

No.57/17/2018/Trg/FC/BPR&D
Government of India
Ministry of Home Affairs
Bureau of Police Research & Development

NH-08, Mahipalpur
Near SSB Office, New Delhi
Dated: 10 /09/ 2018

To

1. DsGP of all States/UTs
2. DGs – All CAPFs/CPOs
3. The Director Parliament Security Service, Parliament House, Annexe, New Delhi
4. Director – SVP-NPA, Hyderabad/NEPA – Shillong, Meghalaya

Sub.: ATA Course - IN16 IDC01CTPF, Instructor Development Course from 07/01/2019 to 17/01/2019 to be held at CAPT Bhopal – Nomination reg.

Sir,

US Embassy has offered ATA Course on the subject "ATA - IN16 IDC01CTPF, Instructor Development Course". The course will be organized from 07/01/2019 to 17/01/2019 at CAPT Bhopal, Madhya Pradesh.

2. This 11 day course is designed to 18 law enforcement and other public service officials responsible for training delivery and facilitating instruction. Participants will explore learning theory, adult learning concepts, communication and presentation skills, and training preparation and evaluation. Although this course utilizes terrorism and antiterrorism topics to facilitate instructor development, it is not intended to develop subject matter experts in terrorism and antiterrorism. IDC covers a variety of relevant topics, which participants may use to help deliver instruction in their law enforcement academies.

3. This includes instructors, instructor candidates, and others responsible for training delivery. Preferred participants should have skills in any of the following areas: oral communications, facilitation and presentation, classroom management, and leadership.

4. It is requested that nomination of four eligible and willing officers (two main & two reserve) in the rank of **Inspector to DIGP** in the following bio-data proforma may be forwarded to this office latest by **20th October, 2018** through their respective Home Department/proper channel via E-mail /speed post/Fax etc. No direct application will be entertained.

S. No	*Family Name	*First name	*Middle name	*Designation	*Unit and Place of Posting	Organization/ State	Date of Birth	Place of Birth	Sex	Contact No.
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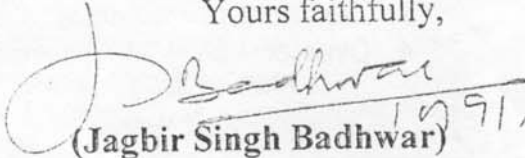
* Abbreviations not to be used.

5. Nominating authorities should nominate candidate with appropriate skill and work background who will actually utilize this training in their work. Nominations without complete bio-data will not be entertained.

6. While nominating officers for the subject course their availability for the course may be ascertained and request for last minute exemption shall not be entertained except on genuine ground.

7. For any assistance may contact to undersigned on telephone No. 011-26782189/E-mail id: adfc@bprd.nic.in .

Yours faithfully,


(Jagbir Singh Badhwar) 10/9/18
Asst. Director (Trg/FC)

Copy to:

1. Directors – CAPT, Bhopal and all CDTSS, BPR&D.
2. MHA, [Sh. Raman Kumar, Under Secretary (Police)], New Delhi – for info.
3. Asst. Director (Adm) - for uploading on BPR&D website.



Embassy of the United States of America

New Delhi, India
August 6, 2018

Mr. S.K. Pardhan
Deputy Director (NA)
Ministry of Finance
Department of Economic Affairs
Room No. 79-A, North Block, New Delhi

Dear Mr. Pardhan:

The Office of Anti-Terrorism Assistance, Diplomatic Security Service (DS/ATA), U.S. Department of State, would like to offer the following course to the appropriate Government of India (GOI) personnel:

Course: ATA-IN16IDC01CTPF, Instructor Development Course

Duration and Dates of Course: Nine days: January 7 to 17, 2019

Location: CAPT Bhopal, Madhya Pradesh

Number of Participants: 18

Number of Reserve Participants: 9

NOTE: Please ensure that the following deadlines are met in order to avoid the cancellation of this limited and highly popular training opportunity.

Deadline date for acceptance or declination of the Course is: September 28, 2018

List of participant names along with biographic forms of Participants: October 26, 2018 (Please provide full names of participants as per Passport or copy of passport)

The following information is provided to give you a better perspective of this course:

1. COURSE OFFER DETAILS

The Department's ATA Program offers the GOI the 9-day IDC (ATA-IN16IDC01CTPF) scheduled to begin on January 7, 2019 and end on January 17, 2019 in CAPT Bhopal, India. Up to 18 participants may attend. Twelve alternate candidates must also be identified. Please provide GOI acceptance or

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declination by September 28, 2018. Failure to respond by this date may force DS/T/ATA to withdraw the course offering due to competing scheduling demands.

2. COURSE DESCRIPTION AND OBJECTIVES

This nine-day course uses lecture, demonstrations, group discussions, and participant presentations to teach adult education principles and strategies to up to 18 law enforcement and other public service officials responsible for training delivery and facilitating instruction. Participants will explore learning theory, adult learning concepts, communication and presentation skills, and training preparation and evaluation. Although this course utilizes terrorism and antiterrorism topics to facilitate instructor development, it is not intended to develop subject matter experts in terrorism and antiterrorism. IDC covers a variety of relevant topics, which participants may use to help deliver instruction in their law enforcement academies. Course topics include community engagement and human rights; adult learning concepts; instructional strategies; facilitation and presentation skills; managing the classroom; and training preparation, evaluation, and documentation. IDC incorporates best practices throughout its delivery and provides participants with numerous opportunities to practice their skills and receive coaching and feedback. The final assignment is a culmination of knowledge and skills learned throughout the course, whereby participants develop their own style in delivering training that conforms to adult education standards.

