



SEAMEO QITEP in Language

# Annual Report

2010 - 2011



# Preface



This Fiscal Year (FY) 2010/2011 Annual Report consists of programmes and activities of SEAMEO QITEP in Language (Centre) that were implemented from July to December 2010 and January to June 2011. By and large, these programmes were generated not only for the Centre's targeted participants, namely Indonesian, Arabic, Chinese, Japanese, and German language teachers as well as education personnel in Southeast Asia, but also for the Centre's capacity building.

This annual report assists the Centre to monitor and evaluate the effectiveness of its programmes and activities. In addition, this document could enable related stakeholders and interested public to learn more of the Centre.

During the implementation of the programmes and activities, the Centre received immense support and strong commitment from various stakeholders, such as the Ministry of National Education of the Republic of Indonesia, SEAMEO Secretariat, SEAMEO Member Countries and other SEAMEO Centres. Therefore, the Centre gives high appreciation to them and is aware that this support and commitment should be answered with quality programmes and activities for the competence enhancement of foreign language teachers in Southeast Asia.

Jakarta, December 2011



**Dr Felicia N Utorodewo**  
Director





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# Governing Board Members



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# Governing Board Members



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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

## Values

Cooperation  
Customer Satisfaction  
Commitment toward Quality



# Executive Summary

This Fiscal Year (FY) 2010/2011 Annual Report consists of programmes and activities with several focuses. First, the focus was on the quality improvement of foreign language teachers, particularly Indonesian, Arabic, Chinese, Japanese, and German. A number of activities have been conducted for these teachers, such as workshop and training. In addition, the Centre's first international symposium, known as AISOFOLL (Annual International Symposium on Foreign Language Learning) was initiated in this FY with a theme "Exploring Standard for Foreign Language Learning in Southeast Asia".

Second, the focus was on the development of Mother Tongue Based Multilin-

gual Education (MTB MLE) programme in Indonesia. As an initial step to demonstrate the importance of this programme and review advocacy strategies in promoting the use of Mother Tongue as bridge language of instruction in SEAMEO Member Countries, the Centre along with SEAMEO Secretariat and the World Bank co-organised a regional training-workshop on "Enhancing Awareness and Building the Capacity of SEAMEO in Establishing Mother Tongue based MLE Programmes in Southeast Asia". As a follow up activity in Indonesia, the Centre held workshops on Mother Tongue Programme Development in four cities, namely Bandung, Yogyakarta, Makassar and Mataram.

“Exploring Standard for Foreign Language Learning in Southeast Asia”

Third, the focus was on the development of the Centre's capacity. Some of the activities and programmes conducted in this area were in house training programmes for the Centre's staff and benchmarking to one of SEAMEO Centres in Indonesia. Fourth, the programmes and activities focused on the need to establish extensive networks for the purpose of resource sharing, information exchange among SEAMEO Member Countries and beyond.





# Preamble

The generated programmes and activities of the Fiscal Year 2010/2011 were based on the new three Key Result Areas (KRAs), namely Regional Leadership, Regional Visibility, and Resource Base. The following are the programmes and activities under these KRAs.

## I. KRA 1 Regional Leadership

Parts of this KRA are training programmes on Teaching Methodology for the teachers of Chinese, German, Indonesian and Arabic for foreign learners, Annual International Symposium for Foreign Language Learning (AISOFOLL) and workshops on Mother Tongue; The Development of Teaching Materials for Training on Indonesian as a Foreign Language in Vietnam, Thailand and Cambodia; IT-based Materials Development for Indonesian as a Foreign Language Phase II;

D-book: An Educational Interactive Software; and ICT-based Materials Development of Indonesian as a Foreign Language.

## II. KRA 2 Regional Visibility

Under this KRA are programmes for strengthening linkages with inter-centre, national, regional and international institutions, which include collaborating with other institutions aligning with the Centre's vision and mission, and receiving visits from the delegation from other institutions. In addition, programmes to increase means for stakeholders to access SEAMEO programmes are part of this KRA. They cover creating printed, digital and video publications as well as displaying them at related events.

## III. KRA 3 Solid Resource Base

This KRA consists of programmes and activities for financial viability, management efficiency and human resources management. Some of the programmes that fall under this KRA are Governing Board Meeting (GBM), Monitoring and Evaluation, benchmarking to SEAMEO Centre as well as In-House Training (IHT).



