

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

NUMBER : 15/PER/M.KOMINFO/02/2009

ON

**ORGANIZATION AND WORK METHOD OF TECHNICAL IMPLEMENTATION UNIT
OF OFFICE OF RADIO FREQUENCY SPECTRUM MONITORING**

BY THE GRACE OF GOD THE ALMIGHTY

MINISTER OF COMMUNICATION AND INFORMATION TECHNOLOGY,

- Considering:
- a. that the Technical Implementation Unit (UPT) of Office of Radio Frequency Spectrum Monitoring and Satellite Orbit is an independent working unit within the Directorate General of Post and Telecommunication which was established based on the Decision of the Minister of Communication and Information Technology Number 86/KEP/M.KOMINFO/10/2005 jo Decree of the Minister of Communication and Information Technology Number 18/PER/M.KOMINFO/4/2007 which, technically operational, is under the guidance of the Directorate of Radio Frequency Spectrum and Satellite Orbit;
 - b. that with the ratification of the Decree of the Minister of Communication and Information Technology Number 25/P/M.KOMINFO/7/2008 on Organization and Work Method of the Department of Communication and Information Technology, at the Directorate General of Post and Telecommunication there was a change of nomenclature which, at the beginning, was Directorate of Radio Frequency Spectrum and Satellite Orbit to Directorate of Radio Frequency Spectrum Management, and the function of satellite orbit was shifted to Directorate of International Institution;
 - c. that in view of the above, it is deemed necessary to change the nomenclature of the Technical Implementation Unit of Office of Radio Frequency Spectrum Monitoring and Satellite Orbit into Technical Implementation Unit of Office of Radio Frequency

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Spectrum Monitoring and abolish the technical function of satellite orbit;

- d. that based on considerations referred to in points a, b, and c, it is considered necessary to ratify a Decree of the Minister of Communication and Information Technology on Technical Implementation Unit of Office of Radio Frequency Spectrum Monitoring.

- Bearing in mind:
1. Decree of the President of the Republic of Indonesia Number 187/M Year 2004 as amended by the Decree of the President of the Republic of Indonesia Number 3/M Year 2005;
 2. Decree of the President of the Republic of Indonesia Number 9 Year 2005 on Positions, Duties, Functions, Organizational Structure and Work Method of State Ministries of the Republic of Indonesia as amended several times, the latest by the Decree of the President of the Republic of Indonesia Number 20 Year 2008;
 3. Decree of the President of the Republic of Indonesia Number 10 Year 2005 on Organizational Unit and Duties of Echelon I of State Ministries of the Republic of Indonesia as amended several times, the latest by the Decree of the President of the Republic of Indonesia Number 21 Year 2008;
 4. Decree of the Minister of Communication and Information Technology Number 25/PER/M.KOMINFO/7/2008 on Organization and Work Method of the Department of Communication and Information Technology.

Noting The Approval of the Minister for the Efficiency of State Apparatus Number B-98/M.PAN/1/2009 dated 20 January, 2009 regarding the Proposal on Organizational Structuring of Technical Implementation Unit (UPT) of Office of Radio Frequency Spectrum Monitoring.

DECIDES

To ratify : **DECREE OF THE MINISTER OF COMMUNICATION AND INFORMATION TECHNOLOGY ON ORGANISATION AND WORK METHOD OF TECHNICAL IMPLEMENTATION UNIT OF OFFICE OF RADIO FREQUENCY SPECTRUM MONITORING**

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CHAPTER I

POSITIONS, DUTIES, FUNCTIONS AND CLASSIFICATION

Article 1

- (1) The Technical Implementation Unit of Office of Radio Frequency Spectrum Monitoring is an independent working unit within the Directorate General of Post and Telecommunication, which is under and accountable to the Director General of Post and Telecommunication.
- (2) The Technical Implementation Unit of Office of Radio Frequency Spectrum Monitoring referred to in paragraph (1) is administratively directed by Secretary of the Directorate General of Post and Telecommunication, and is technically operational directed by Director of Radio Frequency Spectrum Management.
- (3) The Technical Implementation Unit of Office of Radio Frequency Spectrum Monitoring is led by a Head.

