



LAPORAN TAHUNAN

IDFR2013

ANNUAL REPORT



LAPORAN TAHUNAN

IDFR2013

ANNUAL REPORT

©IDFR 2014

Diterbitkan oleh
Institut Diplomasi dan Hubungan Luar Negeri (IDFR)
Kementerian Luar Negeri, Malaysia
Kuala Lumpur, Malaysia
www.idfr.gov.my

Hakcipta terpelihara. Tiada kandungan dalam penerbitan ini boleh disalin, disimpan dalam sistem penyimpanan, atau diedarkan dalam apa-apa bentuk atau cara, elektronik, mekanikal, termasuk salinan fotokopi, rakaman, imbasan dan sebagainya, tanpa kebenaran bertulis daripada penerbit.

ISSN 1394-4479

KANDUNGAN

- 4** Perutusan daripada Ketua Setiausaha,
Kementerian Luar Negeri, Malaysia
- 6** Kata Pengantar oleh Ketua Pengarah,
Institut Diplomasi dan Hubungan Luar Negeri
- 9** Institut Diplomasi dan Hubungan Luar Negeri
- 13** Penaung Diraja dan Felo Ulung IDFR
- 15** Program IDFR 2013
- 21** Bahagian Latihan
- 33** Bahagian Bahasa
- 45** Bahagian Pengajian Serantau dan Sekuriti
- 55** Bahagian Pengajian Akademik,
Penyelidikan dan Penerbitan
- 59** Bahagian Khidmat Pengurusan dan Korporat



Perutusan daripada

KETUA SETIAUSAHA

Kementerian Luar Negeri, Malaysia

Assalamualaikum warahmatullahi wabarakatuh.

Saya ingin mengucapkan tahniah kepada Institut Diplomasi dan Hubungan Luar Negeri (IDFR) atas kejayaan yang dicapai sepanjang tahun 2013. IDFR, selaku cabang latihan kepada kementerian ini, telah memberikan sokongan yang jitu kepada kementerian dalam membina keupayaan sumber manusia perkhidmatan Luar Negeri, melalui program-program latihan dan aktiviti-aktiviti berkaitan. Program-program latihannya bertujuan melengkapkan dan menambahbaik pengetahuan, kemahiran dan profesionalisme para diplomat Malaysia serta para pengamal diplomatik yang lain dalam menyokong agenda transformasi kerajaan dan bagi mencapai aspirasi Malaysia untuk menjadi negara maju berpendapatan tinggi menjelang 2020.

Saya juga ingin mengucapkan tahniah kepada Dato' Hussin Nayan, mantan Pesuruhjaya Tinggi Malaysia ke Singapura, atas pelantikan beliau sebagai Ketua Pengarah baru IDFR pada bulan Oktober 2013. Beliau mempunyai pengalaman yang luas dalam bidang diplomasi dan hubungan luar negeri yang boleh membantu mengemudi IDFR ke tahap yang lebih tinggi. Saya juga ingin mengucapkan terima kasih kepada Dato' Ku Jaafar Ku Shaari, mantan Ketua Pengarah IDFR atas segala sumbangan beliau dalam menjadikan IDFR institut yang ulung dalam bidang diplomasi dan hubungan luar negeri.

Saya amat berbesar hati apabila dimaklumkan bahawa sejajar dengan usahanya yang berterusan sebagai institut yang ulung dalam bidang diplomasi dan hubungan luar negeri, sepanjang tahun 2013, IDFR telah meningkatkan program latihannya untuk merangkumi para peserta negara-negara dari sekitar rantau Asia Tenggara. Program-program khas juga telah disediakan untuk para pegawai kerajaan dari negara Myanmar, Libya dan juga ahli-ahli Forum Kepulauan Pasifik bagi memenuhi keperluan latihan mereka. Program-program yang diterima baik ini, termasuk kerjasama IDFR dengan Devawongse Varopakarn Institute of Foreign Affairs, Thailand, jelas menunjukkan keyakinan masyarakat antarabangsa terhadap keupayaan IDFR sebagai institut latihan diplomasi dan hubungan luar negeri.

Di dunia yang sentiasa berubah ini, tahun-tahun mendatang akan lebih mencabar bagi Malaysia apabila ia berusaha mencapai tahap negara maju berpendapatan tinggi menjelang 2020. Diplomasi akan sentiasa menjadi pengikat hubungan antara negara-negara. Oleh yang demikian, adalah amat penting bagi para pengamal diplomatik negara untuk sentiasa dilengkapi dengan kemahiran dan pengetahuan yang bersesuaian dalam menghadapi cabaran-cabaran ini dan memastikan kepentingan negara diutamakan serta dilindungi. Dalam hal ini, IDFR memainkan peranan yang penting bagi melengkapkan para diplomat Malaysia dengan kemahiran dan pengetahuan dalam seni dan sains diplomasi dan hubungan luar negeri. Kursus-kursus serta program-program perlu dikemaskini dan diolah secara khusus sesuai dengan matlamatnya bagi memastikan ia relevan dan boleh digunapakai. Pemikiran yang tepat, inovatif dan kreatif juga perlu digalakkan dan diterapkan dalam program-program ini yang dapat membentuk para pengamal diplomatik yang serba berkebolehan. Penekanan yang lebih juga perlu diberikan kepada kefasihan bahasa dalam meningkatkan kebolehan para diplomat kita.

Saya yakin bahawa dengan Dato' Hussin Nayan selaku Ketua Pengarah baru IDFR, serta komitmen dan dedikasi para pegawai dan kakitangan, IDFR akan terus mencapai tahap yang lebih tinggi dan membantu membentuk diplomat Malaysia yang berkualiti dan berkaliber. Bagi pihak kementerian, saya akan terus menyokong dan bekerjasama dengan IDFR dalam memenuhi objektif bersama.

Terima kasih.

DATUK OTHMAN HASHIM



Kata Pengantar oleh

KETUA PENGARAH

Institut Diplomasi dan Hubungan Luar Negeri

Assalamualaikum warahmatullahi wabarakatuh.

Saya sangat berbesar hati untuk menyampaikan Laporan Tahunan Institut Diplomasi dan Hubungan Luar Negeri untuk tahun 2013 yang memuatkan ringkasan aktiviti-aktiviti yang telah dilaksanakan di IDFR. Terlebih dahulu, saya ingin merakamkan ucapan penghargaan kepada mantan Ketua Pengarah, Dato' Ku Jaafar Ku Shaari, yang telah menerajui IDFR dari Oktober 2010 sehingga September 2013. Kesungguhan beliau tanpa mengenal penat serta perancangannya yang rapi telah meningkatkan kejayaan IDFR dalam tahun 2013. Pelbagai program latihan, perbincangan pintar, seminar dan forum serta menjadi tuan rumah kepada beberapa acara yang penting telahpun dilaksanakan dengan jayanya. Kesemua pencapaian ini berjaya dilakukan menerusi kerja kuat dan kerja berpasukan serta dedikasi dan kesungguhan para pegawai dan kakitangan di IDFR yang sentiasa memastikan kecemerlangan tersebut terus dikekalkan.

Antara kemuncak pencapaian peristiwa dalam tahun 2013 adalah penganjuran ulung *Peace and Security Forum* yang telah diadakan dalam bulan Mei. Acara tersebut telah dianjurkan bersama dengan Cordoba Foundation dari United Kingdom, Institut Diplomatik Qatar, Institut Kajian Tinggi Islam Antarabangsa dan juga Yayasan Pergerakan Kesederhanaan Global. Pemangku Raja Perak Darul Ridzuan, Duli Yang Maha Mulia Raja Dr. Nazrin Shah Ibni Almarhum Sultan Azlan Muhibbuddin Shah telah mencemar duli ke forum tersebut dan turut menyampaikan Titah Diraja yang bertajuk *Islam and Peace Making: Legacy and Promise*.

IDFR juga telah mendapat pengiktirafan dalam program jangkauan sepertimana yang ditunjukkan melalui penyertaan pelbagai institusi dari berbagai negara asing yang menghantar para pegawai dan diplomat mereka untuk menyertai program-program latihan di sini. Beberapa buah negara juga turut menunjukkan minat untuk menandatangani Perjanjian Persefahaman dengan institut ini di dalam bidang minat yang sama seperti latihan diplomatik yang khusus dan pertukaran tenaga pengajar.

Seperkara lagi, IDFR terus mengadakan kolaborasi dengan beberapa institusi yang lain seperti INTAN untuk Modul Hubungan Antarabangsa di bawah program Diploma Pengurusan Awam, dengan Institut Integriti Malaysia, dengan Yayasan Keamanan Sedunia Perdana untuk menyertai siri syarahan yang telah diadakan di Universitas Muhammadiyah, Jogjakarta, Indonesia dan juga dengan World Trade Institute, Universiti Berne, Switzerland untuk pendedahan mengenai diplomasi ekonomi yang institut ini ingin perkukuhkan. Devawongse Varopakarn Institute of Foreign Affairs, Thailand telah menghantar pegawai-pegawai diplomatik mereka untuk mengikuti Kursus Bahasa Inggeris dalam empat kumpulan sepanjang tahun 2013.

Institut ini juga turut menerbitkan beberapa jurnal dalaman seperti *Laporan Tahunan*, *Prospektus*, penerbitan suku tahunan *Diplomatic Voice* dan *Journal of Diplomacy and Foreign Relations (JDFR)*. *Diplomatic Voice* memuatkan aktiviti-aktiviti dan peristiwa-peristiwa institut ini serta menyediakan satu landasan untuk berkongsi pengetahuan serta menyampaikan maklumat melalui pengedarannya ke kedutaan-kedutaan Malaysia di luar negara.

Akhir kata, saya ingin mengambil kesempatan di sini untuk menjunjung kasih kepada Duli Yang Maha Mulia Raja Dr. Nazrin Shah Ibni Almarhum Sultan Azlan Muhibbuddin Shah, Pemangku Raja Perak Darul Ridzuan kerana telah mencemar duli serta menyampaikan Titah Diraja sewaktu acara *Peace and Security Forum* dan ucapan terima kasih kepada Tun Abdullah Ahmad Badawi, mantan Perdana Menteri kerana menyampaikan ceramah majlis makan malam sewaktu forum tersebut. Ucapan penghargaan saya juga kepada Dato' Sri Anifah Aman, Menteri Luar Negeri, Dato' Hamzah Zainuddin, Timbalan Menteri Luar Negeri dan Datuk Othman Hashim, Ketua Setiausaha Kementerian Luar Negeri, Malaysia atas panduan dan sokongan yang berterusan untuk aktiviti-aktiviti dan program-program IDFR.

Terima kasih.

DATO' HUSSIN NAYAN



Institut Diplomasi dan Hubungan Luar Negeri

INSTITUT DIPLOMASI DAN HUBUNGAN LUAR NEGERI



Institut Diplomasi dan Hubungan Luar Negeri, atau IDFR, terletak di Jalan Wisma Putra, Kuala Lumpur. Menduduki bekas tapak kediaman rasmi Tunku Abdul Rahman Putra al-Haj iaitu Perdana Menteri dan Menteri Luar Negeri yang pertama, IDFR merupakan agensi latihan Kementerian Luar Negeri, Malaysia.

IDFR menganjurkan kursus latihan untuk kakitangan Kementerian Luar Negeri, Malaysia dan kakitangan dari kementerian dan agensi kerajaan yang lain, dan antara kursus yang ditawarkan adalah latihan diplomatik, orientasi pra-penempatan, diplomasi awam dan kemahiran media di samping bahasa Arab, Inggeris, Sepanyol, Perancis dan Mandarin. Ia turut menganjurkan kursus Perbualan Bahasa Melayu untuk kor diplomatik.

Kursus latihan turut ditawarkan kepada peserta antarabangsa dari negara-negara membangun di bawah Program Kerjasama Teknikal Malaysia, negara-negara ahli Rancangan Kolombo dan negara-negara Komanwel. Kursus tersebut termasuklah latihan diplomatik, pengurusan krisis dan analisis strategik.

Institut ini juga sering menerima permintaan dari kerajaan lain untuk melatih para diplomat mereka dan pernah melatih Ketua-Ketua Perwakilan dan diplomat pertengahan kerjaya dari Timor Leste dan Libya serta negara-negara Kepulauan Pasifik.

Bagi melengkapkan lagi program latihannya, IDFR turut menganjurkan ceramah umum, forum, perbincangan meja bulat, seminar dan bengkel. Para peserta yang dijemput termasuklah pegawai kerajaan, ahli-ahli akademik dan pelajar universiti, wakil-wakil dari kumpulan pemikir, organisasi bukan kerajaan dan institut latihan, selain kor diplomatik di Kuala Lumpur. Antara personaliti terkemuka yang pernah berucap di IDFR adalah Kofi Annan, Yasser Arafat, Benazir Bhutto, Nelson Mandela, Tun Dr. Mahathir Mohamad, Imam Feisal Abdul Rauf, Reverend Jesse Jackson, Ban Ki-Moon dan Duli Yang Maha Mulia Raja Dr. Nazrin Shah Ibni Almarhum Sultan Azlan Muhibbuddin Shah, Pemangku Raja Perak Darul Ridzuan dan Penaung Diraja institut ini.

IDFR turut mempunyai panel Felo Ulung yang terdiri daripada pengamal berpengalaman dan ahli akademik yang unggul dalam bidang diplomasi dan hubungan antarabangsa yang menyumbang idea dan memberi sokongan kepada institut ini.

IDFR juga telah menjalin hubungan dengan pelbagai akademi diplomatik dan institut latihan, termasuk Diplomatic Academy of the Russian Federation, Diplomatic Academy of Ukraine, United Nations Institute for

Training and Research, Azerbaijan Diplomatic Academy, University of World Economy and Diplomacy, Uzbekistan dan London School of Economics, serta institut latihan hubungan antarabangsa Australia, Thailand dan India. IDFR turut bekerjasama dengan beberapa institusi tempatan seperti Universiti Kebangsaan Malaysia, Universiti Teknologi MARA, Universiti Malaya, Universiti Utara Malaysia, Institut Kajian Strategik dan Antarabangsa, Institut Pengajian ASEAN dan Ehwat Global, Institut Kajian Tinggi Islam Antarabangsa, Institut Tadbiran Awam Negara, Persatuan Bekas Duta-Duta Malaysia, Foreign Policy Study Group, Persatuan Bangsa-Bangsa Bersatu Malaysia, Maktab Pertahanan Angkatan Tentera, Yayasan Pergerakan Kesederhanaan Global, Yayasan Keamanan Sedunia Perdana serta perwakilan diplomatik asing di Kuala Lumpur dalam menganjurkan ceramah umum, forum dan perbincangan meja bulat yang meliputi pelbagai isu serantau dan antarabangsa.

Visi

- ✳ Menjadi sebuah pusat antarabangsa yang bertaraf global bagi bidang latihan dan penyelidikan dalam diplomasi dan hubungan antarabangsa

Misi

- ✳ Meningkatkan tahap kecekapan dan profesionalisme para pegawai diplomatik melalui latihan yang sistematik dan berkaitan
- ✳ Menyediakan latihan yang berkualiti dalam bidang diplomasi dan hubungan antarabangsa kepada para peserta dari dalam dan luar negara
- ✳ Menyediakan persekitaran latihan yang kondusif menggunakan kemudahan yang serba canggih dan terkini
- ✳ Mempertingkatkan usaha menjadikan IDFR sebagai pusat rujukan polisi luar negeri melalui penyelidikan dan penerbitan
- ✳ Menjalin hubungan strategik dalam bidang latihan dan penyelidikan dengan agensi-agensi kerajaan dan bukan kerajaan, serta institut pengajian tinggi dalam dan luar negara
- ✳ Menghubungkan dunia melalui polisi luar negeri Malaysia

Piagam Pelanggan

- ✳ Mengendalikan sekurang-kurangnya 90 peratus daripada program latihan dan kursus bahasa yang disenaraikan dalam Prospektus IDFR
- ✳ Menjalankan sekurang-kurangnya 90 peratus daripada seminar, persidangan, bengkel, perbincangan meja bulat dan ceramah umum yang disenaraikan dalam Prospektus IDFR
- ✳ Menghasilkan sekurang-kurangnya tujuh penerbitan setahun
- ✳ Memaklumkan kepada organisasi dan individu berkaitan mengenai program latihan dan kursus bahasa yang akan dijalankan sekurang-kurangnya satu bulan sebelum program/kursus bermula
- ✳ Memaklumkan kepada organisasi dan individu berkaitan mengenai seminar, persidangan, bengkel, perbincangan meja bulat dan ceramah umum yang akan dijalankan sekurang-kurangnya satu minggu sebelum program/acara bermula

Program

IDFR menawarkan program latihan di bawah bidang kepakaran berikut:

- ✧ Latihan Diplomatik
- ✧ Latihan Bahasa
- ✧ Pengajian Serantau dan Sekuriti
- ✧ Program Sarjana

Bahagian di IDFR

- ✧ Bahagian Latihan
- ✧ Bahagian Bahasa
- ✧ Bahagian Pengajian Serantau dan Sekuriti
- ✧ Bahagian Pengajian Akademik, Penyelidikan dan Penerbitan
- ✧ Bahagian Khidmat Pengurusan dan Korporat

Kemudahan di IDFR

Antara kemudahan yang terdapat di IDFR adalah:

- ✧ Bilik latihan dan mesyuarat
- ✧ Perpustakaan yang lengkap dan mempunyai sumber pembelajaran sendiri
- ✧ Makmal bahasa dan komputer yang lengkap
- ✧ Auditorium yang boleh memuatkan sehingga 250 orang
- ✧ Dewan serbaguna yang boleh memuatkan sehingga 500 orang
- ✧ 51 bilik asrama bertaraf antarabangsa
- ✧ Gimnasium, kolam renang, bilik karaoke serta gelanggang tenis dan skuasy
- ✧ Rangkaian wayarles di bilik mesyuarat, auditorium dan kafeteria
- ✧ Kafeteria





Penaung Diraja dan Felo Ulung IDFR

PENAUNG DIRAJA DAN FELO ULUNG IDFR

Penaung Diraja

Duli Yang Maha Mulia Raja Dr. Nazrin Shah Ibni Almarhum Sultan Azlan Muhibbuddin Shah
Pemangku Raja Perak Darul Ridzuan

Felo Ulung

Tan Sri Razali Ismail
Pengerusi, Yayasan Pergerakan Kesederhanaan Global

Tan Sri Dato' Seri Mohamed Jawhar Hassan
Pengerusi, Institut Kajian Strategik dan Antarabangsa

Tan Sri Hasmy Agam
Pengerusi, Suruhanjaya Hak Asasi Manusia Malaysia

Tan Sri Ahmad Fuzi Haji Abdul Razak
Setiausaha Agung, Yayasan Forum Ekonomi Islam Dunia

Laksamana Tan Sri Dato' Sri Mohd. Anwar Hj. Mohd. Nor (B)
Pengerusi, Lembaga Pengarah, Universiti Pertahanan Negara Malaysia

Profesor Emeritus Datuk Dr. Osman Bakar
Pengerusi/Profesor
Pusat Pengajian Islam Sultan Omar 'Ali Saifuddien, Universiti Brunei Darussalam

Profesor Dr. Zafar U. Ahmed
Profesor Pemasaran dan Perniagaan Antarabangsa, Lebanese American University

Profesor Dr. Badrol Hisham Ahmad Noor@Farish A. Noor
Profesor Madya, Sekolah Pengajian Antarabangsa S. Rajaratnam
Universiti Teknologi Nanyang, Singapura

Profesor Dato' Dr. Zakaria Ahmad
Timbalan Naib Canselor (Penyelidikan)
Universiti HELP

Profesor Dr. Chandra Muzaffar
Profesor Kursi Noordin Sopiee Pengajian Global, Pusat Penyelidikan Polisi
Universiti Sains Malaysia

Profesor Dr. K S Nathan
Felo Utama, Institut Kajian Etnik
Universiti Kebangsaan Malaysia

Tan Sri Profesor Dr. Mohd. Kamal Hassan
Profesor Ulung, Institut Antarabangsa Pemikiran dan Tamadun Islam

Dr. Sufian Jusoh
Konsultan Bebas, World Trade Institute



Program IDFR 2013

BAHAGIAN LATIHAN

PROGRAM	KURSUS/TAJUK	TARIKH
Latihan	<i>Workshop on Public Diplomacy and Media Skills 1/2013</i>	14-17 Januari
	<i>Pre-Posting Orientation Course for Officers and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 1/2013</i>	18 Februari-1 Mac
	<i>Modul IR untuk Peserta DPA (INTIM)</i>	18-21 Februari
	<i>Modul IR untuk Peserta DPA (IKWAS)</i>	26 Februari
	<i>Diploma in Diplomacy (DiD) 1/2013</i>	4 Mac-29 Mei 3 Jun-30 Ogos (Latihan Semasa Bekerja)
	<i>Modul IR untuk Peserta DPA (IKWAS)</i>	5 Mac
	<i>Modul IR untuk Peserta DPA (INTIM)</i>	11-14 Mac
	<i>Diplomatic Training Course (DTC) for International Participants 1/2013</i>	11-29 Mac
	<i>Workshop on Diplomacy for Participants of the International Institute for Muslim Unity (IIMU)</i>	19-20 Mac
	<i>Workshop on Introduction to Public International Law</i>	8-11 April
	<i>Speech Writing Course for Intermediate Level</i>	15-17 April
	<i>Orientation Course for Secretaries</i>	15-26 April
	<i>Speech Writing Course for Advanced Level</i>	22-24 April
	<i>Pre-Posting Orientation Course for Officers and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 2/2013</i>	6-17 Mei
	<i>Diplomatic Training Course for Myanmar Officers</i>	16-22 Mei
	<i>Crisis Management for International Participants</i>	3-21 Jun
	<i>Modul IR untuk Peserta DPA (Kadet Bukit Kiara)</i>	4-5 Jun 7 Jun
	<i>Workshop on International Negotiation for Senior Officers</i>	4-6 Jun
	<i>Workshop on International Negotiation for Junior Officers</i>	7 Jun
	<i>Diploma in Diplomacy (DiD) 2/2013</i>	10 Jun-4 September 9 September-1 November (Latihan Semasa Bekerja)

PROGRAM	KURSUS/TAJUK	TARIKH
	<i>Training of Trainers: Introduction to Training Skills for Assistant Secretaries and Executive Officers</i>	25-28 Jun
	<i>Orientation Course for Future Heads of Mission of the Democratic Republic of Timor Leste</i>	1-5 Julai
	<i>Pre-Posting Orientation Course for Officers and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 3/2013</i>	19-30 Ogos
	<i>Diplomatic Training Course for Diplomats from the Pacific Island Forum Member Countries</i>	26-30 Ogos
	<i>Orientation Course for Heads of Mission and Their Spouses 1/2013</i>	2-6 September
	<i>Strategic Analysis Course for International Participants</i>	2-20 September
	<i>Mid-Career Course for Diplomats</i>	9-20 September
	<i>Modul IR untuk Peserta DPA (IKWAS)</i>	23-27 September
	<i>Diplomatic Training Course (DTC) for International Participants 2/2013</i>	23 September-11 Oktober
	<i>Modul IR untuk Peserta DPA (IKWAS)</i>	30 September-4 Oktober
	<i>Modul IR untuk Peserta DPA (INTIM)</i>	6-10 Oktober
	<i>Modul IR untuk Peserta DPA (INTIM)</i>	20-24 Oktober
	<i>Pre-Posting Orientation Course for Officers and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 4/2013</i>	21 Oktober-2 November
	<i>Modul IR untuk Peserta DPA (INTURA)</i>	27-31 Oktober
	<i>Modul IR untuk Peserta DPA (INTURA)</i>	3-7 November
	<i>Forum for ASEAN Young Diplomats on International Affairs 2013</i>	2-13 Disember
	<i>Training of Trainers: Introduction to Training Skills for Undersecretaries and Principal Assistant Secretaries</i>	10-13 Disember

BAHAGIAN BAHASA

PROGRAM	KURSUS/TAJUK	TARIKH
Bahasa Inggeris	<i>English Language Training Programme for DVIFA</i>	21 Januari
	<i>English Proficiency Course</i>	21 Februari-19 April
	<i>Speaking Skills: Say It Right 1/2013</i>	4-6 Februari
	<i>Building Blocks of Good English</i>	4-8 Mac
	<i>English Language Modules</i>	4 Mac-29 Mei
	<i>Building Blocks of Good English</i>	12 Mac-9 Julai
	<i>English Language Training Programme for DVIFA</i>	7-9 April
	<i>Effective Presentation Skills 1/2013</i>	9-12 April
	<i>Speaking Skills: Say It Right 2/2013</i>	20-22 Mei
	<i>English Language Development Programme for Officials from the Ministry of Foreign Affairs of The Republic of the Union of Myanmar</i>	3-14 Jun
	<i>English Language Modules</i>	10 Jun-6 September
	<i>Effective Writing Skills 1/2013</i>	17-20 Jun
	<i>English Language Training Programme for DVIFA</i>	3-5 Julai
	<i>Effective Presentation Skills 2/2013</i>	26-29 Ogos
	<i>English Language Training Programme for DVIFA</i>	18-20 September
	<i>Effective Writing Skills 2/2013</i>	12-15 November
Bahasa Arab	<i>Bahasa Arab Tahap IX</i>	28 Januari-26 Jun
	<i>Bahasa Arab Tahap IV</i>	29 Januari-27 Jun
	<i>Bahasa Arab untuk Tujuan Diplomatik</i>	4 Mac-31 Mei
	<i>Bahasa Arab untuk Tujuan Diplomatik</i>	10 Jun-6 September
Bahasa Perancis	<i>Bahasa Perancis Tahap I</i>	1 Oktober 2012-27 Mac 2013
	<i>Bahasa Perancis Tahap III</i>	2 Oktober 2012-2 April 2013

PROGRAM	KURSUS/TAJUK	TARIKH
Bahasa Sepanyol	<i>Bahasa Perancis Lanjutan Tahap VIII</i>	5 Oktober 2012-27 September 2013
	<i>Bahasa Perancis untuk Tujuan Diplomatik</i>	4 Mac-31 Mei
	<i>Kursus Pengenalan Bahasa Perancis untuk Kakitangan IDFR</i>	7 Mac-27 September
	<i>Bahasa Perancis Tahap II</i>	8 April-3 Julai
	<i>Bahasa Perancis Tahap IV</i>	9 April-2 Julai
	<i>Bahasa Perancis untuk Tujuan Diplomatik</i>	10 Jun-6 September
	<i>Bahasa Perancis Tahap III</i>	19 Ogos-20 November
	<i>Bahasa Perancis Tahap V</i>	20 Ogos-21 November
	<i>Bahasa Perancis Lanjutan Tahap IX</i>	11 Oktober 2013-30 Mei 2014
	<i>Bahasa Sepanyol Tahap VI</i>	7 Januari-27 Mei
	<i>Bahasa Sepanyol Tahap I</i>	8 Januari-26 Mac
	<i>Bahasa Sepanyol Tahap III 1/2013</i>	9 Januari-29 Mac
	<i>Bahasa Sepanyol untuk Tujuan Diplomatik</i>	4 Mac-31 Mei
	<i>Bahasa Sepanyol Tahap II</i>	16 April-20 Jun
	<i>Bahasa Sepanyol Tahap IV</i>	17 April-26 Jun
	<i>Bahasa Sepanyol untuk Tujuan Diplomatik</i>	10 Jun-6 September
	<i>Bahasa Sepanyol Tahap VII</i>	17 Jun-23 September
	<i>Bahasa Sepanyol Tahap III 2/2013</i>	20 Ogos-7 November
	<i>Bahasa Sepanyol Tahap V</i>	21 Ogos-6 November
Bahasa Mandarin	<i>Bahasa Mandarin Tahap I</i>	18 Februari-24 April
Bahasa Melayu	<i>Kursus Perbualan Bahasa Melayu</i>	3 September-14 November

BAHAGIAN PENGAJIAN SERANTAU DAN SEKURITI

PROGRAM	KURSUS/TAJUK	TARIKH
Siri Diplomasi Ekonomi	<i>International Trade in Green Technology Products</i>	18 Januari
Perbincangan Meja Bulat	<i>Euro Zone Crisis: The Outlook for Europe in 2013 and Its Global Impact</i>	29 Januari
Forum	<i>Malaysia-Australia Young Diplomats</i>	8-9 Mei
	<i>Regional Integration Process in Latin America and the Caribbean</i>	2 Oktober
	<i>Middle East Revisited: Geo Strategic Implications, Democratic Transformation Challenge and the Economic Development Potential (Case of Egypt)</i>	31 Januari
	<i>Commonwealth: Opportunity Through Enterprise</i>	25 Mac
	<i>Peace and Security 2013</i>	16 Mei
	<i>The Prospect of an OIC Closer Investment and Trade Integration</i>	3 Julai
	<i>Mesyuarat Felo Ulung</i>	27 Februari
	<i>ASEAN Comprehensive Investment Agreement (ACIA)</i>	19-20 Mac
Simposium	<i>The International Security Symposium 2013</i>	23 Oktober
Ceramah	<i>Strengthening Diplomatic Ties Between the European Union and Malaysia in the Face of the Eurozone Crisis</i>	18 September
Sarjana	<i>Transboundary Pollution: What We Know and What We Can Do About It</i>	11 November
	<i>Sarjana Sains Sosial Sesi 2012/2013: Lawatan Sambil Belajar ke Sabah</i>	21 Ogos
	<i>Sarjana Sains Sosial Sesi 2012/2013: Jamuan Perpisahan</i>	28 September
	<i>Sarjana Sains Sosial Sesi 2013/2014: Majlis Perasmian</i>	3 September



Bahagian Latihan

BAHAGIAN LATIHAN

Sebagai institusi latihan di bawah Kementerian Luar Negeri, Malaysia, fungsi utama Bahagian Latihan adalah untuk menganjurkan program latihan bagi peserta tempatan dan antarabangsa di peringkat pegawai muda, pegawai peringkat pertengahan dan pegawai peringkat tinggi.

Program-program bagi peserta tempatan boleh dibahagikan kepada dua kategori utama iaitu untuk para pegawai daripada Kementerian Luar Negeri, Malaysia dan para pegawai daripada kementerian dan agensi kerajaan yang lain.

Program-program bagi peserta antarabangsa pula boleh dibahagikan kepada tiga kumpulan iaitu pertama, bawah Program Kerjasama Teknikal Malaysia (MTCP), kedua, dengan kolaborasi pihak ketiga seperti Sekretariat ASEAN, Sekretariat Komanwel dan Rancangan Colombo dan ketiga adalah program khusus atas permintaan negara-negara lain.

Pada tahun 2013, Bahagian Latihan telah menganjurkan 40 kursus yang melibatkan seramai 1882 peserta. Daripada jumlah ini, 1681 adalah para peserta tempatan manakala 201 adalah para peserta antarabangsa.

Workshop on Public Diplomacy and Media Skills

IDFR telah menganjurkan bengkel tersebut dengan jayanya dari 14 hingga 17 Januari 2013. Program ini mendapat sambutan yang menggalakkan daripada para pegawai dari Kementerian Pertahanan, Kementerian Sumber Manusia, Kementerian Kesihatan, Jabatan Perdana Menteri, Perbadanan Pembangunan Perdagangan Luar Malaysia, Pusat Serantau Asia Tenggara bagi Mencegah Keganasan, Lembaga Perindustrian Kayu Malaysia dan Bahagian Pengambilan Tanah. Seramai 25 peserta telah menghadiri bengkel ini berbanding 12 peserta pada tahun 2012.

Program ini dianjurkan untuk memberi para peserta pengetahuan dan kemahiran berkenaan pengendalian media dalam konteks diplomasi awam. Program ini juga mengetengahkan diplomasi awam dan kemahiran media dari aspek konseptual dan praktikal melalui topik spesifik seperti *Public Diplomacy*, *Cross-Cultural Understanding*, *The Role of Media in Public Diplomacy* dan *Effective Media Relations*. Simulasi sidang akhbar dan temubual bersama media turut dilaksanakan supaya para peserta dilengkapi dengan kemahiran, teknik dan keperluan yang bersesuaian apabila berhadapan dengan pihak media.

Secara keseluruhan, IDFR telah menerima maklum balas yang positif daripada para peserta. Mereka mendapati bengkel tersebut amat bermanfaat dan memberi mereka idea bagaimana untuk bertindak apabila berhadapan dengan media.

Pre-Posting Orientation Course for Officers and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM)

Pada tahun 2013, Bahagian Latihan telah menjalankan empat siri *Pre-Posting Orientation Course for Officers and Spouses under SPKM*. Siri yang pertama telah dijalankan dari 18 Februari hingga 1 Mac dengan 61 peserta, siri kedua dari 6 hingga 17 Mei dengan 57 peserta dan siri ketiga dari 19 hingga 30 Ogos dengan 47 peserta. Siri yang keempat pula telah dijalankan dari 21 Oktober hingga 2 November dengan penyertaan seramai 81 peserta.

Objektif utama kursus ini adalah untuk meningkatkan pengetahuan dan kemahiran para peserta dalam diplomasi dan hubungan antarabangsa, memperbaiki kemahiran interpersonal dan kualiti kepimpinan mereka serta menanamkan semangat kerjasama dalam kalangan peserta untuk menggalas tanggungjawab secara efektif sebagai wakil negara. Program ini juga bertujuan menyediakan para pasangan pegawai untuk tugas dan tanggungjawab yang pelbagai semasa berada di luar negara.

Kursus ini dilaksanakan sepenuhnya dalam bahasa Inggeris. Sepanjang sepuluh hari program ini dijalankan, para peserta telah mengikuti beberapa kuliah, perbincangan panel dan berkumpul serta lawatan sambil belajar. Penceramah dan panelis undangan adalah dari kalangan mereka yang pakar dalam bidang yang berkenaan dan mempunyai pengalaman diplomatik sebagai wakil negara ke Kedutaan Malaysia. Kebanyakan mereka adalah



pegawai kanan di Kementerian Luar Negeri, Malaysia. Antara modul yang dijalankan adalah *Administration and Security Matters at Mission, Financial Management at Mission, Protocol and Consular Matters at Mission, Legal Matters at Missions, Promoting Malaysia as an Educational Hub, Tourist Attractions, Malaysia as a Halal Hub, Language and Diplomacy, Grooming and Social Etiquette, Fine Dining Etiquette, Royalty and Palace Protocol* dan *Role of Spouses at Mission*.

IDFR telah menerima maklum balas yang baik berkenaan kursus ini daripada para peserta. Selain bermanfaat kepada mereka, ia juga merupakan platform bagi mereka untuk meluaskan jaringan kerana mereka adalah dari kementerian dan agensi kerajaan yang berlainan. Kursus ini turut memberi sedikit gambaran tentang persekitaran kerja yang sebenar apabila bekerja dengan pegawai daripada kementerian dan agensi kerajaan yang lain di Kedutaan Malaysia.

Modul International Relations untuk Peserta Diploma Pengurusan Awam

IDFR dan Institut Tadbiran Awam Negara (INTAN) telah berkolaborasi dalam penganjuran empat siri modul *International Relations* bagi para peserta Diploma Pengurusan Awam (DPA) INTAN.

Siri yang pertama telah dijalankan dari 18 hingga 21 Februari dan dari 11 hingga 14 Mac untuk para peserta dari Kampus INTAN Wilayah Timur (INTIM). Siri yang kedua pula telah dijalankan pada 26 Februari dan 5 Mac untuk para peserta dari Kampus INTAN Wilayah Selatan (IKWAS). Manakala siri yang ketiga telah dijalankan dari 4 hingga 5 Jun dan pada 7 Jun untuk kumpulan yang berlainan dari kedua-dua kampus tersebut dan dari Kampus INTAN Wilayah Utara (INTURA). Siri yang terakhir pula telah dijalankan dari 23 hingga 27 September dan dari 30 September hingga 4 Oktober untuk peserta dari IKWAS, dari 6 hingga 10 Oktober dan dari 20 hingga 24 Oktober untuk peserta dari INTIM, serta dari 27 hingga 31 Oktober dan dari 3 hingga 7 November bagi peserta dari INTURA.

Objektif program tersebut adalah bagi meningkatkan pengetahuan dan pemahaman para peserta berkenaan diplomasi dan hubungan antarabangsa serta memberi gambaran mengenai peranan dan fungsi diplomat Malaysia.

Antara tajuk yang telah disampaikan dalam modul tersebut adalah *Malaysia's Foreign Policy, Vienna Convention and Consular Relations, ASEAN Regional Cooperation, Public Diplomacy and Media Relations, International Negotiations, Malaysia's Position on Counter Terrorism* dan *Language and Diplomacy*.

Diploma in Diplomacy (DiD) 2013

Program *Diploma in Diplomacy (DiD)* merupakan program wajib yang perlu diikuti dengan jayanya oleh semua pegawai muda Kementerian Luar Negeri, Malaysia. Program ini menyediakan latihan berhubung kemahiran



diplomati serta meningkatkan pengetahuan para peserta dalam bidang diplomasi dan hubungan antarabangsa. Program ini direka khusus untuk mempersiapkan para peserta dengan kemahiran profesional serta sikap dan nilai yang baik untuk menjalankan tugas dengan cemerlang sebagai seorang diplomat.

Pada tahun 2013, buat julung kalinya, format baru telah diperkenalkan bagi program ini di mana para peserta perlu mengikuti program selama tiga bulan pertama di IDFR dan baki tiga bulan lagi secara Latihan Semasa Bekerja di Kementerian. Program ini dilaksanakan dalam dua siri yang disertai oleh 21 pegawai bagi setiap siri. Siri pertama telah dijalankan dari 4 Mac hingga 29 Mei di IDFR dan dari 3 Jun hingga 30 Ogos di Kementerian. Siri kedua pula telah dilaksanakan dari 10 Jun hingga 4 September di IDFR dan dari 9 September hingga 1 November di Kementerian.

Di IDFR, para peserta telah mengikuti modul-modul yang direka khusus termasuk kemahiran diplomati, kemahiran menulis dan memberi ucapan, protokol dan etiket. Penekanan turut diberikan kepada kemahiran bahasa Inggeris. Mereka turut dikehendaki menguasai satu bahasa asing, iaitu sama ada Mandarin, Perancis, Sepanyol atau Arab.

Para peserta juga telah diberi pendedahan berhubung selok-belok tugas seorang diplomat Malaysia melalui program penempatan selama seminggu di Kedutaan Malaysia. Sepuluh peserta dari siri pertama telah ditempatkan di Kedutaan Malaysia di Hanoi manakala 11 lagi di Kedutaan Malaysia di Manila. Bagi siri kedua pula, sepuluh peserta telah ditempatkan di Kedutaan Malaysia di Beijing dan 11 lagi telah ditempatkan di Suruhanjaya Tinggi Malaysia di New Delhi.

Para peserta juga mengikuti Modul *Regional and International Affairs* sebagai salah satu keperluan mandatori bagi penganugerahan diploma. Menerusi modul ini, para peserta telah didedahkan kepada isu-isu serantau dan pelbagai hala termasuk latihan simulasi Mesyuarat Majlis Keselamatan Pertubuhan Bangsa-Bangsa Bersatu. Modul ini turut disertai oleh diplomat muda dari Australia, Indonesia, Iran, Turki, Timor Leste dan Afrika Selatan. Sebagai kriteria tambahan, para peserta turut ditugaskan untuk menghasilkan kertas kajian berdasarkan topik-topik berkaitan diplomasi dan hubungan antarabangsa.

Satu majlis graduasi telah diadakan pada 20 November 2013 dan telah dihadiri oleh Timbalan Menteri Luar Negeri, Ketua Pengarah IDFR, Ketua-Ketua Bahagian di Kementerian dan wakil-wakil kor diplomati.

Berdasarkan maklumbalas yang diterima daripada para peserta, mereka berpuas hati dengan program ini dan pujian diberikan berkenaan kualiti dan isi kandungan modul serta pengendalian program secara keseluruhan. Penambahbaikan akan sentiasa dilaksanakan bagi memastikan program ini mengekalkan kualiti modul dan penceramah serta sentiasa memenuhi tuntutan semasa. Bagi memantapkan lagi program ini, penekanan terhadap aspek etos akan ditingkatkan. Selain itu, nilai dan kualiti yang dimiliki oleh para peserta akan turut diambil kira bagi memastikan keberkesanan untuk semua.

Diplomatic Training Course (DTC) for International Participants

IDFR telah menganjurkan dengan jayanya *Diplomatic Training Course (DTC) for International Participants* Siri 1/2013 dari 11 hingga 29 Mac 2013 dan Siri 2/2013 dari 23 September hingga 11 Oktober 2013.

Siri pertama telah dihadiri oleh 16 diplomat dari Azerbaijan, Cambodia, Filipina, Oman, Republik Kyrgyz, Sudan, Tajikistan, Tanzania, Timor Leste, Turki dan Uzbekistan. Siri kedua pula telah dihadiri oleh 14 diplomat dari Botswana, Burkina Faso, Ecuador, Filipina, Jordan, Laos, Pakistan, Kepulauan Solomon, Tajikistan, Thailand, Togo, Uzbekistan dan Yemen.



Program tiga minggu yang dianjurkan di bawah tajaan MTCP ini telah mewujudkan persekitaran yang berharga kepada peserta untuk meningkatkan pengetahuan mereka dalam bidang diplomasi, pemikiran strategik, perundingan, pengucapan awam, dasar luar Malaysia dan pengalaman dalam ASEAN, pembangunan ekonomi Malaysia dan kemahiran media.

Program ini juga satu platform bagi para peserta untuk bertukar-tukar idea dan pengalaman serta mendapat perspektif yang lain berkenaan tugas-tugas diplomat melalui kaedah pengajaran dan pembelajaran yang bersepadu termasuk sesi taklimat, perbincangan, ceramah dan latihan simulasi. Para peserta juga mengikuti lawatan sambil belajar ke beberapa kementerian dan agensi kerajaan untuk menimba ilmu tentang peranan dan fungsi mereka dan antara negeri yang dilawati adalah Terengganu, Johor dan Melaka.

