



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City




Office of the Minister

REGIONAL MEMORANDUM

No. 070
Series of 2024

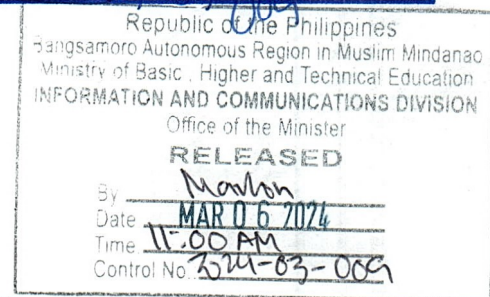
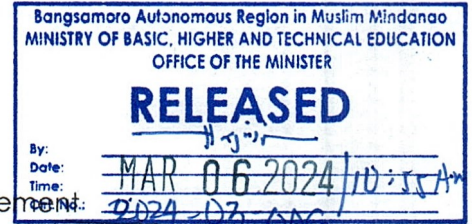
TO : **ALFHADAR J. PAJJI**
Chief, Disaster Risk Reduction and Management

ATTENTION : **ABDULLAH P. SALIK, JR.**
Directorate General for Basic Education

FROM : 
MOHAGHER M. IQBAL
Minister

SUBJECT : **PARTICIPATION IN THE EIE FUNDAMENTALS TRAINING COURSE FOR EAST ASIA AND PACIFIC**

DATE : March 5, 2024



1. UNICEF East Asia and Pacific Regional Office in collaboration with Save the Children, Humanitarian Leadership Academy is organizing an Education in Emergencies (EIE) Fundamentals course for its staff and partners within the region. The Education in Emergencies Fundamentals course aims to equip country office education and Eie staff with the fundamental competencies to be part of initiating, designing and implementing an Eie response in their context.
2. The course is sector-facing, typically involving participants from UN agencies, INGOs, national organisations, and governments, and is part of HLA's Education in Emergencies (Eie) Professional Development Programme (PDP), delivered by Humanitarian Leadership Academy (HLA) regional teams to target countries or responses on demand, typically in collaboration with the country/response Education Cluster or Working Group.
3. This Eie Fundamentals course involves some pre-work (through Eie Online or document pre-reads) and face to face. Online session starts second week of January for the first five modules. Modules 3-6 will take place in Bangkok from **March 12 to 15, 2024**, exclusive of travel.
4. In this connection, you are hereby directed to attend in the activity representing the Ministry of Basic, Higher and Technical Education.
5. Attached is the invitation letter for further details and reference.
6. For information and compliance.





04 March 2024

HON. MOHAGHER M. IQBAL

Minister

Ministry of Basic, Higher and Technical Education (MBHTE)

Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)

Dear Honorable Iqbal,

Subject: Invitation to participate in a EiE Fundamentals training course for East Asia and Pacific, January – March 2024

UNICEF East Asia and Pacific Regional Office in collaboration with Save the Children, Humanitarian Leadership Academy is organizing an Education in Emergencies (EiE) Fundamentals course for its staff and partners within the region. The Education in Emergencies Fundamentals course aims to equip country office education and EiE staff with the fundamental competencies to be part of initiating, designing and implementing an EiE response in their context.

The course is sector-facing, typically involving participants from UN agencies, INGOs, national organisations, and governments, and is part of HLA's Education in Emergencies (EiE) Professional Development Programme (PDP), delivered by Humanitarian Leadership Academy (HLA) regional teams to target countries or responses on demand, typically in collaboration with the country/response Education Cluster or Working Group.

This EiE Fundamentals course involves some pre-work (through EiE Online or document pre-reads) and face to face. Online session starts second week of January for the first five modules. Modules 3-6 will take place in Bangkok from March 12 to 15, 2024, exclusive of travel.

This EiE Fundamentals course is limited to 25 cohorts and by invitation only. The training costs will be borne by HLA; UNICEF EAPRO can provide airfare and accommodation. In line with this, we would like to invite Mr. Alfadhar Pajiji, Chief, Disaster Risk Reduction, to participate in the training workshop. Note that he would need to finish the five online modules and acquire the necessary digital badges prior to the in-person workshop.

