



**Order of the National Institute of Development Administration
at 145/2022
Subject: Appointment of Organizing Sub-Committees
For the National and International Academic Conference
Year 2022**

According to the Order of the National Institute of Development Administration No. 127, dated February 17, 2022, the Executive Committee has been appointed to organize the National and International Academic Conference to ensure the smooth operation and achieve the objectives of the conference.

By virtue of Section 40 (1) of the National Institute of Development Administration Act B.E. 2019, a committee has therefore been appointed to organize the National and International Academic Conference (Organizing Committee), which consists of the following:

1. Academic Affairs and Organizing Sub-Committee

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|------|---|-------------------------------|
| 1.1 | Vice President for Research and Academic Services | Chairman of Subcommittee |
| 1.2 | Director of Research Center | Vice Chairman of Subcommittee |
| 1.3 | Associate Dean for Academic Affairs of School of Public Administration | Subcommittee |
| 1.4 | Associate Dean for Academic Affairs of NIDA Business School | Subcommittee |
| 1.5 | Associate Dean for Academic Affairs of School of Development Economics | Subcommittee |
| 1.6 | Associate Dean for Academic Affairs of School of Applied Statistics | Subcommittee |
| 1.7 | Associate Dean for Academic Affairs of School of Social Development and Management Strategy | Subcommittee |
| 1.8 | Associate Dean for Academic Affairs School of Language and Communication | Subcommittee |
| 1.9 | Associate Dean for Academic Affairs School of Human Resource Development | Subcommittee |
| 1.10 | Associate Dean for Academic Affairs of School of Law | Subcommittee |
| 1.11 | Associate Dean for Academic Affairs School of Tourism Management | Subcommittee |
| 1.12 | Associate Dean for Academic Affairs of School of Communication Arts Management and Innovation | Subcommittee |

/1.13 Associate Dean...

1.13	Associate Dean for Academic Affairs of School of Environmental Development Administration	Subcommittee
1.14	Associate Dean for Academic Affairs of International College of NIDA	Subcommittee
1.15	Assistant Professor Saksit Saengboon	Subcommittee
1.16	Dr.Patrawut Charoenroop	Subcommittee
1.17	Ms.Wanitcha Uomjank	Subcommittee
1.18	Ms.Supitnan Tingchan	Subcommittee
1.19	Mr.Surasak Singsuk	Subcommittee
1.20	Ms.Savaree Samankiat	Subcommittee
1.21	Ms.Wissanee Uomjank	Subcommittee
1.22	Chief of the Secretary Office of Research Center	Subcommittee and Secretary
1.23	Ms.Duangratchanee Tengsakul	Subcommittee and Assistant Secretary

Authorized Duties

- 1) Prepare proposal documents for project approval and design presentation formats for each group of majors/disciplines.
- 2) Coordinate the allocation of funding for writing research articles to be presented at the institute's academic conference.
- 3) Contact and invite keynote speakers, plenary speakers, panelists and concerned academics.
- 4) Coordinate the organizing of this meeting with academic departments (Schools), the college and sub-committees.
- 5) Oversee the submission and acceptance of national and international abstracts and papers and approach/invite peer reviewers until the completion of the process.
- 6) Prepare supplementary documents (e.g., handouts, evaluation forms, etc.) to be used before and after each presentation.
- 7) Prepare documents that invite target groups and individuals to join this conference's presentations both in the morning and afternoon sessions and set up a registration system.
- 8) Collect and check reports of this conference (proceedings) and disseminating research works done in other formats until the completion of the process.
- 9) Plan and prepare for this conference according to the Executive Committees' guidelines.
- 10) Follow up on the results of various committees' meetings in order to give summary reports on the annual academic conference.
- 11) Summarize and evaluate the outcomes of this conference and analyze problems and obstacles to further develop and improve the planning of future conferences.

- 12) Other responsibilities/duties as assigned by the Executive Committee.

2. Foreign Affairs Sub-Committee

2.1	Vice President for Academic and International Affairs	Chairman of Subcommittee
2.2	Assistant to the President for International Affairs	Vice Chairman of Subcommittee
2.3	Assistant to the President for Student and Alumni Relations	Subcommittee
2.4	Dean, School of Language and Communication	Subcommittee
2.5	Dean, International College	Subcommittee
2.6	Director of Research Center	Subcommittee
2.7	Mr.Setaniti Ardhan	Subcommittee
2.8	Mr.Yosapon Thammarongrak	Subcommittee
2.9	Ms.Yaowanart Rungcharoennan	Subcommittee
2.10	Ms.Patchara Chaiwattanakulkit	Subcommittee
2.11	Mrs.Noppawan Somkaisri	Subcommittee
2.12	Mr.Phanu Boonma	Subcommittee
2.13	Ms.Supitan Tingchan	Subcommittee
2.14	MS.Notorn Khemsastra	Subcommittee
2.15	Chief of the Secretary Office of Research Center	Subcommittee and Secretary
2.16	Ms.Supaporn Ngamlikitwattanakul	Subcommittee and Assistant Secretary
2.17	Ms.Wanitcha Uomjank	Subcommittee and Assistant Secretary
2.18	Ms.Duangratchanee Tengsakul	Subcommittee and Assistant Secretary

Authorized Duties

- 1) Prepare invitation letters for keynote speakers, panelists and moderators in each sub-room and translate related documents.
- 2) Accept international papers/articles for presentation, find and contact article reviewers, issue acceptance letters, and oversee the entire process until the end.
- 3) Prepare a list of presenters and scores of Top Paper Awards, and schedule the use of international academic conference rooms.
- 4) Supervise and facilitate meetings in international conference sub-rooms.
- 5) Coordinate the use of sub-rooms, translate documents and record/summarize information from research presentations in sub-rooms of international academic conferences
- 6) Liaise with presenters and foreign guests to confirm their attendance at this conference.
- 7) Coordinate with the Secretariat of the Academic Subcommittee and generate schedules for this academic conference before informing international presenters and attendees.
- 8) Other responsibilities/duties as assigned by the Executive Committee.

