



Funded by
the European Union

ANNUAL TRAINING PLAN AND CALENDAR

2022-23

NOVEMBER 2022

Technical Assistance to Support the Implementation of
the PFM Reform Strategic Plan in Bangladesh



Financial Management Academy (FIMA)

Annual Training Plan and Calendar 2022-23



Financial Management Academy (FIMA)

NOVEMBER 2022

Preface

It gives me immense pleasure to write this prefatory note on the occasion of bringing out the Annual Training Plan and Calendar 2022-23 of Financial Management Academy (FIMA) for wider dissemination. This represents one of the key milestones delivered by the EU funded project titled Technical Assistance to Support the Implementation of the PFM Strategic Plan in Bangladesh.

Apart from presenting annual training plan and calendar for 2022-23, the brochure highlights the broad ranging training activities undertaken by FIMA for human resource development of Bangladesh Audit and Accounts Department. Up until the dissemination of training activities has been limited to FIMA and the Office of the Comptroller and Auditor General (OCAG) of Bangladesh. Now, with the publication of this brochure, all relevant offices of Bangladesh Audit and Accounts Department will get information about the training schedule of FIMA well ahead of time which will allow them to plan the release of their officials who will be selected for training. Secondly, the peer institutions will also get to know about the overall training modules being delivered by FIMA which may help avoid duplication of efforts and thus save time and resources.

I would like to take this opportunity to put on record my deep appreciation for the hard work undertaken by the FIMA faculty to give the Annual Plan a good shape. I would also like to convey my sincere thanks to the Training and Coordination Expert of the TA team who worked together with the FIMA faculty and gave consistent support.

The Annual Plan and Calendar is a living document. Any changes in the training plan and schedule will be duly reflected in the document as and when they take place.

Suggestions for improvement of the document are most welcome.

(Abul Kalam Azad)
Director General

Contributors

FIMA Team:

1. Mst Mahabuba Begum, Former Director (Training)
2. Md. Firoz Khan, Director (Administration)
3. Hia Paul, Director (Training)
4. Md. Abul Kashem, Deputy Director

EU TA Team:

Ranjit Kumar Chakraborty, NKE Training and Co-ordination,
EU Funded Technical Assistance to support the implementation
of the PFM Reform Strategic Plan in Bangladesh



Training for Development

Contents

1.	About FIMA	06
	1.1. Historical Background	06
	1.2. Organogram of FIMA	07
	1.3. Location	09
	1.4. Vision	09
	1.5. Mission	10
	1.6. Resource Pool	10
	1.7. Course Evaluation	10
2.	Physical and other Facilities	10



Training for Development

3. Training Courses Offered	11
3.1. Departmental training for BCS officers	11
3.2. Basic / Foundation Training	13
3.3. Orientation Training	14
3.4. Specialized Training	14
3.5. Continuous Professional Development (CPD) Training	14
3.6. Refresher course	15
3.7. Request courses	15
3.8. Training for overseas trainees	15
4. Training Methods	17
5. Workshops/Seminars on emerging issues	17
6. Publication of Journal	17
7. Networking with other training institutions	17
8. Training Plan 2022-23	18
9. Training Calendar	20
10. Conclusion	26

Annual Training Plan and Calendar 2022-23

1. About FIMA

1.1 Historical Background:

The Financial Management Academy (FIMA) was originally established as the Audit and Accounts Training Centre in 1962, to impart training to non-gazetted employees of different audit offices stationed in Dhaka under the control of the Comptroller and Auditor General (CAG) of the then Pakistan. After independence, the Training Centre was upgraded in 1974 as the Audit and Accounts Training Academy (AATA) to provide training to newly recruited officers of Bangladesh Civil Service (Audit and Accounts Cadre) along with other trainings.

