

Annual Report 2014-2015



Southeast Asian Ministers of Education Organization
Regional Centre for Quality Improvement of Teachers
and Education Personnel (QITEP) in Language

Preface

Fiscal Year 2014/2015 has been a great year for SEAMEO QITEP in Language. We successfully conducted programmes and activities that surely give benefits for the region.

We cannot accomplish anything without the support of the Ministry of Education and Culture of Republic of Indonesia, SEAMEO Secretariat, other SEAMEO Centres and partner institutions. The accomplishments are also possible thank to our staff members who have been very dedicated in assisting the Centre achieve its vision.

Starting mid 2015, the Centre is operating on second phase of Five-Year Development Plan comprising Fiscal Year 2015/2016-2019/2020. The document has been approved by the President of SEAMEO Council, HE Admiral Narong Pipathanasai, during the Council Conference in Pattaya, Thailand on 4 May 2015.

Therefore, continuous support and guidance from Governing Board Members and SEAMEO Secretariat are needed for the Centre to strive on many endeavours in the coming years.

Finally, we will do our utmost to fulfil the Centre's mandate to improve the quality of language teachers and education personnel in Southeast Asia.

Dr Felicia Nuradi Utorodewo
Director





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Governing Board Members



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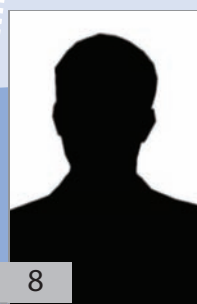
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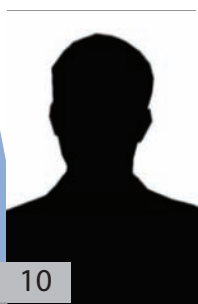
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Vision, Mission, Goals and Values

Vision

An innovative Centre of professional excellence in multi-lingual and multi-literacy education for language teachers and education personnel within the framework of sustainable development

Mission

To provide quality multi-lingual and multi-literacy programmes of professional excellence for language teachers and education personnel through innovative ways of resource sharing, research and development, and networking

Goals

- to improve the quality of language teachers and education personnel through capacity building, resource sharing, as well as research and development
- to maintain and strengthen extensive networks among SEAMEO countries focused on multi-lingual and multi-literacy education

Values

- Innovative spirit
- Commitment towards quality
- Cooperation
- Customer satisfaction

Executive Summary

Throughout FY 2014/2015, 377 language teachers and education practitioners out of 329 targeted participants joined the Centre's programmes and activities.

In developing its programmes and activities, the Centre follows the SEAMEO's Key Result Areas (KRA). Thus, this annual report is compiled based on the KRAs.

1. KRA 1 – Regional Leadership

The sub-KRA includes research and development as well as capacity building. A number of programmes were conducted under this KRA including development of Mother Tongue-Based Multi-lingual Education (MTB-MLE) programme, best practices, syllabi and Android-based learning material. In addition, the Centre also conducted symposium, professional development programmes, workshop and seminar.

2. KRA 2 – Regional Visibility

Programmes and activities under this KRA include exploration of collaboration with institutions based in the UK, France and China as well as various publications to enable stakeholders and public to access the Centre's programmes.

3. KRA 3 – Solid Resource Base

Various staff development programmes were held for by the Centre staff in this fiscal year. The Centre also participated in SEAMEO's annual coordination meeting. In addition, evaluation and achievement are also included in this KRA.



KRA I

— Regional Leadership —



A. Research and Development

a. Mother Tongue-Based Multilingual Education (MTB-MLE)

As a continuation of MTB-MLE programme development, the Centre conducted some activities in this fiscal year.

In collaboration with the Analytical and Capacity Development Partnership (ACDP) – Asian Development Bank (ADB) Jakarta, the Centre held International Seminar on the Use of Mother Tongue to Enhance the Competence of Elementary School Students on 23-26 September 2014 at Century Park Hotel, Jakarta. The purpose of the seminar was to disseminate results of the Centre's survey on needs analysis for MTB-MLE programme development in West Java and Yogyakarta. Moreover, gathering best practices on the use of mother tongue as language of instruction in elementary schools was also the aim of the seminar.

