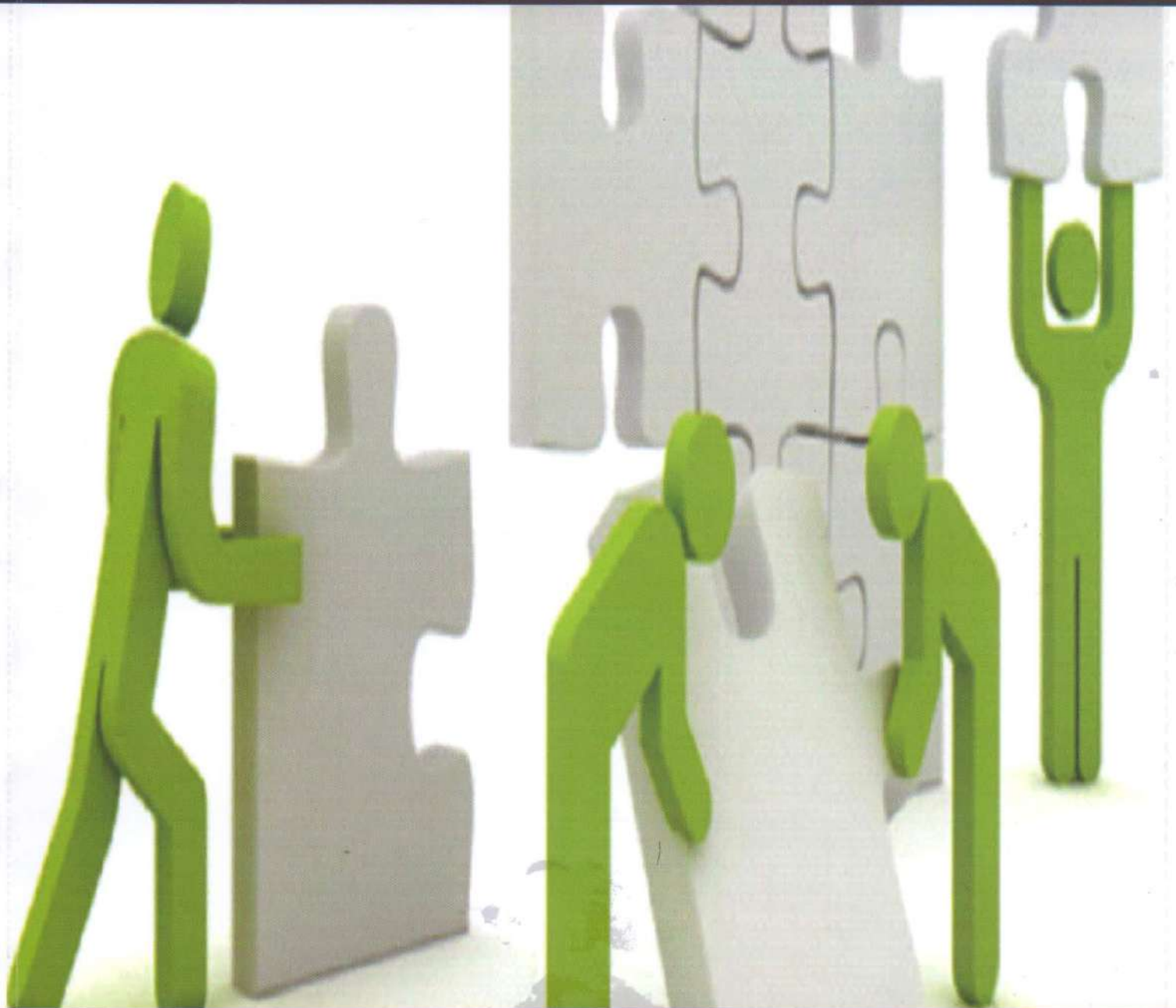


STRATEGIC ACTION PLAN

Towards Effective Governance



Bangladesh Public Administration Training Centre

STRATEGIC ACTION PLAN

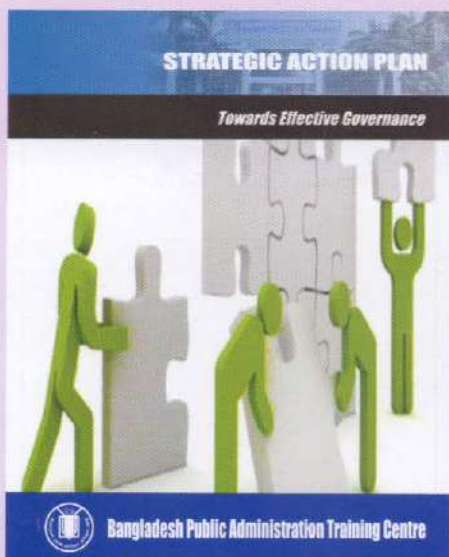
Towards Effective Governance



Bangladesh Public Administration Training Centre

Savar, Dhaka 1343

www.bpatc.org.bd



Strategic Action Plan

Published by

Planning, Programming & Recording Department
Bangladesh Public Administration Training Centre
Savar, Dhaka-1343

Reference No : 05.01.2672.087.02.002.13-96

Date : 01 December 2013

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Printed by : Tithy Printing & Packaging
Phone : 9550412, 9553303, 01819263481



Foreword

It is indeed a significant achievement that Bangladesh Public Administration Training Centre (BPATC), the apex public sector training institute of the country, has formulated a much awaited 'Strategic Action Plan' to achieve the goals of Strategic Plan of BPATC. The successful implementation of this plan will help this organization a lot to materialise its strive for excellence.

The world, now-a-days, has become a global village that is characterised by cooperation as well as competition. The efficiency of public sector is determined by its ability to deliver better services to the society. No organisation, irrespective of size, ownership (public, private) can survive in this competitive arena without continuous improvement.

In line with the Vision 2021, Mission and Core Values of this organization, BPATC is continuously striving to become a 'centre of excellence' and eventually promote itself as a regional hub of expertise in Management, Public Administration and so on.

The formulation of this action plan is mostly the outcome of the relentless efforts of a corps of faculty members of this organization. Besides, a number of civil servants and consultants from both inside and outside the country have made valuable contributions to formulate this comprehensive action plan.

Considering the time-frame and significance of this plan, in a broader sense the whole of BPATC worked as a team. This gigantic task advanced incrementally. A number of workshops were held and valuable recommendations were made and compiled. On some occasions there were difference of opinions but at last there was consensus.

By formulating the Action Plan, a portion of the efforts towards the organizational development has become successful. But the real success of this plan depends on the continuous efforts of all concerned during implementation part.

I convey my heartfelt thanks and gratitude to everyone related to this noble venture.

A handwritten signature in dark ink, appearing to read 'A.Z.M. Shafiqul Alam'.

A.Z.M. Shafiqul Alam

Rector

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Strategic Goal 1: Integrated Human Resource Management System

Strategic Goal 1 deals with integrated human resource management system of BPATC. The main focus of this goal is to develop competent human resources through developing an appropriate recruitment, placement and promotion policies to cater to the demand of the civil service facing myriad of challenges. A provision will also be included in the legal instrument to make need-based clusters of officers, develop their career and retain the human resources of the centre through investment in the form of training and incentives. The retention of the officers will be ensured by designing a proper deputation policy and performance based career planning. All these activities will be accomplished by 31 December 2017.

Key Result Area : 1.1 Developing and maintaining competent human resources

Objective : 1.1.1 Ensure development and retention of faculty members and support staff

Key Performance Indicators : 1.1.1.1 Policy for recruitment, placement and promotion of in-house faculty and staff revisited, and approved

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
1.1.1.1 SS-01	Analyze and update the existing vision, missions, activities and organizational structure	Dir (Admn) , Dir (QM), DD (Admn), DD(Serv), DD (R), ASA, AD (P), AD (Gen)	31 Mar 2014
1.1.1.1 SS-02	Assess the human resource needs for fulfilling vision, missions and organisational goals (Administrative, training, research, consultancy, etc)	Dir (Admn), Dir (PPR), Dir (R&D), DD (Admn), DD (R) , ASA, AD (B&A), AD (P)	31 Jul 2014
1.1.1.1 SS-03	Identify strengths and weaknesses of existing rules and regulations Ordinance, Probidhanmala, Training Policy, Organogram, etc	Dir (Admn) , Dir (PPR), Dir (QM), DD (Admn), DD(Serv), DD (R), DD(ST&TOT), ASA, AD (P), AD (Gen)	30 Sep 2014
1.1.1.1 SS-04	Prepare a draft policy for recruitment, placement and promotion delineated in Probidhanmala	Dir (Admn), Dir (PPR), Dir (QM), DD (Admn), DD (Serv), DD (R), DD (ST&TOT), ASA , AD (P), AD (Gen)	31 Dec 2014
1.1.1.1 SS-05	Revisit the organogram and prepare proposals in line with the SS-03 and SS-04	Dir (QM) , Dir (Admn); DD (Admn), DD (Serv), DD (R), DD(ST&TOT), ASA, AD(P), AD (Gen)	28 Feb 2015
1.1.1.1 SS-06	Organize a consultation workshop with key stakeholders	Dir (Admn), Dir (PPR), Dir(R&D), DD (Serv), AD (Log)	30 Apr 2015
1.1.1.1 SS-07	Prepare final draft of recruitment, placement and promotion policies based on stakeholder's opinion	Dir (QM) , Dir (Admn), Dir (PPR), DD (Admn), DD (Serv), DD (R), DD(ST&TOT), ASA, AD (P), AD (Gen)	30 Jun 2015
1.1.1.1 SS-08	Obtain approval of BoG, MoPA, MoF	Dir (Admn) , DD (Admn), AD(P), AD (Gen)	31 Dec 2015

Key Result Area : 1.1 Developing and maintaining competent human resources
Objective : 1.1.1 Ensure development and retention of faculty members and support staff
Key Performance Indicators : 1.1.1.2 Policy for deputation of officers from MoPA revised and approved

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
1.1.1.2 SS-01	Form need based clusters among the faculty members in consultation with PPR Department	Dir (Admn), Dir (PPR) , Dir (QM), Dir (R&D), AD (P)	30 Apr 2014
1.1.1.2 SS-02	Find out cluster-wise needs	Dir (Admn), Dir (PPR) , Dir (QM), Dir (R&D), AD (P)	30 Jun 2014
1.1.1.2 SS-03	Analyze existing deputation procedure and policy and prepare a draft deputation policy	Dir (Admn), Dir (PPR), DD (Admn) , AD (P)	30 Sep 2014
1.1.1.2 SS-04	Consult the deputation policy with the local and international training institutes.	Dir (Admn), Dir (PPR) , Dir (IP), AD (P)	31 Dec 2014
1.1.1.2 SS-05	Arrange a validation workshop with the faculty members and other key stakeholders	Dir (Admn), Dir (PPR), Dir (R&D), DD (Serv), AD (Log)	31 Jan 2015
1.1.1.2 SS-06	Communicate & follow-up for approval from the authority (MoPA, MoF, etc)	Dir (Admn) , DD (Admn), DD (Serv)	30 Jun 2015

