



Republic of the Philippines  
**Department of Environment and Natural Resources**

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**MEMORANDUM**

**FOR :** **The Directors**  
Forest Management Bureau  
Biodiversity Management Bureau  
  
**All Regional Executive Directors**

**FROM :** **The OIC Director**  
Human Resource Development Service

**SUBJECT :** **INVITATION TO NOMINATE A CANDIDATE FOR THE AFoCO-ROYAL FOREST DEPARTMENT (RFD) CAPACITY BUILDING TRAINING: TRAINING OF TRAINERS FOR FOREST FIRE SUPPRESSION (TOTFFS)**

**DATE :** **APR 05 2023**

This pertains to the attached invitation dated 29 March 2023 of Mr. Sunpil Jin, Vice Executive Director, Asian Forest Cooperation Organization (AFoCO), inviting DENR to participate in the Asian Forest Cooperation Organization-Royal Forest Department (AFoCO-RFD) Capacity Building Training: Training of Trainers for Forest Fire Suppression on 15-19 May 2023 in Thailand.

The training course aims to improve forest fire suppression knowledge and skills by acquiring relevant theories and practical/hands-on exercises and developing the tactics to provide domestic training on forest fire suppression in the participants' home country.

In this regard, please nominate one (1) candidate with the following qualifications:

1. At least five (5) to ten (10) years of work experience in national forest agencies in charge of forest fire suppression and with track records in field response;
2. Ability to provide a clear justification on how the training is helpful in their work contexts;
3. Willingness to learn and share their experiences with other participants and to actively contribute their knowledge and skills in the training; and
4. Fully vaccinated against COVID-19

The nominee shall submit the following requirements to the HRDS-Training and Development Division through the DENR-HRDS portal link: [bit.ly/LNDportal](https://bit.ly/LNDportal), **not later than 14 April 2023**.

1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention to HRDC Secretariat, with justification on how the training complies with minimum criteria for travel pursuant to EO 77, to be endorsed by the Head of Office:
  - a) The purpose of the training is essential to the effective performance of an official or employee's mandates or functions;
  - b) It is required to meet the functions of the department, agency, bureau, or there is substantial benefit to be derived by the state;

- c) The presence of the official or employee is critical to the outcome of the activity to be attended;
  - d) The projected expenses for the activity are not excessive or involve minimum expenditure; and
  - e) The activity shall not hamper the operational agency of the office.
2. Resolution from the HRDC counterpart (Regional/Bureau/Attached Agency) nominating the applicant;
  3. Service Record (at least two (2) years as a permanent employee);
  4. Certificate of No Pending Administrative Case;
  5. Certification of actual duties and responsibilities (including past involvement) relevant to the program signed by immediate supervisor;
  6. Certification from the Director supervising human resources/Assistant Regional Director for Management Services/Assistant Director Regional/Bureau/Attached Agency) stating:
    - a) That the applicant has at least a very satisfactory performance rating for two (2) immediate rating periods;
    - b) That the applicant has no pending scholarship nomination;
    - c) That the applicant has not been a delinquent scholar from a previous scholarship grant; and,
    - d) That the applicant has submitted all required reports from previous foreign travels.
  7. Updated Personal Data Sheet and attached Work Experience Sheet (with list of in-service trainings and seminars attended) and 2x2 photo (hard and soft copies);
  8. Self-certification for official travel history; and,
  9. Individual Development Plan (IDP).

The Human Resource Development Committee (HRDC) will conduct the screening and selection of candidates for the training. Participants endorsed by the HRDC shall submit the required documents to AFoCO (see attached Annex-1, Participant's Information Sheet). **The deadline for submission of nomination and documentary requirements to AFoCO is on 03 May 2023.**

Attached are the invitation letter from AFoCO, course general information, and list of requirements for information and ready reference.

For your consideration.

*M. M. M.*  
MIRIAM M. MARCELO



**AFoCO RETC – Royal Forest Department of Thailand  
Joint Capacity Building Training on**

**“Training of Trainers for Forest Fire Suppression”**

**Supported by**

**French Embassy in Bangkok**

**COURSE GUIDELINES**

**15 – 19 May 2023**

**Sakaerat Environmental Research Station &  
Wang Nam Khiao Forestry Research and Student Training Station  
Nakhon Ratchasima Province, Thailand**

**AFoCO Regional Education and Training Center**

## 1. BACKGROUND

Forest fire fighting is a matter of well-trained and well-equipped teams. The involved crews must be skilled in various areas, such as understanding the fuels, monitoring and evaluating the fire dangers, fighting fires with ad hoc and relevant techniques and tactics, defining a firefighting strategy, and commanding the operation with efficiency.

