

FACILITATOR'S MANUAL

ON

ETHICS & INTEGRITY MANAGEMENT



Ethics and Integrity in the Bhutanese Public Sector

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Facilitator's guide to manage trainees' accounts

This is a step by step guide for the facilitator's to discharge their roles on the eLearning platform and to control trainee's progress.

Background Information

The Programme 'Ethics and Integrity in the Bhutanese public sector' aims at improving civil servants' awareness on the public sector's values and thereby improving the ethical performance of the public sector.

The main output of the programme is an education programme comprising surveys, tests and a course on the above mentioned issues.

The educational programme is delivered in form of electronic learning (eLearning). The elements of the educational programme are uploaded on a platform –Learning Management System (LMS).

The tasks of the facilitator

- Respond to the uploaded questions and case-work from the unit staff/focal persons;
- Submit any general issues/comments to the Joint Task Force (or even Heads) for clarification and feedbacks;
- Support the organization and implementation of the course.

Logging to LMS

The facilitators will have to use the username and password provided by the system administrator to log on to the LMS using the below URL.

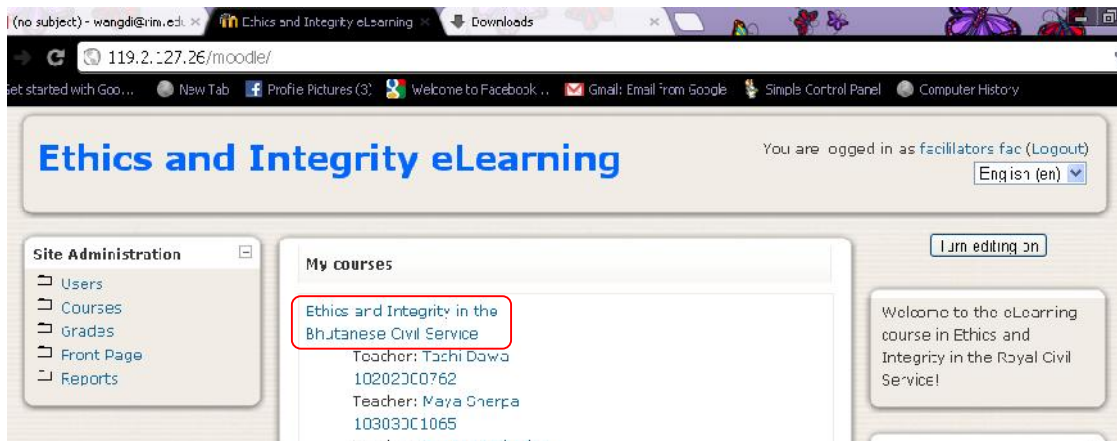
<http://119.2.127.26/moodle/> or <http://ethics.rim.edu.bt/moodle/>



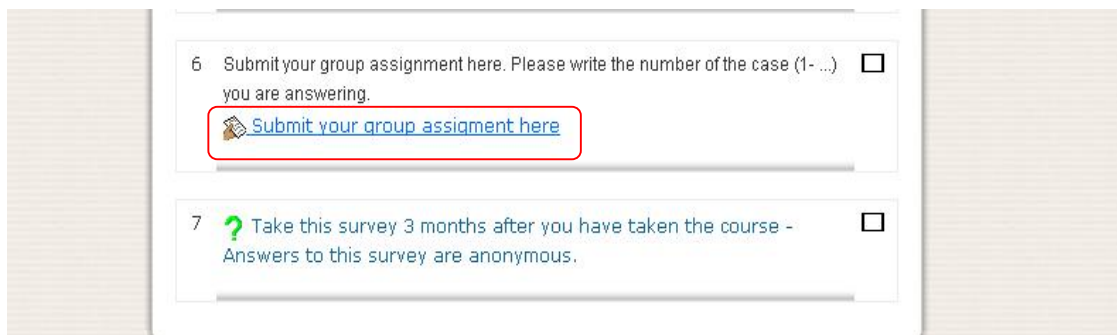
Ethics and Integrity in the Bhutanese Public Sector



1. Click on the name of the course ***Ethics and Integrity in the Bhutanese Civil Service***



2. Click on ***Submit your group assignment here***





Ethics and Integrity in the Bhutanese Public Sector

3. Select the group you are assigned to comment by the focal persons.

Ethics and Integrity in the Bhutanese Civil Service

Ethics > E1101 > Assignments > Submit your group assignment here > View submitted assignments

Separate groups: **All participants** (View 5 submitted assignments)

Available from: Thursday, 14 June 2012, 05:00 PM
Due date: Thursday, 21 June 2012, 05:00 PM

Sorry, you are not allowed to submit an assignment.

You are logged in as **facilitators fac (Logout)** F1101

4. After the group is selected click on View x submitted assignments (x is the total number of submissions)

Ethics and Integrity in the Bhutanese Civil Service

Ethics > E1101 > Assignments > Submit your group assignment here > View submitted assignments

Separate groups: **ACD** (View 1 submitted assignments)

Submit your group assignment here. Your assignment will be sent to review and you will receive some feedback within 3-4 weeks.

