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## Thailand International Cooperation Agency Ministry of Foreign Affairs of Thailand

### GUIDELINES

for Annual International Training Course (AITC) Programme

#### 1. About AITC

Recognizing the significant role of Human Resources Development in economic and social development, the Royal Thai Government attaches great importance to fostering international cooperation, including both South-South and North-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 seven themes namely Sufficiency Economy Philosophy (SEP) for Sustainable Development Goals (SDGs), Agriculture and Food Security, Health and Wellness, Climate Resilience, Trade and Economy, Inclusive Development, and Science, Technology, and Innovation (STI) for Development.

#### 2. Qualifications

- 2.1 Candidates must be nominated by central government agencies.
- 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 50 years of age.
- 2.6 Candidates must have good physical and mental condition and must not be pregnant.
- 2.7 Nomination of female candidates is encouraged.
- 2.8 TICA reserves the rights to revoke scholarship offered to awardees who violate rules and regulations.

### **3. Procedures for submission of nominations**

3.1 Candidates must complete two (2) types of application steps:

(1) Online Form Submission

Complete the online application form available at <https://tica-scholarships.com> or <https://forms.gle/WcJkb2WtLy3syJ5C6>

(2) Preparation of Application Documents

Download and complete one (1) copy of the required application documents from this link

<https://drive.google.com/drive/folders/1OKut1aqM577fC3SbSdv0FDu-pSAOSMGH?usp=sharing>. All forms must be thoroughly filled out, signed, and stamped by an authorized official.

3.2 Nomination Requirements

After completing the application documents as outlined in 3.1 (2), candidates must submit them to a central government agency responsible for nominating national candidates (e.g., the Ministry of Foreign Affairs) or to the relevant government agency where they are currently employed. Each country or territory is allowed to nominate up to three (3) candidates per course, following their specific nomination regulations.

3.3 Submission of Hard Copy Documents

The application process is considered complete when TICA receives the hard copy of the completed application form and related documents. These should be sent via the Royal Thai Embassy, the Royal Thai Consulate-General, the Permanent Mission of Thailand to the United Nations, or the Thailand Trade and Economic Office accredited to the applicant's country/territory. (refer to the "*List of Royal Thai Embassy/Royal Thai Consulate -General/Permanent Mission of Thailand to the United Nations/Thailand Trade and Economic Office which assigned as contact point*").

3.4 Application Deadlines

All nomination documents must be received by TICA no later than the specified deadline for each course.

### **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/ the Royal Thai Consulate-General/ the Permanent Mission of Thailand to the United Nations/ the Thailand Trade and Economic Office accredited to the applicant's country/territory. 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:

- Tuition and training fees\*
- Round-trip economy class airfare (only for participants from countries/territories listed as eligible for the full-support scholarship)
- Thai Visa fee (only for participants from countries/territories listed as eligible for the full-support scholarship)
- Accommodation for the duration of training in Thailand
- Training allowance
- Social programme
- Insurance
- Airport meeting service

Note: \* For other countries not included in the list of OECD Official Development Assistance (ODA) recipient countries, the scholarship will cover tuition and training fees only.

## 7.2 Regulations on travel and financial arrangements

- International travel – A round-trip economy class air ticket will be provided to awardees who are eligible for the full-support scholarship. The ticket will be issued via the most direct and 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.

Note: \* *For other countries not included in the list of OECD Official Development Assistance (ODA) recipient countries, the scholarship will cover tuition and training fees only.*

- All booking and change to the booking, including a setting 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 Life, Accident, and Health 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.

- 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 (if travel through a transit country is required). Only Thai visa fee can be fully reimbursed upon presenting an original receipt.

- 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;

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Thailand International Cooperation Agency (TICA),

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