



***FACULTY OF BUSINESS AND MANAGEMENT  
BACHELOR OF BUSINESS ADMINISTRATION  
(HONS.) INTERNATIONAL BUSINESS  
INTERNSHIP (MGT666)***

***ASEAN SECRETARIAT 2023  
FINAL INTERNSHIP REPORT/ESSAY  
MARCH 2023-AUGUST 2023***

**Prepared by:**

Adam Hasmy bin Edy Hasmy (2021102153)

Universiti Teknologi Mara (UiTM) Cawangan Melaka,  
Kampus Bandaraya Melaka

**Prepared for:**

Sir Mohd Isham bin Abidin

**Submission date:**

22<sup>nd</sup> July 2023

## EXECUTIVE SUMMARY

One of the most unforgettable and delightful six months industrial training started here in ASEAN Secretariat, Jakarta. I have never thought how much of a training could change my life by shaping me into someone new; someone more exposed and thus mature. With this being said, this report intends to portray the overall matter of the company's and my profile, my honest training experience, the organization's SWOT analysis, discussion, recommendations, and the conclusion.

Throughout the six months of transforming from a degree in international business student to an intern, this vast and intergovernmental organization has given me so much valuable knowledge and experiences.

Most of the things that I was able to experience during my internship with ASEAN Secretariat is related to general work ethics and procedures. I was very overwhelmed to have gained such varies experiences like how to handle both small and big meetings, networking with high position officers and foreigners, the overall process of project development, gathering necessary data and information and expressing my ideas and opinions on a particular matter. On top of that, ASEAN Secretariat has also broadened my boundaries in capturing new skills and values as well as sharpening the existing ones. For instance, my communication skills have been boosted to optimum level as the meetings forced me come out of my shell. Punctuality is one of the basic yet substantially crucial values that the organization has helped penetrate inside of me while being part of the Programme Cooperation and Project Management Division family.

Other than that, the internship programme has also given me the chance to understand the organization in a deeper level. Not only I was able to capture the essence of the organization by accomplishing the given tasks, but by reading about their SWOT analysis too. ASEAN Secretariat has such clear and outstanding strengths, weaknesses, opportunities and threats. Upon analysing ASEAN Secretariat's SWOT analysis, several recommendations have been constructed to help mend the organization's weaknesses and curb their potential threats.

## TABLE OF CONTENTS

NO.	CONTENT	PAGE
	Acknowledgement	1
	List of abbreviation	2
	Student profile:	3
i	Updated resume	3
ii	Updated curriculum	4-7
iii	Linkedin	7
	Company profile:	8
1.1	Company's logo, location and operation hour	8-9
1.2	Vision, mission and objectives	10
1.3	Background of establishment	11-12
1.4	Organizational structure	13
1.5	Products/services offered	14
2	Training reflection	15
2.1	Department, roles and responsibilities	15
2.2	Assignments	16-17
2.3	Tasks	18-19
2.4	Gains	20
2.4.1	Knowledge and technical skills related to work	20
2.4.2	Knowledge and technical skills related to personal development	21-22

<b>NO.</b>	<b>CONTENT</b>	<b>PAGE</b>
3	SWOT Analysis	23
3.1	Strengths	24
3.1.1	Senior citizens are majority	24
3.1.2	Health and safety law	25
3.1.3	Training and development	26
3.2	Weaknesses	
3.2.1	System malfunction	27
3.2.2	Slow decision making and implementation	28
3.2.3	Unreached of full potential	29
3.3	Opportunities	30
3.3.1	Technological advancement	30
3.3.2	Gain knowledge on other's culture	31 - 32
3.3.3	New cooperations and strengthening ties	33
3.4	Threats	34
3.4.1	Lack of effective regional cooperation on climate change	34
3.4.2	Delayed supply chain	35
3.4.3	Financial market disruptions	36
4	Recommendations	37 - 40
5	Conclusion	41
6	References	42 - 44
7	Appendices	45 - 49
8	Additional materials and resources	50

## **ACKNOWLEDGEMENT**

First and foremost, I would like to express my heartfelt gratitude towards Allah SWT for the will, energy and time that He has bestowed upon me throughout my internship programme and preparing this internship report. Other than that, I would also want to grab this opportunity to give thanks to those who have always been there next to me through my ups and downs while ensuring I get all my assigned tasks done effectively and efficiently. To my dearest parents, thank you for the endless love and care that you have given to me. Also, biggest thanks to my advisor, Sir Mohd Isham bin Abidin, for his continuous support and guidance in meeting every aspect of requirement of this internship programme. Not to forget, warmest love to all my dearest friends that have made this journey a fun and stress-free adventure for me. Without all of you guys, I wouldn't have been here, to finally put a successful end in my degree life. I wish nothing more than His blessings and may you be rewarded for your kindness, love and care towards this dependent soul.

## LIST OF ABBREVIATIONS

<b>NO.</b>	<b>ABBREVIATIONS</b>	<b>DEFINITION</b>
1	AMS	ASEAN Member States
2	PPMS	Project Proposal Management System
3	PCPMD	Programme Cooperation and Project Management Division
4	ASEC	ASEAN Secretariat
5	ASEAN	Association of Southeast Asian Nation
6	JAIF	Japan-ASEAN Integrated Fund
7	PMF	Project Management Framework
8	APSC	ASEAN Political Security Committee
9	AEC	ASEAN Economic Committee
10	ASCC	ASCC
11	SCDC	Sub-Committee on Development Cooperation

## STUDENT'S PROFILE

### i) Updated Resume

<p><b>ADAM HASMY</b> BIN EDY HASMY</p>	
<p>📞 ✉️ 📍</p>	<h3>PROFILE</h3> <p>A Final Year International Business Student with a strong passion and motivation in International Business especially in financial and investment management.</p> <p>Values: Positive Attitude Self-motivated Adaptability</p>
<h3>SKILLS</h3> <ul style="list-style-type: none"><li>Microsoft Words</li><li>PowerPoint</li><li>Public Speaking</li><li>Software Editing (Filmora, Animate)</li></ul>	<h3>EXPERIENCE</h3> <p>CLASS REPRESENTATIVE</p> <ul style="list-style-type: none"><li>Provide advice and guidance to a total number of 36 students (classmates) on both academic and non-academic matters throughout all the semesters.</li><li>Organize and collect data/assignments from classmates for submission to the lectures.</li><li>As a focal person between lecturers and classmates for any matter pertaining to academic and non-academic matters.</li></ul>
<h3>EDUCATION</h3> <p>MARCH 2021—PRESENT (EXPECTED TO GRADUATE IN 2023) DEGREE IN INTERNATIONAL BUSINESS Universiti Teknologi Mara (UTM) Cawangan Melaka Kampus Bandaraya Melaka CURRENT CGPA: 3.7</p> <p>SEPTEMBER 2018 – FEBRUARY 2021 DIPLOMA IN INVESTMENT ANALYSIS Universiti Teknologi Mara (UTM) Cawangan Terengganu Kampus Dungun CGPA: 3.49</p>	<h3>CSR</h3> <p>CSR AT KAMPUNG SAMBAH Helped the students a few life and study lessons as well as the community in Sabah to strengthen their effort in the sustainability and enhancement of school and public well-being.</p> <p>CSR AT ZOO NEGARA Some of the animals in zoo negara were taken care of during the Corporate Social Responsibility. Most of the animals were fed and their cages were cleaned.</p> <p>INTERNATIONAL COASTAL CLEAN UP DAY 2019 Joined a teamwork activity in cleaning the Jebek Ondung Beach in Kuala Dungun, Terengganu. Ever, rubbish gathered were successfully recycled and disposed.</p>

## ii) Updated Curriculum Vitae

**ADAM HASMY BIN**

**EDY HASMY**



**Linkedin:**

---

### **OBJECTICE**

A recent graduate from Universiti Teknologi MARA (UiTM) who is extremely organised and precise and is keen to gain experience in the business administration sector. I am an honest and aspirational person who enjoys learning new things. I can effectively communicate with a variety of people thanks to my great communication abilities.

---

### **PERSONAL PARTICULARS**

- **Age:** 23 years old (as of 2023)
- **Gender:** Male
- **Nationality:** Malaysian
- **Race:** Malay
- **Religion:** Muslim
- **Status:** Single
- **Location:** Kuala Lumpur, Malaysia

---

### **EDUCATIONAL BACKGROUND**

**MARCH 2021 – PRESENT**

(EXPECTED TO GRADUATE IN 2023)

Degree in International Business

Universiti Teknologi Mara (UiTM)

Cawangan Melaka, Kampus Bandaraya Melaka

Current CGPA: 3.7



**SEPTEMBER 2018 – FEBRUARY 2021**

Diploma in Investment Analysis

Universiti Teknologi Mara (UiTM)

Cawangan Terengganu, Kampus Dungun

CGPA: 3.49

**JANUARY 2013 – DECEMBER 2017**

Malaysia Certificate of Education (SPM)

Sekolah Menengah Kebangsaan Taman Tun Dr. Ismail (2013 - 2014)

Sekolah Menengah Kebangsaan Bandar Utama Damansara 4 (2015 – 2017)

---

**WORKING EXPERIENCE****MARCH 2023 – AUGUST 2023**

Degree in International Business Internship Programme

Association of South East Asia Nation Secretariat (ASEAN Secretariat)

- Programme Cooperation and Project Management Division
- Assisted in meetings
- Inputted project proposals into the system
- Verified project proposal data in the system and SCDC matrix

---

**LEADERSHIP EXPERIENCE****MARCH 2021 – PRESENT**

Class Representative during Degree in International Business

Universiti Teknologi Mara (UiTM) Kampus Bandaraya Melaka

- Provide advice and guidance to a total of 36 students (classmates) on both academic and non-academic matters throughout all six semesters.
- Organize and collect data/assignments from classmates for submission to lecturers.
- A focal person between lecturers and classmates for any matter pertaining to academic and non-academic matters.