Key Result Area : 1.1 Developing and maintaining competent human resources
Objective : 1.1.2 Ensure performance-based career development system
Key Performance Indicators : 1.1.2.1 Policy on career development and retention for faculty members and staff formulated and approved

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
1.1.2.1 SS-01	Study and analyze the career development and retention needs for the faculty members and staff	Dir (Admn), Dir (PPR), Dir (QM), DD (Admn), DD (Serv), DD (R) , DD (ST&TOT), ASA, AD (P), AD (Gen)	31 May 2014
1.1.2.1 SS-02	Review existing job specification and description of faculty members and staff	Dir (Admn), Dir (QM), Dir (R&D), DD (ST&TOT) , DD (Admn), DD (Serv), DD (R), ASA, AD (P)	31 Aug 2014
1.1.2.1 SS-03	Compare and consult the job specification and description of other similar type of local and international organizations	Dir (PPR) , Dir (Admn), Dir (R&D), Dir (IP), Dir (QM), DD (Admn), DD (Serv), DD (R), DD (ST&TOT), ASA, AD (P)	31 Dec 2014

1.1.2.1 SS-04	Prepare a draft standard specification and description of individual job and responsibility of all faculty members	Dir (Admn), Dir (PPR) , Dir (R&D) DD (Admn), DD (Serv), ASA, (P)	31 Mar 2015
1.1.2.1 SS-05	Fix up the evaluation parameters/criteria of respective jobs	Dir (PPR), Dir (Admn), Dir(QM), Dir (R&D), DD (Admn), DD (Serv), DD (R), DD (ST&TOT), ASA , AD (P)	30 Jun 2015
1.1.2.1 SS-06	Prepare a draft career development and retention policy for faculty members and staff	Dir (Admn), Dir (QM), Dir (R&D), DD (Admn), DD (Serv), DD (R) , DD (ST&TOT), ASA, AD (P)	30 Sep 2015
1.1.2.1 SS-07	Arrange a consultation workshop with the key stakeholders	Dir (PPR), Dir (Admn), DD (Serv), AD (Log)	31 Oct 2015
1.1.2.1 SS-08	Prepare a final draft of retention policy	Dir (PPR), Dir (Admn) , Dir (QM), Dir (R&D), DD (Admn), DD (Serv), DD (R), DD (ST&TOT), ASA, AD (P), AD (Gen)	31 Dec 2015
1.1.2.1 SS-09	Obtain approval of BoG and submit to the MoPA	Dir (Admn) , DD (Admn) AD (P), AD (Gen)	31 Mar 2016
1.1.2.1 SS-10	Communicate and follow-up and take approval of MoPA	Dir (Admn), DD (Admn) , AD (P)	30 Jun 2016

Key Result Area : 1.1 Developing and maintaining competent human resources

Objective : 1.1.1 Ensure development and retention of faculty members and support staff

Key Performance Indicators : 1.1.2.2 Performance-based career development system as per approved policy on career development and retention operationalised.

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
1.1.2.2. SS-01	Arrange a consultation workshop with the key stakeholders prior to piloting the performance-based Career Development System	Dir (Admn), Dir (PPR), DD (R), DD (Serv) , AD (Log)	31 Oct 2016
1.1.2.2 SS-02	Introduce and implement a pilot case in PPR Department.	Dir (Admn), Dir (PPR) , DD (Admn), DD(R), AD (P), AD (P&D)	31 Jan 2017
1.1.2.2. SS-03	Monitor and evaluate the pilot case	Dir (Admn) , Dir (PPR), Dir (R&D) DD (R), AD (P), AD (P&D)	30 Jun 2017
1.1.2.2. SS-04	Organize a dissemination and validation workshop/seminar on the pilot case with the stakeholders	Dir (PPR), Dir (Admn), Dir (R&D), DD (R), DD (Serv) , AD (Log)	31 Aug 2017
1.1.2.2 SS-05	Operationalise the performance-based career development system at BPATC	Dir (Admn) , DD (Admn), DD (R), AD (P)	31 Dec 2017

Strategic Goal 2: Client-Focused Quality Training and Education Programmes

The prime focus of strategic goal 2 is to ensure imparting of client-focused quality training and education programmes. This is a dynamic goal post and will be regularly updated and need-based and market responsive training programmes will be arranged. A continuous refinement of the existing training programmes through need assessment of all the training courses of the centre will be ensured under this strategic goal. Besides, executive study programmes will be introduced to promote continuous learning. To satisfy the purpose, on-line learning programmes will be developed and spatial expansion of the existing RPATC's will be made simultaneously establishing new RPATCs. All these activities are expected to be accomplished by 31 December 2015.

Key Result Area : 2.1 Offering need-based and market responsive training programmes

Objective : 2.1.1 Update existing course curriculum on regular basis

Key Performance Indicators : 2.1.1.1 Training Needs Assessment (TNA) of all courses completed

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
2.1.1.1 SS-01	Form a research team for assessment of training needs of SSC Participants	DD(R), Research Team	30 Dec 2012 (Done)
2.1.1.1 SS-02	Submit research findings	DD(R), Research Team	01 Feb 2012 (Done)
2.1.1.1 SS-03	Validate workshop on TNA of SSC with key stakeholders (Ministries / Divisions / Departments, Administrative Divisions)	DD(R)	01 May 2012
2.1.1.1 SS-04	Submit research report to the Curriculum Development Committee (CDC)	Dir (PPR), DD (PPR)	01 Aug 2012 (Done)
2.1.1.1 SS-05	Pilot two SSC courses in collaboration with CMT (two completed)	Dir (PPR), DD (PPR)	22 Sep 2013 (Done)
2.1.1.1 SS-06	Finalize the curriculum of SSC in consultation with CDC	Dir (PPR), DD (PPR)	15 Dec 2013
2.1.1.1 SS-07	Form a research team for Training Needs Assessment (TNA) of ACAD	MDS (P&S) DD (R), DD (PPR)	30 Jun 2013 (Done)
2.1.1.1 SS-08	Submit the research report	Dir (PPR), DD (PPR)	30 Dec 2013
2.1.1.1 SS-09	Validate workshop on TNA of ACAD with key stakeholders (Ministries/ Divisions/ Departments in six Divisions)	Dir (PPR), Research Team	20 Sep 2013
2.1.1.1 SS-10	Submit research report to the CDC	Dir (PPR), Research Team	30 Dec 2013
2.1.1.1 SS-11	Pilot two ACADs with CMT of ACAD	Dir (PPR)	30 Jun 2014
2.1.1.1 SS-12	Form a research team for Training Needs Assessment (TNA) of FTC	AD (P&D)	30 Jul 2013 (Done)

2.1.1.1 SS-13	Submit research findings	Dir (PPR)	30 Mar 2014
2.1.1.1 SS-14	Validate workshop on TNA with key stakeholders in six divisions	Dir (PPR)	30 Apr 2014
2.1.1.1 SS-15	Submit research report to the CDC	Dir (PPR)	30 Apr 2014
2.1.1.1 SS-16	Pilot two FTCs	Dir (PPR)	31 Dec 2014

Key Result Area : 2.1: Offering need-based and market responsive training programmes

Objective : 2.1.1 Update existing course curriculum on regular basis

Key Performance Indicators : 2.1.1.2 Existing course curriculums updated as per TNA recommendations

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
2.1.1.2. SS-01	Finalize updated curricula of all three core courses by the CDC	MDS (P&S), DD (PPR)	31 Jan 2015
2.1.1.2 SS-02	Send the updated curriculum to MoPA for information	Dir (PPR), DD (PPR)	28 Feb 2015
2.1.1.2 SS-03	Present the updated curriculum before BoG for information	Dir (Admn), Dir (PPR)	Next BOG (Mar 2015)

Key Result Area : 2.1: Offering need-based and market responsive training programmes

Objective : 2.1.2 Widen market coverage of training programmes

Key Performance Indicator : 2.1.2.1 Market Assessment for all training programmes completed

: 2.1.2.2 Required activities completed in accordance with recommendations of market assessment

Action Plan			
Sl. No.	Actions	Responsibilities	Completion Date
2.1.2.2 SS-01	Form a market review team	DD (PPR), AD (P&D)	31 Aug 2013
2.1.2.2 SS-02	Assess and review the market need of short courses	DD (PPR), AD (P&D)	30 Dec 2013
2.1.2.2 SS-03	Review existing curriculum of short courses	DD (PPR), AD (P&D)	30 Feb 2014
2.1.2.2 SS-04	Get result from the market review team	DD (PPR), AD (P&D)	30 Apr 2014
2.1.2.2 SS-05	Introduce at least three new short courses on the basis of market needs	DD (PPR), AD (P&D)	30 Jun 2014

- Key Result Area** : 2.2: Introducing Executive Education Programmes to promote continuous learning
- Objective** : 2.2.1 Introduce PGCert, PGD and Masters Programmes for the members of public service
- Key Performance Indicators** : 2.2.1.1 Feasibility study of introducing education programmes (PGcert, PGD, MS) for the executives completed with recommendations

Action Plan			
Sl. No.	Actions	Responsibilities	Completion Date
2.2.1.1 SS-01	Form a feasibility study team	DD (PPR), AD (P&D)	31 Aug 2013
2.2.1.1 SS-02	Identify local or international universities for collaboration with the help of Feasibility Study team	Dir (PPR), Feasibility Study Team	30 Nov 2013
2.2.1.1 SS-03	Examine and develop programmes (MS, PGcert, PGD) with recommendations with the help of Feasibility Study team	Dir (PPR), DD(PPR)	30 Mar 2014
2.2.1.1 SS-04	Send recommendations for approval of BOG	Dir (Admn), Dir (PPR)	30 Apr 2014

- Key Result Area** : 2.2: Introducing Executive Education Programmes to promote continuous learning
- Objective** : 2.2.2 Obtain accreditation /affiliation by UGC /local or international university
- Key Performance Indicators** : 2.2.2.1 Endorsement of UGC obtained or collaboration with local or international university established

