

THE SECRETARIAT OF THE SENATE
AND
ITS STAFF



The Secretariat of the Senate

THE SECRETARIAT OF THE SENATE

Introduction

Prior to the end of September 1992, the National Assembly of Thailand had only one supporting office, namely the Secretariat of the National Assembly, which was responsible for secretarial, administrative and technical works of the Senate, the House of Representatives and the National Assembly. According to the provisions of the Parliamentary Administration Act (No.2) B.E. 2535 (1992), now consists of two supporting offices; one is the Secretariat of the Senate and the other is the Secretariat of the House of Representatives. The latter is also responsible for the works of the National Assembly.

The Secretariat of the Senate has the same functions as those of the former Secretariat of the National Assembly, but it only serves the Senate. It is headed by the Secretary-General of the Senate who is directly responsible to the President of the Senate.

The Secretary - General of the Senate has two Deputy Secretaries-General and three Assistant Secretaries-General to assist him in carrying on the works of the Senate.

The Secretariat of the Senate is located on the 3rd floor of Building No. 2 of the National Assembly.

General functions of the Secretariat of the Senate

The Secretariat of the Senate has major functions as follows:

- secretaries of the Senate's sittings and Committee

Meetings

- providing support services to Senators
- enhancement of foreign relations with counterparts
- administrative work of the Secretariat

Organization of the Secretariat of the Senate

The Secretariat of the Senate is divided into 10 divisions and 2 special sections as follows:

1. Office of the President of the Senate
2. General Affairs Division
3. Finance and Procurement Division
4. Household Division
5. Printing Service Division
6. Public Relations Division
7. Foreign Relations Division
8. Parliamentary Proceedings Division
9. Committee Division
10. Documentation and Legislative Services Center

Special Sections

1. Legal Advisor to the Senate Section
2. Internal Auditor Section

1. Office of the President of the Senate

The Office of the President of the Senate is responsible for supporting secretarial work to President and Vice-Presidents of the Senate as well as the Advisors of the President and Vice-Presidents of the Senate.



The office is managed by its director under the direction of the Secretary-General of the Senate.

2. General Affairs Division

The General Affairs Division is one of the principal organs of the Secretariat of the Senate due to its functions to deal with the general affairs of the entire Secretariat and other unspecific and unassigned duties.

This division is composed of 3 sections: Correspondence and Archives Section, Personnel Administration Section and Keep Records of Members of the Senate and Secretariat Staff Section. Each of these sections is subject to a section chief under the supervisions of the director of the division.

The division's responsibilities are categorized as follows:



2.1 Correspondence and Archives Section

This section is responsible for

- a. the Secretariat of the Senate's correspondences;
- b. preserving the archives such as confidential documents, restricted documents, historical documents, resolutions of the Cabinet and official regulations.
- c. providing Senators with domestic travel documentations and according rendering assistances and facilities on request.
- d. performing the unspecific and unassigned duties.

2.2 Personnel Administration Section

This section is responsible for

- a. performing the personnel management of the Secretariat such as recruitment, appointment, transferring, training, discipline and ensuring the rights of the officials

prescribed by laws or regulations;

b. appointing of Senators' assistances and of the Standing Committees' working groups.

c. planning and setting working systems of the Secretariat.

2.3 Keep Records of Members of the Senate and Secretariat Staff Section

This section is responsible for

a. collecting and recording the biographies and statistics of Senators and the officials of the Secretariat of the Senate;

b. providing such information to the public;

c. making a request for Royal Decorations to be conferred to Senators, officials and permanent employees of the Secretariat of the Senate and political parliamentary officials.

3. Finance & Procurement Division

As one of the primary organs of the Secretariat of the Senate, the Finance and Procurement Division has responsibility for finance and accounts, budgets, office supplies and procurement administration.

This division is composed of 5 sections: General Affairs Section, Budget Section, Financial Section, Accounting Section and Procurement Administration section. Each of these sections is subject to a section chief under the supervisions of the director of the division.

The division's responsibilities are categorized as follows:

3.1 General Affairs Section

This section is responsible for

a. providing welfare for the Secretariat of the Senate such as cooperative savings, welfare money, charity money and etc.,

b. general affairs, such as division's correspondence, filing of documents, supply management and maintaining all supplies which belong to the division.



