



**THE SECRETARIAT OF THE  
HOUSE OF REPRESENTATIVES  
B.E. 2557 (2014)**



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## FOREWORD

From the day Thailand changed its government system from absolute monarchy to the democratic form of constitutional monarchy on June 24, 1932, which resulted in the appointment by the People Group of 70 persons as the first and temporary Members of the House of Representatives, it has been regarded that Thailand's parliamentary system was firmly established. The House of Representatives first convened on June 28, 1932 at the Ananta Samakom Throne Hall and presided over by Chao Phya Dharmasakdimontri as the Speaker. This date was taken as the inception date of the House's Secretariat.

When the Constitution with a parliamentary system of two chambers was first enforced in B.E. 2489 it required the establishment of the Senate as the Upper House and the House of Representatives. Members of the Senate were selected by indirect election whereas Members of the House of Representatives were directly elected by the people. The House's Secretariat at that time was divided into two sections, the Senate's Secretariat and the House's Secretariat, in order to serve MPs of both Houses for the utmost benefits of the Thai people.

The Bureau of Foreign Languages compiles this book with the purpose of disseminating knowledge about the historical background, organizational structure, present Secretary General, vision and mission, as well as the power and duties of the bureaus and divisions of the Secretariat of the House of Representatives. We hope that this book will provide greater knowledge and understanding about the history and works of the Secretariat of the House of Representatives from past to present.

Bureau of Foreign Languages  
The Secretariat of the House of Representatives  
September 2014

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## Historical Background

After Thailand changed its government from absolute monarchy to the democratic form of constitutional monarchy on June 24, 1932, the House of Representatives convened for the first time on June 28, 1932 at the Ananta Samakom Throne Hall. June 28, 1932, the day that the parliamentary system was firmly established in Thailand, was since then taken as the inception date of the House's Secretariat.

Later, on November 9, 1933, the government proposed an amendment to the Act for the Establishment of Ministries and Departments, allowing the administrative functions of the House of Representatives to be carried out smoothly by a group of officials within a bureaucratic frame known as The Secretarial Department of the House of Representatives. The amendment was approved and enacted into a law, resulting in the permanent establishment of the House's administrative office.

In the same year, the Department had its name changed to **The Secretariat of the House of Representatives** by a new law. It was now composed of 3 divisions, namely, Secretarial Division, Information Division and Library and Committee Service Division.

Since then, the Secretariat of the House of Representatives has subsequently been reorganized many times. Following the Notification of the National Assembly on the Official Organization of the Secretariat of the House of Representatives, B.E. 2545 (2002) and its amendment, the organizational structure of the Secretariat presently consists of 21 Bureaus and 6 Divisions.

**VISION & MISSION**  
of  
**The Secretariat of the House of Representatives**

**Vision**

To become an excellent organization in promoting and supporting progressive, fair and transparent functioning of the legislature in the best interest of the people.

**Mission**

1. To support the House of Representatives and the National Assembly's drafting of laws.
2. To support state administration control.
3. To support the foreign affairs of the National Assembly.
4. To promote and support the development of democracy as well as the public's political participation.
5. To promote and advance the administrative, academic and legal, service, maintenance and security works to meet the international standards



SECRETARY GENERAL  
House of Representatives

Mr. CHARAE PANPRUANG

**Notification of the National Assembly  
on the Official Organizational Structure of the Secretariat  
of the House of Representatives, B.E. 2545 (2002)**

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Whereas it is expedient to revise the Notification of the National Assembly on the Official Organizational Structure of the Secretariat of the House of Representatives,

By virtue of Section 7 of the Parliamentary Administration Act, B.E.2518 (1975) amended by the Parliamentary Administration Act (No. 2), B.E. 2535 (1992), the President of the National Assembly, with the consent of the Parliamentary Officials Commission, hereby enacts the Notification of the National Assembly on the Official Organizational Structure of the Secretariat of the House of Representatives as follows :

1. The Notification of the National Assembly shall come into force on the day following the date of its publication in the Royal Gazette.

2. The Notification of the National Assembly on the Official Organizational Structure of the Secretariat of the House of Representatives B.E. 2542 (1999), dated November 2, B.E. 2542 (1999), shall be repealed.

3. The Official Organizational Structure of the Secretariat of the House of Representatives shall be divided as follows :

- (1) Office of the Speaker of the House of Representatives
- (2) Office of the Secretary to the Parliamentary Officials Commission
- (3) Bureau of General Affairs Administration
- (4) Bureau of Human Resources Development
- (5) Bureau of Finance and Budget
- (6) Bureau of Printing Services
- (7) Bureau of Security
- (8) Bureau of Public Relations
- (9) The National Assembly Radio and Television Broadcasting Station
- (10) Bureau of Inter – Parliamentary Organizations
- (11) Bureau of International Relations
- (12) Bureau of Academic Services
- (13) Bureau of Information Technology
- (14) Bureau of Parliamentary Proceedings
- (15) Bureau of Legal Affairs
- (16) Bureau of Minutes and Stenography
- (17) Bureau of Committee 1
- (18) Bureau of Committee 2
- (19) Bureau of Committee 3
- (20) Bureau of Foreign Languages
- (21) Bureau of Policy and Planning

4. Apart from the internal official organization in Clause 3, the following official organizations shall operate as divisions directly under the Secretary – General of the House of Representatives :

- (1) Internal Audit Group
- (2) Provincial Parliamentary Offices
- (3) Division of President of the National Assembly
- (4) Division of the Leader of the Opposition in the House of Representatives
- (5) Parliamentary Budget Office
- (6) Inspection Group

Notified on the 30<sup>th</sup> day of May B.E. 2545 (2002)

Uthai Phimchaichon  
President of the National Assembly

## Office of the Speaker of the House of Representatives

Pursuant to the revision of the Notification of the National Assembly on the Official Organizational Structure of the Secretariat of the House of Representatives and the Notification of the Parliamentary Officials Commission repealing its notification on the Determination of Duties and Responsibilities of the Official Organizations under the Secretariat of the House of Representatives in accordance with the notification of the Parliamentary Officials Commission dated July 26, 2002,

By virtue of Section 7 of the Parliamentary Administration Act, B.E. 2518 (1975), as amended by the Parliamentary Administration Act (No. 2), B.E. 2535 (1992), the Parliamentary Officials Commission hereby determines the duties and responsibilities of the official organizations under the Secretariat of the House of Representatives as follows :

### **1. The Office of the Speaker of the House of Representatives is responsible for**

1. Handling secretarial and general clerical affairs of the President of the National Assembly, the Speaker of the House of Representatives, the Deputy Speakers of the House of Representatives, political parliamentary officials, political working groups and the Coordinating Commissions of the National Assembly and the House of Representatives.
2. Handling secretarial and general clerical affairs for the meetings of the Speaker of the House of Representatives and the Chairmen of the Standing Committees of the House of Representatives.
3. Analyzing information and providing advice to the President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives for consideration prior to establishing policies, coordinating policies and monitoring their implementation.
4. Analyzing information and providing advice to the President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives with regard to the execution of their duties.
5. Co - operating with the Cabinet, the Senate, agencies, organizations and institutions, both in the public and private sectors, in order to facilitate the administration of the National Assembly and the House of Representatives.
6. Conducting research on academic and legislative affairs and analyzing political, economic and social situations as well as domestic and international security issues.

- (7) Providing advice to the President of the National Assembly on cases submitted to the Constitutional Court for consideration and decision,
- (8) Accepting petitions or appeals from the public as well as analyzing them and drawing conclusions before forwarding to the President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives.
- (9) Collecting and developing data on petitions or appeals from the public.
- (10) Collecting important documents related to the duties of the President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives.
- (11) Summarizing and disseminating news and information on the activities of the President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives.
- (12) Co - operating with other organizations over royal ceremonies, state ceremonies and the official functions of the President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives.
- (13) Handling secretarial and general clerical affairs in support of the work of commissions appointed by the President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives.
- (14) Performing any other works assigned by the President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives.
- (15) Performing other assigned duties.

**The Bureau consists of 6 divisions as follows :**

**1. The General Affairs Division** is responsible for

- (1) Handling the Bureau's documentation and general clerical affairs.
- (2) Handling the Bureau's office supplies, durable articles, finance, and budgets.
- (3) Collecting and filing important documents for the President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives and the Bureau.
- (3) Handling the Bureau's personnel records and data.
- (4) Preparing operational plans and budgets; coordinating the Bureau's planning, performance reports, budget allocation and statistics.
- (5) Handling the Bureau's secretarial affairs and meetings.
- (6) Handling preparation and dissemination of the Bureau's documents and performances.
- (7) Performing other assigned duties.

**2. The Speaker of the House of Representatives Division** is responsible for

- (1) Handling secretarial affairs of the President of the National Assembly and Speaker of the House of Representatives.
- (2) Examining, scrutinizing, analyzing, and providing suggestions on matters to be submitted to the President of the National Assembly and Speaker of the House of Representatives.
- (3) Coordinating and studying data and information for the President of the National Assembly and Speaker of the House of Representatives for consideration in the execution of their duties.
- (4) Studying and conducting research on academic and legislative matters; analyzing political, economic, and social situations as well as domestic and international security issues.
- (5) Arranging appointments; handling courtesy call procedures, daily and weekly work schedules; summarizing weekly activities of the President of the National Assembly and the Speaker of the House of Representatives.
- (6) Coordinating and assisting the President of the National Assembly and the Speaker of the House of Representatives on matters concerning royal ceremonies, state ceremonies and official functions.

- (7) Drafting royal addresses, speeches, messages, eulogies, opening and closing addresses, well - wishing statements, academic lectures, supplementary documents, and interview scripts.
- (8) Handling secretarial matters and general affairs in support of the work of the President of the National Assembly and the Speaker of the House of Representatives.
- (9) Handling works and general affairs of the President of the National Assembly and the Speaker of the House of Representatives.
- (10) Performing other assigned duties.

### **3. The First Deputy Speaker of the House of Representatives Division**

### **4. The Second Deputy Speaker of the House of Representatives Division**

**Each Division** is responsible for

- (1) Handling secretarial affairs of the Deputy Speaker of the House of Representatives.
- (2) Examining, selecting, analyzing, and providing suggestions on matters to be submitted to the Deputy Speaker of the House of Representatives.
- (3) Co-operating, conducting research for the Deputy Speaker of the House of Representatives in support of the performance of his/her duties.
- (4) Studying, conducting research on academic and legal issues; analyzing political, economic, and social situations as well as domestic and international security issues.
- (5) Arranging appointments; handling courtesy call procedures, daily and weekly schedules; summarizing weekly activities of the Deputy Speaker of the House of Representatives.
- (6) Co - operating with and facilitating the Deputy Speaker on matters concerning royal ceremonies, state ceremonies and official functions.
- (7) Handling secretarial and general clerical affairs in support of the work of the Committees appointed by the Deputy Speaker.
- (8) Drafting royal addresses, speeches, messages, eulogies, opening and closing addresses, speeches, messages, eulogies, opening and closing addresses, well - wishing statements, academic lectures, supplementary documents, and interview scripts.
- (9) Handling secretarial and general clerical affairs of the Deputy Speaker.
- (10) Performing other assigned duties.

**5. The Politics Co - ordination and Petitions Division** is responsible for

- (1) Providing recommendations on policy formulation to the President of the National Assembly and the Speaker of the House of Representatives.
- (2) Coordinating policies; monitoring, collecting, and reporting the performance of various divisions of the National Assembly as assigned by the President of the National Assembly and the Speaker of the House of Representatives.
- (3) Handling special projects in accordance with the policies of the President, the Speaker and Deputy Speakers.
- (4) Expediting, monitoring, and reporting the performance of divisions and special units as assigned by the President, the Speaker and Deputy Speakers.
- (5) Collecting, studying, analyzing, evaluating information, and providing recommendations regarding matters assigned by the President, the Speaker and Deputy Speakers, and the Committees appointed by the President and the Speaker.
- (6) Filing documents and developing information technology to support the work of the President, the Speaker and Deputy Speakers, and the Committees appointed by the President and the Speaker.
- (7) Filing important documents concerning the duties of the President, the Speaker and Deputy Speakers.
- (8) Providing recommendations for the President of the National Assembly's consideration before submitting matters to the Constitutional Court for consideration and decision.
- (9) Accepting petitions, appeals and complaints submitted to the President of the National Assembly, the Speaker and Deputy Speakers.
- (10) Examining, scrutinizing, and summarizing petitions; providing recommendations for the President, the Speaker and Deputy Speakers for consideration and decision.
- (11) Monitoring and reporting on the outcome of submitted such petitions to the President, the Speaker and Deputy Speakers, and notifying the outcome to the complainants.
- (12) Filing and compiling information related to petitions from the people.
- (13) Handling secretarial and general clerical affairs in support of the works of the Committees appointed by the President of the National Assembly and Speaker of the House of Representatives.
- (14) Handling secretarial and general clerical affairs of the Committee on Ethics of the House of Representatives.
- (15) Performing other assigned duties.

- 6. The Meeting of the Speaker of the House of Representatives and the Chairmen of the Standing Committees of the House of Representatives Division** is responsible for
- (1) Handling secretarial and general clerical affairs at the meetings of the Speaker of the House of Representatives and the Chairpersons of the Standing Committees of the House of Representatives.
  - (2) Studying, analyzing and collecting useful data and facts; providing academic and legal advice in cases where it is doubtful whether the bills or organic bills related to financial issues have to be approved by the Prime Minister.
  - (3) Providing judgment in cases where it is questionable that an inquiry or a study should come under the authority of more than one Standing Committee or not.
  - (4) Approving regulations stipulated by the President of the National Assembly concerning the appointment of qualified persons as committee advisors, specialists, academic consultants and secretaries.
  - (5) Studying, collecting and analyzing issues included in meeting agenda for the consideration of committee members.
  - (6) Writing meeting minutes and notifying meeting resolutions to related individuals and public agencies or organizations.
  - (7) Performing other assigned duties.

## Office of the Secretary to the Parliamentary Officials Commission

The Office of the Secretary to the Parliamentary Officials Commission is responsible for

- (1) Handling works within the powers and duties of the Parliamentary Official Commission and carrying out works assigned by the Commission.
- (2) Studying, analyzing or conducting research and developing parliamentary sector's work structure and manpower systems.
- (3) Studying, analyzing or conducting research on guidelines, strategies, and measures for the development and improvement of the parliamentary officials system and the regulation of their operational systems.
- (4) Studying, analyzing or conducting research on the administrative policies, systems, and standards of parliamentary personnel.
- (5) Studying, analyzing, and handling the formulation of standards, rules, regulations, criteria, methods, and guidelines for parliamentary personnel administration.
- (6) Studying, analyzing and handling the development and promotion of parliamentary officials' discipline, morality, ethics, and codes of conduct; implementing disciplinary actions and punishment standards; handling appeals and petitions; upholding parliamentary officials' moral standards.
- (7) Providing suggestions for the Parliamentary Official Commission's consideration on the development of a parliamentary officials system and personnel administration, promotion of discipline, morality, ethics and codes of conduct of parliamentary officials, implementation of disciplinary actions, upholding of moral standards, and determination of the rates of salaries, allowances, welfare, and fringe benefits for parliamentary officials.
- (8) Promoting, coordinating, providing advice and suggestions, and monitoring development of the parliamentary officials system and the parliamentary personnel administration system.
- (9) Performing in coordination with or in support of the operation of related Bureaus.

The Office of the Secretary to the Parliamentary Officials Commission consists of 6 divisions as follows :

**1. The General Affairs Division** is responsible for

- (1) Handling the Bureau's documentation and general clerical affairs.
- (2) Handling the Bureau's office supplies, durable articles, finance, and budget system.
- (3) Handling the Bureau's personnel records and data.
- (4) Preparing operational policies and budgets; coordinating the Bureau's planning, performance reports, budget allocation and records.
- (5) Handling the Bureau's secretarial affairs and meetings.
- (6) Producing and disseminating documents and the Bureau's performance reports.
- (7) Performing other assigned duties.

**2. The Policy and Secretarial Affairs of the Parliamentary Officials Commission Division** is responsible for

- (1) Studying, analyzing or conducting research for the formulation of guidelines, strategies, and measures for the development the parliamentary officials system.
- (2) Studying, analyzing or conducting research for the development of personnel administration policies and determination of the rate of salaries, allowances, and the allocation of welfare and fringe benefits to parliamentary officials.
- (3) Providing advice for the Parliamentary Officials Commission's consideration on the development of a parliamentary officials system and human resources administration policies.
- (4) Formulating a master plan for the development of a parliamentary officials system.
- (5) Promoting, coordinating, monitoring and conducting follow-up study on the master plan implementation in order to development a suitable parliamentary officials system; studying problems, obstacles, and means to solve the operational problems.
- (6) Performing other assigned duties.

**3. The Personnel Administrative Strategy Division** is responsible for

- (1) Developing parliamentary agencies' administrative strategies and performance agreement.
- (2) Studying, analyzing, conducting research on personnel administrative strategies and performance evaluation of parliamentary agencies.

- (3) Providing advice for the Parliamentary Officials Commission's consideration on personnel administrative strategies and evaluation of parliamentary agencies' performance.
- (4) Monitoring and processing the overall picture of parliamentary agencies for the implementation of suitable personnel administrative strategy and performance evaluation.
- (5) Promoting, coordinating, disseminating and providing advice to the parliamentary agencies regarding personnel administrative strategy and performance evaluation,
- (6) Performing other assigned duties.

**4. The Development of Structure, Work Systems and Manpower Division** is responsible for

- (1) Studying, analyzing or conducting research on the systems, standards, principles, and approaches to or guidelines for the organizational operation and development as well as the restructuring of work system, the determination and positioning of the parliamentary officials.
- (2) Improving the parliamentary agencies' structure, work systems and manpower.
- (3) Improving the positioning system of parliamentary officials, positioning standards and determination of career plans for positions in each category,
- (4) Providing advice for the Parliamentary Officials Commission's consideration on the restructuring of the parliamentary officials' organization, work system, and positioning.
- (5) Collecting and developing information systems relating to parliamentary agencies' structure, work systems, positioning, and manpower.
- (6) Providing advice and suggestion, supporting, monitoring, and assessing the arrangement and development of official departments, the restructuring of the work system and the positioning of parliamentary officials.
- (7) Performing other assigned duties.

**5. The Development of Personnel Administration System Division** is responsible for

- (1) Studying, analyzing, or conducting research for the development of personnel administration system/ standards and manpower plan of the parliamentary officials.
- (2) Handling the formulation of criteria, methods, rules, regulations or guidelines for the recruitment, placement, appointment, promotion and assessment of personnel performance in diverse aspects; improvement of parliamentary officials' salaries, compensation, welfare or fringe benefits.

- (3) Providing advice for the Parliamentary Officials Commission's consideration on matters pertaining to the structure, standards, criteria, and methods of personnel administrative system; the improvement of parliamentary officials' salaries, compensation, welfare, and fringe benefits.
- (4) Collecting and compiling information on personnel administration and manpower, as well as formulating manpower policies and plans for parliamentary officials,
- (5) Handling the records, data, and the retirement control system of parliamentary officials.
- (6) Providing advice and suggestion; monitoring and assessment of methods of personnel recruitment, placement, appointment, promotion, and evaluation; determination of salaries, compensation, welfare, and fringe benefits of parliamentary officials.
- (7) Performing other assigned duties.

**6. The Rules and Regulations Development Division** is responsible for

- (1) Studying, analyzing or conducting research in developing a system or standards to promote parliamentary officials' discipline, morality, ethics, and codes of conduct.
- (2) Handling legal affairs, regulation and of administration parliamentary officials.
- (3) Formulating criteria, methods, rules, regulations, or guidelines in promoting discipline, morality, ethics and codes of conduct among parliamentary officials; enforcing disciplinary action and punishment standards; overseeing appeals and petitions.
- (4) Providing advice and suggestion or reporting to the Parliamentary Officials Commission on matters pertaining to disciplinary actions, appeals, petitions; promoting discipline, morality, ethics, and codes of conduct among parliamentary officials.
- (5) Providing advice for consideration in interpreting and adjudicating problems through the application of laws, rules, and regulations on parliamentary officials' performances.
- (6) Collecting and developing information on regulations and laws pertaining to parliamentary official administration, disciplinary actions, punishment standards as well as appeals and petitions.
- (7) Providing advice and suggestion, monitoring and conducting follow - up of the personnel assessment to promote adherence to discipline, morality, ethics, and codes of conduct among parliamentary officials; enforcing disciplinary actions and punishment standards; handling appeals and petitions; upholding of parliamentary officials' morality.
- (8) Performing other assigned duties.