Available from: Thursday, 14 June 2012, 05:00 PM
Due date: Thursday, 21 June 2012, 05:00 PM

Sorry, you are not allowed to submit an assignment.

You are logged in as **facilitators fac (Logout)** F1101



Ethics and Integrity in the Bhutanese Public Sector

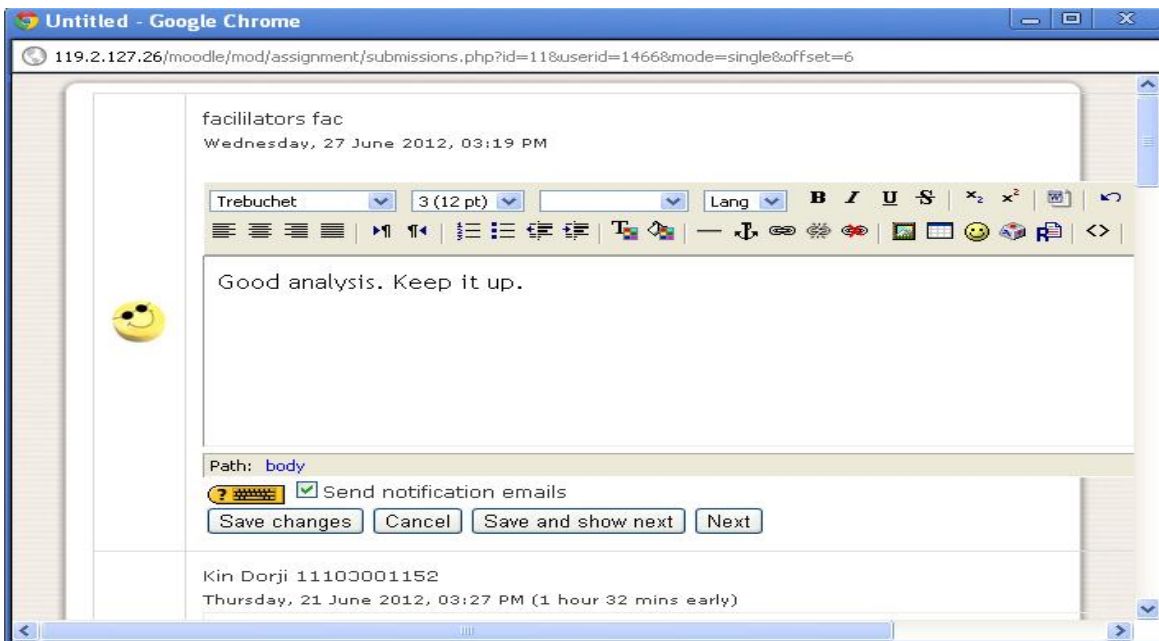
5. Read the answer/feedback submitted by clicking on **Case....**

| <input type="checkbox"/> | First name / Surname ↓ <input type="checkbox"/> | Grade <input type="checkbox"/> | Comment <input type="checkbox"/> | Last modified (Student) <input type="checkbox"/> | Last modified (Teacher) <input type="checkbox"/> | Status <input type="checkbox"/> | Final grade <input type="checkbox"/> |
|--------------------------|---|--------------------------------|----------------------------------|---|--|---------------------------------|--------------------------------------|
| | Chimi Wangmo 10504001118 | - | | | | Grade | - |
| | Jurmi Tenzin 10604000085 | - | | | | Grade | - |
| | Loday Tsheten 10606001510 | - | | | | Grade | - |
| | Yangzom 10712002333 | - | | | | Grade | - |
| | Kunzang Dorji 10810001251 | - | | | | Grade | - |
| | Sherab Tharchen 11101001961 | - | | | | Grade | - |
| | Kiri Dorji 11103001152 | - | The case ... | Case ... Thursday, 21 June 2012, 03:27 PM Submission | Wednesday, 27 June 2012, 02:31 PM | Grade | - |
| | Neten zangmo 11107008050 | - | | | | Grade | - |
| | Tashi Tobgay 11512005162 | - | | | | Grade | - |
| | Nqawang Gyeltshen 11604001061 | - | | | | Grade | - |

