



Annual Report 2012

SEAMEO Regional Centre for Quality Improvement of Teachers
and Education Personnel (QITEP) In Language

Preface

This Fiscal Year 2011/2012 Annual Report consists of programmes and activities of SEAMEO QITEP in Language (Centre) that was implemented from July to December 2011 and January to June 2012. Generally, these programmes were designed not only for the Centre's targeted participants, especially Indonesian language teachers as well as education personnel in Southeast Asia, but also for the Centre's staff capacity building. They were also designed to accomodate the SEAMEO's Key Results Area.

This Annual Report assists the Centre to disseminate to the related stakeholders about the programme's implementation. More over, it also enables the Centre to

measure the Centre's performance in organising its programmes and activities. The Centre would like to express its highest gratitude to all the parties involved, especially the participants and the Centre's staff in implementing the Centre's programmes.

Jakarta, October 2012



Dr Felicia Nuradi Utorodewo
Director



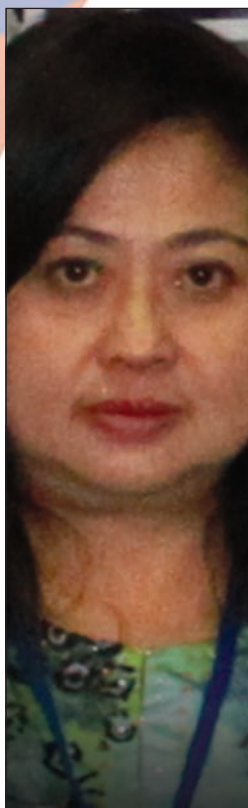




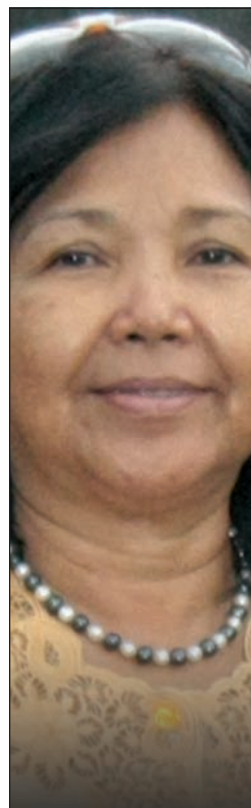
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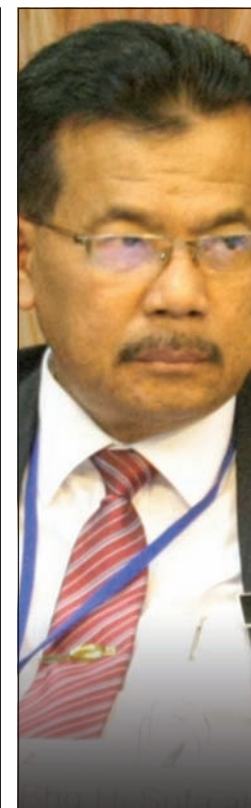
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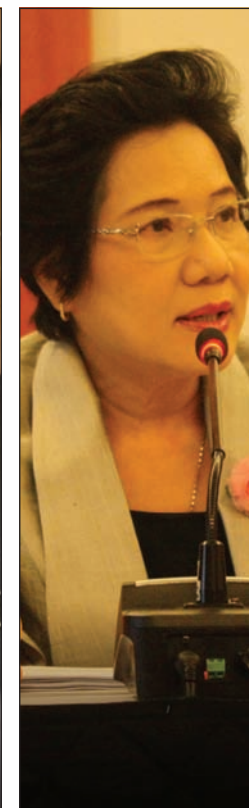
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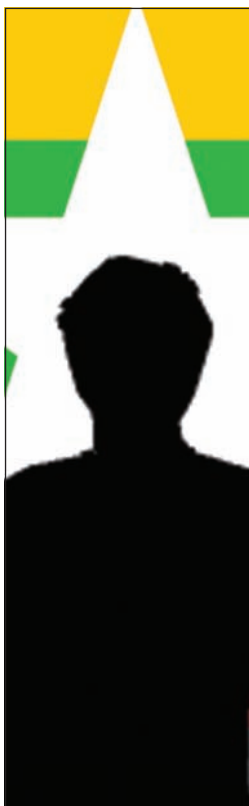
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Vision

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

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

Executive Summary

During Fiscal Year 2011/2012, SEAMEO QITEP in Language conducted programmes and activities with several focuses. First, the focus was on research and development. In this area, the Centre organised SEAMEO QITEP in Language's Research Grants and Survey of Foreign Language Education in SEAMEO Member Countries.

