AIBD

Asia-Pacific Institute for Broadcasting Development

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Your Ref:

Our Ref: R-120-ID-12

26 December 2012

Mr Teerapong Sodasri
Director-General
National Broadcasting Services of Thailand
(Government Public Relations Department)
9, soi Aree Samphan, Thanon Rama IV, Phayathai
Bangkok 10400
THAILAND

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Dear Mr Teerapong Sodasri,

AIBD/ UNEP OzonAction Regional Workshop on
"Understanding Links Between Ozone Depletion and Climate Change"
20 - 22 February 2013, Kuala Lumpur, Malaysia

1. The Asia-Pacific Institute for Broadcasting Development (AIBD), in collaboration with OzonAction Programme of United Nations Environment Programme-Regional Office for Asia and the Pacific (UNEP-ROAP), is organising this regional workshop on **"Understanding Links Between Ozone Depletion and Climate Change"** from **20 - 22 February 2013** in Kuala Lumpur, Malaysia.

2. The nominations should be sent through your office to reach AIBD before **Monday, 28 January 2013** and we would be most grateful for your assistance in maintaining the deadline.

   We seek your co-operation to process nominations speedily.

3. The activity is designed for TV Directors and TV Producers. Maximum age limit is 55 years, and they should be able to understand, speak and write in English, which is an essential condition for selection. Please refer to enclosed project outline for profile of participants.

4. We request you to ensure that all information requested for in the application form is duly provided. Enclosed herewith is the application form.

5. The organisers offer **ONE** place to **National Broadcasting Services of Thailand**. The nominating organisation is required to nominate one principle and one alternate applicant. Places are offered strictly on a first-come-first served basis provided all conditions and requirements are met. Please note that failure to comply with this requirement will leave AIBD with no choice but to reject the application.

6. The expenses will be defrayed as follows:

   a. The organisers will provide an economy return air ticket, accommodation which includes breakfast, lunch and all materials for the activity.

   b. Participating organisations will meet the cost of daily subsistence allowance, local transportation charges (from and to the airport), excess baggage, handling charges, extended days of transit, unauthorized stopovers/changes to itinerary for their respective participants.

7. Candidates nominated are expected to be in positions where they can usefully employ their knowledge and skills acquired during the activity, or they should be able to return to positions where they can do so.

8. After the activity, **the candidate nominated must submit a Programme** for the World TV Awards Category Science/Environment 2013 for the Best TV Programme on "Preserving the Ozone Layer and Protecting the Earth". The deadline for the submission of the programme is the **15 April 2013. If no programme is submitted by the deadline, the organisation has to reimburse the entire costs of economy return air ticket and accommodation** provided to the participant.

9. Please note that the organisers will not accept any responsibility for incidental expenses associated with the selection, travel or compensation in case of sickness or accident during the period of the activity. The organisation should ensure that the applicants are physically and medically fit and insured to attend the activity. Applicants or their organisations are advised to take adequate measures to cover against this.

10. Applications routed through your office and or ministry should reach AIBD latest by 28 January 2013. **Selection of candidates will be based on information provided in the application form.** It is therefore necessary that these forms reach us by the stated deadline. Please note that responsibility for the final selection is vested with AIBD.

11. AIBD will notify your office as well as the successful applicant as soon as the selection is made. On receipt of such confirmation the organisation is expected to proceed with travel and other formalities (including passports, visas) for the applicant.

We look forward to receiving your nominations by 28 January 2013.

Yours sincerely,

Yang Binyuan
Director, AIBD

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