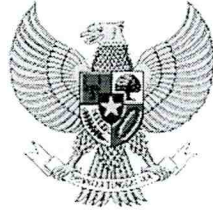


AUTHORIZED TRANSLATION



REGULATION OF THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

NUMBER: 45/M-DAG/PER/11/2010

CONCERNING

**THE ORGANIZATION AND WORKING PROCEDURE OF TECHNICAL
IMPLEMENTER UNIT IN THE FIELD OF EDUCATION AND TRAINING WITHIN
THE MINISTRY OF TRADE**

MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA,

- Considering :
- a. that in the context of supporting the effectiveness and optimization of the ministry of trade's duties and functions implementation in the field of education and training, it is deemed as required to improve further the organization and working procedure of Technical Implementer Unit (UPT) in the field of education and training within the Ministry of Trade;
 - b. that approval on the Ministry of Trade Organization has been issued according to the letter of the State Minister of State Apparatus Efficient Use and Bureaucracy Reformation Number B/3477/M.PAN-RB/11/2010;



- c. that based on such considerations as referred to in letter a and letter b, it needs to stipulate a Trade Minister's Regulation;

- In view of :
1. Law Number 39 of 2008 concerning the State Ministry (State Gazette of the Republic of Indonesia of 2008 Number 166, Supplement To State Gazette of The Republic of Indonesia Number 4916);
 2. Presidential Decree Number 84/P of 2009 concerning the Formation of United Indonesian Cabinet II;
 3. Presidential Regulation Number 47 of 2009 concerning the Formation and Organization of State Ministry;
 4. Presidential Regulation Number 24 of 2010 concerning the Position, Duties and Functions of State Ministry as well as the Composition of Organization, Duties and Functions of Echelon I of the State Ministry;
 5. The Regulation of the State Minister of State Apparatus Efficient Use Number PER/18/M.PAN/11/2008 concerning the Guidance On Technical Implementer Unit Organization of the Ministries and Non-Ministry Governmental Institutions;
 6. The Trade Minister's Regulation Number 31/M-Dag/Per/7/2010 concerning The Organization and Working Procedure of The Trade Ministry.



DECIDED:

To stipulate : THE TRADE MINISTER'S REGULATION CONCERNING THE ORGANIZATION AND WORKING PROCEDURE OF TECHNICAL IMPLEMENTER UNIT IN THE FIELD OF EDUCATION AND TRAINING WITHIN THE MINISTRY OF TRADE

CHAPTER I

TYPES OF TECHNICAL IMPLEMENTER UNITS IN THE FIELD OF EDUCATION AND TRAINING

Article 1

UPT of education and training field within the Ministry of Trade consists of:

- a. Large Center of the Indonesian Export Education and Training;
- b. Metrological Education and Training Center; and
- c. Education And Training Center For Goods Quality Tester.

CHAPTER II

LARGE CENTER OF THE INDONESIAN EXPORT EDUCATION AND TRAINING

Part One

Position, Duties and Functions

Article 2

- a. Large Center of the Indonesian Export Education and training which hereinafter in this Regulation shall be referred to as PPEI is the Technical Implementer Unit in the field of export education and training being under and responsible to the Director General of National Export Development.



- b. PPEI is led by a Head.

Article 3

PPEI bears the duty of organizing and coordinating the education and training in export field for business and the public.

Article 4

In performing such duty as referred to in Article 3, PPEI organizes the functions of:

- a. developing the plan and program in export education and training;
- b. the implementation of export education and training operational procedure;
- c. the implementation of promotion and cooperation in export education and training;
- d. the implementation of export education and training development; and
- e. the implementation of administration and household affairs.

Part Two

Organizational composition

Article 5

PPEI consists of:

- a. Administration Department;
- b. Operation Procedure Field;
- c. Promotional and Cooperation Field;
- d. Export Education and Training Development Field; and
- e. Functional Office Group.

Article 6

Administration Department bears the duty of performing the center's administration



and household affairs.

Article 7

In providing such duty as referred to in Article 6, the Administration Department Organizes the functions of:

- a. the implementation of financial affairs;
- b. the implementation of personnel affairs and correspondence; and
- c. the implementation of household and supplies.

Article 8

Administration Department consists of:

- a. Finance Sub-Department;
- b. Personnel Affairs And Correspondence Sub-Department;
- c. Household And Supplies Sub-Department.

Article 9

- (1) Finance sub-department bears the duty of performing the financial affairs, budget development, treasury affairs and verification and financial statement composing.
- (2) Personnel Affairs and Correspondence sub-department bears the duty of performing the preparation of analysis materials on personnel requirement, personnel development and personnel administration management, correspondence and archiving administration.
- (3) Supplies and Household Sub-department bears the duty of performing internal affairs, maintenance and management of inventory as well as household affairs.



