

Government of the Peoples' Republic of Bangladesh  
Finance Division, Ministry of Finance  
Skills for Industry Competitiveness and Innovation Program (SICIP)  
Probashi Kallyan Bhaban (Level-16), 71-72 Old Elephant Road  
Eskaton Garden, Ramna, Dhaka-1000.  
[www.sicip.gov.bd](http://www.sicip.gov.bd)

Memo No: FD/SICIP/LFMEAB/76(P-1)/2024/1255

Date: 31 December 2024

**Office Order**

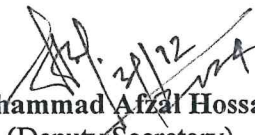
A Program Standing Committee (PSC) comprising the following members is, hereby, formed to review and evaluate the skills development training program to be implemented by Leathergoods and Footwear Manufacturers & Exporters Association of Bangladesh (LFMEAB) under Skills for Industry Competitiveness and Innovation Program (SICIP), Finance Division, Ministry of Finance and guide the Program Implementation Unit (PIU) of LFMEAB-SICIP:

S.L.	Name and Designation	Position
1.	Mr. Syed Nasim Manzur, President, LFMEAB	Chairperson
2.	Mr. Mohammed Nazmul Hassan, Senior Vice President, LFMEAB	Member
3.	Mr. Md. Nasir Khan, Vice President, LFMEAB	Member
4.	Mr. Hedayetullah Ron, Director, LFMEAB	Member
5.	Mr. Bhuiyan Mohammed Rezaur Rahman Siddique, Assistant Executive Program Director (Program Management-5), SICIP	Member
6.	Chief Coordinator, LFMEAB-SICIP Program	Member Secretary

02. The Committee will meet at every two months to review the status of enrollment, training delivery, assessment, certification, monitoring, compliance actions, and other related matters. Member-secretary will send the meeting-minutes to Skills Development Coordination and Monitoring Unit (SDCMU), SICIP within 7 days of the meeting date. Specific Terms of Reference (TOR) of the PSC are to -

- a) Recruitment and termination of program staff (except Chief Coordinator and 03 Coordinators), trainers and support staff with the approval from SDCMU;
- b) Approve annual work plan and budget for each training institute in line with the Contract and Business Plan signed with SDCMU as well as MoU signed with respective TIs/TCs;
- c) Oversee training program implementation and monitor the progress and ensure quality of training delivery, job-placement and also accuracy of training and job placement data entered into TMS;
- d) Review spending status of TIs/TCs periodically and provide suggestions for improvement;
- e) Review disbursement status of training fund to TIs and if necessary, provide guidance to the TIs to help ensure quality of training delivery;

03. The order is issued as per section 18 of the Schudle-1 attached to the Partnership Contract and Business Plan signed between SDCMU and LFMEAB on 31 October 2024 and with the approval of the competent authority.

  
(Mohammad Afzal Hossain)  
(Deputy Secretary)

Assistant Executive Program Director  
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**Distribution (Not Based on Seniority):**

1. Mr. Syed Nasim Manzur, President, LFMEAB
2. Mr. Mohammed Nazmul Hassan, Senior Vice President, LFMEAB
3. Mr. Md. Nasir Khan, Vice President, LFMEAB
4. Mr. Hedayetullah Ron, Director, LFMEAB
5. Mr. Bhuiyan Mohammed Rezaur Rahman Siddique, AEPD-5, SICIP, Probashi, Kallan Bhaban, Eskaton, Dhaka-1000;
6. Chief Coordinator, LFMEAB-SICIP Program,

**Copy for kind Information:**

1. Deputy Executive Program Director (Program management-3/Fund Management), SICIP, Probashi, Kallan Bhaban, Eskaton, Dhaka-1000;
2. PO to Executive Program Director of SICIP, Probashi, Kallan Bhaban, Eskaton, Dhaka for kind information of the Executive Project Director;
- ✓ 3. IT & Database Specialist (With a request to upload on the SICIP) Website;
4. Office Copy.