PRESIDENT UNIVERSITY

Internship Report for

The Ministry of Foreign Affairs of Republic of Indonesia

The Directorate of West European Affairs

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This report was made for the completion of President University internship program in 9th semester from March 23rd 2015 until June 29th 2014. I was recruited in Ministry of Foreign Affairs of the Republic of Indonesia and worked as intern student for Socio-Culture Section of Directorate of Western European Affairs, Directorate General of American and European Affairs. Throughout my internship period, I had worked with many people without hesitation that had helped me to successfully accomplish my internship. It was very privilege for me to do the internship in Directorate of Western European Affairs with the friendly and professional atmosphere. At the beginning of this report, it is a pleasure that I acknowledge those people most directly involved in my internship program. It is a great pleasure to acknowledge with thanks for never-ending support from my parent and my brother both mentally and financially; my on-site supervisor Miss Adelia Ogantini and Mr Eric Hendra as my mentor for willingness to assist me promptly at all times throughout the internship program.

I am grateful to Mr. Agung Kurniadi as Director of Western European Affairs for giving the opportunity and providing facilities for my internship program. My gratitude is extended to all staffs in Directorate of Western European Affairs for giving me friendly guidance. I am also grateful to have helpful intern fellows around, especially Febri, from Gadjah Mada University and Lisa, the diplomat school student, who gave me introduction and taught me quite a lot about the technicalities and working atmosphere in this Directorate. My gratitude also goes to my other intern fellows in other Directorates who had been constantly accompanying me during this three-and-a-half month program, Dhafinia, Nurin, Nadya, Fara, Riska, Evani, Syahrul, Rossa, Meithy and others whom I cannot mention one by one.

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Bekasi, July 1st 2015

Giffany Artha

CHAPTER I

INDTRODUCTION

1.1 Definition of Internship

An internship is a planned and closely supervised "hands-on" learning experience providing the student with a wide range of actual work activities and opportunities to shadow or observe portions of operations or administration for which actual work experience is not practical or possible.

It is also an actual way to learn through experience by working in the organization. This setting provides fascinating and valuable opportunities for experiential learning and serves as a bridge between theories in education and actual business or organization practices. Through the internship, the students experience the transfer of knowledge gained in the classroom to tasks such as problem solving, critical thinking, and working as a team member.

1.2 Objectives

The internship program was established with the following specific objectives, which afford each student, the opportunity to:

1. Experience the importance and relevance of ideas learned in classroom work.
2. Develop their abilities to achieve performance goals based on the responsibilities and duties.
3. Develop their ability to asses and direct achievement of specified performance goals.
4. Get a bird's eye view of how a company is running and interact with and learn from industry professionals.
5. Experience working within a group or team.
6. Enable the cooperating organization to receive the benefits of the special talents and background of the student.
7. Increase interaction between the university and the cooperating organization to educate and produce good quality graduates.
8. Apply, in an appropriate and professional work setting, theories, concepts, and philosophies learned through previous academic and other experiences.

9. Develop decision-making and problem-solving skills through the formulation, implementation and evaluation of alternative solutions to problems and approaches to issues.
10. Gain an understanding of the overall company organizational structure and their management philosophy (or corporate culture) and clientele base, as well as their relative position to other local, national and /or global competition in the market place.
11. Identify and address personal strengths and weaknesses in light of demands and expectations of employment in the various roles and responsibilities assigned in a work setting.
12. Develop a network of industry professionals that can be used when seeking full-time employment.
13. Share their internship experience and special project with other PU interns, faculty and staff.

1.3 Background of Undertaking Internship at Directorate of Western European Affairs, Ministry of Foreign Affairs of the Republic of Indonesia

Since the independence, Indonesia's foreign relations were based on the "free and active" principles. It takes in a variety of regional issues, but at the same time avoids conflicts among the major world powers. This policy cannot be separated from department that directly addresses the international activity which has been formed since the old order era, Ministry of Foreign Affairs of the Republic of Indonesia.

Until now, Indonesia has established bilateral cooperation with 162 countries as well as specific territory called *self-governing territory*, in which cover Western European region, consisting 26 countries, namely Andorra, Austria, Belgium, the Netherlands, Denmark, Finland, Germany, Great Britain, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Norway, France, Portugal, San Marino, Cyprus, Spain, Sweden, Switzerland, Turkey, and Vatican.

As for my degree completion, I chose Directorate of Western European Affairs at Ministry of Foreign Affairs of Indonesia to undertake my internship program. I was positioned in Socio-Culture division, but my scope of work was not limited to social and cultural affairs. I also often dealt with economic issues in the Sub-Directorate of Economy, Finance, and Development *(Ekonomi*

Keuangan dan Pembangunan / Ekubang). I chose Ministry of Foreign Affairs as the implementation of the internship program because I believed that the focus of the knowledge gained from my educational background, study of International Relations, could be implemented properly on my work, and could make me a valued intern in the Ministry. Therefore, the I believed that the Ministry of Foreign Affairs was the most appropriate place to carry out the internship program, to apply my International Relations knowledge I obtained in class, to practice the real work of IR to get progressive experience, and at the same time to serve my beloved country, Republic of Indonesia.

1.3.1 Benefits for Student from Doing Internship at Directorate of Western European Affairs

Benefits for intern student from doing internship at Directorate of Western European Affairs are as follow:

1. To fulfill President University's curriculum and to achieve bachelor degree in International Relations;
2. To obtain real and progressive experience in the agency (Ministry) which directly involved in Indonesia's relationship with other countries;
3. To apply knowledge and theories that the students obtained during the studies in International Relations;
4. To train synergic communication with various regional and international institutions;
5. To get students more familiar with various international issues which become focus in everyday's work in Directorate of Western European Affairs;
6. To train integrity of students to enable them working professionally both independently or in a team, in several kinds of working environment.

1.3.2 Benefits for Directorate of Western European Affairs Staffs from Intern Students

Benefits for Western European Affairs staffs from intern students are as follow

1. To obtain additional staffs in completing tasks to create more efficient work performance

2. To ease Directorate of Western Europe staffs to search data that has been processed and arranged neatly by intern students
3. To obtain constructive feedbacks related to working environment from intern students for the sake of betterment.

CHAPTER II

COMPANY PROFILE

2.1 General History of Ministry of Foreign Affairs of the Republic of Indonesia

The history of the Ministry of Foreign Affairs of the Republic of Indonesia is inseparable from the history of the Republic of Indonesia itself. Because, after the proclamation of Indonesian independence, precisely on August 19th 1945, Department of Foreign Affairs was established with Mr. Ahmad Soebardjo Djojohadisurjo as the first Foreign Minister of the Republic of Indonesia.

Before the independence of Indonesia, the Dutch colonies did not take care their own international relations. All kinds of foreign affairs were handled directly by the Dutch government in The Hague. However, after the Indonesian Independence was proclaimed, Mr. Ahmad Subardjo who was appointed as the first Secretary of the Foreign Ministry made his own house at Jl. Cikini Raya No. 80-82 Jakarta to be the first office of Department of Foreign Affairs of the Republic of Indonesia. At that time he was assisted by numbers of staffs as Herawati Diah, Paramita Abdul Rahman, Mr. Sudjono, Suyoso Hadiasmoro and Hadi Thayeb. Not long after that, the office moved from Cikini Raya, to the building which used to be the office for Ministry of Education and Culture in Dutch and Japanese period at Jl. Cilacap No. 4. Then, Department of Foreign Affairs moved again to Jl. East Pegangsaaan No. 36 and finally it was permanently located at Jl. Pejambon No. 6 and Jl. Sisingamangaraja. Ever since the Law of Republic of Indonesia Number 39 Year 2008 created, the word “department” in Department of Foreign Affairs of the Republic of Indonesia.was replaced to "ministry” and became Ministry of Foreign Affairs of the Republic of Indonesia.

3.2 Vision, Missions, and Objectives

2.2.1 Vision

The vision statement of the Ministry of Foreign Affairs of the Republic of Indonesia is as follows:

“To Advance National Interest through Total Diplomacy

To Advance means to reach or to bring to a better condition

National Interest is a mandate as in UUD 1945 which focused on the efforts to achieve Indonesia that is prosperous, democratic, and just.

Total Diplomacy is an instrument or method employed in diplomacy which involves all components of stakeholders and makes the best use of all networks of power (multi-track-diplomacy).

The statement of the vision above describes the full commitment which will always be struggled and manifested by the Ministry of Foreign Affairs as the relations organizer and the implementer of the foreign politics, through implementation core competencies. This statement is also in accordance with the national vision enlisted in the National Medium Term Development Plan (i.e. *Rencana Pembangunan Jangka Menengah Nasional*/ RPJMN) for the period of 2010-2014 that indicates the relevancy of establishing relations and implementing policy using the 'total diplomacy' technique as a strategy to realize the national vision of "Indonesia that is Prosperous, Democratic, and Just." This commitment of the Ministry is to be fulfilled and actualized through the performance and implementation of duties and roles or its core competency as a government institution which establishes diplomatic relations and implements foreign policy.

2.2.2 Missions

Furthermore, in order to achieve that vision, the Ministry of Foreign Affairs has 9 (nine) exclusive missions to be reached by the entire working units during the period of 2010 – 2014 with the following details:

1. To improve bilateral and regional relations and cooperation in various sectors to promote the national interest.
2. To take on a more significant role and leadership in ASEAN cooperation, participate in the process of integration of ASEAN Community 2015 which benefits Indonesia that is independent, advanced, united, democratic, safe, just, and prosperous.
3. To increase multilateral diplomacy to achieve Indonesia that is safer, more peaceful, independent, advanced, just, and prosperous.
4. To create a more positive image of Indonesia through Public Diplomacy.
5. To optimize the diplomacy by confirmation of legal instrument and international agreements, in an effort to protect the national interest.

6. To provide better services which are prompt, courteous, simple, transparent and accountable in protocol, consular, diplomatic, facilities and protection of Indonesian citizens/Indonesian legal entities overseas.
7. To formulate foreign policy to achieve the national interest.
8. To improve internal supervision in order to create clean and organized apparatus in the Ministry.
9. To improve the management of the Ministry which is transparent, accountable and professional in order to support the implementation of the foreign policy.

2.2.3 Objectives

The strategic objectives of the Ministry of Foreign Affairs of Republic of Indonesia were compiled based on the identification results of the potential and the issues, which will be faced in order to manifest vision and the mission of the Ministry. The intended objectives are as follows:

1. To improve and strengthen the bilateral and regional reactions and cooperation in various sectors in Asia-Pacific and Africa.
2. To improve bilateral cooperation with the states and the international organizations in American and European region.
3. To actualize Indonesia's role and leadership within the ASEAN cooperation, to participate in the process of integration of ASEAN Community 2015 which benefits Indonesia which is independent, advanced, united, democratic, safe, just and prosperous.
4. To take on a more active role in creating international peace and security, advancement and protection of human rights, and development of economy, socio-culture, finance, environment, trade, industry, investment, and protection of intellectual rights by strengthening regional and multilateral cooperation.
5. To create a more positive image of Indonesia through provision of accurate information and better understanding of Indonesia foreign policy among stakeholder in the country and the international community.
6. To optimize diplomacy through the management of law, and international agreement which safe in terms of political, legal, and technical and security aspects.
7. To provide better services in protocol, consular, diplomatic facility and protection of Indonesian citizens/ Indonesian legal entities overseas.
8. To improve the quality of foreign policy through review and development policy, making it more effective in advancing the national interest.

9. To improve the quality of internal capacity of the Ministry to enforce the applicable laws and regulations.
10. To improve the institutional structure, human resources, infrastructure and facilities, planning coordination, management, reporting of performance and budget as well as administrative support for successful implementation of foreign policy.

2.3 Organizational Structure of the Ministry of Foreign Affairs of the Republic of Indonesia

In the implementation of its activities, the Ministry of Foreign Affairs chaired by a Minister of Foreign Affairs assisted by its deputy alongside with other 18 sections.

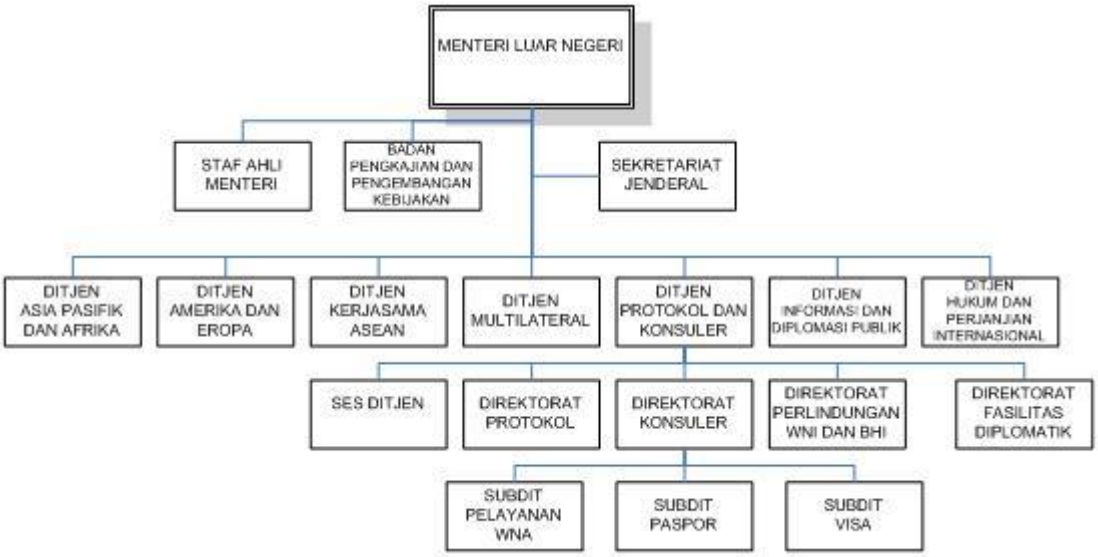


Figure 1 Ministry of Foreign Affairs of RI Organizational Structure

2.3.1. Structures Directorate of Western European Affairs

In this internship period, I undertook the internship on Social and Cultural Sub-Directorate, Directorate of Western Europe Affairs, which is part of the Directorate General for America and Europe. As what the name implies, the Directorate of Western European countries handles the region of Western Europe, 26 countries in total. The twenty-six countries of Western Europe handled by the Directorate of Western Europe are Andorra, Austria, Belgium, Cyprus, Denmark,

Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Norway, Portugal, San Marino, Spain, Sweden, Switzerland, Turkey, United Kingdom, and Vatican.

