



ด่วนที่สุด

บันทึกข้อความ

E กษ ๐๒๐๔.๔/๖๔๖

สพด ๒๑๒๔/๑๘ ส.๑๒

ส่วนราชการ สำนักบริหารทรัพยากรบุคคล ส่วนพัฒนาทรัพยากรบุคคล โทร ๐ ๒๒๔๑ ๗๒๗๗ โทร ๒๖๑๕
ที่ สบค ๕๓๓๔ วันที่ ๑๕ มีนาคม ๒๕๖๒

เรื่อง Invitation to the Training Course on "Water Management for Agriculture", Indonesia ๐๓/๖๐

เรียน ผส.บอ. ผอ.สช. และ ผส.ขป. ๑-๑๗

ด้วยสำนักงานปลัดกระทรวงเกษตรและสหกรณ์ ได้มีหนังสือ ที่ กษ ๐๒๐๔.๔/๑๖๔๗ ลงวันที่ ๑๑ มีนาคม ๒๕๖๒ แจ้งว่าสำนักเลขาธิการอาเซียนแจ้งให้ประเทศสมาชิกอาเซียนมอบหมายผู้แทน จำนวน ๒ ราย และมีอายุไม่เกิน ๕๐ ปี (ผู้แทน ๑ ราย จะต้องเป็นเกษตรกร/องค์กรการเกษตร/สมาคมที่เกี่ยวข้องกับการใช้น้ำ) เข้าร่วมการฝึกอบรมเรื่อง Water Management for Agriculture ภายใต้โครงการ Strengthening Capacity Building in Agriculture Sector in ASEAN Countries - Phase 3 (CB Project 3) ระหว่างวันที่ ๒๒ เมษายน - ๒ พฤษภาคม ๒๕๖๒ ณ เมืองมากัสซาร์ ประเทศอินโดนีเซีย ทั้งนี้ กระทรวงเกษตร ป่าไม้ และประมงของญี่ปุ่นจะออกค่าใช้จ่ายให้แก่ผู้แทนดังกล่าว เป็นบัตรโดยสารเครื่องบิน (ชั้นประหยัด) ค่าพาหนะในต่างประเทศ ค่าที่พัก และค่าเบี้ยเลี้ยงตามระเบียบของสำนักเลขาธิการอาเซียน รายละเอียดตามสำเนาเอกสารที่แนบ

ในการนี้ จึงขอให้หน่วยงานของท่านแจ้งให้พิจารณาข้าราชการที่มีคุณสมบัติตามที่กำหนด จำนวน ๑ ราย สมัครงบทุนดังกล่าวและขอให้จัดทำและนำเสนอ Country Paper ของไทยและแบบฟอร์ม ผอ.๑๔๒ ส่งให้ฝ่ายฝึกอบรมภายนอกและจัดการความรู้ ส่วนพัฒนาทรัพยากรบุคคล สำนักพัฒนาทรัพยากรบุคคล ภายในวันศุกร์ที่ ๒๒ มีนาคม ๒๕๖๒ เพื่อเสนอกรมคัดเลือกและอนุมัติต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

(นายแอน ก้านสังวอน)

ผส.บค.

เรียน ผอ.ส่วน ผอ.ช.ภค, ฝ่ายบริหารทั่วไป

เพื่อโปรดพิจารณา หากมีผู้ที่มีคุณสมบัติตามที่กำหนด โปรดติดต่อทำเอกสารเพื่อนำเสนอ และแบบฟอร์ม ผอ.๑๔๒ ส่งฝ่ายบริหาร ภายในวันที่ ๒๐ มีนาคม ๒๕๖๒ เพื่อดำเนินการต่อไป.

(นางรุตานา ทุมวงศ์)

ผบ.ท.บอ.



