

**Training on Planning, Budgeting, Controls, Cash Flow,
Good Procurement Practices and Government Financial Rules
Nay Pyi Taw, November 2017**

Proposed Training Agenda

SECTION-A

Day	Time	Description	Point Person
Day 1	8:15-8:30 AM	Registration	All
	8:30-9:15 AM	Combined session (opening ceremony): Opening speech of the Director General (DoPH)	Director General (DoPH)
		Welcome remarks by UNOPS	Head of the Programme, PR-UNOPS
		Documentary photo session	All
	9:15-9:45 AM	Tea Break	
	9:45-10:15 AM	Combined session: Orientation and information sharing by Disease Control Unit & ATM programmes	Deputy DG (Disease Control) and ATM Programme Managers
	10:15-10:45 AM	Brief presentation: Planning and Budgeting as Health System Strengthening	Head of Programme Unit, PR-UNOPS
	10:45-10:50 AM	<i>Reserved time for announcements: logistics, division of section, etc.</i>	All
	10:50-11:00 AM	Break-out sessions: Pre-test	All trainees
	11:00-12:00 AM	How the quarterly work plans are built, monitoring and reporting requirements at the township level	PR-UNOPS (Programme and M&E)
	12:00-12:30 PM	Practical session: how QWP are developed using actual templates	PR-UNOPS (Programme)
	12:30-1:15 PM	Lunch	
	1:15-2:30 PM	GF Procurement Principles: interactive lecture	PSM focal persons of ATM Programmes & PR-UNOPS PSM Unit
	2:30-3:00 PM	Tea break	
	3:00-5:00 PM	GF Procurement: practical exercises	PSM focal persons of ATM Programmes & PR-UNOPS PSM Unit
5:00 PM	End of day 1		

Day	Time	Description	Point Person
Day 2	8:30-9:00 AM	Combined session: Recap of the Day 1	All participants
	9:00-10:45 AM	Government Financial Rules and Regulations	Daw Khaing Khaing Kyi, Director – Finance Division, DoPH
	10:45-11:15 AM	Tea Break	
	11:15-12:30 AM	Break-out sessions: MCF SOP and Fund Flow Mechanism	UNOPS, MCFU
	12:30-1:30 PM	Lunch	
	1:30-3:00 PM	Practical exercises for Reimbursement claim	UNOPS, MCFU
	3:00-3:30 PM	Tea break	
	3:30-4:15 PM	Group discussion based on practical exercises	UNOPS, MCFU
	4:15-4:30 PM	Post-test	All trainees
	4:30-5:00 PM	General discussion	All participants, chaired by DoPH Facilitators
	5:00 PM	End of day 2	
Day 3	8:30-9:00 AM	Break-out sessions: Recap of the Day 2	All participants
	9:00-10:30 AM	National Health Plan and Inclusive Township Health Planning	Training Division, DoPH
	10:30-10:45 AM	Tea Break	
	10:45-11:15 AM	National Health Plan and Inclusive Township Health Planning (<i>continued</i>)	Training Division, DoPH
	11:15-12:00 PM	Questions and Answers	All participants
	12:00-12:45 PM	Training Evaluation: reflection of the overall training by all participants	All participants
	12:45 PM	Combined session: Brief presentation: pre- & post-test results Prize and certificate distribution & Closing of training	M&E Officer (UNOPS) DoPH Official or ATM PMs
	1:00 PM	Lunch	All
	-	End of training	

Note: (1) All combined sessions will be taken place in the 'Ballroom'. (2) Break-out sessions will be carried out in separate rooms (A & B). (3) Suggestion boxes for "anonymous feedbacks" will be placed throughout all training days.

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Proposed Training Agenda

SECTION-B

Day	Time	Description	Point Person
Day 1	8:15-8:30 AM	Registration	All
	8:30-9:15 AM	Combined session (opening ceremony): Opening speech of the Director General (DoPH)	Director General (DoPH)
		Welcome remarks by UNOPS	Head of the Programme, PR-UNOPS
		Documentary photo session	All
	9:15-9:45 AM	Tea Break	
	9:45-10:15 AM	Combined session: Orientation and information sharing by Disease Control Unit & ATM programmes	Deputy DG (Disease Control) and ATM Programme Managers
	10:15-10:45 AM	Brief presentation: Planning and Budgeting as Health System Strengthening	Head of Programme Unit, PR-UNOPS
	10:45-10:50 AM	<i>Reserved time for announcements: logistics, division of section, etc.</i>	All
	10:50-11:00 AM	Break-out sessions: Pre-test	All trainees
	11:00-11:30 AM	MCF SOP and Fund Flow Mechanism	UNOPS, MCFU
	11:30 AM-12:30 PM	Practical exercises for Reimbursement claim	UNOPS, MCFU
	12:30-1:15 PM	Lunch	
	1:15-2:30 PM	Practical exercises for Reimbursement claim (<i>continued</i>)	UNOPS, MCFU
	2:30-3:00 PM	Working tea	
	3:00-5:00 PM	Group discussion based on practical exercises	UNOPS, MCFU
	5:00 PM	End of day 1	

Day	Time	Description	Point Person
Day 2	8:30-9:00 AM	Combined session: Recap of the Day 1	DoPH Senior Official or PM
	9:00-10:45 AM	Government Financial Rules and Regulations	Daw Khaing Khaing Kyi, Director – Finance Division, DoPH
	10:45-11:15 AM	Tea Break	
	11:15-12:30 AM	Break-out sessions: GF Procurement Principles: interactive lecture	PSM focal persons of ATM Programmes & PR-UNOPS PSM Unit
	12:30-1:30 PM	Lunch	
	1:30-3:00 PM	GF Procurement Principles: Practical session	PSM focal persons of ATM Programmes & PR-UNOPS PSM Unit
	3:00-3:30 PM	Tea break	
	3:30-4:15 PM	GF Procurement Principles: Practical session (<i>continued</i>)	PSM focal persons of ATM Programmes & PR-UNOPS PSM Unit
	4:15-4:30 PM	Post-test	All trainees
	4:30-5:00 PM	General discussion	All participants chaired by DoPH Facilitators
	5:00 PM	End of day 2	
Day 3	8:30-10:00 AM	Break-out sessions: Recap of MCF principles including Advance Financing: interactive session	MCFU, UNOPS
	10:00-10:15 AM	Tea Break	
	10:15-11:15 AM	Recap of Good Procurement Principles: interactive session	PSM Unit, UNOPS
	11:15-12:00 PM	Questions and Answers	All participants
	12:00-12:45 PM	Training Evaluation: reflection of the overall training by all participants	All participants
	12:45 PM	Combined session: Brief presentation: pre- & post-test results Prize and certificate distribution & Closing of training	M&E Officer (UNOPS) DoPH Official or ATM PMs
	1:00 PM	Lunch	All
	-	End of training	

Note: (1) All combined sessions will be taken place in the ‘Ballroom’. (2) Break-out sessions will be carried out in separate rooms (sections A & B). (3) Suggestion boxes for “anonymous feedbacks” will be placed throughout all training days.