



**President University**

**INTERNSHIP REPORT FOR**



**The People's Consultative Assembly**

**Christy Wowiling**

**International Relations 2014**

**016201400031**

**Desember 2017**

# CERTIFICATE OF COMPLETION



SEKRETARIAT JENDERAL  
MAJELIS PERMUSYAWARATAN RAKYAT  
REPUBLIK INDONESIA  
Jalan Jenderal Gatot Subroto Nomor 6, Jakarta Pusat 10270

## SERTIFIKAT

NOMOR 632/11/2017

Yang bertanda tangan di bawah ini :

Nama : IWAN HERMAWAN, S.Sos., M.Si

NIP. : 197307 221997 031 001

Pangkat/Gol. Ruang : Pembina, IV/a

Jabatan : Kepala Bagian Keanggotaan dan Kepegawaian  
Biro Administrasi dan Pengawasan

Nama : CHRISTY LIVIE RIESSA WOWILING

Tempat/Tanggal Lahir : Manado, 8 Juni 1996

NIM : 016201400031

Jurusan : Hubungan Internasional

Universitas : Presiden

telah selesai melaksanakan Praktek Kerja Lapangan Subbagian Alih Bahasa dan Delegasi, Bagian Protokol dan Sekretariat Musyawarah Pimpinan, Biro Sekretariat Pimpinan, selama 7 (tujuh) bulan terhitung mulai bulan Mei – November 2017.

Demikian untuk dapat dipergunakan sebagaimana mestinya.

Jakarta, 24 November 2017  
a.n. Sekretaris Jenderal MPR RI  
Kepala Biro Administrasi dan Pengawasan  
u.b.  
Kepala Bagian Keanggotaan dan Kepegawaian



# TABLE OF CONTENTS

<b>CERTIFICATE OF COMPLETION .....</b>	<b>i</b>
<b>TABLE OF CONTENTS .....</b>	<b>ii</b>
<b>PREFACE.....</b>	<b>iii</b>
<b>I. INTRODUCTION</b>	
Background of Internship .....	1
Objective of Internship .....	1
Benefit of Internship .....	2
<b>II. INSTITUTION PROFILE</b>	
Organizational Structure .....	3
Vision, Mission, Goal and Objective .....	5
Review on the Secretariat General of the MPR: Growth and Trend .....	6
<b>III. INTERNSHIP ACTIVITIES .....</b>	<b>7</b>
<b>IV. PERSONAL RESULT/EVALUATION/POINT LEARNED</b>	
Personal Result .....	8
Personal Evaluation .....	9
Point Learned .....	9
<b>V. RECOMMENDATION</b>	
Recommendation to the institution .....	11
Recommendation to the University .....	11
<b>REFERENCES .....</b>	<b>12</b>
<b>APPENDICES .....</b>	<b>13</b>

## **PREFACE**

The foremost I would like to express my sincere gratitude to Almighty God for the endless love and blessing, for the good life, healthy mind, and good ideas that has been given to me to finish this logbook as my internship report. I would like to thank my parents for the support that they have provided me in every step I taken in over the years. This report would not has been possible without the kind support and contribution of others, so I would like to express my heartfelt appreciation:

- To my internship mentor Miss Natasya Kusumawardani who has been so encourage-able and patience throughout my period of internship.
- To the On-Site supervisor Mr. Agus Subagyo and Rahma Arifa for the constructive comments and guidance, which have showed and explained to do things right during my internship. Without your trust, support, and encouragement I may never have finished my internship.
- To the MPR's staffs for being so friendly and loving from the day I entered the room until the very last day of my exit. They have become my second family which will never be forgotten.
- To my close friends: Afni, Ircha, Ella, Hanna, Nimade, Carol, Ayumi which I could share my happiness, anxieties and sorrow. I know I can count on you guys.

The time I spent in the Secretariat General of the People's Consultative Assembly as an intern from May until December was a memorable one for me as it was rich in experience sharing and helped me discover my interest and potential. For everything I got, I believe, it will forever shape and influence my professional life while fostering personal growth and development.

In this report, I hope to highlight the enormous opportunities offered by the People's Consultative Assembly. This report is not perfect as and may contain errors. Hence, I remain open to all comments and suggestions which could present me with new sources of inspiration as I can develop my ability to research and learn.

# CHAPTER I

## INTRODUCTION

### 1.1 Background

To deal with the real world of work, students need to have the ability not only of theoretical knowledge and soft skill, but also the ability to implement the practical experience. This become an urgent consideration of President University as the place of birth of scholars to create an educational system that supports students to gain knowledge both conceptual and practical that can encourage students' competence to be able to compete in getting jobs. President University obligated each student to conduct an internship where students will be well-equipped with academic theoretically and experience practically as it has become a bridge to the path of real work world. Internship is designed to extend the depth and breadth of academic learning for student in particular areas of study. Therefore, internship can enhance some of the skills that are interchangeable to any professional work setting. No matter where our skills and understanding of professionalism underlie, the internship is a chance to dig them even deeper.

