



Achievements of Administration and Communication Unit Fiscal Year 2015/2016





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The Administration and Communication (A & C) Unit consists of 5 sections namely; administration, finance, IT, external relation, and documentation. The Unit has 23 staff.

Below are the achievements of the Unit by sections. The achievements in each section are divided into

- 1) Achievements from Regular Activities (according to the role of the Unit)
- 2) Achievements from Development Activities (new initiatives or assigned as Adhoc)



- I. **Administration Section:** The role of the section is to provide staff support services and resources to ensure efficient operations of the SEAMEO Secretariat such as personnel management; assistance to staff; arrangement of required protocol and formalities; maintenance of facility and equipment; and preparation of seminars, workshops and conferences.

I.1 Regular Activities		
No.	Achievements	Detailed
1.	Efficiently conducted of personnel management such as staff performance evaluation, staff recruitment, staff benefits and staff welfare	<ul style="list-style-type: none"> - Recruit 4 new staff (PO III, FM, DO and AAC). - Implement with Finance Unit the scheme of medical expense benefit to the staff's parents - Support & assist the new scheme of staff bonus - Set up a SEAMES Well-being Committee and implement the activities (physical & mental) such as on-site influenza vaccine, organize a bicycle trip, use social media to provide moral support via quotes, promote cleanliness and healthy eating and exercise. - Monitor and take charge of the staff performance evaluation for annual increment and contract renewal. - Provide the orientation and staff handbook to new staff.
2.	<p>Successfully provided logistic support to SEAMEO meetings, workshops and other events: CDM2015, HOM2015, EC 2015, SEAMEC, SEAMEO College Meetings (2), SEA-PLM (2)</p> <p>Total of 8 events</p>	<ul style="list-style-type: none"> - Arrange for the venues of the Meetings and Workshops - Prepare document kits, name tags, materials and supply for the meetings. - Coordinate with P&D unit and the hotel during the meeting and official functions. - Prepare the list of participants for hotel reservation - Responsible for the on-site registration of participants - Pick up and send off the participants from and to the airport
3.	Updated regularly the Governing Board (GB) Members' Appointment and database for all SEAMEO Centres	<ul style="list-style-type: none"> - Request nomination from Member Countries. - Once received the nomination, prepare Letter of Appointment for SEAMEC President's signature.



	<ul style="list-style-type: none"> - Once received the signed Letters, send them to Board Members and cc to SEAMEO Centres concerned. - Update the GB database
<p>4. Efficiently conducted the protocol and formality arrangements</p>	<ul style="list-style-type: none"> - Process Visa Arrangement for Professional staff at SEAMES and non-Thai staff of Centres in Bangkok. - Notify the appointment, reappointment and separation of Professional staff at SEAMES and non-Thai staff of Centres in Bangkok. - Process and prepare Identification card and Thai driving license for non-Thai staff. - Purchase and import of 2 duty-free vehicles including registration and transfer of ownership, i.e. Director's vehicle and replacement of Benz 250E Process Customs clearance of importing goods/equipments ex: medical equipments of SEAMEO TROPMED - Arranged airport reception (VIP room) for high ranking officials of EC meeting 2015 and HOM2015. - Submit the list of SEAMEO vehicles to Ministry of Foreign Affairs for renewal of annual registration. - Submit the updated name list of non-Thai staff and their family to the Immigration Bureau. - Submit the name list of SEAMEO staff to the Revenue Department for notification of income-tax exception.
<p>5. Provided sufficient office supplies & equipments on time</p>	<ul style="list-style-type: none"> - Purchase of SEAMEO tokens, SEAMEO bags for meetings/workshops, stationeries, office furniture/equipments, meeting kits and other office supplies. - Work with P&D and the publication company in producing SEAMEO Publications. - Coordinate order of wine and spirits for SEAMES and SEAMEO Centres in Bangkok.
<p>6. Provided continued support on</p>	<ul style="list-style-type: none"> - Organized a 2 days team building for SEAMES



