



President University

Internship Report for



International Committee of the Red Cross (ICRC)

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International Relations

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ICRC

SURAT KETERANGAN

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telah melakukan magang/praktek kerja mahasiswa dengan sangat baik pada Pusat Dokumentasi, Departemen Komunikasi, Komite Internasional Palang Merah (ICRC) Delegasi Regional untuk Indonesia terhitung mulai tanggal 27 April s.d. 27 Agustus 2015.

Demikian surat keterangan ini dibuat untuk dapat dipergunakan sebagaimana mestinya.

Jakarta, 16 September 2015
Kepala Delegasi ICRC Indonesia



Christoph Sutter
Head of Regional Delegation

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PREFACE

Finishing the internship program in International Committee of the Red Cross (ICRC) Regional Delegation for Indonesia had developed me to be a better person both character and professional qualification. The experiences I got during four months internship have become one of the unforgettable moment for me. I feel honored to get this opportunity and I would like to give my biggest gratitude for my Father God for His plans, guidance, presence, timing and unconditional love are always the best for me.

I am also vigorously giving my gratitude and appreciation to:

- Mr Kushartoyo Budi Santosa, my on-site supervisor in ICRC office, who cared and assisted me in doing my job during the internship, and warmly welcomed me and allowed me to feel like home in the office,
- Ms Ursulla Langouran, who always assisted and corrected me for the better improvement of my performance and gave me much inspiration,
- Mrs Minuk Indarsih, who gave me much strength and spirit with her jokes and always greeted me in the office,
- Mr Generesius Nomer and Mrs Lidya, who gave me much compliment and always helped me.
- Mrs Annisa Marezqa, who honored me with his compliment when I finished the job and encouraged me to be involved in the activities even though I had finished the internship program,
- Mr Fredy Nggadas, who had challenged me to make my thesis about ICRC and encouraged me to give my best,
- other officers in ICRC Indonesia whom I cannot mention one by one due to page limitation,
- my mother and family who always who gave me their support and encouragement,
- my close friends who were always ready to help and support me,
- Ms Natasya Kusumawardani, my internship supervisor, who were there to support, assisted and helped me to finish my internship program, included this report.

CHAPTER I

INTRODUCTION

I.1 Background

The world now is developing into more competitive and it forces people to be more qualified for a job. People tend to join trainings, workshops and other personal development programs to increase their qualification. It is true when people say that they prefer to hire or work with someone who has had the experiences more than the others. It is a challenge for the students in the university level to have the experience before facing the real working field.

President University provides the students a semester to have the internship program in the companies or organizations and institutions. The internship must be finished with the minimum standard is 14 (fourteen) months in a company as the first requirement. It is highly recommended to have the internship program in the company that is related to the major and concentration of the students. This time allows the students to experience the real working field and gain the knowledge to enhance their skills.

This writing is the report for the internship program in the International Committee of the Red Cross (ICRC) which includes the overall activities. The report will be divided into five chapters and outlined in detail. The writer hopes that this report might be useful for campus and the other students for a reference.

I.2 Purpose

The main purpose of this internship program is to provide the opportunity to face and experience the real working environment for President University students. The university life is indeed much different with the career life. This fact needs the students to be prepared before joining the career life to face the real working environment. The students need the internship program to see the knowledge learned during university life put into the real working field.

This program is not merely for the students to gain the benefits as much as they can. Through this program the name of President University would be known as the

students get the internship program spread in hundreds companies. It allows both President University and students obtain more network which means more opportunities in the future.

I.3 Objective

The 14 (fourteen) months internship program is believed be able to fulfil the main objective which is “to mature both personally and professionally, as well as to further their (students) appreciation and understanding of the professional experience in their chosen field of study”¹

By the main objective the students are expected to be able to cope with the environment in the company and enlarge their connection and network that will be useful for their future career life. Finishing the program also means that the students able to fulfil their academic requirement to be graduated from President University. As the undergraduate they are expected to be ready and qualified to compete with the others.

I.4 Benefit

There are many benefits that the students may get from the internship program, they are:

- The students experience the real working environment without disrupting the academic as the program is included in the university’s curriculum for one semester.
- Enhance their personal development in both soft and hard skills. The students are able to work in the professional working environment.
- The chance to expand their professional network. The students need to with people who are much older than them and come from various backgrounds.
- The right time for the students to implement the knowledge and see the things that they have studied applied in the workplace.
- The opportunity to work in the company they take the internship program in to continue their career.

¹ ICC, *Internship Handbook of Year 2015* (Cikarang:ICC, 2015), 4-6. PDF e-book,

CHAPTER II

COMPANY PROFILE

II.1 International Committee of the Red Cross (ICRC)

ICRC is an organization which works based on the Geneva Convention of 1949, their Additional Protocols, its Statutes those of the International Red Cross and Red Crescent Movement and the resolutions of the International Conferences of the Red Cross and Red Crescent.² The legal status of ICRC is a neutral, impartial and independent humanitarian organization which its mandate is to ensuring the humanitarian protection and assistance for victims of war and armed conflicts.³ The ICRC moves in response to emergencies and promotes respect for international humanitarian law and its implementation in national law.⁴

The headquarters of ICRC is based in Geneva, Switzerland and spread in more than 80 countries. The fund for ICRC comes from voluntary donations from governments and from national Red Cross and Red Crescent Societies.⁵ ICRC works in those countries through the headquarters agreements with the authorities in the countries. Hence, these agreements give some privileges and immunities to ICRC that usually granted to intergovernmental organizations.⁶ The privilege is like the immunity from legal process which means that it is protected from the administrative and judicial proceedings, and inviolability of its premises, archives and other documents.⁷

II.2 History of ICRC

ICRC was established based on the vision and the determination of a person who is Hendry Dunant.⁸ In a publication by Hendry Dunant which is *A Memory of Solferino*,⁹

² “The ICRC’s mandate and mission”, [www.icrc.org](https://www.icrc.org/en/mandate-and-mission)
<https://www.icrc.org/en/mandate-and-mission>

³ ICRC, *Discover the ICRC* (Geneva:ICRC, 2005), 6. PDF e-book,

⁴ Ibid

⁵ Ibid

⁶ Ibid

⁷ Ibid

⁸ Ibid

⁹ ICRC, *The ICRC Its Mission and Work* (Geneva:ICRC, 2009) 3. PDF e-book,

he recommended creating a national relief societies to protect the wounded on the war and it should be recognizable by the common emblem and an international treaty.¹⁰

In 1863, a charitable association known as the Geneva Society for Public Welfare set up a five-member commission to consider how Dunant’s ideas could be made a reality.¹¹ This commission which later became the International Committee of the Red Cross (ICRC).¹² The commission then initiative to invite 16 States and four philanthropic institution to sent their representatives to the International Conference which open in Geneva on 26 October 1863, then become the year of ICRC was founded.¹³

II.3 Visions, Missions, and Values

“To protect the lives and dignity of victims of armed conflict and violence and to provide them with assistance.”¹⁴

The ICRC’s mission statement

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

Established in 1863, the ICRC is at the origin of the Geneva Conventions and the International Red Cross and Red Crescent Movement. It directs and coordinates the international activities conducted by the Movement in armed conflicts and other situations of violence.

Figure II.3.1 The ICRC’s Mission Statement¹⁵

¹⁰ Ibid

¹¹ Ibid

¹² Ibid

¹³ Ibid

¹⁴ “Who we are”, www.icrc.org
<https://www.icrc.org/en/who-we-are>

¹⁵ ICRC.org, *supra* note 2.

In pursuing the mission, ICRC has seven fundamental principles,¹⁶ which are:

- **Humanity**

The ICRC founded by the desires to give the assistance without discrimination to the wounded people in the war. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.¹⁷

- **Impartiality**

No discrimination upon the nationality, race, religious beliefs, class or political opinions.¹⁸ The activities address the assistance based on the needs and priority.

