



SEAMEO QITEP in Language

Annual Report

FY 2012/2013



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Preface

This Annual Report compiles the Centre's programmes and activities from July 2012 to June 2013 within the framework of First Five-Year Development Plan Fiscal Year 2009/2010 - 2014/2015. In this period, the Centre focused on Indonesian Language as a Foreign Language (ILFL) and Mother Tongue as Bridge Language of Instruction. Moreover, staff development was also the priority of the Centre.

This Annual Report assists the Centre to disseminate its programmes to related stakeholders and public. In addition, this document enables the Centre to monitor, evaluate and measure the Centre's performance in executing its programmes and activities. To conclude, the Centre would like to express its gratitude to all parties involved, especially for the Centre's partner institutions and the Centre's staff.

Jakarta, July 2013



Dr Felicia Nuradi Utorodewo
Director



Table of Content

Preface	i
Table of Content	ii
Governing Board Members	1
Vision, Mission, Goals	4
Executive Summary	5
Preamble	7
KRA I Regional Leadership	9
A. Research and Development	11
B. Capacity Building	12
KRA II Regional Visibility	19
A. Strengthening Linkages with Inter-Centre, National, Regional and International Institutions	21
B. Increase Means for Stakeholders to Access SEAMEO Programmes	24
KRA III Solid Resource Base	27
A. Financial Viability	29
B. Management Efficiency	30
C. Human Resource Management	33
SEAMEO QITEP in Language's Management	41



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Vision

A Centre of professional excellence in the area of language for teachers and education personnel within the framework of sustainable development

Mission

To provide relevant and quality programmes of professional excellence for language teachers and education personnel through capacity building activities, resource sharing, research and development and networking

Goals

- To cater the needs of the improvement of quality of teachers and education personnel in the region;
- To establish extensive networks for the purpose of resource sharing, information exchange, research and development among SEAMEO Member Countries.



Executive Summary

Fiscal Year 2012/2013 is a part of First Five-Year Development Plan for the period of Fiscal Year 2009/2010 – 2014/2015. This fiscal year marked the third year of SEAMEO QITEP in Language in making efforts in improving the quality of language teachers and education personnel in Southeast Asia region. Accordingly, the Centre conducted several programmes and activities focusing on research and development, quality improvement of language teachers, initiating collaboration with various institutions as well as staff development.

In the area of research and development, the Centre conducted an instrument trial for an effort to develop Mother Tongue programme. This is a series of programme of Mother Tongue as Bridge Language of Instruction

part of Mother Tongue-based Multilingual Education (MTB-MLE) which started in 2010 for SEAMEO QITEP in Language.

Pertaining to quality improvement of language teachers, the Centre carried out workshops, training and international symposium. The workshops mainly concerned with Indonesian Language for Foreign Learners (ILFL), research on education and foreign language learning as well as Mother Tongue Based Multilingual Education (MTB-MLE). The training, likewise, was conducted for the purpose of ILFL programme development. Further, the international symposium took theme “Exploring Issues on Foreign Language Teaching and Learning in Southeast Asia Region”.



In an attempt to promote the works of the Centre and to build networking, the Centre sent five staff to visit several institutions and universities in Australia and Japan. The activity was carried out to fulfil the needs for sustainable development as well as for enlarging staff horizon.

Concerning with staff development and capacity building, the Centre organised a number of activities and programmes, such as training and workshops. Finally, a social gathering was also implemented for the Centre's staff which aimed to create closeness and cooperation among staff.





Preamble

The Centre's programmes and activities of Fiscal Year 2012/2013 can be categorised into three Key Result Areas (KRA) as follows.

1. KRA 1 Regional Leadership

This KRA consists of Instruments Trial on Mother Tongue Programme Development; the Third Annual International Symposium for Foreign Language Learning (3rd AISOFOLL); Training on Indonesian Language for Foreign Learners, Development of Video Learning Model for Indonesian Language as a Foreign Language; and Workshop on The Development of Video Learning Model for Indonesian Language as a Foreign Language Phase III, The Analysis of SEAQIL REGRANTS, ICT-based Materials Development of Indonesian Language for Foreign Learners (ILFL) Phase IV and V, as well as Consolidation of Research Implementation for Mother Tongue Programme Development.

2. KRA 2 Regional Visibility

One part of this KRA includes Strengthening Linkages with Inter-Centre, National, Regional and International Institutions which aligned with the Centre's vision and mission. Accordingly, the Centre sent delegates to visit various institutions in order to seek collaboration and cooperation. Another part shows means of publication utilised by the Centre in order to promote the Centre's programmes to its stakeholders.

