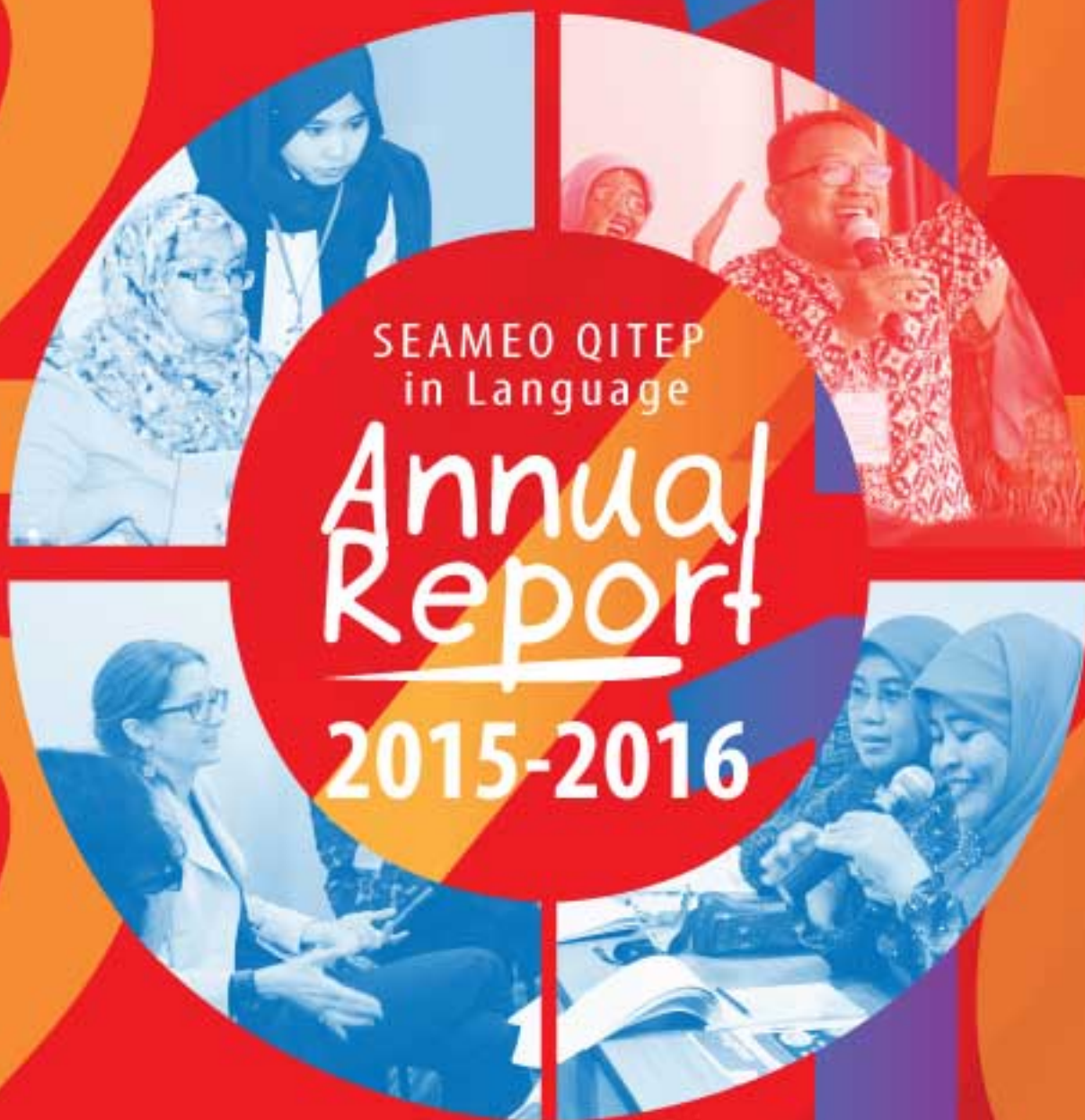




SEAMEO  
**QITEP**  
IN LANGUAGE



SEAMEO QITEP  
in Language

# Annual Report

2015-2016

[www.qiteplanguage.org](http://www.qiteplanguage.org)



SEAMEO QITEP  
in Language

# Annual Report

**2015-2016**

# Preface

This report presents the Centre's accomplishment in Fiscal Year 2015/2016. During this fiscal year, the Centre conducted various programmes to meet the needs of language teachers and education personnel both in the area of teaching methodology and action research. Also, the Centre has developed teaching/learning materials beneficial to language education.

This report serves as the Centre's accountability for its conduct. It is intended for Ministry of Education and Culture of the Republic of Indonesia, SEAMEO Secretariat, stakeholders and public and to keep them updated with the Centre's programmes and activities.

The Centre could not achieve much without the staff's tireless efforts and hard work. For this reason, I would like to express my appreciation for all staff who have shown their dedication. I would also like to express my sincere gratitude to all parties who have supported the Centre throughout the years.

Dr Felicia Nuradi Utorodewo  
Director







# Prioritizing Languages, Advancing Education



# List of Abbreviations

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<b>AEC</b>	ASEAN Economic Community
<b>AISOFOLL</b>	Annual International Symposium of Foreign Language Learning
<b>CAR</b>	Classroom Action Research
<b>CDELTEP</b>	Centre for Development and Empowerment of Language Teachers and Education Personnel
<b>CEFR</b>	Common European Framework of Reference
<b>CPD</b>	Continuing Professional Development
<b>ECE</b>	Early Childhood Education
<b>ILFL</b>	Indonesian Language for Foreign Learners
<b>MoEC</b>	Ministry of Education and Culture
<b>MTB-MLE</b>	Mother Tongue-Based Multilingual Education
<b>SAR</b>	School Action Research
<b>SEAQIL</b>	SEAMEO QITEP in Language
<b>TEFLIN</b>	Teaching English as a Foreign Language in Indonesia
<b>REGRANT</b>	Research Grant

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SEAMEO QITEP in  
Language Director  
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# Governing Board Members

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# Vision, Mission, Goals and Values

## **Vision**

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

## **Mission**

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

## **Goals**

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

## **Values**

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

# Executive Summary

The conducted programmes and activities presented in this report are in line with SEAMEO's Key Result Areas (KRA). Following are the programmes in each KRA.

1. **KRA 1 – Regional Leadership**  
The sub-KRA includes research and development as well as capacity building. The Centre organised various programmes under this KRA, namely SEAQIL REGRANTS, MTB-MLE, good practices on language teaching, material development, symposium, professional development programme and seminars.
2. **KRA 2 – Regional Visibility**  
Programmes and activities under this KRA include exploration of collaboration with Research Institute for Languages and Cultures of Asia (RILCA), Mahidol University, as well as developing various publications to enable stakeholders and public to access the Centre's programmes.
3. **KRA 3 – Solid Resource Base**  
Various staff development programmes were held and participated by the Centre staff in this fiscal year. The Centre also participated in SEAMEO's annual coordination meeting. In addition, staff participation and representation in international fora are also included in this KRA.

For Fiscal Year 2015/2016, there has been an increase of participation for the Centre's programme. The Centre has benefitted 1127 individuals. The number almost tripled last year's participation. However, this number is actually less than the target, 1234, that was caused by sudden cancellation from the participants.

The Centre's programmes and activities in this fiscal year were well-accepted by language teachers, education personnel as well as public. In the evaluation questionnaires, they requested the Centre to add more time for the training programmes. In addition, they also gave the Centre many topics/themes of what they want to learn. These comments and suggestions are very useful for the Centre to develop future programmes and activities.



# KRA I

Regional  
Leadership



## A. Research and Development

### a. *SEAQIL REGRANTS*

The Centre constantly looks for new ideas on how to improve language education. One of its ways is by encouraging language educators and practitioners to conduct research. In this third batch of SEAQIL REGRANTS, the Centre received 100 research proposals to be the nominees of its biennial grants.

To assess the proposals, the Centre invited experts on research and language education, namely Dr Aceng Rahmat and Dr Endry Boeriswati (Jakarta State University), Dr Eko Djuniarto (CDELTEP) as well as Sisilia S. Halimi, PhD (University of Indonesia) to be the Board of Examiners. They decided that 32 candidates were qualified to be awarded with the grants for batch three (FY 2016/2017).

The grantees are categorised into three groups, i.e., schools teachers (16), education personnel and language trainers (3) and language educators (13).