During my internship, I got the opportunity to work in the government to know about the General Secretariat of People's Consultative Assembly or *Majelis Permusyawaratan Rakyat* (MPR) is as one of the state bodies in Indonesian constitutional; observed the everyday works of General Secretariat, the role of MPR, political parties, and engage me more into the world of parliamentary, social and politic scope of study. I got to enrich as much practical experiences as I can, hence, reinforce the knowledge of responsibility, focus, drive and ambition.

### 1.2 Objective of Internship

Personally, I believe this internship can generate thorough and deeper understanding of the workplace relationship, performing of the activities and engaging oneself in the working environment. However, I found other objectives of this internship as follows:

- To apply the theoretical knowledge, skills, experience that have been achieved in the classroom to a work environment.
- To acquire new learning skills through challenging and meaningful activities and developed an increased level of self-efficiency in a definite career field
- To demonstrate professional skills in the workplace

- To build and maintain networking and positive professional relationships,
- To demonstrate awareness of community and/or organizational issues

### **1.3 BENEFIT OF INTERNSHIP**

- Academic Learning: I can test-run and apply the knowledge studied in the classroom to the professional work field.
- Skill Development: Gain an understanding and the interchangeable skills as well as knowledge in the professional work field and implement it to the academic learning.
- Personal Development: Gain some skills in particular-related area to the field of work. For instances, leadership skills, decision-making skills, teamwork and communication and work ethic skills.
- Career Development: developing awareness of my field of interest, build, maintain and expand professional network, and involved in a specific career field.

## **CHAPTER II**

### **INSTITUTION PROFILE**

The People's Consultative Assembly (MPR) is a legislative body that comprising members of the House of Representatives and members of the People's Legislative Assembly. The People's Consultative Assembly was served as the Supreme State Institution, but after being reformed, MPR becomes a state institution whose position is parallel to other state institutions, which exercise the sovereignty of the people. The duties and authorities of MPR are constitutionally stipulated in Article 3 of the 1945 Constitution, which before and after the amendment of one of its duties is to amend and enact the Constitution as the basic law of the state which regulates the essential and basic matters. Therefore, in its historical development, the MPR and the Constitution have a close relationship with the development of the state administration of Indonesia.

#### **2.1 Institutional Structure**

##### **The Leader of the People's Consultative Assembly**



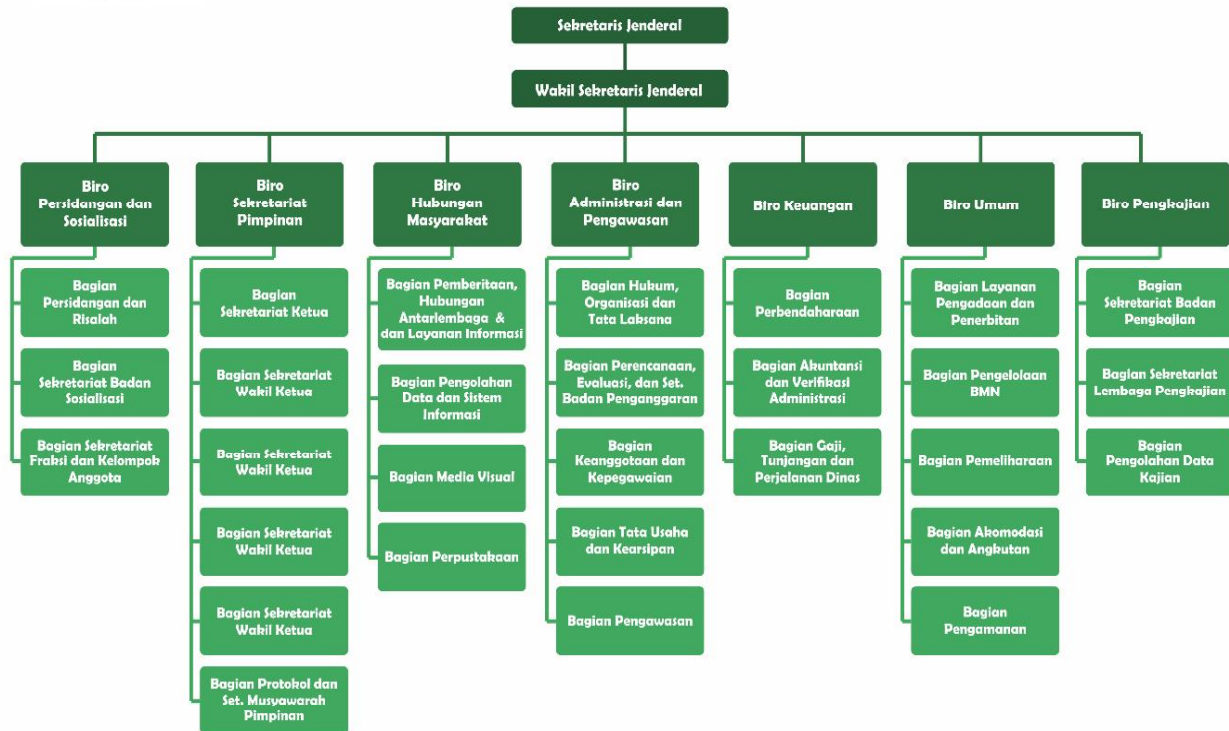
**Chairman of the People's Consultative Assembly**