3. KRA 3 Solid Resource Base

Under this KRA are programmes for Financial Viability, Management Efficiency and Human Resource Management. Some of the programmes included in this KRA are Governing Board Meeting, SEAMEO Coordination Meeting as well as workshops and training for staff development.



KRA I Regional Leadership





A. Research and Development

a. Instruments Trial on Mother Tongue Programme Development

Mother Tongue-based Multilingual Education is one of the Centre's flagship programmes. The programme has been continuously implemented since 2010. On 11-14 November 2012, the Centre conducted the Instruments Trial for future survey of Needs Analysis of Mother Tongue Programme Development in Pangalengan subdistrict, Bandung Regency, West Java. It aimed to seek the readability of the instruments. Through this survey, the Centre received comments and suggestions to revise the instruments. These revised instruments will be used on the survey in two provinces, namely West Java and DI Yogyakarta next August 2013. The following is the list of respondents for the instruments trial survey.



No	Respondent	Number of Respondent
1.	Head of Office of Education and Culture of Regency	1
2.	Head of Office of Technical Unit of Pangalengan Sub district	1
3.	Supervisor of Kindergarten and Elementary School	1
4.	Village Chief	1
5.	Head of Elementary School	1
6.	Elementary School Teachers	6
7.	Elementary School Students	18
8.	Parents from Kindergarten and Elementary School Students	7
Total		36

B. Capacity Building



a. Symposium

The Centre held the third Annual International Symposium for Foreign Language Learning (3rd AISOFOLL) on 30 October-2 November 2012 in Mega Anggrek Hotel, Jakarta which took theme “Exploring Issues on Foreign Language Learning and Teaching in Southeast Asia Region”.

The Centre’s Director concluded the papers discussed in the symposium.

1. The era of globalisation encourage people to communicate by using a common language. This requires a standardisation in language learning.
2. There is a change of paradigm in language education. In the 20th century, the

language education was fixed, while in the 21st century the language education is unpredictable.

3. A new approach entitled “Multilingual Literacy” was developed and explored due to the problems in language education which could not be solved by three paradoxes. They are the Code Talker, the Great Paradox of Language Teaching and the Centralised Autonomy.
4. To improve the quality of Indonesian teachers, the Government of Indonesia issued Teacher and Lecturer’s Law No 14 in 2005. Accordingly, related programmes and activities were designed and developed.

5. The association of Indonesian Language for Foreign Learners (ILFL) invited foreign language teachers with sufficient knowledge in language teaching methodology to develop ILFL within and outside Indonesia.

The symposium was attended by 80 language experts and education practitioners from SEAMEO Member Countries. In this event, 36 speakers from various institutions were invited by the Centre. They were The Japan Foundation Language Institute; School of Education, Flinders University; Language Centre (LC), Universiti Brunei Darussalam (UBD); Singapore Centre for Chinese Language; Department of Linguistic and Literary Studies, Technical University of Darmstadt; University of Indonesia; Center for Development and Empowerment of Language Teachers and Education Personnel; Institute for Educational Development; Sebelas Maret University; Andalas University; Malang State Polytechnic; Jakarta State University; Semarang State University; Nasional University; Brawijaya University; Mataram University; Association of Teachers of Indonesian as a Foreign Language; National Agency for Language Development and Cultivation; Darma Persada University; Maulana Malik Ibrahim State Islamic University; Education Quality Assurance Institution D.I Yogyakarta; Indonesian Education University; SMAN 27; Taruna Bakti Academy of Secretary and Management as well as SEAMEO QITEP in Language.



b. Training

1. Indonesian Language for Foreign Learners

In cooperation with the Education Attaché of the Indonesian Embassy in the People's Republic of China, the Centre organised this training on 20-27 May 2013 in Guangxi Normal University, Guilin. This venue was chosen since it has a new Indonesian language programme. Moreover, the Indonesian Embassy is planning to establish Indonesia Centre in order to promote Indonesian culture and language. Under the direction of Ms Shantie Srie Widowati and Ms Rahayu Susanti from Indonesian Police School of Language, 54 students from Guangxi Normal University learned and practiced communication skills of Indonesian language. By the end of the training, they were able to perform a short traditional drama entitled "Ande-ande Lumut".



2. The Development of Video Learning Model for Indonesian Language as a Foreign Language

This training was carried out on 21-26 June 2013 in Pramesthi Hotel, Bogor, West Java. It aimed to finalise the video learning model for Indonesian Language as a Foreign Language (ILFL) for CEFR level A1 programme. Language and multimedia experts assisted 20 participants in developing five final scripts for the programme. At the end of the training, the participants produced a short video under the theme self-introduction, occupation, self-identity, self-description and family.

