

# **Social Capital-Based Development Plan & Budget Allocation Manual**



Prepared  
by  
Strengthening Local Authorities and Communities  
in Southern Border Provinces of Thailand  
through Public Participation and Planning Process Project

King Prajadhipok's Institute  
in Cooperation with  
Southern Thailand Empowerment and Participation (STEP) Project,  
The United Nations Development Programme (UNDP)



## **Preface**

This instrument of the Social Capital-Based Development Plan and Budget Allocation Manual constitutes an integral part to the Strengthening Local Authorities and Communities in Southern Border Provinces of Thailand through Public Participation and Planning Process project, which is an ongoing effort assiduously carried out by King Prajadhipok's Institute, in cooperation with Southern Thailand Empowerment and Participation (STEP) Project, the United Nations Development Programme (UNDP). The objectives of this document include strengthening local governments by public participation through the process of social capital-based development plan preparation.

Presented in such user-friendly fashion in aims at rendering its reader comprehensive thereof, the manual showcases the process of development plan and budget preparation based upon public participation and working-capital paradigm, defining and explaining the concept of “working capital”, displaying the methods whereby to identify the working capital and how to produce community's ground diagram, utilizing the working capital with respect to preparing the plan, following up with and evaluating the development plan, all of whose elements signifies an epitome of the editorial team's professional experience based upon their studies and research on the subject of participation and that of encouraging local governments' participation.

We are indebted to Mr. Somchai Yensabai dan Ms. Mallika Lertsuwanwong, both of whom at the UNDP, Ms. Vipunjit Ketunuti, Mr. Areefeen Damrongrasmee, both of whom at STEP Project, UNDP, for their invaluable pieces of advice and good cooperation as usual throughout the period of association in this project. In addition, we are grateful to Acharn Mahamadaree Waeno, Acharan Surachai Vaivanjit, as well as each and every member of the research team at University Islam Yala, for their ongoing participation in this project throughout the period of our field operation in Pattani province. Last but not least, we are thankful to the Administrative Division and officials of Laem Pho Sub-district Administrative Organization

(Yaring district, Pattani province), and those of Mae Lan Subdistrict Administrative Organization (Mae Lan district, Pattani province), both of whose groups have been of enormous assistance in terms of facilitating the project, as well as the talent we find irrefutably refreshing in the animations created by Ms.Panchanit Pongsaksri

We are hoping that this manual shall be of use to those who take interest in the subject of public participation in development plan and budget allocation. Should there remain any errors herewith, we would be grateful for being addressed accordingly through pieces of advice and suggestions in order that, in encouraging participatory activities by all sectors, proper revision and improvement may well be made possible in the next edition to come.

Dr. Thawilwadee Bureekul et al.

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## Introduction

### **Historical Background (of This Manual)**

Throughout the previous decade of trying time, the southern border provinces of Thailand have been witnessing the ongoing insurgency thereof, thus resulting in the lack of mutual trust among local communities' members. According to researches and studies conducted by a large number of specialists in the field of decentralization and local administration, their findings, which prove to be akin to one another, have revealed that 'local administrative organizations/local authorities' should serve as a focal point or key unit in empowering and enhancing the potential in order that local/regional operations be effectively and efficiently implemented. The reason for such words of wisdom stems from the notion that a local administrative organization, as public agency, is said to have been working most intimately and closely with the local communities under its jurisdiction as well as the fact that its personnel represent those who have been directly elected by the voting residents upon the basis of acceptance and trust; in addition, local authorities have proven to be relatively more well versed in terms of coordinating the implementation of policies, requesting for and receiving operational budgets from the central administration (in Bangkok). Thus, local authorities should be eagerly encouraged to serve in administering their jurisdictions to the fullest extent of their own capacity under supports provided by both public sector and local residents based upon mutual trust and understanding.

'Strengthening Local Authorities and Communities in Southern Border Provinces of Thailand through Public Participation and Planning Process' project, which signifies another crucial step of the Southern Thailand Empowerment and Participation (STEP) Project, UNDP, is operated by the Bureau of Research and Development, King Prajadhipok's Institute, with the objectives to serve in strengthening local governments by means of public participation through the process of social capital-based development plan preparation so as to create operational guidelines for the actual operators within the localities to be able to make use of these tools and approaches with

effectiveness and efficiency. The instrument is also strategically aimed at providing strength for local communities, inspiring each and every member to be able to stand on their own and incessantly continue developing regardless of the upcoming incidents and trying times ever to come.

### **The Target Groups (Users)**

It is recommended that those concerned with the process of preparing development plans and budgets for local authorities (or local communities), ranging from the top-tier executive/administrative level, through local government officers, provincial/regional government officers, community leaders, and general public from all sectors, to the youth and those who may be simply interested in the topic.



## Section I: Public Participation

### Participation in Preparing the Development Plan and Budget for Local Community

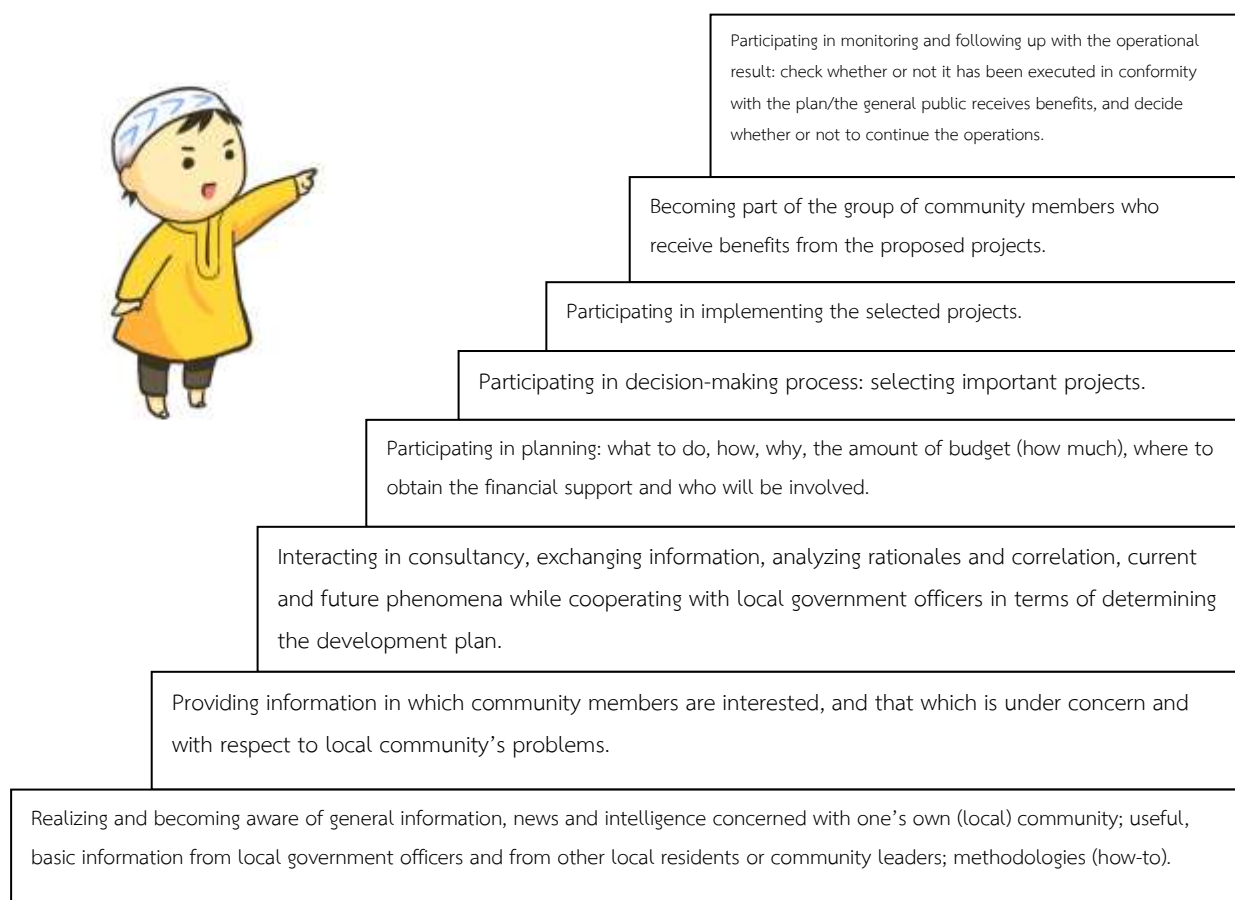
Public participation provides the opportunity for stakeholders (the public) in light of public agencies' implementations to manage to receive and become aware of news, intelligence and information, as well as giving their opinions, expressing concerns over the risk-prone efforts being made by local authorities under the local administrators' executive decisions. This include exchange of opinions, taking part in decision-making process, experiencing the outcome and effect of the actions taken in accordance with the decision-making elements, providing consultancy and advice, as well as participating in making joint efforts at evaluation of public agencies' performances – the term public agency herein refers to local government/local administrative organization. The aforementioned steps are considered to be a key foundation of democracy and thus are of utmost importance.

In addition, public participation also includes taking part in making joint efforts to determine solutions to community's problems and for the local residents themselves to jointly help design the framework of future development for their own community's benefits.



Those who are recommended to participate are local residents, as well as the aggregate of non-governmental organizations that represent interests and will of citizens, i.e. 'Civil Society', such as groups, clubs and non-profit organizations, etc. (it should also be taken into account as to whether or not and to what extent participation be taken by all sectors and demographic groups within society, including women, men, the youth, the elderly, the underprivileged et al).

### **Steps in Taking Part in Public Participation Process**



### **Why Is it Critical to Participate in Preparing Development Plan and Budget Allocation?**

To ensure that whatever have been deemed to be of importance, great concern, in urgency and posing threats (problems) shall be effectively addressed and bear fruits.

