

Mission Report
29th SEAMEO QITEP in Science Governing Board Meeting
22-25 September 2014
and
The 5th International Conference on Science Education and
Teacher Professional Development
25-28 September 2014

A. SEAMEO Officials and Staff Member on Mission

I. Handoko (Deputy Director for Programme and Development)

B. Background, Description and Objectives of the Activity

SEAMEO QITEP in Science is one of the SEAMEO Centres located in Bandung, Indonesia.

SEAMEO QITEP in Science vision is The is to be a centre of professional excellence in the area of science teaching for teachers and education personnel within the framework of sustainable development; while its mission is to provide relevant and quality programmes in professional excellence for science teachers and education personnel through capacity building activities, resource sharing, research and development, and networking.

C. Participants

The Governing Board Meeting was attended by 9 GB members, representative of SEAMEO Secretariat and staff of QITEP in Science. Two GB members from Cambodia and Myanmar were not in attendance.

D. Organizer

SEAMEO QITEP in Science

E. Highlight of the Activity/Summary Points

SEAMEO QITEP in Science has completed various programmes including the Fresh Graduate Participation in Science program in collaboration with PT TOTAL E&P Indonesia, PRAISE Project, and the Second Five-Year Development Plan (FYDP).

SEAMEO QITEP in Science would also conduct the 5th International Conference on Science Education and Teacher Professional Development following this Governing Board Meeting, from 25 to 28 September 2014. The award related to the participation of the conference will be upgraded to Ki Hadjar Dewantara Award by which a selection committee including SEAMEO Secretariat would be formed.

The issue on term of Governing Board Chairman and the procedure of election/rotation was solved during the meeting. In the meeting GB member from Brunei Darussalam was elected as the chair and since the GB Member of Cambodia was absent, the meeting agreed to elect the GB Member of Indonesia, as the vice chairperson.

Second Five-Year Development Plan 2015/2016 – 2019/2020 of SEAMEO QITEP in Science was presented and approved by the Governing Board Meeting for further presentation at the HOM in November 2014. This paper described the Centre's 2nd FYDP which included the introduction, strategic planning process, drivers, issues and trends, as well as SEAMEO QITEP in Science's preferred scenarios for formulating the 2nd FYDP. It consists of a vision

statement, mission statement, goals, core values, program thrusts, and concluding statement.

Governing Board Meeting approved the nomination of new Director by the Minister of Education and Culture, Republic of Indonesia effective on 1 January 2015 for three years, and as Director designate from 1 October to 31 December 2014.

F. Role/Participation of SEAMEO

The role of SEAMEO during the GBM was :

1. To deliver speech and officially open the Governing Board Meeting on behalf of the SEAMES Director
2. To provide inputs and being active in the discussion
3. Presented one working paper on Significant Points, Agreements and Actions taken on Key Agenda Items from SEAMEO Meetings in FY 2013/2014.
4. To deliver speech and being a judging committee member for selecting best participants on the 5th International Conference on Science Education and Teacher Professional Development (25-28 September 2014)

G. Follow-up Actions Needed

For SEAMEO SEAMEO Secretariat to :

1. Facilitate presentation of Second Five-Year Development Plan 2015/2016 – 2019/2020 of SEAMEO QITEP in Science in the High Official Meeting in November 2014.
2. Facilitate presentation of Ki Hadjar Dewantara Award in the High Official Meeting in November 2014.
3. Facilitate in issuing the appointment letter of the new Director of SEAMEO QITEP in Science by the SEAMEO Council President.

H. Appendices/Related Conference Materials and Outputs

The SEAMEO QITEP in Science Working Papers (in hard copies) and draft proceedings (in soft copy).

Appendix

**5th GOVERNING BOARD MEETING
PROCEEDINGS**

**NOVOTEL HOTEL, SOLO, CENTRAL JAVA - INDONESIA
22 - 25 SEPTEMBER 2014**



**Southeast Asian Ministers of Education Organization
Regional Centre for Quality Improvement of Teacher and Education Personnel (QITEP) in Science**

PROCEEDINGS
The 5th GOVERNING BOARD MEETING of SEAMEO REGIONAL CENTRE
FOR QITEP IN SCIENCE
Solo, Central Java, Indonesia
22 - 25 September 2014

INTRODUCTION

1. The 5th Governing Board (GB) Meeting of SEAMEO Regional Centre for Quality Improvement of Teachers and Education Personnel (QITEP) in Science was convened from 22 to 25 September 2014 at the Novotel Hotel, Solo, Central Java, Indonesia.
2. Nine from eleven GB Members attended the meeting. They were Dr Abi Sujak, GB Member of Indonesia; Dr Chong Kui Kian, GB Member of Brunei Darussalam; Mr Vanny Yang Chia Chou Moua representing Mr Keth Phanlack, GB Member of Lao PDR; Dr Azian T.S. Abdullah, GB Member of Malaysia; Dr Lorna D. Dino, GB Member of the Philippines; Madame Irene Tan, GB Member of Singapore; Dr Rawiwan Tenissara, representing Dr Pornpun Waitayangkoon, GB Member of Thailand; Ms Veronica Moreirra Coreirra Vieira, GB Member of Timor Leste; Assoc. Prof. Le Phuoc Minh, GB Member of Vietnam; Dr Maman Wijaya, the Acting Director of SEAMEO QITEP in Science; and Prof Handoko, the Deputy Director for Program and Development of SEAMEO Secretariat, representing Director of SEAMEO Secretariat. Meanwhile, the GB Members who could not attend the meeting were Mr Sun Bunna, GB Member of Cambodia; and Dr Than Soe, GB Member of Myanmar **(Appendix 1)**.

