**Application Form**

Regional Modular Training Program on Rural E-Commerce Development in Lancang-Mekong

October 2018- March 2019

Mekong Institute, Khon Kaen, Thailand

*Deadline for Application: October 8, 2018*

All participants need to be aware of full duration of the training program:

* **October 22-26, 2018**: learning phase - one-week training course at the Mekong Institute’s Residential Training Center, Khon Kaen, Thailand;
* **October 2018 and January 2019**: knowledge application phase – participants implement action plans in his/her country over 4 months, when technical assistance will be provided by MI team;
* **February –March 2019**: networking phase - online synthesis and evaluation will be conducted among participants, which would enable each participant to share his/her outcome of the knowledge application phase and obtain feedback from fellow participants.

*The applicants are requested to provide information in the application form as follows*

1. Submit (i) Filled Application Form as stated below (ii) CV and (iii) Copy of Passport via email to Ms. Hao Wen at [haowen@mekonginstitute.org](mailto:haowen@mekonginstitute.org) andhaowen3118@163.com and Mr. Madhurjya Kumar Dutta at [dutta@mekonginstitute.org](mailto:dutta@mekonginstitute.org) by October 8, 2018
2. The subject of submitting email should be entitled as “**Country, Name, Application to LMC-4: on Rural E-Commerce Development Training Program”**.
3. Only selected candidates will be contacted to attend the training program. No written information will be sent to unsuccessful applicants.

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| Part I: Participant’s Criteria |
| The target participants represent the mid to senior level personnel of following types of agencies in private and public sectors.   * Ministry/ Department of Industry/ Commerce/ Information, Communication and Technology; * Development and Marketing Agencies for One Tambon One Product (OTOP)/ One District One Product (ODOP)/ One Village One Product (OVOP); * Rural E-Commerce and E-Commerce Service Providers; * Agriculture Cooperatives Alliances/ Supply and Marketing Cooperatives; * SME Clusters, Social Enterprises and Start-ups involved in E-commerce or Rural E-Commerce; * Research institutes.   In general, participants should   * Have at least three years of experience of working on e-commerce/rural e-commerce/ rural development issues; * Have a university degree on rural development and commercialization, e-commerce, MBA, international trade and related fields; * Be able to communicate (speak, understand, read and write) at professional level in English; * Have sufficient professional capacity to actively participate cross-culturally at international level; * Be able to attend the entire course, including one week training and phases for action plan implementation and results reporting.   In addition, MI encourages the participation of women and minorities. |

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| Part II. Participants’ Statement | | | | | | | | | | |
| Title | | Given Name  (*As shown in Passport*) | | | Family Name  (*As shown in Passport*) | | | | | |
| [ ] Mr. [ ] Ms.  [ ] Mrs. | |  | | |  | | | | | |
| Nationality | | Country of Residence | | Passport | | | | Date of Birth | | |
|  | |  | | Passport No.:  [ ] | | | | *Day* | *Month* | *Year* |
| Date of Expiry (dd/mm/yy):  \_\_\_\_\_\_ / \_\_\_\_\_\_ /\_\_\_\_\_\_\_\_ | | | |  |  |  |
| Position & Work Address (include department or section as relevant) | | | | | | Contacts | | | | |
| Title of your position: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Division, Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | Tel:  Fax:  Mobile:  Email:  *[Please provide a working email address which is checked frequently]*  Website:  *[Please provide the official web portal, social media to indicate your business/ organization information]*  Social Media Account:  (Facebook | LINE | WhatsApp | WeChat | Skype) | | | | |
| Educational History | | | | | | | | | | |
| Years Attended | Institution Name,  City, Country | | Degree, Diploma, Certificate, Training Courses completed | | | | Special fields of study | | | |
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| Languages Capacity | Read | | | Write | | | Speak | | |
| Mother Tongue: | Excellent | Good | Fair | Excellent | Good | Fair | Excellent | Good | Fair |
| English |  |  |  |  |  |  |  |  |  |
| Others:  [PLEASE SPECIFY] |  |  |  |  |  |  |  |  |  |

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| *In the questions below, please explain your motivation for applying to the training program. Please be as specific and detailed as possible in your answers. Make sure answer to all the questions in the application in English.*   1. Please briefly mention your role (working duties and responsibilities) in your organisation [300 words maximum].   2) Has your organization initiated any project(s) to promote e-commerce, especially rural e-commerce development in below fields in your country:  [ ] E-commerce platform development;  [ ] E-commerce operation services  [ ] Rural economic development;  [ ] Rural based products and services development, branding and marketing, and  exporting (e.g. One village one products);  [ ] Legal framework (e.g. law, policy and regulations etc.);  [ ] Logistics (e.g. for cross border e-commerce, last mile delivery etc.)  [ ] E-payment (especially could provide services covering rural areas)  [ ] Cross border e-commerce  [ ] Others\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ ] None of above  If any of above, please describe the initiatives/ projects. For companies, please specify the details of products and services, as well as exporting business? [300 characters maximum]  3) Personal statement and expectations: Why do you want to attend the Regional Modular Training Program on “Rural E-Commerce Development in Lancang-Mekong”? How do you think this program can be of benefit to you and your own organization? |
| I certify that...………. *(please tick the box below if you agree)* |
| I commit to fully attend all the activities of the program;  I commit to implement the action plan when I return to my country;  I will maintain effective coordination with the MI coordinator to report action plan implementation progress as well as other program related arrangement;  I have sufficient professional capacity to participate in regional event cross-culturally;  I will be interactive and participative at the training program;  I confirm that once the flight ticket is issued, any cancellation or amendment fees are born by me.  Candidate selection will be based on their compliance of the above stipulations. |
| **Consent Notes from Applicant:**  I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby certify that my statements in this application are true, complete and correct to the best of my knowledge and belief. I confirm that I consent to take part in the all activities of the Regional Modular Training Program on “Rural E-Commerce Development in Lancang-Mekong” from October 2018 to March 2019. I fully understand the commitment and will response to the requirements of Mekong Institute at each of training phase. I understand that I will be entitled to receive the diploma only after fully attending the three phases of program and submitting the completed course material and project work.  I am also aware of the program is designed to be an interactive platform for exchange and collaboration. Ultimately, the success of the program is dependent on my commitment and active participation.  As the program will include discussions about the strategies of participants’ organisations, I consent to keep the identities of these organisations confidential while making references in public (unless otherwise agreed by the specific organization).  Applicants’ Signature: Date: |
| **Consent Notes from Nominating Organization**  We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby confirm that we nominate Mr. / Ms. / Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to take part in the “Regional Modular Training Program on Rural E-Commerce Development in Lancang-Mekong” during the time periods as aforementioned. We consent to release her/him from work to travel to the program venues to participate the training. We are committed to support her to complete the program requirements successfully.  Name:  Position:  Division and Department:  Name of Organization:  Signature: Date: |