

THE SECRETARIAT OF THE SENATE

Historical Background

In 1975, the National Legislative Assembly acting as the National Assembly enacted the Parliamentary Administration Act, B.E. 2518 (1975). According to this act, the subordinate parliamentary agencies are the Secretariat of the National Assembly and parliamentary agencies which may be given other titles. The Secretariat of the National Assembly has functions of carrying out the activities of the National Assembly's affairs and maintaining order of the National Assembly and its boundary. The Secretariat of the National Assembly is headed by a Secretary-General of the National Assembly who is directly accountable to the President of the National Assembly. In performing his/her functions, the Secretary-General may have Deputy Secretaries-General to assist him/her in carrying out the work of the National Assembly.

In 1991, a number of laws of parliamentary agencies has been amended by the National Legislative Assembly acting as the National Assembly. In amending of the said laws, the Parliamentary Official Commission considered to amend laws concerning the Secretariat of the National Assembly and Parliamentary Officials to be appropriate and consistent with other kind of officials. Then, the Council of Ministers proposed the Parliamentary Administration Bill (No. ...) B.E. and the Parliamentary Official Regulations (No. ...) B.E. to the consideration of the National Legislative Assembly and were approved to promulgate as laws.

The crucial substance of the Parliamentary Administration Act (No.2) B.E. 2535 (1992) and the Parliamentary Official Regulation Act (No.4) B.E. 2535 is as follows:

1. To designate the subordinate parliamentary agencies comprising the Secretariat of the Senate, the Secretariat of the House of Representatives and parliamentary agencies which may be given other titles. Each agency has the status of a department and a juristic person. If it is necessary to set up any parliamentary agency which may be given other titles, it must be proceeded through the bill.

2. To transfer powers and duties of the Secretariat of the National Assembly including its authorities, enterprises, assets, rights, liabilities, officials, employees and budgets to the Secretariat of the Senate and Secretariat of the House of Representatives. Secretary-General and Deputy Secretaries-General of the National Assembly shall join in the division and determination of workplace.

3. Since the National Assembly notification of the division of public agencies of the Secretariat of the Senate comes into force the next day after publication in the Government Gazette, the Secretariat of the Senate is deemed to be established on 12th September B.E. 2535 (1992) [Published in the Government Gazette, Vol.109, Part 93, dated 11th September B.E. 2535 (1992)].

The Secretariat of the Senate

The Secretariat of the Senate is an agency having the status of a department and a juristic person, Both Secretariat of the Senate and Secretariat of the House of Representatives are independent public

agencies that are subordinate to the National Assembly. Central Personnel Administration is administered by Parliamentary Official Commission. Parliamentary Official Commission has duties to control, supervise personnel who are subordinate to the National Assembly. They are called parliamentary officials consisting of ordinary parliamentary officials and political parliamentary officials.

An ordinary parliamentary official is a person holding a permanent position. For the Secretariat of the Senate, there is the Secretary-General of the Senate acting as the administrative head of the Secretariat and being directly accountable to the President of the Senate. There are six advisors in different areas and six Deputy Secretaries-General to assist him/her in carrying out the work. In addition, three independent groups consisting of Advisory Group, Internal Audit Group and Administrative Staff Group are directly accountable to the Secretary-General of the Senate. The Secretariat of the Senate is divided into eighteen bureaus responsible for different tasks and activities of the Senate.

A political parliamentary official is a person holding a political position of the National Assembly. He/she has a status resembling a political official in accordance with the Political Officials Regulation Act, B.E. 2518 (1975) and work under the command of the President of the National Assembly, President of the Senate or Speaker of the House of Representatives, as the case may be. These positions are as follows:

1. Advisor to the President of the National Assembly
2. Advisor to the Vice-President of the National Assembly

3. Advisor to the President of the Senate
4. Advisor to the Speaker of the House of Representatives
5. Advisor to the Vice-President of the Senate
6. Advisor to the Deputy Speaker of the House of Representatives
7. Secretary to the President of the National Assembly
8. Secretary to the Vice-President of the National Assembly
9. Secretary to the President of the Senate
10. Secretary to the Speaker of the House of Representatives
11. Secretary to the Vice-President of the Senate
12. Secretary to the Deputy Speaker of the House of Representatives
13. Secretary to the Leader of the Opposition in the House of Representatives

The above-mentioned political parliamentary officials are appointed on the grounds of politics by President of the National Assembly, President of the Senate or Speaker of the House of Representatives, as the case may be. He/she must have qualifications for being a parliamentary official as provided by the Parliamentary Administration Act, B.E. 2518 (1975) and not being a government official holding permanent position or receiving a salary.

