

BPATC

Training Calendar 2011-2012

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

Preface

Bangladesh Public Administration Training Centre (BPATC), the apex national training institution in the field of Public Administration in Bangladesh, is mandated under the BPATC Ordinance, 1984 to provide career development trainings to the civil service officers of the country. In addition, besides organizing short training courses, seminars and workshops on various development and management issues, BPATC also organizes courses in collaboration with different Governmental and Non-Governmental Institutes. Since its inception, BPATC has organized around 652 courses; under which 29114 officers of diverse categories and status have been trained. BPATC has also organized around 198 seminars/workshops/convention in which a total number of 9505 participants have attended.

BPATC has prepared its training calendar for the training year 2011-2012. The calendar has accommodated 43 courses (including 03 seminars and 03 workshops). The Courses are divided into three major categories: Core Courses, Special Courses and Short Courses. Of the Core Courses of the Centre, the Foundation Training Course (FTC) occupies the central position. The Centre is mandated to conduct Foundation Training Course (FTC) for the newly recruited civil service officers. Besides, the Centre also conducts core courses for mid and senior level officers of the government. The Advanced Course on Administration and Development (ACAD) for the Deputy Secretaries and equivalent officers and Senior Staff Course (SSC) for the Joint Secretaries and equivalent officers to the government are designed to orient them with the governance challenges triggered by the complex, dynamic and ever-changing socio-cultural, politico-economic realities and natural environment. BPATC is going to conduct 3 FTC, 4 Special Foundation Training Course (SFTC), 6 ACAD and 4 SSC in the upcoming training year.

‘Special Courses’ are designed to meet the special needs of the government. BPATC conducts half-day long training course for the Secretaries to the government known as ‘Lunch time/Dinner Time Training Course’. The Policy Planning and Management Course (PPMC), another special course designed for the Additional Secretaries, aims to provide intellectual input and to develop skills of the top bureaucrats of the country. BPATC also organizes special training for the Senior Assistant Secretaries and equivalents known as Efficiency Enhancement Course (EEC), the objective of which is to extend the knowledge and skill of the semi-mid level officers working in different institutes. Special FTC for the promoted class I officers of the government is also conducted by BPATC. The objective of the course is to equip the promoted officers with requisite skill, knowledge and attitude.

‘Short Courses’ occupy a significant portion in BPATC’s training calendar. The Centre runs various short courses on issues like Human Resource Development, Modern Office Management, Project Management, Financial Management, Environmental Management and Sustainable Development, Gender, Negotiation Techniques, Total Quality Management (TQM), Communicative English and Information and Communication Technology and E-governance. These courses are designed to meet the multiplicity of training needs of officers from government, non governmental and private sectors. The duration of these courses vary from one week to one month. Besides, BPATC has also planned to conduct six workshops/seminars at its own cost in the upcoming training year.

By the year 2021, BPATC aims to establish itself as a centre of excellence and a regional hub for the development of both public and private sector executives. The Centre is in line with the ‘Vision 2021: Digital Bangladesh’ of the government. We believe the training calendar of BPATC will guide all the interested persons to find the solution of respective training needs.

Savar, Dhaka

A.Z.M. Shafiqul Alam
Rector

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Introducing BPATC

Bangladesh Public Administration Training Centre (BPATC) has been at the forefront of the development of public sector executives of the country. The prime objective of BPATC is to develop a corps of well-groomed and dynamic civil servants by equipping them with requisite knowledge and skills and inculcating moral values as well as leadership qualities for their role in a dynamic and developing society through providing quality training. To this end, BPATC uniquely blends management, development, consultancy, research and information and communications technology to prepare the government officers to confront development and management challenges. In the present-day world characterized by unprecedented economic activities, rapidly changing technology and fiercely competitive globalized markets triggering rapid socio-political as well as environmental changes, the government executives are required to cope with the ever-changing circumstances and meet the escalating public demands with diminishing resources. Besides preparing the government executives to successfully anticipate and address the governance challenges of the 21st century, the Centre also acts as an adviser of the government on administration and development issues.

Background

Bangladesh Public Administration Training Centre (BPATC), emerged as an autonomous organization in 1984 under the Ordinance No. XXVI of 1984 by amalgamating the following four organizations:

- Bangladesh Administrative Staff College (BASC);
- National Institute of Public Administration (NIPA);
- Civil Officers' Training Academy (COTA); and
- Staff Training Institute (STI).

The Rector who is a Secretary to the Government heads the Centre. Below the Rector, there are six Members Directing Staff (MDS) of the rank of Joint Secretary/Additional Secretary to the Government. They supervise the following six divisions of the Centre:

- ❖ Management and Public Administration;
- ❖ Programming and Studies;
- ❖ Development Economics;
- ❖ Research and Consultancy;
- ❖ Development Projects; and
- ❖ Management and Development.

Each division consists of a number of departments, which are headed by Directors holding the rank of Deputy Secretary to the Government. Under them there are Deputy Directors, Senior Research Officers, Assistant Directors, Evaluation Officers and Research Officers. BPATC's personnel comprise a balanced mix of both directly recruited professionals and members of the civil service deputed by the government. This has enabled BPATC to design and organize need-based and pragmatic training programmes for its clientele.

BPATC has four regional centres called Regional Public Administration Training Centre (RPATC) at four divisional headquarters of the country—Dhaka, Chittagong, Rajshahi & Khulna. These regional Centres are meant for training the field-level support staffs and officers in specific need-based programmes. Each RPATC, headed by a Deputy Director, has 26 staffs of different categories.

BPATC Campus

BPATC is located in a serene natural environment located at a distance of 28 kilometers from the capital city Dhaka. It has an aesthetic beauty with verdant surrounding creating the perfect environment for study, discussion, reflection and introspection. Excellent library, recreational, medical and sports facilities are available in the campus. The Centre has single and double-bedded rooms with attached bathrooms for participants. It has full-fledged facilities for organizing non-residential short-length programmes, conferences, seminars and workshops. The Centre has a good number of well equipped classrooms, conference rooms and syndicate rooms for conducting academic sessions, syndicate/group discussions. Since the Centre emphasizes on physical fitness of the participants of every course, there are adequate facilities available for such activities. Moreover, there is a herbal garden with plants recognized for their medicinal value.

