

Policy/Guidelines and Procedures for Overseas Trainings and Visits

1 Introduction

Local Government Engineering Department (LGED) is a diversified and considered as one of the largest public sector development organizations of the country. LGED works in different domain of development arena of the country such as rural infrastructure, urban infrastructure, small scale water resources sector and social safety net or livelihood development projects. The Government also assigns infrastructure development of other ministries like Ministry of Agriculture, Ministry of Land, Ministry of Primary and Mass Education, Ministry of Environment and Forest, Ministry of Liberation War Affairs, Ministry of Chittagong Hill Tracts etc. During the last decade, the Government allocated 12-18 % of Annual Development Program budget to LGED. It is one of the most important segments of national budget and is gradually increasing with rapid economic growth and increase of ODA from many development partners. In 2017-18, the size of allocated budget of LGED was 1.8 Billion US\$. A major part of the budget is being spent in construction of rural/urban roads, bridges, primary school buildings, functional buildings of LGs, water resource management structures such as rubber dams, regulators, sluice gates, flood control embankment, drainage structures, canal etc. to boost up the rural and urban economy as well as to improve the livelihood of rural-urban people of the country.

With the progress in poverty reduction and economic growth of the country during the last decade, Bangladesh has developed its country vision towards transformation from a low income nation to the first stages of a middle income nation by the year 2021. At the same time, the country has developed different strategies for two digit economic growth. Capacity building at different sectors is one of the most prioritized strategies to achieve the vision. The best approach of capacity development of an organization is investment in human resources development through training.

The technical staff of the Local Government Engineering Department (LGED) are responsible to plan, appraise, design, construction and maintenance of infrastructures. The final output is the numerous numbers of infrastructures throughout the country that are considered as the infrastructures for nation building. These nation building infrastructures are deemed as national assets. Therefore, higher quality of construction works is strongly needed from the economic point of view and sustainability such as lifecycle cost and construction quality and safety is also vital. Higher quality of construction work needs adequate knowledge, skill and commitment of supervising engineers and also strong monitoring and construction management.

There are more than 10,000 technical officers and staff in LGED. Besides, LGED is entrusted to build the capacity of huge number of LGs elected functionaries including officers and staff. On the other hand, there is a remarkable number of contractors and masons that play important role in the quality control and sustainability of local level infrastructures. LGED is expected to develop the technical skill of these huge workforces so that they can deliver sustainable and quality infrastructures at local level. There are significant challenges of quality control of works at local level where skill is also a major concern. Therefore, training plays a vital role to fill the knowledge and skill gaps and contribute to sustainable improvement of infrastructures.

In order to be professionally competent, continuous domestic and overseas trainings are being provided to LGED staff from foreign aided project and GOB funded projects. Without having an overseas training policy within LGED, the overseas trainings are being provided haphazardly without objectivity. Due to absence of accurate data base and selection policy, some officials are getting repeated number of overseas trainings and some are not getting at all. Right kind of candidates is not selected for the appropriate course. As a result, the resources are being wasted and the trainings do not become useful for the organization. In order to avoid the above discrepancies, a rational overseas training policy needs to be developed within LGED to conduct the overseas trainings in a professional manner for the betterment of the organizations.

2 Types of Overseas Training Courses

The different foreign training programs are broadly of the following kinds on the basis of their duration and purpose:

- 1) Long Term Courses: The courses are designed for Master Degree and Advance Diploma for a particular thematic area, such as Master Degree and Post Graduate diploma course. Duration of the master degree may vary from 1-2 years whereas for post graduate diploma courses it may vary from 9-12 months.
- 2) Short Term Courses: Certified courses are considered as short term courses. These types of courses are designed for a particular subject matter and the trainees are expected to be competent on that subject matter after the training course. The duration of courses are designed for a maximum period of 6 (six) months.
- 3) Study Tour: The foreign tours are arranged to gather experience on particular subject/issues. The duration of study tour/visit will be for a maximum period of 2 (two) weeks.
- 4) Workshop/Seminar: To participate in the workshop or seminar on the particular subject generally organized by the development partners/UN organizations etc.

