



# Trainee's Handbook

2025

Asian Pacific Postal College

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## Contents

Welcome from APPC.....	2
Trainee Responsibilities and Covid Regulation.....	3
Check List.....	4
Classroom facilities and course attendance.....	5
Campus Details.....	6
About Bangkok.....	9
Map of BTS, MRT, and SRT.....	11
Shopping Tips.....	12
Directory of the Bureau Staff.....	13
Regulations for the residents of the Dormitory.....	15
Map of Location of APPC.....	16

## Welcome from APPC

Welcome and congratulations on having been selected to be the course participant at APPC.

APPC is committed to providing its trainees with the knowledge and skills to help them contribute effectively to their organization. This vision is embedded in our mission statement and our curriculum.

- The course has been organized in a professional manner with a lot of emphasis on practical exercises, hands on experiences, group exercises, and simulations, besides lectures, VDO presentation and discussion.
- The main feature of the course is its highly interactive nature. We believe in facilitation rather than mere teaching. The more you interact and share, the more you learn. Asking questions and clarifying doubts is the key to learning.
- There will be visits to Post Offices, Mail Centres, and other benchmarking visits to relevant organizations for the practical understanding of the issues and enhanced learnings.

The organization, administration and implementation of the physical course is a team effort, and we believe that trainees play a vital role in this process. Please read this handbook carefully so that you fully understand all the expectations, campus details, and safety precautions before joining a course.

## Trainee Responsibilities

- Trainees are required to get travel insurance before departing from their home country.
- After collecting belongings at the baggage claim points, participants must wait at Gate No. 10 of the Suvarnabhumi International Airport or Gate No. 1 of Don Muang Airport. Please look for the van with the APPU signage on immediately after exiting Gate No. 10 of Suvarnabhumi Airport and of Gate No. 1 of Don Muang Airport. Any urgent issues, please contact 0843863862 / 0894900613.
- Fulfill all pre-course, group discussion and on-course requirements.
- The inauguration of the course is scheduled at 09.00 a.m. in the Auditorium on the 2nd floor of APPC on Monday i.e.: Day 1. You are requested to be present punctually in your formal dress – lounge suit or your national dress.
- It is crucial for you to wear formal or national dress while on a benchmarking visit and you are requested to observe this dress code always. Further, even during the classroom sessions, you are expected to be soberly dressed.
- Despite improvement in the pandemic situation, using a masked face is still recommended in public places and meeting rooms.
- The Asian-Pacific Postal College does not cover travel and medical insurance for participants. It is essential that all participants must purchase and carry this insurance prior to coming to the College.
- Please bring necessary personal items, including electrical appliances like international travel adaptor.



*The Photo of the Thai socket plug (220 voltage) used at the APPC and the dormitory, if your electrical appliances differ from this, please bring along with you the international travel adaptor.*

## Checklist

- **Thailand Digital Arrival Card (TDAC):** Non-Thai participants are required to register online through the Thailand Digital Arrival Card (TDAC) website at [tdac.immigration.go.th](https://tdac.immigration.go.th) at least three days before their arrival.
- The pre- course report is required to be a PowerPoint Presentation of about 15-20 slides in length and contain relevant details of your Post / operator.
- You are also requested to bring along with you your own laptop, a soft copy or a hard copy of statistical information of your postal administration, information booklets on products and services, posters, pamphlets and such other materials which give information on your postal services. You can display the items in the classroom.

There will be an International Food Festival on Friday of the 2<sup>nd</sup> week or the 3<sup>rd</sup> of the course. To make this festival more lively and enjoyable function, please follow these recommendations:

- You are requested to bring your spices, and ingredients, to cook your own typical food.
- You also must bring along with you the traditional / national dress that represents the uniqueness of your country and CD or USB drives containing your own music for use in the cultural evening celebrated along with the International Food Festival

Social evenings are also arranged (with other courses if they are running at the same time as your course). Come prepared with the national song or some entertainment to share.