The seminar concluded that:

- There is a need to have a common perspective among school administrators, teachers, decision-makers, and parents on MTB-MLE in classroom instruction.
- The MTB-MLE must involve not only education and language experts but also parents and prominent community members in designing school curriculum and materials.
- The regulation concerning the importance of mother tongue/local tongue must be made by the policymakers in collaboration with experts on MTB-MLE.
- The Centre should hold other seminars to socialise and give advocacy to all sectors of society concerning the importance of the use of mother tongue in teaching and learning process.

As an effort to realise the seminar's expected outcome, the Centre delegated its staff to make a visit to several preschools in Ambon and in Pattani, Thailand as well as to elementary/junior high school in Purwakarta.



On 26-29 October 2014, four Centre staff visited six preschools under the management of Sulinama Foundation, Ambon. The schools visited were PAUD Rafflesia Arnoldy, PAUD Anugerah Tawiri, PAUD Cemara, PAUD Kasih Mandiri, PAUD Hatalayo Centere and PAUD/TK Al Muawaddah 3. The purpose of the visit was to directly observe the MTB-MLE programme developed by the said foundation. During the visit, the staff also had a discussion with the school boards, teachers and parents. It was acknowledged from the discussion that the mother tongue (Ambonese language) used by the preschools as the language of instruction enabled students to grasp the learning concept easily.

Three Centre staff visited Ban Prajan School, Ban Lada School and Research Institute for Languages and Cultures of Asia (RILCA), Thailand on 25-29 November 2014. The visit aimed to do study field on the MTB-MLE programme developed by the two said schools as well as to obtain information on the various researches conducted by RILCA. During the visit, the Centre and RILCA also discussed the possibility of collaboration between the two parties.

On 26-29 October 2014, four Centre staff conducted a study field to SD/SMP Satu Atap Terpadu 12 Ciseureuh Kahuripan Pajajaran, Purwakarta, West Java. The purposes of the activity were to observe the use of mother tongue (i.e., Sundanese language) as the school's language of instruction as well as to obtain information on the school's success in preserving the language.

For different purpose, on 17-21 December 2014, the Centre visited some institutions in Papua, namely Cendrawasih University, Summer Institute of Linguistics (SIL) and Education Office of Papua. The visit was to gather information on the existence, position and development of mother tongue as well as on the conducted researches related to the said language in the province.

Following the survey needs analysis in West Java and DI Yogyakarta (2013), the Centre held a workshop on 29 June-3 July 2015 at Best Western Premiere - The Hive Hotel, Jakarta as a preparation for the upcoming needs analysis survey in South Sulawesi and West Nusa Tenggara. Sixteen education practitioners from both provinces and the Centre staff produced a set of instruments for respondents, namely local education officers, head of villages, school supervisors, school principals, teachers, students and parents.

b. SEAQIL Goes to Schools: Reaching Out for Advancement of Language Learning

In response to the latest trends in language education, the Centre held SEAQIL Goes to Schools which aims to compile best practices on language teaching from teachers in South-east Asia. The best practices, then, would be disseminated, off and online, to language teachers in the region.

In 2014, the workshop was held in Yogyakarta (2-5 September) and Bandung (9-12 September). The workshops gathered 80 language (Arabic, Chinese, English, French, German, Indonesian, Japanese and ILFL) teachers to write their best practices in teaching.

SEAQIL Goes to Schools' expected outcome was to inspire language teachers with abundant of meaningful and enjoyable techniques to improve as well as motivate students in enhancing their communication skills.

c. Syllabus Development of Professional Development Programmes for Arabic and Japanese Language Teachers

Thirty Arabic and Japanese language teachers and lecturers were gathered at Oak Tree Hotel, Jakarta on 13-17 October 2014 to develop syllabus for the Centre's professional development programmes. Guided by eight Arabic and Japanese language experts, they were able to develop syllabus for (1) Teaching Methodology for Arabic Language Teachers, (2) Skills Improvement for Arabic Language, and (3) Teaching Methodology for Japanese Language Teachers. The syllabus are expected to guide language instructors in writing their course materials.

d. Training Needs Analysis (TNA)

The Centre delegated four of its staff to do TNA in Myanmar (22-25 October 2014) and Egypt (24-29 November 2014). The aim of the activity was to obtain accurate information on what language teachers expect to learn and get when participating in a professional development programme. In Myanmar, the delegates conducted the activity in Indonesian International School Yangon. In Egypt, the delegates held the TNA in Indonesian Culture Centre, Indonesian Study Centre of University of Suez Canal and Cairo Indonesian School in Egypt.