**Vice Chairman of the People's Consultative Assembly**



**Secretary General & Vice Secretary General  
the People's Consultative Assembly**



PERATURAN SEKRETARIS JENDERAL MPR RI  
NOMOR 1 TAHUN 2015 TENTANG ORGANISASI DAN TATA KERJA SEKRETARIAT JENDERAL MPR RI

The General Secretariat of the MPR is as an element that provides technical, administrative and expert support to the Assembly as a Legislation Institution. The MPR General Secretariat consists of the Bureau of the Court; Secretariat of Consultative Leadership, Public Relations Bureau, Administration and Supervision of Finance Bureau, Public Bureau; and the Assessment Bureau.

- **Bureau of Leadership Consultative Secretariat of MPR:**

*“providing professional, communicative and ethical services to the leaders of the MPR RI 2019.”*

NAME	POSITION
MUHAMMAD RIZAL	HEAD OF BUREAU OF LEADERSHIP CONSULTATIVE SECRETARIAT
AGUS SUBAGYO	ADVISER OF PROTOCOLARY DIVISION
RAHMA ARIFA	PERSON IN CHARGE OF TRANSLATION AND DELEGATION SUBDIVISION



## 2.3 Vision, Mission, Goal and Objective

The vision of the General Secretariat of the People's Consultative Assembly (MPR) is to become the Secretariat General's body that can provide technical support, administration and expertise to the Assembly as a Legislation Institution in Indonesia. Meanwhile, the missions of the Secretariat of the People's Consultative Assembly (MPR) are (1) providing professional services to the MPR and its fittings in the implementation of constitutional duties of the MPR, (2) providing support in the areas of Accountable Technical, Administration, Expertise and Budget. Those are based on the vision of *"The realization of the Secretariat General Professional and Accountable in serving the MPR"*. The word of professional means able to work reliably, creatively, and innovatively in accordance with the field of duties and quickly, accurately, skillfully in utilizing modern equipment based on their functions and needs. Accountability is the attitude of transparent, clean, responsible, efficient in utilization and effective to achieve every organizational goal which certainly pure and clean bureaucratic apparatus and also the ability to perform duties with discipline, honest and can be accounted in accordance with existing legislation.

The strategic objectives of the Secretariat General of MPR RI 2015-2019 are formulated based on the quality of service and the system of governance needed, produce excellent service to the Assembly and its Fittings as intended in the objectives formulation of the Secretariat General of MPR RI are:

- Strategic objectives that are formulated are the objectives of achieving the quality of service support to the MPR and the professional tools that is to improve the quality of support for the implementation of the duties and authority of the MPR, and its equipment;
- Strategic objectives formulated to achieve the quality of technical and administrative support in the direction of accountable Bureaucracy Reform that is to achieve good governance of the Secretariat General MPR through Bureaucracy Reform in institutional, management and apparatus resources;
- Strategic objectives formulated for the achievement of quality support facilities and infrastructure professionals namely the increasing quality of facilities and infrastructure based on technology to support the duties of the MPR and its fittings.

For the purpose of measuring the achievement of the strategic objectives of the General Secretariat of the MPR, a number of strategic objectives are required that describe the

conditions to be achieved by 2019. Strategic objectives are the conditions to be achieved that significantly reflect the effects of the outcomes of one or more of the program objectives.

Each bureau has its vision and mission, however, it still based on the value spread by the General of the Secretariat of MPR. But, will always in line with the achievement of that vision that is “*providing professional, communicative and ethical services to the leaders of the MPR RI 2019.*”, the Bureau of the Leadership Secretariat set missions, namely:

1. Implement operational standards of service procedures to leader;
2. Improving the quality of apparatus human resources; and
3. Improve the quality of technical and administrative services to the leadership.

In accordance with the vision and mission of the Bureau of the Leadership Secretariat, then the objectives to be achieved during the period of 5 years (2015-2019) are:

1. The realization of service to the leadership in accordance with the standards operational procedures (SOP);
2. The realization of HR Professional Apparatus; and
3. Realization of administrative and housekeeping technical services which is optimal.

