



This document has been drafted within the framework of the OPEN project

LAO PEOPLE'S DEMOCRATIC REPUBLIC

PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

Ministry of Education and Sports

Souphanouvong University

Ref. No:.....90...../SU

Date:.....09.....February 2022

Office of International Relations

Strategic Plan

Mission

To promote regional and international university cooperation in order to maximise opportunities for human resources and infrastructure development, and build reputation of the university

Vision

To be excellent in internal and international cooperation

Values

- Being patient
- Being participatory
- Being accessible
- Being collaborative
- Critical thinking
- Being Supportive
- Being persistent
- Transparent services
- Being critical
- Being friendly
- Being open-minded
- Being hard-working
- Being versatile
- Willingness

Strategic Axes

- Improve IRO staff capacity;
- Open more MOUs and agreements with ASEAN countries;



- Open more MOUs and agreements beyond ASEAN countries (America, Australia, China, India, Israel, Korea, Japan, and European countries);
- Increase internal and external cooperation opportunity and reputation of SU;
- Attract more international students and partnerships;
- To increase student and staff mobility-opportunity for the university;
- Improve the university quality and move the university towards international standards.

SWOT Analysis

Strengths

- There is an Office of International Relations with divisions responsible for the affairs of the office;
- There is a clear system of report (SU-IRO reports directly to the university president);
- There is a document/guideline regarding to roles and functions of IRO;
- Each individual staff is assigned to be responsible for specific tasks;
- The university has a university development plan, which covers international affairs of the university;
- IRO has enough staffs to work in the areas of cooperation;
- Some faculties have staffs working for external cooperation;
- IRO receives administration budget from the university (the government);
- Financial support for capacity building from international organization (EU and ADB);
- Good cooperation with foreign institutions and organizations (from America, Australia, China, Israel, Korea, Thailand and Vietnam);
- The university leadership board, staffs, faculties and researchers are supportive;
- The university provide some foreign languages as selective courses;
- Young University with active staff in international cooperation;
- The university has a policy in expanding its cooperation in the region and beyond;
- IRO is supported by the university in terms of funding to facilitate work performance;
- IRO has a clear organization structure;
- All staffs can perform their assigned tasks in practice;
- SU is located in a world heritage city.

Weaknesses

- Staff management is not good enough (Putting the right person in the right place, task, and time);
- There is no guideline for mobility;
- There is a problem in disseminating university's information on website, Facebook.....;
- IRO staffs are not yet diverse in terms of foreign languages proficiency as all the staffs can communicate only English;
- Staffs have limited knowledge and skills in international relations management;

- Staffs have limited knowledge and Skills in project management;
- Staffs play different roles (Administrative staffs, academic staffs and researchers);
- The budget for conducting exchange activities with partner universities is insufficient;
- There is limited budget in improving IR staff's capacity and IRO management;
- Many agreements are not active;
- A lack of budget for establishing long term and short term for staffs training;
- There is no clear system in evaluating and reporting international relations;
- No international courses;
- No applications for international students to apply to go and study at the university;
- Students' limited language proficiency;
- Language issues of researchers, lecturers and staffs;
- No scholarships for international students;
- Limitation of research capacity of researchers and lecturers;
- Credit transfer and recognition issues;
- No accommodation for exchange students, staff, lecturers and researchers;
- Issues of terms of reference of inter-departments (faculty level);
- Complication in cooperation between inter-departments;
- Limited facilities for international experts, volunteers, researchers and students;
- Students in the faculty still have lack of chance for exchanging activities with international students;
- Most staffs of IRO are from different fields of education, not related to international collaboration;
- There is still a lack of techniques for applying some information technology
- Currently, IRO hasn't got a website;
- The online office database system is not yet available.

Opportunities

- Ministry of Education and Sports has policy in supporting HEIs to cooperate with foreign institutions;
- Authorities at both central and local are supportive;
- Human resource development projects supported by ADB, KOICA, EU and partner universities;
- Financial support from international partners and organizations regarding to mobility and infrastructure development;
- Financial support from the government regarding to university management;
- Some partners from America, Australia, China, Korea and Thailand are productive and supportive;
- Lao PDR is an ASEAN member and there is cooperation between ASEAN and EU. This provides more opportunity for SU to expand its cooperation beyond the region;
- Good locations- world heritage city, which can attract international experts, volunteers and students;

- The Lao government has a policy in strengthening second language (especially English) competency of students starting at the third grade of primary school.