---

## **VOLUNTEERING EXPERIENCE**

### **24 NOVEMBER 2022**

CSR at Kampung Sambah, Sabah

Universiti Teknologi Mara (UiTM) Kampus Bandaraya Melaka

- Cleaned the school
- Delivered a short talk
- Thought the students life and study lessons
- Assisted the students with their assigned tasks

### **17 DECEMBER 2022**

CSR at Zoo Negara, Kuala Lumpur

Universiti Teknologi Mara (UiTM) Kampus Bandaraya Melaka

- Successfully cleaned and fed the animals as a team
- Organized the events according to the time given
- Assigned group members their task
- Distributed food and beverages to the assigned spot

### **19 SEPTEMBER 2019**

International Coastal Cleanup Day

Universiti Teknologi Mara (UiTM) Kampus Dungun

- Cleaned the beach as a team
- Handed the information card to the participants
- Shared a talk on how to preserve the nature

---

## **SKILLS**

- A team player
- Excellent leadership
- Basic software expertise (Microsoft Words, Powerpoint and Excel)
- Software editing (Filmora and Animate)
- Public Speaking

## VALUES

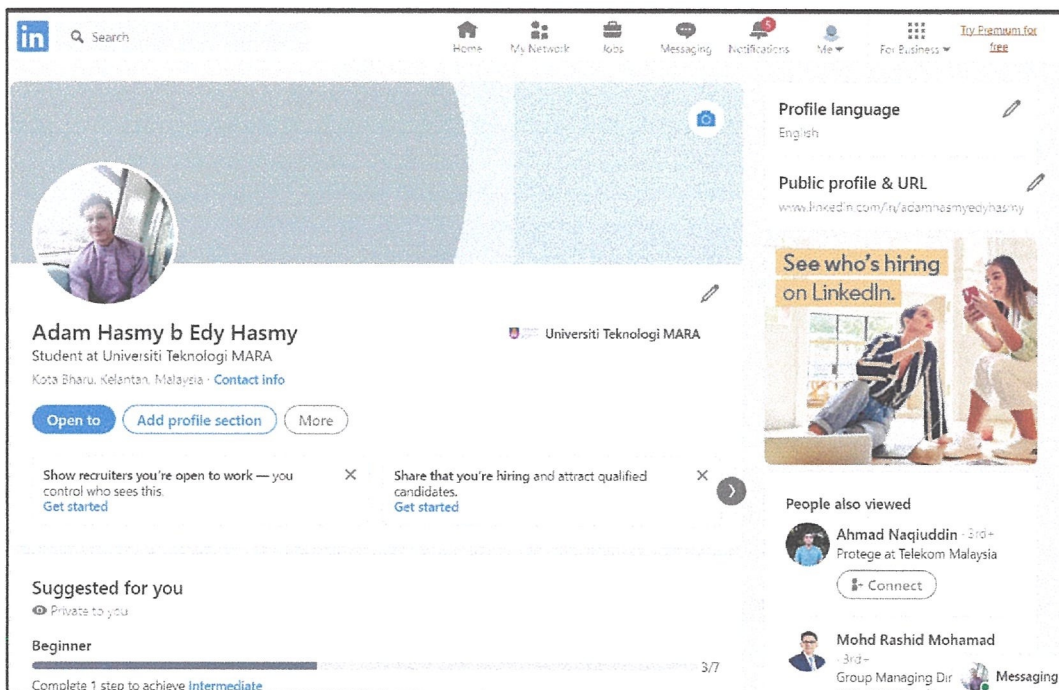
- Positive thinking
- Self-motivated
- Adaptability

---

## LANGUAGES SPOKEN

- English
  - Malay
- 

### iii) LinkedIn Page



# 1) COMPANY PROFILE

## 1.1) Company's name, logo, location, operation hour

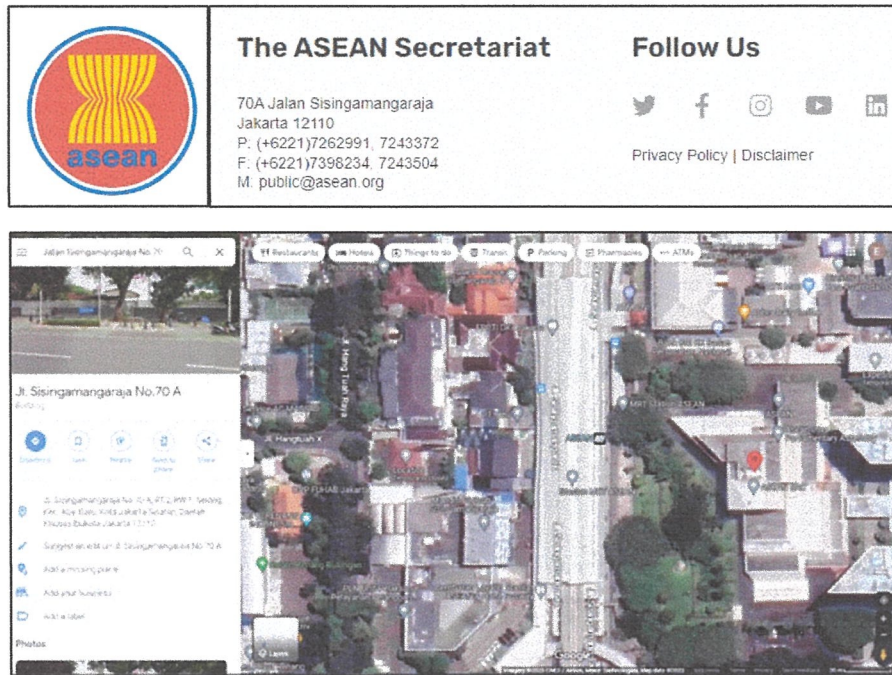


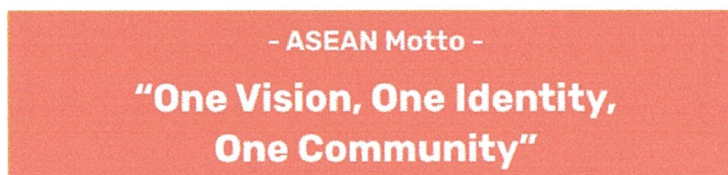
Diagram 1: ASEAN Secretariat's logo and location

The vast organization that I undergo my internship programme is called Association of Southeast Nation Secretariat. To make it short and simple, "ASEAN Secretariat" is what this intergovernmental organization typically stands for amongst their 10 AMS and other regions. An organisation known as an intergovernmental organisation (IGO) is one that was established by a treaty involving two or more nations and was intended to work in good faith on matters of mutual concern. The promotion of ASEAN and its goals and tenets as outlined in the ASEAN Charter is the goal of using the name "ASEAN." It is forbidden to utilise it for political propaganda or for actions that undermine ASEAN's honour and integrity or have a negative impact on the organisation or its member states. Ever since its establishment back in the 60's until the 90's, ASEAN Secretariat has developed its 10 ASEAN Member States. The 10 ASEAN Member States are Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Singapore, Philippines, Vietnam, and Thailand. Hence, the 10 yellow stripes designated into their official logo aims to resemble the unity of all of its 10 AMS. In addition, the logo also intends to magnify their proudly mentioned motto, "One Vision, One Identity, One Community" in which it expresses despite the diversity, they are united as one and sharing the common organizational goal.

As per agreement amongst all 10 AMS, ASEAN Secretariat is now located at **70 A Jalan Sisingamangaraja, Jakarta 12110 Indonesia**. Even though ASEAN Secretariat is a regional organization, it is only consisted of a single capital stated in Jakarta. The first ASEAN Summit, held in Nusa Dua, Bali, on February 23, 1976, was the first time the concept of a permanent secretariat office had been proposed. Because Indonesia is Southeast Asia's biggest and most powerful country, all foreign ministers at the time decided to locate the ASEAN Secretariat office in Jakarta. In comparison to other ASEAN members, Indonesia's political stability, security, and geographic location as an archipelagic nation were all taken into account.

In terms of the office hour, ASEC staffs works at a regular operational hour of 9:00am to 5p.m (Indonesia time horizon). However, this doesn't mean that their office hour is not flexible like any other firms or organizations. Though big and regional, the organization still practices flexible office hour as they allow their staffs to start working half an hour early and leave just as early as well. This means that technically, the organization permits its workers to start working at 8:30am and get to their home at 4:30pm everyday without effecting their image and annual leaves. ASEAN Secretariat's operational day is similar to the organizations in Kuala Lumpur where they work from Monday to Friday consecutively and have their weekends on Saturday and Sunday.

## 1.2) Vision, mission and objectives

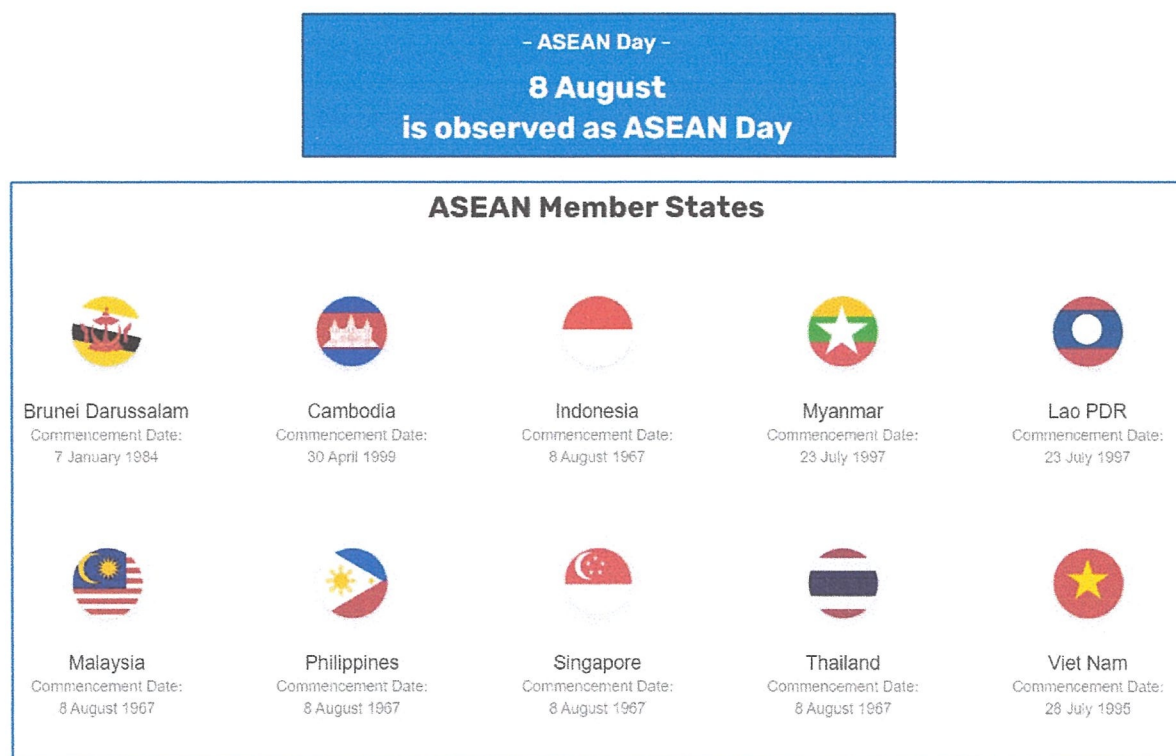


*Diagram 2: ASEAN Secretariat's Motto*

Like any other firm or organization, ASEAN Secretariat has developed their own vision and mission as well. ASEAN Secretariat envisioned to be a responsible business community that cooperates in a joint effort within its ASEAN Member States to make ASEAN a better place to live in to all of its citizens. Their mission would be to promote and enable responsible business conduct in ASEAN to achieve sustainable, equitable and inclusive social, environmental and economic development. According to their publicly displayed motto, "One Vision, One Identity, One Community," they are united as one despite their differences and have the same organisational objective.

