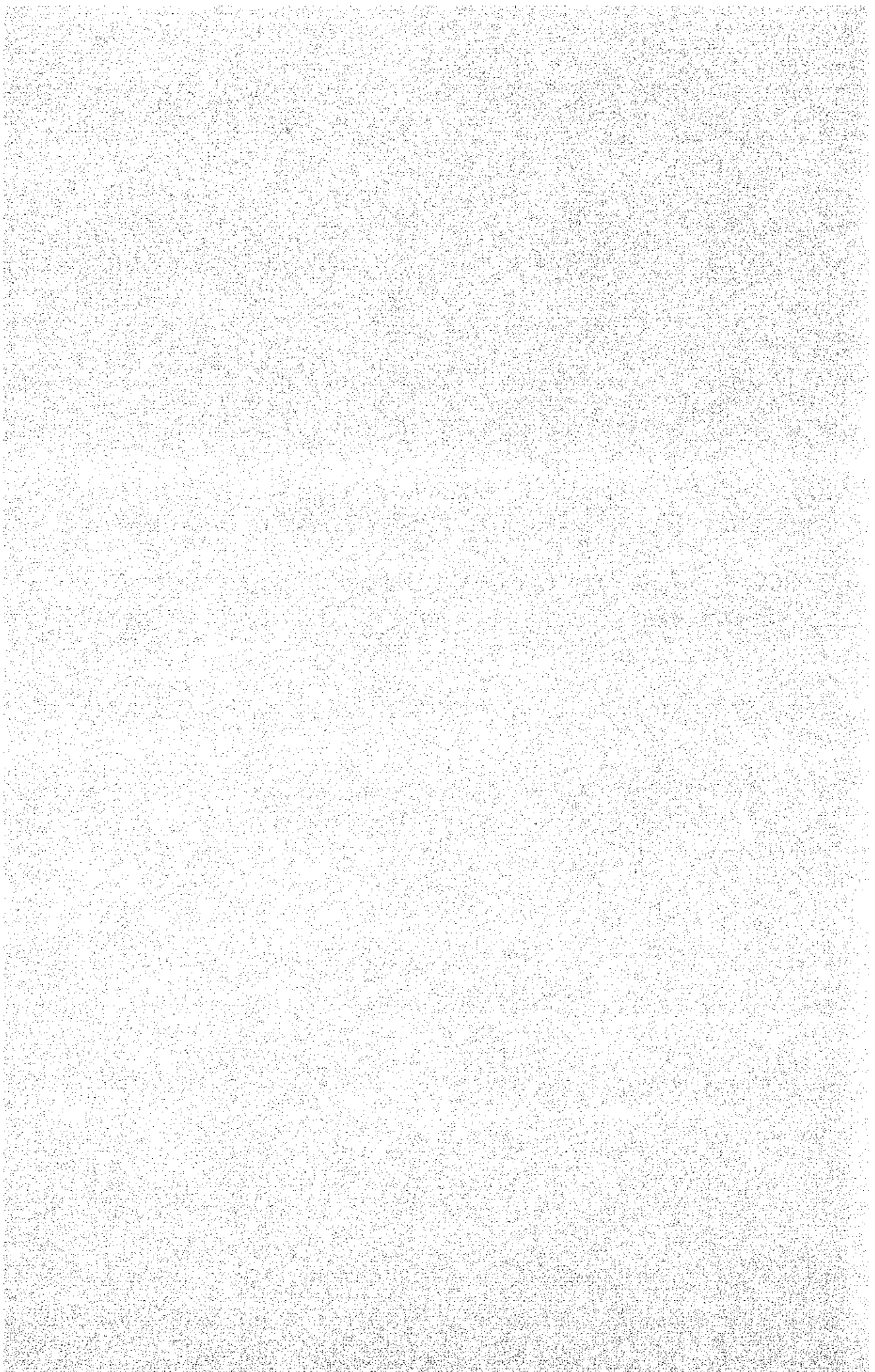


3. 合同委員会議事録



THE RECORD OF
THE FIRST JOINT COMMITTEE MEETING
ON
THE CENTER FOR VOCATIONAL AND
EXTENSION SERVICE TRAINING
(CEVEST)

March 1985

MINISTRY OF MANPOWER, MINISTRY OF INDUSTRY
THE REPUBLIC OF INDONESIA

JAPAN INTERNATIONAL COOPERATION AGENCY
(JICA)

CEVEST Joint Committee First Meeting

Date : March 8, 1985

Place : Ruang Rapat, Ditjen Binapenta

Agenda.

1. Progress of construction of building and installation of equipment, CEVEST
2. Annual Work Plan for 1985/1986
3. Inaugural Ceremony of CEVEST
4. Organization of CEVEST
5. Others

Ir. Danang Joedonagoro	DirJen, Manpower Development and Placement, MOM
Ir. Binaldjemur	Ditjen, Small Industry, MOI
Mr. Machdi Ichsani	Project Officer, MOI
Mr. Aburisman	Advisor to Project Officer, MOM
Mr. N. Arifin	Sub-Director,
Mr. A. Affandi	Sub Director, Training System, MOM
Mr. Mustafa	Staff, Biro KLN, MOI
Mrs. T. Latupapua	Head, Biro, National ASEAN
Mr. S. Aoki	Staff, JICA
Mr. M. Nomura	Coordinator,
Mr. H. Kasama	Representative of E.S.T. Dep., CEVEST
Mr. Y. Utsumi	Representative of VT Dep., CEVEST
Mr. H. Yamamura	Resident Representative, JICA
Mr. O. Okawara	Team Leader
Mr. Purnomo Abdulcadir	Project Officer, MOM
Mr. Yama Untung	Staff Member, CEVEST (Section chief of instructor)
Mr. Sanadji	Director, Technical and Economic Cooperation, MFA

At the beginning of the meeting, Directorate General, Mr. Danang explained the origin of the Project proposal and continued to explain the progress concerning Agenda 1 as the next topics. In this stage when the building construction would be completed soon and the implementation of hand over was scheduled on coming March 15, they would organize the receiveing committee according to the concerned law, then it's committee members would inspect the content of the contract.

Furthermore, the chairman continued to give some supplementary expalnations that the Government of Indonesia had the law which ruled the payment concerning a contract. It said that disbursement of 95 percent of the total contract amount would be done at the time of hand-over, and after one month from the said payment, the last payment 5 percent would be done with the terms of affirmation of complete fulfillment. But this law would not apply to the Foreign Aid Construction; then in case of CEVEST, total contract amount would be settled before/on the hand-over date. These were reported by Mr. Danang.

Then, the meeting took up the next topics, the progress of the construction works by the Indonesia side. Some reports were as follows. Mr. Aburisman, adviser to this project of Ministry of Manpower, reported that they would have a meeting of the Tender Committee on the construction by the Indonesia side this afternoon. On the other hand, Mr. Machdi reported that the Ministry of Industry has already obtained to budget for domitory construction in fiscal 1984/85, but the budget was now already short for the whole construction caused by a rise in prices.

The chairman gave a suggestion on how to make progress in construction that would make houses and/or domitories to be used as early as possible. That suggestion meant that taking the methods of starting construction bit by bit, not taking the methods of starting construction of whole units simultaneously.

Un expectedly Mr. Affandi, sub-Director, training system, MOM pointed out that there were no books in the library on the 2nd floor of the administration building, and proposed these books

would be requested to the Japanese side.

The discussion advanced to the agenda on the annual plan of activities in fiscal 85/86, Mr. Purnomo, Project Officer reported about the vocational training activities with the data attached thereto:

In short, MOM would start the training of type I for 75 persons as the first training in CEVEST.

Concerning the activities of MOI, Mr. Machdi Project Officer, reported that they had annual plan of activities in fiscal 85/86 which was agreed with Japanese expert, even though they couldn't submit papers in this meeting, and requested to JICA of aiding with subsidy for the proceeding the plan. To this proposal, Team Leader, Mr. Okawara replied that he had already conveyed the proposal to Tokyo side. About Agenda 4, Inauguration Ceremony, it was already explained by the Chairman in the opening speech that Indonesian side has her own hope that H.E. President Soeharto inaugurates CEVEST. Then the discussion on the status of CEVEST is begun.

It was reported by Mr. Danang, the chairman that the Dept. of Manpower had submitted application to MENPAN so that this center may become Echelon II body. The chairman expressed his wish that dispatch of personnel to Singapore and exchange, opening simposium would be included in the coming program of CEVEST. It was mentioned that trade test system is quite attractive and CEVEST would be used in issuing medals, etc. by introducing the system. These are the reasons why the center should be Echelon II body. The chairman made explanation on the black-board so that attendant grades of personnel and relations among agencies.

echelon	I	II	III
	SEPJEN	BIRO	BAGIAN
	DIV		SUB.DIV
	ITJEN	IR	SUB.IR
	-----	PUSAT	BALAI

In Indonesia CEVEST is called:

PUSAT IATIHAN INSTRUKTUR DAN PENYULUH INDUSTRI KECIL (PUSLIPIK)

Then, discussion was made concerning Joint Committee-II and its agenda. The chairman put forward the agenda as follows:

It should be noted that chairman planned speech by ministers of Manpower and Industry.

March 15:

1. Report by the chairman
2. Address by two ministers
3. Break
4. Construction and other hardware
5. Staffing
6. Program of activities
7. Technical cooperation

After agenda were confirmed, Mr. Nomura, the coordinator made proposal that a joint meeting be held by the ministry of Man-power and Ministry of Industry to prepare materials for the J/C meeting. The chairman instructed project officers to hold a meeting. A technical team consisting staff members from departments as a sub-organization of this Joint Committee in order to settle technical matters. This team should be active, thus the chairman added.

When the meeting was almost over, Mrs. Tuti, National secretary of ASEAN said that this project had been designated as the implementing body of the intermediate program in receiving trainees from Asean-Ocena areas. It was also explained by Mrs. Tuti that the national secretary of Asean belonged to the Ministry of Foreign Affairs as a member of Asean Committee and that receiving trainees from each area had been decided at the meeting of ministers of foreign affairs.

Mr. Okawara, project leader confirmed that English would be used in the said training. And then, he proposed that needs from each Ocena country should be checked.

In the final stage, Mr. Danang, the chairman confirmed contents of agenda. In case of Agenda -1 construction of a dormitory should be discussed and in case of Agenda-2, study should be made on what should be done in order to start this in the end of or in the beginning of July.

Concerning Agenda-3, it would be necessary to send a memo to the Minister Soedomo in order to invite the President in addition to further negotiation.

Lastly, the chairman asked participation of all the members in the Joint Committee to be held on March 13 at the 2nd floor, Department of Man-power building, and then closed the meeting.

Appendices

1. LAPORAN KEGIATAN PROYEK PEMBANGUNAN BALAI
LATIHAN INSTRUKTUR CEVEST DI BEKASI -----Annex I.
(page 6.)

(Progress report on the project for development of
the CEVEST instructors training centre at BEKASHI) in English
(page 8)

2. PEMBENTUKAN TEAM PEMBANGUNAN CEVEST -----Annex II
(page 13.)

(Formation of a team for the establishment of CEVEST
with a draft of the Decision Letter issued by the
Minister of Manpower of R.I.) in English.
(page 20.)

LAPORAN KEGIATAN PROYEK
PEMBANGUNAN BALAI LATIHAN INSTRUKTUR CEVEST DI BEKASI

A. Keadaan saat ini.

I. Proyek tahun 1984/1985 (Rp. 1.356.840.000,-)

1. Anggaran dalam proyek tahun ini diutamakan untuk :

- a. pengurangan
- b. pembangunan gedung (2 asrama dan 18 rumah).
- c. pemasangan listrik
- d. instalasi air.
- f. prasarana jalan, pagar dll.

2. Kegiatan yang dilakukan

- a. sesuai dengan peraturan pemerintah (Keppres 29/84) kegiatan ad. 1 a-b-d-e- dilakukan dengan sistem lelang umum untuk memilih konsultan dan kontraktor.
- b. kegiatan ad. c. (listrik) langsung dilakukan oleh PLN.
- c. diharapkan bulan April sudah mulai pembangunan, dan selesai dalam bulan Oktober/November 1985.
- d. Penterjemahan textbooks untuk 8 kejuruan.

II. Proyek tahun 1985/1986 (rencana)

1. Anggaran yang direncanakan : Rp. 1.476.314.000,-
dengan perincian :

- | | |
|----------------------------|------|
| a. untuk pembangunan fisik | 74 % |
| b. untuk kegiatan latihan | 15 % |
| c. untuk sarana penunjang | 11 % |

2. Kegiatan yang dilakukan :

- a. pembangunan fisik (2 asrama dan 18 rumah dan auditorium)
- b. penyiapan/seleksi calon-calon siswa untuk latihan tipe I bersama dengan PUSDIKLAT.
- c. latihan untuk tipe I (2 tahun) akan dimulai September 1985 dengan separuh kapasitas, yakni 75 orang instruktur.

III. Pemanfaatan Instruktur CEVEST

Khusus untuk Instruktur CEVEST dari BLKI Pasar Rebo dan BLKI Bandung, diberi tugas :

1. penterjemahan textbooks menurut kejuruannya.
2. mengikuti test run di workshops.
3. persiapan untuk mengajar pada bulan September 1985 y.a.d.

Instruktur diluar Jakarta akan dipanggil sesudah tersedia perumahan, dibangun.

IV. Penyediaan personil CEVEST

Sesudah penyerahan gedung CEVEST yang dibangun oleh Jepang, akan ditugaskan :

1. Personil-personil di Luar Instruktur sebagai berikut :

- | | |
|-----------------------------------|------------|
| a. Tenaga Tata Usaha | : 7 orang |
| b. Tenaga Satpam | : 16 orang |
| c. Juru Pemelihara Bengkel/Studio | : 10 orang |
| d. Juru Kebun (gardener) | : 6 orang |
| e. Pengemudi | : 2 orang |

J u m l a h	: 41 orang
--------------------	-------------------

2. Tenaga Instruktur

Penggunaan tenaga Instruktur akan dilaksanakan sesuai dengan master plan (lihat buku Basic Design Study or CEVEST hal.132).

B. Masalah-masalah yang dihadapi

Terlambatnya kegiatan pembangunan dari pihak Indonesia disebabkan oleh :

1. pemilihan, penentuan dan prosedur pembelian tanah.
2. keterbatasan anggaran pemerintah, sehingga beberapa komponen biaya terpaksa harus diteliti kembali, seperti "pengurangan". Baru pada permulaan Januari 1985 persetujuan pencairan DIP oleh BAPPENAS dan Dep. Keuangan telah diterima oleh Depnaker.

C. Usulan Kepada JICA

Pengadaan buku perpustakaan

Dalam gedung Central Administration lantai 2 tersedia ruang perpustakaan dengan ukuran $\pm 24 \times 10 \text{ m} = 240 \text{ m}^2$.

Ternyata buku-buku kepustakaan belum tersedia anggarannya baik di - pihak Indonesia maupun Jepang.

Kami mengusulkan kepada JICA untuk disediakan grant untuk pembelian buku-buku dalam bahasa Inggris atau bahasa Indonesia yang meliputi:

- a. buku referensi (ensiklopedi dan kamus dari berbagai cabang pengetahuan, peta, dll.).
- b. buku-buku teks tentang kejuruan-kejuruan yang relevan dengan program latihan kerja.
- c. buku-buku pengetahuan teknik, sosial, ekonomi, politik, budaya, hankam, dll.
- d. buku-buku bacaan ringan seperti novel.
- e. majalah-majalah teknik, ekonomi, dll.

Jakarta, 6 Maret 1985.

PROGRESS REPORT ON THE PROJECT FOR
DEVELOPMENT OF THE CEVEST INSTRUCTORS TRAINING CENTRE
AT BEKASI

A. Present Situation.

I. 1984/1985 Project (Rp. 1.356.840.000,-)

1. This year's budget covers the following priorities:

- a. Levelling of land
- b. Construction of buildings (2 dormitories
18 houses)
- c. Installation of electricity
- d. Installation of fresh water systems
- e. Road infrastructure, fencing etc.

2. Activities.

- a. Complying to government regulations (Presidential Decree 29/84) the activities in point 1 a-b-d-e shall be realized under a public tender system for the selection of consultants and contractors.
- b. Activities in sub point c (Electricity) shall be realized by PLN
- c. Construction works is anticipated will start in April and will be completed in October/November 1985.
- d. Translation of textbooks for 8 vocations.

II. 1985/1986 project (projection)

1. The budget is projected for

Rp. 1.476.314.000,- with the following specification:

- a. for the physical construction 74 %
- b. for training activities 15 %
- c. for supporting facilities 11 %

2. Activities:

- a. physical construction (2 dormitories, and 18 houses and auditorium)
- b. preparations/selections of prospective students for type I trainings together with PUSDIKLAT (Training Centre)
- c. Type I trainings (2 years) shall commence in September 1985 at half capacity, viz. 75 instructors.

III. Utilization of the CEVEST Instructors.

Particularly for the CEVEST Instructors of BLKI (Instructors Training Centre) Pasar Rebo and BLKI Bandung, the following assignments were given:

- 1. translation of the textbooks in accordance with the relevant vocation
- 2. to participate in test runs in workshops
- 3. to prepare for the teaching/instructions program realized in September 1985 forthcoming.

Instructors living outside Jakarta shall be invited when the accommodation facilities are already available.

IV. CEVEST PERSONNEL

Upon the handing over the CEVEST building built by the Japanese party, the following personnel shall be assigned:

1. Non-Instructors personnel, as follows:

- | | | |
|---|---|-----------|
| a. Administrative personnel | : | 7 persons |
| b. Security guards | : | 16 " |
| c. Maintenance Personnel
(Mechanics) for Workshop/
studio | : | 10 " |
| d. Gardeners | : | 6 " |
| e. Drivers | : | 2 " |

Total : 41 persons

2. Instructors.

The instructors shall be utilized in compliance with the master plan (see the book containing the Basic Design Study or CEVEST page 132).

B. Problems involved.

On the Indonesian side, construction works were delayed due to the following:

1. Selections, deciding on and procedure of the land purchase.
2. delayed issuance of the state budget, as a result various expenditure components had to be reviewed such like "land levelling".

It was only in January 1985 the approval on the Project Proposal List (DIP) liquidation was issued by the National Planning Board and Department of Finance and received by the Department of Manpower.

C. Proposal made to JICA

Procurement of books for the Library.

On the 2nd floor of the Central Administration building a library is made available which measures $\pm 24 \times 10 \text{ m} = 240 \text{ sq.m.}$

Evidently there is no budget yet available for library books, neither at the Indonesian nor Japanese side.

We would propose to JICA to make a grant available for the procurement of books in the English or Indonesian languages, which cover:

- a. Reference books (Encyclopedias, and dictionaries for the various branches of study, maps, etc.).
- b. Text books on the relevant vocations with training programs.

- c. Books on technical, social, economical sciencies, politics, culture, military defence and security, etc.
- d. Light readings such as novels.
- e. Technical, economical magazines etc.

Jakarta, 6 March 1985.

