

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
স্থানীয় সরকার, পল্লী উন্নয়ন ও সমবায় মন্ত্রণালয়  
পল্লী উন্নয়ন ও সমবায় বিভাগ  
প্রশাসন শাখা-১  
www.rdc.gov.bd

স্মারক-৪৭.০৩১.০২৫.০০.০০.০১৩.২০১০(অংশ-৬)/১৪০৮

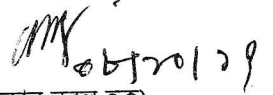
২৩ আশ্বিন, ১৪২৪ বঙ্গাব্দ  
তারিখঃ -----  
০৮ অক্টোবর, ২০১৭ খ্রিস্টাব্দ

বিষয়ঃ Invitation to CIRDAP-NIRD & PR Collaborative International Training Programme on  
“Geospatial Information Management in Rural Development”, 13-22 November 2017,  
India.

সূত্রঃ TF.174-NIRD-2017-1163, তারিখঃ ১৭/০৯/২০১৭।

উপর্যুক্ত বিষয়ে CIRDAP এর সুদ্রোক্ত পত্রের ছায়ািলিপি অত্রসাথে প্রেরণ করা হলো। উক্ত কোর্সের বিপরীতে উপর্যুক্ত প্রার্থী মনোনয়ন প্রদানপূর্বক সংযুক্ত জীবন বৃত্তান্ত ফরম ২০১৪ (২নং বাছাই কমিটির জন্য যা ইতোমধ্যে প্রেরণ করা হয়েছে, উক্ত বাছাই কমিটির ফরমে অবশ্যই ইংরেজীতে নামের বানান ও পদবী উল্লেখ করতে হবে) পূরণ করে আগামী ০৮/১০/২০১৭ তারিখের মধ্যে এ বিভাগের প্রশাসন শাখা-১ এ প্রেরণের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য নির্দেশক্রমে অনুরোধ করা হলো। নির্ধারিত তারিখের পর প্রাপ্ত কোন মনোনয়ন গ্রহণযোগ্য হবেনা।

সংযুক্তিঃ বর্ণনা মোতাবেক।

  
(খন্দকার নুরুল হক)  
সিনিয়র সহকারী সচিব  
ফোনঃ +৮৮-০২-৯৫৭০৬৪৬  
(e-mail: a\_sec\_1@ymail.com)

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নয়)ঃ

- ১। মহাপরিচালক, বিআরডিবি, ঢাকা।
- ২। এ বিভাগের সকল কর্মকর্তা (আগ্রহী কর্মকর্তাদের আবেদন করার জন্য অনুরোধ করা হলো)।
- ৩। নিবন্ধক ও মহাপরিচালক, সমবায় অধিদপ্তর, ঢাকা।
- ৪। মহাপরিচালক, বার্ড, কুমিল্লা/আরডিএ, বগুড়া/বাপার্ড, গোপালগঞ্জ।
- ৫। ব্যবস্থাপনা পরিচালক, বাংলাদেশ দুগ্ধ উৎপাদনকারী সমবায় ইউনিয়ন (মিল্ক ভিটা), তেজগাঁও, ঢাকা।
- ৬। ব্যবস্থাপনা পরিচালক, ক্ষুদ্র কৃষক উন্নয়ন ফাউন্ডেশন (এসএফডিএফ), পল্লী ভবন (৭ম তলা), ৫, কাওরান বাজার, ঢাকা।
- ৭। ব্যবস্থাপনা পরিচালক, পল্লী দারিদ্র্য বিমোচন ফাউন্ডেশন (পিডিবিএফ), হাউজ নং- ০৫, এভিনিউ-০৩, হাজী রোড, রূপনগর, মিরপুর-২, ঢাকা।
- ৮। সিস্টেম এনালিস্ট, পল্লী উন্নয়ন ও সমবায় বিভাগ। (ওয়েব সাইটে প্রকাশের জন্য পত্রটির কপি প্রেরণ করা হলো)।



# CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC

(An Inter-Governmental Organization for prosperous Rural Communities)

TF 174 -NIRD-2017- 1163

17 September 2017

The Honorable Ms. Mafruha Sultana  
Secretary (in charge)  
Rural Development and Cooperative Division  
Ministry of Local Government, Rural Development and Cooperatives  
Government of the People's Republic of Bangladesh  
Bangladesh Secretariat, Dhaka-1000, BANGLADESH