<p>professional Development for Staff (6 activities)</p>	<p>Staff in Nakorn Nayok</p> <ul style="list-style-type: none"> - Arranged for SPD (Chanika) and SA (Sarinun) to attend Correspondence Writing Course at UNDP - Arranged for ITO (Anusorn) to go to SEAMEO SEAMOLEC for IT training - Arranged for Admin Manager (Natcha) to go to SEAMEO INNOTECH to learn about Performance Appraisal - Coordinated with PSO (Ewan) for arranging Google Doc training for all staff. -Conducted a training course on “Phone for Fun” to SEAMES Staff. (by Sarinun and Roongnapa)
<p>7. Provided transportation Arrangement in a professional manner with courtesy</p>	<ul style="list-style-type: none"> - Provide transport for SEAMES staff for official missions and meetings. - Arrange airport transfer services to all participants of SEAMEO Meetings, i.e. CDM2015HOM2015, EC meeting 2015, SEAMEO College meetings, and other workshops.
<p>8. Ensured the accuracy record of document registry and dispatching (document in/out) both digital and hard copy</p>	<p><u>Incoming Documents</u></p> <ul style="list-style-type: none"> - Register all incoming mail, e-mail and documents. -Scan and upload all incoming documents to SEAMES database filing system. - Distribute the registered documents to Director’s office/Officer-in charge or officer concerned. - Assign the code number for the returned files and kept in the correct cabinet. <p><u>Outgoing Documents</u></p> <ul style="list-style-type: none"> - Register all outgoing e-mail, letters, publications and reports. -Scan and upload all outgoing documents to SEAMES database filing system. -Keep copies of outgoing documents in the cabinet. -Dispatch outgoing documents to the



	addressee.
9. Well organized & manage the SEAMES Central Filing System	<ul style="list-style-type: none"> - Assign file cord number for new subjects/activities and informed all staff concerned. - Open new files for new subjects/activities, new calendar year/fiscal year and new folder - Classify of documents and filing documents. - Record all the new open/close/inactive and disposed files into the filing system. - Revise SEAMES Filing Manual. - Review and update list of files. - Distribute SEAMES Filing Manual to the staff concerned. - Manage the record of closed/inactive files. - Prepare guidelines of storage and cabinet of files for reference. - Review the retention period of closed files for disposing. - Prepare the list of files which are due to dispose.
10. Ensured & provided postal service support for SEAMES documents to be sent out all Stakeholders and partners.	<ul style="list-style-type: none"> - Take charge of postal service for the office and staff
11. Carefully & efficiently conducted assets record management	<ul style="list-style-type: none"> - Maintain up-to-date records of SEAMES property
12. Professionally produced and printed of meetings and workshops documents, publications and brochure for the Secretariat.	<ul style="list-style-type: none"> - Collate, assemble and bind the documents. - Assist in scanning documents for staff and web publishing. - provide service on printer, photocopiers, punching & binding machine and paper cutting machine.
13. Regularly and efficiently conduct office maintenance & repair	<ul style="list-style-type: none"> - Ensure the proper maintenance and repair of office furniture and equipments
14. Professionally welcome guests (individual and groups) who come to	<ul style="list-style-type: none"> - Welcome visitors by greeting them in reception area and direct them to appropriate staff



visit SEAMES.	members
15. Professionally provided Telephone Operator service	<ul style="list-style-type: none"> - Answer telephone calls and connect local and oversea calls as requested - Handle in-coming and out-going facsimile transmission - Verify invoices for telephone and facsimile charge with request form for payment - Prepare and update internal telephone, facsimile and email directory.
16. Regularly reported staff leave record	<ul style="list-style-type: none"> - Keep sign in/out records of staff members and prepare daily attendance records of staff members - Keep records of annual leave and sick leave credit of staff members and prepare annual report on leave credit.
17. Prepared draft working papers for EC2015, CDM2015, HOM2015 and SEAMEC2015 Meetings.	<ul style="list-style-type: none"> - Write Working Papers on Matters for Acknowledgement, SEAMEO Internship Programme and Fellowship Programme
18. Successfully & efficiently provide support to SEAMES Projects/Activities/Exhibits by ERO (Piyapa), ES (Pimratchada) and P & D <ul style="list-style-type: none"> - Database on Education - 50th anniversary activity - Aungkalung contest - 50x3 School Network - TVET Country workshops - SEA Teacher Project - Leadership Programme for Leaders from SEA-TVET Institutions (LPL SEA-TVET) with British Council 	<ul style="list-style-type: none"> - Check and reply email for activities such as 50th anniversary, Aungkalung contest and School Networks - Provide technical support for TVET Country-Level Workshops (database, list of participants, certificates) - Find SEA-Polytechnic Network participants' name, institutions and address in English and also search for telephone no., fax no. and email address of those institutions - Help to establish SEAMEO Secretariat exhibition booth and distribute SEAMEO Secretariat activities documents such as SEAMEO 50x3 schools' network, SEAMEO Song Anklung Contest to participants at the 1st International Conference on Special Education (ICSE) - Assist (Piyapa) in SEAMEO Schools' Network Meeting in Thailand <ul style="list-style-type: none"> - Update the distribution list of partners in Microsoft outlook - Classify schools of Member Countries from lists



of participants and lists of institutions

I.2 Developmental Activities

No.	Achievements	Details
1.	Successfully arranged for the Office moving back to Mom Luang Pin Malakul Building.	<ul style="list-style-type: none"> - Plan the timeline for the office relocation back from Liberty Building to ML Pin Malakul Building. - Manage the office relocation process including contacting the moving company and the telephone providers to ensure it run smoothly. - Serve as a member of the Building Inspection Committee of the Ministry of Education, Thailand.
2.	Successfully implement the SEAMEO Internship Programme for Students	<ul style="list-style-type: none"> - Inform SEAMEO Centres of the Internship Programme and request the info about internship programme at each Centre
3.	Assisted in the arrangements of two courtesy visit trips to Ministry of Education in Singapore, Malaysia, Timor Leste, Philippines for the Princess Maha Chakri Award Committee (SEAMEO representative also join)	<ul style="list-style-type: none"> - Prepare the letters to Member Countries requesting the courtesy visit of PMCA Committee and SEAMES Representative. - Coordinate with MOE of Malaysia, Singapore, Timor-Leste and the Philippines for the visit of PMCA Committee and SEAMES Representative. - Coordinate with the officers of PMCA Foundation regarding the visit arrangements.
4.	Provided support to two activities under the cooperation between SEAMES and Islamic Schools under HRH Princess IT Project	<ul style="list-style-type: none"> - Organize the Seminar on “Islamic School Leaders for the 21st Century” in Hatyai, Songkhla, Thailand (i.e. budget, coordinate with the hotel, presentation and logistic arrangement) - prepare the Training Course on Edmodo and the meeting with TVET Colleges under the cooperation between SEAMEO and Princess-IT Foundation at Taksin Ratchaniwet Palace, Narathiwat, Thailand (i.e. budget, presentation and logistic arrangement)



5. Conducted a donation to a disadvantaged school	- collect donated items that SEAMES staff and UNESCO staff contribute and coordinate the school to deliver the donation.
6. Conducted a Meeting on Protocols and Liaison Officer Role	- For SEAMES and IPST Staff



- II. **Finance Section:** The role of the finance section is to ensure effective and efficient management of funds and institutes cost-saving measures in the use of resources including proper recording and disbursement of financial transactions for SEAMEO and the Secretariat and preparation of reports and budgetary requirements.

II.1 Regular Activities		
No.	Achievements	Details
1.	Successfully ensured the management of fund of SEAMES	<ul style="list-style-type: none"> - Check and maintain accurate and up-to-date SEAMES fund available for expenditure. - Ensure accurate and up-to-date financial records, data and documents for financial report - Prepare budget annually to present at SEAMEO annual meetings - Conduct bookkeeping - Prepare salary information monthly (including living allowance, overtime paid, Provident Fund and Loan.) - Provide reimbursement for staff medical expense - Keep tracks and record of the investment of the idle funds - Regularly provide monthly report - Prepare SEAMES Audit Report
2.	Effectively coordinate with SEAMEO Member countries	<ul style="list-style-type: none"> -Prepare the letter/notice of Contribution/Commitments (Annual memberships fee) of all Member, Associate Member, and Affiliate Member Countries and funds from donors for: <ul style="list-style-type: none"> a. SEAMES' Operational Budget b. SEAMEO TROPMED's Operational Budget c. SEAMEO Educational Development Fund d. Other Projects
3.	Effectively coordinate with donors such as ADB, DAAD, MEXT Japan, UNICEF, UNESCO,	<ul style="list-style-type: none"> - Follow up the contribution after six months after the first notice and issued the remind letters for outstanding balance to donors, then checking every 2 months - Issue Official receipts and letters of Acknowledgements to all donors for the remittances
4.	Effectively coordinated and	<ul style="list-style-type: none"> - Prepare circulate letters to all SEAMEO Centres



	provided technical support to SEAMEO Centres	<p>on</p> <ul style="list-style-type: none"> - Update SEAMEO Translation rate for FY2015/2016 - Request information for the approved consolidated three years Budget for FY2016/2017 to 2018/2019 and Special Funds Requirements for the specific years - Check Monthly Reports from Regional Centres and communicate with them of their problems or when necessary - Check all SEAMEO Centres/Projects' Audit Reports
5.	Effectively coordinate with the Bank	<ul style="list-style-type: none"> - Communicate with Siam Commercial Bank, Government Housing Bank and Kasikorn Thai bank: <ul style="list-style-type: none"> a. Update the authorized signatures of SEAMES b. Negotiate with banks for the best interest rate for our investment c. Provide instructions to banks for funds transfer d. Request for Bank Statements for auditing purpose
6.	Supported SEAMEO College financial matter	<ul style="list-style-type: none"> -Prepare necessary documents to support the Liquidation Report of SEAMEO College Project submit to ADB. -Prepare the payment and reimbursement to participants of the workshop/meeting.
7.	Conducted training for Finance staff Both SEAMES and SEAMEO Centres (2 activities)	<ul style="list-style-type: none"> -On the Topic: Microsoft Excel Formulas for SEAMES -On the topic: Financial Operation Manual for SEAMEO RIHED
8.	Prepared new Translation Rate of FY 2016/2017	-Obtain exchange rate from Bank of Thailand and prepare table calculation for 6 months average
9.	Supported the mission of SEAMES Staff	-Calculation of per-diem for SEAMES Staff
10.	Collaborated and coordinated with External Auditor	-Prepare necessary documents to support the external auditor in conducting the Financial



		Audit. - Prepare Consolidated Financial Statement of the organization
11.	Provided technical support to SEAMEO Centres	-Assist in preparation of official correspondence in regard to the financial statement. -Answer all the inquiries on financial matters.
12.	Provided financial report to support SEAMEO activities and projects	-Prepare Financial Report of 2015 SEAMEO – Japan ESD Award to MEXT of Japan -Prepare necessary documents to support UNICEF in conducting the financial report of SEA-PLM Project.
13.	Monitored and provided support on Insurance for staff	-Coordinate with BUPA Insurance on the claim -Process reimbursement for staff
14.	Prepared working papers on Financial related matter for CDM2015, EC2015, HOM2015 and SEAMEC	-Drafted working papers on financial matters for the CDM, HOM and SEAMEC

II.2 Developmental Activities

No.	Achievements	Details
1.	Successfully upgrade the new accounting software	-Microsoft Navision 2016
2.	Successfully Implemented the new Living Allowance	-Prepare data for the increment of Staff living allowance



- III. **IT Section:** The role of the finance section is to develop a well manage communication system and ensures an effective mechanism in receiving and providing information among SEAMEO units and the organization's clientele and stakeholders.

III.1 Regular Activities		
No.	Achievements	Details
1.	Ensured the stability of the SEAMES communication Servers and Network system	-Backup server system files and database files periodically.
2.	Managed SEAMEO Website & Updated SEAMEO Internet website	- Record and report the hits of visitors to SEAMEO website and Internet activity and web site addresses visited by staff. - Update SEAMEO events and information regularly - Post SEAMEO news and activities
3.	Provided IT maintenance service on a regular basis	-Maintenance IT equipment, network (LAN) infrastructure system and server/software.
4.	Support SEAMEO Meetings CDM2015, HOM2015, SEAMEC, EC 2015 and other meetings of SEAMEO College and SEA-PLM	- Provide technical support on working papers and presentations - Setup IT hardware for conferences and meetings - Setup projector and notebook in meeting room - Setup PC, Printer and network in secretariat room - Co-ordinate with the hotel for light and sound - Reformat, print cover of working paper, CD label and envelope -Develop master USB and copy (CD, DVD, for reproduction)
5.	Provided support for SEAMES Staff	-Print the business card for new staff - Provide IT equipment for staff to check out and use on mission or during meetings.
6.	Communicated SEAMEO activities on Social media	- Update 'SEAMEO Collaboration' on Facebook
7.	Consolidated and managed digital resources of SEAMES (photo collection for future references)	- Process and store photos from conferences and meetings - Create online web gallery for selected photos



- Inform responsible staff for link to online gallery and share folder

III.2 Developmental Activities

No.	Achievements	Details
1.	Updated and developed websites	- SEA-TVET website (http://seatvet.seameo.org/) - SEA-Teacher website (http://seateacher.seameo.org/)
2.	Moved SEAMEO Secretariat E-mail system to Google Mail (free of charge)	- Able to negotiate with Google to use the software for free of charge
3.	Set up system that enable SEAMES staff to access Intranet from outside the office	- Set up new firewall system
4.	Designed new SEAMEO website	- Create and migrate data from the previous set up
5.	Provided support on graphics to SEAMEO activities & projects	6. Designed/Re-designed graphics for SEAMEO publications and SEAMEO event materials - SEAMEO-Japan ESD Award - SEAMEO 50x3 Schools' Network - SEAMEO 50th Anniversary Recognition Award - SEAMEO 50th Anniversary Essay Writing Contest - SEAMEO Centre Directors Meeting - SEAMEO High Officials Meeting - SEAMEO Executive Committee Meeting - SEA-Teacher
6.	Designed, edited and created SEAMEO event media	- 50 th Anniversary video - Opening Remark video (for Dr Gatot) for LPL SEA-TVET, the Opening Ceremony - Opening Remark video (for Dr Tinsiri), the meeting with Islamic schools in the South of Thailand
7.	Procured and setup video wall	-Coordinate in the setting up



	screen and video conference system for meeting rooms 5A	
8.	Procured and setup finance system server and software installation	- Coordinate with the programmer from the outsource company of Navision 2016
9.	Assisted PSO to Conduct in-house IT Training	-on "Google Doc and Gmail"



- IV. **External Relation Section:** The role of the external relation section is develop partnership and support communication of the SEAMES.

IV. Regular Activities		
No.	Achievements	Details
1.	Efficiently implement projects with partners such as APCEIU and MEXT Japan	<ul style="list-style-type: none"> -Coordinate with SPAFA and APCEIU to implement the “2015 SEAMEO-APCEIU Learning Material Development and Best Practice Publication” -Coordinate the “2015 SEAMEO-Japan ESD Award” and Study Visit Programme for the 1st Winner in April 2016

IV.2 Developmental Activities		
No.	Achievements	Details
1.	Successfully implemented SEA TVET activities (10 events)	<ul style="list-style-type: none"> -Co-organize and provide support on <ul style="list-style-type: none"> a. 2 High Officials Meetings b. 8 Country workshops -Coordinate for SEA-TVET Partnership Development with Japan.
2.	Assisted the Ministry of Education and Culture, Indonesia on a workshop “7 Priority Area”	- Conduct the SEAMEO Secretary Workshop – under the SEAMEO Strategic Workshop in November, 2015 (Hosted by MOEC, Indonesia)
3.	Implemented SEAMEO Secretariat Projects	<ul style="list-style-type: none"> - SEAMEO Song’s Angkalung Contest - SEAMEO’s 50x3 School Network - School Network Meeting in Bangkok in March 2016 and Edmodo Training in May 2016



- V. **Documentation and Resource Section:** The role of the documentation and resource section is to operate and organise an information resource library to safe keep and provide relevant information in various media of SEAMEO information resource.

V.1 Regular Activities		
No.	Achievements	Details
1.	Organised and operated the SEAMEO Resources Library	<ul style="list-style-type: none"> -Management of acquisitions, classification and cataloguing - File and arrange SEAMEO resources, SEAMEO Centres' publications, meeting documents conferences / seminars / meetings including partners documents - Organize and maintain an archive of legal, historical or other important resources of the Secretariat and the organization (ex: publications, meeting documents, MOU, photographs) -Maintains and takes responsibility in keeping Virtual Library and Library Section in SEAMEO Intranet up to date
2.	Efficiently provided support to SEAMES Meeting, Staff and SEAMEO Regional Centres	<ul style="list-style-type: none"> - Make available reference resources required for conferences / seminars / meetings upon requests -Prepares reference documents for CDM2015, HOM2015, EC, and SEAMEC - Work with POs for any requests in documentation or any meeting working papers
3.	Creates database for SEAMEO Secretariat and SEAMEO Centres's documents/publications	-Excel format

V.2 Developmental Activities		
No.	Achievements	Details
1.	Implements SEAMES E-Library system using SENAYAN	<ol style="list-style-type: none"> 1. On LAN (Use on PC inside the office only) http://192.168.1.42/slims7/index.php 2. Online (Use on smart phones and tablets (iOS and android) / PC outside the office) http://intranet.seameo.org/slims7/



2. Digitizes the collection of SEAMEO Secretariat and SEAMEO Centres materials and documents	<u>Status as of June 2016:</u> - 80% of SEAMES documents such as journals, periodical, reports and proceedings of CDM, GBM, EC, HOM and SEAMEC, legal and admin documents, seminar and workshop reports scanned are put online. - 1% SEAMEO Centres document starts from GBM proceedings of BIOTROP, INNOTECH, RECFON, RECSAM, RELC, RETRAC, RIHED, SEAMOLEC, SEAQIS, SEARCA, SEN, SPAFA, TROPMED
3. Successfully provided technical support in the implementation of the SEA-Teacher project	- Prepare document for the project - Organized orientation for students visit to SEAMEs - Prepare for the 2 nd batch of student exchange (102 students from 17 universities)