## Bureau of General Affairs Administration

The Bureau of General Affairs Administration is responsible for

- (1) Handling and coordinating documentation and general clerical affairs of the Secretariat of the House of Representatives.
- (2) Handling personnel administration of the Secretariat of the House of Representatives' officials and employees.
- (3) Handling the appointment of political parliamentary officials and the political working groups of the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition in the House of Representatives; committee advisors, specialists, academics, secretaries, and interpreters; personal experts and personal assistants to Members of the House of Representatives.
- (4) Supervising, inspecting, providing advice, and disseminating knowledge on observation of disciplines; enforcing disciplinary actions against officials and employees; and reporting disciplinary actions taken against officials to the Parliamentary Officials Commission.
- (5) Handling the reporting of elected Members of the House of Representatives.
- (6) Issuing identity cards and identifications to Members of the Parliament, Members of the House of Representatives, Members of the Standing Committees, Members of the Parliamentary Officials Commission, Members of the Commission on Political Affairs of the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition in the House of Representatives; advisors, specialists, academics, secretaries, and interpreters of the Standing Committees; officials, employees, and staff of the Standing Committees of the House of Representatives; members of the mass media in the National Assembly and those who visit the National Assembly on official business.
- (7) Filing and developing a database on Members of the Parliament, Members of the House of Representatives, Members of the Standing Committees, Members of the Parliamentary Officials Commission, members of the Commission on Political Affairs of the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition in the House of Representatives; advisors, specialists, academics, secretaries, and interpreters of the Standing Committees; officials, employees, staff of the Standing Committees of the House of Representatives and members of the mass media in the National Assembly.

- (8) Applying for royal decorations for the Speaker and the Deputy Speakers of the House of Representatives, the Leader of the Opposition in the House of Representatives, Members of the House of Representatives and their spouses, Chairmen of the Standing Committees, Members of the Parliamentary Officials Commission; advisors, specialists, academics, secretaries of the Standing Committees; officials, spouses of high - ranking officials, and employees of the Secretariat of the House of Representatives.
- (9) Filing and developing databases on applications for royal decorations for the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition in the House of Representatives, Members of the House of Representatives and their spouses, Chairmen of the Standing Committees, Members of the Parliamentary Officials Commission; advisors, specialists, academics, secretaries of the Standing Committees; officials, spouses of high - ranking officials, and employees of the Secretariat of the House of Representatives.
- (10) Verifying and issuing a certificate of office holding to Members of the House of Representatives, former Members of the House of Representatives, related parliamentary persons, officials and employees of the Secretariat of the House of Representatives.
- (11) Verifying and authorizing signatures of Members of the House of Representatives.
- (12) Verifying membership of Members of the House of Representatives.
- (13) Handling promotion of Party - List members of political parties to vacant positions as Members of the House of Representatives.
- (14) Handling appointment of the Prime Minister and the Leader of the Opposition in the House of Representatives.
- (15) Handling official information of the Secretariat of the House of Representatives.
- (16) Filing and providing access to important documents of the Secretariat of the House of Representatives.
- (17) Handling the general affairs of the King Prajadhipok and Queen Rambhai Barni Memorial's Foundation.
- (18) Handling the Foundation's operation.
- (19) Handling the general affairs of the Parliamentary Club.
- (20) Handling matters that have not been specifically assigned to the responsibilities of any division.
- (21) Performing other assigned duties.

The Bureau consists of 5 divisions as follows :

1. **The General Administration and Correspondence Division** is responsible for

- (1) Handling the documentation and general clerical affairs of the Secretariat of the House of Representatives and the Bureau.
- (2) Handling records of confidential and important documents, conducting document search and document disposal according to the documentation regulations.
- (3) Handling the Bureau's office supplies, durable articles, finance and budgets.
- (4) Handling the Bureau's personnel records and data.
- (5) Handling the Bureau's operational plans, budget planning, coordination plan, performance report, budget allocation, and records.
- (6) Producing and disseminating documents and the Bureau's performance report.
- (7) Collecting and developing a documentation database to support meetings of the House of Representatives and the Standing Committees,
- (8) Coordinating the issuance of a Royal Decree to convene the first ordinary session of the National Assembly as well as the opening and closing ceremonies of the annual ordinary session.
- (9) Requesting permission for a royal audience and the signing of a guest-book to express good wishes at special or royal ceremonies.
- (10) Requesting royal permissions, as a regular or special case, for a ceremonial light for the funeral of Members of the House of Representatives, former Members of the House of Representatives, officials and pensioners.
- (11) Distributing documents, information, publications, letters, and parcels to Members of the House of Representatives, officials and employees.
- (12) Providing assistance to Members of the House of Representatives on such matters as applying for telephone installation, obtaining passes from state - run buses, trains, and domestic airline companies.
- (13) Performing other assigned duties.

**2. The Personnel Administration Division** is responsible for

- (1) Handling personnel management of the Secretariat of the House of Representatives, in the recruitment of officials and employees through competition, examination and selection; handling placement and appointment of officials and employees; promotion evaluation; appointment to higher positions, personnel transfer and displacement.
- (2) Handling appointment of the political working group of the Speaker, the Deputy Speakers of the House of Representatives, the Leader of the Opposition in the House of Representatives; appointment of committee advisors, specialists, academics, secretaries, and interpreters; appointment of personal experts and assistants to Members of the House of Representatives.
- (3) Studying, analyzing, and conducting performance evaluation to determine the numbers, ranks, and positions of personnel; formulating the Secretariat of the House of Representatives' manpower plan for submission to the Parliamentary Officials Commission; studying and analyzing data to identify appropriate organizational structure and the authority of the Secretariat of the House of Representatives.
- (4) Monitoring and supervising all forms of leave from work for traveling abroad, monk ordination, religious pilgrimage like the Hajj, sick leave, business leave, and holiday leave for officials and employees of the House of Representatives.
- (5) Requesting fingerprint inspection, investigating the conduct of officials and employees of the Secretariat of the House of Representatives.
- (6) Reporting probation period of officials and employees of the Secretariat of the House of Representatives.
- (7) Handling performance evaluation and rewarding of good performance for officials and employees of the Secretariat of the House of Representatives.
- (8) Handling bank accounts payment of salaries and wages for officials and employees of the Secretariat of the House of Representatives.
- (9) Accepting applications for the Government Pension Fund (GPF) and the Government Permanent Employee Provident Fund (GPEPF) of the Secretariat of the House of Representatives.
- (10) Supervising, monitoring, inspecting, providing advice; instructing and disseminating academic documents on the observing of discipline; enforcing, disciplinary actions, and reporting disciplinary punishment against officials and employees to the Parliamentary Officials Commission.
- (11) Performing other assigned duties.

### 3. The Biography Records and Statistics Division is responsible for

- (1) Filing and developing database for records of member of the Parliament, Members of the House of Representatives, members of the Committees, Members of the Parliamentary Officials Commission, members of the political working group of President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives, and the Leader of the Opposition in the House of Representatives; committee advisors, specialists, academics, secretaries, and interpreters; officials, employees, and members of the working groups of House Committees and the parliamentary mass media,
- (2) Requesting royal decorations for the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition in the House of Representatives, member of the House of Representatives and their spouses, Chairmen of the Committees, member of the Parliamentary Officials Commission, political parliamentary officials; committees' advisors, specialists, academics, and secretaries; officials, spouses of senior officials, and employees of the Secretariat of the House of Representatives.
- (3) Monitoring membership status of Members of the House of Representatives.
- (4) Handling the reporting to office of elected Members of the House Representatives.
- (5) Issuing identity cards and identification to Members of the Parliament, Members of the House of Representatives, members of the Committees Members of the Parliamentary Officials Commission, members of the political working group of President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives as well as the Leader of the Opposition in the House of Representatives; committee advisors, specialists, academics, secretaries, and interpreters; officials, employees, members of the working group of House Committees and the parliamentary mass media and those who come into official contact with the National Assembly.
- (6) Overseeing the retirement of officials and employees of the Secretariat of the House of Representatives.
- (7) Handling pension payment of Members of the House of Representatives, parliamentary personnel, officials and employees of the Secretariat of the House of Representatives.

- (8) Examining and issuing certificates of membership to Members of the House of Representatives, parliamentary personnel, officials, and employees of the Secretariat of the House of Representatives,
- (9) Examining and validating signatures of Members of the House of Representatives.
- (10) Handling signatures or fingerprints of Members of the Parliament and Members of the House of Representatives required for meeting attendance, leave, and absence.
- (11) Providing information on personnel records of Members of the House of Representatives, parliamentary personnel, officials, and employees of the Secretariat of the House of Representatives.
- (12) Handling promotion of Party - List members of political parties to vacant positions as Members of the House of Representatives.
- (13) Collecting and developing royal decorations application database for the President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition in the House of Representatives and their spouses; former Members of the House of Representatives, Chairman of the Committees, Members of the Parliamentary Officials Commission, present and former political parliamentary officials; committee advisors, specialists, academics and Secretaries; officials, spouses of officials, and employees of the Secretariat of the House of Representatives.
- (14) Performing other assigned duties.

**4. The Official Information Division** is responsible for

- (1) Studying, analyzing, and developing official information services for the Secretariat of the House of Representatives.
- (2) Studying and analyzing types of official information for the Secretariat of the House of Representatives in compliance with the official information laws and related regulations.
- (3) Collecting, filing, revising, and developing official information.
- (4) Serving as an official information center to provide information to the Secretariat of the House of Representatives.
- (5) Coordinating the exchange of official information between internal and external agencies.
- (6) Providing information services for Members of the Parliament, parliamentary personnel, and people who request for information in the forms of copies or certified copies of information as prescribed by the Official Information Act.
- (7) Handling secretarial affairs of the Committee on Consideration of the Disclosure of Information of the House of Representatives.
- (8) Performing other assigned duties.

**5. The General Affairs Division** is responsible for

- (1) Handling matters pertaining to King Prajadhipok and Queen Rambhai Barni Memorial Foundation.
- (2) Handling appointment of the Speaker and Deputy Speakers of the House of Representatives.
- (3) Handling appointment of the Prime Minister and the Leader of the Opposition in the House of Representatives.
- (4) Handling Aid Funds for former Members of the Parliament.
- (5) Handling matters pertaining to the Parliamentary Club.
- (6) Facilitating disclosure of assets and liabilities for Members of the House of Representatives, former Members of the House of Representatives as well as parliamentary officials.
- (7) Providing welfare and activities to provide assistance, boost morale, and promote healthcare for Members of the Parliament, parliamentary personnel, officials and employees of the Secretariat of the House of Representatives.
- (8) Handling matters that have not been specifically assigned to the responsibilities of any division.
- (9) Performing other assigned duties.

## Bureau of Human Resources Development

The Bureau of Human Resources Development is responsible for

- (1) Studying, analyzing, and conducting research related to personnel development system policies and approaches; establishing curriculum standards, curricula, training and seminar programs, monitoring training and seminars for Members of the Parliament, Members of the House of Representatives, officials and employees of the Secretariat of the House of Representatives.
- (2) Promoting, coordinating, and planning the development of training and seminars for Members of the House of Representatives, committee members, parliamentary officials, employees, and personnel, providing related documents, producing and providing services on training media technology.
- (3) Coordinating development programs for Members of the House of Representatives, committee members, parliamentary officials, employees and personnel, and providing secretarial services related to the selection of officials for local and overseas study visits and higher education.
- (4) Handling and developing training programs for Members of the House of Representatives, members of the Committees as well as parliamentary officials, employees, and personnel systematically and continuously.
- (5) Studying, analyzing, conducting research, and developing training technology; creating, providing, and disseminating training media and technology.
- (6) Promoting, disseminating, and publicizing the production, service and dissemination of training media and technology.
- (7) Promoting, supporting, and assessing training programs and the use of training technology.
- (8) Producing academic and supplementary documents for training programs.
- (9) Performing other assigned duties.

The Bureau consists of 4 divisions as follows:

**1. The General Administration Division** is responsible for

- (1) Handling the Bureau's documentation and general clerical affairs.
- (2) Handling the Bureau's office supplies, durable articles, finance, and budgets.
- (3) Handling general clerical affairs for training programs and seminars; preparing training and seminar venues, media, and equipment.
- (4) Handling the Bureau's personnel registration and data.

- (5) Preparing operational plans and budgets; coordinating the Bureau's planning, performance reports, budget allocation and records.
- (6) Handling media design, media production, and visual-aids to support training programs and seminars.
- (7) Producing documents for dissemination of the Bureau's activities.
- (8) Performing other assigned duties.

**2. The Academics and Development Co - ordination Division** is responsible for

- (1) Studying, analyzing, and providing opinions on the formulation of personnel development policies and systems or plans for parliamentary personnel, personnel of the House of Representatives and the Secretariat of the House of Representatives.
- (2) Studying, analyzing, and collecting data; producing information on personnel development of the National Assembly, the House of Representatives, the Secretariat of the House of Representatives, and other agencies.
- (3) Studying and conducting need analysis of training and development programs for personnel of the National Assembly, the House of Representatives, and the Secretariat of the House of Representatives.
- (4) Conducting studies and analysis to organize personnel development programs for the National Assembly, the House of Representatives, and the Secretariat of the House of Representatives.
- (5) Providing training manuals, curriculum handbooks, academic documents as well as training and seminar media technology, summarizing papers for each project.
- (6) Producing supplementary personnel development documents.
- (7) Providing academic documents, pamphlets, and collecting academic documents.
- (8) Monitoring and assessing personnel development, collecting and producing performance reports on the personnel development of the National Assembly, the House of Representatives, and the Secretariat of the House of Representatives.
- (9) Preparing budgeting plans for personnel development of the National Assembly, the House of Representatives, and the Secretariat of the House of Representatives.
- (10) Preparing operational plans and budgets, coordinating plans to raise funds for the promotion and endorsement of local and overseas study visits or higher education for personnel of the National Assembly, the House of Representatives, and the Secretariat of the House of Representatives.
- (11) Performing other assigned duties.

**3. The Development and Training Division** is responsible for

- (1) Studying, analyzing, and conducting research to determine suitable forms and guidelines for development training.
- (2) Providing training courses and seminars in various fields.
- (3) Promoting, collaborating, and implementing development measures for Members of the House of Representatives, committee members as well as parliamentary officials, employees, and personnel.
- (4) Coordinating and collaborating with external agencies and organizations in the private sectors for the development of parliamentary personnel, personnel of the House of Representatives as well as officials, and employees of the Secretariat of the House of Representatives.
- (5) Providing and collecting the records of personnel who participate in training programs and seminars as well as summarizing the performance report of each project.
- (6) Providing a list of training instructors by their areas of specialization.
- (7) Performing other assigned duties.

**4. The Morality and Ethics Promotion Division** is responsible for

- (1) Studying, analyzing, and collecting information on the promotion of personnel discipline, the development and cultivation of morality and ethics as well as codes of conduct for personnel of the National Assembly and other organizations.
- (2) Providing advice and suggesting, monitoring, and assessing the development of the standards of morality, ethics, and codes of conduct for officials and employees.
- (3) Publicizing and encouraging officials to adopt the standards of morality, ethics, and codes of conduct.
- (4) Promoting and encouraging officials' and employees' awareness of democratic ideas as well as Thai culture, tradition, and identity.
- (5) Promoting and encouraging officials and employees to have a better understanding of, and to be able to adapt to new ways of working, new environments and new corporate cultures.
- (6) Performing other assigned duties.

## **Bureau of Finance and Budget**

**The Bureau of Finance and Budget** is responsible for

- (1) Handling the Secretariat of the House of Representatives' finance and supplies.
- (2) Handling the Secretariat of the House of Representatives' budgets, finance, accounts, and welfare; regulating budgets and non-budgetary funds.
- (3) Coordinating preparation of the annual budget plan, conducting follow - up studies, and regulating the annual budgets of bureaus within the Secretariat of the House of Representatives in accordance with the proposed plans and projects.
- (4) Handling the Government Pension Fund and the Permanent Employee's Provident Fund of the Secretariat of the House of Representatives.
- (5) Handling the procurement and registration of equipment and vehicles of the Secretariat of the House of Representatives.
- (6) Handling, regulating, and supervising the use, repair, and maintenance of the Secretariat of the House of Representatives' vehicles.
- (7) Managing the welfare of Members of the House of Representatives as well as officials and employees of the Secretariat of the House of Representatives.

**The Bureau is divided into 7 divisions as follows:**

**1. The General Administration Division** is responsible for

- (1) Handling the Bureau's documentation and general clerical affairs.
- (2) Managing the Bureau's office supplies, durable articles, finance, and budgets.
- (3) Handling the Bureau's personnel registration and records.
- (4) Preparing operational plans and budgets; coordinating the Bureau's planning, performance reports, budget allocation and statistics.
- (5) Handling the formulation, regulating, and supervising of the Bureau's security system.
- (6) Producing and disseminating the Bureau's documents and performance records.
- (7) Performing other assigned duties.

**2. The Budget Division** is responsible for

- (1) Managing the Secretariat of the House of Representatives' annual budget in accordance with the State Budget criteria, regulations, and laws.
- (2) Coordinating the preparation of the Secretariat of the House of Representatives' annual budget according to the proposed plans and projects in the Secretariat of the House of Representatives' annual operational and development plans.
- (3) Coordinating preparation of the annual budget or submission of requests for budget approval for the execution of the Secretariat of the House of Representatives' projects; monitoring, analyzing, and submitting the expenditure and outcome reports.
- (4) Supervising budget allocation according to the plans, projects, and lists specified in the annual development and operational plans of the Secretariat of the House of Representatives.
- (5) Preparing a plan for budget allocation in accordance with the annual operational plan to be used as a framework for budget management.
- (6) Requesting for approval of installments according to the annual operational plan and the annual budget expenditure plan; checking details of installment approval.
- (7) Conducting follow - up study, examination, and analysis of budget estimation until the end of the fiscal year, and estimation of the annual budget in arrears.
- (8) Requesting approval for the changes and transfers of the annual budget for the changing and transferring of installment transactions to manage the annual budget in arrears.
- (9) Requesting approval of the central budget to carry out emergency projects and non - allocated budget projects.
- (10) Analyzing, examining, and requesting approval for overseas official trips and the hosting of international conferences.
- (11) Requesting approval for an accrued expenses reimbursement of unpaid expenditure, due to insufficient funds, over the fiscal years to cover installments of unpaid planned expense or the cost of remaining projects.

- (12) Requesting approval for creating ongoing debt beyond the fiscal year, by submitting to the Cabinet for consideration and approval to carry out projects and lists of work whose implementation period and budget allocation exceed one fiscal year.
- (13) Filing and developing budget information to support the management of the Secretariat of the House of Representatives.
- (14) Producing reports on the Secretariat of the House of Representatives' budget plan and allocation.
- (15) Performing other assigned duties.

**3. The Accounting Division** is responsible for

- (1) Studying, analyzing, conducting research, providing suggestions, and revising drafts of the Secretariat of the House of Representatives' rules, announcements, and orders; providing advice on the accounting system,
- (2) Developing accounting systems, forms, criteria, methods, regulations, and standards for the Secretariat of the House of Representatives.
- (3) Handling the Secretariat of the House of Representatives' accounts and academic accounting; analyzing income and expenditure, statements of accounts, statements of assets, and liabilities; regulating installment budget, reserving budget overlaps, and recording accounts of the government's bounty recording.
- (4) Recording lists of accounts in the bank books, cash books, and general ledgers; transferring documents in accordance with the Ministry of Finance's official accounting system.
- (5) Handling registration of the control of petitions for expense budgets and external budgets.
- (6) Handling registration of the expense budget control and registration of expenses under the Secretariat of the House of Representatives' work plans and projects.
- (7) Compiling state revenue sub-accounts for submission to the Ministry of Finance.
- (8) Submitting state revenues and keeping the monthly budget balance for submission to the Ministry of Finance.
- (9) Providing a guarantee book for envelope - contracts.
- (10) Handling registration for the regulation of government's debtors.

