

**REPORT TYPE:** INCEPTION REPORT  
**EXECUTING AGENCY:** ROYAL FOREST DEPARTMENT  
**PROJECT NUMBER:** PPD 139/07 Rev. 1 (M)  
**TITLE:** STRENGTHENING OF THE NATIONAL FOREST INFORMATION SYSTEM  
**HOST GOVERNMENT:** THAILAND  
**STARTING DATE:** APRIL, 2012  
**PROJECT DURATION:** 8 MONTHS

**BUDGET AND SOURCES OF FINANCE:**

<b>Source</b>	<b>Contribution in US\$</b>
ITTO	\$84,505
Government of Thailand	\$31,500
<b>TOTAL</b>	<b>\$116,005</b>

**ISSUED:** BANGKOK, 20 MARCH 2012

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## **ABBREVIATIONS AND ACRONYMS**

DNP	Department of National Parks, Wildlife and Plant Conservation
DMCR	Department of Marine and Coastal Resources
DSA	Daily Subsistence Allowance
FIO	Forest Industry Organization
FMU	Forest Management Unit
GOT	Government of Thailand
IFISS	International Forest Information Systems Specialist
ITTO	International Tropical Timber Organization
IWG	Inter-Agency Working Group
MONRE	Ministry of Natural Resources and the Environment
NE	National Expert
NFIS	National Forest Information System
NGO	Non-Governmental Organizations
NISS	National Information Systems Specialist
PC	Project Coordinator
PM	Project Manager
RFD	Royal Forest Department of Thailand
TAO	Tambon Administrative Organization

## **INTENDED STARTING DATA**

The intended Project starting date is April, 2012.

## **PROPOSED PROFESSIONAL PROJECT STAFF**

1. Mr. Chokchai Lertkiattiwong Project Coordinator
2. Mr. Somchai Manopiroonporn Project Manager
3. Mr. Suchart Kalyawongsa National Expert
4. Mr. Chaiwat Jitkla National Expert
5. Dr. Weerapahart Khunrattanasiri National Consultant (Information Systems Specialist)
6. Dr. A. Yenemurwon Omule International Consultant (Forest Information Systems Specialist)

## **EXECUTING AGENCY CONTACT INFORMATION**

ITTO Project PPD 139/07 Rev. 1 (F)  
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61 Phaholyothin Road, Chatuchak, Bangkok 10900, Thailand  
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Fax: 66-2-5797584

## **PROJECT OFFICE FACILITIES**

The Project Office shall be located in the Information Technology Center, Planning and Information Technology Office, Royal Forest Department (RFD).

## **BANK ACCOUNT**

980-5-58072-5 S.W.I.F.T : KRTHTHBK Head Office : 35 Sukhumvit Road, Bangkok 10110, Thailand, P.O.Box 44 BMC., Bangkok 1000

## **ARRANGEMENTS WITH COLLABORATING AGENCIES**

The collaborating agencies include the Department of National Parks, Wildlife and Plant Protection (DNP) and Department of Marine and coastal Resources (DMCR). An Inter-agency Working Group (IWG) shall be established, consisting of members from these and other agencies.

The stakeholders include the following:

- Government: RFD, DNP, DMCR, Forest Industry Organization (FIO),
- Private sector: Thailand Furniture Association, Forest Plantation Owner Association;
- NGOs: Thailand Environmental Institute (TEI), NGO-CORD, RECOFTC, WWF (Thailand), Thailand Wildlife Fund, Sustainable Habitat Foundation
- Other civil society: Forestry Alumni Association
- Academic institutions: the Kasetsart University Faculty of Forestry, bangkok

## **INFORMATION ON ARRANGEMENTS WITH CONSULTANTS**

Two national consultants (Project Manager and Information Systems Specialist) and an International Consultant (Forest Information Systems Specialist) have been recruited as follows:

### **(i) National Consultant Project Manager (Forest Information Specialist) (8 months)**

Name: Mr. Somchai Manopiroonporn

Duration: 8 months at \$2,500 per month

Start date: To be detailed once project has started (tied to the first installment)

End date: As above

Duty place(s): Bangkok, Thailand

Selection Procedure: The job description was posted on the RFD website for interested applicants to apply.

