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INTERNSHIP REPORT



MEMORANDUM OF UNDERSTANDING TRANSLATION OF INTERNATIONAL RELATION DIVISION BPS STATISTICS INDONESIA

SYAHLINA NABILLA FATIHA
2208411038

**POLITEKNIK
NEGERI
JAKARTA**

**STUDY PROGRAM OF ENGLISH FOR BUSINESS AND
PROFESSIONAL COMMUNICATION**

DEPARTMENT OF BUSINESS ADMINISTRATION

DEPOK

2025

STATEMENT OF APPROVAL

**STATEMENT OF APPROVAL
INTERNSHIP REPORT**

a. Title : Memorandum of Understanding Translation of International
Relation Division of BPS – Statistics Indonesia

b. Author
1) Name : Syahlina Nabilla
2) Student ID Number: 2208411038


c. Study Program : D4 English for Business and Professional Communication

d. Major : Business Administration

e. Internship Duration : 11 August – 21 November 2025

f. Internship Place : BPS – Statistics Indonesia
Jl. Dr. Sutomo No.6-8, Pasar Baru, Sawah Besar, Central Jakarta,
Jakarta 10710

PNJ Supervisor



Farizka Humolungo, S.Pd., M.A.
NIP. 199120230302212042

Jakarta, 21 November 2025
Internship Supervisor



Retno Indrawati
NIP. 19750626 199612 2001

Approved by,
BISPRO Study Program Coordinator



Farizka Humolungo, S.Pd., M.A.
NIP. 199120230302212042



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ACKNOWLEDGMENT

Praise and gratitude to the presence of God Almighty for His blessings and grace that enabled the author to complete this Internship report. The writing of this report aims to fulfill one of the requirements for an Applied Bachelor's degree. The author realizes that, without the help and guidance of various parties, it would be very difficult for the author to complete this proposal. Therefore, the author would like to thank:

- a. Mrs. Farizka Humolungo, S.Pd., M.A., Head of the English for Business and Professional Communication Study Program and supervising lecturer, who has provided her time, energy, and thoughts to guide the author in preparing this Internship Report.
- b. Ms. Retno Indrawati, as the mentor during the Internship, who has provided new knowledge to the author.
- c. The author's family and friends who have fully supported the author throughout the internship activities.

As this report is far from perfection, the author welcomes constructive criticism and suggestions in order to improve it.

Depok, November 2025

The Author

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CHAPTER I INTRODUCTION

1.1 Background of the Internship

The internship program serves as an essential platform for students to apply the knowledge acquired during academic studies to real-world professional environments. According to Hamalik (2004), an internship is a form of training designed to equip participants with the competencies required in specific jobs, enabling participants to perform effectively in accordance with the standards and demands of the workplace. As a student of the English for Business and Professional Communication Study Program at Politeknik Negeri Jakarta, the author requires practical experience to strengthen English language proficiency, particularly within the context of professional communication, through direct engagement in an actual work setting. The International Relations Division within the Public Relations and Legal Bureau of BPS–Statistics Indonesia was selected as the internship placement because it provides valuable opportunities to apply English skills in translating Memorandums of Understanding between BPS–Statistics Indonesia and various international institutions. Moreover, the International Relations Division requires strong competencies in formal communication, document preparation, translation, minute-taking, and material presentation to support executive leadership—competencies that align closely with the skills developed by students specializing in English. BPS–Statistics Indonesia is a non-ministerial government institution in Indonesia with the primary mandate of conducting statistical activities. It operates directly under the President and is headed by a Chief Statistician. In simple terms, BPS–Statistics Indonesia (2010) explains that the institution is responsible for collecting, processing, analyzing, and disseminating statistical data required by both the government and the public.



