



## บันทึกข้อความ

สำนักโครงการพระราชดำริและกิจการพิเศษ

เลขที่ ๑๑๐๑

วันที่ ๐๕ มีค. ๒๕๖๓

เวลา

ส่วนราชการ กรมป่าไม้ สำนักการป่าไม้ต่างประเทศ โทร. ๕๖๓๓ และ ๕๐๓๔

ที่ ทส.๑๖๑๑.๓/ ๔๔๑๘ วันที่ ๒ มีนาคม ๒๕๖๓

เรื่อง Invitation to Nominate Candidates for 2021 AFoCO Fellowship Program

เรียน ผู้อำนวยการสำนักทุกสำนัก  
ผู้อำนวยการสำนักจัดการทรัพยากรป่าไม้ ที่ ๑-๑๓  
ผู้อำนวยการสำนักจัดการทรัพยากรป่าไม้สาขาทุกสาขา  
ผู้อำนวยการศูนย์สารสนเทศและการสื่อสาร  
ผู้อำนวยการกลุ่มพัฒนาระบบบริหาร  
หัวหน้ากลุ่มตรวจสอบภายใน

ส่วนอำนวยการ  
เลขที่ ๔๕๔  
วันที่ ๐๕ มีค. ๒๕๖๓

กรมป่าไม้ขอส่งสำเนาหนังสือ AFoCO Secretariat เลขที่ GS-103 ลงวันที่ ๒๑ กุมภาพันธ์ ๒๕๖๓ เรื่อง Invitation to Nominate Candidates for 2021 AFoCO Fellowship Program มาเพื่อโปรดทราบและพิจารณาแจ้งเวียนผู้ที่มีความสนใจสมัครเข้าร่วมโครงการ AFoCO Fellowship Program โดยจะต้องปฏิบัติงาน ณ สำนักงาน AFoCO สาธารณรัฐเกาหลี เป็นระยะเวลา 6 เดือน ตั้งแต่เดือนมกราคม - มิถุนายน ๒๕๖๔ ทั้งนี้ ผู้ที่ได้รับการคัดเลือกให้เข้าร่วมโครงการดังกล่าวจากประเทศไทย จำนวน ๑ คน จะได้รับสวัสดิการต่างๆ ตามที่ AFoCO กำหนด ทั้งนี้ ขอให้แจ้งความประสงค์และข้อมูลรายละเอียดของเอกสารตามที่ AFoCO กำหนด รายละเอียดตามเอกสารแนบ แล้วส่งให้ สำนักการป่าไม้ต่างประเทศ ภายในวันที่ ๑๐ เมษายน ๒๕๖๓ เพื่อดำเนินการ ต่อไป

จึงเรียนมาเพื่อโปรดทราบและพิจารณา

(นายสมศักดิ์ สรรพโกศลกุล)  
รองอธิบดี ปฏิบัติราชการแทน  
อธิบดีกรมป่าไม้

(นายสรนันท์ จำปาศรี)  
ผู้อำนวยการส่วนอำนวยการ

(นายจิรวัฒน์ จำปาศรี)  
ผู้อำนวยการส่วนอำนวยการ

(นายสิชล เสือปรังค์)  
หัวหน้าฝ่ายบริหารทั่วไป

(นายพัฒน์พงษ์ พิมศิริพัฒน์)  
ผู้อำนวยการสำนักโครงการพระราชดำริและกิจการพิเศษ

กรมป่าไม้  
รับที่ 7975  
วันที่ 25 ก.พ. 2563  
เวลา 10.38 น.

6075486642



DATE: 2020.02.21

Representatives to the Assembly of AFoCO

Dear distinguished Representatives,

### Invitation to Nominate Candidates for 2021 AFoCO Fellowship Program

ส่วนความร่วมมือระหว่างประเทศ	REF.NO.: GS-103
เลขรับ 89	สำนักการป่าไม้ต่างประเทศ
วันที่ 26 ก.พ. 63	เลขรับ ๖๙๘
เวลา	วันที่ ๒๖ ก.พ. ๒๕๖๓
	เวลา

In accordance with the Decision 33-III-19R adopted by the 3<sup>rd</sup> Session of the Assembly held on 28-29 October 2019 in Seoul, Korea, the Secretariat would like to invite you to nominate the candidates for the first half term of 2021 AFoCO Fellowship Program.

