

NATIONAL INSTITUTE OF MANAGEMENT, KARACHI



24th SENIOR MANAGEMENT COURSE

(Monday, 27th August to Friday, 14th December, 2018)

SYLLABUS

Prepared by:

Training & Coordination Section, SMW,
Karachi

Issued by:

Coordination Wing, NSPP

LIST OF ABBREVIATIONS

<u>S#</u>	<u>Words</u>	<u>Abbreviation</u>	<u>S#</u>	<u>Words</u>	<u>Abbreviation</u>
1.	Analysis Paper	AP	25.	Lecture Discussion	LD
2.	Analysis Paper De-Briefing	APDB	26.	Local Visit – Field Research	LV -FR
3.	Certificate Award Ceremony	CAC	27.	National Management College	NMC
4.	Certificate Award Ceremony Rehearsal	CACR	28.	National Management Hall	NMH
5.	Chief Instructor	CI	29.	National Management Wing	NMW
6.	Computer Literacy	CL	30.	National School of Public Policy	NSPP
7.	Country Presentation	CP	31.	Presentation	P
8.	Computer	Cptr	32.	Panel Discussion	PD
9.	Course Review Committee	CRC	33.	Peer Rating	PrR
10.	Current Issue	CrI	34.	Post Visit Presentation	PVP
11.	Course Review Presentation	CRP	35.	Research	R
12.	Communication Skills	CSk	36.	Research Analysis Group	RAG
13.	Case Study Research	CSR	37.	Sunday	S
14.	Comprehension Test	CT	38.	Simulation Exercises	SE
15.	Directing Staff	DS	39.	Service Group Presentation	SGP
16.	DS (Training & Coordination)	DS (T&C)	40.	Syndicate Meeting	SM
17.	General Event	GE	41.	Seminar	Smnr
18.	Gazetted Holiday	GH	42.	Senior Management Wing	SMW
19.	Guest Speaker	GS	43.	Syndicate Room	SR
20.	Individual Research Paper	IRP	44.	Syndicate	Synd
21.	IRP Presentation	IRPP	45.	Synopsis	Synp
22.	Inland Study Tour	IST	46.	Tutorial Discussion	TD
23.	Joint Session	JS	47.	Workshop	W
24.	Lecture/Talk	L/T			

LIST OF ABBREVIATIONS OCCUPATIONAL GROUPS

<u>S#</u>	<u>Occupational Group</u>	<u>Abbreviation</u>	<u>S#</u>	<u>Occupational Group</u>	<u>Abbreviation</u>
1.	Azad Jammu & Kashmir Government	AJK	13.	National Accountability Bureau	NAB
2.	Commerce & Trade Group	C&T. Gp	14.	Pakistan Audit & Accounts Service	PA&AS
3.	Cabinet Division	Cbnt. Div	15.	Pakistan Customs Service	Pak Customs Service
4.	Ex-Cadre	Ex-Cdr	16.	Pakistan Administrative Service	PAS
5.	Ex - Cadre Railways	Ex-Cdr (Rlys)	17.	Provincial Civil Service (SG)Khyber Pakhtunkhwa	PCS (SG)KP
6.	Federal Board of Revenue	FBR	18.	Provincial Civil Service (EG)Khyber Pakhtunkhwa	PCS(EG)KP
7.	Foreign Service of Pakistan	FSP	19.	Provincial Civil Service Punjab	PCS. Pnjb
8.	Intelligence Bureau	IB	20.	Police Service of Pakistan	PSP
9.	Information Group	Info. Gp	21.	Provincial Secretariat Service Punjab	PSS Pujb
10.	Inland Revenue Service	IRS	22.	Postal Group	Pstl. Gp
11.	Inter Service Intelligence	ISI	23.	Railways Group	Rlys Gp
12.	Military Land & Cantonment	ML&C	24	Secretariat Group	Sectt. Gp

CONTENTS

<u>S#</u>	<u>Contents</u>	<u>Page #</u>
1.	Introduction	01
2.	Aim and Scope of Senior Management Course	02
3.	Block Study Hours	03
4.	Allocation of Time for Studies and Events	04
5.	Course Schedule	06
6.	Block Programme	07
7.	Module - 1: National Environment: Internal and External Dynamics (NE I &ED)	08
8.	Module-2: Impact of Diversity and Evolution of Pakistani Society on Administration and Service Delivery (ID&EPSA&SD)	14
9.	Module - 3: Economic and Financial Management at Operational Level (E&FM OL)	21
10.	Module - 4: Issues of Operational Effectiveness within Governance Framework (IOE &GF)	27
11.	Module - 5: Research Methodology & Its Application (RM&A)	33
12.	Module -6: Study Tours: Field Research (ST : FR)	36
13.	Module - 7: Information Technology Program (ITP)	39
14.	Simulation Exercises	41
15.	Case Studies Research	44
16.	Presentations and Miscellaneous Events	46

INTRODUCTION

1. In the following pages, the Syllabus of the **24th Senior Management Course** (Monday, 27th August to Friday, 14th December, 2018) has been outlined. It covers all aspects of the Course, including its Aim, Scope, Block Study Hours, Allocation of Time for Studies and Events, Course Schedule, Block Programme, General Events, all the seven Study Modules (including Study Tours), Presentations, Miscellaneous Events (including the Conduct of Syndicate Meetings, Communication Skills and Analysis Paper). Conduct of these activities has been explained in the Academic Guidelines and Administrative Instructions issued separately.
2. The aim of this handout is to familiarize the participants with the whole range of activities planned for them at the College. It is hoped that the participants will go through the Syllabus handout carefully and will keep consulting it through the entire duration of the Course.
3. Generally the class sessions at SMC would be conducted according to the timings given below. However, owing to certain compulsions these timings could be occasionally extended.

<u>S#</u>	<u>Days</u>	<u>Event</u>	<u>Timings</u>	<u>Hours</u>	
1	Monday To Friday	a	Research	0800-0900 hrs	1.0
		b	Class Activity	0900-1630 hrs (6 hrs), Tea Break 30 minutes Lunch Break 1 hour	7.5
		c	Total (a+b)		8.5
2	Saturday	Holiday / Research Day or as otherwise indicated (Above timings for 5 working days)			

24th SENIOR MANAGEMENT COURSE

AIM AND SCOPE

Aim:

To enhance the capacity of potential BS-20 officers for effective public service delivery.

Expected Core Competencies:

To achieve the course aim, Participants are expected to acquire the principal core competencies of evidence based decision making and problem solving to contribute significantly to the following:

- a. Assisting Evidence Based Policy Formulation
- b. Strategizing Policy Implementation
- c. Analyzing Qualitative and Quantitative data/information
- d. Managing all resources (tangible & intangible including knowledge)
- e. Team Building

Scope:

- a. Familiarize the participants with the **national environment** so as to understand the interplay of external and internal dynamics and their influence on governance in Pakistan.
- b. Develop participants' understanding of the **diversity in Pakistani society** (socio-cultural values, beliefs and attitudes) and its relevance to policy implementation and governance.
- c. Provide in-depth knowledge of **governance and administrative structures** of Pakistan along with relevant **policy processes and implementation strategies**.
- d. Enable the participants to apply concepts and techniques of **management, operational and technical** implementation in the Pakistani environment.
- e. Enhance participants' comprehension about operationalizing strategy.
- f. Equip participants with evidence based **research and analytical skills** for enhanced performance on the job
- g. Through Workshops, Seminars and other group activities enhance the capacity of the participants in the use of **Information Communication Technology** and making it an effective tool of analysis, interpretation, decision making and monitoring.

- h. Through **study tours**, expose the participants to issues and practical problems of the Pakistani society and state along with impact of various policies and management practices on the people of Pakistan.
- i. Facilitate participants' good health and introduce variety in their course routine through **co-curricular activities and sports**.