## **2.4 Review on the Secretariat General of the MPR growth and Trend**

In general, performance achievements on each goal has been successfully achieved. It is proven, the capability and quality in providing and supporting the Assembly has come to a successful realization overall. However, there are also some activities that are not successful or less realized. In response, in my point of view, it needs better planning and also proper executions so that the realization will be experienced increase in the coming fiscal year. Therefore, the internal control system definitely crucial in bureaucracy reform which is the focus of the assessment of the process and work of the MPR. This should be given more attention, perhaps by applying the process of audit, review, and evaluation, activities for the implementation of activities in accordance with the standardization of the Government Internal Supervisory Apparatus or *Aparat Pengawasan Intern Pemerintah* (APIP). Instead, this internal control system should be properly understood and implemented within a sense of responsibility at the General Secretariat of the Assembly to improve its performance and service in accordance with its authority.

## **CHAPTER III**

### **INTERNSHIP ACTIVITIES**

My internship took place from May to November 2017, as for the tasks assigned to me during the internship as follows:

#### **3.1 The Implementation of the MPR's Constitutional Task and Responsibility**

During the internship, I was assisted the implementation of the MPR's Constitutional as follows:

➤ **Arrangement of foreign delegation and state officials;**

The arrangement of delegations is an activity in order to invite foreign Delegations / Parliament to visit Indonesia. This activity is an effort to increase bilateral cooperation between Indonesia and friendly countries, especially cooperation between parliament of both countries.

➤ **Arrangements of domestic state official/delegates of MPR**

In order to build communication of Leadership of MPR RI with society, Chairman and Vice Chairman of MPR RI every year scheduled guest / delegation as part of duty and authority of Leader of MPR RI.

➤ **Consultation of MPR Leaders with State Institutions**

The shift of the principle of division to the separation of power embraced in the 1945 Constitution has brought implications on the shift of position and the relationship of workings between state institutions in the implementation of state governance, both in the legislative, executive and judicial power. State institutions emerged and were presented not merely as accessories of democracy alone, but were born out of problems that had to be systemically, synergistically and organizedly responded together. In response, MPR conducted this activity in order to realize the same goals in the implementation of the state that focuses on the issue of democracy, law enforcement and eradication of corruption that became the central issue of the nation's problems.

➤ **Annual Meeting with State Institutions in Strengthening the Constitution and the Commemoration of Pancasila Day;**

➤ **Arrangement of the visit of Delegation of MPR Leaders to regions;**

Visits to various regions are intended to meet various invitations from the region either as speakers / keynote speakers or realize the socialization program of the four

pillars of national and state life and in order to listen and absorb the aspirations of the community in the area directly

➤ **Arrangement of the visit of Delegation of MPR Leader to Country of Friends;**

In order to improve the relationship and cooperation between state institutions (MPR RI) and other state (parliament) institutions, the Leaders of the People's Consultative Assembly (MPR), accompanied by the Factions and the DPD Group, traveled abroad to attend invitations as well as honorary visits to the parliaments of friendly countries and socialize 4 Pillars of Life of the Nation and State to the people of Indonesia who live in the territory of friendly countries.

➤ **Gratitude of Nationality;**

This activity aims to build relationships with various communities and elements of the nation in order to foster a sense of unity and national unity and state.

➤ **Coordination, and consultation of the Leaders of the MPR, political parties and its Fittings**

### **3.2. The Support Management and Implementation of Other Technical Duties of the MPR**

- Assist in meetings: Leader's meeting, Joint Meeting, Meeting of Consulates, Meeting between Parliament
- Assist in the translation of documents, letter and etc.
- Assist in the coordination of the activities and event of the Leaders of MPR

### **3.3. The Additional Research Area**

- **In regard to courtesy call/foreign visit:** List of particular-related states official, the cooperate relations between domestic and foreign parliament, and particular-related countries (**friendly countries**)
- **In regard to the Pancasila and the 1945 Constitution:** The implementation in Indonesia and its national value, the political party trends.

## CHAPTER IV

### PERSONAL RESULT/EVALUATION/POINT LEARNED

#### 4.1 Personal Result

Undoubtedly, jumping in to the real work environment was not easy at all as most of the interns struggled during the first period of internship. It did happen to me at the beginning of internship. I did not know clearly what am I going to deal with, what will be my tasks and responsibilities, etc. However, I did know the People's Consultative Assembly working areas; deal with the government system of Indonesia neither politics and social, the Pancasila and Constitutions, and of course deal with the political party. Instead of feeling overwhelmed with the task and responsibility, there were a huge excitement in me since the working areas are between state official and institutions, political party affairs, most importantly with Indonesian Leader. But again, since the task and responsibility were not so clear in the beginning, I struggled the most to adjust not only with the environment but also with the task and responsibilities.

