MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

REGULATION OF THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

NUMBER 46/M-DAG/PER/7/2017

CONCERNING

IMPLEMENTATION OF INFORMATION AND COMMUNICATION TECHNOLOGY

IN ENVIRONMENT OF THE MINISTRY OF TRADE

BY THE GRACE OF THE ALMIGHTY GOD

THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA,

Considering : a. that bigger role of information and communication technology in supporting activities and working achievement of the Ministry of Trade needs to be supported by more effective and efficient management of information and communication technology;

b. in order that the utilization and management of information and communication technology can be more integrated, effective, and efficient, it is necessary to stipulate policy concerning the implementation of information and communication technology in environment of the Ministry of Trade;

c. that based on considerations as intended in letter a and letter b, it is necessary to stipulate Regulation of the Minister of Trade concerning Implementation of Information and Communication Technology in Environment of the Ministry of Trade;

In view of : 1. Law Number 39 of 2008 on State Ministry (State Gazette of the Republic of Indonesia of 2008 Number 166, Supplementary State Gazette of the Republic of Indonesia Number 4916);

2. Governmental Regulation Number 52 of 2000 on Telecommunication Implementation (State Gazette of the Republic of Indonesia of 2000 Number 107, Supplementary State Gazette of the Republic of Indonesia Number 3980);

3. Governmental Regulation Number 82 of 2012 on Implementation of Electronic System and Transaction (State Gazette of the Republic of Indonesia of 2012 Number 189, Supplementary State Gazette of the Republic of Indonesia Number 5348);

4. Presidential Regulation Number 7 of 2015 on Organization of State Ministry (State Gazette of the Republic of Indonesia of 2015 Number 8);

5. Presidential Regulation Number 48 of 2015 on Trade Ministry (State Gazette of the Republic of Indonesia of 2015 Number 90);

6. Regulation of the Minister of Communication and Information Number 41/PER/MEN.KOMINFO/11/2007 on General Guidance for Management of National Information and Communication Technology;

7. Regulation of the Minister of Communication and Information Number 23 of 2013 on Domain Name Management (State Gazette of the Republic of Indonesia of 2013 Number 1235);

8. Regulation of the Minister of Trade Number 08/M-DAG/PER/2/2016 concerning Organization and Administration of the Trade Ministry (State Gazette of the Republic of Indonesia of 2016 Number 202);

HAS DECIDED:

To stipulate : REGULATION OF THE MINISTER OF TRADE CONCERNING IMPLEMENTATION OF INFORMATION AND COMMUNICATION TECHNOLOGY IN ENVIRONMENT OF THE MINISTRY OF TRADE.

CHAPTER I
GENERAL PROVISIONS

Article 1

In this Regulation of the Minister referred as:

1. Implementation of Information and Communication Technology hereinafter referred to as e-Government shall be the utilization of information and communication technology in governmental process.

2. Information System shall be component unity consisting of institution, human resources, hardware, software, data and information substance connected one another in one single working mechanism to manage data and information.

3. Information and Communication Technology hereinafter abbreviated as ICT shall be a technique to collect, prepare, save, process, announce, analyze, and/or spread information.

4. Data shall be fact collections in numbers, letters, pictures, voices, maps, or images regarding to characteristics or features of an object.

5. Trade Data shall be substantial data of the Trade Ministry used in supporting policy making and trade control.

6. Administrative Data shall be non-substantial data used in supporting administrative/non-substantial activity of the Trade Ministry, out of Trade Data.

7. Information shall be merging, combination, and data analysis in numbers, letters, pictures, voices, maps, or images which are processed, having certain meanings, values and purposes.

8. Trading Information shall be merging, combination, and data analysis in numbers, letters, pictures, voices, maps, or images which are processed, having certain meanings, values and purposes in order to support policy making and trade control.

9. Administrative Information shall be merging, combination, and Administrative Data analysis in numbers, letters, pictures, voices, maps, or images which are processed, having certain meanings,

values and purposes in order to support administrative/non-substantial activity of the Trade Ministry, out of Trade Information.

10. Infrastructure for Information and Communication Technology hereinafter referred to ICT Infrastructure shall be hardware, software of operation system and Application, data centre as well as other supporting facilities, to support e-Government implementation.

11. Infrastructure for Information and Communication Technology of the Trade Ministry hereinafter referred to ICT Infrastructure of the Trade Ministry shall be network and server hardware, Application software in the field of trade (substance), non-substantial supporting Application software and/or office administration, antivirus, data centre, and other supporting facilities having multi user characteristics as well as interconnection between working units to support e-Government implementation.

12. Infrastructure for Information and Communication Technology of Working Units hereinafter referred to ICT Infrastructure of Working Units shall be hardware for personal data processing (non-network), software for operation system and supporting personal data processing out of Infrastructure for ICT of the Trade Ministry.

13. Data Center hereinafter referred to Data Centre shall be a facility used to place computer system and its connected components, for the needs of placing, storage, processing, and securing data.

14. Disaster Recovery Center shall be Data Center backup system facility consisting of hardware, software, procedure, management team to support operational activity of the Trade Ministry continuously when Date Center is off/damaged for disaster.

15. Application Software hereinafter referred to Application shall be components of Information System used to run function, process, and working mechanism supporting the implementation of e-Government.

16. Web Portal shall be website collection containing electronic information to be accessed by public.

17. Web Portal of the Trade Ministry shall be official website containing identity, duty, and function of the Trade Ministry, and other relevant contents.

18. Web Portal of Working Unit shall be website containing identity, duty, and function of Working Unit, and other contents related to Working Unit.

19. Interoperability shall be the ability of two systems or two components or more to exchange Information and use the exchanged Information.