NATIONAL INSTITUTE OF MANAGEMENT

24th SMC: Monday 27th August to Friday 14th December, 2018

BLOCK STUDY Hrs

S. #	Working	Dates/Weeks / Days/Hrs
1	Participants Report for Registration	26 th August, 2018
2	Total Weeks	16 Weeks
3	Course Duration	110 Days
<u>Days Not Available (Holidays/Breaks)</u>		
4	a. Sundays	13 (Two Sundays for Simulation Exercises)
	b. Saturday	13 (Two Saturdays for Simulation Exercises)
	c. Gazetted Holidays Total 3 (one falling on Saturday)	03 = Ashura 21, 22 September, 2018 (one falling on Saturday) & Eid Milad-ul-Nabi 21st November, 2018
	d. Course Break = Total 03 days (1 Working Day)	03 = 1 One Working Day + Saturday & Sunday
5	Total Days Not Available = 29	29 (13 Sundays + 13 Saturdays + 02 Gazetted Holidays + 01 Break)
6	Working Days Available	81 (110 - 29)
Hours Available:		
7	a. Fridays = 15	15 x 5.5 = 82.5 Research 1.0 hrs (0800-0900) Session - 05.5 hrs (0900 - 1630) (Tea Break 30 minutes)+(1.5 hours Juma Prayer & Lunch Break)
	b. Other Days =66	66 x 6= 396 Research- 1.0 hrs (0800-0900) Session - 6 hrs (0900-1630) (Tea Break 30 minutes)+(1 hour Lunch Break)
8	Total Available Hrs	(82.5 + 396) = 478.5 hrs

ALLOCATION OF TIME FOR STUDIES & EVENTS

S#	Activities/Studies/Subjects	Study Events / Hours					Broad Total (Hrs)
		LD	PD	TD	W	Total	
	General Events						
1.	a. Inaugural Session (Inaugural Address & Welcome Address)					01/01	13
	b. Briefing by the CI, SMW					01/01	
	c. Presentation on NSPP by the Dean					01/01	
	d. Personal Introduction - Faculty & Participants					01/02	
	e. Presentation on Modules/Studies by respective Sponsor DSs					01/02	
	f. Assess your General Knowledge					01/01	
	g. Analytical Writing Test					01/01	
	h. Comprehension Test (Term Wise)					03/02	
	i. Lecture on Nutrition; Role of Life Style Modification in Health					01/02	
2.	Module - 1: National Environment: Internal and External Dynamics (NEI&ED)	12/25	03/7.5	04/06	-	19/38.5	183.5
3.	Module - 2: Impact of Diversity and Evolution of Pakistani Society on Administration and Service Delivery (ID&EPSA&SD)	13/25	04/10.5	08/12	-	25/47.5	
4.	Module - 3: Economics and Financial Management at Operational Level- (E&FM OL)	11/21.5	07/19.5	-	02/06	20/47	
5.	Module - 4: Issues of Operational Effectiveness within Governance Framework (IOE &GF)	06/12	02/5.5	-	06/33	14/50.5	
6.	Module - 5: Research Methodology and its Application	06/12	-	(Fasahat) (Part-I&II)/07	2/7	10/26	
7.	Module - 6: Study Tours: Field Research						47
	a. Inland Study Tour (IST)	-	-	-	-	01/33	
	b. Local Visit (LV - FR)	-	-	-	-	01/07	
	c. PVPs (LV) 02 hrs. + PVPs (IST) 04 hrs. = 06 Hrs	-	-	-	-	02/06	
	d. Briefings LV /FR & IST	-	-	-	-	02/01	

S#	Activities/Studies/Subjects	Study Events / Hours					Broad Total (Hrs)
		LD	PD	TD	W	Total	
8.	Module - 7:Information Technology Programme	1/2	-	-	1/6	2/8	8
		IT programme will run in afternoons (Mon -Fri) 1630 to 1800 Hrs					
9.	Simulation Exercises (SE)						111
	SE- 1	-	-	-	-	01/55	
	SE - 2	-	-	-	-	01/55	
	Briefing Simulation Exercises	-	-	-	-	02/01	
10.	Case Studies Research (CSR)						18
	CSR - 1	-	-	-		01/6	
	CSR - 2	-	-	-		01/6	
	CSR - 3	-	-	-		01/6	
11.	Presentation and Miscellaneous Events						56
	A. Presentations						
	• CrIPs (each 30 mins) Total 45 will be conducted in SMC class room	-	-	-	-	45/22.5	
	• SGPs (each 1 hr) Total 05					05/05	
	• IRPP's (each 50 minutes) Total 5	-	-	-	-	5/4.5	
	• IRP Consultation 1 st & 2 nd draft					10/20	
	• CRCP (2 hrs.) + CRC Discussion (02 hrs.)	-	-	-	-	02/04	
B. Miscellaneous Events							
• Analysis Papers (1x1.5 hrs+1x2.5 hrs+1x3 hrs)					03/07	27	
• Analysis Paper De-briefing (3x 0.5hrs)					03/1.5		
• Peer Rating (0.5+0.5+02.0)					03/03		
• Interviews with Faculty Advisors(02 hrs in each Term)					03/06		
• Certificate Award Ceremony , Rehearsal & Group Photographs					03/9.5		
Total Hours							489.5
Hours Available							478.5

Note: Current Issue, Service Group and IRP Presentations are planned as per total confirmed Participants of 24th SMC, Lahore till August 13, 2018.

COURSE SCHEDULE

<u>BREAKUP</u>				
<u>S. #</u>	<u>Terms</u>	<u>From</u>	<u>To</u>	<u>Duration</u>
1.	Arrival / Registration	-	Sunday 26 th Aug, 2018	1000-2200
2.	First Term	Mon 27 th August, 2018	Sunday 7 th October, 2018	06 Weeks
3.	Second Term	Mon 8 th October, 2018	Sun 11 th November, 2018	05 Weeks
4.	Third Term	Mon 12 th November, 2018	Fri 14 th December, 2018	05 Weeks
Total				16 Weeks

Course Break

<u>S. #</u>	<u>Terms</u>	<u>From</u>	<u>To</u>	<u>Detail</u>
1	Mid-Course Break	Saturday 27 th October, 2018	Monday 29 th October, 2018	03 Days 01 Working Day
Total				03 Days 01 Working Day

GAZETTED HOLIDAYS

Gazetted Holidays: 03 = Ashura 21 st & 22 nd September, 2018 (one falling on Saturday), Eid Milad ul Nabi 21 st November, 2018	02 Working Days
--	------------------------

MODULE - 1

NATIONAL ENVIRONMENT: INTERNAL AND EXTERNAL DYNAMICS

Sponsor ADS: Mr. M. Hanif Memon

MODULE - 1

NATIONAL ENVIRONMENT: INTERNAL AND EXTERNAL DYNAMICS

AIM:

To enhance participants' understanding of prevailing national, regional and global environment and its impact on internal and external dynamics of policy implementation and governance in Pakistan

SCOPE:

- Statecraft and Public policy formulation in the light of national purpose, interests, aims and objectives
- Relationships between state institutions as given in the Constitution and their role in policy formulation and implementation
- Interplay of internal and external factors and its impact on public policy formulation and implementation.

Summary of Events

<u>S. No</u>	<u>EVENTS</u>	<u>NUMBER OF EVENTS</u>	<u>HOURS</u>
1.	Lecture Discussion (LD)	12	25
2.	Panel Discussion (PD)	03	7.5
3.	Tutorial Discussion (TD)	04	06
	Total:	19	38.5

MODULE - 1
NATIONAL ENVIRONMENT: INTERNAL AND EXTERNAL DYNAMICS

Ref. #	TOPIC AND SCOPE	MODE	DURATION
1.01	<u>Public Policy – Formulation & Implementation</u> <ul style="list-style-type: none"> ● What is Public Policy? ● The Process of Formulation of Public Policy ● Factors required for implementation of Public Policy ● Issues in Public Policy Formulation and Implementation in Pakistan 	LD	02 Hours
1.02	<u>Internal Security Policy</u> <ul style="list-style-type: none"> ● Definition and parameters of Internal Security ● Security of Pakistan – issues and challenges ● Changing paradigms of Internal Security with special emphasis on Post 9/11 period ● Role and practice of state institutions in developing Internal Security Policy 	LD	02 Hours
1.03	<u>Foreign Policy of Pakistan</u> <ul style="list-style-type: none"> ● Determinants of foreign policy ● Salient features of Pakistan’s Foreign Policy since 1947 ● Foreign policy options in the changing regional and international scenario 	LD	02 Hours
1.04	<u>Pakistan: State and Society</u> <ul style="list-style-type: none"> ● Concept of State in modern discourse ● Relationship between State and Society – responsibilities and obligations ● Islamic perspective of State and its obligations ● Nature and direction of argumentation, deliberation and negotiation for managing State -citizen relationship in Pakistan, and the implications thereof 	LD	2.5 Hours
1.05	<u>Constitutional Framework Governing Pakistan</u> <ul style="list-style-type: none"> ● Role of Legislature, Executive & Judiciary in the Constitution ● Interpretation of the Constitution ● Judicial activism and its impact on governance ● Relationship amongst different Institutions of the State 	LD	02 Hours
1.06	<u>Impact of Governance on Service Delivery at the Federal- Provincial- Local Level</u> <ul style="list-style-type: none"> ● To have a Threadbare discussion on the contents of 1.07 LD& 1.08 PD 	TD	1.5 Hours