DEPARTEMEN TENAGA KERJA R.I.
 DIREKTORAT JENDERAL PEMBINAAN DAN PENEMPATAN TENAGA KERJA
 Jalan Jenderal Gatot Subroto Kav. 50-51 Telp. 615622-615628 Kotak Pos 300 Jakarta

JIKA MEMBALAS SURAT INI DIHARAP
 SEBUTKAN TANGGAL DAN NOMORNYA

JAKARTA, 11 Februari 1985....

Kepada Yth :

NOMOR : B. 110 / 12 / BP / 85
 LAMPIRAN : I (satu) eks.
 PERIHAL : Pembentukan Team
Pembangunan CEVEST.

Bersama ini disampaikan bahwa dalam rangka pembangunan Center For Vokational and Service Training (CEVEST) sebagai realisasi kerja sama - antara Pemerintah Indonesia dan Pemerintah Jepang, maka kami memandang - perlu membentuk Team Gabungan antara Departemen/Lembaga Non Departemen.

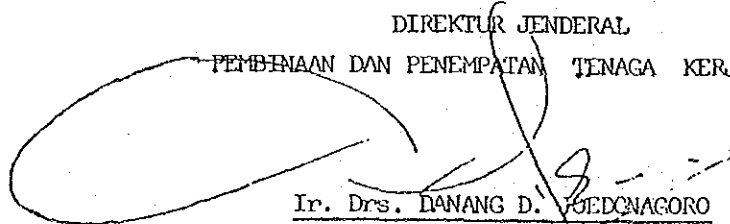
Sehubungan dengan itu kami mohon Saudara untuk menunjuk orang pe- jabat dilingkungan Saudara untuk duduk sebagai anggota dalam Team ter - sebut.

Untuk jelasnya kami lampirkan Konsep Surat Keputusan Menteri Te - naga Kerja R.I. tentang Pembentukan Team Pembangunan Balai Latihan Ins - truktur, Penyuluhan dan Pembangunan Industri Kecil (Balai LIPPIK) da - lam rangka kerja sama tersebut, dan Surat Keputusan Direktur Jenderal - Pembinaan dan Penempatan Tenaga Kerja tentang Pembentukan Team Teknis -- Pembangunan Balai Latihan Instruktur, Penyuluhan dan Pengembangan Indus - tri Kecil (Balai LIPPIK) dalam rangka kerja sama Indonesia - Jepang.

Diharapkan nama-nama pejabat tersebut dapat kami terima dalam -- waktu yang tidak terlalu lama.

Demikian disampaikan atas perhatian dan kerja sama Saudara diucan - kan terima kasih.

A.N. MENTERI TENAGA KERJA
 DIREKTUR JENDERAL
 PEMBINAAN DAN PENEMPATAN TENAGA KERJA


 Ir. Drs. DANANG D. WICAKNAGORO
 NIP. 160002498

Tembusan :

1. Bapak Menteri Tenaga Kerja R.I. (sebagai lampiran) .



MENTERI TENAGA KERJA
REPUBLIK INDONESIA

KEPUTUSAN
MENTERI TENAGA KERJA

NO.:

TENTANG

PEMBENTUKAN TIM PEMBANGUNAN BALAI LATIHAN INSTRUKTUR,
PENYULUHAN DAN PENGEMBANGAN INDUSTRI KECIL
(BALAI LIPPIK) DALAM RANGKA KERJASAMA
INDONESIA-JEPANG

MENTERI TENAGA KERJA

- Menimbang : bahwa dalam rangka kerjasama Indonesia-Jepang untuk pembangunan Balai Latihan Instruktur, Penyuluhan dan Pengembangan Industri Kecil (Balai LIPPIK) perlu segera dibentuk Tim Bersama yang terdiri dari unsur-unsur Departemen Tenaga Kerja dan Departemen Perindustrian serta Departemen dan Lembaga-Lembaga non Departemen lainnya.
- Mengingat : 1. Keputusan Presiden RI No. 44 tahun 1974 jo
Keputusan Presiden RI No. 15 tahun 1984;
2. Keputusan Presiden RI No. 45 M tahun 1983;
3. Keputusan Presiden RI No. 29 dan 30 tahun 1984
- Memperhatikan : Hasil perundingan antara Team Survei Disain Jepang dan Pemerintah Indonesia mengenai Pembangunan Balai Latihan Instruktur, Penyuluhan dan Pengembangan Industri Kecil (Minutes of Discussions between the Japanese Basic Design Survey Team and the Indonesian Authorities Concerned on the Establishment of the Center for Vocational and Extension Service Training/CEVEST) tanggal 31 Januari 1983.

M E M U T U S K A N

- Menetapkan :
PERTAMA : Membentuk Tim Pembangunan Balai Latihan Instruktur, Penyuluhan dan Pengembangan Industri Kecil (Balai LIPPIK) dalam rangka kerjasama Indonesia-Jepang, yang susunan keanggotaannya sebagaimana tercantum dalam

dalam Lampiran Surat Keputusan ini, dan selanjutnya disebut Tim Pembangunan Balai LIPPIK.

- KEDUA : Tim tersebut pada amar PERTAMA bertugas untuk merumuskan kebijaksanaan dan memberikan pengarahannya dalam pelaksanaan pembangunan Balai Latihan Instruktur, Penyuluhan dan Pengembangan Industri Kecil (Balai LIPPIK).
- KETIGA : Dalam melaksanakan tugasnya Tim Pembangunan Balai LIPPIK bertanggung jawab kepada Menteri Tenaga Kerja.
- KEEMPAT : Tim tersebut dalam tugas sehari-hari dibantu oleh Tim Teknis yang akan diatur dalam keputusan tersendiri.
- KELIMA : Segala biaya dalam rangka pelaksanaan tugas - tugas Tim Pembangunan Balai LIPPIK, dibebankan pada anggaran Direktorat Jenderal Pembinaan dan Penempatan Tenaga Kerja, Proyek Pembangunan Balai Latihan Kerja Bantuan Luar Negeri di Pusat tahun anggaran - 1984/1985 kode anggaran 06.1.01.767448.26.03.01, dan tahun berikutnya.
- KEENAM : Keputusan ini berlaku mulai sejak tanggal ditetapkan dengan ketentuan apabila dikemudian hari terdapat kesalahan dalam penetapan ini akan diperbaiki - sebagaimana mestinya.

Ditetapkan di : J A K A R T A.
Pada tanggal :

MENTERI TENAGA KERJA

embusan :

- . Menteri Sekretaris Negara.
- . Menteri Perindustrian RI.
- . Ybs.

S U D O M O

LAMPIRAN : SURAT KEPUTUSAN MENTERI TENAGA KERJA R. I.
 NOMOR :
 TANGGAL :

SUSUNAN ORGANISASI TEAM PEMBANGUNAN BALAI LIPPIK

NO.	N A M A	JABATAN / INSTANSI	JABATAN DALAM TECHNICAL COMMITTEE
1.	Ir. Drs. Dmang D. Joedonagoro	Dir. Jen. Binapenta Dep. Tenaga Kerja.	Ketua I.
2.		Dep. Perindustrian.	Ketua II.
3.	Sicharto, BA.	Ditjen. Binapenta Dep. Tenaga Kerja.	Sekretaris I. Merangkap Anggota.
4.		Dep. Perindustrian	Anggota.
5.		SEKKAB	Anggota.
6.		Dep. Luar Negeri.	Anggota.
7.	Drs. Yulian Luthan, MA.	Karo Humas Departemen Tenaga Kerja.	Anggota.
8.		Dep. Perindustrian.	Anggota.
9.		BAPPENAS	Anggota.
10.		BAPPENAS	Anggota.
11.		Set. Nasional ASEAN	Anggota.
12.	Gatot Sularto	Kepala Puslatker Dep. Tenaga Kerja.	Anggota.
13.		Dep. Perindustrian.	Anggota.

Jakarta,

MENTERI TENAGA KERJA

SUDOMO.

Draft : Ses. Dit. Jen. Binapenta
 Dep. Tenaga Kerja.
 Menyetujui : Dir. Jen. Binapenta Dep.
 Tenaga Kerja.
 Mengetahui : Sek. Jen. Dep. Tenaga Kerja.

K E P U T U S A N

DIREKTUR JENDERAL PEMBINAAN DAN PENEMPATAN TENAGA KERJA

NO.:

TENTANG

PEMBENTUKAN TIM ^{TEKNIK} TEKNIK PEMBANGUNAN BALAI LATIHAN INSTRUKTUR, PENYULUHAN DAN PENGEMBANGAN INDUSTRI KECIL (BALAI LIPPIK) DALAM RANGKA KERJASAMA INDONESIA-JEPANG

DIREKTUR JENDERAL PEMBINAAN DAN PENEMPATAN TENAGA KERJA

- Menimbang : 1. bahwa dalam rangka kerjasama Indonesia-Jepang untuk pembangunan Balai Latihan Instruktur, Penyuluhan dan Pengembangan Industri Kecil (Balai LIPPIK) perlu segera dibentuk Tim Teknis yang terdiri dari unsur-unsur Departemen Tenaga Kerja dan Departemen Perindustrian-serta Departemen/Lembaga Non Departemen lainnya.
2. bahwa Tim Teknis ini merupakan unsur pelaksana sehari-hari dari Tim Pembangunan Balai LIPPIK.
- Mengingat : 1. Keputusan Presiden RI No. 24 tahun 1974 jo Keputusan Presiden RI No. 15 tahun 1984;
2. Keputusan Presiden RI No. 45 M tahun 1983;
3. Keputusan Presiden RI No. 29 dan 30 tahun 1984.
4. Keputusan Menteri Tenaga Kerja No.:

M E M U T U S K A N

- Menetapkan :
- PERTAMA : Membentuk Tim Teknis Pembangunan Balai Latihan Instruktur, Penyuluhan dan Pengembangan Industri Kecil (Balai LIPPIK) dalam rangka kerjasama Indonesia-Jepang, yang susunan keanggotaannya sebagaimana tercantum dalam Lampiran Surat Keputusan ini, dan selanjutnya disebut Tim Teknis Pembangunan Balai LIPPIK.
- KEDUA : Tim tersebut pada amar PERTAMA bertugas untuk membantu dan melaksanakan Keputusan dari Tim Pembangunan Balai Latihan Instruktur, Penyuluhan dan Pengembangan Industri Kecil (Balai LIPPIK).
- KETIGA : Dalam melaksanakan tugasnya Tim Balai LIPPIK bertanggung jawab kepada Direktur Jenderal Pembinaan dan Penempatan Tenaga Kerja.

KEEMPAT

KEEMPAT : Segala biaya dalam rangka pelaksanaan tugas-tugas Tim Teknis Balai LIPPIK, dibebankan pada anggaran Direktorat Jenderal Pembinaan dan Penempatan Tenaga Kerja, Proyek Pembangunan - Balai Latihan Kerja Bantuan Luar Negeri di Pusat tahun anggaran 1984/1985 kode anggaran 06.1.01.767448, dan tahun berikutnya.

KELIMA : Keputusan ini mulai berlaku sejak tanggal ditetapkan, dengan ketentuan apabila dikemudian hari terdapat kesalahan dalam penetapan ini akan diperbaiki sebagaimana mestinya.

Ditetapkan di : J A K A R T A

Pada tanggal :

DIREKTUR JENDERAL
PEMBINAAN DAN PENEMPATAN TENAGA KERJA

Ir.Drs. DANANG D. JOEDONAGORO

NIP. 160002498

Tembusan :

1. Menteri Sekretaris Negara
(sebagai laporan).
 2. Menteri Perindustrian R.I.
(sebagai laporan).
 3. Ybs.
-

LAMPIRAN : SURAT KEPUTUSAN DIREKTUR JENDERAL PEMBINAAN
DAN PENEMPATAN TENAGA KERJA

NOMOR :

TANGGAL :

SUSUNAN ORGANISASI TIM TEKNIS PEMBANGUNAN BALAI LIPPIK

NO.	N A M A	I N S T A N S I	JABATAN DALAM TIM TEKNIS
1.	Try. Soewoso	Ditjen Binapenta Dep. Tenaga Kerja	K e t u a
2.	Sidarto, BA	Ditjen Binapenta Dep. Tenaga Kerja	Ketua I merangkap Koordinator Proyek
3.		Dep. Perindustrian	Ketua II merangkap Koordinator Proyek
4.	Drs. Purnomo Abdulcadir	Ditjen Binapenta Dep. Tenaga Kerja	Sekretaris I merang kap Pemimpin Proyek.
5.		Dep. Perindustrian	Sekretaris II me - rangkap Pemimpin - Proyek.
6.	A. Affandi Ismail	Ditjen Binapenta Dep. Tenaga Kerja	Anggauta
7.	Suhardi Mathous	Ditjen Binapenta Dep. Tenaga Kerja	Anggauta
8.	Drs. Nazaruddin Siregar	Ditjen Binapenta Dep. Tenaga Kerja	Anggauta
9.	Gilbert Pasaribu, SH	Ditjen Binapenta Dep. Tenaga Kerja	Anggauta
10.		Dep. Perindustrian	Anggauta
11.		Dep. Perindustrian	Anggauta

Jakarta,

A.N. MENTERI TENAGA KERJA
DIREKTUR JENDERAL
PEMBINAAN DAN PENEMPATAN TENAGA KERJA

Ir.Drs. DANANG D. JOEDONAGORO

NIP. 160002498

We appreciate to receive from you the names of those officials you have appointed at your earliest convenience.

Thank you for your attention and cooperation to the above.

FOR THE MINISTER OF MANPOWER
DIRECTOR GENERAL
FOR DEVELOPMENT & PLACEMENT OF MANPOWER

signed

Ir. Drs. DANANG D. JOEDONAGORO

NIP. 160002498

Copies to:

1. Minister of Manpower of R.I. (as a report)
2. Secretary General of the Department of Manpower
3. File.

MINISTER OF MANPOWER
OF THE REPUBLIC OF INDONESIA

D E C I S I O N
THE MINISTER OF MANPOWER
NO. :

REGARDING
FORMATION OF THE TEAM FOR THE ESTABLISHMENT OF THE
CENTRE FOR VOCATIONAL AND SERVICE TRAINING AND
DEVELOPMENT OF SMALL INDUSTRIES (BALAI LIPPIK) IN THE
FRAMEWORK OF A JOINT COOPERATION BETWEEN
INDONESIA - JAPAN

THE MINISTER OF MANPOWER

- Considering : in connection with the joint cooperation between Indonesia and Japan which constitutes the establishment of Centre for Vocational and Service Training and Development of Small Industries (Balai LIPPIK) it is necessary to form immediately a Joint Team which consists of elements of the Department of Manpower and Department of Industries as well as other Departments and Non-Departmental Institutions.
- Referring to : 1. Presidential Decree of R.I. No. 44 of 1974 supplemented by Presidential Decree of R.I. No. 15 of 1984;
2. Presidential Decree of R.I. No. 45 M of 1983;
3. Presidential Decree of R.I. No. 29 and 30 of 1984

With a view to : Final results of discussions held between the Japanese Basic Design Service Team and the Indonesian Government concerning the Establishment of Small Industries (Minutes of Discussion between the Japanese Basic Design Survey Team and the Indonesian Authorities concerned on the Extension Service Training/CEVEST) dated 31st January 1983.

D E C I D E D

Stipulated

F I R S T : To form a Team for Establishment of the Centre for Vocational and Extension Service Training and Development of Small Industries (Balai LIPPIK) in the framework of the Indonesian-Japanese joint Cooperation, for which the organisation structure of its members are as stated in this Decision, and shall furthermore be referred to as Team for the Establishment of Balai LIPPIK.

S E C O N D : The Team mentioned in the FIRST order shall have the duties of formulating policies and providing guidance in executing the establishment of the Centre for Vocational Service Training and Development of Small Industries (Balai LIPPIK).

T H I R D : In executing its duties the Team for the Establishment of the Balai LIPPIK shall be directly responsible to the Minister of Manpower.

F O U R T H : For day to day operations the said Team shall be assisted by the Technical Team which shall be regulated in a separate Decision.

F I F T H : All costs incurred from the execution of the duties imposed on the Team for the Establishment of the Balai LIPPIK shall be burdened to the expense budget of the Directorate General of Development and Placement of Manpower, Foreign Aid Project for Establishment of Job Training Centre at the Central Government for the 1984/1985 budget year, budget code 06.1.01.767448.26.03.01 and the following year.

S I X T H : This Decision shall become effective as of the date of its stipulation with the understanding that errors herein found at a later date shall be corrected accordingly.

Stipulated at : J A K A R T A

On _____ :

MINISTER OF MANPOWER

S U D O M O

Copies to :

1. Minister/Secretary of State
2. Minister of Industries of R.I.
3. Those concerned

ATTACHMENT : DECISION OF THE MINISTER OF MANPOWER OF R.I.

NUMBER :

DATE :

ORGANIZATION STRUCTURE OF THE TEAM FOR THE
ESTABLISHMENT OF BALAI LIPPIK

NO.	N A M E	POSITION / OFFICE	POSITION WITHIN THE TECHNICAL COMMITTEE
1.	Ir. Drs. Danang D. Joedonagoro	Director General for Development and Placement of Manpower	1st CHAIRMAN
2.		Department of Industries	Ind CHAIRMAN
3.	Sidhartha BA.	Directorate General of Development and Placement of Manpower, Dept. of Manpower	1st Secretary and Member
4.		Department of Industries	Member
5.		Cabinet Secretary	Member
6.		Dept. of Foreign Affairs	Member
7.	Drs. Yulian Luthan, MA.	Public Relations, Department of Manpower	Member
8.		Dept. of Industries	Member

9.		National De- velopment Plan- ning Board	Member
10.		National De- velopment Plan- ning Board	Member
11.		ASEAN National Secretariat	Member
12.	Gatot Sularto	Head of Job Training Centre, Department of Manpower	Member
13.		Department of Industries	Member

Jakarta,

MINISTER OF MANPOWER

S U D O M O.

Draft : Dit. Gen. of Development &
Placement of Manpower

Approved : Dir. Gen. of Development &
Placement of Manpower

Acknowled.: Secr. Gen. Department of
Manpower

D E C I S I O N

DIRECTOR GENERAL OF DEVELOPMENT AND PLACEMENT OF MANPOWER

NO.:

CONCERNING

FORMATION OF THE TECHNICAL TEAM FOR THE ESTABLISHMENT OF
THE CENTRE FOR VOCATIONAL AND SERVICE TRAINING AND DEVELOPMENT
OF SMALL INDUSTRIES (BALAI LIPPIK) WITHIN THE FRAMEWORK OF
A JOINT COOPERATION BETWEEN INDONESIA AND JAPAN

DIRECTOR GENERAL OF DEVELOPMENT AND PLACEMENT OF MANPOWER

- Considering :
1. that with a view to the Indonesian-Japanese joint cooperation for the establishment of a Centre for Vocational and Service Training and Development of Small Industries (Balai LIPPIK) it is necessary to immediately form a Technical Team which consists of elements of the Department of Manpower and Department of Industries and other Non-Departmental Institutions.
 2. that this Technical Team shall become the element of day-today execution of those responsibilities impose on the Team for the Establishment of the Balai LIPPIK.

