

## **WORKSHOP BRIEF**

### **General Information**

<b>1. Workshop Code</b>	TF-196
<b>2. Workshop Title</b>	Sufficiency Economy Philosophy and One Tambon One Product (OTOP)
<b>3. Timing and Duration</b>	5 <sup>th</sup> – 8 <sup>th</sup> August 2019 (4 days, excluding arrival and departure)
<b>4. Venue</b>	Thailand
<b>5. Implementing agencies</b>	Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)  Ministry of Agriculture and Cooperatives (MoAC), Thailand
<b>6. Sponsoring agencies</b>	Royal Thai Government
<b>7. Number of overseas participants</b>	Up to fourteen (14) qualified participants
<b>8. Closing Date for Nominations</b>	16 <sup>th</sup> July 2019

### **Candidates Eligibility**

The participants are expected to have the following qualifications:

- |                     |  |
|---------------------|--|
| 1. Current position | The participants should either in the mid or senior level management and working under rural entrepreneurship development, small and medium industries, rural development and poverty alleviation, and other relevant departments of national and local government agencies. |
| 2. Work experience  | At least five (5) years of experience in the position described above.   |
| 3. Education        | University degree or equivalent qualification from a recognized University/ Institution.   |
| 4. Language         | The workshop will be conducted in English, and participants are frequently required to make oral and written presentations. They must, therefore, be proficient in spoken and written English.   |
| 5. Health           | Participants to complete a number of individual and group activities, and strenuous fieldwork. It is therefore, recommended to the member countries, not to nominate candidates who are likely to suffer from physical and mental stress.                                    |

## Application Procedure

1. **Ministry Role:** Nominations must be submitted to **training@cirdap.org** in the prescribe nomination form (attached as Nomination Form) including the email address of nominees by **16<sup>th</sup> July 2019**. Ministry is requested to collect all nominations and select according to criteria.
2. **Participant's Role:** Participants will filled-in the profile form, and upload required documents in CIRDAP website.
  - a. **Application link; and the necessary format has to download**
    - (i) Click on the application link- <http://cirdap.org/capacity-building/> ;
    - (ii) Click on the programme **Sufficiency Economy Philosophy**;
    - (iii) Download the necessary documents namely workshop brief;
  - b. **The documents have to fill up and upload:**
    - (i) After making ready all supporting documents mentioned below, Click [Apply](#);
    - (ii) Filled-in the form;
    - (iii) Click [Add File](#) and upload the following supporting documents in **PDF** format:

sl	Type of Documents	Rename as
1.	Official Nomination from organizational head's signature and seal	Applicant's first name_nomination (e.g. bbx_nomination)
2.	Passport copy ( <i>passport must be valid for at least next 6 month from the training date</i> )	Applicant's first name_passport (e.g. bbx_passport)

- (iv) After adding all documents, click [Submit](#);
- (v) A notification box will appear for Edit, if needed after submission;

The closing date for application submission is **16 July 2019**, after deadline, the submission portal will not be accessible.

## Country Paper

Participants are requested to submit a **Country Paper** on “**Sufficiency Economy Philosophy: Government Initiatives in .....** (Name of their respective country)”

1. An ideal country paper may content:
  - (a) **Ministerial Structure** (description of RELEVANT ministry's system of operation and its institute/s);
  - (b) **Rules/ regulations/ policies /strategies** (a brief of existing or proposed rules- regulations- policies- plan and strategies on cited issues);
  - (c) **Present practices** (a brief description on present practices on sufficiency economy philosophy and one village one-product concept. Participants can share their best practices);
  - (d) **Limitations, challenges and opportunities** (Participant will identify specific limitation- challenges- opportunities have in his/her own country's perspective); and

- (e) **Way forwards** (Participant may point out his/her own idea to way forward as their country's limitation- challenges and way of utilizing the opportunities. S/he may generate idea to implement the programme concept in his/her own country for poverty alleviation and rural development).
  - (f) Participants are free to write any other issues - related or relevant with training topic, in the context of their own countries perspective.
2. The country paper should be written on A4 size paper with 1" margin in all side, and maximum 3,000 (three thousand) words.
  3. The country paper has to submit by **30 July 2019**. The file should be renamed with first name\_country paper (e.g Jack\_country paper) and submit through this link: <http://cirdap.org/capacity-building/>

Please note that, submitting country paper is a mandatory part of the programme. Based on it, CIRDAP will publish a report of the programme acknowledging the author of the paper.

### **Financial Arrangements**

#### **(i) To be borne by participants or participating countries**

- a. Participants' insurance premiums: All participants are expected to be fully insured against accident and illness (including hospitalization and death) for the entire duration of the workshop and travel. Neither the CIRDAP nor the Royal Thai Government will be responsible for any eventuality arising from accident or illness;
- b. All expenses related to visa fees, DSA;
- c. All other expenditure relating to travel within the applicant(s) country and in transit, miscellaneous expenses etc.
- d. All expenditure related with early arrival and late departure in Thailand; and
- e. All costs of meal on 9<sup>th</sup> August 2019.

#### **(ii) To be borne by the CIRDAP – Ministry of Agriculture and Cooperatives, Thailand**

- a. Local hospitality including board, lodging and transport for the participants;
- b. Airfare of the most economical direct route between the international airport nearest to the participants' place of work and workshop venue. Participants are requested to purchase the air ticket, which will be reimbursed\*\* with the boarding pass and the invoice (in USD) of the air ticket in the workshop (in Thai Currency only);
- c. Taxi fare from Airport to Hotel and return in Thailand

**\*\*Note:** *The costs of Air ticket will not reimbursed without Boarding pass and invoice.*

## 1.0 CIRDAP Selection Guideline

- (a) Each participating ministry or institute is requested to nominate three candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under Candidates Eligibility above;
- (b) No form of self-nomination will be accepted;
- (c) Please note that nomination of a candidate does not necessarily guarantee that s/he will be selected. Selection is at the discretion of the CIRDAP Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Non-selection, therefore, does not mean that the candidates concerned are not competent enough. Sometimes candidates are not selected because they are over qualified for a training;
- (d) Each nomination should be accompanied by the necessary documents. A nomination lacking any of necessary documents (specified under Application Procedure above) may not be considered;
- (e) Member countries are requested to adhere to the **nomination deadline given on page 1**. The Secretariat may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the training;
- (f) If a selected participant becomes unable to attend, s/he should inform to the CIRDAP Secretariat immediately and give the reason for withdrawal;

## 2.0 Actions by the CIRDAP Secretariat

- (a) Under normal circumstances, candidates who are selected will be informed of their acceptance at least three weeks prior to the start of the programme;
- (b) If some candidates fail to qualify or be unable to participate after selection, or if some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis;

## 3.0 Evaluation of Participants

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the CIRDAP director concerned.

## 4.0 Other issue

Participants are requested not to invite any family member or friend in the training venue, accommodation arrangement, during field trip, and other official programmes.