



විදේශ සම්පත් දෙපාර්තමේන්තුව
 வெளிநாட்டுவளங்கள்திணைக்களம்
 Department of External Resources

இதற்கு அலுவலகம்
 மதுரை மாநகரம் (3 வகை) தலை, தலை. 277, கொழும்பு 00100, சூ ஓகாவ
 நிதி அமைச்சு
 செயலகம் (3 ஆம் மாட), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை
 Ministry of Finance
 Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
 எனது இல.
 My No

TA & UN/TH/S/364/1

ඔබේ අංකය
 உமது இல
 Your No..

දිනය
 திகதி.
 Date.

04th April 2019

Secretary / Ministry of Health, Nutrition & Indigenous Medicine
 Secretary / Ministry of Internal and Home Affairs, Provincial Councils & Local Government
 Secretary / Ministry of National Polices, Economic Affairs, Resettlement, Rehabilitation,
 Northern Province Development, Vocational Training, Skills Development & Youth Affairs

Attn: Officer- in-charge of
 Foreign Training

Dear Sir / Madam,

Thai Universal Health Coverage in Action

- From : 19th to 30th August 2019, Thailand

The Government of Thailand has invited nominations from eligible Government Officials in Sri Lanka for the above training programme. The details of the programme and guidelines for Thailand's Annual International Training Course (AITC) are attached for your information.

Qualifications:

Candidates must possess qualifications as specified in "Guidelines for Thailand's Annual International Training Programme" No. 2 "Qualifications" as well as the "Participant Criteria" in the Course Information.

You are kindly requested to submit **two nominations** from Ministry of Health, Nutrition & Indigenous Medicine, **two nomination** from Provincial Councils and **one nomination** from **National Planning Department** along with the following documents on or before 22nd May 2019.

1. Dully filled Application Form (must be typed in block letters) along with certified copies of the certificates of Academic and Professional Qualifications (**in four sets – three originals with one photocopy**)
2. The completed Medical Report (**2 Originals**)
3. A copy of the passport (names written in the forms must be the same as appear in the passport)

අධ්‍යක්ෂ ජනරාල්
 பணிப்பாளர் நாயகம்
 Director General

94-11-2484693

කාර්යාලය
 அலுவலகம்
 Office

94-11-2484500
 94-11-2484600

ලැක්ෂ් අංකය
 தொலைநகல்
 Fax

94-11-2447633
 94-11-2387153
 94-11-2434876

4. Duly filled ERD form No: 2 "Essential Information of the nominee" (Original Copy only).

The "AITC" new Application Form, Medical Report Format & ERD form could be downloaded from www.erd.gov.lk

The Government clearance to leave the country to participate in this programme has to be obtained only after the offer is granted to the nominee.

Your early response in this regard is highly appreciated.

Yours faithfully


L.A.Y. Darshanie De Silva
Director/TA Division
for Director General

Copies :

1. Director General / National Planning Department - Please submit one nomination
2. Chief Secretaries / All Provincial Council - Please submit one nomination from each Provincial Council



**"Thai Universal Health Coverage in Action"
19 – 30 August 2019**

Closing date for application : 1 July 2019

A. Background

Universal Health Coverage (UHC) means that all individuals and communities receive the health services they need without suffering financial hardship. It includes the full spectrum of essential, quality health services, from health promotion to prevention, treatment, rehabilitation, and palliative care.

UHC enables everyone to access the services that address the most significant causes of disease and death, and ensures that the quality of those services is good enough to improve the health of the people who receive them.

Protecting people from the financial consequences of paying for health services out of their own pockets reduces the risk that people will be pushed into poverty because unexpected illness requires them to use up their life savings, sell assets, or borrow – destroying their futures and often those of their children.

Achieving UHC is one of the targets the nations of the world set when adopting the Sustainable Development Goals in 2015. Countries that progress towards UHC will make progress towards the other health-related targets, and towards the other goals. Good health allows children to learn and adults to earn, helps people escape from poverty, and provides the basis for long-term economic development.¹

In view of UHC movement at global and regional levels by many relevant partners, many developing countries question its sustainability and achievement especially in relation to health financing systems and health services provision. Thailand has no exception. Although Thailand has achieved UHC since 2002, Thailand is still facing such problems as equity, service quality, accessibility, and escalation of medical care expenditure. Nevertheless, with more than 16 full years of experience and knowledge from both local and international experts, Thailand does have individual, institutional and network capacities to share with and learn from other developing countries, in the region and beyond.

