



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

Annual Report 2013 2014

Preface

SEAMEO QITEP in Language's Annual Report Fiscal Year 2013/2014 presents the Centre's overall accomplishments from June 2013 to July 2014. All accomplishments were achieved with the support from the Ministry of Education and Culture of the Republic of Indonesia, SEAMEO Secretariat, SEAMEO Member Countries, partner institutions, stakeholders and, most importantly, the Centre staff.

Thus, the Centre would like to give appreciation to all parties involved in the Centre's programmes and activities during the said year. The Centre would also like to express its gratitude to all parties who have assisted the Centre in achieving its vision, mission and goals. The Centre will continuously strive to undertake programmes and activities to fulfil its mandate as a Centre of excellence in the area of quality enhancement for language teachers and education personnel.

Jakarta, July 2014

Dr Felicia Nuradi Utorodewo
Director





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Ms Pearl Chua Swee Hui

(FY 2013-2015)

Head of English and Other Languages
Curriculum Development Department
Ministry of Education
Old Airport Road
Bandar Seri Begawan BB3510
BRUNEI DARUSSALAM

Ms Suos Man

(FY 2013-2015)

Vice Rector
Royal University of Phnom Penh
Russian Federation Boulevard
Sangkat Tek Laaki Khann Toul Kork
Phnom Penh, CAMBODIA

Harris Iskandar, PhD

(FY 2013-2015)

Director of Senior High School Education
Ministry of Education and Culture
Jalan RS Fatmawati
Jakarta 12410, INDONESIA

Assoc Prof Bouasavanh Keovilay, PhD

(FY 2013-2015)

Dean, Faculty of Letter
National University of Laos
Dong Dok Campus
P O Box 7322
Vientiane, LAO PDR

Datuk Dr Amin Senin

(FY 2013-2015)

Deputy Director General (Education, Policy and
Development)
Ministry of Education Malaysia
Level 3, Block E2, Complex E
Federal Government Administrative Centre 62604
Putrajaya, MALAYSIA

Governing Board Members

Assoc Prof Surapeepan Chatraporn

(Representative)
(FY 2013-2015)
Faculty of Arts
Chulalongkorn University
Phyathai Road
Pathumwan, Bangkok 10330
THAILAND

Mr Pham Chi Cuong

(FY 2011-2013)
Deputy Director General
International Cooperation Department
Ministry of Education and Training
49 Dai Co Viet Street, Hanoi
SOCIALIST REPUBLIC OF VIETNAM

Dr Tinsiri Siribodhi

(Ex-Officio Member)
Deputy Director of Administration
SEAMEO Secretariat
Mom Luang Pin Malakul Centenary Building
920 Sukhumvit Road
Bangkok 10110, THAILAND

Dr Felicia Nuradi Utorodewo

(Ex-Officio Member)
Centre Director
SEAMEO QITEP in Language
Jalan Gardu, Srengseng Sawah
Jagakarsa, Jakarta Selatan 12640
INDONESIA





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

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





Executive Summary

The aim of the annual report was to inform the stakeholders and general public on the Centre's programmes and activities in Fiscal Year 2013/2014. Throughout the year, the Centre conducted research, capacity building activities, staff development, linkage-strengthening and networking as well as coordination meetings. The programmes and activities in the said year are incorporated in the Centre's first Five-Year Development Plan (2010-2014).

A research was conducted through interview in focus group to analyse the needs of MTB-MLE in elementary schools in two provinces in Indonesia. In the area of capacity building, the Centre organised three professional development programme, six workshops and one international symposium. The Centre staff participated in the activities held by the Centre and other institutions to enhance their capacities. To expand networking, the Centre conducted and received study visits to and from respective institutions. The Centre also regularly joins coordination meetings with other SEAMEO Centres.

The Centre's accomplishment during Fiscal Year 2013/2014 was shown by the number of participation for its programme and activities in the area of capacity building. It was targeted that the number of participants for regional and in-country professional development programme was 124, but nevertheless 126 participant joined the programme. Meanwhile, 251 out of 285 target participants attended the Centre's workshops. Furthermore, six keynote speakers, thirty presenters, sixteen invited participants and fifteen representatives of the Centre's partner institutions attended the Centre's international symposium.

It is hoped that the annual report will serve as a medium to measure the Centre's performance throughout the fiscal year.



Programmes and Activities for FY 2013/2014

The following are the programmes and activities for Fiscal Year 2013/2014.

1. KRA 1 - Regional Leadership

Programmes described in the first KRA are mother tongue, research grants, international symposium, professional development programmes, in-country professional development programme and workshop.

2. KRA 2 - Regional Visibility

The Centre's study visit to other SEAMEO Centres and institutions; visit from other institutions; the Centre's presentation in regional/international conferences as well as the Centre's means of publications are included in the second KRA.

3. KRA 3 - Solid Resource Base

The third KRA comprises description of the Centre's financial viability, SEAMEO coordination meetings, Governing Board Meeting, staff development programmes and social activities.



The Centre staff take picture with elementary school students in Needs Analysis Survey for MTB-MLE programme development in West Java.

KRA I

Regional Leadership

A. Research and Development

a. Mother Tongue Based - Multi-lingual Education

Acknowledging the important role of mother tongue in education, the Centre has dedicated its main focus to the development of Mother Tongue Based - Multi-lingual Education (MTB-MLE) programme since 2010. Series of workshops were conducted to produce various interview instruments which then tested in November 2012 in Pangalengan, Bandung, West Java. The instruments, then, were revised and eventually were used by the Centre in the MTB-MLE survey.

The conduct of the needs analysis survey for the MTB-MLE programme development took place on 25-31 August 2013 in two provinces (i.e. West Java and DI Yogyakarta). The survey involved 429 local education officials, heads of the villages, elementary school principals, teachers, students and parents in Garut and Bandung, West Java. Meanwhile, 444 people of the same position were the respondents of the survey in Bantul and Gunung Kidul, Yogyakarta.

The data, collected during the survey, were analysed to obtain significant input for the development of MTB-MLE programme. Further, the results of the survey also needed to be shown in the form of a report. Hence, Workshop on the Survey Report Writing of Mother Tongue Programme was held on 1-4 October 2013 at Pramesthi Hotel, Bogor, West Java.

