

Appendix:

1. Duration of Staff Assignment

Category	Name	Position	M/M
Long-term expert	Mr Haruo NAKAYAMA	Project Coordinator	36 M/M including work in Japan
	Ms Hiromi KITAMURA	Assistant of Project Coordinator / Accountant	30 M/M including work in Japan
Short-term expert	Mr. Masao TANAKA	Project Manager	13.5 M/M including work in Japan
	Ms. Takemi IWANAMI	Development of products	8.1 M/M excluding work in Japan

2. Original Project Design Matrix (PDMo)

Project Title: Developing Vocational Opportunities and Creative Activities for People with Disabilities and Commercializing Hill-tribe Peoples' Crafts in Thailand

Target Area: Chiang Mai city and surrounding communities

Project Period: October 10, 2002 to October 9, 2005

Implementing Organization: NPO SAORI-HIROBA

Date of Preparation: August 28, 2002

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
Overall Goal Public awareness of the difficulties that people with disabilities and hill-tribe peoples face deepens through programs to promote their economical self-reliance	By the end of the project, the quality of life of the beneficiaries (people with disabilities and their families, and hill-tribe peoples) will improve, and the awareness of local people will increase	Project reports	Extraordinary incidents such as conflicts or disaster don't happen
Project Purpose Heightened awareness of people with disabilities and hill-tribe peoples through the activities of SCC promoting their economic self-reliance.	1. By the end of the project, there will be an increase in the number of people with disabilities, their families and local people whose awareness towards people with disabilities has been raised. 2. By the end of the project, there will be an increase in job opportunities for participants (people with disabilities and hill-tribe peoples)	Project reports	People with disabilities, their families and local people maintain coordination and cooperation among themselves
Outputs 1. Developed and managed the hand weaving program and ensured that it functions well 2. Developed and managed the Community Based Rehabilitation (hereinafter referred to as 'CBR'), and ensured that's it functions well	1-1 The degree of technique acquisition and the number of graduates of the hand weaving program 1-2 The contents, frequency and the number of graduates of the Training of Trainers for the hand weaving program 1-3 Quality of products improves, and production per person increases 2-1 The contents, frequency and the number of graduates of the training of trainers for the CBR program	1. Project reports 2. Objective evaluation by third party such as mass media 3. Objective evaluation by third party such as experts 4. Evaluation on	1. Activities are implemented without any suspension due to accidents or diseases that happen to the staff 2. Stakeholder agencies provide adequate

<p>3 Activities are designed to support the development of the products of hill-tribe peoples.</p> <p>4. Managed a marketing organization to be put together separately, and ensured that it functions well</p> <p>5. Developed a program to promote public awareness of people with disabilities.</p>	<p>2-2 Awareness of disabilities has been raised among participants and their families</p> <p>2-3 Understanding of people with disabilities has been deepened among local people</p> <p>3-1 The products of hill-tribe people improve</p> <p>3-2 Production and volume of sales of hill-tribe people increase</p> <p>4-1 The content of the activities of the marketing organization, and the volume of purchase and sales</p> <p>5-1 The number of participants in conferences, exhibitions, and other events</p> <p>5-2 The number of visitors to the website</p> <p>5-3 The number of participants in project activities</p>	<p>questionnaire answered by participants, their families and local people</p>	<p>information and advice</p>
<p>Activities</p> <p>1-1 To train people to become trainers for the hand weaving program</p> <p>1-2 To develop the curriculum for the hand weaving program</p> <p>1-3 To conduct the hand weaving program for people with disabilities</p> <p>2-1 To train people to become trainers for the CBR program</p> <p>2-2 To develop the curriculum for the CBR program</p> <p>2-3 To conduct the CBR program</p> <p>2-4 To upgrade handlooms for people with disabilities</p> <p>3-1 To conduct research on traditional hill-tribe techniques such as a hand-spun thread</p> <p>3-2 To conduct technical guidance for hill-tribe people to improve the quality of their products</p> <p>4-1 To provide technical guidance on marketing research to cultivate market</p> <p>4-2 To provide technical guidance on buying materials and selling products</p> <p>5-1 To hold conferences, exhibitions and events to release products</p> <p>5-2 To open a website to present the activities</p> <p>5-3 To work with cooperative agencies in other areas to conduct activities</p>	<p>Inputs</p> <p>(Japanese Side)</p> <p>1 Personnel</p> <p>- Two long-term experts</p> <p>- Two short-term experts</p> <p>2 Facilities</p> <p>- Handlooms</p> <p>- Office furniture and computers</p> <p>- Machinery and materials for the development of products</p>	<p>(Thai Side)</p> <p>1. Personnel</p> <p>- Volunteers</p> <p>2 Facilities</p> <p>- Handlooms</p> <p>- Facilities for production of hand weaving</p>	<p>SAORI-HIROBA maintains coordination and close communication with JICA and counterparts</p> <p>Preconditions Conditions above are fulfilled.</p>

3. Project Design Matrix for Terminal Evaluation (PDMe)

Project Title: Developing Vocational Opportunities and Creative Activities for People with Disabilities and Commercializing Hill-tribe Peoples' Crafts in Thailand
Target Area: Chiang Mai city and surrounding communities
Project Period: October 10, 2002 to October 9, 2005
Implementing Organization: NPO SAORI-HIROBA
Date of Preparation: August 28, 2002

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
Overall Goal 1. People with disabilities achieve economic independence and public understanding for people with disability deepens 2. The quality of life of the hill-tribe peoples is enhanced	1 By the end of the project, the quality of life of people with disabilities will improve, and the awareness of local people will increase 2 By the end of the project, the quality of life of hill-tribe peoples will improve, and the awareness of local people will increase.	Project reports Interviews	Extraordinary incidents such as conflicts or disaster don't happen
Project Purpose 1 People with disabilities at Saori Creative Center make an independent living, and a social understanding toward them is enhanced 2 The living standards of targeted hill-tribe peoples are enhanced	1 By the end of the project, there will be an increase in the number of people whose awareness towards people with disabilities has been raised 2 By the end of the project, there will be an increase in job opportunities for hill-tribe peoples	Project reports Interviews	People with disabilities, their families and local people maintain coordination and cooperation among themselves
Outputs 1 Developed and managed the hand weaving program and ensured that it functions well. 2 Developed and managed the Community Based Rehabilitation (hereinafter referred to as 'CBR'), and ensured that it functions well 3 Activities are designed to support the development of the products of hill-tribe people 4 Managed a marketing organization to be put together separately, and ensured that it functions well 5 Developed a program to promote public awareness of people with disabilities	1-1 The degree of technique acquisition and the number of graduates of the hand weaving program 1-2 The contents, frequency and the number of graduates of the Training of Trainers for the hand weaving program 1-3 Quality of products improves, and production per person increases 2-1 The contents, frequency and the number of graduates of the training of trainers for the CBR program 2-2 Awareness for disabilities has been raised among participants and their families 2-3 Understanding of people with disabilities has been deepened among local people 3-1 Products of hill-tribe people improve 3-2 Production and volume of sales of hill-tribe peoples increase 4-1 The content of the activities of the marketing organization, and the volume of purchase and sales 5-1 The number of participants in conferences, exhibitions, and other events 5-2 The number of visitors to the website 5-3 The number of participants in project activities 5-4 The number and types of programs to promote public awareness of people with disabilities	1 Project reports 2 Objective evaluation by third party such as mass media 3 Objective evaluation by third party such as experts 4 Evaluation on interviews answered by participants, their families and local people	3 Activities are implemented without any suspension due to accidents or diseases that happen to the staff 4 Stakeholder agencies provide adequate information and advice

<p>Activities</p> <p>1-1. To train people to become trainers for the hand weaving program</p> <p>1-2. To develop the curriculum for the hand weaving program</p> <p>1-3 To conduct the hand weaving program for people with disabilities</p> <p>2-1. To train people to become trainers for the CBR program</p> <p>2-2. To develop the curriculum for the CBR program</p> <p>2-3. To conduct the CBR program</p> <p>2-4. To upgrade handlooms for people with disabilities</p> <p>3-1 To conduct research on traditional hill-tribe techniques such as a <i>hand-spun thread</i></p> <p>3-2 To provide technical guidance for hill-tribe peoples to improve the quality of their products</p> <p>4-1 To provide technical guidance on marketing research to cultivate market.</p> <p>4-2 To provide technical guidance on buying materials and selling products</p> <p>5-1 To hold conferences, exhibitions and events to release products</p> <p>5-2 To open a website to present the activities</p> <p>5-3 To work with cooperative agencies in other areas to conduct activities</p>	<p>Inputs</p> <p>(Japanese Side)</p> <p>1. Personnel</p> <p>- Two long-term expert (1 Project Coordinator and 1 Assistant Project Coordinator)</p> <p>- Two short-term experts (1 Project Manager and 1 Product Development Expert)</p> <p>2 Facilities</p> <p>- Handlooms</p> <p>- Office furniture and computers</p> <p>- Training in Japan</p>	<p>(Thai Side)</p> <p>Personnel</p> <p>- Volunteers</p>	<p>SAORI-HIROBA maintains coordination and close communication with JICA and counterparts</p> <hr/> <p>Preconditions Conditions above are fulfilled</p>
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4. Study Schedule

No.	Date		Schedule	Place
1	8-Aug-05	Mon	Collection and analysis of documents related to the Project; original PDM examination; preparation of Evaluation Grid and question items	Saitama
2	9-Aug-05	Tue	Collection and analysis of documents related to the Project; original PDM examination; preparation of Evaluation Grid and question items	Saitama
3	10-Aug-05	Wed	Revision of question items; collection and analysis of documents related to the Project	Saitama
4	11-Aug-05	Thu	Revision of question items; collection and analysis of documents related to the Project	Saitama
5	12-Aug-05	Fri	Explanation on the evaluation to the relevant organizations; distribution of question items	Saitama
6	13-Aug-05	Sat	Collection and analysis of documents related to the Project	Saitama
7	14-Aug-05	Sun	Collection and analysis of documents related to the Project	Saitama
8	15-Aug-05	Mon	Kick off meeting for field survey	Bangkok
9	16-Aug-05	Tue	Site visit; interviews; analysis of collected data	Chiang Mai City
10	17-Aug-05	Wed	Site visit; interviews; analysis of collected data	Hill-tribes village
11	18-Aug-05	Thu	Site visit; interviews; analysis of collected data	Hill-tribes village
12	19-Aug-05	Fri	Site visit; interviews; analysis of collected data	Chiang Mai City
13	20-Aug-05	Sat	Site visit, interviews; evaluation	Chiang Mai City
14	21-Aug-05	Sun	Site visit; interview; evaluation	Chiang Rai
15	22-Aug-05	Mon	Site visit; interview; analysis of collected data	Chiang Mai City
16	23-Aug-05	Tue	Interviews; analysis of collected data	Bangkok
17	24-Aug-05	Wed	Interviews, evaluation	Bangkok
18	25-Aug-05	Thu	Interview; evaluation	Bangkok
19	26-Aug-05	Fri	Debrief session on field survey	Bangkok
20	27-Aug-05	Sat	Preparation of Study Report and Final Evaluation Summary Chart	Saitama (TL*), Bangkok (EA**)
21	28-Aug-05	Sun	Preparation of Study Report and Final Evaluation Summary Chart	Saitama, Bangkok
22	29-Aug-05	Mon	Preparation of Study Report and Final Evaluation Summary Chart	Saitama, Bangkok
23	30-Aug-05	Tue	Preparation of Study Report and Final Evaluation Summary Chart	Saitama, Bangkok
24	31-Aug-05	Wed	Preparation of Study Report and Final Evaluation Summary Chart	Saitama, Bangkok
25	1-Sep-05	Thu	Preparation of Study Report and Final Evaluation Summary Chart	Saitama, Bangkok
26	2-Sep-05	Fri	Submission of Study Report and Final Evaluation Summary Chart	Saitama, Bangkok

* Team Leader worked in Saitama from 27 August to 2 September 2005.

** PCM Evaluation Analyst worked in Bangkok from 23 August to 2 September 2005.

5. Main Interviewees

No.	Date/Time	Name	Organization	Title	Remarks
1	16-Aug-05 11 00-12 00	Mr. Masao TANAKA	Saori Creative Center	Project manager	Overseas Manager, CELL (SIAM) Co., LTD
2	16-Aug-05 14.00-15 00	Dr. Chiyon RAJCHAGOOL	Healing Family Foundation	Board member	- Ms. Jaew (SCC trainee)'s father. - Saori training in Nagoya and participation in the local event, 4 th fiscal year
3	16-Aug-05 15.00-16 00	Mr. Pradit PRECHANONT	Healing Family Foundation	President	Mr. Tan (SCC trainee)'s father
4	16-Aug-05 16 00-17 00	Ms Anongphun VISARATANUNTA	Healing Family Foundation	Board member	- Board member of FCD - Visit to FHCY (Foundation for Handicapped Children Yokohama), 1 st fiscal year
5	16-Aug-05 17.00-18:00	Ms Takemi IWANAMI	Saori Creative Center	Expert on Product Development	
6	16-Aug-05 18 00-19 00	Mr Vorapong PETNUNTHAWONG	Hotel in Chiang Mai	Manager	Ex-manager of Saori Creative Center
7	17-Aug-05 19:00-21 00	Mr Yapan THAMNAMUCHON	Village council of Mae Sa Men	Village mayor	
8	17-Aug-05 19 00-21 00	Mr. Pajedoo KUSONBAMROON GSOOK	Village council of Mae Sa Men	Member	
9	17-Aug-05 19:00-21.00	Mr Palaochoe TANTITAWONSA KOON	Village council of Mae Sa Men	Member	
10	17-Aug-05 19 00-21 00	Mr. Chaiyapom KUSONBAMROON GSOOK	Village council of Mae Sa Men	Member	
11	17-Aug-05 19:00-21.00	Mr Saatu-ae DAMRONGKITRU NGRUENG	Village council of Mae Sa Men	Member	
12	17-Aug-05 19:00-21:00	Mr. Pakawwa TAMNAMSUCHON	Village council of Mae Sa Men	Member	
13	17-Aug-05 19 00-21 00	Mr Metat MINGSRISOOK	Village council of Mae Sa Men	Member	
14	18-Aug-05 8:00-9:00	Ms. Pachuri WIANGLOR	Saori Creative Center	National Staff	
15	18-Aug-05 9:00-10:00	Family members in front of a village school	Mae Sa Men village	Farmers	
16	18-Aug-05 10:00-11.00	The best weaver in the village and her daughter	Mae Sa Men village	Farmers	
17	18-Aug-05 12:30-13.30	Mr. Boonju KWANPREEDASA KOON	Kok Noi Village	Village mayor	