Ref. #	TOPIC AND SCOPE	MODE	DURATION
1.07	<p><u>Impact of Governance on Service Delivery at the Federal Level</u></p> <ul style="list-style-type: none"> • Service Delivery at the Federal Level • Inter-Provincial Coordination • Relationship between the Centre and Provinces in terms of Service Delivery • Functioning and Interaction with National and International NGOs 	LD	02 Hours
1.08	<p><u>Impact of Governance on Service Delivery at the Provincial and Local Level</u></p> <ul style="list-style-type: none"> • Post 18th Amendment scenario: Provincial capacities and improvement in governance- • Challenges in service delivery mechanism for health and education sectors • Local government system in Pakistan – a subject of experimentation in different periods • Current local government systems in Pakistan – a comparative study • Functioning & Interaction with National & International NGOs 	PD	2.5 Hours
1.09	<p><u>Terrorism, Violent Extremism and State Response</u></p> <ul style="list-style-type: none"> • Definition of Terrorism • Factors Contributing to Terrorism • Impact of Terrorism on Society and Economy • International Dimensions of Terrorism • Strategies to cope with the situation 	TD	1.5 Hours
1.10	<p><u>Terrorism, Violent Extremism and State Response</u></p> <ul style="list-style-type: none"> • Reasons of terrorism and violent extremism in Pakistan • Impact of sectarianism in Pakistan, especially in south Punjab • Strategies to cope with the situation, especially considering the soft and hard sides of terrorism and violent extremism • Legal framework (national & international) dealing with terrorism • Issues in compliance with international laws relating to terrorism • Discussion on current status and issues of curriculum development viz-a-viz extremism. • Evaluation of various strategies adopted, their effectiveness and status of implementation with special reference to the Role of NACTA 	PD	2.5 Hours
1.11	<p><u>Pak-India Relations</u></p> <ul style="list-style-type: none"> • United Nation’s Resolutions on the Kashmir Issue • Points of Determination in Kashmir Issue and Way Forward • Indus Waters Treaty • Irritants between the two countries on water issue 	TD	1.5 Hours

Ref. #	TOPIC AND SCOPE	MODE	DURATION
	<ul style="list-style-type: none"> Trade Related Issues Increasing Indian Role in the Region 		
1.12	<u>Pak-India Relations</u> <ul style="list-style-type: none"> Historical Perspective: A general overview Constitutional and legal frameworks governing AJ&K and Indian held Kashmir (IHK) Aspirations of the people of Kashmir Bilateral Trade; Challenges and Opportunities Transit Trade through Pakistan Analysis of SAFTA Way forward 	PD	2.5 Hours
1.13	<u>Water Resource Management</u> <ul style="list-style-type: none"> Challenges of water management in Pakistan National Water Policy 2017 Water uses and allocation of priorities Legal framework, governance and capacity issues in water sector Water as a Right 	LD	2.5 Hours
1.14	<u>Overview of Pakistan's Relations with Major Powers; USA and China</u> <ul style="list-style-type: none"> An appraisal of Pakistan's Foreign Policy since independence and the role of Major Powers (USA and China) Challenges in Foreign Policy Implementation Changing scenario in the region and role of major powers China's diplomatic and economic assistance to Pakistan 	TD	1.5 Hours
1.15	<u>Overview of Pakistan's Relations with USA and the Changing Dynamics</u> <ul style="list-style-type: none"> An appraisal of Pakistan's relations with USA since independence Changing scenario in the region and the role of USA Economic development in Pakistan and the role of USA The current status of Pak-US relations – options for Pakistan CPEC: A new bone of contention in Pak-US Relations 	LD	02 Hours

Ref. #	TOPIC AND SCOPE	MODE	DURATION
1.16	<p><u>Overview of Pakistan's Relations with China</u></p> <ul style="list-style-type: none"> • An appraisal of Pakistan's relations with China since independence • Changing scenario in the region and role of China • Role of CPEC in Economic Development of Pakistan • China's political and diplomatic support for Pakistan • Role of SCO in current scenario 	LD	02 Hours
1.17	<p><u>Pakistan's Relations with Afghanistan</u></p> <ul style="list-style-type: none"> • Current Afghanistan scenario and options for Pakistan. • Prospects of Iran-Pakistan pipeline and its political / economic implications • Increasing Indian role in Afghanistan and its impact on Pakistan • Cross-border safe havens of Terrorists • Issues of Pak-Afghan border management • Regional Trade and Security 	LD	02 Hours
1.18	<p><u>Pakistan's Relations with Iran & CARs</u></p> <ul style="list-style-type: none"> • Overview of Pakistan's relations with Iran and CARs. • Historical perspective of Pak-Iran-CARs relations. • Prospects of IP and TAPI pipelines and their political / economic implications for Pakistan • Impact of recent nuclear deal between Iran and the West on our relations 	LD	02 Hours
1.19	<p><u>Situation in the Middle East and its Impact on Pakistan</u></p> <ul style="list-style-type: none"> • Bilateral relations between Pakistan and countries in the Middle East • Regional issues and challenges • Latest developments in the Middle East • Policy options for Pakistan 	LD	02 Hours

MODULE - 2

"IMPACT OF DIVERSITY AND EVOLUTION OF PAKISTANI SOCIETY ON ADMINISTRATION AND SERVICE DELIVERY"

Sponsor ADS: Mr. M. Hanif Memon

MODULE - 2
**"IMPACT OF DIVERSITY AND EVOLUTION OF PAKISTANI SOCIETY
ON ADMINISTRATION AND SERVICE DELIVERY"**

AIM

To enhance Participants' Understanding of Socio-Cultural Values, Beliefs and Attitudes of Pakistani Society and their Relevance to Public Administration and Policy Implementation

SCOPE

- Sensitize participants about the diverse composition of Pakistani society & its influence on public service
- Create awareness about the internal dynamics of the four provinces, PATA, FATA, AJK & Gilgit -Baltistan and its impact on national harmony & service delivery
- Build capacity of the participants to implement plans and programs with reference to marginalized sections of the society
- Develop an understanding of social issues confronting the state and society

Summary of Events

<u>S. No.</u>	<u>Events</u>	<u>No. of Events</u>	<u>Hours</u>
1.	LD	13	25
2.	PD	04	10.5
3.	TD	08	12
	Total	25	47.5

MODULE - 2

"IMPACT OF DIVERSITY AND EVOLUTION OF PAKISTANI SOCIETY ON ADMINISTRATION AND SERVICE DELIVERY"

Ref. #	TOPIC AND SCOPE	Mode	DURATIO N
2.01	<p><u>Public Service: Ethics and Governance</u></p> <ul style="list-style-type: none"> • Public Service Ethics and Values in Pakistan and their Impact on Governance and Service Delivery • Ethics - definition and concept • Existing laws and regulations on ethics; are they adequate; their implementation status and way forward • Ethical values and practices - National and International perspectives • Promoting ethics in the public service / examples of a few countries 	LD	02 Hours
2.02	<p><u>Socio-Cultural Diversities within Punjab Province and their impact on Public Service Management</u></p> <ul style="list-style-type: none"> • To have threadbare discussion on the contents of 2.03 LD 	TD	1.5 Hours
2.03	<p><u>Socio-Cultural Diversities within Punjab Province and their impact on Public Service Management</u></p> <ul style="list-style-type: none"> • Enhance understanding of the nature of diversities in Punjab province • Issues emerging out of such diversities and their impact on public administration • How to address these issues with possible strategic options 	LD	02 Hours
2.04	<p><u>Socio-Cultural Diversities within Khyber Pakhtunkhawa and their impact on Public Service Management</u></p> <ul style="list-style-type: none"> • To have threadbare discussion on the contents of 2.05 LD 	TD	1.5 Hours
2.05	<p><u>Socio-Cultural Diversities within Khyber Pakhtunkhawa and their impact on Public Service Management</u></p> <ul style="list-style-type: none"> • Enhance understanding of the nature of diversities in KP, FATA, FR and PATA • Issues emerging out of such diversities and their impact on public administration 	LD	02 Hours