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
2.2.2.1 SS-01	Start PGcert as per the recommendations of Feasibility Study team	Dir (PPR), DD (PPR), DD (R)	30 Jul 2014
2.2.2.1 SS-02	Get affiliation of JU/DU as an Institute or any other national /international universities	Dir (PPR)	30 Jul 2014
2.2.2.1 SS-03	Start PGD as per the recommendations of the Feasibility Study team	Dir (PPR), DD (R)	30 Sep 2014
2.2.2.1 SS-04	Start MS as per the recommendations of Feasibility Study team	Dir (PPR), DD (PPR), DD (R)	30 Sep 2014

- Key Result Area** : 2.2: Introducing Executive Education Programmes to promote continuous learning
- Objective** : 2.2.3 Introduce on-line learning programmes
- Key Performance Indicators** : 2.2.3.1 Online Learning Needs Assessment completed
- : 2.2.3.2 Online learning programmes designed, approved and operationalised as per need

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
2.2.3.2 SS-01	Form an online learning needs assessment team	ASA, AD (P&D)	30 Aug 2013
2.2.3.2 SS-02	Design an interactive website with the help of Programmer	ASA, AP, AD (P&D)	30 Dec 2013
2.2.3.2 SS-03	Get the result of online learning needs assessment	AD (P&D)	30 Jul 2014
2.2.3.2 SS-04	Form a content development team for online learning	ASA, AD (P&D)	30 Oct 2013
2.2.3.2 SS-05	Submit the proposal	Content Dev Team, AD (P&D)	30 Nov 2013
2.2.3.2 SS-06	Get approval from the curriculum development committee for introduction of online training programme	DD(PPR), ASA, AD (P&D)	30 Dec 2013
2.2.3.2 SS-07	Launch website by uploading the content with the help of the programmer	DD(PPR)	31 Mar 2014

- Key Result Area** : 2.3: Strengthening and Extending Spatial Coverage
- Objective** : 2.3.1 Strengthen capacity of RPATCs
- : 2.3.2 Establish RPATCs in new divisions
- Key Performance Indicators** : 2.3.1.1 Capacity need of existing RPATCs assessed and approved

Action Plan			
Sl. No.	Actions	Responsibilities	Completion Date
2.3.1.1 SS-01	Form a team to assess physical, managerial and training capacity of four RPATCs	Dir (ST&TOT), DD (RC)	30 Oct 2013
2.3.1.1 SS-02	Obtain a report along with recommendations from the teams	Dir (ST&TOT), DD (RC)	30 Dec 2013
2.3.1.1 SS-03	Obtain approval of the recommendations from the Rector	Dir (ST&TOT)	30 Jan 2014
2.3.1.1 SS-04	Prepare proposal of organizational restructure on the basis of the recommendations	Dir (Admn), DD (ST &TOT), DD (RC)	30 May 2014
2.3.1.1 SS-05	Obtain approval of BoG and MoPA	Dir (Admn)	30 May 2014
2.3.1.1 SS-06	Include RPATCs' 'infrastructural capacity development' as a component of SBAPTC (Phase 4) project	Dir (ST&TOT)	30 May 2014

- Key Result Area** : 2.3: Strengthening and Extending Spatial Coverage
- Objective** : 2.3.2: Establish RPATCs in new divisions
- Key Performance Indicators** : 2.3.2.1 Project proposal for establishing new RPATCs approved
- : 2.3.2.2 Establishment of new RPATCs completed and operationalized

Action Plan			
Sl. No.	Actions	Responsibilities	Completion Date
2.3.2.1 SS-01	Form a team for preparing three project documents for establishing three new RPATCs	Dir (ST&TOT), DD (RC)	30 Nov 2013
2.3.2.1 SS-02	Prepare and finalize three project documents	DD (Proj), DD (RC), AD (P&D)	30 May 2014
2.3.2.1 SS-03	Send DPPs to MoPA	MDS (Proj)	30 Jun 2014
2.3.2.1 SS-04	Get approval of Planning Commission	MDS (Proj)	30 Jun 2014
2.3.2.1 SS-05	Establish three new RPATCs and operationalise those with the help of the concerned Project Directors	MDS (Proj), Dir (ST&TOT), Dir (PPR), DD (RC)	30 Dec 2015

Strategic Goal 3: Innovative Management Practices

Strategic Goal 3 will encourage innovative management practices. Under this strategic goal, service delivery provision of the centre will be emphasized focusing and introducing particularly on e-service delivery. A provision also will be added to develop BPATC as a model of learning platform of TQM. Furthermore, jobs among the divisions will be distributed rationally and MIS/DSS database will be developed as a repository of key information. All these jobs will be made available by 31 December 2015.

Key Result Area : 3.1 Improving the service delivery system

Objective : 3.1.1 Introduce e-services wherever applicable

Key Performance Indicators: 3.1.1.1 e-service need assessment completed

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
3.1.1.1 SS-01	Analyze existing e-services	DD (Admn), DD (MIS), ASA, Prog, AP	31 Dec 2013
3.1.1.1 SS-02	Assess and identify further areas for e-services	DD (Admn), DD (MIS), ASA, Prog, AP	31 Mar 2014
3.1.1.1 SS-03	Prepare final proposal for introducing/strengthening e-services	DD (Admn), DD (MIS), ASA, Prog, AP	30 Apr 2014
3.1.1.1 SS-04	Approval from the authority	DD (Admn), DD (MIS), ASA, Prog, AP	30 Jun 2014

Key Result Area : 3.1 Improving the service delivery system

Objective : 3.1.1 Introduce e-services wherever applicable

Key Performance Indicators : 3.1.1.2 Office files, tenders, notices, training schedules, handouts, working papers, minutes etc made available online (less-paper office)

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
3.1.1.2 SS-01	Analyze existing on-line systems	PD, DBPATC Proj, Dir (Admn), DD (MIS), ASA, Prog, AP	31 Dec 2013
3.1.1.2 SS-02	Assess and identify further areas (hardware and software) for introducing on-line systems	PD, DBPATC Proj, Dir (Admn), DD (MIS), ASA, Prog, AP	31 Mar 2014
3.1.1.2 SS-03	Design and develop required software/mechanism for introducing on-line services	PD, DBPATC Proj, Dir (Admn), DD (MIS), ASA, Prog, AP	30 Jun 2014
3.1.1.2 SS-04	Organize training/workshop on new systems with stakeholder	PD, DBPATC Proj, Dir (Admn), DD (MIS), ASA, Prog, AP	30 Sep 2014
3.1.1.2 SS-05	Introduce identified on-line services on trial basis	PD, DBPATC Proj, Dir (Admn), DD (MIS), ASA, Prog, AP	31 Oct 2014
3.1.1.2 SS-06	Introduce identified on-line-services daily work in cooperation	PD, DBPATC Proj, Dir (Admn), DD (MIS), ASA, Prog, AP	31 Dec 2014

Key Result Area : 3.1 Improving the service delivery system
Objective : 3.1.1 Introduce e-services wherever applicable
Key Performance Indicators : 3.1.1.3 e-HRM (process of online recruitment, online feedback, online performance appraisal etc.) operationalized.

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
3.1.1.3 SS-01	Analyze the existing on-line HRM (BPATC and other national & international organizations)	Dir R&D , Dir (Admin), DD (MIS), ASA, Prog	31 Dec 2013
3.1.1.3 SS-02	Assess and identify further areas	Dir (R&D) , Dir (Admin), DD (MIS), ASA, Prog	30 Jun 2014
3.1.1.3 SS-03	Design and develop customized software	Dir (R&D) , Dir (Admin), DD (MIS), ASA, Prog	31 Dec 2014
3.1.1.3 SS-04	Arrange workshop/training on e-HRM	Dir (R&D) , Dir (Admin), DD (MIS), ASA, Prog	31 Mar 2015
3.1.1.3 SS-05	Prepare the draft online policy/guidelines	Dir (R&D) , Dir (Admin), DD (MIS), ASA, Prog	30 Jun 2015
3.1.1.3 SS-06	Get approval from the Authority on the policy to operationalize e-HRM	Dir (R&D) , Dir (Admin), DD (MIS), ASA, Prog	31 Dec 2015

Key Result Area : 3.1 Improving the service delivery system
Objective : 3.1.2 Develop BPATC as a model of learning platform of TQM
Key Performance Indicators : 3.1.2.1 TQM model projects implemented in service delivery areas (café, dormitory, classroom, transport, office sections, clinic etc.)

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
3.1.2.1 SS-01	Form Teams in the identified sections (café, dormitory, classroom, transport, office sections, clinic etc.)	DPD, IPS-TQM Proj, DD (Mgt)	31 Dec 2013
3.1.2.1 SS-02	Arrange awareness meetings/workshops with teams about TQM approach	DPD, IPS-TQM Proj, DD (Mgt)	31 Jan 2014
3.1.2.1 SS-03	Identify the small improvement works	DPD, IPS-TQM Proj, DD (Mgt)	28 Feb 2014
3.1.2.1 SS-04	Introduce 3S (Sorting, Setting in order & Shining)	DPD, IPS-TQM Proj, DD (Mgt)	31 Mar 2014
3.1.2.1 SS-05	Implement the identified improvement works	DPD, IPS-TQM Proj, DD (Mgt)	30 Jun 2014
3.1.2.1 SS-06	Review and introduce new action plans	DPD, IPS-TQM Proj, DD (Mgt)	30 Sep 2014
3.1.2.1 SS-07	Explore the possibility of introducing modern cafeteria systems in BPATC	DPD, IPS-TQM Proj, DD (Mgt)	31 Dec 2014

Key Result Area : 3.1 Improving the service delivery system
Objective : 3.1.3 Introduce Experiential Learning (EL) approach in all courses at BPATC
Key Performance Indicators : 3.1.3.1 EL incorporated in curriculums of Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD), Senior Staff Course (SSC) and other Courses