2.1 Master Degree and Post Graduate Diploma

This is long term course. Basic subjects of civil engineering have been included under this program. The duration of the course may vary from university to university depending upon the subject. The engineer having bachelor degree is the basic requirement of the course. Potential universities will be selected considering cost, time and other facilities. A few courses have been suggested as below:

- i.) Transport and Planning Transportation Engineering
- ii.) Geotechnical Engineering and Management
- iii.) Structural Engineering
- iv.) Building Engineering
- v.) Water Resources Engineering and Management
- vi.) Environmental Engineering /Environmental Engineering and Management
- vii.) Construction Management
- viii.) Remote Sensing and Geographic Information System
- ix.) Disaster Resilience and Sustainable Development
- x.) Urban and Regional Planning
- xi.) Management Information Technology/System
- xii.) Government Procurement Management
- xiii.) Road Engineering

- xiv.) Bridge Engineering
- xv.) Transport Economics

2.2 Certified Courses

This is short term course. The duration of the course may vary from 3-6 months. Potential universities will be selected considering cost, time and other facilities. A few courses have been suggested as below:

- i.) Construction, Engineering and Infrastructure Management
- ii.) Structural Engineering
- iii.) Transportation Engineering
- iv.) Water Engineering and Management
- v.) Remote Sensing and Geographic Information System
- vi.) Geotechnical Engineering
- vii.) Planning & Design of Small Scale Water Resources Structures
- viii.) Sanitation and Plumbing
- ix.) O&M of Construction Equipment
- x.) Pre-stressed Concreting
- xi.) Gender and Development Studies

2.3 Short Courses

This is also short term course of duration from few days to 2-3 weeks. These are customized courses will be set after discussion with potential universities A few courses have been suggested as below:

- i) Traffic Sign and Road Markings
- ii) Highway Maintenance
- iii) Asset Management
- iv) Water Resources Management
- v) Urban Waste Water Management
- vi) Solid Waste Management
- vii) GIS and Remote Sensing
- viii) Bridge Maintenance
- ix) Building Maintenance and retrofitting
- x) Knowledge Management
- xi) Urban Environment Management
- xii) Policy Development
- xiii) Leadership

2.4 Workshop/Seminar

This is also short term program of duration less than 15 days depending on course schedule, travel time etc.

3 Principles

The overseas training program shall be based on the following principles:

- i.) Training shall be seen as a sound investment in the developments of the department;
- ii.) Training needs shall be aligned to the objectives and priorities of the LGED and the sectors in general;

- iii.) There is equality of training opportunities and access for employees at professional levels;
- iv.) All training must be directed by a training plan. (Implementation plan);
- v.) Training program must be coordinated in such a way that they assist previously disadvantaged persons to overcome obstacles to their own development;
- vi.) Participants must take part in the training programs that are relevant to their functions;
- vii.) Participants should be selected based on merit and performance;
- viii.) Repetition of selection for a particular official will be discouraged;
- ix.) Training course will be designed as per the requirement of the organization;
- x.) On return, posting of the participants in the areas of specialization will be continued for at least 3 years so that he/she can contribute the organization with the learning;
- xi.) Course will be selected based on expense and duration of the course. There may be some institutions who may waive tuition fees. Approach of least cost and less duration may be looked into;
- xii.) Some of the training courses related to social, climate, environment, gender related subjects can be organized within the country and also in foreign countries if required;
- xiii.) Detailed information on foreign training program shall be kept in the data base.

4 Fund for Foreign Courses/training

There is no or little fund for foreign training/courses under revenue budget in LGED. But there are training fund under revenue budget for in-country trainings, workshop, seminar etc. Under development budget, there are also fund for local as well as foreign courses. These training fund under development project are generally channeled by the respective Project Directors. In development projects, project identifies foreign courses as per requirements of the project instead of global requirement of LGED. It has been agreed that global requirement of foreign trainings in LGED will be assessed, and project fund will be utilized for participants from both project and non-project area. If required participants from project area for such courses will be given priority. At present foreign courses are limited to study visit, workshop, seminar etc. but degree like master, post graduate degree, certified course etc. will be considered under projects in future. During preparation of project, it is suggested that Project Directors will discuss with Superintending Engineer (Training) in finalizing foreign trainings. The accumulated fund from several projects will be used by the CTU for implementation of foreign training courses. In the interim period, status of fund for foreign training will be checked with different on-going projects in LGED and Central Training Unit will harness the universities, institutes, courses, and even participants with the view of global consideration.

5 Eligibility for Nominations

All LGED Engineers appointed on regular basis shall be eligible for nomination provided that:

- a) The employees will have at least 2 (two) years of service length or permanent
- b) Relevant officials will be selected for the relevant training and their posting will be continued for at least 3 years so that he/she can contribute the organization with the learning.

