



## Thailand IATSS Forum Alumni

# The First Thailand IATSS Forum Seminar Final Report



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## **1. Event Background**

Referred back to March 2015, the committees of Thailand IATSS Forum Alumni (TIFA) held a meeting to discuss about the direction of TIFA and activities should do during the coming years under the new TIFA committees members. Finally, *a promotion seminar* was selected to promote IATSS Forum training scholarship among Thai people and to gain more numbers on the application for next batches.

Since then, TIFA had sent a project proposal to IATSS Forum Japan (*see Appendix 1*), and, luckily, we were cordially received the Small Grant *Scheme* (*see Appendix 2*) to start the event. Such activity was divided into three phrases: before the seminar, on the seminar day, and after the seminar (*see Appendix 3*).

A very special thanks to Suzuka Secretariat for strong support including advises, counseling, and coordinating, since the first day of submitting the proposal, on the seminar day and afterwards.

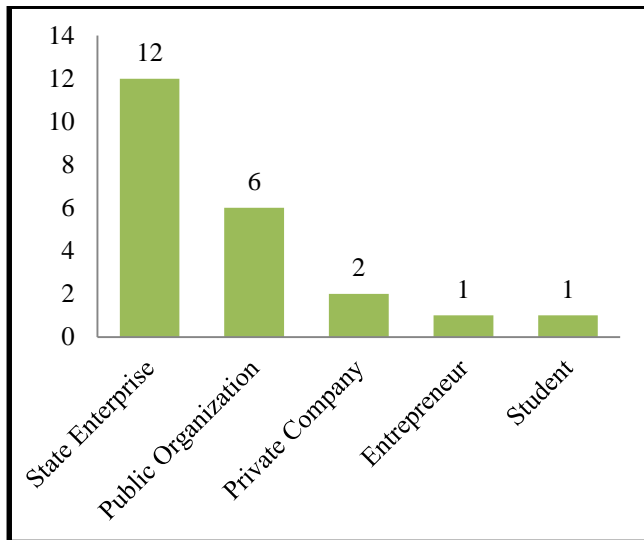
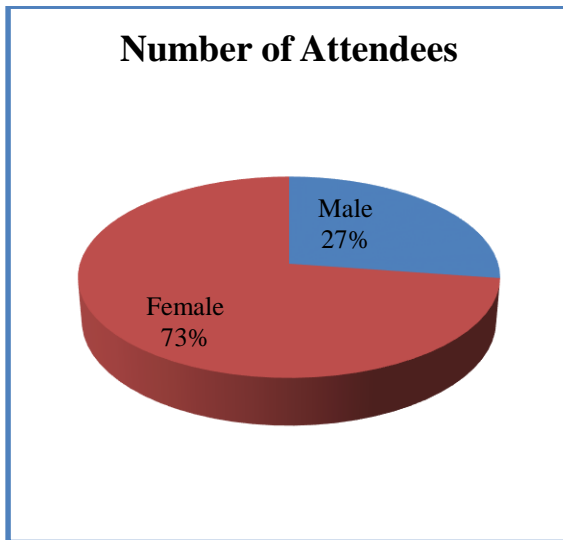
## **2. Seminar Day**

A seminar was held on Friday, November 27<sup>th</sup>, 2015 at Department of Environmental Quality Promotion (DEQP), Thailand. Ms.Sawitree Srisuk, Director of Strategic, Monitoring and Evaluation Division was presided over the event. Then Mr.Takashi ISHII gave a keynote address “Why IATSS Forum?” and turned to Ms.Kinue HISHIDA for the explanation and the attractiveness of IATSS Forum.

Next, the information about how to apply and what to prepare for the applicants were given by Ms.Apiradee Poopirom, Vice-President of TIFA. The following topic was Experience Sharing, joined by Dr.Worrawan Asawakun, President of TIFA, and the representatives from batches 49, 50, 51, 52, 53, 54 and the latest 55. (*see Appendix 4*). Lastly, there were pools of questions from the audiences concerned with the evident should be provided and whether their qualifications meet the scholarship’s criteria or not.

## **3. Attendees**

There were 22 attendees: male 6 (27%), female 16 (73%). Most of them were state enterprise officers (12), while half of the majority was public officers (6). The rest audiences were from private companies (2), entrepreneur (1) and a postgraduate student (1).