20. Information Security shall be security and protection mechanism towards data and Information assets of the Trade Ministry in order to assure confidentiality, integrity, and availability.

21. Domain name shall be internet address of state organizer, person, corporation, and/or public, to be used in communicating through internet, in the form of unique code or character arrangement to show particular location in internet.

22. Copyright shall be exclusive right of maker arising automatically by virtue of declarative principles after an invention is formed in factual shape without reducing limitation in accordance with provisions of laws and legislations.

23. Access shall be activity to conduct interaction with independent electronic system or in network.

24. Working Unit shall be an organization equal to echelon I and/or echelon II.

25. Data Center and Information System hereinafter abbreviated to PDSI shall be Working Unit having duty to perform coordination, arrangement, formulation, implementation, development, guidance, monitoring, evaluation and report of policy, architecture and risk management of information and communication technology, data management, development and management of information and communication technology services.

26. Minister of Trade shall be the ministry administering governmental affairs in the field of trade to assist the President in organizing state governance.

27. Minister shall be the minister administering governmental affairs in the field of trade.

CHAPTER II
MANAGEMENT

Article 2

e-Government management in environment of the Trade Ministry shall be conducted in Ministerial and Working Unit level.

Article 3

(1) e-Government management in the Ministerial level shall be coordinated by PDSI.

(2) In implementing e-Government management at the Ministerial level as intended in paragraph (1) PDSI has duties:

a. arranging policy and guidance for ICT Infrastructure management;

b. arranging ICT Infrastructure standard and other supporting facilities to support e-Government implementation;

c. arranging and coordinating ICT Infrastructure planning for the Ministry of Trade;

d. providing, developing, and maintaining ICT Infrastructure for the Ministry of Trade;

e. providing and managing ICT Infrastructure budget of the Trade Ministry;

f. performing monitoring and evaluation towards ICT Infrastructure management of the Trade Ministry periodically;

g. coordinating management, providing, and updating Data and Information in Environment of the Trade Ministry; and

h. coordinating and conducting Information System integration with external Ministry of Trade among others including the ministry/institution/region/instance and other organizations.

Article 4

(1) e-Government management in Working Unit level shall be conducted by each Working Unit in environment of the Trade Ministry.

(2) In conducting e-Government management at Working Unit level as intended in paragraph (1), Working Unit has duties:

a. giving and conveying initiative of ICT Infrastructure needs for the Trade Ministry;

b. providing and managing ICT Infrastructure budget of Working Unit;

c. using, managing, maintaining, and keeping the continuity of ICT Infrastructure use to be proposed and/or held;

d. inventorying, monitoring, and identifying the ICT implementation in each working unit, as well as coordinating ICT implementation with PDSI; and

e. providing and updating Data and Information in environment of the Trade Ministry.

Article 5

e-Government management as intended in Article 3 and Article 4 shall be attached in Appendix I which is inseparable part of this Regulation of Minister.

CHAPTER III
INFRASTRUCTURE FOR INFORMATION AND COMMUNICATION TECHNOLOGY

Article 6

(1) ICT Infrastructure used in e-Government at the environment of the Trade Ministry shall have to consider standard of technology, Interoperability, risk management, and Information security.

(2) Technology standard as intended in paragraph (1) shall have to take note of:

a. open technology;

b. obtainable;

c. fast and dynamic technology development;

d. efficient;

e. easy to obtain technical supports;

f. able to support duty and function of organization; and

g. scalable.

(3) Consideration of Information security standard as intended in paragraph (1) in order to protect Data and Information assets in environment of the Trade Ministry from any type of either internal or external threat of the Trade Ministry, conducted purposely or by accident.

(4) Technical Instruction concerning technology standard as intended in paragraph (2) shall be stipulated by the Secretary General.

Article 7

(1) Data Center in implementing e-Government at environment of the Trade Ministry can only be held and managed by PDSI.

(2) Data and Information in the Trade Ministry shall be obliged to be saved in Data Center.

(3) Data Center shall be managed by referring to Data Center management standard applicable nationally and/or internationally.

(4) Data Center management standard as intended in paragraph (3) shall at least cover operational, technical design and implementation aspects, and activity continuity.

(5) To anticipate any disturbance at Date Center, PDSI shall hold and manage Disaster Recovery Center.

(6) Disaster Recovery Center as intended in paragraph (5) shall be only for strategic Application and/or other Applications requiring backup system.

Article 8

Procurement and/or management of ICT Infrastructure conducted by PDSI or Working Unit with the third party shall have to be through agreement.

CHAPTER IV
DOMAIN AND SUBDOMAIN NAME

Article 9

(1) Official domain name of the Trade Ministry shall be kemendag.go.id.

(2) The organizing of official domain and sub-domain name shall be conducted by PDSI.

(3) Website and/or web-based Application in environment of the Trade Ministry shall be obliged to use official domain and sub-domain name of the Trade Ministry.

(4) Website and/or web-based Application in environment of the Trade Ministry using unofficial domain or sub-domain name of the Trade Ministry shall be categorized as illegal website or Application.

(5) Working Unit proposing sub-domain name and/or owner of Application business process shall be the responsible person of sub-domain.

(6) Responsible person of sub-domain as intended in paragraph (5) shall have to conduct monitoring and evaluation of sub-domain to assure the continuity and utilization of website, Application, or activity using sub-domain.

(7) Domain and sub-domain name shall be attached in Appendix II which is inseparable part of this Regulation of Minister.

CHAPTER V
APPLICATION

Article 10

e-Government Application shall have to be completed at least with:

a. program code;

b. Data basis; and

c. documentation.

