



President University

Internship Report For



International Relations Division Of
Indonesia National Police

By:

Lela Tresna Asih

International Relations 2013

016201300083

August 2016

LETTER OF INTERNSHIP COMPLETION

MARKAS BESAR
KEPOLISIAN NEGARA REPUBLIK INDONESIA
DIVISI HUBUNGAN INTERNASIONAL



SUDAT KETERANGAN

Nomor: Sket/90/VI/2016

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telah melaksanakan magang di Divisi Hubungan Internasional Polri pada
tanggal 21 Maret 2016 s.d. 24 Juni 2016.

Jakarta, 9 Juni 2016
a.n. KEPALA DIVISI HUBUNGAN INTERNASIONAL POLRI
KABAGHINTERN

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PREFACE

Alhamdulillah, I have passed one of important phases in my University life which is internship. First of all I want to express my biggest gratitude to Allah SWT for his blessings, thank to Him I always be able to seek even more and more knowledge not only in classroom but also in work field.

Second of all for all of officers and staffs in International Relations Division of Indonesia National Police, without them I will not be this far. For Ibu Diana who let me spent 14 weeks in the office and all of the officers and staffs who welcomed me with smile and very open for every question. It might be so early to say that I am capable enough but thanks to them I am now more familiar with Police related things as well as how to work as a Professional.

Third of all for ICC families who assisted me a lot to go through internship program, for all the explanations, the helping, the materials, the support and the hard works, thank you very much. I am grateful that Mr. Hendra Manurung as my internship advisor is also very supportive.

Last but not least for the people that worth my life; my father, my mother, and Lelly, Yanri Nur Jannah, and all of my internship fellows who came and struggling together in the office. I hope this internship could be a first stepping stone for me and all of internees to pursue further career. Again I want to thank everyone for all the bitter sweet, all the joy, sweat and tears, I hope I can be a better person in the future aamiin.

August 2015

Lela Tresna Asih

CHAPTER I

INTRODUCTION

I.1. Background of University

President University is an English speaking University which located in the biggest Industrial Park in South-East Asia (Jababeka). The conceptual plan of President University was first formulated in September 1997 by Mr. S. D. Darmono, the President Director of PT. Jababeka Tbk. and Prof. Donald W. Watts, who was the President of Bond University, Queensland and Vice Chancellor of Curtin University, Western Australia. The university officially began in 2001, offering a Bachelor of Engineering degree. At that time, the institution was called the School of Engineering based in Cikarang, Bekasi. On 16 April 2004, the Ministry of Education granted President University official status as a full-fledged university. The university has many remarkable programs to enrich its academic quality, such as international environment by inviting international students, mixed lecturer from local and abroad, student housing, and internship program align with its motto which “where future leaders come together”.¹

Even the motto tells that the university is preparing future leaders, in order to achieve the goal the university has prepared international community, top lecturers, global networking, internship program, entrepreneurship program, an English speaking environment and student extracurricular activities which will sharpen the students’ soft skills.

Vision : *To be a world class university that produces leaders in their fields and communities*

Mission : *To educate future generations through the transfer of skills and knowledge in order to build character and wisdom.*

¹ President University, About us, n.d <http://www/president/ac.id/about-us/#history> (accessed [July 18, 2016](#))

I.2. Background of internship

An internship is a learning experience providing the student with a wide range of actual work activities and opportunities to observe portions of operations or administration for which actual work experience is not practical or possible. An internship is an opportunity to integrate career related experiences into an undergraduate education by participating in planned, supervised, on the job training. During their study, all students will have one semester on Internship & Career Center in President University. President University is supported by 1,500 multinational companies from 30 countries.²

I.3. Purpose of internship

Internship courses at President University have its own purpose: to prepare students be familiar with the real-world condition in workplace and to provide them with chance to learn how they should interact toward in the environment which is completely different from that of their campus. The purpose of internship program is to get benefit of internship program such as gives students the chance to evaluate, reflect upon and try a career field.