Duties:

- Preparation of draft methodology and detailed work plan (included in the Inception Report)
- Facilitation of the work of the Inter-Agency Working Group
- Organization of data collection on existing information systems with the assistance of the IAWG members
- Preparation of the design of survey of the information needs (with an input from the International Consultant)
- Organization of 1<sup>st</sup> national workshop (preparation of program, logistics, invitations, workshop report etc.)
- Organization of data collection on networks, human and financial resources
- Data collection and review of on-going and planned projects related to information system in cooperation of the projects staff
- Review of institutional aspects related to NFIS
- Analysis of national and international reporting requirements to identify commonalities and possibilities for rationalization
- Organization of four regional workshops
- Facilitation of the elaboration of the thematic elements of the NFIS by thematic working groups
- Preparation of first draft feasibility study and its recommendations
- Organization of second consultative national workshop (validation)
- Finalization of the feasibility study based on the inputs from the second national workshop as well as the guidance given by the International Consultant

**(ii) National Consultant** (Information Systems Specialist) (6 months)

Name: Dr. Weeraphart Khunrattanasiri

Duration: 6 months at \$2,500 per month

Start date: To be detailed once project has started (tied to the first instalment)

End date: As above

Duty place(s): Bangkok, Thailand

Selection Procedure: The job description was posted on the RFD website for interested applicants to apply.

Duties:

- Review of the existing information systems based on the data collected from agencies to identify overlaps, complementarities and synergies in data collection, data bases and reporting
- Review of the level of technology: existing software, hardware, data transfer, etc.
- Information sharing, networking and accessibility
- Organization of data collection on information needs including carrying out the interviews with key stakeholders at different levels of organization
- Preparation of an analysis of the current networks, human resources and financial resources
- Facilitation of the elaboration of selected thematic elements of the NFIS by thematic working groups
- Preparation of inputs for the feasibility study and the roadmap on the following aspects: system architecture and its elements (modular approach). Standardization of data (unified definitions and measurement units), Networking, information sharing and data access (interagency, central/regional/provincial/TAO/FMU levels, public-private sector/civil society/other stakeholders), advanced Information Technology (IT), capacity building, and resource requirements
- Acting as a resource person in national and regional workshops
- Provide selected inputs to the feasibility study and the roadmap

**(iii) International Consultant** (Forest Information Systems Specialist) (1.5 months)

Name: Dr. A. Yenemurwon Omule

Duration: 1.5 months at \$10,000 per month

Start date: To be detailed once project has started (tied to the first instalment)

End date: As above

Duty place(s): Bangkok, Thailand

Selection Procedure: The job description was posted on the RFD website for interested applicants to apply.

Duties:

- Review of the background documentation on the NFIS in Thailand
- Provision of advice to the Project Coordinator/Project Manager in the elaboration of the detailed work plan
- Preparation of the design of the methodology of the survey of information needs
- Provision of on-the-job training of the national experts and consultants participation in the pre-project through short training sessions on different aspects of NFIS
- Act as resource person in the first national workshop
- Review of the results of the draft feasibility study
- Provision of inputs to improvement of the draft feasibility study and the draft roadmap (action plan)
- Provision of assistance to the Project Coordinator/Project Manager in the elaboration of the project proposal to be submitted to ITTO.
- Act as resource person in the second national workshop

## ANNEX I: DETAILED WORK PLAN

### Outputs and Activities

The work breakdown structure for the outputs, activities and sub-activities is shown in Table 1 below. The RFD has overall responsibility for all the outputs and activities outlined in Table 1.

