

Minutes of Discussions

The Draft Final Report of the Basic Design  
on  
The Project  
for  
Establishment of Training Facility for Integrated  
Improvement of Post Harvest and Quality of Rice  
in  
The Republic of Indonesia

In response to the request made by the Government of the Republic of Indonesia, the Government of Japan decided to conduct a basic design study on the Project for Establishment of Training Facility for Integrated Improvement of Post Harvest and Quality of Rice (hereinafter referred to as "the Project") and entrusted the study to the Japan International Cooperation Agency (JICA). JICA sent to the Republic of Indonesia the study team from May 24 to June 12, 1988.

As a result of the study, JICA prepared a draft report and dispatched a mission, headed by Mr. Tomonari Ohsumi, Director, Shizuoka Food Office, Food Agency, Ministry of Agriculture, Forestry and Fisheries, to explain and discuss it from August 9 to 18, 1988.

The team had a series of discussions on the Project with the officials concerned of the Government of Indonesia headed by Drs. Subiakto, Director-General of Business Promotion for Cooperatives, the Ministry for Cooperatives.

After clarifying its contents, both parties had agreed to recommend to their respective governments that the major points of understanding reached between them, attached herewith, should be examined towards the realization of the Project.

August 15, 1988

Mr. Tomonari Ohsumi  
Team Leader  
Draft Report Team  
of Basic Design Study  
JICA

Drs. Subiakto  
Director-General  
of Business Promotion  
for Cooperatives  
the Ministry for Cooperatives

Major Points of Understanding :

1. The Indonesian side agreed in principle to the basic design proposed in the Draft Final Report.
2. The Indonesian side understood the system of Japan's Grant Aid Program and confirmed the measures to be taken by the Indonesian side towards the realization of the Project as agreed upon in the "Minutes of Discussions" dated June 1, 1988.
3. The Final report (10 copies written in English) on the Project will be submitted to the Republic of Indonesia in September 1988.

1- 8 Contents of the Requests

Contents of the Requests for Grant Aid

TERMS OF REFERENCE

TRAINING FACILITY

FOR

INTEGRATED IMPROVEMENT OF POST HARVEST AND QUALITY OF RICE

(TFIIPHQR)

JAPANESE GENERAL GRANT AID

FISCAL YEAR 1987/1988

DIRECTORATE GENERAL OF BUSINESS PROMOTION FOR COOPERATIVES

MINISTRY FOR COOPERATIVES

(BLUE BOOK FISCAL YEAR 1986/1987 PROJECT TITLE  
INTEGRATED IMPROVEMENT OF POST HARVEST  
HANDLING OF RICE IN VILLAGE UNIT COOPERATIVES  
CODE NUMBER : RTA-136)

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## I. BACKGROUND AND SUPPORTING INFORMATION

### 1. Justification of the Project

Rice is a single most important staple food for Indonesia. They rely upon the rice for more than half of caloritic value and protein intake.

Throughout the term of PELITA I to V, the government of Indonesia has been trying its effort for the increased production of rice through such measures as follows :

- finance of farm operation funds,
- increase of cropping area,
- use of fertilizer and insecticides,
- distribution of seeds of improved varieties
- introduction of farm machineries,
- introduction of modern rice milling units (mainly to KUDs), etc.

As the result of such endeavour, rice production in 1984 reached at 25.2 million ton (in-term of white rice) and the country has achieved to self-sufficiency of rice.

Adding to above, thanking to the cooperation of Japanese Government as OECF Loan, Japanese grant ( Kennedy Round Project II ) and other post harvest equipment procurement; there are almost 1800 units of rice milling including various capacity e.g. 0.5 ton, 1 ton, 2 tons and 4 tons/hour, with which high quality white rice that can meet the demand of local market shall be provided, in these years.

Then some new problems have cropped out as urgent matters to be solved at this stage.

The respective matters to be considered as immediate need are as follows :

- training of trainees and staff of KUDs for operation, management of introduced modern rice milling units (hereinafter called as existing rice milling units).
- improvement of quality of white rice, in general
- production of uniform and high quality white rice to be readily accepted in local as well as international rice market (hereinafter called as international standard white rice)
- introduction of grading standards of white rice
- uniformity of rice quality to be classified in corresponding grading standard
- replenishment of storage system for paddy and rice.
- introduction of rice milling units with which international standard white rice shall be available (hereinafter called as new standard rice milling unit)

It is expected to meet the above stated matters, but on the field there are such situation as follows :

- insufficient activities of KUDs in general
- inadequate paddy procurement system to secure quality of paddy
- poor drying/storage practice of paddy
- low technical standard of rice mills
- absence of both rice grading standards and mechanism to enforce them
- shortage of packing/distribution facilities of standardized rice of each grade
- overall insufficiency in management of respective handling/processing/marketing procedure
- shortage of training facility for the operator of rice milling units provided to KUDs.
- lacking of training facility for the operator of new standard rice milling units.

As a mean to help solving above, a project TFIIPHQR here proposed could contribute on following points specifically ;

- to provide on-the-job training facilities to the staff of KUDs for efficient operation and management of existing rice milling units and plants
- to acquire latest high technology of rice milling through demonstration
- to give an access to establish the grading standard of white rice

As advised by the Master Plan of Improvement of Post Harvest Processing of Paddy and Rice of 1982 executed under the Assistance of Japanese Government, therefore under the situation of rice production has been achieved self-sufficiency and demand for uniform and high quality rice is increased, consequently TFIIPHQR can take a role as New National Training Center for post harvest processing as well as New Demonstration Plant.

In addition, Government of Indonesia get a chance to improve the system for post harvest processing of rice. i.e. Government of Japan granted the opportunity to despatch the Expert concerning to post harvest processing from August 1986 for two years to Ministry for Cooperatives. With the advise of this Expert, TFIIPHQR might be operated in more useful way as model plant of future Indonesian Rice Milling Units.

## 2. Name of Project and its Activity

1) Project Title : Training Facility for Integrated Improvement of Post Harvest and Quality of Rice (TFIIPHQR)

(Blue Book Fiscal Year 1986/1987 Project Title : Integrated Improvement of Post Harvest Handling of Rice in Village Unit Cooperatives, Code Number : RTA-136)

- 2) Project Location : There are two alternative of the location  
First Alternative : West Java  
Second Alternative : East Java

3) Description of Project :

The Project is to establish a New National Training Center for post harvest processing to be owned and operated by Project Management Unit (PMU) to be nominated by Directorate General of Business Promotion for Cooperatives, Ministry for Cooperatives so as to become a prospective model activity for existing and new standard rice milling units and their secondary organization for paddy collection/processing/marketing and improvement of existing and new standard rice milling units staff. On-the-job training is undertaken within such activities of TFIIPHQR.

Improvement of Post Harvest and Quality of Rice is to demonstrate possibility of producing uniform and high quality white rice by use of locally available paddy with proper quality assessment on its procurement, under sound economic profitability, if such operations were undertaken reasonable managerial and technical skill. It will also prove that such operations can be made definitely for the benefit of farmers and not on the sacrifice or exploitation of them.

As the TFIIPHQR is to be equipped with one of a quite new standard rice milling unit, activities undertaken at the TFIIPHQR shall be objectively and precisely recorded, analyzed and published for further improvement of such activities and for general reference in all the rice milling units in Indonesia.

If the TFIIPHQR is found to be useful and successful, the smaller scale training facilities of the rice milling units with similar system shall be set up in other rice-producing Provinces such as West Jawa, Central Jawa, East Jawa, South Sulawesi, Bali, NTB, Lampung, etc by use of international financial aids as the provincial training center of each Province.

Then the Activity of TFIIPHQR shall be promoted as the National Training Center of such similar centers of each Province.

Project components are as follows :

a. Supply of Equipment and Buildings :

- Paddy quality testing equipment to be used for procurement of paddy.
- Paddy drying/storage/milling/packing/handling equipment and
- Buildings and accompanied facilities.

For these, General Grant Aid 1986/87 is expected.

### 3. Institutional Framework

#### 1) Executing Agency :

Directorate General of Business Promotion for Cooperatives,  
Ministry for Cooperatives.

#### 2) The charged office for the Project :

Project Implementation Office to be organized in the  
ministry. The Office would be located at the Project site  
with related officers stationed in Jakarta.  
The Project Implementation Office needs to organize coordina-  
tion with surrounding KUDs at the site area.

#### 3) Related Organizations :

The Project Implementation Office will cooperate with  
Provincial office of cooperatives (KANWILKOP) of West Jawa, or  
East Java, DOLOG, PUSKUD and others.

### 4. Government Follow-up

1. Procurement of land, access roads, telephone, water supply,  
drainage and/or other infrastructure.
2. Recruit/allocation of personnel required for setting-up and  
operation of the Project.
3. Allocation of local fund initially for setting-up and annually  
for operation.
4. Collection/compilation of related information.
5. Acquisition of permits for the Project implementation and  
operation, including of privileges for expatriate experts.
6. Lending for operation funds to the Project chiefly for buying  
of paddy.
7. Analysis of the Project operation and regular publication of  
such records.
8. Planning and execution of measures which might have been  
learned to be necessary from the experience of the Project  
operation, and
9. Programing of similar projects in other parts of Indonesia,  
probably in about ten other provinces.



## II. OBJECTIVES OF THE PROJECT

### 1. Immediate Objectives

- 1) Training the trainees, staff of KUDs and management.
- 2) Establishment of technical/management procedure of producing uniform and high quality white rice for existing rice milling units.
- 3) Identification of quality criteria for various grades of white rice, practicable under present circumstances.
- 4) Supply of various standards of white rice,
- 5) Demonstration of proper paddy collection/drying/storage/milling/marketing process and training of existing rice milling units (operated mainly by KUD)
- 6) Demonstration for production of international standard white rice,
- 7) Establishment of technical/management procedure of new standard rice milling plant,
- 8) Providing economic superiority of such process,
- 9) Orienting KUDs-activities more than active and rational way.

### 2. Long-term Objectives

- 1) Improvement of technical and managerial practices of existing rice milling units operated by KUDs and BULOG..
- 2) Familiarization to improved technical concept of concerned people,
- 3) Opening scope for establishing national rice grading standard and the enforcement,
- 4) Study of prospective improved rice post-harvest system in Indonesia, and
- 5) Securing possibility of rice export.

## III. PLAN OF OPERATION

### 1. Land

As the site area of the Project, 15,000 to 20,000 M<sup>2</sup> of land shall be procured by Indonesian side.

## 2. Building

Following buildings shall be located at the site. The details are given in APPENDIX I.

- 1) Rice mill building, including workshop and laboratory.
- 2) Paddy dryer house.
- 3) White rice, storage.
- 4) Office, class-room, canteen, etc.
- 5) Power generator house
- 6) Dormitory for staff, and trainees, and
- 7) Other buildings

## 3. Equipment

Three categories of equipment would be required :

First, is powered mobile workshop to be used for rendering service for post-harvest equipments (e.g. ex. Kennedy Round II, OECF and others).

The second, is paddy drying/storage/milling/handling equipment to be used at the TFIIPHQR site. These include power generation unit.

The third category is for general administration/management/training. These include office equipment, data processing and printing facilities, audio visual aids for training and information activities, etc.

Details are given APPENDIX I.

## 4. Expert

Expert services shall be requested by separate Terms of Reference for Technical Cooperation.

## 5. Operational Costs and Budgeting

Following cost will be supplied to the Project in form of annual budget from the Ministry.

- 2) Maintenance cost for buildings and equipment,
- 3) Other operation cost such as fuel, water, communication, transportation, daily utensils, consumables, insurance, etc and
- 4) Cost for Training of operation/management staff of existing rice milling units.

Paddy buying fund will be lent to the Project in the same condition as loaned to KUOs.

All of earnings from the sales of rice and by-products produced in the Project shall be exclusively used for paying debts and the interest, the surplus being forwarded to the ministry.

#### IV. EXTERNAL AND GOVERNMENT INPUT

##### 1. External Input (refer to Appendix I) :

1) Equipment Components	¥846,000,000
2) Building Components	¥700,890,000
3) Consultancy Service	¥253,110,000
Total	¥1,800,000,000

##### 2. Government Input

- a. Land
- b. Land clearing/leveling
- c. Access roads
- d. Drainage
- e. Electricity supply
- f. Telephone
- g. Fence/gate
- h. Building/construction permits
- i. Furnitures for office and housing
- j. Handling cost of equipment and building materials

# APPENDIX I

## PROJECT BUDGET

### 1. EQUIPMENT COMPONENT

1) Rice mill, consisted of rice milling units of 4-ton, 3-ton, 1-ton and 0.5-ton	1 lot	¥300,000,000
2) Paddy Dryer and the related facilities	1 unit	¥125,000,000
3) Steel silos and upper structures, 100 ton paddy and conveyers and thermo-sensors for silos	1 lot	¥100,000,000
4) Laboratory facilities	1 lot	¥50,000,000
5) Work-shop facilities	1 lot	¥35,000,000
6) Training facilities	1 lot	¥60,000,000
7) Office/management/data-processing/printing equipments	1 lot	¥44,000,000
8) Forklift	3 units	¥6,000,000
9) Truck	10 units	¥50,000,000
10) Jeep	3 units	¥10,000,000
11) Contingency		¥20,000,000
Sub-total		¥800,000,000

### 2. BUILDING COMPONENT

1) Rice Mill Building	1,000 M <sup>2</sup>	¥90,990,000
2) Dryer House	800 M <sup>2</sup>	¥61,600,000
3) Storage warehouse	500 M <sup>2</sup>	¥28,300,000
4) Civil foundation for silos	400 M <sup>2</sup>	¥50,000,000
5) Main building, Training room, Laboratory	1,800 M <sup>2</sup>	¥260,000,000
6) Workshop	300 M <sup>2</sup>	¥44,000,000
7) Dormitory	900 M <sup>2</sup>	¥162,000,000
8) Contingency		¥50,000,000
Sub-total		¥746,890,000

3. CONSULTANCY SERVICE	¥253,110,000
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GRAND TOTAL	¥1,800,000,000
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Contents of the Requests for Technical Cooperation

TERMS OF REFERENCE

TRAINING FACILITY

FOR

INTEGRATED IMPROVEMENT OF POST HARVEST AND QUALITY OF RICE

(TFIIPHQR)

JAPANESE TECHNICAL COOPERATION

FISCAL YEAR 1987/1988

DIRECTORATE GENERAL OF BUSINESS PROMOTION FOR COOPERATIVES

MINISTRY FOR COOPERATIVES

(BLUE BOOK FISCAL YEAR 1986/1987 PROJECT TITLE  
INTEGRATED IMPROVEMENT OF POST HARVEST  
HANDLING OF RICE IN VILLAGE UNIT COOPERATIVES  
CODE NUMBER : RTA-136)

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### I. BACKGROUND AND SUPPORTING INFORMATION

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3. Institutional Framework
4. Government Follow-up

### II. OBJECTIVES OF THE TECHNICAL COOPERATION

1. Immediate Objectives
2. Long-term Objectives

### III. EXTERNAL AND GOVERNMENT INPUT

1. External Input
2. Government Input

## I. BACKGROUND AND SUPPORTING INFORMATION

### 1. Justification of the Project

Rice is a single most important staple food for Indonesia. They rely upon the rice for more than half of caloritic value and protein intake.

Throughout the term of PELITA I to V, the government of Indonesia has been trying its effort for the increased production of rice through such measures as follows :

- finance of farm operation funds,
- increase of cropping area,
- use of fertilizer and insecticide,
- distribution of seeds of improved varieties
- introduction of farm machinery,
- introduction of modern rice milling units (mainly to KUDs), etc.