Organizational Structure Directorate Western Europe consists of five (5) units of Echelon III, 20 (twenty) unit Echelon IV, as well as the positions of Functional groups. Structure attached in figure 2. Each Sub-Directorate of Western Europe deals with issues or cases in accordance with the scope and functions of their respective countries.

Country-focus of Sub-Directorate of Politics and Security I and the Sub-Directorate of Economics, Finance and Development I covers 12 Western European countries, namely Netherlands, Belgium, England, Ireland, Italy, Luxembourg, San Marino, Spain, Cyprus, Portugal, Malta, and the Vatican.

Sub-Directorate of Political and Security II, and Sub-Directorate of Economics, Finance and Development II have working area which covers 14 other Western European countries, namely Andorra, Austria, Denmark, Finland, Iceland, Germany, Liechtenstein, Monaco, Norway, France, Sweden , Switzerland, Turkey, and Greece.

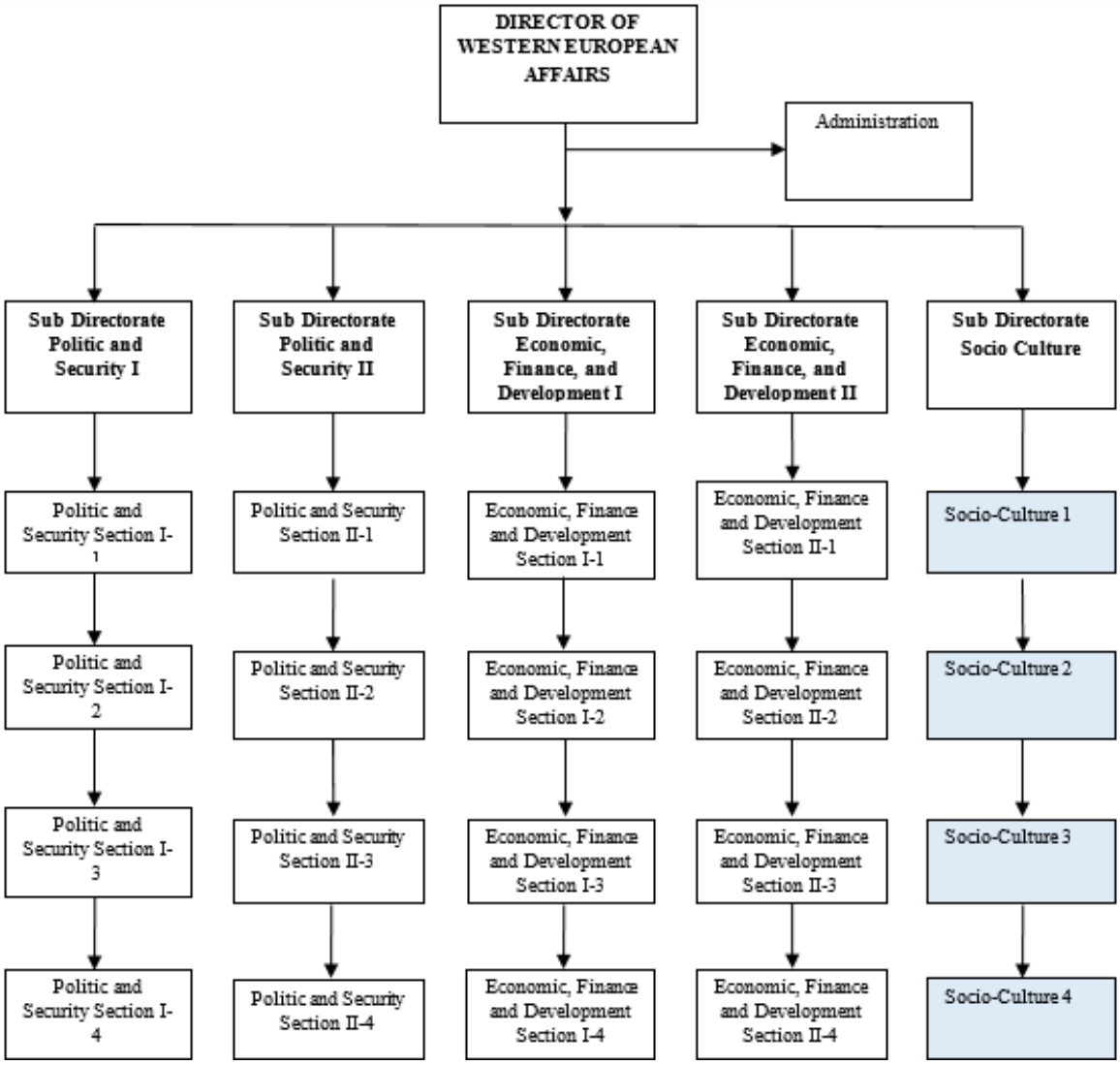


Figure 2 Organizational Structure of Directorate of Western European Affairs

Sub-Directorate of Social and Cultural handles all the tasks of the Directorate of Western Europe in the field of social and culture with coverage of 26 Western European countries, namely Andorra, Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Norway, Portugal, San Marino, Spain, Sweden, Switzerland, Turkey, United Kingdom, and Vatican.

2.3.2 General Function of Directorate of Western European Affairs

Directorate of Western Europe carries out tasks of the Directorate General for America and Europe in the field of foreign policy relations and home affairs with countries in Western Europe. In performing the task, the Directorate of Western Europe have the following functions:

1. To prepare the formulation and technical standardization in the field of relations and Indonesian foreign policy with countries in Western Europe;
2. To coordinate and to implement policies and technical standardization in the field of politics and foreign relations with countries in Western Europe;
3. To negotiate in the context of bilateral relations with countries in Western Europe;
4. To preparation standards, norms, guidelines, criteria, and procedures in the field of relations and Indonesian foreign policy with countries in Western Europe; and
5. To implement administration of the Directorate. Each Sub Directorate of Western Europe dealing with issues or cases in accordance with the scope and functions of their respective countries.

2.3.3 General Function of Sub-Directorate of Socio-Culture, Directorate of Western European Affairs

Sub-Directorate of Social and Cultural organizes functions and duties which detailed as follows:

1. To prepare the formulation as a guide in order to increase bilateral cooperation in the field of social and cultural;
2. To develop networking, facilitation, and negotiation with the government, parliament, academia, media and organizations or non-governmental agencies regarding the national interests of Indonesia;
3. To promote and to increase the intensity of social relations and cooperation, culture and education, through the implementation of educational programs, cultural and artistic Indonesia missions;
4. To promote and enhancement efforts dissemination of information and cultural values Indonesia either through print, electronic or other media;

5. To development of plans and efforts to form public opinion and mass media support, especially with regard to the restoration of confidence and the image of Indonesia;

6. To explain Indonesia's foreign policy to the government, media, and society;

7. To implement of cooperation and student exchange programs or students, the mission of art, and culture;

8. To approach to community groups, agencies friendship, fraternity or student of Indonesia and the mass media;

9. To preparation and manage data basses about the mass media;

10. To facilitate visits of journalists, the film, and author of travel (travel writers);

11. To implement working visit in order to empower the people of Indonesia and the improvement of social and cultural cooperation, and

12. To observe, to collect data, to analyze data, and to report the situation and the social and cultural developments that have a direct impact on Indonesia's national interests and the making of a recommendation from the central government.

CHAPTER III

INTERNSHIP ACTIVITIES

3.1 Internship Job Description

During the internship period, I was placed in socio-culture section of Directorate of Western European Affairs under supervision of Miss Adelia Ogantini, as a head of section. Although my position as a student intern was in socio-culture section, but the activities I undertook were not merely related socio-cultural affairs. My tasks during internship were pretty diverse, ranging from correspondence, until dealing with economy, defense, and international political affairs. The description of activities is explained below:

3.1.1 Making official memo and official letters

Official Memo *(Nota Dinas)* is a kind of letter to convey information to other directorates in the Ministry of Foreign Affairs. The points listed in Official Memo is the summary of the original letter or circular letter received by the Directorate of Western European Affairs. For example, German Embassy in Jakarta sends a diplomatic note (verbal note) about the Application for Approval of Assignment Experts from Germany (GIZ) in Indonesia to the Ministry of Foreign Affairs. The Ministry of Foreign Affairs forwards the request to the relevant directorates – in this instance the authority belongs to the Directorate of Consular – written in Official Memo format.

Official Letters *(Surat Dinas)* or so-called outgoing letter *(surat keluar)*, is the kind of letter to convey information to the agencies or ministries outside Ministry of Foreign Affairs. For example, the I had the opportunity to create an Official Letter the Secretary General of the Indonesian House of Representatives (DPR) to convey the invitation of HE Mr. Irfan Neziroğlu, Secretary-General of the Grand National Assembly of the Republic of Turkey, to attend the Meeting on "Information Exchange System and Further Cooperation Possibilities" based on diplomatic note that Ministry of Foreign Affairs received from the Embassy of the Republic of Turkey in Jakarta.

Creating concepts of Official Memo and Official Letter did not only sharpen my skill in systematic writing, but also broaden my knowledge regarding the kinds of cooperative international relations that Indonesia interlaced with other countries.

3.1.2 Developing materials for ambassador's mission papers to his / her accredited country

Mission paper *(Kertas Tugas)* describes the tasks and objectives of Indonesia's ambassador when performing the duties in the accredited country. The content of Mission Paper includes the general condition of bilateral relations between Indonesia and the country, the achievement of bilateral relations, the potential and the opportunities, challenges, relationships and projections of future bilateral relations with Indonesia. This task was the most challenging, because developing materials of mission paper required understanding about intricacies of the condition of Indonesia's bilateral relations, international cooperation, agreement / MoU in force, until the influential issues. This task required me to be able to see opportunities in the form of strategies or cooperation to meet national interests. In addition, the ability to be able to formulate a solution to a problem was also required. For me, developing material for ambassador's mission paper is not an easy task, besides the difficulty of gathering information, mission papers' stake is high and also crucial because it will be implemented by Ambassador of Indonesia on behalf of and for the national interest of Indonesia. During the internship period, I had been given the opportunities to take parts in generating mission papers for Indonesian Ambassador to Sweden, England, Ireland, and the Netherlands.

3.1.3 Composing speech concept for high officials

It was such an honor for me to get a chance to compose official speeches of high officials in English for important international-scale events. On the second day of my apprentice, I was given the task to help Directorate of Western European staff to draft the speech in English of Director General of the American and European States for Bilateral Consultation Forum Indonesisa – Sweden. But of course on the day before, I had been commissioned to understand the profile of Sweden and the condition of bilateral ties. The second task of composing speech concept was for Indonesian Minister of Industry, HE Saleh Husin, S.E., M.Sc. which would be read out at the Italian National Day ceremony at the Italian Embassy. In these tasks, I did not only get a challenge to apply the ability of English formal writing, but I also got the chance to broaden my horizons about the relevant state and its bilateral relations with Indonesia, which became the main contents of the speech.

3.1.4 Compiling curriculum vitae of foreign guests, officials, and the prime minister

When Ministry of Foreign Affairs about to hold meetings with high officials, or foreign guests from other countries, prior to that, the CV of the guest of honor should have been distributed to the attendees or be read out. Resources for writing CV could not be obtained from one single source, bethinking that CV was a life journey of a person then it ought t be prepared carefully and accurately. Therefore, I often compared information from various sources to produce reliable results. Even sometimes the source of information obtained from the website of the honored guest's origin country which language was not always English, so indirectly, I could slightly learn a new foreign language. And the most important was that I could learn a lot of new insights from compiling their educational experiences, employment, political attainment, and the long journey until the honored guest could be the person he or she was. I had compiled CV for Helena Sångeland (Deputy Director - General and Head of the Department for Asia And The Pacific, Ministry for Foreign Affairs of Sweden), Recep Tayyip Erdogan (Turkish Prime Minister), Brynjar Skjærli (Norwegian journalist for Verdens Gang newspaper), Manuel Valls (Prime Minister of France) and Vittorio Sandalli (Candidate of Italian Plenipotentiary Ambassador to Indonesia).