- **Neutrality**

The ICRC will not take part in the hostilities or involved at any kind of political, religious, racial or ideological conflict.¹⁹

- **Independence**

The ICRC's movement is independent. The National Societies as the partner of ICRC in national level should maintain the autonomy. Hence they would work in accordance with the Movement's principles.²⁰

- **Voluntary Service**

It is a voluntary relief movement and not for gaining desire purposes.²¹

- **Unity**

There is only one Red Cross or one Red Crescent Society in one country allowed. It supposes to address the humanitarian activities throughout its country territory.²²

- **Universality**

The Society of the International Red Cross and Red Crescent Movement share equal status and responsibilities in worldwide.²³

¹⁶ ICRC, "*Statutes of the International Red Cross and Red Crescent Movement*" (Geneva:ICRC) 5-6. PDF e-book. (adopted by the 25th International Conference of the Red Cross at Geneva in 1986, amended in 1995 and 2006)

¹⁷ Ibid

¹⁸ Ibid

¹⁹ Ibid

²⁰ Ibid

²¹ Ibid

²² Ibid

²³ Ibid

II.4 ICRC Organizational Chart

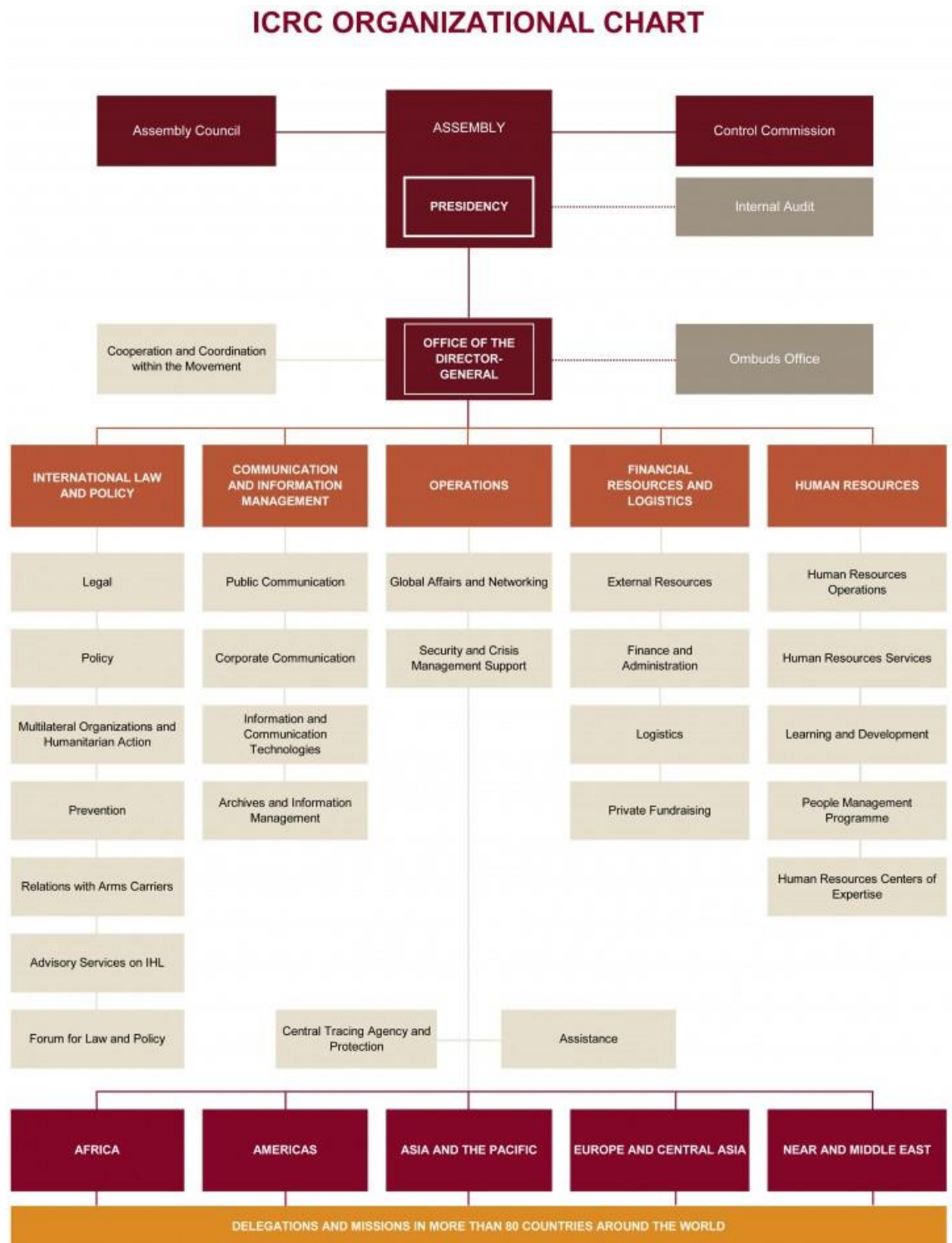


Figure II.4.1 ICRC Organizational Structure²⁴

²⁴ “ICRC organizational chart”, www.icrc.org

II.5 ICRC's Core Activities

The core activities of the ICRC are divided into two lines. The first is the operational activities such as helping the victims of armed conflict and other situation of the violence.²⁵ The second one is involve in developing and promoting the international humanitarian law and humanitarian principles.²⁶ The core lines of activities cannot be separated each other as the first is operated within the framework which is provided by the second one.²⁷

There are four different situations in which the ICRC takes action,²⁸ they are:

- The ICRC would give the assistance to the victims of international armed conflict and non-international armed conflict.²⁹ The ICRC offers the services after seeing the existing need for the humanitarian aid.
- In situations other than violence, the ICRC would offer its services based on the urgency of the situation.³⁰
- When the natural or technological disaster or a pandemic occurs in an area where the ICRC has an operational presence.³¹
- In other situations, it is the contribution in efforts of humanitarian agencies like tracing work and disseminating the international humanitarian law and the Fundamental Principles.³²

<https://www.icrc.org/en/document/icrc-organizational-chart>

²⁵ ICRC, *supra* note 9.

²⁶ Ibid

²⁷ Ibid

²⁸ Ibid

²⁹ Ibid

³⁰ Ibid

³¹ Ibid

³² Ibid

II.6 ICRC's Products and Services³³

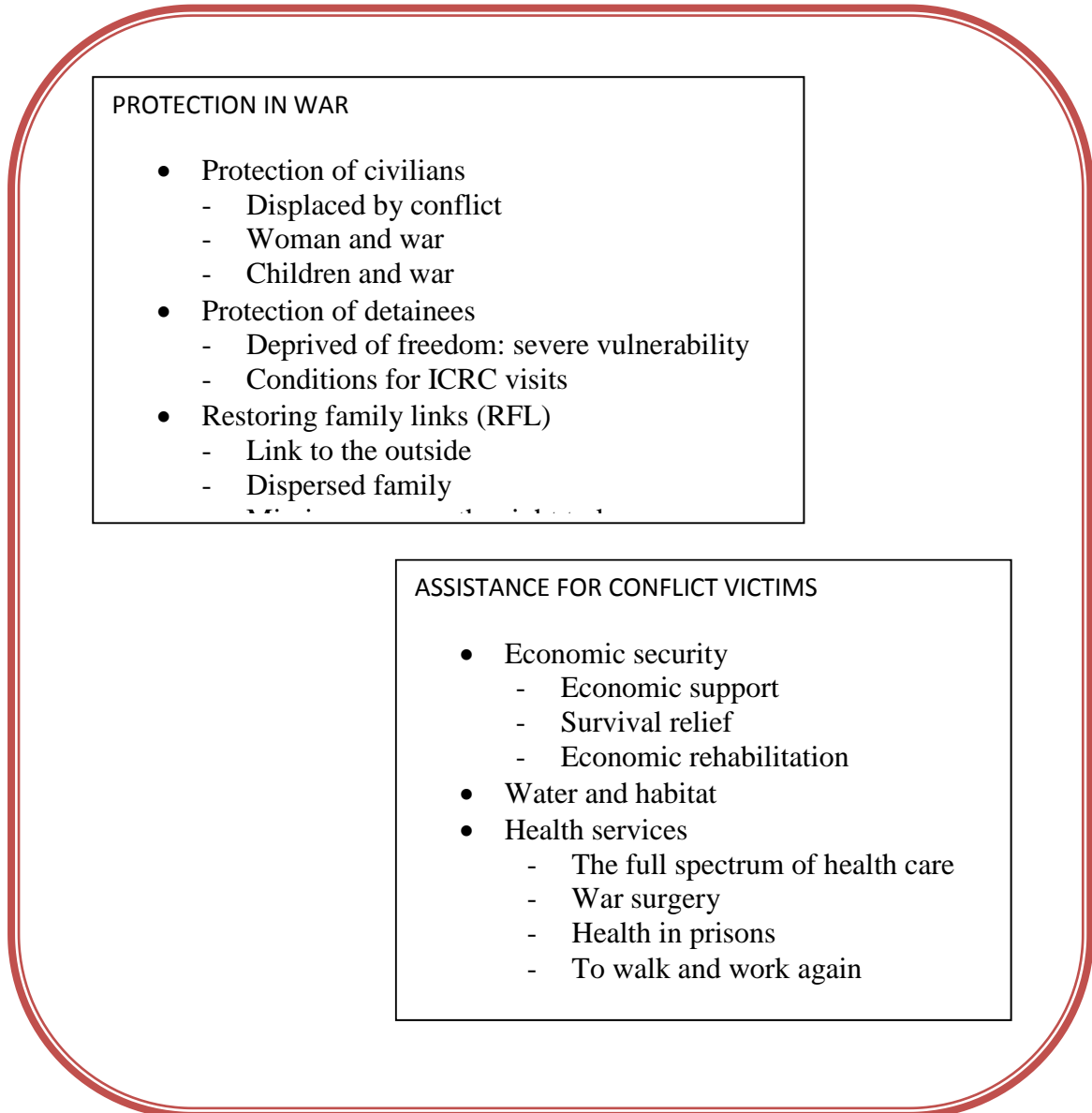


Figure II.6.1 The ICRC's Products and Services

³³ ICRC, *supra* note 3.

