

## ภาคผนวก ง

ตัวอย่างสถาบัน หรือองค์กรที่นำมาเป็นต้นแบบพิจารณาโครงสร้างของสถาบัน



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## People

### Who's who at the Smithsonian Institution

#### About Smithsonian

- Mission
- History

#### Administration:

- People
- Offices
- Budget

#### Secretary Lawrence M. Small



With a promise to lead an "energetic reimagining and renewal" of the Smithsonian's traditions, Lawrence M. Small was installed as the Institution's 11th Secretary on January 24, 2000.

Small is the former president and chief operating officer of Fannie Mae, the world's largest housing finance company. He has been involved with the museum and cultural communities throughout his career. Vigorous action to build a dynamic, contemporary organization marked Secretary Small's first year.

#### Smithsonian Management

- Sudeep Anand, Treasurer
- Gary M. Beer, Chief Executive Officer, Smithsonian Business Ventures
- Thomas D. Blair, Inspector General
- William W. Brubaker, Director, Facilities Engineering and Operations
- Sheila P. Burke, Under Secretary for American Museums and National Programs
- Virginia B. (Ginny) Clark, Director, External Affairs
- John W. Cobert, Director, Contracting
- Bruce A. Dauer, Director, Planning, Management and Budget
- David L. Evans, Under Secretary for Science
- Michael A. Headley, Director, Exhibits Central
- Herma J. Hightower, Director, National Programs
- James M. Hobbins, Executive Assistant to the Secretary
- John E. Huerta, General Counsel
- Carolyn E. Jones, Director, Human Resources
- Evelyn S. Lieberman, Director, Communications and Public Affairs
- Alice C. Maroni, Chief Financial Officer
- Era L. Marshall, Director, Office of Equal Employment and Minority Affairs
- Carole M.P. Neves, Director, Policy and Analysis
- Penelope (Nell) Payne, Director, Government Relations
- Ned Rifkin, Director, International Art Museums Division
- Dennis R. Shaw, Chief Information Officer

#### Board of Regents

Congress vests responsibility for administering the Institution in the Board of Regents

- William H. Rehnquist, Chief Justice of the United States, ex officio, Chancellor
- Richard B. Cheney, Vice-President of the United States, ex officio
- Thad Cochran, Senator from Mississippi
- Bill Frist, Senator from Tennessee
- Patrick J. Leahy, Senator from Vermont
- Sam Johnson, Representative from Texas
- Robert T. Matsui, Representative from California
- Ralph Regula, Representative from Ohio
- Hanna H. Gray, Harry Pratt Judson Distinguished Service Professor of History at the University of Chicago and former President of the University of Chicago; a resident of Illinois
- Anne d'Harnoncourt, the George D. Widener Director of the Philadelphia Museum of Art and a Fellow of the American Academy of Arts and Sciences; a resident of Pennsylvania
- Manuel L. Ibañez, President Emeritus and Professor Eminentus (Biochemistry), Texas A&M University in Kingsville; a resident of Texas
- Walter E. Massey, Physicist and President of Morehouse College in Atlanta
- Roger W. Sant, chairman emeritus and cofounder of the AES Corporation and chairman of the board of The Summit Foundation in Washington D.C.
- Alan G. Spoon, managing general partner in Polaris Venture Partners, former President of The Washington Post Company; a resident of Massachusetts
- Patricia Q. Stonesifer, co-chair and president of the Bill & Melinda Gates Foundation; resident of Washington State
- Wesley S. Williams Jr., of Washington, D.C., Partner in the law firm of Covington & Burling



#### Information for:

- Jobs
- Internships & Fellowships
- Volunteers

**Museum Directors**

- Steven C. Newsome, Anacostia Museum and Center for African American History and Culture
- Julian Raby, Freer Gallery of Art and Arthur M. Sackler Gallery
- Paul W. Thompson, Cooper-Hewitt, National Design Museum
- Ned Rifkin, Hirshhorn Museum and Sculpture Garden
- John R. Dailey, National Air and Space Museum
- Sharon F. Patton, National Museum of African Art
- W. Richard West, National Museum of the American Indian
- Brent D. Glass, National Museum of American History, Behring Center
- Cristián Samper, National Museum of Natural History
- Marc J. Pachter, National Portrait Gallery
- Allen R. Kane, National Postal Museum
- Lucy H. Spelman, National Zoological Park
- Elizabeth Broun, Smithsonian American Art Museum and the Renwick Gallery

**Programs and Services Directors**

- J. Michael Carrigan, Smithsonian Affiliations
- Anna R. Cohn, Smithsonian Institution Traveling Exhibition Service
- Don Fehr, Smithsonian Institution Press
- Ardelle Foss, Office of Sponsored Projects
- Nancy E. Gwinn, Smithsonian Institution Libraries
- Carl Hansen, Imaging and Photographic Services, (Acting Director)
- Catherine F. Harris, Office of Fellowships
- Chandra P. Heilman, Ombudsman
- Catheryn C. Hummel, Comptroller
- Nicole L. Krakora, Office of Special Events and Protocol
- Mara Mayor, The Smithsonian Associates
- James J. McLaughlin, Office of Protection Services
- Stephanie L. Norby, Smithsonian Center for Education and Museum Studies
- Katherine Neill Ridgley, Visitor Information and Associates Reception Center
- Sally G. Shuler, National Science Resources Center
- Amy P. Wilkins, Publisher, Smithsonian and Smithsonian Air & Space Magazines
- Carey Winfrey, Editor-in-Chief, Smithsonian Magazine
- Elizabeth Ziebarth, Accessibility Program (Acting Coordinator)

**Research Center Directors**

- Richard J. Wattenmaker, Archives of American Art
- Richard Kurin, Center for Folklife and Cultural Heritage
- Franklin S. Odo, Smithsonian Asian Pacific American Program
- Irwin I. Shapiro, Smithsonian Astrophysical Observatory
- Anna Escobedo Cabral, Smithsonian Center for Latino Initiatives
- Pamela B. Vandiver, Smithsonian Center for Materials Research and Education, (Acting Director)
- Ross B. Simons, Smithsonian Environmental Research Center
- Edie Hedlin, Smithsonian Institution Archives
- Valerie J. Paul, Smithsonian Marine Station at Fort Pierce
- Ira Rubinoff, Smithsonian Tropical Research Institute

# Report of the Board of Regents

**F**or the first time in its history, in 2002, the Board of Regents held four regularly scheduled meetings. The addition of a long-range planning session in June now affords the Regents an opportunity to gain greater insight on the programs of the Institution. The directors of the National Air and Space Museum, the National Zoological Park, Smithsonian National Programs, and Smithsonian Business Ventures participated in the inaugural session by offering the Board status reports and five-year plans, while also discussing any anticipated challenges.

In addition to this procedural change, the Regents adopted a new set of ethics guidelines and asked the Board's Nominating Committee to implement changes in the membership processes of the Regents' committees. The Board also approved the use of new communications technologies to facilitate its meetings.

At its January meeting, the Board accepted with gratitude the report of the Blue Ribbon Commission on the future of the National Museum of American History, Behring Center, asking the Secretary to report regularly on the progress of its revitalization. The Regents were also pleased with the progress of the Smithsonian Science Commission, which regularly submitted reports to the Regents, relaying, as well, the related reviews conducted by the National Academy of Sciences and the National Academy of Public Administration.

