Centre Directors Meeting (CDM) was held on 15-16 July 2020 via Virtual Online Meeting. A total of 100 participants, representing 26 SEAMEO Member Countries, SEAMEO Secretariat, Associate Member Countries, Affiliate Members and 11 partners/observers reviewed the activities accomplished in FY 2019/2020. Considered 6 proposals and projects updates from the Centres. SEAMEO VOCTECH (SV) was represented by the Centre Director, Dr. Haji Mohd Zamri bin Haji Sabli.
The Fiscal Year 2019-2020 marks the first year of the implementation of SEAMEO VOCTECH Regional Centre’s 6th Five-Year Development Plan (FYDP). This edition of January-June 2020 newsletter, includes the activities that the Centre undertook during the last six months of the fiscal year 2018-2019.

The COVID-19 has accelerated transformation as organisation moved to quickly respond to the crisis. Businesses have been impacted due to the current situation. One of the challenges was to adapt to an unprecedented situation while maintaining operations, upholding services as well as assuring the health and safety of the staff.

The last six months of fiscal year 2019-2020 saw the significant impact in the Centre’s businesses as a whole. This has led to the postponement of two regional training to the next fiscal year. Nevertheless, following the ease of restrictions, the Centre was able to successfully conduct a customised training programme and all international meetings were made via virtual mode.

Brunei Darussalam has managed the COVID-19 outbreak situation well, thanks to its whole-of-nation approach bringing together the private and the community in the fight against the coronavirus. Though business have been affected, the Centre will continue to deliver its services to the community. With the support of government and private agencies, guided with the SOP from Ministry of Health, the following fiscal year will see more customised training programmes in support of the current situation.
In response to the COVID-19 pandemic and other consequences in the region/world, the SEAMEO Secretariat had organised a webinar series on SEAMEO Response to COVID-19 Pandemic.

In Webinar 3, on Learning and Mobility in Lockdown: Snapshots from the SEA Teacher and SEA-TVET Network held on 7 May 2020, Dr. Paryono, Deputy Director for Professional Affairs was invited to be the moderator of the said webinar topic.

The webinar was attended by education officials and other education stakeholders in SEAMEO Member countries, SEAMEO Centres, Associates, and Affiliate members.

The outbreak of pandemic disease COVID-19 have affected the region/world, where many countries have experienced lock down and adopted Work-From-Home Policy (WFH), including Brunei Darussalam.

SEAMEO VOCTECH (SV) have also implemented the WFH policy as an alternative work arrangements for the staff starting from 25 March until 28 April 2020. Amongst other alternatives done by the Centre in adapting the ‘new norm’ of working, was the use of attendance tracking, and video calls via apps Google Duo. During the WFH, communications with SV were mainly done via emails, websites, and social medias.

Precautionary measures against the outbreak of COVID-19 are continuously cultivated to the staff, such as social and physical distancing, compulsory daily temperature check, practice personal and environmental hygiene as well as practice proper cough and sneeze etiquette.
The essence of train-the-trainer skills is rooted to the importance of training within organisations. Various types of trainings provided to employees and individuals can increase their productivity and job satisfaction, thereby enhancing their and the organization’s overall competitiveness in the long run.

This training programme is designed to provide participants with the knowledge and skills to effectively deliver courses and make them competent trainers.

The 5-Day Customised Training Programme on Training of Trainers began with an opening ceremony at the Lifelong Learning Centre, Lambak Kanan on 16 June 2020. The training programme was held in collaboration with NOCN-UK through NISAI-PTB, Brunei Darussalam. A total of 14 participants from local Registered Training Organisations (RTOs) were involved in the training programme, which takes pace from 16 - 22 June 2020.

The training aims to enhance the capabilities of the participants in their training delivery using effective presentation and facilitation skills and techniques. Specifically, it teaches the participants the relevance of competency in a competency-based learning, what is training and the roles of trainer, different learning theories and styles and principles of adult learning, prepare, implement, evaluate training, and prepare and deliver training outputs.
In conjunction with the holy month of Ramadhan, SEAMEO VOCTECH organised a Khatam Al-Quran was held on 15 May 2020 to mark the completion of reading (30 Juzuks Al-Quran) of the holy book.

The event began with the recitation of Surah Al-Fatihah, followed by Doa Khatam and Dikir Marhaban led by invited Imam from Ministry of Religious Affairs.

As the nation was still battling COVID-19 pandemic, the event was held guided by the Standard Operating Procedure (SOP) from the Ministry of Health, with limitation of only invited 30 officers and staffs. The event ended with presentation of goodies to all officers and staff of the Centre.

It was then followed by the delivery of basic necessities to 7 selected less fortunate families in Brunei-Muara Districts on 21 May 2020.
The Centre had recently initiated the effort to balance work and physical activity which was increasingly significant nowadays. This was made ‘voluntary’, considering the other importance of work requirement of the staff. As part of Work-Life Balance, a routine physical activities was held every Friday afternoon with a maximum of 2-hours exercises. It consists of not only Zumba sessions, but hiking as well as jogging and running. This initiative helps to create and strengthen bonding between all staffs, as well as offering mental health benefits, despite assisting the staffs to get enough exercise.

**Welcoming and Appreciating Staff of SEAMEO VOCTECH**

**Welcoming**

- **Mrs. Pg Hajah Hamidah binti Pg Hj Hidup**  
  Position: Deputy Director of Administration  
  From: 01/01/2020—present

- **Ms. Nur Amanina binti Asdinee**  
  Position: Attachment (IBTE)  
  From: 04/05/2020—31/07/2020

- **Ms. Nurnazihah binti Haji Md Jalaluddin**  
  Position: Attachment (IBTE)  
  From: 04/05/2020—31/07/2020

- **Ms. Dessa Burca**  
  Position: Intern Graphic Designer (Sea-vet.net)  
  From: 03/02/2020 - present
EVENTS/TRAINING PROGRAMMES FOR JUL—DEC 2020

- CTP on Islamic Values on Customer Services for Tourism Industries in Brunei Darussalam [Batch 1], 22-23 July 2020 @ MPRT
- CTP on Designing Effective MOODLE-based Blended Teaching and Learning, 29 July 2020 @ SV
- CTP on Quantitative Data Analysis using MS Excel [Batch 1], 3-5 August 2020 @ SV
- CTP on Effective Online Strategy for Secondary School [Batch 1], 10-11 August 2020 @ SV
- CTP on Quantitative Data Analysis using SPSS [Batch 1], 14-17 September 2020 @ SV
- CTP on Training of Trainers Certification [Batch 1], 21-25 September 2020 @ SV
- CTP on Basic customer Service for Micro Small & Medium Enterprise, 28-29 September 2020 @ SV
- 31st SV Governing Board Meeting, 6 October 2020 @ SV (Virtual)
- CTP on Food Hygiene Safety for Secondary School, 7-8 October 2020 @ DARE

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