

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

**Agenda  
[Session-A]**

<b>Date</b>	<b>Time</b>	<b>Description</b>	<b>Point Person</b>
<b>Day 1</b>	8:00-8:30 AM	Registration	All
	8:30-9:00 AM	<b>Combined session (Innwa Building):</b> Welcome address and opening remarks followed by photo session	Chief guest from MOHS & Programme Director/ Head of Programme Unit, PR-UNOPS
	9:00-9:20 AM	Tea Break (Combined: Innwa Building)	
	9:20-10:30 AM	<b>Combined session (Innwa Building):</b> Principles of Managed Cash Flow and its ability to promote planning and management capacities	Head of Programme Unit UNOPS
	10:30-10:45 AM	Pre-test	All trainees
	10:45-11:45 AM	How the quarterly work plans are built with examples	Programme Managers/ Delegates (NAP, NTP, NMCP) & UNOPS Programme Unit
	11:45 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	
<b>Day 2</b>	8:30-10:00 AM	<b>Combined session (Innwa Building):</b> Brief on Government Financial Rules and Regulations	Daw Khaing Khaing Kyi, Director – Budget Division, DoPH
	10:00-10:30 AM	Tea Break (separate building)	
	10:30-11:30 AM	GF, MCF SOPs for Procurement followed by discussion	UNOPS PSM Unit
	11:30 AM-12:30 PM	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 and the first session of Day 2 will be taken place in a combined hall (*Innwa Building*) for 2 batches. Other sessions will be carried out in separate halls. (2) Announcement of anonymous feedback and logistics arrangements will be made on Day 1 before pre-test.

**Training on Planning, Budgeting, Controls, Cash Flow and Government  
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**Agenda  
[Session-B]**

<b>Date</b>	<b>Time</b>	<b>Description</b>	<b>Point Person</b>
<b>Day 1</b>	8:00-8:30 AM	Registration	All
	8:30-9:00 AM	<b>Combined session (Innwa Building):</b> Welcome address and opening remarks followed by photo session	Chief guest from MOHS & Programme Director/ Head of Programme Unit, PR-UNOPS
	9:00-9:20 AM	Tea Break (Combined: Innwa Building)	
	9:20-10:30 AM	<b>Combined session (Innwa Building):</b> Principles of Managed Cash Flow and its ability to promote planning and management capacities	Head of Programme Unit UNOPS
	10:35-10:45 AM	Pre-test (after moving to Pinya building)	All trainees
	10:45-11:45 AM	GF, MCF SOPs for Direct Disbursement and Reimbursement followed by exercises (D1 and D2, PV1)	UNOPS Finance Unit
	11:45 AM-12:45 PM	GF, MCF SOPs for Advance financing followed by discussion followed by exercises (AM1, AM2)	UNOPS Finance Unit
	12:45-1:45 PM	Lunch	
	1:45-2:45 PM	How the quarterly work plans are built with examples	Programme Managers/ Delegates (NAP, NTP, NMCP) & UNOPS Programme 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	
<b>Day 2</b>	8:30-10:00 AM	<b>Combined session (Innwa Building):</b> Brief on Government Financial Rules and Regulations	Daw Khaing Khaing Kyi, Director – Budget Division, DoPH
	10:05-10:30 AM	Tea Break (separate building)	
	10:30 AM-12:00 Noon	Overview of Programme Monitoring and Evaluation (M&E) followed by discussion	UNOPS M&E Unit
	12:00-12:30 PM	Data flow of Work Plan, Activity Done Report and Expenditure of Activity Done	M&E Officer (Data Management) UNOPS
	12:30-1:30 PM	Lunch	
	1:30-3:00 PM	GF, MCF SOPs for Procurement followed by discussion	UNOPS PSM Unit
	3:00-3:30 PM	Tea break	
	3:30-4:00 PM	GF, MCF SOPs for Procurement followed by discussion	UNOPS PSM Unit
	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 and the first session of Day 2 will be taken place in a combined hall (*Innwa Building*) for 2 batches. Other sessions will be carried out in separate halls. (2) Announcement of anonymous feedback and logistics arrangements will be made on Day 1 before pre-test.