**DECREE OF THE MINISTER OF COMMUNICATION AND INFORMATION TECHNOLOGY OF THE REPUBLIC OF INDONESIA**

**NUMBER : 20 YEAR 2012**

**ON**

**CERTIFICATION OF RADIO OPERATOR PROFICIENCY**

**BY THE GRACE OF GOD THE ALMIGHTY**

**MINISTER OF COMMUNICATION AND INFORMATION TECHNOLOGY OF THE REPUBLIC OF INDONESIA**

Considering: a. that every radio frequency spectrum usage shall have Radio

Station License;

b. that every radio station shall be operated by a radio operator

that has a Certificate of Radio Operator Proficiency in accordance with the legal regulations;

c. that based on considerations referred to in points a and b, it

is deemed necessary to issue a Decree of the Minister of Communiction and Information Technology on Certification

of Radio Operator Proficiency..

Bearing in mind: 1. Law of the Republic of Indonesia Number 36 Year 1999 on

Telecommunication (State Gazette of the Republic of

Indonesia Number 154 Year 1999, Supplement to the State

Gazette of the Republic of Indonesia Number 3881);

1. Government Regulation of the Republic of Indonesia Number 52 Year 2000 on Provision of Telecommunication (State Gazette of the Republic of Indonesia Number 107 Year 2000, Supplement to the State Gazette of the Republic of Indonesia Number 3980);
2. Government Regulation of the Republic of Indonesia Number 53 Year 2000 on Use of Radio Frequency Spectrum and Satellite Orbit (State Gazette of the Republic of Indonesia Number 108 Year 2000, Supplement to the State Gazette of the Republic of Indonesia Number 3981);
3. Government Regulation of the Republic of Indonesia Number 7 Year 2009 on Types and Tariffs of the Kind of Non-Tax State Income Applicable at the Department of Communication and Information Technology (State Gazette of the Republic of Indonesia Number 20 Year 2009, Supplement to the State Gazette of the Republic of Indonesia Number 4974) as amended by the Government Regulation of the Republic of Indonesia Number 76 Year 2010 on First Amendment to the Government Regulation of the Republic of Indonesia Number 7 Year 2009 on

Types and Tariffs of the Kind of Non-Tax State Income Applicable at the Department of Communication and Information Technology;

5. Decree of the President of the Republic of Indonesia Number 47 Year 2009 on Formation and Organization of State Ministries of the Republic of Indonesia, as amended latest by the Decree of the President of the Republic of Indonesia Number 91 Year 2011 on Third Amendment to the Decree of the President of the Republic of Indonesia Number 47 Year 2011 on Formation and Organization of State Ministries of the Republic of Indonesia;

6. Decree of the President of the Republic of Indonesia Number 24 Year 2010 on Positions, Duties, and Functions of State Ministries of the Republic of Indonesia and Organizational Structure, Duties and Functions of Echelon I of State Ministries of the Republic of Indonesia as amended latest by the Decree of the President of the Republic of Indonesia Number 92 Year 2011 on Second Amendment to the Decree of the President of the Republic of Indonesia Number 24 Year 2010 on Positions, Duties, and Functions of State Ministries of the Republic of Indonesia and Organizational Structure, Duties and Functions of Echelon I of State Ministries of the Republic of Indonesia;

7. Decree of the Minister of Communication and Information Technology Number 17/PER/M.KOMINFO/10/2010 on Organization and Work Method of the Ministry of Communication and Information Technology,.

8. Decree of the Minister of Communication and Information Technology Number 15/PER/M.KOMINFO/7/2011 on Adjustment of Nomenclatures of a Number of Decisions and / or Decrees of the Minister of Communication and Information Technology which Regulate Special Material Content in the field of Post and Telecommunication and Decisions and / or Decrees of the Director General of Post and Telecommunication.

**DECIDES :**

**To issue: DECREE OF THE MINISTER OF COMMUNICATION AND INFORMATION TECHNOLOGY ON CERTIFICATION OF RADIO OPERATOR PROFICIENCY**

**CHAPTER I**

**GENERAL PROVISIONS**

Article 1

In this Ministerial Decree what is meant by:

1. Telecommunication is any emission, transmission and/or reception of any information, in the form of signs, signals, writing, images, voices, and sounds by the systems of wire, optical, radio, or other electromagnetic systems.