Each Party is kindly requested to nominate one (1) candidate by sending the nomination letter together with the curriculum vitae, personal statement, and medical certificate of nominated candidate with reference to the templates attached herewith (**Attachment 1**) to the Secretariat by **24 April 2020**.

Following the candidates nomination, the Secretariat will select five (5) Fellowship Officials with **6-month term from January until June in 2021** for the first half term of 2021 Fellowship Program as the following procedures and schedule:

Procedure	Schedule
Nomination of Candidates by the Parties	24 April 2020
Interview of nominated candidates by the Secretariat	Before 8 May 2020
Selection and Notification to the Parties of the final list of successful candidates	15 May 2020

The invitation to nominate candidates for the second half term of 2021 Fellowship Program will be arranged in July 2020 for the Parties not included in the first half term.

Please kindly refer to the Guidelines for AFoCO Fellowship Program (**Attachment 2**) for the nomination criteria including benefits payable to the Fellowship Officials during their term of office at the Secretariat.

Thank you for your cooperation in advance and I am looking forward to your active participation to the AFoCO Fellowship Program.

Sincerely,

Chencho Norbu  
Executive Director

ส  
ก.ป.ต.  
  
(นายวิฑิตพันธ์ จุจันทรโชติ)  
ผู้อำนวยการสำนักบริหารกลาง

ขอรับรองว่า  
- ประกาศนี้  
ออกทราบเพื่อรับ  
(นายสมศักดิ์ บุญธรรม)



# **Guidelines for AFoCO Fellowship Program**

## **I. Introduction**

1. The AFoCO Fellowship Program is a program for junior government officials of AFoCO member countries, dispatched to the AFoCO Secretariat for a duration of 6 months up to a year to experience working environment and processes of the international entity.
2. The program is expected to:
  - Build an effective communication network among the Parties and the Secretariat;
  - Expand the cooperation with the Parties better understanding of the working environment and procedural matters among the Parties and the Secretariat; and
  - Improve the task management of the Secretariat, and share knowledge and experiences in the Asian region.

## **II. Objectives**

3. These guidelines embody the terms and condition of service and the duties and obligations of the dispatched government officials for the AFoCO Fellowship Program (hereinafter referred to as "Fellowship Officials").

## **III. Status of Fellowship Officials**

4. During the period of the Fellowship Program, the Fellowship Officials are international civil servants. They shall not seek nor receive instructions from any country or from any authority external to AFoCO. By accepting appointment as Fellowship Officials, they pledge themselves to discharge their functions and to regulate their conduct with the interests of Afoco only in view.

## **IV. Duties and Responsibilities for Fellowship Officials**

5. During the working period in the AFoCO Secretariat, the Fellowship Officials shall abide by Code of Conduct for Staff Members of AFoCO and observe the normal working hours and official holidays established by the Staff Regulations of AFoCO.
6. The Fellowship Officials shall *inter-alia* perform following activities of:
  - Coordinating the AFoCO publicity activities in the Parties;
  - Making arrangements for upcoming events with relevant Parties and providing secretarial services;
  - Promoting partnerships and advocacy for implementation and accomplishments of program activities with Member Countries;
  - Performing other secretarial function as may be required by the Assembly; and
  - Undertaking other duties as may be assigned by the Executive Director
7. The Fellowship Official shall develop and submit his/her work plan within 2 weeks after the commencement of duties at the Secretariat. Before the completion of his/her service, the Fellowship Official shall also submit final report on his/her services and achievements delivered throughout the program.