As the result of such endeavor, rice production in 1984 reached at 25.2 million ton (in term of white rice) and the country has achieved to self-sufficiency of rice.

Adding to above, thanking to the cooperation of Japanese Government as OECF Loan, almost 500 units of modern rice milling units, with which high quality white rice that can meet the demand of local market shall be provided, in these years.

Then some new problems have cropped out as urgent matters to be solved at this stage.

i.e., followings came to be considered as immediate need :

- training of trainees and staff of KUDs for operation, management of introduced modern rice milling units (hereinafter called as existing rice milling units).
- improvement of quality of white rice, in general
- production of uniform and high quality white rice to be readily accepted in local as well as international rice market (hereinafter called as international standard white rice)
- introduction of grading standards of white rice
- uniformity of rice quality to be classified in corresponding grading standard
- replenishment of storage system for paddy and rice.
- introduction of rice milling units with which international standard white rice shall be available (hereinafter called as new standard rice milling unit)

in the face of above needs, there are such situations as follows :

- insufficient activities of KUDs in general
- inadequate paddy procurement system to secure quality paddy
- poor drying/storage practice of paddy
- low technical standard of rice mills
- absence of both rice grading standards and mechanism to enforce them
- shortage of packing/distribution facilities of standardized rice of each grade
- overall insufficiency in management of respective handling/processing/marketing procedure
- shortage of training facility for the operator of rice milling units provided to KUDs.
- lacking of training facility for the operator of new standard rice milling units.

As a mean to help solving above, a project TFIIPHQR under GENERAL GRANT AID is proposed to contribute on following points specifically ;

- to provide on-the-job training facilities to the staff of KUDs for efficient operation and management of existing rice milling units and plants
- to acquire latest high technology of rice milling through demonstration
- to give an access to establish the grading standard of white rice

As advised by the Master Plan of Improvement of Post Harvest Processing of Paddy and Rice of 1982 executed under the Assistance of Japanese Government, under the situation rice production has been achieved self-sufficiency and demand for uniform and high quality rice is increased, TFIIPHQR can take a role as New National Training Center for post harvest processing as well as New Demonstration Plant.

Adding to above, Government of Indonesia get a chance to improve the system for post harvest processing of rice. i.e. Government of Japan granted the opportunity to despatch the Expert concerning to post harvest processing from August 1986 for two years to Ministry for Cooperatives. With the advise of this Expert, TFIIPHQR might be operated in more useful way as model plant of future Indonesian Rice Milling Units.

However, as TFIIPHQR is a training center with quite new concept, and its required level of training is very high, Technical Cooperation of Government of Japan at the time of commencement of its activity is indispensable for the effective operation.



## 2. Name of Project and its Activity

- 1) Project Title : Technical Cooperation for the General Grant Aid Project Training Facility for Integrated Improvement of Post Harvest and Quality of Rice (TFIIPHQR)

(Blue Book Fiscal Year 1986/1987 Project Title :  
Integrated Improvement of Post Harvest Handling of  
Rice in Village Unit Cooperatives, Code Number :  
RTA-136)

- 2) Location of Activity of Technical Corporation :

East Java (at the site of TFIIPHQR)

- 3) Description of Required Scope of Work :

TFIIPHQR is to be established as a New National Training Center for post harvest processing to be owned and operated by Project Management Unit (PMU) to be nominated by Directorate General of Business Promotion for Cooperatives, Ministry for Cooperatives so as to become a prospective model activity for existing and new standard rice milling units and their secondary organization for paddy collection/processing/marketing and improvement existing and new standard rice milling units staff. On-the-job training is undertaken within such activities of TFIIPHQR.

Improvement of Post Harvest and Quality of Rice is to demonstrate possibility of producing uniform and high quality white rice by use of locally available paddy with proper quality assessment on its procurement, under sound economic profitability, if such operations were undertaken reasonable managerial and technical skill. It also will prove that such operations can be made definitely for the benefit of farmers and not on the sacrifice or exploitation of them.

As the TFIIPHQR is to be equipped with one of a quite new standard rice milling unit, activities undertaken at the TFIIPHQR shall be objectively and precisely recorded, analyzed and published for further improvement of such activities and for general reference in all the rice milling units in Indonesia.

But, as the required scope of work of TFIIPHQR is quite new in Indonesia, and as the required level of training is very high, it is essential to have technical cooperation from fulltime qualified expert for a considerable span of time, at the time of commencement of operation, so that TFIIPHQR can contribute for the Improvement of Post Harvest and Quality of Rice in INDONESIA as soon as possible.

Required Scope of Work are as follows :

#### EXPERT SERVICE

Despatch of 7 experts described below :

- 1) Team Leader : 60 m/m  
Team Leader is requested to look after the TFIIPHQR Project as a whole.
- 2) Engineering Expert : 120 m/m  
This Expert is for engineering matter of the TFIIPHQR Project, both for mechanical and post harvest processing.
- 3) Education and Training Expert : 60 m/m  
This Expert is for educational and training.
- 4) Quality Control Expert : 60 m/m  
This Expert is for giving guidance for the project.
- 5) Guidance and Marketing Expert : 60m/m  
This Expert is for economic and marketing aspect.
- 6) Coordinator : 60m/m

These are expected to cover followings as the whole :

Paddy quality assessment; paddy drying and storage; rice milling; handling and transportation; maintenance of equipment and other facilities; quality control of paddy and rice; inventory control; operation planning; training the trainers ; information/PR activities; KUD and existing rice milling units personnel training, etc.

#### 3. Institutional Framework

##### 1) Counter Part :

Directorate General of Business Promotion for Cooperatives,  
Ministry for Cooperatives.

##### 2) The charged office of the Counter Part :

Project Implementation Office of TFIIPHQR to be organized in the ministry. The Office would be located at the Project site of TFIIPHQR with related officers stationed in Jakarta.

##### 3) Related Organizations :

The Project Implementation Office of TFIIPHQR will cooperate with Provincial office of cooperatives (KANWILKOP) of East Jawa, DOLOG, PUSKUD and others.

#### 4. Government Follow-up

Ministry for Cooperatives will fill out the standard form for the application of despatch of experts through the approval of Cabinet secretariat of JICA.

## II. OBJECTIVES OF THE TECHNICAL COOPERATION

To achieve the following objectives indirectly with the effective operation of TFLIPHQR.:

### 1. Immediate Objectives

- 1) Training the trainees, staff of KUDs and management.
- 2) Establishment of technical/management procedure of producing uniform and high quality white rice for existing rice milling units.
- 3) Identification of quality criteria for various grades of white rice, practicable under present circumstances.
- 4) Supply of various standards of white rice,
- 5) Demonstration of proper paddy collection/drying/storage/milling/marketing process and training of existing rice milling units (operated mainly by KUD)
- 6) Demonstration for production of international standard white rice,
- 7) Establishment of technical/management procedure of new standard rice milling plant,
- 8) Providing economic superiority of such process,
- 9) Orienting KUDs-activities more than active and rational way.

### 2. Long-term Objectives

- 1) Improvement of technical and managerial practices of existing rice milling units operated by KUDs and BULOG.
- 2) Familialization to improved technical concept of concerned people,
- 3) Opening scope for establishing national rice grading standard and the enforcement,
- 4) Study of prospective improved rice post-harvest system in Indonesia, and
- 5) Securing possibility of rice export.

### III. EXTERNAL AND GOVERNMENT INPUT

#### 1. External Input

1) Team Leader	:	60 m/m
2) Engineering expert (2)	:	120 m/m
3) Educational and Training	:	60 m/m
4) Quality Control Expert	:	60 m/m
5) Economic and Marketing Expert	:	60 m/m
6) Coordinator	:	60 m/m

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Total	:	¥253,110,000.--
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#### 2. Government Input/Year

a. Counterpart allowance	:	Rp. 24,000,000.--
b. Duty travels	:	Rp. 15,000,000.--
c. Local employee	:	Rp. 126,000,000.--
d. Operation cost	:	Rp. 270,000,000.--

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		Rp. 435,000,000.--
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1- 9 Minister Decision Number ; 122/M/KPTS/VIII/84

MINISTER FOR COOPERATIVES

REPUBLIC OF INDONESIA

THE DECISION MINISTER FOR COOPERATIVES REPUBLIC INDONESIA

NUMBER : 122/M/KPTS/VIII/84

THE ORGANIZATION AND WORKING SYSTEM

COOPERATIVE TRAINING AND UP GRADING CENTER

MINISTER FOR COOPERATIVES R.I.

MINISTER FOR COOPERATIVES

REPUBLIC OF INDONESIA

THE DECISION MINISTER FOR COOPERATIVES REPUBLIC OF INDONESIA

NUMBER : 122/M/KPTS/VIII/84

ON

THE ORGANIZATION AND WORKING SYSTEM OF COOPERATIVE TRAINING AND  
UPGRADING CENTER

MINISTER FOR COOPERATIVES R.I.

To consider : It is necessary to formulate the position, duty and structural organization and working system of cooperative training and upgrading center as further implementation of the Presidential Decree NO : 15, 1984 and the decision of the Minister for Cooperatives NO : 07/M/KPTS/VI/83, 1983.

In view of : 1. Presidential Decree No : 44, 1974 on department organization basis;  
2. Presidential Decree No : 45/M, 1984 on the establishment of the Development Cabinet IV;  
3. Presidential Decree No : 15, 1984 on the department of structural organization;  
4. The decision of Minister for Cooperatives No : 07/M/KPTS/VI/1983 on the organization and working system of the Ministry of Cooperatives;

To pay attention to : The agreement of the Minister of State for the advantage of state apparatus in his letter No : B. 517/I/Menpan/7/84, dated July 18, 1984.

DECIDE

Establish : The decision of Minister for Cooperatives R.I. on the organization and working system of cooperative training and upgrading center.

## CHAPTER I

### POSITION, DUTY AND FUNCTION

#### Article 1

- (1) Cooperative Training and Upgrading Center is a technical implementation unit in cooperative training and upgrading field, which is under and directly responsible for the Director General for Cooperative Institution Promotion, Ministry of Cooperatives.
- (2) Cooperative Training and Upgrading Center is led by a chief.

#### Article 2

Cooperative Training and Upgrading Center has the duty of promoting, developing as well as implementing the cooperative training and upgrading.

#### Article 3

To implement the duty mentioned in Article 2, Cooperative Training and Upgrading Center has the following functions:

- a. To arrange and coordinate the planning and program arrangement of training and upgrading as well as promoting the cooperative teaching;
- b. To carry out cooperative training and upgrading in national level;
- c. To carry out the method improvement and the material of cooperative training and upgrading;
- d. To carry out the promotion and development of curriculum and the method of cooperative training and upgrading;
- e. To carry out the evaluation and report of the execution of cooperative training and upgrading, as well as monitoring the implementation of cooperative teaching;
- f. Training, upgrading and consultation as well as holding a discussion and field study on cooperatives;

- g. To collaborate with cooperative movement, educational institutes and other institutions at home and abroad on behalf of carrying out the cooperative training and upgrading;
- h. To evaluate the national implementation of training in connection with further training development for cooperative training;
- i. To organize a library and cooperative library as the follow-up of cooperatives' idea;
- j. To carry out the administration of cooperative training and upgrading;

## CHAPTER II

### THE STRUCTURAL ORGANIZATION

#### Article 4

Cooperative Training and Upgrading Center consists of :

- a. Administration department;
- b. Program Promotion Field;
- c. Organization Field;
- d. Evaluation and Report Field;
- e. Trainers group;

#### Article 5

The duty of administration department is to give the technical and administration service to all organization units in the Cooperative Training and Upgrading Center.

#### Article 6

To organize the duty mentioned in Article 5, the administration department has the following function :

- a. To manage correspondence and employment;
- b. To arrange finance;
- c. To handle the equipment and household;



#### Article 7

The administration departement consists of :

- a. Sub devision of correspondence and employment;
- b. Sub devision of finance;
- c. Sub devision of equipment and household;

#### Article 8

- (1) Sub devision of correspondence and employment has to carry on correspondence, file and employment.
- (2) Sub devision of finance has to arrange finance;
- (3) Sub devision of equipment and household has to arrange the equipment and household.

#### Article 9

Program Promotion Field has to execute the program arrangement promotion, curriculum and method, as well as cooperative teaching.

#### Article 10

To take care the duty in Article 9, Program Promotion Field has the following functions :

- a. To prepare, process, and arrange the training program and upgrading on cooperatives;
- b. To prepare and arrange curriculum and syllabus, method of every kind of training and upgrading on cooperatives;
- c. To prepare and promote trainers and trainees and upgrading on cooperatives;
- d. To promote, monitor and give guidance on cooperative teaching material;

#### Article 11

Program Promotion Field consists of :

- a. Program arrangement section;
- b. Curriculum and method section;
- c. Trainee and trainer section;
- d. Teaching section.

#### Article 12

- (1) The duties of Program Arrangement Section are :  
to prepare, process and arrange the program routine budget and development budget.
- (2) The duties of Curriculum and Method Section are :  
to prepare and arrange curriculum and syllabus as well as method of every kind of cooperative upgrading.
- (3) The duties of Trainer and Trainee Section are :  
to prepare, arrange the manual and the qualification of the trainer and trainee and upgrading on cooperatives.
- (4) The duties of Teaching Section are :  
to monitor, give guidance and counselling on cooperative teaching material which is carried out in the various educational institution and cooperatives.

#### Article 13

The implementation field has the duty of carrying out training and upgrading on cooperatives.

#### Article 14

To take care the duties mentioned in Article 13, Implementation Field has the following functions :

- a. To arrange and implement the training administration and upgrading on cooperatives;
- b. To prepare and organize training facilities and upgrading on cooperatives;

- c. To prepare and compile manuscript of training cooperation;
- d. To manage reproduction and publication as well as translation of training materials and upgrading on cooperatives;

#### Article 15

The Implementation Field consists of :

- a. Training administration and Upgrading Section;
- b. Training Facilities Section;
- c. Training Cooperation Section;
- d. Reproduction and Publication Section;

#### Article 16

- (1) Training administration and Upgrading Section has the duties of arranging and carrying out training administration and upgrading.
- (2) Training Facilities Section has the duties of preparing and managing training facilities and upgrading.
- (3) Training cooperation has the duties of managing training cooperation and upgrading with other authority/institution.
- (4) Reproduction and Publication Section has the duties of managing the reproduction and publication as well as translation of training and upgrading materials.

#### Article 17

Evaluation and Report Field has the function of executing evaluation and compiling training implementation report and upgrading as well as organizing library and documentation.

#### Article 18

To take care of the function mentioned in Article 17, Evaluation and Report Field has the following functions:

- a. To compile and process training and upgrading data, teaching and training cooperation in cooperative field;
- b. To analyze and evaluate training and upgrading implementation finding on cooperatives;
- c. To prepare and compile report;
- d. To manage library and documentation;

#### Article 19

Evaluation and Report Field consists of :

- a. Compiling and processing data section;
- b. Evaluation section;
- c. Report section;
- d. Library and Documentation section;

#### Article 20

- (1) Compiling and processing data section has the function of compiling and processing training data, teaching and training cooperation and upgrading on cooperatives.
- (2) Evaluation section has the function of analyzing and evaluating training implementation finding, teaching and training cooperation and upgrading on cooperatives.
- (3) Report section has the function of assambling and preparing report on training implementation and upgrading on cooperatives.
- (4) Library and Documentation section has the function of managing library and documentation and training information and upgrading on cooperatives.