The following tables display list of the grantees.

No	Focus Area	Name(s) and Institution	Title of Research Proposal
1	Arabic	<b>Ade Rahmat</b> SMAN 11 Bandung, West Java	The Use of Edmodo-Based E-Learning to Enhance Students' Activity and Learning Result in Arabic Subject for Grade X IBB SMAN 11 Bandung Academic Year 2015/2016
2		<b>Muhamat Ichsan</b> SDIT Assalamah Ungaran, Central Java	The Improvement of Arabic Vocabulary Mastery by Combining React Method and Flashcard for Students of Grade IV in Azzahrawi SDIT Assalamah Ungaran
3	English	<b>Aziz Muslim</b> SMA Kartikatama Metro Lampung, Lampung	Increasing Students' Speaking Participation in English Classroom Learning through Board Game for Grade XII IPA of SMA Kartikatama Metro
4		<b>Fatkhur Rozi</b> SMAN 1 Welahan, Jepara, Central Java	The Implementation of Google Text to Speech on Android Smart Phone to Increase Students' Ability in Speaking at Grade XI of SMA Negeri Welahan Jepara Academic Year 2015/2016
5		<b>Fauziah Ratna Hapsari</b> SMAN 2 Semarang, Central Java	Alternative to Asses Students' Competencies in Learning Simple Past and Present Perfect Tenses for the Tenth Graders of SMA Negeri 2 Semarang

6	English	<b>I Gede Arya Sudira</b> SMAN 1 Singaraja, Bali	A Descriptive Study of Students' Perception on the Implementation of Blended Learning at SMA Negeri 1 Singaraja
7		<b>Latipah Hanum Lubis</b> MAN Model Kota Jambi	English Narrative Text Reading Skills to Improve English Using Reciprocal Strategy in Grade XI IPA Ibnu Sina MAN Model Jambi
8		<b>Mohd Sirhajwan Idek</b> Keningau Vocational College, Sabah, Malaysia	The Use of SOLO Taxonomy in ESL Reading as Technique of Enhancing Students' Critical Thinking Skills
9		<b>Nurusyifa &amp; Dhian Kurniawati</b> SD Jakarta Taipei School, Jakarta	Writing Skill of International Primary School Students (A Case Study of Misuse of Language on Narrative Text of Students of Grade VI in SD Jakarta Taipei School)
10		<b>Nur Zaida</b> SMPN 8 Kota Semarang, Central Java	Enhancing Recount Text Writing Competence Using Sketch to Stretch Strategy for Students of Grade VIII in SMP Negeri 8 Semarang Academic Year 2016/2017
11		<b>Putri Hefni Nazifah Hasibuan</b> SMAN 1 Muara Bungo, Jambi	Enhancing Students' Competence in Writing Procedure Text through "Make A Match" Learning Model in Grade XI SMAN I Muara Bungo
12		<b>Samini</b> SMPN 3 Satu Atap Sumberlawang, Central Java	Improving Students Activities Using Media Song and Puzzle Game with Family Life Theme on Grade VII A of SMPN 3 Satu Atap Sumberlawang Year 2016/2017
13		<b>Silfi Sanda</b> SMAN 4 Oku, South Sumatera	The Improvement of Students' Speaking Skill by Applying Emisi 11 for Recount Text for Grade XI IPA 1 SMA Negeri Oku
14		<b>Sri Surya Warni</b> SMAN 1 Muara Bungo, Jambi	Enhancing Students' Speaking Skills in English Language through Discussion Method in Grade XII SMAN I Muara Bungo
15		<b>Umi Fadhilah</b> SMKN 2 Depok, West Java	Contextual Learning to Improve Students' Competence in Writing Descriptive Text in SMKN 2 Depok
16		<b>Winarni</b> SMAN 14 Jakarta	Learning of Text-based Visual Literacy to Improve Students' Competence in Writing Descriptive in SMA Y Grade X

Table 1: List of Grantees – Schools Teachers Category

No	Focus Area	Name(s) and Institution	Title of Research Proposal
1	Arabic	<b>Ahmad Khozi</b> CDELTEP, Jakarta	Development of Communicative Competence-Based Arabic Language Test Models for SMA/MA Students in West Java
2	School Management	<b>Krisna Adiarini</b> SMA Edu Global School, Bandung, West Java	The Policy of Reading Journal as Homework Methodology Followed by Peer-Assisted Discussing Programme on Student's Active Learning Performance
3		<b>Mukmin Jauhari</b> SMAN 100 Jakarta	An Effort to Improve Teachers' Performance Utilising Learning Facilities in SMAN 100 Jakarta

Table 2: List of Grantees – Education Personnel and Language Trainers Category

No	Focus Area	Name(s) and Institution	Title of Research Proposal
1	Arabic	<b>Arif Widodo</b> Sunan Drajat Lamongan University, East Java	Development of Communicative Approach-based <i>Qawa'idul Lughah AL-Arabiyyah</i> Learning Model (Syntax) to Improve Speaking Skills of Indonesian Students (Implementation of the Students of Department of Arabic Language Education of Institute of Sunan Drajat Lamongan)
2		<b>Maman Abdurrahman, Dr H.; Ade Rahmat &amp; Mela Hanifa</b> Indonesian Education University, Bandung, West Java	Development of Multimedia-Based Evaluation Tools for Arabic Language in SMA Using Wondershare Quiz Creator
3		<b>Nuruddin, Dr &amp; Shafruddin Tajuddin, Dr</b> Jakarta State University	Culture-Based Teaching Models for Arabic Language Listening Skill Using Multimedia in Higher Education (Research and Development)
4		<b>Nurul Murtadho, Prof. &amp; Effendi Kadarisman, Prof.</b> Malang State University, East Java	Designing Curriculum and Teaching Materials of Lexical-Based Bilingual Arabic-English
5	English	<b>Nita Novianti &amp; Iyen Nurlaelawati</b> Indonesian Education University, Bandung, West Java	A Case Study of English Literature Teaching: Voicing the Voiceless
6		<b>Patrisius Istiarto Djiwandono</b> Ma Chung University, Malang, East Java	The Effectiveness of Blended Learning in Developing Reading Abilities, Vocabulary Mastery, and Encouraging Collaboration among University Students
7		<b>Sitti Nurfaidah</b> Islamic State Institute of Kendari, Southeast Sulawesi	Enhancing EFL Students' Speaking Skill Awareness through Reflective Learning (A Study of Language Awareness in IAIN Kendari)
8		<b>Suma Parahakaran, Dr; Ng Khar Thoe, Dr &amp; Ooi Li Hsien</b> Sathya Sai Educare Academy of Malaysia	Exploring Language Trainees' Literacy Beliefs and Perceptions Using a Values-Based Approach in Online Teaching and Learning (LANGUAGE)



9	English	<b>Wawan Hendrawan</b> Taruna Bakti Academy of Secretary and Management, Bandung, West Java	Conquering ASEAN Economy Community: A Quest for Finding the Best Teaching Material and Its Supporting Teaching Technique
10	French	<b>Ika Nurhayani &amp; Hamamah</b> Brawijaya University, Malang, East Java	Closing the GAP Between Structural and Communicative Approach in Language Teaching with Interactive Linguistic Games
11	ILFL	<b>Agita Risma Nurhikmawati &amp; Sri Lestari</b> Madiun Institute of Pedagogy and Teacher Education, Teachers Association of the Republic of Indonesia, Madiun, East Java	Improving Indonesian Speaking Skill of Foreign Learners' Students (Intermediate Level) in Columbia University by Using Conversations and Mashups Application
12		<b>Fenty L. Siregar, Maryani &amp; Rika Limuria</b> Maranatha Christian University, Bandung, West Java	An Investigation of International Students' Willingness to Communicate in Indonesia at Private University of West Java
13		<b>Kundharu Saddhono, Dr &amp; Laily Nurlina</b> Sebelas Maret University, Surakarta, Central Java & Muhammadiyah University of Purwokerto, Central Java	The Development Model of Javanese Culture- Based Learning Material by Using Scientific- Integrative Approach at Indonesian Language for Foreign Learners Program in Surakarta and Yogyakarta Cities

Table 3: List of Grantees – Language Educators Category

The Centre will invite selected grantees to present their research results at the 8<sup>th</sup> AISOFOLL in 2017.

