

# ANNUAL REPORT 2018



Bangladesh Bank  
Training Academy

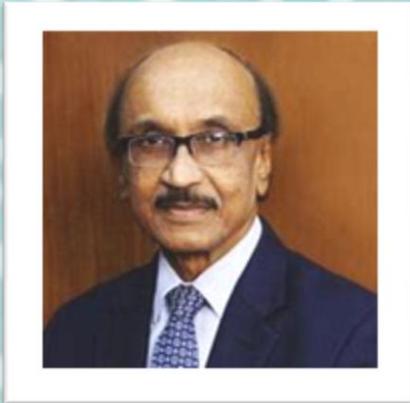
Published by

# Bangladesh Bank Training Academy

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## FOREWORD FROM THE GOVERNOR



**FazleKabir**  
Governor  
Bangladesh Bank

It is indeed a great pleasure to learn that Bangladesh Bank Training Academy is publishing its Annual Report for 2018 in addition to the regular publication of Academic Calendar. This report encapsulates the overall functions of the academy during the calendar year 2018. It envisages an integrated view of the academy and the way the activities are administered all the year round. As Bangladesh is moving towards an upper middle income country and looks set to attain the SDGs by 2030, building capacity and enhancing efficiency in human resources has no alternative. Banking sector as a whole and officials of the central bank in particular require continuous improvement through

training, research and development programs to keep pace with this new era. BBTA is rightly setting its foot to move forward in this fast changing arena.

I am extremely happy to know that the team of BBTA faculty has completed a remarkable job in developing this year's ATP along with its course curriculum with an advanced outlook. The commitment of BBTA in pursuing its objectives is inspirational. It is praiseworthy that BBTA is offering training programs online for seeking appropriate nominations of participants from the next calendar year.

It is encouraging to note that BBTA is providing foundation training to newly recruited Assistant Directors and Officers of General and Special sides of Bangladesh Bank and In-service training to the existing manpower on a regular basis. The in-house and guest speakers' resource pool of BBTA is greatly contributing to developing human resources in the relevant fields. I have gathered that BBTA has successfully introduced Policy Dialogue workshops and Executive Development seminars that adds a feather on the cap of BBTA. E-Learning and Distance Learning programs are the new

initiatives of BBTA. This year BBTA has successfully arranged Innovative Idea Showcasing program in collaboration with the a2i program of the prime minister's office to exploit the potential of BB officials to come across with innovative products in banking services. The regular publication of BBTA Journal is motivating the Academy to set in research works in developing policies for the banking sector. I congratulate BBTA and

express my sincere appreciation for the unremitting efforts of all the members of BBTA on its publication of the Annual Report 2018.

I expect that BBTA will step closer to its vision of becoming a centre of excellence, for imparting quality training and developing human resources to guide the banking sector of Bangladesh.

## FOREWORD FROM THE DEPUTY GOVERNOR



**S. M. Moniruzzaman**  
Deputy Governor  
Bangladesh Bank

It is really very pleasant to note that Bangladesh Bank Training Academy (BBTA) for the first time is going to publish its Annual Report for the academic year 2018. I believe, as an apex training institute in the banking industry of Bangladesh BBTA is doing an excellent job in up-taking various innovative and time demanding training programs. BBTA has reached a further milestone by the persisting effort of the faculty members in designing this year's Annual Training Program (ATP) along with course curriculum with new dimension.

I am happy to observe BBTA's recent changes in conducting training using adult learning technique, arranging venue and evaluating

courses. BBTA is nurturing the knowledge, skill and ability of the participating officials by giving them a platform for presenting innovative ideas, exchanging views and recommending policy issues. In addition to its regular training programs, BBTA has recently initiated Policy Dialogue Workshops facilitating dialogue between the participating officials of Bangladesh Bank and expert panelists on policy issues. Executive Development Seminars are prestigious program of BBTA where experts from think-tank, academia and government offices share their experiences on recent and contemporary policy issues for the senior level executives of Bangladesh Bank. BBTA's collaboration with local and foreign human resource development partners are noteworthy in upgrading the contents and quality of its training programs. The regular publication of BBTA Journal is a platform for the researchers and policy makers in the field of banking and finance to provoke untapped knowledge and idea.

Finally, I would like to thank all concerned officials of BBTA for their hard work in publishing the Annual Report 2018. I wish all the success for BBTA in its endeavor to pave the way to centre for excellence.

## FOREWORD FROM THE EXECUTIVE DIRECTOR



**NurunNahar**  
Executive Director  
Bangladesh Bank Training Academy

I am immensely delighted to learn that for the first time Bangladesh Bank Training Academy (BBTA) is going to publish its Annual Report which pictures the comprehensive activities of the centre. This report reflects the performance done by the centre and the new initiatives and upcoming events of the centre as well.

BBTA is one of the apex training institutes of the country arranging robust foundation training for the newly recruited Officers and Assistant Directors of Bangladesh Bank; conducting beneficial training courses, workshops, seminars, lecture series, conferences with a view to develop

continually as a forward-looking central bank with competent and committed professionals of high ethical standards.

This year BBTA has taken special initiatives to identify the training needs of BB officials with Head of Departments of BB as well as heads and representatives of reputed training institutions of the country. Having their feedback and opinion, BBTA has finalized the Annual Training Plan and designed its curriculum with threadbare discussion in a series of meetings of the Academic Council of BBTA. BBTA has successfully introduced Policy Dialogue Workshops and Executive Development Seminars which stand out like feathers on the crown of BBTA.

BBTA has arranged 'Innovation Idea Showcasing 2018' for the first time in its history in co-operation with a2i program of Government of Bangladesh. A number of Distance learning and E-learning programs has been added in its Academic Calendar 2019 as a new initiatives. Likewise, a leadership Development Training Course has also been incorporated for GM/DGM level Officials of Bangladesh Bank.

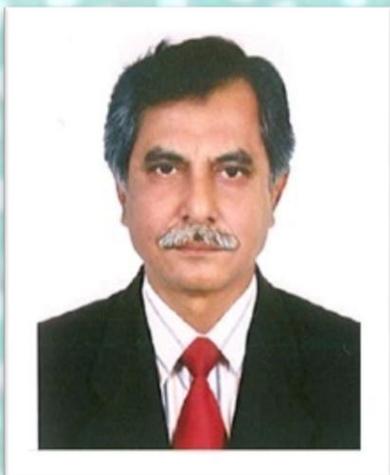
BBTA maintains state-of-the-art training facilities by offering unique platform of learning and skill development for the officials of the central bank, commercial banks, financial institutions and many other local and foreign stakeholders. BBTA also conducts International Training Courses in collaboration with international training organizations and development partners like CICTAB & VAMNICOM, India and APRACA-CANTRAB, Philippines.

BBTA has entered the seventh year of regularly publishing its half-yearly peer-reviewed journal “Thoughts on Banking and Finance” that includes both academic and policy research papers on important economic, banking and financial issues of the country. The Academy has made commendable progress in acquiring international accreditation from the Finance Accreditation Agency (FAA), Malaysia for its Foundation Training Course for Assistant Directors. As part of this, all the faculties of BBTA have successfully completed the CTP course in FAA, Malaysia.

A MoU is scheduled to be signed among BBTA, a2i program and Ministry of Public Administration (MOPA) in order to ensure mutual cooperation towards capacity building of Bangladesh Civil Service/Officials through training institutes with particular focus on e-Governance, Innovation, e-Learning Platform Based Training System and any additional areas identified in the future where all three parties can benefit from combining their resources and expertise. BBTA has introduced its training programs online for seeking appropriate nominations of participants from the beginning of 2019.

My heartfelt thanks to all concerned personnel who has contributed to this prestigious Annual Report. Any observations, view, and recommendations from the stakeholders would be highly appreciated and considered as precious contributions for the further improvement of the report and as well as improvement of the activities of the Academy.

## EDITORIAL



**Md. Mostafizur Rahman Sarder**

General Manager  
Bangladesh Bank

BBTA is going to publish its Annual Report for the very first time adding another feather to its cap of achievements. Since its inception in 1977, BBTA has continuously pursued excellence in human resource development for central bank as well as all banks, non-bank financial institutions and all other concerned stakeholders. BBTA is primarily responsible for designing, developing, delivering and evaluating the Foundation Training Courses for the newly recruited Assistant Directors and Officers of BB. Besides BBTA conducts both in house and outreach programs, in ten branch offices of Bangladesh Bank located across the country, on relevant and emerging banking/financial

sector issues, with the intention to familiarizing both the employees of Bangladesh Bank and Commercial Banks with the developments of laws and prudential regulations. In addition to the regular courses, BBTA is set to start E-Learning and Distance learning courses primarily on major banking related issues.