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The author completed the internship in the International Relations Division under the Public Relations and Legal Bureau, which operates within the Office of the Chief Secretary. This bureau plays a strategic role in supporting the mandates and functions of BPS–Statistics Indonesia, particularly in the areas of institutional relations, public communication, information services, and legal affairs related to the institution

1.2 Scope of Internship

During the internship, the author participated in various activities at the Public Relations and Legal Affairs Bureau. Some of the activities carried out by the author included:

- a. Translate the Memorandum of Understanding between the BPS-Statistics Indonesia and various agencies, such as UNCTAD (The United Nations Conference on Trade and Development), ILO (International Labour Organization) and the Brazilian Institute of Geography and Statistics of the Federative Republic of Brazil.
- b. Proofread the draft of the Provincial and Regency/Municipality Construction Cost Index Volume 16, 2025, to be published by the BPS-Statistics Indonesia.

1.3 Time and Place of Internship

The time and place of the activity are as follows:

Time	: 11 Agustus 2025 s/d 21 November 2025
Place	: Badan Pusat Statistik
Address	: Jl. Dr. Sutomo No.6-8, Ps. Baru, Kecamatan Sawah Besar, Central Jakarta, Daerah Khusus Ibukota Jakarta 10710

1.4 Objectives and Significances of the Internship

The objectives and significances of this internship are:

1.4.1 Objectives

- a. Expanding knowledge and improving skills in the workplace
- b. As a medium for implementing knowledge acquired in college
- c. Building career readiness in government agencies

- d. Acquiring new knowledge, especially in the scope of statistical cooperation

1.4.2 Significances

- a. Experience in a professional work environment
- b. Improvement of English language skills in a professional setting
- c. Knowledge of the cooperation system within the Public Relations and Legal Bureau of BPS-Statistics Indonesia
- d. Building professional networks and relations
- e. Added value for future careers



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CHAPTER IV CONCLUSION

4.1 Conclusion

Through the Internship conducted at the International Relation Division, Public Relations and Legal Bureau, BPS–Statistics Indonesia, the author gained numerous valuable experiences and lessons that contributed to the development of both professional and personal skills. This activity not only provided an understanding of the working environment within a government institution but also enhanced skills relevant to the fields of translation and professional communication. The main conclusions drawn from the implementation of this internship are as follows:

a) The Internship as a Pathway to the Professional Workforce

- The author had the opportunity to understand the dynamics of the professional work environment firsthand through the internship at BPS-Statistics Indonesia.
- The author learned about the work culture, professional ethics, and organizational structure within a government institution, particularly in the Public Relations and Legal Bureau.
- Through the internship, the author was also able to practice discipline, responsibility, communication skills, and teamwork across different units.
- In addition, this activity helped the writer build a professional network that will be beneficial for future career development

b) Skill Development for the Writer

- The internship program played an important role in sharpening critical thinking, problem-solving abilities, and communication skills within a formal context.
- The author also gained experience in writing minutes of meeting, preparing reports, and managing information in a systematic and professional manner.



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- In addition to technical skills, this activity also fostered professional attitudes such as integrity, commitment to work, and initiative in carrying out assigned tasks

c) Working Experience in the International Relation Division of the Public Relations and Legal Bureau

- During the internship, the author was involved in activities related to coordinating and managing cooperation between BPS–Statistics Indonesia and partner institutions, both domestic and international.
- The author also gained new insights into administrative procedures and official correspondence standards within BPS-Statistics Indonesia, including the process of drafting official cooperation documents.
- Through this experience, the author came to understand the importance of cross-unit communication and team collaboration in producing effective and target-oriented work.

d) Translation of Official Documents in a Government Institution

- During the internship, the writer had the opportunity to translate official documents such as Memorandums of Understanding (MoUs).
- The translation process was carried out by considering the accuracy of terminology, the use of formal language style, and the institutional context applicable at BPS–Statistics Indonesia.
- In practice, the writer also adjusted the translation based on feedback from supervisors and colleagues in the International Relation Division.
- The most frequently used translation techniques included literal translation, calque, modulation, and established equivalence, aimed at ensuring that the messages in the documents were conveyed clearly, accurately, and in a manner easily understood by readers.

