

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

**Minutes of the Review Meeting on Handbooks and Future Work Plan**

Chairperson: Dr. M Aslam Alam

Rector (Senior Secretary to the Govt.), BPATC

Date : 30 January 2019

Venue : Rector's Conference Room, BPATC

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

The chairperson warmly welcomed all the faculty members present in the meeting and urged the Focal Point and Member-Secretary of the Thematic Group on Children Mr. Md. Jahidul Islam to put up the agendas of the meeting for discussion accordingly. At this stage, the Focal Point informed the meeting that the drafts of the four handbooks-Child Protection, Education, Health and WASH have been sent to faculty members on 1 December 2018 by E-mail. He also clued-up the Work Plan for the period of 1 September 2017 to 31 December 2018 signed between BPATC and UNICEF Bangladesh under the existing MoU. He briefed the progress of the planned activities incorporated in the work plan and sought cooperation from all for perfect implementation. Then he requested the presence to forward opinion regarding diverse activities of the partnership.

Faculty Members have participated in the discussion on the planned activities and linked arena under BPATC-UNICEF partnership and placed valuable suggestions on the future work plan. Dr. Rokeya Fahmida opined for a large space for the Child Recourse Centre. Mr. Md. Atikuzzaman, Deputy Director hoped that faculty members may be involved in research activities if any. Mr. Mohammad Mamun, Research Officer discoursed for checking the newsletter and handbooks before publication. Deputy Director S M Mehedi Hasan spoke for the inclusion of child labour issues and children live in slums as research area while another Deputy Director of BPATC Mr. Mohammad Razibul Islam argued for establishing a small child resource centre in the BPATC School and College quoting its importance. Mr. Mohd. Anwar Hossain, Programme Specialist of UNICEF Bangladesh also tinted the present activities of the partnership and appreciated the chairperson for his strong guidance and leadership. He thanked the faculty members for their support in accomplishing different activities.

Rector, the Chairperson of the meeting appreciated UNICEF Bangladesh for building partnership and extended support to BPATC for implementing diverse activities. He mentioned that there is a module on women and children in the Foundation Training Course but we do not have any contents in the Advanced Course on Administration and Development, Senior Staff Course and Policy Planning and Management Course. He felt the need to explore necessary areas of children's issues for inclusion through reviewing the current courses. The future work plan may be set in such a way so that it can contribute to

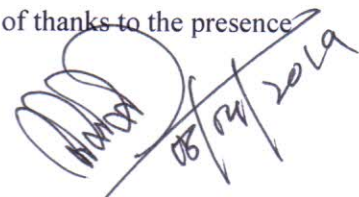
SDG Goals achievement. The chairperson widely discussed the essence of the partnership and pointed out various directions. Summed up discussions of the meeting and decisions are decorated below:

Agenda	Action/Decision	Responsibility	Timeline
<b>Review of the Handbooks and Newsletter</b>	Junior faculties must give feedback of the handbooks and send a copy to Rector. Handbooks need to be finalized and published after incorporating suitable recommendations of the faculty members and necessary checking through software.	Focal Point and concerned TGC Members	Immediately
	The newsletter will be circulated amongst the faculty members for feedback. Junior faculties have to give feedback of the newsletter and send a copy to Rector.	Focal Point, concerned TGC and Faculty Members	Immediately
<b>Future Work Plan</b>	Work plan for the period of 1 January to 31 December 2019 will have to be finalized soon. In the work plan the following issues may be highlighted:  <b>a. Review of Training Course Materials by the TGC:</b> Course contents of Foundation Training Course, Advanced Course on Administration and Development, Senior Staff Course and Policy Planning and Management Course will be reviewed properly for necessary inclusion of children related issues and link SDGs by the TGC and placed recommendations to Rector for appropriate measures.	Focal Point, TGC & UNICEF Representative	Immediately
	<b>b. Arrange Special Short Course, ToT, etc.:</b> Need to arrange a special short course, ToT for the Faculty Members and government officials who have the prospect to work in the child-related area and of its SDG perspective.	Focal Point and TGC	
	<b>c. Upgrading the Child Resource Centre:</b> The Child Resource Centre may be enriched through E-library and connecting UNICEF's Headquarter depository. Child Resource Centre fulfills the purpose of Child Research Centre. They are the same and therefore proper activities will be performed by the Child Resource Centre. So no need to establish the Child Research Centre separately. A replica of the Child Resource Centre may be established at BPATC School and College.	Focal Point, Officer-in-Charge of the Child Resource Centre and UNICEF Representative	
<b>Miscellaneous</b>	<b>a. Reorganizing the TGC</b> The Thematic Group on Children (TGC) will be treated as the core group on children. The TGC will be reorganized. EoI will be called from Faculty Members. Interested Faculty Members will be included in the TGC and the TGC members will	Focal Point and TGC	Immediately



Agenda	Action/Decision	Responsibility	Timeline
	perform all related activities.		
	<b>b. Signing New Memorandum of Understanding (MoU):</b> As the tenure of the existing MoU will expire on 17 <sup>th</sup> July 2019, preparation may be taken to sign new MoU with UNICEF Bangladesh. The new MoU may be signed well ahead of the expiry.	Focal Point and UNICEF Representative	By April/May 2019

As there was no more agenda, the Chairperson concluded the meeting with vote of thanks to the presence with request of continued engagement and contribution.



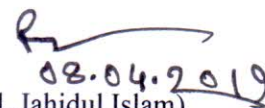
(Dr. M Aslam Alam)  
 Rector (Senior Secretary)  
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Memo No. 05.01.2672.038.14.002.19. 37

Date: 08.04.2019

Copy: For kind information/necessary action

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



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