Article 11

(1)   e-Government Application in environment of the Trade Ministry shall have to fulfil development, Interoperability, and Information security standard.

(2)   Application Domain and sub-domain name must be in accordance with provisions concerning Domain and sub-domain Name of the Trade Ministry.

(3)   Copyright upon all Applications in environment of the Trade Ministry and its completeness belongs to the Trade Ministry.

(4)   Application development standard is attached in Appendix III which is inseparable part of this Regulation of Minister.

CHAPTER VI
DATA AND INFORMATION

Article 12

(1)   Data and Information in environment of the Trade Ministry shall be resulted in and/or provided by each Working Unit of the Trade Ministry in accordance with its duty and function.

(2)   Data and Information as intended in paragraph (1) shall have to fulfil principles:
    a.   Data structure;
    b.   Interoperability;
    c.   update;
    d.   accuracy;
    e.   confidentiality; and
    f.   Information security.

(3)   All e-Government Data and Information in environment of the Trade Ministry shall be obliged to be placed in Data Center.

(4)   All Trade Data and Information shall be obliged to be delivered to PDSI.

Article 13

(1) Data and Information in environment of the Trade Ministry as intended in Article 12 is the Copyright and property of the Trade Ministry.

(2) Utilization, management, and distribution of Trade Data and Information shall be obliged to coordinate with PDSI.

(3) Trade Data and Information issued by the Trade Ministry shall be obliged to be through PDSI as official Trade Data and Information sources of the Trade Ministry.

(4) All Working Unit as Data Producers shall be obliged to make classification of Data access right to maintain information security by coordinating with PDSI.

(5) Each person is prohibited to spread Trade Data and Information without being unbeknown and/or approval of PDSI.

(6) Each person receiving and/or using Data from the Trade Ministry and to be distributed shall be obliged to attach Data reference source.

(7) The utilization of Administrative Data and Information shall have to coordinate with relevant Working Unit and/or Organizing Officer of Information and Documentation (PPID) from the Trade Ministry.

CHAPTER VII
WEB PORTAL OF THE TRADE MINISTRY

Article 14

(1) Official Web Portal of the Trade Ministry and official Web Portal of Working Unit can only be held and organized by PDSI.

(2) Domain Name of official Web Portal of the Trade Ministry shall be kemendag.go.id.

(3) Sub-domain Name of Working Unit Web Portal shall have to be in accordance with provisions concerning sub-domain name of the Trade Ministry.

(4) Content of official Web Portal of the Trade Ministry shall be the responsibility of PDSI along with Working Unit.

(5) Content of official Web Portal of Working Unit becomes the responsibility of Working Unit of Web Portal Organizer.

(6) Management of official Web Portal as intended in paragraph (1) and paragraph (2) is attached in Appendix IV which is inseparable part of this Regulation of Minister.

CHAPTER VIII
ELECTRONIC MAIL

Article 15

(1) Electronic mail of the Trade Ministry can only be held and organized by PDSI.

(2) Official electronic mail account of the Trade Ministry shall use address @kemendag.go.id.

(3) Electronic mail for official correspondences shall be obliged to use official electronic mail of the Trade Ministry.

(4) Official electronic mail account of the Trade Ministry can be possessed and used by Working Unit and State Civil Apparatus officials of the Trade Ministry.

(5) To possess and use official electronic mail Account as intended in paragraph (2), Working Unit and State Civil Apparatus officials of the Trade Ministry shall have to propose manual or online request to PDSI.

CHAPTER IX
RISK MANAGEMENT AND INFORMATION SECURITY

Article 16

(1) The implementation of e-Government in environment of the Trade Ministry shall have to apply risk management and Information security principles.

(2) The application of risk management principles purposes to guarantee the continuity of ICT Infrastructure operation.

(3) The application of Information security principles purposes to guarantee confidentiality, integrity, and availability of Information assets to keep and maintain well.

(4) In applying risk management and ICT Information security principles, the Trade Ministry shall have to refer to national and/or international standard.

CHAPTER X
EVALUATION

Article 17

(1) E-Government evaluation in environment of the Trade Ministry shall be conducted by PDSI periodically once a year.

(2) E-Government evaluation as intended in paragraph (1), at least includes:

a. management;

b. ICT Infrastructure;

c. Application;

d. Web Portal of the Trade Ministry;

e. risk management and Information security.

(3) The Head of PDSI shall have to deliver report of evaluation result as intended in paragraph (2) to the Minister through the Secretary General.

CHAPTER XI
SANCTION

Article 18

(1) Working Unit and State Civil Apparatus officials of the Trade Ministry violating provisions as regulated in this Regulation of Minister shall be imposed administrative sanction in the forms of:

a. written warning;

b. limitation or temporary access termination towards ICT Infrastructure;

c. limitation or permanent access termination towards ICT Infrastructure; and/or

d. other sanctions in accordance with provisions of laws and legislations.

(2) Third party violating agreement provisions as intended in Article 8 shall be imposed sanction in the forms of:

a. written warning;

b. attachment in black list of business doer;

c. prohibition in participating in goods and services supply in the Trade Ministry; and/or

d. other sanctions in accordance with provisions of laws and legislations.

CHAPTER XII
TRANSITIONAL PROVISIONS

Article 19

(1) All ICT Infrastructures of the Trade Ministry and ICT Infrastructure of Working Unit existing before the validity of this Regulation of Minister shall remain to be operated and the implementation adjustment must be performed based on provisions in this Regulation of Minister.

(2) Working Unit shall have to conduct adjustment of Trade Data and Information management based on provisions in this Regulation of Minister.

(3) Adjustment as intended in paragraph (1) and paragraph (2) is maximum 2 (two) years as from this Regulation of Minister comes into effect.