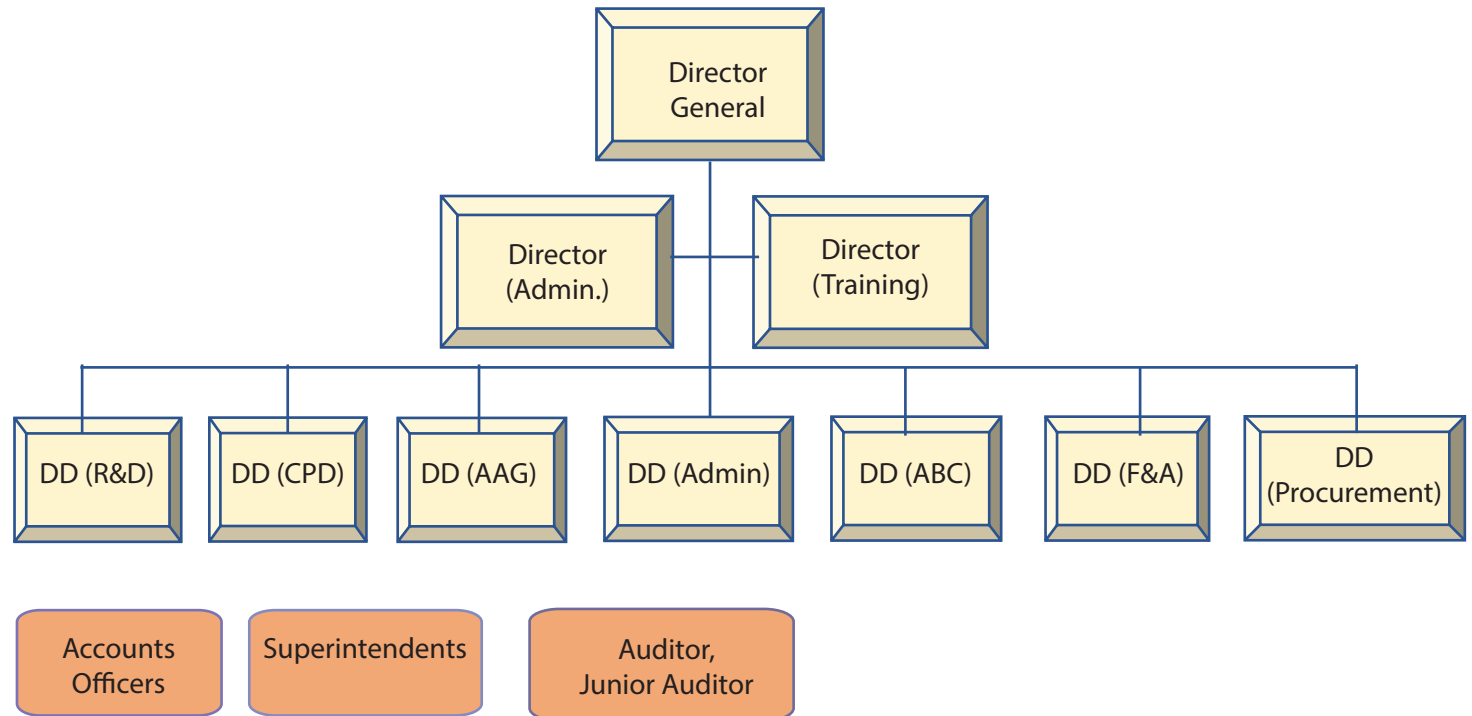
It was then headed by a director under the direct control of the OCAG of Bangladesh. Later, in 1997, considering its potential role in improving the public financial system of the country, the Audit and Accounts Training Academy (AATA) was elevated to Financial Management Academy (FIMA) as it is known today. Headed by a Director General, FIMA is the only training institute in the public sector which offers training on both the upstream and downstream activities of public financial management (PFM) including budget formulation, approval, execution, accounting and reporting and auditing.



