



## GENERAL INFORMATION

**Training of Information and Communication Technology  
for Visually Impaired Persons**

**15 November – 8 December 2005  
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 has been jointly established under the collaboration of the Government of Japan and the Government of the Kingdom of Thailand since 1 August 2002. Furthermore, APCD is also working in close cooperation with the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP), other United Nations agencies and non-governmental organizations whose work is related to persons with disabilities.

Information and Communication Technology (ICT) has been a driving force for economic and social development, and continue to spur the globalization process. However, benefits of ICT have spread unequally, especially between the disabled and the non-disabled. Visual impaired persons (VIPs) in developing countries of the Asia-Pacific region have also been continuously left behind in the development of ICT.

ICT can be one of the best solutions to empower VIPs if they are able to utilize such technologies. The majority of VIPs lack opportunities to learn about ICT.

In this regard, APCD is organizing ICT Training for VIPs to train computer teachers/trainers for VIPs in developing countries of Asia and the Pacific, so they can teach and promote ICT for VIPs to enjoy the benefit of ICT.

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## ESSENTIAL FACTS

<b>Course Title</b>	Information and Communication Technology (ICT) for Visually Impaired Persons
<b>Duration</b>	15 (Tue) November – 8 (Thu) December 2005
<b>Deadline for Application</b>	30 (Fri) September 2005 *For acceptance at the Royal Thai Embassy/ Consulate Office
<b>Countries Invited &amp; Participants</b>	14 persons from 7 countries from: Bangladesh, Bhutan, Fiji, Indonesia, Nepal, Sri Lanka, Thailand
<b>Language</b>	English
<b>Target Group</b>	Computer teachers/ICT training staff from organizations of/for visually impaired persons
<b>Course Objectives</b>	Upon completion of the course, participants are expected to be able to; 1) Teach computer operation to visually impaired persons with assistive devices/software 2) Design appropriate computer training for visually impaired persons 3) Understand the concept of information accessibility for persons with disabilities (PWDs) based on universal design principles
<b>Training Venue</b>	APCD Training Building, 255, Rajvithi Road, Rajthevi, Bangkok, 10400 THAILAND Tel: (662) 354 7505 Fax (662) 354 7507 URL: <a href="http://www.apcdproject.org">www.apcdproject.org</a>
<b>Accommodation</b>	APCD Training Building, 255, Rajvithi Road, Rajthevi, Bangkok, 10400 THAILAND Tel: (662) 354 7505 Fax (662) 354 7507 URL: <a href="http://www.apcdproject.org">www.apcdproject.org</a>
<b>Expenses &amp; Allowances</b>	The following expenses for each selected participant will be borne by the Asia-Pacific Development Center on Disability (APCD): 1. Training expenses (e.g., lecture fee, field visit charge) 2. <b>An economy class round-trip air ticket</b> (PTA ticket) between his/her nearest airport and Bangkok <i>*APCD will inform each trainee in advance of the details of a PTA ticket.</i> 3. Accommodation during the training period 4. Per diem for minimum daily expenditures according to APCD regulations (e.g., food) during the training period 5. Medical insurance fee during the training period  <i>*Any expenses spent in his/her country including VISA fee, passport fee and airport tax before/after the training should be borne by each participant.</i>

## **CURRICULUM**

The following topics will be covered:

- 1 Workshop on computer training for visually impaired persons (VIPs)
  - 1.1 Reports on computer training for VIPs in the participants' country
  - 1.2 Case studies/good examples of computer training for VIPs
  - 1.3 Introduction of available software and assistive devices for VIPs
  - 1.4 Trial of software and assistive devices
- 2 Lecture: Information accessibility for persons with disabilities
- 3 Hands-on Training on Screen Reader
  - 3.1 JAWS
  - 3.2 ALTIA
- 4 Country Action Plan: Computer training for VIPs based on each country's situation
- 5 Field Visit

For further information please contact :  
**Asia-Pacific Development Center on Disability**  
Tel (662) 354 7505  
Fax (662) 354 7507  
E-mail: [ict-training@apcdproject.org](mailto:ict-training@apcdproject.org)  
Website: <http://www.apcdproject.org/trainings/2005/vip05/>

## REQUIREMENTS FOR APPLICATION

An applicant should:

- 1) be or will be a computer teacher/trainer for visually impaired persons

*\*For an applicant who **needs to have an accompanying personal assistant 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 can be borne by APCD, after APCD confirms the need.*

- 2) be nominated by an organization of/for visually impaired persons

### **Remarks**

- Applicants' Organization should have **a concrete plan** to organize computer training for VIPs. (\*please describe a plan with attached questionnaire)
- Applicants' Organizations should be the focal point or an associate organization of APCD and willing to collaborate with APCD. (If your organization is **not an APCD associate organization, please apply by filling the attached application form.**)

- 3) be proficient in spoken and written English

\*Blind persons understanding English Braille are preferable.