Submissions shown per page 10

6. You can write your comments by clicking on the grade/update in line with the case comments submitted.

7. After you finish commenting click on save changes.





Ethics and Integrity in the Bhutanese Public Sector

Facilitator's list for E-Learning course on Ethics and Integrity management

| Sl.no | Agency | Name | Designation | Email ID | Contact No: Office&/Mobile # |
|------------------------------|-------------------|----------------------|-------------|--|---------------------------------|
| Ministry | | | | | |
| 1 | MoAF | Pema Wangda | HRO | pemawangdu@moaf.gov.bt | 335647/16932035 |
| 2 | MoE | Mr. Phuntsho Wangdi, | CIA | funtshowangdi@gmail.com , | 17607729 |
| 3 | MoEA | Tshering Tashi | HRO | tashi802001@yahoo.com | 17615277/323101 |
| 4 | MoF | Jigme Thinley | HRO | jigmet@mof.gov.bt | 322268/333104 |
| 5 | MoFA | Sangay Tenzing | HRO | wamropsangay@gmail.com | 17489809 |
| 6 | MoH | Khampa Tshering | Dy. CHRO | khampa@health.gov.bt | 17645552 |
| 7 | MoHCA | Sonam Gyeltshen | Sr. HRO | sonamg@email.com | 77254774 |
| 8 | MoIC | Peljor Gaylek | HRO | pgaylek@moic.gov.bt | 323017/17600526 |
| 9 | MoLHR | Ugyen Tenzin | Dy. CHRO | ugen_tenzin@hotmail.com | 334397 |
| 10 | MoWHS | Chador Wangdi | HRO | chadorw@gmail.com | 322464/17660193 |
| Constitutional Bodies | | | | | |
| 1 | RCSC | Tenzin Dorji | AFD Head | tenxyangs@gmail.com | 17668899/332472 |
| 2 | ECB | K. D. Tshering | AFD Head | kd_tshering@yahoo.com | 17602407 |
| 3 | High Court | Kinzang Lhaden | Sr. HRO | kezung_k@yahoo.com | 77234598 |
| 4 | ACC | Jigme Choden | Dy. CCO | jigmec@acc.org.bt | 339926 |
| 5 | OAG | Binarana | Sr. AO | Binarana77@hotmail.com | 17119566/326889 |
| 6 | RAA | Phuntsho Norbu | HRO | norfu@msn.com | 17630936/322112 |



Ethics and Integrity in the Bhutanese Public Sector

| Sl.no | Agency | Name | Designation | Email ID | Contact No: Office&/Mobile # |
|--------------------------|----------------------------|-------------------|------------------------|--|---------------------------------|
| Autonomous Agency | | | | | |
| 1 | Cabinet Secretariat | Duba | CPO | khengduba@gmail.com | 17723414 |
| 2 | NLC | K B Tamang | HRO | parang@druknet.bt | 17602016 |
| 3 | DDC | Ugyen wangchuk | Adm Officer | ugyen@dzongkha.gov.bt | 322663 |
| 4 | GNHC | Karma Jamtsho | Dy. CPO | noemail@gmail.com | 325192 |
| 5 | NCS | Sonam Jamtsho | Chief Adm. Officer | sjamtsho2003@yahoo.co.nz | 17501700 |
| 6 | NAS | Lobzang Dorji | Adm. Officer | lobzangvajra@nab.gov.bt | 17832085 |
| 7 | RPC | Tshering Deki | Asst. AO | thedex08@yahoo.com | 337336/17647930 |
| 8 | BICMA | Lakshuman Chettri | CIMO | lakshuman@bicma.gov.bt | 17696966 |
| 9 | BNCA | Sonam Tshering | Asst. Legal Officer | bnca@yahoo.com | 335371/17900550 |
| 10 | NSB | Tenzin Wangchuk | GIS Officer | tensonwangs@hotmail.com | 322753 |
| 11 | DRA | Sangpo | Sr. Adm. Officer | sangpo1962@gmail.com | 337074 |
| 12 | BOC | Namgay Wangchuk | AFD Head | wnamgyal@hotmail.com | 17622625 |
| 13 | TCB | Kinley Dendup | Com. Officer | kdendup@tourism.gov.bt | 77213652 |
| 14 | DL | Sonam Tobgay | Assistant Adm Officer | stee.tobgay1984@gmail.com | 322754/17140112 |
| 15 | CBS | Chimmi Dem | Admin Officer | ceedem@hotmail.com | 17609903 |
| 16 | NCWC | Tshewang Dorji | Asst. Accounts officer | twangdorji@gmail.com | 17735215 |
| 17 | TCC(City) | Hastabhadur | CAO | hasty44@yahoo.co.in | 17604202 |



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| | | | | | |
|----|------------|----------------|-----------------|--|-----------------|
| | | Sangpang | | | |
| 18 | NEC | Tashi Tshering | Specialist (ES) | ttashi@nec.gov.bt | 17638778/323384 |
| 19 | RIM | Karma Geley | HRO | karma_geley@rim.edu.bt | 17830294 |
| | | Tenzin Dorji | Assist. HRO | tenzin_dorji@rim.edu.bt | 351014/17691609 |

| JTF members | | | | | |
|-------------|-------------|------------------|---------------------|--|-----------------|
| 1 | RIM | Thinley Namgyal | Registrar | thinly_namgyal@rim.edu.bt | 351013/17681660 |
| 1 | RIM | Indraman Chettri | CPO/Asst. Professor | indraman_chhetri@rim.edu.bt | 351013/17606058 |
| 5 | ACC | Jigme Choden | Dy. CCO | jigmec@acc.org.bt | 339926/77248928 |
| 2 | RIM | Wangdi | Lecturer | wangdi@rim.edu.bt | 17655569 |
| 3 | RIM | Phurba | Associate lecturer | phurba@rim.edu.bt | 17761035 |
| 4 | RCSC | Tashi Dorji P | Planning Officer | taship@rcsc.gov.bt | 17439649 |
| 6 | ACC | Nima Yoezar | Asst. PO | nimayzar@acc.org.bt | 339926/17735259 |