3.1.5 Receiving and making official phone calls to internal ministry of foreign affairs, high officials, other ministries, private and state-owned companies, and foreign embassies

I often received calls and made phone calls either it was internal or external phone calls. Usually, I made phone calls to inquire information and to inform meeting invitations. For example, Ministry of Foreign Affairs planned to hold inter-ministerial meeting to discuss the topic of incoming Bilateral Consultation Forum Indonesia-Austria. I contacted certain directorates to convey information related to the event as well sent the invitation by fax. For question inquiry purpose, for example, I had been assigned to call Indonesian Embassy in Ankara, Turkey to ask about arrival of delegation of Commission V of the House of Representatives in Istanbul, Turkey. I also received calls and delivered the message to the intended staff when the related staff was not around. These kinds of activities polished my skills of communication for formal purposes.

3.1.6 Participating in meetings

I had the opportunities to attend meetings with staffs of the Directorate of Western Europe twice. The first was a meeting with staff of the Directorate of International Cooperation, Ministry of Defense. The second meeting was a joint meeting with *Badan Pengusaha Kawasan Karimun*. Since the two meetings related to Italy, so before the meeting, I was assigned to read and understand the profile of Italy in aspects of Italy as a state, its aspect of geography, economiy, socio-culture, political dynamics, defense, and its bilateral relations with Indonesia. I also emphasized the understanding upon a case or topics that would be discussed at the meeting. The purposes of all these were to enable myself to participate in meetings, to understand the context of the talks and to recognize the important points that should be noted.

3.1.7 Generating minutes of meeting (MoM)

After the meeting, I was assigned to prepare a summary of the meeting (Minutes of Meeting or MoM). I wrote the summary in a form of a neat and understandable paragraph without losing the essence of meeting discussion. To make the writing easy to understand I had to understand the intricacies and the results of meeting itself. Therefore, it was important for me to listen carefully the course of meeting, as well as to read or to find out about the topic of meeting as much as possible before the meeting was executed in order to have sufficient understanding.

3.1.8 Updating country profiles of Western European countries

Country profile contains basic information of a country (the capital, area, population, political system, the head of government, currency, etc.), economic growth, trade data (export-import), commodity, participation in international organizations, short history, the development of domestic, bilateral relations with Indonesia, trade and investment relations with Indonesia, until the country's trade relations with ASEAN member-states. Whenever there was an update of Western European countries, the country profile should be updated. I had updated country profiles of Spain and Portugal. Sources of data that usually derived from were IMF, the World Bank, Intracent, UN Comtrade, embassies-related websites, etc. Country profile aims to provide detailed information about a country that could be used for the benefit of the associated countries, for example, for substantive talking points in the inter-ministerial meetings between heads of state. Therefore, accuracy and carefulness were needed in developing the country profiles.

3.1.9 Updating trade data

Trade data usually includes the sum of exports, imports, balance of trade, commodities, economic growth, commodities, inflation, and other economic information. Information could be adapted from UN Comtrade, IMF, World Bank, Intracen, Trademap, Ministry of Trade, the Central Bureau of Statistics Indonesia, and so on. All data that contained the numbers were tabulated and processed in Microsoft Excel with varied formulas according to the needs. For example, to see the trend of trade relations over the past five years, sorting trade relations between Western European countries with ASEAN countries from the highest relations rank (trade volume) to the lowest one. The trade data would be used in accordance with the purposes, for example to fill in the trade relationship aspect in Country Profile.

3.1.10 Translating text

Because almost all the letters received by the Directorate of Western Europe were written in English, I often translated the original letter first and then converted the letter into Official Memo or Official Letter formats. Text-translating assignments were not only for creating letters, but I also had been given the task to search information on the Internet and analyzed it, then translated the analysis results into Indonesian. This kind of task trained my translating and formal-writing abilities.

3.1.11 Re-typing documents

I several times was given the task to retype documents (usually facsimile letters) for Directorate of Western European Affairs' digital archive. In performing this assignment, I indirectly could learn, understand, and know the occurrence of an issue of a particular condition in the political, security, economic, financial, social, cultural, and others which the letter discussed. For example, when copying a facsimile letter, I realized that there had been a special system of alliances between universities in ASEAN and Europe are called ASEA-UNINET (ASEAN-European Academic University Network) to promote cooperation between universities in the exchange of faculties and students, as well as to facilitate the activities of teaching, research, and to serve as a network of excellence.

3.1.12 Searching and analyzing information

Internet is the largest source of information that we can access to obtain miscellaneous information. Due to too many references, or too many references are available on the Internet, it

takes time to collect information from various sources and analyze the results fit into a necessary requirement. Since Western European Directorate staffs had quite a lot of work to do, sometimes I assisted them to search and analyze information related to the trending issues. The following are examples of the information that I sought and analyzed:

- The latest opinion poll on Spanish General Election
- European Countries which at the forefront in creative industry production.
- Spain's international relations with the European Union in 2010 – 2015
- Statements of State Officials (Prime Minister, the President, or the Secretary of State) of Western European countries upon the death penalty which at that time was recently executed
- Recognition of Italy and Vatican upon Palestine as a sovereign state
- Trends of the number of visitors at Indonesia Pavilion in World Expo Milano 2015, Italy.
- Indonesia Cooperation or agreements with Italy in the defense sector.
- Etc.

In this task, I did not only learn the issues that were being addressed, but it also significantly increased my English skills (since many data sources in English), analytical ability, and the ability to write the search results into a neatly-arranged and understandable report.

3.1.13. Data entry

During the internship period, I was often assigned to insert / update data of bilateral technical cooperation to a digital archive which could be accessed by all staffs of Directorate of Western European Affairs. The information covered the expert staff's Name (foreigners), origin country, date of Verbal Note was made, name of project, Position, operation time limit, passport numbers and ministries involved. Doing this task, I realized there were many bilateral technical cooperation of Indonesia with other countries. For example Germany, which until now had been dedicating a lot to Indonesia through projects engaged in environment, education, investment, transportation, Women's Rights, good governance, Geo-Risk, social security, and many more. All projects were really constructive and useful for improving and systems that already existed in Indonesia through the exchange of ways and ideas.

3.1.14 Attending open discussion

Open discussion is a forum to exchange ideas / discuss an issue with other ministry staff or non-speaker of the ministry. On May 8, 2015, the Ministry of Foreign Affairs organized an Open

Discussion with the theme "Issues of Investment and International Trade in the 21st Century: Priorities and National Interests" which invited speakers from the Ministry of Trade, Coalition of Indonesian Traditional Fishermen (KNTI), and a lady senior lecturer at the Pelita Harapan University. Discussions went very conducive and attractive. My duties were to follow the entire course of the discussion and noted the important points. During the discussion participants' exchange of ideas, I absorbed a lot of valuable kowledge that had never been obtained anywhere else before.

3.2 Internship Activity Challenge

In doing assignment of searching and analyzing information sourced from news on Internet, sometimes the information was confusing so sometimes I doubted the validity of information that I adapted. Therefore, I ought to do a lot of searches from various sources in order to obtain more reliable search results, although it took longer time. The next difficulty was in finding phone and fax numbers directorates of other the ministries or another agencies. Although the phone book directory was available, but many telephone and fax numbers were not updated, so several times the number I dialed was wrong, not connected, or even many phone numbers were not yet published or written on the phone directory. Dissemination of urgent information would be hampered because it would consume a lot of time to find actual phone numbers.

CHAPTER IV

PERSONAL RESULTS

During the internship period, I was placed in socio-culture section of Directorate of Western European Affairs. Although my position as a student intern was in socio-culture section, but the activities I undertook were not merely related socio-cultural affairs. My tasks during internship were pretty diverse, ranging from correspondence, until dealing with economy, defense, and international political affairs. I learned to work in the professional working environment, dealing with people with various characters and natures. Working under time pressure and condition was also one of the challenges I dealt with which I personally took as valuable experiences. But on top of all this, I come to realize that I have a significant improvement in terms of knowledge, skills, and attitude. Sections below explain the result of my personal assessment.

4.2 Knowledge

4.1.1 Indonesia's international cooperation with Western European countries

I mostly learned Indonesia's international cooperation with Western European countries from generating mission papers. Just to name a few, as in mission paper for upcoming Indonesian ambassador of Indonesia for Netherlands, it mainly discussed about mutual cooperation as in *Joint Declaration between the Government of Indonesia and the Government of the Netherlands on Comprehensive Partnership* which became the peak of bilateral relations of Indonesia and Netherlands. It comprised the cooperation in terms of trade relations, defense and security, police force and counter terrorism, assistance to water, infrastructure, and logistics management, natural disaster handling, education, food and agriculture, tourism, Indonesia-Netherlands associations, triangular cooperation, and energy sector. I learned some sorts of bilateral technical cooperation from Germany *(Deutsche Gesellschaft fur Internationale Zusammenarbeit a.k.a GIZ)* dedicated to Indonesia. Among others Biodiversity and Climate Change Project (BIOCLIME), Transforming Administration, Strengthening Innovation (TransformASI) Program, Program and Network development in the Academy for Clean Energy and Sustainability (ACES), etc. I also listed down 84 bilateral activities and attainment of Indonesia and UK in 2014, ranging from visits of high

officials, economic cooperation visits, political, legal, and security visits, cultural promotions and the delegation mission to improve educational cooperation.

Working in Ministry of Foreign Affairs, made me realized that Indonesia turned out to be one of those active and influential state actors in international cooperation which I am very proud of.

4.1.2. Dynamics of domestic policy and its implication on international relations

I was several times assigned to search news and information about implication of Indonesia's domestic policy on International Relations. One of the policies that I would not forget was death penalty for drug offenders, which at that time was newly introduced by our President Joko Widodo.

I believe we all remember those days when Indonesia put the death executions for drug offenders coming from Brazil, Australia, French, Philippines, etc. During the tumultuous moment before the death penalty, I and other western European Staffs discussed a lot about all consequences and effects of this policy. I was assigned to gather all statements of presidents or Prime Ministers of Western European countries pre and post executions. Such domestic policy appeared to have a tumultuous effect for several Indonesia's international relations since some involved countries even would cut off the bilateral partnership with Indonesia. Even some countries which were not the home countries of the drug offenders, especially Norway which was against death penalty in all circumstances, had expressed their deep regret and even condemned Indonesia for carrying out the executions.

4.1.3. Getting familiarized with names of Indonesia's and other countries' high officials

One of the duties I often did was making CV of countries' high officials which Ministry of Foreign Affairs had the meeting with. That way, I could get to know their names. Searching news and making official notes also many times mentioned important names involved which I might have not yet heard before such as the presidents, prime ministers, countries' ministers, and others.

4.4 Skills

4.2.1 Technical skill

My technical skill in using technology to perform works effectively has significantly enhanced ever since I worked in Ministry of Foreign Affairs. I had dealt quite much in economic and development sector. I learned how to process and tabulate numeric data into figures and information for particular needs which entailed Microsoft Office Excel formula expertise, and accuracy. For

instance in generating statistical data of trend and trade comparison the whole 26 Western European countries with ASEAN member states since 2010-2012, I had to process yearly country-by-country trade report and accumulate them to see the trend of economic cooperation within ASEAN member states and Western European countries.

4.2.2. In-depth analysis (collects and analyses information relevant to completing a task)

My analytical skill was mostly challenged when I was assigned to compose mission papers for Indonesian ambassadors. I collected all data from snapshots of Indonesia and other country's bilateral relations provided by Directorate of Western European Affairs which periodically updated, as well as from reliable website sources such as IMF, World Bank, and UN Comtrade to upgrade the information. Then, I categorized the data into several kinds of bilateral attainments such as economic, politic, and government relations to review the preceding and on-going condition of bilateral relation. After understanding the data collected, I figured out Indonesia's dynamic of bilateral and multilateral issues, potentials or opportunities followed by creating future projections Indonesia to create a forward integration based on data I analyzed. This task required me to be able to see opportunities in the form of strategies or cooperation to meet national interests. In addition, the ability to be able to formulate a solution to a problem was also required. This is the part where my analytical skill was challenged.

4.2.3. Formal communication skill both in Bahasa and English

Several times I had been assigned to participate in meetings, contacting other ministries and even embassies abroad. The communication style used was formal and polite, because we dealt with high officials. For example, I had to carefully speak and talk in manner when I assisted Western European Affairs staffs during meeting with high officials of Otorita Batam because I acted on behalf of the Ministry, not on myself.

4.2.4. Systematic writing skill both in Bahasa and English

I gained quite much systematic writing skill from working at Ministry of Foreign Affairs. Letters, official memos, reports, mission papers, and other kinds of documents had enhanced my writing skill. Letters that I usually wrote were out-going letters *(surat keluar)* or letters for other agencies other than Ministry of Foreign Affairs, such as Indonesian House of Representatives, foreign Embassies in Jakarta, etc. All of the letters had to be in a proper diction, grammar, polite, in a systematic frame.

