

4 — 2 質問と回答  
(the answer of the questionnaire)



THE ANSWER OF THE QUESTIONNAIRE  
FOR JICA'S ADVISORY TEAM  
FOR  
THE TECHNICAL COOPERATION PROJECT  
CONCERNING  
THE WATER SUPPLY AND  
ENVIRONMENTAL SANITATION  
TRAINING CENTER

AUGUST 1991

The answer of the questionnaire  
for  
The Technical Cooperation Project  
Concerning  
The Water Supply and Environmental  
Sanitation Training Center

August 1991

1. Status of the Training Center

1) Q : How is the progress of preparation for changing the current status of the training center as a project into a permanent institution ? (It was agreed in previous discussion between the JICA Implementation Consultation Team and you, the Cipta Karya officials, in February 1991 that you would try to change the status.)

A : The progress of preparation for changing the status of project to permanent institution is not reported yet, because Ministry Public Works nowadays are going to review the structure organization in the total, so the issue of permanent structure of TC is only a part of the programme.  
(The Central Training & Education will be "Badan Diklat" who have Eselon I, etc).

2) Q : Please explain about an expected time schedule for taking the procedures necessary for the change as mentioned above, if possible.

A : The schedule and expected time are 6 month to 1 year, depending on the procedures within Ministry Public Works and the State Minister for Utilization of State Aparatur (Menpan)

3) Q : Please suggest possible ways for support and assistance by the Japanese side in order to facilitate the procedures, if applicable.

- None -

2. Counterpart Personnel

1) Q : Please list up the names of all the counterpart personnel assigned at present with relating them to each of the advanced training courses.

A : See Appendix 1

2) Q : Please attach the curriculum vitae of all counterpart personnel at present stage, including history of education, titles acquired, past/present positions and main jobs so far engaged in.

A : See Appendix 2

3) Q : Who, based on what kind of authority and in what procedure assigned the counterpart personnel ?

A : The assignment of the c/p, has been done by the Director of T.C Bekasi with decree, (it was consultation & agreed by the Director of W.S. & Director of Environmental Sanitation in the Steering Committee meeting).

4) Q : Can all the counterpart personnel work full-time at the training center ? If not so, please explain about the current situation and the difficulties to be solved.

A : All of the c/p, cannot work full-time at the TC Bekasi. In the Management Committee meeting, it was agreed that the c/p will work 3 days per week (minimum). The difficulties are :

- The c/p still receive the assignment from the Directorate.
- Recruitment of new people is not so easy.

5) Q : If the number of the counterpart personnel answered in the above 2.1) does not meet the requirement stated in the Record of Discussions, please describe about your plan to satisfy it.

A : However, we are now trying to get all the full-time c/p stated in the Record of Discussion on the Project until the end of November 1991.

### 3. Operation and Management of the Project

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1) Q : Please attach the Terms of Reference (TOR) on the Japanese Experts and the Indonesian Counterpart Personnel, if they are already prepared.

A : See appendix 3

2) Q : Please explain about the past activities of the Steering Committee from its establishment (such as date of meeting, number of members attended and agenda).

A : The past activities of the steering committee : the agenda of meeting - see appendix 4

3) Q : Please explain about other committees, task forces or working groups so far established for operation and management of the technical cooperation project (name, purpose, members, activities, etc.), if any.

- A : The other committees are :
1. Module Development Committee
  2. Management committee  
(name, purpose, members, activities etc. see appendix 5)

4. Training Activities

- 1) Q : Please fill the following table concerning the result of implementation of the general training courses at the training center in FY 1990/1991 :

F.Y. 1990/1991

No.	Name of Course	Period	Duration	Number of Trainees	No. of Trainees Stayed at Dormitory
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General Training Course in Water Supply

General Training Course in Environmental Sanitation

T o t a l

A : See Appendix 6

- 2) Q : Please fill the following table concerning the plan of implementation of the general and training courses at the training center in FY. 1991/992 :

F.Y. 1991/1992)

No.	Name of Course	Period	Duration	Number of Trainees	No. of Trainees Stayed at Dormitory
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General Training Course in Water Supply

General Training Course in Environmental Sanitation

Sub - Total

Advenced Training Course in Water Supply

Advenced Training Course in Environmental Sanitation

Sub - Total

T o t a l

A : See Appendix 7

## 5. Budget

Q : How much amount of the annual national budget has been allocated for the training in FY. 1991/1992 ? Please fill the following table with listing up all main items :

A : The budget has been allocated for the TC. in FY. 91/92 :

No.	Item	Basis of Estimation	Amount	Remarks
1.	Training Programme on water supply	7 general courses ± 100 people	Rp. 144.800.000	OECF fund.
2.	Training Programme on Env. Sanitation	8 general courses ± 160 people	Rp. 172.000.000	ditto
3.	Training Programme on water supply	34 general courses ± 596 people 2 advanced courses ± 20 people	Rp. 509.480.000	DIP (government budget)
4.	Training Programme on Env. Sanitation	12 general courses ± 240 people 2 advanced courses ± 20 people	Rp. 273.000.000	ditto
5.	Operation & Maintenance	1 year	Rp. 134.596.000	funded by DWS
6.	Overhead expert, wage, transportation	1 year	Rp. 156.527.000	funded by DES
t o t a l		65 Courses ± 1.136 People	Rp.1.390.403.000	

## 6. Advanced Training Course

1) Q : Please explain about a tentative implementation plan of the advanced training courses (breaking down into sub-training courses) in FY. 1991/1992 and FY. 1992/1993.

A : See Appendix 8

2) Q : Please explain about principles and schedule on curriculum/syllabus preparation, training material development and training course implementation.

A : See Appendix 9

3) Q : How is the progress of curriculum/syllabus preparation ? Please explain about the current situation.

A : The progress of curriculum/syllabus preparation

Water Supply : - water purification ) Outline and main  
 ----- - water quality control) contents have been almost  
 finalized training material --> going to be developed.

Environmental Sanitation :

- Domestic solid waste disposal )
- Human waste and Domestic waste water disposal )

Outline and main contents will consultation with the course adviser at Directorate of Env. Sanitation.

4) Q : Do you have idea to ask some other expert outside of the training center such as Cipta Karya official and university professors for assistance in curriculum/syllabus preparation, training material development and training course implementation (because it seems not so easy for a limited number of counterpart personnel to do such works successfully in a short time) ? If so, please explain about your idea.

A : Yes, some officials from Cipta Karya i.e staff of Training Division DWS & DES were requested to assist in curriculum/syllabus preparation, training material development and training course implementation. We also plan to recruit expert from university.

5) Q : Please explain what kind of and to what extent of assistance in training material development you expect from Tokyo side ?

A : We expect more assistance from Japanese side : the expert not only assist the c/p. but also take over the function of c/p, whether the task not so smooth. The assistance may cover :

- expert in development of curriculum & syllabus, training methode.
- expert in development of institution/organization
- expert in community participation & involvement
- expert in economic & finance
- expert in managemnet

These expert will assist in the development of material training, preparation of sillabus in the economic & social aspect.

7. Indonesian Services

1) Q : Please explain about the result of the following requests proposed from the JICA Implementation Consultation Team during the previous discussion with the Cipta Karya officials :

- Assignment of four secretaries, two typists and four drivers.
- Daily transportation to the training center, except for provision of vehicles.
- Telephone and other communication services.

A : - Assignment of four secretaries, two typists, and four drivers have been done in cooperation with a JICA expert in selection of candidates.

- As for daily transportation to the training center, an office bus is available every day. But, before provision of vehicles the experts arrange their transportation among themselves with their available cars.



- Telephone and other communication services: the training center has issued official request to the authority of telecommunication (Telcom Company) and the monitoring is being done every month. According to explanation of the authority, in the middle of October the central automatic exchanging system will be installed and in January 1992 the marketing will be begun/opened.

#### 8. Counterpart Training in Japan

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Q : Please explain about preparation for counterpart training in Japan for FY 1991/92. If you have already prepared a plan, please describe about it.

A : For FY 1991/92 the training center requests to Japanese side to prepare for counterpart training in Japan consisting of Water Supply c/p. : 3 people :

- training in pipeline installation and maintenance
- training in water quality control
- training in mechanical & electrical installation

Environmental Sanitation c/p. : 2 people :

- training in domestic solid waste disposal management
- training in domestic wastewater and human waste disposal management

#### 9. Equipment supply for FY 1992/1993

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Q : If you have already prepared a list of necessary equipment to be supplied by the Japanese side in FY 1992/93, please attach it.

A : Proposal for provision of equipment, see appendix 10

#### 10. Procurement of glasswares, chemicals, etc.

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1) Q : It is difficult to procure glasswares, chemicals, spare parts and other miscellaneous things to be supplemented for use in laboratories and workshops ? Please explain about the general situation in Jakarta with giving some examples of typical cases.

A : Procurement of glasswares and chemicals is not a problem, because many suppliers dealing with glasswares, chemicals in Jakarta also for mechanic equipment in the workshop.

2) Q : Is the expense on such items as mentioned above included in the budget for FY 1991/92 ? If it is included, please explain about it, and, if capable, please list up all main items of the expense in the same manner as suggested in Question 5.

A : In FY 1991/92 we allocated the budget for procurement of the chemicals ( see appendix 11 ).

3) Q : The Japanese side considers that, in principle, such items as mentioned above are to be procured in Jakarta at expense of the Indonesian side as long as possible not only " during the period but "after finishing the period. However, if you find any difficulties in doing so, please state your opinion frankly.

A : None

#### 11. Cooperation with Thai NWTTI

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1) Q : Please explain about the result of technical information exchange receiving a visit from Thai NWTTI in July 1991.

A : Main points of cooperation a water supply

- exchange of resource person/visit
- exchange of training package
- collaboration programme organizing
  - \* seminar
  - \* workshop

But the constrains in the proposal cooperation :

- Budget : traveling cost, local cost
- Language
- Timing
- Required subject matter

It is proposed to send 4 personnel from TC Bekasi and 2 Jica Experts to NWTTI in November 1991 for the exchange program, and the budget is expected from Government. of Japan.

#### 12. Training in Training Methods

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Q : Please explain about preparation for the training in training methods to be implemented in FY 1991/92.

A : The preparation will be begun after the expert "Mr. Uematsu" come in September 1991.

#### 13. Others

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Q : If you have any other opinions or suggestions concerning the technical cooperation project, please describe.

A : Suggestion concerning the technical cooperation project :

- need of translator to translate training module, English version to Bahasa Indonesia.
- need vehicle for C/p, transportation from Jakarta to Bekasi
- need additional office space in Training Center Bekasi to consider the dispatching of short term expert and full activities of the training center in the future, that is very important to add the office space at the training center Bekasi

THE ASSIGNED PERSONNEL WHO CHARGE IN COUNTERPART EXPERT/INSTRUCTOR  
FOR TECHNICAL COOPERATION PROJECT, CONCERNING THE W.S AND E.S. TRAINING CENTER  
PT. 1991/1992

Appendix I

COURSES	SUB COURSES	NAME OF COUNTERPART INSTRUCTOR	NAME OF FIELD SPECIALIST	COURSE ADVISER	REMARKS
1	2	3	4	5	6
1. WATER SUPPLY MANAGEMENT, PLANNING AND DESIGN	1. MASTER PLANNING 2. WATER SUPPLY MANAGEMENT 3. WATER TREATMENT FACILITY PLANNING AND DESIGN 4. DISTRIBUTION SYSTEM PLANNING AND DESIGN	Ir. Budiman IMH Ir. Victor T Ir. Darlis Darwis		Ir. Rachmat Rani, Dipl. SE Ir. Susetyo SP Ir. Pujastanto	Coordinator Counterpart Ir. Widianto Adipura, Dipl. SE
2. WATER PURIFICATION AND QUALITY CONTROL	1. WATER PURIFICATION 2. WATER QUALITY CONTROL	Ir. Susanto S, Dipl. SE Ir. Ida Dhaliawati, Dipl. SE	Rochman Rosyid	Ditto	
3. PIPELINE INSTALLATION AND MAINTENANCE	1. PIPELAVING 2. PIPELINE MAINTENANCE 3. LEAKAGE CONTROL	Erna Pura, BE Otong Umang, BE	Ir. Iskandar Tania	Ir. Djoko Setiarso	
4. MECHANICAL AND ELECTRICAL INSTALLATIONS AND MAINTENANCE;	1. MECHANICAL INSTALLATION AND INSTRUMENTATION 2. ELECTRICAL INSTALLATION AND INSTRUMENTATION	Kustian Sobada, BE Harun Umar, BE	Endang Subernan	Ditto	
5. DOMESTIC WASTE MANAGEMENT	1. WASTE MANAGEMENT AND PLANNING; 2. DOMESTIC SOLID WASTE DISPOSAL; 3. HUMAN WASTE AND DOMESTIC WASTEWATER DISPOSAL	Ir. Widhi Handoko, Dipl. SE Ir. Askin, B.H. Eng. Ir. Putra Suryati	Ir. Auri Tarigan Dra. Yuni Ernita	Ir. Jacob Ruzar Ir. Krisno Darusman Ir. Susmono	

expert/H5

**CURRICULUM VITAE**  
**OF Counterpart Personnel**  
**Concerning**  
**The W.S and Env. Sanitation**  
**Training Center**

