

INTERGLOBAL TRAINING AND DEVELOPMENT FZ-LLC
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Ref No: - UAE/TH/2026/03

UAE, Dated 13th May, 2026

To:
Mrs. Anchalee Suvachittanont

Director-General

Subject: Call for Nominations - International Executive Capacity Building Programmes

Interglobal Training & Development FZC, a professional capacity-building organization registered in the UAE, proposes to conduct a series of **International Executive Exposure Programmes** for senior officials of **Ministries, Departments, State Enterprises, and Local Administrative Organizations (LAOs)** of the Kingdom of Thailand. The programmes have received nominations from multiple government institutions across regions, reflecting strong institutional interest in structured international exposure initiatives.

The programmes are strategically structured to support the implementation of the **13th National Economic and Social Development Plan (2023–2027)** and the **20-Year National Strategy**, specifically aligning with the **"Thailand 4.0"** economic model and the **Digital Government Development Plan**. The curriculum is designed to bridge policy intent with execution excellence, directly supporting the national agenda on **Public Sector Transformation, Smart City Development, and the Bio-Circular-Green (BCG) Economy**.

The focus areas include digital service delivery, data-driven governance, and strategic leadership practices relevant to the **Thai Civil Service**. The overall objective is to equip participating officials with practical insights and comparative perspectives that can be adapted to strengthen public service delivery, enhance institutional capacity, and drive the digitization of public administration within the context of the **Royal Thai Government**.

International Executive Capacity Building Programs (Dubai, UAE)

Code	Programme Title	Dates	Venue	Fee (USD)
UAE-26-08	Artificial Intelligence & Digital Sovereignty	10 th – 13 th Aug. 2026	Novotel World Trade Centre	\$2,600
UAE-26-09	Strategic HR & National Capacity Building	14 th – 17 th Sep 2026	Carlton Downtown	\$2,600
UAE-26-11	Global Logistics, Ports & Supply Chain Strategy	16 th – 19 th Nov 2027	Gevora Hotel	\$2,600
UAE-27-01	Health Systems Governance & Bio- Security	11 th – 14 th Jan 2027	The Tower Plaza Hotel	\$2,600
UAE-27-02	Future Foresight & Innovation Labs	15 th – 18 th Feb 2027	Rose Rayhaan by Rotana	\$2,600

Bespoke & Mandate-Specific Engagements are available upon request. We can curate exclusive itineraries tailored to a specific strategic objective and preferred timeline

1. STRATEGIC ALIGNMENT & NATIONAL MANDATE

(Guidance for Sponsoring Authorities regarding the relevance of this exposure programme)

1.1. Rationale for International Exposure:

To support Thailand's shift toward outcome-oriented governance, this Strategic Capacity Building Intervention exposes senior officers to global benchmarks in public service delivery, infrastructure monetization, and digital governance.

1.2. Relevance of the UAE Model:

The UAE serves as a "Living Laboratory" for emerging economies. Its rapid urbanization and digitization offer practical, replicable frameworks for Thailand, demonstrating how policy vision is effectively translated into ground-level execution.

1.3. Nature of Engagement:

The programmes are positioned as a structured capacity-building intervention with practical orientation, rather than a conventional observational study visit. Nominations are admissible under "Foreign Training" or "Technical Cooperation" budget heads.

2. NOMINATION PROCEDURE

- 2.1 Eligibility:** The programme is open to serving officials from Ministries, Departments, Sub-National Administrations, and State-Owned Enterprises (SOEs), subject to nomination by the **competent authority**.
- 2.2 Lead Time:** To ensure seamless logistical arrangements and international visa processing, nominations should be received **45 days** before the scheduled commencement.
- 2.3 Passport Validity:** Participating officers must hold an Official/Diplomatic or Ordinary passport valid for at least 6 months beyond the date of travel.
- 2.4 Limited Seats:** Due to the curated nature of the programme, participation is limited and nominations are accepted on a rolling basis, subject to availability of slots.

3. FINANCIAL INSTRUCTIONS & COMPLIANCE

3.1. Entity Status & Invoicing:

Interglobal Training & Development FZC is a professional services entity registered in the UAE. Invoices are raised for "Executive Education & Capacity Building Services." This classification ensures compliance with **International Public Procurement Standards** regarding the procurement of specialized services.

3.2. Payment & Banking:

To ensure transparency and audit compliance, all payments are to be remitted via **International SWIFT Transfer** to our corporate account held with a Tier-1 UAE Bank.

3.2.1 Currency: All fees are quoted in **USD**.

3.2.2 Taxes: Any local Withholding Tax (WHT) or levies applicable in **Thailand** are the responsibility of the sponsoring department. Fees must be received as the **Net Amount** in the UAE

3.2.3 Documentation: We provide the necessary Commercial Invoice, Vendor Registration, and Tax Residency Certificates to facilitate the release of payments by the **Ministry of Finance** or relevant paying authority.