FIMA Faculty at a Meeting

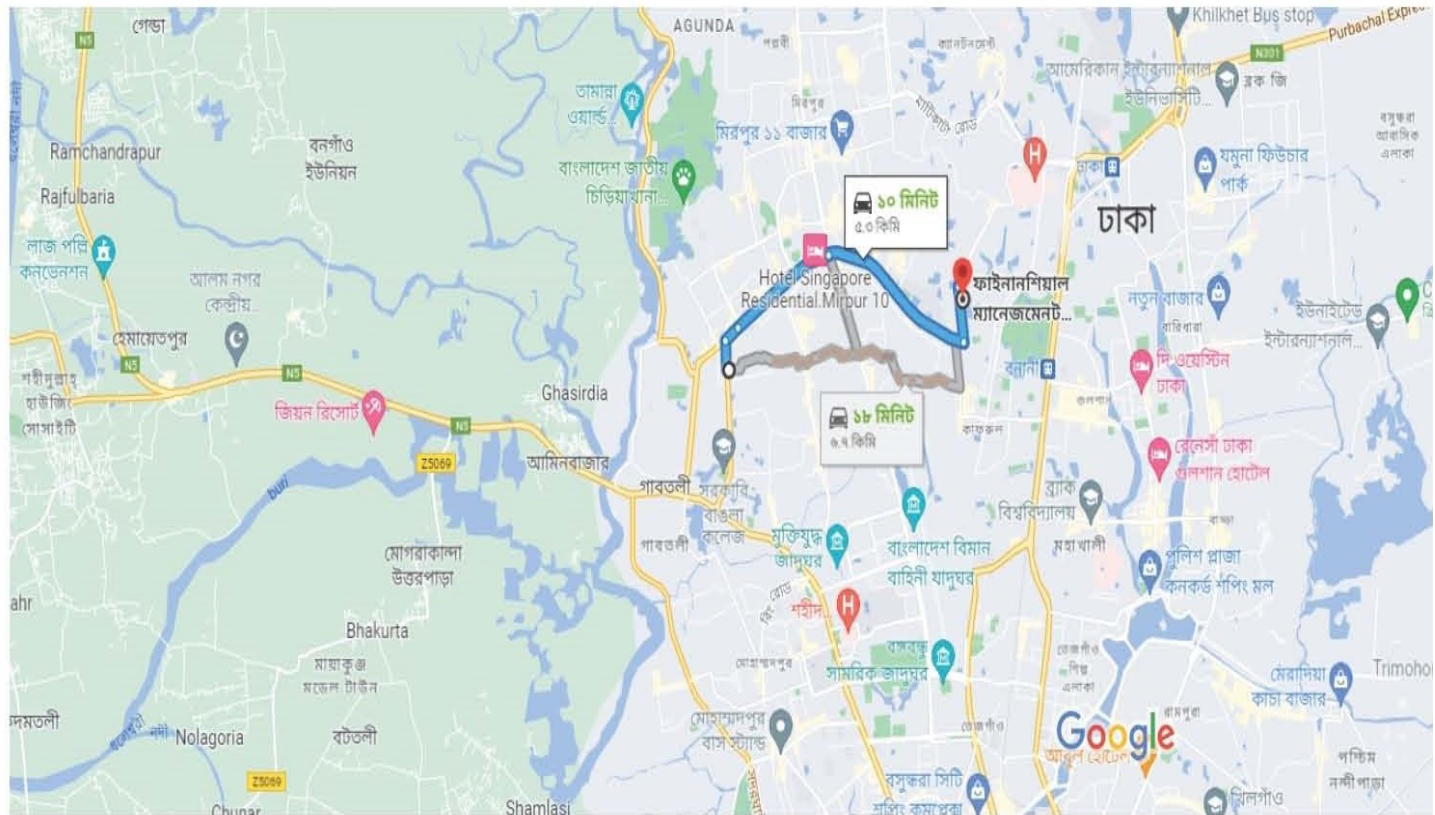
1.2 Organogram of FIMA:

FIMA is headed by a Director General who is supported by 2 (two) Directors, 7 (seven) Deputy Directors, 6 (six) Assistant Directors and 8 (eight) Audit and Account Officers at the managerial level. There are also 4 Superintendents and 3 (three) Auditors. Almost half of the personnel of FIMA are female. Nearly 16 percent of them belong to cadre service and the rest belong to non-cadre positions.



1.3. Location:

FIMA is located at A/7, Lalasarai, Mirpur-14, Dhaka-1216 -at the outskirts of the city.





Training for Development

1.4. Vision :

Building FIMA as a centre of excellence to develop professional competence of public servants for efficient management of resources.

1.5. Mission:

- (a) Building efficient and professional human resources through quality training and
- (b) Developing network with the peer (in-country and overseas) training institutions to exchange new and innovative ideas on emerging issues relating to Public Financial Management.

1.6 Resource Pool:

Since FIMA does not have any dedicated faculty, it draws trainers for different courses from the resource pool established in consultation with the OCAg. The members of the pool are selected against a set of criteria to ensure delivery of quality training.

1.7 Course Evaluation:

FIMA systematically evaluates the performance of the trainees and trainers against a set of criteria. On the basis of the feedback received from the course participants, FIMA reviews the contents of the training course delivered and changes the trainers.

2. Physical and other Facilities:

2.1. With well-equipped 9 classrooms (Both on-campus and off-campus) FIMA can host more than 300 trainees at a time. In addition, it has got 2 computer labs, 1 seminar room and 1 auditorium. As far as residential facility is concerned, presently, Dormitory-1 and Dormitory-2 can house 40 and 84 trainees respectively. It has a library on the ground floor where there is a rich collection of books, periodicals, journals, newspapers and magazines. There is a spacious reading room in the library where participants can read from 9:00 am to 9:00pm. The participants are allowed to borrow books of their interest from the library.

2.2. There is one computer lab in the academy housed on the 4th floor of the main building. An off- campus computer Lab is located at the 11th floor of Audit Complex, Segunbagicha. A payer hall is located on the ground floor of the main building for the participants. At the FIMA premises, there is a playground for outdoor games and sports and a space for indoor games. The residential participants can take part in games and sports for their recreation. There is 1 minibus for the trainees to commute from FIMA campus to different offices located in the city during their field attachment.

