for different departments and non-cadre[1] promoted officials of various Ministries/Divisions.

OVERVIEW OF THE COURSES

Foundation Training Course (FTC)

FTC is the first and compulsory training course for the entry-level civil servants belonging to different cadres of the Bangladesh Civil Service (BCS). The course aims to offer the participants an opportunity to understand different aspects of governance, development, and various national institutions and policies to undertake their roles as civil servants. Since the entry-level civil servants come from diverse academic areas and social backgrounds, it is essential to ensure that the participants understand various theories, concepts, and issues on administration and development in general and public sector rules, regulations, processes, and procedures. However, apart from enhancing the trainee officers' professional knowledge, the course also intends to enrich the participants' behavior and character to

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[1] They are not formal part of different cadres of the civil service. Under certain quota, administrative officers and personal officers of the Ministries/Divisions become Assistant Secretaries and they are considered non-cadre promoted officials.

enable them to perform their roles in the workplace with due sincerity, commitment, fairness, and objectivity.

The length of the Foundation Training Course is six months (180 days). The course consists of 21 academic modules, and they represent five broad thematic areas such as (1) Bangladesh and Bangabandhu Studies; (2) Management Studies; (3) Public Administration; (4) Development Studies; (5) Skills Development.

Special Foundation Training Course

BPATC occasionally arranges the two-month long special foundation training course (SFTCs) for non-cadre promoted assistant secretaries of grade 9 of and for grade 9 officials of different government departments. Departmental SFTCs are organized on request by the department(s). Course content is developed according to the needs and priorities of the concerned departments. SFTCs for the promoted non-cadre assistant secretaries are organized at the request of the Ministry of Public Administration.

Advanced Course on Administration and Development (ACAD)

Advanced Course on Administration and Development (ACAD) is one of the main courses of BPATC for the mid-level civil servants of the government. While the course's main participants are the deputy secretaries to the government, some officials of the same rank from the Armed Forces and Bangladesh Civil Service Foreign Affairs Cadre and Police Cadre can also join it. BPATC organizes the course in partnership with the Ministry of Public Administration as the latter provides the

nominations for this training. ACAD's general purpose is to make the mid-level civil servants ready for the policy-level roles. This course follows a blended approach that emphasizes both theoretical and operational aspects of governance and development. As such, participants get the opportunity to have a macro view of the key issues of public sector governance and development, both from global and national perspectives, and at the same time come across the operational and translative perspectives of different regulations, policies, and strategies of the government. Moreover, developing leadership skills, particularly strategic decision-making, is another crucial objective of this course. The design of the modules of this course supports the participants to realize the purposes of the training.

The 70-day long ACAD has two segments: 60-day training at BPATC and 10 days overseas visit in advanced or emerging countries. The course is conducted through 14 academic modules, which are clustered into 7 thematic areas that are (1) public service management; (2) public policy management; (3) economic development; (4) international partnerships and negotiations; (5) skill development; (6) cross-cutting issues; (7) learning good practices.

Senior Staff Course (SSC)

Senior Staff Course (SSC) is for the policy-level officials of the government. While the course's main participants are the joint secretaries to the government, some officials of the same rank from the Armed Forces and Bangladesh Civil Service Foreign Affairs Cadre and Police Cadre can also join it. BPATC organizes the course in partnership with the Ministry of Public Administration as the latter provides the

nominations for this training. SSC's general purpose is to allow the policy-level officials to understand governance and development's critical issues. As such, participants critically analyze the problems to determine the most appropriate strategies to address them. Moreover, developing leadership skills, particularly strategic decision-making, is another crucial objective of this course. The design of the modules of this course supports the participants to realize the purposes of the training.

The course duration is 55 days with two segments: in-country training at BPATC and foreign exposure visit in a foreign country's designated institution. Out of the 55 days, 42 days are spent at BPATC, and the rest days are for the overseas part. The course is conducted through 10 academic modules, which are clustered into 5 thematic areas, such as (1) public sector governance; (2) economic development; (3) cross-cutting issues; (4) skill development: (5) learning good practices.

Policy Planning and Management Course (PPMC)

Policy Planning and Management Course (PPMC) is for the additional secretaries to the government. Its main objective is to provide opportunities for the participants to critically analyze several sectoral policies and strategies of the government to be ready for leadership roles and positions. Since the participants are senior-level officials, workshops, panel discussions, and group exercises are the principal means for conducting the sessions. This course also has two segments. 12-day long training at the BPATC and 7 days overseas visit. Senior policymakers and academics conduct sessions of the course.

