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กรมความร่วมมือระหว่างประเทศ

ศูนย์ราชการเฉลิมพระเกียรติฯ

อาคารรัฐประศาสนภักดี ชั้น ๘

ถนนแจ้งวัฒนะ เขตหลักสี่

กทม. ๑๐๒๑๐

๒๖ มิถุนายน ๒๕๖๐

เรื่อง ทูลเกล้าทูลกระหม่อมถวาย Capacity Building Program on Enhancing the Development of Small and Medium Industries (SMI)

เรียน อธิบดีกรมการพัฒนารัฐวิสาหกิจ

- สิ่งที่ส่งมาด้วย ๑. รายละเอียดหลักสูตร
๒. รายละเอียดเกี่ยวกับการสมัครรับทุน
๓. รายละเอียดเกี่ยวกับผู้สมัครรับทุน

ด้วยรัฐบาลสาธารณรัฐอินโดนีเซียร่วมกับ the ColomboPlan Secretariat (CPS) เสนอให้ทุนแก่รัฐบาลไทย เพื่อส่งเจ้าหน้าที่เข้ารับการฝึกอบรมหลักสูตร Capacity Building Program on Enhancing the Development of Small and Medium Industries (SMI) ระหว่างวันที่ ๓๐ กรกฎาคม - ๙ สิงหาคม ๒๕๖๐ ณ สาธารณรัฐอินโดนีเซีย ดังมีรายละเอียดตามสิ่งที่ส่งมาด้วย ๑

กรมความร่วมมือระหว่างประเทศ เห็นว่าหลักสูตรอบรมดังกล่าวเป็นประโยชน์ต่อบุคลากรของกรมการพัฒนารัฐวิสาหกิจ จึงขอให้ท่านพิจารณาเสนอผู้สมัครรับทุนที่มีผลการทดสอบภาษาอังกฤษชุด DIFA TES ของสถาบันการต่างประเทศเทวะวงศ์วโรปการ กระทรวงการต่างประเทศ ในทักษะการอ่านและทักษะการฟัง อย่างน้อยระดับ B1 หรือผลทดสอบภาษาอังกฤษ IELTS TOEFL หรือ TOEIC อย่างใดอย่างหนึ่ง ตามที่รัฐบาลสาธารณรัฐอินโดนีเซีย กำหนดในรายละเอียดหลักสูตร และผลการทดสอบดังกล่าวต้องมีอายุไม่เกิน ๒ ปี นับจากวันที่เข้ารับการทดสอบ โดยให้ผู้ที่ได้รับการเสนอชื่อจัดทำรายละเอียดเกี่ยวกับผู้สมัครรับทุน ตามสิ่งที่ส่งมาด้วย ๒ และ ๓ ส่งคืนให้กรมความร่วมมือระหว่างประเทศ พร้อมใบสมัครรับทุนรัฐบาลพร้อมทั้งสำเนาผลทดสอบภาษาอังกฤษภายในวันที่ ๓๐ มิถุนายน ๒๕๖๐ ด้วย

จึงเรียนมาเพื่อโปรดพิจารณาเสนอชื่อผู้ที่มีคุณสมบัติเหมาะสม จำนวน ๔ ราย จักขอบคุณมาก

ขอแสดงความนับถือ

(นายไพศาล หรพาณิชกิจ)

รองอธิบดี ปฏิบัติราชการแทน

อธิบดีกรมความร่วมมือระหว่างประเทศ

- ☐ กลุ่มงานยุทธศาสตร์
☐ หัวหน้างาน
☐ กลุ่มงานส่งเสริมการค้าระหว่างประเทศ
☐ กลุ่มงานจัดการความรู้
☐ กลุ่มงานวิจัยและนวัตกรรม
☐ ศูนย์วิจัยบริการ
☐ ฝ่ายเจ้าหน้าที่