CHAPTER III

INTERNSHIP ACTIVITIES

III.1 Internship in the International Committee of the Red Cross (ICRC)

I had the internship in ICRC Regional Jakarta for four months. The internship program in ICRC Regional Jakarta was opened from year 2011 until now. The period of internship is minimum three months and only available under the Communication Department especially in Documentation Centre. Even though the intern is placed in Documentation Centre, they still get the briefing from each department. In implementing the duties and tasks as an intern, the ICRC gives some facilities in the form of transportation cash and opportunity to spend time (2 hours in a day or 10 hours in a week) to work for the topic related to the intern's research.

Most of the interns who have ever been taking the program come from Law and International Relations background. They prefer the students from such background as the concern of ICRC as a humanitarian organization is into the international humanitarian law and humanitarian activities. However, it is possible for the students from the other field of study to apply to the internship program yet ICRC will see their reason and connection with the organization.

III.2 Activities Background

Student's Name : Debora Valentini
Ginting

Institution/ Company	: International Committee of the Red Cross (ICRC) Regional Jakarta	Department	: Communication – Documentation Center
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Supervisor's Name : Kushartoyo Budi
Santosa

Supervisor's	: Communication
Position/Job Title	Officer
Main Job	: To help the people in the Communication Department and the researcher in Documentation Centre with anything they need at the moment
Main Activities	: Monitoring the mass media, cataloguing the books, researching, summarizing, translating, editing, checking, scanning, photocopying.

III.3 Description of Duties and Responsibilities

The International Committee of the Red Cross (ICRC) Regional Jakarta has put some purposes for the intern's jobs. The purposes as follows:

- Understanding the composition, roles and functions of the different members of the ICRC. The structures and position available are different in each ICRC's office, it depends on the needs of a certain countries.
- To learn and understand any issues , problems, and events those are the responsibility of the ICRC especially in regional Jakarta. Each intern should have the briefing session for each department and agency in order to have a clear explanation about what is the activities of the ICRC in the located country. Like in Indonesia, the ICRC Regional Jakarta office's activities are mostly from the Communication Department to give the dissemination about International Humanitarian Law (IHL) and the Cooperation with National Societies Department to cooperate with Indonesian Red Cross (PMI) to serve the people in addressing humanitarian activities.
- To help and be initiative to ease the work of the staff in the office, especially the ICRC's Communication Department. However, it is possible and often the other department will ask the intern to do and involved in some activities.

- Assist in cataloguing materials, including indexing and preparation of abstracts for input into the computerized bibliographic database. The library is still new, therefore the intern help to make the list of the books.
- To improve the understanding of the regional and national contexts on emerging issues, carry on systematic environment scanning. The identified thematic files as well as issues and contexts of interest will be reviewed periodically. The research includes mapping on main stakeholders. Review of academic and media publications, government position, legislation, means, key messages, etc.
- To contribute to the web-based public communication of the delegation, in particular content gathering for its blog. It is by request of the need for the website.
- Helping in searching the relevant data and information by topic and arranged according to certain specified categories (by request).
- To help and work as a secretary for a small discussions. This job requires my accuracy, fast-respond and fast-learning to understand what the discussion is about as well as what the participants are talking about (by request).
- To produce the personal development and skills in working as the real officers. Working as an intern in ICRC pushes you to have self-management as the atmosphere in the office is not too strict.

III.4 Detailed Activities

The details of activities that I needed to do throughout four months as an intern in ICRC are:

- Daily media monitoring which is a scanning activity upon the printed and online mass media. The report is about what are happenings in Indonesia and Indonesian in international that may become the concerns of ICRC as the regional report. The result needs to be submitted before 12 p.m. to the Jr. Press Officer & Environmental Scanning. The final result will be sent to the ICRC headquarter office in Geneva and also to the inside regional delegation of Jakarta as well as Dili, Canberra, Kuala Lumpur, Bangkok.

The reported issues are divided into some categories such as:

- Political Environment
 - Socio-economic Environment
 - Humanitarian Environment
 - Faith-based Issues
 - Security Environment
 - International Relations
 - Multilateral Environment
 - ICRC/RC Mentions
- Arranging and cataloguing the books in the library of documentation centre. There is no target set for cataloguing the books. However, I make my own target to encourage myself as this is my responsibility. This activity sometimes pushed me to read the books as there was no summary about the books.

The elements of the catalogue are:

TITLE

- Author's name :
- Publisher :
- City :
- Year :
- Page(s) :
- Book Code :

SYNOPSIS

CONTENT

- Attending open discussion about Health Care in Danger (HCiD) held in ICRC Jakarta which was attended by some institution such as ICRC Jakarta as the host, TAGANA, Indonesian Red Cross (PMI), Indonesian State Army (TNI), Ministry of Law and Human Rights (Kemenhumham), doctors from some institutions such as RSPAD Emergency and TNI, Muhammadiyah Disaster Management Center (MDMC), some lecturers from Pancasila University, Trisakti University, and Gajah Mada University. I was assigned as the secretary to take the minutes of meeting which then become the results of the meeting.

- Attending a seminar in Trisakti University with the other officer from ICRC. The theme was “Gerakan Kepalangmerahan di Indonesia Dalam Perspektif Sejarah Hukum Humaniter & Agama” which was held in order to celebrate the 70th year of Indonesian Red Cross (PMI).
- Helping the Cooperation with Nasional Society Department on organizing the three days “Safer Access” workshop for Indonesian Red Cross (PMI). I was assigned to assure all the preparations including the venue, equipment and the administrative things during the workshop. I was working by oneself as there was only me the intern in the office. This activity required me to work fast, focus and detailed.
- Attending an event held by ICRC on Launching the New Blog of ICRC (www.blogs.ircrc.org) at EsTeller 77 Adityawarman. Many bloggers were invited to the event and I was assigned on the registration table and updating the event through social media on Twitter. In the event, there was a presentation by ICRC officer and questions and answers session as well with both ICRC and an active social media user, named Ngoro Kakung (social media name) There was an announcement for the blog competition conducted by ICRC as the series of event on commemorating 70th years of PMI.
- Helping the Operation department especially Tracing Agency on making and arranging the data. The data was from two times missions on Myanmar and Bangladeshi immigrants in Aceh and North Sumatera The missions was RLF (Restore Family Link) as one of the duties of Tracing Agency in ICRC. Data was consisted of RFL phone calls made number from the immigrants. I needed to make a proper table so the data could be understood easily. The table was meant to be put in the report from the division.
- Joining a small meeting to discuss about further action upon the previous small discussion “Health Care in Danger”. I was asked to become the secretary of a small discussion about Health Care in Danger beforehand. Whereupon, in the last meeting I was asked to become a typist as I joined the previous discussion and had made the report about it.

- Helping the Police Program Manager to check the data of the interlocutors (partners) which is the profile of the participants (polices) who have ever joined the workshop conducted by ICRC. I need to check the participants` current position as some of them has been replaced.
- Helping Tracing Agency division (Ms Lana) on some administrative works. I was helping her on arranging some documents and revising some files from Indonesian Red Cross (PMI). The files were the articles from PMI about joint activities of PMI and ICRC such as restoring family links (RFL), reconnecting the families; a helping hand in managing the dead in disaster; safer access framework experience, and; conflict preparedness with contingency plan and SOP.
- Helping the Secretary from Communication Department to arrange the data of the publication tools. I needed to check the shelves of the books one by one to have the data per shelf. Then, I was asked to make the table for each publication tools and printed out one by one to be given to Jr. Press Officer & Environmental Scanning as the Secretary needed to go abroad.

Researching and analyzing:

- Research about “Capital Punishment” in Indonesia, the focuses as follows:
 - how the reactions of local both pro and contra as well as each country which citizens are executed by Indonesia
 - how it affects the bilateral relations between Indonesia and those countries
 - the effects towards President Joko Widodo`s popularity in Indonesia
- Search the Draft Constitution of the Red Cross Emblem Law in Indonesia, asked by Communication Officer.
- Research about “Boat People (Rohingya)” in Indonesia, asked by Jr. Press Officer & Environmental Scanning, the focuses are below:
 - how is the immigrants` movement, especially Rohingya irregular immigrants?
 - how the “pingpong policy” is happening among these Malaysia, Myanmar, Indonesia and Thailand countries upon the irregular immigrants who get into their territory

- immigration policy of Malaysia, Myanmar, Indonesia and Thailand whether these countries have ratified the Protocol of 1951 Refugee Convention or not
- Indonesian government`s position over the case of irregular immigrants from Bangladesh and Myanmar stranded in Aceh
- ASEAN`s position over this case
- the experts or leaders` opinions
- the action or contribution taken by the organization both local and international in order to solve this problem
- Search about the regulations on terrorism in Indonesia which are still applied in Indonesia. Then I need to print it out asked by Communication Officer to be given to Legal Advisor.
- Research about Situyoso as the new Head of National Intelligence Agency (BIN) and Gatot Nurmantyo as the new Indonesian Military Commander. It is about their personal lives, achievements, performances and any issues related to them in the mass media. I am asked by Jr. Press Officer & Environmental Scanning.
- Research about the newly appointed ministers as the result of reshuffling in the working cabinet of President Joko Widodo. The research is about their personal lives, achievements, performances and any issues related to them in the mass media. This task is asked by Jr. Press Officer & Environmental Scanning.