The way I overcome this was being commutative and active, and since then I was given tasks that I was familiar with, but as time goes by, some tasks forced me to go out of my comfort zone, and I did not have enough confidence of doing it. Such as the arrangements of courtesy call by foreign state official, and/or assist in the national event conducted by the MPR. Particularly, during the Plenary Session (*Sidang Tahunan/Paripurna*) which made me very effortlessly exhausted since it invites domestic and foreign official and I felt extremely down. Another one, put simply, my work being revised for several tasks yet have challenged me enough. Realized that I was learning new skills and knowledge in every process of my work, as time goes by, every thing has become easier than the beginning time of my internship. And I am very appreciated and beyond grateful since have been placed and surrounded by people that very supportive and engageable. Another struggle was dealing with foreign affairs either regarded to the official visit/courtesy call/institution and foreign parliament; planning, coordinating, and executing, and the process of making call, letter and extending document to the related department, considerably, I have not done before. I kept learning, opened to suggestions, and committed to the work, eventually turns out being trusted more and more to do big things. Yet now, I am very thankful to become one of the intern in the Secretariat General of the People's Consultative Assembly as I learnt a lot of things, well-prepared with professional skills, and taught me to aware of my strengths, values and interest which allows me to better align my personal and professional direction.

### 3.1 Personal Evaluation

Evaluation is one way to know the shortcomings, weaknesses, and strengths in terms of planning and implementation of activities / programs that have been implemented. And I examined some my problems through my point of view:

- I realized some of the work just did not meet the expectation because of the hesitation to be communicative as a new intern. It happened during the beginning time of internship. I used to finish independently with my own way, yet it has not completely finish. I went go asking for help right after I felt beyond confused and completely lost.
- Lack of understanding to the authority, information, and material in regard to the specific People's Consultative Assembly focus and the programs in the division I have been placed.
- The inability me to deal with several technical jobs turns out making so confidentially less among the professionals.

Hence, I got better understand about my strength, weakness and the area which I interested the most and the things that matters most to me personally and professionally and what areas that need to be improved and developed, for instances self-confidence in the form of raising and giving voice when needed, awareness of technical things and many more.

### 3.2 Point Learned

The past twenty-nine weeks has been an extraordinary experience that I will cherish forever. The opportunity to conduct an internship at the The General Secretariat of the People's Consultative Assembly or *Majelis Permusyawaratan Rakyat* (MPR) - one of the state bodies in Indonesian constitutional system – was truly the most important thing I have ever done. Started this internship from May to November 2017, allows me to expand the depth and breadth of academic learning in my field of study. And also gives me hands-on experience that I need as it is essential to enter the real work, improve and encourage key skills that I cannot get anywhere even in the classroom. So, here are the highlight of points learned (knowledge/skills) of my internship:

- ***The Knowledge about the People's Consultative Assembly and Political Party;*** observed how MPR as the state body of Indonesia take place nowadays. The focus of MPR functioned to socializing Pancasila, the 1945 Constitution, the concept of the Unitary State of the Republic of Indonesia, and the concept of *Bhinneka*

*Tunggal Ika*; to review the constitutional system, the 1945 Constitution and its implementation; and to absorb the aspirations of the people related to the implementation of the 1945 Constitution. Thus, the MPR has a heavy duty that is determinative in relation to the understanding, interpretation and implementation of the 1945 Constitution. The MPR is actually the first and main source for every aspect of understanding, interpretation, and implementation of the 1945 Constitution.

**Political Party** acts as (1) Political Socialization Facility. With political socialization, individuals within the state will accept the norms, belief systems, and important values of nation and state; (2) Political parties as a means of political recruitment in order increase political participation of the society. Political parties have a considerable share in preparing the cadres of political leaders, conducting selection on prepared cadres, and the struggle for placement of qualified, dedicated, highly credible cadres, and gain public support in political positions.

**Relations between state institutions** (the House of Representative, the Region Representative, Ministry, Embassy, etc)

- **The Working of the General Secretariat of the People's Consultative Assembly;**

*Plan, coordinate, execute events in professional manner, technical skills*

(the arrangement of national event, socialization, and the domestic and foreign state official affairs, the arrangement of meetings, involved in the official visit/courtesy call, proposed the hearty welcome of state officials and delegations)

*Research Skills (Political and Social Issue)*

## **CHAPTER V**

### **RECOMMENDATION**

#### **1. Recommendation for the institutions**

Conducting an internship at the General Secretariat of MPR is very priceless experience. Therefore, for the development of institution, I would like to recommend that the General Secretariat of the MPR provide incentive and regular supervision and assertiveness to every employee to form a better, tidy, and organized work culture considering that all activities undertaken are very crucial.