ภารกิจความร่วมมือกับต่างประเทศเพื่อการพัฒนาทรัพยากรมนุษย์

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GENERAL INFORMATION

CAPACITY BUILDING PROGRAM ON ENHANCING THE DEVELOPMENT OF SMALL AND MEDIUM INDUSTRY (BATCH 2)

**Cooperation between:
The Government of the Republic of Indonesia and
The Colombo Plan Secretariat**

**Implementing Agency:
Directorate General of Small and Medium Industry
Ministry of Industry of the Republic of Indonesia**

1. COLOMBO PLAN

1.1 BACKGROUND

The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific is a unique inter-governmental organization providing development assistance under the "Planning for Prosperity" motto and the concept of self-help where member countries provide assistance to one another in socio-economic development.

The Colombo Plan was conceived at the Commonwealth Conference on Foreign Affairs held in Colombo, Ceylon (now Sri Lanka) in January 1950 and was established on 1 July 1951 as a cooperative venture for economic and social advancement of the people of South and Southeast Asia. It has grown from the founding group of seven Commonwealth nations - Australia, Britain, Canada, Ceylon, India, New Zealand and Pakistan - to 27 including non-Commonwealth and countries belonging to the Association of South-East Asian Nations (ASEAN) and South Asian Association for Regional Cooperation (SAARC). Current Colombo Plan member countries are Afghanistan, Australia, Bangladesh, Bhutan, Brunei, Fiji, India, Indonesia, Iran, Japan, Republic of Korea, Kingdom of Saudi Arabia, Lao PDR, Malaysia, Maldives, Mongolia, Myanmar, Nepal, New Zealand, Pakistan, Papua New Guinea, the Philippines, Singapore, Sri Lanka, Thailand, United States of America and Vietnam.

In December 1977 the Colombo Plan for Cooperative Economic Development in South and Southeast Asia was changed to The Colombo Plan for Co-operative Economic and Social Development in Asia and the Pacific, to reflect the expanded geographical composition of its enhanced membership and the scope of its activities. The primary focus of all Colombo Plan activities is human resources development in the Asia-Pacific region.

Over the years, the programme content of the Colombo Plan has been adjusted to respond to the needs of member countries in a fast changing economic environment. In the early years, the training programmes were more of a long-term nature whilst the current programmes are established to provide advance skills and experience sharing, aimed at arriving at the best practices in different fields of economic and social activities for effective policy making and governance.

1.2 CURRENT PROGRAMMES

In 1995, Colombo Plan revitalized its programmes to emphasize on short-term training courses in priority areas and promoting South-South cooperation. The current programmes of the Colombo Plan are in the areas of Public Administration and Environment including post-graduate long-term scholarships, Private Sector Development, Gender Affairs Programme and Drug Demand Prevention in member countries. In this regard, Colombo Plan has established three programmes for capacity building, namely, Drug Advisory Programme, Programme for Public Administration and Environment, Long-term Scholarship Programme and Programme for Private Sector Development.

1.2.1 Programme for Public Administration & Environment (PPA & Env.)

Programme for Public Administration and Environment (PPA) was established in 1995, following the revitalization of the Colombo Plan's structure and areas of focus. The primary objective of this program is to develop human capital in the public sector of the developing member countries (DMCs), through long-term and short-term training programmes in prioritized areas such as project planning, IT management, economic planning, crisis management, education, public governance, gene based techniques and environmental issues such as air pollution management, integrated environmental planning. The PPA conducts training programmes for middle and senior level government officials of developing and under developed CPS member countries, through joint collaboration with partners like Malaysian Technical Cooperation Programme (MTCP), Thailand International Cooperation Agency (TICA), Indian Millennium Fund (IMF), Pakistan Technical Assistance Programme and Technical Cooperation Directorate of Singapore. The PPA has established good partnerships with Centres of Excellence in its member countries as well as with inter-governmental organizations to deliver training programmes in critical issues of development. From 1995 up to date, nearly 2000 government officials from CPS member countries have participated in PPA's training programmes.

