

Most Immediate


Ministry of Foreign Affairs
Government of Pakistan
Islamabad

Subject: **International Training Course on Promoting Small and Medium Enterprises (SMEs) for Sustainable Development, 15-26 January 2018, Thailand.**

The Secretariat of the Conference on Interaction and Confidence Building Measures in Asia (CICA) has informed that Thailand, in its capacity as coordinator for confidence building measures in the area of sustainable development, will organize an international training course for CICA Member States on "Promoting Small and Medium Enterprises (SMEs) for Sustainable Development" at the Faculty of Business Administration of Kasetsart University from 15 to 26 January 2018.

2. Guidelines and application form for the training course are attached.
3. Furthermore, it is informed that Thailand International Cooperation Agency (TICA) will cover domestic expenses including hotel accommodation, per diem, domestic travel and insurance for all the participants. Based on certain criteria, TICA will also cover cost of international travel by economy class and visa fee not exceeding Baht 2000 for participants from different countries, including Pakistan.
4. Member States have been requested to nominate one candidate and one substitute for the course. It has been emphasized that the nominated candidate and substitute should be middle-level officers dealing with promotion of SMEs.
5. Foregoing in view, Ministry of Planning, Development and Reform is requested to nominate one relevant official, along with one substitute. Nominations and completed application forms may be shared with this Ministry, **not later than 10 December 2017.**

Encl: as above.


(Junaid Suleman)
Assistant Director (UN-I)
Tele: 051-9214778

A.S.

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

Thailand


No.1(6-4)/Trg/PD&R/2014

Islamabad, the 20th November, 2017

Nomination of a panel of three officers alongwith (8 copies) of **Foreign Training Proforma, C.V and history of attended foreign trainings** of the nominee(s) should reach this Section latest by **30-11-2017.**

Mr. Aurangzeb


(Adrees Ahmed)


20-11-17

Dy. No: 11355
Date: 16-11-2017
862-8
16-11-17
JS (Establishment)
Dy. No: 576
Dated: 16-11-17



SECRETARIAT OF THE CONFERENCE ON INTERACTION
AND CONFIDENCE BUILDING MEASURES IN ASIA

СЕКРЕТАРИАТ СОВЕЩАНИЯ ПО ВЗАИМОДЕЙСТВИЮ
И МЕРАМ ДОВЕРИЯ В АЗИИ

№ 14-8/320emb

The Secretariat of the Conference on Interaction and Confidence Building Measures in Asia (CICA) presents its compliments to the Embassies of the Member States in Astana, Almaty, Moscow, Tashkent and Beijing and has the honour to state that the Kingdom of Thailand, in its capacity as coordinator for confidence building measures in the area of sustainable development, will organise an international training course for CICA Member States on Promoting Small and Medium Enterprises (SMEs) for Sustainable Development at the Faculty of Business Administration of Kasetsart University from 15 to 26 January 2018. Guidelines and application form for the training course are attached.

Thailand International Cooperation Agency (TICA) will cover domestic expenses including hotel accommodation, per diem, domestic travel and insurance for all the participants. Based on certain criteria, TICA will also cover cost of international travel by economy class and visa fee not exceeding Baht 2000 for participants from Afghanistan, Bangladesh, Cambodia, India, Kyrgyzstan, Mongolia, Pakistan, Palestine, Tajikistan and Uzbekistan. In respect of other participants, cost of international travel will need to be borne by the sending state.

Member States are requested to nominate one candidate and one substitute for the course. Candidate and substitute should be middle level officers in the relevant government agency dealing with promotion of SMEs. Completed application forms need to be forwarded to TICA through Royal Thai Embassy/Consulate accredited to the Member State or through Permanent Mission of Thailand to the United Nations, before 29 December 2017.

Enclosure:
as above

The Secretariat avails itself of this opportunity to renew to the Embassies of the Member States the assurances of its highest consideration.