- c) Candidates shall have within the prescribed age limit.
 - i.) For master degree course upper age limit shall be below 40 years as on nomination time,
 - ii.) For post graduate diploma and certified course upper age limit is 45 years as on nomination time,
 - iii.) There is no age limit for the short-term program such as short courses, seminars, visits, tours, symposia, conferences, workshops, etc.
- d) The participants who have already completed Master Degree or Post Graduate Diploma in overseas, they will not be eligible for study again in Master Degree or Post Graduate Diploma in foreign countries.
- e) The department shall ensure that the candidates who fulfill the specific requirement of a course as defined by the universities, such as academic background, experience, age, etc. are nominated. In case where no age limits have been specifically prescribed by the institutions, the above upper age limits shall apply.
- f) Female candidates will be given priority to balance gender equity.
- g) The officials having charge with departmental case or criminal case would not be eligible for the course.

6 Universities and Countries for Overseas Training

Appropriate universities/institutes will be selected at the time of offering the program. In selecting universities, it would be required to check language of course delivery.

For master degree and certified courses preference will be given in the universities/institutions located in the developed country, like United Kingdom, Netherland, Australia, New Zealand, Germany, Vietnam, India (IIT), Thailand (AIT), Malaysia (UM) etc.

Short courses or study tour/visit will be arranged in all countries preferably in India, Srilanka, Nepal, Singapore, Thailand, Vietnam, South Korea, Malaysia, China, Japan, Europe, USA, Africa, Australia, New Zealand etc.

There will be no confinement of countries for participants attending workshop/seminar in foreign countries except Israil.

7 Advertisement and Selection Procedure

A systematic procedure will be followed for selection of candidates for overseas training. As per scope, information of the training program will be circulated in the LGED web site as well as web mail mentioning courses to be offered. Interested candidates will submit their candidature in the prescribed form (Format A) to the Superintending Engineer (Training) through supervisor (Superintending Engineer). The supervisor (Superintending Engineer) will forward the application to SE (Training) with recommendation using format B. For M.Sc, diploma, certified and short courses shall be placed before the Provisional Selection Committee (PSC) for selection provisionally as per fixed criteria.

7.1 Provisional Selection Committee

There shall be a Provincial Selection Committee (PSC) as below for the purpose of selection of provisional nominees for overseas training, tours and visits.

- | | |
|--|-------------|
| - Additional Chief Engineer (HRD, QC & Env.) | Chairperson |
| - Superintending Engineer (Administration) | Member |

- Superintending Engineer (Planning)	Member
- Project Director, respective project sponsoring the program	Member
- Superintending Engineer (Training)	Member- Secretary

The Committee will recommend the provisionally selected nominees to the Chief Engineer, LGED for approval.

7.2 Interview

If required the Provisional Selection Committee (PSC) will arrange an interview for review of candidatures. The committee will assess the qualification, interest, English proficiency etc. The committee will also ensure that candidates who fulfill the specific requirement of a course, such as academic background, experience, age, etc., are nominated. The PSC will always propose 2 candidates for each position of study/visit.

7.3 Selection Criteria

The following criteria shall be considered while scrutinizing for selection of candidates by the PSC:

- i) **Education Background:** She/he has a good academic record and meets the minimum requirements for admission set by a training institution.
- ii) **Service Length:** Minimum 2 years of continuous service in the department is mandatory.
- iii) **Frequency of Visit:** A person will not be sent frequently. The persons who have not visited abroad earlier will be given more priority than who have visited earlier. At least three years frequency period will be followed for persons visited earlier, unless exceptional cases.
- iv) **Job Area:** The study direction/program is relevant to her/his current job, and/or will enhance her/his career prospects.
- v) **Interest on the Subject:** Employees must be in possession of scarce/critical/valued/specific skills and be able to transfer these skills to their colleagues
- vi) **Service Record:** Persons having good service records will be treated as preferred candidate
- vii) **Age Limit:** as specified above in article 4.
- viii) **Language:** Good English proficiency/IELTS score is mandatory for foreign training.
- ix) **Performance:** Employees must obtain either “performance above agreed standard” or an “outstanding performance” rating. Performance record using format B (attached) can be obtained from the supervisors (Superintending Engineers/Executive Engineers).

8 Authority for Approval

After detailed scrutiny by the PSC, a proposal will be sent to Chief Engineer, LGED for final approval. After approval of the candidates, it will be sent to the universities/institutes.

9 Legal Declaration

Candidates must submit a legal declaration jointly signed by candidate and his/her parent during nomination process mentioning that he/she will return and provide services to LGED on completion of the degree/visit. .

If an officer does not attend the course or withdraws his request at any stage after getting nominated for a course, he/she will be excluded from selection of foreign training for some period. The debarment will be for two years for a short-term training program and for three years for a long-term training program.

