

Letter of Agreement

This letter of agreement is between the Public Affairs Office of the U.S. Embassy Jakarta on behalf of the English Language Fellow (ELF) Program and the English Department, Faculty of Teacher Training, Universitas Tanjungpura, Pontianak as the Host Institution. This agreement is for the academic year, September 1, 2010 - June 30, 2011. The Regional English Language Office (RELO) will be responsible for monitoring this agreement on behalf of the Public Affairs Office.

Summary of Host Institution Responsibilities:

The host institution is responsible for immediately registering the ELF with the local immigration office for obtaining KITAS card, IMTA and POA booklet, MERP, and with local police and the Indonesian National Police Headquarters for obtaining *Surat Tanda Melapor* (STM) and *Surat Keterangan Lapar Diri* (SKLD) respectively. Local registration must take place o/a August 26 or August 27, 2010.

The host institution will identify and fund suitable and secure private accommodation for the ELF for the duration of the ELF program, September 1, 2010 – June 30, 2011. The RELO office will visit the private accommodation prior to the ELF arrival. The ELF will arrive at the host institution o/a Wednesday, August 25, 2010 and will expect to move into the accommodation immediately.

The host institution will provide a "counterpart" who will be assigned as a sponsor to assist the ELF for the entire grant period, September 1, 2010 – June 30, 2011, on an as-needed basis. The counterpart contact information should be given to RELO office as soon as possible. Please note that the counterpart will not be eligible for any programs to the USA during this time period. It is expected that the counterpart will be present at the university for the full period of the ELF's grant.

The host institution expects the ELF to teach no more than 12 hours/week, with additional duties to be mutually agreed upon between the RELO, the ELF and the Host Institution. The host institution will provide in advance a copy of the ELF schedule for the first semester commencing September 1, 2010.

The host institution will provide a 2010-2011 academic calendar and a "time-off/holiday" schedule to the RELO office. The ELF will be able to take leave during these time-off/holiday time periods. All leave must be approved by the host institution and the approval e-mailed to the RELO Assistant.

1. Point of agreement

1.1. Placement for the ELF

RELO has agreed to assign the ELF based on approval from the Public Affairs Cultural Section and the Regional Security Office of the U.S. Embassy, Jakarta.

A host institution counterpart will be assigned as a sponsor to assist the ELF for the entire grant period. The host institution counterpart will help the ELF adjust to the local community and assist the ELF as needed. The counterpart should speak English, use e-mail on a daily basis, and have a working mobile phone number. The counterpart contact information should be given to RELO office. Regular communication will be via e-mail, and e-mail replies from the counterpart are expected within 24 hours. Please note that the counterpart will not be eligible for any programs to the USA during this time period. It is expected that the counterpart will be present at the university for the full period of the ELF's grant.

The host institution will have identified a medical doctor and appropriate medical facilities in case of emergency or routine visits by the ELF as needed.

1.2. Mandatory Paperwork including KITAS, IMTA, POA, MERP, STM, SKLD, EPO

- a. The host institution is responsible for immediately registering the ELF with the local immigration office for obtaining KITAS card, MERP, and POA booklet and with the local police office for obtaining STM (*Surat Tanda Melapor*). Local registration must take place on/a August 26 or August 27, 2010.
- b. The host institution will be responsible for obtaining SKLD (*Surat Keterangan Laporan Diri*) or police card issued by the Jakarta-based Indonesian National Police Headquarters. The SKLD that must be obtained within a week after the KITAS is issued.
- c. The host institution will be fully responsible for obtaining the final EPO, Exit Permit Only and Fiscal Departure Tax (FDT) Exemption when the ELF departs Indonesia.
- d. Neither the ELF nor the RELO office will assume any costs for the KITAS card, IMTA, POA booklet, MERP, STM, SKLD and final EPO/FDT Exemption. Costs will be paid by the host institution.
- e. The host institution is responsible for emailing all the scanned items of paperwork to the RELO Office as soon as obtained.
- f. The following are the explanations of the items of paperwork that the host institution is responsible for obtaining.
 - a) KITAS
Kartu Izin Tinggal Terbatas or Limited Stay Permit that is issued by the local immigration office.
 - b) IMTA
Ijin Memperkejakan Tenaga Asing or Working Permit that is issued by the Department of Manpower
 - c) MERP
Multi Exit Re-Entry Permit or *ijin keluar masuk Indonesia untuk beberapa kali*, that is issued by the local immigration office.
 - d) POA Booklet
Buku Pengawasan Orang Asing or Foreigner Monitoring Book that is issued by the local immigration office.
 - e) STM
Surat Tanda Melapor or Police Report, which is the report of the ELF first arrival in town, issued by the local police.
 - f) SKLD
Surat Keterangan Laporan Diri or Police Card, which is the card issued by the Jakarta-based Indonesia National Police for the ELF for his/her stay in Indonesia for 10 months. Must be obtained within a week after the KITAS is issued.
 - g) EPO
Exit Permit Only atau *ijin untuk keluar Indonesia setelah tugas berakhir*, that is issued by the local immigration office. Must be used within 14 days after issued.

