# Administrative Guidelines and Policies

**Asia Indigenous Peoples Pact (AIPP)**

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Updated May 2016
Chapter 1: Office Operations

1.1 Office Hours and Work Schedule
   a) Regular work time (office hours) is between 9:00 AM - 5:00 PM. While flexi-time is allowed, it should be based on an 8-hour work day (inclusive of one hour lunch time) and 40-hours work a week.
   b) Any staff who will come to work after 10:00 AM shall inform the Administrative Manager ahead of time.
   c) Administrative staff shall observe the 9:00 AM to 5:00 PM office time to ensure presence of staff at the office during office hours.

1.2 Maintaining Order and Cleanliness of the Office
   a) While the Office employs an office keeper who cleans and runs errands, staff are also responsible in contributing and maintaining cleanliness and orderliness of the office.
   b) In the absence of the office keeper, staff are expected to do the cleaning of the office.

1.3 Meals and Snack in the Office
   a) The office will only provide coffee, tea, drinking water and some condiments for the staff.
   b) Lunch in the office shall be borne by staff through contributions and additional subsidy from the office.
   c) Each staff is expected to wash own plate/s, cup/s and other utensils after meals and coffee/tea breaks.
   d) Volunteers/interns are required to contribute to this lunch fund.

1.4 Use of Office Supplies
   a) Office supplies are made available for the needs of the staff.
   b) Staff can request the Administrative Manager for additional office supply needs.
   c) Staff can buy office supplies as needed and can be reimbursed upon provision of receipt and the amount should be below THB 1,000.
   d) Staff are expected to recycle, reuse and conserve office supplies.

1.5 Energy Conservation
   a) AIPP staff should be responsible for, and mindful of energy conservation and operate in an environment friendly manner by following the 3Rs – Reduce, Reuse and Recycle.
   b) Staff shall use an electric fan or if absolutely needed, turn on the air conditioner at 25 degrees. Ensure that doors and windows are shut tight when the air conditioner is turned on to prevent precious energy from leaking out. Staff shall ensure that the air conditioner is turned off when leaving the office for more than one hour or when leaving the office after work.
   c) Staff shall connect all their computer equipment (monitor, printer, etc.) to a power strip that goes through an Uninterruptible Power Supply (UPS) box if provided with one. Staff shall ensure that all equipment are turned off before leaving the office or at the end of the workday to save energy.
   d) Fluorescent lights use a lot of power whenever they are turned on, thus, staff are advised to turn them ON only once a day in their working spaces in the morning and turn them OFF before leaving.
the office or at the end of the workday. The last staff to leave the office shall ensure that all lights except for the security lights are turned off.

e) Staff shall minimize printing documents unless needed, use both sides of a paper, and use recycled papers especially for drafts. Used papers must be separated from other wastes for recycling and reusing by others in the locality.

f) Staff shall be conscious of waste reduction and segregation. Recyclable and reusable materials can be reused or given to locals for extra income.

1.6 Gifts and Tokens

a) Occasionally, AIPP will provide group gift/token to any staff, EC and Advisory Board member when they are separating from AIPP or as acknowledgement of distinguished voluntary services provided to the organization. Gift/token shall not cost more than THB 3,000 and exception to this cost may be made only through a collective decision.

b) Group gifts on occasions such as wedding of staff, EC and Advisory Board members shall be decided by the Management Team on a case to case basis.

c) Giving gifts to any government authorities shall be based on the existing laws applicable to the country, particularly in the case of Thailand.

d) Group contributions from the organisational fund in cases of emergency such as accidents, serious illness or death of staff, EC and Advisory Board members and their relatives are not considered as gifts. The EC approves expenditures from the organisational fund.

1.7 Publication distribution

a) Administrative staff are responsible for the inventory, monitoring and distribution of publications, thumb drives for publications and shall maintain proper recording and filing.

b) Administrative staff shall update the Secretariat and Management on the status of publications every two months.

c) Administrative staff shall assist in preparing and packing publications as needed/requested by the Programme staff who intends to bring publications and thumb drives for distribution in meetings and travel missions. The Programme staff needs to fill up a publication request form (Annex 6a) and submit to the Administrative staff at least 3 working days prior to the scheduled meeting or travel. The publication request shall be annexed to the AIPP travel mission plan form (Annex6b).

d) Programme staff shall provide the Administrative staff with an updated mailing list of the target recipients’ complete addresses for mailing of publications.

e) Programme staff shall include the updated mailing list and target recipients’ complete addresses in the printing request form (Annex6c) for mailing of publications.

f) A donation box shall be placed in the office, resource center and where publications are given for free. Proceeds collected from the donation box shall be utilized for the production or reprinting of AIPP publications and educational materials.

g) Administrative and Programme staff shall prepare a sign-up sheet for individuals and organizations who get AIPP publications during meetings/conferences for monitoring purposes. The staff present in the meetings or conferences shall ensure that the sign-up form will be accomplished and submitted to the Administrative staff for recording.

h) A publication feedback form (Annex6d) shall be attached to each publication. Likewise, feedback on AIPP publications shall be gathered in verbal and written forms as are appropriate during regional and other conferences/ trainings /events.

Updated May 2016
i) All publication feedback forms received shall be submitted to the Communication Development Programme for collation, analysis and reporting.

j) There shall be **at least 50 copies** of every AIPP publication available to be given to visitors coming to the office.

k) The Programme staff, in coordination with the Administrative staff shall require partners to **submit five (5) hard copies of translated** AIPP publications for AIPP’s library and resource center located at INA House.

1.8 Library

a) Administrative staff are responsible for maintaining and updating the library including the resource center at INA House.

b) Staff and visitors are allowed to use and borrow books from the library. Anyone who wants to borrow books for outside reading has to fill up a borrower’s form, take good care of the borrowed books, return the books in good condition, and be responsible for any loss or damage.

c) AIPP publications shall have at **least 10 file copies** to be marked with “AIPP Library Property.” New books for the library shall be submitted to the Administrative staff in charge for proper recording and filing in the library system.

1.9 Travel

1.9.1. **Travel Mission Plan**

a) All invitations by other organizations shall be shared to the Programme Coordinator, respective Section Head, and Secretary General as appropriate, for proper action.

b) Travels will be approved based on the nature of the mission and those related to project activities and staff development shall be approved by the immediate supervisor.

c) Travels related to advocacy will be approved by the Secretary General with endorsement from the respective Section Head and Programme Coordinator.

d) To formalize the travel request, staff shall complete the **AIPP Travel Mission Plan (Annex6b)** and have it signed by the authorized person. Once the travel is approved the staff follows the procedure below:

- The staff shall submit the completed **Travel Mission Plan** through email to the Administrative Manager for further processing.
- Based on the information provided in the form, ticket reservation, accommodation and visa arrangement will be done including the record of compensatory leave and the staff’s compliance with the policy. No travel arrangements shall be made by the Programme or Administrative staff unless the Travel Mission Plan has been approved.
- Staff needing budget for the trip shall attach the form with signatures of all concerned persons as a supporting document to the cash advance request.
- The Travel Mission Plan shall be submitted to the Administrative staff following this timeframe:

<table>
<thead>
<tr>
<th>Travel Destination</th>
<th>Submission of travel mission plan to Administrative staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>No visa requirement</td>
<td>Two weeks prior to the travel day</td>
</tr>
<tr>
<td>Schengen visa, USA and Canada</td>
<td>Minimum of 1 Month prior to the travel day</td>
</tr>
<tr>
<td>Asian countries</td>
<td>Two weeks prior to the travel day</td>
</tr>
</tbody>
</table>
Travel mission plans submitted after the designated timeframe will be dealt with on a case to case basis and pending approval of the Secretary General /Section Head. The written memo explanatory of the reason/justification shall be included for the record.