OPENING CEREMONY

3. The opening ceremony was jointly conducted with SEAMEO QITEP in Mathematics on Tuesday, 23 September 2014 at 8.00 am, at Borobudur I Room, Novotel Hotel, Jalan Slamet Riyadi No. 272, Solo 57131, Central Java, Indonesia.
4. The opening ceremony was attended by GB Members of SEAMEO QITEP in Science and SEAMEO QITEP in Mathematics. During the opening ceremony, the meeting was also attended by Dr Abigail Cuales Lanceta, Program Officer III (Information) of SEAMEO Secretariat, Mr Ith Vuthy, Deputy Director for Program of SEAMEO SEAMOLEC, Prof Dr Siswandari, head of LPPKS, Ms Adkha Dewi Gayatri, Principal of SMA 7 Solo, Ir Agung Prasetyo, M.M., staff of Centre for Professional Educators, Dr Maman Wijaya, the Acting Director and Dr Indarjani, Deputy Director for Program of SEAMEO QITEP in Science.
5. The opening ceremony was commenced with the Indonesian anthem, *Indonesia Raya*, and the SEAMEO song, *Building the Future*, performed by students from SMAN 7 Solo.

Welcome Remarks by Dr Maman Wijaya, the Acting Director of SEAMEO QITEP in Science

6. Dr Maman Wijaya, Acting Director of SEAMEO QITEP in Science, delivered a warm welcome to all the attendees.

7. He informed the floor that this was the first meeting without Prof Ismunandar, the former Director of SEAMEO QITEP in Science, but that some Working Papers were finalised under his Directorship.
8. He highlighted some program accomplishments of the Centre. These were the Fresh Graduate Participation in Science program in collaboration with PT TOTAL E&P Indonesia, PRAISE Project, and the Second Five-Year Development Plan (FYDP).
9. He also expressed his gratitude to all GB Members and the SEAMEO Secretariat for providing the two QITEP Centres with valuable contributions and suggestions during the formal GB Meeting which will be valuable for the Centres' development.
10. His welcome remarks are attached in **Appendix 2**.

Welcome Remarks by Prof Dr Subanar, the Director of SEAMEO QITEP in Mathematics

11. Firstly, Prof Dr Subanar expressed his warm welcome to all the attendees. He also extended his sincere gratitude to all GB Members for their contributions to the two SEAMEO QITEP Centres and their support for the Centres' programs.
12. His welcome remarks are attached in **Appendix 3**.

Opening Remarks delivered by Prof Handoko, Deputy Director for Program and Development of SEAMEO Secretariat

13. Prof Handoko, Deputy Director for Program and Development of SEAMEO Secretariat, warmly greeted the representatives of the Ministry of Education and Culture of the Republic of Indonesia, the GB Members, the Centre Directors and all the attendees. He expressed his appreciation for the convening of the 5th GB Meeting of the two SEAMEO QITEP Centres as well as his congratulations on the great efforts of the two Centres in successfully conducting their programs and for the progress they achieved.
14. He thanked the two Centres and stated that the SEAMEO Secretariat took pleasure in supporting the two SEAMEO QITEP Centres in the implementation of their programs.
15. He concluded the speech with his official opening to start the 5th GB Meeting of SEAMEO QITEP in Science and SEAMEO QITEP in Mathematics.

Photo sessions

16. To conclude the opening ceremony, the following photo sessions were carried out:
 - 1) The first group consisted of the Acting Director of SEAMEO QITEP in Science, the Director of SEAMEO QITEP in Mathematics, all GB Members of the two Centres and all invitees.

- 2) The second group consisted of the Director of SEAMEO QITEP in Mathematics and all GB Members of SEAMEO QITEP in Mathematics.
- 3) The third group consisted of the Acting Director of SEAMEO QITEP in Science and all GB Members of SEAMEO QITEP in Science.
- 4) The fourth group consisted of the SMAN 7 Solo Choir and all the GB Members of the two Centres.

GOVERNING BOARD MEETING

Introduction of Delegates

17. After the opening ceremony, the two QITEP Centres conducted their parallel GB Meeting sessions. SEAMEO QITEP in Science's meeting was conducted in Prambanan 2 room.
18. Dr Maman Wijaya started the meeting and requested that each of the GB Members and all Centre staff in attendance introduce themselves. This commenced with Dr Indarjani, the Deputy Director for Program of SEAMEO QITEP in Science; Ms Veronica Moreirra Coreirra Vieira, the GB Member of Timor Leste; Assoc Prof Le Phuoc Minh, the GB Member of Vietnam; Dr Rawiwan Tenissara, representing the GB Member of Thailand; Madame Irene Tan, the GB Member of Singapore; Dr Lorna D. Dino, the GB Member of Philippines; Dr Azian T. S. Abdullah, the GB Member of Malaysia; Mr Vanny Yang Chia Moua, the GB Member of Lao PDR; Dr Abi Sujak, the GB Member of Indonesia; Dr Chong Kui Kian, the GB Member of Brunei Darussalam; and all staff of the Centre.