Five resource persons, namely Dr Dingding Haerudin (Indonesian Education University), Dr Suwardi Endaswara (Yogyakarta State University), Mr Eko Santosa (Purworejo Muhammadiyah University) Ms Lisa Wulansari (Centre for Research on Social Representation) and Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language) attended the workshop and guided seventeen education personnel from West Java and DI Yogyakarta as well as the Centre staff involved in the survey in writing the survey report.

Results of the survey show that most of the respondents requested the Centre and authorities of education and culture to further enquire into the effectiveness of mother tongue on students' learning. They also suggested that teachers should be given opportunities to join professional development programmes on Javanese and Sundanese language skills. In addition, the Centre should prepare follow up activities for the MTB-MLE programme. The recent one is a seminar on the dissemination of result survey combined with best practices of MTB-MLE from three provinces in Indonesia (Papua, West Papua and East Nusa Tenggara).

b. SEAQIL REGRANTS 2014

SEAMEO QITEP in Language Research Grants (SEAQIL REGRANTS) is a biannual programme conducted by the Centre to (1) facilitate high quality research in second/foreign language education, (2) expand access of language education of professionals and education policy makers in the region through high quality research, and (3) support the establishment and sustainability of active research links between language education professionals and policy makers in Southeast Asia region and beyond.

This year, the Centre provides grants for 47 research proposals from three categories (i.e. general, teacher-trainer and teacher). After the assessment process, thirty-three with various themes (c.q. culture, ICT, classroom action research, etc) will be awarded the grants. The Centre invited five experts from reputable universities, namely Dr Hananto (Pelita Harapan University), Sisilia S. Halimi, PhD and Prof Dr Hermina Sutami (University of Indonesia) as well as Dr Endri Boeriswati and Dr Aceng Rahmat (Jakarta State University) to be the Board of Examiners.

The research results are expected to be disseminated in the 6th AISOFOLL in October 2015. The Centre also hopes that the research findings can be utilised by language educators to be implemented into practice in the region.

Categories	Awardees	Grants (IDR)
General	10	35,000,000.00
Teacher-trainers	4	10,000,000.00
Teachers	19	5,000,000.00

B. Capacity Building

a. Symposium

Realising the importance of culture and technology, the Centre held the 4th Annual International Symposium of Foreign Language Learning (the 4th AISOFOLL) under the theme “Embedding Culture and Technology in Foreign Language Education” on 29-31 October 2013 at Ibis Hotel, Jakarta. Six keynote speakers, thirty presenters and sixteen invited participants from various institutions attended the event.

Dr Felicia Nuradi Utorodewo, the Centre Director, summarised the discussion in the symposium.

1. As quoted from Brown (1994:170) in his book “Principles of Language Learning and Teaching”, it can be concluded that culture is a fixed part of human and language is a means of communication among the members of a culture.
2. Eighty percent of the papers discussed focus on the cultural aspects of language teaching and learning; twenty percent of them focus on the use of ICT for teaching and learning languages.
3. A new paradigm in language teaching and learning leads to a new direction in the teachers’ education pertaining to the integration of culture into the language teaching.
4. Local culture should be integrated in language education in order to help learners in understanding



A discussion during the parallel session in the 4th AISOFOLL. (top)

Official picture taken after the opening ceremony of the 4th AISOFOLL. (bottom)

and using the target language appropriately.

5. It is necessary for teachers to be qualified in implementing technology to support language teaching and learning process.
6. Learners should be assisted by qualified language teachers to develop proficiency in the target language.
7. For the context of college of education, a new curricula needs to be developed in which student-teachers have the opportunity to experience teaching process before they conduct a real classroom practice.

b. Regional Professional Development Programmes

1. Teaching Methodology

In Fiscal Year 2013/2014, the Centre conducted professional development programme on teaching methodology for foreign language teachers (i.e. Japanese, Chinese and Indonesian Language for Foreign Learners). The programme aims to enhance foreign language teachers' competence in

applying motivating and joyful teaching strategies to ease the students in the learning process.



The resource person gives a presentation during Professional Development Programme on Teaching Methodology.

Twenty Japanese language teachers from nine provinces in Indonesia, namely Bali, Banten, Central Java, Nangroe Aceh Darussalam, South Kalimantan, South Sumatera, West Java, West Sumatera and Yogyakarta, participated in the programme held on 7-18 October 2013 at Centre for Development and Empowerment of Business and Tourism Teachers and Education Personnel, Depok, West Java.

On 11-21 May 2014, the Centre held professional development programme for 22 Chinese language teachers in Ibis Hotel, Jakarta. They come from Lao PDR, Malaysia, the Philippines, Thailand, Vietnam and Indonesia. Meanwhile, twenty Indonesian language teachers from the Philippines, Thailand and Indonesia participated in

another professional development programme conducted on the same date and venue.

To conduct the programme, the Centre invited respective language experts to acknowledge the participants on various teaching strategies.

2. Research Methodology

To enhance language teachers' competence in research methodology, the Centre held the Professional Development Programme on Research Methodology of Language Teaching on 20-26 October 2013 at Amos Cozy Hotel, Jakarta. Thirty Arabic, Chinese, English, French, German and Indonesian language teachers as well as two Centre staff were the participants of the programme.

The participants learnt about research on language education, techniques in collecting as well as in analysing quantitative and qualitative data. By the end of the training, the participants were to make a research proposal. By doing so, they were expected to be able to conduct a research in order to develop their teaching methods and eventually improve their quality in teaching.

Some proposals were assessed to obtain SEAQIL Regrants 2014 and nineteen of them were successful.

c. In-Country Professional Development Programme

In collaboration with the Education Attaché of the Republic of Indonesia in Manila and the Consulate General for the Republic of Indonesia in Davao City, the Philippines, the Centre conducted In-Country Professional Development Programme on Teaching Methodology for Arabic Language Teachers on 3-9 November 2013. The programme aims to enhance Arabic language teachers' knowledge and skills in teaching methodology.

Thirty-four Arabic language teachers and lecturers from Davao City and Mindanao joined the programme. During the programme, the participants were assisted by Arabic language experts from reputable universities and institution in order to acknowledge methodology for Arabic language teaching.