(4) Transitional steps as intended in paragraph (1) are attached in Appendix V which is inseparable part of this Regulation of Minister.

CHAPTER XIII
CLOSING PROVISIONS

Article 20

As this Regulation of Minister comes into effect, Regulation of the Minister of Trade Number 04/M-DAG/PER/3/2011 concerning Guidance of Management Order and Information and Communication Technology (ICT) Utilization in Environment of the Trade Ministry (State Gazette of the Republic of Indonesia of 2011 Number 186), shall be revoked and shall be declared null and void.

Article 21

This Regulation of Minister shall come into effect as from its stipulation date.

For public cognizance, ordering the promulgation of this Government Regulation in the Official Gazette of the Republic of Indonesia.

Stipulated in Jakarta

on 11 July 2017

THE MINISTER OF TRADE OF RI,

sgd.

ENGGARTIASTO LUKITA

Stipulated in Jakarta

on 17 July 2017

DIRECTOR GENERAL

LAWS AND LEGISLATIONS

THE MINISTRY OF LAW AND HUMAN RIGHTS

THE REPUBLIC OF INDONESIA,

Sgd.

WIDODO EKATJAHJANA

STATE GAZETTE OF THE REPUBLIC OF INDONESIA OF 2017 NUMBER 971

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Secretariat General
The Trade Ministry
Head of Legal Bureau,

M. SYIST

APPENDIX I

REGULATION OF THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

NUMBER 46/M-DAG/PER/7/2017

CONCERNING

IMPLEMENTATION OF INFORMATION AND COMMUNICATION TECHNOLOGY IN ENVIRONMENT OF THE TRADE MINISTRY

e-GOVERNMENT MANAGEMENT
IN ENVIRONMENT OF THE TRADE MINISTRY

I. GENERAL

e-Government management policy is policy used as ICT implementation guidance in environment of the Trade Ministry.

II. SCOPE

Scope of e-Government management covers stipulation of duty for each party related to ICT implementation in environment of the Trade Ministry.

III. POLICY

1. Each Working Unit Leader is responsible for monitoring and supervising ICT management in the environment of its Working Unit.

2. Each initiative and implementation related to ICT Infrastructure, either ICT Infrastructure of the Trade Ministry and Working Unit ICT Infrastructure, must be in accordance with e-Government management in environment of the Trade Ministry stipulated in this Regulation of Minister.

3. ICT Infrastructure implementation coordination of the Trade Ministry must use special documentation or form as legal evidences to have done ICT coordination.

4. Working Unit implementing ICT Infrastructure of Working Unit must be based on technical guidance issued by PDSI.

5. System integration with party outside the Trade Ministry is coordinated and conducted by PDSI. Working Unit must give supports related to trade substantial business process and/or other substances unhandled by PDSI.

6. Proposal of ICT Infrastructure needs of the Trade Ministry must be conducted maximum 1 (one) year before the execution of the activity or before Budget Ceiling discussion.

7. PDSI and Working Unit are responsible in providing and updating data and information in environment of the Trade Ministry.

8. PDSI coordinates and performs access right formulation of Trade Data use in environment of the Trade Ministry. Working Unit gives proposal for access right of Trade Data use in environment of the Trade Ministry.

9. Data and Information in the environment of the Trade Ministry belong to the Ministry of Trade and used by all Working Units by following Information security rules and provisions of laws and legislations.

IV. IMPLEMENTATION

e-Government management is performed in Ministerial and Working Unit level. PDSI implements e-Government management in Ministerial level and Working Unit conducts e-Government management in Working Unit level.

1. PDSI

PDSI implements ICT Infrastructure of the Trade Ministry. The implementation of ICT Infrastructure of the Trade Ministry is performed towards all hardware and software used inter Working Unit, and/or has multi user characteristics as well as connection between Working Unit. The meant ICT Infrastructure of the Trade Ministry at least includes:

a. network device;

b. internet;

c. server;

d. Application in the field of trade, at least includes Application design and product;

e. supporting Application of administrative and non substantive activity of the Trade Ministry, at least includes application/design and product;

f. Database for supporting Application;

g. Antivirus and similar;

h. Subscribe Account for electronic-based data and information; and

i. other ICT Infrastructure with similar characteristics.

2. Working Unit

Working Unit holds ICT Infrastructure of each Working Unit. The implementation of Working Unit ICT Infrastructure is conducted towards hardware and software used particularly to process personal data, non inter Working Unit, and/or tends to have stand alone infrastructure characteristics. The meant ICT Infrastructure includes:

   a. Personal Computer, Laptop, and similar device;

   b. Hardware to support Data processing, such as Scanner, Printer, Projector, and similar device;

   c. Operating system software;

   d. Software to support personal data processing and/or administrative work support (similar to office application); and/or

   e. Other ICT Infrastructure with similar characteristics.

Working Unit out of the Trade Ministry Head office can perform backup internet supply through coordination with PDSI.

V. E-GOVERNMENT IMPLEMENTATION COORDINATION

Coordination in order to implement e-Government is conducted in entire ICT management series, namely starting from planning, development, procurement, utilization, to monitoring and evaluation. ICT coordination activity series are obliged to be completed with official documentation issued by PDSI and signed by the Head of PDSI and Working Unit.