#### b. MTB-MLE

Since 2010, the Centre has conducted various programmes to develop MTB-MLE. Some of which were workshops, needs analysis survey, international seminar and benchmarking.

In 2013, the Centre conducted a needs analysis survey in Bandung and Yogyakarta. The survey aimed to gather information on the practice of using mother tongue as language of instruction in elementary schools. The survey results acknowledged that elementary school teachers are in need of programmes which can improve their competence in using mother tongue as language of instruction. To fulfil the needs, on 11–16 April 2016, the Centre gathered 18 elementary school teachers to participate in a programme where they can enhance their Sundanese language. The programme was held at Gumilang Regency Hotel, Bandung.



In the programme, the participants improved their Sundanese language skills (i.e., listening, speaking, reading and writing). They practised the skills with the help of Dr Dingding Haerudin and Dr Usep Kuswari (Indonesian Education University) as well as Ms Indrani Dewi Anggraini (SEAMEO QITEP in Language).

Dr Usep Kuswari and Dr Dingding Haerudin encouraged the teachers to use traditional Sundanese folklore, poetry and songs as teaching materials. By developing those traditional texts through thematic approach, the teachers may relate them to other subjects (science, mathematics, art and culture) taught in the class.



By the end of the programme, the participants developed lesson plans and conducted a teaching simulation using Sundanese as a language of instruction. It is expected that upon their participation in this programme, the teachers are more confident in using their mother tongue as language of instruction and, thus, lead to the students' better learning comprehension.

The similar programme for Yogyakarta will be conducted in the second semester of 2016.





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

The Centre published a book entitled “Language Teaching Techniques: Good Practices from Indonesia” in April 2016. The book is the first product of SEAQIL Goes to Schools programme.

The programme was conducted in a series of workshop where language teachers (Arabic, English, French, German, Indonesian, ILFL, Japanese, Mandarin) wrote their creative teaching techniques used in their classes. The workshops have been conducted four times. The first two workshops were conducted in Bandung and Yogyakarta in 2014. Then, in August 2015, the Centre held two other workshops in Semarang and Malang.

The four workshops (Bandung, Yogyakarta, Semarang, Malang) resulted 164 drafts of good practices on language teaching. To produce a good book, the drafts should be selected, edited and finalised. To do so, on 7–11 December 2015, the Centre invited 22 language teachers, lecturers and teacher-trainers (Arabic, Chinese, English, French, German, Indonesia, Japanese, ILFL). They were facilitated by language experts, i.e., Dr Widodo Hs. (Malang State University), Dr H. Maman Abdurrahman (Indonesian Education University), Ms Wening Sahayu (Yogyakarta State University), Ms Anastasia Pudji Triherawanti (Semarang State University) as well as Dr Felicia Nuradi Utorodewo and Ms E. Nilla Pramowardhanny (SEAMEO QITEP in Language).

**d. *SEAMEO Village***

The six SEAMEO Centres in Indonesia collaborated to organise a programme entitled “SEAMEO STAR Village” as a part of community service. The programme was launched at the celebration of SEAMEO 50<sup>th</sup> Anniversary in October 2015. To follow up the programme, the six Centres prepared to conduct needs assessment survey. On 8–10 December 2015, under direction from Jesus C. Fernandez, PhD (SEAMEO BIOTROP), they developed their instruments based on their respective specialities, including agriculture, education, health and nutrition. As for SEAQIL, the information targeted was regarding the needs of professional development for language teachers in primary to secondary schools as well as ECE/kindergarten tutors.

Immediately after the instruments were ready, the team conducted the survey on Cihideung Ilir Village, Bogor, West Java on 11–12 December 2015. The Centre surveyed 37 respondents.





Based on the survey, it was acknowledged that the teachers in the village need professional development programmes. To meet the needs, the Centre decided to conduct such programme focusing on developing thematic learning models in the second semester of 2016. The year after, the Centre is going to hold another programme to improve junior high school teachers' competence in English language.



#### **e. Material Development**

To make betterment of language education, the Centre not only organises professional development programmes, but also develops materials beneficial for both teachers and students.

As a follow up to the syllabus development in 2014, the Centre developed seven materials for Arabic professional development programme on 9–14 November 2015. The materials mainly focused on teaching methodology, including (1) Teaching Methods for Integrated Arabic Language Skills, (2) Learning Models for Arabic Language, (3) Learning Media, (4) Lesson Plan Development, (5) Arabic Language Evaluation, (6) Simulation and (7) Cross Cultural Understanding.

To develop the materials, the Centre invited fifteen Arabic language teachers and lecturers as well as experts, namely Prof. Nurul Mutadho (Malang State University), Dr Nuruddin (Jakarta State University), Dr H. Maman Abdurrahman (Indonesian Education University), Mr Ahmad Ghozi (CDELTEP) and Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language). The Centre also involved Prof. Dr Emzir (Jakarta State University) to edit and finalise the materials.



Also in this fiscal year, the Centre succeeded in developing an Android-based English learning material for first grade of elementary school students. To complete the material, the Centre conducted a series of workshops. The first workshop produced a syllabus, learning materials and a storyboard for five themes, namely Alphabet, Number, Animals, School and Expression.

To review and revise the storyboard, the Centre conducted another workshop on 9–11 September 2015 at CDELTEP. The Centre invited Dr Setiadi Yazid (University of Indonesia), Mr Tyovan Ari Widagdo and Ms Ajeng Apriliani (PT Bahaso Intermedia Cakrawala) as well as Dr Felicia Nuradi Utorodewo (SEAMEO QITEP



in Language) to be the resource persons of the workshop. They gave input to nine Centre staff to produce the final version of storyboard for the learning materials and for the games.

**f. Syllabus Development: Digital-based Language Learning Materials**

Following the production of Android-based English learning materials for young learners, the Centre intends to create similar learning materials for Arabic, German, Japanese and Mandarin languages. As a first step, the Centre conducted a workshop to develop syllabi of learning materials for CEFR A1 level. The workshop was conducted on 7–10 June 2016 at Aston Priority Simatupang Hotel, Jakarta.

Ten language teachers and ten Centre staff participated in the workshop. To ensure that the syllabi meet its objective, they first deepened their knowledge on the concept of CEFR, digital platform for language learning, as well as analysis of curriculum and outline of media content. These materials were delivered by Mr Arief Basyari (Verticalabs), Ms Andamsari (Centre for Information and Communication Technology, MoEC) and Ms Indrani Dewi Anggraini (SEAMEO QITEP in Language).

At the end of the workshop, the participants developed syllabus for Arabic, Chinese, French, German, Japanese and Mandarin languages with the theme of “Introduction”.

**g. Sanctioning of Language Learning Evaluation Models**

Six language evaluation experts facilitated fifteen foreign language teachers and lecturers in editing and finalising scripts of language learning evaluation models in the workshop forum conducted on 7–11 June 2016 at Aston Priority Simatupang Hotel, Jakarta. They were (1) Heru Widiatmo, PhD (University of Iowa, USA), (2) Prof. Nurul Murtadho (Malang State University), (3) Ms Hatmi Idris and (4) Ms Lea Santiar (University of Indonesia), (5) Ms Nining Warningsih (Indonesian Education University) and (6) Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language).





These scripts, produced in 2014, were intended for A1 level of Arabic, German, Japanese, Mandarin and ILFL and will be published as a booklet of language learning evaluation model in the near future.

In addition to editing and finalising the scripts, the participants also learnt High Order Thinking Skills (HOTS). The participants, then, can apply the new acquired knowledge to encourage students to think on a level higher than memorising facts.

## B. Capacity Building

### a. Symposium

Annually, the Centre facilitates foreign language education practitioners and researchers to discuss and share their research results and good practices in teaching. For its 6<sup>th</sup> Annual International Symposium of Foreign Language Learning (AISOFOLL), the event was convened on 2–5 November 2015 at Harris Hotel, Tebet, Jakarta.

The Centre invited Dr Marco Stahlhut (Goethe Institut Jakarta), Raziana Abdul Rahman, PhD (Ministry of Education of Malaysia), Mr Michael Stout (Tsukuba University, Japan) and Prof. Assoc. Juree Suchonvanich, PhD (University of the Thai Chamber of Commerce, Thailand) to be the keynote speakers of the symposium.

