

Government of the People's Republic of Bangladesh
Bangladesh Marine Academy, Chittagong.

12 April 2023

CTM No- 20

Sub: Visit Program of Mr. Mark J Stagg, Consultant, UK Chamber of Shipping (MNTB)

This is to notify all concerned that Mr. Mark J Stagg, Consultant, UK Merchant Navy Training Board (MNTB), an UK Citizen, will visit Bangladesh Marine Academy on 16-19 April 2023 to conduct academic audit and inspection of our Academy on 17-18 April in connection to the Re-recognition for our Academy as a 'UK MNTB Recognised Centre of Excellence'. All concerned are requested to extend full attention in this regard.

The following program is scheduled to make the visit programme a success:

Date & Time	Events	Remarks
16.04.2023		
2040	Arrival at Ctg Airport.	Received and accompanied by the Commandant and MarEngr. Atiqur Rahman Chy, EI & BDO. OIC (Land & Water) to arrange necessary transportation.
2130	Arrival at BMA Officers' Club	
2200	Dinner at Officers' Club for the Guest	Commandant & Coordinator to attend. Action: OIC (Entertainment)
17.04.2023		
0800	Breakfast for the Guest	Action: OIC (Entertainment)
0930	Arrival at Commandant's Office Light refreshment for the Guest	Commandant, HODs & Coordinator to remain present Action: OIC (Entertainment) PA to Commandant
1000	Opening meeting at Conference Room. Discussing topic: • List and review of courses currently taught at BMA – sample • Review of the submission document to ensure all criterion examples have been provided. Sample examples to be provided. • Sample Criterion Documents to be viewed.	Commandant, HODs & the Officers to remain present Action: Admin Officer to prepare the New Conference Room.
1130	Interaction with the Pre-Sea Cadets at Auditorium	Action: Adjutant & OIC (Auditorium) Adjutant will ensure around 100 Cadets (Selected from Chattogram Division) presence at the Auditorium.
1300	Lunch at Officers' Club	Lunch for the Guest & Coordinator to supervise. OIC (Entertainment)
1400	Visiting various Training Facilities	Guided tour by the HODs & Coordinator
1600	Tea at Officers Club	OIC (Entertainment)
1900	Dinner at Boat Club for the Guest	Commandant & Coordinator to attend. Action: OIC (Entertainment)
18.04.2023		
0800	Breakfast for the Guest	Action: OIC (Entertainment)
1000	Meeting start at Conference Room. Discussing topic: • Sampling of processes for – course registration, course feedback, complaints process etc. • Further sampling of criterion for submission • Process for certification issue and tracking • Cadets' employment status. • Closing meeting and feedback.	Commandant, HOD's & Concerned person to remain present Action: Admin Officer to prepare the New Conference Room.



1300	Lunch at officers' Club	Action: OIC (Entertainment)
1400	Rest	
1600	Sight-seeing in KEPZ area and Parki Sea Beach	Accompanied by Commandant.
19.04.2023		
2140	Departure for Chittagong Airport	Accompanied by Commandant.

Notes:

1. MarEngr. Atiqur Rahman Chowdhury, EI & BDO will Co-ordinate the whole programme & Mr. Md. Shafiqul Alam, EO will assist the Co-ordinator. .
2. Admin Officer will ensure cleanliness of the Admin Block and surrounding areas.
3. In charges of the different stations will make sure that their respective areas are thoroughly cleaned and shipshape condition.
4. Adjutant will ensure cleanliness of Male & Female cadet blocks and surrounding areas and also ensure that cadets' beds are properly made and their belongings are properly secured.
5. Chairman, Mess Committee will arrange necessary Lunch, Diner, Snacks as necessary in consultation with the Co-ordinator.
6. In-charges of Water & Land Transports to arrange transports as necessary.
7. Mr. Md. Shamiul Islam, Instrument Operator & Mr. Golam Hafiz, Tracer to ensure Video & Still photography under the supervision of Capt. Firoz Mostafa.



MarEngr. Dr. Sajid Hussain
Chartered Marine Engineer
Commandant

Distribution to all concerned