1. Full Name ( in normal order ) : HARUN UMAR  
 State the name by which you wish to be addressed in official correspondence : HARUN
2. Date of Birth : 2 JULI, 1942  
 Male / Female : MALE  
 Married / Single : 4 (Four) (if married, state number of Children)
3. Nationality : INDONESIA
4. Religion : ISLAM
5. Date of Appointment : 1 JANUARI, 1970
6. Position/Technical field : Monitoring & Evaluation of BTPM/ADPM -  
 Instructor of Electrical & Maintenance System
7. Academic Carrier :
- | Subject                  | Year | University/Institute  |
|--------------------------|------|-----------------------|
| - ELECTRICAL ENGINEERING | 1962 | A.T.P.U.T → (BANDUNG) |
| - DRS - PAL              | 1966 | SIA/SUA               |
| -                        | 1962 | SMP/SLTA              |
8. Professional Carrier :
- | Position   | Year      | Institution/Organization       |
|--|-----------|--------------------------------|
| - CHIEF OF SECTION 'ELECTRICAL'                            | 1970      | PLN - KALSOL                   |
| - STAFF of LOGISTIC SECTION                                | 1976-80   | Director of W/S                |
| - ASSISTEN COPIE TIE IKK                                   | '81 - '84 | —                              |
| - STAFF of TEXTIL - CAL OPERATION                          | '84 - '80 | SUBDIRECTORATE OF REGISTRATION |
| - INSTRUCTOR of ELECTRICAL & Instrumentation & Maintenance |           | DIRECTORATE OF WATER SUPPLY    |
| a.s.o.   | —         | —                              |

CURRICULUM VITAE  
 OF Counterpart Personnel  
 Concerning  
 The W.S and Env. Sanitation  
 Training Center

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1. Full Name ( in normal order ) : AMPI TARIGAN  
 State the name by which you wish to be addressed in  
 official correspondence : .....
2. Date of Birth : 6 FEBRUARY 1956  
 Male / Female : MALE  
 Married / Single : SINGLE (if married, state number of Children)
3. Nationality : INDONESIA
4. Religion : CHRISTIAN - PROTESTANT
5. Date of Appointment : .....
6. Position/Technical field : COUNTERPART PERSONEL FOR JICA EXPERT

7. Academic Carrier :

Subject	Year	University/Institute
CIVIL ENGINEERING	1985	UNIVERSITY OF NORTH SUMATERA
SANITARY ENG. (Dip)	1990	IHE - DELFT
.....	.....	.....
.....	.....	.....

8. Professional Carrier :

Position	Year	Institution/Organization
CIVIL ENGINEER	1985 - 1987	WASUKITA KARYA (CIPTA KARYA)
STAF OF P.E.S. - DGH5	1987 TO DATE	P.E.S. - DGH5 (CIPTA KARYA)
.....	.....	.....
.....	.....	.....

*Amptarigan*

NOTE :

P.E.S. - DGH5 : DIRECTORATE OF ENVIRONMENTAL SANITATION  
 DIRECTORATE GENERAL OF HUMAN SETTLEMENT (CIPTA KARYA)

CURRICULUM VITAE  
OF Counterpart Personnel  
Concerning  
The W.S and Env. Sanitation  
Training Center

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1. Full Name ( in normal order ) : WLADIMIR ASKININ BAMAYI

State the name by which you wish to be addressed in official correspondence : .....

2. Date of Birth : 25/06/42 .....

Male / Female : MALE .....

Married / Single : MARRIED (if married, state number of Children) .....

3. Nationality : INDONESIAN .....

4. Religion : ISLAM .....

5. Date of Appointment : .....

6. Position/Technical field : COUNTERPART PERSONEL .....

7. Academic Carrier :

Subject	Year	University/Institute
CHEMICAL ENGINEERING	1974	ITB, Bandung (IR)
ENVIRONMENTAL ENGINEERING	1983	AIT, Bangkok (M.E)
.....	.....	.....
.....	.....	.....

8. Professional Carrier :

Position	Year	Institution/Organization
STAFF	'75-'84	DSE / CAPTANARY
STAFF	'84-'91	DES / CAPTANARY
.....	.....	.....
.....	.....	.....

*Wladimir*

DSE : DIRECTORATE OF SANITARY ENGINEERING.

DES - DIRECTORATE OF ENVIRONMENTAL SANITATION.

CURRICULUM VITAE  
 OF Counterpart Personnel  
 Concerning  
 The W.S and Env. Sanitation  
 Training Center

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1. Full Name ( in normal order ) : WIPHI HANOJO  
 State the name by which you wish to be addressed in  
 official correspondence : .....

2. Date of Birth : SEPTEMBER 18, 1961  
 Male / Female : MALE  
 Married / Single : MARRIED (if married, state number of Children)  
(1)

3. Nationality : INDONESIAN

4. Religion : PROTESTAN

5. Date of Appointment : .....

6. Position/Technical field : CHIEF OF ENVIRONMENTAL SANITATION  
 TRAINING

7. Academic Carrier :

Subject	Year	University/Institute
ENV. SANITATION	1986	ITC (BANDUNG)
ENV. ENGINEERING	1989	IHE, DELFT - NEDERLAND
.....	.....	.....
.....	.....	.....

8. Professional Carrier :

Position	Year	Institution/Organization
IMPL. STAFF	1986	SOLID WASTE MANAGEMENT MPW
CHIEF OF ENV. SANITATION TRAINING	1990	WC & ES TRAINING CENTRE MPW

*W. Hanojo*

CURRICULUM VITAE  
OF Counterpart Personnel  
Concerning  
The W.S and Env. Sanitation  
Training Center

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1. Full Name ( in normal order ) : DARLIS DARWIS, IR.

State the name by which you wish to be addressed in  
official correspondence : T.C. BEKASI

2. Date of Birth : SEPTEMBER, 19, 1950

Male / Female : MALE

Married / Single : MARRIED (if married, state number of Children)  
NO CHILDREN

3. Nationality : INDONESIAN

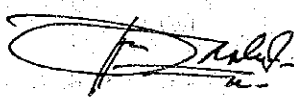
4. Religion : ISLAM

5. Date of Appointment : .....

6. Position/Technical field : COUNTERPART / SANITARY-  
WATER SUPPLY MTD

7. Academic Carrier :	Subject	Year	University/Institute
	<u>SANITARY</u>	<u>1979</u>	<u>I.T.B - IND.</u>
	<u>IUIDM</u>	<u>1987</u>	<u>I.H.S - NL</u>
	<u>HYDRAULIC</u>	<u>1988</u>	<u>CIDA - IND.</u>
	.....	.....	.....

8. Professional Carrier

	Position	Year	Institution/Organization
- 	<u>SANITARY ENGINEER</u>	<u>1979-1980</u>	<u>ENGINEERING CONSULTANT</u>
	<u>WATER SUPPLY COORDINATOR</u>	<u>1984</u>	<u>WHO/UNDP / MINISTRY OF HEALTH</u>
	<u>NATOR</u>	.....	.....
	<u>WATER SUPPLY PROJECT SUPERVISOR</u>	<u>1987-1989</u>	<u>CIPTA KARYA PROJECTS</u>



CURICULUM VITAE  
OF Counterpart Personnel  
Concerning  
The W.S and Env. Sanitation  
Training Center

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1. Full Name ( in normal order ) : Ir. ISKANDAR TAMIN

State the name by which you wish to be addressed in  
official correspondence : .....

2. Date of Birth : 27 NOVEMBER 1939

Male / Female : MALE

Married / Single : MARRIED (if married, state number of Children)  
(3 CHILDREN)

3. Nationality : INDONESIA

4. Religion : ISLAM

5. Date of Appointment : .....

6. Position/Technical field : SANITARY ENGINEER

7. Academic Carrier :	<u>Subject</u>	<u>Year</u>	<u>University/Institute</u>
	<u>ITB</u>	<u>1981</u>	<u>INSTITUTE</u>
	.....	.....	.....
	.....	.....	.....
	.....	.....	.....

8. Professional Carrier	<u>Position</u>	<u>Year</u>	<u>Institution/Organization</u>
	<u>HEAD MANAGER</u>	<u>1984-1985</u>	<u>PROVINCIAL WATER SUPPLY PROJECT, LAMPUNG</u>
	<u>TECHNICAL SUB DIVISION</u>	<u>1981-1984</u>	<u>DIRECTORAT OF SANITARY ENGINEERING</u>
	<u>PIPE LAYING DIVISION</u>	<u>1973-1976</u>	<u>JAKARTA WATER SUPPLY PROJECT</u>
		<u>1965-1970</u>	<u>PADANG WATER SUPPLY PROJECT</u>



CURICULUM VITAE  
OF Counterpart Personnel  
Concerning  
The W.S and Env. Sanitation  
Training Center

1. Full Name ( in normal order ) : WIDIANTO ADIPUTRA

State the name by which you wish to be addressed in  
official correspondence : WIDIANTO

2. Date of Birth : October 28, 1950

Male / Female : Male

Married / Single : Married (if married, state number of Children)  
with 3 children

3. Nationality : Indonesian

4. Religion : Moslem

5. Date of Appointment : April 1, 1991

6. Position/Technical field : Water Supply Planning & Design /  
Counterpart Coordinator

7. Academic Carrier :	Subject	Year	University/Institute
	Sanitary Engineer	1977	ITB - Bandung
			IHE - Delft
	Dipl. S.E	1988	

8. Professional Carrier

	Position	Year	Institution/Organization
1.	Sub Project Manager	1977-1980	West Java WSP
2.	Sub Project Manager	1980-1981	East Java WSP
3.	Assistant of Project	1981-1983	Dir. Water Supply
4.	Project Director	1983-1985	East Java IBRD
5.	Head of Mun. Development Section	1985-1990	Water Supply Project Dir. Water Supply
6.	Head of Training Section	1991-now	Dir. of Water Supply
7.	Vice Director	1991-now	Training Center Tl. Belian

Jakarta, August 1991

( W. Widiyanto A., Dipl. SE )  
1100 21938

CURICULUM VITAE  
 OF Counterpart Personnel  
 Concerning  
 The W.S and Env. Sanitation  
 Training Center

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1. Full Name ( in normal order ) : IR. IDA DHALIWATI, DIPL. SE .....

State the name by which you wish to be addressed in  
 official correspondence : JL. WISMA JAYA No. 2 - RAWAMANGUN  
 JAKARTA - TIMUR

2. Date of Birth : 2<sup>nd</sup> AUGUST 1946 .....

Male / Female : FEMALE .....

Married / Single : MARRIED (if married, state number of Children)  
 3 ( THREE )

3. Nationality : INDONESIA .....

4. Religion : I S L A M .....

5. Date of Appointment : .....

6. Position/Technical field : HEAD OF BIOLOGICAL , PHYSICO-CHEMICAL  
 ANALYSIS LABORATORY - TC BEKASI

7. Academic Carrier :	Subject	Year	University/Institute
	TEXTILE CHEMISTRY .....	1969 .....	ACADEMIC OF TEXTILE .....
	CHEMICAL ENGINEERING .....	1984 .....	UNIV. OF MUHAMMADIYAH .....
	SANITARY ENGINEERING .....	1989 .....	IHE-DELFT-NETHERLAND .....
	.....	.....	.....

8. Professional Carrier	Position	Year	Institution/Organization
	Head of Section-Packing Department .....	1973-1974 .....	PT. WINNER TEXTILE .....
	Staff .....	1974-Now .....	DIRECTORATE OF WATER SUPPLY .....
	.....	.....	.....
	.....	.....	.....

