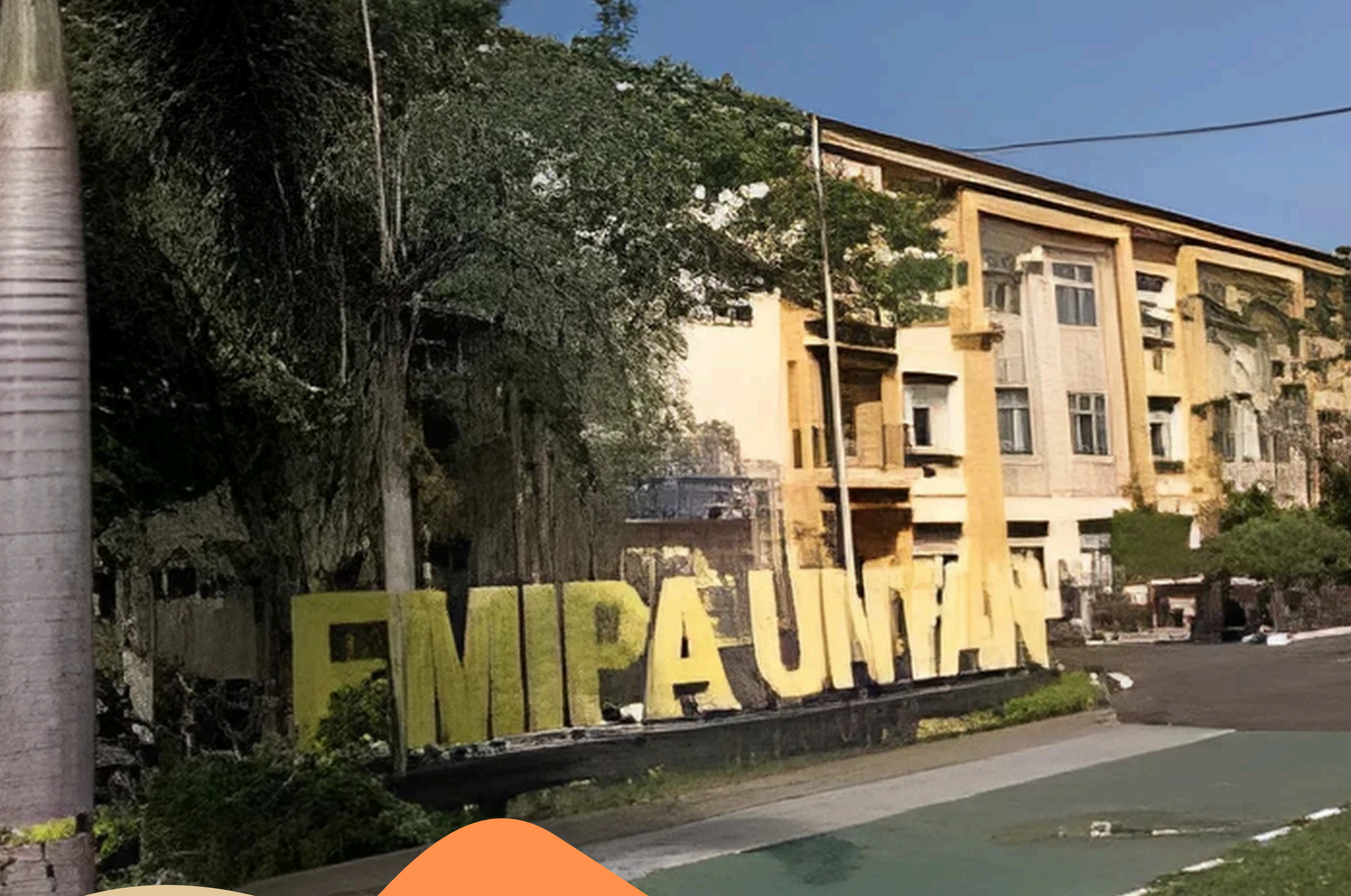
UNIVERSITAS TANJUNGPURA
PONTIANAK

# REPORT
# MANAGEMENT REVIEW MEETING (MRM)




**Faculty Quality Assurance Committee**

Faculty of Mathematics and Natural Sciences

**Universitas Tanjungpura**

**2021**

# FOREWORD

Alhamdulillah, praise and gratitude to Allah SWT for the abundance of time and health. so that we are still given the opportunity to carry out various activities become a task and mandate at the Faculty of Mathematics and Natural Sciences, Tanjungpura University through the Guarantee Center Quality (PPM) has routinely carried out Internal Quality Audits (AMI) for each study program as a form of evaluation of the implementation of Internal Quality Assurance Standards (SPMI) UNTAN.