From the TNA, it is expected that the Centre will be able to organise development programmes which can accommodate participants' needs in improving their teaching skills. As a follow up, the Centre will organise such programmes for ILFL teachers in the two respective countries in Fiscal Year 2016.





e. Materials Development: English for Young Learners

Trying to reach as many language learners as possible, the Centre developed an Android-based English learning material for young learners. The material developed was targeted for primary school students, especially grade 1-3.

The Centre adopted standard set by Cambridge English Young Learners to select the themes for the learning materials. The themes taken are alphabets, numbers, animals, school and phrases. From the selected themes, a syllabus was developed to give clear guidance in designing storyboard for the learning materials, including the games.

On 19-21 May 2015, a workshop was conducted to get input and feedback from experts on the syllabus and storyboard designed by the Centre staff. The Centre expects that the material will be available at the PlayStore by mid 2016.



B. Capacity Building

a. Symposium

The 5th Annual International Symposium of Foreign Language Learning (AISOFOLL) was conducted on 4-6 November 2014 at Harris Hotel, Tebet, Jakarta. It took "Social, Cultural and Political Contexts of Language Education in 21st Century" as its theme. Keynote speakers from Australia, Indonesia, Japan and Thailand as well as 27 speakers from China and Indonesia shared their best practices and experiences with the attendees. The symposium was conducted in three sessions, i.e. plenary, parallel and workshop.

The symposium concluded that (1) ICT can be incorporated with various platforms in teaching and learning process; (2) Government's policies pertaining to language bring vast impact to language education and development; (3) Language mastery to languages other than English that emerged is believed would provide essential values in all walks of life; and (4) the 21st century skills encompass communication skills and innovative use of communication technologies.

b. Professional Development Programme

1. Teaching Methodology for German Language Teachers

Nineteen German language teachers joined the programme at Ibis Slipi Hotel on 18-28 August 2014 to enhance their teaching skills. They were from Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines and Thailand. Assisted by six German language experts from reputable educational institutions in Indonesia, they were exposed with various materials on teaching methodology that would help them improve their teaching performance.

In addition, the participants had the chance to observe German language teaching and learning process in Goethe Institut Jakarta and St. John's School Bumi Serpong Damai (BSD). They also had feedback session with Mr Jurgen Lenzko (Head of Language Department, Goethe Institut Jakarta) and some German language teachers of St. John's School BSD.

2. Quality Improvement for Foreign Language Teachers Phase I and II

Ms Endang Nilla Pramowardhanny and Ms Itra Safitri (SEAMEO QITEP in Language), along with other resource persons of SEAMEO Centres in Indonesia, were invited by the Association of Karo Indonesia Society to enhance the quality of teachers in the Karo Regency, North Sumatra. This is an agreement between SEAMEO Centres in Indonesia with Association of Karo Indonesia Society to assist language teachers and students who have been the victims of Mount Sinabung eruption for the past five years. The programme was meant to encourage language teachers that education must be improved despite the natural disaster happened. At Grand Orri Berastagi Hotel, Karo Regency, North Sumatera, the programme was held in two phases.

The first phase was on 13-15 March 2015. Twenty-six English language teachers deepened their comprehension on text-based learning and types of text through presentation and analysing practice. By the end of the programme, the participants were able to write texts by defining and analysing given pictures previously.

On the second phase, 25-27 June 2015, seventeen participants learnt (1) communication skill strategies and (2) the use of videos in the EFL classrooms. It was expected that after joining the programme, the participants would be able to make use of videos as their teaching aids.

c. Workshop

1. Research Methodology of Language Teaching

Aiming to motivate and support language teachers in conducting a research, the Centre held the workshop on 10-15 November 2014 at Ibis Slipi Hotel, Jakarta. With the assistance of experts on language teaching and research, thirty foreign language teachers learnt basic knowledge of research methodology (e.g. identifying problems, formulating research questions) and practiced to make research proposals. It was expected that the teachers would use the proposals as bases of their future researches. In addition, they were also encouraged to send the proposals to obtain SEAQIL Regrants 2016.

d. Seminar

1. Syllabus Development for Foreign Language Teachers

The seminar provided 52 foreign language educators (Centre for Development and Empowerment of Language Teachers and Education Personnel) and the Centre staff with various avenues to design blended language learning syllabus. In addition, the participants had the chance to learn and practice several ways in designing language learning syllabus through action research.

