

**Meetings/workshops/seminars (303 HRC Meeting)-03/01/2017**

Sl.#	Programme details	Date/Duration	Institute/Country	Funding Source	Nomination/ EID#	Position Title/Office Attached
1	Recurrent Training on the ICAO Technical Instructions	16-18 Jan, 2017	Bangkok, Thailand	ADB Project, DoAT	Tshering Penjor	Chief Security Officer, DoAT
					Kinzang Chedon	Asst, Security Officer, DoAT
					Tashi Norbu	Security Asst, DoAT
					Pema Jamtsho	Security Asst, DoAT
2	Training on Public Transport Management	20-23 Feb, 2017	Qatar	Subject to budget availability	Prem P Adhikari	Chief RTO, , RSTA
3	Regional Development Forum & Regional Meeting for the World Telecommunication Conference 2017 for Asia and the Pacific	20-23 March, 2017	Bali, Indonesia	ITU	Sonam Phuntsho	Chief ICT Officer, Telecom Division, DITT
4	Office Management and Advance Administration	4 Jan-3rd Feb, 2017	GPY Computer Training Institute, P/ling	Training other budget from DITT	Dawa Zangmo	PA
5	Human Resource Management course				Lhamchu	Adm, Asst
6	SASEC Trade Facilitation and Transport Working Group Meeting	7-8 Feb, 2017	Sri Lanka	ADB	Bhimlal Suberi	CPO, PPD

\*\*\* All nominees to submit the documents within one week to HRD:

1. in-service training form
2. Non-training form for meeting/workshop/seminar below 5 days
3. Audit clearance
4. security clearance.

