

**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 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.

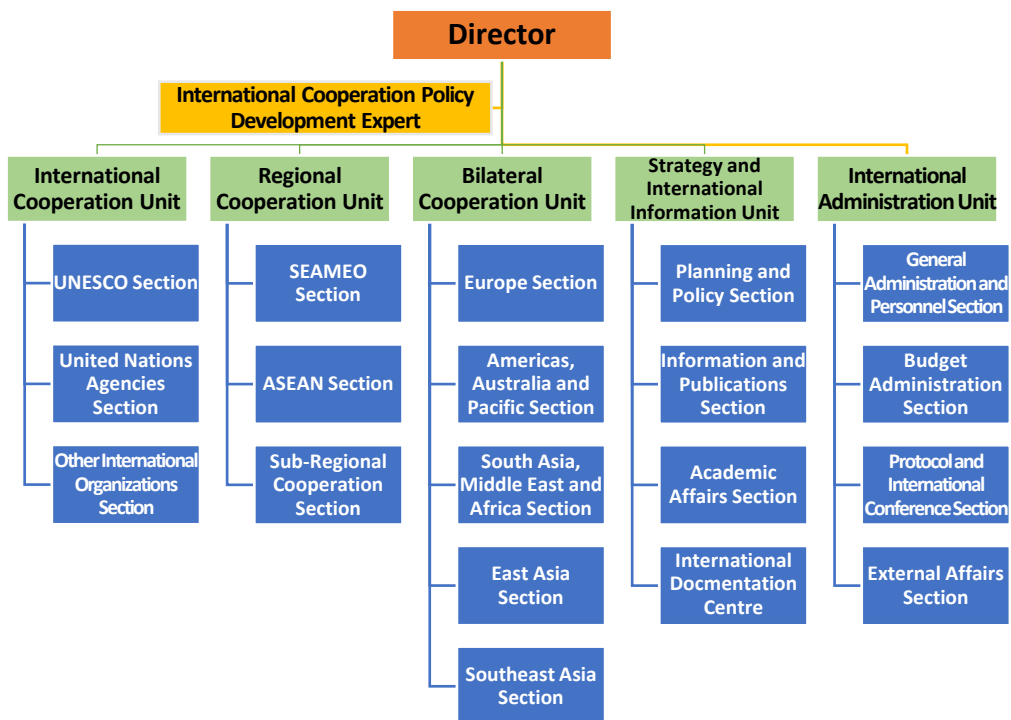
The Bureau of International Cooperation acts as the focal point for the Ministry of Education (MOE) in international cooperation under the framework of both bilateral and multilateral cooperation. The mission of the Bureau is to coordinate, promote and develop cooperation between the Thai Ministry of 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 for 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 5 units, namely: the International Cooperation Unit, the Regional Cooperation Unit, the Bilateral Cooperation Unit, the Strategy and International Information Unit; and the International Administration Unit.



Bureau of International Cooperation Organization Structure

## **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 capacity development collaboration with related United Nations agencies and other international organizations such as UNESCAP, UNICEF, UNHCR, UNDP, ILO, WHO, FAO, WTO, World Bank, ADB, OECD, APEC, ASEM and many International INGOs;
- Building and strengthening relationships with international education-related organizations;
- Enhancing cooperation and networking among governmental and non-governmental agencies and organizations as well as the relevant departments of the Ministry of Education and educational institutions;
- Hosting and co-organizing programmes and activities including workshops, seminars, conferences, study visits, fellowships & exchange programmes, scholarships, research and training for UNESCO and other international organizations; and
- Providing information and databases to relevant departments and other organizations.

This unit is divided into 3 sections:

1. UNESCO Section
2. United Nations Agencies Section
3. Other International Organizations Section

## **Regional Cooperation Unit**

This Unit is responsible for:

- Building and strengthening relationships with and among 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 educational cooperation to the ASEAN Secretariat (SOM-ED focal point) and other ASEAN Member States;
- Collaborating with the SEAMEO Secretariat and the ASEAN Secretariat;
- Promoting cooperation among ASEAN Member States, ASEAN Plus Three countries, East Asia Summit Member Countries, dialogue partners, SEAMEO Member Countries, SEAMEO regional centres/networks and sub-regional cooperation bodies (ACMECS, GMS, IMT-GT, Mekong-Lancang Cooperation, Mekong-Japan Cooperation, Mekong-Republic of Korea Cooperation, Mekong-Ganga Cooperation, LMI and etc.) as well as relevant agencies and educational institutions; and
- Organizing and taking part in a range of programmes and activities to promote collaboration in education and human resource development, such as conferences, seminars, training workshops, study visits, joint research studies, fellowships, scholarships, youth camps, exchange programmes and networking events for educational administrators and teachers.

