



**GENERAL INFORMATION**



**Training of Initiators for Self-help Groups of  
Persons with Disabilities towards  
Rights-based and Sustainable Community Development**

**10 – 30 August, 2004  
Bangkok, Thailand**



**Asia-Pacific Development Center on Disability**

**Ministry of Social Development and Human Security**

**Thailand**

## PREFACE

The Asia-Pacific Development Center on Disability (APCD), Ministry of Social Development and Human Security, located in Bangkok, Thailand, is a legacy of the Asian and Pacific Decade of Disabled Persons (1993 - 2002). Its objective is to promote the empowerment of persons with disabilities and a barrier-free society in developing countries in the Asia-Pacific region.

APCD was jointly established with the collaboration of the Government of Japan and the Government of the Kingdom of Thailand on 1 August, 2002. APCD is also working in close cooperation with the United Nations Economic and Social Commission for Asia and the Pacific (UN ESCAP), other United Nations agencies and non-governmental organizations whose work is related to persons with disabilities.

In the UN ESCAP *BIWAKO Millennium Framework (BMF) for Action towards an Inclusive, Barrier-free and Right-based Society for Persons with Disabilities in Asia and the Pacific* for the new *Asian and Pacific Decade of Disabled Persons (2003 - 2012)*, one of the 7 priority areas is “self-help organizations of persons with disabilities and related family and parental associations”. It is believed that grass-root self-help groups (SHG) of persons with disabilities (PWD), which form a self-help organization of PWD, can be a means to directly educate and empower socio-economically poor PWD to gain their rights and collective power for a better quality of their lives. Such well-initiated SHG of PWD can be a driving force to bring their entire community rights-based and sustainable development toward a “society for all”.

Recognizing such significance of SHG of PWD, a training course for initiators of SHG of PWD will be implemented as one of the APCD activities with full support from the Japan International Cooperation Agency (JICA) and the Government of the Kingdom of Thailand through the Ministry of Foreign Affairs and Ministry of Social Development and Human Security.

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## ESSENTIAL FACTS

<b>Course Title</b>	<b>Training of Initiators for Self-help Groups of Persons with Disabilities towards Rights-based and Sustainable Community Development</b>
<b>Duration</b>	<b>10 - 30 August, 2004</b>
<b>Deadline for Application</b>	<b>10 June, 2004</b> * <i>The application forms must be submitted to the Royal Thai Embassy/Consulate in each invited country.</i>
<b>Countries Invited &amp; Participants</b>	<b>Maximum 6 participants respectively from Cambodia and Myanmar</b> * <i>More than 2 persons must apply from the same organization.</i> * <i>A maximum of 6 participants will represent 2 -3 relevant organizations from each country.</i> * <i>See the REQUIREMENT OF APPLICATION on page 4.</i>
<b>Language</b>	English
<b>Target Group</b>	Managerial or/and concerned personnel of the following organizations which have a plan/practice to help initiate/strengthen <b>self-help groups (SHG) of persons with disabilities (PWD)</b> at the grass-root level: <ol style="list-style-type: none"> <li>Organizations of PWD</li> <li>Organizations to support community/rural development</li> <li>Organizations to support PWD</li> <li>Other related organizations</li> </ol>
<b>Course Objectives</b>	To enable relevant organizations to help initiate/strengthen SHG of PWD at the grass-root level by training their managerial or/and concerned personnel to: <ol style="list-style-type: none"> <li>Deepen their understanding on relevant issues such as disability, poverty and development</li> <li>Enhance their attitudes to deal with these issues with commitment</li> <li>Learn concepts/roles/functions of SHG of PWD</li> <li>Equip themselves with skills to initiate/strengthen SHG of PWD</li> </ol>
<b>Training Venue</b>	<b>Asia Hotel Bangkok</b> ( <a href="http://www.asiahotel.co.th">http://www.asiahotel.co.th</a> ) 269 Phayathai road, Rajthevi, Bangkok 10400, Thailand TEL: 66-(0)2- 2150808, FAX: 66-(0)2- 2159005 <b>Huay-Nam-Say Camp</b> (*Stay for about 1 week.) Moo. 1 Ladkrating, Sanamchaiknet, Chacheongsao 24160, Thailand TEL: 66-(0)1- 6523026
<b>Accommodation</b>	<b>Ditto</b>
<b>Expenses &amp; Allowances</b>	The following expenses for each selected participant will be borne by the Asia-Pacific Development Center on Disability (APCD) : <ol style="list-style-type: none"> <li>Training expenses (e.g., lecture fee, field visit charge)</li> <li>An economy class round-trip air ticket (PTA ticket) between his/her nearest airport and Bangkok *APCD will inform each trainee in advance of the details of a PTA ticket.</li> <li>Accommodation during the training period</li> <li>Perdiem for necessary daily expenditures (e.g., food) during the training period</li> <li>Medical insurance during the training period</li> </ol> <p><b>*Any expenses spent in his/her country before/after the training should be borne by each participant.</b></p>