Article 2

The Technical Implementation Unit of Office of Radio Frequency Spectrum Monitoring has the duties to conduct supervision and control in the field of radio frequency spectrum usage covering activities of observation, detection of emission source, monitoring, law enforcement, evaluation and scientific testing, measurement, coordination of radio frequency monitoring, drafting plan and program, provision of spare parts, maintenance and repair of equipment, and administrative and household affairs.

Article 3

In carrying out duties referred to in Article 2, the Technical Implementation Unit of Office of Radio Frequency Spectrum Monitoring executes the functions of :

- a. drafting plan and program, providing spare parts, maintenance of monitoring equipment of radio frequency spectrum;
- b. implementation of observation, detection of emission source location, monitoring of radio frequency spectrum;
- c. implementation of calibration and repair of monitoring equipment of radio frequency spectrum;
- d. implementation of administrative and household affairs of the Technical Implementation Unit of Office of Radio Frequency Spectrum Monitoring;
- e. coordination of radio frequency spectrum monitoring;
- f. law enforcement and investigation of violations toward radio frequency spectrum usage;
- g. service/complaints of the community toward disturbance of radio frequency spectrum;
- h. conduct of evaluation and scientific testing and measurement of radio frequency spectrum.

Article 4

The Technical Implementation Unit of Office of Radio Frequency Spectrum Monitoring is classified into four (4) classes, comprising :

- a. Office of Radio Frequency Spectrum Monitoring Class I;
- b. Office of Radio Frequency Spectrum Monitoring Class II;
- c. Shop (Loka) of Radio Frequency Spectrum Monitoring;
- d. Post of Radio Frequency Spectrum Monitoring.

CHAPTER II

ORGANIZATIONAL STRUCTURE

In case the English translation gives rise to different interpretation, please refer to the original version in Indonesian language

Part One

Office of Radio Frequency Spectrum Monitoring Class I

Article 5

Office of Radio Frequency Spectrum Monitoring Class I comprises :

- a. Subdivision of Administrative and Household Affairs;
- b. Section of Plan, Program and Operation;
- c. Section of Monitoring and Law Enforcement;
- d. Section of Maintenance and Repair;
- e. Group of Functional Positions.

Article 6

- (1) Subdivision of Administrative and Household Affairs has the duty to carry out financial administration, administration, human resources and household affairs.
- (2) Section of Plan, Program and Operation has the duty to carry out drafting plan, program of Office of Radio Frequency Spectrum Monitoring, and providing services to complaints of the community on radio frequency disturbance.
- (3) Section of Monitoring and Law Enforcement has the duty to carry out data collection, processing and evaluation, monitoring, scientific testing, measuring, and investigating on radio frequency spectrum usage.
- (4) Section of Maintenance and Repair has the duty to carry out drafting plan of maintenance and repair, providing spare parts, means and infrastructure, calibration of radio frequency monitoring equipment.

Part Two

Office of Radio Frequency Spectrum Monitoring Class II

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Article 7

Office of Radio Frequency Spectrum Monitoring Class II comprises:

- a. Subdivision of Administrative and Household Affairs;
- b. Section of Operation, Maintenance and Repair;
- c. Section of Monitoring and Law Enforcement;
- d. Group of Functional Positions.

Article 8

- (1) Subdivision of Administrative and Household Affairs has the duty to carry out financial administration matters, administration, human resources, and household of Office of Radio Frequency Spectrum Monitoring.
- (2) Section of Operation, Maintenance and Repair has the duty to provide services to complaints of the community, carry out maintenance and repair of radio frequency monitoring equipment.
- (3) Section of Monitoring and Law Enforcement has the duty to carry out data collection, processing and evaluation, drafting plan, program, monitoring and law enforcement towards users of radio frequency spectrum.

Part Three

Radio Frequency Spectrum Monitoring Shop

Article 9

Radio Frequency Spectrum Monitoring Shop (Loka) comprises:

- a. Staff in charge of Administrative and Household Affairs;
- b. Staff in charge of Operation, Maintenance and Law Enforcement;
- c. Group of Functional Positions

Article 10

- (1) Staff in charge of Administrative and Household Affairs has the duty to carry out financial administration matters, human resources, administration, and household of Radio Frequency Spectrum Monitoring Shop and providing services to complaints of the community.
- (2) Staff in charge of Operation, Monitoring, and Law Enforcement has the duty to carry out drafting plan, program, monitoring and investigating, maintenance and light repair of tools and equipment and data collection, processing and evaluation of radio frequency spectrum.