- 4) be in good health in order to complete the training course

- 5) be not more than 50 years old

- 6) be nominated by their respective government in accordance with the procedure stipulated in the "APPLICATION PROCEDURE".

## APPLICATION PROCEDURE

1. Each applicant needs to fill out three (3) sets of the **Fellowship Application Form**, stipulated by the Thailand International Development Cooperation Agency (TICA), the Government of the Kingdom of Thailand, and three (3) sets of **Appendix**, provided by APCD. The completed documents should be submitted to a Government agency responsible for Official Development Assistance (ODA) or one of APCD's Government/semi-autonomous focal points in your respective country.

**The APCD's Government/semi-autonomous focal points are as follows:**

**Bangladesh**  
Ministry of Social Welfare  
(Attn. Dept. of Social Services)  
Secretariat Room 303, Building 6 Dhaka 1000, Bangladesh  
Tel: 88-02-8610452  
Fax: 88-02-8618969

**Bhutan**

Ministry of Health  
Address: P.O. Box 108, Thimphu  
Tel: (975-2) 326 747  
Fax: (975-2) 321 446

**Fiji**

Ministry of Women, Social Welfare and Poverty Alleviation  
Address: 5th Floor, Civic Tower, P.O. Box 14068, Suva  
Tel: (679) 3312199  
Fax: (679) 3303829

Fiji National Council for Disabled Persons  
Address: P.O. Box 16867 Suva  
Tel: (679) 3321062, 3321066 ext 146  
Fax: (679) 3320055

**Indonesia**

Ministry of Social Affairs  
Address: Jalan Salemba Raya 28, Jakarta,  
Tel: (62-21) 3100438, 3921011  
Fax: (62-21) 3100438, 3921011

**Nepal:**

Ministry of Women, Children and Social Welfare  
Address: Singh Durbar, Kathmandu  
Tel: (977-1) 424 1465  
Fax: (977-1) 424 1516

**Sri Lanka**

Ministry of Women's Development and Social Welfare  
Address: 158A, Nawala Road, Nugegoda  
Tel:(94-11) 282 5235  
Fax: (94-11) 282 4056

**Organizations recommended to apply for the Course are listed below.**

**\* Please note that applications are not limited to just the recommended organizations.**

**Bangladesh:**

1. Center for Disability in Development (CDD)
2. Center for Services and Information on Disability (CSID)
3. Vocational Training Centre for the Blind (VTCB)

**Bhutan:**

1. National Institute for the Disabled
2. Braille Production Unit

**Fiji:**

1. Fiji Society for the Blind (Fiji School for the Blind)

**Indonesia:**

1. Indonesian National Council on Social Welfare
2. Indonesia Disabled Peoples' Association
3. Indonesian Foundation Education for the Blind
4. YAPENTRA.

**Nepal:**

1. National Association of the Blind
2. Nepal Association for the Welfare of the Blind

**Sri Lanka:**

1. Sri Lanka Council for the Blind
2. Sri Lanka Federation of Visually Impaired Handicapped

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

Director, Asia-Pacific Development Center on Disability,  
APCD Building, 255 Rajvithi Road, Rajthevi,  
Bangkok 10400, THAILAND  
Tel: (662) 354 7505, Fax: (622) 354 7507  
E-mail: ict-training@apcdprojct.org

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

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 TICA in Bangkok, Thailand.

**The due date for submitting the application documents to the Royal Thai Embassy/Consulate is 30 (Fri.) September 2005.**

4. After the training participants have been selected by APCD, TICA will notify the invited 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 the 2<sup>nd</sup> week of October 2005.**

## **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. Please be aware that your **passport must be valid for at least 6 more months to apply for a visa.**

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

Upon arrival, the Asia-Pacific Development Center on Disability (APCD) will provide airport reception and transferal to the accommodation 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 expenses incurred before and 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 **EXCEPT** in the case that a family member serves as a participant's personal assistant, who has been approved by APCD beforehand.
  - are requested to confirm their flight information and date of arrival in Bangkok to APCD by e-mail ([ict-training@apcdproject.org](mailto:ict-training@apcdproject.org)) or fax (662- 354 7507) 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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