Naturally, local residents belong to their own community and live life all along therein, thus in possession of local-related and insiders' information, as



well as better understanding in their own local settings and communities than outsiders. Once they have obtained useful information such as local population statistical database with respect to life cycle, local residents' livelihood, and the likes, thus the community members can put to good use those pieces of intelligence at hand in their analyses as to how they would like their own community to become in time to come. Subsequently, if or when provided with financial supports by local authorities (from their authorized budgets), local residents therefore may well be able to take part in participatory process of brainstorming and exchanging opinions with respect to the upcoming projects and activities that shall benefit and cater to their needs and wants. In addition, with local-related information, they can manage to rationally and logically prioritize their needs and wants as well. Note that it is of utmost importance as well for one to understand and become aware of the local government's authorized budgets so as to be able to execute proper budgetary allocation; furthermore, when needs arise, it is also significant to have a backup plan as to how one may well request supports from other agencies.

### **Principle of Public Participation**

1. Be open-minded and willing to mutually listen to others (so as to obtain information from one another);
2. Everyone can think and has his/her own thought: Thinking together (brainstorming) thus are most invaluable.

"Each and every thought is invaluable" to help develop one's own community into sustainable growth and proliferation -- i.e. everybody will be able to live life well; so will the posterity -- thus the opportunity to participate should be provided for each and every one within the community;

3. Everyone is free to participate 'voluntarily', thus not under duress;
4. Everyone must be able to take part in local activities; the opportunity to participate should be provided for them;

5. Everybody is equal in terms of expressing his/her opinion; no-one has higher power than others: “all are partners in their collective paradigm of think-tank” so that they can develop together;
6. Everyone is public-conscious, thus willing to help others for local community’s benefits.

### **Positive Outcome**

The development plan that is derived from public participation signifies the testament to local community’s own pride and joy because it is based upon consensus and mutual agreement both of which could trace back to the inception of the group’s collaborative deliberation.

Starting to take into account one’s own community’s strength can result in visionary thinking as well as pride and joy of great things about one’s hometown.
Everybody is talented; let us think positively for our society; the financial budget belongs to us all; use it wisely and let us help design what and how to benefit each and every one of us.
Despite a limited amount of financial budget, it could possibly be used wisely and efficiently if local residents join hand in brainstorming and exchanging ideas, jointly designing their own future, making decision and taking participatory actions together, as well as following up and monitoring the operations.

### **Benefits that Local Residents Receive from Taking Part in Public Participation**

1. Receiving better public services in terms of quality and standards in accordance with local residents’ needs and wants, as well as being able to make access into the aforementioned variety by and large widely and fairly.
2. Being able to play a collectively crucial role in decision-making with respect to monitoring and supervision, as well as being able to fully support local government’s operations.
3. Being given an opportunity to participate in local government’s administrative activities, such as presenting problems and needs of local

communities, taking part in determining the local administrative organization's development plan, the election of the agency's executive officers/local administrative organization's committee members, proposing local legislations, as well as petitioning to remove from the position the members of local government, etc.



### **Preparation of Local Development Plan and Budget Allocation**

The Decentralization to Local Administrative Organization Plan 2543 BE (2003) has specified that a local administrative organization must draw its own long-term local community's strategic development plan to determine the projected direction and budgetary expenditures.

In order for the aforementioned instrument to be practiced in actuality, it is necessary to prepare the three-year budgetary plan based upon achieving the operational goal and in continual progression so as to ensure that it is worthwhile for each three-year budgetary plan to be financially supported on continual basis.



**The three-year plan's characteristics may be described as follows:**

- Serving as a strategic development plan that leads to actual practice.
- Being in “close relation” with the budget.
- Belonging to the rotational development plan category.

**Guidelines on Preparing the Three-Year Development Plan**

- Locality's financial treasury situation must be considered;
- The development plan in this category may be allocated into three types: 1) Local government/local administrative organization-operated project 2) Local government/local administrative organization-supported project and 3) Local government/local administrative organization-operated project for which supports are to be provided by other agencies.
- The plan is based upon the principle of public participation whereby, significantly, the development of community plan is encouraged and that the aforementioned community plan shall be put into good use, as well as fostering the practice of regularly ongoing sessions of creative commune/community meetings/conferences;
- The three-year development plan shall be undertaken as stipulated by the following timeframe of operation:

Table 1: Period of annual budget preparation by the local administrative organization.

Activity	Annual Activity Period
- - Organizer meetings at village level. To listen to the opinions collected. The proposal needs of the people of each village.	January-February
- Organizer meetings district level. Hearing on the issue, the proposal needs of the people of the parish.	February-March
- The Committee supported the plan, which has a permanent sub., Is president. Consider the needs of the people Policies, management and strategic developments. Drafting the 3-year development plan	March-June.
- The draft plan presented to the Committee on Development Plan, which is the Vice President of. The president. Review and approval	March-June.
- President of the SAO. The plan and submit it to the SAO. Consider a third term.	Within August, 15
- When the draft plan Approved by the Council SAO. Speaker of the House to adopt the plan presented to the Sheriff's approval. And inform the President SAO. Promulgated	
- President of the SAO. Adopted 3-year development plan and prepare the annual budget provisions in the Plan.	

**Channels through Which Official Public Participation Can Be Made with  
Respect to the Preparation of Local Administrative Organization's  
Development Plan and Budget Allocation**

In regard to an effort to ensure that public participation with respect to the preparation of local administrative organization's development plan and budget allocation, the process may involve the following parties (Local Administrative Organization and General Public):

Local Administrative Organization

Local administrators should encourage the preparation and drawing of community plans in each and every village. In addition, they should provide consultancy in terms of how to prepare the instrument in addition to academic assistance, providing supports with respect to information and database necessary for the drawing of the community plan, as well as being in favor of organizing creative commune/community panel discussion, and taking into account the projects or activities calling for joint efforts by local community, or alternatively including those beyond the potential of local community in the three-year development plan instead.

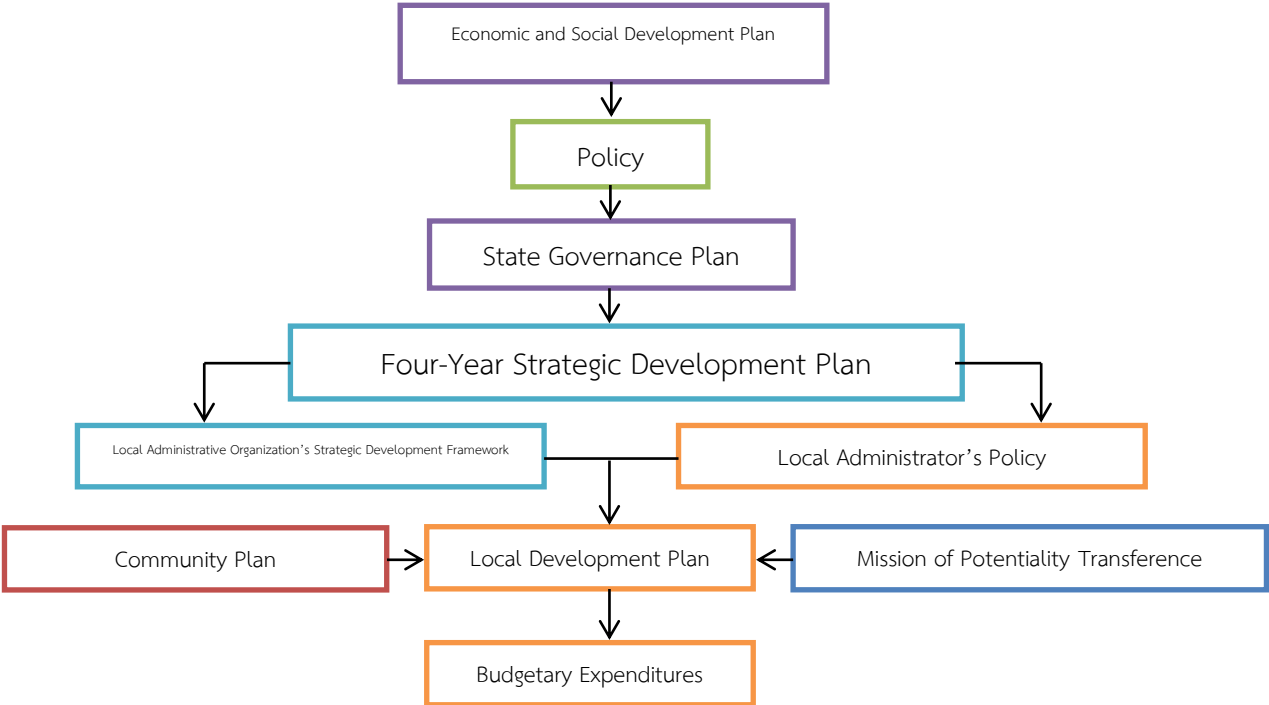
The projects or activities concerned with local community's problems, about which have been learnt during the commune/community panel discussions, must be included in the three-year development plan so as to encourage proliferation of 'integrated' public participation within local community and to help connecting the strategic points of development by the local administrative organization to its problems. In this fashion, consensus may well be reached and unity shall be born in form of network alliance, thus effectively and properly catering to the local residents' needs and wants.

General Public

Local residents should always participate in creative commune/community conferences being held in light of furthering the agendas in an attempt to include them in the three-year development plan or other proposed instruments. Normally, the aforementioned meetings are being annually organized during the period of February-March. It is recommended that local residents be alert and have ready at hand their own community's plan by also making use of the self-compiled database or additional

information obtained from other agencies in charge accordingly. In addition, local residents should keep themselves updated and follow up with the procedure of the drawing and deliberation of the three-year development plan, which is to be annually implemented by the local administrative organization during the period of April-June. More importantly, the public should be knowledgeable about the process of developing and writing proposals. The proposed project would have required agencies to take immediate action.