*Ida Dhalawati*



CURICULUM VITAE  
 OF Counterpart Personnel  
 Concerning  
 The W.S and Env. Sanitation  
 Training Center

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1. Full Name ( in normal order ) : ENDANG SUHERMAN.

State the name by which you wish to be addressed in  
 official correspondence : JALAN. PENJERNIHAN. F. NO 19F  
PEJOMPOGAN JAKARTA PUSAT.

2. Date of Birth : MAY 4<sup>th</sup> 1953.....

Male / Female : MALE.....

Married / Single : MARRIED (5) (if married, state number of Children)

3. Nationality : INDONESIA.....

4. Religion : MOSLEM.....

5. Date of Appointment : .....

6. Position/Technical field : STAFF / ELECTRICAL AND MECHANICAL

7. Academic Carrier :	Subject	Year	University/Institute
	<u>ELECTRIC</u>	<u>1971</u>	<u>TECHNICAL HIGH SCHOOL</u>
	.....	.....	.....
	.....	.....	.....
	.....	.....	.....

8. Professional Carrier :	Position	Year	Institution/Organization
	<u>FOREMAN</u>	<u>1972</u>	<u>P.T. INDO TORAY SYNTHETICS</u>
	<u>ENG. STAFF</u>	<u>1979</u>	<u>DIRECTORAT. OF WATER SUPPLY</u>
	<u>ENG. STAFF</u>	<u>1981 TO DATE</u>	<u>IKK WATER SUPPLY PROJECT</u>
	.....	.....	.....

CURRICULUM VITAE

Name : Endang Suherman.

Place of Birth : Garut, West Java.

Date of Birth : May 4<sup>th</sup>, 1953

Marital Status : Married (5).

Education : Electric Technical High School (1971).

Occupation : Engineering of IKK Water Supply Project,  
Directorate of Water Supply.

Technical Training : - Has Attended the following Foxboro Training Course  
Fundamentals of Instrumentation Pneumatic and Elec  
tronic at Australian Trade Commission, Australian  
Embassy in Jakarta.

- Operation and Maintenance Electric Generator set  
at PT. MESINDO AGUNG in Jakarta.

- Repair Electro Motor and Water Pump at Technical -  
Training Course in Jakarta.

- Water Supply Training Course at Directorate Gene -  
ral Cipta Karya in Jakarta.

Non Technical Training :

Job Instruction Method by PT. INDONESIA TORAY SYNTHETICS in Tangerang, West Java.

Working Experience : \* August 28<sup>th</sup>, 1972 - January 15<sup>th</sup>, 1979 :

- Was Employed by PT. INDONESIA TORAY SYNTHETICS  
Position as Foreman of Engineering Departement.

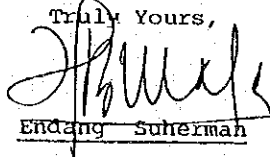
\* Januari 30<sup>th</sup>, 1979

- Engineering staff of Sub.Directorate of Development  
Directorate of Water Supply, Directorate General -  
Cipta Karya, Public Work Dept.

\* 1981 to date :

- Coordinator of Electrical and Mechanical of IKK.  
Water Supply Project of Directorate Water Supply, -  
Directorate General Cipta Karya, Public Work Dept.

Truly Yours,



Endang Suherman

NIP. 110022358.

TERMS OF REFERENCE  
of  
Indonesian Counterpart Personnel

July 1991

Water Supply and Environmental Sanitation Training Center

## 1. Objective

The objective of this TOR (Terms of Reference) is to make clear roles, tasks and management/control system of the Indonesian counterpart personnel (hereinafter referred to as "the counterpart personnel") assigned for the Water Supply and Environmental Sanitation Training Center Project (hereinafter referred to as "the technical cooperation project") so that the technical cooperation project for the Water Supply and Environmental Sanitation Training Center (hereinafter referred to as "the training center"), agreed between JICA and the Directorate General of Human Settlements (Cipta Karya) on 16th February 1991, will be implemented smoothly and successfully.

The counterpart personnel have the tasks concerning the general training courses, which are not directly related to the technical cooperation project but very important as a part of the training center's activities. Therefore such tasks of the counterpart personnel are also taken into consideration in preparing this TOR so that they will be able to work at the training center without any confusions or difficulties in coordinating their tasks concerning the advanced and general training courses.

## 2. Definition and Assignment of Counterpart Personnel

2.1 The counterpart personnel consist of the instructors and the field specialists as defined in the R/D (Record of Discussions) of the technical cooperation project.

2.2 The assignment of the counterpart personnel should be based on an agreement of the Steering Committee for the technical cooperation project.

## 3. Roles of Counterpart Personnel

3.1 The counterpart personnel are the "core" of the technical cooperation project for its successful implementation.



3.2 The counterpart personnel should closely cooperate with the Japanese long- and short-term experts (hereinafter referred to as "the experts"), dispatched to Indonesia for the technical cooperation project, for the purpose of exchanging knowledge and experiences on water supply and environmental sanitation technologies between Japan and Indonesia.

3.3 The counterpart personnel should get adequate advices and guidances from the experts on programme preparation, curriculum/syllabus preparation, module development, implementation and evaluation of the advanced training courses to be offered at the training center.

3.4 The counterpart personnel should try to transfer the technologies learned from the experts to scientists, engineers, technicians and others not only in Indonesia but also in other Asian developing countries.

3.5 The counterpart personnel, as a whole, are expected to play a role as a "think-tank of Cipta Karya" in water supply and environmental sanitation fields.

#### 4. Tasks of Counterpart Personnel concerning Advanced Training Courses

4.1 The main tasks of the counterpart personnel concerning the advanced training courses are programme preparation, curriculum/syllabus preparation, module development, implementation and evaluation in cooperation with the experts, where the counterpart personnel should consult with the Technical Directorates concerning the strategy accordingly. If necessary, the counterpart personnel will be supported by the Training & Education Centre, MPW, especially in curriculum/syllabus preparation.

4.2 Collection, compilation, rearrangement and processing of technical information on water supply and environmental sanitation, which are required to fulfill the tasks as mentioned above in Section 4.1, are also important tasks of the counterpart personnel.

## 5. Tasks of Counterpart Personnel concerning General Training Courses

5.1 The main tasks of the counterpart personnel concerning the general training courses are module development, implementation and evaluation.

5.2 Collection, compilation, rearrangement and processing of technical information on water supply and environmental sanitation, which are required to fulfill the tasks as mentioned above in Section 5.1, are also important tasks of the counterpart personnel.

## 6. Management and Control of Counterpart Personnel

6.1 The director of the training center, as the Project Director, is responsible for management and control of the counterpart personnel.

6.2 The Indonesian coordinator and sub-coordinators, designated by the director of the training center, should assist the director in management and control of the counterpart personnel.

6.3 The director of the training center should give necessary instruction to each of the counterpart personnel about his/her responsibility for and needed involvement in advanced and general training courses.

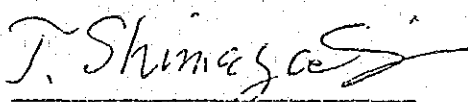
6.4 A claim on management and control of the counterpart personnel will be, if necessary, subject to discussion at the regular meeting which is held with such members as the director of the training center, the chief adviser (i.e. Leader of the Japanese Expert Team) and others.

6.5 Each of the counterpart personnel should always inform the pertinent expert and the Indonesian coordinator (or sub-coordinator) about his/her presence and absence well in advance.

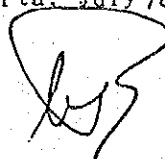
7. Amendment

This TOR can be amended, if necessary , based on agreement of the Steering Committee for the technical cooperation project.

Jakarta, July 10, 1991

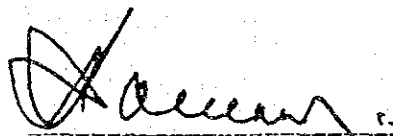


Mr. Toshiaki Shimazaki  
Chief Adviser  
as  
Leader of Japanese Expert Team



Ir. Soesanto Mertodiningrat  
Director of the Water Supply and  
Environmental Sanitation Training  
Center

as  
Project Director



Ir. Soenarjono Danoedjo  
Director General of Cipta Karya  
as  
Chairman of the Steering Committee

TERMS OF REFERENCE

of

Japanese Expert

July 1991

Water Supply and Environmental Sanitation Training Center

## 1. Objective

The objective of this TOR (Terms of Reference) is to make clear roles, tasks and management/control system of the Japanese experts (hereinafter referred to as "the experts") assigned for the Water Supply and Environmental Sanitation Training Center Project (hereinafter referred to as "the technical cooperation project") so that the technical cooperation project for the Water Supply and Environmental Sanitation Training Center (hereinafter referred to as "the training center"), agreed between JICA and the Directorate General of Human Settlements (Cipta Karya) on 16th February 1991, will be implemented smoothly and successfully.

## 2. Definition of Experts

The so-called experts here are the long- and short-term experts, except for the chief adviser (i.e. Leader of the Japanese expert team) and the coordinator, as defined in the R/D (Record of Discussions) of the technical cooperation project.

## 3. Roles of Experts

3.1 The experts should closely cooperate with the Indonesian counterpart personnel, designated by Cipta Karya for the purpose of exchanging knowledge and experiences on water supply and environmental sanitation technologies between Japan and Indonesia.

3.2 The experts should give the counterpart personnel appropriate advices and guidances on programme preparation, curriculum/syllabus preparation, module development, implementation and evaluation of the advanced training courses to be offered at the training center.

#### 4. Tasks of Experts

4.1 The main task of the experts is to assist the counterpart personnel in programme preparation, curriculum/syllabus preparation, module development, implementation and evaluation of the advanced training courses.

4.2 The experts should also assist the counterpart personnel in collection, compilation, rearrangement and processing of technical information on water supply and environmental sanitation, which are required for the works as mentioned above in Section 4.1.

4.3 The experts should always try to obtain current scientific knowledge on water supply and environmental sanitation technologies from Japan and other countries, and to transfer appropriate technologies to the counterpart personnel.

#### 5. Management and Control of Experts

5.1 The chief adviser is responsible for management and control of the experts.

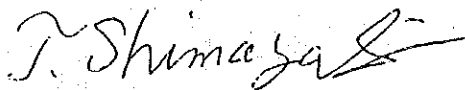
5.2 A claim on management and control of the experts will be, if necessary, subject to discussion at the regular meeting which is held with such members as the director of the training center, the chief adviser and others.

5.3 Each expert should always inform the pertinent counterpart personnel and the chief adviser about his/her presence and absence well in advance.

6. Amendment

This TOR can be amended, if necessary, based on agreement of the Steering Committee for the technical cooperation project.

Jakarta, July 10, 1991



Mr. Toshiaki Shimazaki

Chief Adviser

as

Leader of Japanese Expert Team

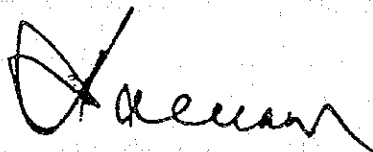


Ir. Soesanto Mertodiningrat

Director of the Water Supply and  
Environmental Sanitation Training  
Center

as

Project Director



Ir. Soenarjono Danoedjo

Director General of Cipta Karya

as

Chairman of the Steering Committee

Minute of Meeting

Subject : The 1st Steering Committee Meeting.  
Dated : January 15, 1991.  
Time : 10.00  
Place : Seminar Room, TC. Bekasi.  
Chairman : Ir. Soenarjono Danoedjo ( DGHS ).

List of attendance :

- Ir. Soenarjono Danoedjo.
- Ir. Soeratmo.
- Ir. Darmawan Saleh.
- Ir. Tambing.
- Ir. Soesanto Mertodiningrat.
- Drs. Anis
- Drs. Soedjoko

Resume of Meeting

1. Project Technical Cooperation activities.
  - a. Project started on April 1 in 1991 for 5 years.
  - b. - Dispatching of Expert fiscal year 1991 - 1992 are 8 experts ( long term expert ).
    - For shorten expert will be dispatched 7 experts for 5 years if it is necessary.
  - c. Training of counterpart personnel to Japan in F.Y 1991 - 1992 will be trained 5 counterpart personnel in Japan.
  - d. Provision of equipment have been prepared and will be sent to JICA expert to provide F.Y 1991 - 1992.
2. Counterpart Personnel.
  - a. Each Sub course 1 counterpart personnel and each course 1 coordinator.
  - b. Everyday counterpart personnel have to attend in TC. Bekasi.