1.9.2. Travel Mission Report
   a) After completion of travel, staff is required to submit a Travel Mission Report (Annex6e) to the Programme Coordinator/Section Head within 10 working days after travel and matters for follow up must be coordinated accordingly.
   b) The Travel Mission Report shall be attached as a supporting document for cash advance or reimbursement related to the trip.
   c) The staff is also required to do the following:
      o Submit photos of the event with appropriate captions to the Communication Development Programme Coordinator for filing including a brief news article as appropriate.
      o Send list of participants and/or new contacts to the Administration to add to AIPP contacts database and to the Communication Development Programme for inclusion in the AIPP information sharing listserv.

1.10 Visa and Work Permit Requirements (Annex7)
   a) Under the Kingdom of Thailand, all foreign staff are required to have a non-immigrant O visa and work permit. In case wrong category of visa was applied more than twice, office will cover 50% of the expenses only.
   b) The Administrative staff are responsible for preparing all supporting documents needed for the visa and work permit application of foreign staff.
   c) Foreign staff are required to prepare the reports needed for the work permit application one week in advance.
   d) Foreign staff shall keep their passport and work permit and have photocopies of these.
   e) In case of lost passport or work permit, the office shall cover all renewal costs unless loss is due to negligence of the concerned staff.
   f) Concerned staff shall inform the Administrative staff for any loss of passport and report it to the police.
   g) Cancellation of visa and work permit shall be done one month after separation of staff. In case of a ready replacement in the position vacated, sufficient time will be allowed for the Administrative staff to assist departing staff in processing the cancellation of work permit and visa. Staff can negotiate for an extension with the management if there is still no replacement for the position.

1.11 General Guidelines for Foreign Staff on Basic Thai Culture
   a) Saying the greetings “Sawaddee” and “Wai” is a good practice and expression of respect and friendly culture in Thailand.
b) The Thai people have deep respect for the Monarchy and Royal Family and love their King and Queen.

c) The National Anthem is played at 8 AM and 6 PM and in respect, everyone stops what they are doing and stands at attention.

d) Do not touch anyone on the head.

e) Do not point your feet at anyone or anything.

f) Do not step over anyone, instead walk around.

Chapter 2
Use and Maintenance of AIPP Properties and Office Facilities

2.1. Office Property and Facilities

a) All staff shall use the properties and assets of the organization only for official purposes and shall exercise reasonable care when utilizing such properties and assets.

b) All office properties used during the course of duties shall be returned to the office upon the conclusion of events and activities for which they were used. Damages and loss arising from negligence shall be charged to the staff concerned.

c) No staff shall take any office property for personal use without acquiring permission from the Administrative staff.

d) The cost of office telephone calls for personal reasons shall be borne by the staff. Guidelines on the recording of personal calls shall be strictly followed.

2.2. Provision of Equipment

2.2.2. Equipment for staff (refer to Annex 6f)

All staff shall be provided with necessary equipment upon joining the secretariat to be able to implement their tasks and assigned responsibilities.

a) The staff shall be fully responsible for maintaining the equipment under their custody. Any staff not familiar with the use of certain equipment shall request assistance from the Administrative staff or the staff-in-charge.

b) All equipment must be properly recorded, maintained, and secured by the Administrative staff.

c) All equipment shall be delisted according to their lifespan. The review of equipment lifespan shall be done regularly by the Administrative staff.

d) Staff can request for equipment from the Management Team based on need. Purchase of additional equipment shall depend on the decision of the Management Team and subject to availability of funds. All staff should follow the procurement guidelines when purchasing equipment.

e) In case of loss or damage, the concerned staff shall immediately inform the Management team and the Administrative staff.

f) Staff shall return all the equipment one day before their official departure date from the secretariat.

2.2.3. “Common” Equipment

a) The equipment requisition form (Annex 6g) shall be filled up for the use of all AIPP equipment outside the office. All items must be checked and counted before taking them out for use.
b) The concerned staff shall fill up the requisition form and submit to the Administrative staff two (2) working days before travel or event.
c) The concerned staff shall count and record all equipment before returning them to the Administrative staff.
d) The Administrative staff shall check the condition of the equipment upon return. Damage or loss arising from negligence shall be charged to the staff concerned.
e) External request for the use of equipment shall be directed to the Administrative staff for processing of the request.

2.3. Translation Equipment

a) The translation equipment is office property to be used in any AIPP Programme activity and it is also available for partners, members and networks to utilize.
b) The translation equipment shall be under the care of the Administrative staff who shall ensure the following lending and borrowing procedure to be observed by all concerned:
   o The request form for translation equipment (Annex6i) shall be filled up by borrower and approved by the Administrative staff. Verbal request to borrow should be done two (2) weeks before the event so Administrative staff can check the availability of the equipment. The actual completion of the request form can be done two (2) days before the event.
   o The Administrative staff shall prepare the translation equipment based on the request and check the condition of the equipment upon return.
   o Lost items shall be paid according to the cost.
c) Contributions for the rent of the translation equipment shall be utilized for maintenance and replacement.
d) The rental fee shall start on the day the equipment was taken.
e) The rental fee of the translation equipment shall be as follows:

<table>
<thead>
<tr>
<th>Type of organisation</th>
<th>Rental Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>International NGOs/UN agencies</td>
<td>300 USD per day (full equipment use)</td>
</tr>
<tr>
<td>Local NGOs/Partners</td>
<td>100 USD per day/THB3,000 per day</td>
</tr>
<tr>
<td>Members</td>
<td>(50 USD)THB1,500 per day</td>
</tr>
<tr>
<td></td>
<td>* The prices above apply if the complete set (3 Transmitters and 30 Receivers) is borrowed, if not, the borrower will be charged 75% of the full rental cost</td>
</tr>
</tbody>
</table>

2.4. Cameras

a) The cameras are properties of the organization and under the care of the Administrative staff.
b) Use of camera outside the office for any activities requires the permission of the Administrative staff. The following procedure shall be followed:
   o Staff needs to register the request in the request book and inform the Administrative staff about the request.
   o Upon returning the camera, staff shall submit at least five (5) photos with captions to the Communication Development Coordinator within two (2) weeks after the conduct of the activity. The camera shall be returned within two (2) days after return from trip or the completion of the activity.
2.5. Loss, Damage and Depreciation of Office Equipment

2.5.1. Loss, Damage of Office Equipment
Staff are required to be fully responsible for any equipment under their care or use, including translation equipment and camera. In case of damage or loss of equipment, the following shall be done:

2.5.1.1. In case of Loss
a) Staff who has custody of any office property/equipment shall immediately report any loss/damage of items in their care to their supervisor and the Management Team and Administrative staff.
b) The concerned staff must submit a police report or certificate and/or written explanation on the circumstances surrounding the loss of office property/equipment within one week of the incident.
c) The Management team together with the concerned staff shall investigate the circumstances to determine if loss was due to *force majeure*, robbery or theft, or negligence of the staff.
d) The Management team shall recommend action to the Secretary General based on the circumstances and accountability of staff and other considerations.
e) The concerned staff shall be requested to pay the full cost of the office equipment if loss was due to their negligence.
f) The full value of the lost property shall be decided according to depreciation cost per year from the date of purchase.