3.2 Budget Section

This section is responsible for

a. preparation of the budget of the Senate and the Secretariat of the Senate

- b. analyzing regulations concerned
- c. changing the list of some items
- d. following-up the expenditure and the budget

3.3 Accounting Section

This section is responsible for

- a. preparing all types of accounts of the Secretariat of the Senate;
- b. preparing a monthly statement of the Secretariat to submit to the Office of the Auditing Council.

3.4 Financial Section

This section is responsible for

- a. drawing and disbursing money for the Secretariat of the Senate's Affairs;
- b. control daily balance;
- c. keeping unpaid money including money outside the budget;
- d. drawing and disbursing welfare money for the Secretariat of the Senate such as cooperative savings, welfare money, charity money and money outside the budget.

3.5 Procurement Administration Section

This section is responsible for management the supplies and procurement of the Secretariat of the Senate as follows:

- a. purchasing, employing and bidding under the official

regulations;

b. register and maintain all supplies and properties belonging to the Secretariat.



The Ananta Samakhom Throne Hall (The old Parliament)

4. Household Division

The Household Division is responsible for maintaining and securing the Ananta Samakhom Throne Hall and the office of the Senate building and building management.

This division is composed of 3 sections: General Affairs Section, Engineering and Maintenance Section and Security Section.

The division's responsibilities may be categorized as follows:



4.1 General Affairs Section

This section is responsible for

- a. correspondence;
- b. general affairs, such as receipt, dispatch and filing of documents;
- c. furnishing the buildings;
- d. planning for the use of building space for protocol and other ceremonial functions;
- e. cleaning and housekeeping services of the buildings;
- f. maintaining the garden, lawns of the Ananta Samakhom Throne Hall and the Secretariat of the Senate.

4.2 Engineering and Maintenance Section

This section is responsible for building maintenance and engineering services within the Ananta Samakhom

Throne Hall and the Secretariat of the Senate precincts.

4.3 Security Section

This section is responsible for

- a. guarding the offices of the Senate;
- b. keeping order inside the Secretariat of the Senate and the Ananta Samakhom Throne Hall;
- c. securing other activities of the Senate and the Secretariat of the Senate.

5. Printing Service Division

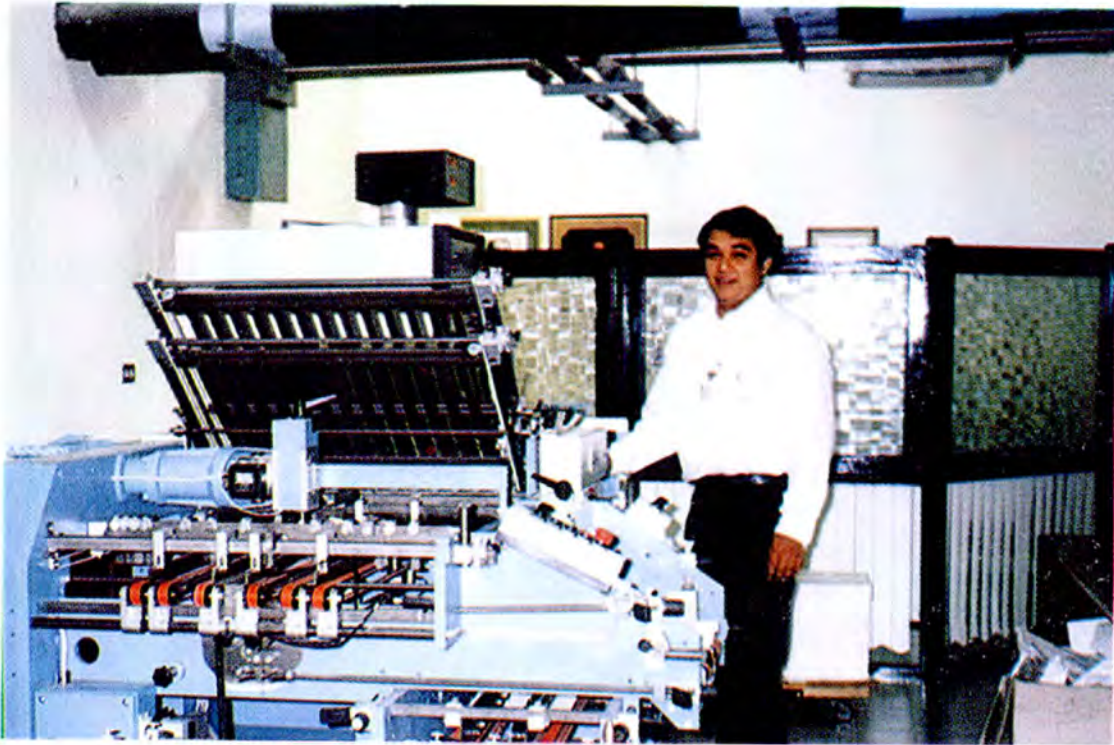
The Printing Service Division is responsible for printing the Senate's documents such as minutes of the Senate sittings, reports of the committees and other official publications of the Senate and of the Senate's Secretariat, and recording the minutes of the Senate sittings, committee meetings and other sittings assigned by the committees.