- In view of :
1. Presidential Decision of R.I. No. 44 of 1974 supplemented by Presidential Decision of R.I. No. 15 of 1984
 2. Presidential Decision of R.I. No. 45 M of 1983

3. Presidential Decision of R.I. No. 29 and 30 of 1984
4. Decision of the Minister of Manpower No.:

D E C I D E D

Stipulated :

- F I R S T** : To establish a Technical Team for the establishment of the Centre of Vocational and Service Training and Development of Small Industries (Balai LIPPIK) within the framework of the Indonesian-Japanese joint cooperation, which organisation structure of its members are attached to the Attachment of this Decision and hereinafter referred as the Technical Team for the establishment of Balai LIPPIK.
- S E C O N D** : The Team referred to in the FIRST order shall assist and execute all Decisions made by the Team for the Establishment of the Centre for Vocational and Services Training and Development of Small Industries (Balai LIPPIK).
- T H I R D** : In executing its duties the Team for Balai LIPPIK shall be directly responsible to the Director General of Development Placement of Manpower.
- F O U R T H** : All costs incurred in the execution of the duties imposed on the Technical Team for Balai LIPPIK, shall be burdened to the

expense budget of the Director General of Development and Placement of Manpower, Foreign Aid Project of Establishment of Job Training Centres at the General Government for the budget year 1984/1985 budget code 06.1.01.767448 and the following year.

F I F T H : This Decision shall become effective as of the date of stipulation with the understanding that errors herein found at later date shall be corrected accordingly.

Stipulated at : J A K A R T A
On :

DIRECTOR GENERAL
DEVELOPMENT AND PLACEMENT OF MANPOWER

Ir. Drs. DANANG D. JOEDONAGORO
NIP. 160002498

Copies to:

1. Minister/Secretary of State (as a report)
2. Minister of Industries of R.I. (as report)
3. Those concerned

ATTACHMENT : DECISION OF THE DIRECTOR GENERAL FOR DEVELOPMENT
AND PLACEMENT OF MANPOWER

NUMBER :

DATE :

ORGANIZATION STRUCTURE OF THE TECHNICAL TEAM FOR THE
ESTABLISHMENT OF BALAI LIPPIK

NO.	N A M E	OFFICE	POSITION WITHIN THE TECHNICAL TEAM
1.	Drs. Soewoso	Directorate General of the Development & Placement of Man- power, Dept. of Manpower	Chairman
2.	Sidarto, BA	Directorate General of the Development & Placement of Manpower, Dept. of Manpower	1st Chairman and Project Manager
3.		Dept. of In- dustries	IInd Chairman and Project Manager
4.	Drs. Purnomo Abdulcadir	Directorate General of the Development & Placement of Manpower, Dept. of Manpower	1st Secretary and Project Manager
5.		Dept. of In- dustries	IInd Secretary and Project Manager

THE RECORD OF
THE SECOND JOINT COMMITTEE MEETING
ON
THE CENTER FOR VOCATIONAL AND
EXTENSION SERVICE TRAINING
(CEVEST)

March 1985

MINISTRY OF MANPOWER, MINISTRY OF INDUSTRY
THE REPUBLIC OF INDONESIA

JAPAN INTERNATIONAL COOPERATION AGENCY
(JICA)

CEVEST Joint Committee
the Second Meeting

Date : March 15, 1985

Place : Executive Room, Ministry of Manpower

Agenda :

09.00 : 1. Opening statement and report by the Chairman

09:15 2. Address by leader of JICA mission

09.25 3. Address by n.E. Minister of Manpower

10.00 B r e a k

10.05 Discussion on:

4. Construction and other hardware (Japan and Indonesia side)

Contents : - Grant aid

- Construction Schedule of Indonesia side

5. Technical Cooperation (J.)

Past record concerning : expert, counterparts training
in Japan and donation of
equipment.

11.35 L u n c h

13.30 6. Program and activities for 1985/1986 (J and I)

Contents : - training program

- staffing plan

- request for technical cooperation.

14:00 7. Others.

14.30 8. Closing statement.

N A M E	SPECIALTY	PRESENT POSITION
<u>INDONESIA</u>		
1. Ir.Drs.Danang D.Joedonagoro	Chairman I	Director General of Manpower Development and Placement, Ministry of Manpower (MOM).
2. Ir. Trisura Suhardi	Chairman II	Director General of Small Industry, Ministry of Industry (MOI).
3. Sidarto, BA	Secretary I	Director of Instructor Development and Private Training Program, MOM.
4. Ir.Bintaldjemur Danuhadiningrat	Secretary II	Secretary of Small Industry, MOI.
5. Gatot Sularto	Member	Head of Vocational Training Center, MOM.
6. Yulian Luthan, SE, MA.	"	Head, Bureau of Public Relation, MOM.
7. Drs. Harjanto Arjunadi	"	Head, Bureau of Finance, MOI.
8. Drs. A.S. Siagian	"	Head, Bureau of Foreign Cooperation, MOI.
9. Moh. Widodo Gondowardojo SH	"	Head, Bureau of Foreign Technical Cooperation, Secretariat of Cabinet.
10. Sanadji	"	Director of Technical and Economic Cooperation, Ministry of Foreign Affairs.
11. Tetty Latupapua	"	Head, Bureau of Socio-Culture, National Secretariat of ASEAN.
12. A.A. Machrany M.Ed.	"	Head, Bureau of Manpower, National Planning Board.
13. Dr. Katjep K. Abdoelkadir	"	Head, Bureau of Industry, Mining and Electricity Power, National Planning Board.
<u>JAPAN</u>		
14. Osamu Okawara	"	CEVEST, Team Leader
15. Yukio Utsumi	"	Vocational Training Dept. expert.
16. Hideharu Kasama	"	Extension Service Dept. expert.
17. Masahiro Nomura	"	CEVEST, Coordinator
18. Hiroshi Yamamura	"	Representative of JICA Indonesia.
19. Sumio Aoki	"	JICA, official.

JICA ADVISORY SURVEY TEAM

NAME	SPECIALTY	PRESENT POSITION
Mr. H. YAOI	Leader	Head, Overseas Centres Div., Social Development Cooperation Dept. JICA
Mr. S. SUZUKI	Sub-leader (Extension Service Training Department)	Special Assistant to the Director, Mining and Industrial Development Cooperation Dept., JICA
Mr. K. YOSHINARI	Standardization of Equipments and Facilities for Vocational Training (Vocational Training Department)	Deputy Director, Administration Div., Human Resources Development Bureau, Ministry of Labour
Mr. K. IGARASHI	Training Plan & Curriculum Development (Vocational Training Department)	Deputy Director, Overseas Cooperation Div., Human Resources Development Bureau, Ministry of Labour
Mr. E. KOZAWA	Guidance, Consultation and Advisory Service Activity (Extension Service Training Department)	Senior Officer, Wholesale Div., Guidance Dept., Small and Medium Enterprise Agency, M.I.T.I.
Mr. Y. OONO	Training Plan (Extension Service Training Department)	Special Assistant to the Director, General Affairs Dept., Japan Small Business Corporation
Mr. N. NISHIHATA	Technical Cooperation (Vocational Training Department)	Overseas Centres Div., Social Development Cooperation Dept., JICA
Mr. T. SUGIHARA	Cooperation Planning (Extension Service Training Department)	Technical Cooperation Div Mining and Industrial Development Cooperation Dept., JICA

INDONESIAN PROJECTS PERSONNEL:

N A M E	SPECIALTY	PRESENT POSITION
1. Drs. Purnomo Abdulkadir	CEVEST project Officer, Ministry of Manpower (MOM)	Head, Sub Directorate of Instructor and Higher Skill Development, MOM.
2. Affandi Ismail	CEVEST project member, MOM	Head, Sub Directorate of Training System, MOM.
3. Drs. Nazarudin Siregar	"	Head, Sub Directorate of Training Standardization, MOM.
4. Ketut Cakera, BE.	CEVEST project, Assistant to Project Planning, MOM	Staff, Sub Directorate of Instructor and Higher Skill Development, MOM.
5. Zabidin Yakub, SH	Project Officer of PSP2IK	Head, Sub Directorate of Small Industry Entrepreneur Development, MOI.
6. Machdi Ichsani	CEVEST Coordinator	Head, Sub Directorate of Small Industry Production Dev. Textile and Leather, MOI.
7. Mulyadi S.	Coordinator Unido Project	
8. Ansari	Staff of CEVEST Project	Chief, Section for Food Industry DCSI.
9. Ayun Runlan	Staff of CEVEST Project	
10. Christian R.	Staff of CEVEST Project	
11. Simon D.P.	Staff of CEVEST Project	
12. Nadirsyah R. ARA	Staff of PUSBINLAT (Center for Industrial Skill and Vocational Training Development Ministry of Industry	

O B S E R V E R :

1. K. Ito	CEVEST Expert, Vocational Training (VT)	Materials, Curricula, Methods and Programme, VT.
2. M. Hamasaki	"	Skill Evaluation and Certification, VT.
3. T. Ejiri	"	Machining, VT.
4. S. Tanokura	"	Welding, VT.
5. M. Manno	"	Sheet Metal, VT.

- | | | | |
|-----|--------------|--|---|
| 6. | A. Kawata | CEVEST Expert,
Vocational Training, VT. | Electricity, VT. |
| 7. | T. Karashima | " | AC/Refrigeration, VT. |
| 8. | F. Kaneko | " | Electronics, VT. |
| 9. | T. Nagashima | CEVEST Expert,
Extension Service (ES) | Planning and Management
of Training, ES. |
| 10. | M. Ibuki | " | Development of Teaching
Materials, ES. |
| 11. | M. Samoto | " | Promotion of Subcontracting
in Small Industry, ES. |
| 12. | Y. Tanaka | Embassy of Japan | First Secretary |
| 13. | T. Shimada | " | First Secretary |

Agenda 1

Opening Speech and Report by the Chairman,
Mr. Danang Contents of speech as per Annex I -

Agenda 2

Greeting by Mr. Yaoi, Chief of JICA Advisory Survey
team

Agenda 3

Welcome Speech by Mr. Soedomo, Minister of Man-power
Contents of speech as per Annex II -

(Rest)

Agenda 4

Building and Equipment:

- Explanation by Resident Representative of JICA Jakarta
Office, Mr. Yamamura
- Grant Aid ----

Contents as per Annex III

Agenda 4&6.

- Explanation by Mr. Purnomo Abdulcadir, Project officer MOK
- Explanation by Mr. Bintaldjemur, Project Officer of Small
Industry
- Schedule of works under responsibility of the Indonesia
counterparts

Contents as per Annex IV

Both of explainers from the Indonesia counterparts made
explanation including the operational plan in Agenda 6.

In questioning stage, the committee member, Mr. Widodo

(Cabinet Secretariate) made comments as follows:

- In accordance with regulations concerning the state
procurement tender, application should be submitted to
the State Secretariate for approval in deciding a contrac-
tor among from bidders if a work to be born by the Indonesian
counterparts exceeds Rp 500,000,000.- per contract.

Supplementary explanation was given by the chairman Danang concerning construction schedule of the work to be born by the Indonesian counterparts. Management of construction process will be made in such a way that all building to be worked shall be devided and each unit shall be built one after another. The chairman also expressed his wish that the course may be started between the end of June and the early July, and in August an opening ceremony be made with attendance of the President.

Mr. Yaoi, chief of the JICA survey team questioned if training in the 2 divisions, especially the small scale division would start at the same time. And it was confirmed that there would be no difference in starting time of training.

Further question was made by Mr. Yaoi concerning number of trainees for each course out of 75 people of the 1st term in the vocational training division.

and it was confirmed that 10 trainees for the machinery course, 10 for the welding, 10 for the sheet piping, 25 for the automobile mechanic, 10 for the electricity and 10 for the electronics.

The chairman Danang requested the chief of survey team, Mr. Yaoi that a grant of books be made to fill the library in the 2nd floor of the main building of administration center, and Mr. Yaoi replied this had not been budgetted.

Mrs. Tuti Latupapua, (National 1 secretariate of ASEAN) questioned how survey would be made referring to the operational plan for 85/86 for vocational training stated in the page 3 of materials for the meeting prepare by the Department of Man-power. After that, the committee member, Mrs. Tuti (National Secretariate of ASEAN) referred to the Operational Plan for 85/86 in Vocational Training stated in the page 3 of materials for this agenda that had been prepared by the Department Man-power and questioned how the survey would be made by citing "to make survey and field studies".

Against this question, the team leader, Mr. Okawara replied that they were surveys and studies for state of activities in the existing vocational centers and in private enterprises.

The chairman, Mr. Danang made explanation that the training in the vocation training divisions would be utilized not only for operation under the Department of Man-power but also for activities by other departments and institutions, and further it is a plan to be utilized by introducing fellowship for ASEAN and other pacific countries in the future.

The committee member, Mrs. Tuti questioned relations between the small scale division and the survey activities. But no reply came from the small scale division.

The committee member, Mr. Widodo asked a question concerning readiness to arrange concrete implementation of the operation.

The chairman, Mr. Danang made supplementary explanation that this joint committee had formed a technical team as a working body of the committee.

The committee member, Mr. Widodo request that the National Planning Board should be responsible for acquisition of budget in resolution of this joint committee meeting. Following the committee member, Mrs. Tuti, Mr. Widodo referred to survey activities and asked direction, but the chairman proposed to continue the meeting after lunch break.

After Lunch

Director General Danang made request for closer cooperation in ways and done concerning survey activities in the small scale division.

Agenda 5.

Team leader, Mr. Okawara reported realization of technical cooperation:

Contents as per Annex V

The chairman, Mr. Danang asked again about possibility of purchasing books.

The Chief of survey team, Mr. Yaoi stated this matter would be taken to Japan and informed to the institutions concerned. Referring to carrying equipment in realization of technical cooperation explained by Mr. Okawara, the committee member Mr. Sanadi questioned if stationery as carrying equipment should be procured domestic according to regulations.

Team leader, Mr. Okawara replied local procurement had been made as much as possible.

Mr. Okawara, the team leader asked JICA how many people were allocated for admission to the training program in Okinawa Center.

The chief of team, Mr. Yaoi replied that the Ministry of Labour and the Training Division had allocated one person for CEVEST.

The chairman, Mr. Danang expressed necessity of air conditioners in the library and sounded possibility of a grant. The chief of survey team, Mr. Yaoi replied immediately that it was impossible.

Purnomo project officer questioned exchange of information between ASEAN and HRD Project.

Mr. Yaoi replied that information on other centers was not received, and Mr. Okawara explained implementation of exchange of technique among vocational training centers in Singapore.

Mr. Yaoi, chief of the survey team questioned a time of appointment of the Indonesian counterparts.

Mr. Danang, the chairman made supplementary explanation that the technical team together with present counterparts would function the duty.

Agenda 7.

Miscellaneous None

Closing Speech:

Mr. Danang, the chairman requested participation of the JICA mission in the 3rd Joint Committee and stressed an important role of CEVEST to be opened for ASEAN countries, by citing words of greeting by the Minister of Man-power, Mr. Soedomo. Comment was also made that maintenance expenses of building and equipment should be budgeted, then the meeting was closed.

Appendices

1. Report by the chairman Annex 1
(page 12.)
2. Speech by H.E. Minister of Manpower Annex II
(page 15.)
3. Report by Resident Representative, JICA Annex III
(page 24.)
4. Reports by both Project Officers,
Vocational Training Department and
Extention Service Training Department Annex IV
(page 26.)
5. Report by Team Leader of Experts Annex V
(page 39.)

Annex I

Agenda , 1

Report by the Chairman

Your H.E. Minister of Manpower,
Distinguished Director General of Small Industry,
Distinguished members of Cevest Joint Committee,
Distinguished Chief of JICA Mission,
and all distinguished invitees,

To begin with, I would like to express our welcome to all members of JICA Mission who especially come to Indonesia, among others, in order to observe the finishing touch of the physical construction of the Cevest and the handing over of the building and its equipment to the Government of Indonesia through Director General of Manpower Development & Placement Ministry of Manpower and Director General of Small Industry, Ministry of Industry.

If God permits us the handing over will be done on Monday, March 18, 1985.

As we know, this Cevest Project is actually the realization of H.E Mr. Zenko Suzuki's idea - the ex-Japanese Prime Minister, when he made a visit to the Asean countries in January, 1981 making an effort to develop human resources in the Asean regions.

His idea to establish Human Resources Centres in the Asean countries was discussed and sympathetically accepted by the Asean Standing Committee in its meeting which was held in Manila in May 1981. After the technical discussions held in October 1981 at the Asean Secretariat - Jakarta, the Japanese Government side, in this matter Jica, initiated preparatory activities by holding several technical meetings and making field surveys.

These activities then resulted in an agreement on technical cooperation which was signed by Mr. Tadashi Shinoura representing Jica, Mr. Danang D. Joedonagoro, Director General of Manpower Development and Utilization - Ministry of Manpower and Mr. Gitosewoyo, Director General of Small Industry - Ministry of Industry in the form of Record of Discussions in Jakarta.

The agreement comprises a grant aid and technical assistance totaled US \$ 20.000.000,- for the cooperation project named the Centre for Vocational and Extension Service Training or Cevest for the period of 5 year i.e form 1983 to 1988. The grant aid for both Ministries consists of administration building, training rooms, workshops, a studio, research room and training

training equipment and other facilities. While the technical assistance covers the sending of Japanese experts to Indonesia, training for counterparts, vocational instructors and extension service officers or field officers and other technicians to Japan; and also training materials development and the provision of textbooks relating to the trades available in the CEVEST.

The establishment of CEVEST is originally designed to be a Center for training Indonesian Vocational instructors and extension service officers.

In addition, this center will be later also used for the exchange of instructors from other Asean countries under the Human Resources Development Programme. In the future, also the Pacific Countries will be included. The latter is one of the recommendations resulted by the Senior Officials Meeting on ASEAN - PACIFIC Cooperation on Human Resources Development at the Asean Secretariat Building in Jakarta.

The programmes which will be executed in the CEVEST, among others, are :

- training and up-grading for vocational instructors and extension service officers especially for small scale industries development.
- training programmes development, curriculum and syllabus development, training methods development, etc.
- seminars, symposia and national and international conferences especially among Asean countries on Vocational Training.
- instructor exchange programmes among Asean countries.
- training for vocational training center principles, training f officers, etc.

In conformation with the joint agreement, the CEVEST Joint Committee has been set up in order to provide directives for the programming and the execution of the project. On the Indonesian side, the members of the Committee consist of high officials of the Ministry of Manpower, the Ministry of Industry, the Ministry of Foreign Affairs, The Cabinet Secretariat and the National Planning Bureau (BAPPENAS), while on the Japanese side it consists of the CEVEST Team Leader, the Coordinator, vocational training and extension service training experts and Head of the JICA representative in Indonesia.

The

The committee has been set up under the Manpower Minister's decree and its first meeting was held on the 8th March, 1985 discussing :

- various aspects on the execution of the physical construction by the Japanese and the Indonesian sides
- the work plan for 1985/1986
- the inauguration plan of the CEVEST Building which is hopefully done by the President of the Republic of Indonesia
- the proposal of providing the name and the status of the CEVEST after being officially inaugurated. The proposal is based on its function - as a Center which provides courses and upgrading for vocational instructors and conducts general training courses for extension service-officers of the Ministry of Industry. In addition, the Center will be also open for training participants from Asean and Pacific countries.
- the second meeting which will be held on March 15, 1985, to day at 9.00 a.m and to be attended by all members of the JICA Mission coming to Indonesia especially to observe and to evaluate the project.