Astana, 14 November 2017



EMBASSIES OF CICA MEMBER STATES
Astana, Almaty, Moscow, Tashkent, Beijing



1. COURSE TITLE

**Promoting Small and Medium Enterprises (SMEs) for Sustainable Development
Training Program for CICA Member Countries**

2. DURATION

15 - 26 January 2018

3. BACKGROUND AND RATIONALE

Small and Medium Enterprises (SMEs) have recently become a popular word among business world and society as a whole. SMEs have been accepted by the United Nations, the World Bank, the World Trade Organization, the EU, as well as among ASEAN Economic Community (AEC) as an engine for economic growth which enhance economic resiliency, play an important role in innovation, help distribute economic wealth to a remote region of the country, reduce gender and income gaps, as well as overcome social inequality. Its significance in AEC cannot be underestimated as the 3rd Pillar of AEC. It's clearly reported that ASEAN can achieve equitable development through the promotion of SMEs.

For over a decade, Thailand has officially recognized the importance of SMEs promotion. In 2000, the country's parliament passed the SMEs Promotion Act of 2000. In this act, SMEs were elevated into the national agenda with the prime minister (or appointed deputy prime minister) being the chair of SMEs Promotion Committee. The SMEs Promotion Act also attempted to integrate various government agencies involved in SMEs promotion, as well as representatives from business sectors in the governing committee. In total, there were 6 ministries involved, ranging from the Ministry of Industry, Ministry of Finance, Ministry of Commerce, Ministry of Agriculture and Cooperatives, Ministry of Labor, and Ministry of Science and Technology, as well as the National Economic and Social Development Board (NESDB), Board of Investment (BOI), plus two business-sector representatives from Thailand Chamber of Commerce, and Federation of Thai Industries (F.T.I.)

Thailand also had many SMEs service centers and incubation centers, many were under the Ministry of Science and Technology and Ministry of Education. Most advances among these, Thailand Science Park was set up under the National Science and Technology Development Agency (NSTDA). The establishment of Thailand Science Park was another step of innovation in SMEs service to promote SMEs clustering and provide technical supports in the field of metal and materials technology, electronics and computer technology, genetic engineering and biotechnology, as well as nanotechnology. As the country's SMEs diversify and become more globalize, it

remains the open-end question of the authority to effectively and synergistically promoting SMEs amid the changing global economic scenario.

With the potential and performance, as manifested by Faculty of Business Administration, Kasetsart University in teaching and learning at all levels of the education includes undergraduate, graduate and doctoral academic and production continued in the academic community. It has been recognized by the government and the private sector as the lead agency responsible for the development of enterprises. Faculty of Business Administration, Kasetsart University believes that the training courses for about "Promoting Small and Medium Enterprises (SMEs for Sustainable Development Training Program for CICA Member Countries" will benefit the agencies involved markedly and goals of development cooperation between Thailand International Development Cooperation Agency (TICA) and Eurasia member countries.

4. OBJECTIVES

The training course on Small and Medium-sized Enterprises (SMEs) of Thailand was designed to expand the scope of the paradigm of public administration in various government agencies. The viewpoint of this course will be focusing on government officials with knowledge of the Small and Medium-sized enterprises (SMEs) of Thailand that includes the introduction of theoretical knowledge and applied appropriately under the corporate environment that is vigorous.

Specifically, the aim of this training course is:

1. Develop and strengthen knowledge about the management of SMEs for CICA member countries.
2. Introduce and disseminate knowledge and experience in Thailand on the management and development of SMEs in line with the Sufficiency Economy Philosophy for policy-makers in CICA member countries to upgrade their sustainability goals. (SDGs 2030).
3. Encourage the exchange of experience and knowledge in setting SMEs management policies to reduce the economic gap of CICA member countries.