Election of Chairperson and Vice Chairperson

19. Dr Maman Wijaya invited Prof Handoko, the Deputy Director for Program and Development of SEAMEO Secretariat, to lead the election of chairperson and vice chairperson.
20. It was agreed that the chairperson and vice person will be elected according to alphabetical order of the member countries. The term of office for the chairperson and the vice chairperson is for three years (FY 2014/2015 – FY 2016/2017). The elected vice chairperson will succeed the chairperson for the following three years. The meeting agreed to elect Dr Chong Kui Kian, the GB Member of Brunei Darussalam, as the chairperson. Since the GB Member of Cambodia was absent, the meeting agreed to elect Dr Abi Sujak, the GB Member of Indonesia, as the vice chairperson.
21. Dr Chong Kui Kian, GB Member of Brunei Darussalam, thanked the GB Members for their support.

Election of the Chief Rapporteur

22. The elected chairperson of the 5th GB Meeting led the election of the chief rapporteur of the Meeting. The meeting agreed to elect Madame Irene Tan, GB Member of Singapore, as the chief rapporteur of the 5th GB Meeting.

Adoption of Tentative Agenda and Program

23. The chairperson informed the meeting about the tentative agenda and program.
24. Dr Indarjani, Deputy Director for Program, suggested moving the items 10 to 12 of the agenda before the official dinner instead of after to which all GB Members unanimously agreed.
25. All GB Members approved the proposed agenda with this suggestion (See **Appendix 4**).

Presentation of Significant Points, Agreements and Actions Taken on Key Agenda Items from SEAMEO Meetings in FY 2013/2014

26. The presentation was delivered by Prof Handoko, the Deputy Director for Program and Development of SEAMEO Secretariat.
27. The presentation showed the significant points, agreements and action taken on key agenda items from SEAMEO meetings in the fiscal year 2013/2014 (See **Appendix 5**).

Presentation of Working Papers

I. Matters for Acknowledgment (QITEP in Science 5th GBM/WP 1/AC)

28. The Working Paper was presented by Dr Maman Wijaya, the Acting Director of SEAMEO QITEP in Science. The paper informed the meeting of the changes at ministerial and the highest official levels in the Ministry of Education of SEAMEO Member Countries, and personnel changes in the SEAMEO Regional Centre for QITEP in Science.

Discussion:

29. Dr Rawiwan Tenissara, representative of GB Member of Thailand, informed the GB Meeting of the current changes in the Ministry of Education, Thailand as follows:

No.	Name	Current Designation
1.	Admiral Narong Pipatanasai	Minister of Education
2.	Dr Krissanapong Kirtikara	Deputy Minister of Education
3.	Lieutenant General Surachet Chaiwong	Deputy Minister of Education

30. Dr Azian T. S. Abdullah, GB Member of Malaysia, informed the correct title of the current Secretary General of the Ministry of Education of Malaysia. The name should be Tan Sri Datuk Dr Madinah Mohamad.

Decision:

31. The 5th GB Meeting took note of the changes of the ministers, high officials and staff of the Centre.

II. Follow-up Actions on the Decision of the 4th GBM (QITEP in Science 5th GBM/WP 2/AP)

32. The Working Paper was presented by Dr Maman Wijaya, the Acting Director of SEAMEO QITEP in Science. He informed the 5th GB Meeting of the Follow-up Actions taken by SEAMEO QITEP in Science on the Decisions of the 4th GB Meeting.
33. Four Working Papers which required follow-up actions were presented at the 4th GBM: The Centre's Financial Report FY 2013/2014, the status and progress of the Ki Hajar Dewantara Award, the Proposed 2nd FYDP 2015/2016–2019/2020, and PRAISE (Promoting Real Australian Indonesian Science Education) project. The actions taken are as follows: The Centre's Financial Report FY 2013/2014 was audited by the external auditor, the proposal of Ki Hajar Dewantara Award was approved at the 4th GBM and submitted to the High Official Meeting and Centre Director Meeting, and the draft of the second FYDP has been improved by incorporating suggestions from GB Members in an internal workshop. In addition, after the Centre requested contributions from stakeholders such as Science by Doing and ISTIC (International Science Technology and Innovation Centre), the draft of the 2nd FYDP was approved by GB Members through ad-referendum for further submission to the Centre Directors Meeting 2014. Finally, the PRAISE project has been completed and the result is reported in a separate Working Paper (QITEP in Science 5th GBM/WP 15/IN).