2. Special telecommunication provision for Land Fixed Service and Land Mobile Service is a radio communication whose characteristics, purpose, and operation are special for Land Fixed Service and Land Mobil Service;

3. Radio communication is telecommunication using radio wave.

4. Radio Station is one or a number of transmitter equipment or receiver equipment or a combination of transmitter equipment and receiver equipment at a location for the provision of a radio communication service.

5. Land Fixed Service is a radio communication service between fixed stations.

6. Land Mobile Service is a radio communication service between mobile stations and fixed stations or between mobile stations.

7. Certification of Radio Operator Proficiency is the process of issuance of radio operator certificates.

8. Radio Operator is any person that has knowledge, and/or skill obtained through education and training to conduct operational activities of radio communication at land fixed service and land mobile service, which is proved by the ownership of Radio Operator Proficiency Certificate.

9. Radio Operator Proficiency Certificate hereinafter referred to as SKOR is a declaration or personal identity of a person as a proof of competence to be able to carry out work as radio operator at d Land Fixed Service Station and Land Mobile Service Station in accordance with the provision of legal regulation.

10. Curriculum and Syllabus are a set of plans and arrangements regarding the teaching content and material and the method used as a guide for providing teaching and learning activities.

11. Education and Training Institution of Radio Operator Proficiency hereinafter referred to as Diklat Institution is an institution that has the task and function of conducting education and training in the field of radio operator proficiency.

12. Minister is the Minister of Communication and Information Technology.

13. Director General is the Director General of Resources and Equipment of Post and Information Technology.

14. Directorate General is the Directorate General of Resources and Equipment of Post and Information Technology.

**CHAPTER II**

**PROVISION OF CERTIFICATION**

**Part One**

**Radio Operator Proficiency Certificate**

Article 2

(1) Any operation of special telecommunication tools and equipment at Land Fixed Service Station and Land Mobile Service Station shall be carried out by Radio Operator that owns SKOR.

(2) SKOR referred to in paragraph (1) may he obtained by someone after :

a. having followed Diklat of Certification of Radio Operator Proficiency conducted by Diklat Institution; and

b. having been declared to pass the State Examination of Radio Operator Proficiency Certification organized by the Directorate General.

(3) SKOR referred to in paragraph (2) is issued by the Director General.

**Part Two**

**Education and Training Institution of Radio Operator Proficiency**

Article 3

(1) Any candidate of Radio Operator shall follow education and training at Diklat Institution that has fulfilled the requirements.

(2) The Diklat Institution referred to in paragraph (1) is a Diklat Institution that has the status of legal body of Indonesia and has obtained recommendation of providing education and training of radio operator proficiency from the Director General.

(3) To obtain the recommendation referred to in paragraph (2), the Diklat Institution submits an application to the Director General by furnishing the administrative and technical requirements as follows:

a. deed of establishment approved by the authorized agency, wherein the Articles of Association contain the field of education and training provision;

b. Number of Tax Identity (NPWP);

c. Ownership of at least two (2) experienced instructors in the field of radio communication;

d availability of means and infrastructure of education and training; and

e. application of curriculum and syllabus of education and training as indicated in Attachment I which is an inseparable part of this Ministerial Decree.

(4) The Director General conducts an evaluation and verification on the application for recommendation of Diklat Institution referred to in paragraph (2).

(5) In the event that the results of evaluation and verification referred to in paragraph (4) do not fulfil the requirements, the Director General notifies the applicant in writing.

Article 4

The evaluation and verification referred to in Article 3 are carried out by a Team assigned by the Director General.

Article 5

(1) The Diklat Institution referred to in Article 3 paragraph (2) shall submit a report on activities of education and training of radio operator proficiency after having conducted the education and training provision to the Director General.

(2) The report on activities of education and training of radio operator proficiency referred to in paragraph (1) may, inter alia, be in the form of:

a. course materials of education and training;

b. participants of education and training.

(3) The report format on activities of education and training of radio operator proficiency is in accordance with Attachment II which is an inseparable part of this Ministerial Decree.