Part Four

Radio Frequency Spectrum Monitoring Post

Article 11

Radio Frequency Spectrum Monitoring Post comprises :

- a. Staff in charge of Administrative and Household Affairs;
- b. Staff in charge of Operation, Maintenance and Law Enforcement;
- c. Group of Functional Positions

Article 12

- (1) Staff in charge of Administrative and Household Affairs has the duty to carry out financial administration matters, human resources, administration, and household of Radio Frequency Spectrum Monitoring Post and providing services to complaints of the community.
- (2) Staff in charge of Operation, Monitoring and Law Enforcement has the duty to carry out drafting plan, program, monitoring and investigating, maintenance and light repair of tools and equipment, and data collection, processing and evaluation of radio frequency spectrum.

Part Five

Group of Functional Positions

Article 13

Group of Functional Positions has the duty to perform activities in accordance with the respective functional positions based on the provisions of prevailing regulation.

Article 14

- (1) Group of Functional Positions referred to in Article 13 consists of a number of functional persons assigned based on the prevailing regulation.
- (2) Group of Functional Positions referred to in paragraph (1) is coordinated by a senior functional person appointed by the Head of Technical Implementation Unit in the Field of Radio Frequency Spectrum Monitoring .
- (3) The number of functional persons referred to in paragraph (1) is determined based on the need and work load.
- (4) The Type and the Hierarchical Positions referred to in paragraph (1) are determined based on the prevailing regulation.

CHAPTER III

WORK METHOD

Article 15

In implementing his duty, Head of the Technical Implementation Unit in the Field of Radio Frequency Spectrum Monitoring, Chief of Section, Chief of Subdivision, and the officials and employees of Post shall respectively apply the principle of coordination, integration, and synchronization either in their respective scope or among

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organizational units within the scope of Technical Implementation Units in the Field of Radio Frequency Spectrum Monitoring in accordance with their respective main duties.

Article 16

Every leader of organizational unit shall supervise his respective subordinates and when deviation occurs, he must take steps needed in accordance with the prevailing regulation.

Article 17

Every leader of organizational unit within the scope of Technical Implementation Unit in the Field of Radio Frequency Spectrum Monitoring is responsible for leading and coordinating his subordinates and provides guidance and direction for implementing their tasks.

Article 18

Every leader of an organizational unit shall follow and abide by the instructions and accountable to his superior and submits his periodical report on time.

Article 19

Every report received by the leader of an organizational unit from his subordinates shall be processed and used as substance for composing further report and provides guidance to his subordinates.

Article 20

In submitting a report to his superior, copies of the report shall also be submitted to leaders of other organizational units which functionally have working relations.

Article 21

Head of Technical Implementation Unit in the Field of Radio Frequency Spectrum Monitoring shall submit a report on the implementation of his task in his working area to the Director General of Post and Telecommunication with a copy sent to Secretary of the Directorate General of Post and Telecommunication and to the Director of Radio Frequency Spectrum Management

Article 22

In implementing his duty, every leader of an organizational unit is assisted by heads of subordinate organizational units and within the framework of providing guidance to his subordinates, shall hold periodical meetings.

Article 23

In implementing his main duty and function, Head of Technical Implementation Unit in the Field of Radio Frequency Spectrum Monitoring shall coordinate with the relevant agencies.

CHAPTER IV

ECHELON

Article 24

- (1) Head of Office of Radio Frequency Spectrum Monitoring Class I is a structural position of echelon III.a.
- (2) Head of Office of Radio Frequency Spectrum Monitoring Class II is a structural position of echelon III.b.
- (3) Head of Shop of Radio Frequency Spectrum Monitoring is a structural position of echelon IV.a.

- (4) Chief of Subdivision and Chiefs of Sections at Office of Radio Frequency Spectrum Monitoring Class I are structural positions of echelon IV.a
- (5) Chief of Subdivision and Chiefs of Sections at Office of Radio Frequency Spectrum Monitoring Class II are structural positions of echelon IV.b.
- (6) Head of Post of Radio Frequency Spectrum Monitoring is a structural position of echelon V.a.