Decision:

34. The 5th GB meeting approved the Follow-up Actions on the Decision of the 4th GBM.

III. Second Five-Year Development Plan 2015/2016 – 2019/2020 of SEAMEO QITEP in Science (QITEP in Science 5th GBM/WP 3/AP)

35. The Working Paper was presented by Dr Maman Wijaya, the Acting Director of SEAMEO QITEP in Science, to seek approval from the 5th GB Meeting on the Second Five-Year Development Plan 2015/2016 – 2019/2020 of SEAMEO QITEP in Science.
36. This paper described the Centre's 2nd FYDP which included the introduction, strategic planning process, drivers, issues and trends, as well as SEAMEO QITEP in Science's preferred scenarios for formulating the 2nd FYDP. It consists of a vision statement, mission statement, goals, core values, program thrusts, and concluding statement.
37. The second FYDP is a result of a series of workshops and consultations that have been conducted since last year. The Centre also sought GB Members' approval on the second FYDP draft through ad referendum. The result of the ad referendum was that seven GB Members approved the draft of Second FYDP 2015/2016 – 2019/2020. During the Centre Directors Meeting in 2014 in Bangkok, Thailand, the Centre also submitted its second FYDP to seek input from other SEAMEO Centres.

Decision:

38. The 5th GB meeting approved the Second Five-Year Development Plan 2015/2016 – 2019/2020 of SEAMEO QITEP in Science.

IV. Proposed Three-Year Budget of SEAMEO QITEP in Science for FY2014/2015, FY2015/2016 and FY2016/2017 and Personnel Strength Budget for FY2014/2015 (QITEP in Science 5th GBM/WP 4/AP)

39. The Working Paper was presented by Dr Maman Wijaya, the Acting Director of SEAMEO QITEP in Science, to seek approval of the 5th GB Meeting 2014 on the Proposed Three-Year Budget of SEAMEO QITEP in Science for FY2014/2015, FY2015/2016 and FY2016/2017 and Personnel Strength Budget for FY2014/2015.
40. The Proposed Operational Budget covers budget for Fiscal Year 2014/2015, Fiscal Year 2015/2016, Fiscal Year 2016/2017, and Personnel Strength Budget for Fiscal Year 2014/2015. The main fund for the operation of the SEAMEO Regional Centre for QITEP in Science is provided by the Government of Indonesia. The budget system applied in Indonesia is based on Performance-Based Budgeting and Medium Term Expenditure Framework (see **appendix 6**).

Discussion:

41. Prof Handoko of SEAMEO Secretariat requested clarification on the difference between the current budget and proposed budget. He enquired whether the proposed budget will be approved by the Government of Indonesia considering the current financial system of Indonesia.
42. Dr Azian T.S. Abdullah, GB Member of Malaysia, enquired whether the proposed budget will always be approved by the Government of Indonesia.
43. Dr Indarjani, the Deputy Director for Program of SEAMEO QITEP in Science, explained that the Government of Indonesia usually approves the proposed budget which includes a 15% increase taking into consideration inflation rate upon endorsement of GB Meeting. Additionally, the Centre has strong reasons to propose the budget to develop science education in the region, so the proposed budget is feasible to be approved by the Government of Indonesia.
44. Dr Lorna D. Dino, GB Member of the Philippines, asked whether the funding gained from collaborative projects could fill the gap between the proposed budget and the Centre's needs.
45. Dr Indarjani, the Deputy Director for Program of SEAMEO QITEP in Science, stated that the Government of Indonesia actually has fulfilled the funding for almost all planned activities

of the Centre. Meanwhile, the additional funding from other parties can improve Centre's visibility in the region.

Decision:

46. The 5th GB meeting approved the Proposed Three-Year Budget of SEAMEO QITEP in Science for FY2014/2015, FY2015/2016 and FY2016/2017 and Personnel Strength Budget for FY2014/2015.

V. Financial Report Fiscal Year 2013/2014 (QITEP in Science 5th GBM/WP 5/AP)

47. The Working Paper was presented by Dr Maman Wijaya, the Acting Director of SEAMEO QITEP in Science, to seek approval of the 5th GB Members on the Financial Report Fiscal Year 2013/2014.
48. The Working Paper elaborated the financial report fiscal year 2013/2014 which includes financial statements for Capital Fund, Operation Fund, and Special Fund consisting of Training, Research, Seminar and Conference, and GB Meeting.

Discussion:

49. Dr Abi Sujak, GB Member of Indonesia, enquired about Australia's funding of the collaborative project and whether this was included in the report.
50. Dr Indarjani, the Deputy Director for Program of SEAMEO QITEP in Science, by referring to the annex of Working Paper on the financial report fiscal year 2013/2014, clarified that Australia's funding of the collaborative project has been included in the report.

Decision

51. The 5th GB meeting approved the Financial Report Fiscal Year 2013/2014.

VI. Annual Report on Programs and Activities Year 2013/2014 (QITEP in Science 5th GBM/WP 6/AP)

52. The Working Paper was presented by Dr Maman Wijaya, the Acting Director of SEAMEO QITEP in Science, to seek approval of the 5th GB Meeting on the Annual Report on Programs and Activities Year 2013/ 2014.
53. The Working Paper elaborated the programs in the Fiscal Year 2013/ 2014 consisting of Training Courses, Workshops on Curriculum and Material Development for each training course, the 4th International Conference on Science Education and Teacher Professional Development, Staff Capacity Building, Collaboration and Networking, and promoting the Centre's Programs and activities through various strategies.

Discussion:

54. Dr Lorna D Dino, GB Member of the Philippines, and the Chairperson congratulated the Centre for the accomplishment of its programs and activities during Fiscal Year 2013/2014.

