

## PRESIDENT'S ADVISORY COUNCIL

26 September 2006

(week 39) confirmed

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<b>Present:</b>	Said Irandoust ( <i>Chair</i> ) Peter Haddawy Worsak Kanok-Nukulchai Stephen Ogunlana	Sudip K Rakshit Vilas Wuwongse  <i>Secretaries:</i> Karma Rana Renedith Calabdan
<b>Apologies:</b>	Dennes T Bergado Sanjeev Jayasinghe ( <i>AOH Coordinator</i> ) Imran Khan I M Pandey	Jonathan Shaw Sivanappan Kumar Ralf Kircher
<b>Invited:</b>	Kyoko Kusakabe Sahdev Singh	Avinash Patel

### PAC 06.09.28 Welcome and Apologies

The President welcomed all present to the PAC meeting, particularly Dr. Kyoko Kusakabe and Dr. Sahdev Singh who attended on behalf of Dean, SERD and Director, AIT Extension, respectively. The apologies received were noted.

### PAC 06.09.29 Review of the Minutes of the PAC Meeting of 12 September 2006.

The minutes of the 12 September 2006 PAC meeting were confirmed.

## ISSUES FOR DECISION

### PAC 06.09.30 Appointment and Renewal/Reappointment Cases

The following cases were endorsed:

1. Dr. Sunil Munasinghe, Visiting Assistant Professor, 1 year, SET/STE, Fund 10.
2. Dr. Teerawut Juinarongjit, Laboratory Supervisor, 1 year, SET/GTE, Fund 10, fixed Term

- Dr. Munasinghe's appointment as visiting faculty is for only a one-year period. The formal recruitment process for a regular faculty post in SET/STE will be advertised next year. Dr. Munasinghe is also eligible to apply when the regular position is advertised.
- PAC was informed that the new laboratory supervisor in SET/GTE would be replacing two laboratory supervisors who earlier resigned. Dean, SET explained that the required profile for the position maybe difficult to find from the current AIT staff as the job is highly technical. Advertised recruitment process will be conducted after one year. Hiring was done due to time constraint and the necessity to meet students' needs.

### PAC 06.09.31 P & P Statements

#### 1] Credit Policy

PAC endorsed the revised draft P&P on Credit Policy presented by VPAA which incorporated the agreed changes ensuing from the series of reviews by PAC and the Admissions Committee.

**PAC 06.09.32 Partnership Agreements**

Partnership agreements with the following institutions were reviewed:

**1] National Centre for Educational Development (NCED)**

PAC *endorsed* the MOU with NCED. The background information on the MOU was presented by Dr. Sahdev Singh, Senior Program Specialist, on behalf of the Director, AIT Extension. The President conveyed thanks and congratulations to all AIT Extension staff who contributed in obtaining the US\$2.5 mio project. Particularly acknowledged was the instrumental role played by Dr. Shailendra Sigdel, Senior Program Specialist at AIT Extension.

**2] Chiang Mai University**

PAC endorsed the MoU for partnership between AIT and Chiang Mai University.

VPER suggested that a similar MOU be developed with Chulalongkorn University. ERCO to follow-up.

**3] Norwegian University of Science and Technology**

While the MoU was endorsed in principle by PAC certain items in the agreement will need to be further clarified. There is a need to better coordinate the travel by faculty and staff, at times visiting the same partner or donor which could be done by reactivating the information earlier available on the AIT webpage on "who's traveling".

There should be a more unified approach in developing collaborative agreements with partner institutions on which two models were suggested wherein AIT partners with 1] well known institutions, 2] local networks as feeder to AIT programs. In relation to this goal the following actions are to be taken:

- ERCO to develop a standard MoU on sandwich program.
- Careful consideration should be taken in negotiating the charging scheme.
- SERD to identify universities to partner with on sandwich programs, similar to the concept being developed in SET (each FOS is asked to develop country wise strategies.)
- Travel of faculty and staff to be included in the weekly bulletin. ITServ will be requested to set up a special site on which travel details could be keyed in by school and unit secretaries.

**ISSUES FOR DISCUSSION****FINANCE AND AUDIT****PAC 06.09.33 Update on Financial Results of 2006**

The Interim Head of Finance provided an overview of the financial situation and noted that the operating results for the seven months to July 2006 showed a deficit of 48 million Baht compared with deficit of Baht 140 million for the same period last year. It was noted that the pattern of operating expenditure has been uniform and general awareness of cost cutting needs has paid off. However, the revenue side continues to be a challenge. No significant variations in expenditure pattern are expected. Provided that the units continue to maintain strict control over expenditure, year end operating deficit in Fund 10, excluding depreciation, is tentatively projected at around Baht 14 million compared to 128 million Baht for 2005.

It was reported that the Audited Financial Report for FY 2005 would be available soon and in time for inclusion in the Annual Report for 2005 for submission to the Board of Trustees at its 30 October 2006 meeting.

**PAC 06.09.34 FY 2006 Budget Revision**

The President explained that further revision of the budget is necessary to minimize further loss for 2006. It is strongly recommended that any capital investments be postponed. However, certain emergency cases could be considered on an ad-hoc basis.

**PAC 06.09.35 2007 Budget Preparation**

- The President requested the Interim Head, Finance Office (FO) to check the definition of fixed asset in terms of the life time of an item considered to be an asset, as generally practiced in comparator universities. (NUS, Hong Kong universities, etc.)
- Budgets for FY 2007 need to take into account fixed asset evaluation from 2,000 to 15,000 baht (as agreed).
- The Interim Head, FO will communicate to schools the formula/details of calculating allocated cost which will be based on net tuition revenue. H/FO clarified that this will not affect the overall financial performance of the schools. Concerned Finance Office staff will be advised by H/FO on the accounting of faculty recovery time which was agreed to be accounted for as expense, not income.

**PAC 06.09.36 Financial Performance of Centers**

The President reported that the recent meeting with center directors in AIT was fruitful. The following were agreed:

- Center directors will keep in touch with Interim H/FO on centers' financial status.
- There will be only one set of figures that will be used.
- School Deans will be asked to review/analyze finalized figures and take action, either to support, close down or explore other innovative forms of governance for the centers as discussed in the meeting. Decision to support a center in deficit should be based on transparency and conscious awareness of all factors by all constituents in the school, providing the reasons for supporting the center (e.g. strategic importance).

- The President requested Interim H/FO to look into the possibility of providing general training to center directors to enhance their financial management/competency.

**PAC 06.09.37 Accounting Procedures**

Interim H/FO will send the draft accounting procedure to the school deans for comments.

**ISSUES FROM THE PRESIDENT****PAC 06.09.38 Evaluation of the Leadership and Administration**

The President informed PAC that the concept has changed from having online questionnaire into face-to-face meetings with the administrators' relevant constituencies details of which will be communicated soon. AIT is embarking on such significant exercise for the first time, with the main objective set on continuous improvement in performance and not control. The President remarked that it is a learning process for everyone and it is hoped the process will be continually improved.

**PAC 06.09.39 30 October 2006 Board of Trustees (BOT) Meeting**

PAC received the proposed agenda of the 30 October 2006 Board of Trustees meeting. It was suggested to combine ownership and international status under the same agenda item. Some PAC members suggested that the Board should appropriate more time for discussion on fund raising initiatives and their active involvement in such efforts. The President informed PAC that the October meeting will be the last BOT meeting to be chaired by H.E. Mr. Anand Panyarachun.

**ACADEMIC ISSUES****PAC 06.09.40 Student Load and Inter-semester Classes**

It was decided to discuss this issue at the next PAC meeting in the presence of Dean, SERD.

**PAC 06.09.41 Peer Teaching Review**

The VPAA reported that to date, the only feedback he received was from SET regarding the establishment of a task force in the school to look into this important issue. PAC agreed that efforts towards strengthening the internal quality control processes are necessary to continuously improve quality of teaching in AIT. To prove in concrete ways to external stakeholders that the quality of teaching in AIT is at par with the best, the President believes that internal systems should be in place. He emphasized that all external evaluation systems, such as accreditation by appropriate bodies require that there is an internal process, and AIT will implement it not only to satisfy external stakeholders, more importantly because it will be beneficial to the Institute as pedagogical concepts and methodologies are enhanced.

- The President requested for the support of the school deans to encourage the schools faculty to reflect and propose ideas and ways in which to implement the internal open review process.
- The President requested VPAA to meet with Dr. Somwang of the Audit Unit of RTG to gather information on the special criteria his office proposes to use to audit AIT. Dean SET reported that RTG Audit Unit informed that the criteria will not be similar to the general criteria used for Thai universities should AIT agree on the evaluation.

**STRATEGIC ISSUES****PAC 06.09.42 Update on Master Plan on Fund Raising**

The President informed PAC that Dr. Khin Ni Ni Thein, one of the Vice Presidents for External Relations will be joining AIT on a full-time basis starting from 5 October 2006. Dr. Ni Ni will be actively engaged in fund raising efforts for AIT as well as in seeking support and funding for the proposal to establish "AIT as a Regional Capacity Building of UNESCO for Sustainable Development." In the meantime Dr. Ni Ni is trying to secure funding for her salary on a full-time secondment basis to AIT, and in light of the Institute's current financial situation has been most generous in accepting a remuneration corresponding to about 50% full time engagement (currently 20%).

The President informed the meeting that Mr. Sanjeev Jayasinghe will be working full time on fund raising with Dr. Ni Ni and a small unit will be created for this purpose utilizing the resources within the current ERCO system. The President reported that he has received one nomination so far for the vacant position of Head, ERCO.

- Profile of the staff who are needed to be assigned in the fund raising unit of ERCO will be later discussed with Dr. Ni Ni.
- Ideas on fund raising on which the role of the Board of Trustees and the alumni will also be

discussed with Dr. Ni Ni.

- President suggested that Dr. Ni Ni could also take advice from the school and extension boards to enhance AIT's fund raising strategies.

#### **PAC 06.09.43 AIT Alumni Association (AITAA), Thai Chapter General Meeting**

Ensuing from the recent general meeting of the AIT Alumni Association (AITAA), Thailand Chapter, VP External Relations and Dean, SET reported that having been informed of the severity of AIT financial situation, the members of alumni who attended expressed willingness to help AIT financially and specific actions will be followed-up by the VPER. It was opined that the significant role of the alumni in the long-term financial sustainability of AIT has not yet been effectively tapped.

- It was suggested an AITAA master plan/action plan wherein the alumni chapters could identify concrete ways in effectively assisting AIT in its goals, among a few in relation to student recruitment, training, projects etc., would be very helpful. The need to maximize the role of AIT alumni coordinator (under ERCO), will also have to be looked into.

#### **PAC 06.09.44 International Status and Ownership / Governance Concept**

The VPER, Prof. Vilas Wuwongse provided PAC with the updates on the international status and ownership / governance concept. He reported that concept is being worked out together with the Ministry of Foreign Affairs of Thailand and has been continuing in spite of the recent political changes in the AIT's host country Thailand. Prof. Vilas is in close contact with the members of the high-level task force which remains active and is currently in the final stages of drafting the new charter for AIT. An invitation for ownership will be initially sent out to the Institute's original founding SEATO member countries (Australia, France, New Zealand, U.K., U.S., Bangladesh, Pakistan, Philippines and Thailand) and the remaining ASEAN and its plus 3 countries (China, Japan, South Korea). The proposed grouping which would be on a non-exclusive basis could then further be expanded to also include other interested partner countries from the South Asian Association for Regional Cooperation (SAARC), European Union, and Middle East etc. AIT's work and strategies in this direction will continue and remain unaffected by the political developments. The establishment of the AIT trust fund was also suggested during the meeting with the task force.

On a related matter, the President reported that guidance and support are also being sought on how the new concept of ownership could be further implemented especially in the ASEAN context. For instance ASEAN could use AIT as a strategic partner, platform and tool for human resource development and capacity building. Former President Fidel Ramos of the Philippines, who serves as member of the Eminent Persons Group of ASEAN tasked to propose revisions to the ASEAN Charter has offered to advise and support AIT's efforts on this matter.

The President requested Prof Vilas to consult MOFA on the measures to be taken regarding the ASEAN concept.

#### **PAC 06.09.45 ADB Concept**

The President aims to work on building and strengthening relations with ADB at the level of the director generals through close interactions. The proposed concept of AIT as a capacity development arm of ADB will be pursued in due course.

**PAC 06.09.46 Institute-Level Advisory Board.**

Updated listing of proposed members of the Institute-Level Advisory Board was received by PAC. The President explained that the letters of invitation which will be sent to proposed members shall clearly mention that AIT will not cover for travel costs.

Dr. Kyoko Kusakabe, Associate Dean, SERD who attended on behalf of Dean, SERD was requested by the President to provide details of suggested names of experts in gender development field who could be considered a member of the advisory board. Dr. Kusabe also suggested that seminars on gender issues could be organized for AIT by external experts.

**OTHER MATTERS**

**PAC 06.09.47 Issues from the Coordinator of the Administrative Office Heads (AOH)**

PAC decided that issues related to the administrative offices will be discussed in the next meeting in the presence of the Head, OAH.

**PAC 06.09.48 Next Meeting**

The next PAC meeting is scheduled for Tuesday, *10 October 2006*, at 1:30 hours, in the Room 210, Administration Building.