BBTA continues its efforts to arrange Executive Development seminars for enhancing capacity of the mid-level and top-level executives of Bangladesh Bank where renowned economists and policy researchers of the country share their experiences on contemporary policy issues. BBTA successfully introduced Policy Dialogue workshops last year. Since achieving excellence and expertise require collaboration with the institutions that already have a proven track record of excellence in these fields, BBTA has entered into collaboration with a host of international partners such as FAA of Malaysia, NIBM, Duetsche-Bundes Bank of Germany, UNDESA, UNCDF and Bank of Korea and successfully arranged a number of courses.

BBTA has entered the seventh year of regularly publishing its half-yearly peer-reviewed journal “Thoughts on Banking and Finance” that includes both academic and policy research papers on important economic, banking and financial issues of the country.

We appreciatively acknowledge the visionary guidance and strong leadership of our

Honorable Governor Mr. FazleKabir and Deputy Governor Mr. S. M. Moniruzzaman in our endeavor to make BBTA, a center of excellence, for developing highly capable human resources for the 21st century.

Finally, I would like to acknowledge the dedication of officials who have directly and indirectly involved in completing the whole processes of the Annual Report 2018.

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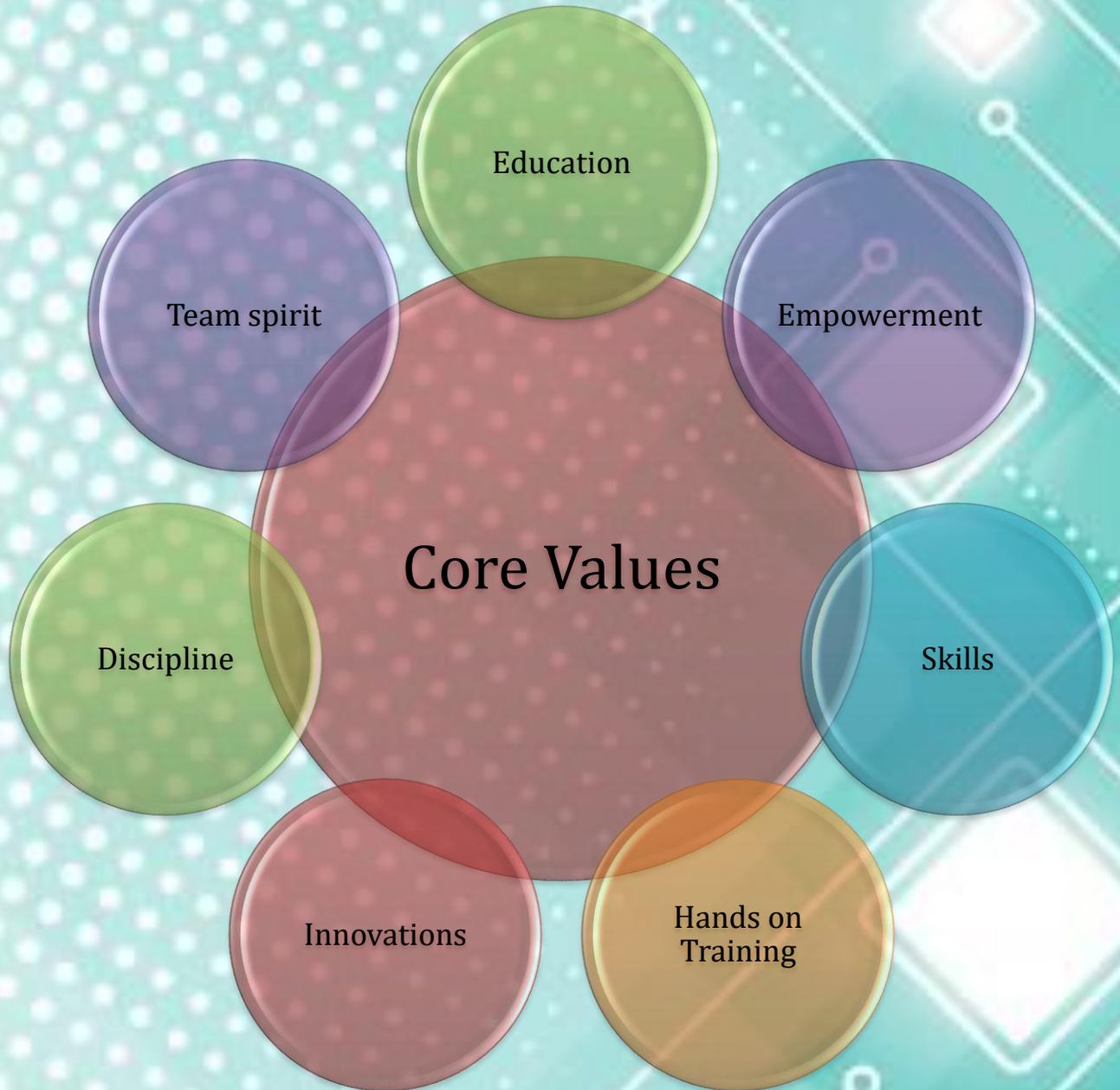
## Vision

Attaining excellence in imparting training, education and research with a view to developing the officials of Bangladesh Bank and other stakeholders of the country continually in parallel with the central banks of the developing countries of the world with a forward-looking approach.

## Mission

- Arranging robust foundation training for the newly recruited Assistant Directors of Bangladesh Bank;
- Conducting beneficial training course, workshops, seminars, lecture series, conferences, e-learning, professional diploma courses in line with the Training Need Assessment for the officials of Bangladesh Bank and other stakeholders;
- Undertaking research; and publishing the BBT Journal regularly.

## Core Values of BBTA



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# INTRODUCING BBTA

## 1.1. INTRODUCING BBTA

Bangladesh Bank Training Academy (BBTA), the training department of Bangladesh Bank (The Central Bank of Bangladesh), is entrusted with the responsibility of capacity building and human resources development for the employees of central bank ,commercial banks and others with a view to contributing towards ensuring corporate governance and bringing stability in the financial system. BBTA inaugurated it's operation in a limited scale at Bangladesh Bank Head Office in the year 1977. Since then BBTA embarked on its journey to achieve the status of an internationally recognized institution. .BBTA hadset up its new campus at Mirpurin 2006.Gradually BBTA aimed at expanding its activities.Todayit carries out the task of capacity building and human resource development in order to prepare disciplined, knowledgeable and skilled officials in Central Bank as well as in financial sector of Bangladesh. More to the point, BBTA arranges foundation training, TOT courses, International Training, Executive Development Seminar, Workshop, Policy Dialogues, Distance learning and e-learning programs.BBTA also provides necessary facilities for proper arrangement of training programs.

To ascertain itself in to a top-notch training instituteBBTA has been continuing its endeavors with due diligence to establish technical cooperation and collaboration with other international organizations since inception.

## 1.2. Background of BBTA

Before independence, it was named as 'Bankers Training Institute(BTI)' which was situated at Chittagong.

It was shifted in Dhaka, firstly at Eskaton then Dhanmondi.

After Liberation BTI was operated under Secretary's Department which was located at the 7th Floor of Main Building.

In 1977, Bangladesh Bank Training Academy revealed itself as an individual department. At that time, it was at the 7th floor of Peoples' Ceramic Building. Then it was transferred to BIBM building at Mirpur.

In 1998, it was firstly shifted to the Ist Annexed Building of Bangladesh Bank and then to 27th & 28th floor of the 2nd Annexed Building of Bangladesh Bank, Head office.

On 5th October 2006, BBTA started its operation at its own Premises at Mirpur-2, Dhaka.

### 1.3. Objectives of Bangladesh Bank Training Academy (BBTA)

1.

- To build up disciplined, knowledgeable and skilled officials for the Central Bank as well as Commercial Banks through arranging capacity building and human resources development programs.

2.

- To make the officials of BB and other banks and NBFIs equipped with the prudential regulations, guidelines, circulars etc. of Bangladesh Bank towards establishing a stable financial sector.

3.

- To make liaison with internationally reputed training institutions regarding exchange of training program and technical cooperation.

4.

- To uphold BBTA as a world class center of excellence through publishing quality research works, exchange of knowledge and bringing innovations in learning.

5.

- To contribute a positive and active role in achieving the global goals (SDGs 2030) and the Vision 2021 and Vision 2041 of the Government of the Peoples' Republic of Bangladesh.