Table 1. Work breakdown structure

<b>Activity</b>	<b>Description of Activity &amp; Sub-activities</b>
<b>Non-Activity based</b>	
<b>Establishment of effective organization</b>	<ul style="list-style-type: none"> <li>- Project Coordinator (PC) is appointed by the RFD.</li> <li>- PC establishes Project Office at RFD.</li> <li>- PC recruits Project Manager (PM), National Information Systems Specialist (NISS), and International Forest Information Systems Specialist (IFISS).</li> </ul>
<b>Output 1: Feasibility study on strengthening of NFIS</b>	
A1.1	Preparation of Methodology and detailed work plan (Inception Report) <ul style="list-style-type: none"> <li>- PC and staff review Pre-Project Document and Agreement.</li> <li>- PC prepares and submits to ITTO the Yearly Plan of Operation (Inception Report).</li> <li>- NISS and IFISS review and update the Inception Report</li> </ul>
A1.2	Establishment of the Inter-agency Working Group <ul style="list-style-type: none"> <li>- PC sends formal request to RFD, DNP, and DMCR to appoint one representative each for the IWG</li> <li>- PC and PM brief the IWG members individually of their role.</li> </ul>
A1.3	Data collection on existing information systems. <ul style="list-style-type: none"> <li>- NISS prepares a check list (survey questionnaire) of existing information requirements.</li> <li>- PM and IFISS review the survey questionnaire.</li> <li>- NISS revises the survey questionnaire.</li> <li>- PM distributes the revised survey questionnaire to RFD, DNP, and DMCR (personal visits to agencies by NISS may be needed).</li> <li>- IWG members help facilitate the data collection in their agencies.</li> <li>- PM compiles the results of the survey.</li> <li>- NISS and IFISS analyze the results of the survey.</li> </ul>
A1.4	Meeting of the Inter-Agency Working Group with stakeholder participation. <ul style="list-style-type: none"> <li>- PM identifies stakeholders to participate at the IWG meeting.</li> <li>- PM arranges meeting date and venue and agenda.</li> <li>- PM prepares minutes of the IWG meeting.</li> </ul>
A1.5	Data collection on networks, human and financial resources <ul style="list-style-type: none"> <li>- NISS prepares a check list (survey questionnaire) of network, human and financial information requirements.</li> <li>- PM and IFISS review the survey questionnaire.</li> <li>- NISS revises the survey questionnaire.</li> <li>- PM distributes the revised survey questionnaire to RFD, DNP, and DMCR (personal visits to agencies by NISS may be needed).</li> <li>- IWG help facilitate the data collection in their agencies.</li> <li>- PM compiles the results of the survey.</li> <li>- NISS analyses results of the survey.</li> </ul>
A1.6	Review of on-going and planned projects. <ul style="list-style-type: none"> <li>- PM prepares a check list (survey questionnaire) of on-going and planned projects.</li> <li>- PM visits each agency (RFD, DNP, and DMCR) to administer the questionnaire.</li> <li>- IWG help facilitate the data collection in their agencies.</li> </ul>

<b>Activity</b>	<b>Description of Activity &amp; Sub-activities</b>
	- PM compiles the results of the survey.
A1.7	Review of institutional aspects. <ul style="list-style-type: none"> <li>- PM prepares a check list (survey questionnaire) of institutional aspects.</li> <li>- PM visits each agency (RFD, DNP, and DMCR) to administer the questionnaire.</li> <li>- IWG assist in the data collection.</li> <li>- PM compiles the results of the survey.</li> </ul>
A1.8	Survey of information needs. <ul style="list-style-type: none"> <li>- PM prepares a check list (survey questionnaire) of information needs.</li> <li>- PM visits each agency (RFD, DNP, and DMCR) to administer the questionnaire.</li> <li>- IWG assist in the data collection.</li> <li>- PM compiles the results of the survey.</li> <li>- NISS analyzes the survey results.</li> <li>- IFISS provides input to the survey design and review of results.</li> </ul>
A1.9	Analysis of reporting requirements. <ul style="list-style-type: none"> <li>- PM analyzes the reporting requirements.</li> <li>- PM prepares report.</li> </ul>
A1.10	Organization of two regional workshops. <ul style="list-style-type: none"> <li>- PM recruits workshops facilitator.</li> <li>- Workshops facilitator prepares workshop materials.</li> <li>- Workshops facilitator conducts two one-day workshops, each attended by 20 participants, national experts (RFD, DNP and DMCR), NISS and other resource persons (including the IFISS); the workshop locations shall be determined by the PC.</li> <li>- PM prepares workshops proceedings report.</li> </ul>
A1.11	Preparation of first draft feasibility study and action plan by working Groups <ul style="list-style-type: none"> <li>- PM and NISS set up working groups (thematic groups as identified in the Pre-Project Document, page 4) to prepare draft report components.</li> <li>- PM merges the draft report components prepared by the working groups, to form the draft report of the feasibility study and action plan.</li> <li>- NISS reviews the first draft feasibility study report.</li> </ul>
A1.12	Review and elaboration of the second draft and action plan. <ul style="list-style-type: none"> <li>- IFISS reviews the first draft feasibility study report and action plan and makes recommendations.</li> <li>- IFISS prepares the second draft report and action plan.</li> <li>- Pm facilitates travel of the IFISS.</li> </ul>
A1.13	Organization of the consultative national workshop (validation). <ul style="list-style-type: none"> <li>- PM recruits workshop facilitator.</li> <li>- Workshop facilitator prepares workshop materials.</li> <li>- Workshop facilitator conducts a one-day workshop attended by 10 participants, including the IWG and national experts; the workshop location shall be determined by the PC.</li> <li>- IFISS and NISS shall act as resource persons.</li> <li>- Workshop identifies relevant components of the action plan for the project proposal.</li> <li>- PM prepares workshops proceedings report.</li> </ul>
A1.14	Finalization of the feasibility study. <ul style="list-style-type: none"> <li>- PM revises the feasibility study report and action plan.</li> <li>- PM distributes the revised report and action plan to IWG for review.</li> </ul>
A1.15	Adoption of the study by the IWG. <ul style="list-style-type: none"> <li>- PM arranges meeting of the IWG to adopt the study report.</li> </ul>
<b>Output 2: Project proposal</b>	