**Interconnection of Plans**



**Figure 1: Interrelation of Plans**

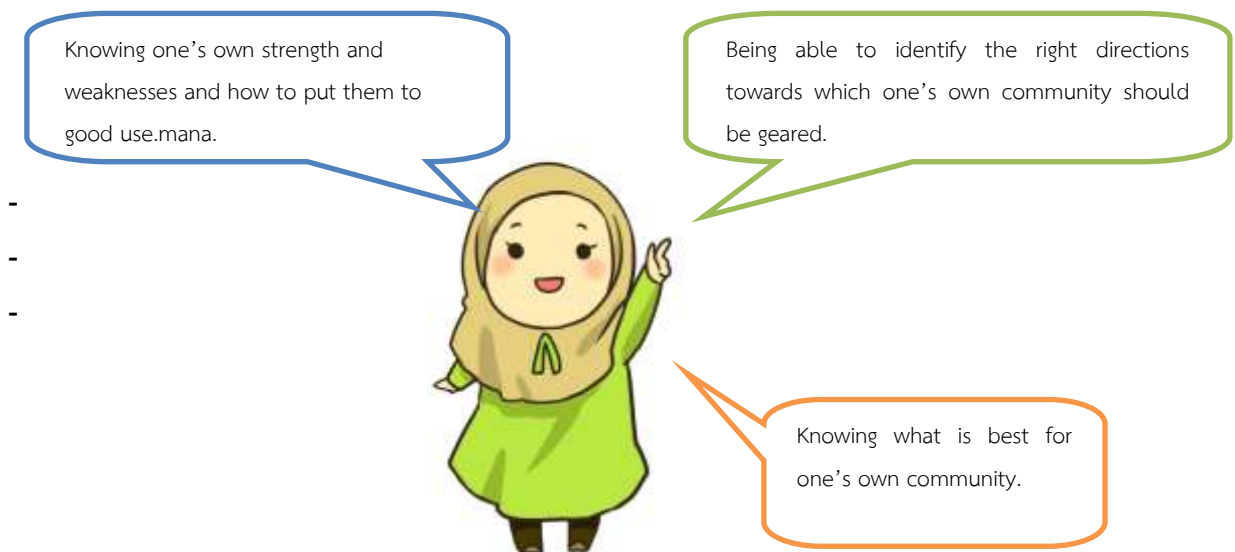


## Section II: Social Capital Information

In regard to preparing the development and budget plan, the first and foremost to be taken into account lies in the information to be utilized accordingly.

### The Reasons for Using Information

- Useful in terms of access into the problems and proper analysis of locality's current situations;
- Useful for estimation and forecasting, as well as identifying an set of optimal indicators;
- Useful for preparing local development plan, that is, the existing data and information can be used as knowledge base.



### What is Social Capital Information

“**Social capital**” refers to a system of collective value of all social networks in forms of family, community, etc., based upon rules and regulations, tradition and customs, social norms, interrelation with environment and other people, as well as residing upon the basis of mutual trust, (mutual) benefits, thus in favor of healthy relationship/friendship.



**Social capital** is comprised of trust, belief, attitudes, behaviors, social norms, commune/community within the framework of interrelated activities.

**Social capital** signifies an epitome of special kind of resource: the more it is utilized, the more abundant it becomes; in addition, it is akin to public commodity, everybody sharing and enjoying without exclusive monopoly by any party.



**“Social capital”** also denotes the sum of positive and good things available within one’s society handed over from one to another generation and accumulated into a greater number; it also represents a notion that quality society members are to gather in unity so as to perform good deeds for the general public based upon trust and bond, time-honored culture, as well as the preponderant paradigm of wisdom and knowledge.

**There are many ways to locate social capital for the benefits of general public:**

- 1) Introducing and employing social-capital indicators as well as conducting social-capital surveys according to the aforementioned devices (indicators), such as measuring the level of mutual trust, sense of belonging, one’s participation in community’s activities, performing cultural activities, etc.
- 2) Drawing social-capital map/diagram in pursuit of social capital based upon its components: identifying “good things” (within one’s own community) and

the location, determining the availability of community's resources and talented people, as well as their whereabouts.

3) Holding commune conferences to help find the social capital hidden within one's own community's treasures.



### **Who could possibly help identify the social capital?**

❖ **Academicians/Experts:** They may be able to help identify the social capital within a given community through such methodologies and channels as survey, questionnaire, interview, discussion within peer groups, direct talks with local residents, etc. In addition, devices and tools may well be used, such as photography (camera), aerial mapping, satellite photographs, geographic IT mapping, etc., all of which, despite being rather academic in nature, could be of use to local communities in question along with the insiders' information provided by local residents.

❖ **Local community members:** They belong; therefore, they are most likely able to make identification of social capital; the answers may be obtained through observation, interview sessions, meetings, etc. Note that the person who is in search of social capital within a community is referred to as “**social innovator**”.

## **Social Innovator**

A social innovator is the one that brings to his/her community betterment in terms of change. Social innovators are natural-born winners, blessed with public conscience and the will to do good deeds while being given the opportunity to improve their own skills at teamwork.

### **Social Innovator's Roles and Duties**

- Serving the community by facilitating the process of public participation for local resident members, ranging from brainstorming and the likes, participatory decision-making, making joint efforts, to jointly receiving benefits from the positive outcomes derived from the aforementioned decision-making, as well as taking part in following up with his/her own community development-related activities (goal);
- Igniting the flame in the collective heart of his/her own community, thus allowing them to learn more about additional elements of their own livelihood and traditional culture by means of exchanging the ideas;
- Helping coordinate with external parties (organizations) as multilateral interactions;
- Empowering and inspiring the community to participate in planning, and making good use of its own treasures of local wisdom, social-economic and cultural capital to enhance value of local products and spiritual knowledge;
- Participating in learning process with his/her own community in aims at bringing the local resident members to the better quality of life based upon public participation as a major foundation of democracy.

What do you mean by the term social innovator?

A social innovator is the one that helps make his/her own community a better place, a natural-born leaders with public conscience – “new conscience”.



### **What should one do with social capital at hand?**

✓ Social capital allows one to know oneself and find solutions to one's own community's problems.

✓ Social capital can be used as basic database from which further development may be made.

When compiled properly, elements of social capital should be presented to the public, community leaders and key administrators in those agencies in charge for their further actions with respect to community development.



In addition to social capital information, one can find other types of intelligence available in a myriad of government agencies to take into account as well.

### **Sources of Information for the Development Plan**

#### **1) Provincial Statistic Information**

Statistic information is of use for planning of implementations in terms of operational plan, reform, and the area and local population development (plan), making it possible to enhance the effectiveness of the development in question, as well as being utilized to compare and study possible, negative propensities so that they could possibly be prevented.

For statistic information and database, please contact National Statistical Office:

Statistical Forecasting Bureau, Information Dissemination Group, the National Statistical Office.

Government Complex Commemorating His Majesty the King's 80<sup>th</sup> Birthday Anniversary, 5 December 2550 BE.

120 Moo 3 Chaengwattana Rd.,

Thung Song Hong, Laksi,

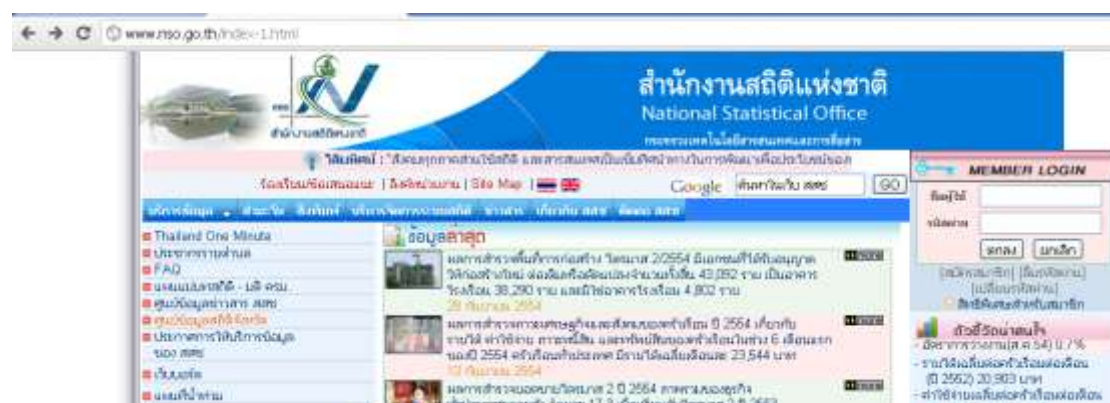
Bangkok 10120.

Tel: 02-141-7500 up to 03.

In addition, in each province there exists statistical office located at the city hall as well.

**For more information, please follow the instruction:**

1. Visit National Statistical Office's website (w w w.nso.go.th);
2. Click the link "provincial statistical information center" on the left (see the picture);



3. Select the region and province;



4. Select the required piece of information (for instance, here: "census statistical information/survey/special survey");





รายงานสถิติจากสำมะโน/สำรวจ/รายงานสถิติจังหวัด/สำรวจพิเศษ

จังหวัด	ปัตตานี
ประเภทโครงการ	รายงานสถิติจังหวัด / Provincial Statistic Report ▼
โครงการ	สถิติประชากรศาสตร์ ประชากร และเคหะ
ปีโครงการ	... เลือก ... ▼

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5.4 Open the information file;

ตารางข้อมูลสถิติจากการสำมะโน/สำรวจ/รายงานสถิติจังหวัด/สำรวจพิเศษ ค้นหาใหม่

ลำดับ	จังหวัด ปัตตานี ประเภทรายงานสถิติจังหวัด : สถิติประชากรศาสตร์ ประชากร และเคหะ ปีโครงการ 2552
1.	จำนวนประชากรจากภาวะทะเบียน จำนวนตามเพศ เป็นรายอำเภอ และเขตการปกครอง พ.ศ. 2550 - 2552
2.	จำนวนประชากรจากภาวะทะเบียน อัตราการเปลี่ยนแปลง และความหนาแน่นของประชากร จำแนกเป็นรายอำเภอ พ.ศ. 2548 - 2552
3.	จำนวนประชากรจากภาวะทะเบียน จำนวนตามสมรส อายุ เพศ เป็นรายอำเภอ และเขตการปกครอง พ.ศ. 2552
4.	จำนวนการเกิด การตาย จำนวนตามเพศ พ.ศ. 2548 - 2552
5.	จำนวนการเกิด การตาย การลงทะเบียนย้ายเข้า และการลงทะเบียนย้ายออก จำนวนตามเพศเป็นรายอำเภอ และเขตการปกครอง พ.ศ. 2552
6.	จำนวนการจดทะเบียนสมรส และหย่า จำแนกเป็นรายอำเภอ พ.ศ. 2548 - 2552
7.	ร้อยละของครัวเรือน จำแนกตามลักษณะบางประการของครัวเรือน พ.ศ. 2548 - 2552
8.	จำนวนบ้านจากภาวะทะเบียน จำแนกเป็นรายอำเภอ พ.ศ. 2548 - 2552

## 2) Information on Natural Resources and Environmental Circumstances

This covers soil condition, various categories of waterways, forested areas, seawater and coasts, as well as the climate, so as to showcase the existing bodies of natural resources within the region/local area in accordance with how to make effective use of them.