6.

- To provide vigorous foundation training course for the newly recruited officials of Bangladesh Bank to make them acquainted with the core areas of central banking.

7.

- To make Bangladesh Bank officials compatible with international standard.

8.

- To enhance religious, ethical and moral values among the officials working in the financial sector.

## 1.4.Functions of Bangladesh Bank Training Academy (BBTA)

1.

- Arrange robust foundation training for the newly recruited Officers and Assistant Directors of Bangladesh Bank.

2.

- Conduct beneficial training courses, workshops, seminars, lecture series, conferences, e-learning, professional diploma courses for the employees of Bangladesh Bank and other financial institutions in line with the Training Need Assessment.

3.

- Carry out research, and publish the BBTA Journal regularly with a view to developing continually as a forward-looking central bank with competent and committed professionals of high ethical standards and other stakeholders of the country in parallel with the central banks of the developing countries of the world.

4.

- Arrange international training programs in collaboration and association with other organizations.

5.

- Conduct distance learning & e-learning training programs.

6.

- Arrange training courses on request of banks, financial intuitions and other government, semi-government, otonomous organizations.

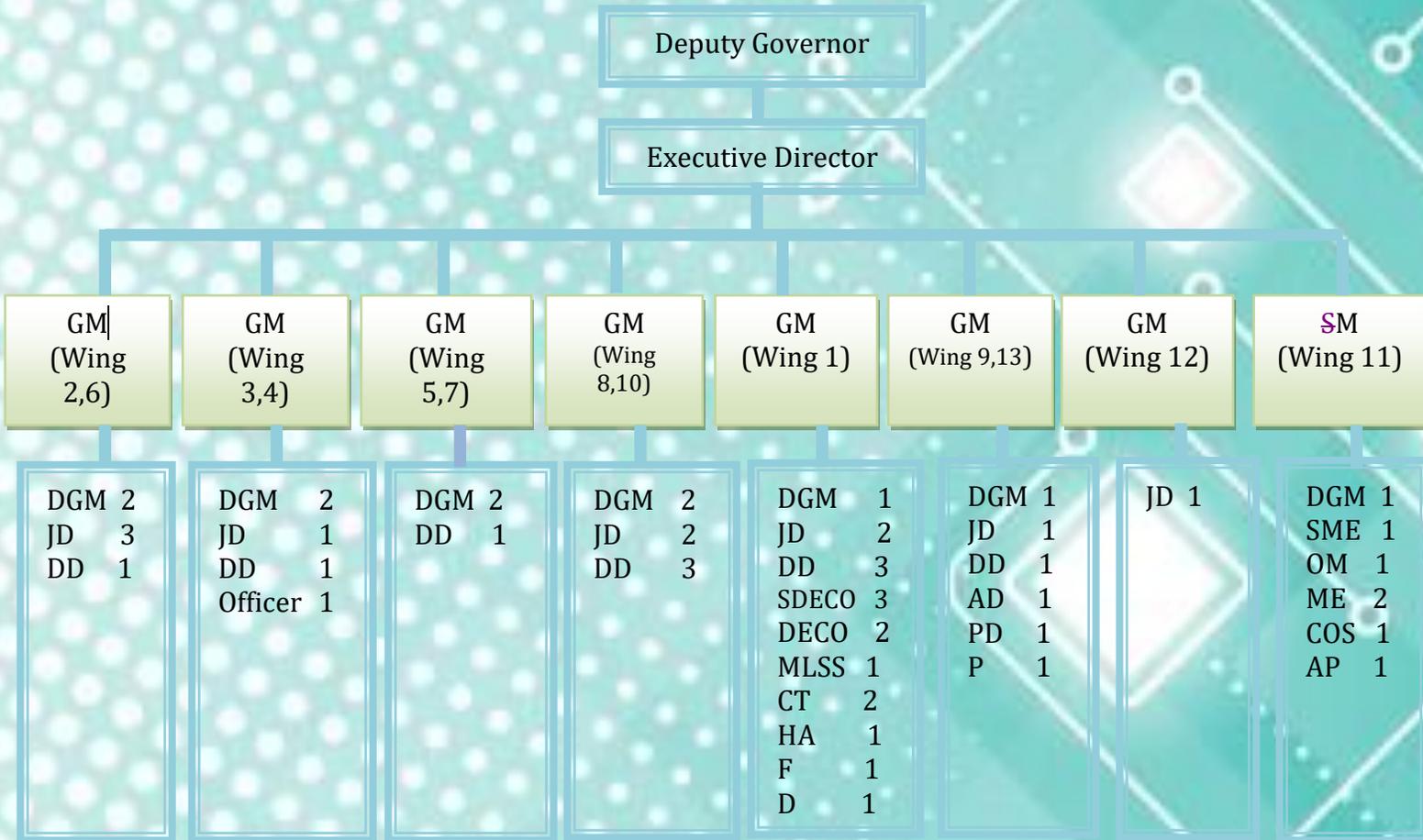
7.

- Arrange seminar, symposium, policy dialogue on contemporary and emerging issues.

8.

- Organize Executive Development Seminars to enhance leadership quality of the high officials of BB under the leadership of eminent economists and renowned professionals.

# Organogram of BBTA



GM	General Manager
DGM	Deputy General Manager
JD	Joint Director
DD	Deputy Director
AD	Assistant Director
SM	Systems Manager
SME	Senior Maintenance Engineer
ME	Maintenance Engineer
AP	Assistant Programmer

OM	Operation Manager
COS	Computer Operation Supervisor
SDECO	Senior Data Entry/Control Operator
DECO	Data Entry/Control Operator
CT	Caretaker
P	Plumber
MLSS	Member of Lower Subordinate Staff
HA	Health Assistant
F	Foreman
D	Driver



Training Activities  
and Faculty  
Development Programme



## 2. TRAINING ACTIVITIES AND FACULTY DEVELOPMENT PROGRAMME

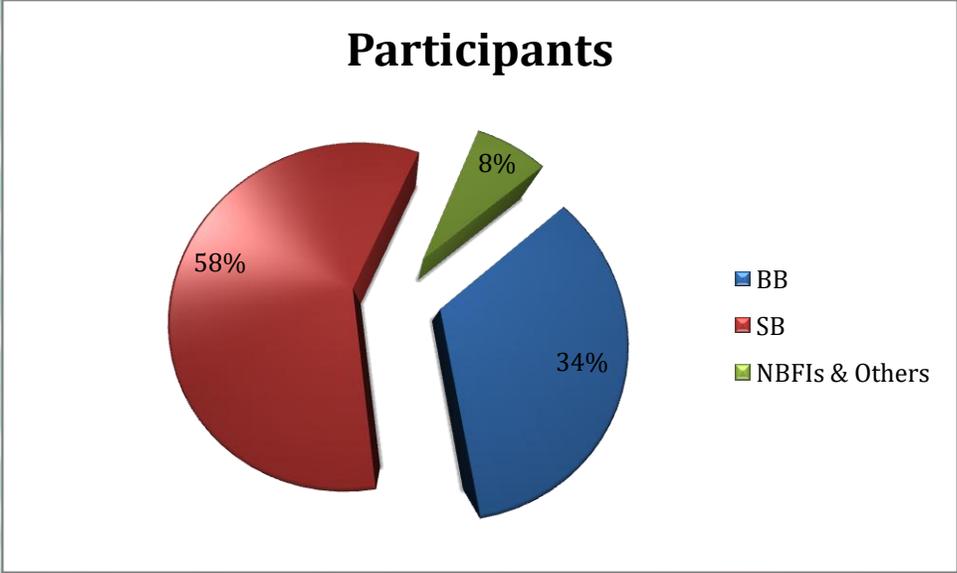
Bangladesh Bank Training Academy (BBTA) is committed to enrich human resources of Bangladesh Bank, Schedule Banks and NBFIs. Hence BBTA organized different training programs related to Banking Regulatory Issues at its campus and in branch Offices of Bangladesh Bank.