Secara keseluruhannya, IDFR telah menerima maklum balas yang positif daripada para peserta, antara lain mereka memaklumkan bahawa mereka telah menimba ilmu pengetahuan dan kemahiran yang berharga dan membina rangkaian kenalan baru yang boleh membantu mereka pada masa hadapan. Mereka turut menyampaikan penghargaan kepada IDFR dan MTCP kerana menganjurkan program yang membina dan memberi mereka peluang untuk mengenali Malaysia dengan lebih dekat melalui makanan, budaya, tradisi dan agama.

Bagi siri pertama, Majlis Penyampaian Sijil telah disempurnakan oleh Dato' Ku Jaafar Ku Shaari, Ketua Pengarah IDFR manakala bagi siri kedua pula oleh Ketua Pengarah baru IDFR, Dato' Hussain Nayan. Turut hadir di majlis tersebut adalah para Ketua Perwakilan Asing, wakil dari MTCP dan para pegawai IDFR.

Workshop on Diplomacy for Participants of the International Institute for Muslim Unity

Atas permintaan Institut Antarabangsa bagi Perpaduan Umat Islam (IIMU), IDFR telah berjaya menganjurkan bengkel ini dari 19 hingga 20 Mac 2013. Program ini merupakan salah satu tanda kejayaan bagi IDFR memandangkan ini adalah kerjasama rasmi pertama antara IDFR dan IIMU.

Objektif program ini adalah untuk mempromosi kesedaran dan pengetahuan asas mengenai diplomasi dan hubungan antarabangsa dalam kalangan para peserta tersebut. Mereka terdiri daripada pelajar tempatan dan antarabangsa Universiti Islam Antarabangsa Malaysia. Dalam program dua hari ini, para peserta telah berpeluang mendengar ceramah berkenaan diplomasi daripada para pegawai Kementerian Luar Negeri, Malaysia.

Program ini juga sejajar dengan usaha berterusan IDFR dalam program jangkauan dengan pelbagai institusi akademik yang mana objektif utamanya adalah untuk memberi ruang kepada para pelajar Malaysia bagi memupuk minat mereka terhadap kepentingan amalan dan kemahiran diplomatik dari perspektif Malaysia.

Para peserta bengkel dan pegawai IIMU menyampaikan penghargaan mereka kepada IDFR kerana menganjurkan program ini. IIMU juga berharap agar kolaborasi bersama IDFR akan diteruskan dan lebih banyak program akan dilaksanakan pada masa hadapan.

Workshop on Introduction to Public International Law

IDFR telah menganjurkan dengan jayanya bengkel ini dari 8 hingga 11 April 2013. Objektif bengkel ini adalah untuk meningkatkan pemahaman para peserta berkenaan unsur-unsur utama undang-undang antarabangsa awam yang relevan kepada amalan diplomatik, hubungan antarabangsa dan perdagangan antarabangsa. Bengkel empat hari ini telah dihadiri oleh enam peserta daripada Kementerian Pengajian Tinggi, Kementerian Sumber Manusia, Kementerian Perusahaan Perladangan dan Komoditi serta Agensi Penguatkuasaan Maritim Malaysia.

Antara topik yang dibincangkan adalah *The Nature and Scope of Public International Law, The Application and Limitation of Public International Law, The Sources of International Law, International Human Rights Law, International Maritime Law, International Economic Law, UN Commission on International Trade Law, International Settlement Disputes: International Courts and Tribunals, The Law of Treaties and The Law of State Responsibility* dan *International Environmental Law*.

Orientation Course for Secretaries

IDFR telah menganjurkan kursus ini dengan jayanya dari 15 hingga 26 April 2013. Program ini telah direka khusus untuk para setiausaha Kementerian Luar Negeri, Malaysia dan bertujuan meningkatkan pengetahuan, kemahiran dan profesionalisme para peserta. Ia merupakan program yang ketiga diadakan sejak 2011 dan telah dihadiri oleh sembilan setiausaha dari Kementerian tersebut dan seorang dari IDFR.

Program selama dua minggu ini telah memberi para peserta peluang yang baik untuk menimba ilmu dan meningkatkan keupayaan mereka sebagai setiausaha. Program ini juga telah mendedahkan mereka kepada pelbagai aspek pengurusan pejabat yang betul, meningkatkan kemahiran komunikasi secara lisan dan bertulis, memupuk kepentingan penjagaan imej yang baik dan meningkatkan kemahiran interpersonal mereka.

Speech Writing Course

Dua kursus penulisan ucapan untuk para pegawai dari Kementerian Luar Negeri, Malaysia telah dianjurkan pada tahun 2013. *Intermediate Speech Writing Course* telah dijalankan dari 15 hingga 17 April dan telah dihadiri oleh 13 Ketua Penolong Setiausaha manakala *Advanced Speech Writing Course* telah dijalankan dari 22 hingga 24 April dengan penyertaan seramai 13 Setiausaha Bahagian.



Objektif kedua-dua kursus ini adalah untuk meningkatkan pemahaman para peserta tentang prinsip penulisan ucapan yang baik, memberi pendedahan kepada mereka tentang kemahiran, teknik dan strategi dalam penulisan dan penyampaian ucapan, serta membolehkan mereka untuk menilai kekuatan dan kelemahan mereka sebagai penulis ucapan. Kursus ini telah dijalankan secara siri ceramah, latihan simulasi, kerja individu dan berkumpulan, serta latihan menulis ucapan di dalam kelas.

Kedua-dua sesi telah dikendalikan oleh Simon Lancaster, salah seorang penulis ucapan terkemuka di United Kingdom. Beliau telah menulis ucapan

untuk Ketua Pegawai Eksekutif beberapa syarikat terkemuka dunia dan telah melatih ratusan penulis profesional. Antara modul yang diajar adalah *The Art and Craft of Speech Writing, Skills, Techniques and Strategies in Speech Making, Analysis of Best Speeches, Organisation of a Speech, The Use of Metaphors, Repetitions, Rhetoric and Contradictions in Speech Writing* dan *Speech Editing*. Kursus ini turut menyentuh beberapa aspek penyampaian ucapan di mana para peserta didedahkan kepada teknik dan kemahiran untuk menjadi pengucap yang berkesan.

Para peserta amat berpuas hati dengan penyampaian dan kandungan kursus ini dan beberapa Setiausaha Bahagian berpendapat bahawa ia wajib dihadiri oleh semua pegawai di Kementerian.

Diplomatic Training Course for Myanmar Officers

IDFR telah menganjurkan dengan jayanya *Diplomatic Training Course for Myanmar Officers* di Nay Pwi Taw, Myanmar dari 16 hingga 22 Mei 2013. Kursus ini telah dijalankan di bawah MTCP atas permintaan Kerajaan Myanmar sebagai persediaan untuk mereka menjadi Pengerusi ASEAN pada tahun 2014.

Objektif kursus ini adalah melengkapkan para peserta dengan pengetahuan yang secukupnya dan meningkatkan kemampuan mereka bagi mempengerusikan ASEAN pada tahun 2014 serta menganjurkan Sidang Kemuncak ASEAN dan pelbagai mesyuarat berkaitan ASEAN. Seramai 83 peserta mewakili 28 kementerian seperti Kementerian Luar Negeri, Kementerian Dalam Negeri, Kementerian Kewangan, Kementerian Kebudayaan, Kementerian Kesihatan dan Kementerian Informasi, Sains dan Teknologi telah menghadiri kursus ini.

IDFR telah menguruskan beberapa sesi ceramah yang berkaitan termasuk Komuniti ASEAN 2015, Sidang Kemuncak ASEAN dan mesyuarat lain yang berkaitan, koordinasi antara agensi, Protokol, Hal Ehwal Media dan Kemahiran Media, Pendaftaran dan Pentauliahan, Tugas Perhubungan, Etik, Kesihatan, Kewangan dan Bajet, Penginapan, Keselamatan, Pengurusan Pengangkutan, Pengurusan Makanan, Hadiah dan Cenderahati, Makan Malam dan Jawatankuasa Acara Sampingan. Selain itu, para peserta turut menjalani latihan simulasi berkaitan Plenari dan Sesi Pemukiman ASEAN.

Pihak Kementerian Luar Negeri Myanmar dan para peserta kursus berpuas hati dan melahirkan penghargaan mereka kepada IDFR kerana telah mengendalikan program yang bermanfaat ini.

Crisis Management for International Participants

Kursus ini telah dijalankan dengan jayanya dari 3 hingga 21 Jun 2013 dan telah dihadiri oleh 16 peserta iaitu dari Albania, Azerbaijan, Cambodia, Egypt, Filipina, Jamaica, Laos, Mexico, Oman, Palestin, Papua New Guinea, Sudan, Tajikistan, Timor Leste, Turki dan Uzbekistan. IDFR telah melakarkan satu lagi kejayaan kerana program kali ini mendapat penyertaan dari Jamaica dan Mexico buat pertama kalinya.

Objektif kursus tiga minggu yang dijalankan di bawah MTCP ini adalah untuk meningkatkan pengetahuan dan kesedaran para peserta tentang teori, pendekatan pratikal dan teknik dalam pengurusan krisis. Mereka telah didedahkan kepada teori pengurusan krisis, teori pengurusan ramalan krisis, pengurusan dan pemikiran strategik pengurusan krisis, selain isu-isu seperti krisis tenaga, penyeludupan manusia, makanan dan komoditi, media, diplomasi ekonomi, bantuan kemanusiaan, konflik senjata, alam sekitar, jenayah merentasi sempadan dan krisis tenaga.

Beberapa lawatan sambil belajar turut diadakan, antaranya ke Kementerian Luar Negeri, Malaysia, Pusat Latihan Pengaman Malaysia, Pihak Berkuasa Wilayah Pembangunan Iskandar dan Agensi Penguatkuasaan Maritim Malaysia Wilayah Selatan. Para peserta juga telah berpeluang untuk mengetahui lebih lanjut mengenai budaya, adat dan tradisi di Malaysia melalui lawatan sambil belajar ke Melaka Bandaraya Bersejarah.



Workshop on International Negotiation

IDFR telah berjaya menganjurkan dua bengkel perundingan antarabangsa pada tahun 2013. Bengkel pertama adalah bagi para pegawai kanan dan telah dijalankan dari 4 hingga 6 Jun. Bengkel yang kedua pula adalah untuk para pegawai muda dan telah dijalankan pada 7 Jun.

Bengkel yang pertama telah dihadiri oleh 14 pegawai kanan dari Kementerian Luar Negeri, Malaysia, Kementerian Pengajian Tinggi, Kementerian Komunikasi dan Multimedia, Jabatan Perdana Menteri, Polis Diraja Malaysia dan Lembaga Minyak Sawit Malaysia. Bengkel yang kedua pula telah dihadiri oleh 24 pegawai muda dari Kementerian Luar Negeri, Malaysia.

Dr. Wilbur Perlot dari Netherlands Institute of International Relations, Clingendael telah dijemput untuk mengendalikan bengkel-bengkel tersebut yang disampaikan melalui ceramah, perbincangan berkumpulan dan latihan simulasi. Sepanjang siri bengkel tersebut, para peserta telah didedahkan kepada pelbagai aspek rundingan antarabangsa termasuk kemahiran, gaya dan budaya serta strategi rundingan.

Para peserta berpendapat bahawa bengkel tersebut amat bermanfaat kepada mereka terutamanya apabila aspek teori perundingan antarabangsa diaplikasikan sewaktu latihan simulasi.

Training of Trainers: Introduction to Training Skills

Dua siri bengkel *Training of Trainers: Introduction to Training Skills* telah dijalankan pada tahun 2013; dari 25 hingga 28 Jun untuk Penolong Setiausaha dan Penolong Pegawai Tadbir, dan dari 10 hingga 13 Disember untuk Setiausaha Bahagian dan Ketua Penolong Setiausaha. Kedua-dua siri program ini diakreditasi oleh City and Guilds U.K dan dikendalikan oleh konsultan yang dilantik oleh mereka iaitu Language Works Sdn. Bhd. Siri pertama dihadiri oleh sembilan pegawai dan kakitangan dari Kementerian Luar Negeri, Malaysia dan siri kedua dihadiri oleh sepuluh pegawai IDFR.

Objektif keseluruhan penganjuran program ini adalah untuk melatih para peserta untuk menjadi jurulatih yang profesional. Program ini mengajak para peserta untuk mendalami aspek teori dan praktikal dalam mengendalikan sesuatu program dan kemahiran-kemahiran yang perlu untuk menambahbaik keberkesanan program tersebut. Mereka turut didedahkan kepada pelbagai idea, strategi dan kemahiran bagi pembelajaran berkesan.

Program empat hari ini merangkumi kedua-dua aspek teori dan praktikal dalam penyampaian modul latihan. Asas-asas teori diutarakan pada hari pertama dan kedua di mana modul-modul berkenaan analisis keperluan latihan, perancangan dan penyediaan sesi pembelajaran dan penyampaian latihan dibentangkan kepada para peserta melalui ceramah, dan kerja individu serta berkumpulan. Pada hari ketiga dan keempat, setiap peserta dikehendaki menyampaikan satu sesi latihan berdasarkan topik yang telah mereka pilih. Para peserta juga dikehendaki menduduki ujian ringkas sebagai salah satu syarat penganugerahan sijil oleh City and Guilds.

Secara keseluruhannya, para peserta berpuas hati dengan isi kandungan dan penyampaian program ini. Ia memberi peluang kepada mereka untuk meningkatkan kemahiran yang perlu sebagai jurulatih.

Orientation Course for Future Heads of Mission of the Democratic Republic of Timor Leste

Kursus ini telah dijalankan dengan jayanya dari 1 hingga 5 Julai 2013. Sebelas bakal Ketua Perwakilan dari Republik Timor Leste menyertai kursus lima hari ini.

Kursus yang telah dijalankan di bawah pembiayaan MTCP ini memberi tumpuan kepada topik berkaitan diplomasi dan hubungan antarabangsa. Objektif utama kursus ini adalah untuk memberi gambaran keseluruhan mengenai fungsi dan tanggungjawab sebagai Ketua Perwakilan, meningkatkan pengetahuan dan pemahaman mereka mengenai isu semasa antarabangsa serta meningkatkan dan mengukuhkan kemahiran dan pengetahuan diplomatik mereka sebagai Ketua Perwakilan.

Para peserta telah didedahkan kepada topik-topik dalam bidang teori dan amalan diplomasi dan hubungan antarabangsa, bahasa dan diplomasi, hubungan dua hala, hubungan pelbagai hala, *Vienna Convention on Protocol and Consular Matters*, perundingan antarabangsa, ASEAN dan integrasi serantau, serta kepimpinan transformasi dan pengurusan organisasi. Isu-isu seperti trend ekonomi antarabangsa, kesedaran silang budaya dan kepelbagaian budaya, serta kemanusiaan antarabangsa turut dibincangkan dalam kursus ini. Kursus ini turut melibatkan lawatan sehari ke Kementerian Luar Negeri, Malaysia, di mana para peserta telah diberi penerangan mengenai dasar luar Malaysia dan MTCP.

Para peserta menyuarakan pendapat bahawa kursus ini bermanfaat kepada mereka kerana ia mendedahkan mereka kepada pelbagai aspek berkenaan cara kerja di Perwakilan di samping memberi penekanan tentang fungsi dan tanggungjawab mereka sebagai Ketua Perwakilan yang baru dilantik. Duta Besar Timor Leste ke Malaysia juga berkata bahawa kejayaan penganjuran kursus ini akan membuka ruang untuk jalinan kerjasama pada masa akan datang.

Diplomatic Training Course for Diplomats from the Pacific Island Forum Member Countries



Kursus ini telah berjaya dijalankan dari 26 hingga 30 Ogos 2013 dan telah dihadiri oleh tujuh diplomat dari Cook Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa dan Vanuatu. Program ini merupakan satu lagi kejayaan buat IDFR kerana ini adalah kali pertama institut ini telah diberi kepercayaan oleh MTCP untuk menjalankan kursus latihan diplomasi bagi para diplomat dari negara ahli Forum Kepulauan Pasifik.

Kursus selama lima hari ini memberi fokus kepada topik-topik yang berkaitan diplomasi dan hubungan antarabangsa. Objektif utama kursus ini adalah untuk memberi gambaran kepada para peserta tentang tugas serta tanggungjawab seorang diplomat, meningkatkan ilmu pengetahuan dan pemahaman mereka terhadap isu-isu antarabangsa yang terkini serta memperkukuhkan kemahiran dan pengetahuan diplomatik mereka.

Para peserta telah didedahkan kepada topik seperti *Cross-Cultural Awareness and Multiculturalism, International Humanitarian Issues, Media Skills, Government Transformation Programme and Economic Transformation Programme, Global Movement of Moderates* dan *Blue Ocean Strategy*. Selain itu, para peserta juga telah dibawa melawat Parlimen Malaysia, Pusat Pelancongan Malaysia, Kraftangan Malaysia dan Menara Berkembar Petronas.

Lawatan ke Kementerian Luar Negeri, Malaysia selama satu hari turut dijalankan dan para peserta telah diberi taklimat berkenaan Malaysia dan Negara Ahli Forum Kepulauan Pasifik, MTCP serta ASEAN dan Integrasi Serantau.

Orientation Course for Heads of Mission and Their Spouses

IDFR telah berjaya menganjurkan kursus ini dari 2 hingga 6 September 2013. Seramai 15 peserta mengikuti kursus ini dan mereka terdiri daripada sembilan bakal duta besar dan pesuruhjaya tinggi berserta pasangan masing-masing.

Objektif program lima hari ini adalah untuk memberi gambaran keseluruhan tentang tugas dan tanggungjawab Ketua Perwakilan serta pasangan, memupuk pemahaman dan pengetahuan tentang isu-isu terkini di Malaysia dan di arena antarabangsa, serta memperkasakan kemahiran diplomatik dalam kalangan Ketua Perwakilan serta pasangan. Bagi mencapai objektif ini, IDFR telah menyusun beberapa modul yang terdiri daripada ceramah serta perbincangan bersama panel yang terdiri daripada Ketua-ketua Bahagian di Kementerian Luar Negeri, Malaysia, agensi-agensi lain serta syarikat-syarikat berkaitan kerajaan. Barisan penceramah yang terkenal dan unggul turut diundang untuk berkongsi idea dan pandangan tentang isu substantif melibatkan diplomasi dan hubungan antarabangsa.

Antara topik berkaitan Kementerian Luar Negeri, Malaysia yang dijalankan adalah *Financial, Administration and Security Matters, Perks and Privileges, Standard Operating Procedures for Humanitarian Crisis Management, Key*



Performance Indicator, Malaysia's Candidature to International Organisations, Etiquette and Royal Protocol dan Dealing with Media: A Presentation on Defending National Interests.

Tiga perbincangan panel telah dilaksanakan sepanjang program ini. Yang pertama bertajuk *Economic Transformation Programme, Government Transformation Programme and Economic Diplomacy*, yang kedua adalah *Situation in Egypt and its Impact to this Region* dan yang terakhir adalah *Traditional and New Media*. Para Ketua Perwakilan turut berkesempatan menghadiri dua ceramah majlis makan tengahari yang bertajuk *Global Movement of Moderates* dan *Leadership and Management*.

Beberapa modul berasingan telah dirancang untuk para pasangan Ketua Perwakilan bagi membolehkan mereka mempunyai kemahiran dan kebolehan yang diperlukan untuk menjaga reputasi dan nama baik Malaysia. Antaranya adalah bengkel komunikasi berkesan, kemahiran pembentangan dan pengucapan awam oleh British Council Malaysia, demonstrasi cara memasak dan menghidang makanan oleh pensyarah dari Universiti Taylor dan ceramah bertajuk *The Role of Spouse* yang disampaikan oleh Datin Rohayazam Kamaruzaman, Presiden Persatuan Wanita Kementerian Luar Negeri, Malaysia.

Kursus ini telah ditutup secara rasmi oleh Datuk Othman Hashim, Ketua Setiausaha Kementerian Luar Negeri, Malaysia di mana beliau telah menyampaikan sijil penghargaan kepada para peserta. Datuk Othman turut menyampaikan ceramah yang bertajuk *Expectations on the Role of Heads of Mission* di majlis tersebut.

Strategic Analysis Course for International Participants

Kursus ini telah dijalankan selama tiga minggu dari 2 hingga 20 September 2013. Program ini melibatkan 16 peserta dari Botswana, Brunei, Egypt, Filipina, Jordan, Kyrgyzstan, Laos, Mexico, Morocco, Oman, Sudan, Tajikistan, Thailand, Timor Leste, Uzbekistan dan Yemen.

Objektif utama kursus ini, yang ditaja oleh Kerajaan Malaysia di bawah MTCP, adalah untuk meningkatkan pengetahuan peserta dalam pemikiran strategik dan analisis keselamatan merangkumi bidang-bidang seperti analisis risiko negara, keselamatan negara dan antarabangsa, komunikasi strategik, strategi pertahanan, perancangan dan pemikiran strategik serta isu-isu politik serantau dan antarabangsa. Encik Christopher Harland, Penasihat Undang-undang Serantau (ICRC), Dr. Tang Siew Mun, Pengarah (Pengajian Dasar Luar dan Sekuriti) di ISIS dan Ambassador Aminah Hj. A Karim, Timbalan Ketua Pengarah IDFR adalah antara barisan penceramah yang berkongsi pengetahuan serta pengalaman yang tidak ternilai dengan para peserta.

Lawatan tiga hari ke Melaka turut diselitkan dalam kursus ini yang bertujuan untuk memberi pendedahan kepada para peserta mengenai kepelbagaian budaya, adat serta kaitan sejarah Melaka dan Malaysia. Melaka dipilih kerana kecemerlangannya dalam meningkatkan ekonomi dan pembangunan sosial sambil memelihara kekayaan sejarah serta budayanya yang unik. Semasa lawatan tersebut, para peserta telah disambut oleh Ketua Menteri Melaka

sendiri, Datuk Wira Idris Harun dan juga Setiausaha Negeri Melaka, Datuk Hj. Naim Abu Bakar sewaktu majlis makan malam yang dianjurkan oleh Kerajaan Negeri Melaka.

Mid-Career Course for Diplomats

Mid-Career Course for Diplomats telah dianjurkan dari 9 hingga 20 September 2013 dan telah dihadiri oleh lima pegawai dari Kementerian Luar Negeri, Malaysia dan dua dari IDFR.

Objektif kursus sembilan hari ini adalah untuk meningkatkan pengetahuan dan kemahiran para peserta dalam diplomasi serta isu-isu berkaitan hubungan antarabangsa, meningkatkan kemahiran kepimpinan dan pengurusan organisasi mereka dan keupayaan berfikir secara strategik, kritikal dan kreatif. IDFR telah melaksanakan modul-modul yang sesuai selaras dengan objektif yang digariskan dan antara modul tersebut adalah *Ministry of Foreign Affairs' Strategic Plan, International Negotiations, Middle East Crisis, Media Skills, Communication Skills, Speech Writing* dan *Government Transformation Plan*. Bengkel *Critical, Creative and Analytical Thinking* selama satu hari juga dilaksanakan bagi memperkukuhkan lagi modul dalam program ini.

Forum for Asean Young Diplomats on International Affairs 2013

Forum for ASEAN Young Diplomats on International Affairs 2013 telah dijalankan dari 2 hingga 13 Disember 2013 dan program dua minggu ini telah dihadiri oleh 15 peserta daripada Brunei, Cambodia, Filipina, Lao PDR, Malaysia, Myanmar, Thailand dan Sekretariat ASEAN.

Objektif program ini adalah untuk meningkatkan kemahiran dan kepakaran para peserta berhubung tugas mereka sebagai pegawai diplomatik serta menggalakkan interaksi dalam kalangan diplomat ASEAN.

Sepanjang program ini, para peserta telah didedahkan kepada isu dan topik berhubung diplomasi dan hubungan antarabangsa khususnya dari perspektif Malaysia. Antara topik yang dibincangkan adalah *Malaysia's Foreign Policy, Evolution of ASEAN, ASEAN Economic Pillar and External Relations, Global Movement of Moderates, Language and Diplomacy, International Negotiations* dan *Environmental Diplomacy*. Para peserta juga telah dibawa ke Pulau Langkawi, Kedah selama tiga hari untuk mempelajari urus tadbir di peringkat kerajaan negeri.

Secara keseluruhannya, program ini telah menerima maklum balas positif daripada para peserta yang memuji kualiti modul yang dilaksanakan, kredibiliti penceramah yang dijemput serta kelancaran pelaksanaan program. Oleh yang demikian, pelaksanaan program ini di masa akan datang akan terus mengekalkan kecemerlangan pelaksanaannya dan akan turut ditambah baik dari masa ke masa dalam memastikan ia memenuhi keperluan semasa.





Bahagian Bahasa

BAHAGIAN BAHASA

Bahagian Bahasa menganjurkan program dan kursus bahasa untuk peserta dari dalam dan luar negara. Kursus-kursus bahasa yang ditawarkan adalah bahasa Inggeris, Arab, Sepanyol, Perancis, Mandarin dan Melayu. Selain menyediakan latihan bahasa untuk Kementerian Luar Negeri, Malaysia, bahagian ini turut menyediakan perkhidmatan latihan kepada kementerian dan agensi kerajaan yang lain. Bahagian ini turut mengendalikan modul bahasa Inggeris dan bahasa-bahasa asing untuk program *Diploma in Diplomacy (DiD)*.

Bahasa Inggeris

Tujuh kursus yang dijadualkan telah dijalankan pada tahun 2013. Kursus-kursus tersebut diadakan bagi membangunkan dan mengukuhkan tahap kemahiran dan kebolehan umum para peserta. Kursus yang telah dijalankan adalah:

Speaking Skills: Say It Right

Dua kursus kemahiran bertutur telah dikendalikan pada tahun ini. Kumpulan pertama yang terdiri daripada 21 pegawai dari pelbagai kementerian dan agensi kerajaan telah dijalankan dari 4 hingga 6 Februari 2013. Kumpulan



kedua, juga seramai 21 pegawai, menghadiri kursus ini dari 20 hingga 22 Mei 2013. Mereka adalah dari Kementerian Pendidikan, Kementerian Sains, Teknologi dan Inovasi, Kementerian Pengajian Tinggi, Kementerian Perdagangan Dalam Negeri, Koperasi dan Kepenggunaan (Terengganu), Jabatan Komunikasi dan Multimedia, Lembaga Tabung Angkatan Tentera, Institut Sukan Negara, Jabatan Agama Islam Kuala Lumpur, Sekolah Rendah dan Menengah Kebangsaan di Kedah dan Selangor, dan IDFR.

Fokus kursus ini adalah untuk mengenal pasti keperluan sebutan yang baik dan betul dan memberi latihan intensif

sebutan konsonan, huruf vokal dan *diphthongs* yang spesifik. Penekanan turut diberikan kepada kepentingan irama dan intonasi perkataan dan ayat sebagai ciri-ciri yang perlu untuk berkomunikasi dengan jelas.

Building Blocks of Good English

Kursus ini telah dijalankan dari 4 hingga 8 Mac 2013 dan telah dihadiri oleh 24 peserta dari Kementerian Pendidikan, Kementerian Sains, Teknologi dan Inovasi, Kementerian Kerja Raya, Pusat Infrastruktur Data Geospatial Negara, Jabatan Meteorologi Malaysia, Kolej Kejururawatan Sungai Petani, Jabatan Perkhidmatan Veterinar, Institut Sukan Negara dan Jabatan Alam Sekitar (cawangan Langkawi).

Tujuan utama kursus ini adalah bagi meningkatkan kelancaran serta ketepatan dalam penggunaan bahasa Inggeris para peserta supaya mereka lebih berkeyakinan dalam lingkungan profesional dan sosial.

Effective Presentation Skills

Kursus empat hari ini terbuka kepada para peserta yang berminat untuk meningkatkan kemahiran pengucapan awam mereka. Kursus ini membantu mereka mengatasi kebimbangan mereka untuk membuat pengucapan awam dan membantu mereka untuk lebih bersedia dalam menyampaikan pembentangan lisan.

Lima belas peserta termasuk beberapa pegawai kanan dari Majlis Peperiksaan Malaysia, Institut Sukan Negara, Polis Diraja Malaysia, Jabatan Meteorologi Pulau Pinang dan Parlimen Malaysia telah menghadiri kursus *Effective Presentation Skills 1/2013* yang telah dijalankan dari 9 hingga 12 April 2013.

Kursus *Effective Presentation Skills 2/2013* pula telah dijalankan dari 26 hingga 29 Ogos 2013. Seramai 14 peserta dari Kementerian Sumber Manusia, Lembaga Tabung Angkatan Tentera, Polis Diraja Malaysia Selangor dan Sabah, Lembaga Penduduk dan Pembangunan Keluarga Negara, Institut Sukan Negara dan Jabatan Meteorologi Malaysia

telah menghadiri siri kedua ini. Selain itu, dua guru, masing-masing dari Sekolah Kebangsaan Bandar Baru Darulaman, Kedah dan Sekolah Menengah Kebangsaan Konven St. Ursula, Sabah turut hadir di kursus ini.

Antara kandungan kursus ini adalah kemahiran komunikasi secara lisan dan tanpa lisan, penggunaan bahasa yang betul semasa membuat pembentangan, analisis kajian video pembentangan, penggunaan efektif alat audiovisual, cara sesuai ketika menjawab soalan dan menguruskan rasa gugup semasa berucap.

Effective Writing Skills

Kursus *Effective Writing Skills 1/2013* telah berlangsung dari 17 hingga 20 Jun 2013 dan telah dihadiri oleh para peserta dari Kementerian Sains, Teknologi dan Inovasi, Kementerian Pendidikan, Polis Diraja Malaysia, Kolej Kejururawatan Sandakan, Jabatan Alam Sekitar Kedah, Lembaga Penduduk dan Pembangunan Keluarga Negara, dan Kolej Kesihatan Sains Bersekutu Kota Kinabalu.

Kursus *Effective Writing Skills 2/2013* pula telah dijalankan dari 12 hingga 15 November 2013. Para peserta untuk siri kedua ini terdiri daripada kakitangan Kementerian Pendidikan, Kementerian Perdagangan Dalam Negeri, Koperasi dan Kepenggunaan, Polis Diraja Malaysia, Lembaga Tabung Angkatan Tentera, SJK (C) Yoke Shian, Kuantan, SMK Konven St. Ursula Tawau, Institut Pendidikan Guru Kuala Terengganu dan Kolej Kejururawatan Kuala Terengganu.

Fokus kursus ini adalah untuk para peserta meningkatkan kemahiran menulis mereka melalui proses merangka, mendraf, menulis, mengkaji semula dan menyunting hasil kerja.

Kursus Tidak Dijadual

Bahagian Bahasa telah menerima permintaan untuk menjalankan beberapa kursus tidak dijadual sepanjang tahun 2013. Kursus-kursus tersebut adalah:

English Proficiency Course

Kursus Penguasaan bahasa Inggeris selama 30 jam telah dijalankan untuk 20 pegawai Suruhanjaya Hak Asasi Manusia Malaysia di premis mereka. Sepuluh sesi tiga jam diadakan dari 21 Februari hingga 19 April 2013. Antara yang telah disentuh adalah Kemahiran Sebutan dan Tatabahasa.

Building Blocks of Good English

Kursus tatabahasa selama 30 jam telah diadakan untuk 20 pegawai dari Jabatan Standard Malaysia di premis mereka di Cyberjaya pada setiap hari Selasa, dari 12 Mac hingga 9 Julai 2013.

English Language Training Programme for DVIFA

Pada 21 Januari 2013, seramai 72 ahli delegasi dari Devawongse Varopakarn Institute of Foreign Affairs (DVIFA), Thailand telah melawat IDFR. Mereka terdiri daripada pegawai dari pelbagai agensi kerajaan di Thailand dan mereka telah diberi dua sesi latihan bahasa Inggeris selama dua jam setiap satu. Sesi yang dijalankan adalah *Sounds of English* dan *English Grammar*.

Tiga kumpulan lain dari DVIFA telah menyusuli lawatan kumpulan pertama ini sepanjang tahun 2013; kumpulan kedua seramai 73 pegawai dari 7 hingga 9 April, kumpulan ketiga seramai 72 pegawai dari 3 hingga 5 Julai manakala kumpulan terakhir seramai 72 pegawai dari 18 hingga 20 September. Mereka telah menjalani program latihan selama tiga hari dan antara modul yang telah dijalankan adalah *Language for Communication at the Office*, *Sounds of English* dan *English Grammar*. Strategi yang digunakan termasuklah perbincangan secara berkumpulan, simulasi dan aktiviti kebudayaan berkaitan bahasa.





English Language Development Programme for Officials from the Ministry of Foreign Affairs of the Republic of the Union of Myanmar

Satu program bahasa Inggeris iaitu *English Language Development Programme* telah dikendalikan untuk 14 pegawai dari Kementerian Luar Negeri Republik Myanmar selama dua minggu. Program tersebut telah dijalankan dari 3 hingga 14 Jun 2013. Matlamat kursus tersebut adalah untuk meningkatkan tahap penguasaan dan kelancaran peserta serta memperbaiki penggunaan bahasa Inggeris, khususnya untuk tujuan diplomasi dan hubungan antarabangsa.

Antara topik yang dibincangkan adalah *Writing A Press Release*, *Language for Negotiation* dan *Theory and Practice on Translation and Interpretation*.

Modul Bahasa Inggeris

Modul bahasa Inggeris turut dijalankan dalam program Bahagian Latihan. Program tersebut adalah:

Diploma in Diplomacy

Modul yang telah diajar adalah:

- ✧ *The Floor is Yours*
- ✧ *Presentation Skills*
- ✧ *Writing Skills*
- ✧ *Speaking Skills*
- ✧ *Literary Appreciation*
- ✧ *Language and Diplomacy*
- ✧ *Language in Context*

Pre-Posting Orientation Course for Officers and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM)

Bahagian Bahasa juga telah mengendalikan modul *Art of Conversation* bagi empat siri kursus ini iaitu pada 20 Februari, 9 Mei, 28 Ogos dan 21 Oktober 2013.

Diplomatic Training Course for International Participants

Modul *Public Speaking* telah dikendalikan untuk para peserta tersebut dan telah berlangsung pada 26 September 2013.

Orientation Course for Secretaries

Modul yang telah dikendalikan adalah *Presentation Skills* dan *Written and Verbal Communications*. Para peserta juga berpeluang untuk mempraktikkan apa yang telah dipelajari melalui sesi *The Floor is Yours*.

Bahasa Arab

Bahasa Arab Tahap IX

Kursus ini berjalan dari 28 Januari hingga 26 Jun 2013 dan telah dihadiri oleh para peserta yang berjaya menamatkan kursus Tahap VIII pada tahun 2012. Kursus ini dijalankan pada hari Isnin dan Rabu dari pukul 5.30 petang hingga 7.30 malam dan penekanan diberikan kepada kemahiran bahasa dan pembinaan keyakinan.

Dua belas peserta yang menghadiri kursus ini adalah dari Kementerian Kesihatan, Kementerian Pertahanan, Polis Diraja Malaysia, Tentera Laut Diraja Malaysia dan Kedutaan Besar Korea.

Bahasa Arab Tahap IV

Kursus ini telah dijalankan dari 29 Januari hingga 27 Jun 2013 dan telah dihadiri oleh para peserta yang berjaya menamatkan pengajian Tahap III pada tahun 2012. Kursus ini dijalankan pada setiap hari Selasa dan Khamis, dari pukul 5.30 petang hingga 7.30 malam dan penekanan diberikan kepada kemahiran bertutur, pemahaman membaca dan penulisan.



Seramai 17 peserta telah menghadiri kursus ini dan mereka adalah dari Kementerian Kesihatan, Kementerian Pendidikan, Kementerian Pembangunan Wanita, Keluarga dan Masyarakat, Dewan Bahasa dan Pustaka, Dewan Bandaraya Kuala Lumpur, Lembaga Penggalakan Pelancongan Malaysia dan Polis Diraja Malaysia.

Bahasa Arab untuk Tujuan Diplomatik

Dua siri kursus Bahasa Arab untuk Tujuan Diplomatik telah dijalankan untuk program *DiD* pada tahun 2013.

Kursus ini disertai oleh dua kumpulan pegawai dari Kementerian Luar Negeri, Malaysia. Ia telah direka untuk melengkapkan mereka dengan pengetahuan asas bahasa Arab dan budayanya, bagi menghadapi keperluan semasa bekerja dan mengembara di negara yang menggunakan bahasa tersebut. Kursus ini juga merupakan asas yang berguna bagi mereka yang ingin melanjutkan pembelajaran dalam bahasa Arab di samping mengenali budayanya.

Kumpulan pertama terdiri daripada lima pegawai, manakala kumpulan kedua terdiri daripada empat pegawai. Kedua-dua kumpulan ini telah berjaya menamatkan pengajian selama 120 jam dan telah mengambil bahagian dalam kesemua aktiviti dan tugasan yang diberikan.

Bahasa Perancis

Bahasa Perancis Tahap I

Kursus Tahap I ini adalah satu daripada tiga kursus sambilan waktu petang yang diteruskan dari tahun sebelumnya. Kursus ini telah bermula pada 1 Oktober 2012 dan berterusan hingga 27 Mac 2013. Kursus ini dijalankan pada setiap hari Isnin dan Rabu dari pukul 5.30 petang hingga 7.30 malam.

Objektif kursus ini adalah untuk memperkenalkan bahasa dan budaya Perancis kepada para peserta dan membolehkan mereka berbual secara ringkas mengenai topik-topik mudah dalam skop pengalaman bahasa yang terhad.

Seramai 22 peserta telah mendaftar untuk kursus ini. Mereka terdiri daripada pegawai Kementerian Pertahanan, Kementerian Pelancongan, Kementerian Sains, Teknologi dan Inovasi, Kementerian Dalam Negeri, Jabatan Perkhidmatan Awam, Polis Diraja Malaysia, SMK Seksyen 27, Agensi Anti-Dadah Negara, Suruhanjaya Pencegahan Rasuah Malaysia, Kastam Diraja Malaysia, Jabatan Kemajuan Islam Malaysia, UNHCR dan BERNAMA. Para peserta yang berjaya menamatkan kursus ini telah meneruskan pengajian ke Tahap II.

Bahasa Perancis Tahap III

Kursus ini bermula pada 2 Oktober 2012 dan berterusan sehingga 2 April 2013. Kursus ini diadakan pada setiap hari Selasa dan Khamis dari pukul 5.30 petang sehingga 7.30 malam.

Tujuan kursus ini diadakan adalah bagi membantu para peserta dengan kemahiran berkomunikasi dalam konteks sosial, menyertai perbualan tidak formal dan menghadapi situasi praktikal secara lisan dan bertulis.

Kursus ini dihadiri oleh 15 peserta yang telah tamat kursus Tahap II pada tahun 2012. Mereka terdiri daripada pegawai Kementerian Pendidikan, Kementerian Pelancongan, Kementerian Luar Negeri, Malaysia, Kementerian Perdagangan Antarabangsa dan Industri, SMK Klang, SMK Sri Saujana, SAM Bandar Baru Salak Tinggi, Jabatan Kehakiman Syariah Malaysia, Jabatan Penerbangan Awam, Pusat Serantau Asia Tenggara bagi Mencegah Keganasan dan Muzium Negara. Para peserta yang tamat kursus ini telah meneruskan pengajian ke Tahap IV.

Bahasa Perancis Lanjutan Tahap VIII



Kursus Tahap VIII ini telah dijalankan dari 5 Oktober 2012 hingga 27 September 2013 dan hanya diadakan sekali seminggu iaitu pada hari Jumaat, dari pukul 5.30 petang hingga 7.30 malam.

Objektif kursus ini adalah untuk membantu para peserta berurusan secara bertulis dan lisan dalam kebanyakan situasi, seperti di tempat kerja, ketika waktu lapang, semasa menjalankan aktiviti sosial ataupun sewaktu mengembara ke negara yang menggunakan bahasa Perancis.

Seramai lima peserta telah mendaftar untuk kursus ini dan mereka merupakan para peserta yang telah berjaya menamatkan Tahap VII pada tahun 2012. Semua peserta telah meneruskan pengajian ke Tahap IX.

Bahasa Perancis Tahap II

Kursus ini diadakan dari 8 April hingga 3 Julai 2013, pada hari Isnin dan Rabu, dari pukul 5.30 hingga 7.30 petang.

Objektif kursus ini adalah bagi melengkapkan para peserta dengan pengetahuan asas untuk berkomunikasi dalam situasi harian yang ringkas dan mengurus keperluan harian dalam persekitaran yang menggunakan bahasa Perancis.

Sepuluh peserta telah mendaftar untuk kursus dan mereka merupakan para peserta yang berjaya menamatkan Tahap I. Para peserta yang menamatkan kursus ini telah meneruskan pengajian ke Tahap III.

Bahasa Perancis Tahap IV

Kursus Tahap IV dijalankan dari 9 April hingga 2 Julai 2013, pada setiap hari Selasa dan Khamis, dari pukul 5.30 petang hingga 7.30 malam.

Kursus ini dijalankan untuk membekalkan para peserta dengan kemahiran yang diperlukan untuk berkomunikasi secara efektif, sama ada secara lisan atau bentuk penulisan, dalam situasi yang tidak formal. Kursus ini telah dihadiri oleh tujuh peserta yang telah menamatkan kursus Tahap III. Kesemua peserta yang menamatkan kursus ini telah meneruskan pengajian ke Tahap V.

Bahasa Perancis Tahap III

Satu lagi kursus Tahap III diadakan dari 19 Ogos hingga 20 November 2013, pada hari Selasa dan Khamis, dari pukul 5.30 petang hingga 7.30 malam.

Kursus ini dihadiri oleh enam peserta yang telah menamatkan pengajian Tahap II pada bulan Julai dan seorang peserta dari Kementerian Luar Negeri, Malaysia yang baru sahaja menamatkan kursus bahasa Perancis dalam program *DiD*. Para peserta yang berjaya menamatkan kursus ini akan meneruskan pengajian ke Tahap IV pada bulan Januari 2014.