This division is composed of 4 sections : General Affairs and Commodities Printed Matter Section, Printing Management Section, Printing Service Section and Stenography Section. Each of these sections is subject to a section chief under the supervisions of the director of the division.

The division's responsibilities can be categorized as follows:

5.1 General Affairs and Commodities Printed Matter Section

This section is responsible for



- a. correspondence;
- b. general affairs such as receipt, dispatch and filing of documents as well as maintaining all of the division's supplies;
- c. publication management;
- d. photocopy service;
- e. keeping the finished publications.

5.2 Printing Management Section

This section is responsible for printing management including proofing and editing.

5.3 Printing Service Section

This section is responsible for printing technique and printing service.



5.4 Stenography Section

This section is responsible for providing stenography service to the Senate sittings and the committees meetings and responsible for the provision of transcripts of proceedings of the Senate and the committees.

6. Public Relations Division

The Public Relations Division is responsible for providing information on the activities of the Senate and its Secretariat, welcoming both foreign and domestic public visitors, preparing ceremonial for any special occasion.

This division is composed of 3 sections : General Affairs and Ceremonial Section, Information Services

Section and Mass Media Relations Section. Each of those sections is subject to a section chief under the supervisions of the director of the division.

The division's responsibilities can be categorized as follows :

6.1 General Affairs and Ceremonial Section

This Section is responsible for

- a. correspondence;
- b. general affairs, such as receipt, dispatch and filing of documents;
- c. maintaining all of the divisions supplies and equipments.
- d. preparing ceremonial for any special occasion.



6.2 Information Services Section

This section is responsible for

- a. information and guide services to visitors by providing those with information on the Senate and providing guide service to special groups visiting the Ananta Samakhom Throne Hall;
- b. facilitating visitors the fullest possible access to the Senate building;
- c. promoting democracy education and holding an exhibition;
- d. issuing monthly the Senate's Newsletter.



6.3 Mass Media Relations Section

This section is responsible for

- a. co-ordinating relevant matters with correspondents journalists or reporters;
- b. providing facilities for press conferences;
- c. correcting the distorted facts concerning the Senate affairs.

7. Foreign Relations Division

The Foreign Relations Division is responsible for foreign affairs and protocol work of the Senate, Inter-parliamentary conferences of the Senate and of the National Assembly such as the Inter-Parliamentary Union (IPU), the Asian - Pacific Parliamentarians' Union (APPU) and the ASEAN Inter - Parliamentary Organization (AIPO). When Thailand is the country to host such conferences, the division shall bear the responsibility for the conference's Secretariat and protocol.

The division is composed of 3 sections : the General Affairs Section, Protocol Section and International Relations Section. Each of these sections is supervised by a section chief under the supervisions of the director of the division.

The division's responsibilities can be categorized as follows:

7.1 General Affairs Section

This section is responsible for

- a. correspondence;
- b. general affairs, such as receipt, dispatch and filing of documents;
- c. supply management and maintaining all supplies which belong to the division.



7.2 Protocol Section

This section is responsible for

- a. making arrangements for foreign ambassadors and consuls to pay a courtesy call as requested;
- b. receiving foreign guests of the Senate, the President of the Senate, the Vice-Presidents of the Senate, members of the Senate, the Secretariat of the Senate and others;
- c. providing facilities to members of the foreign parliamentary groups who visit the Thai Parliament;
- d. providing facilities to Members of the Senate and

Secretariat's officials who travel abroad;
e. other protocol activities.