### 2.1. Training Activities

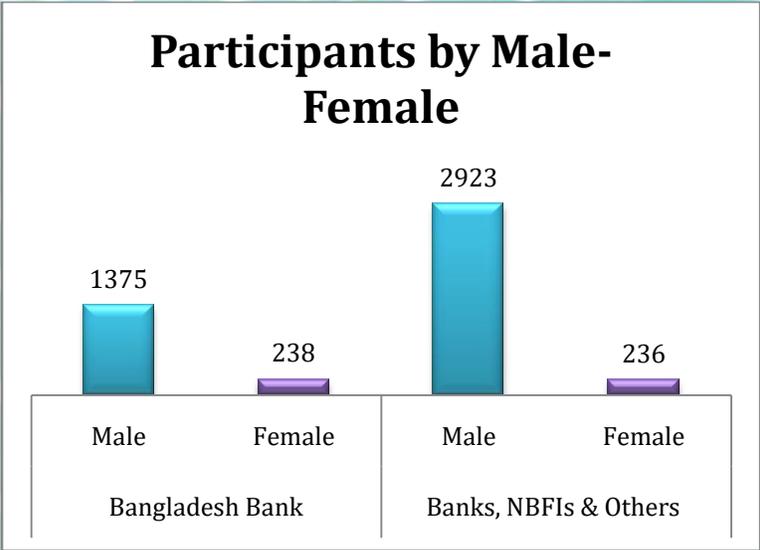
The year 2018 was one of the most successful years for BBTA, in pursuit of its goal and objectives. In 2018, total 130 training programs including Workshops, Seminars, Dialogue, International training courses were organized by BBTA. These included three sessions on Training of Trainers (ToT) courses, 1 Policy Dialogue and 2 International Training Courses. Fifty five training programs had been arranged in different Branch offices of Bangladesh Bank. The training sessions were mainly allied to contemporary issues of Central Banking & General Banking, Economics and Monetary Policy, Bank Supervision, Risk Management, Foreign Exchange & Foreign Trade, Research and Data Analysis, Agricultural Financing, SME & Financial Inclusion, Digital Bangladesh & SDGs, Currency Management & Payment System, Human Resources Development & HRM Policy, IT Security & IT Skill Development and similar issues.

In addition to the above mentioned training programs two Executive Development Seminars for senior officials of Bangladesh Bank including General Managers, Executive Directors, Economic Adviser and Chief Economist were carried out by renowned economist in BBTA campus. Eminent economist Professor Rehman Sobhan and renowned Professor of Dhaka University Dr. M. A. Taslim played major role in these two seminars. They presented two papers one on 'Economy of Bangladesh' and the other on 'Trade and Development' respectively.

Through these programs BBTA provided training facilities to 4772 participants. Among the participants there were 1613 officials of Bangladesh Bank, 2795 officials from Schedules Banks and 364 officials of NBFIs and other Organizations including officials of law enforcement agencies like Bangladesh Police, Border Guard Bangladesh (BGB), and Rapid Action Battalions (RAB).



In year 2018 total 4298 male and 474 female participants obtained training facility from BBTA. BBTA also took initiatives to build awareness on financial literacy among youth.



BBTA organized three months long foundation training program for the newly recruited officers. In total 167 officers in three batches had successfully completed Foundation Training Course during 2018.

A fifteen day-long Foundation Training Course for the newly recruited Assistant Directors of Research, Statistics Department, Assistant Programmer & Assistant Maintenance Engineers, was organized in 2018.

BBTA conducted International Training Course on “Agricultural Financing & Rural Development” in collaboration with Milk Vita, Bangladesh and Center for International Cooperation and Training in Agricultural Banking (CICTAB), India. Participants from Bangladesh, Nepal and India attended the program.

Bangladesh Bank Training Academy and APRACA-CENTRAB, Manila, Philippines jointly carried out 3<sup>rd</sup> International Study Visit Program on “Financing MSME in Bangladesh”. Participants from Bangladesh, Philippines and Nepal took part in the program.

## 2.2. Learning Style of BBTA

- Visual
- Auditory
- Kinesthetic modes of learning

BBTA has been following adult learning method for its training program since January 2018. Most of the faculties are trained with the adult learning techniques by FAA (Finance Accreditation Agency) Malaysia and now they have been conducting the sessions according to that technique. In this method the sessions are being more participatory and as a result training has been more effective than before. Two faculty Member achieved “ Certified Training Professional (CTP)” Certificate by FAA

- Group Presentation
- Individual presentation
- Video Conference
- Discussion and Lecture
- Guided Discussion
- Q and A session
- Assignment
- Debate
- Talk Show
- Treasure Hunt
- Extempore Speech
- Elevator Pitch

### **2.3 Special Programs in Current Year**

Government of Bangladesh has taken initiatives under the a2i (access to information) program to unfold the true potential and create remarkable innovations to facilitate the day to day living style of citizens. As the flagship program of Digital Bangladesh, BBTA was stimulated to invite BB officials to develop new ideas on BB service innovation. In continuation to that 55 new ideas were submitted to upgrade the services of BB. Following evaluation fourteen new ideas were chosen for showcase. For the first time, the Innovative Idea Show casing program had been organized by BBTA on August 4, 2018.

To build awareness on financial literacy for SDG implementation among youth, BBTA organized a daylong program where Students from different Public and Private Universities attended the program.

There was also a special program for the Naval Officials. Officers from Bangladesh Navy and Indian Navy joined the Program which was held on October 10, 2018 at BBTA.

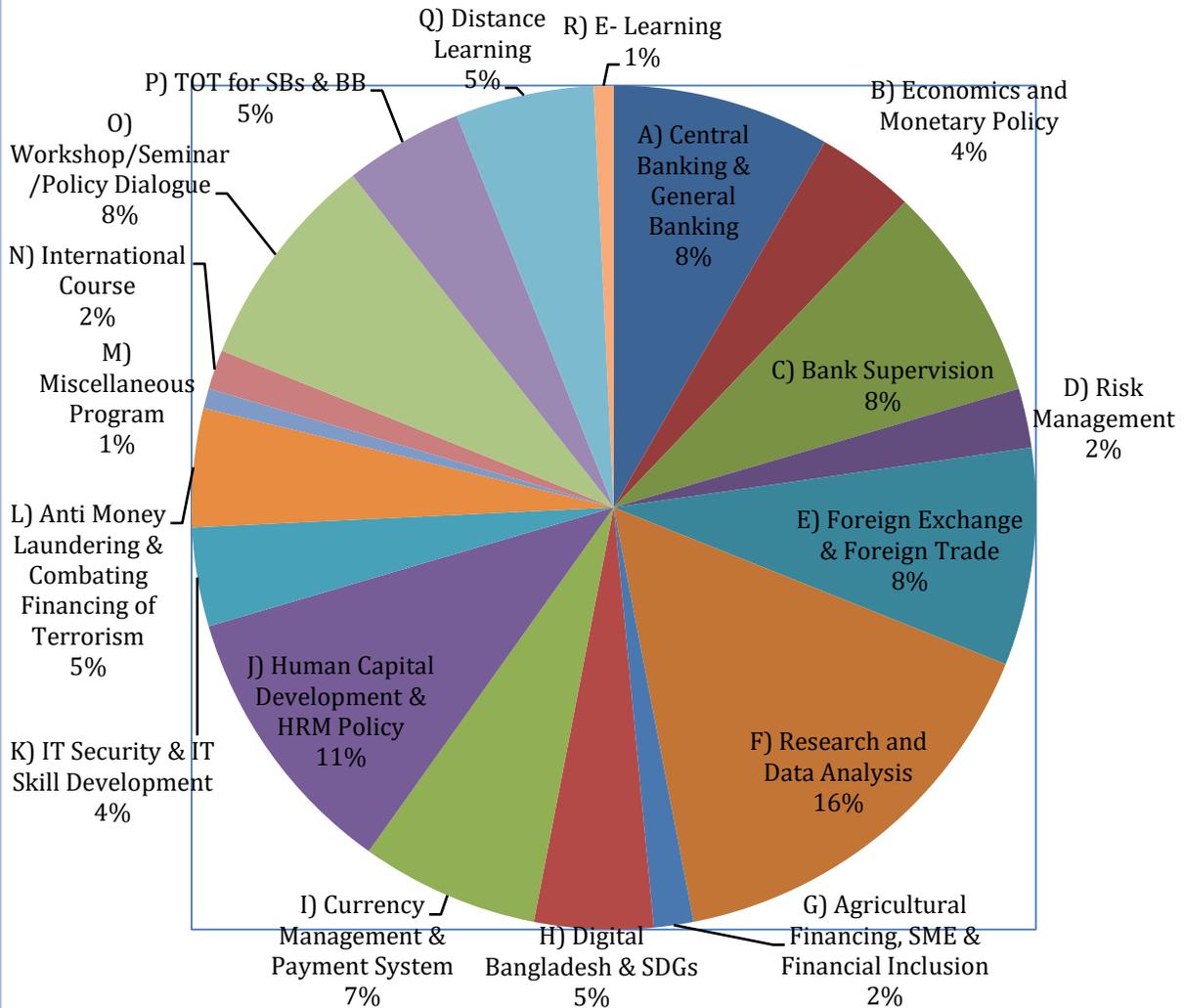
### **2.4 Training of Trainers (ToT) Course**

In 2018, BBTA successfully organized three sessions on Training of Trainers (ToT) for the development of the facilitators in the field of Basel III, Trade based Money Laundering and Innovation on Public service.