Bahasa Perancis Tahap V

Kursus ini telah dijalankan dari 20 Ogos hingga 21 November 2013, pada hari Selasa dan Khamis, dari pukul 5.30 petang hingga 7.30 petang.

Kursus ini bertujuan untuk meningkatkan kecekapan dan pemahaman bahasa Perancis para peserta dan membantu mereka untuk lebih berdikari dalam menggunakan bahasa tersebut, di samping mengembangkan pengetahuan mereka tentang budaya Perancis.

Seramai lapan peserta telah mendaftar untuk kursus ini dan kebanyakan mereka adalah peserta yang telah menamatkan pengajian Tahap IV. Para peserta yang telah menamatkan kursus ini akan meneruskan pengajian ke Tahap VI pada tahun hadapan.

Bahasa Perancis Lanjutan Tahap IX

Kursus Tahap IX ini bermula pada 11 Oktober 2013 dan akan diteruskan sehingga 30 Mei 2014. Kursus ini dijalankan pada hari Jumaat, dari pukul 5.30 petang hingga 7.30 malam.

Objektif kursus ini adalah untuk meningkatkan kemahiran, pengetahuan dan pemahaman para peserta mengenai bahasa dan budaya negara yang menggunakan bahasa Perancis.



Seramai lima peserta telah mendaftar untuk kursus ini. Kesemua peserta terdiri daripada peserta kursus lanjutan Tahap VIII yang tamat pada bulan September 2013. Beberapa dari mereka akan menduduki peperiksaan Delf B1 pada sesi yang akan datang.

Bahasa Perancis untuk Tujuan Diplomatik

Dua siri kursus Bahasa Perancis untuk Tujuan Diplomatik telah dijalankan bagi program *DiD* pada tahun 2013.

Kursus ini adalah satu daripada empat modul bahasa asing yang dimuatkan dalam program *DiD*. Ia merupakan kursus intensif bahasa Perancis yang merangkumi 120 jam pembelajaran dan bertujuan melengkapkan para peserta dengan pengetahuan asas tentang bahasa dan budaya Perancis, serta menyediakan mereka untuk menghadapi keperluan semasa mengembara dan bekerja di persekitaran yang menggunakan bahasa Perancis. Kursus ini juga memberikan mereka asas yang berguna untuk meningkatkan kefasihan mereka. Lima peserta bagi setiap siri telah mendaftar untuk kursus ini.

Kursus Tidak Dijadual

Kursus Pengenalan Bahasa Perancis untuk Kakitangan IDFR

Kursus jangka pendek ini diadakan dari 7 Mac hingga 27 September 2013 pada hari Rabu, dari pukul 2.30 sehingga 3.30 petang.

Objektif kursus ini adalah untuk memberi para peserta gambaran menyeluruh tentang bahasa Perancis dan memperkenalkan mereka kepada budaya Perancis. Mereka telah mempelajari tentang asas bahasa seperti sebutan, ucapan dan perbualan ringkas yang digunakan setiap hari. Kursus khas untuk kakitangan IDFR ini dijalankan selama 20 jam sahaja dan telah dihadiri oleh 16 peserta.

Aktiviti Lain

Penyertaan dalam Peperiksaan Luar

Seorang peserta dari kursus Tahap Lanjutan telah mendaftar dan lulus peperiksaan Delf B2. Peperiksaan tersebut telah dijalankan di Alliance Française pada bulan Jun 2013. Beberapa peserta dari kursus Tahap III, V dan Tahap Lanjutan merancang untuk mengambil peperiksaan Delf A1, A2 dan B1 pada sesi akan datang.

Aktiviti Kebudayaan

Beberapa peserta dari pelbagai tahap telah mengambil bahagian dalam aktiviti Minggu Bahasa Perancis iaitu acara kebudayaan yang dianjurkan oleh kedutaan-kedutaan asing dari negara yang bertutur dalam bahasa Perancis pada bulan Mac setiap tahun. Mereka telah dijemput oleh Kedutaan Perancis untuk menghadiri *Buffet de la francophonie* di Alliance Française. Aktiviti seumpama ini memberi peluang kepada mereka untuk mencuba pelbagai jenis masakan antarabangsa dan berinteraksi dengan mereka yang berbahasa Perancis. Mereka turut menyaksikan persembahan teater jalanan oleh artis Perancis di Universiti Taylors.

Para peserta turut digalakkan untuk menghadiri acara-acara yang dianjurkan di Kuala Lumpur sempena Festival Kesenian Perancis, antaranya festival filem di GSC, *la fete de la musique* di The Curve dan pertandingan nyanyian lagu Perancis di Kolej Seni dan Teknologi HELP. Mereka turut melawat Alliance Française pada Hari Terbukanya serta majlis-majlis lain.

Para peserta *DiD* juga mengambil bahagian dalam demonstrasi memasak dan sesi merasa makanan yang diadakan di institut ini.

Bahasa Sepanyol

Bahasa Sepanyol Tahap VI

Kursus Tahap VI selama 40 jam ini telah berjalan dari 7 Januari hingga 27 Mei 2013. Ia diadakan pada setiap hari Isnin dari pukul 5.30 petang hingga 7.30 malam.

la direka bagi melengkapkan para peserta dengan bahasa Sepanyol yang bersesuaian sewaktu menjalankan aktiviti seperti membuat panggilan telefon dan menggunakan mesin juruwang automatik. Mereka turut didedahkan kepada seni masakan, lagu dan acara kebudayaan dari pelbagai negara yang berbahasa Sepanyol melalui tayangan video di dalam kelas.

Bahasa Sepanyol Tahap I

Kursus ini telah berlangsung dari 8 Januari hingga 26 Mac 2013. Ia dijalankan pada setiap hari Selasa dan Khamis, dari pukul 5.30 petang hingga 7.30 malam.

Kursus ini merangkumi 40 jam masa pembelajaran dan ia bertujuan melatih para peserta dengan ungkapan yang bersesuaian ketika menyapa dan memperkenalkan diri sendiri serta orang lain. Mereka juga diajar untuk mengenalpasti sintaksis bahasa Sepanyol yang membolehkan mereka membentuk ayat-ayat mudah dan tepat. Mereka turut didedahkan kepada seni masakan, lagu dan acara kebudayaan dari pelbagai negara yang menggunakan bahasa Sepanyol melalui tayangan video.

Bahasa Sepanyol Tahap III

Kursus Tahap III ini telah dijalankan sebanyak dua kali pada tahun 2013. Kursus pertama bermula pada 9 Januari dan berterusan hingga 29 Mac. Ia diadakan pada setiap hari Rabu dan Jumaat, dari pukul 5.30 hingga 7.30 petang. Kursus kedua berjalan dari 20 Ogos hingga 7 November. Ia diadakan pada setiap hari Selasa dan Khamis, dari pukul 5.30 petang hingga 7.30 malam.

Kursus ini merangkumi 40 jam masa pembelajaran. Tujuan kursus ini diadakan adalah untuk melengkapkan para peserta dengan pengetahuan untuk bertutur secara efektif tentang rancangan dan projek. Para peserta juga didedahkan kepada seni masakan, lagu dan acara kebudayaan dari pelbagai negara yang menggunakan bahasa Sepanyol melalui tayangan video.

Para peserta yang menyertai kursus ini adalah dari Kementerian Kesihatan, Lembaga Penggalakan Pelancongan Malaysia, Perbadanan Pembangunan Perdagangan Luar Malaysia, dan Polis Diraja Malaysia.

Bahasa Sepanyol Tahap II

Kursus Tahap II ini bermula pada 16 April dan tamat pada 20 Jun 2013. Ia dijalankan pada setiap hari Selasa dan Khamis, dari pukul 5.30 petang hingga 7.30 malam.

Kursus ini merangkumi 40 jam masa pembelajaran. Ia direka bagi melengkapkan para peserta dengan pengetahuan asas bahasa Sepanyol, untuk bertutur tentang rutin harian, keperluan, hasrat dan pilihan. Mereka juga didedahkan kepada seni masakan, lagu dan acara kebudayaan dari pelbagai negara yang menggunakan bahasa Sepanyol melalui tayangan video.

Para peserta yang menyertai kursus ini adalah dari Kementerian Luar Negeri, Malaysia, Kementerian Pendidikan, Lembaga Penggalakan Pelancongan Malaysia, Polis Diraja Malaysia, Kedutaan Besar Cuba, Ecuador dan Argentina serta IDFR.

Bahasa Sepanyol Tahap IV

Kursus Tahap IV ini bermula pada 17 April dan tamat pada 26 Jun. Ia diadakan pada setiap hari Rabu dan Jumaat, dari pukul 5.30 petang hingga 7.30 malam.

Kursus ini merangkumi 40 jam masa pembelajaran. Ia direka untuk melengkapkan para peserta dengan bahasa yang bersesuaian untuk berkomunikasi dalam konteks sosial dan menyertai perbualan tidak formal. Mereka juga didedahkan kepada seni masakan, lagu dan acara kebudayaan dari pelbagai negara yang menggunakan bahasa Sepanyol melalui tayangan video.

Para peserta yang menyertai kursus ini adalah dari Kementerian Pendidikan, Kementerian Luar Negeri, Malaysia, Lembaga Penggalakan Pelancongan Malaysia, Polis Diraja Malaysia, Kedutaan Besar Cuba, Ecuador dan Argentina serta IDFR.

Bahasa Sepanyol Tahap VII

Kursus ini telah dijalankan dari 17 Jun hingga 23 Disember 2013. Ia diadakan pada setiap hari Isnin dari pukul 5.30 petang hingga 7.30 malam.

Kursus ini merangkumi 40 jam masa pembelajaran. Ia direka untuk membolehkan para peserta mengambil bahagian dalam sesi perbincangan. Para peserta berpeluang untuk menerangkan tentang budaya yang terdapat di negara-negara yang menggunakan bahasa Sepanyol. Mereka turut didedahkan kepada seni masakan, lagu dan acara kebudayaan dari pelbagai negara yang menggunakan bahasa Sepanyol melalui tayangan video.

Para peserta yang menyertai kursus ini adalah dari Kementerian Pendidikan, Kementerian Luar Negeri, Malaysia, Lembaga Penggalakan Pelancongan Malaysia, Polis Diraja Malaysia, Kedutaan Besar Cuba, Ecuador dan Argentina serta IDFR.

Bahasa Sepanyol Tahap V

Kursus Tahap V ini telah bermula pada 21 Ogos dan tamat pada 6 November 2013. Ia diadakan pada setiap hari Isnin dari pukul 5.30 petang hingga 7.30 malam.

Kursus ini merangkumi 40 jam masa pembelajaran. Ia direka untuk melengkapkan para peserta dengan bahasa yang sesuai untuk berkomunikasi dan berbual tentang rancangan mereka. Para peserta turut didedahkan kepada seni masakan, lagu dan acara kebudayaan dari pelbagai negara yang menggunakan bahasa Sepanyol melalui tayangan video.

Para peserta yang menyertai kursus ini adalah dari Dewan Bahasa dan Pustaka, Jabatan Pengangkutan Jalan serta Kedutaan Besar Cuba, Ecuador dan Argentina.

Bahasa Sepanyol untuk Tujuan Diplomatik

Dua siri kursus Bahasa Sepanyol untuk Tujuan Diplomatik telah dijalankan untuk program *DiD* pada tahun 2013.

Kursus ini merangkumi 120 jam masa pembelajaran selama tiga bulan. Ia direka bagi melengkapkan para peserta dengan kemahiran yang diperlukan untuk berbual secara ringkas tentang topik-topik asas dalam skop pengalaman yang terhad, untuk berkomunikasi secara ringkas semasa mengembara dan bekerja di negara yang menggunakan bahasa Sepanyol, serta memberi pemahaman mengenai budaya Sepanyol.



Bahasa Mandarin

Bahasa Mandarin Tahap I

Kursus Bahasa Mandarin Tahap I telah dijalankan dari 18 Februari hingga 24 April 2013 dan para peserta terbahagi kepada dua kumpulan, Kumpulan A dan Kumpulan B. Ia dijalankan pada setiap hari Isnin dan Rabu, dari pukul 5.30 petang hingga 7.30 malam.

Objektif utama kursus ini adalah untuk membolehkan para peserta memperoleh kemahiran komunikasi asas secara lisan dan bertulis. Kumpulan A yang diterajui oleh Cik Tan Yue telah dihadiri oleh 35 peserta. Kumpulan B pula yang diterajui oleh Cik Zhang disertai oleh 33 peserta.

Kursus ini telah dijayakan dengan kerjasama Institut Kong Zi, Universiti Malaya.

Bahasa Melayu

Kursus Perbualan Bahasa Melayu

Kursus Perbualan Bahasa Melayu ini dijalankan khusus untuk para diplomat asing di Kuala Lumpur. Kursus yang merangkumi 40 jam masa pembelajaran ini telah bermula pada 3 September dan tamat pada 14 November 2013.

Kursus ini dijalankan selama dua jam pada setiap hari Selasa dan Khamis, bermula dari pukul 5.30 petang hingga 7.30 malam.

Objektif kursus ini adalah bagi mendedahkan para peserta kepada asas-asas perbualan bahasa Melayu dari segi bunyi dan sebutan, kosa kata, kemahiran mendengar dan memahami, serta pembacaan dan pemahaman. Perkongsian maklumat mengenai masyarakat Melayu juga diselitkan untuk membantu para peserta memahami dengan lebih mendalam tentang budaya masyarakat Melayu di Malaysia.

Tiga puluh lima diplomat dari Kedutaan Besar Republik Turki, Kedutaan Besar Belgium, Kedutaan Besar Kerajaan Morocco, Kedutaan Besar Republik Azerbaijan, Kedutaan Besar Republik Yemen, Suruhanjaya Tinggi Republik Ghana, Kedutaan Besar Republik Zimbabwe, Kedutaan Besar Mexico, Suruhanjaya Tinggi Papua New Guinea, Suruhanjaya Tinggi Republik Zambia, Kedutaan Besar Republik Iraq, Suruhanjaya Tinggi Republik Singapura, Suruhanjaya Tinggi Republik Kenya, Kedutaan Besar Republik Rakyat China, Kedutaan Besar Itali, Kedutaan Besar Republik Arab Mesir dan Suruhanjaya Tinggi Republik Kepulauan Fiji telah menghadiri kursus ini.





Bahagian Pengajian Serantau dan Sekuriti

BAHAGIAN PENGAJIAN SERANTAU DAN SEKURITI

Bahagian Pengajian Serantau dan Sekuriti menganjurkan persidangan, seminar, bengkel, perbincangan meja bulat dan ceramah umum mengenai isu-isu keselamatan serantau dan antarabangsa. Bahagian ini turut menyelaras program Sarjana Sains Sosial (Strategi dan Diplomas), kolaborasi yang terjalin antara IDFR dan Universiti Kebangsaan Malaysia (UKM) sejak tahun 1999.

Persidangan, Seminar, Forum, Bengkel, Perbincangan Meja Bulat, Ceramah Umum dan Mesyuarat

Siri Diplomas Ekonomi 1/2013



IDFR dan Institut Perdagangan Dunia (WTI), University of Berne, Switzerland telah menganjurkan Siri Diplomas Ekonomi (EDS) yang pertama bagi tahun 2013 pada 18 Januari 2013 yang bertajuk *International Trade in Green Technology Products*. Dato' Ku Jaafar Ku Shaari, Ketua Pengarah IDFR, dalam ucapan alu-aluannya memaklumkan bahawa salah satu topik hangat yang memerlukan perhatian di peringkat global sejak penerimaan Protokol Kyoto pada tahun 1997 adalah isu perubahan iklim. Beliau menekankan bahawa terdapat peningkatan kesedaran tentang perlunya untuk mengurangkan kesan pelepasan karbon dan gas-gas rumah hijau lain yang boleh memberikan kesan negatif ke atas perubahan iklim, melalui kaedah yang lebih mesra alam dan pengenalan produk hijau di pasaran.

Semasa perbincangan tersebut, ketiga-tiga penceramah iaitu Dr. Sufian Jusoh dari WTI, Dr. Haniff Ahmat dari Universiti Islam Antarabangsa Malaysia dan Encik Jeong Chun Phuoc dari Universiti Multimedia menekankan bahawa walaupun dunia kini sedang mengalami proses globalisasi yang pesat dalam bidang perdagangan antarabangsa, perdagangan untuk produk-produk mesra alam dan teknologi hijau adalah sesuatu yang mencabar kerana ia berlandaskan kaedah dan peraturan yang berlatarbelakangkan pelbagai perjanjian global, serantau dan dua hala. Ia satu persekitaran yang dinamik, di mana pihak yang terlibat perlu mempunyai pengetahuan dan maklumat terkini mengenai perdagangan teknologi hijau dan alam sekitar, untuk kekal berdaya saing.

Para penceramah turut mengetengahkan tentang perlunya perniagaan tempatan sentiasa menambahbaik dan menggerakkan rantaian nilai supaya mereka kekal berdaya maju bagi memenuhi keperluan pasaran yang sentiasa berubah. Mereka turut menekankan bahawa sekiranya para peniaga ingin perniagaan berkembang maju dan kekal berdaya saing, adalah amat penting bagi mereka untuk mengikuti kaedah dan peraturan industri di negara atau rantau pengimport.

Program ini telah dihadiri oleh para tetamu dari pelbagai institusi akademik, kementerian dan agensi kerajaan serta institusi awam yang berminat untuk mengetahui lebih lanjut tentang perkembangan terkini produk teknologi hijau dan garis panduan, peraturan serta undang-undangnya.

Perbincangan Meja Bulat mengenai *Euro Zone Crisis: The Outlook for Europe in 2013 and Its Global Impact*

Satu perbincangan meja bulat bertajuk *Euro Zone Crisis: The Outlook for Europe in 2013 and Its Global Impact* telah diadakan pada 29 Januari 2013. Topik tersebut telah disampaikan oleh Profesor (FH) Dr. Anis Bajrektaravic, bekas diplomat dan penceramah terkenal dalam kalangan para akademia.

Dalam ceramahnya, Profesor Dr. Anis menerangkan tentang sejarah, perkembangan dan cabaran yang dihadapi oleh Kesatuan Eropah (EU). Beliau turut menyentuh mengenai pengaruh EU ke atas rantau ASEAN dan seluruh dunia. Profesor Dr. Anis turut menekankan tentang kemajuan dan pencapaian EU dan kesan dominonya terhadap negara-negara anggota dan rantau sekitarnya.

Dalam ucapan alu-aluannya, Dato' Ku Jaafar Ku Shaari, memaklumkan bahawa ceramah Profesor Dr. Anis Bajrektaravic adalah tepat pada masanya kerana krisis dan kesan daripadanya telah menjejaskan beberapa negara di benua Eropah. Krisis ini adalah disebabkan cabaran yang dihadapi oleh beberapa ahli EU dalam membayar balik hutang mereka. Antara negara yang terjejas oleh krisis tersebut adalah Greece, Itali, Ireland, Portugal, Sepanyol dan Cyprus.

Namun, terdapat keyakinan daripada EU bersama petanda yang menggalakkan bahawa kesatuan ini akan berjaya memperbaiki situasi sedia ada dalam mengurangkan beberapa masalah politik, ekonomi dan sosial akibat daripada krisis tersebut. Dengan sokongan politik daripada negara lebih maju seperti Jerman dan Perancis serta Bank Komuniti Eropah bagi meringankan beban hutang negara-negara penghutang, kedudukan masa hadapan EU akan menjadi bertambah baik.

Kebanyakan peserta yang mengikuti ceramah itu amat berbesar hati atas peluang yang diberikan untuk mempelajari secara langsung tentang krisis tersebut.

Forum bertajuk *Middle East Revisited: Geo Strategic Implications, Democratic Transformation Challenge and the Economic Development Potential (Case of Egypt)*



IDFR dengan kerjasama Persatuan Alumni Pegawai Tadbir dan Diplomatik (Alumni PTD), IDB Alumni Malaysia dan Persatuan Alumni Malaysia Universiti California Selatan (Persatuan Alumni USC) telah menganjurkan forum tersebut pada 31 Januari 2013. Tetamu kehormat yang hadir ke majlis ini adalah Tun Datuk Seri Utama Mohd Khalil Yaakob, Yang Dipertua Negeri Melaka.

Forum ini dimulakan dengan ucapan aluan oleh Ketua Pengarah IDFR dan ucapan pembukaan oleh Tan Sri Dato' Sri Sallehuddin Mohamed, Presiden Alumni PTD. Ini diikuti dengan perbincangan forum yang dipengerusikan oleh Datuk Dr. Mohamed Ghazali Md. Noor, Presiden IDB Alumni Malaysia.

Forum ini mengetengahkan isu kebangkitan dan pergolakan sosial yang tersebar pantas di seluruh Timur Tengah, yang boleh menjejaskan keamanan, keselamatan dan kestabilan di rantau tersebut. Sekiranya keadaan tersebut tidak ditangani dengan baik dan secara diplomatik, kebangkitan ini boleh memberi kesan ke atas ekonomi dan politik atau mengakibatkan tindak balas di rantau lain.

Profesor Madya Dr. Azmi Hassan, ahli geostrategik dari Institut Sains dan Teknologi Geospasial dan Perdana School, Universiti Teknologi Malaysia, memberi penerangan mengenai *Geo Strategic Implications and Consequences of Post Arab Spring Middle East*. Manakala Profesor Dr. Farish A. Noor, Felo Ulung IDFR dan Profesor Madya di Rajaratnam, School of International Studies, Universiti Teknologi Nanyang, memberi pandangan beliau mengenai *Democratic Transformation of Post Arab Spring Middle East-Challenge of Governance*. Penceramah terakhir, Dr. Ali Soliman, bekas Ketua Pegawai Eksekutif, Islamic Corporation of the Development of Private Sector IDB Group dan Profesor di British University of Egypt, menghuraikan tentang *Economic Development Potential (Case of Egypt)*.

Forum tersebut telah berjaya menarik seramai 150 peserta dari pelbagai latarbelakang akademik, profesional dan kerajaan.

Mesyuarat Felo Ulung

IDFR telah menganjurkan mesyuarat Felo Ulung institut ini pada 27 Februari 2013. Sembilan daripada 13 Felo telah menghadiri majlis ini.

Ketua Pengarah IDFR dalam ucapan alu-aluannya melahirkan rasa besar hati beliau kepada para Felo Ulung yang hadir di majlis tersebut. Tujuan majlis tersebut diadakan, antara lain, adalah untuk memberi taklimat kepada mereka tentang program latihan dan penyelidikan serta rancangan masa depan IDFR. Beliau juga telah menyentuh tentang hala tuju IDFR dan mengalu-alukan sumbangan idea daripada mereka.

Felo Ulung yang menghadiri mesyuarat tersebut adalah Tan Sri Razali Ismail, Tan Sri Dato' Seri Mohamed Jawhar Hassan, Tan Sri Ahmad Fuzi Haji Abdul Razak, Tan Sri Hasmy Agam, Profesor Dr. Chandra Muzaffar, Profesor Dr. K S Nathan, Profesor Dato' Dr. Zakaria Ahmad, Tan Sri Profesor Dr. Mohd. Kamal Hassan dan Dr. Sufian Jusoh.

Seminar mengenai *ASEAN Comprehensive Investment Agreement*

IDFR telah menganjurkan seminar mengenai *ASEAN Comprehensive Investment Agreement (ACIA)* yang bertemakan *Transforming Investment in ASEAN through ACIA* pada 19 dan 20 Mac 2013. Seminar tersebut anjuran bersama Sekretariat ASEAN, Institut Perdagangan Dunia (WTI), Kerjasama Pembangunan Program Fasa II ASEAN-Australia (AADCP II) dan Lembaga Pembangunan Pelaburan Malaysia.

Seminar selama dua hari ini menyaksikan penglibatan seramai 34 peserta dari seluruh negara-negara ASEAN, serta wakil-wakil dari Sekretariat ASEAN dan AADCP II.

Seminar ini dijalankan oleh pakar-pakar dari seluruh dunia dalam bidang dasar pelaburan dan undang-undang pelaburan iaitu Dr. Sufian Jusoh, Konsultan Bebas WTI; Encik Tay Yu Jin, Rakan Kongsi dan Pengerusi Bersama Global (Arbitrasi Antarabangsa); Encik Pierre Sauve, Pengarah Program Luar dan Kerjasama Akademik; dan Cik Anna Joubin-Bret, Penasihat Kanan Undang-undang, yang berkongsi pengetahuan dan kepakaran mereka dalam dasar pelaburan antarabangsa dan pembangunan dasar, pencegahan dan pengurusan pertikaian serta pengendalian pelaburan dalam konteks ASEAN. Ia turut meliputi topik-topik penting seperti kedudukan ACIA dalam konteks undang-undang pelaburan antarabangsa, kepentingan liberalisasi sektor untuk ASEAN dan pelabur asing, promosi serta kemudahan pelaburan dalam kalangan negara-negara ASEAN, perlindungan pelabur dan pelaburan mereka, dan akses kepada mekanisme penyelesaian pertikaian.

Para peserta turut diberi pendedahan melalui latihan simulasi tentang peranan pelabur dan agensi promosi pelaburan pada hari kedua seminar.

Forum bertajuk *Commonwealth: Opportunity through Enterprise*

Bersempena Hari Komanwel yang ke-36, satu forum bertajuk *Commonwealth: Opportunity through Enterprise* telah dijalankan pada 25 Mac 2013.

Forum ini telah dirasmikan oleh Dato' Selwyn Das, Timbalan Ketua Setiausaha Kementerian Luar Negeri, Malaysia, diikuti dengan ucapan oleh Datuk Seri Mohamed Iqbal Rawther, Pengerusi Institut Pengurusan Malaysia. Lebih 200 peserta yang terdiri daripada para pegawai Kementerian Luar Negeri, Malaysia, kor diplomatik, wakil-wakil dari kumpulan pemikir, organisasi bukan kerajaan, ahli akademik dan peserta kursus IDFR telah menghadiri forum tersebut.

Dalam ucapan beliau, Datuk Seri Mohamed Iqbal Rawther menekankan bahawa Malaysia meletakkan kepentingan yang tinggi dalam meneruskan usaha untuk membuka peluang menerusi perusahaan dan mengembangkan inovasi. Untuk membentuk prospek tersebut, bidang-bidang seperti pendidikan, inovasi, pemerkasaan golongan belia dan pembangunan modal insan seharusnya diberi penekanan secara menyeluruh di peringkat nasional dan antarabangsa.

Gagasan Komanwel akan terus menjadi platform bagi semua negara anggotanya untuk terus bersatu dalam mencipta peluang merentasi halangan geografi, mendidik belia dan menggalakkan kolaborasi bagi masa depan yang lebih gemilang.

Perbincangan Meja Bulat *Malaysia-Australia Young Diplomats*

IDFR telah menganjurkan Perbincangan Meja Bulat *Malaysia-Australia Young Diplomats* ketiga yang diadakan dari 8 hingga 9 Mei 2013. Acara dua hari tersebut dihadiri oleh sepuluh diplomat muda dari Australia dan sepuluh dari Malaysia; lapan dari Kementerian Luar Negeri, Malaysia dan dua dari Kementerian Perdagangan Antarabangsa dan Industri. Para diplomat muda dari Australia telah diterbangkan dari Perwakilan Australia seperti di Bangkok, Jakarta dan Manila. Para peserta DiD turut diberi peluang untuk mengambil bahagian sebagai pemerhati.

Perbincangan meja bulat tersebut telah dirasmikan oleh Ketua Pengarah IDFR. TYT Miles Kupa, Pesuruhjaya Tinggi Australia ke Malaysia, turut hadir menyaksikan acara itu sebagai tanda sokongan beliau. Dalam ucapan pembukaan beliau, Dato' Ku Jaafar Ku Shaari menggalakkan diplomat-diplomat muda tersebut untuk mengambil peluang mendalami ilmu pengetahuan dan pada masa yang sama mengukuhkan rangkaian antara satu sama lain. Perbincangan meja bulat ini, antara lain, merangkumi kuliah dan perbincangan mengenai pelbagai subjek yang menarik minat Malaysia dan Australia, termasuk isu dasar luar, hubungan dua hala, serta polisi dan perjanjian perdagangan dan ekonomi.

Dato' Ku Jaafar Ku Shaari turut menganjurkan makan malam untuk para diplomat muda tersebut di Restoran Teater Saloma. Pada hari kedua, diplomat muda tersebut dan beberapa pegawai kanan IDFR telah dijamu makan tengah hari oleh TYT Miles Kupa di kediaman rasminya. Para diplomat muda Australia ini kemudiannya telah dibawa melawat ke Putrajaya, sebagai penutup kepada acara dua hari tersebut.



Perbincangan meja bulat tersebut merupakan satu sesi yang amat bermanfaat dan bermakna, di mana para peserta berpeluang untuk berkongsi pengetahuan dan pengalaman yang boleh merapatkan hubungan dua hala antara Malaysia dan Australia. Kesemua mereka gembira atas maklum balas yang diterima dan rangkaian kerjasama yang terjalin yang boleh mengembangkan kerjaya mereka pada masa hadapan. Secara keseluruhan, pengalaman yang ditimba telah dapat memperkayakan pengetahuan, perspektif dan pendapat mereka. Perbincangan meja bulat yang seterusnya akan dianjurkan oleh Australia pada tahun 2015.

Peace and Security Forum 2013



Forum ini telah diadakan pada 16 Mei 2013 dan merupakan anjuran bersama IDFR, Institut Kajian Tinggi Islam Antarabangsa (IAIS) Malaysia dan Cordoba Foundation dengan kerjasama Yayasan Pergerakan Kesederhanaan Global dan Institut Diplomati Qatar/Kedutaan Besar Qatar di Kuala Lumpur.

Bertemakan *Islam and Diplomacy-The Search for Human Security*, forum ini menyaksikan penyertaan lebih 300 tetamu, termasuk bekas duta-duta besar, ahli-ahli kor diplomatik, wakil-wakil dari kumpulan pemikir, universiti, Pertubuhan Bukan Kerajaan, dan para pegawai dari pelbagai kementerian dan agensi kerajaan.

Ucapan alu-aluan telah disampaikan oleh Profesor Dr. Mohammad Hashim Kamali dari IAIS, diikuti dengan ucapan oleh TYT Dr. Khalid bin Mohamed Al-Attayah, Menteri Luar Negeri Qatar.

Ini diikuti pula dengan ucap-tama oleh Duli Yang Maha Mulia Raja Dr. Nazrin Shah Ibni Almarhum Sultan Azlan Muhibbuddin Shah, Pemangku Raja Perak Darul Ridzuan dan Penaung Diraja IDFR. Dalam ucapan baginda, Raja Dr. Nazrin Shah telah bertitah bahawa, "Keperluan utama untuk mempromosikan keselamatan manusia adalah pengiktirafan kepelbagaian dan perbezaan dalam konteks global, dan juga dalam sempadan kerajaan masing-masing. Kita perlu memupuk kesedaran dan pemahaman tentang pandangan orang lain dan belajar menghormati kepelbagaian tradisi mereka. Gabungan pengalaman masyarakat manusia era moden dalam domain ekonomi, politik, sosial dan budaya hidup menuju ke arah pemulihan asas keselamatan yang ditunjukkan dalam keperluan asas manusia dan harapan mereka. Keamanan hanya akan dapat dicapai antara negara dan dalam kalangan rakyat yang pelbagai dalam negara, apabila keselamatan dalam istilah tersebut, difahami."

Dua perbincangan panel diadakan selepas sesi pembukaan. Kesenambungan daripada forum tersebut, satu ceramah makan malam bertajuk *Islam and Peace Building in the 21st Century* telah disampaikan oleh Tun Abdullah Ahmad Badawi, mantan Perdana Menteri dan Penaung IAIS, dan majlis tersebut telah dihos oleh Kedutaan Besar Qatar.

Forum Perdagangan Integrasi OIC

Pada 3 Julai 2013, satu forum Perdagangan Integrasi Pertubuhan Persidangan Islam (OIC) dengan tema *The Prospect of an OIC Closer Investment and Trade Integration* telah diadakan, anjuran bersama oleh IDFR dan Institut Perdagangan Dunia (WTI).

Sesi pertama bertajuk *International Trade in Islamic Countries: The Past and the Present Trend* telah disampaikan oleh Dr. Haniff Ahamat dari Universiti Islam Antarabangsa Malaysia. Beliau menyentuh mengenai sejarah awal Undang-undang Antarabangsa Islam (Siyar) dan amalannya pada zaman dahulu.

Sesi kedua telah disampaikan oleh Dr. Sufian Jusoh dari WTI, di mana beliau berucap tentang *Cross Border Investment and Trade in Services between the Organisation of Islamic Conference (OIC) Member Countries*. Forum ini diteruskan dengan perbincangan bertajuk *The Prospects of Preferential Trade Agreement between OIC Member States* yang dimoderasi oleh Dr. Haniff Ahamat dan Dato' Nazim Johan dari Persatuan Pengguna Islam Malaysia.

Dr. Anowar Zahid dari Universiti Kebangsaan Malaysia kemudiannya berucap mengenai *Integration of Islamic Financial Markets of the OIC Countries* dan menjelaskan bahawa beliau telah membuat kajian tentang amalan terbaik bagi integrasi pasaran kewangan Islam dalam kalangan negara-negara OIC.

Penceramah terakhir adalah Dato' Ku Jaafar Ku Shaari, yang memberi ceramah bertajuk *The Way Forward, Overcoming Political Economy Issues* berdasarkan pengalaman peribadi sewaktu bertugas di Bahagian OIC.

Ceramah bertajuk *Strengthening Diplomatic Ties Between the European Union and Malaysia in the Face of the Eurozone Crisis*

IDFR telah menganjurkan satu ceramah oleh TYT Jacques Santer, bekas Presiden Kesatuan Eropah yang bertajuk *Strengthening Diplomatic Ties Between the European Union and Malaysia in the Face of the Eurozone Crisis* pada 18 September 2013. Acara ini merupakan usahasama antara IDFR dan Konrad Adenauer Stiftung Foundation, Malaysia.

TYT Santer berkata perjanjian kerjasama antara Komuniti Ekonomi Eropah dan Malaysia dapat dikesan ke tahun 1980 dan mencadangkan bahawa sudah sampai masanya hubungan yang lebih erat antara Malaysia dan EU dipertimbangkan, iaitu daripada *Enhanced Partnership* kepada *Strategic Partnership*. Tambahan beliau, EU berminat untuk mengembangkan dan memperluaskan hubungannya dengan Malaysia lebih daripada kerjasama perdagangan dan ekonomi, dan membangunkan kerjasama dalam bidang mencegah keganasan, hak asasi manusia, keadilan, demokrasi dan tadbir urus yang baik, pendidikan, sains dan teknologi, dan lain-lain. EU juga berminat untuk membantu Malaysia dalam pemindahan ilmu pelbagai bidang kepakaran.

Berhubung Krisis Zon Eropah, TYT Santer menerangkan bahawa penyebab kepada peluang pekerjaan yang rendah dan penyusutan nilai Euro adalah konflik antara EU dan kepentingan negara-negara anggotanya. Terdapat banyak cabaran dalam struktur pembaharuan ekonomi, terutamanya dalam penumpuan ekonomi untuk menyelaraskan perlembagaan EU dan dasar negara anggota. Krisis ini juga disebabkan oleh mata wang Euro yang tidak seperti mata wang Dolar Amerika Syarikat, yang mana ia tidak mempunyai pengaruh modal dan politik. Ini telah menyebabkan kesan negatif kepada nilai mata wang Euro.

TYT Santer mengakhiri ceramahnya dengan menyatakan bahawa keanggotaan EU akan berkembang pada masa hadapan dan isu yang beliau jangka bukan berkenaan kesatuan kewangan tetapi perpaduan ekonomi. Menurut beliau juga, Kesatuan Eropah boleh pulih melalui pembangunan garis panduan oleh negara-negara anggota supaya terus maju ke hadapan untuk menjadi kuasa politik dan ekonomi yang lebih baik di dunia.

Ceramah ini telah dihadiri oleh 70 peserta, terdiri daripada kor diplomatik dan juga pelbagai kumpulan pemikir, kementerian dan agensi kerajaan serta institusi pengajian tinggi.

Perbincangan Meja Bulat mengenai *Regional Integration Processes in Latin America and the Caribbean*

IDFR, dengan kerjasama Kedutaan Besar Ecuador dan Duta Besar Chile, Colombia, Ecuador, Peru dan Uruguay telah berjaya menganjurkan sesi dialog pertama untuk lebih memahami rantau Amerika Latin dan Caribbean melalui satu perbincangan meja bulat dengan tema *Regional Integration Processes in Latin America and the Caribbean* pada 2 Oktober 2013. Perbincangan meja bulat tersebut membolehkan para peserta berkongsi pandangan mereka tentang kemajuan proses integrasi serantau termasuk organisasi ekonomi, perdagangan, pendidikan dan

pertukaran budaya di Amerika Latin dan Caribbean dan telah dihadiri oleh 70 peserta dari pelbagai agensi kerajaan, universiti dan sektor swasta.

Ucapan alu-aluan telah disampaikan oleh Ambassador Ainahtun Hj. A. Karim, Timbalan Ketua Pengarah IDFR. Dalam ucapan beliau yang bertajuk *Regional Integration: Conceptual Framework, History, Facts, the Community of Latin America and the Caribbean States (CELAC)*, TYT Christian Rehren, Duta Besar Chile, menerangkan mengenai latar belakang sejarah Amerika Latin dan Caribbean dan menekankan bahawa objektif penubuhan CELAC adalah untuk mengintegrasikan dan mendalami politik, ekonomi, sosial dan budaya di rantau ini melalui mekanisme perundingan, integrasi dan kerjasama.

Sesi diteruskan dengan pembentangan berkenaan *Union of South American Nations (UNASUR)* oleh TYT Marco Balarezo, Duta Besar Peru. UNASUR adalah satu usaha kolektif untuk mendorong Pertubuhan Negara-negara Amerika Selatan ke arah integrasi serantau dalam kerjasama budaya, sosial, ekonomi, politik, keselamatan dan pertahanan yang berasaskan prinsip konsensus dan fleksibiliti ke arah mencapai objektif yang telah ditetapkan. Tumpuan semasa organisasi ini adalah pada kesalinghubungan dan kerjasama pertahanan serata benua tersebut.

TYT Gerardo Prato, Duta Besar Uruguay, kemudian menyentuh tentang *Southern Common Market (MERCOSUR)*, iaitu perjanjian ekonomi dan perdagangan antara Argentina, Brazil, Paraguay, Uruguay, Venezuela dan juga Bolivia yang akan menjadi ahli keenam tidak lama lagi. Sejak penubuhannya selepas Perjanjian Asunción 1991, blok ini telah melihat pertumbuhan eksponen dalam sektor perdagangan yang beliau percaya akan membawa kepada organisasi yang lebih kukuh.



Pembentangan mengenai *Bolivarian Alliance for the Peoples of Our Americas-Peoples' Trade Treaty (ALBA-TCP)* telah disampaikan oleh TYT Lourdes Puma Puma, Duta Besar Ecuador. Menurut beliau, ALBA-TCP adalah sebuah organisasi berdasarkan idea integrasi politik, ekonomi dan sosial negara-negara di Amerika Latin dan Caribbean. Diasaskan oleh TYT Hugo Chávez pada tahun 2001, ALBA-TCP terdiri daripada sekumpulan sembilan negara dari Caribbean, Amerika Selatan dan Amerika Tengah dan merupakan forum untuk mewujudkan instrumen berdasarkan perpaduan dalam kalangan

negara-negara anggota, dengan objektif untuk menggalakkan keadilan dan kerjasama, sebagai pelengkap kepada sektor perdagangan dan pengeluaran untuk rakyat mereka. TYT Puma Puma turut menekankan bahawa fokus semasa ALBA-TCP adalah isu tenaga dan keselamatan makanan.

Penceramah terakhir adalah TYT Rodrigo Querubin, Duta Besar Colombia, yang menyampaikan topik *The Pacific Alliance (AlianzadelPacífico)*, sebuah kumpulan Pasifik Amerika Latin yang terdiri daripada Chile, Colombia, Mexico dan Peru. TYT Querubin memaklumkan bahawa perikatan itu adalah satu platform yang diwujudkan dengan objektif yang jelas, iaitu untuk pertumbuhan ekonomi dan perniagaan serta kebajikan sosial tanpa kaitan politik.

Ucapan penutup oleh TYT Manuel Guzman, Dekan Amerika Latin dan negara-negara Caribbean dan juga Duta Besar Republik Venezuela, telah merumuskan bahawa Amerika Latin dan negara-negara Caribbean berada di landasan kemajuan dan integrasi pesat dan pragmatik, melalui usaha kerjasama yang dijalankan oleh negara-negara berkaitan melalui pelbagai organisasi dan blok ekonomi.

Symposium Keselamatan Antarabangsa 2013

Symposium yang bertajuk *Regional Order and Power Dynamics in the Asia Pacific* telah diadakan pada 23 Oktober 2013. Symposium ini merupakan kerjasama antara IDFR, UKM dan Kolej Pertahanan Angkatan Tentera Malaysia (MAFDC). Objektif symposium ini dijalankan adalah untuk menyediakan platform bagi para peserta untuk mempertimbangkan dan membincangkan isu-isu keselamatan kontemporari di rantau Asia Pasifik dan juga peluang untuk mengemaskini maklumat mengenai trend dan isu-isu keselamatan di rantau ini.

Acara ini dimulakan dengan ucapan alu-aluan oleh Dato' Hussin Nayan, Ketua Pengarah baru IDFR. Tetamu kehormat iaitu Jeneral Tan Sri Dato' Sri Zulkifeli Mohd Zin, Panglima Angkatan Tentera Malaysia telah menyampaikan ucapan di simposium tersebut. Dalam ucapannya, beliau berkata bahawa keadaan semasa rantau ini adalah disebabkan kemakmuran ekonomi yang dinikmati oleh negara-negara di rantau ini. Ini telah mencetuskan minat kuasa-kuasa serantau seperti China dan juga India untuk menjaga kepentingan masing-masing di rantau ini. Tambahan beliau, ASEAN tidak boleh mengabaikan rungutan di luar rantau, terutamanya di rantau Asia Pasifik kerana ia akan memberi kesan kepada kesejahteraan dan kestabilan negara-negara anggota ASEAN.