Threats

- It is bureaucratic and time-consuming in requesting for approvals from the government regarding to international cooperation;
- Financial support from the government is limited;
- Financial support from international partners, organisations and foundations is limited, and is often co-funding, which SU has difficulties in doing so;
- International institutions and organizations cooperate mostly with outstanding universities;
- MOEs does not have internationalization strategies;
- No guidelines for international students to apply for visas;
- Issues of recognition of qualifications of students graduating for a Lao university of foreign universities;
- A lack of comprehensive understanding on internationalization (regarding to education) of the Lao government.

Team members

- | | |
|-------------------------------|-----------------------------------------------------------------------------------|
| 1. Mr. Thongkham HUNGSAVATH | Director, IRO |
| 2. Mrs. Somchay MEKSAVANH | Head, International Experts, Volunteer
Management and Students Division |
| 3. Mr. Vanglee PHENGXAY | Head, Ordinance and Administration Division |
| 4. Mr. Palitha DOUANGCHACK | Deputy Head, IR and Project Management
Division |
| 5. Mrs. Khambai PHONGPHACHANH | Deputy Head, International Experts, Volunteer
Management and Students Division |

Stakeholders

- | | |
|------------------------------------|-----------------------------------------------|
| 1. Assoc. Prof. Vixay CHANSAVANG | President |
| 2. Mr. Si Anouvong SAVATHVONG | Vice President |
| 3. Mr. Vira ANOLAC | Vice President |
| 4. Dr. Soulideth KEOBOUALAPHETH | Vice President |
| 5. Dr. Vongpasith CHANTHAKHOUN | Dean, Faculty of Agriculture and Forestry |
| 6. Mr. Phetsadachanh SAIPASEUTH | Interim Dean, Faculty of Engineering |
| 7. Dr. Vilaiphone SOMSAMONE | Deputy Dean, Faculty of Economics and Tourism |
| 8. Dr. Bounmy KEOHAVONG | Director, Academic Research Office |
| 9. Dr. Soudthida HOUNGSENGFA | Director, Confucius Institute |
| 10. Mr. Champa LATTANASOUVANNAPHON | Lecturer, Faculty of Economics and Tourism |

Strategic Axe Area of planning	Strategic Objective SMART Criteria	Indicator RACER CRITERIA	Responsibility Who?	Timeline When?	Action plans How?
Improve IRO staff capacity;	To improve the quality of IRO staff by training and workshops.	Staff and areas for improvement have been identified	- IRO Director and Deputy Directors	In June 2022	1. Define who and which areas need to be improved
		5 trainers from SU, MOFA and MOES have been defined	- IRO Director and Deputy Directors	In July 2022	2. Define trainers
		The proposal is complete	- IRO Director and Deputy Directors	From August-December 2022	3. Write a proposal for training funding
		The proposal has been	- IRO Director and Deputy Directors	In January 2023	4. Have the proposal approved by the university high management



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		approved			
		5 potential trainers from SU, MOFA and MOES have been contacted	- IRO Director and Deputy Directors	In February 2023	5. Contact targeted trainers
		The training has been designed	- IRO Director and Deputy Directors	From April-June 2023	6. With the trainers design the training
		90% of staff working in the area of international relations have been trained	- Vice president for international relations and the IRO Director	In July 2023	7. Conduct the training
		The evaluation has been completed	- IRO Director and Deputy Directors	In July 2023	8. Evaluate the training for future improvement



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Open for more MOUs and agreements with ASEAN countries and beyond (America, Australia, China, India, Israel, Korea, Japan, and European countries)	To increase the opportunity for the university development by open for more MoU / MoA / MoD Exchange Notes with overseas universities.	At least 5 lateral and multilateral agreements / MoUs with overseas institutions have been fostered a year	- IRO Director and the Head of International Cooperation and Project Management Division	In December every year	1. Fostering bilateral and multilateral agreements / MoUs with overseas institutions when there are demonstrable benefits to all partners involved.
		At least 20 universities worldwide are searched a year	- IRO Director and the Head of International Cooperation and Project Management Division	In March every year	2. Search for universities information and check if those universities have similar interests with SU
		At least 15 universities' contacts are recorded a year	- IRO Director and the Head of International Cooperation and Project Management	In March every year	3. Look for the university contact person



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	At least 15 universities are contacted and introduced a year	Division - IRO Director and the Head of International Cooperation and Project Management Division	In April every year	4. Contact the selected universities to introduce SU and SU's interests
	Managements and IRO staff from at least 10 universities are invited to visit SU a year	- IRO Director and the Head of International Cooperation and Project Management Division	Every year From May to July every year	5. Invite university management, including IRO officers, to visit SU or hold an online meeting(s) to discuss possible areas for mutual cooperation
	At least 8 MOUs are requested for an approval from the MOES and MOFA a year	- IRO Director and the Head of International Cooperation and Project Management	August to October every year	6. Process documents for a government approval