During the virtual training on forest fire management in 2021<sup>1</sup>, particularly, 47 young forest fire officers of 14 AFoCO member countries pointed out that developing effective and well-structured communication schema across the level is a critical cross-cutting issue to ensure their support for effective fire prevention and management at all administrative levels. They shared a common view that enhancing the field-level forest firefighting capacities should be a prerequisite for the sound operation of the nationwide forest fire monitoring system.

In this context, the AFoCO RETC, the Royal Forest Department of Thailand, and the French Embassy in Bangkok join hands to collaborate, develop and implement a joint capacity-building activity entitled “**Training of Trainers on Forest Fire Suppression**” on 15 – 19 May 2023 in Thailand. The national-level forest fire control of Thailand was officially established in 1981. Many government agencies, including the Royal Forest Department, have endeavored to foster forest firefighters for efficient fire control on the ground. They recognized that capacity building on forest suppression (e.g., understanding forest fire and smoke haze behaviors) is important. The RFD has provided forest fire extinguishing training by simulating real burning situations to help the trainees cumulate their field experience and develop their response capabilities.

After the training in Thailand, a 3-day policy-driven high-level workshop will be organized in October in the Republic of Korea. The training and the workshop will be organically linked to each other. The interventions from the training course are expected to be part of the baselining information for the countries’ governance enhancement in forest fire management in the future.

## 2. EXPECTED OUTPUTS

At the end of the training, the participants will be able to:

- Improve their forest fire suppression knowledge and skills through the acquisition of relevant theories and practical/hands-on exercises, and
- Develop their tactics to provide domestic training on forest fire suppression in their home country.

## 3. EXPECTED DELIVERABLES

As part of the outcomes of the program, the following deliverables will be produced:

- A training module
- A training report

## 4. TARGET COUNTRIES AND PARTICIPANTS

**Target countries:** 14 AFoCO Member Parties will be invited.

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<sup>1</sup> AFoCO Policy Brief 05 <https://afocosec.org/publication/policy-brief-5-envisioning-an-integrated-information-system-for-forest-fire-management/>

AFoCO Bhutan, Brunei Darussalam, Cambodia, Indonesia, Kazakhstan, Kyrgyzstan, Republic of Korea, Lao PDR, Mongolia, Myanmar, Philippines, Thailand, Timor-Leste, and Viet Nam

**Target participants:** This training encourages nominating one (1) technical-level forest fire practitioner from the respective country mentioned above, except Thailand. For the Thai participants, 10 practitioners will be invited and supported by AFoCO and French Embassy in Bangkok. Considering the training is for field-level practitioners, proficiency in English will not be considered for the eligibility.

The countries are requested to nominate the participants based on the following criteria:

- Extent of experience (at least 5 to 10 years) in national forest agencies in charge of forest fire suppression, with track records in field response.
- Ability to provide a clear justification on how the training is useful in their work contexts;
- Extent of willingness to learn and share their experiences with other participants and to actively contribute their knowledge and skills in the training; and
- Proof of being fully vaccinated against COVID-19.

The participants need to submit the following information after the nomination:

- Personal and work details, and
- Any substantial information to inform the host in advance (e.g., dietary requirements, allergy, etc.).

## 5. MAIN TRAINERS

### France

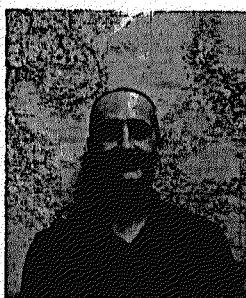


Bruno CHITUSSI

Since the Paris Agreement at the COP 21 of the UNFCCC, France has been reinforcing its Official Development Assistance (ODA) policy on global challenges, particularly climate change and biodiversity preservation. France is a forestry country, with one-third of the land covered by forest areas, various fuels (e.g., moors, bush, maritime pines, Alep pines, oak, and rainforest in overseas territories), and various lands (e.g., coastal areas, mountains, etc.). Historically the country has to face large fires during the summertime (June to September). The country has developed an integrated approach to forest fire management, with a national and interagency strategy, a lot of effort on prevention & law enforcement, national standards, and training. This expertise has been successfully shared and implemented overseas, such as in central and south America and north and western Africa; and French experts have participated in several international support during large fires, as recently in Chile.