7.3 The International Relations Section

This section is responsible for

- a. providing technical support to Members of the Senate in collecting, studying and analysing parliamentary system, international political situations, international relations and foreign policy in support of Members of the Senate who visit abroad or attend international meetings;
- b. supporting the enhancement of foreign relations with counterparts by setting up Inter-Parliamentary Friendship Groups.
- c. other international activities.

8. Parliamentary Proceedings Division

The Parliamentary Proceedings Division is an important division in the Secretariat due to its functions to deal with the proceedings of the Senate sittings.

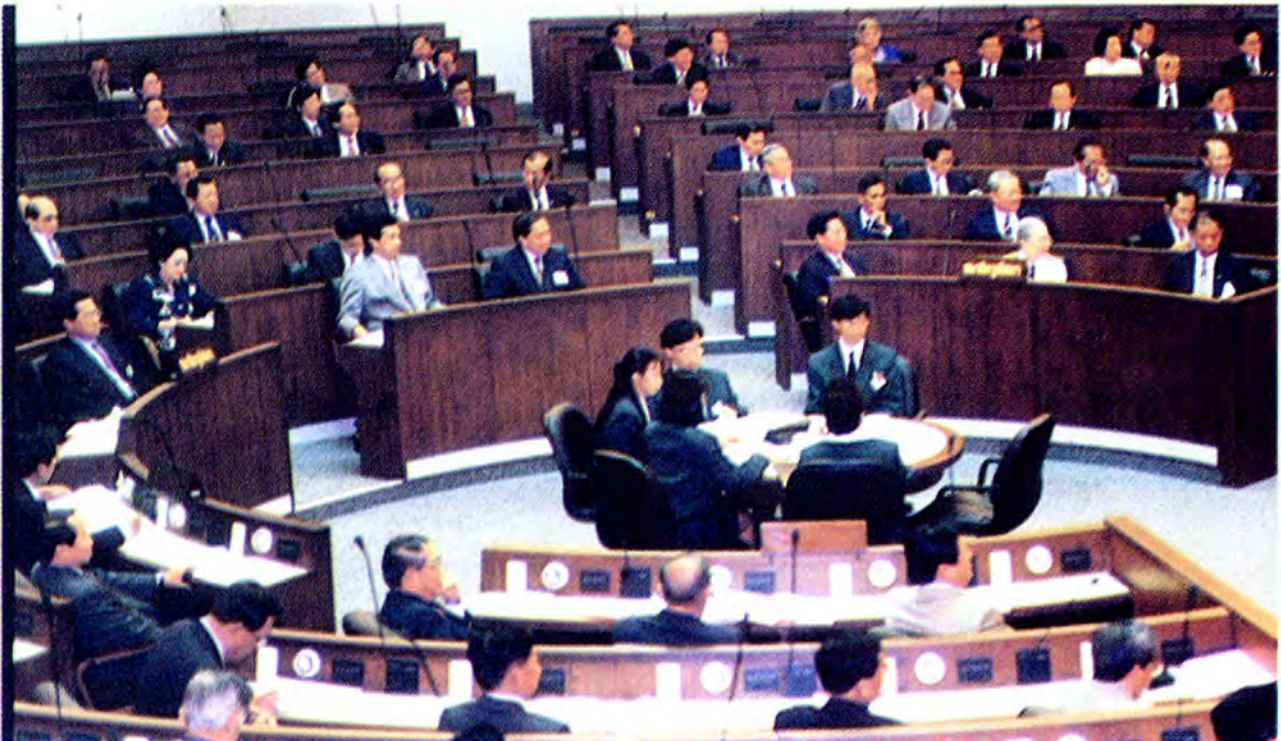
This division is composed of 3 sections : General Affairs Section, Motion and Question Section and Agenda and Minute Section. Each of these sections is subject to a section chief under the supervisions of the director of the division.

The division's responsibilities can be categorized as follows:

8.1 General Affairs Section

This section is responsible for

- a. correspondence;
- b. general affairs, such as receipt, dispatch and filing of documents;
- c. supply management and maintaining all supplies which belong to the division;
- d. making record and data of motions, bills and questions;
- e. making law indexes;
- f. providing secretarial service during the Senate sittings.