১০৭০ ২২/০৭/১৭

১. প্রধানমন্ত্রীর কার্যালয়	২. স্বরাষ্ট্র মন্ত্রণালয়
৩. স্বা.স.স. মন্ত্রণালয়	৪. স্বা.স.স. মন্ত্রণালয়
৫. স্বা.স.স. মন্ত্রণালয়	৬. স্বা.স.স. মন্ত্রণালয়
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৯. স্বা.স.স. মন্ত্রণালয়	১০. স্বা.স.স. মন্ত্রণালয়
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১৯. স্বা.স.স. মন্ত্রণালয়	২০. স্বা.স.স. মন্ত্রণালয়
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২৯. স্বা.স.স. মন্ত্রণালয়	৩০. স্বা.স.স. মন্ত্রণালয়

১৭/০৯/১৭

Dear Madam,

Subject: Invitation to CIRDAP – NIRD&PR Collaborative International Training Programme on “Geospatial Information Management in Rural Development”, 13-22 November 2017, India

Greetings from CIRDAP!

The Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP) and the National Institute of Rural Development and Panchayati Raj (NIRD&PR) are organizing an international training programme on ‘Geospatial Information Management in Rural Development’ from 13-22 November 2017 at Hyderabad, India. The training is sponsored by the Ministry of Rural Development, Government of India, for the year 2017-18, as a kind gesture for regional cooperation for sharing experiences among CIRDAP member countries of Asia-Pacific.

You are requested to nominate three or more suitable candidates for the training, and send to CIRDAP secretariat by **15 October, 2017**. CIRDAP will select one candidate according to eligibility criteria. As preparatory work takes considerable time, we request you to expedite selection process and send the nomination within the due date. Respected ministry and CIRDAP link institute can directly send their nomination to CIRDAP secretariat. A training brief is attached as an annex-1 for details.

Training participants are requested to prepare a country paper and a power point presentation on ‘The Current Status of Geographic Information System (GIS) and Geospatial Information Management (GIM) in ... (name of their respective country)’, and submit both files to [submissiontocirdap@gmail.com](mailto:submissiontocirdap@gmail.com) by **01 November 2017**. The contents of country paper and presentation guideline is attached under section-14 of the training brief.



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Therefore, it's an earnest request to your high office to nominate candidates according to criteria and sent to these email: [dg@cirdap.org](mailto:dg@cirdap.org); [training@cirdap.org](mailto:training@cirdap.org) by 15 October, 2017. You have to send nomination through an official letter along with filled in participant profile form (annex-2). Participant profile form should be filled in by Nominee. No form of self-nomination will be accepted.

For further clarification, please liaise directly with Ms. Elora Sharmeen, Programme Officer, Training e-mail: [training@cirdap.org](mailto:training@cirdap.org); [elora@cirdap.org](mailto:elora@cirdap.org); Mobile: +88-01817123583; Phone: +880-2-9558751, Ext 209; Fax: +880-2-9562035, 9571880.

I look forward to your favorable consideration.

Yours sincerely,

Tevita G. Boseiwaqa Taginavulau  
Director General

Enclose: As stated.

CC: Mr. M. Maududur Rashid Safdar  
Director General  
Bangladesh Academy for Rural Development (BARD)  
Kotbari, Comilla, **BANGLADESH**

Mr. Nazimuddin Chowdhury  
Secretary  
Energy & Mineral Resources Division,  
Ministry of Power, Energy and Mineral Resources, **BANGLADESH**

Mr. Md. Anwar Hossain  
Secretary Incharge  
Ministry of Science and Technology, **BANGLADESH**

Mr. Reshad Md. Ekram Ali  
Director General (Additional Charge)  
Geological Survey of Bangladesh (GSB)  
Energy & Mineral Resources Division  
Ministry of Power





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Annex-1

TRAINING BRIEF

17 September 2017

1. Training Code TF-174-NIRD-2017
2. Training Title CIRDAP-NIRD Collaborative International Training Programme on Geospatial Information Management in Rural Development
3. Timing and Duration 13-22 November 2017 (10 days, excluding arrival and departure)
4. Venue NIRD& PR, Hyderabad, India
5. Implementing agencies  
Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)  
'Chameli House', 17 Topkhana Road,  
Dhaka-1000, Bangladesh  
Tel: +88-02-9558751, 9559686, 9586509, 9586510  
Fax: +88-02-9562035, 9571880  
E-mail: dg@cirdap.org; training@cirdap.org  
  