Jumping into the organization's goal, accelerating regional economic, social, and cultural development via cooperative efforts in an environment of equality and partnership is one of them. Enhancing all these variables will contribute to laying a stronger basis for Southeast Asian nations to live in harmony and prosperity. Apart from that, ASEAN Secretariat also extends its operational goal in terms of advancing regional peace and security via continued commitment to the UN Charter's beliefs and respect for justice. The advancement of regional peace and security is also done through the continuous principle and respect towards the rule of law in ties between member states of the region. Also, this organization's objectives include helping one another by offering training programmes and research facilities in the academic, professional, technological, and administrative sectors. Moreover, the ASEAN Secretariat aims to work together more efficiently to promote continued growth in the commerce, industry, and agriculture sectors. In order to raise the living conditions of ASEAN citizens, this involves enhancing transportation and communications infrastructure and doing research on global commodities trade. In addition, the organisation was founded in the early 1960s with the goal of promoting Southeast Asian studies as one of its objectives. The organization's final goal is to maintain tight and fruitful cooperation with current international and regional organisations that share its goals and objectives while looking into all possibilities for even closer cooperation among themselves.

### 1.3) Background of establishment



**Diagram 3: ASEAN Secretariat's background (AMS and ASEAN Day date)**

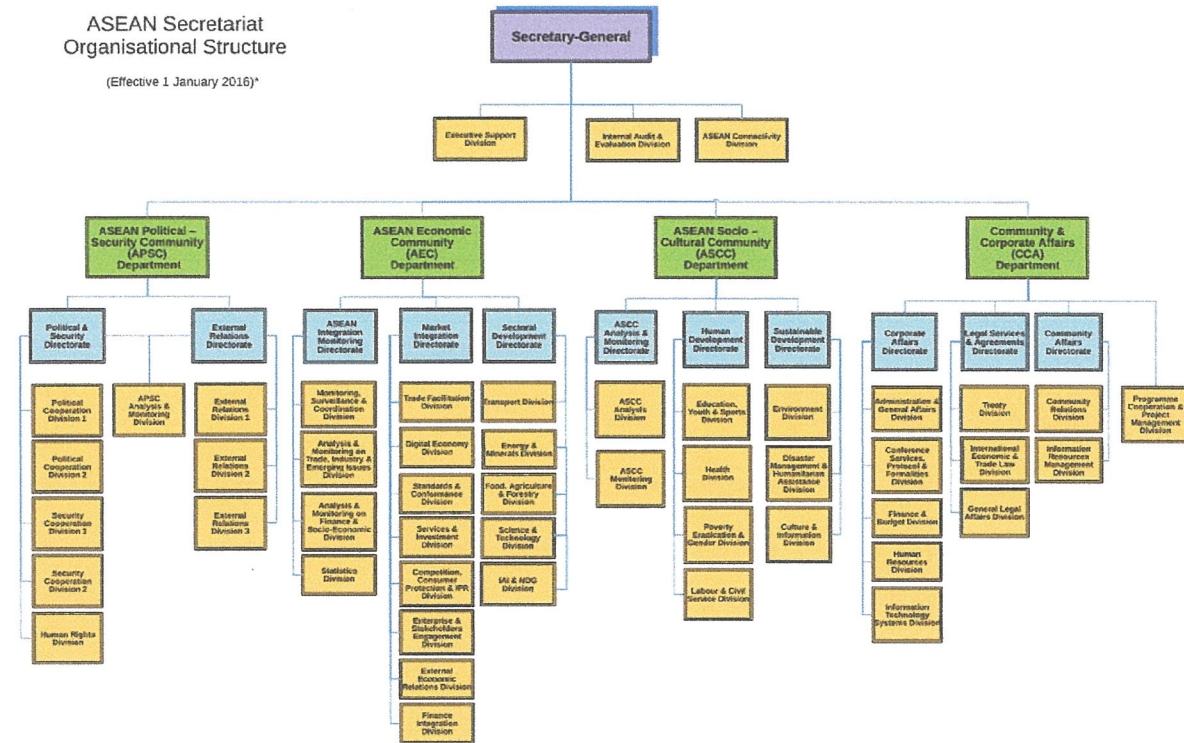
The Association of Southeast Asian States also known as ASEAN, was formally established on 8<sup>th</sup> August 1967, when Indonesia, Malaysia, the Philippines, Singapore, and Thailand signed the ASEAN Declaration. During this time, the declaration is also named as the Bangkok Declaration. Until this day, this date remains being the organization's establishment date where they call it as "ASEAN Day" and have a day off as a celebration. Then, dated on 7<sup>th</sup> January 1984, Brunei Darussalam decided to be part of ASEAN alongside Indonesia, Malaysia, the Philippines, Singapore and Thailand. Next, on 28<sup>th</sup> July 1995, Vietnam decided to join ASEAN Secretariat alongside Lao PDR and Myanmar joining ASEC 2 years later. The last country that completed today's 10 ASEAN Member States is Cambodia, joining the ASEC family on 30<sup>th</sup> April 1999.

Nowadays, after years long of its establishment, the ASEAN Secretariat is made up of 10 members, who are referred to as the organization's 10 ASEAN Member States. Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Singapore, Philippines, Vietnam, and Thailand are included in the ASEAN Member States. Nevertheless, yet another country has been eyeing to be part of ASEAN Secretariat quite recently. In 11<sup>th</sup> November 2022, ASEAN Secretariat has publicly put out a statement on the application of Timor-Leste for ASEAN Membership. The statement given by ASEAN Secretariat portrayed an approval by all of the AMS on regard to the Timor-Leste's application. The ratification will occur in Labuan Bajo, East Nusa Tenggara (NTT), in September 2023.

The committee of the ASEAN Secretariat is segmented into three pillars, often known as blueprints. The ASEAN Political Security Committee (APSC), ASEAN Economic Committee (AEC), and ASEAN Socio-Cultural Committee (ASCC) are the three pillars established by the ASEAN Secretariat. Rule-based, people-oriented, and people-centered communities are said to be APSC's top priorities. For all of the ASEAN Member States, the AEC is focused on creating a highly integrated and cohesive economy. About ASCC, members who belong to this pillar typically take responsibility for including and assisting the people.



## 1.4) Organizational structure

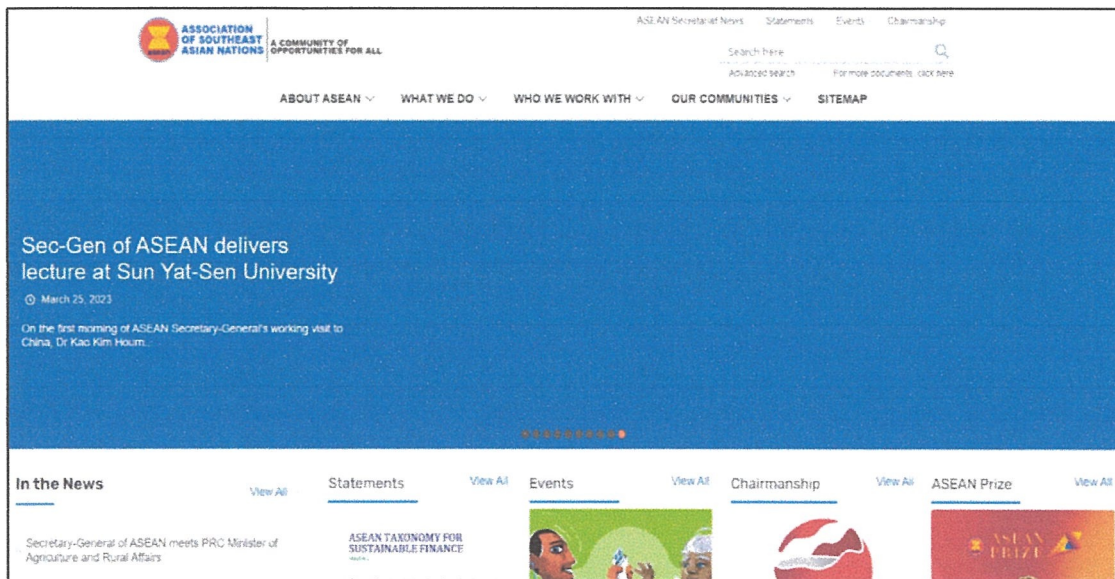


\*Amended with the establishment of Digital Economy Division that was approved ad referendum by the ACC on 8 September 2022

**Diagram 4: ASEAN Secretariat's organizational chart**

The above diagram illustrates ASEAN Secretariat's organizational structure in detail and organize manner. The secretary-general is the highest position in the organization and is opened for the foreigners opposing the hiring requirement for officers where it is only opened for locals. The organizational structure also showcases the beforementioned pillars in ASEAN Secretariat. Here, the pillars are being extendedly interpreted on which divisions specifically belong to them. In this case, the division that I was appointed to, PCPMD, works under Community and Cooperate Affairs (CCA) pillar.

## 1.5) Product/services offered.



**Diagram 5: ASEAN Secretariat main page**

The ASEAN Organs continuously work to realise ASEAN's aims and objectives. For effective decision-making inside and among ASEAN bodies, the Secretary-General of ASEAN and the ASEAN Secretariat will act as coordinators. Each ASEAN Member State must also designate a Permanent Representative to serve as their point of contact with the Secretary-General and ASEAN Secretariat. ASEAN Secretariat desires to promote advancement of asian countries through economic stability, peace and harmony, politic, technological enhancements and other macroenvironment factors.