8.2 Motion and Question Section

This section is responsible for

- a. making comment on the motions and questions



submitted by Senators;

- b. following the consideration of a bill in each reading;
- c. confirming the resolution of the sittings to relevant bodies or concerned persons.

8.3 Agenda and Minute Section

This section is responsible for

- a. arranging the draft agenda and submitting it to the President of the Senate for his consideration and approval;
- b. issuing the agenda and copies of relevant documents to senators;
- c. summarizing the minutes of the sittings and distributing them to concerned bodies.



9. Committee Division

The Committee Division is responsible for supporting the committee's need with respect to general affairs as well as secretarial and research services.

This division is composed of 5 sections : General Affairs Section, Reference Service in the Committee's Meeting Section, the Committee 1 Section, the Committee 2 Section and the Committee 3 Section. Each of these sections is subject to a section chief under the supervisions of the director of the division.

The division's responsibilities can be categorized as follows:

9.1 General Affairs Section

This section is responsible for

- a. correspondence;
- b. general affairs, such as receipt, dispatch and filing of documents;
- c. supply management and maintaining all supplies which belong to the division

9.2 Reference Service in Committee's Meeting Section

This section is responsible for reference service, laws consultation, or any research assigned by the committees.



9.3 Committee 1 Section

This section is responsible for general affairs and

secretarial work of the meetings of the committees on economic and environment affairs which are the following:

- Committee on Agriculture and Cooperatives
- Committee on Finance, Banking and Financial Institutions
- Committee on Science, Technology and Energy
- Committee on Economics and Industry
- Committee on Environment

9.4 Committee 2 Section

This section is responsible for general affairs and secretarial work of the meetings of committees on security and administration affairs which are the following:

- Committee on Communication
- Committee on Foreign Affairs
- Committee on the Armed Forces
- Committee on Administration and Justice
- Committee on Interior Administration

9.5 Committee 3 Section

This section is responsible for general affairs and secretarial work of the meetings of the committees on social welfare which are the following:

- Committee on Tourism and Sports
- Committee on Labour and Social Welfare
- Committee on Education and Culture
- Committee on Public Health
- Committee on Women, Youth and Elder Affairs
- Committee for Checking the Minutes of the Sittings

and for Considering the Disclosure of the Minutes of the Secret Sitings

The general affairs and secretarial work of the ad-hoc committee meetings will be assigned case by case.

10. Documentation and Legislative Services Center

The Documentation and Legislative Services Center is responsible for providing information and reference services requested by senators, analysing and gathering laws and co-ordinating relevant matters with various research institutes.

This division is composed of 5 sections : General Affairs Section, Documentation Service Section, Legislative Service Section, Research Co-ordinating Section and Computer Section. Each of these sections is subject to a section chief under the supervisions of the director of the division.

The division's responsibilities can be categorized as follows :

10.1 General Affairs Section

This section is responsible for

- a. correspondence ;
- b. general affairs, such as receipt, dispatch and filling of document;
- c. supply management and maintaining all supplies which belong to the division.



10.2 Documentation Service Section

This section is responsible for

- a. providing documents and references requested by senators and secretariat officers;
- b. researching and gathering data on subjects requested by senators;
- c. arranging a special lecture and exhibition on significant matters;
- d. providing publications concerning the issues which will be debated in the Senate's sittings.

10.3 Legislative Service Section

This section is responsible for

- a. providing legal consultation
- b. assisting senators in drafting motions, questions and amendments the bills;

- c. analysing and gathering laws.
- d. law comparative study.

10.4 Research Co-ordinating Section

This section is responsible for seeking research assistance and co-ordinating the matter with other research institutes or universities to study or research on complicated issues.

10.5 Computer Section

This section is responsible for

- a. computer training
- b. setting programme
- c. co-ordinating matters with the Computer Center of the Secretariat of the House of Representatives for storing data.



SPECIAL SECTIONS



1. Legal Advisor to the Senate Section

The Legal Advisor to the Senate Section is under the direction of the Secretary-General of the Senate and has duties and responsibilities for

- a. providing consultation, advice and consideration on the important legal problems within the Senate's framework;
- b. considering the problem of motions and questions submitted by senators, including the amendment of the Constitution and rules;
- c. providing legal consultation to the Committee of the Senate;
- d. providing consultation in drafting various contracts of the Secretariat of the Senate and performing other assigned tasks.