#### Article 21

Trainer/upgrader has the function of giving training, consultation, leading a discussion and field study as well as other activities which are connected to the training activities and upgrading on cooperatives according to the respective field.

#### Article 22

- (1) Trainer/upgrader group consists of trainers/upgraders in the functional post;
- (2) Numbers of trainer/upgrader is confirmed based on the necessity;
- (3) Kinds and post of trainer/upgrader are arranged, based on the current regulation/law;

### CHAPTER III

#### PROVINCIAL COOPERATIVE TRAINING CENTER

##### Part I

##### Position, Duty, Function and Classification

##### Article 23

- (1) Provincial Cooperative Training Center is the executor of provincial cooperative which is under and responsible for the head of cooperative training and upgrading center administratively and tactically operationed, managed by head of provincial office, Ministry of Cooperatives.
- (2) Provincial Cooperative Training Center is lead by a chief.

##### Article 24

Provincial Cooperative Training Center has the duty of implementing cooperative training in the province.

##### Article 25

To implement the duty mentioned in Article 23, Provincial Cooperative Training Center has the following functions :

- a. To prepare the implementation, evaluate, and compile the findings of cooperative training implementation;
- b. To give training and consultation as well as holding discussion and field study;
- c. To cooperate with cooperative movement, education institutions and other authorities in the province for speeding up the training and cooperative development;
- d. To execute the administration and household of the "Balai";

#### Article 26

Provincial Cooperative Training Center is classified into 2 types namely :

- a. Provincial Cooperative Training Center Type A
- b. Provincial Cooperative Training Center Type B

#### Part II

The structural organization of the Provincial Training Center Type A.

#### Article 27

Provincial Cooperative Training Center Type A consists of :

- a. Administration sub division
- b. Implementation section
- c. Trainers group

#### Article 28

Administration sub division has the duty of managing the administration, employment, finance, equipment and household of the "Balai".

#### Article 29

To implement the duty mentioned in Article 28, sub division of administration has the following functions :

- a. To carry on correspondence and employment;
- b. To arrange finance;
- c. To handle the equipment and household;

#### Article 30

Administration sub division consists of :

- a. Correspondence and employment affairs;
- b. Financial affairs;
- c. General affairs;

#### Article 31

- (1) Correspondence and employment affairs has the duty of carrying on correspondence and employment of the "Balai";
- (2) Financial affairs has the duty of arranging finance;
- (3) General affairs has the duty of arranging equipment and household;

#### Article 32

The implementation section has the duty of :  
organizing the activities and preparing administration  
of the implementation of cooperative training.

#### Article 33

To implement the duty mentioned in Article 32, the  
implementation section has the following functions :

- a. To arrange training activities;
- b. To prepare the implementation and administration of the training;
- c. To evaluate training implementation;

#### Article 34

The implementation section consists of :

- a. Training preparation sub section
- b. Training evaluation sub section

#### Article 35

- (1) Training preparation sub section has the duty of arranging training activities, preparing administration and training implementation;
- (2) Training evaluation sub section has the duty of evaluating and preparing report on cooperative training implementation;



#### Article 36

Trainers/upgraders group has the duty of giving training and consultation, holding discussion and field survey as well as other activities related to cooperative training activities according to the respective field.

#### Article 37

- (1) Trainers/upgraders group consists of trainers/upgraders in the functional post;
- (2) Numbers of trainers are basically confirmed according to necessity;
- (3) Kinds and post of trainers are arranged based on the current regulation/law;

#### Article 38

Provincial Cooperative Training Center type B consists of :

- a. Administration sub division
- b. Trainers group

#### Article 39

Sub division of administration has the duty of carrying out the preparation of training implementation, administration, employment, finance, equipment and household of the "Balai".

#### Article 40

To carry out the duty mentioned in Article 39, sub division of administration has the following functions :

- a. To organize activities, training preparation and administration as well as evaluation on training implementation;
- b. To manage finance;
- c. To carry on correspondence, employment, equipment and household;

#### Article 41

Sub division of administration consists of :

- a. Preparation of the implementation affairs;
- b. Financial affairs;
- c. General affairs;

#### Article 42

- (1) Preparation of the implementation affairs has the duty of managing the activities preparation and training administration as well as evaluating training implementation;
- (2) Financial affairs has the duty of arranging financial affairs;
- (3) General affairs has the duty of carrying on correspondence, employment, equipment and households of the "Balai";

#### Article 43

Formulating the duty, post and numbers of post of trainers is the same as it is arranged in Article 36 and 37.

### CHAPTER IV

#### L O C A T I O N

#### Article 44

- (1) Since this decision is effective, Balatkops exist in the 27 provinces as stipulated in the attachment of this decision;
- (2) The new establishment of Balatkop, should be settled by Minister for Cooperatives' decision after previously having the written approval from the Minister who is responsible for the advantage of state apparatus field;

## CHAPTER V

### WORKING SYSTEM

#### Article 45

To carry out the duties, heads of the head office, division, field and "Balai" are obliged to follow coordination principles, integration and synchronization in their own environment as well as among the organization units in cooperative training and upgrading center, also with other Ministry of Cooperatives' apparatus in the Head Office and in the provinces they collaborate functionally.

#### Article 46

Each organization unit management is obliged to supervise its respective subordinate in case of the disobedience occurs, it is recommended to take necessary steps according to the current rule/law.

#### Article 47

Each organization unit management in Cooperative Training and Upgrading Center is responsible to lead and coordinate its respective subordinate and guide them to implement the duties.

#### Article 48

Each organization unit management is obliged to follow and obey the guidance and be responsible to its respective superior and send periodical reports in due course.

#### Article 49

Each report received by organization unit management from the subordinate is compulsory processed and utilized as material to compile further report for guiding the subordinate.

#### Article 50

Heads of field send the general report to the Head of Head Office through the Head of Administration Division and Head of the Administration Division receives the report, then compile the periodical report.

#### Article 51

In sending each report to the superior, the copy of the report is compulsory sent to other organization units which collaborate functionally.

#### Article 52

In implementing the duties, each organization unit management is assisted by Heads subordinate of organization units and on behalf of giving the duties to subordinate, each has compulsory held periodical meeting.

### CHAPTER VI

### C L O S I N G

#### Article 53

Conversion on the structural organization and the working system according to this letter of decision settled by the Minister for Cooperatives after having received written approval from the responsible Minister in the field of state apparatus.

#### Article 54

- (1) By the effectiveness of this decision, all settlements involved in the organization and the working system of Cooperative Training and Upgrading Center mentioned in the decision of Ministry of Trade and Cooperatives Number : 266/KP/V/1980 is effective on the date of issue.

Established in : Jakarta  
Date : August 30, 1984

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MINISTER FOR COOPERATIVES,  
BUSTANIL ARIFIN SH

cc.

1. Minister Coordinator in the Economical Field, Finance and Industry and Development Supervision;
  2. State Minister for the advantage of state apparatus/Vice Chairman of Bappenas;
  3. Minister/Secretary of State;
  4. Ministers of the Development Cabinet IV;
  5. Head, Board of state employment administration;
  6. Chief, State Administration Institution;
  7. Director General for Budgetting, Ministry of Finance;
  8. Ministry of Cooperatives' officials (Eselon I);
  9. Governors/Head of the province in Indonesia;
  10. Heads, provincial office Ministry of Cooperatives;
  11. Heads of the district/Mayors;
  12. Heads, district office Ministry of Cooperatives;
-

# 1-10 Meteorological Data of the Site

## 1. Rainfall

The average rainfall per month in the past 3 years  
(BEKASI) (mm)

year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1984	-	-	-	-	237	-	-	-	-	-	-	-
1985	-	-	138	-	81	94	109	-	69	-	28	162
1986	344	166	79	-	-	38	141	97	-	-	-	-

## 2. The number of rainy days

Monthly rainfall in the past 3 years (BEKASI) (day)

year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1984	-	-	-	-	11	-	-	-	-	-	-	-
1985	-	-	12	-	6	6	10	-	7	-	4	13
1986	22	14	7	-	-	2	6	3	-	-	-	-

## 3. Humidity (BEKASI) (%)

year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1984	-	85	-	85	84	76	81	79	83	78	81	80
1985	86	84	83	84	83	83	83	76	77	79	76	80
1986	-	83	84	84	81	81	78	76	81	80	83	84

Reference: CEMBAGA MOTEOROGI & GEOFISIKA INSTITUTION  
OF METEORORIGI & GEOFISIKA

4. The average velocity in the past 3 years (M/sec) (BEKASI)

year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1984	-	1.4	-	1.3	1.2	1.3	1.3	1.3	1.2	1.2	1.2	1.7
1985	1.0	1.3	1.4	1.1	0.9	0.9	1.1	1.3	1.3	1.0	1.1	1.3
1986	-	1.3	1.0	1.0	1.0	0.9	1.1	1.2	1.2	1.0	1.1	0.9

5. The maximum velocity in the past 3 years (M/sec) (BEKASI)

year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1984	-	5.4	-	-	6.7	5.4	6.7	7.2	8.9	6.7	5.8	6.3
1985	5.8	8.9	6.7	6.7	6.7	4.5	6.3	6.3	4.5	7.6	5.4	7.6
1986	-	6.7	4.5	5.4	6.3	5.4	6.3	5.4	4.5	5.8	5.4	6.7

6. The wind direction in the past 3 years (BEKASI)

year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1984	-	WNW 290	-	SSW 193	SSE 156	ESE 128	SSE 155	SW 219	SW 219	SSW 193	SW 217	WSW 253
1985	WNW 299	WSW 261	W 276	SSW 218	SSE 153	WSW 236	SE 139	SSE 165	SSW 216	SSW 206	WSW 247	W 276
1986	-	WNW 291	WNW 289	SSW 196	S 180	SW 221	SW 222	SSW 199	S 181	SW 220	WSW 244	SSW 253

7. Temperature (Jakarta/O.B.S) (°C)

year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1984												
Max.	30.1	30.3	31.2	32.2	32.2	32.9	32.2	32.5	31.4	32.3	32.2	31.2
Min.	23.5	23.6	23.7	24.1	23.7	23.8	23.6	23.6	23.3	24.3	24.1	23.6
1985												
Max.	30.7	31.7	32.0	31.8	32.8	32.0	31.3	32.5	32.4	32.5	32.4	31.6
Min.	23.4	24.2	23.8	24.1	24.2	23.8	23.2	23.4	23.6	24.0	24.1	23.8

Reference: STATISTIC INDONESIA 1985, 1986  
STATISTICAL YEARBOOK OF INDONESIA

1-11 List of Data Collected

1. PERATURAN BETON BERTULANG INDONESIA  
Reinforced concrete standards in Indonesia
2. PERATURAN KONSTRUKSI KAYU INDONESIA  
Wooden structure standards in Indonesia
3. PERATURAN PERENCANAAN BANGUNAN BAJA INDONESIA (PPBBI)  
Structural standards in Indonesia
4. PEDOMAN PERENCANAAN PEMBEBANAN UNTUK RUMAH DAN GEDUNG  
Design loads standards
5. PERATURAN PERENCANAAN TAHAN GEMPA INDONESIA UNTUK GEDUNG  
Seismic standards
6. PERATURAN UMUM INSTALASI PENANGKAL PETIR (PUIPP)  
UNTUK BANGUNAN DI INDONESIA  
Lightning protection standards in Indonesia
7. STANDARD PENERANGAN BUATAN DI DALAM GEDUNG  
Illuminance standards
8. PEDOMAN PLAMING INDONESIA  
Water supplying and drainage standards in Indonesia



## Appendix 2

### 2-1 PUSLATPENKOP Training Curriculum

#### Course 1

1. Course name: Basic study of the cooperative, practical activities I
2. Training grade: Basic grade
3. Training period: 6 days (28 lessons, 75min/lesson)
4. Training purpose: To understand and to recognize concerning to the basic and the practical activities of the cooperative.
5. Goal of training: Ability to explain regarding to the basic study of the cooperative and practical activities.
6. Objective group: Auditor, manager and office worker of the cooperative
7. Condition of the objective group: Office worker and/or manager and those who have no experience of training course and also those who have no completed a course of the cooperative of the commercial-high school.
8. Training plan: Promotion, Ministry for cooperative organization secretary of the minister of the cooperative, DEKOPIN, KANWILDEP and DEKOPINWIL.
9. Organ to execute: PUSLATPENKOP/BALATKOP

Course 2

1. Course name: Basic study of the cooperative, practical activities II
2. Training grade: Basic grade
3. Training period: 7 days (29 lessons, 75min/lesson)
4. Training purpose: Same as course I
5. Goal of training: Ability to explain regarding to the basic study of the cooperative and practical activities.
6. Objective group: Promoting team monitor of the cooperative
7. Condition of the objective group: Leader of such group as young man, young woman, Boy Scout and student
8. Training plan: Promotion, Ministry for cooperative organization, secretary of the ministry of the cooperative and organizer division of the cooperative.
9. Organ to execute: Same as course 1

### Course 3

1. Course name: Basic study of the cooperative, practical activities III
2. Training grade: Basic grade
3. Training period: 10 days (40 lessons, 75min/lesson)
4. Training purpose: Same as course I
5. Goal of training: Same as course I
6. Objective group: Office worker of the cooperative
7. Condition of the objective group: Those who have no experience of attending this training course.
8. Training plan: Secretary of the ministry of cooperative, province division office the ministry of the cooperative.
9. Organ to execute: Same as course I

Course 4

1. Course name: Organization of the cooperative, management development.
2. Training grade: Middle grade
3. Training period: 2 weeks (56 lessons, 75min/lesson)
4. Training purpose: Grade up the knowledge and practical technique in the field of the cooperative organization and its management.
5. Goal of training: Ability to execute the practical activities concerning to the cooperative organization and fundamental management.
6. Objective group: The chairman of the board of directors of the cooperative/KUD.
7. Condition of the objective group: Those who have completed the basic and practical activities of the cooperative.
8. Training plan: Promotion, Ministry for cooperative DEKOPIN, DEKOPINWIL/BALATKOP
9. Organ to execute: Same as course 1

## Course 5

1. Course name:        Audit accounts
2. Training grade:    Middle grade
3. Training period:   2 weeks (56 lessons, 75min/lesson)
4. Training purpose: To grade up the knowledge and practical technique in  
                                 the field of audit accounts of the cooperative.
5. Goal of training: To understand the basic concerning to the audit  
                                 accounts execution.
6. Objective group:   Auditor and directors of the cooperative
7. Condition of the    Those who have completed the basic and practical  
   objective group:       activities of the cooperative
8. Training plan:      The management division of the general organization  
                                 bureau of the ministry of the cooperative.
9. Organ to execute: Same as course 1

Course 6

1. Course name: The cooperative/KUD accounting
2. Training grade: Middle grade
3. Training period: 2 weeks (56 lessons, 75min/lesson)
4. Training purpose: Grade up the knowledge and practical technique in the field of accounting of the cooperative.
5. Goal of training: To understand about the accounting of the cooperative, and ability to execute the practice of the cooperative/KUD.
6. Objective group: The cooperative/KUD manager
7. Condition of the objective group: Those who have no experience of attending to the account training of the cooperative/KUD.
8. Training plan: The management division of the general organization bureau of the ministry of the cooperative.
9. Organ to execute: BALATKOP