For this training, one project coordinator and three French experts will be involved. They are firefighter officers in France, with 15 to 20 years of experience in forest fire fighting. They were involved as trainers at the French Civil Protection – National Academy for Forest Fires.

1. Ms Antonella MASSAIU, Fire Analyst expert of the National Forest Service, South Corsica Island Province, France.
2. Mr Bruno CHITUSSI, Fire Fighter Officer, Chief of Dumbea Fire Service, New Caledonia, France.
3. Mr Rémi LASSOUREILLE, Fire Fighter Officer, Fire Prevention and Suppression Expert, Gironde Fire Service, Grand Bordeaux Area, France
4. Mr Jean-Michel Dumaz, Project coordinator



Jean-Michel Dumaz

Firefighter officer since 20 years with 10 years' experience as forest fire expert in South of France. Previous position was the research and innovation international project coordinator. Since 2021, he has been in charge of the

Regional Attaché for Civil Protection and Crisis Management for the ASEAN countries, based at the French Embassy in Singapore

**Thailand**



**Name:** Dr Veerachai Tanpipat

**Position:** Senior Expert and Advisor

**Affiliation:** Upper ASEAN Wildland fire Special research Unit, Forestry Research Center, and Faculty of Forestry.

He is a remote sensing engineer and geographer whose professional interests include applying geoinformatics, S&T, and social science to manage disaster response and preparedness better. His work has largely focused on forest fires, transboundary haze, and flooding throughout SEA. His previous work includes but is not limited to an advisory role to the DG for the Royal Forestry Department, the DG for the Pollution Control Department, collaborative efforts with NASA-LANCE-FIRMS, NASA-JPL, NASA-GSFC, NASA-AMES, NOAA-NESDIS, NOAA-NGDC, and the CAMS-ECMWF. Currently, he is a Senior Expert at Hydro-Informatics Institute (HII), a founding member of the Upper ASEAN Wildland Fire Special Research Unit (WFSRU), a Senior Expert Faculty Member of Forestry at Kasetsart University, Advisor to the Director General Of the Department of Marine and Coastal Resources (DMCR) and Acting DG of Department of National Parks, Wildlife and Plant Conservation, and Fire Hawk Special Force of the Royal Forest Department (RFD), Co-chair of Disaster Mitigation WG, a member of Technical Committee, and Chairperson of Open and Sharing Data WG of Asia Pacific Advanced Network (APAN).

**6. TRAINING SCHEDULE**

<b>Time (GMT +07, BKK Time)</b>	<b>Day 1 1 May (Mon)</b>	<b>Day 2 2 May (Tue)</b>	<b>Day 3 3 May (Wed)</b>	<b>Day 4 4 May (Thu)</b>	<b>Day 5 5 May (Fri)</b>
<b>08.00 - 16.00</b>	<b>Daily reflection</b>  Forest Fires general strategy & integrated approach (classroom)  Introduction to Fire Analysis and Assessment (FAA) (classroom)  <b>Daily feedback</b>	<b>Daily reflection</b>  Impact of meteorology on fire behavior (MET) – (Classroom)  (MET) field exercise  Fire positioning (POS) – (Classroom)  <b>Daily feedback</b>	<b>Daily reflection</b>  Fire behavior (BEH) – (Classroom)  Fire spread patterns (PAT) – (Classroom)  Field exercises related to BEH and PAT  <b>Daily feedback</b>	<b>Daily reflection</b>  Tactical planning (TP) –(Classroom)  Strategy and Scenario awareness (SCA) –(Classroom)  Field exercises related to TP and SCA  <b>Daily feedback</b>	<b>Field exercises related to the whole course</b>  Wrap up  Close

Note: The schedule may be changed subject to the weather condition and the possibility of conducting field training.