Translating and summarizing:

- Translating the results which are the summary and discussion process of the open discussion about Health Care in Danger (HCiD) asked by Communication Officer.
- Translating an article published on the ICRC`s website asked by Deputy Head of Communication, titled Doctor in Nepal: “We are in a war without enemy” then will be published in blog of ICRC regional Jakarta.
- Translating a formal invitation letter, asked by Communication Officer, which is from the Study Center on Humanitarian Law and Human Rights (terAs) Trisakti University to ICRC regarding the National Seminar on the Red Cross in Indonesia based on History, Humanitarian Law and Religion Perspective in

Commemorating 70 Years of Indonesian Red Cross (PMI).

- Summarizing the event of National Seminar on Red Cross in Indonesia based on History, Humanitarian Law and Religion Perspective in Commemorating 70 Years of Indonesian Red Cross (PMI).
- Translating the result of the small discussion (the final one after the small meeting aforementioned). It is in the sequel with the small discussion and small meeting foregoing. This result is the final one to be sent to the other participants of the small discussion about Health Care in Danger.
- Translating a document about “Terms of Reference: 70 Years of Indonesian Red Cross (PMI) Exhibition on 10-17 September 2015” asked by field officer from Cooperation with National Society department.

CHAPTER IV

PERSONAL RESULTS/EVALUATION/POINTS LEARNED

IV. Personal Evaluation

The whole four months internship program in the International Committee of the Red Cross (ICRC) is indeed such a worthwhile and valuable experience. I worked with the professionals who are much older than me and come from various backgrounds. I had learned many things other than the jobs themselves, the aspect of my personal development and professionalism while working either as an individual or as a team. Such developments enhance my qualification to face the marketplace. Having the internship in ICRC had opened the network for me and taught me how to adapt and negotiate out of your own zone.

Through the internship program, it encourage me to learn new foreign language beside English, which is French. Most of the articles and book related to ICRC is in French as the Headquarters of ICRC located in Geneva, Switzerland which is French speaking country. It also impact to my future career plan. I am planning to work for the ICRC later. As the academic side, this internship has affected my thesis topic and I decide to write a thesis about the ICRC. I got the challenge from the officer in the ICRC as well to write about the ICRC, therefore it is such an important opportunity for my academic and my future career.

Personal Development

As for my personal development, this internship has taught and trained me in many things. I have a dream since junior high school to work for an organization or institution which deals with the humanitarian activities. This ICRC has been the right place for me to ensure my interest for my future. Therefore, this internship taught me to decrease my egoism side and start to think about the others. It is inspiring me to contribute more to the people in my vicinity. It developed my character so much.

The internship has taught me how to deal with the job yet still have the time to entertain yourself. It allowed me to manage myself with all of the jobs and in the same

time the people there involved me to join them in the activities besides the jobs. I learned the importance to encourage and respect each other without seeing their position. The people there also showed me how to give the best in the simplicity. The officers in ICRC Regional Jakarta are not more than 40 people, yet they may not see each other for one month due to the missions. However, they always tried to help each other and still contribute even though they have to work in a distance. It makes them still connected each other.

Critics, support, appreciation and communicating are used frequently during my internship program. It showed the professionalism in the workplace. They will give the critics honestly to improve your performance. Give me support and appreciation when I just finished some job that made me more enthusiasm to give more in the next time. My supervisor taught me the importance of communicating everything before it got wrong, it was like prevention is better than healing.

Knowledge and skills

The internship in ICRC gave me more understanding about how the organization (ICRC) works with the authorities in a country. I also enriched my knowledge about the cooperation that ICRC has with the National Societies which is Indonesian Red Cross (PMI) in Indonesia. The briefing throughout the internship portrayed me how the ICRC worked in field. The jobs also enriched my knowledge about the law in Indonesia and the implementation as my background is International Relations study.

Other than that, through the technical activities such as scanning, printing, copying and other administrative things is not merely teaching about technical knowledge. The communication skill is also improved when you did not know how to use a certain tool at the first time. It could be the moment for me to interact with the officer to the beginning period of my internship.

Theories and Its Implementation

Besides the benefits aforementioned, I learned better understanding on some theories in International Relations and its implementation. I learned about how the international organization acts as an actor within the global society, such as ICRC.

From the briefing i got about ICRC activities got me on some understanding that the ICRC as a humanitarian organization only can work in some certain condition where they can maintain the status of neutrality and impartiality. Therefore, the uniqueness of ICRC is an organization which is not either intergovernmental or nongovernmental organization. Therefore, ICRC is as the organization that have strong impact upon the countries as one of the subjects of the International Humanitarian Law (IHL).

CHAPTER V

RECOMMENDATION

V.1 International Committee of the Red Cross (ICRC)

The internship opportunity given by the International Committee of the Red Cross (ICRC) in Communication Department especially in documentation center has offered many advantages for the intern. However, there are some aspects still need more concern. The recommendations for this big organization cover the point about the duties and assignments. The intern needs some more challenging duties as the intern needs to prepare himself/herself to face the real in terms of developing and enhancing their skill and knowledge. Then intern will learn much through the activities that need a high commitment and big responsibility.

Mostly the activities for the intern in this organization are about the technical and administrative activities. However, as a student in internship program, we are indeed craving for anything that my boost our ability and push us to work until our limit in order to enhance our qualification. I hope that the intern is involved more into the activities in this organization. It is not merely about the activities of the Communication Department. The intern needs more experiences in the field as most of the activities in this organization is on the field and collaborate with other organizations or institutions.

V.2 President University

The recommendation for President University is about the shared information to the students. We may find that the information from the Internship Career Centre (ICC) is different with the information that we get from the study program. Hence, we, as the student, may feel inconvenient as we get many complained right after we submit the obligation, such as the documents and event the template of the documents. The information about the opportunities for an internship would also be better to be informed before we take the internship semester. Based on my experience, we just got the information for internship available after we get into a company. I would like to recommend also about the preparation for the students before applying for an internship

opportunity in a company. We need more detailed training and advices about the internship.

V.3 Students

- For the student who will have the internship program in the next year, I recommend that choose the place that is fitted into you interest and passion. If it is possible, it would be better if the place contribute to your thesis in the next semester.
- The other recommendation is don't bother your performance even though later you don't get into the company that you want. The opportunities might come from everyplace and every time.
- If you are interested in having the internship in ICRC, you may come to the ICRC Regional Jakarta office in Jl. Iskandarsyah I No.14 Jakarta Selatan. You are welcomed in the Documentation Centre to ask everything about ICRC, even when you want to have a research about humanitarian law it is the right place to go.

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ICRC, “*Statutes of the International Red Cross and Red Crescent Movement*” (Geneva:ICRC) 5-6. PDF e-book. (adopted by the 25th International Conference of the Red Cross at Geneva in 1986, amended in 1995 and 2006)

ICRC, “*The ICRC Its Mission and Work*” (Geneva:ICRC, 2009) 3. PDF e-book.

ICRC, *Discover the ICRC* (Geneva:ICRC, 2005), 6. PDF e-book.

APPENDICES



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

Name : Debora Valentini Ginting

Company's Name : International Committee of the Red Cross (ICRC) **Department : Communication**

**Supervisor's Name and Title : Kushartoyo BS
: Manager Documentation Center**

Working Hours : 08.00 WIB – 17.00 WIB **Report Period : 27th April 2015 – 8th May 2015**

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

1. Making a report from media monitoring everyday which should be submitted before 12.00 p.m. to Ms. Ursula Natali Langouran as the Jr. Press Officer & Environmental Scanning who would send the final result of media monitoring each day to the ICRC headquarter office in Geneva and also to the inside regional delegation of Jakarta as well as Dili, Canberra, Kuala Lumpur, Bangkok and also to head of sector of ASEP (South East Asia and Pacific). Media monitoring is watching the media either printed or online media. The report is about what are happening in Indonesia and about Indonesia internationally that may become concern of ICRC as the regional report.
2. Making the content catalog of the books provided in the library. I continued the work of the previous intern and divide the number with another intern in ICRC. Content catalog is provided to ease the researchers who need to find a particular book in the library.
3. Attending open discussion about Health Care in Danger (HCiD) held in ICRC Jakarta on April 28th 2015 which was attended by some institution such as ICRC Jakarta as the host, TAGANA, Indonesian Red Cross (PMI), Indonesian State Army (TNI), Ministry of Law and Human Rights (Kemenhumham), doctors from some institutions such as RSPAD Emergency and TNI, Muhammadiyah Disaster Management Center (MDMC), some lecturers from Pancasila University, Trisakti University, and Gajah Mada University. My job were recording the discussion and making the report of the discussion.
4. Helping Ms. Ursula NL (Jr. Press Officer & Environmental Scanning) to research about “Capital Punishment” in Indonesia. I collaborated with another intern to find about:
 - how the reaction of each countries which citizens executed by Indonesia,
 - how it affected bilateral relations between Indonesia and those countries,
 - research about reaction from local towards this particular issue, both pro and contra,



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- what are the effects towards President Jokowi`s popularity in Indonesia whether up or down.