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
3.1.3.1 SS-01	Formulate Experiential Learning (EL) team	MDS (M&D) , MDS (P&S), MDS (R&C), Dir (PPR), DD (RC), DD (Mgt)	31 Dec 2013
3.1.3.1 SS-02	Review SSC modules and incorporate EL components	Dir (Eva), Dir (PPR), DD (ST & TOT)	31 Jan 2014
3.1.3.1 SS-03	Liaise with TNA team on ACAD	Dir (Eva), Dir (PPR), DD (Mgt) , CDC, TNA Team, RO 3	31 Dec 2013
3.1.3.1 SS-04	Organize workshop and compile the feed back about TNA of ACAD	Dir (Eva), Dir (PPR), DD (Mgt) , CDC, TNA Team, RO 3	31 Jan 2014
3.1.3.1 SS-05	Incorporate EL component in ACAD	Dir (Eva), Dir (PPR), DD (Mgt) , CDC, TNA Team, RO 3	30 Jun 2014
3.1.3.1 SS-06	Prepare draft FTC Modules for NIDA	Dir (R&D) , Dir (PPR), DD (Sports), DD (PPR)	31 Dec 2013
3.1.3.1 SS-07	Organize workshop and compile feed back	Dir (R&D) , Dir (PPR), DD (Sports), DD (PPR)	31 Jan 2014
3.1.3.1 SS-08	Finalize FTC Modules for NIDA and incorporate EL components	Dir (R&D) , DD (Sports)	30 Jun 2014
3.1.3.1 SS-09	Review existing short courses and formulate teams for each course	Dir (PPR) , DD (Mgt), EL Teams, RO 3	31 Dec 2013
3.1.3.1 SS-10	Impart EL for all teams	Dir (PPR) , DD (Mgt) , EL Teams, RO 3	31 Mar 2014
3.1.3.1 SS-11	Incorporate EL components	Dir (PPR) , DD (Mgt) , EL Teams, RO 3	30 Jun 2014

Key Result Area : 3.1 Improving the service delivery system
Objective : 3.1.4 Distribute responsibilities among divisions rationally
Key Performance Indicators : 3.1.4.1 Job descriptions and job specifica

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
3.1.4.1 SS-01	Analyze the existing job description and job specifications	Dir (Admn), DD (ST & TOT) , ASA, AD (Log)	31 Dec 2013
3.1.4.1 SS-02	Propose a draft for rational distribution of responsibilities among divisions	Dir (Admn), DD (ST & TOT) , ASA, AD (Log)	31 Mar 2014
3.1.4.1 SS-03	Arrange workshop and finalize the draft	Dir (Admn), DD (ST & TOT) , ASA, AD (Log)	30 Jun 2014
3.1.4.1 SS-04	Obtain approval from authorities	Dir (Admn), DD (ST & TOT) , ASA, AD (Log)	31 Dec 2014

Key Result Area : 3.1 Improving the service delivery system
Objective : 3.1.5 Develop and maintain MIS/DSS for taking management decisions
Key Performance Indicators : 3.1.5.1 MIS/DSS database developed as a repository of key information

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
3.1.5.1 SS-01	Analyze existing MIS/DSS	Dir (Admn), DD (ST&TOT) , DD (MIS), ASA, Prog	30 Nov 2013
3.1.5.1 SS-02	Assess the Need for MIS/DSS	Dir (Admn), DD (ST&TOT) , DD (MIS), ASA, Prog	31 Dec 2013
3.1.5.1 SS-03	Design and develop database systems	Dir (Admn), DD (ST&TOT) , DD (MIS), ASA, Prog	31 Mar 2014
3.1.5.1 SS-04	Make database available for decision making	Dir (Admn), DD (ST&TOT) , DD (MIS), ASA, Prog	30 Jun 2014

Strategic Goal 4: Quality Infrastructure and Learning Aids

Strategic Goal 4 comprises quality infrastructure and learning aids of the centre where a master plan will be developed and approved for infrastructural development of BPATC. This master plan will include ICT infrastructure with Wi-Fi, LAN, Video Conferencing, CC Camera etc. An interactive website will be introduced and automated library management will be established. Moreover, there will be an online publication of journals, books, reports etc. Furthermore, latest technology of training aids like quality multimedia projector, video projector, sound systems etc will be introduced. These tasks will be accomplished by 31 December 2014.

Key Result Area : 4.1 Developing physical capacity and logistic support

Objective : 4.1.1 Prepare a master plan for infrastructural development of BPATC

Key Performance Indicators : 4.1.1.1 A master plan for infrastructural development of BPATC prepared and approved

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
4.1.1.1 SS-01	Collect and assess information of additional accommodation & dining facilities for 500 participants to be served at a time	Dir (Admn), Dir(P&D), DD (Proj)	30 Dec 2013
4.1.1.1 SS-02	Revisit the organogram, and collect information on types and numbers of transport services to be required at present and in future considering the strategic goals	Dir (Admn), Dir (P&D), DD (Proj)	30 Dec 2013
4.1.1.1 SS-03	Collect and analyze information on existing video conferencing facilities and future needs, necessary number, size and other specifications/facilities of language lab, computer lab, classroom, conference room, room space & facilities	MDS (R&C), Dir (Admn), DD (Proj)	30 Dec 2013
4.1.1.1 SS-04	Identify by spot verification and consultation with Director (Admin) the existing needs of CC camera in different places of BPATC	Dir (P&D), DD (R)	30 Jul 2013 (Done)
4.1.1.1 SS-05	Make data cluster, check risk factors for 'scope creep'	Dir (P&D), DD (Proj)	30 Nov 2013
4.1.1.1 SS-06	Identify product and project scope and organize a workshop with the faculty	MDS (Proj) , DD (Proj)	30 Dec 2013

	members.		
4.1.1.1 SS-07	Prepare Gantt Chart and RACI matrix, organize workshop with the key project personnel, obtain approval of the Rector	MDS (Proj), DD (Proj)	15 Jan 2014
4.1.1.1 SS-08	Outsource consultant(s) for Master Plan preparation	MDS (Proj), DD (Proj)	15 Feb 2014
4.1.1.1 SS-09	Ensure general supervision of Master Plan preparation (Layout + DPP preparation)	MDS (Proj)	07 Mar 2014
4.1.1.1 SS-10	Organize Faculty Meeting to finalize the Master Plan	MDS (Proj)	10 Apr 2014
4.1.1.1 SS-11	Obtain BoG's approval for the Master Plan	MDS (Proj), Dir (Admn)	07 May 2014

Key Result Area : 4.1 Developing physical capacity and logistic support

Objective : 4.1.2 Implement major components of master plan

Key Performance Indicators : 4.1.2.1 A multi-storied training complex, officers' mess and guest house, vertical extension of ITC, additional residential facilities for officers developed

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
4.1.2.1 SS-01	Include KPI 4.1.2.1 components into the Master plan	MDS (Proj), DD (Proj)	10 Apr 2014
4.1.2.1 SS-02	Send DPP to MoPA	MDS (Proj), DD (Proj)	30 May 2014
4.1.2.1 SS-03	Send DPP from MoPA to Planning Commission	MDS (Proj), DD (Proj)	30 Jun 2014
4.1.2.1 SS-04	Send of DPP from PC to ECNEC	MDS (Proj), DD (Proj)	30 Jul 2014
4.1.2.1 SS-05	Monitor the progress of approval of ECNEC	MDS (Proj), DD (Proj)	30 Aug 2014
4.1.2.1 SS-06	Get Administrative Order from ECNEC Wing of PC	MDS (Proj), DD (Proj)	15 Sep 2014
4.1.2.1 SS-07	Appoint a Project Director	DS (Proj), DD (Proj)	30 Sep 2014

- Key Result Area** : 4.1 Developing physical capacity and logistics support
- Objective** : 4.1.3 Increase accommodation capacity of dormitory, number of classrooms and related facilities
- Key Performance Indicators** : 4.1.3.1 Additional accommodation and dining facilities for 500 participants completed in accordance with master plan specifications
- : 4.1.3.2 Additional classroom facilities for 500 participants completed in accordance with master plan specifications.

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
4.1.3.1 4.1.3.2 SS-01	Include KPI 4.1.3.1 & KPI 4.1.3.2 components into the master plan	MDS (Proj), DD (Proj)	10 Apr 2014

- Key Result Area** : 4.1 Developing physical capacity and logistic support
- Objective** : 4.1.4 Ensure sufficient and quality transport facilities
- Key Performance Indicators** : 4.1.4.1 Transport needs assessment completed with particular focus on procurement of transport services
- : 4.1.4.2 Procurement (outsourcing) of transport services in accordance with assessment recommendations completed successfully.

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date (*)
4.1.4.1 SS-01	Covered in 4.1.1.1 SS-2	MDS (Proj), DD (Proj)	30 Dec 2013
4.1.4.1 4.1.4.2 SS-02	Ensure provision of space in the DPP for construction of parking space for vehicles to be outsourced in future.	Dir (P&D), DD (Proj)	10 Apr 2014

- Key Result Area** : 4.2 Developing ICT infrastructures
- Objective** : 4.2.1 Establish and maintain modern internet facilities all over BPATC (Wi-Fi, LAN, Video Conferencing, CC camera etc.)
- Key Performance Indicators** : 4.2.1.1 BPATC is brought under Wi-Fi coverage (including residential areas) with adequate band width
- 4.2.1.2 Full LAN facilities are installed and successfully operationalised.

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
4.2.1.1 4.2.1.2 SS-01	Prepare an integrated draft plan for KPI 4.2.1.1, KPI: 4.2.1.2 in collaboration with R&C Division	MDS (R&C), MDS (Proj) , DD (Proj), Dir (R & D), ASA	30 Dec 2013
4.2.1.1 4.2.1.2 SS-02	Check compatibility of feedbacks from the above action and then consider inclusion of those components into the master plan.	MDS (Proj) , DD (Proj)	10 Apr 2014

- Key Result Area** : 4.2 Developing ICT infrastructures
- Objective** : 2.1 Establish and maintain modern internet facilities all over BPATC (WiFi, LAN, Video Conferencing, CC camera etc.)
- Key Performance Indicators** : 4.2.1.3 Video conferencing equipments procured and installed for BPATC and RPATCs and successfully operationalised.

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
4.2.1.3 SS-01	Covered in 4.1.1.1 SS-3	MDS (Proj), Dir (R & D), DD (Proj)	30 Dec 2013
4.2.1.3 SS-02	Check compatibility of feedback from 4.2.1.3 SS-1 for including those into the master plan.	MDS (Proj) , Dir (R & D), DD (Proj), ASA	10 Apr 2014

Key Result Area : 4.2 Developing ICT infrastructures
Objective : 4.2.1 Establish and maintain modern internet facilities all over BPATC (WiFi, LAN, Video Conferencing, CC camera etc.)

Key Performance Indicators : 4.2.1.4 Security needs assessment completed and recommendations for improvement successfully implemented (CC camera).

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
4.2.1.4 SS-01	Covered in 4.1.1.1 SS-4	Dir (P&D), DD (R) , DD (Serv)	30 Jul 2013 (Done)
4.2.1.4 SS-02	Check compatibility of feedbacks from 4.2.1.4 SS-1 for including those into the masterplan.	MDS (Proj) , DD (Proj)	10 Apr 2014

Key Result Area : 4.2 Developing ICT infrastructures

Objective : 4.2.2 Modernize computer and language labs

Key Performance Indicators : 4.2.2.1 Need assessment for establishing and modernizing computer and language labs completed and approved.