2.5.1.2. In case of Damage
a) The concerned staff shall submit a letter notifying the Administrative staff and the Management Team on the damage to any office property/equipment and give a full account of the incident.
b) The Management team together with the concerned staff shall investigate the circumstances to determine the cause(s) of damage.
c) If proven that the damage was due to staff’s negligence, staff concerned shall be asked to shoulder 50%-100% of repair or replacement cost, taking into consideration the depreciation cost of the equipment/property.

2.6. Depreciation of Office Equipment
a) The calculation of depreciation shall be based on straight-line depreciation method of five (5) years, after which it will be of no value i.e. divide the cost of equipment by 20% = depreciation cost to be deducted from the original cost of the equipment. This calculation will be done until the 5th year of the equipment.
b) The calculation of depreciation of equipment which costs more than THB 10,000 shall be forwarded to the Administrative staff, and the Finance Team will be responsible for calculating the depreciation.
2.7. **Equipment with project partners**

a) Equipment bought by project partners shall be monitored by the Project Coordinator who shall inform the Administrative staff for organisational record.

b) The terms of use and turnover of the equipment from the partner to AIPP after the project period will be contained in the MoU.

2.8. **Vehicle, Driving License and Accident while on duty**

2.8.1. **Using personal vehicle for office work**

The organization does not own an official vehicle and in most cases, transportation is outsourced. However, in some circumstances it is necessary to use a personal vehicle to conduct office work. The following procedure shall be applied in such case:

a) A mileage rate shall be paid by the office to the vehicle’s owner at agreed rate of car and motorcycle. This rate includes fuel and maintenance cost incurred and is subject for review based on change of fuel price.

b) Mileage recorded in the *vehicle log book (Annex6h)* shall be covered by AIPP Administrative budget on a monthly basis.

c) The staff are responsible for accurate recording of their own mileage.

d) The office shall cover 50% of the insurance cost for personal vehicles regularly used for office work.

2.8.2. **Driving License**

Staff is required to obtain a valid driving license if driving in Thailand. To obtain a license, observe the following procedure:

a) The Administrative staff shall assist the foreign staff in applying for the driving license for both personal car and motorcycle.

b) The staff shall pay the fee for the driving license.

c) The staff is allowed one official working day to apply for the driving license. In case the process takes longer than one day, the staff shall make an official request for paid leave/unpaid leave as applicable.

2.8.3. **The organization’s response to road accident**

2.8.3.1. In case of road accident while on duty, the following process shall be done:

a) The concerned staff immediately reports incident to the Administrative staff for legal or logistic assistance as needed.

b) Aside from the police investigation and report, the Management Team shall conduct a probe into the circumstances leading to the accident. The result of the probe shall determine whether or not the office will extend support to the staff:

   - If the accident was NOT caused by staff’s negligence or violation of the law,
     - The accident cost shall be claimed from the insurance first. The office will pay for additional costs not covered by the insurance.
     - If there is no insurance, the office will cover the cost related to the accident.
   - If the accident was caused by staff’s negligence or violation of the law,
     - The accident cost shall be claimed from the insurance first. Office will NOT pay for additional costs not covered by the insurance.
If there is no insurance, the office will NOT cover the cost related to the accident.

The case shall be documented for future monitoring of the staff’s compliance with the code of conduct.

2.8.3.2. In case of road accident while NOT on duty, the concerned staff shall
a) Immediately report incident to the Administrative staff for legal or logistic assistance as needed.
b) Claim accident cost from the insurance first.
c) Be responsible for the cost related to the accident if there is no insurance.

Annexes

✓ Annex1-Social Security Fund (SSF)
✓ Annex2-Group Insurance (GI)
✓ Annex3-Provident Fund (PF)
✓ Annex4-Procurement
✓ Annex5-Remuneration and Benefits
✓ Annex6-Forms
  ▪ Annex6a-Publication Request form
  ▪ Annex6b-Travel Mission Plan form
  ▪ Annex6c-Printing Requisition form
  ▪ Annex6d-Publication Feedback form
  ▪ Annex6e-Travel Mission Report form
  ▪ Annex6f-Request for use of the AIPP Equipment
  ▪ Annex6g-Equipment Requisition form
  ▪ Annex6h-Vehicle log book
  ▪ Annex6i-Request for use of AIPP Translation Equipment
  ▪ Annex6j-Leave application form
✓ Annex7-Guideline on Visa and Work Permit

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1 Equipment refers to desktop computers, laptops, smart phone, servers, monitors, printers, audio-visual (AV) equipment, software and network equipment, but excludes IT consumables such as printer cartridges.
2 The common equipment refers to laptops, printer, projector that are not under the custody of anyone. These are mainly used for an organizational event such as meeting and/or workshop. These exclude the translation equipment and cameras.

Updated May 2016
**Social Security Fund (SSF)**

All national and international staff with work permit are required to join the SSF of the Thai Government. The SSF is applicable as soon as the staff joins AIPP. The benefits under SSF are listed below in the table:

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Entitlements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In Child Allowance</strong></td>
<td>Child assistance for children under 6 years old is THB 400/child/month and covers a maximum of 2 children.</td>
</tr>
<tr>
<td><strong>In the Event of Death</strong></td>
<td>Monetary Support of THB 30,000 for funeral</td>
</tr>
</tbody>
</table>
| **In the event of injury or sickness**             | All injuries and sicknesses are to be covered by SSF except the following:  
1. Disorders or injury due to the use of narcotic substance under the government law on narcotic drugs  
2. Certain diseases, which require hospitalization period of more than 180 days in one year  
3. Any action taken for beautifying purpose with absence of medical indications  
4. Treatment in the course of doing researches and experiments  
5. Infertility  
6. Examination of mucus membrane for organ transplant except bone stem cell transplant  
7. Any examination that is exceeding the needs for curing such disease  
8. Organ transplant operation except the bone stem cell transplant according to the established criteria  
9. Sex change  
10. Artificial insemination  
11. Service provided in the course of recuperation  
12. Spectacles  
* In case of acute psychosis which requires immediate treatment, SSF shall cover for a period of not more than 15 days.  
* SSF shall cover expenses in the case of acute kidney failure which requires hospitalization for not more than 60 days. In the case of chronic kidney failure in the final stage where the patient undergoes the treatment of hemodialysis using dialyzer process; or Chronic Peritoneal Dialysis (CPD) and kidney transplant, the cost can be covered by SSF according to the criteria, the terms and conditions and rates prescribed in the Notification of the Zone Office of Social Security. |
| **Dental treatment (extraction, filling, removal of dental plaque)** | The amount of THB 600 per year for extraction, filling and removal of dental plaque can be reimbursed by SSF.                                  |
| **Absence from work for maternity allowance**      | The SSF will pay the maternity allowance at 50% of the salary level registered with SSF and with maximum of three months equivalent. |
| **Maternity Benefit**                              | THB 14,000 per childbirth (for 2 children)                                                                                                  |
**Group Insurance (GI):**
The group insurance (GI) is optional and the benefits covered by the health care are listed below:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Benefits</th>
<th>THB</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Life insurance</strong></td>
<td>Loss of life by sickness or accident</td>
<td>200,000</td>
</tr>
<tr>
<td></td>
<td>Loss of Life by accident in general</td>
<td>200,000</td>
</tr>
<tr>
<td></td>
<td>Loss of life by public accidents such as on the public transportation or in the public building</td>
<td>400,000</td>
</tr>
<tr>
<td><strong>Accidental; (Death and Disablement (US-SCALE))</strong></td>
<td>Loss of one hand, one foot or irrecoverable loss of entire sight in one eyes</td>
<td>120,000</td>
</tr>
<tr>
<td></td>
<td>Loss of both hand, both feet or irrecoverable loss of entire sight in both eyes</td>
<td>200,000</td>
</tr>
<tr>
<td></td>
<td>Total &amp; Permanent Disability by an accident for 12 consecutive months from the date of accident</td>
<td>200,000</td>
</tr>
<tr>
<td><strong>Total &amp; Permanent Disability</strong></td>
<td>Total &amp; Permanent Disability by an accident or sickness for 180 consecutive days from the date of accident or sickness</td>
<td>200,000</td>
</tr>
<tr>
<td></td>
<td>Daily room and board (Max. 31 days)</td>
<td>1,500</td>
</tr>
<tr>
<td></td>
<td>Daily I.C.U. (Max. 7 days) Total maximum limit 31 days per disability</td>
<td>3,000</td>
</tr>
<tr>
<td></td>
<td>Other hospital services (OHS)</td>
<td>30,000</td>
</tr>
<tr>
<td></td>
<td>Surgical benefit (Simplified surgical schedule)</td>
<td>30,000</td>
</tr>
<tr>
<td><strong>Medical Benefit (In-Patient)</strong></td>
<td>In-hospital doctor call (1call/day, Max. 31 days)</td>
<td>900</td>
</tr>
<tr>
<td></td>
<td>Emergency Out-Patient (Accident) is not included in Other Hospital Services (OHS)</td>
<td>5,000</td>
</tr>
<tr>
<td></td>
<td>Specialist consultation fee (Included in OHS or SB)</td>
<td>5,000</td>
</tr>
<tr>
<td></td>
<td>Post hospitalization (1 call/ day, 5 call/disability) (within 3 months after the hospitalization)</td>
<td>800</td>
</tr>
<tr>
<td><strong>Clinical Benefit (Out-Patient)</strong></td>
<td>Clinical Benefit (1 call / day and 30 calls/year)</td>
<td>500</td>
</tr>
</tbody>
</table>
Provident Fund (PF)

a. Purpose
The Provident Fund (PF) aims to provide additional financial benefit to AIPP staff members to be used in times of utter need such as during sickness, loss of job, resignation or otherwise. It shall also serve as long term savings and longevity benefit for AIPP staff.

b. Mechanism, Terms and Conditions
A Provident Fund Account will be established with a trusted bank in Chiang Mai under a time deposit account to which AIPP and eligible staff members will make their contributions. Each eligible staff member will contribute 5% of monthly basic salary as automatic deduction. The AIPP will provide 5% of contribution to this amount. This contribution will be deposited by AIPP to the Provident Fund.

c. Eligibility, Entitlements and Withdrawal
1. The staff is eligible for the PF once regularized as AIPP staff. The PF will be obligatory for all AIPP regular staff.
2. Staff is entitled to withdraw the fund at the time of retirement or resignation.
3. Partial withdrawal of funds will be permitted on a case-to-case basis during emergencies such as sickness, accidents, calamities, etc. with the approval of the Section Head of Finance and Administration. The minimum remaining balance of the PF should not be lower than THB 5,000.
4. All withdrawals will be made only with signatures of authorized AIPP signatories.
5. Upon staff’s resignation/exit, the remaining contribution from AIPP will be withheld and released only after completion of the staff’s clearance.

d. Nominee
All PF account holders will nominate one staff and the nominee will be entitled to withdraw the accrued PF in the event of death of the account holder.

e. Management
1. The PF will be managed by the Secretariat of AIPP through a fixed deposit account of three months each.
2. The deposit will be made on a monthly basis.
3. The Finance personnel will manage accounts. There will be three signatories to the account and withdrawal will require at least two signatures.
4. The staff will be updated once in six months on the savings accrued.

f. Interest
All interest accrued from the fixed deposit will go to AIPP’s Administrative account and the same amount will be used by the organisation for contribution to the PF.
Procurement of Goods, Hotel and Consultancy Services

As part of the internal control of the organization and to ensure cost efficiency in purchasing goods and services according to quality, quantity and price, the following process shall be followed:

1. Goods Procurement
   1.1. Direct procurement with cost ranging from THB 1,000 – 4,999 does not require canvassing. The approval shall be done by the Administrative Manager.
   1.2. Simple procurement with cost ranging from THB 5,001 – 14,999 requires canvassing among a minimum of three (3) different tenders by phone or email for comparison based on the cost, quality and specifications. The approval shall be done by the Section Head of Finance and Administration in consultation with the Management Team.
   1.3. Full procurement with cost ranging from THB 15,000 and above requires canvassing among a minimum of three (3) different tenders for quotation based on the cost, quality and specifications. The quotations shall be compared based on the online information provided in the website of the suppliers. The approval shall be done by the Section Head of Finance and Administration in consultation with the Management Team.
   1.4. Single source procurement: In many cases, the need is more targeted, making single source procurement necessary. The single procurement applies to the equipment/services that have uniqueness in terms of specification, area of availability, qualification, etc. The approval shall follow the cost rank of the goods above.

