



**Internal Guideline for Ex-country Short Term Trainings
Ministry of Energy and Natural Resources
2024**

Human Resource Division

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Background

The BCSR 2023 mandates that HRD programmes are implemented through a demand driven, merit based and transparent system. Therefore, there is a need to develop a training guideline/SOP to ensure prudence in implementation of short term training (STT) and ensure succession planning and minimal disruption to agency's service delivery. BCSR 2023 defines any HRD programmes of six months and below as STT and those that are six months and above as LTT.

Purpose

The purpose of the Guideline is to:

- a. Streamline the implementation & execution of short term trainings in the agency;
- b. Address actual skill gaps and provide exposures & trainings;
- c. Avoid disruptions in service delivery;
- d. Ensure succession planning while ensuring continuity of representation of national interests and instituting capacity for successions;
- e. Rationalize the frequency; and
- f. Provide equitable access to HRD programmes for all eligible civil servants.

Scope

These guidelines shall apply to all kinds of short term training as listed under Clause 7.3.1 of BCSR 2023 and amendments thereof.

Guidelines

1. Training Invitations**

1.1 Invitations received by individual officials shall be directly submitted to respective Head of Departments/Divisions ;

1.2 Any short term training invitations received from external agencies by the departments shall be submitted to the HRD within a maximum period of 5 working days from the date of receipt of invitation by the department; If the invitation is not submitted within 5 working days, HRD shall not submit it to MHRC for further deliberation/ approval;

1.3 The HRD/ respective Department/ Division shall review the invitation for relevancy and recommend relevant positions for the training (based on CBF) to the MHRC for further deliberation; For positions without CBF, current Job Description/ specific responsibilities/ ToR/ IWP may be referred to while nominating.

2. Virtual Trainings

2.1 As delegated by the 1st MHRC meeting, nomination for virtual meetings/trainings that are part of day-to-day activities of officials, without any financial implication, shall be approved by the HRD, to reduce administrative burden and ensure efficient and timely service delivery.

3. Training Proposals**

3.1 All training shall have specific identifiable objectives and course modules aligned with the CBF/ Job Description/ specific responsibilities/ ToR/ IWP;

3.2 All STT shall be initiated upon consulting with HRD to ensure that skills gaps and training needs are addressed;

3.3 The training requests must be routed through respective HoD before submitting to HRD;

3.4 The HRD shall further review and assess the training recommended by the department before submitting it to the MHRC;

3.5 All the training proposals shall be included in the Annual HRD Plan submitted to RCSC in order to secure budget from MoF.

4. Selection of Training Institutes

4.1 Departments shall prioritize virtual trainings for wider reach and cost effectiveness, if feasible;

4.2 If the training has to be conducted in a training institute, the department shall recommend at least 3 relevant training institutes. The department in consultation/collaboration with HRD shall review and select the institute taking cost implication and delivery of training quality into account.

5. Eligibility

As per BCSR 2023, a civil servant shall be eligible for STT when:

5.1 He is a regular civil servant. However, civil servants on probation shall be eligible for ex-country STT provided it is skills based or leads to greater specialisation.

5.2 Contract employees shall be eligible for profession related in-country and ex-country STT. However, for ex-country STT, the programme shall be skills based or leading to greater specialisation and the candidates shall have at least 6 months minimum service after the end of the course (prior to the contract end date).

5.3 The programme is relevant to his work and his position level;

5.4 He has completed training gap requirement as per Section 5 of the guideline;

5.5 He has at least six months to serve before superannuation at the time of commencement of the course.

5.6 He has not been selected for another training programme that is pending implementation.

5.7 He is not on Secondment or EOL.

6. Training Gap Requirement

The BCSR 2023 now grants respective agencies the authority to determine the training gap requirement for STT programmes. However, it is crucial to maintain consistency within the same agency to uphold the principles of transparency and fairness in the application process. For MoENR, the STT are segregated into two categories:

1. Mandatory STT are participation obligations to represent the country and/or groups wherein Bhutan is a member or acceding or an observer to various organizations, and

participation is mandated or invited under national or bilateral or regional or multilateral commitments under intergovernmental agreements or treaties or conventions or are outcomes of international intergovernmental meetings or negotiations or arrangements, and referred under generally agreed common nomenclatures as meetings, governing boards, negotiations, conferences, workshops, forums, committees, task forces, seminars, work programs, technical expert dialogues and any other gatherings to deliberate matters of national, bilateral, regional and multilateral interests.

- Mandatory STT also includes ex-country participation of officials elected or selected or nominated to national, bilateral, regional and international boards, committees, working groups, forums, associations, bodies, expert groups or committees, senior officials, task force, and other associated arrangements established to further the work of the organizations or country(ies).
- Mandatory STT may also be specific time bound or public contract based on inputs of technical expertise and these are negotiations of procurement contracts, project meetings, technical monitoring, evaluation and inspections, and technical inspections of public procurements.

2. Other STT which includes:

- In-class training/ certificate/ diploma course
- Attachment/ internship/ counterpart training
- Institutional visits
- Study tours
- Workshops/ Conferences/ Seminars/ Symposiums/ Forums/ Meetings that are not mandated negotiations or deliberations or to further the work under intergovernmental arrangements.
- Exhibitions, fairs and road shows that are general in nature and do not require continuity of representation.
- Capacity building invitations from either bilateral or multilateral or regional or non-governmental organizations or trusts or private sector that do not involve negotiations or representations to further the work or bilateral or regional or multilateral negotiations.
- Any other ex-country official travels including participation as a resource person.