- c. Counterpart personnel be able to become Widyaiswara.
  - d. Counterpart personnel for Water Supply :
    - Ir. Widiyanto Adiputra Dipl. SE.
    - Ir. Ida Dahliawati Dipl. SE.
    - Ir. Soesanto Sidjoatmojo.
    - Ir. Iskandar Tamin.
    - Ir. Budiman.
    - Ir. Darlis Darwis.
    - Olong Unang BE.
    - Muhamad Saleh BE.
    - Kustian S. BE.
    - Harun Umar BE.
  - e. Field Specialist :
    - Nasrun.
    - Dedi Surdiat.
    - Rohman Rosyid.
  - f. Counterpart personnel for Environmental Sanitation :
    - Ir. Widhi Handoko Dipl. SE.
    - Dra. Nina.
    - Ir. Wladimir Askinin Bamayi, M. Eng.
    - Ir. Purna Suryati.
  - g. Field Specialist :
    - Ir. Amri Tarigan.
    - Dra. Yuni.
3. Curriculum Syllabus.
- a. In arrangement of Curriculum Syllabus have to be clear about General courses and Advance course.
  - b. In arrangement of Curriculum Syllabus have to be adjustable with facilities.
4. Provision Equipment.
- a. Proposal have to involve equipment of Training support in the class, laboratory and workshop.
  - b. To General necessities ( Administration )
  - c. To support of expert activities.
  - d. Vehicles

*R* 17/91

### Minute of Meeting

Subject : The 2nd Steering Committee Meeting.  
Dated : April 5, 1991  
Time : 10.00  
Place : Seminar Room, TC Bekasi.  
Chairman : Ir. Soeratmo.

#### List of attendance :

- Ir. Soeratmo
- Ir. Alizar Anwar.
- Ir. Darmawan Saleh
- Ir. Tambing
- Ir. Soesanto Mertodiningrat.
- Drs. Anis
- Drs. Soedjoko

#### Resume of Meeting

##### Ir. Soesanto Mertodiningrat :

He explain about Bekasi Training Center :

- Cost of Training Implementation in 1990 - 1991 from Government and Non Government.
- Short term expert in 1990 - 1991 less effective, because TOR is unclear, so it's necessary to arrange together.
- In existing of experts are : Dr. Shoichi Kunikane and Hisayuki Futami.
- Needs vice Director of TC. Bekasi.

##### Ir. Ratmo :

- Needs Definition clearness of Advance course.
- Schedule of Steering Committee Meeting should be made.
- Joint Committee Meeting held once of three month.

- Needs work team which consist of :
  - JICA
  - Water Supply
  - Environmental Sanitation
  - Bekasi Training Center.
- Target of small Dip, Non Government fund is necessary to be developed.

Ir. Darmawan Saleh :

- Agreed the Vice Director.
- For F.Y 1990 - 1991 the budget is limited, but the greater budget will be allocated on F.Y 1991 - 1992, and the training activities will be 3 time in F.Y 1990 - 1991.
- The instructor better from TC. Bekasi, reassures person from Directors and local consultant.
- The advanced course, this like special course, more technical aspect, and the General Course more Managerial Aspect.

Ir. AR Tambing.

- Advanced course, General course, how to prepare the syllabus and curriculum ?
- The necessity of training of traverse (TOT) program.
- The training need, could prepare with a survey to the field ( Government level II activities ).

Drs. Anis L.

- TC. Bekasi have to developed as a training center and management the other regional center.
- The Steering Committee if possible as a National Wide.
- The target group not only reached the quality but also the quantity.
- The necessity of training of trainers.

Ir. Alizar Anwar :

- The next short term expert in the field of Training Method.
- Training in region has to use experts from TC. Bekasi.

- Training form must follow SIDCOM ( Survey Investigation Design Construction Operation and Maintenance ).

Ir. Hana Sutoyo :

- Training activities needs adjustment to Institutional Development.

Ir. Soesanto Mertodiningrat :

- Training Implementation 1990 - 1991 :
  - 30% of participants have to be able to follow.
  - Limited times
  - Less of Method
- The matter is not suitable with the needs.
- Participants need to be selected at MMDU ; Cipta Karya and Project.
- TOR needs to be evaluated back.
- Lipler needs to be arranged back.
- Needs Seminar.

Conclusion :

- Training Center Bekasi as Training Center cultivator in Region/Province.
- Needs fund support in order to the TC. Bekasi is going to be cultivator.
- Training Target is SIDCOM.
- Needs experts in the field of training.
- Needs the existance of Training Center necessities/need survey to Region.
- Needs private fund and PDAM, BLN to assist region Training's officials ( cross subsidy ).
- Steering committee becomes National Steering Committee.
- Method of Steering Committee to be determined.
- PTU Surabaya needs to be completed in the field of Environmental Sanitation field.

- JICA'S Aid have to be adjusted to our needs --> reform small team.
- Advance course determined by technical team.
- Using of Training needs such as A.V needs to take advantage BPLAP Surabaya.
- Training Center Bekasi not produce S2.
- Joint Committee Meeting once a year, regular meeting once of 3 months.

*A 7/491*

### Minute of Meeting

Subject : The 3th Steering Committee Meeting.  
Dated : Juli 25, 1991.  
Time : 10.00  
Place : Seminar Room, Cipta Karya.  
Chairman : Ir. Soenarjono Danoedjo (DGHS)

#### List of attendance :

- Ir. Soenarjono Danoedjo.
- Ir. Soeratmo.
- Ir. Darmawan Saleh.
- Ir. Tambing.
- Ir. Soesanto Mertodiningrat.
- Djauhari Sumintadji.
- Ir. Widiyanto
- Ir. Widhi Handoko.
- Ir. Soesanto S.
- Drs. Sudjoko.

#### Resume of Meeting :

- Training for miter of Cipta Karya : Consultant and contractor needs implemented by Bekasi Training Center.
- Members of Steering Committee needs to be added Head of Cultivation and Training Center.
- We will have special specific Training Center of Water Supply and Environmental sanitation in Jakarta, Surabaya, Medan dan Ujung Pandang.  
While for structure and room mapping will be developed next.
- Certificate needs to be arranged in order to have Value/Social aspek.
- News latter - handled together with Intal Cipta Karya, contents of Cipta Karya programs.
- Staffs that be placed fully, with decision of Director General Cipta Karya.

- Participants need poltest/pretraining.
- Participants need health qualification.
- Bus can be helped by Directorate of Water Supply and Environmental Sanitation.
- Toll expenses, can be covered by travel expenses.
- The present participants of advanced course could be from big city /Metropolitan Center.
- Counterpart personnel needs to make schedule in detail in order to be able to arrange training matter in order to reach target before November 1991.

*R 2/7/91*

CONCEPT

MODULE DEVELOPMENT COMMITTEE

Water Supply and Environmental Sanitation Training Center

Objective:

- To coordinate and harmonize the module development works for all advanced training courses.

Functions:

- To prepare curriculum and syllabuses for advanced training courses.
- To make a plan on module development for advanced training courses.
- To monitor the process of training module development for advanced training courses.

Members:

Japanese side:

- All Japanese experts (excluding Chief Adviser and Coordinator)

Indonesian side:

- All Indonesian counterpart personnel
- Chief of Syllabus Development Section, Training Division, DGHS

Chairman:

Coordinator of Indonesian counterpart personnel

Meeting Frequency:

Once per 1-2 week(s)



## CONCEPT

### MANAGEMENT COMMITTEE

Water Supply and Environmental Sanitation Training Center

#### Objective:

- To promote cooperation between the Japanese and Indonesian sides for successful implementation of the technical cooperation project.

#### Functions:

- To discuss important matters on implementation of the technical cooperation project.
- To supervise the activities of the Module Development Committee.

#### Members:

##### (Regular Members)

###### Japanese side:

- Chief Adviser
- Coordinator
- One or two representative(s) of the Experts

###### Indonesian side:

- Director
- Coordinator
- Sub-Coordinators
- Chief of Administration Section

##### (Irregular Members)

###### Indonesian side:

- Head, Training Division, DGHS
- Head, Sub-Directorate of General Planning, Directorate of Programme Development
- Head, Sub-Directorate of Technical Planning, Directorate of Water Supply
- Head, Sub-Directorate of Technical Development, Directorate of Water Supply
- Head, Sub-Directorate of Solid Waste, Directorate of Environmental Sanitation

- Head, Sub-Directorate of Wastewater, Directorate of Environmental Sanitation
- Head, Sub-Directorate of Technical Development and Training, Directorate of Environmental Sanitation

Chairman:

Director

Meeting Frequency:

Once per 1-2 week(s) and once a month with the irregular members

### Minutes of Meeting

subject : 1st Module Development Committee Meeting

Date : July 11, 1991

Time : 10.00 - 12.00

Chairman : Ir. Soesanto Mertodiningrat

#### List of Attendance :

- Ir. Widiyanto A. Dipl. SE
- Ir. Widhi Handoko Dipl. SE
- Ir. Amri Tarigan
- Ir. Ida Dahliawati Dipl. SE
- Ir. Darlis Darwis
- Ir. Erna Pura
- Ir. Purna Suryati
- Drs. Sudjoko
- Rokhman Rosyid
- Dr. Shoichi Kunikane
- Dr. Toshihiro Nambu
- Mr. Hideo Higuchi
- Mr. Hisayuki Futami

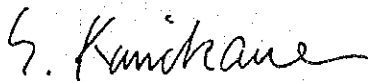
#### Resum of meeting :

- The process of advanced training course preparation and implementation was explained by Mr. Soesanto Mertodiningrat Director of Training Center.
- 1 sub course contain 20 - 40 modules, to purpose the curriculum/ syllabus need 3 months.
- The syllabus for Environmental Sanitation, advanced course base on the general training course.
- Module development needs 2 1/2 years.
- Needs survey the facility of Water Supply with Environmental bill Sanitation to see the technology have used.

- The preparation of the syllabus base on the facility in the field/cities.
- The expert and counterpart personnel will discuss where the city will be visited in August 1991.
- The module will translate from English to Indonesia.

JICA Expert

TRAINING CENTER BEKASI



( Dr. Shoichi Kunikane )



( Drs. Sudjoko )

DAFTAR HADIR RAPAT

Undangan Rapat : Pembahasan penyusunan prosedur kebul kenalaran  
 Meeting Invitation  
 Hari dan Tanggal : Kamis, 11 Juli 1991  
 Day and Date  
 Tempat : Ruang Seminar IC Kelasi  
 Place  
 Pimpinan Rapat : Ir. Sesoranto Merto Biringrat  
 Chairman

Nomor	Nama Name	Instansi Office	Jabatan Occupation	Tanda tangan Signature
1	Ir. Susanto M.	TCB	Pimpinan	
2	Widiyanto A	TCB	KSPE	<i>[Signature]</i>
3	Ilda Phaleniwati	TCB	Kepi. Keb.	<i>[Signature]</i>
4	Atmri Tarigan	DH. AP	staf	<i>[Signature]</i>
5	Widhi Handoko	TC	Coordepur	<i>[Signature]</i>
6	EXAMARA	OAB	staf	<i>[Signature]</i>
7	Darlis Drolow	TCB	Comunkopur	<i>[Signature]</i>
8	T. SHIMAZAKI	JICA	Chief adviser	<i>[Signature]</i>
9	S. Kwikane	"	Expert	<i>[Signature]</i>
10	T. NAMBU	"	"	<i>[Signature]</i>
11	H. FUTAMI	"	"	<i>[Signature]</i>
12	H. HIGUCHI	"	"	<i>[Signature]</i>
13	K. Tanaka	"	Coordinator	<i>[Signature]</i>
14	PURNA SUCYATI	TCB	staf	<i>[Signature]</i>
15	Bokhman, R	TCB	staf	<i>[Signature]</i>

## Minutes of Meeting

Subject : 2nd Module Development Committee Meeting  
Date : July 22, 1991  
Time : 11.00 - 12.40  
Chairman : Ir. Widiyanto A.Dipl.SE

### List of Attendance :

- Dr. Shoichi Kunikane
- Dr. Toshihiro Nambu
- Mr. Shigeo Niwa
- Mr. Atsumu Kitajima
- Mr. Hideo Higuchi
- Mr. Hisayuki Futami
- Drs. Soedjoko
- Ir. Darlis Darwis
- Otong Unang BE
- Dra. Yussi.R
- Wati. H, BE
- Ir. Ida Dahliawati Dipl.SE

### Resume of Meeting :

1. Introduction of 2 new expert Mr. Shigeo Niwa and Mr. Atsumu Kitajima by Dr. Shoichi Kunikane, and then Drs. Soedjoko explain about the minutes of the last meeting briefly.