As a follow-up to the 2021 AMI results, the Faculty Quality Assurance Unit (PMF) MIPA reports findings of non-conformities to the leadership faculty to be discussed and attempted to find a solution through a Review Meeting Management (RTM) results of AMI in 2021. RTM is a form of commitment from faculty leaders to the implementation of SPMI as a material for preparing a program plan for continuous improvement and enhancement of faculty quality, in accordance with the values of the MIPA faculty that are proclaimed, namely 'quality is our concern'.

Gratitude is expressed to the entire PMF team, heads of study programs, heads of departments and faculty leaders who have made efforts to carry out AMI activities and Follow-up on the results of AMI as a joint program that needs to be implemented continuously to improve the quality of the Study Program and the Faculty of Mathematics and Natural Sciences. May Allah always guide our steps towards goodness and improvement.

Pontianak, October 28, 2021

| Dean of the Faculty of Mathematics and Natural Sciences, Tanjungpura University | Head of Quality Assurance, FMIPA, |
|---|---|
| Dr. Gusrizal, S.Si., M.Si | Dr. Anis Shofiyan, S.Si., M.Si |
| NIP 197108022000031001 | NIP 197311152000122001 |

## 1. INTRODUCTION

The Quality Assurance System in Higher Education has been explicitly regulated through Law No. 12 of 2012 concerning Higher Education. Article 52 paragraph (3) of the Higher Education Law states that the Minister establishes the Higher Education Quality Assurance System and the National Standards for Higher Education. This was followed up by the Ministry of Research, Technology, and Higher Education Regulation No. 62 of 2016 concerning the Higher Education Quality Assurance System (SPM Dikti), as well as Ministry of Education and Culture Regulation No. 3 of 2020 concerning the National Standards for Higher Education (SN-Dikti). In these regulations, it is explained that the quality assurance system includes the Internal Quality Assurance System (SPMI) and the External Quality Assurance System (SPME).

The implementation of SPMI at Tanjungpura University (UNTAN) is carried out based on SPMI policies established through Rector Decree No. 17/UN22/AK/2017 and SPMI standards established through Rector Decree No. 19/UN22/AK/2017. The evaluation of conformity and reliability of SPMI is carried out through periodic Internal Quality Audits (AMI) each year. AMI activities are carried out by trained auditors who have competencies as AMI auditors and are assigned by the Rector through the Head of the Institute for Learning Development and Quality Assurance (LP3M) UNTAN.

In 2020, AMI activities at the study programs of the Faculty of Mathematics and Natural Sciences (FMIPA) were carried out to evaluate compliance with National Education Standards, research, and community service (PKM). The activities were conducted through Study Program Meetings to discuss findings of non-conformities and make corrections and improvements regarding findings within the authority of the Study Program. Findings related to human resources, infrastructure, and broader policy needs were subsequently compiled and analyzed by the FMIPA Team to be reported at Faculty-level Management Review Meetings (RTM). The RTM aims to discuss follow-ups of AMI results while also evaluating the performance of the quality management system and services in efforts to meet or exceed the quality standards set by UNTAN. The RTM activities were conducted during the "Quality Assurance Workshop in the Context of Curriculum Strengthening at FMIPA," chaired by the Dean and attended by Heads of Study Programs, Department Heads, Faculty Leaders (Dean and Vice Deans), Heads of Academic and Student Affairs, Heads of Academic and Student Administration, as well as Heads of General Affairs and Finance.

## 2. LEGAL BASIS

a. Rector Decree of UNTAN No. 17/UN22/AK/2017 concerning SPMI Policy of UNTAN
b. Rector Decree of UNTAN No. 19/UN22/AK/2017 concerning SPMI Standards of UNTAN
c. Rector Decree No. 461/UN22/OT/2014 concerning Organization and Work Procedures (OTK) of the Faculty of Mathematics and Natural Sciences, Tanjungpura University

d. Dean’s Decree No. 147/UN22.8/PJ/2021 concerning the Quality Assurance Team of the Faculty of Mathematics and Natural Sciences

## 3. OBJCTIVES

a. To discuss the results of the Internal Quality Audit (AMI) regarding findings of non-conformities with Education, Research, and Community Service (PKM) standards of study programs within the Faculty of Mathematics and Natural Sciences (FMIPA).
b. To discuss and agree on follow-up actions to the AMI findings through activity programs organized by the Faculty of Mathematics and Natural Sciences.
c. To review the performance of the quality assurance system and the service performance of the Faculty of Mathematics and Natural Sciences.

## 4. IMPLEMENTATION OF ACTIVITIES

### a. Time and Venue

The activity was held on October 25, 2021, at the Meeting Room of Hotel Ibis, Jl. A. Yani, Pontianak, from 13.00 – 17.00 WIB.