The following training gaps will apply for all Ex-country STT/LTT in the Ministry:

Recent HRD Program Aailed	Next HRD Program Proposed	Training Gap Obligation
Mandatory STT (irrespective of duration)	Mandatory STT (irrespective of duration)	Not required
	Other STT (5 days and below)	Not required
	Other STT (more than 5 days)	6 months
	LTT	6 months (as per BCSR 2023)
Other STT (5 days and below)	Mandatory STT (irrespective of duration)	Not required
	Other STT (5 days and below)	Not required
	Other STT (more than 5 days)	Not required
	LTT	6 months (as per BCSR 2023)
Other STT (more than 5 days)	Mandatory STT (irrespective of duration)	Not required
	Other STT (5 days and below)	Not required
	Other STT (More than 5 days)	6 months
	LTT	6 months (as per BCSR 2023)
LTT	Mandatory STT (irrespective of duration)	Not required
	Other STT (5 days and below)	Not required
	Other STT (More than 5 days)	6 months
	LTT	1st LTT - 2X the study period 2nd LTT - 3X the study period 3rd LTT - 4X the study period (as per BCSR 2023)

7. Carry Forward of Training Gap Obligation

7.1 The MHRC shall approve carry forward of training gap obligation considering the relevance of the training to the official.

7.2 Carry forward of training gap obligation shall be allowed only once a year per official.

7.3 Carry forward obligation will be mentioned in the award letter.

Roles and Responsibilities of Ministerial HRC

1. The MHRC shall ensure that all STT proposals/invitations are scrutinized and executed with prudence.
2. The MHRC shall ensure training relevancy and frequency are considered while approving candidates.
3. The MHRC shall ensure all the training availed by the officials are aligned with respective CBF as well as current job responsibilities/ ToR/ IWP.

Roles and Responsibilities of Human Resource Division

1. The HRD shall maintain a proper database of officials and STTs to ensure relevant nominations;
2. The HRD shall issue Letter of Award and letter for Political Clearance and/ or Passport release after MHRC approval;
3. The HRD shall ensure proper documentation as per the Checklist for Short Term Training (Annexure I);
4. The HRD shall seek the MHRC approval online, for training offers with short notice which shall be submitted for ratification in the subsequent MHRC.

Roles and Responsibilities of Department/Official

1. The Department/ officials concerned shall inform HRD if the training gets extended beyond the approved training dates, for further submission to MHRC for approval;
2. Officials concerned shall inform HRD if the training gets canceled after MHRC approval, for updation in ZEST.
3. Respective Department shall issue Relieving Order and maintain proper record;
4. Departments/Individuals shall duly submit documents as provided in the checklist (Annexure I) to HRD in order to process training/travel.
5. Upon completion of training, the Department/ official shall coordinate a knowledge sharing session.

Definitions **

1. Training Invitation: Training offer received from any external agencies (international/national)/ Individual.
2. Training Proposal: Training proposals received from departments.

Annexure I: Documents Requirement (In-country & Ex-country STT)

A. Before attending Training

- Invitation letter, Training details along with recommendation from the Head of Department
- Relieving Order (to be issued by the respective department and record maintained)
- STT Pre-departure Briefing Form (Form 9/3)
- Valid Security Clearance Certificate
- Valid Audit Clearance Certificate

B. After attending Training

- Training Report & Feedback Form (Form 7/A of BCSR 2023)
- Training Certificate, if applicable

Annexure II: STT Review Checklist

I. Detail of the candidate

Name: EID:

(attach list of candidates in a separate sheet, if there is more than one nomination)

II. Checklist for verifying eligibility for STT (please tick to assure)

- He is a regular civil servant. Eligibility for contract employees to avail STT shall be as per Section 4.4.10.2 of BCSR 2023.
- The programme is relevant to his work and his position level.
- Civil servants on probation shall be eligible for ex-country STT provided it is skills based or leads to greater specialisation.
- He has completed training gap requirement as per Section 5 of this Guideline.
- He has at least six months to serve before superannuation at the time of commencement of the course.
- He is not on secondment/ EoL.
- The proposed STT programme is aligned to the candidate's Super Structure/ the Competency based Framework/Annual HRD Plan.
- Ensured frequency of training and minimum training gap requirements after availing STT/LTT.
- Verified Acceptance/Invitation Letter from the Institute.
- Verified Institute.
- Verified Course content.
- Verified Security clearance validity.
- Verified Audit clearance validity.
- Any other Eligibility criteria:
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III. Assurance from Agency for approving the Nomination (please tick to assure)

- The Agency has given a pre-departure briefing to the candidate.
- The Agency shall monitor and ensure candidate's return to Bhutan immediately after completion of training.

- The Agency shall ensure all STT programmes are updated in the ZEST.
- The Agency shall carry out M&E periodically to evaluate impact of the training on performance of the candidate and office respectively.

IV. Decision of the HRC:

HRC No. date:.....

HRC Decision with rationale:

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The HRC members including the following official countersigning this form shall be accountable and liable for the following therefore, the HRC shall be adequately informed:

- Administrative action in case nomination is processed in violation of BCSR 2023.
- Disciplinary action in case the assurance committed in Sl. No. III are not fulfilled.

Processed by (Signature)

Name of HR Officer reviewing the nomination

Date:

Note: The checklist shall be completed in ZEST

Annexure III: Details Regarding Issue Type (for Carryforward of Training Gap Obligation)

1. Any past issues: request for extension, deferment, carry forward, waiver, fail/incomplete, withdrawal, etc.?: Yes/No, If Yes, provide details on the past issues.

2. Training proposed mandatory or not (WHY/HOW)? Yes/No. If Yes, why?

3. Training schedule can be postponed (WHY/HOW)? Yes/No. If No, why?

4. Nominated candidates can be replaced or not (WHY/HOW)? Yes/No. If No, why?

5. If it could be avoided with proper planning (WHY/HOW) Yes/No. If not, why?

6. Specify if all other eligibility requirements as per BCSR 2023 are met.