

COPY

Memo
Center for International Affairs
Suranaree University of Technology

Ref.No. MUA 5136/192

6 May, 2541

ATTN. PROF. DR. WICHIT SRISA-AN, Rector, SUT

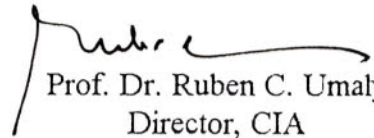
RE: TRIP TO COLOMBO, SRI LANKA

Dear Dr. Wichit:

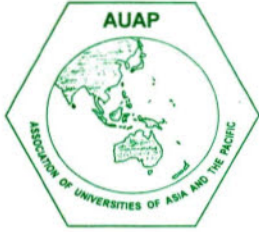
I am respectfully requesting official leave of absence for five days on 15 to 19 June to allow me to accept an invitation to serve as resource person in a training on strategic and operational planning of the Sri Lanka Telecommunication Training Center. There will be no expenses to be incurred by Suranaree University of Technology.

Thank you for your kind attention and consideration.

Sincerely,



Prof. Dr. Ruben C. Umaly
Director, CIA



The Association of Universities of Asia and the Pacific

Secretariat : c/o The Center for International Affairs
Suranaree University of Technology
111 University Avenue, Suranaree Sub-district, Muang
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To: <baskaran@sri.lanka.net>
From: cenintaf@ccs.sut.ac.th
Subject: TRAINING WORKSHOP
Cc:
Bcc:
X-Attachments:

MS. GNANADUNDARAM BASKARAN

Dear Ms. Baskaran:

Thank you very much for your email of 30 April. I am sorry too for the slight delay as I did not report to the office till today as there were a number of holidays. (1st and 5th, the latter was the King's Coronation Day and on the 4th, I had a meeting in Bangkok).

I plan to arrive on the 13th so that we have at least one day to discuss the details of the Workshop. I will also leave on the 21st so that we can clean any documents or output for a day. Let me know if this is okay. I will appreciate it highly if you can send to my office more materials about your Training Center and the list of participants.

I was scheduled to leave for London on the 4th of May for some official mission and for a meeting of the Council of European Rectors (21-23 May), but I have delayed it to the 11th. I will then proceed to Paris for a UNESCO Meeting (27-29 May) and will be back in Thailand on the 31st. Most of the transparencies I need are already made. I may have to produce a few new ones. I nevertheless have to prepare for your Workshop.

Regarding the honorarium, I will be happy with the lower end of the range and the per diem is most adequate. Thus, kindly reserve the hotel room for me. I will inform you of the exact flight when I get back the first week of June. My Secretary will book it while I am away.

Even if I am in Europe, you can still send messages to me if necessary as my Secretary will be forwarding them to me.

I am eagerly looking forward to the Workshop and the revisit of beautiful Colombo. Thank you so much for your kind help.

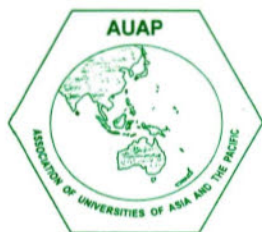
With best regards.

Sincerely,
Prof. Dr. Ruben C. Umaly
Director, Center for International Affairs

DONE

6 MAY 1998

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Return-Path: <baskaran@sri.lanka.net>
Date: Thu, 30 Apr 98 21:49 GMT
X-Sender: baskaran@sri.lanka.net
To: cenintaf@ccs.sut.ac.th
From: baskaran@sri.lanka.net (Gnanasundaram Baskaran)
Subject: Your ref. 5136/157



Dear Dr. Ruben Umaly,

Thank you for the mail dated 7th of April. Sorry for the long silence. I was waiting for our CEO to return to the country from abroad to obtain the approval for the programme. Now the approval is granted. We are going ahead with the preparation work.

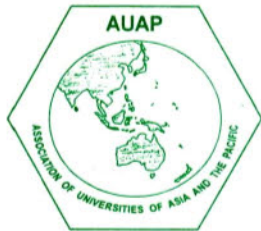
We are pleased to invite you to conduct a training programme on strategic planning and operational plan from 15th June 1998 to 19th June 1998. We will be sending the formal invitation soon.

Regarding the honorarium, this is the first time we are inviting a resource personnel from out side to conduct a management course. Hence we would prefer if you could quote an amount. Our range will be within US\$ 1000 to 1250 per day. The per diem will be US\$ 120 per day. With regard to your travel arrangement you can get a business class ticket on any convenient flight, we would reimburse the air fare. Please inform your travel schedule in advance so that we can arrange someone to pick you up from the airport.

All your other needs relavent to the training programme will be looked after by us. I will be sending a detail description about our organization and the work being done by next week.

We look forward to see you in Sri Lanka. With best regards.

Nirmala Baskaran



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