Summary of Regional and In-Country Professional Development Programme

No	Title	Participants	Resource Persons	Outcome
Regional Professional Development Programme				
1	Teaching Methodology for Japanese Language Teachers (Depok, 7-18 October 2013)	20 Japanese language teachers	<ul style="list-style-type: none"> Ms Naomi Hatta and Ms Evi Lusiana (The Japan Foundation) Ms Nalti Novianti (Bina Nusantara University) Ms Nia Setiawati and Ms Yuniarsih (Jakarta State University) Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language) 	Participants will be able to apply various techniques in teaching foreign languages.
2	Teaching Methodology for Chinese Language Teachers (Jakarta, 11-21 May 2014)	22 Chinese language teachers	<ul style="list-style-type: none"> Ms Nita Madona Sulanti, Ms Hatmi Idris and Ms Dilah Kencono (University of Indonesia) Ms Hudeyekti Prasetyaningtyas (Jakarta State University) Ms Lestari Puspitaningsih (Centre for Development and Empowerment of Language Teachers and Education Personnel) Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language) Mr Xin Yubao 	
3	Teaching Methodology for Indonesian Language for Foreign Learners (Jakarta, 11-21 May 2014)	20 Indonesian language teachers	<ul style="list-style-type: none"> Mr NyomanRiasa (APBIPA Bali) Dr Vismaia S. Damaianti and Dr Nuny Sulistiany Idris (Indonesian Education University) Ms Santi P. Mardikarno (Darma Persada University) Ms Dien Rovita (University of Indonesia) Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language) 	
4	Research Methodology of Language Teaching (Jakarta, 20-26 October 2013)	30 language teachers, 2 Centre staff	<ul style="list-style-type: none"> Dr Tri Indri Hardini and Dr Emi Emilia (Indonesian Education University) Dr Hananto (Pelita Harapan University) Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language) 	Participants will be able to conduct research on language education.

In-Country Professional Development Programme				
5	Teaching Methodology for Arabic Language Teachers (Davao, 3-9 November 2013)	34 Arabic language teachers	<ul style="list-style-type: none"> • Dr H Aceng Rahmat (Jakarta State University) • Dr Nurul Murtadho (Malang State University) • Mr Dedy Supriyanto (Center for Development and Empowerment of Language Teachers and Education Personnel) • Ms Indrani Dewi Anggraini (SEAMEO QITEP in Language) 	The participants will be able to apply Arabic language teaching methodology.
Total Participants		126		

d. Workshop

1. Finalisation of ICT-based Materials Development of Indonesian Language for Foreign Learners (ILFL)
The Centre has held series of workshops to prepare ICT-based learning materials since 2010. The materials, which adopted the standard of Common European Framework of Reference (CEFR) for languages A1 level, chose (1) Introduction, (2) Self Identity, (3) Self Description, (4) Family and (5) Occupation as the themes.

On 12-15 November 2013, thirteen education practitioners and the Centre staff participated in the last workshop to finalise and upload the materials to the Learning Management System (LMS) application "Moodle". By uploading the materials, ILFL teachers will have various types of learning materials available to be browsed anytime.

The Centre invited three experts to be the resource persons in the workshop which was held in Isola Resort, Bandung, West Java.

2. Integrated Thematic Learning for Elementary School Teachers
To support the Indonesian government in the implementation of 2013 Curriculum, which mandates the use of thematic integrated learning application, the Centre conducted the workshop on 10-11 December 2013. As many as 128 elementary school teachers from South Jakarta participated in the workshop. It aimed to improve the teachers' knowledge on the concept and strategies of integrated thematic learning for students at grade one and four.



Participants are engaged in small group discussion during Workshop on Integrated Thematic Learning for Elementary School Teachers.

Nine education practitioners assisted the participants to develop nine themes in the form of lesson plan as models of integrated thematic learning for elementary school level. They were Togetherness, Occupation, Energy Saving, Care for Living Things, Environmental Care, My Hero, My Beautiful Country, My Goal and My Home.

3. Lesson Study on Language Learning

In cooperation with the Ministry of Education, Culture, Sports, Science and Technology (MEXT), Japan, the Centre conducted the workshop on 29-30 January 2014. Fifty-five language trainers from Centre for Development and Empowerment of Language Teachers and Education Personnel (CDELTEP) as well as the Centre staff participated in the workshop. The two-day workshop was led by a Japanese expert of lesson study on language learning from Centre for Language Education and Research, Sophia University, Tokyo, Japan: Chantal Hemmi, PhD.

As a relatively new subject to the participants, the resource person provided in-depth information on the subject. During the workshop, the participants were encouraged to do group activities to discuss the theory and to do simulation of the lesson study followed by reflection.

The workshop was granted by the MEXT through proposal selection submitted by all existing SEAMEO Centres.

4. Pre-Production of Learning Model Videos for Indonesian Language for Foreign Learners (ILFL)

The Centre has conducted series of workshops to prepare the production of learning model videos for Indonesian Language for Foreign Learners (ILFL). Determining the themes and writing the script for the learning materials have been done in the previous workshops. From the five themes, namely (1) Introduction, (2) Self Identity, (3) Self Description, (4) Family and (5) Occupation, the Centre selected two themes (i.e Introduction and Self Identity) to be produced in August 2014.

On 24-26 March 2014, the Centre held a workshop as the final preparation in Permata Convention Hotel, Bogor, West Java. Eight Centre staff along with seven production crew from D'Base Production prepared the technical and academic aspects of producing the videos with the assistance of an Indonesian language expert and a movie director.

5. Development of Language Learning Evaluation Models

To design and develop models of language learning evaluation, the Centre invited 20 language educators to be the developer in the workshop held on 9-13 June 2014 at Santika Hotel, Depok, West Java. The language educators consisted of five different languages' background, namely Arabic, Chinese, German, Japanese and Indonesian Language for Foreign Learners (ILFL).

They were then divided into five groups according to their language expertise. By the end of the workshop, each group was able to design models for language learning evaluation for A1 level. The evaluation models consist of listening, speaking, reading and writing skills. To assist each group, the Centre invited experts of the said five languages.

6. The Use of Indonesian Language for Official Correspondence

To enhance twenty school administrators' skills in writing official correspondence, the Centre conducted the workshop on 17-18 June 2014. The Centre invited three Indonesian language experts as the resource persons of the workshop.