- (11) Handling monthly balance budgets and submitting it to the Office of the Auditor General.
- (12) Keeping the remaining monthly petitions to verify the accuracy of the accounting records.
- (13) Keeping the external budget accounts of the circulating fund for housing loans and circulating money on loan to officials of the Secretariat of the House of Representatives for debt payment, reporting the monthly balance to the Comptroller General's Department, and reporting the annual financial statement to the Office of the Auditor General.
- (14) Handling the Parliamentary Club's accounts and reporting its annual financial status.
- (15) Writing reports on budget allocation in accordance with the Secretariat of the House of Representatives' work plans and projects for submission to the Office of the Auditor General.
- (16) Handling withholding taxes of Members of the House of Representatives, assistants and specialists reporting to the Members of the House of Representatives as well as specialists to the Committees, political working groups, political officials, and pension officials; submitting tax forms to the Revenue Department and issuing slips to certify the withholding taxes.
- (17) Keeping all important documents related to budget spending.
- (18) Investigating official advance payments, such as cash, important vouchers and loan contracts, cheque counterfoils, and daily advance payments for submission to the Office of the Auditor General to be examined at the end of each month; sending interests from advance payments to the Ministry of Finance as state revenues.
- (19) Performing other assigned duties.

#### 4. The Finance Division is responsible for

- (1) Studying, analyzing, researching, making suggestions, and improving the drafts of rules, announcements and orders related to financial matters of the Secretariat of the House of Representatives and providing advice about financial rules and regulations.
- (2) Developing the Secretariat of the House of Representatives' financial systems, forms, criteria, procedures, regulations, and standards.
- (3) Withdrawing money from the regular budget and the external budget of the Secretariat of the House of Representatives.
- (4) Paying positional allowances to Members of the House of Representatives, salaries of the parliament's officials, and wages of permanent employees.
- (5) Handling payments to those who work for the Parliament, such as working groups of the President and Vice President of the National Assembly, the Leader of the Opposition, specialists and assistants to Members of the House of Representatives, advisers, specialists, academics, secretaries, and interpreters working for the Committees.
- (6) Handling payments of meeting allowances for members of the Standing committees, Ad - hoc committees, joint committees, and other committees.
- (7) Handling benefits payments for eligible Members of the House of Representatives, parliamentary personnel, officials, and employees of the Secretariat of the House of Representatives.
- (8) Handling payment in support of the tasks performed for President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition and committees; expenses for both local and domestic study tours and banquets for Members of the House of Representatives.
- (9) Regulating and making daily report on the cash in arrears and accrued cash.
- (10) Recording registration of the control of advance payments.
- (11) Handling the Government Pension Fund and the Government Permanent Employee's Provident Fund.
- (12) Requesting approval for a reservation and an increase of overlapped budget expenditure.
- (13) Discussing with the Ministry of Finance what items to be excluded from the regulations on budget spending.
- (14) Performing other assigned duties.

**5. The Procurement Division** is responsible for

- (1) Studying, analyzing, researching, providing suggestions, and revising drafts of the Secretariat of the House of Representatives' rules, announcements, and orders regarding the management of supplies; providing advice on supplies rules and regulations.
- (2) Developing systems, forms, criteria, methods, regulations, and standards for the Secretariat of the House of Representatives' supplies.
- (3) Managing the Secretariat of the House of Representatives' supplies.
- (4) Examining, providing advice and recommendation; handling the purchase, hiring, and procurement of supplies, equipment, land and buildings for the Secretariat of the House of Representatives.
- (5) Regulating, maintaining, and registering the Secretariat of the House of Representatives' supplies and equipment.
- (6) Maintaining and repairing the Secretariat of the House of Representatives' equipment.
- (7) Examining and discarding the Secretariat of the House of Representatives' supplies and equipment.
- (8) Issuing air - tickets for Members of the House of Representatives, committees, and officials who make official trips or study visits both locally and overseas.
- (9) Performing other assigned duties.

**6. The Welfare Division** is responsible for

- (1) Handling health insurance of Members of the House of Representatives and the annual medical check - ups of officials and permanent employees of the Secretariat of the House of Representatives.
- (2) Handling bills for medical treatment, child education allowances, child benefits, overtime compensation, pensions, pensioners' living expenses, survivorship pension, and additional financial assistances.
- (3) Handling charity gifts for presentation to members of the royal family on auspicious occasions.
- (4) Issuing documents to certify the rights of officials, employees, and pensioners to receive in - patient medical treatment.
- (5) Handling bills incurred by external budget, such as the Secretariat of the House of Representatives' Welfare Fund; foundation funds, charity funds, and cash of the Thai IPU National Group, the Thai APPU National Group, and the Thai AIPO National Group.

- (6) Managing housing loans circulating funds for officials of the Secretariat of the House of Representatives and the Senate, and debt payment circulating funds for officials of the Secretariat of the House of Representatives.
- (7) Corresponding with the Government Housing Bank to obtain credits for the officials' housing loans project,
- (8) Handling secretarial and general clerical affairs to support the executive committee's housing welfare funds for officials and committees of the Secretariat of the House of Representatives.
- (9) Handling expenses of the Retirement's Member of Parliament Fund.
- (10) Handling the Parliamentary Club's finance.
- (11) Performing other assigned duties.

**7. The Vehicles Division** is responsible for

- (1) Managing the Secretariat of the House of Representatives' vehicle supplies and servicing.
- (2) Requesting approval for the procurement and registration of vehicles for the Secretariat of the House of Representatives,
- (3) Establishing a system for control, checking, maintenance, and repair of the Secretariat of the House of Representatives' vehicles.
- (4) Regulating, supervising, and checking the disbursement of gasoline for use by the Secretariat of the House of Representatives.
- (5) Regulating the work of drivers and contractors of the Secretariat of the House of Representatives.
- (6) Performing other assigned duties.

## Bureau of Printing Services

The Bureau of Printing Services is responsible for

- (1) Proofreading and printing the minutes of joint sittings of the National Assembly and the House of Representatives according to relevant rules of procedure.
- (2) Proofreading and printing academic documents, journals, and parliamentary news bulletins in Thai and English.
- (3) Organizing database structure and inputting the minutes of meetings after they have been approved by the National Assembly and the House of Representatives.
- (4) Advising, servicing, and designing printed materials, photography, formats, contents and covers requested by other bureaus.
- (5) Handling photocopying services with duplicators and copying machines for the sittings and the administration of the National Assembly, the House of Representatives, and the Secretariat of the House of Representatives.
- (6) Producing fortnightly, monthly, and annual books, the minutes of meetings, and books that are requested by other bureaus within the Secretariat of the House of Representatives.
- (7) Collecting and disseminating printed works of the House of Representatives and the Secretariat of the House of Representatives.
- (8) Assembling printed materials such as hand - assembled black and white / colored films, film retouching, mould production, and plate duplication of black and white and four - colored moulds.
- (9) Planning for the approval of purchasing and maintenance of printing supplies, regulating office supplies, keeping accounts, managing documents for the distribution of printing supplies and services.
- (10) Storing books for subsequent delivery, receiving finished - products, delivering printed materials, and supervising transportation of books from storage to destination.
- (11) Registering the remaining books in storage.
- (12) Maintaining printing equipment, materials and machines.
- (13) Performing other assigned duties.

The bureau is divided into 4 divisions as follows:

### 1. The General Administration Division

The division is responsible for

- (1) Handling the Bureau's documentation and general clerical affairs.
- (2) Handling the Bureau's supplies, equipment, finance, and budget.
- (3) Handling the Bureau's personnel registration and records.
- (4) Preparing operational plans and budgets; coordinating the Bureau's planning, performance reports, budget allocation and records.
- (5) Setting up, controlling, and maintaining the Bureau's security system.
- (6) Producing and disseminating the Bureau's documents and works.
- (7) Performing other assigned duties.

### 2. The Editors and Printing Technology Division

The division is responsible for

- (1) Studying, analyzing, planning, and making suggestions for the dissemination of information and printing of the minutes of meetings in accordance with the rules of procedure of the National Assembly and the House of Representatives; printing academic documents and journals, disseminating documents.
- (2) Organizing the database structure and inputting the minutes of meetings after they have been approved by the National Assembly and the House of Representatives.
- (3) Binding and disseminating academic documents in Thai and foreign languages, proofreading, preparing information and documents for the minutes of meetings.
- (4) Designing art - work and audio - visual work.
- (5) Advising, servicing, and designing book formats, contents, and covers for the bureaus within the Secretariat of the House of Representatives.
- (6) Performing other assigned duties.

### 3. The Printing and Copying Office Division

The division is responsible for

- (1) Designing and photographing printed materials.
- (2) Assembling printed materials such as hand-assembled black and white/colored films, film retouching, mould production, and plate duplication of black and white and four-colored moulds.

- (3) Handling photocopying services with duplicators and copying machines for the sittings and the administration of the National Assembly, the House of Representatives, and the Secretariat of the House of Representatives.
- (4) Printing minutes of the joint sittings of the National Assembly and the House of Representatives, committees, sub - committees, and other commissions; assembly of printed minutes of meetings in book form for public dissemination according to the rules of procedure of the National Assembly.
- (5) Printing supplementary documents for the sittings, academic documents, and journals; disseminating documents in Thai and foreign languages, printing documents as requested by the bureaus within the Secretariat of the House of Representatives.
- (6) Collecting and exhibiting the printed works of the House of Representatives and the Secretariat of the House of Representatives.
- (7) Performing other assigned duties.

#### **4. The Printing Materials and Supplies Services Division**

The division is responsible for

- (1) Planning, providing, and using printing materials; maintaining printing materials and repairing printing equipment and machines.
- (2) Planning for the approval of printing supplies purchase and maintenance, controlling office supplies, keeping accounts, managing documents required for the distribution of printing supplies and the provision of printing services.
- (3) Storing books for subsequent delivery, receiving finished - products, delivering printed materials, and controlling the transportation of books from storage to destination.
- (4) Registering in - storage books.
- (5) Performing other assigned duties.

## Bureau of Security

The Bureau of Security is responsible for

- (1) Handling peace, order, and security according to the laws, rules and regulations of the National Assembly regarding parliamentary area security and other related regulations.
- (2) Ensuring security of Members of the Parliament, Members of the House of Representatives, ministers, foreign guests, persons of importance, parliamentary personnel, employees, and people who visit the National Assembly on official business.
- (3) Ensuring security during parliamentary meetings, meetings of the House of Representatives and the Senate meetings in accordance with the rules of procedures.
- (4) Searching, investigating, and preventing actions that are in violation of the laws, rules, and parliamentary security regulations regarding security in the parliamentary areas and other related regulations.
- (5) Coordinating with the government sector and relevant organizations on security systems.
- (6) Studying, analyzing, planning, and introducing security policies, measures, procedures, regulations, operational plans, drills, and training; obtaining information and news on peace and security issues.
- (7) Studying, analyzing, developing and formulating the security system and the security communication system; planning to employ suitable security measures and technology.
- (8) Coordinating, advising, and assisting people who visit the National Assembly on official business, such as to observe meetings and to meet Members of the Parliament and the House of Representatives.
- (9) Studying, analyzing, and organizing the traffic system within the parliamentary areas.
- (10) Designing, selecting, and issuing licenses for vehicles entering parliamentary areas.
- (11) Advising and monitoring identification cards, attires and uniform in parliamentary areas.
- (12) Systemizing, supervising, and regulating the use of parliamentary buildings; maintaining, repairing, and cleaning buildings in the House of Representatives' and the Secretariat of the House of Representatives' areas.
- (13) Servicing and assisting Members of the Parliament and persons of importance in the National Assembly.
- (14) Performing other assigned duties.

The bureau is divided into 5 divisions as follows:

#### 1. The General Administration Division

The division is responsible for

- (1) Handling the Bureau's documentation and general clerical affairs.
- (2) Handling the Bureau's office supplies, durable equipment, finance, and budgets.
- (3) Handling the Bureau's registration and personnel records.
- (4) Preparing operational plans and budgets; coordinating the Bureau's planning, performance reports, budget allocation and records.
- (5) Handling the Bureau's secretarial affairs and meetings.
- (6) Producing and disseminating documents on the Bureau's activities.
- (7) Performing other assigned duties.

#### 2. The Security Directorate Division

The division is responsible for

- (1) Studying, analyzing, planning, and proposing security policies, measures, procedures, regulations, operational plans, drill, training, and collecting information concerning peace and security issues.
- (2) Setting - up, regulating and maintaining the security system.
- (3) Planning and estimating potential dangers and harms to people, buildings, properties, and documents.
- (4) Coordinating with the government sector and relevant organizations on the security system.
- (5) Conducting follow - up studies and performance evaluation in accordance with the security policy, measures, regulations, and operational plans.
- (6) Coordinating and advising, people who visit the parliament on official business, such as to observe meetings and visit parliamentary members, Members of the House of Representatives and the Cabinet as well as parliamentary personnel and parliamentary officials.
- (7) Coordinating with other organizations to obtain news and information for security planning and handling in parliamentary areas.
- (8) Designing, selecting design, and issuing licenses for vehicles entering parliamentary areas.
- (9) advising and monitoring the display of identification cards and the clothing of the persons within the parliamentary area,
- (10) Performing other assigned duties.

### 3. The Security Technology Division

The division is responsible for

- (1) Studying, analyzing, developing security system; employing suitable security measures and technology.
- (2) Monitoring surveillance system technology, reporting and coordinating with relevant agencies to prevent incidents of disorder and lack of security within the parliamentary areas.
- (3) Coordinating with relevant organizations for the linking of organizational and inter - organizational communication systems in accordance with the security policies, laws, regulations, and procedures.
- (4) Providing, regulating, maintaining, and repairing security equipment and instruments and to ensure their security readiness.
- (5) Performing other assigned duties.

### 4. The Security Division

The division is responsible for

- (1) Handling peace, order and security according to the laws, rules and regulations of the National Assembly concerning security within the Parliamentary areas and other relevant regulations.
- (2) Ensuring security of Members of the Parliament, Members of House of Representatives, ministers, foreign guests, persons of importance, parliamentary personnel, employees, and people who visit the National Assembly on official business.
- (3) Ensuring security at parliamentary meetings, the House of Representatives and the Senate meetings in accordance with the rules of procedures.
- (4) Searching, investigating, and preventing actions that violate the laws, rules, and the parliamentary security regulations in the parliamentary area as well as other relevant regulations, Searching, investigating, and preventing actions that are in violation of the laws, rules, and parliamentary security regulations regarding security in the parliamentary areas and other related regulations.
- (5) Studying, analyzing, and regulating the traffic system in the parliamentary areas.
- (6) Performing other assigned duties.

## **5. The Household Procurement Division**

**The division** is responsible for

- (1) Planning, supervising, and taking care of the buildings of the House of Representatives and the Secretariat of the House of Representatives.
- (2) Setting - up systems for the regulating, supervising and maintaining of air - conditioners, elevators, public utilities, wastewater, fire protection equipment, and other systems.
- (3) Maintaining, repairing, and keeping all buildings in the vicinities of the House of Representatives and the Secretariat of the House of Representatives clean.
- (4) Servicing and assisting Members of the Parliament and persons of importance in parliamentary areas.
- (5) Providing equipment for the improvement, repair, and maintenance of all buildings.
- (6) Performing other assigned duties.

## Bureau of Public Relations

The Bureau of Public Relations is responsible for

- (1) Handling of all public relations activities of the National Assembly, the House of Representatives and the Secretariat of the House of Representatives.
- (2) Organizing public relations activities and disseminating information about National Assembly and democracy.
- (3) Handling public relations, inquiries, hospitality, and reception services; assisting Members of the Parliament, parliamentary personnel, and people who visit the National Assembly on official business.
- (4) Coordinating and assisting in the holding of royal ceremonies, official ceremonies and all ceremonial functions at the Parliament, the House of Representatives and the Secretariat of the House of Representatives.
- (5) Studying, gathering data, analyzing, planning, and producing documents/
- (6) publications/information about politics and democracy, people's rights and duties, responsibilities, activities, and the works of the Parliament, the House of Representatives, committees, and the Secretariat of the House of Representatives.
- (7) Studying, collecting, and analyzing data to set up work plans, projects, seminars, discussions, documentation, and exhibitions; disseminating relevant information on politics and democracy, responsibilities, activities, and the works of the Parliament and the House of Representatives, people's rights and duties under the constitution among students, the government and private sectors and the general public, organizing activities for local people participation by expressing political comments with Members of the House of Representatives.
- (8) Monitoring, examining, analyzing, and compiling data; providing advice, clarifying discrepant ideas, explaining facts and information about National Assembly, the House of Representatives and the Secretariat of the House of Representatives; coordinating and accommodating members of the mass media in reporting news; providing services for interviews and the press conference of the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition, Members of the House of Representatives, committees, and executives of the Secretariat of the House of Representatives.

- (9) Studying, collecting and analyzing data; providing advice on planning, regulating, monitoring, maintaining and repairing of audio - equipment, voting systems, close - circuit television systems, and audio - video systems to support the meetings of the Parliament, the House of Representatives, committees, parliamentary meetings and seminars.
- (10) Performing other assigned duties.

**The Bureau is** divided into 6 divisions as follows:

### **1. The General Administration and Ceremonial Functions Division**

**The division** is responsible for

- (1) Handling the Bureau's documentation and general clerical affairs.
- (2) Handling the Bureau's office supplies, durable equipment, finance, and budgets.
- (3) Handling the Bureau's personnel registration and records.
- (4) Preparing operational plans and budgets; coordinating the Bureau's planning, performance reports, budget allocation and statistics.
- (5) Coordinating, planning, and accommodating royal ceremonies, government ceremonies and all ceremonial functions of the National Assembly, the House of Representatives and the Secretariat of the House of Representatives.
- (6) Publicizing charity works and other functions requested by other organizations.
- (7) Performing other assigned duties.

### **2. The Information Division**

**The division** is responsible for

- (1) Being the information center to provide information on the activities, works, and duties of the House of Representatives and the Secretariat of the House of Representatives; accommodating and providing services to Members of the House of Representatives, parliamentary officials, and employees of the Secretariat of the House of Representatives.
- (2) Disseminating knowledge and information in the form of seminars and documents on the democratic system, rights, freedom, and duties of the people, the responsibilities and activities of the National Assembly, the House of Representatives, and the Secretariat of the House of Representatives among pupils, students, and people who visit the Parliament on education purpose.
- (3) Promoting daily activities of the National Assembly, the House of Representatives, and the Secretariat of the House of Representatives via the Internet and broadcasting systems.

- (4) Coordinating with relevant organizations for public relations purpose, publicizing of activities of the National Assembly, the House of Representatives the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition in the House of Representatives, Members of the House of Representatives, committees, and the Secretariat of the House of Representatives.
- (5) Accommodating those who visit the National Assembly on official business and to observe parliamentary meetings.
- (6) Performing other assigned duties.

### **3. The Mass Media Division**

**The division** is responsible for

- (1) Coordinating and accommodating members of the mass media in news reporting, interviews and the press releases of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition, Members of the House of Representatives, committee members, and executives of the Secretariat of the House of Representatives.
- (2) Monitoring, investigating, analyzing, compiling, proofreading, providing news clippings, announcing, and organizing press releases on the Parliament, the House of Representatives, and the Secretariat of the House of Representatives.
- (3) Recording sounds and pictures of the activities of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition, Members of the House of Representatives, committee members, and the Secretariat of the House of Representatives in order to be used for organizing activities and disseminating documents of the Secretariat of the House of Representatives.
- (4) Promoting news and pictures of persons of importance and delegations who visit the National Assembly, the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition, Members of the House of Representatives, committee members, and executives of the Secretariat of the House of Representatives.
- (5) Performing other assigned duties.

#### **4. The Audio – visual Aids Division**

The division is responsible for

- (1) Studying, collecting and analyzing data providing advice on planning; providing audio - visual machines to accommodate the meetings and seminars of the National Assembly, the House of Representatives, committees, and the Secretariat of the House of Representatives.
- (2) Studying, collecting, and analyzing data, providing advice on planning; providing, regulating, supervising, maintaining, and repairing the audio-visual equipment, voting systems, close – circuit television systems, and audio - video systems at the meetings of the National Assembly, the House of Representatives, committees, and related parliamentary meetings and seminars.
- (3) Providing audio - visual records of parliamentary meetings to members of the National Assembly, accommodating meetings of the National Assembly, the House of Representatives, committees, and parliamentary related meetings and seminars as evidence and accompanying materials to the minutes of the meetings.
- (4) Studying and coordinating the use of computer equipment in meetings, seminars, discussions and conferences.
- (5) Performing other assigned duties.