#### **2. Recommendation for the University**

- The university did not set clear periods of internship and it raises concern among the students. It is important for students to have clearer rules and procedures of internship from the University. It means even a little bit of unclear information will cause an ambiguity, particularly the information related to the length of the internship period. It has been changes for several times from the beginning to the end of my internship. It proves that the university still lack of consistency and good communication among the parties.
- There was no information synchrony from the beginning. I would like to suggest that in the future, the campus should be able to create better coordination in the management regarding the internship program if not it will disserve the students.



## REFERENCE

Sekretariat Jenderal MPR-RI. "Struktur Organisasi | Majelis Permusyawaratan Rakyat." Home | Majelis Permusyawaratan Rakyat. Accessed December 4, 2017. <http://www.mpr.go.id/pages/struktur-organisasi>.

Sekretariat Jenderal MPR-RI. "Visi, Misi, Tujuan, Dan Sasaran | Majelis Permusyawaratan Rakyat." Home | Majelis Permusyawaratan Rakyat. Accessed December 4, 2017. <http://www.mpr.go.id/pages/visi-misi-tujuan-dan-sasaran>.

## APPENDICES



**Pict 1: Christy and the other internees along with the head of bureau of Leadership Secretariat of MPR and staffs.**



**Pict 2: Together with the on-site supervisor and the head of bureau of Leadership Secretariat of MPR**



**BONDING TIME:**  
Christy enjoys her free-time after the official visit to PINDAD, Bandung.



**RIGHT AFTER THE PLENARY SESSION:** These are the people behind the screen. Job well-done.



→ **Foreign Parliament Visit:** The situation during the visit by the Polandia.

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**Selfie Time:** the chairman of the People's Consultative Assembly and the head of chairman of the House of Representative and Minister of Finance after the Ceremony.



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

Name	: Christy Wowiling
Company's Name	: The People's Consultative Assembly of the Republic of Indonesia
Supervisor's Name and Title	: Agus Subagyo
Department	: Protocolary Division
Working Hours	: 9 Hour/Day
Report Period	: 2017-05-19 - 2017-06-19

- A. Describe your principal assignments, responsibilities, for the past two weeks**
- Assisting administrative works (letter, invitation, report, etc)
  - Collecting data regarding foreign embassies in Indonesia, ministry of Indonesia, etc.
  - Experiencing a Liaison Officer of the People's Consultative Assembly VIP Leaders guest reception.
  - Participating, preparing, and handling some formal events conducted by The People's Consultative Assembly which mostly examine about the legislation and Pancasila as a foundation of the Republic of Indonesia.
  - Extending reports and official matters to other divisions.
- B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development**
- Learning about how an important state institutions of Indonesia really works, and what type of duties and activities they perform everyday. In the Translation Unit and Guest Relations Subdivision so far was practically knowledgeable; the ability to locate and collect relevant information was very vital for me. I should be able to sort and classify information precisely.
  - Understanding deeply about Indonesia, its legislation and the Pancasila: the values and its implementation in the life of nation and state.
  - Gaining essential perspective of the characteristic of a leader.
- C. Describe problems or challenges encountered during the week and how you resolved/minimized them**
- I had trouble to adjust and mingle with new working environment and little did I know, it was really hectic day for everyone here. But as time goes by, I tried to find a way by myself and be really independent as I can be. I opened up myself to others and it was really helpful. Time flies and I just get used to it.

Submitted by

Christy Wowiling

Name of intern

Date:

Read and acknowledged by



On Site Supervisor

Duly Stamped

Date: 25/05/2017

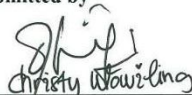


Form No	ICC/03/INT/BWR/2011
Form Title	Internship Monthly Progress Report

Name	: Christy Wowiling
Company's Name	: The People's Consultative Assembly of the Republic of Indonesia
Supervisor's Name and Title	: Agus Subagyo
Department	: Protocolary Division
Working Hours	: 9 Hour/Day
Report Period	: 2017-06-19 - 2017-07-19

- A. Describe your principal assignments, responsibilities, for the past two weeks**  
-Proposing a hearty welcome for the representatives from Vietnam, Malaysia, and Thailand.  
-Engaging and showing a warmth gratitude towards the Vice-Chairman of the Russian Federation Council. This official visit (courtesy call) surely will enhance the relations between state institution of Indonesia (the MPR) and the Russian Federation Council.  
-Handling and participating in the national symposium conducted by the MPR concerning "the Economic System for Achieving Social Welfare According to the 1945 Constitution of the Republic of Indonesia."  
-Translating documents.
- B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development**  
-Coping with the uncertainty, transferable skills and networking (Self-Reliance skills)  
-Bearing in mind the relation of Indonesia's Parliament and any foreign parliament: the role that the MPR could give in order to enhance and tighten the relations of Indonesia and other countries.
- C. Describe problems or challenges encountered during the week and how you resolved/minimized them**  
-I have been involved in formal events (what a lovely privilege) and it drives me to work fast but conscientious. It was challenging because I have to cope with the sudden issues that might affect the entire process of the event and perceive collective value.  
-Engaged with all the staff and opened up to any counsel.