18	18-Aug-05 13 30-14 00	Ms KWANPREEDASA KOON	Kok Noi Village	Village mayor's wife	
19	16-Aug-05 14 00-14.15	An old woman making a thread for the Project	Kok Noi Village	Farmer	
20	19-Aug-05 13.00-14:00	Ms. Samatee PRATANAPON	Faculty of Associated Medical Sciences, Chiang Mai University	Assistant Professor	
21	19-Aug-05 15 00-16:00	Ms. Marinee WANNAWONG	Kawila Anukul School	Vice-Director	
22	19-Aug-05 15.00-16:00	Ms Napaporn RAKSAKULKANT	Kawila Anukul School	Vice-Director	
23	20-Aug-05 10:30-11.00	Ms. Duan	Saori Creative Center	Trainee	
24	20-Aug-05 10:30-11 00	Mr. Tin Li	Saori Creative Center	Trainee	
25	20-Aug-05 11 00-11 30	Mr. Tin Li's mother	Healing Family Foundation	Member	Schoolteacher
26	21-Aug-05 12 00-14:00	Ms Sukanya SEANSRIJAI	Moo 4 Tambon Thantawan Amphu Pharn, Chiang Rai	Weaver	Ex-trainee of Saori Creative Center
27	21-Aug-05 12 30-13 00	Ms Sukanya's mother	Moo 4 Tambon Thantawan Amphu Pharn, Chiangrai	Housewife/ Farmer	
28	21-Aug-05 10:30-11 30	Mr Yuthachai DAMRONGMANEE	Institute for Student Learning Enhancement and Entrepreneurship Development, Payap University	Director	
29	21-Aug-05 14.00-16 00	Mr. Haruo NAKAYAMA	Saori Creative Center	Project Coordinator	
30	21-Aug-05 16.00-17:00	Ms Hiromi KITAMURA	Saori Creative Center	Assistant of Project Coordinator	
31	22-Aug-05 14 00-15 00	Mr. Kittiphandhu KANCHANACOM	Office of the Foreign Workers Administration, Department of Employment, Ministry of Labor	Labor Technician	In charge of the new registration of foreign NGOs
32	22-Aug-05 14.00-15:00	Ms Julalak DOUNGKUL	Same as above	Labor Technician	In charge of the present registration of SAORI-HIROBA
33	22-Aug-05 14 00-15.00	Ms Darupat LIMPRAWANIT	Planning and Information Division, Department of Employment, Ministry of Labor	Senior Foreign Relations Officer	Ex-member of Committee to consider the operation of foreign private organization
34	22-Aug-05 14 00-15:00	Ms Jidapa NIAMSRI	Foreign Relations Section, Department of Employment, Ministry of Labor	Foreign Relations Officer	
35	22-Aug-05 16:00-17:00	Mr. Amornchai SIRISAI	JAHDS-THAILAN D	Bangkok Office Manager	

36	23-Aug-05 10:00-11:00	Mr. Voravud TOMON	Thai International Development Cooperation Agency		
37	23-Aug-05 10:30-12:00	Ms Netnapa KHUMTHONG	Foundation of Children with Disabilities	Secretary General	- Assistant Professor (Medical Anthropology) of Mahidol University - Visit to FHCY (Foundation for Handicapped Children Yokohama), 1 st fiscal year
38	23-Aug-05 14:00-15:00	Ms. Juthamat THAMMANITAYA KUL	DOE Administration System Development Group, Department of Employment, Ministry of Labor	Labor Technician	In charge of the initial registration of SAORI-HIROBA
39	24-Aug-05 11:00-12:00	Ms Patrawan TRAKULTHONG	The Maya Kotani Foundation		
40	24-Aug-05 14:00-15:00	Ms. Supattraporn TANATIKOM	Disabled People's International Asia Pacific Region	ILP (Independent Living Program) Coordinator	
41	24-Aug-05 14:00-15:00	Mr. Somchai RUNGSILP	Asia-Pacific Development Center on Disability (APCD)	Human Resource Development Program Advisor	Ex-staff member of Foundation for Children with Disabilities

6. Evaluation Grid, Data Collection and Analysis Results

<Accomplishment Grid>

**Developing Vocational Opportunities and Creative Activities for People with Disabilities
and Commercializing Hill-tribe Peoples' Crafts in Thailand**

Category	Contents	Verifiable Indicators	Questions	Accomplishment
Overall Goal	People with disabilities achieve economic independence and public understanding for people with disability deepens	By the end of the project, the quality of life of people with disabilities will improve, and the awareness of local people will rise	Will the economic independence and public understanding of people with disability improve because of the project?	As the Parents' group is established to take over the Project, the economic independence and public understanding of people with disabilities will be sustained
	The quality of life of the hill-tribe peoples is enhanced	By the end of the project, the quality of life of hill-tribe peoples will improve, and the awareness of local people will rise	Will the QOL of hill-tribe people improve because of the project?	QOL of hill-tribe people will improve since a local NGO (La-la Peco Thailand) is going to continue the assistance for the hill-tribes
Project Purpose	People with disabilities at Saon Creative Center lead an independence living, and social understanding toward them is enhanced	By the end of the project, there will be an increase in the number of people whose awareness towards people with disabilities has been raised	Were there any increase in the number of people with disabilities, their families and local people whose awareness towards people with disabilities has been raised?	<ul style="list-style-type: none"> * The artistic value of Saon products was accepted in the market Trainees at SCC can earn an income by selling their products * The Project proved that people with disabilities can live in the community without feeling inferior 25 professors in Faculty of Associated Medical Sciences, Chiangmai University realized it * Awareness toward people with disabilities is spreading through the mini projects in Kanchanaburi, Bangkok and Chiangmai * As the Project was advertised on TV and held many exhibitions and events, many people became to know CBR
	The living standards of targeted hill-tribe peoples are enhanced	By the end of the project, there will be an increase in job opportunities for hill-tribe peoples	Were there any increase in job opportunities for participants (people with disabilities and hill-tribe peoples)?	Thread made by hill-tribe people can be sold to SCC
Output	Developed and managed the hand weaving program and ensured that it function well	The degree of techniques and the number of graduates of the hand weaving program	Are the degree of technique acquisition and the number of graduates of the hand weaving program high?	<ul style="list-style-type: none"> * 1 among the 12 trainees graduated She is working independently in Chiangrai and earn an income by sending her products to SCC * While half the trainees can weave by themselves, the rest require some help
		The contents, frequency and the number of graduates of the Training of trainers for the hand weaving program	Are the contents, frequency and the number of graduates of the Training of Trainers for the hand weaving program sufficient?	<ul style="list-style-type: none"> * Sufficient (as for the trainers at SCC) * More than 4 sessions of TOTs
		Qualities of products improves, and production per person increases	Has the quality of products made by people with disabilities and hill-tribe peoples improved?	<ul style="list-style-type: none"> The quality of products improved especially when the trainee concentrated on weaving The quality of products at SCC is as good as those in Japan It does not take much training to improve the quality of products Trainees need some flexibility Weaving speed is not an issue for the Project

Output (continued from previous page)	Developed and managed the Community Based Rehabilitation (CBR), and ensured that it function well	The contents, frequency and the number of graduates of the Training of trainers for CBR Program	Are the contents, frequency and the number of graduates of the Training of Trainers for the CBR program sufficient?	* The Project conducted an exhibition, lecture, workshop and demonstration for staff members and students at Chiangmai University
	Developed and managed the Community Based Rehabilitation (CBR), and ensured that it function well (continued from previous page)	Awareness for disabilities has been raised among participants and their families		* One of the trainees went home to Chiangrai She keeps making hand-weaving products and sends them to SCC regularly
		Understanding of people with disabilities has deepened among local people	Has the understanding of people with disabilities deepened among local people?	* The Project introduced the concept of CBR at Ratchapat University and OBT (250 participants from local university and government offices, as of the fiscal year of 2003) * The Project was introduced on TV Since it helped heighten awareness of CBR, VCD was made from the TV program by adding English subtitles * The comments of SCC participants were compiled into one book ("Fabricating Dreams Sharing Compassion") The book helps the reader know the impact of the Project, and effectively promotes understanding of CBR
	Activities are designed to support the development of the products of hill-tribe peoples	The products of hill-tribe peoples improve	Did the quality of products of hill-tribe peoples improve?	* Although no new technique was introduced to the hill-tribe peoples, they learned what kind of quality was required for products in the market * The hill-tribe peoples were encouraged to produce new colors of thread in addition to their traditional five colors of black, red, pink, green and blue
		Production and sales of products of hill-tribe peoples increase	Did their production and volume of sales increase?	* In Mae Sa Men village, the production of cotton increased from 100 kg in the first year to 200 kg in the second year * In Kok Noi village, the area of cotton cultivation per family increased from 400 m2 (before the project) to 800-1600 m2 (in the third year of the Project)
	Managed marketing organization to be organized separately, and ensured that it function well	The content of the activities of the marketing organization, and the volume of purchase and sales	Did the technical guidance for product marketing help the marketing organization operate independently?	* Parents' group established "Healing Family Foundation (HFF)" The project is guiding HFF to acquire the function of marketing
	Developed a program to promote public awareness of people with disabilities	The number of participants in conferences, exhibits, and other events		Not available
		The number of visitors to the website		Not available
		The number of participants of project activities		Not available
		What programs were conducted to promote public awareness of people with disabilities?		16 exhibitions, 15 events, 10 seminars and some conferences were hold In addition to this, the Saori hand weaving project were explained in the media such as a newspaper and TV program

Category	Summary of Activities	Source of information	Evaluation method	Accomplishment
Activities	1-1 To train people to become trainers for the hand weaving program	* Project report * SCC members * Experts at SAORI-HIROBA	Based on the information collected, confirm whether the target of this activity is achieved, and the achievement contributes to accomplishing the output of the Project	* Ms Iwanami trained three local staff members (Ms Pachuri Wianglor, Ms Anna Boonmangmee and Ms Rinrada Supayong) and they can train a weaving by themselves * The Project conducted the Training for Trainers in Bangkok, Chiangmai and Khanchanaburi (fiscal year of 2003 2 TOT sessions, 80 participants)
	1-2 To develop the curriculum for the hand weaving program	* Project report * SCC members * Experts at SAORI-HIROBA	Based on the information collected, confirm whether the target of this activity is achieved, and the achievement contributes to accomplishing the output of the Project	* One hand-weaving textbook, one how-to video and one leaflet were developed
	1-3 To conduct the hand weaving program for people with disabilities	* Project report * SCC members * Experts of SAORI-HIROBA	Based on the information collected, confirm whether the target of this activity is achieved, and the achievement contributes to accomplishing the output of the Project	-The hand weaving program is conducted at SCC from Tuesday to Friday -One student graduated from SCC and keeps weaving in her home, Chiangrai -The hand weaving program helped PWDs' rehabilitation (According to Ms Iwanami's interview, one of the trainer, Ms Jeaw succeeded to use her legs more smoothly by weaving) -The hand weaving program helped people with disabilities' socialization They have learned how to live in the community -Before the Project, the most of trainees didn't express their feeling and tend to stay at their home After they involved in the hand weaving program, they became to smile, laugh and talk Trainees' parents are very pleased with the change of their children -The products created by the trainees are unique and artistic -By selling the products, the trainees can make an income and be proud of themselves (300-1000Bht/month, it depends on the size and quality of the product they made) -The trainees were socialized by spending a time with the other trainees and staffs at SCC They become to participate in several events conducted by SCC -The parents group is set up in order to take over the SCC's acti
	2-1 To train people to become trainers for the CBR program	* Project report * SCC members * Experts of SAORI-HIROBA	Based on the information collected, confirm whether the target of this activity is achieved, and the achievement contributes to accomplish the output of the Project	-The Project conducted the exhibition, lecture, workshop and demonstration for staffs and students in the Chiangmai University

Activities (continued from previous page)	2-2 To develop the curriculum for the CBR program	* Project report * SCC members * Experts of SAORI-HIROBA	Based on the information collected, confirm whether the target of this activity is achieved, and the achievement contributes to accomplish the output of the Project	The CBR program goes along with the hand weaving program
	2-3 To conduct the CBR program	* Project report * SCC members * Experts at SAORI-HIROBA	Based on the information collected, confirm whether the target of this activity is achieved, and the achievement contributes to accomplishing the output of the Project	* Mileage Program (The length of weaving is recorded Trainees can exchange a certain length of weaving to a weaving machine Those who could get the weaving machine are able to weave at their home) was planned in the early stage of the Project However, this program was not put into action since the Project kept the trainees at SCC * As the Project emphasized the importance of building a strong relationship with the parents and establishing the Parents' group, no trainee has graduated from SCC On 1 September 2005, all trainees will be graduated from SCC with his/her own handloom * One of the trainees went home to Chiangrai She keeps making hand-weaving products and sends them to SCC regularly
	2-4 To upgrade handlooms for people with disabilities	* Project report * SCC members * Experts at SAORI-HIROBA	Based on the information collected, confirm whether the target of this activity is achieved, and the achievement contributes to accomplishing the output of the Project	* The Project succeeded in developing handlooms for PWDs made by local materials For example, they invented the handloom operated by head or impaired legs
				* The Project introduced the concept of CBR at the Ratchapatt University and OBT (250 participants from local university and government offices, as of the fiscal year of 2003) * The Project was introduced on the TV program Since it was effective to heighten the awareness of CBR, VCD was made from TV program by adding English subtitle * The comments of SCC participants were compiled into one book ("Fabricating Dreams Sharing Compassion") It is helpful to know the impact of the Project, and effective to promote the understanding of CBR
	3-1 To conduct research on traditional hill-tribe techniques such as a hand-spun thread	* Project report * SCC members * Experts at SAORI-HIROBA	Based on the information collected, confirm whether the target of this activity is achieved, and the achievement contributes to accomplishing the output of the Project	* As a result of the survey, it is found that only old women are producing the traditional hand-spun thread for their own use Regarding to dyeing, the hill-tribe peoples tend to prefer the chemical dye to the natural one * According to the result of the research, the Project manager determined two target villages in consideration of its potential and poverty One is Mae Sa Men village (Karen tribe) and the other is Kok Noi village (Lua tribe)