All Thai UHC partners i.e. Ministry of Public Health, International Health Policy Program (IHPP), Health Intervention and Technology Assessment Program (HITAP), ThaiHealth Foundation, Hospital Accreditation Institute, and National Health Security Office (NHSO) organizes a training workshop to share experience of Thai Universal Health Coverage under the training workshop "Thai Universal Health Coverage in action".

The training workshop aims at building capacity of countries with high political commitment to achieving Universal Health Coverage (UHC). Ultimately, the workshop promotes South-South technical collaboration for ensuring successful policy formulation and implementation of Universal Health Coverage (UHC). In addition, the workshop is designed to meet the countries' and participants' needs.

¹ [https://www.who.int/news-room/fact-sheets/detail/universal-health-coverage-\(uhc\)](https://www.who.int/news-room/fact-sheets/detail/universal-health-coverage-(uhc))
[access 14 Feb 2019]

B. Training workshop objectives

1. To share experience and challenges of Thai Universal Health Coverage in the real action.
2. To exchange experience of other countries on their movement towards UHC
3. To build up networking among participants

C. Methods used during the training workshop

Several methods were applied to ensure that participants would gain maximum benefit from the workshop. These methods are:-

1. Brief introduction by Thai policy maker
2. Presentation on each topic by Thai experts from several institutes.
3. Interactive discussion and exchange of experiences and perspectives by participants and speakers
4. Group work to discuss and brain storm on key issues: the way forward and plan
5. Short wrap up of the day before the session closed each day to discuss and reflectional on how Thai experience relates to participants' context.
6. Field visit to a province to see the real situation and implementation at provincial, district, and primary care levels
7. Essential materials for reading are printed and provided to the participants
8. Additional reading lists and references are provided
9. Country report by each country: participants prepare a report about their country which focuses their health system development, health delivery system, health financing, health workforces, financial risk protection mechanisms and their national policy towards UHC

D. Expected outputs of the training workshop

1. The participants have an understanding on policy formulation, implementation and evaluation of Thai UHC and other countries' experiences on UHC.
2. According to participants' country context, the participants can assess gaps for achieving UHC of their own country and can identify possible options for improving
3. Each participant would be developing networks with other participants and speakers

E. Participant criteria

- Be from target countries where government has the national policy and commitment to move toward universal Health coverage (UHC) to achieve inclusive and sustainable health development
- Be nominated by their government / institutes which involve in moving toward universal Health coverage (UHC).
- Working in the field related to Universal Health Coverage
- Healthy both physically and mentally and able to fully participate in the training workshop for the whole period.
- Sufficient command of spoken and written English
- As this training workshop promotes networking, participants of each country should be from various institutes, Ministry of Health, Institute of National Health Security/Health Insurance, universities, etc. (note that one institute may have not more than 2 participants and one country have not more than 4 participants)

F. Venue

The training workshop will be conducted in Bangkok and has field visits in provinces of Thailand

I. Further relevant information is available at the following addresses:

Thailand International Development Cooperation Agency (TICA)

Human Resource Development Bureau (HRD Branch 2)

The Government Complex

Building B (South Zone) 8th Floor,

Chaengwattana Road, Lak Si, Bangkok 10210

Tel (662)203-5000 ext 43305

E-mail: Sureeratp@mfa.go.th

Website: <http://www.tica.thaigov.net/main>

National Health Security Office (NHSO)

Ms. Wilailuk Wisasa, Program Coordinator Email: wilailuk.w@nhso.go.th

Ms. Papichaya Wattanakrai Email: papichaya.w@nhso.go.th

National Health Security Office

The Government Complex, Building B

120 Moo 3 Chaengwattana Road, Lak Si District, Bangkok 10210, Thailand

Tel: +66 2 141 4000, 66 84 751 1633

Fax: +66 2 143 9739

Email: internhso@nhso.go.th

Website: <http://www.nhso.go.th/eng/>

International Health Policy Program (IHPP)

• Dr. Walaiporn Patcharanarumol, Director of IHPP, walaiporn@ihpp.thaigov.net

• Dr. Warisa Panichkriangkrai, Researcher, warisa@ihpp.thaigov.net

• Ms. Parinda Seneerattanaprayul, Program Coordinator parinda@ihpp.thaigov.net

International Health Policy Program, Ministry of Public Health,

Tivanon Road, Amphur Muang, Nonthaburi Province 11000, Thailand

Tel: +66 2 2590 2366-7

Fax: +66 2 2590 2385

Website: <http://www.ihppthaigov.net>

Health Intervention and Technology Assessment Program (HITAP),

Health Intervention and Technology Assessment Program (HITAP), Ministry of Public Health

