



Agenda

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

Kathmandu, Nepal | 8 – 9 July, 2018

Trainer: Mr. Muhammad Faizan Khan

Program Coordinator: Mr. Muhammad Umar Mukhtar

Venue: Yak and Yeti Hotel, Kathmandu

Sunday, 08 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, Nepal <i>Mr. Dinesh Kumar Ghimire</i>
0950 – 1000	Address by the Chief Guest <i>To be decided.</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

Monday, 09 July, 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