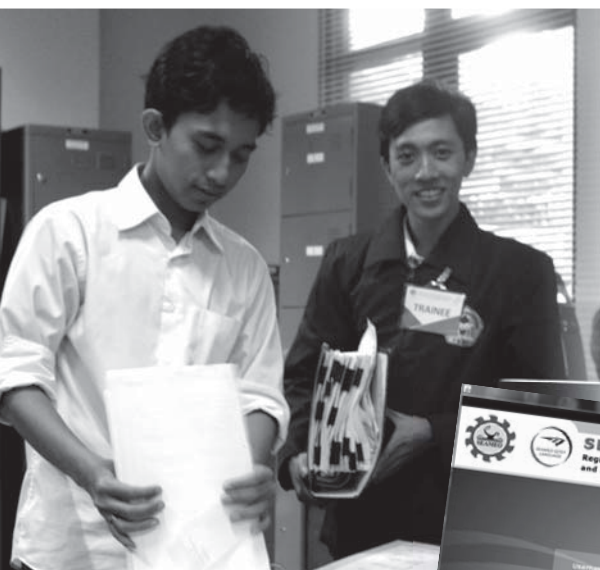
The participants learnt (1) conformity of official correspondence, (2) types of official correspondence, (3) formats of official correspondence and (4) problems in writing official correspondence. With the assistance of the resource persons, the participants were able to produce drafts of official correspondence such as official announcements, invitation letters and power of attorney letters.

Summary of Workshops

No	Title	Participants	Resource Person(s)	Outcome
1	Finalisation ICT-based Materials Development of Indonesian Language for Foreign Learners (ILFL) (Bandung, 12-15 November 2013)	13 ILFL experts	<ul style="list-style-type: none"> • Ms Finita Dewi (Indonesian Education University) • Ms Anti Rismayanti (SEAMEO SEAMOLEC) • Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language) 	The development of learning materials of ILFL are uploaded in "Moodle."
2	Integrated Thematic Learning for Elementary School Teachers (Jakarta, 10-11 December 2013)	128 elementary school teachers	<ul style="list-style-type: none"> • Ms Ririk Ratnasari (Center for Development and Empowerment of Language Teachers and Education Personnel) • Dr Supinah (Center for Development and Empowerment of Mathematics Teachers and Education Personnel) • Mr Sudirman (Quality Assurance Agency for Education) • Ms Nunung Suyantini (Gentra Masekdas Elementary School, Bandung) • Mr Jamhuri Androfa (Department of Primary Education of Jagakarsa) • Mr Armain (Coordinator of Social Welfare Activities) • Dr Felicia Nuradi Utorodewo, Ms Endang Nilla P and Ms Indrani Dewi Anggraini (SEAMEO QITEP in Language) 	The participants will be able to develop models for integrated thematic learning for elementary school level.
3	Lesson Study on Language Learning (Jakarta, 29-30 January 2014)	55 foreign language teachers	<ul style="list-style-type: none"> • Chantal Hemmi, PhD (Centre for Language Education and Research, Sophia University, Tokyo, Japan) 	The participants will be able to conduct lesson study.

4	Pre-Production of Learning Model Videos for Indonesian Language for Foreign Learners (ILFL) (Bogor, 24-26 March 2014)	15 production crew and Centre staff	<ul style="list-style-type: none"> Mr Bundhowi (APBIPA Indonesia) Mr Fitra Chairullah (D' Base Production) 	The production of a video featuring scenarios of ILFL.
5	Development of Language Teaching Evaluation Models (Depok, 9-13 June 2014)	20 language educators	<ul style="list-style-type: none"> Dr Nuruddin and Dr Endang K Trijanto (Jakarta State University) Ms Evi Lusiana (The Japan Foundation) Ms Nita Madona Sulanti (University of Indonesia) Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language) 	The development of model of language (i.e. Arabic, Chinese, German, Japanese, and ILFL) evaluation for A1 level.
6	The Use of Indonesian Language for Official Correspondence (Jakarta, 17-18 June 2014)	20 school administrators in South Jakarta	<ul style="list-style-type: none"> Ms Dewaki Kramadibrata (University of Indonesia) Ms Liliana Muliastuti (Jakarta State University) Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language) 	The participants will be able to write official correspondence by using Indonesian language.
Total Participants		251		

C. Recognition and Benchmarking



The interns perform their work at the Centre. (top)

Photographs of database application presented by the interns. (right)

Internship in Division of ICT and Network

The Centre was chosen by seven students of Indraprasta PGRI University majoring in Information Technology to conduct their internship programme on 5-28 February 2014. In doing the internship, the interns were assisted and guided by Division of ICT and Network. In addition, Division of Human Resources and General Affairs helped them in understanding the Centre's regulations and work process.

By the end of the internship programme, the interns were able to present a database application that can be used by the Centre to gather data of its resource persons and participants from 2009 to 2013.





KRA II

Regional Visibility

A. Strengthening Linkages with Inter-Centre, National, Regional and International Institutions

In achieving its vision, mission and goals, the Centre continuously makes an effort to build cooperation and collaboration with other SEAMEO Centres and institutions within and beyond Southeast Asia. One of the strategies is to conduct benchmarking and to receive visits from other institutions.

a. Visit of SEAMEO SEARCA

The Centre Deputy Director of Administration, Ms Indrani Dewi Anggraini, as well as the staff welcomed the delegates of SEAMEO Regional Centre for Graduate Study and Research in Agriculture (SEARCA) during their visit on 29 August 2013. The visit was included in their series of visit to several SEAMEO Centres in Indonesia from 25 to 31 August 2013.

The delegates were staff from Management Services Unit (Mr Jaymark Warren T. Dia), Facilities Management Unit (Ms Bernisse Sabina R. Almazan) as well as General Services Unit (Mr Nicolas Sapin and Mr Jaime B. Buendia). During their visit, they were accompanied by Mr Bambang Sulistio (Manager of Human Resource Management Department) and Mr A. Tajudin (Assistant of Finance Department) from SEAMEO Regional Centre for Tropical Biology (BIOTROP).

The possibilities of having cooperation between the two centres were discussed in the meeting session. Finally, during the observation session, the delegates had the chance to see the Centre's facilities.