## Course 7

1. Course name: Business management of the cooperative
2. Training grade: Middle grade
3. Training period: 2 weeks (56 lessons, 75min/lesson)
4. Training purpose: To grade up the knowledge and technical practice in the field of of business management of the cooperative.
5. Goal of training: Practical activities in the cooperative according to the basic theory of the business management.
6. Objective group: Chief officer and manager of the cooperative/KUD
7. Condition of the objective group: Those who have completed the basic and practical activities training of the cooperative, and who have no experience of the training.
8. Training plan: Planning bureau of the ministry of the cooperative
9. Organ to execute: PUSLATPENKOP/BALATKOP

Course 8

1. Course name: Financial business management
2. Training grade: Middle grade
3. Training period: 3 weeks (84 lessons, 75min/lesson)
4. Training purpose: Grade up the knowledge and technical practice of the financial business management.
5. Goal of training: Promote the financial business of the cooperative according to the basic theory of financial business management.
6. Objective group: Chief financial officer and manager of the cooperative/KUD.
7. Condition of the objective group: Those who have completed the basic and practical activities training of the cooperative, and who has no experience of the training.
8. Training plan: Promotion, Ministry for cooperative
9. Organ to execute: PUSLATPENKOP/BALATKOP



Course 9

1. Course name: Finance
2. Training grade: Professional
3. Training period: 2 weeks (56 lessons, 75min/lesson)
4. Training purpose: Grade up the knowledge and technical practice of  
concerning to the finance of the cooperative/KUD.
5. Goal of training: To understand the effective management of expanding  
finance.
6. Objective group: Chief financial officer and manager of the  
cooperative/KUD.
7. Condition of the objective group: Those who have no experience of the training
8. Training plan: Promotion, Ministry for cooperative
9. Organ to execute: PUSLATPENKOP/BALATKOP

Course 10

1. Course name: Management of office man
2. Training grade: Professional
3. Training period: 2 weeks (56 lessons, 75min/lesson)
4. Training purpose: To understand and recognize regarding to the operation off office worker of the cooperative.
5. Goal of training: To understand the basic control of the worker in the cooperative and guide the worker.
6. Objective group: Secretary and manager of the cooperative
7. Condition of the objective group: Those who have completed the basic and practical activities training of the cooperative, and who has not experience of the same training.
8. Training plan: DEKOPIN
9. Organ to execute: PUSLATPENKOP/BALATKOP

Course 11

1. Course name: Transaction of the farm products
2. Training grade: Professional
3. Training period: 3 weeks (84 lessons, 75min/lesson)
4. Training purpose: Grade up the knowledge and technical practice concerning to the transaction of the farm products.
5. Goal of training: Ability to transact the products of the members effectively.
6. Objective group: Chief of the transaction in charge and manager of the cooperative.
7. Condition of the objective group: Those who have completed the basic and practical activities training of the cooperative, and who has no experience of the same training.
8. Training plan: Promotion, Ministry for cooperative
9. Organ to execute: BALATKOP

Course 12

1. Course name: Education for the leader of the cooperative I
2. Training grade: Professional
3. Training period: 90 days (350 lessons, 75min/lesson)
4. Training purpose: Grade up the knowledge and technical practice  
as for leader in the leader division of the  
ministry of the cooperative.
5. Goal of training: Ability to have leadership in the practical works.
6. Objective group: Those who are leader in the ministry of the  
cooperative.
7. Condition of the objective group: Those who have more than five years practical  
experience, and who completed 3 years in college.
8. Training plan: DEKOPIN/DEKOPINWIL
9. Organ to execute: PUSLATPENKOP

Course 13

1. Course name: Education for the leader of the cooperative II
2. Training grade: Professional
3. Training period: 6 month (710 lessons, 75min/lesson)
4. Training purpose: Lecture of the teaching system education for the professional leader of the cooperative.
5. Goal of training: Ability of practical leader as a result of studying the lecture method against public.
6. Objective group: Office man of the ministry of the cooperative
7. Condition of the objective group: Those who have, more than 3 years experience in the practical experience, and who completed 3 years in college.
8. Training plan: Leader division in the ministry of the cooperative
9. Organ to execute: PUSLATPENKOP

Course 14

1. Course name: Spreading activities of the cooperative
2. Training grade: Professional
3. Training period: 3 weeks (84 lessons, 75min/lesson)
4. Training purpose: To educate the knowledge to promote the spreading  
the activities of the cooperative.
5. Goal of training: Ability to teach the spreading activities on the  
phase of development of the cooperative.
6. Objective group: Office man of the ministry of the cooperative
7. Condition of the objective group: Those who have, worked in the spreading activities,  
and who have more than 2 years practical  
experience.
8. Training plan: Promotion, Ministry for cooperative
9. Organ to execute: PUSLATPENKOP/BALATKOP

Course 15

1. Course name: Controlling of the training center
2. Training grade: Professional
3. Training period: 7 days (32 lessons, 75min/lesson)
4. Training purpose: Department and mechanization of BALATKOP.  
To study the purpose, contents, program  
evaluation and edit the training.
5. Goal of training: Ability to plan, excuse and evaluate the training
6. Objective group: Chief of BALATKOP
7. Condition of the objective group: Chief of BALATKOP
8. Training plan: General organization bureau and Promotion, Ministry  
for cooperative
9. Organ to execute: PUSLATPENKOP

Course 16

1. Course name: Management education of the cooperative I
2. Training grade: Professional
3. Training period: 10 days (40 lessons, 75min/lesson)
4. Training purpose: To educate the knowledge and technical practice of cooperative/KUD according to the educational management principle of the cooperative.
5. Goal of training: Ability to establish the cooperative/KUD and then evaluation according to the management principle of the cooperative.
6. Objective group: Worker who belong to the board of cooperative, and who belong to the province/district office of the cooperative.
7. Condition of the objective group: Those who have no experience of the training
8. Training plan: Promotion, Ministry for cooperative
9. Organ to execute: PUSLATPENKOP/BALATKOP



Course 17

1. Course name: Management education of the cooperative II
2. Training grade: Professional
3. Training period: 3 weeks (84 lessons, 75min/lesson)
4. Training purpose: To spread the establishment method of the cooperative/KUD according to the educational management principle of the cooperative.
5. Goal of training: To educate the possibility of professional independent of the management by promoting the ability of planning, execution and evaluation of the cooperative establishment according to the management principle of the cooperative.
6. Objective group: Director, worker of the cooperative and the province/district office of the cooperative.
7. Condition of the objective group: Those who completed managing education I and who are working as a instructor in the cooperative.
8. Training plan: Promotion, Ministry for cooperative
9. Organ to execute: PUSLATPENKOP/BALATKOP

Course 18

1. Course name: Management of cooperative libraries
2. Training grade: Professional
3. Training period: 25 days (100 lessons, 75min/lesson)
4. Training purpose: To understand practical office work of the library management method of the cooperative.
5. Goal of training: Ability of the practical works of the library based on the library management method.
6. Objective group: Worker in charge of library work of PUSLATPENKOP/BALATKOP.
7. Condition of the objective group: Those who completed the basic and practical library works of the cooperative.
8. Training plan: Worker in charge of the library of the cooperative.
9. Organ to execute: PUSLATPENKOP

Course 19

1. Course name: Management and office work of the training center
2. Training grade: Professional
3. Training period: 10 days (40 lessons, 75min/lesson)
4. Training purpose: Grade up the office works, knowledge of the management, technical practice of the training center.
5. Goal of training: To execute the office works, management.  
To formulate, to plan, to execute and to evaluate the training contents.
6. Objective group: Those who charged in office works of the training center.
7. Condition of the objective group: Those who have no experience of the training.
8. Training plan: -
9. Organ to execute: PUSLATPENKOP

Course 20

1. Course name: Development of education
2. Training grade: Professional
3. Training period: 3 weeks (84 lessons, 75min/lesson)
4. Training purpose: To develop the educational field of the ministry cooperative.
5. Goal of training: To evaluate the subject, to solve the problem and to plan in the situation of the existence problems.
6. Objective group: Director of the board, leader in charge of the ministry of the cooperative.
7. Condition of the objective group: Those who completed the basic and practical activities of the cooperative.
8. Training plan: DEKOPIN/DEKOPINWIL
9. Organ to execute: PUSLATPENKOP/BALATKOP

Course 21

1. Course name: Training of the policy planning
2. Training grade: Professional
3. Training period: 2 days (10 lessons, 75min/lesson)
4. Training purpose: To plan the training business policy for the purpose of assistance of the national development affairs.
5. Goal of training: To take the leadership until the training and educational business with harmonize with the every ministry concerned.
6. Objective group: Those who in charge the education and training organization belong to the ministry concerned with general organization bureau of the cooperative and PUSLATPENKOP.
7. Condition of the objective group: Director of PUSDIKLAT, PUSLATPENKOP
8. Training plan: Secretary of ministry of the cooperative
9. Organ to execute: PUSLATPENKOP

Course 22

1. Course name: Post harvest processing
2. Training grade: Professional
3. Training period: 6 days (28 lessons, 75min/lesson)
4. Training purpose: Grade up the knowledge and technical practice for the operation systems of rice mill facilities, and food marketing systems.
5. Goal of training: To understand the post harvest processing business concerning to the KUD.
6. Objective group: Worker of KUD, those who work in the food marketing business and operator.
7. Condition of the objective group: Those who have 2 years experience of practical operation of the rice mill facilities and who works in the food marketing business of KUD.
8. Training plan: General planning bureau, province office and planning division in charge of business development of the ministry of the cooperative.
9. Organ to execute: BALATKOP

## 2- 2 BALATOP Facility and Staff Source) PUSLATPENKOP

No.	Name and Address	Establish- ment	Class	Land Area & Scale of Facility (m <sup>2</sup> )	Class Rooms	Number of Staff		
						Instructor	Others	Total
1.	BALATKOP D.I. ACEH (Jl. Panglima Nyak Makam Blang Pineung, Banda Aceh Telp.23076-23989)	1964	A	34.001/2.772	3	6	4	10
2.	BALATKOP SUMATERA UTARA (Jl.Binjo Km.8,5 Medan Telp.28044)	1974	A	1.133/ 328	2	10	8	18
3.	BALATKOP SUMATERA BARAT (Jl.S.Parman 238 Ulak Karang, Padang. Telp.22992)	1973	A	1.150/ 650	1	7	7	14
4.	BALATKOP RIAU(Jl.Ronggowarsito 47 Pekanbaru, Telp.22899)	1971	A	3.028/ 658	1	6	8	14
5.	BALATKOP JAMBI (Jl.Jend.A.Yani, Telanai-pura, Jambi Telp.24740)	1983	B	624/ 300	1	6	14	20
6.	BALATKOP SUMATERA SELATAN (Jl.Jend.Sudir-man Km.3,5 Kotak Pos 140 Palembang, Telp. 22082)	1970	A	2.500/ 588	1	7	7	14
7.	BALATKOP BENGKULU (Jl.Jati Sawah Lebar Telp.31652 Bengkulu)	1975	B	2.740/ 505	1	6	9	15
8.	BALATKOP LAMPUNG (Jl.Dr.Susilo 29 Bandar Lampung)	1971	A	3.200/1.650	2	9	11	20
9.	BALATKOP DKI JAKARTA (Jl.Tanah Merdeka 12/12 Ciracas Pasar Rebo Jakarta Timur)	1985	A	1.000/ 298	-	15	18	33
10.	BALATKOP JAWA BARAT (Jl.Dr. Setiabudi Km.11 No.11 Bandung)	1970	A	6.183/1.116	3	12	8	20
11.	BALATKOP JAWA TENGAH (Jl.Srondol Barat Telp.311967 Semarang)	1973	A	7.252/2.820	4	14	16	30
12.	BALATKOP D.I.YOGYAKARTA (Jl.HOS Cokro-aminoto, Tegalrejo Yogyakarta)	1978	A	1.500/ 713	2	10	20	30

13.	BALATKOP JAWA TIMUR	1979	A	11.740/1.827	3	13	25	38
14.	BALATKOP BALI (Jl.Tekad Yeh Penet Renon Telp.8405 Denpasar)	1974	A	2.250/ 766,7	1	6	10	16
15.	BALATKOP NUSA TENGGARA BARAT (Jl.Pemuda Telp.23568 Mataram)	1969	A	9.900/ 994	2	7	16	23
16.	BALATKOP NUSA TENGGARA TIMUR (Jl.Pelana 21 Cibobo, Telp.21584 Kupang)	1970	B	3.024/ 742	2	6	4	10
17.	BALATKOP TIMOR TIMUR (Jl.Villa Verde Kec. Dilli Barat, Telp.2469)	1978	B	1.260/ 274	1	3	5	8
18.	BALATKOP KALIMANTAN BARAT (Jl.Dr. Sutomo 1 Pontianak, Telp.2705)	1971	B	4.415/ 869	4	6	10	16
19.	BALATKOP KALIMANTAN TENGAH (Jl.Yos Sudarso Palangkaraya, Telp.21803-21830)	1974	B	7.820/ 500	2	5	2	7
20.	BALATKOP KALIMANTAN SELATAN (Jl.A.Yani Km.4,5 Banjarmasin)	1970	A	1.500/ 70	1	8	12	20
21.	BALATKOP KALIMANTAN TIMUR (Jl.Ir.H.Juanda 205 Air Putih,Samarinda Telp.21636-22159)	1975	B	3.000/ 312	1	4	11	15
22.	BALATKOP SULAWESI UTARA (Jl.Siswa 100 Telp.51663 Manado)	1975	A	1.000/ 573	1	8	6	14
23.	BALATKOP SULAWESI TENGAH (Jl.Raya RA Kartini 17, Telp.21230 Palu)	1973	B	10.050/ 576	1	5	14	19
24.	BALATKOP SULAWESI SELATAN (Jl.Urip Sumoharjo Km.4 Panpang, Ujung Pandang)	1970	A	10.000/1.230	3	13	12	25
25.	BALATKOP SULAWESI TENGGARA (Jl.Bunga Tanjung 100 Kendari, Telp.21192)	1972	B	9.040/ 596	2	5	16	21
26.	BALATKOP MALUKU (Jl.Gunung Nona, Karang Pan- jang, Ambon Telp.41412)	1970	B	9.969/ 770	2	3	3	6
27.	BALATKOP IRIAN JAYA (Jl.Angkasa Indah 1 Jayapura)	1979	B	20.000/ 555	1	4	11	15



# 2-3 Training Activities in Food Technology Research and Training Center, BULOG

No.	Training	Cooperation	Schedule	No. of Participant	Origin of Participant
1.	Training on Rice Post-Harvest Technology	BULOG, DEPTAN, SEARCA	June 4 - 15, '79	40	BULOG, DEPTAN
2.	Training on Secondary Crop Procurement	BULOG, T.P.I.	Oct. 22 - 30, '79	40	BULOG, KOPERASI
			Sub-total	80	
3.	Training on Pest and Quality Control	BULOG, T.P.I.	Jan. 8 - 25, '80	36	BULOG
4.	Training on Lister Dryer	BULOG, LISTER, WOTRACO	Jan. 28 - 29, '80	24	BULOG, KUD JABAR
5.	Intensive Training for Procurement Task-Force I	BULOG	Mar. 14 - 15, '80	22	BULOG, IPB/BOSEX, PERTANIAN
6.	Intensive Training for Procurement Task-Force II	BULOG	Mar. 17 - 18, '80	26	BULOG, IPB/BOSEX, PERTANIAN
7.	Intensive Training for Procurement Task-Force III	BULOG	Apr. 21 - 23, '80	27	BULOG, IPB/BOSEX, PERTANIAN
8.	Training for Warehouse Manager	BULOG-PTI, USAID	June 30 - July 12, '80	10	N.T.T.
9.	Training on Rice Post-Harvest Technology	BULOG, DEPTAN, SEARCA	Aug. 25 - Sept. 6, '80	32	BULOG, DEPTAN
10.	Training on Secondary Crop Post-Harvest Technology	BULOG, T.P.I.	Sept. 29 - Oct. 7, '80	43	BULOG, DEPTAN, KOPERASI
11.	Up-Grading Course on Pest and Quality Control VIII	BULOG, T.P.I.	Nov. 11 - 28, '80	38	BULOG
			Sub-total	258	
12.	Post Harvest Training for Trainers	BULOG, F.A.O.	Feb. 16 - Mar. 4, '81	33	BULOG, DEPTAN 10 NEGARA ASEAN
13.	Training on Rice Post-Harvest Technology	BULOG, F.A.O.	Mar. 17 - 31, '81	30	BULOG, DEPTAN
14.	Training on Mill More Rice Mill	BULOG, KOPERASI, SEARCA	May. 18 - June 3, '81	28	BULOG, DEPTAN KOPERASI
15.	Training on Food Grain Storage	BULOG, T.P.I. USAID	Aug. 18 - Sept. 6, '81	7	KALSEL & NTB
16.	Training on Secondary Crop Post-Harvest Technology	BULOG, DEPTAN, SEARCA	Sept. 14 - 25, '81	30	BULOG, DEPTAN
			Sub-total	128	
17.	Training on Grain Quality Surveyor	BULOG, SURVEYOR	Jan. 11 - 23, '82	63	PAN-ASIA & SUCOFINDO
18.	Training for KR Rice Mill Operator of KUD I	BULOG, KOPERASI	Apr. 5 - 21, '82	50	BULOG, KOPERASI

No.	Training	Cooperation	Schedule	No. of Participant	Origin of Participant
19.	Training for KR Rice Mill Operator of KUD II	BULOG, KOPERASI	May 23 - 30, '82	43	BULOG, KOPERASI
20.	Training for Trainers on Post-Harvest Technology I	BULOG, DEPTAN, KOPERASI	Aug. 2 - 16, '82	40	BULOG, DEPTAN, KOPERASI
21.	Training for Trainers on Post-Harvest Technology II	BULOG, DEPTAN, KOPERASI	Aug. 23 - Sept. 13, '82	35	BULOG, DEPTAN, KOPERASI
22.	Training for Trainers on Post-Harvest Technology III	BULOG, DEPTAN, KOPERASI	Sept. 15 - 29, '82	41	BULOG, DEPTAN, KOPERASI
			Sub-total	272	
23.	Training for Rice Mill Operator of KUD III	BULOG, KOPERASI, RUTAN	June 15 - July 2, '83	49	BULOG, KOPERASI, RUTAN
24.	Training for Operator of KR 3 Ton Rice Mill	BULOG, KOPERASI JABAR	July 29 - Aug. 4, '83	38	BULOG, KOPERASI, DEPTAN
25.	Training on Secondary Crops and Cassava Post-Harvest Technology	BULOG, DEPTAN, KOPERASI	Sept. 20 - 28, '83	32	BULOG, DEPTAN, KOPERASI
			Sub-total	119	
26.	Training on Technique of Moisture Tester at Provincial Level	BULOG	Jan. 3 - 6, '84	27	BULOG
27.	Training ASEAN - EEC (Regional)	INDONESIA-ASEAN-EEC	Sept. 12 - 22, '84	18	INDONESIA-ASEAN-EEC
28.	Orientation for Cooperatives II	BULOG	Sept. 29 - Oct. 10, '84	40	BULOG
			Sub-total	85	
29.	Training on Post-Harvest Technology	DEPTAN, BULOG, KOPERASI	Feb. 25 - Mar. 2, '85	34	BULOG, DEPTAN, KOPERASI
30.	Training I.P.B.	I.P.B.	Mar. 4 - 5, '85	24	I.P.B.
31.	Training on Post-Harvest Technology	DEPTAN, BULOG	Apr. 22 - 27, '85	28	DEPTAN, BULOG
32.	Coaching for Trainers on Post-Harvest Technology	DEPTAN, BULOG, KOPERASI	Nov. 1 - 7, '85	48	DEPTAN, BULOG, KOPERASI
			Sub-total	134	
			Total	1,076	

Note: DEPTAN: Department of Agriculture  
KOPERASI: Department of Cooperatives

Source: BULOG

2-4 The curriculum for Post harvest processing  
training course of PUSLATPENKOP

< Subject 1 >

- |                    |   |
|--------------------|---|
| 1. Goal            | To understand the overall training works within a training team   |
| 2. Detail          | <u>General subject</u><br>Orientation<br>Ceremony for participants<br>Organizing groups   |
| 3. Practical Study | Guidance for entry procedure, training schedule and explanation for the training purpose and goal<br><br>Expressing the important role of the training<br><br>Exchanging the friendship communication between the participants by playing games |
| 4. Lessons         | 2 lessons   |
| 5. Methods         | lectures<br>Inquiries and answers<br>Discussions  |
| 6. Evaluation      | Not applicable  |

< Subject 2 >

- |                    |   |
|--------------------|---|
| 1. Goal            | To understand the food marketing systems on KUD   |
| 2. Detail          | Food marketing system based on KUD as for essential subject   |
| 3. Practical Study | Instruction concerning to the followings ;<br>-The food marketing system based on KUD<br><br>-A purpose and the role of KUD in food market<br><br>-A procedure and guarantee of financial loan in food market |
| 4. Lessons         | 3 lessons   |
| 5. Methods         | lectures<br>Inquiries and answers<br>Discussions  |
| 6. Evaluation      | Simple testing after the training lectures  |

< Subject 3 >

1. Goal            To understand the good storing feature of paddy/rice
2. Detail        Storing of Paddy/rice
3. Practical Study    -Instruction on beneficial storing feature of paddy/rice  
                      -Practical training for the storing systems of paddy/rice
4. Lessons       2 lessons
5. Methods       lectures  
                      Inquiries and answers  
                      Discussions  
                      Practical training
6. Evaluation    Same as Course 2

< Subject 4 >

1. Goal            To dry up paddy practically based on the moisture content of BULOG standards
2. Detail        Drying up paddy
3. Practical Study    -Instruction concerning to purpose, benefit, theory and practice of drying system  
                      -Practical training for storing systems of paddy
4. Lessons       2 lessons
5. Methods       lectures  
                      Inquiries and answers  
                      Discussions  
                      Practical training
6. Evaluation    Not applicable

< Subject 5 >

1. Goal            To analyze paddy/rice using property machines and equipment
2. Detail        Analyzing the quality of paddy/rice
3. Practical Study    -Lecture of analyzing systems for paddy/rice  
                      -Practical training of analyzing systems using property machines and equipment
4. Lessons       2 lessons
5. Methods       lectures  
                     Discussions  
                     Practical training
6. Evaluation    Not applicable

< Subject 6 >

1. Goal            To understand the economies by analyzing works executed with automatic processing systems on the Post harvest processing
2. Detail        Analyzing the economies of the Post harvest processing machines
3. Practical Study    Study on the conditions regarding to the analyzing economies of the paddy dryer and paddy husker
4. Lessons       2 lessons
5. Methods       lectures  
                     Discussions  
                     Practical training
6. Evaluation    Same as Course 2

< Subject 7 >

1. Goal            To introduce various types of paddy huskers and rice whiteners and to explain on proper selection of these
2. Detail        Various types of paddy huskers and rice whiteners
3. Practical Study    -Introducing paddy huskers and rice whiteners  
                      -Analyzing specific features of each type of machine
4. Lessons      2 lessons
5. Methods      lectures  
                      Discussions
6. Evaluation   Same as Course 2

< Subject 8 >

1. Goal            To execute the operation of the paddy husker and rice whitener for the production of high quality rice
2. Detail        Paddy husker and rice whitener
3. Practical Study    -Instruction of paddy husker and rice whitener  
                      -Working mechanism of paddy husker and rice whitener  
                      -Practical operation of paddy husker and rice whitener
4. Lessons      2 lessons
5. Methods      lectures  
                      Discussions
6. Evaluation   Same as Course 2

< Subject 9 >

1. Goal            To understand the paddy price list for farmers
2. Detail        Instruction on the use of the paddy price list
3. Practical Study    -Instruction on the price decision method by use of the paddy price list  
                      -Practical training how to use the paddy price list
4. Lessons       2 lessons
5. Methods       lectures  
                      Inquiries and answers  
                      Discussions  
                      Practical training
6. Evaluation    Same as Course 2

< Subject 10 >

1. Goal            To discuss on the ways to solve the problems in the field of Post harvest processing
2. Detail        The case studies
3. Practical Study    -Pointing out and studying problems in the field of Post harvest processing  
                      -Discussing practicability of various solutions
4. Lessons       4 lessons
5. Methods       Group discussions
6. Evaluation    Same as Course 2

< Subject 11 >

1. Goal            To understand the policies in the field of Post harvest processing systems
2. Detail        Policies in the field of Post-harvest systems
3. Practical Study    Explanation on the policies in the field of Post harvest
4. Lessons       2 lessons
5. Methods       lectures  
                     Inquiries and answers
6. Evaluation    Not applicable

< Subject 12 >

1. Goal            To point out the difficult subjects to be solved, and to present the new alternative idea to solve the problems
2. Detail        Evaluation of the trainee, evaluation of training and ceremony of ending
3. Practical Study    Reconsideration and presentation of the experienced subjects
4. Lessons       2 lessons
5. Methods       Paper test  
                     Reconsideration  
                     Describing on the evaluation farm
6. Evaluation    Not applicable



# 2- 5 Foreign Assistance for Improvement of Rice Post Harvest Technology and for Strengthening of KUD Activities

Project Name	Period (Year)	Total Project Cost	Financial Source Country/Organization	Indonesian Project Executing Agency	Outline of the Project
1. Agricultural Cooperative Credit (EJACP/ADB - I)	1975 - 1979	US\$2,700,000	ADB	Directorate General of Business Promo- tion for Cooperative	Procurement of pre and post harvest equipment for KUDs at East Java through credit system
2. Primary Cooperative Development (QTA - R1)	1980/1981 - 1983/1984	DFL.9,000,000	HOLLAND	- ditto -	Procurement of pre and post harvest equipment for KUDs at Central Java through credit system
3. Transmigration Area Development Project at. South East - Sulawesi (ADB-SULTRA)	1978 - 1985 Extend up to 1986	US\$507,000	ADB, IsDB and EEC	- ditto -	Procurement of Rice Milling Unit completed with the attachment, warehouse and sun drying floor, for KUDs at transmigration area
4. Transmigration Area Development Project at Jambi (Trans II/IBRD)	1979 - 1985 Extend up to 1986	US\$5,653,000	WORLD BANK/IBRD	- ditto -	- ditto -
5. Distribution of Pre and Post-Harvest Equip- ment (Kennedy - Round)	Exchange of Note Issued Each Fiscal Year	1. Phase I ¥263,280,000 2. Phase II ¥1,100,000,000 3. Phase III ¥1,700,000,000	JAPAN	- ditto -	Procurement of pre and post harvest equipment for in- creasing agriculture pro- duction through rural Cooperative movement

Project Name	Period (Year)	Total Project Cost	Financial Source Country/Organization	Indonesian Project Executing Agency	Outline of the Project
		4. Phase IV ¥636,000,000			
		5. Phase V ¥805,000,000			
		6. Phase VI ¥590,000,000			
		7. Phase VII ¥570,000,000			
6. Equipment Supply for Pre and Post Harvest Services (OECP)	1984 - 1989	¥5,800,000,000	JAPAN	Directorate General of Business Promotion for Cooperative	Procurement of pre and post harvest equipment for increasing agriculture production through rural Cooperative movement
7. Transmigration Area Development Project at South Sumatera (Trans III/IBRD)	18 Apr. 1985 - 10 June 1988	US\$7,708,000	WORLD BANK/IBRD	- ditto -	Procurement of Rice Milling Unit and others post harvest equipment, warehouse and sun drying floor, for KUDs at transmigration area
8. Transmigration Area Development Project at East Kalimantan (Trans IV/IBRD)	31 May 1983 - 31 Dec. 1987 Extend up to 31 Dec. 1988	US\$1,350,000	WORLD BANK/IBRD	- ditto -	- ditto -

# 2- 6 PUSLATPENKOP Utilization (1987/1988)

Training	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	No. of Participant
PUSLATPENKOP-(1)				16 27 29									27
-(2)													20
-(3)							29						20
-(4)				13			12						27
-(5)			22	13									18
-(6)			22	13									18
-(7)						22	12	27		8	25		16
-(8)									2				35
-(9)										27	16		19
-(10)													20
-(11)													20
-(12)				19		8		29		27	16		20
-(13)													18
-(14)										27	16	17	23
-(15)										25	11	3	31
-(16)											15	7	30
-(17)												26	28
*Sub-total	0 0 0	0 0 0	0 0 45	45 72 47	20 27 27	27 0 38	38 38 36	36 36 0	19 19 19	35 35 106	71 101 30	58 46 46	394
PUSDIKLAT-(1)													58
-(2)													30
-(3)								9	20		1	15	32
-(4)								5	3		8	21	35
-(5)			15	29									30
-(6)													30
-(7)												16	41
-(8)									9				30
-(9)				17	28	1	12						70
-(10)						3							50
*Sub-total	0 0 0	0 0 0	0 30 30	30 80 80	0 70 70	100 30 41	76 76 76	106 71 71	71 30 0	0 0 0	120 120 62	30 30 0	406
*Total	0 0 0	0 0 0	0 30 75	75 127	20 97 97	127 30 79	114 112	142 107	90 49 19	35 35 106	191 221 92	88 76 46	800

Note)\* Number shows the total number of participant in every 10 days

Source) PUSLATPENKOP & PUSDIKLAT

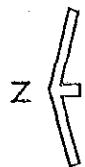
## 2- 7 Training Program for Instructor Course

<u>Date</u>	<u>Subject</u>
1	Opening Ceremony / Explanation on program
2	Rice Production and Distribution in Indonesia
3	KUD's Role in Rice Marketing
4	Outline of Post-harvest Technology in Indonesia
5	Characteristics of Rice Grain
6	Moisture Content Determination
7	- Break -
8	Inspection of Paddy & Rice
9	"
10	Principle of Drying / Method of Drying
11	Dryer
12	Sun & Mechanical Drying
13	Grain Cleaning / Method of Cleaning / Paddy Cleaner
14	- Break -
15	Storage Practice and Facility / Physical Factors in Tropical Storage of Paddy & Rice
16	Ventillation to Stored Paddy / Storage Insect Pests and Their Control
17	Principle of Diesel Engine
18	Operation and Adjustment of Diesel Engine / Maintenance of Diesel Engine
19	"
20	Examination (1st)
21	- Break -
22	Paddy Husking / Paddy Separation
23	Operation and Adjustment of Paddy Husker / Maintenance of Paddy Husker
24	Operation and Adjustment of Paddy Separator / Maintenance of Paddy Separator
25	Rice Whitening