5. COURSE CONTENTS

With the rationale described above, the program will be accordingly designed. The Training Course Program comprises 3 modules, each module has a designated concept to tackle that enhance and familiarize delegates in the concept of SMEs that focuses on SMEs of Thailand and are as follows: (1) SMEs and Entrepreneurship Development Program for Women and Youth, (2) Innovation and Technology Adoption in SMEs, and (3) The implementation of the Agricultural SMEs and Manufacturing Industry Policy for Sustainable Business Development using the Sufficiency Economy Philosophy

5.1 Course Outline

5.1.1 Module 1: *SMEs and Entrepreneurship Development Program for Women and Youth*

The idea of SMEs and entrepreneurship development was introduced into the development and improvement landscape with the introduction of targeted policies (grants, subsidized credits, special tax treatment, etc.) and the establishment of small business or SMEs support agencies by governments that empowers youth and women entrepreneurs in supporting them in starting and growing their businesses through conscious engagement and development of entrepreneurial capacities in an attempt to rightly positioning the youth and women to take full advantage of the intervention. The Entrepreneurship Development Program is necessary to inspire enterprise development among the participants, which in turn is expected to generate entrepreneurial doings among groups and individuals to improve and sharpen their business skills which will ultimately provide employment for the nation's growing population to enhance economic growth. The module focus on the planning, productivity, entrepreneurship and inclusiveness, and networking.

The purposes of this module are as follows:

1. To help delegates conceptualize the concepts, characteristics, and importance of SMEs in the economy; and to enable delegates learn the problems and limitations of SMEs and learn the overview of Thailand SMEs.
2. To enable possible and existing small entrepreneurs, both women and youth, to start viable businesses, strengthen the viability and profitability of existing enterprises and create quality employment in the process.

This module includes the following topics:

1. The concept of SMEs that includes: definition of SMEs, characteristics of SMEs, importance of SMEs in economy, problems and limitations of SMEs in general, and overview of Thailand SMEs.
2. Entrepreneurship and Venture Initiation that includes: Business Opportunities and Competitive Situation, Starting up Business and Business Venturing, Strategic Management for Entrepreneurs, and Business Plan for New Business Entity.

Module 1 Expected Outcomes:

1. Delegates should understand the SMEs concepts, characteristics, and essential role in the innovation and competition of economies around the world.
2. Delegates should identify the main challenges of SMEs with regard to the exploitation of innovation opportunities etc.
3. Delegates should learn current policies and regulation as they introduce to the overview of Thailand SMEs.
4. Delegates should enable local providers of business development services (BDS) to assist business start-ups and deliver improved training and support for potential and existing entrepreneurs.

5.1.2 Module 2: Innovation and Technology Adoption in SMEs

The contribution of small firms to innovation-led growth and job creation has been of renewed interest in recent years. A large body of evidence shows that SMEs, especially young firms, contribute greatly and increasingly to the innovation system by introducing new products and adapting existing products to the needs of customers. This explains why economists have reopened the debate on whether some market and systemic failures disproportionately affect small firms, and why governments have generally increased the priority attached to policies directed towards SMEs while focusing them more on the promotion of innovation. Promoting the awareness and policy to promote innovation and high-tech adoption in SMEs leads to become a successful business venture. SMEs enhance the quality of products and services as well as cultivate a strong business reputation. SMEs must keep up-to-date with the latest technologies. Innovation has also become increasingly crucial in helping a company distinguish itself from the competition and upgrading its operational standards, which will help improve growth prospects and business opportunities. SMEs in exploring innovation and technology adoption. This module focuses on the Innovation and Technology Adoption in SMEs.

The purposes of this module are as follows:

1. To enable delegates to explore the new venture creation and growth and to foster innovation and new business formations in independent SMEs.
2. To discuss what is known about how different types of SMEs innovate, and ascertain the principle strategies SMEs can pursue to enhance their competitiveness in global markets.
3. To identify the factors affecting an adoption of high-tech in SMEs.
4. To have a perfect knowledge of Information system's concepts and manage information system in SMEs
5. To develop knowledge and understanding of the Overview Technology, Promotion Agency, Technologies for Information Management, and Trend of Using Technology for SMEs.

This module includes the following topics:

1. Operation Management that includes: Logistic System Development for SMEs, SMEs Promotion Policies, Financial Support for SMEs.
2. Marketing Strategy and Management that includes: Marketing Plan for SMEs, Marketing Strategies for SMEs, Financial Planning and Control, Social Media for SMEs.
3. Enhancing Competitiveness of SMEs through Innovation: Innovation in SMEs, the Role of SMEs in Innovation Systems, and Different Forms of Innovation.
4. Overview Technology Promotion Agency, Technologies for Information Management, and Trend of Using Technology for SMEs.