The keynote speakers and 35 presenters shared and discussed their good practices with participants from various institutions in Indonesia. The focus of the discussion related to the theme of the symposium: “Classroom Action Research: Designing Innovative Foreign Language Teaching”.

The following are the summary of the symposium.

1. Educational policies in Malaysia and Indonesia give good opportunities for teachers to improve their professionalism. Various CPD programmes are designed to ensure that teachers always keep abreast with the latest development of science and technology.
2. The symposium covered various topics of Classroom Action Research, namely (1) Language Skills Development, (2) Grammar and Vocabulary, (3) Classroom Dynamic, (4) Materials Development, (5) Continuous Professional Development.





3. The above list strengthens the paradigm that only teachers themselves understand the situations of their classroom so they are the only valuable sources of knowledge of what should be done regarding the situations and as a result, changes can be made valuably according to their needs.
4. One of the great things about doing action research is, it always leads teachers to other situations in which they feel motivated to do a better investigation.
5. All of the attendees believe that action research is one of the effective media to change the teaching and learning problems or situations, because only through action research, teachers learn a great deal about themselves, their students and environments.

## **b. Regional Professional Development Programme**

### **1. Teaching Methodology**

This programme aims to increase language teachers' professional and pedagogic competence as part of teacher's competence developed by the Indonesian Government, c.q., MoEC. In the programme, the Centre invites experts on foreign language education to assist teachers in mastering (1) integrated language teaching methods, (2) models and media for teaching foreign languages, (3) cross cultural understanding as well as (4) evaluation.



In Fiscal Year 2015/2016, the Centre organised the programme in two provinces in Indonesia, i.e., Aceh and South Sulawesi. In Aceh, 29 Arabic Language teachers participated in the programme. In the seven-day programme, 8–14 May 2016, they enhanced their competence with the help of Dr Nuruddin (Jakarta State University), Dr H. Maman Abdurrahman and Dr Yayan Nurbayan (Indonesian Education University), Mr Ahmad Ghozi (CDELTEP) as well as Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language). The programme was held at Sulthan Hotel International, Banda Aceh.

Thirty-one Japanese language teachers in secondary schools were participants of the programme that was held on 23–29 May 2016 at Santika Makassar Hotel, South Sulawesi. In addition to the above-mentioned materials, they also gained knowledge on concept of JF-based Japanese language and autonomous learning. Ms Evi Lusiana and Ms Naomi Hatta (Japan Foundation), Ms Imelda (Hasanudin University) as well as Ms Indrani Dewi Anggraini (SEAMEO QITEP in Language) provided and presented the materials necessary for the participants' professional improvement.

To ensure the teachers' comprehension, they had to put the theories into practice. By the end of the programme, they were to develop lesson plans and conduct microteaching before the resource persons and fellow participants.

Based on the evaluation, the participants from both programmes suggested that the Centre adds more days so that the programmes could cover up more materials and knowledge. Adding more days was also meant to anticipate the night sessions of the programme since it was considered as ineffective. In addition, the participants also requested the Centre to invite more resource persons who could motivate and engage them in an active learning. This is to meet their needs in acquiring various experience and knowledge.

## 2. Action Research

To improve the quality of language education, the Centre encourages teachers and other education practitioners to conduct action research. Through its professional development programme, the Centre aims to improve their knowledge and skills on action research. This fiscal year, the Centre organised two programmes focused on different participants, i.e., school principals and language teachers from secondary school levels.



One programme was for 22 high school principals from 13 provinces in Indonesia. In the programme, they learnt (1) concept, purpose and scope of School Action Research (SAR), (2) problems, challenges and innovation in conducting SAR, (3) literature review and form of SAR report and (4) methodology of SAR. The Centre invited Dr Nur Arifah Drajadi (SMA Labschool Jakarta), Dr Eko Djuniarto (CDELTEP), Handoyo Puji Widodo, PhD (independent researcher) as well as Ms E. Nilla Pramowardhanny (SEAMEO QITEP in Language) to present the materials. The programme was held at Best Western Premiere—The Hive Hotel, Jakarta on 9–14 November 2015.



Another programme was for 30 language teachers. In the programme, they acquired the following basic knowledge on research, including (1) Role of Research for Teachers and Kinds of Education Research; (2) CAR Analysis; (3) Research Question Identification; and (4) Data Collection Techniques and Analysis. Ms Raden Maesaroh (Language Centre, Indonesian Education University), Ms Yahmawati Simatupang (Education Quality Assurance Agency of Jambi) and Ms E. Nilla Pramowardhanny (SEAMEO QITEP in Language)



gave input and feedback for the teachers throughout the programme which was held on 11–16 April 2016 at Golden Harvest Hotel, Jambi.

Despite the limited times they had, the participants were able to produce research proposals from both programmes. With regards to the SEAQIL REGRANTS Batch 3, four proposals from the Action Research Training were awarded with the grants for Fiscal Year 2016/2017. Two are for SAR and another two are for CAR.



### **c. In-Country Professional Development Programme**

Aside from organising professional development programmes within the country, the Centre also conducted the programmes in Brunei Darussalam and Cambodia. The programmes aimed to enhance language teachers' knowledge and skills on research methodology. In the programme, teachers practised to (1) analyse research reports, (2) identify research problems, (3) write research questions, (4) write literature review and (5) analyse data techniques. By the end of the programme, teachers, who participate in the programme, are to develop research proposals and to submit their proposals to SEAQIL REGRANTS.



In collaboration with the Ministry of Education of Brunei Darussalam, the Centre conducted a programme for 32 Bruneian foreign language (Arabic, Chinese, English) teachers. The programme was held on 30 August–4 September 2015 at Brunei Darussalam Teacher Academy Building, Bandar Seri Begawan, Brunei Darussalam. The Centre invited experts on research methodology and language education, namely Prof. Dr Emi Emilia (National Agency for Language Development and Cultivation), Ms Raden Maesaroh (Language Centre, Indonesian Education University) and Ms E. Nilla Pramowardhanny (SEAMEO QITEP in Language) to be the resource persons of the programme.



The next collaboration was with the Ministry of Education, Youth, and Sport of Kingdom of Cambodia, in which the Centre held the similar programme on 24–28 May 2016 at the Royal University of Phnom Penh, Cambodia. Twenty-nine Cambodian language (English, French, German, Japanese, Mandarin) teachers participated in the programme. The Centre invited Dr Nur Arifah Draji (SMA Labschool Jakarta), Ms Raden Maesaroh (Language Centre, Indonesian Education University) and Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language) to deepen the participants' understanding on research methodology.

The participants in both countries acknowledged that the programme was very useful for them in comprehending research methodology, particularly CAR. However, to make it more interesting, they requested the Centre to prepare more stimulating activities in the programme.

#### **d. Workshop**

##### **1. Creating Green Schools**

As corporate social responsibility, the Centre conducted the workshop on 21 December 2015. Dr Arief Sabdo Yuwono (SEAMEO BIOTROP), Mr Ramli, Mr Ery Suristono, Mr M. Sodik Yunadi and Ms Rukijati Widjiansih (SMKN 63 Jakarta) as well as Ms Indrani Dewi Anggraini (SEAMEO QITEP in Language) were the resource persons of the workshop.

One hundred and six participants, comprising teachers (from ECE to senior high school), community around the Centre as well as public, participated in the workshop. They understood quickly the concept to utilise the organic waste as compost material. In addition, with the help of students from SMKN 63 Jakarta, they practised to make indoor greenery, i.e., hydroponic plants, systems and nutrients.

This one-day workshop was well accepted by the participants, they even requested the Centre to conduct the workshop every year and to broaden the topic on go green movement.



##### **2. The Enhancement of Evaluation Competence for ECE Tutors**

The Centre aimed to enhance the competence of ECE tutors in evaluating their students from the cognitive, affective and psychomotor domains. Thus, the Centre held this workshop on 26–30 October 2015 at Collin Beach Hotel, Ambon, Maluku.

One hundred tutors from Ambon participated in the workshop. Most of the participants were acknowledged on the importance of this workshop and what they would obtain from it. The workshop provided them with the concept of evaluation, types of evaluation (cognitive,





affective, psychomotor) as well as evaluation and assessment. Apart from the planned-materials, they suggested the Centre to add more materials for the next programme, including child psychology, games for ECE students, and the use of mother tongue in basic education.