Political parliamentary officials shall vacate office upon death or resignation.

Political parliamentary officials holding positions from No.1 to No.6, vacate office upon being discharged by the appointing person, the appointing person leaving office or the expiration of the term of the National Assembly or the dissolution of the National Assembly.

For persons holding positions from No.7 to No.13, they vacate office upon being discharged by the appointing persons whether they are at fault or not or the Presidents, Vice-Presidents to whom they are subordinate or Leader of the Opposition leaving office, as the case may be.

Powers and Duties

Powers and duties of the Secretariat of the Senate are as follows:

1. to be responsible for academic and secretarial work of the Senate:
 - 1.1 academic and secretarial work in the sitting of the Senate;
 - 1.2 academic and secretarial work in the meetings of the committees;
2. to promote, encourage and disseminate a democratic regime of government with the King as Head of the State, particularly the legislative roles of the Senate under the provisions of the Constitution;
3. to study, analyze and research on relevant matters provided for the Senate's consideration in undertaking any actions with reference to roles, powers and duties of the Senate;
4. to study, research, analyze and compare information from various countries to provide support of the international parliamentary affairs particularly of the Senate;

5. to coordinate with government organizations, state enterprises, related agencies both public and private sector to support the work of the Senate and senators;

6. to perform duties in accordance with the laws, regulations, provisions and orders stated as duties and responsibilities of the Secretariat of the Senate to achieve various commitments of the Senate such as budget, personnel , materials and equipment;

7. to perform other duties as entrusted by the Senate.

Division of Public Agencies of the Secretariat of the Senate

By virtue of provisions 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 approval of Parliamentary Official Commission has issued the National Assembly notification of the division of public agencies of the Secretariat of the Senate (No. 2 to No. 5), B.E. 2546 (2003). The Secretariat of the Senate is divided into three special groups and eighteen bureaus as follows:

Special Groups

1. Advisor Group

There are six advisors in charge of four different areas, namely Advisor on Legal Affairs, Advisor on Politics, Administration and Management, Advisor on Foreign Affairs, and Advisor on Legislative Procedure.

Advisor on Legal Affairs

An Advisor on Legal Affairs is responsible for counselling and giving opinions of the Constitution according to the powers and duties of Senate as provided in the Constitution; considering bills which will pass through the Senate and committees; including providing consultation, giving advice and analyzing questions of law involving consideration of the motions, interpellations, performance of duties of committees, appointing and removal of persons holding positions under the Constitution and laws; scrutinizing and stipulating the defence in civil cases, criminal cases and administration cases in the case where the President of the Senate, Vice-Presidents of the Senate, senators, Secretary-General of the Senate or Secretariat of the Senate is a defendant; analyzing, comparing and giving opinions of the international laws and the Thai laws; explaining and replying to questions of Constitution and other related laws; and studying, giving advice on and making suggestions of the development of the Senate and its Secretariat.

Advisor on Politics, Administration and Management

An Advisor on Politics, Administration and Management is responsible for efficiently counselling and giving advice on the direction of the performance of duties of the Senate as stipulated in the Constitution; studying, analyzing and planning administrative directions of the President of the Senate, Vice-Presidents of the Senate and Secretary-General of the Senate; analyzing, researching and suitably solving important work problems of the Senate and Secretariat

of the Senate; studying the essential academic advancement, including evaluating and analyzing situations to make more efficiently in development of the Senate and its Secretariat work; replying to questions and explaining relevant matters about the Senate; studying, giving advice on and making suggestions of the development of the Senate and its Secretariat.