This Unit is divided into 3 sections:

1. SEAMEO Section
2. ASEAN Section
3. Sub-Regional Cooperation Section

## **Bilateral Cooperation Unit**

This Unit is responsible for:

- Building and strengthening relationships between Thailand and other countries on a government-to-government basis in Southeast Asia, East Asia, South Asia, Central Asia, the Middle East, Africa, America and the Pacific and Europe in cooperation with partner institutions, such as the British Council, AUA, Japan Foundation, JICA, Goethe Institute, Alliance Française Bangkok, and Fulbright.;
- 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;
- Identifying priority areas and areas of expertise with overseas governments and institutions and developing activities accordingly;
- Jointly organizing a range of educational programmes and activities, such as teacher development, youth camps, conferences, seminars, exchange programmes for educational administrators, teachers and educational personnel, and foreign languages development;
- Providing technical cooperation and coordinating expertise with foreign countries;
- Exchanging resources and sharing lessons learned, best practices and experiences;
- Promoting exchanges leading to capacity building, human resource development and better understanding of important issues.
- Promoting and supporting the provision of scholarships for the potential enhancement of Thai teachers, students and education personnel; and
- Supporting the implementation of policies relating to the education issues of the southern border provinces.

This Unit is divided into 5 sections:

1. Europe Section
2. Americas, Australia and Pacific Section
3. South Asia, Middle East and Africa Section
4. East Asia Section
5. Southeast Asia Section

## **Strategy and International Information Unit**

This Unit is responsible for:

- Preparing strategic plans and guidelines for cooperation at both 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;
- Preparing Bureau's Performance Agreement (PA) and Key Performance Indicators (KPIs), monitoring, evaluating and making annual reports; and
- Providing support to facilitate the implementation of projects identified in government policy such as the One District One Scholarship Project (ODOS).
- Promoting and disseminating information related to international cooperation and activities undertaken by the Ministry in Thai and English on the Bureau's and the Ministry's website;
- Producing the Bulletin on International Cooperation featuring selected articles from the UNESCO Courier, the Ministry's international cooperation activities and other documents from related organizations;
- Producing and translating educational documents including articles, journals, brochures, news items, documents related to the mission of the Ministry and facilitating

access to such documents in relevant formats by ministry officials, other government agencies, and the general public as relevant;

- Promoting mutual understanding, networking, social cohesion and English communication skills for the younger generation by organizing and co-hosting activities with both national and international organizations;
- 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 public;
- Overseeing the Bureau's International Documentation Centre (IDC) to provide access to books, journals, and printed materials related to the work of the United Nations Educational, Scientific and Cultural Organization (UNESCO), the Southeast Asian Ministers of Education Organization (SEAMEO), the Association of Southeast Asian Nations (ASEAN) and international education-related organizations. Additionally, books, newspapers, magazines and publications from several government and private national agencies as well as the Self-Access Learning Centre are also available in the IDC; and
- Managing and developing the international cooperation database of the Ministry.

This Unit is divided into 4 sections:

1. Planning and Policy Section
2. Information and Publications Section
3. Academic Affairs Section
4. The International Documentation Centre (IDC)

### **International 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;
- Coordinating with the Office of the Permanent Delegation of Thailand to UNESCO;
- Maintaining the site and looking after the security of the UNESCO office and SEAMEO Secretariat, located at Mom Luang Pin Malakul Centenary Building, Bangkok; and
- Managing the budget for all programmes, projects and activities for personnel development in the Bureau.

This Unit is divided into 4 sections:

1. General Administration and Personnel Section
2. Budget Administration Section
3. Protocol and International Conference Section
4. External Affairs Section

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