Working Unit requiring procurement, development, maintenance, and other forms of ICT Infrastructure implementation of the Trade Ministry is obliged to coordinate with PDSI. The intended coordination processes are as follows:

1. Planning for needs /ICT Infrastructure initiative of the Trade Ministry

   Planning of needs/ICT Infrastructure initiative of the Trade Ministry is conducted through stages as follows:

   a. Working Unit conveys proposal/planning for needs of ICT Infrastructure to the Head of PDSI maximum 1 (one) year prior to the intended activity execution or before Budget Ceiling Discussion.

b. Working Unit proposes ICT Infrastructure need proposal by attaching planning proposal/ initiative for ICT Infrastructure needs with proposal template provided by PDSI.

c. PDSI receives all planning proposals/ICT Infrastructure needs from Working Unit, and then its budget needs are synergized, valued, reviewed, and allocated afterwards.

2. Making, development, and procurement of ICT Infrastructure of the Trade Ministry are performed through stages as follows:

a. PDSI will conduct making, development, procurement of ICT Infrastructure of the Trade Ministry by virtue of Working Unit proposal.

b. Working Unit as the owner of business process, proposer, and/or user must at least prepare team/executor to become the guarantor of such ICT Infrastructure quality in order that the proposed ICT Infrastructure conforms to the need.

3. Monitoring and evaluation

a. Monitoring and evaluation in the frame of maximizing the utilization, development, and maintenance for ICT Infrastructure.

b. Working Unit as the owner of business process, proposer, and/or user conducts monitoring and evaluation upon the proposed ICT Infrastructure of the Trade Ministry.

c. Monitoring and evaluation process is performed at least in the event of inventory and the use/utilization of the intended ICT Infrastructure.

d. PDSI will conduct monitoring and evaluation from technical aspects of ICT Infrastructure

Working Unit performing procurement and maintenance of Working Unit ICT Infrastructure is obliged to conduct things as follows:

a. Refer to technical guidance provided by PDSI in procurement and maintenance planning of ICT need for Working Unit.

b. Report procurement and maintenance result of Working Unit ICT Infrastructure to the Secretary General periodically, at least once a year.

THE MINISTER OF TRADE OF RI,

Sgd.

ENGGARTIASTO LUKITA

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Secretariat General

The Ministry of Trade

Head of Legal Bureau

M. SYIST

APPENDIX II

REGULATION OF THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

NUMBER 46/M-DAG/PER/7/2017

CONCERNING

IMPLEMENTATION OF INFORMATION AND COMMUNICATION TECHNOLOGY IN ENVIRONMENT OF THE TRADE MINISTRY

DOMAIN AND SUB-DOMAIN NAME

I. GENERAL

This standard becomes guidance for Web (website) Portal organizer and/or web-based application in the Trade Ministry. This policy conforms to provisions stipulated by the Ministry of Communication and Information.

II. SCOPE

Scope from Domain and sub-domain arrangement includes Website Portal, web-based application, and the Trade Ministry's activity showed in website Portal display.

Each proposal, changing, deletion and organizing form of sub-domain name is delivered to PDSI along with written evidence approved by PDSI.

III. POLICY

1. Each Head of Working Unit is responsible for monitoring and supervising the utilization of sub-domain in each Working Unit environment.

2. Each Head of Working Unit is responsible to know the utilization, addition, and changing of sub-domain name in each Working Unit environment, in this case includes addition, changing, prolongation, and deletion of sub-domain.

3. The created Domain and sub-domain belong to the property of the Trade Ministry and cannot be used out of duty and function of the Trade Ministry.

4. In the event of ICT management order, re-registration for Domain and sub-domain utilization will be conducted maximum once in 2 (two) years, except for organization's official website.

IV.   DOMAIN NAME SERVER (DNS)

1. Definition of DNS

    a. DNS is distribute database system used to search computer name in a network using TCP/IP (Transmission Control Protocol/Internet Protocol).

    b. DNS is a service application to be used in internet such as web browser or electronic mail translating a Domain Name into IP address.

        For instance: yahoo.com ⟶ 68.142.197.64

2. DNS Structure

    DNS is a Domain classification hierarchy based on name divided into some parts, namely:

    a. Root Domain

        1) Generic/Global Top Level Domain (gTLD))

            For example: .com, .net, .org, .ac, .web, .go

        2) Country Code Top Level Domain (ccTLD))

            For example: .sg, .au, .id

    b. Second Level Domain

        For example: kemendag.go.id

    c. Third Level Domain (sub-domain))

        For example: intranet.kemendag.go.id, Ipse.kemendag.go.id

V.   DOMAIN AND SUBDOMAIN NAME MANAGEMENT

1. Domain and Sub-domain Name Management includes:

    a. Registration;

    b. Making;

    c. Utilzation;

    d. Deactivation;

    e. Deletion;

    f. Prolongation;

    g. Changing, and/or

    h. Other forms of management in the event of Domain and Sub-domain order.

2. The intended Domain and Sub-domain Name above is funded by the Trade Ministry budget.

3. All websites as well as web-based application in the Trade Ministry are obliged to become sub-domain from Domain name of the Trade Ministry.

VI. SUBDOMAIN IN THE TRADE MINISTRY

1. Things to be considered in obtaining sub-domain name are:
   a. Working Unit equal to echelon I in the Trade Ministry.
   b. Public services in the Trade Ministry.
   c. The Trade Ministry's activity.
   d. Web-based application.
   e. Other domain needs regulated and/or initiated in laws and legislations.

2. Request to obtain sub-domain name
   To obtain sub-domain name, Working Unit must propose request to PDSI by attaching and enclosing:
   a. Request letter to make sub-domain name along with its urgency (if it is not attached in proposal document of making Application), signed by the Head of working unit; and
   b. Laws and legislations to become domain making basis, if the proposed Domain is related to public service implementation of the Trade Ministry.

3. Approval, refusal, and each form of sub-domain management are PDSI's authority.

4. The proposed sub-domain name must consist of characters in the forms of name, acronym from instance's official name, public service nomenclature, Trade Ministry's activity name, and web-based Application.

