



SUMMARY REPORT

One-Day Training Workshop on Interactive Report Writing for Planning & Policy

Date: January 13, 2026
Time: 10:00 AM - 5:00 PM
Venue: ADRI Seminar Hall

Organised by:
Asian Development Research Institute (ADRI), Patna

Target Participants:
Officials of Government of Bihar

Summary Report

Background and Objective

The Asian Development Research Institute (ADRI), Patna conducted a one-day training programme on Interactive Report Writing for Planning & Policy for officials of the Government of Bihar on January 13, 2026, at the ADRI Seminar Hall. The programme was graced by two distinguished Chief Guests—Shri Bijendra Prasad Yadav, Hon'ble Minister, Planning and Development Department, Government of Bihar, and Dr N. Vijaya Lakshmi, IAS, Additional Chief Secretary, Planning and Development Department, Government of Bihar.

The programme aimed to strengthen analytical thinking, research orientation, and report-writing skills among officers engaged in planning, policy formulation, monitoring, and evaluation.

The primary objective was to familiarise participants with structured research methodologies, ethical data practices, and modern analytical tools to enhance the quality, clarity, and policy relevance of government reports and decision notes.

Programme Overview

The programme commenced with opening remarks by Dr Ashmita Gupta, Senior Economist and Member Secretary of ADRI and Dr Deepak Kumar, Senior Research Officer, ADRI, who underscored the importance of effective report writing in evidence-based governance, inter-departmental coordination, and informed decision-making. Emphasis was placed on collaboration between technical experts and policymakers to produce analytically rigorous yet accessible reports.

A pre-training assessment was conducted to evaluate baseline knowledge of research methods and analytical reasoning.



Top performers were recognised and given prizes to encourage active participation and learning.

Key Sessions and Themes

Session I: Types of Reports and Their Policy Relevance | Speakers: Dr Ashmita Gupta (Senior Economist and Member Secretary); Dr Deepak Kumar (Senior Research Officer)

- The session introduced macro and micro reports, impact evaluations, policy notes, dashboards, and photo essays, emphasising selection based on planning needs. It highlighted audience-specific report structuring and the role of concise executive summaries in policy decision-making.

Session II: Methods of Analysis for Different Reports | Speaker: Dr Deepak Kumar (Senior Research Officer)

- Participants were oriented to descriptive, comparative, qualitative, and causal methods, including secondary data analysis, diagnostic studies, and impact evaluations. The session introduced Randomised Controlled Trials (RCTs) through applied policy examples.

Session III: Data Collection for Planning Reports | Speaker: Shri Munish Sharma, GRAMA

- This session focused on administrative and survey data, stressing data sensitivity and quality assurance. Tools such as CAPI and CATI were discussed to improve reliability and reduce reporting bias.

Session IV: Mapping and GIS for Planning and Monitoring | Speaker: Dr Arpan Sharma (GIS Research Expert)

- Using QGIS and Google Earth, participants learned how spatial analysis and satellite data can support planning, monitoring, and effective report presentation.



Session V: Data Security, Ethics, and Legal Frameworks | Speakers: Dr Mousumi Gupta (Research Lead, Computer Science); Dr Deepak Kumar (Senior Research Officer)

- The concluding session covered data ethics, informed consent, anonymisation, and the Digital Personal Data Protection Act, 2023, highlighting responsibilities in government research and reporting.



Special Address

Shri Bijendra Prasad Yadav, Hon'ble Minister, Planning and Development Department, Government of Bihar, addressed the participants and emphasised the critical role of data-driven planning and modern research methods in accelerating Bihar's development. The address reinforced the need to integrate advanced analytical tools into routine policy and planning processes.



Esteemed guest, Dr N. Vijaya Lakshmi, IAS Additional Chief Secretary Planning and Development Department, GoB delivered an address on the role of effective executive summary and report writing in driving policy outcomes and institutional progress.



Post-Training Assessment and Outcomes

A post-training assessment was conducted to measure learning outcomes, with top performers recognised for their improvement and performance. Feedback received from participants indicated strong engagement and appreciation for the practical, application-oriented nature of the programme, with suggestions for deeper thematic sessions in future.



Conclusion

The training workshop strengthened participants' understanding of effective report writing, modern research methods, geospatial tools, and ethical data practices, reinforcing evidence-based governance and equipping officials with practical, job-relevant skills for planning and policy work.