Activities (continued from previous page)	3-2 To conduct technical guidance for hill-tribe people to improve the quality of their products	* Project report * SCC members * Experts at SAORI-HIROBA * Hill-tribe peoples	Based on the information collected, confirm whether the target of this activity is achieved, and the achievement contributes to accomplishing the output of the Project	* Although new technique was not introduced to the hill-tribe people, they could learn what quality of products required in the market * The hill-tribe people were guided to produce the new color of thread (Traditionally they have only five colors, black, red, pink, green and blue) * The value of hand-spun thread and natural dyeing were taught to the hill-tribes
	4-1 To conduct technical guidance on marketing research to cultivate market	* Project report * SCC members * Experts at SAORI-HIROBA	Based on the information collected, confirm whether the target of this activity is achieved, and the achievement contributes to accomplishing the output of the Project	* The knowledge on marketing was taught to the Parents group. The Parents group sells the products and implements the accounting * Two persons from the Project visited "one village one product" project in Oita prefecture, Japan in order to learn how to sell the products * More than 500 visitors came to SCC. The seminar and shop are held at the same time. Also, seminars/exhibitions in Japan have been held in 10 times per year. The products were sold in that occasion * The parents group hold the workshops in the Maesa Elephant Camp to advertise the people with disabilities' activity and cultivate a new market. The elephant and people with disabilities were weaving together in this workshop (Income 10,000 baht per day) * The products are sold at the shop in ESCAP * The products were exhibited in the street market of Rajanagarindra Institute of Child Development. In addition to this, it was presented in more than 25 occasions (exhibition, events, and etc) * 10-100 T-shirts were sold by order. The Project also receives the order from the museum shops in Japan. Some clients come to buy the cloth of SCC every month and make a dress, shirts and skirts by stitching them together
	4-2 To conduct technical guidance on buying materials and selling products	* Project report * SCC member * Experts at SAORI-HIROBA	Based on the information collected, confirm whether the target of this activity is achieved, and the achievement contributes to accomplish the output of the Project	Same as above
	5-1 To hold conferences, exhibitions and events to release products	-Project report -SCC member -Experts of SAORI-HIROBA -Staffs of cooperative agencies	Based on the information collected, confirm whether the target of this activity is achieved, and the achievement contributes to accomplish the output of the Project	-16 exhibitions, 15 events, 10 seminars and some conferences
	5-2 To open websites to present the activities	* Project report * SCC member * Experts of SAORI-HIROBA	Based on the information collected, confirm whether the target of this activity is achieved, and the achievement contributes to accomplish the output of the Project	* Refer to https://www.saothai.com * According to Mr NAKAYAMA, the quality of the website was poor. The new website is to be established by the Parents' group

Activities (continued from previous page)	5-3 To collaborate with cooperative agencies in other areas to conduct activities	* Project report * SCC members * Experts at SAORI-HIROBA * Staff members of cooperative agencies	Based on the information collected, confirm whether the target of this activity is achieved, and the achievement contributes to accomplishing the output of the Project	* Mini projects conducted in the Project are as follows 1) Foundation for Children with Disabilities 2) Parents group (HUG), Sataban Seang Sawang (a private school for handicapped children, especially many autistics are there) 3) Maya Kotani Foundation (Kanchanaburi, Phuket, etc) 4) Kawila Anukul School for mentally retarded, Ministry of Education, Chiangmai 5) Srisangwan Special Education School, Ministry of Education, Chiangmai A volunteer of SCC was sent as a trainer 6) Rajanagarindra Institute of Child Development, Ministry of Medical Health, Chiangmai
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Category	Indicators	Source of information	Evaluation method	Accomplishment
Japanese Side				
J-1 Total Expenses	J-1-1 Amount	Contracts	Based on the record, confirm whether the total expenses were carried out as planned in terms of amount	Total expenses JPY 82,859,700 * JPY 17,872,050 (10 Oct 2002 - 31 Mar 2003) * JPY 24,881,850 (1 Apr 2003 - 31 Mar 2004) * JPY 24,943,800 (1 Apr 2004- 31 Mar 2005) * JPY 15,162,000 (1 Apr 2005 - 9 Oct 2005) Total expenses are as planned Although sending handlooms for the Tsunami project incurred an extra cost, the other expenses were reduced to balance the account
	J-1-2 Timing	* SCC members * Experts of SAORI-HIROBA	By interviews, ask about the degree of satisfaction with the timing of the payment	There were some delay of payment It caused a serious cash-flow problem to the implementing organization
J-2 Long-term expert 2 people	J-2-1 Amount	Personnel Input Record	Based on the record, confirm whether the dispatch of L/E was carried out as planned in terms of amount	Mr Haruo NAKAYAMA (Project Coordinator) 36 M/M including work in Japan Ms Hiromi KITAMURA (Assistant of Project Coordinator/Accountant) 30 M/M including work in Japan National staffs (local coordinator, 4 operational assistants and driver) 36 M/M
	J-2-2 Quality and Timing	* SCC members * Experts at SAORI-HIROBA * Staff members at cooperative agencies	By interviews, ask about the degree of satisfaction with the quality and the timing of the L/E's dispatch	Appropriate
J-3 Short-term expert 2 people	J-3-1 Amount	Personnel Input Record	Based on the record, confirm whether the dispatch of S/E was carried out as planned in terms of amount	Mr Masao TANAKA (Project Manager, 13.5 M/M) including work in Japan Ms Takemi IWANAMI (Development of products, 8.1 M/M) excluding work in Japan
	J-3-2 Quality and Timing	* SCC members * Experts at SAORI-HIROBA * Staff members at cooperative agencies	By interviews, ask about the degree of satisfaction with the quality and the timing of the S/E's dispatch	Appropriate

J-4 Handlooms	J-4-1 Amount	* SCC members * Experts at SAORI-HIROBA	Based on the record, confirm whether the input was carried out as planned in terms of amount	50 handlooms in total The breakdown is as follows 15 handlooms sent directly to Chiangmai, 15 handlooms sent to Bangkok, then deliver to Chiangmai by road, 10 handlooms for Tsunami project, 10 handlooms for mini project
	J-4-2 Quality and Timing	* SCC members * Experts at SAORI-HIROBA	By interviews, ask about the degree of satisfaction with the quality and the timing of input	In use 10 in Sataban Sen Sawan (Mini project) 10 in Kanchanaburi (Tsunami project) 30 in SCC
J-5 Office furniture such as PCs	J-5-1 Amount	* SCC members * Experts at SAORI-HIROBA	Based on the record, confirm whether the input was carried out as planned in terms of amount	- 1 car (a van modified for people with disabilities by investing only a few thousands baht) - 2 PCs and 1 printer (a copy machine), 1 TV and 1 video - winder (machine for winding thread) and twister (machine for twisting thread) - 2 air conditioners, refrigerator, radio cassette player, desks and chairs
	J-5-2 Quality and Timing	* SCC members * Experts at SAORI-HIROBA	By interviews, ask about the degree of satisfaction with the quality and the timing of input	Satisfactory
J-6 Training in Japan	J-6-1 Amount	* SCC members * Experts at SAORI-HIROBA	Based on the record, confirm whether the input was carried out as planned in terms of amount	Training in Japan was conducted 4 times (Two trainees in each training) • 1st fiscal year (the last year of Asia-Pacific Decade of Disabled Persons) Ms Anongphun Visaratanunta and Ms Netnapa Khumthong of FCD visited a partner NPO in Yokohama, FHCY (Foundation for Handicapped Children Yokohama) • 2nd fiscal year Ms Jaree Nustan (FCD) and Ms Kuristsana Margas (SAORI Creative Center) observed one village one product project in Oita and activities for people with intellectual disabilities in Osaka • 3rd fiscal year Ms Anonphun Visaratanunta and Ms Tanimphat Visaratanunta visited EXPO 2005 Aichi Japan and presented a video in which an elephant and a handicapped person were weaving together • 4th fiscal year Dr Chiyon Rajchagool and Ms Jeaw Rajchagool received the Saori training in Nagoya and participated in the local event
	J-6-2 Quality and Timing	* SCC members * Experts at SAORI-HIROBA	By interviews, ask about the degree of satisfaction with the quality and the timing of input	Satisfactory
Thai side				
T-1 Volunteers	T-1-1 Amount	* SCC members * Experts at SAORI-HIROBA	Based on the record, confirm whether the volunteers were allocated as planned in terms of amount	-Member of HFF -About 600 persons worked as volunteers, of which 150 were students from Service Learning Program, Payap University
	T-1-2 Quality and Timing	* SCC member * Experts of SAORI-HIROBA	By interviews, ask about the degree of satisfaction with the quality and the timing of volunteers	Satisfactory

Category	Questions	Required Data	Information Source	Accomplishment
Activities	Were the activities conducted as planned?	Perception of involved parties	* SCC members * Experts at SAORI-HIROBA * Counterparts (FCD)	Delete CBR parts
	What were the major constraints on achieving the target of activities?	Perception of involved parties	* SCC members * Experts at SAORI-HIROBA * Counterparts (FCD)	NGO registration, requirement to pay in advance, cooperation with JICA (JICA staff in charge of the Project should go down to the field, pay attention or show ownership to the Project, deepen the understanding to NGO, and teach how to write the accounting documents and report) The first national staff members of SCC have less understanding of PWDs. For example, some of the staff members dislike physical contact with PWDs
	What were the major factors that contributed to achieving the target of activities?	Perception of involved parties	* SCC member * Experts at SAORI-HIROBA * Counterparts (FCD)	* Using the media such as newspaper (Ms Mai was on the top page wearing the SAORI cloths) and TV programs in Thailand * PR and marketing activities in Japan
Method of Technology Transfer	What were the major constraints to conduct technology transfer to local peoples?	Perception of involved parties	* Experts at SAORI-HIROBA * Counterparts (FCD)	* Less understanding of hill-tribes' languages * Long time required to earn the hill-tribes' trust
	What were the major factors contributed to achieving the target of technology transfer?	Perception of involved parties	* Experts at SAORI-HIROBA * Counterparts (FCD)	* Weaving is Thai traditional culture and industry * Saori hand weaving introduced a new way into it
Project management	What were the major constraints on management of the project?	Perception of involved parties	* SCC member * Experts at SAORI-HIROBA * Counterparts (FCD)	* International NGO registration
	What were the major factors contributed to the good management of the project?	Perception of involved parties	* SCC member * Experts at SAORI-HIROBA * Counterparts (FCD)	* Project manager knows local issues and has many contact persons
	Will the relevant laws/ rules/ regulations/ system become an obstacle to conduct JICA's partnership program in Thailand?	* Information on JICA's partnership program * The latest relevant laws/ rules/ regulations/ system	* Documents on JICA's partnership program * Officer in charge of the international NGO registration in Ministry of Labor and Social Welfare * TICA officer who is responsible for the operation of NGOs	In the foreign NGO registration procedures in Thailand, one must submit many forms and documents. Some documents should have the seal of a notary public. The preparation of documents is a quite time consuming and difficult task
	Is it legally difficult for foreign NGOs to implement the project in cooperation with local government and NGOs in Thailand?	Activity condition of the other foreign NGOs in Thailand	Staff members of the other foreign NGOs in Thailand	No

<Evaluation Grid>

**Developing Vocational Opportunities and Creative Activities for People with Disabilities
and Commercializing Hill-tribe Peoples' Crafts in Thailand**

Project Outline

- Overall** 1 People with disabilities achieve economic independence and public understanding for people with disabilities deepens
2 The quality of life of the hill-tribe peoples is enhanced
- Project** 1 People with disabilities at the Saori Creative Center lead a independence living, and social understanding toward them is enhanced
2 The living standards of target hill-tribe peoples are enhanced
- Output** 1 Developed and managed the hand weaving program and ensured that it function well
2 Developed and managed the Community Based Rehabilitation (hereinafter referred to as 'CBR'), and ensured that it function well
3 Activities are designed to support the development of the products of hill-tribe peoples
4 Managed a marketing organization to be organized separately, and ensured that it function well
5 Developed a program to promote public awareness of people with disabilities

Implementing agency

NPO SAORI-HIROBA

Implementation period

10 October 2002 - 9 October 2005

Evaluation Criteria	Evaluation Questions		Information Source	Data Collection Methods	Evaluation
	Main questions	Sub-questions			
Relevance	Is the project consistent with the development policy of Thailand?		National Development Plan for the QOL of people with disabilities	Review of materials	<ul style="list-style-type: none"> * Basic human rights, fairness and participation in the development of Thailand are emphasized in the Constitution of 1997 Human resource development is an important component of the 9th National Economic and Social Development Plan 2002-2006 * National Development Plan for the QOL of People with Disabilities was established in line with the Constitution and the National Economic and Social Development Plan Thus, the former plan emphasizes that society should realize people with disabilities' capacities and potential for self development The need for support for vocational training and employment opportunities is also pointed out in the plan * Under the law on foreign NGO registration, assistance to people with disabilities is also an area in which foreign NGOs are allowed to work in Thailand * Rural Development Plan for Highlands
	Is the project consistent with the development policy of Japan?		JICA's country assistance plan for Thailand	Review of materials	Recently JICA emphasizes "Human Security" in its assistance to developing countries JICA's policy on human security mentions people with disabilities
		Does the project meet the needs of Thai society?	The 9th National Economic and Social Development Plan, Newspapers	Review of materials	<ul style="list-style-type: none"> * Although assistance for people with disabilities is emphasized in laws and regulations, it has not been practiced yet at the operational level * Economic disparity between the hill-tribe peoples and local people is expanding and causing problems such as HIV-AIDS and narcotic addiction
	Is the necessity of the project justified?	Does the project meet the needs of people with disabilities and hill-tribe peoples?	* Participants (people with disabilities and hill-tribes) * Families of people with disabilities	Interviews	<ul style="list-style-type: none"> * People with disabilities in Thailand face discrimination and have limited job opportunities They need opportunities for working and socializing * Hill-tribe peoples have limited means for earning an income It makes sense to cultivate a new source of income for them