Policy Dialogue

This special event is for the secretaries and senior secretaries to the government. Usually, this is a day-long event. The dialogue presents the senior-most civil servants' opportunity to discuss the most pressing issues concerning development and governance candidly. This dialogue also enables the senior policy leaders to strengthen collaboration and coordination both at personal and institutional levels. The recommendations of the dialogue contribute to reforms of different policies and administrative settings of the government. Cabinet Secretary and Principal Secretary to the Prime Minister's Office play the lead role in the policy dialogue, while Rector, BPATC is the primary coordinator.

International Conference on Public Administration and Development (ICPAD)

BPATC annually organizes the ICPAD. This conference is a platform to share the latest issues and insights of governance and development, both from national, regional, and global perspectives. The conference brings practitioners and experts from different parts of the world to share views and perspectives. Since BPATC is a training institution, the conference's discussions and recommendations help improve BPATC's training contents. Therefore, BPATC's courses are immensely benefitted from the forum. Moreover, with the ICPAD, BPATC has expanded its knowledge network with different universities, training institutions, research organizations of home and abroad.

BPATC'S SALIENT FEATURES AND FACILITIES

BPATC Campus

BPATC has a splendid and magnificent campus located in a serene natural environment at 28 kilometers north-west from the capital city Dhaka. It has an aesthetic beauty with the verdant surrounding that provides a perfect setting for study, discussion, reflection, and introspection.

International Training Complex (ITC)

BPATC has a state-of-the-art International Training Complex (ITC) with a superb infusion of modern art and architecture. Away from the city life's hustle and bustle, the complex building stands on the eastern side of the BPATC campus beside the Dhaka-Aricha highway. This complex has world-class accommodation facilities for all types of training programmes. ITC offers facilities for comprehensive programmes on management, skill development, research, and information technology. International seminars/ workshops/training programmes for foreign and local participants usually take place at the ITC. It also has a computer lab with a broadband internet connection.

Institutional Partnerships

BPATC has established collaboration with different national and international institutions. Workshops, seminars, training courses, research and exchange of journals, case studies, and faculties are organized under collaboration programmes. BPATC has established international collaboration with the Royal Institute of Management, Bhutan; Nepal Administrative Staff College, Nepal; HKU School of Professional and Continuing Education, Hong Kong SAR; Beijing Administration Institute, China; Sri Lanka Institute of Development Administration (SLIDA), International College of National Institute of Development Administration (NIDA), Thailand.

Inter-disciplinary Faculty

BPATC has a team of rich inter-disciplinary faculty, many of whom are trained abroad. A good number of faculties have the Ph.D. degree. The unique strength of BPATC's faculty is that some of its senior faculties are senior-level practitioners. They can infuse practical insights into the training programs. BPATC faculties key areas of expertise include: Development Studies, Economics, Public Service Management, Innovation and Governance, Environment, Information and Communication Technology, Communicative Skills in English Language, Financial Management, Human Resource Management, Human Resource Development, Human Resource Planning, Performance Management, Disaster Management, Training, and Development, Public Policy, Social Services, Strategic Management, Project Management, New Public Management, Change Management, and E-government Management. BPATC regularly invites eminent guest speakers who interact with the faculty members and participants.

Digital BPATC

Most of the services relating to training, human resource management, personnel management, and financial services are rendered online. Training activities including registration, uploading of handouts, record management, evaluation, publishing results, resources, financial activities are digitally managed.

BPATC has also launched e-library services and an e-learning platform. Access to e-books is available to the participants. Besides, BPATC has installed Wi-Fi

facilities on the campus to enable the faculty members, participants, and guest speakers to access the internet easily.

Library

BPATC Library is one of the richest libraries in the country. It has an impressive collection of over one hundred thousand books and bound journals from home and abroad. The library also offers bibliographical information services. Most of its operations are managed digitally.

Publications

BPATC publications include a bi-annual English Journal, namely, *'Bangladesh Journal of Public Administration'*, an Annual Bangla Journal *'The Bangladesh Lok-Proshashan Patrika'*, a Quarterly bi-lingual Journal *'Lok-Proshashan Samoyikee'* and the BPATC Newsletter called *'BPATC Barta'.* BPATC has established connectivity for e-journal access.

Computer Centre

The Computer Centre of BPATC is equipped with brand PCs with a broadband internet connection. Participants and faculty members are eligible for using the computer lab.

Language Laboratory

BPATC has two language laboratories (known as Multi-purpose Lab) equipped with modern apparatus to facilitate language training for the participants and the faculty members. The laboratories can accommodate 90 persons at a time.

Physical Training and Games

BPATC has modern facilities for physical exercise, games, and sports like football, lawn tennis, volleyball, basketball, badminton, handball etc. and a 2.2 km jogging track around the campus. Participants enjoy morning and afternoon walking and jogging. Moreover, it has a swimming pool and a wooden floor gymnasium. Full-time physiotherapists support therapy services in a well-equipped physiotherapy center. These facilities have added to the variety of modes of physical training for the participants. The indoor games hall has facilities for sports like volleyball, badminton, and table tennis. The capacity of the hall is about 500.

