

FINAL REPORT
POLICY ANALYSIS AND DEVELOPMENT AGENCY
MINISTRY OF FOREIGN AFFAIRS
REPUBLIC OF INDONESIA

Jln. Taman Pejambon No. 6, Central Jakarta

**Submitted as one of the requirements to receive
Diploma III Certificates**



Arranged by :

NAME : AJRINA RAMADHANI

NIM : 2016160013

DIPLOMA III OF ENGLISH DEPARTMENT

FACULTY OF LITERATURE

DARMA PERSADA UNIVERSITY

EAST JAKARTA

2019

APPROVAL PAGE I

DARMA PERSADA UNIVERSITY

Affirmed in : Jakarta

Month : July 2019

Head of Faculty of Literature

Head of English Department Program

Dr. Ir. Eko Cahyono. M. Eng

Fridolini, SS, M.Hum

Counsellor of Final Report

Fridolini, SS, M.Hum

APPROVAL PAGE II

Internship Report

in

Policy Analysis and Development Agency

Ministry of Foreign Affairs

Republic of Indonesia

by

Ajrina Ramadhani

(2016160013)

Diploma III of English Department

Faculty of Literature

Darma Persada University

Jakarta, July 2019

Supervisor of Internship Programme,

Policy Analysis and Development Agency

Ministry of Foreign Affairs



Survani

NIP. 19640624 198903 2 001

FOREWORD

Alhamdulillahirabbil‘alamin, All the perfect praise belongs to Allah SWT, the Almighty God alone. I thank Allah for His presence that has bestowed me His blessings and guidances that way the preparation on this final report could finished right on time. Prayers and Salutations may always be dedicated to Prophet Muhammad SAW, his family, his friends and his ummah.

My preparation on this final report is one of the requirements that must be fulfilled to receive Associate Degree (A.Md) from Diploma III of English Department, Faculty of Literature, Darma Persada University.

Before that, I would like to express my deepest gratitude to parties who helped me finished this final report, both in guidance and explanation. The same way i realize my preparation on this final report is inseparable from many help of various parties, mainly to:

1. Mr. Dr. Tri Mardjoko, SE, MA as Acting Rector of Darma Persada University.
2. Mrs. Fridolini SS, M. Hum as Head of Program for Diploma III of English Department, Darma Persada University
3. Mrs. Fridolini SS, M. Hum as counsellor report who always supports us. I want to thank her for her patience and perseverance on giving us lots of direction and guidance both in technical writing and the times she gave to us during my preparation on this final report.
4. Supervisor and Staffs of Center for Policy Analysis and Development for Asia Pacific and Africa Region (P3K2 Aspasaf), Ministry of Foreign Affairs of Republic of Indonesia, that has willing to accepts and guides us during our Internship program.

5. My family, especially to my father (Alm.) Achmad Lias Adji Pangsang, B.Sc, my mother Riyani, B.A and my sister Arief Fajar Fitriani, S.E that have gave me their encouragement, in both motivation and material to finish this final report.
6. To all of my dearest classmates. Thank you for the time we have spent together.

I can't do anything to repay their kindness other than saying bunch of thank you. May Allah, the Almighty God, bless them and repay their kindness, ameen. Afterward, i would like to confront my apology as much as i could, like the popular sentence states "there's nothing perfect" same way i realize this final report is still have lots of blind spot and gaps due to my limited knowledge. Therefore, i humbly accept the open suggestions and critics from the readers, that way it could perfect this final report.