In this 2nd meeting, we would like to discuss the subject matters being-already decided in the first meeting in a more detailed way.

We do hope that the present meeting will be able to formulate positive decisions and conclusions for the success in the execution of the human resourcess development. We realize we still have a long and hazardous road to travel, but we are more convinced that we can promote-our progress which has been accomplished at present and in the future.

Thank you.

Jakarta, March 15, 1985.



MENTERI TENAGA KERJA
REPUBLIK INDONESIA

Annex II

Agenda . 3

Speech by

H.E. Minister of Manpower

(Original)

PIDATO SAMBUTAN
MENTERI TENAGA KERJA REPUBLIK INDONESIA
P A D A
ACARA PEMBUKAAN RAPAT JOINT COMMITTEE II CEVEST
JAKARTA, 15 MARET 1985.

Saudara Dirjen Binapenta
Saudara Dirjen Industri Kecil, Dep. Perindustrian,
Saudara Para Anggota Joint Committee CEVEST,
Saudara Para tamu dari JICA Mission,
Para Undangan, hadirin yang saya hormati,

Pada pagi hari ini kita bersama-sama akan membahas pelaksanaan proyek kerjasama pemerintah Jepang dan pemerintah Indonesia yang dikenal dengan CEVEST atau Pusat Latihan Instruktur dan Penyuluhan Industri Kecil yang akan berfungsi sebagai pusat pembinaan sumber daya manusia, khusus latihan instruktur disamping pusat-pusat pembinaan lain di kawasan ASEAN yang dibangun dengan bantuan pemerintah Jepang.

Sebagai penanggung jawab utama dalam Perencanaan Tenaga Kerja Nasional yang diarahkan pada peningkatan dan pengembangan sumber daya manusia saya merasa bergembira, bahwa salah satu sarana untuk men-

/capai tujuan



MENTERI TENAGA KERJA
REPUBLIK INDONESIA

capai tujuan tersebut akan dapat dipenuhi oleh CEVEST. Kita menyadari bahwa ketidak-seimbangan antara tenaga terlatih yang tersedia dan tenaga terlatih yang dibutuhkan dapat menghambat perluasan kesempatan kerja. Ini berarti bahwa ketrampilan merupakan bagian yang tidak dapat dipisahkan dari tenaga kerja, sehingga menjadi jelas bahwa ketrampilan merupakan salah satu kebutuhan setiap tenaga kerja. Seperti telah diketahui, pola pikir ini menjadi salah satu dari lima program Departemen Tenaga kerja dalam masa bhakti 1983-1988, ialah :

Peningkatan latihan kerja dan produktivitas nasional bagi tenaga kerja agar sebagai tenaga kerja benar-benar memenuhi syarat ; siap pakai, mampu bekerja produktif, professional dan mandiri.

Tenaga Kerja yang Produktif dan professional yang hendak kita capai agar kerangka dasar yang kita letakkan dalam PELITA IV untuk memasuki era industrialisasi dapat dicapai.

Pada saat ini Departemen Tenaga Kerja telah memiliki BKLI, BLKP, MTU yang tersebar di seluruh Indonesia. Salah satu kunci keberhasilan lembaga-lembaga latihan ini dalam melatih tenaga kerja siap pakai, terletak ditangan para instrukturanya. Dalam rangka itu, kita sedang merintis untuk menyusun pola yang menentukan kualitas hasil latihan sekaligus

/kualitas



MENTERI TENAGA KERJA
REPUBLIK INDONESIA

kuualitas instruktur, yakni :

- Standar nasional mengenai kurikulum dan silabus
- Jenjang karier instruktur.

Oleh karena itu terbentuknya Dewan Latihan Kerja Nasional sebagai wadah untuk mengelola dan mengkoordinasikan penyelenggaraan latihan akan membantu dalam memecahkan masalah tersebut, antara lain saya anggap sangat strategis untuk merumuskan sistem latihan serta menentukan arah latihan agar sinkron dengan tuntutan pembangunan.

Dalam lingkup yang sama, tetapi dalam tekanan yang berbeda, saudara-saudara melakukan tugas untuk mendukung Dewan tersebut dengan memberikan sumbang-pikir dalam pengembangan kurikulum dan silabus dan pembinaan serta peningkatan kualitas instruktur dan tenaga penyuluh industri kecil.

Dalam kesempatan ini saya ingin memberikan beberapa pokok pikiran yang dapat dijadikan masukan untuk Joint Committee ialah :

1. Langkah kerja Joint Committee tidak terbatas hanya untuk kepentingan Indonesia, tetapi juga akan menjangkau kerja sama antara negara-negara ASEAN dalam proyek HRD, bahkan bilamana perlu juga dengan negara-negara yang sedang berkembang lainnya.

/2. Sarana.....



MENTERI TENAGA KERJA
REPUBLIK INDONESIA

2. Sarana latihan mutakhir di CEVEST perlu dimanfaatkan secara efisien dan efektif dalam rangka memenuhi tenaga-tenaga instruktur dan penyuluh lapangan industri kecil, dalam rangka memenuhi kebutuhan latihan.
3. Perlu ada sistem pengendalian yang efektif agar peralatan latihan yang modern dan mahal, dapat terpelihara baik, melalui sistem management material secara tepat.
4. Agar terus-menerus dibina kerja sama teknis dengan pemerintah Jepang pada umumnya dan dengan tenaga-tenaga ahli Jepang pada khususnya sehingga apa yang telah digariskan dalam record of discussions yang ditanda tangani antara pemerintah Indonesia dengan pihak Jepang dapat dilaksanakan dengan sebaik-baiknya.

Jangan kita lupakan bahwa laju pertumbuhan ekonomi Jepang dari tahun ke tahun terus meningkat tanpa gejala pengaruh resesi. Apa sebab terjadi demikian, tidak lain karena terbina sistem latihan yang akurat, sehingga meningkatkan kemampuan tenaga kerja yang seiring dengan meningkatnya produktivitas kerja. Ini semua berkat semangat mereka untuk bekerja keras, sehingga Jepang sekarang merupakan /negara industri.....



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negara industri yang mampu menyamai Amerika Serikat walaupun miskin sumber daya alam.

Saya mempunyai harapan besar, agar pusat latihan ini benar-benar menjadi tolok ukur keberhasilan pembangunan kita di bidang pembinaan sumber daya manusia.

Dalam kesempatan ini saya menyampaikan selamat datang di Indonesia kepada misi JICA yang sengaja hadir dalam rangka serah terima gedung dan peralatan CEVEST minggu depan.

Saudara-saudara datang dalam waktu yang singkat, namun saya percaya dengan komunikasi yang intensif dengan pejabat-pejabat Departemen Tenaga Kerja dan Departemen Perindustrian, akan diperoleh masukan yang sangat berharga dalam rangka peningkatan kerja sama antara dua negara.

Sampaikan salam hangat dan hormat saya kepada Yang Mulia Menteri Perburuhan dan Yang Mulia Menteri Perdagangan Internasional dan Industri dengan pesan bahwa kerjasama di bidang ketanaga kerjaan dan industri perlu lebih ditingkatkan di tahun-tahun mendatang dalam program-program lain.

Akhirnya dengan ini, saya membuka secara

/resmi



6 :

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resmi rapat II Joint Committee yang dihadiri oleh Misi JICA dan pejabat-pejabat Kedubes Jepang sebagai peninjau. Semoga Tuhan Yang Maha Pengasih dan Penyayang selalu melindungi serta memberikan perlindungan dan petunjuk kepada kita semua.

MENTERI
TENAGA KERJA REPUBLIK INDONESIA

S U D O M O

Agenda. 3

Speech by

H.E. Minister of Manpower

(translated into English)

RECEPTION SPEECH

MINISTER OF MANPOWER REPUBLIC OF INDONESIA

O N

AGENDA OPENING MEETING OF JOINT COMMITTEE II

CEVEST

JAKARTA, MARCH 15th 1985

Distinguished Directorate General of Manpower Development and Placement
Distinguished Directorate General of Small Industry, Ministry of Industry
Distinguished the Members of joint committee CEVEST
Distinguished the Guest of JICA Missions

This morning, we are together discussed about Project Execution cooperation between the Japanese Government and the Indonesian Government as to be known CEVEST Project or LIPIK (Latihan Instruktur dan Penyuluhan Industri kecil) the function as a center of Human Resources Development, especially for Instructor training beside this a center of other Development in ASEAN regional which establish and supporting by Japanese Government.

As the main responsible in the planning of National Manpower directed to developing for Human Resources Development, I am very happy that one of facility to obtain the object concern will be able to fulfill by CEVEST. We realize that the provision between skill labour and unskill labour unbalance, it will be hampered to development of job opportunity. It means that skill cannot be separated from Manpower, so it is clear that the skill as a part of Manpower need.

As we know, this idea is one of the fifth programme of Ministry of Manpower service period 1983 - 1988 , among others :

Advancement of job training and national productivity for Work force in order to fulfill the condition indeed ; ready for use, can be able to high productivity and self help.

The work force as professional and productive which we will be reached in order to basic frame as we put into PELITA IV to enter industrialization period.

In this time, the Ministry of Manpower has had BLKI, BLKP, HTU, scatter over Indonesia. One of the key to successful from training institute in train ready use for work force, depend upon his instructor.

In this respect, we are being effort for arranging type to determine quality result of training also quality of instructor, mainly :

- National standard for curriculum and syllabus.
- Career work for instructor.

Therefore, the establishment of the National Job Training Council as organization to manage and coordination carried-out training to overcome in solve that problems, among others I consider very strategic to formulate training system and directed purpose toward of training in order harmonic with development aim.

In the same scope, but different in emphasis, all of you to conduct your duty to support in giving the idea to develop curriculum and syllabus and development to increase instructor quality and Extension Service Workers of Small Scale industry.

In this opportunity I would like to give you some basic idea to become input for Joint Committee :

1. Work step of Joint Committee not only limited for Indonesian requirement to reach the cooperation among ASEAN Countries in HRD Project, eventhough if necessary all developing Countries.
2. Newest training facilities in the CEVEST to be use efficient and effective in accordance to fulfill in instructors and Extension Service Workers for Small Scale Industry to fulfill training needs.
3. Effective control system is necessary in order to modern and expensive training equipment, good safety through appropriate material of management system.

4. Continously to develop technical cooperation with Japanese Government in general and with Japanese Expert especially so that the matters has been approved in Record of Discussion which signed by Both Government, it could be carried-out as well as possible.

Don't forget that Japanese economic growth year to year increase without resesion influences. What is the reason , because the accurate training system has been developed, therefore to increase work force ability equivalent with the increasing of the work force productivity. Their succesfull because of they work hard, so that now Japan to become Industrial Country which be able to equal with USA eventhough Japan poor in natural resources.

I hope, in order to this Training Centre to become basic measurement for Human Resources Development.

In this opportunity I congratulation Welcome to JICA Missions in Indonesia which attended in hand over of building and equipment of CEVEST next week.

All of you come to Indonesia in the short time, but I believed in communication as intesive with officials of Ministry of Manpower and Ministry of Industry, will be got income as valuable to increase cooperation in both Countries.

Remember me to Minister of Labour and Minister of International Trade and Minister of Industry with command that work force and Industrial cooperation is necessary more than increasing for future years on the other programmes.

Finally, herewith officially I open the Meeting of Joint Committee II , attended by JICA Missions and officials of Japanese Embassy as surveyors. May, the God always blessed us.

The Minister of
Manpower of Republic Indonesia

S U D O M O

Agenda :4.

Report by Resident Representative, JICA

Achievements by Grant Aid Scheme

Grand Total	¥ 3,000,000,000-
1. The Contract Amount of Drawing & Supervizing of Construction.....	¥ 246,200,000-
2. The Contract Amount of Construction	¥ 1,936,800,000-

Construction Contents

Building Number and Name	Floor Area (m ²)	
	Ground Floor	Total Floor
1. Central Administration	1028.25	1303.25
2. Vocational Training	1225.88	2442.96
3. Vocational Canteen	289.00	289.00
4. Work-shop 1	2325.00	2325.00
Machining Workshop 900 m ²		
Electricity 825 m ²		
Electronics 600 m ²		
5. Work-shop 2	2297.8125	2297.8125
Welding Workshop 1390 m ²	(+ 28.00)	(+ 28.00)
Sheet Metal/Pipe Fitting		
Automobile Repairing 1068 m ²		
6. Forge Shop	54.00	54.00
7. Storage 1	36.00	36.00
8. Autrepairing Space	72.00	72.00
9. Storage 2	18.00	18.00
10. Extention Service Training	1381.88	1381.88
11. Extention Service-Canteen	226.00	226.00
12. Utilities	252.00	252.00
13. Gate House	17.3125	17.3125
14. Covered Way	905.46	905.46
T O T A L m²	10156.595	12810.555

3. The Contract Amount of Equipment Procurement	Y	817.000.000-
1) Vocational Training Department	Y	682.167.900-
	(668.594.900-)
Machining Workshop		229.828.500-
Welding Workshop		94.672.300-
Sheet Metal/Pipe Fitting		69.615.600-
Automobile Repairing		94.791.800-
Electricity		92.702.800-
Electronics		47.231.100-
Reserch & Development		28.600.000-
Audiovisual		11.152.800-
Additional Equipment	(13.573.000-)
2) Extention Service Training Department	Y	82.089.400-
	(79.401.400-)
Industrial Extention Training		30.983.200-
Image Projection System		10.202.200-
Training Materials Production		20.535.000-
Laboratory Equipment		11.436.000-
Vehicles		6.245.000-
Additional Equipment	(2.688.000-)
C.I.F. JAKARTA TOTAL	Y	764.257.300-
3) Charge for Customs Clearance, Inland Transportation, Instyvation and Trial Operation	Y	52.742.700-

Agenda :4 and 6.

REPORT Report by both project officers of
ON V.T.Dep. and E.S.T.Dep.THE EXECUTION OF CEVEST PROJECT DURING THE FISCAL YEAR 1984/1985
AND PLAN OF ITS ACTIVITIES FOR THE FISCAL YEAR 1985/1986I. The Execution of The Project1. The Japanese Side1. Building Construction

The building construction was commenced in March 1984 and will be completed on March 15, 1985. It comprises an administration building, training rooms, workshops, a studio, utilities, electricity and water facilities and others.

2. Training Equipment

The provision and the installation of the training equipment for the vocational instructor and extension service training will be completed in March 1985. At present, the inspection to the building is being performed by the Receiver Committee for the equipment. This committee is established through the decree of Director General of Manpower Development and Placement of which its members consist of technical officials from the Ministry of Manpower, the Ministry of Industry and the Ministry of Public Works.

3. Training Materials

The curriculum and the syllabus of training programmes have been developed by the Japanese experts through working together with their counterparts. In addition, training textbooks and other training materials published in Japanese are being translated into English. Some of them have been handed over to counterparts and to be translated into Indonesian language.

4. Study and Survey

The Japanese experts have made comparative studies on training programmes and equipment available in some Vocational Training Centers in Indonesia. In addition, they have also made observations and studies to the activities of field-officers for the extension service programme and have made surveys to identify the training needs for them dealing with small scale industry sectors.

5. Training for Counterparts

The counterparts having been trained or being trained in Japan from the Ministry of Manpower and the Ministry of Industry respectively are as follows :

- The Ministry of Manpower

There are 4 persons and 16 vocational instructors trained respectively in administration and in various trades

- The Ministry of Industry

There are 4 persons trained in administration and the other 11 persons trained in various skills needed for small scale industry development programmes.

6. Training Equipment For Pre-Training

According to the plan, Pre-Training will be conducted in August or September 1985. For this purpose, Japanese experts will provide a training and guidance to CEVEST instructors and test the running of the training equipment in workshops and a studio. Such a training is necessary in case to face emergent situations with the equipment and machines.

B. Indonesian Side

1. The Provision of Land

The CEVEST building is located at Bekasi constructed on the land which is originally owned by the National Housing Public Company. Its extent is approximately 10 ha and handed over to the Ministry of Manpower. The funds for the purchasing of land are taken from the project of the Ministry of Manpower i.e. the project in the fiscal years of 1983/1984 and 1984/1985.

The soil-banking on the part of land approximately with an extent of 25.000 sq. meters has been performed for the construction of the building by the Japanese contractor. While the soil-banking for the land which will be used for the construction of a dormitory and houses for instructors will be performed. Its extent is approximately 40.000 sq. meters.

2. Construction-work

Ministry of Manpower will construct a 2 block dormitory with a capacity for 100 persons and houses respectively 1 unit for type B and 17 units for type C and D. The construction includes other facilities, as an electricity connecting, fences, roads within the complex, etc. The tender for the construction-work is being performed.

Ministry of Industry will construct a two storied dormitory consisting of 1 block having an extent of 750 sq. meters with a capacity for 100 persons and the other 1 block having one ground-floor with an extent of 375 sq. meters. Its capacity is for 50 persons. (the second storey will be continued in the fiscal year 1986/1987).

4 unit houses will be constructed for staffs consisting of 2 units type B and 2 units type C.

3. Dormitory Necessaries and Office Equipment

Ministry of Manpower will fill up necessaries for the dormitory and equipment needed for the office. The provision of 100 sets of furniture is necessary for the rooms of a dormitory and also equipment for an office, as typewriters, filing cabinets etc. The funds for the purchasing of those necessaries and equipment have been available.

Ministry of Industry has prepared funds for the provision of 200 sets of furniture needed for the dormitory and other necessaries, as beds, tables, chairs, cupboards etc.

4. Training Materials

Books or training materials are translated from English into Indonesian language. The Indonesian and the English translations will be later printed by the project.

5. Personnel Recruitment Plan

The Project and Bureau of Personnel together with Bureau of General Affairs are now preparing to recruit personnel for the Cevest, especially administrative personnel, maintenance operators for workshops/studio, guards, drivers, cleaning service operators etc.

The number of the personnel mentioned-above is 41 persons to be recruited by the Ministry of Manpower, while the Ministry of Industry will recruit a number of 30 persons.

II. Plan of Activities In The Fiscal Year 1985/1986

A. The Japanese Side

After the completion of the Cevest Office Building, the Japanese experts are expected to use their work-rooms at Bekasi. They will continue their jobs according to the work-schedule covering :

- to continue preparing training materials,
- to provide pre-training to instructor in the workshop or studio
- to make surveys and field-studies
- to send counterparts to Japan

B. The Indonesian Side

1. Construction-Work

The Ministry of Manpower will continue constructing 2 block dormitories and 18 houses - type D, an auditorium, the installation of 2 telephone channels and landscaping, etc.

The Ministry of Industry will continue constructing 2 block dormitories respectively with an extent of 750 sq. meters and 375 sq. meters, houses for staffs - type B and 2 houses - type C, the installation of 2 telephone channels and soil-banking with an extent of 4000 sq. meters.

2. Dormitory Necessaries And Office Equipment

In order to fill up necessaries of the dormitory and equipment needed for the office, the furniture, equipment and other necessaries will be supplied.

3. Training Materials

The Ministry of Manpower will continue translation-work. The curriculum and the syllabus will be developed.

The Ministry of Industry will develop 3 teaching materials needed for field-officers, instructors and entrepreneurs.

