



ANNOUNCEMENT

National Institute of Development Administration

Work from Home Implementation under Coronavirus Disease 2019 (COVID-19) Infection Outbreaks (2nd Issue)

This announcement by National Institute of Development Administration (NIDA) is issued further to the announcement on the measures and staff's guideline for work from home under Coronavirus Disease 2019 (COVID-19) Epidemic Outbreaks along with Bangkok Metropolitan Administration's announcement regarding to temporary suspension of the places' operational services (2nd issue) dated March 21, 2020 and NIDA's announcement dated March 21, 2020 with respect to NIDA's temporary suspension of the operational services from March 22, 2020 to April 12, 2020.

Under the authority Article 40 based on National Institute of Development Administration Act. A.D. 2019, NIDA hereby cancelled the previous announcement regarding work from home under Coronavirus Disease 2019 (COVID-19) Infection Outbreaks dated March 18, 2020. The new measures inclusive of staff's guidance on work from home under Coronavirus Disease 2019 (COVID-19) Infection Outbreaks are as follows:

1. Deans of all schools, Directors of all Departments, Chairman, Faculty Senate, Division Directors, Chief, University Council must indicate precise performance goals for staff to employ work from home under Coronavirus Disease 2019 (COVID-19) Epidemic Outbreaks.
2. Staff assigned to work from home, are required to report to relevant Directors or equivalence on the specified frequency and channels of communication.
3. Staff are obliged to consider safety and risks of exposure of Coronavirus Disease 2019 (COVID-19) and must behave and perform duties in accordance with NIDA staff's ethics and disciplines, protect personal information according to NIDA's announcement ACT on personal information protection 2019 and data protection of the organizations.

4. Deans of all schools, Directors of all Departments, Chairman, Faculty Senate, Division Directors, Chief, University Council must indicate the methods for monitoring and evaluating staff's performance in order to govern effective performance.
5. Staff may borrow needed equipment (s) and/or required office supplies to implement work from home according to the related laws and regulations.
6. Deans of all schools, Directors of all Departments, Chairman, Faculty Senate, Division Directors, Chief, University Council must indicate channels of communication for meeting, responsibilities and cooperation among staff. All staff must provide working hours, communication channels to all recipients.
7. Communication channels must be considered in accordance with level of urgency, communication effectiveness, personal information protection and data protection of the organizations.
8. In case of work from home, staff are required to receive approval from at Division Director or equivalence prior to their departure to elsewhere.
9. For staff with difficulties in working from home or experiencing with risk of exposure to Coronavirus Disease 2019 (COVID-19) must report to Division Director or equivalence.
10. Deans of all schools, Directors of all Departments, Chairman, Faculty Senate, Division Directors, Chief, University Council are require to submit their staff performance report to NIDA president accordingly.
11. In case of any difficulties arise from implementing the guidelines under this announcement; NIDA president shall have discretion to resolve the situation as appropriate.

Effective on March 22, 2020 onwards until the further announcement.

Announced on March 21, 2020



(Professor Dr. Kamphol Panyagometh)

NIDA President