### **2.1 Soil**

Information on soil condition helps one learn and understand how to make use of it in reality in accordance with its condition with respect to agriculture and other possible benefits based upon the following area mapping program:

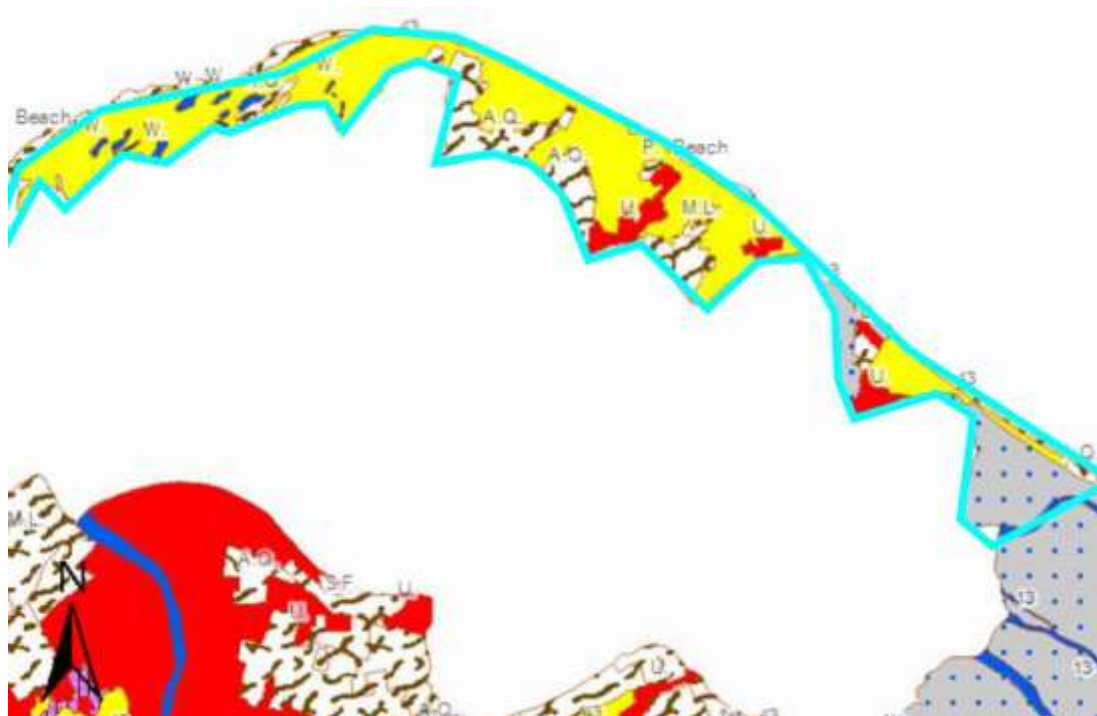


Figure 2: Example of how to benefit from the use of soil at Laem Pho subdistrict, Yaring district, Pattani province.

Source: Land Development Department, 2014.

From the image of the example of information on how to benefit from the use of soil at Laem Pho subdistrict, Yaring district, Pattani province, more than the entire area belongs to the so-called 43<sup>rd</sup> soil group or sand-ridge soil; the next of which are of the so-called 13<sup>th</sup> soil group or mangrove-forest soil, then the one in aquatic-animal husbandry area, sand beach, waterway area, reconstructed area and puddle soil, respectively. In addition, taking into consideration a various categories of soil utilization, the soil area used for fruit cultivation accounts for 30%, next being others such as abundant forest, aquatic animal husbandry, community zone and construction, water source, lowland, perennial plant, respectively.

In addition, the aforementioned pieces of information make it possible to understand the soil condition and its categories, thus being of use as to how benefits could be derived employing those areas. Thus, the benefits of the areas in Laem Pho, Yaring, Pattani province can be summarized as follows:

Table 2: Information on soil groups at Laem Pho subdistrict, Yaring district, Pattani province.



<b>Soil Group</b>	<b>Benefits</b>	<b>Suitability</b>	<b>Limitation</b>	<b>Administrative Guidelines</b>
Sandy soil: occasionally with seashells in some areas (43 <sup>rd</sup> soil group).	Mature forest. Fruit tree. Perennial plant. Water source. Wetland. Aquatic animal husbandry venue. Community/Urban area. Structures and buildings. Others areas.	Green pasture. Pineapple. Cashew. Coconut.	Unable to hold water. Prone to dehydration. Low fertility.	Vegetation or plantation activities are recommended. Crop rotation throughout the year. Fertilizer plant cultivation with cover-plants. Development of water sources and proper irrigation system.
Saline soil with acidity in the mangrove forest areas (13 <sup>th</sup> soil group).	Mature forest. Fruit tree. Water source. Other areas.	Best for mangrove forest cultivation and coastline animal husbandry.	Saline soil. Poor drainage system along the coastline. Soil puddle.	Mangrove forest cultivation is recommended for denudated areas. Aquatic animal husbandry venues should be equipped with waste treatment system. Mangrove forest areas should also be preserved for aquatic animals.

Source: Land Development Department, 2014.

For more information and database, please contact:

Geographic Information System Section, Bureau of Information Technology and Communication, Land Development Department.  
Land Development Department Building  
1<sup>st</sup> Floor, 2003/61 Phahonyothin Rd., Lat Yao, Chatuchak  
Bangkok 10900.

Tel: 02-562-5100 ext. 1222.

Or please visit: (<http://www.ddd.go.th/gisweb/support/digital/html>).

In addition, for guidelines on how to manage soil in subdistrict level please follow the instruction:

1. Visit the following website:

(<http://www.ddd.go.th/gisweb/index.html>)

-

2. Select soil management (please see the picture);




3. Select “map of subdistrict soil management instruction” and click the thumbnail on the left;



4. Select “area and download” by clicking the left thumbnail;

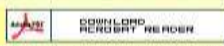
จาก...ข้อมูลและแผนที่ดิน



**แผนที่พื้นและนำการจัดการดินรายตำบล**

เป็นแผนที่ที่แสดงดินขอบเขตดินตามกลุ่มเขตดิน พร้อมทั้งตารางข้อมูลหน่วยดินที่มอบในแผนที่ เขตดินที่เลือกที่ปลูก และคำแนะนำการจัดการดิน ซึ่งกรมดินนาได้จัดทำขึ้น เพื่อให้นักเกษตรและผู้สนใจทั่วไปใช้เป็นข้อมูลพื้นฐาน สำหรับการจัดการที่ดิน และปรับปรุงบำรุงดิน ซึ่งจะนำไปสู่การใช้ประโยชน์ที่ดินที่เหมาะสมตามศักยภาพของดินต่อไป...

การดูข้อมูลแผนที่นี้... จะต้องใช้โปรแกรม Acrobat Reader



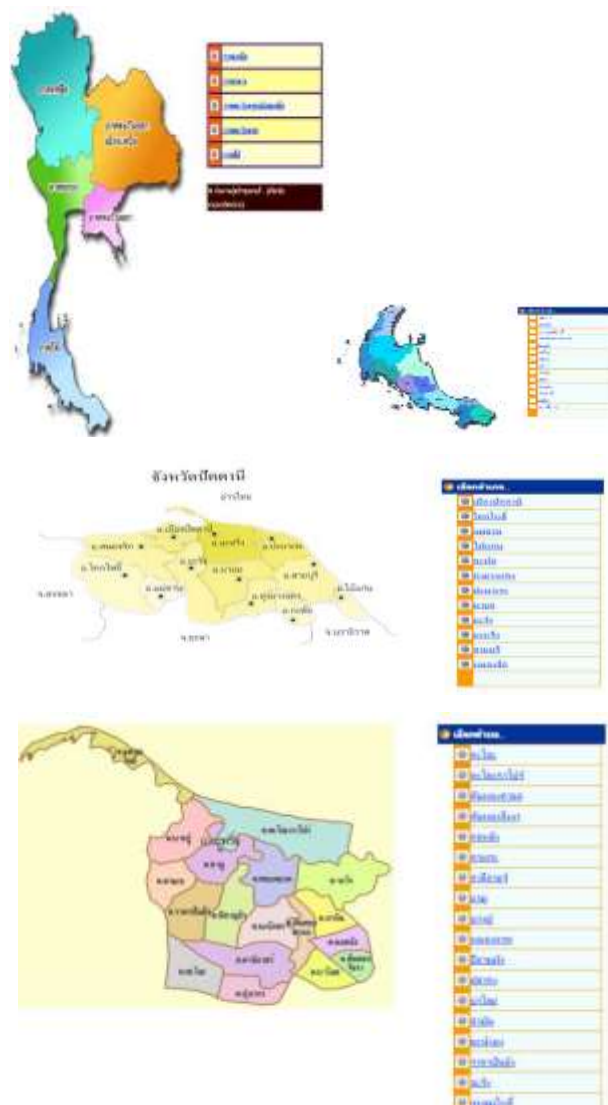
หากท่านยังไม่มีโปรแกรมดังกล่าว คลิกที่รูปข้างบนนี้ เพื่อติดตั้งโปรแกรมก่อน

[คลิกที่นี่...เพื่อเลือกพื้นที่และความละเอียด](#)

**ชื่อตำบลกับเครื่องหมาย \* เช่น... เหล่าหลวง\***

เป็นข้อมูลที่ไม่สามารถเผยแพร่ผ่านอินเทอร์เน็ตได้

5. Next, select the area: from region, province, district and subdistrict;



6. The information obtained thereof will be the instruction mapping of the selected subdistrict (e.g. in this case, Laem Pho, Yaring, Pattani province).