6 th Floor, 6 th Building, Department of Health, Ministry of Public Health, Tivanon Rd., Muang, Nonthaburi

11000, Thailand

Tel : +66 2 590 4549, +66 2 590 4374-5

Fax : +66 2 590-4369

Email: info@hitap.net

Website: <http://www.hitap.net/en/>

1.

J. Tentative schedule training workshop

Schedule of Day 1 – Day 10 on UHC training workshop

Day 1

Time	Content
0900-0930	<ul style="list-style-type: none"> Welcome remarks and opening remark. Briefing objectives of this training workshop
0930-10.45	Session 1 Achieving of Universal health coverage and sustainable health development by 2030
1045-1200	Session 2 Achieving of Universal health coverage: the role of evidence, social movement and policy commitment Thailand in real action..
1200-1300	Lunch
1300-1400	Session 3 Overview of Thailand's health system development and UHC <ul style="list-style-type: none"> presentation based on "Health systems development in Thailand: a solid platform for successful implementation of universal health coverage. <i>The Lancet</i> 2018; 391:1205-23" Q&A and discussion
1400-1530	Session 4 Country presentation <ul style="list-style-type: none"> each country: participants prepare a presentation about their country which focuses their health system development, health delivery system, health financing, health workforces, financial risk protection mechanisms and their national policy towards UHC (15 minutes/country)
1530-1600	Summary and discussion, final questions and answers of the day

Day 2 Study visit to National Health Security Office

Time	Content
0900-0915	Welcome remark
0915-0930	VDO presentation "Welcome to NHSO" and "Thai UHC"
0930-1200	Session 5 Governance of the UC Scheme: translating legislation into practice <ul style="list-style-type: none"> National Health Security Act B.E. 2545 (A.D. 2002), process in developing the Act Introduction of UC Scheme Governance structure, roles and functions of National Health Security Office (NHSO) in managing UC Scheme Implementing UC Scheme and challenge Knowledge & Capacity needs of NHSO for UCS management Relationship and accountability of key stakeholders
1200-1300	Lunch
1300 - 1530	Session 6 Consumer Service and Consumer protection <ul style="list-style-type: none"> Consumer Service Call Center 1330 Complain management
1300-1530	Session 7 Core Business of NHSO <ul style="list-style-type: none"> Core Business of NHSO Study visit at departments of NHSO to see the flow of activities :Customer Protection: Call center, Claim department, IT department etc.
1530-1600	Summary and discussion, final questions and answers of the day

Day 3

Time	Content
0900-1200	Session 8 Public financing management and provider payment <ul style="list-style-type: none"> • Resource mobilization, pooling and allocation • financing management: upstream & downstream • How to design, enforce and monitor contractual agreement by purchaser organization • Public financial management systems and changes over time
1200-1300	Lunch
1300-1430	Session 9 Development of benefit package: an evidence-based process <ul style="list-style-type: none"> • Development of benefit package over time and the current scope of benefits • Process of prioritization using evidence (HTA).
1430-1530	Session 10 benefit package management in action. <ul style="list-style-type: none"> • Process of new benefit package development. • System management for new benefit package • Effective coverage of benefit package
1530-1600	Summary and discussion, final questions and answers of the day

Day 4

Time	Content
0900-1030	Session 11 Registration system <ul style="list-style-type: none"> • Beneficiary Enrollment system using national citizen individual identification system • Birth registry to promote universal Health Coverage • National Health insurance beneficiary registration system • Health service provider registration system
1030-1430	Session 12 Primary Health Care and health prevention & promotion. <ul style="list-style-type: none"> • Evolution of primary health care • District Health System and Family care team Inter-links between PHC and secondary and tertiary care
1200-1300	Lunch
1300-1430	Session 13 Promote Health prevention & promotion in action <ul style="list-style-type: none"> • Health prevention & promotion in benefit package • Health prevention & promotion budget and payment. • Main action, management and monitoring & evaluation.
1430-1530	Session 14 Promote Civil society organization (CSO)/Local government (LG) participation CSO in UC Scheme <ul style="list-style-type: none"> • Role of CSO and LG in UC Scheme • People empowerment and Patient engagement • Local government participation and Community Health Fund to promote Health prevention and promotion.
1530-1600	Summary and discussion, final questions and answers of the day