3. Training Courses offered

3.1. Departmental training for BCS officers:

FIMA provides a one-year departmental training for the newly recruited officers belonging to BCS: Audit and Accounts Cadre. This is a mandatory course for all cadre officers which is intended to provide trainings on public finance management system of the country together with the financial rules and regulations and the services rules applicable for the public servants. In addition, they are also given adequate exposure on the development and policy landscape of the country to make them capable of looking beyond the realm of their assigned tasks.





Honorable CAG Delivering Speech at the opening ceremony of Departmental Training course for AAGs (40th Batch)



Valediction Ceremony on the Closing of Departmental Training Course for AAGs (38th Batch)



Opening Ceremony of Departmental Training Course for AAGs (40th Batch)

3.2. Basic/Foundation training:

All newly recruited auditors and SAS-Apprentices are provided with foundation training on the basis of approved course curriculum. The duration of the foundation training for auditors is 4 weeks while that of SAS-Apprentices is 4 months.



Closing Ceremony of Auditors' Basic Course (CGDF Batch-4 & CGA Batch-2)



Group Photo of Auditors' Basic Course (CGA, Batch-1)



Group Photo of Auditors' Basic Course (CGDF)



DG, FIMA Giving Crest to the Trainees of ABC Course

3.3. Orientation training:

Orientation training is provided to those officials who are posted from one circle to another circle on promotion to the higher post. This training is designed to give them an orientation for one week about the workings of the circle where they have been posted.

3.4. Specialized training:

This training is offered by FIMA to give exposure to those officials who are assigned to tasks that call technical skills. The areas which fall within the remit of this training course include among others, procurement, iBAS++, audit in IT environment, revenue audit, infrastructure/works audit, audit of banking institutions, audit of insurance corporations, performance audit, financial audit of statutory public authorities and environment audit.



Group Photo of "On the Job Training on Financial Audit"

3.5. Continuous Professional Development (CPD) training:

FIMA offers this course to the officers of all grades belonging to Grade-3, 4 and 5, 6, 9, 10 and 11 as part of the process of keeping them updated on the changes that are taking place in the domain of public financial management.



DG, FIMA Giving Certificate to the Trainees of CPD Course



Group Photo of CPD Training Course for AAOs (Batch-1)

3.6. Refresher course:

FIMA organizes refresher courses for the participants to evaluate the effectiveness of the courses and sees to what extent the knowledge and skills are being applied in work places. This helps assess new and emerging training needs for redesigning the training curricula.

3.7 Request courses

FIMA offers tailor-made courses for other public sector organisations at their request throughout the year. It generally delivers courses on financial rules and regulations of the government.



Closing Ceremony of Capacity Building Programme on Institutional Governance for TVET Officials by ILO

3.8 Training for overseas trainees

FIMA organizes training for the overseas trainees at the request of relevant organisations on different topics. In the past, it facilitated and organized the procurement training of ITC ILO and UN for the last two years. In addition, FIMA has also gathered experience in providing training to the auditors of other SAIs like SAI Sri Lanka and SAI East Timor on government financial management. Recently, FIMA delivered online a training on Climate Performance Audit at the request of UNDP using the competent resource persons of FIMA's resource pool. As many as 17 participants from different SAIs of the Asia and Pacific Region participated in this training.

4. Training Methods

FIMA delivers its training through classroom lecture, case study, group discussion, brainstorming, group and individual assignments and quiz. Attachment of the trainees with different offices of the department is also an essential part of training.

5. Workshops/Seminars on emerging issues

To keep the participants updated about the leading contemporary issues, FIMA organizes extension lectures and invites relevant resource persons to offer talks.



Workshop On “Preparation of Training Materials”

6. Publication of Journals

FIMA publishes bi-annually a journal called “Public Financial Management Review”. Departmental officers and renowned professionals, academicians and researchers contribute to this journal.