## **2) Training's Reflection**

As requested by Universiti Teknologi Mara (UiTM), the duration of industry training is a total of six months. I started journeying into my industry training with ASEAN Secretariat starting on 1<sup>st</sup> March 2023 and ends on 15<sup>th</sup> August 2023. My internship programme with ASEAN Secretariat requires me to work every Monday to Friday, starting from 9am in the morning and ends at 5pm evening. However, during Ramadan, ASEAN Secretariat permits its Muslim staffs to leave the office an hour early to ensure they get to home soon enough to break their fast.

### **2.1) Department, Roles and Responsibilities**

Being an intern in the organization, they have assigned me to be a part of the Programme Cooperation and Project Management Division (PCPMD). The ASEC Project Management Framework (PMF) is strengthened and maintained by PCPMD, who also assist projects and programmes for development cooperation with ASEAN and dialogue partners. In order to maximise the efficacy and efficiency of funds utilisation, achieve the goals, and comprehend their overall influence on the achievement of ASEAN Community goals, PCPMD coordinates, facilitates, and monitors ASEAN Cooperation programmes and projects.

Getting hired as an intern in ASEAN Secretariat has obliged me to give full cooperation in fulfilling my seldom duty of assisting my colleagues on matter they yet to work with. Thus, my roles and responsibilities often comprise of inputting the proposals into the system, verifying proposals data, assisting in meetings and reporting the any issue of the proposals and the system. Throughout this adventure of career path, I have successfully become the backbone of PCPMD in helping to get everything done on time as well as assisting corrective actions for past tasks.

## 2.2) Assignments (long-term tasks)



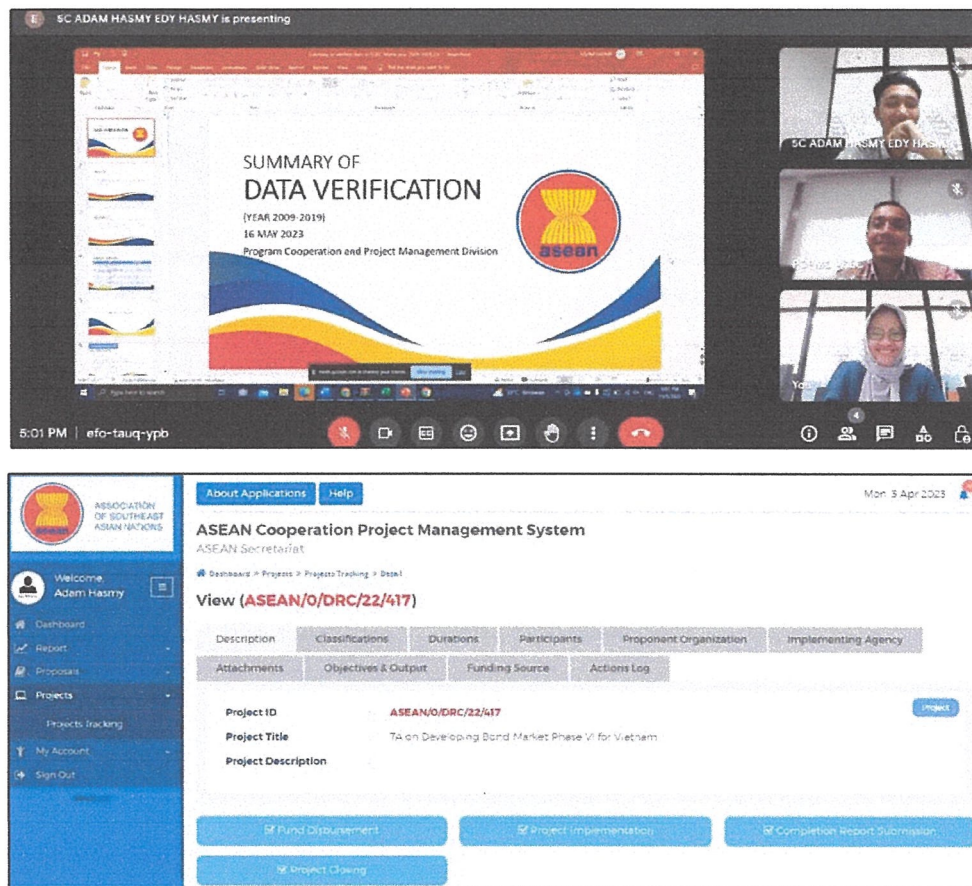
**Diagram 6: Meetings and training programmes with AMS and ASEC entities from other countries**

One of the assignments that needs completion under PCPMD is in terms of preparation of the meetings. The team will come up with a list of preparations to be done beforehand the meetings. For small meetings, the requirements for preparations are simple and minute amount. As an example, PCPMD will continuously conduct a meeting with their Project Proposal Management System (PPMS) developer, Deptech, every once or twice per month to give feedback and report on how well the system is operating. Therefore, meeting with Deptech will require small preparations like setting up a date and noting down the issues to be addressed to Deptech. This also brings to mean that the participants are small thus not requiring that much of effort in terms of participation. My assignment in this activity would be assisting both OFR Alieftyo and OFR Cassandra in gathering any issues on the system as well as any erroneous on the projects relating to Deptech.

As for massive meetings, the assignments may take longer and more effort is very much necessary. Meetings like PMT Meeting of Projects under RDCA and SCDC Meeting by Indonesia member requires a thorough and detailed planning as the participants are amongst the vital people and from other states who are not part of the ASEC Members. Also, mass meeting like these are held specially to discuss on bigger matters thus requiring ASEC staffs to prepare all the necessary documents and information needed prior to the meeting. During events like this, I was assigned to help with ensuring that all the external preparations are well-prepared. For example, my assignments for the big meetings are to ensure the recorder works perfectly as well as sufficient and extra batteries to record the meeting. Other than that, I was also in charged to take pictures and edit them for the others to attach it into their annual report.

Other than that, PCPMD also held training programs to both members and non-members. For instance, on 8<sup>th</sup> and 9<sup>th</sup> March 2023, PCPMD held Project Proposal Training Programme to ASEC entities from different firms. The training aims to teach the attendants on the overall process of project proposal. ASEC staffs only prepared a few slideshows and old documents for the presentation. However, my main assignment for this particular training was to be part of the attendants where I get to gain the inputs with the other fellow participants. By doing so, I was entirely given the clear view on the process of producing project proposals and most importantly, getting the ideas of necessary inputs in proposals and its annexes. Therefore, with this activity, not only get to interact with people from diverse backgrounds, but I also am fairly prepared to conduct documents like proposal, budget and workplan for a project.

### 2.3) Tasks (short-term/daily tasks):



**Diagram 7: Presented to system developer, Deptech on data verification (top) and inputting new proposals into PPMS (below)**

Unlike assignments, task is defined as a work that is done daily. Hence, this means that it is achievable within a short period of time. PCPMD has quite a number of daily tasks every day and I was partially part of it as well.

Some of the tasks that I have done thus far is verifying project proposal data in the SCDC matrix. This is done by comparing the data in SCDC matrix with the ones in PPMS to check whether the data between both resources corresponds or otherwise. If the data doesn't correspond then a comment must be stated on the SCDC matrix excel. The comments will be checked by the higher authorities to take corrective actions upon it. Though there are massive amount of data, verifying them took moderately short period of time. This task is known to be one of the most constantly done by PCPMD staffs.

Next, I have also assisted in inputting new project proposal data into PPMS. This simple task requires the doer to key in the data of newly completed, ongoing or pending proposals into the PPMS for future references. Due to its simplicity and easily achievable characteristics, this task is perceived as one that can be done within a day; depending on the amount of proposal data to be inputted into PPMS. Typically, this task is achieved within half a month with immense number of proposals to be inputted. Nonetheless, it can also take longer than that as the system sometimes faces malfunctions. Hence, this task may take longer than the usual duration. Normally, whenever there is a malfunction, I will try to solve it with the system developer, Deptech, alongside my fellow colleagues. Though it may sound like a hassle, but the process of fixing the issue has taught me some much in terms of technology. The knowledge that I have gained from this process is the usage of "AnyDesk" where it allows other people to remotely utilize your personal computer. This is a very great value added as it enhances my understanding and utilization of technology gradually.

**2.4) Gains**

**2.4.1) Knowledge and technical skills related to work**



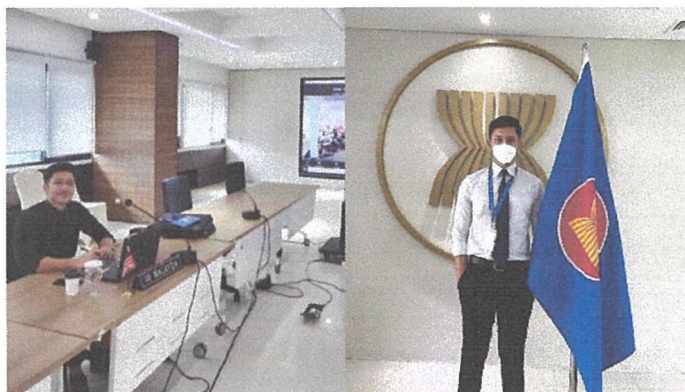
**Diagram 8: SCDC Matrix (left) and assisting PCPMD team in meeting (right)**

Throughout the journey of internship programme, I have gained a lot to my own benefit to the others around me; the organization, environment and community as a whole. One of the knowledge and technical skills that I have gained relating to work would be enhanced usage of Microsoft Excel. Verifying data in SCDC Matrix Excel has helped me on how Excel works thus making me more familiar and comfortable with it for future uses. This also helped the organization to accelerate the pace of data verification.

Experience would be the greatest award gained during the internship. It has opened my eyes on working in the real world. Working with ASEAN Secretariat, I have been equipped with the skills and knowledge that would really matter in the office. Some of them are assisting a meeting on any necessary preparation. For instance, testing the recorder and recording and taking pictures pre and during PMT Meeting of Projects under RDCA. Joining the training of project proposal have broaden my knowledge on the process of developing project proposal from the scratch to its implementation in most efficient and effective way possible. Once or twice a month, PCPMD will run down a meeting with their system developer, Deptech. Being one of the attenders, it widens the idea of how a meeting works into a clearer view to me. With this being said, I now know the whole situation of a meeting.