ASSOCIATION
OF SOUTHEAST
ASIAN NATIONS

Ref: AEC – FAF/Agric/Capacity 3/Vol.2/ 2.5⁵

6 March 2019

To : **National Focal Points for the Project for Strengthening Capacity Building in Agriculture Sector in ASEAN Countries – Phase 3 (CB Project 3)**

- Brunei Darussalam
- Cambodia
- Indonesia
- Lao PDR
- Malaysia
- Myanmar
- Philippines
- Singapore
- Thailand
- Viet Nam

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ASEAN Building
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www.asean.org

Project Officer
ASEAN Secretariat

Subject : **Invitation to the Training Course on "Water Management for Agriculture" Makassar, Indonesia, 22 April – 2 May 2019**

Dear Sir/Madam,

We are pleased to inform you that the training course on "Water Management for Agriculture" will be held in Makassar, Indonesia, from 22 April to 2 May 2019, inclusive of dates of arrival and departure. The training course is conducted under the Project for Strengthening Capacity Building in Agriculture Sector in ASEAN Countries – Phase 3 (CB Project 3), funded by the Ministry of Agriculture, Forestry and Fisheries (MAFF) of Japan. Attached, please find the training module including the registration form for your kind reference and action. Two (2) participants from each ASEAN Member State are invited.

In order to facilitate the preparation process, the ASEAN Secretariat would like to request the respective National Focal Point to submit the registration form by **5 April 2019** to the following contact points.

1. **Ms. Sri Retnani**

Project Officer, The Project for Strengthening Capacity Building in Agriculture Sector in ASEAN Countries – Phase 3 (CB Project 3), ASEAN Secretariat

Tel: +62 21 726 2991 (Ext. 330), Fax: +62 21 739 8234

Email: nani@asean.org

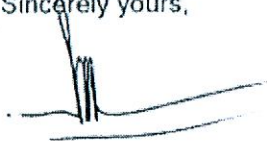
CC to

Ms. Dewi Darmayanti, Deputy Director of Bureau for Agricultural Training
Ministry of Agriculture of Indonesia
Email :ks.diklat@gmail.com
Phone : +62 812 82866084

Also, as a part of the training course, each country is requested to submit a Country Paper by 10 April 2019 in the form of soft copy to the contact points mentioned above. Outline of the country paper can be found in the attached training module.

Thank you for your cooperation.

Sincerely yours,



Pham Quang Minh
Assistant Director
Food, Agriculture & Forestry Division
ASEAN Economic Community Department, ASEAN Secretariat

CC:

Mr. Masao Koga
Project Coordinator, CB Project 3,
ASEAN Secretariat

TRAINING MODULE

The Project for Strengthening Capacity Building
in Agriculture Sector in ASEAN Countries – Phase 3

Title	: The ASEAN Training Course on Water Management for Agriculture
Date	: 15 – 26 April, 2019
Venue& Host	: Jakarta & National Agricultural Training Center Batangkaluku
Implementing Agencies	: Bureau for Agricultural Training, Agency for Agricultural Extension and Human Resources Development, Ministry of Agriculture, Republic of Indonesia
Funding	: Ministry of Agriculture, Forestry and Fisheries of Japan

I. INTRODUCTION

The Ministry of Agriculture of the Republic of Indonesia has set a strategic step in increasing food production by focusing on providing more adequate agricultural facilities and infrastructure, including the construction / rehabilitation of irrigation, expansion land for agriculture, and provisioning of agricultural machinery. The supply of facilities and infrastructure is quantitatively increased then make a real contribution in agricultural development.

Farmers institution as a social order in rural area plays an important role in the management, utilization, and maintenance become the main thing and sustainable and synergizes with government programs. WUA is an organization that manages irrigation water users that has been long time formed and rooted in people's lives and listed as one of the most reliable farmer institution in rural area.

Specifically, WUA accommodates farmers in irrigation water governance at the farm level and managing other water resources to increase food production and the rural agricultural development. Therefore, the government encourages efforts to strengthen and empower farmers institution become the spearhead of increasing food production, achieving food self-sufficiency and improving the welfare of farmers.

Today, WUA has been able to carry out water management in a wider irrigation system,

such as the maintenance of irrigation channels at the secondary, primary and irrigation areas whose institutional development and empowerment has reached an independent level.

The Training course on **Water Management for Agriculture** is expected to provide theoretical concept and practical knowledge based on Indonesian experience in managing irrigation water with sustainability and also the successes of empowering farmers program in rural area. This training will be carried out by combining lecture methods, practices, field visits and also visit other relevant institution to find out better understanding how to develop farmers capacity.