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
4.2.2.1 SS-01	Form a team to assess needs for modernizing Language and IT Lab	Dir (R&D), DD (Proj) , ASA	30 Dec 2013
4.2.2.1 SS-02	Obtain feedbacks from 4.2.2.1 SS-01 for including those components into the master plan to make the system compatible	MDS (Proj) , DD (Proj) , DD (R) , ASA, AP	10 Apr 2014

Key Result Area : 4.2 Developing ICT infrastructures

Objective : 4.2.2 Modernize computer and language labs

Key Performance Indicators : 4.2.2.2 Required number of new computer and language labs established as per need assessment recommendations.

: 4.2.2.3 All existing computer and language labs are brought up to the same standard as the new labs.

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
4.2.2.2 SS-01	Obtain Need Assessment report from MDS (R&C) for KPI 4.2.2.2	MDS (R&C), DD (Proj)	30 Dec 2013
4.2.2.3 SS-02	Check compatibility of feedback from 4.2.2.3 SS-01 for including those components into the masterplan.	MDS (Proj) , DD (Proj) , DD(R) , AP	10 Apr 2014

Key Result Area : 4.2 Developing ICT infrastructures
Objective : 4.2.3 Introduce interactive website
Key Performance Indicators : 4.2.3.1 Interactive website developed and operationalised
: 4.2.3.2 Website achieves 20,000 hits within first year of operation.

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
4.2.3.1 4.2.3.2 SS-01	Do scoping analysis of interactive web portal and its wide advertisement	DD (Proj), ASA	31 Jan 2013
4.2.3.1 4.2.3.2 SS-02	Check compatibility, include 'web portal' development service procurement' option in the masterplan (DPP).	MDS (Proj), DD (Proj)	10 Apr 2014
4.2.3.1 4.2.3.2 SS-03	Make general supervision whether the above action is carried out as per the master plan.	MDS (Proj), ASA	30 Jun 2014

Key Result Area : 4.3 Maintaining up-to-date learning aids and resources
Objective : 4.3.1 Make e-library access available
Key Performance Indicators : 4.3.1.1 Subscription for e-library access made
: 4.3.1.2 Library website achieves 5,000 hits within first year of operation.

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
4.3.1.1 4.3.1.2 SS-01	Do scoping analysis of e-library access, digital conversion, metadata creation and storage of rare and old academic documents of BPATC library, and creation of dynamic web portal for their integration.	MDS (R&C), Dir (R&C), Dir (PPR), Dir (LTA) DD (R), DD (PPR)	31 Jan 2014
4.3.1.1 4.3.1.2 SS-02	Check compatibility; include 'e-library access development service procurement' option in the master plan (DPP).	MDS (Proj), DD (Proj)	10 Apr 2014
4.3.1.1 4.3.1.2 SS-03	Make general supervision whether the above action is carried out as per master plan.	MDS (Proj), MDS (R&C), Dir (R&D), ASA	30 Jun 2014

Key Result Area : 4.3 Maintaining up-to-date learning aids and resources
Objective : 4.3.2 Establish automated library management
Key Performance Indicators : 4.3.2.1 Fully automated (e-cataloguing) library management system including digitalization of old, rare collections successfully operationalised.
: 4.3.2.2 Additional room for on-line library access established (25 computers) and fully utilized.

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
4.3.2.1 4.3.2.2 SS-01	Covered in 4.3.1.1, 4.3.1.2 SS-1 & 4.3.1.1, 4.3.1.2 SS-2	MDS (R&C), DD (R) , DD (PPR)	10 Apr 2014
4.3.2.1 4.3.2.2 SS-02	Make general supervision whether the above action is carried out as per master plan.	MDS (Proj) , MDS (R&C), Dir (R&D), ASA, AP	30 Jun 2014

Key Result Area : 4.3 Maintaining up-to-date learning aids and resources
Objective : 4.3.3 Publish journals, books, reports etc. online
Key Performance Indicators : 4.3.3.1 Journals, books, reports etc. published online regularly with evidence of growing readership
: 4.3.3.2 Journal website achieves 1000 hits within first year of operation.

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
4.3.3.1 4.3.3.2 SS-01	Covered in 4.3.1.1, 4.3.1.2 SS-1 & 4.3.1.1, 4.3.1.2 SS-2	MDS (R&C), DD (R) , DD (PPR)	31 Jan 2014
4.3.3.1 4.3.3.2 SS-02	Make general supervision whether the above action is carried out as per master plan.	MDS (Proj) , MDS (R&C)	30 Jun 2014

Key Result Area : 4.3 Maintain up-to-date learning aids and resources

Objective : 4.3.4 Introduce latest technology of training aids (quality multimedia projector, video projector, sound systems etc.)

Key Performance Indicators : 4.3.4.1 Training technology needs assessment successfully completed with recommendations for upgrading equipment/facilities

: 4.3.4.2 Recommended procurement completed with equipment / facilities successfully installed and operationalised.

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
4.3.4.1 4.3.4.2 SS-01	Do scoping analysis for training technology needs assessment.	MDS (R&C), Dir (R&C), Dir (PPR), DD (R) , DD (PPR)	31 Jan 2013
4.3.4.1 4.3.4.2 SS-02	Make recommendations for upgrading equipment / facilities based on the scoping analysis mentioned above.	MDS (R&C), Dir (R&C), Dir (PPR), DD (R) , DD (PPR)	30 Feb 2014
4.3.4.1 4.3.4.2 SS-03	Check compatibility; include those components into the masterplan (DPP).	MDS (Proj), DD (Proj)	15 Mar 2014
4.3.4.1 4.3.4.2 SS-04	Make general supervision whether procurement and installation are carried out as per master plan.	MDS (Proj) , MDS (R&C), Dir (Admn), ASA	31 Dec 2014

Strategic Goal 5: Leadership in Research and Consultancy in the area of Training and HRD, Governance and Public Management

Strategic Goal 5 deals with leadership in Research and Consultancy in the area of Training and HRD, Governance and Public Management. The main focus of this goal is to update research policy of BPATC, establish a social research laboratory; introduce publication of a governance report, establish a consultancy department and a consultancy policy for the centre, publication of a research work schedule. All these activities are expected to be accomplished by 31 December 2014.

Key Result Area: : 5.1 Aligning research and publication activities to achieve organizational goals

Objective : 5.1.1 Update research policy of BAPTC

Key Performance Indicators : 5.1.1.1 An updated research policy approved

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
5.1.1.1 SS-01	Revisit existing research policy, collect faculty opinions and draft the policy	RO 1	12 Aug 2013 (Done)
5.1.1.1 SS-02	Organize a workshop/ a faculty meeting / review in a core group on the revised research policy with selected faculty members	MDS (R&C), Dir (R&D), DD (Pub)	31 Oct 2013
5.1.1.1 SS-03	Convene a meeting of Research Committee and place the updated research policy for approval	Dir (R&D)	21 Nov 2013
5.1.1.1 SS-04	Obtain Rector's approval of the updated research policy	MDS (R&C)	04 Dec 2013
5.1.1.1 SS-05	Obtain approval of the BoG	MDS (R&C)	Next BOG (Mar 2014)

- Key Result Area** : 5.1 Aligning research and publication activities to achieve organizational goals
- Objective** : 5.1.2 Establish social research laboratory for the Centre
- Key Performance Indicators** : 5.1.2.1 A concept note on Social Research Laboratory approved
- : 5.1.2.2 Approval of the government on social laboratory obtained
- : 5.1.2.3 Partnership with 7 Upazilas (sub-districts) agreed

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
5.1.2.1 SS-01	Circulate the draft concept note and obtain faculty opinions on establishing a social research laboratory	RO 1	4 Jun 2013 (Done)
5.1.2.1 SS-02	Organize a workshop / a faculty meeting / review in a core group on the concept note on establishing a social research laboratory with selected faculty members	MDS(R&C), Dir (R&D), DD (Pub)	31 Oct 2013
5.1.2.1 SS-03	Finalize the concept note on establishing a social research laboratory	MDS (M&D), RO 3	21 Nov 2013
5.1.2.1 SS-04	Obtain Rector's approval on the concept note on establishing a social research laboratory	MDS (M&D)	4 Dec 2013
5.1.2.1 SS-05	Obtain approval of the BoG	MDS (R&C)	Next BoG (Mar 2014)
5.1.2.2 SS-01	Send letters to the MoPA and Cabinet Division for administrative approval of a social research laboratory for BPATC	Dir (R & D)	15 days after BoG
5.1.2.2 SS-02	Issue a letter by the MoPA and Cabinet Division to the selected Upazilas to be used as social laboratory for BPATC	Dir (R & D)	45 days after BoG
5.1.2.3 SS-03	Send request letters to the selected Upazila Offices by the Rector of BPATC for necessary cooperation and start operation	Dir (R & D)	60 days after BoG

- Key Result Area** : 5.1 Aligning research and publication activities to achieve organizational goals
- Objective** : 5.1.3 Introduce publication of a governance report on specific issues
- Key Performance Indicators** : 5.1.3.1 TORs agreed for the taskforce report
: 5.1.3.2 Sufficient funding for the preparation of the report approved
: 5.1.3.3 An approved Research Work Schedule introduced

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
5.1.3.1 SS-01	Draft a TOR for the report by the taskforce	Dir (ET), DD (R), DD (Pub), AD (Prog), RO 3, RO 4	17 Jun 2013 (Done)
5.1.3.1 SS-02	Circulate the draft TOR for the taskforce report among faculty members, collect their opinions and update if necessary	Dir (ET), DD (R), DD (Pub), AD (Prog), RO 3, RO 4	30 Sep 2013
5.1.3.1 SS-03	Organize a workshop / a faculty meeting / review in a core group on the draft TOR for the report task force and Finalize the TOR for the taskforce report	Dir (ET), DD (R), DD (Pub), AD (Prog), RO 3, RO 4	21 Nov 2013
5.1.3.1 SS-04	Obtain Rector's approval on the TOR for the report of taskforce	Dir (ET), AD (Prog)	04 Dec 2013
5.1.3.1 SS-05	Obtain approval of the BOG on the draft TOR	Dir (ET), AD (Prog)	Next BOG (Mar 2014)
5.1.3.2 SS-01	Explore financial support from the development partners and government	Dir (R&D), AD (Prog)	Apr 2014
5.1.3.2 SS-02	Sign agreement with the development partner(s) for implementation of the social govt. research activities	Dir (R&D), AD (Prog)	20 Dec 2014
5.1.3.2 SS-03	Prepare and publish the first governance report	Dir (R&D), DD (R)	31 Jun 2014
5.1.3.3 SS-01	Draft & circulate research work schedule among faculty members and collect opinions	Dir (R&D), AD (Prog)	28 Nov 2013
5.1.3.3 SS-02	Organize a workshop / a faculty meeting / review in a core group to finalize the draft research work schedule	Dir (R&D), AD (Prog)	09 Dec 2013
5.1.3.3 SS-03	Obtain the Rector's approval on research work schedule	Dir (R&D)	30 Dec 2013