As one of the President University students, I found the purpose of this internship program is very valuable as the first step to go into the working environment. At least, the students know the background of how the company works.³

I.4. Objectives of internship

President University recognizes the educational value of practical work experience with a participating company/organization. The overall goal of the internship program is to provide the means for each student to mature both personally and professionally, as well as to further their appreciation and understanding of the professional experience in their chosen field of study. Because of the commitment to this goal, the internship program was established with the following specific objectives, which afford each student, the opportunity to:

² President University, Internship Career Center, <http://www.president.ac.id/internship-career-center/> (accessed July 18, 2016)

³ <http://www.president.ac.id/internship-career-center/> (accessed July 18, 2016)

- a. Experience the importance and relevance of ideas learned in classroom work
- b. Develop abilities to achieve performance goals based on the responsibilities and duties
- c. Develop their ability to assess and direct achievement of specified performance goals
- d. Get a bird's eye view of how a company is running and interact with and learn from industry professionals
- e. Experience working within a group or team
- f. Enable the cooperating organization to receive the benefits of the special talents and background of the student
- g. Increase interaction between the university and the cooperating organization to educate and produce good quality graduates
- h. Apply, in an appropriate and professional work setting, theories, concepts, and philosophies learned through previous academic and other experiences
- i. Develop decision-making and problem-solving skills through the formulation, implementation and evaluation of alternative solutions to problems and approaches to issues
- j. Identify and address personal strengths and weaknesses in light of demands and expectations of employment in the various roles and responsibilities assigned in a work setting
- k. Develop a network of industry professionals that can be used when seeking full-time employment.
- l. Share their internship experience and special project with other PU interns, faculty and staff.⁴

⁴ Internship Handbook Year 2015 (accessed July 18, 2016)

CHAPTER II

INSTITUTION PROFILE

II. International Relations Division of Indonesia National Police

II.1. History of the Institution

Keeping international peace and security is one of Indonesian national objectives as what is written in Preamble paragraph IV which stated “...*bahwa sesungguhnya kemerdekaan itu ialah hak segala bangsa dan oleh sebab itu maka segala penjajahan diatas dunia harus dihapuskan*”. Transnational crime is one of threats to international peace and security therefore Indonesian National Police has been actively participating to eradicate transnational crime. Indonesia National Police realized that this institution must cooperate with the other countries because transnational crime is varied, borderless and involve international syndicates. That is why a police unit which focuses on international relation and cooperation is required to eradicate transnational crime.

International relation division of Indonesia National Police is actually a response to the matter above. Indonesia once applied parliamentary system during 1950s, during that period Prime Minister Djoeanda appointed Indonesia National Police unit to represent Indonesia in international ICPO-INTERPOL. Indonesian government sent two representatives to attend the 21st ICPO-INTERPOL General Assembly in Stockholm, Sweden. Then Indonesia officially accepted as ICPO-INTERPOL member in 1954 under the name NCB-Interpol Indonesia. Indonesia National Police is aware that international cooperation under ICPO-INTERPOL is very beneficial for Indonesia National Police and other law upholder countries to fight integrated crime and to implement more secured and peaceful world like ICPO-INTERPOL's slogan “*Connecting Police, Securing the World*”.

However the recent international relation division is not created instantly but went through several changes. The unit is called NCB-Interpol Indonesia at first, it have ever been under various division such as Interpol Bureau, criminal agency, and international police cooperation body before it stood as Secretariat of NCB-Interpol Indonesia. The burden of NCB-Interpol Indonesia is wider, not only focuses on international cooperation and transnational crime eradication but

escalated towards human resource capacity building as well as international peace and humanity. Then according to Kapolri regulation number 21 year 2010 NCB-Interpol Indonesia is developed into international relation division (Divhubinter) which is divided into 2 (two) bureaus which is Secretary of NCB-Interpol Indonesia and International Mission Bureau. The Head of NCB-Interpol Indonesia remains carried by the Head of Indonesia National Police (INP) however daily duty executor is carried by the Head of Divhubinter Polri.

Divhubinter Polri supports international missions such as United Nation Peacekeeping Operation, humanitarian mission, cooperation and capacity building with Police from other countries, international organization and other international institutions. The brand mark of Divhubinter Polri is to eradicate transnational crime, another important duty of Divhubinter Polri is giving assistance and protection towards Indonesian citizens abroad.