### **Classroom facilities and course attendance**

- Classrooms are air-conditioned and equipped with a range of audio-visual aids and video conferencing. Kindly seek staff assistance with the use or adjustment of the equipment or air conditioning, as repairs are costly and time-consuming.
- Please be punctual in all classes and activities. Ensure that your Course Director is promptly made aware of any illness or circumstance that may affect your attendance.
- Morning and afternoon tea / coffee with light snacks will be provided on working days, Cold drinking water is also available.
- Check the Notice Board outside the classrooms regularly for general information.
- Practical and Project work:  
Where outside project work is undertaken with the assistance of Thailand Post, out of courtesy you may ensure that you do not unduly harmful their operational work, ask for detailed information or statistics, or remove written records without the permission of the Management. For any details, you may seek guidance from your Course Director.

## Campus Details

### Location:

Asian - Pacific Postal College is located at 111, Chaeng Wattana Road, Laksi, Bangkok 10210. We are about 4 km south of the Bangkok (Don Muang) old International Airport, 800 meters from Laksi junction / fly-over and about 40 kilometers from Suvarnabhumi international Airport. The College can be reached from the city both by train and by bus (Bus No. 52, 150, and 356). "Taximeter" cabs provide a metered service.

### Accommodation:

Participants are accommodated in the Dormitory at 6A floor. The APPC Rooms are allocated on a twin-sharing basis. **Single occupancy may be possible at an additional cost and depends on the availability of the rooms and the accommodation is for the participants only.** Each room is air-conditioned and moderately furnished. Rooms are cleaned every day except Sunday. A clean bed linen is provided weekly, and you are asked to make your own bed.

### Laundry:

A laundry with washing machines, dryers and irons is provided at the Dormitory. The laundry involves a minimal cost to optimize usage and economical power consumption. Just insert 2 ten-baht coins into the vending machine and follow the instructions displayed on the wall.

### Kitchen and Dining:

The College provides Muslim, Vegetarian and ordinary kitchens with cooking utensils and dining areas with microwave ovens, toasters and drinking water. During the week, breakfast and lunch can be bought at the canteens of Thailand Post (THP) Company Ltd., National Telecom (NT) Public Company Headquarters, the THP Training Department, and at Laksi Post Office - all within walking distance from APPC. All canteens serve Muslim food too.

Shopping complexes like Tesco Lotus, Big C, PTT Gas station and IT Square are very close by (about 1- 1.5 km). There are also several eateries nearby including "Fast Food" at Burger King, McDonalds, and KFC, as well as Thai, Chinese, and Japanese Restaurants.

### Sports and other facilities:

The gym is on the 3<sup>rd</sup> floor of the building. Equipment such as treadmill, table tennis, darts, chess, and scrabble are available for use.

There are 3 computers in the living room on the 6A floor available for use by trainees. Adjacent to this room is also the space for a pantry which has microwave, toasters, refrigerator, and hot water boiler available for use.

Facilities for badminton, basketball, soccer, and a jogging track are also available on the THP grounds at no charge.

Weekend trip(s) will be organized by the College in which participants may have to bear charges for entry tickets etc.

### **Help conserve electricity for a better tomorrow.**

Global warming and related environmental issues are among one of the most important issues in the world today. Many countries during UPU/APPU meetings have also emphasized the need to conserve our environment. You can also contribute to this noble cause. Electricity in Thailand is generated largely from Hydropower, and therefore, we urge you to kindly help us conserve electricity. **Please turn off all electrical appliances when you leave the room, kitchen, dining area and other common places.**

### **Creating a Respectful Living Environment**

**APPC offers dormitory accommodation with all participants residing on the same floor. To ensure a positive and comfortable experience for everyone, we encourage all participants to be considerate and respectful in their interactions. Maintaining a culture of mutual respect and professionalism is essential to ensuring a safe, inclusive, and dignified environment for all. Should any participant have concerns or feel uncomfortable at any time, they may approach the APPU administration for assistance.**