Key Result Area : 5.2 Streamlining and strengthening consultancy activities of the Centre

Objective : 5.2.1 Open a consultancy branch

Key Performance Indicators : 5.2.1.1 Consultancy Department designed and approved

: 5.2.1.2 Consultancy Department fully operationalised

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
5.2.1.1 SS-01	Develop a structure and a TOR of a consultancy branch in collaboration with the Director Administration	MDS (R&C), Dir (R&D) , DD (Admn)	16 Dec 2013
5.2.1.1 SS-02	Organize a workshop / a faculty meeting / review in a core group on the draft structure and the TOR of a consultancy branch with participation of representatives from the MoPA and the MoF	Dir (R&D) , (ET), DD (R), DD (Pub)	31 Dec 2013
5.2.1.1 SS-03	Finalize the structure and the TOR of a consultancy branch	Dir (R&D) , Dir (ET), DD (R), DD (Pub)	31 Dec 2013
5.2.1.1 SS-04	Obtain the BoG's approval.	Dir (R&D)	Next BoG (Mar 2014)
5.2.1.1 SS-05	Obtain approval of MoPA, MoF	Dir (R&D)	15 days after the BoG
5.2.1.2 SS-06	Submit the Organogram of consultancy branch to Administration department of BPATC for operationalization and follow-up	Dir (R&D)	July 2014

Key Result Area : 5.2 Streamlining and strengthening consultancy activities of the Centre

Objective : 5.2.2 Develop a consultancy policy

Key Performance Indicators : 5.2.2.1 Consultancy policy formulated and approved

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
5.2.2.1 SS-01	Draft a consultancy policy	Dir (ET), Dir (R&D) DD (R) , AD (Prog)	30 Jun 2013 (Done)
5.2.2.1 SS-02	Circulate the draft consultancy policy among the faculty members to collect opinions	Dir (ET), Dir (R&D), DD (R) , AD (Prog)	09 Jun 2013 (Done)
5.2.2.1 SS-03	Organize a workshop / a faculty meeting / review in a core group on the draft consultancy policy to finalize the policy	Dir (ET), Dir (R&D), DD (R) , AD (Prog)	21 Nov 2013

Action Plan			
Sl.No.	Actions	Responsibility	Completion Date
5.2.2.1 SS-04	Obtain the Rector's approval	MDS (R&C), Dir (R&D)	4 Dec 2013
5.2.2.1 SS-05	Obtain the BOG's approval	Dir (R&D)	Next BOG (Mar 2014)

Key Result Area : 5.2 Streamlining and strengthening consultancy activities of the Centre

Objective : 5.2.3 Develop competence of faculty members in consultancy services

Key Performance Indicators : 5.2.3.1 At least 10 faculty members complete to a satisfactory standard a consultancy capacity building programme

Action Plan			
Sl.No.	Actions	Responsibility	Completion Date
5.2.3.1 SS-01	Select areas of competence for consultancy	MDS (M&D), Dir (ET), Dir (R&D), DD (TOT), DD (R)	21 Nov 2013
5.2.3.1 SS-02	Circulate the selected areas of competence for consultancy among the faculty members	MDS (M&D), Dir (ET), Dir (R&D), DD (TOT), DD (R)	4 Dec 2013
5.2.3.1 SS-03	Formulate criteria for selecting faculty members	MDS (M&D), Dir (ET), Dir (R&D), DD (TOT), DD (R)	31 Dec 2013
5.2.3.1 SS-04	Circulate the formulated criteria for selecting faculty members	MDS (M&D), Dir (ET), Dir (R&D), DD (TOT), DD (R)	15 Jan 2014
5.2.3.1 SS-05	Organize a workshop / a faculty meeting / review in a core group on selected areas of competency and selection criteria	MDS (M&D), Dir (ET), Dir (R&D), DD (TOT), DD (R)	1 Feb 2014
5.2.3.1 SS-06	Develop content for capacity building of the selected faculty members	MDS (M&D), Dir (ET), Dir (R&D), DD (TOT), DD (R)	28 Feb 2014
5.2.3.1 SS-07	Finalize content in a workshop / a faculty meeting / review in a core group attended by selected faculty members and experts	MDS (M&D), Dir (ET), Dir (R&D), DD (TOT), DD (R)	31 Mar 2014
5.2.3.1 SS-08	Arrange customized capacity building programme jointly with the Director (PPR)	Dir (R&D)	Jul 2014

Strategic Goal 6: Strategic Partnership and Networking with Reputed National and International Institutions for Enhancing Organisational Capacity

The main focus of Strategic Goal 6 is strategic partnership and networking with reputed national and international institutions for enhancing organizational capacity. Under this goal emphasis will be given on organizing collaborative programmes, joint researches, and faculty exchange programmes. The centre will explore and conduct joint researches with national and international organizations. Another important focus of this goal is to broaden international exposure of faculty members. All these activities are expected to be accomplished by 31 December 2014.

Key Result Area	: 6.1: Running collaborative programmes, joint researches, and faculty exchange programmes
Objective	: 6.1.1 Running collaborative short and long term training programs
Key Performance Indicators	: 6.1.1.1 At least 5 MoUs signed with national and international institutions for running short and long term (Diploma & Masters) programmes

Action Plan			
Sl.No.	Actions	Responsibility	Completion Date
6.1.1.1 SS-01	Identify the target group of trainees with whom BPATC could develop and/or extend its pedagogic engagement, and assess their needs	DD (R), AD (P&D)	30 Nov.2013
6.1.1.1 SS-02	Assess BPATC's organizational and institutional capacities, suggest best-fit time, duration, places and areas of study to go for collaborative courses	DD (R), AD (P&D)	30 Dec 2013
6.1.1.1 SS-03	Assess all previous communications related to Diploma and Masters Programme initiation, and suggest detail action plan	DD (PPR), AD (P&D)	30 Nov 2013
6.1.1.1 SS-04	Explore and identify prospective partners to join for collaborative courses on regular basis	DD (PPR)	Regularly
6.1.1.1 SS-05	Form different thematic groups and make them responsible to design/offer courses/programs for third parties	MDS (P&S), (Proj), Dir (IP), Dir (PPR)	15 Dec 2013
6.1.1.1 SS-06	Prepare draft TORs for different thematic groups and involve them with course inception, its management and conducting training	MDS (P&S), MDS (Proj), Dir (IP), Dir (PPR)	30 Feb 2014
6.1.1.1 SS-07	Prepare a guideline to give discretion and incentives to relevant faculties and get approval of it	Dir (PPR)	15 Dec 2013

6.1.1.1 SS-08	Engage relevant faculties, divided by thematic group, in Action No. 6.1.1.1. SS 4	All team leaders of different thematic groups	15 Dec 2013
6.1.1.1 SS-09	Monitor progress and, accordingly suggest changes in actions and responsibility	MDS (P&S), Dir (PPR)	Regularly

Key Result Area	: 6.1	Running collaborative programmes, joint researches, and faculty exchange programmes
Objective	: 6.1.1	Running collaborative short and long term training programs
Key Performance Indicators	: 6.1.1.2	At least 05 collaborative short term programmes and 01 collaborative long term programme conducted each year

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
6.1.1.2 SS-01	Form a small group from different Thematic Groups and finalize the TORs of the Groups	MDS (P&S), Dir (PPR), DD (PPR)	15 Dec 2013
6.1.1.2 SS-02	Prepare communication materials and publicize those among potential partners	DD (PPR)	15 Jan 2014
6.1.1.2 SS-03	Involve media for disseminating BPATC's capacity and accomplishments	DD (PPR)	Continuous
6.1.1.2 SS-04	Collect suggestions from faculties of different thematic groups about potential international & national programmes	DD (PPR)	30 Feb 2014
6.1.1.2 SS-05	Explore and identify market demand	DD (PPR))	30 Feb 2014
6.1.1.2 SS-06	Identify potential partners/training recipients nationally and internationally, particularly Ministries and Govt. run Projects with training components	DD (PPR)	30 Feb 2014
6.1.1.2 SS-07	Share the findings with BPATC authority and different Thematic Groups to receive feedback	DD (PPR)	15 Mar 2014
6.1.1.2 SS-08	Prepare minutes, and draft the request letter to be sent to potential partners	DD (PPR)	30 Jan 2014
6.1.1.2 SS-09	Communicate personally and follow-up with relevant persons of potential partners	DD (PPR)	30 Feb 2014
6.1.1.2 SS-10	Meet with the partners to respond positively	MDS (P&S), DD (PPR)	As and when required

6.1.1.2 SS-11	Prepare a draft MoU/Contract agreement	MDS (P&S), Dir (PPR), different thematic groups	As and when required
6.1.1.2 SS-12	Finalize and approval of draft MoU/Contract and Sign with agreed partners	MDS (P&S), Dir (PPR)	As and when required

Key Result Area : 6.1: Running collaborative programmes, joint researches, and faculty exchange programmes

Objective : 6.1.2 Explore and conduct joint researches with national and international organizations

Key Performance Indicators : 6.1.2.1 At least 01 MoU signed with national/international organization each year

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
6.1.2.1 SS-01	Identify research areas and national/international organizations by feedback about joint research from the faculty member	Dir (IP), DD (R) , DD(PPR)	30 Dec 2014
6.1.2.1 SS-02	Prepare a report about scope of joint research on feedback in every six-month	Dir (IP), DD(R)	15 Jan 2014
6.1.2.1 SS-03	Organize a workshop with selected faculty members of different Thematic Groups on the draft report	MDS (R&C), Dir (PPR), Dir (IP), DD (R)	15 Feb 2014
6.1.2.1 SS-04	Finalize the draft report on joint research, and get it approved	Dir (PPR), Dir (R &D), DD (R)	30 Jan 2014

Key Result Area : 6.1 Running collaborative programmes, joint researches, and faculty exchange programmes