Figure 1: Logo of the International Relations Division of INP⁵

⁵ Vademikum Divisi Hubungan Internasional Polri Edisi I (accessed July 18, 2016)

II.2. Vision and Mission of International Relations Division of INP

The Vision is:

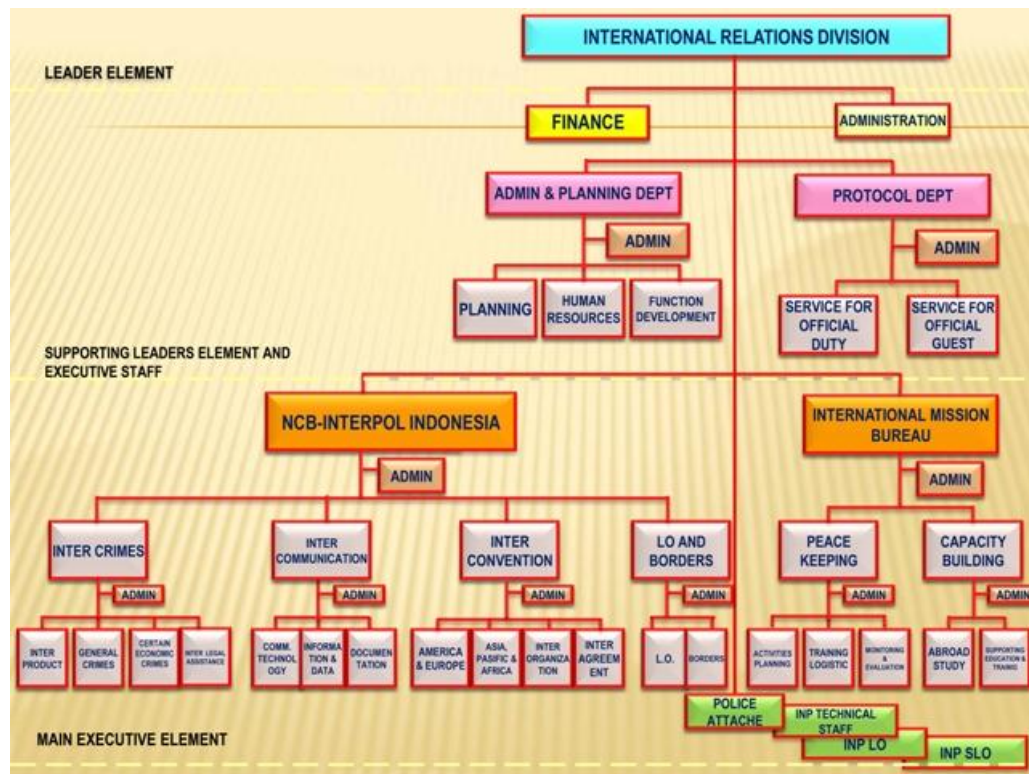
'To realize police cooperation, law enforcement and international missions and to provide protection and services towards Indonesian/foreigners in the country and abroad.'

The missions are:

1. Implement international cooperation with other governmental and non-governmental organizations both in bilateral and multilateral
2. Carry out cooperation with the police forces of member countries of the ICPO-INTERPOL and ASEANAPOL in an effort to monitor, prevent and combat transnational and international crime
3. Assist and cooperate with representatives of the Republic of Indonesia and relevant institutions in overseas to provide protection and services to the Indonesian citizens
4. Carry out international cooperation to participate in keep world peace
5. Implement capacity building both human resources and infrastructure/facilities
6. Implement cooperation and the coordination of security of border area with the country indirect border
7. Implement the protocol and administration official travel to abroad
8. Carry out international communication and information exchange through utilization of the network of INTERPOL, ASEANAPOL and other communication networks
9. Conduct international meeting and agreement either the bilateral and multilateral⁶

⁶ NCB-Interpol Indonesia, Vision and Mission, <http://www.interpol.go.id/id/vision-and-mission> (accessed July 18, 2016)

II.3. Organization Chart



<http://www.interpol.go.id/id/struktur-organisasi> (accessed July 23, 2016)

II.4. Core Organizational Activities

1. International Crime Section

Undertaking inter-agency cooperation on transnational crime prevention and eradication, exchanging information on criminal intelligence, conducting international public service, giving technical assistance and investigation related to extradition and Mutual Legal Assistance (MLA)⁷.