## 2.2 Rainfall Quantity

The information on rainfall quantity herein will be of use with respect to an attempt to learn and comprehend the volume of rainfall during each given period of the year so as to forecast rainfall volume propensity against the upcoming phenomenon in order that it can be addressed properly as in, for instance, cultivation, etc.

For more information and database, please contact:

The Thai Meteorological Department.  
4353, Sukhumvit Rd., Bang Na,  
Bang Na, Bangkok 10260.  
Tel: 0-2399-4566, 0-2399-4568 up to 74, 0-2399-4578, 0-2399-4580, 0-2398-0225 up to 8.

Or please visit: ([http://www.tmd.go.th/agromet\\_7dayforecast.php](http://www.tmd.go.th/agromet_7dayforecast.php)).  
The link will lead to the database utilized in seven-day weather forecast in Thailand's several regions.



In addition, selection may be made on each individual province as well.



GIS images are also viewable; please click “GIS” (please see the picture) and a window will pop up as follows:



A number of categories may be selected as well, such as daily rainfall, etc. as follows:

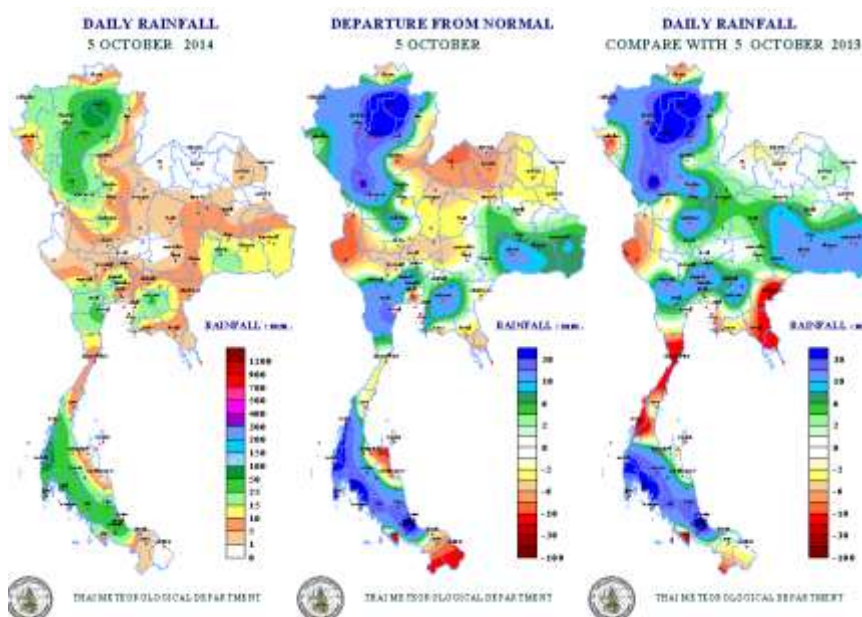


Figure 3: Comparison of rainfall quantity in Thailand.

Source: (Thai) Meteorological Department, 2014.



In this example (please see the leftmost image), the selected date being October 5, 2014, the information will be compared with the average rainfall during the 30-year period (please see the middle image), and with that in the previous year (please see the right image). Five different categories may be specified as follows: 1) Trace, with less than 0.1 mm rainfall quantity 2) Light rain, with rainfall quantity ranging from 0.1 mm to 10.0 mm 3) Moderate rain, with rainfall quantity ranging from 10.1 mm to 35.0 mm 4) Heavy rain, with rainfall quantity ranging from 35.1 mm to 90.0 mm and 5) Very heavy rain, with rainfall quantity from 90.1 mm up. It has been reported that Mae Hong Son province carried a moderate (rain) level of rainfall, lower than the overall rainfall during the 30-year period and that of the previous year. In addition, with ongoing heavy rain for several days, it may be forecasted that landslide could possibly occur as well.

### **2.3 Marine Natural Resources**

The information on marine natural resources is of significance to seacoast areas, with economic circumstances directly linked with the rich of mother ocean (sea); e.g. Laem Pho subdistrict, which has a long stretch of coastline area to its name. With the useful information on marine natural resources, we have come to learn of the situation in terms of size and number of water sources and supplies, agriculturist/farmer and fisherman population, marine products, seafood processing-related topics, etc.

For more information and database, please contact:

“Fishery Office of Pattani”.

Pattani City Hall, Decha Rd., Mueang Pattani District, Pattani.

Tel: 073-349591.

Or please visit: (<http://www.fisheries.go.th/fpo-pattani/index1.html>).

### **3) Agricultural Information**

‘Agriculture’ remains a major occupation in the Thai society at large as well as one of the main goals for the country’s national development from one generation to another; therefore, the information concerned with agriculture is numerous, commonly found in a myriad of government agencies depending

upon the objectives of application and use. This includes, for instance, the following:

Agricultural development information: it may be obtained from the agencies in charge under Ministry of Agriculture and Cooperatives, including Department of Agriculture, Department of Agricultural Extension, Agricultural Land Reform Office, Department of Fisheries, Rice Department of Thailand, Department of Livestock Development, Royal Irrigation Department, etc. In addition, more information may well be located in other agencies such as Office of the Royal Development Projects Boards, Royal Development Projects, and universities' research groups, etc.

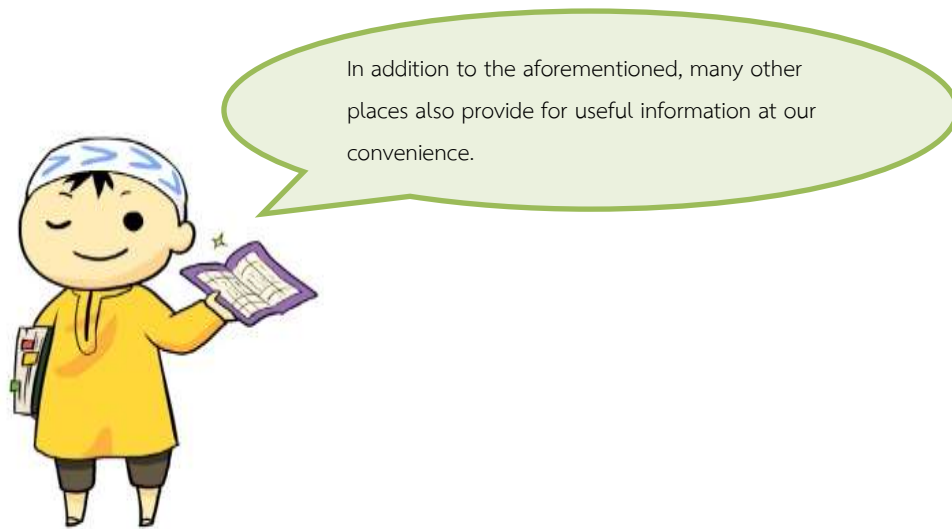
Agricultural statistic information: it may be obtained from the agricultural census (National Statistical Office), Office of Agricultural Economics, etc.

However, in addition to some of the aforementioned focal-point units, more local-related, additional information could possibly be obtained in detail particularly from *each of the provincial and district agricultural offices*.

There exists the  
information on agricultural  
virtually everywhere; so, let us  
use it wisely.



In addition to the aforementioned information on resources, other aspects such as education, health, art and culture, customs and tradition, secondary occupation, etc., may well be appreciated by consulting with the databases of information provided by the agencies in charge in public sector, independent agencies, international organizations, educational institutes as well as certain workplaces in private sector, all of which typify the example of a rich of knowledge-based venues to which one could resort for the benefits of learning more about the topics in question.



### **What Is Ground Diagram?**

(It is a two-dimensional map that shows relationship with built and un-built space.)

- An easy-to-use educational tool for one's own community;
- Systematic and providing for community's clearer overview;
- An educational tool with which learners and community members could possibly gain better understanding in local area's social, cultural, political aspects, as well as details of natural resources, environment and quality of life.

### **Goal of the Ground Diagram**

For its users:

- 1) To understand as complete a overview of a given community as possible;
- 2) To obtain a larger amount of information in a briefer period of time;
- 3) To obtain more reliable information due to one's own solid, empirical experience;
- 4) To obtain most updated information (which may be added at any point of time.)

### **Difference between Ground Diagram and Traditional Map**

The traditional map is made available and ready for use, and in this context usually obtainable through various sources of government agencies concerned with the topics. However, the information obtained may be outdated; occasionally, re-surveys are thus required.



## **Steps in Preparing a Ground Diagram**

- 1) Clearly determine the subject of research/study – in this case, it is “Social Capital”;
- 2) Conduct surveys on foot to directly experience the existing situations and their value;
- 3) Take time to feel the human touch within the community by discussing the matters at hand with local residents, being empathetic and understanding.
- 4) Draw the diagram in a large piece of paper, writing symbols of the surveyed objects, as well as optionally coloring them for aesthetic purpose;
- 5) Ground diagrams may vary in detail depending upon the size and “level” of organizations in question -- small community, village, district, etc.

**Regarding the drawing of ground diagram,  
what matters does not lie merely in making it look visually complete  
but in a sense of actually understanding “the meaning and social duties  
of those physical areas/objects”.**

### **Ground Diagram Database**

#### **Community Treasure**

In physical terms, community treasure includes geographical settings and natural resources such as mountain, sea and ocean, river, roadway, housing, places, archaeological sites, zoo, public park, forest, palm garden, para rubber plantation and the likes, etc., as well as renowned destinations found in the following: temple, mosque, tourist attractions, residences of good role models, artists’ residences and cultural sites, etc.