#### **5. The Publications Division**

The division is responsible for

- (1) Studying, collecting, analyzing, planning, and producing printed media of the Secretariat of the House of Representatives for disseminating information about politics in the democratic system, rights and responsibilities of the people, and the people’s role in administration under the Constitution.
- (2) Producing documents and printed materials for the dissemination of data on the responsibilities, activities and works of the National Assembly, the House of Representatives, the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition, Members of the House of Representatives, committee members, and the Secretariat of the House of Representatives.
- (3) Producing and designing audio - visual materials with commentary to disseminate information about politics in the democratic system as well as the responsibilities, activities, and work of the National Assembly, the House of Representatives, the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition, Members of the House of Representatives, committee members, and the Secretariat of the House of Representatives.

- (4) Handling the artworks, printed materials, as well as producing artworks through computer system for disseminating information about politics in the democratic system as well as the responsibilities, activities, and work of the National Assembly, the House of Representatives, the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition, Members of the House of Representatives, committee members, and the Secretariat of the House of Representatives.
- (5) Performing other assigned duties.

## **6. The Democracy and the House Activities Dissemination Division**

**The division** is responsible for

- (1) Studying, collecting data, and analyzing information for the formulation of plans, projects, seminars, discussions, documentaries, and exhibitions for the purpose of disseminating information about politics in the democratic system, responsibilities, activities, and work of the National Assembly and the House of Representatives, the rights and duties of people under the Constitution.
- (2) Organizing seminars, conferences, discussions, exhibitions, and documentaries for the dissemination of information on politics in the democratic system, the responsibilities, activities, and works of the National Assembly and the House of Representatives, the rights and duties of people under the Constitution among students, political institutions, the government and private sectors, and people across the nation.
- (3) Organizing activities to enable Members of the House of Representatives to meet people in their own areas to give them the chance to express their opinions.
- (4) Organizing activities under the democracy promotion project in both at the country's centers and provincial areas.
- (5) Producing media materials to endorse the democracy promotion project.
- (6) Studying, collecting, analyzing, monitoring, and evaluating the performance of the House of Representatives projects and the activities to promote democracy.
- (7) Performing other assigned duties.

## The National Assembly Radio and Television Broadcasting Station

The National Assembly Radio and Television Broadcasting Station is responsible for

- (1) Handling secretarial affairs of the Executive Committee and Sub - Committee relating to the National Assembly Radio and Television Broadcasting Station,
- (2) Handling public relations and disseminating knowledge and information about politics and administration under the democratic system, the legislative functions of the National Assembly, the House of Representatives, the Senate, and the Secretariat of the House of Representatives. The National Assembly Radio and Television Broadcasting Station acts as the means for the promotion of knowledge and understanding of the democratic system and for the exchange of political views between parliamentary members and the public.
- (3) Publicizing news and information about the House of Representatives in order to promote understanding between the National Assembly and the public.
- (4) Broadcasting meetings of the National Assembly, the House of Representatives, the Senate, and committees. Broadcasting seminars held at the House of Representatives and the Senate, both inside and outside the Parliament, throughout the country,
- (5) Analyzing and assessing the performance of broadcasting programs to identify measures to improve their effectiveness.
- (6) Examining, analyzing or conducting research to initiate the National Assembly Radio and Television Broadcasting programs and reporting the evaluation results of programming activities.
- (7) Acting as the National Assembly's the News and Public Relations center in disseminating information about the National Assembly, the House of Representatives, and the Secretariat of the House of Representatives; providing a channel for the exchange of ideas in administration and politics among the public.
- (8) Preparing information and producing radio and television programs, live relays, and recorded tapes.
- (9) Creating programs, program charts, scripts, and spots; coordinating and examining production readiness of the programs.
- (10) Inspecting and operating radio and television programs, and coordinating with other related divisions.

- (11) Developing the National Assembly Radio Broadcasting Station and network.
- (12) Providing and announcing news and programs.
- (13) Handling technical maintenance of radio and television broadcasting equipment, sound broadcasting studios, and television recording studios at the country's centers and regional areas.
- (14) Regulating and maintaining broadcasting studios, recording studios, and broadcasting time.
- (15) Performing other assigned duties.

**The Station is divided into 5 divisions as follows:**

**1. The General Administration Division** is responsible for:

- (1) Handling the Bureau's documentation and clerical affairs.
- (2) Handling the Bureau's office supplies, durable equipment, the finance, and budgets.
- (3) Handling the Bureau's personnel registration and records.
- (4) Preparing operational plans and budgets; coordinating the Bureau's planning, performance reports, budget allocation and statistics.
- (5) Handling the Bureau's secretarial affairs and meetings.
- (6) Producing and disseminating documents, reporting on the Bureau's activities.
- (7) Performing other assigned duties.

**2. The News and Assessment Division** is responsible for

- (1) Collecting and writing news for the National Assembly Radio and Television Broadcasting Station.
- (2) Conduction studies and analysis to create of news reports and news programs formats on the National Assembly Radio and Television Broadcasting Station, reporting the results of information analysis and performance evaluation.
- (3) Reporting and announcing news on the works of the National Assembly, the House of Representatives, the Secretariat of the House of Representatives, and news on political movements in order to promote better understanding between the National Assembly and the public.
- (4) Collecting, analyzing, and filing broadcasted information.
- (5) Analyzing and assessing audience feedback on the National Assembly Radio and Television's programs so that the feedback can be used for improvement of the programs.
- (6) Performing other assigned duties.

**3. The Production of Radio Broadcasting Program Division** is responsible for

- (1) Handling secretarial affairs of the administrative committee of the National Assembly Radio Broadcasting and related sub - committees.
- (2) Handling public relations and disseminating information on politics and administration under a democratic system, the legislative process, and activities of the National Assembly, the House of Representatives, and the Senate via the National Assembly Radio Broadcasting Station. These activities help promoting better understanding of the democratic system and exchanges of opinions between Members of Parliament and the public.
- (3) Publicizing news and information about the Parliament to promote better understanding between the National Assembly and the public.
- (4) Broadcasting the meetings of National Assembly, the House of Representatives, and the Senate; broadcasting seminars held locally and overseas.
- (5) Studying, analyzing, and conducting research in order to set up appropriate radio programs for the National Assembly.
- (6) Serving as the public relations and disseminating information center for the Parliament, the House of Representatives, and the Secretariat of the House of Representatives; providing a channel the people to express their opinions about the administration and politics.
- (7) Preparing information and producing radio programs, live relays and tape recordings.
- (8) Creating various forms of programs, program charts, program scripts, and spots; coordinating and examining the preparedness of each program.
- (9) Inspecting and organizing radio programs and coordinating with other related divisions.
- (10) Performing other assigned duties.

**4. The Production of Television Program Division** is responsible for

- (1) Handling secretarial affairs of the Committee on the Production of Parliament's Television Programs and related sub - committees.
- (2) Handling public relations measures, disseminating information and news about politics and the administration in a democratic system as well as the legislative process, activities of the National Assembly, the Senate, the House of Representatives, and the Secretariat of the House of Representatives. These activities are carried out via the National Assembly Radio and Television Broadcasting Station to promote better understanding of the politics and administration in a democratic system and for the exchange of opinions between Members of Parliament and the public.
- (3) Publicizing news and information on the National Assembly in order to promote better understanding between the National Assembly and the public.
- (4) Broadcasting the meetings of the National Assembly, the House of Representatives, the Senate as well as local and overseas seminars.
- (5) Studying, analyzing, and conducting research to identify appropriate forms of television programs.
- (6) Responsible for the transmission of public messages and political opinions.
- (7) Preparing information and producing television programs, both live and recorded.
- (8) Creating the forms of programs, program charts, program scripts and spots; coordinating and examining production readiness of programs.
- (9) Inspecting programs, operating television programs and coordinating with other divisions.
- (10) Performing other assigned duties.

**5. The Techniques Division** is responsible for

- (1) Handling technical maintenance, radio and television broadcasting equipment, radio broadcast studio, and television recording studio in the country's centers regional areas.
- (2) Monitoring, regulating, and supervising the radio broadcasting studio and television recording studio, regulating broadcasting time.
- (3) Monitoring and regulating the closing and opening of the National Assembly Radio Broadcasting Station,
- (4) Offering services in sound recording, visual recording and tape recording of programs.
- (5) Coordinating and providing facilities for organizing programs and the broadcasting of the National Assembly Radio Broadcasting Station and producing television programs, both live and recorded.
- (6) Promoting development of the National Assembly Radio Broadcasting Station and its network.
- (7) Performing other assigned duties.

## Bureau of Inter - Parliamentary Organizations

The Bureau of Inter - Parliamentary Organizations is responsible for

- (1) Handling all the works of the House of Representatives and the Thai Inter - Parliamentary Union (IPU) National Group, the Thai ASEAN Inter - Parliamentary Assembly (AIPA) National Group, and the Thai Asian - Pacific Parliamentarians' Union (APPU) National Group; handling the meetings of the Parliamentary Association, the Association of the Secretaries General of Parliaments (ASGP), the Asia Pacific Parliamentary Forum (APPF), the Asia Pacific Parliamentarians' Conference on the Environment and Development (APPCED), the Asian Parliamentarians' Conference on Peace, the ASEF Young Parliamentarians Meeting (YPM), the workshop on North - South Relations in an Era of Globalization, the Global Forum of Parliamentarians on Habitat, and other special meetings.
- (2) Compiling data, studying, analyzing, and conducting follow - up studies on the political, economic, and social situations of nations in all regions, and of international organizations and other organizations. The data will be put up for consideration during the Inter - Parliamentary Organization Meeting and other special conferences.
- (3) Conducting research on Parliamentary Studies; analyzing the characteristics of the works of the Thai Parliament, inter - parliamentary groups, and the organizations that support the works of foreign parliaments.
- (4) Translating meeting documents and academic documents to be studied and deliberated by delegations and the President of the National Assembly.
- (5) Coordinating data and study of other organizations on the works of the Inter-Parliamentary Union, providing background and case studies on topics that will benefit the parliamentary circle.
- (6) Handling secretarial affairs for the delegations in their preparation for international conferences.
- (7) Preparing trip and meeting reports, compiling meeting outcome for dissemination to the public and related organizations.
- (8) Conducting follow - up studies of the implementation of works approved by the resolutions of the Inter - Parliamentary Union meetings and special meetings.
- (9) Organizing international conferences hosted by the Thai Parliament.
- (10) Performing other assigned duties.

The bureau is divided into 6 divisions as follows:

**1. The General Administration Division** is responsible for

- (1) Handling the Bureau's office supplies, equipment, finance, and budgets.
- (2) Handling the Bureau's personnel registration and records.
- (3) Preparing operational plans and budgets; coordinating the Bureau's planning, performance reports, budget allocation and statistics.
- (4) Handling the Bureau's secretarial affairs and meetings.
- (5) Producing and disseminating documents, publicizing the Bureau's works.
- (6) Preparing and supporting the meetings of the executive committees, the annual meetings of the Thai IPU National Group, the Thai AIPA National Group, the Thai APPU National Group, the meetings of regional parliaments, ASGP meetings, and other special meetings.
- (7) Supporting and organizing international conferences hosted by the Thai Parliament.
- (8) Performing other assigned duties.

**2. The Inter - Parliamentary Union Division**

The division is responsible for:

- (1) Performing works of the House of Representatives and the Thai IPU National Group.
- (2) Compiling data, studying, analyzing, and monitoring political, economic and social situations for the consideration at the IPU meetings.
- (3) Translating meeting documents and academic documents to be studied and considered by the delegations.
- (4) Serving as secretary to the delegations in their preparation for international conferences.
- (5) Preparing trip and meeting reports, compiling meeting outcome for dissemination to the public and related organizations.
- (6) Following - up the execution of work according to the resolutions of the IPU meetings by coordinating with the government sector and organizations, both local and international,
- (7) Organizing international conferences hosted by the Thai Parliament.
- (8) Performing other assigned duties.

### 3. The ASEAN Inter - Parliamentary Assembly Division

The division is responsible for:

- (1) Performing the works of the House of Representatives and the Thai AIPA National Group.
- (2) Compiling data, studying, analyzing, and monitoring political, economic and social situations for consideration at the AIPA meetings,
- (3) Translating documents for meetings, academic documents for consideration, and studies by delegations.
- (4) Serving as secretary to the delegations in their preparation for international conferences.
- (5) Preparing trip and meeting reports, translating meeting documents, and compiling meetings outcome for dissemination to the public and related organizations.
- (6) Conducting follow - up studies on the execution of work according to the resolutions of the AIPA meetings; coordinating with the government sector as well as local and international organizations.
- (7) Organizing international conferences hosted by the Thai Parliament.
- (8) Performing other assigned duties.

### 4. The Asian - Pacific Parliamentarians' Union Division

The division is responsible for

- (1) Performing the works of the House of Representatives and the Thai APPU National Group.
- (2) Compiling data, studying, analyzing, and monitoring the political, economic and social situations for consideration at the APPU meetings.
- (3) Translating meeting documents and academic documents to be studied and deliberated by the delegations.
- (4) Serving as secretary to the delegations in their preparation for international conferences.
- (5) Preparing trip and meeting reports, translating meeting documents, compiling meetings results for disseminating to the public and related organizations.
- (6) Conducting follow - up studies on the execution of work according to the resolutions of the APPU meetings by coordinating with the government sector and organizations, both local and international,
- (7) Organizing international conferences hosted by the Thai Parliament.
- (8) Performing other assigned duties.

## 5. The Association of Parliaments and Association of Secretaries General of Parliaments Division

The division is responsible for

- (1) Handling works concerning parliamentary studies, meetings of the Association of Parliaments, the Association of Secretaries General of Parliaments, international conferences on Parliaments, and others meetings.
- (2) Compiling data, studying, analyzing work characteristics of the Thai and international parliaments who are members of the Association of Secretaries General of Parliaments; monitoring international politics and organizations which support foreign Parliaments' affairs.
- (3) Translating meeting documents of the Association of Secretaries General of Parliaments and academic documents on legislative institution development to be presented to the President of the National Assembly on appropriate occasions.
- (4) Serving as secretary to the delegations in their preparation for international conferences and meetings of the Association of Secretaries General of Parliaments.
- (5) Preparing trip and meeting reports, compiling meeting outcome for dissemination to the public and related organizations.
- (6) Exchanging or disseminating supporting information for studies, researches, and studies of the parliaments of member countries of the Association of Secretaries General of Parliaments.
- (7) Organizing international conferences hosted by the Thai Parliament.
- (8) Performing other assigned duties.

## 6. The Special Affairs Division

The division is responsible for

- (1) Handling the House of Representatives' tasks related to activities held by international parliaments and international organizations on the ad - hoc or ongoing discussion topics at the Asia Pacific Parliamentary Forum (APPF), the General Assembly of the Asia Pacific Parliamentarians' Conference on the Environment and Development (APPCED), the ASEF Young Parliamentarians Meeting (YPM), the workshop on North - South Relations in an Era of Globalization, the Global Forum of Parliamentarians on Habitat, the Asia - Pacific Women Parliamentarians' Conference on Transformative Leadership for Good Governance, and other meetings.
- (2) Compiling data, studying, analyzing and monitoring the political, economic, and social situations of the UN, its agencies, and other international agencies; securing other co - operation from the administrative branch.
- (3) Translating meetings documents and cooperative documents; coordinating information within the Bureau with information from the government sector other and organizations, both at local and international levels.
- (4) Preparing background information and case studies on topics which will benefit the parliamentary circle.
- (5) Serving as secretary to delegations in their preparation for international conferences.
- (6) Preparing trip and meeting reports, translating meetings documents, compiling meetings outcome for dissemination to the public.
- (7) Organizing international conferences hosted by the Thai Parliament.
- (8) Performing other assigned duties.

## Bureau of International Relations

The Bureau of International Relations is responsible for

- (1) Conducting all protocol activities of the House of Representatives and the Secretariat of the House of Representatives, welcoming and providing facilities for bilateral Parliamentary relations, providing international information and news.
- (2) Collecting, studying, analyzing, and monitoring the political, economic, and social situations to be used for academic purposes in welcoming foreign dignitaries who are the guests of the President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition, and the Secretary General of the Secretariat of the House of Representatives.
- (3) Coordinating with the government sector or concerned agencies in preparing welcoming protocols for visiting foreign dignitaries who are guests of the National Assembly, the House of Representatives and the Secretariat of the House of Representatives.
- (4) Coordinating with the government sector or concerned agencies in preparing visit itineraries and protocols when the President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition and the Secretary General of the House of Representatives visit foreign parliament or make an overseas study visit.
- (5) Assisting and coordinating passport and visa application for Members of the House of Representatives and their spouses when making official overseas trips.
- (6) Coordinating and providing facilities for visiting diplomats and foreign dignitaries during parliamentary ceremonies.
- (7) Supporting relationship with the Friendship Groups and cooperating in all of the Groups' activities in accordance with the parliamentary rules and regulations of the Inter Parliamentary Friendship Groups.
- (8) Recording official dialogues between leaders of the Thai National Assembly and visiting foreign dignitaries.
- (9) Translating and collecting international news for submission to the President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition, and the Secretary General of the House of Representatives.
- (10) Performing other assigned duties.

The bureau consists of 4 divisions as follows:

**1. The General Administration Division** is responsible for

- (1) Handling the Bureau's office supplies, equipment, finance, and budgets.
- (2) Handling the Bureau's personnel registration and records.
- (3) Preparing operational plans and budgets; coordinating the Bureau's planning, performance reports, budget allocation and statistics.
- (4) Handling the Bureau's secretarial affairs and meetings.
- (5) Preparing and disseminating documents and reports on the Bureau.
- (6) Supporting and facilitating international conferences hosted by the Thai National Assembly.
- (7) Performing other assigned duties.

**2. The Protocol Division** is responsible for

- (1) Conducting all the protocol activities of the House of Representatives and the Secretariat of the House of Representatives.
- (2) Collecting, studying, analyzing, and monitoring international political, social and economic situations.
- (3) Preparing all protocol activities when foreign dignitaries pay official visits to the President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition, and executives of the Secretariat of the House of Representatives.
- (4) Coordinating with the government sector or concerned agencies in preparing welcoming protocols for visiting foreign dignitaries who are guests of the National Assembly, the House of Representatives and the Secretariat of the House of Representatives.
- (5) Coordinating with the government sector or concerned agencies in preparing visit itineraries and protocols when the President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition and the Secretary General of the House of Representatives visit foreign parliament or make an overseas study visit.
- (6) Writing reports on the welcoming of guests, foreign parliament visit or overseas study visit; organizing receptions, and producing documents for important events.
- (7) Assisting and coordinating passport and visa application for Members of the House of Representatives, their spouses, and officials of the Secretariat of the House of Representatives for their official overseas trips.

- (8) Facilitating and coordinating with the Ministry of Foreign Affairs, embassies and consular offices for the granting of visas to Members of the House of Representatives, their spouses, and officials of the Secretariat of the House of Representatives on official overseas trips.
- (9) Welcoming and assisting visiting foreign dignitaries of the National Assembly, the House of Representatives or the Secretariat of the House of Representatives, upon their arrival and departure from the country at immigration and custom points at the airport.
- (10) Welcoming and assisting member of the House of Representatives, their spouses, and officials of the Secretariat of the House of Representatives when departing for or returning from official overseas trips at immigration and custom points at the airport.
- (11) Coordinating and assisting diplomats and visiting foreign dignitaries during parliamentary ceremonies.
- (12) Promoting relationships and cooperation between the Thai National Assembly and foreign parliaments or foreign dignitaries.
- (13) Performing other assigned duties.

