

Center for International Affairs 04
No. 26/2543
Date: 14 FEB 2000
Time: 16:30
J. M. L.

NATIONAL UNIVERSITY OF LAO

PO Box 7322, Vientiane, Lao P.D.R.

Telefax (856 21) 41 5427; Telephone (856 21) 41 2381

Post Secondary Education Rationalization Project
Project Unit

13 February 2000

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

Fax No.: (66 44) 224140

Dear Dr. Umaly,

Subject: **ADB Project: Overseas Short Term Staff Development
Program for the National University of Lao (NUOL) Staff**

A loan was granted by the Asian Development Bank for the establishment of the National University of Laos in 1996 under the project entitled Post Secondary Education Rationalization Project. This loan amounting to US\$20.0 million is to finance the rationalization and amalgamation of identified higher education institutions into one national university, its physical infrastructure development and rehabilitation, curriculum development, and strengthening of the academic and managerial staff over a five year period from 1996 to 2001. (The loan became effective on December 19, 1995 and is scheduled to be completed by December 31, 2001.)

A substantial component of this Project relating to capacity building is the provision of: (i) overseas scholarships to qualified staff of this University for post graduate studies, both at masters and PhD levels; and (ii) short term training to administration staff both at the central and the faculty levels.

The short term training under this Project includes study tours, work attachments and short courses of selected staff of our university to similar functions and offices at overseas training destinations. It is expected that with the experience and exposure gained from such training, they shall be able to facilitate and enhance the planned development of the university.

Some of our short term training nominees have indicated their desire to undertake staff development activities this year at your university. Attached is a summary of these nominees which include details of their training objectives, length of training and preferred dates of training.

The National University of Laos would like to facilitate the short term training of its staff and will appreciate your advice as soon as possible on the following matters:

1. can the short term training (2 weeks study tours and 4 weeks work attachments) be undertaken at your institution at the preferred dates indicated on the attached summary; if not, can you please propose alternative dates;
2. from the training objectives on the attached summary, can you please develop an appropriate training program, and indicate the officials at your institution who will be responsible for undertaking the training, as well as making arrangements for accommodation and other services;
3. can you please indicate in a detailed manner, the costs that you will charge our Project for this short term training; the costs should include all charges like honoraria, use of staff time and facilities, training materials and notes, transport costs, etc.

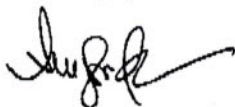
(9 of our academic staff have already been accepted at your university to undertake their graduate programs under this same Project, and 4 staff are undertaking work attachment activities as well. It is hoped that your university can further assist our development initiatives through the provision of this short term training assistance.)

We would like to initiate and undertake this short term staff development activities as soon as possible and will appreciate your early response by fax in the first instance, to the following address:

Mr. Sengsomphone VIRAVOUTH
Director, NUOL Project Unit
PO Box 7322, Vientiane
Lao P.D.R.
Telefax: + (856 21) 41 5427

We look forward to your support, assistance and participation in our goal of strengthening the administrative and managerial capacity of our University, and look forward as well to establishing appropriate linkages for mutual cooperation and benefit between our universities.

Sincerely yours,



Sengsomphone VIRAVOUTH
Project Director, NUOL Project Unit

ADB LOAN NO. 1374(SF)-LAO:
 POST SECONDARY EDUCATION RATIONALIZATION PROJECT
 PHASE II SHORT TERM STAFF DEVELOPMENT PROGRAM: YEAR 2000

Subcomponent Office/Faculty and Names of Participants	Current Position Titles of Participants	Scheduled Periods and Duration of Training													Training Mode	Training Destinations/Remarks	
		No	Dur (Mo)	2000													
				J	F	M	A	M	J	J	A	S	O	N			D
SURINAREE UNIVERSITY																	
Mr. Somkith Phommavong (Fin Off)	Head Procurement Unit	1	1													Work attach	
Ms. Thoumma Bounlavong (FMS)	Finance Officer	1	1													Work attach	
Ms. Wilayphone Horngnu (FAF)	Finance Officer	1	1													Work attach	
Mr. Nongkhané (Acad Aff Off)	Head Rec & Adm Division	1	1													Work attach	already in place
Mrs. Thipphakhanh (Acad Aff Off)	Staff Rec & Adm Division	1	1													Work attach	already in place
Mr. Sornphavanh Phengmauang(AA)	Staff Curr & Awards Div	1	1													Work attach	
Mr. Khamchanh Sengchansouliya(AA)	Head Staff Dev & Tr Div	1	1													Work attach	already in place
Mr. Khamphanh (AA)	Head Academic Services Div	1	1													Work attach	already in place
Mr. Keophasouk Suriadeth (AA)	Staff Tech Educ Unit	1	1													Work attach	
Mr. Sommixay Texo (AA)	Staff Tech Educ Unit	1	1													Work attach	
Mrs. KhamVieng (AA)	Acting Head Secretariat	1	1													Work attach	
Mr. Banichong Lathavan	Rector's Secretary	1	1													Work attach	
Mr. Khamsane Southavong(RCO)	Protocol & PR Officer	1	1													Work attach	
Mr. Thavong Vongsalaseuna(RCO)	Head Univ Security Section	1	1													Work attach	
Mr. Sitachack Keopavong	Dir Bldgs & Services Office	1	0.5													Study tour	week 1-2- (proceeding to King Mongkut's ITL week 3-4)
Mr. Bounpheng Sanchanhavong	D Dir Bldgs & Services Office	1	0.5													Study tour	week 1-2- (proceeding to King Mongkut's ITL week 3-4)
Mrs. Khotamy Sayasone (F.Sc)	D Head Biology Dept	1	0.5													Study tour	week 1-2- (proceeding to Srinakharinwirot Univ week 3-4)
Mr. BounHong Vongphom (F.Sc)	D Head Chemistry Dept	1	0.5													Study tour	week 1-2- (proceeding to Srinakharinwirot Univ week 3-4)
Mr. BounPhanh Tonpheng (F.Sc)	D Head Physics Dept	1	0.5													Study tour	week 1-2- (proceeding to Srinakharinwirot Univ week 3-4)
Mr. Sackmone Srisack (F.Sc)	D Head Mathematics Dept	1	0.5													Study tour	week 1-2- (proceeding to Srinakharinwirot Univ week 3-4)
		20	17	4						7	1	3	5			20	
	study tour	6	3								1	3	2				
	work attachment	14	14	4							7		3				