4. Training

In ~~August~~^{July} 1985, the first training activity will be started.

The Ministry of Manpower:

Training for a number of 75 candidates for assistant instructors is only the half of its capacity. The candidates, especially for the first training, will be recruited from VTCs of the Ministry of Manpower. The criteria for the recruitment of assistant instructor candidates for types of trades will be discussed together with PUSLATKER (i.e. the Central Office of VTCs) and the Center of Education and Training For the Manpower Ministry Employees (i.e. PUSDIKLAT).

The Ministry of Industry:

There will be 25 field-officers, 25^{TPL} 20^{T.F.P.L} instructors and 30 entrepreneurs to be trained, at the average, in 1 month.

} Entrepreneurs training starts in July
T.F.P.L training starts in Oct.
T.F.P.L " " Jan.

5. CEVEST Personnel

The Ministry of Manpower will list the ranking and names of instructors according to the types of training subjects they train or teach. It is expected that all CEVEST instructors spreading throughout Indonesia can function fully at the CEVEST in July or August, 1985 after the construction of their housing completed.

The number of administrative personnel will be added according to the needs of the Project.

The Ministry of Industry has made a plan to place a number of 26 persons permanently at the CEVEST in the fiscal year 1985/1986.

6. Recommendations to JICA

It is realized that the availability of a library is very needed. The library-rooms have been built at CEVEST, but the books or reading materials are not yet filled up. These books are very useful for trainees enrolling the training programme as references to be studied whether they are in English or Indonesian language.

Therefore, we would like to propose to JICA to supply training materials or textbooks to fill up the Library of the CEVEST.

Finally, in this report I would also hope, as Chief of the Joint Committee, that the meeting today will produce positive results and decisions for the success of the human resources development which we execute. In addition, I would like to inform that a Technical Team has been established in order to assist the Joint Committee and it represents as an Assistance Unit to monitor the execution of the Project.

Due to many problems involving the situation of the Government Funds needed for the Project, I would also like to inform here that the physical construction of the project for the fiscal year 1984/1985, such as the construction of dormitories, housing for instructors, staffs, a Principal and others, which should ~~indeed~~ be executed by the Ministry of Manpower and the Ministry of Industry as well, ultimately it can be executed in next month/April.

I would like to expect Your Excellency Minister of Manpower give directives, which will be a guidance for all members of the Joint Committee, and officially open this meeting.

Thank you.

Jakarta, 15 March, 1985.
CEVEST JOINT-COMMITTEE,

(CEVEST) DI BEKASI 1982/1983 s/d 1989/90

NO.	KEGIATAN	1982/1983	1983/1984	1984/1985	1985/1986	1986/1987	87/88-89/90	KETERANGAN
1.	<u>PEMBANGUNAN FISIK :</u> Pembebasan tanah 98.000 m2 (9,85 ha)	9,85 ha	-	-	-	-	-	Pembangunan tanah dilakukan secara bertahap hingga 84/85.
2.	Pengurugan	-	25.000 m2	40.000 m2	-	-	-	
3.	Deep well 2 buah	-	1 buah	1 buah	-	-	-	
4.	Penyambungan listrik PIN 13.851 KVA	-	-	1.000 KVA	-	-	385 KVA	Penambahan daya listrik dalam rangka pengembangan workshop
5.	Pembangunan asrama siswa 6 blok (750 m2 x 6)	-	-	2 blok (1.500 m2)	(1.500 m2)	(1.500 m2)	-	
6.	Pembangunan rumah dinas 45 buah	-	-	18 buah	18 buah	9 buah	-	
7.	Pembangunan pagar keliling 1.000 m2	-	-	1.000 m2	-	-	-	
8.	Jalan dan parkir 4.000 m2	-	-	2.600 m2	-	1.400 m2	-	
9.	Pembuatan saluaran 2.000 m	-	-	-	1.000 m2	-	1.000 m2	
10.	Bangunan perhubungan 640m2	-	-	640 m2	-	-	-	
11.	Auditorium 1.000 m2	-	-	-	1.000 m2	-	-	
12.	K a n t i n 500 m2	-	-	500 m2	-	-	-	
13.	Moshola 250 m2	-	-	-	250 m2	-	-	Pengembangan work shop disesuaikan dengan kebutuhan
14.	Penghijjauan 5 ha	-	-	-	1 ha	4 ha	-	Instruktur BLK Indonesia dari permintaan masyarakat.
15.	Saluran telepon	-	1 saluran	-	3 saluran	-	-	
16.	Pengadaan peralatan asrama 124 kamar	-	-	50 kamar	50 kamar	44 kamar	-	
17.	Pengadaan Generator cadangan 1 unit.	-	-	1 unit	-	-	-	
18.	Facilitas Olah raga (lap.	-	-	-	-	1 buah	-	

JADWAL RENCANA PELAKSANAAN PEMBANGUNAN FISIK
 CEYEST TH. ANGGARAN 1984/1985 (SESUAI DENGAN HASIL RAPAT 5-2-1985).

NO.	KEGIATAN	1 9 8 5												KETERANGAN			
		PEB.	MART.	APRIL	MKI	JUNI.	JULI	AGUS.	SEP.	OK.	NOP.	DES.					
1.	Soil Banking																
2.	Supply of electricity			← officially	← Pengaruh	← -----→											Penyusunan - Penyambungan listrik dimu- lai pertengahan Februari 1985.
3.	Connection of telephone					← 7 lines											
4.	2 nd deep well					← termasuk distribusi											
5.	Fence Work					←											
6.	Dormitory					← MOM MOI											
						←											
7.	Staff Housing					← MOM MOI											

KETERANGAN : MOM : ministry of manpower
 MOI : ministry of Industrial

JENIS-JENIS LATIHAN INSTRUKTUR DI CEVEST

NO.	NAMA JENIS LATIHAN	JANGKA WAKTU LATIHAN.	KAPASITAS SISWA	FREKUENSI LATIHAN DALAM 1 TAHUN.	OUT-PUT LATIHAN DALAM 1 TAHUN.	SYARAT-SYARAT SISWA.	KETERANGAN
I.	<u>Latihan Instruktur tipe I</u>	24 Bln	145	1	145	SLTA + 2 thn masa kerja.	m.k.= masa kerja As.In.= Asisten Instruktur.
II.	<u>Latihan Instruktur tipe II</u>	4 Bln	80	3	240	SLTA + Lat. AS. Ins.	
III.	<u>Penataran</u>						
	1. Asisten Instruktur	3 Bln	107	1	107	5 thn masa - kerja As.In.	
	2. Instruktur	3 Bln	78	1	78	5 thn masa kerja Ins.	
	3. Instruktur Ahli	3 Bln	58	1	58	5 thn masa kerja Ins.Ah.	
IV.	<u>Lat.Pengelola & In.Perusahaan</u>						
	1. Pengelola	2 Bln	30	4	120	Sarjana Muda	
	2. Instruktur Perusahaan	1-2 minggu	20	20	400	Ins./T.O./manajer latihan di perusahaan	
	Total out-put siswa ilm 1 thn.				1.148 org.		

KAPASITAS SISWA LATIHAN & PENATARAN INSTRUKTUR DALAM MASA
 1 TAHUN DI BLK INSTRUKTUR CEVEST DI BEKASI.

NO.	NAMA KEJURUAN	J U M L A H S I S W A										KETERANGAN
		LATIHAN INSTRUKTUR		PENATARAN INSTRUKTUR			LATIHAN INSTRUKTUR PERUSAHAAN	LATIHAN PENGELOLA.	LATIHAN INSTRUKTUR PERUSAHAAN			
		TIPS I	TIPS II	ASS.INS.	INS.	INS. AHLI						
1.	Mesin	20	12	15	11	8	-	-	-	-	-	
2.	L a s	20	12	15	11	8	-	-	-	-	-	
3.	L o g a m	10	12	7	5	4	-	-	-	-	-	
4.	Otomotive	45	20	33	24	18	-	-	-	-	-	
5.	L i s t r i k	20	12	15	11	8	-	-	-	-	-	
6.	Elektronik	30	12	22	16	12	-	-	-	-	-	
		-	-	-	-	-	-	-	30 *	20	20	+) Kejuruan sesuai dengan kebutuhan.
	Jumlah Siswa	145	80	107	78	58		30		20		
	Jangka waktu latihan	24 Bln	4 Bln	3 Bln	3 Bln	3 Bln		2 Bln		1-2 minggu		
	Frekuensi Lat.dl.1thn	1 x	3 x	1 x	1 x	1 x		4 x		20 x		
	Kapasitas siswa dl.1 m ³ dan 1 ttn.	145	240	107	78	58		120		400		=1.148 org.

R E K A P I T U L A S
 RENCANA KEBUTUHAN PECAKAWAI BLK INSTRUKTUR
 DEPNAKER DI B E K A S I
 1984/1985 - 1987/1988

No.	J A B A T A N	85/86	86/87	87/88	JUMLAH	KETERANGAN (DALAM BHS. INGOPIE)
1.	Kepala Blk Instruktur	1	-	-	1	Director
2.	Kepala Bagian Tata-Usaha	1	-	-	1	Division Chief
3.	Kepala Subeg. Tata-Usaha	5	-	-	5	Section Chief
4.	Kepala Bidang Tenris	2	1	-	3	Division Chief
5.	Kepala Sub. Bidang Tenris	9	2	-	11	Chief Instructor
6.	Pengajar/Penceramah	6	-	-	6	General Subject Teacher
7.	Instruktur Ahli	4	-	-	4	Chief Instructor
8.	Instruktur	7	15	3	25	Senior Instructor
9.	Asisten Instruktur	7	16	7	30	Assistant Instructor
10.	Tenaga Survey	4	5	-	9	Researcher
11.	Polaksena TV/Jar. Pemeliharaan Gedung/Juru Masak/Satpam/Juru Kebun	43	20	-	63	Administrative Personnel and Others.
	J . K .	89	-	10	156	

DAFTAR NAMA-NAMA INSTRUKTUR CEVEST
yang tugas belajar di Jepang

NO.	NAMA INSTRUKTUR	KEJURUAN/UNTUK/DI PE- LAJARI DI JEPANG.	JABATAN/UNIT KERJA	TEMPAT TINGGAL SAAT INI	KEMERANGAN
1.	Clemen Sigalingging	Curriculum/Program/Method	Kasi di Dit. Binprolasta	Jakarta	ex Ins. BLXIP Pasar Rebo
2.	Hendratmono	Pipe Fitting	Sda	Jakarta	Sda
3.	Adi Suryo Muhono	Auto Repair	Sda	Jakarta	Sda
4.	Nana Sudarna	Training Material	Ka. XLK Rengat	Rengat	ex staf Karwil Depmaker DKI
5.	Iayan Sofyan	Electricit/liatrik	Ins. BLXI Bandung	Bandung	-
6.	Dr. M. Iljas	Electronics (Radio/M.V.)	Sda	Bandung	-
7.	Sangat Sunarto	AC/Refrigrator	Ins. BLXI Singosari	Singosari	-
8.	Ayong Karyo	Training Material	Ins. BLXI Bandung	Bandung	Kembali ke Indonesia Mei'85
9.	E. Kosasih	Machining	Ins. BLXI Bandung	Bandung	sda
10.	Santoso B.Sc.	Welding	Ins. BLXI Semarang	Semarang	sda
11.	Sadimin	Sheet metal	Ins. BLXI Palembang	Palembang	sda
12.	Ariial B.Sc.	Auto Repair	Ins. BLXI Sala	S a l a	sda
13.	Sinar Tarigan	Listrik	Ins. BLXI Pasar Rebo	Jakarta	sda
14.	Tahan Pasaribu	Painting	Ins. BLXI Medan	Medan	sda
15.	Dr. G. Manurung	Skill certification and Testing	sda	Medan	Kembali ke Indonesia Sept'85
16.	A. Muchtar	Electronics (Radio/T.V.)	Ins. BLXI Palembang	Palembang	sda

Jakarta, 1 Maret 1985.

EXTENSION SERVICE TRAINING DEPARTMENT (CEVEST)

I. PURPOSE :

- To become the basic structure of national economy.
- To promote the development of small industry.

II THE POSITION OF SMALL INDUSTRY.

The Impact of Development for the society :

- The diversification of society needs.
- The innovation of technology.
- Product competition amongst similar commodities.

III. PROBLEMS OF SMALL INDUSTRY :

- Un known market demand (kinds, quality, volume, delivery time, price)
- Un known production system, management, organization of business.

IV. GUIDANCE AND DEVELOPMENT OF SMALL INDUSTRY.

- Direct guidance through cluster of small industries.
- Technical Extension through technical service units.

V. THE FUNCTION OF LIPIK (CEVEST) AND BAL I / R & D :

- * LIPIK provides service in the preparation and development stages of the industrial business
- Balai / R&D provides service for production process stages

VI. PROGRAM OF EXTENSION SERVICE TRAINING DEPARTMENT.

A. TARGET GROUP :

1. Officials and staffs of the Ministries of Industry.
2. Extension Officers, Instructors and Trainers.

B. COMPONENT PROGRAMME :

1. Information system.

- Market potential (to get R.3 / Reservation Scheme and general).

- Information services technology.
- Raw material information.
- Relationship between Business Organization and Government.
- Banking (Credit, Collateral, etc).

2. Management :

- Planning
- Organization
- Personnel
- Financial
- Production
- Quality Control
- Marketing

3. ENTREPRENEURSHIP :

1. Achievement Motivation Training (AMT).
2. Interrelation / Inter linkages activities.
3. Foster Father / Bapak Angkat.
4. Cooperation of Business World
(Association and Coperative).

C. KINDS OF PROGRAM :

1. Training Course :
 - a. TPLS (Functional) Training.
 - b. Trainers Training.
 - c. Officials/ Staff Training.
2. Survey / Studies
Pre and Post training survey/studies.
3. Guidance and Consultation :
 - a. Seminar and symposium.
 - b. Updating and publication of necessary instruction manuals.
 - c. Consultancy and advisory for Small Industry officials and extension services workers.

Agenda . 5

Report by

Team Leader of Experts

"Technical Cooperation"

Three Components are "Experts", "Fellowship", and "Equipment Donated".

1. Concerning the 1st sub-item "experts", mention may be made that the scope of services of experts is not to replace Indonesian counterpart personnel, but cooperate with them in attaining the objective of the project. In other word, it is the Indonesian counterpart personnel that have to play the main role, and experts are expected merely to play an advisory role. Thus, ideally speaking, there must be a team of experts and counterpart personnel from the very beginning of the cooperation between the two Government.

At present, there are a total of 15 experts in both vocational training and extension service departments of CEVEST. A slight deviation from R/D is that although one expert each was contemplated in R/D for sheet metal and pipe fitting, only one expert has been assigned to look after both of these trades.

In the extension service department, 5 experts have originally been assigned in 1983, but one of them was so unfortunate as to contract illness and return to Tokyo before his contract expired. This expert has not yet been replaced.

2. With reference to "fellowships", a total of 20 fellowships have been given to counterpart personnel of the Department of Manpower since 1983. They included 4 officials of DEPNAKER. Thus counterpart instructors numbered 16.

Seven of them already returned to Indonesia, while nine are still under training and are to return to JKT in May and September 1985. They are expected to constitute the key personnel of CEVEST.

In the case of the extension service department, 15 fellowships have been given since fiscal year 1982. 5 of them are still in Japan for training.

3. At this point, reference ought to be made to principal problems encountered.

First and foremost, it is necessary for me to mention that fellowship constitutes only a part of the process of training counterpart personnel. The whole process is made up of the training given to them by Japanese experts at JKT and Bekasi and the training given in Japan.

In the past cases, candidates for fellowships were selected from among officials who have not yet worked with the experts. This is not the correct practice. They must be nominated from among counterpart personnel who have worked with the experts for sometime and understood what they were expected to do for CEVEST.

It is only in this case that fellowship yields its maximum benefit, because the experts can suggest to JICA the most effective program of training in Japan.

4. Second problem is language. In the case of those who intend to study software technologies as distinct from hardware technologies, it is

essential for them to have a good working knowledge of either English or Japanese language in studying Japanese experience concerned.

To overcome the language difficulty, JICA seems to have a plan to enrol a limited number of fellowship holders in its Okinawa Training Centre to take intensive lessons in Japanese, before they are given technical training. We are waiting for details of such Japanese language courses to reach JKT. I hope the JICA mission will provide us with detailed information about this programme.

Apart from the Japanese language, consideration needs to be given to the days when CEVEST is made available to other member countries of ASEAN and countries in the Pacific region. In those days, training at CEVEST must be conducted in English, because it is likely to be the only common language among these countries.

5. Re. "Equipment Donated", I should like to point out in the first place that the scope of my remarks does not cover those equipment donated under the grant aid scheme.

The value of equipment donated to the vocational training department in 1983 and 1984 under A-4 form was about Yen 20 million, while that donated to the extension service department was Yen 17 million.

In addition, there are packs of equipment requested by the experts themselves directly to JICA. The total value for these two years was Yen 11 million in the vocational training department, and Yen 5.6 million in the extension service department.

Needless for me to mention in this connection that all of these equipment must be used solely for the purpose of attaining the objective of CEVEST.

LONG-TERM EXPERTS LIST

Present: Feb. '85

Field of Assignment	Name of Expert	Assignment Period
Chief Advisor (Team Leader) Coordinator	O. Okawara	July 1, '83 - June 30, '85
	M. Nomura	Nov. 18, '83 - Nov. 17, '85
(1) Vocational Training Department Representative of Department	Y. Utsuni	July 23, '83 - July 22, '85
	K. Ito	July 1, '83 - June 30, '85
	M. Hamasaki	Sept. 27, '83 - Sept. 26, '85
	T. Ejiri	Apr. 13, '84 - Apr. 12, '86
	S. Tanokura	Apr. 13, '84 - Apr. 12, '86
	M. Manno	June 1, '84 - May 31, '86
	Same as Representative of V.T. Dep.	
	A. Kawata	July 23, '83 - July 22, '85
	T. Karashima	Nov. 30, '84 - Nov. 29, '86
	F. Kaneko	June 1, '84 - May 31, '86
(2) Extension Service Training Department Representative of Department	Acting Representative: H. Kasama succeeds to the former Representative: F. Mizogami (Assignment period: Aug. 30, '83 - Dec. 16, '84)	
	T. Nagashima	Aug. 30, '83 - Aug. 29, '85
	M. Ibuki	Aug. 30, '83 - Aug. 29, '85
	--	
	H. Kasama	Aug. 30, '83 - Aug. 29, '85
	M. Samoto	Nov. 1, '83 - Oct. 31, '85

NAME AND POSITION	TRAINING SUBJECT	DURATION
o Mr. Sangat Sumarto Instructor Electronics BLKI, Singosari	Air Condition & Refrigerator	1984. 4. 5 2 1984.10.30
o Mr. Yayan Sofyan Instructor Electric BLKI Bandung.	Electrical Trade	"-
o Mr. Mochamad Iljas Bayak Instructor, Electronic Trade BLKI Bandung	Electronics Trade	"-
o Mr. Clemen Sigalingging Chief Section for Electro- nics, BLK, Jakarta	Curricula & Pro- gramme Methods	"-
(THE SECOND DISPATCH)		
o Mr. Sinar Tarigan Instructor Electrics and Electronics, BLKI Pasar Rebp	Electricity	1984.10.11 2 1985. 4.28
o Mr. Tahan Pandjaitan Instructor, Mechanical Technology, BLK, Medan	Coating	"-
o Mr. Asrial Instructor, Automobile BLKI, Surakarta	Automobile Re- pairing	"-
o Mr. Engkos Kosasih Instructor, Machine Shop BLKI, Bandung	Machinery Trade	"-
o Mr. Sadimin Instructor, Welding Trade BLKI, Palembang	Sheet Metal	"-
o Mr. Santosa Instructor, Welding & Mechanical Technology BLKI Semarang	Welding	"-

NAME AND POSITION	TRAINING SUBJECT	DURATION
<ul style="list-style-type: none"> o Mr. Ayong Karyo Instructor, Training Methodology & Mechanical Technology, Vocational Training Center, Bandung (THE THIRD DISPATCH) o Mr. Godang Manurung Instructor, Electronics BLKI, Medan o Mr. Agus Muchtar Achmadipradja Instructor, Electronics BLKI, Palembang 	<ul style="list-style-type: none"> Development of Teaching Material Skill Testing & Certification Electronics 	<ul style="list-style-type: none"> 1984.10.11 2 1985. 4.28 1985. 1.24 2 1985. 9. 4 -"-

EXTENSION SERVICE TRAINING DEPARTMENT

NAME AND POSITION	TRAINING SUBJECT	DURATION
<p>1. <u>1982 FISCAL YEAR</u></p> <ul style="list-style-type: none"> o Mr. Djoko Muljanto Director, Entrepreneur Development o Mr. Sjafiuddin Sjarief Head, Foreign Relations of BIPIK Project o Mr. Machdi Ichsan Chief of Sub Directorate o Mr. Mangin Chief Section for Design- ing Development, Chief Subgroup Education & Training Development in BIPIK Project o Mr. Ansari Bukhari Vice Chief, Training Development BIPIK Project o Mr. Christian Rogahang Assistant to Training Development Div. 	<p>Administration</p> <p>---</p> <p>---</p> <p>General Management in all Fields on H.R.D. Project</p> <p>---</p> <p>General Management in all Fields on H.R.D. Project</p>	<p>1983. 1. 7 ? 1983. 1.24</p> <p>---</p> <p>---</p> <p>1983. 3.27 ? 1983. 5. 3</p> <p>---</p> <p>---</p>
<p>2. <u>1983 FISCAL YEAR</u></p> <ul style="list-style-type: none"> o Mr. Muljadi Sosromuljono Chief, Wearing Apparel Div., Head HRD Project o Mr. Ayun Runlan Chief of Section, Program Project Evaluation, Secretary of HRD Project o Mr. Simon Duapadang Staff, DJIK Assistant to HRD Project o Mr. Widodo Martosetoto Staff, DJIK Assistant to HRD Project 	<p>Administration</p> <p>General Management in all Fields on HRD Project</p> <p>---</p> <p>---</p>	<p>1984. 2.11 ? 1984. 2.29</p> <p>1984. 3.17 ? 1984. 9.16</p> <p>---</p> <p>---</p>

NAME AND POSITION	TRAINING SUBJECT	DURATION
(Mr. Hermanto Soedibyo)		Cancellation)
3. <u>1984 FISCAL YEAR</u>		
o Mr. Zulkifli Rasyid Staff, Directorate of Handicraft	Management of Training	1984.12.13 2 1985. 7. 2
o Mr. Rosman Barlian Staff, Directorate of Program	Guidance/Consultation	--"
o Mr. Unsuruddin Staff, Directorate of Industry Chemical and Building Materials	Survey/Analysis	--"
o Mr. Muhammad Ilyas Rapi Staff, Directorate of Metal Industry	Guidance/Consultation	--"
o Mr. Tolix Marpaung Staff, Directorate of Textile and Leather	Management of Training	--"

Achievements of " Equipment for donation"

1. For the Department of Vocational Training

Amount (C.I.F.JAKARTA)	Contents
In Fiscal 1983	
8.218.000	Hi ACE, Printing Machine and etc
4.121.372	Slides
In Fiscal 1984	
8.000.000	Tools, Spare parts,

T o t a l 20.339.372

2. For the Department of Extention Service Training

Amount (C.I.F.JAKARTA)	Contents
In Fiscal 1983	
10.581.000	Land Cruzer, Hi ACE, VTR and etc
1.727.020	Word Processor
1.455.144	Computer
1.192.128	Cylinder press
In Fiscal 1984	
2.000.000	Printing Machine, Type-Writer

T o t a l 16.955.292

Achievements of Expert-requested equipment

1. For the Department of Vocational Training

In Fiscal 1983

Total Amount (YEN) 2,410,402-

In Fiscal 1984

Total Amount (YEN) 8,338,701-

10,749,103-

2. For the Department of Extension Service Training

In Fiscal 1983

Total Amount (YEN) 3,614,395-

THE RECORD OF
THE THIRD JOINT COMMITTEE MEETING
ON
THE CENTER FOR VOCATIONAL AND
EXTENSION SERVICE TRAINING

JUNE, 1985

MINISTRY OF MANPOWER, MINISTRY OF INDUSTRY
THE REPUBLIC OF INDONESIA

JAPAN INTERNATIONAL COOPERATION AGENCY
(JICA)

RESUME ACARA RAPAT KE III CEVEST JOINT COMMITTEE

1. Hari/tanggal : Jum'at, 7 Juni 1985.
2. J a m : 17.00 s/d selesai.
3. T e m p a t : Ruang Executive Depnaker.
4. Pimpinan rapat : Bapak Dirjen Binapenta.
5. Peserta rapat : 33 orang, terdiri dari :
 - a. Dep. Tenaga Kerja : 8 orang
 - b. Dep. Perindustrian : 9 orang
 - c. Bappenas : 1 orang
 - d. Dep. Luar Negeri : 1 orang
 - e. Kedutaan Jepang : 1 orang
 - f. JICA : 2 orang
 - g. Expert Jepang : 11 orang
6. A c a r a :
 1. Laporan Umum Ketua Tim.
 2. Laporan Proyek CEVEST Deparin.
 3. Laporan Proyek CEVEST Depnaker.
 4. Laporan Proyek CEVEST Expert Jepang.
 5. Rencana Kegiatan Proyek CEVEST 86/87
 6. Penentuan status CEVEST.
 7. Kerjasama administrasi pemeliharaan-gedung CEVEST (Depnaker-Deparin).
 8. lain-lain.

I. UPACARA PEMBUKAAN

1. Acara peresmian pembukaan CEVEST oleh Bp. Menteri Tenaga Kerja akan dilaksanakan pada :
 - Hari/tgl. : Sabtu, 10 Agustus 1985.
 - J a m : ... WIB.
2. Perlu ada prasasti yang terbuat dari kuningan/marmer yang akan ditanda tangani oleh 2 menteri :
 - a. Menteri Tenaga Kerja.
 - b. Menteri Perindustrian.Pelaksanaan oleh Biro Humas Depnaker dan Deparin.

II. MANAGEMENT

1. Telah diadakan pembicaraan sebelumnya bahwa Kepala CEVEST di tunjuk dari Depnaker, sedangkan wakilnya dari Deparin.
2. Saat ini Depnaker dan Deparin telah menugaskan sejumlah tenaga Staf dan Satpam di CEVEST Bekasi. Dikarenakan secara struktural CEVEST belum ada, maka tenaga Staf dan Satpam tersebut langsung dikelola oleh Ditjen Binapenta dan Ditjen Industri Kecil.
3. Penentuan status CEVEST (eseloring) akan diajukan ke Menpan. Sebagai persiapan akan diadakan rapat khusus mengenai hal ini.
4. Nama CEVEST dalam terminologi/bahasa Indonesia akan dibicarakan/dilaporkan kepada Bapak Menteri Tenaga Kerja untuk segera ditetapkan. Diperin menyerahkan kepada Depnaker untuk menentukan nama CEVEST dalam terminologi bahasa Indonesia. Saat sekarang telah ada konsep nama yaitu PUSAT LIPIK (Latihan Instruktur dan Penyuluh Industri Kecil).

III. LATIHAN/TRAINING

1. Latihan Asisten Instruktur Depnaker type I

- a. Training dimulai tanggal 15 Juli 1985, diawali dengan program general subject selama ± 2 minggu, sehingga tidak ada efek terhadap kegiatan expert Jepang, yang kemudian dilanjutkan dengan pelajaran teori/praktek sesuai kejuruannya.
- b. Dari jumlah calon peserta sebanyak 75 orang, telah terdaftar oleh Biro Kepegawaian sebanyak 78 orang.
- c. Untuk sementara peserta/siswa akan diasramakan di Pusdiklat Binapenta Pasar Rebo, sambil menunggu selesainya pembangunanaasrama siswa.
- d. Pada saat upacara peresmian pembukaan CEVEST, para siswa telah mengikuti kegiatan latihan praktek di bengkel.

2. Program latihan Asean-Pasifik

- a. Program latihan Asean-Pasifik merupakan commitment yg harus dilayani, untuk ini perlu perencanaan karena di antaranya akan menggunakan sarana yang ada di CEVEST.
- b. Penataran Instruktur dari negara Asean - Pasifik yang kemungkinannya segera dilaksanakan, dilakukan seperti program yang pernah dilaksanakan.
- c. Kemungkinan diadakan seminar/workshop/simposium dalam small industry untuk saling kerjasama dengan semacam CEVEST-CEVEST di negara Asean, dan diharapkan Indonesia, dalam hal ini CEVEST dapat mewakili Asean untuk melatih instruktur/Extension Service Training yang diperlukan negara-negara tersebut sesuai dengan program kita maupun program khusus.

3. Latihan pada Extension Service

Persiapan kegiatan latihan 85/1986 ada 4 jenis, dan pada waktu peresmian pembukaan direncanakan sudah dapat diselenggarakan, yaitu :

- a. Latihan manager UPT, 30 orang selama 2 bulan.
- b. Latihan TPLS Produksi, 30 orang selama 1 bulan.
- c. Latihan latihan kewiraswastaan industri kecil, 30 org selama 2 minggu.
- d. Latihan instruktur (TPPL), 25 orang selama 1 bulan.

4. Instruktur dan counterpart.

- a. Sejumlah tenaga instruktur/counterpart CEVEST telah kembali dari Jepang, sebagian sedang belajar di Jepang dan direncanakan akan mengirim instruktur dalam tahun anggaran 1985/1986.
- b. Hasil latihan instruktur dari peserta yang berasal dari pegawai negeri, status dan klasifikasinya perlu diadakan approach dengan Departemen PDK/Dirjen Pendidikan Tinggi.
- c. Penjurusan (fungsionalisasi instruktur) yang diajukan ke Menpan dan pengakuan BAKN perihal pendidikan - non formal, perlu pembicaraan/langkah lebih lanjut, kemungkinan bisa ditembus melalui DIKN.

IV. FISIK DAN SARANA

1. Pembangunan gedung
 - a. Pembangunan 2 blok asrama siswa dan perumahan dinas anggaran 84/85 Depnaker diperkirakan selesai pada bulan Januari/Pebruari 1986.
 - b. Pembangunan asrama seluas 1.125 m² dan 5 rumah dinas anggaran Dep. Perindustrian telah disetujui P.U dan akan segera dilaksanakan.
 - c. Design gambar bangunan antara kedua instansi telah-saling diadakan konsultasi.
2. Pemasangan tenaga listrik sebesar 365 KVA oleh PLN diha-rapkan selesai pada akhir bulan Juni 1985. Saat ini sedang diselesaikan bangunan gardu transformatornya.
3. Dikarenakan adanya beberapa perangkat keras yang belum dapat diselesaikan (perbaikan mesin yang rusak, barang belum datang atau belum bisa dikeluarkan) dan aliran listrik PLN dengan jumlah KVA yang memenuhi syarat un-tuk test run, maka konsorsium Kumagai Tomen/Toyomenka, minta perpanjangan waktu 1 (satu) bulan lagi.
4. Bangunan direksi kit (bedeng) konsorsium Kumagai dibe-rikan kepada CEVEST dengan cuma-cuma yang direncanakan untuk mess instruktur CEVEST sementara.
5. Pengisian buku-buku perpustakaan bantuan pemerintah Je-pang melalui dana JICA dan cultural grant Dep. Luar Ne-geri Jepang diharapkan bisa dilaksanakan sebelum upaca-ra peresmian tanggal 10 Agustus 1985.

V. LAIN-LAIN

1. Anggaran rutin sedini mungkin direncanakan diantaranya untuk pembayaran listrik, air maupun telephone. Perlu dimintakan saran dari Dr. Katjep Abdulkadir dari Bappe-nas yang membidangi sektor Industri dan Energi.
2. Pembiayaan pemeliharaan gedung, listrik akan dibicara-kan secara khusus antara Dep. Tenaga Kerja dan Deparin
3. Penyerahan tanah dari Depnaker kepada Ditjen Industri-Kecil sesuai dengan persetujuan tidak tertulis seluas 2 ha. akan dibicarakan lebih lanjut dan khusus.
4. Tambahan bantuan dana dari pemerintah Jepang untuk Pro-yek CEVEST perlu dikonsultasikan sesuai dengan prose-dur dan selalu dibuatkan laporannya kepada instansi la-in yang relevan.
5. Dalam menyusun DUP yang akan datang, perlu dibuat usul-an yang saling mengisi antara kedua instansi (Depnaker dan Deparin) agar anggaran tidak overlaping.
6. Untuk penyelesaian masalah-masalah yang ada, segera - dapat saling menghubungi untuk pembicaraan teknis seca-ra mendetail yang kemudian diajukan ke Dirjen masing-masing, yang selanjutnya akan dibuat naskah kerjasama-antar Ditjen.

Notulen

G.Hendratmono.

R E S U M E

AGENDA FOR THE THIRD CEVEST JOINT COMMITTEE MEETING

1. Day/date : Friday, 7 June 1985
2. Hour : from 17.00
3. Place : Executive Room of DEPNAKER (Manpower Department)
4. Chairman : Director General of Binapenta (Manpower Guidance & Placement)
5. Participants : 33 persons, comprising:
 - a. Manpower Department : 8 persons
 - b. Department of Industry : 9 persons
 - c. National Planning Board: 1 person
 - d. Department of Foreign Affairs: 1 person
 - e. Japanese Embassy : 1 person
 - f. JICA : 2 persons
 - g. Japanese Experts : 11 persons
6. Agenda :
 1. General Review by Team Chairman
 2. CEVEST Project Report by Department of Industry
 3. CEVEST Project Report by Department of Manpower
 4. CEVEST Project Report by Japanese Expert Team
 5. Schedule of Activity
 6. Determining status of CEVEST
 7. Cooperation in the maintenance administration of the CEVEST building (Manpower Department - Dept. of Industry)
 8. Others.

I. OPENING CEREMONY

1. Inauguration of CEVEST by the Minister of Manpower, to be held on:

- Day/Date : Saturday, August 10, 1985
- Hour : West Indonesian Time

2. There should be a bronze/marble inscription block to be signed by 2 ministers:

- a. The Minister of Manpower
- b. The Minister of Industry

Relevant action is to be taken by the Public Relations of the Manpower Department and Department of Industry.

II. MANAGEMENT

1. From previous discussions, the CEVEST Director shall be appointed from Department of Manpower whereas his assistant from Department of Industry.
2. Presently the Department of Manpower and Department of Industry have employed a staff and Security Guards at CEVEST in Bekasi. Due to the fact that the actual structure of CEVEST does not as yet exist, the above personnel are directly supervised by the Directorate Generals of Binapenta and Small Industry.
3. Decision on the CEVEST status (formation of echelons) shall be forwarded to the Minister of State Apparatus. For relevant preparations a special meeting shall be held to this effect.
4. The name "CEVEST" in the Indonesian terminology shall be discussed/reported to the Minister of

Manpower for immediate decision. The Department of Industry shall leave it to Department of Manpower to decide on the name of "CEVEST" in the Indonesian terminology. To date a concept does already exist, namely PUSAT LIPIK (Latihan Instruktur dan Penyuluhan Industry Kecil = Instructor's Training and Tutorial Upgrading of Small Industries).

III. TRAINING

1. Type I Training for Assistant Instructors of Department of Manpower
 - a. The Training shall commence on July 15, 1985, starting with a program on general subjects for approx. 2 weeks, so that the activities of the Japanese experts shall not be affected, then this program shall be followed with theoretical/practice trainings in the relevant vocations.
 - b. From the number of 75 prospective participants, 78 persons have already registered with the Personnel Bureau.
 - c. The participants/students shall temporarily be housed at the Binapenta Training Centre (Guidance and Placement of Manpower) at Pasar Rebo, while the construction of dormitories are not yet completed.

- d. At the time CEVEST is inaugurated, these students will have completed practical trainings in the work shop.

2. The Asean-Pacific Training Program:

- a. The Asean-Pacific Training Program is considered a commitment that needs attention, therefore planning is necessary because the use of CEVEST facilities are incorporated in this program.
- b. An instructor's workshop for Asean-Pacific countries shall soon be held, which is similar to the program that has been held previously.
- c. On the possibility of a seminar/workshop/symposium in small industries with the aim of mutual cooperation with various institutions similar like CEVEST throughout the ASEAN countries, Indonesia hopes that in this case CEVEST may represent Asean in the training of instructors/Extension Service Training which these countries may require which is relevant to our program or requires a special program.

3. Training at the Extension Service

Preparations for the 85/1986 training activities comprise 4 types, which at the time of the inauguration/opening could already be realised as scheduled, namely:

- a. UPT Manager training, 30 persons for 2 months

- b. Production Instruction Training (TPLS), 30 persons for 1 month
 - c. Entrepreneurs training for small industries, 30 persons for 2 weeks
 - d. Instructors Training (TPPL), 25 persons for 1 month.
4. Instructors and counter parts.
- a. A number of CEVEST instructors personnel/ counterparts have returned to Japan, part of which are still studying in Japan and it is planned to send instructors during the 1985/1986 fiscal year.
 - b. An approach by the Department of Education/Director General of Higher Education is necessary on the status and classification of training results for government employees.
 - c. The functional levels of instructors proposed to the Minister of State Apparatus and recognized by the BAKN (Government Employees Administration Institute) relevant to non-formal education, should be discussed/ further actions to be taken, in view of the possibility of channeling through the DLKN (National Job Training Council).

IV. PHYSICAL AND FACILITY

1. Construction of building

- a. The construction of 2 block dormitories and personnel residences during the 84/85 fiscal

year should be completed in January/February 1986.

- b. The construction of a dorm of 1.125 sq.m and 5 employee houses, financed by the budget provided by Department of Industry has been approved by the Public Works and shall soon be realized.
 - c. Consultation were made on the design of the annex building between the two government authorities.
2. The installation of electricity of 865 KVA by PLN shall assumed be completed at the end of June 1985. At this time the transformer house is under construction.
 3. Due to the fact that some hardware cannot as yet be completed (repair of the damaged engine, material which have not yet arrived or cannot yet be cleared) and PLN electricity supply at the required capacity (KVA) for a test run, the Kumagai/Toyomenka Consortium requested an extension for another 1 (one) month.
 4. Project Supervisor Kit owned by Kumagai Consortium shall be given to CEVEST free of charge and it is planned that this building shall be used as mess-room.
 5. It is hoped that the supply of Library books which represents an aid of the Japanese Government through JICA funds and cultural grant of the Japanese Foreign Affairs Ministry, should already fill the library before the inauguration ceremonies on August 10, 1985.