Ref. #	TOPIC AND SCOPE	Mode	DURATION
	<ul style="list-style-type: none"> • How to address these issues with possible strategic options • Enhance understanding of the nature of diversities in Khyber Pakhtunkhwa • Salient features of 31st Amendment Act, 2018 for merger of FATA with KP; Issues and challenges in smooth implementation of provisions of the Act • Issues and challenges in formulation and setting up of legal, economic and administrative infrastructures of governance and service delivery 		
2.06	<p><u>Socio-Cultural Diversities within Sindh Province and their impact on Public Service Management</u></p> <ul style="list-style-type: none"> • To have threadbare discussion on the contents of 2.07 LD 	TD	1.5 Hours
2.07	<p><u>Socio-Cultural Diversities within Sindh Province and their impact on Public Service Management</u></p> <ul style="list-style-type: none"> • Enhance understanding of the nature of diversities in Sindh province • Issues emerging out of such diversities especially urban rural and their impact on public administration • How to address these issues with possible strategic options 	LD	02 Hours
2.08	<p><u>Socio-Cultural Diversities within Balochistan Province and their impact on Public Service Management</u></p> <ul style="list-style-type: none"> • To have threadbare discussion on the contents of 2.09 LD 	TD	1.5 Hours
2.09	<p><u>Socio-Cultural Diversities within Balochistan Province and their impact on Public Service Management</u></p> <ul style="list-style-type: none"> • Enhance understanding of the nature of diversities in Balochistan province • Issues emerging out of such diversities especially Baloch identity and their impact on public administration • How to address these issues with possible strategic options 	LD	02 Hours
2.10	<p><u>Peculiarities of Politico-administrative Arrangements and Governance in Gilgit-Baltistan</u></p> <ul style="list-style-type: none"> • To have threadbare discussion on the contents of 2.11 LD 	TD	1.5 Hours

Ref. #	TOPIC AND SCOPE	Mode	DURATION
2.11	<p><u>Peculiarities of Politico-Administrative Arrangements & Governance in Gilgit - Baltistan</u></p> <ul style="list-style-type: none"> • Historical background of politico administrative setup in GB • Political and administrative reforms introduced in GB with special reference to GB Order 2018 and their impact on governance and service delivery • Political & economic peculiarities in GB & their impact on public service and development 	LD	02 Hours
2.12	<p><u>Socio-Cultural Diversities within AJ&K and their impact on Public Service Management</u></p> <ul style="list-style-type: none"> • To have threadbare discussion on the contents of 2.13 PD 	TD	1.5 Hours
2.13	<p><u>Socio-Cultural Diversities within AJ&K and their impact on Public Service Management</u></p> <ul style="list-style-type: none"> • Enhance understanding of the nature of diversities in AJ&K • Issues emerging out of such diversities and their impact on public administration • How to address these issues with possible strategic options 	PD	2.5 Hours
2.14	<p><u>Development of Arts & Literature and its Impact on Pakistani Society</u></p> <ul style="list-style-type: none"> • Challenges to the promotion and development of arts and performing arts in Pakistan • Perspective of literature in Pakistan: Its promotion and development • The impact of arts and literature in creating national harmony • How Government Officers can promote art and literature 	PD	03 Hours
2.15	<p><u>Human Rights & Minorities in Pakistan</u></p> <ul style="list-style-type: none"> • Issues of human rights in Pakistan • Human rights of religious minorities in Pakistan • War on terrorism and Human Rights abuses • Laws governing Human Rights, and status of Human Rights in Pakistan with reference to International scenario • The nature and type of minorities in the society • Legal Framework and institutional support for minorities • Strategies for the needs of minorities 	PD	2.5 Hours
2.16	<p><u>Women Empowerment and Gender Mainstreaming</u></p> <ul style="list-style-type: none"> • Gender equality and Mainstreaming in Pakistan • Legislation with regard to women empowerment & gender mainstreaming • Conceptualizing Economic Empowerment of women 	LD	02 Hours

Ref. #	TOPIC AND SCOPE	Mode	DURATION
	<ul style="list-style-type: none"> • Female labour force participation and its gainful employment • Gender disparity in public sector, especially in education and health sectors • Promoting Gender Sensitivity in the Workplace • Status of gender disparity in Pakistan with reference to international scenario • Future Policy Options 		
2.17	<p><u>Issues and Welfare of Children in Pakistan</u></p> <ul style="list-style-type: none"> • To have threadbare discussion on the contents of 2.18 LD 	TD	1.5 Hours
2.18	<p><u>Issues and Welfare of Children in Pakistan</u></p> <ul style="list-style-type: none"> • Child labour in different sectors of economy • Children issues i.e. Infant mortality, malnutrition, etc. • International commitments and national legislation with regard to child labour • National and international laws relating to welfare of children • Challenges to the implementation status of local and international obligations • Challenges of Special Education in Pakistan • Children issues i.e. Infant mortality, malnutrition, stunting, disability etc. • Future policy options 	LD	02 Hours
2.19	<p><u>Sustainable Urban Development and Eco Cities</u></p> <ul style="list-style-type: none"> • To have threadbare discussion on the contents of 2.20 LD 	TD	1.5 Hours
2.20	<p><u>Sustainable Urban Development and Eco Cities</u></p> <ul style="list-style-type: none"> • Level of urbanization and urban growth in the light of rural-urban migration • Socio-Economic Disparities between Rural & Urban Areas • Cities as center of growth and development • Challenges and issues in urban management i.e. shortage of services, housing including development of informal and unauthorized settlements, etc. • Past policies and their implementation • Challenges of equitable distribution of resources and their impact on living conditions • Future Policy Options 	LD	2.5 Hours

Ref. #	TOPIC AND SCOPE	Mode	DURATION
2.21	<p><u>Migration in Pakistan</u></p> <ul style="list-style-type: none"> • Recent trends and features of internal migration in Pakistan • Determinants of internal migration in Pakistan • Socio-Economic challenges of internal migration • Causes of internal migration and Government's response • Future of immigrant communities in Pakistan 	LD	02 Hours
2.22	<p><u>Environmental Management</u></p> <ul style="list-style-type: none"> • To understand the concepts of Environmental Management, Protection, sustainable development, ecology, biodiversity, pollution of natural elements and biological communities. • Waste water management and various steps and procedures of wastewater treatment • Laws to safeguard the environmental degradation, PEPA Act. • To develop understanding about the issues relating to environmental impact analysis (EIA) and environmental safeguard procedures (ESP) • To understand concepts and issues related to Natural Resource Management (NRM) especially in the context of Challenges posed by Climate Change. • Assessment of International Conventions on Environment to which Pakistan is a signatory Paris declaration 	LD	1.5 Hours
2.23	<p><u>Climate Change</u></p> <ul style="list-style-type: none"> • Definition, concept and history of Climate Change • Assessment of international Conventions on Climate Change to which Pakistan is a signatory • Adequacy of institutional arrangements and policy provisions dealing with Climate Change in Pakistan • Understand the dynamics of negotiating Pakistan's stance at international Fora • Relationship of Climate Change to social and economic development • Global debate on climate change 	LD	1.5 Hours

Ref. #	TOPIC AND SCOPE	Mode	DURATION
2.24	<p><u>Environment & Public Health</u></p> <ul style="list-style-type: none"> • Environmental hazards and their health impacts • Burden of environmental diseases and the health-environment poverty link • Concept of one health and Eco-health framework • Case studies of emerging and re-emerging diseases like malaria, dengue, chest diseases Asthma, TB, Heart diseases • Improving health and environment decision making process and policies and implementation of cross cutting programmes and projects 	LD	1.5 Hours
2.25	<p><u>Population Dynamics of Pakistan</u></p> <ul style="list-style-type: none"> • Size, structure and distribution of population in Pakistan • Socio-economic impacts of demographic change in Pakistan • Internal migration: patterns and implications • Inward and outward immigration in Pakistan and its implication 	PD	2.5 Hours

MODULE -3

ECONOMIC AND FINANCIAL MANAGEMENT AT OPERATIONAL LEVEL

Sponsor ADS: Mr. Ahmad Iqbal Shah

Module - 3

ECONOMIC AND FINANCIAL MANAGEMENT AT OPERATIONAL LEVEL

AIM:

To enhance comprehension of economic governance, concepts and issues, and enable the participants to use economic and financial instruments in analysis, interpretation and the implementation of policy.

SCOPE:

- Understanding broad micro and macro- economic concepts
- Examining macro- economic frame work and processes for growth and development
- Understanding the rationale and performance of Public Sector enterprises
- Role of Private Sector in economic growth
- Strategic appraisal of agricultural and industrial policies for economic growth
- Role of markets in influencing the policy making and its implementation.