### **2.5 Courses planned for 2019**

In 2019 BBTA intended for its goal by assimilating 132 Programs including Workshops, Seminars, Dialogues, International Training courses, Distance learning and E-learning to train approximately 6110 number of participants from Bangladesh Bank, Schedule Banks and NBFIs. Out of 132 43 programs will be organized in different branch offices of Bangladesh Bank.

## Annual Training Plan-2019



In 2019, BBTA is intending to arrange training programs on Central Banking & General Banking, Economics and Monetary Policy, Bank Supervision, Risk Management, Foreign Exchange & Foreign Trade, Research and Data Analysis, Agricultural Financing, SME & Financial Inclusion, Digital Bangladesh & SDGs, Currency Management & Payment System, Human Capital Development & HRM Policy, IT Security & IT Skill Development, Anti Money Laundering & Combating Financing of Terrorism. BBTA will also arrange six programs on TOT for Scheduled Bank & Bangladesh Bank Officials on prudential regulations and current economic & financial issues.

BBTA has premeditated to launch an e-learning platform. Primarily two courses will be conducted on this platform at the second quarter of 2019. As a part of the initiatives for Bangladesh Digital, six distance learning programs are proposed to be conducted in 2019 by BBTA. In each of these programs 30 participants will attend from BBTA and 20 participants from each branch offices using digital platform.



## Research and Publication

### **3. Research and Publications**

#### **3.1 Research Activities**

To be a center of excellence, BBTA is taking initiatives to be versatile in research activities. A committee of BBTA faculty members is working on a research policy dialogue on Credit Risk Management. BIBM is rendering technical support to the committee in this regard. Some other research proposals are also under scrutiny.

#### **3.2 Publications**

BBTA publishes its half yearly Journal titled 'Thoughts on Banking and Finance'. It also publishes Academic Calendar regularly. Apart from those, BBTA is set to publish its Annual Report in 2019 for the first time, which will depict all the activities and achievements of BBTA family.

##### **3.2.1 BBTA Journal**

One of the BBTA's prestigious publications is Bangladesh Bank's flagship journal 'Thoughts on Banking and Finance'. This half-yearly, double-blind, peer reviewed journal focuses on publishing empirical research articles on banking, finance and economic policy. The journal publishes original empirical, methodological, policy and theoretical papers, contemporary and historical case studies, conference reports, and book reviews that address the topical issues of the relevant areas. It seeks to serve a broad range of economists, banking and finance professionals in academia and industry. While the journal welcomes divergent views on economic, banking and financial topics, it also publishes views from research scholars on other disciplines such as law, management studies, public policy, ethics, science of information, environmental and societal challenges concerning sustainable development. Authors from Bangladesh bank as well as banks and financial institutions, faculties of public and private universities contribute into this journal. Since December 2012 the journal had published 6 volumes and 11 issues covering around 80 articles.



### **3.2.2. Academic Calendar**

The Academic Calendar is an annual publication of BBTA which records and discusses academic programs, course contents, training schedule and information about the trainees and faculties. It illustrates an overall scenario of BBTA while describing its vision and mission, mandate and strategic objectives, important events, infrastructure and accommodation facilities and information of BBTA family. It also provides a summary of training programs in the last five years, request programs, seminars and Annual training Plan (ATP).



### **4. Collaboration and Association with other Organization**

BBTA is a member of European Banking Training Network (EBTN), Association of Asia and Pacific Rural and Agricultural Credit Association (APRACA), Philippines and Center for International Cooperation and Training in Agricultural Banking (CICTAB), India. In addition to that, BBTA has signed a MoU with Frankfurt School of Business regarding exchange of training program and trainers. It has established a bilateral Technical Cooperation with Deutsche Bundesbank, the Central bank of Germany. In conformity with this allegiance Bundesbank provides training to Bangladesh Bank officials in Germany and in Bangladesh on various issues like Good Governance, Bank Supervision and Regulation, Monetary Policy etc.

### **5. New Initiatives**

In order to achieve the status of a world-class center of excellence for imparting quality training to banks and non-bank financial institutions (NBFIs), BBTA has carried out diversified activities in light of its objectives. To add value to knowledge management process through research, knowledge exchange and innovations in learning, BBTA has arranged different types of training, seminars and workshops in its premises as well as premises of Bangladesh Bank head office and branch offices.

In this current year, faculty members of BBTA have completed a Certified Training Program (CTP) from the Finance Accreditation Agency (FAA) of Malaysia. Having this professional TOT

program, BBTA has introduced new initiatives and training methods to make the training sessions more interactive and interesting. BBTA has also concentrated in redesigning the course curriculum on the basis of the opinions and feedbacks from different relevant stakeholders; for example: General Managers of different departments of Bangladesh Bank, officials of Access to Information Program (a2i) of the Government of Bangladesh, heads and representatives of different training institutions of commercial banks, Bangladesh Institute of Bank Management (BIBM), the Bangladesh Public Administration Training Centre (BPATC) etc.

As part of course curriculum re-designing process, BBTA organized a day-long 'Course Curriculum Review Workshop' in association with a2i Program. The representatives of Sonali Bank Staff College, Janata Bank Training Institute (JBTI), Bangladesh Krishi Bank Training Institute (BKBTI), BPATC and Financial Management Academy (FIMA) participated in the workshop. They contributed with valuable inputs and experiences. in re-designing the curriculum of training courses so that the courses would be more effective and useful in future.

In order to ensure mutual cooperation towards capacity building of Bangladesh Bank officials as well as of Bangladesh Civil Service officials through Training Institutes, a MoU (Memorandum of Understanding) is scheduled to be signed among BBTA, a2i program and Ministry of Public Administration (MOPA). The MoU acknowledges the shared goals among these three parties regarding capacity building of the members of Bangladesh Civil Service and other Govt. Officials with particular focus on e-Governance, Innovation, e-Learning Platform Based Training System and any additional areas identified in the future, where all the three parties can be benefited from combining their resources and expertise.

Moreover, catalyzing a citizen-friendly public service innovation, simplifying the service process and bringing them at the doorstep to the people, BBTA in association with a2i Program has organized a number of workshops and a ToT on 'Innovation in Public Service' for the BB officials. BBTA has also incorporated the same in its Foundation Training Course. From these workshops, many participants have come up with different innovative ideas to simplify the existing service process of Bangladesh Bank. Being encouraged from the outcomes, BBTA has arranged a special program on 'Innovation Idea Showcases 2018' with a view to promoting the

innovative ideas and enthusiasm of all strata of employees of Bangladesh Bank. The participants come up with more than sixty innovative ideas in response to BBTA's request. After scrutinizing, fourteen unique ideas were selected with the help of BB Innovation Team and a2i officials for showcase. The selected ideas were not only worthy to contribute into the internal service process improvement but also capable enough to foster a quality, sustainable and resilient improvement both physical and online access points that scale up innovative services in the banking sector. The ideas were designed to make the services accessible to the citizens easily, reliably and reasonably priced .

The officials of a2i, different government offices and officials of BB participated in the 'Innovative Idea Showcasing 2018' and appreciated the initiatives taken by BBTA.

## **6. Upcoming Events**

For the first time in the history of BBTA a number of distance learning programs and E-learning program are incorporated in its Academic Calendar of 2019. Likewise, a leadership Development Training Course has also been included for GM and DGM level Officials of Bangladesh Bank.

## **7. Miscellaneous**

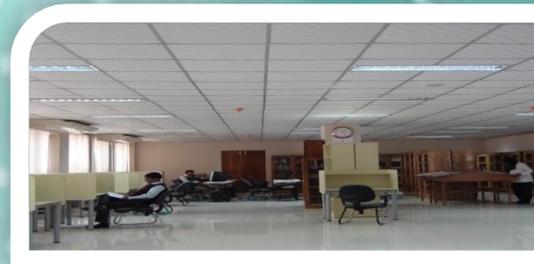
As part of its innovation and automation, BBTA is in the process of developing an Online Training Management System (OTMS) through which participants' registration, nomination, selection and other procedures can be accomplished. Based on the information provided in the OTMS, certificates are also easily printed automatically.