**3. The Bilateral Parliamentary Relations Division is responsible for**

- (1) Handling the general clerical affairs of the Members of the House of Representatives and the Thai Parliamentarians Friendship Groups and Association; promoting relationships and cooperation between Thai and foreign parliamentarians.
- (2) Compiling, studying, analyzing, and monitoring the political, social, and economic situations of countries in the Friendship Groups and in other countries.
- (3) Translating and producing information on the relationships and cooperation with countries in the Friendship Groups and Association in accordance with the rules and regulations of the International Thai Parliamentarians Friendship Groups.
- (4) Serving as secretary to the Thai Parliamentarians Friendship Groups during meetings and official visits to foreign parliaments.
- (5) Coordinating welcoming functions for delegations of the Foreign Friendship Groups and Association who visit Thailand.
- (6) Writing up minutes of the meeting, general visits, and study visits; exchanging information and news with foreign parliaments and disseminating information to members of the Friendship Groups and Association.

- (7) Organizing lectures, exhibitions and other special functions for foreign Friendship Groups by inviting ambassadors, lecturers, and Members of the Parliament to join the activities as specified by the resolutions of the sittings of the Friendship Groups which have been approved by the President of the National Assembly.
- (8) Performing other assigned duties.

**4. The International Information and News Division** is responsible for

- (1) Handling international information and news of the House of Representatives, the Secretariat of the House of Representatives and the National Assembly.
- (2) Collecting, studying, analyzing, and monitoring news and international events affect or benefit the development of international relations and the cooperation of the National Assembly.
- (3) Translating and collecting international news for submission to the President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition, and the Secretary General of the House of Representatives.
- (4) Producing information on international relations and parliamentary relations; compiling news on events and analyzing official dialogues between visiting foreign dignitaries and the President of the National Assembly, the Speaker and Deputy Speakers of the House of Representatives, the Leader of the Opposition, and the Secretary General of the House of Representatives.
- (5) Recording official dialogues between visiting foreign dignitaries and the Leader of the Thai National Assembly.
- (6) Serving as secretary to the Thai delegations, Members of the House of Representatives or officials of the Secretariat of the House of Representatives for official overseas visits.
- (7) Performing other assigned duties.

## Bureau of Academic Services

The **Bureau of Academic Services** is responsible for

- (1) Studying, examining, analyzing, conducting academic researches and gathering academic information.
- (2) Providing information and academic recommendations, as needed, for Members of the Parliament, the House of Representatives, the bureaus in the Secretariat of the House of Representatives and parliamentary personnel.
- (3) Analyzing, providing advice and academic services in support of the legislative activities of Members of the Parliament, members of the Committees, officials, and relevant persons.
- (4) Administrating and providing services in compliance with the principles of the library science.
- (5) Developing and analyzing information resources.
- (6) Preparing the index and database by using information technology to effectively operate and promote parliamentary works.
- (7) Providing documents relating to the deliberation of bills and motions.
- (8) Providing academic documents and documents for the publicizing of political and administrative issues.
- (9) Handling research and development as well as applying research results to practical use.
- (10) Coordinating with international parliamentary libraries.
- (11) Managing a political museum according to the museum's principles, facilitating exhibitions.
- (12) Managing the parliamentary archives.
- (13) Performing other assigned duties.

The **Bureau** consists of 8 divisions as follows:

**1. The General Administration Division** is responsible for

- (1) Handling the Bureau's documentation general clerical affairs.
- (2) Handling the Bureau's office supplies, equipment, finance, and budgets.
- (3) preparing the Bureau's personnel registration and records.
- (4) Preparing operational plans and budgets; coordinating the Bureau's planning, performance reports, budget allocation and statistics.
- (5) setting systems, controlling and taking care of the security system of the Bureau.
- (6) providing and disseminating documents and work of the Bureau.
- (7) Performing other assigned duties.

**2. The Library Division** is responsible for

- (1) Purchasing, procuring, and collecting all kinds of information resources, coordinating requests for donations and exchanges of information resources both inside and outside the country.
- (2) Analyzing, categorizing, and managing information resources in accordance with international standards; providing bibliographies, databases, and maintaining information resources.
- (3) Providing services for information, references and abstracts, borrowing and returning information resources, inter - library loans, information service obtained from remote telecommunication systems and network systems and recommending the use of services.
- (4) Coordinating international parliamentary libraries,
- (5) Organizing activities to promote reading and exhibiting newly - received information resources.
- (6) Performing other assigned duties.

**3. The Information Technology Resources Development Division** is responsible for

- (1) Organizing the automated library system, library databases, and related technological devices.
- (2) Handling and developing indices of news clippings and the government gazette via Document Image Processing (DIP) program.
- (3) Developing and processing databases, linking the information with internal and external organizations via remote telecommunication systems.
- (4) Coordinating with internal and external libraries and academic institutions to develop suitable academic databases and services.
- (5) Providing and developing the Bureau's website.
- (6) Performing other assigned duties

**4. The Academic Services Division 1** is responsible for

- (1) Studying, examining, analyzing, conducting research, and collecting academic information in the fields of politics, security, military, justice, international relations, international politics, arbitration and intellectual property.
- (2) Providing information and academic recommendations as requested by Members of the Parliament, the House of Representatives and internal agencies of the Secretariat of the House of Representatives, and by parliamentary personnel.
- (3) Analyzing, providing advice and academic services to support the legislative activities of Members of the Parliament, committee members, officials and relevant persons.
- (4) Collecting and analyzing information, statistics, and facts by coordinating with internal and external data sources.
- (5) Providing documents relating to the deliberation of bills and motions.
- (6) Producing academic documents, pamphlets, background information, parliamentary documents as well as foreign articles and reviews.
- (7) Giving lectures on bills and motions for Members of the Parliament, Members of the House of Representatives, the Government Whip, and the Opposition Whip.
- (8) Translating academic documents in the responsible fields.
- (9) Performing other assigned duties.

**5. The Academic Services Division 2** is responsible for

- (1) Studying, examining, analyzing, conducting research, and collecting academic information in the field of economics, commerce, trade, budget, industry, monetary affairs, finance, banking investment, insurance, agriculture and cooperatives, transportations and communications.
- (2) Providing information and academic recommendations as requested by Members of the Parliament, Members of the House of Representatives, internal agencies of the Secretariat of the House of Representatives, and parliamentarians.
- (3) Analyzing, providing advice and academic services to support the legislative activities of Members of the Parliament, committee members, officials and relevant persons.
- (4) Collecting and analyzing information, statistics, and facts by coordinating with internal and external data sources.

- (5) Providing documents relating to the deliberation of bills and motions.
- (6) Producing academic documents, pamphlets, background information, parliamentary documents, foreign documents and reviews.
- (7) Giving lectures on bills and motions for Members of the Parliament, Members of the House of Representatives, the Government Whip, and the Opposition Whip.
- (8) Translating academic documents in the responsible fields.
- (9) Performing other assigned duties.

**6. The Academic Services Division 3** is responsible for

- (1) Studying, examining, analyzing, conducting research, and collecting academic information in the fields of social science, education, religion, and culture, public health, sport, tourism, labor and social welfare, science, technology, environment, and energy.
- (2) Providing information and academic recommendations as requested by Members of the Parliament, Members of the House of Representatives, internal agencies of the Secretariat of the House of Representatives, and parliamentary personnel.
- (3) Analyzing, providing advice and academic services to support the legislative activities of Members of the Parliament, committee members, officials, and related persons.
- (4) Collecting and analyzing information, statistics, and facts by coordinating with internal and external data sources.
- (5) Providing documents relating to the deliberation of bills and motions.
- (6) producing academic documents, pamphlets, background information, parliamentary documents and foreign articles and reviews,
- (7) giving lectures on bills and motions for Members of the Parliament, Members of the House of Representatives, the Government Whip and the Opposition Whip,
- (8) Translating academic documents in the responsible fields.
- (9) Performing other assigned duties.

**7. The Research and Development Division** is responsible for

- (1) Studying, analyzing, and researching economic problems, social affairs, and politics which have or are expected to have an impact on people.
- (2) Organizing academic seminars on relevant research projects.
- (3) Promoting research and supporting researchers in conducting academic work on economic, social, and political issues, and encouraging their application to practical use.
- (4) Coordinating research work with other research institutions in the government and private sectors.
- (5) Compiling research findings to be used as information for the deliberation of Members of the House of Representatives, committees, and for the operation of the Secretariat of the House of Representatives.
- (6) Studying, reviewing documents, and collecting academic information and research on economic, social, and political issues as requested by Members of the House of Representatives, members of the committees and internal agencies of the Secretariat of the House of Representatives.
- (7) Providing information and disseminating related research findings through the Parliamentary Radio Broadcasting Station, compiling the research works in book form for public dissemination.
- (8) Handling secretarial services for the Research Committee.
- (9) Coordinating and monitoring of research projects.
- (10) Performing other assigned duties.

**8. The Museum and Archives Division** is responsible for

- (1) Administrating the parliamentary archives by issuing rules and regulations, collecting, recording, analyzing, evaluating, cataloguing, and providing handbooks, maintaining documents, recording events, exhibiting souvenirs and presents from local and foreign givers.
- (2) Disseminating documents and providing archive services.
- (3) Organizing the parliamentary political museum.
- (4) Collecting, recording, cataloguing, searching, analyzing information, maintaining documents and audiovisual materials concerning the political history of the Thai parliamentary system in accordance with the museum's principles.
- (5) Organizing study visits and exhibitions, disseminating political documents.
- (6) Performing other assigned duties.

## **Bureau of Information Technology**

**The Bureau of Information Technology** is responsible for

- (1) Formulating policy, regulating, supervising, promoting, planning, assessing and applying information technology to the development of the work systems and legislative procedures of the National Assembly, the House of Representatives, and the Secretariat of the House of Representatives.
- (2) Coordinating and working in accordance with the information technology policy of the government sector.
- (3) Establishing a system, developing a computer system, designing programs for data-processing equipment.
- (4) Disseminating, providing information technology, developing multimedia, and providing advice on the use of data - processing equipment and data-processing programs.
- (5) Developing a system, forms, and research standards, collecting data - processing and using collected data.
- (6) Administering, regulating and maintaining the National Assembly's computer system, website host, network system, database, and programs; considering information technology standards, rules, and regulations.
- (7) Providing computer training and developing data - processing instrument utilization for Members of Parliament, Members of the House of Representatives and officials of Secretariat of the House of Representatives.
- (8) Performing other assigned duties.

**The Bureau consists of 5 divisions**

**1. The General Administration Division** is responsible for

- (1) Handling the Bureau's documentation and general clerical affairs,
- (2) Handling the Bureau's office supplies, equipment, finance, and budgets.
- (3) Handling the Bureau's personnel registration and records.
- (4) Preparing the Bureau's operational plans and budgets; coordinating plans and reporting on the Bureau's activities, budget allocation and statistics.
- (5) Handling the Bureau's secretarial affairs and meetings.
- (6) Producing and disseminating documents and reports on the Bureau's works.
- (7) Performing other assigned duties.

**2. The Computer Academics Division** is responsible for

- (1) Studying, researching, comparing, analyzing, and providing advice on parliamentary information technology policies and plans.
- (2) Studying, analyzing and providing advice on computer rules and regulations, data systems, details and specifications of the relevant information technology, and other matters related to computer and data systems.
- (3) Conducting follow - up studies, reporting the progress of knowledge in computer, law, and related rules and regulations.
- (4) Coordinating and monitoring implementation of the information technology policy, in order to report and suggest guidelines in cooperation with high ranking administrators in information technology and administrators in the Secretariat of the House of Representatives.
- (5) Organizing, training, and providing handbooks in computer training.
- (6) Providing advice and answers on computer technology to users and other persons.
- (7) Handling work plans and budgets, assessing work performance and budget allocation in accordance with the computer and information technology project.
- (8) Disseminating information on the National Assembly's information technology data systems.
- (9) Performing other assigned duties.

**3. The Computer Programming Development Division** is responsible for

- (1) Analyzing and developing computer systems, conducting feasibility studies, using computer systems appropriate to the existing work systems to identify problems and solutions, analyzing and developing the information technology systems for the National Assembly, the House of Representatives, and the Secretariat of the House of Representatives; drafting the system's work flow, making summary reports, advising, recommending the setting and development of work systems, considering development standards in the work systems.
- (2) Designing work systems, providing documents on system design in compliance to the rules and regulations of the work system development; compiling a dictionary of data, current data diagrams, specific data, data processing, data form, system form, flow chart, loading data form, and other reports.

- (3) Designing programs in congruence with the program specifications, looking up from the documents of designing system.
- (4) Testing the designed program and providing handbooks for the program.
- (5) Managing, correcting, improving, and maintaining the database.
- (6) Coordinating and cooperating with the government sector in implementing the government's information technology policy on the network system.
- (7) Keeping up with and studying advances in computer science.
- (8) Performing other assigned duties.

**4. The Computer Network Management Division** is responsible for

- (1) Studying, analyzing, and providing guidelines for the use of the operating systems, database management systems, and network systems with the Secretariat of the House of Representatives' computer system.
- (2) Administering, supervising, and maintaining the operating system and the computer networks at the National Assembly, the House of Representatives, and the Secretariat of the House of Representatives.
- (3) Providing advice and recommendations linkage of the National Assembly's network systems with those of outside agencies.
- (4) Developing the Internet system, designing home pages for the National Assembly, the House of Representatives and the Secretariat of the House of Representatives; keeping the homepages updated, coordinating performance data and loading with other sectors.
- (5) Coordinating and cooperating with the government sector in implementing the government's information technology policies on the network system.
- (6) Studying, analyzing, designing, and recommending suitable production of computerized media.
- (7) Providing internet services for Members of the Parliament, Members of the House of Representatives, and officials of the Secretariat of the House of Representatives.
- (8) Keeping up with and studying new development in the computer science.
- (9) Performing other assigned duties.

**5. The Computer System Services Division** is responsible for

- (1) Studying, analyzing, and providing guidelines for computer system services, computer appliances, communication networks, microcomputers, installation of computer systems and small computer network systems for Members of the Parliament, Members of the House of Representatives, and the Secretariat of the House of Representatives' internal bureaus.
- (2) Installing the operating system and applied programs for microcomputers.
- (3) Examining and providing solutions to problems relating to data - processing equipment and programs, answering questions from users and bureaus.
- (4) Managing computer systems, administering data entries, coordinating implementation and input of data.
- (5) Formulating standards and specifications for computer appliances.
- (6) Providing services and presenting data from data - processing equipment.
- (7) Conducting follow - ups and studying new development in the computer science.
- (8) Performing other assigned duties.

## Bureau of Parliamentary Proceedings

The Bureau of Parliamentary Proceedings is responsible for

- (1) Handling secretarial affairs at the sittings of the House of Representatives and the joint sittings of the National Assembly.
- (2) Handling constitutional amendments, bills or organic law bills, financial bills, bills on children, women, the elderly, the disabled or the handicapped issues, the annual appropriations bills or the Emergency Decree that shall be considered at the sittings of the House of Representatives and at the joint sittings of the National Assembly as stipulated in the Constitution and the Rules of Procedure of the National Assembly.
- (3) Performing legislative petitions of the public.
- (4) Selecting the Prime Minister at a sitting of the House of Representatives.
- (5) Preparing for a policy address of the Cabinet at a joint sitting of the National Assembly.
- (6) Handling the opening of a general debate to cast a vote of no confidence in the Prime Minister or the Cabinet and to listen to the opinions of Members of the Parliament.
- (7) Handling the motions proposed to a sitting of the House of Representatives and a joint sitting of the National Assembly.
- (8) Handling the verbal interpellations and general interpellations that are raised to the Cabinet by Members of the House of Representatives.
- (9) Handling elections, giving suggestions regarding personnel appointment consent at a sitting of the House of Representatives and at a joint sitting of the National Assembly as stipulated in the Constitution, the Rules of Procedures of the National Assembly or the Rules of Procedures of the House of Representatives.
- (10) Giving consent on various matters permitted by the Constitution.
- (11) Handling the list of knowledgeable representatives from private organizations on children, women, the elderly, the disabled or the handicapped issues.
- (12) Arranging meetings and setting the agenda of the sittings of the House of Representatives and the joint sittings of the National Assembly.
- (13) Preparing procedures, guidelines, and protocols for the conducting of the sittings of the House of Representatives and the joint sittings of the National Assembly.

- (10) Handling the resolutions passed at the sittings of the House of Representatives and at the joint sittings of the National Assembly, preparing and declaring voting outcome of the sittings of the House of Representatives and the joint sittings of the National Assembly.
- (11) Confirming the resolutions passed at the sittings of the House of Representatives and at the joint sittings of the National Assembly to the government sector, organizations or relevant persons.
- (12) Preparing a database and a list of Acts.
- (13) Performing other assigned duties

**The Bureau is divided into 6 divisions as follows:**

**1. The General Administration Division** is responsible for

- (1) Handling the Bureau's documentation and general affairs.
- (2) Handling the Bureau's office supplies, equipment, finance, and budgets.
- (3) Handling the Bureau's personnel registration and records.
- (4) Preparing operational plans and budgets; coordinating the Bureau's planning, performance reports, budget allocation and statistics.
- (5) Handling secretarial affairs at the sittings of the House of Representatives and at the joint sittings of the National Assembly.
- (6) Assisting parliamentary members at the sittings of the House of Representatives and at the joint sittings of the National Assembly.
- (7) Determining the proportions of the members of the Standing Committees, the Ad - hoc Committees, the Joint Committees, and the Committees on children, women, the elderly, the disabled or the handicapped issues.
- (8) Handling the list of knowledgeable representatives from private organizations on children, women, the elderly, the disabled or the handicapped issues.
- (9) Coordinating, assisting and giving suggestions to visitors and to those who want to meet with Members of the Parliament, Members of the House of Representatives, members of the Cabinet, parliamentary personnel, and government officials in the sitting halls. These meetings can be arranged in compliance with the regulations.
- (10) Arranging seating plan and preparing a list of Members of the Parliament and Members of the House of Representatives.
- (11) Designing, producing, keeping, and controlling parliamentary ballots through computer systems, producing replacement ballots in case of damage or loss.
- (12) Performing other assigned duties.

## 2. The Acts and Motions Division 1

## 3. The Acts and Motions Division 2

Each Acts and Motions Division is responsible for

- (1) Studying, analyzing, and monitoring of constitutional amendments, bills or organic law bills, financial bills as well as the bills on children, women, the elderly, the disabled or the handicapped issues, the annual appropriations bill, or the Emergency Decree that shall be deliberated at the sittings of the House of Representatives and at the joint sittings of the National Assembly as stipulated in the Constitution and the Rules of Procedures of the National Assembly.
- (2) Analyzing and comparing the essence of a constitutional amendment, bills or organic law bills, financial bills as well as the bills on children, women, the elderly, the disabled or the handicapped issues, the annual appropriations bills, or the Emergency Decree that shall be deliberated at the sittings of the House of Representatives and the joint sittings of the National Assembly as stipulated in the Constitution and the Rules of Procedures of the National Assembly.
- (3) Examining, deliberating, and voicing opinions to the President of the National Assembly and the Speaker of the House of Representatives regarding the deliberation process of the constitutional amendments, bills or organic law bills, financial bills as well as the bills on children, women, the elderly, the disabled or the handicapped issues, the annual appropriations bills or the Emergency Decree that shall be deliberated at the sittings of the House of Representatives and the joint sittings of the National Assembly as stipulated in the Constitution and the Rules of Procedures of the National Assembly.
- (4) Monitoring the meeting outcome and the resolutions of a sitting of the House of Representatives and a joint sitting for the National Assembly regarding constitutional amendments, bills, or organic law bills, financial bills as well as the bills on children, women, the elderly, the disabled or the handicapped issues, the annual appropriations bills or the Emergency Decree that shall be deliberate at the sittings of the House of Representatives and the joint sittings of the National Assembly as stipulated in the Constitution and the Rules of Procedures of the National Assembly.

