

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE**

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No. 5 (3)2022-Admn-I/HR-I

Islamabad, the 14<sup>th</sup> September, 2022

**CIRCULAR**

**SUBJECT: TRAINING COURSE FOR 2<sup>ND</sup> QUARTER (OCTOBER-DECEMBER) 2022-23**

Please find enclosed herewith a copy of self explanatory letter No. 2(27-A) PPMI/PD/2022-23 dated 1<sup>st</sup> September, 2022, received from Pakistan Planning and Management Institute (PPMI), on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested officers of the Ministry who fulfill the eligibility criteria may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section not later than (15 days) before commencement of training.

Encl: As above

(Aqsa Liaqat)  
Section Officer (HR-I)

✓ Database Administrator,  
Ministry of Commerce,  
Islamabad



## "CREATING EXCELLENCE"

GOVERNMENT OF PAKISTAN

MINISTRY OF PLANNING, DEVELOPMENT AND SPECIAL INITIATIVES  
PAKISTAN PLANNING AND MANAGEMENT INSTITUTE (PPMI)

PPMI Complex, Street. No. 1, Sector H-8/1, Islamabad. Tel: 051-9269883 Fax: 051-9269882

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No.2(27-A)PPMI/PD/2022-23

Islamabad, the 1<sup>st</sup> September, 2022

**SUBJECT: TRAINING COURSES FOR 2<sup>ND</sup> QUARTER (OCTOBER - DECEMBER) 2022-23**

Dear Sir/Madam,

السلامة والسلامة

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 2<sup>nd</sup> Quarter (October - December) 2022-23.

S. No.	Course Name	Dates
1	Macroeconomic Planning in Context of Pakistan	3-5 October, 2022
2	Projects on Result Based Management	12-14 October, 2022
3	PRIMAVERA (Project Management Software) (Only for Project Directors)	19-21 October, 2022
4	Project Life Cycle Management	24-28 October, 2022
5	Public Procurement Policies and Rules	1-4 November, 2022
6	PC-I Preparation	7-9 November, 2022
7	Project Contract and Procurement Management	15-18 November, 2022
8	Time Management	28-30 November, 2022
9	PRIMAVERA (Project Management Software) (Only for Project Directors)	7-9 December, 2022
10	Manual for Development Project	12-16 December, 2022

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 reaching PPMI for prompt communication with the concerned. The nominee should report to PPMI for participation in training course only after confirmation of his/her nomination by PPMI. 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. 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,

*Aliish*  
01/09/22

(DR. MUHAMMAD ALI NOOR)  
Director General, PPMI

**DISTRIBUTION:**

- Secretaries of Ministries/Divisions.
- Chief Secretaries of Provinces/AJK/G.B
- Additional Chief Secretaries of Provinces/AJK/G.B.
- Heads of Public Sector/Autonomous/Semi-Autonomous Organizations & Universities
- Secretary, Planning and Development Department, Punjab, KP, Baluchistan, Sindh, GE & AJK

## **BRIEF COURSE CONTENTS**

### **2<sup>ND</sup> QUARTER (OCTOBER – DECEMBER) 2022-23**

#### **Macroeconomic Planning in Context of Pakistan**

- Sectoral Classification of Economy – DGP Estimation in Pakistan, Data collection methodology & important sources of Sectoral data, Gross Value Addition (GVA) of different sectors & Sub-sectors, GDP(mp), DGP(fc), DGP at basic prices, GFCG, Change of Base, macroeconomic Framework
- Evaluation of Economic Vision, Plans & Strategies in Pakistan
- Inflation in Pakistan-CPI, SPI, WPI basket composition, coverage and methodology Analysis of rural, Urban, Food, Non-food and Core Inflation.
- Public Sector Development Programme (PSDP) formulation cycle, Project Approval process, scope and function of different economic forums like DDWP, CDWP, PDWP, ECNEC, NEC and CCL.
- Quantum Index of Manufacturing-Composition, weights, methodology, uses and drawbacks; Credit off-take, Energy use etc. as predictors of manufacturing activity
- Energy Economy Nexus-Electricity Market fundamentals, Demand Forecasting, Pricing, Renewable energy transition
- External Sector-Data Sources, Interpretations. Balance of Payment (BPM6) components-Difference between CIF & FOB data, Quantity & Price Effects FDI Remittances
- Fiscal Sector Accounting
- Monetary Statistics and Relevance with other sectors.