## 2.4.2) Knowledge and skills related to personal development



***Diagram 9: Enhanced communication skills during meetings (left) and learned appropriate work dress code (right)***






Over and above that, vast knowledge and skills relating to personal development has been obtained as well. One of the self-improvements gained from the internship experience is in terms of time. Personally, I have always been dealing with my trouble with time. Getting to places on time seemed like something that is obtainable but requires too much energy and thinking. Fortunately, dealing with working hours from an immense organization has greatly disciplined my punctuality which emphasizes the need to be sensitive towards time taught by my lecturer, Sir Isham. Being punctual has never been more light weight and simpler. Working at Jakarta, with their high traffic, was indeed one of the many reasons to why punctual has moved from my weakness to being one of my strengths. Here in Jakarta, traffic jams can take you hours to get to places that is not even far away. So, in this regard, my sharpened punctuality is a sign of increased planning skills.

Furthermore, I have gained the basic knowledge of dress code at the office. For example, the dress code at the office is neat, appropriate and presentable. This is vital as dressing the right outfit and looking good boosts confidence which enhances the overall performance. As taught in Professional Etiquette for Hoteliers course during my fifth semester, etiquettes including dressing the right way is undoubtedly vital in showing respect, professionalism and maturity.

Additionally, the internship has also enhanced my communication skills both verbal and non-verbal. Whether it is speaking face to face or emailing to a colleague, the process seemed smoother and more executable. This is one of the most valuable skills I have gained as I am not a great communicator. The emails that I have sent to my colleagues now sound more professional and clearer. In my future work, I can see how far this skill can come in handy to me in expressing my ideas and thoughts thus maximizing the overall efficiency of the productivity.

Lastly, the industry training has definitely boosted my confidence level to a whole new level. Attending meetings and celebrations at ASEAN Secretariat has driven me into becoming more of a social person thus forged the strength in me to be more confident to speak. Luckily, in Jakarta, the citizens speak Malay and English in which it allows me to sharpen my English without forgetting my native language. Confidence is just as important as communication skills when it comes to work. Therefore, I can see that uplifting my self-esteem will be a great value added to my resume for my future job application.

### 3) SWOT Analysis

 <h1 style="margin: 0;">SWOT ANALYSIS</h1>	
<b>INTERNAL FACTORS</b>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <u><b>STRENGTHS</b></u>  </div> <div style="text-align: center;"> <u><b>WEAKNESSES</b></u>  </div> </div> <ul style="list-style-type: none"> <li>Highly experienced senior citizens are majority.</li> <li>Health and safety laws.</li> <li>Training and development.</li> </ul> <ul style="list-style-type: none"> <li>System malfunction.</li> <li>Slow decision making and implementation.</li> <li>Unreached of full potential.</li> </ul>
<b>EXTERNAL FACTORS (PESTLE)</b>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <u><b>OPPORTUNITIES</b></u>  </div> <div style="text-align: center;"> <u><b>THREATS</b></u>  </div> </div> <ul style="list-style-type: none"> <li>Technology Advancement (Technology).</li> <li>Learn other's culture , between ASEC members (Social).</li> <li>New cooperation and strengthening ties (Economy).</li> </ul> <ul style="list-style-type: none"> <li>Lack of effective regional cooperation on climate change (Environment and Legal)</li> <li>Delayed supply chain (Policy).</li> <li>Financial market disruption (Economy).</li> </ul>

### 3.1) Strengths

#### 3.1.1) Senior citizens are majority

One of the internal strength that can be seen in ASEAN Secretariat is in terms of their staffs. Due to the fact the organization being nationally big that aims to promote regional peace and economic stability to all ten of its members requires it to hire people with excellent academic achievements and experinces. This is to ensure that the organization's goals can be achieve and that huge mistakes that could tear the organization down be avoided. In addition to the reason mentioned, ASEAN Secretariat is also augmenting their members. Recently in Ministry of Foreign Affairs of the Republic of Indonesia published that Timor-Leste was congratulated by President Joko Widodo (Jokowi) for joining ASEAN family on the event of 42<sup>nd</sup> ASEAN Summit few months back. Therefore, this indicates that the pressure rises as more and more work needs to be done now that there is an additional to AMS. Rationally, ASEAN Secretariat will start looking for people who knows well about Timor-Leste or those who might have a lot of experience working with the country.



**Diagram 10: Prime Minister of Timor-Leste, Taur Matan Ruak, shaking hands with Prime Minister of Indonesia, President Joko Widodo (Jokowi)**

With this being said, majority of ASEAN Secretariat workers are senior citizens with high education achievements and immense experience with handling foreigners. This eases most of the tasks in every department. With senior citizens being on the field for respectable period of time gives the organization a boost in its growth. The particular reason to this is that the organization will need prepare less or even better, non of training and development activities for their employees as they are able get the job done without any issues. Though it may seem like the typical stigma of a firm or organization not hiring fresh graduates, it actually saves the organization an abundance of time in various areas thus accelarating its way in grasping their aims.

### 3.1.2) Health and safety laws



**Diagram 11: mandatory face masks, hand sanitizers, asean-german football match wristband and yoga mat**

The organization's strength also lies in their health and safety policy. This is also an example of their internal strength. Here in ASEAN Secretariat, keeping the workers healthy and safe has been their biggest concerns since the beginning. This concern is then further emphasize by the organization after the outbreak of coronavirus. As an example, during the endemic era, ASEAN Secretariat has implement a policy on the attendance of employees as a mean to curb the spreading of the deadly virus. The policy implies that only a quarter portion of the employees will attend to office whilst the other will have to work remotely from home. To be equal, every employees have the same ratio of physical-remote working condition as they take turns everyday stated by the terms and condition. As for the ongoing safety precautions the organization impliments, ASEAN Secretariat obliges for hand sanitizers to be placed on every floor as well as compulsory face masks and temperature check prior to entrance. Not to forget, they also place security guards on every gates to prevent intruders, suicide attacks and riots.

In addition, ASEAN Secretariat also conduct a few activities, particularly sports-related where it helps in promoting healthy lifestyle to their employees. The organization believe in sustaining and ensuring their employees' overall well-being in order to perserve the organization's productivity. Some of the programmes developed are ASEAN Sports Day and regular football match amongsts ASEC internals and externals. The recent ASEAN Sports Day was held on 2<sup>nd</sup> to 4<sup>th</sup> of July 2023. These programmes not only boost the employees health, but it also allows them to create and sustain connections thus easing future work-related matters. Another way that the orgnization has partake in promoting their staffs' health is by giving out exercise appliances and health kit like yoga mats and unlimited face masks.

### 3.1.3) Training and development

The screenshot displays a virtual training interface. On the left, a 'BUDGET PROPOSAL' table is visible, detailing various project components and their financial values. On the right, a 'Day 4' schedule table outlines the main topics for the day, including project budgeting, reporting, coffee breaks, lunch, and a plenary presentation.

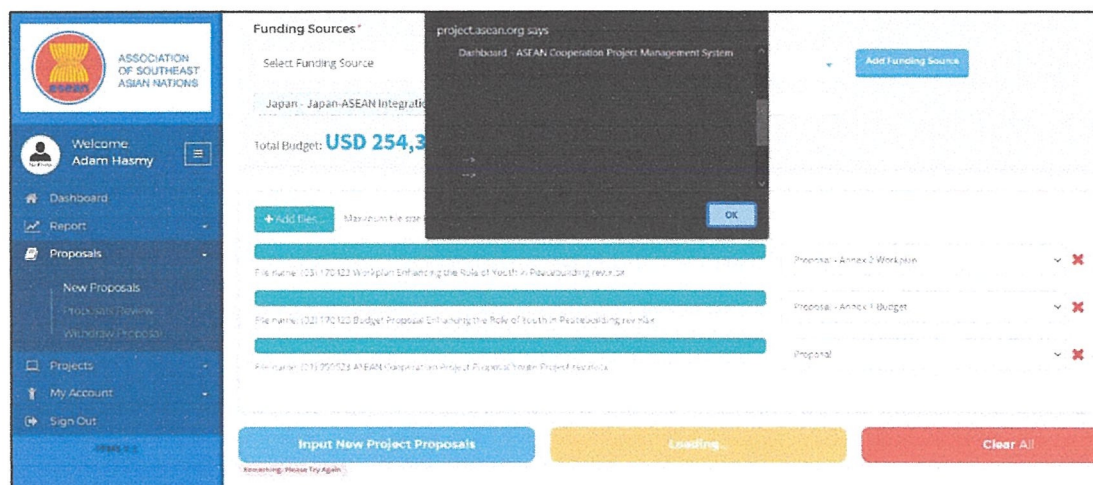
TIME	MAIN TOPICS
09.00 – 12.00	• Project Budgeting, Financial Disbursement and Reporting
	<i>Coffee Break</i>
	• Development of ASEAN Cooperation Project Prop
12.00 – 13.30	<i>Lunch</i>
13.30 – 16.30	• Plenary Presentation of Project Proposal
	• Overall Review, Training Feedback & Post-Test

**Diagram 12: Project proposal online training with Cambodia**

Last but not least, the organization’s strength can be portrayed in their Human Resource Management. ASEAN Secretariat has conducted many training and development for both ASEC members and non-members. The training aims to give better understanding about any relevant matters regarding a specific work. Networking between insider and outsider will extend their knowledge which increases organization’s growth and ease in acquiring sponsors for future projects. For instance, Project Proposal Training Programme with ASEC entities and 4<sup>th</sup> Cycle of IAI Proposal Writing Course with Cambodia were implemented to train the participants on project proposal development. These trainings also give ideas on future projects for ASEAN Secretariat as well as tightening the bond with their member states and entities.

## 3.2) Weaknesses

### 3.2.1) System malfunction



**Diagram 13: PPMS being malfunction**

Similar to any other firms or organizations, ASEAN Secretariat has its own downsides as well. One of the weaknesses the organization faces is in terms of their technology. Although this may seem like a common weakness to be encountered in an organization or a firm, it doesn't exclude the fact that it can be just as deadly as any other weaknesses there is. Such weakness can wreck havoc in their daily operation thus effecting their overall annual production. As we know, we are now entering an era where technology takes most of the work. Hence, without technology, everything else will not be as efficient and effective as always. For instance, without the help of technology, firms and/or organizations will be restrained from continuing most of their daily work like receiving and transferring data, attending e-meetings and so forth.