Second, the focus was on the quality improvement of language teachers, particularly Indonesian language. A number of activities have been executed for these teachers, such as workshops and trainings. In addition, the Centre also conducted the Second International Symposium, known as AISOFOLL (Annual International Symposium on Foreign Language Learning) with a theme "Building Awareness on Standards Implementation for Foreign Language Learning in Southeast Asia Region".

Third, the focus was on the development of Mother Tongue Based Multilingual Education (MTB MLE) programme especially regarding the use of mother tongue as bridge language of instruction. This programme was a follow up activity that

was held in Fiscal Year 2010/2011. In this Fiscal Year, the Centre conducted two workshops pertain to the Programme Design of Mother-Tongue Based Multilingual Development and the Finalisation of the Needs Analysis Instruments for Mother Tongue Programme Development.

Fourth, the focus was on the enhancement of the staff capacity building. Such programmes are in-house training on report writing as well as English for communication skills, internships on SEAMEO centre's management, and Training on Classroom Research scholarship.

Fifth, the focus was on the establishment of extensive networks for the purpose of resource sharing and information exchanges among SEAMEO Member Countries and other institutions for sustainable development.



Preamble

In Fiscal Year 2011/2012, the Centre accomplished activities and programmes which can be categorised into three Key Result Areas (KRAs), namely:

1. KRA 1 Regional Leadership

Included in this KRA are SEAMEO QITEP in Language's Research Grants; Survey of Foreign Language Education in SEAMEO Member Countries; The Second Annual International Symposium of Foreign Language Learning (The 2nd AISOFOLL); training on Teaching Methodology for Teachers of Indonesian Language for Foreign Learners (ILFL), Research Methodology for Foreign Language Teachers, Training on Indonesian Language for Foreign Learners; and workshops on Mother-Tongue Based Multilingual Education Programmes, The Design Instruments of

Survey on Foreign Language Curriculum Standardisation, Revisions of Instruments of Evaluation for Training Programmes at SEAMEO QITEP in Language, Revision of Syllabi of Training on Teaching Methodology of Indonesian Language for Foreign Learners (ILFL), The Syllabi Design of Language Skills Training on Indonesian Language for Foreign Learners as well as The Development of Video Learning Model for Indonesian Language for Foreign Learners Phase I-II.

2. KRA 2 Regional Visibility

This KRA consists of programmes for strengthening linkages with various institutions at the national, regional, and international levels mainly those with similar vision and missions. In addition, the Centre also welcomes

visitors/delegation from other institutions who seek collaboration and partnership for performing projects together. Likewise, the Centre is required to promote and give access to public and stakeholders about its activities by way of publishing printed and non-printed materials, website, and social media.

3. KRA 3 Solid Resource Base

Under this KRA are programmes for financial viability, management efficiency and human resource management. Some of the programmes embrace in this KRA are Governing Board Meeting (GBM), SEAMEO Coordination Meetings, In-House Trainings (IHT) for staff as well as internships in SEAMEO Centres.

KRA I Regional Leadership

A. Research and Development

a. Research Grants

SEAMEO QITEP in Language's Research Grants was conducted on July-November 2011. The aims were to facilitate high quality research in second/foreign language education from Southeast Asian region, expand access of language education professionals and education policy makers in the region to high quality research. It also supported the establishment and sustainability of active research links between language education professionals and policy makers in the region and beyond. The Centre received 18 proposals which came from Indonesia, the Philippines and Thailand. The following are four research that obtained the grants.