3. International Case Studies Conference Sub-Committee

3.1	Vice President for Research and Academic Services	Chairman of Subcommittee
3.2	Director of Research Center	Vice Chairman of Subcommittee
3.3	Associate Professor Vesarach Aumeboonsuke	Subcommittee
3.4	Associate Professor Danuvasin Charoen	Subcommittee
3.5	Associate Professor Judhaphan Padunchewit	Subcommittee
3.6	Assistant Professor Charoenchai Agmapisarn	Subcommittee
3.7	Assistant Professor Karika Kunta	Subcommittee
3.8	Chief of the Secretary Office of Research Center	Subcommittee
3.9	Ms.Savaree Samankiat	Subcommittee
3.10	Ms.Supitnan Tingchan	Subcommittee
3.11	MS.Notorn Khemsastra	Subcommittee
3.12	Ms.Duangratchanee Tengsakul	Subcommittee and Secretary
3.13	Ms.Wanitcha Uomjank	Subcommittee and Assistant Secretary
3.14	Ms.Supaporn Ngamlikitwattanakul	Subcommittee and Assistant Secretary

Authorized Duties

- 1) Accept case study papers for presentations, find and contact case study reviewers and issue acceptance letters, and oversee this process until it is complete.
- 2) Make a list of presenters and create schedules for international case-study conference rooms.
- 3) Oversee, facilitate and conduct meetings in the sub-rooms of international case studies conferences.
- 4) Coordinate the use of sub-rooms, translate documents, and record/summarize information from research presentations in sub-rooms of international case study conferences.
- 5) Liaise with international presenters and attendees to confirm their attendance.
- 6) Coordinate with the Secretariat of the Academic Subcommittee and generate schedules for this academic conference before informing international presenters and attendees.
- 7) Other responsibilities/duties as assigned by the Executive Committee.

4. Public Relations and Information Technology Sub-committee

4.1	Vice President for Administration and Digital Technology	Chairman of Subcommittee
4.2	Vice President for Planning and Community Engagement	Vice Chairman of Subcommittee
4.3	Assistant to the President for Corporate Communications	Vice Chairman of Subcommittee

4.4	Director of Information and Digital Technology Center	Subcommittee
4.5	Director, General Affairs Division	Subcommittee
4.6	Mr.Thananchai Meesuk	Subcommittee
4.7	Mr.Kreethaphon Malithong	Subcommittee
4.8	Mr.Phusittipong Khundilokwattana	Subcommittee
4.9	Ms.Thiyada Jitmart	Subcommittee
4.10	Ms.Kulayada Jampunyakul	Subcommittee
4.11	Mr.Pornprom Thongkliang	Subcommittee
4.12	Mr.Phum Sukjit	Subcommittee
4.13	Mr.Krisana Lorlohaphan	Subcommittee
4.14	Ms.Atchariya Premlek	Subcommittee
4.15	Mr.Sermak Soonthonsapt	Subcommittee
4.16	Mr.Sarawut Mahamad	Subcommittee
4.17	Mr.Danupol Ruensuk	Subcommittee
4.18	Mr.Sakda Poljantuk	Subcommittee
4.19	Ms.Wanitcha Uomjank	Subcommittee
4.20	Ms.Wissanee Uomjank	Subcommittee
4.21	Chief of the Secretary Office of Research Center	Subcommittee and Secretary
4.22	Ms.Savaree Samankiat	Subcommittee and Assistant Secretary
4.23	Ms.Supitnan Tingchan	Subcommittee and Assistant Secretary

Authorized Duties

- 1) Prepare PR media materials and disseminate the information about this annual academic conference.
- 2) Oversee the broadcasting of the event in an online format to the NIDA THAILAND page and other media.
- 3) Perform MC duties or provide MCs or moderators of the event (if any).
- 4) Prepare press releases or invite the media to attend this academic conference (if any).
- 5) Create websites and update the contents to promote this academic conference of the institute.
- 6) Supervise and advise on online registration and online publicity.
- 7) Monitor the institute's internal internet system to support online events
- 8) Other responsibilities/duties as assigned by the Executive Committee

5. Finance and Supplies Sub-committee

5.1	Vice President for Administration and Digital Technology	Chairman of Subcommittee
5.2	Assistant to the President for Legal Affairs	Vice Chairman of Subcommittee
5.3	Director of Research Center	Subcommittee

/5.4 Director, office...

5.4	Director, office of NIDA Governance	Subcommittee
5.5	Director, Finance and Procurement Division	Subcommittee
5.6	Chief of the Secretary Office of Research Center	Subcommittee
5.7	Ms.Busayamas Santirat	Subcommittee and Secretary
5.8	Ms.Satanan Sukthaworn	Subcommittee and Assistant Secretary

Authorized Duties

- 1) Oversee the budget management throughout the project as well as evaluate and estimate project expenditures.
- 2) In charge of material procurement, meeting equipment and preparation of food and beverages (in case there is on-site filming/recording)
- 3) Prepare documents for disbursement of budgets during and after the operations.
- 4) Prepare various documents and evidence related to finances and supplies in accordance with the rules and regulations prescribed.
- 5) Prepare souvenirs for keynote and plenary speakers and other experts as approved by the Executive Committee.
- 6) Other responsibilities/duties as assigned by the Executive Committee.

From now on until this academic conference has ended.

Ordered as of February..24., 2022



(Professor Tippawan Lorsuwannarat)

Acting President

National Institute of Development Administration