Evaluation Criteria	Evaluation Questions		Information Source	Data Collection Methods	Evaluation
	Main questions	Sub-questions			
Relevance (continued from previous page)	Was the project approach properly selected?	Has SAORI hand weaving been proved to be a good measure for CBR in other places?	Newspapers Newsletters of SAORI-HIROBA	Review of materials	* As the benefit of SAORI hand weaving for CBR has been admired in Japan and many other places in the world, the Project approach using SAORI hand weaving is right * The project approach was properly selected because the produced clothes can be easily delivered and used in various ways, e.g., a wearing, a bag and a tapestry
	Was the selection of the target group appropriate?	Are the size and the location of the target group appropriate?	* Project documents * Map	Review of materials	* SCC accepted 15 trainees and concentrated on improving their abilities given the capacity of implementing NGO. The size of the training at SCC was adequate * The project site for hill-tribe peoples was selected in consideration of poverty. It was also considered whether they have any assistance from other organizations or not. The approach in choosing target areas was appropriate. 2 target villages selected in the Project were adequate for the capacity of the implementing NGO
		Are the needs for the awareness-raising and economic self-reliance from the target group high?	Government statistics	Review of materials	* People with disabilities in Thailand face discrimination and have limited job opportunities. They need opportunities for working and socializing * Hill-tribe peoples have limited means of earning an income. It makes sense to cultivate a new source of income for them
		Does the target group have enough capacity or motivation to manage the project on their own?	* List of participants * Participants and trainers	* Review of materials * Interviews	* The Project selected the trainees who are capable and motivated based on recommendations from stakeholder organizations * Hill-tribe peoples have enough capacities since they traditionally make a hand-spun thread. Regarding their motivation, at first they were hesitant in implementing the Project. As they understood the objectives of the Project, they began to show enthusiasm
		Did the target group work closely with SAORI-HIROBA and the other relevant organizations?	Record of dialogues among the target group, SAORI-HIROBA and the other relevant organizations	Review of materials	* The implementing NGO has more than ten-year work experience in Thailand and close ties with the relating organizations. That helps the relating organizations work closely with SAORI-HIROBA

Evaluation Criteria	Evaluation Questions		Information Source	Data Collection Methods	Evaluation
	Main questions	Sub-questions			
Effectiveness	Is the project objective achieved?	Were there any increase in the number of people with disabilities, their families and local people whose awareness towards people with disabilities has been raised?	Project reports	Review of materials	<ul style="list-style-type: none"> * The Project proved that people with disabilities can live in the community without feeling inferior 25 professors in the Faculty of Associated Medical Sciences at Chiangmai University realized it * Awareness toward people with disabilities is spreading through the mini projects in Kanchanaburi, Bangkok and Chiangmai * As the Project was advertised on TV and held many exhibitions and events, many people came to know CBR
		Was there any increase in job opportunities for participants (people with disabilities and hill-tribe peoples)?	Project documents	Review of materials	<ul style="list-style-type: none"> * The artistic value of Saorn products was accepted in the market Trainees at SCC can earn an income by selling their products * Thread made by hill-tribe peoples can be sold to SCC
	Does the output of the project contribute to the achievement of the project objectives?	Are the hand weaving program and the CBR program managed well enough to raise awareness of participants (people with disabilities)?	<ul style="list-style-type: none"> * Participants (people with disabilities and hill-tribe peoples) * Experts at SAORI-HIROBA * Counterparts (FCD) 	Interviews	<p>The hand weaving program and the CBR program were managed well enough to raise awareness of people with disabilities and hill-tribe peoples The reasons are as follows</p> <ul style="list-style-type: none"> * 1 among the 12 trainees graduated She works independently in Chiangrai and earns an income by sending her products to SCC * The Project conducted an exhibition, lecture, workshop and demonstration for staff members and students at Chiangmai University * The Project introduced the concept of CBR at Ratchapat University and OBT (250 participants from local university and government offices, as of the fiscal year of 2003) * The Project was introduced on TV Since it helped heighten awareness of CBR, VCD was made from the TV program by adding English subtitles * The comments of SCC participants were compiled into one book ("Fabricating Dreams Sharing Compassion") The book helped the reader know the impact of the Project, and effectively promoted an understanding of CBR * The Project proved that people with disabilities can live in the community without feeling inferior 25 professors in Faculty of Medical Te

Evaluation Criteria	Evaluation Questions		Information Source	Data Collection Methods	Evaluation
	Main questions	Sub-questions			
		Does the development of hill-tribe peoples' products succeed in promoting their economic self-reliance?	Financial statements of the marketing organization	Review of materials	Hill-tribe peoples strive to increase the cotton production as follows * In Mae Sa Men village, the production of cotton increased from 100 kg in the first year to 200 kg in the second year * In Kok Noi village, the area of cotton cultivation per family increased from 400 m ² (before the project) to 800-1600 m ² (in the third year of the Project) Thus the Project helped heighten the self-reliance of hill-tribe peoples
Effectiveness (continued from previous page)		Does the marketing organization operate independently and contribute to economic self-reliance of people with disabilities?	The financial statements, organizational chart, rules of the marketing organization	Review of materials	Parents' group established "Healing Family Foundation (HFF)" The project is teaching HFF to have the function of marketing It is not clear at the moment whether HFF can enhance self-reliance of people with disabilities
		Does the output of the project contribute to the achievement of the project objectives?	* Register of attendance * Local people (teacher of the school for disabled children, member of the parents' association, professor of the university in Chiangmai)	* Review of material * Interviews	The achievement of the PR programs are as follows, * 16 exhibitions, 15 events, 10 seminars and some conferences * Refer to https://www.saothai.com * Mini projects conducted in the Project are as follows, 1) Foundation for Children with Disabilities 2) Parents group (HUG), Sataban Seang Sawang (school for handicapped children) 3) Maya Kotani Foundation (Kanchanaburi, Phuket, and etc) 4) Kawila Anukul School for mentally retarded, Ministry of Education, Chiangmai 5) Srsangwan Special Education School, Ministry of Education, Chiangmai 6) Rajanagarindra Institute of Child Development, Ministry of Medical Health, Chiangmai As the number of people who informed of the Project is significantly large, the awareness toward people with disabilities must be increased
		What are the inhibiting and promoting factors for the achievement of the project objectives?	* People concerned with the project * Quarterly and yearly activities report	-Interview -Review of materials	(Promoting factors) * The implementing NGO has more than ten-year working experience in Thailand and close ties with the related organizations * The staff members of the Project are enthusiastic about the Project * SCC has succeeded in making the trainees become more active and socialize through Saori hand weaving This achievement helped make the PR programs effective (Inhibiting factors) * Understanding on people with disabilities has just begun in the country It takes a long time to disseminate the idea of CBR in Thai society and have it accepted

Evaluation Criteria	Evaluation Questions		Information Source	Data Collection Methods	Evaluation
	Main questions	Sub-questions			
Efficiency	Given the achieved output, were the quality, quantity, and timing of the input appropriate?	Were the number, technical field and timing of experts dispatched appropriate?	* Experts at SAORI-HIROBA * Counterparts (FCD)	Interviews	* Mr Masao TANAKA, the project manager, is in charge of all managerial aspects of the Project. In addition, Mr TANAKA plays a main role in implementing the activities for hill-tribe peoples. He also handles NGO registration. * Mr NAKAYAMA, the project coordinator, is in charge of managing SCC, implementing PR programs and networking among stakeholders. * Ms KITAMURA, the assistant to the project coordinator, is in charge of accounting in the Project. * Ms IWANAMI, the instructor for hand weaving, is in charge of transferring the weaving technique to the trainees. Each staff member has a different responsibility in order to operate the Project smoothly. It seems that the duration and technical field of each person were appropriate. As for the national staff members, every person is necessary and suitable for the Project implementation.
Efficiency (continued from previous page)	Given the achieved output, were the quality, quantity, and timing of the input appropriate? (continued from previous page)	Were the quality, quantity and timing of equipment provided adequate?	* Experts at SAORI-HIROBA * Counterparts (FCD)	Interview	Adequate
	Were the activities appropriate for producing the output?	Were the activities for the hand weaving program and the CBR program managed smoothly and ensured that they function well?	* Plan of operation * Quarterly and yearly activities report * Experts of SAORI-HIROBA and the other related organizations * Participants (people with disabilities, their families and local people)	* Review of materials * Interviews	* Ms Iwanami trained three local staff members (Ms Pachuri Wianglor, Ms Anna Boonmangmee and Ms Rirrada Supavong) and they can provide training on weaving on their own. * The Project conducted the Training for Trainers in Bangkok, Chiangmai and Khanchanaburi (fiscal year of 2003: 2 TOTs, 80 participants). * The hand weaving program is conducted at SCC from Tuesday to Friday. * The parents' group is set up to take over the SCC's activities. * The Project introduced the concept of CBR at Ratchapat University and OBT (250 participants from local university and government offices, as of the fiscal year of 2003). The activities for the hand weaving program were managed smoothly and ensured that they function well. Regarding the activities for the CBR program, only the concept of CBR was introduced because CBR practice faced many difficulties.

Evaluation Criteria	Evaluation Questions		Information Source	Data Collection Methods	Evaluation
	Main questions	Sub-questions			
	Were the activities appropriate for producing the output?	Did the research and technical guidance for hill-tribe people bring the development of the products of hill-tribe people?	<ul style="list-style-type: none"> * Experts of SAORI-HIROBA and the other related organizations * Hill-tribe peoples * Sales performance record of the marketing organization 	<ul style="list-style-type: none"> * Interview * Review of materials 	<ul style="list-style-type: none"> * Although no new technique was introduced to the hill-tribe peoples, they learned what kind of quality is required for products in the market * The hill-tribe peoples were encouraged to produce new colors of thread in addition to their traditional colors of black, red, yellow, light green and blue * The value of hand-spun thread and natural dyeing was taught to the hill-tribe peoples
Efficiency (continued from previous page)	Were the activities appropriate for producing the output?	Did the technical guidance for the product marketing help the marketing organization operate independently?	<ul style="list-style-type: none"> * Quarterly and yearly activities report * Sales performance record of the marketing organization * Members of the marketing organization 	<ul style="list-style-type: none"> * Review of materials * Interviews 	<ul style="list-style-type: none"> * Parents group established "Healing Family Foundation (HFF)" The project is guiding HFF to have the function of marketing
	Were the activities appropriate for producing the output? (continued from previous page)	Did PR activities (events, web-sites and joint activities with cooperative agencies) raise the public awareness of people with disabilities?	<ul style="list-style-type: none"> * Newspapers and magazines * Record of the number of website visitors * List of the participants of events and joint activities with cooperative agencies 	<ul style="list-style-type: none"> * Review of materials 	<p>The achievement of the PR programs are as follows</p> <ul style="list-style-type: none"> * 16 exhibitions, 15 events, 10 seminars and some conferences * Refer to https://www.saorithai.com * Mini projects conducted in the Project are as follows, <ol style="list-style-type: none"> 1) Foundation for Children with Disabilities 2) Parents group (HUG), Sataban Seang Sawang (school for handicapped children) 3) Maya Kotani Foundation (Kanchanaburi, Phuket, etc) 4) Kawila Anukul School for Mentally Retarded, Ministry of Education, Chiangmai 5) Srisangwan Special Education School, Ministry of Education, Chiangmai 6) Rajanagarindra Institute of Child Development, Ministry of Medical Health, Chiangmai As the number of people who were informed of the Project is large, awareness toward people with disabilities has increased
	Does the output justify the invested	Were the overall invested costs reasonable?	<ul style="list-style-type: none"> * Project manager * Accounting report of the project * Evaluation reports of similar projects 	<ul style="list-style-type: none"> * Interviews * Review of materials 	<ul style="list-style-type: none"> There seems to be no unnecessary input in the Project The overall invested costs are reasonable

Evaluation Criteria	Evaluation Questions		Information Source	Data Collection Methods	Evaluation
	Main questions	Sub-questions			
	cost compared to similar projects?	Is the unit cost for conducting one training session reasonable?	* Project manager * Accounting report of the project * Evaluation reports of similar projects	* Interviews * Review of materials	Reasonable
Impact	Are there prospects that the overall goal will be produced as an effect of the project?	Will the awareness of local people toward people with disabilities continue rising, because of the project?	* Record of the number of website visitors * List of the participants of events and joint activities with cooperative agencies	Review of materials	* There is a possibility of increasing the awareness of local people through the expansion of mini projects * Government might put into practice the development plan for people with disabilities as the country becomes gradually wealthier
	Are there prospects that the overall goal will be produced as an effect of the project? (continued from previous page)	Will the QOL of those concerned (people with disabilities and their families, and hill-tribe people) improve because of the project?	* People with disabilities and their families * Hill-tribe peoples	Interviews	* As the parents' group is established to take over the Project, the QOL of trainees at SCC will be sustained * QOL of hill-tribe peoples will improve since a local NGO (La-la Peco Thailand) is going to continue the assistance for the hill-tribe peoples
	Are there any other ripple	Influence on the establishment of policies and preparation of laws and regulations especially related to international NGOs	* The Rules and Regulation of the Ministry of Labor and Social Welfare on the Entry of Foreign Private Organizations to Operate in Thailand B E 2541 (1998) and B E 2543 (2000)	* Review of materials * Interview	None

Evaluation Criteria	Evaluation Questions		Information Source	Data Collection Methods	Evaluation
	Main questions	Sub-questions			
	effects?		* Officer in charge of international NGO registration in Ministry of Labor and Social Welfare * TICA officer who is responsible for the operation of NGOs		
Impact (continued from previous page)	Are there any other ripple effects? (continued from previous page)	Economic influence on the target group	Economic statistics of the target region	Review of materials	* Annual income per family in Mae Sa Men village is around 10,000 to 20,000 baht. Some of the villagers could have earned about 10,000 baht a year by selling the hand-spun thread * The ex-trainee of SCC, Ms. Sukanya, weaves at home in Chiangrai and earns about 1,000 baht a month by selling the hand weaving product through SCC
	Does the project contribute highly to the impact produced?	Did the mini projects contribute to the impact of the Project?			In the area destroyed by the tsunami of December 2004, Saori hand weaving was launched in February 2005 as an occupational therapy for the victims of tsunami. 50 handlooms including 10 from the Project were sent there by the Maya Kotani Foundation, the implementing organization of the mini projects. The Project plans to promote Saori hand weaving as the product of the "one tambon, one product" activity.
		Is there any assistance from the other organization that contributes to the impact mentioned above?	* Graduates from the hand weaving program * Parents	Interviews	* The exhibition/demonstration regarding CBR and the workshop for people with intellectual and mental disabilities were held in cooperation with the Asia-Pacific Center on Disability (APCD) * Queen's weaving project is also conducted in the target village, Kok Noi (Lua tribes) village
Sustainability	Is it possible to keep raising the awareness of people with disabilities after the project has ended?		List of the participants of conference, exhibitions, events and project activities	Review of materials	* As the parents' group is established to take over the Project, the awareness of people with disabilities might be sustained * There is a possibility of increasing the awareness of local people through expansion of mini projects