1.2.2 Long-term Scholarship Programme (LTSP)

The Long-term Scholarship Programme (LTSP) was a hallmark of the Colombo Plan during its early years until 1989. Due to the needs of member countries, it was offered again in 2005 to provide opportunities for suitable candidates from member countries to pursue their Master Degrees in prestigious universities in Korea, Malaysia, Thailand and

Singapore. Since 1995 to date, 89 scholars from 18 CPS member countries have benefited from this programme.

1.2.3 Programme for Private Sector Development (PPSD)

The Programme for Private Sector Development (PPSD), established in 1995 provides short-term training programmes and workshops for the development of the private sector. The focus of PPCSD is on capacity building of small and medium enterprises (SMEs), which in many economies drive economic growth and create employment opportunities for a large segment of the labour force. The Programme's scope covers technology transfer, SME development, business management and sharing of best practices, World Trade Organization, productivity, trade issues and industrialization policy. PPCSD also plays an important role in promoting a business friendly environment through building up of capacity of those relevant government officers who are responsible to put in place supporting institutions, laws and policies as well as regulations, which affect the private sector.

To obtain the best outcomes for these programmes, PPCSD collaborates with member governments and their centres of excellence to implement the programmes. Our current partner agencies are Korea International Cooperation Agency (KOICA), Indian Millennium Fund, Asia Productivity Organization (APO) and Singapore Cooperation Programme (SCP). Since inception in 1995, Korea has been contributing to the PPCSD programmes. Since then, nearly 1,500 officials from CPS member countries have participated in PPCSD's training programmes.

1.2.4 Drug Advisory Programme (DAP)

The Colombo Plan Drug advisory programme (CPDAP) was launched in 1973, as the first regional programme to address the drug abuse problem in the Asia - Pacific region and the oldest of the current Colombo Plan Programmes. From the inception the CPDAP has been contributing to the development of human resources in member countries by enhancing the capabilities of officials in government and non-governmental organizations involved in drug abuse prevention and control.

Responding to the changing needs of the member countries, which are facing multi-faceted problems due to illicit drug production, trafficking and abuse the CPDAP has embarked on several innovative strategies in the recent past. One among them is the faith-based approach to drug demand reduction. This strategy is implemented by mobilizing religious leaders and scholars who are being given specialized training and

exposure to best practices in the region. The other strategy is strengthening of on-going drug prevention and treatment initiatives in the member countries, through establishing Outreach Drop-in Centres (ODCs). The third strategy is introducing life skills to students and young people through formal education and activities. The CPDAP continue to enhance and integrate life skills into drug demand reduction programmes.

With the aim to create a cadre of addiction professionals in the Asia - Pacific region and to raise the benchmark for quality services and care for recovering individuals and families, the Asian Centre for Certification and Education (ACCE) of Addiction Professionals was established in February 2009 under the CPDAP. Later on it was change as the International Center for Certification and Education of Addiction Professionals (ICCE).

1.2.5. Gender Affairs Programme

The Colombo Plan has been working on Gender issues and development since 2007 under CPDAP by facilitating transit shelter for women. The importance of establishing a separate programme for women and children was recommended during the 43rd Consultative Committee Meeting in Manado, Indonesia, 2012. Therefore, on 7 May 2014 in Colombo, as approved by the Colombo Plan Council, the Colombo Plan established the Colombo Plan Gender Affairs Programme (CPGAP) whose objectives are as follows:

- To increase the awareness on gender equality, gender development, women's legal rights and gender issues among the developing member countries through workshops and trainings.
- To raise funds on gender capacity building and direct empowerment such as income generating programmes, education programmes, health programmes.
- To conduct research on gender and child issues and developments.
- To share the knowledge and experiences on gender and children among the member countries.
- To represent the Colombo Plan in international forums on gender and children and discussions to upgrade the knowledge and to share our experiences.
- To assist member countries to formulate their policies according to the global gender standards and norms.
- To support the member countries through the governments and non governmental agencies to implement the global/UN standards of gender and children.

