

# Policy Planning and Management Course

## Course Guidelines

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



**Bangladesh Public Administration Training Centre**  
Savar, Dhaka, Bangladesh

# 22<sup>nd</sup> Policy Planning and Management Course

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## Course Management Team

Ramendra Nath Biswas  
Rector  
(Secretary to the Government) & Course Adviser

Abu Momtaz Saaduddin Ahmed  
MDS &  
Course Director

Dr. M. Arifur Rahman  
Director & Course Coordinator

Dr. Rokeya Fahmida  
Director & Course Coordinator



**Bangladesh Public Administration Training Centre**

Savar, Dhaka-1343

[www.bpatc.org.bd](http://www.bpatc.org.bd)

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## 1.0 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 is 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 2041 and Agenda 2030 the civil service members must have a specific degree of professionalism and integrity and capability of translation of knowledge 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.

## 2.0 Vision of BPATC

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

## 3.0 Mission of BPATC

We are committed to achieve the shared vision through-

- Developing competent and professional human resources by imparting quality training and development programs;
- 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.

## 4.0 BPATC Theme

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

## 5.0 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 practice 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 organization 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 programs.