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

1. I learned about how to adapt into a new working environment which was so much different with the campus life. I am learning how to position myself among the other officers and intern who are older than me.
2. I learned more about how a Non-Governmental Organization (NGO) works especially ICRC that concerns on the humanitarian issues and uphold seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) .
3. From the open discussion that I attended gave me much insight about how some formal institutions assembly and discuss about a particular issue. Thus, it was important to bring the issue for further action rather than stuck solely within a discussion. We need both state and non-state institutions to work together on solving problem inside and outside a country.
4. I learned much from daily media monitoring:
 - I found myself to be more updated about the news happening not only in Indonesia but also international. This activities enriched my knowledge about the current issue and related them with the previous situations.
 - I was realized how the news became so important for International Relations students yet forced me to think more critically upon the news reported by media.
 - I learned about how to sort related issues with the news reported and how to make comprehend report (relate the opinions and ideas stated by a particular media with the others`).
 - I was training myself to work on assignment with the limited time thereby lead me to adjust work with time more effectively.
5. Making content catalog of the books provided me some benefits:
 - While working on content catalog I had to read at least the explanation of each book. Thus, gave me much information about the topics that became concern of the researchers. Since most of the related issue of the books were humanitarian issues, it helped me to connect one particular issue with another.
 - This activity encouraged me to start thinking about the topic for my thesis later. That was why I tried to do this job every day because actually there was no exact target per day.

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



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1. In making media monitoring sometimes I found some confusions to choose which news I should report about because we were not merely reporting any kind of issues. There were some categories of the issues such as: political environment; socio-economic environment; humanitarian environment; faith-based issues; security environment; international relations, and; multilateral environment, etc.
2. While working on the discussion report, it was the first time for me to make discussion report. I was a little bit confused about how to make a good and professional one. Therefore, I my supervisor and some of my friends who were working in the other office and ever did that kind or work. However, I was trying my best since actually each office has its own standard on making the report.
3. Content of catalog gave me some difficulties at the first because I did not have the correct template and the references of book code that had not been registered yet. However, I got it from the other intern and my supervisor told me back then. While working on it, the part that took time to do was synopsis because sometimes it required me to scan the book overall when there was no references about the book.

Submitted by

Read and acknowledged by

Debora Valentini Ginting

Date:

Kushartoyo BS

Date:



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

Name : **Debora Valentini Ginting**

Company's Name : **International Committee of the Red Cross (ICRC)** **Department** : **Communication**

Supervisor's Name and Title : **Kushartoyo BS
: Manager Documentation Center**

Working Hours : **08.00 WIB – 17.00 WIB** **Report Period** : **11th May 2015 – 24th
May 2015**

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

1. Doing my daily job which was making a report from media monitoring that should be submitted before 12.00 p.m. to Ms. Ursula Natali Langouran as the Jr. Press Officer & Environmental Scanning who would send the final result of media monitoring each day to the ICRC headquarter office in Geneva and also to the inside regional delegation of Jakarta as well as Dili, Canberra, Kuala Lumpur, Bangkok and also to head of sector of ASEP (South East Asia and Pacific). Media monitoring is watching the media either printed or online media. The report is about what are happening in Indonesia and about Indonesia internationally that may become concern of ICRC as the regional report. However, this last two weeks we were more focus on the issues of irregular immigrant from Rohingya and Bangladesh stranded in Indonesia. Hence, I need to keep myself updated about the issue of refugee and take some other additional source to understand the issue.
2. Making the content catalog of the books provided in the library. Not so much different with the previous weeks. I continued the number of my previous works. Content catalog is provided to ease the researchers who need to find a particular book in the library.
3. Make the translation of an article published in ICRC's website, (Doctor in Nepal: "We are in a war without enemy") assigned by Ms. Fitri Adi Anugrah as the Deputy Head of Communication
4. Search the Draft Constitution of the Red Cross Emblem Law in Indonesia from the internet, assigned by Mr. Kushartoyo BS (my internship supervisor) to be given to the Indonesian Red Cross (PMI) office.
5. Helping Ms. Ursula NL (Jr. Press Officer & Environmental Scanning) to research about "Boat people (Rohingya)" in Indonesia. To find about:
 - How the immigrants' movement especially Rohingya irregular immigrants.
 - How the "pingpong policy" happening among these Malaysia, Myanmar, Indonesia and Thailand countries upon the irregular immigrants who get into their territory.



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- Research about the immigration policy of Malaysia, Myanmar, Indonesia and Thailand. Find out whether these countries have ratified the Protocol of 1951 Refugee Convention or not.
- How Indonesian government's position over the case of Muslim community of Rohingya stranded in Aceh recently.
- How ASEAN's position over the case of Muslim community of Rohingya and Bangladeshi stranded in Malaysia, Indonesia and Thailand.
- Seek the opinions of the experts or the leaders upon this case through social media.
- Research about the organizations whether local or international that have taken any action or contribution towards this case. And make the explanation of each organization, about what they have done or being done to solve the case and help the people.

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

1. I learned about how to get the learning points of each activities because actually simple things can give us many advantages. These two weeks also allowed me to find some situation which offer me to have multitask in the same time. I also heard many sharing about the job in this organizations from the other officers especially in the lunch time. Then gave me more pictures about the certain situations when we are working in this organization.
2. These two weeks gave me more knowledge about the irregular immigrants and how organizations worked when there was an issue concerned. How an organization should act towards the other organizations, governments and especially the concerned parties.
3. I learned much from daily media monitoring:
 - Daily monitoring these two weeks teach me about how to see the reliable news. Even though we just pick the news or make the highlighted points, I learnt how to pick which one or which source should be chosen and force me to be more thorough in scanning those news.
 - I found myself to be more updated about the news happening not only in Indonesia but also international. This activities enriched my knowledge about the current issue and related them with the previous situations.
 - I had more ideas about how the government's bodies just worked in reality because recently there were many news talking about the government institution that had problem among each other.
 - I learned about how to sort related issues with the news reported and how to make comprehend report (relate the opinions and ideas stated by a particular media with the others) and looking for the contradiction opinions. Then, it allowed me to see the comparison between one's ideas with others'.



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4. Making content catalog of the books provided me some benefits:

- Almost the same with the previous weeks. While working on content catalog I had to read at least the explanation of each book. Thus, gave me much information about the topics that became concern of the researchers. Since most of the related issue of the books were humanitarian issues, it helped me to connect one particular issue with another.
- This activity currently lead to some certain issues that likely used for my thesis. Yet, I need to find whether I could deal with those issues or not (looking for the possibility and availability of the reliable data).

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

1. These two weeks had given me some confusion on picking the source because most of the media almost reported about the same news and even they seemed like just copy each other. Yet further confusion came from the different data reported by some media. Therefore, I need to open more media to have the reliable data including from the official organizations.
2. While working on translating the article gave me some confusions on choosing the correct words to be used in Bahasa Indonesia. The other challenge came when my supervisor assigned me another task to find the Draft Constitution of the Red Cross Emblem Law in Indonesia in the same time. It required me to do two tasks within same time and I need to finish both translating and finding the draft in the same day.
3. While surfing to find the draft form the internet even though it was a simple task yet I found difficulties because there was no exact source about that draft. At the first I gave the wrong data, yet finally I found the correct one after asking my friend about that draft. Actually, the problem was the wrong key words because after putting the key words that my friend told me I directly found the complete and correct one.
4. Content of catalog gave me some difficulties on finding about the profile of the books. Anyhow, most of the book I chose these two weeks did not have any explanation about what the books were talking about. Then, I needed more time to describe the books from the Content to become the synopsis.