2. Hotel Procurement
   2.1. Single source procurement: For any activity organized by AIPP with maximum of 30 participants, the first option for the venue shall be INA House. This is to support the initiative of AIPP to strengthen and promote indigenous peoples’ particularly indigenous women’s livelihood.
   2.2. Full procurement: Any activity organized by AIPP with more than 30 people that INA House cannot accommodate shall require three quotations from different hotels. Quotations and venue approval request have to be submitted and approved by the lead Programme/Section Head in charge of the said activity.
3. Consultancy Services

For consultancy services such as translation, editing, researcher, management consultancy, etc., the Management Team together with the respective Programme Coordinators shall prepare the Terms of Reference (ToR), including the description of services needed, qualifications required, expected output/deliverables, terms of payment and duration/time frame. The following procurement process shall be observed:

3.1. Direct Procurement

- After the ToR is finalized, it will then be circulated to targeted consultants for internal endorsement.
- The concerned Programme Coordinator together with the concerned Section Head shall do the scanning of potential candidates for the consultancy and forward the recommendation to the Secretary General.
- The Secretary General shall give the final approval and shall be the signatory of any ToR or MoU.

3.2. Open Call Procurement

- After the ToR is finalized, it will then be widely circulated.
- The concerned Section Head together with the concerned Programme Coordinator shall do the initial shortlisting of applicants and will forward the shortlist to the Management Team for further deliberation.
- The Secretary General shall give final approval to any agreement on hiring of particular service and shall be the co-signatory of any TOR or MOU.

4. Payment

4.1. For the payment of contractual service, the following general guidelines for payment shall be applied:
  - Upon signing of contract- 100 % of operation cost and 30 % of honorarium
  - Delivery of service- draft report/partial- 50% of honorarium
  - Final delivery of service based on requirements/ToR- 20 %
  - There may be some other conditions for payment to be stipulated in the TOR on a case-to-case basis based on certain conditions and considerations.
  - The single payment shall be followed for the maximum cost of USD 1,000 upon acceptance of final deliverable.

4.2. For the hiring of contractual service, AIPP does not provide insurance and other benefits except on a case-to-case basis to be stipulated in the contract of agreement/ToR.

4.3. Other specific terms and conditions may be included in the ToR for consultancy service on a case-to-case basis.
Remuneration and Benefits

1. Remuneration

1.1 Salary
The salary level of staff will be based on the salary scale of their position depending on the results of the grading. Any salary increase shall be recommended by the Management Team subject to approval by the EC and pending availability of funds. The salary scale will be reviewed and revised as needed. The salary rate of each staff will be reviewed every two years. The salary computation per day is divided by 20 working days per month.

Payment Method
- In line with AIPP Financial Policy, salary of staff will be paid in Thai Baht every 25th of the month, normally through bank transfer to the staff’s account.
- Salary payments will only be made to the staff directly. No other person will be allowed to collect the staff’s salary except in special circumstances and only with a written authorization with signature from the concerned staff.
- Each staff will receive a payroll slip detailing their salary and deductions on a monthly basis.

Inflation
- AIPP will consider general salary increase for all staff to cope with the situation of high inflation on basic commodities in Thailand.
- In consultation with the staff, the Secretary General will provide the recommended rate for salary increase to the EC.
- The recommendation will be based on availability of funds and will be effective upon approval by the EC.
- The review of inflation rate shall be done every two years.

1.2 Monthly Communication Allowance
An amount of THB 1,000.00 per month will be provided to all foreign staff as communication allowance for their personal use upon joining AIPP. It will be transferred to the bank account of staff along with their monthly salary.

1.3 Monthly Housing Allowance
All staff are entitled to a housing allowance of THB 4,000 per month. The housing allowance will be transferred to the bank account of staff along with their monthly salary.

1.4 Settlement Allowance
Financial support of THB 5,000.00 will be provided to foreign staff (new and returning) upon joining the office as a contribution to their settlement in Chiang Mai, Thailand. The utilization of this will be determined based on the need of the staff but does not cover
food and toiletries. Receipts related to the utilization of the settlement allowance shall be submitted by the staff to the concerned finance officer. The staff shall follow the steps to avail of the fund:

- To advance the fund, the *Budget/Cash Advance form* shall be filled and approved by the Section Head of Finance and Administration.
- After the purchase, fill up the *Liquidation form* attached to the original receipts, get it approved by the Section Head of Finance and Administration and submit to the Finance Officer.

1.5 Longevity Pay
Longevity Pay is a benefit given to all staff based on seniority in addition to their basic salary. The benefit applies upon the completion of one (1) year service. The rate is THB 500 per month (THB 6,000 per year) and the same rate adds every year up to a maximum of six (6) years. The payment is broken into a monthly basis at THB 500 per month in the first year, THB 1,000 per month in the second year, THB 1500 per month in the third year, until THB 3,000 in the sixth year, as it keeps adding to the assisting longevity pay rate provided in the previous year. The counting starts on the month the staff joined AIPP and the pay will be given upon completion of one year. For returning staff, counting will start on the month the staff rejoined AIPP and not retroactive to previous years of work with AIPP.

2. Benefits
2.1. Annual Medical Fund

- The annual medical fund is an additional benefit provided to the staff for work-related serious sickness and injuries not caused by negligence and not covered and provided by the Social Security Fund (SSF) and Group Insurance (GI). The maximum medical fund shall be THB 12,000/staff/year. The medical fund is applicable as soon as the staff joins AIPP. This health care is not applicable for dependent spouse and children. The following medical needs and sickness shall be covered by this fund;
  - Dental treatment (extracting, filling, removing dental plaque); Any dental treatment cost shall be reimbursed from SSF first and the remaining amount shall be reimbursed from AIPP.
  - Maintenance medicine (traditional and modern) for serious illness; The staff may reimburse for maintenance medicine (high blood pressure, migraine, diabetes, etc.). Both modern and traditional medicines are allowed but the staff cannot reimburse both costs.
  - Follow-up check/executive checkup advised by doctor
  - Other sicknesses not covered by SSF and GI
  - Transportation cost related to the sickness shall be covered by this fund
- For staff who is not in the group insurance but wants to reimburse medical costs, the evidence of expenses beyond THB 18,000 (inclusive of payment to SSF) shall be presented and the excess amount shall be covered by the Annual Medical fund.

2.2. Annual Health Checkup

- The annual health checkup is a medical benefit for the staff to cover annual basic checkup with a maximum of THB 5,000/person/year. Staff shall enjoy this benefit once the staff is regularized. The annual health check-up is separate from the medical check-up for the purpose of visa and work permit application and it is not applicable for dependent spouse and children. Staff shall provide the copy of annual health checkup to the Administrative staff for filing.

- The staff shall follow the guidelines given below for the annual health checkup:
  - Staff may request cash advance for the health checkup and this should be approved by the Section Head of Finance and Administration.
  - Staff may go to any hospital in Thailand and/or in country of origin, as needed. The staff may have a basic annual checkup based on age and health condition. If medical consultation requires thorough health (executive) checkup, medical expenses exceeding THB 5,000 shall be covered by “annual medical fund.” If foreign staff prefers medical checkup in their own country, travel related cost will not be covered by this fund. Only transport cost from residence to hospital in Chiang Mai (maximum transportation 500 THB per time/20 USD) shall be covered.
  - Staff may advance or reimburse the cost of health check-up, then complete the advance liquidation or reimbursement form as applicable, to be approved by the Section Head of Finance and Administration.

2.3. Annual Medical Allowance

The Annual Medical Allowance is a medical benefit to cover the cost of the Social Security Fund (SSF) and life and accident insurance of the staff in the form of Group Insurance (GI). The benefits shall be provided to all staff upon joining AIPP with maximum of THB 18,000/person/year (1,500/month/person) extended to maximum of two dependent children under 18 years old and unemployed spouse. The benefits apply only to dependent children and unemployed spouse living with the staff.

The Thai government requires all foreign staff with work permit to join the SSF. The GI is optional.
2.3.1. The payment of Annual Medical Allowance

- Payment to AIPP Staff
  - The payment of Annual Medical Allowance of THB 1,500 (18,000/year) will be paid to individual staff together with salary and other benefits on a monthly basis.
  - From the gross pay, the SSF and GI will be automatically deducted to pay the SSF and GI agency.
  - The deduction will vary based on the cost of social security service and GI programme of each staff.
  - The balance after the deduction is given to the staff to be utilized for their other medical needs.
  - For Thai staff, the Annual Medical Allowance is only enough to cover the payment of SSF so AIPP shall pay the additional THB 6,000/person/year to cover the GI fee. The fee shall go directly to the GI as per actual cost. However, if the GI cost exceeded the contribution made by AIPP, staff shall bear the cost. If there is a balance, it cannot be availed in cash. This additional payment does not apply to dependent spouse and children.

- Payment to dependent children and unemployed spouse
  - For the staff’s unemployed spouse, the medical cost cannot be reimbursed in cash. The staff’s unemployed spouse is required to be part of the GI package provided by AIPP.
  - For the staff’s dependent children, the medical cost can be reimbursed in cash if the children are not yet in any insurance package but the total amount should not be over THB 18,000/person/year. The staff’s dependent children are not required to be in the AIPP GI package. The staff may reimburse the dependent children’s insurance cost based on actual cost.

2.3.2. Application for the Social Security Fund (SSF) and Group Insurance (GI)

2.3.2.1. Social Security Fund (refer to Annex1)

As soon as a new staff is issued a valid work permit, the application for social security service will be filed by the Administrative staff. The monthly payment of Annual Medical Allowance to staff (THB1,500) will start as soon as they join AIPP but once the application of SSF is accepted and the staff received the SSF number, the deduction will begin. The deduction will be based on information on salary provided.
to the government. The normal payment rate is 10% (5% from employee and 5% from employer).

2.3.2.2. Group Insurance (refer to Annex2)
Application to the GI starts in April of each year so new staff coming during the rest of the year shall wait until the renewal of the GI. However, the monthly payment will start as soon as the staff joins AIPP.

2.3.3. Hospital Visit
- Staff is requested to visit the hospital and/or clinic covered by SSF and GI for any sickness and injuries.
- Staff shall carry their SSF and GI cards at all times when they visit the hospital and/or clinic.
- The information on hospitals and clinics covered by the SSF and GI shall be provided by the Administrative Staff.

2.3.4. Claiming the hospital cost
- For emergency cases
  - For emergency cases where staff is unable to go to the assigned hospital, the staff shall make advance payment for the medical costs and the Administrative Staff shall assist in the process of reimbursement from SSF and GI.
  - Hospital costs not covered by SSF and GI shall be covered by AIPP under the Medical Fund.
  - If case was not emergency, staff cannot reimburse the cost from Medical Fund if they did not go to the assigned hospital.
- For staff who is not part of the group insurance; As AIPP pays the Annual Medical Allowance on a monthly basis, additional medical costs shall not be reimbursed. Please refer to “annual medical fund” for more details of other medical benefits.

2.4. Other Entitlements

2.4.1. Income Tax
AIPP is responsible for the payment of the withholding tax of the staff and payment to the appropriate authorities according to the laws and regulations of the Thai government.

2.4.2. Thirteenth Month Salary
The thirteenth (13th) month salary is a payment of an additional one-month salary, calculated on a pro rate basis, and paid in December before the annual
break of AIPP. All staff who completed one year of service at AIPP are entitled to a 13th month basic salary, which is computed based on the basic salary excluding other benefits, and subject to availability of funds.

2.4.3. Work-Related Expenses
AIPP will cover all work related expenses including (but not limited to):
- Processing of work permit and visas including translation of related document
- Passport renewal
- International Travel Insurance package for staff will be procured based on their travel requirements. Staff who travel on regular basis as part of their work may apply for annual multiple trip travel insurance. Staff who travel occasionally as part of their work may apply for single trip travel insurance (per travel) upon the approval of their travel mission plans.

2.4.4. Return ticket home (economy)
- Travel related expenses, including economy flight and direct route ticket will be provided to all foreign staff for traveling back to their countries after completion of six (6) months of service. This annual home trip can be availed on a different period within the fiscal year of the organization.
- The arrangement of the international travel will be done by the Administrative staff but the staff shall do their domestic travel arrangement in their country. For staff leaving AIPP, the payment of the one way ticket home and related cost shall be done within three months from the official separation date.

2.4.5. Shipping Cost Allowance
- Foreign staff will also be provided with financial support for shipping and moving their properties/household items back to their home countries or to their new job location outside of Thailand based on the period of service. Any staff who avails of this benefit is required to submit receipts of the expenses. The shipping cost shall be utilized within three (3) months after end of contract.
- The financial support will be provided according to the criteria given in the table below:

<table>
<thead>
<tr>
<th>Service Period</th>
<th>Allowance Amount Ceiling</th>
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</thead>
<tbody>
<tr>
<td>Staff who worked for 3 years and above</td>
<td>Maximum of THB 30,000.00</td>
</tr>
<tr>
<td>Staff who worked more than 1 year to 2 years and above but less than 3 years (living with their family)</td>
<td>Maximum of THB 15,000</td>
</tr>
<tr>
<td>Staff who worked more than 1 year to 2 years and above BUT less than 3 years (single/not living with his/her family)</td>
<td>Maximum of THB 10,000</td>
</tr>
</tbody>
</table>
### 2.4.6. Lump sum performance incentive
The lump sum performance incentive shall be done after completion of one year as regular staff and subject to the results of annual performance evaluation and availability of funds.

### 2.4.7. The Provident Fund (PF)
The Provident Fund (PF) aims to provide additional financial benefit to AIPP staff members to be used in times of utter need such as during sickness, loss of job, resignation or otherwise. It shall also serve as long term savings and longevity benefit for AIPP staff. (refer to Annex3)

### 2.4.8. Death in Service
In the event of death of a serving staff, the staff’s surviving family, as per the Personnel Data Sheet, is entitled to receive the payment due from the organization, repatriation expense and contribution from organization to the family based on need and subject to availability of funds.

Arrangement with the Administrative and Finance staff shall be made immediately for payment to be given to the designated family member. Any money owed to AIPP will be deducted from the final payment. The amount of contribution to the family, if needed, shall be recommended by the Management Team subject to approval by the EC.

### 2.5. Holiday and Leave
The total number of paid holidays per year (January-December) for regular staff is 22 days (this includes the 10 days paid leave and the 12 days annual holiday) excluding the six (6) Thai public holidays. Holidays are non-transferrable to the following year. Each leave request should not be more than **12 consecutive working days including travel days** except for emergency cases. The time of leave shall be subject to approval by the Section Head and endorsed by Programme Coordinator/Manager.

**Leave request process (refer to Annex6)**
- For any type of leave, staff shall discuss with their immediate supervisor and fill up the leave form. Any type of leave shall consider urgent workload and ensure
the discussion and proper turn–over of urgent matters needing follow-up of communication to Programme team members. Request for holiday leave may be considered in relation to accomplishment of urgent tasks/reports prior to approval.

- The approved leave form shall be submitted to the Administrative staff for their information and record. Section Heads shall have a record of the leave status of staff under their section.
- Forms for leaves shall be filed both by the Administrative staff and Section Head for proper recording.
- The notice of leave shall be submitted to the Administrative staff according to the following time frame:

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave of 1 to 5 days</td>
<td>3 working days in advance</td>
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<tr>
<td>Leave of 6 days or more</td>
<td>10 working days in advance</td>
</tr>
<tr>
<td>Leave requests beyond the policy</td>
<td>To be approved by the Secretary General</td>
</tr>
</tbody>
</table>

- **In case of emergency, leave requests will be considered on a case to case basis.**
  The leave requests beyond the policy will be approved by the Secretary General based on the endorsement of the immediate supervisor and Section Head.

2.5.1. **Thai Public Holiday**
Six (6) public holidays of Thailand shall be observed per year. Staff are not required to report to work on these days. The agreed dates shall be done at the beginning of the year.

2.5.2. **Compensatory leave**
   a) Staff are entitled to a compensatory leave for official work done during weekends and public holidays such as attending meetings, workshops, conferences and trainings or traveling on duty,
   b) Requests for compensatory leaves have to be included/specified in travel mission requests and the leave form has to be completed and approved by the immediate supervisor.
   c) Compensatory leave is applicable only for full day work or mission.
   d) A compensatory leave needs to be used within 30 working days after the end of the travel mission.

2.5.3. **Paid Sick leave and Unpaid Sick leave**
   a) Staff are entitled to a paid sick leave of ten (10) working days per year.
   b) Sick leave benefit cannot be availed for holidays or personal matters.
c) For medical leaves beyond the allotted 10 working days, the staff shall take unpaid medical leave until such time that they are already deemed fit to go back to work.

d) Staff are required to fill up the sick leave form within three (3) days after resuming work.

e) The granting of a sick leave longer than what is specified in the policy (10 days) shall be on a case-to-case basis to be approved by the Secretary General.

f) A Medical certificate must be acquired and submitted to the Administrative staff in cases of sick leaves of three (3) days and above.

g) In case of staff needing to visit doctor for follow-up medication, the appointment letter shall be presented for the sick leave request.

2.5.4. Paid leaves
Official paid leave shall be granted after six (6) months of service regardless of status. The number of days of paid leave will depend on the number of the month staff completed service in AIPP and the effectivity of the paid leave follows AIPP’s fiscal year (January – December). The counting of the paid leave starts on the day the staff joined AIPP. The table below is the entitlement of number of days for paid leave with the fiscal year:

<table>
<thead>
<tr>
<th>Completed months service</th>
<th>Days</th>
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<td>Completed six (6) months service</td>
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<td>Completed nine (9) months service</td>
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<tr>
<td>Completed ten (10) months service</td>
<td>19 days</td>
</tr>
<tr>
<td>Completed eleven (11) months service</td>
<td>21 days</td>
</tr>
<tr>
<td>Completed twelve (12) months service</td>
<td>22 days</td>
</tr>
</tbody>
</table>

Note the calculation = 22 days / 12 months

2.5.5. Unpaid leaves
a) Official unpaid leave of ten (10) working days shall be granted to staff once they join AIPP.
b) The unpaid leaves will be considered in emergency and special circumstances only such as a chronic and/or critical illness, serious and/or prolonged illness or death of a family member.

c) For the regular staff, unpaid leave can only be requested after all other available leaves have been used.

d) Unpaid leave requests will be approved by the Programme Coordinator/Manager/Section Head as applicable.

e) Unauthorized or uncertified leave will be considered as leave without pay. Consecutive or repeated unauthorized or uncertified leave can be a justifiable ground for verbal or written warning to the concerned staff.

f) The Administrative staff shall submit a copy of the approved unpaid leave form to the Finance team for salary deduction. The calculation of unpaid leave is basic salary divided by twenty days.

2.5.6. Maternity/Paternity leaves

**Staff under probation period**

a. Staff are entitled to take UNPAID maternity and paternity leave if needed.

b. The maximum for UNPAID maternity leave is three (3) months and paternity leave is one (1) month.

**Regular Staff**

a. Regular staff are entitled to paid maternity and paternity leaves.

b. Paid maternity leave shall be granted for three months. The extension with no pay will be considered with a maximum of 3 months

c. Paid paternity leave shall be granted for one month. The extension with no pay will be considered with maximum of one (1) month.

d. Payment for the maternity and paternity leaves includes the basic salary and other relevant benefits such as housing allowance, communication allowance, medical allowance, longevity payment.

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1 Unemployed spouse refers to a long term partner (living together)/spouse with maximum income of THB 5000 per month
PUBLICATION REQUEST

Requested by: _______________________ Programme : _______________________________

Purpose: __________________________________ for Activity: _______________________

Target group: ________________________ Country: ________________________________

Request Date: ____________________________

I.  Posters

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II.  Books and briefing papers

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III. Training manuals

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### AIPP TRAVEL MISSION – PLAN

**Name:**  
**Position:**  

**Program:**

**Source of travel fund (Specify project activity/Donors):**

**A. Details of the Planned Mission**

<table>
<thead>
<tr>
<th>Title of the mission (Activity/Event):</th>
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<tbody>
<tr>
<td>Date and place:</td>
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<td>Organized by:</td>
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<td>Purposes of Travel</td>
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**B. Mission Plan**

<table>
<thead>
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<th>Expected outputs from the travel mission</th>
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<tr>
<td>Output indicators</td>
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<td>Tentative activities</td>
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<td>Inputs and Materials Required:</td>
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<td>Linkages to other programmes (Inter-programme activities)</td>
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<td>Distribution of Publications/ Thumb drives plan</td>
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**C. Travel Schedule (Round trip)**

<table>
<thead>
<tr>
<th>Departure Date</th>
<th>Arrival Date</th>
<th>Means of transport</th>
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</table>
Estimated budget for travel:

Request for compensatory leave (No. of days and exact date):

Approved by _____________________  Requested by _____________________
Date __________________________  Date ________________________

Note: Please annex the completed “Publication Request Form”
## Printing Requisition

**Date**

**Name**

**Programme**

**Project**

Please Order to print the following items:-

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<th>No.</th>
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<th>Unit Price</th>
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Total

Please identify the target audience or attach another paper:

**Requested by** __________________________ **Date of Order** __________________________

**Authorized By** __________________________ **Note: Order shall be done by admin staff**

**Printing Ordered By** __________________________

F-010
Feedback Form

Dear Friends,

As we endeavor to publish more useful and relevant briefing papers/books relating to indigenous peoples and their rights in future, we would greatly appreciate if you could spend some of your valuable time to provide your comments on this publication/briefing paper. Your comments and suggestions will help us to enhance our outreach to wider audiences.

