

INTISARI

Hubungan antara negara-negara di kawasan ASEAN dan Indonesia telah terjalin sejak 1967, hubungan baik yang terjalin selama ini membuat banyak kerjasama yang terjalin antara Indonesia dan ASEAN. Laporan ini membahas tentang hasil laporan magang sebagai pegawai di Sekretariat Direktorat Jenderal Kerja Sama ASEAN Kementerian Luar Negeri Republik Indonesia. Laporan ini memuat latar belakang, rumusan masalah serta tujuan pelaksanaan magang di Sekretariat Direktorat Jenderal Kerja Sama ASEAN Kementerian Luar Negeri Republik Indonesia. Laporan ini juga memuat aktivitas saya selama magang di Sekretariat Direktorat Jenderal Kerja Sama ASEAN berupa tulisan, foto dan dokumen lampiran.

Kata Kunci: Kementerian Luar Negeri, ASEAN, surat menyurat dan diplomasi.

ABSTRACT

Relations between the countries in ASEAN and Indonesia have been entwined since 1967, the good relations established during this time made a lot of cooperation established between Indonesia and ASEAN. This report discusses the results of the report as an apprentice clerk in the Secretariat of the ASEAN Cooperation Directorate of the Ministry of Foreign Affairs of the Republic of Indonesia. This report contains background, formulation of the problem and the purpose of the implementation of the internship in the Secretariat of the ASEAN Cooperation Directorate of the Ministry of Foreign Affairs of the Republic of Indonesia. The report also contains my activity during internships at the Secretariat of the Directorate General of ASEAN Cooperation in the form of writing, photo and document attachments.

Keywords: Ministry of Foreign Affairs, ASEAN, correspondence and diplomacy.