

**Bangladesh Skills for Employment and productivity (B-SEP) Project
Draft Minutes of the Project Monitoring and Coordination Committee (PMCC)**

Meeting # 15

Date: 9th August 2017, Time: 10:00 a.m.

Venue: Conference Room, DTE, Agargaon, Dhaka

Agenda:

1. Welcome by NPD, DG DTE Mr. Ashok Kumar Biswas and by B-SEP Project CTA Mr. Kishore Kumar Singh
2. Review of the last PMCC meeting decisions and actions taken
3. Updates of project activities
4. Request for letters to be sent to five institutions for NTVQF planning
5. Status of replication of Employment Support Service and PPP
6. Inter-project coordination committee at DTE and a proposed workshop to promote replication of B-SEP successful practices
7. Any other business
8. Date of the next PMCC meeting
9. Closing

Discussion of the 15th PMCC Meeting:

1. Welcome

The National Project Director (NPD) of B-SEP and Director General (DG) of Directorate of Technical Education (DTE), Mr. Ashok Kumar Biswas welcomed the members of the meeting.

He then requested Mr. Kishore Kumar Singh, Chief Technical Adviser (CTA) of B-SEP to proceed with the meeting.

2. Review of the last PMCC meeting decisions and actions taken

The last PMCC meeting minutes were reviewed by the members of the meeting.

Decision:

The meeting acknowledged the minutes of the last PMCC meeting as approved.

3. Updates of Project Activities:

Mr. Kishore Kumar Singh, Chief Technical Advisor, B-SEP Project was requested to present the progress of the project focusing on the major activities and achievements. He then requested the Advisors / Program Officers of the project to update the respective component's progress highlighting the key achievements against the targets of the project.

Component 1: Skill Funding, Planning and Support Services

Mr. Manas Bhattacharya, Specialist of Component 1 stated that NSDP 1st phase action plan monitoring report is approved, and NSDP phase 2 action plan developed and approved. In regard to 'employment services supported and enhanced through pilots in target sectors', the achievement in terms of number of beneficiaries has improved since the last PMCC meeting. However, the total project target is yet to be achieved. Employment support service contract to be established with one more institute. Research studies reports received by the NSDC Secretariat are under scrutiny of a high-level selection committee. The selection committee will decide which reports meet the quality standards for publication. DG, DTE informed the meeting that the screening committee had met the 8th August and selected the papers for publication. NSDC Secretariat will publish these papers within a month or two.

Component 2: CBT&A Quality and Relevance

The meeting was informed that the component 2 is providing technical support to strengthen the capacity of NTVQF cell of BTEB through training of officials. 25 officials have already been trained. The recruitment process is in progress for another 25 to achieve the target. The Project established 33 RTOs out of targeted 50, and the process to establish the remaining 17 RTOs is on. The established RTOs are conducting training programs for the managers, trainers and assessors. 716 persons have already been trained and training of remaining 284 is ongoing to attain the project target. Furthermore, they also need to deliver NTVQ programs and train 610 new market entrants out of which training of 260 is ongoing and will be over by Sept.). For the balance 350 to be trained, contract will be established and the training target will be achieved by June, 2018.

Component 3: Industry Skills Development

Mr. Tanjel Ahsan, Program Officer of the B-SEP project stated that they are giving more emphasis on Apprenticeship training in informal and formal sectors as the remaining targets are still high. Regarding 'strengthening recognition of prior learning (RPL)', 20 RPL centers have already been selected and contract is in progress to achieve the target by April 2018.

Update of activities for 2017–2018 were presented as follows:

- The Ceramic ISC is being supported to train 1,400 apprentices, implement workplace learning program and establish Center of Excellence.
- The project is supporting Pharmaceutical ISC to train 600 apprentices, implement workplace learning program and establish Center of Excellence.
- The project is supporting a2i programme and other NGOs to train 3,600 apprentices in informal sector and train 1605 apprentices in Agro food, Furniture and Tourism and Hospitality sectors.
- Contract is in progress with BTEB to certify 2,000 industry workers through RPL in 20 RTOs.
- Support to relevant industries is being sustained to implement factory based productivity development programs and for promoting SIYB.