Total Number of Participants Attending Training Programmes

No	Title	Venue and Date	Number of Participants	Outcome
1	Indonesian Language for Foreign Learners	Guilin, 20-27 May 2013	54 persons	Participants will be able to communicate in Indonesian language
2	The Development of Video Learning Model for Indonesian Language as a Foreign Language	Bogor, 21-26 June 2013	20 persons	Video learning model for Indonesian Language for CEFR level A1 which include themes: self-introduction, occupation, self-identity, self-description and family

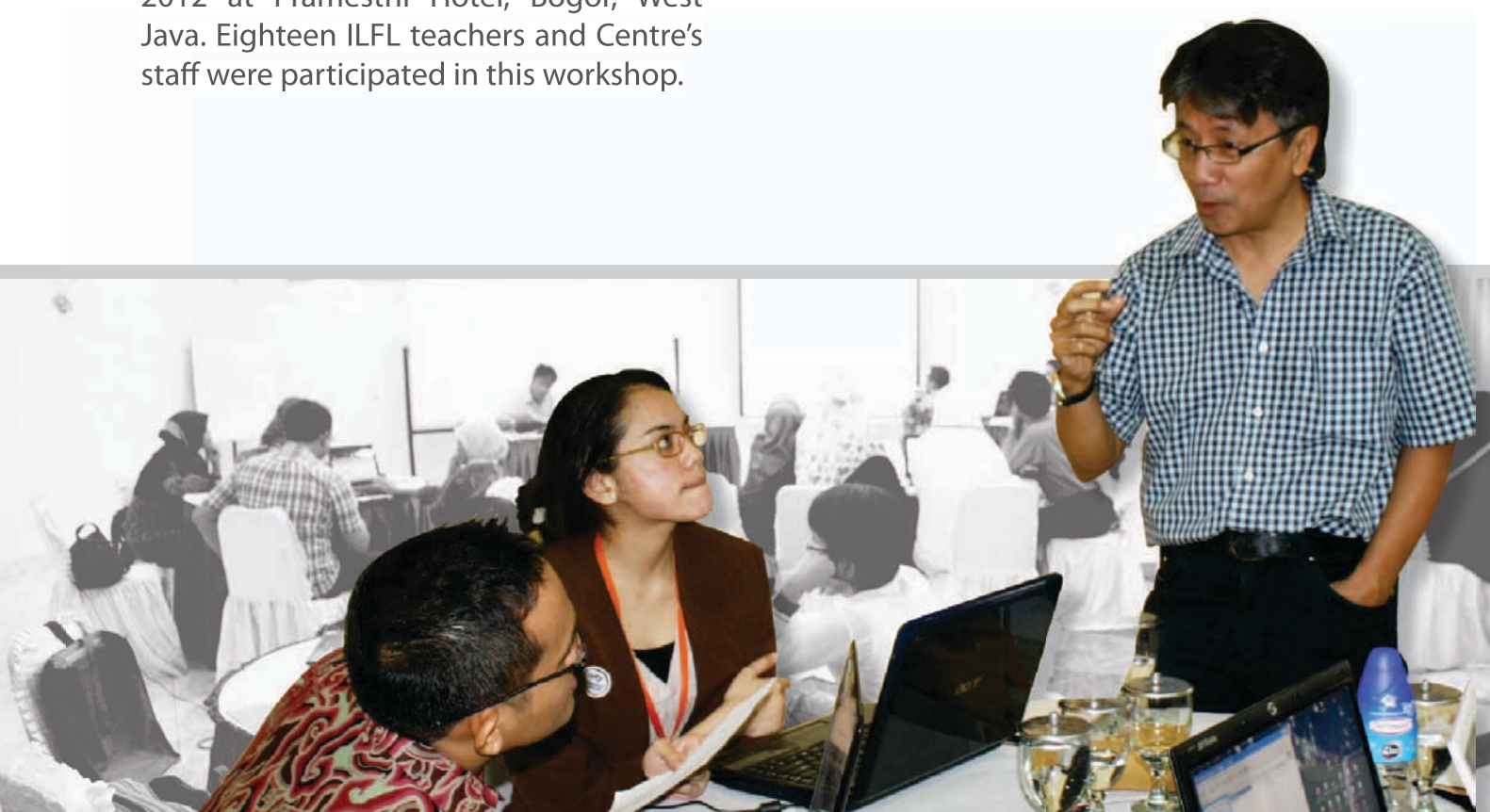
c. Workshop

During Fiscal Year 2012/2013, the Centre also conducted several workshops as follow.