Advisor on Foreign Affairs

An Advisor on Foreign Affairs is responsible for counselling and giving efficient advice on foreign affairs as stipulated in the Constitution; studying, analyzing, comparing political situations of the Senate system of Thailand and foreign countries for determining the direction of political development in democratic system and the Thai Senate system to present to President of the Senate, Vice-Presidents of the Senate and Secretary-General of the Senate; following up situations, developing and improving working procedure on foreign affairs to reach the international standard; studying the progress and cooperating with the Senate of other countries to make more efficiently in development of the officials and employees and working procedure of the Senate; performing as a representative of the Senate and Secretary-General of the Senate to negotiate and participate in the international organization conferences; answering and explaining about foreign affairs of the Senate; giving advice on the organization development in organizing activities to support foreign affairs knowledge and foreign languages for senators, officials and employees of the Secretariat of the Senate.

Advisor on Legislative Procedure

An Advisor on Legislative Procedure is responsible for efficiently counselling and giving advice on the direction of academic work in the area of legislative procedure of the Senate as stipulated in the Constitution; analyzing and solving important problems of the Senate and Secretariat of the Senate suitably with situations, scrutinizing, reviewing, analyzing and presenting opinions about academic work of legislative procedure assigned by President of the Senate, Vice-Presidents of the Senate, senators, committees and Secretary-General; studying the essential academic advancement of legislative procedure; including evaluating, analyzing situations to make more efficiently in development of the Senate and Secretariat of the Senate; answering and explaining relevant matters on the Senate work.

2. Internal Audit Group

The group is responsible for inspecting the Secretariat's operation with respect to budget, procurement and property, financial and accounting administration including other general administration; examining the accuracy and reliability of financial report; evaluating the result of operation of the Secretariat and introducing methods and measures to improve its operation in order to make the operation proceed in corrective, efficient and economical manner; inspecting the maintenance of official property and utilization of all types of natural resources; re-examining and evaluating the efficiency of internal control system; and co-ordinating

and supporting the performance with the State Audit Commission and other public agencies.

3. Administrative Staff Group

The group is responsible for studying, researching, analyzing, comparing and summarizing the result of academic proceedings to be used as supplementary information for consideration of Secretary-General, Deputy Secretaries-General and Advisors of the Secretariat of the Senate and reviewing academic work for them as well.

The Bureaus under the Secretariat of the Senate

1. Bureau of President of the Senate

The Bureau is responsible for the work of the Secretariat in supporting the performance of the duties of the President and Vice-Presidents of the Senate, for example, co-operation with the Council of Ministers, the House of Representatives and government agencies and various institutions, whether they be public or private sector. In addition, it carries out analysis, gives opinions, do academic research, analyzing political, economic, social and security situations; receives the complaints or petitions of the people, concludes and publicizes the achievements of the President and Vice-Presidents of the Senate.

2. Bureau of Public Relations

The Bureau is responsible for the State ceremonies and conducts the ceremonial affairs of the Senate and the Secretariat of the Senate; giving welcome receptions; providing facilities to visitors by setting up a 24 hour contact center; providing facilities to the mass media; facilitating the use of video equipment and materials. It is also responsible for the publishing of documents for distribution, communicating knowledge relating to democracy including the powers and duties, roles and activities of the Senate to the region.

3. Bureau of Central Administration

The Bureau is responsible for the correspondence and general administrative work of the Secretariat; providing general services to senators, committees and any persons involved; appointing officials for senators; performing administrative work on personnel affairs for officials and employees of the Secretariat; studying, analyzing work assessments for specifying position levels and the manpower of the Secretariat for submission to the Parliamentary Official Commission; preparing the structure, powers and duties of the Secretariat; supervising disciplinary action against officials and employees; developing the personal and statistical records of senators, officials and employees; applying for graciously confer orders; being responsible for office buildings; setting up security systems.

4. Bureau of Finance and Budget

The Bureau is responsible for imposing and allocating the annual expenditure estimates of the Bureau in the Secretariat in accordance with the policies and master plans of the Senate; co-operating, following-up, controlling and making assessments of payment of the estimates of the Bureau in accordance with the project plans already specified; as well as administering finance, accounting, inventories, funds and any security services, including the supervision of the vehicles of the Secretariat.