Evaluation Criteria	Evaluation Questions		Information Source	Data Collection Methods	Evaluation
	Main questions	Sub-questions			
	Is it possible to keep raising the awareness of hill-tribe peoples after the project has ended?	Is the website regularly updated and does it maintain a certain number of visitors?	* Record of the website updating * Record of the number of website visitors	Review of materials	In the Project, there is no activity to enhance the awareness of hill-tribe peoples (PDM needs to be revised)
Sustainability (continued from previous page)	Does the Saori Creative Center have the potential to continue the activities?	Do people with disabilities, their families and local people have the sufficient capacity to maintain coordination and cooperation among themselves?	* Operational rules of SCC * Staff placement table * Experts at SAORI-HIROBA and C/P (FCD)	* Review of materials * Interviews	The parents' group "Healing Family Foundation" is established to take over the Project
	Does the Saori Creative Center have the potential to continue the activities? (continued from previous page)	Is the budget secured?	* Accounting report of the project * Financial statements of SCC * Experts of SAORI-HIROBA and C/P (FCD)	* Review of materials * Interviews	As a capital of the Healing Family Foundation, about 80,000-90,000 baht was prepared. The budget for the future operation of SCC is not secured
	Is the transferred technique for the hand weaving established and spread?	Did the training capacity of the trainers at SCC improve?	* Experts at SAORI-HIROBA * Trainers of SCC	Interview	Ms Iwanam trained three local staff members Ms Pachuri Wianglor, Ms Anna Boonmangmee and Ms Rinrada Supayong. They can provide training on weaving by themselves
		Will the transferred technology spread within the people with disabilities?	* Experts of SAORI-HIROBA * Trainers of SCC	Interview	The Saori hand-weaving technique is spreading through the mini projects in Kanchanaburi, Bangkok and Chiangmai
Are the provided equipments appropriately maintained and managed?		* Maintenance and management reports * Experts of SAORI-HIROBA	* Review of materials * Interview	The provided equipments are appropriately maintained and managed	

7 Question Items

Interview with Mr. Masao TANAKA, Project Manager

Questions to Project Manager		Necessary Documents
	Target Group	
1	Are the size and the location of the target group appropriate?	Project documents
2	Did the target group work closely with SAORI-HIROBA and the other relevant organizations? (What opinions and ideas are shared among the target group, SAORI-HIROBA and the other relevant organizations?)	Record of dialogues among the target group, SAORI-HIROBA and the other relevant organizations
	Implementation	
	Were the activities conducted as planned?	Plan of operation (activity log, staff schedule)
	What were the major constraints on achieving the target of activities?	
	What were the major factors that contributed to achieving the target of activities?	
	Were activities implemented without any suspension due to accidents or diseases that have happened to the staff members?	Plan of operation (activity log, staff schedule)
	Did the research and technical guidance for hill-tribe peoples help the development of their products? (Did the quality of products of hill-tribe peoples improve?) (Did their production and volume of sales increase?)	
	Does the development of hill-tribe peoples' products succeed in promoting their economic self-reliance?	Financial statements of the marketing organization
	Does the marketing organization operate independently and contribute to the economic self-reliance of hill-tribe peoples? (How much does the marketing organization buy and sell? (What are the institutional structure, human resources and management style of the marketing organization?)	The financial statements, organizational chart, rules of the marketing organization
	What were the advantages/disadvantages of technologies introduced by the project?	
	Were there any increase in job opportunities for hill-tribe peoples?	Project documents
	Cost	
12	Was the overall invested cost reasonable? (How much is the overall invested cost?)	Accounting report of the project
13	Is the budget secured? (How is the financial situation of SCC?)	* Accounting report of the project * Financial statements of SCC
14	Were the overall invested costs adequate? (How much was the overall invested cost?)	
	Environment	
	How did the policies, laws and regulations on international NGOs affect the project?	
	What were the major constraints to manage the project?	
	What were the major factors that contributed to managing the project better?	
	Future	
18	Will the transferred technology spread within hill-tribe peoples?	

Interview with Mr. Haruo NAKAYAMA, Project Coordinator

Questions to Mr. Nakayama		Necessary Documents
	Target Group	
1	Are the size and the location of the target group appropriate?	Project documents
2	Did the target group work closely with SAORI-HIROBA and the other relevant organizations? (What opinions and ideas were shared among the target group, SAORI-HIROBA and the other relevant organizations?)	Record of dialogues among the target group, SAORI-HIROBA and the other relevant organizations
	Implementation	
	Were the activities conducted as planned?	Plan of operation (activity log, staff schedule)
	What were the major constraints to achieving the target of activities?	
	What were the major factors contributed to achieve the target of activities?	
	Were activities implemented without any suspension due to accidents or diseases that have happened to the staff?	Plan of operation (activity log, staff schedule)
	What is the contents of the Training of Trainers for the hand weaving program? How frequent is the Training of Trainers for the hand weaving program hold? How many people are graduated from the Training of Trainers for the hand weaving program?	* Plan of operation * List of graduates
	Are the degree of technique acquisition and the number of graduates of the hand weaving program high? (How much of difficult/easy technique did the participants acquired?) (How many the graduates are there in the hand weaving program?)	List of graduates

	What are the contents of the Training of Trainers for the CBR program? How frequent is the Training of Trainers for the CBR program held? How many people have graduated from the Training of Trainers for the CBR program?	* Plan of operation * List of graduates
	What were the advantages/disadvantages of technologies introduced by the project?	
	Is the website regularly updated? (How frequently do you update the website?)	Record of the website updating
	How many people visit the project website? How many people participate in conferences, exhibitions and events?	* Record of the number of website visitors * List of the participants of conferences, exhibitions and events
	How many people have participated in the project activities that have been implemented in cooperation with the cooperative agencies in other areas?	Project reports
	Were there any increase in job opportunities for participants (people with disabilities)? (How many people have found a job?)	Project documents
	Marketing Organization	
15	Has the quality of products of people with disabilities improved through the marketing organization? Has their production per person increased? (How many products did they make and sell?)	Sales performance record of the marketing organization
16	Did the technical guidance for product marketing help the marketing organization operate independently? (What are the contents of the activities of the marketing organization?) (How much does the marketing organization buy and sell?)	Quarterly and yearly activities reports
17	Does the marketing organization operate independently and contribute to economic self-reliance of people with disabilities? (What are the institutional structure, human resources and management style of the marketing organization?)	Financial statements, organizational chart, rules of the marketing organization
	Was the overall invested cost reasonable? (How much is the overall invested cost?)	Accounting report of the project
	Is the unit cost for conducting one training session reasonable? (How much are the unit costs for training?)	Accounting report of the project
	Is the budget secured? (How is the financial situation of the SCC?)	* Accounting report of the project * Financial statements of SCC
	Project management, Regulations	
22	What were the major constraints on managing the project?	
23	What were the major factors that contributed to better project management?	
	Are the provided facilities appropriately maintained and managed? (How is the status of maintenance and management of the facilities?)	Maintenance and management reports
	Will the transferred technology disseminated within people with disabilities?	
	Do people with disabilities, their families and local people have the sufficient capacity to maintain coordination and cooperation among themselves? (What role does each person or group play?) (Where are the staff members placed? Do they have stability?)	* Operational rules of SCC * Staff placement table
	Are the hand weaving program and the CBR program managed well enough to raise awareness of participants (people with disabilities)?	

Interviews with Japanese experts (Product Development, Assistant to Project Coordinator) and national staff members

Ms. Takemi IWANAMI, Expert on Product Development
 Ms. Hiromi KITAMURA, Assistant of Project Coordinator
 Mr. Vorapong PETNUNTHAWONG, Ex-Project Manager
 National staff members at SCC

Questions to experts and staff members at the Saori Creative Center (SCC)	
	Are the degree of technique acquisition and the number of graduates of the hand weaving program high? (How much difficulty have the participants had in acquiring techniques?) (How many graduates has the hand weaving program produced?)
	Did the quality of products of people with disabilities improve and their production per person increase?
	Do people with disabilities, their families and local people have the sufficient capacity to maintain coordination and cooperation among themselves? (What role does each person or group play?) (Where are the staff members placed? Do they have stability?)
	Did the research and technical guidance for hill-tribe peoples bring about the development of their products? Did the quality of products of hill-tribe peoples improve? Did their production and volume of sales increase?
	Will the transferred technology spread within the people with disabilities and hill-tribe peoples?
	Capacity of SCC
6	Were the activities for the hand weaving program and the CBR program managed smoothly and ensured that they function well?
7	Are the hand weaving program and the CBR program managed well enough to raise awareness of participants, i.e., people with disabilities?
8	Did the training capacity of the trainers at SCC improve?
9	Is the budget secured? (How is the financial situation of the SCC?)
10	Are the provided facilities appropriately maintained and managed? (How is the status of maintenance and management of the facilities?)

Interviews with members of the parents' group "Healing Family Organization"

Ms. Anongphun Visaratnunta, Board member of FCD, Chiang Mai (the former leader of the parents' association)
 Mr. Pradit Prechanont, President of Healing Family Foundation (HFF), Chiang Mai
 Dr. Chiyan Rajchagool, Board member of HFF, Chiang Mai

Questions to the parents of the trainees at the Saori Creative Center (SCC)	
1	Does your son/daughter like Saori hand weaving?
2	How frequently does your son/daughter participate in the project activities?
3	What does your son/daughter think of SCC?
4	Are you satisfied with the activities of the hand weaving program at SCC?
5	Did the technical guidance for the product marketing help the marketing organization (HFF) operate independently? (What are the contents of the activities of the marketing organization?) (How much is the volume of purchase and sales of the marketing organization?)
6	Does the marketing organization (HFF) operate independently and contribute to the economical self-reliance of people with disabilities? (How much does the marketing organization buying-in and selling-out?) (What are the institutional structure, human resource and management style of the marketing organization?)
7	Is the awareness for disabilities raised among the participants of SCC activities?
8	To what extent does the PR program (conferences, exhibitions and events) heighten public awareness of people with disabilities?
9	Do you think that the understanding of people with disabilities has deepened among local people by the Project?

Interviews with the trainees at the Saori Creative Center

Questions to the trainees in the hand weaving program at SCC	
1	Can you do Saori hand weaving?
2	Do you like Saori hand weaving?
3	How frequently do you participate in the project activities?
4	What do you think of Saori Creative Center?

Interview with Ms. Sukanya SEANSRIJAI, a former trainee of Saori Creative Center

Questions to the former trainee of the hand weaving program at SCC	
1	How much difficulty did you have in acquiring techniques?

2	Has the quality of your products improved?
3	Has the quantity of product you make in a day increased or decreased?
4	Are you satisfied with the activities in the hand weaving program and the CBR program?
5	Does the Project support your economic self-reliance?
7	What is your opinion on the effects of the hand weaving program?
8	Did you experience any change in social awareness of people with disabilities after the hand weaving program and the CBR program?

Interviews with the hill-tribe peoples

Questions to the hill-tribe peoples	
1	How many square meters of cotton fields does your village have at the moment? Did the size of cotton fields expand during the Project?
2	How many families in this village plant cotton trees? Has there been any change in the number of families planting cotton trees?
3	How many families in this village dye the thread by themselves? Has there been any change in the number of families dyeing the thread during the Project?
4	Did you acquire new techniques by the technical guidance of the Project?
5	Did the quality of your products improve?
6	Did the production and volume of sales increase?
7	How frequently do you participate in the technical guidance by the Project?
8	Do you have enough capacity or motivation to participate in the project on your own initiative?
9	Did you experience any change of awareness after the hand weaving program?
10	Do you think that your quality of life has improved?

Interview to the FCD and cooperative organizations

Ms. Netnapa Khumthong, Ex-secretary general of FCD, Bangkok
 Mr. Somchai Rungsilp, Ex-manager of FCD / APCD project, Bangkok
 Ms. Patrawan TRAKULTHONG, Maya Kotami Foundation, Bangkok or Kanchanaburi
 Ms. Supatraporn Tanatikom, Disability Peoples' International (DPI), Bangkok

Questions to FCD and the other cooperative organizations	
1	Are the hand weaving program managed well enough to raise awareness of participants (people with disabilities)?
2	Were the activities for the hand weaving program managed smoothly and ensured that it functions well?
3	Do people with disabilities, their families and local people have the sufficient capacity to maintain coordination and cooperation among themselves? (What role does each person or group take?) (Where are the staffs placed? Do they have stability?)
4	Has the understanding of people with disabilities been deepened among local people?

Interview with

Ms. Marinee, Vice Principal of Kawila Anulul School, Chiangmai

Questions to a teacher of the school for disabled children	
1	Is there any difference in economic self-reliance between those who were trained by SCC and those who were not? (What is the status of children after they graduate from the school?) (What is the rate of employment of the graduates?) (What is the average annual income of the graduates?)
2	Do you think that understanding on people with disabilities has deepened among local people through the Project?
3	To what extent has the Project heightened the public awareness of people with disabilities?

Interviews with

Mr. Yutachai Damrongmaee, Payap University, Chiangmai
 Mr. Yutachai Damrongmaee, Payap University, Chiangmai

Questions to the professors at Chiangmai University	
1	What impact has the Project had on students, professors and local people?
2	To what extent has the Project heightened the public awareness of people with disabilities?

Interview with

Mr. Amornchai SIRISAI, Bangkok Office Manager, JAHDS-THAILAND

Questions to a staff member of the foreign NGO working in Thailand	
1	What procedures should an international NGO take to work in Thailand?
2	Is it legally difficult for foreign NGOs to implement a project in cooperation with local government and NGOs in Thailand? (What are the conditions that other foreign NGOs in Thailand face?)

Interviews with

Officials of Department of Employment, Ministry of Labor
 Thai International Development Cooperation Agency

Questions to officials of the Ministry of Labor and Social Welfare and TICA	
1	What policies, laws and regulations have influence on international NGOs?
2	What procedures should an international NGO take to work in Thailand?
3	What is the policy of the Ministry of Labor toward activities of international NGOs?

