

PRESIDENT'S EXECUTIVE COUNCIL (PEC)

Summary Report

September 2003

(2, 9, 16, 23 and 30 September 2003 Meetings)

1. Dean SOM Position

As of the deadline i.e. 31 August 2003, a total of 26 applications and 1 nomination have been received for the Professor and Dean position in the School of Management (SOM). A selection committee with the following composition will be formed to review the applications and nominations for the post and to make recommendations of suitable candidates:

Provost (Chair)

SOM

Professor John C.S. Tang

Professor François Joel Broustail

Dr. Nazrul Islam (Acting Dean)

Dr. Do Ba Khang

Other Schools

Professor Michiro Kusanagi (SAT)

Professor Tawatchai Tingsanchali (SCE)

Professor A.T.M. Nurul Amin (SERD)

The Committee includes members from other Schools, besides those from SOM, to provide Institute-wide inputs to the deliberations, in view of the level of seniority required for the administrative position of Dean.

2. AIT Partnership with ADB Institute

The President informed PEC about the visit to AIT on 1 September 2003 of Mr. Toru Tatara (former head of the GMS Department at ADB), and currently Special Adviser to the Dean, Asian Development Bank Institute to discuss possible collaboration program between AIT and ADB Institute. During the meeting it was agreed that AIT would partner the ADB Institute in the organization and preparation of contents of high level workshops in the areas of regional infrastructure development, human resources development, and environment. The workshops are planned for sometime during the end of the current or beginning of next year. The collaboration is an outcome largely due to the successful partnership between AIT and ADB through the networking agreement.

3. MoU between AIT and NIDA

PEC endorsed the draft MoU between AIT and the National Institute of Development Administration (NIDA). The purpose of the MoU is to foster a relationship leading to joint activities with an international focus between AIT and NIDA.

4. Asia-Link

PEC members were informed that the deadline for the next round of the Asia Link proposal submission is 25 September 2003. Considering the time needed for sending it from Thailand, the proposal should be sent on 19 September 2003 at the latest. The Administration would need at least five working days to check the document that is already well prepared. Proposals must be sent to Ms. Renedith Calabdan, Office of the President by 15 September 2003. The Dean's Offices are kindly requested to provide necessary assistance to prospective project leaders in order to have the proposal comprehensively ready by then.

5. AIT Promotional Activities

The Registrar informed PEC of the following promotional events that AIT would be participating in:

- a) Educational exhibition at the Impact Arena, Muangthong Thani during 24 September to 5 October.
- b) Education exhibitions in Beijing and Shanghai during 18-19 October and 25-26 October respectively in partnership with the Export Promotion Department of Thailand. During 23-24 October meetings will also be held with educators in Shanghai.

6. On-line Course Registration

The intention of the on-line course registration is to allow faculty members to approve course registration at their own convenience and even when they are off. It is therefore, important that the on-line system be encouraged and institutionalized. However, it was suggested that faculty members be allowed some time to adjust and familiarize themselves with the new system.

7. Resignation of CFO

The President informed PEC that Ms. Wanphen Thongsri, Chief Financial Officer, has submitted her resignation on account of personal reasons, effective 30 September 2003. During her tenure as the Institute's first CFO, Ms. Wanphen successfully introduced efficient budgetary procedures, and initiated the reorganization of the Finance department. She also actively participated in the academic/business plan of the Institute which will be presented for the first time at the next Board meeting. On behalf of PEC the President thanked Ms. Wanphen for her contributions to the Institute and conveyed best wishes in her future career.

An international search for the position of CFO has been launched. In the meantime, as of 1 October 2003 and until the position is filled, Prof. Ramachandran, Chief Internal Auditor, will be in charge of the Finance Department.

8. Establishment of Faculty Position, CIDA-AIT Cooperation

PEC endorsed the SERD request for the establishment of a faculty position at the Assistant Professor level, as part of the CIDA-AIT agreement wherein AIT is expected to provide a matching position to the project funded faculty position. The expertise area would be in environmental science and technology for decision makers, strategic environmental assessment for urban development, environmental impact assessment and environmental auditing.

9. MoU with MOET, Vietnam

PEC endorsed the draft MoU and MoA for 2003 between AIT and the Ministry of Education and Training, Government of Vietnam.

10. ADB Business Opportunities Seminar at AIT

PEC was informed that the date of the “*ADB Business Opportunities Seminar*” to be held at AIT has been rescheduled from 20 to 27 October 2003.

11. Resignation of HRM

The Provost informed PEC that Ms. Sawitree Khiatbanlue, Human Resources Manager, has submitted her resignation, effective from 16 October 2003. The position will be advertised locally and through the AIT web page.

12. Projected Results FY 2003 and Budget FY 2004

The Chief Internal Auditor reported that in follow up to his meeting with the Chairman of the Audit Committee, it has been agreed that the actual revenue and expense figures as of 30 September 2003 will be provided to the Board at its 31 October 2003 meeting, which will be accompanied by detailed explanatory notes on the variances.

To ensure proper record keeping and control on AIT Fellowships, it was recommended that a specific budget for AIT Fellowships be allocated, with every student invoiced for the full tuition and fees with a record kept on all the discounts offered. Linking the Student Information System (SIS) database with ERP would facilitate the invoicing process since it would need to be based on the credits taken by a particular student. The Deans would be responsible for keeping track of all the fellowships offered in their respective schools within the budget restrictions provided. The limits agreed upon were 16% non-tuition fee paying students for each batch of Master’s and 10% for the Doctoral students. As an example if 40% of the Master’s intake is on AIT Fellowships then the breakdown could be as follows 12-credit (10%), 18-credit (15%) and 24-credit (15%) waivers respectively. It was agreed to set 24-credit as the upper limit for offering of Master’s fellowships. The other assumptions on the projections of master’s and doctoral students in the semester system (2003-2008) were also endorsed.

13. P & P on Faculty & Staff Official Travel

PEC endorsed the revised draft P&P on *Faculty and Staff Official Travel*. It was noted that all RTA’s must attach supporting documents which also include a summary of the requestor’s travel over the past one year indicating the purpose of the mission and funding source. It was affirmed that all promotional travel, especially those involving

meetings with AIT's key partners, must be a coordinated team effort on the part of the Institute. The Deans were requested not to authorize such promotional trips which must be first brought to PEC for information and consideration. Authorization could then be granted upon review and discussion at PEC and endorsement by the Provost and President as appropriate.

14. P&P on Guidelines on Value-Added Tax (VAT) Implementation

PEC endorsed with some minor changes the draft P&P on *Guidelines on Value-Added Tax (VAT) Implementation*.

15. Visiting Faculty Appointments

It was affirmed that members of the Board, Executive Committee and International Advisory Panels offering to teach at AIT, AIT Vietnam or similar AIT programs outside campus are expected to do so on a voluntary and no emolument basis, unless funded by their respective governments or organizations. The same conditions would also apply in general for seconded faculty and staff.

16. New Staff Contracts

All new staff contracts both centrally and project funded must be on a fixed-term basis with no new appointments to be made under the regular contract. It was affirmed that from now on, all appointments, reappointments and contract renewals, including those under the fixed-term contracted work provider scheme, with salaries (or proposed salaries) in the amount of Baht 30,000 per month or more, will now have to be discussed at PEC before any action can be taken.

17. AIT Legal Entity

PEC was informed that as reaffirmed by the recent ruling of the European Court of Appeals, there is only one legal entity in the case of the Institute i.e. AIT under which agreements with an outside party can be entered into. Therefore, only the President or someone who has been delegated power of attorney by the President may enter into such contracts or agreements on behalf of AIT.

18. Sida-AIT Agreement

Dean SERD reported that in follow up to the new Sida-AIT agreement signing, the Registrar's Office has arranged meetings with him and Ms. Monowara Hussain, on behalf of AIT, to meet with the second secretaries (education) of the Lao PDR and Cambodia Embassies in Bangkok. The purpose of the meetings are to seek cooperation in identifying focal points in the above mentioned countries for AIT to recruit qualified students to study at AIT in 2004 under the Sida support.

19. AIT Partnership with MONRE, Thai Government

Dean SERD reported that following earlier contacts made between AIT and the Ministry of Natural Resources and Environment (MONRE), Royal Thai Government, the Permanent Secretary, Dr. Plodprasop Suraswadi has indicated interest to send some MONRE staff to pursue graduate studies at AIT in certain areas of interest and concern to MONRE. Dean SERD will follow up this matter and report progress at PEC.

Dean SERD also informed PEC that in follow up to discussions held with the Ministries of Energy and Agriculture of the Royal Thai Government, 20 doctoral and 40 master's scholarships are expected from the two ministries respectively for the coming year.

20. Partnership with MOST Thailand

Upon further consultation with the Ministry of Science and Technology (MOST), Royal Thai Government, AIT has been advised that it should take the lead in developing the proposals. The purpose of the grant is to support R&D which would lead to innovative projects with potential for practical application and industrialization. The participation by Thai faculty members was encouraged and that which would be viewed favourably by MOST. The draft proposals will be reviewed at PEC.

21. Visit of Acting Secretary-General of the Commission of Higher Education

PEC members were informed and invited to attend the meeting with Prof. Voradej Chandarasorn, Acting Secretary-General of the Commission of Higher Education, Royal Thai Government who will be visiting AIT on 10 October 2003.

22. RTG Budgetary Support: FY 2005-2009 (Phase 8)

PEC endorsed the draft RTG budgetary support (Phase 8) proposal in the amount of Baht 724,042,000 for FY 2005-2009 which includes scholarship support (Their Majesties master's scholarships and RTG fellowships) and administrative support (operating budget and joint research projects). The proposed budgets for scholarships and campus maintenance in Phase 8 were more or less constant; therefore, the amounts requested in Phase 8 are also projected similarly. The amount requested for AIT scholarships in Phase 8 is constant and equals the average amount or the amount corresponding to the mid-phase (FY 2007) projecting an increase of 5% in student enrolment per year. This corresponds to AIT's planned increase in student enrolment at a rate of 5% until 2008. Unlike the other items, the support for joint research projects has been increasing annually at about Baht 50,000 per year and a similar annual increase has been projected accordingly.

23. ERP Implementation

The Chief Internal Auditor who takes interim charge of the Finance Department as of 1 October 2003 onwards, informed PEC that a note to the community will be issued on the ERP implementation, providing background information and impressing upon some important requirements to be followed. It was affirmed that all Institute funds require a budget authorization to enable transactions to be booked against it and as a general rule; the budget authorization will be subject to the cash availability.

24. MoU between AIT and KAIST

PEC endorsed with some corrections the draft MoU between AIT and the Korea Advanced Institute of Science and Technology (KAIST).