10 Feedback

On return, it is mandatory for the officers attending long term and short term programmes to give their feedback about the programme attended through presentation to the respective audience. Soft and hard copy of short program will need to be submitted to TU.

11 Role of Individual Participants

Each participant of the Overseas Training Programs has a responsibility towards his/her own self-development, which includes the following:

- Utilize fully the opportunities offered by the international training providers.
- Apply the newly acquired knowledge, skills and attitude to his/her work situation.
- Complete the contract forms prior to departure.
- Submit back to office reports upon return, indicating clearly how the newly acquired skills and knowledge will be implemented in the workplace as well as the time frame.

12 Notification of Foreign Trainings

The Planning Unit and the respective Project Director will inform the foreign Training provision to the Training Unit as soon as the project is approved. The Training Unit will prepare a training plan based on the DPP provision.

13 Processing and Management

The CTU will be responsible for all overseas training and visits. All correspondence with universities / institutions for the purpose of admission or with institutes/organizations/ departments etc. for the purposes of experience sharing visit or for attending seminar, workshop etc. will be made from the CTU. Selection and interview by the PSC, processing of file for departmental approval, issuance of GO from the ministry, purchase of air ticket and other works as necessary for the trip will be done from Central Training Unit.

Each Unit and project will submit their Foreign Training Road Map of Capacity Development plan to CTU. Finally, the CTU will prepare yearly Foreign Training Plan (FTP).

Short visit program i.e. seminar/workshops, study tours, visits, symposia, inspection, etc. whose duration is not more than 2 weeks may be processed directly from the Project with intimation to the CTU/PSC by the Project Director.

14 Data Management

The CTU will coordinate all the foreign trainings and maintain data base of foreign training including master degree, post graduate diploma, certified courses and even short courses and visits. Two types of data on foreign training will be maintained, one sorts of data will specify persons who have participated in the foreign courses and another sorts of data will identify advanced potential candidates for foreign courses. For this purpose of data base, a

format of foreign training will need to be filled in by the candidates just after return from abroad (Format B).

In addition, CTU will develop a list of potential candidates from concerned units who will be selected in shortest possible time for foreign training. In this regard, concerned unit will primarily propose a list of participants using format A.

15 Procurement Process

Different approaches may be followed in procuring foreign courses/training. The suggested approaches are -

- 1) Direct contact with the universities or specialized training institutes will be made by the CTU for implementation of the course/training under master, diploma and short courses. Direct contact will also be made in case of workshop and seminars. Participants will be selected as per guides and course will be implemented in the country where selected universities/institutions are located.
- 2) Appropriate vendor (service provider) will be selected (as per government policy) to identify universities/institutes for certain courses and visits. In such cases, country of study/visit, universities, course contents, duration etc. will need to be submitted by the vendors which shall be critically examined / checked by the CTU before submission to Chief Engineer for approval. Foreign training employing vendors is will gradually be reduced. In such cases, vendor has to submit a contract completion report after fulfilment of the degree.
- 3) Foreign training is very expensive. Some of the courses can be arranged within the country (Bangladesh) hiring expatriate resource persons/trainers who will conduct the course in Dhaka. Agreed wages, fees, accommodation, transport and freight will be given to the resource persons/trainers by the CTU on completion of the course.

Form A: Application Format for Foreign Training/Courses

SN	Name of Applicant	Designation	Place of posting	Mob no.	Date of birth	Date of Joining in LGED	Academic qualification	Present Job Area	Interest in subject	Service Record (ACR) for last 2 years	Proficiency in English language	Record of Foreign Visit (dates, duration, country, course title etc.)	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Form B: Format for Participant Assessment by the Supervisor (Superintending Engineer) (during submission of application)

SN	Name of Applicant	Date of birth	Mob no.	Place of posting	Designation	Selection Criteria (Grading scale @ 10 mark)					Remarks
						Professional Skill	Office Management skill	Time bound work	Sincerity and Integrity	Leadership quality	
1	2	3	4	5	6	7	8	9	10	12	13

Form C: Format for Foreign Training Information (after completion of course)

SN	Name of Person	Date of birth	Mob no.	Place of posting (at the time of training)	Designation (at the time of training)	Name of Project offering the program	Name of Program (MS/Diploma/Certified /Short course/ study visit/ seminar/workshop etc.)	Duration	Start Date	End Date	Name of Country	Organizing agency	Funded by	Expenditure (if known)	Remarks
1	2	3	4	5	6		7	8	9	10	11	12	13	14	15