Submitted by

Debora Valentini Ginting
Date: 29.05.2015

Read and acknowledged by

Kushartoyo BS
Date: 29.05.2015



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Form No	ICC/03/INT/BWR/2011
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Name : **Debora Valentini Ginting**

Company's Name : **International Committee of the Red Cross (ICRC)** **Department** : **Communication**

Supervisor's Name and Title : **Kushartoyo BS
: Manager Documentation Center**

Working Hours : **08.00 WIB – 17.00 WIB** **Report Period** : **25th May 2015 – 07th
June 2015**

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

1. Doing my daily job which was making a report from media monitoring that should be submitted before 12.00 p.m. to Ms. Ursula Natali Langouran as the Jr. Press Officer & Environmental Scanning who would send the final result of media monitoring each day to the ICRC headquarter office in Geneva and also to the inside regional delegation of Jakarta as well as Dili, Canberra, Kuala Lumpur, Bangkok and also to head of sector of ASEP (South East Asia and Pacific). Media monitoring is watching the media either printed or online media. The report is about what are happenings in Indonesia and about Indonesia internationally that may become concern of ICRC as the regional report. These last two weeks there was not specific news that I needed to follow up.
2. Making the content catalog of the books provided in the library. Not so much different with the previous weeks. I continued the number of my previous works. Content catalog is provided to ease the researchers who need to find a particular book in the library. Lately, there were some students from the Tarumanegara University came to the library doing research for their bachelor thesis.
3. Attending a seminar in Trisakti University with the other officers from ICRC. The seminar themed “GERAKAN KEPALANGMERAH DI INDONESIA DALAM PERSPEKTIF SEJARAH HUKUM HUMANITER & AGAMA” which was held in order to celebrate the 70th year of Indonesian Red Cross (PMI). The attendances came from many institutions including Indonesian Red Cross (PMI), International Committee of the Red Cross (ICRC), International Federation of the Red Cross and Red Crescent Societies (IFRC), Indonesian Military (TNI) and representatives from the Minister of Law and Human Rights, it opened for the students and public as well.
4. Searched about the regulations on terrorism in Indonesia which are currently still applied in Indonesia. Asked by Mr. Kushartoyo (my supervisor) to be given to Ma'am Rina Rusman (Legal Advisor)



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

1. These two weeks allowed me to have more knowledge about Law, especially in Indonesia. From the assignment given to me, searching about regulations on terrorism in Indonesia, gave me new knowledge about the provisions, implementation and time period of certain Law in Indonesia. I also did sharing with the researcher about the Law and got many inputs as he was Law students.
2. Attending the national seminar in Trisakti University provide me some new thoughts about the establishment of Indonesian Red Cross (PMI) and the problems on the use of the Red Cross emblem. It is a crucial matter since the emblem embed the value of neutrality and unity for the Red Cross so that it can run its functions during the conflict or abnormal situations. However, the implementation is not as simple as we think because there are many parties trying to have emblem alike the Red Cross` consequently the functions of Red Cross in the field disrupted and there isn`t any law regulating that issue in Indonesia yet.
3. I learned much from daily media monitoring:
 - I found myself to be more updated about the news happening not only in Indonesia but also international. This activities enriched my knowledge about the current issue and related them with the previous situations. Thus, sometimes I might be the source of information to my friends.
 - I had more ideas about how the government`s bodies just worked in reality because recently there were many news talking about the government institution that had problem among each other and it was still continued even though they already had a resolution.
 - I learned about how to sort related issues with the news reported and how to make comprehend report (relate the opinions and ideas stated by a particular media with the others) and looking for the contradiction opinions. Then, it allowed me to see the comparison between one`s ideas with others`.
4. Making content catalog of the books provided me some benefits:
 - Recently I made the catalog from the Law books, hence gave me more inputs for the knowledge on Law as well.
 - Almost the same with the previous weeks. While working on content catalog I had to read at least the explanation of each book. Thus, gave me much information about the topics that became concern of the researchers.
 - Making content catalog pushed me to read and know more. It habituated me to read and focus as well.



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

1. These two weeks had taken me much time on seeking what issue that I needed to bring up, because there wasn't any specific issue. Thus, I required to pay attention on each issue whether it was included or not. Furthermore, I got some difficulties on managing the time because media monitoring should be submitted before 12 p.m. and sometimes I just submitted it after 12 p.m.
2. Searching the regulation on terrorism in Indonesia, I found some difficulties on taking the sources. Problem on picking the reliable source because I should find the regulations that still applied. At the first I just saved all the regulations ever made without knowing the time period for the enforcement because the regulations provided not only Law but the government regulations which had the expired date as well. I needed to be careful and put the correct key words in the internet. I should find the attachment for the Law since some Law on terrorisms in Indonesia are the result of ratification on the Law by the international communities or organizations. The researchers who came to ICRC's library helped by explaining me about the arrangement of Law in Indonesia.
3. Content of catalog gave me some difficulties on finding about the profile of the books. Anyhow, most of the book I chose these two weeks did not have any explanation about what the books were talking about (synopsis). Then, I needed more time to describe the books from the Content of the books to become a synopsis. This still happened in these two weeks though.

Submitted by

Debora Valentini Ginting
Date: 08.06.2015

Read and acknowledged by

Kushartoyo BS
Date: 08.06.2015



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Form No	ICC/03/INT/BWR/2011
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Name : **Debora Valentini Ginting**

Company's Name : **International Committee of the Red Cross (ICRC)** **Department** : **Communication**

Supervisor's Name and Title : **Kushartoyo BS
: Manager Documentation Center**

Working Hours : **08.00 WIB – 17.00 WIB** **Report Period** : **08th June 2015 – 21st
June 2015**

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

1. Doing my daily job which was making a report from media monitoring that should be submitted before 12.00 p.m. to Ms. Ursula Natali Langouran as the Jr. Press Officer & Environmental Scanning who would send the final result of media monitoring each day to the ICRC headquarter office in Geneva and also to the inside regional delegation of Jakarta as well as Dili, Canberra, Kuala Lumpur, Bangkok and also to head of sector of ASEP (South East Asia and Pacific). Media monitoring is watching the media either printed or online media. The report is about what are happenings in Indonesia and about Indonesia internationally that may become concern of ICRC as the regional report. These last two weeks there was not specific news that I needed to follow up. However, the news that become highlight were about the political and security issues. (almost the same)
2. Making the content catalog of the books provided in the library. Not so much different with the previous weeks. I continued the number of my previous works. Content catalog is provided to ease the researchers who need to find a particular book in the library. Lately, there were some students from the Tarumanegara University came to the library doing research for their bachelor thesis. (almost the same)
3. Helping the operational division on conducting the workshop for Indonesian Red Cross (PMI) on 11 – 12 June. Meanwhile, I started to be at the venue from 10 June and got back on 13 June. The event was held in Grand Kemang hotel South Jakarta. I needed to stay on 10 June in the night since I was in charge to assure all the preparation including the venue and the attendance of participants. The participants were PMI members from the provinces in Indonesia.
On 11 June, I was in charge for some things such as assuring the venue again and all the tools acquired and helping in administration things. I helped the speaker as the time keeper as well because the workshop already had the organized schedule. The



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half first day was mostly one way communication where the speaker talked more to explain the course. Another half day was discussion and presentation from the participants in group. The workshop begin at 8.30 a.m. and finished at 5 p.m.

On 12 June, there was no significant differences with the activities of the first day. The second day was focus more into the group discussion and the case study. Meanwhile, in the second day I was busy more into the administrative matters since all of them need to be finished and given to the participants in the end of that day. Therefore, I just stayed outside the room and dealt with those administrative things. Last day on 13 June, I just needed to check out from the hotel.

4. Attending an event held by ICRC on Launching the New Blog of ICRC at EsTeller 77 (www.blogs.ircrc.org) Adityawarman on 11 June started at 7 p.m. Many bloggers were invited to the event and I was helping on the registration and updating the event through social media on Twitter. In the event, there was a presentation by ICRC officer and questions and answers session as well with both ICRC and an active social media user, named Ngoro Kakung (social media name) There was an announcement for the blog competition conducted by ICRC as the series of event on commemorating 70th years of PMI.

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

1. I learned much from daily media monitoring (almost the same):
 - I found myself to be more updated about the news happening not only in Indonesia but also international. This activities enriched my knowledge about the current issues. Thus, sometimes I might be the source of information to my friends.
 - I learned about how to sort related issues with the news reported and how to make a comprehend report (relating the opinions and ideas stated by a particular media with the others) and look for the contradictive opinions. Then, it allowed me to see the comparison between one`s ideas with others`.
2. Making content catalog of the books provided me some benefits (almost the same):
 - Recently I made the catalog from the books with the issue of human rights violations.
 - Almost the same with the previous weeks. While working on content catalog I had to read at least the explanation of each book. Thus, gave me much information about the topics that became concern of the researchers.
 - Making content catalog pushed me to read and know more. It habituated me to read and focus as well.



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3. From the workshop that I was in charge in, there were many aspects developed in me. The workshop provided me the situation to experience how the formal institutions ran an event, including how to deal with the other party such as the hotel officers. Besides the technical knowledge, I got much new knowledge from the workshop since I was inside the room as well for most of the whole first day. The workshop was about how the Red Cross team whether national or international dealt with the society yet still concern about their safety as well. The speaker was a Filipino, Chaterine, whose experiences could become the useful inputs for the other officers since she had ever been working in Phillipines Red Cross and currently she is under the headquarter office.
4. Attending the launching of ICRC's new blog gave me some insights about how the active social media users would be attracted on a particular thing. Those users could help us to spread an info effectively since in recent day most of people is familiar with social media and used it most of the time. Those active social media users could be interested in something that their friends been in there as well. Therefore, we needed to find a popular or trusted one as a social media user to invite them and provide some competition to make them keep updating about what is happening about us. It worked to boost their spirit up as well. However, exclude all the aforementioned reasons, the most important was about the values that we would like to share to the others.