Comment :  
Dr. Shoichi Kunikane :

- Translation of general courses from Indonesia to English.
- Also after the advance courses are ready ( in English ),  
Hopefully it can translated directly to Indonesia.

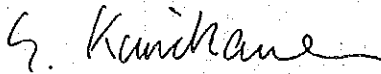
Ir. Darlis Darwis :

Express the necessary of Translator for produce the advance course modules.

2. Concerning the starting works of Mechanical & Electronic and pipeline experts, the counterparts personel should be assign or instruct to them to start active in Training Center Bekasi.

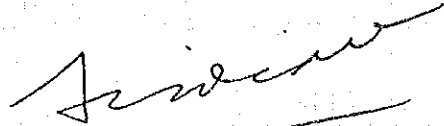
3. Expertise group on water supply management report to the audience that draft final version of the curriculum and syllabus are ready to submit, and discuss with the management team.

JICA Expert



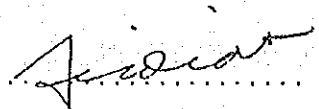
( Dr. Shoichi Kunikane )

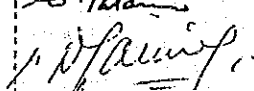
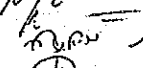
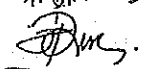
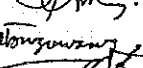
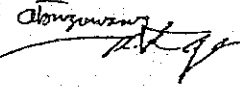

TRAINING CENTER BEKASI



( Ir. Widiyanto A. Dipl. SE )

DAFTAR HADIR RAPAT

Undangan Rapat : 2nd Module Development Comm. Meeting  
 Meeting Invitation  
 Hari dan Tanggal : Senin, 22 Juli 1991  
 Day and Date  
 Tempat : T.C. Bekasi  
 Place  
 Pimpinan Rapat : IR. WIDIARTO   
 Chairman

Nomor	Nama Name	Instansi Office	Jabatan Occupation	Tanda tangan Signature
1	G. Kunikane	TC Bekasi	JICA Expert	G. Kunikane
2	S. Niwa	TC Bekasi	JICA Expert	S. Niwa
3	A. Kitajima	TC Bekasi	JICA Expert	A. Kitajima
4	H. HIGUCHI	TC Bekasi	JICA Expert	H. Higuchi
5	H. Tutami	"	"	H. Tutami
6	Ika Hudaewati	TC Bekasi	Computer part	
7	Wan U	"	Sup	
8	Yusi	"	"	
9	Orong U	"	"	
10	Darlis Darwis	TC BEKASI	Computer part	
11	T. NAMBU	"	JICA Expert	T. Nambu
12	Subjoko	"	Lang	



## AGENDA

### THE 2ND MODULE DEVELOPMENT COMMITTEE MEETING

July 22, 1991

1. Report of the last meeting
2. Establishing a daily cooperation system in each expertise group (each expert and the pertinent counterpart personnel)
3. Validity and possibility of "course adviser" nomination
4. Strategy and planning of cooperative works for the time being
  - 1) Training course implementation in FY 1991/92
  - 2) Review of the training course framework (especially on goals and trainees)
  - 3) Preparation of curriculum/syllabus
  - 4) Field visit for information collection
  - 5) Planning consultation with a JICA mission : August 14-24 1991
  - 6) Training in training methods : September-October 1991
  - 7) Special seminar : middle of October 1991
  - 8) Technical information exchange with Thai NWTII : beginning of November 1991
  - 9) Counterpart training in Japan
5. Progress report from each expertise group
6. Others
7. Next meeting (Agenda and date/time)

## Minute of Meeting

Subject : The 3rd Module Development Committee Meeting

Dated : July, 29 1991

Time : 11.00 - 12.30

Place : Seminar Room, Training Center Bekasi.

Chairman : Ir. Widiyanto Adipura Dipl. SE.

### List of Attendance :

- Dr. Shoichi Kunikane
- Mr. Hisayuki Futami
- Mr. Hideo Higuchi
- Mr. Atsumu Kitajima
- Mr. Toshihiro Nambu
- Mr. Shigeo Niwa
- Ir. Ida Dahliawati, Dipl. SE
- Ir. Widiyanto, Dipl. SE
- Ir. Widhi Handoko, Dipl. SE
- Ir. Amri Tarigan, Dipl. SE
- Ir. Wladimir Askinin Bamayi, M.Eng.
- Ir. Darlis Darwis
- Ir. Iskandar Tamin
- Drs. Sudjoko
- Otong Unang BE
- Suherman
- Harun Umar BE
- Rokhman. R

1. Report of the result of the last meeting.

- The result of the last meeting was explained by Drs. Sudjoko.

2. Schedule of module development preparation by group expert counterpart personnel. ( should be define and written )

- Each expertise group should be define weekly and monthly for schedule development.  
And this schedule submitted to each sub coordinator.

3. Progress report of expertise group.

- Ir. Darlis Darwis :  
Ir. Darlis Darwis want to clarify about :

- Definition of Advanced Course and it's differences with Regular Course.
- Syllabus analyses of Water Supply Planing and Design Course related to Advanced Course trainees or participants.
- Trainees / Participants of Advanced Course Category or description.
- Data collection of Water Supply Planing and Design Course.
- Time schedule for small meeting.
- Ir. Ida Dahliawati Dipl. SE.
  - The result discussion on 27 July, the expertise group of Water Supply Planing and Design is preparing main contain each syllabus, and discuss about objective, goal, method, duration, specified of the trainees for advance course.
- Dr. Shoichi Kunikane
  - Sub course of Water purification and quality control will be implemented on November.
  - Sub course of Domestic Waste Management will be implemented on January - February.
  - Each expertise group is recommended to prepare a comparison table on the outline of each advanced course and related general training courses such as objective, goal, method, duration, and specification of trainees.
- Ir. Widhi Handoko Dipl. SE
  - The outline will be arranged in this week, and will be discussed by expert, after that submitted to the Directorate to get the comment, and finalized give to JICA for sent to Tokyo.  
The matter result which be arranged by JICA counterpart and expert personnel and will be developed to become the matter which used.
  - Sub course of waste management and planning will be discussed by Director of PLP.
- Drs. Sudjoko
  - Fund have been prepared for 2 sub course but the only 1 sub course will be implemented by experts, if it's possible expert and counterpart personnel will be able finalized for 2 sub course, but if it can not will be changed by General Course.

\* Expertise Group of Pipeline Installation and Maintenance there is nothing discussion.

\* Expertise Group of Mechanical and Electrical Installation and Maintenance there is nothing discussion.

4. Discussion of management committee Training Center Bekasi will be arranged every Tuesday 1st week monthly.

#### FIELD VISIT

Water Supply		Environmental Sanitation	
The matter	Cities	The matter	Cities
1. Water Supply Management Planning and Design	- Jakarta - Ujungpandang - Bogor - Surabaya	- Domestic Waste management, Planning	- Bandung - Jakarta - Medan - Surabaya
2. Water Purification and Quality Control	- Semarang - Padang - Bandung	- Domestic Solid Waste Disposal	- Surabaya - Bandung - Semarang
3. Mechanical and Electrical	- Aceh - Padang - Batam	- Domestic Waste Water Disposal	- Tangerang - Padang - Jakarta - Surabaya
4. Pipeline	- Bandung - Banjarmasin - Ujungpandang		

Transportation and Accommodation will be arranged by Mr. Kazuhiko Tanaka and Drs. Sudjoko.

5. Discussion of management committee Training Center Bekasi will be arranged every Tuesday 1st week monthly.

The meeting will be held on Wednesday, July 7, 1991 and will be attend by Director of Water Supply, Director of PLP and Director General of Cipta Karya.

6. Final arrangement of site visit by JICA Mission to PTU Surabaya and Ujung Pandang (Note : 17 August is National Holiday)

Tentative schedule of the mission have been agreed and Training Center Bekasi official consultation with the Directorate to preparation of answer to a questionnaire.

7. Next meeting ( Agenda and date/time )

The meeting would be held on Monday August 5, 1991 in Seminar Room of Training Center Bekasi.

JICA Expert

TC Bekasi



( Dr. Shoichi Kunikane )



( Drs. Sudjoko )

DAFTAR HADIR RAPAT

Undangan Rapat : Pembetulan Mutasi, 5/11/71 (3 vol Meeting)  
 Meeting Invitation  
 Hari dan Tanggal : Senin, 29 Juli 1971 - 11.00 -  
 Day and Date  
 Tempat : Ruang Seminar TC Bekasi  
 Place  
 Pimpinan Rapat : Drc. Sudjoko / Ir. Widianto  
 Chairman

Nomor	Nama Name	Instansi Office	Jabatan Occupation	Tanda tangan Signature
1.	Widiyanto	TC B	KBPE	<i>[Signature]</i>
2	G. Kunkane	"	JICA Expert	<i>[Signature]</i>
3.	Harun Ilmas	D.A.B.	Staf	<i>[Signature]</i>
4.	ISKANDAR TAMIN	"	counterpart	<i>[Signature]</i>
5.	Suhernas	D.A.B	Staf	<i>[Signature]</i>
6.	H. FUTAMI	TC. Bekasi	TICA EXPERT	<i>[Signature]</i>
7.	Amri Tarigan	Dit. PLP	Staf	<i>[Signature]</i>
8.	Widli Harsono	Dit. PLP / TC	Counterpart	<i>[Signature]</i>
9	Jaja Pij...	TC. Bekasi	"	<i>[Signature]</i>
10.	Kochman, R	"	"	<i>[Signature]</i>
11	OTONG U	"	"	<i>[Signature]</i>
12	T. NAMBU	"	JICA Expert	<i>[Signature]</i>
13	S. Niwa	"	"	<i>[Signature]</i>
14	H. Higuchi	"	"	<i>[Signature]</i>
15	A. KITAJIMA	"	"	<i>[Signature]</i>
16	WLADIMIR ASKININ	Dit. PLP	staf	<i>[Signature]</i>
17	DARLIS D	TC. Bekasi	Counterpart	<i>[Signature]</i>
18	Sudjoko	"	Ketua	<i>[Signature]</i>

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A G E N D A

THE 3<sup>rd</sup> MODULE DEVELOPMENT COMMITTEE MEETING

July 29, 1991

1. ✓ Report of the result of the last meeting
2. ✓ Schedule of module development preparation by group expert counterpart personnel. (should be define & written)
3. ✓ Progress report of expertise group.
4. ✓ Discussion of field visit for information collection concerning the module development (schedule attached)
5. ✓ Discussion of management committee Training Centre Bekasi will be arranged every Tuesday 1<sup>st</sup> week monthly.  
*Cfp → report to the St. Com. the 7/8-91 - 12<sup>00</sup>*
6. ✓ Final arrangement of site visit by JICA Mission to PTU Surabaya and Ujung Pandang ( Note : 17 Aug. is National Holiday ).
7. Others
8. Next meeting (Agenda and date/time).

*5/8 91 → 6<sup>00</sup>*

*2. To order from  
Mits. file.*

agenda/pl

## Minute of Meeting

Subject : The 4th Module Development Committee Meeting  
Dated : August 5, 1991  
Time : Seminar Room, Training Center Bekasi  
Chairman : Ir. Widhi Handoko, Dipl. SE

### List of Attendance :

- Mr. Hisayuki Futami
- Mr. Hideo Higuchi
- Mr. Atsumu Kitajima
- Dr. Toshihiro Nambu
- Mr. Shigeo Niwa
- Ir. Ida Dahliawati, Dipl. SE
- Ir. Wladimir Askinin Bamayi, M. Eng
- Ir. Darlis Darwis
- Ir. Iskandar Tamim
- Harun Umar, BE

### Resume of Meeting.

#### 1. Progress Report of each Expertise group

- Water Purification and Quality Control Group :  
Program and schedule have been arranged including main content of each syllabus and field visit plan.
- Pipeline Installation and Maintenance Group :
  - Not yet ready with the schedule of program.
- Mechanical and Electrical Installations and Maintenance Group :
  - Not yet ready with the schedule of program.
- Water Supply Management, Planning and Design :
  - Ready with the schedule.
- Domestic Waste Management :
  - Ready with the schedule.
- Domestic Solid Waste Disposal :
  - Ready with the schedule .