As a start of the collaboration, SEARCA requested the Centre to submit information on the needs analysis programme to improve the Centre staff.

b. Visit of the Secretary for Education of Hong Kong

On 17 December 2013, the Secretary for Education of the Government of the Hong Kong Special Administrative Region (Mr Eddie NG Hak-kim, SBS, JP) accompanied by the Administrative Assistant to the Secretary (Mr Kenneth CHENG Kin), the Chief Curriculum Development Officer (Mr LEE Chi Hung), the Press Secretary to the Secretary (Mr Roger CHEUNG Chi Ming) and the Assistant Director of Trade (Mr Paul LEUNG) visited the Centre to discuss education policies in both countries (i.e. Hong Kong and Indonesia). Moreover, both parties discussed the Centre's programmes and activities and the possibility of cooperation in the field of education.

c. Study Visit in Southeast Asia

On 18-21 December 2013, the Centre, along with Centre for Development and Empowerment of Language Teachers and Education Personnel (CDELTEP), delegated their staff to conduct study visit to SEAMEO Centres and education institutions in Brunei Darussalam, Cambodia, China and Vietnam. The visit aimed to acquire information on the education policies and their execution as well as to seek possibility of establishing mutual cooperation with the visited institutions.

By visiting SEAMEO VOTTECH in Brunei Darussalam; the delegates, namely Dr Eko Djuniarto and Mr Neutron Afriansah (CDELTEP) as well as Ms Ai Nurjanah and Mr Naftali Yudhistira (SEAMEO QITEP in Language) had the opportunity to discuss the strategies of quality improvement of teachers and education personnel implemented in both countries. In addition, they also learnt about history of SEAMEO VOTTECH, its organisational structure as well as its programmes and activities.

Meanwhile, other delegates, namely Ms Reni Anggraeni and Ms Estiningsih Suprandini (SEAMEO QITEP in Language) as well as Mr Asrul and Mr Naidi (CDELTEP) visited the Ministry of Education, Youth and Sports, Cambodia. During the visit, the delegates obtained information on teacher training programme for elementary and secondary school level. Moreover, information on curriculum development for foreign language teaching was also acquired. By the end of the visit, cooperation in conducting in-country professional development programme on research methodology of language teaching was discussed.

The purpose in visiting Tianjin Foreign Studies University (TFSU), China was to establish cooperation particularly in the development of Indonesian Language for Foreign Learners (ILFL) programme. The delegates, namely Ms Teriska R Setiawan and Mr Abdul Rozak (CDELTEP) as well as Ms Endang Nilla Pramowardhanny and Ms Winda Mariam Sidikah (SEAMEO QITEP in Language) stated their plan to continuously support the university in developing the ILFL programme.

During the visit in SEAMEO RETRAC, Vietnam; the delegates, namely Ms Indrani Dewi Anggraini, Ms Pininto Sarwendah and Mr Rizki Rachman (SEAMEO QITEP in Language) as well as Mr Muhammad Darsita (CDELTEP) were informed on its main task and programmes. Furthermore, a possibility of conducting internship for the Centre staff was also discussed in the visit.

d. Study Visit to SEAMEO INNOTECH

To fully understand the preparation and administration in conducting professional development programme for international scale, the Centre delegated two staff to SEAMEO INNOTECH on 25-30 May 2014. They were Ms Endang Nilla Pramowardhanny (Deputy Director of Programme) and Mr Naftali Yudhistira (Staff of Division of Research and Development Programme).



Representatives of the two parties (i.e. SEAMEO VOTTECH and CDELTEP) exchange token of appreciation during study visit in Brunei Darussalam. (top)

Photograph of the Centre staff and representative of Ministry of Education, Youth and Sport, Cambodia. (centre)

The delegates pay attention to a presentation delivered in the visit to SEAMEO RETRAC. (bottom)

The study visit was conducted because the Centre feels the need to enhance the capacity of its human resource in the area of training management. During the study visit, the Centre staff also had the opportunity to gain more knowledge on research, human resources, marketing as well as networking systems.

Initial collaboration between the two parties includes improvement of the Centre staff in the area of ICT and a jointly professional development programme for school principals in Indonesia which will start in 2015.

B. Increase Means for Stakeholders to Access SEAMEO Programmes



The speaker delivers presentation during international symposium in University of Tsukuba, Ibaraki, Japan.

a. Presentation in Regional/International Conferences

1. International Symposium on Bridging the ASEAN Community and Japan through Education

Dr Felicia Nuradi Utorodewo, the Centre Director, attended the symposium on 22-23 February 2014 at University Hall, University of Tsukuba, Ibaraki, Japan. The symposium was a collaboration between University of Tsukuba and SEAMEO Secretariat. In the two-day event, Dr Felicia Nuradi Utorodewo had the opportunity to present the Centre to the education and development institutions in Japan. The Centre Director also discussed potential areas of partnership between the Centre and education and development institutions in Japan as well as other SEAMEO Centres.

2. Establishment of APBIPA Jakarta Raya

Ms Itra Safitri (Head of Division of Human Resource and General Affairs) had the opportunity to deliver a presentation during the establishment of APBIPA Jakarta Raya on 22 February 2014 at University of Indonesia. She represented the Centre to give explanation on the role of SEAMEO QITEP in Language in the development of Indonesian Language for Foreign Learners (ILFL) as well as its challenges in Southeast Asia.



Photograph taken during the establishment of APBIPA Jakarta Raya.

b. Printed Material Publications

In Fiscal Year 2013/2014, the Centre produced various printed material publications. They are Annual Report 2012/2013, Chronicle Book 2009-2012, proceeding of the 4th AISOFOLL as



The Centre's publication materials.

well as leaflets of the Centre's programmes. The publications were developed as one of the ways to promote the Centre's programmes and activities.

c. Digital Material Publications

In addition to the printed publications, the Centre also disseminates its programmes and activities in digital material publications. They are as follows.

1. Website, Mailing List, Social Media

The Centre uploads its programmes and activities; events organised by SEAMEO Secretariat, other SEAMEO Centres as well as partner institutions to its website. In addition, the Centre also disseminates the aforementioned activities through mailing list and social media (i.e. Facebook and Twitter).

2. Video of Highlights Report for Fiscal Year 2013/2014

The video compiles description of the Centre's flagship programmes executed during fiscal year 2013/2014 such as the MTB-MLE programme, AISOFOLL as well as the development of ICT and video based learning materials for ILFL programme.

3. Display

Throughout Fiscal Year 2013/2014, the Centre displayed its publication materials in the following events.