Article 10

Operation Procedure Field bears the duty of performing the composing of program, the implementation and evaluation on export education and training.

Article 11

In providing such duty as referred to in Article 10, the Operation Procedure Field Organizes the functions of:

- a. the composing of program and evaluation on export education and training; and
- b. the implementation of export education and training.

Article 12

Operation Procedure Field consists of:

- a. Program and Evaluation Section; and
- b. Implementation Section.

Article 13

- (1) Program and Evaluation Section bears the duty of performing the plan and program composing, as well as the evaluation on export education and training.
- (2) Implementation Section bears the duty of performing the preparation on export education and training implementation.

Article 14

Promotional and Cooperation Field bears the duty of performing the promotion and cooperation in export education and training.

Article 15

In providing such duty as referred to in Article 14, the Promotional and Cooperation Field organizes the functions of:



- a. implementing the promotion, publication and public relations; and
- b. implementing the cooperation and provision of consulting services, accompaniment and monitoring on the competency upgrading of export HR, networking enhancement and alumni nurturing.

Article 16

Promotional and Cooperation Field consists of

- a. Promotion and Publication Section; and
- b. Cooperation and Services Provision Section.

Article 17

- (1) Promotion and Publication Section bears the duty of performing the preparation on promotion, publication, and public relation implementation.
- (2) Cooperation and Services Provision Section bears the duty of performing the preparation on cooperation and consulting services provision implementation, accompaniment and monitoring on the competency upgrading of export HR, networking enhancement and alumni nurturing.

Article 18

Export Education and Training Development Field bears the duty of performing requirement analysis and methodology development as well as export education and training curriculum.

Article 19

In providing such duty as referred to in Article 18, Export Education and Training Development Field Organizes the functions of:

- a. analysis on export education and training requirement; and



- b. implementing the methodology and curriculum development.

Article 20

Export Education and Training Development Field consists of:

- a. Requirement Analysis Section; and
- b. Curriculum Development Section.

Article 21

- (1) Requirement Analysis Section bears the duty of performing the analysis on export education and training requirement.
- (2) Curriculum Development Section bears the duty of performing preparation on the materials of methodology and curriculum development implementation.

Part Three

The Echelon Structure

Article 22

- (1) Head of PPEI is a Structural Office of Echelon II.b;
- (2) Department Head and Field Head is a Structural Office of Echelon III.b;
- (3) Sub-department Head and Section Head is a Structural Office of Echelon IV.a.

Part Four

Location

Article 23

PPEI is located in Jakarta.



CHAPTER III

METROLOGICAL EDUCATION AND TRAINING CENTER

Part One

The Position, Duties and Functions

Article 24

- (1) Metrological Education and Training Center which in this regulation hereinafter shall be referred to as Metrological Diklat Center is the technical implementer unit in metrological affairs education and training sector, which is under and responsible to the head of Trade Education and Training Center.
- (2) Metrological Diklat Center is led by a Head.

Article 25

Metrological Diklat Center bears the duty of implementing the metrological education and training.

Article 26

In providing such duty as referred to in Article 25, the Metrological Diklat Center organizes the functions of:

- a. developing the diklat program and evaluation;
- b. the diklat implementation;
- c. the implementation of diklat promotion and cooperation; and
- d. the implementation of administration and household affairs.



Part Two

The Organizational Composition

Article 27

Metrological Diklat Center consists of:

- a. Administration Sub-Department;
- b. Education and Training Program Section;
- c. Education and Training Implementation Section;
- d. Education and Training Promotion and Cooperation Section; and
- e. Functional Office Group.

Article 28

- (1) Administration Sub-Department bears the duty of performing the personnel affairs, finance, correspondence, archiving, reporting, as well as supplies and household.
- (2) Education and Training Program Section bears the duty of performing the diklat plan and program development, curriculum and syllabus, methodic and didactic as well as diklat implementation evaluation.
- (3) Education and Training Implementation Section bears the duty of performing preparation on the diklat implementation, and the implementation of teachers, participants, as well as accommodation affairs.
- (4) Education and Training Promotion and Cooperation Section bears the duty of performing the promotion and preparation on the cooperation of metrological diklat.



Part Three

The Echelon Structure

Article 29

- (1) Head of Metrological Diklat Center is a Structural Office of Echelon III.a;
- (2) Head of Sub-Department and Section Head are Structural Offices of Echelon IV.a

Part Four

Location

Article 30

Metrological Diklat Center is located in Bandung.

CHAPTER IV

GOODS QUALITY TESTER EDUCATION AND TRAINING CENTER

Part One

The Position, Duties and Functions

Article 31

- (1) Goods Quality Tester Education and Training Center which hereinafter in this regulation shall be referred to as PMB Diklat Center is the technical implementer unit in the field of goods quality tester education and training, which is under and responsible to the Head of Trade Education and Training Center.
- (2) PMB Diklat Center is led by a Head.