<u>SUMMARY OF EVENTS</u>		<u>NUMBER OF EVENTS</u>	<u>HOURS</u>
1.	Lecture Discussion (LD)	11	21.5
2.	Panel Discussion (PD)	07	19.5
3	Workshop	02	06
Total:		20	47

Module - 3

ECONOMIC AND FINANCIAL MANAGEMENT AT OPERATIONAL LEVEL

Ref #	TOPIC AND SCOPE	Mode	Duration
3.01	<p><u>Basic Economic Concepts and Theories</u></p> <ul style="list-style-type: none"> • Micro and Macroeconomic concepts & applications • Concept of consumers and producers, supply and demand & its application • Concept of aggregate demand and supply, GNP, GDP & its application in economic governance 	LD	02+02=04 hours
3.02	<p><u>Economic Planning in Pakistan</u></p> <ul style="list-style-type: none"> • Development history of Pakistan • Understanding Macro economic planning and relevant issues like inflation, fiscal deficit, structural adjustment programs, balance of payment etc. • Role of foreign economic assistance • Poverty, population and development indicators • Opportunities created through CPEC and the challenges, if any • Post-18th Amendment Challenges & way forward strategies 	LD	02 hours
3.03	<p><u>Public Financial Management (PFM) at the Federal Level</u></p> <ul style="list-style-type: none"> • Overview of Public Financial management in Pakistan • Expenditure Budget and the basis of its allocation / reallocation • Taxation structure and its rationale at the Federal level • Role of Stakeholders in budgetary policy formulation (expenditure as well as taxation issues) • Challenges and strategy for improving the Public Financial Management (PFM) system 	PD	03 hours
3.04	<p><u>Taxation at the Sub-National levels</u></p> <ul style="list-style-type: none"> • Present taxation Structure at the provincial and district levels • Capacity and other operational level issues • Enhanced potential and responsibility after devolution under the 18th amendment • Issues with FBR (Overlapping / input tax adjustment etc, and how to resolve these) • Level of incentive or disincentive for enhancing revenues after the 7th NFC Award • Challenges and way forward under the devolved setup • Local resource generation 	PD	2.5 hours

Ref #	TOPIC AND SCOPE	Mode	Duration
	<ul style="list-style-type: none"> • Agricultural income tax potential and issues in its realization 		
3.05	<p><u>Role of International Financial Assistance in Pakistan's Economy</u></p> <ul style="list-style-type: none"> • Implications of Donor Assistance and Pakistan's Economic Development • Pakistan's Internal Dynamics and International Monetary Fund • Balance of payments, fiscal and structural reforms and sustainable growth - its concept and implications for the economy • Impact of Chinese development assistance under CPEC • Public Debt Management-Issues and Challenges 	PD	2.5 Hours
3.06	<p><u>Economic Development</u></p> <ul style="list-style-type: none"> • What is economic development? Theories of economic development • Basic Concepts of income inequality, poverty, population and various other development indicators applicable in governance • Defining and understanding rural poverty in Pakistan • Poverty in historical perspective • Effectiveness of poverty alleviation strategies, especially the BISP 	LD	02 hours
3.07	<p><u>Challenges to Agriculture in Pakistan</u></p> <ul style="list-style-type: none"> • Agriculture and livestock sectors as engines of growth • Challenges due to climatic changes and strategies for increasing productivity • Produce markets, support pricing and subsidies. Agricultural markets reform process • Significance of regulatory regime in Agriculture • Agricultural Research and Biotechnology for food Security • High value Agriculture; Dairy, sheep, cattle farming, edible oil, floriculture and horticulture • Prospects of foreign direct investment in agriculture sector 	PD	03 hours
3.08	<p><u>Industrial Development in Pakistan</u></p> <ul style="list-style-type: none"> • Evolution of Industrial Policy of Pakistan • Challenges of moving from low tech to high tech industry • Issues in ease of doing business. How can these be addressed? • Chinese investment in the CPEC projects and its impact on the industrial sector 	PD	2.5 hours

3.09	<p><u>Trade Policy & its Strategic Implications</u></p> <ul style="list-style-type: none"> • Challenges/opportunities for trade relations with regional trade blocks • Domestic commerce and its linkages with trade • Interface with WTO - our preparedness and implications • Strategies for increasing & improving trade • Efficacy of FTAs for Pakistan's trade • CPEC - Its future implications for Pakistan 	LD	2.5 hours
3.10	<p><u>The Dynamics of Energy Sector in Pakistan</u></p> <ul style="list-style-type: none"> • Dynamics, Potential and viability of various energy mix options through structural arrangements • IPP's & government's stance over circular debt • Energy governance structure and expertise • Challenges and strategies to address the energy crises • CPEC related energy projects - their contribution towards a balanced energy mix. 	LD	2 hours
3.11	<p><u>Understanding Financial Statements (Public Sector)</u></p> <ul style="list-style-type: none"> • International accounting standards and those followed in Pakistan • Types of financial statements used by the Public Sector; their statistical value and importance in facilitating the decision making • Legal requirements and actual practice, especially in the Public Sector • Hands on exercise on financial statements applications 	W	03 hours
3.12	<p><u>Understanding Financial Statements (Commercial)</u></p> <ul style="list-style-type: none"> • International accounting standards and those followed in Pakistan • Types of financial statements used by the Private Sector; their statistical value and importance in facilitating the decision making • Legal requirements and actual practice, especially in the Private Sector • Hands on exercise on financial statements applications 	W	03 hours
3.13	<p><u>Market Dynamics Influencing Policy and the Role of Regulatory Bodies</u></p> <ul style="list-style-type: none"> • Evolution and functioning of regulatory bodies • Cartelization and effectiveness of the regulatory framework in countering it. • Creating space for fair competition by removing market distortions • The role of regulatory bodies in public service delivery • Developing relationship between policy and implementation 	LD	02 hours

	<ul style="list-style-type: none"> • Example of one or more regulatory bodies would be discussed 		
3.14	<p><u>Political Economy of State - Market Relationship in Pakistan</u></p> <ul style="list-style-type: none"> • Regulatory Issues of capital markets including insider trading and brokerage firms in the market • Role of ECC of Cabinet in managing State - Market relations • Issues of Monopolies in Pakistan 	PD	03 hours
3.15	<p><u>State Owned Entities & Privatization process in Pakistan</u></p> <ul style="list-style-type: none"> • Rationale of SOEs in Pakistan - Their performance as economic entities; issues, challenges and strategies for improving their regulatory regimes • Prospects of Public- Private partnership in SOEs • Privatization - a measure of revenue generation • Does privatization lead to better management, in the greater public interest • Pakistan's privatization experience • Risks and counter measure strategy for adopting public private partnership and the international experience 	LD	02 hours
3.16	<p><u>Tourism Industry</u></p> <ul style="list-style-type: none"> • To understand Tourism as a major industry globally • Importance of Domestic Tourism • Impact of Domestic Tourism on the economy, culture and environment • Government's role as a partner in Tourism Development • Valuation of environmental resources 	LD	02 hours
3.17	<p><u>CPEC -An imitative of One Belt One Road (OBOR)</u></p> <ul style="list-style-type: none"> • Special Economic Zones - Industrialization • Economic Importance • Regional Integration • Skill Development • Financial Sustainability 	PD	03 Hours
3.18	<p><u>Services Sector Development in Pakistan-I</u></p> <ul style="list-style-type: none"> • Overview of the domestic Services Sector in Pakistan • Reform and Development needs of major Services Sector Markets in Pakistan, with specific reference to market failures in major Services Markets and the role of government 	LD	1.5 Hours

3.19	<p><u>Services Sector Development in Pakistan-II</u></p> <ul style="list-style-type: none"> • 'Services' Sector trade: Data and Conceptual issues • Evolving role of the Services Sector in the global economy, with particular reference to trading in major Services Sectors, WTO regime on Services and the implications of highly 'servitized and digitized manufacturing for international trade and development of developing countries • Pakistan's international trade in Services: potential and challenges • Outlining a Services Export Development Strategy for Pakistan 	LD	1.5 Hours
------	---	----	-----------

MODULE - 4

**ISSUES OF OPERATIONAL EFFECTIVENESS WITHIN GOVERNANCE
FRAMEWORK**

Sponsor: CI (Ms. Samina Intizar)

MODULE - 4

ISSUES OF OPERATIONAL EFFECTIVENESS WITHIN GOVERNANCE FRAMEWORK

AIM:

To equip the participants with tools in the critical areas of operational management so as to develop their capacity for effective public service delivery within the governance framework

SCOPE:

- Capacity building through skill enhancement to implement evidence based policy, and measure its outcomes
- Familiarize the participants with the role of the Government and the private sector in the process of Policy Implementation
- Sensitize the participants with the need for integration of institutional effort for effective operational management
- Role of civil servant as a leader/manager for decision making and problem solving

