

Training Course

On

‘Good Governance’

Duration: 26 December to 30 December, 2021



National Agriculture Training Academy (NATA)

Ministry of Agriculture

Gazipur-1701

www.nata.gov.bd

Course Management

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Introduction to National Agriculture Training Academy (NATA)

1.1 The Academy

National Agriculture Training Academy (NATA) is the apex training institute for human resource development of officers (grade-9 and above) under the Ministry of Agriculture (MoA) for providing training on diversified fields of professional interest in agriculture sector. The Academy organizes various training programs related to modern agricultural technologies and office management issues throughout the year. The academy is established in Gazipur as Central Extension Resources Development Institute (CERDI) on 14 March 1975 with the financial assistance of Japan International Cooperation Agency (JICA). Afterwards, on 27 June 1984, CERDI was undertaken to the Training Wing of Department of Agricultural Extension (DAE). On 03 April 2013, Government of the People's Republic of Bangladesh abolished CERDI and established NATA as an independent organization of MoA and on 07 June 2014, NATA has been started its journey as a training academy.

After emergence as NATA, the Academy began its training functions with only 10 faculty members. Though Government approved strength is 184, at present NATA has 84 staff members including 30 faculty members.

1.2 Vision

National Agriculture Training Academy becomes a center of excellence for developing competent human resources in agriculture sector.

1.3 Mission

We are pledged to achieve the shared vision through:

- i. Development of skilled human resources of all organizations under MoA by imparting quality training, research and development and publications;
- ii. Enhancement of linkage between education, research and extension to endow agriculture service delivery system;
- iii. Building a network with reputed institutions of home and abroad for organizational capacity development; and
- iv. Fostering a culture of continuous learning for development of knowledge-intensive agriculture service.

1.4 Functions

The NATA has been entrusted to perform the following functions:

- i. Develop skilled human resources of the government, semi-government, autonomous organizations under MoA through imparting training program on modern and sustainable agriculture technology and office management topics;
- ii. Transfer modern and sustainable agriculture technology developed by the research organizations for obtaining higher yield of crops of the farmers;
- iii. Conduct demonstration, adaptive research and research of proven technologies;
- iv. Impart all sorts of in-service training with special emphasis on induction, foundation and senior staff course;

- v. Exchange publications, participants and resource persons in seminars, workshops, conferences and training among the stakeholders;
- vi. Advice government and other organizations on training, achieving food and nutrition security, ICT, transfer of agriculture technology, agro-based industries and conservation environments etc.;
- vii. Help government and policy makers in framing and analyzing agricultural policies;
- viii. Conduct different training activities of academy in consonance with provision of the public administration training policy, 2003; and
- ix. Perform all kinds of duties directed by the government.

1.5 Location of the Academy

The Academy is about 25 km away from the capital city Dhaka and 3 km away from Joydevpur Chandana Chowrasta towards Gazipur district head quarter. It is located adjacent to Bangladesh Rice Research Institute (BRRI) and occupied 49 acres of land. The academy provides the trainees an ample scope to get free access to the adjacent institutions like Bangladesh Agriculture Research Institute (BARI), Bangladesh Rice Research Institute (BRRI), Seed Certification Agency (SCA), Bangabondhu Sheikh Mujibur Rahman Agricultural University (BSMRAU), Telecommunication College, and other government offices in Gazipur.

1.6 Facilities

1.6.1 Physical Facilities

The Academy is well equipped with some physical facilities to run the training programs successful though it began its voyage recently. Existing facilities of the academy are as follows.

- Office building-2
- Class room- 7
- Laboratory (Subject wise technical)
- Plant protection museum- 1
- Conference room- 2
- Auditorum-1
- Dormitory- 5
- Cafeteria- 1
- Greenhouse- 3
- Workshop-1
- Mosque-1

1.6.2. Digital Computer cum Language Lab. and IT facilities

There is one Digital Computer cum Language Lab in the Academy. It is located on the 1st floor of the Administrative building. IT facilities available include LAN and Wi-Fi and the whole campus under Wi-Fi coverage. To expedite foreign language learning, NATA set up a Digital Computer cum Language Lab. as part of the Academy's drive for capacity building of government officials. Participants can avail the opportunity of learning the foreign language while they stay in NATA.