Article 6

(1) Diklat Institutions that do not apply curriculum and syllabus referred to in Article 3 paragraph (3) point e and/or do not submit a report referred to in Article 5 is imposed with administrative sanction in the form of revocation of recommendation for providing education and training of radio operator proficiency.

(2) The sanction of revocation of recommendation referred to in paragraph (1) is applied after the Diklat Institutions have not undertaken a follow-up of written warning for three (3) consecutive times.

(3) The period of each of the warnings referred to in paragraph (1) is ten (10) work days.

**Part Three**

**State Examination for Certification of Radio Operator Proficiency**

Article 7

(1) In order to obtain SKOR, candidate radio operators must pass the State Examination of Certification of Radio Operator Proficiency organized by the Director General.

(2) Registration for State Examination of Certification of Radio Operator Proficiency is submitted to State Examination Committee of Certification of Radio Operator Proficiency through Diklat Institutions by handing over the following requirements:

a. registration forms duly filled in completely as indicated in Attachment III which is an inseparable part of this Ministerial Decree;

b. Copies of Population Identity Cards;

c. passport size colour photographs of 2 x 3 cm of 4 in number with blue colour background.

(3) Participants of State Examination of Certification of Radio Operator Proficiency, are levied with charges which form the Non-Tax State Income the amount of which is in accordance with the provision of legal regulation.

Article 8

The holding of State Examination of Certification of Radio Operator Proficiency is carried out by a Committee of State Examination of Certification of Radio Operator Proficiency as defined by the Director General..

Article 9

The expenditure of the holding of State Examination of Certification of Radio Operator Proficiency is borne by the Budget of the Directorate General.

Article 10

The State Examination Committee of Certification of Radio Operator Proficiency referred to in Article 8 submits a report on the Holding of State Examination of Certification of Radio Operator Proficiency to the Director General.

**Part Four**

**Period of Validity of SKOR**

Article 11

(1) The period of validity of SKOR is five (5) years and may be prolonged.

(2) The application for prolongation of SKOR referred to in paragraph (1) must be furnished with the following requirements:

a. the original SKOR which is still valid;

b. a passport-size colour photograph of 2x3 cm of two (2) in number with blue colour background.

(3) In case the SKOR is lost or damaged, the SKOR holder may submit an application for its replacement by enclosing:

a. a declaration letter of loss from the local Police of the Republic of Indonesia for the lost SKOR;

b. the damaged SKOR;

c. a passport-size colour photograph of 2x3 cm of two (2) in number with blue colour background.

**CHAPTER III**

**SUPERVISION AND CONTROL**

Article 12

Supervision and control towards the implementation of Diklat of Certification of Radio Operator Proficiency are conducted by the Director General.

**CHAPTER IV**

**TRANSITIONAL PROVISION**

Article 13

(1) The Diklat Institution that has provided Diklat of Certification of Radio Operator Proficiency prior to the promulgation of this Ministerial Decree, must report on the provision of Diklat to the Director General.

(2) The report referred to in paragraph (1) is submitted at the latest three (3) months counting from the promulgation of this Ministerial Decree.

**CHAPTER V**

**FINAL PROVISION**

Article 14

This Ministerial Decree shall come into force on the date of its promulgation.

In order to make known to every body, instruct the promulgation of this Ministerial Decree in the State Announcement of the Republic of Indonesia.

Done at: JAKARTA

On : June 22, 2012

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**MINISTER OF COMMUNICATION AND INFORMATION TECHNOLOGY OF THE REPUBLIC OF INDONESIA,**

Signed

**TIFATUL SEMBIRING**

Promulgated at Jakarta

On July 12, 2012

MINISTER OF LAW AND HUMAN RIGHTS

OF THE REPUBLIC OF INDONESIA

Signed

AMIR SYAMSUDIN

STATE ANNOUNCEMENT OF THE REPUBLIC OF INDONESIA YEAR 2012 NUMBER 704.

For copy conform to the original,

Head of Legal Bureau

Ministry of Communication and Information Technology

Signed

D. SUSILO HARTONO

,

**ATTACHMENT I**

**DECREE OF THE MINISTER OF COMMUNICATION AND**

**INFORMATION TECHNOLOGY OF THE REPUBLIC OF INDONESIA**

**NUMBER 20 YEAR 2012**

**ON**

**CERTIFICATION OF RADIO OPERATOR PROFICIENCY**

A. CURRICULUM OF EDUCATION AND TRAINING OF CERTIFICATION OF RADIO OPERATOR PROFICIENCY

|  |  |
| --- | --- |
| MATERIAL | HOUR |
| 1. THE FIVE FUNDAMENTAL PRINCIPLES OF NATIONAL IDEOLOGY (PANCASILA)  2. RADIO REGULATIONS  3. RADIO TECHNIQUES  4. PROCEDURE OF RADIO COMMUNICATION | 2  5  5  4 |
| Total | 16 |

B. SYLLABUS OF EDUCATION AND TRAINING OF CERTIFICATION OF RADIO OPERATOR PROFICIENCY

1. Pancasila (The five fundamental principles)

a. General Instructional Objective (TIU)

To direct the participants in understanding Pancasila in order to practise the values of Pancasila in the activities of radio communication.

b. Special Instructional Objective (TIK)

1) Understand the basis of Pancasila education;

2) Understand the Pancasila definition;

3) Understand the instilling and practice of Pancasila;

4) Understand, comprehend, instil the 1945 Constitution;

5) Have a full understanding and can apply Pancasila in the implementation of duties.

c. Description

1) Definition/Understanding of Pancasila.

a) First Principle : Belief in One Supreme God

b) Second Principle : Just and Civilized Humanity

c) Third Principle : Unity of Indonesia

d) Fourth Principle : Democracy led by Inner Wisdom in the unanimity arising out of

Deliberations/Representation.

e) Fifth Principle : Social Justice for all Indonesian

People.

2) Various Functions of Pancasila

a) Pancasila as National Ideology

b) Pancasila as way of life of the Nation.

c) Pancasila as national identity;

d) Pancasila as Noble Consensus and Objective to be achieved.

e) Pancasila as State Ideology

3) Preamble of the 1945 Constitution

a) Value Understanding

b) Moral Understanding

c) Value, Moral, and Sanctions

4) Approach for instilling and practice of Pancasila

a) Historical Approach

b) Juridical and Constitutional Approach

c) Philosophical Approach

5) 1945 Constitution

a) Understanding and Position of the 1945 Constitution

b) Relation between Pancasila and the 1945 Constitution

c) Four Main Ideas in the 1945 Constitution

d) Preamble of the 1945 Constitution

e) Conservation of the 1945 Constitution

6) Symbols of Indonesian Unity

a) Flag

b) National Language

c) National Anthem

d) State Coat of Arms

7) Pancasila in the Context of the Nation’s Fighting History.

a) Background

b) Life of ancestors

c) Victory of Indonesian Nation

d) Colonial Era

e) Proclamation of Independence

f) Formulation of Pancasila as part of the Process of the Drawing up of the 1945 Constitution :

(1) Period prior to the end of colonialism in Indonesia

(2) Formation of BPUPKI

(3) Formation of PPKI

d. Bibliography

1) The 1945 Constitution and its Amendments

2) Prof. DR. Kailani M.S., Faculty of Philosophy of UGM (Gajah Mada University)

3) Padmowahyono; Materials for Instilling and Practice of Pancasila

4) Padmowahyono; State of the Republic of Indonesia

5) Nugroho Noto Susanto; The Process of Formulation of Pancasila as National Ideology

6) Dardji Darmodihardjo, 1976; Pancasila as Source of All Legal Sources, Malang; Brawijaya University

7) Dardji Darmodihardjo, 1981; Pancasila in Historical Perspective

8) Nugroho Noto Susanto, 1976; The Authentic Proclamation Document and the Authentic Formulation of Pancasila

9) A.K. Pringgodigdo, 1960; History of the Indonesian People Movement, Volume I to Volume VI, Jakarta, Balai Pustaka.