4.3 Attitude

4.3.1. Punctuality

On the first day of Internship, it was quite embarrassing as I arrived at 09:00AM which was one-hour late due to unpredictable traffic jam. On the next day, I woke up earlier and left home at 05:00 AM the latest, just to reach office before 08:00 AM. I worked from 08:00 AM until 04:30 PM from Monday to Friday. Since that day on, I managed to arrive on time and maintained agreed hours. During the work, I also always managed to complete the tasks as accurate as possible on a given timeframe

4.3.2. Initiative

During internship, I always sought opportunities to learn and takes initiative to get the job done even if not specifically asked to do so. There was a time when I was assisting Western European Affairs staff to hold meeting with staff of the Directorate of International Cooperation, Ministry of Defense, I was assigned to take notes important points only for the staff. However, at first I had realized that it would not be an easy task because to recognize important points, you had to understand the case at the first place. So I recorded all of the conversation using recorder on my smart phone (without the staff's knowledge), jotting down the points I thought important and at the same time trying to catch and understand what they talked about. Lucky it was not that hard to understand because it was strongly related to International Relations studies. After the meeting, I listened the recording and typed all the essence of conversation and all the details in a form of paragraph like an article. That method enabled me to understand deeper what the case was all about as I had to listen the conversation over and over just to write what they talked about. The staff really appreciated my works as it appeared to be very detailed and well-written.

4.3.3. Teamwork

Teamwork is a value that all staffs had to commit all the time. During my internship, since I did not have one specific job, my jobs were assisting all staffs who need hands to get the job done faster. So we all shared information with others, and co-operated with other co-workers. There was one day when teamwork really counted. I was assigned to make phone call to I made phone calls to Directorate of Human Rights Cooperation (Ministry of Justice and Human Rights), Legal Bureau

(Ministry of Defense), Directorate of International Cooperation, Directorate legislation (Ministry of Defense), and Body for Religious Life Development Training (MORA) to get confirmation of their attendance on a **Preparatory Meeting of the Twelfth Human Rights Dialogue of the Republic of Indonesia - Norway** at the Ministry of Foreign Affairs. Making phone calls to other directorates of other ministries were sometimes quite effortful. Some numbers were no longer registered, some did not pick up the phone, some were just not at the office at that time, and some directorates had not yet processed the invitation to point someone to be assigned for the meeting. Meanwhile, the meeting was to be held on the following day that I had to receive their clear confirmation of attendees on that day. I was assisted by many staffs to direct me which directorates I should call first. I kept calling until I received as many confirmations as possible. I continued calling until the next day, the D-day of 2 meetings, which was until the last minute until the meeting almost began. After meetings, the country-related staffs who conducted the meeting thanked and congratulated me for my work because it turned out that the meetings were attended by many, and most of them were directors, which they said, quite rarely happened. I was so glad that my hard works paid off, and quite satisfied that I could take role and helped them out in such essential meetings.

4.3.4. Accuracy

In Ministry of Foreign Affairs we need carefulness to make tasks correct in all details. For example in collecting data and making trade projection for ambassadors' mission papers. The accuracy's stake was high and also crucial because it would be implemented by Ambassador of Indonesia on behalf of Indonesia and for the national interest of Indonesia. Therefore I had to be very careful and correct in all details.

4.3.5. Listens to feedbacks and works to improve

I was blessed to have a very critical yet helpful on-site supervisor, Miss Adelia Ogantini. She had a very sharp eye in detecting errors in terms of content mistakes and grammatical errors. Whenever I had accomplished tasks from her, she always gave me feedbacks either in compliments or comments. Those were what I needed the most to see how far I developed and to see what I was supposed to improve from task to task. I learned a lot from working with her.

CHAPTER V

RECOMMENDATION

As a student who has just accomplished the internship program, I would firstly address my recommendation to the readers (students) who are about to face an internship. I suggest all the students to realize the abilities, interests, and the capacities they have to choose which institution or which company that in line with the student's capabilities and interests. I personally do not suggest the students to seek salary in the first place, because learning experiences which match with our capabilities and interests are all that matter to run our works well day by day.

My second humble recommendation goes to Directorate of Western European Affairs, Ministry of Foreign Affairs. My suggestion is addressed to overcome problems as I mentioned earlier in Internship Activity Challenge in Chapter III. To facilitate the searching for phone numbers and fax of other agencies, there should be a list of phone numbers and fax which are always updated in the shared Google Drive account as soon as we get a new number or the new status of the number dialed. The updates can be obtained from the telephone number of meeting participants which often included in attendance book, from the internet or from anyone, or we can also add the latest status of phone numbers if the number is already disconnected from telephone lines so other people do not need to waste time attempting to call the wrong numbers. By using Google Drive shared account, everyone can add their own most recent phone numbers of other agencies, and anyone can access them from anywhere and anytime so that working performance can run more efficiently.

For ICC, thank you for everything that your team had done in order to inform the students about internship-related information and please do keep the good work. I believe it is a big job to handle the batch 2012 students who had internship. And also keep a good reaction when the students need the help, because a fast response is needed by the student.

After all that I had been through, I believe the experiences I gained from working in Ministry of Foreign Affairs had made me a better person with a stronger character as an individual.●

APPENDICES

A. Sample of Works and Documents

a. Pictures with Directorate of Western European Affairs staffs and others

b. Format of Official Memo (with example)

NOTA DINAS

Nomor :

Kepada : Yth.Direktur .....
Tembusan : 1. Yth. Direktur .....
2. Yth. Direktur .....
3. Yth. Direktur .....
Dari : Direktur Eropa Barat
Lampiran : 1 (satu) berkas
Perihal : Permohonan Persetujuan Penugasan Tenaga Ahli dari ..... di Indonesia

---

Merujuk perihal pada pokok nota, bersama ini dengan hormat disampaikan hal-hal sebagai berikut:

1. .....

2 .....

Demikian, atas perhatian dan kerjasamanya disampaikan terimakasih.

Jakarta, 26 Maret 2015

(Nama Direktur)

NIP.

c. Format of Official Letter (with example)

Jakarta, Mei 2015

Nomor :
Lampiran : 1 (satu) berkas
Perihal : Permohonan Rekomendasi Kegiatan Kebudayaan
……..

Kepada Yth.
Direktur Pengembangan Seni Pertunjukan dan Industri Musik
Direktorat Jenderal Ekonomi Kreatif Berbasis Seni dan Budaya
Kementerian Pariwisata
Di

JAKARTA

Merujuk perihal pada pokok surat, dengan hormat disampaikan hal-hal sebagai berikut:

1. Kami telah menerima Nota Diplomatik Kedutaan Besar … di Jakarta No. … tertanggal ……. yang menyampaikan bahwa dalam rangka pertukaran misi kebudayaan antara Pemerintah Indonesia dan ….. di bawah nama Kedubes …, akan mengadakan pentas ……

2. Pentas tari akan dibawakan oleh **….**. Pentas tari tersebut akan diadakan pada tanggal ..... di ...., mulai pada pukul …WIB.

3. Kementerian Luar Negeri tidak melihat hal yang memberatkan untuk penerbitan surat rekomendasi bagi rencana kegiatan dimaksud sepanjang pelaksanaannya tidak bertentangan dengan ketentuan yang berlaku.

4. Mengingat hal ini terkait dengan ruang lingkup dan kewenangan tugas Saudara, mohon bantuan Saudara untuk dapat menerbitkan surat rekomendasi tersebut, sesuai dengan ketentuan yang berlaku.

Demikian disampaikan, atas perhatian dan kerjasamanya, diucapkan terima kasih.

Direktur Eropa Barat

(Nama direktur)
NIP.

Tembusan:
1. Yth. Direktur Jenderal Amerika dan Eropa, Kemlu RI (sebagai laporan)
2. Yth. Direktur Keamanan Diplomatik, Kemlu RI
3. Yth. Direktur Konsuler, Kemlu RI

d. Format of Mission Paper for Indonesian Ambassador to Accredited Country(ies)

KATA PENGANTAR

RINGKASAN EKSEKUTIF

BAB I

PENDAHULUAN

A. KONDISI UMUM
B. CAPAIAN HUBUNGAN BILATERAL

BAB II

PROYEKSI HUBUNGAN BILATERAL/DINAMIKA ISU MULTILATERAL KE DEPAN

A. POTENSI DAN PELUANG
B. PROYEKSI KE DEPAN

BAB III
VISI, MISI, TUJUAN DAN SASARAN STRATEGIS

A. VISI
B. MISI
C. TUJUAN
D. SASARAN STRATEGIS

BAB IV
MANAJEMEN ADMINISTRASI PERWAKILAN RI

A. BIDANG PERENCANAAN DAN ORGANISASI
B. BIDANG KEPEGAWAIAN
C. BIDANG KEUANGAN
D. BIDANG PENGAWASAN DAN PENGENDALIAN INTERNAL

BAB V
PENUTUP

e. Curriculum Vitae

MANUEL VALLS

Prime Minister of France

Full name : Manuel Carlos Valls Galfetti

Born : August 13th, 1962 in Barcelona

Age : 52

Political party : Socialist Party

Children : 4

Education : History Studies in Pantheon-Sorbonne University

Functions

- Prime Minister: Since March 31st, 2014
- Minister of Interior: May 2012 to March 2014
- National Secretary, responsible for the coordination and organization (2003 - 2004)
- National Secretary for Communications (1995 - 1997)
- National Secretary for Communications (1993 - 1994)
- Member of the National Council (1993)
- Member of National Office (1993)

- President of the Evry-Centre-Essonne agglomeration community (urban community), from 2008 to 2012
- Member of Parliament, French National Assembly, from the first constituency of Essonne, from 2002-2012
- Mayor of Evry, from 2001 to 2012
- Municipal councilor of Évry : Since 2001. Reelected in 2008.
- Vice-President of the Île-de-France Regional Council, from 1998 to 2002
- Municipal councilor of Argenteuil : 1989–1998

Political offices:

- National Secretary for Communications of the Socialist Party, in 1995
- First Secretary of the Socialist Federation, in 1988

Career:

- Press and Communications In-charge, Prime Minister's Office, from 1997 to 2001
- Inter-ministerial deputy delegate for the Albertville Winter Olympics, from 1991 to 1993
- Mission in-charge, Prime Minister's Office, from 1988 to 1991
- Parliamentary Attaché of the Member of Parliament from Ardèche Robert Chapuis, from 1983 to 1986

Publications:

- *L'énergie du changement* – 2011
- *Sécurité. La gauche peut tout changer* – 2011
- *Pouvoir* – 2010
- *Pour en finir avec le vieux socialisme… et être enfin de gauche* with Claude Askolovitch – 2008
- *Les habits neufs de la gauche* – 2006
- *La laïcité en face* with Virginie Malabard – 2005
- *Les rendez-vous de l'éthique. Rencontres d'Évry* with Collective – 2005

http://www.ambafrance-in.org/Manuel-Valls-appointed-France-s,12220
http://en.wikipedia.org/wiki/Manuel_Valls
http://www.politique.net/manuel-valls.htm
(Accessed on April 23rd, 2015)

f. Format of Country Profile

I. PROFIL NEGARA

Nama Resmi	:	……..
Sistem Politik	:	……..
Ibu Kota	:	……..
Luas Wilayah	:	……..
Kepala Negara	:	……..
Kepala Pemerintahan	:	……..
Menteri Luar Negeri	:	……..
Parlemen		……..
Partai yang Memerintah	:	……..
Lagu Kebangsaan	:	……..
Populasi * (*sumber: …*)	:	……..
Bahasa Nasional	:	……..
Mata Uang	:	……..
GDP (PPP) * (*sumber: …*)	:	USD …… (est. 2015) USD …… (2014) USD …… (2013)
GDP (PPP) Per Kapita * (*sumber: …*)	:	USD …… (est. 2015) USD …… (2014) USD …… (2013)
Pertumbuhan Ekonomi		…….% (est. 2015)

* (*sumber: …*)		…….% (2014) …….% (2013)
Cadangan Devisa * (*sumber:* …….)	:	USD ……. (…….. 2015)
Peringkat Kredit * (*Desember 2014*)		……. (*Standard & Poor's*) ……. (*Moody's*) ……. (*Fitch*)
Komoditas Ekspor Utama Spanyol (2013) * (*sumber:* …….)	:	……. (...%),……. (...%),……. (...%),……. (...%),……. (...%),……. (...%),……. (...%),……. (...%)
Komoditas Impor Utama Spanyol (2013) * (*sumber:* …….)	:	……. (...%),……. (...%),……. (...%),……. (...%),……. (...%),……. (...%),……. (...%),……. (...%)
Keikutsertaan dalam Organisasi Internasional * (*sumber:* …….)	:	

II. DATA SINGKAT HUBUNGAN BILATERAL

Pembukaan Hubungan Diplomatik	:	…….
Perwakilan Diplomatik Kedua Negara	:	Indonesia KBRI ……
		Spanyol Kedutaan Besar …… di Jakarta

Duta Besar	:	Duta Besar RI di ……. : …… (penyerahan *credentials*: …….)	
		Duta Besar ……. di Jakarta : …… (penyerahan *credentials*: …….)	
Data Perdagangan RI-…… .* (*sumber:* …….)	:	**2014** Total Perdagangan: USD ……. Ekspor: USD ……. Impor: USD ……. Neraca Perdagangan: Surplus/Defisit RI USD …….	**2013** Total Perdagangan: USD ……. Ekspor: USD ……. Impor: USD ……. Neraca Perdagangan: Surplus/Defisit RI USD …….
		2012 Total Perdagangan: USD ……. Ekspor: USD ……. Impor: USD ……. Neraca Perdagangan: Surplus/Defisit RI USD …….	**2011** Total Perdagangan: USD ……. Ekspor: USD ……. Impor: USD ……. Neraca Perdagangan: Surplus/Defisit RI USD …….
Realisasi Investasi Langsung (*FDI*) …… ke Indonesia * (*sumber:* ……)	:	**2014** USD ……, …… proyek	**2013** USD ……, …… proyek
		2012 USD ……, …… proyek	**2011** USD ……, …… proyek
Ekspor Utama RI ke	:	……. (...%),……. (...%),……. (...%),……. (...%),…….	

