



## Agenda

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

Male, Maldives | 6 – 7 August, 2018

**Trainer: Mr. Muhammad Faizan Khan**

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

**Venue: Maagiri Hotel, Male**

Monday, 06 August, 2018	
Inaugural Session	
Time	Description
0900 – 0930	Registration
0930 – 0940	Welcome address by Director SEC <i>Mr. Mohammad Naeem Malik, Director SAARC Energy Center</i>
0940 – 0950	Address by the Chief Guest <i>Mr. Thoriq Ibrahim, Minister of Environment &amp; Energy</i>
0950 – 1000	Group Photo
1000 – 1020	Coffee / Tea Break
Technical Session 1	
1020 – 1040	<b>Training Overview.</b>
1040– 1110	<b>Importance of Data</b>
1110 - 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
Technical Session 3	
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

**Tuesday, 07 August, 2018**

**Technical Session 4**

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

**Technical Session 5**

1135 – 1215	<b>Installation: Energy Balance Converter</b>
1215 – 1300	<b>Energy Balance Converter Workflow</b>
1300 - 1400	Lunch Break

**Technical Session 6**

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</b> (continued)
1620 – 1640	Distribution of Certificates
1640 - 1650	Note of Thanks by Program Coordinator
1650 – 1700	Group Photo