10) (1994), Materials for Upgrading of P-4, Pancasila/P-4, Jakarta

11) (1994), Materials for Upgrading of P-4, the 1945 Constitution, Jakarta

12) Drs. H. Kabul Budiyono, M.Si., Pancasila Education for Universities

2. Radio Regulations

a. General Instructional Objective (TIU)

;

To direct the participants in understanding legal regulations in the field of radio communication in order to be able to provide radio communication in accordance with the legal provisions.

b. Special Instructional Objective (TIK)

1) Understand the radio regulations in the field of radio communication as stipulated in the Radio Regulations.

2) Understand the application of radio regulation in the field of radio communication in the implementation of radio communication activities.

3) Understand the violation actions on radio regulation in the field of radio communication in the implementation of radio communication activities.;

4) Understand the implementation of radio communication activities which conform to the radio regulation in the field of radio communication

c. Description

1) General terms

a) Administration

b) Radio Telecommunication

c) Radio wave or Hertz wave

d) Radio communication

e) International Standard Time (UTC)

2) Stations and radio systems

a) Terrestrial station

b) Fixed station

c) Mobile station

d) Land station

3) Operational terms

a) Public telecommunication

b) Simplex operation

c) Duplex operation

d) Semi duplex operation

4) Characteristics of emissions and radio equipment

a) Radiation

b) Emission

c) Emission class

d) Power

5) Structure of names of dates and times used in radio communication

a) Emission sign

b) Frequency

c) Radio frequency allocations

6) Interference

7) Distress and safety communications

d. Bibliography

Radio Regulations.

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3. Radio Techniques

a. General Instructional Objective (TIU

To direct the participants in understanding radio techniques in order to be able to operate radio equipment well and correctly.

b. Special Instructional Objective (TIK)

1) Understand the radio techniques on radio equipment used.

2) Understand the operation of radio equipment well and correctly in accordance with the technical guide of the radio equipment used so that it does not damage the radio equipment.

3) Understand the operation of radio equipment well and correctly so that it does not create harmful interference.

4) Understand the operation of radio communication equipment within the framework of avoiding damage of the radio equipment caused by technical disturbance originating from other radio equipment.

c. Description

1) Radio Wave Frequency

a) Definition of radio wave

b) Radio frequency distribution

c) Radio frequency propagation

2) Antenna

a) Dipole

b) Directional

c) Omni Directional

3) Accumulator (storage battery)

a) Types of accumulators

b) Accumulator maintenance

c) Connecting a number of accumulators

d) Capacity of accumulator

4) Transmitter (Tx) and Receiver (Rx)

a) Block Diagram of Transmitter (Tx)

b) Block Diagram of Receiver (Rx)

5) Radio Communication system

a) Simplex

b) Duplex

d. Bibliography

1) Technical Manual of ship radio instruments

2) *An introduction to* GMDSS *by* Jann M. Olsen Tor. R. Kristensen

4. Procedure of Radio Communication

a. General Instructional Objective (TIU

To direct the participants in understanding the procedure of radio communication in order to be able to communicate well and correctly.

b. Special Instructional Objective (TIK)

1) Understand the provision of phonetic alphabet in the procedure of radio communication.

2) Understand the use of callsign in the procedure of radio communication.

3) Understand the radio communication support in the distress condition. .

4) Understand the procedure of call and reply in communication and send and receive news well and correctly.

c. Description

1) Definition

2) Operational system in telecommunication.

3) Identification of radio station.

4) International phonetic alphabets.

5) Procedure in the call.

6) Procedure of entry into a communication which is in progress or in frequency sharing.

7) Obligation in communication.

8) Prohibition in communication.

9) Reducing misinformation.

10) Disturbance.

11) Source of disturbance in radio communication.

12) Steps taken in the event of the occurrence of radio communication disturbance.

13) Impact occurring if Operator does not own certificate.

d. Bibliography

Radio Regulations.