1. Teaching Writing Skills of Indonesian language by Employing Genre Approach: an Action Research on the Teaching and Learning Process of Written Bahasa Indonesia Course to Foreign Students by Zulfa Sakhiyya from Semarang State University, Central Java;

2. Identifying Indonesian High Frequency Words for BIPA (Indonesian as a Foreign Language) Learners by Hananto, I Made Markus and Nany Kurnia from Atmajaya Catholic University, Jakarta;
3. Creating and Profiling Academic Vocabulary for ILFL Teaching and Learning by Bahren Umar Siregar from Atmajaya Catholic University,

Jakarta;

4. National Survey of Teaching Chinese as a Foreign Language in Thailand by Budsaba Kanoksilapatham.

b. Survey

The survey on Foreign Language Education in SEAMEO Member Countries was carried out on 4-9 December 2011 and 28 staff and officials of the

Institutions Visited by the Centre

No	Country	Institutions
1.	Brunei Darussalam	1. SEAMEO VOTTECH 2. Department of Curriculum Development, Ministry of Education 3. Sultan Hassanali Bolkiah Institute of Education "SHBIE" University of Brunei Darussalam
2.	Cambodia	1. Indonesia Cultural Centre (PUSBUDI) 2. Ministry of Education, Sport and Youth 3. Institute of Foreign Languages, Royal University of Phnom Penh
3.	Lao PDR	1. Inclusive Education Centre, Ministry of Education of Lao PDR 2. Research Institute for Educational Sciences (RIES), Ministry of Education 3. The National University of Laos (NUOL)
4.	Malaysia	1. International Languages Teacher Training Institute (IPBA) 2. English Language Teaching Centre (ELTC) 3. Institute Aminuddin Baki
5.	Singapore	1. National University of Singapore (NUS) 2. SEAMEO RELC
6.	Vietnam	1. Institute of Linguistics 2. University of languages and International Studies (ULIS) 3. Ministry of Education, Vietnam

Centre took part. The aim of this survey was to gather information and best practices on foreign language education and language teacher training institution or SEAMEO Centre's management. Below is the list of the institutions visited by the Centre.

B. Capacity Building

a. Training

1. Teaching Methodology for Teachers of Indonesian Language for Foreign Learners (ILFL)

This training was held on 10-23 July 2011 in the Centre. It aimed to enhance the knowledge, skills and professionalism of Indonesian language teachers for foreign learners. There were 17 participants coming from Cambodia, the Philippines and Indonesia. The resource persons were 10 experts on Indonesian language who came from various institutions, namely: Ms Dien Rovita, Ms Niken Pramanik, Ms Sri Munawarah, Ms Dewaki Kramadibrata and Ms Priscilla F Limbong (University of Indonesia), Ms Liliana Muliastuti and Ms Sintowati Rini Utami (Jakarta State University), Dr Vismaia S Damaianti and Ms Nuny Sulistiany Idris (Indonesian Education University) as well as Dr Felicia Nuradi Utorodewo (SEAMEO

Total Number of Participants Attending Training Programmes

No.	Title	Date	Number of Participants
1	Teaching Methodology for Teachers of Indonesian Language for Foreign Learners (ILFL)	10-23 July 2011	17 Indonesian language teachers: 1 Cambodia 1 Philippines 15 Indonesia
2	Research Methodology for Foreign Language Teachers	20-24 July 2011	16 foreign language teachers: 2 Cambodia 2 Lao PDR 3 Malaysia 2 Thailand 7 Indonesia
3	Training on Indonesian Language for Foreign Learners	28 May-8 June 2012	20 university students: 9 Beijing Foreign Study University 7 Peking University 3 Indonesian Centre 1 Central Conservatory Music

QITEP in Language).

2. Research Methodology for Foreign Language Teachers

This training conducted on 20-24 July 2011 aiming to provide participants with basic knowledge of research methodology in foreign language teaching. It was implemented in the Centre and attended by 16 foreign language teachers. Seven of them were from Indonesia and the rest were from Malaysia, Cambodia, Lao PDR and Thailand. The Centre invited research experts, namely: Dr Emi Emilia (Indonesian Education University), Mr Maryanto (National Agency for

Language Development and Cultivation) as well as Dr Widiatmoko (SEAMEO QITEP in Language).

