

PRESIDENT'S ADVISORY COUNCIL

30 May 2006
(week 22) confirmed

Present: Said Irandoust (*Chair*)
Peter Haddawy
Worsak Kanok-Nukulchai
Sivanappan Kumar
Imran Khan
I M Pandey

Jonathan Shaw
Sudip K Rakshit
Vilas Wuwongse
Izel Ann Dante

Secretaries: Karma Rana
Renedith Calabdan

Apology: Stephen Ogunlana
Dennes T Bergado

Invited: Ralf Kircher

PAC 06.05.18 Welcome and Apologies

The President welcomed all present to the PAC meeting, particularly Mr. Imran Khan, the new Student Union President to his first PAC meeting.

PAC 06.05.19 Review of the Minutes of the PAC Meeting of 02 May 2006.

The minutes of the 02 May 2006 PAC meeting were confirmed.

PAC 06.05.20 Follow-up on Actions Taken

PAC took note of the issues requiring follow-up actions from VPs, Deans and AIT Extension Director, and Administrative Office Heads. The record of discussion and actions to be taken are attached as Annex 1.

PAC 06.05.21 Issues from the President

1. Proposed Agenda, Executive Committee of the Board of Trustees, 26 June 2006

The agenda of the Executive Committee were circulated to the PAC members. The proposed agenda together with the related papers will be made available to the community in advance of the meeting.

2. Letter to HRH Princess Maha Chakri Sirindhorn

The President has informed PAC that a letter was sent to HRH Princess Maha Chakri Sirindhorn primarily to thank her for graciously presiding over the 105th Graduation Ceremony of AIT and also to apprise the Princess of some on-going initiatives being undertaken by the Institute which included, the Nanotechnology Center, the World Class University and UNESCO Center (Her Royal Highness is UNESCO Goodwill Ambassador).

3. Weekly Newsletter

The President informed PAC of his plan to introduce another mechanism of increasing communication to faculty, staff and students by way of circulating a one-page newsletter every Monday morning to keep the community abreast with the important events, developments and issues being addressed by the Institute.

Mr. Ralf Kircher will discuss with the Institute Secretary to develop the first newsletter.

4. President's Mission Abroad

The President reported on his recent visit to Finland during which he was informed that the Finnish government will significantly reduce its direct support to AIT. Instead it will increase funding through bilateral cooperation and agreement to target countries. In view of these recent developments, the President emphasized the necessity for AIT to make concrete plans in enhancing relations and links with recipient countries. On the occasion of the visit the President has approached some of AIT's partners in Finland and received their assurance that they would support and push for the continued support by the Finnish Government to AIT.

5. Ambassador Yoon as Senior Advisor to the President

The President also informed the meeting that H.E. Mr. Yoon Jee-joon, who until recently served as Ambassador of the Republic of Korea to Thailand and who was also a member of the AIT Board of Trustees, has offered to assist AIT in its fund raising and promotional efforts, will join the Institute from 5 June 2006 as Senior Advisor to the President. Ambassador Yoon has been a most strong supporter and advocator of the Institute. Through his efforts, the Government of the Republic of Korea, through the Korea International Cooperation Agency (KOICA) formalized a second generous contribution of US\$500,000 to the Korea Endowment Fund. Numerous contacts and networks were also established with the Korean private sector and academic and research institutions during Ambassador Yoon's tenure as Ambassador.

6. Concepts for Partnerships

The President requested the Deans to make available to the faculty the document regarding the concept notes which can be used for promotional trips which include concepts on the following: 1] Unified Masters Program, 2] Dual Degree or Joint Masters Program and Two-Stage Program, 3] 3-Dimensional Education Concept, 4] Professional Masters and Doctorate, 5] AIT Internal Dual Degree Master's Program.

Deans to provide this information to the faculty members in their respective schools.

7. Field of Study Visits

The President sees the visits to the different FoS to be very useful and informative. It also helps foster good and open communication between the faculty and the administration as it provides a platform to address issues and questions of the faculty, discuss and debate on these issues, and subsequently make objective action plans.