1.6.3 Recreational Facilities

The Academy has a recreation room with color T.V in the dormitory. The daily newspapers are also available in recreation room for the participants.

1.6.4 Linkage with other Training Organizations

NATA maintains good relations with other training Academies in the country including BPATC, RPATC, BCS Administration Academy, BIAM, FIMA and so on. NATA has a plan to collaborate with international training institutes for improvement its human resources. NATA also collaborate with national research organizations for research in agriculture sector.

1.7 Evaluation

Course coordinator and assistant course coordinators are given the responsibility to evaluate the participants. The course is evaluated during pre and post training situation. Furthermore, the participants are given the chance to evaluate the resource speakers by using a prescribed format.

1.8 Sessions

Every day the session is started at 9.00 am in the morning and ends at 5:00 pm in the afternoon. There are two health breaks started at 10.30 am for snacks and 03.30 pm for tea as well as lunch with prayer break at 01.05p mrespectively. Participants are advised to attend in the class in time without fail for avoiding any kinds of disciplinary action.

Daily Schedule

| Activities | Duration |
|-------------------------|-----------------|
| Recap | 09.00-09.30 |
| 1 st Session | 09:30-10:30 |
| 2 nd Session | 10:30-11:30 |
| Tea Break | 11:30-12:00 |
| 3 rd Session | 12:00-01:00 |
| Prayer & Lunch | 01:00-02:30 |
| 4 th Session | 02:30-03:30 |
| 5 th Session | 03:30-04:30 |
| Tea Break | 04:30-05:00 |

1.9 Norms to be followed during the training

- No casual leave is allowed during training period;
- Participants living in the dormitory are advised to follow the norms of the dormitory;
- The campus area is a “Non-Smoking Zone”. Participants are advised to refrain from smoking inside the Academy; and
- Participants are not allowed to enter the dormitory after 10:00pm at night.

Course at a glance

Objective of the Course:

After completion of the course, the participants will be able to understand the concepts of Good Governance & how Good Governance can establish rule of law & justice in the society. Rule of law & justice is the prerequisite for sustainable development. The participants are also aware about their duties & responsibilities in establishment of Good Governance in respective areas & departments. Good governance helps to establish a developed & prosperous nation (Bangladesh) by the year 2041.

Target population: Officers of 9th & above grade under the Ministry of Agriculture.

Duration of each session: 60 minutes.

Prerequisites of the course:

- To attend in the training class in time;
- To be present at least 99% of the classes otherwise certificate may not be awarded;
- Maintain the norms in dormitory and cafeteria;
- Absent from any session is not allowed without prior permission from the course coordinator even in case of emergency;
- Enthusiastic to learn and share ideas in training session; and
- Cell phone must be kept in silent mode.

Course Contents

| SL No. | Title of the contents |
|---------------|---|
| 1 | Characteristics/ Feature and indicators of Good Governance and Step needed for Good Governance system in Bangladesh |
| 2 | Good Governance in Bangladesh, Future challenges & strategies |
| 3 | Evolution, Meaning of Governance & Good Governance; Characteristics/ Feature and indicators. Good Governance in Bangladesh: Basic Concept, History and Background |
| 4 | Major typology of Governance: Global Govt., Local Govt., Community Govt. ethical Govt. and principles of Good Governance. |
| 5 | Critical Issues of Govt. of Bangladesh; Urban policy, public policy, Civil society, NGOs, Business org. and Good Governance. |
| 6 | Key Govt. Institutions: Parliament, Judiciary, Bureaucracy & Local Govt. institution for establishing Good Governance. |
| 7 | Government & Politics in Bangladesh: Govt. Structure, Electoral system in Bangladesh and Step needed for Good Governance system in Bangladesh. |
| 8 | Annual performance Agreement (APA) for establishment of Good governance |
| 9 | Ethics, Etiquette & Manner for establishing Good Governance |
| 10 | Innovation in Public service delivery system for good governance |
| 11 | Mentoring for innovation culture for Good Governance |
| 12 | Live Coaching, Mind setting and self-judging for ensuring Good Governance |
| 13 | Team Building & Motivation to establish Good governance |
| 14 | Public Service Innovation and Offline web-site development for better services deliberation |
| 15 | Anti-corruption Act, 2015 and its different rules and control measures for establish Good Governance |
| 16 | Anti-corruptions and its importance in Good Governance; Building an effective framework for Good governance and establish rule of Law & Justice in Bangladesh |
| 17 | Social Media: New opportunities for communication & development |
| 18 | Role of social media in reducing corruption and established good governance |
| 19 | E-filing system, E-GP registration and e-Tendering Process |
| 20 | Right to information Act, 2009 and its implication in good governance |
| 21 | Citizen Charter: an important issue for establishing good governance |
| 22 | Office Administration and Office Management for establishing Good governance |