In an effort to improve the farmers welfare through the empowerment program with a sustainable concept, Indonesia wants to share knowledge and expertise among the AMSs. Therefore, Indonesia proposes to conduct an “**ASEAN Training Course on Water management for Agriculture**” to strengthen human resource capacity building in agriculture sector especially in empowering water user association in ASEAN countries.

II. COURSE OBJECTIVE

The training curriculum is designed to provide the participants with better knowledge on water management for agriculture.

The objectives of the training are:

- a. to review the water management for agriculture;
- b. to share best practices of agricultural extension in developing capacity of Water User Association by participatory; and
- c. to identify issues, impediments, and opportunities in managing water for agriculture and formulate action plans to address them.

III. COURSE DESCRIPTION

This training course will be held for twelve (12) days in Indonesia. The program of the course to be implemented mainly at and by National Agricultural Training Center (NATC) Batangkaluku.

To achieve the course objectives, the topics are divided into 3 parts, consist of :

1. The Core Subject, addressed general information about policy and regulation of water management for agriculture in Indonesia;
2. The Main Subject, addressed knowledge and application of farmer empowerment in selecting technologies that fit their financial and own

resources; and

3. The Supporting Subject, addressed opportunity to share information and experience in the utilization of water irrigation sustainably.

IV. EXPECTED OUTCOME

At the end of the training course, the participants should accomplish the following;

- a. Comprehensive understanding of water management for agriculture;
- b. Improved understanding of the importance of agricultural extension in developing capacity of water user associations based on their need;
- c. Improved ability in encouraging information and experience in the utilization of water irrigation;
- d. Improved information sharing and strategies from other services that generate income and help cover cost.

In order to attain the outcomes of the training course, the curriculum of the training course is designed as the following table. In this table, the mark of "L" for "Lecture", "P" for "Practice" and "F" for "Field Visit".

NO	SUBJECT	L	P	F	TOTAL HOURS	FACILITATOR
I	Core Subjects					
1	Program and Policy on Agricultural Training dan Extention	2	-	-	2	Ministry of Agriculture
2	Program and Policy on Water Resources Management	2	-	-	2	Ministry of Agriculture
II	Main Subject					
1	Introduction to Agricultural Irrigation	2	-	-	2	TBC
2	Participatory Design for Rural Area	2	2	-	4	TBC
3	Various types of farmer's institution	2	-	2	4	TBC
4	Assistance Technique for Farmer Institution in Irrigation Area	4	-	4	8	TBC
5	Concepts and Applications of Empowering WUA	3	-	5	8	TBC

NO	SUBJECT	L	P	F	TOTAL HOURS	FACILITATOR
6	Identification of Irrigation channel	2	-	6	8	TBC
7	Farmer Economic Institution	2	-	6	8	TBC
8	Water User Association and Services	2	-	6	8	TBC
9	Farmer Group Business Model and Services	2	-	6	8	TBC
III	Supporting Subjects					
1	Group Dinamics	2	-	-	2	
2	Country Report Presentation	4	-	-	4	TBC
3	How to Formulate Action Plan	-	-	-	0	
4	Action Plan	-	4	-	4	TBC
5	Group Report	-	4	-	4	TBC
TOTAL		31	10	35	76	

V. VENUE AND DURATIION

The training course will be conducted at NATC Batangkaluku and related organisations in South Sulawesi, Indonesia, for twelve (12) days from 22 April to 2 May, 2019.

VI. LANGUAGE

The training course will be conducted in English.

VII. COUNTRY PAPER PRESENTATION

As a part of the training course, the participants are requested to prepare a country report for each country. The country report should be presented for fifteen (15) minutes by Power Point format. It should cover the following topics.

1. Overview of the water management for agriculture
2. Strengthening water users association in their respective countries
3. Expectations from the training course/future collaborations

The participants are requested to submit the country report in electronic data by one (1) week before the training course.

