

## REFERENCES

1. Ministry of Foreign Affairs of the Republic of Indonesia (MoFA)  
[https://en.wikipedia.org/wiki/Ministry\\_of\\_Foreign\\_Affairs\\_\(Indonesia\)](https://en.wikipedia.org/wiki/Ministry_of_Foreign_Affairs_(Indonesia)), accessed on May 15, 2019
2. International Organization  
[https://kemlu.go.id/portal/en/page/19/organisasi\\_internasional#](https://kemlu.go.id/portal/en/page/19/organisasi_internasional#), accessed on May 15, 2019
3. Scope of authority of the Ministry of Foreign Affairs of Indonesia  
<https://ex.kemlu.go.id/en/kebijakan/landasan-visi-misi-polugri/Pages/Scope-of-authority-of-the-Ministry-of-Foreign-Affairs-of-Indonesia.aspx>, accessed on May 15, 2019
4. The Development of the Ministry of Foreign Affairs  
<https://ex.kemlu.go.id/en/tentang-kemlu/sejarah/Pages/The-Development-of-the-Ministry-of-Foreign-Affairs.aspx>, accessed on May 15, 2019
5. The Duty of the Ministry of Foreign Affairs  
<https://ex.kemlu.go.id/en/kebijakan/landasan-visi-misi-polugri/Pages/The-Duty-of-the-Ministry-of-Foreign-Affairs-.aspx>, accessed on May 17, 2019
6. The Role of the Ministry of Foreign Affairs  
<https://ex.kemlu.go.id/en/kebijakan/landasan-visi-misi-polugri/Pages/The-Role-of-the-Ministry-of-Foreign-Affairs.aspx>, accessed on May 17, 2019
7. Vision of the Ministry of Foreign Affairs of Indonesia  
<https://ex.kemlu.go.id/en/kebijakan/landasan-visi-misi-polugri/Pages/Vision-of-the-Ministry-of-Foreign-Affairs-of-Indonesia.aspx>, accessed on May 17, 2019
8. Mission of the Ministry of Foreign Affairs of Indonesia  
<https://ex.kemlu.go.id/en/kebijakan/landasan-visi-misi-polugri/Pages/Mission-of-the-Ministry-of-Foreign-Affairs-of-Indonesia.aspx>, accessed on May 17, 2019
9. The Values of the Ministry of Foreign Affairs Of the Republic of Indonesia  
<https://ex.kemlu.go.id/en/tentang-kemlu/sejarah/Pages/The-Values-of-the-Ministry-of-Foreign-Affairs-Of-the-Republic-of-Indonesia.aspx>, accessed on May 20, 2019

10. Center for Analysis and Policy Development of the Asia Pacific and Africa Region

[https://kemlu.go.id/portal/en/struktur\\_organisasi/103/head-of-center-for-policy-analysis-and-development-for-asia-pacific-and-africa](https://kemlu.go.id/portal/en/struktur_organisasi/103/head-of-center-for-policy-analysis-and-development-for-asia-pacific-and-africa), accessed on May 20, 2019

11. Scan Engines Work System

<http://digitalsense.co.id/news/cara-scan-dokumen-dengan-mudah>, accessed on May 20, 2019

12. Definition of Letter

<https://www.maxmanroe.com/vid/surat/pengertian-surat.html>, accessed on May 20, 2019

13. Definition of Disposition

<https://contohsurat.org/surat-keterangan/contoh-surat-disposisi>, accessed on May 26, 2019

14. How to use Copy Machine

<http://irwansyahtheprinceoflove.blogspot.com/2014/05/penggunaan-mesin-fotocopy.html>, accessed on May 26, 2019

15. Definition of E-mail

<https://www.maxmanroe.com/vid/teknologi/internet/pengertian-email.html>, accessed on May 26, 2019