National Institute of Rural Development & Panchayati Raj (NIRD&PR)  
Rajendranagar, Hyderabad- 500 030, India  
Tel: +91-40-24008526  
Fax: +91-040-24016500, 24015277  
E-mail: rpachari.nird@gov.in ; madhavarao.nird@gov.in
6. Sponsoring agencies Ministry of Rural Development (MoRD), Government of India
7. Number of overseas participants Up to eighteen (18) qualified participants
8. Number of local participant Up to two (2) qualified participants
9. Closing Date for Nominations 15 October 2017
10. Objectives
  - a. To focus on the Asia Pacific trends of Geospatial Information Management (GIM) and to study the Geospatial Information Management best practices, pilot projects and programmes in India.
  - b. To identify the potential areas where the GIMS applications can play a key role in CIRDAP member countries from India's experiences.



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- c. To exchange ideas and experiences in formulating and implementing the GIM technologies, assess the feasibility of meeting the regional needs based on existing manpower, software, hardware and data availability and assess the training needs and resources requirements at the CIRDAP country level.
- d. To strengthen capacity building efforts of member countries through training to accelerate application GIM in the region to achieve SDGs.

### **11. Background**

GIM is proving as a very powerful spatial technology tool for understanding earth features, planning for resource optimization, generation of decision alternatives, real-time monitoring and a host of related work, which has great potential in disaster management. The GIM, has already created an enormous impact on virtually every field of activity that requires management and analysis of spatially distributed data. In particular, it has great potential to be the revolutionary technology to accelerate the sustainable development in the Asia-Pacific Countries.

GIM technology has proved its potential in effective planning, management, monitoring of development initiatives and policy support measures across the world. In the recent past, India and some other Asian countries in which GIM has emerged as an effective tool in designing rural development programmes, with focus on sustainable poverty reduction and environmental conservation. The importance of the spatial dimension in assessing, monitoring and modelling various issues and problems related to sustainable management of natural resources is recognized all over the world. GIM has become very important technology to decision-makers across a wide range of disciplines, industries, commercial sector, environmental agencies, local and national government, research, and academia, national survey and mapping organizations, International organizations, United Nations, emergency services, public health and epidemiology, crime mapping, transportation and infrastructure, information technology industries, GIS consulting firms, environmental management agencies, tourist industry, utility companies, market analysis and e-commerce, mineral exploration, etc. Many government and non-government agencies started to use spatial data for managing their day-to-day activities.

Some countries in the region have significantly progressed in this direction. This training is being organized to share smart and best approaches of GIM field, and strengthening capacity in member countries.

### **12. Scope and Methodology**

It is being felt that since poverty is still a big human problem, it requires proper integration of human, technological, and institutional interventions to ensure sustainable use of natural resources and the environment. In this respect, the GIM would play a potential role in promoting natural resource productivity for sustainable development for good governance and service delivery to the poor.

Training methods include a combination of lectures-cum-discussions, panel and case discussions, appropriate mix of various participatory training methods through mock exercises and audio-visual presentations, inter and intra group discussions and sharing of country experiences, group assignment and exercises. Field visit will be highly interactive and focus will be more on practical orientation. In addition, appropriate energizers, ice-breakers, etc., will be used in training programme.





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**13. Qualifications of Candidates**

The participants are expected to possess the following qualifications:

Current position	The participants are mid and senior level government officials, working under rural development and poverty alleviation, agriculture, geo information systems, and other relevant department of national and local government agencies.
Work experience	At least three (3) years of experience in the position described above.
Education	University degree or equivalent qualification from a recognized university/ institution.
Language	The training is conducted in English, and participants are frequently required to make oral and written presentations. They must therefore be proficient in spoken and written English.
Health	Participants to complete a number of individual and group activities, and strenuous fieldwork. It is therefore, recommended to the member countries, not to nominate candidates who are likely to suffer from physical and mental stress.
Age	Eligible candidate should be between 30 and 45 years of old.
Certificate	Participants are required to attend the entire training program to receive the CIRDAP-NIRD&PR certificate of attendance.

**14. Country Paper**

Training participants are requested to submit and present a country paper on '**The Current status of Geographic Information System (GIS) and Geospatial Information Management (GIM) in ... (name of their respective country)**'.

