GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
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No.5 (2)2021-HR-I   Islamabad, the 7ᵗʰ June, 2021
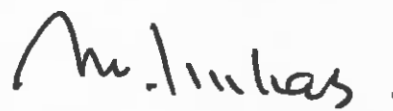
CIRCULAR

SUBJECT: - <u>TRAINING COURSES FOR 1ˢᵀ QUARTER (JULY –SEPTMBER) 2021-2022</u>

Please find enclosed herewith a copy of self explanatory letter No. 2(27-A)PPMI/PD/21-22 dated 21ˢᵗ June, 2021 received from Pakistan Planning and Management Institute (PPMI) on the above mention subject for placing on the website of the Ministry of Commerce for information.

2.   The interested officers of the Ministry who fulfill the eligibility criteria may forward their nomination, duly approved by their respective head of wing to HR-I section, seven (07) days before commencement of the training.

Encl: **<u>As above</u>**

(Muhammad Imtiaz)
Deputy Director (HR-I)

Database Administration
Ministry of Commerce
<u>Islamabad</u>

No.2(27-A)PPMI/PD/21-22   Islamabad, the 21st June, 2021

SUBJECT: **TRAINING COURSES FOR 1ST QUARTER (JULY-SEPTEMBER) 2021-22**

Dear Sir/Madam,   السَّلَامُ عَلَيْكُمْ

Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development and Special Initiatives, Government of Pakistan invites nominations of suitable officers in BPS-17 and above working on relevant assignments for the following courses to be organized during 1st Quarter (July – September) 2021-22.

S. No.		Course Name	Dates
1	*Theme*	*Project Planning and Management*	12-16 July, 2021
	Course	(PC I & II Preparation)	
2	*Theme*	*Performance Management in Public Sector*	28-30 July, 2021
	Course	Human Resource Management in Public Sector	
3	*Theme*	*Financial Management*	2-5 August, 2021
	Course	(Public Financial Management system)	
4	*Theme*	*Procurement and Contract Management*	10-13 August, 2021
	Course	(Public Procurement Policies and Rules)	
5	*Theme*	*Project Planning and Management*	25-27 August, 2021
	Course	(Monitoring and Evaluation Techniques)	
6	*Theme*	*Project Planning and Management*	01-03 September, 2021
	Course	(Project Appraisal and Risk Management)	
7	*Theme*	*Project Planning and Management*	13-17 September, 2021
	Course	(Complete Project Management Cycle)	
8	*Theme*	*Project Planning and Management*	22-24 September, 2021
	Course	(Project Planning & Scheduling)	

2.   It is clarified that no fee is charged from the Government officers. However, other expenditure to be incurred on travelling, boarding and lodging etc. of participants will be borne by the nominating Ministries/Divisions/Departments/Organizations.

3.   The nominations of relevant officers along with brief CV (one page) of the nominee(s) must reach PPMI at the earliest and no later than **(07 days)** before commencement of the training course through concerned Ministries/Divisions/Departments/Organizations. In case, more than one nominations are to be made for a training course by an organization, it must be clearly indicated as **Principal and Alternate Candidate.**

4.   • Please also ensure that necessary telephone contact number (including Mobile Number) and Fax/Email ID of nominee(s)/nominating agency and controlling officer are given in the covering letter enabling PPMI for prompt communication with the concerned. Brief contents of the training courses are overleaf in case of any clarification regarding it Ch. Sajid Ali (Programme officer), PPMI may be contacted at ppmicoordinator@gmail.com and on Ph: 051-9269769.

5.   The nominee should report to PPMI for participation in training course only after confirmation of his/her nomination by PPMI. Hostel facility is also available at PPMI on payment but requires prior booking to avoid inconvenience. Request for booking may please be sent along with nominations.