4.2 Suggestions

During the internship at the International Relation Division of BPS–Statistics Indonesia, the author identified several aspects that could be improved. These suggestions include:

- **Enhancing the initial briefing for internship students**
Before starting the internship, it would be beneficial for students to



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receive a more comprehensive orientation regarding the structure of BPS-Statistics Indonesia, the role of the Public Relations and Legal Bureau, and the responsibilities handled by the International Relation Division. Such preparation would help the author to understand the work context and coordination flow from the beginning.

- **Providing an adaptation period at the beginning of the internship**
Allowing a few days for adaptation at the beginning would help the author adjust to the work rhythm, understand the administrative system, and become familiar with priority tasks.





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Nomor : B-1248/02330/KP.200/2025
Sifat : Biasa
Lampiran : -
Hal : Persetujuan Praktik Kerja/Magang

Jakarta, 4 Agustus 2025

Yth. Dekan Fakultas Administrasi Niaga
Politeknik Negeri Jakarta
di -
Tempat

Sehubungan dengan surat Nomor 9467/PL3/PK.01.09/2025 tanggal 25 Juli 2025 hal Permohonan Izin Melaksanakan Praktek Kerja Lapang (PKL), dengan ini kami beritahukan bahwa 1 (satu) mahasiswi yang diajukan untuk Praktek Kerja Lapang yaitu:

Nama : Syahlina Nabilla Fatiha
NISN : 2208411038
Program Studi : S1- Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
Kampus : Politeknik Negeri Jakarta

disetujui untuk melaksanakan Kerja Praktik di lingkungan Biro Hubungan Masyarakat dan Hukum yang dilaksanakan selama 3 (tiga) bulan kerja terhitung mulai tanggal 11 Agustus s.d 21 November 2025.

Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.



Kepala Biro Sumber Daya Manusia,

Eni Lestariningsih

Tembusan :
Plt. Kepala Biro Hubungan Masyarakat dan Humum



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Telepon (021) 7863534,
7864927, 7864926, 7270042, 7270035
Fax (021) 7270034, (021) 7270036 Hunting
Laman: <http://www.pnj.ac.id> e-pos: humas@pnj.ac.id

INTERNSHIP MENTORING FORM

Farizka Humolungo, S.Pd., M.A.

Name: Syahlina Nabilla Fatiha

INTERNSHIP TITLE: Memorandum of Understanding Translation of International
Relation Division of BPS – Statistics Indonesia

No	Day/Date	Mentoring Material	Signature
1	Tuesday, 14 October 2025	Draft Chapter 1	
2	Friday, 31 October 2025	Chapter 1 Revision 1 and Draft Chapter 2	
3	Monday, 24 November 2025	Chapter 2 Revision and Draft Chapter 3 & 4	
4	Tuesday, 2 December 2025	Chapter 3 revision and Draft Chapter 4	
5	Thursday, 4 December 2025	Revision Finalization and approval	

Depok, 9 December 2025

Supervisor,

Farizka Humolungo, S.Pd., M.A.

NIP. 199120230302212042



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Fax. (021) 3857046, Homepage: <http://www.bps.go.id> E-mail:
bps@bps.go.id

FORM PENILAIAN PKL

Retno Indrawati

Nama Mahasiswa : Syahlina Nabilla Fatiha
NIM : 2208411038
Judul PKL : Penerjemahan Nota Kesepahaman Fungsi KSPM Badan Pusat Statistik

Nilai Praktik Kerja Lapangan

No	Komponen Penilaian	Range Nilai	Nilai yang Dicapai
1	Kehadiran dan Aktifitas	5-10	9
2	Kedisiplinan	5-10	9
3	Etika dan Interaksi di Lingkungan Kerja	5-10	9
4	Pengetahuan Praktis	10-20	18,5
5	Penguasaan Materi	10-20	19
6	Kualitas Pelaporan	20-30	28
Total Nilai (A)			92,5

Jakarta, 21 November 2025

Pembimbing Perusahaan/Industri,

Retno Indrawati
19750626 199612 2001

Saran Pembimbing perusahaan/industri terhadap mahasiswa PKL

1.
2.
3.