List of Resource Speakers

| SL No. | Name and Designation | Mobile No. | E-mail |
|--------|--|----------------------------|--|
| 1 | Mohammad Alauddin Additional Secretary & Chairman, SREDA, MoPEMR | 01611835612 | mohammad_alauddin4124@yahoo.com |
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| 3 | Prof Dr. Niaz Khan Professor, Development Studies, University of Dhaka | 01711364462 01716336882 | niaz.khan@yahoo.com |
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| 5 | Dr. Md. Delwar Hossain Mazumder, Former Deputy Director, NATA | 01855333570 | dhossain1960@yahoo.com |
| 6 | Dr. Md. Jamal Uddin Deputy Director, NATA | 01718214607 | jamaldae@yahoo.com |
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| 9 | Md. Abul Kalam Azad, Deputy Director, NATA | 01940652412 | azadipm@gmail.com |
| 10 | Muhammad Shahadat Hossain Siddique, Senior Assistant Director, NATA | 01753896598 | muhammadsiddiquee@gmail.com |
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Training Course on Good Governance

Duration: 26 to 30 December, 2021

Daily Training Schedule

Working Day-01

Date: 26-12-2021

Day- Sunday

| Time | Topics | Speaker/ Facilitator |
|--------------------|---|---|
| 09.00-9.30 | Registration | Shamsun Nahar(SAD),Lailatul Rokshana Lima (SAD), and Sabikun Nahar (Lab Asstt) NATA |
| 9.30-10.15 | Inaugural | DG, Director (Admin) & Course Coordinator & Faculty members |
| 10.15-10.30 | Pre-evaluation | Shamsun Nahar & Lailatul Rokshana Lima, Senior Asstt.Director, NATA |
| 10.30-11.00 | Tea break | |
| 11.00-12.00 | Characteristics/ Feature and indicators of Good Governance and Step needed for Good Governance system in Bangladesh | Dr. Mathhurul Hoque Former Director General, NATA |
| 12.00-01.00 | Good Governance in Bangladesh, Future challenges & strategies | Do |
| 1.00-2.30 | Prayer & Lunch Break | |
| 2.30-3.30 | Ethics, Etiquette & Manner for establishing Good Governance | Dr. Md. Delwar Hossain Former Deputy Director, NATA |
| 3.30-4.30 | Team Building & Motivation to establish Good governance | Do |

NB. This schedule is subjected to change

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Training Course on Good Governance

Duration: 26 to 30 December, 2021

Daily Training Schedule

Working Day-02

Date: 27-12-2021

Day-Monday

| Time | Topics | Speaker/ Facilitator |
|-------------|---|--|
| 9.05-9.15 | Review of the previous day | Course coordinator and Asstt. Course coordinators. |
| 9.15-10.15 | Evolution, Meaning of Governance & Good Governance; Characteristics/ Feature and indicators. Good Governance in Bangladesh: Basic Concept, History and Background | Prof Dr. Niaz Khan Development Studies University of Dhaka |
| 10.15-11.15 | Major typology of Governance: Global Govt., Local Govt., Community Govt. ethical Govt. and principles of Good Governance. | Do |
| 11.15-11.30 | Tea Break | |
| 11.30-12.30 | Critical Issues of Govt. of Bangladesh; Urban policy, public policy, Civil society, NGOs, Business org. and Good Governance. | Prof Dr. Niaz Khan Development Studies University of Dhaka |
| 12.30-1.30 | Key Govt. Institutions: Parliament, Judiciary, Bureaucracy & Local Govt. institution for establishing Good Governance | Prof Dr. Niaz Khan Development Studies University of Dhaka |
| 1.30-2.30 | Prayer & Lunch Break | |
| 2.30-3.30 | Government & Politics in Bangladesh: Govt. Structure, Electoral system in Bangladesh and Step needed for Good Governance system in Bangladesh | Do |
| 3.30-4.30 | E-filing system | Md. ShahadatHossainSiddique, Senior Asstt. Director, NATA |