An ideal country paper should contents:

- a. **Governing structure** (a brief descriptions of specific ministry or government institute/s, who are responsible for cited issues);
- b. **Rules/ regulations/ policies /strategies** (a brief of existing rules- regulations- policies and strategies on cited issues);
- c. **Present practices** (a brief description on GIS-GIM activities undertaken by any ministry or institute or department or other government or non-government bodies);
- d. **Infrastructures and human resources** (a brief of current status of physical facilities- infrastructure, and current status of capable and potential man power);
- e. **Limitations, challenges and opportunities** (Participant will identify specific limitation- challenges- opportunities have in his/her own country's perspective); and
- f. **Way forwards** (Participant will point out his/her own idea to way forward of country's limitation- challenges and way of utilizing the opportunities. S/he will generate idea to use of GIS and GIM system for rural development and poverty alleviation).



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The country paper should be written on A4 size paper with 1" margin in all side, and maximum 3,000 (three thousand) words.

The participant also have to prepare a power point presentation based on their country paper. The presentation time for each paper will be five (5) minutes with another five (5) minutes Q&A session.

The country paper and the power point presentation to be submitted by **01 November 2017**. Both files should be renamed with training code, country and participant's name (eg. TF\_174\_NIRD\_2017\_Bangladesh\_Ahmed), and email to [submissiontocirdap@gmail.com](mailto:submissiontocirdap@gmail.com).

**15. Financial Arrangements**

**15 (i). To be borne by participants or participating countries**

- a. Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to USD10,000.00 for the entire duration of the training and travel. A copy of the travel insurance certificate must be submitted to the CIRDAP Secretariat before participation. Neither the CIRDAP nor the NIRD&PR will be responsible for any eventuality arising from accident or illness.
- b. All expenses related to visa fees and airport taxes.
- c. Any expenses incurred by participants for stop-overs on the way to and from the training venue, as well as for extra stay at the training venue before and/or after the official training period because of early arrival or late departure, for example, due to either limited available flights or any other reason.
- d. All other expenditure relating to travel within the applicant(s) country and in transit, miscellaneous expenses etc. will have to be met by the participant or their concern organization.

**15 (ii). To be borne by the implementing agencies (CIRDAP-NIRD&PR)**

- a. Per diem allowances and accommodation for up to 18 overseas participants and 02 local participants for up to eleven (11) days, at the rate to be specified later.
- b. All local implementation costs (venue, workshop facilities aid kit, local travel arrangements, etc.) for all participants.
- c. All assignment costs for resource persons.
- d. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and India.

**16. Actions by Member Countries**

- a. Each participating ministry or institute is requested to nominate three or more candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under section 13 above.
- b. No form of self-nomination will be accepted.





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- c. Please note that nomination of a candidate does not necessarily guarantee that s/he will be selected. Selection is at the discretion of the CIRDAP Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Non-selection, therefore, does not mean that the candidates concerned are not competent enough. Sometimes candidates are not selected because they are overqualified for a training.
- d. Each nomination should be accompanied by the necessary documents. A nomination lacking any of these documents may not be considered: one copy of the candidate's profile on the CIRDAP profile form along with a passport-size photograph. The profile form is given as an annex-2. The nomination documents should be sent to the Director General, CIRDAP Secretariat, Chameli House, 17 Topkhana Road, Dhaka-1000, Bangladesh (e-mail: dg@cirdap.org, training@cirpad.org, fax: 00-88-02-9562035, 9571880).
- e. The CIRDAP Medical Declaration Form: Every candidate must complete and submit a copy of the CIRDAP Medical Declaration form along with their nomination. Please note that all medical certification, by a licensed physician is required. The medical form is given as an annex-3.
- f. Member countries are requested to adhere to the nomination deadline given on page 1. The CIRDAP Secretariat may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the training.
- g. If a selected participant becomes unable to attend, s/he should inform to the CIRDAP Secretariat immediately and give the reason for withdrawal.

**17. Actions by the CIRDAP Secretariat**

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least three weeks prior to the start of the project.
- b. If some candidates fail to qualify or be unable to participate after selection, or if some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.

**18. Evaluation of Participants**

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the CIRDAP director concerned.

**19. Other issue**

Participants' are requested not to invite any family member or friend in the training venue, accommodation arrangement, during field trip, and other official programmes, without the approval by the Coordinator.

Elora Sharmeen  
Programme Officer, Training