## **CURRICULUM**

The following lectures/discussion/exercises/group-work include:

### **A) Fundamental Knowledge and Attitudes for SHG of PWD.**

- Definition of “SHG of PWD”.
- Fundamental issues of disability and human rights.
- Fundamental issues of poverty and development.
- Evolution of the disability movement in the Asia-Pacific region and the world.

### **B) Skills to Initiate/Strengthen SHG of PWD.**

- Participatory project management.
- Effective leadership.
- Coordination and facilitation.
- Conflict resolution.
- Fund raising/management.
- Writing of project proposals. (an exercise for logical/systematic thinking.)
- Effective meetings. (organizing, presenting, writing of minutes etc.)
- Basic accounting.
- Writing of reports (activity report, financial report etc.)

### **C) Working in Community and Social Mobilization**

- Approaches of participatory community development.
  - \* Poverty alleviation and micro credit/finance
  - \* Community-based Rehabilitation (CBR)
  - \* Independent Living (IL)
- Advocacy and lobbying. (human rights protection techniques)
- Networking and civil society.

### **D) Field Visits**

- PWD in poverty. (e.g., urban slum, rural areas etc.)
- SHG of other socio-economically marginalized/discriminated people. (e.g., persons with HIV/AIDS)
  - \* Relevant sites in Thailand will be selected.

### **E) Action Plan Formulation**

- Strategies and actions to initiate/strengthen SHG of PWD.

For further information please contact :  
**Asia- Pacific Development Center on Disability**  
Tel (662) 247 2619  
Fax (662) 247 2375  
E-mail: [training@apcdproject.org](mailto:training@apcdproject.org)  
Website: <http://www.apcdproject.org/trainings/shg04/index.html>

## **REQUIREMENTS FOR APPLICATION**

An applicant should:

1. Be managerial or/and concerned personnel of the following organizations which **have a plan/practice to help initiate/strengthen self-help groups (SHG) of persons with disabilities (PWD)** at the grass-root level:

- a) **Organizations of PWD**
- b) **Organizations to support community/rural development**
- c) **Organizations to support PWD**
- d) **Other related organizations**

*\*For an applicant who **needs to have an accompanying personal assistant or a sign language interpreter for the training**, s/he needs to inform APCD of the details through his/her APPENDIX OF NOMINATION FORM (Article: Disabilities). Necessary expenditures (e.g., travel expenses etc.) for the selected participant's personal assistant or a sign language interpreter can be borne by APCD, when APCD recognizes the necessity for the training.*

*\* Training applicants, who **have disabilities**, will be more positively considered in the selection of participants.*

*\* Training applicants, who **are women**, will be more positively considered in the selection of participants.*

2. Apply together with other managerial or/and concerned personnel of the same organization which s/he belongs to.

*\* More than 2 persons must apply from the same organization.*

*\* A maximum of 6 participants will represent 2 -3 relevant organizations from each country.*

3. Be between **22-55 years old**

4. Have basic knowledge/skills of the English language

*\* Training applicants, who are **NOT** fluent in English but eager to learn SHG of PWD, must consult with APCD through e-mail/fax/phone before applying.*

*\* **Blind persons equipped with English Braille as well as deaf persons equipped with international sign language are preferable.***

5. Be in good health in order to complete the training course

6. Be nominated by the respective governments in accordance with the procedure stipulated in the following "APPLICATION PROCEDURE" section.