…. (2013) * (*sumber: ……..*)		(...%),……. (...%),……. (...%),……. (...%)
Impor Utama RI dari …. (2013) * (*sumber: ……..*)	:	……. (...%),……. (...%),……. (...%),……. (...%),……. (...%),……. (...%),……. (...%),……. (...%)
Wisatawan ……. ke Indonesia * (*sumber: …….*)	:	..... orang (2014), ... orang (2013), ... orang (2012), ... orang (2011)
Jumlah WNI di …….* (*sumber: …….*)	:	…….orang (2014)
Jumlah Mahasiswa RI di ……. * (*sumber: …….)*	:	…….orang (2014)
Forum Bilateral RI-…….	:	…….

III. HUBUNGAN PERDAGANGAN ……. DENGAN ASEAN (2014)

** (dalam USD)*

Urutan	Negara Mitra	Total Nilai Perdagangan	Neraca Perdagangan (……)
1	Vietnam	……..	……..
2	**Indonesia**	……..	……..
3	Thailand	……..	……..
4	Singapura	……..	……..
5	Malaysia	……..	……..
6	Filipina	……..	……..
7	Kamboja	……..	……..
8	Myanmar	……..	……..
9	Laos	……..	……..
10	Brunei Darussalam	……..	……..

** Diolah dari ……..*

IV. SEJARAH SINGKAT

……

V. SISTEM POLITIK DAN PEMERINTAHAN …..

….

VI. PERKEMBANGAN DALAM NEGERI …..

…..

VII. Hubungan Bilateral Indonesia – .....

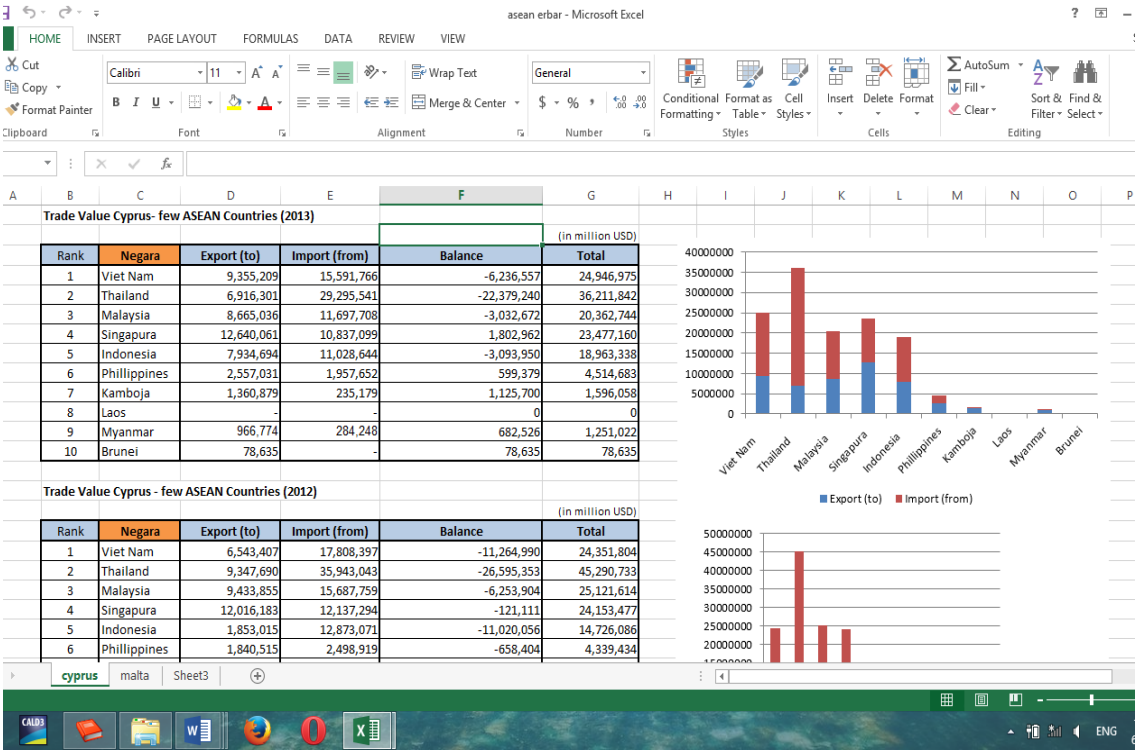
a. Politik
   ….

b. Ekonomi dan Investasi
   ….

c. Pertahanan dan Keamanan
   …..

d. Industri Transportasi Udara
   …..

g. Snapshot of Trade Data



Trade Value Cyprus- few ASEAN Countries (2013)

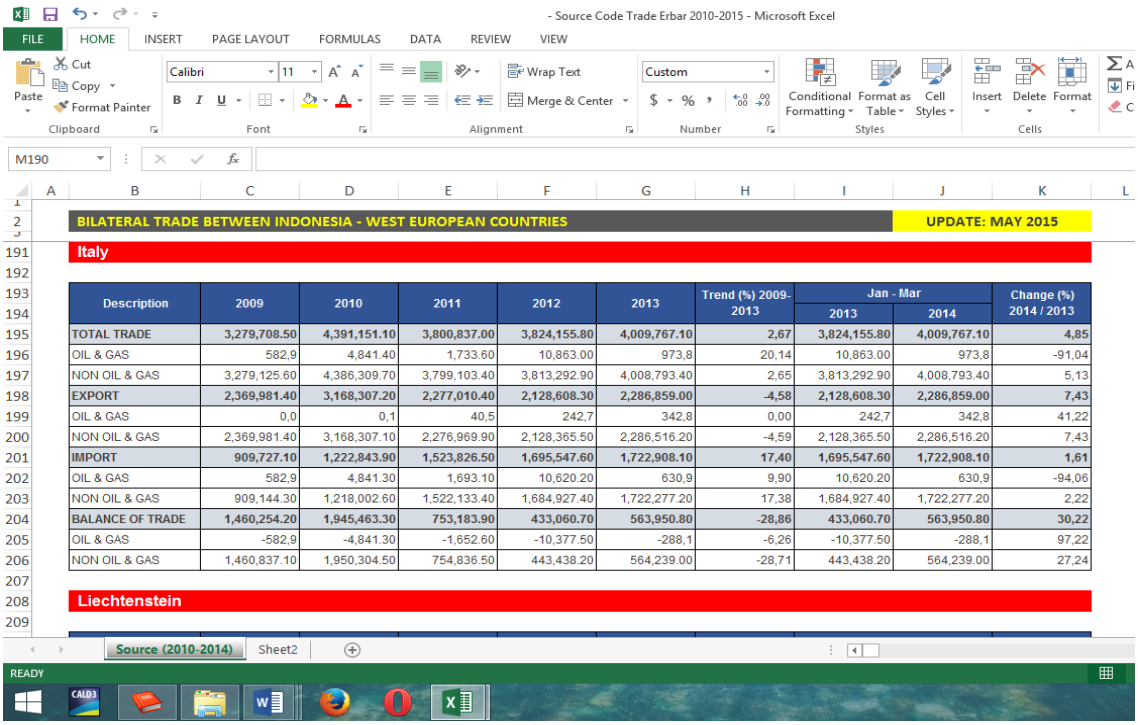
(in million USD)

Rank	Negara	Export (to)	Import (from)	Balance	Total
1	Viet Nam	9,355,209	15,591,766	-6,236,557	24,946,975
2	Thailand	6,916,301	29,295,541	-22,379,240	36,211,842
3	Malaysia	8,665,036	11,697,708	-3,032,672	20,362,744
4	Singapura	12,640,061	10,837,099	1,802,962	23,477,160
5	Indonesia	7,934,694	11,028,644	-3,093,950	18,963,338
6	Phillippines	2,557,031	1,957,652	599,379	4,514,683
7	Kamboja	1,360,879	235,179	1,125,700	1,596,058
8	Laos	-	-	0	0
9	Myanmar	966,774	284,248	682,526	1,251,022
10	Brunei	78,635	-	78,635	78,635

Trade Value Cyprus - few ASEAN Countries (2012)

(in million USD)

Rank	Negara	Export (to)	Import (from)	Balance	Total
1	Viet Nam	6,543,407	17,808,397	-11,264,990	24,351,804
2	Thailand	9,347,690	35,943,043	-26,595,353	45,290,733
3	Malaysia	9,433,855	15,687,759	-6,253,904	25,121,614
4	Singapura	12,016,183	12,137,294	-121,111	24,153,477
5	Indonesia	1,853,015	12,873,071	-11,020,056	14,726,086
6	Phillippines	1,840,515	2,498,919	-658,404	4,339,434



BILATERAL TRADE BETWEEN INDONESIA - WEST EUROPEAN COUNTRIES

UPDATE: MAY 2015

Italy

Description	2009	2010	2011	2012	2013	Trend (%) 2009-2013	Jan - Mar 2013	Jan - Mar 2014	Change (%) 2014 / 2013
TOTAL TRADE	3,279,708.50	4,391,151.10	3,800,837.00	3,824,155.80	4,009,767.10	2,67	3,824,155.80	4,009,767.10	4,85
OIL & GAS	582,9	4,841.40	1,733.60	10,863.00	973,8	20,14	10,863.00	973,8	-91,04
NON OIL & GAS	3,279,125.60	4,386,309.70	3,799,103.40	3,813,292.90	4,008,793.40	2,65	3,813,292.90	4,008,793.40	5,13
EXPORT	2,369,981.40	3,168,307.20	2,277,010.40	2,128,608.30	2,286,859.00	-4,58	2,128,608.30	2,286,859.00	7,43
OIL & GAS	0,0	0,1	40,5	242,7	342,8	0,00	242,7	342,8	41,22
NON OIL & GAS	2,369,981.40	3,168,307.10	2,276,969.90	2,128,365.50	2,286,516.20	-4,59	2,128,365.50	2,286,516.20	7,43
IMPORT	909,727.10	1,222,843.90	1,523,826.50	1,695,547.60	1,722,908.10	17,40	1,695,547.60	1,722,908.10	1,61
OIL & GAS	582,9	4,841.30	1,693.10	10,620.20	630,9	9,90	10,620.20	630,9	-94,06
NON OIL & GAS	909,144.30	1,218,002.60	1,522,133.40	1,684,927.40	1,722,277.20	17,38	1,684,927.40	1,722,277.20	2,22
BALANCE OF TRADE	1,460,254.20	1,945,463.30	753,183.90	433,060.70	563,950.80	-28,86	433,060.70	563,950.80	30,22
OIL & GAS	-582,9	-4,841.30	-1,652.60	-10,377.50	-288,1	-6,26	-10,377.50	-288,1	97,22
NON OIL & GAS	1,460,837.10	1,950,304.50	754,836.50	443,438.20	564,239.00	-28,71	443,438.20	564,239.00	27,24

Liechtenstein

B. Attachments

INTERNSHIP AND CAREER CENTER

Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

Name	**: GIFFANY ARTHA**		
Company's Name	: Ministry of Foreign Affairs of the Republic of Indonesia	**Department**	: Western European Affairs
Supervisor's Name and Title	: Adelia Ogantini Head of Section		
Working Hours	: 08.00 – 16.30	**Report Period**	: Monday, March 23rd, 2015 – Monday, April 6th, 2015

A. Describe your principal assignments, responsibilities, for the past two weeks

1. Reading and comprehending speech substance of Director General of American and European Affairs for Second Bilateral Consultation Forum Kingdom of Sweden and Republic of Indonesia, on October 11th, 2010 in Stockholm.

2. Reading and comprehending the latest country profile of Sweden and its bilateral status between Indonesia and Sweden. The country profile consisted of basic information of Kingdom of Sweden, as well as Sweden's relations with Indonesia in economy, politics and government, social and cultures, education, and health sectors.

3. Drafting speech of Director General of American and European Affairs for the Third Bilateral Consultation Forum Kingdom of Sweden and Republic of Indonesia, on April 6th, 2015 in Jakarta. The substance overviewed the development of Indonesia, Indonesia – Sweden bilateral relations and cooperation human rights dialogue, development cooperation, trade and investment, environment/climate cooperation, exchange of visits, exchange on views on regional and international issues of Indonesia – Sweden with European Union and ASEAN. It was very important for me to understand the issues in order to create a well-constructed, coherent, and accurate speech since it was on behalf of our country.

4. Making mission paper for upcoming new ambassador of Republic of Indonesia for Kingdom of Sweden. Basically, mission papers explained the ambassador's duties and goals to be pursued in his/her accredited country. This mission paper posed as a general guide for the ambassador to execute its duties later on. It covered the general condition of Indonesia – Sweden bilateral relations, bilateral relations attainment, potentials and opportunities, obstacles, dynamics of multilateral issues, and the future projection of bilateral and multilateral relations of Indonesia.

5. Handling the letters and documents filing (data entry) into shared Google Drive account of Western European Affairs MoFA. The documents were the latest approvals of assignment of experts from Germany in Indonesia under the framework of bilateral cooperation to handle

projects of environment, education, climate change, economy, technology, finance, Geo-Risk, energy, Investment, transportation, woman's rights, good governance, and social security.