With these unique initiatives, BBTA is expecting to contribute a positive and active role in achieving the global goals (SDGs 2030) and the Vision 2021 and Vision 2041 of the Government of the Peoples' Republic of Bangladesh.

## 8. Library Management and Services of BBTA

Library is considered as a heart of an institution like BBTA. BBTA emphasizes on enriching its Library with all kinds of necessary books, magazines and journals to make it easily available to trainees, faculty members and other officers/staff. The library is situated on the 7<sup>th</sup> floor of the Academy Building and remains open during the office hour for all the faculty members, trainees and officers/staff of BBTA. The collection position of the Library as on December, 2018 is as under:

- Number of Books of all disciplines: 6115
- Number of Reports: 200
- Number of Assignment Papers: 920



BBTA Library

Besides, BBTA subscribes a number of leading national dailies, weeklies, monthly magazines. They are preserved in accordance with library science.

### 8.1 Current Services of BBTA Library

BBTA library can now be accessible through the e-library portal by using library development software. Through this service a user can easily get access to the library database. They can not only search & reserve their desired books/articles by sitting on their own desk, but also may know their outstanding balance of books. Besides, Bangladesh Bank officials can read, download digital collections such as e-book, e-journal, e-magazine. They can also read and download the publications of World Bank, IMF, IFC and others international financial institutions through the link of e-library system. In addition to that, e-news clipping services (link/cutting of write-up) are provided by the library which covers all important news on economics, finance and banking, money market, capital market etc. published on local or foreign papers/magazines including write ups composed by erstwhile governors Bangladesh Bank, interviews of BB high officials. It is an exceptionally effective service for the BB officials to keep them up dated in real time. BBTA

is also putting its effort to install an audio-visual corner in the library where CD/DVD of Movies and Documentaries and Language learning materials will be available.

## **8.2 Future Plans of BBTA Library**

BBTA has commenced a project to make the library as a 'Knowledge Management Center' (KMC) which will work as a center of 'One-Stop Learning and Knowledge Sharing'. This center will be treated as a store house of knowledge. It will also introduce innovative and aspiring services such as, reading corner with high-tech environment; current awareness services (CAS) as well as selective dissemination of information (SDI) services; corner for the group discussion for researchers; projection of audio-visual information and documentary film/short film; on-line enquiry system and e-learning facilities. It will also maintain expertise's profile on banking and finance of local and abroad; collect latest books, CDs, articles on economics, banking, finance as well as the burning issues of the world economy.

## **9. IT Initiatives**

### **9.1. BBTA Online Training Management System (BOTMS)**

BBTA ICT Wing developed a software named BBTA Online Training Management System (BOTMS). Through BOTMS, any participant can complete their course registration and also can view the BBTA offered training course from their desk. Course completion certificate can be generated from BOTMS. For Course completion, course coordinator can upload courses group photo, Release order, session schedule and other course related information in the BOTMS. Departmental order no. can be generated from BOTMS.

### **9.2 BBTA Training Database System (BDTS)**

BBTA ICT wing also developed another software named BBTA Training Database System (BDTS). Necessary information of participants from Bangladesh Bank, Scheduled Bank (SBs), Non-Banking Financial Institution (NBFIs) and others who participated in the different training course, seminar and workshop are stored in the system. Guest speaker's information can also be stored in the system. Various report can be generated from the system.



## Other Facilities



## 10. Other Facilities



### **Academic Building**

The Academic Building is an eight storied building equipped with modern facilities and centrally Air conditioned with backed up generator. The building comprises of the following facilities:

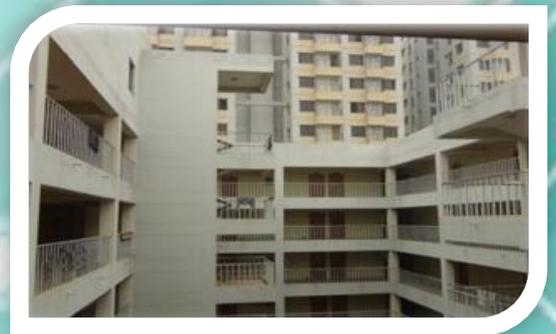
### **Classrooms and Teaching Aids**

There are Six (06) Class rooms in the academy with modern teaching aids such as multimedia Systems, Audio visual system & other facilities.



### **Academy Hostel**

Academy has a six (6) storied Hostel adjacent to the Academic building for the accommodation of the trainee officials. There are 104 single rooms with attached bathrooms and other logistics. Among 104 rooms, there are 10 AC rooms reserved for high



officials. The 3<sup>rd</sup> floor of the hostel (20 rooms) is reserved for the female trainees with proper securities. Academy Hostel is also comprises with other amenities like a TV Room, three Indoor Games Room, a Magazine Room, Computer Lab, a House Tutor and Office Room, a canteen Management Room, a Kitchen with large Dining Space. Beside those, there is an Air Conditioned Prayer Room in the ground floor of the Hostel where 100 people can accommodate to offer prayer at a time.

### **Computer Lab**

There are two computer Labs in the academy with Air Conditioned System. Both labs are located in the Academy Building (3rd and 5th floor respectively). Each lab has 30 desktop computers with high speedy internet connectivity, Audio Visual System and necessary software.



### **Auditorium**

There is a large auditorium in the academy named A. K. N. Ahmed Auditorium. In the auditorium, there are facilities of organizing seminars, conferences, cultural activities and many more. Presently, the auditorium has a capacity of 450 seats. It is well- equipped with modern facilities, such as central Air Conditioned System, State-of-the Art Lighting, Audio-visual System etc.



A. K. N. Ahmed Auditorium

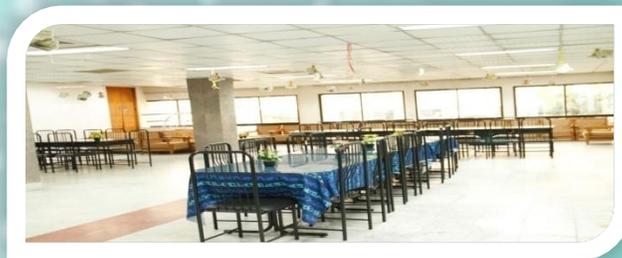
## Conference Room



Two Conference Rooms are available in the academy. One is called General Conference Room located in the 6<sup>th</sup> floor of the academy building with 60 seat capacity and also includes LCD monitors & pull-down screen for presentations, Audio Visual & Multimedia systems, Internet Facility, Video Conferencing and Air Conditioned System.

Another is called Mini Conference Room located in the 5<sup>th</sup> floor of the same building with 30 seats capacity and also facilitated with Audio Visual & Multimedia systems, Internet Facility and Air Conditioned System.

## Dining Room



In the Ground Floor of Academic Building, there is a well furnished dining room available for 100 persons at the same time. In addition to that there is a VIP dining Room in the 6<sup>th</sup> floor of the academy building with 30 seat capacity.

### **BBTA Mosque**



There is a one storied mosque in between Academy Building and Hostel where 200 persons can say their prayer approximately

### **Car Parking area**



There is a nice and wide automobile Parking Area at BBTA premises for the use of BBTA faculty Members, participants and guests.

### **BBTA Canteen**

Bangladesh Bank Training Academy has a large and well decorated Canteen to provide healthy foods to the trainees and guests. It is supervised by a Canteen Committee who regularly checks food quality and environment. The Canteen gives priority to health and nutrition of the participants. A number of staff works here to prepare healthy foods and maintain cleanliness of the Canteen. Foods are served considering taste and choice of the Trainees.

## **Medicare Facilities**

BBTA has a first aid & sick room to provide emergency medical and first aid services. A fulltime dedicated Doctor and a Medical Assistant work here to examine major vital health symptoms regarding body temperature, heart rate or pulse, respiratory rate, blood pressure, blood sugar Level, body weight etc. The Institute has well arrangement to bring required medicine from Head Office dispensary. In case of emergency, patients are taken to nearby hospitals and nursing homes for proper treatment.