Day 5 Study visit District Health System

Time	Content
0900-1200	Session 15 Study visit at District health facilities in Contracting Unit for Primary care (CUP) in action. <ul style="list-style-type: none"> • District Health System (DHS)/community hospital. • Registration and data update for UC patients at CUP • Service delivery system: disease prevention, health promotion and curative services, including referral system • Flow of fund from national to provincial level and then to CUP

	<ul style="list-style-type: none"> • Payment within CUP and the province • Management system: patient record and claiming & audit process, • Interlinkages with district hospitals, technical and financial support
1200-1300	Lunch
1300-1600	Visit Health Centre as one Primary Care Unit (PCU) in CUP and Community Health Fund <ul style="list-style-type: none"> • Catchment area and management of health center • Intersectoral collaboration with local government, schools and others • Registration and data update for UC patients/family folder and claim processing • Service provision in health center and (up and down) referral system focused on chronic disease management • Flow of fund from CUP to Health center and payment within CUP and health center • Role of village health volunteer • Patient home visit activities by health centers: peritoneal dialysis for kidney failure patient and rehabilitation of chronic bed ridden patient • Community Health Fund management and its activities

Day 6 Provider payment design of UC scheme

Time	Content
0900-0930	Summary and discussion of field visit at secondary health care facilities
0900-1030	Session 16 Provider payment: capitation <ul style="list-style-type: none"> • Capitation: design & method, process and the development of Thai capitation. • Budgeting for capitation, including payment capitation to the provider health spending, by whom and pay for what and trend? • Capitation: estimation and application for purchasing primary care services: data and technical requirements • Costing of hospital services: a foundation for development of sustainable provider payments
1030-1200	Session 17 Provider payment: Diagnostic Related Groups (DRGs) <ul style="list-style-type: none"> • Overview on Thai DRG • Opportunity for developments • Medical coding and DRG • Costing and calibration of relative weight • Programming steps of DRG • Auditing of DRG data
1200-1300	Lunch
1300-1415	Session 18 Fund Allocation and Reimbursement <ul style="list-style-type: none"> • Claim system develop from paper claim through e-claim • UCS allocation and reimbursement • e-claim workflow
1415-1530	Session 19 Audit system <ul style="list-style-type: none"> • Account Audit according to criteria • Medical Audit according to standard guideline (Clinical Practice Guideline, CPG). • E-audit system
1530-1600	Summary and discussion, final questions and answers of the day

Day 7

Time	Content
0900-1200	Session 20 ICT to support effective universal Health coverage UCS <ul style="list-style-type: none"> Information Architecture and system to support UCS system and management Data sharing - standardization of data elements and data mapping to link data between NHSO and other schemes and the healthcare providers. National data pooling of admission records using electronic transfer (web-based application)
1200-1300	Lunch
1300-1430	Session 21 Quality assurance and quality improvement processes <ul style="list-style-type: none"> Quality assurance processes, credentialing, Health facility standards (including staffing guidelines) Hospital Accreditation
1430-1530	Session 22 UCS Quality Control in action. <ul style="list-style-type: none"> Context of quality improvement: concept, law, structure Designed system for quality control Ensuring standard quality & Motivating providers & professionals to improve the quality
1530-1600	Summary and discussion, final questions and answers of the day

Day 8 Study visit Health facilities

Time	Content
0800-1200	Session 22 Study visit at NHSO Regional Office and a provincial hospital. <ul style="list-style-type: none"> Role of NHSO regional Office Interlinkages with health facilities in the region, technical and financial support Catchment area and management in regional and provincial level Registration and data update for UC patients at region/province Service delivery system: disease prevention, health promotion and curative services, including referral system Flow of fund from national to regional, provincial level and then to CUP Management system: patient record and claiming & audit process,
1200-1300	Lunch
1300-1600	Visit urban Health Centre as one Contracting Unit for Primary Care (CUP) and Community Health Fund <ul style="list-style-type: none"> Catchment area and management of health center Intersectoral collaboration with local government, schools and others Registration and data update for UC patients/family folder and claim processing Service provision in health center and (up and down) referral system focused on chronic disease management Flow of fund from CUP to Health center and payment within CUP and health center Role of village health volunteer Patient home visit activities by health centers: peritoneal dialysis for kidney failure patient and rehabilitation of chronic bed ridden patient Community Health Fund management and its activities