Unfortunately for ASEAN Secretariat, they too face such problem at certain times. The Programme Cooperation and Project Management Division (PCPMD) uses the Project Proposal Management System (PPMS) to store, update and refer all the past, present and future proposals. Originally, the system was supposed to update the proposal's data on its own. However, due to arduous-to-detect malfunction, updating project proposal data still require a manual approach through SCDC matrix excel. This portrays that they have trouble with their system as it is incapable of processing new project proposal data automatically. Hence, updating new project proposal data takes twice as long compared to the data being processed automatically by the system. The fact that it is hard to detect the system's malfunction makes it one of the organization's weaknesses until now. Currently, this issue is still in the work of progress between ASEAN Secretariat's PCPMD and their system developer, Deptech.

### 3.2.2) Slow decision making and implementation



**Diagram 13: Big meetings with AMS and ASEC entities for consensus building**

Big prizes comes with big sacrifices. Though being big and diverse can bring good in such various ways to the organization, it could also mean that it may face big problems as well. This is the same as the rule of thumb with investing; high risk , high return. Due to having various region united in one single organization, it multiples some certain tasks including the very basic ones. For example, a simple task of decision making cannot be done as quick as other organizations or firms due to having the need to get approvals from all ten ASEAN Member States (AMS). In other sense of a word, diversity of the organization has led to their poor management as bigger only mean more work. This approach is known as a strategy that allows groups to develop a broad understanding among key players and maximise potential rewards for everyone. Consensus building that leads to slow decision making will eventually resulted to the slow implementation of AEC commitments. Unfortunately, these issues are not only caused by consensus builing but it is also due to the fact that there is a high possibility of slow progress in domestic enhancements. Some projects opposed by ASEAN Member States may be too advance or technical to ASEAN Secretariat operating in Indonesia to achieve as per given time. As an example, projects from Brunei may require sophisticated technology usage in which ASEAN Secreariat operating in Indonesia may not own. With this being addressed, the AMS from Brunei should expect a delay in reaching their proposed project.

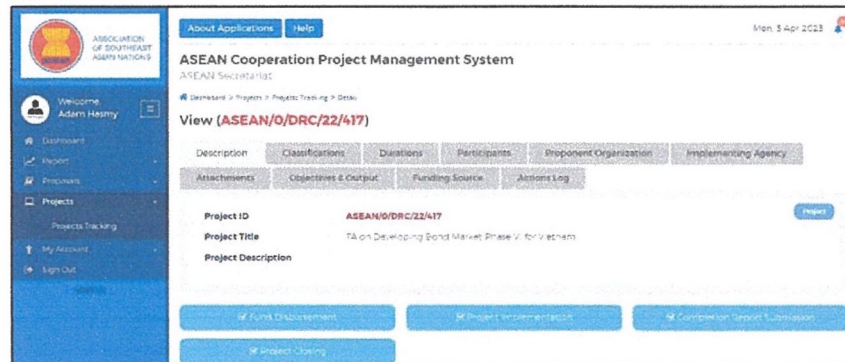


### 3.2.3) Unreached of full potential

Other than that, some of the way ASEAN Secretariat operates are also perceived as one of their weaknesses. The particular reason for this circumstance is due to the fact that they have scarce funding source and power. Even though there are a total of 10 regions within the AMS, fundings are still insufficient as most of the southeast asian's countries have drastically affected by the pandemic. With such problem, ASEAN Secretariat faces problem in conducting new projects which stunts the organization's growth at a certain degree. ASEAN Secretariat's operation is also considered as weak because its core principle is non-interference in the internal affairs of other members. Though this may seem like an ideal regulation in constraining arguments and sustaining peace between AMS, it comes with a few drawbacks as well. ASEAN Secretariat's regulation in non-interference in internal affairs of other members has severely restricts their capacity to impose penalties whenever it is necessary. Moreover, while this somewhat reflects ASEAN's lack of ambition, what's more significant is that it demonstrates Southeast Asian states' passionate desire to preserve their arduous-gained independence. Therefore, with the points given, it is clear that the level of ASEAN Secretariat's operation is still considered somewhat unstable and low despite being established for years now. This side of weaknesses showcase that the organization has yet a lot of work to do in achieving their full potential of reaching good production level and overall grasping their goal in the near future.

### 3.3) Opportunities

#### 3.3.1) Technology Advancement

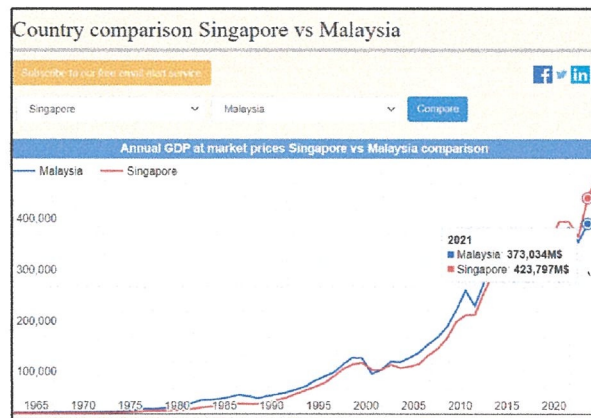


**Diagram 14: PCPMD's system, PPMS**

Getting into the depths of the organization's opportunities, it is clearly shown amongst some of the technology they operate on daily basis. This correlates to the first weakness mentioned earlier. Every month, PCPMD officers will conduct continuous meeting with the system developer, Depteck, where they will report on any malfunctions on the system. Upon receiving the reports from PCPMD, Depteck will fix the mentioned issues as well as upgrading the systems with new features to smoothen its operation. This opens the chance of updating any requested data to be done automatically if the system is successfully run 100%. As the system gets to fully run the data automatically, it enables the officers to instantly receive updated details of pending, ongoing, implemented and completed project proposal. This will not only eases the officers' work but it also helps boost the process of any work that is relating to data collection.

The PPMS is a system that is used by PCPMD officers to do most of their work. Connecting to PCPMD's scope of work, the system helps to collect data of past and present project proposals for future reference. For instance, senior officers will refer PPMS to compile the data of past sponsors from old projects to offer them new projects. Any updates of ongoing project proposals can also be inputted into the system. Overall, the system helps to organize and compile the data to smooth most of the work done by PCPMD officers. Nevertheless, with such substantial amount of confidential data, it threatens the system of being hacked by others for their personal gains. Thus, this explains another reason why PCPMD officers held a meeting with Depteck every month. The meeting also intends to help Depteck to constantly perform any modification to the system that could potentially avoid damageable malware.

### 3.3.2) Learn knowledge on other's culture



**Diagram 15: Singapore's vs Malaysia's Annual GDP**

ASEAN Secretariat employees consists of 10 asian countries, Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Singapore, Phillipines, Vietnam and Thailand. Hence, with employess coming from diverse backgrounds, ASEAN Secretariat tend to varies in cultues and beliefs. The idea of all 10 ASEAN Member States coming together as one unity has offer so much evolution and advancement to all 10 of them . Enhancements in citizen's lifestyle such as technology, culture, morale and so many more has accelareted the human growth into the better. Owing such vast diversity has led to an expansion of ideas and solutions that will eventually prosper the ASEC member countries. Through this, ASEAN Secretariat keeps all 10 asian countries with good economy, peace, political and so forth. This strength falls under Social in terms of PESTLE. As an example, although Singapore was origanally a part of and smaller than Malaysia, their economical level is recorded to be better than Malaysia's with annual GDP record of 373,034M\$ (Malaysia) and 423797M\$ (Singapore). Hence, with both countries being in ASEAN Secretariat, Singapore can give suggestions to Malaysia on how to improve their economy. This is also supported by the fact that Malaysia and Singapore get along so well as they share the same culture.



**Diagram 16: Japan-ASEAN Integrated Funding**

	A	B	C	D	E	F	G
	ID	Title	Availability (Imported into PPMs or not)	Date of Submission	Proposed Funding Source	Correspond (Funding Source)	Cluster
536	SCD/SWD/10/006/REG	Forum On The Promotion Of Peace And Development For The Internally Displaced Persons (Idps) Brought About By Natural Disasters And Internal Conflicts Within A Country Of The ASEAN Member State	Yes	16-Feb-09	JAIF	Yes	Japan
537	AGR/FOS/09/004/REG	Workshop on ASEAN Plus Three Food Security Cooperation	Yes	30-Mar-09	JAIF	Yes	Japan
538	ASC/ASC/09/003/AP3	Japan-ASEAN Higher Education Joint Initiative for Human Resource Development in Engineering and Business Management: Japanese Academic Experts Dispatch Program to Malaysia Japan University Center (Follow-up Measure of the JAPAN-ASEAN Plan of Action)	Yes	30-Mar-09	JAIF	Yes	Japan
539	TRC/TER/09/002/REG	Seminar on ASEAN Convention on Counter Terrorism (ACCT) : Effective Implementation through Extradition and Mutual Legal Assistance	Yes	21-Apr-09	JAIF	Yes	Japan
540	SCD/POV/09/007/REG	Grassroots Economic Development and Poverty Alleviation	Yes	22-Apr-09	JAIF	Yes	Japan
541	SCD/SWD/09/008/REG	Secure Housing Project " Baan Mankong"	Yes	23-Apr-09	JAIF	Yes	Japan
542	CIN/CUL/09/0020/AP3	ASEAN-Japan Cultural Forum	Yes	28-Apr-09	JAIF	Yes	Japan
543	SCD/WOM/09/0013/REG	The Second ASEAN+3 Human Security Symposium on Women and Poverty Eradication	Yes	18-May-09	JAIF	Yes	Japan
544	SCD/YOU/09/009/AP3	JENESYS Programme 2009 - Exchange Programme for East Asian Young Researchers Implemented by JSPS	Yes	25-May-09	JAIF	Yes	Japan
545	ASC/ASC/09/007/AP3	The 8th Japan-ASEAN Dialogue "Japan-ASEAN Cooperation amid the Financial and Economic Crisis	Yes	30-May-09	JAIF	Yes	Japan

**Diagram 17: ASEAN Secretariat's SCDC Matrix showing that most funds are from JAIF**

ASEAN Secretariat also deals with regions who are non-members to the ASEAN Member States. The organization has also been in contact with other countries throughout the years for certain purposes such as finding funds for projects. For example, in March 2006, ASEAN has collab with JAPAN to establish Japan-ASEAN Integration Fund (JAIF) where projects from ASEAN can be funded by Japan if and only agreed by. Throughtout the many establised projects, JAIF is mostly the organization's proosed funding source. This has not only thighten the bond between ASEAN and Japan, but has also widen the knowledge they have amongts each other. For instance, ASEAN Secretariat employees has now experience working with Japan especially discussion on future projects, therefore upon arriving to meetings, ASEAN Secretariat employees get to acknowledge how punctual Japanese are as they either a couple minutes early or being incredibly sorry for being a minute late. With this being said, ASEC get to learn to be punctuality from Japan through their long lifetime friendship. In contrast, Japanese get to learn about how lenient asian countries are with time.