2. Field Trip schedule :

Waiting for the arrangement of JICA Expert field visit schedule ( Mr. Kazuhiko Tanaka )

3. Basic Works strategy of Advanced Training module concept :

- It is hoped that the coordinator could make a table of the activities for each group, so that the progress of each group can be evaluated.  
This table is hoped could control group which are working slowly.
- Preparation of curriculum and syllabus have to consider the standard form provided by Diklat Cipta Karya. It must be decided by Management committee.

4. Conclusion the last situation of works.

- It needs to be clear the using of curriculum standard and syllabus from Cipta Karya.
- Visit schedule wait for arrangement from JICA Coordinator.
- It needs control/evaluation form for the activities of each group.
- Every information from each group must be submitted to Sub-Coordinator and continued to Coordinator.
- TOR for counterparts personnel and curriculum/syllabus form Diklat Cipta Karya must be distributed.

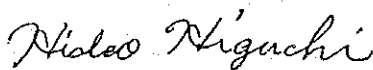
5. Others


- Problem on transportation of counterpart personnel need to be solved.

6. Next Meeting on Monday, August 12, 1991 at 10:00 o'clock.

JICA EXPERT

T.C. BEKASI

  
( Mr. Hideo Higuchi )

  
( Ir. Widhi Handoko, Dipl. SE )

DAFTAR HADIR RAPAT

Undangan Rapat : The 3rd Module Development Committee Meeting  
 Meeting Invitation  
 Hari dan Tanggal : SENIN, 5 AGUSTUS 1991  
 Day and Date  
 Tempat : RUANG SEMINAR  
 Place  
 Pimpinan Rapat : Ir. Widhi Handoko, Dipl. SE  
 Chairman

Nomor	Nama Name	Instansi Office	Jabatan Occupation	Tanda tangan Signature
1	Widhi Handoko	TC	Sub. Koordinator	<i>Widhi Handoko</i>
2	W. ASKININ	PLP	Staff	<i>W. Askinin</i>
3	ISKANDARTAMIN	TC AIR BERSIH	ex Workshop JICA CONSULTANT	<i>Iskandartamin</i>
4	DAR LIS DARU/S	TC		<i>Dar Lis Daru/S</i>
5	Ika Shalawati	TC	ke. Lab.	<i>Ika Shalawati</i>
6	H. FUTAMI	TC Bekasi	JICA expert	<i>H. Futami</i>
7	Harun Umar	DAB	Staff	<i>Harun Umar</i>
8	T. NAMBU	TC Bekasi	JICA expert	T. Nambu
9	S Niwa	"	"	Shigeo Niwa
10	H. HIGUCHI	"	"	H. Higuchi
11	A. KITAJIMA	"	"	A. Kitajima

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Minute of 1st regular Meeting

Subject = Implementation of the Project.  
Dated = June 18, 1991  
Time = 10.00 - 12.30  
Place = Seminar Room, TC. Bekasi  
Chairman = Ir. Soesanto Mertodiningrat

List of attendance :

- Ir. Widiyanto Dpl.SE
- Drs. Sudjoko
- Ir. Widhi Handoko Dpl.SE
- Mr. Kazuhiko Tanaka
- Dr. Soichi Kunikane

1. Main activities

1) Module development for advanced training courses

- New committee will be set up to develop the training course. A concept of the committee will be drafted by Dr. Soichi Kunikane.
- Drs. Sudjoko suggested that observation tour to related facilities should be made together with experts and counterpart in connection with the preparation of syllabus and textbook.

2) Special Seminar

- Special Seminar will be conducted to promote the activities of Training Center.
- A proposal will be made by Indonesian side.

3) Water quality examination upon request

- Laboratory service is one of the main activities of the Training Center. It is suggested that this kind of services should be extended for public in future.

2. Counterpart Personnel

1) TOR of expert and counterpart personnel

- TOR for expert and counterpart will be finalized in the next meeting.

## 2) Assignment of counterpart personnel

The names of counterpart assigned recently were informed as follows :

- M. Soleh BE is replaced by Erna Pura BE.
- Ir. Budiman Malau is replaced by Ir. Victor.
- CV. from Counterpart Personnel to will be sent to JICA.

## 3) 5 persons will be sent to Japan for training every year.

- A request for course content, duration will be drafted by Indonesian side.

## 3. Equipment

Tentative schedule for the purchase of equipment will be informed at the next meeting by Mr. Kazuhiko Tanaka.

## 4. Management

### 1) Working time for expert and counterpart personnel in TC. Bekasi :

Monday	-	Thursday	=	8.30 - 3.00
Friday			=	8.30 - 11.00
Saturday			=	8.30 - 13.30

### 2) Bus and Vehicles operation

Vehicles operation should follow the working hour mentioned above.

### 3) Key System

The key for expert rooms will be given to expert for their convenience.

### 4) Library operation

- A librarian has been appointed.
- Some fund for the purchase of books has been allocated by TC and JICA respectively.
- A list of the books to be purchased has to be checked by both experts and counterpart avoid duplication.

### 5) Canteen operation

Arrangement will be made by Drs. Sudjoko to get better canteen service for all the staff of Training Center.

5. 1) Annual report

- The draft of annual report has already completed.

2) Brochure

- A draft for the brochure of TC is now in progress.

- JICA will allocate some fund for printing of this brochure.

3) Team leader

Mr. T. Shimazaki, team leader of expert team, will arrive here on 18th June.

4) Short term expert

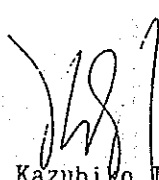
Mr. T. Uematsu will be invited around September as a short term expert in the field of training method.

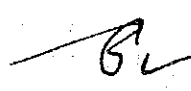
5) Air Conditioner

Air conditioner will be installed in expert/instructor rooms at the workshop.

Agreed by

Reporteur

  
( Mr. Kazuhiko Tanaka )

  
( Drs. Sudjoko )

Undangan Rapat  
Meeting Invitation

: REGULAR MEETING FOR CHECKING OF THE TECHNICAL  
: IMPLEMENTATION PROJECT

Hari dan Tanggal  
Day and date

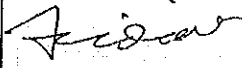
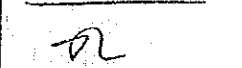
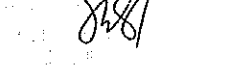
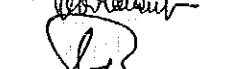

: SELASA 13 JUNE '91

Tempat  
Place

: RUANG SEMINAR, Lt II BEKASI

Pimpinan Rapat  
Chairman

: Ir. Soesarno Mertojuminata

Nomor	Nama Name	Instansi Office	Jabatan Occupation	Tanda tangan Signature
1	Widiyanto	TC Belcam	RST	
2	Sugoko	u		
3	S. Kunitane	"	JICA Expert	S. Kunitane
4	K. Tanaka	"		
5	Widhi Kusoko	"	PIU	
6	S. Suroto	TC Belcam		

Minute of 2nd Regular Meeting

Subject = Regular meeting on Project Technical Cooperation  
1991/1992.

Dated = June 25, 1991

Time = 10.00 - 14.00

Place = Seminar Room, TC Bekasi.

Chairman = Ir. Soesanto Mertodiningrat

List of attendance :

- Ir. Widhi Handoko Dpl.SE
- Ir. Susanto Sidjoatmojo
- Drs. Soedjoko
- Mr. Toshiaki Shimazaki
- Mr. Kazuhiko Tanaka
- Dr. Soichi Kunikane

1. Main Activities

1) Module Development for advanced training courses

a. Module Development Committee

- The meeting would be held after the experts come.
- The meeting would be held once per 1-2 week(s)

b. Management Committee

- The meeting would be held on July 6, 1991 by the topic is " Process of making the module " and will discusse generally and the meeting would follow by irregular members. For the next irregular member meeting will be invited only once per 1 month.

2) Special Seminar

- Special Seminar would be done this year in the midle of October, so before the other experts come, Seminar must have been done.
- The proposal and topic of Special Seminar will be made by Training Center the budget will borne by JICA.

2. Counterpart Personnel

- 1) TOR of experts and counterpart personnel have been agreed.

2) Assignment of counterpart Personnel :

Indonesian side suggested that Counterpart Personnel get additional income as insentive to attrack for working together with Expert.

Agreed by

Repporteur



( Mr. Kazuhiko Tanaka )



( Drs. Sudjoko )



DAFTAR HADIR RAPAT.

Undangan Rapat  
Meeting Invitation

: REGULAR MEETING .....

Hari dan Tanggal  
Day and Date

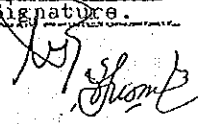
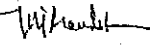


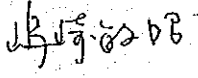
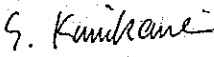
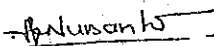

: SELASA, 25 JUNI 1991 .....

Tempat  
Place

: RUANG SEMINAR LANTAI II, TC BEKASI .....

Pimpinan Rapat  
Chairman

: .....

<u>Nomor</u>	<u>Nama</u> <u>Name</u>	<u>Instansi</u> <u>Office</u>	<u>Jabatan</u> <u>Occupation</u>	<u>Tanda tangan</u> <u>Signature</u>
1.	Ir. Soecanto MertoBinugrat	UP3KT AD & PLP		
2.	Ir. Susanto Sijotomodjo	---		
3.	Ir. Widhi Handoko Dipl. SE	---	PIU - EV	
4.	Drs Soedjoko	"		
5.	Mr Kazuhiko Tanaka	JICA	Coordinator	
6.	Mr. TOSHIKAZI SHIMIZAKI	JICA	Chief adviser	
7.	Dr. Shoichi Kimikane	"	JICA Expert	
8.	Fitri Nursanti S.E.	UP3KT AD & PLP	Sec. JICA.	
9.	Retno Mardiana. A	---	Sec	

### Minutes of 3rd Management Committee

Subject = Implementation of the project.  
Dated = July 2, 1991  
Time = 10.00 - 12.00  
Place = Seminar room, TC. Bekasi  
Chairman = Ir. Widiyanto Dpl. SE

#### List of attendance :

- Mr. Toshiaki Shimazaki.
- Mr. Kazuhiko Tanaka.
- Dr. Shoichi Kunikane.
- Ir. Widhi Handoko Dpl. SE
- Ir. Susanto Sidjoatmojo.
- Drs. Sudjoko.

#### 1. Special Seminar.

- The outline of the proposal for special seminar was reported, It will be finalized soon and submitted to JICA experts.

#### 2. Counterpart Personnel Training in Japan.

- A list of counterpart personnel to be sent for training was submitted.
- The proposal has to be agreed by the director of Training Center.
- The training arrangement for Mr. Widhi Handoko will be made only after implementation of advanced course training.

#### 3. Agenda of the Meeting to be held on July 9, 1991.

- Introduction of experts and counterpart personnel.
- Process of module development, including information collection, field visit, syllabus preparation, and text preparation.
- Assignment of counterpart personnel.

4. Schedule of the NWTTI mission July 15 - 20.

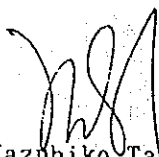
- The tentative schedule will be made by Dr. Shoichi Kunikane.

5. Schedule of expert and counterpart personnel field visit.

- The expert and counterpart personnels will prepare the schedule, starting 1st of August.

Agreed by

Repporteur



( Mr. Kazuhiko Tanaka )



( Drs. Sudjoko )

Agenda Regular Meeting on July 2, 1991

1. Special Seminar.
2. Counterpart Personnel Training in Japan.
3. Agenda of the Meeting on July 9, 1991.
4. Assignment and contact with the Counterpart Personnel.
5. Schedule of the NWTI mission July 15 - 20.
6. Schedule of expert and counterpart field visit.

Minutes of 4th Regular Meeting

Subject : Implementation of the project.  
Dated : July 9, 1991  
Time : 10.00 - 13.00  
Place : Seminar room, TC. Bekasi  
Chairman : Ir. Susanto Mertodiningrat.

List of attendance :

- Mr. Toshiaki Shimazaki.
- Mr. Kazuhiko Tanaka.
- Dr. Shoichi Kunikane.
- Ir. Widiyanto Adiputra Dipl. SE.
- Ir. Widhi Handoko Dpl. SE.
- Ir. Susanto Sijoatmodjo.
- Drs. Sudjoko.
- Ir. Sri Redzeki.
- Ir. Kati A.
- Ir. Sudradjat.
- Ir. Sinung.
- Ir. Ismanto.
- Dra. Endang.
- Subihardi Bsc.