2. International Communication Section

In order to support transnational crime eradication, sharing information amongst Interpol members is very important. This section supports information exchange on international transnational crime and other information. These are the main duties of international communication section:

⁷ An effort to overcome the differences in law system and criminal act procedure. Vademikum Polri (accessed July 18,2016)

- Taking responsibility in information sharing through Interpol and ASEANAPOL networking system. I-24/7 is Interpol communication network to support information exchange amongst Interpol countries, meanwhile Electronic ASEANAPOL Database System (e-ADS) is communication network for ASEANAPOL members
- Collecting information, data processing, documentation as well as publication

3. International Convention Section

International convention section focuses on international treaty preparation, organize international meeting on transnational crime and capacity building. Here are the main functions of international convention section:

- Examine the importance to have bilateral or multilateral cooperation with other organizations or international institutions
- Preparing Memorandum of Understanding which regulate technical operation of an agreement
- Conducting international meeting; regional, bilateral, and multilateral. Regional meeting such as ASEANAPOL, an annual regional forum for Police officers in ASEAN region. Another regional forum meeting is Senior Official Meeting on Transnational Crime (SOMTC) to discuss about the efforts to eradicate transnational crime.
- Conducting working group meeting in order to formulate international agreement and international cooperation.
- Monitor, Analyze and evaluate the cooperation's effectivity

4. Liaison Officer and Border

Providing technical assistance towards Attaché INP/SLO and INP technical staff including human resources and facilities in the border. This section undertakes the placement of and supervise Indonesian Police Attaches/ Senior Liaison Officers (SLO) and Police technical staff /Liaison Officer (LO) as well as INP personnel be on duty in overseas, in international organization and at police offices in accredited country. Coordinate with other police Attaché or

Law enforcement LO of other countries in Indonesia, and also providing coordination and communication with related institutions to maintain security and law enforcement in border areas.

5. International Mission Bureau

Coordinate with other related institutions and facilitating police personnel who will be deployed in the peace keeping missions and humanitarian missions. INP personnel are actively take part in United Nations mission as the realization of UUD paragraph IV. This bureau supervises, monitor, analyze and evaluate the candidates who carried the mission in the mission area including the member of Formed Police Unit (FPU)⁸ or Police Advisor (PA)

This bureau increase INP human resources and the other capacities abroad. Taking responsibility to train INP personnel who will pursue education and training abroad, giving educational support to build the capacity of human resources and facilities, seeking for cooperation opportunity in education as well as giving equipment which are needed.

6. Protocol

In charge of providing administration course for INP personnel who will conduct duty abroad, providing services for the officials coming from abroad, coordinate about the official visit planning, issuing permission letter, official passport & visa, and making record of INP personnel who assigned abroad.

⁸ United Nations police unit which deployed to ensure peace and security in conflicted countries.

CHAPTER III

INTERNSHIP ACTIVITIES

III.1 Job Description

Name	Lela Tresna Asih
Institution	NCB-Interpol Indonesia
Department	International Relations
Supervisor's Name	Sri Diana Kusumawati, SIK, MIK
Supervisor's Position	Head of Human Resources sub section Planning and Administration Section
Work Hours	08.00 – 15.00 (Every Monday to Friday)
Working Period	March 21 st , 2016 – June 24 th , 2016
Main Duties	My duty here is to assist each section to run daily performances. There is no exact duty for the whole internship period, so every week I am obtaining new duties in different section. However to conclude it briefly, I am involved in administration matters, participate in several events, contributing new ideas, and bridging inter sectional communication in daily performances.

Like the explanation above international relations division of INP divided into Secretary of NCB-Interpol and International Mission Bureau. Normally trainees are placed in a division to conduct specific duties according to the job description. Meanwhile my supervisor let the trainees to work not only in a section but moving from one section to another every week, the objective is to make the trainees get better understanding and experiences during their internship period.

Secretary of NCB-Interpol divided into 4 smaller sections which are international crime section, international convention section, international communication section and liaison officer and border. International mission bureau also divided into two smaller sections which is peace and humanity section and capacity building. To help the division perform well the division is completed by administration section, it consists of planning, administration, and protocol section.

I had chance to work in almost all of the sections except liaison officer and border section. For the administration section I managed to organize incoming/upcoming letters, make sheet of disposition, channel the flow of information, handle human resources, and common administration activities such as photocopy, scan, assist a meeting, and send email.

Working in secretary of NCB-Interpol bureau is more substantial than administration section, these sections are the proper place for internees to learn deeper about the essence of this division. Duties which are conducted such as translate incoming letters from abroad, translate MoU, edit modules and learning by doing. For international mission bureau I only got few tasks due to my working period which quite short. In addition as trainee in international relations division of INP i gained lots of knowledge and experiences. Not only working, i also managed to learn more there.

III.1 Main Job Description

1. Handle administration activity

Police world is a new thing and new experience for me so I am lacking a lot. To enhance myself, the officers told me to learn so that I can be familiar with it. There are a guidance book called Vademikum to be read yet they are very open to any questions from the internee. Whenever i got new terms, I tried to find out what is it about by browsing, reading or asking directly to the officers so I can expand my knowledge. To familiarize myself with the division i am placed in administration section during my first week. The supervisor want me to be acquainted with letters agenda, inputting/updating data, with photocopy machine, scanning machine, faxing machine, and else before going further to the division's substance and it helps me a lot.

Most of my time in administration section is spent to handle letters. Letters are one of the main sources of information, there are bunch of letters addressed to the institution or made by this institution. I learned about how the information is flowing, from administration section until received by the addressed recipient and being achieved there. Administration section takes full responsibility of the letters' flow. The letter itself is varied according to the content or the sender. As i read lots of incoming letters i slowly grasped the content of them, most of them are coming abroad whether it is from other Interpol countries or other international organization/institution.

Every incoming letter is sorted by administration section first, when i worked in this section I am assigned to create sheet of disposition. Sheet of disposition is made to make the letter can be read easily. The disposition sheet consists of receiving date, the letter's number, the sender and what is the letter talking about. Bunch of letters are received everyday so i can read them and gained knowledge.

2. Translate official documents

This division created closely with international sphere that is why English is very crucial. Letters are coming in English, letters are produced in English, the division covers transnational crime issues, and this division conducts events in international scale. I am grateful that i came from an English speaking University which makes me quite reliable. The officers trust the internees to do translating

work then it will be corrected by the language and literature experts in the division. The difficulty level is varied, range from translating articles, making letter, editing modules up to MoU translation.

Right after i finished my first week in administration section i had chance to work in 3 Secretary of NCB-Interpol Indonesia's sections. As i mentioned above working in these sections is more challenging because the essence of international relations division lied here. I managed to produce a formal letter in international crime section. The letter contains several information and it is written in two languages which is Prague and English, luckily i could understand the content and making interpretation with my own language according to my understanding. Interpol Prague sent an electronic mail to Interpol Jakarta regarding drug abuse done by a Ceko citizen named Miroslav Dopita. Stated that Interpol Prague currently doing investigation to the suspect who escaped to Indonesia. According to the mail she is currently staying in Bali, they even attached 3 (three) addresses which are possible being her place to stay.

My task is to create a letter of formal request in Indonesian language from international relation division Mabes Polri towards Kapolda Bali regarding further investigation to the addresses above. I need to be thorough to make sure i did not skip any important information from the original mail and be careful with the translation especially about the word selection. Information are flowing everyday of so I am lucky that i had opportunity to handle letters coming from abroad because most of them are about transnational crimes happened recently.

Other than interpreting and creating a formal letter, I made summary of letters in international communication section. International communication section is responsible to manage Interpol's communication system which is called I-24/7, it directly receive and send letters from and to the whole NCB-Interpol member countries. So each day i assigned to create resume of letters in order to make the information read easier. Letters accepted are written in two languages which are native and English so i need to read the letters carefully, scan the important information and put it in the resume of letter's sheet. Resume of letter consists of the sender, the day it received, and the content of the letter. I need to make sure

that I did not skip any important information and translate it to formal Indonesian language.

I translated some counter draft agreements. The first one is Counter Draft Agreement of People's Republic of Bulgaria and Republic of Indonesia on preventing and combating transnational crimes and capacity building. The second one is agreement on cooperation in preventing and combating transnational crime between the Ministry of Public Security of the People's Republic of China and Indonesian National Police. I realize that translate is not an easy task to do especially when i am obligated to translate in formal language such as translating counter draft agreement or MoU. Fortunately there are language and literature expert who is willing to help making correction if there is something missing or if my translation is imperfect. Still it becomes my precious experience to familiarize myself with counter draft agreement or MoU.