### **3.3.3) New cooperations and strengthening ties**

Moreover, although COVID-19 has threaten to the organization especially relating to their financial being, ASEAN Secretariat has seen this as an opportunity to develop new cooperations and strengthen existing relationships whilst recovering its economy that is on stake. COVID-19 has also given the chance for ASEAN Secretariat to receive new subsidies and other financial support especially in to the AMS that was drastically affected by the virus outbreak.

In a statement titled "Strengthening ASEAN's Economic Resilience in Response to the Outbreak of COVID-19," released by the ASEAN Economic Ministers on March 10, they reaffirmed their commitment to maintaining ASEAN's open economic and integration policies and resolved to take coordinated action to lessen the effects of the COVID-19 outbreak, including by maintaining open markets, enhancing information sharing and coordination, and collaborating closely with industry stakeholders. The affected economic sectors continued to coordinate and discuss issues with a focus on preserving macroeconomic and financial stability as well as ensuring the immediate flow of necessities like food and medical supplies.

Beyond internal coordination, ASEAN has been talking with its allies on how to work together to fight the COVID-19 epidemic. In particular, the ASEAN+3 nations have been working to improve the operational readiness of the Chiang Mai Initiative Multilateralization (CMIM), a multicurrency swap mechanism created to provide members with short-term financing in times of need. On April 3, a Special ASEAN Finance and Central Bank Deputies Meeting (AFCDM+3) was held where the deputies discussed the policy measures taken to lessen the outbreak's economic impact and also decided to strengthen regional coordination.

The AMS impacted by the COVID-19 outbreak will also receive support, according to international financial institutions. The World Bank has made USD160 billion available for long-term funding over the next 15 months, while the IMF has vowed to raise loan capacity for members to USD1 trillion and work on debt relief for low-income countries through the Catastrophe Containment and Relief Trust (CCRT). Additionally, the ADB unveiled a USD 6.5 billion package to aid in the COVID-19 crisis response. The Philippines started a USD 5 million Rapid Emergency Supplies Provision Project to provide temporary food aid to Luzon's most in needy employees and households. In contrast, Indonesia received a \$3 million grant to buy vital medical supplies and equipment for the COVID-19 response, including ventilators and personal safety gear.

### **3.4)Threats**

#### **3.4.1) Lack of effective regional cooperation on climate change**

Indonesia is one of the region that encountered various natural disasters like tsunamis, volcanic eruptions and earthquakes. Hence, just as much as most indonesians are mentally and emotionally prepared for these catastrophes, they need to be physically prepared as well. Unfortunately, ASEAN Secretariat are amongst the the firms and organizations in Jakarta that is lacking of effective regional cooperation on climate change, water-energy-food security and disaster management. ASEAN Secretariat has not given enough priority on even the basic preparations of some of the most common natural disasters in Indonesia like drought and floods. This pose as a threat to the orgnization as there is a fair ratio of occurence of any of the holocaust wihout the organization being fully prepared.

Other basic preparation for natural disasters like insurance for building also seemed unavailable to ASEAN Secretariat. This impose such vast of a threat to ASEAN Secretariat as if anything were to happen to their building, they will not have any backups to rebuild their headquarters other than using their current assets. However, natural disasters typically causes nearly full or full destruction to the building thus making it impossible for most firms and organizations to rebuild and start over. Hence, with this being said, lacking of the effective regional cooperation on climate change, water-energy-food security and disaster management will act as an immense threat which leads to immense and unbearable challenges.

### 3.4.2) Delayed Supply Chain



*Diagram 18: Hubei, Wuhan imposed lockdown that has affected ASEC's supply chain*

These days, the infamous worldwide pandemic era seemed like years ago and that as if we are free from all the sorrows and from being infected by COVID-19. Nonetheless, the pandemic is said to have left big marks on firms and organizations especially big ones like ASEAN Secretariat. But how exactly did COVID-19 has impacted ASEAN Secretariat to the point that it was seen as a deadly threat to them ?

One of the ways the global pandemic has effected ASEAN Secretariat that has merely imposed a threat to them is in terms of lockdowns. Firstly , let's dive into how lockdown from other country has impacted the organization. The first country to have imposed lockdown would be Hubei, Wuhan as it was the starting point of the pandemic. The main worry among AMS at the beginning of the COVID-19 outbreak in Wuhan was the potential impact on supply chains due to the temporary shutdown of factories in the Hubei province due to lockdowns. Hubei is a significant industrial centre, especially for machines and electronics<sup>5</sup>. As a result of the stoppage in production, there were shortages in the supply of parts, which forced activities along supply chains, including those overseas, to scale back. This had an impact on all parties involved in the supply chains, including the AMS. Therefore, this incident has pose a threat to AMS as it triggered their main supplu chain of machinery and electronic. It threathens AMS's supply chain in a way that the production pace underwent a pause which reduces efficiency and the mass production overall up until now.

### **3.4.3) Financial Market Disruptions**

In relating to the pandemic, ASEAN Secretariat, like any other firms and organizations, suffered financially too which led to immense threats that could deeply scar their production. As mentioned earlier, the lockdown in Hubei, Wuhan has led to supply chain disruption. However, to make things worse, after the Indonesia government imposed a lockdown of their own like restricting travelling, it has led to major financial crisis for ASEAN Secretariat. The norms in life teaches us humans to be afraid and discouraged by big problems especially in terms of financial. Unfortunately for the organization this doesn't exclude their stakeholders. Both of their financial market, equity and bond market, was said to be at the edge of the line from the financial chaos COVID-19 has given them. ASEAN Secretariat's financial market from the United States and Europe was so unstable portraying the fear the financial and potential global economic crisis.

To make things worse, the staggering number of their main stakeholders resulted to the increment of debt values they owe. As analysed, ASEAN Secretariat has already recorded high amount of debt prior to the COVID-19 outbreak in 2018. With this being said, adding more debt to the organization only intensify their financial issue. The acceleration of the organization's debt is also caused by rising of capital outflow and exchange rate depreciation from Vietnam, Indonesia, Thailand and Philippines. These are the result from losing most of their major stakeholders from the United States and Europe. This brings the indication that their main financial support is decreasing thus rising the portion of self-funding for most of their ongoing and new projects. With massive amount of debt, the organization is at brink of canceling or postponing their future projects due to the shortage of capital. Worse case scenario, ASEAN Secretariat might even end up closing their production and declare bankruptcy.



#### 4) Recommendations

First and foremost, there are a number of things that can be done to solve their weaknesses. As stated in the first weakness, the organization has weak system where they constantly face malfunctions. This has become an issue to them as it gives them the need to manually update the proposals' information. Technological advancement is stated in the opportunity as its solution. However, this point needs more to be emphasized more in order for it to work. As per observed, the amount of meetings with their system developer, Deptech, is still minute. Hence, PCPMD need to conduct more meetings with Deptech. For example, instead of having a meeting with Deptech every once or twice per month, they should change it to once a week. This is to ensure that Deptech is always updated to the condition of the system thus allowing for fast recoving as they are able to track it more often. Another acceptable way to help Deptech trace future malfunctions is to give them an account of their own for regular check-ups. This resulted to fast trace of malfunctions and faster repair. The reason to this is because Deptech will be able to identify the possible factor for the occurance as they just happened. Also, it helps to reduce the amount of meetings between PCPMD and Deptech and leads to more precision on the problem statement. The most ideal solution to this problem is to install an antivirus to the system to help avoid such problem or any other problem from occurring at the first place. Nonetheless, this is only applicable if there is such confirmation from Deptech that the cause is due to a virus attack. Installing antivirus emphasizes the saying "Prevention is better than cure" . PCPMD will get to lessen their meetings with Deptech and have no problem getting new updates of the proposals. ASEAN Secretariat's expenditure increment is the only downside to this solution. Thus, installing antivirus would be a great idea to solve the problem but not so idealistic in terms of financial matters.

The next weakness for the organization is in terms of their consensus building and difference in country development. Both of these has led to slow decision making which eventually resulted to slow implementation of AEC commitments. One way to solve this is to undergo the consensus building with those necessary. This means concensus building should only be done amongst the AMS that has to do with the project. For instance, ASEAN Secretariat conducts a meeting with the agenda of future trainings with Myanmar. Hence, a concensus building should only involve parties from from ASEAN Secretariat and Myanmar. This will help boost their decision making on the future training thus establishing it as per planned date. Nevertheless, ASEAN Secretariat can still conduct a concensus building with its whole AMS but with the effort of doing it way earlier than the implementation date of the project. Delayed projects can be avoided if the concensus building is organized earlier. As for the issue with different country development, the solution is by understanding each other better between ASEAN Secretariat and AMS. This means both of the parties need to know better of their member's current being regardless of the matter; political, tecnology etc. With better understanding of the development level, they can properly plan the right project that is achievable for ASEAN Secretariat. On top of that, AMS can help the ASEAN Secretariat in making the project possible. For example, Malaysia can help allocate the unavailable resources to ASEAN Secretariat to make sure the project runs smoothly.

In terms of having shortage in financial, having more outside help is very much recommended. What does "outside" really mean ? It means that the organization should seek sponsorships or funders from the countries that are not part of the AMS, preferably a country with financial stability. For instance, ASEAN Secretariat should emphasize the usage of JAIF to solve the shortage of fundings in a project. Unlike countries within the AMS, Japan is financially stable as the damage from COVID-19 is not as severe. As a matter of fact, Japan was top 5 countries amongst the safest countries alongside Australia, Canada, Georgia and New Zealand recorded in 8<sup>th</sup> August 2020. Moreover, reinforcing their intergovernmental nature, the organization can seek help for some portion of funding from the government. Funds from government is an idealistic way in preventing the acceleration of debt values. Other than that, another way for ASEAN Secretariat to cope with limited funding is by cutting down their budget. Having experts in negotiation and researcher would be one of the simplest yet effective way to reduce their budget. Good negotiators are essential in negotiating with the suppliers for cheaper price. On the other hand, good researchers plays the role in seeking the cheapest materials needed for the project. A porportionate of the budget can be cut down if both of these expertise exists in the organization.