CHAPTER V

LOCATION

Article 25

- (1) Since the coming into force of this Ministerial Decree, the number of Technical Implementation Units in the Field of Radio Frequency Spectrum Monitoring is thirty-five (35) Units, comprising one (1) Unit of Office of Radio Frequency Spectrum Monitoring Class I, eighteen (18) Units of Office of Radio Frequency Spectrum Monitoring Class II, fourteen (14) Units of Radio Frequency Spectrum Monitoring Shops (Loka), and two (2) Units of Radio Frequency Spectrum Monitoring Post.
- (2) Name, Class, and Location of the Technical Implementation Units referred to in paragraph (1) are shown in the Attachment of this Ministerial Decree.

CHAPTER VI

OTHER AND FINAL PROVISIONS

Article 26

Amendment to the organization and work method according to this Ministerial Decree is determined by the Minister of Communication

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and Information Technology after having obtained prior written approval from the State Minister in charge of the Efficiency of State Apparatus.

Article 27

The guidelines for the implementation of this Ministerial Decree are further laid down by the Director General of Post and Telecommunication.

Article 28

By the coming into force of this Ministerial Decree, the Decision of the Minister of Communication and Information Technology Number 86/KEP/M.KOMINFO/10/2005 and the Decree of the Minister of Communication and Information Technology Number 18/PER/M.KOMINFO/4/2007 are declared no more valid.

Article 29

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

Done at: JAKARTA
On : February 26, 2009

MINISTER OF COMMUNICATION AND INFORMATION TECHNOLOGY,

Signed

MOHAMMAD NUH

COPIES of this Ministerial Decree are sent to:

1. Chairman of the Audit Board of the Republic of Indonesia;
2. Coordinating Minister of Economic Affairs;
3. State Minister for the Efficiency of State Apparatus;
4. State Minister for the Development Plan/Head of National Planning Agency;
5. Minister of Finance;
6. Head of Civil Servant Body;
7. Officials of Echelon I within the Department of Communication and Information Technology.

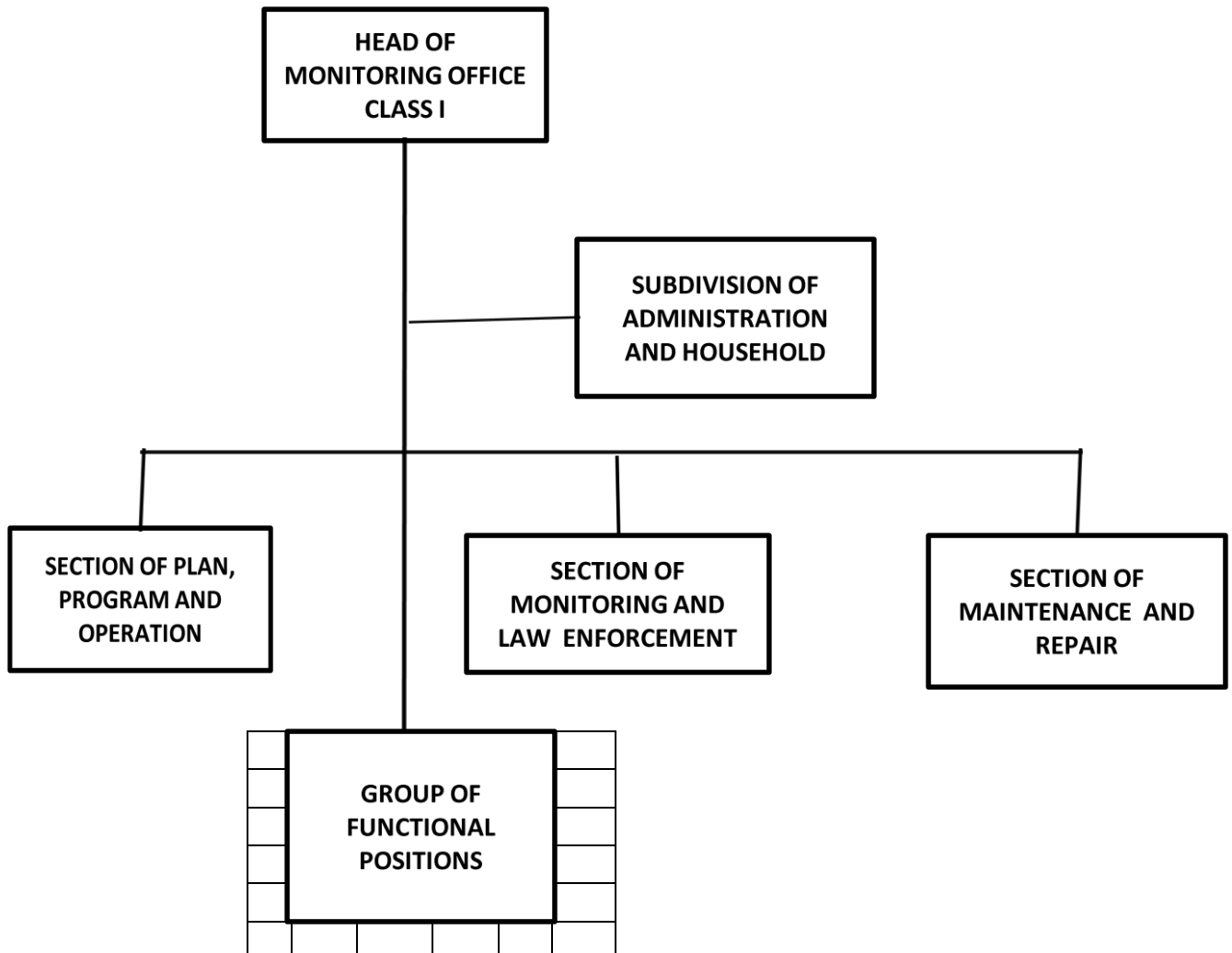
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**ATTACHMENT I: DECREE OF THE MINISTER OF
COMMUNICATION AND INFORMATION TECHNOLOGY**