2. CAPACITY BUILDING PROGRAM ON ENHANCING THE DEVELOPMENT OF SMALL AND MEDIUM INDUSTRY

Capacity Building Program on Enhancing the Development of Small and Medium Industry is a collaboration program between the Government of Indonesia and the Colombo Plan Secretariat in line with the policy of the Government of Indonesia concerning the effectiveness and sustainability of Indonesia South-South and Triangular Cooperation Program. The program has 2 Batches; Batch 1 was held on October 22nd to 28th 2016 in Bali Indonesia with 19 participants from Colombo Plan member countries, such as Bhutan, Bangladesh, Fiji, Myanmar, Nepal, Sri Lanka, Pakistan, Papua New Guinea, Malaysia, Laos, Thailand, Maldives, and Indonesia. The program involved best practices in Indonesian Small and Medium Industry (SMI) development, field observation and discussion with SMI owners and craftsmen, and formulation of Action Plan.

2.1. Purpose

The purpose of the course is to provide participants from the Colombo Plan member countries with an opportunity to update relevant approach and knowledge on enhancing the development of Small and Medium Industry (SMI), particularly of SMI in Indonesia, from the policy and cooperation to in-field practices and SMI experiences.

2.2. Objective

At the end of the program, the participants are expected to have an understanding of the following:

- Overview on the development of SMI in Indonesia
- Indonesia's policy and best practices on the development and promotion of SMI
- The role of local government in supporting, developing and promoting SMI in Indonesia through One Village One Product (OVOP) Program in Indonesia
- Capacity Building Cooperation and Partnership with SMI in Indonesia
- Research and development for SMI
- Micro financing for SMI development
- Success story of Indonesia's entrepreneurs through SMI

2.3. Expected Output

Each participating country is expected to have improved knowledge and experience of the relevant approach on the policy, strategy and main activities of enhancing the development of SMI, as written in their Action Plan and Follow-up Project Implementation.

2.4. Organization of the Program

The Organizing Committee comprises the Colombo Plan Secretariat and the Government of the Republic of Indonesia. The Government of the Republic of Indonesia designates Directorate General of Small and Medium Industry of the Ministry of Industry of the Republic of Indonesia as the implementing agency of the program.

2.5. Design

The course will be held at selected laboratory province located in Indonesia. As for Batch 2, Yogyakarta as the center for culture and heritage in Indonesia has an enormous number of finest SMIs. Yogyakarta has exported US\$ 31 Million worth of goods in 2016 and considered to be a region that has success story in developing and promoting cultural-based creative industry.

The training course is a combination between class (20%), workshop (20%), field observation (50%) and action plan development (10%). **Class Orientation** is designed to share with participants the policy, strategy and main activities of the development of SME's industry including case study. **Workshop** is designed to enable hands-on experience in the making of SMI products with guidance from qualified instructors from SMI Centers. **Field Observation** is designed to provide opportunities for participants to observe and have discussion directly with community and beneficiaries who manage the activities to see the benefit and constrains faced in running the activities. **Preparation and Presentation of the Action Plan** is designed to provide opportunity for participants to develop a follow up action in their home country with guidance from training facilitator.

2.5.1. In-Class Session

Class orientation is designed to share with participants the policy, strategy and main activities of the SMI's development. On the first two days of the training, participants will learn and discuss the policy, strategy, and activities for enhancing the development of SMI by Indonesia and participants country perspectives.

Learning from Indonesia's best practices, the participants will be introduced to the OVOP program which has significant role to enhance the development of SMI in Indonesia. OVOP which stands for One Village One Product is an approach to develop rural economy through improvement of value added products and services through regional industrial competence. This program is a bottom up economic activity where each area has cultural heritage to be processed into specific and particular product that has wide market share

especially for export market destination if well processed by SMI entrepreneurs supported by skilled human resources.

2.5.2. Workshop

Participants are required to take part in 2 workshops in order to know and practice how to make Indonesian SMI products. The workshops will be held in Center for Batik and Crafts and Center of Leather, Rubber and Plastic. Participants will also have the opportunity to observe the research and development in both Centers. The workshop will be guided by qualified instructors from SMI Centers.

2.5.3. Field Observation

During Field Observation, the participants will have the opportunity to observe and have discussion directly with local government and related stakeholders at community level who manage the programs and with beneficiaries of the programs to see the benefit and constraints which they face in running the programs. The field observation will be implemented at several locations in Yogyakarta, such as Groups of Community Development (SENTRA) and SMI which produce Batik, Webbing, Silversmiths and Leather Products

During the visit to the Groups of Community Development (SENTRA), the participants will have direct discussion with the local people on how local communities contribute or involve in the implementation of the government's program in developing SMI. They will also observe the role of local people (most of them are elderly women) in the development of small business which may contribute to enhance economic life at traditional Batik/Crafts villages.

As for the visit to several SMIs, the participants will learn the success story from the entrepreneurs; how they started from small business, improving their capacity, the collaboration with the government, organizing and managing their business, empowering the community, as well as developing strategy for promotion.

Return from field visit, participants will have to consolidate the result of the field observation to map, describe and analyze the activities.

2.5.4. Action Plan

As the output of the training, all participants is expected to demonstrate an Action Plan. Thus, in this session each country group will have to prepare and present their country action plan which will be developed by adapting the knowledge gained from the training with their home country situation. The

country action plan is a combination between the program from government side and the support from SMI side to be implemented to solve the SMI's problem.

The outlines of the presentation will consist of three parts :

a) Introduction

Elaborates in brief of participant's national/organization's strategy for SMI development and project that would like to be proposed which is relevant and estimated or expected will be effective based on lesson learned gained from the Indonesia training program.

b) Strategic Action Plan (SW1H)

Elaborating the proposed strategic action plan for SMI's development program. The proposed strategic action plan could be adapted from Indonesia's best practices that is relevant with the participants country situation with details as follows :

- Why

The reason why the project is proposed related to the problem of SMI which need to be solve.

- What

Objective or goals intended to be accomplished and outcomes expected of the project proposed.

- Who

Stakeholders involved in the program (e.g. Central/National Government, Local Government, SMI, NGO/Third Party, Large Corporation, Indonesian Government, and other institutions), to what level of involvement (contribution) and the roles of each institution.

- When

Timeline or timetable of preparation, implementation and evaluation

- Where

Places where the program will be implemented

- How

How the activities will be done, how much budget will be needed, how much (time and resources) the SMI will support the project.

c) Monitoring, Evaluation and Reporting

The method used for monitoring and evaluation from each participant of a country (government and SMI) as a check and balance for the project implementation. Each country is required to make a **report** of the project implementation and shall be reported back to Colombo Plan and Indonesia Government six months after Action Plan presentation.

Since the participants will prepare and present country's action plan, the participants are requested to bring laptop and submitted the following materials beforehand:

a. Country Report and SMI's Development Program Information

Participants from government side are required to submit a softcopy report consists of introduction (including background and current situation), challenges and opportunities faced by SMI in participant's country, program policies (vision, missions and strategy) and administrative arrangement, management and human resources issues. Made by government official.

b. Business Profile

Participants from SMI side are required to submit a softcopy of their business profile consisting of history of the business, product(s) description, production capacity, number of workers, machineries used, problems and obstacles, support from government, etc. SMI participant is required to bring their product sample or pictures (if product is unable to carry to Yogyakarta).

2.6. Other Relevant Activities

There will be four other relevant activities conducted during the training, these are:

2.6.1. Joint Administrative Briefing

Joint Administrative Briefing will be presented by Ministry of State Secretariat as the coordinator and national focal point for the program, together with the Ministry of Industry as the implementing agency for the program. Within the Administrative Briefing, all participants will be given a guide book and program schedule as well as briefed shortly on the information related to the training and administrative matters such as the sequence of the training, field observation and cultural orientation, DSA, hotel, food etc.