3. Training on Indonesian Language for Foreign Learners

This training was organised on 28 May-8 June 2012 in Indonesian Centre, Beijing Foreign Studies University (BFSU), Beijing, the People's Republic of China. BFSU was chosen as the venue of the training because it has an Indonesian Centre which was established with the cooperation of the Indonesian Embassy in Beijing and was inaugurated by the Minister of Education and Culture of the Republic of Indonesia in March 2012.

The aim of this Indonesian Centre is to serve as a cultural bridge for the two cultures: Indonesia and Chinese. Bahasa Indonesia (Indonesian Language) has been taught since 1960s and is part of Asian Studies.

The purpose of this training was to develop communication skills on Indonesian language at intermediate level. The participants learned how to do presentation in oral and written modes; prior to that they worked in groups analysing authentic materials to be presented. The resource persons were Ms Aprilia Dwi Prihatiningtyas from Darma Persada University and Ms Shantie Srie Widowatie from Indonesian Police School of Language. Twenty university students from various univer-

sities in Beijing took role as participants. Nine of them came from Beijing Foreign Study University, seven from Peking University, three from Indonesia Centre and the rest from Central Conservatory Music.

b. Symposium

On 28 November - 1 December 2011, SEAMEO QITEP in Language held its second Annual International Symposium for Foreign Language Learning (2nd AISOFOLL) at Millenium Hotel, Jakarta. The symposium aimed to build awareness on standards implementation for foreign language learning in Southeast Asia region. This event was able to attract 81 language experts and education practitioners from SEAMEO Member Countries. There were 27 language experts who became the resource persons in this symposium. They were from Friedrich-Schiller-Universität Germany, Goethe Institute, Japan Foundation, University of Hong Kong, Chulalongkorn University, University of Ma Chung, Sampoerna School of Education, Board of Development and Language Development, University of Indonesia, Jakarta State University, Malang State University, Surabaya State University, Semarang State University, Hamka University, Muhammadiyah University of Purwokerto, Darma Persada Univer-

sity, Indonesian Education University, Pelita Harapan University and Atmajaya Catholic University Jakarta.

c. Workshops

Besides training and symposium, during the Fiscal Year 2011/2012, the Centre also conducted several workshops.

1. Mother-Tongue Based Multilingual Education Programme

This programme is a sustainable programme which began in 2010. In July 2010, the Centre conducted a workshop entitled "The Regional Training-workshop on Enhancing Awareness and Building Capacity of SEAMEO in Establishing Mother Tongue Based Multilingual Education Programmes in Southeast Asia". The result of the workshop was an alignment in planning and adapting the use of mother tongue as a bridge language of instruction from Pattani-Malay, Thailand, in four provinces, namely West Java, Yogyakarta, South Sulawesi and West Nusa Tenggara.

In December 2010, the Centre organised a follow-up workshop in the four provinces and 80 teachers and education personnel involved. The workshop took "Rising Awareness on the Use of Mother





Tongue as Bridge Language of Instruction” as the theme.

As an initial phase of the programme, on 12-16 September 2011, the Centre carried out Programme Design for Mother-Tongue Based Multilingual Development at Ibis Arcadia Hotel, Jakarta. It aimed to develop a series of needs analysis instruments for school principals, teachers, parents and local education officers. The participants were 20 persons from SEAMEO Member Countries. The Centre invited language experts in this workshop from various institutions, namely: Ms Abigail C Lanceta (SEAMEO Secretariat), Dr Mary Sylvette T Gunigundo (SEAMEO INNOTECH), Ms Alice Eastwood (Summer Institute of Linguistics), Prof Didi Suherdi and Dr Dingding Haerudin (Indonesian Education University).

On 21-25 May 2012, the Centre implemented another workshop to finalise the needs analysis instruments for Mother Tongue programme develop-

ment. Twenty participants from Yogyakarta, West Java and Jakarta attended this workshop and were lead by four language experts. They were Prof Didi Suherdi and Dr Dingding Haerudin (Indonesian Education University), Ms Alice Eastwood (Summer Institute of Languages) as well as Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language).

The revised instruments would be tried out in the region of Bandung in November 2012 to seek their readability. A group of respondents comprising principal, teachers, students, parents, and education personnel would be the target of instruments trial. Finally, in 2013, the instruments will be used in a real survey of developing the MTB-MLE pilot project in elementary schools in two provinces (i.e. West Java and Yogyakarta).