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 POST SECONDARY EDUCATION RATIONALIZATION PROJECT
 PHASE II SHORT TERM STAFF DEVELOPMENT PROGRAM: YEAR 2000
 TRAINING OBJECTIVES

Subcomponent, Office/Faculty and Names of Participants	Current Position Titles of Participants	Year 2000 Training				Training Objectives
		Length (Mo)	Period	Mode	Destination	
Ms. Vlayphone Honghu	Finance Officer, FAF	1	August	Work attach	Suranaree University	to observe and gain experience in the structure and operations of an accounting unit at overseas universities, functions, accounting forms & documents, financial record keeping and report production
Mr. Somkith Phomriavong	Head Procurement Unit	1	August	Work attach	Suranaree University	to observe and gain experience in the structure and operations of a procurement office at overseas universities with reference to practices and procedures on procurement including bidding, delivery & payment
Mrs. Thourina Bounlavong	Finance Officer, FMS	1	August	Work attach	Suranaree University	to observe and gain experience in the structure and operations of an accounting unit at overseas universities, functions, accounting forms & documents, financial record keeping and report production
Mr. Somphavanh Phengmeuang	Staff Curr & Awards Division	1	May	Work attach	Suranaree University	to observe and gain experience in the practices and procedures of overseas university offices on curriculum and awards functions
Mr. Keophasouk Sinadeth	Staff Tech Educ Unit	1	May	Work attach	Suranaree University	to observe and gain experience in the practices and procedures of overseas university offices on academic service functions & activities including maintenance of laboratories, audio visual facilities & classrooms
Mr. Sommay Texo	Staff Tech Educ Unit	1	June	Work attach	Suranaree University	to observe and gain experience in the practices and procedures of overseas university offices on academic service functions & activities including maintenance of laboratories, audio visual facilities & classrooms
Mrs. Khamvieng	Acting Head, Secretariat	1	May	Work attach	Suranaree University	to observe and gain experience in academic office practices and procedures at overseas universities with emphasis on information flows and management
Mr. Balmchong Latthavan	Rector's Secretary	1	May	Work attach	Suranaree University	to observe and study different office practices and procedures at overseas universities on documentation flows, records, filing and archiving, public relations and MIS routine work
Mr. Khamsene Southavong	Protocol & PR Officer	1	May	Work attach	Suranaree University	to gain experience on different office practices and procedures at overseas universities on protocols, and public relations at the level of the rectorate and other promotional activities
Mr. Thavong Vongsalaseune	Head Univ Security Section	1	May	Work attach	Suranaree University	to gain experience on different office practices and procedures at overseas universities on internal security operations, policies adopted and regulations observed in the conduct of responsibilities
Mr. Sihachack Keoparivong	Dir Bldg & Services Office	1	July	Study tour	Suranaree/KMITL	to gain experience on different office practices and procedures at overseas universities on the proper management of buildings, facilities and grounds and development and use of planned preventive maintenance

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		Length (Mo)	Period	Mode	Destination	
Mr. Bounphong Sombharnmaong	D Dir Bldg & Services Office	1	June	Study tour	Suranaree/KMITL	to gain experience on different office practices and procedures at overseas universities on the proper management of buildings, facilities and grounds and development and use of planned preventive maintenance
Mrs. Khotamry Sayasane	D Head Biology Dept	1	July	Study tour	Suranaree/Srinakharin-wirot	to observe and study similar departmental operations at overseas universities including academic and administrative management & planning, curriculum & staff management, staff evaluation, training & development
Mr. Bounhong Vongphorn	D Head Chemistry Dept	1	July	Study tour	Suranaree/Srinakharin-wirot	to observe and study similar departmental operations at overseas universities including academic and administrative management & planning, curriculum & staff management, staff evaluation, training & development
Mr. BounPhanh Tonpheng	D Head Physics Dept	1	August	Study tour	Suranaree/Srinakharin-wirot	to observe and study similar departmental operations at overseas universities including academic and administrative management & planning, curriculum & staff management, staff evaluation, training & development
Mr. Sackmona Srisack	D Head Mathematics Dept	1	August	Study tour	Suranaree/Srinakharin-wirot	to observe and study similar departmental operations at overseas universities including academic and administrative management & planning, curriculum & staff management, staff evaluation, training & development

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Subcomponent, Office/Faculty and Names of Participants	Current Position Titles of Participants	Year 2000 Training				Training Objectives
		Length (Mo)	Period	Mode	Destination	
Mrs. Bounsoth Phothisane	Staff Int'l Relations Section	1	May	Work attach	Suranaree University	observe and gain experience in the operation, practices and procedures of international offices at overseas universities