Decision:

55. The 5th GB meeting approved Annual Report on Programs and Activities Fiscal Year 2013/2014.

VII. Proposed Programs for FY 2015/2016 (QITEP in Science 5th GBM/WP 7/AP)

56. The Working Paper was presented by Dr Maman Wijaya, the Acting Director of SEAMEO QITEP in Science, to seek approval of 5th GB Meeting on the programs and activities of the SEAMEO Regional Centre for QITEP in Science for Fiscal Year 2015/2016.

57. This paper described the proposed programs for Fiscal Year 2015/2016 consisting of Training Courses, Workshop on Curriculum and Material Development for each training course, Research and Development, Staff Capacity Building, Collaboration and Networking, and Promotion of the Centre's Programs.

Discussion:

58. Dr Abi Sujak, GB Member of Indonesia, informed the GB Meeting of the result of the last discussion of the 4th GBM in Bali that all students and teachers could use the learning and teaching resources that SEAMEO QITEP in Science have produced. He encouraged SEAMEO QITEP in Science to disseminate its resources through its website or any other media to SEAMEO member countries. He proposed that the resources could also benefit other SEAMEO member countries.

59. Dr Lorna D. Dino, GB Member of the Philippines, seconded the above suggestion.

60. Dr Indarjani, the Deputy Director for Program of SEAMEO QITEP in Science, thanked Dr Abi Sujak for the inputs and clarified that the Centre had already made these resources available online. In addition, she also informed the meeting that the Centre conducted a workshop on digital interactive science learning package as a part of its program.

61. She then informed the GB Members that starting from 2014, the Centre has already conducted monitoring and evaluation programs with alumni based on the action plans they made during the training. The objective of the program is to determine how extensively and effectively the programs have been disseminated and implemented.

62. The chairperson suggested the involvement of the Ministries of Education to take part in monitoring and evaluation of the Centre's programs due to the Centre's limitations.

63. Dr Lorna D Dino, GB Member of the Philippines, requested that all GB Members should be informed about alumni details of each SEAMEO member country. She suggested that GB Members engage in the monitoring of the training program implementation in their respective countries.
64. Assoc Prof Le Phuoc Minh, GB Member of Vietnam, requested the Centre to conduct integrated science training in Vietnam.
65. Dr Indarjani, the Deputy Director for Program of SEAMEO QITEP in Science, informed the GB Meeting that the Centre will conduct in-country training on Inquiry Based Science Education in Vietnam at the end of October or in early November 2014.
66. Dr Lorna D Dino, the GB Member of the Philippines, asked for the information about whether the training design can be adopted or adapted by other member countries to benefit more teachers. Dr Indarjani, the Deputy Director for Program of SEAMEO QITEP in Science, responded that the request can be forwarded to the Centre.
67. Dr Azian T.S. Abdullah, the GB Member of Malaysia, suggested that participants invited to the trainings should be those who are able to disseminate the content of the trainings such as lecturers or trainers. The chairperson said that participants who attend the course or workshops are expected to disseminate the learning upon return as a post-course expectation.
68. Dr Indarjani, the Deputy Director for Program of SEAMEO QITEP in Science, stated that the letter of invitation sent to the Ministries of Education requested that the Ministries nominate participants, therefore it is up to the respective Ministry to determine the necessary skills of participating teachers.
69. Dr Azian T.S. Abdullah, the GB Member of Malaysia, suggested that the criteria for selection of training participants be clearly stated in the invitation letter.
70. Dr Rawiwan Tenissara, the GB Member of Thailand, suggested the Centre conduct online training to provide more opportunity to interested participants from other SEAMEO member countries. Dr Indarjani, the Deputy Director for Program of SEAMEO QITEP in Science, responded that the Centre will consider the conduct of online trainings in future depending on the Centre's capacity.
71. Dr Azian T.S. Abdullah, the GB Member of Malaysia, enquired about the customised courses and whether they are delivered to Indonesia only or to other member countries. Dr Indarjani, the Deputy Director for

Program of SEAMEO QITEP in Science, replied that the customised trainings are designed to fulfil the needs of the requesting member countries.

Decision:

72. The 5th GB meeting approved the Proposed Programs for FY 2015/2016.

VIII. Report on the Updates and Plans for Implementation of Ki Hajar Dewantara Award for Regional Best Science Teacher (QITEP in Science 5th GBM/WP 8/IN)

73. The Working Paper was presented by Dr Maman Wijaya, Acting Director of SEAMEO QITEP in Science, to seek approval of the Proposal for the Ki Hajar Dewantara Award for Regional Best Science Teacher.
74. The paper covered the objectives, descriptions and details of awardee selection as well as the nomination of Award Committee.

Discussion:

75. Dr Azian T.S. Abdullah, the GB Member of Malaysia, inquired about the use of the word “independent” in the nomination of the Award Committee. Dr Indarjani, the Deputy Director for Program of SEAMEO QITEP in Science, explained the composition of the committee of the Ki Hajar Dewantara Award as stated in the Working Paper and was approved in the GB Meeting 2013 and was presented in High Official Meeting 2014.
76. Dr Chong Kui Kian, the Chairperson, suggested to clarify the word “independent” for the criteria of the Award Committee.
77. Mdm Irene Tan, the GB Member of Singapore, suggested that jurors do not evaluate teachers from their respective countries.
78. Dr Rawiwan Tenissara, the GB Member of Thailand, enquired about the number of nominees from each member country. Dr Indarjani, the Deputy Director for Program of SEAMEO QITEP in Science, answered that the number of nominees would depend on the decision of the committee. She also informed the meeting that there are 30 nominees for 2014.