<b>Activity</b>	<b>Description of Activity &amp; Sub-activities</b>
A2.1	Consultations with implementing and support agencies. - PC consults with RFD, DNP, DMRC, FIO and other agencies.
A2.2	Elaboration of project proposal for ITTO. - PM prepares project proposal assisted by the NISS and IFISS. - PC submits project proposal to ITTO.

## Reporting

Pre-project monitoring and reporting will be in accordance with the September 2006 version of the ITTO Manual for Project Monitoring, Review, Reporting and Evaluation. Reporting on the pre-project implementation include (i) an inception report (March 2012), (ii) a mid-term progress report (July 2012), (iii) project financial report with and audited financial statements (December 2012), and (iv) project completion report (December 2012). In addition, (v) two technical reports shall be produced: feasibility study report and action plan, and project proposal for ITTO. The IWG shall meet in April 2012 (after submission of Inception report), August 2012 (before the national validation workshop), and October 2012.

The Preliminary Monitoring and Reporting shall be made on the following schedule:

<b>Description</b>	<b>Dates</b>
Project Agreement signed	11 February 2011
Inception Report submitted to ITTO	March 2012
Project starts (Installment of ITTO funds received)	April 2012
First IWG meeting	April 2012
Mid-term progress report	July 2012
Second IWG meeting	August 2012
Feasibility study report and action plan	September 2012
Third IWG meeting	October 2012
Project proposal submitted to ITTO	October 2012
Project financial report	December 2012
Project completion report	December 2012

## Organization chart

The pre-project organizational chart is shown in Figure 1. Executing Agency will be the Royal Forest Department (RFD). The DNP and DMCR shall participate as collaborating agencies and provide the national experts participating in the pre-project activities. Each Office or Section prepares its own contribution detailing existing data and information needs. The IWG established by the RFD shall ensure full engagement of the relevant government agencies in this project.

The RFD has designated Mr. Chokchai Lertkiattiwong as Project Coordinator and his team comprises of expertise in information system, research, and a technical assistant. The Project Coordinator is responsible for the operational coordination of outputs. Mr. Chokchai is the Director of Information Technology Center, Planning and Information Technology Office, Royal Forest Department. The resume of Mr. Chokchai Lertkiattiwong is as follows:

1. Name: Mr. Chokchai Lertkiattiwong
2. Position: Director of Information Technology Center, Planning and Information Technology Office, Royal Forest Department
4. Date of Birth: 22 May 1970
5. Education: Bachelor Degree (Forest Management)  
Master Degree (Watershed Management)

6. Issue Date: 1 July 1998
7. Job Description: 7.1 Provide leadership and management to the Information Technology Center.  
 7.2 Responsibility to manage forest Information system.  
 7.3 Responsibility for providing networking services and manages web-servers.  
 7.4 Plays the leading role in dealing with network security issues.

A full-time Project Manager (national consultant) has been recruited for the operational management of the project, and shall be based at the RFD headquarters. There shall be national experts provided by the government agencies.