<u>Date</u>	<u>Subject</u>
26	Kinds of Whitening Machine and their Combination
27	Observation of KUD Rice Mills
28	- Break -
29	Operation and Adjustment of Whitening Machine
30	Maintenance of Whitening Machine
31	Rice Grading / Rice Grader
32	Grain Conveyors
33	Operation of Rice Mill
34	Examination (2nd)
35	- Break -
36	Rice Mill Planning (Machine Selection, Lay-out, Building)
37	Dust Protection, Lighting and Building Maintenance / Operation and Maintenance Record
38	Management of Spare Parts, Tools, Fuel, etc. / Stock Control of Paddy and White Rice
39	Safety Direction / Utilization of By-products
40	Planning and Revision of Rice Mill Operation Plan / Personnel Management
41	Paddy Procurement and Rice Selling / Accounting and Administration
42	- Break -
43	Business Analysis Method
44	Observation of Private Rice Mills / Discussion and Reporting on the Observation
46	
47	Examination (Final)
48	
49	- Break -

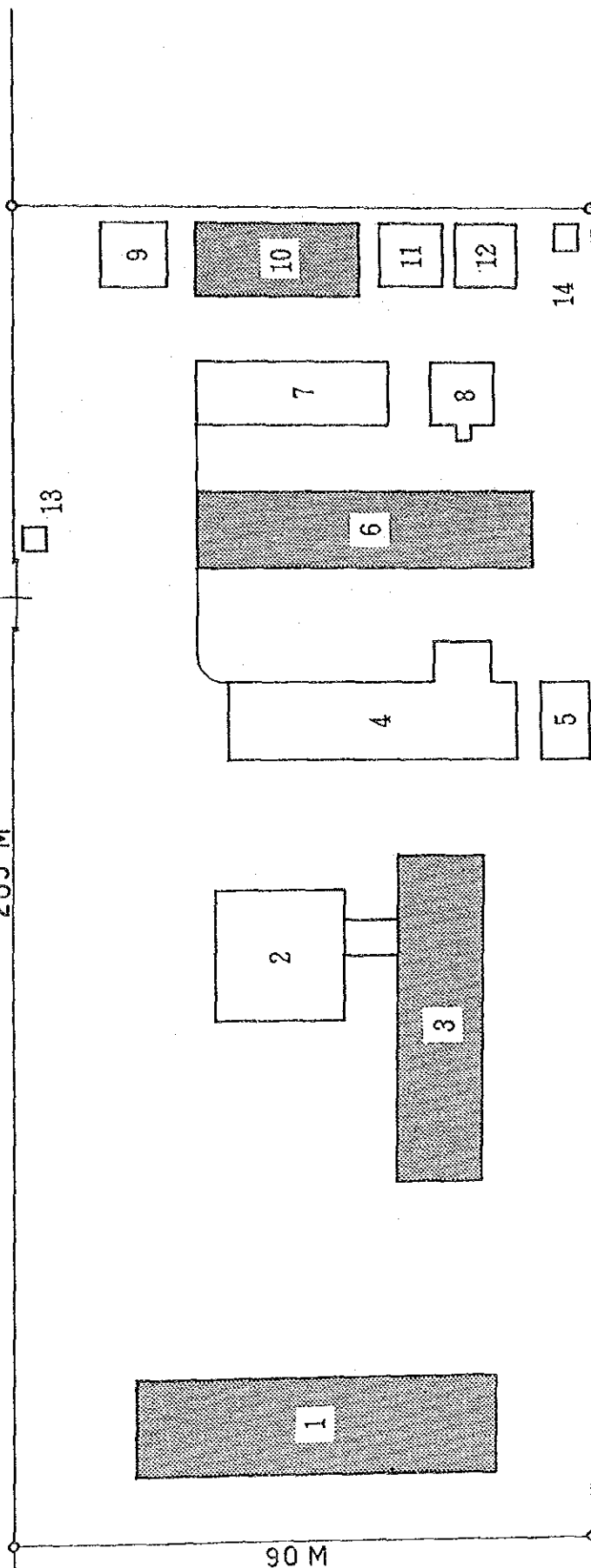
<u>Date</u>	<u>Subject</u>
50	On the Job Training of Rice Mill
1	(Operation Planning, Procurement of Paddy, Preparation
60	of Paddy, Rice Whitening, Rice Selling Business Analysis, etc. ...)
60	On the Job Training for Instructor / Further Study on
1	Special Subject
90	

2- 8 PUSLATPENKOP Site Plan



ROAD

205 M



1	DORMITORY (A)	6	DORMITORY (B)	11	LAUNDRY
2	THEATREMUSIC SPORT HALL	7	CANTEEN	12	LAUNDRY
3	ADMIN. BLDG. CLASS ROOM	8	MOSQUE	13	GATE HOUSE
4	LIBRARY	9	OFFICE	14	SUB STATION
5	STORAGE	10	DORMITORY (C)		

## Appendix 3

### 3-1 Other Reference Data

#### 1) Existing Facilities/Organizations in which the Basic Design Study Mission visited

1. Directorate General of Cooperative Business Promotion (DGCBP)
2. PUSLATPENKOP
3. Postharvest Laboratory KARAWANG (Branch of Sukamandi Research  
Institute For Food Crops)
4. Food Technology Research and Development Center
5. PUSDIKLAT
6. KUD Sasekar, Kab. Tangerang, WEST JAWA
7. The Center for Development of Appropriate Agricultural Engineering  
Technology (C.A.A.E.), SERPONG
8. Dinas Pekerjaan Umum BEKASI
9. Perusahaan Umum Listrik Negara (PLN)
10. PLN Branch BEKASI
11. Sentral Telepon Otomat BEKASI
12. Direktorat Pengendalian Frekuensi
13. Proyek Pembangunan Pabrik Obat Esensial



2) Copy of Land Register for Project Site



BADAN URUSAN LOGISTIK

SURAT . . . PERNYATAAN

BADAN URUSAN LOGISTIK, dalam hal ini diwakili oleh -----  
BUSTANIL ARIFIN S.H., Jabatan KEPALA BADAN URUSAN LOGISTIK  
beralamat Jalan Gatot Subroto Kavling 49 Jakarta Selatan ,  
menyatakan bahwa tidak keberatan tanah seluas 37,500 M2. -  
( tiga puluh tujuh ribu lima ratus meter persegi ) yang -  
terletak di Desa Gandasari, Kecamatan Cibitung, Kabupaten-  
Bekasi, Propinsi Jawa Barat, sesuai Sertifikat Hak Pakai -  
No. 1 dimanfaatkan / dipergunakan oleh DEPARTEMEN KOOPERASI  
untuk keperluan Proyek Training Rice Facilities for -----  
Integrated Improvement of Post Harvest and Quality of Rice  
( RTA-136 ) yang mendapat bantuan dari Pemerintah Jepang.-  
Demikian Surat - Pernyataan ini dibuat dengan sebenarnya -  
untuk dapat dipergunakan sebagaimana mestinya. -----

Jakarta, 23 Mei 1988,-

BADAN URUSAN LOGISTIK


KEPALA



*Handwritten signature: Bustanil Arifin S.H.*  
BUSTANIL ARIFIN S.H., L.-

# PENDAFTARAN-PERTAMA

aman :

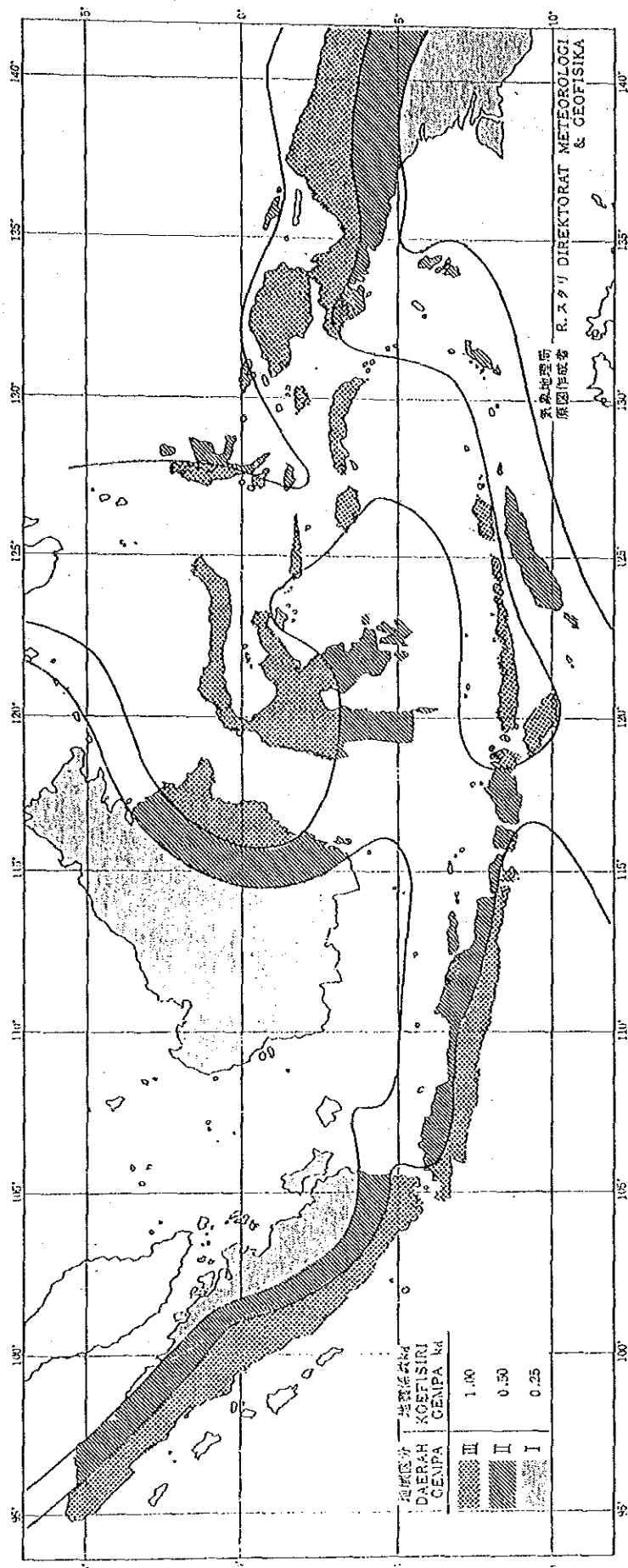
<p>a) HAK <b>P A K A I</b></p> <p>No. <b>1</b></p> <p>Desa : <b>GANDASARI.-</b></p> <p>b) NAMA JALAN/PERSIL</p>	<p>i) NAMA PEMEGANG HAK</p> <p style="text-align: center;">==: <b>BADAN URUSAN LOGISTIK</b> :==</p> <p style="text-align: center;">Berkedudukan di <b>JAKARTA.-</b></p>										
<p>c) ASAL PERSIL</p> <p>1. Konversi</p> <p>2. Pemberian hak</p> <p>3. Pemisahan dari</p> <p>4. Penggabungan</p>	<p>g) <b>PENDAFTARAN</b></p> <p style="text-align: center;">Bekasi, Tgl. <b>20-3-1981.</b></p> <p>A.n. <b>BUPATI/WALIKOTA/KDH</b> A.n. <b>BUPATI/WALIKOTA/KDH</b></p> <p style="text-align: center;">Bekasi, Bekasi,</p> <p>Kepala Kantor Agraria Kepala Kantor Agraria</p> <p>u.b. Kepala Seksi Pendaftaran Tanah</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p><i>Hd:</i></p> <p><b>H. Komar Sastrawidjaja</b> ( NIP. 010016125 )</p> </div> <div style="text-align: center;"> <p><i>Hd:</i></p> <p><b>( Drs. H. A. Soenarko P. h. )</b> NIP. 010033933</p> </div> </div>										
<p>d) <b>SURAT KEPUTUSAN</b></p> <p>Gubernur Kepala Daerah Tingkat I Jawa-Barat tgl. 6 Maret 1981 No.Sk.649/DA P.H.T./HP/1981.-</p> <p>Ganti rugi/uang wajib</p> <p><b>Rp. 150.000,-</b></p> <p>Lamanya hak berlaku selama Tanah tersebut masih dipergunakan, oleh Pemegang Berakhir Hak.</p>	<p>h) <b>PENGELUARAN SERTIPIKAT</b></p> <p style="text-align: center;">Bekasi, Tgl. <b>1-4-1981.</b></p> <p>A.n. <b>BUPATI/WALIKOTA/KDH</b> Bekasi, Mengotahuj</p> <p>Kepala Kantor Agraria s/n Bupati Kabupaten Bekasi</p> <p>u.b. Kepala Seksi Pendaftaran Tanah Ka. Kantor AGRARIA</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <p><b>H. Komar Sastrawidjaja</b> NIP. 010016125</p> </div> <div style="text-align: center;"> <p><i>Uleah</i></p> <p><b>( Drs. H. A. Soenarko P. h. )</b> NIP. 010033933</p> </div> </div>										
<p>e) <b>SURAT UKUR/URAIAN BATAS</b></p>	<p>i) <b>PENUNJUK</b> Bekas Sertipikat M.1,2,15,16,17,18,19,20,21,22, M.23,24,25,27,28,29,30,31,32,33,34,35,36,37,39,42, M.40,43,44,45,46,47,48,49,50,51,52,53,55,56, dan M.60 Desa Gandasari Kecamatan Cibitung.</p> <p>ii) <b>CATATAN MENGENAI PAJAK</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Tahun</th> <th>Besarnya</th> <th>Tambahan</th> <th>Pengurangan</th> <th>Catatan</th> </tr> </thead> <tbody> <tr> <td colspan="5"> <p>Lembar I : A.81.630. } B.93.830. }</p> <p>" II : 90.335.</p> <p>" III: A.22.860. B.22.165.</p> <p>" IV : A.14.530. B. 3.225.</p> <p>Luas: 328.575 M2 (Tiga ratus empat puluh lima ribu tiga ratus empat puluh meter persegi).</p> <p>Cs. No: 476 /1981.- 328.575 M2. (Tiga ratus dua puluh delapan ribu lima ratus tujuh puluh lima Meter persegi).</p> </td> </tr> </tbody> </table>	Tahun	Besarnya	Tambahan	Pengurangan	Catatan	<p>Lembar I : A.81.630. } B.93.830. }</p> <p>" II : 90.335.</p> <p>" III: A.22.860. B.22.165.</p> <p>" IV : A.14.530. B. 3.225.</p> <p>Luas: 328.575 M2 (Tiga ratus empat puluh lima ribu tiga ratus empat puluh meter persegi).</p> <p>Cs. No: 476 /1981.- 328.575 M2. (Tiga ratus dua puluh delapan ribu lima ratus tujuh puluh lima Meter persegi).</p>				
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KENATAAN LEMBAR 13 PETA: 1520 DAN 1523.

