



AUG 16 2004

DepED MEMORANDUM
No. 344 s. 2004

MANAGING THE INTEGRATION OF CULTURE
INTO DEVELOPMENT PROGRAMMES

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents

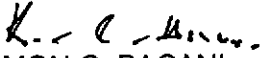
1. The SEAMEO-Regional Centre for Archeology and Fine Arts (SPAFA) will hold a workshop on Managing the Integration of Culture into Development Programmes from August 30 to September 3, 2004 at SPAFA Headquarters, Bangkok, Thailand.
2. The workshop is intended to promote mutual understanding, tolerance, and respect for diversity in cultures and the living contexts of people involved in the design and implementation of development programmes. The workshop aims to achieve the objectives of:
 - a. Increasing awareness of the need to include cultural dimensions in development initiatives;
 - b. Highlighting cultural opportunities for innovative and participatory programme facilitation;
 - c. Equipping participants to plan and implement programmes that are sustainable because they are more culturally integrated;
 - d. Devising tools for identifying and managing potential situations of conflicts;
 - e. Facilitating access to resources; and
 - f. Strengthening regional networks.
3. Participants to this workshop are programme administrators and planners, team leaders, or project managers, technical specialists, cultural specialists, anthropologists, gender specialists, policy makers, legal experts, and volunteers. These key personnel could be employed in governmental, inter-governmental, or non-governmental sectors. Applicants must meet the following requirements: a) served at least two years in development projects work; b) fluent in use of the English language; c) willing to actively contribute to and participate in the workshop; and d) committed to the goals, aims and objectives of the workshop.
4. Sponsorships including transportation, accommodation, and daily meal allowances are available. Sponsored SPAFA participants will be provided hotel accommodation from August 29 to September 4, 2004.

5. Applicants should send their Resume (C/V) of no more than two A4 pages outlining most recent experience, accompanied by a brief letter explaining the reason for joining the workshop. Please send by email to Kevin@seameo-spafa.org, by fax (622) 280-4030, or by post to:

MICDP Workshop
SEAMEO-SPAFA Headquarters Building,
81/1 Sri Ayutthaya Road, Sam-sen, Dusit,
Bangkok 10300 Thailand

6. Enclosed are the Programme Application Form and the Guidelines for Scholarship Administration.

7. Immediate and wide dissemination of this Memorandum is desired.


RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encls.: As stated

Reference: None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

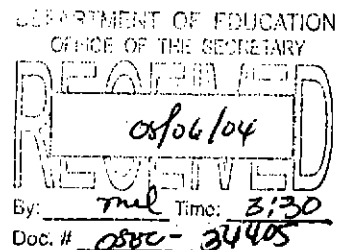
OFFICIALS
WORKSHOPS

reyaba/mppd/seamo spafa
8/8/04

WORKSHOP INFORMATION

MANAGING THE INTEGRATION OF CULTURE INTO DEVELOPMENT PROGRAMMES

30 August- 03 September 2004
at SPAFA Headquarters, Bangkok, Thailand



The Workshop

The workshop is intended to promote mutual understanding, tolerance, and respect for diversity in cultures and the living contexts of people involved in the design and implementation of development programmes.

In promoting the adoption of cultural sensitivity in the implementation process the prospects for achieving sustainability of any development intervention are enhanced because the issue of capacity building would less likely be overlooked.

Thus the core component throughout the workshop focuses on cultural analysis. Throughout the workshop the facilitators track the participatory process path and how the use of cultural analysis can guide the participant to achieve a rights-based approach to development.

The workshop aims to achieve the objectives of:

- Increasing awareness of the need to include cultural dimensions in development initiatives
- Highlighting cultural opportunities for innovative and participatory programme facilitation
- Equipping participants to plan and implement programmes that are sustainable because they are more culturally integrated
- Devising tools for identifying and managing potential situations of conflict
- Facilitating access to resources, and
- Strengthening regional networks.

Five topics are reviewed through the course of the workshop as indicated below.

Culture in Programme Implementation

- What do we mean by "culture"?
- What do we mean by "development"?
- To what extent has culture been integrated in development programmes or projects you have worked on?
- What are some limitations and constraints you have experienced?

Resources for Cultural Analysis

- What are resources?
- What is cultural analysis?
- What local resources might be tapped into to better understand the role of culture in development programmes and projects?
- What other resources might be mobilised?
- How applicable are available tools for cultural analysis?

Culture in the Programme Cycle

- What are the different stages of the programme cycle?
- Who are the stakeholders?
- How and when do stakeholders communicate with programmes and projects?
- How could communication be improved?

Organisational Culture and Development: Representation, Interpretation, and Communication

- Who identifies what programme is needed?
- Who is involved in the planning and implementation stages and how?
- How and whom do they represent?
- How representative are they?
- What kind of information is specific to a particular group?