#### **Projects on Result Based Management**

- Overview of the Procurement Cycle
- Result based indicators
- SMART Indicator
- Designing and conducting RBM Monitoring
- LFA Model
- Place of M&E in the Project Management Cycle
- Overview of M&E System
- M&E Frameworks- Logical

#### **Project Life Cycle Management**

- Planning Machinery, Processes and Procedures in Pakistan
- Overview of Planning Commission's Documents (PC-I to PC-V)
- Project Preparation & Design (PC-I to PC-V)
- Project Approval
- Project Execution / Implementation
- Project Monitoring & Control (PC-III A&B, Monitoring report, Project profile etc.)
- Project Closure (PC-IV)
- Software in Project Management
- Project Appraisal Stages
- Financial/Economic/Unit Cost Analysis
- Logical Framework Analysis (LFA) and Risk Analysis
- RBM framework
- Determining RBM Indicators

#### **PRIMAVERA (Project Management Software)**

##### **Introduction to Primavera P6**

- Installation
- Showing welcome dialog box at start up
- Creating new enterprise
- Creating new project
- Opening a project

##### **Working on Primavera P6**

- Showing total length of project
- Edit relationships
- Modifying links
- Find total float
- Insert a new activity in between

##### **Managing resources using Primavera P6**

- Prerequisites for resources
- Changing project defaults
- Costing unit
- Material units

##### **Project costing using Primavera P6**

- Printing cash flow "S" curve
- Creating and assignment of cost accounts
- Assigning indirect costs

##### **Project tracking using Primavera P6**

- Progress calculation using activity steps
- EPS
- Layouts
- Filters
- Project reporting

#### **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

### PC-I Preparation

- Planning Machinery, Processes and Procedures in Pakistan
- Orientation on Project Preparation Document (PC-I)
- Project Documents preparation of PC-I
- 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

### Project Contract and Procurement Management

- 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

### Time Management

- Overview of time management (How good is your time management?, Getting started, Clearing the clutter, Time Management Worksheets)
- Objectives and Goals (Objectives - where do you want to be, Prioritizing activities - urgency and importance)
- Evaluate Current Usage of time (Keeping a time log, Identifying your personal time wasters, Dealing with interruptions)
- Organizing Your Work (Daily/weekly planning, Effective time management systems, The Action Priority Matrix)
- Delegation (Leadership and Time Management, How to delegate effectively, Developing your staff, Different styles for different people)
- Continuous Improvement (Developing and maintaining your time management habits, Managing interruptions, Managing disorganized people)
- Managing Time and Multiple Priorities (Handle multiple and conflicting priorities Deal with tight deadlines and stress, Learn to avoid over-commitment, Utilize time management shortcuts to work smarter)

### Manual for Development

- Objective of the development Manual
- Why the need for the manual?
- Expected Outcomes
- Schematic framework of planning approaches
- Annual Plan /PSDP
- Provincial Annual Development Plan
- Life Cycle Framework for Managing projects
- Intelligent Project Automation System
- Project Identification Process
- Project financing Modalities
- Discussing Key Components of PC-I & II
- Requirements for preparation and submission of PC-I and PC-II forms
- Preparation and Revision of PC-I & II
- Project Appraisal, An overview
- Appraisal steps
- Best Practices and common mistakes in Appraisal
- Project appraisal and Risk Assessment in Project
- Project Approval process and procedures
- Procedures for meeting of various forums
- Special instructions for DDWP
- Procedure for approval of programmes and loans and budget support
- Financing and financial management of foreign loan
- Project implementation
- Role of sponsoring and implementing agencies
- Financial management (Release and expenditure)
- Project Monitoring
- Monitoring and Evaluation of PSDP Project
- Project Methodology
- Project Completion
- Project Operational and Financial Closure
- Responsibility and Procedure for Project Closure
- Project closure document (PC-IV)
- Project Evaluation
- Difference between Monitoring and Evaluation
- Pre-requisites for Evaluation and Evaluation Indicators
- Evaluation Feedback and lesson Learning