- (5) Notifying relevant government agencies, related organizations, and the public about the outcome of the deliberation process of constitutional amendments, bills or organic law bills, financial bills as well as the bills on children, women, the elderly, the disabled or the handicapped issues, the annual appropriations bills or the Emergency Decree that shall be deliberated at the sittings of the House of Representatives and the joint sittings of the National Assembly as stipulated in the Constitution and the Rules of Procedures of the National Assembly.
- (6) Preparing the legislative database and a list of Acts related to constitutional amendments, bills or organic law bills, financial bills, as well as the bills on children, women, the elderly, the disabled or the handicapped issues, the annual appropriations bills or the Emergency Decree that shall be deliberated at the sittings of the House of Representatives and the joint sittings of the National Assembly as stipulated in the Constitution and the Rules of Procedures of the National Assembly. The bills are accepted for deliberation by the House of Representatives and the National Assembly, the serving members of the National Assembly, Members of the House of Representatives, the government and private sectors, and the general public.
- (7) Analyzing and examining information for deliberation and the voicing of opinion in the form of a motion submitted to the President of the National Assembly and the Speaker of House of Representatives.
- (8) Handling the selection of the Prime Minister at a sitting of the House of Representatives.
- (9) Preparing the policy statement of the Cabinet at a joint sitting of the National Assembly.
- (10) Handling the opening of the general debate to propose a vote of no confidence in the Prime Minister and the Cabinet, and to hear opinions of Members of the Parliament.
- (11) Handling the motions proposed to a sitting of the House of Representatives and a joint sitting of the National Assembly.
- (12) Handling elections and appointments, giving suggestions or consent to a person's appointment at a sitting of the House of Representatives and a joint sitting of the National Assembly as specified by the Constitution, bills or organic law bills, the Rules of Procedures of the House of Representatives or of the National Assembly.
- (13) Granting consent to various matters as stipulated in the Constitution.

- (14) Confirming the resolutions passed at the sittings of the House of Representatives and the joint sittings of the National Assembly to state agencies, organizations or relevant persons.
- (15) Monitoring the performance of related organizations or people who observe the passing of resolutions at a sitting of the House of Representatives.
- (16) Preparing a database and a list of motions, a list of the serving Members of the Parliament, Members of the House of Representatives, the government sector, and the general public.
- (17) Studying, analyzing and giving opinions on proposing matters to be considered, approved, and acknowledged at a sitting of the House of Representatives and at a joint sitting of the National Assembly in accordance with the provisions of the Constitution or other laws.
- (18) Examining and giving opinions on matters to be considered at a sitting of the House of Representatives and at a joint sitting of the National Assembly regarding the granting of privilege or protection to Members of the Parliament and Members of the House of Representatives while the House of Representatives is in session, in compliance with the provisions of the Constitution.
- (19) Performing other assigned works at the sittings of the House of Representatives and at the sittings of the National Assembly which do not come under the responsibility of any division of the Bureau.
- (20) Performing other assigned duties.

**4. The Legislation Petition Division is responsible for**

- (1) Examining and analyzing the documents and evidence of the persons whose names are listed in legislative petition, in accordance with the laws and regulations regarding the President of the National Assembly's consideration of petitions.
- (2) Posting the list of petitioner names of at various locations as stipulated by laws.
- (3) Opposing the expunction of any name from the above - mentioned list of names of legislative petitioners.
- (4) Handling the legislative petition with less than 50,000 petitioners.
- (5) Providing suggestions for the inclusion of certain matters in the sitting agenda of the House of Representatives.
- (6) Studying, researching, collecting, and analyzing academic information and laws for the benefits of the public.

- (7) Managing and developing a system for the checking of information on the persons who filed a proposed legislation to the President of the National Assembly.
- (8) Notifying the persons who filed a proposed legislation on the deliberation outcome the said legislation.
- (9) Preparing a list of bills from people who are the eligible voters petitioning legislation to the Speaker of the House of Representatives, and in petitioning legislation to the Speaker of the House of Representatives in accordance with of the House of Representatives.
- (10) Performing other assigned duties.

**5. The Interpellations Division** is responsible for

- (1) Handling verbal interpellations and general interpellations that have been raised and put forward to the Prime Minister and the Cabinet by Members of the House of Representatives.
- (2) Analyzing and examining information for the consideration of verbal interpellations and general interpellations, then making proposals to the Speaker of the House of Representatives on the matters.
- (3) Accepting interpellations and include them in the sitting agenda in accordance with the Rules of Procedures of the National Assembly and the regulations of the House of the Representatives on the prioritizing of verbal interpellations in the agenda.
- (4) Accepting general interpellations to be responded to by the Prime Minister or the Cabinet at a sitting of the National Assembly and prioritizing them in the sitting agenda in accordance with the Rules of Procedures of the National Assembly.
- (5) Accepting the general interpellations to be responded to by the Prime Minister or relevant ministers in the Royal Gazette.
- (6) Notifying the outcome of the consideration and sending copies of the interpellations and general interpellations to the interpellators, the Prime Minister, and the relevant Ministers.
- (7) Monitoring the outcome of the concerned government sector's performance in handling the interpellations.
- (8) Informing the interpellators of any cause for delay in sending the copies of the outcome.
- (9) Preparing a database and a list of verbal interpellations and general interpellations to serve Members of the House of Representatives, the government sector, and the general public,
- (10) Performing other assigned duties.

**6. The Agenda Division** is responsible for

- (1) Studying, analyzing, and evaluating the situation for the planning of a sitting of the House of Representatives and a joint sitting of the National Assembly.
- (2) Studying and analyzing matters proposed to a sitting of the House of Representatives and a joint sitting of the National Assembly; sending letters notifying the time of sittings and appointments as well as the agenda of the sittings of the House of Representatives and the joint sittings of the National Assembly.
- (3) Producing copies of documents for a sitting and the sitting agenda for members of the National Assembly and Members of the House of Representatives, the Cabinet, the government sector, and related organizations.
- (4) Sending a letter notifying the time of sittings and sitting agenda to members of the National Assembly, Members of the House of Representatives, relevant government sectors and organizations.
- (5) Studying and analyzing matters on the sitting agenda in order to prepare procedures for a sitting of the House of Representatives and a joint sitting of the National Assembly.
- (6) Coordinating and devising work plans with related government sectors, organizations and people.
- (7) Performing other assigned duties.

## Bureau of Legal Affairs

The Bureau of Legal Affairs is responsible for

- (1) Drafting bills on economic and social issues, the environment, and technology according to the needs of Members of the House of Representatives, the Committees, the public sector, and the public.
- (2) Studying and analyzing laws for Members of the House of Representatives in order to propose their amendment and repeal.
- (3) Studying and analyzing the bills proposed to the House of Representatives for consideration.
- (4) Following-up and coordinating the drafting of bills for consideration at the sittings of the House of Representatives, the Senate, the National Assembly, and the Committees.
- (5) Studying and analyzing enacted laws in order to revise or to promulgate new law for the benefit of the country's economic, social or administrative development.
- (6) Appraising; providing consultation, suggestion, and recommendation; answering questions on laws, notifications, orders, rules and regulations that are related to the responsibilities of the Secretariat of the House of Representatives and its internal sectors.
- (7) Considering the drafting of rules, regulations, and contracts; examining the validity of the juristic acts of the Secretariat of the House of Representatives.
- (8) Handling litigation in civil, criminal, and administrative cases; coordinating with inquisitors, public prosecutors, and relevant individuals in all prosecutions of the Secretariat of the House of Representatives.
- (9) Proceeding according to the law of official torts, investigation of facts, disciplinary inquiry, and other inquiries.
- (10) Studying and analyzing laws in their social context, analyzing appropriate uses of legislation to deal with social problems.
- (11) Studying, analyzing, and collecting useful information for investigating and developing laws.
- (12) Providing amendment bills for Members of the House of Representatives.
- (13) Handling drafting motions, interpellations, speeches, and official correspondence for Members of the House of Representatives.
- (14) Providing legal advice upon request from the Committees.
- (15) Performing other assigned duties.

The Bureau is composed of 5 divisions as follow:

**1. The General Administration Division** is responsible for

- (1) Handling the Bureau's documentation and general clerical affairs.
- (2) Handling the Bureau's office supplies, equipment, finance, and budgets.
- (3) Handling the Bureau's statistics and personnel records.
- (4) Preparing operational plans and budgets; coordinating the Bureau's planning, performance reports, budget allocation and statistics.
- (5) Assisting, coordinating and providing services for Members of the House of Representatives and other related agencies and individuals.
- (6) Drafting official letters for Members of the House of Representatives.
- (7) Establishing filing systems and providing a database for the drafting of laws, motions, and interpellations to Members of the House of Representatives for search and referencing.
- (8) Providing secretarial services to the Bureau's meetings.
- (9) Producing and disseminating documents and reports on the works of the Bureau.
- (10) Performing other assigned duties.

**2. The Legal Affairs Division 1** is responsible for

- (1) Drafting bills on economic issues according to the needs of Members of the House of Representatives, the Committees, the public sector, and the public.
- (2) Studying and analyzing the bills proposed to the House of Representatives for consideration.
- (3) Following-up and coordinating the drafting of bills for consideration at the sittings of the House of Representatives, the Senate, the National Assembly, and the Committees.
- (4) Handling motions, interpellations, and amendment bills proposed by Members of the House of Representatives.
- (5) Appraising; providing consultation, suggestion, and recommendation; answering questions on laws, notifications, orders, rules and regulations that are related to the responsibilities of the Secretariat of the House of Representatives and its internal sectors.
- (6) Considering the drafting of rules, regulations, and contracts; examining the validity of the juristic acts of the Secretariat of the House of Representatives.
- (7) Handling litigation in civil, criminal, and administrative cases; coordinating with inquisitors, public prosecutors, and relevant individuals in all prosecutions of the Secretariat of the House of Representatives.

- (8) Proceeding according to the law of official torts, investigation of facts, disciplinary inquiry, and other inquiries.
- (9) Giving opinion on legal matters related to the general performance of the National Assembly, the House of Representatives, and the Secretariat of the House of Representatives.
- (10) Providing legal advice upon request from the Committees.
- (11) Performing other assigned duties.

**3. The Legal Affairs Division 2** is responsible for

- (1) Drafting bills on social issues according to the needs of Members of the House of Representatives, the Committees, the public sector, and the public.
- (2) Studying and analyzing the proposed bills submitted to the House of Representatives for consideration.
- (3) Following - up and coordinating the drafting of bills for consideration at the sittings of the House of Representatives, the Senate, the National Assembly, and the Committees.
- (4) Handling the proposed motions, interpellations, and bill amendment for Members of the House of Representatives.
- (5) Appraising; providing consultation, suggestion, and recommendation; answering questions on laws, notifications, orders, rules and regulations that are related to the responsibilities of the Secretariat of the House of Representatives and its internal sectors.
- (6) Considering the drafting of rules, regulations, and contracts; examining the validity of the juristic acts of the Secretariat of the House of Representatives.
- (7) Handling litigation in civil, criminal, and administrative cases; coordinating with inquisitors, public prosecutors, and relevant individuals in all prosecutions of the Secretariat of the House of Representatives.
- (8) Proceeding according to the law of official torts, investigation of facts, disciplinary inquiry, and other inquiries.
- (9) Giving opinion on legal matters related to the general performance of the National Assembly, the House of Representatives, and the Secretariat of the House of Representatives.
- (10) Providing legal advice upon request from the Committees.
- (11) Performing other assigned duties.

**4. The Legal Affairs Division 3** is responsible for

- (1) Drafting bills on politics, administration, science, technology, and the environment according to the needs of Members of the House of Representatives, the Committees, the public sector, and the public.
- (2) Studying and analyzing the bills proposed to the House of Representatives for consideration.
- (3) Following - up and coordinating the drafting of bills for consideration at the sittings of the House of Representatives, the Senate, the National Assembly, and the Committees
- (4) Handling the proposed motions, interpellations, and bill amendment for Members of the House of Representatives.
- (5) Appraising; providing consultation, suggestion, and recommendation; answering questions on laws, notifications, orders, rules and regulations related to the responsibilities of the Secretariat of the House of Representatives and its internal sectors.
- (6) Considering the drafting of rules, regulations, and contracts; examining the validity of the juristic acts of the Secretariat of the House of Representatives.
- (7) Handling litigation in civil, criminal, and administrative cases; coordinating with inquisitors, public prosecutors, and relevant individuals in all prosecutions of the Secretariat of the House of Representatives.
- (8) Proceeding according to the law of official torts, investigation of facts, disciplinary inquiry, and other inquiries.
- (9) Giving opinion on legal matters related to the general performance of the National Assembly, the House of Representatives, and the Secretariat of the House of Representatives.
- (10) Providing legal advice upon request from the Committees.
- (11) Performing other assigned duties.

**5. The Legal Development Division** is responsible for

- (1) Studying, collecting principles and reasons in order to propose legal amendment at the level of Ministry, Department, Council of State, House of Representatives, Committee, Sub-committee, Joint Committee, and the Secretariat of the House of Representatives.
- (2) Studying and analyzing enacted laws in order to revise or to promulgate new law for the benefit of the country's economic, social or administrative development.

- (3) Studying and analyzing laws in their social context, analyzing the appropriate use of legislation in order to solve social problems.
- (4) Studying, analyzing, and collecting useful information for investigating and developing laws.
- (5) Studying and analyzing academic data on economic and social affairs, politics, science, technology and the environment, to be used as information for the passage of a bills.
- (6) Studying and analyzing interdisciplinary issues affecting the lives of people, to be used as information for the proceeding of drafting law.
- (7) Proceeding on the drafting of model law for Members of the House of Representatives and to propose to the House of Representatives.
- (8) Performing other assigned duties.

## Bureau of Minutes and Stenography

The Bureau of Minutes and Stenography is responsible for

- (1) Proposing minutes of the sittings of the House of Representatives and the joint sittings of both Houses in accordance with the laws, regulations, and Rules of Procedure of the National Assembly.
- (2) Producing minutes of the sittings of the House of Representatives and the joint sittings of both Houses, to be used as evidence and reference for the sittings of the House of Representatives and the joint sittings of both Houses. The minutes are to be used for dissemination and notification to relevant agencies.
- (3) Producing minutes of the sittings of the House of Representatives and the joint sittings of both Houses, to be presented to the House of Representatives and the National Assembly for approval in accordance with the Rules of Procedure of the National Assembly; analyzing, studying, searching for information and providing services related to the minutes of the sittings of the House of Representatives and the joint sittings of both Houses; disseminating minutes to relevant internal and external agencies.
- (4) Collating the minutes of the sittings of the House of Representatives and the joint sittings of both Houses; developing and establishing a filing system for further search, providing information services.
- (5) Monitoring resolutions and votes of Members of the House of Representatives and Members of the Parliament at the sittings of the House of Representatives and at the joint sittings of the National Assembly; recording the casting of votes to be posted as announcements and to be disseminated.
- (6) Writing up brief reports on significant incidents taken place during the sittings of the House of Representatives and at the joint sittings of the National Assembly for subsequent analysis and compilation.
- (7) These data can be used as guidelines or precedents for the House of Representatives and the National Assembly.
- (8) Preparing a database and a list of minutes of the sittings of the House of Representatives and the joint sittings of the National Assembly.
- (9) Taking minutes of the sittings of the House of Representatives and the joint sittings of the National Assembly during the general ordinary sessions, legislative ordinary sessions, and special sessions.

- (10) Taking minutes of the meetings of the Standing Committees, Ad - Hoc Committees, Joint committees, Sub - committees and the Working Groups.
- (11) Producing original texts and copies of the minutes of the joint sittings of the National Assembly for submission to the Secretary General of the House of Representatives for approval. They are to be forwarded to Members of the Parliament for examination before submitting to a sitting of the National Assembly for approval.
- (12) Producing original texts and copies of the minutes of the sittings of the House of Representatives for submission to the Minutes Review Committee of the House of Representatives.
- (13) Taking notes and producing minutes of meetings, seminars, and discussions,
- (14) Taking notes and producing minutes for the Thai Inter - Parliamentary Union National Group, the Thai Asia - Pacific Parliamentarians' Union National Group, and the Thai ASEAN Inter - Parliamentary Assembly National Group.
- (15) Collecting minutes for submission to the agency in charge of the matter.
- (16) Filing the minutes in the database.
- (17) Performing other assigned duties.

**The Bureau consists of 7 divisions as follows:**

**1. The General Administration Division** is responsible for

- (1) Handling the Bureau's documentation and general clerical affairs.
- (2) Handling the Bureau's office supplies, equipment, finance, and budgets.
- (3) Handling the Bureau's registration and personnel records,
- (4) Preparing operational plans and budgets; coordinating the Bureau's planning, performance reports, budget allocation and statistics.
- (5) Handling the Bureau's secretarial affairs and meetings.
- (6) Producing and disseminating documents and works of the Bureau.
- (7) Performing other assigned duties.

**2. The Minutes Division** is responsible for

- (1) Producing minutes of the sittings of the House of Representatives and the joint sittings of both Houses for submission to the House of Representatives and to the National Assembly for approval in accordance with the Rules of Procedure; analyzing, studying, and searching for information; providing services related to minutes of the sittings of the House of Representatives and the joint sittings of both Houses; disseminating minutes of concern to internal and external agencies.
- (2) Producing minutes of the sittings of the House of Representatives and joint sittings of both Houses, to be used as evidence and reference by the sittings of the House of Representatives and the joint sittings of both Houses for dissemination and notification to relevant agencies.
- (3) Filing the minutes of the sittings of the House of Representatives and the joint sittings of both Houses; developing and establishing a filing system for further search; providing information services.
- (4) Monitoring resolutions and votes of Members of the House of Representatives, the National Assembly at the sittings of the House of Representatives and at the joint sittings of the National Assembly; recording the casting of votes for subsequent posting and dissemination as announcements.
- (5) Writing up brief reports on significant incidents taken place during the sittings of the House of Representatives and at the joint sittings of the National Assembly for subsequent analysis and compilation. These data can be used as guidelines or precedents for the House of Representatives and the National Assembly.
- (6) Preparing a database and a list of minutes of sittings of the National Assembly and the House of Representatives.
- (7) Performing other assigned duties.

**3. The Stenography Division 1****4. The Stenography Division 2****5. The Stenography Division 3****6. The Stenography Division 4****7. The Stenography Division 5**

**Each division** is responsible for

- (1) Taking notes and producing minutes of the sittings of the House of Representatives and the joint sittings of the National Assembly during the general ordinary sessions, legislative ordinary sessions, and special sessions.
- (2) Taking notes and producing minutes of the meetings of the Standing Committees, Ad - Hoc Committees, Joint committees, Sub - committees and the Working Groups.
- (3) producing original texts and copies of minutes of joint sittings of the National Assembly to be submitted to the Secretary General of the House of Representatives for approval and to be forwarded to Members of the Parliament for examination before going to a joint sittings of the National Assembly for approval.
- (4) Producing original texts and copies of minutes of the sittings of the House of Representatives to be sent to the Committee on Minutes of the House of Representatives Reviewing.
- (5) Taking notes and producing minutes of meetings, seminars and discussions,
- (6) Taking notes and producing minutes for meetings of the Thai Inter - Parliamentary Union National Group, the Thai Asian - Pacific Parliamentarians' Union National Group, and the Thai ASEAN Inter - Parliamentary Assembly National Group.
- (7) Collecting minutes to be sent to the agency in charge of the matter.
- (8) Filing minutes in the database.
- (9) Performing other assigned duties.

## Bureau of Committee 1

The Bureau of Committee 1 is responsible for

- (1) Handling secretarial and general clerical affairs at the sittings of the Standing Committees, the Ad - hoc Committees of the House of Representatives, the National Assembly's Joint Committees for bill consideration; investigating and studying specific issues; monitoring resolutions of the Committees to produce reports and confirm the resolutions of the Committees to the House of Representatives, the National Assembly, concerned agencies, and the public on the issues of agriculture and co - operatives, transportation, monetary affairs, finance, banking and financial institutions; supervising budget administration; following - up on issues of narcotics prevention and suppression, implementation of the resolutions of the House of Representatives, economic development, commerce, social welfare, communications and telecommunications; considering the Annual Appropriations Bill; organizing seminars, referenda, and study visits related to the above - mentioned issues.
- (2) Studying, analyzing and compiling information, facts, academic advice, and laws to be used as supplementary documents for consideration by the Committees or Sub - committees.
- (3) Providing advice and suggestions about parliamentary processes in the consideration of organic law bills, other bills, drafts of Rules of Procedure, motions, and certain matters that are investigated or studied by the Committees in accordance with the provisions of the Constitution, the Rules of Procedure of the House of Representatives, the Rules of Procedure of the National Assembly as well as the laws and regulations relating to the meetings of the Committees and Sub - committees.
- (4) Conducting research and producing academic documents to compare laws for use as supplementary documents for consideration at committee meetings.
- (5) Producing and collecting the amended motions of organic law bills, bills, drafts of Rules of Procedure and motions or other matters under an investigation or study by the Committees.
- (6) Producing minutes of meetings of the Committees and Sub - committees.
- (7) Performing other assigned duties.