Conflict Mediation

- What is meant by “conflict mediation and transformation”?
- Why do different “stakeholders” potentially have conflicts?
- What approaches and methods can be used to mediate and transform conflict?

Who should apply?

The key players identified to participate in the workshops included programme administrators and planners, team leaders or project managers, technical specialists, cultural specialists, anthropologists, gender specialists, policy makers, legal experts, and volunteers. These key personnel could be employed in governmental, inter-governmental, or non-governmental sectors. They could be working for public, private/corporate, or volunteer agencies, associations, foundations, and organizations.

The broad range of specialisations across all sectors and organisations reflects the fundamental importance attached to the concept of multi-sectoral approaches to the success of development interventions.

Requirements

Applicants must meet the following requirements:

1. At least two-years experience in development project work
2. Fluency in English language
3. Willingness to actively contribute to and participate in the workshop
4. Commitment to the goals, aims and objectives of the workshop

Application

Applicants should send their Resume (C/V) of no more than two A4 pages outlining most recent experience accompanied with a brief covering letter explaining why he or she would like to join this workshop. This may be sent by email to kevin@seameo-spafa.org , by fax (662) 280 4030, or by post to-

MICDP WORKSHOP
SEAMEO-SPAFA Headquarters Building
81/1 Sri Ayutthaya Road, Sam-sen, Dusit,
Bangkok 10300 THAILAND

Please note that the resume should include direct contact details (email/telephone/fax), title, and employment position.

Pre-Workshop Task

Selected participants will be asked to provide the following information in written format (maximum 1500 words) before coming to the workshop:

- Give a brief description of your work context (e.g., country, organisation, position, type of work, main tasks and issues encountered, the focus of your work's "development").
- How would you describe the "culture" of your work context?
- Define a "problem" in your work context that you would like to address during the workshop.
- Briefly outline, or give a specific example, of an achievement where cultural considerations were successfully integrated into a development programme or project.

Participants are requested to bring to the workshop supporting materials related to their organisation and project work. This could include, as examples, photographs, project reports and organisational brochures. These will be used in a "Show and Tell" activity.

Important information for applicants

Participants should note that during workshop, the five topics as outlined in the course description will be approached through a combination of inputs, processes and outputs derived primarily from their shared experiences.

Inputs may be case studies, assignments and work context-related assessments. Processes may include group-work, brainstorming, discussions and role-plays. Outputs may consist of the documented outcomes of workshop sessions and activities.

This is not a prescriptive training course but an interactive workshop, the success of which depends upon the commitment and active contribution of the participants. **Active participation is therefore essential.**

Participants should also note that this is an intensive 5 -day workshop from Monday through to Friday. Participants wishing to include any cultural tours, sightseeing, or shopping during their stay in Bangkok are advised to extend their stay after completion of the workshop to allow for this.

Sponsorships

Sponsorships including transportation, accommodation, and daily meal allowances are available.

Sponsored SPAFA participants will be provided hotel accommodation from 29 August up to and including 04 September 2004.

SEAMEO REGIONAL CENTRE FOR ARCHAEOLOGY AND FINE ARTS

Programme Application form

(To be filled out in duplicate copies by prospective nominee, candidate or self-supporting participants.
This form may be reproduced.)

Programme Title : **Workshop for Managing the Integration of Culture into
Development Programmes**
Period of Implementation : **30th August – 03rd September, 2004**
Venue : **Bangkok, Thailand**

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Please supply all required information in typewritten or legible handwritten form.

Affix
recent
photo

FROM _____
Country

PERSONAL INFORMATION

1. Name in Full : _____
for female, preference of initial is : MISS MRS. MS.
2. Academic or Professional Title : _____
(Please indicate appropriate title i.e., Dr., Prof., or simply Mr. or Ms.)
3. Official Designation / Position : _____
4. Home Address : _____

Fax No. : _____ Tel No. _____ E-mail (if any) _____
5. Office Address : _____

Fax No. : _____ Tel No. _____ E-mail (if any) _____
6. Mailing Address : Home Office **Emergency Fax no.** _____
7. Date of Birth : _____ Place of Birth _____
(Date/Month/Year) (City / Country)
8. Nationality : _____ Religion : _____
9. Particulars on N.R. ID Card or Passport No. : _____
10. Civil Status : _____ No. of Children : _____
11. Name and Address of Spouse : _____
Fax No. : _____ Tel No. _____
12. If Single, Name and Address of Person to Contact in Case of Emergency : _____

Fax No. : _____ Tel No. : _____

PROFESSIONAL INFORMATION

1. EDUCATIONAL BACKGROUND

1.1 Secondary Institutions Attended :

Name of Institution and Country		
	From	To

1.2 Colleges/Universities Attended :

Name of College/ University and Country			Major Subjects/ Fields of Study	Diploma/ Degree
	From	To		