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		At least 5 MOUs are signed every year	Division - IRO Director and the Head of International Cooperation and Project Management Division	In December every year	7. Sign an MoU/agreement
		At least 30 events and activities a year	- IRO Director and Deputy Directors	In December every year	8. Conduct activities based on the mutual agreement
		A report on the results of MOUs are made and reported to departments concerned	- IRO Director and the Head of International Cooperation and Project Management Division	In December every year	9. Evaluate the results of the MoU



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Increase internal and external cooperation opportunity and reputation of SU	To improve information dissemination system (Website, leaflets, video-different languages);	The proposal has been written (completed)	- IRO Director and the Head of Service and Ordinance Division	In February 2022	1. Write a grant proposal for the website and leaflet improvement
		The proposal has been submitted	- IRO Director and the Head of Service and Ordinance Division	In March 2022	2. Submit the proposal to the university and/or a donor
		The website and leaflets have been designed	- IRO Director and the Head of Service and Ordinance Division	In September 2022	3. Prepare information and have the website and leaflets (Lao and English) designed
		The website has been uploaded and leaflets have been printed	- IRO Director and the Head of Service and Ordinance Division	In October 2022	4. Have the website uploaded, and the leaflet printed



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		The IRO staff has been training	- IRO Director	In October 2022	5. Assign one person from IRO who is good at IT to be trained and incharge of updating and posting news on the Website
Attract more international students and partnerships	To support faculties in establishing short-term and long-term training courses for student mobility;	3 potential short-term and long term courses for mobility have been identified and agreed	- President and Vice President for Academic Affairs	In March 2022	1. Meeting with university management, departments and office conerned to discuss possible courses for mobility;
		A team working for establishing Exchange courses have been established	- President and Vice President for Academic Affairs	In April 2022	2. Set up teams for establishing the agreed courses
		3 courses have been designed	- President and Vice President for Academic	In May 2023	3. Prepare information and design the courses (Curriculum, Course Syllabus, information package and plans for mobility)



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		3 courses have approved	- President and Vice President for Academic Affairs	In August 2023	4. Request for an approval from the government
		45 exchange students applying and taking the courses	- President and Vice President for Academic Affairs	In September 2023	5. Establish the courses and receive students
Increase student and staff mobility opportunity for the university.	To seek for sources of funding for mobility from internal and external organisations, foundations and partners.	At least 3 contacts of organisations and foundations have been recorded	- IRO Director and Head of International Cooperation and Project Management	In April every year	1. Search and define internal and external organisations, foundations, companies and partners which may have potentials to support SU's mobility and record contact information
		At least 3 organisations and	- IRO Director and Head of International	In June very year	2. Contact the organisations, foundations, companies and partners to introduce the

		foundations have been contacted	Cooperation and Project Management		university and mobility plans and discuss the university needs and areas of cooperation or apply for funding
		Delegates from at least 3 organisations and foundations have been invited to visit SU	- IRO Director and Head of International Cooperation and Project Management	In October every year	3. Invite a representative(s) from organisations, foundations, companies and partners to visit SU and discuss with the leadership board of the university
		One agreement has been signed or one grant application has been accepted	- President and IRO Director	In December every year	4. If everything is going well, an agreement for support and cooperation is signed
Improve the university quality and move the	To seek for sources of funding and opportunities	At least 5 contacts of potential partners,	- IRO Director and Head of International Cooperation and	In April every year	1. Search for potential sources of funding. This can be its existing partners as well as international organisations and donors.



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university towards international standards	for developing university management system, staff capacity (including administrative staff, academics and researchers), and infrastructure	organizations and donors are recorded	Project Management		
		At least 5 potential partners, organizations and donors have been contacted	- IRO Director and Head of International Cooperation and Project Management	In May every year	2. Communicate with the selected partners, organizations and donors
		At least 5 applications are submitted	- IRO Director and Head of International Cooperation and Project Management	In August every year	3. Apply or facilitate the staff who are interested in applying for funding
		At least 1 agreement has been signed	- President and IRO Director	In December every year	4. Sign an agreement if necessary



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		At least 1 project has been approved by the government	- President and IRO Director	In February every year	5. Request for an approval from the government
		At least 1 project is implemented	- President and IRO Director	In March every year	6. Implement the projects

Souphanouvong University

President



Assoc.Prof. Vixay CHANSAVANG