Simposium ini telah diformatkan kepada tiga sesi perbincangan panel yang melibatkan tokoh-tokoh daripada pelbagai bidang kepakaran, antara mereka, Dato' Dr. Muthiah Alagappa dari Institut Kajian Strategik dan Antarabangsa (ISIS); Kolonel Kanan Chen Fang Ming (bersara), Felo Penyelidik dari Institut Kajian Strategik Antarabangsa China; Ambassador Barry Desker, Dekan Sekolah Pengajian Antarabangsa S. Rajaratnam, Universiti Teknologi Nanyang, Singapura; Dr. Tang Siew Mun, Pengarah Biro Dasar Luar dan Pengajian Antarabangsa, ISIS; Profesor Madya Dr. Sity Daud, Pengerusi Pusat Pengajian Sejarah, Politik dan Pengajian Strategik, Fakulti Sains Sosial dan Kemanusiaan, UKM; dan Kolonel Apisak Sambutcharoenon dari Institut Kajian Pertahanan Kebangsaan, Thailand.

Ketiga-tiga sesi perbincangan panel masing-masing telah dikendalikan oleh Profesor Dato' Dr. Zakaria Haji Ahmad, Timbalan Naib Canselor HELP University, Tan Sri Razali Ismail, Pengerusi Yayasan Pergerakan Kesederhanaan Global dan Profesor Madya Dr. Ravichandran dari UKM.

Ceramah bertajuk *Transboundary Pollution: What We Know and What We Can Do About It*

Satu ceramah bertajuk *Transboundary Pollution: What We Know and What Can We Do About It* oleh Profesor Euston Quah dari Universiti Teknologi Nanyang, Singapura telah diadakan pada 11 November 2013. Fokus ceramah ini adalah untuk menerangkan tentang pencemaran merentasi sempadan dan kesannya terhadap isu-isu ekonomi alam sekitar, pengurangan sumber akibat pencemaran jenis ini dan untuk membincangkan asas-asas teori.

Profesor Euston Quah telah membahagikan pembentangannya kepada lima bahagian utama, iaitu ekonomi pencemaran merentasi sempadan, contoh pencemaran merentasi sempadan, pencemaran udara rentas sempadan di Asia Tenggara, penyelesaian yang boleh dilakukan untuk mengurangkan isu ini dan kesimpulannya.

Profesor Quah turut memberikan beberapa contoh pencemaran merentasi sempadan, iaitu Delta Sungai Pearl di Hong Kong yang mana pencemaran dan kabut sebenarnya berasal dari Guangdong, China. Contoh-contoh lain termasuk pencemaran Sungai Mekong di Vietnam Selatan, kilang kertas dari Yunan dan sisa air domestik yang tidak dirawat dari Timur Laut Thailand.

Sesi ceramah ini telah dihadiri oleh 48 peserta dari pelbagai kementerian dan agensi kerajaan, kumpulan pemikir dan institusi pengajian tinggi.

Program Sarjana Sains Sosial IDFR-UKM

Program Sarjana Sains Sosial (Strategi dan Diplomasi) telah masuk tahun ke-14 penganjurannya dan merupakan program kerjasama pintar antara kedua-dua institusi ini untuk memupuk pembelajaran dan perkongsian ilmu dalam kalangan para pelajar, dengan mengambil kira perkembangan semasa dalam bidang diplomasi dan strategi daripada pakar-pakar bidang tersebut.

Selain daripada kaedah pembelajaran di dalam kelas, para pelajar diberi peluang untuk mengambil bahagian dalam perbincangan meja bulat, seminar dan forum yang dianjurkan oleh institut ini. Ini telah membantu memberi pencerahan kepada minda mereka, memupuk kebolehan analisis kritikal mereka dan juga meluaskan pengetahuan mereka mengenai isu-isu pelbagai hala antarabangsa.

Sesi 2012/2013

Seramai 13 pelajar mendaftar untuk program ini yang terdiri daripada lapan pelajar tempatan dan lima pelajar antarabangsa. Antara program yang telah diikuti adalah:

Lawatan Sambil Belajar ke Sabah



IDFR telah menganjurkan satu lawatan sambil belajar untuk para pelajar program sarjana ke Sabah. Di sana, mereka telah dibawa melawat ibu pejabat Kawasan Keselamatan Khas Pantai Timur Sabah (ESSCOM) di Lahat Datu pada 21 Ogos 2013. Delegasi yang diketuai oleh Dato' Zulkifli Yaacob, Pengarah Bahagian Khidmat Pengurusan dan Korporat, disertai oleh 12 peserta, termasuk wakil dari UKM. Mereka telah diberi taklimat oleh DCP Datuk Nadzer Ahmad Nordin, Pengarah Bahagian Perisikan, tentang peranan dan cabaran yang dihadapi oleh ESSCOM. Fokus taklimat adalah mengenai keselamatan wilayah, dengan penekanan kepada pencerobohan pengganas di Lahad Datu.

Mereka juga telah melawat Kampung Puyut, sebuah perkampungan atas air di Lahad Datu, untuk menyaksikan kehidupan harian masyarakat setempat. Mereka turut dibawa melawat Taman Kinabalu, salah satu Tapak Warisan Dunia UNESCO untuk menikmati keindahan dan keajaiban flora dan fauna di taman ini.

Jamuan Perpisahan

Ketua Pengarah IDFR telah menganjurkan jamuan makan malam perpisahan untuk para pelajar sarjana pada 28 September 2013 di Restoran Rebung di Bangsar. Turut hadir adalah penyelaras program dan pensyarah dari UKM.

Dalam ucapan oleh Ketua Pengarah IDFR, beliau berharap kesemua para pelajar akan menggunakan sepenuhnya pengetahuan yang diperolehi dan memainkan peranan dalam kapasiti masing-masing pada masa akan datang untuk memupuk hubungan dua hala yang lebih baik antara negara mereka dan Malaysia. Beliau juga menyatakan bahawa beberapa bekas pelajar program ini telah memegang jawatan kanan di Kementerian Luar negara masing-masing. Ada juga dalam kalangan mereka yang telah dilantik sebagai menteri dan menegaskan bahawa perkembangan ini turut mencerminkan kualiti program sarjana ini.

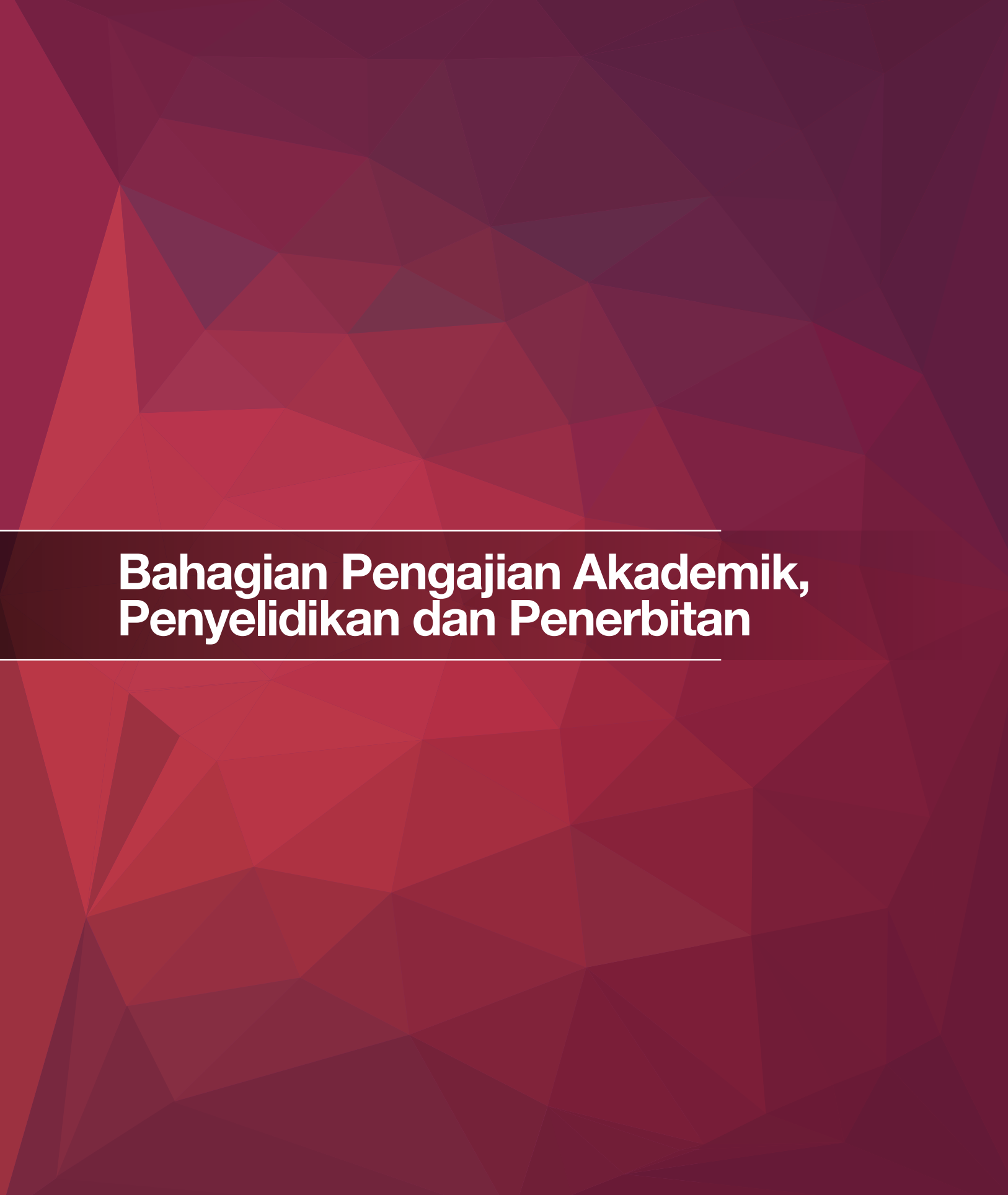
Sesi 2013/2014

Majlis Perasmian

IDFR mengalu-alukan lapan pelajar baru bagi sesi 2013/2014 pada 3 September 2013. Majlis perasmian telah disempurnakan oleh Ambassador Aminah Haji A. Karim, pemangku Ketua Pengarah IDFR.

Dalam ucapan beliau, Ambassador Aminah menekankan bahawa adalah menjadi satu penghormatan bagi para pelajar sarjana mengikuti program ini di IDFR, memandangkan IDFR adalah sebuah organisasi di bawah Kementerian Luar Negeri, Malaysia dan merupakan institusi terulung di Malaysia yang memberi fokus yang khusus dalam bidang diplomasi dan hubungan luar negeri. Beliau turut menyatakan bahawa IDFR dikenali sebagai pusat latihan kemahiran dari segi ilmu pengetahuan dan kepakaran dalam pelbagai bidang berkaitan dalam kalangan para pegawainya.





Bahagian Pengajian Akademik, Penyelidikan dan Penerbitan

BAHAGIAN PENGAJIAN AKADEMIK, PENYELIDIKAN DAN PENERBITAN

Bahagian ini dibahagikan kepada dua unit: Penerbitan dan Ehwal Awam. Fungsi utama bahagian ini adalah untuk menghasilkan dan menguruskan penerbitan beberapa dokumen penting dan menyelia perkara-perkara berkaitan ehwal awam institut ini.

Di samping menguruskan hal-hal penerbitan dan ehwal awam, bahagian ini turut menjalankan kerja-kerja pencarian maklumat yang menyeluruh termasuk menjalankan sesi temu bual bersama personaliti dan peserta kursus untuk dimuatkan di dalam penerbitan tersebut. Bahagian ini turut bertanggungjawab dalam mengatur liputan media dan sidang akhbar bagi acara-acara anjuran IDFR serta yang dianjurkan bersama dengan institut dan organisasi yang lain; memberikan taklimat kepada tetamu dan pelawat ke institut ini; menguruskan kandungan yang dimuat naik ke laman web IDFR dan Facebook; serta menyampaikan maklumat rasmi kepada media.

Pada tahun 2013, bahan yang berikut telah diterbitkan:



✧ *Laporan Tahunan IDFR 2012*

Buku laporan tahunan institut ini telah diterbitkan pada bulan Jun 2013. Buku ini melaporkan kursus serta aktiviti dan acara yang dianjurkan oleh kesemua bahagian sepanjang tahun.

✧ *IDFR 2014 Training Programmes*

Penerbitan ini menyenaraikan semua program latihan dan kursus bahasa yang dirancang untuk tahun 2014. Buku program yang diterbitkan pada bulan Disember 2013 ini diedarkan kepada para pegawai Kementerian Luar Negeri, Malaysia, Perwakilan Malaysia, Bahagian Sumber Manusia di setiap kementerian, agensi kerajaan dan institut latihan, serta perwakilan diplomatik asing di Kuala Lumpur yang terlibat dengan Program Kerjasama Teknikal Malaysia (MTCP).

✧ *Journal of Diplomacy and Foreign Relations (JDFR)*

Pada tahun 2013, dua isu JDFR telah diterbitkan. Isu pertama yang diterbitkan pada bulan Julai 2013 menampilkan empat artikel dan satu ulasan buku, manakala isu kedua yang diterbitkan pada bulan Disember 2013 memuatkan lima artikel berserta satu ulasan buku. Bahagian ini mengalu-alukan sumbangan artikel dalam bidang pengajian antarabangsa, diplomasi, hubungan antarabangsa, pengajian strategik dan keselamatan, dan pengajian pembangunan.

* *Diplomatic Voice*

Buletin IDFR yang berjudul *Diplomatic Voice* telah diterbitkan sebanyak empat kali pada tahun 2013. Setiap isu mengetengahkan profil personaliti yang ternama, forum tentang isu semasa, dan laporan tentang kursus serta acara yang dianjurkan oleh IDFR dan rakan usahasamanya.

Penerbitan ini diedarkan, antara lain, kepada para pegawai di Kementerian Luar Negeri, Malaysia, Perwakilan Malaysia, semua kementerian, agensi kerajaan, perwakilan diplomatik asing di Kuala Lumpur, institut latihan dalam dan luar negara serta institut pengajian tinggi awam dan swasta.

* *Kalendar*

Kalendar meja ini, yang diterbitkan pada bulan Disember 2013, mengetengahkan gambar Perdana Menteri, Menteri Luar Negeri dan Ketua Setiausaha Kementerian Luar Negeri, Malaysia yang dahulu dan terkini semasa terlibat dengan aktiviti hubungan antarabangsa dan diplomasi.

Selain itu, bahagian ini turut menganjurkan *Kursus Pemantapan Bahasa Melayu* dari 29 hingga 31 Julai 2013 bagi membantu semua bahagian menyediakan laporan dwibahasa yang lebih baik untuk Laporan Tahunan akan datang. Kandungan kursus tersebut, antara lain, membantu memantapkan kemahiran para peserta menulis laporan, meningkatkan pengetahuan mereka tentang istilah, tatabahasa dan ejaan Bahasa Melayu dan memberi pendedahan tentang kemahiran penterjemahan dan penyuntingan. Kursus tersebut telah dianjurkan dengan kerjasama Dewan Bahasa dan Pustaka.

Bahagian ini turut menganjurkan dengan jayanya sidang akhbar untuk tiga acara yang berlangsung di IDFR, iaitu forum yang bertajuk *Middle East Revisited: Geostrategic Implications, Democratic Transformation Challenge and the Economic Development Potential (Case of Egypt)* pada 31 Januari 2013; forum yang bertajuk *Commonwealth Day 2013* pada 25 Mac 2013; dan *Peace and Security Forum 2013: Islam and Diplomacy-The Search For Security* yang dijalankan pada 16 Mei 2013.

Bahagian ini turut membantu mengkoordinasi sesi temu bual dan fotografi apabila IDFR dipilih oleh Majalah *Monocle* sebagai salah satu daripada tiga institut latihan yang dimuatkan dalam isu bulan September. *Monocle* merupakan majalah urban tentang hubungan antarabangsa, perniagaan, kebudayaan dan reka bentuk yang berpusat di London.

Tahun 2013 juga menyaksikan beberapa perubahan dari segi kakitangan di bahagian ini. Beberapa pegawai telah terlibat dengan pertukaran dalaman di institut ini; Puan Rafizah Zahri dan Encik Dev Kumar Balakrishnan dipindahkan ke Bahagian Pengajian Serantau dan Sekuriti, dan Mejar Mohd. Ridzuan Mohd. Shariff telah ditukarkan ke bahagian ini dari Bahagian Pengajian Serantau dan Sekuriti. Pada bulan November, Puan Zuraida Zainol telah menerima arahan pertukaran semula ke Pulau Pinang setelah berada di bahagian ini selama dua bulan dan beliau telah digantikan oleh Puan Zanariah Abdul Malek dari Kementerian Kesejahteraan Bandar, Perumahan dan Kerajaan Tempatan. Selain itu, Cik Khairul Bariah Che Amat telah ditempatkan di Kementerian Sains, Teknologi dan Inovasi setelah tamat kursus Diploma Pengurusan Awam. Akhir sekali, bahagian ini telah menerima Pembantu Tadbir yang baharu iaitu Encik Roslan Kamarudin, juga pada bulan November.

Bahagian ini berbangga kerana dapat mengeluarkan penerbitan yang telah dirancang dan berharap dapat menambah jenis buku yang diterbitkan, termasuk monograf, prosiding persidangan dan kertas berkala, pada masa akan datang.





Bahagian Khidmat Pengurusan dan Korporat

BAHAGIAN KHIDMAT PENGURUSAN DAN KORPORAT

Bahagian Khidmat Pengurusan dan Korporat merupakan bahagian yang bertanggungjawab menyediakan khidmat pengurusan dan sokongan kepada IDFR dalam memastikan aktiviti pengurusan dan operasi institut ini berjalan dengan lancar. Bahagian ini dibahagikan kepada tiga seksyen, iaitu:

- ✳ Seksyen Pentadbiran, Kewangan dan Sumber Manusia
- ✳ Seksyen Perpustakaan
- ✳ Seksyen Teknologi Maklumat dan Komunikasi (ICT)

Fungsi-fungsi bahagian ini adalah seperti berikut:

- ✳ Mengurus dan menyelia pentadbiran am dan logistik IDFR
- ✳ Mengurus perkhidmatan, perjawatan dan sumber manusia
- ✳ Mengurus perkara berkaitan kewangan dan akaun
- ✳ Mengurusetia mesyuarat jawatankuasa
- ✳ Menyelaraskan program latihan bagi meningkatkan kompetensi para pegawai dan kakitangan
- ✳ Menyedia perkhidmatan pusat sumber bagi tujuan pengajaran, pembelajaran dan penyelidikan
- ✳ Menyedia perkhidmatan ICT merangkumi infrastruktur rangkaian, peralatan dan perisian ICT serta sistem aplikasi e-Kerajaan dan dalaman

Secara amnya, tanggungjawab bahagian ini merangkumi aspek pengurusan dan pentadbiran IDFR. Berikut adalah laporan keseluruhan yang dikelolakan di bawah bahagian ini:

Perjawatan

Pengoperasian struktur organisasi dan jawatan-jawatan di institut ini adalah berdasarkan Waran Perjawatan 2013 Jilid 2, Maksud Bekalan 13 – Kementerian Luar Negeri, Program 9 – Institut Diplomasi dan Hubungan Luar Negeri (IDFR). Bagi maksud waran berkaitan, keseluruhan jawatan yang terdapat di institut ini adalah sebanyak 125 perjawatan. Setakat 31 Disember 2013, hanya 97 daripada 125 perjawatan diisi, manakala baki sebanyak 28 jawatan masih kosong. Statistik pengisian perjawatan mengikut gred adalah seperti di Jadual 1.

GRED	PERJAWATAN	PENGISIAN	PERATUSAN PENGISIAN (%)
Pengurusan Tertinggi			
Ketua Pengarah Gred Utama A (Terbuka)	1	1	100
Timbalan Ketua Pengarah Gred Utama B (Jawatan Penempatan Khas dari Jabatan Perkhidmatan Awam – JPA)	1	1	100
Timbalan Ketua Pengarah Gred Utama C (Terbuka)	1	1	100

GRED	PERJAWATAN	PENGISIAN	PERATUSAN PENGISIAN (%)
Pengurusan dan Profesional			
Gred 54	5	4	80
Gred 48 – 52	18	13	72
Gred 41 – 44	28	14	50
Kumpulan Sokongan			
Gred 29 - 01	72	64	88
Jumlah	125	97	78

Jadual 1: Pengisian Perjawatan di IDFR sehingga 31 Disember 2013

Pencapaian Kakitangan IDFR

Atas sebab perkhidmatan cemerlang yang ditunjukkan oleh beberapa orang pegawai dan kakitangan institut ini, mereka telah diberikan penghargaan melalui Anugerah Perkhidmatan Cemerlang yang dianjurkan oleh Kementerian Luar Negeri, Malaysia. Pengiktirafan ini bertujuan untuk memberikan motivasi dan membentuk modal insan yang sentiasa menunjukkan komitmen dalam meningkatkan kualiti penyampaian perkhidmatan di IDFR. Senarai nama penerima anugerah tersebut adalah seperti di Jadual 2.

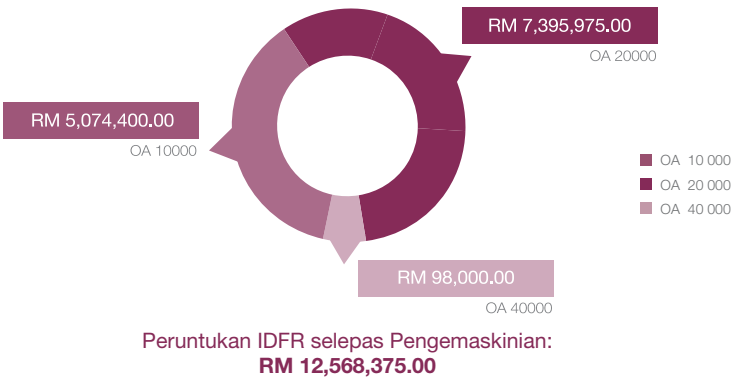
BIL.	NAMA	BAHAGIAN
Anugerah Perkhidmatan Cemerlang 2012 <i>(Penyampaian sijil diadakan semasa Majlis Anugerah Perkhidmatan Cemerlang KLN pada 9 Mei 2013)</i>		
1.	Puan Noraini Awang Nong	Bahagian Pengajian Akademik, Penyelidikan dan Penerbitan
2.	Encik Mahassan Mahamad	Bahagian Khidmat Pengurusan dan Korporat
3.	Puan Shahrulbariah A. Rashid	Bahagian Pengajian Serantau dan Sekuriti
Anugerah Penjawat Awam Cemerlang Bulanan – Mac <i>(Penyampaian sijil diadakan semasa Majlis Perhimpunan Bulanan KLN pada 6 Jun 2013)</i>		
1.	Puan Badriyah Johari	Bahagian Khidmat Pengurusan dan Korporat

Jadual 2: Senarai nama penerima Anugerah Perkhidmatan Cemerlang

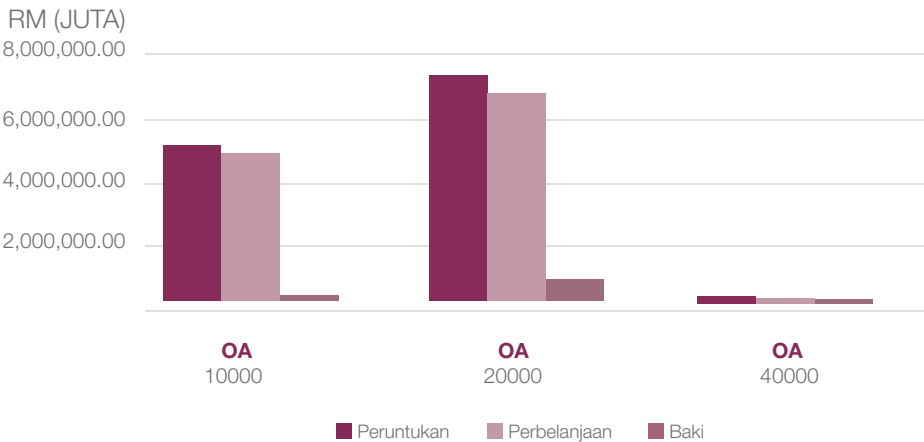
Perbelanjaan dan Peruntukan Kewangan

IDFR diberikan peruntukan asal sebanyak RM 13,204,900.00 pada tahun 2013 dan sehingga suku tahun keempat, peruntukan IDFR yang telah dikemaskinikan sehingga 26 Disember 2013 adalah sebanyak RM 12,568,375.00 seperti yang ditunjukkan di dalam Graf 1. Daripada peruntukan tersebut, perbelanjaan sebenar yang telah digunakan oleh IDFR sehingga 26 Disember 2013 adalah sebanyak RM 11,898,022.60 (94.67 peratus) dan meninggalkan baki peruntukan sebanyak RM 670,352.40 (5.33 peratus).

Pecahan peruntukan dan perbelanjaan bagi setiap Objek Am adalah seperti yang tertera di dalam Graf 2 dan perinciannya di Jadual 3. Manakala Graf 3 menunjukkan prestasi sebenar perbelanjaan berbanding unjuran peruntukan. IDFR turut mengekalkan prestasi pembayaran bil-bil dalam tempoh 14 hari, selaras dengan AP 103(a) seperti yang ditunjukkan di dalam Graf 4. Graf 5 pula menunjukkan pungutan hasil untuk tahun 2013. Kesemua pungutan yang diterima adalah hasil daripada penjualan buku kepada para peserta kursus dan orang perseorangan yang hadir semasa program anjuran IDFR.



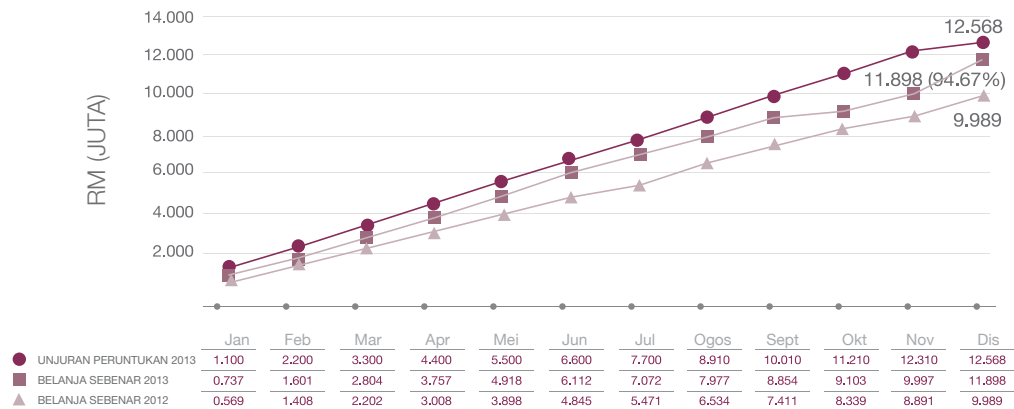
Graf 1: Pecahan Peruntukan mengikut Objek Am (OA) sehingga Suku Tahun Keempat 2013



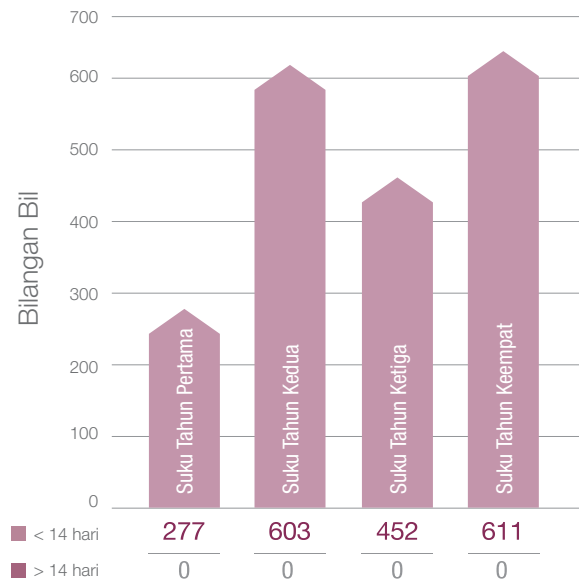
Graf 2: Carta Peruntukan dan Perbelanjaan mengikut Objek Am (OA) sehingga Suku Tahun Keempat Tahun 2013

PERKARA	OA10000	OA20000	OA40000
Peruntukan (RM)	5,074,400.00	7,395,975.00	98,000.00
Perbelanjaan (RM)	5,025,250.30	6,827,540.61	45,231.69
Baki (RM)	49,149.70	568,434.39	52,768.31

Jadual 3: Perincian Peruntukan dan Perbelanjaan mengikut Objek Am (OA) bagi Suku Tahun Keempat Tahun 2013



Graf 3: Prestasi Sebenar Perbelanjaan berbanding Unjuran Peruntukan sehingga Suku Tahun Keempat Tahun 2013



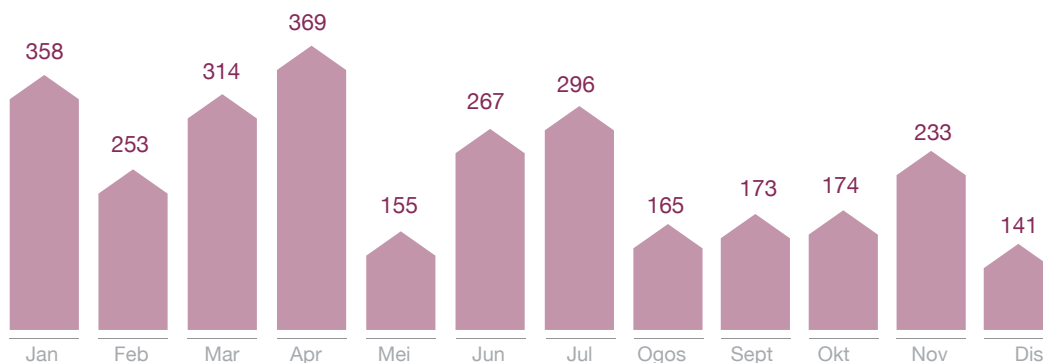
Graf 4: Carta Prestasi Pembayaran Bil dalam Tempoh 14 Hari sehingga Suku Tahun Keempat Tahun 2013



Graf 5: Kutipan Hasil dari Jualan Buku sehingga Suku Tahun Keempat Tahun 2013

Peminjaman Bahan Bacaan Perpustakaan

Jumlah peminjaman bahan bacaan yang dicatatkan pada setiap bulan bagi tahun 2013 adalah seperti di Graf 6, yang mana jumlah transaksi direkodkan adalah sebanyak 2,898 transaksi. Peminjaman bahan tersebut dibuat sendiri oleh pengguna dengan mendapatkan bahan bacaan di perpustakaan dan juga melalui program *Everyone Can Borrow* (ECB). Program ECB ini membolehkan para petugas perpustakaan mempamerkan bahan bacaan secara bergerak dari satu bahagian ke bahagian yang lain. Secara tidak langsung, program ini dapat memberi peluang kepada kakitangan IDFR memilih bahan bacaan di tempat kerja mereka, tanpa perlu ke perpustakaan. Program ini telah meningkatkan hasil peminjaman bahan bacaan, berbanding sebelum adanya program ini.



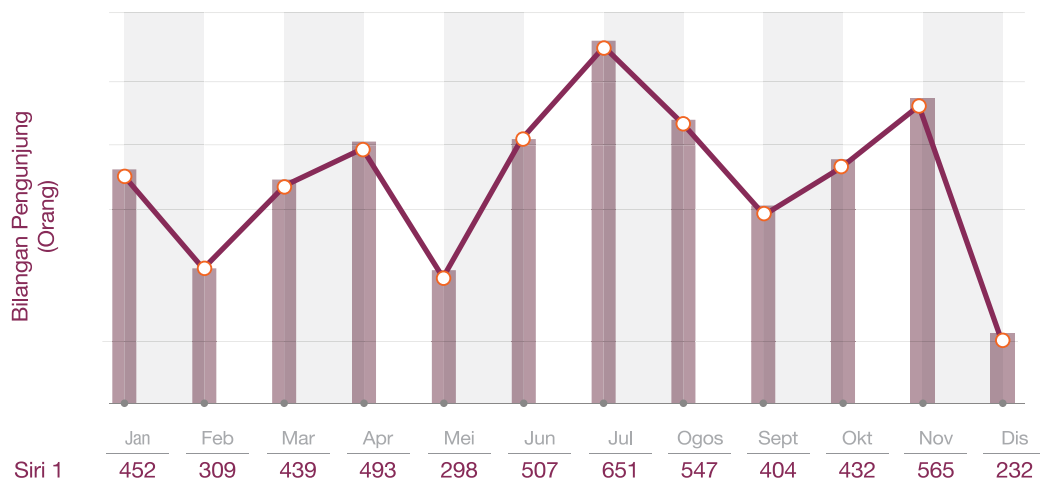
Graf 6: Bilangan Peminjaman Bahan Bacaan di Perpustakaan IDFR mengikut Bulan bagi Tahun 2013

Pembangunan Koleksi Bahan Perpustakaan

Pihak perpustakaan juga sentiasa berusaha untuk menyediakan sumber maklumat yang mantap dan terkini bagi memenuhi keperluan pengajaran, pembelajaran dan penyelidikan IDFR. Hasil daripada usaha berterusan dalam pembangunan koleksi perpustakaan, sebanyak 272 naskah buku telah diperolehi, yang mana 41 naskah daripadanya telah disumbangkan oleh Tan Sri Razali Ismail, salah seorang Felo Ulung IDFR.

Pengunjung Perpustakaan IDFR

Meskipun program ECB diperkenalkan di IDFR semenjak tahun 2012, namun kunjungan kakitangan IDFR dan pengguna lain seperti para peserta *Diploma in Diplomacy (DiD)*, pelajar Sarjana Sains Sosial serta peserta kursus yang hadir ke IDFR, masih lagi menggalakkan. Rekod menunjukkan sebanyak 5,329 kunjungan ke perpustakaan IDFR sepanjang tahun 2013. Berdasarkan Graf 7, pengunjung yang paling ramai ke perpustakaan IDFR adalah seramai 651 pada bulan Julai, diikuti dengan 565 pada bulan November dan bulan Ogos pula seramai 547 pengunjung. Di samping itu, pihak perpustakaan juga sering menerima kunjungan pelawat dari luar, terutamanya peserta kursus Program Kerjasama Teknikal Malaysia (MTCP), di mana mereka diberikan taklimat ringkas oleh pihak perpustakaan.



Graf 7: Bilangan Pengunjung Perpustakaan IDFR bagi Tahun 2013

Statistik Capaian Pengguna bagi Sistem Permohonan Kursus (CAS)

Sistem Permohonan Kursus (CAS) mula dibangunkan pada 2012 dan digunakan pada Januari 2013. Pengguna utama sistem ini adalah para kakitangan dari Bahagian Latihan, Bahagian Bahasa dan Unit Pengurusan Asrama manakala pihak Seksyen ICT bertindak sebagai pegawai teknikal. Sebanyak 48 kursus direkodkan dan 650 permohonan dibuat melalui sistem ini. Statistik bulanan permohonan kursus secara atas talian bagi tahun 2013 adalah seperti di Jadual 4.

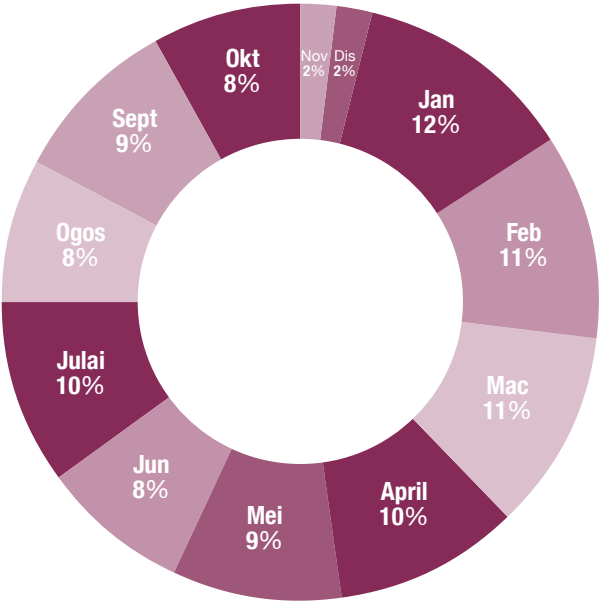
Selain memudahkan peserta kursus membuat permohonan secara atas talian, sistem ini juga dapat membantu pihak pelaksana dalam mengendalikan kursus yang merangkumi pemaparan kursus yang ditawarkan di IDFR, pemilihan peserta, penilaian kursus dan juga memperolehi laporan berkaitan kursus yang diuruskan secara cepat dan efektif. Sistem ini turut menyediakan kemudahan senarai nama alumni bagi peserta kursus yang pernah menghadiri kursus di IDFR.

BIL.	SISTEM APLIKASI	TRANSAKSI PENGGUNAAN SISTEM MENGIKUT BULAN												JUMLAH
		JAN	FEB	MAC	APRIL	MEI	JUN	JUL	OGOS	SEPT	OKT	NOV	DIS	
1.	Sistem Permohonan Kursus	187	172	100	59	35	28	27	19	5	14	2	2	650

Jadual 4: Statistik Capaian Pengguna Permohonan Kursus melalui Sistem Permohonan Kursus

Statistik Kunjungan ke Laman Web IDFR

Laman web IDFR adalah salah satu medium komunikasi yang penting kepada *stakeholder*, pelanggan dan kakitangan IDFR sendiri. Statistik menunjukkan bahawa pengunjug laman web amat menggalakkan dan terdapat peningkatan dari semasa ke semasa, terutamanya ketika pengumuman program tertentu diadakan di IDFR. Graf 8 menunjukkan peratusan bilangan kunjungan ke laman web IDFR bagi setiap bulan pada tahun 2013. Berdasarkan graf tersebut, peratusan kunjungan tertinggi adalah pada bulan Januari iaitu 12 peratus, di mana para peserta mengakses laman web untuk mendapatkan maklumat program dan kursus yang ditawarkan pada tahun 2013. Jadual 5 pula menunjukkan statistik sepuluh negara teratas yang telah mengunjungi laman web IDFR bagi tahun 2013.



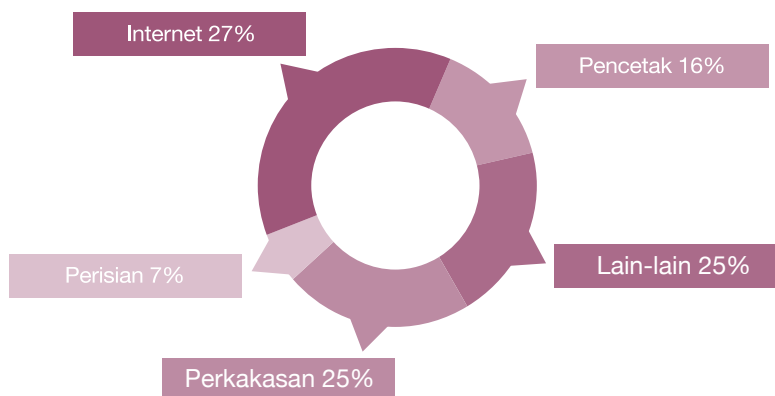
Graf 8: Peratusan Kunjungan ke Laman Web IDFR bagi Setiap Bulan pada 2013

BIL.	NEGARA	BULAN-2013/ BILANGAN KUNJUNGAN KE LAMAN WEB IDFR (KALI)												JUMLAH
		JAN	FEB	MAR	APRIL	MEI	JUN	JULAI	OGOS	SEPT	OKT	NOV	DIS	
1.	Malaysia	4,910	4,280	4,099	4,014	3,602	3,066	3,754	2,720	3,610	3,805	3,332	2,978	44,170
2.	Indonesia	67	47	72	31	38	26	23	36	63	101	95	67	666
3.	United States	53	44	42	47	44	25	47	38	36	62	34	28	500
4.	United Kingdom	26	13	11	12	26	12	17	16	14	11	20	10	188
5.	Argentina	8	21	40	55	54	28	62	15	5	7	1	3	299
6.	India	24	29	24	24	18	9	27	39	16	26	10	10	256
7.	Filipina	15	11	27	22	33	21	19	13	11	22	13	10	217
8.	Thailand	24	12	10	21	11	13	13	16	28	16	12	18	194
9.	Singapura	14	10	21	14	11	23	27	30	20	29	28	16	243
10.	Australia	5	9	32	10	14	9	0	10	11	14	14	2	130
11.	Lain-lain	288	308	328	263	250	225	243	275	248	259	278	289	3,254
Jumlah Keseluruhan		5,434	4,784	4,706	4,513	4,101	3,457	4,232	3,208	4,062	4,352	3,837	3,431	50,117

Jadual 5: Statistik Pengunjung Laman Web IDFR berdasarkan Sepuluh Negara Teratas 2013

Perkhidmatan HelpDesk ICT

Salah satu peranan utama Seksyen ICT adalah untuk memberikan khidmat sokongan kepada kakitangan IDFR dari segi menyelesaikan masalah yang dilaporkan berkaitan perkakasan dan perisian ICT. Justeru, pihak Seksyen ICT merekodkan aduan pengguna dalam memastikan tindakan segera diambil dan segala masalah diatasi. Merujuk kepada rekod aduan kakitangan IDFR pada tahun 2013, didapati aduan mengenai talian internet paling tinggi iaitu sebanyak 27 peratus, diikuti aduan mengenai perkakasan dan lain-lain aduan, iaitu masing-masing sebanyak 25 peratus. Baki sebanyak 16 peratus adalah aduan mengenai pencetak dan 7 peratus adalah aduan mengenai perisian. Graf 9 menunjukkan senarai aduan berdasarkan kategori yang diterima bagi tahun 2013.