International Training Complex

BPATC has a state-of-the-art International Training Complex (ITC) with superb infusion of modern art and architecture. Located away from the hustle and bustle of the city life, the complex building stands on the eastern side of BPATC campus overlooking Dhaka-Aricha highway. This complex has world class accommodation facilities for all types of training programmes. ITC offers facilities for comprehensive programs on management, skill development, research and information technology. International Seminars, Workshops, Training Programs participated by foreign and local participants usually take place at the ITC. It also has a computer lab with broadband internet connection. Since it is a part of BPATC, it enjoys all facilities of the Centre.

Focus and Range of Programmes

Executive Development Programmes form the primary focus of BPATC's activities. As such, utmost attention is given in designing and developing the programmes. Training programmes are designed to equip the executives of corporate as well as the government sectors in areas of management and development. Programmes are also set to simultaneously offer a number of functional and fundamental skill building training courses. Since its inception on 28 April 1984, BPATC has been providing training for government officials, autonomous and non-government organizations. The core courses conducted by the Centre include Foundation Training Course for the new entrants of Bangladesh Civil Service, Advanced Course on Administration and Development (ACAD) for the Deputy Secretaries & their equivalents and Senior Staff Course (SSC) for the Joint Secretaries & their equivalents. BPATC is also arranging eleventh day long Policy, Planning and Management Course (PPMC) for the Additional Secretaries to the government and half-day long Lunch Time/Dinner Time Training Course for the Secretaries to the government. In addition, the Centre also conducts a number of short specialized courses. The prime objectives of these courses are to make officers aware of the policies of the Government, familiarize them with the Government Rules & Regulations and orient them with contemporary issues of Public Administration and Management. The wide range and utility of management development programmes for the senior executives have made BPATC a popular institution with its clientele.

Institutional Linkages

BPATC, in collaboration with national and international agencies, has been conducting workshops, seminars, training courses, research and case study programmes. Major areas of collaboration include Poverty Alleviation, Human Resource Development, Management, Development Economics, Right to Information and Gender Issues. BPATC has established international collaboration with the World Bank, United Nations Development Programme (UNDP), United Nations Fund for Population Activities (UNFPA), UK Department for International Development, INTAN (Malaysia), Commonwealth Fund for Technical Cooperation (CFTC), Asian Institute of Technology (AIT), Thailand, Civil Service College, Singapore, Japan International Cooperation Agency (JICA), Korean International Cooperation Agency (KOICA), The Network of Asia Pacific Schools and Institutes of Public Administration and Governance (NAPSIPAG), Bradford University, UK and Australian National University (ANU). Besides, BPATC has collaboration with local Government and Non-Government Institutes like Bangladesh Election Commission (EC), Anti-Corruption Commission (ACC), BRAC University, Bangladesh Enterprise Institute (BEI) and Manusher Jonno Foundation (MJF). The Centre is pursuing a wide search to develop further collaboration with other internationally and nationally reputed institutions.

Inter-Disciplinary Faculty

BPATC has a team of rich interdisciplinary faculty engaged in management development training, research and consultancy programmes. A good number of faculty members have received both short and long-term training in USA, UK, France, Germany, Japan, the Netherlands, Denmark, Sweden, Malaysia, Singapore, Thailand, Australia, India, Pakistan, New Zealand, Vietnam and China. Research of the Centre is oriented towards exploring contemporary issues in management and inter-linked with training and consultancy. Thus, it is contributing to the synergy of theory and practice in response to constantly changing environmental dynamics. Since the BPATC faculty members are grouped in specialized functional and sectoral areas, assignments draw them into interdisciplinary teams. Currently, these areas are: Rural Development, Economics, Environment, Information and Communications Technology, Communicative Skills in English Language, Finance, Human Resource Management, Human Resource Development, Human Resource Planning, Performance Management, Disaster Management, Training and Development, Public Policy, Social Services and Strategic Management. BPATC also regularly invites eminent guest speakers who interact with the faculty and participants.

Digital BPATC

BPATC emphasizes the digitization of its services. Registration of the participants, management of the courses, record keeping and evaluation through online is under way in this regard. Online registration has been made mandatory for all core courses. BPATC has also launched E-library services under this project. Access to the e-books will be available to the participants under this endeavor. Establishment of an E-desk is also on the move. Besides, BPATC has also installed Wi-Fi technology in the campus to enable the faculty members, participants and the guest speakers for easy access to the internet.

Library

The BPATC Library is acknowledged as one of the richest libraries in the country. It has an impressive collection of over one hundred thousand books & bound journals from home and abroad. The library also offers bibliographical information services. The Centre has its own publications. Apart from various research works BPATC publications include a Biennial 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”.

Computer Centre

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

Language Laboratory

The Centre has two language laboratories equipped with modern apparatus to facilitate language training for the participants as well as the members of faculty. The laboratories can accommodate 80 persons at a time.

Physical Training and Games

The Centre emphasizes on the physical fitness of the participants of every course. BPATC has a 2.2 km jogging track around the campus. The participants use it for morning and/or afternoon walking and jogging. Those who are interested in physical exercises and games can participate in football, lawn tennis, volleyball, basket-ball, badminton, handball etc. The sports department extends full cooperation in this connection. Recently a swimming pool and a wooden floor gymnasium have been constructed. These facilities have added to the variety of modes of physical training for the participants.

Medical Facilities

The centre, with three qualified 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.

Telephone Facilities

In the case of emergency, the participants may use telephone facilities at the dormitory on payment. The price of each local call is Tk. 3.00 only while the price of NWD calls is determined basing on the BTCL revenue policy.

Prayer Facilities

The Centre has a beautiful mosque within its premises where Muslim participants may offer their daily prayers.