Jakarta, 15 September 2025

Nomor : 14584/II/09/2025/52
Lampiran : 1 (satu) Berkas
Hal : Tanggapan Akhir atas Draf MOU *between BPS-Statistics Indonesia and UNCTAD concerning the Cooperation on Statistics*

Kepada Yth.

**Plt. Kepala Biro Humas dan Hukum
Badan Pusat Statistik**

Merujuk pada Surat Dinas No. B-1313/02400/HM.310/2025 tanggal 9 September 2025 dan hal pada pokok Surat, bersama ini dengan hormat kami sampaikan kami menyambut baik penyusunan draf *Memorandum of Understanding between BPS-Statistics Indonesia and United Nations Conference Trade and Development concerning the Cooperation on Statistics* dalam rangka pembentukan kerangka kerja sama di bidang statistik oleh BPS Indonesia dan UNCTAD. Sehubungan dengan hal tersebut, secara prinsip kami sepakat dengan substansinya dan dapat segera diproses untuk ditandatangani.

Demikian disampaikan, atas perhatian dan kerja samanya, kami ucapkan terima kasih.

a.n. Direktur Jenderal Hukum dan Perjanjian Internasional
Direktur Hukum dan Perjanjian Ekonomi



Syahda Guruh L. Samudera

Tembusan Yth.:

1. Direktur Jenderal Hukum dan Perjanjian Internasional (sebagai laporan)
2. Sekretaris Direktorat Jenderal Hukum dan Perjanjian Internasional
3. Direktorat Sosbud OINB
4. Direktorat PELH

**MEMORANDUM OF UNDERSTANDING
BETWEEN
BPS-STATISTICS INDONESIA
AND
THE UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT
CONCERNING
THE COOPERATION ON STATISTICS**

This Memorandum of Understanding is entered into by BPS-Statistics Indonesia (hereinafter referred to as “BPS”), the government institution of the Republic of Indonesia, responsible to the President of Indonesia for carrying out duties in the field of statistics, with its headquarters at Jalan dr. Sutomo No. 6-8, Jakarta Pusat, Indonesia, and the United Nations Conference on Trade and Development (“UNCTAD”), a subsidiary organ of the United Nations, with its headquarters in Geneva, Switzerland.

BPS and UNCTAD are hereinafter referred to individually as a “Party” and jointly as the “Parties.”

WHEREAS, BPS serves as the national statistical office of the Republic of Indonesia and is mandated to provide official statistics to support evidence-based policymaking, sustainable development, and economic growth;

WHEREAS, UNCTAD is part of the United Nations Secretariat focusing on trade, investment, ~~technology~~ technology information and development issues and aims to support developing countries in integrating into the world economy;

AFFIRMING, the Parties intention to establish and strengthen bilateral cooperation in the field of official statistics, education and research;

PURSUANT to the prevailing laws, regulations, and procedures applicable to each Party;

HAVE AGREED/REACHED the following understanding:

**ARTICLE 1
OBJECTIVE**

The objective of this Memorandum of Understanding (MOU) is to establish a cooperation framework between the Parties in the field of statistics, with a view to strengthening evidence-based policymaking, sustainable development, and economic growth in the field of statistics on the basis of reciprocity and mutual benefit for both Parties.



ARTICLE 2 AREAS OF COOPERATION

The scope of this MOU includes:

1. Statistical modernization and transformation on trade statistics.
2. AI-based methodologies and integration in statistical processes.
3. Digital trade and e-commerce statistics development.
4. Broader statistical cooperation and capacity building.
5. Any other areas of cooperation to be jointly decided by the Participants.

ARTICLE 3 IMPLEMENTATION

1. For the implementation of this MOU, the Parties will jointly make their best efforts to develop programs and projects within the scope of this MOU contingent to the availability of funding and personnel on the part of the Parties.
2. The Parties may maintain regular consultation as for the implementation of this MOU in order to prepare the programs and projects aiming at attaining the purpose of this MOU.
3. This MOU does not of itself create any commitment of resources, financial or otherwise, on the part of the Parties.
4. The Parties recognize that their cooperation under this MOU is not intended to interfere with each Party's right to carry out its own mandated activities.