2. Internal Auditor Section

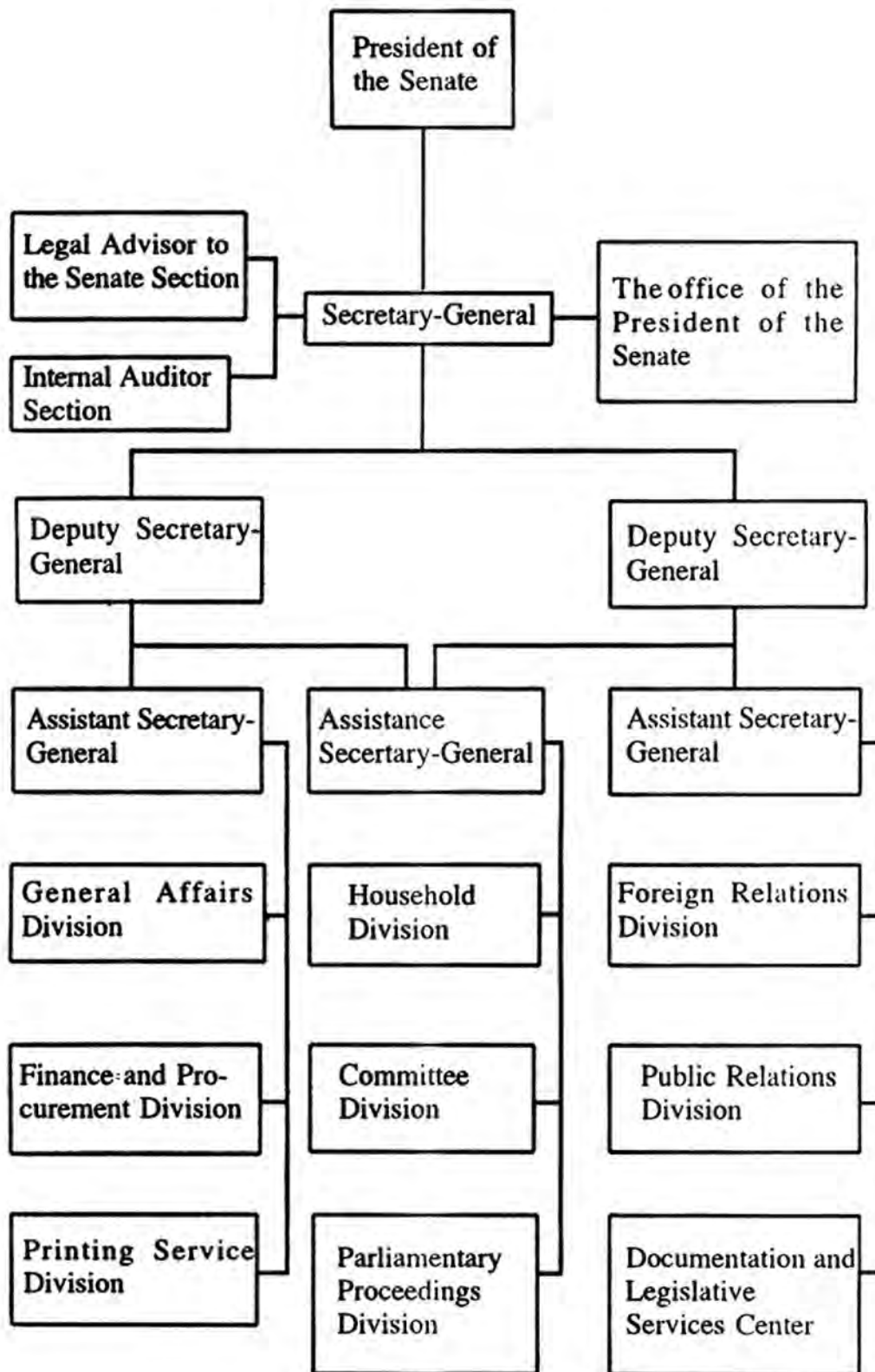
The Internal Auditor Section is under the direction of the Secretary - General of the Senate and has duties and responsibilities for

a. inspecting the status and operating of all divisions in the Secretariat of the Senate with regard to budget, income and expenditure of state revenue as well as money outside the budget, and also account at commodities and vehicles;