**Ground diagram is of use and importance to studying communities especially in terms of positivity and strength because the ground diagram narrates community’s historical accounts, its collectively strong points, its inception of power, various places of gathering, etc., all of which allows one to obtain insights into the community and local residents’ ways of life and such.**



Figure 4: Examples of ground diagram.

### Section III:

## Preparation of the Development Plan and Budget Allocation Based upon Social Capital

The target groups and/or stakeholders concerned with the preparation of the development plan and budget allocation based upon social capital shall be hereinafter referred to as “**social innovators**”.



**Local Administrative Officer(s):** A local administrative officer is the key operator in light of preparing the development plan and budget allocation through instrumentalizing a means of providing information and allocating the budget in accordance with the development plan in question; he/she plays a vital role as “facilitator”.

**Agencies in Charge:** They are responsible for jointly analyzing data and information, providing informational academic knowledge in their areas of expertise for the community and their thinking process.

**People/General Public:** They make concerted efforts to determine optimal development directions into which their own communities shall take place so as in accordance with the communities’ unique ways of life and livelihoods while at the same time making good use of available database and

“social capital” treasures as a foundation (base) upon which their thoughts and deliberation are based -- without deviating from the philosophy of “mutual reliance and self-efficiency”.

In aims at allowing the stakeholders, to whom shall be hereinafter referred as “**social innovator(s)**”, to better comprehend and realize the significance of the social-based approach to preparing the development plan and budget allocation, as well as in ensuring that they be provided with knowledge, necessary skill sets and correct methodologies thereof, it is therefore immensely indispensable for workshops to be organized with the following objectives:

1. To build the specific skill sets with respect to public participation in community planning, which constitutes part of participatory democracy and public conscience, the latter also signifying “new conscience” within community members;
2. To implant correct attitudes in regard to the preparation of the development plan by the local government upon the basis of public participation while intelligently making use of database and information during the decision-making and thought process.

### **Steps in Workshop Implementation Regarding the Preparation of the Development Plan and Budget Allocation Based upon Social Capital**

#### **STEP 1: Building Relationship**

Objectives: To provide “**social innovators**” with the opportunity to get to know one another in light of relationship building.

Method: Utilizing the so-called group relation activities such as round-table/circle self-introduction in which one introduces oneself and acknowledges the name of the immediate “friend” whose self-introduction has just been made prior to one’s own.

Next, in commencing a training (workshop) session, groups thus may be allocated.

Group relation activities vary in types and may be adapted to the target group's aptitude, gender, age and ways of life, as well as cultural value.



## **STEP 2: Enhancing Knowledge of Participatory Democracy**

**Objectives:** To provide the “leaders” with the opportunity to be educated in the subject of Participatory Democracy, its definition and meaning, significance, procedure and methodologies, as well as stakeholders analysis.

**Method:** Lecturing and using examples, exchanging ideas through discussions of experience with experts, and Q&A.

Next, in commencing a training (workshop) session, groups thus may be allocated.

What is in fact  
participatory democracy?



Participatory democracy involves taking part in brainstorming and decision-making, making concerted efforts, etc., all signifying the elements of strengthening and developing the value of democracy.

## **STEP 3: Participating in Searching for Social Capital**

**Objectives:** To create a better understanding in the true meaning of the term social capital, as well as its benefits and significance, and that the social innovators could possibly find success in searching for social capital elements and should participate in showcasing the beau ideals of the treasure hidden within their own community.

Method: There are two methods of social-capital searching:

First method: Organizing community conferences (meetings) in which “good things” available within one’s regional hometown are publicized; recording anecdotes by means of mind mapping so as to ensure that everybody get to see the big picture and detailed information while taking part in considering the issues at hand.



Figure 5: Example of Mind Mapping Drawn and Utilized in Search of Social Capital.

In case where no search activities have ever been performed, it is advisable that the ‘second’ method be used alongside so as to provide for social innovators an opportunity to deeply understand their own local community’s social capital and for them to obtain a complete set of social-capital information.



Second method: Providing for the social innovators an opportunity to conduct field studies in search of social capital within their own community in order that they manage to prepare the community’s social capital director as well as its ground diagrams.

Example Of Questionnaire  
(In Search Of Social Capital)

**Laem Pho Community's Quality of Life Development Project:  
Questionnaire/Interview  
(In Search of Social Capital and Preparing the Directory of Local  
Scholars and Social-Capital Treasure within the Aforementioned Setting)**

Full name of Interviewer: \_\_\_\_\_ Tel. no.: \_\_\_\_\_

Full name of Data Entry Officer: \_\_\_\_\_ Tel. no.: \_\_\_\_\_

Full name of Respondent/Interviewee: \_\_\_\_\_ Tel. no.: \_\_\_\_\_

Address: \_\_\_\_\_ Moo: \_\_\_\_ Laem Pho, Yaring, Pattani.

1. Your knowledge and wisdom.

1.1 Could you describe in detail from the beginning to the end your knowledge that proves to be of use to others? (Note: This means that, with such comprehensive knowledge, you could also provide training, if needed.)

\_\_\_\_\_

1.2 How do others describe you with respect to your aptitude, etc.? Have they ever given you any compliments?

\_\_\_\_\_

1.3 What is/are the topic(s) you usually discuss with others due to your preference?

\_\_\_\_\_

1.4 Do you have any past experience that somehow you still remember well? (This could be related to historical, cultural, traditional, theatrical accounts as well as major changes.)

\_\_\_\_\_

2. Please describe your skills and aptitudes in detail.

\_\_\_\_\_

3. What are your special interests with respect to the following points of concern?

3.1 For yourself: \_\_\_\_\_

3.2 For your family: \_\_\_\_\_

3.3 For your community: \_\_\_\_\_

4. What would you like to most proudly let others know?

4.1 About yourself: \_\_\_\_\_

4.2 About your own village: \_\_\_\_\_

4.3 About your own subdistrict: \_\_\_\_\_

5. In what dimension would you like most particularly to make positive change (development) of your own community/village within next five years?

6. In what dimension would you like to dedicate your energy and effort to developing your own community/village? (You may state more than one.)

7. What is/are the issue(s) about which you are being most worried with respect to your own community/village/society? (You may state more than one.)

### **Other Social Capital Dimensions**

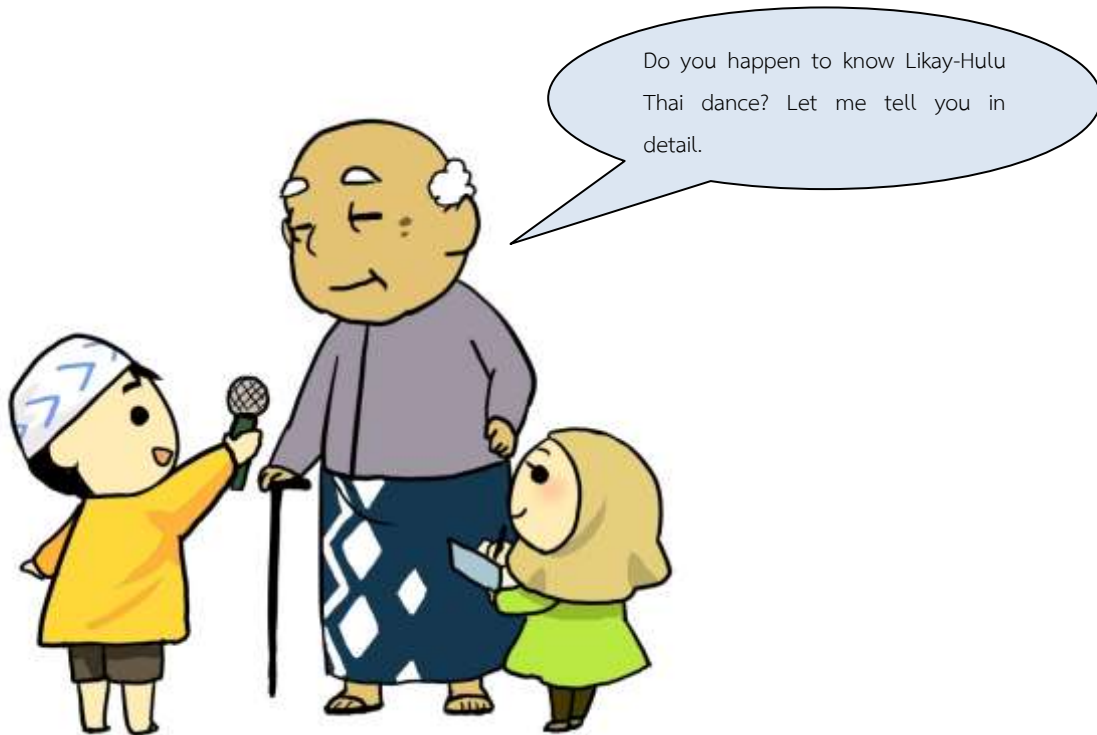
1. Please describe the available social-capital treasures in terms of natural resources and environment within your own community.

2. Please name the groups/organizations/institutes existing in your community/village.

3. Please name the groups/organizations/institutes existing in your community/village (shops, cooperatives, CSR entities, village banking institutions, OTOP resorts, etc.) that help provide nourishments for your community.

4. Please name the public areas shared by community members?





**“Practice and learn, then one can make effective use of it”**

Searching for community’s social capital can be done at any time so that information becomes available when occasions arise, for instance, in light of preparing the community development plan, etc., as well as ensuring that the database remains updated at all time.

#### **STEP 4: Back to the Future**

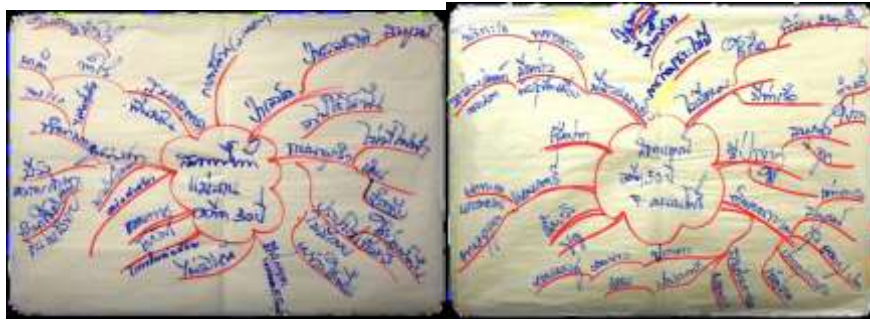
##### **Step 4.1: From past to present**

Objectives: To review from past experiences the memories and set on display what is available at present.