1. The 4th AISOFOLL
2. 36th High Officials Meeting
3. 2014 Indonesian MoEC National Meeting
4. International symposiums at University of Tsukuba
5. Centre Directors Meeting 2013
6. Centre Directors Meeting 2014



KRA III

Solid Resource Base

A. Financial Viability

Exception for Workshop on Lesson Study which was funded by MEXT Japan, the Centre's programmes and activities for Fiscal Year 2013/2014 were funded by the Government of the Republic of Indonesia.

Since January 2014, there has been a transition of the Centre's funding from the Board of the Development of Human Resource of Education and Culture and Education Quality Assurance to the Secretary General of Ministry of Education and Culture. The transition requires the Centre to fully manage its own budget and expenditure including procurements and taxes.

The next table is the Centre's budget expenditure in Fiscal Year 2013/2014.

B. Management Efficiency

a. SEAMEO Coordination Meetings

1. High Officials Meeting

The meeting was convened on 18-20 February 2014 at Royal Orchid Sheraton Hotel, Bangkok, Thailand. The meeting was back-to-back with three other meetings, namely the 8th ASEAN Senior Officials Meeting on Education (SOM-ED), the 4th ASEAN Plus Three Senior Officials Meeting on Education (ASEAN + 3 SOM-ED), and as the 2nd EAS Senior Officials Meeting on Education (SOM-ED).

Budget Expenditure

Subsidiary Account	Budget USD	Realization USD
Capital Funds		
Library and Materials	\$ 239	\$ 239
TOTAL CAPITAL FUNDS	\$ 239	\$ 239
Operating Funds		
Salaries and Wages	\$ 95,302	\$ 95,302
Travel and Transportation	\$ 3,054	\$ 3,054
Operating Supplies	\$ 14,800	\$ 10,805
Communications	\$ 1,620	\$ 955
Utilities	\$ 4,700	\$ 4,648
Seminars and Conferences	\$ 21	\$ 21
Repairs and Maintenance	\$ 5,672	\$ 3,367
Fund-Raising and		
Public Relations	\$ 18,498	\$ 3,108
Representation and		
Entertainment	\$ 1,288	\$ 1,288
Clearinghouse and		
Professional Publications	\$ 300	\$ 292
Miscellaneous	\$ 3,079	\$ 3,079
TOTAL OPERATING FUNDS	\$148,334	\$ 125,919
Special Funds		
Training and		
Research Scholarships	\$ 277,659	\$ 277,659
Governing Board Meeting	\$ 28,638	\$ 28,638
Seminars and Conferences	\$ 24,011	\$ 24,011
TOTAL SPECIAL FUNDS	\$ 330,308	\$ 330,308
TOTAL	\$478,881	\$ 456,466

The Centre Director, Dr Felicia Nuradi Utorodewo, as well as the Centre Deputy Director of Programme, Ms Endang Nilla Pramowardhanny, attended the meeting. Along with them were other 151 participants representing SEAMEO Member Countries, Associate Members, Affiliate Members, Observer delegates from Ministries of Education beyond Southeast Asia and partner institutions as well as SEAMEO Regional Centres and Network.

On the meeting, the participants examined closely important matters concerning the administration and operation of SEAMEO, including proposed programmes, finances and legal aspects.

2. Centre Directors Meetings

Centre Directors Meeting (CDM) 2013 and 2014 were both in Fiscal Year 2013/2014. This is due to the fact that CDM 2013 were conducted on 1-3 July 2013 and CDM 2014 held on 24-26 June 2014.

CDM 2013 was held at Marriot Hotel Sukhumvit, Bangkok, Thailand. Dr Felicia Nuradi Utorodewo (the Centre Director), Ms Endang Nilla Pramowardhanny (Deputy Director of Programme) and Ms Indrani Dewi Anggraini (Deputy Director of Administration) attended this annual event. The meeting placed emphasis on the follow up actions on the resolutions of SEAMEO Education Ministers resulted during the 47th SEAMEO Council Conference in March 2013.

Meanwhile, in CDM 2014 the Centre Director was accompanied by the Centre Deputy Director of Programme and Head of Division of Partnership and Public Relations (Ms Auberta Farica). It took place at S31 Sukhumvit Hotel, Bangkok, Thailand. Prior to the meeting, there was a special session to discuss the SEAMEO Centres' plan to celebrate the 50th Anniversary of SEAMEO.

Along with the representatives of the Centre, directors and key staff from other SEAMEO Centres, representatives of Associate and Affiliate Members as well as invited partners also participated in the meetings. Also, during the collaborative and networking session, the possibility to collaborate with the invited international organisations and institutions was discussed.

b. Governing Board Meeting

SEAMEO QITEP in Language, QITEP in Mathematics and QITEP in Science jointly held their 4th Governing Board Meeting on 25-28 September 2013 at Goodway Hotel and Resort, Nusa Dua, Bali. Twenty Governing Board Members, representatives of SEAMEO Secretariat, representatives of the Ministry of Education and Culture of the Republic of Indonesia as well as staff of the three Centres attended the meeting.

Twelve working papers were discussed during the Centre's Governing Board Meeting. Ultimately, the Governing Board Members endorsed working papers on Annual Report for Fiscal Year 2012/2013, Proposed Programme of Fiscal Year 2014/2015 and the 2nd Five-Year Development Programme Fiscal Year 2015/2016-2018/2019.



Official photograph of the Centre's 5th GBM.

C. Human Resource Management

a. Staff Development

1. Internship

- Internship on Finance

Mr Muhammad Ibnu Adam and Ms Elfa Daniar, staff of the Division of Finance, learnt about the new finance system at SEAMEO SEAMOLEC on 27-28 January 2014. The internship was conducted in order to eliminate error caused by the lack of knowledge on the new system due to the transition of funding.

- Internship on State Asset and Procurement

Three Centre staff from Division of Human Resources and General Affairs, namely Ms Itra Safitri (Head), Ms Nia Kurniasih (Staff) and Mr Dwi Efririadi (Staff) did a two-day internship at SEAMEO SEAMOLEC on 27-28 January 2014. The internship was conducted to enhance the staff's knowledge on state asset and procurement. In the long run, the Centre expects to minimise the error on its accountability report on state asset and procurement prior to its submission to the Inspectorate General of the Ministry of Education and Culture.