2. The Construction Instruments of Survey on Foreign Language Curriculum Standardisation

This workshop was conducted on 1-3 December 2011 in the Centre. The aim of this workshop was to develop a series of research instruments on the foreign language teaching curriculum and policy in SEAMEO Member Countries. The participants were 20 Centre’s

officials and staff. The resource persons were the Centre’s officials, namely Dr Felicia Nuradi Utorodewo, Ms Endang Nilla P and Dr Widiatmoko.

3. The Revisions of Instruments of Evaluation for Training Programmes at SEAMEO QITEP in Language

To review and revise the evaluation instruments, the Centre implemented this workshop on 10-11 December 2011. The workshop was conducted in the Centre and attended by 15 Centre’s officials and staff. The resource persons were the Centre’s officials itself. They were Dr Felicia Nuradi Utorodewo and Ms Endang Nilla P.

4. The Revision of Syllabi of Training on Teaching Methodology of Indonesian Language for Foreign Learners

This workshop held on 12-15 December 2011 aimed to review and revise the syllabi based on feedback from the training participants in 2009 and 2010. This workshop was conducted at Ibis Mangga Dua Hotel, Jakarta, and participated by 20 persons from various institutions from Indonesia, namely: Indonesian Education University, Centre for Development and Empowerment of Teachers and Education Personnel of Kindergarten and Special Education,

University of Indonesia, Jakarta State University, Gadjah Mada University, Darma Persada University as well as SEAMEO QITEP in Language. Two experts on the teaching methodology of Indonesian language for foreign learners became the resource people in this workshop. They were Mr Suharsono from Gadjah Mada University and Dr Felicia Nuradi Utorodewo from SEAMEO QITEP in Language. By the end of the workshop, the participants designed two drafts of syllabus consisting of teaching methodology of the four language skills and linguistics.

5. The Syllabi Design of Language Skills Training on Indonesian Language for Foreign Learners

Apart from teaching methodology, the Centre has been organising training that aims to develop communication skills especially in Indonesian language. Since 2009, such training had been conducted in some SEAMEO member countries, for example, Thailand, the Philippines, and Vietnam. Based on the feedback from the participants and trainers involved in the said training, the Centre decided to redesign the training syllabi of language skills on Indonesian language for foreign learners. For that purpose a workshop was held on 23-26 April 2012 at Puri Avia Hotel, Bogor, West Java. The

resource people were Dr Vismaia S Damaianti (Indonesian Education University), Mr Suharsono (Gadjah Mada University), Mr Nyoman Riasa (Association of Teachers of Indonesian as a Foreign Language) as well as Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language). There were 11 Indonesian language for foreign learners experts and 9 Centre's staff took part in the workshop.

6. The Development of Video Learning Model on Indonesian Language for Foreign Learners

Aiming to provide a model of Indonesian language learning for foreign speakers in the SEA region, the Centre initiated a project of videos learning model development for ILFL. Consequently, three phases of workshops were organised in Pramesthi Hotel, Bogor, West Java. The first phase was conducted on 7-11 May 2012 and resulted in sequencing Indonesia grammar based on its difficulties for foreign learners. Twenty participants joined the workshop that was led by ILFL experts, namely Mr Suharsono (Gadjah Mada University), Dr Fairul Zabadi (National Agency for Language Development and Cultivation) and Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language) to be the resource persons

in the workshop.

The second phase of the workshop took place on 25-28 June 2012. It aimed to develop video learning model for Indonesian language as a foreign language for A1 level based on Common European Framework Reference (CEFR). Twenty teachers of ILFL attended the workshop that was able to produce the programme design consisted of syllabi and scripts outline. The resource persons were Dr Gumawang Jati (Language Centre of Bandung Institute of Technology), Mr Nyoman Riasa (Association of Teachers of Indonesian as a Foreign Language), Mr Karnadi (Centre for Information Technology and Education Communication of the Ministry of Education and Culture of Republic of Indonesia) as well as Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language).