Day 9

Time	Content
0900-0930	Summary and discussion of field visit at secondary health care facilities
0930-1200	Session 23 Monitoring and evaluating the outcome of UHC <ul style="list-style-type: none"> Equity in utilization, financial risk protection against catastrophic health expenditure and impoverishment across rich and poor groups, equity in budget subsidies (benefit incidence analysis) Household level data platform such as national representative household surveys by NSO e.g. SES, HWS, MICS, which facilitate regular monitoring of impact at household levels.
1200-1300	Lunch
1300-14.00	Session 23 Monitoring and evaluating the outcome of UHC (cont'd) <ul style="list-style-type: none"> Administrative data platform for regular monitoring of clinical outcomes and practice variations such as national IP dataset Feedback loop from M&E results for policy fine tuning and reorientation What lessons learned and how they could be replicated in your country
1400-15.30	Session 24 Monitoring and evaluation of UCS <ul style="list-style-type: none"> Monitoring and evaluation framework Monitoring and evaluation of UCS financing, coverage, health service infra structure, output outcome and household financial risk protection.
1530-1600	Summary and discussion, final questions and answers of the day

Day 10

Time	Content
0900-1100	Session 25 Wrap up and the way forward. <ul style="list-style-type: none"> Wrap up: debriefing by participants and Thai speakers The way forward on UHC movement: working group in each countries to discuss and brain storm on the way forward and plan for the next mission in their countries Final questions and answers
1100-1200	<ul style="list-style-type: none"> Training evaluation (survey on satisfaction) Conclusions and closing remarks

%%%



Thailand International Cooperation Agency
Ministry of Foreign Affairs of Thailand

GUIDELINES

for Thailand's Annual International Training Courses (AITC) Programme

1. About AITC

Realizing a significance role of Human Resources Development in economic and social development, the Royal Thai Government attaches great importance towards forging cooperation through South-South Cooperation, particularly through organizing short-term training programmes. The Annual International Training Courses (AITC) is one of flagship programmes conducted by Thailand International Cooperation Agency (TICA). Aiming at sharing Thailand's best practices and experiences to the world, the AITC programme offers short-term training courses under a wide range of development-related topics.

AITC course is categorized under four plus one themes. The highlighted themes is Sufficiency Economy Philosophy (SEP), the key factor behind Thailand's achievement of sustainable development in many areas. The other themes are areas in which Thailand's best practices can help address global challenges. They include Food Security, Climate Change, Public Health and other Sustainable Development Goals (or SDGs) related topics. To keep up with the dynamism of sustainable development agendas, the AITC courses are updated regularly with the main themes revised every three years. During 2017 - 2019, TICA is pleased to offer more than 90 short-term training courses with the expected number of participants of nearly a thousand from developing countries around the world.

2. Qualifications

2.1 Candidates must be nominated by central government agencies in a country from the AITC eligible countries/territories list. (See "List of Eligible Countries/Territories")

2.2 Candidates should be an officer or agent (preferably from government agencies) currently working in the area related to the training topic.

2.3 Candidates must have a degree and/or professional experience suitable to the training topic.

2.4 Candidates must have a good command of English.

2.5 It is recommended that candidates be less than 55 years of age.

2.6 Candidates must be in good health.

2.7 Nomination of female candidates is encouraged.

2.8 TICA reserves the rights to revoke fellowship offered to participants who are pregnant during the period of training.

3. Procedures for submission of nominations

3.1 Nomination must be made by central government agencies in charge of nomination of national candidates (such as Ministry of Foreign Affairs) or by relevant central government agencies for which the nominated candidates currently work. Nomination must be in line with relevant rules and regulations of the nominating countries/territories.

Each eligible countries/territories are invited to nominate up to two (2) candidates per course.

3.2 The nomination must be supported by the following two documents;

- Application form
- Medical Report

Two (2) copies of originals of all forms duly filled out, counter-signed and stamped by the authorized person must be submitted.

3.3 The nomination must be submitted to TICA through the Royal Thai Embassy/ Permanent Mission of Thailand to the United Nations/ Royal Thai Consulate-General accredited to eligible countries/territories. (See "List of Eligible Countries/Territories")

3.4 Originals of nomination documents, duly filled out, must be received no later than a specified deadline of each course.