3. Participate in a meeting or event

There are lots of meetings or events arranged by the institution range from a small until a large scale. Internees are often asked to participate in a meeting, conduct a meeting and even contribute to prepare a huge event. Most of the time internees are asked to attend a meeting whether only listen to the whole presentations or being the minutes of meeting. On 22 March 2016 the officer told me to participate in coordination meeting plan on the placement of ATPOL/SLO⁹ in Turkey, i am appointed to be the minute of meeting together with one of my internee fellows. It was a formal meeting attended by honorable officers from other divisions which related to this matter. KBP Desy Andriani, the Head of Liaison Officer and Border section is presented some slides related to this matter. There are also question and answer session for the meeting's participant, my duty is to concentrate on what they are talking about and type the main points in Microsoft Word. An officer helped me explaining the steps to make a good resume, first of all I type it abstractly in a document then i rearranged it neatly before i submitted it.

⁹ATPOL/SLO is an executive element of international relations division which deployed abroad. ATPOL is INP Attache which deployed in Embassy of Republic Indonesia (KBRI) abroad meanwhile Senior Liaison Officer (SLO) is INP officer which deployed in Local Police Center Office abroad. Vademikum (accessed July 24, 2016)

Another duty is to contribute in internal relations division family gathering which held on 30 April 2016. I had opportunity to be one of the committees being placed in door prize committee with other fellow internees. I directly involved in the preparation until the D-Day, luckily everyone in the division gave contribution to the event not only internees but also the officers were actively working on it. The event held in Taman Impian Jaya Ancol Jakarta and it was fun yet success.

The last duty is the most crucial one above all which is taking part in 16th Senior Official Meeting on Transnational Crime (SOMTC) preparation. SOMTC in an annual regional event, it attended by Senior Officials in ASEAN region and several dialogues partner representatives from non-ASEAN countries. The meeting is regarding on how to foster regional cooperation to eradicate transnational crime in ASEAN region such as terrorism, illicit drug trafficking, people smuggling, arms smuggling, sea piracy, illegal fishing, and trafficking in wildlife and timber. More than 190 participants from 10 ASEAN countries and 10 dialogue partner countries such as People Republic of China, Japan, Republic of Korea, Australia, European Union, Canada, New Zealand, Russia and United States are attending this meeting. That is why the preparation took quite a long time and through several processes.

The first step of my contribution happened in the end of March, i am assigned to edit position papers¹⁰ which will be discussed in the upcoming SOMTC. The second step was quite thrilling but i am glad that i had chance to participate in Working Group on drafting country paper and position paper for the upcoming SOMTC agenda. In the middle of May I and other 3 internees assisted international convention section in the working group which happened for 2 days long in Hotel Grand Ussu, Bogor. The participants are important people who have relation with transnational crime such as Ministry of Foreign Affair, Densus88, National Narcotics Bureau, Bareskrim and so forth. Despite of a short period, the participants are working on several sensitive issues which will be discussed in the upcoming SOMTC as well as the development that happened within a year since

¹⁰ the position paper of SOMTC and non-ASEAN countries consultation, SOMTC Working Group of Trafficking In Persons, SOMTC Working Group on Counter Terrorism, as well as Drafting Meeting on ASEAN Plan of Action in Combating Transnational Crime.

the last SOMTC. As a committee who support the working group i handled several duties such as being minutes of the meeting, handle administration, welcome the participants, translate materials which will be delivered in the working groups and take care of the participants.

My last contribution happened in the end of May when the event was about to begin. I need to make sure about the delegates list, about the delegates' flight schedules, as well as when will the delegates arrived in Jakarta. Some countries who will participate in 16th SOMTC had not completed the detail of the delegates' arrival. My duty is to draft a letter aimed to People Republic of China, Lao PDR, and Singapore regarding the details of delegations' flight schedules.

4. Inputting/updating data

Internees need to support the division daily performances which means we need to perform things which could not be covered by the officers. Sometimes the officers are too busy to handle until the details so they hand over the trainees to fulfill the tasks. I am asked to input some information to the power point, to seek the newest information about the officers and update it in the division's website, to edit the module for the upcoming Interpol General Assembly, to re-type a letter and so forth. When i worked in international mission bureau I assigned to complete the list of technical specification of equipment for the new Indonesian FPU (Formed Police Unit).