Training Programme: 2011-2012

Bangladesh Public Administration Training Centre Savar, Dhaka

Sl. No.	Name of Course	Duration (Days)	Total Course	Desired No. of Participants (Total)	Minimum acceptable number of Participants	Maximum acceptable number of participants (Each course)	Total number of desired participants
1.	Senior Staff Course (SSC)	45	3	75	15	30	75
2.	Advanced Course on Administration & Development (ACAD)	45	7	175	15	35	175
3.	Foundation Training Course (FTC)	120	3	750	50	250	750
4.	Special FTC for 40+ Aged Government Officers	45	4	180	40	50	180
5.	Lunch Time/Dinner Time Training Course	½	2	40	10	25	40
6.	Policy Planning and Management Course (PPMC)	11	1	20	15	25	20
7.	Efficiency Enhancement Course	30	1	25	15	30	25
8.	Training of Trainers Course (ToT)	15	2	50	15	30	50
9.	Project Management Course	15	1	25	15	30	25
10.	Financial Management Course	15	1	25	15	30	25
11.	Human Resource Planning Course	05	1	25	15	30	25
12.	Environmental Management & Sustainable Development Course	15	1	25	15	30	25
13.	Modern Office Management Course	15	1	25	15	30	25
14.	Foundation Refresher Course	05	2	320	50	200	320
15..	Course on Negotiation Techniques	12	1	25	15	30	25
16.	Gender and Development Course	05	1	25	15	30	25
17.	Course on Communicative English	15	1	25	15	30	25
18.	Course on Information Technology & e-Governance	28	2	50	15	30	50
19.	Course on Improving Public Services Through TQM	05	1	25	15	30	25
20.	Course on Disaster Management	10	1	25	15	30	25
21.	Course on Research Methodology (For BPATC Officials only)	14	1	25	15	30	25
22.	Course on Project and Financial Management (For BPATC Officials only)	14	1	25	15	30	25
	Total		39	1985	420	1065	1985
	Seminar		3	3×40=120	120	120	120
	Workshop		3	3×40=120	120	120	120
	Grand Total		45	2225	660	1305	2225

Core Courses

Senior Staff Course (SSC)

1. Duration : 45 days
2. Date : 56th Course: 12 July 2011 - 25 August 2011
57th Course: 04 September 2011 - 18 October 2011
58th Course: 11th March 2012 - 24 April 2012
3. Number : The desired number of participants is 25, but in special cases, the number may vary from 15 at the minimum to 30 at the maximum. Participants are admitted to the course on ***First come first served basis***.
4. Level of Participants : Joint Secretaries to the government & their equivalents/officers of the equal rank of Defense Services/ Executives of equal status from non-government & private sector organizations.
5. Course Fee : Tk. 36,000/- (Taka Thirty Six Thousand only) per participant payable to the Rector, BPATC, Savar, Dhaka by bank draft/crossed cheque.
6. Type : Residential course; staying in the dormitory is compulsory.
7. Nomination Procedure : Ministry of Public Administration nominates the participants.
8. Objectives : The broad objectives of the Course are:
 - i) To provide with an opportunity for deeper understanding of the dynamics of socio-cultural, politico-economic and natural environment of the country.
 - ii) To improve the problem solving, decision making and communicating skills.
 - iii) To assist in better understanding the roles of policy makers and implementers of development programmes; and
 - iv) To create a congenial atmosphere of intellectual pursuit.
9. Course Contents : New Public Management and Administrative Reforms; Policy Formulation; Policy Analysis; Development Partners and Issues of National Concern; Globalization and International Trade; Leadership Development and Negotiation Techniques; Total Quality Management, Change in the Role of Government; Understanding Macroeconomic Indicators for Policy Analysis; International Economic Relations; Disaster Management and Sustainable Development; Financial Management; Computer Skills; English Language Skills; Sharing Ideas on Important National & Global Issues, Study Tour, and field visit etc.
10. Evaluation : Participants will be evaluated out of 1100 marks. Mode of evaluation will be written examination, syndicate work, assignment, seminar paper and exercise. Evaluation for games is rationally distributed among written test, participation in jogging, games and impression created by etiquette and discipline.

Advanced Course on Administration & Development (ACAD)

1. Duration : 45 days
2. Date : 78th Course: 03 July 2011 - 16 August 2011
79th Course: 25 July 2011 - 07 September 2011
80th Course: 11 October 2011 - 24 November 2011
81st Course: 28 November 2011 - 11 January 2012
82nd Course: 04 December 2011 – 17 January 2012
83rd Course: 20 December 2011 - 02 February 2012
3. Number : The desired number of participants is 25. In special cases, the number may vary from 15 at the minimum to 35 at the maximum. Participants are accepted to the course on ***First come first served basis***.
4. Level of Participants : Deputy Secretaries to the government & their equivalents/officers of the equal rank of Defense Services/Executives of equal status from non-government & private organizations.
5. Course Fee : Tk. 36,000/- (Taka thirty six thousand only) per participant payable to the Rector, BPATC, Savar, Dhaka, by a bank draft/crossed cheque.
6. Type : Residential course; staying in the dormitory is compulsory.
7. Nomination Procedure : Ministry of Public Administration nominates the participants.
8. Objectives :
 - i) Participants will be able to collect, analyze and present data & information effectively in order to take proper decisions;
 - ii) Participants' capability of taking proper decision and implementation of those decisions will be enhanced;
 - iii) Participants' interpersonal, intra-institutional and trans-border negotiation skills will be enhanced;
 - iv) Their ability to deliver better services and to work in a team will be enhanced;
 - v) Their ability to think strategically and capacity to manage changes will be increased;
 - vi) They will be capable enough to identify development needs, design development projects and manage them properly; and
 - vii) They will be capable of handling undue influences effectively and courageously.
9. Course Contents : Poverty Reduction: Issues and Strategies, Gender and Development, Environmental Management, Public Administration, Ethics and Morality in Administration, Land Management, Development Economics and Globalization, Project Management, English Language Skills, ICT, Individual Action Plan, Physical Conditioning and Games.
10. Evaluation : Participants are evaluated out of 1300 marks. Participants will be evaluated through written examination, workshop/syndicate works and group exercises. Marks are also allotted for games, attendance, manners/etiquettes, classroom performance and overall conduct and discipline.