### **Medical facility:**

Please go to Mongkutwattana Hospital nearby, Pharmacy at Tesco Lotus, Big C and PTT Gas Station at the opposite of APPC are also able to provide a range of drugs for minor ailments. **Always tell the pharmacist before buying medicine that you are allergic to any medicines.**

### **Library:**

APPC Library is located on the 2nd floor. The library hours are from 16.00 hrs. –17.30 hrs. on working day. It is a rich library with several books on professional and management subjects. We subscribe to several international magazines. You may borrow these from the Administrative Support Officer. Incidentally, APPC is the Documentation Centre for all UPU documents for APPU. You can refer to these documents, if you wish. Our Administrative Support Officer will be happy to assist.

### **Other facilities:**

Computers are available in the living room at the 6A Floor. The APPC IT Plaza will be opened for your usage with concurrence and under the supervision of your Course Director.

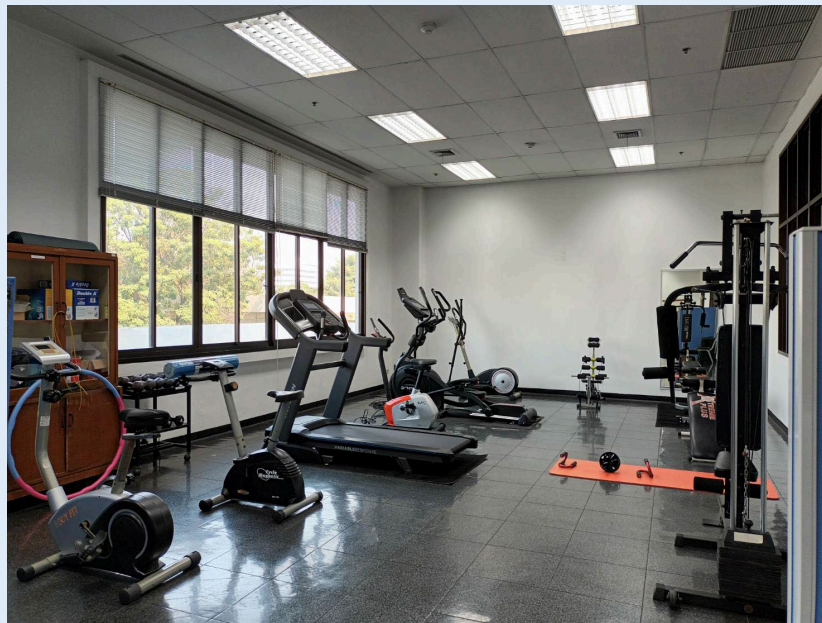




Printing and photocopying facilities are available. Ask your Course Director or Administrative staff for assistance.

Printer(s) will be provided for on-course presentation/report in the library in the last week of the course.

### **APPC Gymnasium**



The APPC Gymnasium is on the 3<sup>rd</sup> Floor of the Training Building. It is equipped with modern gym's equipment and open every day from 06.00 hrs. – 20.00 hrs. Please follow the Gym's Rule while accessing and using the equipment.

### **Security and Safety:**

Please ensure that rooms in the College and Dormitory are locked when not in use.

### **Mail:**

Incoming mail should be addressed to you:

C/o Asian-Pacific Postal College  
P.O. Box 1, Laksi Post Office  
Bangkok 10210  
THAILAND

Mail is collected regularly from the Post Office Box by office staff. You will be notified of any mail arrival and may collect it from the Administrative Support Officer (Ms. Somjin) at the Administrative Office. Outgoing mail can be sent through the office, if the correct postage is paid, or alternatively, visit Laksi Post Office.

### **Administrative Support:**

The administrative office is on the ground floor and is under the supervision of Ms. Kwanjai Kajornwuttideth, Manager Administration & APPU Affairs. However, we are all here to make your stay a comfortable and stimulating experience.

### **About Bangkok**

You will find Bangkok a fascinating city with smiling people. Go around the city and get a feel for it! Never go outside the College alone. Follow the buddy system to move in the company of one or more course mates for mutual safety.

There are 3 seasons in Thailand:

- Summer starts from mid of February to mid of May, the temperature ranges from 24 °C - 38 °C
- Rainy starts from mid of May to mid of October, the temperature ranges from 24 °C - 36 °C
- Winter starts from mid of October to mid of February, the temperature ranges from 23°C - 25°C

**The average temperature of Bangkok throughout a year from the lowest to the highest is 24°C - 38°C. Generally, the weather in Bangkok is hot with humidity. You are requested to bring the suitable and appropriate clothing for the season that you will stay in Thailand.**

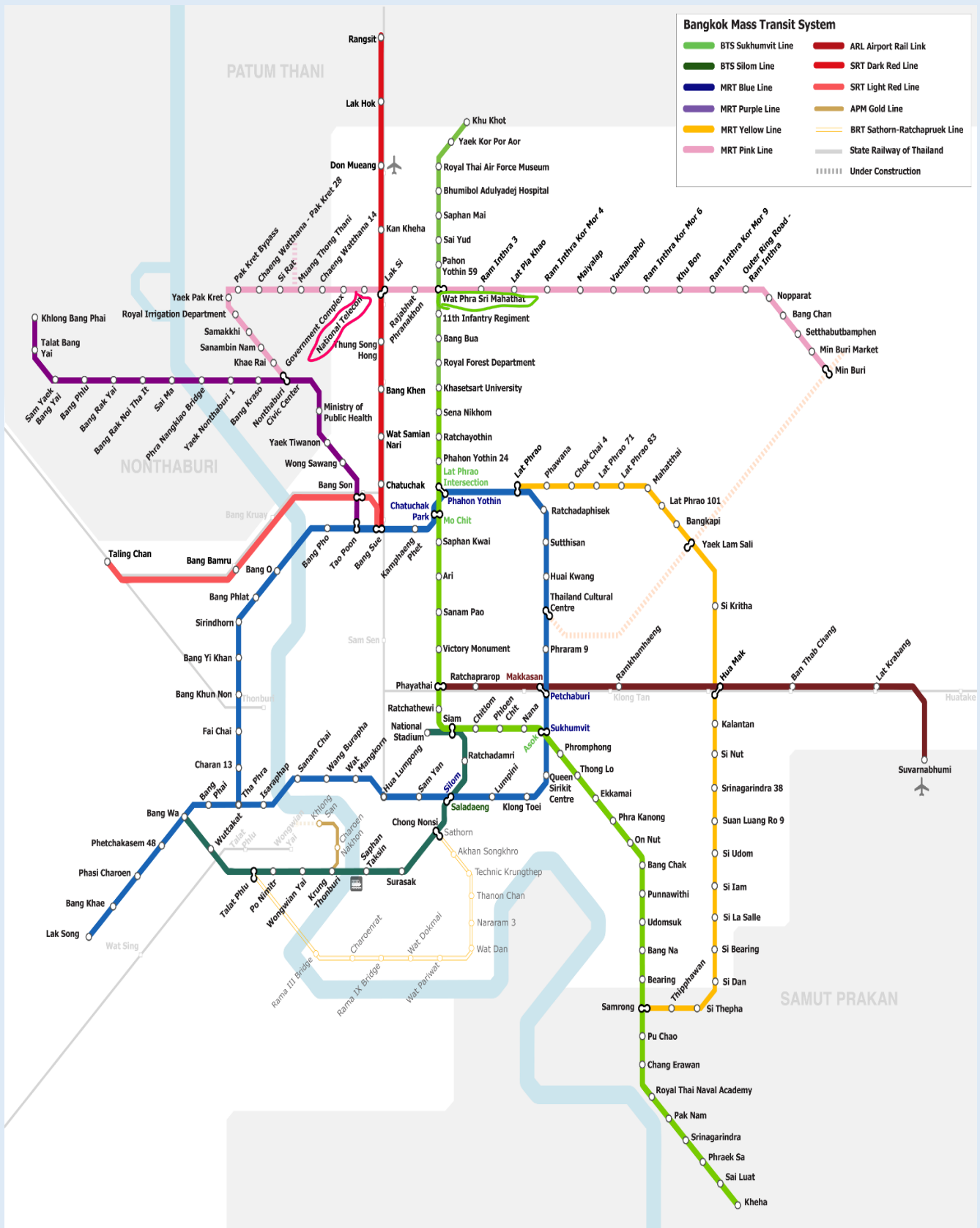
The local time is 7 hours ahead of GMT (+7 hours) and the local currency is Baht. The current exchange rate is about 35 Baht per US Dollar. Currency can be exchanged at the Krungthai Bank located in front of Thailand Post Canteen 1, which is open from 08.30 hrs. – 16.00 hrs. or / at the money exchange counter of banks in the Departmental stores which are usually open from 11.00 hrs. – 18.00 hrs.

Scores of huge shopping centres/plazas await you in Bangkok and you will have many choices to meet your requirements. It is indeed a shoppers' paradise! When traveling within Bangkok you can use vans, buses or taxis. If you need to use a taxi, go for the cabs that display a **"TAXI METER"** sign and there will be no hassles and no bargaining. **YOU PAY ACCORDING TO THE METER.** The air-conditioned buses are very pleasant and comfortable for traveling. Given below is a list of some bus numbers from Laksi junction for traveling within Bangkok:

There are the other 2 modes of the daily life of public transportation in Bangkok, which are Mass Rapid Transit System and the public bus provided by Bangkok Mass Transit Authority of Thailand.

Mass Rapid Transit Systems are operated by the 3 main operators: Bangkok Mass Transit System PLC the service known as the BTS Skytrain, Bangkok Expressway and Metro PLC, known as MRT (Metropolitan Rapid Transit), and the State Railway of Thailand known as SRT. There are many lines SKY Train, MRT and SRT in Thailand like Green Line, Blue Line, Purple Line, Yellow Line, Pink Line etc.

The one is very close to APPC is the Pink Line the route is just in front of the APPC Building the and **the closest MRT station is the National Telecom Station. You will be connected the Green Line BTS at the Wat Pra Sri Mahathat Station to Bangkok downtown.** Please check the Rapid Map Transit in the next page.



### **Transportation Provided by Bangkok Mass Transit Authority of Thailand:**

**Air-conditioned bus No.4:** Central Plaza Ladprao, Central World, Silom Road

**Air-conditioned bus No.13:** Central Plaza Ladprao, Central World, Sukhumvit

**Air-conditioned bus No.29:** Central Plaza Ladprao, Victory Monument, Siam Square, Bangkok Central Railway Station

**Ordinary bus No. 52** from opposite APPC (Chaeng Wattana Road) will take you to IT Square, Central Plaza Ladprao and Chatuchak Weekend Market. Take bus **No. 52, 150, or 356** in front of APPC to go to Tesco Lotus, Big C, Makro or Central Plaza Chaeng Wattana.

The nearest railway station is close to IT Square. The train is quite economical, and it is fast too. It takes approx. 40 minutes to reach the center of Bangkok i.e. Bangkok Central Railway Station (Hualampong) from Laksi. It is one of the best ways to reach central parts of Bangkok. After arriving at Hualampong station, you can take a taxi, tuk-tuk or bus to go to other places.

### **Shopping Tips**

**Plan your shopping around a particular area, it is easier, and you will avoid the traffic.**

Many shopping centres are located right next to each other, so you can spend hours in one before even venturing into another.

**Most shops open from about 10.00 hrs. until 20.00 hrs. or 22.00 hrs. Some are open even later.**

**Markets offer great deals** from jeans to souvenirs and to good food. If you are shopping in the market, plan your itinerary with a map, especially useful in places like Sampeng Lane in Chinatown.

**Bargaining is the norm here** and nearly all shops will bargain except the big Departmental stores. Some of the more tourist-oriented shops will display notices informing us their prices are fixed, but even then, it is possible to bargain. **Number one rule – bargain with a smile.**

### **Where to Buy**

Where to start? Head to areas with a local reputation for good shopping and/or bargains. Chinatown, around Sampeng Lane & Pahurat cloth market; Platinum Market for ready-to-wear clothing; Sukhumvit Road for antique and handicraft shops. Siam-shopping malls for funky clothes and the huge weekend market at Chatuchak.

## **Directory of the Bureau Staff**

1. Dr. Vinaya Prakash Singh	Secretary-General
2. Mr. Anucha Soonglertsonghpa	Lecturer
3. Ms. Suchismita Swain	Lecturer
4. Ms. YU Yan	RTCAP/Consultancy Section Manager
5. Mr. Sandeep KP	Lecturer-cum-Consultant
6. Mr. Kenichi Hosokawa	Lecturer
7. Ms. Kwanjai Kajornwuttideth	Manager Administration & APPU Affairs
8. Ms. Maneewan Innara	Senior Administrative Officer
9. Ms. Sawitree Langkhong	Secretary
10. Mr. Danai Suwattana	System Support Officer
11. Ms. Somjin Chaingam	Administrative Support Officer
12. Mr. Ekkachai Srisawang	Office Assistant
13. Mr. Anupan Auan-on	Driver
14. Mr. Sophon Sricharoen	Driver

## **Help Line**

**Administrative Office:** 02 573 7282 and 02 573 3831

**e-mail:** [admin@appu-bureau.org](mailto:admin@appu-bureau.org)

**Website:** [www.appu-bureau.org](http://www.appu-bureau.org)

## **Mongkut Wattana Hospital:**

**Emergency** **02574 1000**

**Outpatient Department** **02574 5000 - 9**

Mr. Anucha Soonglertsongpha	062 361 5999
Ms. Suchismita Swain	098 476 7864
Ms. Yu Yan	098 018 0512
Mr. Sandeep KP	083 171 1055
Mr. Kenichi Hosokawa	080 765 3319
Ms. Somjin Chaingam	094 432 3886

Ms. Kwanjai Kajornwuttideth

091 741 2020

**APPU Drivers:**

Mr. Anuphan Auanon

097 254 7964

Mr. Sophon Sricharoen

081 268 1515



## Rules for the Residents of Dormitory

1. Residents shall respect and obey the rules of the Dormitory strictly.
2. Residents shall behave well and will not indulge in any bad conduct that will cause a bad reputation to the APPC or to themselves.
3. Residents shall respect the peace and privacy of the co-residents.
4. Residents are requested to bring their own personal items. Facilities provided in the Dormitory are shown in the general guide for the residents.
5. Residents shall dress properly while being out of the rooms.
6. No visitors are allowed to stay overnight in the residents' rooms.
7. Residents are requested to maintain the cleanliness of the dormitory and its area.
8. Residents shall cooperate with the management in reporting any damage or anything that will cause damage.
9. Residents shall be held liable for any damage done intentionally or unintentionally.
10. APPC will not assume responsibility for losses of personal valuable items.
11. Residents are prohibited from possessing any deadly weapons or illegal items.
12. Residents are not allowed to take out any items / fixture from the dormitory, which is the property of the APPC.
13. Consumption of alcohol and other intoxicating drugs in the APPC premises is strictly prohibited.
14. Residents are not permitted to gamble in the rooms or within the dormitory area.
15. Residents are not allowed to cook in the rooms.
16. Resident shall not smoke in the rooms.
17. Resident shall not affix the nail (s) on the wall or furnish the rooms additionally.
18. Violation of these regulations or any pertinent rules of the dormitory, the APPC reserves the right to claim compensation.



# Location of APPC