## **V. Nomination and Approval Procedures**

8. Candidates for the Fellowship Program shall be nominated by the Representative of the respective Parties.
9. Each Representative of the Party should nominate not more than one candidate for each term of the Fellowship Program guided the following criteria.
  - a. Candidate should be active government officials of the Parties;
  - b. Candidates should have a minimum of 5 years work experience in the governmental institutions of the Parties;
  - c. Candidates should have academic background in forestry and/or forest or environment-related fields;
  - d. Candidates should be fluent in spoken and written English;
  - e. Candidates should be in good health; and
  - f. Junior staffs will be preferred though there is no limitation of age.
10. Nominated candidates by the Representative should submit their curriculum vitae, personal statement, and medical certificate to the Secretariat by the given deadline for application.
11. The Secretariat will conduct an interview in English via teleconference within 2 weeks after the application deadline. If English proficiency of the candidate is deemed unsatisfactory, the Secretariat may request corresponding Party to recommend another candidate.
12. The final list of the candidates for each term will be decided by the Executive Director considering the results of the interview evaluation and geographic and gender balance among the awardees. In order to make a decision on the final list, the Executive Director shall examine the expected workloads and funds availability beforehand to determine the total number of candidates to be accommodated in each term.
13. The Executive Director shall inform of the decision on the final list of the candidates and issue an appointment letter to each successful candidate. The Secretariat shall provide necessary support for the final candidate to take necessary administrative process for the commencement of duty on time.

## **VI. Salaries and Benefits**

14. Salaries for the Fellowship Officials shall be paid by respective Parties in accordance with their domestic regulations. The amount of salary, which is paid to the Fellowship Officials during the period of his/her service at the Secretariat, shall be credited as an in-kind contribution from the respective Parties.
15. A Fellowship Official shall be entitled to living allowances paid at the rate of KRW 1,600,000 per month without accompanying dependent or at the rate of KRW 2,400,000 per month with dependents during his/her service at the Secretariat.
16. A Fellowship Official shall be provided with official residences during his/her service at the Secretariat. If an official residence is not available, a housing allowance shall be provided to cover the actual rental costs. The ceiling rate will be KRW 800,000 per month.
17. A Fellowship Official shall be entitled to 15 days of annual leave per year. The Secretariat shall not compensate the remaining annual leave at the time of separation from service.



18. A Fellowship Official and their dependents if any accompanied during his/her service at the Secretariat shall be covered by the National Health Insurance applicable under the laws and regulations of the Republic of Korea.

19. A Fellowship Official shall be provided with economy-class round trip air ticket using the most direct route when he/she is authorized to travel upon appointment. If the Fellowship Official has accompanying dependents, those dependents up to 3 shall also be provided with the same level of air tickets with the Fellowship Official.

20. When a Fellowship Official is required to take official travels as part of his duties, any expenses associated with such travels will be borne by the Secretariat through paying travel expenses equivalent to those for Professional staff of the Secretariat undertaking similar travel for official purposes.

## **VII. Final Provisions**

21. All other matters not provided in these Guidelines may be referred to the arrangements set by the Staff Regulations of AFoCO.

22. These Guidelines shall be supplemented or amended upon proposal by the Executive Director and subsequent approval by the Assembly.

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## CURRICULUM VITAE

*\*INSTRUCTIONS: The candidates may freely choose the format of the curriculum vitae but it is advised to address the categories below:*

- *Personal information*
  - \* Please describe your personal information with your identical photograph (3.5 cm wide and 4.5 cm high) taken within the last 6 months*
- *Educational background*
- *Professional career*
- *Experience in Projects and programs (if any)*
- *Language skills*
  - \* Please describe your language skills. List your mother tongue and other language(s) including English with proficiency levels (Beginner, Intermediate, and Advanced).*

## PERSONAL STATEMENT

*\*INSTRUCTIONS: The Personal Statement should be typed or printed legibly in English (A4, 1.15-line spaced, single-sided). This statement must be written solely by the applicant. Please refer to the prompts below.*

**Full Name:** \_\_\_\_\_

1. Describe what motivates you to apply for the Fellowship Program (Less than 600 words)
  
  
  
  
  
  
  
  
  
  
2. Describe your potential contributions to the Secretariat through the Fellowship Program (Less than 600 words)
  
  
  
  
  
  
  
  
  
  
3. Describe your career vision which you would like to develop through the Fellowship Program (Less than 600 words)
  
  
  
  
  
  
  
  
  
  
4. Describe any additional comments (if any) (Less than 600 words)

I hereby submit my Personal Statement and certify that I have received no assistance in writing or editing this essay.

\_\_\_\_\_  
dd/month/yyyy

\_\_\_\_\_  
Signature