SUMMARY OF EVENTS

<u>S. #</u>	<u>EVENTS</u>	<u>NUMBER OF EVENTS</u>	<u>HOURS</u>
1	Lecture Discussion (LD)	06	12
2	Panel Discussion (PD)	02	5.5
3	Workshop (W)	06	33
	Total	14	50.5

MODULE - 4
ISSUES OF OPERATIONAL EFFECTIVENESS WITHIN GOVERNANCE FRAMEWORK

Ref. #	TOPIC AND SCOPE	Mode	Duration
4.01	<u>Stress Management</u> <ul style="list-style-type: none"> ● Definition and Theoretical Framework of Stress ● Causes & Impact of Stress ● How to deal with personal and job related stress ● Significance of work life balance ● Importance of Psycho - Social Health as a Key Element of Leadership and Change Management 	Workshop	04 Hours
4.02	<u>Strategy Implementation</u> <ul style="list-style-type: none"> ● Strategic management – conceptual framework ● Defining goals, reviewing gaps, identifying strategic alternatives and defining strategic options ● KPIs (Key Performance Indicators) ● Devising Quantitative statements and qualitative measurement parameters keeping in view the mission, vision and goals ● Formulating different implementation strategy options for various sectors ● Adoption of a pragmatic strategy plan for implementation ● Monitoring and evaluation of implementation process and taking corrective measures against any deviations 	Workshop	6 Hours
4.03	<u>Public Private Partnership</u> <ul style="list-style-type: none"> ● Definition & Types of PPP ● Policy framework ● Risk sharing between public & private sectors ● Issues & Challenges ● International PPP Practices & Models ● Successful PPP Models in Pakistan(e.g. Punjab Education Foundation) 	LD	2 Hours
4.04	<u>Public Sector Project Management</u> <ul style="list-style-type: none"> ● Project Management in the context of requirements of the Planning Commission ● Project identification, formulation & appraisal techniques 	Workshop	05 Hours

Ref. #	TOPIC AND SCOPE	Mode	Duration
	<ul style="list-style-type: none"> ● Financial analysis of project, ratio application, transactional analysis of development projects-hands on exercises (NPV, IRR, Benefit cost ratios-basic histogram, S-curve, earned value analysis) ● Project management framework to optimize the allocation and integration of inputs-virtual project management ● Midterm review & corrective measures. Project Conclusion. Process of PC-III, IV &V ● Project Risk Analysis ● Portfolio management ● Latest IT Applications ● Case Study of a Public Sector Project 		
4.05	<p><u>Issues of HR in Public Sector</u></p> <ul style="list-style-type: none"> ● Recruitment & Training ● Job Analysis & Remuneration ● Performance Evaluation ● Career Progression ● Change Management ● Employees Welfare ● Comparison of Public & Private Sector HR Practices 	LD	2 Hours
4.06	<p><u>Handling Court Cases and Litigation</u></p> <ul style="list-style-type: none"> ● Preparing response/ para wise comments on court cases ● Interaction with law officers and offices of the concerned governments ● Preparation & Presentation of Cases on behalf of the Government ● Capacity building of civil servants for interaction with judiciary 	LD	02 Hours
4.07	<p><u>Interaction with Media-Persons and Use of Social Media in Governance</u></p> <ul style="list-style-type: none"> ● Increasing public awareness due to role of media, Right to Information & Right to Services Laws, etc. ● Rising trend of Media highlighting inefficiencies in Public Service delivery ● The concept of Spokesperson in Public Sector organizations ● Legal Framework governing media handling by Civil Servants ● Proactive and Reactive approaches to media handling ● Issues and Challenges in Media Interaction and in use of social media ● Response to challenges within existing framework ● Hands-on exercises (including mock) by the Ministry of Information 	Workshop	6 Hours

Ref. #	TOPIC AND SCOPE	Mode	Duration
4.08	<p><u>Leadership</u></p> <ul style="list-style-type: none"> ● Conceptual Framework of Leadership, Change Management & Team Dynamics ● Roles, responsibilities and nature of challenges of leadership in Public and Private Sectors ● Leadership & Management Success Stories ● Conflict resolution ● Stakeholders management ● Leadership styles and impact on performance 	PD	2.5 Hours
4.09	<p><u>Impact of RTI Laws on Public Service Delivery & Challenges for Public Servants</u></p> <ul style="list-style-type: none"> ● To familiarize participants with international and national RTI laws ● To discuss the rational and importance of RTI legislation ● Challenges and issues in the implementation of these laws ● To equip participants with necessary understanding for effective implementation 	LD	02 Hours
4.10	<p><u>Business Startup & Role of Innovation/Technology in Knowledge Economy</u></p> <ul style="list-style-type: none"> ● Business Startup planning. ● Innovative entrepreneurship ● Sustainability challenges ● Growth & Development process ● Growing beyond manufacturing to knowledge economy by taking advantage of IT ● Exploitation of knowledge economy by OECD countries ● Dependence on industrial economy and its constraints ● Knowledge economy and economy of scales ● Role of civil servants in comprehending and applying the mechanism of knowledge economy 	Workshop	04 Hours
4.11	<p><u>Evidence Based Decision Making</u></p> <ul style="list-style-type: none"> ● Three modules like Systematic Approaches to Decisions Making, Impact Evaluations, etc. 	Workshop (Digital Modules & in Class Discussions)	08 hrs

Ref. #	TOPIC AND SCOPE	Mode	Duration
4.12	<p><u>Disciplinary Action, Authority and Authorized Officer</u></p> <ul style="list-style-type: none"> ● Disciplinary action against government officers/official ● Role of authority and authorized officer ● Relevant rules and regulations with reference to their implementation ● Discussion on practical examples and common mistakes made during inquiry proceedings 	LD	2 Hours
4.13	<p><u>Public Procurement Rules and Implementation Issues (PPRA)</u></p> <ul style="list-style-type: none"> ● Public procurement reforms in Pakistan and new regulatory framework ● What are Public Procurement Rules: their scope, applicability, ● Principles of procurement, bidding, and qualification of suppliers, specifications, evaluation criteria, stages and conditions? ● How is transparency ensured and what are the Issues confronted in Implementation? ● What measure can be taken to improve compliance and enforcement of the rules? 	PD	03 Hours
4.14	<p><u>Contract Management</u></p> <ul style="list-style-type: none"> ● Contract Management definition, scope and utility ● Negotiating a contract ● Sensitize about its various elements e.g. developing contract strategy, risk assessment, developing a contract management plan, drafting specifications and requirements, establishing the form of contract, establishing the pre-qualification, qualification & tendering procedures, etc. 	LD	02 Hours

MODULE - 5

Research Methodology and its Application

Sponsor: CI (Ms. Samina Intizar)

MODULE - 5

Research Methodology and its Application

AIM:

To introduce Research Methodology to participants with a view to enable them to undertake research related to public policy issues and their implementation

SCOPE:

- To equip participants with research and analytical skills for public policy implementation and review.
- To inculcate and enhance the knowledge and ability of participants to analyze and interpret contemporary issues, enabling them to suggest public policy options in an organized manner.
- Comprehend the methodology of analyzing and prioritizing public policy options for effective implementation.

<u>S. No</u>	<u>EVENTS</u>	<u>NUMBER OF EVENTS</u>	<u>HOURS</u>
1.	Lecture Discussions Research Methodology	03	06 Hours
2	Communication Skills (I&II) - LDs	02	04 Hours
3	Exercise (Fasahat Part -1 & Part-2)-TD	02	07 Hours
4.	Critical Thinking - W	01	04 Hours
5.	Analytical Writing - W	01	03 Hours
6.	Introduction to Daftri Urdu-LD	01	02 Hours
	Total	10	26

MODULE - 5
RESEARCH METHODOLOGY AND ITS APPLICATION

Ref. #	TOPIC AND SCOPE	MODE	DURATION
5.01 To 5.03	<u>Introduction to Research Methodology</u> <ul style="list-style-type: none"> • To provide a guideline on research methods employed for writing a research paper • To acquaint the participants with a useful format with a sequence to be followed in a research paper 	LD	03x 02=06 Hours
5.04	<u>Communication Skills-I</u> <ul style="list-style-type: none"> • To inculcate and promote effective presentation skills among participants 	LD	02 Hours
5.05	<u>Communication Skills-II</u> <ul style="list-style-type: none"> • To inculcate and promote effective writing skills among participants 	LD	02 Hours
5.06	<u>Critical Thinking</u> <ul style="list-style-type: none"> • To inculcate in participants the art of critical thinking, i.e. presenting and assessing arguments/theories, on the basis of credible and relevant evidence • Develop capacity to quickly evaluate the evidence:- Participants would also learn to sharpen their reading skills, including speed reading 	W	04 Hours
5.07	<u>Analytical Writing</u> <ul style="list-style-type: none"> • To inculcate and promote effective analytical writing skills amongst participants so as to enable them to analyze and present public policy issues in an organized and rational manner • To impart the skill of 'Summary Writing' for putting up to different government functionaries 	W	03 Hours
5.08	<u>Introduction to Daftri Urdu</u> <ul style="list-style-type: none"> • Need and significance of understanding a bi-lingual medium (Urdu) of instructions/communication • Basic tips for writing Official Correspondence (draft, note, office memorandum, official summary etc.) in Urdu language 	LD	02 Hours
5.09 & 5.10	<u>Fasahat-I & II</u> <ul style="list-style-type: none"> • Two extempore public speaking exercises to provide basic instructions in Public Speaking. These will help participants in improving their presentation skills while facing an audience 	TDs (2)	3.5+3.5 Hours 2-days