Funding Admissibility: Nominations are eligible under **Government Budget heads (Foreign Training/HRD), Bilateral Cooperation frameworks, and externally funded projects (World Bank/UN/ADB), subject to donor guidelines.**

1. Assistance For Government Approvals & Visas:

We understand that international travel by government officials requires strict approval from the **Ministry of Foreign Affairs** and relevant Cabinet authorities. We provide the following documents to ensure your file moves smoothly: We issue a formally structured International Invitation Letter that supports the visa and cabinet approval process. This letter explicitly states:

- a. The Official/Technical nature of the visit.
- b. The detailed itinerary and list of government institutions to be visited in the UAE.
- c. Confirmation that the programme is a paid professional service (Vendor Declaration)

2. Visa Facilitation Services:

We manage the entire visa issuance process for the delegation.

- a. **Corporate Processing:** We process **Entry Permits (Visit Visas)** suitable for executive training and conference attendance.
 - b. **Documentation:** We handle the submission of passports and photos to UAE Immigration, ensuring a hassle-free approval process.
 - c. **Support:** Copies of the Electronic Visas are sent directly to the ministry/department before departure.
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A. Inclusions⁴

1. Accommodation & Hospitality

- 1.1. **Stay:** Accommodation in **Premium 4-Star or 5-Star properties** for 4 Nights.
- 1.2. **Occupancy:** Strictly **Single Occupancy** rooms for all officers (Double occupancy is not standard for official delegations).
- 1.3. **Meals:** Daily International Buffet Breakfast at the hotel.

2. Academic & Exposure Components

- 2.1. **Course Fees:** Professional fees for subject matter experts and trainers.
- 2.2. **Institutional Access:** Entry fees and administrative charges for site visits (e.g., Museum of the Future, Observation Decks, Industrial Zones).
- 2.3. **Training Material:** Delegate kits including program agenda, notepads, and relevant case study materials.
- 2.4. **Certification:** Issuance of the "Certificate of Completion" and a digital copy of the group photograph.

3. Logistics & Ground Support

- 3.1. **Transfers:** Airport transfers (Pick-up & Drop-off) in the UAE on scheduled arrival/departure dates.
- 3.2. **Local Transport:** Daily transportation for site visits and sessions in **Luxury Coaches** or **Executive SUVs** (depending on group size).
- 3.3. **Protocol:** On-ground coordination team to assist with hotel check-in and logistical movements.

B. PROGRAMME EXCLUSIONS (What is NOT covered)

The following expenses are to be borne directly by the sponsoring department or the individual officer:

1. Travel & Insurance

- 1.1. **International Airfare:** Cost of flight tickets (Thailand -UAE- Thailand) is **NOT included**.
- 1.2. *Note:* Most Thailand government departments are mandated to book air tickets via authorized travel agents. We recommend officers book tickets only after visa issuance.
- 1.3. **Travel Insurance:** Comprehensive Travel & Medical Insurance is the responsibility of the traveler.

2. Personal Expenses (The "Incidental" List)

- 2.1. **Hotel Extras:** Laundry, Dry Cleaning, Mini-Bar consumption, Room Service, and Telephone calls.
- 2.2. **Early/Late Charges:** Early Check-in or Late Check-out charges imposed by the hotel (unless pre-booked).
- 2.3. **Shopping:** Expenses incurred during leisure hours or shopping excursions.

3. Administrative Costs

- 3.1. **Bank Charges:** Any remittance fees or currency conversion charges deducted by the sender's bank.

C. REGISTRATION & NOMINATION PROCESS (Next Steps)

To ensure a smooth approval and visa processing timeline, please follow these steps:

1. Duly approved nominations may be forwarded using the enclosed **Nomination Form** to info@interglobaltd.ae for administrative processing.
2. **Provisional Booking:** Upon receipt, we will issue a **Provisional Booking Confirmation** and the **Official Invoice** to facilitate financial approval.
3. **Visa Processing:** Once the payment (or proof of processing) is received, our team will immediately commence the **UAE Government Visa Application** process for all delegates.
4. **Pre-Departure Briefing:** A digital welcome kit and logistical itinerary will be shared 7 days prior to travel.

We would be pleased to facilitate a brief virtual briefing session for your department to provide further clarity on programme structure, outcomes, and administrative process.

Anil Aggarwal

Director

Interglobal Training & Development FZC

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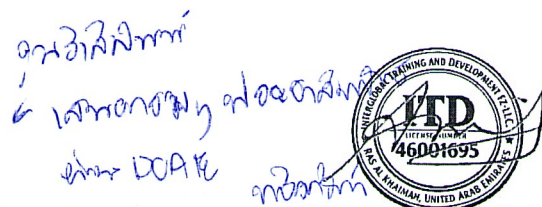
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License No: 46001695 | Jurisdiction: Government of Ras Al Khaimah



กลุ่มวิเทศสัมพันธ์
เลขรับ 658
วันที่ 15 พ.ค. 69
เวลา 13.56 น.

กองแผนงาน
เลขรับ 3490
วันที่ 15 พ.ค. 2569
เวลา 13.40 น.

จลน.



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**Application Form for Registration
International Executive Development Programme**

Date: _____

Topic: _____

Name: _____

Designation: _____

Organization/Department: _____

Office Address: _____

City/State: _____ Pin: _____ Country: _____

Telephone: (Off) _____ (Res) _____

Fax: _____ Mob No.: _____

E-mail: _____

Declaration:

I hereby nominate the above-mentioned official for participation in the International Executive Development Programme.

Date: _____

Signature: _____

(Note: Photocopies of the form may be used for more delegates)

