**The Institute of**

**Administration Development**

**Agency Name: The Institute of Administration Development (IAD)**

**I. About Us**

**- Background of the Institute of Administration Development**

In May 1940, Field Marshal Plaek Phibunsongkhram was both the Prime Minister and the Minister of Interior (Colonel Luang Chawengsak was the Deputy Minister of Interior, Phraya Soontornpipit was the Permanent Secretary of MOI, Lieutenant Phra Pathum Dhevapibal was the Director General of the Department of Home Affairs). The PM issued a directive that a District Officer School be established under the MOI. The school would accept applications from students who had completed the upper secondary or Matthayom 6 at any school certified by the Ministry of Education. Any qualified student had to fulfill criteria under Section 32 of the Civil Service Act, B.E. 2482 (1939), excluding sub-section 2. The criteria included being a male 17 to 21 years old, healthy-evidenced by a health check certified by a public physician, with a minimum chest measurement of 70 centimeters, minimum height of 155 centimeters, with manners and good morals suitable for further appointment as an administrative officer able to resolve problems and bring about happiness for the people. Regarding the application, any individual who wished to enroll to study in the District Officer School had to submit his application to the respective provincial governor, with endorsement from his parents and witnesses, before 15 June 1940. The MOI decided that the total number of students from each province should be equal to the number of members of parliament at that time. Therefore, overall there were 100 students from all over the country. The District Officer School was a boarding school. Training courses covered, for instance, Assistant Chief District Officer practices, introduction to law, law of witness, administrative law, arrest principles, detention practices, investigation and interviewing, criminal law, history, morality and ethics for administrator, various types of registration procedures, physical training, horse riding, driving, etc. Those who passed the final examination of the course would be appointed as an Assistant Chief District Officer Grade 4.

On 24 June 1940 (the national day at that time) at 06.30 a.m., was the auspicious moment at that the District Officer School was established. It was located in the area of the Sununthalai Palace, while the Suvaddhana Building was designated as the dormitory, and the Nongkhran Hall was an office for staff of the District Officer School. This was the two-year boarding school, opening from 1 July 1940. The first graduation ceremony for administration certificate was arranged on 8 January 1942. However, there was only one class of direct applications into the administrative course. Classes thereafter were open to students who had finished a diploma or bachelor of laws and who had applied to become for assistant chief district officers. They would do on-the-job training for eight months: one month of academic training, followed by six months working at various districts, and returning for one month of training at the central school before appointment as assistant chief district officer level 3. Five assistant chief district officer classes were conducted here. After that, the Administration Officer School became the facility for training provincial officers and chief district officers.

**School Section** In 1942, after the enactment of the Royal Decree on Organizational Structure of the Department of Home Affairs under the Ministry of Interior 1942, the School Section was established under the Provincial Administration Division.

**School Section and Civilian Training Section** In 1944 the Department of Home Affairs went through reorganization according to the Royal Decree on Organizational Structure of the Department of Home Affairs under the Ministry of Interior, B.E. 2485 (1944). The School Section and Civilian Training Section were created under the Provincial Administration Division.

**School Section and Training Section –** In 1951 the Department of Home Affairs was reorganized according to the Royal Decree on Organizational Structure of the Department of Home Affairs under the Ministry of Interior 1951. There was the School Section and Training Section under the Provincial Administration Division.

- In 1953 the Department of Home Affairs reorganized according to the Royal Decree on Organizational Structure of the Department of Home Affairs under the Ministry of Interior 1953. The School Section was under the Investigation Division while the Training Section was still under the Provincial Administration Division.

**Civil Officer Training Section** In 1960 the Department of Home Affairs reorganized according to the Royal Decree on Organizational Structure of the Department of Home Affairs under the Ministry of Interior 1960. The Civil Officer Training Section was put under the Technical Division while the School Section of the Investigation Division was abolished.

**Chief District Officer School** On 30 July 1963 the Cabinet made a resolution whereby the Ministry of Interior was to establish a Chief District Officer School in order to provide education and training for administrative officers who would be appointed as chief district officers. The school was located in Rangsit Sub-district, Thanyaburi District in Pathum Thani.

**Training Division** In the same year, the Civil Officer Training Section was upgraded to the Training Division. However, the Training Division and the Chief District Officer School remained separate agencies.

**Civil Officer Training Center** The Ministry of Interior submitted a proposal to establish the Civil Officer Training Centers in different provinces and in 1967 three centers received approval for staffing from the Civil Service Commission.

**Local Civil Service School** In 1970, an educational facility was established to provide training to municipal officers. In 1969 the National Municipal League of Thailand (NMITL) provided the budget for construction of the school in the same area as the Chief District Officer School in Thanyaburi District in Pathum Thani. Training commenced in 1970. Later, in 1972, it was renamed as the Local Civil Service School.