3.5 Application form must be filled in typed-block letter. Soft file of the Application Form and Medical Report Form can be found at

<http://www.tica.thaigov.net/main/contents/files/information-20161217-152430-795372.pdf>

4. Selection of candidates

4.1 In considering applications, particular attention shall be paid to the candidates' background, their current position in the service of their Government, and practical use they expect to make of the knowledge and experience gained from training on the return to their Government positions.

4.2 Selection of participants is also based on geographical distribution and gender balance, unless priority is set for particular country/ group of countries.

4.3 TICA will inform all successful applicants through the Royal Thai Embassy/ Permanent Mission of Thailand to the United Nations/ Royal Thai Consulate-General accredited to eligible countries/territories. Moreover, name list of successful applicants will be posted on TICA's website approximately two weeks before the commencement of the course.

4.4 No written notification will be sent to unsuccessful applicants.

5. Duration of the courses

All AITC courses are carried out on a full-time basis. The exact dates for each course are as specified.

6. Attendance and Activities of the Programme.

6.1 Participants are required to attend all activities organized during the course as attendance in all sessions is obligatory. TICA reserves the rights to revoke its fellowship offer or take appropriate action deemed appropriate in case a participant is in attendance of less than 90 percent of the training hours.

6.2 Each AITC course is designed according to its respective purpose. Most courses comprise three segments: lecture, field visit and workshop.

6.3 Participants are required to prepare their country report on topic relevant to the training course prior to the beginning of the course and prepare for their presentation during the course.

7. Travel and financial arrangements

7.1 Successful candidates will be offered an award which covers:

- Return economy class airfare
- Accommodation for the duration of training in Thailand
- Training allowance
- Social programme

- Insurance
- Airport meeting service

7.2 Regulations on travel and financial arrangements

- International travel - Return economy class air ticket will be provided via the most direct and most economical route from the international airport at participant's respective country/territory to the location where the course will take place. The award does not cover domestic travel cost in participant's respective country.

Transit destination will be arranged according to a need for visa application to Thailand and/or on the most direct and most economical route basis.

All booking and change to the booking, including a settling of date of arrival and departure, must be done by TICA only. Ticket will be issued in electronic form (e-ticket) only.

Baggage allowance quota is in line with the airlines' policy. Any purchase for extra baggage allowance is not covered by the award.

- Training allowance - Participants are entitled to receive a daily allowance in the course of the programme at the rates established by the Royal Thai Government which is designed to cover the cost of all meals. Therefore, the daily allowance will be reduced if meals are provided by the organizers. The allowance is not a salary or an honorarium. The allowance is not intended to cover the fellow's continuing expenses at home, nor personal expense. Therefore, it is suggested that each participant should bring some pocket money to cover their personal expenses. Allowance and all reimbursement will be made in Thailand and in Thai Baht (THB) only.

- Insurance - Group Accident and Hospitalization Insurance during the period of training in Thailand will be provided. The insurance does not cover pre-existing illnesses and outpatient medical/dental treatment. Participants are advised to obtain their own travel insurance which is fully covered for any costs arising from loss or theft of personal belongings.

- Accommodation - Accommodation will be provided to all participants during their training in Thailand at designated hotel/accommodation. Any cost arising from accommodation arranged by participants themselves cannot be reimbursed in all case. Accommodation does not cover any cost arising from participant's personal consumption i.e. mini bar, international/local call or internet (unless provided as compliment by the hotel.)

- Visa arrangement - Participants will be responsible for obtaining appropriate visa prior to their travel to Thailand, if required. List of countries entitled for visa exemption and visa on arrival to Thailand can be found at <http://www.consular.go.th/main/th/customize/62281-Summary-of-Countries-and-Territories-entitled-for.html>. TICA will provide facilitation to participants who require visa application i.e. liaising with the Royal Thai Embassy/ Consulate and advising on appropriate procedure and necessary documents for visa application.

Participants must cover all costs arising from visa application i.e. visa fee, travel cost to the Royal Thai Embassy/ Consulate, postal fee (in case visa application is made by post,) transit visa fee (in case participants needs to apply for visa to Thailand at a transit country). The visa fee can be reimbursed upon presenting an original receipt of the fee but not exceed 2,000 THB.

Participants must not bring their family members with them during their training period. Participation in the training cannot be used as reference for visa application to Thailand of his/her family member.