Component 4: Improved Access to Skills

Mr. Nuruzzaman, Program Officer of the B-SEP project informed the members of the meeting that target regarding skills development of the disadvantaged persons in 'non-traditional occupations for women' has already been achieved. The technical and entrepreneurial skills training of the disadvantaged persons for self-employment including in green jobs and specific programs (skills development / self-employment) for the persons with disabilities are progressing towards achieving the target by December 2017.

Status of the activities for the period of 2017-2018:

- More than 300 persons, out of targeted 400 (women-80% & men-20%) in 'non-traditional occupations for women' have been trained.
- Preparation is on for organizing training programmes on promoting gender equality in skills development for vice principals / chief instructors of TVET institutes of DTE.
- A guideline on gender equality and diversity for TVET institutes of DTE has been developed
- Approx. 200 out of targeted 360 persons with disabilities have been trained.
- Support is being continued to strengthen BBDN activities.
- Approx. 400 out of targeted 550 persons for self-employment including in green jobs have been trained.

4. Request for letters to be sent to five institutions for NTVQF planning:

In the last PMCC meeting it was decided that DTE would issue letters to the five institutes (Cox's Bazar Polytechnic Institute, Bandarban TSC, Moulavi Bazar TSC, Dhaka Polytechnic Institute and Graphics Art Institute) explaining them how to start NTVQ courses on a regular basis from the existing revenue budget of the Government. All these institutes have piloted NTVQ level 1 under the B-SEP Project. As there is no scarcity of the fund under revenue budget, these institutes can start these courses and meet the raw material costs from the current revenue budget allocation if they want.

Decision:

Mr. Jahangir was requested by the DG to write letters to these five institutes explaining the principles of NTVQF budgeting using the existing accounting codes of the revenue budget of the Government.

5. Status of replication of Employment Support Services and PPP

Mr. Manas Bhattacharyya, Specialist, B-SEP project conveyed that the Project is following the model of utilizing the staff already trained in career guidance in some of the piloting TVET institutes to conduct career guidance sessions in other TVET institutions. For the time being Mr. Bhattacharyya requested DG, DTE to authorize Mr. Shahin Mojahadi, junior instructor of Bangladesh Institute of Glass & Ceramics to conduct career guidance sessions on selected days in the Dhaka Polytechnic Institute and BKTTTC at Chittagong. DG, DTE agreed to support such initiative and asked Mr. Bhattacharyya to write a letter addressed to the DTE specifying the schedules of engagement for which Mr. Mojahadi has to be authorized for conducting career guidance sessions for the teachers and the students.

Mr. Bhattacharyya thanked DG, DTE for agreeing to address the experience sharing workshop on PPP being organized by the B-SEP Project on 17th August at TTTC, Dhaka.

Decision:

Mr. Bhattacharyya to write a letter requesting DG, DTE to authorize Mr. Shahin Mojahadi, Junior Instructor to conduct career guidance sessions in Dhaka Polytechnic Institute and BKTTTC, Chittagong.

6. Inter-project coordination committee at DTE and a proposed workshop to promote replication of B-SEP successful practices

Earlier the B-SEP project requested DTE to facilitate the process of setting up an inter-project coordination mechanism in order to bring synergy and good coordination among the skills development projects under DTE to avoid duplication of activities. As such, a date could be fixed for organizing a meeting for inter-project coordination.

Decision:

The inter-project coordination meeting will be held on 28th August, 2017 at 10:00 am at DTE conference room.

7. Any other business:

The meeting was informed that Mr. Rezwanaul Haque of DTE has been appointed as a focal point in the DTE for the B-SEP project.

(i) Joint monitoring and visits to pilot institutes:

The DG DTE suggested that monitoring and field visits to the piloted institutions could be done jointly by the project and DTE, and these visits should be pre-planned ones. The CTA, B-SEP project stated that a formal checklist has already been developed for monitoring purposes, which will be approved by country office of the ILO. This would make the process of monitoring more accurate to determine whether the implementation of contract is happening in the proper manner. However, the project is now using component-wise own monitoring tool / checklist.