The seminar, held on 10 March 2015, was a collaboration with University of Tsukuba, Japan.



List of Resource Persons for Regional Leadership

No	Title	Resource Persons
1	SEAQIL Goes to Schools: Reaching Out for Advancement of Language Learning	<p>Yogyakarta, 2-5 September 2014:</p> <ul style="list-style-type: none"> • Mr Edy Heri Suasana (Office of Education and Culture of Yogyakarta) • Mr Suharsono (Gadjah Mada University) • Ms Zulfa Purnamawati (Gadjah Mada University) • Mr Panca Nugraha (Gadjah Mada University) • Dr Tatang Hariri (Gadjah Mada University) • Ms Nury Supriyanti (Yogyakarta State University) • Ms Esti Swatika (Yogyakarta State University) • Ms Wening Sahayu (Yogyakarta State University) • Dr Dwiyanto Djoko Pranowo (Yogyakarta State University) • Ms Endang Nilla Pramowardhanny (SEAMEO QITEP in Language) <p>Bandung, 9-12 September 2014:</p> <ul style="list-style-type: none"> • Dr Elih Sudiapermana (Office of Education and Culture of Bandung) • Ms Im Siti Karimah (Indonesian Education University) • Dr Maman Abdurachman (Indonesian Education University) • Dr Vismaia S. Damaianti (Indonesian Education University) • Ms Nining Warningsih (Indonesian Education University) • Ms Herniwati (Indonesian Education University) • Mr Ari Arifin D. (Indonesian Education University) • Ms Iyen Nurlaelawati (Indonesian Education University) • Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language) • Ms Indrani Dewi Anggraini (SEAMEO QITEP in Language)

No	Title	Resource Persons
2	Syllabus Development of Professional Development Programmes for Arabic and Japanese Language Teachers (13-17 October 2014)	Arabic: <ul style="list-style-type: none"> • Dr Nurul Murtadho (Malang State University) • Dr Nuruddin (Jakarta State University) • Dr Muhibb Abdul Wahab (Syarif Hidayatullah Islamic State University) • Dr Yayan Nurbayan (Indonesian Education University) • Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language) Japanese: <ul style="list-style-type: none"> • Ms Evi Lusiana (The Japan Foundation) • Ms Naomi Hatta (The Japan Foundation) • Mr Yuyu Yohana R., PhD (Padjadjaran University) • Ms Nalti Novianti (Bina Nusantara University) • Ms Endang Nilla Pramowardhanny (SEAMEO QITEP in Language)
3	Materials Development: English for Young Learners (19-21 May 2015)	<ul style="list-style-type: none"> • Dr Setiadi Yazid (University of Indonesia) • Ms Sri Sulastini (Jakarta State University) • Dr Fathur Rohim (Centre for Development and Empowerment of Language Teachers and Education Personnel) • Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language)
4	5 th AISOFOLL (4-6 November 2014)	Keynote Speakers: <ul style="list-style-type: none"> • Ms Nishihara Suzuko, PhD (Japan Foundation) • Prof. Suchada Nimmannit (Chulalongkorn University) • Dr Lesley Harbon (University of Sidney) • Ms Dwi Puspitorini (University of Indonesia)
5	Teaching Methodology for German Language Teachers (18-28 August 2014)	<ul style="list-style-type: none"> • Dr Irene Risakotta (Surabaya State University) • Dr Mery D. Hutabarat (Indonesian Education University) • Dr Sufriati Tanjung (Yogyakarta State University) • Ms Sally Pattinasarany (University of Indonesia) • Ms Dewi Kartika (Malang State University) • Ms Emy Widiarti (Centre for Development and Empowerment of Language Teachers and Education Personnel) • Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language) • Ms Endang Nilla Pramowardhanny (SEAMEO QITEP in Language) • Ms Indrani Dewi Anggraini (SEAMEO QITEP in Language)
6	Research Methodology of Language Teaching	<ul style="list-style-type: none"> • Dr Tri Indri Hardini (Indonesian Education University) • Prof. Emi Emilia, PhD (Indonesian Education University) • Ms Siti Wachidah, PhD (Jakarta State University) • Ms Sisilia S. Halimi, PhD (University of Indonesia) • Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language) • Ms Indrani Dewi Anggraini (SEAMEO QITEP in Language)
7	Syllabus Development for Foreign Language Teachers	<ul style="list-style-type: none"> • Mr Michael Tasseron (University of Tsukuba) • Mr Michael Stout (University of Tsukuba)