The third phase is planned for July 2012; nevertheless the project will be continued in the Fiscal Year 2013 in which the Centre is planning to do a finalisation workshop to produce the ILFL learning model on video compact disk. It is hoped that the VCD will be a learning media for native speakers to learn Indonesian language practically and independently.

KRA II Regional Visibility

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

During the Fiscal Year 2011/2012, SEAMEO QITEP in Language continued to seek new cooperation with the existing or other renowned institutions within and outside Indonesia which align with the Centre's vision and missions. This collaboration and cooperation aim to enlarge networking with other institutions and to seek mutual interests for enhancing qualified language teachers and education personnel.

Moreover, the Centre also received a number of visits of delegates from various institutions in and outside Indonesia. The following are the details of the visits.

a. Rajabhat Universities, Thailand

On 19 October 2011, SEAMEO QITEP in Language welcomed the delegates from Rajabhat Universities, Thailand. The delegates consisted of 33 chancellors and 74 superiors and led by Associate Professor Dr Preang Kitratporn. They were welcomed by Centre's Director, Dr Felicia N Utorodewo and



the management team. This visit was a part of their series of visit activities which aimed to prepare for the realisation of the ASEAN Community in 2015 and to connect as well as network the academic and research cooperation with educational institutions in the Southeast Asian region.

During the visit, the representatives of Rajabhat University and the Centre management had a chance to learn more about each of the institutions including its activities and programmes. The visit also created an

opportunity for the two institutions to develop further cooperation.

b. Hanban/Confucius Institute Headquarters

The delegates of Hanban China accompanied by the officials of the National Coordinating Association for Mandarin Language Education visited SEAMEO QITEP in Language on 31 January 2012. The possibility to develop mutual cooperation between the Centre and Hanban China on conducting trainings for Mandarin language teachers was discussed.

c. British Council Jakarta

On 15 March 2012, the Centre welcomed the delegates of the British Council. They were received by Centre's director, Dr Felicia Nuradi Utorodewo and the Centre's staff. This visit discussed the correlation between language skills and human resources in capacity building in three countries, namely Indonesian, Thailand and Vietnam as well as the co-operation between British Council and the Centre in the provision of experts for the Centre's activities.

d. Japan Foundation

The Centre's Director, Dr Felicia Nuradi Utorodewo, and the Centre's staff welcomed the delegates of the Japan Foundation: Ogawa Tadashi, PhD and Ms Kayoko Nakano who visited the Centre on 25 July 2012. The delegates inquired about the Centre's programmes and difficulties of foreign language learning, especially Japanese language, in Southeast Asia region. The possibility of cooperation between the two institutions was also discussed.

To expand its networking beyond the Southeast Asia region, the Centre visited France because this country is one of the associate members of SEAMEO. This study visit aimed to gather information on foreign language learning and language



programme development. The delegates of the Centre visited two institutions, which were INALCO and Paris Sorbonne University. Three Centre's staff visited these institutions on 18 – 23 June 2012, they were the Deputy Director for Programme, Ms Endang Nilla P; Head Division of Human Resources and General Affairs, Ms Neneng Tsani; and Specialist of Division of Human Resources and General Affairs, Ms Nia Kurniasih. During the visit, the Centre's repre-

sentatives discuss about the possibilities of join programmes particularly for an exchange of scholars/experts for ILFL.

B. Increase Means for Stakeholders to Access SEAMEO Programmes

SEAMEO QITEP in Language utilised various strategies to inform related stakeholders and public on the Centre's programmes and activities, such strategies are

a. Display

The Centre displayed its products (training materials and programmes) on the events that held by the Centre, SEAMEO or other organisations, for example

- Visit of Rajabhat Universities to SEAMEO QITEP in Language on 19 October 2011;
- The 2nd AISOFOLL on 28 November - 1 December 2011;
- SEAMEO SEARCA on 29 February - 2 March 2012;
- Education exhibitions organised by various institutions.

b. Printed material publications

The Centre published leaflets, brochures, annual reports, teaching materials, etc.

c. Video and digital materials

KRA III Solid Resource Base

A. Financial Viability

In the fiscal year under review, all of the Centre's activities were fully funded by the government of the Republic of Indonesia, except for Training on Classroom Research which was a scholarship from SEAMEO RELC.