1. The Development of Video Learning Model for Indonesian Language as a Foreign Language Phase III

This workshop is a continuing programme that began in early 2012. The third phase aimed to redesign the draft of video scenario of learning model for Indonesian language as a foreign language. The themes of the scenarios are Self-Introduction, Self-Identity, Self-Description, Occupation and Family. The workshop was conducted on 9-12 July 2012 at Pramesthi Hotel, Bogor, West Java. Eighteen ILFL teachers and Centre's staff were participated in this workshop.

The Centre invited Dr Gumawang Jati (Language Centre of Bandung Institute of Technology), Dr Jaka Warsihna (Centre for Information Technology and Education Communication of the Ministry of Education and Culture of Republic of Indonesia), Ms Santi P Mardikarno (Darma Persada University) and Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language) as the resource persons. It is hoped that the Centre will produce ILFL learning model on the video compact disk.





2. The Analysis of SEAQIL REGRANTS

This workshop was held on 1-3 August 2012 at Pramesthi Hotel, Bogor, West Java. The Centre invited four language experts, namely Prof Dr Chaedar Alwasilah (Indonesian Education University), Prof Dr AM Hermina Sutami (University of Indonesia), Dr Felicia Nuradi Utorodewo as well as Ms Endang Nilla P (SEAMEO QITEP in Language), to lead 10 participants in this workshop.

The workshop aimed at mapping the recent research themes on education and foreign language learning. Indonesian Language for Foreign Learners (ILFL), Mother Tongue-based Multilingual Education (MTB-MLE), ICT Teaching Learning for Foreign or Second Language (FSL) and Cross Cultural Understanding for FSL are the themes mapped from the

18 proposals received during SEAMEO QITEP in Language's Research Grants held in 2011. These themes will be useful for the Centre in deciding the theme for the upcoming AISOFOLL.





3. ICT-based Materials Development of Indonesian Language for Foreign Learners (ILFL) Phase IV and V

Concerning the ILFL, the Centre carried out this workshop on 3-6 September 2012 in Pramesthi Hotel, Bogor, West Java. It aimed to finalise learning object materials of ILFL based on the Common European Framework Reference in A1 level for Learning Management System “moodle”. There were twelve ILFL experts and seven Centre’s staff took part in this workshop. The Centre invited Ms Finita Dewi (Indonesian Education University), Ms Anti Rismayanti (SEAMEO SEAMOLEC), Dr Felicia Nuradi Utorodewo and Ms Endang Nilla P (SEAMEO QITEP in Language) as the resource persons in this workshop.

As a follow-up activity, the Centre conducted the next workshop on 28-31 May 2013 in Pramesthi Hotel, Bogor, West Java. Twenty participants assisted by three experts validated and developed ILFL learning material to be uploaded to Learning Management System (LMS) “moodle” through offline mode. The

uploaded themes were introduction, personal identity, self-description, occupation and family.

4. Consolidation of Research Implementation for Mother Tongue Programme Development

In preparation for the survey of Needs Analysis Research on Mother Tongue Programme Development, the Centre invited 20 education practitioners and Centre’s staff to participate in this workshop on 3-5 June 2013 at Centre for Development and Empowerment of Physical Education and Guidance Counselling Teachers and Education Personnel, Bogor, West Java. During the three-day workshop, the participants finalised research instrument and designed research scenario with the assistance of five experts from Indonesian Education University (Prof Dr Didi Suherdi and Dr Dingding Haerudin), Yogyakarta State University (Dr Suwardi Endaswara), Purworejo Muhammadiyah University (Mr Eko Santosa) as well as SEAMEO QITEP in Language (Dr Felicia Nuradi Utorodewo). At the end of the workshop, the participants did a simulation of the scenario by using focus group discussion technique.



Total Number of Participants Attending Workshop

No	Title	Venue and Date	Number of Participants	Outcome
1	The Development of Video Learning Model for Indonesian Language as a Foreign Language Phase III	Bogor, 9-12 July 2012	18 persons	Video learning model for Indonesian Language for CEFR level A1 under the theme self-introduction, occupation, self-identity, self-description and family
2	The Analysis of SEAQIL REGRANTS	Bogor, 1-3 August 2012	10 persons	Direction for Centre's programmes
3	ICT-based Materials Development of Indonesian Language for Foreign Learners (ILFL) Phase IV	Bogor, 3-6 September 2012	19 persons	Learning material for Indonesian Language for Foreign Learners (ILFL) to be uploaded to Learning Management System (LMS) "Moodle" through offline mode
4	ICT-based Materials Development of Indonesian Language for Foreign Learners (ILFL) Phase V	Bogor, 28-31 May 2013	20 persons	
5	Consolidation of Research Implementation for Mother Tongue Programme Development	Bogor, 3-5 June 2013	20 persons	The use of research instruments and scenario for Mother Tongue research