### b. Participants

The participants consisted of the Dean, Vice Deans, Heads of Departments, Heads of Study Programs, Heads of Administration and Academic Affairs, Heads of Academic and Student Affairs, and Heads of General Affairs and Finance of the Faculty of Mathematics and Natural Sciences, Tanjungpura University (UNTAN).

### c. Meeting Chaiperson

The meeting was chaired by the Dean, accompanied by the Vice Dean for Academic Affairs, Vice Dean for General Affairs and Finance, Vice Dean for Student Affairs, and the Head of the FMIPA Quality Assurance Team.

### d. Agenda of Activities

13.00 – 15.00 WIB: Presentation of AMI results and satisfaction survey results

15.00 – 16.30 WIB: Discussion of follow-up actions on AMI results and satisfaction survey

16.30 – 17.00 WIB: Preparation of follow-up recommendations

**5. RTM RESULTS**

a. **Findings of AMI Results on Non-Conformities with UNTAN Education Standards**

| Sub-Standard | Findings of Non-Compliance with UNTAN Education Standards | Recommendations | Follow Up | |
|---|---|---|---|---|
| | | | Faculty | Study Program |
| **Process**<br>• Management<br>• Assessment<br>• Financing | 1. Documentation of learning monitoring and evaluation (monev) results at the study program level is not yet systematic, and follow-up reports on learning monev results are not yet available. | • A standardized format for learning monev in faculties/study programs is needed (lecture contracts, evaluation of material achievements, etc.)<br>• Workshops and FGDs are needed to develop learning monev and document monev results<br>• A systematic documentation system for monev results is required | √ | √<br>√ |
| **Process**<br>• Management<br>• Assessment<br>• Financing | 2. Some quality documents at the study program level have not been periodically reviewed/updated (vision, mission, Renop, guidelines, SOP). | • A review of the existence and validity of quality documents at the study program level is required<br>• A digital documentation system is needed so that documents can be easily accessed<br>• Study program quality documents need to be updated periodically<br>• Optimization of quality assurance functions at the study program level is required | √ | |
| **Process**<br>• Management<br>• Assessment<br>• Financing | 3. Evaluation of performance indicators in the study program Renop has not yet been carried out regularly. | • Indicators of achievement in the Renop need to be evaluated at least once a year<br>• Renop activities need to be updated regularly at least once a year | √ | |

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|---|---|---|---|---|
| **Content**<br>• Competency<br>• Management | 4. Curriculum and RPS in some study programs have not been updated, especially to accommodate policy changes (MBKM) and pandemic learning conditions. | • Curriculum and RPS updates need to be conducted at least once a year<br>• Updates should consider curriculum changes (MBKM) and special situations (pandemic/normal conditions) | √ | |
| • **Content**<br>• Process<br>• Management<br>• Financing | 5. Most courses do not yet have learning modules | • Learning modules must be prepared for each course<br>• Budgeting is needed for module preparation<br>• Workshops on module development are required | √ | √<br>√ |
| • Process<br>• Management | 6. Tracer study has been conducted but not yet analyzed periodically | • Study programs need to conduct tracer study analysis at least once a year | √ | |
| • Process<br>• Management<br>• Financing | 7. Faculty does not yet have planning documents and realization of facilities and infrastructure | • Medium- to long-term planning documents for faculty facilities and infrastructure need to be prepared<br>• Evaluation of indicator achievements in the Strategic Plan (Renstra) must be conducted at least once a year<br>• Review and update of programs/activities in the Strategic Plan should be done annually | | √<br>√<br>√ |
| • Competence<br>• Process | 8. Supporting learning facilities and laboratory infrastructure are still lacking | • A strategic plan for improving learning facilities and laboratories (short-, medium-, long-term) needs to be | • | √<br>√ |

| | | | | |
|---|---|---|---|---|
| • Facilities and Infrastructure<br>• Financing | | prepared systematically<br>• Optimization (maintenance/upkeep) of laboratory facilities needs to be improved | | |
| • Facilities and Infrastructure<br>• Financing | 9. In some study programs, lecturer office space does not meet the minimum standard of 4 $m^2$ per lecturer | • Improvement and provision of lecturer office space to meet minimum standards are required | | √ |
| • Facilities and Infrastructure<br>• Management<br>• Financing | 10. Maintenance and cleanliness of classrooms are not yet optimal (some classrooms are dusty/dirty and lack curtains) | • Maintenance and cleanliness of classrooms need to be improved<br>• Enhancement of classroom facilities (cleanliness, curtains, etc.) should be ensured | | √ |
| • Facilities & Infrastructure<br>• Management<br>• Financing | 11. No facilities available for students with special needs | • Special facilities for students with disabilities must be provided (e.g., left-hand desks, special toilets, handrails, etc.) | | √ |
| • Facilities & Infrastructure<br>• Management<br>• Financing | 12. Library collection search system has not yet been digitized/online | • Improvement of reading room facilities is needed<br>• Digital/online mechanism for library collection searches must be implemented | | √ |

