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**Letter of Intent for the implementation of Support  
for Self-Access Centre Development and Training**

**BETWEEN**

**BRITISH COUNCIL INDONESIA**

**And**

**TANJUNGPURA UNIVERSITY**



**LETTER OF INTENT**  
**between**  
**The British Council Indonesia**  
**and**  
**Tanjungpura University**  
**for the implementation of Support for**  
**Self-Access Centre Development and Training**

This Letter of Intent explains how the British Council will work with Tanjungpura University on the development of a Self-Access Centre (SAC) at Tanjungpura University and on the training of staff and teachers working in the SAC. This letter constitutes the agreement between the British Council and Tanjungpura University on the implementation arrangements for this programme and its expected outputs.

**Parties**

The British Council Indonesia and Tanjungpura University and are each a "Party" to this Letter of Intent (LOI):

**TANJUNGPURA UNIVERSITY**, a public university, having its address at Jalan Jend. Ahmad Yani Pontianak, in this matter is represented by Prof. Dr. Thamrin Usman, DEA, in his position as Rector and therefore legally acts for and on behalf of Tanjungpura University .

**THE BRITISH COUNCIL**, a charity organisation established under the laws of the United Kingdom, having its address at the Indonesia Stock Exchange Building, Tower 2, 16th Floor, Jl. Jend. Sudirman Kav 52 -53, Jakarta 12190, in this matter is represented by Keith Davies, OBE, in his capacity as the Country Director and therefore legally acts for and on behalf of The British Council Indonesia.

**Duration**

This LOI will take effect from June 2012 and will continue to be effective until the activities described within this agreement are completed, which is expected to be in December 2013.

## Overview

The British Council Indonesia has identified funding to support the development of an English language training Self-Access Centre (SAC) at Tanjungpura University, and the training of staff at Tanjungpura University in the effective management of a SAC. The purpose of the programme is to convert the existing language lab into a fully functioning SAC, with printed and electronic study materials designed specifically to support English language training. The programme will also train Tanjungpura University staff and teachers in the effective management and utilisation of the SAC, to ensure the maximum benefit for the trainees that will use it.

The British Council and Tanjungpura University have agreed to cooperate based on principles contained in this Letter of Intent.

## Roles and Responsibilities

1. The British Council Indonesia will:
  - a) Conduct several planning visits to Tanjungpura University before 31 March 2012 to assess readiness, and to advise on the preparations that Tanjungpura University will need to make to prepare for the SAC;
  - b) Conduct a pre-training visit during week of 20 April 2012, and make further preparation recommendations;
  - c) Provide up to 1000 published books and training materials on the subject of English language teaching and learning;
  - d) Provide hardware and software for SAC language learning, to be installed on all the existing language lab, which will transform the lab room into a fully functioning language training facility;
  - e) Provide a one week training course for staff and teachers of SAC on the effective management of a SAC, and integrating SAC usage into a language teaching syllabus for the security forces, to be held 30 April – 4 May 2012 at Tanjungpura University.

The total value of this support is estimated to be approximately £40,000 or Rp 584,000,000.

2. Untan will:
  - a) Appoint a member of staff of FKIP to act as liaison officer for development of SAC and the duration of the programme;
  - b) Appoint SAC Management Team from FKIP that will be responsible for the operation of SAC which consist of Head of SAC, operational manager, receptionist, librarian and cleaning;
  - c) Appoint Support the arrangements of the planning visits;
  - d) Renovate the language lab, if necessary, for the SAC;
  - e) Make staff available for the planning visits;
  - f) Make staff and teachers available for the training, with dates arranged mutually;
  - g) Allocate budget for the operation and maintenance of SAC;
  - h) Complete a monthly feedback report on the operation of the SAC;
  - i) Make sure that resources protected by copyright such as software and books are not copied, reproduced and circulated to teachers and wider audiences.

## Monitoring and Evaluation

British Council will maintain close communications with Tanjungpura University and SAC Management Team in order to monitor the progress of the programme's implementation. An evaluation of the programme will be conducted after the delivery of the training in May, and following the first monthly feedback report from SAC Management Team.

## Beneficiaries of the Project

The final beneficiaries of the programme are Tanjungpura University, and the staff and trainees of SAC. All materials produced (training materials and training modules, resources, etc.) shall be handed over to Tanjungpura University upon completion of the programme. All materials, equipment, and software purchased by this programme will be the property of Tanjungpura University.

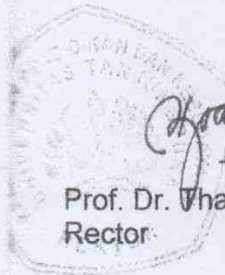
Tanjungpura University will ensure that the SAC and all its facilities are open to all teachers in Kalimantan Barat and British Council future events.

Tanjungpura University will ensure that the SAC facility is not provided for the use of trainees who have faced disciplinary proceedings in the last five years, or who have been subject to disciplinary proceedings resulting from abuses of human rights, or breaches of international humanitarian law.

**Signed and dated: 10 October 2012**

Tanjungpura University

British Council Indonesia



Prof. Dr. Thamrin Usman, DEA  
Rector



Keith Davies, OBE  
Director