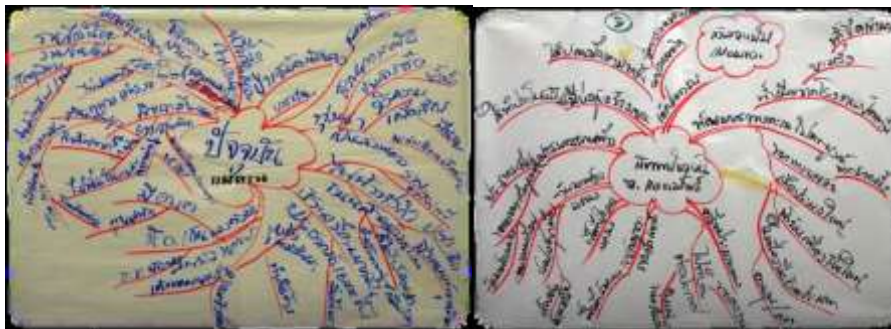
Method: Organizing a meeting for brainstorming sessions in which to obtain answers to the following questions, as well as performing mind-mapping.

Question 1 of 2: What did our community resemble in the past?

Question 2 of 2: At present what does our community resemble?



(Thirty years back then.)



(Current situation (in 2014).)

Figure 6: Examples of mind mapping with respect to past and present situations at Mae Lan subdistrict, Mae Lan district, and Laem Pho subdistrict, Laem Pho district, both districts in Pattani province.

#### Step 4.2: Towards future

Objectives: To design together the overall version of what the community will become.

Method: Using the AIC technique by observing the following steps:

1. Each member draws his/her own version of future community;
2. All members present their drawings and exchange idea;
3. All members draw an overall version of what the community should become in the future.



Figure 7: Example of future image.

Mae Lan, “the district of happiness”, is on the road to the bliss of sufficiency economy. In the past, virtually all members set their eyes upon riches of material world; however, with huge debts having incurred recently in comparison with the serene life in the past, there exists one solution, that is, the philosophy of sufficiency economy. The good old days must be revived: rice fields being put to good use and increased in value (value-added rice fields), fishery being re-introduced (“Good Soil, Good Water, Good People”), etc. Furthermore, people will be living in peace despite difference in faith (Buddhism and Islamism). Micro-units such as family have been turned into home sweet home. Mae Lan Subdistrict Administrative Organization reportedly has been assiduous at work with its “Mae Lan without Drugs” project. In addition, there has been an idea of having one’s own community banking institution. Simply put, it all starts from oneself first, then one takes part in participatory activities such as village meeting, and subsequently makes expansion from there so as to create ongoing sustainable community development.

## STEP 5: Preparation of (Participatory) Operational Plan

Objectives: To encourage the participants to take part in preparing the community’s quality of life development (operational) plan.

Method: Using the (participatory) operational plan preparation technique as follows:

An ideal operational plan should cover  
a period of not more than one year.



### Step 5.1: Establishing the context

- What: The community's quality of life development plan, prepared in participatory fashion as well;
- When: From month \_\_\_\_\_ to month \_\_\_\_\_ year \_\_\_\_\_ ;
- Where: Subdistrict name \_\_\_\_\_ ;
- Who: Name of the workgroup \_\_\_\_\_ ;
- Budget and source of funds.

### Step 5.2: Victorious Heart (Key to Success)

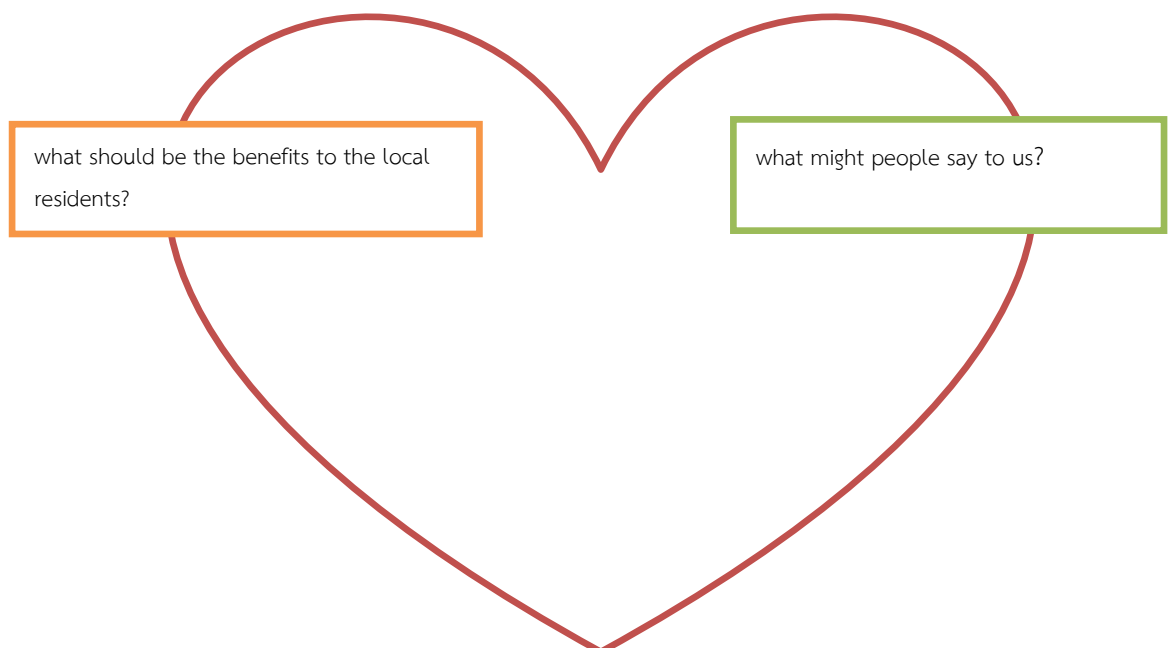
Objective: To make known the objectives and expectations shared among group members;

Method: Using 'thoughts card' technique with respect to participating in expressing opinions based upon the two questions:

First question: If we take part in preparing the community's quality of life development plan, what should be the benefits to the local residents?

Second question: When accomplished, what might people say to us (in terms of feedbacks, compliments, etc.)?

Attach the two question cards to an image of human heart divided into two segments and drawn in a piece of paper, the first question being placed onto the left, the second the right.



The answers can be arranged as part of the **objectives** (using the first question) and **expectations** (using the second question) with respect to the project proposal.

The so-called thought card technique will be of use and allow everybody to equally express his/her opinion under the same rules.



An ideal card should be made of colored paper material, its width being equal to 10 cm, height being 21 cm approximately; an A4 paper may be used instead by being cut into 3 equal portions.

Rules of Card Writing:

- One card, one thought only;
- Use well-crafted, precise wording;
- Write clearly (in this case, non-Latin alphabets);
- Write in black or blue color preferably with markers.

### **Step 5.3: Analyzing community's current situation**

Objectives: To be able to understand the actually existing circumstances within one's own local area (community).

Method: Using 'thoughts card' technique with respect to participating in expressing opinions based upon the two questions:

First question: In terms of SWOT, what are strength/opportunity and weaknesses/threats of our own community?

Second question: What are the weaknesses/threats that keep our community suspended?

Strength/Opportunities	Weaknesses/Threats



Figure 8: Example of current situation analysis.

#### Step 5.4 Heartfelt Agreement: Sealed with the Heart ♥

Objectives: To create a sense of commitment within the group of participants (those who have taken part in writing the operational plan) to ensure that the end results bear fruits of success.

Method: Write well in prose, taking into account the essence of Victorious Heart and Current Situation Analysis based upon the principle of **“Fighting Weaknesses with Strength In Aims at Achieving the Objectives and Meeting Expectations”**.

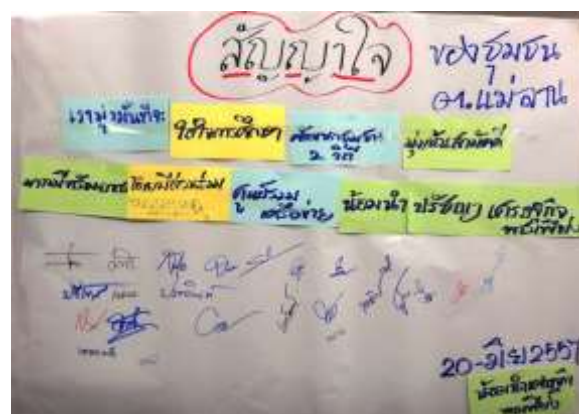


Figure 9: Example of 'Heartfelt Agreement'



### **Section 5.5: Establishing the mission (activities)**

Objectives: To be able to realize the mission to carry out in order to enhance the quality of life of community members in light of community's quality of life development.

Method:

- 1) Asking the question: "How can we be of use in helping enhance the quality of life of community members?";
- 2) Using 'participatory workshop' technique in an attempt to find answers to question no. 1 with help of thought card as a useful instrument (tool); observing the following step:
  - a. Brainstorming to obtain one's own personal opinions, each person taking note in notepads, then selecting only the top two answers, both being of highest significance from one's viewpoints, and writing them down into the thought card(s);
  - b. Exchanging ideas and opinions within group by using both of one's thought cards, while at the same time appreciating other members' answers;
  - c. Undergoing the process of selecting a number of representative thought cards to be utilized in exchange with other sub-groups; these representative cards being on display and thus attached to the main board (during the meeting);
  - d. Arranging the similar ideas into the same categories; refraining from making an attempt to define any unclear messages written on "the cards" but directly resorting to "their" holders for clearer and correct answers; during the meetings, with a number of categories being properly made according to the initial set of questions, in the end the larger picture of what represents the paradigm upon which the group collective agrees, and that of what signifies the notion

upon which the group collectively disagrees, shall manifest.