**b. Findings of Non-Conformity of AMI Results to Research and Community Service (PKM) Standards**

| Sub-Standard | Findings of Non-Compliance with UNTAN Research and PKN Standards | Recommendations | Follow Up | |
|---|---|---|---|---|
| | | | Faculty | Study Program |
| • Content<br>• Process | 1. No **roadmap** and guidelines for research/PKM at faculty level | • Research and PKM standards must be prepared at faculty level<br>• A research/PKM roadmap at faculty level should be developed<br>• Guidelines for research/PKM should be socialized to lecturers | | √ |
| • Process<br>• Management<br>• Result | 2. Study programs have not documented research titles along with types, schemes, and number of lecturers and students periodically | • A digital documentation system (database) for research results needs to be developed<br>• Data on lecturer research must be updated periodically | √ | √ |
| • Facilities & Infrastructure<br>• Financing | 3. Research laboratory facilities are incomplete | • A short-, medium-, and long-term strategic plan for improving facilities and infrastructure needs to be prepared<br>• Optimization of research facilities and infrastructure must be carried out | | √ |
| • Process<br>• Management<br>• Evaluation | 4. No SOP for research result assessment and evaluation at faculty level | • SOP for evaluation of research results and community service (PKM) must be prepared<br>• Monitoring and evaluation of research results against targets and funding (DIPA) need to be conducted | | √ |
| • Process<br>• Management | 5. No PKM safety (K3) guidelines available | • PKM safety (K3) guidelines must be prepared by faculty | | √ |

| | | | | |
|---|---|---|---|---|
| • Process<br>• Management | 6. PKM safety training not yet organized (some study programs only conduct K3 training for laboratory research) | • Faculty should program regular PKM safety training for both research and community service activities | | √ |
| • Management<br>• Funding<br>• HR | 7. Number of lecturers involved in applied research is still relatively low | • Faculty needs to establish policies to encourage applied research and shift research focus towards more practical applications | | √ |
| • Management<br>• Funding<br>• HR | 8. Few research results have been applied in the community or patented | • Structured efforts are needed to increase the number of applicable research outcomes and patents | √ | √<br>√ |
| • Researchers/HR<br>• Process<br>• Management | 9. Few research results are published in reputable international journals | • There should be structured targets and efforts to increase international journal publications<br>• Faculty needs to facilitate training and mentoring on reputable journal publication<br>• Ethical clearance training should be conducted | | √ |

## 6. RECOMMENDATIONS

Based on the AMI results, the following recommendations are formulated:

a. A review needs to be conducted regarding the existence of quality documents as well as academic documents at the study program and faculty levels:
   - Validity period of the documents
   - Content and functional evaluation of the documents
   - Uniformity of document formats
   - Completeness of documents (referring to accreditation guidelines/rubrics)

b. A link to the documentation of quality assurance activities at the study program level organized at the faculty level should be made available.

c. Workshops and mentoring activities are needed for revising and updating OBE-based curricula in study programs that accommodate MBKM policies.

d. The faculty should periodically evaluate the achievement of performance indicators and quality objectives at the faculty level.

e. Improvement, maintenance, and preservation of learning facilities and infrastructure are needed.

f. Facilities and infrastructure should be provided to accommodate students with special needs.

g. A structured plan is required for the improvement and maintenance of facilities/infrastructure and human resources supporting laboratory functions for teaching and research.

h. Monitoring and evaluation (monev) activities for research and community service (PKM) are needed to improve the achievement indicators of research and PKM performance.

i. Optimization of quality assurance functions at the study program and faculty levels is needed.

j. Periodic management review meetings need to be held, followed by follow-up actions in the preparation of activity programs based on improving the quality of performance and services of study programs/faculties.

## 7. COMMITMENTS OF STUDY PPROGRAMS AND FACULTY

a. Study programs will revise curricula based on OBE (Outcome-Based Education) by accommodating MBKM policies.

b. Study programs need to update and add RPS (Semester Learning Plans) that implement project-based and case method learning.

c. Study programs will conduct **tracer studies** and analyze them periodically each year.

d. The faculty will facilitate training/workshop activities related to the preparation and updating of OBE-based curricula in study programs according to national standards.

e. The faculty will make improvements and upgrades to facilities and infrastructure in accordance with UNTAN standards (classrooms, learning facilities, study rooms for students, laboratories, dormitories, and facilities for students with special needs).

f. The faculty will facilitate the preparation of research and PKM documents at the faculty level (roadmap and related documents).

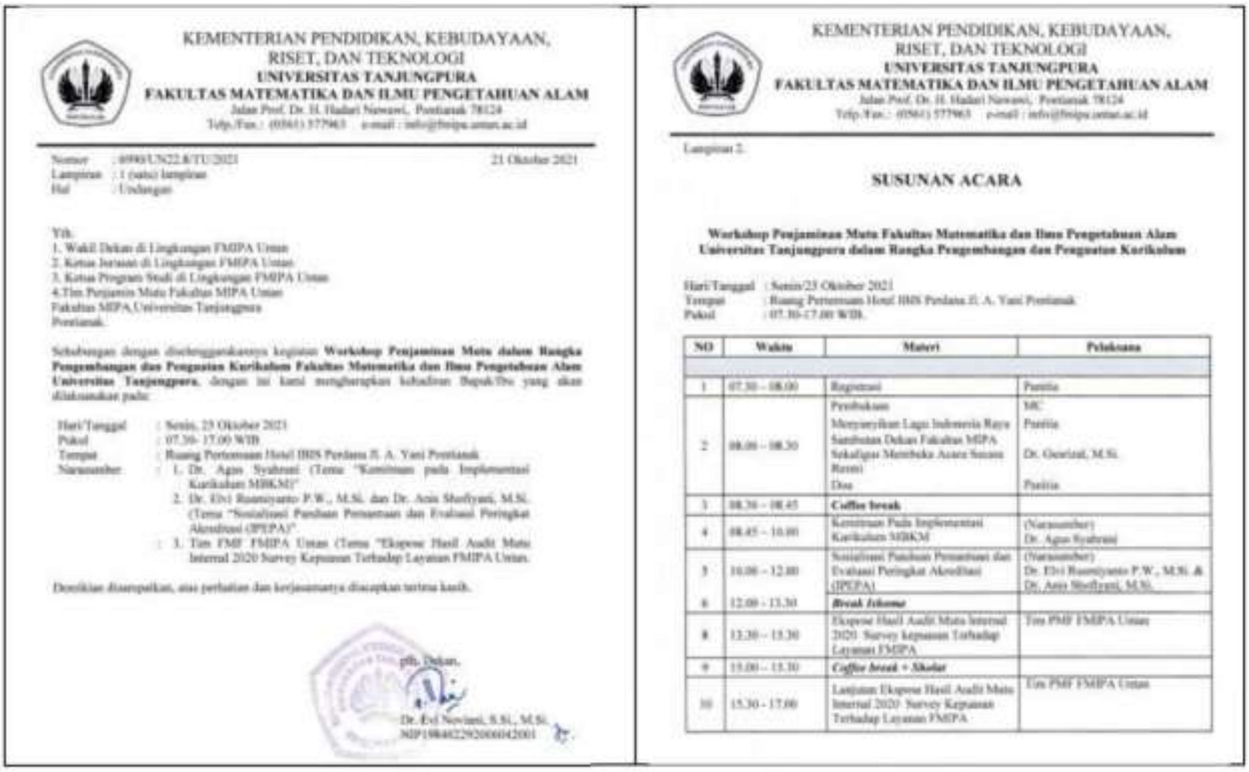
g. The faculty will analyze the achievement of quality performance indicators periodically, and the results will be reported at faculty meetings.
h. The faculty will evaluate PD-DIKTI data.
i. The faculty will enhance the strength and stability of internet connections within the FMIPA campus environment.
j. FMIPA faculty staff are committed to providing and improving excellent services to meet academic, general, staffing, student affairs, and financial needs.
k. The faculty is committed to continuously improving the quality of academic and service performance at FMIPA.

## 8. CONCLUSION

This 2021 Management Review Meeting (RTM) report was prepared as an agreement to continuously improve the quality of academic and non-academic performance and services at the Faculty of Mathematics and Natural Sciences (FMIPA).

## 9. APPENDICES

### Lampiran 1. Undangan kegiatan



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
**UNIVERSITAS TANJUNGPURA**
**FAKULTAS MATEMATIKA DAN ILMU PENGETAHUAN ALAM**
Jalan Prof. Dr. H. Hadari Nawawi, Pontianak 78124
Telp./Fax.: (0561) 577963 e-mail : info@fmipa.untan.ac.id

Nomor : 0990/UN22.8/TU/2021 — 21 Oktober 2021
Lampiran : 1 (satu) lampiran
Hal : Undangan

Yth.
1. Wakil Dekan di Lingkungan FMIPA Untan
2. Ketua Jurusan di Lingkungan FMIPA Untan
3. Ketua Program Studi di Lingkungan FMIPA Untan
4. Tim Penjamin Mutu Fakultas MIPA Untan
Fakultas MIPA Universitas Tanjungpura
Pontianak

Sehubungan dengan diselenggarakannya kegiatan **Workshop Penjaminan Mutu dalam Rangka Pengembangan dan Penguatan Kurikulum Fakultas Matematika dan Ilmu Pengetahuan Alam Universitas Tanjungpura**, dengan ini kami mengharapkan kehadiran Bapak/Ibu yang akan dilaksanakan pada:

