

# Training on Planning, Budgeting, Controls, Cash Flow and Government Financial Rules for Government Health Staff Nay Pyi Taw, November 2016

## Agenda [Session-A]

Date	Time	Description	Point Person
Day 1	8:00-8:30 AM	Registration	All
	8:30-8:45 AM	<b>Combined session:</b> Welcome address and opening remarks	Chief guest from MOHS
	8:45-9:15 AM	<b>Combined session:</b> Principles of Managed Cash Flow and its ability to promote planning and management capacities	UNOPS-PR Programme Director/ Head of Programme Unit
	9:15-9:30 AM	Tea break	
	9:30-9:45 AM	Pre-test	All trainees
	9:45-10:45 AM	How the quarterly work plans are built with examples	Programme Managers/ Delegates (NAP, NTP, NMCP) & UNOPS Programme Unit
	10:45 AM-12:45 PM	GF, MCF SOPs for Direct Disbursement and Reimbursement followed by exercises (D1 and D2, PV1)	UNOPS Finance Unit
	12:45-1:45 PM	Lunch	
	1:45-2:45 PM	GF, MCF SOPs for Advance financing followed by discussion followed by exercises (AM1, AM2)	UNOPS Finance Unit
	2:45-3:15 PM	Common mistakes in the submission of claims (examples of errors)	UNOPS Finance Unit
	3:15-3:30 PM	Tea Break	
	3:30-4:45 PM	Group exercises	UNOPS Finance Unit
	4:45-5:00 PM	Wrap up for Day 1	All participants
	5:00 PM	End of day 1	
Day 2	8:30-9:30 AM	Brief on Government Financial Rules and Regulations	Daw Khaing Khaing Kyi, Director – Budget Division, DoPH
	9:30-10:30 AM	GF, MCF SOPs for Procurement followed by discussion	UNOPS PSM Unit
	10:30-11:00 AM	Tea Break	
	11:00-12:30 AM	GF, MCF SOPs for Procurement followed by discussion	UNOPS PSM Unit
	12:30-1:30 PM	Lunch	
	1:30-3:00 PM	Overview of Programme Monitoring and Evaluation (M&E) followed by discussion	UNOPS M&E Unit
	3:00-3:30 PM	Tea break	
	3:30-4:00 PM	Data flow of Work Plan, Activity Done Report and Expenditure of Activity Done	M&E Officer (Data Management) UNOPS
	4:00-4:15 PM	Post-test	All trainees
	4:15-4:50 PM	Discussion	All participants
	4:50-5:00 PM	Closing remarks	DoPH
	5:00 PM	End of training	

**Note:** (1) Opening session of Day 1 will be taken place in a combined hall for 2 batches. The other sessions will be carried on in separate room/ hall. (2) Announcement of anonymous feedbacks should be made on Day 1 after pre-test.