**MINISTER OF COMMUNICATION AND INFORMATION TECHNOLOGY OF THE REPUBLIC OF INDONESIA**

Signed

**TIFATUL SEMBIRING**

**ATTACHMENT II**

**DECREE OF THE MINISTER OF COMMUNICATION AND**

**INFORMATION TECHNOLOGY OF THE REPUBLIC OF INDONESIA**

**NUMBER 20 YEAR 2012**

**ON**

**CERTIFICATION OF RADIO OPERATOR PROFICIENCY**

A. FORMAT OF A LETTER SUBMITTING A REPORT ON ACTIVITIES OF EDUCATION AND TRAINING OF RADIO OPERATOR PROFICIENCY

|  |
| --- |
| LETTER HEAD |
| Place, date-month-year  Number :  Classification : **Urgent**  Enclosure : one (1) bundle  Subject : Report on Activities of Education and  Training of Radio Operator Proficiency  To:  Director General of  Resources and Equipment of Post and  Information Technology  Jalan Medan Merdeka Barat No. 17  JAKARTA 10110  I have the honour to report the result of the Activities of Education and Training of Radio Operator Proficiency of Diklat Institution conducted on (date) ……to …… with the number of ……..participants with the report format comprising :  1. The Basis for the Conduct of Education and training;  2. Purpose and Objective of the Conduct of Education and Training;  3. Organization of the conduct of Education and Training;  4. Course Materials of Education and Training  Thank you for your kind attention and cooperation.  Place, date-month-year    Director/Management of Diklat Institution  Signed    N A M E |

B. REPORT FORMAT OF ACTIVITIES OF EDUCATION AND TRAINING OF RADIO OPERATOR PROFICIENCY

|  |
| --- |
| **REPORT ON ACTIVITIES OF EDUCATION AND TRAINING OF RADIO OPERATOR PROFICIENCY**  **DIKLAT INSTITUTION ……………………..**  **BUDGET YEAR 20 ….**  **DATE: ………TO ………….**  **---------------------------------------------------------------------------------**  I. BASIS OF THE CONDUCT OF EDUCATION AND TRAINING  1. ………………..  2.  II. PURPOSE AND OBJECTIVE OF THE CONDUCT OF EDUCATION AND TRAINING    The conduct of Education and t Training of Radio Operator Proficiency for owners of Certificates of Radio Operator Proficiency is meant as implementation of Law Number 36 Year 1999 on Telecommunication (State Gazette of the Republic of Indonesia Number 154 Year 1999, Supplement to the State Gazette of the Republic of Indonesia Number 3881).  III. ORGANIZATION OF THE CONDUCT OF EDUCATION AND TRAINING  Education and Training of Radio Operator Proficiency was conducted from,(date) ,,,,,,  to ….with the number of ……participants with the dossiers of requirements for  attending education and training including list of attendance in the conduct of  Education and Training enclosed herewith.  IV. COURSE MATERIALS OF EDUCATION AND TRAINING  1. Pancasila  2. Radio Regulations  3. Radio Techniques  4. Procedure of Radio Communication  Place, date-month-yea  DIRECTOR/MANAGEMENT OF DIKLAT INSTITUTION  Signed  N A M E |

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**MINISTER OF COMMUNICATION AND INFORMATION TECHNOLOGY OF THE REPUBLIC OF INDONESIA,**

**TIFATUL SEMBIRING**.

**ATTACHMENT III**

**DECREE OF THE MINISTER OF COMMUNICATION AND**

**INFORMATION TECHNOLOGY OF THE REPUBLIC OF INDONESIA**

**NUMBER 20 YEAR 2012**

**ON**

**CERTIFICATION OF RADIO OPERATOR PROFICIENCY**

|  |
| --- |
| **REGISTRATION FORM FOR STATE EXAMINATION**  **OF CERTIFICATION OF RADIO OPERATOR PROFICIENCY**  The undersigned :  Full name : …………………………………………….  Place and date of birth : …………………………………………..,,  Address of domicile : ……………………………………………  Profession : …………………………………………….  Education Institution : …………………………………………….  Period of education : ……………to ……………………………….  herewith submit an application for following State Examination of Certification of Radio Operator Proficiency to be held at ;;;;;;;;;;;;;;;;;;;……….  on (date) ………………………  …………………………20….  Applicant    Revenue stamp of Rp. 6,000.00  **……………………** |

**MINISTER OF COMMUNICATION AND INFORMATION TECHNOLOGY OF THE REPUBLIC OF INDONESIA,**

**TIFATUL SEMBIRING**