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Training Course on Good Governance

Duration: 26 to 30 December, 2021

Daily Training Schedule

Working Day-03

Date: 28-12-2021

Day-Tuesday

| Time | Topics | Speaker/ Facilitator |
|--------------------|---|---|
| 9.05-9.15 | Review of the previous day | Course coordinator and Asstt Course coordinators. |
| 9.15-10.15 | Social Media: New opportunities for communication & development | Dr. Jahangir Alam Former Director, AIS, Khamarbari, Dhaka |
| 10.15-11.15 | Role of social media in reducing corruption and establishment of good governance | Do |
| 11.15-11.30 | Tea break | |
| 11.30-12.30 | E-GP registration and e-Tendering Process | Abul Kalam Azad Deputy Director, NATA |
| 12.30-1.30 | E-GP registration and e-Tendering Process | Do |
| 1.30-2.30 | Prayer & lunch Break | |
| 2.30-3.30 | Public Service Innovation and Offline web-site development for better services deliberation | Md. Shahadat Hossain Siddique, Senior Asstt. Director, NATA |
| 3.30-4.30 | Public Service Innovation and Offline web-site development for better services deliberation | Do |

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Training Course on Good Governance

Duration: 26 to 30 December, 2021

Daily Training Schedule

Working Day-04

Date: 29-12-2021

Day-Wednesday

| Time | Topics | Speaker/ Facilitator |
|--------------------|--|---|
| 9.05-9.15 | Review of the previous day | Course coordinator and Asstt Course coordinators. |
| 9.15-10.15 | Innovation in Public service delivery system for good governance | Dr. Md. Ziaul Haque, Assistant System Analyst BPATC, Savar, Dhaka |
| 10.15-11.15 | Mentoring for innovation culture for Good Governance | Do |
| 11.15-11.30 | Tea break | |
| 11.30-12.30 | Live Coaching, Mind setting and self-judging for ensuring Good Governance | Dr. Md. Ziaul Haque, Assistant System Analyst BPATC, Savar, Dhaka |
| 12.30-1.30 | Annual performance Agreement (APA) for establishment of Good governance | Banani Karmaker Senior Assistant Director, NATA |
| 1.30-2.30 | Prayer & lunch Break | |
| 2.30-3.30 | Citizen Charter: an important issue for establishing good governance | Dr. Md. Jamal Uddin Deputy Director, NATA |
| 3.30-4.30 | Office Administration and Office Management for establishing Good governance | Do |

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Training Course on Good Governance

Duration: 26 to 30 December, 2021

Daily Training Schedule

Working Day-05

Date: 30-12-2021

Day- Thursday

| Time | Topics | Speaker/ Facilitator |
|--------------------|--|--|
| 09.05-9.15 | Review of the previous day | Course coordinator and Asstt. Course coordinators. |
| 09.15-10.15 | Anti-corruption Act, 2015 ; its different rules and control measures and its importance to establish Good Governance | Mohammad Alauddin Additional Secretary & Chairman, SREDA, MoPEMR |
| 10.15-11.15 | Anti-corruptions ; Building an effective framework for Good governance and establish rule of Law & Justice in Bangladesh | Do |
| 11.15-11.30 | Tea break | |
| 11.30-12.30 | Right to information Act, 2009 and its implication in good governance | Khobirun Nahar Chief Instructor ATI, Shimultoli Gazipur |
| 12.30-1.30 | Post Evaluation and Course Evaluation | Course coordinator and Asstt Course coordinators. |
| 1.30-2.30 | Prayer & lunch Break | |
| 2.30-3.30 | Closing Ceremony | DG, Director (Training/Admin) Course Coordinator, Assistant Course coordinators |

NB. This schedule is subjected to change

Dr. Md. Jamal Uddin
Deputy Director (Plant Pathology)
&
Course coordinator
Good Governance; NATA, Gazipur.

Faculty Members of NATA

| Sl. | Name | Designation | Phone/Cell/ e-mail |
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