Training hours are 8:00 a.m. to 5:00 p.m. Monday through Friday; however, these hours may be adjusted depending on local work weeks and customs. Course attire is business dress for the course opening and graduation. Business casual dress is appropriate at all other times unless otherwise specified due to the nature of the course. DS/T/ATA does not prohibit the recording of the training courses by the Partner Nation (PN) for the purposes of providing training reinforcement and enhancing sustainment capabilities of the material presented. All ATA-sponsored courses, consultations, and seminars are unclassified, but carry the additional distribution restriction of "Law Enforcement Sensitive." Prior to any recording, the requesting PN must agree, in writing, to the resident RSO Office that the recorded information will not to be released to the media or the public.

3. PARTICIPANT CRITERIA

This course is designed for up to 18 law enforcement and other public service officials who are now or will be responsible for facilitating instruction to adult learners. This includes instructors, instructor candidates, and others responsible for training delivery. Preferred participants should have skills in any of the following areas: **oral communications, facilitation and presentation, classroom management, and leadership.**

Department policy prohibits personnel assigned to an intelligence agency or military unit from participating in any ATA activity. Therefore, neither the Gol, nor Post, should propose such individuals for this training event. Personnel assigned to an intelligence unit within a law enforcement organization, and who support the law enforcement function of that organization are acceptable. Personnel assigned to a military unit that performs a law enforcement function are likewise acceptable. DS/T/ATA policy requires course participants to attend the entire course. The training value diminishes if a participant is required to perform his/her daily operational duties while attending this course. Participants who miss any module, for whatever reason, will not be allowed to return to finish the course.

ATA programs adhere to the train-the-trainer methodology and the Gol is encouraged to nominate trainers and/or instructors as participants. This will facilitate Gol development of a viable antiterrorism program within its law enforcement community. Officers selected for this course should remain in their positions for a minimum of two years.

4. PARTICIPANT INFORMATION

GOI is requested to forward the name, rank, date/place of birth, current position title, place of posting and unit of each participant selected for this course by October 26, 2018. GOI must also provide the biographic data for twelve designated alternate candidates for this course. These alternate candidates must be approved and vetted, along with the list of primary participants, prior to the commencement of training. However, the alternates will NOT/NOT attend or participate in the training unless a candidate from the primary list is unable to participate due to vetting, medical, or other issues. It is imperative that the invited country understand that providing alternate names does not guarantee these candidates will receive ATA training and they should not be sent for training unless one of the original participants is dropped from training prior to the commencement of the course. Once the course is in progress alternate candidates will not be authorized to attend. DS/T/ATA requires that the Gol appoint a senior leader for the group. This individual should have the authority to maintain class order and discipline.

5. COURSE LANGUAGE:

This course will be taught in English.

6. RESOURCE REQUIREMENTS

The Lead Instructor will arrive in country one full business day prior to the course start date to ensure all course materials have arrived, arrange course materials, and check equipment. Partner Nation is requested to arrange for and must provide the following resources:

- a. Classroom facility that meets the following requirements:

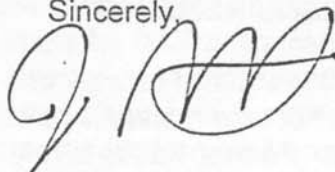
- i. Accommodates 18 participants, 3 instructors, and several observers
- ii. Adjustable lights to facilitate use of projection equipment and to enable course participants to read course materials and take notes
- iii. Secures overnight (course materials will be stored in the room and must be safeguarded)
- iv. Space, power, and air conditioning to support computer equipment, projectors, and audio equipment
- v. Amplified microphone system
- vi. Tables or desks configured in a U-shape design
- vii. Two screens or a large wall suitable for dual projections
- viii. Internet access, if available, and power for instructors' personal computers
- ix. Two breakout rooms
- xi. Lunches and morning and afternoon tea/coffee break served at venue
- xii. Whiteboards or easels with turncharts (post-it type to attach to wall)
- xiii. Three large marking pen sets for the turnchart or whiteboard
- xiv. One laptop computer (Back-up with Windows 7)
- xv. One multimedia LCD type projector with extra bulb (Epson, Optoma, Sony)
- xvi. Two sets of external computer speakers (high quality from Logitech, Sony, Altec Lansing)
- xvii. One flat utility table to accommodate presenter laptop and two projectors
- xviii. Two podiums (full size for use in breakout rooms during final presentations)
- xix. One inkjet printer with extra printer ink (Canon, Epson)
- xx. Two premium multipurpose printer paper (500 sheet, 8 1/2 x 11 or A high-speed wired and/or Wi-Fi Internet Whiteboard and markers)
- xxi. 18 one-half inch binders
- xxii. General office supplies to include stapler, staples, scissors, and pens and pencils for participants
- xxiii. Participant list

DS/T/ATA appreciates Partner Nation support in arranging administrative and logistical support for this course.

Please advise in writing no later than **September 28, 2018** if the GOI accepts this course offering under the terms and requirements cited above. Also, please address your response to the Assistant Regional Security Officer and if there are any questions, please contact the security office at the U.S. Embassy, telephone 2419-8000.

With warm regards,

Sincerely,



Jacob D. Roberts
Assistant Regional Security Officer
United States Embassy, New Delhi