



KEMENTERIAN RISET, TEKNOLOGI, DAN PENDIDIKAN TINGGI
UNIVERSITAS ANDALAS
FAKULTAS ILMU BUDAYA

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SURAT TUGAS

Nomor: 1380/UN.16.7/KP/2018

Dekan Fakultas Ilmu Budaya Universitas Andalas, menugaskan Aparatur Sipil Negara tersebut namanya di bawah ini:

| No. | Nama | NIP |
|-----|--------------------------------|--------------------|
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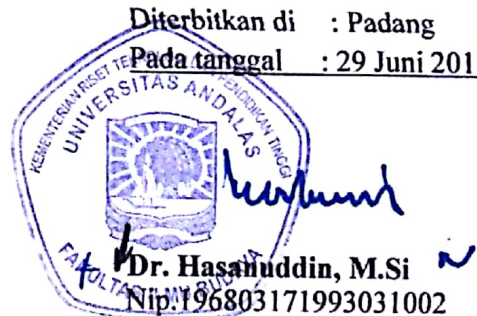
Untuk menghadiri kegiatan “Workshop on Preservation Manuscript in Southeast Asia” yang diselenggarakan oleh PPIM UIN Syarif Hidayatullah bekerjasama dengan University Hamburg Jerman. Pada:

Hari/ Tanggal : Rabu s.d. Sabtu, 4 s.d. 7 Juli 2018
Tempat : Santika Premiere Hotel Bintaro
South Tangerang, Banten, Indonesia

Demikian surat tugas ini diterbitkan untuk dipergunakan sebagaimana mestinya.

Diterbitkan di : Padang

Pada tanggal : 29 Juni 2018





**CERTIFICATE
of
APPRECIATION**

No. 001/S-10/DREAMSEA/VI/2018

is awarded to:

Yerry Satria Putra

For his/her participation and contribution in the
Workshop on Preservation of Manuscripts in Southeast Asia
conducted on 4th - 7th July 2018
in Santika Premiere Hotel Bintaro
South Tangerang, Banten, Indonesia.

Walid Mourad
Hill Museum and Manuscript Library

Dr. Salam Rassi
Hill Museum and Manuscript Library

Prof. Dr. Oman Fathurahman, M.Hum
Principal Investigator DREAMSEA



PPIM
UIN JAKARTA

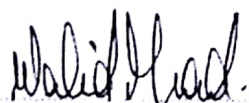


CENTRE FOR THE
STUDY OF
MANUSCRIPT
CULTURES

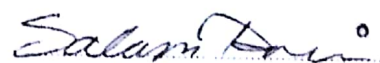
Workshop on Preservation of Manuscripts in Southeast Asia

Conducted on 4th – 7th July 2018

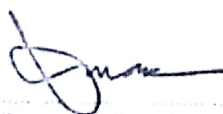
| No. | ACTIVITY | TIME (Hours) |
|-----|--|--------------|
| 1 | Opening speech: Dreamsea and the urgency of digitising manuscripts in southeast asia | 8 |
| 2 | Existing Method Of Digitising Manuscript | 8 |
| 3 | The Standard Of Digitising Manuscript | 8 |
| 4 | Digitising Manuscripts Practice | 12 |
| 5 | Collecting Care, Manuscripts Handling and Storing Teks For Metadata Creation | 12 |
| 6 | Creation Of Text and Manuscripts Metadata (level 1st) | 4 |
| 7 | Creation of Text and Manuscripts Metadata (level 2nd) | 4 |
| 8 | Cataloguing Manuscripts | 8 |
| 9 | Manuscripts Metadata to Ensure Search Ability, Uniformity, and Ease of Use | 8 |
| 10 | Processing Digital Manuscripts | 4 |
| 11 | Storing Master and Creation Backup | 4 |
| 12 | Image Conversion | 4 |
| 13 | Image Compression for Website Version | 4 |
| 14 | Renaming and Numbering Image | 4 |
| 15 | How To Uploading Digital Manuscripts to Metadata | 4 |
| | Total Time | 96 |



Walid Mourad
Hill Museum and Manuscript Library



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Prof. Dr. Oman Fathurahman, M.Hum
Principal Investigator DREAMSEA