# Appendices

## Appendices

### Bangladesh Bank Training Academy List of Officials

SL	Designation	Sanctioned Post	Actual Posts
1.	Executive Director (General Side)	01	01
2.	General Manager(General Side)	04	06
3.	General Manager (Research)	01	01
4.	General Manager(Statistics)	01	01
5.	System Manager	01	01
6.	Deputy General Manager (General Side)	12	10
7.	Deputy General Manager (Research)	----	01
8.	Senior Operation Manager (DGM)	---	01
9.	Joint Director (General Side)	06	09
10.	Joint Director (Statistics)	01	01
11.	Joint Director (Research)	01	---
12.	Joint Director (Ex-Cadre Library)	01	---
13.	System Analyst	01	01
14.	Joint Director (Engg.-Elec.)	---	01
15.	Senior Maintenance Engineer	---	01
16.	Operation Manager	01	----
17.	Deputy Director (General Side)	02	06
18.	Deputy Director (Eng:Civil)	01	---
19.	Deputy Director (Mechanical)	---	01
20.	Deputy Director (Ex-Cadre Library)	01	02
21.	Maintenance Engineer	01	02
22.	Computer Operation Supervisor	01	01
23.	Assistant Director (General Side)	03	----

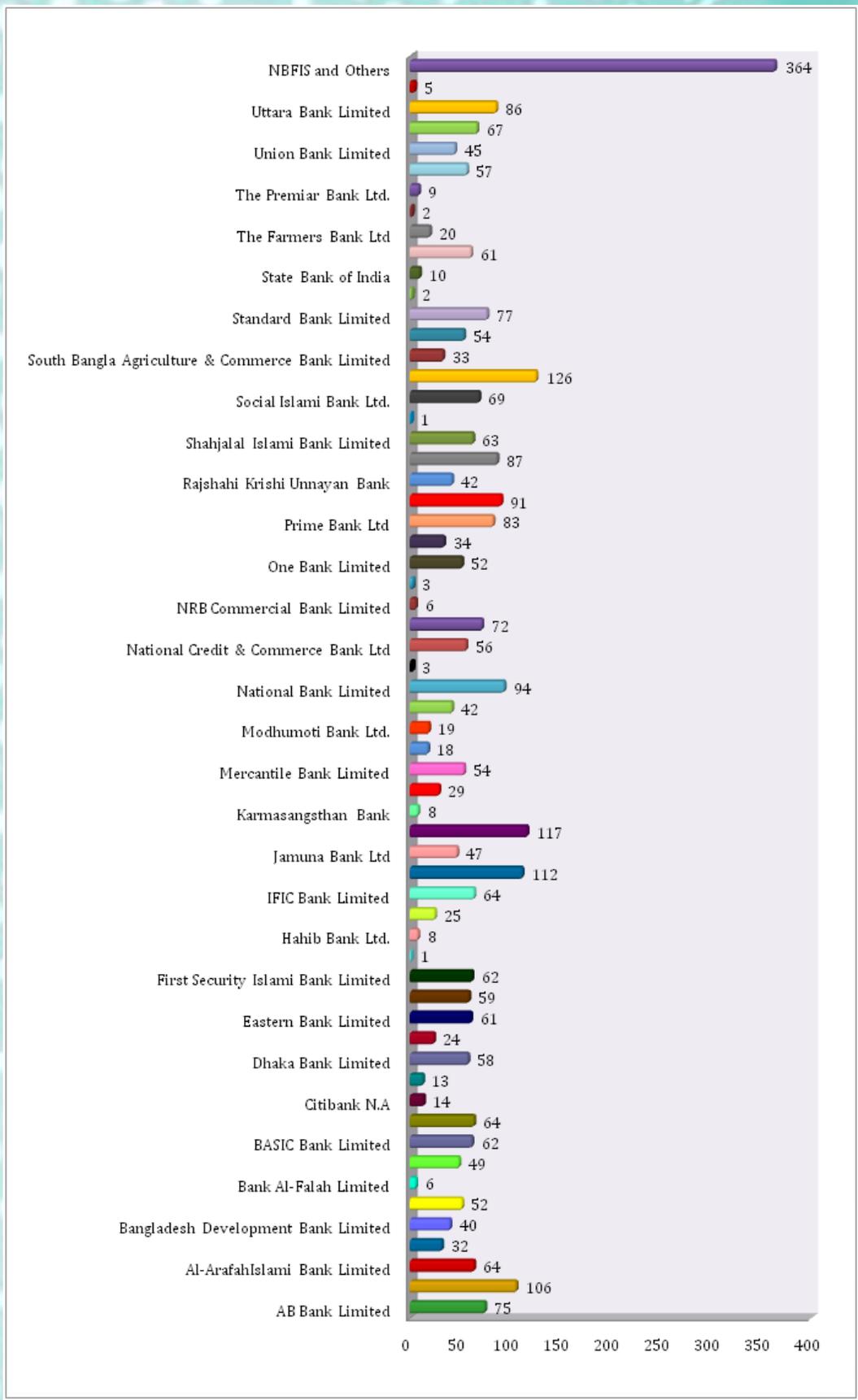
SL	Designation	Sanctioned Post	Actual Posts
24.	Assistant Director (Eng:Civil)	01	01
25.	Assistant Director (Engg.-Elec.)	01	---
26.	Assistant Director (Mechanical)	01	--
27.	Assistant Director (Ex-Cadre Library)	02	---
28.	Assistant Maintenance Engineer	03	----
29.	Assistant Programmer	02	01
30.	Officer (Ex-Cadre Library)	02	----
31.	Officer (General Side)		01
32.	Senior Data Entry Control Operator	---	03
33.	Data Entry Control Operator	09	02
34.	Telephone Operator	01	----
35.	Driver	03	01
36.	Foreman (Transport Supervision)		01
37.	Foreman (Pump Driver)		01
38.	Senior Caretaker	-----	01
39.	Caretaker (Grade-1)	02	---
40.	Caretaker (Grade-2)	02	---
41.	MLSS (Grade-1)	01	02
42.	MLSS (Grade-2)	04	----
43.	MLSS (Grade-2)( Gardener)		02
44.	Electrician	01	---
45.	Health Assistant	---	01
46.	Plumber	---	01
47.	Pump Driver	--	01
48.	Medical Officer	01	01
49.	Nurse	---	---

SL	Designation	Sanctioned Post	Actual Posts
50.	Driver	---	----
51.	MLSS( Aiya)	---	--
52.	Electrician	01	---
53.	Generator Operator cum Pump Driver	01	---
54.	Plumber	01	---
55.	Plumber Helper	---	---
56.	Gardener	01	---
57.	Security Guard	06	17
58.	MLSS	10	17
59.	Lift Operator	03	---
60.	Telephone Operator	---	---
61.	Cook	---	---
62.	Helper to Cook	---	---
63.	Service Boy	---	---
64.	Dish Washer	---	---
65.	Cook	---	01
66.	Helper to Cook`	---	02
67.	Service Boy	---	05
68.	Dish Washer	---	01
69.	Helper to Plumber	---	01

## BTA course participants by different commercial banks 2018

Sl. No.	Bank Name	No. of Participants
1.	AB Bank Limited	75
2.	Agrani Bank Limited	106
3.	Al-ArafahIslami Bank Limited	64
4.	Bangladesh Bank	1613
5.	Bangladesh Commerce Bank Limited	32
6.	Bangladesh Development Bank Limited	40
7.	Bangladesh Krishi Bank	52
8.	Bank Al-Falah Limited	6
9.	Bank Asia Limited	49
10.	BASIC Bank Limited	62
11.	BRAC Bank Limited	64
12.	Citibank N.A	14
13.	Commercial Bank of Ceylon Limited	13
14.	Dhaka Bank Limited	58
15.	Dutch-Bangla Bank Limited	24
16.	Eastern Bank Limited	61
17.	EXIM Bank Limited	59
18.	First Security Islami Bank Limited	62
19.	Grameen Bank	1
20.	Hahib Bank Ltd.	8
21.	ICB Islamic Bank Ltd.	25
22.	IFIC Bank Limited	64
23.	Islami Bank Bangladesh Ltd	112
24.	Jamuna Bank Ltd	47
25.	Janata Bank Limited	117
26.	Karmasangsthan Bank	8
27.	Meghna Bank Limited	29
28.	Mercantile Bank Limited	54
29.	Midland Bank Limited	18
30.	Modhumoti Bank Ltd.	19
31.	Mutual Trust Bank Limited	42
32.	National Bank Limited	94
33.	National Bank of Pakistan	3
34.	National Credit & Commerce Bank Ltd	56
35.	NRB Bank Limited	72
36.	NRB Commercial Bank Limited	6
37.	NRB Global Bank Limited	3