V. OTHERS

1. A routine expense budget should be available as early as possible for payments of the electricity, fresh water and telephone bills. It is necessary to consult Dr. Katjep Abdulkadir from BAPPENAS (National Planning Board) who is in charge of the Industry and Energy Sectors.
2. The expenses on building maintenance and electricity shall be specifically discussed between the Department of Manpower and Department of Industry.
3. The transfer of land by Department of Manpower to Directorate General of Small Industry which in accordance to the written agreement is 2 ha. shall be further discussed specifically.
4. Additional aid of the Japanese Government for the CEVEST project needs consultations in line with the procedures and should always be reported to the relevant government authorities.
5. In drawing up the next DUP, it is necessary to prepare mutually supportive proposal between the two government authorities (Department of Manpower and Department of Industry) in order to avoid overlapping.
6. To finalize problems, if any, immediate contacts should be made to discuss technical matters in detail which should further be forwarded to the

respective Director Generals, for which an agreement of cooperation could be drawn up between these Directorate Generals.

Minutes

G. Hendratmono

Appendices

1. Laporan umum proyek CEVEST (DEPNAKER DAN DEPERIN)
triwulan I th. 1985/1986 ----Agenda :1.-----page 13.
2. Laporan kegiatan EXTENSION SERVICE DEP. DIT. JEN. INDUSTRI
KECIL
triwulan I 1985/1986-----Agenda :2.-----page 19.
3. Laporan kegiatan proyek PUSAT LATIHAN INSTRUKTUR
CEVEST DI BEKASI-----Agenda :3.-----page 21.
4. Report on CEVEST Project by Japanese Experts
-----Agenda :4.-----page 31.
5. Rencana kegiatan CEVEST Th. 1986/1987
-----Agenda :5.-----page 35.
6. Penentuan status CEVEST-----Agenda :6.-----page 42.

(Pokok-pokok pikiran mengenai status, tugas dan fungsi
bagian EXTENSION SERVICE TRAINING DEP., CEVEST
DEPERIN**-----page 46.)
7. Kerjasama administrasi peneliharaan gedung CEVEST
DEPNAKER DAN DEPERIN*-----Agenda :7.-----page 50.

AGENDA : 1.

LAPORAN UMUM PROYEK CEVEST (DEPNAKER DAN DEPERIN)
TRIWULAN I TH. 1985/1986

1. Pembangunan fisik dan pengadaan sarana.

Pelaksanaan

- a. Dalam rangka serah terima gedung dan barang-barang CEVEST, Ditjen - Binapenta telah membentuk Tim Pemeriksa Barang & Gedung CEVEST yang anggotanya terdiri dari petugas-petugas Depnaker, Deperin dan Dep.- P.U. dan diketuai oleh Drs. Sumarman, Direktur Binalianru Depnaker. Tim bertugas mulai 5 Maret s/d 15 Maret 1985.
- b. Serah terima gedung administrasi, ruang kelas, bengkel kerja dan barang-barang CEVEST dari Konsorsium KUMAGAI-TOMEN, Jepang kepada Depnaker dan Deperin pada tanggal 18 Maret 1985.
- c. Sedang dibangun gardu listrik PLN berikut pemasangan trafo dan kabel dengan kapasitas 865 KVA. Lokasi disebelah Utara kantin Deperin. Jadwal : 6 Mei s/d pertengahan Juni 1985.
Biaya : Proyek CEVEST Depnaker.

Masalah dan upaya pemecahan.

- a. Dari hasil tugas Tim Pemeriksa, dijumpai adanya barang-barang yang tidak sesuai dengan spesifikasi yang tercantum dalam masterlist, rusak atau hilang di pelabuhan Tanjung Priok. Konsorsium menyanggupi akan mengganti atau memperbaiki dalam bulan Juni 1985.
 - b. Pemeriksaan hanya bersifat inventarisasi. Test-run mesin belum dapat dilakukan karena belum ada aliran listrik.
 - c. 2 (dua) kendaraan Toyota Cressida yang tercantum dalam masterlist terpaksa diganti dengan 4 Toyota Kijang Rakitan Indonesia, karena terkena larangan Dep. Perdagangan.
 - d. Pelaksanaan pembangunan gardu PLN yang seharusnya dimulai bulan April 1985 karena timbul masalah prosedur administrasi, menjadi terlambat 1 bulan. Masalah-masalah tersebut antara lain konfirmasi ke PLN Bandung, prosedur termyn pembayaran ke KPN.
2. Perpustakaan CEVEST.
Gedung CEVEST memiliki ruangan perpustakaan di lantai 2 gedung Administrasi, namun belum ada rencana pengadaan buku-buku.

Dalam kesempatan kunjungan misi DPR Jepang ke CEVEST dibawah Pimpinan Mr. Fujio pada permulaan Mei 1985 yang lalu, Ketua Joint Committee CEVEST telah menyampaikan masalah tersebut. Ternyata Mr. Fujio telah memberi respons positif dan cepat. Dari informasi Mr. O.Okawara, CEVEST Team Leader, pemerintah Jepang telah menyetujui untuk mengeluarkan dana untuk perpustakaan CEVEST melalui 2 sumber :

1. Dana dari technical assistant JICA, sejumlah 10 juta yen, yang akan disediakan sebelum upacara pembukaan CEVEST bulan Agustus 1985.
2. Dana Cultural Grant dari Dep. Luar Negeri Jepang, sejumlah 20 juta-yen yang akan disediakan sesudah bulan Agustus 1985.

Sebagai tanda terima kasih dan kenangan-kenangan kepada Mr. Fujio, saya mengusulkan ruang perpustakaan tersebut diberi nama FUJIO LIBRARY. (lampiran 1).

3. Organisasi CEVEST

Sampai saat ini belum ada ketentuan mengenai nama dan status CEVEST dalam terminologi Indonesia, baik untuk Depnaker maupun untuk Deperin, berdasarkan pola struktur kelembagaan pemerintah Indonesia.

Sebenarnya telah ada konsep struktur organisasi CEVEST yang termuat dalam lampiran surat Menteri Tenaga Kerja kepada Menteri Perindustrian mengenai permintaan Wakil Kepala CEVEST. (lampiran 2). Konsep tersebut disusun berdasarkan kerangka struktur organisasi CEVEST yang dimuat dalam dokumen "Basic design Study on CEVEST ", May 1983, JICA.

Ketentuan tersebut perlu segera dikeluarkan, mengingat dalam waktu tidak terlalu lama CEVEST akan segera dibuka dengan resmi.

4. Upacara peresmian gedung CEVEST

Kami telah mengadakan konsultasi dengan Menteri Tenaga Kerja mengenai rencana upacara peresmian gedung CEVEST. Menurut beliau upacara tersebut akan dilakukan oleh 2 Menteri. Ancar-ancar tanggal peresmian ialah 3 atau 10 Agustus 1985.

5. Laporan Teknis

Laporan teknis dan terperinci mengenai kegiatan proyek di Depnaker dan Deperin akan disampaikan oleh masing-masing Pimpro.

SAMPARAN : 1

MEMORANDUM

27 May 1985.

O. OKAWARA



JAPANESE GOV'T POLICY FOR DONATION OF BOOKS TO CEVEST LIBRARY

I. Funds

(1) Technical Cooperation Budget (JICA)

10 million yen { 3 m. yen for the purchase of Indonesia
language books in Indonesia
7 m. yen for the purchase of books in Japan

Before the Inaugural ceremony in August.

(2) Cultural Grant Budget (Ministry of Foreign Affairs)

20 million yen

After the Inaugural Ceremony

II. Procedures

(1) Regarding 10 million yen, Note Verbale from Indonesian Ministry of Foreign Affairs to Japanese Embassy needed (HUMAS will do this)

(2) Regarding 7 million yen, formal request from Indonesian side needed, attachment : list of books and prices (Embassy will help)

Action suggested : The Japanese Gov't policy is to allocate the total amount between DEPNAKER and Dept. Perindustrian at the ratio of 2 to 1
Please advise Mr. Trisura accordingly

Note : (1) Books amounting to 7 million yen ----- shortage of time may compel the Japanese side to present the list of books only at the time of the Inaugural Ceremony, (Mr. K. Sasaki phoned me the other day).

(2) The CEVEST Library which may be called Fujio Library should be maintained as common facility.

LAMPIRAN : 2



MENTERI TENAGA KERJA
REPUBLIK INDONESIA

Jakarta, 6 Mei 1985

Nomor : 385/M/V/1985
Lampiran : 1(satu) berkas
Perihal : Wakil Kepala Pusat LIPIK.

Kepada

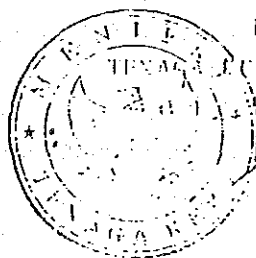
Yth. Saudara Menteri Perindustrian
di

J A K A R T A.

Seperti diketahui, project Pusat Latihan Instruktur dan Penyuluhan Industri Kecil (LIPIK) di Bekasi yang merupakan bantuan dari Jepang, telah mendekati penyelesaian, dan oleh karena itu perlu diatur pengelolannya lebih lanjut.

Dituk Kepala Pusat LIPIK tersebut telah ditunjuk seorang pejabat dari Departemen Tenaga Kerja dan dimaksudkan bahwa wakil Kepala-nya untuk diisi oleh pejabat dari Departemen Perindustrian. Oleh karena itu, saya minta Saudara dapat menyampaikan nama pejabat yang akan ditetapkan untuk mengisi kedudukan tersebut. Lain dari pada itu, saya minta juga nama-nama dari pejabat Perindustrian yang akan ditunjuk untuk mengisi dan mengelola unit dari Pusat LIPIK tersebut yang mempunyai hubungan dengan Penyuluhan Industri Kecil. Penempatan untuk sebaiknya full time.

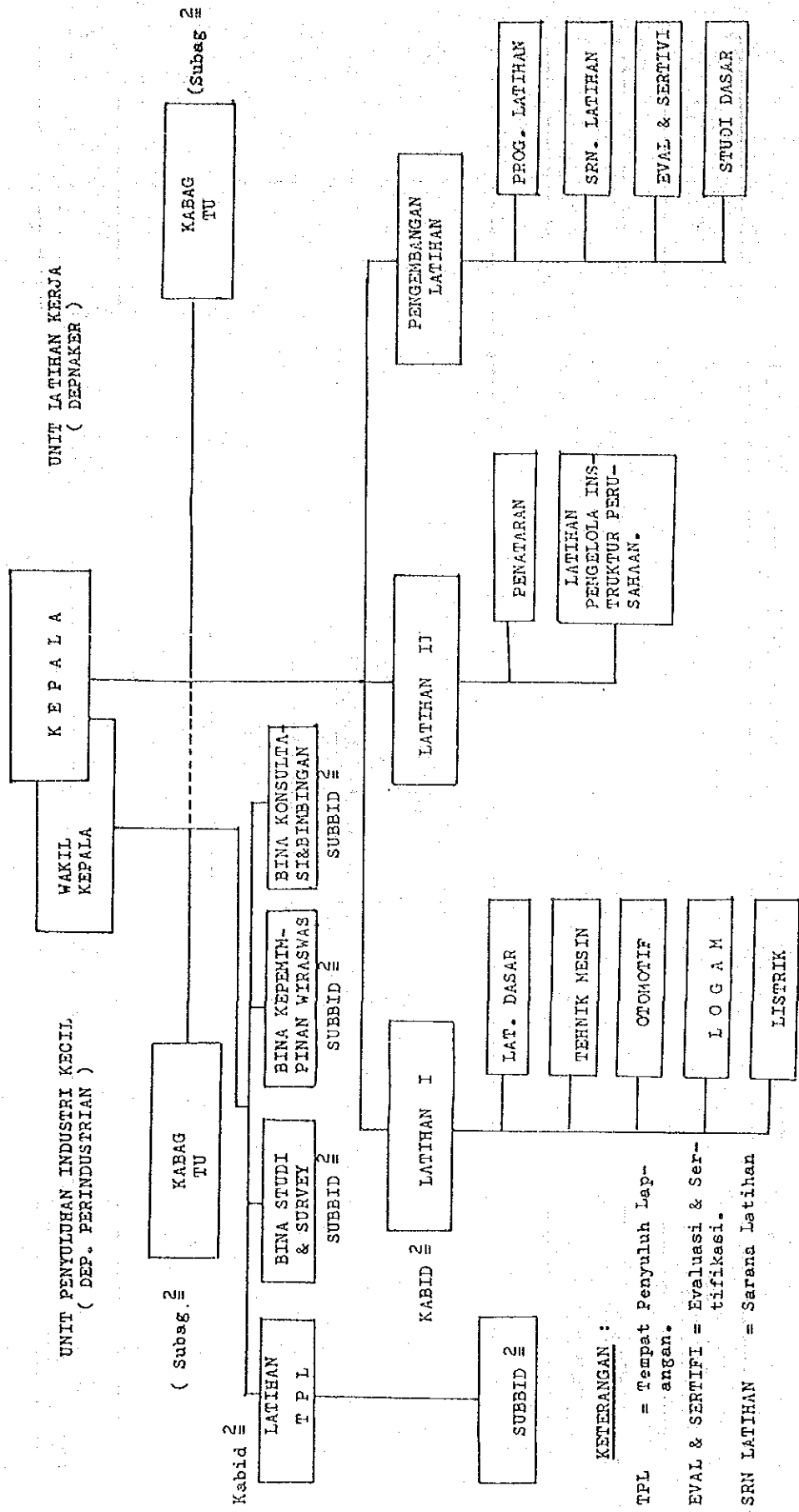
Atas perhatian saya ucapkan terima kasih.



MENTERI
TENAGA KERJA REPUBLIK INDONESIA

Sudomo
SUDOMO

RENCANA BAGAN STRUKTUR ORGANISASI PUSAT LIPIK
 (LATIHAN INSTRUKTUR DAN PENYULUHAN INDUSTRI KECIL) DI BEKASI.

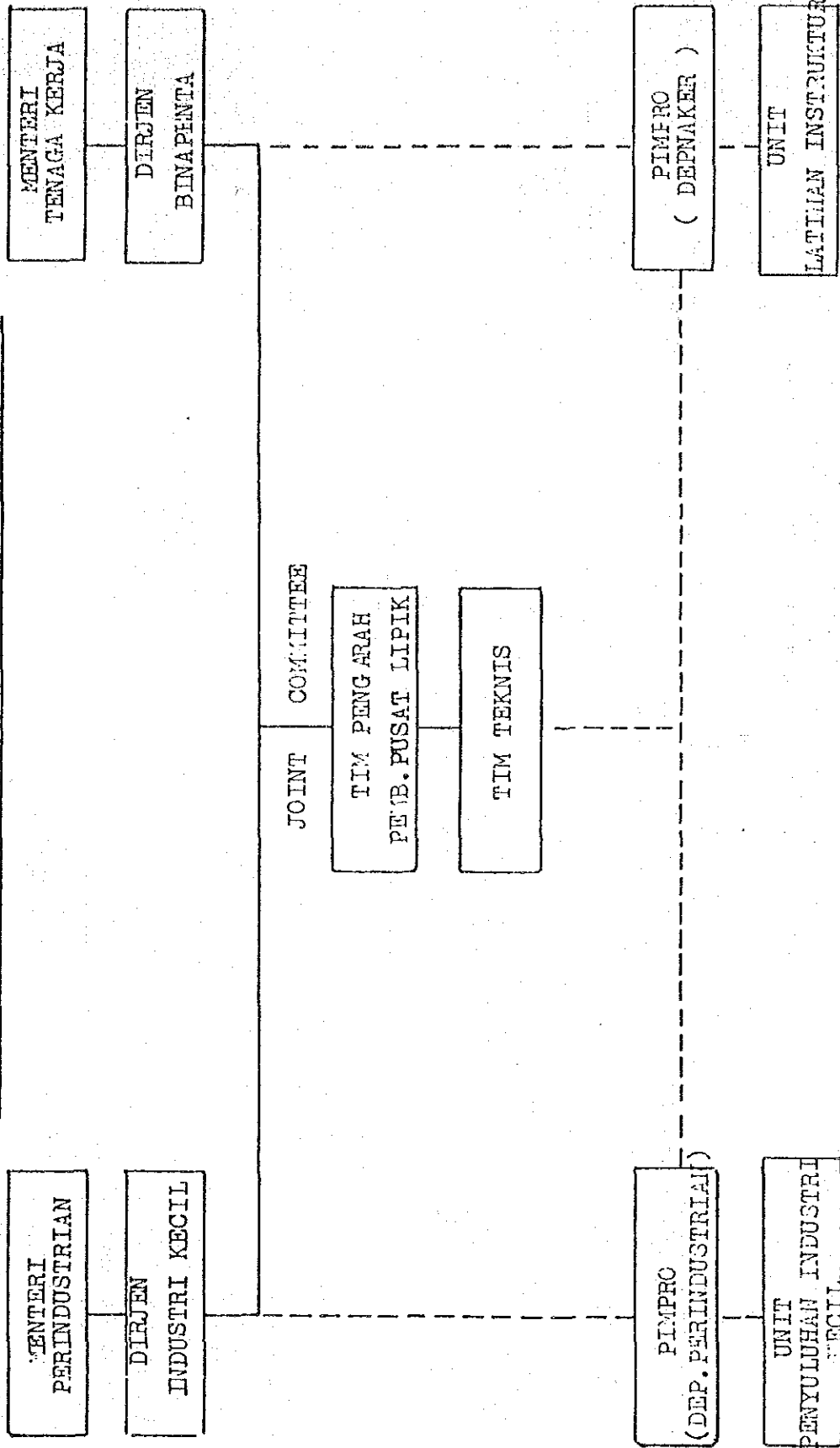


KETERANGAN :

- TPL = Tempat Penyuluh Lap-
angan.
- EVAL & SERTIFI = Evaluasi & Ser-
tifikasi.
- SRN LATIHAN = Sarana Latihan

SUSUNAN ORGANISASI JOINT COMMITTEE

PUSAT LATIHAN INSTRUKTUR DAN PENYULUH INDUSTRI KECIL



AGENDA 2 :

LAPORAN KEGIATAN
EXTENSION SERVICE DEPARTMENT DIT. JEN. INDUSTRI KECIL
TRIMULAN I 1985/1986.

1. PERSIAPAN LATIHAN TAHUN 1985/1986.

Dalam rangka pelaksanaan latihan di CEVEST, maka telah disusun kurikulum/syllabus latihan sebanyak 3 jenis yaitu :

a. Latihan Manager UPT.

Akan diikuti oleh 30 orang peserta dari seluruh Indonesia dan lamanya latihan 2 bulan.

b. Latihan TPLS Produksi.

Akan diikuti oleh 30 orang peserta yang berasal dari TPL Generalis di seluruh Indonesia dengan jangka waktu latihan 1 bulan.

c. Latihan kewiraswastaan Industri Kecil.