KRA II

— Regional Visibility —



A. Strengthening Linkages

a. SEAMEO-UK Education Research Link: Study Visit to UK Education and Research Institutions

To explore the possibilities of establishing new partnership in the UK, Dr Felicia Nuradi Utorodewo (Centre Director), along with key officials of other SEAMEO Centres and SEAMEO Secretariat, participated in the programme organised by the British Council Thailand and SEAMEO Secretariat. The programme was held on 14-20 September 2014. During the programme, Dr Felicia Nuradi Utorodewo and other SEAMEO representatives had the chance to visit and meet with key officials of 11 education and research institutions.

b. Exploration of Collaboration to France

Along with SEAMEO QITEP in Science and Mathematics officials, on 1-7 December 2014, Dr Felicia Nuradi Utorodewo (Centre Director) and Ms Endang Nilla Pramowardhanny (Deputy Director of Programme) explored the possibility of collaboration with three institutions in Paris, France. They were (1) International Institute for Educational Planning (IIEP) – UNESCO; (2) La Main à La Pâte Pilot Centre at Paris Goutte d'Or; and (3) Teacher Task Force for EFA.

From the exploration, the team found some possible collaborations with the institutions. For instance, SEAMEO Centres and IIEP could collaborate in conducting teaching management courses. In addition, during the programme, the team was able to learn how to encourage community to assist students in their learning and relate students' interest with classroom context.

c. Visit of CEAIE

On 23 December 2014, the Centre received a visit from Ms Shen Xuesong (Deputy Secretary General) and Ms Li Yang (Deputy Director) of China Education Association for International Exchange (CEAIE). During the visit, the two parties had a discussion pertaining to each other's programmes and the possibility of mutual cooperation to be established. By the end of the discussion, the Centre and the delegates of CEAIE agreed to plan on having cooperation in the area of teachers' quality improvement in the near future.

B. Increase Means for Stakeholders to Access the Centre's Programmes

During this fiscal year, the Centre created various publications as follows.

- seaqilNews
- Annual Report 2013-2014
- Proceeding of AISOFOLL
- Research results of SEAQIL REGRANTS

The Centre obtained an international publication standard (ISSN) from Indonesian Institute of Sciences both for seaqilNews and Proceeding of AISOFOLL.



KRA III

— Solid Resource Base —

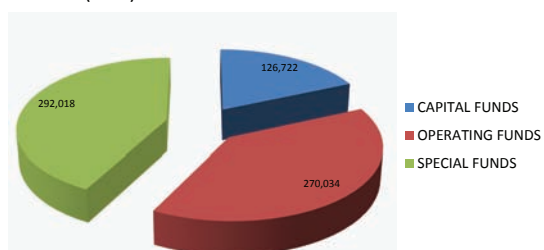
A. Financial Viability

The Centre's programme and activities for Fiscal Year 2014/2015 were fully funded by the Government of the Republic of Indonesia.

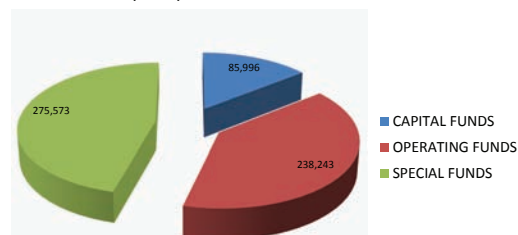
The following table depicts the Centre's budget expenditure in Fiscal Year 2014/2015.