NUMBER : 15/PER/M.KOMINFO/02/2009

DATE : February 26, 2009

**ORGANIGRAMME OF CLASS I MONITORING OFFICE OF RADIO FREQUENCY
SPECTRUM**



MINISTER OF COMMUNICATION AND INFORMATION TECHNOLOGY,

Signed

MOHAMMAD NUH

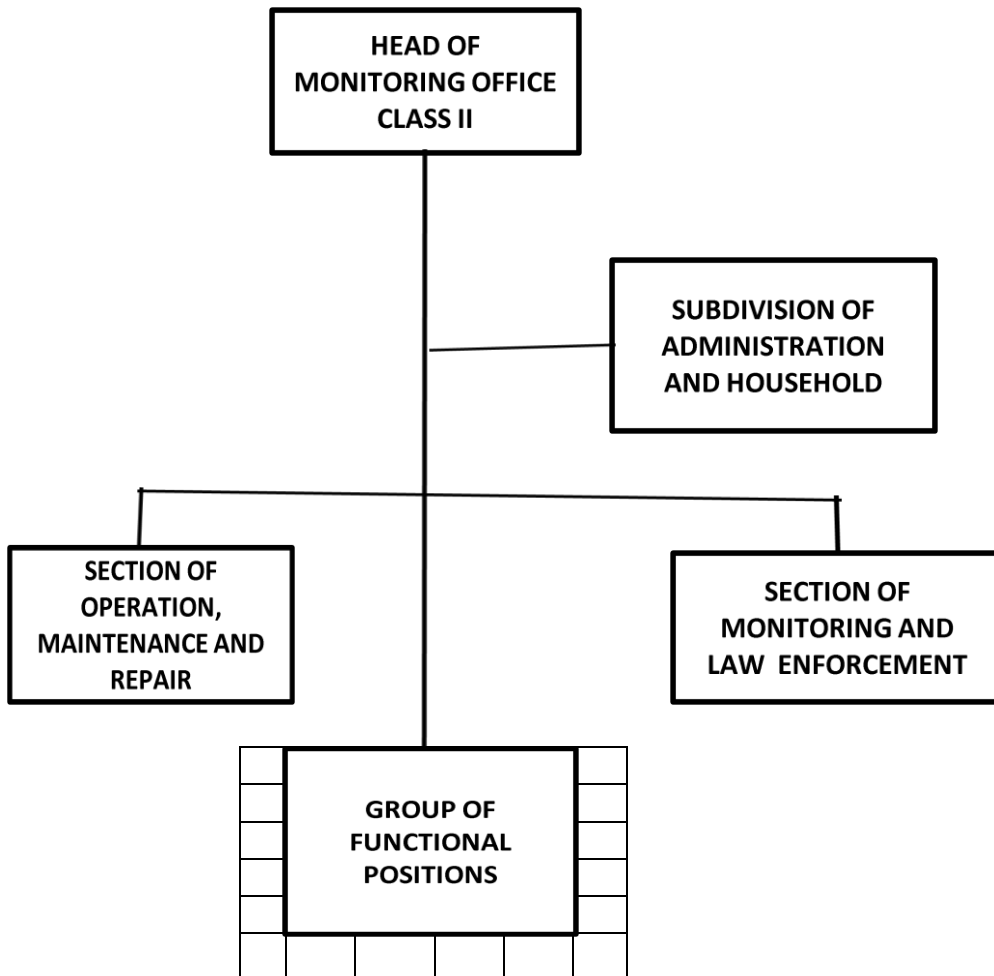
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**ATTACHMENT II: DECREE OF THE MINISTER OF
COMMUNICATION AND INFORMATION TECHNOLOGY**