The Regents continued to address the four major construction projects at the Smithsonian: the building of the National Air and Space Museum's Steven F. Udvar-Hazy Center at Washington Dulles International Airport and the National Museum of the American Indian on the National Mall, as well as renovations at the Patent Office Building and the National Museum of American History.

With the help of a survey completed by the Office of Policy and Analysis, the Regents revisited the question of whether the Smithsonian should institute voluntary or mandatory admission fees at each of its museums. Although it is feasible to impose fees, the Regents concluded that it is not advisable to do so at a time when visitation is down and other federally supported public attractions in Washington do not charge admission.

The Board of Regents continues to be grateful to the Smithsonian National Board, the Smithsonian Council, and the many advisory boards that have served the Institution with distinction over the years. In this year alone, the Regents appointed or reappointed 84 members of 16 advisory boards, thereby ensuring enduring vitality of the boards.

## **BOARD OF REGENTS**

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The Chief Justice of the United States, ex officio,  
Chancellor  
Richard B. Cheney, Vice-President of the United States, ex officio  
Thad Cochran, Senator from Mississippi  
Bill Frist, Senator from Tennessee  
Patrick J. Leahy, Senator from Vermont  
Sam Johnson, Representative from Texas  
Robert T. Matsui, Representative from California  
Ralph Regula, Representative from Ohio  
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Anne d'Harnoncourt, Citizen of Pennsylvania  
Hanna H. Gray, Citizen of Illinois  
Manuel L. Ibáñez, Citizen of Texas  
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Alan G. Spoon, Citizen of Massachusetts  
Patricia Q. Stonesifer, Citizen of Washington  
Wesley S. Williams Jr., Citizen of the District of Columbia



This photograph offers a bird's-eye view of Smithsonian museums that line the National Mall.



Smithsonian Astrophysical Observatory,  
Irwin I. Shapiro, Director, 60 Garden St.,  
Cambridge, Mass. 02138; (617) 495-7100

Smithsonian Center for Materials Research  
and Education, Lambertus van Zelst,  
Director, MRC 534, P.O. Box 37012,  
Washington, D.C. 20013-7012;  
(301) 238-3700

Smithsonian Environmental Research  
Center, Ross B. Simons, Director, P.O.  
Box 28, Edgewater, Md. 21037;  
(443) 482-2200

Smithsonian Institution Archives, Edie  
Hedlin, Director, MRC 414, P.O. Box  
37012, Washington, D.C. 20013-7012;  
(202) 357-1420

Smithsonian Institution Libraries, Nancy  
Gwinn, Director, MRC 154, P.O. Box  
37012, Washington, D.C. 20013-7012;  
(202) 357-2240

Smithsonian Marine Station at Fort Pierce,  
Valerie J. Paul, Head Scientist, 701 Seaway  
Drive, Fort Pierce, Fla. 34949-3140;  
(772) 465-6630

Smithsonian Tropical Research Institute, Ira  
Rubinoff, Director, Unit 0948 APO AA  
34002-0948; 011 (507) 212-8110

#### Education and Outreach

Center for Folklife and Cultural Heritage,  
Richard Kurin, Director, MRC 953, P.O.  
Box 37012, Washington, D.C. 20013-7012;  
(202) 275-1150

National Science Resources Center, Sally  
Goetz Shuler, Executive Director, MRC  
403, P.O. Box 37012, Washington, D.C.  
20013-7012; (202) 357-4892

Office of Fellowships, Catherine F. Harris,  
Acting Director, MRC 902, P.O. Box 37012,  
Washington, D.C. 20013-7012;  
(202) 275-0655

Office of Sponsored Projects, Ardelie Foss,  
Director, MRC 903, P.O. Box 37012,  
Washington, D.C. 20013-7012;  
(202) 275-0840

Smithsonian Affiliations, J. Michael Carrigan,  
Director, MRC 455, P.O. Box 37012, Wash-  
ington, D.C. 20013-7012; (202) 633-9157

Smithsonian Asian Pacific American  
Program, Franklin S. Odo, Director, MRC  
440, P.O. Box 37012, Washington, D.C.  
20013-7012; (202) 786-2409

The Smithsonian Associates, Mara Mayor,  
Director, MRC 701, P.O. Box 37012,  
Washington, D.C. 20013-7012;  
(202) 357-2696

Smithsonian Center for Education and  
Museum Studies, Stephanie L. Norby,  
Director, MRC 402, P.O. Box 37012,  
Washington, D.C. 20013-7012;  
(202) 357-2425

Smithsonian Center for Latino Initiatives,  
Francisco Dallmeier, Acting Director,  
MRC 448, P.O. Box 37012, Washington,  
D.C. 20013-7012; (202) 357-1600

Smithsonian Institution Press, Don Fehr,  
Director, MRC 950, P.O. Box 37012,  
Washington, D.C. 20013-7012;  
(202) 275-2183

Smithsonian Institution Traveling Exhibition  
Service, Anna Cohn, Director, MRC 706,  
P.O. Box 37012, Washington, D.C. 20013-  
7012; (202) 357-3168

The Smithsonian's 2002 annual report,  
*Building a Smithsonian for the Future*, is  
available online at [www.smithsonian.org](http://www.smithsonian.org).

To request this publication in an alternative  
format, call (202) 357-2627, ext. 124 (voice) or  
(202) 357-1729 (TTY).

*Project Director:* Kathryn Lindeman

*Project Assistant:* Colleen Hershberger

*Editors:* Ellen Hirzy, Caroline Taylor, Grey  
Hautaluoma, John Yahner

*Design:* Janice Wheeler

*Digital Imaging Editor:* Dane Penland

*Photographers:* Thomas Arledge, Florence Arquin,

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Gene Young

# Financial Report

**F**iscal year 2002 was a year unlike any other in recent memory due to the dramatic drop in museum visits following the tragic events of September 11 and the continued decline in the stock market. Nevertheless, fiscal year 2002 was actually a financially better year than fiscal year 2001. The net assets of the Institution increased by 2.6 percent or \$40 million despite the decline in the market that lowered the value of the Institution's endowment and decreased net income generated from Smithsonian Business Ventures. While the Institution's net worth is at a record high, it has stayed essentially flat over the last three years, with the negative impact of the stock market on the endowment's value having been offset by strong support of the Institution's facilities capital program and robust private-sector fund raising. The Smithsonian's financial condition remains sound.

The Smithsonian receives funding from federal government appropriations and from private sources, including gifts and grants from individuals, foundations, and corporations; grants and contracts from governmental entities; earnings from investments; revenue from membership programs and from sales activities, such as *Smithsonian* magazine, museum stores and restaurants, a mail order catalogue, large-screen theaters, and licensed products.