Subsidiary Account	Budget	Realisation
	USD	USD
Capital Funds		
Furniture and Equipment	117,823	77,656
Library and Materials	8,900	8,340
TOTAL CAPITAL FUNDS	126,722	85,996
Operating Funds		
Salaries and Wages	128,320	126,179
Travel and Transportation	27,340	27,340
Operating Supplies	21,690	8,053
Communications	15,064	13,594
Utilities	10,321	9,732
Seminars and Conferences	19,544	18,946
Repairs and Maintenance	16,594	15,750
Fund-Raising and Public Relations	28,776	16,263
Representation and Entertainment	361	361
Clearinghouse and Professional Publications	1,689	1,689
Miscellaneous	336	336
TOTAL OPERATING FUNDS	270,034	238,243
Special Funds		
Training and Research Scholarships	243,057	243,057
Governing Board Meeting	17,595	12,484
Seminars and Conferences	31,366	20,032
TOTAL SPECIAL FUNDS	292,018	275,573
TOTAL	688,774	599,812

BUDGET (USD)



REALISATION (USD)





B. Management Efficiency

a. SEAMEO Coordination Meeting

1. High Officials Meeting

Dr Felicia Nuradi Utorodewo (Centre Director), Ms Endang Nilla Pramowardhanny (Deputy Director of Programme) and Mr Rahadian Adetya (Head of Division of Research and Development Programme) attended the 37th SEAMEO High Officials Meeting at Plaza Athénée Bangkok, Thailand on 25-27 November 2014. Along with other 150 education high officials and representatives from SEAMEO Member Countries, SEAMEO Centres as well as international organisations, they discussed, among others, collaborative projects and the celebration of SEAMEO 50th Anniversary. In this meeting, the 2nd FYDP of the Centre was discussed in the In-Camera Session by the present high officials.

2. Inter Centre Collaboration Meeting

To prepare the celebration of SEAMEO 50th Anniversary, the six SEAMEO Centres in Indonesia, namely RECFON, BIOTROP, SEAMOLEC, QITEP in Mathematics, QITEP in Science and QITEP in Language consecutively convened the meeting on 17-19 December 2014 and 14-16 April 2015 at the Centre for Development and Empowerment of Language Teachers and Education Personnel.

The first meeting discussed some efforts needed to be carried out by each Centre as preparation for the celebration. Then, on the second meeting, each Centre reported their progress on matters such as invitees, promotion, documentation as well as publication for the celebration.

3. 48th SEAMEO Council Conference

Dr Felicia Nuradi Utorodewo (Centre Director) and Ms Endang Nilla Pramowardhanny (Deputy Director of Programme) attended the meeting on 6-9 May 2015 at Royal Cliff Hotels Group, Jomtien-Pattaya, Chonburi, Thailand. Along with approximately 200 other participants (i.e., Ministers of Education of SEAMEO Member Countries; representatives of SEAMEO Associate Member Countries and Affiliate Members; SEAMEO Regional Centre Directors; SEAMEO Secretariat; and officials and observers from development partners and international organisations), they discussed policy and regional initiatives on education, science and culture; set directions of programmes and projects of SEAMEO and its Units as well as reviewed programmes and activities of the Organisation. As for the Centre, it was during this conference that SEAMEO Council endorsed the Centre's 2nd FYDP (2015/2016-2019/2020).

4. Centre Directors Meeting

Dr Felicia Nuradi Utorodewo (Centre Director), Ms Endang Nilla Pramowardhanny (Deputy Director of Programme) and 81 other participants (i.e., representatives of other Centres, SEAMEO Secretariat, SEAMEO Affiliate Members and Partners) attended and participated in the meeting held on 8-9 June 2015 at S31 Hotel, Bangkok, Thailand.

During the meeting, they focused on actions taken for resolutions of the 48th SEAMEO Council Conference, including Regional Activities for celebrating SEAMEO 50th Anniversary. New collaborative activities with SEAMEO partners were also discussed in the meeting.

b. 5th Governing Board Meeting

Governing Board Members for Indonesia, Lao PDR, the Philippines, Singapore, and Vietnam along with representatives from Brunei Darussalam, Cambodia and Thailand attended the meeting on 6-10 October 2014 at Santika TMII Hotel, Jakarta. The meeting focused its discussion on the Centre's 2nd Five -Year Development Plan (2015-2019). The meeting also discussed the preparation of the celebration of SEAMEO 50th Anniversary. Likewise, other important decisions were taken during the meeting, including the Centre's programmes and budget for FY 2014/2015.