If you have further questions, please contact Efren.Lubuguin@savethechildren.org, or Antonia Mandry amandry@unicef.org. Also attached is the flyer and admin note for more details.

Yours sincerely,

Mitsue Uemura

Regional Education Advisor

UNICEF East Asia and Pacific Office

Attachments: Admin Note, training flyer

EDUCATION IN EMERGENCIES (EIE) FUNDAMENTALS COURSE

12-15 MARCH 2024, BANGKOK

ADMINISTRATIVE NOTE

Save the Children International and Humanitarian Leadership Academy In collaboration with UNICEF East Asia and Pacific Office look forward to welcoming you to the EiE Fundamentals Course in Bangkok. To facilitate your stay in Bangkok, we are sharing with you some general information on logistics aspect of the meeting, to assist you in preparing for your trip.

1. MEETING VENUE AND ACCOMMODATION



The course will be held at

Aloft Bangkok Sukhumvit 11 Hotel

35 Sukhumvit Soi 11, Sukhumvit Road, Klongtoey-nua,
Wattana, Bangkok, Thailand 10110

Phone: (+66) 02 2077000

<https://www.marriott.com/en-us/hotels/bkkal-aloft-bangkok-sukhumvit-11/overview/>

MEETING ROOM

EiE Fundamental Course will take place from 12 - 15 March 2024 at **Tactic Room** which is located on the 9th Floor, **Aloft Bangkok Sukhumvit 11 Hotel**.

ACCOMODATION

Participants are encouraged to stay at the hotel to avoid traffic, however, it is not mandatory. Participants can arrive Bangkok on Monday 11 March 2024, and depart after the meeting ends on Friday 15 March 2024, or one day after the training.

Participants are requested to settle their accommodation bills, and any additional expenses, e.g., cost of extra meals and drinks, laundry, and other incidental expenses, directly with the hotel before checking out.

Please note that the accommodation at the hotel can be fully booked very quickly. You are recommended to make your reservation as early as possible, and at the latest by Tuesday 13 February 2024 to secure the room with this special rate.

Room Type	Special Rate		How to book hotel room(s)
Guest Room	Single Occupancy	Double Occupancy	For room reservation, please contact Katiga Phanpha Katiga.Phanpha@aloft-hotels.com or Reservations.Aloftbkk@aloft-hotels.com Please mention "EiE" when booking.
	THB 2,500 net/night	THB 2,900 net / night	Contacted details: Katiga Phanpha (Balloon) +66 (0) 2-207 7057 or +66 (0) 2-207 7000 (Hotel direct) Participants are required to book with the hotel directly by 13 February 2024 to secure the room.

Note:

- All rates are inclusive of daily buffet breakfast and Wi-Fi access internet.
- The above room rates are per room per night included of 10% service charge and government tax 7%.
- Check-in is at 3 P.M. and check-out is at 12.00 noon.
- Additional charge will be applied for early check in and late check out.

Participants will be responsible for any incidental charges such as telephone calls (local and international), room service or items consumed from the mini-bar.

The hotel accepts payment through all major credit cards (Amex, Master, Visa and Diners) or cash.

Any change or cancellation is based on hotel cancellation policy.

2. TRAVEL

Aloft Bangkok Sukhumvit 11 Hotel is 29 KM from Suvarnabhumi Airport, and 24 KM from Don Muang International Airport.

The hotel is 550 meters from BTS Nana (8 minute walk) or 1.3 KM (18 minute walk) from MRT Sukhumvit.

The hotel can also provide transportation service at the start rate of THB 1,800 net/car/way for max of 2 persons from/to both airports. The reservation can be made when you book the accommodation with the hotel.

3. DAILY ALLOWANCE

UNICEF will support travel cost and DSA for nominated participants from UNICEF offices and counterparts.

The participants are required to reserve and pay for the accommodations (room including breakfast) directly to the hotel.