KRA II Regional Visibility







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

The Centre continued to collaborate with various institutions within Southeast Asia region which align with the Centre's vision and mission. In this fiscal year, the Centre also expanded its networking beyond the region by conducting study visit to several institutions in Australia and Japan.

a. Australia

On 15-19 November 2012, Ms Nathania Valentine (Specialist of Division of Research and Development Programme) and Ms Susi Fauziah (Specialist of Division of Training and Development of Teachers and Education Personnel) visited two institutions in Australia. During their visit to Institute of Languages, University of New South Wales and Faculty of Education and Social Work, University of Sydney, the delegates gathered information on educational system and evaluation of language education.

Institute of Languages, University of New South Wales is the oldest language institute in Australia. The institution offers English language courses for international and local students, courses in other languages, language testing and language teacher training. Upon their arrival, the delegates were warmly welcomed by Adele Pitkeathly (Director of Studies) and Craig Stevens (Manager of Continuing Education and Testing). The delegates observed class room, computer laboratory, multimedia room, recording studio as well as library.

Associate Professor Lesley Harbon greeted the delegates as they arrived at Faculty of Education and Social Work, University of Sydney. They discussed the faculty's professional development programme for foreign language teachers. During the visit, the delegates took the time to observe the institutions' facilities, such as class room, multimedia peripheral and library.

b. Japan

Three Centre's staff, namely Ms Ai Nurjanah (Specialist of Division of Training and Development of Teachers and Education Personnel), Ms Auberta Farica and Ms Nanda Pramuchtia (Specialist of Partnership and Public Relations) visited several institutions on 5-9 November 2012 in Japan.

The institutions were Centre for Research on International Cooperation in Educational Development (CRICED), Foreign Language Center of University of Tsukuba and Tokyo University of Foreign Studies. Through this visit, the delegates learned about foreign language learning and education management.

The delegates' first visit was to Centre for Research on International Cooperation in Educational Development (CRICED) which runs under the umbrella of University of Tsukuba. Upon their arrival, the delegates were welcomed by CRICED's officials and staff, namely Associate Professor ISODA

Masami, Assistant Professor Dr Sarawut Jakpeng and KATO Kayo.

CRICED focuses on research cooperation model educational development, originated in Japan, which meets the needs of local communities and may correspond to the needs of developing countries.



Foreign Language Centre of University of Tsukuba was the second institution visited by the delegates. It conducts general foreign language education for the entire university, manages the facilities and equipment required for that purpose and supports a basic research program for contributing to the improvement of foreign language teaching methods and materials.

During their visit, the delegates discussed foreign language learning and education management with Emi Hamana, PhD (Director of Foreign Language Centre), Professor IWASAKI Hirosada and Asst Prof ONO Yuichi. Also, the delegates observed Foreign Language Centre's facilities, such as classrooms, computer laboratory, common room as well as library.



The delegates' last visit was to Tokyo University of Foreign Studies (TUFS). They had a discussion concerning the university's faculties, namely School of Language and Culture Studies and School of International and Area Studies with Professor Dr Yuji KAWAGUCHI and Professor YOSHITOMI Asako. They also discussed the programmes offered in each faculty. Moreover, the delegates were accompanied by Nomoto Hiroki, Maki Suzuki and staff of TUFS during their visit.



B. Increase Means for Stakeholders to Access SEAMEO Programmes

The Centre utilised various means to promote and disseminate the Centre's programmes as follows.

a. Printed material publications

- Brochure

It provides information on the Centre's programmes, namely company profile and training on teaching methodology of language teachers (Arabic, Chinese, German, Indonesian Language for Foreign Learners and Japanese).