Article 32

PMB Diklat Center bears the duty of implementing the education and training for



Human Resources in Goods Quality Testing sector.

Article 33

In providing such duty as referred to in Article 32, the PMB Diklat Center organizes the functions of:

- a. developing the diklat program and evaluation;
- b. the diklat implementation;
- c. the implementation of diklat promotion and cooperation; and
- d. the implementation of administration and household affairs.

Part Two

The Organizational Composition

Article 34

PMB Diklat Center consists of:

- a. Administration Sub-Department;
- b. Education and Training Program Section;
- c. Education and Training Implementation Section; and
- d. Functional Office Group.

Article 35

- (1) Administration Sub-Department bears the duty of performing the preparation on plan and program, personnel affairs, finance, correspondence, archiving, reporting, supplies and household as well as doing the promotion and preparation on PMB Diklat cooperation.
- (2) Education and Training Implementation Section bears the duty of performing diklat plan and program development, curriculum and syllabus, methodic and



didactic as well as diklat implementation evaluation.

- (3) Education and Training Implementation Section bears the duty of performing preparation on the diklat implementation, and the implementation of teachers, participants, as well as accommodation affairs.

Part Three

The Echelon Structure

Article 36

- (1) Head of PMB Diklat Center is a Structural Office of Echelon III.a;
- (2) Head of Sub-Department and Section Head Are Structural Offices of Echelon IV.a.

Part Four

Location

Article 37

PMB Diklat Center is located in Depok.

CHAPTER V

FUNCTIONAL OFFICES GROUP

Article 38

Functional offices group bears the duty of performing the activities in accordance with their respective functional office pursuant to the statutory regulation.

Article 39

- (1) Functional Offices Group consists of several functional offices divided into various groups according to their respective field of expertise.
- (2) Each of Such Functional Offices Groups as referred to in paragraph (1) is



coordinated by a qualified senior functional personnel and appointed by the Head of Center.

- (3) The number of such functional personnel as referred to in paragraph (1) shall be determined on the basis of requirement and workload.
- (4) Types and hierarchy of such functional offices as referred to in paragraph (1) shall be set forth under the applicable statutory regulation.

CHAPTER VI

Working procedure

Article 40

In performing their duties, the officials within the Technical Implementer Unit of education and training field are obliged to apply the coordination, integration and synchronization principles both within their respective environment and between organizational units within the Ministry as well as with the other instances beyond the Ministry according to their respective duty.

Article 41

Each leader of organizational unit is responsible for leading and coordinating their respective subordinates and providing guidance and instructions for the implementation of subordinates' duties.

Article 42

Each leader of organizational unit is obliged to observe and abide by the instructions and responsible to their respective superior and submit periodical report in time.



Article 43

Each leader of organizational unit is obliged to process reports from their subordinates and use them as the material for composing further report and providing instructions to the subordinates.

Article 44

In submitting a report to the superior, cc of the report must be forwarded also to the other organizational units which in functional term have a working relationship.

Article 45

In performing his/her duty, each leader of organizational unit is assisted by the leaders of organizational units under him/her and the in context of providing guidance to their respective subordinates is obliged to hold a periodical meeting.

Article 46

Each leader of organizational unit is obliged to supervise their respective subordinates and in the event of a deviation, is obliged to take necessary steps according to the applicable statutory regulation.

CHAPTER VII

TRANSITIONAL PROVISIONS

Article 47

When this Ministerial regulation commences in effect, the holders of structural offices at Technical Implementer Units within the trade ministry, are declared as retaining their offices as long as it is not stipulated yet a Ministerial Decree on the appointment and termination of new structural offices at Technical Implementer Units within the Trade Ministry based on the provisions of this Ministerial Regulation.



CHAPTER VIII
CLOSING PROVISIONS

Article 48

Any amendment to the organizational composition and working procedure of UPT in the field of education and training shall be stipulated by the Trade Minister upon obtaining a prior written approval from the Minister responsible for state apparatus efficient use and bureaucracy reformation sector.

Article 49

By the effective enactment of this Ministerial Regulation:

1. The Trade Minister's Regulation Number 31/M-DAG/PER/12/2005 concerning the Organization And Working Procedure of The Indonesian Export Education and Training Large Center; and
2. The Trade Minister's Regulation Number 34/M-DAG/PER/12/2005 concerning The Organization And Working Procedure Of Metrological Education And Training Center.

are revoked and stated as null and void.

Article 50

This Regulation of Minister shall become effective as of the stipulation date.



For public cognizance, it is ordered to promulgate this Regulation of Minister by
publish in the State Gazette of the Republic of Indonesia.

Stipulated in : Jakarta

On : November 19, 2010

MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

MARI ELKA PANGESTU

Translated from Indonesian Language
Jakarta, September 5, 2011
Authorized and Sworn Translator,

FIKRI SAID OBED