8. List of Collected Literature and Documents

<Activities Report>

No.	Title	Source	Year
1	Quarterly activities report (first quarter of Japanese fiscal year 2005)	SAORI-HIROBA	2005
2	Annual report (Japanese fiscal year 2004)	SAORI-HIROBA	2004
3	Quarterly activities report (third quarter of Japanese fiscal year 2004)	SAORI-HIROBA	2004
4	Quarterly activities report (second quarter of Japanese fiscal year 2004)	SAORI-HIROBA	2004
5	Annual report (Japanese fiscal year 2003)	SAORI-HIROBA	2004
6	Quarterly activities report (third quarter of Japanese fiscal year 2003)	SAORI-HIROBA	2004
7	Quarterly activities report (second quarter of Japanese fiscal year 2003)	SAORI-HIROBA	2003
8	Quarterly activities report (first quarter of Japanese fiscal year 2003)	SAORI-HIROBA	2003
9	Annual report (Japanese fiscal year 2002)	SAORI-HIROBA	2003
10	Quarterly activities report (third quarter of Japanese fiscal year 2002)	SAORI-HIROBA	2003

<Documents on people with disabilities>

No.	Title	Source	Year
1	Fabricating Dreams... Sharing Compassion (Thai, English translation)	Saori Creative Center	N/A
2	Certificate of foundation registration (Thai)	The prefectural governor of Chiang Mai	June 2005
3	SAORI Hand Weaving as Occupational Therapy (English)	Maya Kotami Foundation	February 2005
4	INDEPENDENT LIVING AT SAORI CREATIVE CENTER	Ms. Supatraporn TANAKIKOMU	2003
5	National Development Plan for the Quality of Life of People with Disabilities 2002-2006 (Thai)	Ministry of Social Development and Human Security	2001

<CD-ROM>

No.	Title	Source	Year
1	THUNG SANG TAWAN (A FIELD OF SUNLIGHT) (English Subtitle)	CH.3 THAILAND (TV program)	25 Nov. 2004
2	SAORI HAND WOVEN	Instructional material, Saori Creative Center	2004

9. Materials related to foreign NGO registration

When JICA conducts a partnership program in Thailand, the implementing NGO has to obtain permission from the Ministry of Labor (formerly Ministry of Labor and Social Welfare) to operate in Thailand, in accordance with the Rules and Regulations of the Ministry of Labor and Social Welfare on the Entry of Foreign Private Organizations to Operate in Thailand B.E. 2541 (1998) and B.E.2543 (2000). These Rules and Regulations do not apply to foreign private organizations who entered Thailand to operate under the requirements of and under the agreements with the Thai Government. However, JICA's partnership program did not meet the criteria. Thus the implementing NGO of a development partnership program has to proceed through the approval process of the Ministry of Labor in accordance with the above mentioned Rules and Regulations.

(1) Procedures for foreign NGO registration

According to the Rules and Regulations of the Ministry of Labor and Social Welfare on the entry of a Foreign Private Organization to Operate in Thailand B.E. 2541 (1998) and B.E. 2543 (2000), a foreign private organization (Non Governmental Organization) has to obtain permission for entry from the Ministry. Under these rules, there is a committee to consider the operation of foreign private organizations consisting of the representatives of the relevant departments. Permission to entry is granted to a foreign NGO by this committee after investigations by relevant agencies.

The following steps must be taken to gain permission for entry:

1) NGO registration

Step 1. Submission of an application form⁴ (30 copies) to the secretariat⁵ of the Committee to consider the operation of foreign private organization, Office of Permanent Secretary, Department of Employment, Ministry of Labor.

	Type of application	Application form
a	Establish an office and/or sending the officials to serve in the office	<ul style="list-style-type: none"> - The Application for Permission of Establishment of Implementing Office in Thailand (page 52) - The Application for Permission of Establishment of Regional Office in Thailand and to Operate in Other Countries (page 54)

⁴ Different application forms are requested according to the type of activities to be conducted. As for an application form, please refer to page 52, (3) Application forms for foreign NGO registration.

⁵ Office of the Foreign Workers Administration, Department of Employment, Ministry of Labor.

b	Provide financial assistance or other assistance for the project operated by a local organization (The local organization that receives assistance may submit the application in lieu of the foreign NGO)	The Application for Permission of Financial and Other Support from a foreign NGO to a Thai NGO (page 55)
c	Arrange seminars in Thailand	N/A
d	Provide financial or other assistance for a seminar arranged by a local organization (The local organization who receives assistance may submit the application in lieu of the foreign NGO)	The Application for Permission of Financial and Other Support from a foreign NGO to a Thai NGO (page 55)
e	Extend an operation (submit no less than ninety days prior to its expiration)	N/A
f	Notify a new official	N/A
g	Notify a change of an office and/or others	N/A

2) Permission for entry

Step 1. Investigation on the applicant

[Agencies conducting investigation]

- a. Department of International Organizations, Ministry of Foreign Affairs
- b. National Security Council, Office of the Prime Minister
- c. National Intelligence Agency, Office of the Prime Minister
- d. Special Branch Bureau Commissioner, Royal Thai Police
- e. Supreme Command Headquarters, Ministry of Defense
- f. Other related agencies (if any)

Remark: For new entry, investigation by agencies a. to f.

For extension or notification of a new official, investigation by agencies c. d. e.

Step 2. The secretariat of the Committee visits the organization to check it

Step 3. The secretariat of the Committee compiles all results of the investigation conducted by related agencies and puts forward a proposal for the Committee for judgment

[Data compiled by the secretariat]

- a. Recommendation of investigating agencies
- b. Recommendation of related agencies
- c. Report of the secretariat's visit to the organization

Step 4. The Committee holds a meeting for judgment everytime they receive the application from a foreign NGO.

According to a member of the secretariat of the Committee, to obtain the permission, it takes about four months in case of the first application and one month for an extension.⁶ The permission is valid for one year for the first application and two years for an extension.

⁶ It took SAORI-HIROBA one year to obtain permission. Another Japanese NGO “Japan Alliance for Humanitarian Demining Support (JAHDS)” needed six months to get permission. A member of JAHDS who carried out NGO registration pointed out tips for accelerating application procedures for permission as follows: 1) have a good relationship with government authorities; 2) submit clear documents; 3) have notification of the organization with evidence; and 4) check the proceedings regularly.

- (2) Acts and Rules related to foreign NGO registration
- 1) WORKING OF ALIENS ACT B.E. 2521 (1978) (English Translation)
 - 2) RULES OF THE MINISTRY OF LABOR AND SOCIAL WELFARE ON THE ENTRY OF A FOREIGN PRIVATE ORGANIZATION TO OPERATE IN THAILAND B.E. 2541 (1998) (Tentative Translation)
 - 3) RULES OF THE COMMITTEE ON CONSIDERATION OF THE ENTRY OF A FOREIGN PRIVATE ORGANIZATION, GOVERNING PRINCIPLE FOR CONSIDERATION AND INSTRUCTIONS ON THE ENTRY OF A FOREIGN PRIVATE ORGANIZATION TO OPERATE IN THAILAND AND THE ESTABLISHMENT OF A REGIONAL OFFICE IN THAILAND B.E. 2543 (21 November 2000)

Please refer to copies of the acts and rules for details.

Translation

WORKING OF ALIENS ACT,

B.E. 2521 (1978)

BHUMIBOL ADULYADEJ, REX.

Given on the 8th Day of July B.E. 2521;
Being the 33rd Year of the Present Reign.

His Majesty King Bhumibol Adulyadej is graciously
pleased to proclaim that:

Whereas it is expedient to revise the Law on working
of aliens;

Be it, therefore, enacted by the King, by and with the
advice and consent of the National Legislative Assembly as follows:

Section 1. This Act is called the "Working of Aliens
Act, B.E. 2521".

Section 2. This Act shall come into force as from the
day following the date of its publication in the Government Gazette.*

Section 3. The Announcement of the National Executive
Council No. 322, dated 13th December B.E. 2515 shall be repealed.

*Published in the Government Gazette Vol. 95, Part 73. Special
Issue, dated 21st July B.E. 2521 (1978)

Section 4. This Act does not apply to the performance of specific duty by aliens in the Kingdom in the following capacities:

- (1) as members of a diplomatic mission;
- (2) as members of a consular mission;
- (3) as representatives of member countries and officials of the United Nations Organization and its specialized agencies;
- (4) as personal servants coming from foreign countries to work regularly for persons in (1) or (2) or (3);
- (5) as persons who perform duty of mission under an agreement concluded between the Government of Thailand and foreign Government or international organizations;
- (6) as persons who perform duty or mission for the benefit of education, culture, art, sports or other activities as may be prescribed by the Royal Decree;
- (7) as persons permitted by the Government of Thailand to enter and perform any duty or mission.

Section 5. In this Act,

"alien" means a natural person who is not of Thai nationality;

"work" means to engage in work by exerting energy or using knowledge whether or not in consideration of wages or other benefit;

"permit" means a work permit;

"holder of permit" means an alien who has been granted a permit;

"Committee" means the Committee Considering Working of Aliens;

"competent official" means a person appointed by the Minister for the execution of this Act;

"Registrar" means a person appointed by the Minister as Registrar of working of aliens;

"Director-General" means the Director-General of the Labour Department;

"Minister" means the Minister having charge and control of the execution of this Act.

Section 6. Subject to section 12, any work which an alien is prohibited to engage in any locality and at any particular time and whether subject to absolute or conditional prohibition. and to any extent shall be prescribed by the Royal Decree.

Section 7. Subject to section 10, an alien may engage in any work which is not prohibited by the Royal Decree issued under section 6 only upon receipt of a permit from the Director-General or official entrusted by the Director-General except an alien who is permitted to enter the Kingdom for temporary stay under the law on immigration in order to engage in the work which is of necessity and urgency for period not longer than fifteen days, but such alien may engage in the work after he has notified the Director-General or official entrusted by the Director-General in writing in the forms prescribed by the Director-General.

Section 8. Subject to the law on immigration. any person wishing to employ an alien in his business in the Kingdom may submit an application on behalf of the alien to the Director-General or official entrusted by the Director-General.

The Director-General or official entrusted by the Director-General may issue permit to an alien under paragraph one only after the entry into the Kingdom of such alien.

Section 9. In granting a permit to an alien under section 7 and section 8, the Director-General or official entrusted by the Director-General may prescribe any condition therein for the alien to comply therewith. In such case, the alien is required to give assurances that he would comply with such condition and. in the case under section 8, such alien shall give assurances prior to his entry into the Kingdom.

Section 10. An alien who has been permitted entry to work in the Kingdom under the law on investment promotion or other laws shall submit an application to the Director-General or official entrusted by the Director-General within thirty days from the date of his entry into the Kingdom, but if such alien has been in the Kingdom, the period of thirty days shall begin as from the day he is aware that he has been granted permission to work under the law on investment promotion or other laws. Pending the issue of permit, the applicant shall be allowed to engage in such work.

Upon receipt of application, the Director-General or official entrusted by the Director-General shall issue a permit without delay.

Section 11. An alien who may apply for a permit under section 7 must possess the following qualifications:

(1) having a place of residence in the Kingdom or having been permitted entry into the Kingdom for temporary stay under the law on immigration but not as tourist or in transit;

(2) not being disqualified or prohibited under the conditions prescribed by the Minister as published in the Government Gazette.

Section 12. The following aliens may engage in such works as to be prescribed by the Notification of the Minister in the Government Gazette. In such Notification, the Minister may prescribe any condition as he may deem appropriate:

(1) aliens under a deportation order under the law on deportation who have been permitted to engage in occupations at any place in lieu of deportation or while awaiting deportation;

(2) aliens whose entries into the Kingdom have not been permitted under the law on immigration and are awaiting deportation;

(3) aliens who were born within the Kingdom but have not acquired Thai nationality under the Announcement of the National Executive Council No. 337, dated 13th December B.E. 2515 or under other laws;

(4) aliens whose Thai nationality have been revoked by the Announcement of the National Executive Council No. 337, dated 13th December B.E. 2515 or under other laws.

An alien may engage in such works as to be prescribed by the Minister under paragraph one only upon receipt of a permit from the Director-General or official entrusted by the Director-General.

Section 13. Permits issued under this Act shall be valid for one year from the date of issue except that

(1) the permit issued to an alien under section 10 shall be valid for a period as long as he has been permitted to work under such laws;

(2) the permit issued to an alien under section 12 shall be valid for the period prescribed by the Director-General or official entrusted by the Director-General which must not exceed one year from the date of issue;

(3) the permit issued to an alien who has been permitted entry into the Kingdom for temporary stay under the law on immigration shall be valid for a period as long as he has been permitted to stay in the Kingdom at the time of the issue of the permit;

(4) the permit issued to an alien who has been permitted entry into the Kingdom for temporary stay under the law on immigration without definite period shall be valid for thirty days from the date of issue.

Section 14. In the case where a holder of permit which is issued under section 10 has received extension of working period under such laws, the holder of permit shall notify the Registrar within thirty days from the date of receiving extension and the Registrar shall record such extension in the permit.

Section 15. Before a permit is expired and the holder of permit wishes to continue working, he shall apply for a renewal of the permit to the Registrar prior to the expiration thereof. In such case, the applicant for renewal of the permit may continue working until the Registrar issues an order refusing the renewal of the permit.

Each renewal of permit shall be valid for one year, except that

(1) the renewal of permit under section 13(3) shall be made for a period not more than the extension which the holder has been permitted to stay in the Kingdom;

(2) the renewal of permit under section 13(4) shall be made for a period of thirty days each time except that, in the case where an alien has been permitted to stay in the Kingdom under the law on immigration for a definite period which is longer than thirty days, the renewal of permit shall be for a period as long as he has been permitted to stay in the Kingdom, but not longer than one year.

Section 16. The Minister has the power to issue Ministerial Regulations prescribing forms, rules and procedures in the following cases;

(1) application for and issue of permit under section 7, Section 8, section 10 and section 12;

(2) application for renewal and renewal of permit under section 15;

(3) application for and issue of permit substitute under section 19;

(4) application for and issue of permission to change work or locality or place of work under section 21;

(5) issue of identity card under section 31.

Section 17. In the case of refusing to issue a permit or not granting permission under section 7, section 8, section 10, section 12 or refusing to renew the permit under section 15 or not granting permission to change the work or locality or place of work under section 21, the applicant has the right to appeal to the Minister by submitting a written appeal to the Director-General or official entrusted by the Director-General or the Registrar, as the case may be, within thirty days from the date of the knowledge of the order of refusal. Upon receipt of the appeal, it shall be referred to the Committee within fifteen days and the Committee shall then consider and submit its opinion to the Minister within fifteen days and the Minister shall complete his consideration of the appeal within thirty days. The decision of the Minister shall be final.

In the case of an appeal against an order refusing the renewal of a permit under section 15 as mentioned in paragraph one, the appellant has the right to continue working until the Minister decides on the appeal.