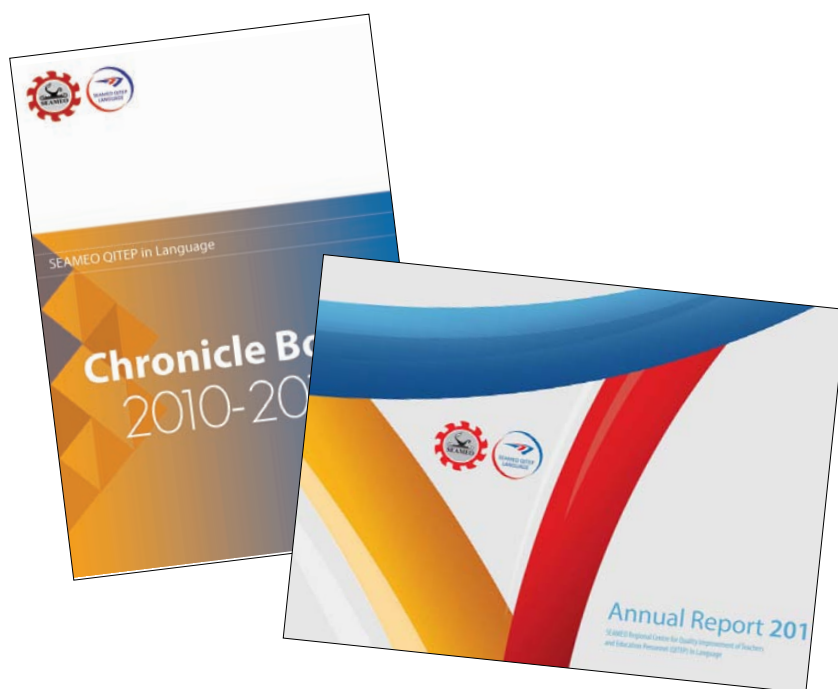
- Annual Report 2012

It contains information about the programmes and activities that had been carried out by the Centre from July 2011 to June 2012. The report was disseminated to the Ministry of

Education and Culture of the Republic of Indonesia, SEAMEO Secretariat, Governing Board Members as well as stakeholders.

- SEAMEO QITEP in Language's Chronicle Book Years 2009-2012

It is a compilation of photos showing the Centre's programmes and activities held from 2009 to 2012. The book was made as a form of celebration for the Centre's third anniversary.



b. Video and digital materials publications

• Website

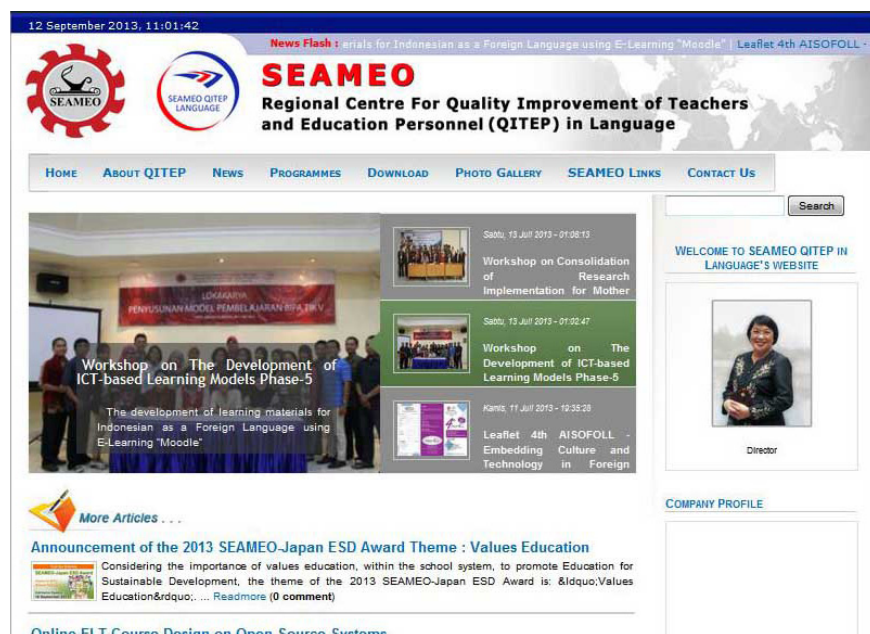
During this fiscal year, the Centre disseminated its programmes and activities as well as events of SEAMEO Secretariat, other SEAMEO Centres and partner institutions through its website. For the period of July 2012 to June 2013, the website was visited by 3218 visitors.

• SEAMEO QITEP in Language's Company Profile

The Centre's company profile was uploaded to the Centre's website and

also produced in compact disk.

- Activities Report Fiscal Year 2011/2012
The report compiled the Centre's flagship programmes and activities during Fiscal Year 2011/2012, such as AISOFOLL, ILFL programmes and mother tongue programmes.



c. Display

The Centre produced its promotion products (training bags, notebooks, pens, brochures and souvenirs) and published them in the following events.

- The 1st East Asia Summit Senior Official Meeting on Education on 3-5 July 2012;
- Visit of SEAMEO Council President on 5 July 2012;
- Centre Directors Meeting on 16-18 July 2012;
- The 3rd AISOFOLL on 30 October-2 November 2012;
- High Official Meeting on 27-29 November 2012;
- SEAMEO Council Conference on 19-22 March 2013.