MODULE -6
STUDY TOURS: FIELD RESEARCH

INLAND STUDY TOUR

&

LOCAL VISIT

Sponsors: Mr. Abdul Wajid Shaikh, DS (Admin) &

Mr. Nadeem Nizami, PRO

MODULE - 6

STUDY TOURS: FIELD RESEARCH

INLAND STUDY TOUR= LOCAL VISIT

AIM

To enhance the knowledge of participants about the functioning and performance of public service organizations and private institutions working in diversified socio-cultural environment.

SCOPE

- To visit Federal ministries, Provincial institutions and other organizations to gain knowledge about their functioning
- To interact with provincial political and bureaucratic leaders to benefit from their knowledge / experience and to have insight into their strategies / difficulties
- To visit different parts of all the provinces to gain insight into peculiar socio-cultural environment
- To understand impact of diverse socio-cultural environment on governance / service delivery
- To visit public / private sector enterprises to familiarize the participants with diverse management techniques and to draw comparisons
- To travel and stay together in smaller groups to develop friendly relationships for enhanced mutual understanding

<u>S. No</u>	<u>EVENTS</u>	<u>NUMBER OF EVENTS</u>	<u>HOURS</u>
1.	Inland Study Tour (IST)	01	33
2.	Local Visit - Field Research (LV-FR)	01	07
3.	Post Visit Presentations (IST & LV -FRs)	02	06
4.	Briefing IST & LV-FR	02	01
Total Hours			47

STRATEGY:

Inland Study Tours: Participants will be divided into several groups:-

Note: Inland Study Tours to be conducted considering the fact that Air Travel is not involved.

Local Visit - Field Research (LV -FR):

Local Visit (At least one) will be planned in and around Lahore during the course. Participants will be divided into a number of groups in relation to the organization/ site to be visited.

MODULE - 7

INFORMATION TECHNOLOGY PROGRAMME

Sponsors: Syed Aijazullah Shah, ADS (IT) &

Mr. Asif Ali Khan, DD (P) - SMW

INFORMATION TECHNOLOGY PROGRAMME

Aim:

To acquaint the participants with a working knowledge of computers so as to break their inertia and enable them to make use of IT, for enhancing their effectiveness, individually and at the organizational level and to equip them to utilize IT tools for decision making and monitoring performance.

Ref. #	TOPIC AND SCOPE	MODE	DURATION
7.01	<p><u>Computer Literacy Training including Hands on Training & Test</u></p> <ul style="list-style-type: none"> • Working hands-on ability to use multipurpose office applications software like MS Office in order be able to type in MS Word a document/ draft/format and save/print it, prepare MS Power Point Presentations including the use of calculations in MS Excel. • Effective use of internet for academic research e.g. academic journals, articles, e-books, etc. and working know how of the e-mail system. 	Computer Lab	IT programme will run in afternoons (Mon – Fri) 1600 to 1800 Hrs
7.02	<p><u>Use Of It For Effective Policy Implementation Service Delivery & Monitoring</u></p> <ul style="list-style-type: none"> • Concept of evidence-based e-governance and its utility in policy implementation, service delivery & monitoring • Use of ICT for decision-making and monitoring performance • Case Studies of use of ICT in health, education, policing etc. • Hands-on Training on development of various IT applications • Concept of Big DATA, DATA Analytics, IOTs and emerging trends 	Workshop To be organized by PITB	06 Hours
7.03	<p><u>Use Of It For Effective Policy Implementation Service Delivery & Monitoring</u></p> <ul style="list-style-type: none"> • Concept of evidence-based e-governance and its utility in policy implementation, service delivery & monitoring • Use of ICT for decision-making and monitoring performance • Case Studies of use of ICT in health, education, policing etc. • Hands-on Training on development of various IT applications • Concept of Big DATA, DATA Analytics, IOTs and emerging trends 	LD by PITB Speaker	02 Hours

SIMULATION EXERCISES

SIMULATION EXERCISES

Aim

- Develop participants' strategic vision for developing integrated policy implementation frameworks to achieve the national objectives.
- Offer the participants opportunities to apply their knowledge and skills to develop practicable solutions for effective service delivery.
- Develop the attitudes and skills required for working in a team, and of building consensus through a consultative process.
- Sharpen the participants' ability to sift out the essential from the trivial in a given scenario and prioritize issues in a constrained resource and time environment.

Scope

- Develop effective "Implementation Mechanisms" which will ensure service delivery to the public under a given environment while ensuring that such a mechanism achieves the goals envisaged in the national policy directive.
- Enable the participants to prioritize the issues and policy /strategy options keeping in view the social, economic and political constraints while allocating limited resources among competing demands.
- Develop ability to strike a balance between continuity and change based on a realistic analysis of the challenges and opportunities arrived at by a strategic appraisal of the prevailing environment.
- Enhance participants' capacity to formulate specific set of action plans for sustained execution of the operational strategies which provide equitable and financially sustainable solutions.
- Sharpen foresight to identify potential destabilizing factors and suggest contingency plans to overcome them with a view to ensure uninterrupted service delivery.
- Develop abilities to innovate and formulate strategies which are not based on mundane and run off the mill practices.
- Familiarize participants with the process of formulating comprehensive National Policies.

Conduct:

There will be two simulation exercises during the course.

SIMULATION EXERCISES

<u>Ref</u>	<u>Exercises</u>	<u>Duration</u>
7.01	S.E - I	55 Hours
7.02	S.E - II	55 Hours
	Briefing Exercises	01 Hour
	Total	111 hours

CASE STUDIES

Aim:

To develop analytical skills of the participants and to demonstrate the knowledge skills and experience in real life situation, the Case Studies are conducted during the Course.

Conduct:

There will be three Case Studies; one in every term.

- i. CSR - 1
- ii. CSR - 2
- iii. CSR - 3

PRESENTATIONS
AND
MISCELLANEOUS EVENTS

SUMMARY

<u>Ref</u>	<u>Event</u>	<u>Duration</u>
<u>PRESENTATIONS</u>		
CURRENT ISSUES PRESENTATIONS (CrIP)		
• CrIP-1 to 40	30 minutes each: will be conducted in SMC Class Room (See details on next pages)	20.0 Hours
SERVICE GROUP PRESENTATIONS (SGPs)		
• SGP 1 to 05	01 hr each in CDH (See details on next pages)	05.0 Hours
INDIVIDUAL RESEARCH PAPER (IRP)		
• Individual Research Paper Presentations	5 (Selective) 50 minutes each	04.5 Hours
• IRP Consultation 1 st & 2 nd draft		20.0 Hours
Course Review Committee Presentation CRCP & CRC Discussion	02 + 02 hours:- See details on next pages	04.0 Hours
Total:		53.5 Hours

<u>POST VISIT PRESENTATIONS IST & POST VISIT Presentation (LV/FR)</u>		
• PVPs (IST) - PVPs (LVs-FR) IST = 4 hrs+ LV -FR 2 = 2 hrs=	06 Hours	
• Briefings IST + LV -FR	01 Hour	
<u>MISCELLANEOUS EVENTS</u>		
<u>ANALYSIS PAPER (AP) AND ANALYSIS PAPER DE-BRIEFING (APDB)</u>		
• AP-1	See details on next pages	1.5 Hours
• AP-2	See details on next pages	2.5 Hours
• AP-3	See details on next pages	03 Hours
• APDB -1 to 3	0.5 hour each	1.5 Hours
<u>PEER RATING (PrR)</u>		
• PrR-1 to 3	PrR-1=0.5 hr , PrR-2=0.5 hr and PrR-3=2 hrs each: See details on next pages	03 hrs
• Interviews with Faculty Advisors(02 Hrs in each Term)		03/06 Hours
• Certificate Award Ceremony , Rehearsal & Group Photographs		03/9.5 Hours
Total:		27 Hours
<u>Comprehension Test (Course Module):</u> 1 to 3	At the end of each term Comprehension Test based on Course Modules' contents will be conducted to asses Participants' understanding of these subjects. (45 minutes each) 02 hrs	02 Hours

NOTE: Co-curricular activities, such as sports and cultural events will be held regularly.