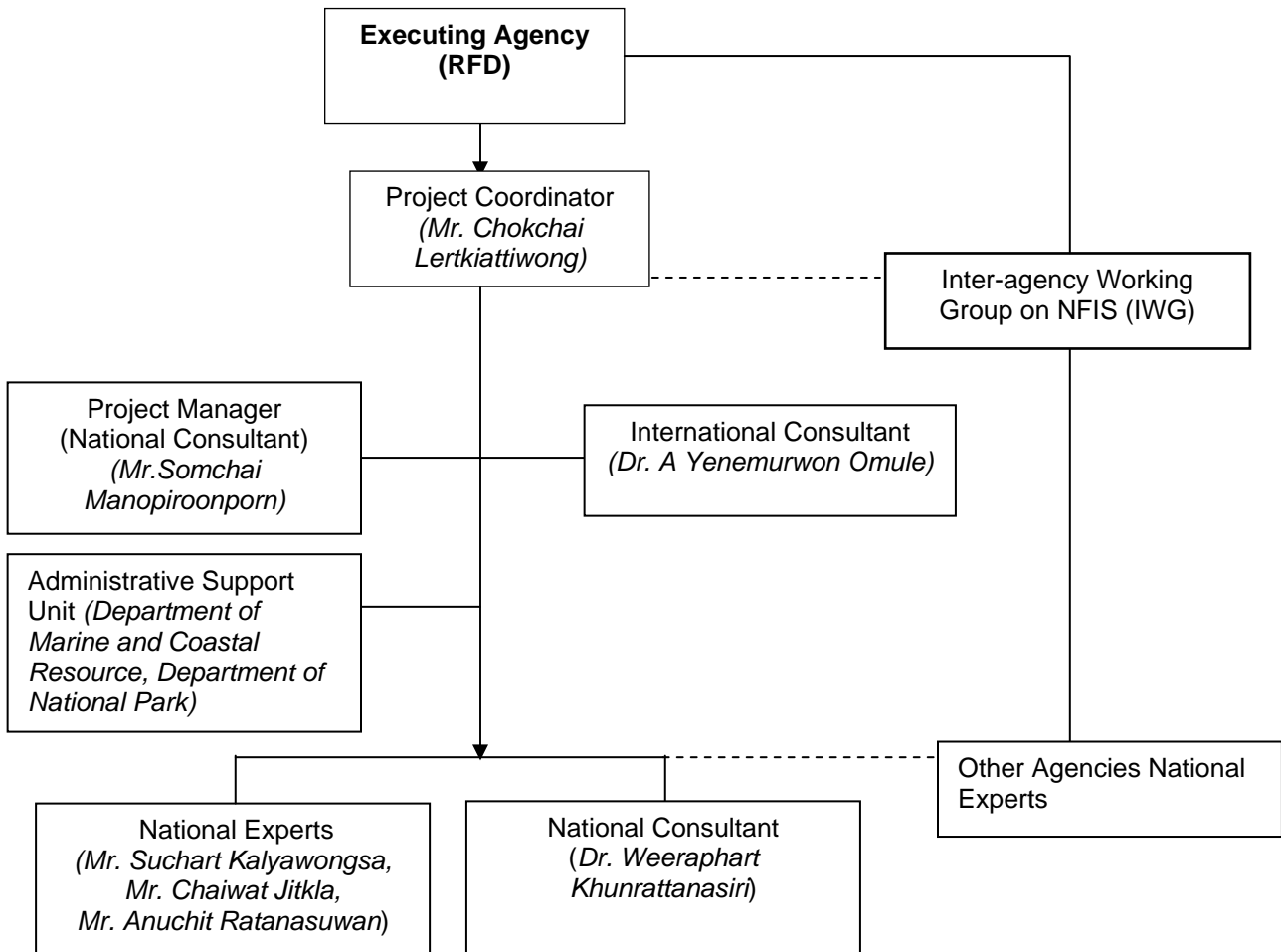


Figure 1. Pre-Project organizational chart. The solid lines show the chain of command and the

## Activity Program

The Responsibilities and deadlines for the Output 1 and Output 2 activities are outlined in the updated work plan (Figure 2).

