



GENERAL INFORMATION



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

**9 - 31 August, 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 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 Rights-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.

ESSENTIAL FACTS

Course Title	Training of Initiators for Self-help Groups of Persons with Disabilities towards Rights-based and Sustainable Community Development
Duration	9 -31 August, 2005
Deadline for Application	30 June, 2005 <i>* Application forms must be submitted to the Royal Thai Embassy/Consulate in each invited country.</i>
Countries Invited & Participants	Maximum 4 participants respectively from Cambodia, Laos, Myanmar and Vietnam <i>* 2 persons could apply from the same organization.</i> <i>* A maximum of 4 participants will represent 1-2 relevant organizations from each country.</i> <i>*See the REQUIREMENT OF APPLICATION on page 4.</i>
Language	English
Target Group	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: <ul style="list-style-type: none"> a) Organizations of PWD b) Organizations to support community/rural development c) Organizations to support PWD d) Other related organizations
Course Objectives	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: <ul style="list-style-type: none"> 1) Deepen their understanding on relevant issues such as disability, poverty and development 2) Enhance their attitudes and be committed to deal with these issues with commitment 3) Learn concepts/roles/functions of SHG of PWD 4) Equip themselves with skills to initiate/strengthen SHG of PWD
Training Venue	Asia-Pacific Development Center on Disability 255, Rajvithi Road, Rajthevi, Bangkok 10400, Thailand Tel: 66-2-3547505 ; Fax: 66-2-3547507 E-mail : training@apcdproject.org
Accommodation	Ditto
Expenses & Allowances	The following expenses for each selected participant will be borne by the Asia-Pacific Development Center on Disability (APCD): <ul style="list-style-type: none"> 1. Training expenses (e.g., lecture fee, field visit charge) 2. 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. 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 Any expenses spent in his/her country including VISA fee, passport fee and airport tax should be borne by each participant

CURRICULUM

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

A) Fundamental Knowledge and Attitudes for SHG of PWD.

- Definition of “SHG of PWD”.
- Fundamental issues of disability.
- Fundamental issues of poverty and development.
- Evolution of the disability movement in the Asia-Pacific region and the world.
- Basic understanding on these concepts:
 - * Participatory Community Development
 - * Community-based Rehabilitation (CBR)
 - * Independent Living (IL)

B) Working in Community and Social Mobilization

- Advocacy and lobbying. (human rights protection techniques)
- Networking and civil society
- Case study of participants’ experiences in initiating/strengthening SHG of PWD

C) Skills to Initiate/Strengthen SHG of PWD.

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

D) Field Visits

- SHG of other socio-economically marginalized/discriminated people.
(e.g., persons with HIV/AIDS)
 - * Relevant sites in Thailand will be selected.
- Local training organization

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) 354 7505
Fax: (662) 354 7507
E-mail: training@apcdproject.org
Website: <http://www.apcdproject.org/trainings/shg05>

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, after they are approved by APCD.*

** 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.

** 2 persons could apply from the same organization.*

** A maximum of 4 participants can represent 1-2 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 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:

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

LAOS : **Ministry of Labour and Social Welfare**
(Attn. Minister)
Address: P.O. Box 347, Vientiane
Tel: 021-213-287 Fax: 021-213-257

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

VIETNAM : **Office of National Coordinating Council on Disability**
(Attn. Director)
Address: So 2, Dinh Le, Hanoi
Tel: 04-936-0278 Fax: 04-936-0279

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: 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 Embassy/Consulate is June 30, 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 by 19 July, 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 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) 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.