KRA III Solid Resource Base





A. Financial Viability

All of the Centre's programmes and activities were fully funded by Government of Indonesia, except for Spring Short Course for Science, Technology and Innovation Policy which was a scholarship from National Institute of Science and Technology Policy (NISTEP) and National Graduate Institute for Policy Studies (GRIPS).

In the Fiscal Year 2012/2013, the Centre received a budget amounted to US\$388,498. The following table shows the budget's expenditure amounted to US\$ 321,626.

Budget Expenditure FY 2012/2013

No	Funds Equity	Subsidiary Accounts	Budget Realisation
1	Capital Funds	Library Materials	\$ 225
2	Operating funds	Salaries and Wages	\$ 78,365
		Travel and Transportation	\$ 5,047
		Operating Supplies	\$ 3,956
		Communications	\$ 498
		Seminars and Conferences	\$ 183
		Repairs and Maintenance	\$ 10
		Fund-Raising and Public Relations	\$ 1,502
		Clearing house and Professional Publications	\$ 37
		Miscellaneous	\$ 2,100
3	Special Funds	Training and Research Scholarships	\$ 181,165
		Governing Board Meeting	\$ 28,638
		Seminars and Conferences	\$ 19,900
TOTAL			\$ 321,626

B. Management Efficiency



a. SEAMEO Coordination Meetings

1. Centre Directors Meeting

Dr Felicia Nuradi Utorodewo (the Centre's Director), Ms Endang Nilla P (Deputy Director for Programme) and Ms Itra Safitri (Head of Division of Partnership and Public Relations) attended this meeting on 16-18 July 2012 in S31 Sukhumvit Hotel, Bangkok, Thailand. This meeting aimed to report the programmes and activities conducted by SEAMEO Centres as well as to seek cooperation and collaboration with other institutions from various countries.



2. High Official Meeting

The Director, Dr Felicia Nuradi Utorodewo accompanied by Deputy Director for Programme, Ms Endang Nilla P attended the 35th High Official Meeting on 27-29 November 2012 in Grand Millenium Sukhumvit Hotel, Bangkok, Thailand. It aimed to seek endorsement for the result and resolution from Centre Directors Meeting to High Officials of Ministries of Education.

3. SEAMEO Council Conference

This 47th SEAMEO Council Conference was organised in Daewoo Hotel, Hanoi, Vietnam from 19 to 21 March 2013. This conference was attended by the Centre's Director, Dr Felicia Nuradi Utorodewo and Deputy Director for Programme, Ms Endang Nilla P. Through this conference, all representatives discussed the policy and regional initiatives on education, science and culture, directions of programmes and projects of SEAMEO and its units as well as its programmes and activities.



b. Governing Board Meeting



Aiming to set policies and directions of the Centre and to evaluate the implemented programmes as well as endorse projected programmes, the Centre held its third Governing Board Meeting on 2-5 October 2012 in Sahira Butik Hotel, Bogor, West Java. This meeting was attended by the Centre's Governing Board Members from Brunei Darussalam, Cambodia, Lao PDR, Malaysia, Myanmar, Singapore, Thailand, the Philippines and Indonesia. The Members discussed 13 working papers. From the two-day meeting, they endorsed the Centre's organisational structure, job description and Standard Operating Procedure as well as the projected budget and programmes.



C. Human Resource Management

a. Staff Achievement

One of the Centre's staff, Mr Iin Sodikin, received biennially SEAMEO Service Awards as the best employee of the Centre. He became the Centre's technical staff on March 2010 and has shown dedication and commitment to the Centre ever since. During his service, he comes to work on time and always gives his best in performing his job.

He received the award during the 47th SEAMEO Council Conference on 19-21 March 2013 in Hanoi, Vietnam. As one of the awardees, he had the chance to learn the culture of the visited country.



b. Staff Development

Concerning the enhancement of knowledge and skills of the its staff, the Centre sent several staff to participate training conducted by Tempo Komunitas.

1. Methods and Technique in Designing SOP

The Centre feels the need to have a well-designed SOP. Thus, two staff were assigned to attend this training which was conducted on 14-15 February 2013 in Ciputra Hotel, Jakarta. They were Ms Reni Anggraeni (Specialist of Division of Training and Development of Teachers



and Education Personnel) and Ms Nia Kurniasih (Specialist of Division of Human Resource and General Affairs).