5. Sub-domain arrangement for Working Unit and other structures in the Trade Ministry is as follows:
   a. Working Unit of Echelon I : eselonI.kemendag.go.id
   b. Working Unit/UPT : eselonI.kemendag.go.id/namaUPT
   c. Trade Attaché : atdag.kemendag.go.id/wilayah
   d. Indonesian Trade : itpc.kemendag.go.id/wilayah
      Promotion Centre

6. Sub-domain arrangement for Trade Ministry's activity:
   a. Sub-domain for National/International Scale activity which is held regularly is:

kegiatan.kemendag.go.id

 b. Sub-domain for National/International Scale activity which is not regularly held, including in working unit sub-domain of echelon I.

7. Sub-domain arrangement for web-based application:

 a. Sub-domain used for public, between ministry/institution/region is: aplikasi.kemendag.go.id

 b. Sub-domain used by between working unit in internal Trade Ministry is: intranet.kemendag.go.id/aplikasi

 c. Sub-domain used by internal working unit of the Trade Ministry is: intranet.kemendag.go.id/eselonI/aplikasi

8. Sub-domain names of Working Unit of Echelon I in the Trade Ministry are:

 a. Secretariat General : setjen.kemendag.go.id

 b. Inspectorate General : itjen.kemendag.go.id

 c. Directorate General of Domestic Trade : ditjenpdn.kemendag.go.id

 d. Directorate General of Foreign Trade : ditjendaglu.kemendag.go.id

 e. Directorate General of Consumer and Commerce Protection : ditjenpktn.kemendag.go.id

 f. Directorate General of National Export Development : ditjenpen.kemendag.go.id

 g. Directorate General of International Trade Negotiation : ditjenppi.kemendag.go.id

 h. Commodity Periodical Trade Supervisor Body : bappebti.kemendag.go.id

 i. Trade Inspection and Development Body : bppp.kemendaggo.id

9. Other sub-domain names in which its classification is not attached, its arrangement becomes PDSI's authority.

THE MINISTER OF TRADE OF RI,

Sgd.

ENGGARTIASTO LUKITA

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Secretariat General

The Ministry of Trade

Head of Legal Bureau,

M. SYIST

APPENDIX III

REGULATION OF THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

NUMBER 46/M-DAG/PER/7/2017

CONCERNING

IMPLEMENTATION OF INFORMATION AND COMMUNICATION TECHNOLOGY IN ENVIRONMENT OF THE TRADE MINISTRY

APPLICATION DEVELOPMENT AND MAINTENANCE STANDARD

I.   PURPOSE

This standard is used as guidance in Application development and maintenance in environment of the Trade Ministry in order that Application development and maintenance results in effective and efficient software.

II.   SCOPE

This standard is applicable for Application development and maintenance in environment of the Trade Ministry conducted internally and/or using third party, covering application system components and database.

III.   POLICY

1.   Application is developed in order to support duty and function of the Trade Ministry.

2.   The organizer of Application making, development, and maintenance in the Trade Ministry is PDSI.

3.   Working Unit of business process owner is responsible for the use and utilization of Application.

4.   Each Application development and maintenance must be in accordance with Policy and Application Development Standard regulated in this Regulation of Minister, as well as considering risk management and Information security aspects.

5.   Each Application which is built or developed is declared complete and proper to be used if User Acceptance Test (UAT) has been conducted and approved by business process owner.

6. Each Application which is built or developed must be socialized to Application user.

7. Each Application which is built or developed must be put in Data Center of the Trade Ministry organized by PDSI.

8. Each Application which is built or developed must possess backup plan system to keep Data and service availability.

9. All Applications which are built or developed belong to the Trade Ministry and may not be used outside the Trade Ministry without any permission from the authorized officer.

10. Application Document at least consists of need identification, Application design, program code explanation, manual standard procedure, Database explanation, and access right arrangement.

11. Application deletion on the Trade Ministry's server must be performed in accordance with provisions of laws and legislations.

12. Monitoring and evaluation towards Application at least are conducted in the event of Application performance and Application development standard applicable minimum once a year.

IV. RELEVANT PARTY

Parties related to Application development consist of:

1. Business process owner is Working Unit in the Trade Ministry proposing Application need and/or possesses the most representative duty and function with an Application, in order to support the ongoing of duty and function of organization.

2. Application development is PDSI team and/or employees and/or third party/other parties appointed by PDSI to carry out Application development and/or maintenance.

3. Application Maintenance is PDSI team and/or employees and/or third party/other parties appointed by PDSI to carry out Application development and/or maintenance.

4. Quality assurance acceptance is the Trade Ministry's team and/or employees appointed by business process owner to carry out quality assurance activity and User Acceptance Test process in Application development out of Application development.

5.   PDSI.

6.   Application User.

V.   RESPONSIBILITY

1.   Business process owner has responsibilities as follows:

   a.   proposes request for Application need and submitted to PDSI as consideration/appraisal materials in fulfilling Application needs;

   b.   assures that the developed Application is accordance with the needs by approving report of quality assurance implementation result reported by quality assurance acceptance;

   c.   gives input to Application developer related to Application development;

   d.   conducts monitoring and evaluation after implementation related to the Application use, performance, and report the result to the Secretariat General through PDSI;

   e.   performs documentation and/or other inventory forms in order to support ICT management of the Trade Ministry; and

   f.   creates Application usage guidance and conducts socialization to Application user.

2.   Application development has responsibilities as follows:

   a.   carries out development in accordance with policy and application development standard regulated in this Regulation of Minister;

   b.   follows up inputs from business process owner and/or PDSI related to Application development;

   c.   arranges report for status and Application development implementation progress periodically; and

   d.   arranges documentation which is the output in Application development stages.