Please submit to ;

Mr/Mrs : Budi Darma Putra
Position : Trainer
Tel : +62 81340600137, FAX:
Email : budi205dp@gmail.com

(CC)

Mr/Mrs : Dewi Darmayanti
Position : Deputy Director of Bureau for Agricultural Training
Tel : +6281282866084, FAX: +62 21 7891064
Email :

(CC)

Mr/Mrs :
Position :,
Tel :, FAX:
Email :

VIII. PARTICIPANTS

Number of participants will be twenty (20) persons from ASEAN Member States (AMSs). Two (2) participants from each AMS will be invited to participate in the training course.

The participants to be nominated should possess the following minimum qualifications:

1) Position:

- (i) Government officials or extension workers who are in charge of farmers' organisations.
- (ii) Leaders of farmers' organisations or officials and employees of water user association,

Note: Out of two participants from each AMS, at least one must be either from farmers' organisation or from water user association.

2) Age and Career:

Not be more than fifty (50) years of age, with the minimum of three (3) years career in the field of farmers' organisation or from water user association.

3) English Proficiency:

The participant is required to have good command of English to follow the training course.

4) Gender Equality

Equal opportunities for male and female participants are given.

5) Physical Condition

The participants should be physically fit to travel and study abroad in Indonesia.

Pregnant female applicant is not eligible to participate in the training.

IX. TENTATIVE SCHEDULE

The Training Course on Water Mangement for Agriculture South Sulawesi, 22 April – 2 May, 2019

Time		Activities	Courseware
Monday, April 22		Arrival all the participants at International Airport Soekarno Hatta (registration, briefing)	Airport pick up. Stay overnight at hotel in Jakarta
Tuesday, April 23	Morning	Leave the hotel by bus Opening Ceremony at Ministry of Agriculture Lunch Agriculture in Indonesia and Rural Development (L) Program and Policy on Agricultural Training and Extension (L) Program and Policy on Water Resources Management (L) Lunch	Committee Ministry of Agriculture Ministry of Agriculture Ministry of Agriculture
	Afternoon	Proceed to Makassar, South Sulawesi	Stay at NATC Batangkaluku
Wednesday, April 24	Morning	Welcoming Event Traditional Dance Welcome Remark Services during program Country Report Presentation (P) Lunch	Committee Director of NATC Facilitator TBC
	Afternoon	Participatory Design for Rural Area	TBC
Thursday, April 25	Morning	Introduction to Agricultural Irrigation Lunch	TBC
	Afternoon	Assistance Technique for Farmer Institution in irrigation area	TBC
Friday, April 26	Morning	Concepts and Applications of Empowering WUA Lunch	TBC
	Afternoon	Various Types of Farmer's Institution Garden Party	TBC Committee
Saturday, April 27	Morning	Field Trip Activity Identification of Irrigation channel (F) Lunch	Committee Maros Irrigation Officer
	Afternoon	Identification of Irrigation channel (F)	Stay overnight at Hotel in North Toraja

Sunday, April 28		Point of Interest (Lembang Lolai / Kete Kesu / Buntu Burake)	North Toraja
Monday, April 29	Morning	Farmer Economic Institution (F) Lunch	Farmer Group North Toraja
	Afternoon	Water User Association and Services (F)	WUA Sidrap Stay overnight at Hotel in Sidrap
Tuesday, April 30	Morning	Personal Guidance for Action Plan (P) Lunch	Facilitator
	Afternoon	City tour	Stay at NATC Batangkaluku
	Evening	Farewell Dinner	Committee
Wednesday, May 1	Morning	Presentation; Action Plan (P)	TBC
		Closing Ceremony	Committee
		Lunch	
	Afternoon	Proceed to Jakarta	Stay overnight at hotel in Jakarta
Thursday, May 2	Morning	Departure at International Airport Soekarno Hatta (Jakarta)	Airport send off

(*)

- Please place the mark of L(Lecture), P (Practice) and F (Field Visit).
- At the end of the training course, each participant should prepare feasible/practical action plan which they will implement on their return home.

X. EVALUATION

At the end of the training course, evaluation through questionnaire will be conducted to collect feedback from participants.

After about one year from the completion of the training, participants will be confirmed about the progress of action plan.