## KRA I Regional Leadership

### Capacity Building

#### A. Training

To enhance the pedagogical and linguistic competence of teachers of Chinese, German, Arabic and Indonesian as foreign languages, SEAMEO QITEP in Language (Centre) conducted several training programmes on teaching methodology for these teachers. During the training, aside from having class activities, they had an opportunity to learn about the teaching practice of their respective subject through class observations. In addition, these teachers also had a chance to better understand the Indonesian culture through cultural visits.

#### 1. Teaching Methodology for Chinese Language Teachers

The Centre conducted this training twice. The first one was held on 11 - 24 July 2010 and participated by 20 Chinese language teachers from Cambodia, Lao PDR, Malaysia, Singapore, Thailand, Vietnam and Indonesia. The second training was held on 5 - 18 June 2011. There were 17 Chinese

language teachers participating in this training who came from Brunei Darussalam, Malaysia, the Philippines, Thailand and Indonesia. Experts from several renowned universities, such as North East Normal University, University of Hongkong, University of Indonesia, Confucius Institute of Al-Azhar University Jakarta, Oriental Language Centre, Jakarta State University, were invited as resource persons in this training.

#### 2. Teaching Methodology for German Language Teachers

This training was conducted from 4 to 17 July 2010. There were 13 participants who were teachers from Malaysia, Thailand, Vietnam and Indonesia. The resource persons were experts on German language who came from various institutions, namely: Jakarta State University, Yogyakarta State University, Surabaya State University, Malang State University and Indonesian Education University.

#### 3. Teaching Methodology of Indonesian as a Foreign Language

In this Fiscal Year, the Centre

conducted three training programmes on Teaching Methodology of Indonesian as a Foreign Language in Vietnam, the Philippines and Thailand. In Vietnam, the training was held on 4 - 22 October 2010 and participated by 25 Indonesian language teachers. On 1 - 26 November 2010, the training was conducted in the Philippines with 29 Indonesian language teachers as participants. In Thailand, the training was held on 14 - 27 November 2010 and participated by 30 Indonesian language teachers.

#### 4. Teaching Methodology for Arabic Language Teachers

The Centre organised this training from 27 June to 10 July 2011. There were 14 Arabic language teachers from four SEAMEO Member Countries. Eight of them

were from Indonesia and the rest were from Malaysia, Thailand and the Philippines. The Centre invited experts from various institutions as resource persons, such as from LIPIA Jakarta, Jakarta State University, Malang State University, Indonesian Education University, Jakarta Islamic State University, Centre for Development and Empowerment of Language Teachers and Education Personnel (CDELTEP) of the Ministry of National Education.



Total Number of Participants Attending Training Programmes			
No.	Title	Date	Number of Participants
1	Teaching Methodology for Chinese Language Teachers	11 - 24 July 2010	<b>20 Chinese language teachers:</b> 3 Cambodia 4 Lao PDR 2 Malaysia 1 Singapore 2 Thailand 2 Vietnam 6 Indonesia
		5 - 18 June 2011	<b>17 Chinese language teachers:</b> 2 Malaysia 2 Thailand 2 Lao PDR 11 Indonesia
2	Teaching Methodology for German Language Teachers	4 - 17 July 2010	<b>13 German language teachers:</b> 4 Malaysia 3 Thailand 2 Vietnam 4 Indonesia
3	Teaching Methodology of Indonesian as a Foreign Language	4 - 22 Oct 2010	<b>25 teachers of Indonesian as a Foreign Language</b>
		1 - 26 Nov 2010	<b>29 teachers of Indonesian as a Foreign Language</b>
		14 - 27 Nov 2010	<b>30 teachers of Indonesian as a Foreign Language</b>
4	Teaching Methodology for Arabic Language Teachers	27 June - 10 July 2011	<b>14 Arabic language teachers:</b> 2 Malaysia 2 Thailand 2 The Philippines 8 Indonesia



## B. Symposium

The Centre conducted its first Annual International Symposium for Foreign Language Learning (1st AISOFOLL) on 20 October 2010 at Grand Sahid Jaya Hotel, Jakarta with an aim to explore standards for foreign language learning in Southeast Asia. This event was participated by one hundred and seventeen language experts and education practitioners. The resource persons were language experts from Leuphana University Lüneburg, Germany; The Japan Foundation Japanese Language Institute, Urawa, Japan; Keio University SFC, Japan; Singapore Centre for Chinese Language, Singapore; Woosong University, South Korea; University of Indonesia, Jakarta, Indonesia; National Language Centre, Jakarta, Indonesia; Yogyakarta State University, Indonesia; and Malang State University, Indonesia.