Section 18. A holder of permit must keep the permit on himself or at the place of work during working hours in order that it may be readily produced to a competent official or Registrar.

Section 19. If a permit is materially damaged or lost, the holder of the permit shall apply for a permit substitute to the Registrar within fifteen days from the date of the knowledge of such damage or loss.

Section 20. In the case where an alien resigns from the work which is specified in the permit, he shall return the permit to the Registrar of Changwat where the place of work is situated within seven days from the date of his resignation.

Section 21. A holder of permit shall not engage in the work other than that which is specified in the permit or change the locality or place of work from that which is specified in the permit unless a permission is obtained from the registrar.

Section 22. No person shall employ an alien who has no permit nor employ him in the work which is of different description or conditions from that specified in the permit.

Section 23. Any person who employs an alier or transfers an alien to work in a locality other than that which is specified in the permit, or allows an alien to resign from his work, shall notify the Registrar within fifteen days from the date of employment, transfer or resignation.

The notice under paragraph one shall be in the form prescribed by the Director-General.

Section 24. There shall be a committee called the "Committee Considering Alien's Work" consisting of the Permanent Secretary of the Ministry of Interior or person entrusted by the Permanent Secretary of the Ministry of Interior as Chairman, a representative of the Ministry of Foreign Affairs, a representative of the Ministry of Industry, a representative of the Department of Local Administration, a representative of the Police Department, a representative of the Department of Public Welfare, a representative of the Department of Public Prosecution, a representative of the Department of Trade Registration, a representative of the Department of Internal Trade, a representative of the Office of the Board of Investment, a representative of the Office of the National Economic and Social Development Board, and not more than three other persons appointed by the Minister as committee members and a representative of the Labour Department as member and secretary.

Section 25. Members appointed by the Minister hold office for a term of two years and may be reappointed.

Tentative Translation

RULE OF THE MINISTRY OF LABOUR AND SOCIAL WELFARE ON THE
ENTRY OF FOREIGN PRIVATE ORGANIZATIONS TO OPERATE
IN THAILAND B.E. 2541 (1998)

Whereas it is expedient to revise the rule of the Ministry of Interior on the entry of foreign private organizations to operate in Thailand so as to be appropriate for and in conformity with the policy of economic and social development as well as security of the country, the Ministry of Labour and Social Welfare, with the approval of the Council of Ministers, hereby issues the Rule as follows:

Clause 1. This Rule is called the "Rule of the Ministry of Labour and Social Welfare on the Entry of Foreign Private Organizations to Operate in Thailand, B.E. 2541".

Clause 2. This Rule shall come into force as from the day following the date of its publication.

Clause 3. The Rule of the Ministry of Interior on the Entry of Foreign Private Organizations to Operate in Thailand, B.E. 2535 shall be repealed.

Clause 4. This Rule shall not apply to foreign private organizations entering to operate under the requirement of or under an agreement with the Thai Government.

Clause 5. In this Rule:

"foreign private organization" means a foreign institution, organization, society, foundation, other juristic person or group of persons which is a private organization or is supported by a foreign government;

"operation" means an application for the establishment of an office or the carrying out of any activity to provide assistance or support, whether in the form of financial support, conference, seminar or exhibition arrangement, donation, supply of inventory, equipment or endurable articles, provision of knowledge and technology, or to provide other assistance or support to a person, a group of persons or a juristic person and/or a government agency, State agency or State enterprise in Thailand or other countries in this region;

"regional office" means an office of a foreign private organization or its branch office located in Thailand which provides assistance or support to a person, a group of persons or a juristic person and/or a government agency, State agency or State enterprise in Thailand or other countries in this region;

"Committee" means a Committee considering the operation of foreign private organizations;

"permit" means a permit for an entry to operate in Thailand of a foreign private organization;

"Minister" means the Minister of Labour and Social Welfare.

Clause 6. The Permanent Secretary for Labour and Social Welfare shall have charge and control of the execution of this Rule.

Chapter 1 Committee

Clause 7. There shall be a Committee to consider the operation of foreign private organizations consisting of the Permanent Secretary for Labour and Social Welfare or the Deputy Permanent Secretary for Labour and Social Welfare entrusted by him or her as Chairman, a representative of the Department of Local Administration, a representative of the Department of Labour Protection and Welfare, a representative of the Department of Technical and Economic Cooperation, a representative of the Department of International Organizations, a representative of the National Intelligence Agency, a representative of the

Department of Public Welfare, a representative of the Religious Affairs Department, a representative of the Office of the National Security Council, a representative of the Supreme Command Headquarters, a representative of the Office of Police Immigration Commissioner, a representative of the Special Branch Bureau Commissioner and not more than four qualified persons appointed by the Minister as members, and a representative of the Department of Employment shall be a member and secretary, and the Chairman shall appoint not more than two officials of the Department of Employment as members and assistant secretaries.

Clause 8. A qualified member appointed by the Minister shall hold office for a term of two years and may be reappointed.

Clause 9. The Committee shall have the following powers and duties:

(1) granting permission for an operation of a foreign private organization;

(2) granting permission to a foreign private organization for the establishment of an office in Thailand;

(3) granting permission to a foreign private organization for the establishment of a regional office where it is unnecessary to have a special agreement between the Thai Government and such regional office;

(4) granting permission related to the number of positions and nature of work for the aliens who will enter to work for a foreign private organization or in the regional office;

(5) appointing a sub-committee or a working group to carry out the activities as entrusted by the Committee;

(6) prescribing rules, conditions or practices concerning the operation of a foreign private organization other than those specified herein.

Clause 10. In granting permission for entry of a foreign private organization to operate and/or establish a regional office, the Committee shall take into account the policy of economic and social development, national security, the good relationship between Thailand and other countries, the objectives and

operation plan of such foreign private organization as well as opinions and recommendations of the government agencies concerned.

Clause 11. At a meeting of the Committee, the presence of not less than one-half of the total number of members is required to constitute a quorum.

At a meeting of the Committee, if the Chairman does not attend or is unable to perform his or her duty, the members present shall elect one among themselves to preside over the meeting.

The decision of the meeting shall be made by a majority of votes. Each member shall have one vote. In case of an equality of votes, the person presiding over the meeting shall have an additional vote as a casting vote.

Chapter 2

Operation of Foreign Private Organizations

Clause 12. A foreign private organization wishing to apply for an entry to operate in Thailand shall possess the following qualifications:

- (1) not having any profit-making or political purpose;
- (2) having an objective to provide assistance to or promote development for a person, a group of persons or a juristic person and/or a government agency or a State enterprise in conformity with the development policy and security of Thailand, and also having the operation plan that is not contrary to the policy of the Thai Government.

Clause 13. A foreign private organization wishing to apply for an entry to operate in Thailand shall submit an application in writing to the Chairman through the Department of Employment together with the particulars and evidence as follows:

- (1) in the case where a foreign private organization applies for the establishment of an office and/or sending the officials to serve in the office, the following particulars and evidence shall be attached:

- (a) objectives of the organization;
- (b) policy of the organization;
- (c) project or work plan and operation plan which are clear and sufficient according to the form prescribed by the Committee;
- (d) names of members of the executive committee or the executives;
- (e) particulars concerning budget, revenue and financial sources;
- (f) evidence or certificate of being a juristic person from the country which is the domicile of such foreign private organization or the embassy or consulate of the country which is the domicile of such foreign private organization;
- (g) in the case a foreign private organization is not a juristic person under the law, a certificate of the embassy or consulate of the country which is the domicile of such foreign private organization certifying its domicile and financial status;
- (h) letter appointing the representative plenipotentiary of such foreign private organization to co-ordinate with the Committee in the case other necessary information or documents are required for considering the grant of permission;

(2) in the case where a foreign private organization does not wish to operate in Thailand by itself but providing financial or other assistance instead, a person who receives such assistance may submit the application in substitution of such organization together with the following particulars and evidence:

- (a) objectives and activities of the foreign private organization which provides the assistance;
- (b) certificate of being a foreign private organization from the embassy or consulate of the country which is the domicile of such organization;
- (c) details of the project supported by such foreign private organization;

(3) in the case where a foreign private organization wishes to enter for seminar arrangement in Thailand, the following particulars and evidence concerning the seminar shall be attached:

- (a) objectives of the seminar;
- (b) names of the speakers and the participants;
- (c) topic of the seminar;

(d) schedule of the seminar;

(4) in the case where a foreign private organization does not arrange seminar by itself but providing financial or other assistance for the seminar arrangement, a person who receives such assistance may submit the application in institution of such organization, provided that the application shall be submitted not less than thirty days prior to the date of the seminar.

A foreign private organization operating under the responsibility of a Ministry, Sub-Ministry, Department before this Rule comes into force shall be exempted from the submission of the application.

Clause 14. A foreign private organization which obtains a permission for entry to operate in Thailand under this Rule shall:

(1) comply with the rules, conditions or practices regarding the operation of foreign private organizations prescribed by the Committee;

(2) comply with the laws, rules as well as relevant official regulations; provided that its activities shall not be contrary to morals, Thai custom and culture;

(3) operate its activities in accordance with the permitted projects or work plans; and only permitted activities shall be carried out;

(4) submit a semi-annual report on the result of operation to the Committee for information;

(5) report the matter to the Committee for information within ninety days as from the ending date of the project or work plan in the case where the term of projects or work plans permitted by the Committee comes to an end.

Clause 15. An alien entering to work for a foreign private organization which is permitted by the Committee under Clause 13 must obtain a work permit under the law on working of aliens before commencing his or her duty.

Clause 16. A permit for an entry to operate in Thailand shall be valid for not more than two years.

Clause 17. A permitted foreign private organization wishing to renew the licence shall, within a period not less than ninety days prior to its

expiration, file an application for its renewal with the Committee. When such application has been filed, such foreign private organization may continue its operation until the Committee gives an order refusing to renew the licence.

Clause 18. When the Committee grants permission to a foreign private organization for entry to operate in Thailand, the Department of Employment shall inform the agencies concerned including *Changwat* and *Amphoe* where such foreign private organization will carry out its operation.

In the case where the Committee refuses to grant permission, the Committee shall, without delay, inform the foreign private organization of such refusal in writing.

Clause 19. In the case where the Committee refuses to grant permission to a foreign private organization for entry to operate or to establish offices and/or branch offices in Thailand or to renew the licence, such foreign private organization has a right to submit an appeal in writing to the Minister within thirty days from the date of receipt of the letter notifying the refusal order of the Committee. The Minister shall complete his or her consideration of the appeal within sixty days from the date of receipt of such appeal.

The decision of the Minister shall be final.

Chapter 3

Establishment of Regional Offices and Operation in Other Countries

Clauses 20. The provisions of Chapter 2 on the operation of foreign private organizations shall apply *mutatis mutandis* to the establishment of regional offices and the operation of foreign private organizations in other countries where it is unnecessary to have a special agreement between the Thai Government and such regional offices.

**Rule of Committee on Consideration of the Entry of Foreign
Private Organization**

Governing principle for consideration and instructions on the entry of foreign private organizations to operate in Thailand and the establishment of regional office in Thailand B.E. 2543

By virtue of the rule of Ministry of Labour and Social Welfare governing the entry of foreigner private organizations to operate in Thailand B.E. 2541 Clause 9(6), the committee on consideration of the entry of foreign private organization hereby issues the rules to specify principle and practices to facilitate consideration as follows :

Clause 1 This Rule is called "Rule of Committee on Consideration of the Entry of Foreign Private Organization Governing Principle for Consideration and Instructions on the Entry of Foreign Private Organization to Operate in Thailand and the Establishment of Regional Office in Thailand B.E. 2543"

Clause 2 This rules shall be enforced as from the day next to the date of publication in the Government Gazette.

Clause 3 It is to repeal principles for consideration and instructions on the entry of foreign private organization to operate in Thailand and the establishment of regional office in Thailand dated 18th September 1992.

Clause 4 Under this rule



“Committee” means a Committee considering the operation of foreign private organization.

“Secretary” means secretariat of the Committee considering the operation of foreign private organization.

Clause 5 The Permanent Secretary for Labour and Social Welfare shall have charge and control of the execution of this Rule.

Chapter 1

Foreign private organization wishing to apply
for an entry to operate in Thailand and establish its regional office

Clause 6 Qualifications :

(1) Being juristic person under law of that country, or having registered under law of domicile country.

(2) Not having any profit-making or political purpose.

(3) Having the activities and proceedings which are not detrimental to stability, and not contradict to public order or good moral of the people.

(4) Not having any record of behavior, or any activity project in Thailand which shall be detrimental to good relation between Thailand and other countries.



(5) Having the objective to provide assistance in economic, social and academic aspects for Thailand with assistance guidelines in concert with development and stability policy of Thai government. In this regard, the assistance shall be given either to government or private sectors.

(6) Rendering real benefit and worthiness to Thailand. In this regard, financial status must be shown stipulating budget, income and its source, inclusive of subsidy budget appropriated for operation in Thailand.

(7) Conceding and performing according to rules and regulation of Thailand government and under Thai Law. In this regard, exploitation of various information of Thailand for foreign distribution must acquire a permission from the concerned units.

Clause 7 Length of permission for operation in Thailand shall be for 1 year for the first application. In case of the extension of proceeding, the performance from the previous year shall be considered including financial status and work plan from the head office. Extension of permission shall be granted for 2 years at a time. In case there is no application for extension prior to expiry of operation, the permission shall be terminated at the expiry of existing permit.

Clause 8 Coordination between work units :

(1) Ministry of Foreign Affairs shall be responsible in consideration of information relating to status of the foreign private organization, and foreign affairs suitability in requesting the foreign private organization to operate for assistance to Thailand.



(2) The Office of the National Security Council shall consider internal security policy. The National Intelligence Agency, Armed Force Security Center Supreme Command Headquarters and the Special Branch Bureau Commissioner shall consider internal security and look after behavior of the foreign private organization, and aliens permitted for operation in Thailand.

(3) Letter of certification or comment from related work units, as follows :

(a) Work units to which the foreign private organizations stipulate to give assistance, namely, Public Welfare Department, Communicable Disease Control Department, etc., and other work units in the fields related to application for operation of such the foreign private organizations.

(b) Work units in provincial area to which the assistance shall be given by the foreign private organization.

(c) Work units of relating assistance rendering nature such as the foundation, association, school, bank, group of people or local people.

Clause 9 In applying for local operation and setting up of regional office, evidences shall be submitted together with application form as follows :

(1) Evidence or certificate of juristic person status from that country or from embassy or consulate of that country.