INFORMATION NOTE

Expenses covered by the Project

1. Air ticket

Most direct round-trip air ticket (economy class) will be issued to all participants through the ASEAN Secretariat's designated travel agent. The ASEAN Secretariat will settle the airfares directly with the travel agent. Therefore, any air tickets booked and purchased personally by the participants shall not be subject to be reimbursed by the Project.

2. Accommodation

Accommodation charge is covered by the Project. However, personal uses such as laundry, telephone and mini-bar shall be covered by participants' own expenses.

3. Transportation during the training course

All participants will be picked up at the airport. The transportation during the training activity is provided and arranged by training organisers.

4. DSA (Daily Subsistence Allowance)

All participants are entitled for USD 25 /person/day or equivalent in local currency during the training course.

5. Insurance

All participants will be covered by personal accident insurance.

6. Training facilities

Training facilities, training kit and training materials are provided by training organisers.

Expenses covered by the Participants or Participating Country

1. All incidental expenses in the home country including passport issuance and VISA fee, medical examination and others as well as travel to/from the airport in the home country basically
2. Personal expense during the training course
3. Loss or damage of personal property of participants
4. Excess baggage fee

Regulations

Participants are required to:

1. Agree and attend all scheduled training activities;
2. Desist from bringing along any member of family;
3. Return to their home country upon completion of the training;
4. Discontinue the training should they become seriously ill and be considered unfit to continue the training; and
5. Discontinue the course should they commit improper or immoral conduct.

Food

Participants are required to inform the training organisers of any food restriction due to religious reasons.

Clothing

Light clothing is advisable due to relatively warm and humid weather. Coat and tie or national attires (any appropriate indigenous costume of country) are encouraged to be worn during formal occasions and when doing courtesy calls. Participants are likewise required to bring comfortable clothes, preferably pants and sneakers to be worn during the practical sessions and field visits.

Work Plan of PY 2019 (Oct. 2018 - Sept. 2019) CB Project 3

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						
Jan. 2019	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu																						
	[Follow-up program] Dissemination technology and knowledge learned from past training courses to agricultural practitioners/officials and farmers in Lao PDR (Savannakhet, Lao PDR)																																																				
Feb. 2019	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu																									
	[Follow-up program] Good Agricultural Practices to Increase Crop production and Food Safety (Myanmar)										[Follow-up program] Promotion of Food Safety and Application of Good Agricultural Practices (GAP) (Cambodia)																																										
Mar. 2019	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun																						
	[Follow-up program] Diversification of Food Production and Zero Waste Processing System (Indonesia)										[Workshop] Sustainable Agriculture Focused on Climate-Smart Farming Business (Philippines)																																										
Apr. 2019	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue																							
	[Seminar] Seminar on GAHP (Philippines)										[All AMS] Water Management for Agriculture (Indonesia)																																										
May. 2019	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri																						
	Interview Survey																																																				
Jun. 2019	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun																							
	(idui Fitri)										[All AMS] Fostering of Coordinators of Food Value Chain (Japan)																																										
Jul. 2019	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed																						
	[All AMS] Climate-Smart Agriculture - A Driver of Green Growth (Viet Nam)																																																				
Aug. 2019	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat																						
	[All AMS] Empowering the Leader of Farmer Organization for Sustainable Agribusiness Management (Thailand)										[Follow-up program] Enhancing the Role of Agricultural Cooperative in Food Value Chain (Malaysia)																																										
Sept. 2019	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon																							
	[Follow-up program] Improving and Mainstreaming Gender in Myanmar Agricultural Sector (Myanmar)																																																				
	(Financial Report)																																																				

Registration Form
Training Course on "Water Management for Agriculture"

1. Title : Mr Ms
2. Name as shown in passport : _____
3. Nationality : _____
4. Designation/Position : _____
5. Organisation/Agency : _____
6. Date of Birth/Age : _____
7. Passport No : _____
Date of expiry : (Remaining period should be more than 6 months from the date of entry to the country.)
8. Address : _____

9. Telephone* : _____
10. Mobile phone* : _____
11. Fax. : _____
12. E-mail* : _____
13. Airport of origin : _____
14. Meal preference : Vegetarian Muslim food No preference

**Please write down clearly for travel arrangement.
Please submit to:*

Action Plan

(1) Back Ground

Making Action Plan is stipulated as a criteria for monitoring and evaluation in the project document of "Project for Strengthening Capacity Building in Agriculture Sector in ASEAN Countries – Phase 2 (CB Project 2)". To conduct a project effectively and efficiently, it is necessary to monitor and evaluate activities regularly.