- Airport meeting service - Transfer to and from airport will be provided to participants. TICA will coordinate directly with the limousine service to prepare for the airport transfer.

8. Contact

For more information, please contact;

Bureau of International Cooperation on Human Resource Development

Thailand International Cooperation Agency (TICA)

Government Complex, Building B (South Zone), 8th Floor,

Chaengwattana Rd. Laksi District,

Bangkok 10210

THAILAND

Website : www.tica.thai.gov.net

Email : aitc@mfa.go.th



Thailand International Cooperation Agency
Ministry of Foreign Affairs of Thailand

APPLICATION FORM
for Annual International Training Course (AITC) Programme

<p>INSTRUCTIONS</p> <p>The AITC application form is composed of four parts. Part A to part C must be completed by candidate and part D by central government agency*. All fields are mandatory. Application form must be filled in <u>typed-block letter</u>. The nomination must be supported by this application form and medical report. Two (2) copies of originals of all documents duly filled out, counter-signed and stamped by the authorized person must be submitted to TICA through the Royal Thai Embassy/ Permanent Mission of Thailand to the United Nations/ Royal Thai Consulate-General accredited to eligible countries/territories. Originals of nomination documents, duly filled out, must be received no later than a specified deadline of each course. Soft file of this application form can be downloaded at http://www.tica.thai.gov.net</p> <p>* For detailed information on nomination process, please see "Guideline for AITC"</p>	<p>(Please attach photograph here)</p>
<p>Course Name:</p>	

A. PERSONAL HISTORY (Please attach a copy of your passport)

Title	Family name	Given name	Other name	Gender	
<input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> Mrs. <input type="radio"/>				<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:			Home address:		
Telephone No: (Country Code / Area Code / Number)			Telephone No: (Country Code / Area Code / Number)		

Email address:

Preferred International Airport of departure/arrival :

Contact person in case of emergency:
Name: Relationship of this person to you:
Telephone No: Email:

LANGUAGE

English proficiency	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair

Mother tongue:

EDUCATION

Name of Institution	City / Country	Years attended		Degrees, Diplomas and Certificates	Special fields of study
		From	To		

Have you ever been trained in Thailand? If yes, please specify course name and duration.

No

Yes, please specify

B. EMPLOYMENT (Important to give complete Information)

Name of Organization/ Institution	Period (from-to)	Title of Position	Duties and Responsibilities

C. EXPECTATIONS

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

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 offered the training award, I undertake to :-

- (a) conduct myself at all time in a manner compatible with my responsibilities as a participant of the training course;
- (b) spend full time during the period of the programme as directed by TICA and training institution;
- (c) refrain from engaging in in political, commercial, or any other activities except those governed by the training programme;
- (d) submit a well-researched country report or any papers and make a prepared presentation as assigned;
- (e) accept the travel arrangements and the financial conditions relating to the fellowship provided by the Royal Thai Government
- (f) return to my home country upon the completion of my course of training.

Signature of candidate:

Printed name:

Date:

D. NOMINATION: To be completed by authorized person of the nominating agencies of the AITC eligible countries/territories. (See "Guideline for AITC" for detailed information on nomination.

I certify that;

- (a) The activities under this training will contribute to the specialization of the nominee. And in the case of a fellowship being granted to the nominee, full use would be made of the fellow's expertise in the field covered by her/his fellowship;
 - (b) to the best of my knowledge, all information supplied by the nominee is complete and correct;
 - (c) to the best of my knowledge, 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.....

Official stamp:

Signature of responsible government official

Organization:

Name and title of responsible government official

Official address:

Telephone no.:

Facsimile:

Email:

MEDICAL REPORT

INSTRUCTIONS

To be completed in capital letters by a registered medical practitioner after thorough clinical and laboratory examination including x-ray of chest.

Name of Nominee:

Age :

Gender :

Nationality:

1. Is the person examined at present in good health and able to work full time?

2. Is the person examined able physically and mentally to carry on an intensive study programme away from her/his duty station/home place?

3. Is the person examined free from infectious diseases which could present risks for both the candidate and her/his contacts during the fellowships?

4. Does the person examined have any medical conditions which might require treatment during her/his fellowships?

5. (For female nominee) Is the person examined pregnant?

I certify that the person examined is medically fit to undertake a training course in Thailand.

Physician signature (with stamp)

Full name and address of examining physician:

Place and Date:

Telephone no.:

Email: