



LAPORAN TAHUNAN
IDFR 2010
ANNUAL REPORT





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Kementerian Luar Negeri
Kuala Lumpur, Malaysia
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ISSN 1985-1030



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Perutusan daripada
**Ketua Setiausaha,
Kementerian Luar Negeri,
Malaysia**



Pada 8 Oktober 2010, Dato' Ku Jaafar Ku Shaari, Pesuruhjaya Tinggi Malaysia ke Brunei Darussalam, telah dilantik sebagai Ketua Pengarah IDFR, menggantikan Tan Sri Hasmy Agam. Dengan pengalaman luas beliau sebagai diplomat, saya yakin Dato' Ku Jaafar dapat meneruskan usaha-usaha bagi memantapkan lagi keupayaan IDFR.

Sebagai cabang latihan kepada Kementerian, IDFR bertanggungjawab melatih dan menyediakan para pegawai diplomatik Kementerian; baik bakal Duta, para diplomat pertengahan kerjaya serta diplomat muda. IDFR juga menyediakan dan melatih para staf sokongan untuk penempatan luar negeri mereka. Pertambahan terbaru dalam siri modul latihan IDFR adalah Kursus Pra-Penempatan untuk Pegawai dan Pasangan, yang telah dianjurkan di bawah Sistem Pentadbiran Kerajaan Malaysia (SPKM), bagi melengkapkan para pegawai dari pelbagai Kementerian dan agensi kerajaan dengan pengetahuan mengenai pelbagai aspek diplomasi dan isu-isu semasa hubungan antarabangsa, sebelum mereka bertugas di luar negeri buat pertama kali. Kursus ini telah dianjurkan dengan jayanya.

Saya berasa gembira melihat IDFR telah menganjurkan Kursus Latihan Diplomatik untuk Belia dan Pemimpin Pelajar buat julung kalinya. Ini seharusnya menjadi pendorong kepada lebih banyak kerjasama dalam bidang latihan dengan Kementerian-kementerian lain.

Tahun 2010 juga telah menyaksikan buat pertama kalinya, sekumpulan graduan hasil daripada program *Diploma in Diplomacy* IDFR. Ini merupakan satu

langkah lagi ke arah meningkatkan kecekapan dan profesionalisme para pegawai diplomatik dengan mempromosi latihan yang sistematik dan relevan. Ianya merupakan satu pencapaian yang harus dibanggakan, syabas! Saya berharap kejayaan ini akan menjadi pendorong dalam mewujudkan Ijazah Diplomasi profesional dan lebih banyak lagi program diploma serta ijazah di IDFR, dan seterusnya menyaksikan transformasi IDFR sebagai sebuah *boutique university*, pengkhususan dalam bidang Diplomasi dan Hubungan Antarabangsa. Ini sejajar dengan amanat oleh bekas Perdana Menteri, Tun Abdullah Ahmad Badawi pada tahun 2009, "dalam menyediakan para diplomat Malaysia untuk peranan penting yang perlu mereka mainkan untuk negara, IDFR mestilah turut bersedia dan cekap dalam melakukan tugasnya".

Oleh itu, amat penting untuk saya tekankan di sini bahawa dalam era globalisasi kini, para diplomat kita seharusnya berpengetahuan luas tentang isu-isu semasa, memiliki pelbagai kemahiran insaniah dan perlu tegas dalam mempromosi serta mempertahankan polisi luar Malaysia. Di samping itu juga, keupayaan dalam mendapatkan maklumat yang terkini berkenaan isu-isu utama antarabangsa adalah amat diperlukan. Justeru, penguasaan bahasa Inggeris dan bahasa-bahasa asing adalah penting. Kemahiran bertutur dalam bahasa Inggeris amatlah perlu, namun kebolehan untuk bertutur dalam bahasa-bahasa asing pula merupakan suatu kelebihan bagi mereka yang berkhidmat di luar negeri. Saya berasa gembira bahawa IDFR dapat menerapkan secara aktif segala elemen yang dinyatakan di dalam program latihannya dalam tahun 2010.

Pada bulan Jun 2010, Perdana Menteri telah mengumumkan Rancangan Malaysia Ke-10 (RMK10). Kita, di Perkhidmatan Diplomatik dan juga para pegawai kerajaan yang lain, adalah penggerak dalam memastikan kejayaan hasil daripada RMK10 tersebut. Adalah menjadi kewajipan kita untuk membantu dalam membawa masuk Pelaburan Langsung Asing (FDI) ke Malaysia, dengan menggalakkan hubungan baik dengan negara-negara lain. Malaysia juga akan lebih meningkatkan fokusnya kepada pasaran baru yang pesat berkembang, terutamanya di rantau Asia dan ASEAN. Inisiatif-inisiatif utamanya termasuklah mempromosikan perdagangan dan memperkukuhkan hubungan serantau. Para pegawai di Kementerian ini dan kementerian lain haruslah sentiasa mencari jalan bagi mengekal, membangun dan mempromosikan kepentingan-kepentingan Malaysia di arena antarabangsa. Sudah tentu peluang yang ditawarkan oleh IDFR melalui Sarjana Sains Sosial dalam bidang Strategi dan Diplomasi telah direka bagi melengkapkan para pegawai dengan pengetahuan teori dan praktikal, dalam usaha untuk menjadi penggerak bagi menjayakan RMK10.

Visi IDFR adalah untuk menjadi “pusat latihan dan penyelidikan antarabangsa dalam bidang diplomasi dan hubungan antarabangsa yang dikenali di peringkat dunia”. Dengan kesemua pencapaiannya dan usaha berterusan berserta semangat berpasukan dalam kalangan para pegawai dan staf sokongan, saya amat yakin bahawa Visi ini dapat dicapai dalam masa terdekat.

Tidak dapat disangkal lagi bahawa IDFR kini berada di laluan yang betul dalam melengkapkan para pegawai dan peserta dengan pengetahuan, kemahiran-kemahiran profesional serta sikap yang sewajarnya dalam mengendalikan hal berkaitan diplomasi dan hubungan antarabangsa.

Oleh itu, saya ingin mengambil peluang untuk mengucapkan terima kasih kepada Tan Sri Hasmy Agam atas khidmat cemerlang yang diberikan kepada IDFR, serta mengucapkan tahniah atas pelantikan beliau sebagai Pengerusi Suruhanjaya Hak Asasi Manusia (SUHAKAM).

Saya juga ingin menyampaikan setinggi penghargaan kepada Tan Sri Rastam Mohd. Isa atas sumbangan dan bakti yang dicurahkan beliau semasa menjadi Ketua Setiausaha Kementerian Luar Negeri, dalam menjaga kepentingan IDFR.

Terima kasih.

DATUK MOHD. RADZI ABDUL RAHMAN

Kata Pengantar oleh Ketua Pengarah IDFR



Hampir dua dekad telah berlalu semenjak penubuhan IDFR, dan ianya telah mengorak langkah jauh dari hari-hari awalnya di Jalan Ilmu di Petaling Jaya. Semenjak perpindahan ke kampusnya yang tersendiri di Jalan Wisma Putra, yang merupakan bangunan Kementerian Luar Negeri sebelum ia berpindah ke Putrajaya pada tahun 2001, IDFR telah berkembang dengan jayanya dari segi pengalaman.

Sebagai institut latihan kepada Kementerian Luar Negeri, matlamat teras IDFR ialah melatih diplomat dalam bidang diplomasi dan hubungan antarabangsa. Program latihan IDFR bukan sahaja telah memanfaatkan para diplomat, pegawai diplomatik dan pegawai kerajaan Malaysia, malah para diplomat dari negara-negara membangun yang lain. Ianya merupakan sesuatu yang membanggakan tetapi mesti juga bertindak sebagai satu peringatan tentang kepercayaan dan tanggungjawab yang telah diberikan kepada IDFR.

Dunia kini kian berubah dengan pantas, dan trend dan amalan yang dahulunya selalu diamalkan mungkin tidak lagi relevan. Justeru, perlunya ada kesedaran tentang perubahan yang berlaku dan menyertakan yang terkini dalam program latihan kita. Oleh itu, kurikulum kesemua kursus yang ditawarkan di IDFR disemak oleh satu Jawatankuasa Kurikulum supaya kekal relevan kepada keperluan semasa. Maklumbalas dari tenaga pengajar dan para peserta turut diambil kira untuk memastikan penambahbaikan dilakukan di setiap permulaan kursus.

Saya gembira untuk melaporkan bahawa pembangunan kakitangan juga amat penting di IDFR. Terlibat dalam bidang latihan bermakna pegawai dan kakitangan IDFR mesti memastikan bahawa mereka turut memperkasakan diri dari segi keperluan latihan mereka sendiri. Mereka mesti sentiasa berusaha untuk meningkatkan taraf penyampaian perkhidmatan IDFR.

IDFR mempunyai pencapaian-pencapaian yang boleh dibanggakan. Program *Diploma in Diplomacy* merupakan yang terkini dalam pencapaian IDFR. Program Diploma ini, yang lebih dikenali sebagai DiD, merupakan program Diploma profesional dalaman IDFR yang pertama. Program ini, yang merupakan lanjutan kepada Kursus Latihan Diplomatik untuk Pegawai Tadbir dan Diplomatik, merupakan kursus sepenuh masa selama enam bulan, yang turut merangkumi penempatan

kerja selama seminggu di Misi Malaysia di luar negeri. Adalah diharapkan bahawa program Diploma ini, dalam jangka panjang, boleh membawa kepada pengiktirafan yang setaraf dengan ijazah sarjana muda. Saya turut menjangkakan bahawa program Diploma ini akan membuka ruang kepada program Diploma yang lain.

Program Sarjana Sains Sosial dalam bidang Strategi dan Diplomasi, yang ditawarkan dengan kerjasama Universiti Kebangsaan Malaysia, kini sudah menjangkau tahun kedua belas pelaksanaannya, dan mempunyai lebih daripada 170 ahli alumni. Semester baru akan bermula pada bulan September, dan saya ingin menggesa kepada mereka yang berminat dalam bidang ini untuk memohon.

Dalam mengikuti arus aliran media baru, IDFR telah mewujudkan satu akaun Facebook untuk memudahkan jalinan di antara para peserta kursusnya. Semua peserta kursus IDFR dari seluruh pelusuk dunia digalakkan untuk mendaftar supaya kita boleh berhubung antara satu sama lain dan mendapat faedah dari jalinan tersebut.

Saya ingin mengambil kesempatan ini untuk mengucapkan terima kasih kepada para pelatih atas sokongan dan komitmen mereka kepada IDFR. Saya juga ingin mengucapkan terima kasih kepada para pegawai dan kakitangan IDFR atas kerja keras dan semangat setia kawan mereka, yang membantu meningkatkan reputasi IDFR.

Saya juga ingin merakamkan setinggi penghargaan kepada Tan Sri Hasmy Agam, bekas Pengerusi Eksekutif IDFR. Beliau telah meninggalkan jasa dan kesan yang mendalam kepada IDFR.

Akhir kata, saya ingin merakamkan setinggi penghargaan kepada Datuk Mohd. Radzi Abdul Rahman, Ketua Setiausaha Kementerian, dan Tan Sri Rastam Mohd. Isa, bekas Ketua Setiausaha Kementerian, atas sokongan padu mereka bagi semua program dan aktiviti IDFR. Saya juga ingin berterima kasih kepada Dato' Sri Anifah Aman, Menteri Luar Negeri, atas minat dan perhatian beliau kepada IDFR.

Terima kasih.

DATO' KU JAAFAR KU SHAARI

**INSTITUT DIPLOMASI
DAN HUBUNGAN LUAR
NEGERI (IDFR)**

INSTITUT DIPLOMASI DAN HUBUNGAN LUAR NEGERI

Institut Diplomasi dan Hubungan Luar Negeri (IDFR) telah ditubuhkan pada 1 Julai 1991 di bawah Jabatan Perdana Menteri. IDFR telah dengan rasminya menjadi sebahagian daripada Kementerian Luar Negeri, Malaysia pada 27 Mac 2004. Pada 8 Januari 2009, kampus IDFR di Jalan Wisma Putra telah dilancarkan secara rasminya oleh bekas Perdana Menteri, Tun Abdullah Ahmad Badawi.

Sebagai pusat latihan kepada Kementerian Luar Negeri, IDFR menawarkan pelbagai kursus latihan dan bahasa kepada para pegawai Wisma Putra, dan kementerian dan agensi kerajaan yang lain. IDFR turut menganjurkan kursus khas untuk diplomat pertengahan kerjaya dan diplomat kanan, termasuklah para Duta Besar yang baru dilantik dan pasangan mereka.

Kursus latihan IDFR turut ditawarkan kepada para peserta dari negara-negara membangun di bawah Program Kerjasama Teknikal Malaysia, di samping dari ASEAN, negara-negara anggota Rancangan Colombo and juga negara-negara Komanwel.

Pada 4 Januari 2010, Kursus Latihan Diplomatik untuk Pegawai Tadbir dan Diplomatik telah dinaik taraf ke

program diploma, di mana para peserta dianugerahkan *Diploma in Diplomacy*. Ini merupakan program Diploma yang pertama dianjurkan oleh IDFR. Program enam bulan ini melatih para diplomat muda Malaysia dalam bidang diplomasi dan hubungan antarabangsa.

Program Ijazah Sarjana Sains Sosial dalam bidang Strategi dan Diplomasi merupakan program anjuran bersama Universiti Kebangsaan Malaysia (UKM) dan tahun 2010 merupakan tahun kedua belas pelaksanaannya. Sehingga kini, program ini mempunyai lebih daripada 170 ahli alumni dari seluruh pelusuk dunia.

Para peserta kursus dan pelatih IDFR mempunyai banyak peluang untuk mengambil bahagian dalam bengkel, seminar, perbincangan mejabulat dan ceramah umum yang dianjurkan di IDFR dan di beberapa lokasi di luar IDFR. Antara penceramah jemputan terkemuka yang pernah menyampaikan ceramah dan ucap tama di IDFR adalah Kofi Annan, Haris Silajdzic, Lee Hsein Loong, Nelson Mandela, Reverend Jesse Louis Jackson, Sr., Tun Abdullah Ahmad Badawi, dan Tun Musa Hitam.



Visi

- ❖ Menjadi sebuah pusat antarabangsa dalam bidang latihan serta penyelidikan diplomasi dan hubungan antarabangsa yang dikenali di peringkat dunia

Misi

- ❖ Untuk meningkatkan kecekapan dan profesionalisme para pegawai diplomatik melalui latihan yang sistematik dan berkaitan
- ❖ Untuk memberi latihan yang berkualiti dalam bidang diplomasi dan hubungan antarabangsa kepada para peserta dari dalam dan luar negeri
- ❖ Untuk menyediakan persekitaran latihan yang kondusif, menggunakan kemudahan yang serba canggih dan terkini
- ❖ Untuk mempertingkatkan usaha menjadikan IDFR sebagai pusat rujukan polisi luar negeri melalui penyelidikan dan penerbitan
- ❖ Untuk menjalin hubungan strategik dalam bidang latihan dan penyelidikan dengan agensi-agensi kerajaan, bukan kerajaan, dan pusat pengajian tinggi di dalam dan luar negeri
- ❖ Untuk berhubung dengan dunia melalui polisi luar Malaysia

Bahagian-bahagian di IDFR

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

Program Latihan di IDFR

IDFR menawarkan program latihan di bawah bidang kepakaran yang berikut:

- ❖ Latihan Diplomatik
- ❖ Pengajian Serantau
- ❖ Latihan Bahasa
- ❖ Sarjana Sains Sosial dalam bidang Strategi dan Diplomasi

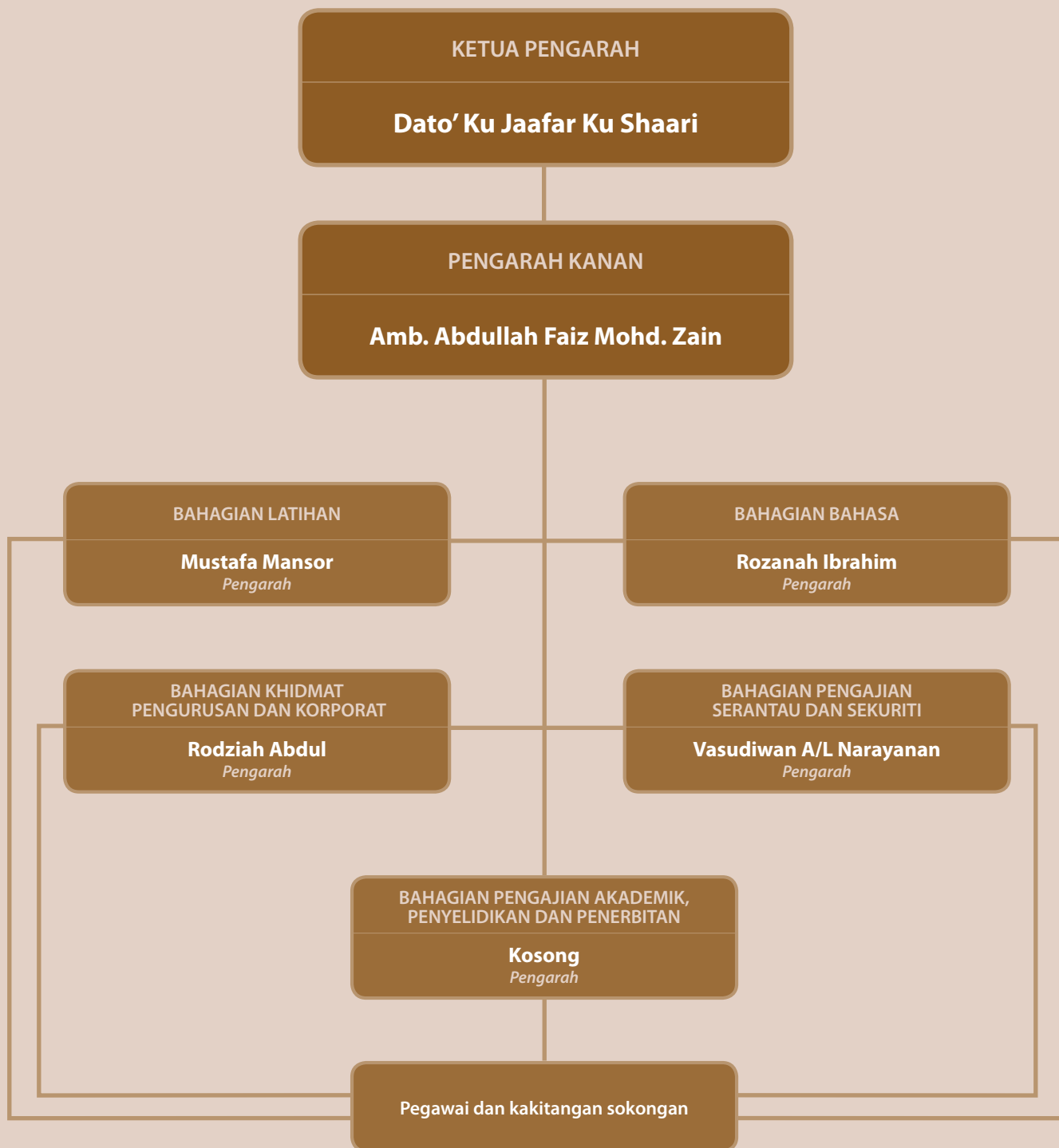
Kemudahan di IDFR

Antara kemudahan yang terdapat di IDFR ialah:

- ❖ Perpustakaan yang lengkap dan mempunyai sumber pembelajaran sendiri
- ❖ Auditorium yang boleh memuatkan sehingga 250 orang
- ❖ Dewan serbaguna yang boleh memuatkan sehingga 500 orang
- ❖ 51 bilik asrama bertaraf antarabangsa, termasuk sepuluh bilik mewah
- ❖ Bilik latihan dan persidangan serta makmal bahasa yang lengkap
- ❖ Liputan rangkaian tanpa wayar di bilik mesyuarat, auditorium dan juga kafeteria
- ❖ Gimnasium, kolam renang, gelanggang tenis dan gelanggang skuasy untuk aktiviti rekreasi



CARTA ORGANISASI IDFR



**PROGRAM
IDFR 2010**

Bahagian Latihan

Program	Kursus/Tajuk	Tarikh
Latihan	<i>Diploma in Diplomacy</i> 1/2010	4 Januari–25 Jun
	Kursus Induksi Diplomatik 1/2010	14–15 Januari
	Kursus Induksi Diplomatik 2/2010	21–22 Januari
	Kursus Pra-Penempatan bagi Pasangan kepada Ketua-Ketua Perwakilan Malaysia di Luar Negeri	24–29 Januari
	Bengkel Diplomasi Awam dan Media 1/2010	9–12 Februari
	Kursus Induksi Diplomatik 3/2010	16–18 Mac
	Kursus Pra-Penempatan untuk Pegawai dan Pasangan 1/2010 (SPKM)	29 Mac–9 April
	Kursus Latihan Diplomatik untuk Peserta Antarabangsa 1/2010 (PKTM)	6–23 April
	Bengkel Pengenalan Undang-undang Awam Antarabangsa	10–13 Mei
	Kursus Pengurusan Krisis untuk Peserta Antarabangsa	18 Mei–4 Jun
	Kursus Pra-Penempatan untuk Pegawai dan Pasangan 2/2010 (SPKM)	24 Mei–4 Jun
	Forum bagi Diplomat-diplomat Muda ASEAN mengenai Hubungan Antarabangsa 1/2010	14–25 Jun
	Kursus Latihan Diplomatik untuk Belia dan Pemimpin Pelajar	21–25 Jun
	Program Serantau Komanwel dalam Latihan Diplomatik 2010	28 Jun–9 Julai
	Kursus Analisa Strategik Antarabangsa (PKTM)	6–23 Julai
	Kursus Pra-Penempatan untuk Penolong Setiausaha dan Penolong Pegawai Tadbir	2–7 Ogos
	Bengkel Diplomasi Awam dan Media 2/2010	11–14 Oktober
	Kursus Pra-Penempatan untuk Pegawai dan Pasangan 3/2010 (SPKM)	18–29 Oktober

Program	Kursus/Tajuk	Tarikh
Ceramah Umum	<i>Diploma in Diplomacy 2/2010-2011</i>	18 Oktober 2010– 22 April 2011
	Kursus Pertengahan Kerjaya untuk Diplomat	8–17 Disember
	<i>Vietnam's Foreign Policy and its Strategy on Cultural Diplomacy</i>	9 November
Bengkel	'Mencapai Objektif Perdagangan Negara dan Pelaburan dalam <i>Trans Pacific Strategic Economic Partnership Agreement (TPP)</i> dan <i>European Union Trade Negotiations</i> '	15 November

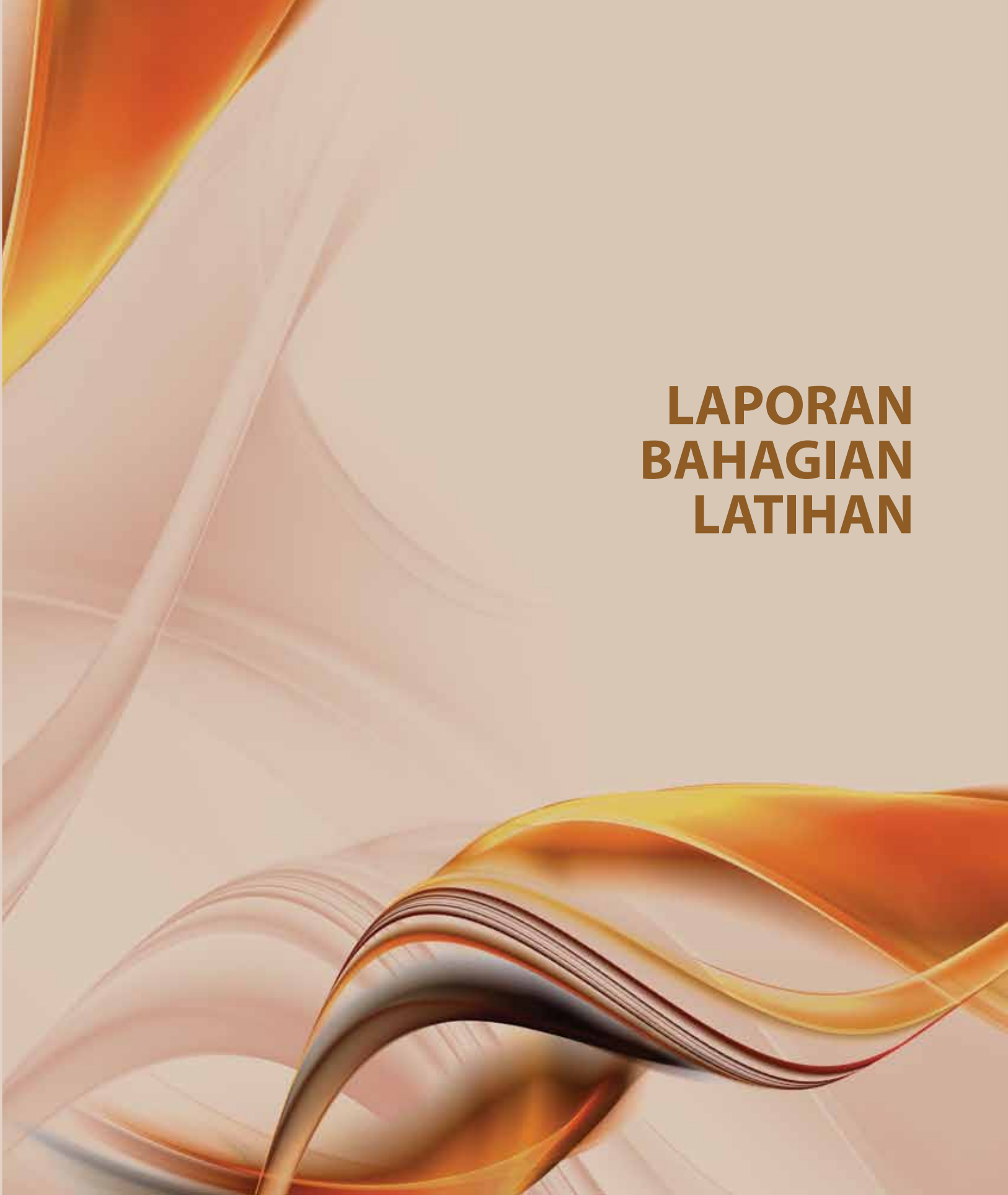
Bahagian Pengajian Serantau dan Sekuriti

Program	Kursus/Tajuk	Tarikh
Sarjana	Sarjana Sains Sosial dalam bidang Strategi dan Diplomasi	1 Jun 2010–30 Jun 2011
Perbincangan Mejabulat	<i>Australia and ASEAN – 35 Years On</i>	17 Mac
	<i>Commitment to Nuclear Non-Proliferation: New Directions Under the Obama Administration</i>	3 Jun
Bengkel	<i>2010 Non-Proliferation Treaty Review Conference</i>	20 April
Siri IDFR-IKON 3D	<i>Canada's Strategic Role and Interests in the Asia-Pacific Region</i>	11 Mei
Lawatan Sambil Belajar	Para Pelajar <i>Business Focus ASEAN</i> dari University of Applied Sciences, Krems, Austria ke Malaysia	4–12 Julai
Forum	Ulangtahun ASEAN bertajuk <i>Building a People Oriented ASEAN Community – Challenges and Opportunities</i>	10 Ogos
	<i>ASEM 8 Dialogue: Ways Forward for Asia-Europe Cooperation</i>	29 September

Bahagian Bahasa

Program	Kursus/Tajuk	Tarikh
Bahasa Inggeris	<i>Speaking Skills: Say It Right 1/2010</i>	25–28 Januari
	<i>Building Blocks of Good English 1/2010</i>	8–12 Mac
	<i>Speaking Skills: Say It Right</i>	26 Mac–2 Julai
	<i>Effective Presentation Skills 1/2010</i>	19–23 April
	<i>Effective Writing Skills 1/2010</i>	17–21 Mei
	<i>Building Blocks of Good English 2/2010</i>	14–18 Jun
	<i>Effective Presentation Skills 2/2010</i>	12–16 Julai
	<i>Speaking Skills: Say It Right 2/2010</i>	27–30 September
	<i>Effective Writing Skills 2/2010</i>	11–15 Oktober
	<i>Speech Drafting Workshop</i>	15–16 November
	<i>English Language Course for Wisma Putra Executive Officers</i>	9 Disember 2010–20 Januari 2011
Bahasa Arab	Kursus Intensif Bahasa Arab untuk <i>Diploma in Diplomacy</i> (DiD) 1/2010	4 Januari–25 Jun
	Tahap VIII	5 Januari–16 Disember
	Tahap V	7 Januari–16 Disember
	Tahap XI	8 Januari–17 Disember
	Tahap III	8 Februari–30 Jun
	Tahap IV	5 Julai–15 Disember
	Kursus Intensif Bahasa Arab untuk <i>Diploma in Diplomacy</i> (DiD) 2/2010-2011	18 Oktober 2010–22 April 2011
Bahasa Perancis	Kursus Pengenalan Bahasa Perancis untuk Kakitangan IDFR	Oktober 2009–Mac 2010
	Tahap I	28 November 2009–9 Julai 2010

Program	Kursus/Tajuk	Tarikh
Bahasa Sepanyol	Kursus Intensif Bahasa Perancis untuk <i>Diploma in Diplomacy</i> (DiD) 1/2010	4 Januari–25 Jun
	Tahap III A	11 Januari–26 Julai
	Tahap VI A	12 Januari–22 Julai
	Tahap III B	2 Ogos–29 November
	Tahap VI B	21 September–14 Disember
	Kursus Intensif Bahasa Perancis untuk <i>Diploma in Diplomacy</i> (DiD) 2/2010-2011	18 Oktober 2010–22 April 2011
	Kursus Intensif Bahasa Sepanyol untuk <i>Diploma in Diplomacy</i> (DiD) 1/2010	4 Januari–25 Jun
	Tahap II	11 Januari–16 Jun
	Tahap III (Pegawai-pegawai Kementerian Luar Negeri)	12 Januari–15 Jun
	Tahap III	5 Julai–29 Disember
	Kursus Intensif Bahasa Sepanyol untuk <i>Diploma in Diplomacy</i> (DiD) 2/2010-2011	18 Oktober 2010–22 April 2011



LAPORAN BAHAGIAN LATIHAN

BAHAGIAN LATIHAN

Kursus Induksi Diplomantik

Kursus Induksi Diplomantik ini telah diadakan sebanyak tiga kali pada awal tahun 2010. Kursus pertama dan kedua telah diadakan selama dua hari iaitu dari 14 hingga 15 Januari, dan dari 21 hingga 22 Januari. Kursus yang ketiga pula telah dipanjangkan kepada tiga hari iaitu dari 16 hingga 18 Mac 2010. Objektif kursus tersebut adalah untuk memperkenalkan para peserta kepada penulisan diplomantik dan kemahiran berkomunikasi serta bidang tugas dan isu-isu yang bakal ditempuhi oleh para pegawai dalam perkhidmatan diplomantik. Kursus ini juga bertujuan untuk memupuk minat para peserta terhadap penggunaan bahasa Inggeris.

Antara topik-topik yang telah dibincangkan semasa kursus pertama dan kedua adalah Kemahiran Berucap; Diplomasi Awam; Penulisan Berkesan: *Brief, Situation Report, Record of Conversation, Third Person Note, Minutes of Meetings*; Tugas dan Tanggungjawab di Perwakilan; Pengurusan Lawatan; dan Kemahiran Membina Ayat. Kursus ketiga, yang telah dihadiri oleh sejumlah 29 pegawai, merangkumi beberapa topik tambahan seperti Pengurusan Mesyuarat, Lawatan dan Acara; Penjagaan Penampilan Diri dan Etiket Sosial; dan Tatacara Kewangan dan Akaun.

Dua puluh lima pegawai yang menghadiri kursus pertama dan kedua telah berpeluang untuk menyertai sesi-sesi tambahan yang telah dijalankan dalam kursus yang ketiga.

Kursus Pra-Penempatan bagi Pasangan kepada Ketua-Ketua Perwakilan Malaysia di Luar Negeri

Objektif kursus ini, yang telah diadakan dari 24 hingga 29 Januari 2010, adalah untuk mengukuhkan pengetahuan dan kemahiran para peserta dalam pelbagai bidang berkaitan tugas dan tanggungjawab mereka sebagai pasangan kepada Ketua-ketua Perwakilan Malaysia di luar negeri. Seramai 23 peserta yang terdiri daripada pasangan kepada bakal-bakal Ketua-ketua Perwakilan Malaysia di luar negeri telah menghadiri kursus ini.



Para peserta kursus bergambar bersama Tun Dr. Siti Hasmah Mohd. Ali, Puan Sri Norizan Sulaiman dan Tan Sri Hasmy Agam selepas sesi perbincangan di Yayasan Kepimpinan Perdana, Putrajaya

Antara topik-topik yang telah dibincangkan adalah *The H-Factor* (Faktor-Faktor Kegembiraan); Protokol (Umum dan Diraja); Seni Pertuturan; dan Kemahiran Kepimpinan. Kursus ini juga memberi penekanan kepada pembinaan imej sendiri yang positif melalui peningkatan kemahiran *interpersonal*, penjagaan penampilan diri dan etiket sosial. Menyedari kepentingan peranan pasangan kepada tugas suami/isteri mereka semasa bertugas di luar negeri, kursus ini turut membincangkan pelbagai aspek peranan pasangan, terutamanya melalui penglibatan mereka dalam Persatuan Wanita Kementerian Luar Negeri Malaysia atau PERWAKILAN.

Bengkel Diplomasi Awam dan Kemahiran Media

Bengkel Diplomasi Awam dan Kemahiran Media ini telah diadakan sebanyak dua kali dalam tahun 2010 iaitu dari 9 hingga 12 Februari, dan dari 11 hingga 14 Oktober. Bengkel ini bertujuan untuk meningkatkan kesedaran para peserta mengenai kepentingan bidang diplomasi awam dalam mempromosikan kepentingan negara di peringkat antarabangsa serta meningkatkan kemahiran peserta untuk berurusan dengan pihak media dalam konteks diplomasi awam.

Kursus yang pertama telah dihadiri oleh 32 peserta, manakala kursus yang kedua pula dihadiri oleh 26 peserta. Para peserta kursus ini terdiri daripada para pegawai dari Kementerian Luar Negeri, Jabatan Perdana

Menteri, Kementerian Pengajian Tinggi, Kementerian Pertahanan, Kementerian Pertanian, Kementerian Perdagangan Antarabangsa dan Industri, Perbadanan Pembangunan Perdagangan Luar Malaysia, Lembaga Penggalakan Pelancongan Malaysia, dan Lembaga Perindustrian Kayu Malaysia.

Antara topik-topik yang telah dibincangkan adalah Pengenalan Diplomasi Awam; Peranan Media dalam Diplomasi Awam; Pemahaman Silang Budaya dan Kesannya dalam Diplomasi Awam; Peranan Badan-badan Bukan Kerajaan dalam Diplomasi Awam; Mempromosikan Malaysia melalui Budaya; Perhubungan Media yang Berkesan; Menangani Situasi Krisis dan Soalan yang Sukar daripada Media; Temubual TV dan Radio; Sidang Akhbar; dan Simulasi Sidang Akhbar.

Kursus Pra-Penempatan untuk Pegawai dan Pasangan (SPKM)

Kursus selama dua minggu ini telah diadakan sebanyak tiga kali dalam tahun 2010 iaitu dari 29 Mac hingga 9 April, dari 24 Mei hingga 4 Jun, dan dari 18 hingga 29 Oktober. Kursus ini diadakan khas di bawah Sistem Pentadbiran Kerajaan Malaysia (SPKM) dan ianya adalah wajib bagi para pegawai kerajaan yang akan bertugas di luar negeri buat pertama kali. Tujuan kursus ini diadakan adalah untuk meningkatkan pengetahuan para peserta mengenai aspek-aspek diplomasi dan isu-isu semasa hubungan antarabangsa.

Antara topik-topik yang telah dibincangkan adalah Pengurusan Kewangan di Perwakilan; Hal Percukaian di Perwakilan; Mempromosikan Malaysia sebagai Pusat Halal; Mempromosikan Malaysia sebagai Pusat Pendidikan; Mempromosikan Malaysia sebagai Tarikan Pelancongan; Peranan Pasangan di Perwakilan; Penjagaan Penampilan Diri dan Etiket Sosial; Etiket Makan Beradab; Praktikum Makan Beradab; dan Protokol Istana dan Diraja.

Sejumlah 167 peserta telah menyertai kursus ini iaitu 58 peserta bagi siri 1/2010, 33 peserta bagi siri 2/2010, dan 76 peserta bagi siri 3/2010. Peserta kursus ini terdiri daripada para pegawai Kementerian Luar

Negeri, Jabatan Kastam Diraja Malaysia, Institut Latihan Pentadbiran dan Pengurusan Pengangkutan Laut, Jabatan Perkhidmatan Awam, Kementerian Pengajian Tinggi, Kementerian Pertahanan, Kementerian Pertanian, Kementerian Perdagangan Antarabangsa dan Industri, Polis Diraja Malaysia, Majlis Amanah Rakyat, Lembaga Penggalakan Pelancongan Malaysia, Lembaga Kemajuan Perindustrian Malaysia, Jabatan Imigresen Malaysia, dan Perbadanan Pembangunan Perdagangan Luar Malaysia.



Para peserta Kursus Pra-Penempatan untuk Pegawai dan Pasangan (SPKM) 3/2010

Kursus Latihan Diplomatik untuk Peserta Antarabangsa 1/2010 (PKTM)

Kursus Latihan Diplomatik untuk Peserta Antarabangsa telah diadakan dari 6 hingga 23 April 2010. Kursus ini bertujuan untuk meningkatkan pengetahuan dan kemahiran peserta dalam bidang diplomasi dan hubungan antarabangsa serta kebolehan mereka menjalankan tugas sebagai pegawai diplomatik. Para peserta juga telah diberi pendedahan kepada pengalaman Malaysia dalam pembangunan negara dan hubungan luar negeri. Antara topik-topik yang disentuh adalah Komunikasi Silang Budaya; Kemahiran Media; Pengenalan kepada Teori Hubungan Antarabangsa; Rundingan Dua Hala dan Pelbagai Hala; dan Kemahiran Pembentangan.

Kursus tiga minggu ini, yang dijalankan di bawah Program Kerjasama Teknikal Malaysia (PKTM) telah

dihadiri oleh 15 peserta. Peserta kursus ini adalah dari Albania, Argentina, Azerbaijan, Bosnia Herzegovina, Croatia, Maldives, Mali, Oman, Republik Kyrgyz, Solomon Islands, Timor Leste, Uganda, dan Yemen.

Bengkel Pengenalan Undang-undang Awam Antarabangsa

Bengkel Pengenalan Undang-undang Awam Antarabangsa, yang telah diadakan dari 10 hingga 13 Mei 2010, adalah bertujuan untuk meningkatkan kefahaman peserta mengenai segmen-segmen utama undang-undang awam antarabangsa yang relevan kepada bidang diplomasi, hubungan antarabangsa serta perdagangan dan pelaburan antarabangsa. Bengkel selama empat hari ini telah dihadiri oleh 15 peserta dari Kementerian Luar Negeri, Kementerian Pertahanan, Pusat Serantau Asia Tenggara bagi Mencegah Keganasan, Lembaga Perindustrian Kayu Malaysia, dan Lembaga Kemajuan Perindustrian Malaysia.

Antara topik-topik yang telah dibincangkan adalah Undang-undang Ekonomi Antarabangsa; Undang-

undang Alam Sekitar Antarabangsa; Undang-undang Hak Asasi Manusia Antarabangsa; Undang-undang Kemanusiaan Antarabangsa; Undang-undang Laut Antarabangsa; Undang-undang Perjanjian dan Undang-undang Tanggungjawab Negeri; Akta Hubungan Konsular (Konvensyen Vienna 1963); dan Akta Hubungan Diplomasi (Konvensyen 1961).

Kursus Pengurusan Krisis untuk Peserta Antarabangsa

Objektif Kursus Pengurusan Krisis untuk Peserta Antarabangsa ini, yang telah diadakan dari 18 Mei hingga 4 Jun 2010, adalah untuk meningkatkan pengetahuan dan kemahiran para peserta dengan pelbagai langkah dan teknik pengurusan krisis. Kursus selama tiga minggu ini telah dikendalikan di bawah Program Kerjasama Teknikal Malaysia (PKTM). Seramai 11 peserta tempatan dan 20 peserta antarabangsa, termasuk lima peserta antarabangsa yang ditaja separa oleh Sekretariat Rancangan Colombo, telah menghadiri kursus ini. Para peserta antarabangsa adalah dari Afghanistan, Bosnia Herzegovina, Cuba, Emiriah Arab



Peserta Kursus Latihan Diplomatik untuk Peserta Antarabangsa sewaktu lawatan ke Kompleks Jabatan Perdana Menteri, Putrajaya



Para peserta kursus tersebut sewaktu lawatan ke Kementerian Dalam Negeri

Bersatu, Eritrea, Fiji, Jordan, Kyrgyz, Lao PDR, Oman, Pakistan, Sri Lanka, Tajikistan, Uzbekistan, Vietnam, dan Yemen. Peserta tempatan pula adalah dari Kementerian Luar Negeri, Kementerian Pertahanan, Lembaga Kemajuan Perindustrian Malaysia, Jabatan Bomba dan Penyelamat, dan Agensi Nuklear Malaysia.

Modul kursus ini merangkumi aspek-aspek teoretikal dan praktikal dalam pengurusan krisis antarabangsa. Antara topik-topik yang dibincangkan adalah Pemikiran Strategik dalam Situasi Krisis; Ramalan Krisis; Mengurus Perubahan Selepas Krisis; serta Perundingan dalam Situasi Krisis.

Selain daripada kuliah, satu latihan simulasi serta lawatan sambil belajar selama empat hari ke Pulau Pinang telah diadakan. Di samping itu, lawatan sambil belajar turut diadakan ke Kementerian Luar Negeri, Kementerian Dalam Negeri, Putrajaya dan Menara Berkembar Petronas.

Forum bagi Diplomat-diplomat Muda ASEAN tentang Hubungan Antarabangsa 1/2010

Forum bagi Diplomat-diplomat Muda ASEAN tentang Hubungan Antarabangsa 1/2010 telah diadakan dari 14 hingga 25 Jun 2010. Forum ini, yang telah dilaksanakan di bawah tabung khas ASEAN-Republik Korea, telah dihadiri oleh 18 peserta dari Filipina, Indonesia, Kemboja, Laos, Malaysia, Myanmar, Republik Korea, Singapura, Thailand, dan Vietnam.

Objektif utama forum ini adalah untuk meningkatkan pengetahuan para peserta mengenai perkembangan terkini dalam bidang diplomasi dan hubungan antarabangsa. Ia juga bertujuan meningkatkan kemahiran asas serta kepakaran para peserta dalam menjalankan tugas mereka sebagai pegawai diplomatik.

Antara topik-topik yang telah dibincangkan dalam kursus dua minggu ini adalah Dasar Luar Malaysia; Pengenalan kepada Diplomasi Ekonomi Antarabangsa; Bahasa dan Diplomasi; dan Pengurusan Krisis Kemanusiaan. Selain daripada sesi ceramah, kursus ini turut merangkumi dua lawatan sambil belajar; iaitu lawatan selama empat hari ke Sabah dan Labuan, serta lawatan ke Kementerian Luar Negeri.



Para peserta forum tersebut sewaktu lawatan sambil belajar ke Sabah

Kursus Latihan Diplomatik untuk Belia dan Pemimpin Pelajar

Kursus selama lima hari ini, yang berlangsung dari 21 hingga 25 Jun 2010, dianjurkan atas permintaan khas Kementerian Belia dan Sukan. Kursus ini telah disertai oleh 47 belia dan pemimpin mahasiswa dari seluruh Malaysia dalam usaha mengasah bakat kepimpinan sekaligus memberi kefahaman kepada para peserta berkaitan diplomasi, hubungan luar dan fungsi Pertubuhan Bangsa-Bangsa Bersatu (PBB). Kursus ini bertujuan membekalkan para peserta dengan kemahiran diplomatik dan komunikasi yang diperlukan dalam melaksanakan tugas mereka sebagai wakil Malaysia ke Persidangan Global Model Pertubuhan Bangsa-Bangsa Bersatu.

Modul-modul kursus termasuklah Sistem PBB; *Millenium Development Goals*–Penstrukturan dan Kemiskinan; Penjagaan Keamanan PBB; Pengucapan Awam dan Kemahiran Bahasa; Latihan Simulasi Perhimpunan Agung PBB; Kesedaran Budaya; Penampilan Diri dan Etiket; dan Taklimat Program Kerjasama Teknikal Malaysia (PKTM). Selain itu, lawatan sambil belajar telah diadakan ke Kementerian Luar Negeri, Kementerian Penerangan, Komunikasi dan Kebudayaan, serta Suruhanjaya Tinggi Australia.

Program Serantau Komanwel dalam Latihan Diplomatik 2010

Program Serantau Komanwel dalam Latihan Diplomatik 2010 telah diadakan dari 28 Jun hingga 9 Julai 2010. Seramai 13 peserta dari negara-negara Komanwel seperti Bangladesh, Brunei Darussalam, Malaysia, Maldives, Pakistan, Singapura, dan Sri Lanka telah menyertai program tersebut yang dikendalikan di bawah tajaan Sekretariat Komanwel di London. Objektif kursus ini adalah untuk mendedahkan para peserta kepada perkembangan terkini dalam bidang diplomasi dan hubungan luar, meningkatkan pengetahuan mereka dalam isu-isu kontemporari di peringkat serantau dan global, serta menyediakan forum untuk perkongsian idea dan pengalaman dalam kalangan mereka. Kursus ini turut memfokus kepada peningkatan kemahiran diplomasi dan kepimpinan para peserta.

Antara topik-topik yang telah dibincangkan adalah Pengurusan Ilmu Pengetahuan; Kepimpinan dan Pengurusan Organisasi; Komunikasi Silang Budaya yang Berkesan; Pengurusan Krisis; Perundingan dari Perspektif Komanwel; Menghormati Kepelbagaian; Diplomasi Awam; Kemahiran Media; Krisis Makanan dan Kesan kepada Negara-negara Membangun; Kepentingan Penjagaan Penampilan Diri dan Berpakaian untuk Kejayaan; ASEAN dan SAARC; Keganasan Antarabangsa–Pengalaman Malaysia; Hak-hak Asasi dalam Diplomasi; Penjagaan Penampilan Diri; dan Etiket Sosial dan Makan Beradab.

Selain daripada sesi ceramah, beberapa lawatan sambil belajar juga telah dianjurkan sepanjang kursus ini, iaitu lawatan ke Parlimen Malaysia, Kementerian Luar Negeri,

Pusat Pentadbiran Persekutuan Putrajaya, dan juga lawatan selama tiga hari ke Bandar Bersejarah Melaka.



Para peserta bersalaman dengan Tan Sri Hasmy Agam sewaktu satu majlis makan malam

Kursus Analisa Strategik Antarabangsa (PKTM)

Kursus yang diadakan dari 6 hingga 23 Julai 2010 ini bertujuan untuk meningkatkan pemahaman peserta tentang pemikiran strategik bagi isu keselamatan dan strategik antarabangsa masa kini. Program ini berhasrat mendedahkan para peserta kepada persekitaran global politik, keselamatan dan strategik yang sentiasa berubah. Pengetahuan ini dapat digunakan dalam menempuh cabaran dunia globalisasi masa kini. Antara topik-topik yang dibincangkan adalah Isu Pertahanan Strategik di ASEAN; Keselamatan Tradisional dan Bukan Tradisional; Analisis Risiko Negara; Dasar dan Strategi Pertahanan Malaysia; dan Keselamatan Negara dan Antarabangsa. Ia merupakan platform terbaik bagi para peserta untuk bertukar pandangan dan idea.

Kursus ini, yang dijalankan di bawah Program Kerjasama Teknikal Malaysia (PKTM), telah dihadiri oleh 30 peserta, yang mana enam antara mereka telah dibiayai separa oleh Sekretariat Rancangan Colombo. Seramai empat peserta adalah dari Malaysia manakala yang lain adalah peserta antarabangsa dari Afghanistan, Algeria, Bosnia

Herzegovina, Brunei Darussalam, Eritrea, Ethiopia, Liberia, Mesir, Mexico, Myanmar, Oman, Pakistan, Papua New Guinea, Sierra Leone, Solomon Island, Thailand, dan Uzbekistan.

Kursus Pra-Penempatan untuk Penolong Setiausaha dan Penolong Pegawai Tadbir

Kursus selama enam hari ini telah dijalankan di dua tempat berasingan iaitu dari 2 hingga 5 Ogos 2010 di Kementerian Luar Negeri, dan dari 6 hingga 7 Ogos 2010 di IDFR. Kursus ini ditawarkan kepada para pegawai Kementerian Luar Negeri yang telah dipilih untuk ditempatkan di luar negeri. Objektif kursus ini adalah untuk meningkatkan pengetahuan dan kemahiran mereka dalam hal-hal berkaitan kewangan, pentadbiran, protokol dan konsular sebagai persediaan untuk bertugas di luar negeri. Aspek penyesuaian diri dalam persekitaran yang baru serta semangat bekerjasama dalam satu pasukan juga ditekankan.

Antara topik-topik yang disentuh adalah Persediaan Sebelum Bekerja dan Tinggal di Luar Negeri; Hal-hal berkaitan Kewangan; Kemahiran Komunikasi secara Lisan dan Bertulis; Penjagaan Penampilan Diri; Etiketa Makan Beradab; dan Praktikum Makan Beradab.

Seramai 15 orang peserta, iaitu lapan Penolong Setiausaha dan tujuh Penolong Pegawai Tadbir, telah menghadiri kursus ini.

Lawatan dan Kunjungan Hormat oleh Ambassador Pham Sanh Chau

Lawatan dan kunjungan hormat oleh Ambassador Pham Sanh Chau, Ketua Pengarah, Jabatan Kebudayaan, Diplomasi dan Hal-Ehwal UNESCO, Kementerian Luar Negeri Vietnam, ke Malaysia telah berlangsung dari 7 hingga 11 November 2010. Antara objektif lawatan ini adalah untuk mempertingkatkan pemahaman mengenai isu-isu berkaitan diplomasi kebudayaan; menyerlahkan isu-isu dahulu dan terkini berkaitan diplomasi kebudayaan; dan menyediakan satu platform bagi pertukaran pendapat antara IDFR dan Kementerian Luar Negeri, Vietnam dalam bidang diplomasi kebudayaan.



T.Y.T. Ambassador Pham Sanh Chau sewaktu menyampaikan ceramahnyanya

Tumpuan utama lawatan lima hari tersebut adalah satu ceramah umum di IDFR pada 9 November 2010 yang bertajuk 'Dasar Luar Negara dan Strategi Vietnam berkenaan Diplomasi Kebudayaan'. Sesi ceramah tersebut telah disertai oleh wakil dari universiti-universiti tempatan, kementerian dan agensi kerajaan, serta agensi-agensi di bawah Program Kerjasama Teknikal Malaysia (PKTM). Turut menyertai sesi ceramah tersebut adalah para peserta kursus *Diploma in Diplomacy* (DiD) dan Program Sarjana Sains Sosial dalam bidang Strategi dan Diplomasi.

Ambassador Pham juga telah melawat ke Bandaraya Bersejarah Melaka, yang disenaraikan sebagai Bandaraya Warisan Dunia pada tahun 2008. Beliau telah melahirkan rasa kagum terhadap usaha-usaha kerajaan negeri Melaka dalam meningkatkan kesedaran orang ramai mengenai kepentingan ianya dikekalkan dan dijaga untuk generasi yang akan datang. Beliau juga berharap bahawa pengiktirafan daripada badan antarabangsa tersebut akan menjadi satu daya tarikan kepada lebih ramai pelancong ke Melaka.

Ambassador Pham juga telah mengambil kesempatan untuk bertemu dengan Timbalan Menteri Luar Negeri, Ketua Setiausaha Kementerian Luar Negeri, dan Setiausaha Negeri Melaka, semasa lawatan beliau ke Malaysia.

Bengkel Satu Hari bertajuk 'Mencapai Objektif Perdagangan Negara dan Pelaburan dalam Trans Pacific Strategic Economic Partnership Agreement (TPP) dan European Union Trade Negotiations'

Bengkel selama satu hari yang telah diadakan pada 15 November 2010 ini adalah satu program kerjasama antara IDFR dan Inisiatif Pelaburan Antarabangsa, Institut Perdagangan Antarabangsa, Universiti Bern, Switzerland. Objektif utama bengkel ini adalah untuk membincangkan aspek-aspek yang boleh mempengaruhi proses perundingan dan pengendalian proses perundingan.

Bengkel ini juga membincangkan secara mendalam topik-topik yang menarik minat para perunding Malaysia termasuk Kemampunan dan Persekitaran; Perolehan Kerajaan; Perdagangan dalam Perkhidmatan dan Kewangan; Pelaburan; Pergerakan Semulajadi Individu; Percukaian; dan Kewangan Elektronik.

Penceramah utama bengkel ini ialah Ambassador Roberto Echandi, Pengarah Inisiatif Pelaburan Antarabangsa yang dibantu oleh Dr. Sufian Jusoh, Pengarah Bersama Inisiatif Pelaburan Antarabangsa di Asia. Sejumlah 21 peserta dari Kementerian Luar Negeri, Kementerian Perdagangan Antarabangsa dan Industri, Bank Negara Malaysia, Suruhanjaya Sekuriti Malaysia, dan Khazanah Malaysia telah menghadiri bengkel ini.

Kursus Pertengahan Kerjaya untuk Diplomat

Kursus ini telah dijalankan dari 8 hingga 17 Disember 2010 dan telah dihadiri oleh 14 pegawai dari Kementerian Luar Negeri dan Perbadanan Pembangunan Perdagangan Luar Malaysia.

Objektif kursus ini adalah untuk meningkatkan pengetahuan profesional serta kemahiran diplomatik para pegawai pertengahan kerjaya. Antara topik-topik yang telah dibincangkan dalam kursus ini adalah Komunikasi Silang Budaya; Transformasi Kepimpinan; Undang-undang Kemanusiaan Antarabangsa; ASEAN

dan Hubungan Integrasi Serantau; Diplomasi Globalisasi: Cabaran di Abad 21; dan Mempromosikan Malaysia sebagai Pusat Halal Antarabangsa. Melalui satu sesi *role play*, para peserta juga telah berpeluang untuk menimba pengalaman berada dalam satu sidang akhbar sebagai wakil Malaysia di luar negeri di bawah modul bertajuk 'Mempertahankan Kepentingan Negara Malaysia'.



LAPORAN BAHAGIAN PENGAJIAN SERANTAU DAN SEKURITI

BAHAGIAN PENGAJIAN SERANTAU DAN SEKURITI

Bahagian Pengajian Serantau dan Sekuriti bertanggungjawab menganjurkan persidangan, seminar, bengkel, perbincangan mejabulat dan ceramah umum yang menyentuh isu-isu serantau, global dan keselamatan yang dihadiri oleh para peserta dari agensi kerajaan, institusi pengajian tinggi, sektor swasta, organisasi bukan kerajaan dan perwakilan asing di Kuala Lumpur.

Aktiviti-aktiviti yang telah dilaksanakan oleh bahagian ini dalam tahun 2010 adalah seperti berikut:

Perbincangan Mejabulat bertajuk *Australia and ASEAN – 35 Years On*

Satu perbincangan mejabulat bertajuk *Australia and ASEAN – 35 Years On* telah dianjurkan bersama oleh IDFR dan Suruhanjaya Tinggi Australia di Kuala Lumpur pada 17 Mac 2010 di IDFR. T.Y.T. Gillian Bird, Timbalan Setiausaha, Jabatan Perdagangan Luar Negeri dan Duta

Besar Australia ke ASEAN telah menyampaikan ceramah manakala Tan Sri Hasmy Agam, Pengerusi Eksekutif IDFR, telah mengendalikan perbincangan mejabulat tersebut.

Dalam ucapannya, T.Y.T. Gillian Bird menekankan tentang hubungan erat antara Australia dan negara-negara ASEAN, terutamanya dengan Malaysia dan beliau turut menyatakan pentingnya bagi hubungan dua hala ini dipertingkatkan melalui perdagangan, kerjasama pembangunan, kerjasama keselamatan, hubungan sesama manusia serta dengan pewujudan satu Komuniti Asia Pasifik. Isu-isu berkaitan hubungan ASEAN-Australia dan pembentukan Komuniti Asia Pasifik merupakan antara isu yang dibincangkan sewaktu sesi soal jawab yang diadakan seterusnya.

Perbincangan mejabulat ini telah dihadiri oleh 70 peserta dari pelbagai agensi kerajaan, institusi pengajian tinggi, sektor swasta, organisasi bukan kerajaan, dan perwakilan asing di Kuala Lumpur.



T.Y.T. Penny Williams, Pesuruhjaya Tinggi Australia ke Malaysia turut hadir di perbincangan mejabulat tersebut

Bengkel tentang 2010 Non-Proliferation Treaty Review Conference

Bengkel tentang 2010 Non-Proliferation Treaty (NPT) Review Conference telah diadakan di IDFR pada 20 April 2010. Tujuannya ialah untuk menyediakan satu forum umum bagi pertukaran idea dan pendapat tentang isu pengawalan senjata nuklear serta persidangan antarabangsa mengenai triti pengawalan senjata nuklear (NPT) yang dijadualkan bersidang di New York mulai 3 hingga 28 Mei 2010.

Bengkel tersebut telah dibahagikan kepada dua sesi perbincangan. Sesi pertama bengkel ini melibatkan pembentangan oleh Dato' Zainal Abidin Omar, Timbalan Ketua Setiausaha I, Kementerian Luar Negeri, Malaysia atas topik *An Overview of the NPT Review Conference: Malaysia's Perspective*, dan oleh Dato' Dr. Ronald McCoy, Presiden, *Malaysian Physicians for Peace* atas topik *The Case for a Nuclear Weapon Convention in the Context of NPT*. Sesi ini telah dikendalikan oleh Tan Sri Hasmy Agam, Pengerusi Eksekutif IDFR.

Sesi seterusnya turut melibatkan dua pembentang iaitu Encik Jamal Khaer Ibrahim, Pengarah Perancangan dan Hubungan Antarabangsa, Agensi Nuklear Malaysia atas topik *New Challenges in the 2010 NPT Review Conference*, dan Encik Shamsul Amri Sulaiman, Jurutera Kanan Tenaga Nuklear, Tenaga Nasional Berhad atas topik *New Nuclear Renaissance*. Perbincangan ini telah dikendalikan oleh Datuk Dr. Rajmah Hussain, seorang bekas Duta Besar Malaysia.

Bengkel itu telah dihadiri oleh 63 peserta dari pelbagai agensi kerajaan, institusi pengajian tinggi, organisasi bukan kerajaan dan sektor swasta.

Perbincangan Mejabulat bertajuk *Canada's Strategic Role and Interests in the Asia-Pacific Region*

Sebuah perbincangan mejabulat bertajuk *Canada's Strategic Role and Interests in the Asia-Pacific Region* telah diadakan di Universiti Kebangsaan Malaysia (UKM) pada 11 Mei 2010. Ia telah dianjurkan bersama

oleh IDFR dan Institut Kajian Oksidental, UKM. T.Y.T. David B. Collins, Pesuruhjaya Tinggi Kanada ke Malaysia telah menyampaikan ceramah, manakala Prof. Dr. K. S. Nathan, Ketua Bahagian Pengajian Amerika di Universiti Kebangsaan Malaysia, telah mempengerusikan perbincangan tersebut.

Dalam ucapannya, T.Y.T. David B. Collins telah memberikan perspektif sejarah tentang peranan yang dimainkan oleh Kanada serta kepentingannya di rantau Asia-Pasifik. Isu-isu mengenai hubungan Malaysia-Kanada serta prospek untuk negara tersebut memainkan peranan yang lebih besar di rantau ini turut dibincangkan dalam sesi soal jawab yang diadakan sejurus itu.

Sejumlah 250 peserta dari pelbagai agensi kerajaan, institusi pengajian tinggi, sektor swasta dan perwakilan asing di Kuala Lumpur telah menghadiri perbincangan mejabulat ini.



T.Y.T. David B. Collins sewaktu berucap di perbincangan mejabulat itu

Perbincangan Mejabulat bertajuk *Commitment to Nuclear Non-Proliferation: New Directions under the Obama Administration*

Satu perbincangan mejabulat bertajuk *Commitment to Nuclear Non-Proliferation: New Directions under the Obama Administration* telah diadakan di IDFR pada 3 Jun 2010. Encik John D. Issacs, Pengarah Eksekutif *Centre for Arms Control and Non-Proliferation* di Washington D.C., Amerika Syarikat telah menjadi penceramah undangan manakala Tan Sri Hasmy Agam, Pengerusi Eksekutif IDFR, telah mengendalikan perbincangan mejabulat tersebut.

Dalam pembentangannya, Encik Issacs telah menerangkan langkah-langkah yang sedang diambil oleh Pentadbiran Obama untuk menghadapi isu pengawalan senjata nuklear yang menjadi satu ancaman besar kepada komuniti antarabangsa pada masa ini. Perbincangan yang menyusul telah menyentuh pelbagai isu termasuk ketidakpatuhan kepada NPT oleh negara-negara tertentu dan persepsi ketidakadilan dalam menangani masalah senjata nuklear dalam kalangan komuniti antarabangsa.

Seramai 58 peserta dari pelbagai agensi kerajaan, institusi pengajian tinggi, sektor swasta, organisasi bukan kerajaan, dan perwakilan asing di Kuala Lumpur telah menghadiri perbincangan mejabulat ini.

Lawatan Sambil Belajar Para Pelajar *Business Focus ASEAN* dari University of Applied Sciences, Krems, Austria ke Malaysia

IDFR telah menjadi tuan rumah kepada para pelajar *Business Focus ASEAN* dari University of Applied Sciences Krems, Austria dari 4 hingga 12 Julai 2010. Tujuan lawatan tersebut, yang diketuai oleh Prof. Anis Bajkectarevic, adalah untuk meningkatkan pengetahuan para pelajar tentang selok-belok perniagaan, kebudayaan, dan peluang perniagaan dan perdagangan di negara-negara ASEAN, terutamanya Malaysia. Program lawatan mereka meliputi kuliah selama dua hari di IDFR yang telah disampaikan oleh para pegawai dari Kedutaan Austria dan juga Kesatuan Eropah, serta oleh Datuk Ting Weng Lian, seorang bekas Duta Besar Malaysia.

Acara kemuncak lawatan sambil belajar tersebut ialah sesi interaktif para pelajar bersama Datuk Mukhriz Mahathir, Timbalan Menteri, Kementerian Perdagangan Antarabangsa dan Industri.

Ahli-ahli rombongan tersebut turut menghadiri satu majlis makan malam barbeku bersama-sama para pelajar Sarjana dan para pegawai IDFR serta wakil-wakil dari Kedutaan Austria dan juga Kesatuan Eropah di Kuala Lumpur.



Datuk Mukhriz Mahathir sewaktu sesi interaktif bersama para pelajar dari University of Applied Sciences

Forum Ulangtahun ASEAN bertajuk *Building a People-Oriented ASEAN Community – Challenges and Opportunities*

Sebuah forum umum bertajuk *Building a People-Oriented ASEAN Community – Challenges and Opportunities* telah dianjurkan bersama oleh IDFR dan Institut Kajian ASEAN dan Hal-Ehwal Global (INSPAG), Universiti Teknologi MARA pada 10 Ogos 2010 sebagai salah satu aktiviti meraikan ulangtahun penubuhan ASEAN. Forum tersebut bertujuan untuk meningkatkan kesedaran dan kefahaman orang ramai mengenai ASEAN di samping membolehkan mereka bertukar idea dan pendapat tentang cabaran-cabaran dan prospek untuk mewujudkan satu Komuniti ASEAN yang berorientasikan rakyat. Forum ini telah dirasmikan oleh Senator A. Kohilan Pillay, Timbalan Menteri Luar Negeri, Malaysia.

Ucapan perasmian Timbalan Menteri tersebut telah diikuti oleh perbincangan panel atas topik *Building a People-Oriented ASEAN Community – Challenges and Opportunities*. Ahli panel terdiri daripada Ambassador Ahmad Shahizan Abd. Samad, Ketua Pengarah, Sekretariat Kebangsaan ASEAN-Malaysia, Kementerian Luar Negeri, Malaysia; Tan Sri Dato' Ahmad Fuzi Abdul Razak, Setiausaha Agung, Yayasan Forum Ekonomi Islam Dunia (WIEF); Dato' Dr. Michael O.K. Yeoh, Ketua Pegawai Eksekutif, Institut Strategi dan Kepimpinan Asia (ASLI) dan Wakil Malaysia ke Pasukan Petugas Khas ASEAN Mengenai Konektiviti; dan Prof. Dato' Paduka Mohamad Abu Bakar, Jabatan Kajian Antarabangsa dan Strategik, Fakulti Sastera dan Sains Sosial, Universiti Malaya. Perbincangan panel tersebut telah dipengerusikan oleh Dato' Dr. Mohd. Yusof Ahmad, Pengarah INSPAG.

Ahli panel secara umumnya bersependapat bahawa pembangunan Komuniti ASEAN masih lagi “dalam proses pembentukan” dan terdapat banyak isu yang harus ditangani oleh negara-negara anggota sebelum merealisasikan matlamat ASEAN untuk mewujudkan satu Komuniti ASEAN yang berorientasikan rakyat. Mereka berpendapat bahawa pencapaian matlamat tersebut akan banyak bergantung kepada kerjasama yang lebih berkesan dan berterusan oleh negara-negara anggota ASEAN.



Tan Sri Dato' Ahmad Fuzi Abdul Razak merupakan salah seorang ahli panel di forum tersebut

Satu pameran mengenai ASEAN oleh Kementerian Penerangan, Komunikasi, dan Kebudayaan turut diadakan di IDFR bersempena dengan forum tersebut.

Forum itu telah dihadiri oleh sekitar 280 peserta dari pelbagai agensi kerajaan, institusi pengajian tinggi, sektor swasta, organisasi bukan kerajaan, dan perwakilan asing di Kuala Lumpur.

Forum bertajuk *ASEM 8 Dialogue: Ways Forward for Asia-Europe Cooperation*

Sebuah forum separuh hari bertajuk *ASEM 8 Dialogue: Ways Forward in Asia-Europe Cooperation* telah diadakan di IDFR pada 29 September 2010. Forum ini telah dianjurkan bersama oleh IDFR, Kedutaan Belgium di Kuala Lumpur dan Delegasi Kesatuan Eropah ke Malaysia. Antara lain, forum ini bertujuan untuk mengadakan pertukaran pendapat dan pandangan mengenai Persidangan Kemuncak ASEM 8 serta cara-cara untuk mengeratkan lagi hubungan Asia-Eropah. Di samping itu, forum ini telah diadakan sebagai memberi publisiti kepada persidangan tersebut yang dijadualkan di Brussels dari 4 hingga 5 Oktober 2010.

Forum ini telah dirasmikan oleh Dato' Husni Zai Yaacob, Timbalan Ketua Setiausaha I, Kementerian Luar Negeri Malaysia. Perbincangan panel yang telah diadakan seterusnya telah dianggotai oleh Dato' Mohd. Ridzam Deva, *Distinguished Fellow*, Institut Pengajian Strategik dan Antarabangsa, Malaysia; Ambassador (B) Jørgen Østrome Møller, Fellow Pelawat Penyelidikan Kanan, Institut Pengajian Asia Tenggara, Singapura; Dato' Mohd. Amir Jaafar, Fellow Penyelidikan Kanan di Institut Asia-Eropah, Universiti Malaya; dan T.Y.T. Vincent Piket, Duta Besar dan Ketua Delegasi Kesatuan Eropah ke Malaysia. Perbincangan tersebut telah dikendalikan oleh Dato' Renji Sathiah, bekas Duta Besar Malaysia ke Belgium dan Kesatuan Eropah. T.Y.T. Dr. Frank Van de Craen, Duta Besar Belgium ke Malaysia, pula telah memberikan ucapan penutupan.

Forum ini telah dihadiri oleh seramai 180 peserta dari pelbagai agensi kerajaan, institusi pengajian tinggi, sektor swasta, organisasi bukan kerajaan dan perwakilan asing di Kuala Lumpur.



LAPORAN BAHAGIAN BAHASA

BAHAGIAN BAHASA

Kursus-kursus yang ditawarkan oleh Bahagian Bahasa adalah bahasa Inggeris dan tiga bahasa asing iaitu Arab, Perancis dan Sepanyol.

Kursus-kursus ini bertujuan untuk memupuk kemahiran linguistik para pegawai supaya mereka dapat menjalankan tugas profesional mereka dengan lebih berkesan, sama ada di dalam ataupun di luar negeri.

BAHASA INGGERIS

Sebanyak sebelas kursus telah dijalankan sepanjang 2010, bagi meningkatkan lagi tahap kemahiran dan kompetensi linguistik para peserta kursus. Kursus-kursus yang telah dijalankan adalah seperti berikut:

Speaking Skills: Say It Right 1/2010

Kursus ini telah dijalankan dari 25 hingga 28 Januari 2010 untuk 25 pegawai dari Kementerian Pelajaran, Kementerian Sains, Teknologi dan Inovasi, Kementerian Sumber Manusia, Kementerian Kewangan, Kementerian Pertahanan, Dewan Bahasa dan Pustaka, dan Jabatan Bomba dan Penyelamat. Objektif utama kursus ini adalah untuk mengenalpasti keperluan dari segi sebutan, memberi latihan intensif yang menjurus kepada permasalahan dalam sebutan konsonan dan vokal, dan memberi tumpuan kepada tekanan, ritma dan intonasi. Ianya merupakan ciri-ciri pertuturan yang memberi impak yang besar terhadap pemahaman.

Building Blocks of Good English 1/2010

Kursus di atas telah dihadiri oleh 20 peserta dan dijalankan dari 8 hingga 12 Mac 2010. Peserta kursus ini datang dari Pusat Serantau Asia Tenggara bagi Mencegah Keganasan, Kementerian Kewangan, Kementerian Sumber Manusia, Kementerian Pelajaran, Kementerian Pertahanan, Kementerian Perdagangan Antarabangsa dan Industri, Jabatan Keselamatan dan Kesihatan Pekerjaan, Lembaga Minyak Sawit Malaysia, Polis Diraja Malaysia, Jabatan Perumahan Negara, Jabatan Kebajikan Masyarakat, dan Institut Sosial Malaysia. Fokus utama

kursus ini adalah untuk meningkatkan kecekapan para peserta dalam kemahiran bertutur dan menulis, dengan penggunaan tatabahasa dan perbendaharaan kata yang betul.

Speaking Skills: Say It Right

Bahagian Bahasa juga telah menjalankan kursus untuk pegawai kumpulan Pengurusan dan Profesional, Kraftangan Malaysia. Kursus ini dijalankan dari 26 Mac hingga 2 Julai 2010 dan bertempat di Kompleks Kraf Kuala Lumpur, Jalan Conlay. Kelas ini dijalankan dua minggu sekali dari pukul 4.00 hingga 6.00 petang selama lapan sesi kesemuanya. Seramai 25 peserta telah mendaftar untuk mengikuti kursus ini. Bidang kursus merangkumi *The English Sound System; Stress in Words and Sentences; Connected Speech; Language in Context of Presentations; Requests and Complaints; Processes and Procedures; Meetings*; dan *Negotiations*. Kursus ini juga bertujuan untuk meningkatkan kemahiran bertutur para peserta terutamanya dalam situasi berkaitan bidang pekerjaan.

Effective Presentation Skills 1/2010

Sekumpulan 11 peserta dari beberapa Kementerian dan agensi kerajaan telah menyertai kursus ini dari 19 hingga 23 April 2010. Mereka datang dari Kementerian Pelajaran, Kementerian Kewangan, Kementerian Kesihatan, Kastam Diraja Malaysia, Institut Genom Malaysia, Polis Diraja Malaysia Sarawak, dan Pusat Serantau Asia Tenggara bagi Mencegah Keganasan. Kursus ini bertujuan untuk membolehkan para peserta menyediakan teks ucapan berpandukan garis panduan yang bersesuaian dari segi isi kandungan dan bahasa, serta seni penyampaian yang efektif.

Effective Writing Skills 1/2010

Kursus ini telah dijalankan dari 17 hingga 21 Mei 2010, dengan dihadiri oleh 12 peserta dari kementerian dan agensi kerajaan seperti berikut; Kementerian Sumber Manusia, Kementerian Kewangan, Kementerian

Perdagangan Antarabangsa dan Industri, Polis Diraja Malaysia, Jabatan Lanskap Negara, Dewan Bahasa dan Pustaka, Jabatan Perhutanan Pahang, Jabatan Perumahan Negara, Institut Penyelidikan Sains dan Teknologi Pertahanan, Lembaga Minyak Sawit Malaysia, dan Lembaga Penduduk dan Pembangunan Keluarga Negara. Objektif utama kursus ini adalah untuk membolehkan peserta kursus mengaplikasikan elemen-elemen bahasa yang merupakan asas penulisan serta membolehkan mereka menulis dan menyunting penulisan sendiri dengan yakin.

Building Blocks of Good English 2/2010

Kursus kedua *Building Blocks of Good English* telah dijalankan dari 14 hingga 18 Jun 2010. Seramai 26 peserta yang datang dari Kementerian Pelajaran, Kementerian Sains, Teknologi dan Inovasi, Kementerian Penerangan, Komunikasi dan Kebudayaan, Institut Kemahiran Tinggi Belia Negara Dusun Tua, Jabatan Perumahan Negara, Jabatan Galian dan Geosains Johor, Jabatan Perhutanan Semenanjung Malaysia, Lembaga Penduduk dan Pembangunan Keluarga Negara, Polis Diraja Malaysia, Jabatan Perdana Menteri, dan Jabatan Standard Malaysia telah menghadiri kursus ini. Objektif

husus kursus ini adalah untuk memupuk kecekapan berkomunikasi peserta berbahasa Inggeris dalam situasi sosial dan profesional, serta meningkatkan kemahiran membaca, menulis, bertutur dan mendengar mereka, terutama sekali yang menjurus kepada bidang-bidang yang berkaitan dengan pekerjaan mereka.

Effective Presentation Skills 2/2010

Kursus kedua ini telah dijalankan dari 12 hingga 16 Julai 2010. Seramai 16 peserta telah mengikuti kursus ini dan mereka datang dari kementerian dan jabatan berikut: Kementerian Perumahan dan Kerajaan Tempatan, Kementerian Kerja Raya, Kementerian Kewangan, Lembaga Penduduk dan Pembangunan Keluarga Negara, Jabatan Bantuan Guaman Selangor, Jabatan Perdana Menteri, Polis Diraja Malaysia Kuching, Jabatan Kebajikan Masyarakat, dan Institut Sukan Negara. Tujuan utama kursus ini adalah untuk meningkatkan lagi kemahiran pengucapan awam para peserta, dan membolehkan mereka merancang dengan lebih sistematik, di samping mengaplikasikan prinsip-prinsip asas pengucapan bagi penyampaian yang penuh berkeyakinan.



Peserta kursus sedang berbincang dengan guru bahasa Inggeris dalam satu aktiviti kelas

Speaking Skills: Say It Right 2/2010

Kursus ini dijalankan dari 27 hingga 30 September 2010 dan dihadiri oleh 25 peserta dari Kementerian dan jabatan berikut: Kementerian Luar Negeri, Kementerian Pelajaran, Kementerian Kewangan, Polis Diraja Malaysia, Jabatan Perdana Menteri, Jabatan Penerangan Pahang, Jabatan Belia dan Sukan Negara, Jabatan Pelajaran Sarawak, Jabatan Pelajaran Pulau Pinang, dan Jabatan Kebajikan Masyarakat Malaysia. Tujuan umum kursus ini adalah untuk menambahbaik kebolehfahaman percakapan penutur berbahasa Inggeris di Malaysia yang ingin berkomunikasi dengan lebih lancar dalam konteks sosial dan juga profesional. Secara khusus, matlamat kursus ini adalah untuk mengenalpasti keperluan-keperluan individu dalam aspek sebutan, memberi latihan intensif terhadap sebutan konsonan dan vokal yang sukar, di samping memberi penegasan terhadap tekanan, ritma dan intonasi yang merupakan ciri-ciri pertuturan yang memberi impak yang besar terhadap kebolehfahaman.

Effective Writing Skills 2/2010

Kursus ini dijalankan dari 11 hingga 15 Oktober 2010 dan dihadiri oleh 14 peserta. Mereka datang dari Kementerian Pelajaran, Kementerian Luar Negeri, Jabatan Pelajaran Pulau Pinang, Jabatan Perdana Menteri, Lembaga Penduduk dan Pembangunan Keluarga Negara, Lembaga Peperiksaan Kementerian Pendidikan, Jabatan Muzium Malaysia, Suruhanjaya Pencegahan Rasuah Malaysia, dan Kementerian Perdagangan Antarabangsa dan Industri. Objektif kursus ini adalah supaya peserta kursus memperoleh serta mengguna elemen-elemen bahasa yang diperlukan untuk memperkembangkan lagi kecekapan mereka, di samping mempertingkatkan kemahiran mereka dalam penulisan.

Speech Drafting Workshop

Seramai 13 pegawai dari Kementerian Luar Negeri dan lima pegawai dari Jabatan Perdana Menteri, Jabatan Kebajikan Masyarakat Kuala Kubu Bharu, Kementerian Perumahan dan Kerajaan Tempatan, dan Jabatan Pelajaran Negeri Sembilan telah mengikuti bengkel

dua hari ini. Bengkel ini telah dijalankan dari 15 hingga 16 November 2010. Objektif utama bengkel ini adalah untuk mempertingkatkan teknik serta kecekapan dan kemahiran para peserta dalam mendraf teks ucapan.

English Language Course for Wisma Putra Executive Officers

Kursus kemahiran asas ini telah dirancang khas untuk 25 pegawai Kementerian Luar Negeri. Tempoh masa kursus ini adalah 20 jam, dan bagi setiap sesi, kelas dijalankan selama dua jam, dan berlangsung dari 9 Disember 2010 hingga 20 Januari 2011. Tujuan kursus ini diadakan adalah untuk membolehkan para peserta menjadi pengguna bahasa Inggeris yang berkeyakinan melalui kelas yang intensif dan interaktif.

MODUL BAHASA INGGERIS

Modul bahasa Inggeris juga ditawarkan sebagai sebahagian daripada kursus-kursus yang dijalankan oleh Bahagian Latihan. Kursus-kursus tersebut adalah:

Diploma in Diplomacy for PTD Officers 1/2010 dan 2/2010-2011 (DiD)

Modul-modul bahasa Inggeris yang telah dijalankan adalah seperti di bawah:

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

Diplomatic Induction Course 1/2010

Kursus dua hari ini telah dijalankan dari 14 hingga 15 Januari 2010. Komponen-komponen bahasa Inggeris yang diajar adalah:

- ❖ *Speaking Skills*
- ❖ *Sentence Skills*

Diplomatic Induction Course 2/2010

Kursus dua hari ini berlangsung dari 21 hingga 22 Januari 2010. Modul-modul bahasa Inggeris yang diajar adalah:

- ❖ *Speaking Skills*
- ❖ *Sentence Skills*

Course for Spouses of Heads of Mission

Kursus ini dijalankan dari 25 hingga 29 Januari 2010. Seramai 23 peserta telah mengikuti kursus ini. Turut hadir bersama adalah lima tetamu khas, termasuk Presiden PERWAKILAN. Modul-modul bahasa Inggeris yang dijalankan adalah:

- ❖ *Public Speaking Skills*
- ❖ *The Floor is Yours*

Diplomatic Induction Course for Wisma Putra Officers

Kursus tiga hari ini telah dijalankan dari 16 hingga 18 Mac 2010. Modul-modul bahasa Inggeris yang dijalankan adalah:

- ❖ *Speaking Skills*
- ❖ *Sentence Skills*

Pre-Posting Orientation Course for Officers and Spouses 1/2010 (SPKM)

Kursus ini dijalankan dari 29 Mac hingga 9 April 2010, dan modul bahasa Inggeris yang diajar adalah:

- ❖ *Verbal Communication Skills*

Diplomatic Training Course for International Participants

Kursus tiga minggu ini berjalan dari 6 hingga 23 April 2010. Modul-modul bahasa Inggeris yang telah dijalankan merangkumi:

- ❖ *Presentation Skills*
- ❖ *Language and Diplomacy*

Pre-Posting Orientation Course for Officers and Spouses 2/2010 (SPKM)

Kursus ini dijalankan dari 24 Mei hingga 4 Jun 2010, dan modul-modul bahasa Inggeris yang dimasukkan ke dalam kursus ini adalah:



Sesi modul bahasa Inggeris

- ❖ *Public Speaking and Presentation Skills*
- ❖ *The Floor is Yours*
- ❖ *Language and Diplomacy*

Forum for ASEAN Young Diplomats

Kursus ini berjalan dari 14 hingga 25 Jun 2010, dan modul bahasa Inggeris yang diajar adalah:

- ❖ *Language and Diplomacy*

Diplomatic Training Course for Youth and Student Leaders

Kursus lima hari dari 21 hingga 25 Jun 2010 ini telah dijalankan dengan kerjasama Kementerian Belia dan Sukan. Modul-modul bahasa Inggeris yang telah diajar adalah:

- ❖ *Public Speaking and Presentation Skills*
- ❖ *The Floor is Yours*

Pre-Posting Orientation Course for Assistant Secretaries and Executive Officers

Kursus ini dijalankan dari 2 hingga 8 Ogos 2010. Dua modul bahasa Inggeris yang telah ditawarkan adalah:

- ❖ *Verbal Communication Skills*
- ❖ *Written Communication Skills*

Pre-Posting Orientation Course for Officers and Spouses 3/2010 (SPKM)

Kursus dua minggu ini telah dijalankan dari 18 hingga 29 Oktober 2010. Modul-modul bahasa Inggeris yang telah dijalankan adalah seperti di bawah:

- ❖ *Language and Diplomacy*
- ❖ *Presentation Skills*

Mid-Career Course for Diplomats

Kursus ini dijalankan dari 8 hingga 17 Disember 2010. Modul-modul bahasa Inggeris yang diajar adalah:

- ❖ *Presentation Skills and Public Speaking*
- ❖ *The Floor is Yours*
- ❖ *Language and Diplomacy*

BAHASA ARAB

Sepanjang 2010, sebanyak tujuh kursus bahasa Arab telah dijalankan. Kursus ini merangkumi dua aspek: kursus separuh masa di sebelah petang dan kursus sepenuh masa.

Kursus Intensif Bahasa Arab untuk Diploma in Diplomacy (DiD) 1/2010

Rekabentuk kursus ini adalah untuk melengkapkan para pegawai dengan pengetahuan asas mengenai budaya dan bahasa Arab, serta menyediakan mereka bagi menghadapi dan memenuhi keperluan-keperluan bahasa semasa berada dalam persekitaran yang bahasa utamanya adalah bahasa Arab. Ia juga dapat dijadikan asas yang berguna bagi para peserta yang ingin mendalami bahasa tersebut.

Seramai lima peserta telah berjaya menamatkan kursus 180 jam ini, yang dijalankan dalam tempoh enam bulan, dari 4 Januari hingga 25 Jun 2010.

Para peserta juga menunjukkan kesediaan mereka menggunakan kemahiran baru yang mereka peroleh dan berazam untuk memperkembangkan pengetahuan mereka dalam bahasa ini.

Bahasa Arab Tahap VIII

Kursus ini dijalankan dari 5 Januari hingga 16 Disember 2010. Ia merupakan kursus separuh masa yang dijalankan setiap hari Selasa dari pukul 5.30 petang hingga 7.30 malam.

Kursus ini ditawarkan kepada 11 peserta dari Kementerian Penerangan, Komunikasi dan Kebudayaan, Polis Diraja Malaysia, Kementerian Pelajaran, Kementerian Pengajian Tinggi, Kementerian Pertahanan, dan Universiti Islam Antarabangsa Malaysia. Peserta

yang berjaya menamatkan tahap ini akan mengikuti pengajian bahasa Arab pada tahap yang berikutnya.

Bahasa Arab Tahap V

Kursus tahap V ini dijalankan dari 7 Januari hingga 16 Disember 2010. Kursus separuh masa ini dijalankan pada setiap hari Khamis, dari 5.30 petang hingga 7.30 malam.

Dua belas peserta telah mengikuti kursus ini dan mereka merupakan para pegawai dari Polis Diraja Malaysia, Kementerian Kesihatan, Kementerian Pertahanan, Institut Strategik dan Pengajian Antarabangsa, Tentera Laut Diraja Malaysia, Kedutaan Korea, dan Kerjasama Antarabangsa Pelbagai Hala Menentang Ancaman-Ancaman Siber. Peserta yang berjaya menamatkan kursus ini akan mengikuti pengajian bahasa Arab pada tahap yang berikutnya.

Bahasa Arab Tahap XI

Kursus Bahasa Arab Tahap XI ini ditawarkan sebagai kursus lanjutan kepada para peserta kursus yang telah mengikuti kursus bahasa Arab dari peringkat permulaan atau kepada mereka yang telah mahir dalam bahasa Arab dan ingin terus mempelajarinya.

Kursus ini bermula pada 8 Januari dan berakhir pada 17 Disember 2010. Kursus ini telah diikuti oleh empat pegawai dari Polis Diraja Malaysia dan Dewan Bahasa dan Pustaka. Kelas ini dijalankan pada setiap hari Jumaat, dari pukul 5.30 petang hingga 7.30 malam. Peserta yang berjaya menamatkan tahap ini akan meneruskan pengajian bahasa Arab mereka pada tahap berikutnya di tahun 2011.

Bahasa Arab Tahap III

Kursus Tahap III ini telah dihadiri oleh 12 peserta dari pelbagai kementerian dan agensi kerajaan, termasuk dari Institut Strategik dan Pengajian Antarabangsa, Dewan Bahasa dan Pustaka, Kementerian Pelajaran, Kementerian Pengajian Tinggi, Kementerian Perdagangan Antarabangsa dan Industri, dan IDFR.

Kursus ini bermula pada 8 Februari dan berakhir pada 30 Jun 2010. Kursus ini dijalankan pada setiap hari Isnin dan Rabu, dari pukul 5.30 petang hingga 7.30 malam. Peserta kursus yang berjaya menamatkan kursus ini akan meneruskan pengajian bahasa Arab ke tahap yang seterusnya.

Bahasa Arab Tahap IV

Kursus ini ditawarkan kepada peserta yang telah menamatkan kursus Bahasa Arab Tahap III. Seramai 12 peserta telah mengikut kursus ini dan mereka datang dari Kementerian Pelajaran, Kementerian Pengajian Tinggi, Institut Strategik dan Pengajian Antarabangsa, Kementerian Perdagangan Antarabangsa dan Industri, Dewan Bahasa dan Pustaka, dan IDFR. Peserta yang berjaya menamatkan kursus ini akan mengikuti pengajian bahasa Arab pada tahap yang berikutnya.

Kursus separuh masa ini bermula pada 5 Julai dan berakhir pada 15 Disember 2010. Kelas ini dijalankan setiap hari Isnin dan Rabu, dari pukul 5.30 petang hingga 7.30 malam.

Kursus Intensif Bahasa Arab untuk *Diploma in Diplomacy (DiD)* 2/2010-2011

Pada bulan Oktober 2010, kumpulan kedua peserta DiD telah mengikuti kursus intensif bahasa Arab yang akan dijalankan sehingga akhir April 2011.

Rekabentuk kursus ini adalah untuk melengkapkan para pegawai dengan pengetahuan asas mengenai budaya dan bahasa Arab, serta menyediakan mereka bagi menghadapi dan memenuhi keperluan-keperluan bahasa semasa berada dalam persekitaran yang bahasa utamanya adalah bahasa Arab. Ia juga dapat dijadikan asas yang berguna bagi para peserta yang ingin mendalami bahasa Arab.

BAHASA PERANCIS

Sepanjang 2010, sejumlah lapan kursus bahasa Perancis telah dijalankan; dua merupakan sambungan kursus yang bermula pada tahun 2009. Antara kursus-kursus yang dijadualkan, Bahasa Perancis IV (A) dan Bahasa Perancis VII tidak dapat dijalankan disebabkan oleh kekangan masa kerana perjalanan Kursus Intensif Bahasa Asing yang pertama untuk *Diploma in Diplomacy*.

Kursus Pengenalan Bahasa Perancis untuk Kakitangan IDFR

Kursus pengenalan 16 jam ini, yang bermula pada bulan Oktober 2009 dan berakhir pada bulan Mac 2010, dijalankan atas permintaan kakitangan IDFR. Para peserta diberi pendedahan secara menyeluruh tentang bahasa Perancis serta peluang untuk mengenali budaya Perancis, di samping mempelajari dan mempraktikkan asas-asas bahasa Perancis.

Setelah tamat kursus ini pada bulan Mac 2010, para peserta berpeluang untuk mengikuti kelas sebelah petang yang bersesuaian.

Bahasa Perancis Tahap I

Kursus ini yang berakhir pada bulan Julai 2010 merupakan sambungan kepada kursus yang dijalankan atas permintaan Kerjasama Pelbagai Hala Antarabangsa Menentang Ancaman-Ancaman Siber pada akhir tahun 2009.

Sepuluh peserta yang mengikuti kursus ini datang dari Kerjasama Pelbagai Hala Antarabangsa Menentang Ancaman-Ancaman Siber, Kementerian Pengangkutan, Kementerian Pelajaran, Kementerian Luar Negeri, dan IDFR. Tahap seterusnya tidak ditawarkan disebabkan oleh kekangan jadual dan ada juga antara peserta kursus ini telah meninggalkan organisasi mereka atau telah ke luar negeri.

Kursus Intensif Bahasa Perancis untuk *Diploma in Diplomacy* (DiD) 1/2010

Matlamat kursus intensif ini adalah untuk melengkapkan para pegawai dengan pengetahuan asas mengenai budaya dan bahasa Perancis, serta menyediakan mereka untuk menghadapi dan memenuhi keperluan-keperluan bahasa semasa berada dalam persekitaran yang bahasa utamanya ialah bahasa Perancis. Di samping itu juga, ianya boleh menjadi asas yang berguna jika para peserta ingin meningkatkan lagi kompetensi dalam bahasa Perancis di masa hadapan.

Seramai lima peserta telah berjaya menamatkan kursus 180 jam ini. Para peserta juga bersedia untuk menggunakan kemahiran baru mereka dan berharap untuk memperkembangkan lagi pengetahuan mereka dalam bahasa ini.

Bahasa Perancis Tahap III A

Seramai enam peserta dari Kementerian Pelajaran, Kementerian Pertahanan, Kementerian Penerangan, Komunikasi dan Kebudayaan, Tribunal Pengguna, dan SMK Putrijaya telah mengikuti kursus ini.

Projek lawatan ke Perancis yang telah dirancang terpaksa ditunda dengan harapan lawatan ini dapat direalisasikan pada tahun hadapan dengan adanya penerbangan kos rendah ke Perancis.

Bahasa Perancis Tahap VI A

Enam peserta dari Polis Diraja Malaysia, Bank Negara, Kementerian Pelajaran, dan Global Peace telah mendaftar untuk kursus ini. Mereka menamatkan program ini pada bulan Julai dan empat daripada mereka meneruskan pembelajaran ke Tahap VI B.

Kumpulan ini sangat komited dan fokus untuk mencapai tahap kecekapan yang tinggi kerana ianya akan menjadi aset yang berguna dalam perkembangan kerjaya mereka.



Para peserta kursus Bahasa Perancis Tahap VI A

Bahasa Perancis Tahap III B

Seramai lapan peserta telah mendaftar untuk kursus ini; lima peserta yang telah tamat Tahap III A dan tiga peserta baru. Mereka merupakan para pegawai dari Kementerian Pertahanan, Kementerian Pelajaran, Kementerian Pengangkutan, Jabatan Pembangunan Wanita, Institut Penyelidikan Getah, Muzium Negara, dan SMK Putrijaya.

Kesemua peserta baru dengan cepatnya menyesuaikan diri dan merasa seronok dengan persekitaran dan aktiviti sosial yang dirancang oleh ahli kumpulan yang mesra dan peramah.

Bahasa Perancis Tahap VI B

Empat peserta, iaitu dari Kementerian Pelajaran Malaysia dan Polis Diraja Malaysia telah mendaftar untuk tahap ini. Peserta kursus telah menunjukkan kemajuan yang baik dan dua daripada mereka telah mendaftar untuk mengambil peperiksaan luar iaitu Delf A2 yang dijalankan pada bulan November 2010.

Para peserta menunjukkan minat yang mendalam untuk terus berusaha meningkatkan kemahiran bahasa

Perancis mereka kerana ianya boleh digunakan dalam kerja harian mereka samada di dalam atau di luar negeri.

Kursus Intensif Bahasa Perancis untuk Diploma in Diplomacy (DiD) 2/2010-2011

Bermula bulan Oktober 2010, kumpulan kedua peserta DiD menyertai Kursus Intensif Bahasa Perancis yang akan berlangsung sehingga akhir April 2011.

Di akhir program ini, para peserta akan memperoleh asas-asas bahasa Perancis dan kebudayaannya, dan membolehkan mereka untuk menghadapi keperluan-keperluan perjalanan dan pekerjaan dalam persekitaran yang menggunakan bahasa Perancis. Mereka juga dilengkapi dengan latihan asas yang boleh meningkatkan kemahiran mereka dalam bahasa Perancis.

Kumpulan yang dinamik ini sangat bersemangat untuk memulakan kursus dengan persekitaran yang ceria dan menunjukkan minat untuk mendalami lagi budaya dan bahasa Perancis.



Pegawai bahasa Perancis, Jeanette Daina

Lain-lain Aktiviti

Dari bulan Februari hingga April 2010, makmal Bahasa dibuka setiap petang Khamis untuk semua peserta kursus bahasa Perancis yang ingin berlatih menggunakan bahasa Perancis dengan lebih mendalam.

Mereka juga digalakkan untuk turut serta dalam beberapa aktiviti yang mempromosi budaya Perancis, seperti pameran kesenian Perancis, pameran buku, filem-filem dan makan malam Perancis, aktiviti mencuba keju, konsert dan *Fête de la musique*, yang diadakan di Alliance Française dan beberapa tempat lain di Kuala Lumpur.

Pada tahun ini, untuk pertama kalinya para peserta diberi peluang untuk menghadiri *Buffet de la Francophonie*, acara tahunan yang dianjurkan oleh beberapa kedutaan dari negara-negara yang menggunakan bahasa Perancis sebagai bahasa pengantar, dan ini memberi peluang kepada mereka untuk bertemu dengan lebih dekat lagi masyarakat yang berbahasa Perancis dan merasa masakan unik yang sinonim dengan setiap negara tersebut.

Semasa Festival Kesenian Perancis, para peserta juga telah menerima tiket wayang sumbangan ikhlas dari Kedutaan Perancis, penganjur festival tersebut.

Beberapa peserta juga telah menyertai pertandingan yang dianjurkan oleh kedutaan-kedutaan yang menjadi rakan senegara *International French Speaking Organisation* sempena *French Speaking Week* dan salah seorang daripada mereka telah menerima hadiah saguhati.

BAHASA SEPANYOL

Sebanyak lima kursus bahasa Sepanyol telah dijalankan sepanjang 2010. Dua kelas petang, dari pukul 5.30 hingga 7.30, dijalankan di IDFR manakala satu lagi dijalankan di Bahagian Amerika, Kementerian Luar Negeri dari pukul 5.00 hingga 7.00 petang. Kursus sepenuh masa pula diajar sebagai sebahagian daripada kursus enam bulan *Diploma in Diplomacy*, yang dijalankan sebanyak dua kali pada tahun ini.

Pegawai bahasa Sepanyol juga memberi perkhidmatan penterjemahan bahasa Inggeris kepada Sepanyol sekiranya terdapat permintaan.

Kursus Intensif Bahasa Sepanyol untuk *Diploma in Diplomacy* (DiD) 1/2010

Kursus ini direka untuk melengkapkan para pegawai dengan pengetahuan asas mengenai budaya dan bahasa Sepanyol, serta menyediakan mereka untuk menghadapi dan memenuhi keperluan-keperluan bahasa semasa berada dalam persekitaran yang bahasa utamanya adalah bahasa Sepanyol. Ia juga dapat menjadi asas yang berguna bagi para peserta yang ingin mendalami lagi bahasa Sepanyol.

Seramai lima peserta telah berjaya menamatkan kursus 180 jam ini, yang dijalankan dalam tempoh enam bulan, dari 4 Januari hingga 25 Jun 2010.

Para peserta juga bersedia untuk menggunakan kemahiran baru mereka dan berazam untuk memperkembangkan pengetahuan mereka dalam bahasa ini.



Pegawai bahasa Sepanyol, Agustin Gutierrez C. Abdullah

Bahasa Sepanyol Tahap II

Kursus ini dijalankan dari 11 Januari hingga 16 Jun 2010 untuk lapan peserta dari Kementerian Luar Negeri, Dewan Bahasa dan Pustaka, Jabatan Kebajikan Masyarakat Malaysia, dan IDFR.

Kursus ini direka khas untuk memberi peluang kepada para peserta berinteraksi dengan menggunakan perbualan asas bahasa Sepanyol, di samping menambah baik kemahiran mendengar mereka. Peserta juga didedahkan kepada lagu-lagu Sepanyol. Mereka juga diberi pendedahan kepada sebutan perkataan-perkataan yang diguna oleh penutur dari negara Sepanyol dan Amerika Latin, bagi memperkembangkan kemahiran mendengar para peserta untuk membolehkan mereka mengenalpasti perbezaan-perbezaan sebutan yang terdapat di antara kedua-duanya. Para peserta juga diberi peluang untuk memahami dan menghargai perbezaan dan persamaan budaya penutur-penutur bahasa Sepanyol dari kedua-dua kawasan ini.

Bahasa Sepanyol Tahap III (Pegawai-pegawai Kementerian Luar Negeri)

Bagi memenuhi permintaan Bahagian Amerika, Kementerian Luar Negeri, kelas sebelah petang ini telah dijadualkan pada setiap hari Selasa dan Khamis, dari pukul 5.00 hingga 7.00 petang, bermula 12 Januari hingga 15 Jun 2010.

Kursus ini merupakan lanjutan kepada kursus yang telah dijalankan pada tahun 2009. Tujuan utama kursus ini adalah bagi membolehkan para peserta berinteraksi dengan yakin menerusi perbualan-perbualan mudah dalam pelbagai situasi dan menambahbaik kemahiran mendengar dan bertutur mereka. Ia juga adalah untuk mempertingkatkan kepekaan mereka tentang perbezaan dalam penggunaan bahasa Sepanyol oleh penutur dari negara Sepanyol dan Amerika Latin, di samping menambahbaik keupayaan mereka untuk mendengar dan bertutur, seterusnya menjadikan mereka lebih yakin untuk menggunakan bahasa tersebut dalam keadaan yang bersesuaian. Di samping itu, ia membolehkan mereka memahami dan menghargai perbezaan dan persamaan budaya penutur bahasa Sepanyol dari kedua-dua kawasan ini.

Bahasa Sepanyol Tahap III

Kursus ini dijalankan pada hari Isnin dan Rabu, dari 5 Julai hingga 29 Disember 2010, dan objektifnya adalah untuk membolehkan para peserta berinteraksi dalam perbualan-perbualan asas dengan menggunakan bahasa Sepanyol, serta menambahkan lagi kemahiran mendengar dan bertutur mereka. Dengan ini, para peserta dapat memupuk kemahiran mendengar mereka dan menjadi lebih mahir dalam mengenalpasti perbezaan sebutan penutur bahasa Sepanyol dari negara Sepanyol dan Amerika Latin dan menggunakannya untuk menambahbaik kemahiran bertutur mereka. Di samping itu, ianya juga dapat membantu para peserta lebih memahami budaya penutur tersebut.

Kursus Intensif Bahasa Sepanyol untuk *Diploma in Diplomacy* (DiD) 2/2010-2011

Pada bulan Oktober 2010, kumpulan kedua peserta DiD telah mengikuti kursus intensif bahasa Sepanyol, yang akan dijalankan sehingga akhir April 2011.

Kursus ini direka untuk melengkapkan para pegawai dengan pengetahuan asas mengenai budaya dan bahasa Sepanyol, serta menyediakan mereka bagi menghadapi dan memenuhi keperluan-keperluan bahasa semasa berada dalam persekitaran yang bahasa utamanya

adalah bahasa Sepanyol. Ia juga dapat menjadi asas yang berguna bagi para peserta yang ingin mendalami bahasa Sepanyol.

Bagi kumpulan 2010-2011, seramai lapan peserta sedang mengikuti kursus ini.

Secara keseluruhannya, objektif kursus ini adalah untuk melengkapkan para peserta dengan kemahiran dan strategi yang diperlukan untuk bergaul dan berinteraksi dalam persekitaran Hispanic, di kedua-dua belah persisiran Atlantik.

**LAPORAN
BAHAGIAN PENGAJIAN
AKADEMIK, PENYELIDIKAN
DAN PENERBITAN**

BAHAGIAN PENGAJIAN AKADEMIK, PENYELIDIKAN DAN PENERBITAN

Dalam tahun 2010, Bahagian ini telah memperoleh pertambahan seorang pegawai, iaitu seorang Timbalan Pengarah Kanan pada bulan Februari. Beliau telah menerajui Bahagian ini dan dibantu oleh seorang Timbalan Pengarah, seorang Penolong Pengarah, seorang Setiausaha Pejabat, dan dua orang Pembantu Tadbir. Walau bagaimanapun, jawatan Pengarah Bahagian yang masih kosong semenjak November 2009 belum dapat diisi.

Bahagian Pengajian Akademik, Penyelidikan dan Penerbitan telah mewakili IDFR bagi bekerjasama dengan Institut Tadbiran Awam Negara (INTAN) dan Bahagian Sumber Manusia, Kementerian Luar Negeri untuk menjalankan projek e-Pembelajaran Sektor Awam (ePSA), iaitu pakej e-pembelajaran yang pertama dibangunkan untuk anggota sektor awam. Projek ini dijalankan untuk memberi satu lagi opsyen latihan bagi membolehkan para pegawai Kementerian Luar Negeri yang berkhidmat di luar negeri menjalani latihan tanpa perlu pulang ke tanah air. Tajuk untuk modul yang pertama ialah *Malaysia's Foreign Policy* dan akan mula ditawarkan setelah mendapat kelulusan daripada Ketua Setiausaha, Kementerian Luar Negeri.

Selain itu, Bahagian ini juga telah mewakili IDFR dalam Pertandingan Inovasi yang telah dianjurkan bersempena Hari Inovasi Kementerian Luar Negeri 2010. Kumpulan dari Bahagian ini telah muncul johan bagi Kategori Dalam Negeri dengan video mereka yang bertajuk *Ways to Promote IDFR and Wisma Putra*.



Dua pegawai IDFR menerima hadiah kemenangan Pertandingan Inovasi daripada Senator Dato' Idris Jala

Bahagian Pengajian Akademik, Penyelidikan dan Penerbitan juga telah menerbitkan beberapa buku dalam tahun 2010. Buku-buku tersebut adalah:

Laporan Tahunan IDFR 2009

Laporan Tahunan IDFR 2009 telah diterbitkan pada bulan Mei 2010. Laporan ini memaparkan aktiviti IDFR sepanjang tahun 2009 dan setiap Bahagian bertanggungjawab dalam melaporkan aktiviti yang telah dijalankan oleh Bahagian masing-masing.

Nombor Satu, Wisma Putra

Penerbitan ini merupakan terjemahan buku asalnya, iaitu *Number One Wisma Putra*, ke dalam Bahasa Malaysia. *Number One Wisma Putra* merupakan buku yang telah disunting oleh Dato' Dr. Fauziah Mohd. Taib, kini Duta Besar Malaysia ke Netherlands sewaktu beliau menjadi Ketua Pengarah IDFR. Buku ini mengandungi 31 artikel mengenai pengalaman para Duta kita semasa mereka berkhidmat di luar negeri.

Journal of Diplomacy and Foreign Relations (JDFR)

JDFR telah masuk tahun kesebelas penerbitannya. Isu terkini mengandungi lima artikel dan satu ulasan buku, yang kebanyakannya merangkumi isu-isu ASEAN.

IDFR Training Programme 2011

Buku ini telah diterbitkan pada penghujung November 2010. Ia memaparkan program latihan yang telah dirancang oleh IDFR untuk tahun 2011, dan telah diedarkan kepada Kementerian dan Jabatan Kerajaan, Institut Latihan, Perpustakaan Jabatan Persekutuan, Kedutaan Besar Malaysia di luar negeri, dan Perwakilan Asing terpilih di Kuala Lumpur.



LAPORAN BAHAGIAN KHIDMAT PENGURUSAN DAN KORPORAT

BAHAGIAN KHIDMAT PENGURUSAN DAN KORPORAT

Bahagian Khidmat Pengurusan dan Korporat adalah entiti sokongan dan pemudah dalam memastikan IDFR berjaya mencapai sasaran untuk menjadi sebuah Pusat Latihan terkemuka dunia dengan menyediakan rangka kerja utama, infrastruktur dan perkhidmatan dalam bidang-bidang berikut:

- ❖ Pengurusan sumber manusia dan maklumat
- ❖ Pentadbiran dan sistem pejabat
- ❖ Teknologi maklumat
- ❖ Sumber manusia
- ❖ Pengurusan kontrak perkhidmatan
- ❖ Hal-ehwal awam dan media

Bahagian ini terdiri daripada seksyen-seksyen berikut:

- ❖ Pentadbiran, Kewangan dan Sumber Manusia
- ❖ Teknologi Maklumat dan Komunikasi (ICT)
- ❖ Perpustakaan
- ❖ Hal-Ehwal Awam dan Acara

Seksyen Pentadbiran, Kewangan dan Sumber Manusia

Seksyen Pentadbiran, Kewangan dan Sumber Manusia terdiri daripada tiga unit yang berfungsi untuk saling melengkapi. Unit Pentadbiran menguruskan pentadbiran pejabat awam dan penyelenggaraan bangunan termasuk kemudahan-kemudahan Institut. Unit Kewangan bertanggungjawab dalam menguruskan sumber kewangan IDFR termasuk merancang dan melaksanakan dasar-dasar kewangan dan prosedur pengurusan dana serta peruntukan sumber secara berkesan. Sementara itu, unit Sumber Manusia pula bertanggungjawab untuk meningkatkan minat, membangun, memelihara dan mempertahankan bakat

di IDFR serta inisiatif pembangunan sumber manusia dan modal insan.

Dalam membangun dan mengukuhkan tahap kecekapan kakitangan serta bagi menggalakkan pola pemikiran serta perilaku, Seksyen ini telah melaksanakan beberapa kegiatan sepanjang tahun 2010 seperti berikut:

Kecekapan Pengurusan

- ❖ Bengkel Pengurusan Fail Meja telah diadakan pada 11 Jun 2010 untuk membantu pegawai dan kakitangan baru memahami prosedur dalam menyediakan Fail Meja masing-masing berdasarkan format yang ditetapkan oleh Institut Tadbiran Awam Negara (INTAN). Penceramah bagi bengkel tersebut merupakan pegawai dari INTAN, Kampus Wilayah Tengah
- ❖ Kursus Pengurusan Fail pada 29 November 2010 adalah untuk mendedahkan pegawai dan kakitangan kepada sistem klasifikasi dan standard fail. Kursus satu hari tersebut dikelolakan oleh Arkib Negara dan turut dihadiri oleh wakil-wakil dari Kementerian Luar Negeri
- ❖ Bengkel HRMIS pada 23 dan 24 Jun 2010 merangkumi modul latihan HRMIS mengenai pengurusan informasi peribadi dan maklumat serta pengurusan elaun

Meningkatkan Kesihatan untuk Kualiti Hidup

- ❖ Sesi Sembang Senam Bulanan bersama Ketua Pengarah/Pengurusan Kanan menekankan manfaat aktiviti fizikal, di samping menguatkan kerja berpasukan dan setia kawan antara kakitangan IDFR
- ❖ Taklimat oleh CUEPACS pada 22 Disember 2010 telah menerangkan mengenai tabungan dan skim kluster insurans kesihatan bagi kakitangan awam



Pegawai IDFR bersama sebahagian anak yatim dari Rumah Amal Limpahan Kasih (RALK)

Etika Kerja dan Perilaku

- ❖ Sesi ceramah 'Gangguan Seksual di Tempat Kerja dalam Perkhidmatan Awam' telah diadakan pada 20 Disember 2010. Ceramah telah disampaikan oleh Ketua Penolong Setiausaha (Psikologi) dari Jabatan Perkhidmatan Awam yang menjelaskan mengenai unsur-unsur gangguan seksual di tempat kerja, dan prosedur dan proses yang telah diwujudkan oleh Kerajaan bagi kakitangan awam untuk mengatasi masalah ini.

Sambutan Perayaan

- ❖ Sambutan Hari Raya Aidilfitri IDFR telah diadakan pada 8 Oktober 2010 di Dewan Serbaguna IDFR. Seramai 70 anak yatim dari Rumah Amal Limpahan Kasih (RALK), Puchong diraikan sebagai tetamu khas IDFR. Sejumlah RM3500.00 duit raya telah disumbangkan kepada anak yatim tersebut bagi berkongsi kegembiraan dalam menyambut Hari Raya Aidilfitri.

Seksyen ICT

Seksyen ini menyediakan perkhidmatan yang meliputi pembangunan dasar, perancangan dan pengurusan projek untuk memastikan penyediaan dan sokongan aplikasi yang selamat, boleh kebergantungan dan kukuh, e-perkhidmatan dan infrastruktur (komputer meja, komunikasi dan rangkaian) kepada pengguna IDFR. Bahagian ini juga bertanggungjawab dalam merancang dan melaksanakan penyelesaian masalah ICT selaras dengan inisiatif Elektronik Kerajaan kepada pengguna IDFR.

Sepanjang tahun 2010, Seksyen ICT telah menumpukan kepada pelaksanaan rantai infrastruktur yang kukuh dengan menyediakan sistem penghantaran yang lebih baik kepada pengguna akhir melalui pelaksanaan program-program berikut:

Aplikasi Pembangunan Sistem

- ❖ Peningkatan Portal IDFR - Portal telah dimasukkan ciri-ciri baru dalam mematuhi syarat-syarat yang ditentukan dan untuk keselesaan para penggunaanya. Antaranya adalah kandungan dalam dwibahasa dan dihubungkan dengan menu lain seperti portal Perpustakaan IDFR, e-mel, dan kemudahan intranet
- ❖ Pembangunan Sistem Intranet yang merangkumi Direktori Pegawai, Buletin, Borang Pengaduan ICT, Tempahan Peralatan ICT dan Maklumat Tenaga Pengajar

Kemudahan ICT

Melaksanakan empat tahap penyelenggaraan pada perkakasan dan perisian dengan pembekal yang ditugaskan; merangkumi suis, pelayan, komputer meja dan komputer riba

Program Pendidikan

- ❖ Latihan dalaman mengenai penggunaan *Microsoft Outlook* dan sistem e-mel
- ❖ Taklimat dalaman *Server Backup and Recovery Solution* dan *Business Productivity with Microsoft Online Services* untuk meningkatkan lagi kemahiran IT dalam kalangan kakitangan IDFR

Perpustakaan

Seksyen ini menyediakan perkhidmatan perpustakaan sebagai perkhidmatan sokongan untuk program-program penyelidikan, pendidikan dan latihan yang diadakan oleh IDFR. Repositori Perpustakaan mempunyai buku-buku, peta, cetakan, dokumen lain dan berbagai media simpanan seperti *microform (microfilm/microfiche)*, kaset audio, CD, kaset, kaset video dan DVD. Pengguna berdaftar boleh mengakses koleksi cetak, multimedia dan bahan-bahan elektronik yang komprehensif dan terkini melalui webOPAC Perpustakaan di <http://opac.idfr.gov.my>

Perkhidmatan Perpustakaan boleh diakses dengan menjadi pengguna berdaftar dan Perpustakaan adalah dibuka kepada umum, kakitangan kementerian dan agensi kerajaan. Antara perkhidmatan yang ditawarkan adalah:

- ❖ Perkhidmatan rujukan
- ❖ Carian maklumat interaktif
- ❖ Kemudahan pinjaman
- ❖ Kemudahan pinjaman antara perpustakaan
- ❖ Perkhidmatan fotokopi
- ❖ Bibliografi dan laman rujukan

Antara inisiatif yang diambil oleh Perpustakaan untuk lebih memperbaiki dan meningkatkan tahap perkhidmatan adalah:

- ❖ Menyelenggarakan program *Everyone Can Borrow* (ECB) bagi mempromosikan tabiat membaca dalam kalangan kakitangan IDFR melalui pinjaman buku terpilih mulai Januari 2010
- ❖ Peminjaman buku dalam kuantiti yang besar dari Perpustakaan Negara
- ❖ Mempromosikan buku-buku baru kepada kakitangan melalui media elektronik
- ❖ Menjalankan beberapa siri bengkel *Information Seeking Skills* untukambilan pelajar baru program Sarjana Sains Sosial dan *Diploma in Diplomacy*
- ❖ Menggalakkan penggunaan perkhidmatan elektronik melalui portal Perpustakaan

Seksyen Hal-Ehwal Awam dan Acara

Seksyen Hal-Ehwal Awam dan Acara melaksanakan penyebaran maklumat melalui media, komunikasi korporat dan pengurusan acara. Seksyen ini juga mengkoordinasi kunjungan hormat oleh pengunjung tempatan dan luar negeri, serta lawatan yang dikendalikan oleh agensi kerajaan, badan bukan

kerajaan dan institusi pengajian tinggi. Seksyen ini juga bertindak sebagai entiti korporat IDFR dan terlibat dalam kedua-dua hubungan media reaktif dan proaktif.

Sepanjang 2010, Seksyen ini telah menjalankan beberapa hebahan dan aktiviti publisiti awam seperti berikut:

- ❖ Menghasilkan Video Korporat IDFR
- ❖ Menguruskan sesi temubual Pengerusi Eksekutif IDFR, Tan Sri Hasmy Agam, di TV2 dalam slot *Hello on Two*
- ❖ Menguruskan sesi bicarawara wakil dari *Malaysian Technical Cooperation Programme* (MTCP) di TV2 dalam slot *Hello on Two*
- ❖ Mengadakan Sesi Makan Tengahari Bersama Media di IDFR
- ❖ Bekerjasama dengan Bahagian-bahagian lain dalam penganjuran majlis-majlis yang berkaitan seperti *ASEAN Day*, *ASEM*, Majlis Graduasi DiD dan penganjuran Sambutan Hari Raya IDFR
- ❖ Bertindak sebagai pemudahcara dalam lawatan-lawatan yang dilakukan oleh para peserta kursus ke Melaka, Genting Highland, Johor dan sekitar Kuala Lumpur
- ❖ Menghasilkan Kalendar 2011 yang telah diedarkan kepada semua kedutaan Malaysia di luar negeri, Kementerian Luar Negeri dan sebagai cenderahati kepada pensyarah-pensyarah dan para pelawat



Tan Sri Hasmy Agam menjadi tetamu Hello on Two, TV2

***DIPLOMA IN
DIPLOMACY***

KURSUS DIPLOMA IN DIPLOMACY

Kursus mandatori untuk para pegawai diplomatik, iaitu Kursus Latihan Diplomatik atau lebih dikenali sebagai DTC, telah dikendalikan oleh IDFR pada peringkat sijil sejak tahun 1991. Pada tahun 2010, kursus DTC telah dinaiktaraf ke peringkat diploma, iaitu *Diploma in Diplomacy* (DiD), dan ini merupakan kursus peringkat diploma pertama yang dianjurkan oleh IDFR.

Kursus pertama selama enam bulan ini, yang telah diadakan dari 4 Januari hingga 25 Jun 2010, bertujuan memberi pendedahan kepada para peserta mengenai pelbagai aspek hubungan diplomatik dan hubungan antarabangsa. Ia membincangkan isu-isu nasional, serantau dan antarabangsa seperti keselamatan antarabangsa; ekonomi global; perdagangan pelbagai hala dan perhubungan politik; ASEAN; isu-isu bangsa dan agama; kemahiran perundingan; dan globalisasi. Para penceramah kursus DiD adalah terdiri daripada wakil-wakil sektor korporat, firma pakar runding serta kementerian dan agensi-agensi kerajaan.

Kursus DiD memberi penekanan kepada modul bahasa Inggeris yang membantu melengkapkan para peserta dengan kemahiran-kemahiran berkomunikasi, penulisan, penyampaian dan pengucapan awam. Para peserta juga berpeluang untuk mempelajari salah satu bahasa utama Pertubuhan Bangsa-Bangsa Bersatu, iaitu sama ada bahasa Arab, bahasa Perancis atau bahasa Sepanyol. Dalam usaha meningkatkan keyakinan golongan diplomat muda, mereka juga telah diberi pendedahan kepada beberapa kemahiran insaniah seperti etiket sosial dan kerja, penjagaan penampilan diri, dan etiket makan beradab.

Acara kemuncak kursus ini pula adalah program penempatan di Pejabat Perwakilan Malaysia di Hanoi, Vietnam. Modul ini bertujuan mendedahkan para peserta kepada pelbagai fungsi dan tugas di Pejabat Perwakilan Malaysia, yang secara langsung akan membantu dalam persediaan masing-masing sebelum ditempatkan di luar negeri kelak.

IDFR telah menganugerahkan *Diploma in Diplomacy* kepada 15 peserta DiD dalam satu Majlis Makan Malam Graduasi yang diadakan pada 25 Jun 2010. Para peserta adalah terdiri daripada para pegawai Kementerian Luar Negeri, Kementerian Perdagangan Antarabangsa dan Industri, Kementerian Pelancongan Malaysia, dan Lembaga Pelesenan Tenaga Atom. Lima peserta antarabangsa dari Australia, Brunei Darussalam, Jepun dan Jerman yang telah menyertai sesi *Regional and International Module* dari 14 hingga 25 Jun 2010 pula telah dianugerahkan sijil penyertaan.

Diploma dan sijil tersebut telah disampaikan oleh Tan Sri Hasmy Agam, Pengerusi Eksekutif IDFR. Tan Sri Hasmy Agam telah mengucapkan tahniah kepada para peserta DiD dan menyatakan bahawa segala pengetahuan dan kemahiran yang telah dipelajari sepanjang tempoh enam bulan itu akan memberi manfaat kepada mereka dalam kerjaya diplomatik masing-masing. Semasa berucap mengenai nilai-nilai yang harus dimiliki oleh seorang diplomat yang berjaya, beliau menyatakan bahawa, "*While there is no such thing as a stereotyped diplomat, a good and effective one must possess many outstanding personal qualities, such as a strong commitment and dedication to work, sincerity, integrity, loyalty, trustworthiness, courage, confidence and humility, among others*". Beliau turut menekankan bahawa seorang diplomat seharusnya mengenali dasar-dasar nasional dan sentiasa bersedia untuk mewawar serta mempertahankannya demi kepentingan negara. Beliau juga berpendapat bahawa diplomat masa kini seharusnya mempunyai kepakaran dalam pelbagai bidang tertentu.

Sesi tersebut telah diikuti dengan satu pertunjukan kebudayaan oleh para peserta kursus, termasuk peserta-peserta antarabangsa, yang telah menjadikannya satu pengalaman yang amat bermakna bagi semua.

Kursus yang kedua untuk tahun 2010 telah bermula pada bulan Oktober dan akan berakhir pada bulan April 2011.

**SARJANA SAINS
SOSIAL DALAM
BIDANG STRATEGI
DAN DIPLOMASI**

SARJANA SAINS SOSIAL DALAM BIDANG STRATEGI DAN DIPLOMASI

Sarjana Sains Sosial dalam bidang Strategi dan Diplomasi merupakan program anjuran bersama antara IDFR dengan Universiti Kebangsaan Malaysia. Program ini merupakan program intensif 13 bulan yang menawarkan pelajar pemahaman yang mendalam mengenai hubungan strategik dan diplomasi dalam konteks perubahan persekitaran di peringkat serantau dan global. Modul kursus ini meliputi, antara lain, pengajian strategi dan diplomasi, teori diplomatik dan amalannya, isu keselamatan antarabangsa, perbandingan pertahanan dan dasar luar negeri, politik dan dasar luar Malaysia, politik ekonomi antarabangsa, dan undang-undang dan organisasi antarabangsa. Pembentangan tesis sarjana merupakan salah satu komponen utama kursus ini.

Program Sarjana Sesi 2009/2010 melibatkan 16 pelajar yang terdiri daripada sembilan pelajar Malaysia dan tujuh pelajar antarabangsa. Pelajar antarabangsa terdiri daripada warganegara Afghanistan, Fiji, Guinea, Maldives, Myanmar, Papua New Guinea dan Thailand. Enam daripada mereka dibiayai separa oleh Sekretariat Rancangan Colombo.

Program Sarjana Sesi 2010/2011 bermula pada 1 Jun 2010 dan dijangka berakhir pada 30 Jun 2011. Sebelas pelajar telah mendaftar untuk program tersebut; lima pelajar dari Malaysia dan enam pelajar antarabangsa. Pelajar antarabangsa terdiri daripada warganegara Bosnia, Fiji, Malawi, Maldives, Myanmar dan Vietnam, dan lima daripada mereka dibiayai separa oleh Sekretariat Rancangan Colombo.

Di samping kuliah, para pelajar tersebut juga menyertai bengkel, perbincangan mejabulat dan ceramah umum yang dikendalikan oleh IDFR. Penglibatan mereka dalam acara-acara ini adalah untuk memastikan mereka mendapat pendedahan kepada aspek-aspek praktikal dalam bidang diplomasi dan hubungan antarabangsa sebagai pelengkap kepada ceramah-ceramah akademik di bawah program Sarjana ini.



Seorang pelajar Sarjana Sains Sosial menerima ijazah sewaktu Majlis Konvokesyen di Universiti Kebangsaan Malaysia

Semua pemohon yang berminat untuk menyertai program ini mestilah mempunyai sekurang-kurangnya ijazah sarjana muda atau yang setaraf dengannya, dan kemahiran bertutur dalam bahasa Inggeris. Pegawai yang sedang berkhidmat dalam sektor awam Malaysia mesti menyerahkan permohonan mereka melalui jabatan masing-masing dan memperoleh kelulusan untuk cuti sambil belajar ataupun mendapat Biasiswa Kerajaan.

Borang permohonan untuk program ini boleh dimuat turun dari **www.idfr.gov.my**

Untuk maklumat lanjut, sila hubungi **Fareeza Fadzil** di **03-2149 1151** atau **Nadhirah Mohd. Zanudin** di **03-2149 1117**. Mereka juga boleh dihubungi melalui emel, **regional.studies@idfr.gov.my**



**SEKALUNG BUDI,
SEJAMBAK KASIH**

LAWATAN PERPISAHAN TAN SRI RASTAM MOHD. ISA KE IDFR



Tan Sri Rastam bersalaman dengan kakitangan IDFR selepas majlis tersebut

Pada 2 September 2010, bersempena persaraan beliau, Tan Sri Rastam Mohd. Isa, Ketua Setiausaha Kementerian Luar Negeri, telah berkunjung ke IDFR untuk mengucapkan selamat tinggal. Beliau bertemu dengan para pegawai dan kakitangan IDFR di Auditorium untuk menyampaikan kata-kata pesanan serta nasihat.

Dalam ucapan beliau, Tan Sri Rastam telah menzahirkan rasa bangga beliau kerana nama IDFR kini sinonim sebagai institut melatih para diplomat Malaysia dan dari negara-negara membangun yang lain. Beliau turut melahirkan rasa gembira dengan pencapaian IDFR kerana berkongsi pengalaman dan kepakaran Malaysia dalam bidang diplomasi dengan para pegawai kerajaan dari Afghanistan, Iraq, Palestin dan Timor-Leste.

Beliau turut berkongsi hasrat untuk melihat IDFR terus maju ke hadapan dan menjadi sebuah institut latihan terulung, di samping memperluaskan lagi program-program latihannya dengan melibatkan para peserta daripada organisasi bukan kerajaan, syarikat-syarikat berkaitan kerajaan, dan sektor swasta. Justeru itu, IDFR perlu lebih melibatkan diri dengan institut diplomatik

yang lain, terutamanya dari negara-negara membangun, untuk bantuan teknikal dan kerjasama bersama. Beliau turut menekankan tentang kepentingan bekerja secara berkumpulan untuk mencapai kecemerlangan dalam kalangan kakitangan, sebelum mengucapkan terima kasih atas sokongan yang diterima selama beliau berkhidmat di Kementerian.

Majlis tersebut disudahi dengan penyampaian cenderahati oleh Ambassador Abdullah Faiz Zain mewakili IDFR, kepada Tan Sri Rastam sebagai tanda kenangan.

Sepanjang tempoh 36 tahun beliau bertugas dalam Perkhidmatan Luar Negeri Malaysia, Tan Sri Rastam telah ditugaskan sebagai Duta Besar ke beberapa negara, termasuklah ke Pakistan, Bosnia Herzegovina dan Indonesia. Beliau juga pernah menjadi Wakil Tetap Malaysia ke Pertubuhan Bangsa-Bangsa Bersatu di New York dan bertugas sebagai Timbalan Ketua Setiausaha I di Kementerian Luar Negeri, sebelum memegang jawatan Ketua Setiausaha Kementerian selama empat tahun.

SELAMAT BERPISAH KEPADA TAN SRI HASMY AGAM

Satu majlis perpisahan telah dianjurkan buat Tan Sri Hasmy Agam pada 2 Julai 2010, iaitu pada hari terakhir beliau bertugas sebagai Pengerusi Eksekutif IDFR. Beliau mengundur diri dari IDFR untuk menyandang jawatan Pengerusi Suruhanjaya Hak Asasi Manusia Malaysia (SUHAKAM).

Majlis tersebut telah dihadiri oleh kesemua pegawai dan kakitangan IDFR. Selepas bacaan doa selamat dan acara memotong pulut kuning, Tan Sri Hasmy Agam telah dipersembahkan dengan cenderahati sebagai tanda penghargaan.

Ambasador Abdullah Faiz Zain, Pengarah Kanan IDFR, telah menyampaikan ucapan bagi pihak warga IDFR. Beliau memperincikan pencapaian-pencapaian Tan Sri Hasmy sewaktu memegang jawatan Pengerusi Eksekutif. Antara lain, Tan Sri Hasmy telah membantu membuka laluan untuk menjadikan IDFR sebagai sebuah *boutique university* satu hari nanti, mengkhusus kepada bidang diplomasi dan hubungan antarabangsa. Contoh terbaru adalah kejayaan penganjuran program *Diploma in Diplomacy*, yang merupakan program diploma dalaman IDFR yang pertama.



Tan Sri Hasmy Agam pada hari terakhir beliau di IDFR

Tan Sri Hasmy Agam, semasa ucapan balasnya, mengucapkan terima kasih kepada seluruh warga IDFR dan berharap agar kecemerlangan IDFR dalam melatih bakal-bakal diplomat akan dapat diteruskan.

Tan Sri Hasmy telah berkhidmat dalam Perkhidmatan Luar Negeri Malaysia selama hampir 40 tahun, dan telah melakukan pelbagai tugas di dalam dan luar negeri. Antara lain, beliau pernah menjadi Wakil Tetap Malaysia ke Pertubuhan Bangsa-Bangsa Bersatu (PBB). Beliau juga pernah berkhidmat sebagai Duta Besar Tugas-Tugas Khas bagi isu NAM di Kementerian dan merupakan bekas Duta Besar Malaysia ke Libya dan Perancis.

NOTA DARIPADA TAN SRI HASMY AGAM

Adalah menjadi satu kebanggaan dan kepuasan bahawa IDFR kini telah diakui sebagai salah sebuah institut latihan diplomatik yang terbaik di Asia-Pasifik. Cabaran yang dihadapi oleh Institut ini adalah bukan sahaja untuk mengekalkan malah mempertingkatkan reputasinya dengan membina kemampuan dan kebolehan bagi menyediakan latihan dalam seni dan kemahiran diplomasi yang bertaraf dunia. Tanya menjadi lebih mencabar dalam dunia yang semakin dinamik dan kian berubah dengan pantas.

Kedudukannya ini harus disokong dengan membangunkan lagi kebolehan penyelidikan IDFR, sebagai tonggak kedua terpenting dalam kekuatannya, dan dengan itu, menggabungkan latihan dalam kemahiran diplomatik, antara lain dalam bidang perundingan, bahasa, dan diplomasi awam, dengan kepintaran analitis yang sama penting bagi mengendalikan diplomasi yang berkesan, dalam dunia yang bertambah rumit ini.

Saya berasa yakin bahawa dengan adanya Visi yang jelas dan kukuh, dan juga komitmen yang teguh terhadap Misi yang dinyatakan, disokong oleh sumber yang mencukupi, IDFR akan mencapai matlamatnya untuk menjadi salah sebuah institut latihan diplomatik yang terbaik di dunia, serta menjadi sebuah pusat kecemerlangan bagi pembelajaran dan penyelidikan dalam bidang diplomasi dan hubungan antarabangsa untuk para diplomat dan pegawai, termasuk dari negara luar yang pernah menghantar para pegawai mereka yang terbaik ke IDFR.

Saya sangat berbangga dan berbesar hati kerana telah terlibat secara langsung dengan pembangunan Institut ini selama beberapa tahun dan akan terus mengikuti pembangunan masa depannya dengan penuh minat.



Para peserta Kursus Pengurusan Krisis untuk Peserta Antarabangsa mencanting batik sewaktu lawatan ke Rumah Penginapan Haji Dorani

Participants of the Crisis Management for International Participants course doing batik painting during their visit to Haji Dorani Homestay



Para peserta Kursus Latihan Diplomatik untuk Peserta Antarabangsa sewaktu lawatan sekitar Kuala Lumpur

Participants of the Diplomatic Training Course for International Participants during a tour around Kuala Lumpur



Para peserta Kursus Analisa Strategik Antarabangsa sewaktu lawatan ke Kuala Selangor

Participants of the Strategic Analysis for International Participants course during their visit to Kuala Selangor



Sebilangan peserta kursus antarabangsa di IDFR
Some international course participants at IDFR

Puan Sri Norizan Sulaiman, Presiden PERWAKILAN berucap sewaktu Majlis Penutup Kursus Pra-Penempatan bagi Pasangan kepada Ketua-ketua Perwakilan Malaysia di Luar Negeri

Puan Sri Norizan Sulaiman, President of PERWAKILAN, giving a speech during the closing of the Orientation Course for Spouses of Heads of Missions



Tan Sri Razali Ismail menyampaikan ceramah bertajuk 'The Role of Malaysian Diplomats in the 21st Century: Challenges and Opportunities'

Tan Sri Razali Ismail delivering a talk on 'The Role of Malaysian Diplomats in the 21st Century: Challenges and Opportunities'



Para peserta program Diploma in Diplomacy (DiD) sewaktu program 'homestay' di Rumah Panjang Annah Rais di Sarawak

Participants of the Diploma in Diplomacy (DiD) programme during their homestay programme at the Annah Rais longhouse in Sarawak



Persembahan tarian Melayu oleh peserta program Diploma in Diplomacy (DiD)

Participants of the Diploma in Diplomacy (DiD) programme performing a Malay dance

Para peserta Forum bagi Diplomat-diplomat Muda ASEAN mengenai Hubungan Antarabangsa sewaktu lawatan sambil belajar ke Lembaga Perkhidmatan Kewangan Labuan

Participants of the Forum for ASEAN Young Diplomats for International Affairs during a study visit to the Labuan Financial Services Authority



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Para peserta Bengkel Diplomasi Awam dan Kemahiran Media membuat pembentangan

A participant of the Workshop on Public Diplomacy and Media Skills doing a presentation



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Para peserta kursus Orientasi Pra-Penempatan bagi Penolong Pengarah dan Penolong Pegawai Tadbir sewaktu Praktikum Makan Beradab

Participants of the Pre-Posting Orientation Course for Assistant Secretaries and Executive Officers during a Fine Dining Practicum



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Para peserta program Diploma in Diplomacy 2/2010-2011 bersama para pegawai IDFR sewaktu program Pembinaan Pasukan dan Dinamik Kumpulan di Pasir Salak, Perak

Participants of the Diploma in Diplomacy 2/2010-2011 programme with IDFR officers during a Group Dynamic and Team Building programme in Pasir Salak, Perak

T.Y.T. Gillian Bird, Timbalan Setiausaha Jabatan Luar Negeri dan Perdagangan Australia dan Duta Besar ke ASEAN, sewaktu perbincangan mejabulat yang bertajuk 'Australia and ASEAN – 35 Years On'

H.E. Gillian Bird, Deputy Secretary, Department of Foreign Affairs and Trade of Australia and Ambassador to ASEAN, during the roundtable discussion on 'Australia and ASEAN – 35 Years On'



Senator A. Kohilan Pillay, Timbalan Menteri Luar Negeri, menyampaikan ucapan beliau sewaktu 'ASEAN Anniversary Forum'

Senator A. Kohilan Pillay, Deputy Foreign Minister, delivering his speech at the 'ASEAN Anniversary Forum'



T.Y.T. Dr. Frank Van de Craen, Duta Besar Belgium ke Malaysia sewaktu memberikan ucapan penutupan di forum bertajuk 'ASEM 8 Dialogue: Ways Forward for Asia-Europe Cooperation'

H.E. Dr. Frank Van de Craen, Ambassador of Belgium to Malaysia, giving his closing remarks at the forum entitled 'ASEM 8 Dialogue: Ways Forward in Asia-Europe Cooperation'



Encik John D. Issacs, Pengarah Eksekutif di Pusat untuk Kawalan Senjata dan Ketakambahan, Washington D.C., sewaktu siri mejabulat IDFR yang bertajuk 'Commitment to Non-Proliferation: New Directions under the Obama Administration'

Mr. John D. Issacs, Executive Director at the Centre for Arms Control and Non-Proliferation in Washington D.C., during the IDFR Roundtable Series on 'Commitment to Non-Proliferation: New Directions under the Obama Administration'

Para pelajar 'Business Focus ASEAN' dari University of Applied Sciences, Krems, Austria, sewaktu lawatan sambil belajar ke Melaka

'Business Focus ASEAN' students from the University of Applied Sciences, Krems, Austria, during their study visit to Malacca



Sebahagian pelajar Sarjana bersama Prof. Madya Ruhanas Harun sewaktu satu majlis makan malam

Several Master students with Prof. Madya Ruhanas Harun at a dinner function



Para peserta kursus Building Blocks of Good English mengadakan perbincangan dengan guru bahasa Inggeris mereka

Participants of the Building Blocks of Good English course having a discussion with their English teacher



Peserta kursus Effective Presentation Skills sewaktu sesi pembentangan

An Effective Presentation Skills course participant during a presentation session

Tun Abdullah Ahmad Badawi bersama para pegawai IDFR dan peserta program Diploma in Diplomacy (DiD) sewaktu 'IDFR-AFMA High-Tea Get-Together'

Tun Abdullah Ahmad Badawi with IDFR officers and Diploma in Diplomacy (DiD) programme participants during 'IDFR-AFMA High-Tea Get-Together'



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Sebahagian daripada wakil media yang hadir sewaktu 'Media Luncheon' anjuran IDFR

Part of the media representatives who were present at the 'Media Luncheon' organised by IDFR



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Lawatan sambil belajar oleh para pelajar dari Universiti Teknologi MARA (UiTM) Melaka ke IDFR

Study visit by students from Universiti Teknologi MARA (UiTM) Melaka to IDFR



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Kejohanan boling IDFR di Alamanda, Putrajaya

IDFR's bowling tournament at Alamanda, Putrajaya

Dato' Ku Jaafar Ku Shaari menyampaikan sumbangan duit raya sewaktu Sambutan Hari Raya Aidilfitri IDFR

Dato' Ku Jaafar Ku Shaari giving out 'duit raya' at IDFR's Hari Raya Aidilfitri Celebration



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Persembahan muzikal oleh kanak-kanak istimewa sewaktu acara 1Malaysia Music Marathon anjuran bersama Krista Group dan IDFR

A musical performance by special children at the 1Malaysia Music Marathon co-organised by Krista Group and IDFR



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Beberapa pegawai IDFR membina rakit sewaktu kursus pembinaan pasukan anjuran Kementerian Luar Negeri

Several IDFR officers building a raft during a team building course organised by the Ministry of Foreign Affairs



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Sambutan hari lahir di IDFR

A birthday celebration at IDFR

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

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ISSN 1985-1030



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Message from the Secretary General, Ministry of Foreign Affairs, Malaysia



On 8 October 2010, Dato' Ku Jaafar Ku Shaari, High Commissioner of Malaysia to Brunei Darussalam was appointed the Director General of IDFR, taking over from Tan Sri Hasmy Agam. With his vast experience serving as a diplomat, I am convinced that Dato' Ku Jaafar will be able to continue the efforts to bring IDFR to greater heights.

As the Ministry's training arm, IDFR is essentially responsible for training and grooming the Ministry's diplomatic officers; be it Ambassadors designate, mid-career as well as junior diplomats. IDFR also undertakes the preparation and training of the support staff for their postings at Missions. A new addition to the series of training modules was the Pre-Posting Orientation Course for Officers and Spouses which was organised under the *Sistem Pentadbiran Kerajaan Malaysia* (SPKM), to equip government officers from various Ministries and agencies with knowledge on different aspects of diplomacy and current issues on international relations, before being posted overseas for the first time. This course was a great success.

I am also happy to note that IDFR conducted the first ever Diplomatic Training Course for Youth and Student Leaders. This should pave the way for more training cooperation with other Ministries.

The year also saw the first batch of graduates from IDFR's Diploma in Diplomacy. This was another step towards enhancing the competency and professionalism of

diplomatic officers by promoting systematic and relevant training. It was indeed a milestone to be proud of, well done! I do hope this success would eventually lead to the creation of a professional Degree in Diplomacy, and many other diplomas and degrees which then will see IDFR gradually transforming into a 'boutique university' specialising in Diplomacy and International Relations. This will go in line with what was said by the former Prime Minister, Tun Abdullah Ahmad Badawi in 2009, "to prepare Malaysian diplomats for the important role they have to play in the life of the nation, IDFR should be equally ready and competent to do its crucial part".

It is therefore important for me to stress a point that all our diplomats must be knowledgeable on current issues, be embellished with various soft skills, and must be able to assertively promote and defend Malaysia's policies in this era of globalisation. On top of that, the capability to procure the latest information on key international issues is essential. In order to do so, mastery of English and other foreign languages are essential. While English language proficiency is crucial, the ability to speak in one or more foreign languages is a value added advantage in serving our nation abroad. I am happy to note IDFR is actively inculcating all the elements mentioned in its training programme in 2010.

The Prime Minister tabled the Tenth Malaysia Plan (RMK10) in June 2010. We, in the Diplomatic Service as well as other government officers, are at the forefront of ensuring the successful outcome of RMK10. It is

incumbent upon us to assist in bringing in Foreign Direct Investment (FDI) into Malaysia, by fostering friendly relations with other countries. Malaysia will also increasingly focus on new fast growing markets, particularly in the ASEAN and Asian region. The key initiatives include trade promotions and enhancing regional connectivity. Officers of the Ministry and other government ministries have to constantly look for ways in sustaining, developing and promoting Malaysia's interests in the international arena. Indeed the opportunity offered by IDFR's Master of Social Science in Strategy and Diplomacy is designed to equip officers with theoretical and practical knowledge in order to be the forerunners in making the RMK10 a success.

IDFR's Vision is to be "an international centre for training and research in diplomacy and international relations of global standing". With all its past achievements and current efforts as well as the team spirit among its officers and support staff, I truly believe this Vision is achievable in the near future.

It is without a doubt that IDFR is already moving in the right direction to provide officers and participants with the knowledge and professional skills as well as the right attitude required in the conduct of diplomacy and international relations.

On that note, I would like to take this opportunity to thank Tan Sri Hasmy Agam for excellent services rendered to IDFR and to congratulate him for his appointment as the Chairman of Human Rights Commission of Malaysia (SUHAKAM).

I would also like to convey my deepest appreciation to Tan Sri Rastam Mohd. Isa for his contributions and untiring efforts during his term as the Secretary General of the Ministry of Foreign Affairs in looking into the interest of IDFR.

Thank you.

DATUK MOHD. RADZI ABDUL RAHMAN

Foreword by the Director General of IDFR



It has been close to two decades since IDFR's inception, and IDFR has come a long way from its early days on Jalan Elmu in Petaling Jaya. Since its move to its own campus on Jalan Wisma Putra, which used to house the Ministry of Foreign Affairs before it moved to Putrajaya in 2001, IDFR has grown in leaps and bounds in terms of experience.

As the training arm of the Ministry of Foreign Affairs, IDFR's core business is the training of diplomats in the areas of diplomacy and international relations. Not only have IDFR's training programmes benefitted Malaysian diplomats, diplomatic officers and other Malaysian government officials but also diplomats from other developing countries. This is a matter of great pride but must also serve as a constant reminder of the trust and responsibility that have been placed on IDFR.

The world is changing very rapidly, and trends and practices which used to be at the forefront may no longer be so. Hence the need to constantly be aware of the changes and to incorporate the latest in our training programmes. Because of that, the curriculum of all the courses offered at IDFR is revised on a regular basis by a Curriculum Committee in order to remain relevant to current needs. Feedbacks given by trainers and course participants are also taken into consideration to ensure that improvement is done at every course commencement.

I am happy to report that staff development is also very important at IDFR. Being involved in the training line means IDFR officers and staff must ensure that they are also updated in terms of their own training needs. They must always strive to constantly enhance IDFR's delivery service.

IDFR has had several achievements it can be proud of. The Diploma in Diplomacy programme is the latest in the string of IDFR's achievements. The Diploma programme, better known as DiD, is the first IDFR's in-house professional diploma programme. An upgrade of the long standing Diplomatic Training Course for PTD Officers, it is a full time, six-month course which also

includes a one-week work attachment at a Malaysian Mission abroad. It is envisaged that this Diploma programme may, in the long run, lead to an equivalent of a degree. I also envision that this Diploma programme will be the first of many.

The Master of Social Science in Strategy and Diplomacy, offered in collaboration with Universiti Kebangsaan Malaysia, is already in its twelfth year of implementation and currently has more than 170 alumni members. The new semester will start in September, and I would like to urge all those who are interested in these areas to apply for the programme.

Keeping in trend with the new media, IDFR has created a Facebook account to facilitate networking among its course participants. Current and former IDFR course participants from all over the world are encouraged to register so that together, we can keep in touch with each other and benefit from the networking it provides.

I would like to take this opportunity to thank the trainers for their support and commitment to IDFR. I would also like to thank the officers and staff of IDFR for their hard work and esprit de corps, which has helped to enhance IDFR's reputation.

I would also like to express my deep appreciation to Tan Sri Hasmy Agam, the former Executive Chairman of IDFR. He has done a lot for IDFR and has certainly left a deep impact.

Finally, I would like to extend my deepest appreciation to Datuk Mohd. Radzi Abdul Rahman, the Secretary General of the Ministry, and Tan Sri Rastam Mohd. Isa, the former Secretary General of the Ministry, for their strong support in all of IDFR's programmes and activities. I would also like to thank Dato' Sri Anifah Aman, the Foreign Minister, for his interest in and concern for IDFR.

Thank you.

DATO' KU JAAFAR KU SHAARI

**INSTITUTE OF
DIPLOMACY AND
FOREIGN RELATIONS
(IDFR)**

INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS

The Institute of Diplomacy and Foreign Relations (IDFR) was established on 1 July 1991 under the Prime Minister's Department. On 27 March 2004, IDFR officially became part of the Ministry of Foreign Affairs, Malaysia. The IDFR Campus on Jalan Wisma Putra, Kuala Lumpur was officially launched by the former Prime Minister, Tun Abdullah Ahmad Badawi, on 8 January 2009.

As the Ministry's training arm, IDFR offers various training and language courses to Ministry of Foreign Affairs officers, and officers from other ministries and government agencies. IDFR also conducts specialised courses for mid-career and senior diplomats, including Ambassador designates and their spouses.

IDFR's training courses are also offered to participants from developing countries under the Malaysian Technical Cooperation Programme (MTCP), as well as from ASEAN, Colombo Plan member countries and Commonwealth countries.

On 4 January 2010, the Diplomatic Training Course for PTD Officers was upgraded to a diploma level, where the participants are awarded a Diploma in Diplomacy. This is the first in-house Diploma programme conducted by IDFR. The six-month course trains Malaysian junior diplomats in the field of diplomacy and international relations.

The Master of Social Science in Strategy and Diplomacy programme is jointly conducted with Universiti Kebangsaan Malaysia (UKM) and 2010 is the twelfth year of its implementation. To date, the programme has more than 170 alumni members from all over the world.

IDFR course participants and trainees have numerous opportunities to participate in workshops, seminars, roundtable discussions and public lectures held at IDFR and other venues. Among the prominent guest speakers at IDFR were Kofi Annan, Haris Silajdzic, Lee Hsein Loong, Nelson Mandela, Reverend Jesse Louis Jackson, Sr., Tun Abdullah Ahmad Badawi, and Tun Musa Hitam.



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

Divisions at IDFR

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

Training Programmes at IDFR

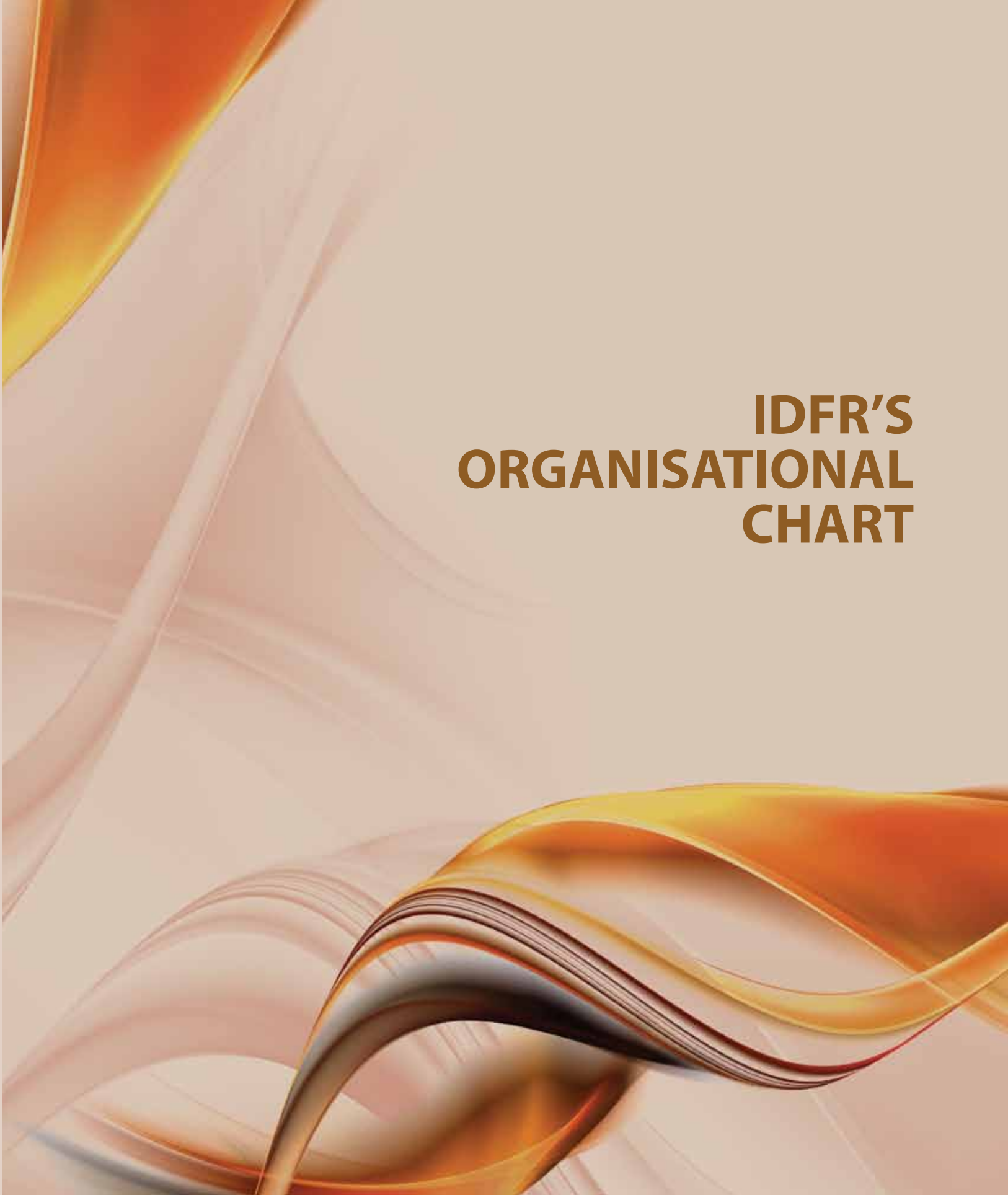
IDFR offers training programmes under the following broad areas of expertise:

- ❖ Diplomatic Training
- ❖ Regional Studies
- ❖ Language Training
- ❖ Master of Social Science in Strategy and Diplomacy

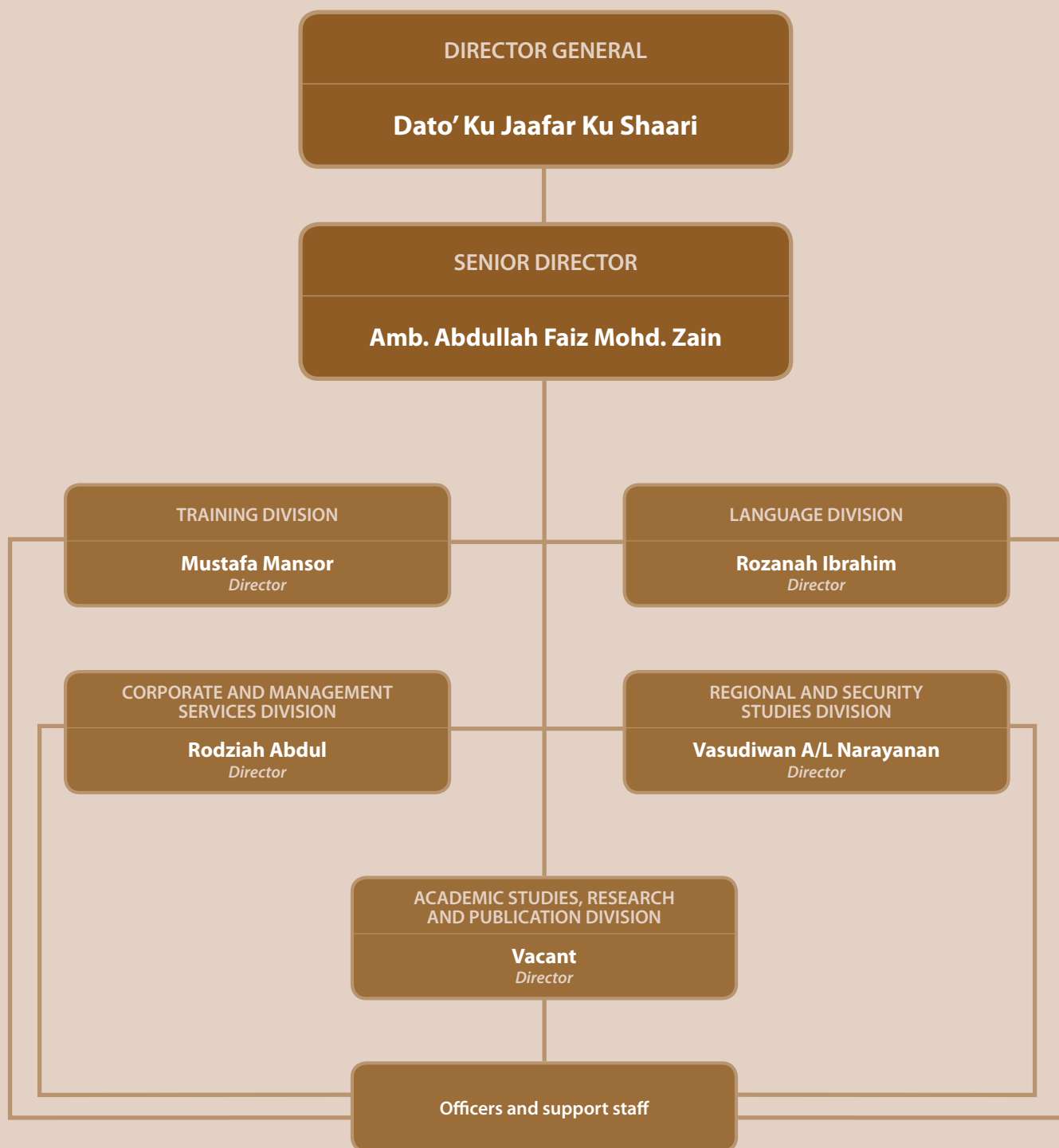
Facilities in IDFR

Among the facilities available at IDFR are:

- ❖ A fully-equipped library, complete with self-access learning resources
- ❖ An auditorium which can accommodate up to 250 people
- ❖ A multipurpose hall that can accommodate up to 500 people
- ❖ 51 international standard hostel rooms, inclusive of ten suites
- ❖ Training and conference rooms and a fully-equipped language lab
- ❖ Wireless coverage at the meeting rooms, auditorium and also cafeteria
- ❖ Gymnasium, swimming pool, tennis and squash courts for recreational activities



IDFR'S ORGANISATIONAL CHART





IDFR 2010 PROGRAMMES

Training Division

Programme	Course/Title	Dates
Training	Diploma in Diplomacy 1/2010	4 January–25 June
	Diplomacy Induction Course 1/2010	14–15 January
	Diplomacy Induction Course 2/2010	21–22 January
	Orientation Course for Spouses of Heads of Missions	24–29 January
	Workshop on Public Diplomacy and Media Skills 1/2010	9–12 February
	Diplomacy Induction Course 3/2010	16–18 March
	Pre-Posting Orientation Course for Officers and Spouses 1/2010 (SPKM)	29 March–9 April
	Diplomatic Training Course for International Participants 1/2010 (MTCP)	6–23 April
	Workshop on Introduction to Public International Law	10–13 May
	Crisis Management for International Participants	18 May–4 June
	Pre-Posting Orientation Course for Officers and Spouses 2/2010 (SPKM)	24 May–4 June
	Forum for ASEAN Young Diplomats on International Affairs 1/2010	14–25 June
	Diplomatic Training Course for Youth and Student Leaders	21–25 June
	Commonwealth Regional Programme in Diplomatic Training 2010	28 June–9 July
	Strategic Analysis for International Participants (MTCP)	6–23 July
	Pre-Posting Orientation Course for Assistant Secretaries and Executive Officers	2–7 August
	Workshop on Public Diplomacy and Media Skills 2/2010	11–14 October
	Pre-Posting Orientation Course for Officers and Spouses 3/2010 (SPKM)	18–29 October

Programme	Course/Title	Dates
Public Lecture Workshop	Diploma in Diplomacy 2/2010-2011	18 October 2010– 22 April 2011
	Mid-Career Course for Diplomats	8–17 December
	‘Vietnam’s Foreign Policy and its Strategy on Cultural Diplomacy’	9 November
	‘Achieving the Nation’s Trade and Investment Objectives in the Trans Pacific Strategic Economic Partnership Agreement (TPP) and the European Union Trade Negotiations’	15 November

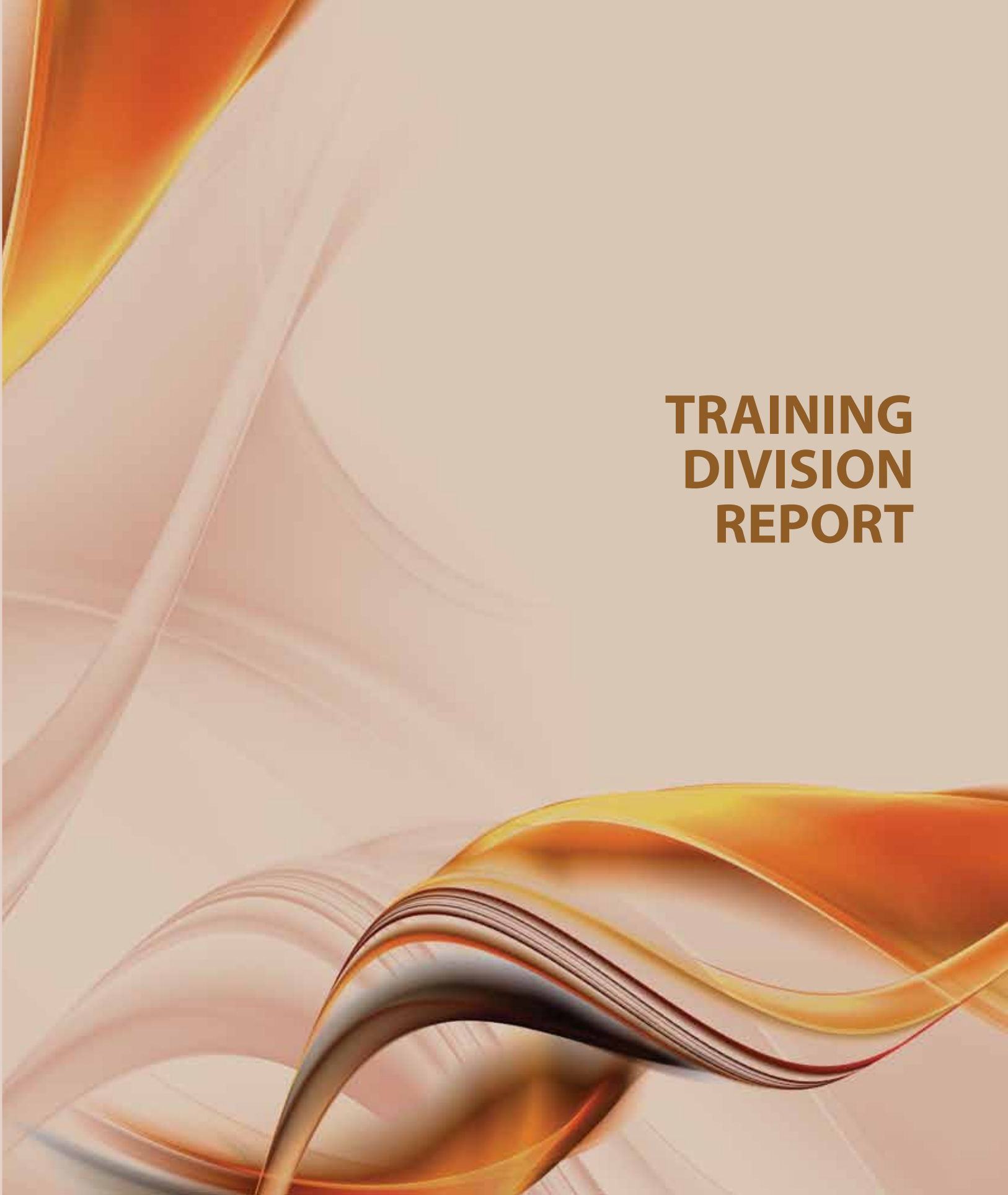
Regional and Security Studies Division

Programme	Course/Title	Dates
Master Programme	Master of Social Science in Strategy and Diplomacy	1 June 2010– 30 June 2011
Roundtable Discussions	‘Australia and ASEAN – 35 Years On’	17 March
	‘Commitment to Nuclear Non-Proliferation: New Directions Under the Obama Administration’	3 June
Workshop	‘2010 Non-Proliferation Treaty Review Conference’	20 April
IKON-IDFR 3D Series	‘Canada’s Strategic Role and Interests in the Asia-Pacific Region’	11 May
Study Visit	Study Visit by Students of ‘Business Focus ASEAN’ of the University of Applied Sciences, Krems, Austria to Malaysia	4–12 July
Forum	ASEAN Anniversary Forum: ‘Building a People Oriented ASEAN Community – Challenges and Opportunities’	10 August
	‘ASEM 8 Dialogue: Ways Forward for Asia-Europe Cooperation’	29 September

Language Division

Programme	Course/Title	Dates
English	Speaking Skills: Say It Right 1/2010	25–28 January
	Building Blocks of Good English 1/2010	8–12 March
	Speaking Skills: Say It Right	26 March–2 July
	Effective Presentation Skills 1/2010	19–23 April
	Effective Writing Skills 1/2010	17–21 May
	Building Blocks of Good English 2/2010	14–18 June
	Effective Presentation Skills 2/2010	12–16 July
	Speaking Skills: Say It Right 2/2010	27–30 September
	Effective Writing Skills 2/2010	11–15 October
	Speech Drafting Workshop	15–16 November
	English Language Course for Wisma Putra Executive Officers	9 December 2010–20 January 2011
Arabic	Intensive Arabic Language Course for Diploma in Diplomacy (DiD) 1/2010	4 January–25 June
	Level VIII	5 January–16 December
	Level V	7 January–16 December
	Level XI	8 January–17 December
	Level III	8 February–30 June
	Level IV	5 July–15 December
	Intensive Arabic Language Course for Diploma in Diplomacy (DiD) 2/2010–2011	18 October 2010–22 April 2011
	Introductory French Language Course for IDFR Staff	October 2009–March 2010
French	Level I	28 November 2009–9 July 2010

Programme	Course/Title	Dates
Spanish	Intensive French Language Course for Diploma in Diplomacy (DiD) 1/2010	4 January–25 June
	Level III A	11 January–26 July
	Level VI A	12 January–22 July
	Level III B	2 August–29 November
	Level VI B	21 September–14 December
	Intensive French Language Course for Diploma in Diplomacy (DiD) 2/2010-2011	18 October 2010–22 April 2011
	Intensive Spanish Language Course for Diploma in Diplomacy (DiD) 1/2010	4 January–25 June
	Level II	11 January–16 June
	Level III (MFA Officers)	12 January–15 June
	Level III	5 July–29 December
	Intensive Spanish Language Course for Diploma in Diplomacy (DiD) 2/2010-2011	18 October 2010–22 April 2011



TRAINING DIVISION REPORT

TRAINING DIVISION

Diplomatic Induction Course

The Diplomatic Induction Course was held three times in the early part of 2010. The first two courses were conducted over a period of two days; from 14 to 15 January, and from 21 to 22 January. The duration of the third course was increased to three days, and was held from 16 to 18 March 2010. The objectives of the course were to introduce participants to diplomatic writing and communication skills, and to the work and issues faced by officers in the Foreign Service. The course was also designed to inculcate an interest in the use of the English language.

Among the topics discussed in the first two courses were Speaking Skills; Public Diplomacy; How to Write Better: Brief, Situation Report, Record of Conversation, Third Person Note, Minutes of Meetings; Roles and Functions at Mission; Organising Visits; and Sentence Skills. The third course, attended by a total of 29 officers, included several additional topics such as Managing Meetings, Calls and Events; Grooming and Social Etiquette; and Procedures in Accounting and Finance.

The 25 officers who attended the first two courses also had the opportunity to attend the additional sessions that were conducted for the third course.

Orientation Course for Spouses of Heads of Missions

The objective of this course, which was held from 24 to 29 January 2010, was to enhance the knowledge and skills of participants in areas related to their duties and responsibilities as spouses of Heads of Missions. A total of 23 spouses attended the course.

Among the topics discussed were The H-Factor (Happy Factor); Protocol; (General and Royal); The Art of Conversation; and Leadership Skills. The course also

touched on the essentials of developing a good personal image of oneself by developing and enhancing his/her interpersonal skills, personal grooming and social etiquette. Considering the importance of the spouses' role to the work of their husbands/wives at Mission, the course also addressed the various aspects of the spouses' role at Mission, particularly with regards to their involvement in the Malaysian Ministry of Foreign Affairs Women's Association or PERWAKILAN.

Workshop on Public Diplomacy and Media Skills

The Workshop on Public Diplomacy and Media Skills was held twice in 2010; from 9 to 12 February and from 11 to 14 October. The objectives of the workshop were to enhance the participants' awareness on the importance of public diplomacy in promoting Malaysia's national interests in the international arena as well as to improve their knowledge and skills in handling the media in the context of public diplomacy and advocacy.

The first workshop was attended by 32 participants, while the second workshop was attended by 26 participants. Participants of the workshop included officers from the Ministry of Foreign Affairs, Prime Minister's Office, Ministry of Higher Education, Ministry of Defence, Ministry of Agriculture, Ministry of International Trade and Industry, Malaysia External Trade Development Corporation, Malaysia Tourism Promotion Board, and Malaysian Timber Industry Board.

Among the topics discussed were An Overview of Public Diplomacy; The Role of the Media in Public Diplomacy; Cross-Cultural Understanding and its Implications on Public Diplomacy; The Role of NGOs in Public Diplomacy; Promoting Malaysia through Culture; Effective Media Relations, Handling Crisis Situations and Difficult Questions from the Media; TV and Radio Interviews; Press Conference; and Role Playing in a Mock Press Conference.

Pre-Posting Orientation Course for Officers and Spouses (SPKM)

This two-week course was held thrice in 2010; from 29 March to 9 April, from 24 May to 4 June, and from 18 to 29 October. It was organised under the *Sistem Pentadbiran Kerajaan Malaysia (SPKM)* and is compulsory for government officers who will be posted abroad for the first time. The objective of the course was to increase the participants' knowledge and skills in various aspects of diplomacy and current issues on international relations.

Among the topics discussed were Financial Management at Mission; Tax Related Matters at Mission; Promoting Malaysia as a Halal Hub; Promoting Malaysia as an Education Hub; Promoting Malaysia as a Tourist Attraction; The Role of Spouses at Mission; Grooming and Social Etiquette; Fine Dining Etiquette; Fine Dining Practicum; and Royalty and Palace Protocol.

The course was attended by a total of 167 participants; 58 participants in the 1/2010 series, 33 participants in the 2/2010 series, and 76 participants in the 3/2010 series. The participants comprised officers from the Ministry of Foreign Affairs, Royal Malaysian Customs Department, Maritime Transport Training Institute, Public Service Department, Ministry of Higher Education, Ministry of Defence, Ministry of Agriculture, Ministry of International Trade and Industry, Royal Malaysian Police Force, Council of Trust for the Bumiputera, Malaysia Tourism Promotion Board, Malaysian Industrial Development Authority, Immigration Department, and Malaysia External Trade Development Corporation.

Diplomatic Training Course for International Participants 1/2010 (MTCP)

The Diplomatic Training Course for International Participants was held from 6 to 23 April 2010. The objective of the course was to enhance the participants' knowledge and skills in diplomacy and international relations, and their ability to perform their duties as diplomatic officers. The participants were also exposed to Malaysia's experience in nation building and foreign relations. The topics covered included Cross-Cultural Communication; Media Skills; Introduction

to International Theories; Bilateral and Multilateral Negotiations; and Presentation Skills.

This three-week course, conducted under the Malaysian Technical Cooperation Programme (MTCP), was attended by a total of 15 participants. The participants were from Albania, Argentina, Azerbaijan, Bosnia Herzegovina, Croatia, Kyrgyz Republic, Maldives, Mali, Oman, Solomon Islands, Timor Leste, Uganda and Yemen.



A participant receiving his certificate from Tan Sri Hasmy Agam

Workshop on Introduction to Public International Law

The objective of the Workshop on Introduction to Public International Law, held from 10 to 13 May 2010, was to enhance the participants' understanding of the major segments of public international law which are relevant to diplomatic practices, international relations, and international trade and investments. The four-day workshop was attended by a total of 15 participants from the Ministry of Foreign Affairs, Ministry of Defence, Southeast Asia Regional Centre for Counter-Terrorism, Malaysian Timber Industry Board, and Malaysian Industrial Development Authority.

Among the topics discussed were International Economic Law; International Environmental Law; International Human Rights Law; International Humanitarian Law; International Maritime Law; International Settlement of Disputes; The Law of Treaties and The Law of State Responsibility; The Vienna Convention on Consular Relations 1963; and The Vienna Convention on Diplomatic Relations 1961.

Crisis Management for International Participants

The objective of the Crisis Management for International Participants course, held from 18 May to 4 June 2010, was to increase the participants' knowledge and skills on the various approaches and techniques of crisis management. This three-week course was conducted under the Malaysian Technical Cooperation Programme (MTCP). A total of 11 local participants and 20 international participants, including five international participants partially sponsored by the Colombo Plan

Secretariat, attended the course. The international participants were from Afghanistan, Bosnia Herzegovina, Cuba, Eritrea, Fiji, Jordan, Kyrgyz, Lao PDR, Oman, Pakistan, Sri Lanka, Tajikistan, United Arab Emirates, Uzbekistan, Vietnam and Yemen. Meanwhile, the local participants were from the Ministry of Foreign Affairs, Ministry of Defence, Malaysian Industrial Development Authority, Fire and Rescue Department, and Malaysian Nuclear Agency.

The course module included the theoretical and practical aspects of international crisis management. Among the topics discussed were Strategic Thinking in Crisis Situations; Crisis Forecasting; Managing Change After a Crisis; and Negotiation in Crisis Situations.

Apart from lectures, a simulation exercise and a four-day study visit to Penang were conducted. Study visits were also conducted to the Ministry of Foreign Affairs, Ministry of Home Affairs, Putrajaya as well as the Petronas Twin Towers.



The participants of the Crisis Management for International Participants course during their study visit to Petronas Twin Towers

Forum for ASEAN Young Diplomats on International Affairs 1/2010

The Forum for ASEAN Young Diplomats on International Affairs 1/2010 was held from 14 to 25 June 2010. This forum, which was conducted under the ASEAN-Republic of Korea Special Fund, was attended by 18 participants from Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Republic of Korea, Singapore, Thailand, and Vietnam.

The objective of the forum was to improve the participants' knowledge on developments in diplomacy and international relations. It also aimed to enhance their operational skills and expertise in the performance of their duties as diplomatic officers.

The topics that were covered in this two-week course included Malaysia's Foreign Policy; An Overview of International Economic Diplomacy; Language and Diplomacy; and Humanitarian Crisis Management. Apart from lectures, this course also included two study visits; a four-day visit to Sabah and Labuan, and a visit to the Ministry of Foreign Affairs.



Participants of the Forum for ASEAN Young Diplomats on International Affairs after their certificate presentation ceremony



Participants of the Diplomatic Training Course for Youth and Student Leaders with Tan Sri Hasmy Agam, after the dinner marking the end of the course

Diplomatic Training Course for Youth and Student Leaders

This five-day course, held from 21 to 25 June 2010, was conducted at the special request of the Ministry of Youth and Sports. The course brought together 47 youths and student leaders from all over Malaysia in an effort to hone their leadership capabilities as well as to further their knowledge on subjects related to diplomacy, foreign relations, and the functions of the United Nations (UN). The objective of this training programme was to equip the participants with the necessary diplomatic and communication skills needed to perform their tasks as Malaysia's representatives to the Global Model United Nations Conference.

Modules of the course comprised The UN System; Millennium Development Goals–Reconstruction and Poverty; UN Peacekeeping; Public Speaking and Language Skills; United Nations General Assembly Simulation Exercise; Cultural Awareness; Grooming and Social Etiquette; and Briefing on the Malaysian Technical Cooperation Programme (MTCP). There were also study visits to the Ministry of Foreign Affairs, Ministry of Information, Communication and Culture, as well as the Australian High Commission.



Participants of the Commonwealth Regional Programme during their study visit to the Ministry of Foreign Affairs

Commonwealth Regional Programme in Diplomatic Training 2010

The Commonwealth Regional Programme in Diplomatic Training 2010 was held from 28 June to 9 July 2010. A total of 13 participants from various Commonwealth countries such as Bangladesh, Brunei Darussalam, Malaysia, Maldives, Pakistan, Singapore, and Sri Lanka attended the programme, which was conducted under the sponsorship of the Commonwealth Secretariat in London. The objectives of this course were to expose the participants to the recent developments in the area of diplomacy and international relations, to enhance their knowledge of contemporary regional and global issues, as well as to provide a forum for the exchange of ideas and experiences amongst them. This course also focused on developing the participants' diplomatic and leadership skills.

Among the topics discussed were Knowledge Management; Leadership and Organisational Management; Effective Cross-Cultural Communication; Crisis Management; Negotiation from Commonwealth Perspectives; Respect for Diversity; Public Diplomacy; Media Skills; Food Crisis and the Impact on Developing Countries; The Essence of Good Grooming and Dressing for Success; ASEAN and SAARC; International Terrorism–Malaysia's Experience; Human Rights in Diplomacy; Personal Grooming; and Social and Fine Dining Etiquette.

Apart from lectures, a number of study visits were organised throughout this course including visits to the Parliament of Malaysia, Ministry of Foreign Affairs, Federal Administrative Centre of Putrajaya, as well as a three-day visit to the historical city of Malacca.

Strategic Analysis for International Participants (MTCP)

The objective of this course, held from 6 to 23 July 2010, was to develop participants' understanding of strategic thinking on current international security and strategic issues. It aimed to expose participants to the changing political, security, and strategic global environment. The course content included Strategic Defence Issues in ASEAN; Traditional and Non-Traditional Security; Country Risk Analysis; Malaysia's Defence Policy and Strategy; and National and International Security. It provided a good platform for participants to exchange views and ideas.

The course, conducted under the Malaysian Technical Cooperation Programme (MTCP) was attended by 30 participants, six of whom were partially funded by the Colombo Plan Secretariat. Four participants were from Malaysia, while the rest were from Afghanistan, Algeria, Bosnia Herzegovina, Brunei Darussalam, Egypt, Eritrea, Ethiopia, Liberia, Mexico, Myanmar, Oman, Pakistan, Papua New Guinea, Sierra Leone, Solomon Islands, Thailand, and Uzbekistan.



Some of the participants during their study visit to Malacca

Pre-Posting Orientation Course for Assistant Secretaries and Executive Officers

The six-day course was held at two different locations; from 2 to 5 August 2010 at the Ministry of Foreign Affairs, and from 6 to 7 August 2010 at IDFR. The course was offered to the Ministry's officers who have been selected for overseas posting. The objective was to enhance the participants' knowledge and skills in finance, administration as well as protocol and consular matters in order to prepare them for their duties abroad. Also stressed was the aspect of adapting to a new environment and working together as a team.

Among the topics discussed were Preparation before Working and Living Abroad; Finance Related Matters; Verbal Communication Skills; Written Communication Skills; Personal Grooming; Fine Dining; and Fine Dining Practicum. A total of 15 participants; eight Assistant Secretaries and seven Executive Officers, attended this course.

Honorary Visit by Ambassador Pham Sanh Chau

The visit by Ambassador Pham Sanh Chau, Director General of Cultural Diplomacy and UNESCO Affairs, Ministry of Foreign Affairs, Vietnam, to Malaysia took place from 7 to 11 November 2010. Among the objectives of the visit were to enhance the understanding of issues related to cultural diplomacy; to highlight past and current international issues related to cultural diplomacy; as well as to provide a platform for the exchange of views between IDFR and the Ministry of Foreign Affairs, Vietnam in the area of cultural diplomacy.

The highlight of the five-day visit was a public lecture at IDFR on 9 November 2010 entitled 'Vietnam's Foreign Policy and its Strategy on Cultural Diplomacy'. The event was attended by representatives from local universities, ministries and government agencies, as well as agencies under the Malaysian Technical Cooperation Programme (MTCP). Also in attendance were the Diploma in Diplomacy (DiD) and Master of Social Science programme participants.

Ambassador Pham also travelled to the historical city of Malacca, which was listed in 2008 as a UNESCO World Heritage City. He was impressed with the efforts by the Malacca state government in raising awareness about heritage preservation for the benefit of future generations. He also expressed hope that the recognition given by the international body would help boost tourism in Malacca.

Ambassador Pham also made courtesy calls on the Deputy Foreign Minister, the Secretary General of the Ministry of Foreign Affairs, and the State Secretary of Malacca, during his visit to Malaysia.



Discussion session at the public lecture

One Day Workshop on 'Achieving the Nation's Trade and Investment Objectives in the Trans Pacific Strategic Economic Partnership Agreement (TPP) and the European Union Trade Negotiations'

The one day workshop, held on 15 November 2010, was jointly organised by IDFR and the International Investment Initiative, World Trade Institute, University of Bern, Switzerland. The main objective of this workshop was to discuss the do's and don'ts, and the grey areas which affect the negotiation process as well as the conduct of the negotiation process.

This workshop also discussed in detail several topics which are of interest to Malaysian negotiators, such as Sustainability and the Environment; Government Procurement; Trade in Service and Finance; Investment; Movement of Natural Persons; Taxation; and Electronic Commerce.

The workshop was conducted by Ambassador Roberto Echandi, the Director of International Investment Initiative and he was assisted by Dr. Sufian Jusoh, the Co-Director of International Investment Initiative in Asia. A total of 21 participants from the Ministry of Foreign Affairs, Ministry of International Trade and Industry, Central Bank of Malaysia, Securities Commission Malaysia, and Khazanah Malaysia attended this workshop.

Mid-Career Course for Diplomats

This course was conducted from 8 to 17 December 2010 and was attended by 14 officers from the Ministry of Foreign Affairs and Malaysia External Trade Development Corporation.

The objective of the course was to upgrade and enhance the professional knowledge and diplomatic skills of mid-career officers. Among the topics discussed in this course were Cross-Cultural Communication; Transformational Leadership; International Humanitarian Law; ASEAN and Regional Integration; Globalised Diplomacy: Challenges in the 21st Century; and Promoting Malaysia as an International Halal Hub. Through a role play session, the participants were also given the opportunity to experience attending a press conference as Malaysia's representatives abroad under the 'Defending Malaysia's National Interests' module.



REGIONAL AND SECURITY STUDIES DIVISION REPORT

REGIONAL AND SECURITY STUDIES DIVISION

The Regional and Security Studies Division organises conferences, seminars, workshops, roundtable discussions and public lectures on regional, global and security issues which are usually attended by participants from government agencies, institutions of higher learning, the private sector, non-governmental organisations (NGOs) and foreign missions in Kuala Lumpur.

The activities organised by the division in 2010 are as follows:

Roundtable Discussion entitled 'Australia and ASEAN – 35 Years On'

A roundtable discussion entitled 'Australia and ASEAN – 35 Years On' was jointly organised by IDFR and the Australian High Commission in Kuala Lumpur at the Institute on 17 March 2010. H.E. Gillian Bird, Deputy Secretary, Department of Foreign Affairs on Trade of Australia and Ambassador to ASEAN was the guest speaker while Tan Sri Hasmy Agam, Executive Chairman of IDFR, moderated the discussion.

In her speech, H.E. Gillian Bird highlighted the close historical links between Australia and ASEAN, especially with Malaysia, and expressed the need to further strengthen ties through trade, development cooperation, security cooperation, people-to-people links, and the development of an Asia Pacific Community. Issues related to ASEAN-Australia relations and the proposed Asia Pacific Community were discussed during the question and answer session held after her speech.

A total of 70 participants from various government agencies, the academia, the private sector, NGOs and foreign missions in Kuala Lumpur attended the roundtable.

Workshop on '2010 Non-Proliferation Treaty Review Conference'

A workshop to discuss the 2010 Non-Proliferation Treaty (NPT) Review Conference was held at IDFR on 20 April 2010. Its aim was to provide a forum for the exchange of ideas and views on the global situation of non-proliferation of nuclear weapons and the international review conference scheduled in New York from 3 to 28 May 2010.

The workshop consisted of two discussion sessions. The first session involved two presenters; Dato' Zainal Abidin Omar, Deputy Secretary General I, Ministry of Foreign Affairs, Malaysia on the topic 'An Overview of the NPT Review Conference: Malaysia's Perspective', and Dato' Dr. Ronald McCoy, President of the Malaysian Physicians for Peace on the topic 'The Case for a Nuclear Weapon Convention in the Context of NPT'. The session was moderated by Tan Sri Hasmy Agam, Executive Chairman of IDFR.

The second session also involved two presenters; Mr. Jamal Khaer Ibrahim, Director of Planning and International Relations, Malaysia Nuclear Agency on the topic 'New Challenges in the 2010 NPT Review Conference', and Mr. Shamsul Amri Sulaiman, Senior Engineer at the Nuclear Energy Unit of Tenaga Nasional Berhad on the topic 'New Nuclear Renaissance'. The discussion was moderated by Datuk Dr. Rajmah Hussain, a former Malaysian Ambassador.

A total of 63 participants from various government agencies, the academia, NGOs and the private sector attended the workshop.



Datuk Dr. Rajmah Hussain with two of the workshop's presenters

Roundtable Discussion entitled 'Canada's Strategic Role and Interests in the Asia-Pacific Region'

A roundtable discussion on 'Canada's Strategic Role and Interests in the Asia-Pacific Region' was held at Universiti Kebangsaan Malaysia (UKM) on 11 May 2010. It was co-organised by IDFR and the Institute of Occidental Studies of UKM. H.E. David B. Collins, the Canadian High Commissioner to Malaysia was the guest speaker while Prof. Dr. K. S. Nathan, the Head of the Centre for American Studies in UKM, moderated the discussion.

In his speech, H.E. David B. Collins gave a historical perspective of Canada's role and interests in the Asia-Pacific region. Issues related to Malaysia-Canada relations and prospects for a bigger role for Canada in the region were discussed during the question and answer session.

A total of 250 participants from various government agencies, the academia, the private sector and foreign missions in Kuala Lumpur attended the roundtable.

Roundtable Discussion: 'Commitment to Nuclear Non-Proliferation: New Directions under the Obama Administration'

A roundtable discussion entitled 'Commitment to Nuclear Non-Proliferation: New Directions under the Obama Administration' was held at IDFR on 3 June 2010. Mr. John D. Isaacs, Executive Director at the Centre for Arms Control and Non-Proliferation in Washington D.C., USA was the guest speaker while Tan Sri Hasmy Agam, Executive Chairman of IDFR, moderated the discussion.

In his presentation, Mr. Isaacs outlined the steps being taken by the Obama Administration to address the issue of non-proliferation of nuclear weapons and other weapons of mass destruction facing the international community today. The discussion which followed touched upon a broad range of related issues, including non-compliance to the NPT by certain countries and the perceived unfairness in dealing with the nuclear issue within the international community.

A total of 58 participants from various government agencies, the private sector, NGOs and foreign missions in Kuala Lumpur attended the roundtable.

Study Visit by Students of 'Business Focus ASEAN' of the University of Applied Sciences, Krems, Austria to Malaysia

IDFR played host to students of 'Business Focus ASEAN' from the University of Applied Sciences, Krems, Austria, during their study visit to Malaysia from 4 to 12 July 2010.

The purpose of their study visit, headed by Prof. Anis Bajkectarevic, was to enhance the students' knowledge and understanding of business practices, culture, and business and trade opportunities in the ASEAN region, especially Malaysia. The study visit included two days of lectures at IDFR conducted by officers from the Austrian Embassy and the European Union Delegation to Malaysia, as well as by Datuk Ting Weng Lian, a former Malaysian Ambassador.

The highlight of their programme at IDFR was the interactive session with Datuk Mukhriz Mahathir, Deputy Minister of International Trade and Industry. The students also attended a barbeque networking dinner with IDFR's Master students, officers and staff, and representatives of the Austrian Embassy as well as the European Union Delegation to Malaysia.

ASEAN Anniversary Forum entitled 'Building a People-Oriented ASEAN Community – Challenges and Opportunities'

A public forum entitled 'Building a People-Oriented ASEAN Community – Challenges and Opportunities' was jointly hosted by IDFR and the Institute of ASEAN Studies and Global Affairs (INSPAG) of Universiti Teknologi MARA on 10 August 2010 as part of the ASEAN Anniversary celebrations. Its aim was to enhance public awareness and understanding of ASEAN while at the same time to provide a forum for the exchange of ideas and views on the challenges and opportunities for building a people-oriented ASEAN Community. The forum was officiated by Senator A. Kohilan Pillay, Deputy Minister of Foreign Affairs, Malaysia.

The speech by the Deputy Foreign Minister was followed by a panel discussion on the topic 'Building a People-Oriented ASEAN Community – Challenges and Opportunities'. The panelists consisted of Ambassador Ahmad Shahizan Abd. Samad, Director General of the ASEAN-Malaysia National Secretariat, Ministry of Foreign Affairs, Malaysia; Tan Sri Dato' Ahmad Fuzi Haji Abdul Razak, Secretary General, World Islamic Economic Forum Foundation (WIEF); Dato' Dr. Michael O.K. Yeoh, Chief Executive Officer, Asian Strategy and Leadership Institute (ASLI) and Malaysia's Representative to the ASEAN High Level Task Force on Connectivity; and Prof. Dato' Paduka Mohamad Abu Bakar, Department of International and Strategic Studies, Faculty of Arts and Social Sciences, Universiti Malaya. The panel discussion was moderated by Dato' Dr. Mohd. Yusof Ahmad, Director of INSPAG.

The panelists generally agreed that the ASEAN Community building is still a "work in progress" and that there is much that needs to be done before realising the goal of a people-oriented ASEAN Community. In spite of its complexity and numerous challenges, most of them felt that with more effective coordination and



Among the guests who attended the ASEAN Anniversary Forum

implementation, and with the commitment of member countries, this goal could be achieved.

An exhibition on ASEAN was also held at IDFR by the Ministry of Information, Communication and Culture during the Forum.

About 280 participants from various government agencies, the academia, the private sector, NGOs and foreign missions in Kuala Lumpur attended the Forum.

Forum entitled 'ASEM 8 Dialogue: Ways Forward for Asia-Europe Cooperation'

A half-day forum entitled 'ASEM 8 Dialogue: Ways Forward in Asia-Europe Cooperation' was held at IDFR on 29 September 2010. It was jointly organised by IDFR, the Belgium Embassy in Kuala Lumpur and the Delegation of the European Union to Malaysia. Its aim was, among others, to provide a forum to discuss and exchange ideas and views on ASEM and how it could help to further strengthen Asia-Europe relations. The forum was also organised to publicise the 'ASEM 8 Summit' scheduled to take place in Brussels from 4 to 5 October 2010.

The forum was officiated by Dato' Husni Zai Yaacob, Deputy Secretary General I, Ministry of Foreign Affairs, Malaysia. Its main event was a panel discussion on the same topic by Dato' Mohd. Ridzam Deva, Distinguished Fellow, Institute of Strategic and International Studies, Malaysia; Ambassador (Rtd.) Jørgen Østrome Møller, Visiting Senior Research Fellow, Institute of Southeast Asian Studies, Singapore; Dato' Mohd. Amir Jaafar, Senior Research Fellow at the Asia-Europe Institute, Universiti Malaya; and H.E. Vincent Piket, Ambassador and Head of the Delegation of the European Union to Malaysia. The discussion was moderated by Dato' Renji Sathiah, a former Malaysian Ambassador to Belgium and the European Union. H.E. Dr. Frank Van de Craen, the Ambassador of Belgium to Malaysia, gave the closing remarks.

About 180 participants comprising government officers, the academia, and representatives from the private sector, NGOs and foreign missions in Kuala Lumpur attended the forum.



Members of the Discussion Panel on 'ASEM 8 Dialogue: Ways Forward for Asia-Europe Cooperation'



LANGUAGE DIVISION REPORT

LANGUAGE DIVISION

The courses offered by the Language Division are English, and three foreign languages, namely, Arabic, French and Spanish.

The courses are aimed at developing the linguistic abilities of officers so that they may perform their professional duties efficiently at home and abroad.

ENGLISH LANGUAGE

Eleven courses were conducted in 2010 to enhance the proficiency level and linguistic competency of course participants. The courses conducted were:

Speaking Skills: Say It Right 1/2010

This course was conducted from 25 to 28 January 2010 for 25 officers from the Ministry of Education, Ministry of Science, Technology and Innovation, Ministry of Human Resources, Ministry of Finance, Ministry of Defence, Dewan Bahasa dan Pustaka, and Fire and Rescue Department. The main objectives of this course were to identify pronunciation needs, provide intensive practice with troublesome consonants and vowels, and emphasise stress, rhythm and intonation as the features of speech that have the greatest impact on intelligibility.

Building Blocks of Good English 1/2010

Twenty participants attended the above course which was held from 8 to 12 March 2010. They were from the Southeast Asia Regional Centre for Counter Terrorism, Ministry of Foreign Affairs, Ministry of Finance, Ministry of Human Resources, Ministry of Education, Ministry of Defence, Ministry of International Trade and Industry, Department of Occupational Safety and Health, Malaysian Palm Oil Board, Royal Malaysian Police, National Housing Department, Social Welfare Department, and Social Institute Malaysia. The focus of this course was on enhancing the participants' general proficiency in speaking and writing skills, grammar and vocabulary.

Speaking Skills : Say It Right

The Language Division also conducted a course entitled Speaking Skills: Say It Right for the professional and management group of Kraftangan Malaysia. It was held at Kompleks Kraf Kuala Lumpur, Jalan Conlay from 26 March to 2 July 2010. The classes were held fortnightly from 4.00 to 6.00 pm over eight sessions. A total of 25 participants registered for this course. The areas covered were The English Sound System; Stress in Words and Sentences; Connected Speech; Language in Context of Presentations; Requests and Complaints; Processes and Procedures; Meetings; and Negotiations. This course aimed at improving the speaking skills of the participants particularly in work-related situations.

Effective Presentation Skills 1/2010

A group of 11 participants from various ministries and government agencies attended this course from 19 to 23 April 2010. They were from the Ministry of Education, Ministry of Finance, Ministry of Health, Royal Malaysian Customs, Malaysia Genome Institute, Sarawak Royal Malaysian Police, and Southeast Asia Regional Centre for Counter Terrorism. The course was aimed at enabling the participants to prepare a speech using appropriate guidelines for content and language, as well as the art of making an effective delivery.

Effective Writing Skills 1/2010

This course was held from 17 to 21 May 2010 and it was attended by 12 participants from the following ministries and government agencies: Ministry of Human Resources, Ministry of Finance, Ministry of International Trade and Industry, Royal Malaysian Police, National Landscape Department, Dewan Bahasa dan Pustaka, Pahang Forestry Department, National Housing Department, Science and Technology Research Institute for Defence, Malaysian Palm Oil Board, and National Family Planning Board. The primary objective of this course was to enable participants to acquire and apply the building blocks which are basic to writing so that they may write and edit their own work confidently.

Building Blocks of Good English 2/2010

The second course for Building Blocks of Good English was conducted from 14 to 18 June 2010. There were 26 participants and they were from the Ministry of Education, Ministry of Science, Technology and Innovation, Ministry of Information, Communication and Culture, Dusun Tua National Advanced Youth Vocational Institute, National Housing Department, Johor Mineral and Geoscience Department, Peninsular Malaysia Department of Forestry, National Family Planning Board, Royal Malaysian Police, Prime Minister's Department, and Department of Standards Malaysia. The main objective of this course was to develop the participants' communicative competence in English in social and professional settings, as well as to improve their reading, writing, listening and speaking skills, specifically in job-related areas.



Course participants during a group presentation

Effective Presentation Skills 2/2010

This second course was held from 12 to 16 July 2010. Sixteen participants attended this course and they were from the following ministries and departments: Ministry of Housing and Local Government, Ministry of Public Works, Ministry of Finance, National Population and Family Development Board, Selangor Legal Aid Department, Prime Minister's Department, Royal Malaysian Police Kuching, Social Welfare Department Malaysia, and National Sports Institute. The main aim

of this course was to enhance the participants' public speaking skills by enabling them to plan a systematic approach and apply the basic principles to make a competent presentation.

Speaking Skills: Say It Right 2/2010

This course was conducted from 27 to 30 September 2010 and was attended by 25 participants from the following ministries and departments: Ministry of Foreign Affairs, Ministry of Education, Ministry of Finance, Royal Malaysian Police, Prime Minister's Department, Pahang Information Department, National Department of Youth and Sports, Sarawak Education Department, Penang Education Department, and Social Welfare Department Malaysia. The general aim of this course was to improve the speaking intelligibility of Malaysian speakers of the English language who wish to communicate more clearly in social as well as professional settings. Specifically, the course aimed at identifying individual pronunciation needs, providing intensive practice with difficult consonants and vowels as well as emphasising stress, rhythm and intonation as the features of speech that have the greatest impact on intelligibility.

Effective Writing Skills 2/2010

Fourteen participants attended this course which was carried out from 11 to 15 October 2010. They were representatives from the Ministry of Education, Ministry of Foreign Affairs, Penang Education Department, Prime Minister's Department, National Population and Family Development Board, Examinations Syndicate, Ministry of Education, Department of Museum Malaysia, Malaysian Anti-Corruption Commission, and Ministry of International Trade and Industry. The objectives of this course were to enable participants to acquire and apply these building blocks which are necessary to further develop their competency and enhance their writing skills.

Speech Drafting Workshop

The above two-day workshop was attended by 13 officers from the Ministry of Foreign Affairs and five



Participants of the Effective Writing Skills 2/2010 course

others from the Prime Minister's Department, Kuala Kubu Bharu Social Welfare Department, Ministry of Housing and Local Government, and Negeri Sembilan Education Department. This workshop was run from 15 to 16 November 2010. The prime objective of the course was to enhance participants' competence, skills and techniques in drafting speeches.

English Language Course for Wisma Putra Executive Officers

This course in general proficiency was specially tailored for a group of 25 officers from the Ministry of Foreign Affairs. It was conducted over a duration of 20 hours, with a two-hour session for each class, from 9 December 2010 to 20 January 2011. The course aimed at enabling participants to become more confident users of the language through intensive and interactive classes.

ENGLISH MODULES

The English language modules were offered as part of the courses organised by the Training Division. The courses were:

Diploma in Diplomacy (DiD) 1/2010 and Diploma in Diplomacy (DiD) 2/2010–2011

The English language modules taught were:

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

Diplomatic Induction Course 1/2010

This two-day course was held from 14 to 15 January 2010. The English language components taught were:

- ❖ Speaking Skills
- ❖ Sentence Skills

Diplomatic Induction Course 2/2010

The two-day course was conducted from 21 to 22 January 2010. The English language modules taught were:

- ❖ Speaking Skills
- ❖ Sentence Skills

Course for Spouses of Heads of Mission

The above course was conducted from 25 to 29 January 2010. Twenty three participants attended this course. Five special guests, including the President of PERWAKILAN, were also present. The English language modules taught were:

- ❖ Public Speaking Skills
- ❖ The Floor is Yours

Diplomatic Induction Course for Wisma Putra Officers

The three-day course was held from 16 to 18 March 2010. The English language modules taught were:

- ❖ Speaking Skills
- ❖ Sentence Skills

Pre-Posting Orientation Course for Officers and Spouses 1/2010 (SPKM)

The course was conducted from 29 March to 9 April 2010. The English language module taught was:

- ❖ Verbal Communication Skills

Diplomatic Training Course for International Participants

This was a three-week course which ran from 6 to 23 April 2010. The English language modules consisted of:

- ❖ Presentation Skills
- ❖ Language and Diplomacy

Pre-Posting Orientation Course for Officers and Spouses 2/2010 (SPKM)

The course was conducted from 24 May to 4 June 2010. The English language modules included in the course were:

- ❖ Public Speaking and Presentation Skills
- ❖ The Floor is Yours
- ❖ Language and Diplomacy

Forum for ASEAN Young Diplomats

This course was held from 14 to 25 June 2010 and the English language module taught was:

- ❖ Language and Diplomacy

Diplomatic Training Course for Youth and Student Leaders

From 21 to 25 June 2010, a five-day course was conducted in collaboration with the Ministry of Youth and Sports. The English language modules covered were:

- ❖ Public Speaking and Presentation Skills
- ❖ The Floor is Yours

Pre-Posting Orientation Course for Assistant Secretaries and Executive Officers

This course was conducted from 2 to 8 August 2010. Two English language modules were conducted and they were:

- ❖ Verbal Communication Skills
- ❖ Written Communication Skills

Pre-Posting Orientation Course for Officers and Spouses 3/2010 (SPKM)

This two-week course was held from 18 to 29 October 2010. The English language modules taught were:

- ❖ Language and Diplomacy
- ❖ Presentation Skills

Mid-Career Course for Diplomats

This course was conducted from 8 to 17 December 2010. The English language modules taught were:

- ❖ Presentation Skills and Public Speaking
- ❖ The Floor is Yours
- ❖ Language and Diplomacy

ARABIC LANGUAGE

Seven Arabic language courses were held in 2010. These courses consist of two types: the part-time evening courses and the full-time courses.

Intensive Arabic Language Course for Diploma in Diplomacy (DiD) 1/2010

The course was designed to equip officers with the basic knowledge of Arabic language and culture, necessary to cope with the requirements of travelling and working in an Arabic speaking country. It will also be a useful foundation for them to further their studies of the Arabic language.

Five participants successfully completed the six-month course, which ran from 4 January to 25 June 2010, with a total of 180 hours.

The participants were ready to use their newly acquired skills and hoped to be able to broaden their knowledge of the language.

Arabic Level VIII

This course was conducted from 5 January to 16 December 2010. It was a part-time course held every Tuesday, from 5.30 to 7.30 pm.

It was organised for 11 participants who were from the Ministry of Information, Communication and Culture, Royal Malaysian Police, Ministry of Education, Ministry of Higher Education, Ministry of Defence, and International Islamic University Malaysia. The participants who had successfully completed this course would continue learning Arabic at the next level.

Arabic Level V

The Level V course was conducted from 7 January to 16 December 2010. This course was a part-time course which was held every Thursday, from 5.30 to 7.30 pm.



The Arabic language officer, Hassan Mohd. Ali @ Mat Ali

It was attended by 12 participants who were officers from the Royal Malaysian Police, Ministry of Health, Ministry of Defence, Institute of Strategic and International Studies, Royal Malaysian Navy, Korean Embassy, and International Multilateral Partnership Against Cyber Threats. The participants who had successfully completed this course would continue learning Arabic at the next level.

Arabic Level XI

The Arabic Level XI course was offered to advanced learners who had attended the course from the beginning or to those who had advanced knowledge in the Arabic language and wished to continue learning it.

This course started on 8 January and ended on 17 December 2010. The four participants who attended this course were officers from the Royal Malaysian Police and Dewan Bahasa dan Pustaka. The classes were held on Fridays, from 5.30 to 7.30 pm.

The participants who had successfully completed this course would continue learning Arabic at the next level in 2011.

Arabic Level III

The Level III course was attended by 12 participants from various ministries and government agencies, including the Institute of Strategic and International Studies, Dewan Bahasa dan Pustaka, Ministry of Education, Ministry of Higher Education, Ministry of International Trade and Industries, and IDFR.

This course started on 8 February and ended on 30 June 2010. The classes were held every Monday and Wednesday, from 5.30 to 7.30 pm.

The participants who had successfully completed this course would continue learning Arabic at the next level.

Arabic Level IV

This course was offered to participants who had completed Arabic Level III. There were 12 participants who attended this course and they were from the Ministry of Education, Ministry of Higher Education, Institute of Strategic and International Studies, Ministry of International Trade and Industries, Dewan Bahasa dan Pustaka, and IDFR. The participants who had successfully completed this course would continue learning Arabic at the next level.

Level IV was a part-time course which started on 5 July and ended on 15 December 2010. The classes were held every Monday and Wednesday, from 5.30 to 7.30 pm.

Intensive Arabic Language Course for Diploma in Diplomacy (DiD) 2/2010-2011

In October 2010, the second batch of DiD participants started the Intensive Arabic Language Course, which is scheduled to run until end of April 2011.

The course was designed to equip officers with the basic knowledge of Arabic language and culture, necessary to cope with the requirements of travelling and working in an Arabic speaking country. It also gave them a useful foundation in which to further their study of the Arabic language.

FRENCH LANGUAGE

In 2010, a total of eight French language courses were conducted, two of which were continuation of courses started the previous year. Among the courses planned, French Level IV (A) and French Level VII (A) could not be implemented due to time constraints brought about by the implementation of the first Intensive Foreign Language Course for Diploma in Diplomacy (DiD).

Introductory French Language Course for IDFR Staff

Organised at the request of IDFR staff, this 16-hour introductory course started in October 2009 and ended in March 2010.

An overview of the French language was given to the participants as well as the opportunity to get acquainted with the French culture while learning and practising the basics of the language.

Upon completion of the course in March 2010, the participants were given the chance to join a suitable evening class.

French Level I

This course which ended in July 2010 was the continuation of a course requested by International Multilateral Partnership Against Cyber Threats (IMPACT) at the end of 2009.

The ten participants who enrolled for this programme came from IMPACT, Ministry of Transport, Ministry of Education, Ministry of Foreign Affairs, and IDFR. The next level was not offered due to schedule constraints and the fact that many participants had left their organisations or the country.

Intensive French Language Course for Diploma in Diplomacy (DiD) 1/2010

The aim of this intensive course was to equip the participants with the basic knowledge of the French language and culture, and to prepare them to cope with the requirements of travelling and working in a French speaking environment. It also gave them a useful foundation to develop their competency in the French language in the future.

Five participants successfully completed the 180-hour course. The participants were ready to use their newly acquired skills and hoped to be able to expand their knowledge of the language.

French Level III A

Altogether, six participants from the Ministry of Education, Ministry of Defence, Ministry of Information, Communication and Culture, Consumer Tribunal and SMK Putrijaya attended this course.

Their project to visit France had to be postponed but it is hoped that it will materialise next year with new low cost flights to France.



The Diploma in Diplomacy (DiD) students who joined the Intensive French Language Course

French Level VI A

Six participants from the Royal Malaysian Police, Bank Negara, Ministry of Education, and Global Peace registered for this course. They completed the programme at the end of July and four of them proceeded to Level VI B.

The group was very committed and focused on acquiring a good level of proficiency which will be a valuable asset for their career advancement.

French Level III B

A total of eight participants registered for this course; five who successfully completed Level III A and three new participants. They were officers from the Ministry of Defence, Ministry of Education, Ministry of Transport, Women's Welfare Department, Rubber Research Institute, Muzium Negara, and SMK Putrijaya.

All the new participants adjusted easily in a pleasant environment and enjoyed the social events organised by this friendly and outgoing group.

French Level VI B

Four participants from the Ministry of Education and Royal Malaysian Police enrolled for this course. The group made steady progress and two participants registered for the Delf A2 external examination held in November 2010.

At the end of the course, the participants were keen to continue improving their proficiency in the language as some may need it for their work in the country or overseas.

Intensive French Language Course for Diploma in Diplomacy (DiD) 2/2010-2011

In October 2010, the second batch of DiD participants started the Intensive French Language Course which is scheduled to run until end of April 2011.

By the end of this programme, the participants will have acquired the essentials of the French language and culture, and should be able to cope with the requirements of travelling and working in a French speaking environment. They will also be equipped with a basic foundation to further develop their competency in the French language.

This dynamic group started the course with enthusiasm in a very pleasant atmosphere, and has shown a great interest in the French language and culture.

Other Activities

From February to April 2010, the language laboratory was open on Thursday evenings for all French language participants who were keen to practise the language. The participants were also encouraged to participate in several activities aimed at promoting the French culture, i.e. French art exhibitions, book fair, French films and dinner, cheese tasting, concerts and *Fête de la musique*, held at the Alliance Française and other venues in Kuala Lumpur.

This year, for the first time, the participants had the opportunity to attend the *Buffet de la Francophonie*, a yearly event organised by various embassies of the French speaking countries, which gave them the opportunity to meet with the French speaking community and sample their unique cuisine.

During the French Art Festival organised by the Embassy of France, the participants also received complimentary cinema passes.

A few participants also entered a contest organised by the embassies of the member countries of the International French Speaking Organisation in conjunction with the French Speaking Week and one participant won a consolation prize.

SPANISH LANGUAGE

A total of five Spanish language courses were conducted in 2010. Two evening classes were held at the Institute

from 5.30 to 7.30 pm and one was at the America's Division, Ministry of Foreign Affairs from 5.00 to 7.00 pm. The full-time classes were taught as part of the six-month Diploma in Diplomacy course, and were held twice this year.

The Spanish language officer also provided English to Spanish translation service upon request.

Intensive Spanish Language Course for Diploma in Diplomacy (DiD) 1/2010

The course was designed to equip officers with the basic knowledge of the Spanish language and culture, necessary to cope with the requirements of travelling and working in a Spanish speaking country. It will also be a useful foundation for them to further their study of the Spanish language.

Five participants successfully completed the six-month course, which was conducted from 4 January to 25 June 2010, with a total of 180 hours.

The participants were ready to use their newly acquired skills and hoped to broaden their knowledge of the language.

Spanish Level II

This course was conducted from 11 January to 16 June 2010, for eight participants from Dewan Bahasa dan Pustaka, Ministry of Foreign Affairs, Department of Social Welfare Malaysia, and IDFR.

It was designed to provide an opportunity for the participants to interact using Spanish in basic conversations as well as to improve their listening skills. The participants were also exposed to Spanish songs. They were given exposure to the pronunciation of words as used by speakers from Spain and Latin America to enable them to develop their listening skills in order to identify the differences. Opportunities were provided for participants to understand and appreciate the differences and similarities of cultures of Spanish speakers from these two regions.

Spanish Level III (MFA Officers)

At the request of the America's Division, Ministry of Foreign Affairs, evening classes were scheduled on Tuesdays and Thursdays from 5.00 to 7.00 pm, from 12 January to 15 June 2010.

This course was a continuation of an earlier one held in 2009. The main aim was to enable the participants to confidently carry out simple conversations in Spanish in a variety of situations and to further enhance their listening and speaking skills. It was also to raise their awareness to the differences in the Spanish used by speakers from Spain and Latin America and to improve their ability in listening and speaking so that they would be more confident in using the language appropriately. It also enabled them to understand and appreciate the differences and similarities of cultures of Spanish speakers from these two regions.

Spanish Level III

The course was held on Mondays and Wednesdays, from 5 July to 29 December 2010, and the objectives were to enable the participants to interact in basic conversations using the Spanish language and further enhance their listening and speaking skills. The participants were able to further hone their listening skills so as to be more competent in differentiating the pronunciation of Spanish speakers from Spain and Latin America and in using them to improve their speaking skills. It also enabled the participants to understand the speakers' respective cultures.

Intensive Spanish Language Course for Diploma in Diplomacy (DiD) 2/2010-2011

In October 2010, the second batch of DiD participants started the Intensive Spanish Language Course, which is scheduled to run until end of April 2011.

The course was designed to equip officers with the basic knowledge of Spanish language and culture, necessary to cope with the requirements of travelling and working

in a Spanish speaking country. It will also give them a useful foundation in which to further their study of the Spanish language.

For the 2010-2011 batch, eight participants are attending the six-month course.

The overall objective of this course is to give the students strategies and skills needed to function and interact in a Hispanic environment from either side of the Atlantic.

**ACADEMIC
STUDIES, RESEARCH
AND PUBLICATION
DIVISION REPORT**

ACADEMIC STUDIES, RESEARCH AND PUBLICATION DIVISION

In 2010, a Senior Deputy Director joined the Division in February. She headed the Division and was assisted by a Deputy Director, an Assistant Director, an office Secretary and two clerks. However, the post of the Director remained unfilled since it became vacant in November 2009.

The Academic Studies, Research dan Publication Division also represented IDFR to cooperate with the National Institute of Public Administration (INTAN) and the Human Resource Division, Ministry of Foreign Affairs to embark on the *e-Pembelajaran Sektor Awam (ePSA)* project, which is the first e-learning package developed for members of the public sector. This project was organised to offer an alternative training option to enable Ministry of Foreign Affairs officers serving at Missions to undergo training without having to return to Malaysia. The topic for the first module is *Malaysia's Foreign Policy*, and will be offered once it gets the approval of the Secretary General of the Ministry.

Besides that, this Division also represented IDFR in *Pertandingan Inovasi* which was organised in conjunction with the Ministry's *Hari Inovasi*. The group from this Division emerged champion in the Domestic Category with their video entry entitled *Ways to Promote IDFR and Wisma Putra*.

The Academic Studies, Research and Publication Division also published several books in 2010. They are:

IDFR 2009 Annual Report

The *IDFR 2009 Annual Report* was published in May 2010. It highlighted IDFR activities for the whole of 2009 and each division was responsible in reporting activities conducted by their respective division.

Nombor Satu, Wisma Putra

This publication is the translated version of its original book, *Number One Wisma Putra*, into Bahasa Malaysia. *Number One Wisma Putra* was a book edited by Dato' Dr. Fauziah Mohd. Taib, Malaysia's current Ambassador to the Netherlands when she was Director General of IDFR. The book consists 31 articles of our Ambassadors' experience serving our country abroad.

Journal of Diplomacy and Foreign Relations

IDFR has entered its eleventh year of publication. The latest issue contains five articles and one book review, which mostly encompasses ASEAN issues.

IDFR Training Programme 2011

The handbook was published at the end of November 2010. It lists all training programmes that have been planned by IDFR for 2011, and was distributed to ministries and government agencies, training institutes, federal government libraries, Malaysian missions abroad, and selected foreign missions in Kuala Lumpur.



IDFR publications

**CORPORATE AND
MANAGEMENT
SERVICES DIVISION
REPORT**

THE CORPORATE AND MANAGEMENT SERVICES DIVISION

The Corporate and Management Services Division supports and facilitates IDFR in achieving its goals as the premier Training Institute by providing the essential framework, infrastructure and services in the following areas:

- ❖ People and information management
- ❖ Administrative and office systems
- ❖ Information technology
- ❖ Human resource
- ❖ Management of services contracts
- ❖ Public and media relations

The sections within the Division are:

- ❖ Administrative, Finance and Human Resource
- ❖ Information and Communication Technology (ICT)
- ❖ Library
- ❖ Public and Corporate Affairs

Administration, Finance and Human Resource Section

The Administration, Finance and Human Resource Section comprises three units that are complementary in their functionalities. The Administration unit oversees procurement, general office administration and building maintenance which include the Institute's facilities. The Finance unit is responsible in managing IDFR financial resources including formulating and implementing financial policies and procedures on management of funds and effective allocation of resources while the Human Resource unit is responsible to attract, develop, nurture and retain the talents in IDFR vis-à-vis its human resource and human capital development initiatives.

In developing and strengthening staff competencies and in cultivating a proactive mindset and behavior, the Section carried out several activities throughout 2010 in the following areas:

Efficiency Management

- ❖ *Fail Meja* Management Workshop on 11 June 2010 was held to assist new officers and staff on the procedures in preparing their respective *Fail Meja* based on the format set by the Institute of Public Administration (INTAN). The workshop was conducted by an officer from INTAN, Kampus Wilayah Tengah
- ❖ File Management Course held on 29 November 2010 was to educate officers and staff on file classification system and standards. The one-day course was conducted by the National Archives of Malaysia and was also attended by representatives from the Ministry of Foreign Affairs
- ❖ HRMIS Workshop held on 23 and 24 June 2010 included training of HRMIS modules on personal and record management and allowance management

Improving Health for Quality Life

- ❖ Monthly *Sembang Senam* session with the Director General/Senior Management to inculcate the benefits of physical activity, and strengthening team work and camaraderie among IDFR staff
- ❖ Information Briefing by CUEPACS held on 22 December 2010 on its savings and cluster health insurance scheme for civil servants



The Sembang Senam session

Work Ethics and Behaviour

- ❖ 'Sexual Harassment at Workplace in Public Service' Information Session was held on 20 December 2010. A Principal Assistant Secretary (Psychology) from the Public Services Department explained the elements of sexual harassment in an office environment, and the procedures and processes in place by the Government for civil servants to address the issue

Festive Celebration

- ❖ IDFR's Hari Raya Aidilfitri Celebration was held on 8 October 2010 at the Multi Purpose Hall. Approximately 70 orphans from Rumah Amal Limpahan Kasih (RALK), Puchong were celebrated as IDFR's special guests. A collection among IDFR staff totaling RM3500.00 was donated to the orphans as *Duit Raya* in the spirit of sharing the joy and pleasure of celebrating Hari Raya Aidilfitri

ICT Section

The Section provides services which include policy development, planning and project management to ensure the deployment and support of secured, reliable and robust business applications, e-services and infrastructure (desktop, communication and networks) to end users of IDFR. The Section is also responsible for

strategising and deploying ICT solutions in line with the Electronic Government initiatives to IDFR's various users.

For 2010, ICT development focused on establishing a robust ICT infrastructure chain by providing a better delivery system to end users through the implementation of the following programmes:

Application Systems Development

- ❖ Upgrading of IDFR Portal - the portal incorporated several new features to adhere to prescribed requirements and for the comfort of its users. Among them are having its content available in dual languages and linkages to other menus such as IDFR's Library portal, email and intranet facilities
- ❖ Development of an Intranet System which includes Officers' Directory, Bulletin, ICT Complaints Form, Booking of ICT Equipments, and Lecturers' Information Record

ICT Facilities

- ❖ Facilitate four phases of maintenance works on hardware and software with assigned vendors that include switches, server, desktops and laptops

Education Programme

- ❖ In-house Microsoft Outlook training on usage and email system
- ❖ Internal briefing on 'Server Backup and Recovery Solution' and 'Business Productivity with Microsoft Online Services' to further enhance IT skills among IDFR staff

Library Section

This section provides library services as support for research, educational and training programmes conducted by the Institute. The Library's repository houses the Institute's collection of books, maps, prints, or other documents and various storage media such as microform (microfilm/microfiche), audio tapes, CDs,

cassettes, videotapes and DVDs. Registered users can access a comprehensive and up-to-date collection of printed, multimedia and electronic materials through the Library's web OPAC at <http://opac.idfr.gov.my>

Access to the Library's services is by way of a registered user and it is open to the public, and staff of ministries and government agencies. Some of the services provided are:

- ❖ Reference services
- ❖ Interactive computing information searches
- ❖ Borrowing facilities
- ❖ Interlibrary borrowing facilities
- ❖ Photocopy services
- ❖ Bibliography and reference sites

Among the initiatives taken by the Library to further improve and increase the level and multitude of its services were:

- ❖ Organising an 'Everyone Can Borrow' (ECB) programme to promote reading habits among IDFR staff through selected book loans effective January 2010
- ❖ Establishing bulk loan arrangement with the National Library of Malaysia
- ❖ Promoting new books to staff through electronic medium
- ❖ Conducting a series of workshops on 'Information Seeking Skills' to new intakes of the Master of Social Science and Diploma in Diplomacy programmes
- ❖ Encouraging the usage of electronic services through the information delivery services of the Library portal

Public and Corporate Affairs Section

The Public and Corporate Affairs Section focused on the dissemination of information through the media, corporate communications and programme

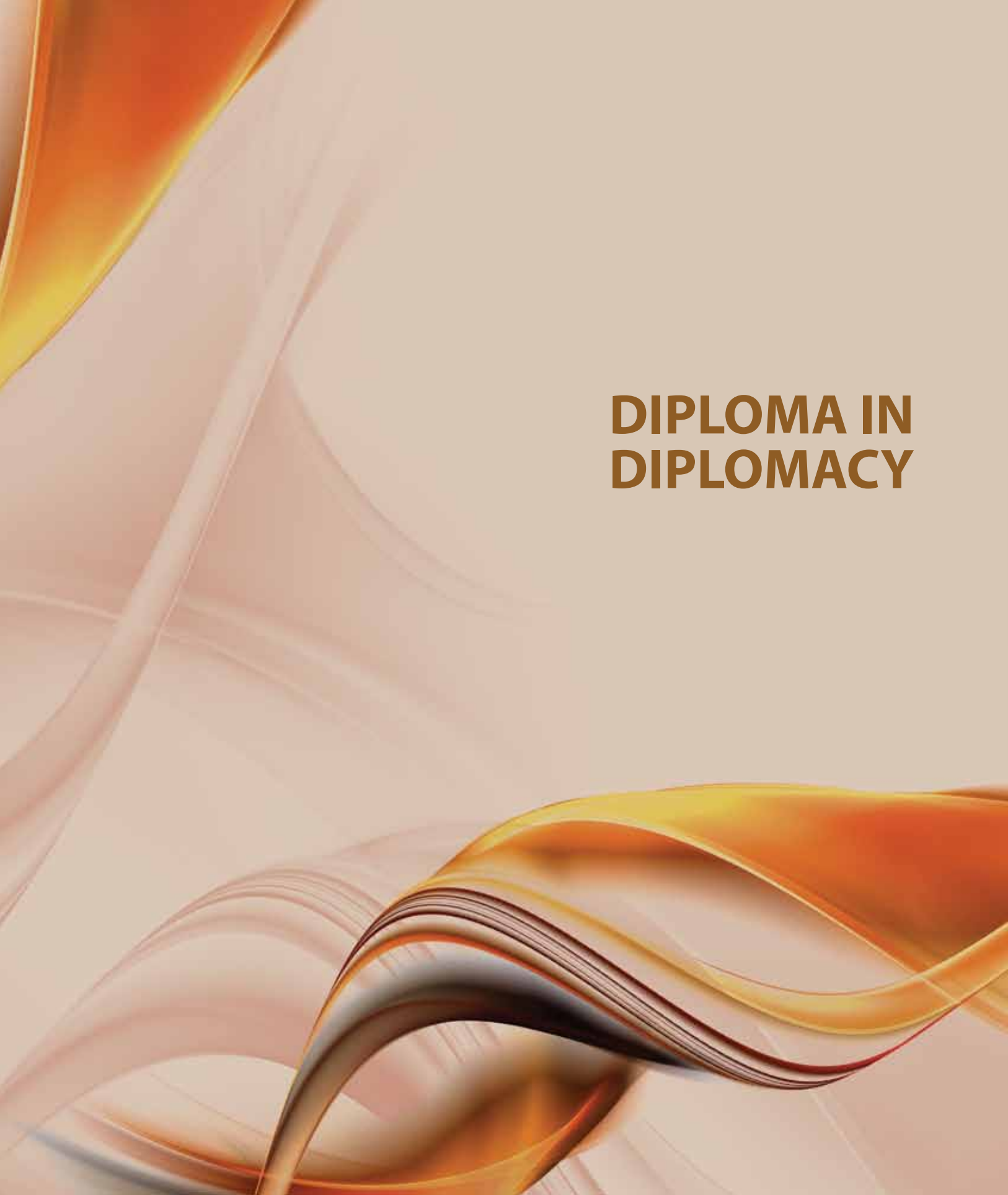


The 'Everyone Can Borrow' (ECB) programme organised by the Library

management. It also coordinates courtesy calls from local and overseas visitors, and manages visits from government agencies, NGOs and institutions of higher learning. The Section also acts as the custodian of the Institute's corporate brand and engages in both reactive and proactive media relations and public affairs efforts.

In 2010, the Section carried out several activities which include among others:

- ❖ Producing IDFR's Corporate Video
- ❖ Arranging an interview session for the Executive Chairman of IDFR, Tan Sri Hasmy Agam on TV2's *Hello on Two*
- ❖ Arranging an interview session for the Malaysia Technical Cooperation Programme's representatives on TV2's *Hello on Two*
- ❖ Organised a Media Luncheon at the Institute
- ❖ Played a supporting role, which includes media coverage, for the various events held at IDFR such as the ASEAN Day Forum, ASEM Dialogue and the IDFR Hari Raya Celebration
- ❖ Acted as the frontline for IDFR course participants' visits to Melaka, Genting Highlands, Johor and also around Kuala Lumpur
- ❖ Coming up with the 2011 Calendar which were distributed to Malaysian Missions, Ministry of Foreign Affairs and as gifts to lecturers and visitors



DIPLOMA IN DIPLOMACY

DIPLOMA IN DIPLOMACY 1/2010

The Diplomatic Training Course or better known as DTC, a mandatory course for diplomatic officers, has been conducted at the certificate level by IDFR since 1991. In 2010, the DTC was officially upgraded to the diploma level, the Diploma in Diplomacy (DiD), making it the first in-house Diploma course conducted by IDFR.

The first of the six-month programme, which was held from 4 January to 25 June 2010, was to provide participants with in-depth exposure to the various aspects of diplomatic affairs and international relations. The course discussed a wide range of issues at the national, regional and international levels, such as international security; global economy; multilateral trade and political relations; ASEAN; religious and racial issues; negotiation skills; and globalisation. Distinguished speakers from the corporate sector, private consultancies as well as ministries and government agencies, were invited to share their expertise and knowledge with the participants.

The DiD programme gave priority to English language module that would help in equipping the participants with effective communication, writing, public speaking and presentation skills. The participants also had the opportunity to learn one of the languages used at the United Nations; Arabic, French, or Spanish. In an effort to increase the confidence of the young diplomats, they were also exposed to 'soft skills' such as social and work etiquette, personal grooming, and fine dining etiquette.

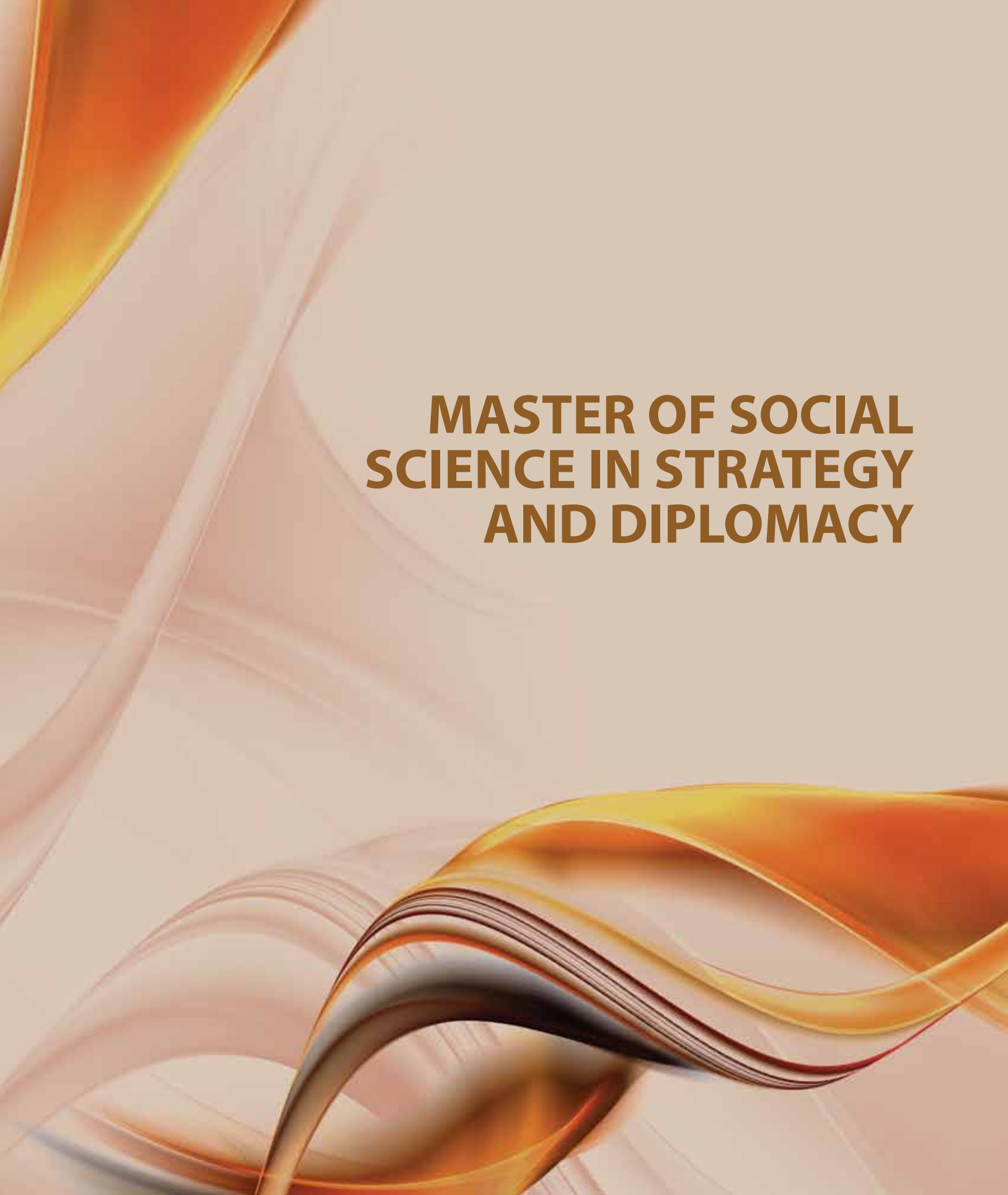
The highlight of the course was an attachment programme to the Malaysian Embassy in Hanoi, Vietnam. This module was designed to give the participants first hand experience of the various duties and functions at a Malaysian Mission. This would, in turn, help in their individual preparations for their postings abroad.

On 25 June 2010, IDFR conferred the Diploma in Diplomacy to 15 officers at a gala dinner. The participants comprised officers from the Ministry of Foreign Affairs, Ministry of International Trade and Industry, Ministry of Tourism, and Atomic Energy Licensing Board (AELB). Five international participants from Australia, Brunei Darussalam, Japan and Germany, who participated in the Regional and International Module from 14 to 25 June 2010, were awarded certificates of attendance.

The diplomas and certificates were presented by Tan Sri Hasmy Agam, Executive Chairman of IDFR. He congratulated the officers and added that the knowledge and skills acquired over the six months would help the participants prepare for their long diplomatic careers ahead. While speaking on the qualities of a diplomat, Tan Sri Hasmy Agam said that, *"While there is no such thing as a stereotyped diplomat, a good and effective one must possess many outstanding personal qualities, such as a strong commitment and dedication to work, sincerity, integrity, loyalty, trustworthiness, courage, confidence and humility, among others"*. He also stressed that a diplomat must be well versed with his or her government's national policies and be ever ready to promote or defend these policies in the national interest.

The session was followed by a cultural performance by the officers and the international participants, making it a memorable evening for all present.

The second course for 2010 started in October and will end in April 2011.

The background of the image features abstract, flowing, wavy lines in shades of orange, yellow, and light pink, creating a sense of movement and depth. The lines are layered and translucent, giving the background a dynamic, liquid appearance.

MASTER OF SOCIAL SCIENCE IN STRATEGY AND DIPLOMACY

MASTER OF SOCIAL SCIENCE IN STRATEGY AND DIPLOMACY

The Master of Social Science in Strategy and Diplomacy is conducted jointly by IDFR and Universiti Kebangsaan Malaysia (UKM). It is an intensive 13-month full-time course that offers students a better understanding of the nexus between strategy and diplomacy within the context of the changing global environment. The course modules include research methods in strategy and diplomacy, diplomatic theory and practice, international security issues, comparative defence and foreign policy, politics and foreign policy of Malaysia, international political economy, and international law and organisation. The submission of a Master Thesis is also a major component of the course.

The Master Programme for the 2009/2010 session consisted of 16 students; nine Malaysians and seven foreign students. The foreign students were from Afghanistan, Fiji, Guinea, Maldives, Myanmar, Papua New Guinea and Thailand. Six of the foreign students were partially sponsored by the Colombo Plan Secretariat.

The 2010/2011 session of the Master programme started 1 June 2010 and is scheduled to end 30 June 2011. Eleven students registered for the programme; five Malaysians and six foreign students. The foreign students are from Bosnia, Fiji, Malawi, Maldives, Myanmar and Vietnam, and five of them are partially sponsored by the Colombo Plan Secretariat.

Apart from their lectures, the Master students also attended many of the workshops, roundtable discussions and public lectures held at IDFR. Their participation in these events was to ensure that they gain exposure to the practical aspects of diplomacy and international relations to complement the classroom lectures under the programme.

All applicants for this programme must have at least a bachelor's degree or its equivalent and proficiency in the English language. Serving officers in the Malaysian public sector must submit their applications through

their respective departments and have approval for a study leave or a Government scholarship.

Application forms for the programme may be downloaded from **www.idfr.gov.my**

For further inquiries, kindly contact **Fareeza Fadzil** at **03-2149 1151** or **Nadhirah Mohd. Zanudin** at **03-2149 1117**. They can also be contacted via email, **regional.studies@idfr.gov.my**



**OUR DEEPEST
APPRECIATION**

TAN SRI RASTAM MOHD. ISA'S FAREWELL VISIT TO IDFR



Tan Sri Rastam Mohd. Isa giving a speech during the farewell visit

On 2 September 2010, in conjunction with his retirement, Tan Sri Rastam Mohd. Isa, the Secretary General of the Ministry of Foreign Affairs, came to IDFR to bid farewell. He met with IDFR officers and staff in the Auditorium, and gave some parting advice.

In his speech, Tan Sri Rastam said he was happy to note that IDFR has made a name for itself in training Malaysian diplomats, as well as diplomats from other developing countries. He was also happy with IDFR's achievements in the sharing of Malaysia's experience and expertise in the field of diplomacy with officials from Afghanistan, Iraq, Palestine and Timor-Leste.

He also shared his aspirations for IDFR to move forward to become a premier training institute and enlarge its training programmes to include participants from non-governmental organisations, government-linked companies, and the private sector. Consequently, IDFR also needs to engage itself more with other diplomatic institutes in particular from developed countries, for technical assistance and mutual cooperation. He also stressed the importance of teamwork in achieving

excellence among staff, before thanking everyone for all the support given to him throughout his service at the Ministry.

The event ended with Ambassador Abdullah Faiz Zain presenting a token of remembrance to Tan Sri Rastam, on behalf of IDFR.

During his 36-year career in the Malaysian Foreign Service, Tan Sri Rastam was assigned to various ambassadorial postings, including to Pakistan, Bosnia Herzegovina and Indonesia. He was also once Malaysia's Permanent Representative to the United Nations in New York and the Deputy Secretary-General I of the Ministry of Foreign Affairs before helming the post of the Ministry's Secretary General for four years.

FAREWELL TO TAN SRI HASMY AGAM



Tan Sri Hasmy Agam cutting the 'pulut kuning' during the reception

A farewell reception was organised for Tan Sri Hasmy Agam on 2 July 2010, his last day as the Executive Chairman of IDFR. Tan Sri Hasmy Agam left IDFR to assume the post of Chairman of Human Rights Commission of Malaysia (SUHAKAM).

The reception was attended by all IDFR officers and staff. After the recital of 'doa selamat' and the cutting of 'pulut kuning', Tan Sri Hasmy Agam was presented with a gift as a token of appreciation.

Ambassador Abdullah Faiz Zain, IDFR's Senior Director, gave a speech on behalf of the officers and staff. He cited Tan Sri Hasmy's achievements as the Executive Chairman. Among others, Tan Sri Hasmy helped paved the way for IDFR to one day be turned into a 'boutique university',

specialising in diplomacy and international relations. One recent example was the successful implementation of the Diploma in Diplomacy programme, the first in-house diploma programme conducted by IDFR.

Tan Sri Hasmy Agam, in his return speech, thanked all the staff, and put forth his hope that IDFR will continue its tradition of excellence in training future diplomats.

Tan Sri Hasmy was in the Malaysian Foreign Service for close to 40 years, serving in various capacities at home and abroad. Among others, he was Malaysia's Permanent Representative to the United Nations (UN). He was also Malaysia's Ambassador-at-Large for NAM at the Ministry, and former Malaysian Ambassador to Libya and France.

A NOTE FROM TAN SRI HASMY AGAM

It is a matter of great pride and satisfaction that IDFR is today acknowledged as one of the best diplomatic training institutes in the Asia-Pacific region. The challenge for the Institute is not merely to maintain but also to enhance its reputation by building up its capacity and capability to provide world-class training in the art and craft of diplomacy which has become even more challenging in the rapidly-changing and dynamic world we live in today.

This position must be buttressed by developing further IDFR's research capability, as an important second pillar of its strength, thereby combining training in diplomatic skills, such as in negotiation, languages, and public diplomacy, among others, with analytical astuteness that is equally important for the conduct of effective diplomacy in an increasingly complex world.

I am confident that with a clear and steady Vision and a strong commitment to its stated Mission, matched by adequate resources, IDFR will be able to realise its goal of becoming one of the best diplomatic training institutes in the world and a centre of excellence for learning and research in the field of diplomacy and international relations for our diplomats and officials, as well as those of other countries that have been sending some of their best to IDFR over the years.

I am privileged and honoured to have been closely associated with the Institute's growth for several years and will follow with keen interest its future development.



Pertanyaan

Sebarang pertanyaan boleh diajukan ke:

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ISSN 1985-1030



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