2. EXPERIENCE AND BACKGROUND

2.1 Employment History (in chronological order) :

Position	Name of Institution/Employer		
		From	To

2.2 Duties and Responsibilities (Brief Description of the applicant's most recent job)

SEAMEO REGIONAL CENTRE FOR ARCHAEOLOGY AND FINE ARTS
(SPAFA)

Method of Nomination
and Screening of Participants
Guidelines for Scholarship Administration

Course Title : SEAMEO-SPAFA Workshop for Managing the Integration of Culture
into Development Programmes
Date : 30th August – 03rd September, 2004
Venue : Bangkok, Thailand

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Method of Application and Screening of Participants

1. Each member-country is requested to nominate a minimum of 1 primary candidate and 1 alternate candidate subject to final selection of one (1) official country participant based on SEAMEO SPAFA's evaluation of the qualifications and merits of the applicants. Each member-country is likewise requested to disseminate the programme information among relevant networks of academic, research and cultural institutions for possible enlistment of prospective fee-paying or self-supporting participants. Candidates are required to have a good command of at least spoken English as all programmes are conducted in the English language.
2. Each candidate must complete **TWO COPIES** (original and photocopy) of the prescribed **Programme Application Form**. The original copy must be sent to SEAMEO SPAFA and the photocopy should be retained by the National Screening Committee (c/o Ministry of Education or responsible Governing Board Member).
3. The following documents are to be attached to the original copy of the completed **Applicant's Personal Data Form** of each candidate:
 - a. Updated curriculum vitae or resume;
 - b. **OFFICIAL LETTER OF NOMINATION** issued by the country's Ministry of Education;
 - c. **LETTER OF ENDORSEMENT** issued by the candidate's institution and/or recognized authority in cultural/museum studies or administration;
4. SPAFA's closing date for nomination of official participants from the Ministry of Education of member countries is on **26 August 2004**

5. Documents and inquiries should be addressed to :

Programme Secretary
SEAMEO Regional Centre for Archaeology and Fine Arts (SPAFA)
81/1 Sri-Ayutthaya Road
Dusit, Bangkok 10300
THAILAND
Tel: (662) 280-4022 to 9 ext. 110
Fax : (662) 280-4030
Email: vassana@seameo-spafa.org

6. Qualified nominees will be notified on or before **16 August 2004**. A formal letter of invitation with instructions on travel arrangements will be sent to each qualified official participants.
7. Final travel arrangements, instructions and ticket-issuance advise will only be sent to qualified participants.
8. Participants must arrive in Bangkok, Thailand on **29th August 2004**..

Scholarship Administration

Details of the workshop's scholarship are as follows:

1. SPAFA will provide and handle the arrangements and purchase of airline tickets. Tickets will be sent directly to the participant via P.T.A. advise or by express mail subject to the completion of requirement specified in Item Numbers 3 and 4 above.
2. SPAFA will be responsible for the programme; tuition costs; domestic travel in Bangkok, Thailand; accommodation; and seminar materials and supplies.
3. Participants will receive a modest out-of-pocket allowance. Non-completion of the programme will warrant a pro-rated reimbursement to SPAFA. Any further arrangements may be made between SPAFA and the participants separately and should be done in writing before the start of the programme.
4. SPAFA will not provide financial assistance for all pre-travel expenses (e.g., visa processing, transportation from the participant's home base to specified airport in the home country's capital, travel and/or airport tax, etc.). SPAFA's financial assistance and accountability for the participant's welfare also cease to effect when the participant has left the international airport in Bangkok, Thailand back to their respective home countries.
5. SEAMEO SPAFA waives responsibility for any untoward incident before, during and after the workshop, that is beyond the control of the Organizing Committee.

2.3 Specialization (Description of the applicant's major areas of interest)

2.4 Conferences / Seminars Attended :

Name of Conference/Seminar	Venue	From To	
		From	To

2.5 Overseas Courses Attended :

Name of Course	Country	From To	
		From	To

2.6 Research Work Carried Out :

Nature of Research	From To	
	From	To

2.7 Publications :

Title of Publication	Year Published

2.8 Language Proficiency
(please indicate EXCELLENT, GOOD or FAIR)

Language	Reading	Writing	Speaking

2.9 State briefly reasons for joining the Course :

2.10 Expected employment / job position upon completion of the Course :

TERMS OF PARTICIPATION AGREEMENT

I hereby confirm my interest to participate in the SEAMEO SPAFA Regional Workshop for Managing the Integration of Culture into Development Programme on 30th August – 03 September 2004. If selected as official participant, I agree to join the programme in its entirety, participate actively in all sessions and cooperate with SEAMEO SPAFA and the co-hosting institution(s) to ensure the success of the Programme.

I understand and accept that my participation is covered and governed by the stipulations and provisions set forth in the disseminated Programme Information.

I certify to the veracity and accuracy of information provided in this registration form and waive SPAFA's and the co-hosting institution's responsibility and accountability for any untoward incident that may happen to my person during the Programme beyond the control of the programme's Organizing Committee.

Date

Signature of Applicant