

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

**Minutes of the Meeting of Thematic Group on Children**

Chairperson: Mr. Md. Sanwar Jahan Bhuiyan  
Director (PPR), BPATC  
Date : 04 July 2018  
Venue : Office Room of Director (PPR), BPATC

**Presence of the meeting: Annex- A**

The chair genially welcomed all the members of the ‘Thematic Group on Children’ present in the meeting and urged the Member-Secretary Mr. Md. Jahidul Islam to put up the agendas of the meeting for discussion and decision accordingly. Eventually the Member-Secretary informed the Work Plan for the period of 1 September 2017 to 31 December 2018 signed between BPATC and UNICEF Bangladesh under the current MoU and highly emphasized on 100 percent implementation of the activities for which fund has been released. Then he invited all the members to provide opinion regarding various activities of the Work Plan. The group members discussed the planned activities and related areas under BPATC-UNICEF partnership. Mr. Mohd. Anwar Hossain, Programme Specialist of UNICEF Bangladesh also highlighted the current activities of partnership and sought cooperation from all the members in making it a success. Summary discussions of the meeting and decisions are mentioned below:

Agenda	Action/Decision	Responsibility	Timeline
Review of the Work Plan	Mr. Md. Jahidul Islam, Member-Secretary and also partnership Focal Point briefed on the planned activities included in the work plan and sought cooperation from all for proper implementation.	Focal Point and Thematic Group Members	31 December 2018
	The Thematic Group agreed on review of the current courses (Like Foundation Training Course, Advanced Course on Administration and Development, Senior Staff Course etc.) and explore areas of necessary inclusion of children’s issues.	Dr. Rokeya & Ms. Nasrin	17 July 2018
	<b>Sectoral Handbook Development:</b> As per work plan, a total of four (4) sectoral handbooks developed in the areas of education, WASH, Child Protection and Health. <ul style="list-style-type: none"> <li>▪ Technical help has been taken from an external resource person for necessary collection of data and quality write-up. Draft has already been prepared. Thematic Group members will put final input by 10 July 2018 as per allocation of sectors.</li> </ul>	Wash-Mr. Mallick & Yousuf. Child Protection-Mr. Razzak and Ms. Nasrin. Education- Dr. Rokeya & Basher. Health-Razib. Mr. Anwar/ Focal Person	By 20 June 2018



Agenda	Action/Decision	Responsibility	Timeline
	<ul style="list-style-type: none"> <li>▪ Focal person will take necessary step to pay honorarium to the resource person.</li> <li>▪ A consultation workshop will be held at RPATC, Dhaka with the participants of different stakeholders on 15 July 2018 or nearest possible date. For this purpose a workshop management team may be formed like this way: Md. Jahidul Islam, Director-Convener Nasrin Akhter, Evaluation Officer-Coordinator AD, RPATC, Dhaka-Coordinator</li> </ul>	<p>Focal Person</p> <p>Focal Person &amp; Workshop Management Team</p>	
	<p><b>Arrange 1 special short course for the officials who are working in the areas of ‘Decentralization and improved planning &amp; monitoring of situation &amp; services for children in programme districts and upazilas of UNICEF’.</b> The meeting decided that the short course will be held at BPATC on 22-24 July 2018 or nearest possible date. For this purpose, a course management team may be formed in the following way: Mr. Mallick Syed Mahbub, Director-Course Director Dr. Rokeya Fahmida, Deputy Director-Coordinator Mr. Md. Abul Basher, Deputy Director-Coordinator</p>	<p>Focal Person &amp; Course Management Team</p>	<p>22-24 July 2018</p>
	<p><b>Arrange Learning Event/Fair:</b> Focal Person informed the meeting that a Debate Competition on Child Right issues has been held on 21 June 2018 at BPATC amongst participants of 67 FTC and prizes will be distributed after return of the participants from field attachment. He also informed that another debate competition will be held amongst participants of 66 FTC soon.</p>	<p>Focal Person &amp; Thematic Group</p>	<p>Immediate</p>
	<p><b>Research:</b> A research team with the members of the Thematic Group has been formed and their proposal on child rights issues has been accepted. The proposal has focused on roles and functions of Field Administration related to child rights in Bangladesh. The Research Team: Mr.Md. Jahidul Islam, Director-Research Director Mr. Mohammad Razibul Islam, Deputy Director-Joint Research Director Ms. Nasrin Akhter, Evaluation Officer-Team member Mr. Md. Yousuf Ali, Assistant Director-Team Member</p>	<p>Focal Person &amp; Research Team</p>	<p>Immediate</p>
	<p><b>Exchange visit:</b> BPATC and UNICEF team will jointly explore and communicate similar institutions in neighboring countries like Sri Lank, Vietnam, China etc.</p>	<p>Mr. Jahidul Mr. Anwar/UNICEF</p>	<p>By September 2018</p>



Agenda	Action/Decision	Responsibility	Timeline
	<b>Newsletter:</b> Thematic Group will publish half-yearly 2 newsletters and the first one in English. The 1 <sup>st</sup> issue will cover key achievements of partnership, child rights issues in Bangladesh.	Mr. Rajibul-Lead Focal Point, Ms. Nasrin and Yousuf will support.	First issue by first week of August 2018
	<b>Data depository on children in BPATC website;</b> <ul style="list-style-type: none"> <li>▪ UNICEF will share related information, documents and reports on children with BPATC for uploading in its website.</li> </ul>	Mr. Jahidul – lead Mr. Tanjur and Yousuf Mr. Anwar / UNICEF	Immediate

As there was no more agenda, the Chair concluded the meeting with vote of thanks to all the members of the Thematic Group with request of continued engagement and contribution.

Signed  
(Md. Sanwar Jahan Bhuiyan)  
Director (PPR)  
BPATC  
Savar, Dhaka  
Phone: 02-7746607

Memo No. 05.01.2672.038.14.002.18.04

Date: 5 July 2018

Copy: For kind information/action

1. MDS (All), BPATC, Savar, Dhaka.
2. Director (Admin/PPR), BPATC, Savar, Dhaka.
3. Mr./Ms.....Member, Thematic Group on Children, BPATC, Savar, Dhaka.
4. Deputy Director (Admin/Finance/MIS), BPATC, Savar, Dhaka.
5. PS to Rector, BPATC, Savar, Dhaka (for kind information of the Rector).
6. Assistant Programmer-4 (For publication in the BPATC website), BPATC, Savar, Dhaka
7. Office file

  
05.07.18  
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