## C. Workshops

In Fiscal Year 2010/2011, aside from training and symposium, the Centre

also carried out several workshops, as follows.

### 1. Mother Tongue as Bridge Language of Instruction

On 6 – 8 July in Depok, West Java, the Centre in cooperation with SEAMEO Secretariat and funded by the World Bank organised a workshop on “The Regional Training-workshop on Enhancing Awareness and Building the Capacity of SEAMEO in Establishing Mother Tongue based MLE Programmes in Southeast Asia”. It aimed to demonstrate the important role of mother tongues and non-dominant languages in teaching and learning; review recent developments in language-in-education policies in Southeast Asia; identify components of a strong MLE program; assess experiences and practices in using mother tongue as bridge language of instruction; and review advocacy strategies in promoting the importance of mother tongue as bridge language of instruction (at the regional, national and community levels). Forty-five language experts from SIL International, United Nations, Cambodia, Malaysia, Singapore, Thailand, the Philippines, Vietnam and Indonesia attended this workshop.

As an initial effort to develop this programme in Indonesia, the Centre executed follow-up workshops namely “Raising Awareness on Mother Tongue as Bridge Language of Instruction” in four provinces in Indonesia. These provinces included West Java (on

28 November to 2 December), Yogyakarta (on 1 – 5 December), South Sulawesi (on 2 – 6 December) and West Nusa Tenggara (on 8 – 12 December). The aim of these workshops was to develop materials for pilot project areas in the four provinces. The participants consisted of eighty school principals, teachers and supervisors in the four provinces.

## 2. The Development of Teaching Materials for Training on Indonesian as a Foreign Language in Vietnam, Thailand and Cambodia

To develop structure of the training programmes, their syllabus and materials, the Centre implemented this workshop on 3 and 26 August 2010. Twenty persons from Jakarta State University, University of Indonesia, Indonesian Education University, National Language Centre, CDELTEP and SEAMEO QITEP in Language participated in the programme.

## 3. IT-based Materials Development for Indonesian as a Foreign Language Phase II

This workshop held on 27 - 30 September 2010 aims to develop

learning object materials for Indonesian as a foreign language based on Common European Framework for Reference for A1 level and to design teaching materials for Learning Management System "MOODLE". There were 26 participants from various institution in Indonesia attended the workshop.

## 4. D-book: An Educational Interactive Software

In collaboration with Tsukuba University, Japan, the Centre conducted this workshop on 30 September 2010. The objective was to introduce D-Book to education practitioners. This workshop was participated by thirty foreign language teachers, school principals and education office officials.

## 5. ICT-based Materials Development of Indonesian Language for Foreign Learners

This workshop was conducted on 23 - 27 May 2011. It aimed to verify web-based learning materials of the 2010's workshops. The materials were geared to adopt the standard of the Common European Framework of Reference for Language (CEFR), A1 level. The participants were 24 lecturers and practitioners from University of Indonesia, CDELTEP, as well as SEAMEO QITEP in Language.



## KRA II Regional Visibility

### I. Strengthening Linkages with Inter-centre, National, Regional and International Institutions:

In order to seek mutual interests for developing quality language teachers and education personnel, SEAMEO QITEP in Language has continued to collaborate or created new cooperation with the existing or other renowned institutions from in and outside Indonesia which align with the Centre's vision and mission.

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

#### 1. ASEAN Secretariat

Representatives of ASEAN Secretariat which consisted of Mr Frank Schorn and Ms Julia A. Loedin visited the Centre on 6 August 2010. They were welcomed by the Centre's Deputy Director for Programme, Ms Endang Nilla P and Deputy Director for Administration, Ms Yani Daryani. During the visit, the possibility of cooperation between SEAMEO and ASEAN was discussed.