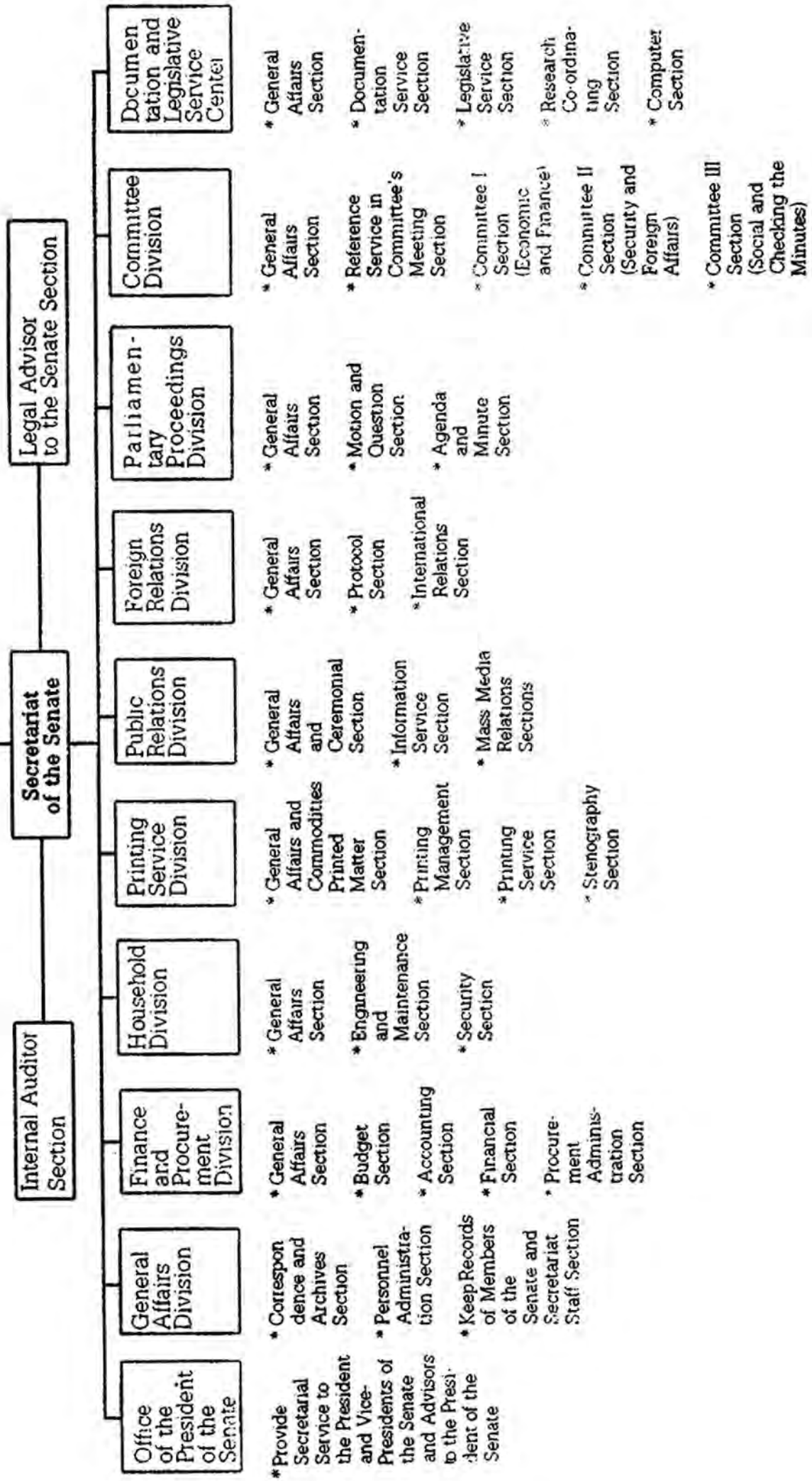
b. analysing and providing a system of internal auditing according to laws, regulations, procedures, resolutions of the Cabinet, and principles of the budget.



**CHAIN OF COMMAND OF
THE SECRETARIAT OF THE SENATE CHART**



ORGANIZATION CHART OF THE SECRETARIAT OF THE SENATE



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