The Bureau consists of 14 divisions as follows:

**1. The General Administration Division** is responsible for

- (1) Handling the Bureau's documentation and general clerical affairs of the Bureau and supporting tasks for the meetings of the Committees and sub - committees.
- (1) Handling the Bureau's office supplies, equipment, finance, and budgets.
- (2) Handling the Bureau's personnel registration and records.
- (3) Preparing operational plans and budgets; coordinating the Bureau's planning, performance reports, budget allocation and statistics.
- (4) Providing a management system to facilitate the use of conference rooms by Committees.
- (5) Keeping statistical records of the Committee and Sub - committee meetings; handling payment of meeting allowances.
- (6) Producing and disseminating documents and the works of the Bureau.
- (7) Performing other assigned duties.

**2. The Reference Service Division** is responsible for

- (1) Studying, collecting, analyzing information for use as subsidiary sources or supplementary documents for consideration by Committees and Sub - committees.
- (2) Collecting amended motions, organic law bills, and drafts of rules of procedure; comparing the amended motions and laws.
- (3) Performing other assigned duties.

**3. The Committee on National Debt Solution Division**

**4. The Committee on Agriculture and Co - operatives Division**

**5. The Committee on Transport Division**

**6. The Committee on Monetary Affairs, Finance, Banking and Financial Institutions Division**

**7. The Committee on Budget Administration Follow - up Division**

**8. The Committee on Energy Division**

**9. The Committee on Economic Development Division**

**10. The Committee on Commerce and Intellectual Property Division**

**11. The Committee on Agricultural Product Price Promotion Division**

**12. The Committee on Communications and Telecommunications Division**

**13. The Committee on Industry Division**

**The division of each Committee** is responsible for

- (1) Handling the secretarial and general clerical affairs of the Committees and Sub - committees.
- (2) Studying, analyzing, and compiling information, facts, academic advice and laws for use as supplementary documents for the consideration of the Committee and Sub-committees.
- (3) Following - up and coordinating the drafting of bills for consideration at the sittings of the House of Representatives, the Senate, the National Assembly, and the Committees.
- (4) Providing advice and suggestions on parliamentary procedures in the drafting of organic law bills and other bills, drafts of the Rules of Procedure, motions or other matters investigated and studied by the Committees in accordance with the Constitution, the Rules of Procedure of the House or Representatives, the Rules of Procedure of the National Assembly as well as the laws and regulations concerning Committee and Sub - committee meetings.
- (5) Handling official letters calling for meetings; inviting involved persons to attend the meetings; requesting for documents, information and facts from involved persons and concerned agencies for further consideration.
- (6) Producing minutes and confirming the resolutions of the Committee and Sub - committee meetings to concerned individuals, government agencies, and organizations.
- (7) Contacting and coordinating with the Cabinet, ministers, advisers, specialists, academics, and secretaries as well as government agencies, state enterprises, private organizations, and individuals to invite them to attend the meetings in order to provide clarification to the Committee or Sub-committees.
- (8) Drafting organic law bills, other bills, and the rules of procedure in accordance with the Committee's revisions or assignments.
- (9) Studying, collecting and analyzing information; providing advice on the preparation of reports on the consideration of the drafting of organic law bills, other bills, rules of procedure as well as the Committee's reports on the consideration of motions or other matters, which are investigated or studied by the Committee. They are to be presented to the House of Representatives for further consideration.

- (10) Studying, collecting and compiling rationales in support of the Committees' resolutions for use as information for the Committees' justification of the resolutions to the House of Representatives.
- (11) Studying, collecting, analyzing information and conducting research to devise plans and projects for the Committees' seminars and exhibitions; arranging study visits both locally and abroad; producing summaries of the outcomes of seminars and exhibitions; writing up study visit reports.
- (12) Collecting information and news on the Committees' activities for dissemination to the public.
- (13) Performing other assigned duties.

**14. The Ad-hoc Committee on the Consideration of the Annual Appropriations Bill Division** is responsible for

- (1) Handling the secretarial and general clerical affairs of the Committees and Sub - committees.
- (2) Studying, analyzing and collecting information, facts, academic advice and laws for use as supplementary documents to the issues submitted to the Committee and Sub - committees for consideration.
- (3) Following - up, studying and collecting the outcome of the House of Representatives' deliberation on the Annual Appropriations Bill for each fiscal year or the motions submitted to the House of Representatives for use as supplementary documents for the Committees of the House of Representatives' consideration.
- (4) Providing advice and suggestions on the parliamentary process in the consideration of the Annual Appropriation Bill for each fiscal year, the motions or other issues under a study or an investigation by the Committees in accordance with the Constitution, the Rules of Procedure of the House of Representatives, the Rules of Procedure of the National Assembly as well as the laws and regulations on Committee and Sub - committee meetings.
- (5) Handling official letters calling for meetings; inviting involved persons or motion - makers to provide clarification; requesting persons or agencies to send documents, information and facts for use as supplementary sources for consideration.
- (6) Producing minutes and confirming the resolutions of the Committee and Sub - committee meetings to concerned persons, government agencies, state enterprises, and organizations.

- (7) Contacting and cooperating with the Cabinet, ministers, advisers, experts, academics, and secretaries as well as government agencies, state enterprises and private organizations; inviting these parties to attend meetings and provide clarification to the Committee and the Sub - committees.
- (8) Studying, collecting and analyzing information and suggestions on the writing of reports for the consideration of the Annual Appropriations Bill for each fiscal year, or on the issues being investigated or studied by the Committee. The reports are to be presented to the House of Representatives for consideration.
- (9) Studying, collecting and providing reasons in support of the Committee's resolutions for use as background information for clarification to the House of Representatives by the Committees.
- (10) Studying, collecting, analyzing information and conducting research to devise plans and projects for the Committees' seminars and exhibitions; arranging study visits both locally and abroad; producing summaries of the outcomes of seminars and exhibitions; writing up study visit reports.
- (11) Compiling and writing up information on the Committees' activities for dissemination to the public.
- (12) Performing other assigned duties.

## Bureau of Committee 2

The Bureau of Committee 2 is responsible for:

- (1) Handling secretarial and general clerical affairs at the meetings of the Standing Committees, Ad - hoc Committees of the House of Representatives, the joint - committees of the National Assembly for the consideration of bills; investigation and study of specific issues; following - up resolutions of the Committees to produce reports; confirming the Committees' resolutions to the House of Representatives, the National Assembly, concerned agencies and persons who are affected by such resolutions on the issues of legal affairs, justice and human rights; the House of Representatives affairs; Constitutional organization, state enterprise, public organization and fund; boundary affairs; national security; foreign affairs; police affairs; the armed forces; the administration; local administration; money laundering and narcotics prevention and suppression measures; political development, mass communications, and public participation; organizing seminars, conducting referenda, and arranging study visits to seek more information on the above - mentioned issues.
- (2) Studying, analyzing, compiling information, facts as well as academic and legal advice for use as supplementary documents for the Committees' or Sub - committees' consideration.
- (3) Providing advice and suggestions on the parliamentary processes for considering organic law bills, other bills, drafts of the Rules of Procedure, motions and other matters, which are investigated or studied by the Committees in accordance with the Constitution, the Rules of Procedure of the House of Representatives, the Rules of Procedure of the National Assembly as well as laws and regulations on Committee and Sub - committee meetings.
- (4) Conducting research and producing academic documents; comparing different laws for use as supplementary documents for consideration at the Committee meetings.
- (5) Creating and collecting amended motions of organic law bills, other bills, drafts of the Rules of Procedure and motions or other matters investigated and studied by the Committees.
- (6) Producing minutes of the meetings of the Committees and Sub - committees.
- (7) Performing other assigned duties.

The Bureau consists of 14 divisions as follows:

**1. The General Administration Division** is responsible for

- (1) Handling the Bureau's documentation, general clerical affairs and supporting tasks at the Committee and Sub - committee meetings.
- (2) Handling the Bureau's office supplies, equipment, finance, and budgets.
- (3) Handling the Bureau's registration and personnel records.
- (4) Preparing operational plans and budgets; coordinating the Bureau's planning, performance reports, budget allocation and statistics.
- (5) Providing a management system to facilitate the use of conference rooms by Committees.
- (6) Keeping statistics records of committee and Sub - committee meetings; handling payment of meeting allowances.
- (7) Producing and disseminating documents about the Bureau's work performance.
- (8) Performing other assigned duties.

**2. The Reference Service Division** is responsible for

- (1) Studying, collecting and analyzing information for use as supplementary sources or documents for consideration by the Committees and Sub – committees.
- (2) Collecting amended motions, organic law bills, and drafts of the Rules of Procedure and comparing them to the amended motions and laws.
- (3) Performing other assigned duties.

**3. The Committee on Legal Affairs, Justice and Human Rights Division**

**4. The Committee on the House of Representatives Affairs Division**

**5. The Committee on Constitutional Organization, State Enterprise, Public Organization and Fund Division**

**6. The Committee on Boundary Affairs Division**

**7. The Committee on National Security Division**

**8. The Committee on Foreign Affairs Division**

**9. The Committee on Police Affairs Division**

**10. The Committee on the Armed Forces Division**

**11. The Committee on Administration Division**

**12. The Committee on Local Administration Division**

**13. The Committee on Money Laundering and Narcotics Prevention and Suppression Division**

#### 14. The Committee on Political Development, Mass Communications and Public Participation Division

The division of each committee is responsible for

- (1) Handling the secretarial and general clerical affairs of the Committees and Sub - committees.
- (2) Studying, analyzing, compiling information, facts as well as academic and legal advices to be used as supplementary documents for the consideration of the Committee and Sub - committees.
- (3) Following - up, studying, and compiling the results of the House of Representatives' consideration on the drafts of organic law bills, other bills, drafts of Rules of Procedure or various motions to be submitted to the House of Representatives.
- (4) Providing advice and suggestions on the parliamentary processes for drafting organic law bills, other bills, drafts of the Rules of Procedure, motions, and other matters investigated and studied by the Committees in accordance with the Constitution, the Rules of Procedure of the House of Representatives, the Rules of Procedure of the National Assembly as well as laws and regulations on the Committee and Sub - committee meetings.
- (5) Handling official letters calling for a meeting; inviting involved persons to attend the meetings; requesting documents, information and facts from involved persons and agencies for further consideration.
- (6) Producing minutes and confirming the resolutions of the Committee and Sub - committee meetings to the concerned persons, government agencies, and organizations.
- (7) Contacting and coordinating with the Cabinet, ministers, advisers, specialists, academics, government agencies, state enterprises, private organizations, and other people to invite them to attend the meetings in order to provide clarification to the Committee or Sub - committees.
- (8) Drafting organic law bills, other bills, and the rules of procedure in accordance with the Committee's revisions or assignments.
- (9) Studying, collecting and analyzing information; providing advice on writing a report on the consideration of the drafting of organic law bills, other bills, rules of procedure as well as the Committee's reports on the consideration of motions or other matters, which are investigated or studied by the Committee. They are to be presented to the House of Representatives for further consideration.

- (10) Studying, collecting and providing reasons in support of the Committee's resolutions for use as background information for clarification to the House of Representatives by the Committees.
- (11) Studying, collecting, analyzing information and conducting research to devise plans and projects for the Committees' seminars and exhibitions; arranging study visits both locally and abroad; producing summaries of the outcomes of seminars and exhibitions; writing up study visit reports.
- (12) Collecting information on the Committees' activities to prepare reports for dissemination.
- (13) Performing other assigned duties.

**14. The Reference Service Division** is responsible for

- (1) Studying, collecting, analyzing information for us as supplementary sources or additional documents for consideration by the Committees and Sub - committees.
- (2) Collecting amended motions, organic law bills, drafts of the Rules of Procedure; comparing the amended motions and laws.
- (3) Performing other assigned duties.

### Bureau of Committee 3

The Bureau of Committee 3 is responsible for

- (1) Handling secretarial and general clerical affairs at the meetings of the Standing Committees, Ad - hoc Committees of the House of Representatives, the joint-committees of the National Assembly for the consideration of bills; investigation and study of specific issues; following - up resolutions of the Committees to produce reports; confirming the Committees' resolutions to the House of Representatives, the National Assembly, concerned agencies and persons who are affected by such resolutions on the issues of consumer protection, natural resources and the environment, tourism, the prevention and suppression of corruption, energy, political development, labour, science and technology, public health, industry; organizing seminars, conducting referenda, arranging study visits to seek more information on the above - mentioned issues.
- (2) Studying, analyzing, compiling information, facts as well as academic and legal advice for use as supplementary documents for the Committees' or Sub - committees' consideration.
- (3) Providing advice and suggestions on the parliamentary processes for considering organic law bills, other bills, drafts of the Rules of Procedure, motions and other matters, which are investigated or studied by the Committees in accordance with the Constitution, the Rules of Procedure of the House of Representatives, the Rules of Procedure of the National Assembly as well as laws and regulations on Committee and Sub - committee meetings.
- (4) Conducting research and producing academic documents; comparing different laws for use as supplementary documents for consideration at the Committee meetings.
- (5) Creating and collecting amended motions of organic law bills, other bills, drafts of the Rules of Procedure and motions or other matters investigated and studied by the Committees.
- (6) Producing minutes of the meetings of the Committees and Sub - committees.
- (7) Performing other assigned duties.

The Bureau consists of 14 divisions as follows:

**1. The General Administration Division** is responsible for

- (1) Handling the Bureau's documentation and general clerical affairs; supporting tasks for the meetings of the committees and Sub - committees.
- (2) Handling the Bureau's office supplies, equipment, finance, and budgets.
- (3) Handling the Bureau's personnel registration and records.
- (4) Preparing operational plans and budgets; coordinating the Bureau's planning, performance reports, budget allocation and statistics.
- (5) Providing a management system to facilitate the use of conference rooms by Committees.
- (6) Keeping statistical records of the Committee and Sub - Committee meetings; handling payment of meeting allowances.
- (7) Producing and disseminating documents and the works of the Bureau.
- (8) Performing other assigned duties.

**2. The Reference Service Division** is responsible for

- (1) Studying, collecting, analyzing information for use as subsidiary sources or supplementary documents for consideration by Committees and Sub - committees.
- (2) Collecting amended motions, organic law bills, and drafts of rules of procedure; comparing the amended motions and laws.
- (3) Performing other assigned duties.

**3. The Committee on Children, Youth, Women, Elderly and the Disabled Division**

**4. The Committee on Consumer Protection Division**

**5. The Committee on Tourism and Sports Division**

**6. The Committee on Land, Natural Resources and Environment Division**

**7. The Committee on Prevention and Mitigation of the Effect on Natural and Public Disaster Division**

**8. The Committee on Corruption Prevention and Suppression Division**

**9. The Committee on Labour Division**

**10. The Committee on Science and Technology Division**

**11. The Committee on Religion, Arts and Culture Division**

**12. The Committee on Education Division****13. The Committee on Social Welfare Division****14. The Committee on Public Health Division**

**The division of each Committee** is responsible for

- (1) Handling the secretarial and general clerical affairs of the Committee and Sub - committees.
- (2) Studying, analyzing, compiling information, facts as well as academic and legal advices for use as supplementary documents for the consideration of the Committees and Sub - committees.
- (3) Following - up, studying, and compiling the outcome of the House of Representatives' consideration on organic law bills, other bills, drafts of Rules of Procedure or various motions to be submitted to the House of Representatives, to be used as supplementary documents for consideration by the House of Representatives.
- (4) Providing advice and suggestions on the parliamentary processes in drafting organic law bills, other bills, drafts of the Rules of Procedure, motions and other matters, which are investigated or studied by the Committees in accordance with the Constitution, the Rules of Procedure of the House of Representatives, the Rules of Procedure of the National Assembly as well as laws and regulations on Committee and Sub - committee meetings.
- (5) Handling official letters calling for meetings; inviting involved persons to attend the meetings; requesting for documents, information and facts from involved persons and concerned agencies for further consideration.
- (6) Producing minutes and confirming the resolutions of the Committee and Sub - committee meetings to concerned individuals, government agencies, and organizations.
- (7) Contacting and coordinating with the Cabinet, ministers, advisers, specialists, academics, and secretaries as well as government agencies, state enterprises, private organizations, and individuals to invite them to attend the meetings in order to provide clarification to the Committee or Sub - committees.
- (8) Drafting organic law bills, other bills, and the rules of procedure in accordance with the Committee's revisions or assignments.

- (9) Studying, collecting and analyzing information; providing advice on the preparation of reports on the consideration of the drafting of organic law bills, other bills, rules of procedure as well as the Committee's reports on the consideration of motions or other matters, which are investigated or studied by the Committee. They are to be presented to the House of Representatives for further consideration.
- (10) Studying, collecting and compiling rationales in support of the Committees' resolutions for use as information for the Committees' justification of the resolutions to the House of Representatives.
- (11) Studying, collecting, analyzing information and conducting research to devise plans and projects for the Committees' seminars and exhibitions; arranging study visits both locally and abroad; producing summaries of the outcomes of seminars and exhibitions; writing up study visit reports.
- (12) Collecting information and preparing reports on the Committees' activities for dissemination.
- (13) Performing other assigned duties.

## Bureau of Foreign Languages

The Bureau of Foreign Languages is responsible for:

- (1) Translating, summarizing, and editing foreign documents of the Secretariat of the House of Representatives, the Secretariat of the Senate, parliamentary documents, documents relating to international relations or foreign policy, and the documents requested to be translated by the President of the National Assembly, the Vice - President of the National Assembly, the Speaker of the House of Representatives, the President of the Senate, the Deputy Speakers of the House of Representatives, the Vice - Presidents of the Senate, the Leader of the Opposition in the House of Representatives, Chairpersons of the Committees, Members of the Parliament, the Secretary General of the House of Representatives, and the Secretary General of the Senate.
- (2) Translating, summarizing or composing foreign documents to disseminate reports on the activities and useful information of the Secretariat of the House of Representatives and the Secretariat of the Senate, and ensuring that the translated documents are copyright - free.
- (3) Translating official documents of the Secretariat of the House of Representatives and the Secretariat of the Senate, official documents for dissemination with the consent of the Secretary General of the House of Representatives and the Secretary General of the Senate, and retaining the copyright of the translated documents.
- (4) Translating biographies and name lists of Members of the Parliament, Committees, and other units into foreign languages.
- (5) Serving as interpreters or providing professional interpreters, if necessary, when receiving or meeting with important foreign visitors, for the President of the National Assembly, the Vice - President of the National Assembly, the Speaker of the House of Representatives, the President of the Senate, the Deputy Speakers of the House of Representatives, the Vice - Presidents of the Senate, the Leader of the Opposition, Chairpersons of the Committees, Members of the Parliament, the Secretary General of the House of Representatives, the Secretary General of the Senate, as well as the executives of the Secretariat of the House of Representatives and the Secretariat of the Senate.
- (6) Serving as interpreters for Members of the Parliament and officials of the Secretariat of the House of Representatives and the Secretariat of the Senate during their official visits to foreign countries,

- (7) Studying, analyzing and monitoring the situation in politics, economics, society, culture, history, customs, and traditions, both locally and internationally; encouraging personnel to develop expertise in various fields within the parliamentary circle.
- (8) Promoting education and training in foreign languages, transferring experience in the foreign languages to parliamentary personnel.
- (9) Providing advice and recommending appropriate qualifications and remuneration for personnel working in the Bureau of Foreign Languages, which are mainly based on their knowledge and expertise in the foreign languages as well as their specialization in professions related to the parliamentary circle.
- (10) Performing other assigned duties.

**The Bureau consists of 4 divisions as follows :**

**1. The General Administration Division** is responsible for

- (1) Handling the office supplies, equipment, finance, and budgets of the Bureau and its internal divisions.
- (2) Handling the registration and personnel data of the Bureau's and its internal divisions.
- (3) Preparing operational plans and budgets; coordinating the Bureau's and its divisions' planning, performance reports, budget allocation and statistics.
- (4) Handling the secretarial and general clerical affairs at the meetings of the Bureau and of its internal the divisions.
- (5) Producing and disseminating documents on the works of the Bureau and its internal divisions.
- (6) Providing assistance and facilities for international conferences hosted by the Thai Parliament.
- (7) Performing other assigned duties.