2. Office Management and Filing System

The Centre sent Mr Rizki Rachman (Specialist of Division of Human Resource and General Affairs) and Mr Dwi Efririadi (Technical Staff) to participate in this training on 19 February 2013 in Ciputra Hotel, Jakarta. By participating in this training, they learned how to manage the office and filing system efficiently.



Office Management and Filing System

3. Work Management System

Two Centre's staff, namely Mr Rahadian Adetya (Head of Division of Research and Development Programme) and Ms Itra Safitri (Head of Division of Partnership and Public Relations), participated this training on 26-27 February 2013 in Menara Peninsula Hotel, Jakarta. They gained information about a good management system in an organisation.



Work Management System

Pertaining to the development of research and foreign language, the Centre's staff also participated in activities conducted in Japan.

1. Spring Short Course for Science, Technology and Innovation Policy 2013

The Centre sent Mr Rahadian Adetya, Head of Division of Research and Development Programme, to participate in this course. This is a fellowship programme of National Institute of Science and Technology Policy (NISTEP) and National Graduate Institute for Policy Studies (GRIPS) on 11-14 March 2013 in Tokyo, Japan. During the course, the participants learned basics of science, technology and innovation policy research focusing on foresight. At the end of the course, the participants visited RIKEN which is an independent administrative institution under the Ministry of Education, Culture, Sports, Science and Technology of Japan.



c. Workshop

1. Photography

To improve the skills of Centre's staff on photography, the Centre assigned 29 staff to join this workshop on 18-22 November 2012 in Education Quality Assurance Institution, West Nusa Tenggara. Through this workshop, the Centre's staff practiced their skills in taking photograph in some places, such as Banyu Mulaq, Senggigi Beach, the Sade Village, Mayura Temple and Lingsar Temple. The Centre invited professional photographers from Infinity Photography (Ferry Ardianto) and Kompas daily newspaper (Arbain Rambey) as the resource persons.



2. The Development of Centre Documents

Pertain to job description, the Centre implemented this workshop on 13-14 May 2013. This workshop aimed to redesign the draft of job description. There were 20 Centre's staff participated in this workshop and led by resource persons from Feel Free Spirit Institute (Mr Marcellinus Retmono Adi) and SEAMEO QITEP in Language (Dr Felicia Nuradi Utorodewo and Ms Endang Nilla P).



3. The Design on Five-Year Development Plan (5YDP)

Concerning 5YDP of SEAMEO QITEP in Language for Fiscal Year 2015-2019, the Centre organised several workshops in order to design this plan. On 1-3 May 2013, the Centre designed the first draft of the 5YDP and was led by Ms Ni Wayan

Suwithi from Centre for Development and Empowerment of Business and Tourism Teachers and Education Personnel.

Along with SEAMEO QITEP in Science and SEAMEO QITEP in Mathematics, the Centre discussed and revised the first draft of its second 5YDP. This activity was carried out on 14-17 June 2013 in

Marbella Suites Hotel, Bandung, West Java. The Centre invited Siti Muslimatun, PhD from SEAMEO RECFON and Dr Jesus

Fernandez from SEAMEO BIOTROP as the resource persons.



The Design on Five-Year Development Plan (5YDP)
1-3 May 2013, SEAMEO QITEP in Language



The Design on Five-Year Development Plan (5YDP)
14-17 June 2013, Marbella Suites Hotel, Bandung

4. The Working Paper Writing for Governing Board Meeting IV

Aiming to improve the skills of the Centre's staff on writing the working papers for the 4th Governing Board Meeting, the Centre conducted this workshop on 6-9 May 2013 at The Poencer Hotel, Bogor, West Java. With the direction from Prof Bunyamin Maftuh (Indonesian Education University), Dr Felicia Nuradi Utorodewo and Ms Endang Nilla P (SEAMEO QITEP in Language), the participants had successfully prepared 11 working papers.



5. The Development of Standard Operating Procedure

To enhance its performance, the Centre revised the existing SOP in this workshop which was carried out on 10-12 June 2013 in Ibis Hotel, Jakarta. Thirty Centre's staff joined the workshop that was led by Mr Marcellinus Retmono Adi (Feel Free Spirit Institute), Dr Felicia Nuradi Utorodewo, Ms Indrani Dewi Anggraini and Ms Endang Nilla P (SEAMEO QITEP in Language).



d. Social Gathering-Outbound

Aiming to create closeness, cooperation and high working spirit between its staff, the Centre organised outbound activity on 4-6 December 2012 in Kinasih Hotel, Sukabumi, West Java. During the outbound, the staff enjoyed various team building games.



SEAMEO QITEP IN LANGUAGE MANAGEMENT