Action Plan will be used as one of the effective ways of evaluating the outcome of the training courses. Ministry of Agriculture, Forestry and Fisheries of Japan as donor of CB Project 2 also plans to use Action Plan as success indicator. In this context, all participants are obliged to make own Action Plan during the training course, under CB project 2.

The technology, knowledge and knowhow you study through training course will be your lifelong wealth.

It is invisible, but surely you can transfer to your children, and from your children to your grandchildren, it can be transferred to your neighbors, and from your neighbors to other neighbors.

If you do not transfer what you learned neither implemented, those you learn during training course will be terminated.

Action Plan is a future plan prepared by each participant during the training course based on the findings, and should be implemented after the training course.

It is important that Action Plan is feasible and practical depending on each participant's own situation and condition of his/her home country. As for time frame, short-term Action Plan is much preferable to long-term Action Plan whose time frame is beyond two years because short-term Action Plan is easier to confirm its progress.

We prepared some check points.

So please establish your action plan taking check points into consideration.

(2) Way of Implementation

At the beginning of the training course, training organizers should deliver Action Plan format to each participant. Each participant should attend the training course with keeping Action Plan in mind. Resource persons/organizers are also required to assist them to make Action Plan. In this regard, it is highly desirable for organizers to make up a drafting session of Action Plan in the training schedule.

At the end of the training course, **each participant is requested to present their own Action Plan** within fifteen (15) minutes.

After a certain period from the completion of the training course, each participant is required to confirm the progress of own Action Plan through the interview survey. The ratio of implementing Action Plan at the interview survey should reach to a certain extent.

(3) Format of Action Plan

Please, see the next page.

Please notice the check points when you fill the format to make your action plan.

Action Plan Format

Name and Country : Mr. Ms.

Occupation and Organisation/Agency:

Tel:

Email:

Name of Training Course :

Training Period :

No.	Present Situation and Problem	Necessary Activities	Expected Outcome	Time Frame
1.				
2.				
3.				

Check Points

1. Is it describe clearly?; When, Where, Who, To whom, What, How
2. Is it Effective? Efficiently? Sustainable (will be continued after action plan)?
3. Is it budgetary supported (if necessary)?

CONDITIONS TO BE APPLIED

1. Air ticket and land transportation

The most direct round-trip air tickets (economy class) for all participants/resource persons are arranged by ASEC and delivered through the travel agent designated by ASEC.

Land transportation of participants in their home countries should be covered by themselves or participating countries. Land transportation of resource persons in their home country are negotiable based on the request.

2. DSA (Daily Subsistence Allowance)

USD 25 per day is applied to participants for the duration of training course including arrival /departure days. USD 25 per day is also applied to OIC and facilitators for the duration of their mission.

A half of ASEC rate is applied to resource persons' DSA for the duration of mission.

DSA is payable either in USD or local currency at the prevailing exchange rate.

3. Honorarium

USD 40 per hour (60 minutes) is paid to the resource persons who give lectures. This includes the cost for preparation of lecture materials. USD 20 per hour (60 minutes) is paid to the resource persons who give practices and explanations during field visit.

No honorarium is paid for country paper presentation session or orientation of training course.

USD 10 per hour (60 minutes) is also provided to facilitators only for their assistance during field visit.

4. Accommodation

Accommodation, basically one room per person, is provided for all participants and related persons. Reservation and necessary arrangement shall be made by the host country.

5. Food and beverage

Meal including coffee/tea break are prepared by the host country during training course. One (1) welcome reception and one (1) farewell reception can be also held. The host country should consider preparing different meal for certain persons for religious reason.

6. Training facilities and documentation

Communication cost such as internet use for participants, cost for training venue/meeting room, rental equipment, stationery/training kit, certificate and documentation are provided by the host country. The estimated cost can be proposed in lump-sum.