ARTICLE 4 CONSULTATION AND EXCHANGE OF INFORMATION

1. The Parties shall, on a regular basis, keep each other informed of and consult on matters of common interest, which in their opinion are likely to lead to mutual collaboration.
2. Consultation and exchange of information and documents under this MOU shall be without prejudice to arrangements, which may be required to safeguard the confidential and restricted character of certain information and documents. Such arrangements will survive the termination of this MOU and of any agreements signed by the Parties within the scope of this collaboration.
3. The Parties shall, at such intervals as deemed appropriate, convene meetings to review the progress of activities being carried out under the present MOU and to plan future activities.
4. The Parties may invite each other to send observers to meetings or conferences convened by them or under their auspices in which, in the opinion of either Party, the other may have an interest. Invitations shall be subject to the procedures applicable to such meetings or conferences.



ARTICLE 5 STATUS OF PARTIES

BPS and the UNCTAD acknowledge and agree that UNCTAD is an entity separate and distinct from BPS and shall not be considered, for any purposes whatsoever, as having a legal status connected with or dependent upon BPS. The personnel, agents or contractors of UNCTAD shall not be considered in any respect or for any purposes whatsoever as being the employees or agents of the BPS, nor shall any personnel, representatives or other affiliates of the BPS be considered, for any purposes whatsoever, as being employees or agents of UNCTAD.

ARTICLE 6 USE OF THE NAME, EMBLEM AND LOGOS OF THE PARTIES

1. Neither Party shall use the name, emblem or trademarks of the other Party, its subsidiaries, and/or affiliates, or any abbreviation thereof, without the prior express written approval of the other Party in each case. In no event will authorization to use the UN name or emblem, or any abbreviation thereof, be granted for commercial purposes, or for use in any manner that suggests an endorsement by the United Nations. Except as otherwise provided in this MOU, each Party retains all right, title and interest to its name, emblem or trademarks.
- ~~2. BPS acknowledges that it is familiar with the independent, international and impartial status of the United Nations, including UNCTAD, and recognizes that the United Nations name and emblem, including UNCTAD's, may not be associated with any political or sectarian cause or otherwise used in a manner inconsistent with the status of the United Nations.~~
3. The Parties agree to recognize and acknowledge this partnership, as appropriate. To this end, the Parties shall consult with each other concerning the manner and form of such recognition and acknowledgement.

ARTICLE 7 CONFIDENTIALITY OF INFORMATION

1. Information and data that are considered proprietary by either Party or that are delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the performance of this MOU, and that is designated as confidential ("Confidential Information"), shall be held in confidence by the Recipient.
2. The Recipient shall use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Confidential Information as it uses with its own similar Confidential Information that it does not wish to disclose, publish or disseminate.



3. The Recipient shall use the Discloser's Confidential Information solely for the purpose for which it was disclosed.

ARTICLE 8 NOTICES AND ADDRESSES

Any notice or request required or permitted to be given or made under this MOU shall be in writing. Such notice or request shall be deemed to have been duly given or made when it shall have been delivered by hand, certified mail, overnight courier, to the Party to which it is required to be given or made at the address specified below or such other address as shall be hereafter notified.

For BPS:	Amalia Adininggar Widyasanti Chief Statistician of BPS-Statistics Indonesia Jalan dr. Sutomo No. 6-8, 10710 Jakarta Pusat Indonesia
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For UNCTAD:	[Name] [Job Title] [Address] [Address] [Address]
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ARTICLE 9 INTELLECTUAL PROPERTY

1. Any intellectual property brought by one Party for the implementation of this MOU shall remain the property of that Party.
2. Any intellectual property rights resulted from activities under this MOU shall be jointly owned and subject to a separate arrangement concluded between the Parties.