5. Bureau of Foreign Affairs

The Bureau is responsible for the work in applying for official passports, issuing letters for entry registration, the provision of facilities for overseas travel of senators, committees and officials of the Secretariat of the Senate; conducting welcome and reception activities; performing State ceremonies in cases where very important persons make courtesy visits to very important persons of the Senate; co-operating with external agencies in connection with international parliamentary conferences and the visits of members of foreign parliaments; studying, analyzing and following up data in the field of foreign affairs for the assistance of senators and members of any committees.

6. Bureau of Parliamentary Studies

The Bureau is responsible for studying, researching, analyzing and collecting academic information in economic, social, political,

administrative and security fields; preparing academic data and suggestions essential to the needs of senators and persons concerned with the work of the Senate, collecting information resources of every kind; setting up an electronic library system; arranging a classification index and data base; collecting valuable historical materials or documents, including mementos which have been received; as well as following and assessing the achievements of the Senate.

7. Bureau of Parliamentary Proceedings

The Bureau is responsible for the Secretariat contributing to sittings of the Senate, such as, convening the sitting, setting the agenda of the sitting; preparing proceedings and procedures for the conducting of a sitting; preparing draft motions and amendments to motions, draft interpellations and bills; conducting votes, elections, appointments; giving advice or approval to persons for holding office, and on the removal of persons from office and the process which must be followed for a sitting of the Senate.

8. Bureau of Supervision and Inspection

The Bureau is responsible for the work of the Secretariat for committees, selective committees and committees for examining past records and the behavior of the persons nominated for holding positions; conducting the acceptance and examination of complaints in order to remove persons from office as provided for in the Constitution; examining documents and keeping accounts showing the assets and liabilities of members of the National Counter Corruption Commission;

studying, analyzing and gathering information on the achievements of independent bodies.

9. Bureau of Committee 1

The Bureau is responsible for the secretariat and general administrative affairs of committees and sub-committees in the fields of economics, finance, science, technology, resources and the environment; studying, analyzing and gathering information and giving consultation during the process of considering bills or organic law bills, including rules of procedure; collecting and preparing reports for the Senate.

10. Bureau of Committee 2

The Bureau is responsible for the secretariat and general administrative affairs of committees and sub-committees in the fields of security, politics, administration and independent body affairs; studying, analyzing and gathering details of fact; giving advice and suggestions in the academic and legal field; compiling amendments to motions including giving counsel as to the process of consideration relating to bills or organic law bills, including rules of procedure; collecting and preparing reports for the Senate.

11. Bureau of Legal Affairs

The Bureau is responsible for the correspondence and general administration work of the Secretariat; providing opinions relating to the amendment of laws; studying, analyzing and conducting comparative

research relating to laws in their various aspects for the preparation of documents supplementary to consideration. It also conducts special lectures on law in order to support the performance of its duties in the legislative field, the consultation, advice, the presentation of opinions and the answering of questions as to law for senators and personnel within the realm of Senate affairs; deliberating draft rules and regulations, juristic acts and contracts of the Secretariat; conducting litigation and co-operating with those persons concerned; preparing legal documents for publicizing the preambles of laws; communicating data with government agencies for the acknowledgement of legal movements in those agencies; as well as studying and following-up the enforcement of laws; setting up a modernized legal index system and publicizing the legal academic achievements.

12. Bureau of Foreign Languages

The Bureau is responsible for the work of translation, summary and compilation of official documents in foreign languages for the Secretariat; translating official documents of the Secretariat which are in foreign languages, past records and name lists of senators, members of committees and others; performing interpretation or providing professional interpreters at the reception of important foreign visitors or at meetings, and during observation visits abroad; promoting study and training in the field of foreign languages; giving advice and recommendations relating to the qualifications and remuneration of persons who are working in the Bureau of Foreign Languages.

13. Bureau of Human Resources Development

The Bureau is responsible for studying, analyzing, formulating policies, plans and guidelines for personnel development; creating and developing courses for training, seminars; specifying the need for personnel development; promoting, co-operating and formulating plans for development, training, seminars; preparing academic documents, leaflets, manuals and communication technology for training, seminars in publicity; holding training, seminars for persons involved in the work of the Senate; preparing budget as well as co-operating in the founding and setting up of grants for promoting and supporting the personnel of the Secretariat of the Senate in observation study and further study both in the country and abroad; establishing standards of moral, ethical and etiquette for personnel of the Secretariat.