#### 4. Expenditure

No.	Description	Unit Price	Amount (Bht.)	Remarks
1	Miscellaneous Items: Envelop / Postage/ Copy of documents etc.		<b>608.00</b>	Currency: Baht
2	Airfare one-way trip (Chaingmai-Bangkok) Ms. Sorn Pinaksornskul (Former IATSS participant)		<b>2,090.00</b>	
3	Lunch Set (50 pax.)	120.00	6,000.00	
	Snack box and beverage (50 pax.)	50.00	2,500.00	
			<b>8,500.00</b>	
4	Bulletin Board decoration of IATSS Forum activities		<b>950.00</b>	
5	Gifts and souvenirs		<b>960.00</b>	
6	Photo Developing (20 photos)		<b>475.00</b>	
	<b>Amount</b>		<b>13,583.00</b>	
	The amount of money received from IATSS Forum		30,550.20	
	Total spending		13,583.00	
	<b>Remaining</b>		<b>16,967.20</b>	

**Remarks:** The rest of money remains this time because the former participants did not reimburse travel cost from IATSS fund, only one former participant asked for a one-way ticket.

## 5. Feedback

After the seminar, 22 participants returned the questionnaires (*see Appendix 7*). There were five levels of satisfaction: 5 (very satisfied), 4 (satisfied), 3 (ok), 2 (dissatisfied), 1 (very dissatisfied).

The highest percentages went to 59.1% for 1) the suitability of content and activities and 2) the speakers were very satisfied educated and transmitted knowledge and activities to the audiences (*see Appendix 8*).

PR pattern/form was suitable and satisfied at a rate 54.54%.

Very satisfied marks (50%) were for 1) the suitability of welcoming and facilitation of the organizer, 2) knowledge and experience the attendees could obtain from lecturers and activities, and 3) knowledge and experience from the seminar the attendees could apply, while the seminar was satisfied in the time period (50%).

Luckily nobody think the event was very dissatisfied in any aspects.

## 6. Responses to Feedback

The seminar contained useful and concise information. However, some attendees gave some comments about the Sharing Experience session: it was very useful and informative, but it would be great if the presentation about each activity during IATSS Forum was included in the seminar, for better understanding about the program. **Therefore, 1) a lot of illustration and more information about the training activity will be provided onto the presentation, 2) the sharing session period will be longer, 3) its content will be notified in advanced, and 4) the objective of the seminar will be notified on the website.**

The participants suggested TIFA to annually organize the seminar as well as to widely publicize. Someone wrote that TIFA should have tour visits in other regions of Thailand: north, central, west, northeast, east, and south, to give chances to people in provincial area, except Bangkok, know more about IATSS Forum. **To respond to those concerns, TIFA will consider about 1) the yearly Thailand IATSS Forum seminar, 2) marketing strategies improving, and 3) financial support proposal submitting for the next seminar.**

## 7. Remaining Budget

TIFA would like to use the remaining budget (16,967.20 Baht) for the social contribution activity (ies) in 2016, therefore TIFA will submit the proposal to IATSS Forum Japan Committee for the approval as soon as possible.

## 8. Appendixes

### Appendix 1: TIFA Activity Proposal 2015

<b>Title</b>	IATSS Forum Promotion Seminar 2015
<b>Origin</b>	Thailand IATSS Forum Alumni Association (TIFAA)
<b>Beneficiaries</b>	Young generation 25-35 years old, from private and official sectors, who show interest in experiencing the IATSS Forum leadership training
<b>Partners</b>	- Department of Environmental Quality Promotion (DEQP) - Embassy of Japan in Thailand - Asian Honda Motor Co., Ltd.
<b>Duration</b>	November 27, 2015 @ 09.30-12.00 am.
<b>Budget</b>	US\$ 885 (approximately 30,000 Baht Thai) (Details of Budget attached)
<b>Theme</b>	Fruitful IATSS Forum Experience
<b>Priority Issue</b>	For young generation– what is IATSS Forum, Forum Program, how to apply, experience sharing by TIFAA, etc.
<b>Goal</b>	<i>Active TIFAA and Its Lively Contribution</i>
<b>Objective(s)</b>	1. To promote IATSS Forum program and attract attendants to submit the applications, especially from private sector 2. To increase applicants' numbers by 10% of the latest year (59 applicants for year 2015)
<b>Location</b>	Promotion Seminar will be at a meeting room at Department of Environmental Quality Promotion (DEQP) in Bangkok.
<b>Activities</b>	Promotion Seminar: <ul style="list-style-type: none"><li>- introduce partners</li><li>- introduce issues and program of IATSS Forum</li><li>- share experience from TIFAA</li><li>- Q &amp; A session</li></ul>

<b>Action Needed</b>	<ol style="list-style-type: none"> <li>1. Plan and assign tasks for team members</li> <li>2. Contact partners and arrange facilities</li> <li>3. Promote the seminar</li> <li>4. Run the day</li> <li>5. Monitor and Evaluate: During the seminar, TIFAA members will provide questionnaire to the attendants on their satisfaction and dissatisfaction of the seminar, how interesting of IATSS Forum, how do they know about the seminar and the Forum, etc. After the seminar, the members will share their point of view to respond on how they feel and their observation on the day. The results will bring up to improve this kind of activity next year.</li> </ol>
<b>M &amp; E Plan</b>	<p>TIFAA members communicate each other with telephone, Line application and Facebook. These devices and social network will help us working out before the events, if there are some necessary changes. As well as, good plan and team work are keys to make the events successful.</p>
<b>Project Team</b>	<ol style="list-style-type: none"> <li>1. Dr.Worrawan – Project Manager – manages and supports the team member</li> <li>2. Apiradee – assists Project Manager and contacts partners</li> <li>3. Visanee – updates contact information of TIFAA members</li> <li>4. Pilailak – updates contact information of TIFAA members</li> <li>5. Sirinard – does financial budget</li> <li>6. Charoon – does financial budget</li> <li>7. Titaporn – contacts and arrange venues</li> <li>8. Pornpimon – contacts venues and partners</li> </ol>

## Appendix 2: Details of Budget

No	Item Breakdown	Budget Request	Purpose	Remark
1	Transportation Cost (2 people x 3,000 baht = 6,000 baht)	US\$177	- For 2 staff from Chiangmai Province - Round-trip tickets	Exchange rate at 34.0753 baht per 1 USD (Bank of Thailand, July 10, 2015)
2	Accommodation fees (2 people x 1,500 baht = 3,000 baht)	US\$89	- For 2 staff from Chiangmai Province - 2 Single-bed rooms for 1 night	
3	Light refreshment (60 people x 100 baht = 6,000 baht)	US\$177	for attendants and staff during the seminar	
4	Lunch (60 people x 150 baht = 9,000 baht)	US\$265	for attendants and staff	
5	Purchase of Documents (such as leaflet, brochure, other printed materials) (4,000 baht)	US\$118	for TIFAA to use as documents to promote IATSS Forum	
6	Miscellaneous items (2,000 baht)	US\$59		
<b>Total</b>		<b>US\$885</b>	<b>(approx 30,000 Baht Thai)</b>	



### Appendix 3: Assignment

<b>Preparation Phase</b>	<b>People in Charge</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
1. Propose a proposal	Dr.Worrawan, Pornpimon	✓	✓				
2. Handle documents: invitation letters to Director General of DEQP, Japan Secretariat, participants	Dr.Worrawan, Apiradee, Charoon		✓	✓			
3. Reserve a meeting room and cooperate inside DEQP	Pornpimon, Thailand Secretariat (Dr.Supawan)		✓	✓			
4. Design e-Posters, banner to share on social media	Visnee, Pilailak		✓				
5. Publicize inviting messages							
5.1 Send out invitation letters	Dr.Worrawan, Pornpimon		✓	✓	✓	✓	
5.2 Social Media	Every committees		✓	✓	✓	✓	
6. Register participants	Sirinard, Pornpimon		✓	✓	✓	✓	
7. Prepare handouts	Pornpimon				✓	✓	
8. Plan the floor in meeting room	Titaporn					✓	
9. Design questionnaire	Titaporn				✓	✓	
10. Prepare lunch and coffee break	Thailand Secretariat (Dr.Supawan)					✓	
11. Prepare invitation letters for the committees to ask for permission from their departments to join the seminar	Thailand Secretariat (Dr.Supawan)				✓	✓	
<b>On The Day Phase</b>	<b>People in Charge</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
1. Register (with handouts and questionnaires)	Thailand Secretariat (Supawan)					✓	
2. Master of Ceremonies	Apiradee, Charoon					✓	

3. Welcome guests from DEQP, Japan Secretariat	Dr.Worrawan, Visnee, Pilailak, Titaporn					✓	
4. Arrange meals	Thailand Secretariat (Supawan)					✓	
5. Assist to answering questions	Every committees					✓	
6. Observe the participants and evaluate their participation	Every committees					✓	
7. Shoot group photos and upload onto TIFA facebook	Every committees					✓	
<b>After Event Phase</b>	<b>People in Charge</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
1. Care for financial documents	Sirinard					✓	✓
2. Evaluate questionnaires	Charoon						✓
3. Summarize activity report	Pornpimon						✓

## Appendix 4: Programme Agenda



**The First Thailand IATSS Forum Seminar 2015**  
*Friday, November 27, 2015*  
*Meeting Room 303-304, 3<sup>rd</sup> Floor*  
*Department of Environmental Quality Promotion (DEQP)*  
*Ministry of National Resources and Environment*  
*49 Pra-ram 6 Road, Soi 30*  
*Phyathai, Bangkok, THAILAND*

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- 09.00-09.30 hrs.    **Registration**
- 09.30-09.40 hrs.    **Opening remarks**  
Ms. Sawitree Srisuk  
Director, Strategic, Monitoring and Evaluation Division
- 09.40-10.00 hrs.    **Keynote addresses: “Why IATSS Forum?”**  
Representative from IATSS Forum, Japan (Mr.Takashi Ishii)
- Group photos**
- 10.00-10.30 hrs.    **The Explanation of the IATSS Forum**  
Suzuka Secretariat
- 10.00-10.15 hrs.    **Coffee break**
- 10.15-11.45 hrs.    **Experience Sharing**  
President of TIFA and Representatives from batches
- 11.45-12.00 hrs.    **Closing Q&A Session**  
TIFA and Thailand Secretariat
- 12.00-13.00 hrs.    **Lunch**
-

## Appendix 5 : e-Poster, English version



You are cordially invited to attend

### The First Thailand IATSS Forum Seminar (2015)

Friday, November 27, 2015

9.00 – 13.00 hrs.

Meeting Room 303-304, 3rd Floor  
Department of Environmental Quality Promotion  
Rama 6 Road, Bangkok

The Seminar will introduce you to “IATSS Forum”:  
a **FREE!!! 55-day Leadership Training Program in JAPAN!!!**  
with participants from other ASEAN countries

Don't miss Keynote Address: “Why IATSS Forum?”

We look forward to seeing you soon!!!



\* Applicants must be 35 years old or younger, with at least 2 years of working experience.

\*\* Please register by posting your name, contact number and email address on our Facebook Fanpage's wall,  
or send a message to our inbox [www.facebook.com/IATSSforumThailand](http://www.facebook.com/IATSSforumThailand)

\*\*\* Free lunch will be provided.

For more information, please contact Pompimon Email: [im210@hotmail.com](mailto:im210@hotmail.com) and Sirinard Email: [sirinard109@gmail.com](mailto:sirinard109@gmail.com)



 **LATSS FORUM** Leadership Training Program in Japan  
For Young Professionals in ASEAN countries

IATSS Forum  
Thailand

## Appendix 6 : e-Poster, Thai version



ขอเชิญท่านเข้าร่วม

### งานสัมมนา Thailand IATSS Forum ครั้งแรก

ในวันศุกร์ที่ 27 พฤศจิกายน 2558 เวลา 9.00 – 13.00 น.  
ณ ห้องประชุม 303-304 ชั้น 3  
กรมส่งเสริมคุณภาพสิ่งแวดล้อม ถ.พระราม 6 กรุงเทพฯ

แนะนำ “IATSS Forum” โครงการพัฒนาภาวะผู้นำ ในประเทศญี่ปุ่น 55 วัน  
ร่วมกับผู้แทนจากประเทศอาเซียน โดยไม่เสียค่าใช้จ่าย!  
ถือกระเป๋าไปเที่ยว ฟรี! ค่าเครื่องบิน ค่าที่พัก ค่าเรียน และค่าใช้จ่ายอื่นๆ

เชิญฟังการบรรยายเรื่อง “Why IATSS Forum?”  
พร้อมคำแนะนำจากผู้เชี่ยวชาญ และประสบการณ์ตรงจากผู้ร่วมโครงการ

งานนี้พลาดไม่ได้ แล้วพบกันนะคะ



\* ผู้สมัครจะต้องมีอายุไม่เกิน 35 ปีในวันรับสมัคร และมีประสบการณ์ทำงานไม่ต่ำกว่า 2 ปี  
\*\* ผู้สนใจเข้าร่วมสัมมนา ขอเชิญแจ้งชื่อ-สกุล เบอร์โทรศัพท์ และอีเมล ผ่านทางหน้า wall หรือ ส่งข้อความมาที่ inbox  
ของ Facebook IATSS Forum Thailand: [www.facebook.com/IATSSforumThailand](http://www.facebook.com/IATSSforumThailand)  
\*\*\* อาหารกลางวันฟรี!

สอบถามข้อมูลเพิ่มเติมได้ที่ คุณพรพิมล Email: [im210@hotmail.com](mailto:im210@hotmail.com) และ คุณศิรินาถ Email: [sirinard109@gmail.com](mailto:sirinard109@gmail.com)





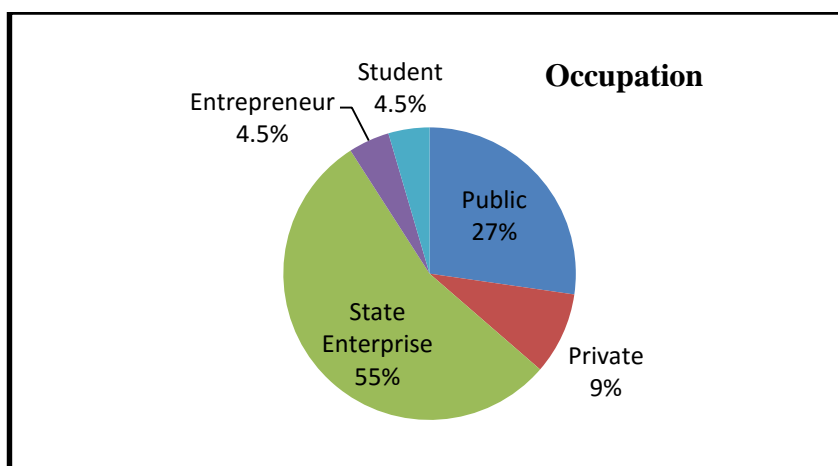
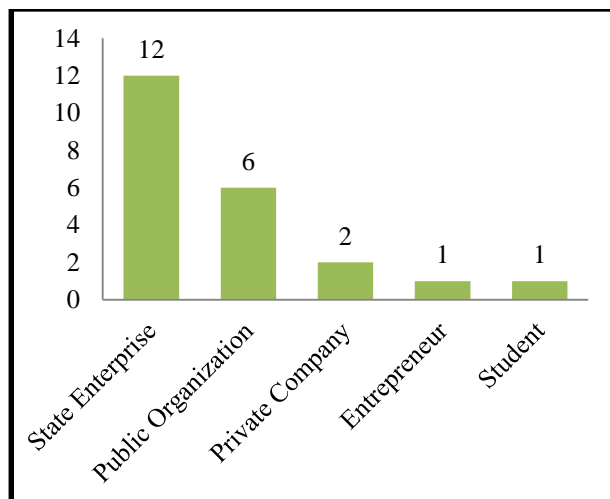
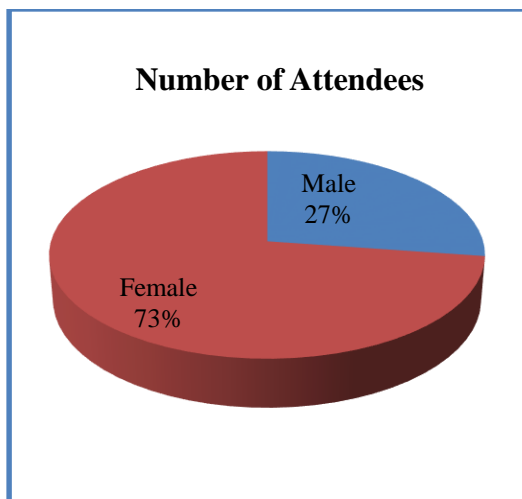
Leadership Training Program in Japan  
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IATSS Forum  
Thailand

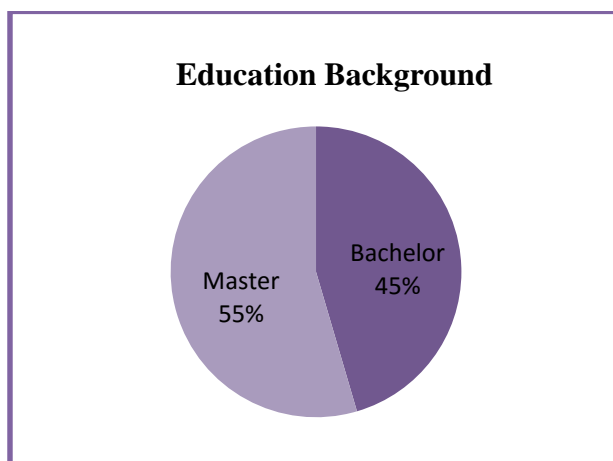


## Appendix 8: Questionnaire Evaluation

There were 22 attendees: male 6 (27%), female 16 (73%). Most of them were state enterprise officers (12), while half of the majority was public officers (6). The rest audiences were from private companies (2), entrepreneur (1) and a postgraduate student (1).

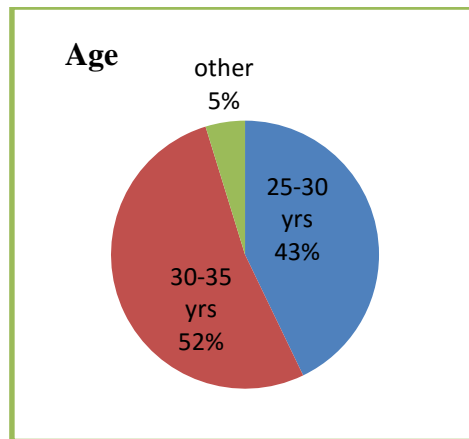


12 of them graduated in master degree (55%), while 10 held bachelor (45%).

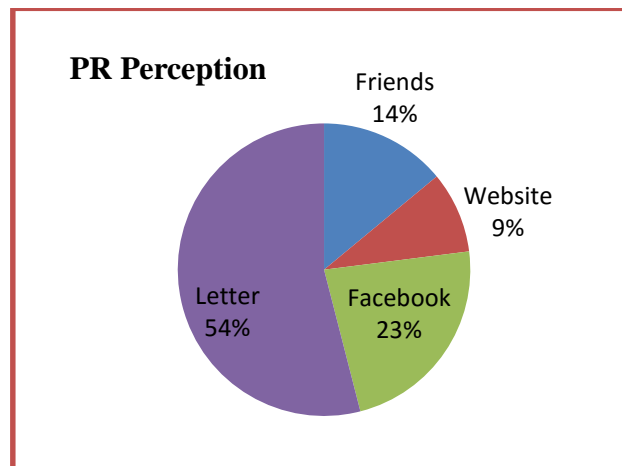




Age between 25-30 years old are about 45% and age 30-35 years are 50%.



Participants heard about the seminar from invitation letter TIFA sent to their organization (54%), next were from facebook (23%) and friends (14%).



### Satisfaction Evaluation Result

Level of Satisfaction:

5 = Very Satisfied

4 = Satisfied

3 = OK

2 = Dissatisfied

1 = Very Dissatisfied

Statement	Satisfaction				
	5	4	3	2	1
1. The suitability of Public Relations of the seminar	18.20%	54.54%	22.72%	4.54%	0
2. The suitability of welcoming and facilitation of the organizer	50%	40.70%	9.10%	0	0



3. The suitability of the seminar period	45.45%	50%	4.55%	0	0
4. The suitability of the locations and equipment facilities	40.90%	40.90%	18.20%	0	0
5. The suitability of food and drinks	36.35%	45.45%	18.20%	0	0
6. The suitability of content and activities	59.10%	31.80%	9.10%	0	0
7. How the speakers educate and transmit the knowledge and activities	59.10%	31.80%	9.10%	0	0
8. How do you obtain knowledge and experience from the lectures and activities?	50%	45.45%	4.55%	0	0
9. How do you apply the knowledge and experience of the seminar?	50%	31.80%	18.20%	0	0
10. Overall satisfaction of the seminar	45.45%	45.45%	9.10%	0	0

**Comments and suggestion from the seminar:**

1. The seminar should be continuously organized for long-term outcome.
2. The seminar should be widely publicized and its content should be notified in advance.
3. Presentation about each activity during the IATSS Forum should be included in the seminar for better understanding about the program.
4. The objective of seminar should be clearly notified on the website so that the attendees can learn more about the expectation from the organizer.
5. The seminar is very useful and informative. It would be great to hold this event in other regions.
6. Experience-sharing session is very beneficial for better understanding about the program.