C. Human Resource Management

a. Staff Achievement

Ms Estiningsih Suprandini (Staff of Division of Research and Development Programme) received the biannual SEAMEO Service Awards as the best employee of the Centre. She has been working for the Centre since 2011 and showing a good working performance. She received the award during the 48th SEAMEO Council Conference in Pattaya, Thailand.

Ms Estiningsih Suprandini, along with awardees from other Centres, were also given the chance to visit local attractions in Chonburi as an appreciation of their loyalty and dedication to SEAMEO.

b. Staff Development

1. IHT on English for Special Purposes

To improve its staff's knowledge and skills in English writing, the Centre held the training on 7-21 July 2014. During the training, twenty-four Centre staff learnt and practiced to write two kinds of writing, namely general and report writing.

The general English focused on constructing simple sentences and paragraphs. The report writing, on the other hand, trained staff to write formal reports as well as to analyse common errors in report writing.

By participating in the training, it was expected that the staff would be able to make well-written English reports and documents.

2. IHT on the Basic Use of Microsoft Office

To enhance the skills of its technical staff on using Microsoft Office, the Centre conducted the IHT on August-November 2014. Facilitated by the Centre IT staff, four technical staff learnt to use basic Microsoft Word. The skills and knowledge will be beneficial for some of their tasks, for example proposing cleaning equipment.

3. IHT on Seven Habits of Highly Effective People

Aiming to better improve its staff's personal and professional quality, the Centre held the programme on 17-18 March 2015. Thirty-four staff learnt how to implement the seven habits formulated by Stephen Covey, namely (1) be proactive, (2) begin with the end in mind, (3) put first things first, (4) think win-win, (5) seek first to understand then to be understood, (6) synergize and (7) sharpen the saw.

4. IHT on Eighth Habit of Greatness of Leadership

In addition to the programme on Seven Habits, the Centre officials learnt the Eighth Habit (i.e., Leadership Greatness) on 25-27 March 2015. In the training, they enhanced their leadership skills by reviewing and assessing their own performance as leaders. Moreover, they gave input to their fellow participants to better improve their leadership skills and work performance.

5. IHT on Managerial Skills

To enhance the staff's competence on managerial, especially supervisory skill, the Centre conducted the training on 4-6 May 2015. Twenty-two staff learnt to supervise, manage and lead. In addition, they had the chance to practice what they had learnt so that it would embed in their mind.

6. Workshop on Development of Monitoring and Evaluation Instruments

On 25-28 May 2015 at Santika Hotel, Depok, West Java, the Centre staff learnt to develop instruments of monitoring and evaluation. The knowledge and skills were needed by the staff to see the impact of the professional development programme conducted by the Centre. By the end of the workshop, they were able to develop (1) Questionnaire for trainees, (2) Interview for trainees, (3) Interview for supervisors, and (4) Focus Group Discussion for students.

c. Staff Participation in Other Institutions' Activities

To enhance its competence, the Centre sent its staff to learn things that would benefit them in their work area.

1. International Seminar on Languages and Art organised by Padang State University (16-18 October 2014)
2. SEAMEO Congress organised by SEAMEO Secretariat (21-22 October 2014)
3. Training-Course on Business Correspondence Writing organised by SEAMEO BIOTROP (26-27 August 2014)
4. Training on Protocol Procedures organised by SEAMEO BIOTROP (18-20 November 2014)

5. Training on Modern Office Administration for Executive Secretary and Executive Administration organised by Value Consult Training (1-2 December 2014)
6. IHT on Be a Smart Public Relations organised by MarComm Institute (3-4 December 2014)
7. Workshop on Effective Supervisory Leadership organised by SEAMEO BIOTROP (15-16 December 2014)
8. PITA BIPA organised by Atma Jaya Language Learning Centre (15 December 2014)
9. Short Course on SEAMEO Finance Management System organised by SEAMEO Secretariat (7-13 December 2015)
10. Workshop: All About Branding organised by Komunikasi Arus Pikiran (24 March 2015)
11. Workshop on E-Digital Book Development organised by SEAMEO BIOTROP (20-23 April 2015)
12. Regional Training Course on Multilingual Education (MLE) Policies and Practices organised by UNESCO Bangkok (20-24 April 2015)
13. ISO Conference organised by SEAMEO VOCTECH (12-14 May 2015)
14. Training on Basic Android organised by Nurul Fikri Training Centre (7-10 May 2015)

d. Programme Evaluation

Thirty-four staff gathered on 3-4 March 2015 to evaluate the Centre's programmes and activities as well as the staff's working performance in 2014. The meeting mainly focused on the strength and weaknesses of the programmes. It also concerned on identifying issues which could transform into threats for the Centre in the upcoming years.