Foundation Training Course (FTC)

1. Duration : 4 months (120 days)
2. Date : 49th Course: 31 July 2011 - 27 November 2011
50th Course: 01 January 2012 - 29 April 2012
51st Course: 20 May 2012 - 16 September 2012
3. Number : The desired number of participants is 200. In special cases, the number may vary from 50 at the minimum to 240 at the maximum. Participants are admitted to the course on ***First come first served basis***.
4. Level of Participants : New entrants to different cadres of Bangladesh Civil Service.
5. Course Fee : No course fee is charged. The expenditure is met from the budget of the Centre.
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Ministry of Public Administration nominates the participants.
8. Objectives
General objective is to : create a strong foundation of new entrants for developing a corps of well groomed scholar civil servants, committed to the welfare and development of the people in a changing global context.
Specific objectives are to :
 - i) recognize the role of civil servants in a changing national and global environment;
 - ii) identify individual behavioral strengths and weaknesses and to promote interpersonal relations in administration;
 - iii) perceive and analyze socio-cultural, political and economic development issues, strategies and processes realistically;
 - iv) learn and adhere to the basic administrative works, policies and procedures;
 - v) organize and analyze information and use of ICT;
 - vi) prepare reports, research papers and other documents professionally;
 - vii) communicate effectively in English;
 - viii) develop esprit de corps, empathy, common perception and understanding among diverse stakeholders; and
 - ix) maintain physical and ethical fitness to meet arduous challenges.
9. Course Contents : Introducing Bangladesh; Important Policies of the Government of Bangladesh; Development Administration; Governmental System; Administrative Reforms: Challenges of the 21st Century; Local Government of Bangladesh; Total Quality Management ; Team Building and Behavioral Aspects in Administration; Personnel Management in Bangladesh; Office Management; Selected Important Criminal, Civil and Land Laws; Financial Management; Economic Theory: Micro and Macro; Quantitative Analysis; Research for Management Practitioners; Development Planning and Poverty Alleviation; Gender in Development; Globalization and Sustainable Development; Environmental and Disaster Management; Project Management; English Language Skills; Computer and Information Technology; Ethics & Etiquette; Extension Lectures, Games, Car Driving, Study Tour, Village Attachment, Library Work and ICT.
10. Evaluation : Participants are evaluated out of 1500 marks.

Special Courses

Foundation Training Course (SFTC) for 40+ aged Officers

1. Duration : 45 Days
2. Date : 4th Course: 18 September 2011 - 01 November, 2011
5th Course: 06 March 2012 - 19 April 2012
6th Course: 17 April 2012 - 31 May, 2012
3. Number : The desired number of participants is 45. In special cases the number may vary from 40 at the minimum to 50 at the maximum. Participants are admitted to the course on ***First come first served basis.***
4. Level of Participants : 40+ aged Non Cadre Government Officers.
5. Course Fee : Tk. 36,000/- (Taka Thirty Six Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/crossed cheque.
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Ministry of Public Administration nominates the participants.
8. Objectives : The objectives of the course are to
 - i) recognize the role of government officers in a changing national and global environment;
 - ii) identify individual behavioral strengths and weaknesses and to promote interpersonal relations in administration;
 - iii) perceive and analyze socio-cultural, political and economic development issues, strategies and processes realistically;
 - iv) learn and adhere to the basic administrative works, policies and procedures;
 - v) organize and analyze information and use of ICT;
 - vi) prepare reports, research papers and other documents professionally;
 - vii) communicate effectively in English; and
 - viii) maintain physical and ethical fitness to meet arduous challenges.
9. Course Contents : Ecology of Administration in Bangladesh, Government System, Values in Public Administration, Environmental Management and Sustainable Development, Planning and Development Management, Office Management, Financial Management, PPA, ICT, Language skill and Physical Conditioning.
10. Evaluation : Participants are evaluated out of 1000 marks.

Lunch Time/Dinner Time Training Course **(9th & 10th Course)**

1. Duration : Half day
2. Date : 9th Course: 3rd Week of March , 2012
10th Course: January - June, 2012*
*Suitable day will be selected later.
3. Number : The desired number of participants is 20, but in special cases the number may vary from 10 at the minimum to 25 at the maximum.
4. Level of Participants : Secretaries to the Government / Public Representatives
5. Type : Half day Non-Residential Course
6. Nomination Procedure : Ministry of Public Administration nominates the participants.
7. Objectives :
 - i) To provide intellectual inputs on current issues of national and international importance to widen the vision of senior civil servants to enable them to contribute to pro-people policy formulation.
 - ii) To create an opportunity to exchange views of the top officials of the administration so that national policy formulation and implementation become easier and well coordinated.
8. Course Contents : Paper presentation, discussion, question and answer, sharing knowledge and experience.
9. Evaluation : Participants are evaluated out of 100 marks. The methods of evaluation are presentation, discussion and participation etc.

Policy Planning and Management Course

(5th Course)