Federal appropriations support core functions: caring for and conserving our national collections; sustaining basic research in history, science, and the arts; and educating the public through exhibitions and other programs. Federal funds also pay most costs associated with operating, main-

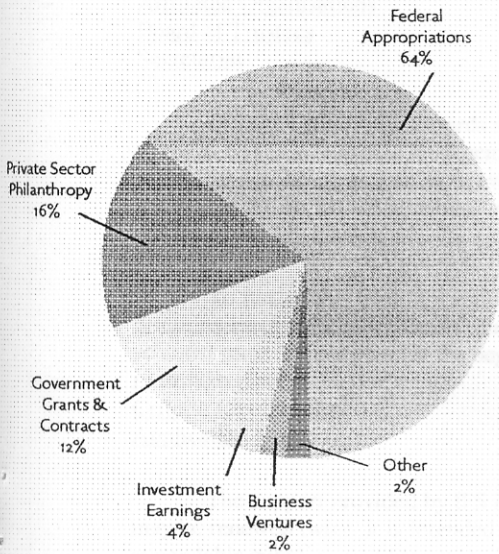
taining, and protecting the large Smithsonian museum and research complex, as well as administrative and support services.

Private funds, known as trust funds, allow the Institution to undertake new ventures and significantly enrich existing programs in ways that would not otherwise be possible. These funds provide a critical margin of excellence for carrying out innovative research, expanding and strengthening our national collections, developing and building new facilities, opening state-of-the-art exhibitions, and reaching out to America's many different communities.

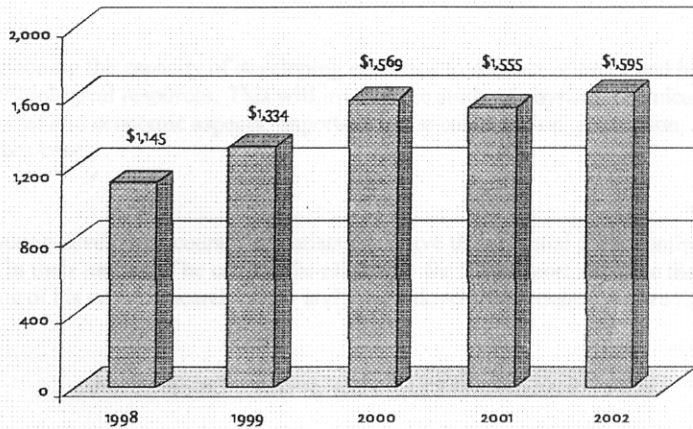
An annual audit was conducted by KPMG LLP. For a complete set of audited financial statements, contact the Office of the Comptroller at (202) 275-0322.



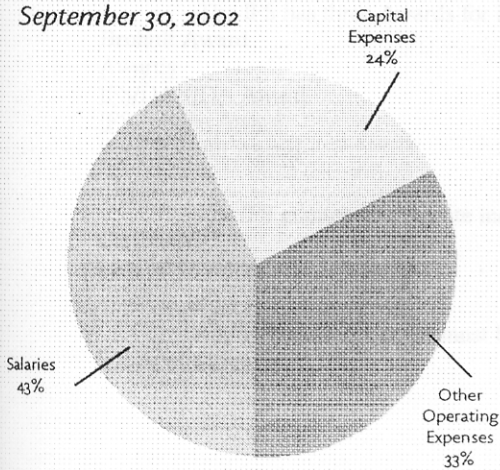
**FY2002 Sources of Total Revenue**  
September 30, 2002



**Growth in Net Assets**  
\$ Millions, 1998-2002



**FY2002 Total Expenses**  
September 30, 2002



**FY2002 Financial Activity**  
\$ Millions, September 30, 2002

	2002	2001
Operating Revenue	691	665
Operating Expenses	677	631
Increase in Operating Net Assets	14	34
Increase in Other Assets	26	(48)
<b>Total Change in Net Assets</b>	<b>40</b>	<b>(14)</b>

**FY2002 Financial Position**  
\$ Millions, September 30, 2002

	Trust	Federal	Total Funds	
			2002	2001
Assets	1,275	846	2,121	2,079
Liabilities	266	260	526	524
<b>Net Assets</b>	<b>1,009</b>	<b>586</b>	<b>1,595</b>	<b>1,555</b>



**INTERNATIONAL  
FOUNDATION FOR  
SCIENCE**

## **International Foundation for Science**

### **About IFS**

IFS is an international NGO (non-governmental organisation) founded in 1972. Funding comes from governmental or non-governmental sources, as well as national and international organisations. The annual budget is approximately USD 5 million. IFS has 135 Affiliated Organisations in 86 countries, of which three-quarters are in developing countries and one-quarter in industrial countries. IFS has an international Board of Trustees; the Secretariat is located in Stockholm, Sweden.

[Funding](#)

[Affiliated Organisations](#)

[Board of Trustees](#)

[Secretariat](#)

IFS shall contribute towards strengthening the capacity of developing countries to conduct relevant and high quality research on the sustainable management of biological resources. This will involve the study of physical, chemical, and biological processes, as well as relevant social and economic aspects, important in the conservation, production, and renewable utilisation of the natural resources base.

[IFS Mission Statement](#)

To further this goal, IFS supports young developing country scientists who have the potential for becoming the future research leaders and lead scientists in their nations. The criteria for eligibility for IFS support stipulate that the scientist must be young and at the beginning of his or her research career and from a developing country, where the research must take place.

[Criteria for eligibility](#)

[Application Form](#)

The support provided by IFS is primarily in the form of an IFS Research Grant, which amounts to USD 12,000 and may be renewed twice. It is intended for the purchase of the basic tools needed to conduct a research project: equipment, expendable supplies, and literature. The IFS Scientific Programme is organised into six Research Areas.

[IFS Research Grant](#)

[Scientific Programme](#)

[Research Areas](#)

[Application Form](#)

The IFS has three Awards for its grantees: The IFS/DANIDA Award, The IFS Jubilee Award and The Sven Brohult Award.

[Awards](#)

[IFS/DANIDA Award](#)

[IFS Jubilee Award](#)

[Sven Brohult Award](#)

The IFS grantees are to date more than 3,000 in Africa, Asia and the Pacific, and Latin America and the Caribbean.

[Lists of Grantees](#)

Applications for support must be made on the IFS Application Form, in English or French.

[IFS Application Form](#)

### **IFS Mission**

#### **The need**

Scientific research provides an important input for sustainable management of biological resources. Scientific knowledge is central for rural, urban, industrial, and policy development, which will lead to improvement of people's livelihoods.

#### **The mission**

IFS shall contribute towards strengthening the capacity of developing countries to conduct relevant and high quality research on the sustainable management of biological resources. This will involve the study of physical, chemical, and biological processes, as well as relevant social and economic aspects, important in the conservation, production, and renewable utilisation of the natural resources base.

### **The strategy**

IFS shall identify, through a careful selection process, promising young scientists from developing countries with potential to become future lead scientists and science leaders. They will receive support in their early careers to pursue high quality research in developing countries on problems relevant to the mission, which will help them to become established and recognised nationally and internationally. Additional supporting services will be provided to researchers in scientifically weaker institutions and countries.

IFS shall act in collaboration with Member Organisations and other national, regional, and international institutions utilising the complementary strengths of such partnerships.

## **International Foundation for Science**

### **IFS Board of Trustees**

<b>Bruno Messerli</b>	Switzerland	Chairman
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<b>Wendy White</b>	USA	
<b>Michael Stáhl</b>	Director	<i>ex-officio</i>

### **IFS Scientific Programme**

The IFS Scientific Domain comprises sciences related to the **management of biological resources** (agriculture, horticulture, forestry, agroforestry, animal husbandry, veterinary medicine, aquatic resources and aquaculture, non-domesticated flora and fauna); the **use of biological resources** (science and technology of food, wood products, chemistry and bio-activity of natural products, and other biologically-derived products); and the **conservation of biological resources and their environment** (water, soil, atmosphere, biodiversity).

IFS Research Grants are the main support provided by IFS; they are intended to be used for scientific equipment, literature, and expendable supplies.

Granting activities are organized into the following IFS Research Areas:

- Aquatic Resources
- Animal Production
- Crop Science
- Forestry/Agroforestry
- Food Science
- Natural Products
- Water Resources
- Social Sciences

Criteria for eligibility are very specific: IFS Research Grants are limited to young developing country scientists, who are at the beginning of their research career.

### **Questions & Answers about IFS**

**... about IFS Grants; what they cover; eligibility . . .**

Which scientific areas are covered by IFS research grants?



Yes, we have discounts with many big companies and our grantees will benefit from them when buying the items through us.

**I'm not sure if I want the whole grant transferred to my institution or if I should leave part of it at IFS. What do you suggest?**

We suggest that you leave the grant funds in a special account at IFS. After agreement we can then transfer part of or the whole grant to the account of your institution.

### Funding and Donors

Funding comes from governmental or non-governmental sources, as well as national and international organizations. The IFS annual budget is approximately USD 5 million. Current donors are:

- Consejo Nacional de Ciencia y Tecnologia (CONACYT) (MEXICO)
- Consejo Nacional para Investigaciones Cientificas y Tecnologicas (CONICIT) (COSTA RICA)
- Department for International Development (DFID) (UNITED KINGDOM)
- Deutsche Forschungsgemeinschaft (DFG) (GERMANY)
- Directorate General, Development, European Commission
- Dutch Ministry of Foreign Affairs (NETHERLANDS)
- Food and Agriculture Organization of the United Nations (FAO)
- Foundation for Strategic Environmental Research (MISTRA) (SWEDEN)
- French Ministry of Foreign Affairs (MAE) (FRANCE)
- Fundacion Antorchas (ARGENTINA)
- Institut de Recherche pour le Développement (IRD) (FRANCE)
- National Academy of Sciences (NAS), USA
- Norwegian Agency for Development Cooperation (NORAD) (NORWAY)
- Organisation for the Prohibition of Chemical Weapons (OPCW)
- Organisation of the Islamic Conference Standing Committee on Scientific and Technical Cooperation (COMSTECH)
- Royal Danish Ministry of Foreign Affairs (Danida) (DENMARK)
- Royal Netherlands Academy of Arts and Sciences (KNAW) (NETHERLANDS)
- Swedish International Development Cooperation Agency (Sida) (SWEDEN)
- Swiss National Science Foundation (SNSF) (SWITZERLAND)
- United Nations University/Institute for Natural Resources in Africa (UNU/INRA)

### IFS Affiliated Organisations

IFS Affiliated Organisations (known formerly as IFS Member Organisations) are national, regional, and international organisations and institutions, such as academies of science and research councils, with a mandate related to IFS work or otherwise supporting or dedicated to the advancement of science in developing countries.

Today, the 135 Affiliated Organisations (AOs) of IFS in 86 countries constitute a unique contact network for IFS, providing very important links to the scientific and donor communities in both donor and recipient countries. Of these about three-quarters are in developing countries and one-quarter in industrial countries. They are listed below.

A report entitled "*IFS Member Organisations: revisiting and revitalising their role*" has been prepared in English and in French after input from the BOT and consultations with the IFS AOs. It can be read or downloaded from the link below. AOs could in particular play a greater role in the recruitment of applicants, follow-up activities and impact assessment, co-organisation of workshops, training courses and in promoting the establishment of national fora of IFS

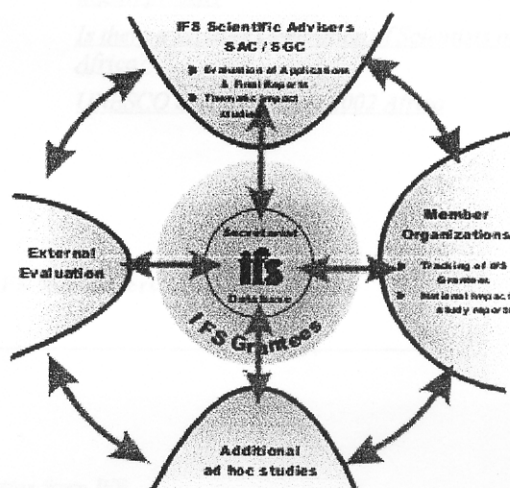
grantees, promoting the creation of associations of IFS grantees, and fund raising activities. For more information please contact Jacques Gaillard ([jacques.gaillard@ifs.se](mailto:jacques.gaillard@ifs.se)).

### Monitoring and Evaluation System for Impact Assessment (MESIA)

At the May 1998 Scientific and Grants Committee (SGC) Meeting, a preliminary logical framework for the preparatory phase of an impact assessment system was worked out. The purpose of the impact assessment system was defined as follows: "The IFS and its Donors are to be provided with information on the impact of the Foundation's work to guide investment and future programmes." Dr Jacques Gaillard, who has been seconded to the IFS by the French Member Organization Institut de Recherche pour le Développement (formerly ORSTOM) to take charge of international relations will also be responsible for developing and implementing this system, which has been given the name Monitoring and Evaluation System for Impact Assessment (MESIA). An inception report was then presented and approved at the SGC Meeting and the Executive Committee Meeting in December. Dr. Anna Tullberg has been recruited as a project assistant for a two-year term from 31st May, 1999 to assist in the establishment of the system for a period of two years.

MESIA cannot provide an easy-to-use formula. It is a long-term and time-demanding dynamic system, and the level of ambition will have to be matched to the priorities of clients and the available resources. The IFS database, which is in the process of being upgraded, is at the heart of an interdependent system in which not only the IFS staff, grantees, and Scientific Advisers, but also the IFS Member Organizations, will take part (see Figure 1). MESIA and the IFS database will also be an essential tool for any forthcoming external evaluation of IFS that may take place.

Figure 1.



#### MESIA reports

- No. 1 - April, 2000  
[MESIA: Conceptual Framework and Guidelines](#)  
[pdf-file; 38 pages; 742 KB]
- No. 2 - May, 2001  
[Questionnaire Survey of African Scientists](#)  
[pdf-file; 92 pages; 841 KB]
- No. 3 - December, 2001  
[IFS Impact in Mexico - 25 years of support to scientists](#)  
[pdf-file; 156 pages; 1.5 MB]
- No. 4 - October, 2002  
[Strengthening Science Capacity in Tanzania - An Impact Analysis of IFS Support](#)  
[pdf-file; 108 pages; 0.6 MB]

<u>Report No. 4 (October, 2002)</u> <u>Strengthening Science Capacity in Tanzania</u> <u>- An Impact Analysis of IFS Support</u>	(108 page PDF file size: 589 KB)
<u>Report No. 3 (December, 2001)</u> <u>IFS Impact in Mexico - 25 years of support</u> <u>to scientists</u>	(156 page PDF file size: 1.5 MB)
<u>Report No. 2 (May, 2001)</u> <u>Questionnaire Survey of African Scientists</u>	(92 page PDF file size: 841 KB)
[ <u>Report No. 2 in French</u> ] <u>Les chercheurs africains: Une enquête</u> <u>questionnaire</u>	(92 page PDF file size: 994KB)
<u>Report No. 1 (April, 2000)</u> <u>MESIA: Conceptual Framework and</u> <u>Guidelines</u>	(38 page PDF file size: 742 KB)

### Other Reports and Papers

<u>Strategy for Social Sciences at IFS</u>	(PDF file; 115 KB)
<u>Strengthening Capacity for Water Resources</u> <u>Research in Developing Countries</u>	(PDF file; 283 KB)
<u>Overcoming the generation gap in Africa: an</u> <u>urgent priority</u>	by Jacques Gaillard (PDF file; 427 KB)
<u>Is there a Missing Generation of Scientists in</u> <u>Africa?</u>	by Michael Ståhl & Richard Hall (PDF file; 442 KB)
<u>UNESCO Science Report 2002 Africa</u>	by Jacques Gaillard, Mohamed Hassan & Roland Waast in collaboration with Daniel Schaffer (PDF file; 96 KB)

### IFS Newsletters

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#### IFS eNews

The quarterly electronic newsletter from IFS.

eNews No. 10, October 2003  
eNews No. 9, July 2003  
eNews No. 8, December 2002  
eNews No. 7, July 2002  
eNews No. 6, April 2002  
eNews No. 5, December 2001  
eNews No. 4, October 2001  
eNews No. 3, June 2001  
eNews No. 2, March 2001  
eNews No. 1, December 2000

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#### IFS News

The paper newsletter from IFS published between 1994 and 2000

## IFS Special Programmes

### IFS-CODESRIA Sustainable Agriculture Initiative

The Sustainable Agriculture Initiative is a new joint initiative of the International Foundation for Science (IFS) and the Council for the Development of Social Science Research in Africa (CODESRIA).

Next deadline for applications: **15th September, 2003**

### IFS/COMSTTECH Co-funded Granting Programme

(COMSTTECH - Organisation of Islamic Conference Standing Committee on Scientific Technological Cooperation)

### IFS/OPCW Co-funded Granting Programme (OPCW - Organisation for the Prohibition of Chemical Weapons)

### IFS/MISTRA Networks for Scientists

### Programme for Service and Maintenance of Scientific Equipment

### IFS and UNU/INRA establish joint grants programme in Africa

### IFS - UNU/IAS Agriculture for Peace Fellowship Competition

## IFS Publications

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Many documents listed on this page are in PDF format. They are of differing sizes and may take some time to download to your browser, depending on the speed of your Internet connection. Newer versions of browser programmes will open PDF files directly, older versions may ask you if you want to save the file to your computer. If you save it to your computer, you may print it later at leisure.

More [information about PDF-files](#).

These publications may also be ordered from IFS as printed documents - you may order by email to Pirkko Tolamo ([pirkko.tolamo@ifs.se](mailto:pirkko.tolamo@ifs.se)) or by writing to the Secretariat ([address](#)).

### IFS eNews and Newsletters

#### IFS Strategic Plans

[IFS Medium-Term Strategic Plan 2002-2004](#) (20 page PDF file size: 770 KB)

#### IFS Work Plans

[IFS Workplan for 2003](#) (16 page PDF file size: 250 KB)

[IFS Workplan for 2002](#) (14 page PDF file size: 843 KB)

#### IFS Annual Reports

[IFS Annual Report 2002](#) (36 page PDF file; 3.5 MB)

[IFS Annual Report 2001](#) (36 page PDF file; 2.1 MB)

[IFS Annual Report 2000](#) (36 page PDF file; 515 KB)

#### External Evaluations of IFS

[Mobilising Scientists for Development: A Precious Mission in a Changing Context](#) (67 page PDF file size: 1.2 MB)  
External Evaluation of IFS 2000-2001

#### MESIA Impact Studies

([about MESIA](#))

Report No. 5 (October, 2003)  
[Scientific Research Capacity in Cameroon - An Assessment of IFS Support](#) (72 page PDF file size: 366 KB)

It is no longer published.

(The files below are in PDF format and should open directly in all newer browsers - otherwise you can download them and read them with Adobe Acrobat Reader.)

IFS News No. 7, 2000 (12 page PDF file, size 780 KB)  
Theme: Women in Science

IFS News No. 6, 1999 (12 page PDF file, size 980 KB)  
Theme: Forestry/Agroforestry Research

IFS News No. 5, 1998 (20 page PDF file, size 1.6 MB)  
Theme: IFS in Latin America

IFS News No. 4, 1997 (16 page PDF file, size 1 MB)  
Theme: IFS 25th Anniversary

IFS News No. 3, 1996 (12 page PDF file, size 1.2 MB)  
Theme: IFS in Asia

IFS News No. 2

### **Job Opportunities at IFS**

The following positions are now open at the International Foundation for Science (IFS) Secretariat in Stockholm, Sweden:  
Nov 2003

#### **PROGRAMME ADMINISTRATOR (1)**

#### **PURCHASING MANAGER (1)**

The International Foundation for Science (IFS) is a non-governmental organisation (NGO) registered under Swedish law with financing from governments, national organisations and international agencies. IFS supports developing country scientists working in their home countries with advanced research projects on the sustainable management of natural resources. Support is primarily in the form of research grants. IFS also provides a number of supporting services such as workshops and purchasing of scientific equipment. Currently, IFS supports over 1,000 scientists in 100 countries.

The IFS Secretariat, with a staff of 20, is located in pleasant and modern office space in Östermalm, Stockholm. We are an international staff with English and French as the official IFS languages.

The granting and supporting programme is currently organised in eight Research Areas managed and co-ordinated by Programme Coordinators and administered by Programme Administrators. Purchasing services for the grantees are the responsibility of Purchasing Managers.

**IFS is now looking for one full-time Programme Administrator for the Food Science and Social Sciences Research Areas for a period of one year, and one full-time Purchasing Manager for a period of one year.**

#### **AS A PROGRAMME ADMINISTRATOR, YOU...**

- Are responsible for the administrative aspects connected to the application and granting process.
- Communicate with international scientists regarding the evaluation of applications.
- Are responsible for the administrative preparation and follow-up (correspondence, documents, travel arrangements, etc) of IFS Food Science and Social Science meetings and events.
- Budget for, administer and account for, expenses in connection with workshops, scientific meetings and other travel.
- Have primary administrative responsibility for Food Science and Social Sciences grantee support.
- Maintain all files and documents relating to the IFS Research Areas.
- Assist in gathering and summarising statistical data



- Provide support to the Scientific Programme Coordinators.

#### WE EXPECT YOU TO...

- Be familiar with office routines including proficiency in Microsoft Word and Excel.
- Be able to manage several tasks at the same time, meet deadlines and maintain attention to details.
- Show flexibility and a good sense of humour.
- Be able to work both autonomously and in a team.
- Have experience in using databases.
- Be fluent in English and have a good working knowledge of French.
- Be able to travel worldwide.

Experience of working with people and institutions in developing countries is a definite advantage.

#### AS A PURCHASING MANAGER, YOU...

- Are responsible for locating appropriate suppliers of equipment and supplies required by the grantees
- Negotiate with suppliers prices, terms of delivery and payment
- Place orders, check invoices and follow-up delivery
- Work with the grantees regarding the appropriate equipment and supplies required
- Assist with customs and insurance matters
- Prepare documentation requesting the transfer of funds and invoice payments
- Analyse the budgets of the grant applicants
- Work on special projects as needed

#### WE EXPECT YOU TO...

- Have a commercial and/or economic background, preferably in purchasing
- Be familiar with office routines including proficiency in Microsoft Word and Excel
- Be able to manage several tasks at the same time and maintain attention to details
- Show flexibility and a good sense of humour.
- Be able to work both autonomously and in a team
- Have experience in using databases
- Be fluent in English and have a good working knowledge of French

Some knowledge of the work and equipment in laboratories and experience of working with people and institutions in developing countries are a definite advantage.

For more information, contact Eva Gerson, Head of Finance and Administration at +46 (0)8 545 818 23.

If you are interested in the position as **PROGRAMME ADMINISTRATOR**, please submit your **letter of application with a CV** to Eva Gerson no later than **Friday, 5 December**.

If you are interested in the position as **PURCHASING MANAGER**, please submit your **letter of application with a CV** to Eva Gerson no later than **Friday, 12 December**.

**Eva Gerson**  
**Head of Finance and Administration**  
**International Foundation for Science (IFS)**  
**Karlavägen 108, 5th floor**  
**SE-115 26 Stockholm, Sweden**

Search Engine:

## What is AIT ?

AIT is an international graduate institution of higher learning with a mission to develop highly qualified and committed professionals who will play a leading role in the sustainable development of the region and its integration into the global economy  
More on AIT's renewed strategy ...



## Key numbers

**1846** Students from **49** Countries

**12501** Alumni from **71** Countries  
**162** Faculty from **28** Countries

Facts and Figures about AIT...



## Schools & Extension

- School of Advanced Technologies
- School of Civil Engineering
- School of Environment, Resources and Development
- School of Management
- AIT Extension
- AIT Vietnam

- Schools & Extension
- Admissions
- Student Information
- Job opportunities
- Board of Trustees
- Administration
- Alumni
- Library
- Training & Short Courses



AIT is a member of the Greater Mekong Sub-region Academic and Research Network

## Events

Bridges - Dialogues  
Towards a Culture of Peace: Nobel laureates and eminent speakers to lecture at AIT

Call for Applications!  
2004 AIT Postdoctoral Fellowships

NORAD Scholarships for Asian Students

Royal Thai Government Fellowships available for 2004 intakes!

## News

AIT Newsletter new !

Alumni Newsletter new !

The Launching Ceremony of the Internet Education and Research Laboratory (intERLab) new !

Prof. Karle's and Prof Crutzen's Nobel Laureate Lecture Series: A recent update

Visiting AIT

Who's Coming to AIT

Seminars, Workshops and Conferences

Who's Travelling

More News Items ...

## CONTACT LIST

A contact list for specific questions related to Institute finances is included on the attached phone directory.

### Schools and Centers

#### Schools and AIT Extension

- School of Advanced Technologies
- School of Civil Engineering
- School of Environment, Resources and Development
- School of Management
- AIT Extension

#### Centers

- AIT Center in Vietnam
- Swiss-AIT-Vietnam Management Development Program
- Distributed Education Center
- AIT Library

#### Centers/Non-academic Units/Others:

- ADB-AIT Networking
- AIT Alumni Association (AITAA)
- AIT Library
- Distributed Education Center (DEC)
- Human Resources Office
- Information Technology Service Unit (ITSU)
- Language Proficiency Unit (LPU)
- Life-long Learning Unit (LLU)
- Management Information Systems Unit (MISU)
- Post-Graduate Technological Studies (PTS) Program
- Registry Office

#### Schools/Academic Programs:

- School of Advanced Technologies (SAT)
- School of Civil Engineering (SCE)
- School of Environment, Resources, and Development (SERD)
- School of Management (SOM)

#### Centers

- Asian Center for Engineering Computation and Software (ACECOMS)
- Asian Center for Research on Remote Sensing (ACRoRS)
- Center for Energy-Environment Research & Development
- AIT Library
- GIS Application Center (GAC)

#### AIT Extension

- Information Technology (IT)
- Agriculture, Resources, and Development (ARD)
- Management and Educational Development (MED)
- Language Center (LC)

#### Satellite Centers

- AIT Center in Vietnam (AITCV)
- Swiss-AIT-Vietnam (SAV)

## **1. Board of Trustees**

### **BOARD OF TRUSTEES**

Ultimate responsibility for the affairs of the Institute is vested in the Board of Trustees, which meets annually. The Board is composed of some fifty members, with a balance between Asian and non-Asian academic, diplomatic/governmental and corporate sectors. Current membership is listed in the AIT Annual Report and in the latest Prospectus. The curricula vitae of the Trustees and Board bye-laws are contained in the Handbook of the Board of Trustees.

Appointment of senior Institute personnel (President, Vice Presidents, Full Professors, Bursar and Secretary to the Board); the authorization of academic programs and their planning, and the approval of the annual budget with related financial matters are among the responsibilities of the Board.

The President, Vice-President for Academic Affairs, and Vice-President for Development are ex-officio members of the Board. The Faculty Representative, elected every three years by the Faculty of the Institute, is also a member.

The Executive Committee of the Board meets at least three times per year, usually in May and September, as well as before the annual Board of Trustees meeting in January, and has a wide range of responsibilities delegated to it by the Board.

The Executive Committee has three permanent sub-committees. The Nominating Committee recommends on Board membership, the Honorary Degrees Committee processes recommendations for the award of the Institute's Honorary Doctoral Degree, and the Finance Committee advises on Institute budgets, financial reports, and investment policy and practice.

The Policy and Planning Committee (PPC) considers, and recommends on long-range academic planning and strategies. It is also responsible for the preparation and implementation of the Institute Plan, updated annually to cover a three-year period.

The Finance Committee of the Board meets a month or two before each Executive Committee meeting to discuss key financial issues for report and recommendation to that Committee.

The Faculty Relations Committee (FRC) advises the Board on Faculty issues and provides a direct link between the Faculty body and the Board. The Committee, which meets once a year in January is composed of the Faculty Representative, four other Faculty elected by the Faculty body and at least five Trustees elected by the Board.

The Student Relations Committee (SRC) advises on student issues and provides a direct link between the student body and the Board. The SRC meets in January every year with representation from Faculty and the student body.

<b>Chairman Emeritus</b>	<b>H E Dr Thanat Khoman</b> Former Deputy Prime Minister of Thailand
<b>Chairman</b>	<b>H E Mr Anand Panyarachun</b> Former Prime Minister of Thailand
<b>Vice Chairmen</b>	<b>Prof Hans van Ginkel</b> Rector, United Nations University, Japan <b>Dr. Kopr Kritayakirana</b> Chairman, Executive Committee, Board of Innovation Development Fund, NSTDA <b>H E Mr Jan Axel Nordlander</b> Ambassador of Sweden to Thailand
<b>Members</b>	
<b>H E Mr Laurent Aublin</b>	Ambassador of France to Thailand
<b>Professor Jean-Louis Armand</b>	President, Asian Institute of Technology
<b>H E Mr Mir HUSSAIN Bakhsh Bangulzai</b>	Ambassador -designate of Pakistan to Thailand
<b>H E Mr Hyuck Choi</b>	Ambassador of the Republic of Korea to Thailand
<b>Mr Pridiyathorn Devakula</b>	Governor, Bank of Thailand
<b>H E Mr Hans-Peter Erismann</b>	Ambassador of Switzerland to Thailand
<b>Dr Rung Kaewdang</b>	Secretary General, Office of the National Education Commission
<b>H E Mr Gerard J H C Kramer</b>	Ambassador of the Netherlands to Thailand

<b>H E Mr Ulrik Helweg-Larsen</b>	Ambassador of Denmark to Thailand
<b>H E Mrs Ragne Birte Lund</b>	Ambassador of Norway to Thailand
<b>H E Dr Andrew M McAlister</b>	Ambassador of Canada to Thailand
<b>Mr Chainarong Na Lamphun</b>	President, AIT Alumni Association
<b>H E Mr Nguyen Quoc Khanh</b>	Ambassador of Vietnam to Thailand
<b>H E Mr Hewa Matara Gamage Siripala Palihakkara</b>	Ambassador of Sri Lanka to Thailand
<b>H E Mr Hiem Phommachanh</b>	Ambassador of the Laos to Thailand
<b>H E Mrs L.K. Ponappa</b>	Ambassador of India to Thailand
<b>H E Mr Antonio Rodriguez</b>	Ambassador of Philippines to Thailand
<b>H E Mr Klauspeter Schmallenbach</b>	Head of Delegation, European Commission to Thailand
<b>H E Mr Andreas von Stechow</b>	Ambassador of Germany Thailand
<b>Dr Vichit Surapongchai</b>	Chairman of Executive Committee, Siam Commercial Bank Public Company Limited.
<b>H E Mr Herbert Traxl</b>	Ambassador of Austria to Thailand
<b>H E Mr Atsushi Tokinoya</b>	Ambassador of Japan to Thailand
<b>H E Mr Heikki Tuunanen</b>	Ambassador of Finland to Thailand
<b>Dr Phaichitr Uathavikul</b>	Chairman, Executive Board of Directors. Thailand Environment Institute, Thailand
<b>H E Mr Hemayet Uddin</b>	Ambassador of Bangladesh to Thailand
<b>H E Mr Ung Sean</b>	Ambassador of Cambodia to Thailand
<b>Mr Tian Xiaogang</b>	Deputy Director General, Department of International Cooperation and Exchange, Ministry of Education, People's Republic of China
	Ambassador-designate of Indonesia to Thailand (to be named)
	Ambassador-designate of Nepal to Thailand (to be named)

#### **AIT Organizational Units**

Office/School/Program/Field of Study/Center

1. AIT Alumni Association (AITAA)
2. Alumni Relations Office (ARO)
3. AIT Center
4. AIT Center in Vietnam, Hanoi, Vietnam (AITCV)
5. AIT Community School
6. AIT Internal Audit Office
7. AIT Library
8. AIT Extension
9. Asian Center for Research on Remote Sensing(ACRoRS)
10. Admissions Office
11. Agriculture & Aquatic Systems and Engineering Program (AASE)
12. Asian Center for Engineering Computation and Software(ACECOMS)
13. Board of Trustees



#### 14. Computer Science and Information Management Program (CSIM)

##### Development Office

1. Distributed Education Center (DEC)
2. Energy Program (EP)

##### Finance Department

1. Geotechnical Engineering Program (GE)
2. Government Relations Office (GRO)

##### Housing Office (Student)

1. Housing Office (Staff)
2. Human Resources Office
3. Industrial and Systems Engineering Program (ISE)
4. Information Technology division

##### Instrumentation Unit

1. Integrated Tropical Coastal Zone Management (ITCZM)
2. Language Center

##### Medical Clinic

1. PC Hardware Support Unit (PCHSU)
2. Physical Plant
3. President, Office of

##### Printing Office

1. Processing Technology Program (PT)
2. Promotional Support Services Unit (PSSU)

##### Provost, Office of

##### Purchasing Office

1. Regional Energy Resources Information Center (RERIC)
2. Registry Office
3. Rural Development, Gender and Resources Program (RDGR)
4. School of Advanced Technologies (SAT)
5. School of Civil Engineering (SCE)
6. School of Environment, Resources and Development (SERD)
7. School of Management (SOM)
8. Space Technology Applications and Research Program (STAR)
9. Structural Engineering and Construction Program (SEC)
10. Student Union

##### Student and Community Affairs, Office of

1. Swiss-AIT-Vietnam Management Development Program, Ho Chi Minh City, Vietnam (SAV)
2. Telecommunications Program (TC)
3. Transportation and Infrastructure Engineering Program (TIE)

##### Travel Office

## Administration

### REMUNERATION, EVALUATION AND PROMOTION

#### SALARY OF FULL-TIME FACULTY

Base salaries are paid in accordance with the direct-hire Faculty salary scale approved by the Board of Trustees (cf. P&P Statement PL-3, Sec.2). The base salary is the annual salary without the addition of allowances such as quarters, children's education, etc.

#### SALARY OF PART-TIME FACULTY

The lecture and research supervision fee schedule for part-time associated Faculty members is contained in P&P Statement PL-5, Section 1. The rate per hour for lectures and supervision of laboratory sessions ranges from Baht 1000 to 1500. The rate per hour for research advice ranges from Baht 700 to 900, with a maximum of 20 contract hours per term.

#### HONORARIA

An outside guest speaker, resource person or consultant may be paid an honorarium based on the number of lectures given per day, as detailed in P&P Statement PL-5, Sec. 2.

#### FACULTY AND STAFF TIME ACCOUNT

The Institute fee for Faculty time related to sponsored research and training programs, which varies according to rank and responsibilities, is given in P&P Statement AA-4, Sec. 2. Thirty per cent of this payment is credited to your time account. These funds may be used for any purpose approved by your Academic Unit Head, such as temporary employment, official travel or equipment purchases.

#### SALARY REVIEW AND CONTRACT RENEWAL

The performance of Faculty is reviewed annually, by the Faculty Appointments and Promotions Panel, whose members are appointed by the President, advised by the VPAA, who chairs the Panel. The deliberations of the Panel take into account performance in teaching, advisorship and program committee membership, research and publications, especially in refereed journals, and administrative work.

Annual salary increments received by direct hire Faculty may include a merit award (of 3 to 5% depending on level within each rank) and the Institute-wide cost of living allowance (COLA) increase if this has been recommended and agreed.

Promotions from Instructor to Assistant Professor, or Assistant Professor to Associate Professor will be recommended by the Faculty A & P Panel, for approval by the President. Promotion to Professor or Chair Professor, like appointments at these ranks, requires Board of Trustees (or Executive Committee) approval.

Not less than six months before the end of an appointment contract the Institute, advised by the Faculty A & P Panel, will indicate whether or not a contract renewal offer will be made.

The Student Union, often with guidance from the Faculty Student Liaison Committee, runs a course and a research evaluation survey every term. The analysis of the student questionnaire responses on every course for the term are reported in a volume prepared by the SU, and circulated to Academic Unit Heads, and the senior administration. The analysis is also accessible to the students.

#### FACULTY TRAVEL

The objectives of AIT sponsored faculty travel are:

1. to promote and enhance the academic image and reputation of AIT, and
2. to recognize and assist in the personal development of full-time Faculty members.

#### CONFERENCES

Assistance with faculty travel to conferences will normally be made only if the Faculty member is presenting a paper or invited as a keynote speaker or conference reporter at an international or regional conference. Generally, not more than one Faculty member will be considered for the same conference. A Faculty member qualifies for such sponsorship no more than once in any fiscal year. Academic Unit Heads coordinate and recommend sponsored Faculty travel.

## **OFFICIAL INTERNATIONAL TRAVEL**

For approved travel outside Thailand on official business (e.g. research, conferences, promotional work, student interviewing) AIT reimburses the following travel expenses: Travel costs; a daily subsistence allowance (DSA) covering lodging, boarding and personal expenses (the DSA schedule is available in each academic unit and from the Travel Office); cost of taxis and rental cars; registration fees; official communication expenses; airport taxes, visas, and other miscellaneous travel expenses.

Travel costs are based on approved travel requests made in advance of trips. The approved travel request form (RTA) (submitted for approval at least five days prior to travel) will state the maximum authorized travel advance based on best estimates of travel expenses. This advance is a loan by AIT to the traveller and final travel expenses must be accounted for (with the RRTE form) within one month of return. Only tickets purchased from the Express Travel office on campus qualify for reimbursement.

AIT provides travel insurance coverage at no cost to the traveller if an RTA is properly processed.

## **OFFICIAL DOMESTIC TRAVEL**

For approved travel within Thailand, AIT will pay: Travel costs; per diem of Baht 500, for every 24 hours of time away from AIT (ie. out of Pathumthani Province and Bangkok) or Baht 250 for 12 to 24 hours; official communications expenses; and incidental travel expenses.

AIT does not reimburse the cost of meals away from AIT where Faculty and Staff are absent from their post only during the working portion of the day. As previously noted, reimbursement of travel costs requires an approved travel request.

More Information. More information can be found in the following P&P Statements:

- TL-1 Sec. 1 Official Int'l Travel
- TL-1 Sec. 2 Official Domestic Travel
- TL-1 Sec. 4 Travel Policy Guidelines
- TL-4 Sec. 1 Travel Expenses (how to claim)

## **AIT BENEFITS**

### **ANNUAL AND SICK LEAVE**

All direct-hire Faculty earn two days annual leave per month of service, which may be accrued to 48 working days. Sick leave entitlement is 1 1/4 days per month, accruing indefinitely.

### **COST OF LIVING ALLOWANCE**

Each year AIT reviews salary scales taking into account the availability of funds, and changes in the Consumer Price Index published by the Department of Economics and Trade. Following this review and Executive Committee approval, AIT may incorporate into the regular salary of employees, in whole or in part, any approved COLA increase.

### **HOUSING ALLOWANCE**

Direct-hire Faculty receive a quarters allowance equal to 20% of base salary.

### **EDUCATIONAL SUBSIDY FOR CHILDREN**

Direct-hire Faculty members are eligible for partial reimbursement of education expenses up to the limits noted in P&P Statement PL-3, Section 2, Annex A1.

### **INSURED SAVINGS FUND**

The Insured Savings Fund is established under regulations approved by the Board of Trustees. Membership is compulsory for permanent local hire staff and full-time contract personnel who are employed under a contract of at least 12 months duration.

The ISF is managed by a Committee comprised of the Bursar, three members of the Fund appointed by the President, and three members elected by the members of the Fund.

Every month, members contribute five per cent of their salary to the Fund, and the Institute contributes a sum equal to ten per cent of the monthly salary. Statements of ISF account balances are provided in writing to each member twice per year, June and December.

On resignation from the Institute, members are entitled to a full return of both their and AIT's contributions, after adjustment for earnings, insurance and medical premiums and the balance of outstanding loans. Early withdrawals are allowed for members who complete ten years of service with AIT.

In addition to providing a means of saving, the Fund also offers life insurance cover of twenty-four times your monthly salary, loan facilities and primary medical coverage. The ISF Handbook containing the rules of the ISF is available from the Personnel Office.

## **MEDICAL COVERAGE**

Limited medical benefits are made available to Faculty through the AIT Medical Clinic and the AIT Insured Savings Fund.

The Clinic provides free medical consultation and medicine for all AIT employees. Whenever possible, members and their dependents should make use of this facility (cf. Chapter 7, Health and Safety).

Benefits provided by the ISF are available only to its members and their immediate family. Funding for these benefits comes from contributions to the Fund provided by individual members and the Institute. The ISF Management Committee is responsible for distributing all medical expenses claimed by its members to each ISF member in a proportional manner, based on members' salaries. There is no fixed premium deducted from a member's savings. The actual amount deducted from a member's savings depends on total group expenses.

The ISF Primary Medical Plan was established in 1977 to provide a medical safety net for all members of the ISF. The intent of the Plan is not to provide complete medical coverage for all illnesses but rather, to provide a self-insurance scheme to accommodate a portion of most medical expenses.

**MAJOR MEDICAL PLANS.** To provide adequate coverage for major illnesses it is strongly recommended that all members supplement the coverage of the ISF Primary Medical Plan with an appropriate Major Medical Plan (ie. additional coverage for serious medical problems). ISF offers special plans with low monthly premiums deducted directly from members' salaries. Please contact the Personnel Office for a copy of the ISF Primary Medical Plan Handbook, which outlines the benefit limitations and coverage.

**ELIGIBILITY.** Medical coverage is provided for members, spouses and children under 18 years of age except for dental treatment, which is for ISF members only.

**SCHEDULE OF BENEFITS.** The Plan provides for 12 outpatient calls per year for each person covered, emergency ambulance service, hospitalization benefits and maternity benefits. The amount per benefit is detailed in the Medical Handbook.

**IN-PATIENT CLAIMS.** If the hospital is willing to bill AIT directly you should request the Personnel Office to issue a guarantee letter to the hospital for direct payment of all bills by the Institute (up to Baht 30,000 normally). For this, you will need to have the admitting doctor indicate the nature of the illness on paper. The Institute will pay the bill direct to the hospital. You will then receive a bill from the Institute for the difference between the hospital bill and the amount covered by the Plan. This amount may be repaid interest-free to the Institute within 45 days.

**OUT-PATIENT CLAIMS.** When treated at a Clinic, Hospital or Doctor's office as an out-patient you will need to obtain all receipts and have the examining Doctor indicate the diagnosis. The receipts and Doctor's diagnosis should be submitted to the ISF Office. If laboratory tests or x-ray examinations are not involved, you will receive immediate reimbursement in accordance with the Plan's schedule of benefits. Otherwise the Medical Officer will verify the amount of benefit for such tests or examinations first.

Please note that all bills must be submitted within 60 days after you or your dependents receive treatment.

## **THAI SOCIAL SECURITY**

A Social Security Fund was established in Thailand effective 1 March 1991. This compulsory program provides free medical consultation and medicine to all AIT employees at Bhumipol Hospital (Phaholyothin Road). Under this program employers, employees and the government are required to contribute to the fund on an equal basis at about 1.5% of base salary. Benefit details are available from the Personnel Office. Practically, the only realistic benefits you can derive from this Fund are maternity related (Bht. 2500), free treatment and medicine at your selected health care provider, and partial reimbursement of emergency treatment outside office hours.