3.   Application maintenance has responsibilities as follows:

   a.   conducts Application maintenance in accordance with policy and Application Development standard stipulated in this Regulation of Minister; and

   b.   arranges report for Application maintenance periodically.

4.   Quality assurance acceptance has responsibilities as follows:

a. provides all materials and/or other needs required in analysis process and need specification in Application development stages;

b. conducts assistance and quality assurance in Application development;

c. arranges report for quality assurance in each Application development stage with copy delieverd to the head of PDSI;

d. conducts User Acceptance Test (UAT) and report arrangement with copy delivere to the head of PDSI; and

e. makes report for the incoming survey/feedback result.

5. PDSI has responsibilities as follows:

a. performs assistance in each quality assurance acceptance in Application development;

b. conducts arrangement, guidance, and supervision of Application development implementation in the Trade Ministry;

c. assures that Application development either process or product resulted in is in accordance with policy and Application development standard stipulated in this Regulation of Minister;

d. assures that there is no Application development redundancy for similar application products; and

e. conducts monitoring and evaluation after the implementation related to obedience towards the applicable policy and ICT standard.

6. Application user has responsibilities as follows:

a. participates in User Acceptance Test (UAT) process;

b. uses Application in accordance with Application usage guidance;

c. reports to PDSI if any bug/error happens in Application; and

d. fills survey/feedback provided as review after Application implementation.

VI. STANDARD

1. Development and Application implementation stages carried out by Application developer at least consist of:

a. Analysis process and need specification are information gathering process related to Application development needs and then analyze and make them as reference to arrange need specifications. Output of this stage is analysis document and need specification.

b.   Application design process is Application design process and Database by virtue of analysis document and need specification. The output of this stage is Application design document and/or Application prototype.

c.   Application development process is Application coding process carried out based on Application design result or by carrying on Application prototype. In this stage the Application developer must use Version Control System (VCS). The output of this stage is Application source code and Database;

d.   User Acceptance Test (UAT) process or Application acceptance test is process carried out to test the built or developed Application useable properness. Application test can be conducted more than once and considered complete if it is approved by business process owner. The output of this stage is test scenario list.

e.   Application implementation process is Application usage process which is built or developed in operational environment. The output of this stage is the PDSI's Head's Bureau Note to the business process owner related to the result of Application implementation realization.

2.   Quality assurance stages conducted by quality assurance acceptance consist of:

a.   participates in analysis process and need specification and having duty to provide all required materials and/or other needs, and assures that analysis document and need specification are according to what is proposed. The output of this stage is materials/analysis need.

b.   Conducts assistance and quality assurance in each Application development stage. The output of this stage is quality assurance report in the end of each application development stage.

c.   Participates in User Acceptance Test (UAT) process and assures that Application runs in accordance with the needs. The output of this stage is report for User Acceptance Test (UAT) implementation result.

3.   Stages after application implementation consist of:

a.   Application warranty term is the shortest period for 3 (three) months after Application implementation process provided by Application developer from the third party/other parties with scopes:

1)   Bug and error fix arising from application error.

2) Function adding on Application in which by accidently unperformed on Application development process but it is attached on analysis document and need specification and/or Application design document.

b. Transfer knowledge training is training provided by Application developer of the third party/other parties to PDSI employees related to function in Application and its coding process. Document containing explanation for programming algorithm of each function on Application and usage guidance must be provided as training materials.

c. Review process after Application implementation purposes to create learning materials for further Application development, this process is conducted by:

1) PDSI by conducting monitoring and evaluation related to the obedience towards applicable policy and information security standard.

2) Business process owner by conducting monitoring and evaluation related to Application performance and reports its result to the Secretariat General through PDSI.

3) Quality assurance acceptance by reporting the result of the incoming survey/feedback to business process owner.

d. Software maintenance is maintenance activity towards Application carried out after the term of Application implementation and Application warranty. Software caretaker is responsible towards the intended Software maintenance. The purpose of Software maintenance is to maintain that Application remains to operate well, so that Data and services remain available. The conducted activity scopes are as follows:

1) Assures Application uses Version Control System (VCS).

2) Corrective maintenance is changing or correction caused by bug/error arising during the use of Application.

3) Adaptive maintenance is changing based on technology development. Application must be adjusted to keep operating well.

       4) Perfective maintenance is changing to increase application quality without changing the existing function. This maintenance can be in the form of User Interface changing to be more user friendly or changing in the event of adjustment towards new governmental policy.

       5) Preventive maintenance is changing conducted to prevent a problem that might occur.

4. The developed Application security standard must refer to policy and Information security standard in environment of the Trade Ministry.

5. Standard for Application making cost is measured with worker's price/salary in the field of information technology.

VII. USABLE TERMS

1. Software development consists of making, expansion/addition, or reduction of function in which its output can be in the forms of design and/or Application products.

2. Backup Plan is planning of system recovery to early condition before trouble related to implementation process occurs.

3. User Acceptance Test (UAT) is acceptance test of the built or developed Application conducted by assigning application developer, quality assurance acceptance, and Application user.

THE MINISTER OF TRADE OF RI,

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WEB PORTAL MANAGEMENT

I. **GENERAL**

Web Portal Management is policy related to Web Portal management for the Trade Ministry and Working Unit. This management is applicable for Web Portal organizer and Web Portal content responsible person in the Trade Ministry.

II. **SCOPE**

Web Portal management scope includes Web Portal management activity and stipulation of responsible person for content at the Trade Ministry and Working Unit Web Portal.