6. Occasionally answering phone calls and jotting down the notes and messages for the intended person(s).

7. Contacting other directorates in MoFA requesting substantial materials for bilateral meeting of Director General of American and European Affairs with Helena Sångeland (Deputy Director – General and Head of the Department for Asia and the Pacific, Swedish Ministry of Foreign Affairs)

8. Updating country profile of Spain. I was assigned to update Spain's current population, GDP (PPP), Indonesia and Spain trade volume, latest balance of trade, investments, then thoroughly compared and tabulated comparison of Spain economy with other EU countries, the comparison of Spain trade volume and calculated its balance of trade with Indonesia and other ASEAN member states to see how vast Indonesia – Spain trade activities were.

9. Making mission paper for upcoming new ambassador of Republic of Indonesia for United Kingdom and Ireland as well as a representative in International Maritime Organization (IMO). I listed down 84 bilateral activities and attainment of Indonesia and UK in 2014, ranging from visits of high officials, economic cooperation visits, political, legal, and security visits, cultural promotions and the delegation mission to improve educational cooperation. I also got down to a research checking out whether the preceding bilateral agreement(s) or activities have any significant progress or results, figuring out potentials and opportunities, obstacles, dynamics of multilateral issues, and the making future projection of bilateral and multilateral relations of Indonesia with UK, Ireland, and in IMO.

B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development

1. I learned that in making any chaptered documents, they should be separated into different files for different chapters instead of combining it into the same file. This was to avoid an entire file-damage that may cause a data loss.

2. I got myself familiarized with real-work of international relations

3. While doing the data entry, I learned how to properly classify the documents, and arrange it into tables to create orderly archives for information retrieval purposes

4. I learned that in working field, speed and accuracy was needed. Because all divisions and even institutions were inter-related one to another. If there was a late submission of certain work from one division, then other work(s) in other division(s) might not be able to be accomplished as well.

5. I learned from my supervisor how to properly answer and forward a phone call, and to politely request urgently-needed document without sounding so pushy.

6. I learned some sorts of bilateral technical cooperation from Germany *(Deutsche Gesellschaft fur Internationale Zusammenarbeit a.k.a GIZ)* dedicated to Indonesia. Among others:

   1) Sustainable Economic Development through Technical and Vocational Education and Training Program (SED-TVET),
   2) Biodiversity and Climate Change Project (BIOCLIME),
   3) Transforming Administration, Strengthening Innovation (TransformASI) Program,
   4) Program and Network development in the Academy for Clean Energy and Sustainability (ACES),
   5) Sustainable Management of Biodiversity and Climate Change, Policy Advice for Environment and Climate Change (PAKLIM),
   6) Forest and Climate Change Program (FORCLIME),
   7) Sustainable Regional Economic Growth and Investment Program (SREGIP),
   8) Program Development in the field of Human Dimension of Climate Change, Sustainable Urban Transport Improvement Project (SUTIP),
   9) Program Development in the field of Home Affairs for the Service of Good Governance at Association of Indonesia Municipalities (AIM),
   10) Promotion of Least Cost Renewable (L-CORE) Project,
   11) Social Protection Programme (SPP),
   12) Stengthening Woman's Right (SWR),
   13) ASEAN Hydro Power Competence Center (HYCOM),
   14) Global Alliance for Social Security to support Social Protection Program (SPP),
   15) The South-South triangular Cooperation Networks for Global Governance Project.

C. Describe problems or challenges encountered during the week and how you resolved/minimized them

1. It was such a shame to come one-hour late in the first day of internship, due to a heavy traffic jam. I coped by leaving home earlier. Since that day on, I always became the first comer in the office.

2. In making mission papers for ambassadors who are assigned to more than one accredited countries, sometimes the information in country profiles is not really sufficient. I usually requested the information from country-related staff(s) when it was necessary and at the same time looked for the incomplete information from trusted website such as IMF, World Bank, UNComtrade, etc. Although I knew that my work would be checked and corrected by the staff, but I did not want to do any of my job carelessly. I always tried to finish the job as neat, complete, and good as possible. That might take a longer time, but I always tried to do the best I could.

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3. When I was assigned to make *Curriculum Vitae* of Helena Sångeland (Deputy Director – General and Head of the Department for Asia and the Pacific, Swedish Ministry of Foreign Affairs) for the upcoming Indonesia – Sweden third bilateral meeting, I encountered a problem that it was quite hard to find her birthday, her detailed and chronological education, courses, and working experiences as I was ordered. I then found a smart way to look for the Information in Swedish on Google Sweden (www.google.se) with the help of Google Translator and it worked.

4. One day, one of the staffs needed my help to type approximately 5 pages of urgent letter. When I was working pressed for time, my Microsoft Word suddenly froze and stopped responding. It actually had happened many times before, whenever I multitasked many windows of Microsoft Word, then it frequently became frozen or even completely halted. That staff said it was okay and he decided to help me typing 2 out of 5 pages of letter so that job would be finished quicker. Apart of that, I intend to repair my laptop in the next few days so that my work can be done more efficiently.

5. Most of the jobs I received did not only require perseverance and quickness to get the job done on time, but they also required high-level understanding and skills to convey and package information in accordance with ordered requirements. Luckily, my supervisors and the staffs around were always open and very welcome to give me directions and helps to get the job well-done.

Submitted by

Giffany Artha

Name of intern
Date: April 8th 2015

Read and acknowledged by

KEMENTERIAN LUAR NEGERI REPUBLIK INDONESIA 03

Adelia Ogantini

On Site Supervisor
Duly Stamped

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Date: April 8th 2015

INTERNSHIP AND CAREER CENTER

Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

Name	**: GIFFANY ARTHA**		
Company's Name	: Ministry of Foreign Affairs of the Republic of Indonesia	**Department**	: Western European Affairs
Supervisor's Name and Title	: Adelia Ogantini Head of Section		
Working Hours	: 08.00 – 16.30	**Report Period**	: Tuesday, April 7th , 2015 – Monday, April 20th, 2015

A. Describe your principal assignments, responsibilities, for the past two weeks

1. Reading and comprehending the latest country profile of Kingdom of the Netherlands and its bilateral status with Republic of Indonesia. The country profile consisted of basic information of Kingdom of the Netherlands such as GDP (PPP), GDP per Capita, economic growth, main export commodities, main import commodities, bilateral trade values, inflation rate, population, number of Indonesian citizens in Netherlands, number of tourists from Netherland to Indonesia. Understanding economic relations (such as trade, investments, trade and investment opportunities, Netherlands – Indonesia trade comparison with other ASEAN Countries), and understanding politics and government relations (bilateral agreement, bilateral forum, and bilateral cooperation).

2. Making mission paper for upcoming new ambassador of Republic of Indonesia for Kingdom of Netherlands. I collected all data from snapshots of Indonesia – Netherlands bilateral relations provided by Directorate of Western European Affairs which periodically updated, as well as from reliable website sources such as IMF, World Bank, and UN Comtrade to upgrade the information. Then, I categorized the data into several kinds of bilateral attainments such as economic, politic, and government relations to review the preceding and on-going condition of bilateral relation. This mission paper mainly discussed about mutual cooperation as in *Joint Declaration between the Government of Indonesia and the Government of the Netherlands on Comprehensive Partnership* which became the peak of bilateral relations of Indonesia and Netherlands. It comprised the cooperation in terms of trade relations, defense and security, police force and counter terrorism, assistance to water, infrastructure, and logistics management, natural disaster handling, education, food and agriculture, tourism, Indonesia-Netherlands associations, triangular cooperation, and energy sector. After understanding the data collected, I figured out Indonesia's dynamic of bilateral and multilateral issues, potentials or opportunities and followed by creating future projections Indonesia to create a forward integration based on data I analyzed.

3. Occasionally answering phone calls and jotting down the notes and messages for the intended person(s).

4. Re-typing Draft Technical Cooperation of Indonesia and Germany 2012 and 2013 both in English and Bahasa. The draft was as a manifestation of Germany's desires to strengthen and intensify friendly relations through technical cooperation in a spirit of partnership, particularly to contribute to social and economic development in the Republic of Indonesia.

5. Making official note based on Diplomatic Note from German embassy in Jakarta, and translated it from English to Bahasa.

6. Finding latest opinion polling for Spanish general election 2015 in National and Catalonia and finding issue-related articles. I reported the opinion polling in a form of both graphical summary and its narrations. The sources of polling report mainly launched by *Metroscopia* and *NC Report*. The articles mainly about anti-austerity party, Podemos, which dominated the opinion polling for Spanish general election 2015 lately. All of data I gathered would be used for Indonesia – Spain Bilateral Meeting on April 2015.

7. Making Curriculum Vitae (CV) of Brynjar Skjaerli, a Norwegian journalist of *Verdens Gang*

8. Contacting Otorita Batam.

9. Contacting Ministry of Transportation and Secretary of Director General of Sea Transportation.

10. Making CV of Turkish President, Recep Tayyip Erdoğan. The CV was written in narrative form to be read in a bilateral presidential meeting the Indonesia – Turkey in Jakarta, on April 2015. The CV was written in two languages, English and Indonesian with a total of 4 pages.

11. Re-typing creative industry of Italy delivered by the Ambassador to Italy, Mohamad Oemar on Ambassadorial Dialogue: Building Network *Creativepreneur* of Indonesia Overseas. This dialogue discusses the excellence of Italian creative industry, strategies of Italy in developing its creative industry, ways of developing cooperation in creative industry with Italy, and most importantly, the steps to penetrate the Italian market.

12. Searching and listing the Europe's leading countries in producing sorts of creative industries. This data will be used for mapping the Indonesia's potential partnership to develop its creative industry.

B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development

1. Lately, I had been assigned to translate several documents in English. That really helped me to polish my formal English skill for good.

2. Updating Indonesia – Western Europe trade report on Fishery from 2010 until 2013 automatically enabled me to memorize the whole 26 countries in Western Europe. Not only the countries, but that also widened my horizon regarding Indonesia's trade dynamics which mostly experienced surplus from fishery industry.

3. It was not only such an honor to make a mission paper for upcoming ambassador in his/her accredited country, but also it also significantly broadened my knowledge regarding Indonesia's foreign relations. Furthermore, I was not only had a chance to get to know miscellaneous technical and diplomatic relations, but I also had a such priceless challenge to look at Indonesia's potentials, opportunities, and also to formulate future projection to create a forward integration with other countries, in other word, to strengthen Indonesia's presence in international stage.

C. Describe problems or challenges encountered during the week and how you resolved/minimized them

1. When I was assigned to make official note based on Diplomatic Note from German embassy in Jakarta, I made several mistakes in the wordings, and its format since it was my first official note I made. With the help of other intern and the staffs around, I could finally finish the note and submitted it on time.

2. It was really challenging to find the latest opinion polling for Spanish general election 2015 all across the Spain and reported it in a graphical summary and narration form. However, I encountered some problems in data finding. It was a bit hard to differentiate the municipal election and general election if we had not understood the status quo of Spanish political parties. Therefore, I looked up information regarding the political parties and political situation in Spain, then did the data search afterwards.

3. Collecting information to make Curriculum Vitae (CV) of Brynjar Skjærli – a Norwegian journalist of *Verdens Gang* – must have been a piece of cake if only the data were broadly available on internet. I could only found his journalism experiences, University, and his publications. Even those were because of the help of www.google.no. No birth date found.

4. In making mission papers for ambassadors, when information in country profile was not really sufficient, I requested the information from country-related staff(s) when it was necessary and at the same time looked for the incomplete information from trusted website such as IMF, World Bank, UNComtrade, etc. Though I knew that my work would be checked and corrected by the staff, but I did not want to do any of my job carelessly. I always tried to finish the job as neat, complete, and good as possible. That might take a longer time, but I always tried to do the best I could.

Form No	**ICC/03/INT/BWR/2011**
Form Title	**Internship Biweekly Progress Report**

5. I had a day off on Friday, April 17th 2015 due to golf tournament in university that I ought to attend. Unfortunately, I remembered that I still had an unfinished works in office that I left off the day before. On the next Monday, I was a little overwhelmed since I had to finish the pending works since last Thursday, plus the new tasks given in the last minute which were a bit urgent. I was also running out of time as I had to catch the (one and only) bus on 4:30 PM, so I could not finish the job in the office. Since I was responsible for the duties relied on me, I continued the tasks at home and sent them to the staff on the same day right on time.

Submitted by

Giffany Artha

Name of intern
Date: April 21st, 2015

Read and acknowledged by

KEMENTERIAN LUAR NEGERI REPUBLIK INDONESIA 03

Adelia Ogantini

On Site Supervisor
Duly Stamped

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Date: April 21st, 2015

INTERNSHIP AND CAREER CENTER

Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

Company's Name	:Ministry of Foreign Affairs of the Republic of Indonesia	**Department**	:Western European Affairs
Supervisor's Name and Title	: AdeliaOgantini Head of Section		
Working Hours	: 08.00 – 16.30	**Report Period**	: Tuesday, April 21st, 2015 – Tuesday, May 5th, 2015

A. Describe your principal assignments, responsibilities, for the past two weeks

1. Updating cultural and creative industries of Italy
2. Updating export-import data and balance of trade of Indonesia – Italy cooperation in creative industry
3. Making official notes for Director of Consular from German Embassy in Jakarta regarding Application for Approval of Technical Experts from Germany (GIZ) in Indonesia
4. Assisting one of the staffs in collecting Indonesia's 10 main and potential commodities based on commodities and destination countries in Western Europe.
5. Retyping verbal note from Kingdom of Spain aboutlist of journalists and business delegations accompanying the Spanish Foreign Minister in his upcoming visit to Indonesia
6. Making *Curriculum Vitae* of French Prime Minister, Manuel Valls
7. Collecting information about Spanish companies' products and services, as well as their presence and cooperation with other countries across the globe.
8. Collecting data on Spain foreign relations with EU countries from 2010 – 2015
9. Drafting a letter of Invitation for Head of International Trade Policy in Jakarta from EXPO 2016 Antalya Agency on behalf of the Republic of Turkey to Attend the **World Horticultural Exposition A1 Category: EXPO 2016 Antalya in Antalya, Turkey.**

10. Collecting information on statements of President, Prime Minister or Foreign Minister of countries in Western Europe related to the death penalty todrug smugglersfrom Australians, Nigeria, Brazil, and Indonesia, which recently executed.