Submitted by

  
Christy Wowiling

Name of intern

Date:

Read and acknowledged by



On Site Supervisor  
Duty Stamped

Date: 27/07/2017



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

Name : Christy Wowiling

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Company's Name : The People's Consultative Assembly of the Republic of Indonesia

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Supervisor's Name and Title : Agus Subagyo

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Department : Protocolary Division

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Working Hours : 9 Hour/Day

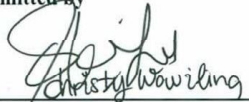
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Report Period : 2017-07-19 - 2017-08-19

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- A. Describe your principal assignments, responsibilities, for the past two weeks**  
-Preparing the needs of Plenary Session (Sidang Paripurna).  
-Assisting in the Commemoration of the Constitution day by the People's Consultative Assembly.
- B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development**  
-Learning the process and executions of Plenary Session 2017 (Sidang Paripurna). One of the worthy struggles that gives another experience for me to work with the professionals, boost my confidence and chance to network. Occasionally, I had a chance to make out the state leaders, the Chairman of state institutions, foreign officials from different countries and other VIP guests while performing.  
-Achieving values such as credibility, resolution and self-respect.
- C. Describe problems or challenges encountered during the week and how you resolved/minimized them**  
-I spent a pretty busy month executing the responsibility that been given. And was absolutely under pressures but managed to perform my best and raise my standard.

Submitted by

  
Christy Wowiling

Name of intern

Date:

Read and acknowledged by



On Site Supervisor

Duly Stamped

Date: 22/08/2017

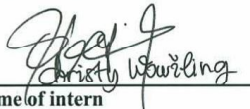


Form No	ICC/03/INT/BWR/2011
Form Title	Internship Monthly Progress Report

Name	: Christy Wowiling
Company's Name	: The People's Consultative Assembly of the Republic of Indonesia
Supervisor's Name and Title	: Agus Subagyo
Department	: Protocolary Division
Working Hours	: 9 Hour/Day
Report Period	: 2017-08-19 - 2017-09-19

- A. Describe your principal assignments, responsibilities, for the past two weeks**  
 -Assisting with the coordination and execution of undertakings such as writing of reports and memos, research on legislative and regulatory issues, maintaining consistence and courteous performances at any meeting.  
 -Experiencing the working of Subdivison of Foreign Official Visits and Protocol Affairs on how to manage the necessity in regards of parliamentary official visits, build an effective communication between Ministry of Foreign Affairs of RI and the Embassy of RI (establish and maintain contact with other institutions professionally).
- B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development**  
 -Taking active part in learning and deriving pleasure from the process of learning  
 -Ability to perceive and aware of any legislative and regulatory issues  
 -Planning and following specific instructions and procedures  
 -Enhancing interpersonal and communication skills  
 -Managing time wisely.
- C. Describe problems or challenges encountered during the week and how you resolved/minimized them**  
 - I found it difficult to skillfully juggle multiple priorities and competing responsibilities so I started to schedule the work time and the rest of the time to focus on my thesis and maximized time to be productive.

Submitted by

  
 Christy Wowiling

Name of intern

Date:



Read and acknowledged by

On Site Supervisor

Only Stamped

Date: 21/09/17





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

Name	: Christy Wowiling
Company's Name	: The People's Consultative Assembly of the Republic of Indonesia
Supervisor's Name and Title	: Agus Subagyo
Department	: Protocolary Division
Working Hours	: 9 Hour/Day
Report Period	: 2017-09-19 - 2017-10-19

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

- Attended in the monthly meetings at the House of Representative:  
In a meeting with the Commission I (23/9), the head of High School State Intelligence, and the observer namely Drs. Teuku Rezasyah MA., Ph.D regarding "The ratification of defense cooperation law between Indonesia and Papua New Guinea" The upshot was, the government of Indonesia put more concerns on military cooperation, joint border agreement and border security. Another meeting together with the special committee of The House of Representative discussed about the ratification on the bill on combating terrorism in Indonesia, concerning to provide assistance of the victim, and so fourth.
- Proposed a hospitable welcome for The Marshal of the Senate of the Republic of Poland and delegations to The People's Consultative Assembly; assisted in the arrangements of the necessity, provided the need for the visit of the delegates.
- Translated documents
- Prepared a variety of documents to be extended in regards to any socialization and/or the official matter of the chairman and vice chairman of MPR.
- Provided assistance in any meeting and/or formal events.