Decision:

79. The GB Meeting approved the Report on the Updates and Plans for Implementation of Ki Hajar Dewantara Award for Regional Best Science Teacher.

IX. Proposal of the Changes to the Period of the Centre’s Conference (QITEP in Science 5th GBM/WP 9/AP)

80. The Working Paper was presented by Dr Maman Wijaya, the Acting Director of SEAMEO QITEP in Science, to seek approval of the 5th GB Members on the proposal of the changes to the period of the Centre's conference.

81. The paper described the difficulties of preparing for the annual conference. Considering these difficulties, the conference will be scheduled biennially instead of annually.

Discussion:

82. Dr Indarjani, Deputy Director for Program, added that the conference will coincide with Ki Hajar Dewantara (KHD) Award. Hopefully the KHD committee will have sufficient time to plan and prepare for the conference.

83. Assoc Prof Le Phuoc Minh, GB Member of Vietnam, proposed to hold the conference annually since science education develops rapidly.

84. Dr Azian T. S. Abdullah, GB Member of Malaysia, suggested to have fee-paying participants as the strategy to increase the number of participants. She also suggested, based on SEAMEO RECSAM's experiences, the Centre can also invite experts from universities to review the papers and acknowledge them in the conference proceeding.

85. Prof Handoko of SEAMEO Secretariat supported the conference being conducted biennially since it requires a lot of effort, time and resources to prepare for the conference.

Decision:

86. The 5th GB meeting approved the proposal of the change to the period of the Centre's conference to be biennially.

X. Proposal on the Change of Organization Structure (QITEP in Science 5th GBM/WP 10/AP)

87. The Working Paper was presented by Dr Maman Wijaya, Acting Director of SEAMEO QITEP in Science, to seek approval of the 5th GB Meeting on changes to the Centre's Organization Structure.

88. The Working Paper consisted of objectives and description of the new division.

Discussion:

89. Dr Azian T.S. Abdullah, GB Member of Malaysia, asked whether the Centre previously had the Research and Development division. Dr Indarjani, the Deputy Director for Program of SEAMEO QITEP in Science, responded that the Centre currently has four divisions, with research and development function.

However, the Centre would like to have separate division dedicated to Research and Development/IBSE Capacity Building.

90. Assoc Prof Le Phuoc Minh, GB Member of Vietnam, sought clarification on the number of divisions of the Centre since it was stated differently in the Background section of the Working Paper. Dr Indarjani replied that there are only four divisions currently.
91. Prof Handoko of SEAMEO Secretariat raised three issues about the proposed changes to organization structure. The first was that the word “secretariat” should be written as Secretary; the second, the position of “expert” with respect to the “secretary” and “Deputy Director”; and the third, the line of connection in the structure should be revised and clarified.
92. Dr Rawiwan Tenissara, GB Member of Thailand, suggested to insert the Governing Board in the organization structure above the Director, and Prof Handoko together with the Board Members agreed to the suggestion.
93. Dr Maman Wijaya agreed to revise the organization structure based on the suggestions.

Decision:

94. The 5th Governing Board Meeting approved the change of organization structure with the following refinements:
- a. change the “Secretariat” into “Secretary”
 - b. revise the position of expert and Secretary
 - c. revise and clarify between the lines of command and coordination in the organization structure
 - d. insert the Governing Board in the organization structure above the Director

XI. Proposed Director of SEAMEO QITEP in Science (QITEP in Science (5th GBM/WP 11/AP)

95. The Working Paper was discussed in the in-camera session which was only attended by the Acting Director of SEAMEO QITEP in Science, Prof Handoko, and all the 5th GB Members. The paper was presented by Dr Maman Wijaya, the Acting Director of SEAMEO QITEP in Science.

Decision:

96. The GB Meeting endorsed the appointment of Prof Dr Triyanta as the new Director of QITEP in Science with effect from 1 January 2015 to 31 December 2017 and to be assigned as the Director Designate from 1 October 2014 to 31 December 2014.

XII. Proposal On 50th SEAMEO Anniversary And 5th SEAMEO QITEP in Science Anniversary Celebrations (QITEP in Science 5th GBM/WP 12/CN)

97. The Working Paper was presented by Ms Atik Rahmawati, the Head of International Public Relations and Partnership Division of SEAMEO QITEP in Science to seek consideration of the 5th GB Meeting on the Celebration of the 50th SEAMEO Anniversary and the SEAMEO QITEP in Science's 5th Anniversary.
98. The paper consisted of the objectives of the proposal, type, scope and duration of celebration.