Module 2 Expected Outcomes:

1. Delegates will develop a comprehensive business plan for a selected start-up adopting the high technology concept in SMEs.

2. Delegate will develop competitive strategies like in innovative strategy in which SMEs try to appropriate returns from their knowledge base and information technology strategy which makes innovative uses of information technology in order to reduce SMEs costs and increase productivity.
3. Delegates should understand the nature and process of the overview of Technology Promotion Agency.
4. Delegates should be able to use and apply Technologies for Information Management Trend of Using Technology for SMEs.

5.1.3 Module 3: The implementation of the Agricultural SMEs and Manufacturing Industry Policy for Sustainable Business Development using the Sufficiency Economy Philosophy

Agricultural SMEs play a critical role in achieving food security in every country. A healthy SMEs sector can ensure that smallholders who make up the massive majority of farmers are in a better position to secure inputs, produce what the market demands, and find off takers for their products as their market linkages are crucial. But while many policymakers agree on the importance of developing agricultural value chains, actual support for the Agricultural SMEs sector in any country remains inconsistent. The economic strength of a country is measured by the development of manufacturing industries, it helps in modernizing agricultural SMEs, which forms the backbone of the economy. Manufacturing industries develop technological products for sustainable development in agricultural SMEs sectors such as irrigation pumps, fertilizers, insecticides, pesticides, machines and tools, etc. to the farmers. The principles of Sufficiency Economy Philosophy (SEP) can be applied to Agricultural SMEs and Manufacturing Industry to achieve the Business Development and to be able to manage their operations more efficiently and effectively. This module focuses on the Agricultural SMEs and Manufacturing Industry Policy for Sustainable Business Development using the Sufficiency Economy Philosophy. Also, the modules will discuss the areas on how to support both efficiency and an entrepreneurial spirit and the key is the strategic marketing management concepts that leads to a successful ventures.

The purposes of this module are as follows:

1. To understand the Agricultural SMEs and Manufacturing Industry Policy.
2. To develop knowledge and understanding of the marketing strategies for SMEs that leads them to develop marketing plan for SMEs.
3. To develop their strategic thinking skills in handling financial planning and control for SMEs.
4. To evaluate the existence of the Sufficiency Economy Philosophy application in the overall Agricultural SMEs and Manufacturing industry in Thailand.
5. To study performance and level of applications of the SMEs in accordance with Sufficiency Economy Philosophy.

This module includes the following topics:

1. Marketing Plan for SMEs

2. Marketing Strategies for SMEs
3. Financial Planning and Control
4. Agricultural SMEs and Manufacturing Industry Policy of Thailand
5. Sufficiency Economy Philosophy(SEP) Concept

Module 3 Expected Outcomes:

1. Delegates should understand the nature and purpose of marketing strategies for SMEs.
2. Delegates should develop a marketing plan applying the concept of strategic management marketing that focus on financial planning and control.
3. Delegates should familiarize or understand and apply the concept of Sufficiency Economy Philosophy.

5.2 Learning Method

5.2.1 Blended-learning participatory approach

The training program is constructed on a blended-learning participatory approach. A blended learning systems combine face-to-face instruction with computer-mediated instruction like PowerPoint presentation, online video and related websites about the Small and Medium-sized Enterprises (SMEs) of Thailand. Also, an interactive lecture was facilitated by session facilitators who examined the topic of the training from a comprehensive theoretical viewpoint down to case studies examining real world implementation of Small and Medium-sized Enterprises (SMEs) of Thailand. The presentations were amplified by cluster exercises and frequent discussions with the participants which serve to contextualized the topics being examined and the participants were allowed to ask questions, add comments, and suggestions during the discussion.

The following learning methods that will be applied in the duration of the training are as follows:

1. Lectures.
2. Case Study presentation after every end of the sessions.
3. Group discussion/brainstorming
4. Individual and group presentation.