Lunch will be provided daily during meeting days (12-15 March 2024 - 10% to be reduced from DSA)

4. MEALS

Lunch will be served at **Crave Restaurant** which is located on the 8th Floor of the hotel.

5. REGISTRATION/COLLECTION OF INFORMATION MATERIALS

Registration will start from 8.00 A.M. on Tuesday 12th March 2024, and the meeting will start promptly at 08.30 hr. at **Tactic Room**, located on the 9th Floor.

6. THAI VISA

- **UNLP holders:** All UNLP holders **must** apply for appropriate [Thai visa](#) from the Royal Thai Embassy in your location **prior to their travel to Thailand**. Visa on arrival is NOT an option for all UNLP holders. The UNLP must be valid for 6 months beyond the end of mission and participants are strongly recommended to travel with both UNLP and valid national passport. For any support and assistance in obtaining visa before departure to Bangkok, please contact the administrative unit at your duty station.
- **Non UNLP holders:** If a staff member is a holder of national passport and traveling with it from the countries listed in [this link](#), visa can be granted upon arrival at Bangkok International airport. If a staff member is traveling with a national passport which does not appear on the list of countries, then a visa must be obtained **before entry into Thailand**. For any support and assistance in obtaining visa before departure to Bangkok, please contact the administrative unit at your duty station to assist with necessary visa arrangement at the nearby Royal Thai Embassy.
- For an invitation letter to facilitate a visa application, please contact Ms. Woranan Thoophom (wthoophom@unicef.org)

7. CURRENCY EXCHANGE

The currency used in Thailand is Thai Baht (1 US\$ = Baht 35.77, daily fluctuations – as of February 2024). Currency exchange facilities and automatic bank machines (ATMs) are close the meeting venue.

8. BANGKOK WEATHER IN MARCH

March is the start of summer season. The temperatures range from 30°C to 35°C.

9. SAFETY & SECURITY

For UN staff or UN service contractors, it is still required that UN staff / service contractors notification of travel be submitted via the online UN Travel Request Information Process (TRIP), which can be accessed via the DSS Travel Portal at <https://dss.un.org> at least 7 days prior to the proposed travel date.

In addition to Security Clearance, please be informed that medical Clearance is also required for UNICEF staff international mission travels. Please ensure you submit the request for clearance to medicalclearance@unicef.org at least 7 day prior departure

*** It is also advised that you have a spare soft or hard copy of UNLP/Passport with you, and your UNLP/Passport are kept safely.

10. CONTACTS IN BANGKOK

Name	Functional Title	Organisation	Email:	Mobile:
Mr. Rajesh Kayastha	Deputy Representative Thailand, Operations	UNICEF	rkayastha@unicef.org	+66-(0)61 397 7929
Mr. Brohmsek Yen-ura	Senior Admin Assistant (Admin/Security)	UNICEF	byenura@unicef.org	+66-(0)61 417 3250
Ms. Mitsue Uemura	Regional Advisor Education	UNICEF	muemura@unicef.org	+66-(0)63-079-4046
Ms Antonia Mandry	Education Specialist	UNICEF	amandry@unicef.org	+66 (0)82-041-9144

Mr Efren Lubuguin	Regional Professional Development Programme Manager (EiE), Asia	Save the Children International, Asia Regional Office	Efren.Lubuguin@savethechildfren.org	+63917 1588076
Ms. Woranan Thoophom	Research Associate	UNICEF	wthoophom@unicef.org	+66-(0)95 547 5258

FOR TAXI DRIVER:

(in Thai) กรุณาพาผู้โดยสารไปส่งที่

โรงแรม อลอฟท์ กรุงเทพ - สุขุมวิท 11

35 ถนน สุขุมวิท ซอย 11, คลองเตยเหนือ, เขตวัฒนา, กทม 10110

โทร: 02 207 7000

Please take the passenger to

Aloft Bangkok Sukhumvit 11 Hotel

35 Sukhumvit 11 Alley, Klongtoey-nua, Watthana, Bangkok 10110

Tel: 02 207 7000

Map #1