1. Introduction of experts and counterpart personnel.

It was reported that the following Japanese experts were presently attached at the Training Center Bekasi :

Mr. Toshiaki Shimazaki	: CHIEF ADVISER (Team Leader)
Mr. Kazuhiko Tanaka	: COORDINATOR
Mr. Hideo Higuchi	: Expert of Water Supply and Planning
Dr. Shoichi Kunikane	: Expert of Water Purification and Quality Control
Mr. Atsumu Kitajima	: Expert of Pipeline Installation and Maintenance
Mr. Shigeo Niwa	: Expert of Mechanical and Electrical Installation and Maintenance
Mr. Hisayuki Futami	: Expert of Domestic Solid Waste Disposal
Dr. Toshihiro Nambu	: Expert of Human Waste and Domestic Waste Water Disposal

2. Process of module development, including information collection, field visit, syllabus preparation, and text preparation.

- The process of advanced training course preparation and implementation was explained by Dr. Shoichi Kunikane.
- Mrs. Sri Redzeki suggested that the syllabus and training materials should be made after making clear the difference of course aim between advanced and general training course.
- The syllabus for Environmental Sanitation advanced course base on the General Training Course.

3. Assignment of counterpart personnel.

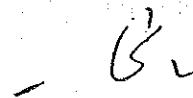
- Counterpart are hoped to be present at the Training Center Bekasi everyday, or at least 3 times for a week.

JICA Coordinator

Training Center Bekasi




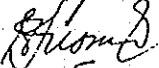


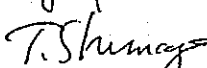
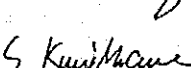
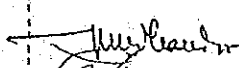

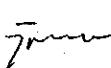
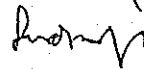
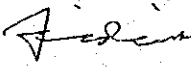
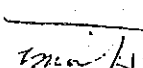


( Mr. Kazuhiko Tanaka )



( Drs. Sudjoko )

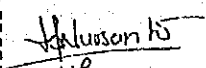
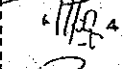
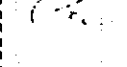
DAFTAR HADIR RAPAT

Undangan Rapat : REGULAR MEETING  
 Meeting Invitation  
 Hari dan Tanggal : SELASA, 9 JULI 1991  
 Day and Date  
 Tempat : RUANG SEMINAR, TC BEKASI LANTAI II  
 Place  
 Pimpinan Rapat : Ir. Soesanto, Mertodiningrat  
 Chairman

Nomor	Nama Name	Instansi Office	Jabatan Occupation	Tanda tangan Signature
1.	Susanto	Pusat Penelitian A B + PLP	Pemimpin	
2.	Susanto Sijotumodjo	"	Ka PIU-AB	
3.	Sudjoko	- "	Asst	
4.	K. Tanaka	JICA	Coordinator	
5.	T. SHIMAZAKI	"	Chief adviser	
6.	S. Kanikane	"	Expert	
7.	Widhi Haneoko	TC	PIU-ES	
8.	KATI A.	DAB	STAF	
9.	Sinung	"	"	
10.	Sudradjat	"	"	
11.	WIMI ANTO	"	KEPP	
12.	Ir ISMIANTO	Dir. BP. Ch.	Kasi	
13.	ISRI REDZEKI	Dir PLP	KSD-CP	
14.	ENRANG	Dir PLP	Staf	

DAFTAR HADIR RAPAT

Undangan Rapat : REGULAR MEETING  
 Meeting Invitation  
 Hari dan Tanggal : Selasa, 9 Juli 1991  
 Day and Date  
 Tempat : RUANG SEMINAR TC. BEKASI, LANTAI II  
 Place  
 Pimpinan Rapat : Ir. Subianto Mertoedungrat  
 Chairman

Nomor	Nama Name	Instansi Office	Jabatan Occupation	Tanda tangan Signature
15.	Fitri Nursuh	UP3 KT	sek. JICA	
16.	Retno Mardiana A	UP3KT	sekretaris	
17.	SCILYHAZDI BSC	DIT P/P	STP	



### Minute of Meeting

Subject : The 5th Management Committee Meeting  
Dated : July 26, 1991  
Time : 10.00 - 12.00  
Place : Seminar room, TC. Bekasi  
Chairman : Ir. Soesanto Mertodiningrat

#### List of attendance :

- Mr. Toshiaki Shimazaki
- Mr. Kazuhiko Tanaka
- Mr. Shoichi Kunikane
- Ir. Widianto Adiputra, Dipl. SE
- Ir. Widhi Handoko Dipl, SE
- Drs. Sudjoko

#### 1. Report of the Steering Committee.

The chairman reported the result of the Steering Committee held on the 25th of July, 1991.

- Large Management Committee will be held at 12:00 pm, every first Tuesday of the month.
- The progress of training module development work should be checked in each course.
- Rearrangement of transportation for counterpart personnel and staff of Training Center is necessary.
- The text compiled by counterpart personnel and experts will be translated into Bahasa Indonesia.
- Newsletter will be jointly issued with Cipta Karya.

#### 2. Report of the 1st and 2nd Module Development Committee meetings and follow-up discussion on the results.

- The progress of syllabus preparation work in each course was reported.
- The Committee agreed the appointment of course adviser for each course
- The chairman will prepare a list of nominee for course adviser.
- The Committee took note that all the counterpart personnel should attend the Module Development Committee.

3. Defining the boundary of the roles of Management Committee and Module Development Committee.

The role of Management Committee :

- Management and implementation of the project.
- Supervision of Module Development Committee.

The role of Module Development Committee :

- Being responsible for technical matters in module development and training implementation

4. Preparation for the JICA's Technical Consultation Team : August 14 - 24, 1991.

1) Preparation of a tentative schedule

- A tentative schedule will be made by Japanese side.

2) Announcement on a Joint Committee Meeting

- Joint Committee Meeting will be held on 22 August 1991 at 10:00.

3) Visit to PTU Surabaya and Ujungpandang Waterworks.

- Ir. Widiyanto Adipura Dipl. SE will follow the team to Ujung Pandang and Surabaya.

- All the necessary arrangement for visit will be made by Training Center.

4) Preparation of annual report.


- Annual report made by Training Center Bekasi with Indonesian version has been translated into English.

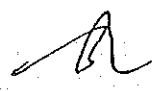
5) Preparation of answer to a questionnaire.

- The answer is now being prepared by Training Center Bekasi.

JICA COORDINATOR


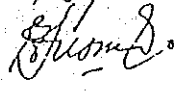



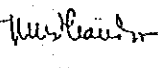
T.C BEKASI

  
( Mr. Kazuhiro Tanaka )

  
( Drs. Sudjoko )

DAFTAR HADIR RAPAT

Undangan Rapat : Management Committee  
 Meeting Invitation  
 Hari dan Tanggal : Jumat, 26 Juli 1981  
 Day and Date  
 Tempat : Ruang Seminar, Lt II  
 Place  
 Pimpinan Rapat : Ir. Soesanto Merdadiningsrat  
 Chairman

1	Susanto	Pusat Penelitian AB + PLP	Pemimpin	
2.	Susanto Sijotumodjo	"	Ka PIU-AB	
3	Sudjoko	- "		
4	K. Tanaka	JICA	Coordinator	
5	T. SHIMAZAKI	"	Chief adviser	T. Shimazaki
6	S. Kunikane	"	Expert	S. Kunikane
7	Widhi Hanoko	TE	PIU-ES	

## AGENDA

### THE 5TH MANAGEMENT COMMITTEE MEETING

July 23, 1991

1. Report of the last meeting
2. Report of the 1st and 2nd Module Development Committee meetings and follow-up discussion on the results
3. Defining the boundary of the roles of Management Committee and Module Development Committee
4. Preparation for the JICA's Planning Consultation on the technical cooperation project : August 14-24, 1991
  - 1) Preparation of a tentative schedule
  - 2) Announcement on a Joint Committee meeting
  - 3) Booking for visit to PTU Surabaya and Ujumpandang Waterworks
  - 4) Preparation of an annual report
  - 5) Preparation of answer to a questionnaire
5. Others
6. Next meeting (Agenda and date/time)

#### Information :

- Visit of the Japanese Annual Consultation Mission to TC Bekasi :  
July 29, 1991
- Visit of another important Japanese mission to TC Bekasi (not yet fixed) : August 6 or 7, 1991

## GENERAL TRAINING COURSE IMPLEMENTATION IN PY 1990/1991

NO	NAME OF COURSE	DATE	NUMBER OF TRAINEES	NAME OF COURSE LEADER	NUMBER OF TRAINEES STAYED AT DORMITORY
1	Head of Administration & Finance Dev	28 May - 2 June '90	16	DWS	16
2	Pipe Laying Practice	28 May - 9 June '90	13	DWS	13
3	Planning & Design Distribution System & Finance Anal	28 May - 9 June '90	20	DWS	15
4	Chief of Planning/Supervisor Section	25 - 30 June '90	20	DWS	20
5	Chief of General Adm/Person. Section	25 - 30 June '90	19	DWS	19
6	Chief of Production Section	9 - 14 July '90	18	DWS	18
7	Director of PDAM/BPAM (Adv)	9 - 14 July '90	21	DWS	21
8	Chief of Workshop/Maintenance Section	30 July - 4 Agt '90	16	DWS	16
9	Electrical & Mechanical	30 July - 11 Agt '90	9	DWS	9
10	Director of PDAM/BPAM (Basic)	30 July - 11 Agt '90	17	DWS	17
11	Head of Technical Dept. (Adv)	20 - 25 Agt '90	17	DWS	17
12	Chief of Bookkeeping Section	3 - 8 Sept '90	17	DWS	17
13	Leakage Control	3 - 15 Sept '90	7	DWS	7
14	Chief of Trans/Distribution Section	24 - 29 Sept '90	14	DWS	14
15	Head of Technical Dept (Basic)	24 - 29 Sept '90	22	DWS	22
16	Solid Waste Water Management	28 May - 2 June '90	22	DES	22
17	Water Waste Management	28 May - 2 June '90	20	DES	20
18	Urban Drainase Management	30 July - 4 Agt '90	20	DES	20
19	Waste Water Planner	17 - 29 Sept '90	19	DES	19
20	Solid Waste Plauer	12 - 24 Sep '90	21	DES	21
T O T A L			348		343

III TRAINING PROGRAMME PLAN  
BUDGETARY FISCAL YEAR 1991/1992

A. PLAN OF THE TRAINING PROGRAMME FINANCED BY OECF.

Plan of Training Activities implementation financed by OECF  
(Addition Budget 1990/1991) namely :

Field of Water Supply :

- |   |   |              |
|---|---|--------------|
| 1. Trouble Shooter Training                             | = | 3 generation |
| 2. Unit Head Training                                   | = | 1 generation |
| 3. Head of Customer Relation section training           | = | 1 gene       |
| 4. Training for skill of electrical and -<br>mechanical | = | 2 generation |

Field of Environmental Sanitation :

- |   |   |              |
|---|---|--------------|
| 1. Supervisor staff training of Solid waste | = | 3 generation |
| 2. Supervisor staff training of Water waste | = | 2 generation |
| 3. Supervisor staff training of drainage    | = | 1 generation |
| 4. Planner staff training of Solid waste    | = | 1 generation |
| 5. Planner staff training of Water waste    | = | 1 generation |

B. TRAINING PROGRAMME PLAN IN THE FIELD OF WATER SUPPLY

Training Implementation plan financed by APBN in Budgetary  
Fiscal Year 1991/1992, namely :

General Course :

- |   |   |              |
|---|---|--------------|
| 1. Training for Director of PDAM/Head<br>of BPAM (Basic)          | = | 1 generation |
| 2. Training for Director of PDAM/Head<br>of BPAM ( advance )      | = | 1 generation |
| 3. Training for Director of Technical<br>Departement (Basic)      | = | 1 generation |
| 4. Training for Director of Technical<br>Departement ( advance)   | = | 1 generation |
| 5. Training for Director of<br>Administration/finance Departement | = | 1 generation |
| 6. Training for Head of Bookeeping<br>Section                     | = | 2 generation |
| 7. Training for Head of Production<br>Section                     | = | 1 generation |