III. **POLICY**

1. PDSI is responsible to organize and conduct Web Portal maintenance of the Trade Ministry and Working Unit.

2. Trade Ministry Web Portal is official website containing identity, duty and function of the Ministry, and other contents related to the Trade Ministry with address kemendag.go.id.

3. Working Unit Web Portal is web sub-portal containing identity, duty and function of the Ministry, and other contents related to Echelon I Working Unit. The address of Working Unit web sub-portal is adjusted with the policy and Domain Name standard regulated in this Regulation of Minister.

4. Each Head of Working Unit is responsible to assign employee/team at each unit as Web Portal content organizer.

IV.   RESPONSIBILITY

Party related to implementation and management activity for Web Portal consists of:

1.   Web Portal organizer is PDSI that is responsible to organize and conduct Web Portal maintenance of the Trade Ministry and Working Unit.

2.   Responsible person for the Trade Ministry Web Portal content is PDSI along with Working Unit. The stipulation of the responsible person for Trade Ministry Web Portal content is regulated in the policy and Web Portal management stipulated in this Regulation of Minister.

3.   The responsible person for Working Unit Web Portal content is each Working Unit.

4.   User is public either external or internal of the Trade Ministry.

V.   WEB PORTAL MANAGEMENT

Web Portal management is conducted by PDSI with scope activities as follows:

1.   Management activity for Web Portal includes Web Portal implementation and maintenance referring to policy and Application development standard stipulated in this Regulation of Minister.

2.   Web Portal implementation includes planning, design, making, and development to result in output in the forms of design and/or Web Portal application of the Trade Ministry and echelon I Working Unit.

3.   Web Portal maintenance includes repair or changing at Web Portal application of the Trade Ministry and Working Unit to maintain Web Portal continuity in order to keep operating well.

4.   The unavailable content and to be displayed at the Trade Ministry Web Portal in the event of adjustment towards new policy, is provided by PDSI by virtue of proposal from Working Unit/business process owner appointed as the responsible person for content. Proposal and Content making as intended follow the applicable provisions.

VI.   RESPONSIBLE PERSON FOR WEB PORTAL CONTENT

1.   The Trade Ministry Web Portal

Information completeness and content updating available in Web Portal of the Trade Ministry becomes PDSI's responsibility along with Working Unit.

Stipulation of the responsible person for Web Portal content of the Trade Ministry conforms to matrix of duty and responsibility as follows:

NO	CONTENT	ORGANIZING WORKING UNIT
1.	History, Duty, and Function of the Trade Ministry	Public Relation Bureau
2.	Organizational Structure of the Trade Ministry	Organization and Administration Bureau
3.	Working Transparency	Relevant Working Unit
4.	Bureaucracy Reformation	Organization and Administration Bureau and Secretariat Inspectorate General
5.	Trade Ministry Officer	Organization and Administration Bureau
6.	Trade Representative Officer	Organization and Administration Bureau
7.	Regulation	Legal Bureau
8.	Press and Speech Broadcasting	Public Relation Bureau
9.	News	Public Relation Bureau
10.	Activity	Public Relation Bureau
11.	Announcement	PDSI
12.	Photo and Video Gallery	Public Relation Bureau
13.	Trade Statistics	PDSI
14.	Trade Publication	Relevant Working Unit
15.	Banner/Link	PDSI
16.	F.A.Q	Relevant Working Unit
17.	Contact Us	Public Relation Bureau
18.	Footnote and Copyright	PDSI

2. Working Unit Web Portal

Information completeness and content updating/changing available at Working Unit Web Portal become responsibility of each Working Unit.

THE MINISTER OF TRADE OF RI,

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ENGGARTIASTO LUKITA

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Secretariat General

The Ministry of Trade

Head of Legal Bureau,

   M. SYIST

TRANSITIONAL STAGE

I.   GENERAL

Transitional stage is further steps to be obliged to be conducted in the event of effectiveness of this Regulation of Minister.

II.   SCOPE

Scope from transitional stage includes:

a.   ICT Infrastructure of the Trade Ministry, and

b.   ICT Infrastructure budget.

c.   Trade Data and Trade Information.

III. TRANSITIONAL IMPLEMENTATION

1.   ICT Infrastructure of the Trade Ministry

Management transition of all Trade Ministry ICT Infrastructure to PDSI includes things as follows:

a.   Administrator's access to all Applications and/or database along with server.

b.   Server, Application, and/or database relocation being placed outside Trade Ministry's Data Center.

c.   Technical Document related to Application and/or database.

d.   Application transfer knowledge includes business process, Application development, and other knowledge needed in optimizing Application management.

e.   Domain and/or sub-domain name that does not use official nomenclature of the Trade Ministry is obliged to adjust with policy and Domain and Sub-domain Name standard stipulated in this Regulation of Minister.

f.   Other things supporting the effectiveness of ICT implementation.

2.   Trade Data and Trade Information

Working Unit must perform transition towards all Trade Data and trade Information in the environment of the Trade Ministry towards things as follows:

a.   delivery of Trade Data and Trade Information from Working Unit to PDSI.

b.   making of Data access right classification by all Working Unit to maintain information security by coordinating with PDSI.

c.   enclosing of Trade Data and Trade Information reference sources.

d.   other things that supporting the effectiveness of Data and Information management in the environment of the Trade Ministry.

3.   ICT Infrastructure Budget

All ICT Infrastructure budget of the Trade Ministry is obliged to be allocated through PDSI budget. ICT Infrastructure budget allocation is as follows:

a.   ICT Infrastructure Budget of the Trade Ministry of 2017 remains to be used by Working Unit.

b.   ICT Infrastructure Budget of the Trade Ministry will be shifted to PDSI starting from 2018 Budget Year.

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