7. Transportation

Transportation from/to airport, transportation from/to hotel and training venue during training activity should be provided to all participants and related persons by the host country.

8. Insurance

Appropriate insurance which is available in the host country is applied only for the participants. Insurance for resource persons who travel from outside host country is negotiable. The necessary arrangement shall be made by the host country. However, insurance for resource persons and facilitators are also applied in Bilateral Component training courses.

9. Other Expenditure

USD 1,500 is provided for host country as pre&post activities.

Airport tax is provided depending on the actual situation.

USD 50 as miscellaneous cost is prepared for participants only.

ASEC shall not be responsible for any tax that may arise other than those above.

2. Effectiveness of the Course

Do you think that the participation in this training course contributes to your understanding on "XXX"?

4	3	2	1
(Effective)	(Rather effective)	(Rather ineffective)	(Ineffective)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you mark 1 or 2, please describe the reason below:

()

If you mark 3 or 4, please describe how you are going to apply the knowledge and/or skills you have acquired here:

()

Please describe possible obstacles and/or constraints you may encounter when you apply the knowledge and/or skills you have acquired here in your country:

()

3. Efficiency in implementation

How do you evaluate the implementation/organisation of the training course? Has the training course been implemented/organised efficiently?

4	3	2	1
(Efficient)	(Rather efficient)	(Rather inefficient)	(Inefficient)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please describe the reasons/ comments below:

()

4. Impact of the training course

Do you think that continuous implementation of this kind of training courses will be effective for "XXX" in your country?

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|
| 4 | 3 | 2 | 1 |
| (Effective) | (Rather effective) | (Rather ineffective) | (Ineffective) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If you mark 1 or 2, please describe the reasons below:

()

5. Sustainability in given knowledge

Do you think that the knowledge and skills given in this training course will be applicable practically and continuously in your country?

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|
| 4 | 3 | 2 | 1 |
| (Applicable) | (Rather applicable) | (Rather inapplicable) | (Inapplicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If you mark 1 or 2, please describe the reasons below:

()

6. Further dissemination system

Do you have a dissemination system of the knowledge and skills given in this training course in your country?

- | | | |
|--------------------------|--------------------------|--------------------------|
| (Yes) | (No) | (Others) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Should you mark "Others", specify the reason or describe your country's situation:

()

Please describe your comments on the training course as a whole, if any:

()

Thank you very much for your kind cooperation.

แบบกรอกประวัติผู้ขอสมัครทุนรัฐบาล.....

หลักสูตร..... ณ ประเทศ.....ระหว่างวันที่.....

ของสำนัก/ กอง.....

หน้าที่ความรับผิดชอบในงานปัจจุบัน(ระบุเป็นข้อ ๆ ให้ชัดเจน)	ประสบการณ์ที่เกี่ยวข้องกับสาขาวิชาที่สมัครรับทุน	ประโยชน์ของการฝึกอบรมที่สมัครรับทุนที่มีต่องานหรือตำแหน่งที่ดำรงอยู่

หมายเหตุ กรุณากรอรายละเอียดสำหรับผู้รับทุนไปศึกษา / ฝึกอบรม และดูงาน ณ ต่างประเทศ (ครั้งล่าสุด)
 ไปศึกษา / ฝึกอบรม และดูงาน หลักสูตร..... รวมระยะเวลา ปี เดือน วัน
 ระหว่างวันที่ เดือน พ.ศ. ถึงวันที่ เดือน พ.ศ. ณ ประเทศ.....
 ด้วยทุน..... ๑.ขอรับรองว่าประโยชน์ของการศึกษาที่สมัครรับทุนที่มีต่องานหรือตำแหน่งที่ดำรงอยู่
 (ลงชื่อ) ผู้กรอกข้อมูล ๒.ขอรับรองว่ามีผู้ปฏิบัติงานเพียงพอไม่เสียหายกับทางราชการและไม่มีการขออัตรากำลังเพิ่ม
 (.....) ๓.ขอรับรองข้อมูลถูกต้อง
 ตำแหน่ง (ลงชื่อ).....ผอ.สำนัก/กอง
 วันที่ (.....)
 วันที่.....