In Fiscal Year 2011, the Centre received a budget amounted to US\$639,132. The following chart shows the budget's expenditure amounted to US\$531,045.

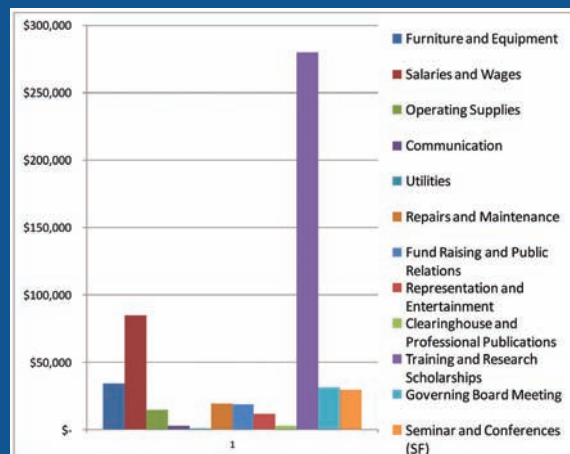


Chart of Budget Expenditure FY 2011

B. Management Efficiency

a. SEAMEO Coordination Meetings

1. Centre Directors Meeting

On 16-18 July 2011, the Director, Dr Felicia Nuradi Utorodewo accompanied with Deputy Director for Programme, Ms Endang Nilla P attended the Centre Directors Meeting. The aim of this meeting was to report the programmes and activities conducted by SEAMEO Centres and seek collaboration and cooperation with other institutions from various countries who attended the meeting.

2. High Official Meeting

The Director, Dr Felicia Nuradi Utorodewo, and Deputy Director for Programme, Ms Endang Nilla P, attended the 34th High Official Meeting on 17-19 January 2012. This meeting aimed to report the result and resolution from CDM to high officials of Ministries of Education to get their endorsement.

b. Governing Board Meeting

The Centre held its second Governing Board Meeting from 4 to 7 October 2011 in Sahid Raya Hotel, Yogyakarta. This meeting aimed to set the policies and directions of the Centre and to

evaluate implemented programmes and endorse projected programmes. It was attended by the Centre's Governing Board Members from Brunei Darussalam, Cambodia, Lao PDR, Malaysia, Singapore, Thailand, the Philippines, Timor Leste, Vietnam and Indonesia. All of the Governing Board Members discussed 13 working papers. From this discussion, they approved the Centre's Organisational Structure and the Staff Rules and Regulations as well as acknowledged the Centre's Terms of Reference and Logo.

C. Human Resource Management

a. Staff Development

Pertain to the enhancement of the staff, especially for managing a training centre under the umbrella of SEAMEO, the Centre sent some staff to do internship programmes.

1. SEAMEO VOCTECH, Brunei Darussalam

Recognising the excellence of ICT based training conducted by SEAMEO VOCTECH, the Centre assigned two staff: Mr Abdul Hadi, Head of Division of ICT and Network, and Mr Fauzi Herman, Specialist of the Division, to learn more about ICT in SEAMEO VOCTECH. They spent

two weeks in that particular centre, from 2 to 14 April 2012, and not only they gained experience of conducting an international level of training, but they also assisted VOTTECH in designing a video presentation related to the training and improving the networking connection system.

2. SEAMEO RECSAM, Malaysia

In order to improve the knowledge on programme development and evaluation, the Centre sent two staff namely Specialist of Research and Development Programme Division, Ms Esti Supraningsih and Specialist of Training Division, Ms Reni Anggraini to SEAMEO RECSAM. They spent two weeks in Penang, from 15 to 27 April 2012, and learned a lot about training management especially how to conduct a programme evaluation.

Referring to the staff competences, the Centre also contributed in some activities that held by other SEAMEO Centres.

1. First SEAMEO Training-Workshop on Knowledge Management at SEAMEO SEARCA, Los Baños, the Philippines

This activity was implemented on 28 February-3 March 2012. It aimed to explore and draw up knowledge management of all the staff of SEAMEO centres. The Director, Dr Felicia Nuradi



Utorodewo and Head of Division of Research and Development Programme, Mr Rahadian Adetya, represented the Centre.

