



Agenda

SAARC Training on “Energy Statistics and Publishing of National Energy Data for Afghanistan”

Kabul, Afghanistan | 1st and 2nd October, 2018

Trainer: Mr. Engr. Muhammad Faizan Khan

Program Coordinator: Mr. Engr. S.M.Mohibur Rahman, Research Fellow (TT), SEC

Venue: Hotel Intercontinental Kabul

Monday, 1 st October, 2018	
Inaugural Session	
Time	Description
0900 – 0930	Registration
0930 – 0940	Welcome address on behalf of Director, SAARC Energy Centre (SEC) <i>Engr. S.M. Mohibur Rahman, Research Fellow (Technology Transfer), SEC</i>
0940 – 0950	Welcome Note by Governing Board Member, Afghanistan <i>Mr. Farhad Mahmoody</i>
0950 – 1000	Address by the Chief Guest <i>H.E Muhammad Gul Khulmi, Hon'ble Minister of Energy and Water, Afghanistan.</i>
1000 – 1015	Group Photo
Technical Session 1	
1015 – 1030	Training Overview.
1030– 1100	Importance of Data
1100 - 1120	Coffee / Tea Break
1120 - 1230	Role of Energy Statistics
1230 – 1300	Data Collection Methodologies
1300 – 1340	Break (Prayer/Lunch)
Technical Session 2	
1340 – 1420	Data Collection Methodologies (continued)
1420 – 1530	Interactive Exercise 1 - Data Collection

1530 – 1550	Coffee / Tea Break
Technical Session 3	
1550 – 1605	Data Presentation
1605 – 1630	Statistical Analysis
1630 – 1645	Tools for Data Analysis
1645 – 1700	Close of day proceedings and instructions for the next day

Tuesday, 2nd October, 2018	
Technical Session 4	
0930 – 1000	Introduction to Energy Balance Converter
1000 – 1115	Introduction to MS Excel <ul style="list-style-type: none"> - Overview - File Management and Data Entry - Creating and Copying Formulas
1115 – 1135	Coffee / Tea Break
Technical Session 5	
1135 – 1215	Installation: Energy Balance Converter
1215 – 1300	Energy Balance Converter Workflow
1300 - 1400	Lunch Break
Technical Session 6	
1400 – 1430	Interactive Exercise 2 <ul style="list-style-type: none"> - Generating Sample Report using EBC
1430 – 1530	Interactive Exercise 3 <ul style="list-style-type: none"> - Generating Report using Actual Data
1530 – 1550	Coffee / Tea Break
1550 - 1620	Interactive Exercise 3 (continued)
1620 – 1640	Distribution of Certificates
1640 - 1650	Note of Thanks by Program Coordinator
1650 – 1700	Group Photo