## 2. The English Division is responsible for

- (1) Translating, summarizing, and editing foreign documents of the Secretariat of the House of Representatives, parliamentary documents, documents relating to international relations or foreign policies and the documents requested to be translated by the President of the National Assembly, the Vice - President of the National Assembly, the Speaker of the House of Representatives, the President of the Senate, the Deputy Speakers of the House of Representatives, the Vice - President of the Senate, the Leader of the Opposition in the House of Representatives, Chairpersons of the Committees, Members of the Parliament, the Secretary General of the House of Representatives, and the Secretary General of the Senate.
- (2) Translating, summarizing or composing English documents to disseminate news of activities and useful information about the Secretariat of the House of Representatives and ensuring that the translated documents are copyright - free.
- (3) Translating the official documents of the Secretariat of the House of Representatives and official documents for dissemination with the consent of the Secretary General of the House of Representatives and retaining the copyright of the translated documents.
- (4) Translating the biographies and name lists of Members of the Parliament, members of the Committees and other units into English.
- (5) Serving as interpreters or providing professional interpreters, if necessary, when receiving or meeting with important foreign visitors, for the President of the National Assembly, the Speaker of the House of Representatives, the Deputy Speakers of the House of Representatives, the Leader of the Opposition, the Chairpersons of the Committees, Members of the Parliament, the Secretary General of the House of Representatives, and the executives of the Secretariat of the House of Representatives.
- (6) Serving as interpreters for Members of the Parliament and officials of the Secretariat of the House of Representatives during their official visits to foreign countries.
- (7) Studying, analyzing and monitoring the situation in politics, economics, society, culture, history, customs, and traditions, both locally and internationally; encouraging personnel to develop expertise in various fields within the parliamentary circle.
- (8) Promoting education and training in foreign languages, transferring experience in the foreign languages to parliamentary personnel.
- (9) Performing other assigned duties.

**3. The Japanese and Korean Division** is responsible for

- (1) Translating, summarizing, and composing the Japanese and Korean documents of the Secretariat of the House of Representatives, the Secretariat of the Senate, parliamentary documents, documents relating to international relations or foreign policy and the documents requested to be translated by the President of the National Assembly, the Vice - President of the National Assembly, the Speaker of the House of Representatives, the President of the Senate, the Deputy Speakers of the House of Representatives, the Vice - Presidents of the Senate, the Leader of the Opposition, the Chairpersons of the Committees, Members of the Parliament, the Secretary General of the House of Representatives, and the Secretary-General of the Senate,
- (2) Translating, summarizing, or composing Japanese and Korean documents to disseminate news of activities and useful information about the Secretariat of the House of Representatives and the Secretariat of the Senate, and ensuring that the translated documents are copyright - free.
- (3) Translating the official documents of the Secretariat of the House of Representatives, the Secretariat of the Senate, and official documents for dissemination with the consent of the Secretary General of the House of Representatives or the Secretary General of the Senate, and retaining the copyright of the translated documents.
- (4) Translating the biographies and name lists of Members of the Parliament, members of the Committees and other units into Japanese and Korean.
- (5) Serving as interpreters or providing professional interpreters, when necessary, when receiving or meeting with important foreign visitors, for the President of the National Assembly, the Vice - President of the National Assembly, the Speaker of the House of Representatives, the Vice - Presidents of the Senate, the Leader of the Opposition, the Chairpersons of the Committees, Members of the Parliament, the Secretary General of the House of Representatives, the Secretary General of the Senate, as well as the executives of the Secretariat of the House of Representatives and the Secretariat of the Senate.
- (6) Serving as interpreters for Members of the National Assembly, officials of the Secretariat of the House of Representatives, and the Secretariat of the Senate during their official visits to foreign countries.
- (7) Studying, analyzing and monitoring the situation in politics, economics, society, culture, history, customs, and traditions, both locally and internationally; supporting personnel to develop their expertise in various fields within the parliamentary circle.

- (8) Promoting education and training in foreign languages as well as transferring experience in the foreign languages to personnel of the Parliament,
- (9) Performing other assigned duties.

**4. The Spanish, German and Arabic Division** is responsible for

- (1) translating, summarizing, or composing the Spanish, German, and Arabic documents of the Secretariat of the House of Representatives, the Secretariat of the Senate, parliamentary documents, documents relating to international relations or foreign policies and the documents requested to be translated by the President of the National Assembly, the Vice - President of the National Assembly, the Speaker of the House of Representatives, the President of the Senate, the Deputy Speakers of the House of Representatives, the Vice - President of the Senate, the Leader of the Opposition, the Chairpersons of the Committees, Members of the Parliament, the Secretary General of the House of Representatives, and the Secretary General of the Senate.
- (2) Translating, summarizing or composing Spanish, German, and Arabic documents to disseminate news of overall activities and useful information about the Secretariat of the House of Representatives and the Secretariat of the Senate, and ensuring that the translated documents are copyright - free.
- (3) Translating the official documents of the Secretariat of the House of Representatives, the Secretariat of the House of Senate, and official documents for dissemination with the consent of the Secretary General of the House of Representatives, the Secretary General of the Senate, and retaining the copyright of the translated documents.
- (4) Translating the biographies and name lists of the Members of the National Assembly, Committees, and other units into Spanish, German, and Arabic.
- (5) Serving as interpreters or providing professional interpreters, if necessary, when receiving or meeting with important foreign visitors, for the President of the National Assembly, the Vice - President of the National Assembly, the Speaker of the House of Representatives, the President of the Senate, the Deputy Speakers of the House of Representatives, the Vice - Presidents of the Senate, the Leader of the Opposition, the Chairpersons of the Committees, Member of the Parliament, the Secretary General of the House of Representatives, the Secretary General of the Senate as well as the executives of the Secretariat of the House of Representatives and the Secretariat of the Senate.

- (6) Serving as interpreters for Members of the National Assembly, officials of the Secretariat of the House of Representatives, and the Secretariat of the Senate during their visits to foreign countries.
- (7) Studying, analyzing, and monitoring the situation in politics, economics, society, culture, history, customs, traditions, both locally and internationally; encouraging personnel to develop expertise in various fields within the parliamentary circle.
- (8) promoting education and training in foreign languages as well as transferring experience in the foreign languages to the personnel of parliament.
- (9) Performing other assigned duties.

## Bureau of Policy and Planning

**Bureau of Policy and Planning** is responsible for:

- (1) Preparing strategic plans and analyzing the policies of the Secretariat of the House of Representatives, coordinating, and monitoring the implementation of the plans.
- (2) Following - up, studying, and analyzing the changes of information which could affect the policy or strategy of the organization in order to develop, improve or solve the problems or obstacles of strategic plan administration.
- (3) Directing, monitoring or coordinating the operational plans and participant project of the bureaus within the Secretariat of the House of Representatives to be in accordance with the strategic plans; monitoring policy implementation and evaluating work performance as the set target.
- (4) Setting up budget and budget allocation plans according to the strategic plan and monitoring implementation of the budget allocation plans by considering the policies of the Speaker of the House of Representatives and the Secretary General of the House of Representatives.
- (5) Coordinating, following - up, researching, and analyzing the administration process of both the routine and organizational development functions in the Secretariat of the House of Representatives and foreign parliaments by considering the advance of information technology for organizational development.
- (6) Collecting and analyzing the petitions, submitted through various organizations, for supporting information to the developing of democracy and the formulating of strategic plans.
- (7) Coordinating or supporting the works or assignments of other related agencies.

**The Bureau is divided into 6 divisions as follows:**

**1. The General Administration Division** is responsible for

- (1) Handling the Bureau's documentation and general clerical affairs.
- (2) Managing the Bureau's supplies, durable articles, finance, and budgets.
- (3) Handling the Bureau's personnel registration and records.
- (4) Keeping statistical records of the Secretariat of the House of Representatives.
- (5) Handling the Bureau's secretarial works and meetings.

- (6) Collecting and updating documents and data, organizing the documentation system to facilitate study and referencing method relating to the Bureau's work performance.
- (7) Developing documentation and filing system for the Bureau's work performance records, using technological advance.
- (8) Performing other assigned duties.

**2. Policy and Administration System Development Division** is responsible for

- (1) Studying, analyzing, evaluating data; preparing the strategic plans of the Secretariat of the House of Representatives according to the political development plans, the National Economic and Social Development Plans, the policies of the President of the National Assembly, the Speaker of the House of Representatives, the Parliamentary Officials Commission, the executives of the Secretariat of the House of Representatives, and taking the economic, social, and political changes into consideration.
- (2) Studying, analyzing problems and obstacles, providing advices on the approaches to solving problems and obstacles that are in line with the policies and strategies of the Secretariat of the House of Representatives.
- (3) Collecting and developing data to support the strategies of the Secretariat of the House of Representatives.
- (4) Studying, analyzing, preparing, and developing achievement indicators in response to the goal of the Secretariat of the House of Representatives by considering the efficiency and work performance of each bureau within the Secretariat of the House of Representatives.
- (5) Following - up and analyzing or researching the evolution of strategic plans, based on the gathered achievement in process, in order to adjust plans or policies to meet the changing situations while keeping the goal.
- (6) Promoting, supporting, providing advice; suggesting, preparing information an operation manuals; disseminating academic policy analysis knowledge; preparing strategic plans that can be used as guidance for the bureaus within the Secretariat of the House of Representatives.
- (7) Performing other assigned duties.

**3. Work Plan and Project Division** is responsible for :

- (1) Preparing operational plans, work plans, works, and projects of the National Assembly, the House of Representatives, the Committees, and the bureaus within the Secretariat of the House of Representatives. Monitoring work implementation to ensure that they follow the policies and strategic plans of the Secretariat of the House of Representatives.
- (2) Analyzing, preparing and developing achievement indicators of the operational plans, work plans, works, and projects of the National Assembly, the House of Representatives, and the Secretariat of the House of Representatives.
- (3) Collecting and developing information to support the setting up of operational plans, work plans, works, and projects of the National Assembly, the House of Representatives, and the Secretariat of the House of Representatives.
- (4) Studying, analyzing problems and obstacles, providing advice on the approaches to solving the problems and obstacles to the implementation of policies and plans; suggesting ways to improve, cut down, cancel or delay work plans, works, and projects of the National Assembly, the House of Representatives, the Committees and the Secretariat of the House of Representatives for making decision in the context of the strategic plans.
- (5) Studying, analyzing or researching ways to develop the systems, forms, standards, criteria, and approaches to preparing the plans or monitoring the operation, work plans, works, and projects of the National Assembly and the bureaus within the Secretariat of the House of Representatives.
- (6) Promoting, supporting, providing advice, suggesting, preparing information and operation manuals; disseminating academic knowledge about planning; monitoring of operation plans, work plans, plans, and projects of the bureaus within the Secretariat of the House of Representatives.
- (7) Performing other assigned duties.

#### 4. Monitoring and Evaluation Division is responsible for

- (1) Coordinating, monitoring, accelerating, following – up, evaluating and preparing work performance report and budget spending report based on the policies, strategies, operational plans, work plans, works, and projects of the National Assembly, the House of Representatives, the Committees, and the bureaus within the Secretariat of the House of Representatives.
- (2) Evaluating the operational achievement according to the policies, strategies, operational plans, work plans, works, projects, and budgets of the National Assembly, the House of Representatives, the Committees, and the Secretariat of the House of Representatives in order to report to the President of the National Assembly, the Speaker of the House of Representatives, the Chairpersons of the Committees, and the Secretary General of the House of Representatives.
- (3) Studying and analyzing the information on different dimensions of work performance and achievement; processing the overall picture of the organizational management; identifying agencies under the legislative branch as the factor affecting the operations.
- (4) Studying, analyzing and commenting on ways to improve, expedite, follow - up, delay or cancel the work plans, operations, and projects of the National Assembly, the House of Representatives, the Committees, and the bureaus of the Secretariat of the House of Representatives.
- (5) Studying, analyzing, conducting research and developing the work performance follow – up and evaluation system based on the policies, strategies, work plans, works, and projects of the National Assembly, the House of Representatives, and the Secretariat of the House of Representatives.
- (6) Promoting, supporting, providing advice, suggesting, and preparing data for producing follow – up and evaluation manuals as well as academic documents for dissemination to the bureaus of the Secretariat of the House of Representatives.
- (7) Developing knowledge, techniques, and methods of system development; setting up the standards for a follow – up and evaluation of the Secretariat of the House of Representatives, the National Assembly, the House of Representatives and the Committees.
- (8) Performing other assigned duties.

## Internal Audit Group

**Internal Audit Group** is responsible for :

- (1) Auditing the Internal Audit Group's budget management performance, office supplies and properties, financial management, accounts, and welfare.
- (2) Providing recommendations on approaches or measures for improving and correcting performances; providing advice on ways to prevent financial and property loss or corruption in the Secretariat of the House of Representatives.
- (3) Auditing the process and appropriateness of the performances of bureau within the Secretariat of the House of Representatives with regards to the budget, receipt, and allocation of the public revenue, money outside the budget, the funds, bound debts, accounts, office supplies, durable articles, and vehicles according to laws.
- (4) Analyzing, setting up the internal regulating system according to laws, regulations, orders, resolution of the Council of Ministers, principles and agreements of the Ministry of Finance, Bureau of the Budget, as well as coordinating with the Office of the Auditor General.
- (5) Coordinating and promoting cooperation with the Audit Committee of the public sector.
- (6) Performing other assigned duties.

## Provincial Parliamentary Offices

**Provincial Parliamentary Offices** are responsible for :

- (1) Promoting, supporting and disseminating knowledge on laws, roles, and duties of the parliamentarians, committees, including politics in the parliamentary democratic system with the King as the Head of State.
- (2) Suggesting and supporting the rights of people and the eligible voters as per the constitution, law, the Rules of Procedures, and regulations provided.
- (3) Handling petitions and requests from people in the legislative jurisdiction; inspecting and scrutinizing the facts; summarizing petitions and requests of people in relevant provincial areas in order to propose the comments and solutions to President of the National Assembly to consider and order.
- (4) Coordinating and supporting the works of the Committees and parliamentarians,
- (5) Coordinating between internal and external government agencies to support the works of legislative organizations.
- (6) Cooperating with or supporting the works or assigned duties of other related organizations.

## **Division of the President of the National Assembly**

**Division of the President of the National Assembly** is responsible for

- (1) Implementing the policies assigned by the President of the National Assembly.
- (2) Proceeding meetings and coordinating with the commissions appointed by the President of the National Assembly.
- (3) Performing public relations of the work performance of the President of the National Assembly.
- (4) Cooperating with, supporting the works or assigned duties of other related organizations.

## Division of the Leader of the Opposition in the House of Representatives

Division of the Leader of the Opposition in the House of Representatives is responsible for

- (1) Handling the secretarial and general clerical affairs of the Leader of the Opposition in the House of Representatives.
- (2) Examining, scrutinizing, analyzing, and providing advice on matters to be submitted to the Leader of the Opposition in the House of Representatives.
- (3) Studying and conducting research on academic and legislative data and information, analyzing the political, economic, and social situation as well as domestic and international security for consideration in the execution of the duties of the Leader of the Opposition in the House of Representatives.
- (4) Arranging appointments, the procedures of courtesy calls, daily and weekly schedules; summarizing the weekly activities of the Leader of the Opposition in the House of Representatives.
- (5) Coordinating and facilitating the Leader of the Opposition in the House of Representatives on matters concerning royal ceremonies, state ceremonies, and official functions.
- (6) Drafting royal addresses, speeches, messages, eulogies, opening and closing addresses, greeting statements, academic lectures, supplementary documents, and interview scripts.
- (7) Handling secretarial and general clerical affairs in support of the works of the Committees appointed by the Leader of the Opposition in the House of Representatives.
- (8) Performing other assigned duties.

## Parliamentary Budget Office

**Parliamentary Budget Office** is responsible for:

- (1) Studying, analyzing, researching, and preparing economic, financial, fiscal and budgetary reports; preparing estimated economic situation and budget, both short – term and long – term, and other matters related to the requirements of parliamentarians. Furthermore, the Office is responsible for providing consultation, suggestions, and comments on the parliamentary budget procedure or matters studied by the Ad – hoc Committee on Considering Budget Appropriations Bill or the sub – committees of the House of Representatives and the Senate.
- (2) Studying, analyzing, and researching the preparation of revenues and expenditures affected by financial and fiscal bills, in order to provide recommendations related to the Budget Appropriations Bill and the financial and fiscal bills.
- (3) Following – up and inspecting the budget expenditures of the government in terms of worthwhileness and compliance with the objectives of the bills approved by the Parliament, submitting report to the Parliament.
- (4) Designing database on the Budget Appropriations Bill of the Parliament before, during, and after consideration.
- (5) Cooperating or supporting the works of other related organizations or handling any assigned duties.

### **Inspection Group**

**Inspection Group** is responsible for

- (1) Supporting the works of inspectors according to the inspection plan.
- (2) Studying, analyzing, and developing the inspection system; designing inspection of support systems and evaluation systems in order to make effective inspection according to the policy and plans.
- (3) Collecting and preparing inspection reports.
- (4) Coordinating and following – up the works and projects in compliance with related laws, regulations, good governance and policies.
- (5) Cooperating with or supporting the works of other related organizations or any other assigned duties.

### **Secretary General Affairs Division**

**Secretary General Affairs Division takes responsibilities :**

- (1.) To handle secretarial and general clerical affairs of the Secretary General.
- (2.) To study, conduct research on academic papers and laws, and examine, scrutinize, analyze and provide suggestions on matters to be submitted the Secretary General.
- (3.) To coordinate with both internal and external authorities on information about the sittings of the House of Representatives, the Senate and the joint sittings of the National Assembly.
- (4.) To follow up and report the working progress of the entities assigned by the Secretary General to implement the particular policies of the President of the National Assembly, Speaker of the House of Representatives, the Deputy Speaker of the House of Representatives, the Opposition Leader in the House of Representatives and the Committees.
- (5.) To cooperate with or support the works of other related agencies or any other assigned duties.

## **The Bureau of Parliamentary Medical Services**

### **Bureau of Parliamentary Medical Services takes responsibilities :**

(1.) To define criteria and way of practices as well as to assess and evaluate the operation of medical and public health services, provide the parliamentarians, parliamentary officials, employees, all kinds of parliament - related personnel and people participating in parliamentary activities, with the examination of common ailments or emergency assistances before referring to the hospital.

(2.) To provide annual check - up for the parliamentarians, parliamentary officials, employees and all kinds of parliament - related personnel.

(3.) To manage the health database and patient medical records of the parliamentarians, parliamentary officials, employees and all kinds of parliament - related personnel efficiently.

(4.) To manage the clinic, ambulances, medicines and medical supplies, and medical equipments ; and to optimize the efficiency of the said equipments.

(5.) To promote and develop the health system for the parliamentarians, parliamentary officials, employees and all kinds of parliament - related personnel.

(6.) To cooperate with or support the works of other related agencies or any other assigned duties.

### **The Bureau is divided into 2 divisions as follows :**

#### **(1.) General Administration Division takes responsibilities :**

(1.) To handle the Bureau's documents, general clerical affairs, office supplies, equipments, including medical office supplies, equipments as well as to manage the Bureau's budget.

(2.) To handle the records of the personnel profile.

(3.) To prepare operational plans and budget, and to deal with relevant agencies on the progress of plan implementation and budget spending as well as the Bureau's statistic profile.

(4.) To report on the working achievement of the Bureau.

(5.) To systemize data on medical services, medicine, medical supplies, medical equipment, and health statistics of parliamentarians, parliamentary officials, employees and all kinds of parliament - related personnel.

(6.) To take care of medical records.

(7.) To handle the Bureau's secretarial affairs and meetings.

(8.) To handle publications and disseminations of the documents on the Bureau's performances.

(9.) To perform other assigned duties.

**(2.) Medical Services Division takes responsibilities :**

(1.) To provide first aid and site emergencies treatment.

(2.) To maintain the readiness of ambulances.

(3.) To conduct human resources development plan for medical services personnel and to surveil the nursing services to meet effectiveness standard.

(4.) To dispense medicines and medical supplies upon prescription, to make the medicines and the medical supplies list and properly store them as well as other by - duties.

(5.) To provide annual medical health check - up for parliamentarians, parliamentary officials, employees and all kinds of parliament - related personnel.

(6.) To disseminate knowledge, render advice and organize the exhibition on public health.

(7.) To perform other assigned duties.

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