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

1. These two weeks had taken me much time on seeking what issue that I needed to bring up, because there wasn't any specific issue. Thus, I required to pay attention on each issue whether it was included or not. Furthermore, I got some difficulties on managing the time because media monitoring should be submitted before 12 p.m. and sometimes I just submitted it after 12 p.m. most the same with two previous weeks, however the frequency was less than before. (almost the same)
2. Content of catalog gave me some difficulties on finding about the profile of the books. Anyhow, most of the book I chose these two weeks did not have any explanation about what the books were talking about (synopsis). Then, I needed more time to describe the books from the Content of the books to become a synopsis. This still happened in these two weeks though. Almost the same with the previous two weeks. The other concern also came from the content of the books that consisted of some long pages, made me need to spend much time only for one book. (almost the same)



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3. Mostly the activities in these two weeks did not give me a significant problem even though I had some additional activities such as the workshop and the launching. I used to deal with organizing the events. Hence, I really enjoyed these past two weeks. However when making update about the event of Launching the new blog of ICRC on Twitter, I got technical problem such as error application and limited source of battery of the device, therefore I might say that I did not update much in for that event.

Submitted by

Debora ValentiniGinting

Date: 03 July 2015

Read and acknowledged by



Kushartoyo BS

Date: 08 July 2015



**INTERNSHIP AND
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Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

Name : **Debora Valentini Ginting**

Company's Name : **International Committee of the Red Cross (ICRC)** **Department** : **Communication**

Supervisor's Name and Title : **Kushartoyo BS
: Manager Documentation Center**

Working Hours : **08.00 WIB – 17.00 WIB** **Report Period** : **22nd June 2015 –
5th July 2015**

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

1. Doing my daily job which was making a report from media monitoring that should be submitted before 12.00 p.m. to Ms. Ursula Natali Langouran as the Jr. Press Officer & Environmental Scanning who would send the final result of media monitoring each day to the ICRC headquarter office in Geneva and also to the inside regional delegation of Jakarta as well as Dili, Canberra, Kuala Lumpur, Bangkok and also to head of sector of ASEP (South East Asia and Pacific). Media monitoring is watching the media either printed or online media. The report is about what are happenings in Indonesia and about Indonesia internationally that may become concern of ICRC as the regional report. These last two weeks there was not specific news that I needed to follow up. The news that had the high frequency reported by media was about the political issues of Indonesia, such as the Law revision, aspirational fund and also the critics for the government. (almost the same)
2. Making the content catalog of the books provided in the library. Not so much different with the previous weeks. I continued the number of my previous works. Content catalog is provided to ease the researchers who need to find a particular book in the library. Lately, there were some students from the Tarumanegara University came to the library doing research for their bachelor thesis. Then, some researcher from Indonesia Defence University came to have mentoring and library research for PhD thesis. (almost the same)
3. Helping the Operation department especially Tracing division on making and arranging data. The data was from two times missions on Myanmar and Bangladeshi immigrants in Aceh and North Sumatera The missions was RLF (Restore Family Link) as one of the duties of Tracing division in ICRC. Data was consisted of RFL phone calls made number from the immigrants. I needed to make a proper table so the



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data could be understood easily. The table was meant to be put in the report from the division.

However, before making the table I got some short briefing from Ma'am Lana about how ICRC worked on its main duties under the operational department, Tracing in particular.

4. Translating a formal letter of invitation from Study Center on Humanitarian Law and Human Rights (terAs) Trisakti University to ICRC regarding the National Seminar on Red Cross in Indonesia based on History, Humanitarian Law and Religion Perspective in Commemorating 70 Year of Indonesian Red Cross (PMI).
5. Making a summary of National Seminar on Red Cross in Indonesia based on History, Humanitarian Law and Religion Perspective in Commemorating 70 Year of Indonesian Red Cross (PMI) in Trisakti University which was held on 27 May.

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

1. I learned much from daily media monitoring (almost the same):
 - I found myself to be more updated about the news happening not only in Indonesia but also international. This activities enriched my knowledge about the current issue and related them with the previous situations. Thus, sometimes I might be the source of information to my friends.
 - I had more ideas about how the government's institutions worked in reality because recently there were many news talking about the government institution that had problem among each other and it was still continued even though they already had a resolution. Recent news also portrayed how one institution seemed try to weaken the other whether intentionally or not.
 - I learned about how to sort related issues with the news reported and how to make comprehend report (relate the opinions and ideas stated by a particular media with the others) and looking for the contradictive opinions. Then, it allowed me to see the comparison between one's ideas with others'.
2. Making content catalog of the books provided me some benefits (almost the same):
 - Almost the same with the previous weeks. The books mostly about human rights violations. While working on content catalog I had to read at least the explanation of each book. Thus, gave me much information about the topics that became concern of the researchers.
 - Making content catalog pushed me to read and know more. It habituated me to read and focus as well.



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3. By helping the the Tracing division with the datas, enriched my knowledge on how the ICRC worked in a particular issue especially related with the migrants issue. I got much information from Ma'am Lana (Tracing officer) about the duties of ICRC on reconnecting the relations among the family members. The data that I dealt with was the RFL (Restore Family Link) operation by which ICRC provides the communication devices for the migrants to give information for their family in their origin country about them being still alive. Communication devices used included the common cellular phone, satellite phone and Red Cross Message (berita keluarga Palang Merah). ICRC officers needed to observe the situation first in order to choose which tools would be the most effective one. Then, ICRC should cooperate with the national Red Cross.

From the data I might know that actually the irregular migrants who intended to live their countries usually take their relatives number with them in case they have arrived in the destination country Then, ICRC would collect their datas included the name, origin country, and relative's phone numbers.

4. Translating the formal letter allowed me to understand how inter-institutions interact each other such.
5. The task of making the summary of a seminar in the past taught me to be prepared at all the time. We have to know and at least make a note about what is going on in our lifetime because whatever happened in the past might be useful for the future.

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

1. These two weeks had taken me much time on seeking what issue that I needed to bring up, because there wasn't any specific issue. Thus, I required to pay attention on each issue whether it was included or not. Furthermore, I got some difficulties on managing the time because media monitoring should be submitted before 12 p.m. and sometimes I just submitted it after 12 p.m. most the same with two previous weeks, however the frequency was less than before. However I needed more time when I needed to help the others in that time, it sometimes made me finished the daily media monitoring after 12 p.m. (almost the same)
2. Content of catalog gave me some difficulties on finding about the profile of the books. Anyhow, most of the book I chose these two weeks did not have any explanation about what the books were talking about (synopsis). Then, I needed more time to describe the books from the Content of the books to become a synopsis. This still happened in these two weeks though. There were some confusion due to the data error such as the different code of the book in the sicker outside with



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the written one inside. There was a double code of the books. However, it could be solved directly since Mr. Kushartoyo had the database of all books in the library.

3. I found some difficulties on making the report of the National Seminar mentioned above. It was a sudden task since there was no instruction before that I needed to make the report or summary of the seminar. Meanwhile, it could be handled due to some notes and recording that I took while attending the seminar.
4. On making the data table of Myanmar and Bangladeshi migrants about Phone Call Made, I found no significant difficulties. Yet, there were some revisions that Ma'am Lana and I did together to make the table better visually.

Submitted by

Debora ValentiniGinting

Date: 08 July 2015

Read and acknowledged by

Kushartoyo BS

Date: 08 July 2015



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Name : **Debora Valentini Ginting**

Company's Name : **International Committee of the Red Cross (ICRC)** **Department** : **Communication**

Supervisor's Name and Title : **Kushartoyo BS
: Manager Documentation Center**

Working Hours : **08.00 WIB – 17.00 WIB** **Report Period** : **06th July 2015 – 19th
July 2015**

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

1. Doing my daily job which was making a report from media monitoring that should be submitted before 12.00 p.m. to Ms. Ursula Natali Langouran as the Jr. Press Officer & Environmental Scanning who would send the final result of media monitoring each day to the ICRC headquarter office in Geneva and also to the inside regional delegation of Jakarta as well as Dili, Canberra, Kuala Lumpur, Bangkok and also to head of sector of ASEP (South East Asia and Pacific). Media monitoring is watching the mass media either printed or online mass media. The report is about what are the happenings in Indonesia and about Indonesia that may become the concern of ICRC as the regional report.

The news reported by mass media mostly about the preparedness of simultaneous election. The other issue that had a high frequency was the inauguration of the new Head of National Intelligence Agency (BIN) and Indonesian Military Commander. The symptom of El Nino also reported frequently by some news agencies.

2. Making the content catalog of the books provided in the library. Not so much different with the previous weeks. I continued the number of my previous works. Content catalog is provided to ease the researchers who need to find a particular book in the library. There were some students from the Tarumanegara University came to the library doing research for their bachelor thesis. Lately, there were some students from National Defense University (Universitas Pertahanan) came to the library as well to have mentoring session and research in the library for their dissertation.
3. Doing research about Sutiyoso and Gatot Nurmantyo. Ms Ursulla asked me to do the research about the new inaugurated Head of National Intelligence Agency (BIN) and Indonesian Military Commander Gen. Gatot Nurmantyo. The research was about their personal lives, achievements, performance and any issues related to them in the mass media.