Discussion:

99. Dr Azian T.S. Abdullah, GB Member of Malaysia, requested clarification of 50th SEAMEO anniversary and 5th SEAMEO QITEP in Science anniversary celebration. The celebration of the 50th SEAMEO anniversary will be conducted next year while the celebration of the 5th SEAMEO QITEP in Science anniversary will be this year.
100. Assoc Prof Le Phuoc Minh, GB Member of Vietnam, said that SEAMEO QITEP in Science will celebrate its 5th anniversary by launching a book celebrating its first five years of achievements.
101. Dr Indarjani, the Deputy Director for Program of SEAMEO QITEP in Science, clarified that the Centre's 5th anniversary indeed falls in this year, but it will be celebrated next year with the launch of a book that celebrates its five-year achievements as a contribution to the 50th anniversary of SEAMEO.
102. Prof Handoko of SEAMEO Secretariat stated that the celebration of the 50th anniversary of SEAMEO will be in three levels; at the Centre level, at the national level, and at the regional level.

Decision:

103. The 5th GB Meeting took note of the proposal on 50th SEAMEO Anniversary and 5th SEAMEO QITEP in Science Anniversary Celebrations with the suggestion that the Working Paper should be classified as matters for information.

XIII. Program of Science Curriculum Comparison of SEAMEO Member Countries (QITEP in Science 5th GBM/WP 13/IN)

104. The Working Paper was presented by Ms Eka Danti Agustiani, the Head of Research and Development and IBSE Capacity Building Division of SEAMEO QITEP in Science, to inform the 5th GB Meeting on the program of Science Curriculum Comparison of SEAMEO Member Countries.
105. The paper informed the GBM that the disparities in levels of educational progress in Southeast Asian countries encouraged SEAMEO QITEP in Science to conduct research and analysis of the current curricula being used, and to then make a comparison of various aspects. By conducting a comparative analysis of curricula used in various

Southeast Asian countries it is expected that a new concept will be created and then adapted into the existing curriculum.

Discussion:

106. Assoc Prof Le Phuoc Minh, GB Member of Vietnam, sought clarification about the eight countries participating in the program.
107. Eka Danti, Head of Research and Development Division, replied that there are three SEAMEO member countries that were absent from the program i.e. Timor leste, Myanmar, and Singapore.
108. Dr Lorna D. Dino, GB Member of the Philippines, stated that Philippines is now implementing its new K-12 curriculum, and she requested the Centre to take note of developments. The Centre could look up the document at the DepEd website.
109. Dr Azian T.S. Abdullah, GB Member of Malaysia, questioned whether the study was a collaborative work among SEAMEO RECSAM, QITEP in Science and QITEP in Mathematics. She then added that SEAMEO QITEP in Science was supposed to look at standards for the curriculum, and this study was supposed to develop science curriculum standards that can be used as a reference for SEAMEO member countries in developing science curriculum in their respective countries.
110. Eka Danti, Head of Research and Development Division, asserted that this Working Paper only reported what the Centre has done and is seeking advice and suggestions.
111. The Centre was advised to conduct a follow up action regarding the development of the science curriculum standard in the region taking into consideration the 21st century skills for a start and in the long run, as a basis for designing a comprehensive science assessment for the region.

Decision:

112. The 5th GB Meeting took note of the Study of Science Curriculum Comparison of SEAMEO Member Countries and supported the long term vision of the Centre.

XIV. Report on Teacher Competences Improvement Program for Integrated Elementary and Secondary Remote Schools in The Vicinity of Operation Area of Total E&P Indonesie (QITEP in Science 5th GBM/WP 14/IN)

113. The Working Paper was presented by Ms Retzy Noer Azizah, the Research and Development Specialist of SEAMEO QITEP in Science, to inform the 5th GB Meeting about the Report on Teacher Competences Improvement Program for Integrated Elementary and Secondary Remote Schools in The Vicinity of Operation Area of Total E&P Indonesie.

114. The paper informed the GBM that from November 2012 to April 2013 TOTAL E&P Indonesia (TEPI) and SEAMEO QITEP in Science was successful in running the pilot program Fresh Graduate Participation in Science in Anggana district, Kutai Kartanegara regency, Kalimantan (one of TEPI's operation areas in Indonesia). Because of its success a second program was conducted with renewed short and long terms goals. The second program's short term goal was strengthening teacher competence especially in teaching IBSE. Its long term goals were (a) encouraging the targeted schools to be the Centre of IBSE dissemination and (b) creating Kalimantan youngsters who are tough, reliable and ready to compete on a local, national or international level.

Discussion:

115. Dr Azian T.S. Abdullah, GB Member of Malaysia, Ms Irene Tan, GB Member of Singapore, and the Chairperson congratulated the Centre for its achievement.

Decision:

116. The 5th GB Meeting took note and appreciated the Report on Teacher Competencies Improvement Program for Integrated Elementary and Secondary Remote Schools in The Vicinity of Operation Area of Total E&P Indonesia.

XV. Report on PRAISE Project Accomplishment (QITEP in Science 5th GBM/WP 15/IN)

117. The Working Paper was presented by Mr Reza Setiawan, the Head of Program Division of SEAMEO QITEP in Science, to inform the 5th GB Meeting about the report on PRAISE accomplishment.
118. The paper informed the 5th GB Meeting that due to the positive result of PRAISE, SEAMEO QITEP in Science was eager to conduct research focusing on how to improve science teacher's IBSE skills. The output of this project will be the recommended effective training model to increase teachers' IBSE skills.