1. Duration : 11 days
2. Date : 26th December 2011- 05 January 2012
3. Number : The desired number of participants is 20, but in special cases, the number may vary from 15 at the minimum to 25 at the maximum. Participants are admitted to the course on ***First come first served basis***.
4. Level of Participants : Additional Secretaries to the Government & their equivalents/ Executives of equal status from non-government & private sector organizations.
5. Course Fee : Tk. 11,000/- (Taka Eleven Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/crossed cheque.
6. Type : Residential course. Staying in the dormitory is mandatory.
7. Nomination Procedure : Ministry of Public Administration nominates the participants.
8. Objectives :
 - i) To provide intellectual inputs to widen the vision of senior civil servants to enable them to contribute to pro-people policy formulation.
 - ii) To provide inputs for self-equipping with advanced management tools to lead, guide and monitor the entire process of development.
 - iii) To develop skills of communication for involving, informing and influencing people.
 - iv) To develop leadership qualities for driving changes and reforms.
 - v) To create knowledge-based leadership in a globalized world, enabling the civil servants to take a Government-wide view, articulate national interest, take proactive decisions and play appropriate role at the national and international forums.
9. Course Contents : Change Management; Knowledge-based Leadership and Governance; Communication and Negotiation skills; WTO; FTA; PRS; Politics and Bureaucracy; Separation of Judiciary; Bangladesh Development Issues; Issues on Organizational Reforms and Institutional Capacity Building; Handling Foreign Aid & Assistance; Field Level Experiences Sharing; Dialogue Between Bureaucrats and Politicians; ICT; Managing Crisis and Managing Stress; Trade Diplomacy and External Relations; Public-Private Partnership for Development.
10. Evaluation : Participants are evaluated out of 200 marks. The methods of evaluation are syndicate works, role-play, case study, group exercise etc.

Efficiency Enhancement Course (EEC) **(4th Course)**

1. Duration : 30 Days
2. Date : 4th Course: 02-31 May 2012
3. Number : The desired number of participants is 30. In special cases, the number may vary from 15 at the minimum to 35 at the maximum. Participants are admitted to the course on ***First come first served basis***.
4. Level of Participants : Senior Assistant Secretaries/ Equivalent Officers.
5. Course Fee : Tk. 30,000/- (Taka Thirty Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/crossed cheque.
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Ministry of Public Administration nominates the participants.
8. Objectives
 - i) To equip the officers with latest knowledge of management and development economics.
 - ii) To apprise the officers about recent national and global issues;
 - iii) To share the experience of the trainees in the field offices.
9. Course Contents : Modern Office Management, Changing Role of Public Sectors, Ethics and Morality, Leadership Behavior, Negotiation Techniques and Crisis Management, Project Planning and Management, Financial Management, Development Economics, Globalization and Bangladesh Economy, Poverty Reduction, Environmental Issues, Gender and Development, Computer and ICT, English Language Skill, Field Visit, Physical Conditioning and Games.
10. Evaluation : Participants are evaluated out of 500 marks. The mode of evaluation includes written examination, syndicate/group work, paper presentation, attendance and overall discipline.

Short Courses

Training of Trainers (ToT) Course (32nd & 33rd Course)

1. Duration : 15 days
2. Date : 32nd Course: 13-27 March 2012
33rd Course: 03-17 June 2012
3. Number : The desired number of participants is 25. In special cases the number may vary from 20 at the minimum to 30 at the maximum. Participants are admitted to the course on ***First come first served basis***.
4. Level of Participants : Class-I officers serving at training institutions and officers from other organizations who are/may be related to training activities.
5. Course Fee : Tk. 15,000/- (Taka Fifteen thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/ crossed cheque
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organizations nominate the participants for the course.
8. Deadline for Nomination : 20 days before the commencement of the course.
9. Objectives :
 - i) To make the participants aware of the most recent concepts, principles and methods of training;
 - ii) To enable the participants to improve their instructional skills, enhance training management capacity and apply those to their respective job situations; and
 - iii) To provide opportunities to the participants to share their individual experiences and views or ideas for the promotion of quality training with an aim of development of skilled manpower in Bangladesh.
10. Course Contents : Theoretical Concepts of Training and Training Management; Identification of Training Needs; Techniques of Designing a Training Course and Evaluation of Training.
11. Evaluation : Participants are evaluated out of 200-300 marks. There is a written test of at least 100 marks.

Project Management Course

(12th Course)

1. Duration : 15 days
2. Date : 12th Course: 14-28 February 2012
3. Number : The desired number of participants is 25. In special cases the, number may vary from 20 at the minimum to 30 at the maximum. Participants are admitted to the course on ***First come first served basis.***
4. Level of Participants : Project Directors of various development projects, Class-I officers of government, autonomous and non-government organizations whose responsibility is to look after development projects.
5. Course Fee : Tk. 15,000/- (Taka Fifteen thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/ crossed cheque
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organizations nominate the participants for the course.
8. Deadline for Nomination : 20 days before the commencement of the course.
9. Objectives :
 - i) To provide conceptual overview of a project and project cycle;
 - ii) To make the participants understand the use and application of the tools and techniques of project appraisal and project design;
 - iii) To enable the participants to understand DPP & TPP, their approval and revision procedures;
 - iv) To equip the participants with the knowledge of using tools and techniques of project implementation; and
 - v) To enable the participants to identify the problems of project implementation and their remedial actions.
10. Course Contents : Definition of Project; Tools and Techniques of Project Appraisal and Project Design; Preparation of DPP & TPP and their Approval and Revision Procedure; Environmental Impact Assessment; Programme Evaluation and Review Techniques, Critical Path Analysis; Formalities of Handing over Projects.
11. Evaluation : Participants are evaluated out of 200-300 marks. There is a written test of at least 100 marks.

Financial Management Course

(28th Course)

1. Duration : 15 days
2. Date : 28th Course: 13-27 November 2011
3. Number : The desired number of participants is 25. In special cases, the number may vary from 20 at the minimum to 30 at the maximum. Participants are admitted to the course on ***First come first served basis***.
4. Level of Participants : Class-I officers concerned with financial management activities of government, semi-government, autonomous and private sector organizations.
5. Course Fee : Tk. 15,000/- (Taka Fifteen thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/ crossed cheque
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organizations nominate their officers for the course.
8. Deadline for Nomination : 20 days before the commencement of the course.
9. Objectives :
 - i) To develop participants' skills in preparing and analyzing national and organizational financial plans;
 - ii) To enhance participants' understanding and ability to realize their role in financial management more realistically and accurately;
 - iii) To enhance the capacity to maintain financial discipline. and
 - iv) To enable the participants perceive, interpret, analyze and apply financial rules correctly in day-to-day works.
10. Course Contents : Financial Planning and Control; Budget: Nature, Types and Process; Preparation of Organizational Budget, Accounting System of the Government of Bangladesh; Handling Audit and Settlement of Audit Objections; Financial Rules and Procedures: General Financial Rules; Duties and Responsibilities of a Drawing and Disbursing Officer; Fund Release Procedures; Store Management; Bangladesh Service Rules; Leave Rules; TA/DA Rules; General Provident Fund; Benevolent Fund and Group Insurance; Pension and Gratuity Rules; Loans and Advances; Computer Operations: Operating System; Spread Sheet Analysis (MS Excel); Use of Internet: E-mail, Web Page, etc.
11. Evaluation : Participants are evaluated out of 200-300 marks. There is a written test of at least 100 marks.