8. Training for Head of Transmission/Distribution Section	=	1 generation
9. Training for Head of Planner /Supervision Section	=	2 generation
10. Training for Head of Workshop /Maintenance Section	=	1 generation
11. Training for Head of General Administration/Personalia	=	2 generation
12. Training for Head of Customer Relation Section	=	2 generation
13. Training for Head of BPAM/PDAM Unit	=	2 generation
14. Preparation of financial report	=	2 generation
15. Laboratory Training	=	2 generation
16. Trouble Shooter training	=	3 generation
17. Training for skill of mechanical and electrical	=	3 generation
18. Pipe laying and training course	=	2 generation
19. Training for skill of leakage control	=	3 generation
20. Use of micro computer on Planning and Design distribution system finance analysis	=	1 generation
		<hr/>
		34 generation
Advanced Course :		
1. Water Purification	=	1 generation
2. Water Quality Control	=	1 generation
		<hr/>
		= 36 generation

#### C. TRAINING PROGRAMME PLAN OF ENVIRONMENTAL SANITATION

##### General Course :

1. Training for planner staff in the field of Solid Waste	=	1 generation
2. Training for planner staff of drainage	=	1 generation
3. Training for Supervisor staff of waste Water	=	1 generation

4. Training for Supervisor staff in the field of Solid waste	=	1 generation
5. Training for Supervisor ( Staf of Drainage )	=	1 generation
6. Training for Organizer staff in the field of Solid Waste	=	1 generation
7. Training for TPM	=	2 generation
8. Training for the Leader of PLP project	=	1 generation
9. Training for Kowani	=	1 generation
10. Training for KNPI	=	1 generation
		<hr/>
		11 generation
Advanced Course		
1. Domestic Solid waste Disposal	=	1 generation
2. Human waste and Domestic waste water disposal	=	1 generation
		<hr/>
		13 generation



ADVANCED TRAINING COURSES

COURSES	SUB COURSES	COURSES TO BE OFFERED FY 1991/1992	COURSES TO BE OFFERED FY 1992/1993
1	2	3	4
1. WATER SUPPLY MANAGEMENT PLANNING PLANNING AND DESIGN	1. MASTER PLANNING 2. WATER SUPPLY MANAGEMENT 3. WATER TREATMENT FACILITY PLANNING AND DESIGN 4. DISTRIBUTION SYSTEM PLANNING AND DESIGN	- - - -	1. MASTER PLANNING
2. WATER PURIFICATION AND QUALITY CONTROL	1. WATER PURIFICATION 2. WATER QUALITY CONTROL	1. WATER QUALITY CONTROL	2. WATER PURIFICATION 3. WATER QUALITY CONTROL
3. PIPELINE INSTALLATION AND MAINTANANCE	1. PIPELAYING 2. PIPELINE MAINTENANCE	-	4. PIPELAYING
4. MECHANICAL AND ELECTRIC INSTALLATION AND MAINTENANCE	1. MECHANICAL INSTALLATION 2. ELECTRICAL INSTALLATION AND INSTRUMENTATION	- - -	5. MECHANICAL INSTALLATION
5. DOMESTIC WASTE MANAGEMENT	1. WASTE MANAGEMENT AND PLANNING 2. DOMESTIC SOLID WASTE DISPOSAL 3. HUMAN WASTE AND DOMESTIC WASTE WATER DISPOSAL	- 2. DOMESTIC SOLID WASTE DISPOSAL	6. DOMESTIC SOLID WASTE DISPOSAL 7. HUMAN WASTE AND DOMESTIC WASTE WATER DISPOSAL

Advanced.h5

TENTATIVE SCHEDULE OF IMPLEMENTATION FOR WATER SUPPLY  
AND ENVIRONMENTAL SANITATION TRAINING CENTER PROJECT

ACTIVITIES	YEAR	1991/1992				1992/1993			
	MONTH	4	7	10	1	4	7	10	1
<b>A. PREPARATION FOR ADVANCED COURSES</b>									
1. Curriculum and Syllabus									
2. Training Materials									
<b>B. IMPLEMENTATION OF ADVANCED COURSES</b>									
1. Water Supply Management, Planning and Design									
- Master Planning									
- Water Supply Management									
- Water Treatment Facility Planning and Design									
- Distribution System Planning and Design									
2. Water Purification and Quality Control									
- Water Purification									
- Water Quality Control									
3. Pipeline Installation & Maintenance									
- Pipelaying									
- Pipeline Maintenance									
- Leakage Control									
4. Mechanical & Electrical Installation and Maintenance									
- Mechanical Installation									
- Electrical Installation and Instrumentation									
5. Domestic Waste Management									
- Waste Management & Planning									
- Domestic Solid Waste Disposal									
- Human Waste and Domestic Wastewater Disposal									
<b>C. IMPLEMENTATION OF SEMINAR</b>									
- Development and Promotion of Activities of TC Bekasi									
- Special Seminar									

TABLE Preprocess of advanced training course preparation and implementation

Stage	Method or Input Source								Time Schedule								
	Tech. Transfer	Ref. to General Course	Consult. w/Tech. Sub-Dir.	Field Survey	C/P training	Training Method Training	Ref. to R/D	Ref. to B.D.S. Report	1991/92				1992/93				
									1	2	3	4	1	2	3	4	
1. Needs Survey	●	●	●	●				●									
2. General Planning	●	●	●	●				●									
3. Curriculum and Syllabus Preparation	●	●	●	●				●									
4. Training Material Development	●	●	●	●				●									

Stage	Method or Input Source								Time Schedule								
	Tech. Transfer	Ref. to General Course	Consult. w/Tech. Sub-Dir.	Field Survey	C/P training	Training Method Training	Ref. to R/D	Ref. to B.D.S. Report	1991/92				1992/93				
									1	2	3	4	1	2	3	4	
4. Training Material Development (continued)																	
5. Course Implementation	●	●	●	●	●	●	●										
6. Evaluation and Follow-up	●	●	●	●	●	●											

Principle

- English manuscript preparation followed by translation into Indonesian language.
- Development of audio-visual teaching aids.
- Translation of instruction manuals into Indonesian languages.
- Target of completion at the end of the 3rd year.
- Revision of modules based on evaluation.

- Consecutive implementation of related sub-training courses.
- Stepwise implementation of a new sub-training course.
- Implementation of all sub-courses from the 4th year.

- Preparation of a course implementation report.
- Evaluation of modules, training methods, etc.
- Provision of questionnaire to trainees.
- Preparation of post-trainees' directory.
- Preparation and circulation of a newsletter.

## Proposed Equipment for 1992/1993

Division/Items	Specifications/Model	Manufacturer	Qty	Unit (¥)	Total (¥)
<b>A. Water Supply Management, Planning and Design</b>					
1. Current Meter Set	Cup-type,		2	500,000	1,000,000
2. Pcket Computer	Cable & cable drum PC-E500		20	23,600	472,000
Sub-Total					1,472,000
<b>B. Water Purification and Quality Control</b>					
1. Autoclave	HL-42Ae	Hirayama	1	900,000	900,000
2. Chemical Pump	5 $\phi$ /h	Hurce	2	200,000	400,000
3. Gaschromatograph	ECD, w/chromatopack	Shimazu	1	4,000,000	4,000,000
Sub-Total					5,300,000
<b>C. Pipeline Installation and Maintenance</b>					
1. Cut Models					
1) Electric Motor	Horizontal shaft indoor use open wound rotar type		1	500,000	500,000
2) Submersible Pump	$\phi$ 50 or $\phi$ 75		1	300,000	300,000
3) Diesel Engine & Alternator	Compact size 2 or 3 cylinder		1	2,000,000	2,000,000
4) Deep Well Pump			1	1,000,000	1,000,000
Sub-Total					3,800,000
<b>D. Mechanical &amp; Electrical Installation, Maintenance</b>					
1. Cut Models/Water Meter	$\phi$ 13 (Wet, Dry)		2	250,000	500,000
	$\phi$ 20 (Wet, Dry)		2	250,000	500,000
	$\phi$ 50 (Walt-man, Vertical)		1	1,000,000	1,000,000
	$\phi$ 75 (walt-man, Horizontal)		1	1,000,000	1,000,000
2. Sound Detector	Tyooubou		20	20,000	400,000
Sub-Total					3,400,000
<b>E. Domestic Waste Management</b>					
1. Model Plant					
1) Japanese Jokasou	10 $\phi$ , Gappei-type		2	100,000	200,000
2) Night Soil Treatment Plant	10 $\phi$ , Biological deni- trification proces		2	100,000	200,000
3) Indonesian Septic Tank	10 $\phi$ , with trench system		2	100,000	200,000
2. Biological Oxygen Demand Measurement Apparatus	Manometer method	Central Sci- ence	1	4,000,000	4,000,000
3. Atomic Absorption	Spectrophotometer	Shimazu	1	5,000,000	5,000,000
Sub-Total					9,600,000
Total					23,572,000

PROPOSED EQUIPMENT FOR 1992/1993

Appendix 10

No.	Division/Items	Manufacturer	Type	Specifications	Q'ty
F	EQUIPMENT FOR GENERAL PURPOSES/ ADMINISTRATION DIVISION				
1	Typewriter	Olivetti	ET-2400	electric; with 8 different daisy-wheels, 30 ink-ribbons and 24 correction-ribbons for each	2
2	Lettering Set	Rottering		With different templates for each	3
3	Microbus	Toyota	"Hi-Ace Commuter"	Capacity: 15 persons; high roof; long body; 4 wheel drive; gasoline; right handle	1
4	Car	Nissan Jeep	"Patrol" Station Wagon	Capacity: 9 persons; long body; 4 wheel drive; gasoline; right handle	2
5	Motor Cycle	Honda CB	100 CC		2
6	Photocopy Machine	Ricoh	FT-4490	With sorter and paper-feeder	1

No.	Equipment/Instrument	Manufacturer	Type	Specifications	Q'ty
7	Video-Camera	JVC	JVC-VHS-62	- Camera KY 25 (3 CCD) - Recorder BR-S 411E - JVC Battery Pack NB - 61V - Charger Battery AA - 610E - 12x power zomm lens (Cannon) provided	1 4
8	TV	Sanyo		20" Monitor	2
9	Camera Film 16mm	JVC			1
10	Camera	Nikkon	F4	with camera-case, Al nikkol, a lens-case, a filter, a speed light, a copy unit and tripod for each	1
11	Zoom Lens	Nikkon	Al Zomm Nikkol	100-300mm/F.5.6S 500-800/F.5.6S	2
12	Wireless Telephone	Nihon Musen		1 main-unit and 2 sub-units	1
13	Portable Wireles Telephone	Nihon Musen		1 main-unit and 2 sub-units	2
14	Faxsimile	Cannon	FAX750	For intra and international use	1
15	Laser Printer	Cannon	LBP-B406S	For a personal computer; B4 size	1

LIST OF THE CHEMICALS & CULTURE MEDIA WILL BE  
PROCURED IN FY. 1991/1992

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1. Lactose Broth	2 x 500 gr
2. Brilliant Green Bile Lactose Broth	2 x 500 gr
3. Nutrient Agar	2 x 500 gr
4. E C - Mediaum/Broth	1 x 500 gr
5. F C - Medium	1 x 500 gr
6. Sulfuric Acid, $H_2SO_4$	6 x 2,5 H
7. Oxalic Acid	1 x 500 gr
8. Potassium Tiocyanat, KSCN	2 x 500 gr
9. Manganesse Sulfat, $MnSO_4$	4 x 500 gr
10. Amylum (Starch)	2 x 500 gr
11. Ammonia Solution, $NH_4OH$ 25%	10 x 500 gr
12. Isobutyl Mettyl Keton	2 x 1 Lt
13. Ammonium Pyrolidine Dithiocarbamate	2 x 100 gr
14. Titriplex III (EDTA - disodium)	1 x 1 kg
15. Ferro Ammonium Sulfat	2 x 500 gr
16. Sodium Borate, $Na_2B_4O_7 \cdot 10H_2O$	1 x 500 gr
17. Standard LAS ( Linear Alkylbenzene Sulfonate)	1 x 100 gr
18. Brucine Sulfat $(C_{23}H_{26}N_2O_4)_2H_2SO_4 \cdot 7H_2O$	1 x 25 gr
19. Brom, $Br_2$	1 x 50 ml
20. Calsium Hypochlorite $Ca(OCl)_2$ y.a	1 x 500 gr

Bekasi, 21 Agustus 1991

L.A.B.K.F









JICA