## **APPLICATION PROCEDURE**

1. Each applicant needs to fill out three (3) sets of the **Fellowship Application Form**, stipulated by the Department of Technical and Economic Cooperation (DTEC), the Government of the Kingdom of Thailand, and three (3) sets of **Appendix**, provided by APCD. Completed documents should be submitted to a **Government agency responsible for Official Development Assistance (ODA) or to APCD's Government/semi-autonomous focal point in the country of each applicant** as follows:

**CAMBODIA** : Ministry of Social Affairs, Labour, Vocational Training and Youth Rehabilitation (MOSALVY), and

Disability Action Council (Attn. Executive Director)

Address: # 28, Street 184, Sangkat Chey Chum Nas, Khan  
Daun Penh, P.O.Box 115, Phnom Penh  
Tel: 023-215-341, 218 797 Fax: 023-214-722

**MYANMAR** : Department of Social Welfare, Ministry of Social Welfare, Relief and Resettlement (Attn. Director-General)  
Address: 64 Kabaaye Pagoda Road, Yangon  
Tel: 01-662-589, 663-392 Fax: 01-650-002

2. Each applicant also needs to fax or mail one (1) copy of the completed *Fellowship Application Form* and its *Appendix* in advance directly to:

Director, Asia-Pacific Development Center on Disability,  
60<sup>th</sup> Anniversary Building, Rajvithi Road, Rajthevi,  
Bangkok 10400, THAILAND  
Tel (662) 247 2619, Fax (622) 247 2375

Please note that the copy sent directly to APCD is advance **informal** information. For the selection, APCD will consider application forms which have come through the official channel (from the Royal Thai Embassy to APCD via DTEC).

3. Governments of invited countries, who have received three (3) completed *Fellowship Application Forms* and *Appendixes* from each applicant, should submit all of the documents by the due date to the Royal Thai Embassy or Consulate in their respective countries, who will then be responsible for forwarding those documents to DTEC in Bangkok, Thailand.

**The due date for submitting the application documents to the Embassy/Consulate is [June 10, 2004](#)**

4. After the training participants have been selected by APCD, DTEC will notify the Governments of the selection results no later than two (2) weeks before the commencement of the course. Each Government will be responsible to inform their nominated candidates about the selection results.

**Notification of the selection results will be approximately by [10 July, 2004](#)**

### **CERTIFICATE**

Participants who have successfully completed the course will be awarded a certificate issued by the Asia-Pacific Development Center on Disability.

## **OTHER MATTERS**

### **A. TRAVEL DOCUMENTATION**

Prior to arrival in Thailand, all participants **MUST** first obtain a NON-IMMIGRANT VISA from the Royal Thai Embassy or Consulate in their respective countries. If there is no Royal Thai Embassy or Consulate available, participants can apply for "THE VISA ON ARRIVAL" at the Bangkok International Airport upon their arrival.

The advance payment for an application fee for "THE VISA ON ARRIVAL" is Baht 300 (equivalent to approximately US\$ 8) and a receipt is necessary for reimbursement. **Please be aware that your name on the receipt should be exactly the same as the one in your passport.**

### **B. AIRPORT RECEPTION AND TRANSFERAL**

Upon arrival, the Asia-Pacific Development Center on Disability (APCD) will provide airport reception and transferal to the hotel for the participants.

## **SPECIAL ATTENTION**

### ●Participants:

- are required to arrive in and depart from Thailand on the dates designated by APCD. **The originally designated flight schedule cannot be changed.**
- should assume responsibility for other expenses not provided for which are incurred during the trip between their home country and Thailand.
- shall make their own arrangements for any financial matters of a private nature that are not covered under this training course.
- are required to fulfill the course requirements.
- are requested not to bring any family members with them.
- are requested to confirm their flight information and date of arrival in Bangkok to APCD by e-mail ([training@apcdproject.org](mailto:training@apcdproject.org)) or fax (662- 247 2375) at least three days before the commencement of the course.

●The Royal Thai Government, the Government of Japan, Japan International Cooperation Agency (JICA) and/or the Asia-Pacific Development Center on Disability (APCD) shall have no liability whatsoever for the participant or his/her personal representatives for injury, illness or death suffered or contracted by the participant arising out of or in the course of his/her participation in the program/course; nor shall The Royal Thai Government, the Government of Japan, JICA and/or APCD have any liability whatsoever towards third parties for compensation for any loss of property, injury, illness or death of such third parties caused by the nominee during the course of his/her participation in the program/course.

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