5.2.2 Study tour

The study tours are important part of the training methodology utilized by the Faculty of Business Administration. Participants would be able to relate what has been seen and discussed in the training program with actual examples. Under this program a study visit was planned to provide relevant experiences. The specific objective of the visit is to enhance the skills and knowledge of the participants to gather and learn the experience Small and Medium-sized enterprises (SMEs) of Thailand and adopt for back home application. Participants visited various Small and Medium-sized enterprises (SMEs) institutions and other institutions providing SMEs services in Thailand. The delegates will visit the following organizations:

1. **The Office of SMEs Promotion: OSMEP** - was established by the SMEs Promotion Act, B.E. 2543 (2000), semi-governmental agency that offers them support is known as OSMEP, or the Office of Small and Medium Sized Enterprises Promotion.
2. **SMEs Development Bank** - is to provide financial and other services to advance the government policy of helping and promoting SMEs. Though not specifically geared toward women, a range of products are offered to meet the needs of entrepreneurs, such as credit guarantees and loans for business expansion and improvement.
3. **Bang Nam Phueng Floating Market** - was built in 2004 in Thailand. It was a venture by the local Tambon administration, aimed at resolving an oversupply of agricultural products. A unique characteristic is that sellers are people in the community, with limits on the vendors and products sold there. The market is surrounded by a residential neighbourhood and is located along a canal. Despite the market, boat traffic remained normal. Products include commercial crops such as fruits and sweets, fresh noodles, processed food, sea shells, dried shrimp, pickled shrimp products, dessert dishes, grain cakes, and fruit. The most popular fruit is mango.
4. **Chatuchak Market—the World's Largest Weekend Market** has been running for over 70 years and has gone through huge changes from a small city market in Bangkok to welcoming hundreds of thousands of tourists each weekend. A huge market about 35 acres, with 27 sections in all, Many shops more than 10,000 shops and stalls offering a wide range of products from Thai handicrafts, handmade products, clothing, accessories, arts and painting, house decorations, households, souvenirs and gifts, pets, plants and book.
5. **Or Tor Kor Market** –Ranked the 4th best fresh market in the world by a famous travel guide, Or Tor Kor is so much more than a local market. Products displayed are selected among the best found in the entire country. Starting off as an agricultural collective, Or Tor Kor Market has grown over the years into an upscale outdoor food market.
6. **The Support Arts and Crafts International Centre of Thailand (Public Organization) SACICT**– was established with the objectives to promote and support the integration of vocations leading to the creation of folk arts and crafts in line with Her Majesty Queen Sirikit's projects as well as to promote their marketing domestically and internationally. During the visit, the participants will be exposed to all SMEs shops of local Thai handicraft.

6. INVITED COUNTRIES

Afghanistan, Azerbaijan, Bahrain, Bangladesh, Cambodia, China, Egypt, India, Iran, Iraq, Israel, Jordan, Kazakhstan, the Republic of Korea, Kyrgyzstan, Mongolia,

Pakistan, Palestine, Qatar, Russia, Tajikistan, Thailand, Turkey, United Arab Emirates, Uzbekistan and Vietnam

7. VENUE

Faculty of Business Administration, Kasetsart University, Thailand

8. CONDITION AND PROCEDURES FOR APPLICATION

8.1) Applicant Qualifications

- 1) Applicants must be nominated by their governments.
- 2) Applicants must have been working related to SMEs or community enterprises for at least 5 years.
- 3) Applicants must have a good command of English.
- 4) Applicants must be in good health, both physically, and mentally.

8.2) Advance Assignment

All participants are required to prepare

- 1) 3-5 pages briefing on SMEs in their countries which consists of (i) government policy on SMEs development, (ii) guidelines and procedures to support SMEs, (iii) problems and challenges, and (iv) future program to support SMEs in your organization.
- 2) 1 page analysis of strength and weakness of SMEs in participants' countries.

9. EXPECTED RESULTS

1. The trainees are able to set up a policy on SMEs in terms of networking by empowering the Youth Entrepreneurship and Women Entrepreneurship. Promoting innovation and high-tech SMEs for economic growth including the policy of Agricultural SMEs and Manufacturing Industry for sustainable business development using the philosophy of Sufficiency Economy Philosophy SEP.
2. The trainees can set up a policy for SMEs to meet or support the achievement of SDGs 2030 goals.
3. The trainees have an understanding of the economic characteristics and patterns of SMEs in CICA member countries so that they can align their policies with SMEs and support economic growth in order to reduce the economic gap in CICA member countries
4. Strengthen the academic cooperation network and deepen the relationship between Thailand and CICA member countries by establishing a network of SMEs leaders in active participation and cooperation of SMEs.

10. INSTITUTION

10.1 Executing Agency

Thailand International Cooperation Agency (TICA)

Ministry of Foreign Affairs (MFA)
Government Complex

10.2 Implementing Agency

1) Faculty of Business Administration, Kasetsart University

2) Course Management

- a. Associate Professor Sasivimol Meeampol
Dean
Faculty of Business Administration, Kasetsart University
E-mail: fbussas@ku.ac.th
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11) EVALUATION OF TRAINING COURSE

The training program framework interventions will be currently available to the participants to support and develop the SMEs in their countries. The participants either satisfy on the inputs, process and outputs of the program, there is always room for improvement. The detailed recommendations will be summarized at the end of the program. The Faculty of Business Administration Kasetsart University (seminar organizers) will be using an evaluation form for the assessment of the training course on Small and Medium-Sized Enterprises (SMEs). There are fourteen scale questions: six questions measured aspects of the seminar organization and management. Its components starting from level 5 being excellent and level 1 being need improvement. Eight questions focus on the participants who agree and disagree (agreement scale) about the program and the rate of the presenters respectively. Additionally, assessment question will be provided for further comments, suggestions and recommendations or ideas they had subsequent to the training course.

TRAINING COURSE OUTLINE
***Small and Medium-sized Enterprises (SMEs) of
Thailand***

January 15 – 26, 2018

**Module 1 – SMEs and Entrepreneurship
Development Program for Women and
Youth**

Day	TOPICS	Hour
15 Jan 2018	Concept of SMEs <ul style="list-style-type: none">• Characteristics of SMEs• Importance of SMEs in Economy• Problems and limitations of SMEs in general• Overview of Thailand SMEs	6

16	Strategic Marketing Management	6
Jan 2018	<ul style="list-style-type: none"> • Business Opportunities and Competitive Situations • Starting up Business and Business Venturing • Strategic Management for Entrepreneurs • Business Plans for New Business Entity • Case Study 	

17	Agricultural Processing Enterprises	6
Jan 2018	<ul style="list-style-type: none"> • Overview of Thailand Enterprises in Agricult Processing • Agricultural Processing Promotion Policies • Information Technology in Agricultural Processing • Case Study 	

22	Entrepreneurship and Venture Initiation	6
Jan 2018	<ul style="list-style-type: none"> • Business Opportunities and Competitive Situations • Starting up Business and Business 	

Venturing

- Strategic Management for Entrepreneurs
- Business Plans for New Business Entity
- Case Study

**Module 2 – Innovation and Technology Adoption
in SMEs**

Day	TOPICS	Hour
23	Operations Management	6
Jan	<ul style="list-style-type: none">• Production and delivery	
2018	<ul style="list-style-type: none">• Quality assurance• Measurement of productivity• Project Management• Case Study	
24	Development of Information Systems for SMEs	6
Jan	<ul style="list-style-type: none">• Technology Promotion Agency	
2018	<ul style="list-style-type: none">• Technologies for Information Management• Trend of Using Technology for SMEs• Social Media for SMEs• Case Study	

**Module 3 – The Implementation of the
Agricultural SMEs and Manufacturing Industry
Policy for Sustainable Business Development
using the Sufficiency Economy Philosophy**

Day	TOPICS	Hour
25 Jan 2018	<p style="text-align: center;">Development of the Sufficiency Economy Philosophy in Thailand</p> <p style="text-align: center;">Business Sector: Policy Implications and Implementation</p> <ul style="list-style-type: none"> • Sufficiency Economy Philosophy concepts • Development in Support in Sufficiency Economy for sustainable development- Agricultural SMEs and Manufacturing Industry. • Policy Implications and Implementation of Sufficiency Economy Philosophy 	6

