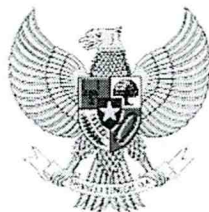

AUTHORIZED TRANSLATION



Minister of Trade of the Republic of Indonesia

REGULATION OF MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

NUMBER : 09/M-DAG/PER/3/2010

REGARDING

**ORGANIZATION AND WORK METHOD OF COMMERCIAL ATTACHE FOR THE
REPRESENTATIVE OF THE REPUBLIC OF INDONESIA OVERSEAS**

BY THE GRACE OF ALLAH THE ONE SUPREME GOD

MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA,

Considering : a. that in order to improve the foreign trade, it is necessary to re-formulate the organization and work method of International Commercial Attache;
b. that based on the consideration as referred to in item a, it is necessary to stipulate the Regulation of Minister of Trade;

In view of : 1. Presidential Regulation Number 10 of 2005 regarding the Unit of Organization and Tasks of Echelon I of State Ministry of the Republic of Indonesia as already amended lastly by virtue of Regulation of President of the Republic of Indonesia Number 50 of 2008;
2. Presidential Regulation Number 47 of 2009 regarding the Establishment and Organization of State Ministry;
3. Presidential Decree Number 84/P of 2009 regarding



the Establishment of Kabinet Indonesia Bersatu II;

4. Decree of Minister of Foreign Affairs Number SK.06/A/OT/VI/2004/01 of 2004 regarding the Organization and Work Method of Representative of the Republic of Indonesia in the foreign country;
5. Decree of Minister of Industry and Trade Number 517/MPP/Kep/8/2003 regarding the Tasks and Functions of Attache/Head of Industry and Trade in the Foreign Country;
6. Regulation of Minister of Trade Number 01/M-DAG/PER/3/2005 regarding the Organization and Working Method of Ministry of Trade as already lastly amended by virtue of Regulation of Minister of Trade Number 24/M-DAG/PER/6/2009;

HAS DECIDED:

To stipulate : REGULATION OF MINISTER OF TRADE REGARDING THE ORGANIZATION AND WORK METHOD OF TRADE ATTACHE FOR THE REPRESENTATIVE OF THE REPUBLIC OF INDONESIA IN THE FOREIGN COUNTRY.

**CHAPTER I
POSITION**

Article 1

- (1) Commercial Attache, hereinafter referred to as the Attache, shall be Civil Employee of Ministry of Trade as placed in the particular representative to carry out the trade affairs between Indonesia and Recipient Country and other countries being the territory of accreditation of the representative.
- (2) Attache has diplomatic status from the Minister of Foreign Affairs.



- (3) Attache assumes responsible for the Head Representative and Minister of Trade through Secretary General of Ministry of Trade in accordance with the prevailing laws and regulation.
- (4) Administratively, the establishment of Attache is under the establishment of Secretary General of Ministry of Trade and substantively under the establishment of official of Echelon I within the Ministry of Trade.

CHAPTER II

TASKS AND FUNCTIONS

Article 2

- (1) Attache has main tasks in support of the Head Representative to enhance commercial relationship and cooperation between Indonesia and recipient country.
- (2) Further provisions on the descriptions of tasks of Attache shall be regulated by virtue of Regulation of Secretary General of Ministry of Trade.

Article 3

Attache in performing the main tasks as referred to in Article 2 shall operate the following functions:

- a. development and improvement of cooperation network with various parties, especially with the related institutions in the Recipient Country;
- b. Coordination with the related agency in the Recipient Country in the performance of particular tasks;
- c. Improvement of trade cooperation with the related Ministry/Agency in the Recipient Country;
- d. Observation, analysis and reporting relating to the issue of trade in the Recipient Country;
- e. Proactively, the performance of trade tasks in accordance with the representative mission;



- f. Implementation of integrated promotion to improve the image of export products together with the official of related Diplomatic and Consular; and
- g. The implementation of cooperation, facility, diplomacy, market observation activities and improvement of access to export market assigned by the Minister of Trade to the knowledge of Head Representative.

Article 4

- (1) In performing the basic tasks as referred to in Article 2, the Attache may be assisted by Deputy assistant.
- (2) Deputy assistant is the civil employee within the Ministry of Trade so stipulated by the Minister of Trade in the Ministry of Foreign Country for the performing element to help the Attache in the Representative of the Republic of Indonesia.

CHAPTER III

WORK METHOD

Article 5

In performing the tasks, Attache shall apply the principle of coordination, integration, harmonization and synchronization with Indonesian Trade Promotion Center in the Foreign Country and other organizations within the Representative of the Republic of Indonesia in the Foreign Country and make coordination relations with other country agencies.

Article 6

Attache in performing the tasks and functions shall coordinate with Head Representative of the Republic of Indonesia in the foreign country in the framework of harmonization and synchronization with the mission of Representative of the Republic of Indonesia in the Foreign Country.



