CHAPTER IV

CONCLUSION

As the second largest city in Indonesia, Surabaya has the important role in developing the country. East Java Provincial Government established Cooperation Affairs Bureau because a cooperation in the province was very important. The division has the duty to facilitate cooperation between East Java Provincial Government and various parties, such as institutions, schools, universities, organizations and other groups in domestic and foreign cities. This cooperation includes the sector social, cultural, economic development, technology, and government Sector.

Having an opportunity to do the internship at East Java Provincial Government as a staff of the Sub Division of Institutions Affairs gave the writer a lot of new experiences. During the internship, the writer learned about all the tasks given. Translating, writing letters, do some revisions and making a minute of meeting are some examples of the tasks. Other examples are accompanying Mr. Adji Arnowo as the Sub Division head of International Organization in a meeting. The writer also got much information about Cooperation Affairs Bureau duties that he did not know previously.

In order to improve the quality of Cooperation Affairs Bureau, especially the Sub Division of Institutions Affairs, the writer had some suggestions. First, they need to increase the cooperation partners overseas, it can make East Java more growth and develop. And for the staff, a self-discipline had by almost all staff members also helps this division to become better. They also need to update their official website regularly, so people can get the latest info.
In addition, the writer feel doing an internship in the Cooperation Affairs Bureau was challenging and gave him a lot of knowledge because the writer could find out Institution on overseas by getting involved in the meeting. The writer is welcomed by the staff of Cooperation Affairs Bureau and the staffs are very helpful. Hopefully, the experiences and knowledge which the writer got during the internship can be very useful and beneficial in the future.