

ACTIVITY REPORT
HOKKAIDO UNIVERSITY LIAISON OFFICE IN INDONESIA

Data Period: April-September 2019



IPB UNIVERSITY
INDONESIA
2019

I. PREFACE

Hokkaido University Liaison Office in Indonesia (LO Hokudai) was established in June 2017 located in IPB University (Bogor Agricultural University), IPB Dramaga Campus, R-200, Bogor 16680, West Java, Indonesia. LO Hokudai provides the information and services regarding Hokkaido University to the university students and academic staff from Indonesia. The office hours of the Office is every weekdays on 09.00 – 16.00 and closed on Saturdays, Sundays and Indonesian National Holidays.

II. ACTIVITY IN HOKKAIDO UNIVERSITY LIAISON OFFICE IN INDONESIA

Hokkaido University Liaison Office in Indonesia (LO Hokudai) provides the international academic information such as research opportunities, summer school program, student exchange program, scholarship program, and other related academic program from Hokkaido University regarding the partnership with IPB University (Bogor Agricultural University). Table 1 shows the daily activity in LO Hokudai period of April – September 2019.

Table 1. Activity of LO Hokudai in Indonesia Period of April – September 2019

活動報告書			
設置国	インドネシア	連携先	ボゴール農業大学
責任部局	農学研究院	責任教員	波多野 隆介
活動期間			
日付	活動内容		
April 2019	<ol style="list-style-type: none"> 1. Managed the PARE Alumni Questionnaire to PARE alumni from Indonesia. 2. Prepared the database of PARE and Hokudai Alumni in Indonesia. 3. Prepared the Regulation of Indonesian Alumni Association of Hokkaido University. 4. Generated The Activity and Accounting Report of Hokkaido University in Indonesia for period of October 2018 – March 2019. 5. Shared the information about Hokkaido Summer Institute (HSI) 2019 to visitors of LO Hokudai. 6. Updated the information in LO's Bulletin Board: <ul style="list-style-type: none"> • Hokkaido University Newsletter. 7. Managed the internal logistic in the Office, such as internet connection, curtain, figures, bulletin board, Volunteer's Communication Book, cutlery, merchandise. 8. Generated the Organization Chart of LO Hokudai in Indonesia. 9. Performed regular office works: <ul style="list-style-type: none"> • PC maintenance: virus scanning, keyboard repairing. • Prepared the communication book for volunteers. • Office organizing (leaflets, documents and stuffs). • Arranged the picket schedule. • Recapitulation of the volunteers' attendance. • Checked and replied emails. 		

	<ul style="list-style-type: none"> • Cleaning service arrangement. • Supplied daily need in the office (i.e., mineral water, tissue, paper, coffee, etc).
May 2019	<ol style="list-style-type: none"> 1. Followed up the database of Hokkaido University Alumni in Indonesia. 2. Explained about PARE Program to the Summer School 2019 participants. 3. Archived the rundown of event and reimbursement related to Hokkaido University Alumni Association Meeting in Universitas Palangkaraya (UPR). 4. Compiled the information related to international program in Hokkaido University; i.e., PARE, HUSTEP, HSI, master/doctoral programs, English degree) for volunteers to read and share. 5. Planned and made contents for social media (Instagram). 6. Prepared report presentation of Alumni Meeting in UPR. 7. Shared information to the visitors: <ul style="list-style-type: none"> • MEXT U to U and G to G scholarship and also sending information (via email) of other scholarship opportunities for visitors who were interested in continuing their study in Hokkaido University. • Short Stay Program in Agriculture Faculty Hokkaido University. 8. Updated the information in LO's Bulletin Board: <ul style="list-style-type: none"> • Hokkaido University Newsletter. • Congratulation greetings for PARE Summer School 2019 participants. 9. Printed stickers for goods' inventory (130 units). 10. Performed regular office works: <ul style="list-style-type: none"> • PC maintenance: virus scanning. • Prepared the communication book for volunteers. • Office organizing (leaflets, documents and stuffs). • Arranged the picket schedule. • Recapitulation of the volunteers' attendance. • Checked and replied emails. • Cleaning service arrangement. • Supplied daily need in the office (i.e., mineral water, tissue, paper, coffee, etc.).
June 2019	<ol style="list-style-type: none"> 1. Printed stickers for goods' inventory (24 units). 2. Planned and made contents for social media (Instagram) : <ul style="list-style-type: none"> • Ask-me-questions (followers of LO Hokudai could give the inquiries about study in Hokudai through Insta Story). • Shared the experience of study in Hokudai from Short Stay Program Alumni. • Updated on Instagram Feed : Research Spotlight from Hokudai. • Posted offer on Short Stay Program in Hokudai. • Congratulated on the PARE Summer School 2019' Participants. • Prepared the Instagram content for a month ahead. 3. Updated the information in LO's Bulletin Board:

	<ul style="list-style-type: none"> • Hokkaido University Newsletter. • Hokudai's Research Spotlight. • Information about HU Ambassador. • Information about HISAS. <p>4. Replied and shared the information via email about :</p> <ul style="list-style-type: none"> • Short stay application in Hokudai. • Inquiries about JICA. • Database of PARE Program participants from other universities. <p>5. Performed regular office works:</p> <ul style="list-style-type: none"> • PC maintenance: virus scanning. • Prepared the communication book for volunteers. • Office organizing (leaflets, documents and stuffs). • Arranged the picket schedule. • Recapitulation of the volunteers' attendance. • Checked and replied emails. • Cleaning service arrangement. • Supplied daily need in the office (i.e., mineral water, tissue, paper, coffee, etc.).
July 2019	<ol style="list-style-type: none"> 1. Shared the information about Hokkaido University Liaison Office in Indonesia to guests from: PT. Ogawa and Tokyo University. 2. Pre-departure briefing from LO to participants of upcoming PARE, HUSTEP, and Summer School program. 3. Open recruitment for new LO Volunteers, especially for current alumni of PARE and HUSTEP program. 4. Maintenance for office door and standing banner. 5. Planned and made contents for social media (Instagram). 6. Updated the information in LO's Bulletin Board: <ul style="list-style-type: none"> • Hokkaido University Newsletter. • Hokudai's Research Spotlight. 7. Performed regular office works: <ul style="list-style-type: none"> • PC maintenance: virus scanning. • Prepared the communication book for volunteers. • Office organizing (leaflets, documents and stuffs). • Arranged the picket schedule. • Recapitulation of the volunteers' attendance. • Checked and replied emails. • Cleaning service arrangement. • Supplied daily need in the office (i.e., mineral water, tissue, paper, coffee, etc.).

<p>August 2019</p>	<ol style="list-style-type: none"> 1. Discussing with Chen-Sensei from University of the Ryukyus about Liaison Office' management. 2. Shared the information to visitors about : <ul style="list-style-type: none"> • Hokkaido University. • ISP-MEXT Scholarship. • Short-stay program (HUSTEP, PARE, HSI). • Double Degree program. 3. Shared the information about PhD Program to prospective PhD students via e-mail. 4. Invited PARE Alumni of 2019 to be the volunteer in the Hokkaido University Liaison Office. 5. Updated the Frequently Asked Questions of Hokkaido University for the Volunteers reading materials. 8. Planned and made contents for social media (Instagram). 9. Updated the information in LO's Bulletin Board: <ul style="list-style-type: none"> • Hokkaido University Newsletter. • Hokudai's Research Spotlight. 10. Performed regular office works: <ul style="list-style-type: none"> • PC maintenance: virus scanning. • Prepared the communication book for volunteers. • Office organizing (leaflets, documents and stuffs). • Arranged the picket schedule. • Recapitulation of the volunteers' attendance. • Checked and replied emails. • Cleaning service arrangement. • Supplied daily need in the office (i.e., mineral water, tissue, paper, coffee, etc.).
<p>September 2019</p>	<ol style="list-style-type: none"> 1. Shared the information to visitors, about : <ul style="list-style-type: none"> • HUSTEP Spring 2020. • Graduate school application. 2. Introduced the daily working activities to the new interns in the Hokkaido University Liaison Office in Indonesia. 3. Planned and made contents for social media (Instagram). 4. Updated the information in LO's Bulletin Board: <ul style="list-style-type: none"> • Hokkaido University Newsletter. • Hokudai's Research Spotlight. • HUSTEP Spring 2020. 5. Performed regular office works: <ul style="list-style-type: none"> • PC maintenance: virus scanning. • Prepared the communication book for volunteers. • Office organizing (leaflets, documents and stuffs). • Arranged the picket schedule. • Recapitulation of the volunteers' attendance. • Checked and replied emails.

	<ul style="list-style-type: none"> • Cleaning service arrangement. • Supplied daily need in the office (i.e., mineral water, tissue, paper, coffee, etc.).
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III. ORGANIZATION CHART OF HOKKAIDO UNIVERSITY LIAISON OFFICE IN INDONESIA

The daily operation of LO Hokudai is supported by the volunteers. The volunteers consists of Professor, graduate and undergraduate students from IPB University. The composition of volunteer in LO Hokudai with each duty in supporting The Office as presented in Figure 1

Organization Chart of Hokkaido University Liaison Office in Indonesia

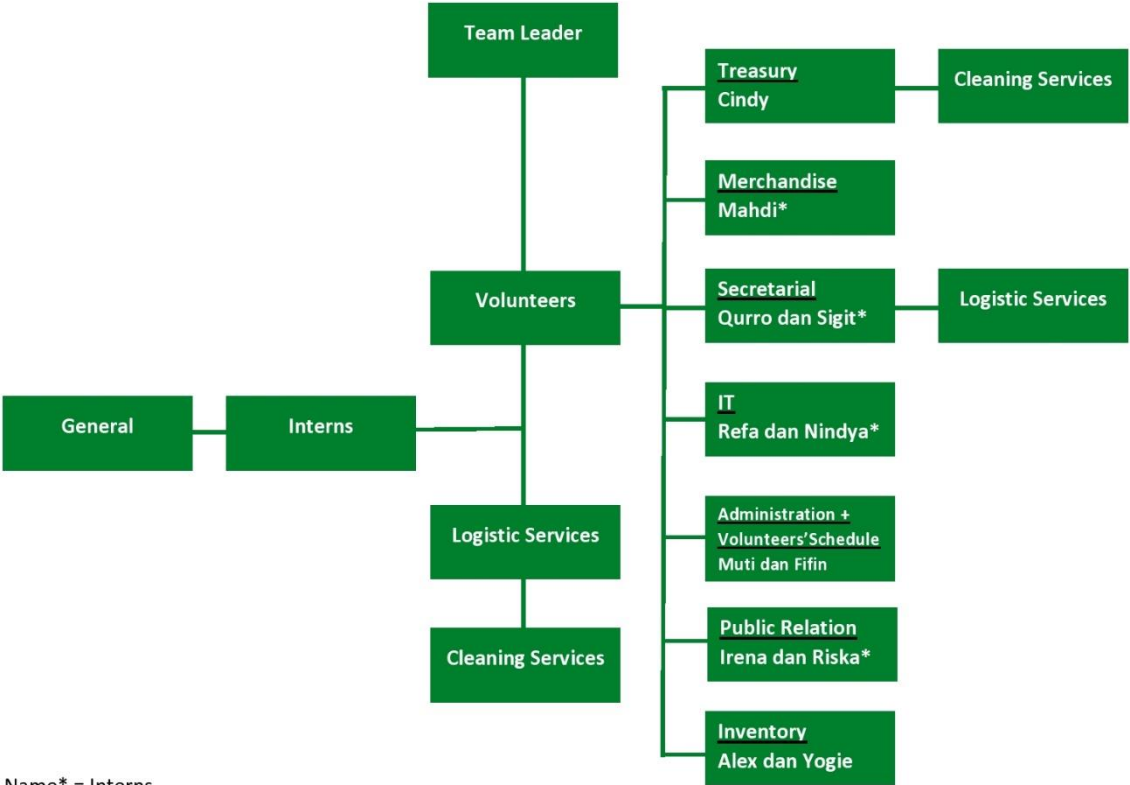


Figure 1. Organizational Chart of LO Hokudai in Indonesia year of 2019.

IV. VISITORS

The visitors of LO Hokudai consist of student, academic, and alumni of Hokkaido University whom were enthusiast for the information from Hokkaido University. Figure 2 shows the number of visitor of Hokkaido University Liaison Office for period of April – October 2019, whereas the type of information shared to visitors shows in Figure 3.



Figure 2 Number of Visitor of Hokkaido University Liaison Office in Indonesia Period of April – October 2019

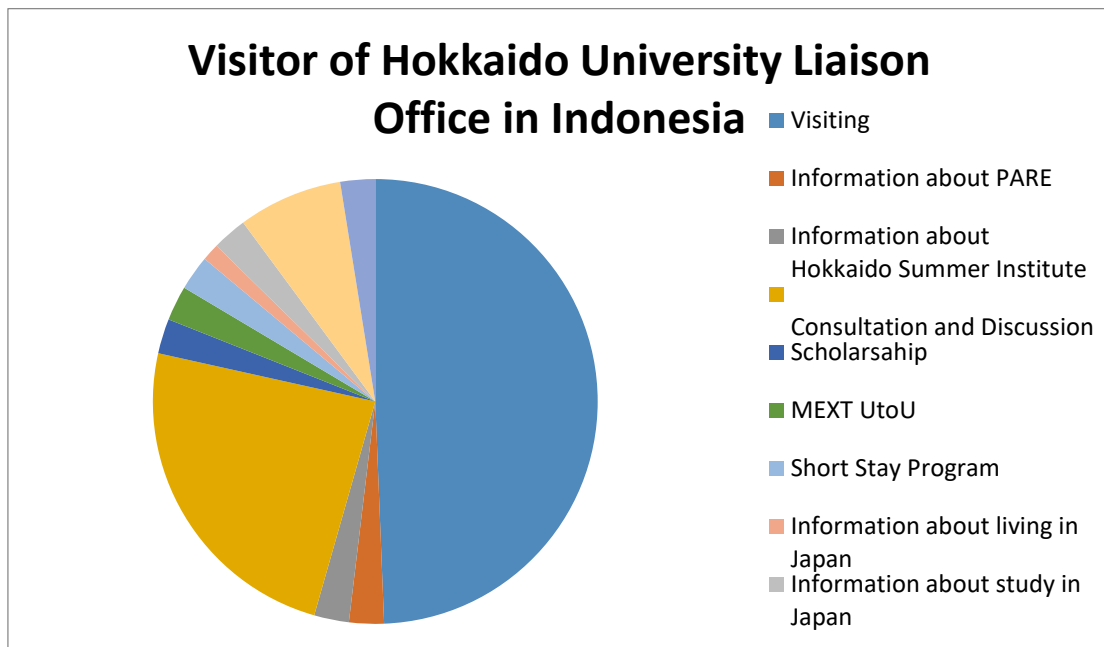


Figure 3 Visitation to Hokkaido University Liaison Office in Indonesia period of April until October 2019

V. DOCUMENTATION



Figure 4 Hokkaido Summer Institute Program from July – August 2019

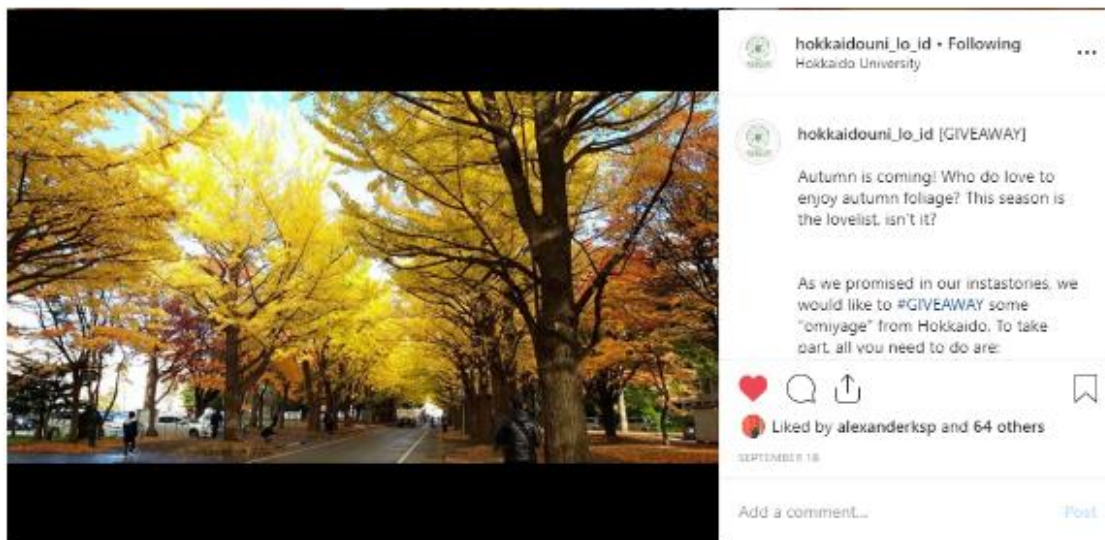


Figure 5 Autumn Giveaway Announcement on Instagram



Figure 6 View Insights on LO Hokudai Instagram (@hokkaidouni_lo_id) period from May until September 2019

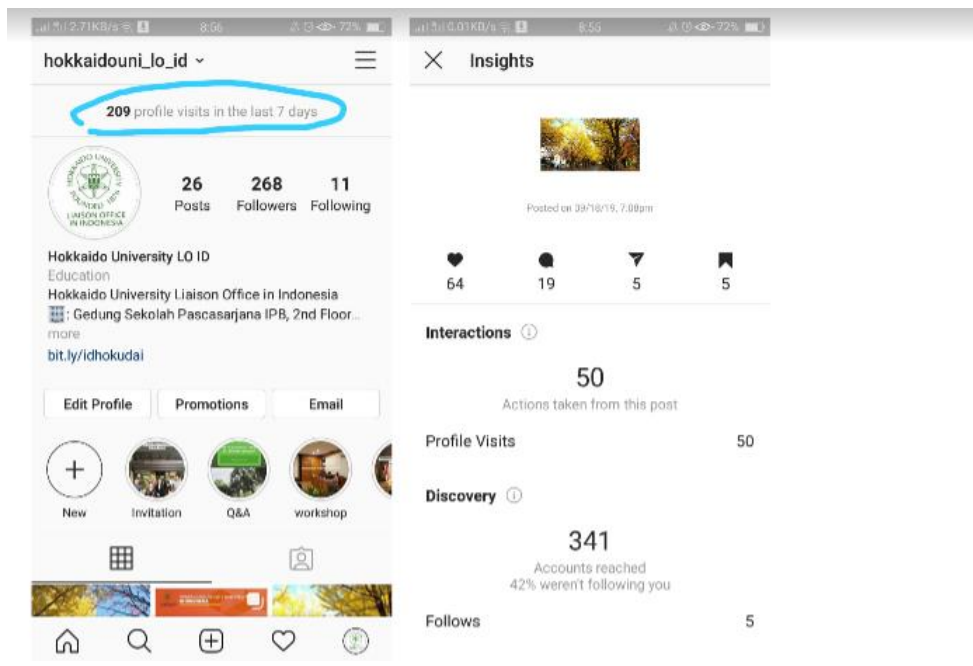


Figure 7 Upcoming PARE Short Spring School 2020



Figure 8 Instagram Feed on LO Hokudai in Indonesia (@hokkaidouni_lo_id)



Figure 9 General Meeting Volunteer on August 2019



Figure 10 Visitor LO Hokudai in Indonesia from University of the Ryukyus, Japan



Figure 11 Volunteer of LO Hokudai in Indonesia after General Meeting



Figure 12 Bulletin Board of LO Hokudai in Indonesia

Attachment 1. Attendance Schedule for Volunteer in LO Hokudai

Day	Time	Volunteer	Note
Monday	09.00 – 10.00	Yogie Rivaldy	
	10.00 – 11.00	Yogie Rivaldy	
	11.00 – 12.00	Yogie Rivaldy	
	12.00 – 13.00	<i>Break</i>	
	13.00 – 14.00	Prof Hanny	
	14.00 – 15.00	Prof Hanny	
	15.00 – 16.00	Prof Hanny	
Tuesday	09.00 – 10.00	Sharfina Lystiawati	
	10.00 – 11.00	Sharfina Lystiawati	
	11.00 – 12.00	Sharfina Lystiawati	
	12.00 – 13.00	<i>Break</i>	
	13.00 – 14.00	Mutiara Utami	
	14.00 – 15.00	Mutiara Utami	
	15.00 – 16.00	Mutiara Utami	
Wednesday	09.00 – 10.00	Cindy Caroline	
	10.00 – 11.00	Cindy Caroline	
	11.00 – 12.00	Cindy Caroline	
	12.00 – 13.00	<i>Break</i>	
	13.00 – 14.00	F. Irena R. Napitupulu	
	14.00 – 15.00	F. Irena R. Napitupulu	
	15.00 – 16.00	F. Irena R. Napitupulu	
Thursday	09.00 – 10.00	Refa Yulianingsih	
	10.00 – 11.00	Refa Yulianingsih	
	11.00 – 12.00	Refa Yulianingsih	
	12.00 – 13.00	<i>Break</i>	
	13.00 – 14.00	Prof Hanny	
	14.00 – 15.00	Prof Hanny	
	15.00 – 16.00	Prof Hanny	
Friday	09.00 – 10.00	Alex	
	10.00 – 11.00	Alex	
	11.00 – 12.00	Alex	
	12.00 – 13.00	<i>Break</i>	
	13.00 – 14.00	Qurrata Ayuni	
	14.00 – 15.00	Qurrata Ayuni	
	15.00 – 16.00	Qurrata Ayuni	