

## TERMS OF REFERENCE FOR EXPERTS

Terms of reference for on-site activities and missions

**Action code and partner country:** SOCIEUX 2019-21 THAILAND

**Action title:** *Promotion of Decent Employment for informal workers in Thailand*

**Partner institution:** Informal Labour Protection Division, Department of Labour Protection and Welfare, Bangkok

**Activity number and title:** *Activity 1 – Mapping of all relevant information available to assess the nature and characteristics of informal employment in the four regions of Thailand.*

**Date of implementation of activity/ies:** *by remote, in the course of August and September (deadline for finalizing the activity is: 30 september 2020)*

**Expert positions and responsibilities (by activity):**

Activity 1: Expert 1 (*principal*) – Informal sector and *Employment data analysis*

Activity 1: Expert 2 – Informal employment and social dialogue

**Workload:**

Activity 1 - Expert 1: 16 days

Activity 1 - Expert 2: 14 days

**Call for experts' reference:** 19-21/THA/1

**Version - #:** 1\_\_

☒ Draft

☐ Final

Date: July 08, 2020

SOCIEUX+ is implemented by

Partnership led by:

Co-financed by the European Union



## 1 BACKGROUND INFORMATION

### 1.1 Country overview

**Thailand**, formerly known as Siam, is an **upper-income country** and the only country in south-east Asia to have escaped colonial rule. Thailand covers an area of 514,000 square kilometers. It is bordered by Laos to the Northeast, Myanmar to the North and West, Cambodia to the East, and Malaysia to the South. Thailand's population is approximately 63.9 million (in 2010).

Thailand is the 23rd largest export economy in the world and the 32nd most complex economy according to the Economic Complexity Index (ECI). In 2017, Thailand exported \$215B and imported \$160B, resulting in a positive trade balance of \$54.8B. In 2017 the GDP of Thailand was \$455B and its GDP per capita was \$17.9k.

Over the last four decades, Thailand has made remarkable progress in social and economic development. In less than one generation, the country moved from a low income to an upper-income country. From 1960 to 1996, Thailand's economy grew at an average annual rate of 7.5%, pulling millions of people out of poverty. In recent years, Growth has slowed, average annual rate dropped to 5 %. Thanks to sustained strong growth over the last few decades, Thailand has reduced poverty substantially. Poverty rate declined from 67 % in 1986 to 7,8 % in 2017. But the period from 2015 to 2017 experienced slower growth, with declining levels of employment in agriculture and manufacturing sectors. Consequently, poor population has increased by half a million people between 2015 and 2017 as well as Gini coefficient during the same period.

Thailand's 20-year National Strategy (2018–2037) heavily emphasizes human resource development. The strategy aims at driving Thailand toward developed country status with security, prosperity, and sustainability. It consists of six primary strategies: (1) national security; (2) competitiveness enhancement; (3) development and empowerment of human capital; (4) broadening opportunity and equality in society; (5) environmental - friendly development and growth; and (6) reforming and improving government administration. The framework focuses on addressing current concerns on human resource development, as well as on promoting Social Cohesion and Equity through creating fair and equal economic and social systems.

### 1.2 Sector situation

However, despite the country's excellent economic performance, most of the population has not experienced a substantial improvement in their standard of living. In fact, several factors jeopardize the achievement of targeted goals in the field of Labour and employment:

1. **Persistence of low education youth:** education is compulsory up to and including age 14 and the government provides free education through age 17 and the literacy rate was 93.5% in 2014. The proportion of population aged 15 years and over, with tertiary education had increased. Nevertheless, approximately half of the national population reached only primary education level or less.
2. **Risks of increasing proportion of the elderly and of recurrent labour shortages:** inactive population is expected to steadily increase as the older persons population grows, thus comprising almost 30 percent of the total population in 2036. That of children and working-age population will continually decrease. These demographic trends will lead to a period of high dependency ratio and a possibly severe labour shortages in the future. In fact, labour shortages among both low-skilled and high-skilled workers, especially graduates in science and technology related sectors, are already significant and expected to rise.
3. **Decrease of technical graduate available in the labour market:** according to ILO sources, the proportion of workers graduated from vocational schools as well as highly educated employed persons, has been dropping, from 28.4 per cent in 2010 to 24.6 per cent in 2017. **Most of Thai workers are still engaged into low-productivity employment**, especially in agriculture, forestry, fishing, wholesale, retail trade, as well as in repairing of motor vehicles and motorcycles.

In this context, there is a strategic need to foster labour productivity, especially in more productive industries. Today, the prevailing **income inequality** remains a major challenge for the national Government, that can be addressed **through decent work promotion**. After extensive tripartite consultations, Thailand government and social partners have developed the Thailand's first *Decent Work Country Programme* (DWCP) covering the period 2019-21.

### 1.3 Role of partner institution in the sector

**The Ministry of Labor of Thailand** regroups five core departments, namely, the **Department of Labor Protection and Welfare (DLPW)**, Department of Employment, Social Security Office, and Department of Skill Development and the permanent Secretary Office. The DLPW has a crucial mission to protect and promote secure employment, social security, and a good quality of life.

The DLPW is articulated as follows: Legal Affairs Division, Labor Protection Division, Labor Welfare Division, **Informal Labour Protection Division (ILPD)**, Labor Safety Division, Labor Standard Development Bureau, Labour Relation Bureau, and the Office of Labor Protection and Welfare that covers in total 10 area offices in Bangkok and 76 provinces. 86 Labor Protection and Welfare offices are spread all over the country.

Founded in 2016, the **ILPD** is a newly established division under the DLPW. The ILPD is entrusted with the mandate of protecting informal workers that account for over half of the country's labour force. The mandate of the ILPD is as follows: 1. Develop informal workers protection laws to improve their quality of life; 2. Enhance the quality of life among the informal workers by oversight and protection, through the use of publicizing the necessary information to relevant parties and labour inspection; and 3. Strengthen and foster the informal workers network.

The Ministry of Labor has enacted four crucial laws to protect informal workers: the 2010 Homeworkers Workers Protection Act, the 2012 Ministerial regulations of Domestic Workers Protection, the 2014 Minister of Labor Regulation for Agricultural Workers Protection; the 2011 Government Policy to Subsidize the Informal Workers' Contribution for the Informal Worker's Social Security Fund.

The DLPW supported the coordination mechanisms of the informal workers at the provincial level which are not yet full effective due to limited information and experiences on informal workers situation and specific needs.

In recent years, *Informal Labour Protection Division* was created. Public officers and operational staff of the ILPD need to upgrade their skills and knowledge in order to better address informal worker's needs and to extend protection and social benefits to them.

Furthermore, civil society organizations, local administrative organizations and local government agencies involved in the promotion of decent work for informal workers and in their organization, have gained relevant experiences that should be diffused and shared with DLPW's operational staff from other localities.

## 2 ACTION DESCRIPTION

**NB: Training workshops for junior and senior technical experts (public officers and Labour inspectors) on informal Labour & decent work Standards, key concepts, rules and risks assessment, characteristics and main issues of regional informal sector, relevant informal sector experiences implemented in European and Asian countries, etc. (one Region)**

## **2.1 Overall objective**

In line with the Thailand's 20 years strategic plan, the country has taken a number of measures to protect workers in informal employment. The objective of the activity is to strengthen capacities of national stakeholders to address informal employment and formulate effective measures to tackle it based on evidence based diagnostic and social dialogue.

## **2.2 Specific objective (s) (purpose)**

1. Build national capacities to provide a diagnostic of informal employment at national level and in the four regions based on the wealth of existing data
2. Establish a mapping of relevant actors - national and local authorities, social partners and civil society organizations – involved at regional level with informal sector workers
3. Provide a realistic picture of characteristics of informal employment at regional level
4. Support the preparation of an awareness raising event and boost an inclusive social dialogue among all main stakeholders on the situation of informal employment and pathways to formality at regional level

## **2.3 Expected results**

1. A rapid diagnostic showing the main characteristics of informal employment and providing a mapping of relevant actors/organisations involved with informal workers both at national and regional level
2. Background documents are available to prepare the awareness raising events for national and local authorities, social partners and civil society organizations about the nature and characteristics of informal employment in the four regions of Thailand and good practices to tackle it.
3. A first regional assessment of main challenges and pathways to tackle informal employment for each region.
4. The capacities of the staff of the Ministry of Labour and social protection to carrying out informal employment diagnostic at regional level have been reinforced.

## **2.4 Final deliverables**

1. Training module to elaborate a diagnostic of informal employment at national level and in the 4 regions
2. Mapping of relevant stakeholders for tackling informal employment in the four regions
3. Draft document on the main findings of the regional diagnosis on informal employment characteristics and challenges
4. The DLPW staff gained capacity to carrying out informal employment diagnostic at regional level.

## 3 METHODOLOGY

### 3.1 General methodology (of the action)

A team of two European experts and one national expert in employment data analysis and rapid employment diagnostic will work in close collaboration with relevant staff of the Department of Labour Protection and Welfare.

First mission, they will map all the relevant information available to assess the nature and characteristics of informal employment in the four regions of Thailand based, in particular, on the labour force, social security registration data and labour inspection data. Based on those data, they will produce, in close collaboration with relevant staff of the Department of Labour Protection and Welfare, a diagnostic tool and provide a draft diagnostic of the situation in the four regions.

### 3.2 Planned activities (work plan of the action)

The following activities are currently planned for the action:

**Activity 1** – Mapping of all relevant information available to assess the nature and characteristics of informal employment in the four regions of Thailand.

**Activity 2** – Visit the four regions of Thailand to collect additional context specific information and mapping all the relevant stakeholders for tackling informal employment in each region.

**Activity 3** – Presentation of the final informal employment diagnostic for the 4 regions and support to the informal labour protection division in setting up the programme and methodology of each of the four awareness raising regional workshops according to the results of the diagnostic.

### 3.3 Inclusion of cross-cutting issues

SOCIEUX+ recognises the importance to include cross-cutting issues in social protection, labour and employment policies and systems. The following cross-cutting issues are duly taken into account:

- Gender equality;
- Good governance;
- Environmental sustainability;
- Human rights (including rights of children, people living with disabilities, vulnerable groups and minorities); and,
- Social and economic inclusion of vulnerable groups.

## 4 ACTIVITIES DESCRIPTION

### 4.1 Tasks

The principal expert will lead the on-site mission. He/she will be responsible for the delivery of all deliverables of the activity (see below Section 4.2). He/she will be responsible for the preparation, coordination, implementation and reporting of the overall activity towards SOCIEUX+.

The main tasks of the mission team include:

- Elaboration of a diagnostic tool
- Data mining for the four regions, treatment and analysis of collected information.

## 4.2 Deliverables

### 4.2.1 Pre-mission deliverables (to be transmitted to SOCIEUX+ FMT at least three working days ahead of the activity)

1. A methodological note (max. 3 pages), detailing the working approach, tools and methods employed, as well as risks analysis, etc.
2. A detailed agenda (max. 2 pages), detailing the meetings and working sessions to be held, persons to meet, etc.

### 4.2.2 Final deliverables (to be transmitted to SOCIEUX+ FMT no later than ten days after the activity's completion):

- D1: An individual report for each expert (ExMR)
- D2: A collective synthesis report for the 2 experts (ExRP)
- D3: The set of training tools (Ppt presentations) and pedagogical material.
- D4. Diagnostic tool

*NB: The Principal Expert is responsible for the overall preparation and transmission of the activity's deliverable, in cooperation with rest of the expert team.*

## 5 REPORTING AND SUBMISSION OF DELIVERABLES

### 5.1 Formats

All deliverables and products of the activity (notes, reports, presentations, etc) shall comply with the formats and templates provided by the SOCIEUX+ Team.

All deliverables are to be submitted in electronic in electronic editable versions [Microsoft Word 97-2003 [doc], PowerPoint 97-2003 [ppt] and Excel 97-2003 [xls]; or in equivalent OpenDocument format). Non-editable electronic document such as in Portable Document Format (PDF) shall not be accepted.

Templates for electronic presentations during the activity/mission are provided by the SOCIEUX+ Team. These templates are in Microsoft PowerPoint format and comply with the SOCIEUX+ Corporate Image standards. These templates are to be used as a sole format by all members of the expert mission team. They are to be used for all presentations by the experts during and for the activity/mission. The use by the experts of their own, or their organisation(s), templates or formats are not allowed unless otherwise instructed in written [by email] to the experts by the SOCIEUX+ Team.

All versions of deliverables or other products used or produced during activity/mission by the experts shall include the following disclaimer:

*"Disclaimer:*

*The responsibility of this publication sole lies with its authors. The European Union, the European Commission, the implementation partners of SOCIEUX+ and the SOCIEUX+ Staff are not responsible for any use that may be made of the information contained therein."*

Please refer to the expert information package for further guidance on communication and templates.

All deliverables are to be provided in English.

### 5.2 Submission and approval

All deliverables versions (drafts, final or other) shall be submitted directly and only to SOCIEUX+ Team, unless otherwise instructed in written [by email] to the experts by the SOCIEUX+ Team.

### 5.2.1 Pre-mission deliverables

- Pre-mission deliverables shall be submitted no later than 5 working days before the start of activity or departure of the mission of the experts, whichever is the earliest.
- Pre-mission deliverables will be shared and reviewed by the SOCIEUX+ and the Partner Institution. Feedback on the deliverables should be provided to the Principal Expert at latest 2 days before the start of activity or departure of the mission of the experts, whichever is the earliest. Comments and recommendation of this feedback shall be taken into account for the implementation of the activity/mission by the experts. Only the mission agenda shall be resubmitted with revision if requested by the SOCIEUX+ Team.

### 5.2.2 Final deliverables

- The first draft versions of the final deliverables are to be submitted no later than 10 working days upon completion of the activity or return of the experts.
- Feedback to the first draft version of the report should be provided 10 working days after its submission.
- Inclusion of the feedback on drafts versions is expected 5 working days upon reception of the comments by the principal expert. (In general, no more than one round of feedback and revision is required, unless the quality of the deliverables is considered unsatisfactory by the SOCIEUX+ Team or/and the Partner Institution.)
- Final versions of the deliverables should be approved or rejected no later than 10 working days upon their submission to the SOCIEUX+ Team.
- Final payments and reimbursement of travel costs to experts can only be authorised upon approval of the final version of the deliverables by SOCIEUX+.

## 6 REQUIRED EXPERTISE

### 6.1 Expertise profile

#### Principal expert (Expert 1):

**Area of expertise:** Informal sector and Employment data analysis

**Requirements (essential/required):**

- Advanced education in Statistics or Economics with expertise in Employment statistics;
- Technical skills and deep experience in labour market information systems and Employment data analysis;
- A good knowledge of producing estimates on informal employment;
- Experience on indicators to assess Informal employment policies impacts.
- Methods and tools for policy makers, methods and tools for accompanying employment policy formulation
- Cooperation between institutions for a LMI network

**Additional assets (advantageous in selection):**

- Minimum 15 years of relevant professional experience in employment data analysis;
- Perfect command of English;

**Expert 2:****Area of expertise:** Informal employment and social dialogue**Requirements (essential/required):**

- Advanced education in informal employment related field;
- Technical skills and deep experience in informal employment policy, legal framework and operationalization of programmes;
- Previous experience in carry out diagnosis;
- Experience on indicators to assess informal employment policy impacts.

**Additional assets (advantageous in selection):**

- Minimum 5 years of relevant professional experience on informal employment related issues;
  - Strong ability to carry out survey and to interpret socio-economical qualitative data;
  - Perfect command of English;
- Strong experience in producing key-quality deliverables

**Expert 3 (national):****Area of expertise:** Employment data analysis and employment diagnostic**Requirements (essential/required):**

- Advanced education in related LMI field

**Additional assets (advantageous in selection):**

- Minimum 5 years of relevant professional experience in employment data analysis issues;
- Perfect command of English;

**6.2 Estimated workload**

	Preparation	Distant work	Travel	Reporting & deliverables	Total Working days
Principal expert (#1)	3	10	0	3	16
Expert (#2)	2	10	0	2	14
<b>Total</b>	<b>5</b>	<b>20</b>	<b>0</b>	<b>5</b>	<b>30</b>

**7 APPLICATIONS****7.1 Call for experts**

All calls for experts for SOCIEUX+ activities are published online on the SOCIEUX+ website. Interested experts should submit their application on the SOCIEUX+ on-line expert database: <https://pmt.socieux.eu> (currently only available in English). The application process is:



1. If they have not already, experts create their SOCIEUX+ account by clicking on “Create an account” using an email address.
2. Login details for their account will be sent to experts by email, experts should create and submit their profile for review by<sup>1</sup>:
  - a. Providing contact details
  - b. Providing information on the competences, skills and working history of the expert. Experts are required to provide only limited information through fields marked with an asterisk. However, *experts are encouraged to complete in most detail the sections on skills and competences as the SOCIEUX+ Team also regularly reviews profiles in the roster to identify and contact potential experts for future missions.*
  - c. Uploading of a curriculum vitae, preferably in Europass format<sup>2</sup>.
3. Once their profile is approved by the SOCIEUX+ Team, they can apply to any available calls for experts accessible under the tab “Call for experts” and click on “Apply.”

If more information is needed, please contact SOCIEUX+ by email at [experts@socieux.eu](mailto:experts@socieux.eu) with the reference number of the application.

Collaborative or interested institutions wishing to make expertise available for a specific call for application may directly contact the team of SOCIEUX+ at [experts@socieux.eu](mailto:experts@socieux.eu).

## 7.2 Selection of experts

In principle, SOCIEUX+ mobilises experts from the public administrations and mandated bodies of EU member states, and practitioners working for social partners, including:

- Practitioners, civil servants and employees from publicly mandated bodies;
- Collaborators and employees of social partner institutions, such as trade unions and employer associations; and,
- Academic and research institutions.

Active public experts from collaborative institutions are given priority in the selection. Private consultants may also apply. Their application will be considered in case an appropriate public expert cannot be identified. The mobilisation of experts currently employed with international specialised agencies is limited to activities and/or actions that are jointly implemented with that expert's agency of origin.

Only short-listed applicants may be contacted. The selection process may include interviews by phone or other communication means.

Interested candidates may download the **Guide for Experts and Collaborative Institutions** with detailed information on contracting with SOCIEUX+ at [www.socieux.eu](http://www.socieux.eu)

## 7.3 Contracting of public experts

Public experts can be in active duty or retired. Retired employees from international specialised agencies or cooperation agencies can also be mobilised, without regard to their former employer's collaborating with SOCIEUX+ on a specific action. Retired experts are considered as public experts for all purposes, benefits, and financial compensation provided by SOCIEUX+.

Short-listed candidates may be required to provide the contact of employer or proof of their ability to be directly contracted under their status as civil servant or public employee.

## 7.4 Financial compensations

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<sup>1</sup> SOCIEUX+ expert database and other management tools comply with the General Data Protection Regulation (GDPR) -Regulation (EU) 2016/679.

<sup>2</sup> Europass templates for CVs are available here:  
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

Contract officials or active-duty or retired employees are entitled to standard fixed allowances of 250 euros per working day worked. The fees of private consultants are negotiated according to their number of years of relevant expertise and the standard scale of SOCIEUX+.

No financial compensation is given to experts currently employed with specialised international agencies.

Retired experts are assimilated to public employees for all intents and purposes, benefits and financial compensation provided by SOCIEUX+.

National regulations on remuneration and compensation of public employees and civil servants applies and may limit the payment of allowances by SOCIEUX+. The responsibility for compliance and verification lies with individual experts and their institutions of origin. The payment of income or other taxes is the sole responsibility of the mobilised experts and/or their organisations.

## 7.5 Travel costs

All travel expenses for the mobilised experts (public, private or international institutions) are covered by SOCIEUX in accordance with the **Guide for Experts and Collaborative institutions** with detailed information on contracting with SOCIEUX+ (version as on date of signature of the contract).

## 8 COMMUNICATION & VISIBILITY

SOCIEUX + can use its communication channels, such as the web, newsletter and other media, to share information about the implementation and results of the activities. For this, contributions of the experts mobilised are expected. The experts may be requested to provide such contributions in the field of communication as photographs, provide short texts, and interviews.

Short briefings, before and after the mission, with the Communication Officer of SOCIEUX+. This briefings will provide the opportunity to identify communication opportunities and strategies.

For specific activities, visibility products, such as brochures, USB sticks, notebooks and pens, can be made available to experts for on-site distribution.

## 9 CODE OF CONDUCT

The experts mobilised by SOCIEUX+ will provide technical assistance from the preparatory stages of each activity to the delivery of products. The SOCIEUX+ Team will assist experts to fulfil their assignments by supporting and advising on the preparation of background materials before meetings. The SOCIEUX+ team will collect feedback from partner institutions and relevant stakeholders to ensure that mission reports and recommendations are delivered to national authorities, the EU Delegations in the partner countries and EuropeAid.

The experts mobilised are not representing SOCIEUX+ or the EU. Technical opinions and recommendations expressed are their own. They shall not express negative opinions on the implementation of actions supported by SOCIEUX+ to third parties. Nevertheless, they shall be aware of SOCIEUX+'s objectives and functioning and promote its services at the best of their knowledge, whenever possible and feasible.

The experts shall perform their duties in the Partner Country in a way that is fully compliant with and respectful of the local institutions, policies and cultural behaviours. They shall particularly adopt a culturally sensitive behaviour in their way to deal with the local counterparts.

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## ABOUT SOCIEUX+

The European Union (EU) promotes and maintains dialogue on social protection and inclusive employment policies with an increasing number of partner countries. This effort has been confirmed by the European Commission (EC) Communication COM (2016) 740 final - "Proposal for a new European Consensus on Development, entitled *Our world, our dignity, our future*. A significant number of cooperation initiatives in these fields are funded by geographic or thematic instruments of the EU in different countries. Those initiatives are highly structured and address the medium- to long-term needs of partner countries. However, short-term measures and peer-to-peer cooperation to promote the development of social protection systems are needed to complement the EU's cooperation with third countries. SOCIEUX+ - EU Expert Facility on Employment, Labour and Social Protection responds to this need.

The SOCIEUX+ facility was setup by the EU through co-funding from France, Spain and Belgium and the resources managed by the European Commission's Directorate for Development and Cooperation (EuropeAid). The facility is implemented by a partnership composed of development cooperation agencies from Member States: Expertise France (the partnership lead), Fundación Internacional y para Iberoamérica de Administración y Políticas Públicas (FIIAPP) from Spain, Belgian International Cooperation on Social Protection (BELINCOSOC), and the Belgian Development Agency (Enabel).

The general objective of the Facility is to expand and improve access to better employment opportunities and inclusive social protection systems in partner countries. Its specific objective is to enhance the capacities of partner countries to better design, manage and monitor inclusive, effective, and sustainable employment strategies and social protection systems through short-term, peer-to-peer technical assistance and knowledge development.

SOCIEUX+ recognises the impact of social protection and employment in reducing poverty and vulnerability. It supports the efforts of partner governments in promoting inclusive and sustainable social protection and employment systems. SOCIEUX+ also complements the efforts made through other European Union initiatives.

The Facility is an expansion of SOCIEUX Social Protection EU Expertise in Development Cooperation, established in 2013.



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