Decision:

- (a) DTE will engage one officer from their project for a period of nine months for monitoring, supervision and supporting project activities.
- (b) Monthly or quarterly mission plan on visits will be prepared.

(ii) Training workshops on research methodology for 75 participants

Mr. Bhattacharyya informed that the B-SEP project will organize three training workshops of five days each on research methodology in TTTC Dhaka. Each training workshop will be of 25 participants each leading to a total of 75 participants. Mr. Bhattacharyya informed that he had already provided Mr. Jahangir a list of 109 participants already trained in the NSDCDS, who have to be excluded in this training.

Decision:

Mr. Bhattacharyya and Mr. Jahangir were requested to sort out the details about the workshops.

(iii) Determining the list of the RTOs and monitoring their activities:

The DG DTE asked for the total number of the RTOs in public sector related to the project that are responsible for RPL. He stated that to execute the project plan successfully by achieving the target within the scheduled period of time, monitoring of the project activities in the institutions has become essential. He assured that the targets will be attained by the 31st of December 2017, and he will personally look into this matter.

Decisions:

- (a) The DG DTE will send letter to the listed govt. RTOs to complete RPL program within the 31st of December 2017.
- (b) Project will send the selected names of RTOs to draft letters and design programs for RPL for these institutes.

(iv) Seek endorsement of pilot institutions for Agro food sector:

Mr. Kishore Kumar Singh, CTA-BSEP project has sought endorsement of Dhaka Polytechnic Institute for training on 'food safety and hygiene' and one ISC approved private institution, such as - Bengal Meat / Kazi Farm / Golden Harvest etc. for 'poultry and meat processing'.

Decision:

This proposal was approved by the DG DTE.

(v) ToT on gender equality and diversity:

The CTA, B-SEP project informed the meeting that the ToT on gender equality and diversity will be conducted for vice principals / chief instructors of TVET institutes / managers / trainers of B-SEP partner organizations during September-November 2017 by the organization named Bangladesh Nari Progati Sangha (BNPS) that has been engaged by the project. This training will be conducted in four batches for DTE in Dhaka, Chittagong, Khulna and Bogra consisting of total 118 participants and one in Dhaka for the partner organizations.

Decision:

The dates of the training along with the venues and other logistics will be fixed in joint consultation of the project and DTE.

(vi) Organizing Seminar to Disseminate Disability Inclusion related Initiatives taken by DTE and its TVET Institutes to other concerned Ministries / Departments and other Stakeholders

As discussed earlier, the Project (component 4) intends to engage an organization (Dhaka Polytechnic Institute) to organize a seminar to disseminate the initiatives taken (and to be taken) by DTE on disability inclusion at DTE and its TVET institutes to other concerned ministries / government departments and other stakeholders.

Decision:

The seminar will be held by the mid-October, 2017 at IDEB auditorium, Kakrail.

(vii) Research and knowledge management centre and the budget thereof

The DG, DTE observed that the research and knowledge management centre has not yet been established in the TTTC. Mr. Manas Bhattacharya mentioned that the specifications of design have been given to DTE for approval. For this centre, the Project-budget is posing a serious constraint, especially due to significant shrinkage in resources available to the Project due to the exchange-rate erosion between Canadian dollar vis-à-vis US\$. Given the budget constraint, the DTE was requested to cost-share some of the expenditure involved. The DTE could agree to provide only one air-conditioner from their budget. Approval of the DTE of the floor design was requested.

The CTA, B-SEP project mentioned that with the limited budget the project is not able to provide for more than 12 computers. The DG, DTE mentioned that this research and knowledge management cell should be an exemplary one and the DG is planning to get it inaugurated by the Minister of Education. It will be a hall-mark of the ILO contribution in Bangladesh. He earnestly requested that the number of computers should increase to 25. He mentioned that he has an ambitious plan to utilize the research and knowledge management cell and bring out quality publications from this cell.