Photograph taken after the opening ceremony of Workshop on the Development of Interpersonal Competency. (top)

Resource person gives explanation during Workshop on Development of Videography Documentation. (centre)

The Centre staff participated in Workshop on Work Ethic Improvement. (bottom)

2. Workshop

- Development of Staff Working Performance

To develop its staff working performance, the Centre held two workshops. A human resource development expert was invited to be the resource person in the two workshops.

The first workshop was on 26-27 November 2013 at Gumilang Regency Hotel, Bandung. It aimed to sharpen the staff's interpersonal competency. It is expected that the Centre staff will be able to apply the knowledge to build a good relationship and interaction among them as well as build a conducive working environment.

On 3-5 March 2014, the Centre conducted the second workshop at Bumi Wiyata Hotel, Depok, West Java which offered a better understanding on good work ethics with several approaches. By the end of the workshop, the participants were able to define the core values of their work as well as to give the coaching scenarios in professionalism cases.

- Development of Videography Documentation

The workshop was conducted to enhance the skills of the Centre staff in producing

video from scratch. Belitung Island, one of the famous tourist destinations in Indonesia, was chosen to be the venue of the workshop for its attractive and pleasant spots. Two professional movie directors guided the staff during the five-day workshop on 1-5 April 2014. The participants were presented to the world of videography and had the chance to learn to take stock-shots and also to write video scripts. By the end of the workshop, five scripts and five short videos were produced by the participants.

3. In House Professional Development Programme

- Integrated Managerial Leadership

To improve the quality of working performance and leadership management, the Centre held the programme for its staff on 17-18 July 2013. The staff learnt how to work effectively and efficiently as well as to develop leadership management in order to achieve the Centre's vision, mission and goals.

- Designing and Writing Newsletter

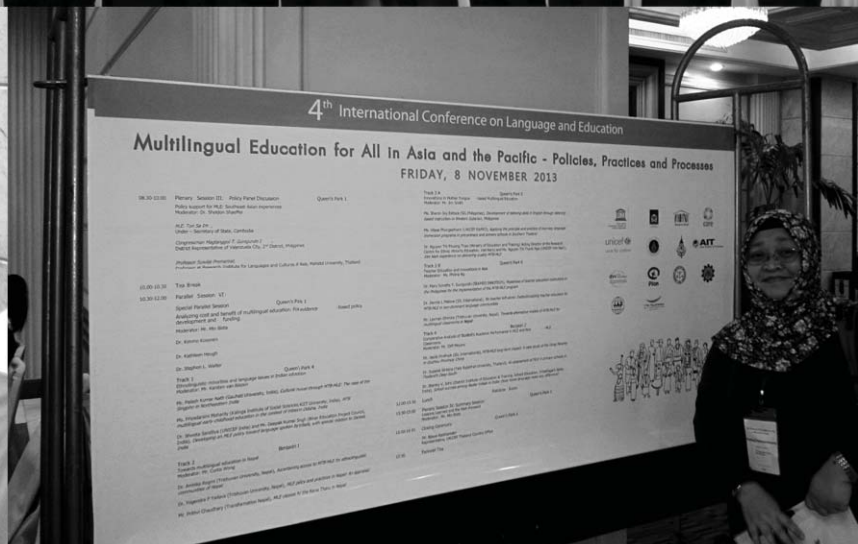
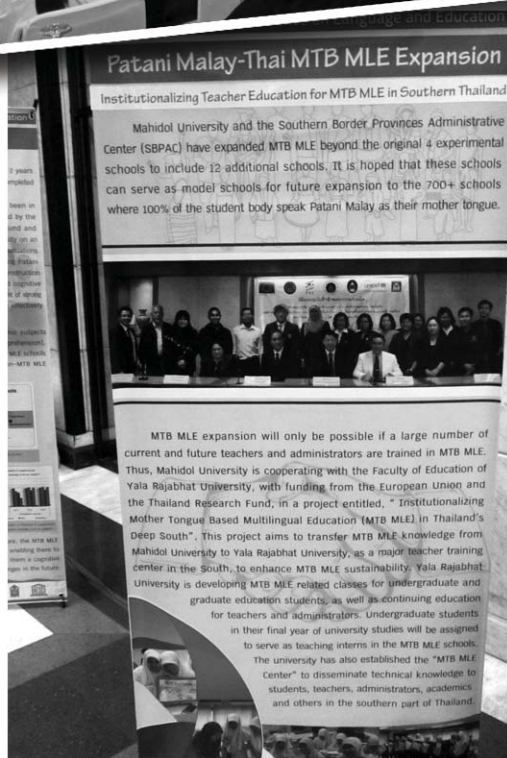
Recognising the Centre's need of newsletter to disseminate its programmes and activities, the Centre conducted the programme on 22-25 July 2013. The participants learnt to design and write newsletter with the guidance from a journalist and Indonesian language expert.

Summary of Workshop and In-House Professional Development Programme

No	Title	Participants	Resource Person(s)	Outcome
Workshop				
1	Development of Interpersonal Competency (Bandung, 26-27 November 2013)	29 Centre staff	Mr Edo Lavika (Citas Insight)	The participants show a good working performance.
2	Development of Work Ethic Improvement (Depok, 3-5 March 2014)	33 Centre staff		
3	Development of Videography Documentation (Belitung Island, 1-5 April 2014)	29 Centre staff	<ul style="list-style-type: none"> • Mr Fitra Chairullah (D'Base Production) • Mr Hanief Jerry (Jakarta Art Institute) 	The participants are able to produce scripts and videos.
In-House Professional Development Programme				
4	Integrated Managerial Leadership (Jakarta, 17-18 July 2013)	20 Centre staff	Mr Edo Lavika (Essence Knowledge)	The participants are able to work effectively and efficiently.
5	Designing and Writing Newsletter (Jakarta, 22-25 July 2013)	20 Centre staff	<ul style="list-style-type: none"> • Mr Masmimar Mangiang (University of Indonesia) • Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language) 	The participants are able to design and write newsletter.

b. Staff Participation in Other Institutions' Activities

In Fiscal Year 2013/2014, the Centre staff not only participated in the Centre's programmes and activities but also attended other institutions' activities, namely:



Official photograph of the 4th International Conference on Language and Education in Thailand.

