

## Maulana Gilang Darmawan

---

**From:** Ferry M Butarbutar  
**Sent:** Wednesday, February 06, 2019 7:18 PM  
**To:** Wilson Simanjuntak; Gatot Pribadi; Rinaldi Sjukbar; Edwin Rahayu Astuti; Mashudi Syahloso; Eka Risti Florentina; Mohammad Noor Imam Suprpto; Riska Aristandi Respiansuri; Sulistiawati Sukiyo; Kurnia Ayu Safitri; Maulana Gilang Darmawan; Ida Roma; Suyanti; Yudhistira; Retno Prawaningrum Suryadi; Maria Anunciata Wijayati; Lely Ayu Priambada; Sukma Pratiwi; Cici Suryani; Reni Mailinar Vidyasiwi Azhar; Aryamir Husein Sulasmoro; Candy N D Sihombing; Windra Permana; Pandriya Sistha Kusuma; Ari Widayanti; Paul Sinuraya; Jusmawati; Widya E Wulandari; Nanang Qosim; Manombang Manik; Nia Kaniawati  
**Cc:** Eddy Rizaldi Pamuntjak; Maria Ivory Ratnawati; Buliher Jeffry Hasibuan; Simon Tingay; Yusuf Tenang; Azkhwaldi Aziz; Vera N Joesoef; Yusuf Kurniawan; Risang Wijanarko; Ruslan A Gani; Istiqomah; Devi Sumarhadi; Nanda Irvandy Malau; Azwan Zamroni; Andy Wahyu Budyarto; Darren James Wood; Mochammad Ewing Baskoro Basuki; Hananto Bentar; Fredy Setya Wijaya; Marihot Simamora; V. Arisiani Wulandari; Hendra Suryana; Andrian Luthfianto; Muhammad Hisyam; Arief Budiman; I Putu Bawa; Sangaji Monoarfa; Mark Lasiter; Peter Dudley ; Yudi Adrian; Yuyu Suryaningsih; Advencia; Fama F Wedaringsih; Yudi Adrian; Luki Suardi; Roni Setyawan  
**Subject:** Invitation to "2019 Annual GA Workshop" (Feb 20-22, 2019)  
**Attachments:** GA Annual Workshop 2019.xlsx

Dearest colleagues,  
Hope you are doing well!

In line with the spirit of Proactive, Excellence and Teamwork, we must continue to improve our work processes and more importantly, we do it together. For that, you are invited to participate in the **2019 Annual GA Workshop** which will be held on **February 20th – 22nd , 2019** at **Hotel Santika Premiere, Bintaro, Tangerang Selatan**. The purpose of this activity is to ensure stronger coordination and collaboration between the GA Head Office and Operations teams.

The agenda of the workshop will include evaluation of general affair processes & policies for the management of facilities, vehicles, licensing, procurement of goods & services, management of CSR, and all other aspects carried out by the general affair team.

The format of our workshop is a brief presentation of CEG HO and followed by a discussion for problem solving. Discussions will be guided by relevant CEG Head Office colleagues. The full agenda attached. Following this email, Ibu Retno P. Suryadi and Ibu Reni Mailinar will guide you on what you need to prepare before the session.

Please prepare your trip while making sure all activities will go well as long as you are in Jakarta. Please contact Mrs. Cici Suryani for your transportation and accommodation arrangement for this meeting.

See you in Jakarta, thank you!

Regards,

**Ferry M. Butarbutar**  
Human Capital Head

*Relator • Input • Responsibility • Learner • Restorative*

**PT Trakindo Utama**

TMT 1 Building, 16th Floor,  
Jalan Cilandak KKO No. 1, Jakarta 12560, Indonesia  
Tel. +62 21 2997 6620 ext. 1427  
Mobile +62 811 640 023  
[fbutarbutar@trakindo.co.id](mailto:fbutarbutar@trakindo.co.id)  
[www.trakindo.co.id](http://www.trakindo.co.id)  
Call Center 1500 228

A member of **Tiara Marga Trakindo**