**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 | *Reserved time for announcements: logistics, division of section, etc.* | 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 *(continued)* | 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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**Good Procurement Practices and Government Financial Rules**

**Nay Pyi Taw, November 2017**

**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 | *Reserved time for announcements: logistics, division of section, etc.* | 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 *(continued)* | 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 *(continued)* | 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.