ARTICLE 10 RESPONSIBILITY FOR CLAIMS

~~[Collaborating party] shall indemnify, hold and save harmless, and defend, at its own expense, UNCTAD, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of the acts or omissions of [collaborating party], or [collaborating party's] employees, officers, agents or sub-contractors, in the performance of this MoU. The obligations under this Article do not lapse upon termination of this Agreement~~

~~The UN will be responsible for its own acts or omissions under this MOU~~

~~or~~

~~Each Party shall be responsible for its own acts and omissions under this MOU, including with respect to third party claims.~~



Alt:

Each Party shall be responsible for its own acts and omissions under this MOU, including with respect to third-party claims.

ARTICLE 11 SETTLEMENT OF DISPUTES

Any dispute of differences arising out of the interpretation or implementation of this MOU shall be settled amicably through consultation or negotiation between the Parties.

ARTICLE 12 PRIVILEGES AND IMMUNITIES

Nothing in or relating to this MOU shall be deemed a waiver, express, or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

ARTICLE 13 AMENDMENT

This MOU may be amended only by mutual written agreement of the Parties. Any amendment shall take effect on the date agreed upon by the Parties and shall be an integral part of this MOU.

ARTICLE 14 ENTRY INTO FORCE, TERMINATION, EXTENSION

1. This MOU shall enter into force on the date of its signature.
2. This MOU shall remain in effect for a duration of 3 (three) years and may be renewed for another 3 (three) years by mutual written consent of the Parties through diplomatic channel.
3. This MOU may be terminated earlier by written notification from one Party. Notification to terminate this MOU by either Party shall be made at least 90 (ninety) days prior to the intended date of termination.
4. The termination of this MOU shall not affect the validity and time period of any ongoing programs, projects, and activities under this MOU unless otherwise agreed by the Parties.

ARTICLE 15 MISCELLANEOUS

This MOU and any related agreements and project document comprise the complete understanding of the Parties in respect of the subject matter of this MOU and supersede all prior agreements relating to the same subject matter. Failure by either Party to enforce a provision of this MOU shall not constitute a waiver of that or any other provision of this MOU. The invalidity or



unenforceability of any provision of this MOU shall not affect the validity or enforceability of any other provision of the MOU.

IN WITNESS WHEREOF, the undersigned, have signed this MOU.

DONE in duplicate in Jakarta on [date, month, year] in the English and Indonesian languages. All texts being equally authentic. In case of any divergence in the interpretation of this MOU, the English text shall prevail.

FOR BPS:

By: Amalia Adininggar Widyasanti

Chief Statistician of BPS-Statistics Indonesia

2025,
Date

FOR UNCTAD:

By: _____

Title

2025,
Date





KEMENTERIAN RISET, TEKNOLOGI, DAN PENDIDIKAN TINGGI
POLITEKNIK NEGERI JAKARTA
ADMINISTRASI NIAGA

Jalan Prof. Dr. G. A. Siwabessy, Kampus UI, Depok 16425
Telepon (021) 7863534, 7864927, 7864926, 7270042, 7270035
Fax (021) 7270034, (021) 7270036 Hunting
Laman: <http://www.pnj.ac.id> e-pos: humas@pnj.ac.id

FORM PEMBIMBINGAN PKL

1. Nama Perusahaan/Industri : Badan Pusat Statistik
2. Alamat : Jl. Dr. Sutomo No.6-8, Ps. Baru, Kecamatan Sawah
Besar, Kota Jakarta Pusat, Daerah Khusus Ibukota
Jakarta 10710
3. Judul PKL : Penerjemahan Nota Kesepahaman Fungsi KSPM Badan
Pusat Statistik
4. Nama Penyelia : Retno Indrawati

Waktu	Aktivitas yang Dilakukan	Tanda Tangan
Minggu 1	<p>Senin, 11 Agustus</p> <ul style="list-style-type: none">- Menerjemahkan MOU antara BPS dengan The United Nations on Trade and Development terkait kerjasama di bidang statistik <p>Selasa, 12 Agustus</p> <ul style="list-style-type: none">- Mereview hasil terjemahan MOU antara BPS dengan The United Nations on Trade and Development terkait kerjasama di bidang statistik- Membantu kelangsungan rapat di bagian registrasi <p>Rabu, 13 Agustus</p> <ul style="list-style-type: none">- Menerjemahkan MOU kerjasama dalam pengembangan dan analisis statistik terkait mandat ILO <p>Kamis, 14 Agustus</p> <ul style="list-style-type: none">- Mereview dan merevisi hasil terjemahan MOU kerjasama dalam pengembangan dan analisis statistik terkait mandat ILO	