CHAPTER IV

EVALUATION

For me internship program could be added into the positive point about this university. Not only studying the university encourages the students to directly involve and gains some experiences in the work field. During my study I am equipped with lots of knowledge from the lecturers and internship experience is something that did not written in the text book. My other fellow internees have shorter internship than mine but these 14 weeks is worth. For me it is divided into 3 (three) phases; first is introduction for me to be familiar with the jobdesc, second phase to deliver my duties, the last one is for me to wrap up my duties neatly.

I had opportunity to conduct my internship program in international relations division INP, it has both positive and negative side. I felt discourage to work in the division because i never had experience to cope with INP. I was clueless about the institution, the daily terms, the duties during my first week. Because i am lacking a lot so i am willing to learn more about the division. After i went through several duties i finally managed to know more about the division just like the term *learning by doing*. The main advantage for me knows more about transnational crime since, the division is connected with other Interpol member countries to eradicate transnational crime. More importantly, I obtained new skills and I could develop my personality and networking for my future career.

Internship requires the real implementation of the knowledge that i got during my study. I realize that i could apply knowledge which is relevant with my duty, such as English proficiency or basic knowledge about institution. As I really experienced working with the people in this institution, I could have deeper understanding about the police institution in Indonesia.

Meeting new people in the work place was exciting for me since I could learn many personalities and it helped me to develop my strength and weakness. Especially, the role of supervisor has been very helpful to my personal development. The employees are also friendly and open to share their experiences.

CHAPTER V

RECOMMENDATION

V.1 Recommendation for International Relations Division of INP

Having an internship in the International Relations Division of INP left a very good impression for me. It was a really great opportunity for the student to obtain experience and sharpen skills that could not be obtained in the classroom. I gained so many things that I could get starting from the basic knowledge, competencies, as well as attitude and manners. Moreover, I met new people and it helped my personal development and also my networking for my future career. In order to pursue better internship period it will be better for student to get to know the work place first before conducting internship. It is important in order to acquaint the internee with the job description.

For international relations division of INP, it was very good to spend my time there. The officers did not hesitate to involve internees in several meetings or events. The officers are very welcome to any questions regarding the division which is very nice. But it will be better if the internees are given exact jobdesc, sometimes I feel lost because I have nothing to do. The division is quite serious but i personally think that the regulation for internees are not that tight, that is why some internees are not discipline even though they are currently working in serious institution.

V.2 Recommendation for ICC

As for International Career Center (ICC) i would like to deliver my gratefulness for assist me to prepare until the time I finished my internship period. The counseling and the help to students from the preparation of internship to the end of internship were very helpful. ICC was very well in responding students who need documents, recommendation, and also advices. As ICC has done a great work to handle the students who do internship, I hope ICC could improve more in the future.

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6. NCB-Interpol Indonesia, Struktur Organisasi
<http://www.interpol.go.id/id/struktur-organisasi>
7. Vademikum Divisi Hubungan Internasional POLRI Edisi I

APPENDICES

1. Creating summary of the letter

MARKAS BESAR
KEPOLISIAN NEGARA REPUBLIK INDONESIA
DIVISI HUBUNGAN INTERNASIONAL

RINGKASAN BERITA

Perihal : Informasi kasus penipuan oleh ALI IKBAL Muhammad
Tanggal : 7 Juni 2016
Surat dari : IP Manchester
Isi Berita :

Disampaikan bahwa anggota intelijen Inggris mengidentifikasi seorang W.N. Indonesia a.n. Muhammad Ali Ikbal yang berada di Batam telah memesan bahan-bahan yang dibutuhkan untuk membuat uang palsu, pemalsuan identitas, maupun pemalsuan dokumen. Maka dari itu IP Manchester meminta bantuan IP Jakarta untuk menyerahkan masalah ini kepada aparat penegak hukum terkait.

Jakarta, 7 Juni 2016
a.n. KABAG KOMINTER
KASUBBAG TEKKOM

Dra. NINA NARAMURTI, MM
PEMBINA I NIP 196503301989032001