## 7. LOGISTICS INFORMATION

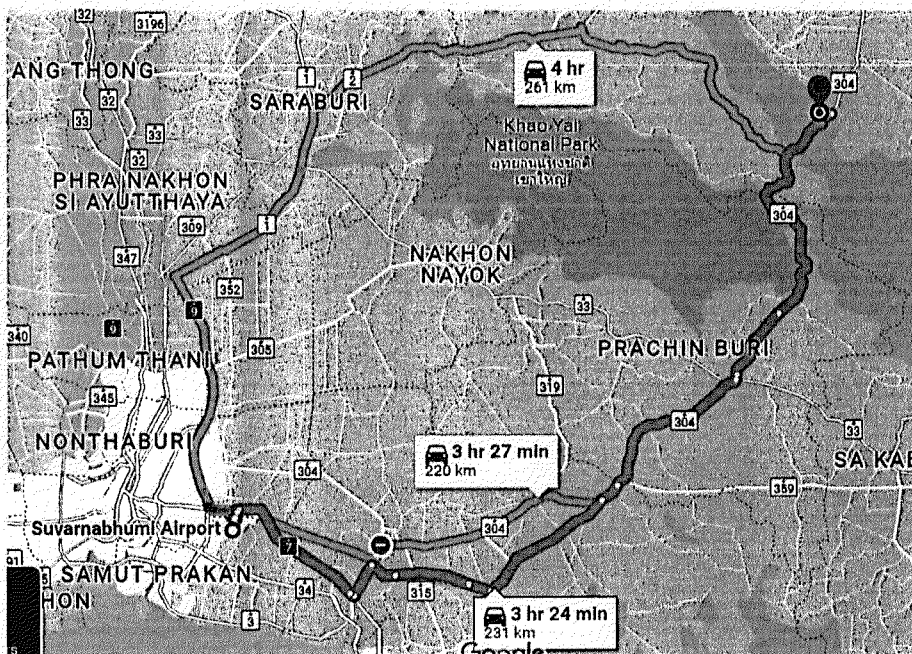
### a) Training Venue & Accommodation

On the day of arrival, all the trainees will meet at the airport and move to the training venue by car. The detailed information will be announced to the participants.

Two training venues are used: (1) Sakaerat Environmental Research Station (SERS) UNESCO Biosphere Reserves under the Thailand Institute of Scientific and Technological Research and (2) Wang Nam Khiao Forestry Research and Student Training Station under the Faculty of Forestry, Kasetsart University, Thailand. The venues are 3.5 hours from the Suvarnabhumi Airport by car and close to the Thap Lan National Park. The participants will be accommodated at the dormitory inside the SERS.

The SERS' full address is (<https://goo.gl/maps/ad3MthLMPRCskW9r8>):

Sakaerat Environmental Research Station (SERS)  
Thailand Institute of Scientific and Technological Research  
1 Moo 9 Udom Sab Subdistricts,  
Wang Nam Khiao District,  
Nakhon Ratchasima Province  
30370 THAILAND  
Tel: 66-44- 760 110, 760 111, 760 112  
Fax: 66-44- 760 109  
E-mail: sakaerat@tistr.or.th  
F-<https://en.unesco.org/biosphere/aspac/sakaerat> ,  
<https://www.facebook.com/sakaeratenvironmentalresearchstation>



### b) Field Visit Information

More information will be provided during the training.

### c) Visa Application

Participants should have a valid passport (at least six months). It is recommended that participants have an appropriate visa before entry to Thailand though some nationals are eligible for an arrival

visa. This recommendation is due to the continuous policy changes by the Royal Thai Government on the visa process.

Thailand has a list of nationalities exempted from visa or visa on arrival, which can be found here:

[https://consular.mfa.go.th/th/page/cate-7393-general-](https://consular.mfa.go.th/th/page/cate-7393-general-information?menu=5d68c88b15e39c160c0081e0)

[information?menu=5d68c88b15e39c160c0081e0](https://consular.mfa.go.th/th/page/cate-7393-general-information?menu=5d68c88b15e39c160c0081e0) or <https://www.thaievisa.go.th/>. Participants must re-confirm their eligibility with their respective Thai Embassy or Consulate.

Nationalities that do not belong to any of these two lists are required to apply for a visa at the Thai Consular service in the country of residence. Please consult your Royal Thai Embassy for proper visa arrangements before traveling to Thailand.

**For more information on the specific visa requirements**, please contact the Royal Thai Embassy in your country or visit the website of the Thai Ministry of Foreign Affairs: <http://www.mfa.go.th>

#### d) Local Transportation

From *Suvarnabhumi International Airport*, there are many taxis (limousines and standard taxis) carrying passengers into the city center. You can select one of the transport methods below:

- **Public Taxis**

Public metered taxis are at the taxi stand outside the airport arrival hall. The fare to the center of Bangkok is approximately THB 400 - THB 700 plus THB 50 surcharge (tollway fees are additional). Please visit the link for more information: <https://suvarnabhumi.airportthai.co.th>

Metered taxis are the norm in Bangkok and are distinguishable by their yellow number plates and roof-mounted 'Taxi Meter' signs. They are not expensive.

- **Taxi apps**

Taxi apps, such as Grab, Line Man, or Bolt, are the best and safest options. The mobile application rates are fixed, and drivers must undergo security and safety screening. The vehicles they use are private.

- Grab: <https://www.grab.com/th/en/download/>
- Line Man:
  - [App Store](#)
  - [Google Play](#)
- Bolt Download
  - [App Store](#)
  - [Google Play](#)

- **Airport Limousine**

The Airport Limousine service is located in the airport arrival hall. A one-way trip costs approximately THB 950 - THB 1,200 or THB 1,500 for a Sport Utility Vehicle (SUV). Please visit the link for more information: <https://suvarnabhumi.airportthai.co.th/>

- **Airport Rail Link, BTS Sky Train, and MRT**



You can travel from *Suvarnabhumi Airport* by train (Airport Rail Link) to the *Phaya Thai Station*, where you can transit to the BTS Sky Train. Then, take BTS Sky Train to the nearest station to the *Kasetsart University station*. Convenient ways to commute around Bangkok while avoiding traffic are the BTS Sky Train or the MRT (underground train) systems, which usually run according to schedule (with trains leaving every 5-10 minutes during the day) and cover most of the business areas in Bangkok. The BTS and MRT operate from 06:00 hrs. to midnight. However, the trains are overcrowded during rush hours (08:00-09:00 hrs. and 17:00-18:00 hrs.).

Please visit the links for more information:

- Airport Rail Link: <https://www.srtet.co.th/index.php/en/>
- BTS Sky Train: <https://www.bts.co.th/eng/>
- MRT: <https://metro.bemplc.co.th/?lang=en>

Directions to the RECOFTC dormitory and training venue are in **Attachment-1**.

#### e) Financial Support

The organizer will cover participation costs, as stated in the table below. During the training course, reimbursements will be given directly to the participants in USD (United States Dollar) or THB (Thai Baht).

Item	Amount (US\$)	Remarks
Airfares	-	- Organizer will arrange the economy class flight.
Accommodation and meals	-	- Organizer will cover accommodation and meals. - The participants will stay in the SERC dormitory
Travel Insurance	-	- Organizer will provide travel insurance covering the period of the training. <u>*Any other medical costs or items that are not covered by the travel insurance will NOT be covered by the training.</u>
Visa	Actual cost with original receipt	- Visa fee will be reimbursed when a proper original receipt is submitted.
COVID-19 test fees	Actual cost with original receipt	- Test fees occurred for the overseas travel will be reimbursed upon submission of receipt and the regulation of your country
Training Allowance	\$35/ training day	- Any other items not listed in this table will not be supported in principle

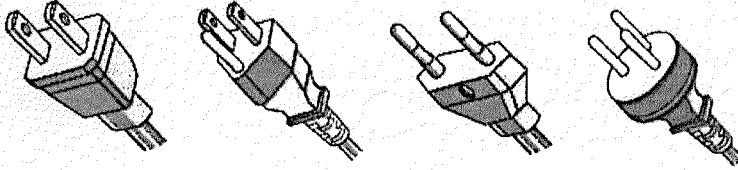
#### f) Currency & Credit Cards

The currency in Thailand is the Thai Baht (THB)

The current exchange rate as of 21 February 2023 is approximately 1 USD = 35 Baht. All major credit cards are readily accepted in Thailand. Money exchange facilities are available at the Airports in Bangkok. Participants should change some money at the airport to pay for the taxi or expenses in Thailand

**g) Electricity**

The standard electricity supply in Thailand is 220 volts AC, 50 cycles per second. Many plugs and sockets are in use, as per the pictures below. Plug adapters can be purchased from local stores in Thailand. However, travelers with shavers, laptops, and other appliances should carry a plug adapter kit. Please check your appliances' voltage capacity before traveling.



**h) Local Time**

Thailand is 7:00 hours ahead of Greenwich Mean Time (GMT+7:00).

**i) Attire**

The temperature in Wang Nam Khiao is approximately 28 degree Celsius ([https://en.wikipedia.org/wiki/Wang\\_Nam\\_Khiao\\_district](https://en.wikipedia.org/wiki/Wang_Nam_Khiao_district)). It is just before the rainy season in Thailand. However, sometimes, slight rains can be expected. The participants are recommended to wear smart casual attire during the training. Long sleeves, pants, shirts, and hiking shoes are required for field practice. Other firefighting work suits (e.g., gloves, jackets) will be provided during the training.