14. Bureau of Information Technology and Communication

The Bureau is responsible for the work of proposing policies, supervising, supporting, promoting and planning the application of information technology in developing working systems and procedures in the legislative affairs of the Senate; co-operating and performing in accordance with public information technology policy. It also performs the work of planning the development of computer operating systems and installation software on computers with the distribution and provision of information technology; the development of multiple media; giving advice as well as developing patterns and standards of sorting, administering, controlling, overseeing and maintaining

computer systems, network systems, data base systems and any programs of the Senate; considering specifications of information technology standards; as well as providing training and development in the operation of computers to senators and officials of the Secretariat.

15. Bureau of Minutes and Stenography

The Bureau is responsible for recording and preparing the minutes of sittings of the Senate, standing committees, *ad hoc* committees, sub-committees and committees, sub-committee and working groups, seminars and associated activities; preparing records of the sittings of the Senate; analyzing, studying and providing services and publicizing the minutes of sittings of the Senate; keeping information relating to the minutes of sittings of the Senate and to the information of the minutes of sittings in the data base; following up the resolutions and voting of senators in sittings of the Senate and summarizing the outcome of voting for posting on a board and publicizing records of important events occurring at sittings of the Senate in order to analyze and compile them as guidelines for the carrying out of work; and conducting the collection of any minutes of meetings and sending them to the government agency whose area of responsibility they are.

16. Bureau of Publishing

The Bureau is responsible for preparation of the originals and the printing of minutes of sittings of the Senate in accordance with the

rules of procedure; preparing original documents; giving consultation and services in printing design; printing documents supplementary to consideration, academic documents, journals, leaflets, summaries of the achievements of the Senate, standing committees and *ad hoc* committees; providing services for the copying of printed documents and keeping them in the archives and controlling their movement; compiling statistics and collecting printing; maintaining printers and printing equipment.

17. Bureau of Committee 3

The Bureau is responsible for the secretariat and general administrative affairs of committees and sub-committees in the social field and Senate activities; conducting studying, analyzing and gathering matters of fact; giving advice and suggestions in the academic field, bills or organic law bills, including the rules of procedure; collecting and preparing reports to be sent to the Senate.

18. Bureau of Policy and Planning

The Bureau is responsible for proposing and laying down policies of the Senate in accordance with the national-level plan, including formulating the strategy of the Senate, master plans, short-term and long-term action plans and any other related plans of the Senate. It also carries out suggestions as to the development and improvement of any plans of the Senate and the Secretariat according to circumstances as well as compiling data and imposing assessment criteria on the achievement of a project; developing

technical processes in formulating policies for State administration, and transforming policies and plans into action. It also conducts the promotion, demonstration and suggestions for preparing manuals relating to policy strategy for publicizing, co-operating, supervising, following up and preparing reports on the outcome of the performance of the Secretariat in accordance with related plans; as well as studying, analyzing and valuating project plans, including the success of the bureau in controlling and developing systems for following up the performance of projects and evaluating the achievement of the plans.

Strategy Plan of the Secretariat of the Senate, Issue no. 2 (B.E. 2551-2555)

Vision

The Secretariat of the Senate is a professional organization in supporting the national legislative work.

Mission

1. To provide services and support the legislative work for the national public interest.
2. To promote knowledge and better understanding of legislative work for the public.

Ultimate Outcome

The Secretariat of the Senate is able to perform duties in accordance with the will of the Constitution in the democratic regime of government with the King as Head of the State for the utmost

public benefit and becomes one of the core institutions for the development of national legislative work.

Core Values

1. Moral Courage
2. Result Orientation
3. Service Mind
4. Transparency and Integrity
5. Teamwork
6. Non-discrimination

Core Competencies

1. Forward-looking
2. Accountability/Positive Attitude
3. Service Mind/ Seeking of Knowledge
4. Teamwork
5. Trustworthy/ Transparency
6. Efficiency/ Endurance
7. Amity/ Achievement Motive
8. Morality/ Meritocracy