Outputs/ Activities	Responsible Party	Schedule: Month/Year from Starting Date								
		4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	
<b>Output 1: Feasibility study on strengthening of NFIS</b>										
Activity A1.1	Project Manager	■								
Activity A1.2	Coordinator									
Activity A1.3	National Experts		■							
Activity A1.4	Coordinator		■							
Activity A1.5	National Consultant		■							
Activity A1.6	Project Manager			■						
Activity A1.7	Project Manager			■						
Activity A1.8	Project Manager		■	■						
Activity A1.9	Project Manager				■					
Activity A1.10	Project Manager				■					
Activity A1.11	Project Manager					■	■			
Activity A1.12	International Consultant						■	■		
Activity A1.13	Project Manager							■		
Activity A1.14	Project Manager								■	
Activity A1.15	Coordinator									■
<b>Output 2: Project proposal</b>										
Activity A2.1	Coordinator								■	
Activity A2.2	Project Manager								■	■

Figure 2. Updated Work Plan for the Pre-Project (April 2012 to November 2012).

### Personnel planning, coordination and institutional relations

The pre-project shall be managed and coordinated by the RFD. The proposed key staff of the pre-project is listed in Table 2.

Table 2. Proposed key project staff

<i>Title</i>	<i>Number</i>	<i>Designation</i>
Project Coordinator	1	RFD staff
Project Manager	1	Contract staff
National Experts	2	RFD, DNP & DMCR staff
National Consultant	1	Contract staff
International Consultant	1	Contract staff

### Overall Budget by Activity

For YPO, the proposed overall ITTO project Budget is approximately \$84,505 and the GOT \$31,500. Please see the Tables 4 and 5 for the ITTO and GOT overall budgets, and ITTO and GOT budgets by Activity, respectively.

Table 3. ITTO and GOT overall pre-project budgets (US\$).

ITEM	Allocation for Thailand	
	Year 1	
	ITTO	GOT
<b>10 Project Personnel</b>	<b>56,250</b>	<b>31,500</b>
11 National Experts	0	
12 National consultants	41,250	
13 International consultants	15,000	
<b>20 Sub-contracts</b>	<b>0</b>	<b>0</b>
<b>30 Travel</b>	<b>17,295</b>	<b>0</b>
31 Daily subsistence allowance	8,345	
32 Travel cost international	2,800	
33 Travel cost national	6,150	
<b>40 Capital items</b>	<b>0</b>	<b>0</b>
<b>50 Consumables</b>	<b>0</b>	<b>0</b>
<b>60 Miscellaneous</b>	<b>4,700</b>	<b>0</b>
60 Workshop logistic costs	4,700	
<b>80 Monitoring, evaluation</b>	<b>6,260</b>	<b>0</b>
81 Monitoring	0	
82 Evaluation ex post	0	
83 ITTO Program Support Costs (8%)	6,260	
<b>90 Refund of pre-project costs</b>	<b>0</b>	<b>0</b>
<b>100 Total</b>	<b>84,505</b>	<b>31,500</b>

Table 4: ITTO and GOT total pre-project budget by activity (US\$)

Outputs/ Activities	Budget (US\$)						Total
	10. Personnel	20. Sub-contract	30. Travel	40. Capital Items	50. Consumable items	60. Mis-cellaneous	
<b>Output 1</b>	<b>81 350</b>	<b>0</b>	<b>17 295</b>	<b>0</b>	<b>0</b>	<b>4 700</b>	<b>103 345</b>
A1.1	7 500		2 900				10 400
A1.2	700					300	1 000
A1.3	10 900						10 900
A1.4	700		1 025			500	2 225
A1.5	4 200						4 200
A1.6	1 950						1 950
A1.7	1 950						1 950
A1.8	10 000		2 520				12 520
A1.9	1 950						1 950
A1.10	8 650		4 900			600	14 150
A1.11	18 400					2 000	20 400
A1.12	10 000		3 900				13 900
A1.13	1 250		2 050			1 000	4 300
A1.14	3 200						3 200
A1.15						300	300
<b>Output2</b>	<b>6 400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6 400</b>
A2.1	1 400						1 400
A2.2	5 000						5 000
<b>TOTAL</b>	<b>87 750</b>	<b>0</b>				<b>4 700</b>	<b>109 745</b>