PRESENTATIONS (P)

CURRENT ISSUES PRESENTATIONS (CrIPs)

Aim. To encourage the participants to analyze a current issue impinging upon the socio-cultural, economic, political or any other facet of life in Pakistan which has serious policy implications with a view to promote their understanding about the strategizing the implementation of public Policy.

Methodology

- Current Issue presentations are made by all the participants.
- Topic should relate to Pakistan and to a policy issue in current public debate, and preferably based on the participant's past work experience.
- Topic is required to be selected by the participant in consultation with and approval of Syndicate DS.
- Three options are invited from each participant and topics are finalized in a Faculty Meeting
- Perspective of the selected current issue topic is required to be discussed by the participant with the faculty advisor.
- *A current issue selected by one participant is not allowed to another participant under any pretext.*

NO. OF PRESENTATIONS

<u>Ref</u>	<u>CrI Presentations</u>	<u>Duration</u>
CrIP-1 to 23	Each CrIP will be for total 30 minute; 20 minutes for the presentation and 10 minutes for Q/A.	11.5 Hrs
Date, Time and Venue will be reflected in the Weekly Programme.		

SERVICE GROUP PRESENTATIONS (SGPs)

Aim. To familiarize all participants about Government departments/organizations/ occupational groups.

Scope

- Highlight the history, evolution, and the present status of department/organization/occupational group mentioning relevant laws governing the functional parameters.
- Discuss issues relevant to the effectiveness of the department/organization/occupational group, e.g., career planning, incentivization, training etc.
- Bring up both the strength and weaknesses of department/organization/occupational group
- Identify and discuss the future direction and prospects for the growth of department/organization/occupational group

PROPOSED FORMAT:

Designated Participants will make one hour presentation each on their respective occupational group which would generally be on following lines. They are advised to consult their Faculty Advisors while preparing the SGPs:

1. Historical evolution of the Department/Occupational Group.
2. Relevant laws governing the organizational structure, size and functions of the Department/Occupational Group.
3. Functions of the Department/Occupational Group.
4. Management of the Department/Occupational Group:
 - (a) Human Resource (recruitment, training and promotion policy).
 - (b) Financial Resources.
 - (c) Physical Resources.
 - (d) Technical Resources.
5. Management style of the Department/Occupational Group:
 - i.Methods and procedures of decision making.
 - ii.Planning.
 - iii.Implementation.
 - iv.Monitoring and evaluation.
6. Identification of issues and problems hindering a successful pursuit of the targets of the department/organization.
7. Policy options for tackling these problems.
8. Change management for enhancing performance.
9. Relevance of the department/organization/occupational group to the changing paradigm of governance and its likely future evolution

(Note: *SGP should not be viewed as a defence of the department/organization/occupational group being presented. The presentation will be assessed for its accuracy of factual data, objectivity of analysis, and implement ability of recommendations.*)

NO. OF PRESENTATIONS

<u>Ref</u>	<u>SGP Presentations</u>	<u>Duration</u>
SGP 1 to 05	Each SGP will be for total 01 hr; 40 minutes for the presentation and 20 minutes for Q/A.	05 Hours
Date and Time will be reflected in the Weekly Programme.		
All SGPs will be held centrally in CDH.		

COURSE REVIEW COMMITTEE PRESENTATION (CRCP)

Aim.

To seek comments and recommendations on the Course by the participants with a view to further improve it for the benefit of future participants.

Course Review Committee (CRC)

A CRC, comprising a Chairman and 8-9 members of the Committee will be constituted from amongst the course participants in the tenth week of the Course. The CRC so constituted will critically analyze aim and objectives of the course, all segments of the course curriculum and co-curricular activities and would seek comments/recommendations from colleague participants. It will submit the report to DS (T&C) SMW in the beginning on the 16th Week of the Course.

Presentation. (CRCP)

CRC will make a Presentation of 02 hours (01 hr for Presentation and one for Q/A) to the entire class in the last week of the Course, for which Date and Time will be reflected in the Weekly Programme.

Individual Research Paper

Each Participant will write an Individual Research Paper during the course. Selected participants will present their IRPs during the last weeks of the course. Their names and presentations' schedule will be reflected in the Weekly Training Programme. The presentations will be of 30 minutes and 20 minutes will be utilized for Q/A by the participants and comments by the review panelist. In addition, CI may nominate any participant to ask the questions from the presentation.

The review panelist will be nominated from amongst the participants, immediately after the presentation has been made at which, he/she will also be given a hard copy of the presentation. The review panelist will be allowed about 10 minutes to frame questions and streamline the review contents. Other participants will be asking questions during this time. The review panelist will ask questions from his/ /her seat and later give comments from the rostrum.

<u>Time Allocation</u>		
• Individual Research Paper Presentations	8 (Selective) 50 minutes each	07 Hours
• IRP Consultation 1 st & 2 nd draft		10 Hours

MISCELLANEOUS EVENTS

TUTORIAL DISCUSSIONS (TDs)

Aim

To provide enabling environment to participants for discussions in smaller groups with a view to afford them better opportunities of expressing their views on core issues vis-à-vis public policy and implementation process.

Scope

- In each term, the participants will be divided into 5/6 synds and each synd. will have a Sponsor DS (Synd. DS).
- Each TD will be a structured one and on a specific topic, sponsored by a Faculty Member/DS.
- All TDs will be held in designated Synd. Rooms (SRs) under the supervision/ guidance of the designated Synd. DS.

ANALYSIS PAPER (AP) AND ANALYSIS PAPER DE - BRIEFING (APDB)

Aim:

To provide the participants an opportunity to demonstrate their analytical skills. Progressive and logical development of thought in response to the requirement (the questions asked), brevity, specificity as against generalizations, coherence, conciseness, and clarity are some of the qualities against which the participants' output is evaluated.

Scope

The scope of AP is as broad-based as Statecraft and Public Policy itself. Following are included in the scope of AP:

- An analysis of relevant extracts from the literature on Statecraft.
- A review of any important domestic issue and its implication for Public Policy.
- A constitutional or governance issue with far-reaching implications on Pakistan's national interest, aim and objectives.
- A global event and its impact on Pakistan's Public Policy formulation and implementation.
- An International Treaty or Agreement having an impact on Pakistan's Public Policy.

Conduct of APs

APs are generally impromptu requirements. Participants will have to give policy input/options in writing. In AP- I, the response is restricted to 3-4 pages, in AP-II to 5-6 pages and in AP - III to 8-9 pages.

Analysis Paper De-Briefing (APDB)

- After every AP, a de-briefing session will be conducted by the DSs.
- Marked answer sheets will be given to respective participants for their information to discuss the requirement and the answers (possible policy options) offered by them.

- The participants can give their input and recommendations on the conduct of AP.
- After the de-briefing session, the marked APs will be returned to the DS conducting APDB.

No. of APs and APDBs

<u>Ref</u>	<u>Event</u>	<u>Duration</u>
AP-1	Analysis Paper-1	1.5 hrs
APDB-1	Analysis Paper De-Briefing-1	0.5hrs
AP-2	Analysis Paper-2	2.5 hrs
APDB-2	Analysis Paper De-Briefing-2	0.5hrs
AP-3	Analysis Paper-3	03 hrs
APDB-3	Analysis Paper De-Briefing-3	0.5hrs
	Total	8.5hrs

PEER RATING (PrR)

Aim.

To develop a sense in the participants about rating their colleague participants in three different shades of personality i.e. "As a Friend", "As a Leader" and "As a Professional".

Conduct

- i. At the end of each term, the participants will be asked to rate their colleague participants "As a Friend", "As a Leader" and "As a Professional".
- ii. A list of all the participants will be issued to the participants, who will rate their colleague participants under the above-mentioned personality shades. The participant will not fill in the columns against his/her own name.
- iii. 3rd Peer Rating will be a class room activity for 02 hours at course level

NO. of PrR

<u>Ref</u>	<u>Peer Rating (PrR) Events</u>	<u>Duration</u>
PrR-1	Peer Rating 1 st Term (Synd Level)	0.5 hrs
PrR-2	Peer Rating 2 nd Term (Synd Level)	0.5 hrs
PrR-3	Peer Rating 3 rd Term (Course Level)	02 hrs
	Total	03 hrs