1. 4th International Conference on Language and Education organised by Mahidol University (6-8 November 2013)

The Centre's interest focused on best practices of MTB-MLE presented by fellows from Thailand, Cambodia, Malaysia and the Philippines.

2. SEAMEO Consultation and Workshop on Post-2015 Education Scenarios and Post-EFA Education Agenda organised by SEAMEO Secretariat (28-30 January 2014)

3. Celebration of International Mother Language Day 2014 organised by Indonesian National Commission for UNESCO Ministry of Education and Culture of the Republic of Indonesia in cooperation with UNESCO Office Jakarta and Embassy of People's Republic of Bangladesh in Jakarta (21 February 2014)

4. International Symposium on New Directions in Higher Education for the Development of Global Human Resources-Launching AIMS Programme organised by Tsukuba University and SEAMEO RIHED (21 February 2014)

5. Training on Basic Writing for Newsletter and Website Update organised by SEAMEO BIOTROP (1-2 April 2014)

6. Workshop on Finance Operation Management (FOM) organised by SEAMEO Secretariat (1-14 June 2014)

c. Centre's Documents Development

1. Development of Centre's Finance Documents 2014 and 2015

To enhance the staff's knowledge and skills in developing finance documents (i.e. Terms of Reference and Plan of Work and Budget), the Centre conducted two workshops. The Centre invited experts to assist the staff in developing the finance documents which are in line with the regulations issued by the Directorate General of Budget of the Ministry of Finance.

The first workshop was held on 4-7 September 2013 at the Centre for Development and Empowerment of Business and Tourism Teachers and Education Personnel, Depok, West Java to produce the Centre's finance documents for 2014. On 10-12 April 2014, the Centre conducted the second workshop at Padjajaran Suite Hotel, Bogor, West Java to develop the Centre's finance documents for 2015.



The resource person presents her materials during Workshop on Development of Centre's Finance Documents 2014 and 2015 in Bogor. (top)

The participants produce final draft of Five-Year Development Plan FY 2015/2019. (bottom)

2. Development of Five-Year Development Plan Fiscal Year 2015/2019

During the workshop held on 22-25 September 2013 at Goodway Hotel, Nusa Dua, Bali, the Centre produced a draft of its Five-Year Development Plan FY 2015/2019. The Centre staff were assisted by the resource persons and the Governing Board Members in the drafting process.

The draft was then finalised on 22-24 April 2014 at All Season Hotel, Jakarta. The draft finalisation focused on the details of the programmes and activities to be conducted by the Centre in Fiscal Year 2015/2019.

3. Drafting the Working Papers for the 5th Governing Board Meeting

The Centre organised the workshop as one of the Centre's preparation prior to its Governing Board Meeting (GBM). During the three-day workshop, the participants learnt to write a clear and concise working paper. By the end of the workshop, the participants were able to draft fifteen working papers which consist of matters for acknowledgement, information, approval as well as consideration to be presented in the Centre's 5th GBM. The workshop was held in Sofyan Inn Srigunting, Bogor, West Java on 28-30 April 2014.

Summary of Centre's Documents Development

No	Title	Participants	Resource Persons	Outcome
1	Development of Centre's Finance Documents 2014 (Depok, 4-7 September 2013)	20 Centre staff	<ul style="list-style-type: none"> • Mr Komarudin (Badan PSDPMK-PMP) • Mr Abdul Rozak, Mr Ikrar Triardhana and Mr Joko Isnadi (Center for Development and Empowerment of Language Teachers and Education Personnel) • Mr Danni Purnama H (SEAMEO SEAMOLEC) • Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language) 	The participants are able to develop the Centre's financial documents (i.e. Terms of Reference and Plan of Work and Budget).
2	Development of Centre's Finance Documents 2015 (Bogor, 10-12 April 2014)	20 Centre staff	<ul style="list-style-type: none"> • IDM Tirta Meirsha (Inspectorate General of the Ministry of Education and Culture) • Ms Yeni Suciani (Bureau of General, Secretariat General of the Ministry of Education and Culture) • Mr Dani Purnama H (SEAMEO SEAMOLEC) • Dr Felicia Nuradi Utorodewo, Ms Endang Nilla Pramowardhanny and Ms Indrani Dewi Anggraini (SEAMEO QITEP in Language) 	
3	Development of Five-Year Development Plan Fiscal Year 2015-2019 (Bali, 22-25 September 2013)	11 Centre staff	<ul style="list-style-type: none"> • Dr Witaya Jeradechakul (SEAMEO Secretariat) • Dr Felicia Nuradi Utorodewo, Ms Endang Nilla Pramowardhanny and Ms Indrani Dewi Anggraini (SEAMEO QITEP in Language) 	The participants are able to develop the Centre's Five-Year Development Plan Fiscal Year 2015-2019.
4	Finalisation of the Development of Five-Year Development Plan Fiscal Year 2015-2019 (Jakarta, 22-24 April 2014)	18 Centre staff	<ul style="list-style-type: none"> • Siti Muslimatun, PhD (SEAMEO RECFON) • Dr Felicia Nuradi Utorodewo, Ms Endang Nilla Pramowardhanny and Ms Indrani Dewi Anggraini (SEAMEO QITEP in Language) 	
5	Drafting the Working Papers for the 5 th Governing Board Meeting (Bogor, 28-30 April 2014)	15 Centre staff	<ul style="list-style-type: none"> • Jesus C. Fernandez, PhD (SEAMEO BIOTROP) • Dr Felicia Nuradi Utorodewo, Ms Endang Nilla Pramowardhanny and Ms Indrani Dewi Anggraini (SEAMEO QITEP in Language) 	The participants drafted fifteen working papers.

d. Social Activities

In relation to Corporate Social Responsibility (CSR) activity, the Centre made a visit to an orphanage near its vicinity on 19 July 2013. The visit was one of the Centre's activities in celebrating its fourth anniversary. The Centre also made the visit as the opportunity to contribute to the orphanage.

Organisational Structure

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



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

Jalan Gardu, Srengseng Sawah, Jagakarsa
Jakarta Selatan, Indonesia
Tel: +62 21 7888 4106, Fax: +62 21 7888 4073
Email: info@qiteplanguage.org
Website: www.qiteplanguage.org
Facebook: Qitep InLanguage
Twitter: @QITEPinLanguage