Educational tour:

- 18 Jan 2018: Bangkok
 - The Office of SMEs Promotion: OSMEP
 - SMEs Development Bank
- 19 Jan 2018: Bangkok
 - KU Dairy
 - KU Food Research and Product Development
- 20 Jan 2018: Samut Prakan Province
 - Bang Nam Phueng Floating Market
- 21 Jan 2018: Bangkok
 - Chatuchak Market
 - Or Tor Kor Market
- 26 Jan 2018: Ayutthaya Province
 - Arts and Crafts International Centre of Thailand
 - Ayutthaya Ancient Ruins



Ministry of Foreign Affairs
 Thailand International Cooperation Agency (TICA)
 Government Complex, Building B (South Zone), 8 th Floor,
 Chaengwattana Road, Bangkok 10210, Thailand
 Tel. 66 2203 5000 ext. 42708 Fax 66 2143 9330, 2143 9327
 Email: tica@mfa.go.th Website: www.tica.thaigov.net

FELLOWSHIP APPLICATION FORM

INSTRUCTIONS This application form is composed of five parts (part A to part E) and should be completed in triplicate. Part A to part D should be completed by the candidate and part E by the government authority. <u>All parts must be filled in typewritten form.</u> Each question must be answered clearly and completely. Detailed answers are required in order to make the most appropriate arrangements. Official authority of the nominating Government will then forward three copies of the certified application forms to the Thailand International Development Cooperation Agency (TICA), the Government Complex, Building B (South Zone), 8 th Floor, Chaengwatta Road, Laksi, District Bangkok 12010, Thailand, through the Royal Thai Embassy or Consulate in the nominating country. The nominee is required to attach medical report or health status certification. No consideration will be given to the late submissions or incomplete applications/documents.						(Please attach photograph here)	
Course Name:							
A. PERSONAL HISTORY							
Title	Family name	Middle name	Given name	Sex			
(as shown in passport and kindly attach the copy of your passport, information will be used for travel arrangement)							
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms.				<input type="radio"/> Male <input type="radio"/> Female			
City and country of birth	Nationality	Date of birth (DD/MM/YY)	Age	Marital Status	Religion		
Work address (Please complete this section as clear as possible, information will be used for travel arrangements.)				Home address (Please complete this section as clear as possible, information will be used for travel arrangements.)			
_____				_____			
_____				_____			
_____				_____			
Fax No: (Country Code / Area Code / Number)	Telephone No:			Telephone No:			
				Fax No:			
				International Airport/City for departure :			
Update email address :							
Name and address of person to be notified in case of emergency:							
Telephone No:				Relationship of this person to you:			

Languages :		READ			WRITE			SPEAK		
Mother tongue :.....		Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English										
Other.....										
English Proficiency Test (please attach) (only a candidate for a degree course)		<input type="checkbox"/> TOEFL Score			<input type="checkbox"/> IELTS Score			<input type="checkbox"/> Other (specify)		
EDUCATION RECORD										
Education Institution	City / Country	Years Attended		Degrees, Diplomas and Certificates	Special fields of study					
		From	To							
Have you ever been trained in Thailand? If yes, what course, where and for how long?										
For a candidate for a degree course, please give a list of relevant publications/researches (do not attach details)										
B. EMPLOYMENT RECORD: It is important to give complete information. For each post you have occupied, give details of your duties and responsibilities.										
Present or most recent post: Dates from _____ to _____				Description of your work, including your personal responsibilities						
Title of your post:										
Name of organisation:										
Type of organisation:										
Official address:										
Previous post: Dates from _____ to _____				Description of your work, including your personal responsibilities						
Title of your post:										
Name of organisation:										
Type of organisation:										
Official address:										

C. EXPECTATIONS

Please describe the practical use you will make of this training/study on your return home in relation to the responsibilities you expect to assume and the conditions existing in your country in the field of your training. (give the attached paper, if necessary)

D. REFERENCES (only a candidate for a degree course please attaches the recommendation letters from two persons acquainted with your academic and professional experiences.)