Discussion during the meeting reached an agreement that every staff committed to improve their working performance by being more discipline, motivated and confident as well as by strengthening cooperation among them.

List of Resource Persons for Human Resource Management

No	Title	Resource Persons
1	IHT on English for Special Purposes (7-21 July 2014)	<ul style="list-style-type: none"> • Ms Rinna Tyas Rumanti (International Language Program) • Ms Rita Rosidah (International Language Program)
2	IHT on the Basic Use of Microsoft Office (August-November 2014)	<ul style="list-style-type: none"> • Mr Bayu Andri Subekti (SEAMEO QITEP in Language)
3	In-House Training on Seven Habits of Highly Effective People (17-18 March 2015)	<ul style="list-style-type: none"> • Mr Yudhea Watimena (Dunamis Mitra Indonesia) • Ms Margriete Shaviera (Dunamis Mitra Indonesia)
4	In-House Training on Eight Habits of Greatness of Leadership (25-27 March 2015)	<ul style="list-style-type: none"> • Mr Agi Rachmat (Dunamis Mitra Indonesia)
5	IHT on Managerial Skills (4-6 May 2015)	<ul style="list-style-type: none"> • Mr Winarto Warno Darmo (Asprinet Indonesia)
6	Workshop on Development of Monitoring and Evaluation Instruments (25-28 May 2015)	<ul style="list-style-type: none"> • Prof. Dr Ma Sandra B. Tempongko (SEAMEO TROPED Network)

SEAMEO QITEP in Language Director and Staff Members

No	Name	Designation
1	Dr Felicia Nuradi Utorodewo	Director
2	Ms Endang Nilla Pramowardhanny	Deputy Director of Programme
3	Ms Indrani Dewi Anggraini	Deputy Director of Administration
4	Ms Susi Fauziah	Head of Division of Training and Development of Teachers and Education Personnel
5	Mr Rahadian Adetya	Head of Division of Research and Development Programme
6	Mr Abdul Hadi	Head of Division of ICT and Network
7	Ms Elfa Daniar	Head of Division of Finance
8	Ms Auberta Farica	Head of Division of Partnership and Public Relations
9	Ms Itra Safitri	Head of Division of Human Resource and General Affairs
10	Ms Umy Kurniaty	Assistant Treasurer of Expenditure
11	Ms Reni Anggraeni	Staff of Division of Training and Development of Teachers and Education Personnel
12	Ms Rizma Angga Puspita	
13	Mr Nirwansyah	
14	Ms Estiningsih Suprandini	Staff of Division of Research and Development Programme
15	Ms Talitha Ardelia Syifa Rabbani	
16	Ms Winda Mariam Sidikah	
17	Ms Ciciheriyanti	
18	Mr Bayu Andri Subekti	Staff of Division of ICT and Network
19	Ms Hana Alfianthi	
20	Ms Niken Harsanti	Staff of Division of Finance
21	Mr Kurnia Yulianto	
22	Mr Angga Pratama	
23	Ms Nuryanti	
24	Ms Rina Dwiwana	Staff of Division of Partnership and Public Relations
25	Mr Erry Novriansyah	
26	Ms Nanda Pramuchtia	
27	Ms Nia Kurniasih	Staff of Division of Human Resource and General Affairs
28	Mr Rizki Rachman	
29	Mr Fauzi Herman Sulistianto	
30	Ms Adila Tiara Sulistyaningrum	
31	Ms Annisa Nuria Herayanti	
32	Mr Dwi Efririadi	
33	Mr Iin Sodikin	
34	Mr Sugiat	
35	Mr Hasanapi	
36	Mr Eko Wahyu	



SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION (SEAMEO)
REGIONAL CENTRE FOR QUALITY IMPROVEMENT OF TEACHERS AND
EDUCATION PERSONNEL (QITEP) IN LANGUAGE



SEAMEO QITEP in Language Director and Staff Members



Southeast Asian Ministers of Education Organization
Regional Centre for Quality Improvement of Teachers
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