Graf 9: Peratusan Aduan ICT oleh Kakitangan IDFR yang direkodkan bagi Tahun 2013

Bandwidth Penggunaan Internet di IDFR

IDFR dibekalkan dengan *bandwidth* rangkaian berkapasiti 4Mbps. Penggunaan *bandwidth* adalah pada tahap tinggi ketika waktu puncak hari bekerja dan penggunaan paling tinggi adalah pada bulan Jun dengan kadar penggunaan sehingga 3.75Mbps. Capaian ke laman web luar (OUT) adalah lebih tinggi berbanding capaian ke laman web dan sistem dalaman IDFR yang lain (IN). Secara purata, IDFR menggunakan *bandwidth* antara 1Mbps hingga 3.75Mbps sepanjang tempoh lapan bulan pertama tahun 2013. Penggunaan *bandwidth* yang tinggi ini telah diatasi dengan pelaksanaan migrasi rangkaian IDFR*Net ke 1Gov*Net dengan peningkatan *bandwidth* sebanyak 10Mbps pada bulan September 2013.

Pengurusetiaan Mesyuarat Jawatankuasa Utama di IDFR

Bahagian ini turut berperanan sebagai urusetia mesyuarat Jawatankuasa Pengurusan Kewangan dan Akaun (JPKA), Jawatankuasa Keselamatan dan Jawatankuasa Pemandu ICT (JPICT). Setiap jawatankuasa tersebut akan bermesyuarat sekurang-kurangnya tiga hingga empat kali setahun dan dipengerusikan oleh Ketua Pengarah selaku Pegawai Pengawal IDFR. JPKA berperanan memantapkan keberkesanan dan pemantauan tadbir urus secara menyeluruh dengan mengenalpasti, menangani dan mengurangkan isu yang berkaitan mengenai kewangan dan akaun di IDFR. Jawatankuasa Keselamatan pula berfungsi dalam memastikan dan mempertingkatkan keadaan keselamatan institut supaya sentiasa berada dalam keadaan selamat dan efektif sepanjang masa. Manakala JPICT pula diwujudkan untuk menyelaras dan memantau aktiviti dan projek ICT, termasuk menimbang dan memberikan kelulusan teknikal bagi sebarang permohonan perolehan ICT. Pengurusetiaan mesyuarat di bawah bahagian ini adalah seperti di Jadual 6.

MESYUARAT	JPKA	JAWATANKUASA KESELAMATAN JABATAN	JPICT
Suku Tahun Pertama	3 Mei 2013	5 Februari 2013	13 Mac 2013
Suku Tahun Kedua	11 Julai 2013	18 Jun 2013	25 Jun 2013
Suku Tahun Ketiga	29 Oktober 2013	13 November 2013	8 September 2013
Suku Tahun Keempat	-	-	31 Disember 2013

Jadual 6: Senarai Mesyuarat Jawatankuasa yang telah dijalankan

Aktiviti Lain

Pelbagai aktiviti telah dilaksanakan oleh Bahagian Khidmat Pengurusan dan Korporat pada tahun 2013 yang melibatkan semua seksyen. Antara program utama yang diadakan adalah seperti berikut:

Majlis Amanat Ketua Pengarah

Majlis ini diadakan pada 14 Januari 2013 di Dewan Serbaguna IDFR. Dalam amanat beliau, Dato' Ku Jaafar Ku Shaari mengharapkan agar permulaan tahun 2013 dapat membuka lembaran baru ke arah mewujudkan tekad serta semangat dalam kalangan kakitangan IDFR, untuk terus komited dalam meningkatkan nama baik IDFR di peringkat nasional serta di persada antarabangsa. Beliau juga berharap agar kakitangan IDFR beriltizam memenuhi keperluan dan kehendak *stakeholder* untuk menambahbaik prestasi penyampaian perkhidmatan, dari segi



penganjuran program-program latihan, ceramah, penerbitan dan infrastruktur, selaras dengan misi dan visi IDFR. Beliau berkata di sebalik semua program yang telah berjaya dilaksanakan, IDFR perlu berusaha menambah baik amalan yang telah terbukti berkesan dan berjaya, serta menjadikan setiap kegagalan sebagai teladan. Majlis ini turut menyaksikan acara penyampaian skrol yang mengandungi Mesej Tahun Baru 2013 dan Kalendar IDFR 2013 kepada wakil setiap bahagian.

Bengkel Sistem Perpustakaan Berkomputer Bersepadu KLN

Sistem Perpustakaan baru yang dikenali sebagai Sistem Virtual telah dibangunkan secara bersepadu meliputi Perpustakaan KLN, IDFR serta Pusat Serantau Asia Tenggara bagi Mencegah Keganasan (SEARCCT). Sistem ini telah beroperasi sepenuhnya mulai Januari 2013. Beberapa siri bengkel penggunaan sistem ini telah dijalankan bagi pengurusan atasan, pegawai kanan dan kumpulan pelaksana. Taklimat sistem juga turut disampaikan kepada para peserta kursus dan pelawat ke IDFR.

Seminar Kesedaran tentang Keselamatan sewaktu Kebakaran

Satu seminar berkaitan kesedaran tentang keselamatan sewaktu kebakaran telah diadakan pada 18 Januari 2013 bertempat di Auditorium. Seminar ini dikendalikan oleh penceramah bertauliah dari Safety and Protection Academy dan telah dihadiri oleh lebih 50 kakitangan institut ini. Mereka telah didedahkan kepada pengetahuan tentang pencegahan kebakaran, kaedah-kaedah memadam kebakaran serta pengurusan bahan mudah terbakar.

Kempen Derma Buku

Kempen yang berlangsung selama sebulan iaitu dari 19 Februari hingga 18 Mac 2013 ini bertujuan menambah koleksi bahan bacaan ringan di perpustakaan. Antara bahan bacaan yang telah disumbangkan oleh kakitangan adalah novel, buku agama dan majalah.

Lawatan ke Muzium dan Balai Seni Bank Negara

Bahagian ini, dengan kerjasama Kelab Kebajikan, telah mengadakan satu lawatan ke Muzium dan Balai Seni Bank Negara pada 14 Mac 2013. Lawatan tersebut diketuai oleh Ketua Pengarah dan disertai oleh 38 kakitangan. Mereka telah diberi penerangan berhubung sejarah dan evolusi mata wang negara dan menyaksikan pameran bentuk mata wang kerajaan awal. Di samping itu, mereka turut berpeluang melihat koleksi seni Bank Negara oleh artis seperti Fung Yow Chork, Mohd. Hoessein Enas, Ahmad Zakii Anwar, Jalaini Abu Hassan dan Abdul Multhalib Musa.

Lawatan Penandaarasan Perkhidmatan Perpustakaan

Dalam usaha untuk meningkatkan mutu perkhidmatan perpustakaan, pustakawan IDFR telah melawat beberapa perpustakaan di sekitar Kuala Lumpur, iaitu Pusat Ilmu Institut Penyelidikan dan Kemajuan Pertanian Malaysia pada 14 Mac 2013 dan Perpustakaan Institut Penyelidikan Perhutanan Malaysia pada 2 Mei 2013. Semasa lawatan tersebut, sesi perbincangan dan percambahan idea untuk menambahbaik perkhidmatan perpustakaan masing-masing turut diadakan.

Ceramah Integriti oleh Suruhanjaya Pencegahan Rasuah Malaysia (SPRM)

Bahagian ini, dengan kerjasama Kelab Kebajikan, telah menjemput seorang penceramah dari Suruhanjaya Pencegahan Rasuah Malaysia (SPRM) iaitu Penguasa Radzi Omar untuk menyampaikan ceramah berkaitan integriti pada 15 Mac 2013 di Auditorium. Ceramah tersebut yang turut dihadiri Ketua Pengarah telah menekankan aspek integriti dalam kalangan penjawat awam dalam memberikan perkhidmatan, di samping meningkatkan kesedaran kakitangan untuk bersama-sama berganding bahu dengan SPRM dalam memerangi jenayah rasuah.

Sesi Sembang Senam



Satu aktiviti kecergasan dianjurkan pada 5 April 2013 dan dikendalikan oleh pengajar jemputan iaitu Puan Nur Syuhada Anuar. Kakitangan dan peserta kursus mengambil peluang menyertai senaman pagi dan ini disusuli oleh penyampaian Anugerah Pembaca Cemerlang dan sambutan hari lahir kakitangan IDFR dari bulan Januari hingga April. Sesi sembang senam kali kedua pula telah diadakan pada 8 November 2013 dan dikendalikan oleh seorang lagi pengajar iaitu Encik Azami Jamil. Sesi ini menyaksikan Ketua Pengarah yang baru iaitu Dato' Hussin Nayan menyampaikan amanat pertama beliau kepada semua kakitangan. Beliau

turut berpesan agar mereka sentiasa memperbaiki dan menekankan aspek penyampaian perkhidmatan.

Lawatan ke Pesta Buku Antarabangsa Kuala Lumpur

Seramai 18 kakitangan institut ini telah melawat Pesta Buku Antarabangsa Kuala Lumpur pada 2 Mei 2013. Lawatan yang dianjurkan setiap tahun ini merupakan salah satu pendekatan untuk memupuk budaya membaca dalam kalangan kakitangan.

Lawatan Kerja Timbalan Menteri Luar Negeri ke IDFR

Dato' Hamzah Zainudin, Timbalan Menteri Luar Negeri, telah melakukan lawatan kerja ke IDFR pada 10 Jun 2013. Ia merupakan kunjungan pertama selepas pelantikan beliau. Semasa kunjungan tersebut, beliau telah diberi taklimat berhubung aktiviti institut ini dan dibawa melawat beberapa fasiliti utama.

Makmal Daftar Aset Khusus (DAK) bagi Aset Tak Alih Kerajaan Kementerian Luar Negeri, Malaysia

Satu makmal berkaitan pendaftaran aset khusus anjuran Urusetia Jawatankuasa Pengurusan Aset Kerajaan Kementerian Luar Negeri, Malaysia telah dijalankan dari 12 hingga 14 Jun 2013 dan telah dihadiri oleh 15 peserta. Penganjuran makmal ini bertujuan memberikan pendedahan tentang proses pengumpulan dan pendaftaran maklumat aset tak alih kerajaan, mendapatkan maklum balas berkaitan isu-isu pengurusan dan pendaftaran aset tak alih, serta menggalakkan pemahaman tentang penggunaan Sistem Pengurusan Aset Tak Alih atau mySPATA.

Sepanjang bengkel tersebut berlangsung, para peserta diberi penjelasan tentang peranan dan tanggungjawab setiap peringkat pengguna serta ciri-ciri sistem yang terdapat dalam mySPATA yang merangkumi keperluan penggunaan kod yang seragam bagi pengurusan aset tak alih kerajaan di samping pengetahuan mengenai konsep, struktur kod aset tak alih, perkaitan daftar aset dan kepentingannya. Makmal tersebut dikendalikan oleh dua pegawai dari Jabatan Kerja Raya, iaitu Encik Nazrul Izham Bisnan dan Encik Zamzuri Mohammad. Kesemua aset khusus yang berada dalam negara perlu diselesaikan pendaftarannya menerusi mySPATA pada akhir bulan Jun 2013.

Seminar Transformasi, Inovasi dan Kreativiti di Perpustakaan

Jawatankuasa Tetap Perpustakaan Khusus dari Persatuan Pustakawan Malaysia (PPM) dengan kerjasama IDFR telah menganjurkan *Seminar Transformasi, Inovasi dan Kreativiti di Perpustakaan* pada 8 Julai 2013 bertempat di Auditorium dan telah dirasmikan oleh Dato' Ku Jaafar Ku Shaari. Turut hadir pada majlis berkenaan ialah Profesor Madya Dr. Mohd Sharif Mohd Saad, Yang Dipertua PPM. Seramai 83 pustakawan dan petugas perpustakaan dari seluruh Malaysia telah menghadiri seminar selama sehari ini. Tujuan utama seminar ini adalah untuk berkongsi maklumat dan pengalaman mengenai amalan terbaik yang melibatkan transformasi, inovasi dan kreativiti di perpustakaan bagi memantapkan lagi sistem penyampaian. Sebanyak empat kertas kerja dibentangkan oleh pustakawan yang cemerlang dan berpengalaman dalam mentransformasikan perpustakaan masing-masing, seperti yang tertera di Jadual 7.

BIL.	PEMBENTANG	KERTAS KERJA
1.	Encik Azhar M. Noor Ketua Pustakawan, PETRONAS	<i>Transformasi, Inovasi dan Kreativiti di Pusat Sumber Petroleum, Petroliam Nasional Berhad (PETRONAS)</i>
2.	Puan Mazmin M. Akhir Ketua Pustakawan, UniMAP	<i>Transformasi, Inovasi dan Kreativiti di Perpustakaan Tuanku Syed Faizuddin Putra, Universiti Malaysia Perlis (UniMAP)</i>
3.	Puan Shukriah Hj. Yon Pengarah, Perbadanan Perpustakaan Awam Pulau Pinang	<i>Transformasi, Inovasi dan Kreativiti di Perbadanan Perpustakaan Awam Pulau Pinang</i>
4.	Encik Shahril Effendi Ibrahim Pustakawan Kanan, OUM	<i>Transformasi, Inovasi dan Kreativiti di Perpustakaan Universiti Terbuka Malaysia (OUM)</i>

Jadual 7: Senarai Nama Pembentang Kertas Kerja

Majlis Amanat Ketua Pengarah Sempena Bulan Ramadan

Majlis ini diadakan pada 9 Julai 2013 bersempena sambutan bulan Ramadan. Dalam amanat beliau, Dato' Ku Jaafar Ku Shaari mengingatkan kakitangan yang beragama Islam untuk sentiasa menghargai Allah S.W.T. dan mensyukuri kurniaanNya. Beliau turut berkongsi sejarah permulaan Ramadhan serta memetik maksud daripada beberapa surah dalam al-Quran seperti Surah al-Baqarah, Surah ar-Rahman dan Surah al-A'raf berkaitan hikmah ibadah puasa.

Kolaborasi Penganjuran Majlis Pembukaan UT MARA AUSTRALS 2013 (AUSTRALS)

Pada 15 Julai 2013, majlis pembukaan UT MARA AUSTRALS 2013 diadakan di Dewan Serbaguna. Acara ini dianjurkan oleh Universiti Teknologi MARA (UiTM) dengan kerjasama IDFR. AUSTRALS adalah kejohanan debat kedua terbesar dan kedua paling berprestij di dunia. Empat belas negara dan 185 institusi mengambil bahagian dalam pertandingan debat tersebut. Ucapan alu-aluan telah disampaikan oleh Dato' Ku Jaafar Ku Shaari, Ketua

Pengarah IDFR, diikuti dengan ucapan perasmian oleh Profesor Ir. Dr. Abdul Rahman Omar, Timbalan Naib Canselor UiTM.

Pameran 56 Tahun Merdeka

Pameran yang diadakan dari 1 Ogos hingga 16 September di ruang legar Perpustakaan merupakan salah satu usaha pihak IDFR untuk menyebarkan ilmu pengetahuan berhubung kemerdekaan Malaya kepada para pengunjung. Pameran ini juga bertujuan berkongsi maklumat mengenai sejarah kemerdekaan negara Malaysia, mengenang kembali sejarah perjuangan menuntut kemerdekaan, menanamkan semangat cintakan negara serta bersama-sama mengekalkan keamanan negara yang kita kecapi pada masa kini dan seterusnya untuk generasi yang akan datang. Secara tidak langsung, program ini juga adalah untuk menggalakkan budaya membaca dalam kalangan kakitangan, peserta kursus dan pelawat ke perpustakaan.

Majlis Iftar

Bahagian ini, dengan kerjasama Kelab Kebajikan, telah menganjurkan Majlis Iftar pada 1 Ogos 2013 di Dewan Serbaguna. Sebelum berbuka puasa, Encik Agustin Gutierrez C. Abdullah, Guru Bahasa Sepanyol, telah berkongsi pengalaman peribadinya ketika mula-mula memeluk Islam. Majlis dihadiri oleh kakitangan serta keluarga masing-masing dan peserta kursus program *Diploma in Diplomacy (DiD)* dan pelajar Sarjana Sains Sosial (Strategi dan Diplomasi). Majlis disempurnakan dengan solat Isyak dan solat tarawikh berjemaah, sebelum diakhiri dengan jamuan moreh.

Majlis Perpisahan Ketua Pengarah



Majlis ini diadakan pada 23 Ogos 2013 di Dewan Serbaguna. Ia dianjurkan sebagai tanda penghargaan dan terima kasih kepada Dato' Ku Jaafar Ku Shaari atas perkhidmatan cemerlang beliau sepanjang menjawat jawatan Ketua Pengarah semenjak Oktober 2010. Beliau telah dilantik sebagai Duta Besar Malaysia ke Mesir. Dalam ucapan beliau, Dato' Ku Jaafar Ku Shaari mengingatkan kakitangan agar terus berusaha menggembelng tenaga bagi mencapai visi institut. Majlis dimeriahkan dengan persembahan lagu-lagu kegemaran beliau, skit dan dikir barat oleh kakitangan setiap bahagian diikuti tayangan video montaj khas.

Hari terakhir beliau sebagai Ketua Pengarah adalah pada 30 Ogos 2013 dan acara *clocking out* telah dijalankan di Lobi Utama dihadiri oleh semua kakitangan yang berbaris untuk bersalaman serta mengucapkan selamat jalan kepada beliau. Dato' Ku Jaafar mengambil kesempatan tersebut untuk mengucapkan terima kasih kepada semua dan mendoakan IDFR terus cemerlang dan gemilang pada masa hadapan.

Perhimpunan Bulanan di Kementerian Luar Negeri, Malaysia

Kakitangan institut ini telah menghadiri Perhimpunan Bulanan Kementerian pada 15 Januari, 27 Februari, 6 Jun dan 30 Ogos 2013. Perhimpunan tersebut dimulakan dengan bacaan doa, nyanyian lagu *Negaraku* dan lagu *Wisma Putra*, disusuli bacaan ikrar perkhidmatan awam sebelum ucapan oleh Menteri Luar Negeri. Acara penyampaian Anugerah Penjawat Cemerlang Bulanan (APCB) turut diadakan pada majlis tersebut.

Bengkel Kemahiran Pencarian Maklumat

Bengkel ini merupakan bengkel yang dianjurkan pada setiap tahun untuk pelajar Program Sarjana Sains Sosial (Diplomasi dan Strategi). Ia bertujuan untuk memberi penerangan tentang kaedah pencarian maklumat merangkumi kemudahan dan perkhidmatan perpustakaan, pangkalan data dan aplikasi WEBOPAC perpustakaan. Sebanyak

dua sesi diadakan iaitu pada 3 September dan 9 September 2013 dan penceramah luar serta pembekal turut dijemput bagi menjayakan bengkel ini.

Migrasi rangkaian IDFR*Net ke 1Gov*Net

Rangkaian 1Gov*Net merupakan satu rangkaian bersepadu untuk sektor awam yang diuruskan secara berpusat bagi menyediakan perkhidmatan komunikasi data, suara dan sidang video untuk semua agensi kerajaan. Rangkaian 1Gov*Net menyediakan tiga kemudahan capaian yang berasingan iaitu capaian kepada sistem aplikasi e-Kerajaan, aplikasi dalaman agensi dan Internet. Objektif utama 1Gov*Net adalah bagi mewujudkan satu Rangkaian Telekomunikasi ICT Bersepadu Kerajaan yang selamat dan boleh digunapakai oleh semua agensi dalam sektor awam; menyokong pelbagai perkhidmatan komunikasi komprehensif merangkumi komunikasi data, suara dan sidang video; dan memantau dan mengurus pencapaian *Service Level Agreement* (SLA) rangkaian ICT Kerajaan yang seragam.

Pengujian yang diadakan dari 20 hingga 22 September 2013 terhadap capaian sistem aplikasi e-Kerajaan, sistem aplikasi IDFR, e-mel dan Internet mendapati kesemuanya dapat diakses dan beroperasi dengan baik. Secara keseluruhannya, IDFR*Net berjaya dimigrasikan dan beroperasi sepenuhnya melalui rangkaian 1Gov*Net pada 23 September 2013.

Taklimat Data Asas Sistem Pengurusan Aset (SPA)

Taklimat ini telah disampaikan oleh Puan Nurul Syuhada Samsu, Pegawai Teknologi Maklumat dari Bahagian Kawalan dan Pemantauan, Kementerian Kewangan kepada 12 pegawai institut ini pada 25 September 2013 di Makmal Komputer. Taklimat ini bertujuan memberikan penerangan terperinci berkaitan sistem dan maklumat data asas yang diperlukan dalam melaksanakan SPA. Pada sebelah petangnya, sesi pengisian maklumat kod lokasi binaan atau bangunan ke dalam templat Daftar Aset Khusus (DAK) seperti yang direkodkan dalam sistem MySPATA telah dijalankan.

Pembangunan Pelan Strategik ICT (ISP) IDFR 2013-2015

Projek pembangunan pelan ini telah mendapat kelulusan Jawatankuasa Pemandu ICT Bil. 1/2012 pada 13 Mac 2012. Pembangunan pelan ini dilaksanakan secara dalaman dalam tempoh enam bulan dengan kerjasama Pasukan Perunding ISP, MAMPU yang diketuai oleh Dato' Dr. Zahari Othman dan dibantu oleh Puan Sukhaila Angsor. Antara objektif pembangunan pelan ini adalah untuk menjelaskan visi, misi, hala tuju, inisiatif strategik dan rangka kerja bagi perancangan dan pembangunan ICT di IDFR dengan sokongan sistem aplikasi, teknologi, pembangunan sumber manusia dan tadbir urus ICT; dan menyediakan pelan atau *blueprint* ICT yang mengandungi garis panduan pelaksanaan projek ICT yang kos berkesan (*cost effective*), selaras dengan keutamaan keperluan pengurusan dan operasi IDFR bagi tempoh 2013-2015.



Satu Jawatankuasa Pembangunan ISP IDFR (JPISP) 2013-2015 telah diwujudkan dan dipengerusikan oleh Ambassador Aminah Hj. A. Karim, Ketua Pegawai Maklumat institut dan Dato' Zulkifli Yaacob dilantik sebagai Pengarah Projek. Pewujudan JPISP ini adalah bagi memastikan dokumen ISP dapat dilaksanakan mengikut jadual perancangan. Antara projek yang telah dikenal pasti untuk dilaksanakan pada 2013 adalah:

- * Penambahbaikan Laman Web IDFR
- * Migrasi Rangkaian 1Gov*Net
- * Laporan Kajian Keperluan Perkakasan dan Perisian ICT
- * Penyediaan Pelan Latihan ICT 2013-2015

- * Kursus ICT bagi Kakitangan dan Bukan Kakitangan ICT
- * Penyebaran maklumat ICT melalui e-mel

Sepanjang proses pembangunan ISP tersebut, beberapa aktiviti telah dijalankan seperti kajian keperluan pengguna dalaman dan luaran serta tiga siri bengkel. Majlis *Sign-Off* projek ini dijalankan pada 30 September 2013. Secara keseluruhannya, projek ini berjaya mencapai objektifnya dan satu dokumen ISP dapat dihasilkan.

Sesi Bersama Ketua Pengarah Baru IDFR

Dato' Hussin Nayan telah dilantik sebagai Ketua Pengarah mulai 1 Oktober 2013. Beliau merupakan bekas Pesuruhjaya Tinggi Malaysia ke Singapura. Satu sesi perjumpaan dan taklimat telah dijalankan dan telah dihadiri oleh para pegawai kanan institut.

Hari Informasi Perpustakaan IDFR

Seksyen Perpustakaan telah menganjurkan *Hari Informasi Perpustakaan IDFR 2013* pada 9 Oktober 2013. Majlis ini telah dirasmikan oleh Dato' Hussin Nayan, Ketua Pengarah yang baru. Objektif penganjuran program ini adalah untuk mempromosikan koleksi perkhidmatan dan kemudahan perpustakaan di samping merapatkan hubungan antara perpustakaan dengan kakitangan institut, agensi luar dan juga orang awam. Pelbagai acara menarik berbentuk informatif dan interaktif telah diadakan, antaranya, lawatan sekitar perpustakaan, pemeriksaan kesihatan, ceramah kesihatan dan motivasi, demonstrasi pertolongan cemas, permainan dalam kuiz, jualan lambak, gerai jualan buku dan cabutan bertuah. Hari Informasi ini telah

mendapat penyertaan gerai pameran dan jualan daripada beberapa agensi termasuk Kementerian Kesihatan Malaysia, Persatuan Bulan Sabit Merah Malaysia (PBSM), Perpustakaan Negara Malaysia (PNM) dan Persatuan Pustakawan Malaysia. Lebih kurang 200 tetamu menghadiri program ini dan antara mereka adalah kakitangan Dewan Bahasa dan Pustaka, Puspanita, PBSM, Kementerian Pertanian dan Industri Asas Tani Malaysia, PNM, Pertubuhan Berita Nasional Malaysia (BERNAMA), serta pelajar dan pensyarah dari Fakulti Pengajian Maklumat, Universiti Teknologi MARA (UiTM).



Program *Everyone Can Borrow*

Empat siri program ini telah dijalankan pada tahun 2013, iaitu pada 19 Februari, 17 April, 10 Julai dan 6 November. Sebanyak 751 naskhah buku telah dipinjam oleh kakitangan melalui program ini dan secara umumnya, program ini mendapat sambutan yang amat menggalakkan.

Menaiktaraf Laman Web Rasmi IDFR

Projek menaik taraf laman web ini merupakan salah satu pelan tindakan bagi tahun 2013 yang disenaraikan dalam ISP IDFR 2013-2015. Penambahbaikan kepada laman web ini mengambil kira cadangan dan komen daripada para pengguna. Beberapa modul ditambah baik dan dikemaskini bagi memastikan laman web yang terhasil memenuhi dan menepati piawaian dan kriteria Penilaian Laman Web dan Portal Kerajaan Malaysia (MPGWA) yang dilaksanakan setiap tahun atas semua laman web dan portal kementerian dan agensi kerajaan. Penambahbaikan laman web ini turut menekankan aspek keselamatan yang merangkumi perisian, teknologi, ketersediaan dan juga pengurusan laman tersebut pada masa akan datang. Sebagai saluran utama kepada pelanggan, kerja-kerja menaik taraf laman web ini membuktikan bahawa IDFR berusaha memastikan saluran penyampaian perkhidmatan kepada para pelanggannya sentiasa memberikan maklumat yang paling terkini dan mengikut perubahan teknologi media dan komunikasi semasa.

Pelaksanaan Program Kesedaran dan Pembudayaan ICT

Program sepanjang tahun ini disediakan dengan tujuan untuk menyebarkan maklumat dan meningkatkan pengetahuan, kemahiran, sikap dan nilai pengguna berkaitan teknologi maklumat dan komunikasi (ICT). Pembudayaan ICT ini merupakan salah satu program yang disenaraikan dalam ISP IDFR 2013-2015. Inisiatif melaksanakan program pembudayaan ICT dibuat dengan meliputi pelbagai topik seperti pengurusan maklumat keselamatan ICT, pengurusan rangkaian serta pengurusan kesihatan dari sudut ICT.

Bengkel Sistem Pengurusan Aset (SPA)

Bengkel ini dijalankan dari 19 hingga 20 Disember 2013 untuk 12 pegawai IDFR di Makmal Komputer dan telah disampaikan oleh Puan Hanita Kassim dan Encik Hawari Hamid dari Kementerian Kewangan. Matlamat bengkel ini adalah untuk memberikan persediaan, pendedahan dan pengurusan rekod aset yang lebih terancang dan sistematik kepada pegawai yang bertanggungjawab menguruskan aset di institut ini. Sesi amali penggunaan sistem tersebut turut dijalankan oleh kesemua peserta. Majlis diakhiri dengan ucapan penutup oleh Encik Nik Muhd Hasbi Nik Daud, Timbalan Pengarah Seksyen Pentadbiran, Kewangan dan Sumber Manusia. Beliau berharap agar kesemua peserta telah mendapat pemahaman yang lebih jelas tentang kaedah penggunaan sistem berkenaan untuk pengisian data-data aset dan inventori di IDFR.

Kolokium IDFR-UiTM

Kolokium anjuran bersama IDFR dan Fakulti Pengurusan Maklumat (FPM), Universiti Teknologi MARA (UiTM) bertajuk *Ensuring Sustainability of Library and Information Science Professionals* telah diadakan pada 25 November 2013 di IDFR. Idea di sebalik kerjasama ini adalah untuk meningkatkan prestasi perpustakaan, meningkatkan amalan yang dapat memastikan kemampanan profesional perpustakaan, melengkapkan para pelajar dengan medium dan kemahiran yang diperlukan untuk memenuhi perubahan persekitaran yang semakin berkembang dan menjalankan satu program sebagai salah satu inisiatif untuk menghasilkan profesional maklumat yang cekap dan lestari. Ucapan alu-aluan disampaikan oleh Prof. Madya Dr. Norasiah Harun, Timbalan Dekan (Akademik), FPM, diikuti ucap terna dan perasmian oleh Ambassador Aminahtun Hj. A. Karim, Timbalan Ketua Pengarah IDFR. Sebanyak empat kertas kerja dibentangkan di kolokium ini, seperti di Jadual 8.

Kolokium ini dihadiri oleh para pensyarah dan pelajar tahun akhir dari FPM, pustakawan dari pelbagai agensi termasuk BERNAMA, Dewan Bahasa dan Pustaka (DBP) serta kakitangan IDFR.

BIL.	PEMBENTANG	KERTAS KERJA
1.	Encik Dahlan Samad Pengarah, Pembangunan Sumber Manusia, Perpustakaan Negara Malaysia	<i>Keperluan Baru dan Cabaran Profesion Maklumat</i>
2.	Tuan Haji Azizi Jantan Pustakawan Kanan, Jabatan Perancangan Strategik, Perpustakaan Tun Abdul Razak, UiTM	<i>Kreativiti dan Inovasi</i>
3.	Puan Sharifah Fahimah Saiyed Yeop Eksekutif Kanan, Sistem, IP, Hakcipta dan Pengurusan Rekod (KMU) Universiti Teknologi PETRONAS	<i>Alat dan Teknologi</i>
4.	Puan Kamariah Jaafar Timbalan Pengarah, Perpustakaan IDFR	<i>Kemahiran dan Kompetensi</i>

Jadual 8: Senarai Nama Pembentang Kertas Kerja

Happenings In and Around IDFR





Happenings In and Around IDFR





Happenings In and Around IDFR





©IDFR 2014

Published by
Institute of Diplomacy and Foreign Relations (IDFR)
Ministry of Foreign Affairs, Malaysia
Kuala Lumpur, Malaysia
www.idfr.gov.my

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, including photocopying.

ISSN 1394-4479

CONTENTS

84	Message from the Secretary General, Ministry of Foreign Affairs, Malaysia
86	Foreword by the Director General, Institute of Diplomacy and Foreign Relations
89	Institute of Diplomacy and Foreign Relations
93	IDFR's Royal Patron and Distinguished Fellows
95	IDFR 2013 Programmes
101	Training Division
111	Language Division
121	Regional and Security Studies Division
131	Academic Studies, Research and Publication Division
135	Corporate and Management Services Division



Message from the

SECRETARY GENERAL

Ministry of Foreign Affairs, Malaysia

Assalamualaikum warahmatullahi wabarakatuh.

I wish to congratulate the Institute of Diplomacy and Foreign Relations (IDFR) for successfully concluding the year 2013. As the Ministry's training arm, IDFR has provided pertinent support to the Ministry in building the human capacity of the nation's Foreign Service, through its training programmes and related activities. The training programmes are aimed at equipping and enhancing the knowledge, skills and professionalism of Malaysian diplomats and other diplomatic practitioners in support of the Government's transformational agenda and in meeting our country's aspiration to be a high income developed nation by the year 2020.

I also wish to congratulate Dato' Hussin Nayan, former High Commissioner of Malaysia to Singapore, on his appointment as the new Director General of IDFR in October 2013. Dato' Hussin Nayan brings with him a vast experience in diplomacy and foreign relations that would help steer IDFR to greater heights. I wish to thank Dato' Ku Jaafar Ku Shaari, the former Director General of IDFR for his contributions in making IDFR Malaysia's premier institute for diplomacy and foreign relations.

In its continued pursuit as a premier institute for diplomacy and foreign relations, I am pleased to note that throughout the year 2013, IDFR has also extended its training programmes to include participants from countries in and around the Southeast Asian region. Specialised programmes were designed for Myanmar, Libya and members of the Pacific Island Forum to meet these countries' needs. These well-received programmes including IDFR's collaboration with the Devawongse Varopakarn Institute of Foreign Affairs of Thailand, reflects the confidence of the international community on IDFR's ability as a training institute for diplomacy and foreign relations.

In this ever-changing and uncertain globalised world, the coming years as Malaysia moves to be a high income developed nation by the year 2020, will be most challenging. Diplomacy remains the conduit that binds relations between countries. It is therefore pertinent that Malaysia's diplomatic practitioners continue to be equipped with the necessary skills and knowledge in meeting these challenges and ensure the nation's interests is well promoted and protected. In this regard, IDFR plays an important role at the forefront in equipping Malaysian diplomats with these required skills and knowledge in the art and science of diplomacy and foreign relations. Courses and programmes must be updated and tailored specifically for its intended purposes to ensure their relevance and applicability. Attentive, innovative and creative thinking should be encouraged and instil in these programmes that would develop a more well-rounded diplomatic practitioners. Greater emphasis must be given on language proficiency to provide more affluence to our diplomats.

I am confident that with Dato' Hussin Nayan as the new Director General of IDFR, and the commitment and dedication of its officers and staff, IDFR will continue to reach greater heights and assist in shaping Malaysian diplomats of high standard and calibre. On behalf of the Ministry, I look forward to supporting and collaborating with IDFR in fulfilling our common objectives.

Thank you.

DATUK OTHMAN HASHIM



Foreword by the

DIRECTOR GENERAL

Institute of Diplomacy and Foreign Relations

Assalamualaikum warahamatullahi wabarakatuh.

I am pleased to present the Institute of Diplomacy and Foreign Relations' Annual Report for 2013, which provides a summary of the many activities at IDFR. First and foremost, I extend my deep appreciation to my predecessor, Dato' Ku Jaafar Ku Shaari, who helmed IDFR from October 2010 to September 2013. His tireless efforts and meticulous planning had set IDFR to soar into another remarkable year in 2013. The various training programmes, intellectual discourses, seminars and fora as well as being host to several important events were undertaken successfully. These achievements were made possible through the hard work and team efforts of dedicated and determined officers and staff at IDFR to keep the flag flying high.

Among the highlight of events in 2013 was the inaugural *Peace and Security Forum* which was held in May. The event was co-hosted with the Cordoba Foundation from the United Kingdom, the Diplomatic Institute of Qatar, the International Institute of Advanced Islamic Studies and the Global Movement of Moderates Foundation. The Regent of Perak Darul Ridzuan, His Royal Highness Raja Dr. Nazrin Shah Ibni Almarhum Sultan Azlan Muhibbuddin Shah had graced the forum and delivered a Royal Address titled, *Islam and Peace Making: Legacy and Promise*.

IDFR also achieved recognition in its outreach programme as demonstrated by many institutes from various foreign countries that had sent their officers and diplomats to attend the training programmes here. Several countries too expressed their interest to ink a Memorandum of Understanding with the institute in related fields of interest including specialised diplomatic training and exchange of trainers.

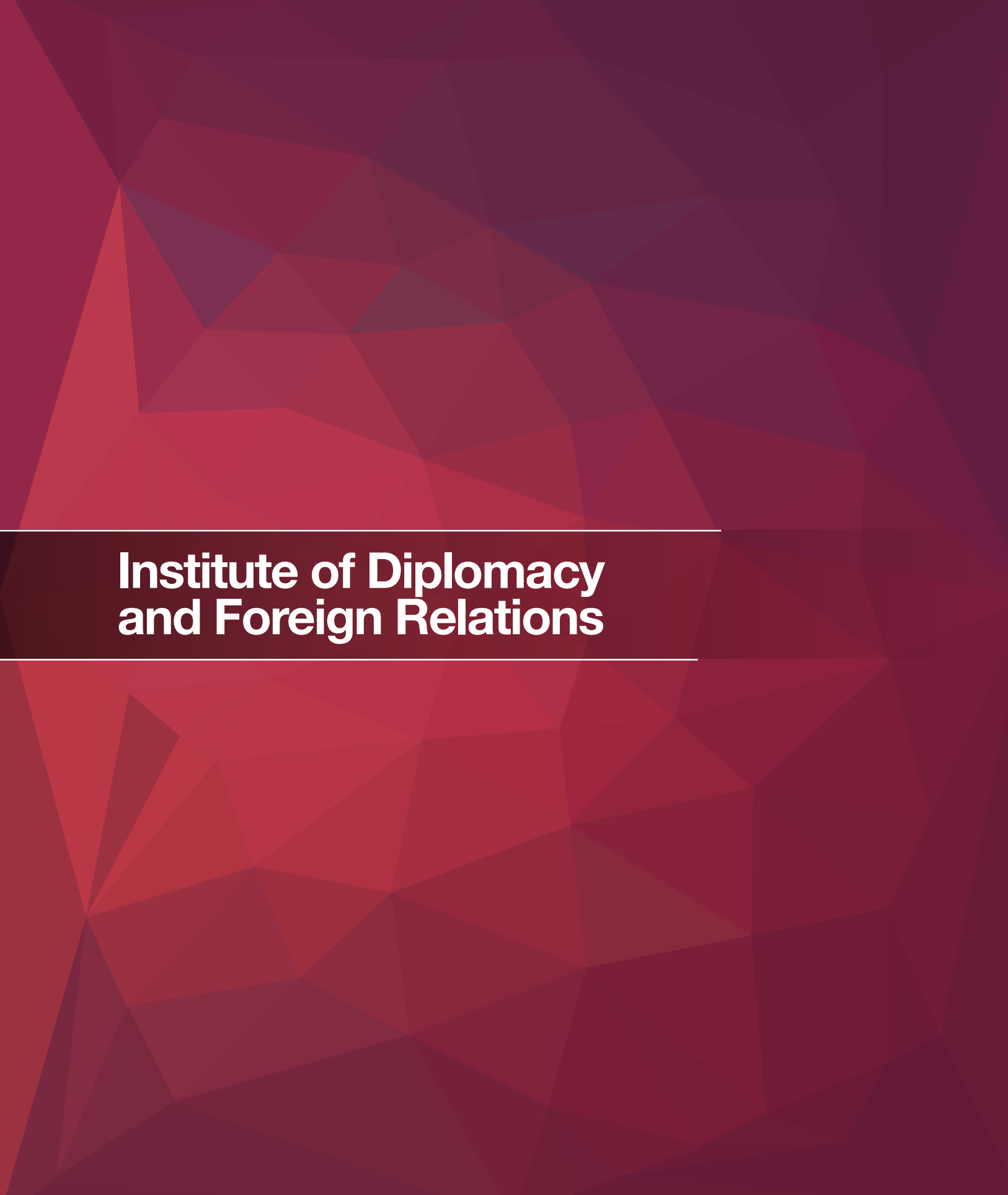
On another front, IDFR continues to collaborate with several other institutions such as INTAN for the International Relations Module under the Diploma in Public Management programme, the Malaysian Institute of Integrity, the Perdana Global Peace Foundation by attending its lecture series which was held at Universitas Muhammadiyah, Jogjakarta, Indonesia and also with the World Trade Institute, University of Berne, Switzerland to expand on the subject of economic diplomacy which the institute is strengthening. The Devawongse Varopakarn Institute of Foreign Affairs, Thailand sent their diplomatic officers to undergo English language course at the institute in four batches throughout the year 2013.

The institute published several in-house journals namely the *Annual Report*, *Prospectus*, the quarterly *Diplomatic Voice* and the *Journal of Diplomacy and Foreign Relations (JDFR)*. The *Diplomatic Voice* showcases the institute's various activities and events and provided a platform to share knowledge and disseminate information through the distribution to Malaysian Missions abroad.

Last but not least, I would like to take this opportunity to extend my heartfelt thanks and gratitude to His Royal Highness Raja Dr. Nazrin Shah Ibni Almarhum Sultan Azlan Muhibbuddin Shah, the Regent of Perak Darul Ridzuan for his gracious presence and Royal Address during the *Peace and Security Forum* and the Honourable Tun Abdullah Ahmad Badawi, former Prime Minister for the Dinner Talk during the forum. My deep appreciation also goes to Dato' Sri Anifah Aman, Minister of Foreign Affairs, Dato' Hamzah Zainuddin, Deputy Minister of Foreign Affairs and Datuk Othman Hashim, Secretary General of the Ministry of Foreign Affairs, Malaysia, for their tireless guidance and support for IDFR's programmes and activities.

Thank you.

DATO' HUSSIN NAYAN



Institute of Diplomacy and Foreign Relations

INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS



The Institute of Diplomacy and Foreign Relations, or IDFR in short, is located on Jalan Wisma Putra in the heart of Kuala Lumpur. Housed on the former site of the first Prime Minister and Minister of External Affairs, Tunku Abdul Rahman Putra al-Haj's official residence, IDFR is the training arm of the Ministry of Foreign Affairs, Malaysia.

IDFR conducts training courses for the ministry's officers and officers from other government ministries and agencies and the courses include diplomatic training, pre-posting orientation, public diplomacy and media skills as well as Arabic, English, French, Spanish and Mandarin language. It also offers a Conversational Malay course for members of the diplomatic corps.

The institute's courses are also offered to international participants from developing countries under the Malaysian Technical Cooperation Programme (MTCP), Colombo Plan member countries as well as Commonwealth countries. These courses include diplomatic training, crisis management and strategic analysis.

IDFR also regularly receives requests from other Governments to train their diplomats, and to date, have trained heads of missions and mid-career diplomats from countries such as Timor Leste and Libya as well as member countries of the Pacific Islands.