CHAPTER IV

PERSONNEL AFFAIRS

Article 7

- (1) Civil Employee within the Ministry of Trade that may be assigned as Attache or Deputy assistant, shall meet administrative and competency requirements.
- (2) Administrative requirements for the Attache as referred to in paragraph (1) shall include:
 - a. Having status as an active Civil Employee of Ministry of Trade;
 - b. having rank/group at least Pembina/IVa;
 - c. having education at least University Graduate (S-1);
 - d. healthy both physical and mental; and
 - e. preferably having the minimum structure position of Echelon III for 2 (two) years in the term of office;
- (3) Administrative requirements for Deputy assistant as referred to in paragraph (1) shall include:
 - a. having status as an active Civil Employee of Ministry of Trade;
 - b. having rank/group at least Penata Muda/III.c;
 - c. having education at least the same as University Graduate (S-1);
 - d. healthy both physical and mental; and
 - e. preferably having the minimum structure position of Echelon III for 2 (two) years in the term of office;
- (4) Competency Requirements for Attahce and Deputy assistant as referred to in paragraphs (1) and (2) shall include:
 - a. being able to actively speak English both verbally and written;



- b. being able to build work network and make cooperation with the relevant agency both in the home-country and overseas;
 - c. understanding and mastering the substance of trade sector including various policies; and
 - d. having loyalty and dedication and integrity towards the performance of tasks.
- (5) Attache Candidate and Deputy assistant who have met the requirements as referred to in paragraphs (1), (2), (3) and (4) shall pass the selection of administration and competency.

Article 8

Civil Employees who have the requirements as referred to in Article 7, shall be proposed and discussed in the session of Position Consideration Body and Ranking of Ministry of Trade (BAPERJAKAT KEMENDAG) and stipulated by the Minister of Trade.

Article 9

Candidate Attache and Candidate Deputy assistant are then proposed to the Minister of Foreign Affairs for obtaining approval as the assistant in the Representative of the Republic of Indonesia in the Foreign Country.

Article 10

Based on the approval of Minister of Foreign Affairs as referred to in Article 9, Minister of Trade shall stipulate Candidate Attache and Candidate Deputy assistant as Attache and Deputy assistant.

Article 11

Before placement by the Ministry of Foreign Affairs in the Representative of the Republic of Indonesia in the Foreign Country as Attache and Deputy assistant, Candidate



Attache and Candidate Deputy Assistant shall participate in supply (provisioning) organized by the Ministry of Trade and Ministry of Foreign Affairs.

Article 12

- (1) Candidate Attache and Candidate Deputy Attache will be provided with supply focused on the sectors of trade and issue of foreign relations.
- (2) Supply as referred to in paragraph (1) shall be coordinated by Secretariat General, by involving the element of Inspectorate General, Directorate General and Board within the Ministry of Trade.
- (3) Proportional supply is also given to the spouse from Candidate Attache and Candidate Deputy Attache as referred to in paragraph (1).

Article 13

Term of office of Attache and Deputy Attache shall be stipulated in accordance with the prevailing laws and regulation.

Article 14

All matters pertaining to the permit, leave and other personnel, Attache and Deputy Attache shall submit the copy to the Ministry of Trade through Secretary General.

CHAPTER IV

MANAGEMENT OF FINANCE AND STATE OWNED GOODS

Article 15

- (1) Plan on the Revenues and Expenditures Budget of Attache shall be prepared performance based budget in accordance with the program and activity.
- (2) Budget Plan as referred to in paragraph (1) shall be submitted to Secretary General through Financial Bureau and Planning Bureau for the preparation of



Action Plan on Budget – Ministry of Institute (RKA-KL), the Ministry of Trade in accordance with the prevailing laws and regulation.

- (3) Operating Expenditure Budgets for the performance of tasks of Attache shall be charged to the Form of Budget Implementation (DIPA), Secretariat General of Ministry of Representative Trade overseas.

Article 16

Attache and Deputy Attache shall be provided with foreign income allowance and other rights adjusted to the laws and regulation.

Article 17

Secretary General acting as Budget User/Goods User Representatives may appoint and stipulate the manager of financial in accordance with the laws and regulation.

Article 18

- (1) Attache shall be stipulated as the Official of Commitment Maker.
- (2) The Officials of Commitment Maker, Collection Tester, Money Order Signatory, and Treasurer of Expenditures shall be stipulated by Budget User Representative.

Article 19

- (1) Attache shall assume responsible for the management of Finance and State Owned Goods in accordance with the laws and regulation.



- (2) Financial Statement and State Owned Goods shall be periodically reported every month and Accounting System of State Owned Goods to the Minister of Trade through Secretary General of Minister of Trade.

CHAPTER V

REPORT

Article 20

- (1) Attache shall submit monthly and annually reports to the Minister of Trade through Secretary General copy to the official of Echelon I within the Ministry of Trade.
- (2) Other than report as referred to in paragraph (1) if necessary, Attache shall submit the report as needed.
- (3) Report as referred to in paragraph (1) at most shall be submitted on the subsequent 10 months.

CHAPTER VI

CLOSING PROVISIONS

Article 21

When the Ministerial Regulation becomes valid, the Decree of Industry and Trade Number 517/MPP/Kep/8/2003 regarding the Tasks and Functions of Attache/Head of Foreign Industry and Trade shall be revoked and stated null and void.



Article 22

This Ministerial Regulation becomes effective as of stipulation.

For public cognizance, it is ordered to promulgate the Ministerial Regulation by publicizing the same in the State Gazette of the Republic of Indonesia.

Issued in Jakarta

On : March 4, 2010

MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

Signed

MARI ELKA PANGESTU

Copy corresponds with the original



Secretariat General
Ministry of Trade
Head of Legal Bureau,

signed

WIDODO

Translated from Indonesian Language
Jakarta, October 1, 2010
Authorized and Sworn Translator,

FIKRI SAID OBED