Medical Facilities

The Centre, with four medical officers, maintains a clinic with limited medical facilities. Participants are given free medical consultation, prescriptions, and limited items of medicine. The clinic also provides ambulance service in case of emergency.

TRAINING PROGRAMME OF THE TRAINING YEAR OF 2020-2021

Training Course Name, Duration, and Number of Participants

Sl. No.	Name of the Courses	Duration/ Days	Number of Courses	Desired Number of Participants (each course)	Minimum Acceptable number of Participants (each course)	Maximum Acceptable Number of Participants (each course)	Total Desired Number of Participants
1	Policy Planning and Management Course (PPMC)	12	3	20	15	25	60
2	Senior Staff Course (SSC)	45	5	24	20	30	120
3	Advanced Course on Administration & Development (ACAD)	60	4	30	25	35	120
4	Foundation Training Course (FTC)	180	2	200	150	250	400
5	Policy Dialogue	1 (3 segments)	1	75		-	75
6	Special Foundation Training Course forPromotedOfficers-Grade 9	45	1	30	20	40	30
7	Special Foundation Training Course for others	60	7	30	25	40	210
8	Short Course	12	5	25	15	30	125
9	ToT/Advanced ToT Courses	12	2	30	15	25	60
10	Workshop/Seminar/Conference/Symposium	-	22	100	75	125	2200

2020-2021 Schedule for Core Training Courses

Sl.	Course Name	Number of Courses	Course Number	Duration	Schedule of Course	
					Start Date	End Date
1	Policy Planning & Management Course (PPMC)	03	22nd PPMC	12 Days	08 Nov 2020	19 Nov 2020
			23rd PPMC	12 Days	03 Jan 2021	14 Jan 2021
			24th PPMC	12 Days	07 Mar 2021	18 Mar 2021
2	Senior Staff Course (SSC)	05	95th SSC	45 Days	18 Oct 2020	01 Dec 2020
			96th SSC	45 Days	06 Dec 2020	19 Jan 2021
			97th SSC	45 Days	24 Jan 2021	09 Mar 2021
			98th SSC	45 Days	14 Mar 2021	27 Apr 2021
			99th SSC	45 Days	02 May 2021	15 Jun 2021
3	Advanced Course on Administration & Development (ACAD)	04	130th ACAD	60 Days	27 Oct 2020	25 Dec 2020
			131st ACAD	60 Days	03 Jan 2021	03 Mar 2021
			132nd ACAD	60 Days	07 Mar 2021	05 May 2021
			133rd ACAD	60 Days	19 May 2021	17 July 2021
4	Foundation Training Course (FTC)	02	71st FTC	180 Days	11 Oct 2020	08 Apr 2021
			72nd FTC	180 Days	11 Apr 2021	07 Oct 2021

2020-2021 Gantt Chart for the Training Programmes

Programmes	Sl.	Course Title	No. of Courses	2020						2021					
				July	August	September	October	November	December	January	February	March	April	May	June
Core Courses	1	Policy Planning &Management Course (PPMC) - 12 days	3					08-19 Nov 2020 (22nd)		03-14 Jan.2021 (23rd)		07-18 March 2021 (24th)			
	2	Senior Staff Course (SSC) – 45 days	5				18 Oct. – 01 Dec. 2020 (95th)								
								06 Dec.2020 – 19 Jan.2021 (96th)						
										24 Jan. – 09 March 2021 (97th)				
												14 March – 27 April 2021 (98th)		
														02 May-15 June '21 (99th)
	3	Advanced Course on Administration & Development (ACAD) -60 days	4				27 Oct. – 25 Dec. 2020 (130th)			03 Jan. - 03 March 2021 (131st)					
												07 March – 05 May 2021 (132nd)			
													19May -17 July2021(133rd)		
	4	Foundation Training Course (FTC) - 180 days	2				11 October 2020 – 08 April 2021 (71st)								
													11 April – 07 Oct 2021 (72nd)		
Spécial Courses/	5	Policy Dialogue	1	12, 26 September, 3 October 2020											
	6	Special Foundation Training Course for Promoted Officers-Grade 9 (45 days)	1	Date to be decided											
	7	Special Foundation Training Course for others (60 days)	7	Date to be decided											
	8	ToT Courses/Advanced ToT Course	2	Date to be decided											
Seminar/ Conférence/ Workshop /Symposium	9	Workshop/Seminar/Conférence/Symposium	22	Date to be decided											