Human Resources Planning Course

(12th Course)

1. Duration : 05 days
- 2.. Date : 16-20 October 2011
3. Number : The desired number of participants is 25, but in special cases the number may vary from 20 at the minimum to 30 at the maximum. Participants are admitted to the course on *First come first served basis*.
4. Level of Participants : Class-I officers of government/semi-government/autonomous and non-government organizations dealing with human resource planning, management and development.
5. Course Fee : Tk. 5,000/- (Taka five thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/crossed cheque.
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organizations nominate, the officers for the course.
8. Deadline for Nomination : 20 days before the commencement of the course.
9. Objectives :
 - i) To make the participants aware of the nature and quality of available human resources;
 - ii) To give the participants comprehensive idea about human resource planning;
 - iii) To enable the participants to plan proper utilization of human resource under changing socio-economic conditions for economic growth;
10. Course Contents : To Human Resource Development: Human Development Index; Gender Perspective in HRD with Reference to Bangladesh; Superior-Subordinate Relationship; Human Resource Management and Planning; Job Analysis; Job Description and Job Specification; Understanding Organizations: Theoretical Aspects; Organization Design and the Problems in Bangladesh; Human Resource Management: Conceptual Issues; Human Resource Planning: Correlation and Regression; Performance Appraisal: Conceptual Issues; Human Resource Planning at Macro Level; Human Resource Information Requirement in the Context of Bangladesh; Human Resource Planning at National Level with Reference to Bangladesh.
11. Evaluation : Participants are evaluated out of 200-300 marks. There is a written test of at least 100 marks.

Environmental Management and Sustainable Development Course

(13th Course)

1. Duration : 15 days
2. Date : 04-18 April, 2012
3. Number : The desired number of participants is 25. In special cases, the number may vary from 20 at the minimum to 30 at the maximum. Participants are admitted to the course on ***First come first served basis.***
4. Level of Participants : Class-I officers concerned with environmental management and sustainable development activities of government, semi-government, autonomous and private sector organizations.
5. Course Fee : Tk. 15,000/- (Taka Fifteen thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/ crossed cheque
6. Type : Residential course. Staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organizations nominate the officers for the course.
8. Deadline for Nomination : 20 days before the commencement of the course.
9. Objectives :
 - i) To recognize the role of environment management in sustainable development process;
 - ii) To predict and assess environmental impact on development plans and programmes;
 - iii) To design environment friendly plans and programmes;
 - iv) To comply with national and multilateral environmental agreements in sustainable development process; and
 - v) To understand the importance of Conservation of bio-diversity
10. Course Contents : Environmental Issues: Link of Environment with Sustainable Development; Environmental Impact Assessment; Policies, Programmes, Strategies and Techniques for Environmental Management in Bangladesh; Environmental Development Regulations; Rehabilitation of the Displaced Persons, Effluent and Industrial Waste Management, Conservation of Bio-diversity, International Agreements & Conventions.
11. Evaluation : Participants are evaluated on 200-300 marks. There is a written test of at least 100 marks.

Modern Office Management Course

(9th Course)

1. Duration : 15 days
2. Date : 05-19 March, 2012
3. Number : The desired number of participants is 25. In special cases, the number may vary from 20 at the minimum to 30 at the maximum. Participants are admitted to the course on ***First come first served basis.***
4. Level of Participants : Class-I officers of government, autonomous and other public sector organizations. Executives from non-government organizations are also encouraged to participate.
5. Course Fee : Tk. 15,000/- (Taka Fifteen thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/ crossed cheque
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organizations nominate the participants for the course.
8. Deadline for Nomination : 20 days before the commencement of the course.
9. Objectives :
 - i) To give participants ideas on the duties and responsibilities of a manager;
 - ii) To make the participants conversant with existing rules, regulations, and their proper applications;
 - iii) To help the participants acquire necessary skills of record management and personnel/organizational management;
 - iv) To help the participants to master communication skills and analyze behavioral patterns of modern management; and
 - v) To help them use the facilities of information and communications technology for office management.
10. Course Contents : Human Resource Planning & Management; Managerial Leadership; Supervision; Motivation; Decision Making Process; Effective Delegation; Team Building; Time Management; Performance Management; TQM for Modern Office Management; Office Layout; Work Simplification; Office Procedure/Record Management; Office Communication; Conducting Meetings; Preparing Working Paper & Writing Minutes; Office Inspection; Material Management; Office Budget Controlling Cost; Handling Audit; Ethics and Morality; Citizen Charter; Public Procurement Regulations; MS Word; MS Excel; MS PowerPoint; MS Access & Information Management; E-Governance; Surfing the Net; E-mail; IT Essentials; Handling Classified Documents.
11. Evaluation : Participants are evaluated out of 200-300 marks. There is a written test of at least 100 marks.

Foundation Refresher Course

(22nd & 23rd Course)

1. Duration : 05 days
2. Date : 22nd Course: 11-15 December, 2011
23rd Course: 06-10 May, 2012
3. Number of Participants : The desired number of participants is 160, but in special cases, the number may vary from 50 at the minimum to 200 at the maximum. Participants are admitted to the course on ***First come first served basis***.
4. Level of Participants : Participants of previous Foundation Training Courses.
5. Course Fee : No course fee is charged. The expenditure is met from the budget of the Centre.
6. Type : Residential course. Staying in the dormitory is mandatory.
7. Nomination Procedure : Ministry of Public Administration nominates the participants.
8. Deadline for Nomination : 20 days before the commencement of the course.
9. Objectives :
 - i) To assess the effectiveness/ utility of the Foundation Training Course in careers of the officers;
 - ii) To identify new subjects to be included in the regular Foundation Training Course;
 - iii) To orient the participants with a few important programmes of the government;
 - iv) To make the participants aware of the crucial national and international issues;
and
 - v) To share the experience of the trainees in the field offices;
10. Training Methodology : Lecture, panel discussion, group discussion, preparation and presentation of group reports.
11. Evaluation : Participants are not evaluated as such rather they evaluate the course.