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4. Joining a small meeting to discuss about further action upon the previous small discussion “Health Care in Danger”. I was asked to become the reporter of a small discussion about Health Care in Danger beforehand. Whereupon, in the last meeting I was asked to become a typist as I joined the previous discussion and had made the report about it.
5. Translating the result of the small discussion (the final one after the small meeting) and all the discussion going through. It is in the sequel with the small discussion and small meeting foregoing. The result was the final one to be sent to the other participants of the small discussion.
6. Helping Police Program Manager (Ms Maelanny Purwaningrum) to check the data of the interlocutors (partners). The data was the profile of the participants (polices) who had ever joined the workshop held by the ICRC. I needed to check the participants’ current position as some of them had been moved. ICRC through the Police Program Manager would send the letter for the Eid Mubarak greeting.

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

1. I learned much from daily media monitoring (the same):
 - I found myself to be more updated about the news happening not only in Indonesia but also throughout the world. This activity enriched my knowledge about the current issue and related them with the previous situations. Thus, sometimes I might be the source of information to my friends.
 - I had more ideas about how the government bodies just worked in reality because recently there were many news talking about the government institution that had problem between each other and it was still continuing even though they already had a resolution.
 - I might know more about the system of appointment of the head/commander of our defense bodies particularly BIN and National Military.
 - I learned about how to sort related issues with the news reported and how to make a comprehensive report (relate the opinions and ideas stated by a particular mass media with the others) and looking for the contradictory opinions. Then, it allowed me to see the comparison between one’s ideas with others’.
2. Making content catalog of the books provided me some benefits (the same):
 - Almost the same with the previous weeks. While working on content catalog I had to read at least the explanation of each book. Thus, gave me much information about the topics that became the concern of the researchers.
 - Making content catalog pushed me to read and know more. It habituated me to read and focus as well.



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3. The assignment of doing research enriched my knowledge upon the background of the newly inaugurated Head of State Intelligence Agency (BIN) Sutiyoso and State Military (TNI) Commander Gen. Gatot Nurmantyo. This assignment drove me to think that how these people might be appointed by the President.
4. Joining the small meeting and translating the result of the small discussion taught me about how ICRC would work with the other institution toward a particular issue. It enriched my knowledge on how to make an official report.
5. I might know the importance of maintaining a good relation with the partners. As I was asked to search the current position of those polices, I know that the ICRC needs to have a close relation with the securing bodies in the nations. Ms Maelany told me that ICRC would like to send the letter because they might have another cooperation with those polices in the future.

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

1. These two weeks had taken me much time in seeking the issue which related to the news that became the headlines in the media. As I need to input the perspective of each institution related to the issue, I need to check each mass media. To overcome it, I just worked on an issue at a time, it made me more focus and save more time.
2. Content of catalog gave me some difficulties in finding about the profile of the books. I needed more time to describe the books from the Content of the books to become a synopsis. Therefore, I searched about the book on the internet and found any synopsis made by people. I read and put the others` into the content catalog thereafter.
3. The research about Sutiyoso and Gatot Nurmantyo gave me some difficulties while collecting the information from the mass media whether online or printed one. There were much useful information about Sutiyoso yet I still felt it hard to have the information about his private life. In the other hand, the mass media was mostly reporting the same information about Gatot Nurmantyo. Hence, even though I did research on many sources, there was no significant information collected through the browsing on the internet. Therefore, I perceived the information collected about Sutiyoso was much better and informative compared to the information about Gatot Nurmantyo. I found and used a particular mass media that had the search engine, by that I could find the issue easily by entering the keywords.
4. I was sick for two days within the two weeks. It was hard and painful for me even to move my body a little. On the same day, I needed to submit the result of the research to Ms. Ursulla yet I could not come to the office. Therefore, I was still working on it from my place and send the result to Ms. Ursulla via e-mail.



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5. I found some difficulties of finding the current position of the police asked by Ms Maelany due to the lack of information. I tried to find their information from the internet, however, not all of them had ever been issued by the media. Therefore, I asked the other officer in ICRC for the alternative as Ms Maelany was away at that time. At the end, for those whose name could not be found in the internet we just sent to the latest address from the data we had. Then, for those whose address could not be found, we just sent it to the office.

Submitted by

Debora Valentini Ginting
Date: 05.08.2015

Read and acknowledged by

Kushartoyo BS
Date: 05.08.2015



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Name	:Debora Valentini Ginting		
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Company's Name	:International Committee of the Red Cross (ICRC)	Department	:Communication
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Supervisor's Name and Title	: Kushartoyo BS : Manager Documentation Center		
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Working Hours	: 08.00 WIB – 17.00 WIB	Report Period	: 20th July 2015 – 02nd August 2015
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1. Describe your principal assignments, responsibilities, for the past two weeks

1. Doing my daily job which was making a report from media monitoring that should be submitted before 12.00 p.m. to Ms. Ursula Natali Langouran as the Jr. Press Officer & Environmental Scanning who would send the final result of media monitoring each day to the ICRC headquarter office in Geneva and also to the inside regional delegation of Jakarta as well as Dili, Canberra, Kuala Lumpur, Bangkok and also to head of sector of ASEP (South East Asia and Pacific). Media monitoring is watching the mass media either printed or online mass media. The report is about what are the happenings in Indonesia and about Indonesia that may become concern of ICRC as the regional report. The news that had high frequency reported by the mass media were about the political issues of Indonesia, moreover about the simultaneous local election on 9 December later. The other issue was the news about the extreme weather (El Nino) took a high frequency in the mass media as well. A conflict issue in Tolikara, Papua also caught the mass media attention since it was the first time in Papua religion conflict happened.
2. Making the content catalog of the books provided in the library. Not so much different with the previous weeks. I continued the number of my previous works. Content catalog is provided to ease the researchers who need to find a particular book in the library. There were no visitors during the two weeks due to the holiday.
3. Helping Tracing Agency division (Ms Lana) on some administrative works. I was helping her on arranging some documents and revising some files from Indonesian Red Cross (PMI). The files were the articles from PMI about joint activities of PMI and ICRC such as restoring family links (RFL), reconnecting the families; a helping hand in managing the dead in disaster; safer access framework experience, and; conflict preparedness with contingency plan and SOP.



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

1. I learned much from daily media monitoring (almost the same):
 - I found myself to be more updated about the news happening not only in Indonesia but also throughout the world. This activity enriched my knowledge about the current issue and related them with the previous situations. Thus, sometimes I might be the source of information to my friends.
 - I felt that the news within the two weeks provide me some knowledge about the political condition in Indonesia, especially upon the candidates of the regional election. It portrayed the situation of the current politicians that seems like racing for the positions that would benefit themselves instead of the community as the essence for their job.
 - The news about the impact of El Nino and forest fires as the impact allowed me to recognize more about how the environmental sector affected to the economic sector. Indonesia was experiencing a prolonged drought that resulted the crisis of clean water and forest fires spread around Sumatera and Kalimantan. The crisis of clean water might threaten the farmers to have a failed harvest. The forest fires disturb the flight schedule and the haze might spread to the neighboring countries.
 - The other insight also came from members/officials some particular governmental institutions that had conflict each other. It made us (the community) hesitated upon their work since they just issued their personal interest over focusing on their work to serve the community.
2. Making content catalog of the books provided me some benefits (almost the same):
 - Almost the same with the previous weeks. The books mostly about human rights violations. While working on content catalog I had to read at least the explanation of each book. Thus, gave me much information about the topics that became the concern of the researchers. Most of the book I worked on recently were collective work which served into a book and it was from a particular activity such as a workshop and a research upon certain issues.
 - Making content catalog pushed me to read and know more. It habituated me to read and focus as well.
3. By helping the Tracing Agency division with the data trained myself to be more thorough since we need to find the mistake in the article (files sent by PMI). I also learnt that we had to study and at least we know how to use the IT things and follow the development of the system because it would help us much in our work.



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

1. Helping Tracing Agency division, there was no significant issue. However, I got some problem on using the software on the computer. The file sent by PMI needed to be revised, yet the type of the files acquired a certain software and we did not have the software. Hence, we needed longer time to finish it. Fortunately, my experience of using some software supported me to finish the work.
2. These two weeks had taken me much time on seeking what issue that I needed to bring up, because there wasn't any specific issue. Thus, I required to pay attention on each issue whether it was included or not. Furthermore, I got some difficulties on managing the time because media monitoring should be submitted before 12 p.m. and sometimes I just submitted it after 12 p.m. Mostly, it happened on Monday since I needed to screen the news from mass media for three days (Saturday, Sunday and Monday).
3. Content of catalog gave me some difficulties in finding about the profile of the books. I needed more time to describe the books from the Content of the books to become a synopsis. Therefore, I took the information from the internet. This still happened in these two weeks though.
4. I got some problems at the time arriving in office as I moved to my sister's house and it took around one and a half hour to get to the office and it would be more if there was a traffic jam. If that happened, I contacted my supervisor (Mr Kushartoyo) to confirm my late arrival. Overall, I might say that there was not any significant problem I faced during the two weeks.

Submitted by

Debora ValentiniGinting

Date: 05.08.2015

Read and acknowledged by

Kushartoyo BS

Date: 05.08.2015