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 வெளிநாட்டு வளங்கள் திணைக்களம்
 Department of External Resources

3014



Office of the Deputy Chief Secretary
 Personnel & Training
 28 DEC 2016
 Eastern Province
 Trincomalee
 188/11/283

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 தேசிய கொள்கைகள் மற்றும் பொருளாதார அலுவலகம் அமைச்சு
 செயலகம் (3 ஆம் மாடி), ந. பெ. இல. 277, கொழும்பு 00100, இலங்கை
 Ministry of National Policies and Economic Affairs
 The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

e-mail: info@erd.gov.lk

මගේ අංකය
 என். இல.
 My No

ඔබේ අංකය
 உமது இல
 Your No.

දිනය
 திகதி
 Date

19th December 2016



- Secretary / Ministry of Agriculture
- Secretary / Ministry of Science, Technology and Research
- Secretary / Ministry of Health, Nutrition & Indigenous Medicine
- Secretary / Ministry of Provincial Councils & Local Government
- Secretary / Ministry of Industry and Commerce

Attn: Officer- in-charge of Foreign Training

Dear Sir / Madam,

Train the Trainer: Food Safety Management
 From : 06th to 31st March 2017, Thailand

The Government of Thailand has invited nominations from eligible Government Officials in Sri Lanka for the above training programme. The details of the programme and guidelines for Thailand's Annual International Training Course (AITC) are attached for your information.

Qualifications:

Candidates must possess qualifications as specified in "Guidelines for Thailand's Annual International Training Course Programme" No. 2 "Qualifications" and must be working for government agencies/institutions responsible for controlling, supervising, developing, or facilitating in food safety management or developing food industry.

You are kindly requested to submit nominations along with the following documents **on or before 15th January 2017.**

1. Dully filled Application Form (must be typed in block letters) along with certified copies of the certificates of Academic and Professional Qualifications (in four sets)
2. The completed Medical Report
3. A copy of the passport (names written in the forms must be the same as appear in the passport)
4. Duly filled ERD form No: 2 "Essential Information of the nominee" (Original Copy only).

The Application Form, Medical Report Format & ERD form could be downloaded from www.erd.gov.lk

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 Anu n1
 22/12

M.S. Abayagunawardana
 Chief Secretary
 Eastern Province

post closing date 07-01-2016

The Government clearance to leave the country to participate in this programme has to be obtained only after the offer is granted to the nominee.

Your early response in this regard is highly appreciated.

Yours faithfully


Noor Rizna Anees
Director TA & UN Division
for Director General

Copies to :

Chief Secretaries, All Provincial Councils
Director General, Department of Agriculture
Director General, Department of Animal Production and Health
Chairman, National Livestock Development Board
Director General, Department of Export Agriculture
Chairman, Sri Lanka Standards Institution
Director General, Department of Health Services
Chairman, Consumer Affairs Authority
Commissioner General, Cooperative Wholesale Establishment
Director, Department of Measurements Units, Standards and Services
Commissioner General, Department of Food Commissioner
Commissioner, Department of Cooperative Development

Please submit
nominations through
the relevant line
Ministry

Thailand's Annual International Training Course (AITC) 2017

"Train the Trainer: Food Safety Management"

I Course Title: Train the Trainer: Food Safety Management

II Duration: 6 – 31 March 2017 (26 days)

III Closing date for application: 23 January 2017

IV Rationale

Food safety management is a major factor to ensure food quality which is a key success for food business especially under the current consumer trend. Consumers focus on health care, therefore, nutritious and safe food is needed. Food safety is a scientific discipline in describing handling, preparation, and storage of food in ways that prevent foodborne illness. This includes a number of routines that should be followed to avoid potentially severe health hazards. The tracks within this line of thought are safety between industry and the market and then between the market and the consumer. In considering industry to market practices, food safety considerations include the origins of food including the practices relating to food labeling, food hygiene, food additives and pesticide residues, as well as policies on biotechnology and food and guidelines for the management of governmental import and export inspection and food safety certification systems. In considering market to consumer practices, the usual thought is that food ought to be safe in the market and the concern is safe delivery and preparation of the food for the consumer. 'Food Product,' therefore, is a product which needs to be produced under restricted food safety management. Hence, effective food safety management would impact directly to the consumer trust which would lead to stability of food business.

In order to ensure food safety, good manufacturing practice is required. Good Manufacturing Practice (GMP) is a production and testing practice that helps ensure high quality product. With GMP system, products are consistently produced and controlled according to quality standards. It is designed to minimize the risks involved in any pharmaceutical production that cannot be eliminated through testing of the final product. GMP covers all aspects of production from selecting of materials, premises and equipment to training and personal hygiene of staff. Detailed written procedures are essential for each process that could affect the quality of the finished product. There must be systems to provide documented proof that correct procedures are consistently followed at each step in the manufacturing process - every time a product is made.

In order to ensure that food industry, including its related business, grow steadily at international level, cooperation from entrepreneur, services agency including government sector is required. Especially, government agencies have important duties

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In order to ensure that food industry, including its related business, grow steadily at international level, cooperation from entrepreneur, services agency including government sector is required. Especially, government agencies have important duties

in controlling and setting up policy as well as in facilitating entrepreneur in order to produce quality product. Thus, Government agency plays a highly important role in interlacing for moving the business and building up stability in society.

Furthermore, as one of the world food production leader, Thailand has made advance progress in developing food safety management with an aim to gain acknowledgement internationally. This would support Thailand as a center of knowledge transfer and coordination in the area of food safety. Therefore, this training course is designed to cover various topics related to food safety management. It also aims at providing a platform for further coordination between institutions working in the area of food safety with a hope to bridge a food safety standard gap in the region and beyond.

The National Food Institute (NFI) was established with a collective support from the Board of Investment (BOI), the Ministry of Commerce, the National Science and Technology Development Agency (NSTDA) of the Ministry of Science and Technology and the food industry groups of the Federation of Thai Industries and the Thai Chambers of Commerce. Its establishment was in response to the need for an independent and leading organization of the food industry. The need and recommendation were based on the research study that was commissioned to the Thai Development Research Institute (TDRI) on how to boost development and competitiveness in the food industry.

V Course Objective

- To create an understanding on the government role in supporting and promoting food safety management.
- To provide necessary knowledge on food safety for participants to be able to develop/improve food safety development policy and mechanism in their home country.
- To provide a platform to exchange information/ideas as well as to encourage closer relationship between leaders of institutions/organizations working in food industry.

VI Expected outcome

- Participants gain knowledge and understanding in main topics related to food safety management.
- Participants learn and exchange their experiences and ideas on the role of government in food safety management.
- Participants are able to develop the project for future cooperation in order to promote food safety management.

VII Course Outline

Main topics of the training include;

- Good Manufacturing Practice (GMP)

- Hazard Analysis and Critical Control Points (HACCP)
- Risk Assessment in Food Industries
- British Retail Consortium (BRC Issue 7) Global Standard for Food Safety
- ISO 22000:2005
- ISO 17025 : 2005 General requirements for the competence of testing and calibration laboratories
- Thai Industrial Standard Guidance on Sufficiency Economy for Industries
- Thailand's Food Innopolis

The programme includes lecture, field visit, workshop and market survey.

VIII Number of Participants: 20 persons

IX Qualifications

Candidates must possess qualifications as specified in "Guideline for Thailand's Annual International Training Course Programme" No. 2 "Qualifications" and must be working for government agencies/institutions responsible for controlling, supervising, developing, or facilitating in food safety management or developing food industry.

X Venue

Bangkok

XI Evaluation

Participants are required to attend all activities organized during the course as attendance in all sessions is obligatory. TICA reserves the rights to revoke its fellowship offer or take appropriate action deemed appropriate in case a participant is in attendance of less than 90 percent of the training hours.

XII Training Institution:

Department of Food Industrial Training & Development
National Food Institute
Bangkok, Thailand

XIII Contact

For more information, please contact;
Bureau of International Cooperation on Human Resource Development
Thailand International Cooperation Agency (TICA)
Government Complex, Building B, 8th Floor, Chaengwattana Rd. Laksi District,
Bangkok 10210 THAILAND
Website: www.tica.thaigov.net
Email: aitc@mfa.go.th



Thailand International Cooperation Agency
Ministry of Foreign Affairs of Thailand

GUIDELINES

for Thailand's Annual International Training Courses (AITC) Programme

1. About AITC

Realizing a significance role of Human Resources Development in economic and social development, the Royal Thai Government attaches great importance towards forging cooperation through South-South Cooperation, particularly through organizing short-term training programmes. The Annual International Training Courses (AITC) is one of flagship programmes conducted by Thailand International Cooperation Agency (TICA). Aiming at sharing Thailand's best practices and experiences to the world, the AITC programme offers short-term training courses under a wide range of development-related topics.

AITC course is categorized under four plus one themes. The highlighted themes is Sufficiency Economy Philosophy (SEP), the key factor behind Thailand's achievement of sustainable development in many areas. The other themes are areas in which Thailand's best practices can help address global challenges. They include Food Security, Climate Change, Public Health and other Sustainable Development Goals (or SDGs) related topics. To keep up with the dynamism of sustainable development agendas, the AITC courses are updated regularly with the main themes revised every three years. During 2017 – 2019, TICA is pleased to offer more than 90 short-term training courses with the expected number of participants of nearly a thousand from developing countries around the world.

2. Qualifications

2.1 Candidates must be nominated by central government agencies in a country from the AITC eligible countries/territories list. (See attachment)

2.2 Candidates should be an officer or agent (preferably from government agencies) currently working in the area related to the training topic.

2.3 Candidates must have a degree and/or professional experience suitable to the training topic.

2.4 Candidates must have a good command of English.

2.5 It is recommended that candidates be less than 55 years of age.

2.6 Candidates must be in good health.

2.7 Nomination of female candidates is encouraged.

2.8 TICA reserves the rights to revoke fellowship offered to participants who are pregnant during the period of training.

3. Procedures for submission of nominations

3.1 Nomination must be made by central government agencies in charge of nomination of national candidates (such as Ministry of Foreign Affairs) or by relevant central government agencies for which the nominated candidates currently work. Nomination must be in line with relevant rules and regulations of the nominating countries/territories.

3.2 The nomination must be supported by the following two documents;

- Application form
- Medical Report

Two (2) copies of originals of all forms duly filled out, counter-signed and stamped by the authorized person must be submitted.

3.3 The nomination must be submitted to TICA through the Royal Thai Embassy/ Permanent Mission of Thailand to the United Nations/ Royal Thai Consulate-General accredited to eligible countries/territories. (See attachment)

3.4 Originals of nomination documents, duly filled out, must be received no later than a specified deadline of each course.

3.5 Application form must be filled in typed-block letter. Soft file of the application form can be found at <http://www.tica.thaigov.net/main/en/services/3061>

4. Selection of candidates

4.1 In considering applications, particular attention shall be paid to the candidates' background, their current position in the service of their Government, and practical use they expect to make of the knowledge and experience gained from training on the return to their Government positions.

4.2 Selection of participants is also based on geographical distribution and gender balance, unless priority is set for particular country/ group of countries.

5. Duration of the courses

All AITC courses are carried out on a full-time basis. The exact dates for each course are as specified.

6. Attendance and Activities of the Programme.

6.1 Participants are required to attend all activities organized during the course as attendance in all sessions is obligatory. TICA reserves the rights to revoke its fellowship offer or take appropriate action deemed appropriate in case a participant is in attendance of less than 90 percent of the training hours.

6.2 Each AITC course is designed according to its respective purpose. Most courses comprise three segments: lecture, field visit and workshop.

6.3 Participants are required to prepare their country report on topic relevant to the training course prior to the beginning of the course and prepare for their presentation during the course.

7. Travel and financial arrangements

7.1 Successful candidates will be offered an award which covers:

- Return economy class airfare
- Accommodation for the duration of training in Thailand
- Training allowance
- Social programme
- Insurance
- Airport meeting service

7.2 Regulations on travel and financial arrangements

- International travel - Return economy class air ticket will be provided via the most direct and most economical route from the international airport at participant's respective country/territory to the location where the course will take place. The award does not cover domestic travel cost in participant's respective country.

Transit destination will be arranged according to a need for visa application to Thailand and/or on the most direct and most economical route basis.

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Transit destination will be arranged according to a need for visa application to Thailand and/or on the most direct and most economical route basis.

All booking and change to the booking, including a setting of date of arrival and departure, must be done by TICA only. Ticket will be issued in electronic form (e-ticket) only.

Baggage allowance quota is in line with the airlines' policy. Any purchase for extra baggage allowance is not covered by the award.

- Training allowance – Participants are entitled to receive a daily allowance in the course of the programme at the rates established by the Royal Thai Government which is designed to cover the cost of all meals. Therefore, the daily allowance will be reduced if meals are provided by the organizers. The allowance is not a salary or an honorarium. The allowance is not intended to cover the fellow's continuing expenses at home, nor personal expense. Therefore, it is suggested that each participant should bring some pocket money to cover their personal expenses. Allowance and all reimbursement will be made in Thailand and in Thai Baht (THB) only.

- Insurance – Group Accident and Hospitalization Insurance during the period of training in Thailand will be provided. The insurance does not cover pre-existing illnesses and outpatient medical/dental treatment. Participants are advised to obtain their own travel insurance which is fully covered for any costs arising from loss or theft of personal belongings.

- Accommodation – Accommodation will be provided to all participants during their training in Thailand at designated hotel/accommodation. Any cost arising from accommodation arranged by participants themselves cannot be reimbursed in all case. Accommodation does not cover any cost arising from participant's personal consumption i.e. mini bar, international/local call or internet (unless provided as compliment by the hotel.)

- Visa arrangement – Participants will be responsible for obtaining appropriate visa prior to their travel to Thailand, if required. List of countries entitled for visa exemption and visa on arrival to Thailand can be found at <http://www.immigration.go.th/nov2004/doc/services.pdf> TICA will provide facilitation to participants who require visa application i.e. liaising with the Royal Thai Embassy/ Consulate and advising on appropriate procedure and necessary documents for visa application.

Participants must cover all costs arising from visa application i.e. visa fee, travel cost to the Royal Thai Embassy/ Consulate, postal fee (in case visa application is made by post,) transit visa fee (in case participants needs to apply for visa to Thailand at a transit country). The visa fee can be reimbursed upon presenting an original receipt of the fee but not exceed 2,000 THB.

Participants must not bring their family members with them during their training period. Participation in the training cannot be used as reference for visa application to Thailand of his/her family member.

- Airport meeting service - Transfer to and from airport will be provided to participants. TICA will coordinate directly with the limousine service to prepare for the airport transfer.

8. Contact

For more information, please contact;

Bureau of International Cooperation on Human Resource Development

Thailand International Cooperation Agency (TICA)

Government Complex, Building B (South Zone), 8th Floor,

Chaengwattana Rd. Laksi District,

Bangkok 10210

THAILAND

Website : www.tica.thaigov.net

Email : aitc@mfa.go.th