For this workshop, the Centre invited ECE experts, namely Ms Siti Basing (Office of Education, Youth and Sport for Ambon), Johnny Tjia, PhD (Sulinama Foundation, Ambon), Ms Mayke Sugianto Tedjosaputra (University of Indonesia), Ms Astrid W.E.N. (Rumah TigaGenerasi, Jakarta) and Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language) to be the resource persons. They guided the participants to develop evaluation instrument for ECE students.

### 3. Language Competence Assessment

In collaboration with Ministry of Education, Culture, Sport, Science and Technology (MEXT) Japan, the Centre held the workshop on 23–25 February 2016 at CDELTEP, Jakarta. The workshop aimed to improve language teachers' competence in preparing and developing non-test language competence assessment in accordance with teaching needs and learning process.

Thirty-nine language (Arabic, Chinese, English, French, German, ILFL, Japanese) teachers and nine Centre staff gained understanding of (1) assessment system in educational institution in Indonesia, (2) types of non-test instruments and (3) task instructions for creating non-test instruments. With the assistance of Prof. Chantal Hemmi, PhD (Sophia University, Japan) and Ms Sri Sulastini (Jakarta State University), the participants developed non-test learning instruments. By the end of workshop, the participants, in groups, presented the instruments to their fellow participants.

According to the participants, three days were not enough for this kind of workshop. They preferred to have more days with a more deepened and varied materials.





#### 4. Thematic Learning Models with Mother Tongue-based Approach

To improve teachers' comprehension on the basic concepts of 2013 Curriculum, the Centre conducted the workshop on 18–22 April 2016 at Aston Priority Simatupang Hotel, Jakarta. Particularly, the workshop purposed to develop thematic learning and its implication on mother tongue-based learning.

Participants of the workshop were 29 elementary school teachers from Ambon, Banten, Gorontalo, Jakarta, West Java, Central Java, East Java, East Kalimantan, Lampung, Makassar and Yogyakarta. They developed ten thematic learning models for the 1<sup>st</sup> graders of elementary schools under the guidance of five MTB-MLE and curriculum experts, namely Johnny Tjia, PhD and Ms Ludia Christina Maitimu (Sulinama Foundation, Ambon), Erry Utomo, PhD (Centre of Curriculum and Books), Dr Irene Maria Julia Astuti (State Polytechnic Creative Media, Jakarta) as well as Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language).

Despite their success in developing the learning models, they still requested the Centre to add more time and materials for the programme. They also suggested that the resource persons improve their material delivery to make the programme more attractive and engaging.

#### e. Seminar

##### 1. Language and Culture

On 26 November 2015, 237 language teachers, lecturers, college students and public from Jakarta, Bogor, Depok, Tangerang and Bekasi gathered in Santika Hotel, Depok, West Java. They came to share and discuss quality improvement for language education and culture. The topic become important as it serves as a front-line to prepare the people in facing the ASEAN Economic Community (AEC).

Experts on language and culture of Southeast Asia were invited to raise awareness and disseminate understanding of AEC 2015 to the participants. They were (1) HE Amb. Rahmat Pramono and (2) Mr J. S. George Lantu (Ministry of Foreign Affairs of the





Republic of Indonesia), (3) Dr Wisnu Bawa Tarunajaya (Ministry of Tourism of the Republic of Indonesia), (4) Prof. Dr Emi Emilia (National Agency for Language Development and Cultivation), (5) Ms Rina Imayanti (MoEC of the Republic of Indonesia), (6) Mr Reynaldo de Archellie and (7) Dr R. Cecep Eka Permana (University of Indonesia), as well as (8) Dr Felicia Nuradi Utorodewo (SEAMEO QITEP in Language).

The seminar was divided into three panels with three different themes, i.e., (1) Position and Opportunity of Indonesia between Southeast Asian Countries in the AEC 2015, (2) Foreign Language Competence in Determining Success in AEC 2015, and (3) The Importance of Southeast Asian Culture-Based Learning to Encounter AEC 2015.

Although the themes and topic of the seminar were beneficial for the participants, as they stated, they suggested some other topics to be discussed at the next seminar. They also requested the Centre to provide them with a hand-out to make their comprehension better.



## 2. Regional Seminar on Education in Southeast Asia

The Centre, along with the other SEAMEO Centres in Indonesia, organised a seminar as a part of SEAMEO 50<sup>th</sup> Anniversary celebration. The seminar was held on 8 October 2015 at Building A, MoEC of the Republic of Indonesia, Jakarta.

The seminar was officially opened by HE Anies Baswedan, PhD, Minister of Education and Culture of the Republic of Indonesia (2014–2016), who also delivered keynote speech. Following the speech were presentations delivered by Governing Board Members of four SEAMEO Centres (QITEP in Language, QITEP in Mathematics, QITEP in Science and SEAMOLEC) as well as invited outstanding teachers from Jakarta, West Java and West Sumatera. The Centre invited HE Asst. Sec. Tonisito M.C. Umali, Esq. (Department of Education of the Republic of the Philippines), Ms Delly Anne (SMAN





27 Jakarta) and Mr Wasito Hadi (SMAN 47 Jakarta) to be the resource persons (speakers) in the seminar.

Through his paper entitled “Mother Tongue-Based Multilingual Education (MTB-MLE) and Its Role in the Philippine Enhanced K-12 Basic Education Programme”, HE Asst. Sec. Tonisito M.C. Umali, Esq. broadened the attendees’ knowledge on the current education development in his respective country.

In her presentation, Ms Delly Anne shared her success in developing her students’ speaking skills using ‘Guessing Word’ and ‘Information Gap Learning Models’. In addition, Mr Wasito Hadi gave tips on how to use EGRA model in teaching expression.

To sum up, the attendees, comprising 200 language, mathematics and science teachers voiced their opinions. They admitted that the seminar served as a platform for discussion and sharing among teachers. Thus, the seminar achieved its purposes. They were

- (1) to raise teachers’ awareness on the importance of strengthening characters and competence in improving the quality of education in Indonesia;
- (2) to facilitate teachers, education personnel and education observers to share ideas on the latest trends of education as well as to share their best practices in teaching.

For 54 language teachers who attended the seminar, the Centre expected them to be able to increase their teaching competence particularly in preparing students to be competitive in Southeast Asia.







## **f. Other Programmes**

### **1. Competency Development for ECE Managers**

The programme was conducted on 26–29 December 2015 as part of the Centre's attempt to expand the MTB-MLE programme. Thirty ECE managers were invited to Ning Tidar Hotel, Magelang, Central Java. They gathered to increase their competence in managing their schools, particularly in managerial aspect as well as teaching and learning process in using mother tongue as language of instruction (MTB-MLE).



To achieve the aim, the Centre invited education experts to be the resource persons. They were Mr Sahid (Office of Education for Magelang), Ms Siti Banatun Nafiah (Association for Teachers and Education Personnel of ECE in Indonesia), Dr Purwati (Muhammadiyah University, Magelang) and Ms Indrani Dewi Anggraini (SEAMEO QITEP in Language).

During the action plan session, the participants suggested that the Centre should organise levelling programmes for ECE tutors, i.e., lower, middle and upper. They were also in need of teaching methodology programmes focusing on the use of mother tongue as language of instruction.



### **2. Quality Improvement of English Language Teachers - Phase III**

Three SEAMEO QITEPs (Language, Mathematics and Science) collaborate with Association of Karo Indonesia Society to improve the quality of teachers in Karo Regency, North Sumatera. For the training, the three QITEPs conducted the activity in several phases. The first and second phases of the training were conducted in early 2015.

The third phase of the training was held on 26–30 October 2015 at Grand Orri Berastagi Hotel, Karo,





North Sumatera. Eleven English teachers of senior and vocational high schools attended and participated in the training.

Ms E. Nilla Pramowardhanny and Ms Itra Safitri (SEAMEO QITEP in Language) assisted the participants in improving their knowledge and skills on classroom language and language skills development.

The participants commented that the materials presented in the programme were very useful and applicable. In addition, by acquiring deep understanding on the concept of CEFR, they could assess their own level of English language competence. Nevertheless, they recommended that the Centre could organise another phase since they obtained new teaching methods from the programme. They also suggested that the programme include teaching real students in a classroom instead of doing microteaching.

### 3. Popular Scientific Article Writing

The programme aimed to enhance language teachers' competence in writing popular scientific article. On 14–16 March 2016 at Best Western Hotel, Mangga Dua, Jakarta, twenty teachers from Depok, Jakarta, Lampung and Tangerang learnt types of text and the rudiments of popular scientific article writing. They also practised to do self-editing for their writing.

The Centre invited Mr Bambang Trimansyah (Trim Komunikata), Dr Dewaki Kramadibrata (University of Indonesia), Dr Liliana Muliastuti (Jakarta State University) and Ms Indrani Dewi Anggraini (SEAMEO QITEP in Language) to be the resource persons of the programme. They facilitated the participants in writing drafts of popular scientific article. They also gave some strategies on how to write articles worthy to be published in the media.

By the end of the programme, the participants submitted the revised articles to the Centre and they hoped that their writings could be published in a form of a book. That way, it can be used as a model.



#### 4. The Use of PowerPoint as Teaching Media

Aiming to enable teachers to be skilled in using PowerPoint presentation slides, the Centre conducted the programme on 14–16 March 2016 at Best Western Hotel, Mangga Dua, Jakarta. Twenty junior high school teachers from Jakarta participated in the programme. In the programme, they acquired the basic tools on how to design and use PowerPoint as a teaching medium.

Ms Indrani Dewi Anggraini (Deputy Director of Administration) as well as Mr Abdul Hadi, Mr Fauzi Herman Sulistianto and Mr Bayu Andri Subekti (Division of ICT and Networks) provided the necessary materials and encouraged the participants to practise using PowerPoint.

The participants, however, requested the Centre to add more time to allow them to comprehend and practise more. They also suggested that the resource persons improve their skills in delivering the materials.



#### 5. Teaching Literature

The Centre conducted this programme to support School Literacy programme suggested by the Minister of Education and Culture of the Republic of Indonesia (2014–2016), HE Anies Baswedan, PhD.

Twenty Indonesian language teachers from secondary schools in Jakarta and Depok participated in the programme held on 21–23 March 2016 at Swiss-Belhotel, Mangga Besar, Jakarta.

The Centre invited Ms Ririk Ratnasari (CDELTEP), Mr Ibnu Wahyudi and Ms Herlin Putri Indah Destari (University of Indonesia) to enhance the teachers' competence in teaching literature. They demonstrated how to teach prose, poetry and drama by a technique called *MENARIK* (*Menarik, Efektif, Nyaman, Asyik, Rekreatif, Interaktif dan Kreatif*/ Attractive, Effective, Convenience, Fun, Recreational, Interactive and Creative). Furthermore, they shared tips and tricks on how to select the appropriate materials to teach literature.







At the end of the programme, the participants developed action plans to teach literature for their students.

The participants commented that the programme was useful since they learnt new applicable techniques and interesting methods to teach drama, prose and poetry. In the next programme, they requested the Centre to invite poets or authors so that they could practise more and do simulation.

## 6. The Use of Smartphone in Teaching/ Learning Process

Through this programme, the Centre aimed to improve teachers' competence in using video feature in smartphone as a teaching medium. Twenty junior high school teachers gathered at Swiss-Belhotel, Mangga Besar, Jakarta on 21-23 March 2016 to participate in this programme.

With the assistance of resource persons, namely Dr Felicia Nuradi Utorodewo (Centre Director), Mr Abdul Hadi, Mr Fauzi Herman Sulistianto and Ms Hana Alfianthi (Division of ICT and Networks), the teachers learnt to write simple scripts and practised (in groups) to develop video-based learning materials by using smartphone. The teachers, nevertheless, commented that they could learn more should the Centre allot more time than this three-day programme. To facilitate them in comprehending the materials, they suggested that the resource persons improve their techniques and skills in delivering the materials.





## 7. Quality Improvement of English Language Teachers – Phase I

In collaboration with the Office of Education, Youth and Sports for Aceh Jaya Regency, the three SEAMEO QITEPs (Language, Mathematics, Science) organised professional development programmes for those three groups of teachers.

As for SEAQIL, they aimed to increase English language teachers' professional and pedagogy competence in the regency. On 22–28 May 2016, 20 junior high school and 23 secondary school teachers participated in the programme held at SMP 1 Calang and SMA 1 Calang.

Ms Yenny Sukhriani (SMAN 60 Jakarta) and Ms E. Nilla Pramowardhanny (SEAMEO QITEP in Language) deepened the participants' comprehension on (1) teaching and learning process, (2) text-based learning, (3) types of text, (4) text writing and development, (5) language learning models as well as (6) language learning assessment. All are geared within the context of 2013 Curriculum.

After the resource persons' presentation, the participants were assigned to develop lesson plans and conduct microteaching with students of SMP and SMA at the end of the programme. This was to ensure the participants' comprehension on the materials acquired during the programme.

The participants commented that the programme was very useful since it fulfilled their professional needs. They also suggested that the Centre should allot more time for the programme to enable them to practice more. Also, they requested the Centre to offer more activities to the regency in which they could be more actively involved.





# KRA II

Regional  
Visibility

## A. Strengthening Linkages

### a. *SEAMEO Night*

Organised collaboratively by the six SEAMEO Centres in Indonesia, this event was the peak of SEAMEO 50<sup>th</sup> Anniversary celebration. In the event, the six Centres officially launched their projects; namely SEAMEO Star Village and SEAMEO Smart City; as well as a coffee table book entitled “Building a Legacy in Education, Science, and Culture in Southeast Asia: Achievements of Six SEAMEO Centres in Indonesia”. Also in the event, the six Centres expressed their appreciation for Prof. Bambang Sudibyo, Indonesia’s then minister (2004–2009), who had put great efforts in the establishment of three QITEPs in Indonesia.

It was a great privilege to have HE Anies Baswedan, PhD, Minister of Education and Culture of the Republic of Indonesia (2014-2016) as the host of the event. In his remarks, he acknowledged the six Centres’ achievements in improving the quality of education in Southeast Asia.

Approximately 350 officials from the MoEC of the Republic of Indonesia; GB Members, Board of Directors and staff of the six Centres as well as partner institutions attended the grand event on 7 October 2015 at the main lobby of Building A, MoEC, Jakarta.





**b. RILCA, Mahidol University, Thailand**

Ms Indrani Dewi Anggraini (Deputy Director of Administration) and Ms Itra Safitri (Head of Division of Human Resources and General Affairs) visited Research Institute for Languages and Cultures of Asia (RILCA), Mahidol University, Thailand on 7–10 December 2015. The visit aimed to discuss the preparation of a joint programme between the two institutions, namely Training of Trainer for Mother Tongue Instructors.

In RILCA, the delegates met and had discussion with Assoc. Prof. Dr Sophana Srichampa, Prof. Suwilai Premsirat, Assist. Prof. Dr Siripen Ungsitipoonporn, Dr Mayuree Thawornpat, Mr Uniansasmita Samoh and Ms Miranda Burarungrot. The discussion resulted a grand design for the programme. It is hoped that the collaboration will be started in May 2017.



**c. Visit of SEAMEO Council President**

On 25–28 April 2016, twelve Ministers of Education from Southeast Asia and their delegates attended several back-to-back meetings and visits, namely (1) the 6<sup>th</sup> Annual Forum for High Officials of Basic Education of SEAMEO Member Countries and Associate Members, (2) the 2<sup>nd</sup> Strategic Dialogue for Education Ministers (SDEM), (3) Visit to SMPN 1, Bandung and (4) Visit to SEAMEO QITEP in Science. HE General Dapong Ratanusawan, the current SEAMEO Council President, who is also Minister of Education of Thailand, led the 6<sup>th</sup> annual forum and the 2<sup>nd</sup> SDEM.

In the 2<sup>nd</sup> SDEM, Dr Felicia Nuradi Utorodewo (Centre Director) and Ms E. Nilla Pramowardhanny (Deputy Director of Programme), along with other SEAMEO Centres, presented the Centre's future roadmap.

The Centre also took part in the event where the ministers visited SEAMEO QITEP in Science. On the occasion, the Centre launched its current publication, i.e., a book entitled “Language Teaching Techniques: Good Practices from Indonesia”. The Centre also introduced Android-based English learning materials for elementary school students, which will be published in near time, to the ministers and delegates.



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

In Fiscal Year 2015/2016, the Centre issued some publication materials, including, Android-based English learning materials and book entitled “Language Teaching Techniques: Good Practices from Indonesia”.

The Centre exhibited its products and accomplishments to the stakeholders and public in some exhibitions such as:

1. Education Exhibition on SEAMEO 50<sup>th</sup> Years Anniversary (Jakarta, 7–8 October 2015)
2. 2016 National Conference (Depok, 22–24 February 2016)
3. Visit of SEAMEO Council President (Bandung, 27 April 2016)











# KRA III

Solid  
Resource  
Base

## A. Financial Viability

The Centre's programmes and activities for Fiscal Year 2015/2016 were fully funded by the Government of the Republic of Indonesia with an exception of three collaborative programmes. One programme, namely Workshop on Language Competence Assessment, was funded by Ministry of Education, Culture, Sport, Science and Technology (MEXT), Japan. For the other two programmes, i.e., Training on Quality Improvement of English Language Teachers, the Centre had cost-sharing agreement with Association of Karo Indonesia Society and the Office of Education, Youth and Sports for Aceh Jaya Regency.

Aside from financing its programmes and activities, the Centre also allocated the funds for its infrastructure maintenance. To sum up, the Centre spent a total of \$739,467 from the planned budget in this fiscal year. Details of the Centre's budget expenditure for Fiscal Year 2015/2016 are shown in the next table.

Subsidiary Account	Budget	Realization
	USD	USD
<b>Capital Funds</b>		
Furniture and Equipment	\$ 34,470	\$ 26,910
Transportation Equipment	\$ 1,537	\$ 1,317
Library and Materials	\$ -	\$ 106
Leasehold Improvements	\$ 89,367	\$ 80,355
<b>TOTAL CAPITAL FUNDS</b>	\$ 125,374	\$ 108,688
<b>Operating Funds</b>		
Salaries and Wages	\$ 130,285	\$ 126,241
Travel and Transportation	\$ 10,732	\$ 7,378
Operating Supplies	\$ 21,291	\$ 12,320
Communications	\$ 40,055	\$ 21,903
Utilities	\$ 11,113	\$ 9,722
Seminars and Conferences	\$ 26,226	\$ 19,667
Repairs and Maintenance	\$ 11,568	\$ 11,849
Fund-Raising and Public Relations	\$ 68,475	\$ 41,402
Representation and Entertainment	\$ 11,708	\$ 11,660
Professional Services	\$ 4,000	\$ 3,800
Clearinghouse and Professional Publications	\$ 48	\$ 47
Insurance	\$ 2,824	\$ 1,581
Miscellaneous	\$ 2,159	\$ 1,477
<b>TOTAL OPERATING FUNDS</b>	\$ 340,485	\$ 269,047
<b>Special Funds</b>		
Training and Research Scholarships	\$ 448,882	\$ 342,773
Governing Board Meeting	\$ 25,831	\$ 9,595
Seminars and Conferences	\$ 21,745	\$ 9,364
<b>TOTAL SPECIAL FUNDS</b>	\$ 496,458	\$ 361,733
<b>TOTAL</b>	\$ 962,317	\$ 739,467





## B. Management Efficiency

### a. SEAMEO Coordination Meeting

#### 1. 38<sup>th</sup> High Officials Meeting

Dr Felicia Nuradi Utorodewo (Centre Director) and Ms Indrani Dewi Anggraini (Deputy Director of Administration) attended the 38<sup>th</sup> High Officials Meeting held on 29 November–1 December 2015 at Dusit Thani Bangkok Hotel, Bangkok, Thailand. One of the decisions achieved in the meeting was for SEAQIL to pursue the compilation programme of good practices on language teaching from Indonesia.

Along with other 150 delegates comprising officials from the Ministries of Education of SEAMEO Member Countries, representatives of SEAMEO Associate and Affiliate Members, Directors of SEAMEO Centres/Networks, they reviewed and planned the programmes and operations of the Organisation. Decisions and recommendations from the meeting will be discussed in the 2017 SEAMEO Council Conference.

#### 2. 2016 Centre Directors Meeting

Officials of 21 SEAMEO Centres/Networks, representatives of SEAMEO Associate and Affiliate Members as well as partners attended this coordination meeting. This fiscal year, the meeting was held on 27–29 July 2016 at S31 Sukhumvit Hotel, Bangkok, Thailand.



In the meeting, Dr Felicia Nuradi Utorodewo (Centre Director), Ms E. Nilla Pramowardhanny (Deputy Director of Programme) and Ms Indrani Dewi Anggraini (Deputy Director of Administration) along with officials of other SEAMEO Centres reported each Centre's conducted programmes and activities as well as achievements throughout the fiscal year. In addition, proposed programmes or projects of each Centre were discussed.

The meeting also served as a platform for each Centre to expand their networks with Associate and Affiliate Members as well as partners.

#### **b. 6<sup>th</sup> Governing Board Meeting**

On 4–9 October 2015, Governing Board Members for Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, and Singapore; Representatives of Brunei Darussalam, Cambodia and Vietnam; Deputy Director for Programme and Development of SEAMEO Secretariat as well as observer from the Bureau of Planning and International Cooperation of MoEC of the Republic of Indonesia attended the meeting held at Century Park Hotel, Jakarta.

The meeting attendees approved six working papers, namely (1) Annual Report FY 2014/2015, (2) Finance Report FY July 2014–June 2015, (3) External Auditors, (4) Proposed Programmes for FY 2016/2017, (5) Proposed Three-Year Budget for FY 2016/2017, 2017/2018 and 2018/2019, (6) Proposed Date and Venue for the 7<sup>th</sup> Governing Board Meeting.

The Governing Board Members and Representatives participated not only in the meeting but also in other series of events conducted consecutively, namely Education Exhibition on SEAMEO 50<sup>th</sup> Years Anniversary, SEAMEO Night and Regional Seminar on Education in Southeast Asia. The series of events were collaboratively held by the six SEAMEO Centres in Indonesia to celebrate SEAMEO 50<sup>th</sup> Anniversary.







## C. Human Resource Management

### a. Staff Development

#### 1. Report Writing

Realising the fact that the Centre staff continuously deals with writing reports, the Centre invited an expert on report writing, i.e., Mr Semba Biawan (Value Consult) to conduct the in-house training. For two days, twenty Centre staff practised to write different types of reports. The in-house training was conducted on 1–2 December 2015.



#### 2. Staff Gathering

On 13–15 December 2015, thirty-three Centre staff joined the programme in The Village Pancawati, Bogor, West Java. During the three-day programme, they enjoyed various team building games. The programme aimed to create closeness and better cooperation among the staff.



#### 3. Training of Trainer – Phase I

In order to prepare some of its member to be academic staff, the Centre held the in-house training on 16–20 December 2015. Thirteen Centre staff and five ILFL teachers from University of Indonesia learnt all it takes to be a good trainer, from public speaking to peer teaching. For five whole day, they absorbed all knowledge given by the resource persons. They were Dr Nuny Sulistiany Idris (Indonesian Education University); Mr Edo Lavika (Citas Ide Aksi); Ms Paulina Chandrasari (Atmajaya Catholic University); Ms Jehan Ananda Aliyah K.H., Ms Indriyanti Rodjan and Ms Emy Widiarti (CDELTEP).





#### 4. Designing Training Programme

As a centre that provides training programme for teachers and education personnel, the Centre needs to improve its staff's ability to develop a more improved training programme for its customer. Seventeen Centre staff acquired knowledge on how to design better programme for the Centre from Mr Agus Mauludi (Value Consult). The in-house training was conducted on 28–29 December 2015.



#### 5. Other Programmes

Aside from organising staff development programmes, the Centre also gave the opportunities for its staff to be competent in their desired area. Thus, the Centre allowed them to join the following activities.

- ICT
  - 1) 3D Maya Production for TV Commercial organised by International Design School (4 August–22 October 2015)
  - 2) DELL Technical Update (12 April 2016)
  - 3) Training on Computer Applications for the Improvement of Staff Performance (9–18 February 2016 and 18–27 April 2016)
  - 4) Development of ICT-based Learning organised by SEAMOLEC (27–29 April 2016)
  - 5) Training on Scientific Photography organised by SEAMEO BIOTROP (18–20 August 2015)
- Human Resource & Public Relations
  - 1) Training on Human Resource Management for Non-Human Resource Manager organised by Prasetya Mulya School (11–13 August 2015)
  - 2) Training on Corporate Media Publication organised by Value Consult (18–19 November 2015)
  - 3) Comprehensive Writing Skill for Corporate Branding organised by Value Consult (19–20 November 2015)
- Language
  - 1) National Seminar SINOLOGI “China Dream: Konfusius dan Tiongkok Sekarang” organised by University of Indonesia and Confucius Institute (10 November 2015)







### **b. Staff Participation in International Fora**

The Centre constantly strives to realise its vision and achieve its objectives. By delegating its staff to participate in various international fora, the Centre acquired knowledge beneficial to better develop as a centre of professional excellence for language teachers and education personnel. This fiscal year, the Centre staff attended the following fora.

1. Workshop on SEAMEO's New Education Agenda: the 7 Priority Areas organised by SEAMEO Secretariat (16–17 November 2015)
2. JALT International Conference 2015: 41<sup>st</sup> Annual international Conference on Language Teaching and Learning & Educational Materials Exhibition organised by Japanese Association of Language Teachers (JALT) (18–24 November 2015)
3. Development Evaluation Training Workshop organised by SEAMEO TROPED Network (30 November–4 December 2015)
4. Country-Level Workshop on SEA-TVET Harmonisation and Mobility organised by SEAMEO Secretariat (22–23 December 2015)
5. Workshop on Action Plan of Adopting 21<sup>st</sup> Century Skills through Southeast Asia Digital Class organised by SEAMEO QITEP in Science (2–4 September 2015)



6. The 62<sup>nd</sup> TEFLIN International Conference 2015 organised by Udayana University (14–16 September 2015)
7. Stakeholder Consultation: UNICEF EAPRO Regional Strategy on Language, Education and Social Cohesion (LESC) and Multilingual Education (MLE) organised by UNICEF East Asia and the Pacific Regional Office (EAPRO) (8 December 2015)
8. School Networking Programme organised by Ministry of Education, Youth and Sport of the Republic of Cambodia (4–7 November 2015)
9. International Seminar on Languages and Arts (ISLA)-4 organised by Padang State University (22–24 October 2015)

### c. **Programme Evaluation**

Each year, the Centre evaluates its performance in conducting its programmes and activities. This year, the Centre invited three officials of CDELTEP to share their experiences in holding programmes similar to the Centre.

On 9 February 2016, 31 Centre staff reviewed and discussed the implementation of the Centre's programmes and activities in Fiscal Year 2014/2015. The Centre, as it happens, absorbed 87% of the budget out of 90% of the targeted budget.

Three officials of CDELTEP gave some suggestions to overcome the problem. They also gave some inputs for the better conduct of the Centre's programmes and activities.

From the discussion, it was decided that the Centre will (1) prepare its programmes in the beginning of each year, (2) set priority for its programmes and (3) invite an additional of 10% of the targeted number of participants to overcome sudden cancellation of the participants.





#### d. Staff Representation



**Ms Indrani Dewi Anggraini**

- Paper entitled "The Importance of Teaching Intercultural Communication in ELT within Southeast Asian Context"
- Event: 6<sup>th</sup> International Conference on TESOL
- Held on 13–15 August 2015 at SEAMEO RETRACT

**Dr Felicia Nuradi Utorodewo**



- Theme of paper: Translator of Script Containing Local Culture as Foreign Language Teaching Materials
- Event: Training on Development of ILFL Teaching Materials
- Held on 18 August 2015 at Language Centre of South Sumatera Province



**Mr Nirwansyah**

- Paper entitled "SEAQIL and Arabic Language Teaching"
- Event: 9<sup>th</sup> International Scientific Meeting of Arabic Language and 5<sup>th</sup> IMLA
- Held on 27–29 August 2015 at State Islamic University of Maulana Malik Ibrahim, Malang

**Dr Felicia Nuradi Utorodewo**



- Paper entitled "ASEAN: The Opportunities and Challenges of BIPA"
- Event: International Conference of ILFL Teaching (KIPBIPA)
- Held on 30 September–2 October 2015 at Harris Sunset Road Hotel, Denpasar, Bali

**Ms Indrani Dewi Anggraini**



- Paper entitled "The Importance of Teaching Intercultural Communication in ELT within Southeast Asia and Pacific Context through Their Children Literature"
- Event: 2015 Festival of Indonesian Language and Literature with the theme entitled "Language, Literature and Learning as the Base for Creative Industry"
- Held on 21 October 2015 at Jakarta State University

**Ms Rizma Angga P.**



**Ms Susi Fauziah**

- Paper entitled "BIPA Video SEAMEO QITEP in Language"
- Event: 2015 Festival of Indonesian Language and Literature with the theme entitled "Language, Literature and Learning as the Base for Creative Industry"
- Held on 21 October 2015 at Jakarta State University



**Ms Indrani Dewi Anggraini**

- Paper entitled "Teaching Postcolonial Literature on Aboriginity and Gender Issues Represented in Australian Contemporary Aboriginal Literature"
- Event: 1<sup>st</sup> International Conference on Language, Teaching and Education (ICLTE) 2015
- Held on 24–25 October 2015 at Holiday Villa Hotel and Suites 9, Subang Jaya, Malaysia



**Dr Felicia Nuradi Utorodewo**



- Paper entitled "The Improvement of ILFL Teachers' Professionalism"
- Event: Annual Scientific Meeting of ILFL Teachers (PITA BIPA)
- Held on 16 January 2016 at University of Indonesia

**Dr Felicia Nuradi Utorodewo**



**Ms E. Nilla Pramowardhanny**



- Themes of Paper:
  - SEAQIL's Role in ILFL Learning
  - The Teaching and Learning of Indonesian Language
  - Language Policy in Indonesia and Southeast Asian countries
  - General Linguistics
- Event: El Colegio de Mexico Cuerpo Académico "Traducción, Lingüística y Pedagogía de Lenguas Asiáticas y Africanas"
- Held on 14–17 March 2016 at El Colegio de Mexico

**Mr Erry Novriansyah**



**Ms Nanda Pramuchtia**



**Mr Bayu Andri Subekti**

- Event: Training on Modern Office Management (Infographics)
- Held on 23–25 February 2016 at Veranda Hotel, Jakarta
- Organised by Bureau of International Planning and Cooperation, MoEC

**Mr Ahmad Ghazi**



**Mr Nirwansyah**

- Paper entitled "The Effectiveness of Arabic Language Teaching Process in Improving Speaking Skill of Boarding School Students (Descriptive Study at Pondok Salaf in West Java and Central Java Provinces)"
- Event: 3<sup>rd</sup> International Conference on Arabic Studies and Islamic Civilization 2016
- Held on 14–15 March 2016 at Federal Hotel, Kuala Lumpur, Malaysia



**Ms Indrani Dewi Anggraini**

- Paper entitled "Building International Business Communication with Cultural Awareness: SEA Context"
- Event: Forum of English Literature Department
- Held on 22 March 2016
- Organised by Bina Nusantara University

# SEAMEO QITEP in Language Director and Staff Members

## Board of Directors



**Dr Felicia Nuradi  
Utorodewo**  
*Director*



**Ms E. Nilla  
Pramowardhanny**  
*Deputy Director of Programme*



**Ms Indrani Dewi  
Anggraini**  
*Deputy Director of Administration*



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*Head*



**Ms Reni Anggraeni**  
*Staff*



**Ms Rizma Angga P.**  
*Staff*



**Mr Nirwansyah**  
*Staff*



**Mr Reski Alam G.**  
*Staff*

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## Division of Research and Development Programme



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*Head*



**Ms Estiningsih S.**  
*Staff*



**Ms Talitha Ardelia S. R.**  
*Staff*



**Ms Winda Mariam S.**  
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**Mr Bayu Andri Subekti**  
*Staff*



**Ms Hana Alfianthi**  
*Staff*



**Mr Fauzi Herman Sulistianto**  
*Staff*



**Mr Wendy Nur Falaq**  
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*Head*



**Mr Yurisman Mapala**  
*Assistant Treasurer of Expenditure*



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*Staff*



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*Staff*



**Ms Adila Tiara S.**  
*Staff*



**Ms Annisa Nuria H.**  
*Staff*



**Mr Dwi Efririadi**  
*Staff*



Mr Iin Sodikin  
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Mr Sugiat  
Staff



Mr Hasanapi  
Staff



Mr Eko Wahyu  
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**QITEP**  
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