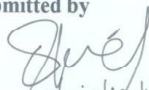
**B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development**

- Learning from the professional: observed how the professional manage the needs.
- More Determining to the work, and boosting the initiatives.
- Gaining trusts
- Gaining significance perspective about the relations of Indonesia and the PNG, absorbing the knowledge of combating the terrorism: dig deeper the bill on combating terrorism.

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

I found myself so overwhelmed at the job that I was not able to perform to the best of my ability. Realized that most people experiences overwhelm and lack of confidence kind of feelings, I insisted to take it as challenges by being more tolerable and encourage-able, and keep learning to the things I have not done before.

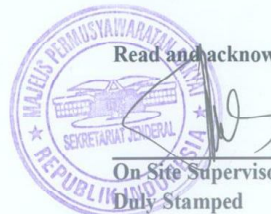
Submitted by

  
Christy Wowiling

Name of intern

Date: 20/10/17

Read and acknowledged by



On Site Supervisor

Only Stamped



Form No	ICC03/INT/BWR/2011
Form Title	Internship Monthly Progress Report

Name : Christy Wowling  
 Company's Name : The People's Consultative Assembly of the Republic of Indonesia  
 Supervisor's Name and Title : Agus Subagyo  
 Department : Translation Subdivision and Delegations Relations  
 Working Hours : 9 Hour/Day  
 Report Period : 2017-10-19 - 2017-11-24

A. Describe your principal assignments, responsibilities, for the past two weeks  
 -Assisting in the national symposium conducted by Badan Pengkajian (or the Assessment Body) of the People's Consultative Assembly; coordinating the event, contributing in preparing the needs of the event, etc.  
 -Translating documents:  
 +The paper of discussion of bilateral relations between Indonesia and Peru, as well as West Africa.  
 +The letter of official visit of the Chairman / the Vice Chairman and member of parties of the People's Consultative Assembly.  
 +The letter of compliance of request to attend the 3rd MIKTA in Istanbul, the republic of Turkey. MIKTA is an informal innovative partnership with Mexico, Indonesia, Republic of Korea, Turkey and Australia. The importance of this partnership is every country addressed the global challenges, issues and trends; to better understanding each countries with diverse perspective, build consensus to advance the common interests of the international community.  
 - Handling and Participating in meetings:  
 + Annual meeting of the People's Consultative Assembly discussed about further plans/actions to conduct national symposium and socialization with members of parties. (Joint Meeting)  
 + A divisional meeting regarding the coordination and preparation of socialization that will be conducted by the Chairman and Vice Chairman of the People's Consultative Assembly.  
 + A meeting with the Commission 1 of the House of Representative regarding the free visa policy  
 + A meeting with the House of Representative discussed about the examination and qualities of the future representative of Indonesian Ambassador to selected countries.  
 - Conducting an official visit to PT PINDAD in Bogor together with the Chairman and Vice Chairman of the People's Consultative Assembly.  
 (PT PINDAD is a state-owned military and defense company. This visit must have given me the knowledge of any imported weapons from allied countries and witnessed how sophisticated they were. However, the visit was in order to encourage the strengthening of nationalism by paying attention to domestic production in the field of industry that has a future and future, in particular to realize the independence of the domestic defense industry.)

B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development  
 - acquiring new learning through meaningful and challenging activities.  
 - increasing strong work ethic  
 - increasing my skill in resolving conflict, being assertive  
 - expressing ideas actively  
 - increasing punctuality and reliability  
 - building a communicative performance  
 - supporting and contributing to a working team: maintained positive professional relationships  
 - providing adequate coordination and execution  
 - exhibiting a positive and constructive attitude  
 - broadening my perspective of the relationships of Indonesia: relations between countries, cooperation, policies, and learned more about MIKTA (which I did not know before)

C. Describe problems or challenges encountered during the week and how you resolved/minimized them  
 This internship was by far the most important thing I've done. During this month, I was able to experience the day-to-day workforce diversity environment and what it is like to work and assist in any kinds of duties, month-to-month meetings, instead of feeling exhausted and out of my comfort zone. I was inspired and excited. Following are my concerns of the month:  
 - There were days where I have to run around because I have so much to do. Due to lack of coordination between the leaders and their staffs, and unsure plans, so the works I have done, later, I had to change it again. But, determination and dedication within me pushing me to get through it. Of course, with the help of other and my supervisor.  
 - Since every duty is crucial, so I have my own pressure; the pressure of completion. I pushed to the best of me to get every duty on time, but some works were just given when it was no longer office hours. Instead of doing it later, I decided to get it done even if I have to pass my office hours.

Submitted by



Name of intern  
 Date: