



## Agenda

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

Thimphu, Bhutan | 4 – 5 July, 2018

**Trainer: Mr. Muhammad Faizan Khan**

**Program Coordinator: Mr. Muhammad Umar Mukhtar**

**Venue: Hotel Le Meridien, Thimphu**

Wednesday, 04 July, 2018	
Inaugural Session	
Time	Description
0900 – 0930	Registration
0930 – 0940	Welcome address on behalf of Director, SAARC Energy Centre (SEC) <i>Dr. Shoaib Ahmad, Deputy Director, SEC</i>
0940 – 0950	Welcome Note by Governing Board Member, Bhutan <i>Mr. Karma Penjor Dorji</i>
0950 – 1000	Address by the Chief Guest <i>To be decided.</i>
1000 – 1015	Group Photo
Technical Session 1	
1015 – 1030	<b>Training Overview.</b>
1030– 1100	<b>Importance of Data</b>
1100 - 1120	Coffee / Tea Break
1120 - 1230	<b>Role of Energy Statistics</b>
1230 – 1300	<b>Data Collection Methodologies</b>
1300 – 1340	Break (Prayer/Lunch)
Technical Session 2	
1340 – 1420	<b>Data Collection Methodologies</b> (continued)
1420 – 1530	<b>Interactive Exercise 1</b> - <b>Data Collection</b>
1530 – 1550	Coffee / Tea Break

<b>Technical Session 3</b>	
1550 – 1605	<b>Data Presentation</b>
1605 – 1630	<b>Statistical Analysis</b>
1630 – 1645	<b>Tools for Data Analysis</b>
1645 – 1700	Close of day proceedings and instructions for the next day

<b>Thursday, 05 July, 2018</b>	
<b>Technical Session 4</b>	
0930 – 1000	<b>Introduction to Energy Balance Converter</b>
1000 – 1115	<b>Introduction to MS Excel</b> <ul style="list-style-type: none"> <li>- <b>Overview</b></li> <li>- <b>File Management and Data Entry</b></li> <li>- <b>Creating and Copying Formulas</b></li> </ul>
1115 – 1135	Coffee / Tea Break
<b>Technical Session 5</b>	
1135 – 1215	<b>Installation: Energy Balance Converter</b>
1215 – 1300	<b>Energy Balance Converter Workflow</b>
1300 - 1400	Lunch Break
<b>Technical Session 6</b>	
1400 – 1430	<b>Interactive Exercise 2</b> <ul style="list-style-type: none"> <li>- <b>Generating Sample Report using EBC</b></li> </ul>
1430 – 1530	<b>Interactive Exercise 3</b> <ul style="list-style-type: none"> <li>- <b>Generating Report using Actual Data</b></li> </ul>
1530 – 1550	Coffee / Tea Break
1550 - 1620	<b>Interactive Exercise 3 (continued)</b>
1620 – 1640	Distribution of Certificates
1640 - 1650	Note of Thanks by Program Coordinator
1650 – 1700	Group Photo