2.6.2. Opening Ceremony

The sessions of this opening ceremony consecutively are: (a) the opening report, which consists of the whole overview of how this training will be performed, (b) introduction of Indonesia, (c) participants' introduction, and (d) opening remarks by representative from Ministry of State Secretariat, Ministry of Industry and the Colombo Plan Secretariat. This ceremony will also be attended by representatives from local government, facilitators and senior officials of Ministry of Industry. At the end of the opening ceremony

session participants will have the chance to have group pictures with all the officials before return to the class session.

2.6.3. Closing Ceremony

During the training, participants will also have the opportunity to participate in cultural orientation and visiting several local business sites located in Yogyakarta.

2.6.4. Cultural Orientation

The sessions for this closing ceremony in consecutive starting with (a) the closing report, which consists of the whole activities perform during the training, evaluation on trainers and the facilities, will be delivered by the national committee, follow up with (b) expression/testimony/comments from participants and (c) the closing speech given by representative from Ministry of State Secretariat, Ministry of Industry and the Colombo Plan Secretariat.

As the sign of appreciation to the participants during the training programs, the implementing agency will present the certificate, USB consists of documentation and souvenir to each participant, followed by congratulations from the officials.

2.7. Time and Venue

Batch 2 will be held in July 30th to August 9th 2016 in Yogyakarta, Indonesia. The duration of the course will be 11 days. General schedule as follows:

DAY	DATE	ACTIVITY
Sunday	July 30 th 2017	Arrival
Monday	July 31 st 2017	Opening Ceremony, In Class session
Tuesday	August 1 st 2017	In Class session
Wednesday	August 2 nd 2017	Workshop
Thursday	August 3 rd 2017	Workshop
Friday	August 4 th 2017	Field Observation
Saturday	August 5 th 2017	Cultural Orientation
Sunday	August 6 th 2017	Free Program
Monday	August 7 th 2017	Field Observation
Tuesday	August 8 th 2017	Action Plan Presentation, Closing Ceremony
Wednesday	August 9 th 2017	Departure

2.8. Language

The training course will be conducted in English. Participants are expected to have good spoken and written command of English.

2.9. Country and Number of Participants

The invited countries are the developing countries of the Colombo Plan member states namely: Afghanistan, Bangladesh, Bhutan, Fiji, India, Lao PDR, Malaysia, Maldives, Myanmar, Nepal, Pakistan, Papua New Guinea, Sri Lanka, Thailand, the Philippines, and Vietnam.

Each government of the above mentioned countries will be invited to nominate four candidates consist of two government officials and two SMIs to be selected as a pair by the organizing committee (Indonesian Government and the Colombo Plan Secretariat). There will be 22 persons (11 pairs, 2 for each country) selected to participate in the course.

In addition, there will be three selected participants from Indonesia consist of two government officials (national and local level) and 1 SMIs. Therefore, the total number of participants is 25 persons.

2.10. Qualification of Applicants

With reference to the content of the training that mostly related to the knowledge improvement on technical aspects, applicants from government side are preferred to come from **middle level manager downwards**. As for the SMIs side, applicants are preferred to have at least 2 years of running business in traditional textiles/silversmiths/webbing/leather goods. Applicants for the course also should:

- a. be nominated by their respective Governments (indicated with the signature of responsible Government Official and official seal/stamp on Official Declaration part of the Application Letter);
- b. have at least a bachelor degree or have an equivalent level of academic background;
- c. have at least three (3) years of actual working experience in the field of SMIs development (governments side);
- d. have sufficient command of spoken and written English;
- e. be preferably under forty (40) years of age for government officials and between twenty five (25) to thirty five (35) years old for SMI owners;
- f. be in good health, both physically and mentally in order to complete the course (proven by medical record);
- g. not pregnant as of application submission;

2.11. Procedure for Application

The National Focal Points of the Colombo Plan in each member country shall forward two (2) copies of the prescribed nomination letter and duly filled application form for each nominee to the Colombo Plan Secretariat at the following address:

The Colombo Plan Secretariat
No. 31, Wijerama Road
PO Box 596
Colombo 07, Sri Lanka
(Attn : Director of PPSD)

The nomination forms shall be received not later than **30 June 2017**. The Colombo Plan Secretariat will inform the selected participants by **7 July 2017**.