2. International Seminar on Multi-literacy in Language Education at SEAMEO RELC, Singapore

This seminar aimed to discuss and share best practices and theoretical bases of language education. and the Centre's Director, Dr Felicia Nuradi Utorodewo, was invited to take part in the event. It was conducted on 16-18 April 2012 and attracted more than 300 participants.

3. Training on Classroom Research at SEAMEO RELC, Singapore

Aiming to enhance the participants' competence on how to do research in foreign language teaching and learn-

ing, SEAMEO RELC invited teachers and scholars from SEAMEO region to participate in the training that was held on 7-25 May 2012. The Centre sent two representatives; they were Head of Division of Training and Development of Teachers and Education Personnel, Ms Pininto Sarwendah and the Specialist of the Division, Ms Susi Fauziah.

b. Social Activities

On 30 December 2011, the Centre organised SEAMEO QITEP in Language Gathering in Bogor Botanical Garden. This gathering aimed to create a fun atmosphere and closeness for the Centre's staff that was expected to result in a better understanding and cooperation among them.

c. Workshop

1. The Development of Centre Documents

This workshop was conducted in two phases. The first phase of workshop held on 19-22 March 2012 in Pramesthi Hotel, Bogor. It aimed to develop the draft of job description and programme evaluation instruments of SEAMEO QITEP in Language. There were 20 Centre's staff attended this workshop. The Centre invited resource persons from SEAMEO BIOTROP (Jesus Fernandez, PhD) and SEAMEO RECFON (Ms Gustina) for this workshop.

The second phase of the workshop was conducted on 9-12 April 2012 in Puri Avia Hotel, Bogor. 20 Centre's staff took part. The purpose of this stage was to design the Standard Operating Procedures draft. The resource person in this stage was Ms Ni Wayan Suwithi (Centre for Development and Empowerment for Business and Tourism Teachers and Education Personnel).

2. The Working Paper Writing for Governing Board Meeting III

Concerning with Governing Board Meeting, SEAMEO QITEP in Language conducted this workshop on 2-5 April 2012 in Puri Avia Hotel, Bogor. This workshop aimed to write the working papers that will be presented in the third Governing Board Meeting. There were 15 Centre's staff attended this workshop. The Centre invited a key

resource person from Indonesian Education University (Prof Bunyamin Maftuh) as well as Dr Felicia Nuradi Utorodewo and Ms Endang Nilla P (SEAMEO QITEP in Language).

d. In-House Training (IHT)

To enhance the capacity of the staff, SEAMEO QITEP in Language organised several IHT programmes. They are:

1. IHT on Technical Writing

The IHT was conducted on 9-11 August 2011 and aimed to enhance the competence of the Centre's staff in writing proceeding for Governing Board Meeting. The resource persons in this programme were the Centre's Director and Deputy Directors. Fifteen officials and staff joined the training that took place in the Centre.

2. IHT on General English

Realising the importance of English language for interacting with participants from SEAMEO member countries, the Centre assigned 20 staff to join the training to improve their communication competence. The activity was organised on 23 August - 13 October 2011 or equivalent to 60 hours of meeting. Leading by a British native speaker, Mr Karl Millsom, the participants engaged in various communicative and fun activities that geared to improve their English language.

3. IHT on Socialisation of Competency Standard for National Working Performance in Indonesia

The Centre organised this training on 1-3 November 2011 and aimed to enhance the knowledge of its staff on competency standard for national working performance. For this purpose, the Centre invited experts from some institutions as resource person, namely: Ms Ni Wayan Suwithi (Centre for Development and Empowerment of Business and Tourism Teachers and Education Personnel), Mr Widiyatmoko (Centre for Development and Empowerment of Language Teachers and Education Personnel (CDELTEP) of the Ministry of Education and Culture of the Republic of Indonesia).

4. Workshop on Methodology of Teaching Indonesian Language for Foreign Learners

To enhance the knowledge of teaching methodology of the staff, the Centre sent 15 of them to attend a training concerning teaching Indonesian Language for Foreign Learners. The training was held on 21-26 November 2011 in the head office of Association of Teachers of Indonesian as a Foreign Language (APBIPA) Bali.

SEAMEO QITEP in Language's Management





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