11. Drafting a letter for Secretary General of the Ministry of Education and Culture and Secretary General of the Ministry of Research, Technology and Higher Education to participate in **2015 International Youth Meeting of Ancient Drama, Music and Athletics: Theatre, Music and Athletic Games "Olympia in Dion" in the Ancient Theatre of Dion, Greece**in September 2015.

12. Collecting data about ministries involved in Agreement between the Government of the Republic of Indonesia and the Government of the Italian Republic on Scientific and Technological Cooperation 1997 in treaty room, and called the related ministry to ensure that treaty was still in effect or valid.

13. Making a phone call to Directorate of Ports and Dredging to ask their fax number to make contact for cooperation with French company.

14. Making a phone call ITB's field of research, technology, and partnerships to ask confirmation upon an offer to participate on a research visit to Germany.

B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development

1. I learned significant knowledge about Italian creative industries. I got to know about Italian design manufacturers and famous trademarks such as: Ferrari, Ducati, Alfaromeo, Fiat, Gucci, Lamborghini, Bulgari, Benerron, Diadora, Fendi, Pirelli, and so on, with Rome and Milan as one of the world's fashion centers. I also learned wide variety of Italian industry clusters and the origin cities. Just to name a few, *Haute couture* and *pret-a-porter* (Armani, Dolce &Gabbana, Versace, Valentino, Gucci, Trussardi, Prada, Fendi, and Misssoni) from Florence and Milan; Sportswear (Robe in Kappa, Invicta, Asics, Fila, Lotto and Diadora) from Torino, Milan. I also listed other prominent industries such as food and beverage industry, tourism, and its attractive architectural and industrial design. I just got to know that in 2008 before crisis, Italy's export market share in creative industry reached 8.3%, above U.S (7.61%). Very interesting.

2. In spite of Italy's high market share in creative industry, Indonesia almost always gained surplus in numerous fields of creative industries since 2011 until 2013. Though it was quite unbelievable, but at least it was the fact based on data launched by UN Comtrade. For instance, in 2013 Indonesia's export to Italy for articles of leather, animal gut, and travel goods was US$25,820,126 while import was only US$4,314,301; in 2012 Indonesia's export for wood marquetry, caskets and cases for jewels was US$2,452,066 and Italy could only manage to export US$4 of the same goods to Indonesia. That way, I learned that Indonesia had turned out to be quite advanced in creative industries abroad

3. When I was assigned to search products, services, and foreign relations of Spanish companies that were coming to Indonesia, I got myself familiarized with many giant companies in Spain. Some of them also have close relationship with Indonesia such as Airbus (leading aircraft manufacturer), Indra (Transport and Traffic), Repsol (oil and gas), and Centunion (engineering company).

4. Searching Spain foreign relations with countries in EU from 2010 until 2015 significantly broadened my knowledge. I got to know which countries have close relations with Spain and which countries do not. And I learned several kinds of economic cooperation, bilateral projects, and challenges of bilateral relations.

5. During my internship at the Directorate of Western Europeand engaged with its foreign affairs, I automatically memorized countries in Europe and my knowledge about countries in Western Europe significantly escalated

6. I learned how to make many kinds of official letters.

C. Describe problems or challenges encountered during the week and how you resolved/minimized them

1. Some of Spanish companies information in their official websites were written in Spanish, and even the information was not really sufficient. I searched more necessary information in Wikipedia English and other sources.
2. I made some mistakes in drafting letters. However, my supervisor always corrected me so I could learn a lot new things for future tasks.
3. It was quite hard to find statements of President, Prime Minister or Foreign Minister of countries in Western Europe related to the death penalty in Indonesia. Not all governments made official statements yet because it was only 1 day after the execution. I could only found press release/statement from President of Norway who stated his deep regret.

Submitted by

Giffany Artha

Name of intern
Date: May6th, 2015

Read and acknowledged by

KEMENTERIAN LUAR NEGERI REPUBLIK INDONESIA 03

AdeliaOgantini

On-Site Supervisor
Duly Stamped

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INTERNSHIP AND CAREER CENTER

Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

Company's Name	:Ministry of Foreign Affairs of the Republic of Indonesia	**Department**	:Western European Affairs
Supervisor's Name and Title	: Adelia Ogantini Head of Section		
Working Hours	: 08.00 – 16.30	**Report Period**	: Wednesday, May 6th , 2015 –Monday, May 18th, 2015

A. Describe your principal assignments, responsibilities, for the past two weeks

1. Attending **Limited Discussion on Issues of Investment and International Trade in the 21st Century: Priorities and National Interests**on May 8th, 2015 in Ministry of Foreign Affairs. Inviting senior lecturer of UPH, Michelle Limenta; Ministry of Trade, Dewi; Coalition of Indonesian Traditional Fishermen (KNTI), Riza Damanik, as speakers. In addition to follow the discussion attentively, I also noted some key information from each speaker.
   - Ms. Michelle Limenta talked about improving economic performance and national trade in accordance with the international trade evolution. She stated that there was a distinct gap in international trade and evolution of international trade which was specified into 2 major problems, such as the slow pace of multilateral negotiations (when multilateral agreements cannot quickly follow the development of technology and various trades in the world), and the mushrooming ofbilateral, regional or*plurilateral* trade agreements (to accommodate the rapid development of technology and trade)
   - Mrs. Dewi talked about complexity of global economic cooperation (*spaghetti bowl*) and roles of Indonesia in Global Value Chain (GVC) in ASEAN. She mentioned current problems in service sectors, in which Indonesia and friends of ESM (minus Singapore) could not identify national injured service sectors, because of lack of sector-based information as there were 12 recognized service sectors with 160 sub-sectors each. Therefore, injured service sectors were quite a challenge to identify. Mrs. Dewi also stressed a point on low participation of Indonesia in service sector cooperation with Japan (IJEPA), while as a matter of fact Japan gave a full commitment to the 100 sub-sectors, while Indonesia had only given full commitment to the 27 sub-sectors. This IJEPA agreement supposed to be more favorable for Indonesia service sectors.
   - Mr. Riza Damanik talked about how foreign retails had threatened Indonesia's national interests. For instance, land tenure by corporate increased 24.57% in 2003-2013 but had to be paid off with small farmers land loss (0-5000 ha each) until 5,177,195 lands. In 2007-2011 there were 3,000 traditional markets closed with depreciation of 8.1% annually. Mr Riza offered 3 diplomacy strategies as solution: (1) "National Economic Development Model Approach" – facilitating people investment first, NOT ones dominated by corporations; (2) Creating Safeguards Initiative to protect farmers, fishers, labor, SMEs,

etc. (3) Investment Agenda, to formulate a model bilateraland international investment treaties which protect the basic rights of the people, and to participate actively in formulating UN Binding Treaty on TNCs.

2. Re-typing facsimile news about ASEA-UNINET (ASEAN-EUROPEAN Academic University Network)

3. Inputting datainto shared Google Drive account of Western European Affairs MoFA. The documents were the latest approvals ofassignment ofexpertsfrom GermanyinIndonesia under the framework of bilateral cooperation to handle projects of environment, education, climate change, economy, technology and finance

4. Making official notes for Director of Consular from German Embassy in Jakarta regarding Application for Approval of Technical Experts from Germany (GIZ) in Indonesia

5. Making phone callsto Directorate of Forestry (BAPPENAS), Directorate of Borrowing and Grants (Ministry of Finance), Directorate of Bilateral Funding (BAPENNAS), and Directorate of Evaluation, Accounting and Settlement (Ministry of Finance) to get confirmation on their attendance on a **Joint-Statement Discussion Meeting on REDD+ Cooperation of the Republic of Indonesia and Norway**, on May 13th, 2015 at the Ministry of Foreign Affairs.

6. Making phone calls to Directorate of Human Rights Cooperation (Ministry of Justice and Human Rights), Legal Bureau (Ministry of Defense), Directorate of International Cooperation, Directorate legislation (Ministry of Defense), and Body for Religious Life Development Training (MORA) to get confirmation of their attendance on a **Preparatory Meeting of the Twelfth Human Rights Dialogue of the Republic of Indonesia - Norway** on May 13th, 2015 at the Ministry of ForeignAffairs.

7. Sending facsimiles to directorates which had not yet received the written invitations to attend aforementioned meetings.

8. Finding articles about Vittorio Sandalli (designated Italian plenipotentiary ambassador)

9. Gathering information to create Vittorio Sandalli *Curriculum Vitae* (CV).

10. Gathering information and pictures of CEO or highest-ranking person of giant companies in UK, such as Olam International, Standard Chartered, and Jardine Matheson.

11. Making phone call to Directorate of Port and Dredging to get confirmation on their participation in Indonesia Economic Updates 2015 in Hamburg.

B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development

1. I gained lots of insights from attending the **Limited Discussion on Issues of Investment and International Trade in the 21st Century: Priorities and National Interests.** I could understand more from outstanding speakers about current situation of investment and international trade issues which were quite problematic. The materials and solution offered by speakers explored my understanding that there were still hopes for Indonesia to restore its national interests and at the same time to captivate more markets abroad.

2. I got to know that there was such educational cooperation (full scholarship) among several universities in Austria, Indonesia, Thailand and Vietnam as in ASEA-UNINET which fully funded by ASEAN, EU, and ASEA-UNINET member universities.

3. I got myself accustomed to calling elected officials of local state. I learned and got used to talking in formal mode, and at the same time I became familiarized with directorates' acronyms which sounded a bit peculiar to me at first.

4. It was such a knowledge to know deeper about important figures like Vittorio Sandalli (Italian Minister of Plenipotentiary), Sunny George Verghese (CEO Olam International), Sir Henry Keswick (CEO of Jardine Matheson), and Peter Alexander Sands (CEO of Standard Chartered). Getting to know their profile and their journey to reach their success were quite inspiring.

C. Describe problems or challenges encountered during the week and how you resolved/minimized them

1. Making phone calls to other directorates of other ministries were sometimes quite effortful. Some numbers were no longer registered, some did not pick up the phone, some were just not at the office at that time, and some directorates had not yet processed the invitation to point someone to be assigned for the meeting. Meanwhile, the meeting was to be held on the following day that I had to receive their clear confirmation of attendees on that day. I was assisted by many staffs to direct me which directorates I should call first. I kept calling until I received as many confirmations as possible. I continued calling until the next day, the D-day of 2 meetings, which was until the last minute until the meeting almost began. After meetings, the country-related staffs who conducted the meeting thanked and congratulated me for my work because it turned out that the meetings were attended by many, and most of them were directors, which they said, quite rarely happened. I was so glad that my hard works paid off, and quite satisfied that I could take role in such essential meetings.

INTERNSHIP AND CAREER CENTER

Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

Submitted by

Giffany Artha

Name of intern
Date: May18th, 2015

Read and acknowledged by

KEMENTERIAN LUAR NEGERI ★ REPUBLIK INDONESIA ★ 03

Adelia Ogantini

On Site Supervisor
Duly Stamped

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Date: May 18th, 2015

INTERNSHIP AND CAREER CENTER

Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

Company's Name	:Ministry of Foreign Affairs of the Republic of Indonesia	**Department**	:Western European Affairs
Supervisor's Name and Title	: Adelia Ogantini Head of Section		
Working Hours	: 08.00 – 16.30	**Report Period**	: Wednesday, May 20th, 2015 –Wednesday, June 3rd, 2015

A. Describe your principal assignments, responsibilities, for the past two weeks

1. Gathering and summarizing news about Italy and Vatican recognizing Palestine as a state.
2. Searching for number of tourist arrivals from Western European countries and all over the world to Indonesia from 2002 until 2014.
3. Updating Bilateral trade data between Indonesia – Western European countries from 2010 to March 2015
4. Drafting a letter to convey message from Embassy of Turkey in Jakarta to Secretary General House of Representative, Dr. Winantuningtyastiti Swasanani, M.Si. on invitation to the Meeting on "Information Exchange System and Further Cooperation Possibilities" in Ankara, Turkey, May 26-27, 2015
5. Supplying data of the latest Italy's foreign trade report 2014-2015 to the head of section for economy and development during his meeting in generating duty paper for upcoming RI ambassador for Italian Republic.
6. Answering phone calls and delivering important messages to my on-site supervisor during her meeting in Bogor for 3 days.
7. Inputting data into shared Google Drive account of Western European Affairs MoFA. The documents were the latest approvals of assignment of experts from Germany in Indonesia under the framework of bilateral cooperation to handle projects of environment, education, climate change, economy, technology and finance

8. Drafting official notes for Director of Consular from German Embassy in Jakarta regarding Application for Approval of Technical Experts from Germany (GIZ) in Indonesia

9. Making a phone call to secretary general of House of Representative of Indonesia to ask whether they had sent facsimile letters to Indonesian Embassy in Ankara, Turkey about transit of commission V Parliament delegation in Istanbul, Turkey

10. Making a phone call to Indonesian embassy to Turkey in Ankara, ensuring they had received facsimile newsabout transit of commission V Parliament delegation in Istanbul, Turkey.

11. Searching for fax numbers of other ministries over the phone and websites, sending them the facsimile letter related to the requestof certain materials for meetings of RI-Norway in Oslo, then ensuring whether they had successfully received the letters.

12. Drafting speech of H.E. Mr. Saleh Husin, SE, M.Sc, Minister of Industry of The Republic Of Indonesia as the remark for reception of Italian National Day, hosted by The Embassy of Italy, that would be held on June 3rd, 2015

13. Making a phone call to Indonesia Constitutional Court requesting itinerary of Constitutional Court delegations that would go for the opening of the Seventh Congress of the Association of French-speaking Constitutional Courts *(Association des CoursConstitutuinnellesI'Usageayant en Partage du Francais - ACCPUF)* from June 3rd to June 6th, 2015 in Bern, Switzerland.

14. Updating trade data of Cyprus and Malta with ASEAN member states from 2013 until 2014.

15. Making a phone call to Directorate of Development, Promotion and Image *(Ditjen PEN)* requesting the agenda of upcoming World Expo Milano.

16. Drafting a letter of recommendation request to Director of Development for the Performing Arts and Music Industry, Ministry of Tourism of The Republic of Indonesia, regarding exchange of cultural missions between the Government of Indonesia and Italy, the Italian Institute of Culture *(IstitutoItaliano di Cultura)*in a form of 'TRAVIATA' Dancing Performance in Jakarta on June 14th 2015.

B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development

1. Being assigned to summarize news, as in Vatican and Italy recognition on Pakistan as a state, enabled me to read numbers of articles which broadened my knowledge. It did not only require a good reading skill, but it also required a good analytical skill to be selective in selecting the most important news to be highlighted and rewrite them all down in a form of good report.

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2. I learned how to make international phone call using telephone office when I was asked to call Indonesian Embassy in Ankara to ensure they had received the facsimile news from secretary general of House of Representative of Indonesia.

3. In drafting the speech for Minister of Industry of The Republic of Indonesia, H.E. Mr. Saleh Husin, SE, M.Sc, as the remark for reception of Italian National Day, I learned a significant knowledge about how to make a speech in a highly formal style. Not only my English skill was challenged but also my horizon about Indonesia-Italy bilateral relations as that would also be put in one of the main the speech contents.

4. From making various kinds of letters, I not only learned how to make them but I also got something new regarding what the letters were about. For example, I had just knew that there was such cooperation among assemblies and House of Representatives in the world as in Information Exchange System and Further Cooperation Possibilities in Ankara Turkey.

C. Describe problems or challenges encountered during the week and how you resolved/minimized them

1. When I was urgently assigned to supply data of the latest Italy's foreign trade report 2014-2015 to one of the staffs during his meeting in generating duty paper, I was a bit overwhelmed because the information on www.istat.it was reported in monthly basis and kind of mixed with other kinds of statistical reports. But I could manage to collect all information and organized them pretty well and sent it to him.

2. Every time I was asked to send fax letters, I always asked confirmation whether they had successfully received the letters. Therefore, before sending them, I searched their phone numbers first, to ensure their right fax numbers, and to confirm the receipt. It took almost a whole day to look for 14 directorates phone and fax number, to send them fax letters one by one – which took quite long time – and to call them for receipt confirmation.

Submitted by | **Read and acknowledged by**

Giffany Artha

Name of intern
Date: June 3rd, 2015

KEMENTERIAN LUAR NEGERI REPUBLIK INDONESIA

AdeliaOgantini

On Site Supervisor
Duly Stamped

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Date: June 3rd, 2015

INTERNSHIP AND CAREER CENTER

Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

Company's Name	:Ministry of Foreign Affairs of the Republic of Indonesia	**Department**	:Western European Affairs
Supervisor's Name and Title	: Adelia Ogantini Head of Section		
Working Hours	: 08.00 – 16.30	**Report Period**	: Thursday, June 4th , 2015 – Thursday, June 18th, 2015

A. Describe your principal assignments, responsibilities, for the past two weeks

1. Updating the latest country profile of Portuguese Republic and its bilateral status with Republic of Indonesia. The country profile consisted of basic information of Portuguese Republic such as GDP (PPP), GDP per Capita, economic growth, main export commodities, main import commodities, bilateral trade values, inflation rate, population, number of Indonesian citizens in Portugal, number of tourists from Portugal to Indonesia. Updating economic relations (such as trade, investments, trade and investment opportunities, Portugal trade comparison with other ASEAN Countries), and searching forthe latest politics and government relations (bilateral agreement, bilateral forum, and bilateral cooperation).

2. Occasionally answering phone calls and jotting down the notes and messages for the intended person(s).

3. Inputting data into shared Google Drive account of Western European Affairs MoFA. The documents were the latest approvals ofassignment ofexpertsfrom GermanyinIndonesia under the framework of bilateral cooperation to handle projects of environment, education, climate change, economy, technology and finance

4. Making official notes for Director of Consular from German Embassy in Jakarta regarding Application for Approval of Technical Experts from Germany (GIZ) in Indonesia

5. Retyping *"Keputusan Menteri Perdagangan Republik Indonesia tentang Pembentukkan Komite Perundingan Perdagangan Republik Indonesia Dalam Rangka Persetujuan Antara Republik Indonesia Dan European Free Trade Association (EFTA) Mengenai Suatu Kemitraan Ekonomi (Comprehensive Economic Partnership Agreement)".*

6. Making a phone call to secretary of Ministry of Cooperatives Small and Medium Enterprises to ensure the attendance of the minister or his representative on a reception of neighboring countries' national day.

7. Collecting data on the trend of the number of visitors in Indonesia pavilion in World Expo Milano 2015.

8. Updating statistic data of trade comparison (and the trend) of Western European countries with ASEAN member states.

9. Collecting data about all bilateral cooperation and/or agreement with Italy in defense sector.

10. Collecting data about the number of immigrants to Italy since 2006 until 2015.

11. Translating facsimile letter from Embassy of Turkey in Jakarta from English into Bahasa, then drafting the forwarding letter to Directorate of Information .

12. Calling and sending facsimile letters to other ministries to invite them for Preparatory Meeting of the Second Bilateral Consultation Forum Republic Indonesia and Austria.

13. Sending facsimile letters to State Secretary regarding confirmation of Ministry of Foreign Affairs participation on *The World of Coffee Goes to Nordic.*

14. Updating Country profile of Italy for meeting's material with Staff Officer for International Cooperation Directorate of Ministry of Defense, LetkolKurniawan F. Syarifuddin. He, on behalf of Ministry of Defense, requested us to provide information about current bilateral relations with Italy, specifically about economy, maritime and defense cooperation.

15. Accompanying Directorate Western European Affairs staff during meeting to record minutes of meetings, and also taking part to talk about the materials.

16. Typing minutes of meeting and highlighting specific and important information from Ministry of Defense, particularly about Indonesia and Italy position in UNIFIL and OtoMelara military weapon. Those were important updates for generating Italy's newest country profile.

17. Contacting other ministries through phone calls and sending invitation letters through facsimile. It was invitation for preparatory meeting for first bilateral consultation forum RI-Portugal

18. Updating the latest country profile of Portuguese Republic and its bilateral status with Republic of Indonesia. The country profile consisted of basic information of Portuguese Republic such as GDP (PPP), GDP per Capita, economic growth, main export commodities, main import commodities, bilateral trade values, inflation rate, population, number of

Indonesian citizens in Portugal, number of tourists from Portugal to Indonesia. Updating economic relations (such as trade, investments, trade and investment opportunities, Portugal trade comparison with other ASEAN Countries), and searching for the latest politics and government relations (bilateral agreement, bilateral forum, and bilateral cooperation).

19. Calling and sending facsimile letters to other ministries to invite them for preparatory meeting of First Bilateral Consultation Forum Republic Indonesia and Portugal

B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development

1. Lately, I had been dealing quite much in economic and development sector. I learned how to process and tabulate numeric data into figures and information for particular needs which entailed Microsoft Office Excel formula expertise, accuracy. For instance in generating statistical data of trend and trade comparison the whole 26 Western European countries with ASEAN member states since 2010-2012, I had to process yearly country-by-country trade report and accumulate them to see the trend of economic cooperation within ASEAN member states and Western European countries.
2. I also learned more about the procedures to get statistic data from reliable sources such as IMF, World Bank, Trade Map, Intracent, etc.
3. Dealing with various kinds of economic report, and latest international news had significantly expanded my horizon particularly in international affairs.
4. I absorbed quite much knowledge about Italy since I had been involved in various assignments that required deep and detailed information pertaining the country, such as updating the bilateral trades, went down to the Italy's current international affairs (massive migrant inflow),

C. Describe problems or challenges encountered during the week and how you resolved/minimized them

1. There was a small problem such as time-consuming sending fax process. There was nothing I could to solve this problem. Instead, I used the vacant time to search for other ministry phone numbers and doing other works for efficiency. But on top of all this, there was no major challenge encountered since I had learned most of the tasks from previous assignments.

Submitted by

Giffany Artha

Name of intern
Date: June 18th, 2015

Read and acknowledged by

AdeliaOgantini

On Site Supervisor
Duly Stamped

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Date: June 18th, 2015

INTERNSHIP AND CAREER CENTER

Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

Company's Name	:Ministry of Foreign Affairs of the Republic of Indonesia	**Department**	:Western European Affairs
Supervisor's Name and Title	: Adelia Ogantini Head of Section		
Working Hours	: 08.00 – 16.30	**Report Period**	: Thursday, June 19th , 2015 – Thursday, June 29th, 2015

A. Describe your principal assignments, responsibilities, for the past two weeks

1. Searching for list of foreign investors from Western European Countries investing in Badan Pengusaha Kawasan Karimun, the sectors, and the business scale

2. Acompanying one of the Staff at Directorate of Western European to meet Badan Pengusaha Kawasan Karimun

3. Typing the minutes of meeting (MoM) and the highlighted information,and handing it over to Directorate of Western European staff whom I assisted

4. Finishing Final Internship Report for Directorate of Western European's archive.

5. Helping and giving direction to new interns in Directorate of Western European. I shared them my experiences related to the jobs I had been dealing with, and ways to handle certain assignments

B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development

1. The meeting I dealt with introduced me to a real macro-economic business talk. The meeting generally discussed about BPK Karimun's plan to hold investment seminars in Italy and Germany to promote Indonesia's potentials and to seize more foreign investors. During the meeting, I absorbed so much knowledge about the procedures to hold such seminar, how to deal with other country's trade policies, even the culture of Italian and German people which once brought up by Directorate of Western European staff.

2. I was glad to have new friends as interns. And as I shared them my experiences and taught them how to get around at work, I somehow just like the way it feels to be useful for others.

INTERNSHIP AND CAREER CENTER

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C. Describe problems or challenges encountered during the week and how you resolved/minimized them

1. There was no major challenge encountered since I had learned most of the tasks from previous assignments.

Submitted by

Giffany Artha

Name of intern
Date: June 29th, 2015

Read and acknowledged by

AdeliaOgantini

On Site Supervisor
Duly Stamped
Date: June 29th, 2015

KEMENTERIAN LUAR NEGERI
REPUBLIK INDONESIA

CERTIFICATE OF INTERNSHIP

This is to certify that:

Name	:	Giffany Artha
Student ID	:	016201200072
Programme of Study	:	International Relations
Institution	:	President University

Has undergone the internship program from March 23rd 2015 to June 31st 2015 at the Directorate of Western European Affairs, Ministry of Foreign Affairs of the Republic of Indonesia.

During the internship, Ms. Artha has demonstrated her hard work and great dedication to the given work as well as ability to cooperate very well with her colleagues.

Thus this certificate of internship is made, to be used as appropriate.

Jakarta, July 1st, 2015
On behalf of Director of Western European Affairs
Head of Section for Socio-cultural Affairs 2,

Adelia Ogantini
NIP. 19820502 200603 2 001

ASSESSMENT SHEET ON INTERNSHIP ACCOMPLISHMENT

We hereby certify that the following student:

Name	:	Giffany Artha
Student ID	:	016201200072
Programme of Study	:	International Relations
Institution	:	University of Indonesia
Date of Internship	:	President University

By considering all of the aspects, either in terms of weight of work or the internship implementation, we have decided to provide a formal assessment to Mr. Goestiandi with the following result:

NO	ASPECT OF ASSESSMENT	GRADE (0-100)
1	Integrity (ethics and moral)	90
2	Attendance	90
3	Task implementation performance	92
4	English Language	92
5	The use of information technology	89
6	Communication	90
7	Teamwork	89
8	Self-development	90
	Total	**722**
	Average	**90.25**

Assessment Description:

86 – 95 = Very Well
76 – 85 = Well
66 – 75 = Good
< 65 = Poor

Jakarta, July 1st, 2015
On behalf of Director of Western European Affairs
Head of Section for Socio-cultural Affairs 2,

Adelia Ogantini
NIP. 19820502 200603 2 001