	<ul style="list-style-type: none"> - Merename dan mengurutkan file naskah kerjasama MBG seluruh provinsi Indonesia <p>Jum'at, 15 Agustus</p> <ul style="list-style-type: none"> - Mereview hasil terjemahan MOU kerjasama dalam pengembangan dan analisis statistik terkait mandat ILO 	
Minggu 2	<p>Selasa, 19 Agustus</p> <ul style="list-style-type: none"> - Menerjemahkan MOU antara BPS dengan Brazilian Institute Of Geography and Statistics of The Federative Republic Of Brazil terkait kerja sama di bidang statistik <p>Rabu, 20 Agustus</p> <ul style="list-style-type: none"> - Mengikuti Rapat Koordinasi Persiapan Workshop on Economic Census dan membuat notulensi - Mereview hasil terjemahan MOU antara BPS dengan Brazilian Institute Of Geography and Statistics of The Federative Republic Of Brazil terkait kerja sama di bidang statistik - Mendesign welcome banner untuk menyambut delegasi China dalam acara Workshop on Economic Census <p>Kamis, 21 Agustus</p> <ul style="list-style-type: none"> - Mendesign welcome banner untuk menyambut delegasi China dalam acara Workshop on Economic Census - Mereview hasil terjemahan MOU antara BPS dengan Brazilian Institute Of Geography and Statistics of The Federative Republic Of Brazil terkait kerja sama di bidang statistik - Merevisi surat pengantar Draft PKS <p>Jumat, 22 Agustus</p> <ul style="list-style-type: none"> - Mengikuti Rapat koordinasi lanjutan terkait Persiapan 	

	Workshop on Economic Census dan membuat notulensi	
Minggu 3	<p>Senin, 25 Agustus</p> <ul style="list-style-type: none"> - Persiapan Workshop on Economic Census <p>Selasa, 26 Agustus</p> <ul style="list-style-type: none"> - Mengurus konsum untuk wokrshop - Menjaga registrasi dan absen untuk para peserta - Menjemput tamu delegasi China terkait wokrshop <p>Kamis, 28 Agustus</p> <ul style="list-style-type: none"> - Mengurus konsum untuk wokrshop - Menjaga registrasi dan absen untuk para peserta - Menjemput tamu delegasi China terkait wokrshop <p>Jumat, 29 Agustus</p> <ul style="list-style-type: none"> - WFA 	
Minggu 4	<p>Senin, 1 September</p> <ul style="list-style-type: none"> - WFA - Membuat Welcome Banner terkait kedatangan WHO <p>Selasa, 2 September</p> <ul style="list-style-type: none"> - WFA - Membuat Welcome Banner terkait kedatangan WHO <p>Rabu, 3 September</p> <ul style="list-style-type: none"> - WFA <p>Kamis, 4 September</p> <ul style="list-style-type: none"> - WFA 	
Minggu 5	<p>Senin, 8 September</p> <ul style="list-style-type: none"> - Membuat Welcome Banner terkait kedatangan WHO - Mengerjakan Laporan PKL <p>Selasa, 9 September</p> <ul style="list-style-type: none"> - Membuat glosarium <p>Rabu, 10 September</p> <ul style="list-style-type: none"> - Mengikuti rapat bersama WHO Western Pacific Regional Office <p>Kamis, 11 September</p> <ul style="list-style-type: none"> - Membuat glosarium <p>Jum'at, 12 September</p> <ul style="list-style-type: none"> - Membuat glosarium 	