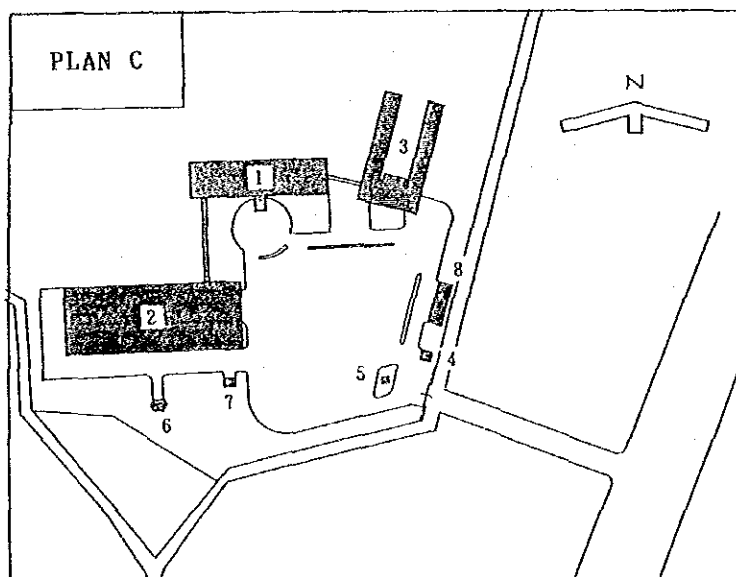
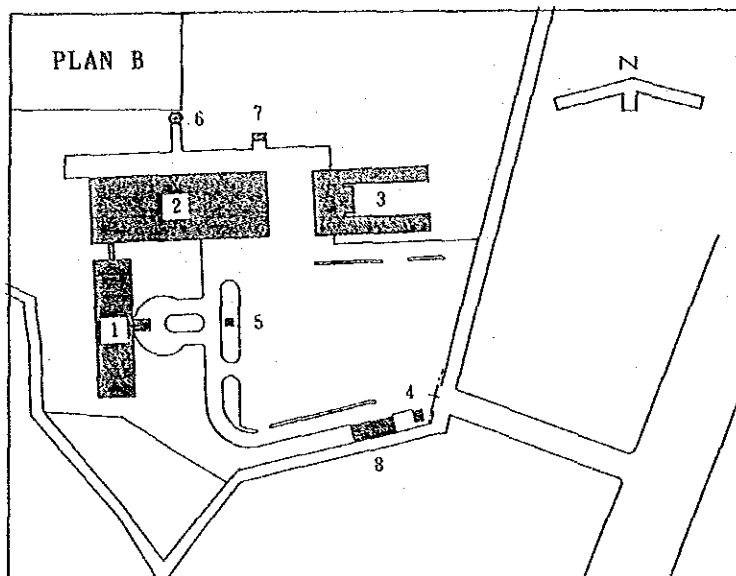
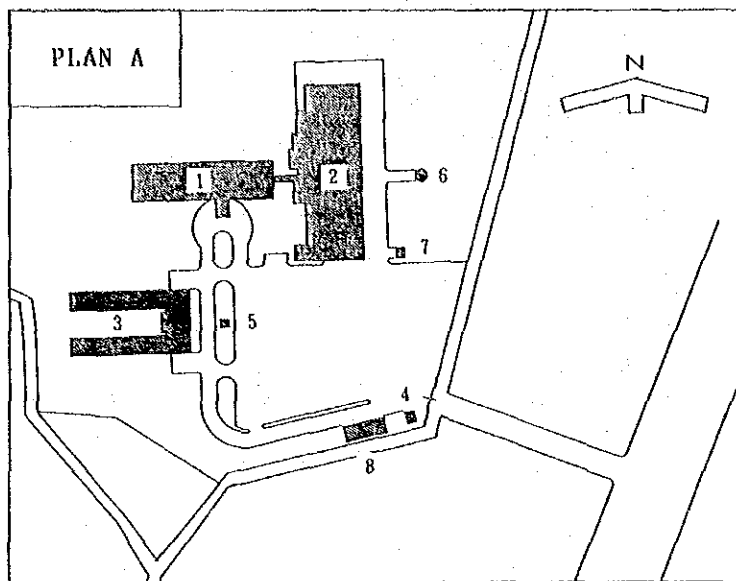
LUAS:  $6.620 m^2 + 6.440 m^2 = 13.060 m^2$

3) Classified Map in accordance with Earthquake  
Condition in Indonesia

PETA DAERAH GEMPA INDONESIA



4) Study of Site Layout Plan  
for Post Harvest Technology Center



No.	BUILDING
1	ADMINISTRATION BLDG.
2	PRACTICAL TRAINING BLDG.
3	DORMITORY BLDG.
4	GUARDHOUSE
5	ELEVATED TANK
6	STORE
7	LABATORY
8	GARAGE

## SITE LAYOUT PLAN

### PLAN A (adopted)

Since Administration Building and Dormitory are to be located at east to west direction longitudinally, the rooms are not exposed to the direct rays of the sun. So that economy of energy will be expected in airconditioning system. Since Dormitory is to be adjoined to Administration Bldg., the cafeteria in Dormitory which is able to be used at dinner as well as at launch. Future extension to west direction for Administration Bldg. and to north direction for Practical Training Bldg. can be made easily.

### PLAN B (not adopted)

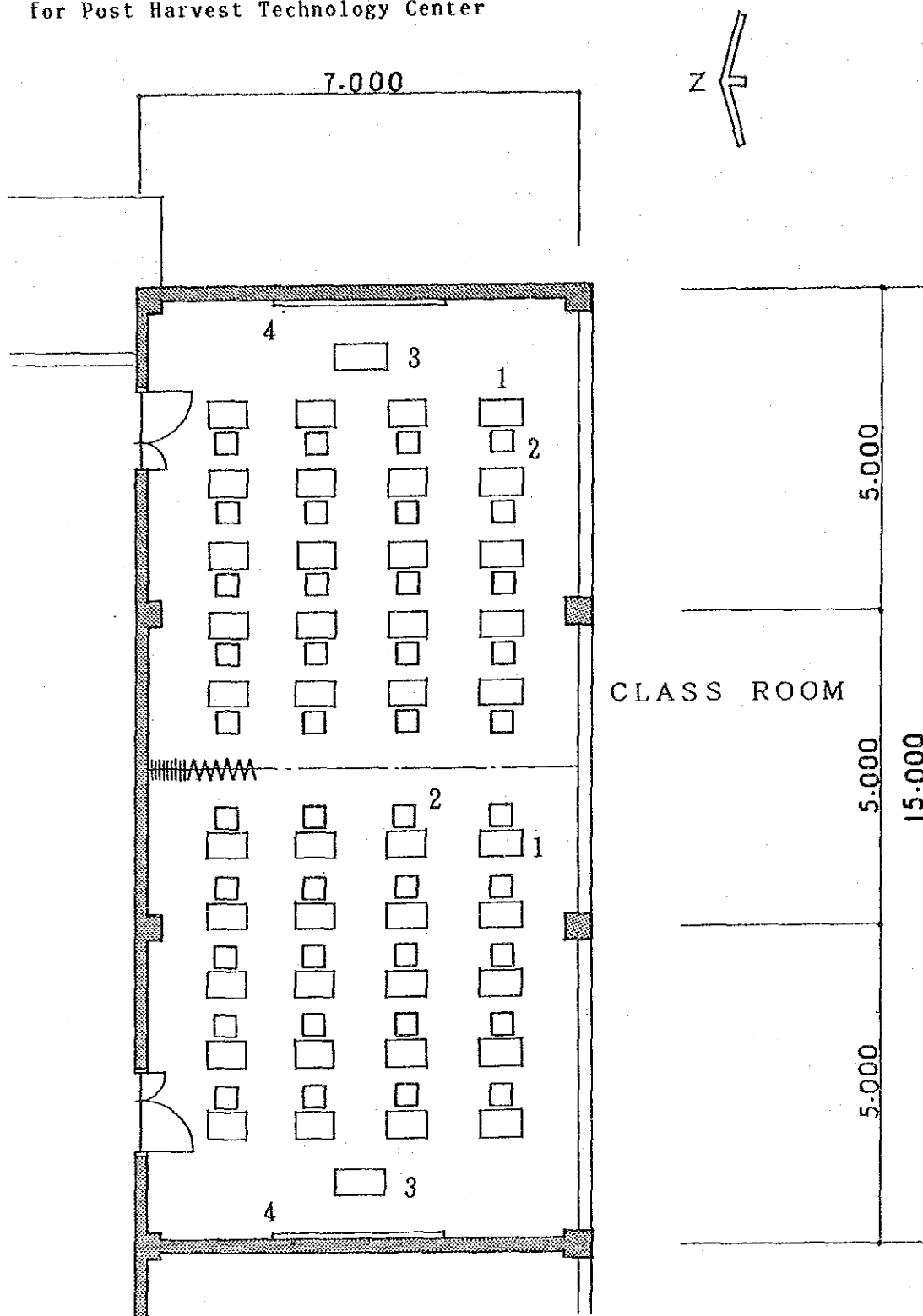
Plan B is that Administration Bldg. is to be located in front from approach road, nearest place from gate. But Administration Bldg. and Practical Training Bldg. shall be adjoined each other in consideration of the functions. So that cooperation between each building will not to be good. The rooms are exposed to the direct rays of the sun and the condition of natural ventilation will be not good since Administration Bldg., which have a lot of airconditioning rooms, is to be located at south to north direction longitudinally. With the result that the economy of energy will be disadvantage.

### PLAN C (not adopted)

Plan C is that Practical Training Bldg. is to be located west side of the site. The approach for Administration Bldg. and Dormitory are to be right way through east side of the site and for Practical Training Bldg. is to be left way through west side of the site from the elevated water tank. Future extension of Practical Training Bldg. will not be made easily, and the stream of automobiles will be complicated, for bad example that will go across the drying yard.

Plan B and C, Practical Training Bldg., which has large volume, is to be distant from the road. Since it is to be located at west to east direction longitudinally, the aesthetic impression is not emphasized.

5) Drawing of Furnishing Layout in Principal Rooms  
for Post Harvest Technology Center

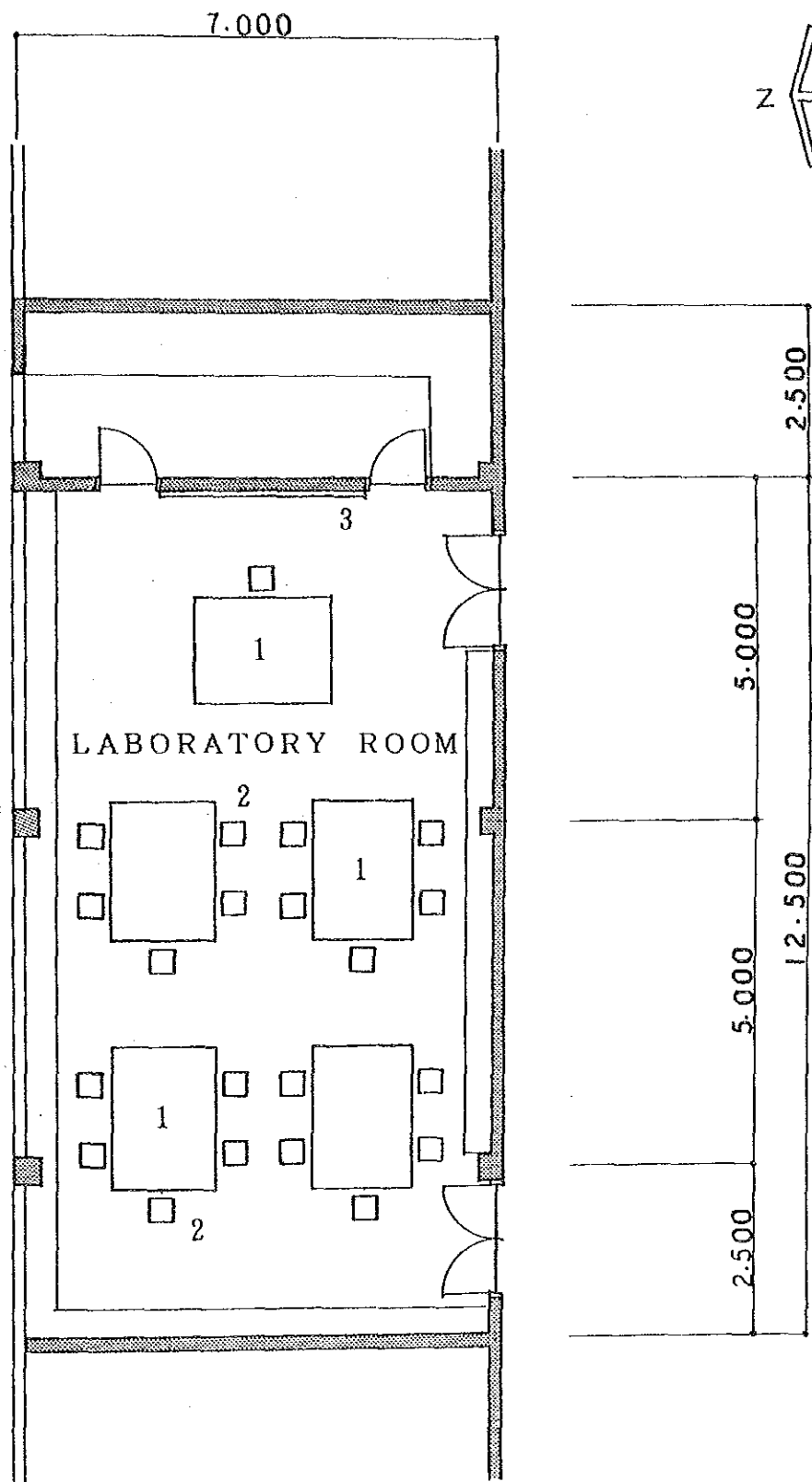


ADMIMISTRATION BLDG.  
CLASS ROOM S=1:100

1	DESK
2	CHAIR
3	INSTRUCTOR DESK
4	BLACKBOARD

ADMIMISTRATION BLDG.

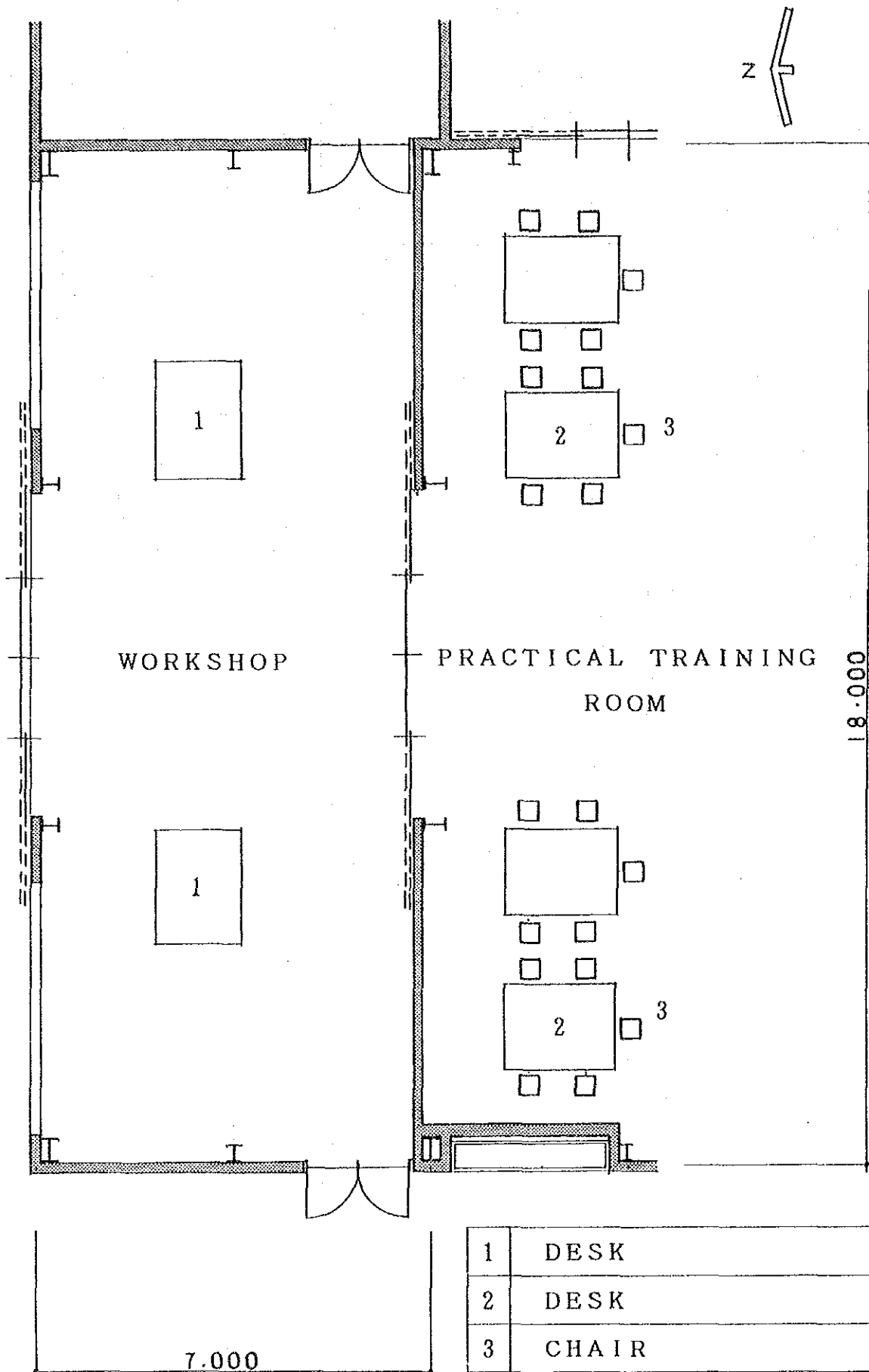
LABORATORY ROOM S=1:100



1	DESK
2	CHAIR
3	BLACKBOARD

PRACTICAL TRAINING BLDG.