Decision:

DTE agreed to provide one air conditioner, and the project will provide 25 personal computers for the research and knowledge management centre / cell.

(viii) Two workshops on SDG and National Skill Development Action Plan

Mr. Manas Bhattacharyya informed that two consultation workshops will be proposed to the CEO of NSDC on how NSDP and SDG can be synergized. In this workshop, the Project wants to address major skill ministries. CEO's agreement with the proposal is awaited. The DG DTE welcomed the idea.

Decision:

The DG DTE agreed to engage with the Project on arranging the workshops.

(ix) Approval of pilot institutions for training in the Agro-food sector

Project sought endorsement of pilot institutions for conducting the NTVQF level-1 programme on 'Food Safety and Hygiene' and 'Poultry and Meat processing' under Agro-food sector. The Project proposed Dhaka Polytechnic Institute to deliver training in Food Safety and Hygiene and ISC Agro-food sector in approved private TVET institutions.

Decisions:

PMCC members endorsed the Dhaka Polytechnic Institute to deliver training in 'Food Safety and Hygiene' and Bengal meat / Kazi Food / Golden Harvest to deliver 'Poultry and Meat processing' training programmes.

9. Date of next PMCC meeting

Next PMCC meeting will be held on 9th October 2017 at 10 am.

10. Closing

The PMCC meeting ended with a vote of thanks from the chair.

(signed/-)
Ashoke Kumar Biswas
Additional Secretary (Technical),
TMED, Ministry of Education, and
Director General (Additional Charge)
Directorate of Technical Education (DTE) and
National Project Director of B-SEP Project
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Memo No: 37.03.0000.050.14.006.15 (Part-2)-1155

Date: 17/09/2017

Distribution (Not According to Seniority):

1. Secretary, Technical and Madrasah Education Division, Ministry of Education, Paribahan Pool Bhaban, Bangladesh Secretariat Link Road, Dhaka.
2. Secretary, Planning Commission, Sher-E-Bangla Nagar, Dhaka.
3. Secretary, Economic Relations Division, Sher-E-Bangla Nagar, Dhaka.
4. Secretary, Implementation, Monitoring and Evaluation Division, Sher-E-Bangla Nagar, Dhaka.
5. Mr. A B M Khorshed Alam, Chief Executive Officer (Additional Secretary), National Skills Development Council (NSDC) Secretariat, Telecom Training Centre (1st Floor), Tejgaon Industrial Area, Dhaka-1208.
6. Chairman, Bangladesh Technical Education Board, Sher-E-Bangla Nagar, Agargaon, Dhaka-1207.
7. Md. Mizanur Rahman, Director (P & D), Directorate of Technical Education, Dhaka-1207.
8. Mr. Shamim Ahmed Khan, Joint Chief, SEI Division, Planning Commission.
9. Mr. Khandker Ahsan Hossain, Joint Chief, GED Division, Planning Commission.
10. Dr. Nurul Islam, Director (Training), Bureau of Manpower Employment and Training (BMET), 89/2 Kakrail, Dhaka.
11. Deputy Chief, TMED, Ministry of Education, Government of Bangladesh, Bangladesh Secretariat, Dhaka.
12. Mr. S M Shahjahan, Deputy Director, Bangladesh Technical Education Board, Sher-e-Bangla Nagar, Dhaka.
13. Mr. Jewel Rana, Assistant Director, IMED.
14. Md. Nazrul Islam, Assitant Chief, Planning Section-1, TMED, Ministry of Education, Bangladesh Secretariat, Dhaka.
15. MS. Riful Jannat, Senior Development Advisor, B-SEP Projcet, ILO Skills Programme Office, IDB Bhaban (Ground Floor), E/8-A, Begum Rokeya Sharani, Sher-e-Bangla Nagar, Dhaka.
16. MS. Khadija Khondoker, Programme Officer, ILO Country Office for Bangladesh.
17. Assistant Director/Project Officer (P & D), Directorate of Technical Education, Agarogaon, Dhaka.
18. *officer-in-charge, ICT Cell (with request to publish in the website).*


17.09.2017
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