**j) COVID-19 Instruction**

From 1 October 2022, International travelers to Thailand will no longer be required to show proof of vaccination or ATK test results. This entry restriction is changing continuously, and participants are advised to re-visit the link before actual travel <https://consular.mfa.go.th>.

For the return to country-specific information, please check your airline or IATA websites.

**8. GENERAL ENQUIRIES / EMERGENCY CONTACT**

For more information or in the case of emergencies, please request to contact the following officers:

**Ms. Soozin Ryang**

Program officer

Capacity Building and Research

Project and Program Division

AFoCO Secretariat

Email: [soozin.ryang@afocosec.org](mailto:soozin.ryang@afocosec.org)

M: +82-2-785-8999

**Dr. Veerachai Tanpipat**

Upper ASEAN Wildland Fire Special

Research Unit, Forestry Research

Center, Faculty of Forestry,

Kasetsart University

Email: [fforvrc@ku.ac.th](mailto:fforvrc@ku.ac.th)

M: +66 (81) 620-4953

DATE: 2023.03.29

REF.NO.:

CR-37

Representatives of the Member Countries  
cc AFoCO National Focal Points / Focal Officials

Dear Sir/Madam,

**Invitation to AFoCO-RFD Capacity Building Training: Training of Trainers for Forest Fire Suppression**

Greetings from the Secretariat!

Forest fire fighting is a matter of well-trained and well-equipped teams. The involved crews must be skilled in various areas, such as understanding the fuels, monitoring and evaluating the fire dangers, fighting fires with ad hoc and relevant techniques and tactics, defining a firefighting strategy, and commanding the operation with efficiency. During the virtual training on forest fire management in December 2021, 47 young forest fire officers of 14 AFoCO member countries also pointed out that ground-level capacities are the key towards improving the effective and well-structured communication schema at all administrative levels.

In this regard, according to the AFoCO RETC training plan approved at the 7<sup>th</sup> Session of the Assembly on 26-27 October 2022, we would like to invite the Member Parties for the "Training of Trainers for Forest Fire Suppression (TOTFFS)" on 15-19 May 2023 in Thailand. For the training, the Royal Forest Department (RFD) of Thailand and the French Embassy in Bangkok also joined hands with AFoCO to develop the training program.

For the participants, we would like to encourage each Member Party to nominate one (1) technical-level forest fire practitioner, except Thailand. For Thailand, we would like you to nominate upto 10 participants to the training. Since the training is for field-level practitioners, proficiency in English will not be considered for eligibility.

The countries are requested to nominate the participants based on the following criteria:

- Extent of experience (at least 5 to 10 years) in national forest agencies in charge of forest fire suppression, with track records in field response.
- Ability to provide a clear justification on how the training is useful in their work contexts;
- Extent of willingness to learn and share their experiences with other participants and to actively contribute their knowledge and skills in the training; and
- Proof of being fully vaccinated against COVID-19.

We expect the interventions from the training course to be part of the baselining information for the countries' governance enhancement in forest fire management in the future. After the training in Thailand, a 3-day policy-driven high-level symposium will be organized in October in the Republic of Korea. We look forward extending our invitation for said event in due course.

To facilitate the preparation for the training, may we kindly request the submission of nominees'/participants' information to Ryang Soozin (e-mail: [soozin.ryang@afocosec.org](mailto:soozin.ryang@afocosec.org)) **by 3 May 2023**. Please refer to the Template for the Participants (**Annex-1**) and the Course Guidelines (**Annex-2**).

Thank you for your usual support and cooperation for AFoCO.

Sincerely,



Sunpil Jin  
Vice Executive Director

**Annex-1. Participant's Information**

**Participant's Information Sheet**

Thank you for your participation in the AFoCO RETC Capacity Building Training. It would be highly appreciated if we could hear from you about the below.

**1. Participant Information**

Name (Surname/First)	Gender	Position/Affiliations	E-mail	Mobile
1. What you can bring to the training in terms of knowledge, skills, and experience on conflict resolution?				
2. How you will use the competencies acquired in the training in delivering on your work responsibilities				

**2. Other information**

Please inform us if you have any substantial information to be informed to the host in advance (e.g., food, allergies, etc.)

**3. Further Collaboration Ideas**

Should you please let us have comments and opinions on the further collaboration with you and your organization if any.

/end/