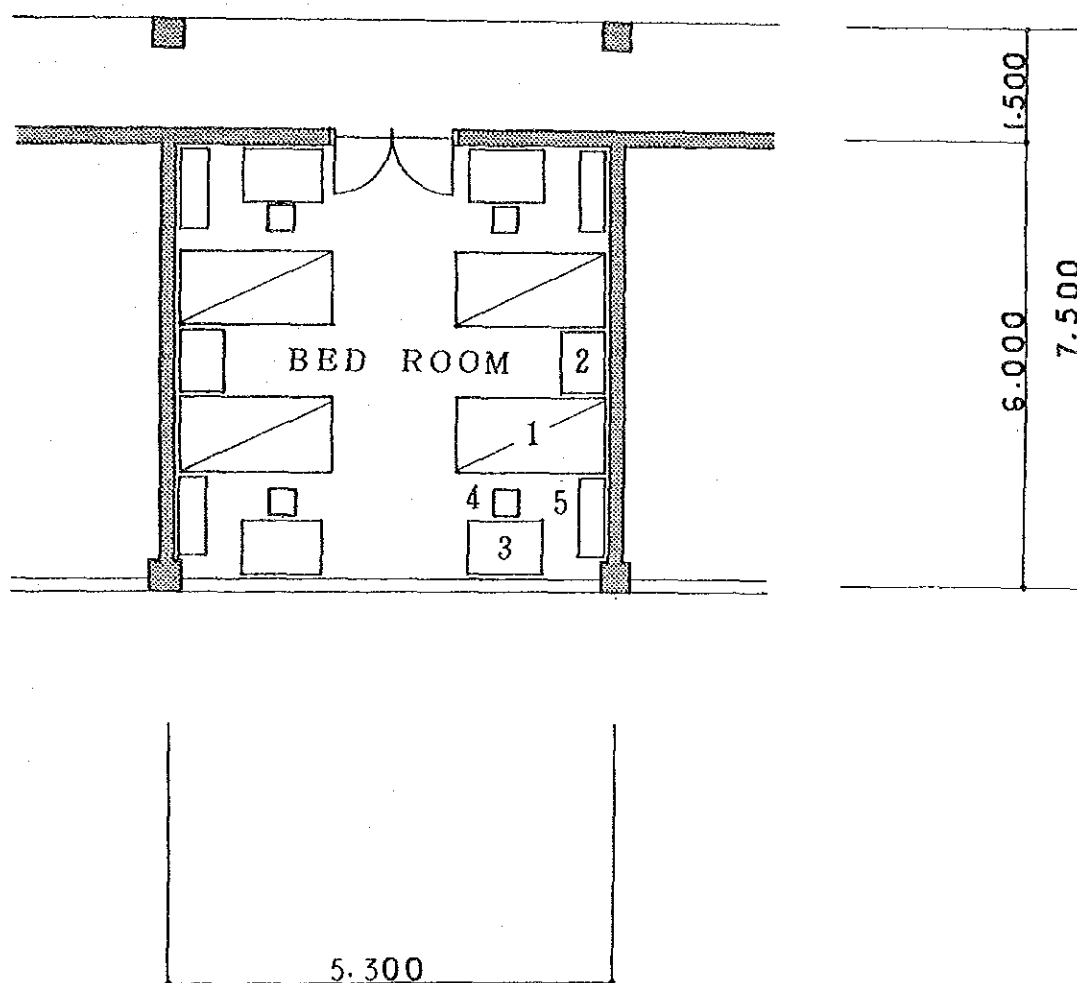
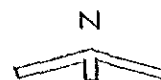
WORKSHOP, PRACTICAL TRAINING ROOM S=1:100





DORMITORY BLDG.

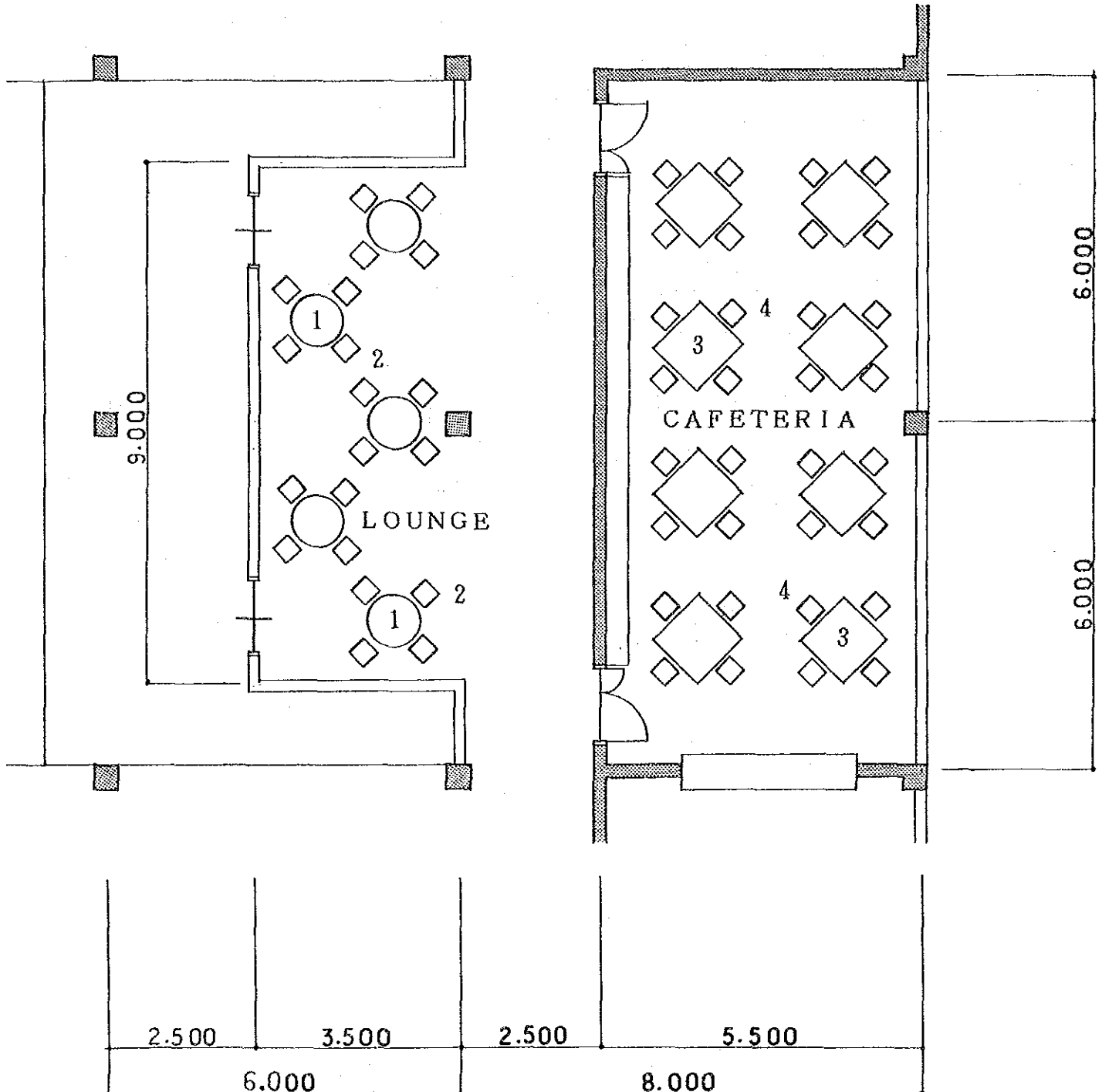
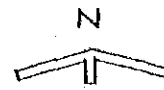
BED ROOM S=1:100



1	BED
2	BED SIDE TABLE
3	DESK
4	CHAIR
5	BOOKSHELF

DORMITORY BLDG.

LOUNGE, CAFETERIA S=1:100



1	TABLE
2	CHAIR
3	TABLE
4	CHAIR

6) Basic Principle of Construction Material Plan  
for Post Harvest Technology Center

Abbreviations;

Material

<u>Roof</u>	RT	Roofing Tile (Spanish)
	CS.P	Cement Slate + Painting
	PMS	Profiled Metal Sheet

External Wall

	CB.CM.SP	Concrete Block + Cement Mortar + Spray Paint
	PMS	Profiled Metal Sheet
	CS.P	Cement Slate + Painting

Floor

	TB	Terrazo Block
	CM	Cement Mortar Trowel Finish
	VS	Vinyl Sheet

Internal Wall

	CB.CM.P	Concrete Block + Cement Mortar + Painting
	MFB.P	Mineral Fiber Board + Painting
	TL	100sq. Tile

Window/Door

	AW	Aluminum Window/Door
	SD	Steel Door
	WD	Wood Door

Ceiling

	MFB.P	Mineral Fiber Board + Painting
	A.MFB	Acoustical Mineral Fiber Board
	W.P	Wood Panel + Painting

Adopted Buildings/Rooms

Building

	ADB	Administration Bldg.
	PTB	Practical Training Bldg.
	DOR	Dormitory
	GUH	Guardhouse
	G.B	General Buildings
	S.R	Some Rooms (Partial Building)

Rooms

	LAV	Lavatory
	KIT	Kitchen
	CON	Control Room

Character / Quality

- CQ- 1 Waterproof
- CQ- 2 Weatherproof
- CQ- 3 Thermal Insulation
- CQ- 4 Maintenance
- CQ- 5 Appearance / Outside View
- CQ- 6 Durability
- CQ- 7 Strength
- CQ- 8 Slippery
- CQ- 9 Sound Insulation
- CQ-10 Shockproof
- CQ-11 Airtight
- CQ-12 Sound Absorption
- CQ-13 Local Material / Method
- CQ-14 Unit Price (Rp./m<sup>2</sup>)
- CQ-15 Adopted Building / Rooms

## 1. Roof

Local Condition; The available materials in the local market are roofing tile or cement slate. These materials are generally used in local construction work.

Character /Quality	Material / Method / Specification		
	I	II	III
	RT	PMS	CS.P
CQ- 1	○	○	○
CQ- 2	○	○	△
CQ- 3	○	×	×
CQ- 4	○	△	○
CQ-13	○	△	○
CQ-14	3,6000	98,000	25,000
CQ-15		PTB	ADB, DOR, GUH

Cement slate roof is to be adopted because of its quality, easy maintenance and cost.

Regarding to Practical Training Bldg. II(PMS) is to be adopted in consideration of the cost. Because This Bldg. have long span structure.

## 2.External Wall

Local Condition; It is generally used in local construction work that Concrete Block, Cement Mortar and Painting.

Character /Quality	Material / Method / Specification		
	I	II	III
	CB. CM. SP.	PMS	CS.P
CQ- 5	○	○	△
CQ- 6	○	△	×
CQ- 1	○	○	△
CQ- 4	○	△	○
CQ-13	○	△	○
CQ-14	56,000	58,000	25,000
CQ-15	ADB, DOR, GUH	PTB	

I (CB.CM.SP) which is popular method, is to be adopted generally.

Regarding to finishing materials Spray Paint on Cement Mortar is to be adopted in consideration of waterproof.

### 3.Floor

Local Condition; It is generally used in local construction work that Terrazo Block or Cement Mortar Trowel Finish.

Character /Quality	Material / Method / Specification		
	I	II	III
	TB	CM	VS
CQ- 5	○	△	○
CQ- 7	○	○	×
CQ- 8	△	△	△
CQ- 1	○	○	△
CQ- 4	○	○	△
CQ-13	○	○	○
CQ-14	20,000	4,000	39,000
CQ-15	ADB,DOR,GH	PTB	CON of PTB

Terrazo block, which is popular in local construction Work is to be adopted generally.

Since Vinyl Sheet is also available, it is to be used in some room in consideration of maintenance and condition of use.

#### 4. Internal Wall

Local Condition; Since all materials/method are generally used in local construction work, it is no problem for purpose of easy maintenance and controlling

Character /Quality	Material / Method / Specification		
	I	II	III
	CB.CM.P	MFB.P	TL
CQ- 5	○	○	○
CQ- 6	○	×	○
CQ- 9	△	×	△
CQ-10	△	△	△
CQ- 4	○	○	△
CQ-13	○	○	○
CQ-14	38,000	28,000	22,000
CQ-15	G.B	S.R	LAV.KIT

I (CB.CM.P) is to be adopted general Bldg..

Because it is popular in local construction work and good durability.

Tile(100sq.) is also available. It is to be used in lavatory and kitchen etc..



## 5.Window/Door

Local condition; Both the materials (aluminum and steel window/door) are available in local market. They are generally used in construction work without problem as respects local method and maintenance.

Character /Quality	Material / Method / Specification		
	I	II	III
	AW	SD	WD
CQ- 5	○	○	△
CQ- 2	○	△	×
CQ-11	○	△	×
CQ- 9	○	△	△
CQ- 4	△	△	○
CQ-13	○	○	○
CQ-14	127,000	586,000	116,000
CQ-15	GB	PTB	CON.of PTB

I(AW) is to be adopted in consideration with airtight and weatherproof.

## 6.Ceiling

Local Condition; In respect to Administration Bldg. and Dormitory, the material which has the quality for sound absorption should be adopted. Because the materials which has said quality is not able to be adopted in floor and wall work in consideration with themselves character.

Character /Quality	Material / Method / Specification		
	I	II	III
	MFB.P	A.MFB	W.P
CQ- 5	○	○	○
CQ-12	×	○	△
CQ- 6	○	△	△
CQ- 4	○	○	○
CQ-13	○	○	○
CQ-14	28,000	28,000	25,000
CQ-15	LAV,KIT	ADB,DOR,GUH	Outdoor Ceiling

II(A.MFB) is generally to be adopted in consideration with sound absorption and I(MFB.P) is in lavatory and kitchen etc.

Practical Training Bldg. has not ceiling because of its high.



JICA