Moving on to the recommendations to avoid the potential threats that might give the organization an unfixable damage. The first mentioned threat is in terms of their lack of preparation for natural disasters. It is unquestionably vital for the organization to solve this issue as Indonesia has also been one of the regions that faces various and frequent natural disasters. For this problem, one simple and obvious solution to it is by start preparing all the necessities needed to overcome the natural disasters during its sudden occurrence. Speaking in terms of being mentally prepared means ASEAN Secretariat can help their staff by supplying knowledge and practices on how to stay alert and safe when the natural disasters hits them. Then as their staffs are well-prepared themselves with the knowledge and practices, ASEAN Secretariat can start assembling the physical needs to counter the potential natural disasters. Physical preparations such as insurance for their building, sufficient medical kit and well-built staircase are crucial in ensuring everyone's possibility of survival.

Aside from recommending the organization to be both mentally and physically prepared on the potential natural disasters, they are also in desperate need of a solution on the continuous delayed in supply chain. Although COVID-19 seemed like a problem from the past, some of the effects stays up until this day. For instance, even though the organization's delayed supply chain was caused by the lockdown imposed in Hubei, Wuhan, but their supply chain still haven't fully recovered yet. Hence, a suggestion that might heal the organization's supply chain is by developing a new policy. The policy should solely aim in recovering the supply chain. A policy that requires the organization to accomplish a specific number of projects within a duration to create new ones will be an effective way in reducing the delayed supply chains. This helps to stabilize the amount of supplies and projects thus ensuring that the organization no longer faces shortages on materials. Other than that, the organization can also take precaution to hinder them from facing the same issue again. One way they can do so is by start looking for suppliers especially for machines and electronics. The new suppliers from Jakarta will act as a backup plan in case if Hubei, Wuhan imposes a lockdown again. Not only it helps avoid the same thing to happen again, but it also reduces the organization's expenditure.

Last but not least, a way to solve the problem with their financial crisis is to increase their efficiency in productivity to ensure its quality at its finest. With the quality of their production is in good condition, investors will be attracted to start investing in the organization again. For instance, ensuring the amount of projects is not too much is one of the ways to enhance their production. Moreover, reinforcing their intergovernmental nature, the organization can seek help especially a portion of funding from the government. Funds from government is an idealistic way in preventing the acceleration of debt values.

## **5) Conclusion**

Pre-graduate students would benefit from internships since they will develop their hard and soft skill sets. Additionally, while completing an internship, the student would be exposed to the business culture at the appropriate internship site, as well as preserved their strengths and strengthened their deficiencies. Additionally, the internship is the ideal preparation tool for students before they enter the career stage after graduation.

My desired internship location for my final semester was the ASEAN Secretariat, which is a perfect location as the company operates globally and the firm's practises are appropriate based on my field of studies' module. Since my primary roles and responsibilities are primarily engagement-related, I was exposed to opportunities to practise my self-assurance and communication skills throughout my time as a PCPMD Intern in Jakarta. My professionalism is improved as a result of learning how to interact with clients. The internship also gave me the chance to sharpen my work precision and software skills because I was tasked with helping the other PCPMD officers enter proposals into the system and use Microsoft Excel to verify data.

To summarize everything that I have learned and experience so far with ASEAN Secretariat, I had a great time during my internship at this company since my team mates fully supported me and helped me complete the tasks assigned to me by my superiors. In addition, I want to thank my coworkers for politely suggesting ways to advance my career. Not to mention our fellow interns at the company, with whom we have exchanged experiences in our separate service lines and advice on how to advance our careers.

## 6) References

1. *ASEAN Secretariat Building Reflects the New ASEAN Spirit*. (n.d.). ASEAN Secretariat Building Reflects the New ASEAN Spirit - ASEAN Indonesia 2023. <https://asean2023.id/>
2. *Asean CSR - Vision, Mission & Who We Are*. (n.d.). Asean CSR - Vision, Mission & Who We Are. <http://asean-csr-network.org/c/about-us/vision-mission-who-we-are>
3. MEDIA BARU - VIVA, P. V. (2023, March 29). *Timor Leste Will Officially Becomes an ASEAN Member in September 2023*. Timor Leste Will Officially Becomes an ASEAN Member in September 2023. <https://www.viva.co.id/english/1588071-timor-leste-will-officially-becomes-an-asean-member-in-september-2023>
4. *Timor Leste Pm Expresses Gratitude For Indonesias Support | Portal Kementerian Luar Negeri Republik Indonesia*. (n.d.). Timor Leste Pm Expresses Gratitude for Indonesias Support | Portal Kementerian Luar Negeri Republik Indonesia. [https://kemlu.go.id/portal/en/read/4712/berita/timor-leste-pm-expresses-gratitude-for-indonesias-support#:~:text=Previously%2C%20President%20Joko%20Widodo%20\(Jokowi,42nd%20ASEAN%20Summit%20in%202023](https://kemlu.go.id/portal/en/read/4712/berita/timor-leste-pm-expresses-gratitude-for-indonesias-support#:~:text=Previously%2C%20President%20Joko%20Widodo%20(Jokowi,42nd%20ASEAN%20Summit%20in%202023)
5. *SWOT Analysis of ASEAN*. (2015, March 2). SWOT Analysis of ASEAN | ASEAN 101 for Juan. <https://asean101forjuan.wordpress.com/2015/03/02/swot-analysis-of-asean/>
6. *Weak and inadequate, ASEAN yet remains indispensable*. (n.d.). Nikkei Asia. <https://asia.nikkei.com/Opinion/Weak-and-inadequate-ASEAN-yet-remains-indispensable>
7. *Weak and inadequate, ASEAN yet remains indispensable*. (n.d.). Nikkei Asia. <https://asia.nikkei.com/Opinion/Weak-and-inadequate-ASEAN-yet-remains-indispensable>

8. *Country comparison Singapore vs Malaysia Annual GDP at market prices 2023*. (n.d.).  
countryeconomy.com.  
<https://countryeconomy.com/countries/compare/singapore/malaysia?sc=XE33>
  
9. <https://inass.org/wp-content/uploads/2022/05/2022083131-2.pdf>. (2022, August 31).  
*International Journal of Intelligent Engineering and Systems*, 15(4).  
<https://doi.org/10.22266/ijies2022.0831.31>
  
10. Rahman, M. (2021, June 15). [https://bbrc.in/wp-content/uploads/2021/06/BBRC\\_Vol\\_14\\_No\\_05\\_Special-Issue\\_42.pdf](https://bbrc.in/wp-content/uploads/2021/06/BBRC_Vol_14_No_05_Special-Issue_42.pdf). *Bioscience Biotechnology Research Communications*, 14(5), 242–244.  
<https://doi.org/10.21786/bbrc/14.5/43>
  
11. *SWOT Analysis of ASEAN*. (2015, March 2). SWOT Analysis of ASEAN | ASEAN 101 for Juan. <https://asean101forjuan.wordpress.com/2015/03/02/swot-analysis-of-asean/>
  
12. Investments, I. (2023, July 7). *Natural Disasters in Indonesia - Tsunami, Earthquakes & Volcanoes | Indonesia Investments*. Natural Disasters in Indonesia - Tsunami, Earthquakes & Volcanoes | Indonesia Investments. <https://www.indonesia-investments.com/business/risks/natural-disasters/item243>
  
13. *EU's List of Epidemiologically Safe Countries Amid COVID-19 - SchengenVisaInfo.com*. (n.d.). SchengenVisaInfo.com.  
<https://www.schengenvisa.info.com/eu-list-of-epidemiologically-safe-countries-amid-covid-19/>
  
14. Kliem, F. (2023, April 21). Not our war. What ASEAN governments' responses to the Ukraine war tell us about Southeast Asia. *The Pacific Review*, 1–33.  
<https://doi.org/10.1080/09512748.2023.2202925>

15. Rifqi Mahardika Putra, Ramadhany, C. C., & Sofiyanti Salsabila. (2022, August 3). MEMBERSHIP STATUS OF TIMOR LESTE IN ASEAN BASED ON ASEAN CHARTER 2007: PROBLEM AND PROSPECT. *Padjadjaran Journal of International Law*, 5(2), 244–264. <https://doi.org/10.23920/pjil.v5i2.796>
  
16. dan Olahraga, K. P. (2020, July 23). *ASEAN Sports Day 2023 Ajang Promosikan Gaya Hidup Sehat dan Etalase Olahraga Masyarakat*. <https://www.kemempora.go.id/>.  
<https://www.kemempora.go.id/detail/3801/asean-sports-day-2023-ajang-promosikan-gaya-hidup-sehat-dan-etalase-olahraga-masyarakat>



7) Appendices

NO.	GRAPHICS	ABOUT
1		<ul style="list-style-type: none"> <li>- ASEAN Secretariat's and PCPMD's celebration.</li> </ul>

NO.	GRAPHICS	ABOUT
2		<ul style="list-style-type: none"> <li>- ASEC's interior design and views.</li> </ul>

NO.	GRAPHICS	ABOUT
3		<ul style="list-style-type: none"> <li>- ASEC proposal training, meeting with Deptech and iftar celebration with embassy.</li> </ul>
4		<ul style="list-style-type: none"> <li>- German Embassy x ASEC friendly football match held on 23<sup>rd</sup> June 2023 at Cilandak Timur.</li> </ul>

NO.	GRAPHICS	ABOUT
5		<p><b>ASEAN Secretariat facilities:</b></p> <ul style="list-style-type: none"> <li>- ASEC proper praying room at level six.</li> <li>- ASEC personal dining area on every level.</li> <li>- ASEC art gallery located at lobby.</li> </ul>



- ASEC Resource Centre / Library at level 1.
- ASEC gift shop at level 1

## 8) Additional materials and resources

This page is dedicated to gather additional information and materials that is in regard to my industry training at ASEAN Secretariat.

To access the Canva slide that I have presented to my advisor, Sir Mohd Isham bin Abidin, please click [here](#).

Other than that, I have gladly provided a folder in google drive to help you dive deeper into the things that I have done during my industry training thus helping you readers to better understand on what has been mentioned throughout this entire report. To access the google drive link, please click [here](#).