**Assistant Chief District Officer School**

- Until 1969, the Department of Provincial Administration had arranged training for Assistant Chief District Officers level 3 who had passed an internal examination, and for newly recruited Assistant Chief District Officers level 3. Overall, eight training classes for about 400 officers were completed with satisfactory results.

- In 1971, the Ministry of Interior submitted a proposal to the Cabinet to establish the Assistant Chief District Officer School. The Cabinet approved the project as proposed by the Ministry of Interior on 15 June 1971. The Bureau of the Budget has provided funding for the school since 1973.

**Institute of Administration Development**

The Declaration of the Revolutionary Council No. 242 dated 3 November 1972 prescribed that the Institute of Administration Development be established to replace the Training Division. Thereafter, the Department of Provincial Administration issued a notification dated 26 December 1972 to define the organizational structure of the Institute of Administration Development as follows:

1 Academic subdivision:

1.1 Senior District Officer School

1.2 Chief District Officer School

1.3 District Officer School

1.4 Local Civil Service School

2. Administration Subdivision:

2.1 Administration office

2.2 Research office

2.3 Library office

2.4 There are four faculties, i.e., Public Administration, Management, Behavioral Science and Economic and Social Development

3. Training Subdivision:

3.1 Northern Administration Development and Governance Center

3.2 Northeastern Administration Development and Governance Center

3.3 Central and Eastern Administration Development and Governance Center

3.4 Southern Administration Development and Governance Center

From 26 December 1972, the Chief District Officer School, the Regional Civil Officer Training Center, the Local Civil Service School, the Assistant Chief District Officer School and the Training Division merged into one Division named the Institute of Administration Development. In addition, the District Officer School (the former Assistant Chief District Officer School) and the Senior District Officer School (later, in 1973, it was renamed as the Senior Governing Officer Training School) were established. A budget has been allocated for training since fiscal year 1973. During the early phase following the establishment of IAD, the most senior executive of IAD was referred as the Commander of the Institute of Administration Development. However, in 1973, the position was changed to that of Rector of the Institute of Administration Development.

**Civil Defense School** The Director General of the Department of Provincial Administration approved the Civil Defense School be established as per the Notification No. 58/1985 dated 5 February 1985.

**Assistant Chief District Officer School and District Officer School** The Director General of the Department of Provincial Administration issued Departmental Notification No. 566/1985 dated 30 September 1985 establishing of Assistant Chief District Officer School. The specific purpose was formally to train assistant chief district officers. The District Officer School, on the other hand, provided training for officers in other positions, such as, District Finance and Accounting Officer, and Assistant Governing Officers, etc.

**Sub-district and Village Headmen School** It was established in 1989 according to the approved proposal by the Civil Service Commission.

The Institute of Administration Development at that time was comprised of different operations training units as follows:

1. Senior Governing Officer Training School

2. Chief District Officer School

3. Assistant Chief District Officer School

4. District Officer School

5. Local Civil Service School

6. Civil Defense School

7. Sub-district and Village Headmen School

8. Governance and Administration Development Program

There were seven academic faculties, namely Public Administration, Politics and Governance, Behavioral Sciences, Economic and Social Development, Security, Public Finance, and Administrative Practices, providing full academic support. At the same time, there were three groups, carrying out other relevant training functions, namely, Policy and Planning, Research and Evaluation, and Training Technology groups.

**- Vision and Mission**

**Vision:** To be a learning institute that excels in human resource development resulting in higher capability in administration and international standards based on good governance

**Mission:**

1. Personnel Development for the Department of Provincial Administration

2. Coordinate with or provide support to other agencies

**- Related Laws**

1. Rules of Institute of Administration Development on Education, Training and Seminar, B.E. 2533 (1990)

2. Institute of Administration Development Regulation on Procedures related to Education, Training and Seminar, B.E. 2534 (1991)

3. Institute of Administration Development Notification No. 66/1991 on Group Daily Operations

4. Institute of Administration Development Notification No. 61/1995 on Organizing In-school and Inter-school Events under the Institute of Administration Development

5. Institute of Administration Development Notification No. 6/1984 on Training Facility Management Regulations

**- Organization Structure of IAD**

The Institute of Administration Development is comprised of five groups as follows:

**1. General Administration Group**, made up of four subdivisions:

1.1 General Administration Subdivision

1.2 Supply Subdivision, comprising four sections:

1) Supply Section

2) Transportation Section

3) Building and Facilities Section

4) Dormitory Management Section

1.3 Budgeting and Finance Subdivision, comprising three sections:

1) Finance and Accounting Section

2) Budgeting and Audit Section

3) Planning and Project Section

4) Catering Section

1.4 Legal Affairs Subdivision

**2. Training Course Planning and Development Group**, made up of four subgroups:

2.1 Strategic Planning Subgroup

2.2 Training Course Development Subgroup

2.3 Academic Coordination and Human Resources Development Subgroup

2.4 Research and Training Development Subgroup

**3. Training Technology Group (Training Technology Center),** made up of five subdivisions:

3.1 Innovation and Technology Application Subdivision

3.2 Graphic Design and Media Publicity Subdivision

3.3 Library, Public Relations and AEC Affairs Subdivision

3.4 Learning and Teaching Media Subdivision

3.5 Special Affairs Subdivision

**4. Training Administration Group**, comprising one group and one subgroup as follows:

4.1 School Group:

1) Chief District Officer School

2) Assistant Chief District Officer School

3) District Officer School

4) Sub-district and Village Headmen School

5) Investigation School

6) Professional Registration Development Institute

4.2 Training Coordination Subgroup

**5. Regional Learning and Training Center Group**, comprising two center groups, namely:

5.1 Northern Learning and Training Center Group, with two centers:

1) Northern Learning and Training Center (Ban Hong District, Lamphun Province)

2) Northern Learning and Training Center (Doi Saket District, Chiang Mai Province)

5.2 Central and Southern Learning and Training Center Group, with two centers:

1) Central Learning and Training Center (Mueang District, Lop Buri Province)

2) Southern Learning and Training Centre (Mueang District, Surat Thani Province)

**II. Organization Structure**

**Organization Chart of IAD**

Rector of IAD

Vice Rector of IAD

Vice Rector of IAD

Vice Rector of IAD

Vice Rector of IAD

Director of Rector Office

Central and Southern Learning and Training Center Group

Northern Learning and Training Center Group

Training Administration Group

Training Technology Group

Training Course Planning and Development Group

General Administration Group

Training Technology Center

1. Innovation and Technology Application Subdivision

2. Graphic Design and Media Publicity Subdivision

3. Library, Public Relation and AEC Affairs Subdivision

4. Learning and Teaching Media Subdivision

1. Strategic Planning Group

- Strategic Planning Subdivision

2. Training Course Development Group

3. Academic Coordination and Human Resources Development Subgroup

4. Research and Training Development Subgroup

Office of IAD Rector

1. General Administration Subdivision

- General Administration Section

2. Legal Affairs Subdivision

3. Supply Subdivision

- Supply Section

- Transportation Section

- Building and Facilities Section

- Dormitory Management Section

4. Budgeting and Finance Subdivision

- Finance and Accounting Section

- Budgeting and Audit Section

- Planning and Project Section

- Catering Section

1) Northern Learning and Training Center

- Northern LTC (Ban Hong, Lamphun)

- Northern LTC (Doi Saket, Chiang Mai)

1) Central Learning and Training Center

- Central LTC (Lop Buri)

2) Southern Learning and Training Center

- Southern LTC (Surat Thani)

1 School Group:

- Chief District Officer School

- Assistant Chief District Officer School

- District Officer School

- Sub-district and Village Headmen School

- Investigation School

- Professional Registration Development Institute

2 Training Coordination Subgroup

**Organization Structure of IAD**

The Institute of Administration Development is different from other bureaus and divisions in that it was established as an academic institute providing education and training for officers of the Department of Provincial Administration working at different levels of central, regional and local administrative authorities, as well as administrative officers nationwide, including, sub-district and village headmen, sub-district administrative committees and other civil organizations.

The Cabinet therefore resolved that the Institute of Administration Development Board be established to provide management oversight. Afterwards, the Minister of Interior set up the Institute of Administration Development Management Committee to support the operations of the Institute of Administration Development.

1. Institute of Administration Development Board, comprised of:

1.1 Ex-officio members, namely, the Minister of Interior as the chair, the Permanent Secretary of MOI as vice chairperson, and other board members from other government authorities, for example, the Secretary General of the Civil Service Commission or his representative, the Director of the Bureau of the Budget or his representative, the Director General of the Department of Provincial Administration, the Director General of the Department of Technical and Economic Cooperation, the President of National Institute of Development Administration (NIDA), and other members from various government agencies.

1.2 Four other experts

2. The Institute of Administration Development Management Committee comprising the Deputy Permanent Secretary on Administration Affairs of the Ministry of Interior as the Chair, the Director General of the Department of Provincial Administration as vice-chair, and other relevant senior executive officials.

**- Authority and Functions**

1. Be responsible for civil servant development at all levels of the Department of Provincial Administration and other government agencies that request the Institute of Administration Development to work on personnel development.

2. Be responsible for academic and training research and development to improve efficiency in public services processes.

3. Coordinate with or provide support to other government agencies.

4. Serve as the Knowledge Management Center for the Department of Provincial Administration.