



ST. CHRISTOPHER AND NEVIS

Ministry of Sustainable Development,
Bladen's Commercial Development,
Basseterre,
P. O. Box 186,
St. Kitts W.I.

April 12, 2018

Ms. Diana Francis
Permanent Secretary (Ag.)
Ministry of Justice, Legal Affairs and Communications
Government Headquarters
Church Street
Basseterre

Reference: Face-to-Face CDB Public Policy Analysis and Management (PPAM) and Project Cycle Management (PCM) Training Programme

Dear Ms. Francis,

As you are aware, the Caribbean Development Bank (CDB) launched the *Public Policy Analysis and Management (PPAM) and Project Cycle Management (PCM) Training Programme* (2016-2018) for its Borrowing Member Countries in an effort to build the capacity of government officials to enable more effective management of policies, programmes and projects. During 2017, several officers from the Government of St. Kitts and Nevis were nominated and commenced courses in the areas of Procurement, Monitoring and Evaluation, Project Management and Public Policy.

As a follow up to the commencement of the online courses, CDB has contracted Dods Training and the Centre for International Development and Training, University of Wolverhampton to deliver the face-to-face PPAM and PCM training. Training in St. Kitts and Nevis will be conducted during the period May 14 to June 25, 2018 from 9:00 a.m. to 4:00 p.m. on the scheduled days and will cover ten modules. Attached is the training schedule.

Please note that Permanent Secretaries are invited to attend Modules 1 and 2A which are designed to specifically address public policy analysis and management. Additionally, your Ministry is invited to nominate an officer for each of the remaining modules. Nominees must have completed the online course in the area relating to the respective module as the online training provides the foundational basis for the face-to-face training sessions. For example, the officer nominated to participate in Module 9 must have completed CDB's e-learning Procurement Course.

Grateful if you can complete the attached template with the list of participants for each module and return the document to the Ministry of Sustainable Development (MoSD) by **Friday April 20, 2018**. For additional information, please contact Mrs. Samantha Jeffers (Ext. 1249) or Mr. Auren Manners (Ext. 1054).

**PUBLIC POLICY ANALYSIS AND MANAGEMENT (PPAM) AND PROJECT CYCLE
MANAGEMENT (PCM) TRAINING PROGRAMME
FACE-TO-FACE TRAINING**

May 14-June 25, 2018

MODULES	COURSE	NUMBER OF DAYS	PERIOD OF TRAINING	VENUE
Module 1	Introductory PPAM for Permanent Secretaries, Chief Executive Officers, Financial Secretaries and their Deputies	1	May 14, 2018	Agriculture Conference Room
Module 2	PPAM	3	May 15-17, 2018	Agriculture Conference Room
Module 2A	Introductory PPAM for Permanent Secretaries, Chief Executive Officers, Financial Secretaries and their Deputies	1	May 18, 2018	Agriculture Conference Room
Module 3	Principles, process, tools and skills for RBM PCM	3	May 28-30, 2018	Ministry of Finance Conference Room
Module 7	Risk Management	2	May 31 - June 1, 2018	Ministry of Finance Conference Room
Module 4	Project Appraisal	3	June 4-6, 2018	Ministry of Finance Conference Room
Module 8	Capacity development, managing CDB TA, crosscutting themes of gender, sustainability, climate change, etc.,	2	June 7-8, 2018	Ministry of Finance Conference Room
Module 9	Project Cycle & Procurement	2	June 11-12, 2018	Ministry of Finance Conference Room
Module 5	Project Planning and Implementation	3	June 13-15, 2018	Ministry of Finance Conference Room
Module 6	Monitoring and Evaluation	3	June 18-20, 2018	Agriculture Conference Room
Module 10	Train-the-Trainer sessions in PPAM & PCM Curriculum Delivery and Facilitation	3	June 21-22 and 25, 2018	Agriculture Conference Room