The School Deans were requested by the President to identify weaknesses and strengths of FoS in their respective schools and make concrete plans to either further support or terminate those that are identified to be not viable.

8. AIT Centers in Indonesia and Pakistan

The President informed the meeting that the signing of the MoA between the Ministry of Public Works (Indonesia) and AIT for the purpose of establishing an AIT Center in Indonesia, is scheduled for 27 June 2006, while that with the Higher Education Commission (HEC) Pakistan, is planned to be held on 22 June 2006.

9. Human Resources Office

The President informed the meeting that following the departure of Ms. Kalchana, he has appointed Ms. Izel Ann Mojado-Dante to oversee the HR Office, while the search to fill the position of Head, Human Resources Office is ongoing.

10. President's Home Leave

The President informed PAC of his planned home leave starting from 8 July until 24 July 2006.

11. AIT Get-Together Dinner – 26 June 2006

The President requested for the support of PAC members, particularly the School Deans and AIT Extension Director in encouraging the members of faculty, staff and students to join the get-together party scheduled for 26 June 2006, which will start at 6 p.m., at the AITCC Dining Room, immediately following the meeting of the Executive Committee of the Board on that day. The members of the Executive Committee will be invited to the gathering. The SU President confirmed that his executive team will be joining the event and will help disseminate the information to other students.

The President requested School Deans, AIT Extension Director and the Student Union President to support the event by helping disseminate the information and encourage faculty, staff and students to join the AIT community in the potluck Get-Together-Party on 26 June 2006.

POLICY AND STRATEGY MATTERS

PAC 06.05.22 P&P Statements

- 1] The P&P on Authority and Delegation was endorsed by PAC as reflected in Annex 2.
- 2] The P&P on Credit Policy was endorsed incorporating recent revisions and comments received as reflected in Annex 3. The revision approved by PAC on P&P on Fellow of AIT was the specific provision of the title for fellows of AIT as to be either 1] Senior Fellow or 2] Fellow. Visiting faculty will carry the rank he/she is holding from his/her home institution.

- The above P&Ps once finalized will be uploaded to the AIT Website to make it available to the community.
- The revised P&P on Credit Policy shall be implemented effective 01 January 2007.

PAC 06.05.23 Issues from the AOH Coordinator

1] Campus Planning and Environment Committee (CPEC)

The President requested the Deans to nominate a faculty from each school who could serve as member to the 1] Campus Planning and Environment Committee.

- Head, Infrastructure Office will be requested to resend to the Deans the TOR of the CPEC.
- School Deans to provide the names of representatives from each school to serve in the CPEC.

2] ASCE

The Head, RES informed the meeting of the suspension (i.e. no access) of AIT for four months to the American Society of Civil Engineers (ASCE) online journal due to the breach of ASCE regulation committed by an AIT student. AIT could no longer reprimand the person as he has already graduated on 24 May 2006. It was suggested that AIT should develop an internal

mechanism to monitor and limit download of these materials so as to avoid such incidents which deprive other students of valuable information and time.

3] Working Hours in AIT Community School

On issues raised concerning the working hours observed at the AITCS, it was agreed that VPR and Head of RES will work out the best possible arrangement that would be appropriate in the context of AITCS and will provide the recommendation to PAC in the next meeting.

VPR and Head, RES to provide a recommendation to PAC on the working hours in AITCS.

PAC 06.05.24 Decision Meeting

The President informed the meeting that he intends to schedule a Decision Meeting soon in order to address urgent issues such as the 1] Water charging system for the residential areas in AIT, 2] Review of Academic Programs 3] Policy for training programs and consultancy 4] Policy for conducting conferences etc.

FINANCE AND AUDIT

PAC 06.05.25 Action Plans in Response to FY 2005 Results (Update and Progress)

Action plans in response to financial result of 2005 were received from the Schools which include plans towards the aim of attaining optimal staff balance. Dean, SERD reported that towards maximizing staff members' potential to contribute to the school's sustainability, laboratory supervisors in SERD have been encouraged to start writing project proposals.

The President requested all school deans to work closely with HRO for the implementation of these action plans.

PAC 06.05.26 Report from the Head, Finance Office

The Head, Finance Office reported on the Consolidated Operating Summary for January-April 2006, January-April 2005 and 2006 Budget which showed a seemingly encouraging improvement compared to the results of the same period in 2005. It was suggested that a thorough analysis be made as to the factors involved in resultant figures.

- The President requested Mr. Eng Wan to investigate on the cause of the obvious increase of expenses on materials, utilities and services. And also to provide the President by next week (week 23) the current standing of Institute's cash balance.
- Head, FO will also discuss the matter with Head of Infrastructure concerning high utility bills.

OPERATION

PAC 06.05.27 Appointment and Renewal / Re-appointment Cases

The following cases were endorsed:

1. Dr. Anawat Pinisakul, Adjunct Lecturer, 2 months, SERD/EEM, School Fund.
2. Dr. Patana Anurakpongsatorn, Adjunct Lecturer, 2 months, SERD/EEM, School Fund.
3. Dr. Sheishiro Kibe, Visiting Faculty, SET/RS&GIS, 3 years, Seconded by JAXA.
4. Prof. Urs Bumbacker, Visiting Professor, SOM, 1 semester, Fund 10.
5. Dr. Chanin Mephokee, Adjunct Associate Professor, 1 semester, Fund 10.

6. Dr. Somrote Komolavanij, Adjunct Associate Professor, 1 semester, Fund 10.

Proposed faculty appointments from SET/Microelectronics have been endorsed in principle and the President commended the initiative to engage experts from the industry. However, appropriate titles to be given to experts will have to be determined. As this may require revision of guidelines, VPAA will look into the matter.

OTHER MATTERS

PAC 06.05.28 Follow-up Actions on Visit of the Minister of Environment, Energy and Water Government of Maldives

The VPAA provided a brief report on the visit of H. E. Ahmed Abdullah, Minister, Ministry of Environment, Energy & Water, Maldives to AIT on 10 May 2006 which was coordinated through UNEP.RRC.AP. The Minister has expressed strong interest in partnering with AIT especially in the setting up of the country's first university next year as well as through short course training and joint projects. PAC recommended the formation of a task force by the Vice President External Relations on following up on some of the initiatives. Mr. Surendra Shrestha, UNEP Regional Director for Asia-Pacific has offered to help liaise since they work closely with the Government of Maldives.

PAC 06.05.29 UNEP Scholarships

Dean, SERD clarified that UNEP has provided a set of criteria in selecting candidates for the UNEP scholarships. UNEP has indicated that the number of scholarships to be awarded will be increased from 5 to 8 annually.

PAC 06.05.30 SCPU (Sponsored Research Projects Unit) Matters

Towards streamlining the function of SCPU, the VPR suggested to arrange a meeting with project staff to gather insights and problems encountered. The proposal for an SCPU one-stop service shall then be finalized, including stationing a finance officer at SCPU. The SCP services might eventually be carried out by Schools once their RCM structures are in place.

The VPR reported that after 1 Feb 2006, there are 51 SCPUs, worth 53 mio baht; overhead collected was 9.2 mio baht (or 17%) and faculty recovery was 6 mio baht (or 11%).

PAC 06.05.31 Proposed Strong-motion Recording Station in the AIT Campus

PAC recommended that there should be further study on the background of the request and any implications to AIT before any decision can be made.

PAC 06.05.32 Cafeteria

The SU President reported the declining quality of food and services of the cafeteria and SU snack bar. Measures to ensure quality control of food and services must be strictly enforced. The SU President also raised the concern on the physical condition of the SU snack bar which certainly needs refurbishment.

Head of Infrastructure will be requested to investigate the complaints raised which should be seriously taken into consideration at the time of renewing their lease/contracts. The SU President could also consult with the Head of Infrastructure Office regarding the SU snack bar.

PAC 06.05.33 UNEP-ADB- AIT MOU

Dean SERD provided a brief report on the outcome of his recent visit to ADB on 19 May during which he was able to discuss further the 3R knowledge hub concept. AIT and UNEP have been requested to prepare a work plan. Based on the initial plan, UNEP has provided a draft work plan of activities. Highlights of some of the points are as follows: (a) The knowledge hub should be called AIT-UNEP Joint center, as it would be housed in UNEP; b) Of the budget allocation, AIT should get 60%. (c) Issues related to the focal point from AIT side, AIT's contribution, etc. The points as outlined by Dean SERD were endorsed in principle by PAC with the finer details to be worked out.

PAC 06.05.34 Next Meeting

The next PAC meeting is scheduled for Tuesday, *01 August 2006*, at 1:30 hours, in the Board Room, Administration Building.

**30 May 2006
PAC Minutes
ANNEX 1**

PAC 06.05.20**Follow-up on Actions Taken**

PAC took note of the issues requiring follow-up actions from VPs, Deans and AIT Extension Director, and Administrative Office Heads. The record of discussion and actions to be taken are attached as [Annex 1](#).

1] Donors Meeting

The VPER reported that responses have been received from invited representatives of donor governments and the private sector for the Donors Brainstorming Meeting scheduled for 7 & 8 June 2006. Based on the number of participants who have confirmed, it was suggested that more efforts should be made in following-up invitees from the private/corporate sector. Prof. Roger Johansson and Mr. Börje Wallberg will serve as facilitators for the meetings.

The News and Media specialist took note of adjustments suggested by PAC on the timeframe of the meeting agenda items for both days in order to increase the discussion time with the participants and to maximize feedback. It was decided that the following persons will participate in the donors brainstorming meeting on the part of AIT namely, the President, Vice Presidents, School Deans, Director, AIT Extension (AE), Academic Senate Chair, Faculty Relations Committee Representative, Student Union President, Institute Secretary and the News and Media Specialist. Arrangements for the live broadcast and on line discussion boards for the events will be made in coordination with ITServ.

- An announcement will be made by the President's Office to inform the community of the event to include list of external and internal participants as well as other details.
- Additional invitation letters should be sent to the Chairmen of the different chambers of commerce in Bangkok. Concerned AIT officers should give contact information to Mr. Kircher.
- Follow-up calls will be made by the VP-ER and ERCO to the invitees from the private sector and industries.

2] Mega-project – World Class University

The draft proposal which was prepared with the assistance of Professor Roger Johansson was presented to the Permanent Secretary of Science and Technology. Meetings with Thammasat University and NSTDA were also made to find common areas of cooperation and from there explore possibilities to build and expand partnership between the three institutions in the context of the proposed world class university. Dr. Yongyuth Yuthavong's (NSTDA) input which favors a more bottom-up approach was also noted. AIT will now seek the advice of the Minister of Science and Technology on which approach would be most suitable. On the report of VPER that there is longer a set deadline for this project, the President requested that a clarification be sought from relevant offices as to the recent arrangements on this matter and whether this project will still be pursued.

Dean, SERD reported that the school will submit a proposal related to energy under the framework of the mega project. VPER requested that this proposal be forwarded to him by Monday, 05 June 2006.

3] International Status

VPER provided the update to PAC on the steps taken concerning AIT's aim of obtaining full international organization status. Target governments will be initially approached for their support namely Sweden, Indonesia, Korea, Pakistan, Sri Lanka, Lao PDR and Vietnam, as founding members. A meeting with the Ambassadors of these countries is planned to take place on 19 June 2006. VPER clarified the need for AIT to first become an intergovernmental institution in order to later achieve the international status. A meeting with

Mr. Sihasak Phuangketkeow, Deputy Permanent Secretary, MOFA is also scheduled to be held earlier - 6 June 2006.

4] Research Faculty

The main discussions points made by PAC on the concept of Research Faculty were:

- A regular faculty will be allowed to buy out time from teaching to be able to concentrate on ongoing research projects; this can only be applied at professorial level;
- The contract of the hired research faculty will be tied with the income generated from projects.
- In the process of developing the concept of research faculty, the idea of outreach faculty and RCM should be considered.
- There will be no automatic transformation from a research faculty position to a regular teaching position.
- There should be a clear definition of and criteria for the position.

VPR was requested to look into this issue.

5] Strategic Development Plan (SDP)

PAC took note of official inputs received from the School and AIT Extension on the SDP and which will be provided to the SDP drafting committee. The SDP will be further revised taking into account the various feedback received.

6] School Board

School Deans and AIT Extension Director gave an update of the progress of their respective Boards. To date, the membership of SOM's Board is comprised of individuals coming from diverse sectors of the public, private and social sectors and is planning to have their first Board meeting in September. Dean, SOM also clarified that SOM faculty were informed of the Board members profile and the procedure following which nominations were received from some faculty members during a faculty meeting. On SERD's Board, the President reported that Mr. Anders G., from the Swedish Embassy and Dr. Lohani (ADB) have initially accepted to become members. For SET, its Board will include in addition to the initial list agreed, the President of Samsung and Presidents of the Thai-Japan and Thai-Swedish Chambers of Commerce.

The President requested all schools and the AIT Extension to plan early on for the first meeting of their respective Boards. In principle travel expenses is proposed to be shouldered by the members while the local hospitality will be covered by AIT.

7] Overhead Scheme for Consultancy and Training

PAC recommended that personal consultancy should be declared and will require School-level approval. The overhead, which shall be decided by the Task Force II in its meeting on 2 June 2006, applies on personal consultancy. Suggested points include: a] setting an amount level that would not require declaration and b] setting a period (in days) that would be exempt from overhead.

Overhead scheme for training shall be worked out with AIT Extension Director

9] Overhead Scheme for Conferences

The overhead scheme for conferences needs to be worked out. Main discussion points:

- a. Overhead rate shall be determined with initial suggestion of 10%.
- b. Deliberation and decision are required on whether the overhead rate shall be charged on the registration fee or on the conference budget.
- c. Surplus shall be distributed to the School residual and PI PDF (50% each). The School

has the prerogative to provide a share to the FoS.

d. The new scheme shall be applied to both continuing and new conferences.

- Good models, rules and regulation applied by other universities in conducting conferences can be used as reference to develop the appropriate and simple model for AIT.
- Once finalized, the overhead schemes for training, consultancy and conferences shall be forwarded for the next Decision Meeting. The documents should have clear definitions of these activities.

10] Salary

There is so far no action taken regarding the idea of making all salaries available to public. The President opined that this step towards transparency will be perceived by the donors positively and will also prevent spread of incorrect information. In principle, PAC recommended that salaries be made public by making the information accessible to AITians only, through HRO. The information will reflect the various salary ranges (basic salary + extra remunerations received) with the corresponding names of faculty and staff who are in that particular range. Those who will need to obtain this information will only be allowed to see the documents in HRO, however copies will not be provided.

To address some legal implications of this action the counsel of the Legal Adviser will be sought.

11] Faculty Leave Entitlement

Clarification was made on the issue of faculty leave entitlement that is normally indicated in the offer letters to faculty which is based on the P&P on employment which was approved in July 2003. The faculty are allowed to accumulate leave credits up to a maximum of 36 days.

12] Institute-Wide Course (IWC)

VPAA informed PAC that two IWCs which are to be offered during the inter-semester were received from SERD (in collaboration with ADPC) and SOM while one IWC coming from SET is being awaited. With the delay in the announcement of IWCs to be offered during the inter-semester, the SU President requested a possible extension of the last day for adding/dropping courses which is set for 2 June 2006 in the calendar.

13] Seminar Series for Students

Concerning the seminar series which was decided to be introduced as part of the student requirements, the VPAA & VPR are yet to finalize the mechanics/guidelines (number of seminars required; scheduling of seminars; arrangements for recording attendance; possible scheme in rewarding students etc). Initial suggestions put forward were: 1] there could be 10 seminars for the entire study period; 2] 1 seminar per month or 6 seminars per semester will be conducted.

12] Election of Staff Representatives

The TOR for the Staff Relations Committee needs to be developed by HRO for review of PAC at the next meeting. Suggestions initially put forward were: 1] a particular nationality group shall not comprise more than 50% of the committee's composition, 2] there must be representations from each staff category, particularly those on fixed-term contracts, 3] there shall only be 3 nominations for each staff category,

HRO to develop the TOR for the Staff Relations Committee for review of PAC.
PAC members were requested to provide suggestions on the composition of Election Committee.

13] Country-Specific Promotions

1] The following comments were brought to the fore:

- On the TOR, the heading (2nd paragraph) should read as "Terms of Reference (TOR) for country-specific promotions where School faculty representatives play advisory roles:"
- Add Maldives and Afghanistan as priority target groups.

2] Other comments on AIT promotions/marketing efforts made were:

- Be more proactive
- Focus of promotional efforts should now be on recipient countries rather than on donor countries. Build a close interaction with these recipient countries by linking to AIT alumni in those countries. It was pointed out by the President that countries such as Afghanistan, Nepal Bangladesh etc are becoming more important. Plans on initiatives to be taken on these target countries should be prepared and follow-up with contacts are necessary.
- Tap on the ambassadors/embassies in Thailand
- Identify key players in a country's decision-making levels, and their decision-making schedules
- Better coordination with the AIT alumni in the region
 - continuous updating of the alumni database
 - highlight prominent alumni

14] ACADEMIC SENATE

It was suggested that short-term visiting faculty should also be invited to faculty and senate meetings (without any voting rights) as they, too, can provide significant academic contributions. The PAC endorsed the suggestion and is of the opinion that the prerogative of extending the invitation to the short-term visiting faculty lies on the Senate Chair.

PAC's suggestions on this matter will be communicated to the Chairman of the Academic Senate for his consideration and appropriate action.

15] Annual Report

The Annual Report 2005 should be out within the month of June 2006. The audited financial statements which are being awaited to complete the document shall be ready by mid-June 2006.

ACTION: The draft annual report will be forwarded to the VPAA and other relevant offices for review and possible additional inputs.

16] Safekeeping of the Students Passports

The PAC has endorsed the recommendation of offering the option for students to keep their passports. However for those who choose to keep their passports, corresponding guidelines / responsibilities will be provided. The fourth point of the first part of the document refers to a 24-hour operating procedure, it was suggested that this procedure should be widely disseminated to all and shall be strategically posted outside/in front of GRU. Information about this change should also be available in the Student Union office.

17] Possible Outsourcing of AITCC Services and Operations.

The VPAA reported that as to the proposed financial arrangement by Best Western, the company has agreed to revision AIT has presented to a lower fee and an increase in profit share. BW has also appointed a consultant to prepare/finalize a business and conversion plan for the management of AITCC services and operations. In this regard, the PAC has agreed on the proposed arrangement in which Best Western covers the expert's fee while AIT will provide for his accommodation and meals during the consultant's stay at AIT Conference Center for a month. The President also required the Head of Infrastructure to prepare a staffing

plan which will reflect a reduction of the current AITCC staff size of 60 to 50 persons as part of the requirement presented by Best Western before it considers taking over of the operation and management.

The President also requested that the same concept of outsourcing of maintenance, services and renovation of student dormitories and faculty & staff housing be explored and pursued.

18] Travel Policy

PAC recommended that the revised travel policy should take into consideration comments/suggestions raised at the recent Faculty Relations Committee.

e FRC meeting minutes will be forwarded to the Head Finance by PAC secretariat.

19] Infrastructure Matters

Increase in concessionaires rental charges were endorsed/cleared. As a related matter, Dean, SOM enquired why rental fee for the SOM Coffee lounge goes to central funds (Infrastructure Office) and cannot be received by SOM.

The report on the maintenance work carried out during the year-end break was received. As the administration intends and makes plans to implement discontinuation of the year-end break (non-closure of the Institute) starting 2007, it was suggested that appropriate planning in spreading out maintenance works over the year should be done.

AOH Coordinator will convey to the Head of Infrastructure outcome of PAC discussions.