



REPUBLIK INDONESIA

**IMPLEMENTING ARRANGEMENT  
BETWEEN  
THE MINISTRY OF RELIGIOUS AFFAIRS  
OF THE REPUBLIC OF INDONESIA  
AND  
KOREA INTERNATIONAL COOPERATION AGENCY  
OF THE REPUBLIC OF KOREA  
CONCERNING  
THE WORLD FRIENDS KOICA VOLUNTEERS PROGRAM  
TO SUPPORT EDUCATION PROGRAMS IN THE MINISTRY OF  
RELIGIOUS AFFAIRS**

**1. PREAMBLE**

The Ministry of Religious Affairs of the Republic of Indonesia (hereinafter be referred to as "the Ministry") and Korea International Cooperation Agency (hereinafter be referred to as "KOICA") on behalf of the Government of the Republic of Korea, hereinafter be singularly referred to as "the Party" and collectively be referred to as "the Parties".

Referring to the Memorandum of Understanding (hereinafter referred to as "MoU") between the Ministry of State Secretariat of the Republic of Indonesia and KOICA concerning the World Friends KOICA Volunteers Program signed in Jakarta on 30<sup>th</sup> January 2015.

Bearing in mind the commitment of the Parties to cooperate based on the principles of equality, mutual benefits, mutual respects and mutual understanding.

**2. OBJECTIVE**

The objective of this Implementing Arrangement (hereinafter referred to as "IA") is to provide legal framework and guidelines for the Parties in the implementation of

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the World Friends KOICA Volunteers Program to support education programs in institutions under the Ministry of Religious Affairs of the Republic of Indonesia.

### **3. AREA OF COOPERATION**

- a. The KOICA Volunteers assigned under this IA will support the program of the Ministry in the following fields:
  - Korean language programs
  - Vocational and training programs
- b. Based on the needs and priorities, the KOICA Volunteers will be assigned to Host Organizations in locations to be determined by the Parties.
- c. If needed, the KOICA Volunteers may work on other subjects and locations based on mutual written agreement of the Parties as long as such activities are relevant with the objective of this Implementing Arrangement.

### **4. REQUIREMENTS OF THE KOICA VOLUNTEERS**

- a. Have the educational background in the level of Bachelor or skill, and work experience related to the requested field of activities.
- b. Have the ability to speak Bahasa Indonesia and/or English language.
- c. Physically and mentally healthy proven by the result of medical check-up from the authorized doctor.

### **5. MECHANISM OF COOPERATION**

- a. The Joint Coordinating Committee (JCC), as stipulated in Article V of the MOU will meet in May and October each year, or at any time as deemed necessary, in Indonesia.
- b. The JCC will perform the following functions:
  - Define the policy guidelines, to endorse and to monitor the KOICA Volunteers Program as well as the work of KOICA Volunteers in Indonesia.
  - Determine scope of cooperation and location of dispatchment of the KOICA Volunteers Program in each Ministry.
  - Determine the estimated number of the KOICA Volunteers as well as dispatchment period.
  - Define the technical standardization of the implementation of the KOICA Volunteers Program.
  - Discuss and approve any changes related to the implementation of the KOICA Volunteers Program.

- Conduct need survey, supervision, monitoring and evaluation of the activities undertaken by the KOICA Volunteers and the implementation of the KOICA Volunteers Program, in coordination with the Host Organization and other relevant government institutions.
- The decision of the JCC would be the primary consideration in determining the needs and demands of the KOICA Volunteers, taking into account the number of the KOICA volunteers successfully recruited by KOICA.

## 6. DUTIES AND RESPONSIBILITIES

### a. KOICA shall:

- 1) inform the policies and regulations of the KOICA Volunteers Program to the Ministry of State Secretariat, the Ministry, Host Organization, and other related government authorities in Indonesia.
- 2) inform the KOICA volunteers on social, cultural and religious issues within Indonesian society.
- 3) request the government approval for the assignment of the KOICA Volunteers to the Ministry of State Secretariat through the Ministry.
- 4) coordinate the administrative process of the KOICA Volunteers' assignment, including assignment approval and identification card with the Ministry of State Secretariat; entry, stay and exit permit with the Ministry of Foreign Affairs and the Ministry of Law and Human Rights, foreign worker registration from the Ministry of Manpower and Transmigration, certificate of police registration/travel declaration letter from National Police.
- 5) officially inform the Ministry of State Secretariat, the Ministry, the Host Organization and other relevant government institutions in the event of the KOICA Volunteers unable to complete the service.
- 6) inform the Ministry in case of any small scale project assigned to the KOICA Volunteers.
- 7) share written information on the progress of the program to the Ministry and the Ministry of State Secretariat.
- 8) coordinate the KOICA Volunteers's duties and responsibilities as follows:
  - i. maintain close coordination with KOICA, the Host Organization, and the Ministry.

