



Mission Report

3rd Governing Board Meeting of SEAMEO QITEP in Language

2-5 October 2012
Bogor, Indonesia

A. SEAMEO Officials and Staff Member on Mission

Handoko

B. Background, Description and Objectives of the Activity

SEAMEO QITEP in Language held their 3rd Governing Board Meeting (GBM) in the Sahira Hotel in Bogor, Indonesia on October 2-5, 2012.

SEAMEO RETRAC is located in Jakarta focusing on Quality of Teachers in Language. The chairperson during the 15th GBM is from Malaysia.

C. Participants

The participants included Governing Board members from SEAMEO Member countries except Singapore, Timor Leste, Myanmar; SEAMEO Secretariat (DDPD) and staff from the Ministry of Education and Culture of Indonesia and SEAMEO QITEP in Language.

D. Organizer/s

SEAMEO QITEP in Language.

E. Highlight of the Activity/Summary Points

Election of Chairperson and Vice Chairperson was conducted during the meeting.

SEAMEO QITEP in Language presented Annual Report 2011/2012, Financial Report 2011, Follow-up Actions of 2nd GBM, and Implementation Report of research grants that were put under Matters for Information/Acknowledgement. Matters for consideration by the Board are proposed organizational structure, Job Description, Evaluation Instruments for Activities and Report on the Survey of Foreign Language Education of SEAMEO QITEP in Language. Meanwhile, matters for approval included Proposed Programme in 2013/2014, Three Year Budget starting from 2012 and Date of Venue of the next GBM.

The Secretariat presented SEAMEO College to request cross-cutting issues from the Board.

Key Discussion

1. Working papers should be re-arranged appropriately, particularly on Annual Report and Financial Report should seek endorsement from the Board rather than under Matters for Information/Acknowledgement. Therefore, the Centre should provide the draft of the annual report (that also consists of audit financial report) prior to endorsement by the Board. It was agreed that the centre would submit the draft for the next meetings.
2. QITEP in Language and other QITEP centres are having problem in the financial matters by which the Centre could not provide external audit report. This issue will be brought to the host government as the source of funding.

Feedback on SEAMEO College

The important issue is on the proficiency of English teachers in Southeast Asian country, and the method of delivery in teaching.

F. Role/Participation of SEAMEO

1. Presents an opening remark on behalf of the SEAMEO Secretariat.
2. Presents a brief description on SEAMEO College and responded to the questions from the Board members.
3. Informed the Board on the procedures and guidelines according to FOM by which the Board could make decisions on the financial matters.
4. Provides inputs of procedures on how the Centre presents the working papers.

G. Side Meeting/s

N/A

H. Follow-up Actions Needed

1. Report back to the Director on the cross-cutting issue raised during GBM for the input of SEAMEO College validation workshop.
2. Report back to the Director on how to solve financial reporting of the Centre.

I. Appendices/Related Conference Materials and Outputs

Proceedings of the 3rd SEAMEO QITEP in Language Governing Board Meeting will be sent by the Centre.