(2) Certificate from work unit or institute to which the foreign private organization applicant has plan to contribute the assistance for Thailand.



(3) Comment Letter of work unit chief in the province in case the foreign private organization applicant has plan for a proceeding in the area of that province.

(4) Previous annual report for 3 years.

(5) Power of attorney with 30 baht duty stamp affixed.

(6) 2 x 2.5 inch photos of

- the applicant for 4 photos
- the appointee for 4 photos
- the joint operator for 2 photos

(7) Details of project applied for operation in Thailand, operating budget as per specified documents, namely, PV 1-5, PV 8 and PV 9.

(8) In case the foreign private organization applies for regional office establishment as well as operation in other country, project details for operation in the country receiving assistance shall be proposed, including certificate from work units given assistance and the PVR 1 – 6 form shall be submitted. In this regard, the foreign private organization must coordinate for project approval with that country, in addition, it should not exploit Thailand as the base for intervening internal affairs of the other country.

(9) Location mapping of the foreign private organization in Thailand.

(10) Evidences as per clause 9 (1) – (9) shall be made in book binding in quantity of 30 copies.



Clause 10 When period of permission has been expired and the foreign private organization requires to extend the operation period, application for operation extension shall be submitted to the secretary at least ninety days prior to the permission expiration.

(1) The foreign private organization requiring to extend operation period in Thailand shall submit the evidences as follows :

(a) Form reporting performance result of preceding year operation by using PV 10 Form.

(b) Operation plan for year of extension request, by using PV 11 Form.

(c) In case of the addition of other assistance projects, submit PV 5 Form.

(d) Certificate from various work units receiving assistance from the foreign private organization.

(2) The foreign private organization requiring to extend operation period in other countries shall submit the evidences as follows:

(a) Form reporting performance result of preceding year, by using PVR 9 Form.

(b) Operation plan for year of extension request by using PVR 10 Form.

(c) In case the foreign private organization requests for other additional assistance projects, submit PVR 5 Form.



(d) Certificate from various work units receiving assistance from the organization.

Clause 11 Procedure by the secretary in support of consideration by the committee in case the foreign private organization applies for operation and setting up regional office :

(1) The secretary shall verify evidences and details of project and inform the matter to the Ministry of Foreign Affairs to consider information relating to status of the foreign private organization and foreign affairs suitability to allow operation by that foreign private organization. The matter shall be informed to the Office of the National Security Council, the National Intelligence Agency, Armed Force Security Center Supreme Command Headquarters and the Special Branch Bureau Commissioner, all to consider the internal security aspect, including making the inquiry to other work units concerning the foreign private organization.

(2) When the Ministry of Foreign Affairs and other security work units such as the Office of the National Security Council, National Intelligence Agency, Armed Force Security Center Supreme Command Headquarters and the Special Branch Bureau Commissioner, of which more than 2 work units have proposed their opinions, the secretary shall summarize opinions of different work units for proposal to the committee.

(3) The secretary shall visit the office of foreign private organization and/or the project operated by foreign private organization for proposal of primary judgment to the committee.



Clause 12 Procedure by the secretary in support of consideration by the committee in case the foreign private organization asking for term extension of its operation :

(1) Any foreign private organization requesting term extension of the operation, proceeding shall be under clause 10.

(2) The secretary shall visit office of the foreign private organization and/or project operated by the foreign private organization for proposal of primary judgment to the committee.

(3) Making the inquiry to the work units in the provincial area where the assistance is given by the foreign private organization, and asking for opinion from the work units concerned or related with assistance and activity of the foreign private organization.

(4) Coordination shall be conducted with security work units such as the National Intelligence Agency, the Special Branch Bureau Commissioner and Armed Force Security Center Supreme Command Headquarters to verify the behavior of the foreign private organization and its foreign staff.

(5) The secretary shall summarize and propose the opinion to the committee.

Clause 13 In consideration of representative and staff of the foreign private organization appointed for operation in Thailand, the evidences shall be submitted as follows :

(1) Form PV.3/PVR 3, PV 4/PVR 4, PV .4.1/PVR 4.1 in quantity of 30 copies, stipulating reason and need to use foreign staff instead of Thai personnel, inclusive of stipulating the position and job description in clear details.

(2) Location mapping of the foreign private organization office in Thailand.



(3) Organization chart of the foreign private organization clearly specifying names and positions.

(4) Copy of educational qualification (in case of specific profession, professional license shall be attached such as medical practitioner license, etc.)

Clause 14 Proceedings by the secretary for proposal to be considered by the committee are as follows :

(1) Sending evidences in verifying the behavior of foreigners working with the foreign private organization by coordinating with security work units such as the National Intelligence Agency, the Special Branch Bureau Commissioner and Armed Force Security Center Supreme Command Headquarters to proceed with verification and reporting the result for consideration by the committee.

(2) Summarizing evidences as per clause 13 (1) – (4) to the committee for further consideration.

Clause 15 Principles for granting permission by the committee :

(1) Foreigner is permitted to work with the foreign private organization for one year at a time, in number suitable for the need of the project, such as project administrator, advisor, specialist suitable with budget given for assistance by foreign private organization and Thai staff, but not more than five persons.

(2) In case the foreign private organization is able to present evidence of foreign currency being sent to the foreign private organization in Thailand for assistance project expense exceeding 50 million baht per year, the committee shall permit more than 5 foreign staff



In this regard, consideration shall be principally based on safety , security and benefit of the country both direct and indirect .

(3) The foreigner granted with permission from the committee shall proceed in getting work permit as per the Working of Aliens Act B.E. 2521 (1978)

Chapter 2

Foreign private organization giving financial or other assistance

Clause 16 Qualification of the benefactor.

(1) Being juristic person under law of that country, or legally registered under law of the domicile country.

(2) Not having any profit-making, or political purpose.

(3) Having activities and proceedings beneficial to society as a whole, which are not detrimental to stability, and not contradict to public order or good moral of the people.

(4) Having the objective in granting assistance in the economic, social and academic aspects by giving financial and other assistance in accordance with development and stability policy of the Thai government.



(5) Rendering real benefit worthwhile to Thailand. In this regard, financial status must be shown, such as budget, income and its source, and evidence of money transfer inclusive of assistance budget appropriated for work plan or project as requested by the beneficiary.

Clause 17 Qualification of the beneficiary :

(1) Being Thai nationality, having domicile in Thailand, or in case of group of people, must be juristic person, or legally registered under law and regulation of Thailand.

(2) Not having objective in profit making, or political benefit.

(3) Activity and proceeding must not be detrimental to security, and not contradict to public order or good moral of the people.

(4) Having activity and proceeding in giving assistance and social development for betterment of target group in Thailand.

(5) Money or other benefits from the assistance must be utilized direct to the objective and only under frame of work plan and project.

Clause 18 Permission term shall be fixed equivalent to timeframe of work plan and project for assistance, but not exceeding 2 years at a time.

Clause 19 Coordination between work units :

(1) The Ministry of Foreign Affairs shall consider information concerning status of the benefactor and foreign affairs suitability to receive assistance from that foreign private organization.



(2) Letter of certification or comment of work units receiving assistance.

Clause 20 Evidences which must be submitted together with application form :

(1) Evidence or certificate of juristic person status or correct registration from the embassy or consulate of the domicile country of that foreign private organization.

(2) Letter explaining reason and need of the beneficiary.

(3) Evidence or letter certifying status of the beneficiary and certificate showing operation has been performed as requested.

(4) Document showing financial status of the benefactor and his latest annual report.

(5) 2 x 2.5 inch photo of the beneficiary.

(6) Details of work plan/project proposed for assistance request as approved by the benefactor.

(7) Location mapping of the organization acquiring the assistance.

(8) Form PV 21, PV 22, PV 24, PV 24.1 and PV 28

Clause 21 In case of time extension for assistance, the beneficiary shall immediately inform the secretary upon receiving approval from the benefactor. In case of no more time extension, the beneficiary shall inform the secretary in writing for acknowledgement.

When the beneficiary has got time extension for assistance from the benefactor, the time extension shall be proceeded by submitting the evidence as follows :



(1) Operation performance report of the preceding year, Form PV 210.

(2) Work plan/project of the assistance for the year requesting time extension as approved by the benefactor, Form PV 211.

(3) Certificate from work unit or target group.

Clause 22 Proceeding by the secretary, in case of asking for assistance and time extension of the assistance.

(1) In case of asking for assistance.

(a) If the foreign private organization who gives financial or other assistance does not enter into Thailand, the beneficiary shall apply on behalf with attachment of details as per clause 20.

(b) The secretary shall verify evidence and details of work plan/project and Ministry of Foreign Affairs shall consider the status of the foreign private organization and foreign affairs suitability in receiving assistance from that foreign private organization.

(c) The secretary shall pay a visit to the activity/project of the organization receiving the assistance.

(d) Submitting the proposal to the committee for further consideration.

(2) In case of asking for time extension of assistance.

(a) When the foreign private organization has an intention to extend the time for giving assistance, the beneficiary shall hand over evidence as specified in clause 21 paragraph two, immediately upon getting approval from the benefactor.



(b) The secretary shall pay a visit to the project receiving the assistance.

(c) Enquiry shall be made to the work unit in the area of the work plan / project receiving the assistance, and opinion of the target group or work unit being concerned with the assistance shall be asked.

(d) Submitting the proposal to the committee for further consideration.

Clause 23 Consideration of the foreigner to work as staff in the organization receiving the assistance.

The organization receiving the assistance or foreign staff shall apply for work permit as per the Working of Aliens Act B.E. 2521 (1978) for the next step.

Chapter 3

The foreign private organization wishing to enter
for seminar arrangement in Thailand

Clause 24 Qualification :

(1) Being juristic person, or legally registered under law of the domicile country.

(2) Not having any profit making, or political purpose.

(3) Activity and proceeding shall not be detrimental to security, not contradict to public order or good moral of the people, not



intervening internal activity of other country which may affect good relation between Thailand and other country, it shall be also applied *mutatis mutandis* in case the seminar not directly arranged by the foreign private organization itself, but providing financial or other assistance for the seminar arrangement.

Clause 25 Evidence which must be submitted together with the application form :

(1) Permit application, describing reason and need to arrange seminar in Thailand.

(2) Evidence or certificate of juristic person status or correct registration from the embassy or consulate of the domicile country of that foreign private organization.

(3) Proposal of the seminar.

(4) Name list of the speakers and seminar participants.

(5) Meeting schedule and venue of seminar arrangement.

(6) Budget in seminar arrangement.

Clause 26 Proceeding of the secretary department :

(1) In case the foreign private organization has intended to arrange seminar in Thailand or only give financial or other assistance in the seminar, the foreign private organization or the beneficiary shall submit permit application with documentary evidence as per clause 25, in advance of the meeting date not less than 30 days.

(2) Submitting the proposal to the committee for further consideration.



(3) Notifying result of consideration by the committee, and informing the work units concerning the entry into the kingdom for acknowledgment.

Notified on 26th September 2000

Irawach Chantaraprasert

Permanent Secretary, Ministry of Labour and Social Welfare
Chairman of Committee on Consideration of the Entry of
Foreign Private Organization.

Certified True Translation

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(3) Application forms for foreign NGO registration

1) The Application for Permission of Establishment of Implementing Office in Thailand (PV form)

*This application form is written in Thai and English. The applicant should fill it out in Thai.

*If the attached document is written in a foreign language (other than Thai language), please prepare a translation.

	Abbr.	Name of required forms	Information to be fulfilled
0		List of documents for the application for permission of establishment of implementing office in Thailand	Name of institution / foundation / organization; address; basic information of applicant (name, position, division, tel); contact person name and contact date
1		Letter informing the application, with the reason of entry to operate in Thailand (Use when all documents have been completed)	<i>No format</i>
2	PV1	The application for permission of foreign juristic person, foreign institution or private agency for entry to operate in Thailand. To be submitted to the committee considering the operation of foreign private organizations	Basic information of register; name of institution / foundation / organization; name of project; duration of project
3		Copy of the letter or document indicating the establishment of the institution / foundation / organization (notary public)	<i>No format</i>
4	PV2	Background, objectives and major achievement of the institution / foundation / organization	Background; objectives of the establishment; list of the board members; field of assistance; type of assistance
5	PV3	The application for permission the representative of foreign private organization to operate in Thailand. To be submitted to the committee considering the operation of foreign private organizations	Basic information of applicant; project name and project period; 4 photos of applicant; 4 photos of authorized person ⁷
6	PV4	Biographical data of the authorized transferee ⁸ to operate in Thailand	Basic information of applicant; residence in Thailand; family, education and language; employment record; details of passport; position and duties in Thailand; reasons for not employing Thai staff; 2 photos of the representative ⁹
7	PV4.1	Biographical data of the partner ¹⁰ to operate in Thailand	Basic information of applicant; residence in Thailand; family, education and language; employment record; details of passport; position duties in Thailand; reasons for not employing Thai staff; 2 photos of the partner
8		Annual reports of the last three years	<i>No format</i>
9-1	PV 5	Details of the project which request for	Project title; objective, goals,

⁷ Representative in Thailand who operates the project on behalf of the applicant* (office manager or project manager from the Japanese implementing NGO). *The applicant is the representative of the Japanese implementing organization.

⁸ Representative in Thailand (office manager or project manager from the Japanese implementing NGO)

⁹ Representative in Thailand (office manager or project manager from the Japanese implementing NGO)

¹⁰ Project collaborator who comes from the other Japanese organization to join the project in Thailand

		permission to operate in Thailand	methodology, and duration of operation; budget; number of the partners; area and target group; expected results; recommendation of the agency concerned
9-2	PV8	Project's details for permission to operate in Thailand	Introduction; objective and goal, duration of the project; area and target group; budget; methodology; number of partners; expected outcome
9-3	PV9	Budget for the year....	Year; name of project; area/province to be assisted by organization; budget by the year
10-1		Letter of power of attorney to appoint a person to operate in Thailand from head office	<i>No format</i>
10-2		Letter of power of attorney with duty stamp 30 baht	<i>No format</i>
11		Letter showing the opinion of the chief governmental officer in the province where the project will be implemented.	<i>No format</i>
12		Evidence of financial support for the expenditure of project implementation	<i>No format</i>
13		Operational plans of the head quarters, Thailand office, and the other local offices	<i>No format</i>
14		Map of the office established in Thailand	<i>No format</i>
15		Certified letter from government agency or other institutes (if any)	<i>No format</i>

Please refer to the copy of an application form for details.