To complement its training courses, IDFR also organises public lectures, forums, round table discussions, seminars and workshops. Participants normally include government officials, academicians and university students, representatives from think tanks, non-governmental organisations and training institutes, as well as members of the diplomatic corps based in Kuala Lumpur. Among the prominent personalities who have addressed audience at IDFR are Kofi Annan, Yasser Arafat, Benazir Bhutto, Nelson Mandela, Tun Dr. Mahathir Mohamad, Imam Feisal Abdul Rauf, Reverend Jesse Jackson, Ban Ki-Moon and His Royal Highness Raja Dr. Nazrin Shah Ibni Almarhum Sultan Azlan Muhibbuddin Shah, the Regent of Perak Darul Ridzuan and the Institute's Royal Patron.



IDFR also has a panel of Distinguished Fellows, made up of experienced practitioners and outstanding academicians in the field of diplomacy and international relations, who contribute ideas and provide support for the growth of the Institute.

IDFR has also established linkages with various diplomatic academies and training institutes worldwide, including the Diplomatic Academy of the Russian Federation, Diplomatic Academy of Ukraine, United Nations Institute for Training and Research, Azerbaijan Diplomatic Academy, University of World Economy and Diplomacy, Uzbekistan and London School of Economics, and with international affairs training institutes of Australia, Thailand and India. Locally, IDFR is also in collaboration with Universiti Kebangsaan Malaysia, Universiti Teknologi MARA, Universiti Malaya, Universiti Utara Malaysia, Institute of Strategic and International Studies, Institute of ASEAN Studies and Global Affairs, Institute of Advanced Islamic Studies, National Institute of Public Administration, Association of Former Malaysian Ambassadors, Foreign Policy Study Group, United Nations Association of Malaysia, Malaysian Armed Forces Defence College, Global Movement of Moderates Foundation, Perdana Global Peace Foundation as well as foreign missions in Kuala Lumpur, in coorganising public lectures, forums, and round table discussions on various regional and international issues.

Vision

- ✧ An international centre for training and research in diplomacy and international relations of global standing

Mission

- ✧ To enhance the competency and professionalism of diplomatic officers by promoting systematic and relevant training
- ✧ To provide quality training in areas of diplomacy and international relations to local and international participants
- ✧ To provide a conducive environment for training with state of the art facilities
- ✧ To strive towards making IDFR a foreign policy think tank through extensive research and publications
- ✧ To forge strategic partnership on training and research with government and non-government agencies, local and international institutions of higher learning
- ✧ To reach out to the world on Malaysia's foreign policy

Client Charter

- ✧ To organise at least 90 per cent of the training programmes and language courses listed in the IDFR Prospectus
- ✧ To organise at least 90 per cent of seminars, conferences, workshops, round table discussions and public lectures listed in the IDFR Prospectus
- ✧ To produce at least seven publications annually
- ✧ To inform the relevant organisations and individuals regarding planned training programmes and language courses at least one month before their respective commencement
- ✧ To inform the relevant organisations and individuals regarding planned seminars, conferences, workshops, round table discussions and public lectures at least one week before their respective commencement

Programmes

IDFR offers training courses/programmes under the following broad areas of expertise:

- ✧ Diplomatic Training
- ✧ Language Training
- ✧ Regional and Security Studies
- ✧ Master's Programme

Divisions in IDFR

- ✧ Training Division
- ✧ Language Division
- ✧ Regional and Security Studies Division
- ✧ Academic Studies, Research and Publication Division
- ✧ Corporate and Management Services Division

Facilities

The institute's facilities include:

- ✧ Training and meeting rooms
- ✧ A fully-equipped library, complete with self-access learning resources
- ✧ Fully-equipped language and computer labs
- ✧ An auditorium which can seat up to 250 people
- ✧ A multipurpose hall which can accommodate up to 500 people
- ✧ Fifty one hostel rooms, inclusive of ten suites
- ✧ Cafeteria
- ✧ Gymnasium, swimming pool, karaoke room and squash courts
- ✧ Wireless coverage at the meeting rooms, auditorium and cafeteria



IDFR's Royal Patron and Distinguished Fellows

IDFR'S ROYAL PATRON AND DISTINGUISHED FELLOWS

Royal Patron

His Royal Highness Raja Dr. Nazrin Shah Ibni Almarhum Sultan Azlan Muhibbuddin Shah
The Regent of Perak Darul Ridzuan

Distinguished Fellows

Tan Sri Razali Ismail
Chairman, Global Movement of Moderates Foundation

Tan Sri Dato' Seri Mohamed Jawhar Hassan
Chairman, Institute of Strategic and International Studies

Tan Sri Hasmy Agam
Chairman, Human Rights Commission of Malaysia

Tan Sri Ahmad Fuzi Haji Abdul Razak
Secretary General, World Islamic Economic Forum Foundation

Admiral Tan Sri Dato' Sri Mohd. Anwar Hj. Mohd. Nor (R)
Chairman, Board of Directors, National Defence University of Malaysia

Professor Emeritus Datuk Dr. Osman Bakar
*Chairman/Professor, Sultan Omar 'Ali Saifuddien Centre for Islamic Studies
Universiti Brunei Darussalam*

Professor Dr. Zafar U. Ahmed
Professor of Marketing and International Business, Lebanese American University

Professor Dr. Badrol Hisham Ahmad Noor@Farish A. Noor
*Associate Professor, S. Rajaratnam School of International Studies
Nanyang Technological University, Singapore*

Professor Dato' Dr. Zakaria Ahmad
Deputy Vice Chancellor (Research), HELP University

Professor Dr. Chandra Muzaffar
*The Noordin Sopiee Professor of Global Studies, Centre for Policy Research
Universiti Sains Malaysia*

Professor Dr. K S Nathan
Principal Fellow, Institute of Ethnic Studies, Universiti Kebangsaan Malaysia

Tan Sri Professor Dr. Mohd. Kamal Hassan
Distinguished Professor, International Institute of Islamic Thought and Civilization

Dr. Sufian Jusoh
External Consultant, World Trade Institute



IDFR 2013 Programmes

TRAINING DIVISION

PROGRAMME	COURSE/TITLE	DATES
Training	<i>Workshop on Public Diplomacy and Media Skills 1/2013</i>	14-17 January
	<i>Pre-Posting Orientation Course for Officers and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 1/2013</i>	18 February-1 March
	<i>IR Module for DPA Participants (INTIM)</i>	18-21 February
	<i>IR Module for DPA Participants (IKWAS)</i>	26 February
	<i>Diploma in Diplomacy (DiD) 1/2013</i>	4 March-29 May 3 June-30 August (On-the-job training)
	<i>IR Module for DPA Participants (IKWAS)</i>	5 March
	<i>IR Module for DPA Participants (INTIM)</i>	11-14 March
	<i>Diplomatic Training Course (DTC) for International Participants 1/2013</i>	11-29 March
	<i>Workshop on Diplomacy for Participants of the International Institute for Muslim Unity (IIMU)</i>	19-20 March
	<i>Workshop on Introduction to Public International Law</i>	8-11 April
	<i>Speech Writing Course for Intermediate Level</i>	15-17 April
	<i>Orientation Course for Secretaries</i>	15-26 April
	<i>Speech Writing Course for Advanced Level</i>	22-24 April
	<i>Pre-Posting Orientation Course for Officers and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 2/2013</i>	6-17 May
	<i>Diplomatic Training Course for Myanmar Officers</i>	16-22 May
	<i>Crisis Management for International Participants</i>	3-21 June
	<i>IR Module for DPA Participants (Bukit Kiara Cadet)</i>	4-5 June 7 June
	<i>Workshop on International Negotiation for Senior Officers</i>	4-6 June
	<i>Workshop on International Negotiation for Junior Officers</i>	7 June
	<i>Diploma in Diplomacy (DiD) 2/2013</i>	10 June-4 September 9 September-1 November (On-the-job training)

PROGRAMME	COURSE/TITLE	DATES
	<i>Training of Trainers: Introduction to Training Skills for Assistant Secretaries and Executive Officers</i>	25-28 June
	<i>Orientation Course for Future Heads of Mission of the Democratic Republic of Timor Leste</i>	1-5 July
	<i>Pre-Posting Orientation Course for Officers and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 3/2013</i>	19-30 August
	<i>Diplomatic Training Course for Diplomats from the Pacific Island Forum Member Countries</i>	26-30 August
	<i>Orientation Course for Heads of Mission and Their Spouses</i>	2-6 September
	<i>Strategic Analysis Course for International Participants</i>	2-20 September
	<i>Mid-Career Course for Diplomats</i>	9-20 September
	<i>IR Module for DPA Participants (IKWAS)</i>	23-27 September
	<i>Diplomatic Training Course (DTC) for International Participants 2/2013</i>	23 September-11 October
	<i>IR Module for DPA Participants (IKWAS)</i>	30 September-4 October
	<i>IR Module for DPA Participants (INTIM)</i>	6-10 October
	<i>IR Module for DPA Participants (INTIM)</i>	20-24 October
	<i>Pre-Posting Orientation Course for Officers and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 4/2013</i>	21 October-2 November
	<i>IR Module for DPA Participants (INTURA)</i>	27-31 October
	<i>IR Module for DPA Participants (INTURA)</i>	3-7 November
	<i>Forum for ASEAN Young Diplomats on International Affairs 2013</i>	2-13 December
	<i>Training of Trainers: Introduction to Training Skills for Undersecretaries and Principal Assistant Secretaries</i>	10-13 December

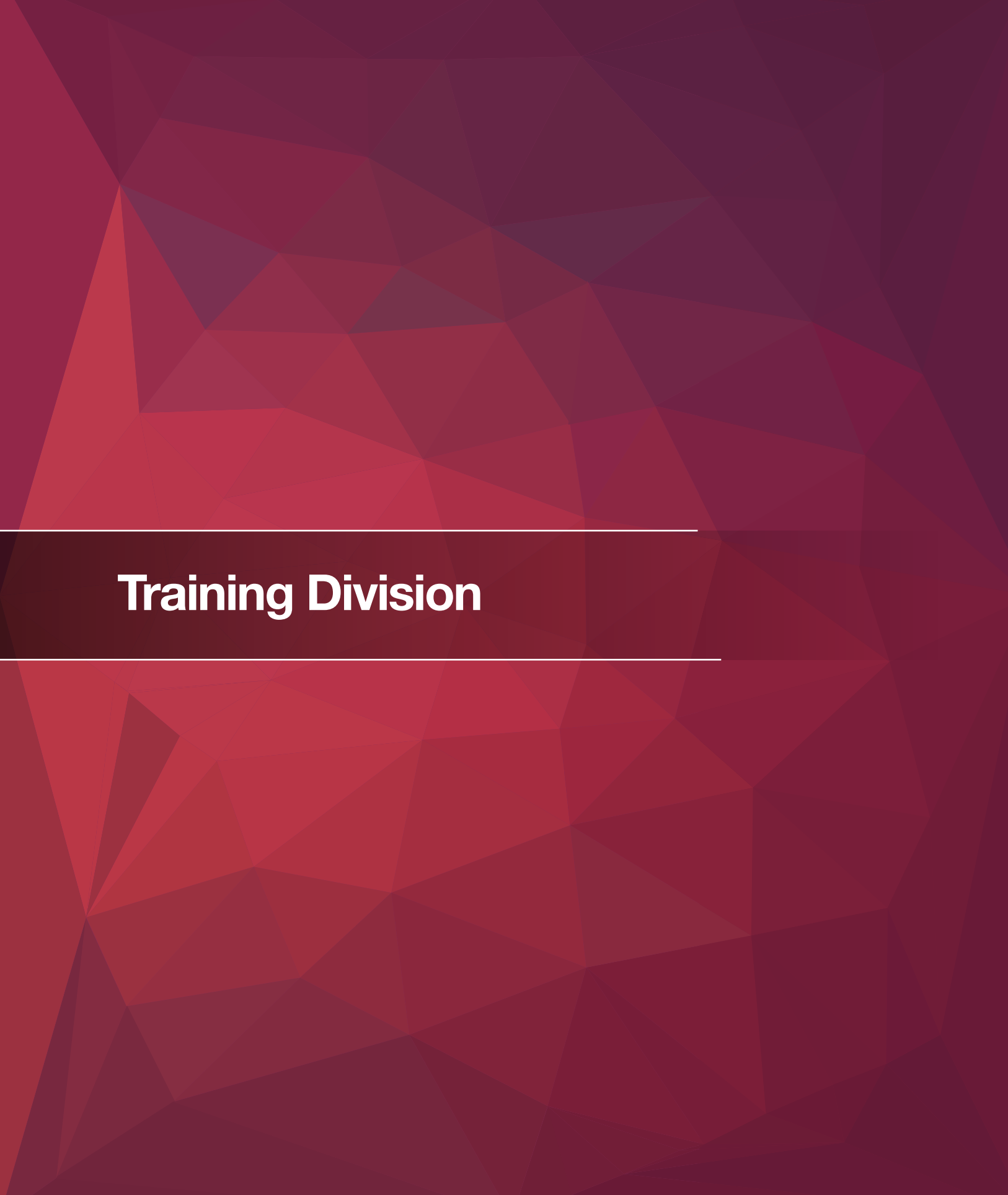
LANGUAGE DIVISION

PROGRAMME	COURSE/TITLE	DATES
English	<i>English Language Training Programme for DVIFA</i>	21 January
	<i>English Proficiency Course</i>	21 February-19 April
	<i>Speaking Skills: Say It Right 1/2013</i>	4-6 February
	<i>Building Blocks of Good English</i>	4-8 March
	<i>English Language Modules</i>	4 March-29 May
	<i>Building Blocks of Good English</i>	12 March-9 July
	<i>English Language Training Programme for DVIFA</i>	7-9 April
	<i>Effective Presentation Skills 1/2013</i>	9-12 April
	<i>Speaking Skills: Say It Right 2/2013</i>	20-22 May
	<i>English Language Development Programme for Officials from the Ministry of Foreign Affairs of The Republic of the Union of Myanmar</i>	3-14 June
	<i>English Language Modules</i>	10 June-6 September
	<i>Effective Writing Skills 1/2013</i>	17-20 June
	<i>English Language Training Programme for DVIFA</i>	3-5 July
	<i>Effective Presentation Skills 2/2013</i>	26-29 August
	<i>English Language Training Programme for DVIFA</i>	18-20 September
	<i>Effective Writing Skills 2/2013</i>	12-15 November
Arabic	<i>Arabic Level IX</i>	28 January-26 June
	<i>Arabic Level IV</i>	29 January-27 June
	<i>Arabic for Diplomatic Purposes</i>	4 March-31 May
	<i>Arabic for Diplomatic Purposes</i>	10 June-6 September
French	<i>French Level I</i>	1 October 2012-27 March 2013
	<i>French Level III</i>	2 October 2012-2 April 2013

PROGRAMME	COURSE/TITLE	DATES
Spanish	<i>French Advanced Level VIII</i>	5 October 2012-27 September 2013
	<i>French for Diplomatic Purposes</i>	4 March-29 May
	<i>Introductory French Language Course for IDFR Staff</i>	7 March-27 September
	<i>French Level II</i>	8 April-3 July
	<i>French Level IV</i>	9 April-2 July
	<i>French for Diplomatic Purposes</i>	10 June-6 September
	<i>French Level III</i>	19 August-20 November
	<i>French Level V</i>	20 August-21 November
	<i>French Advanced Level IX</i>	11 October 2013-30 May 2014
	<i>Spanish Level VI</i>	7 January-27 May
	<i>Spanish Level I</i>	8 January-26 March
	<i>Spanish Level III 1/2013</i>	9 January-29 March
	<i>Spanish for Diplomatic Purposes</i>	4 March-31 May
	<i>Spanish Level II</i>	16 April-20 June
	<i>Spanish Level IV</i>	17 April-26 June
	<i>Spanish for Diplomatic Purposes</i>	10 June-6 September
	<i>Spanish Level VII</i>	17 June-23 September
	<i>Spanish Level III 2/2013</i>	20 August-7 November
	<i>Spanish Level V</i>	21 August-6 November
Mandarin	<i>Mandarin Level I</i>	18 February-24 April
Malay	<i>Conversational Malay Course</i>	3 September-14 November

REGIONAL AND SECURITY STUDIES DIVISION

PROGRAMME	COURSE/TITLE	DATES
Economic Diplomacy Series	<i>International Trade in Green Technology Products</i>	18 January
Round Table Discussion	<i>Euro Zone Crisis: The Outlook for Europe in 2013 and Its Global Impact</i>	29 January
Forum	<i>Malaysia-Australia Young Diplomats</i>	8-9 May
	<i>Regional Integration Processes in Latin America and the Caribbean</i>	2 October
	<i>Middle East Revisited: Geo Strategic Implications, Democratic Transformation Challenge and the Economic Development Potential (Case of Egypt)</i>	31 January
	<i>Commonwealth: Opportunity Through Enterprise</i>	25 March
	<i>Peace and Security 2013</i>	16 May
	<i>The Prospect of an OIC Closer Investment and Trade Integration</i>	3 July
	<i>Distinguished Fellows' Meeting</i>	27 February
	<i>ASEAN Comprehensive Investment Agreement (ACIA)</i>	19-20 March
Seminar	<i>The International Security Symposium 2013</i>	23 October
Symposium	<i>Strengthening Diplomatic Ties Between the European Union and Malaysia in the Face of the Eurozone Crisis</i>	18 September
Lecture	<i>Transboundary Pollution: What We Know and What We Can Do About It</i>	11 November
Master	<i>Master of Social Science 2012/2013: Study Visit to Sabah</i>	21 August
	<i>Master of Social Science 2012/2013: Farewell Dinner</i>	28 September
	<i>Master of Social Science 2013/2014: Opening Ceremony</i>	3 September



Training Division

TRAINING DIVISION

As the training arm for the Ministry of Foreign Affairs, Malaysia, the main function of the Training Division is to conduct training programmes for local and international participants at the junior, mid-career and senior level.

Programmes for the local participants can be divided into two major categories, namely, for officers from the Ministry of Foreign Affairs, Malaysia itself and for officers from other ministries and government agencies.

Programmes for the international participants can be divided into three, firstly under the Malaysian Technical Cooperation Programme (MTCP), secondly funded by third party collaborators such as the ASEAN Secretariat, Commonwealth Secretariat and Colombo Plan and thirdly are the specialised programmes by requests from other countries.

In 2013, the Training Division conducted 40 courses which involved 1882 participants; 1681 local participants and 201 international participants.

Workshop on Public Diplomacy and Media Skills

IDFR successfully organised the workshop from 14 to 17 January 2013. The programme received encouraging response from officers of various ministries and government agencies, namely, from the Ministry of Defence, Ministry of Human Resources, Ministry of Health, Prime Minister's Department, Malaysia External Trade Development Corporation, Southeast Asia Regional Centre for Counter Terrorism, Malaysian Timber Industry Board and Land Acquisition Section. Twenty-five participants attended the workshop compared to only 12 in 2012.

The workshop was conducted to equip the participants with the knowledge and skills to handle the media in the context of public diplomacy and advocacy. It addressed conceptual and practical aspects of public diplomacy and media skills through specific topics such as *Public Diplomacy*, *Cross-Cultural Understanding*, *The Role of Media in Public Diplomacy* and *Effective Media Relations*. Hands-on training was also conducted through simulated press conferences and media interviews to impart the skills, techniques and necessary tools in handling the media to the participants.

Overall, IDFR received positive feedback from the participants. They found the workshop to be beneficial and it provided them with ideas on how to react when facing the media.

Pre-Posting Orientation Course for Officers and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM)

In 2013, the Training Division conducted four series of the *Pre-Posting Orientation Course for Officers and Spouses under SPKM*. The first series was conducted from 18 February to 1 March with 61 participants, the second was from 6 to 17 May with 57 participants and the third one was organised from 19 to 30 August with 47 participants. The final series was conducted from 21 October to 2 November with 81 participants.

The main objectives of the course were to enhance the participants' knowledge and skills in diplomacy and international relations, refine their interpersonal skills and leadership qualities as well as instill esprit de corps among them for effective performance in fulfilling their duties and responsibilities as representatives of the country. In addition, the programme also prepared the participants' spouses for their varied functions and responsibilities.

The course was fully conducted in English. Throughout the ten days, the participants were involved in lectures, group and panel discussions and field visits. The guest speakers and panelists were selected among those who are subject matter experts and have diplomatic service experience as the country's representatives at Malaysian Missions. Most of them are officers who currently hold senior positions at the Ministry of Foreign Affairs, Malaysia. Among the modules taught were *Administration and Security Matters at Mission*, *Financial Management at Mission*, *Protocol and Consular Matters at Mission*, *Legal Matters at Missions*, *Promoting Malaysia as an Educational Hub*, *Tourist Attractions*, *Malaysia as a Halal Hub*, *Language and Diplomacy*, *Grooming and Social Etiquette*, *Fine Dining Etiquette*, *Royalty and Palace Protocol* and *Role of Spouses at Mission*.

The course received favourable and commendable response from the participants. Not only did the participants find the course to be very beneficial in introducing them to the overall work at Missions but it also created a platform for them to build a network of acquaintances as they were all from different ministries and government agencies. The course also provided a glimpse of the real working environment as they would be required to work with officers from different ministries and government agencies at Missions.

International Relations Module for Diploma in Public Management Participants

IDFR and the National Institute of Public Administration (INTAN) jointly organised four series of *International Relations Module* for participants of INTAN's Diploma in Public Management (DPA).

The first series was held from 18 to 21 February and from 11 to 14 March for participants from INTAN Eastern Regional Campus (INTIM). The second one was held on 26 February and 5 March for participants from INTAN Southern Regional Campus (IKWAS). The third series was held from 4 to 5 June and 7 June, for a different group from both the campuses as well as from the Northern Regional Campus (INTURA). The final series was held from 23 to 27 September and from 30 September to 4 October for participants from IKWAS, from 6 to 10 October and from 20 to 24 October for participants from INTIM, and from 27 to 31 October and from 3 to 7 November for participants from INTURA.

The objectives of the programme were to develop the participants' knowledge and understanding in diplomacy and international relations as well as to provide an overview of the roles and functions of Malaysian diplomats.

Among the topics included in the IR module were *Malaysia's Foreign Policy, Vienna Convention and Consular Relations, ASEAN Regional Cooperation, Public Diplomacy and Media Relations, International Negotiations, Malaysia's Position on Counter Terrorism and Language and Diplomacy*.

Diploma in Diplomacy (DiD) 2013

The *Diploma in Diplomacy (DiD)* is a mandatory programme for all Ministry of Foreign Affairs, Malaysia' junior officers. The programme provides training in diplomatic skills and the upgrading of the participants' knowledge in diplomacy and international relations. The programme was designed to equip the participants with professional skills as well as the right attitude and values to perform and excel in their duties as diplomats.

In 2013, a new format for the programme was introduced with the first three months spent at the institute followed by a three-month on-the-job training at the Ministry. The programme was held in two series with the participation of 21 officers each. The first series was held from 4 March to 29 May at IDFR and 3 June to 30 August at the Ministry. Meanwhile, the second series took place from 10 June to 4 September at the Institute and from 9 September to 1 November at the Ministry.

At IDFR, the participants underwent specially-formulated modules which included diplomatic soft skills, writing and presentation skills, protocol as well as etiquette. Strong emphasis was also given to English language skills. On top of that, the participants were also required to learn a foreign language, either Mandarin, French, Spanish or Arabic.

Through this programme also, the participants were given a chance to experience life as a Malaysian diplomat abroad through a one-week attachment programme at a Malaysian Mission. Ten participants from the first series was attached to the Malaysian Embassy in Hanoi and the remaining 11 went to the Malaysian Embassy in Manila. For the second series, ten of the participants went to the Malaysian Embassy in Beijing and the remaining 11 went to the Malaysian High Commission in New Delhi.





The participants were also required to successfully complete a *Regional and International Affairs* module in order to obtain the diploma. Through this module, the participants were exposed to regional and multilateral issues including a simulation exercise of the United Nation's Security Council meeting. The module was also attended by young diplomats from Australia, Indonesia, Iran, Turkey, Timor Leste and South Africa. In order to further fulfill the criteria to be awarded the diploma, the participants were also required to write a substantive research paper based on topics related to diplomacy and international relations.

A graduation ceremony was held on 20 November 2013 and was attended by the Deputy Minister of Foreign Affairs, the Director General of IDFR, the Ministry's Heads of Department and representatives of the diplomatic corps.

Based on the participants' feedback, the programme met their expectations, with high praises given to the quality of modules, content and the way the programme was run. Further revisions will be done to ensure that future programmes will not only maintain the quality of module and speakers but will always meet contemporary needs. In order to further strengthen the programme and in line with the aim to produce top-notch diplomats, aspects of ethos will be further enhanced. The programme will also take into account the different values and qualities possessed by the participants in order to ensure maximum benefits to all of them.

Diplomatic Training Course (DTC) for International Participants

IDFR successfully organised Series 1/2013 of the course from 11 to 29 March 2013 and Series 2/2013 from 23 September to 11 October 2013.

The first series was attended by 16 diplomats from Azerbaijan, Cambodia, Kyrgyz Republic, Oman, Sudan, Tajikistan, Tanzania, The Philippines, Timor Leste, Turkey and Uzbekistan. The second series was attended by 14 diplomats from Botswana, Burkina Faso, Ecuador, Jordan, Laos, Pakistan, The Philippines, The Solomon Islands, Tajikistan, Thailand, Togo, Uzbekistan and Yemen.

The three-week programme conducted under the MTCP created a valuable environment for the participants to enhance their knowledge on diplomacy, strategic thinking, negotiations, public speaking, Malaysia's foreign policy and experience on ASEAN, Malaysia's economic development, media skills and other important subjects.

The programme was also a platform for the participants to exchange ideas, learn from each other and gain different perspective regarding their duties as diplomats. This was made possible through an integrated teaching and learning methodologies including briefing, discussions, lectures, simulations and exercises. The participants went on several study visits to various ministries and government agencies to gain knowledge about their roles and functions and among the states visited were Terengganu, Johor and Melaka.

Overall, IDFR received positive feedback from the participants, who among others, said that they gained valuable knowledge and skills through this programme, and established new network that would assist them in the future. The participants from both series thanked IDFR and the MTCP for conducting such a constructive programme and giving them the chance to experience Malaysia's delicious food, diverse cultures, traditions and religions.



For the first series, the Certificate Presentation Ceremony was graced by Dato' Ku Jaafar Ku Shaari, Director General of IDFR, while for the second one, the certificates were presented by the new Director General, Dato' Hussain Nayan. Also present at both ceremonies were Heads of Foreign Missions, representatives from the MTCP and IDFR officers.

Workshop on Diplomacy for Participants of the International Institute for Muslim Unity

At the request of the International Institute for Muslim Unity (IIMU), IDFR successfully conducted the workshop from 19 to 20 March 2013. This was the first official collaboration between IDFR and IIMU, another milestone for the institute.

The objective of the programme was to promote awareness and basic knowledge concerning diplomacy and international relations among the participants who are local and international students from the International Islamic University Malaysia. In the two-day workshop, the participants listened to lectures on diplomacy by officers from the Ministry of Foreign Affairs, Malaysia.

The workshop was also in line with IDFR's ongoing effort in its outreach programmes with various academic institutions, in which the foremost objectives were to engage Malaysian students and develop their interest in the importance of diplomatic practices and finesse from Malaysia's perspective.



The participants and officials of IIMU expressed their gratitude to IDFR for organising the workshop. Further to that, IIMU hopes the collaboration between IDFR will continue and more programmes will be organised in the future.

Workshop on Introduction to Public International Law

IDFR successfully organised the workshop from 8 to 11 April 2013. The objective of the workshop was to enhance the participants' understanding of major segments of public international law relevant to diplomatic practices, international relations, and international trade and investments. The four-day programme was attended by six participants from the Ministry of Higher Education, Ministry of Human Resources, Ministry of Plantation Industries and Commodities, and Malaysian Maritime Enforcement Agency.

Among the topics covered were *The Nature and Scope of Public International Law*, *The Application and Limitation of Public International Law*, *The Sources of International Law*, *International Human Rights Law*, *International Maritime Law*, *International Economic Law*, *UN Commission on International Trade Law*, *International Settlement Disputes: International Courts and Tribunals*, *The Law of Treaties* and *The Law of State Responsibility* and *International Environmental Law*.

Orientation Course for Secretaries

IDFR successfully organised the course from 15 to 26 April 2013. It was specially designed for secretaries of the Ministry of Foreign Affairs, Malaysia with the aim of enhancing their knowledge, skills and professionalism. It was the third series of such a programme to be conducted since 2011 and this year, it was attended by nine secretaries from the Ministry and one from IDFR.

The two-week programme provided the participants with enormous opportunity to gain knowledge and elevate their capabilities as secretaries. The programme aimed at exposing them to the different aspects of good office management, improving their communication skills in oral and written correspondence, inculcating the importance of presenting a good image and enhancing their interpersonal skills.

Speech Writing Course

Two speech writing courses for officers from the Ministry of Foreign Affairs, Malaysia were conducted in 2013. The first one, an intermediate level course, was held from 15 to 17 April and was attended by 13 Principal Assistant Secretaries. The second one, an advanced level course, was conducted from 22 to 24 April with the participation of 13 Undersecretaries.

The objectives of the two courses were to enhance the participants' understanding of the principles of successful speech writing, expose them to the skills, techniques and strategies in speech writing and delivery, and enable them to evaluate their strengths and weaknesses as speech writers. The courses were conducted in a series of lectures, simulation exercises, individual and group work, and in-class speech writing exercises.

Both sessions were facilitated by Mr. Simon Lancaster, one of United Kingdom's top speechwriters. He has written speeches for the CEOs of many of the world's biggest companies and trained hundreds of professional writers over the years. Among the modules covered were *The Art and Craft of Speech Writing, Skills, Techniques and Strategies in Speech Making, Analysis of Best Speeches, Organisation of a Speech, The Use of Metaphors, Repetitions, Rhetoric and Contradictions in Speech Writing and Speech Editing*. The course also touched on several aspects of speech delivery in which the participants were exposed to techniques and skills in becoming effective orators.

The participants were satisfied with the delivery and content of the course. It was proposed by many of the Undersecretaries that the course be made compulsory for all officers at the Ministry.

Diplomatic Training Course for Myanmar Officers



IDFR successfully conducted the course in Nay Pwi Taw, Myanmar from 16 to 22 May 2013. The course was conducted under the MTCP at the request of the Government of Myanmar in preparation for its ASEAN Chairmanship in 2014.

The course objectives were to equip the participants with the necessary knowledge and enhance their capabilities to take on the ASEAN Chairmanship as well as to organise the ASEAN Summit and various ASEAN related meetings. A total of 83 participants representing 28 different ministries such as Foreign Affairs, Home Affairs, Commerce, Culture, Health and Information, Science and Technology attended the course.

The course content included several talks pertaining to the ASEAN Community 2015, ASEAN Summit and other related meetings, inter-agency coordination as well as on Protocol, Media Relations and Media Skills, Registration and Accreditation, Liaison Duties, Etiquette, Health, Finance and Budget, Accommodation, Security, Transportation Arrangements, Food Management, Gifts and Souvenirs, Gala Dinner and Side Events Committee. The participants were also involved in simulation exercises of a mock conference on the ASEAN Plenary and Retreat Sessions.

The Ministry of Foreign Affairs of Myanmar and the participants expressed their satisfaction and appreciation to IDFR for organising such a beneficial programme.

Crisis Management for International Participants

The course was successfully organised from 3 to 21 June 2013 and attended by sixteen participants, namely, from Albania, Azerbaijan, Cambodia, Egypt, Jamaica, Lao PDR, Mexico, Oman, Palestine, Papua New Guinea, The Philippines, Sudan, Tajikistan, Timor Leste, Turkey and Uzbekistan. It was the first time IDFR received participation from Jamaica and Mexico.

The main objective of the three-week course, which was made possible under the MTCP, was to enhance the participants' knowledge and awareness on theories, practical approaches and techniques in crisis management. The participants were exposed to the theory of crisis management, theory of forecasting crisis management, management and strategic thinking of crisis management as well as issues such as energy crisis, human trafficking, food and commodity, media, economic diplomacy, humanitarian assistance, arms conflicts, environment and transboundary crimes.

Study visits were also organised which included visits to the Ministry of Foreign Affairs, Malaysia, Malaysian Peacekeeping Training Centre, Iskandar Regional Development Authority and the Southern Region Malaysian Maritime Enforcement Agency. The participants also had the opportunity to learn more about the country's culture, customs and traditions through their study visit to the historical state of Melaka.

Workshop on International Negotiation

IDFR successfully organised two workshops on International Negotiation in 2013. The first one was for senior officers and was held from 4 to 6 June. The second one was for junior officers and was conducted on 7 June. The objective of the workshop was to enhance the participants' skills and knowledge on international negotiation.

The first workshop was attended by 14 senior officers from the Ministry of Foreign Affairs, Malaysia, Ministry of Higher Education, Ministry of Communications and Multimedia, Prime Minister's Department, Royal Malaysian Police and Malaysian Palm Oil Board. Meanwhile, the second workshop was attended by 24 junior officers from the Ministry of Foreign Affairs, Malaysia.



Dr. Wilbur Perlot from the Netherlands Institute of International Relations, Clingendael was invited to conduct the workshops which comprised lectures, group discussions and simulation exercises. Throughout the sessions, the participants were exposed to the various aspects of international negotiation including skills, styles and culture as well as strategies of negotiation.

The participants found the workshops to be very beneficial especially when the theoretical aspects of negotiation were put into practice during the simulation exercises.

Training of Trainers: Introduction to Training Skills

Two series of *Training of Trainers: Introduction to Training Skills* were successfully conducted in 2013; from 25 to 28 June for Assistant Secretaries and Executive Officers and from 10 to 13 December for Undersecretaries and Principal Assistant Secretaries. The programme was accredited by City and Guilds U.K. and conducted by its appointed consultant, Language Works Sdn. Bhd. The first series was attended by nine officers and staff from the Ministry of Foreign Affairs, Malaysia and the second one was attended by ten IDFR officers.

The overall objective of the programme was to train the participants to become professional trainers. The programme enabled them to reflect on their current learning beliefs and practices, and consider ways to improve their learners' learning experience. The participants were also exposed to a variety of ideas, strategies and skills for learning effectiveness.

The four-day programme included both theories and practical sessions on training delivery. The theoretical part was covered in the first two days where the participants learned areas related to identifying learners' needs, planning and preparing learning sessions and delivering training. The participants learned through interactive lectures, individual activities and group work. On the last two days, each participant had to deliver a thirty-minute training

session based on what was taught earlier. As part of the requirements for the certification by City and Guilds, the thirty-minute training session and a multiple-choice question quiz were the compulsory elements.

In conclusion, the participants expressed their satisfaction with the content and delivery of the programme. It gave them the opportunity to further improve their skills and competencies as trainers.

Orientation Course for Future Heads of Mission of the Democratic Republic of Timor Leste



The course was successfully organised from 1 to 5 July 2013. Eleven future Heads of Mission from the Republic of Timor Leste participated in the five-day course.

The course, which was made possible under the MTCP funding, focused on topics related to diplomacy and international relations. The main objectives were to provide the participants with an overview of their functions and responsibilities as Heads of Mission, develop their knowledge and understanding of current international issues, and enhance their diplomatic skills and knowledge.

The participants were exposed to topics in the areas of the theories and practices in diplomacy and international relations, language and diplomacy, bilateralism, multilateralism, Vienna Convention on Protocol and Consular Matters, international negotiation, ASEAN and regional integration, and transformational leadership and organisational management. Issues such as international economic trends, cross-cultural awareness and multiculturalism as well as international humanitarian issues were also covered. The course also included a one-day visit to the Ministry of Foreign Affairs, Malaysia, where the participants were briefed on Malaysia's foreign policy and the MTCP.

The participants found the course beneficial as it exposed them to the various areas related to work at Mission and highlighted their roles and functions as newly appointed Heads of Mission. In addition, the Ambassador of Timor Leste to Malaysia indicated that the success of this course may lead to further cooperation in the future.

Diplomatic Training Course for Diplomats from the Pacific Island Forum Member Countries

The course was successfully organised from 26 to 30 August 2013 and the participants were from The Cook Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa and Vanuatu. The course was another milestone for IDFR because it was the first time the institute was entrusted by the MTCP to conduct a diplomatic training course for diplomats from the Pacific Island Forum Member Countries.

The five-day course focused on topics related to diplomacy and international relations. The main objectives were to provide the participants with an overview of the functions and responsibilities of diplomats, develop their knowledge and understanding of current international issues as well as enhance their diplomatic skills and knowledge.

The participants were exposed to topics such as *Cross-Cultural Awareness and Multiculturalism*, *International Humanitarian Issues*, *Media Skills*, *Government Transformation Programme and Economic Transformation Programme*, *Global Movement of Moderates* and *Blue Ocean Strategy*. Apart from that, the participants were also taken on a visit to Parliament Malaysia, Malaysia Tourism Centre, Handicraft Malaysia and the Petronas Twin Towers.

The programme also included a one-day visit to the Ministry of Foreign Affairs, Malaysia, during which the participants were briefed on Malaysia and the Pacific Island Forum Member Countries, MTCP as well as ASEAN and Regional Integration.

Orientation Course for Heads of Mission and Their Spouses

IDFR successfully conducted the course from 2 to 6 September 2013. Fifteen participants attended the course comprising nine ambassadors and high commissioners-designate, accompanied by their spouses.

The objectives of the five-day programme were to provide an overview of functions and responsibilities of Heads of Mission and their spouses, develop their knowledge and understanding of current Malaysian and international issues, and enhance their diplomatic skills. In line with these objectives, IDFR arranged numerous modules comprising lectures and panel discussions with Heads of Division from the Ministry of Foreign Affairs, Malaysia, other agencies and government-linked corporations. Prominent and distinguished speakers were also invited to share their thoughts and insights on substantive issues related to diplomacy and international relations.

Among the topics related to the Ministry of Foreign Affairs, Malaysia during the course were *Financial, Administration and Security Matters, Perks and Privileges, Standard Operating Procedures for Humanitarian Crisis Management, Key Performance Indicator, Malaysia's Candidature to International Organisations, Etiquette and Royal Protocol and Dealing with Media: A Presentation on Defending National Interests*.

Three panel discussions were conducted during the programme. The first one was on *Economic Transformation Programme (ETP), Government Transformation Programme (GTP) and Economic Diplomacy*, the second one was on *Situation in Egypt and its Impact to this Region* and the last one was on *Traditional and New Media*. The Heads of Mission were also privileged to attend two luncheon talks; on *Global Movement of Moderates* and on *Leadership and Management*.

Separate modules were designed for the spouses of the Heads of Mission to have the right skills and ability needed to uphold Malaysia's good name and reputation. Among them were a workshop on effective communication, presentation skills and public speaking by British Council Malaysia, a cooking demonstration and food presentation by a chef lecturer from Taylor's University, and a lecture on *The Role of Spouse* by Datin Rohayazam Kamaruzaman, President of the Ladies Association of the Ministry of Foreign Affairs, Malaysia.

The course was officially closed by Datuk Othman Hashim, the Secretary General of the Ministry. The closing ceremony and certificate presentation was preceded by a dinner talk on *Expectations on the Role of Heads of Mission* by the Secretary General.

Strategic Analysis Course for International Participants

The course was held from 2 to 20 September 2013. It was attended by sixteen participants from Botswana, Brunei, Egypt, Jordan, Kyrgyzstan, Laos, Mexico, Morocco, Oman, Sudan, Tajikistan, Thailand, The Philippines, Timor Leste, Uzbekistan and Yemen.

The main objective of the course, which was funded under the MTCP, was to enhance the participants' knowledge of strategic thinking and security analysis in areas such as country risk analysis, national and international security, strategic communication, defence strategy, strategic planning and thinking as well as regional and international political issues. Mr. Christopher Harland, Regional Legal Adviser of ICRC, Dr. Tang Siew Mun, Director (Foreign Policy and Security Studies) of ISIS and Ambassador Aminah Hj. A Karim, IDFR's Deputy Director General, were among the speakers who imparted invaluable knowledge and shared their experiences.

A three-day visit to Melaka was also organised as part of the course, with the aim to provide exposure to the participants on a variety of cultural exchange, diversity and historical linkages of not only Melaka but Malaysia as



a whole. Melaka was chosen because of its success in embarking on economic and social development while still preserving its unique history and culture. During the visit, the participants were welcomed by the Chief Minister of Melaka, Datuk Wira Idris Harun and the Melaka State Secretary, Datuk Hj. Naim Abu Bakar during a dinner hosted by the Melaka State Government.

Mid-Career Course for Diplomats

The course was conducted from 9 to 20 September 2013 and attended by five officers from the Ministry of Foreign Affairs, Malaysia and two from IDFR.

The objectives of the nine-day course were to enhance the participants' knowledge and competencies in diplomacy and issues related to international relations, improve their skills in leadership and organisational management and enhance their creative, critical and strategic thinking ability. The modules were tailored to serve these aims and among the modules were *Ministry of Foreign Affairs' Strategic Plan, International Negotiations, Middle East Crisis, Media Skills, Communication Skills, Speech Writing and Government Transformation Plan*. A one-day workshop on *Critical, Creative and Analytical Thinking* was also included as an improvement to the modules.

Forum for ASEAN Young Diplomats on International Affairs 2013

Since its 1967 launch, ASEAN has been praised for its exemplifying work in finding harmony within the ten member states' diversity. This 46-year old vision of *harmony in diversity* is one that ASEAN and the Republic of Korea tried to emulate. One was via the above programme, which was successfully conducted from 2 to 13 December 2013. The two-week programme was attended by 15 participants from Brunei, Cambodia, Lao PDR, Malaysia, Myanmar, Thailand, The Philippines and the ASEAN Secretariat.

The objectives of the programme were to enhance the participants' operational skills and expertise in the performance of their duties as diplomatic officers and to promote better understanding and interaction among ASEAN diplomats.