Yours sincerely,

(DR. MUHAMMAD ALI NOOR)
Director General, PPMI

DISTRIBUTION:
i.   Secretaries of Ministries/Divisions.
ii.   Chief Secretaries of Provinces/AJK/G.B
iii.   Additional Chief Secretaries of Provinces/AJK/GB.
iv.   Heads of Public Sector/Autonomous/Semi-Autonomous Organizations & Universities.
v.   Secretary, Planning and Development Department, Punjab, KP, Baluchistan, Sindh, GB, & AJK

BRIEF COURSE CONTENTS
1ST QUARTER (JULY- SEPTEMBER) 2021-22

Project Planning and Management
(PC I & II Preparation)

➢ Planning Machinery, Processes and Procedures in Pakistan
➢ Orientation on Project Preparation Document (PC-I)
➢ Project Documents preparation of PC-I & PC-II
➢ Role & Importance of Appraisal in Project Cycle Management
➢ Introduction to Project Appraisal concepts, tools and techniques
➢ Programme Evaluation and Review Technique (PERT)
➢ Approval of Project
➢ Financial/Economic/Unit Cost Analysis
➢ Logical Framework Analysis (LFA)and Risk Analysis
➢ RBM framework
➢ Determining RBM indicators

Financial Management
(Public Financial Management system)

➢ Overview of Public Financial Management
➢ Diagnosing strengths and weaknesses of PFM systems
➢ Pros and cons of PFM reforms and harmonizing/ aligning with donors requirements
➢ Reforms roadmap and management of reform processes
➢ Preparation of financial statement
➢ Interpretations the new PFM Act
➢ Case study of PIFRA
➢ Introduction to General Financial Rules (GFR)

Project Implementation
(Monitoring and Evaluation Techniques)

➢ Essentials of Monitoring and Evaluation (M&E)
  • M&E Overview
  • Main difference between monitoring and evaluation
➢ Designing & Implementing M&E System
  • Place of M&E in the Project Management Cycle
  • M&E Frameworks- Logical
➢ Performance Monitoring & Evaluation
  • Performance Indicators
  • Performance Monitoring and Evaluation
➢ Project Evaluation
  • Basic of Evaluation
  • Types of Evaluations
➢ Data Management And Information Use
  • Identifying types of Data
  • Data Collection & Analysis

Performance Management in Public Sector
(Human Resource Management in Public Sector)

➢ Framework of HRM in the Public Sector of Pakistan
➢ Developing job descriptions and KPIs
➢ Recruitment and selection process
➢ Training and Development of HR
➢ Performance Appraisal Process: tips for the supervisory officers
➢ Ethical dilemmas: misuse of resources, power and abuse
➢ Leave Rules and Retirement/Pension Rules
➢ How to frame, initiate, execute and report disciplinary proceedings?
➢ Identifying and Monitoring Key Performance Indicators (KPI's)

Financial Management
(Public Procurement Policies and Rules)

➢ Overview of Procurement Life Cycle
➢ Public Procurement Reforms / Regulatory Framework in Pakistan
➢ Public Procurement Rules 1-51
➢ Procurement Processes: Key Documentations, Tendering, Evaluation and awarding of contracts including Supplier Selection, Proposed Evaluation Contract Preparation, Bid Evaluation and Award
➢ How to develop TORs for hiring the services of consultants?
➢ Transportation Management in Contracting
➢ Procurement Guidelines in the Perspective of Foreign-Funded Projects
➢ Post – Procurement Reviews
➢ Bidding document preparations: Case study
➢ Letter of credits

Project Implementation
(Project Appraisal and Risk Management)

➢ Importance of Appraisal in Project Preparation Phase
➢ Project Cost Estimation
➢ Project Appraisal/CBA
➢ Project Economic Analysis
➢ Project Financing and Financial sustainability of projects
➢ Project Unit Cost Analysis
➢ Foundations of uncertainty and risk
➢ Risk Assessment, Mitigation and Management Techniques
➢ Project Risk and Sensitivity Analysis
➢ Feedback and Satisfaction Survey

Project Planning and Management
(Complete Project Management Cycle)

- Planning Machinery, Processes and Procedures in Pakistan
- Overview of Planning Commission's Documents (PC-I to PC-IV)
- Project Preparation & Design (PC-I & PC-II)
- Project Approval
- Project Execution / Implementation
- Project Monitoring & Control (PC-III A&B, Monitoring report, Project profile etc.)
- Project Closure (PC-IV)

Project Implementation
(Project Planning & Scheduling)

- Requirements Management
- Scope Management
- Time Scheduling
- Resource Scheduling
- Planning Tools & Techniques
- Resource Management
- Work Breakdown Structures
- Activity Sequencing & Dependencies
- Network Diagrams
- Activity Duration Estimating
- Schedule Development
- Gantt Charts including Tracking Gantt
- CPM and PERT