

Transportation Arrangement

- 1) daily assignment to drivers to send out official mails which need to be delivered by hand
- 2) assignment to drivers to take SEAMES staff for official mission
- 3) arrangement of airport transfer for participants during meetings/conference
 - prepare flight schedule and assign drivers for picking up and sending off the participants
 - arrange the appointment pick-up time and distribute to participants
 - provide/rental of additional cars if needed
- 4) facilitation for the airport reception during the arrival and departure of SEAMEO High Officials.
- 5) facilitation for the welcome and airport reception during the arrival and departure of SEAMEO Council President or Ministers of Education of SEAMEO Member Countries

Arrangement of Reception at the Airport for High Officials

Reservation of the Official VIP Lounges

Request for the use of the Official VIP Lounges and related airport courtesy services to be submitted to the Bureau of International Cooperation, Office of the Permanent Secretary, Ministry of Education, for submission and coordination with the Reception Division, Department of Protocol, Ministry of Foreign Affairs.

Procedure for the Reservation of the Official VIP Lounge

Arrival of High Officials

Description	Responsible Office	Required Documents/Action
1) seeking assistance in coordinating with the Airport Authority of Thailand for the use of VIP Lounge	Bureau of International Cooperation Office of the Permanent Secretary Ministry of Education	- SEAMES letter - flight schedule of High Officials
2) check No. of VIP Room, flight, arrival time and gate	VIP Reception Airport Authority of Thailand	
3) contact the airline for facility if needed	Airline concerned	
4) request for electric car if needed	VIP Reception or airline concerned	
5) standby at the arrival gate	Arrival Gate of the Airport	
6) proceed High Officials to VIP Lounge	VIP Lounge	
7) have passports stamped at VIP Lounge	Immigration at VIP Lounge	- passports
8) request luggage tags and pick up baggage at the conveyor belt and bring to VIP room or the hotel	Conveyor belt	- luggage tags
9) arrange vehicles for High Officials to the hotel	VIP Lounge	

Departure of High Officials

Description	Responsible Office	Required Documents/Action
1) check Room No. of VIP, flight, departure time and gate	VIP Reception Airport Authority of Thailand	
2) contact the airline for facility if needed	Airline concerned	
3) request for electric car if needed	VIP Reception or airline concerned	
4) proceed High Officials to VIP Lounge	VIP Lounge	
5) arrange for passports, air tickets and baggage checked	Counter Check-in of the Airline	
6) have passports of High Officials stamped by the Immigration at the VIP Lounge	Immigration at VIP Lounge	
7) proceed High Officials to pass the Immigration	Immigration at the Airport	
8) proceed High Officials to the departure gate	Departure Gate	

For the President of SEAMEO Council or Ministers of Education of Member Countries

The process for airport reception is the same as for High Officials with additional procedures:

Description	Responsible Office	Required Documents/Action
1) request for Liaison Officer from Ministry of Education	Bureau of International Cooperation, Office of the Permanent Secretary Ministry of Education	- SEAMES letter - List of Ministers of Education and flight details
2) request to coordinate for Police Escort and Traffic Police	Bureau of International Cooperation, Office of the Permanent Secretary Ministry of Education	- SEAMES letter - List of Ministers of Education and flight details
3) coordinate for Police Escort and Traffic Police for security and traffic flow	Traffic Police Division Royal Thai Police	- cover letter of Ministry of Education - List of Ministers and flight details
4) arrange line of vehicles and drivers		
5) coordinate with Police Escort, Traffic Police and Drivers during mission		