Hari/Tanggal : Senin, 25 Oktober 2021
Pukul : 07.30- 17.00 WIB
Tempat : Ruang Pertemuan Hotel IBIS Perdana Jl. A. Yani Pontianak
Narasumber : 1. Dr. Agus Syahrani (Tema "Komitmen pada Implementasi Kurikulum MBKM)"
2. Dr. Elvi Rusmiyanto P.W., M.Si. dan Dr. Anis Shofiyani, M.Si. (Tema "Sosialisasi Panduan Pemantauan dan Evaluasi Peringkat Akreditasi (IPEPA)".
3. Tim PMF FMIPA Untan (Tema "Ekspose Hasil Audit Mutu Internal 2020 Survey Kepuasan Terhadap Layanan FMIPA Untan.

Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

plh. Dekan,

Dr. Evi Noviani, S.Si., M.Si.
NIP 198402292006042001

KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
**UNIVERSITAS TANJUNGPURA**
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Jalan Prof. Dr. H. Hadari Nawawi, Pontianak 78124
Telp./Fax.: (0561) 577963 e-mail : info@fmipa.untan.ac.id

Lampiran 2.

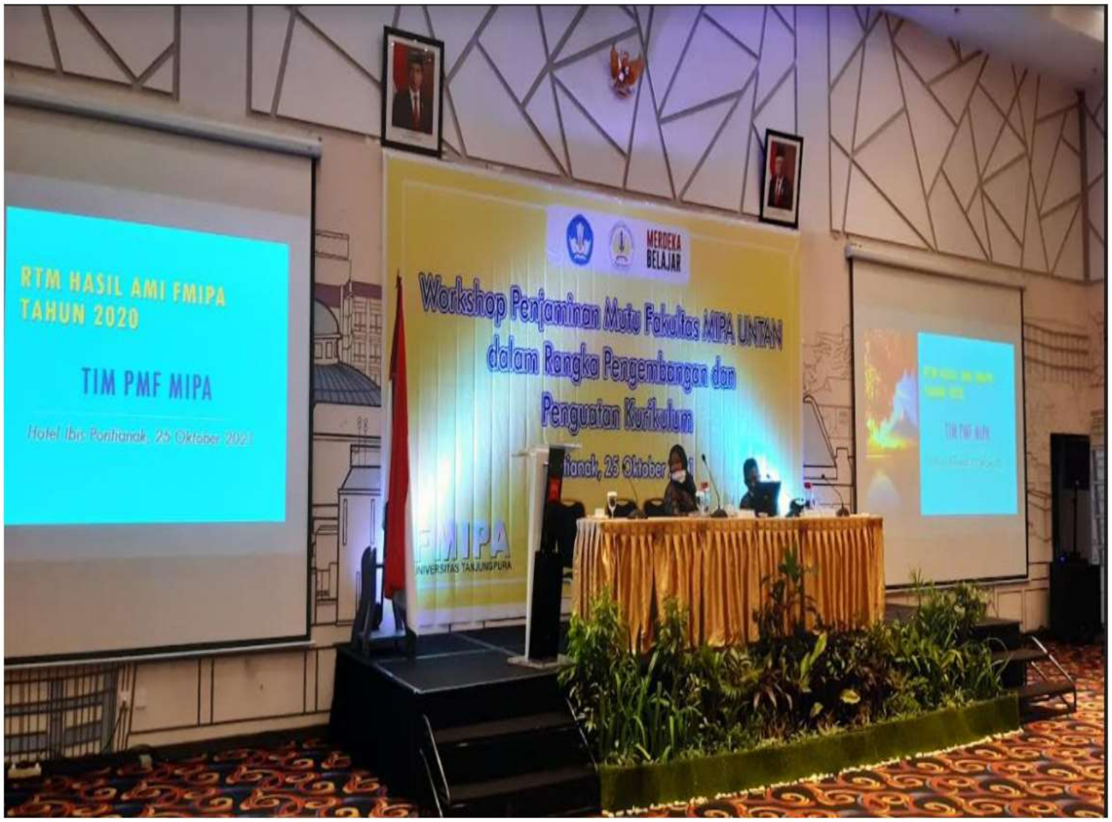
**SUSUNAN ACARA**

**Workshop Penjaminan Mutu Fakultas Matematika dan Ilmu Pengetahuan Alam Universitas Tanjungpura dalam Rangka Pengembangan dan Penguatan Kurikulum**

Hari/Tanggal : Senin/25 Oktober 2021
Tempat : Ruang Pertemuan Hotel IBIS Perdana Jl. A. Yani Pontianak
Pukul : 07.30-17.00 WIB

| NO | Waktu | Materi | Pelaksana |
|---|---|---|---|
| | | | |
| 1 | 07.30 – 08.00 | Registrasi | Panitia |
| 2 | 08.00 – 08.30 | Pembukaan<br>Menyanyikan Lagu Indonesia Raya<br>Sambutan Dekan Fakultas MIPA Sekaligus Membuka Acara Secara Resmi<br>Doa | MC<br>Panitia<br>Dr. Gusrizal, M.Si.<br>Panitia |
| 3 | 08.30 – 08.45 | **Coffee break** | |
| 4 | 08.45 – 10.00 | Komitmen Pada Implementasi Kurikulum MBKM | (Narasumber)<br>Dr. Agus Syahrani |
| 5 | 10.00 – 12.00 | Sosialisasi Panduan Pemantauan dan Evaluasi Peringkat Akreditasi (IPEPA) | (Narasumber)<br>Dr. Elvi Rusmiyanto P.W., M.Si. & Dr. Anis Shofiyani, M.Si. |
| 6 | 12.00 - 13.30 | ***Break Ishoma*** | |
| 8 | 13.30 – 15.30 | Ekspose Hasil Audit Mutu Internal 2020 Survey kepuasan Terhadap Layanan FMIPA | Tim PMF FMIPA Untan |
| 9 | 15.00 – 15.30 | ***Coffee break + Sholat*** | |
| 10 | 15.30 - 17.00 | Lanjutan Ekspose Hasil Audit Mutu Internal 2020 Survey Kepuasan Terhadap Layanan FMIPA | Tim PMF FMIPA Untan |

## Lampiran 2. Dokumentasi Kegiatan





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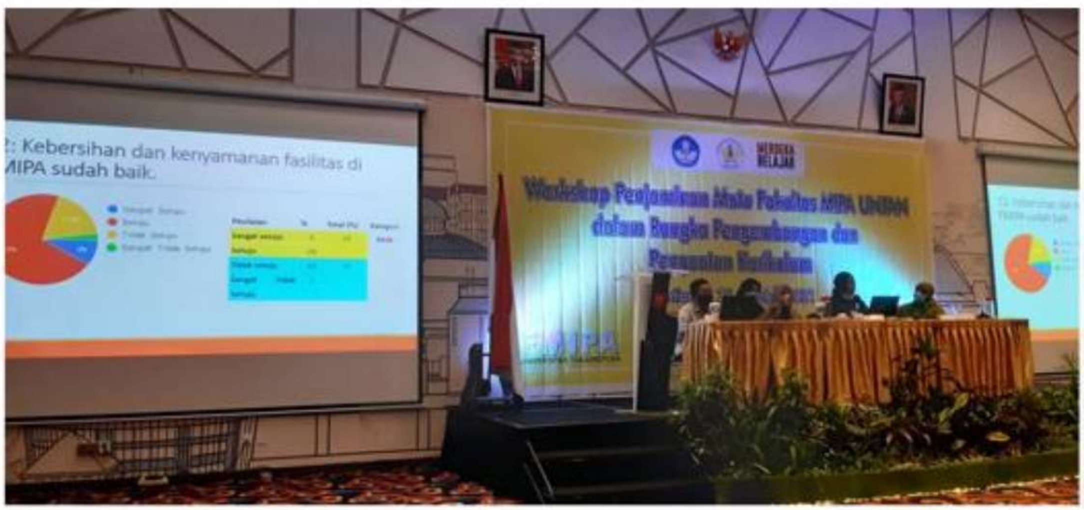
idikan Terhadap Layanan Fakultas


2: Kebersihan dan kenyamanan fasilitas di
MIPA sudah baik.

# DAFTAR HADIR NARASUMBER
## TIM PENJAMIN MUTU
## FAKULTAS MATEMATIKA DAN ILMU PENGETAHUAN ALAM
## UNIVERSITAS TANJUNGPURA

**Hari/Tanggal** : **Senin, 25 Oktober 2021**

**Pukul** : **07.30 - 17.00 WIB**

**Tempat** : **Ruang Pertemuan Hotel IBIS Perdana Jl. A. Yani Pontianak**

**Agenda** : **Workshop Penjaminan Mutu dalam Rangka Pengembangan dan Penguatan Kurikulum Fakultas Matematika dan Ilmu Pengetahuan Alam Universitas Tanjungpura**

| No. | Nama | Tanda Tangan |
|---|---|---|
| 1. | Dr. Anis Shofiyani, M.Si | 1. ............ |
| 2. | Renny Puspita Sari, MT | 2. ............ |
| 3. | Dr. Zulfa Zakiah, S.Si., M.Si. | 3. ............ |
| 4. | Dr. Endah Sayekti, M.Si | 4. ............ |
| 5. | Hasanuddin, S.Si, M.Si, Ph.D. | 5. ............ |
| 6. | Muhardi, S.Si., M.Sc. | 6. ............ |
| 7. | Sukal Minsas, S.Si., M.Si. | 7. ............ |
| 8. | Nurfitri Imro'ah, S.Si., M.Si. | 8. ............ |

| | | |
|---|---|---|
| **9.** | Yudhi, S.Si, M.Si. | 9. .................... |
| **10.** | Irma Nirmala, S.T., M.T. | 10. .................... |

# DAFTAR HADIR PANITIA

**Hari/Tanggal : Senin, 25 Oktober 2021**

**Pukul : 07.30 - 17.00 WIB**

**Tempat : Ruang Pertemuan Hotel IBIS Perdana Jl. A. Yani Pontianak**

**Agenda : Workshop Penjaminan Mutu dalam Rangka Pengembangan dan Penguatan Kurikulum Fakultas Matematika dan Ilmu Pengetahuan Alam Universitas Tanjungpura**

| No. | Nama | Tanda Tangan |
|---|---|---|
| 1. | Dr. Gusrizal, M.Si | 1. ................ |
| 2. | Yudha Arman, D.Sc | 2. ................ |
| 3. | Dr. Evi Noviani, S.Si.,M.Si | 3. ................ |
| 4. | Drs. Cucu Suhery, MA | 4. ................ |
| 5. | Renny Puspita Sari, S.T.M.T | 5. ................ |
| 6. | Muhardi, M.Sc | 6. ................ |
| 7. | Sukal Minsas, M.Si | 7. ................ |
| 8. | Yudhi, M.Si | 8. ................ |
| 9. | Hamka, S.Sos., M.M | 9. ................ |

| | | |
|---|---|---|
| **10.** | Fara Jusmania, SE., M.M | 10. .................... |
| **11.** | Bambang Sugeng, S.Sos | 11 . .................... |
| **12.** | Rachmat Jamaluddin, A.Md | 12. .................... |
| **13.** | Sakdiana | 13.................... |
| **14.** | Toni | 14. .................... |
| **15.** | Wiwid Widiyana, S.Si | 15 . .................... |
| **16.** | Indah Purnamasari, M.Pd | 16. .................... |
| **17.** | Hendri Purwanto, S.Si | 17.................... |
| **18.** | Faurizal, S.Si | 18. .................... |
| **19.** | Warsi Kurnia Rahayu, S.Si | 19 . .................... |
| **20.** | Agung Setyowahyu, A. Md | 20. .................... |
| **21.** | Prima, S.St | 21.................... |
| **22.** | Hajjar | 22. .................... |
| **23.** | Peri Suhendra | 22.................... |

# DAFTAR HADIR STAKEHOLDER

**Hari/Tanggal : Senin, 25 Oktober 2021**

**Pukul : 07.30 - 12.00 WIB**

**Tempat : Ruang Pertemuan Hotel IBIS Perdana Jl. A. Yani Pontianak**

**Agenda : Workshop Penjaminan Mutu dalam Rangka Pengembangan dan Penguatan Kurikulum Fakultas Matematika dan Ilmu Pengetahuan Alam Universitas Tanjungpura**

| No. | Instansi | Nama | Tanda Tangan |
|---|---|---|---|
| 1. | Lembaga Penerbangan dan Antariksa Nasional (LAPAN) Pontianak | | 1. ..................... |
| 2. | Badan Meterologi Klimatologi dan Geofisika (BMKG) Pontianak | Septikasari | 2. ..................... |
| 3. | Badan Pengelolaan Sumberdaya Pesisir dan Laut (BPSPL) Pontianak | | 3. ..................... |
| 4. | Badan Pusat Statistik (BPS) Prov. Kalbar | Duaksa Aritonang. | 4. ..................... |
| 5. | PT. Telekomunikasi Indonesia (Telkom) Kalimantan Barat | Andri Dwi Astuti | 5. ..................... |
| 6. | Dinas Komunikasi dan Informatika Provinsi Kalimantan Barat (Diskominfo) | Agus Hasim | 6. ..................... |
| 7. | Balai Konservasi Sumber Daya Alam Kalimantan Barat (BKSDA) | | 7.................... |

| | | | |
|---|---|---|---|
| 8. | PT. Sucofindo (Persero) Cabang Pontianak | | 8. ................ |
| 9. | Balai Riset dan Standarisasi Industri Pontianak | RIKA WULANDARI | 9. ................ |
| 10. | Dinas Kelautan dan perikanan Prov. Kalimantan Barat (DKP) | [illegible] | 10. ................ |
| 11. | UPTD Metrologi Legal KKR Pontianak | SARIWATI | 11 . ................ |
| 12. | Badan Pusat Statistik (BPS) Kota Pontianak | [illegible] | 12. ................ |