I certify that my statements in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.

If accepted for a training award, I undertake to :-

- (a) carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the host government in respect of this course of training;
- (b) follow the course of training, and abide by the rules of the University or other institutions or establishment in which I undertake to train;
- (c) refrain from engaging in political activities, or any form of employment for profit or gain;
- (d) submit any progress reports which may be prescribed;
- (e) return to my home country promptly upon the completion of my course of training.

I also fully understand that if I am granted a fellowship award, it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.

Signature of applicant:

Printed name:

Date:

E. GOVERNMENT AUTHORISATION: To be completed by the nominating Government or the agency from whom the nomination has been invited.

I certify that, to the best of my knowledge,

- (a) all information supplied by the nominee is complete and correct;
- (b) the nominee has adequate knowledge and experience in related fields and has adequate English proficiency for the purpose of the fellowship in Thailand.

On return from the fellowship, the nominee will be employed in the following position:

Title of post

Duties and responsibilities.....

.....

.....
Signature of responsible Government official

Official stamp:

Title:

Organisation:

Official address:

.....

.....

Date:

Attachment

MEDICAL REPORT			
Name of Nominee		Age :	Sex :
Country.....			
Physical Examination (To be filled in by physician)			
Haight	Cms.	Weight	kgs. Blood Pressure
Vision	Right	Left	Eyes
			mm.Hg. Pulse
			/min. With glasses / Without glasses
Check each item in appropriate column			
Items	Normal	Abnormal	Additional Comments
General	<input type="radio"/>	<input type="radio"/>
Skin, Scalp	<input type="radio"/>	<input type="radio"/>
Lymph nodes	<input type="radio"/>	<input type="radio"/>
Eyes	<input type="radio"/>	<input type="radio"/>
Ears	<input type="radio"/>	<input type="radio"/>
Otoscope Exam			
Nose	<input type="radio"/>	<input type="radio"/>
Pharynx & tonsils	<input type="radio"/>	<input type="radio"/>
Teeth	<input type="radio"/>	<input type="radio"/>
Thyroid gland	<input type="radio"/>	<input type="radio"/>
Lungs	<input type="radio"/>	<input type="radio"/>
Heart	<input type="radio"/>	<input type="radio"/>
Abdomen	<input type="radio"/>	<input type="radio"/>
Liver	<input type="radio"/>	<input type="radio"/>
Spleen	<input type="radio"/>	<input type="radio"/>
Hernia	<input type="radio"/>	<input type="radio"/>
External genitalia	<input type="radio"/>	<input type="radio"/>
Rectal exam	<input type="radio"/>	<input type="radio"/>
Vertebrae	<input type="radio"/>	<input type="radio"/>
Locomotor	<input type="radio"/>	<input type="radio"/>
Reflejes	<input type="radio"/>	<input type="radio"/>
Mental health status	<input type="radio"/>	<input type="radio"/>

LABORATORY EXAMINATIONS

Blood group Blood film for malaria Hb gm%

WBC Cells/cu.mm.

Differential PMN % Lymph % Mono % Eos %
Baso % Band % Blast %

Urinalysis : Colour Sp. Gr pH Sugar

Alb Blood Ketones Bile.....

Micro : WBC/HPF., RBC/HPF., Epethelial..... /HPF.

Casts/HPD., Others

Stool examination for parasite & Ova

Chest X - Ray report

Urine pregnancy test

Is the nominee able physically and mentally to carry on intensive study away from home?
.....

Is the nominee free from infectious diseases (such as tuberculosis, leprosy, syphilis and filariasis) and other conditions (such as psychosis and drug addiction) which could present risks for anyone during the fellowship period?
.....

Does the nominee have any condition or defect which might require treatment during the fellowship period?
.....

I certify that the applicant is medically fit to undertake a course in Thailand.

Full name and address of Physician signatureM.D.

Examining physician (printed) (.....)

..... Date.....

Telephone:

(printed)

e-mail: