



**Bureau of International Cooperation**  
**Ministry of Education**  
**THAILAND**



# **Bureau of International Cooperation**

## **Office of the Permanent Secretary**

### **Ministry of Education**

#### **History and Mission**

The Bureau of International Cooperation under the Office of the Permanent Secretary, was first established in 1948. Originally called the Foreign Affairs Division, it was renamed the External Relations Division a few years later in 1951. It has only been known as the Bureau of International Cooperation since July 7, 2003 when, as part of Thailand's process of education reform, a new government Act concerning the administrative organization of the Ministry became effective.

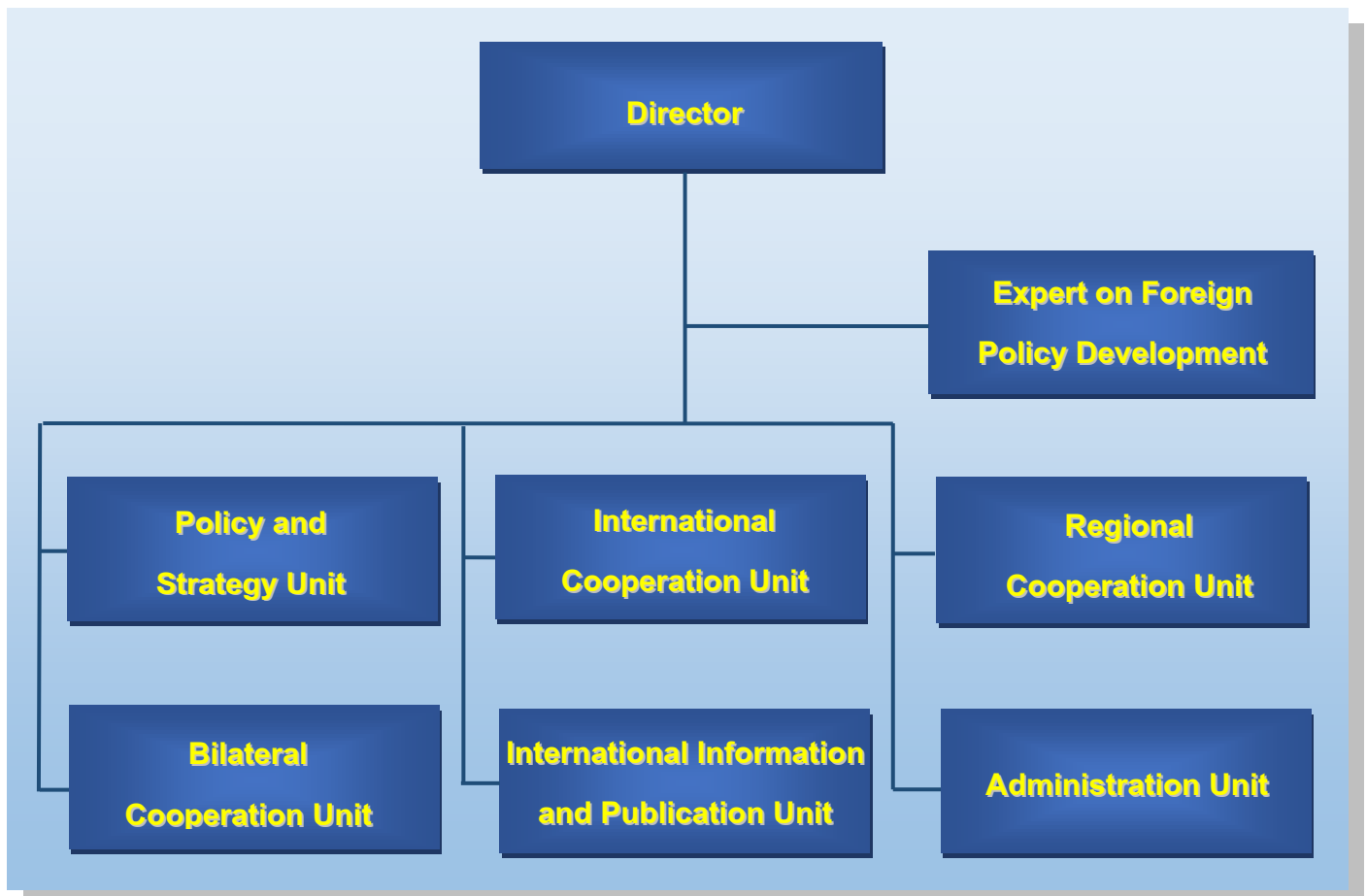
The Bureau of International Cooperation acts as the focal point for the Ministry of Education (MOE) in international cooperation under the framework of both bilateral and multilateral cooperation. The mission of the Bureau is to coordinate, promote and develop cooperation between the Thai Ministry of Education (MOE), international governments, and education-related organizations and institutions. At the same time, it serves as the Secretariat of the Thai National Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO) and the Secretariat of the Thai National Committee for the Southeast Asian Ministers of Education Organization (SEAMEO). Thailand was the 49<sup>th</sup> country to become a member of UNESCO on January 1, 1949 and became a member of the Southeast Asian Ministers of Education Organization (SEAMEO) on November 30, 1965.

## Vision

The Bureau of International Cooperation plays a key role in implementing foreign policy for the Ministry of Education.

## Organization Structure

The new administrative structure aims to accommodate a widening range of responsibilities of the Bureau. It is comprised of 6 units, namely : the Policy and Strategy Unit, the International Cooperation Unit, the Regional Cooperation Unit, the Bilateral Cooperation Unit, the International Information and Publication Unit; and the Administration Unit.



## **Policy and Strategy Unit**

This Unit is responsible for :

- \* Preparing strategic plans and guidelines for cooperation at both the bilateral and multilateral levels in line with the government's policy and the Ministry of Education's strategy.

- \* Preparing a framework for cooperation, planning and budgeting to uphold Thailand's international commitments to sustainable development through its membership of international organizations.

- \* Building capacity, enhancing overall efficiency and improving performance among personnel from the Office of the Permanent Secretary as well as other major offices under the Ministry of Education to meet international standards.

- \* Providing support to facilitate the implementation of projects identified in government policy such as the One District One Scholarship Project (ODOS).

This Unit is divided into 2 sections :

1. Planning and Policy

2. Budget Planning

## **International Cooperation Unit**

This Unit is responsible for :

- \* Serving as the Secretariat of the Thai National Commission for UNESCO in the fields of education, natural sciences, social and human sciences, culture, communication and information.

- \* Promoting education and human development collaboration with other related United Nations agencies and other international

organizations such as UNDP, UNHCR, UNICEF, ILO, FAO, WTO, APEC.

- \* Building and strengthening relationships with international education-related organizations.

- \* Enhancing cooperation and networking among government and non-government agencies and organizations as well as the relevant departments of the Ministry of Education and educational institutions.

- \* Hosting and co-organizing a range of UNESCO and other international organizations programmes and activities including workshops, seminars, conferences, study visits, fellowships & exchange programmes, scholarships, research and training.

- \* Providing information and databases to the involved departments and other organizations.

This unit is divided into 6 sections:

1. Education
2. Natural Sciences
3. Social and Human Sciences
4. Culture
5. Communication and Information
6. Policy and Planning

## **Regional Cooperation Unit**

This Unit is responsible for :

- \* Building and strengthening relationships with and between governmental, intergovernmental and non-governmental organizations at regional and sub-regional levels.

- \* **Serving as the Secretariat to the Thai National Committee to the South East Asian Ministers of Education Organization (SEAMEO).**
- \* **Serving as the coordinating agency for education cooperation to the ASEAN Secretariat (SOM-ED focal point) and among ASEAN member countries.**
- \* **Promote cooperation between organizations, SEAMEO regional centres, sub-region cooperation bodies, the Thai MOE's agencies and relevant educational institutions.**
- \* **Jointly organizing a range of educational programmes and human resource development activities for example: scholarships, joint research, training workshops and seminars, networking events, fellowships, study visits, conferences, youth camps and exchange programmes for educational administrators and teachers.**

**This Unit is divided into 3 sections:**

- 1. SEAMEO Affairs**
- 2. ASEAN Affairs**
- 3. Other regional bodies (such as GMS, ACMECS, IMT-GT, LMI)**

## **Bilateral Cooperation Unit**

**This Unit is responsible for :**

- \* **Building and strengthening relationships between Thailand and other countries on a government to government basis, as well as through partner institutions such as the British Council, AUA, Japan Foundation, JICA, Goethe Institute, Alliance Française Bangkok, Fulbright, etc.**

**\* Developing mechanisms to enhance dialogue and promote bilateral cooperation.**

**\* Reaching understandings and formal agreements using Memorandums of Understanding (MOUs), Frameworks of Cooperation and Action Plans.**

**\* Jointly organizing a range of educational programmes and activities for example: teacher development, instruction and curriculum development, scholarships, youth camps, conferences, seminars, exchange programmes for educational administrators, teachers and educational personnel, foreign languages development ; English, French, German, Chinese, Japanese.**

**\* Identifying priority areas and areas of expertise with overseas governments and institutions and developing activities accordingly.**

**\* Providing technical cooperation and coordinating expertise with foreign countries.**

**\* Exchanging resources and sharing lessons learned and experiences.**

**\* Promoting exchanges leading to capacity building, human resource development and better understanding.**

**This Unit is divided into 5 sections :**

**1. Southeast Asia**

**2. East Asia and South Asia**

**3. North America, Latin America and the Pacific**

**4. Europe**

**5. Middle East and Africa**



## **International Information and Publication Unit**

**This Unit is responsible for :**

- \* Disseminating information related to international cooperation and activities undertaken by the Bureau.**

- \* Organizing English public speaking training and competitions, in collaboration with the English Public Speaking Union (Thailand).**

- \* Drafting and/or translating educational documents, i.e. speeches, articles, and news items related to the mission of the Ministry.**

- \* Drafting and publishing brochures and documents related to the mission of the Ministry.**

- \* Overseeing the Bureau's website to ensure its effectiveness in disseminating related information and facilitating access to such information in relevant formats by Ministry officials, other government agencies, and the general public.**

- \* Overseeing the Bureau's Library and International Documentation Centre to provide access to books, newspapers, magazines and self-access learning facilities with Internet access for Ministry personnel and the general public.**

**This Unit is divided into 2 sections :**

**1. The Library and International Documentation Centre.**

**2. Translation and Academic Affairs.**

## **Administration Unit**

**This Unit is responsible for :**

- \* Providing support to the Bureau in terms of general administration and budget allocation for international cooperation.**
- \* Managing all logistics related to activities and events hosted by the Bureau, including national and international conferences.**
- \* Taking charge of protocol at receptions and visits of officials and delegations from abroad.**
- \* Taking care of permission procedures for officials of the Office of the Permanent Secretary to study, train or visit countries overseas and facilitate passport and visa applications.**
- \* Maintaining the site and looking after security at the UNESCO office and SEAMEO Secretariat, located at Mom Luang Pin Malakul Centenary Building, Bangkok.**
- \* Managing the budget for all programmes, projects and activities for personnel development in the Bureau.**

**This Unit is divided into 2 sections :**

- 1. General Administration and Personnel.**
- 2. Budget Administration.**





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