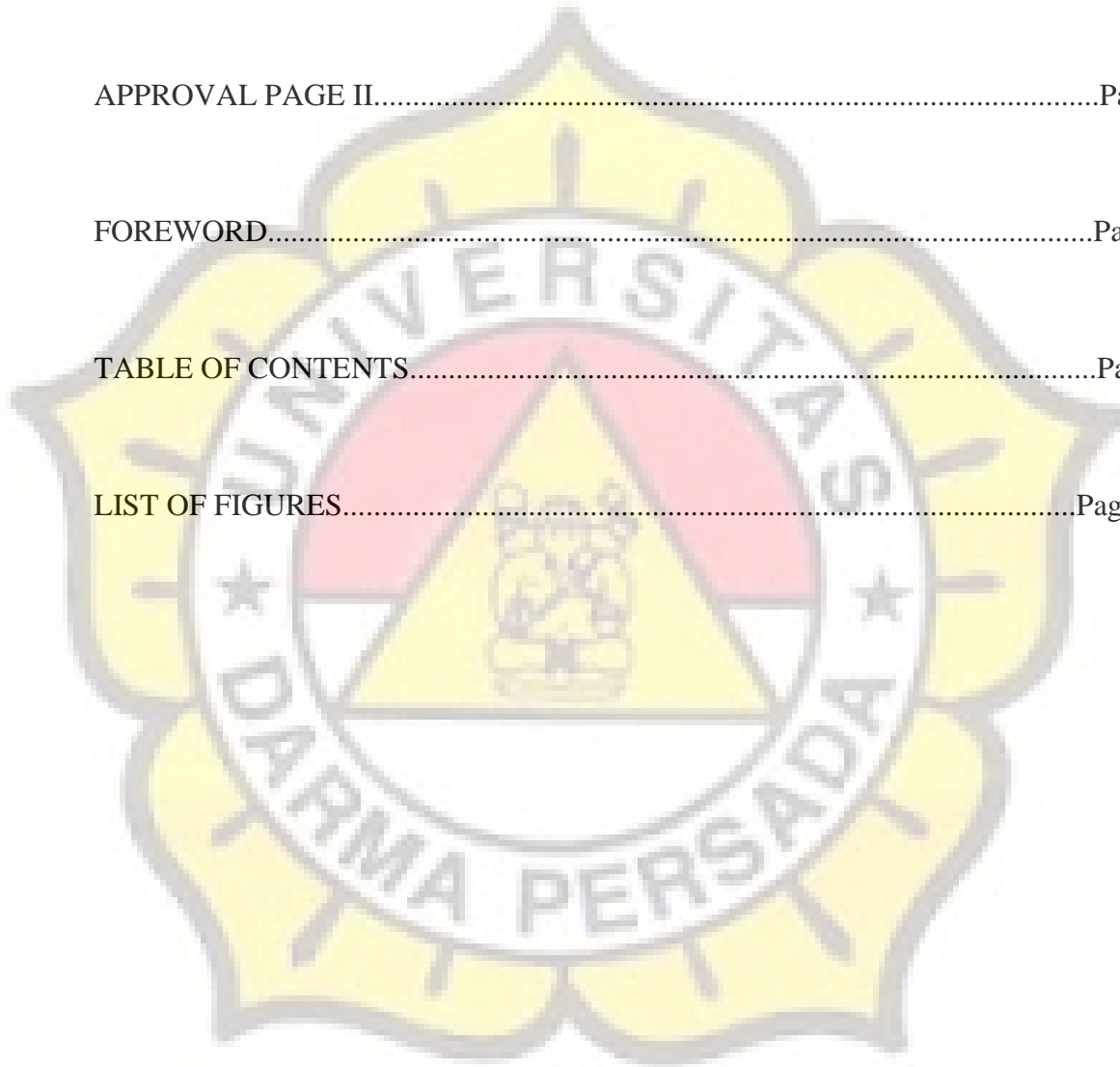
Finally, i hope my final report would have many beneficial things for the readers as well for us, thank you.

July 8, 2019

Ajrina Ramadhani

TABLE OF CONTENTS

	Pages
APPROVAL PAGE I.....	Page i
APPROVAL PAGE II.....	Page ii
FOREWORD.....	Page iii
TABLE OF CONTENTS.....	Page v
LIST OF FIGURES.....	Page viii



CHAPTER I : INTRODUCTION.....Page 1

1.1 Internship’s Background.....Page 1

1.2 Objectives of Internship.....Page 2

1.3 Benefits of Internship.....Page 3

1.4 Procedures of Internship.....Page 3

1.5 Scope and Scheduled Times.....Page 4

1.6 Organizational Structure of P3K2 Aspasaf.....Page 5

CHAPTER II : GENERAL DESCRIPTION OF AGENCY.....Page 6

2.1 Brief Summary of Ministry of Foreign Affairs.....Page 6

2.2 History of Ministry of Foreign Affairs.....Page 10

2.3 Ministry of Foreign Affairs of Indonesia’s Scope of Authorities.....Page 11

2.4 Ministry of Foreign Affairs of Indonesia’s Developments.....Page 11

2.5 Ministry of Foreign Affairs of Indonesia’s Duties.....Page 13

2.6 Ministry of Foreign Affairs of Indonesia’s Roles.....Page 15

2.7 Ministry of Foreign Affairs of Indonesia’s Visions.....Page 15

2.8 Ministry of Foreign Affairs of Indonesia’s Missions.....Page 16

2.9 Ministry of Foreign Affairs of Republic of Indonesia’s Values.....Page 17

2.10 P3K2 Aspasaf’s Functions.....Page 19

CHAPTER III : INTERNSHIP ACTIVITY.....Page 20

3.1 Division Distributions.....Page 20

3.2 Supervisor.....Page 20

3.3 Scope of Tasks.....Page 20

3.3.1 Scanning.....Page 21

3.3.2 Daily News or Letters Input.....Page 21

3.3.3	Classify Letter's Code.....	Page 22
3.3.4	Providing Disposition Sheets.....	Page 22
3.3.5	Copying.....	Page 23
3.3.6	Sending Invitations through E-mail.....	Page 23
3.3.7	Receiving and Making Calls.....	Page 24
CHAPTER IV : SPECIFIC MATTERS.....		Page 29
4.1	Case that support Internship activities.....	Page 29
4.2	Barriers on Internship activities.....	Page 29
4.3	Ways to handle the difficulties.....	Page 29
CHAPTER V : CLOSING.....		Page 31
5.1	Conclusions.....	Page 31
5.2	Suggestions.....	Page 32
REFERENCES.....		Page 33
ATTACHMENTS		

LIST OF FIGURES

	Pages
Picture 2.1	Appearance of the 1st Headquarters of MoFA.....Page 6
Picture 2.2	Potrait of Ahmad Soebardjo.....Page 10
Picture 3.1	Appearance of Scanner and Photocopier at P3K2 Aspasaf.....Page 21
Picture 3.2	Example of Classifying Letter's Code.....Page 22
Picture 3.3	Appearance of a website named "mail.kemlu.go.id".....Page 23
Picture 3.4	Potrait of writer when Receiving and Making Calls.....Page 24
Picture 5.1	Potrait of writer when attending another Division's Event.....Page 31