



Mission Report

46th Governing Board Meeting

SEAMEO Regional Language Centre

2-3 October 2017

RELC International Hotel

Prepared by

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Deputy Director (for Programme and Development)

A. SEAMEO Officials and Staff Member on Mission

1. Dr Ethel Agnes P Valenzuela
Deputy Director for Programme and Development

B. Background, Description and Objectives of the Activity

1. SEAMEO Centres Governing Board Meetings (GBM) are conducted annually to review activities and programmes, administrative and financial reports of SEAMEO Centres . In every governing board meeting, SEAMEO Centres provide opportunities for the SEAMEO Secretariat to present updates on Significant policies, operational matters and agreements reached during the formal SEAMEO meetings as an ex-officio member.
2. SEAMEO Secretariat DDPD attended SEAMEO RELC GBM representing the SEAMEO Director Dr Gatot Hari Priowirjanto. It is a mandatory function of SEAMES to co-chair GBM and update members of SEAMEO's significant policies, operational matters, activities, and projects approved by the SEAMEO Council.
3. SEAMEO DDPD presented an opening remarks and a presentation of updates on significant activities, policies and programs from several SEAMEO meetings from FY 2016/2017.

C. Participants

- (1)) SEAMEO DDPD

- (2) SEAMEO RELC Officials
- (3) SEAMEO RELC Governing Board Members (See attached Directory of Participants)

D. Organizer/s

SEAMEO RELC, Singapore

E. Highlights of the Activity/Summary Points

Highlights of 46th RELC GBM are as follows:

1. Opening Session- 46th GBM of SEAMEO RELC was opened by the remarks from the Director General of Ministry of Education Singapore and the concurrent Chair of the RELC GBM.
2. The Second agenda was the presentation of DDPD on the Working paper focusing on the Significant Policy, Agreements, and Action Taken on SEAMEO meetings from FY 2016/2017
3. The formal election of chairman, vice-chairman and rapporteur followed.
4. The GBM adopted the agenda with inputs from SEAMES to add other matters on SEAMEO Innovation Awards 2018.
5. The Annual report of SEAMEO RELC was on video which was presented to the GBM.
6. There are 11 working papers of SEAMEO RELC, namely:
 - SEAMEO RELC's 52nd International Conference 2017 and 53rd International Conference 2018
 - SEAMEO RELC's Corporate Communication Plan and 5-th Anniversary presentation
 - An evaluation of SEAMEO RELC's Blended Diploma in Applied Linguistics and a proposal for Curriculum Renewal
 - UPDATE on SEAMEO RELC Scholarships for FY 2016/2017
 - Collaboration with Jinan University and HSK Centre (Crestar)
 - RELC Statement of Accounts for FY 2016/2017
 - Proposed RELC Budget for FY 2017/2018 and Projected Budgets for Three FYs
 - Transforming Human Resources, Building Internal Employee Capacity
 - Singapore Quality Class Assessment Report for 2017
 - Staff Welfare programmes and Activities for FY 2016/2017 and Corporate Social Responsibility for 2018
 - Date and Venue of the next GBM
7. The meeting approved the items presented with inputs from the board members.
8. SEAMEO Secretariat presented "Other Matters" on SEAMEO Innovation Awards 2018 which the GB members and RELC took note of.
9. The RELC officials also brought the GB members to the Art Science Museum and the ITE West School for benchmarking.

F. .Role/Participation of SEAMEO

1. SEAMEO Secretariat DDPD provided the Opening Remarks and presented the Matters for Consideration and Other Matters.

G. Follow-up Actions Needed

1. No follow up action needed.

H. Appendices/Related Conference Materials and Outputs

- Directory of participants
- GBM working papers

I. Photos