Objective : 6.1.2 Explore and conduct joint researches with national and international organizations

Key Performance Indicators : 6.1.2.2 At least one collaborative research conducted each year

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
6.1.2.2 SS-01	Correspond with the organizations identified in the report	Dir (PPR)	15 Jan 2014
6.1.2.2 SS-02	Prepare a draft MoU	Dir (PPR), DD (R)	30 Mar 2014
6.1.2.2 SS-03	Share the draft MoU with the stakeholders	Dir (PPR), DD (R)	10 Apr 2014
6.1.2.2 SS-04	Sign the MoU between BPATC & concerned stakeholders	Dir (PPR)	15 Apr 2014
6.1.2.2 SS-05	Invite research proposal from the faculty	Dir (R&D), DD (R)	30 Apr 2014

6.1.2.2 SS-06	Evaluate research proposal submitted by the faculty	MDS (R&C)	28 May 2014
6.1.2.2 SS-07	Conduct the Research with the concerned research team	MDS (P&S), MDS(RC), Dir (PPR), Dir (R&D)	01 Jun-30 Jul 2014 (initiation)

Key Result Area: : 6.1 Running collaborative programmes, joint researches, and faculty exchange programmes

Objective : 6.1.3 Broaden international exposure of faculty members

Key Performance Indicators : 6.1.3.1 At least 20 faculty members worked with international institutions per year under agreed MoUs

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
6.1.3.1 SS-01	Identify at least 05 international organizations for faculty exchange programmes	MDS (P&S), MDS (Proj), Dir (PPR)	15 Dec 2014
6.1.3.1 SS-02	Offer exchange programme to 05 international organizations as part of faculty development	MDS (P&S), MDS (Proj), Dir (IP), Dir (PPR)	30 Feb 2014
6.1.3.1 SS-03	Sign at least 05 MoUs for faculty exchange programs at least with 05 international organizations	MDS (P&S), MDS (Proj), Dir (IP), Dir (PPR)	As and when required
6.1.3.1 SS-04	Include exchange programme of faculty development in SBPATC project	MDS (P&S), MDS (Proj), Dir (IP), Dir (PPR)	As and when required
6.1.3.1 SS-05	Pay counter visit to Beijing Administrative College as per MoU	MDS (P&S), MDS(Proj)	As and when required

Strategic Goal 7: Policy Autonomy through Legal and Structural Reform

Strategic Goal 7 deals with attaining Policy Autonomy through Legal and Structural Reform. The main focus of the goal is to take initiatives of updating and revising PATP. It will also develop an amended ordinance of BPATC, restructure the organization to improve performance, introduce an equitable special allowance for all staffs of BPATC, revise training evaluation policy of BPATC, increase income generation activities and develop and introduce international training programs utilizing the ITC of the Centre. All these activities will be accomplished by 31 December 2016.

Key Result area : 7.1 Updating and revisiting rules and regulations towards autonomy

Objective : 7.1.1 To Take initiatives of updating and revising PATP

Key Performance Indicators: 7.1.1.1 A revised PATP approved

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
7.1.1.1 SS-01	Review PATP to identify weakness	Dir (PPR), Dir (Eva)	31 Dec 2013
7.1.1.2 SS-02	Prepare a draft proposal to address those weaknesses and revise PATP	Dir (PPR), Dir (Eva)	28 Feb 2014
7.1.1.3 SS-03	Inform BOG of the revised PATP	Dir (Admn), Dir (PPR)	Next BOG
7.1.1.6 SS-04	Get approval of MoPA on revised PATP	Dir (Admn), Dir (PPR)	31 Jan 2015

Key Result area : 7.1 Updating and revisiting rules and regulations towards autonomy

Objective : 7.1.2 To modify BPATC Ordinance, rules and regulations

Key Performance Indicators : 7.1.2.1 A draft ordinance reflecting revised mandate and institutional objectives of BPATC, revised functions of BOG prepared

:7.1.2.2 An amended ordinance of BPATC approved.

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
7.1.2.1 SS-01	Review BPATC Ordinance, rules and regulations and identify areas of modifications for ordinance, rules and regulations	Dir (Eva), DD (Eva)	30 Jun 2014
7.1.2.3 SS-02	Prepare a revised ordinance, rules and regulations	Dir (Eva), DD (Eva)	1 Nov 2014
7.1.2.4 SS-03	Obtain approval of BOG for revised ordinance, rules and regulations.	Dir (Admn), AD (G)	31 Jul 2015

Key Result area : 7.1 Updating and revisiting rules and regulations towards autonomy

Objective : 7.1.3 Restructure the organization to improve performance

Key Performance Indicators : 7.1.3.1 Status of the Rector as a Senior Secretary approved

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
7.1.3.2.1 SS-01	Classify 'academic core' and 'management core' areas/group	Dir (Eva), Dir (PPR)	31 Dec 2013
7.1.3.2 SS-02	Set criteria for 'academic core' and 'management core' areas	DD (R & C) , DD (ST&TOT)	31 Jan 2014
7.1.3.3 SS-03	Revise the existing charter of duties (reallocate the business) among all faculty members and employees and redistribute the allocation of business	DD (Eva) , DD (PPR)	31 Mar 2014
7.1.3.4 SS-04	Validate reallocation of business through workshop	Dir (Eva), DD (PPR)	31 Oct 2014
7.1.3.5 SS-05	Obtain approval of BoG for operationalize the revised charter of duties.	Dir (Admn) , AD (Per)	31 Dec 2014
7.1.3.6 SS-06	Send revised proposal to MoPA and inform	Dir (Admn) , AD (Gen)	31 Oct 2014

Key Result area : 7.1 Updating and revisiting rules and regulations towards autonomy

Objective : 7.1.4 To improve the organization in order to improve performance

Key Performance Indicators : 7.1.4.1 Revised organizational structure approved by BoG
7.1.4.2 Legal formalities to rename BPATC completed and new name in place

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
7.1.4.1 SS-01	Change organizational structure in line with 7.1.3.2	Dir (Admn) , DD (R&C)	31 Jul 2014
7.1.4.2 SS-02	Follow the same process as in 7.1.3.2	Dir (Admn) , DD (R&C)	31 Jul 2014
7.1.4.3 SS-03	Discuss during workshop with the member	Dir (Admn) , DD (R&C)	31 Jul 2014
7.1.5.1 SS-01	Prepare a integrated proposal 7.1.1 to 7.1.4 to restructure the org. structure of BPATC, rename BPATC, Revise the position/status of faculty members at various levels	Dir (Admn) , Dir (Eva), Dir (ST&TOT), AD (Per)	31 Oct 2014

Key Result area : 7.1 Updating and revisiting rules and regulations towards autonomy

Objective : 7.1.5 Operationalise policy autonomy of the BoG

Key Performance Indicators : 7.1.5.1 Decisions taken by BoG (Given to MoPA of the implementation) when appropriate according to new autonomy status in conformity with the Rules of Business

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
7.1.5.2 SS-01	Formulate new business allocation for BoG as well as MoPA	Dir (Admn), DD (Admn)	31 Dec 2014
7.1.5.3 SS-02	Get approval of the allocated list of business by BoG	Dir (Admn), DD (Admn)	31 Dec 2014

Key Result area : 7.1 Updating and Revisiting Rules and Regulations Towards Autonomy

Objective : 7.1.6 Introduce an Equitable Special Allowance for all staff of BPATC

Key Performance Indicators : 7.1.6.1 An Equitable Special Allowance for all staff of BPATC approved and operationalized

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
7.1.6.1 SS-01	Set criteria for Equitable Special Allowances.	Dir (Eva), DD (Per), DD (Fin)	31 Oct 2014
7.1.6.2 SS-02	Prepare an Equitable Allowance Policy	DD (ST& TOT), DD (Per)	30 Jun 2015
7.1.6.3 SS-03	Obtain approval BoG of the policy	Dir (Admn), DD (Admn)	31 Oct 2016
7.1.6.4 SS-04	Send Proposal to MoPA and get approval	Dir (Admn), DD (Admn)	31 Dec 2016

Key Result area : 7.1 Updating and Revisiting Rules and Regulations Towards Autonomy

Objective : 7.1.7 Revise training evaluation policy of BPATC

Key Performance Indicators : 7.1.7 A revised training evaluation policy approved by BoG

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
SS-01	Revise existing evaluation policy	MDS (P&S), Dir (Eva), Dir (ST&TOT), DD (Par), DD (Eva), DD (PPR)	Evaluation Policy Finalized and Circulated vide memo no: 05.01.2672.073.22.038.12-12-118(2) dated 07.05.2013

Key Result area : 7.1 Updating and Revisiting Rules and Regulations Towards Autonomy

Objective : 7.1.8 Introduce an additional performance management system to assist BPATC better manage its human resources

Key Performance Indicators : 7.1.8.1 A separate performance management system in addition to the existing one (ACR) approved and operationalized

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
7.1.8.1 SS-01	Set performance management criteria for faculty members of BPATC as per PATP	Dir (Admn), Dir (Eva), DD (R&C)	28 Feb 2014
7.1.8.2 SS-02	Validate the criteria through faculty workshop	DD (Eva), DD (Admn)	31 Mar 2014
7.1.8.3 SS-03	Obtain approval from BoG and operationalize	Dir (Admn), DD (Admn)	30 Sep 2014

Key Result area : 7.2 Increasing income generation activities

Objective : 7.2.1 Introduce market responsive training packages to wider range of clients

Key Performance Indicators : 7.2.1.1 At least 10 market responsive training packages developed and introduced annually

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
7.2.1.1 SS-01	Assess market demand for various training courses	DD (Admn), AD (P)	30 Oct 2013
7.2.1.2 SS-02	Identify areas of training based market demand	DD (Eva), DD (Admn)	31 Dec 2013
7.2.1.3 SS-03	Develop curricula	Dir (Eva), DD (PPR)	31 Jan 2014
7.2.1.4 SS-04	Verify and validate the same with concerned customers	Dir (Eva), DD (PPR)	30 Jun 2014
7.2.1.5 SS-05	Finalize the curricula in faculty workshop	Dir (Eva), Dir (PPR)	31 Oct 2014
7.2.1.5 SS-06	Obtain approval from BOG	MDS, Dir (PPR)	31 Dec 2014
7.2.2.1 SS-01	Invite the potential stakeholders for dissemination of ideas.	DD (Admn), DD (PPR)	31 Oct 2013