Throughout the programme, the participants were exposed to issues and topics exemplified by experts concerning diplomacy and international relations from Malaysia's perspective. Among the topics discussed were *Malaysia's Foreign Policy, Evolution of ASEAN, ASEAN Economic Pillar and External Relations, Global Movement of Moderates, Language and Diplomacy, International Negotiations and Environmental Diplomacy*. The participants were also introduced to state level governance via a three-day session held at Langkawi Island, Kedah.

Overall, the programme received positive feedback from the participants in terms of the quality of the modules offered, credibility of speakers and the implementation of the programme. In this regard, future programmes will not only maintain the excellent planning and implementation aspects, substantially and logistically but will also be further revised to ensure that the programme stay relevant and highly valued.



Language Division

LANGUAGE DIVISION

The Language Division organises language courses and programmes for local and international participants. The courses offered are English, Arabic, Spanish, French, Mandarin and Malay. Besides providing language training to the Ministry of Foreign Affairs, Malaysia, the division also provides its training services to other ministries and government agencies. The division also conducts the English and foreign language modules for the *Diploma in Diplomacy (DiD)* programme.

English Language

Seven courses were scheduled and conducted in 2013. The courses were delivered to develop and strengthen the general proficiency level and competency of the participants. The courses conducted were:

Speaking Skills: Say It Right

Two courses for speaking skills were conducted this year. The first course, comprising 21 officers from various ministries and government agencies, was held from 4 to 6 February 2013. A second group of 21 officers attended the course from 20 to 22 May 2013. They were from the Ministry of Education, Ministry of Science, Technology and Innovations, Ministry of Domestic Trade, Cooperative and Consumerism (Terengganu), Ministry of Higher Education, Department of Multimedia and Communication, Armed Forces Fund Board, National Sports Institute, Department of Islamic Development Kuala Lumpur, National Primary and Secondary Schools in Kedah and Selangor, and IDFR.

The focus of this course was to identify pronunciation needs and to provide intensive practice with specific consonants, vowels and diphthongs. Attention was also drawn to the importance of stress in words and sentences, as well as rhythm and intonation as features of speech that are vital for clear communication.

Building Blocks of Good English

This course was held from 4 to 8 March 2013 and was attended by 24 participants from the Ministry of Education, Ministry of Science, Technology and Innovation, Ministry of Works, Malaysian Centre for Geospatial Data Infrastructure, Malaysian Meteorological Department, Sungai Petani Nursing College, Department of Veterinary Services, National Sports Institute and the Department of Environment (Langkawi branch).

The primary aim of this course was to enhance the participants' fluency and accuracy of the English language so that they can perform confidently in the professional and social domains.



Effective Presentation Skills

This four-day course was offered to participants keen on enhancing their public speaking skills. The course looked into ways to help them overcome their fear of public speaking and to be better prepared at delivering oral presentations.

Fifteen participants including several senior officers from the Board of Examination Malaysia, National Sports Institute, Royal Malaysian Police, Meteorological Department Penang and Malaysian Parliament attended *Effective Presentation Skills 1/2013* which was held from 9 to 12 April 2013.

Effective Presentation Skills 2/2013 was conducted from 26 to 29 August 2013. Fourteen participants comprising officers from the Ministry of Human Resources, Armed Forces Fund Board, Royal Malaysian Police, Selangor and Sabah, National Population and Family Development Board, National Sports Institute and Meteorological Department attended this course. They were also joined by two teachers from Sekolah Kebangsaan Bandar Baru Darulaman, Kedah and Sekolah Menengah Kebangsaan Konven St. Ursula, Sabah.

The course content included verbal and non-verbal communication skills, the right kind of language needed for effective presentation, analytical review of video presentations, effective use of audiovisual aids, appropriate manner of handling questions and managing speech anxieties.

Effective Writing Skills

Effective Writing Skills 1/2013 was conducted from 17 to 20 June 2013 and was attended by participants from the Ministry of Science, Technology and Innovation, Ministry of Education, Royal Malaysian Police, College of Nursing Sandakan, Department of Environment Kedah, National Population and Family Development Board, and the College of Allied Health Science, Kota Kinabalu.

Effective Writing Skills 2/2013 was conducted from 12 to 15 November 2013. The participants were from the Ministry of Education, Ministry of Domestic Trade, Cooperatives and Consumerism, Royal Malaysian Police, Armed Forces Fund Board, SJK (Chinese) Yoke Shian, Kuantan, SMK Konven St. Ursula, Sabah, Teacher Training Institute Kuala Terengganu and Kuala Terengganu Nursing College.

The focus of the course was for the participants to develop and enhance their writing skills through a process of planning, drafting, writing, reviewing and editing.

Unscheduled Courses

The Language Division was requested to conduct several unscheduled language courses in 2013. The courses were:

English Proficiency Course

A 30-hour proficiency course for 20 officers from the Human Rights Commission of Malaysia was conducted at their premises. Ten three-hour training sessions were delivered from 21 February to 19 April 2013. The areas covered included *Pronunciation Skills* and *Grammar*.



Building Blocks of Good English

A 30-hour course in Grammar for 20 officers from the Department of Standards Malaysia was conducted at their premises in Cyberjaya every Tuesday from 12 March to 9 July 2013.

English Language Training Programme for DVIFA

On 21 January 2013, a group of 72 delegates from the Devawongse Varopakarn Institute of Foreign Affairs (DVIFA), Thailand visited IDFR. The group consisted officers from various government agencies in Thailand and they were given two English language training sessions of two hours each, namely, on *Sounds of English* and *English Grammar*.

Subsequently, the first visit was followed by another three visits throughout 2013; a group of 73 from 7 to 9 April, a group of 72 from 3 to 5 July and the final group of 72 from 18 to 20 September. They were given a three-day programme, which included modules on *Language for Communication at the Office*, *Sounds of English* and *English Grammar*. The strategies employed for the programme included group discussions, simulation as well as language-related cultural activities.

English Language Development Programme for Officials from the Ministry of Foreign Affairs of the Republic of the Union of Myanmar

A two-week *English Language Development Programme* for fourteen officials from the Ministry of Foreign Affairs of the Republic of the Union of Myanmar was conducted from 3 to 14 June 2013. The aim of the course was to enhance the participants' general English language proficiency and to improve the use of English specifically in diplomacy and international relations.

Among the topics covered were *Writing A Press Release*, *Language for Negotiation* and *Theory and Practice on Translation and Interpretation*.

English Language Modules

English language modules were also taught in programmes conducted by the Training Division. The programmes were:

Diploma in Diplomacy

The modules taught were:

- * *The Floor is Yours*
- * *Presentation Skills*
- * *Writing Skills*
- * *Speaking Skills*
- * *Literary Appreciation*
- * *Language and Diplomacy*
- * *Language in Context*

Pre-Posting Orientation Course for Officers and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM)

The Language Division delivered a module on the *Art of Conversation* for the four series of the course; on 20 February, 9 May, 28 August and 21 October 2013.

Diplomatic Training Course for International Participants

A module on *Public Speaking* was conducted on 26 September for the participants.

Orientation Course for Secretaries

Modules on *Presentation Skills*, *Written Communications* and *Verbal Communications* were taught throughout the duration of the course. The participants also had the opportunity to practise what they learned in the course through *The Floor is Yours* sessions.

Arabic Language

Arabic Level IX

This course was conducted from 28 January to 26 June 2013 and was attended by participants who had successfully completed Level VIII in 2012. The course was held every Monday and Wednesday, from 5.30 to 7.30 pm. The emphasis was on language skills and confidence-building in using the language.

The 12 participants who attended the course were from the Ministry of Health, Ministry of Defence, Royal Malaysian Police, Royal Malaysian Navy and the Embassy of Korea.

Arabic Level IV

This course was conducted from 29 January to 27 June 2013 and was attended by participants who had successfully completed Level III in 2012. The course was held every Tuesday and Thursday, from 5.30 to 7.30 pm. The emphasis was on speaking, reading comprehension and writing skills.

The 17 participants who attended the course were from the Ministry of Health, Ministry of Education, Ministry of Women, Family and Community Development, Dewan Bahasa dan Pustaka, Kuala Lumpur City Hall, Tourism Malaysia and Royal Malaysian Police.

Arabic for Diplomatic Purposes

Two series of Arabic for the DiD programme were conducted in 2013. This course was attended by two groups of officers from the Ministry of Foreign Affairs, Malaysia and it was designed to equip them with basic working

knowledge of the Arabic language and culture necessary to cope with the requirements of working and travelling in an Arabic speaking country. It was also a useful foundation for them to further their studies in the Arabic language and culture.

Five officers made up the first group while four formed the second group. Both groups completed approximately 120 contact hours of basic Arabic. They participated well in all the activities and tasks planned for them.

French Language

French Level I

This was one of the three part-time evening courses which continued from the previous year. The course started on 1 October 2012 and continued until 27 March 2013. It was held every Monday and Wednesday from 5.30 to 7.30 pm.

The objective of this course was to introduce the French language and culture to the participants and to enable them to hold a simple conversation on basic topics within the scope of a very limited language experience.

Twenty-two participants registered for this course. They came from the Ministry of Defence, Ministry of Tourism, Ministry of Science, Technology and Innovation, Ministry of Home Affairs, Public Service Department, Royal Malaysian Police, SMK Section 27, National Antidrug Agency, Anti-Corruption Agency, Royal Malaysian Customs, Department of Islamic Development, UNHCR and BERNAMA.

The participants who successfully completed this course proceeded to Level II.

French Level III

The course started on 2 October 2012 and continued until 2 April 2013. It was conducted every Tuesday and Thursday from 5.30 to 7.30 pm.

The objective of the Level III course was to assist the participants in acquiring the skills to communicate in a social context, to participate in informal conversations and cope with practical situations, both orally and in writing and was attended by 15 participants who had completed Level II in 2012. They came from the Ministry of Education, Ministry of Tourism, Ministry of Foreign Affairs, Malaysia, MITI, SMK Klang, SMK Sri Saujana, SAM Bandar Baru Salak Tinggi, Syariah Judiciary Department Malaysia, Department of Civil Aviation Malaysia, Southeast Asia Regional Centre for Counter Terrorism and National Museum.

The participants who successfully completed this course proceeded to Level IV.

French Advanced Level VIII

This advanced level course ran from 5 October 2012 to 27 September 2013 and was held once a week only, on Fridays from 5.30 to 7.30 pm.

The objective of this course was to enable the participants to deal in writing as well as orally with most situations arising while at work, during leisure, social activities or when travelling in French speaking areas.

Five participants registered for this course and they were participants who had completed Level VII in 2012. They later proceeded to French Advanced Level IX.

French Level II

The course was conducted from 8 April to 3 July 2013, on Mondays and Wednesdays from 5.30 to 7.30 pm.

The objective of this course was to equip the participants with the basic knowledge required to communicate in simple everyday situations and cope with their daily needs in a French speaking environment.

Ten participants registered for this course and they were participants who had successfully complete Level I. Upon completion of this course, the participants proceeded to Level III.

French Level IV

The Level IV course was organised from 9 April to 2 July 2013, every Tuesday and Thursday from 5.30 to 7.30 pm.

The aim of this course was to provide the participants with the skills needed to communicate fairly effectively, both orally and in writing, in informal situations. This course was attended by seven participants who had previously completed Level III. All the participants successfully completed this course and proceeded to Level V.

French Level III

Another Level III course was conducted from 19 August to 20 November 2013, on Tuesdays and Thursdays from 5.30 to 7.30 pm.

This course was attended by six participants who had completed Level II in July and a DiD participant who attended the *French for Diplomatic Purposes* course. The participants who successfully complete this course will proceed to Level IV in January 2014.

French Level V

The course was organised from 20 August to 21 November 2013, on Tuesdays and Thursdays from 5.30 to 7.30 pm.

This course aimed at enhancing the participants' proficiency and understanding of the French language and helping them to become independent users of the language, as well as expanding their knowledge of the French culture.

Eight participants registered for the course. Most of them had just completed Level IV. Those who complete the course successfully will proceed to Level VI next year.

French Advanced Level IX

Level IX started on 11 October 2013 and will continue until 30 May 2014. It is held on Fridays from 5.30 to 7.30 pm.

The objective of this course is to reinforce the participants' knowledge of the language and to deepen their understanding of the culture of the French speaking world.

Five participants registered for this course and they were previously in French Advanced Level VIII which ended in September 2013. A few of them will take the external Delf B1 examination in the next exam session.

French for Diplomatic Purposes



Two series of *French for Diplomatic Purposes* for the DiD programme were conducted in 2013. The course is one of the four foreign language modules offered in the DiD programme. It is an intensive 120-hour language course intended to equip the participants with basic knowledge of the French language and culture, and prepare them to cope with the requirements of travelling and working in a French speaking environment. It also provides the participants with a useful foundation to develop their French competency in the future. Five participants for each series registered for this course.

Unscheduled Courses

Introductory French Language Course for IDFR Staff

This short course was held from 7 March to 27 September 2013, on Wednesdays from 2.30 to 3.30 pm.

The objective of this course was to give the participants an overview of the language and to introduce them to French culture. They learned the basics of the language such as pronunciation, greetings and simple conversations in practical everyday situations.

This special course, consisting of 20 hours only, was intended for IDFR staff. Sixteen participants registered for it.

Other Activities

Participation in External Examinations

One participant from the French Advanced Level registered and passed the external examination Delf B2 held at Alliance Française in June 2013.

Several participants from French Level III, Level V and Advanced Level are planning to take the Delf A1, A2 and B1 respectively at the next exam session.

Cultural Activities

Several participants from various levels took part in the activities during French Speaking Week, a cultural event organised by the French-speaking embassies every year in March. On this occasion, the participants were invited by the Embassy of France to the *Buffet de la francophonie* at Alliance Française. This gave them the opportunity to sample a variety of international cuisine and to interact with native speakers. They also attended a street theatre performance by a French artist at Taylors' University Lakeside Campus.

The participants were also encouraged to attend events organised in Kuala Lumpur during the French Art Festival, such as the film festival at GSC, *la Fête de la musique* at The Curve and the French singing competition at HELP College of Arts and Technology. They also visited Alliance Française during its Open Day and on several other occasions.

The DiD participants also took part in a cooking demonstration and food tasting session held at the institute.

Spanish Language

Spanish Level VI

The 40-hour course started on 7 January and continued until 27 May 2013. It was held every Monday from 5.30 to 7.30 pm.

It was designed to equip the participants with the required language to carry out certain tasks like making phone calls and using the automated teller machine in Spanish. The participants were also exposed to culinary art, songs and cultural events from different Spanish speaking countries through videos presented in the class.

Spanish Level I

The course was conducted from 8 January to 26 March 2013. It was held every Tuesday and Thursday from 5.30 to 7.30 pm.

The 40-hour course was designed to train the participants with the required expressions needed to greet, and to introduce themselves and others. They were taught to recognise the syntax of Spanish language. They were also exposed to culinary art, songs and cultural events from different Spanish speaking countries through videos.

The participants who enrolled in this course were from the Ministry of Education, Ministry of Foreign Affairs, Malaysia, Tourism Malaysia, Embassy of Cuba, Royal Malaysia Police and IDFR.

Spanish Level III

The Spanish Level III course was conducted twice in 2013. The first course started on 9 January and continued until 29 March. It was held every Wednesday and Friday from 5.30 to 7.30 pm. The second course started on 20 August and continued until 7 November. It was held every Tuesday and Thursday from 5.30 to 7.30 pm.

Forty hours of language instructions were covered during the course. It was designed to equip the participants with the knowledge to speak fairly effectively on plans and projects. They were also exposed to culinary art, songs and cultural events from different Spanish speaking countries through videos.

The participants who participated in this course were from the Ministry of Health, Tourism Malaysia, Malaysia External Trade Development Corporation and Royal Malaysian Police.

Spanish Level II

The course started on 16 April and ended on 20 June. It was held every Tuesday and Thursday from 5.30 to 7.30 pm.

Forty hours of language instructions were covered during the course, which was designed to equip the participants with basic knowledge of Spanish to speak on daily routines, needs, wishes and preferences. They were also exposed to culinary art, songs and cultural events from different Spanish speaking countries through videos.

The participants who registered for this course were from the Ministry of Foreign Affairs, Malaysia, Ministry of Education, Tourism Malaysia, Royal Malaysia Police, Embassies of Cuba, Ecuador and Argentina, and IDFR.

Spanish Level IV

The Level IV course started on 17 April and ended on 26 June. It was held every Wednesday and Friday from 5.30 to 7.30 pm.

The 40 hours of language instructions was designed to equip the participants with the language to communicate in a social context and participate in informal conversations. The participants were also exposed to culinary art, songs and cultural events from different Spanish speaking countries through videos.

The participants who enrolled in this course were from the Ministry of Education, Ministry of Foreign Affairs, Malaysia, Tourism Malaysia, Royal Malaysia Police, Embassies of Cuba, Ecuador and Argentina, and IDFR.

Spanish Level VI

The course was conducted from 17 June to 23 December. It was held every Monday from 5.30 to 7.30 pm.

Spanish Level VI covered 40 hours of instructions. It was designed to enable the participants to take part in discussions. The participants were also exposed to culinary art, songs and cultural events from different Spanish speaking countries through videos.

The participants who registered for this course were from the Ministry of Education, Ministry of Foreign Affairs, Malaysia, Tourism Malaysia, Royal Malaysian Police, and Embassy of Cuba, Ecuador and Argentina, and IDFR.

Spanish Level V

The course started on 21 August and ended on 6 November. It was held every Monday from 5.30 to 7.30 pm.

The course covered 40 hours of language instructions. It was designed to equip the participants with the language to communicate and talk about future actions. The participants were also exposed to culinary art, songs and cultural events from different Spanish speaking countries through videos.

The participants for this course were from Dewan Bahasa dan Pustaka, Road Transport Department, and the Embassies of Cuba, Ecuador and Argentina.

Spanish for Diplomatic Purposes

Two series of Spanish for the DiD programme were conducted in 2013.

This course consisted of 120 contact hours over a period of three months. It was designed to equip the participants with the skills required to hold a simple conversation on basic topics within the scope of a limited experience, to cope with basic language requirements for travelling in Spanish speaking countries and to give them an insight into the culture of the Spanish speaking world.

Mandarin Language

Mandarin Level 1

In 2013, Mandarin Level 1 was conducted from 18 February to 24 April 2013 and was divided into two groups, Group A and Group B. The course was conducted every Monday and Wednesday from 5.30 to 7.30 pm.

The main objective of the course was to enable the participants to gain basic communication skills in speaking and writing. Group A, comprising 35 participants, was led by Ms. Tan Yue while Group B with 33 participants was taught by Ms. Zhang.

The course was conducted in cooperation with the Kong Zi Institute, Universiti Malaya.



Malay Language

Conversational Malay Course

This 46-hour basic course was specially conducted for foreign diplomats in Kuala Lumpur. It started on 3 September and ended on 14 November. Classes of two hours each were conducted every Tuesday and Thursday from 5.30 to 7.30 pm.

The objective of this course was to expose the participants to the basics of conversational Malay, in terms of its sounds and pronunciations, vocabulary, listening and comprehending, as well as reading and comprehension. Anecdotal efforts were also disseminated to help the participants gain a better understanding of the Malay culture in Malaysia.

Thirty five diplomats from the Embassy of The Republic of Turkey, Embassy of Belgium, Embassy of The Kingdom of Morocco, Embassy of The Republic of Azerbaijan, Embassy of The Republic of Yemen, High Commission of The Republic of Ghana, Embassy of The Republic of Zimbabwe, Embassy of Mexico, High Commission of Papua New Guinea, High Commission of The Republic of Zambia, Embassy of The Republic of Iraq, High Commission of The Republic of Singapore, High Commission of The Republic of Kenya, Embassy of The People's Republic of China, Embassy of Italy, Embassy of The Arab Republic of Egypt and High Commission of The Republic of The Fiji Islands attended the course.



Regional and Security Studies Division

REGIONAL AND SECURITY STUDIES DIVISION

The Regional and Security Studies Division organises conferences, seminars, workshops, round table discussions and public lectures on issues of regional and international security. The division also coordinates the Master of Social Science (Strategy and Diplomacy) programme which is a collaboration established between the institute and UKM in 1999.

Conferences, Seminars, Forums, Workshops, Round Table Discussions, Public Lectures and Meetings

Economic Diplomacy Series 1/2013

IDFR and the World Trade Institute (WTI), University of Berne, Switzerland held the first Economic Diplomacy Series (EDS) for the year on 18 January 2013 titled *International Trade in Green Technology Products*. Dato' Ku Jaafar Ku Shaari, IDFR's Director General, in his Welcoming Remarks highlighted that one of the biggest topics of consideration at the global level since the adoption of the Kyoto Protocol in 1997 is on the issue of climate change, emphasising that there is an increasing awareness about the need to safeguard and minimise the impact of carbon emissions and other greenhouse gases that are known to adversely impact on climatic change through greener methods of production and the introduction of greener products for the market place.

In the discussion, the three speakers, namely, Dr. Sufian Jusoh from WTI, Dr. Haniff Ahmat from the International Islamic University Malaysia, and Mr. Jeong Chun Phuoc from the Multimedia University highlighted that although the world is undergoing rapid globalisation in international trade, the trading environment for green products and green technology is still a challenging one as it is characterised by complex and elaborate rules and regulations against the backdrop of numerous global, regional and bilateral agreements. For one, it is certainly a dynamic environment where those involved have to be knowledgeable and up-to-date on a wide range of environmental and green technology trade issues in order to remain competitive.

Another issue that was highlighted by the speakers was the need for local businesses to constantly improve and move up the value chain so that they remain viable and meet the requirements of the ever-changing market place. They emphasised that for companies to thrive and to remain competitive in business, it is critically important for them to be in accordance with the industry's rules and regulations in the importing country or region.

The programme was well attended by guests from several academic institutions, ministries and government agencies and also public institutions who were interested to learn more about the latest information on green technology products and its rules, regulations and bylaws.

Round Table Discussion on Euro Zone Crisis: The Outlook for Europe in 2013 and Its Global Impact

A round table discussion on *Euro Zone Crisis: The Outlook for Europe in 2013 and Its Global Impact* was held on 29 January 2013. It was presented by Professor (FH) Dr. Anis Bajrektaravic, a former career diplomat and a well-known speaker within the academic circle.



In his lecture, Professor Dr. Anis spoke on the history, development and the challenges faced by the European Union (EU). He also touched on the EU's influence on the ASEAN region and the world. Professor Dr. Anis highlighted the progress and achievements that EU has made over the years and the domino effect that it had on member countries and the region.

In his Welcoming Remarks, Dato' Ku Jaafar Ku Shaari emphasised that the lecture by Professor Dr. Anis was timely because the crisis and its aftermath had affected several countries in the European continent. The Euro Zone crisis arose due to the challenges faced by some members of the EU in

repaying their debts. Among the countries affected by the crisis were Greece, Italy, Ireland, Portugal, Spain and Cyprus.

However, there were some optimism coming out of the EU with encouraging signs that the Union would be able to turn the corner in reducing some of the more severe political, economic and social problems precipitated by the crisis. With the political support of more developed economies like Germany and France along with the European Community Bank to ease the debt burden of the debtor nations, the outlook for the EU, in general, appeared to be getting better.

Most of the participants who attended the lecture were grateful to be given the opportunity to learn first-hand about the crisis.

Forum on Middle East Revisited: Geo Strategic Implications, Democratic Transformation Challenge and the Economic Development Potential (Case of Egypt)

IDFR in collaboration with the Alumni Association of the Administrative and Diplomatic Officers (PTD Alumni), IDB Alumni Malaysia and the University of Southern California Alumni Association Malaysia (USC Alumni Association) organised the forum on 31 January 2013. Tun Datuk Seri Utama Mohd Khalil Yaakob, the Governor of Melaka, was the guest of honour at the event.

The forum commenced with the Welcoming Remarks by the Director General and Opening Remarks by Tan Sri Dato' Sri Sallehuddin Mohamed, President of the PTD Alumni. This was followed by the forum discussion moderated by Datuk Dr. Mohamed Ghazali Md. Noor, President of IDB Alumni Malaysia.

The forum highlighted the uprising and social upheaval that was spreading fast throughout the Middle East which could jeopardise peace, security and stability in the region. The uprising could have an economical and political effect or backlash to other regions too if the situation was not handled properly and diplomatically.

Associate Professor Dr. Azmi Hassan, a GeoStrategist from the Institute of Geospatial Science and Technology and Perdana School, Universiti Teknologi Malaysia spoke on *Geo Strategic Implications and Consequences of Post Arab Spring Middle East*. Professor Dr. Farish A. Noor, IDFR's Distinguished Fellow and Associate Professor at Rajaratnam School of International Studies, Nanyang Technological University gave his views on *Democratic Transformation of Post Arab Spring Middle East-Challenge of Governance*. The final speaker, Dr. Ali Soliman, former CEO/MD, Islamic Corporation of the Development of Private Sector IDB Group and Professor at the British University of Egypt, elaborated on the *Economic Development Potential (Case of Egypt)*.

The forum attracted approximately 150 participants from various academic, professional and governmental backgrounds.

Distinguished Fellows' Meeting

IDFR hosted a meeting for the institute's Distinguished Fellows on 27 February 2013 and it was attended by nine of the Fellows.

The Director General, in his Welcoming Remarks, expressed his gratitude to the Distinguished Fellows who attended the meeting. The purpose of the meeting was, among others, to brief the Fellows about the institute's training and research programmes and its plans. He also spoke about the future direction of the institute and welcomed strategic ideas from the distinguished guests.

The Distinguished Fellows who attended the meeting were Tan Sri Razali Ismail, Tan Sri Dato' Seri



Mohamed Jawhar Hassan, Tan Sri Ahmad Fuzi Haji Abdul Razak, Tan Sri Hasmy Agam, Professor Dr. Chandra Muzaffar, Professor Dr. K S Nathan, Professor Dato' Dr. Zakaria Ahmad, Tan Sri Professor Dr. Mohd. Kamal Hassan and Dr. Sufian Jusoh.

Seminar on ASEAN Comprehensive Investment Agreement

IDFR hosted a seminar on the ASEAN Comprehensive Investment Agreement (ACIA) with the theme *Transforming Investment in ASEAN through ACIA* on 19 and 20 March 2013. The seminar was jointly organised with the ASEAN Secretariat, World Trade Institute (WTI), ASEAN-Australia Development Cooperation Program Phase II (AADCP II) and the Malaysian Investment Development Authority.

This two-day seminar saw the presence of 34 participants from all ASEAN countries as well as representatives from the ASEAN Secretariat and AADCP II.

The seminar was conducted by world experts in the field of investment policies and investment laws, namely, Dr. Sufian Jusoh, WTI External Consultant; Mr. Tay Yu Jin, Partner and Global Co-Chair – International Arbitration; Mr. Pierre Sauve, Director of External Programmes and Academic Cooperation; and Ms. Anna Joubin-Bret, a Senior Legal Advisor, who shared their knowledge and expertise on international investment policy and rule making, dispute prevention and dispute management, and investment handling in the ASEAN context. The seminar also covered other pertinent topics such as ACIA position in the context of international investment law, the importance of the liberalisation of sectors for ASEAN and foreign investors, the promotion and facilitation of investment within ASEAN, the protection of investors and their investment and the access to dispute settlement mechanisms.

The participants were also exposed to a training simulation on the role of investors and investment promotion agencies on the second day of the seminar.

Forum on Commonwealth: Opportunity Through Enterprise

In commemoration of the 36th Commonwealth Day, a forum titled *Commonwealth: Opportunity Through Enterprise* was held on 25 March 2013.



The forum was officiated by Dato' Selwyn Das, Deputy Secretary-General of the Ministry of Foreign Affairs, Malaysia, followed by a speech by Datuk Seri Mohamed Iqbal Rawther, Chairman of the Malaysian Institute of Management. Over 200 participants attended the forum, comprising officials from the Ministry of Foreign Affairs, Malaysia, members of the diplomatic corps, representatives from think tanks and non-governmental organisations, academicians and IDFR course participants.

In his speech, Datuk Seri Mohamed Iqbal Rawther emphasised that Malaysia places great importance in its continued efforts to unlock opportunities through enterprise and the need for innovation to flourish. To create these prospects, areas such as education, innovation, youth empowerment and human capital development should be further rejuvenated in a collective manner, both at domestic and international levels.

The Commonwealth will continue to be a platform for all of its member nations to thrive through unity by creating opportunities across geographical barriers, nurturing the youth and encouraging collaboration for a better future.

Malaysia-Australia Young Diplomats Round Table

IDFR played host to the third Malaysia-Australia Young Diplomats Round Table which was successfully held from 8 to 9 May 2013. The two-day event was attended by ten young diplomats from Australia and ten from Malaysia; eight from the Ministry of Foreign Affairs, Malaysia and two from the Ministry of International Trade and Industry.

The young Australian diplomats were flown in from the various Australian Missions such as Bangkok, Jakarta and Manila. The DiD participants were also given the opportunity to participate as observers.

The round table was officially opened by the Director General. His Excellency Miles Kupa, the Australian High Commissioner to Malaysia, was also at the round table to witness the event and to show his support. In his opening speech, Dato' Ku Jaafar Ku Shaari encouraged the young diplomats to take such opportunities to gain knowledge while at the same time strengthen their networking with diplomats from both countries. The round table, among others, included lectures and discussions on various subjects of interest to both Malaysia and Australia such as foreign policies, bilateral relations, and trade and economic policies and agreement.



Dato' Ku Jaafar Ku Shaari also hosted dinner for the young diplomats at Saloma Theatre Restaurant. On the second day, the young diplomats and several senior IDFR officers were hosted for lunch by His Excellency Miles Kupa at his official residence. Later, the Australian young diplomats were taken on a tour of Putrajaya to cap the two-day event.

The round table was a very beneficial and meaningful engagement where the participants were able to share their knowledge and experience which could contribute to improving bilateral relations between Malaysia and Australia. They were encouraged by the response and feedback received, and the extensive networking formed knowing that this platform would go a long way in their career. Overall, the experience had enriched their knowledge, perspectives and opinions. The next round table will be hosted by Australia in 2015.

Peace and Security Forum 2013

IDFR, the International Institute of Advanced Islamic Studies (IAIS) Malaysia and The Cordoba Foundation coorganised the forum in partnership with the Global Movement of Moderates Foundation and the Diplomatic Institute of the State of Qatar/Embassy of the State of Qatar on 16 May 2013.

With the theme *Islam and Diplomacy-The Search for Human Security*, the forum saw the participation of more than 300 guests, including former ambassadors, members of the diplomatic corps, representatives from think tanks, universities, NGOs and officers from various ministries and government agencies.

The Welcoming Address was delivered by Professor Dr. Mohammad Hashim Kamali of IAIS, followed by an Address by His Excellency Dr. Khalid bin Mohamed Al-Attiyah, Minister of State for Foreign Affairs, State of Qatar.

This was followed by the Keynote Address by His Royal Highness Raja Dr. Nazrin Shah Ibni Almarhum Sultan Azlan Muhibbuddin Shah, Regent of Perak Darul Ridzuan and IDFR's Royal Patron. In his Address, His Royal Highness Raja Dr. Nazrin Shah said that, "A foremost requirement for promoting human security is the recognition of diversity and difference in our global context, as well as within the boundaries of individual nations. We should cultivate awareness and understanding of the worldview of others, and learn to respect their various traditions. The combined experiences of human societies in the modern era in the economic, political, social and cultural domains of life are pushing towards recovering the basis of security reflected in basic human needs and hopes. Peace will only be achieved between nations, and among the diverse peoples within nations, when security is understood in these terms".

Two panel discussions followed the opening session. As continuity to the forum, a dinner *talk on Islam and Peace Building in the 21st Century* by Tun Abdullah Ahmad Badawi, former Prime Minister of Malaysia and Patron of IAIS was held later that evening and it was hosted by the Qatar Embassy.

Forum on OIC Trade Integration

On 3 July 2013, a forum on Organisation of Islamic Conference (OIC) Trade Integration with the theme *The Prospect of an OIC Closer Investment and Trade Integration* was held, jointly organised by IDFR and the World Trade Institute (WTI).

The first session titled *International Trade in Islamic Countries: The Past and the Present Trend* was presented by Dr. Haniff Ahamat from the International Islamic University, Malaysia. The speaker touched on the history of the earlier Islamic International Law (*Siyar*) and its practices during the early periods.

The second session was presented by Dr. Sufian Jusoh of WTI, where he spoke on *Cross Border Investment and Trade in Services between the Organisation of Islamic Conference Member Countries*. The forum continued with a discussion titled *The Prospects of Preferential Trade Agreement between OIC Member States* moderated by Dr. Haniff Ahamat and Dato' Nazim Johan from the Malaysian Islamic Consumer Association of Malaysia.

Dr. Anowar Zahid from Universiti Kebangsaan Malaysia later spoke on *Integration of Islamic Financial Markets of the OIC Countries*. He also explained that he had conducted a study on the best practices for integration of Islamic financial markets among OIC countries.

The final speaker was Dato' Ku Jaafar Ku Shaari. He spoke on *The Way Forward, Overcoming Political Economy Issues* based on his experience at the OIC Desk.

Lecture titled *Strengthening Diplomatic Ties Between the European Union and Malaysia in the Face of the Eurozone Crisis*



IDFR was honoured to have H.E. Jacques Santer, the former President of the European Commission to speak at a lecture titled *Strengthening Diplomatic Ties between the European Union and Malaysia in the face of the Eurozone Crisis* on 18 September 2013. The event was a joint effort between IDFR and Konrad Adenauer Stiftung Foundation, Malaysia.

H.E. Santer said that the cooperation agreement between the European Economic Community and Malaysia can be traced back to 1980, and proposed that it was about time to consider upgrading the relations between Malaysia and the EU from an Enhanced Partnership to a Strategic Partnership. He continued that the EU is keen to expand and broaden its relations with Malaysia to go beyond

the trade and economic cooperation and to develop collaboration in the field of counter-terrorism, human rights, justice, democracy and good governance, education, science and technology and other fields. The EU was also keen to assist Malaysia in the transferring of knowledge in the various fields of expertise.

With regards to the Eurozone Crisis, H.E. Santer said that the high unemployment and the Euro depreciation were largely due to the conflict between the EU and the member countries' national interests. There have been challenges in the structural economic reforms, particularly in the economic convergence to streamline the EU constitution and a country's policy. Another reason for the crisis was that the Euro is not a currency like the United States Dollar as it has no capital and political influence. This has caused negative impact to the value of the Euro.

H.E. Santer ended his lecture by saying that the membership of the EU would grow larger in the future and the issue he foresees is not about monetary union but economic unity. He said that the EU could recuperate through developing guidelines by member states to move forward to a better political and economic power in the world.

The lecture was attended by 70 participants, with a strong representation from the diplomatic corps as well as various think-tanks, ministries and government agencies and institutions of higher learning.

Round Table Discussion on *Regional Integration Processes in Latin America and the Caribbean*

IDFR, in collaboration with the Embassy of Ecuador and ambassadors from Chile, Colombia, Ecuador, Peru and Uruguay successfully initiated the first dialogue to further understand Latin America and the Caribbean region through a round table discussion titled *Regional Integration Process in Latin America and the Caribbean* on 2 October 2013. The round table discussion enabled participants to share their views on the progress of the regional integration process that touched on economic, trade, educational and cultural exchange organisations in Latin America and the Caribbean, and was attended by 70 participants from various governmental agencies, universities and private sectors.



The round table commenced with a Welcoming Remarks by Ambassador Aminahtun Hj. A. Karim, IDFR's Deputy Director General.

In his speech titled *Regional Integration: Conceptual Framework, History, Facts, the Community of Latin America and the Caribbean States (CELAC)*, H.E. Christian Rehren, Ambassador of Chile, explained the historical background of Latin America and the Caribbean and emphasised that the objectives of CELAC were to integrate and deepen the political, economic, social and cultural aspects of the region through the mechanism of consultation, integration and cooperation.

The session continued with the presentation on *Union of South American Nations (UNASUR)* by H.E. Marco Balarezo, Ambassador of Peru. UNASUR is a collective effort to drive the United Nations of South America towards regional integration in the cultural, social, economic, political, security and defence cooperation based on the principles of consensus and flexibility towards achieving its set objectives. The current focus of the organisation was on connectivity and defence cooperation throughout the continent. H.E. Gerardo Prato, the Ambassador of Uruguay, then touched on *Southern Common Market (MERCOSUR)*, an economic and trade agreement which comprised Argentina, Brazil, Paraguay, Uruguay, Venezuela with Bolivia soon becoming its sixth member. Since its establishment from the 1991 Treaty of Asunción, the bloc has seen an exponential growth in trade which he believes will lead to a stronger organisation.

The topic *Bolivarian Alliance for the Peoples of Our Americas - Peoples' Trade Treaty (ALBA-TCP)* was presented by H.E. Lourdes Puma Puma, Ambassador of Ecuador. According to the ambassador, ALBA-TCP is an organisation based on the idea of political, economic and social integration of the countries in Latin America and the Caribbean. Initiated by H.E. Hugo Chávez in 2001, ALBA-TCP comprised nine countries from the Caribbean, South and Central America and is a forum to create an instrument based on unity among member states with the objective to promote fairness and cooperation complementary to trade and production for their citizens. The ambassador also highlighted that the current focus of ALBA-TCP was on energy and food security.

The final speaker was H.E. Rodrigo Querubin, Ambassador of Colombia, who spoke on *The Pacific Alliance (AlianzadelPacífico)*, a Latin America Pacific group that comprised Chile, Colombia, Mexico and Peru. The Alliance was a platform created with a clear objective for economic and business growth as well as social welfare but devoid of politics.

The closing remarks were made by H.E. Manuel Guzman, Dean of the Latin American and the Caribbean countries and the Ambassador of the Bolivian Republic of Venezuela, who concluded that Latin American and the Caribbean

countries are on the path of progress and pragmatic rapid integration through collaborative efforts conducted by the relevant countries through various organisations and economic blocs.

The International Security Symposium 2013

The symposium titled, *Regional Order and Power Dynamics in the Asia Pacific* was held on 23 October 2013. It was a collaborative effort between IDFR, UKM and the Malaysian Armed Forces Defence College. The symposium was held with the objectives to provide a platform for the participants to deliberate and discuss contemporary security issues in the Asia Pacific and also the opportunity to update information on security trends and issues in the region.

The programme commenced with a Welcoming Remarks by IDFR's new Director General, Dato' Hussin Nayan. The guest of honour was General Tan Sri Dato' Sri Zulkifeli Mohd Zin, the Malaysian Chief of Defence Force. In his Keynote Address, General Tan Sri Zulkifeli said that the current regional situation occurred because of the economic prosperity that is being enjoyed by the countries in the region. This had sparked the interest of regional powers such as China and even India to jockey for positions in the region. He further added that ASEAN cannot ignore the rumblings beyond its region especially in the Asia-Pacific region because it would have an impact on the well-being and stability of the ASEAN member states.

The symposium was formatted into three panel discussion sessions involving personalities from various fields of expertise, among others, Dr. Muthiah Alagappa from the Institute of Strategic and International Studies (ISIS), Senior Colonel Chen Fang Ming (retired), Research Fellow of the China Institute of International Strategic Studies, Ambassador Barry Desker, Dean of the S. Rajaratnam School of International Studies, Nanyang Technological University, Singapore; Dr. Tang Siew Mun, Director (Foreign Policy and Security Studies), ISIS; Associate Professor Dr. Sity Daud, Chairman of the School of History, Politics and Strategic Studies, Faculty of Social Sciences and Humanities, UKM; and Colonel Apisak Sambutharoenon of the National Defence Research Institute, Thailand.

The sessions were moderated respectively by Professor Dato' Dr. Zakaria Haji Ahmad, Deputy Vice Chancellor of HELP University, Tan Sri Razali Ismail, Chairman of Global Movement of Moderates Foundation, and Associate Professor Dr. Ravichandran from UKM.

Lecture on Transboundary Pollution: What We Know and What We Can Do About It



A lecture titled, *Transboundary Pollution: What We Know and What We Can Do About It* by Professor Euston Quah from Nanyang Technological University, Singapore was held on 11 November 2013. The focus of the lecture was to highlight cross-boundary pollution and its effects on environmental economic issues, the depleting resources as a result of this type of pollution and to discuss its theoretical foundations.

Professor Euston Quah divided his presentation into five main sections; the economy of cross-border pollution, examples of cross-border pollution, transboundary haze pollution in Southeast Asia, the solution to what we can really do to minimise these issues and the conclusion.

Professor Quah also gave several examples of transboundary pollution, namely, the Pearl River Delta in

Hong Kong where the actual pollution and smog originated from Guangdong, China. Other examples were the pollution of the Mekong River in Southern Vietnam, paper mills from Yunan and untreated domestic waste water from Northeast Thailand.

The lecture was attended by 48 participants from various ministries and government agencies, think-tanks and institutions of higher learning.

IDFR-UKM Master of Social Science

The Master of Social Science (Strategy and Diplomacy) is now in its fourteenth year and is a smart partnership between both institutions to encourage learning and disseminate knowledge amongst students with regard to current trends in diplomacy and strategy from experts and professionals in the field.

Apart from class-based teaching methods, students are given the opportunity to participate in round table discussions, seminars and forums organised by the institute. This has served to enlighten their thoughts, nurture their critical analytical abilities as well as broaden their views on international multilateral issues.

2012/2013 Session

Thirteen students registered for the programme, comprising eight local students and five international students. Among the programmes they participated in were:

Study Visit to Sabah

IDFR organised a study visit for the students to Sabah. There, they were taken to the Eastern Sabah Security Command (ESSCOM) headquarters in Lahat Datu on 21 August 2013. Headed by Dato' Zulkifli Yaacob, Director of Corporate and Management Services Division, the delegation of 12 which included UKM representatives, was briefed by DCP Datuk Nadzer Ahmad Nordin, Director of Security Intelligence at ESSCOM about the role and challenges faced by them. The focus of the briefing was on territorial safety with emphasis on the terrorist intrusion in Lahad Datu.