Course on Negotiation Techniques

(8th Course)

1. Duration : 12 days
2. Date : 15-26 April, 2012
3. Number : The desired number of participants is 25. In special cases, the number may vary from 20 at the minimum to 30 at the maximum. Participants are admitted to the course on ***First come first served basis.***
4. Level of Participant : All class-I officers from both Government and Non-Government offices. Executives of similar levels from NGOs and private sector organizations.
5. Course Fee : Tk. 12,000/- (Taka twelve thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/crossed cheque.
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organizations nominate the participants for the Course.
8. Deadline for Nomination : 20 days before the commencement of the course.
9. Objectives :
 - i) To have an intellectual foundation of the concepts and issues of trade and aid;
 - ii) To understand the issues and implications of trade barriers and aid conditionality;
 - iii) To learn about WTO rules and procedures and institutional arrangement for trade negotiation;
 - iv) To develop skills on trade dispute settlement; and
 - v) To enhance expertise on trade and aid negotiations.
10. Course Contents : International Trade: Concepts and Issues; Trade Barriers and Its Implications; WTO: Origin, Functions & Structure; WTO Agreements; An Overview of WTO rules and Procedures, Emphasis on Agriculture, Textile, Antidumping and Safeguards; An Overview of Trade Dispute Settlement Mechanism; WTO Regional Trade Arrangements for Developing Countries: Rules, Privileges (S&D), their Economies and Experiences; New Issues in International Trade: Environment Competition Policy, Government Procurement and Social Issues; International Negotiation: Issues and Studies; An Overview of Aid to Bangladesh and Changing Patterns of Foreign Aid and its Adjustment; Aid Accountability in Bangladesh; Aid Conditional ties- Emerging Issues and their Impacts on Aid Utilization and Development; Bangladesh Development Forums; Economic Diplomacy for Trade and Aid;. FTA & FDI; Asian Highway & Transit Facilities.
11. Evaluation : Participants are divided into groups to prepare papers on different issues of trade negotiation and the economy of Bangladesh. Participants are evaluated out of 200-300 marks. There is a written test of at least 100 marks.

Course on Gender and Development

(7th Course)

1. Duration : 05 days
2. Date : 18-22 March, 2012
3. Number : The desired number of participants is 25. In special cases, the number may vary from 20 at the minimum to 30 at the maximum. Participants are admitted to the course on ***First come first served basis.***
4. Level of Participants : Class-I officers concerned with gender training and gender related development activities. Women Executives of similar level from public & private sectors are especially encouraged.
5. Course Fee : Tk. 5,000/- (Taka Five thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/crossed cheque.
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organizations nominate the officers for the course.
8. Deadline for Nomination : 20 days before the commencement of the course.
9. Objectives are to :
 - i) To give ideas on the conceptual framework of gender from global perspective;
 - ii) To enable participants to understand and conceptualize gender from Bangladesh perspective;
 - iii) To develop participants' capability to deal with gender related matters in their place of work; and
 - iv) To patronize gender parity at all levels.
10. Course Contents : Gender: Concept and Issues; Evolution of Gender: Global and Bangladesh Perspectives; Situation Analysis; Literature Search; International Conventions, Charter and Documents; Gender Analysis; Individual Assignment/Group Work on Gender Related Issues; Violence against Women in Bangladesh; Legal Framework for Gender Parity in Bangladesh; Nari O Shishu Nirjatan Daman Ain 2003; Women's Human Rights; Reproductive Health Rights; National Policy on Women and Children: NPAW, NAP; Gender Mainstreaming in Development and Its Challenges.
11. Evaluation : Participants are evaluated out of 200-300 marks. There is a written test of at least 100 marks.

Course on Communicative English *(10th Course)*

1. Duration : 15 days
2. Date : 21 November – 05 December, 2011
3. Number : The desired number of participants is 25. In special cases, the number may vary from 20 at the minimum to 30 at the maximum. Participants are admitted to the course on ***First come first served basis.***
4. Level of Participants : Class-I officers of Government, Non-Government, autonomous and private sector organizations.
5. Course Fee : Tk.15,000/- (Taka Fifteen thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/ crossed cheque
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organizations nominate participants for the course.
8. Deadline for Nomination: 20 days before the commencement of the course.
9. Objectives :
 - i) To develop skills of free writing and overcome the stylistic flaws or weaknesses commonly noticeable in writing;
 - ii) To recognize British and American conversations through listening to audio-visual recordings;
 - iii) To enable participants to use common conversational fillers and forms of dialogues appropriately;
 - iv) To enable participants to speak English with reasonable fluency and accuracy;
 - v) To recognize different forms of reading and develop reading skills through practice ; and
 - vi) To improve participants' ability to grasp wide range of vocabulary.
10. Course Contents :
 - a) Common mistakes in English; Writing Techniques; Writing Practice in the Form of Paragraphs; Letter, Report and Summary Writing;
 - b) Basic Principles of Effective Listening; Listening Practice Sessions Based on IELTS & TOEFL along with Video Projection.
 - c) Guidelines for Effective Speaking: Basic Rules of Pronunciation, Conversational Fillers, Social Expressions, Debate.
 - d) Review of Basic Grammar; Rules of Effective Speaking.
11. Evaluation : Participants are evaluated out of 200-300 marks. There is a written test of at least 100 marks.

Course on e-Government Management

(8th & 9th Course)

1. Duration : 28 days
2. Date : 8th Course: 12 December 2011- 08 January, 2012
9th Course: 08 May - 04 June, 2012
3. Number : The desired number of participants is 25. In special cases, the number may vary from 20 at the minimum to 30 at the maximum. Participants are admitted to the course on ***First come first served basis.***
4. Level of Participants : Class-I officers of government, non-government, autonomous and private sector organizations.
5. Course Fee : Tk. 28,000/- (Taka Twenty Eight thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/crossed cheque.
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organizations nominate the participants for the course.
8. Deadline for Nomination : 20 days before the commencement of the course.
9. Objectives :
 - i) To help the participants understand basic concepts of e-Governance and endow them with adequate knowledge to identify and address issues as well as challenges for e-Governance implementation in their respective workplaces;
 - ii) To enable trainee officers to plan and implement e-Government projects in the public sector with a view to bringing in increased efficiency and transparency and benefits to citizen;
 - iii) To develop the participants as trainers by inculcating expertise and confidence in them to deliver the e-Government Management educational programmes on going basis;
 - iv) To give the participants basic ideas of computer network environment, comprehensively orient them with ICT tools and enable as well as motivate them to introduce ICT tools for data management and improving public services in their respective organizations;
 - v) To impart requisite knowledge and technical know-how of how to plan and oversee the use of ICT in the public sector; and
 - vi) To enable the participants to assess current needs and accordingly design and offer training programs to increase public sector managers' knowledge of ICT and e-Government Management.
10. Course Contents : Introduction to Computer, Basic Hardware and Software Concepts; Operating Systems; Application Software like MS Word; MS Excel; MS PowerPoint; MS Access; Trouble Shooting; Networking; E-mail; Internet Browsing;

e-Governance Concepts; Benefits and Issues; Practices of e-Governance: International and Bangladesh Perspectives; Strategies and Challenges for Implementing e-Governance; Future of e-Governance.
11. Evaluation : Participants are evaluated out of 200-300 marks. There is a written test of at least 100 marks

**Course on Improving Public Services through
Total Quality Management (IPSTQM)
(9th Course)**

1. Duration : 05 days
2. Date : 22-26 January, 2012
3. Number : Desired number of participants 25. In special cases, the number may vary.
Participants are admitted to the course on ***First come first served basis.***
4. Level of Participants : Officers of the government in managerial positions at different levels.
5. Course Fee : 5000/- (Taka Five Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/crossed cheque.
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organizations nominate the participants for the course.
8. Deadline for Nomination : 20 days before the commencement of the course.
9. Objective :
 - i) To understand the basic concepts, principles, methods and tools of TQM.
 - ii) To develop the skills of formulating Work Improvement Action Plan for service improvements in the workplace; and
 - iii) To promote a KAIZEN (Continual Improvement) mindset among the trainee officers.
10. Course Contents : Basic principles of TQM, Concepts of Clients, KAIZEN & PDCA, KAIZEN Action Plan, Daily Management, Policy Management, Visualization & Standardization of Daily Services, Assuring Quality of Services, 5S, TQM tools (Numerical & Verbal), TQM model projects, and QC Audit.
11. Evaluation : Participants will be evaluated on 100 marks.

Course on Disaster Management *(12th Course)*

1. Duration : 10 days
2. Date : 24 January - 02 February 2012
3. Number : Desired number of participants 25. Participants are admitted to the course on ***First come first served basis.***
4. Level of Participants : Class-I officers of government, non-government, autonomous and private sector organizations.
5. Course Fee : Tk. 10,000/- (Taka Ten Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/crossed cheque.
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organizations nominate the participants for the course.
8. Deadline for Nomination : 20 days before the commencement of the course.
9. Objective : Disaster Management Course will help the participants to:
 - i) understand the key concepts and principles of disaster management with special reference to Bangladesh;
 - ii) know about regulatory and institutional framework of disaster Management and comprehensive disaster management model of Bangladesh;
 - iii) apply risk management processes (identification, analysis, prioritization, treatment, and evaluation of risk); and
 - iv) develop skill on disaster preparedness, prevention, mitigation, response, and recovery.
10. Course Contents : Key Concepts of Disaster Management; Major Natural and Human Induced Hazards; Disaster Regulatory and Institutional Framework of Disaster Management, Strategies of Disaster Management and Field Visit.
11. Evaluation : Participants will be evaluated through individual assignment, field visit, group presentation, class attendance, conduct and discipline.

Seminars/Workshops

The Centre will conduct at least six seminars/workshops in the calendar year of 2011-2012. Topics of the workshops/seminars will be decided later on by the faculty. The number of participants of each of the seminars/workshops will vary from 25 at the minimum to 60 at the maximum. Experience shows that recommendations of these seminars/workshops have made valuable contribution towards the identification and solution of many important national issues. A few more seminars/workshops may also be held in collaboration with IIAP, UNICEF, UNDP, CFTC, JICA, KOICA, NAPSIPAG, CDMP, SBPATC, MJF, MATT-2 etc. in addition to the above-mentioned seminars/workshops. PPR Department of the Centre will appoint Seminar/Workshop management and nominate the in-house participants of the seminars/workshops according to the theme of the seminars/workshops. In case of participants from outside, nomination to the seminars/workshops will be sought from the concerned organization by the seminar/workshop management. Duration of the seminars/workshops may range from one day to six days.

Other Activities

Rector of the Centre on request from both national and international organizations may allow seminars/ workshops to be held at the Centre from time to time in order to ensure the maximum utilization of the physical facilities of the Centre. He can fix rent of the physical facilities of the Centre for the purpose and also pay honoraria to the officers and staff of the Centre as incentive for performing additional duties in this connection. “Managing At The Top” (MATT-2) programme to train the senior government officials and develop reformed human resource management systems within Bangladesh Civil Service as an important building block for incremental administrative reform is also running at the ITC of the Centre. MATT-2, funded by DFID, commenced on January 9, 2006 and will continue up to January 31, 2013. Besides, training program and workshops on Right to Information will also take place in the 2010-2011 training year of the Centre.