2.12. Financial Arrangements

The Colombo Plan will bear the round-trip international economy class air ticket and Daily Subsistence Allowance \$20 per day, while the Government of Indonesia will be responsible for local hospitality such as accommodation, conference package, airport transfer, health insurance, training material, training kit, cultural orientation entrance tickets, etc.

2.13. Administrative Arrangements

1. The roundtrip international economy class air tickets from the capital city of the Colombo Plan member countries should be arranged as follow :
Departure Ticket :
From the Capital City of Colombo Plan Member Country to **Yogyakarta**
Return Ticket :
From **Yogyakarta** to the Capital City of Colombo Plan Member Country
2. All participants will be housed in hotel with a single occupancy.
3. Health insurance covering only the accidents or diseases occurred during the training course. It will not cover the chronic diseases hold by the participants before their leave for the training course.
4. Breakfast, lunch, dinner and two times snacks are provided by training organizer during the training.
5. Local transportation related with the implementation of the training course such as for study visit and cultural orientation.

2.14. Certificate

Each participant who has fully attended the training will be awarded a certificate of participation and achievement.

2.15. Entry Formalities

Participants from countries that require valid visas to Indonesia should obtain the visa from the Indonesian Embassies or Consulates in their respective countries. The participants are advised to consult the Indonesian Embassies or Consulates in their respective countries on matters related to visa. Passport should be valid at least 6 (six) months from the date of the participants' arrival in Indonesia. The Colombo Plan and the Government of Indonesia will not bear expenses relating to visa fees and passport issuance. They should be borne by the participants or the participating governments.

Participant should also carry a copy of the acceptance letter, which will show that the visa will be provided. The availability of this document is important since the airlines may require this document to the participants to be boarded on the plane. For further information the participants should consult the Indonesian Embassies.

2.16. Health Requirements

Indonesia has no vaccination requirements except for persons who are from, or who have been in transit at, a yellow fever endemic zone. A valid yellow fever certificate is therefore mandatory for all persons arriving by air, sea or land who:

- has been in yellow fever infected area (even in transit) within the last six days or;
- has come by an aircraft which has passed through a yellow fever infected area and has not been disinfected in accordance with the procedures and formulation laid down in Schedule VI of the Aircraft (Public Health) Rules 1954 or those recommended by the World Health Organization (WHO).
- A yellow fever certificate becomes valid ten days after the date of vaccination. A person arriving in Indonesia who is required to possess a yellow fever vaccination certificate and cannot show a valid vaccination certificate will not be granted a stay for period of up to six days. Health insurance will be provided for each participant for the duration of the course.
- Food allergy and other allergies should be informed on the application form.

2.17. Dress Code

Casual and light clothing is advisable since the weather in Indonesia is hot and humid. Batik shirts (short and long sleeves) are popular for most parties and social events. A suit or national dress is required for formal occasions or when making official calls. During the class session participants are requested to wear formal attire (no t-shirt and sandals). During workshops and field observation, participants are requested to wear business casual style, short sleeves shirt, knee length dress or skirts, and high heels are not recommended. During cultural orientation, participants are suggested to wear casual clothing (t-shirt and sandals), bring sunglasses and a hat/cap. Temperature in August is predicted to be 33 degree Celsius for the highest and 23 degree Celsius at the lowest.

2.18. Other Information

1. On arrival at Adi Sucipto International Airport Yogyakarta, participants will be met by the national organizing committee. Please refrain on using other transportation since the committee will arrange for your transfer to and from hotel to the Airport.
2. Participants are strongly requested not to bring any member of their families, during the period of the training, if they are found with the family members their participation will be immediately terminated by the organizers;
3. Organizing agencies:

Bureau for Foreign Technical Cooperation
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