#### 2. President of SEAMEO Council and Director of SEAMEO INNOTECH

During his visit to Indonesia, the President of SEAMEO Council, Brother Armin Altamirano Luistro, accompanied by the Director of SEAMEO INNOTECH, the Philippines, Dr Ramon C Bacani, made an official visit to several SEAMEO Centres in Indonesia, including

SEAMEO QITEP in Language on 29 November 2010. The president was accepted by the former Centre Director, Muhammad Hatta, PhD and his management team. Through this visit, the president learned more about the Centre and its programmes as well as activities in enhancing foreign language teachers and education personnel in Southeast Asia.



#### 3. The Directorate of Primary Education of Bangladesh

The delegates of the Ministry of Education of the Republic of Bangladesh visited SEAMEO QITEP in Language and its host institution i.e., CDELTEP of the Ministry of National Education of the Republic of Indonesia in two different occasions. The delegates aimed to seek information on the two centres, particularly on their activities and programmes in enhancing the quality improvement of language teachers and education personnel.

The first visit took place on 24 March 2011. Twenty four teachers and head teachers of primary schools as well as officials of the Directorate of Primary Education, the Ministry of Education of Bangladesh was led by Mr Abdur Rouf Choudory, Director of Primary Education. They were welcomed by Dr Felicia N Utorodewo, the Director of SEAMEO QITEP in Language and Dra Haslinda Erlina, the Deputy Director for Programme of CDELTEP. During the visit, the delegates were impressed with the efforts of the Indonesian government in providing facilities for the teachers.



The second visit happened on 11 May 2011. It was conducted by twenty two teachers and head teachers of the Ministry of Primary and Mass Education of Bangladesh. The delegates led by Mr Md Shah Kamal, the Joint Secretary of Ministry of Primary and Mass Education were welcomed by the Director of SEAMEO QITEP in Language, Dr Felicia N Utorodewo, and the Deputy Director for Facilitation of Competence Improvement of CDELTEP, Dra Evarinayanti, MEd.

#### 4. Goethe Institut Jakarta

On 24 March 2011, SEAMEO QITEP in Language welcomed the delegates of Goethe Insitut Indonesia. The delegates consisted of Mr Jurgen Lenzko, Deputy Director; Mrs Janette Dukes, advisor for German language teaching; and Mr Hartono Pangi, from the Education Cooperation Division. During the visit, the possibility to develop further cooperation between the Centre and Goethe Institut Jakarta on the quality enhancement of German language teachers was discussed. The meeting also

discussed the possibility to conduct a joint activity between the two institutions which will be able to introduce Germany and its culture to a wider audience.

#### II. Increase Means for Stakeholders to Access SEAMEO Programmes:

To inform related stakeholders on the Centre's programmes and activities, SEAMEO QITEP in Language applied various strategies, as follows:

1. Display: The Centre displayed its products (materials and programmes) on events, such as workshop, conference, etc ,organized by the Centre, SEAMEO or other organisations, for example:
  - International Conference on the Teaching of Indonesian for Foreign Learners in July 2010;
  - Amazing Minds: Sharing Best Practices amongst English Language Teachers organised by Pearson Education in July 2010;
  - The 1st AISOFOLL on 20 October 2010;
  - International Education Exhibition at University of Indonesia conducted in December 2010;



- SEAMEO Council Conference on 26 - 29 January 2010;
- SEAMEO-World Bank Project on Mother Tongue, Phase 2 Enhancing Awareness and Building the Capacity of SEAMEO in Establishing Mother Tongue-based Multilingual Education (MLE) Programmes: End of Project Conference on 24 February 2011.

2. Printed material publications:  
The Centre published leaflets, teaching materials, annual report, etc.
3. Video and digital publications.

## KRA III Solid Resource Base

### I. Financial Viability:

In this fiscal year, most of the Centre's activities were fully funded by the government of the Republic of Indonesia, except for the 1st AISOFOLL and workshop on D-book: An Educational Interactive Software.

They are the Centre's programmes sold to language teachers or instructors. Besides the two programmes, there is one programme funded by the World Bank, i.e., Regional Training-workshop on Enhancing Awareness and Building the Capacity of SEAMEO in Establishing Mother Tongue based MLE Programmes in Southeast Asia.

### II. Management Efficiency

#### A. Benchmarking

In this FY, the Centre held benchmarking to SEAMEO SEAMOLEC aiming to enhance the knowledge of the Centre's personnel on the SEAMEO financial system. This activity was held on 6 April 2011 and participated by the Centre's Deputy Directors and Heads of Divisions.

#### B. Monitoring and Evaluation

This activity was conducted from 24 November to 4 December 2010 in four countries in South-east Asia, namely: Cambodia, Thailand, the Philippines and Vietnam. It aimed to monitor and evaluate the success of the





Centre's training programmes for Arabic, Chinese, Japanese, Indonesian and German language teachers. The respondents were 18 teachers of the respective languages.

### C. Governing Board Meeting

To set the policies and directions of the Centre in the next fiscal year, SEAMEO QITEP in Language convened its Governing Board Meeting (GBM). This first GBM was held on 18 – 19 October 2010 and participated by the Centre's Governing Board Members from Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Thailand, the Philippines, Timor Leste and Singapore.

## III. Human Resource Management:

### A. Staffing

During this FY, the Centre decreased the number of its seconded staff due to budget reduction by the Government of Indonesia. Thus, there are fourteen 14 seconded staff from 18 in the Centre. With its non-seconded staff, the Centre has 35 employees.

## B. In-House Training (IHT)

The Centre has conducted several IHT programmes to enhance the knowledge and skills of its officials and staff, as follows.

### 1. IHT of SEAMEO Finance Management System

The objective of this training was to provide a better understanding on the process of standardised financial reports for all SEAMEO Centers. The activity was conducted in two phases.

The first one was held on 28 February to 11 March 2011. There were 5 representatives from SEAMEO Regional Training Centre (RETRAC) from Vietnam and the three SEAMEO QITEPs, namely SEAMEO QITEP in Science, SEAMEO QITEP in Language as well as SEAMEO QITEP in Mathematics who attended the training.

The second one was conducted on 29 May to 11 June 2011. There were 5 participants from SEAMEO QITEP in Language and SEAMEO QITEP in Science taking part in this training. The trainers of the two phases were the finance manager and two accountants from SEAMEO Secretariat.

### 2. IHT on English Report Writing

The IHT was conducted from 30 May to 30 June 2011 with the resource person coming from the Language Centre of University of Indonesia. The aim of this training was to enhance the participants' knowledge and skills on report writing, particularly Working Paper. The participants were 15 officials and staff of the Centre.

# Appendix

# SEAMEO QITEP in Language's Management

No	Name	Position
1.	Dr. Felicia N. Utorodewo	Director
2.	Dra. Endang Nilla P, M.A.	Deputy Director for Programme
3.	Dra. Yani Daryani, M.M.	Deputy Director for Administration
4.	Sari Wulan, M.Acc.	Treasurer I
5.	Elfa Daniar, S.E.	Treasurer II
6.	Niken Harsanti	Officer II
<b>A. Division of Training and Development for Teachers and Education Personnel</b>		
1.	Pininto Sarwendah, M.A.	Head
2.	Reni Anggraeni, S.S.	Officer
3.	Dra. Emy Widiarti	Officer
4.	Estiningsih Suprandini S.S.	Officer
5.	Mulawarni, S.S.	Officer
6.	Sugiat	Office Boy
<b>B. Division of Research and Development Programme</b>		
1.	Dr. Widiatmoko	Head
2.	Rahadian Adetya, S.S.	Officer
3.	Mulyadi, S.Ag.	Officer
4.	Dery Agustina	Office Girl
<b>C. Division of Ict and Network</b>		
1.	Neneng Tsani, S.S.	Head
2.	Fauzi Herman Sulistianto	Officer
3.	Abdul Hadi, S.Sos.	Officer
4.	Muhammad Husnul Ma'arif	Officer
<b>D. Division of Partnership and Public Relations</b>		
1.	Anna Dwi Kurniati, M.Ed.	Head
2.	Auberta Farica, S.S.	Officer
3.	Fitri Astar, S.Hum.	Officer
4.	Erry Novriansyah, Amd.	Officer
5.	Dwi Efririadi	Office Boy
<b>E. Division of Human Resources and General Affairs</b>		
1.	Hanifa Hairuli, S.Pd.	Head
2.	Nia Kurniasih, S.Pd.	Officer
3.	Drs. Asrul	Officer
4.	Rizki Rachman	Officer
5.	Annisa Nuria	Office Girl
6.	Iin Sodikin	Office Boy
7.	Bayu	Office Boy
8.	Hasanapi	Office Boy/Driver
9.	Eko Wahyu	Office Boy/Driver







Southeast Asian Ministers of Education Organization (SEAMEO)  
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