	<ul style="list-style-type: none"> - Mengikuti acara HSN 	
Minggu 6	<p>Senin, 15 September</p> <ul style="list-style-type: none"> - Melakukan proofreading pada naskah terjemahan Indeks Kemahalan Konstruksi <p>Selasa, 16 September</p> <ul style="list-style-type: none"> - Melakukan proofreading pada naskah terjemahan Indeks Kemahalan Konstruksi <p>Rabu, 17 September</p> <ul style="list-style-type: none"> - Melakukan proofreading pada naskah terjemahan Indeks Kemahalan Konstruksi - Mereview Nota Kesepahaman dengan UNCTAD <p>Kamis, 18 September</p> <ul style="list-style-type: none"> - Melakukan penerjemahan Nota Kerjasama final UNCTAD dan IBGE <p>Jum'at, 19 September</p> <ul style="list-style-type: none"> - Mengerjakan laporan dan glosari 	
Minggu 7	<p>Kamis, 25 September</p> <ul style="list-style-type: none"> - Mengerjakan laporan <p>Jum'at, 26 September</p> <ul style="list-style-type: none"> - Mengikuti acara HSN 	
Minggu 8	<p>Senin, 29 September</p> <ul style="list-style-type: none"> - Mengerjakan laporan dan glosari <p>Selasa, 30 September</p> <ul style="list-style-type: none"> - Mengerjakan laporan dan glosari - Merekap file naskah perjanjian MBG seluruh provinsi Indonesia <p>Rabu, 1 Oktober</p> <ul style="list-style-type: none"> - Mengerjakan laporan dan glosari <p>Kamis, 2 Oktober</p> <ul style="list-style-type: none"> - Mengerjakan laporan dan glosari <p>Jum'at, 3 Oktober</p> <ul style="list-style-type: none"> - Mengerjakan laporan dan glosari 	
Minggu 9	<p>Senin – Selasa 6-7 Oktober</p> <ul style="list-style-type: none"> - Mengerjakan laporan dan glosari <p>Kamis, 9 Oktober</p> <ul style="list-style-type: none"> - Mengerjakan laporan dan glosari - Mempersiapkan rapat dengan daerah <p>Jum'at, 10 Oktober</p> <ul style="list-style-type: none"> - Mendukung kelancaran Audiensi dengan BPS Sumatera Selatan 	

	dengan dokumentasi dan registrasi	
Minggu 10	<p>Senin, 13 Oktober</p> <ul style="list-style-type: none"> - Menerjemahkan nota kesepahaman Antara Statistics korea of the republic of korea dan Badan pusat statistik indonesia terkait dengan kerja sama di bidang statistic <p>Selasa, Rabu, Kamis, Jum'at (14-17) WFH</p>	
Minggu 11	<p>Senin, 20 Oktober</p> <ul style="list-style-type: none"> - Melakukan proofreading terhadap Berita Acara Serah Terima Hasil Pelaksanaan Survei Nasional Literasi dan Inklusi Keuangan Tahun 2025 - Melakukan proofreading terhadap Nota Kesepahaman dengan IBGE <p>Selasa, 21 Oktober</p> <ul style="list-style-type: none"> - Membantu jalannya wawancara antara BPS dan KOSTAT dengan menulis notulen, dokumentasi serta registrasi <p>Rabu, 22 Oktober</p> <ul style="list-style-type: none"> - Membantu jalannya wawancara antara BPS dan KOSTAT dengan menulis notulen, dokumentasi serta registrasi <p>Kamis, 23 Oktober</p> <ul style="list-style-type: none"> - Membuat Kerangka Acuan Kerja dan Kuitansi Konsumsi Kegiatan Assessment Dalam Rangka ODA Dari KOSTAT <p>Jum'at, 24 Oktober</p> <ul style="list-style-type: none"> - Proofreading terhadap perjanjian kerja sama antara departemen literasi, inklusi keuangan dan komunikasi otoritas jasa keuangan dan sekretariat utama BPS tentang persiapan survei nasional literasi dan inklusi keuangan tahun 2026 	
Minggu 12	<p>Senin, 27 Oktober</p> <ul style="list-style-type: none"> - Mengerjakan laporan magang 	