1.3. Office Space and Accommodation for the ELF

- a. The host institution is responsible for providing the ELF an office space with a desk, a chair, a bookshelf and free, reliable internet access.

- b. Private accommodation for the ELF will be provided by the host-institution for the period of the program with the following conditions:
Basic furnished (e.g., bed & pillows, table and chairs/sofa, bathroom with shower and hot water, western toilet (*WC duduk*), kitchen set: *kompur gas berikut tabung*, air conditioning, and refrigerator).
- c. The lodging should be secure, close to the host institution area, and easily accessible. It will have no major structural problems like leaks, pests etc.
- d. The ELF is not allowed to stay together with teachers' or students' family during duration of the program.
- e. The host institution is fully responsible for paying the rental for the ELF private accommodation. The ELF is responsible for paying utilities including internet, telephone, water and electricity.
- f. If there is a household problem that needs immediate action, the host institution is responsible for providing a solution immediately or within 24 hours after the ELFellow reports the case.

1.4. ELFellow will perform the following academic duties:

- a. The ELFellow will teach approximately 12 hours/week in classes of less than 40 students per class in addition to other duties.
- b. The ELF will collaborate with the English lecturers to improve teaching English in class, work with online teachers, be involved in English department meetings, consult with students and advise administrators on an as-needed basis.
- c. The ELF is **not** a substitute teacher; and the ELF is not allowed to replace an English lecturer in regular classes.
- d. The ELF will act as a mentor in English club activities, and join other English activities that involve students and teachers such as movie night and other cultural events.
- e. The ELF will be asked by the RELO office to participate in other conferences or seminars or other local programs, such as at an American Corner or RELO Resource Center. This will be in consultation with the host institution.
- f. The ELF will not be expected to provide funding for local conferences or workshops.
- g. The ELF is encouraged to learn Bahasa Indonesia during his/her assignment. The host institution should provide Bahasa Indonesia instruction for two hours/week for the ELF.

2. ELF will perform the above duties with the following conditions:

- 2.1. The ELF will be assigned for 10 months. The ELF should also be available for other English-related cultural activities as schedule permits and at the ELF discretion.
- 2.2. The host institution will provide the ELF a schedule of classes 30-60 days before the start of the school year, with a copy to be sent to the RELO office.
- 2.3. The host institution will provide an academic calendar for Sept 2010 - June 2011, indicating class time, exam time and holiday time.

- 2.4. The ELF shall not be relocated to another institution during the duration of the program unless RELO deems it necessary for the security and well being of the ELF
- 2.5. The ELF is not to conduct classes at any other institutions other than the institution to which they are assigned.
- 2.6. The ELF must obtain prior RELO and host institution clearance well in advance of any scheduled departures or holidays. The ELF is permitted to take leave from his/her host institution only with approval in writing from both the host institution and the RELO. No leave during the first or last months of the grant.
- 2.7. The ELF will be allowed to attend the ELF mid-year ELF meeting, or any other events identified by the RELO office, with host institution consultation.



Host Institution
[Signature]
F. of. Dr. H. Chairil Effendy, M.S

English Language Fellow

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Public Affairs Office

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Anne E. Grmes
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