



GENERAL INFORMATION



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

**16 August – 8 September 2006  
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>	(Wed) 16 August – (Fri) 8 September 2006
<b>Deadline for Application</b>	23 (Fri) June 2006 *For acceptance at the Royal Thai Embassy/ Consulate Office
<b>Countries Invited &amp; Participants</b>	14 persons from: Bangladesh, Cambodia, Indonesia, Mongolia, Sri Lanka and Vietnam
<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' countries
  - 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/2006/vip>

## 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 provide 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

**Cambodia**

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

Address: #788, Monivong Blvd. Phnom Penh,

Tel: (855-23) 725191, 724091

Fax: (855-23) 427322, 217322

Disability Action Council

(Attn. Executive Director)

Address: #86, Street 99, Boeung Trabek,

Phsar Koeum Thkov. Khan Chamcarmon, Phnom Penh

Tel: 023-215-341, 012 888 655

Fax: 023-214-722

**Indonesia**

Ministry of Social Affairs

Address: Jalan Salemba Raya 28, Jakarta,

Tel: (62-21) 3100438, 3921011

Fax: (62-21) 3100438, 3921011

**Mongolia**

Ministry of Social Welfare and Labour

Address: Government Building 2, United Nations Street 5

Ulaanbaatar 210646

Tel: (976) 11-264918

Fax: (976) 11-327635

**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

**Viet Nam**

National Coordinating Council on Disability (NCCD)

Address: 2 Dinh Le Street, Hoan Kiem District, Hanoi

Tel: (84-4) 936 0278

Fax: (84-4) 936 0279

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

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

**Bangladesh**

Center for Disability in Development (CDD)

D-55/3, Talbag, Savar, Dhaka-1340, Bangladesh.

Tel: +880 2 7711379 or +880 2 7711467

Fax: +880 2 7711379

Email: [cdd@bangla.net](mailto:cdd@bangla.net), [gsaha\\_99@yahoo.com](mailto:gsaha_99@yahoo.com)

Vocational Training Centre for the Blind (VTCB)  
4 Main Road, Mirpur-1, Dhaka 1216, Bangladesh.  
Postal Address: PO Box 5030, New Market, Dhaka 1205, Bangladesh.  
Tel: +880 2 900 3610 or +880 2 900 0439  
Fax: +880 2 811 3095  
Email: [vtcb@dhaka.agni.com](mailto:vtcb@dhaka.agni.com)

Bangladesh Organization for Disabled Advancement (BODA)  
(Attn. Mr. M. Khalilur Rahman, Executive Director)  
House No. 163-164, Janata, Housing, Section1, Mirpur, Dhaka 1216, Bangladesh  
Tel: 88-02- 8054832  
Fax: 88-02-8010667  
E-mail: [boda@dbonline.com](mailto:boda@dbonline.com)

### **Cambodia**

Krousar Thmey  
Office: #4, Street 257  
Tel: 855-23-366184, 855-23-880503  
Fax: 855-23-428946  
E-mail: [krousar\\_thmey@bigpond.com.kh](mailto:krousar_thmey@bigpond.com.kh)

### **Indonesia**

Indonesian Blind Union (PERTUNI)  
Jl Kayu Putih Selatan V No 10,  
Jakarta Timur, 13260, Indonesia.  
Tel: +62 21 489 5513  
Fax: +62 21 628 0786

### **YAPTI**

Tel: 62-411-423053  
Fax: 62-411-423053

Biro Tunanetra Laetitia  
J1, Katedral, No.5, Jakarta, Pusat, Indonesia.  
Tel: +62 21 3500290  
Fax: +62 21 3855751  
Email: [ldd@indo.net.id](mailto:ldd@indo.net.id)

### **Mongolia**

Mongolian Association of the Blind  
Mongolian Association of the Blind, Post office-36511  
Ulaan Bataar 210136  
Tel: 976 11 344179 976 99148051  
E-Mail: [mnblindassoc@magicnet.mn](mailto:mnblindassoc@magicnet.mn), [bolod44.55@lycos.com](mailto:bolod44.55@lycos.com)

Mongolian National Federation of the Blind  
P.O. Box 511/36 (Han Uul Duureg),  
Ulaanbaatar 210136, Mongolia  
Tel: 976 11 344179  
Fax: 976 11 339917 or 344701, +95 1 546071  
E-mail: [bayas@chinggis.com](mailto:bayas@chinggis.com), [mnfederationblind@yahoo.com](mailto:mnfederationblind@yahoo.com)

### **Sri Lanka**

Sri Lanka National Federation of the Visually Impaired handicapped  
(Attn. Mr. Rajitha Priyanka Amarasinghe, Library Officer)  
45/89, Nawala Road, Narahenpita, Sri Lanka  
Tel: +94 11 2368298  
Fax: +94 11 2368298  
E-mail: [srilankablind@sltnet.lk](mailto:srilankablind@sltnet.lk)

### **Vietnam**

Blind Association of Hochiminh City  
185 Cong Qhynh Street, District 1, HoChiMinh City, Vietnam  
Tel: +84 8 396 697  
Fax: +84 8 839 6697  
Email: [hnmtp@hcm.vnn.vn](mailto:hnmtp@hcm.vnn.vn)

Rehabilitation and Vocational Training Center for the Blind  
Trung Kinh Street, Yen HOa, Cau Giay, Hanoi, Vietnam  
Tel: +84 4 8332499  
Fax: +84 4 8332499

Sao Mai Computer Center  
12B/C7 Hoang Hoa Tham Street, Ward 13. Tan Binh District,  
Ho Chi Minh City, Vietnam  
Tel: +84 8 8495069  
Fax: +84 8 2938300

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: (662) 354 7507  
E-mail: [ict-training@apcdprojct.org](mailto: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 23 (Fri.) June 2006.**

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 4<sup>th</sup> week of July 2006.**

## **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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