NUMBER : 15/PER/M.KOMINFO/02/2009

DATE : February 26, 2009

**ORGANIGRAMME OF CLASS II MONITORING OFFICE OF RADIO
FREQUENCY SPECTRUM**



MINISTER OF COMMUNICATION AND INFORMATION TECHNOLOGY,

Signed

MOHAMMAD NUH

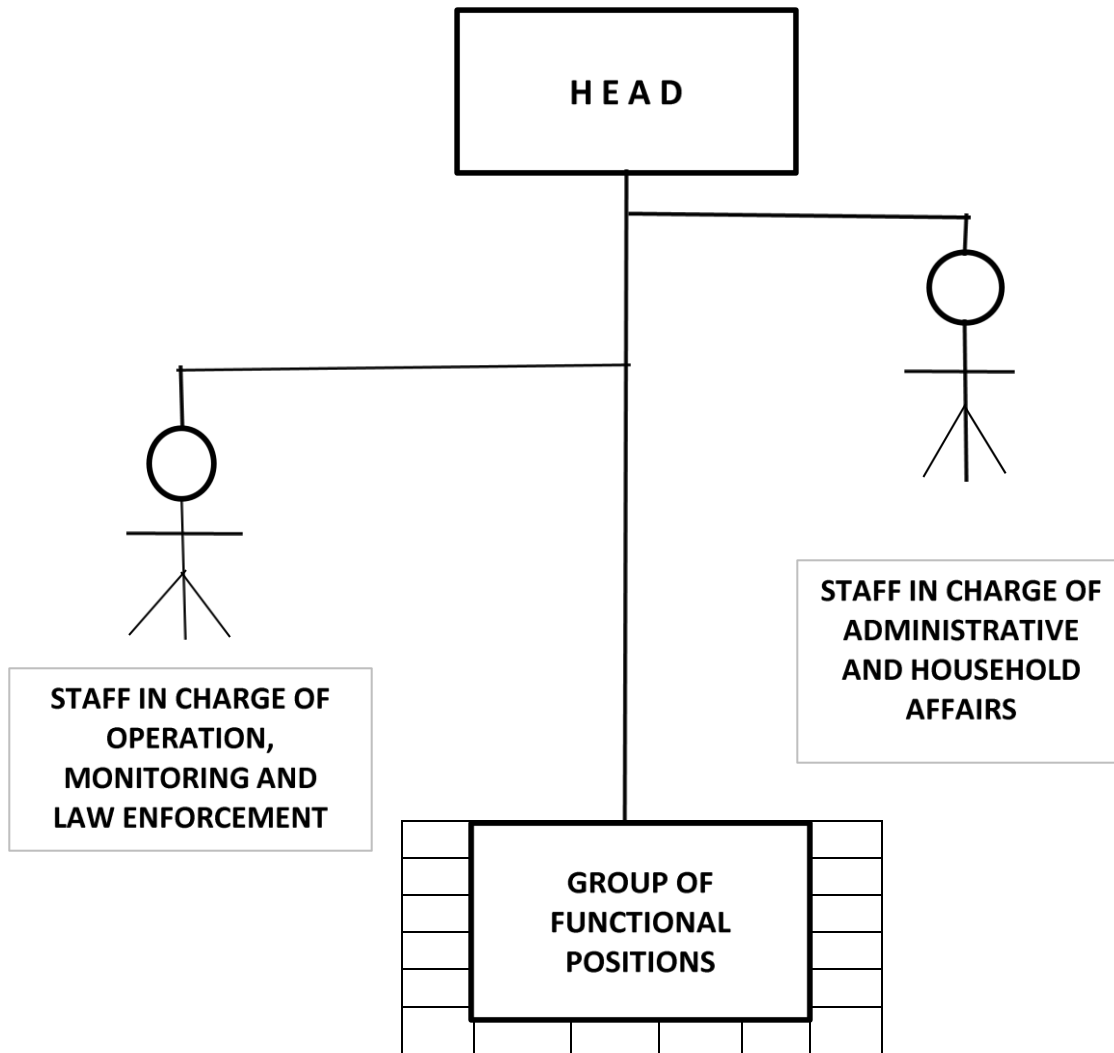
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**ATTACHMENT III: DECREE OF THE MINISTER OF
COMMUNICATION AND INFORMATION TECHNOLOGY**

NUMBER : 15/PER/M.KOMINFO/02/2009

DATE : February 26, 2009

**ORGANIGRAMME OF MONITORING SHOP (LOKA) OF RADIO FREQUENCY
SPECTRUM**



MINISTER OF COMMUNICATION AND INFORMATION TECHNOLOGY,

Signed

MOHAMMAD NUH

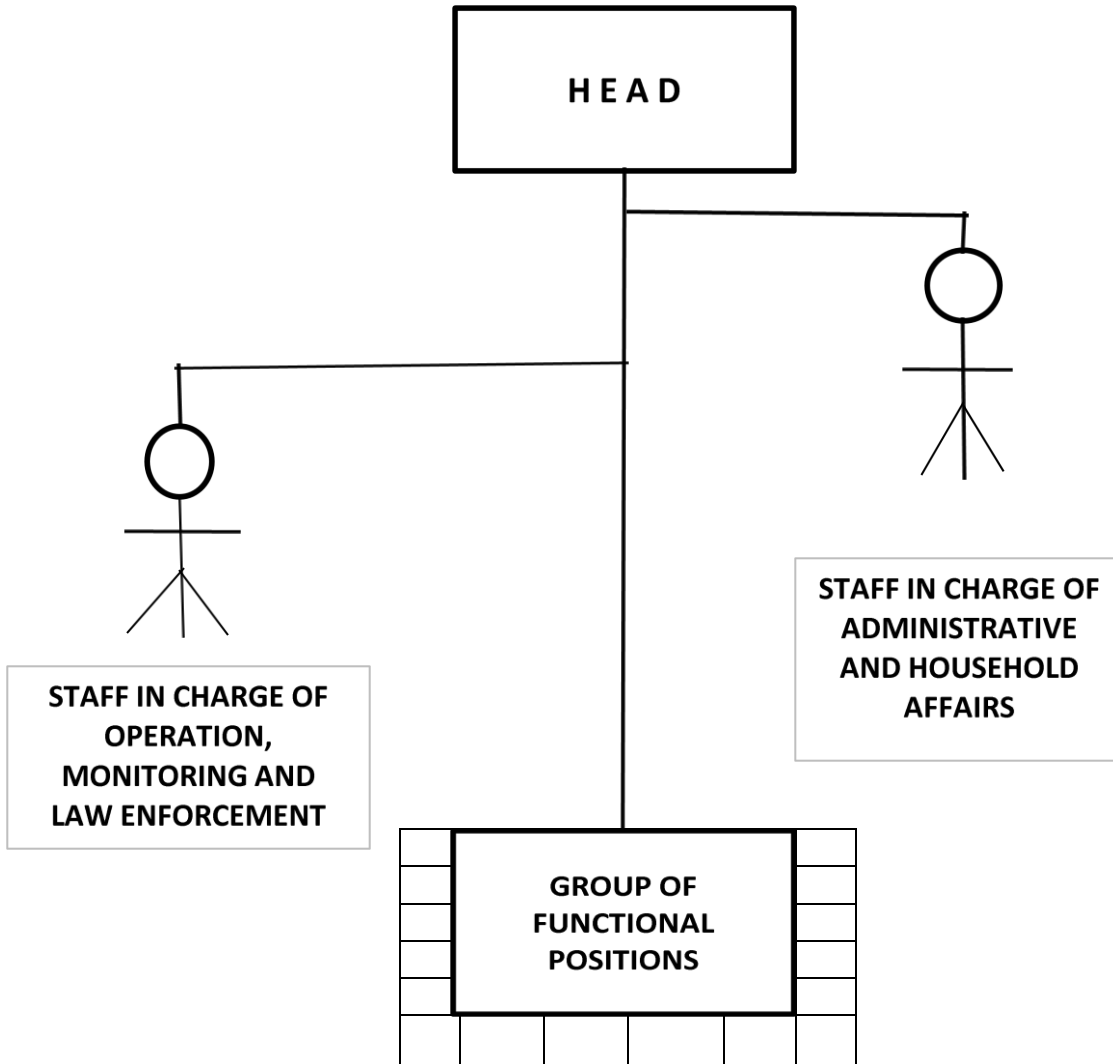
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ATTACHMENT IV: DECREE OF THE MINISTER OF COMMUNICATION AND INFORMATION TECHNOLOGY

