



**Social Insurance Diploma - Manama, Bahrain
Module 2 : Administration & IT Systems**

	Day 1 - Sunday (22 April)	Day 2 - Monday (23 April)	Day 3 - Tuesday (24 April)	Day 4 - Wednesday (25 April)	Day 5 - Thursday (26 April)
	Organizational Structure / Functions of Social Insurance and pension schemes	Main Operational Functions	Strategic Planning	IT Solutions & Systems In Social Security Organizations	Measurement & Management of Administration Performance
8:30	Session 1 Introductory session - Pension and provident funds governance Mr. Ibrahim Muhanna The Muhanna Foundation	Session 1 Registration, Contribution Collection and Inspection Operations Mr. Joseph Khalifeh NSSF – Lebanon	Session 1 Mr. Mohammed Bani Amer SSC – Jordan	Session 1 Dr. Youssef Dashkouni GOSI - Bahrain	Session 1 Administration performance measurement Mrs. Mireille Safar i.e. Muhanna & co.
10:15	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break
10:30	Session 2 Contribution Compliance Mr. Ibrahim Muhanna The Muhanna Foundation	Session 2 Benefit Payment / Health Insurance Mr. Joseph Khalifeh NSSF – Lebanon	Session 2 Mr. Mohammed Bani Amer SSC – Jordan	Session 2 Dr. Youssef Dashkouni GOSI - Bahrain	Session 2 Administration performance measurement Mrs. Mireille Safar i.e. Muhanna & co.
12:15	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break
12:30		Case Study End of Service Indemnity Reform in Lebanon Mr. Joseph Khalifeh NSSF – Lebanon	Mr. Mohammed Bani Amer SSC – Jordan	Exam	
14:00					
	Lunch with the compliments of The Muhanna Foundation	Lunch with the compliments of The Muhanna Foundation	Lunch with the compliments of The Muhanna Foundation	Lunch with the compliments of The Muhanna Foundation	Lunch with the compliments of The Muhanna Foundation