7.2.2.2 SS-02	Explore financial support from development partners and also from alternative sources	DD (Eva), DD (Admn)	30 Sep 2013
7.2.2.4 SS-03	Communicate the interest of joint collaboration training Programme	Dir (Eva), Dir (IP)	31 Mar 2014
7.2.2.5 SS-04	Arrange MoU with different development partners for joint collaboration	Dir (Eva), Dir (IP)	31 Jul 2014
7.2.3.1 SS-01	Participate in the bidding process	DD (Fin), DD(Serv), DD (R), DD (Admn)	31 Mar 2014
7.2.3.7 SS-04	Build rapport with potential stakeholders	DD (R & C), DD (Serv)	30 Sep 2014
7.2.3.8 SS-05	Arrange MoU with renowned agencies/ organization.	Dir(Eva), Dir (R&C)	31 Dec 2014

Key Result area

: 7.2 Increasing income generation activities

Objective

: 7.2.2 Develop and introduce international training programs utilizing the ITC

Key Performance Indicators : 7.2.2.1 At least 5 donor funded international training programs conducted annually

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
7.2.2.1 SS-01	Identify the areas of training, workshop, seminar, research that can be carried out under joint collaboration program with development partners or private sector agency/organization	Dir (IP), Dir (Admn) (R&D), DD (Admn)	31 Dec 2014
7.2.2.2 SS-02	Sign 5 MoU with 5 organizations for conducting donor funded training programme	Dir (IP), Dir (Admn) (R&D), DD (Admn)	30 Jun 2015
7.2.2.3 SS-03	Conduct 5 collaborative donor funded courses	Dir (IP), Dir (Admn), Dir(R&D), DD (Admn)	30 Dec 2015

Key Result area : 7.2 Increasing income generation activities
Objective : 7.2.3 Widen coverage of selling products other than training
Key Performance Indicators : 7.2.3.1 At least 2 donor funded research works conducted annually

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
7.2.3.1 SS-01	Send request letter to different organization and development project authorities showing interest to conduct social research	Dir (R&D), DD (R), DD(Proj)	31 Dec 2013
7.2.3.2 SS-02	Obtain consent for doing research from two organizations	Dir (R&D), DD (R), DD(Proj)	15 Mar 2014
7.2.3.3 SS-03	Sign two MoUs for two research works	Dir (R&D), DD (R), DD(Proj)	15 Jun 2014
7.2.3.4 SS-04	Conduct two research works as per signed MoUs	Dir (R&D), DD (R), DD(Proj)	30 Dec 2015

Key Result area : 7.2 Increasing income generation activities
Objective : 7.2.4 Widen coverage of selling products other than training
Key Performance Indicators : 7.2.3.2 At least 3 consultancy services sold to other GO and NGO clients

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
7.2.3.2 SS-01	Send request letter to different GO & NGOs and development project authorities showing interest to provide consultancy services	Dir (R&D), DD (R), DD(Proj)	30 Jan 2014
7.2.3.2 SS-02	Obtain consent for providing consultancy service to three organizations	Dir (R&D), DD (R), DD(Proj)	30 Jun 2014
7.2.3.2 SS-03	Sign three MoUs for providing consultancy services	Dir (R&D), DD (R), DD(Proj)	20 Aug 2014
7.2.3.2 SS-04	Provide consultancy services as per signed MoUs	Dir (R&D), DD (R), DD(Proj)	30 Jun 2015

Key Result area : 7.2 Increasing income generation activities
Objective : 7.2.3 Widen coverage of selling products other than training
Key Performance Indicators : 7.2.3.3 All publications of BPATC made online for sale

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
7.2.3 SS-01	Introduce e-publication of books and journals of BPATC	Dir (R&D) , DD (R), DD(Proj), Prog	30 Jan 2014
7.2.3.3 SS-02	Open e-bank account in an International Bank	Dir (R&D) , DD (R), DD(Proj), Prog	30 Jun 2014
7.2.3.3 SS-03	Make an attractive link in BPATC Website regarding e-publications and make available for selling those publications	Dir (R&D) , DD (R), DD(Proj), Prog	30 Aug 2014

Key Result area : 7.2 Increasing income generation activities
Objective : 7.2.3 Widen coverage of selling products other than training
Key Performance Indicators : 7.2.3.4 A souvenir shop opened and operationalized

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
7.2.3.4 SS-01	Select a shop for setting up a Souvenir Shop	Dir (Admn) , Dir (LTA), Lib (AVR), DD(Serv)	15 Jan 2014
7.2.3.4 SS-02	Set up a Souvenir Shop in a suitable place of BPATC	Dir (Admn) , Dir (LTA), Lib (AVR), DD(Serv)	31 Jul 2014
7.2.3.4 SS-03	Select items for displaying and selling	Dir (Admn) , Dir (LTA), Lib (AVR), DD (Serv)	30 Sep 2014
7.2.3.4 SS-06	Apprise BoG for setting up the souvenir corner in commercial basis	Dir (Admn) , Dir (LTA), Lib (AVR), DD(Serv)	30 Jan 2015

Key Result area : 7.2 Increasing income generation activities
Objective : 7.2.3 Widen coverage of selling products other than training
Key Performance Indicators : 7.2.3.5 Physical facilities of BPATC started and rented out for income generation

Action Plan			
Sl. No.	Actions	Responsibility	Completion Date
7.2.3.5 SS-01	Assess and identify unused facilities of BPATC to be rented out	Dir (Admn) , Dir (IP), DD (Serv), AD (Log)	30 Jan 2014
7.2.3.5 SS-02	Make attractive and illustrated flyers for marketing ITC and other facilities of BPATC	Dir (Admn) , Dir(IP), DD (Serv), AD (Log)	31 Jul 2014
7.2.3.5 SS-03	Send those flyers to prospective clients/ organizations/ offices requesting to get rent of those facilities	Dir (Admn) , Dir (IP), DD (Serv), AD (Log)	15 Sep 2014
7.2.3.5 SS-04	Make an attractive link in BPATC Website with illustrative advertisement of ITC and other facilities of BPATC	Dir (Admn) , Dir (IP), DD (Serv), AD (Log)	30 Mar 2015

Faculties Involved in SAP

Designation in Short	Designation in Full	Name
MDS (D&E)	Member Directing Staff (Development and Economics)	Shahin Ahmed Chowdhury
MDS (M&PA)	Member Directing Staff (Management and Public Administration)	Ferdous Akhter
MDS (P&S)	Member Directing Staff (Programme & Studies)	Md. Mahmudul Hassan, PhD
MDS (Project)	Member Directing Staff (Project)	Md. Akram Husain
MDS (R&C)	Member Directing Staff (Research and Consultancy)	Banik Gour Sundar
MDS (M&D)	Member Directing Staff (Management and Development)	Kanka Jamil
Dir (Admn)	Director (Administration)	Syed Mizanur Rahman
Dir (ST&TOT)	Director (Staff Training and Training of Trainers)	Ali Yusuf Mohammad Sultan Noor
Dir (PPR)	Director (Planning, Programming & Recording)	Sanwar Jahan Bhuiyan
Dir (R&D)	Director (Research and Development)	Abdul Baki
DPD, IPS-TQM Project	Deputy Project Director Improving Public Services- Total Quality Management Project	AKM Enamul Haque
Dir (EVA)	Director (Evaluation)	Dr. Shah Alam
Dir (P&D)	Director (Planning and Development)	Moha. Golam Rabbani
Dir (ET)	Director (Economic Theory)	Md. Afzal Hossain
DD (TOT)	Deputy Director (Training of Trainers)	Kazi Hasan Imam
DD (R)	Deputy Director (Research)	Md. Shafiqul Haque
DD (Sports)	Deputy Director (Sports)	Mohammad Moshiur Rahman

DD (Admn)	Deputy Director (Admn)	Md. Manjurul Hafiz
DD (ST & TOT)	Deputy Director (Staff Training and Training of Trainers)	M. Arifur Rahman, PhD
DD (Pub)	Deputy Director (Publication)	AFM Amir Hussain
DD (Eva-2)	Deputy Director (Evaluation-2)	Md. Mokhtar Ahmed
DD (PPR)	Deputy Director (Planning, Programming and Recording)	Md. Parvez Hasan
DD (Mgt)	Deputy Director (Management)	Dr. Mohammad Razu Ahmed
DD (Serv)	Deputy Director (Service)	Manwar Hossein Malla
DD (Proj)	Deputy Director (Project)	Md. Taufiqul Islam
DD (MIS)	Deputy Director (MIS)	Md Razibul Islam
ASA	Assistant Systems Analyst	Mohammad Ziaul Islam
Prog	Programmer	Mohammad Saiful Islam
AD (P&D)	Assistant Director (Planning and Development)	Mohammad Usuf Ali
AD (Log)	Assistant Director (Logistics)	A. B.M. Iftekharul Islam Khandker
AD (Prog)	Assistant Director (Programme)	Md. Sharif Hasan (DD)
RO 1	Research Officer 1	Md. Morshed Alom
RO 3	Research Officer 3	Afia Rahman Mukta
RO 4	Research Officer 4	Mohammad Mamun
AP 1	Assistant Programmer 1	Tanjur Ahmed Joarder
AP 2	Assistant Programmer 2	Md. Altab Hossain

Abbreviations

ACAD	:	Advanced Course on Administration & Development
ASA	:	Assistant Systems Analyst
BoG	:	Board of Governors
BPATC	:	Bangladesh Public Administration Training Centre
CC camera	:	Closed Circuit camera
CC	:	Course Coordinator
CDC	:	Curriculum Development Committee
CMT	:	Course Management Team
DD	:	Deputy Director
Dir	:	Director
DPP	:	Development Project Performa / Proposal
ECNEC	:	Executive Committee of National Economic Council
FTC	:	Foundation Training Course
GO	:	Government Organization
ICT	:	Information and Communication Technology
KPI	:	Key Performance Indicator
LAN	:	Local Area Network
MD	:	Member Directing Staff
MI	:	Management Information System
MoF	:	Ministry of Finance
MoPA	:	Ministry of Public Administration
MoU	:	Memorandum of Understanding
NGO	:	Non Government Organization
NIDA	:	National Institution of Development Administration
PATP	:	Public Administration Training Policy
PC	:	Planning Commission
PGcert	:	Post Graduate Certificate
PGD	:	Post Graduate Diploma
RACI	:	Responsibility Accountability Consultation Inform
RC	:	Regional Centre
RO	:	Research Officer
RPATC	:	Regional Public Administration Training Centre
SSC	:	Senior Staff Course
TNA	:	Training Need Assessment
TOR	:	Terms of Reference
WAN	:	Wide Area Network
WBS	:	Work Breakdown Structure
Wi-Fi	:	Wireless Frequency / Fidelity



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