Discussion:

119. Dr Azian T. S. Abdullah, GB Member of Malaysia, congratulated the Centre on the completion of the PRAISE project.
120. Dr Abi Sujak, GB Member of Indonesia, suggested that the result of the PRAISE project should be disseminated to SEAMEO member countries.
121. Dr Azian T. S. Abdullah, GB Member of Malaysia, informed the GB Meeting that in order to see the result of the inquiry-based science study conducted by the Academy of Science Malaysia, it was suggested that the students sit for a test with the TIMSS released items for grade four. In addition, she also suggested that SEAMEO QITEP in Science to do likewise.

122. Dr Lorna D. Dino, GB Member of the Philippines, said that this project can also be aligned with the Centre's task in developing regional science curriculum standards.
123. Dr Chong Kui Kian, the Chairperson, supported Dr Lorna's idea so that there will be integration between projects.

Decision:

124. The 5th GB Meeting took note and appreciated the PRAISE Project Accomplishment.

XVI. Report on Program Implementation on Inquiry Based Science Learning Resources (QITEP in Science 5th GBM/WP 16/IN)

125. The Working Paper was presented by Mr Zuhe Safitra, Training Assessment and Evaluation Specialist of SEAMEO QITEP in Science, to inform the 5th GB Meeting about the report on Programme Implementation on Inquiry Based Science Learning Resources.
126. The paper consisted of the program information which included research program design, materials development, pre-implementation or in-service training, implementation of learning materials and the evaluation.

Discussion:

127. Dr Rawiwan Tenissara, GB Member of Thailand, enquired regarding the design used in the project. Ms Eka Danti Agustiani, Head Division of Research and Development Division of SEAMEO QITEP in Science, explained that the model used in the project was two rounds of in-service training to provide teacher participants with inquiry-based science teaching skills and two rounds of on-service training in their respective school with the assistance of the Centre.
128. Dr Azian T. S. Abdullah, GB Member of Malaysia, enquired whether the teachers used the learning resources from PRAISE project and whether all topics were covered. Ms Eka Danti Agustiani, Head Division of Research and Development Division of SEAMEO QITEP in Science, explained that a team of writers developed the learning resources based on the teachers' feedback from the needs assessment instrument on those topics that are most difficult to teach.

Decision:

129. The 5th GB Meeting took note and appreciated the Report on Program Implementation on Inquiry-Based Science Education Resources.

XVII. Progress of Centre Capacity Building for Inquiry Approach in Science Education and Professional Development (QITEP in Science 5th GBM/WP 17/IN)

130. The Working Paper was presented by Ms Eka Danti, the Head of Research and Development and IBSE Capacity Building of SEAMEO QITEP in Science, to inform the 5th GB Meeting on the progress of the Centre's capacity building for IBSE and professional

development and to request suggestions from the Meeting on the improvement of Centre's capacity building for IBSE and professional development.

131. The paper informed the meeting of the Centre's collaboration and networking activities to increase the capacity of the Centre's staff, science teachers, and education personnel in IBSE.

Discussion:

132. Dr Azian T. S. Abdullah, GB Member of Malaysia, stated that it is difficult to monitor whether teachers actually implement what they learned from the Centre. She acknowledged that the Centre has limited resources and not able to ascertain the long term impact of the trainings.
133. Mdm Irene Tan, GB Member of Singapore, stated that some schools in Singapore have been using Lesson Study as the strategy to encourage teachers to collaborate and reflect in practice.
134. Dr Rawiwan Tenissara, GB Member of Thailand, suggested tapping the retired teachers in assisting to monitor the program implementation.
135. Eka Danti, Head of Research and Development Division, replied that the point is to prove that IBSE can be implemented in rural areas.

Decision:

136. The 5th GB Meeting took note and appreciated the Report on Progress of Centre Capacity Building for Inquiry Approach in Science Education and Professional Development.

Other Matters

XVIII. Proposed Date and Venue of the 6th GBM 2015.

Discussion:

137. Ms Lili Indarti, Head of Secretary of SEAMEO QITEP in Science, informed the meeting that the 6th GB Meeting will be held from 28 to 30 September 2015 (See appendix 7 for details). She added that GB Members should note that there will be a seminar on 1 October 2015 in the same venue.

Decision:

138. The Meeting approved that the next GB Meeting will be conducted on 28 – 30 September 2015 in Jakarta, Indonesia.

Annex

1. List of Delegates and Observers
2. Welcome Remarks and Report by the Acting Director of SEAMEO QITEP in Science
3. Welcome Remarks and Report by the Director of SEAMEO QITEP in Mathematics
4. Official Keynote Address by the Deputy Director for Program and Development of SEAMEO Secretariat
5. Agenda of the 5th SEAMEO QITEP in Science Governing Board Meeting
6. Working Papers

Solo, 25 September 2014

Approved by,

No.	Name	Signature
1.	Prof Handoko	
2.	Dr Chong Kui Kian	
3.	Dr Abi Sujak	
4.	Mr Vanny Chia Moua	
5.	Dr Azian T.S. Abdullah	
6.	Dr Lorna D. Dino	
7.	Mdm Irene Tan	
8.	Dr Rawiwan Tenissara	
9.	Assoc Prof Le Phuoc Minh	

10.	Ms Veronica M.C. Vieira	
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