Meeting of the Editorial Board of FIMA Journal

7. Networking with other training institutions

FIMA as part of its established training policy builds network with other in-country and overseas training institutions and continuously upgrades its training standards

8. Annual Training Plan for FY 2022-23

On the part of FIMA, delivering trainings to enhance the capacity of the officials working at various layers in the hierarchy of the department is a huge undertaking. This calls for charting a well-laid out training plan to be used to deliver training courses to the varied groups of trainees. In FY 2022-23, FIMA plans to offer the following training courses:

Training Plan for FY 2022-2023

Regular and Request Training Courses

SL. No	Name of the Training Courses	Number of the Trainee Batches	Number of Participants	Type of Training
1.	AAG Departmental Training Course	(1+1) =2	88	Residential
2.	SAS Apprentice Foundation Course	(1+2)=3	150	Residential
3.	Auditors' Basic Course	(7+7+11) =16	880	Non-residential
4.	SAS/SRAS Part-1	10	500	Non-residential
5.	SAS/SRAS Part-2	4	200	Non-residential
6.	Orientation Course (CGA+ CGDF + Audit Directorate)	3	150	Non-residential
7.	Request Training Course	8	200	Non-residential
Total=		46	2168	

CPD and Other Professional Courses

SL No.	Name of the training course	Number of batches	Number of trainees	Type of training
1.	CPD Training Course (Grade-3)	1	20	Non-residential
2.	CPD Training Course (Grade-4,5)	1	30	Non-residential
3.	CPD Training Course (Grade-6)	1	40	Non-residential
4.	CPD Training Course (Grade-9)	2	100	Non-residential
5.	CPD Training Course (Grade-10)	1	50	Non-residential
6.	CPD Training Course (Grade-11)	3	150	Non-residential
7.	Training on iBAS++	10	350	Non-residential
8.	CIPFA Professional Courses	2	50	Non-residential
9.	CISA Professional Courses	2	30	Non-residential
10	Training on e-Audit Module in e-gp System and AMMS software	5	300	Non-residential
Total=		28	1120	

Grand Total of Trainee Batches = 74

Grand Total of Participants = 3288

8. Training Calendar 2022-23

The planned courses for 2022-23 will be delivered according to the following calendar:

SL No	Name of the course	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		
Regular and Request Course															
1.	BCS Officers' Departmental Training	38 th batch													
								40 th batch							
									40 th batch						
										40 th batch					
											40 th batch				
												40 th batch			
													40 th batch		
														40 th batch	



Training for Development

SL No	Name of the course	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		
Regular and Request Course															
2	SAS-Apprentice Basic Training Course	B-2020													
			B-2020												
				B-2020											
									B-2022						
											B-2022				
												B-2022			
													B-2022		
3	Basic Training Course for Auditors (CAG)	B-3,4													
			B-5,6												
				B-7											

SL No	Name of the course	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		
Regular and Request Course															
4.	Basic Training Course for Auditors (CGA)				B-1,2										
							B-3								
								B-4							
									B-5,6						
											B-7				
												B-8			
													B-9		
														B-10	
													B-11		
5	Basic Training Course for Auditors (CGDF)				B-1										
						B-2,3									
							B-4,5								
								B-6,7							

SL No	Name of the course	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		
Regular and Request Course															
6.	SAS/SRAS Part-1			B-1											
					B-2										
							B-3								
												B-4			
													B-5		
														B-6	
															B-7
7	SAS/SRAS Part-2										B-1				
													B-2		
														B-3	
															B-4

SL No	Name of the course	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Regular and Request Course														
8.	Orientation Course for newly promoted officers									CGA				
											Audit Direct orate			
												CGDF		
9.	Training on Financial Management for FM Personnel of SEIP Project	B-6												
			B-7											
				B-8,9										
						B-11								
							B-12							
10.	ILO			B-1										
					B-2,3									
							B-4,5							
								B-6						



Training for Development

CPD and Other Courses

SL No	Name of the course	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		
11	CPD Course					G-3									
							G-4,5								
									G-6						
											G-9				
												G-9			
													G-10		
													G-11(2)		
												G-11			
12	Training on iBAS++						B-1								
									B-2						
											B-3,4				
												B-5,6			
													B-7,8		
														B-9	
													B-10		
13	CIPFA Professional Courses							B-1,2							
14	CISA Professional Courses									B-1,2					
15	Training on e-Audit Module in e-gp System and AMMS software									B-1 to 5					
Total Courses (No of Batches)		5	4	7	8	8	8	8	14	9	9	7	6		

9. Conclusion:

The annual training plan and calendar for FY 2022-23 is published for the convenience for the Heads of the Offices of the department. This will help them to plan ahead to avoid sudden disruption of work and select the trainees for the upcoming training courses well ahead of time and keep them ready for release when the training course will take place. Moreover, looking at the available training courses for the year, they will be able to decide which training courses are relevant for the officers and staff placed at their disposal. However, this is a living document and amenable to adjustments depending on the circumstances.



Group Photo of BCS (Audit and Accounts) AAGs (40th Batch)



Technical Assistance to Support the Implementation of the PFM Reform Strategic Plan in Bangladesh



Financial Management Academy (FIMA)