They were also given a tour of Kampung Puyut, a water-based village in Lahad Datu, to witness the life of the local community. They were also taken to Kinabalu Park, a UNESCO World Heritage Site, to appreciate the splendour and wonders of the park's flora and fauna.

Farewell Dinner

The Director General hosted a farewell dinner for the Masters students on 28 September 2013 at Rebung Restaurant in Bangsar. Also present were the programme coordinator and lecturers from UKM.

In his speech, the Director General expressed his hope that both the local and international students would fully utilise the knowledge acquired and play a role in their respective capacities in the future to foster better bilateral relationships between their home countries and Malaysia. He also mentioned that several former students of the programme had gone on to assume senior positions in the Ministry of Foreign Affairs of their respective countries. There were those who were appointed as ministers and he stressed that these developments reflected the quality of the programme.



2013/2014 Session

Opening Ceremony

IDFR welcomed eight new students for the new session on 3 September 2013. The opening ceremony was officiated by Ambassador Aminahun Haji A. Karim, the Acting Director General.

In her remarks, Ambassador Aminahun highlighted that it is a privilege for the students to pursue the programme at IDFR as the organisation, under the purview of the Ministry of Foreign Affairs, Malaysia, is the premier institute in Malaysia in the field of diplomacy and foreign relations. She further added that IDFR was also known as a centre for skills training in terms of knowledge and expertise in related fields among its officers.



Academic Studies, Research and Publication Division

ACADEMIC STUDIES, RESEARCH AND PUBLICATION DIVISION

The division is divided into two units: Publication and Public Affairs. The main function of the division is to produce and manage IDFR's several pertinent documents and oversee matters related to the institute's public affairs.

In the process, the division carries out extensive information search including conducting interview sessions for personalities and course participants to be featured in the publications. It is also responsible in arranging media coverage and press conferences for IDFR's events and collaborative efforts with other institutes and organisations; briefing guests and visitors to the institute; managing the content of IDFR's website and its Facebook; and disseminating official information to the media.

In 2013, the following were successfully published:

✧ *IDFR 2012 Annual Report*

The institute's annual report was published in June 2013. It highlighted reports of courses, as well as activities and events organised by the various divisions throughout the year.

✧ *IDFR 2014 Training Programmes*

This publication highlighted all the training programmes and language courses planned for 2014. Published in December 2013, it was distributed to officials of the Ministry of Foreign Affairs, Malaysia, Malaysian Missions, Human Resource Division in ministries, government agencies and training institutes, and foreign diplomatic missions in Kuala Lumpur who are recipient countries of the MTCP.

✧ *Journal of Diplomacy and Foreign Relations (JDFR)*

In 2013, two issues of the JDFR were published. The first issue, which was published in July, featured four articles and a book review, while the second issue, published in December, featured five articles and a book review. The division welcomes article submissions on subjects within the field of international studies, diplomacy, foreign relations, strategic and security studies and development studies.

✧ *Diplomatic Voice*

IDFR's bulletin titled, *Diplomatic Voice* was published four times in 2013. Each issue featured the profile of a prominent person, a forum on current issues and reports on courses as well as events organised by IDFR and its collaborators.

The Diplomatic Voice is distributed to, among others, officials at the Ministry of Foreign Affairs, Malaysia, Malaysian Missions, ministries, government agencies, foreign diplomatic missions in Kuala Lumpur, local and international training institutes, as well as public and private higher education institutions.

✧ *Calendar*

This table calendar, published in December 2013, featured photos of Malaysia's former and current Prime Ministers, Ministers of Foreign Affairs and Secretary Generals of the Ministry engaging in activities related to international relations and diplomacy.



The division also organised a *Kursus Pemantapan Bahasa Melayu* from 29 to 31 July 2013 to assist the various divisions to better prepare their bilingual reports for the coming year's Annual Report. The course content, among others, included strengthening the participants' report writing skills, enhancing their knowledge of the Malay language terminology, grammar and spelling, and providing them with translating and editing skills. The course was organised in collaboration with Dewan Bahasa dan Pustaka.

The division also successfully organised press conferences for three events held at IDFR, namely the forum titled, *Middle East Revisited: Geostrategic Implications, Democratic Transformation Challenge and the Economic Development Potential (Case of Egypt)* on 31 January 2013; the forum titled, *Commonwealth Day 2013* on 25 March 2013; and the *Peace and Security Forum 2013: Islam and Diplomacy-The Search for Security* on 16 May 2013.

The division also assisted in coordinating interviews and photography sessions when IDFR was approached by the *Monocle Magazine* to be one of the three training institutes featured in its September issue. *Monocle* is an urban magazine on international affairs, business, culture and design based in London.



The year also saw several changes in terms of the division's human resources. Several officers were involved in the institute's internal transfer; Puan Rafizah Zahri and Encik Dev Kumar Balakrishnan to the Regional and Security Studies Division, and Major Mohd. Ridzuan Mohd. Shariff was transferred to this division from the Regional and Security Studies Division. In November, Puan Zuraida Zainol received a posting order back to Pulau Pinang after having joined this division for only two months and was replaced by Puan Zanariah Abdul Malek from the Ministry of Urban Wellbeing, Housing and Local Government. Meanwhile, Cik Khairul Bariah Che Amat who recently completed her Diploma in Public Management course was posted to the Ministry of Science, Technology and Innovation. Last but not least, the division welcomed a new Administrative Clerk, Encik Roslan Kamarudin also in November.

This division takes pride that it was able to publish its planned publications and hopes to expand its range of publications, including monographs, conference proceedings and occasional papers, in future.



Corporate and Management Services Division

CORPORATE AND MANAGEMENT SERVICES DIVISION

The Corporate and Management Services Division provides support and administrative services to the institute. It ensures the practicality and efficiency of all management and operation activities of the institute. The Division is divided into three sections, namely:

- ✱ Administration, Finance and Human Resource
- ✱ Library
- ✱ Information Technology and Communication (ICT)

The functions of the division are as follows:

- ✱ Managing and supervising the general administration and logistics of the institute
- ✱ Managing services, staffing and human resources
- ✱ Managing finance and accounts
- ✱ Organising various committee meetings
- ✱ Coordinating training programmes to improve the competency of officers and staff
- ✱ Providing resource centre services for teaching, learning and research
- ✱ Providing ICT services, including network infrastructure, ICT hardware and software, as well as internal and e-Government application systems

In general, the responsibilities of this Division include some aspects of the management and administration of the institute. Below are the activities conducted by the division in 2013.

Staffing

The organisational structure and staffing at the institute are based on the Ministry of Foreign Affairs' Staffing Warrant 2013, Volume 2, Provisions Objective 13 Programme 9: The Institute of Diplomacy and Foreign Relations (IDFR). In accordance with the relevant warrant, the overall staffing positions at the institute stand at a total of 125 posts. As of 31 December 2013, only 97 posts were filled while the remaining 28 were still vacant. Statistics pertaining to the posts by rank or grade are shown in Table 1.

GRADE	POSTS	STAFFING	PERCENTAGE FILLED (%)
Top Management			
Director General Premier Grade A (Open)	1	1	100
Deputy Director General Premier Grade B (Special Placement Post from Public Service Department of Malaysia)	1	1	100
Deputy Director General Premier Grade C (Open)	1	1	100

GRADE	POSTS	STAFFING	PERCENTAGE FILLED (%)
Professional and Management			
Grade 54	5	4	80
Grade 48 – 52	18	13	72
Grade 41 – 44	28	14	50
Support Group			
Grade 29 - 01	72	64	88
Total	125	97	78

Table 1: Staffing as of 31 December 2013

Staff Achievement

The Ministry of Foreign Affairs, Malaysia offers awards of appreciation to its staff for outstanding and excellent service. Such recognition is intended to motivate and develop human capital as an encouragement to staff who have shown commitment to improving the quality of service delivery at the institute. In 2013, four staff were awarded the Excellent Service Award by the Ministry. The list of award recipients are shown in Table 2.

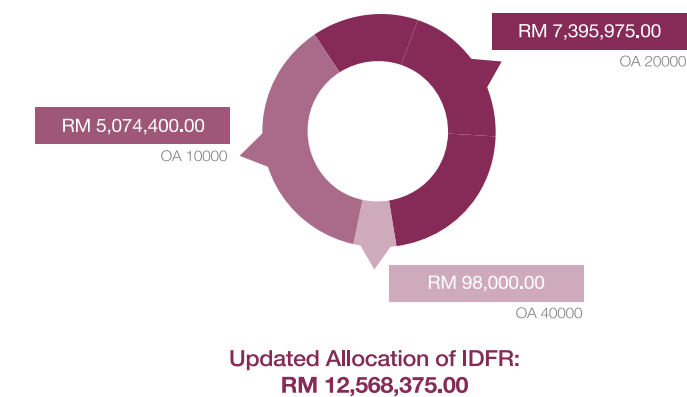
NO.	NAME	DIVISION
	Excellent Service Award 2012 <i>(The certificate presentation was held during the Ministry of Foreign Affairs' Excellent Service Award Ceremony on 9 May 2013)</i>	
1.	Puan Noraini Awang Nong	Academic Studies, Research and Publication Division
2.	Encik Mahassan Mahamad	Corporate and Management Services Division
3.	Puan Shahrulbariah A. Rashid	Regional and Security Studies Division
	Monthly Excellent Service Award 2013 (March) <i>(The certificate presentation was held during the Ministry's Monthly Assembly on 6 June 2013)</i>	
1.	Puan Badriyah Johari	Corporate and Management Services Division

Table 2: List of Excellent Service Award recipients

Financial Allocation and Expenses

In 2013, IDFR was initially provided with an allocation of RM13, 204,900.00. As of 26 December, the updated allocation was RM12, 568,375.00, as shown in Graph 1. The actual expenditure incurred as of 26 December 2013 was RM11,898,022.60 (94.67 per cent), leaving a balance of RM670,352.40 (5.33 per cent). The breakdown of provisions and expenses for each General Object is shown in Graph 2, and the details are presented in Table 3. Graph 3 shows IDFR’s actual financial performance against budget expenditure allocation.

Throughout 2013, in accordance with AP 103(a), IDFR maintained the performance of payment of bills within 14 days, as shown in Graph 4. Collection of revenue in 2013 is shown in Graph 5, which represents all proceeds from the sale of books to participants and persons attending various programmes organised by the institute.



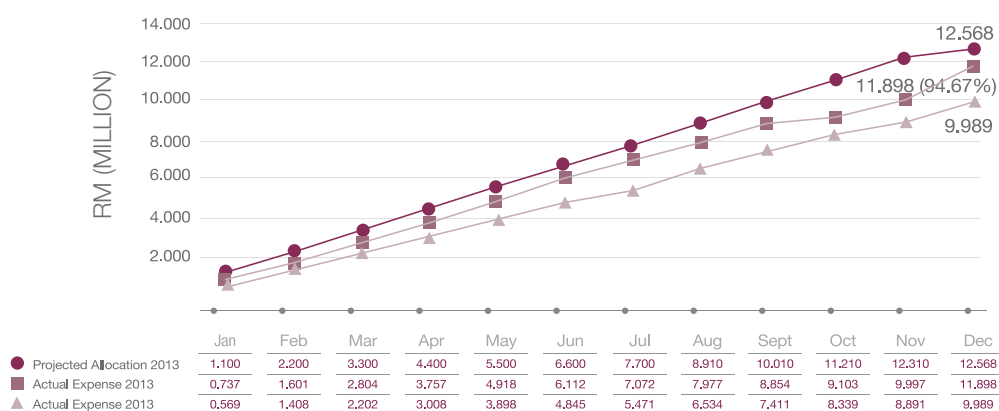
Graph 1: Breakdown of Allocation by General Object as of the Fourth Quarter in 2013



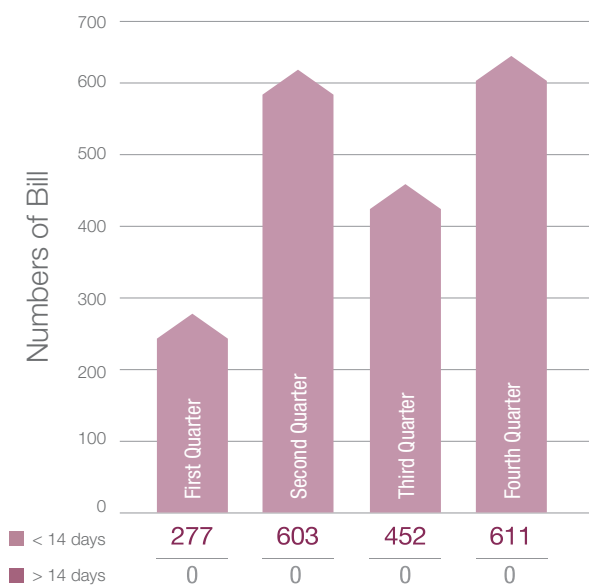
Graph 2: Expenditures and Allocations by General Object as of the Fourth Quarter of 2013

ITEM	OA10000	OA20000	OA40000
Allocation (RM)	5,074,400.00	7,395,975.00	98,000.00
Expenditure (RM)	5,025,250.30	6,827,540.61	45,231.69
Balance (RM)	49,149.70	568,434.39	52,768.31

Table 3: Expenditures and Allocations by General Object as of the Fourth Quarter of 2013



Graph 3: Actual expenditure performance against projected allocation until the Fourth Quarter of 2013



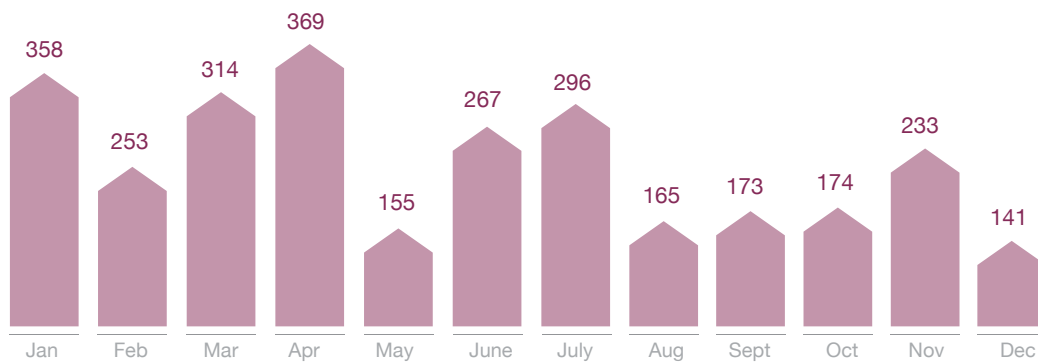
Graph 4: Bill Payment Performance within 14 days until the Fourth Quarter of 2013



Graph 5: Proceeds from book sales until the Fourth Quarter of 2013

Borrowing of Library Reading Materials

The number of reading materials borrowed from the library in each of the month for 2013 is as shown in Graph 6, with the total number of transactions recorded as 2,898. Books can be borrowed from the library, as well as through the library's *Everyone Can Borrow* (ECB) Programme. The ECB Programme enables the library staff to showcase and lend reading materials to the staff in the main offices within IDFR. This allows the staff to choose and borrow their reading materials from the comfort of their workstations. Thus, through this programme, the borrowing rate increased compared to before the programme.



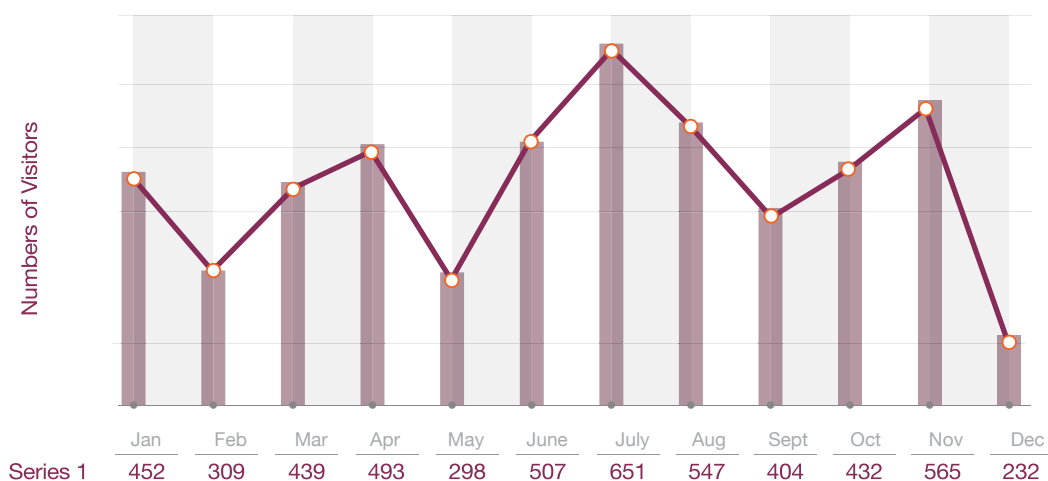
Graph 6: Number of Reading Materials Borrowed from the Library every month in 2013

Expansion of Library's Collections

The Library provides a source of information and references to meet the requirements for teaching, learning and research at the institute. As a result of ongoing efforts in the development of the library's collection, 272 book titles were acquired in 2013. Forty-one of the 272 titles were contributed by Tan Sri Razali Ismail, IDFR's Distinguished Fellow.

Visitors to the Library

Despite the introduction of the ECB programme in 2012, the number of visits made to the library by the staff and course participants was very encouraging. Records show a total of 5,329 visitors to the Library in 2013. As shown in Graph 7, the highest number of visitors to the Library was 651 recorded in July, followed by 565 visitors in November, and 547 visitors in August. This included foreign course participants under the Malaysian Technical Cooperation Programme (MTCP) who were briefed by the library staff during their visit.



Graph 7: Number of Visitors to the Library in the Year 2013

User Access Statistics of the Course Application System (CAS)

CAS was developed in 2012 and started operating in January 2013. The main users of this system are from the Training Division, the Language Division and the Hostel Management Unit, while the ICT Section staff served as technical officers. In 2013, 48 courses were recorded and 650 applications were made through this system. Monthly statistics of online application for courses in 2013 are shown in Table 4.

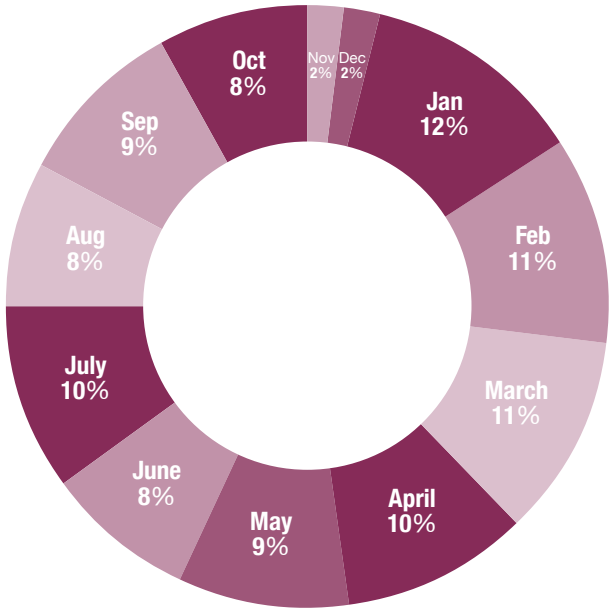
NO.	APPLICATION SYSTEM	MONTHLY TRANSACTIONS ON THIS SYSTEM												TOTAL
		JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
1.	Course Application System	187	172	100	59	35	28	27	19	5	14	2	2	650

Table 4: User Access Statistics of CAS Year 2013

Apart from facilitating applicants to apply for courses online, the system also helps implementors manage the overall aspects of courses offered such as selection of participants, evaluation of courses and access to course reports in an efficient and speedy manner. This system also helps in preparing a database of the institute’s alumni.

Statistics of Visitors to IDFR’s Website

The institute’s website is an important medium of communication among its stakeholders, clients and staff. Statistics shows that the number of visitors was very encouraging and increased from time to time. Graph 8 shows the percentage on the number of visits to the website for each month in 2013. As shown in the graph, the percentage of traffic was highest in January, which recorded a value of 12 per cent, especially due to participants accessing the website for information on programmes and courses offered in 2013. Table 5 shows the statistics of visits to the website from the top ten countries for 2013.



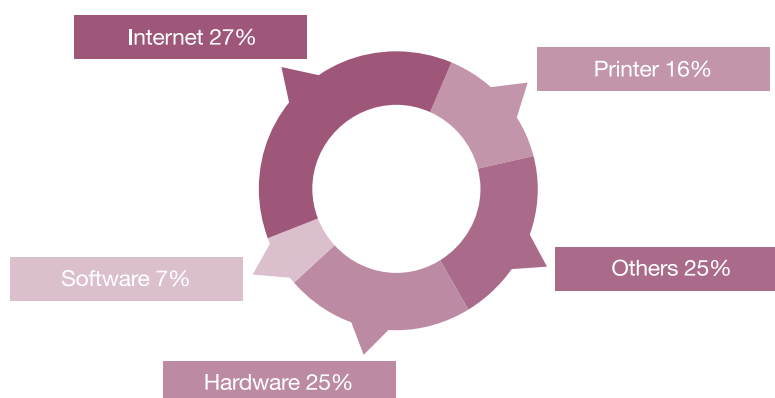
Graph 8: Percentage of visitors to the website each month for the Year 2013

NO.	COUNTRY	NUMBER OF VISITS TO IDFR WEBSITE 2013												TOTAL
		JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
1.	Malaysia	4,910	4,280	4,099	4,014	3,602	3,066	3,754	2,720	3,610	3,805	3,332	2,978	44,170
2.	Indonesia	67	47	72	31	38	26	23	36	63	101	95	67	666
3.	United States	53	44	42	47	44	25	47	38	36	62	34	28	500
4.	United Kingdom	26	13	11	12	26	12	17	16	14	11	20	10	188
5.	Argentina	8	21	40	55	54	28	62	15	5	7	1	3	299
6.	India	24	29	24	24	18	9	27	39	16	26	10	10	256
7.	The Philippines	15	11	27	22	33	21	19	13	11	22	13	10	217
8.	Thailand	24	12	10	21	11	13	13	16	28	16	12	18	194
9.	Singapore	14	10	21	14	11	23	27	30	20	29	28	16	243
10.	Australia	5	9	32	10	14	9	0	10	11	14	14	2	130
11.	Others	288	308	328	263	250	225	243	275	248	259	278	289	3,254
Total		5,434	4,784	4,706	4,513	4,101	3,457	4,232	3,208	4,062	4,352	3,837	3,431	50,117

Table 5: Statistics of Visitors to Website based on the Top Ten Countries for the Year 2013

ICT HelpDesk Services

One of the main roles of the ICT Section is to provide support services to all staff in terms of solving problems related to ICT hardware and software. The ICT Section kept a record of consumer complaints in order to ensure prompt action and overcome problems for all parties. Thus, in reference to the record of staff complaints in 2013, 27 per cent of complaints were about the high level of internet traffic, followed by complaints about hardware and others (25 per cent), 16 per cent of complaints were about printers and the remaining 7 per cent were complaints about software. Graph 9 shows the list of complaints by category received for the year 2013.



Graph 9: Percentage of ICT complaints by the staff in 2013

Internet bandwidth

IDFR is supplied with a network capacity of 4Mbps bandwidth. The bandwidth usage is normally high during peak hours on working days. The highest usage was recorded in June with usage of up to 3.75Mbps. Links to external websites (OUT) was higher than access to IDFR's website and other internal systems (IN). On average, IDFR used bandwidth between 1Mbps to 3.75Mbps during the first eight months of 2013. The use of high bandwidth was resolved with the implementation of the IDFR*Net migration to 1Gov*Net with enhanced bandwidth of 10Mbps in September 2013.

Secretariat of Main Committee Meetings

The ICT Division also serves as secretariat for meetings of the Management Committee of Finance and Accounts (JPKA), the Safety Committee, as well as the Steering Committee on ICT (JP ICT). Each committee meets at least three to four times a year and is chaired by the Director General as the institute's Controlling Officer. JP KA serves to enhance effectiveness in monitoring the overall governance in identifying, handling and mitigating any issues related to the institute's accounts and finances. The function of the Safety Committee is to ensure and improve the institute's security so that it is always safe and effective all the time. The JP ICT was established to coordinate and monitor ICT activities and projects, and also to deliberate and provide technical approval for ICT procurement. The secretariat meetings held under the division in 2013 are as shown in Table 6.

MEETING	JPKA	SAFETY COMITEE	JP ICT
First Quarter	3 May 2013	5 February 2013	13 March 2013
Second Quarter	11 July 2013	18 June 2013	25 June 2013
Third Quarter	29 October 2013	13 November 2013	8 September 2013
Fourth Quarter	-	-	31 December 2013

Table 6: List of Main Committee Meetings

OTHER ACTIVITIES

Various other activities involving all three sections were also undertaken by the Division in 2013. Among the highlights were as follows:

The Director General's Special New Year Message

This event was held at the Multipurpose Hall on 14 January 2013. In his address, the Director General hoped that this new beginning in 2013 would open a new chapter in creating stronger determination and enthusiasm among the staff. He also exhorted them to remain committed in enhancing the good name of IDFR, both locally and in the international arena. He also hoped that all the staff would fulfill the needs of the stakeholders by continuously improving in terms of the institute's training programmes, lectures, publications and infrastructure in tandem with its mission and vision. Dato' Ku Jaafar also mentioned that despite all the programmes that were successfully implemented, IDFR must strive to improve practices proven to be working and effective as well as avoid repeating any previous failures. The event also saw the presentation of a scroll containing the New Year Message and a calendar to representatives from each division.

Ministry of Foreign Affairs' Integrated Computerised Library System Workshop

A new Library System known as Virtual System was developed to integrate MFA's library, which includes IDFR's and the Southeast Asia Regional Centre for Counter Terrorism's libraries. The system has been fully operational since January 2013. A series of workshops were held to brief top management, senior officers and the executive group. Briefings on the system were also held for course participants and visitors to IDFR.

Fire Safety Awareness Seminar

A fire safety awareness seminar was held on 18 January 2013 at the Auditorium. The seminar was conducted by qualified speakers from the Safety and Protection Academy and was attended by more than 50 staff. They were briefed on fire prevention and fire fighting methods, and management of combustible materials.

Book Donation Campaign

The campaign, which was held from 19 February to 18 March 2013 sought to add a collection of reading materials to the library. Among the reading materials contributed by the staff were novels, religious books and magazines.

Visit to the National Bank Museum and Art Gallery

Jointly organised by the division and the Welfare Club, a visit led by the Director General was conducted to the National Bank Museum and Art Gallery on 14 March 2013. The staff were briefed on the evolution of the national currency and taken through the exhibition of early government currency. They also had the opportunity to view some of its collection of art work by artists such as Fung Yow Chork, Mohd. Hoessein Enas, Ahmad Zakii Anwar, Jalaini Abu Hassan and Abdul Multhalib Musa.



Library Services Benchmarking Visit

To improve the library's quality of service, the Librarian visited several libraries in the Kuala Lumpur area, namely, the Malaysian Agricultural Research and Development Institute's Knowledge Centre on 14 March 2013 and the Forest Research Institute Malaysia's Library on 2 May 2013. During those visits, discussions and brainstorming sessions on improving the institutes' library services were held.

Integrity Talk on by Malaysian Anti-Corruption Commission (MACC)

Organised by the division and the Welfare Club, a talk on integrity by Superintendent Radzi Omar, an officer from Malaysian Anti-Corruption Commission (MACC), was held on 15 March 2013 at the Auditorium. The session, which was also attended by the Director General, emphasised integrity in our public service and enhanced the staff's awareness on the need to work together with MACC to combat corruption.

Exercise Sessions

The first exercise session was held on 5 April 2013 and was conducted by guest instructor, Puan Nur Syuhada Anuar. The staff and some course participants took part in the morning exercise which was followed by presentation of certificates to staff who borrowed the most books from the library as well as a cake cutting ceremony for staff whose birthdays, were between January and April. A second exercise session was held on 8 November 2013 and was conducted by another guest instructor, Encik Azami Jamil. This session witnessed the new Director General, Dato' Hussin Nayan delivering his first address to the staff. He advised them to always improve and enhance their service delivery.

Visit to Kuala Lumpur International Book Fair

A group of 18 staff visited the Kuala Lumpur International Book Fair on 2 May 2013. The visit which is organised yearly has become one of the approaches to foster a culture of reading habits among the staff.

Visit by Deputy Minister of Foreign Affairs to IDFR



Dato' Hamzah Zainudin, the Deputy Minister of Foreign Affairs, visited IDFR on 10 June 2013. The visit was his first since his appointment. He was briefed on the institute's activities and was taken on a tour of the main facilities.

Workshop on Specific Asset Register (DAK) for the Ministry of Foreign Affairs' Government Immovable Assets

A workshop on special assets registration was held from 12 to 14 June 2013 and was attended by 15 participants. It was organised by the Secretariat of the Government Asset Management Committee (SGAMC) of the Ministry. The workshop aimed to explain the process of collecting and registering information pertaining to the immovable assets of the Government, to receive feedback on issues relating to management and registration of immovable assets, as well as to foster understanding of the use of Immovable Asset Management System (IAMS or mySPATA). During the workshop, the participants were given clarifications about the role and responsibility of each level of asset users and features of the IAMS. In addition to knowing the concept, it also involved the need to use a uniform code for managing government immovable property, immovable asset code structure, aspects of asset registration and their importance. The workshop was conducted by two officers from the Department of General Works; Encik Nazrul Izham Bisnan and Encik Zamzuri Mohammad. All special assets in the country should have their registration completed through mySPATA by the end of June 2013.

Seminar on Library Transformation, Innovation and Creativity

The Committees of Special Libraries from the Librarian Association of Malaysia in collaboration with IDFR organised a seminar entitled *Library Transformation, Innovation and Creativity* at the Auditorium on 8 July 2013. The seminar was officiated by Dato' Ku Jaafar Ku Shaari. The Chairman of the Association, Associate Professor Dr. Mohd Sharif Mohd Saad was also present. The seminar was attended by 83 librarians and library staff from all over Malaysia and the aim of was to share knowledge and experience on the importance of creativity and innovation at the library and on ideas to improve the library delivery system. Four papers were presented by distinguished librarians with experience in transforming their library, as shown in Table 7.

NO.	PRESENTER	PAPER WORK
1.	Encik Azhar M. Noor Chief Librarian of PETRONAS	<i>Transformation, Innovation and Creativity at Petroleum Resource Centre, Petroliam Nasional Berhad (PETRONAS)</i>
2.	Puan Mazmin M. Akhir Chief Librarian of UniMAP	<i>Transformation, Innovation and Creativity at Tuanku Syed Faizuddin Putra Library, University of Malaysia, Perlis (UniMAP)</i>
3.	Puan Shukriah Hj. Yon Director of Penang Public Library	<i>Transformation, innovation and creativity at Penang Public Library Corporation</i>
4.	Encik Shahril Effendi Ibrahim Senior Librarian of OUM	<i>Transformation, Innovation and Creativity at Open University Malaysia (OUM)</i>

Table 7: List of presenters during the seminar

Special Ramadhan Address by the Director General

This event was held at the Auditorium on 9 July 2013 in conjunction with the fasting month of Ramadhan. In his address, Dato' Ku Jaafar Ku Shaari reminded the Muslim Staff to always appreciate Allah SWT and what Allah has given us. He also shared the history on how the holy month of Ramadhan started. He also addressed the main points of the holy month with references to verses in the Al Quran, namely, Surah Al-Baqarah, Surah Ar-Rahman and Surah Al-Araf in relation to the wisdom of fasting.

Opening Ceremony of UT MARA AUSTRALS 2013

On 15 July 2013, the grand opening ceremony of UT MARA AUSTRALS 2013 was held at the Multipurpose Hall. The event was organised by Universiti Teknologi MARA in collaboration with IDFR. AUSTRALS is the second largest and second most prestigious and competitive debate tournament in the world and it is also one of the largest annual student events in the world. Fourteen countries and 185 institutions participated in the tournament. The welcoming speech was delivered by Dato' Ku Jaafar Ku Shaari, followed by the official opening speech by Professor Ir. Dr. Abdul Rahman Omar, Deputy Vice-Chancellor of UiTM.

Exhibition on 56 Years of Malaysia's Independence

The exhibition, which was held from 1 August to 16 September 2013 in the foyer of the Library was one of the efforts to disseminate knowledge regarding Malaysia's independence to visitors. The exhibition also aimed to share information about the history of the independence, to relive the history of the struggle for independence, to instill patriotism and to jointly promote the maintenance of peace in the country that we now enjoy at present and shall enjoy for the next generations to come. Indirectly, this programme was also to encourage reading the staff, course participants and visitors to the Library.

Iftar

The Division and the Welfare Club jointly organised an *Iftar* or breaking of fast on 1 August 2013 at the Multipurpose Hall. Prior to the breaking of fast, Señor Arifin Gutierrez Abdullah, the institute's Spanish Language teacher, shared his personal experience when he first embraced Islam, and has become a devout Muslim since. The iftar was attended by the Institute's staff and their families and course participants. The *iftar* ended with Isya' and *Tarawih* prayers and *moreh* which is a very light meal eaten after the two prayers.

Director General's Farewell



This event was held on 23 August 2013 at the Multipurpose Hall. It was organised to express the staff's gratitude and appreciation to Dato' Ku Jaafar Ku Shaari for his meritorious service as the Director General since October 2010. He was appointed as the new Ambassador of Malaysia to Egypt. In his farewell speech, Dato' Ku Jaafar Ku Shaari reminded the staff to always work as a team and achieve the vision of the institute. The divisions then performed some of the Director General's favourite songs as well a skit and dikir barat, followed by a special video for the Director General.

Dato' Ku Jaafar Ku Shaari clocked out as the Director General on 30 August 2013 at the Main Lobby and it was witnessed by all the staff who queued up to shake hands and say goodbye to him. Dato' Ku Jaafar Ku Shaari expressed his gratitude to all the staff and wished IDFR a great and excellent future.

Assembly at the Ministry of Foreign Affairs, Malaysia

The staff attended the assemblies held at the Ministry of Foreign Affairs, Malaysia in 2013, namely, on 15 January, 27 February, 6 June and 30 August. The assembly started with recitation of *dua*, followed by the singing of the National Anthem and the Ministry's song as well as the reading of the oath by all the staff. The Minister of Foreign Affairs then delivered his speech and later presented the Monthly Excellent Service Awards to the recipients.

Information Skills Workshop

The Information Skills Workshop is held every year for the students of the Masters in Sosial Science (Strategy and Diplomacy) programme. It aims to explain the method of finding information pertaining to library facilities and services, databases and WEBOPAC library applications. Two sessions were held in 2013; on 3 September and on 8 September, and external lecturers were also invited to make the workshops a success.

IDFR*Net Network Migration to 1Gov*Net

IDFR*Net Network is a centrally managed, integrated public sector network for supplying voice data communication and video conferencing services to all government agencies. The 1Gov*Net network provides three separate access facilities, namely, access to e-Government system applications, internal agency applications and Internet. The main objectives of 1Gov*Net are to provide a Government Integrated ICT Telecommunications Network that is safe and trusted for use by all public sector agencies; to support various comprehensive communication services comprising data communication, voice and video conferencing; and to supervise and manage uniform access to Service Level Agreement (SLA) of the Government ICT network.

Testing was held from 20 to 22 September 2013 on the e-Government application system access, IDFR system applications, email and the Internet and the IDFR*Net migration to 1Gov*Net was completed successfully and started being in operations on 23 September 2013.

Asset Management System Basic Data Briefing

The briefing was held on 25 September 2013 for 12 officers at the Computer Lab by Puan Nurul Syuhada Samsu, Information Technology Officer from the Control and Supervision Division, Ministry of Finance. The briefing aimed to

explain in detail the basic data system and information needed for implementation. Later in the afternoon, a session on Building Location Code Information was held in order to demonstrate how to insert content into the IDFR Special Asset List template as recorded in the MySPATA system.

Development of ICT Strategic Plan (ISP) IDFR 2013-2015

The ICT Strategic Plan (ISP) project development received approval from the ICT Steering Committee No. 1/2012 on 13 March 2012. The project development was implemented internally within a period of six months with the cooperation of MAMPU ISP Consultancy Group, headed by Dato' Zahari Othman with the assistance of Puan Sukhaila Angsor. Among the objectives of the development plan were to clarify the vision, mission, direction, strategic initiative and working framework for the planning and development of ICT at IDFR with the support of ICT applications, technology, human resource development and administrative management and to prepare an ICT plan or blueprint with cost effective ICT implementation guidelines in line with the needs of management and operation of IDFR for the period of 2013-2015.

A development committee for IDFR's ISP (JPISP) 2013-2015 was established and it was chaired by Ambassador Aminah Hj A. Karim, the institute's Chief Information Officer. Dato' Zulkifli Yaacob was appointed as Project Director. The JPISP was set up to ensure that the ISP document is implemented according to planned schedule. Among the projects identified for implementation in 2013 were:

- * Improved IDFR website
- * Migration to 1Gov*Net Network
- * ICT software and hardware requirement study report
- * Training plan preparation for ICT 2013 - 2015
- * ICT courses for ICT and non ICT staff
- * ICT information dissemination by email

Throughout this development process, several activities were carried out which included the study on the needs of internal and external users, as well as three workshops. The sign-off ceremony for the project was held on 30 September 2013. Overall, this project succeeded in attaining its objectives, and an ISP document for IDFR was produced.

Session with IDFR's New Director General

Dato' Hussin Nayan was appointed as the new Director General effective 1 October 2013. He was formerly the Malaysian High Commissioner to Singapore. A briefing session was held and was attended by some of the senior officers.

Library Information Day

The Library held an open day called *IDFR Library Information Day 2013* on 9 October 2013. It was officiated by Dato' Hussin Nayan, Director General of IDFR. The objectives of the open day were to promote the library's collections and facilities as well as to enhance the relationship between the Library and the staff, external agencies and the general public. Various interesting, informative and interactive activities were held on the day which included a library tour, health check and talks, motivational lectures, first-aid demonstration, indoor games, quizzes, jumble sale, book sale and lucky draws. The Information Day was also supported by the participation of exhibitors from various agencies including the Ministry of Health, Malaysia Red Crescent Society, Malaysian National Library and Malaysian Librarian Association. About 200 guests participated in the various programmes. Among them were the staff of Dewan Bahasa dan Pustaka, Puspanita, Malaysian Red Crescent Society, Ministry of Agriculture, National Library, Malaysian National News Agency (BERNAMA), and students and lecturers from the Information Studies Faculty of UiTM.

Everyone Can Borrow (ECB) Programme

Four series of ECB programme were conducted in 2013; on 19 February, 17 April, 10 July and 6 November 2013. A total of 751 books were loaned out to the staff and in general, the programme received overwhelming response.

Upgrading the institute's Official Website

Upgrading of the website is one of the action plans listed in the ISP of IDFR 2013-2015. The improvement to the website was based on suggestions and comments obtained from users. Several modules were enhanced and updated to ensure they meet and fulfill the standard and criteria of Malaysian Government Portals and Websites Assessment (MGPWA), which is held annually to assess all websites and portals of ministries and agencies. This enhancement also emphasised the security aspect which included software, technology, availability and management of the site in the future. As the main channel of communication to the clients, this project proved that IDFR strives to ensure that its service delivery is always ready to provide updated information in line with current communication and media technologies.

Implementation of ICT Awareness and Culture

Throughout the year, this programme served the purpose of disseminating ICT related information to users and enhancing users' knowledge, skills, attitudes and values related to ICT. It is also one of the programmes listed in the ISP of IDFR 2013-2015. The initiatives of implementing ICT acculturation covered various topics such as ICT security information management, network management and health management in terms of ICT.

Asset Management System Workshop

The workshop was held on 19 and 20 December 2013 for 12 officers at the Computer Lab and was conducted by Puan Hanita Kassim and Encik Hawari Hamid from the Ministry of Finance. The aim was to provide a more well-planned and systematic preparation, exposure and management of record to officers responsible for asset management at IDFR. A hands-on session was also done by the participants. The workshop concluded with a closing speech by Encik Nik Muhd Hasbi Nik Daud, Deputy Director of Administration, Finance and Human Resource. He hoped that all participants had acquired a clear and better understanding of the system for asset and inventory data entry at IDFR.



IDFR-UiTM Colloquium

A colloquium jointly organised by IDFR and the Faculty of Information Management (FPM), Universiti Teknologi MARA (UiTM) titled *Ensuring Sustainability of Library and Information Science Professional* was held on 25 November 2013 at the Institute. The ideas behind this collaboration were to improve the performance of the library, to improve practices that will ensure the sustainability of library professionals, to equip students with the medium and skills needed to face growing environmental changes, and to run a programme as an initiative to produce efficient and sustainable information professionals. The colloquium commenced with a welcoming remarks by Prof. Dr. Norasiah Haron, Deputy Dean (Academic) of FPM, followed by a keynote address by Ambassador Aminah Hj A. Karim, IDFR's Deputy Director General. Four papers were presented at the colloquium, as shown in Table 8.

The colloquium was attended by lecturers and final year students from FPM, librarians from various agencies including BERNAMA and DBP, and IDFR staff.

NO.	PRESENTER	PAPER TITLE
1.	Encik Dahlan Samad Director Human Resource Development, National Library of Malaysia	<i>New Demands and Challenges of Information Profession</i>
2.	Tuan Haji Azizi Jantan Senior Librarian Department of Strategic Planning, Tun Abdul Razak Library, UiTM	<i>Creativity and Innovation</i>
3.	Puan Sharifah Fahimah Saiyed Yeop Senior Executive IP, Copyright and Records Management (KMU), Universiti Teknologi PETRONAS	<i>Tools and Technology</i>
4.	Puan Kamariah Jaafar Deputy Director IDFR Library	<i>Skills and Competencies</i>

Table 8: List of presenters during IDFR - UiTM Colloquium









Institute of Diplomacy and Foreign Relations (IDFR)
Ministry of Foreign Affairs, Malaysia
Jalan Wisma Putra
50460 Kuala Lumpur, Malaysia
www.idfr.gov.my | info@idfr.gov.my