Please fill up the table below and send back the filled form to aippmail@aippnet.org or fax to (66) 53 380752. You can also send the filled in form by post at this mailing address: Asia Indigenous People Pact (AIPP), 108 Moo 5 Tamboon Sanpranate Amphur Sansai, Chiang Mai 50210 Thailand.

Title: ………………………………………………………………………………………………………

<table>
<thead>
<tr>
<th>Area</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarity of the Content</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Well Defined Concepts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coherence of the topics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Usefulness and relevance of the topics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aptness of the Examples</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Overall rating** (Please select one)

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

**General Comments**

............................................................................................................................................
............................................................................................................................................
............................................................................................................................................
............................................................................................................................................

Thank you very much for your feedback.

AIPP Secretariat
AIPP TRAVEL MISSION – REPORT

Name: _______________________________  Position: _______________________________

Program: _______________________________  Source of travel fund (Project/Donors): _______________________________

A. Details of the Event/Activity

<table>
<thead>
<tr>
<th>Title of Event/Activity</th>
<th>Date and place</th>
<th>Organizer/host/contact person: Contact details</th>
<th>Objectives of the Event/Activity</th>
</tr>
</thead>
</table>

B. Purpose of Participation: Please specify

<table>
<thead>
<tr>
<th>Capacity building/Awareness raising:</th>
<th>Advocacy:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Networking:</td>
<td>Fund- Raising:</td>
</tr>
</tbody>
</table>

Publications/Thumb drives Distribution:

Others:

C. Observations: Brief report of the event

D. Accomplishments from the participation vis-à-vis purpose

Advocacy:

Networking:

Fund raising:
Others:

E. Recommendations

F. Matters for follow up:

G. [With Whom, How, Who will be responsible and when to follow up?]

H. How has the event/activity contributed to your development as an individual; to your organization and AIPP as a whole (in bullets)

I. Please attach the materials gathered in the events including presentations, statement/power-point, publications/resource materials, business cards of new contacts, or persons for follow-up etc.

J. Key lessons learned (in bullets):

Signature:
Date:
# Request for use of the AIPP Equipment

**Name:** _________________________________________  
**Position:** _______________________________________

**Programme/Project:** ______________________________________

## Issuance of equipment /office supply

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinets/shelves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trash cans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer laptop/Computer desk top</td>
<td></td>
<td></td>
</tr>
<tr>
<td>External drive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note book</td>
<td></td>
<td></td>
</tr>
<tr>
<td>staplers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 and 3 hole punches (ตุดตู)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eraser</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ruler</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liquid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liquid ACC (ใบรั้น)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small paper clip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper clip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Them drive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scissor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cutter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office key</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that I have received the above item(s) from AIPP. I am responsible for the care and maintenance of this equipment as long as it remains at my disposal. I also declare that I shall return this item to AIPP in good condition except normal wear and tear, when I leave AIPP or as and then I am required to return it.

**Recipient signature:** __________________________  
**Date:** __________________________

**Given signature:** __________________________  
**Date:** __________________________
## EQUIPMENTS REQUISITION FORM

Name:__________________________________________________________

Position:________________________________________________________

Purpose of request:__________________________________________________________________________________________

Duration of using:__________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCD Projector: (specify the model)</td>
<td></td>
</tr>
<tr>
<td>White Screen</td>
<td></td>
</tr>
<tr>
<td>Laptop: (specify the model)</td>
<td></td>
</tr>
<tr>
<td>Translating equipment</td>
<td></td>
</tr>
<tr>
<td>- Microphone</td>
<td></td>
</tr>
<tr>
<td>- Transmitter</td>
<td></td>
</tr>
<tr>
<td>- Receiver</td>
<td></td>
</tr>
<tr>
<td>- Earpiece</td>
<td></td>
</tr>
<tr>
<td>- Rechargeable battery</td>
<td></td>
</tr>
<tr>
<td>- Charger</td>
<td></td>
</tr>
<tr>
<td>Desktop Computer: (specify the mode)</td>
<td></td>
</tr>
<tr>
<td>Printer</td>
<td></td>
</tr>
<tr>
<td>Camera (specify the model)</td>
<td></td>
</tr>
<tr>
<td>Tripod</td>
<td></td>
</tr>
<tr>
<td>Voice recorder</td>
<td></td>
</tr>
</tbody>
</table>

Signature

Requested by........................................ Issued by..................................................

Taken Date ........................................ Given Date ........................................

Return Date........................................ Received Date........................................
# Vehicle Log Book

Name: ___________________________________________________  Month: __________

- Car Registration No. __________________________________________
- Motorcycle Registration No. ______________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Used By</th>
<th>Activity</th>
<th>Destination</th>
<th>Milage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Start</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>End</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total KG</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>@Rate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Amou   nt</td>
</tr>
</tbody>
</table>

Total

**Requested by:** __________  **Checked by:** __________

**Date:** __________  **Date:** __________

**Approved by:** __________  **Received by:** __________

**Date:** __________  **Date:** __________

***Remark: Reimbursement closing date is 25th of the month.***
Request for use of AIPP Translation Equipments

Name : ……………………………………………………………………………………………
Position : …………………………………………………………………………………………
Organisation: ………………………………………………………………………………………
Contact Number :……………………………………………………………………………………
Purpose of request: …………………………………………………………………………………
Duration of use: ………………………………………………………………………………………

Checklist

• Transmitter…………………………………………………………………………………………
• Receivers……………………………………………………………………………………………
• Pieces of Ear 022 RoHS…………………………………………………………………………..
• Splitters……………………………………………………………………………………………..
• Microphone………………………………………………………………………………………
• Batteries Charger …………………………………………………………………………………

I assure to use the equipment properly and return it (them) in a good condition. In case of any loss or damage, I agreed to pay the full cost of equipment according to the price listed below;

1. Receiver 110 USD/piece
2. Transmitter 500 USD/piece
3. Earphones 15 USD/piece
4. Microphones 80 USD/piece

Signature

Receipt by : ……………………… Issued by………………………… AIPP Admin
Date of receipt Date of Release…………………………

……………………………………… ……………………………………… AIPP Admin
Date of return Date ………………………………
Leave Application Form

Applicant’s Name: ……………………………………………………………………………………………

Types of Leave (tick the appropriate box)  □ Paid holiday leave  □ Sick leave
  □ Unpaid leave          □ Compensatory leave

From………………………………………..…………..  Total # of days……………………………………..

Purpose…………………………………………………………………………………………………………

………………………………………………………………………………………………………….

………………………………………………………………………………………………………….

Proposed by       Approved by

Date……………………..     Date……………………..

Coo- sign by

Date……………………..