38.	One Bank Limited	52
39.	Premier Bank Limited	34
40.	Prime Bank Ltd	83
41.	Pubali Bank Limited	91
42.	RajshahiKrishiUnnayan Bank	42
43.	Rupali Bank Limited	87
44.	ShahjalalIslami Bank Limited	63
45.	Shimanto Bank Limited	1
46.	Social Islami Bank Ltd.	69
47.	Sonali Bank Limited	126
48.	South Bangla Agriculture & Commerce Bank Limited	33
49.	Southeast Bank Limited	54
50.	Standard Bank Limited	77
51.	Standard Chartered Bank	2
52.	State Bank of India	10
53.	The City Bank Ltd.	61
54.	The Farmers Bank Ltd	20
55.	The Hong Kong and Shanghai Banking Corporation. Ltd.	2
56.	The Premiar Bank Ltd.	9
57.	Trust Bank Limited	57
58.	Union Bank Limited	45
59.	United Commercial Bank Limited	67
60.	Uttara Bank Limited	86
61.	Woori Bank	5
<b>Total</b>		<b>4408</b>



## BBTA Training Events, CY 2019

Prog. No.	Training Course	Duration	Total No. of Participants
<b>A) Central Banking &amp; General Banking</b>			
1	Foundation Training Course	To be Decided	Around 60X3=180 (As per requirement)
2	In service Training	2 weeks	40X2=80
3	Banking Laws and Regulations	5 days	30
		5 days	30
4	Financial Consumer Protection: Regulatory Perspective	2 days	40
5	Financial Stability Analysis	4 days	40
6	Islamic Banking and Finance	3 days	40
		3 days	40
<b>B) Economics and Monetary Policy</b>			
7	Monetary Policy Formulation and Implementation Process in BB	3 days	30X3=90
8	Public Debt Management and Securities Market in Bangladesh	3 days	30
9	Understanding Economic Indicators	2 days	30
<b>C) Bank Supervision</b>			
10	Training Course on Basel III	5 days	40
11	Techniques of Inspection of Banks and NBFIs & Report Writing	5 days	30X3= 90
12	Understanding and Analysis of Financial Statement of Bank	3 days	30X2=60
13	ISS Reporting	2 days (1 batch per day)	30X2=60
		2 days (1 day for each batch)	30X2X4=240
<b>D) Risk Management</b>			
14	Core Risk Management	5 days	30
15	Credit Risk Management	3 days	40

Prog. No.	Training Course	Duration	Total No. of Participants
16	Environmental & Social Risk Management and Green Financing	3 days	40
	E) Foreign Exchange & Foreign Trade		
17	International Trade Finance	5 days	40
		2 days	40x4=160
18	Foreign Exchange Transactions Reporting	2 days	40X2=80
		2 days	40X4=160
	F) Research and Data Analysis		
19	Research Methodology	5 days	30
20	FDI & External Debt Reporting	3 days	40
		3 days	40
21	Money and Banking Data Reporting	3 days	40x2=80
		3 days	40x8=320
22	CIB Business rules & Collateral Database	4 days (2days for 1 batch)	40X2X8=640
	G) Agricultural Financing, SME & Financial Inclusion		
23	Financial Inclusion	3 days	30
24	Financing in Agricultural & Rural Development	3 days	30
	H) Digital Bangladesh & SDGs		
25	Innovation in Public Service	2 days	30
		2 days	30
26	Integrity and Anticorruption in financial sector	1 day	200
		1 day	200
27	Training Program on SDGs	3 days	40
		3 days	40
	I) Currency Management & Payment System		
28	Payment & settlement system in BD	2 days	30X2=60

Prog. No.	Training Course	Duration	Total No. of Participants
29	Detection, Disposal of Forged & Mutilated Notes	2 days (1 day for each batch)	40X2=80
		2 days (1 day for each batch)	40x2x6= 480
	J) Human Capital Development & HRM Policy		
30	Strategic Planning, Management & Leadership Development Course for GMs	1 day	20
31	Strategic Planning, Management & Leadership Development Course for DGMs	5 days	30X2=60
32	Leadership Development	5 days	30
33	Etiquette & Personal Grooming	2 days	30
		2 days	30
34	English Language Proficiency Course	5 days	30X2=60
35	Communicative English	3 days	30X2=60
36	Corporate Governance in Financial Sector	2 days	30
37	Presentation Skills for enhanced Performance	2 days	30
		2 days	30
38	Safety, Security and Disaster Management	2 days	40
	K) IT Security & IT Skill Development		
39	Network and Hardware Security Awareness	2 days	25
40	Advanced Course on MS Word/Excel/Powerpoint	5 days	25
		5 days	25
41	Guidelines on ICT Security for Banks and NBFIs	3 days	40
42	IT Auditing	2 days	30

Prog. No.	Training Course	Duration	Total No. of Participants
	L) Anti Money Laundering & Combating Financing of Terrorism		
43	Prevention of Money Laundering and Terrorist Financing	2 days	40
		1 day	40
44	Combating Money Laundering and Terrorist Financing and Trade Based Money Laundering	2 days	40x4=160
	M) Miscellaneous Program		
45	Procurement Management	3 days	40
	N) International Course		
46	International Study Visit Program on Financing MSMEs in Bangladesh (APRACA )	5 days	30
47	Agricultural Financing & Rural Development (CICTAB)	5 days	30
	O) Workshop/Seminar/Policy Dialogue		
48	Current Issues & Challenges in Banking	1 day	40x4=160
49	Emerging Threats in IT Security in Bangladesh Financial Sector & Control Measure	1 day	200
50	Policy Dialogue to improve supervisory tools and techniques	2 days	40
51	Executive Development Seminar (Topics to be selected at Higher Management level)	2 hours	80x4= 320
52	Central Banking: Present & Future Challenges	2 days	40
	P) TOT for SBs & BB		
53	Important Guidelines of BB and ISS Reporting	5 days	30
54	Money and Banking Data Reporting	5 days	30
55	CIB Business Rules and Collateral Database	5 days	30
56	NPL Management: Handling Legal Issues, Writ Petition etc.	5 days	30
57	SME Financing : Policies & Strategies and Women Entrepreneurship development	4 days	30
58	Trade Based Money Laundering	5 days	35
	Q) Distance Learning		

<b>Prog. No.</b>	<b>Training Course</b>	<b>Duration</b>	<b>Total No. of Participants</b>
59	Program on Digital Banking and Payments in Bangladesh: Changing Landscape	1 Day	30 for BBTA and 20 for each Br. Office(s)
60	Cyber Security	1 Day	30 for BBTA and 20 for each Br. Office(s)
61	Trade Based Money Laundering	1 Day	30 for BBTA and 20 for each Br. Office(s)
62	SME Financing : Policies & Strategies and Women Entrepreneurship development	1 Day	30 for BBTA and 20 for each Br. Office(s)
63	Understanding Economic Indicators	1 Day	30 for BBTA and 20 for each Br. Office(s)
64	Training on Office Procedure	1 Day	30 for BBTA and 20 for each Br. Office(s)
	R) E- Learning		
65	Leadership Development		
66	Detection, Disposal of Forged and Mutilated Notes		
	Total		

## List of abbreviations

ATP	Annual Training Plan
a2i	Access to Information
AC	Air Conditioner
APRACA	Asia-Pacific Rural and Agricultural Credit Association
BB	Bangladesh Bank
BBTA	Bangladesh Bank Training Academy
BIBM	Bangladesh Institute of Bank Management
BKBTI	Bangladesh Krishi Bank Training Institute
CAS	Current Awareness Services
CD	Compact Disc
CENTRAB	Center for Training and Research in Agricultural Banking
CICTAB	Center for International Cooperation and Training in Agricultural Banking
CTP	Certified Training Program
DGM	Deputy General Manager
DVD	Digital Versatile Disc
EBTN	European Banking Training Network
EDS	Executive Development Seminars
FAA	Finance Accreditation Agency
FIMA	Financial Management Academy
GM	General Manager
HRM	Human Resource Management
IFC	International Finance Corporation
IMF	International Monetary Fund
IT	Information Technology
JBTI	Janata Bank Training Institute
KMC	Knowledge Management Center
LCD	Liquid-Crystal Display
MOPA	Ministry of Public Administration
MoU	Memorandum of Understanding
MSME	Ministry of Micro, Small & Medium Enterprises
NBFI	Non-Bank Financial Institution
OTMS	Online Training Management System
SDG	Sustainable Development Goal
SDI	Selective Dissemination of Information
SME	Small & Medium Enterprise
ToT	Training of Trainers
USB	Universal Serial Bus
VAMNICOM	Vaikunth Mehta National Institute of Cooperative Management