

PRESIDENT'S ADVISORY COUNCIL

23 January 2007

(week 04)

confirmed

Present:	Said Irandoust (<i>Chair</i>) Peter Haddawy Worsak Kanok-Nukulchai Sivanappan Kumar Stephen Ogunlana I M Pandey	Udaya Rathnayaka Jonathan Shaw Hoang Le Tien (<i>AOH Coordinator</i>) Vilas Wuwongse <i>Secretaries:</i> Karma Rana Renedith Calabdan
Apologies:	Sudip K Rakshit Khin Ni Ni Thein	Dennes T Bergado
Invited:	Avinash Panel	Patcharee Wangsakan

PAC 07.01.23 Welcome and Apologies

The President welcomed all present to the PAC meeting, especially the new Head of Finance Office, Ms. Patcharee Wangsakan, who was invited to her first PAC meeting.

PAC 07.01.24 Review of the Minutes of the PAC Meeting of 09 January 2006.

The minutes of the 09 January 2007 PAC meeting were *confirmed*.

ISSUES FOR DECISION

PAC 07.01.25 Partnership Agreements

PAC endorsed the following partnership agreements:

1] MoU on the Establishment of "Services Science Collaboration Program" for the Government of Thailand

Discussion points/ comments:

- a] It is a positive step for AIT to be part of the agreement as it shows the ability of AIT to engage with other Thai universities in emerging areas.
- b] It was noted that no commitment of resources was required of participating universities and institutions. NSTDA will put in some funding for activities.
- c] Explore possibility of having a center that is supported by all participating universities instead of establishing many centers.
- d] Explore possibility of obtaining licensed software in the context that AIT has affiliation with other Thai universities under the Department of Education. VPER reported that AIT is categorized under "participating international institutes in Thailand"

It was agreed that VPER will convey comments from PAC. Tentative signing of agreement is scheduled for 01 February 2007.

2] MoU with Total Professors Association (TPA), France and Total E&P Thailand (TEPT)

It was noted that this agreement will be of benefit to the OTM program.

3] Oulu University, Finland

The previous feedback from PAC were incorporated in the revised version. Additional comments:

- a] replace "2 intakes" with "2 batches" in 4.b of the cooperation agreement
- b] add explicit clause that students must satisfy AIT admission criteria
- c] explore 2-stage program
- d] make explicit that payment of fees will be made to host institution in case of imbalance in the number of exchange students.

4] Sabaragamuwa University

Suggested amendments:

- a] standard clause on AIT which should read "AIT, based in Thailand with affiliated centers in the region" should be incorporated. Main heading will be Asian Institute of Technology without particular indication of location/country.
- b] Article IV.5 – replace negation with negotiation
- c] Delete IV.7

The possibility of a tripartite collaboration will be explored between AIT, Sabaragamuwa University and Shivaji University. Dean, SERD will also discuss the matter with Prof. Salokhe who coordinates the collaboration with Shivaji University, India.

PAC 07.01.26 Final Report: Task Force to Review Present Staff Terms of Employment, Compensation and Career Paths

PAC agreed on the following action plans regarding the final report of the Task Force to Review Present Staff Terms of Employment, compensation and Career Paths:

- 1] Appendix 3 of the report which contains confidential information will not yet be made public.
- 2] A two-page executive summary of the TF final report will be prepared by Dr. Shaw, the TF Chair, citing the salient recommendations in the revised P&P and highlighting the existing problems and main recommendations.
- 3] The two-page executive summary will be sent to AIT Community.
- 4] Task Force led meeting with the deans, coordinators and office heads will be convened soon to facilitate internal discussions.
- 5] A half-day forum/workshop for the AIT community will be scheduled 2-4 weeks after the presentation/task force led meeting. The new Head of HR Office will also be invited to attend this workshop.

Some discussion points highlighted were:

- Performance-based salaries / performance-related pay /performance-based increments
- Eliminate the prevailing culture that satisfactory performance deserves increment instead of aiming for a consistent outstanding performance.
- The recommendation on the 6-months performance appraisal/review will help to both reward and not renew contracts when needed, on a quantifiable basis.
- Maintaining broadly the current salary structure, whilst preventing automatic annual increments.

- Introduction of performance-related bonuses, in the form of one off merit payments that do not affect the base salary is desirable, and the challenge will be to put in place clear objectives & measurable indicators.
- The idea of having a correlation between individual performance and Institute performance should govern what AIT is able to afford to offer by way of incentives.

The President commended the Task Force members for their important role and contributions.

PAC 07.01.27 P & P on Housing

Prof. Kazi Ahmed, Chairman of the Campus Planning and Environment Committee presented to PAC the revised and integrated P&P Statements on Housing. The provisions on housing units allocation was highlighted to be the major policy change. A vote of thanks was offered by PAC to the Chair and to Dr. Shaw for his role in integrating the P&Ps on housing into a comprehensive document, and every member of CPEC for their contributions.

For CPEC's deliberation, the President suggested that replacement of items under "Furnishings and Fittings" could be considered every 3-5 years, instead of a fixed schedule. The President approved the P&P on Housing which will be brought to the next Decision Meeting.

Other comments were on the need to make the types of services and maintenance uniform on which the Head of Infrastructure Office reported to currently being addressed.

ISSUES FOR DISCUSSION

PAC 07.01.28 Update on FY 2006 Financial Results

Mr. Patel reported on tentative/preliminary financial results of FY 2006, with Fund 10 deficit of 15 million Baht compared to 123 million Baht deficit by the end of 2005, which he commented to be encouraging. Fund 21 registered 25 million surplus. He highlighted that the institute had 20 million baht in exchange losses (translational loss).

It was reported that the official internal financial results for FY 2006 will be available within a month.

PAC 07.01.29 Update on FY 2007 Budget

Mr. Patel reported that the 2007 budget will be finalized soon. Clarifications on some points will be discussed with the President.

To address the issue of possible increase in operational costs, within the operational budgets, especially for items which can be classified as cosmetics, the President advised that there will be monthly follow-up meetings with schools and units to review and monitor financial results.

PAC 07.01.30 Fixed Asset

It was reaffirmed that the classification of fixed assets will change from the current, items costing Baht 3000, to Baht 15,000 with effect from 1 January 2007. This means that these items now will be part of the budget for "Materials & Supplies" and any purchase of item costing less than 15,000 Baht, can be approved by the concerned Dean, AITE Director or Office Head. In allocating budget for these items, due care must be taken in ensuring that the expenses benefit educational needs as opposed to better furniture items.

PAC 07.01.31 P&P on Faculty/Staff Official Travel

The President requested Finance Office to submit the preliminary travel rates for discussion at the next meeting of PAC. He advised to use as reference of travel rates used by government and private universities if current GTZ rates could not yet be obtained. It was opined that a simple policy is most desirable. It was reported that standard travel rates used by Thai government universities have already been forwarded to Finance Office.

PAC 07.01.32 Possible Outsourcing of Operations/Management of Campus Infrastructure Facilities

In follow-up to the President's discussion with CPEC regarding the feasibility of outsourcing the operations and management of some of the campus infrastructure facilities such as the student accommodation, faculty / staff housing, upgrading of other facilities towards increasing the Institute's operational efficiency and level of attractiveness, the meeting was informed of the President's memorandum to CPEC requesting the committee to discuss and provide feedback on the following possibilities:

- 1) Outsourcing (100%) of the Faculty/Staff housing operation and/or of the Student Accommodation.
- 2) Outsourcing partly (what part(s)?) of the Faculty/Staff housing operation or of the Student Accommodation.
- 3) External investor(s): Build housing units/accommodation on campus and sell them to the AIT employees. The tenants could even sell back to the investor/management company their units when leaving AIT.
- 4) Outsourcing of the Campus Management.

PAC 07.01.33 Gender and Equality Policy and Procedures

Members of the GEC have inquired when can the proposed gender equality policy and procedures prepared by Gender and Equality Committee (GEC) be formalized. Prof. Ogunlana, who serves as chairman of the GEC recalled that this document was received by the Board of Trustees in its meeting on 25 April 2005 and was later presented to PAC. PAC at that time advised that the proposed P&P together with the action plan be presented with faculty members in schools. Prof. Ogunlana reported that the process of presentation and discussion at the school level is an on-going process.

The proposed revised P&P Statement on "Employment of Staff: General Work Regulation" by the HR task force also includes provisions on a] ethical behavior, b] harassment, abuse and discrimination, c] grievance process, and d] disciplinary

actions. The same subjects are addressed in GEC's proposed P&P, except for the integrated action plan.

PAC agreed to request GEC, through its chairman, to compare the proposed revised P&P by the TF, to see any substantial difference or contradictory statements from that prepared by GEC, identify any missing aspect and integrate them into one P&P for staff (to be incorporated in the General Work Regulations). This could later be affirmed to be applied to faculty and students.

PAC also advised to separate the other part of the GEC document which is the gender equality from the P&P. GEC was requested to submit the integrated P&P and updated action plan, to PAC for consideration and approval.

OTHER MATTERS

PAC 07.01.34 Next Meeting

The next PAC meeting is scheduled for 08 February 2007.