NUMBER : 15/PER/M.KOMINFO/02/2009

DATE : February 26, 2009

ORGANIGRAMME OF MONITORING POST OF RADIO FREQUENCY SPECTRUM



MINISTER OF COMMUNICATION AND INFORMATION TECHNOLOGY,

Signed

MOHAMMAD NUH

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**ATTACHMENT V: DECREE OF THE MINISTER OF COMMUNICATION
AND INFORMATION TECHNOLOGY**

NUMBER : 15/PER/M.KOMINFO/02/2009

DATE : February 26, 2009

**LIST OF NAMES AND CLASIFICATIONS OF TECHNICAL IMPLEMENTATION UNITS IN
THE FIELD OF RADIO FREQUENCY SPECTRUM MONITORING**

NO	PROVINCE	CLASSIFICATION	LOCATION
1	Nanggroe Aceh Darussalam	Office Class II	Banda Aceh
2	North Sumatra	Office Class II	Medan
3	West Sumatra	Shop (Loka)	Padang
4	Jambi	Shop (Loka)	Jambi
5	Riau	Office Class II	Pekanbaru
6	Batam	Office Class II	Batam
7	South Sumatra	Office Class II	Palembang
8	Bengkulu	Shop (Loka)	Bengkulu
9	Lampung	Shop (Loka)	Bandar Lampung
10	Jakarta Special Territory	Office Class I	Jakarta Special Territory
11	West Kalimantan	Office Class II	Pontianak
12	South Kalimantan	Shop (Loka)	Banjarmasin
13	Central Kalimantan	Shop (Loka)	Palangkaray
14	West Java	Office Class II	Bandung
15	Central Java	Office Class II	Semarang
16	East Java	Office Class II	Surabaya
17	Yogyakarta Special Territory	Office Class II	Yogyakarta Spec. Territory
18	Bali	Office Class II	Denpasar
19	West Nusa Tenggara	Shop (Loka)	Mataram
20	East Nusa Tenggara	Office Class II	Kupang
21	East Kalimantan	Office Class II	Samarinda
22	East Kalimantan	Shop (Loka)	Balikpapan
23	North Sulawesi	Office Class II	Manado
24	Central Sulawesi	Shop (Loka)	Palu
25	South Sulawesi	Office Class II	Makassar
26	Southeast Sulawesi	Shop (Loka)	Kendari
27	Papua	Office Class II	Jayapura
28	Papua	Office Class II	Merauke
29	Maluku	Shop (Loka)	Ambon
30	North Maluku	Shop (Loka)	Ternate
31	Bangka Belitung	Shop (Loka)	Pangkalpinang
32	Gorontalo	Shop (Loka)	Gorontalo
33	Banten	Office Class II	Tangerang
34	West Papua	Post	Sorong
35	Sangihe and Talaud	Post	Tahuna

MINISTER OF COMMUNICATION AND INFORMATION TECHNOLOGY

Signed

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MOHAMMAD NUH

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