



REPUBLIK INDONESIA

**IMPLEMENTING ARRANGEMENT
BETWEEN
THE MINISTRY OF TOURISM
OF THE REPUBLIC OF INDONESIA
AND
KOREA INTERNATIONAL COOPERATION AGENCY
CONCERNING
THE WORLD FRIENDS KOICA VOLUNTEERS PROGRAM
TO SUPPORT TOURISM HUMAN RESOURCES DEVELOPMENT IN INDONESIA**

1. PREAMBLE

The Ministry of Tourism of the Republic of Indonesia (hereinafter referred to as “the Ministry”) and Korea International Cooperation Agency (hereinafter referred to as “KOICA”) on behalf of the Government of the Republic of Korea, hereinafter singularly referred to as “the Party” and collectively referred to as “the Parties”.

Referring to the Memorandum of Understanding (“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 30th 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.

Pursuant to the prevailing laws and regulations of their respective.

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 the World Friends KOICA Volunteers Program to support Tourism Human Resources Development in 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 for Tourist Guide;
- Korean Language for Tourism Institute;
- Korean Culinary and Patisserie;
- Information and Communication Technology on Tourism;
- Tourism Marketing and Promotion;
- Tourism Product Development.

- 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 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, endorse and monitor the KOICA Volunteers Program as well as the work of KOICA Volunteers in Indonesia.
 - Determine the scope of cooperation and location of placement of the KOICA Volunteers Program in each Ministry.
 - Determine the estimated number of the KOICA Volunteers as well as placement 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 and agreement of the JCC would become reference and essential information for each volunteer placement.

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 sensitivity on social, cultural and religion issues within Indonesian society.

- 3) Request the Government's approval for the placement 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) Provide written information on the progress of the program to the Ministry and the Ministry of State Secretariat.
- 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) Determine the Host Organization(s) based on the proposals.
 - 4) Submit the list of the Host Organizations and the proposals to the Ministry of State Secretariat.
 - 5) In case of any small scale project assigned to the KOICA Volunteers, the Ministry will be responsible to submit the minutes of transfer of the project (*Berita Acara Serah Terima*) pursuant to the regulation of the Ministry of Finance of the Republic of Indonesia.
 - 6) Inform KOICA immediately and in coordination with the Host Organization assist the KOICA Volunteers in the event of an emergency.
 - 7) Take necessary measures to ensure the safety of volunteers.
 - 8) Bear all cost of pre-departure meeting for the volunteers before their deployment to assigned locations.
- c. The Host Organization shall:
- 1) Appoint a co-worker to assist daily work of the KOICA Volunteers and to be the contact person during their assignment period.
 - 2) Assist the KOICA Volunteers on finding accommodation and needs on their first arrival.
 - 3) Provide space, working facilities and assistance for the KOICA volunteers to support the performance of his assignment.

- 4) 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.
 - 5) Submit a periodic report on the performance of the KOICA Volunteers to the Ministry.
 - 6) Take necessary measures to ensure the safety of volunteers.
- d. 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.
- e. The KOICA Volunteers shall:
- 1) Maintain close coordination with KOICA, the Host Organization, and the Ministry.
 - 2) Respect the sovereignty of the Unitary State of the Republic of Indonesia as well as sensitivity of social, cultural and religion issues within Indonesian society.
 - 3) Comply with the prevailing laws and regulation of Indonesia.
 - 4) Undertake activities as stipulated in the working proposal, yet volunteers may do additional activities subject to the approval of the Ministry/HO.
 - 5) Submit periodic information on her/his performance to the Host Organization.

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

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Jl. Gatot Subroto Kav. 64 177A, Jakarta Selatan 12950
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b. Assistant Deputy for Tourism Institutional Relations, Ministry of Tourism

Gedung Kementerian Pariwisata Lantai 4
Jl. Kimia No,12, Cikini, Jakarta Pusat 10320
Tel.: (021) 31922940
Fax: (021) 31922899

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

Jl. Veteran III No. 9, 5th Floor, Jakarta Pusat 10110
Tel.: (021) 3890 1141, 3890 1139
Fax: (021) 3890 1142

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 Implementing Arrangement.

Done in duplicate in Jakarta on the 13 day of June in the year *two thousand and seventeen* in Indonesian and English languages, all texts being equally authentic. In case of any divergence of interpretation of this Implementing Arrangement, the English text will prevail.

For the Ministry of Tourism
The Republic of Indonesia

For the KOICA Indonesia Office

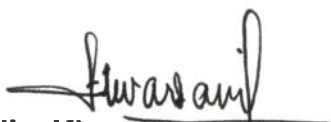


Ani Insani
Assistant Deputy for Tourism Institutional
Relations

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Oh Gi Youn
Country Director
KOICA Indonesia Office

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



Rika Kiswardani
Head of Bureau for Foreign
Technical Cooperation