Akan diikuti oleh 30 orang peserta yang berasal dari pengusaha Industri Kecil di Jawa dengan lama latihan 2 minggu.

2. PROGRAM PENGEMBANGAN LATIHAN.

Untuk mempersiapkan jenis-jenis latihan serta sistim konsultasi di CEVEST, maka telah diselesaikan pengolahan data hasil survey tentang :

- Studi kebutuhan latihan TPL/TPLS Industri Kecil;
- Studi sistem penyuluhan dan konsultasi TPL Industri Kecil;

Sekarang sedang diselesaikan laporan dari hasil-hasil kedua studi tersebut.

3. PEMBANGUNAN ASRAMA DAN RUMAH STAF.

- Direncanakan akan dibangun asrama seluas 1,500 M² yang dapat menampung ± 200 trainee dan rumah staf 11 unit type B dan C.
- Dana untuk pembangunan tersebut berasal dari DIP tahun 1983/1984 dan 1985/1986. Khusus untuk DIP 1983/1984 sekarang sedang direvisi karena biaya per satuan luas (M²) tidak mencukupi lagi untuk tahun sekarang.

- Untuk persiapan asrama ini telah diselesaikan gambar bangunan dan telah disetujui Departemen Pekerjaan Umum.
- Menteri Perindustrian telah menunjuk PT LEPPIN untuk pembangunan asrama tersebut, tetapi dengan Kepres 29/30 maka perlu dilakukan tender ulang.

4. PENGISIAN CEVEST BEKASI.

Setelah penyerahan oleh pihak kontraktor kepada pihak Indonesia tanggal 18 Maret 1985, maka sejak 1 April 1985 telah mulai ditempatkan staf Departemen Perindustrian yang meliputi :

a. Penempatan Tenaga Satpam.

Sebanyak 4 orang yang dalam tugas sehari-hari bekerja sama dengan Satpam dari Depnaker.

b. Pemindahan kantor expert.

Expert Jepang yang tadinya bertempat di Jl. Kebon Binatang III/15 sejak tanggal 15 April 1985 sudah dipindahkan ke Bekasi.

Juga peralatan-peralatan yang melalui dana Technical Assistance juga sudah dipindahkan ke Bekasi.

c. Pengadaan Staf.

Untuk menunjang kegiatan expert sehari-hari telah ditugaskan staf honorer secara full time sebanyak 5 orang sejak 15 April 1985. Selain itu tahap pertama sudah disiapkan staf Direktorat Jenderal Industri Kecil (PNS) sebanyak 17 orang untuk bekerja secara full time di CEVEST dan dalam waktu dekat ini akan segera bertugas.

AGENDA 3.

8/1-85

LAPORAN KEGIATAN
PROYEK PUSAT LATIHAN INSTRUKTUR CEVEST DI BEKASI

1. Alih Tugas Tenaga SATPAM

Penggantian tenaga SATPAM yang dikelola oleh Kontraktor KUNAGAI dengan tenaga SATPAM Departemen Tenaga Kerja dan Departemen Perindustrian telah dilaksanakan sejak 1 April 1985. SATPAM pengganti terdiri dari 8 orang dari Departemen Tenaga Kerja dan 4 orang dari Departemen Perindustrian, sedang untuk pembinaan keamanan sehari-hari tetap dilakukan bersama Polsek Bekasi Kota.

2. Penindahan Kantor Expert Jepang

Seluruh expert Jepang beserta peralatan kerjanya yang semula berkantor di Pusdiklat Binapenta Pasar Rebo sejak tanggal 15 April 1985 telah pindah berkantor di CEVEST Bekasi.

3. Penyusunan tenaga Instruktur CEVEST

a. Tenaga Instruktur yang telah dan sedang mengikuti training di Jepang berjumlah 16 orang dengan perincian :

- 4 orang berasal dari BLKI Pasar Rebo Jakarta Timur
- 12 orang berasal dari BLKI Luar Jakarta (lihat lampiran I).

Mereka merupakan calon Instruktur tetap di CEVEST Bekasi dan sekarang sebagai tenaga Counterpart yang akan mendampingi para Expert dalam persiapan dan pelaksanaan training, khususnya training Assisten Instruktur tahap I, type I yang rencananya akan dimulai akhir bulan Juli 1985 (lihat lampiran IA)

b. Untuk melengkapi tenaga Instruktur atas permintaan Expert Jepang pada waktu rapat Joint Committee II pada tanggal 15 Maret 1985 yang lalu, telah dipersiapkan tambahan 5 orang tenaga Instruktur untuk kejuruan-kejuruan tertentu. Tenaga tambahan tersebut kami ambil dari mereka yang memiliki masa kerja lebih dari 4 tahun dan berdomisili di Jakarta (lihat lampiran II).

c. Berdasarkan butir (a) dan (b) tersebut diatas, disusun penugasan Expert dan Counterpart Instruktur dari pihak Jepang dan Indonesia sebagaimana terlihat dalam daftar lampiran III.

4. Pemindahan Instruktur Luar Jakarta

Untuk pemindahan Instruktur yang berdomisili di luar Jakarta (lampiran IV) ke Bekasi, diharapkan paling lambat 1 bulan sebelum Training Assisten Instruktur tahap I, type I dimulai pada permulaan Juli 1985.

Jangka waktu 1 bulan tersebut akan digunakan untuk persiapan-persiapan teknis bersama dengan Expert Jepang. Oleh karena itu kami mohon agar kepada mereka dapat segera dikeluarkan Surat Keputusan penugasan ke Proyek CEVEST Bekasi, dan diberikan prioritas untuk memperoleh fasilitas pemindahan ke Jakarta dengan anggaran rutin.

Khusus

Khusus bagi Sdr. Nana Sudarna, ex Staf Kanwil Depnaker DKI dan ex trainee CEVEST/JICA tahun 1984, terpaksa tidak dapat aktif bertugas di CEVEST, karena yang bersangkutan telah diangkat sebagai Kepala KKK Rengat, untuk ini perlu pembahasan lebih lanjut.

5. Pengadaan Tenaga Staf

Telah ditunjuk + 40 Pegawai Negeri Sipil dan Tenaga Honorer dari Kantor Pusat untuk ditugaskan di Proyek CEVEST. Mereka mulai aktif bertugas sejak tanggal 1 April 1985 dan ditugasi sebagai Tenaga Tata Usaha, Pemelihara Bengkel/Studio, Operator Diesel, Pengemudi, Tenaga Pembersih dan SATPAN.

6. Pembangunan dari Pihak Indonesia yang berupa Asrama, Perumahan Dinas dan Pemasangan Listrik.

a. Pada waktu ini sedang dilakukan kegiatan Tender untuk pelaksanaan pembangunan tahun anggaran 1984/1985 (tahap I) berupa : Pengurugan tanah, Pembangunan 2 blok asrama dan 18 perumahan dinas serta kelengkapan fasilitasnya.

Penyelesaian pembangunan dilakukan unit per unit supaya segera dapat ditempati sebelum seluruh pembangunan tersebut selesai. Diharapkan pembangunan tersebut akan selesai pada bulan Nopember 1985. Sedang untuk pembangunan tahun 1985/1986 (tahap II) yang meliputi 2 blok asrama, 18 perumahan dan 1 auditorium diharapkan dapat diselesaikan pada permulaan tahun 1986.

b. Pemasangan tenaga listrik sebesar 365 KVA oleh PLN diharapkan selesai pada akhir bulan Mei 1985. Diusahakan untuk secara khusus menghubungi PLN Bekasi, segera setelah selesai pemasangan listrik, akan diadakan test-run peralatan latihan oleh Expert, Instruktur dan Kontraktor Jepang.

7. Training Assisten Instruktur tahap I type 1 (jangka waktu 2 tahun).

Training ini merupakan kegiatan Perdana di Pusat Latihan Kerja Instruktur/CEVEST yang meliputi 75 pegawai Depnaker dengan syarat pendidikan SLTA + 3 tahun pengalaman kerja atau Sarjana Muda, jangka waktu latihan adalah 2 tahun.

Persiapan yang telah dilakukan dalam persiapan ini adalah :

- a. Perolehan siswa yang dilakukan oleh Biro Kepegawaian
- b. Pelaksanaan dan alokasi pembiayaan training dilakukan oleh Pusdiklat
- c. Penyiapan kurikulum, textbooks dan sarana latihan dilakukan oleh Team Proyek CEVEST.

8. Penentuan Status Pusat Latihan Instruktur.

Ditjen Binapenta bersama Setjen Depnaker sedang mengolah pertimbangan bahan untuk pengajuan status Pusat Latihan Instruktur/CEVEST sebagai unit kerja baru Depnaker.

Dapat kami jelaskan bahwa unit kerja ini adalah merupakan :

1. Pusat dari seluruh Latihan Instruktur Latihan Kerja berdasarkan sistim jenjang karier, sejak dari taraf Asisten Instruktur, Instruktur Muda, Instruktur dan Instruktur Ahli.

2. Wadah

2. Wadah untuk latihan yang siswanya terdiri baik dari Departemen Tenaga Kerja, Instansi Pemerintah lain, Perusahaan maupun dari Lembaga Swasta lainnya
 3. Forum latihan bertaraf internasional yang terbuka untuk simposium, seminar, dan lokakarya pada tingkat ASEAN dan Asia Pasifik.
 4. Tempat penelitian untuk training material, test material, Audio Visual Aids masa depan.
 5. Tempat pengumpulan data dan informasi mengenai berbagai aspek latihan di Indonesia dan negara-negara ASEAN.
9. Jadwal Kerja Proyek Tahun Anggaran 1985/1986

Jadwal kerja kegiatan pembangunan Proyek CEVEST 1985/1986 sebagai kelanjutan dari kegiatan kerja tahun anggaran 1984/1985 telah tersusun sebagaimana dalam lampiran V.

DAFTAR NAMA-NAMA INSTRUKTUR
 YANG AKAN DITUGASKAN DI PUSAT LATIHAN INSTRUKTUR (CHVEST) DI BEKASI

LAMPIRAN I.

NO.	NAMA INSTRUKTUR	N I P	PANGKAT	KEMAHIRAN YANG DIPERJALAN- JARI DI JEPANG	JABATAN/UNIT KERJA	TEMPAT TINGGAL SAAT INI	KEMAHIRAN
1.	Clemen Sigalingking	160011464	II/d	Curriculum/program/ Method.	Kasi di Dit.Binpro - lastu.	Jakarta	Ex.Inst. BLKI Pasar Rebo
2.	Hendratmono	160008766	II/c	Pipe fitting	sda.	Jakarta	sda.
3.	adi Surya Muhono	160011477	II/c	Auto repair	sda.	Jakarta	sda.
4.	Nana Sudarna	160009712	III/a	Training Material	Kepala KIK Rengat	KIK Rengat	sda.
5.	Yayan Sofyan	160008704	II/c	Electricity	Ins.BEKI Bandung	Bandung	
6.	Drs. N. Ilyas	160013666	II/c	Electronics (Radio,TV)	sda.	Bandung	
7.	Sangat Sunarto	160012845	II/c	AC/Refrigerator	Ins.BLKI Singosari	Singosari	
8.	Ayong Karyo	160008765	II/d	Dev. of Teaching Mate- rials.	Ins. BLKI Bandung	Bandung	Kembali ke Indo- nesia Mei'85
9.	E. Kasasiu	160008705	II/d	Machining	Ins. BLKI Bandung	Bandung	sda.
10.	Santoso BSc.	160009821	II/d	Welding	Ins. BLKI Semarang	Semarang	sda.
11.	Sudimin	160008728	II/d	Sheet Metal	Ins. BLKI Palembang	Palembang	sda.
12.	Asrial USC.	160009826	II/d	Auto repair	Ins. BLKI Surakarta	Surakarta	sda.
13.	Sinar Tarigan	160013682	II/c	Electricity	Ins. BLKI Ps. Rebo	Jakarta	sda.
14.	Tahan Panjaitan	160013504	II/c	Painting	Ins. BLKI Medan	Medan	sda.
15.	Drs. D. Manurung	160013473	III/a	Skill Certification and testing	Ins. BLKI Medan	Medan	Kembali ke Indo- nesia Sep -85
16.	Agus Huchtar	160008724	II/d	Electronics(Radio/TV)	Ins. BLKI Palembang	Palembang	sda.

JENIS-JENIS LATIHAN INSTRUKTUR DI CEVEST

NO.	NAMA JENIS LATIHAN	JANGKA WAKTU LATIHAN.	KAPASITAS SISWA	PREKUIENSI LATIHAN DA-LAM 1 TAHUN.	OUT-PUT LATIHAN DA-LAM 1 TAHUN.	SYARAT-SYARAT SISWA.	KETERANGAN
I.	<u>Latihan Instruktur tipe I</u>	24 Bln	145	1	145	SLTA + 2 thn masa kerja.	m.k.= masa kerja As.In.= Asisten Instruktur.
II.	<u>Latihan Instruktur tipe II</u>	4 Bln	80	3	240	SLTA + Lat. As. Ins.	
III.	<u>Penataran</u>						
	1. Asisten Instruktur	3 Bln	107	1	107	5 thn masa - kerja As.In.	
	2. Instruktur	3 Bln	78	1	78	5 thn masa kerja Ins.	
IV.	3. Instruktur Ahli	3 Bln	58	1	58	5 thn masa kerja Ins.Ah.	
	<u>Lat.Pengelola & In.Perusahaan</u>						
	1. Pengelola	2 Bln	30	4	120	Sarjana Muda	
	2. Instruktur Perusahaan	1-2 minggu	20	20	400	Ins./T.O./ma najer latihan di perusahaan	
	Total out-put siswa dim 1 thn				T.148 org.		

LAMPIRAN II.

DAFTAR NAMA-NAMA INSTRUKTUR TAMBAHAN
DI PUSAT LATIHAN INSTRUKTUR (CEVEST) DI BEKASI

No.	NAMA INSTRUKTUR	N I P	PANGKAT /GOL.	KEJURUAN YANG DIPELAJARI DI JEPANG	JABATAN/UNIT KERJA	TEMPAT TAIINGGAL SAAT INI	KETERANGAN
1.	Darsinon Bsc.	160009722	II/d	Machining	Kasi di Dit Sinpro- lستا.	Jakarta	Ex. Inst. Les Condet.
2.	Sigit Sudiro.	160009699	II/d	Method/curriculum	sda.	Jakarta	Ex. Inst. BLKI. Ps. Rebo.
3.	Supriadi Bsc.	160009705	II/d	Evaluation/Certifi- cation	sda.	Jakarta	sda.
4.	Lasiya Chambali,SE	160030798	II/c	Sheet metal	Staf Dit. Binprolas- ta.	Jakarta	Ex. Inst. BLKI. Ps. Rebo.
5.	Johnny Sormin	160030726	II/b	Welding	Staf. Dit. Binalian- ru	Jakarta	Ex. Inst. BLKI. Palembang.

DAFTAR NAMA EXPERTS DAN COUNTERPARTS CEVEST

LAMPIRAN : III

No.	KEJURUAN	NAMA EXPERTS	NAMA COUNTERPARTS	UNIT KERJA COUNTERPARTS
I.	Mesin	T. E j i r i.	1. Engkos Kosasih 2. Darinam, Bsc	1. BLKI Bandung. 2. Dit. Binprolasta
II.	Otomotif.	Y. U t s u m i.	1. Adisurya Mohono 2. T. Pasaribu 3. A s r i e l.	1. Dit. Binprolasta 2. BLKI. Medan 3. BLKI. Surakarta.
III.	L a s .	S. Tanokura.	1. S a n t o s o. 2. Jhoni Sorain.	1. Blar. Semarang 2. Dit. Binaliauru
IV.	Sheet Metal & Pipe Fitting	M. M a n n o.	1. Hendratmono 2. S a d i m i n. 3. Laaiya Chambali, BE.	1. Dit. Binprolasta 2. BLKI. Palembang 3. Dit. Binprolasta
V.	Listrik	A. Kawata	1. Sangat Sunarto 2. Yayan Sofyan 3. S. Terigan	1. BLKI. Singosari 2. BLKI. Panungg 3. BLKI. Ps. Rebo
VI.	Electronik	F. Kaueko T. Karashima (AG/Ref)	1. M. Ilyas 2. A. Mochtar	1. BLKI. Bandung 2. BLKI. Palembang
VII.	Method/Curriculum	K. I t o.	1. Clement Sigalingging 2. Supriadi	1. Dit. Binprolasta 2. Dit. Binprolasta

DAFTAR NAMA EXPERTS DAN COUNTERPARTS CEVESE.

No.	KEJURUAN	NAMA EXPERTS	NAMA COUNTERPARTS	UNIT KERJA COUNTERPARTS
VIII.	TRAINING MATERIALS	K. I T O.	1. Nana Sudarna Hendriana. 2. Ayong Karya.	1. Kep. KLIK. Rengat. 2. BLKI. Bandung.
IX.	EVALUATION/ CERTIFICATION.	M. Hamasaki.	1. G. Manurung. 2. Dagit Sudiro	1. BLKI. Medan 2. Dit. Binprolasta
X.	GENERAL SUBJECT.			

DAFTAR NAMA-NAMA INSTRUKTUR
YANG AKAN DITUGASKAN DI PUSAT LATIHAN INSTRUKTUR GUEST DI
BEKASI

NOOR	NAMA INSTRUKTUR	N I P	PAINGKAT /GOL	KEJURUAN YANG DIJELAJARI DI JEPANG	JABATAN/UNIT KERJA	TEMPAT TINGGAL SAAT INI	KETERANGAN
1	2	3	4	5	6	7	8
1	Yayan Sofyan	160008704	II/c	Electricity	Inst.BLKI Bandung	Bandung	
2	Drs. M. Ilijas	160013666	II/c	Electronics(radio / TV).	Inst.BLKI Bandung	Bandung	
3	Sangat Sunarto	160012845	II/c	AC/Refrigerator	Inst.BLKI Singosari	Singosari	
4	Ayong karyo	160008765	II/d	Dev.of Teaching Material.	Inst.BLKI Bandung	Bandung	Kembali ke Indonesia Mei 1985.
5	S. Kosasih	160003705	II/d	Machining	Inst.BLKI Bandung	Bandung	sda.
6	Santoso BSc.	160009821	II/d	Welding	Inst.BLKI Semarang	Semarang	sda.
7	S a d i m i n	160008728	II/d	Sheet metal	Inst.BLKI Palembang	Palembang	sda.
8	Asril BSc.	160009826	II/d	Auto repair	Inst.BLKI Surakarta	Surakarta	sda.
9	Sinar Tarigan	160013682	II/c	Electricity	Inst.BLKI Pasar Rebo	Jakarta	sda.
10	Tahan Panjaitan	160013504	II/c	Painting	Inst.BLKI Medan	M e d a n	sda.
11	Drs. G. Manurung	160013473	III/a	Skill Certification and Testing.	Inst.BLKI Medan	M e d a n	Kembali ke Indonesia Sept. 1985.
12	A. Nuchtar	160008724	II/d	Electronics (radio/ TV).	Inst.BLKI Palembang	Palembang	sda.
13	Manu Suutana	160009712	III/a	Training Material	Kepala KUK Rengat	Rengat	sda.