- ii. respect the sovereignty of the Unitary State of the Republic of Indonesia as well as sensitivity of social, cultural and religious issues within Indonesian society.
- iii. comply with the prevailing laws and regulation of Indonesia.
- iv. perform concentration in the activities stipulated in the original working proposal, yet volunteers may/shall do additional activities with prior notice from KOICA to the Ministry/HO.
- v. Submit periodic information on her/his performance to the Host Organization.

b. The Ministry shall:

- 1) appoint a unit within the Ministry as the focal point of the program.
- 2) disseminate the information and procedures of the KOICA Volunteers Program in Indonesia to the relevant institutions.
- 3) submit the list of the Host Organizations and the request proposals to the Ministry of State Secretariat.
- 4) in case of any small scale project assigned to the KOICA Volunteers, the Ministry will be responsible to submit the record of discussion (BAST) pursuant to the regulation of the Ministry of Finance of the Republic of Indonesia.
- 5) inform KOICA immediately and in coordination with the Host Organization and assist the KOICA Volunteers in the event of an emergency.
- 6) take necessary measures to ensure the safety of volunteers.
- 7) coordinate the Host Organization's duties and responsibilities as follows:
  - i. to appoint a co-worker to assist daily work of the KOICA Volunteers and to be the contact person during their assignment period.
  - ii. to assist the KOICA Volunteers on finding accommodation and needs on their first arrival.
  - iii. to provide space, working facilities and assistance for the KOICA volunteers to support the performance of his assignment.
  - iv. to assist the KOICA Volunteers on reporting their program and activities in the Host Organizations to the relevant local authorities such as Immigration Office and Local Police Office.

- v. to submit a periodic report on the performance of the KOICA Volunteers to the Ministry.
  - vi. to take necessary measures to ensure the safety of volunteers.
- c. The Ministry of State Secretariat of the Republic of Indonesia shall:
- 1) coordinate the implementation of the "KOICA Volunteers Program".
  - 2) conduct the administrative process to facilitate the assignment of KOICA Volunteers in Indonesia, including submitting the request proposal from the Ministry to KOICA and issuing government's approval for the assignment of the KOICA Volunteers.
  - 3) facilitate the process of customs and tax exemptions and relief in accordance with the prevailing laws and regulations of the Republic of Indonesia.

#### **7. DURATION OF THE KOICA VOLUNTEERS ASSIGNMENT**

- a. The duration Period of the KOICA Volunteers assignment shall be in accordance with Article VII the MoU.
- b. The Ministry may request KOICA to review the assignment of the KOICA Volunteers due to the violation of Indonesian law and regulations or other considerations.

#### **8. OFFICIAL ADDRESS**

##### **a. KOICA Indonesia Office**

Embassy of the Republic of Korea  
Consular Affairs Building, 3rd Floor  
Jl. Jend. Gatot Subroto Kav. 58 Jakarta Selatan 12950  
Tel. (021) 2967 3920  
Fax. (021) 2967 3924

##### **b. Bureau for Law and International Cooperation, Ministry of Religious Affairs**

Gedung Kementerian Agama RI, Jl. Lapangan Banteng Barat No. 3-4  
Jakarta Pusat 10710  
Tel. (021) 3811556, 3523930  
Fax. (021) 3811556, 3523930

##### **c. Bureau for Foreign Technical Cooperation, Ministry of State Secretariat**

Jl. Veteran III No.9, Jakarta Pusat 10110  
Tel. (021) 3890 1128, 3890 1129  
Fax. (021) 3890 1129



Additional official contact information will be provided by the Parties in writing as needed or as requested by either Party.

**IN WITNESS WHEREOF**, the undersigned, have signed this IA.

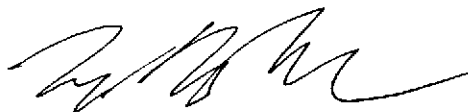
Done in duplicate in Jakarta on the 25 day of January in the year 2016 in Indonesian and English languages, all texts being equally authentic. In case of any divergence of interpretation of this IA, the English text shall prevail.

For the Ministry of Religious Affairs  
of the Republic of Indonesia



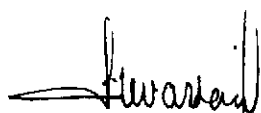
**Achmad Gunaryo**  
Head of Bureau for Law and International  
Cooperation

For the KOICA Indonesia Office



**Kim Byung Gwan**  
Resident Representative of Indonesia  
Office

Witnessed by  
For the Ministry of State Secretariat of  
the Republic of Indonesia



**Rika Kiswardani**  
Head of Bureau for Foreign  
Technical Cooperation