- e. Giving titles to the groups of thoughts so that the titles also cover and represent the intent of all of the thought cards within each of the aforementioned; in addition, an ideal title tends to give answers to the questions in straightforward manner as well;
- f. Reviewing carefully and determining whether or not the notion of the acquired mission be comprehensive, whether or not there exist any of the unselected cards possibly deserving re-evaluation by the group members.



Figure 10: Summary of steps in brainstorming based upon participatory workshop method

- 3) Major missions being acquired as a result of concerted efforts made by participants' with respect to prioritizing what to do; note that these would-be activities are to be included in the (operational plan) activities calendar;

Prioritization is made possible by ensuring that each participant initially have in his/her possession a score of 3; each mark will be assigned to the three highest prioritized tasks (missions) the person deem must be implemented prior to others.





Figure 11: Example of main missions with respect to the improvement (development) of the (community's) quality of life.

**Tips:**

- In applying workgroup method, it is highly recommended that facilitators be assigned so that they can help maintain order during the process of exchanging information and opinions; note that the facilitator must emphasize that rules be observed as well.
- The number of thought cards to be selected from each individual group must reflect that of entire participants and timeframe; for instance, with a relatively large number of participants, the number of cards to be drawn in each group decreases.
- Participants are to be assigned to sub-groups, each of which carries 8-10 members.

**Step 5.6: Preparing the calendar to be used for the (participatory) community development plan**

Objectives: To be able to realize what (activity/activities) is to be/has been done, when and who will/has carried out the tasks.

Method: Specifying the detail in accordance with the table of activities.

Once the projects and tasks to be performed have been identified (they are derived from the process included in Step 5.5), persons who are required to perform and take responsibilities shall be identified so that they take part in the assigned activities. Each of the aforementioned participants is required to write their names into a piece of paper and have it attached to the relevant box in Table 2, him/herself being in charge of the

tasks therein. Their responsibilities must reflect their willingness to take charge and are in line with their relevant skill sets.

Table 3: Table of “calendar for the participatory community development plan”.

Project	Task	Objective	Method	Timeframe	Indicator (quantitative/ qualitative)	Indicator compiling method	Budget/ Source of Funds	Person in charge

Therefore, there will be a group of those responsible for carrying out each mission. Each group will have its own focus groups discussions so as to properly and entirely fill in the remaining blanks.

- Objectives and target groups are in accordance with the mission, in response to the question: “what would we like to see happening in each mission?”.
- Throughout the operational period, tasks to be performed must be specified clearly with respect to their monthly timeframe (from month \_\_\_\_ to month \_\_\_\_ ); note that this is a one-year plan as well.
- Indicator is a device providing specific information (in this case) on whether or not missions have been achieved; in general, there are two types of indicator: quantitative indicator and qualitative indicator.
- Indicator compiling method is used to confirm certain aspects of the indicators.
- Budget/source of funds: Amount of money required for undertaking the activities; and the source of financial supports.



Mission	Objective	Tasks	Timeframe	Success Indicator	Information Compilation Based upon	Budget	Source of Funds	Person in Charge

					Indicators			
Youth activities.	To encourage the youth to refrain from using drugs. To promote better mental health.	Organizing the training sessions and seminars.	Fiscal year (2015): Oct. 2014-Sept. 2015.	A decline in the number of drug addicts among the youth.	Compiling records of arrest. Performing urinalyses.	Baht 300,000.	Subdistrict administrative organization.	Name s.
Practicing the sufficiency economy.	To encourage the practice of sufficiency economy by community members.	Organizing sufficiency economy-related activities and events.	6 months up.	A decrease of household expenditures.	Household account.	Baht 200,000.	Subdistrict administrative organization. Public agencies.	Name s.
Promoting healthy exercises.	To promote better health.	Establishing PR committee.	Within 6 months.	Better health. Answering "satisfied" in the questionnaire.	Questionnaire: exercise statistics.	Baht 50,000.	Subdistrict administrative organization.	Name s.
Occupational promotion	To promote the setup of occupation groups. To provide vocational knowledge. Etc.	Coordinating with agencies in charge. Preparing the project plan, etc.	Jun.-Jul. 2014.	The general public having knowledge pertaining to certain vocational groups, spending time wisely, etc.	Questionnaire. Interview. Focus group discussion.	Baht 50,000.	Subdistrict administrative organization.	Name s.
Infrastructure sufficiency.	For local residents to have the opportunity to consume clean water.	Locating water sources and building the filters.	6 months.	All local residents enjoying clean water supply consumption.	Direct discussion with local residents.	Baht 300,000.	Subdistrict administrative organization. Sor. Or-Bor-Tor.	Name s.
Education promotion.	To provide higher level of education.	Providing for periodicals and	Annually.	People enjoying services.	Daily turnover statistical base.	Baht 45,000.	Subdistrict administrative organization.	Name s.

		libraries.					n.	
Encouraging public participation.	To promote a sense of unity.	Organizing relevant activities during religious holidays.	From June 2014 onwards.	Local residents participating in the events.	Questionnaire.	Baht 50,000.	Subdistrict administrative organization. Community leaders.	Names.
Building peace and accord.	To help create better understanding.	Weekly appointment.	6 months (Jun.-Nov. 2014).	Mutual understanding.	Questionnaire. Observation.	Baht 50,000.	Public sector. Community leaders.	Names.
Participatory integration.	To strengthen internal rapport within an organization.	Organizing meetings with all sectors.	Aug. 2014-Sept. 2015.	Participants from all sectors taking part in meetings.	Minutes of meeting.	Baht 2,000/time.	Agencies in charge.	N/A.

Table 12: Example of “calendar for the participatory community development plan”.

### Step 5.7: Deliberation (reflection) process

Objectives: To revise and examine the calendar to ensure that it be complete, accurate and ready for actual implementation.

Method: Using “participatory conversation” technique, a set of questions are asked during the conversation in the following process called “ORID”: **O**bjectivity, **R**eflection, **I**nterpretation and **D**ecision.

O = One’s perception towards the plan;

R = One’s “feeling” towards the plan;

I = One’s thought as to whether or not the plan be complete and ready for implementation;

D = One’s decision regarding the actions to be taken.

Participatory operational plan signifies another suitable tool for establishing “**community’s commune**” because it involves brainstorming sessions in which participants practically are taking part in the process, that is, “creative commune conference”, which is focused upon the learning process, the exchange of information or ideas among the participatory group members under the common rules, regulations and etiquettes.

In preparing the participatory operational plan,  
the following rules of participatory cooperation are to be observed:

- Everybody is equal in expressing his/her opinion;
- Every thought is valuable (no dismissal);
- There is no right or wrong (100%) in terms of opinion;
  - Being open-minded is also a key;
- An attempt to influence others is discouraged;
- Punctuality and adherence to the rules are important.



## Section IV: Follow-up, Evaluation and Lessons Summary

### 4.1 Instructions on How to Follow Up

- ❖ Follow up with the operation so as to ensure that project goal be attained in the end;
- ❖ Follow up with the undertaking of each activity so as to ensure that it be carried out within the specified period of time;
- ❖ Spend money wisely;
- ❖ Evidence of legitimate/proper spending of money must be presented and verifiable;
- ❖ In case of problems or obstacles, notification must be made immediately to those in charge within the community.

### 4.2 Follow-Up and Inspection

This particular process can be realized as follows:

- Checking the operational results against the projected plans;
- Preparing monthly progress report (at least once a month);
- Reporting problems/obstacles along with suggestions.

In case where problems arise within community and they cannot be solved by local residents, it is advisable that request for assistance be made to the agencies in charge.



### 4.3 Agencies in Charge

- ❖ Provincial and district agencies;
- ❖ Local administrative organization;
- ❖ Community development agency;
- ❖ Educational institute;
- ❖ Private sector.

### 4.4 Annual Report

At the end of one-year project period, there comes the time in which the fruits of labor shall be tasted and the summarized annual report with respect to one-year worth of the operations are to be submitted and made known to the local resident members as well as the government for further actions.

#### **4.5 Guidelines on How to Prepare the Annual Report**

- Community's workgroup shall be the one to prepare the report;
- Survey must be conducted to determine whether or not and how the general public (community) benefit from the results of the finished project;
- Discussion with local residents as to whether or not they are satisfied with their existing livelihoods in the wake of the project in terms of employment opportunity, quality of life, etc.;
- Annual report must be submitted (annually) by October.

The annual summary report should contain the following details:

- Information on 'satisfaction' among local residents, which may be obtained from meetings, focus groups, suggestion box, etc.;
- Information on problems/obstacles experienced from the operations; the aforementioned database should be obtained during the brainstorming sessions and the likes with respect to finding the solutions thereto;
- Information on other projects that the community members wished to see taking shape but have never manifested due to financial constraints or the necessity of requesting for assistance from other agencies.



## Section V: Summary

Providing for the general public to have the opportunity to participate in politics, decision-making and administrative activities, allocation of community's and national resources which may have impacts upon their own livelihoods, signifies a major principle of 'decentralization'. Not only does it allow the state to reach the target groups and provide public services that truly cater to local residents' needs and wants, but also help give the general public the robust immunity while making them aware of their rights and duties as citizens, as well as their roles under the Constitution.

Public participation takes place in different levels, ranging from taking part in acknowledging, thinking, making decisions, taking responsibilities, to auditing/inspecting. Therefore, if people become active and take part in the fundamental level such as in the local decision-making process, public services locally provided for them will in turn be more in line with local community members' needs and wants. In addition, with the general public participating in auditing and inspecting local government's operations, and becoming more aware of the procedures being conducted by their local administrative organizations, it will most likely result in a higher level of transparency and fairness, as well as a decline in corruption and workplace conflicts, among local authorities as well.

At the end of the day, it is for the betterment of our quality of life, safety, security, as well as peace and order without our society.





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# Memorandum

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