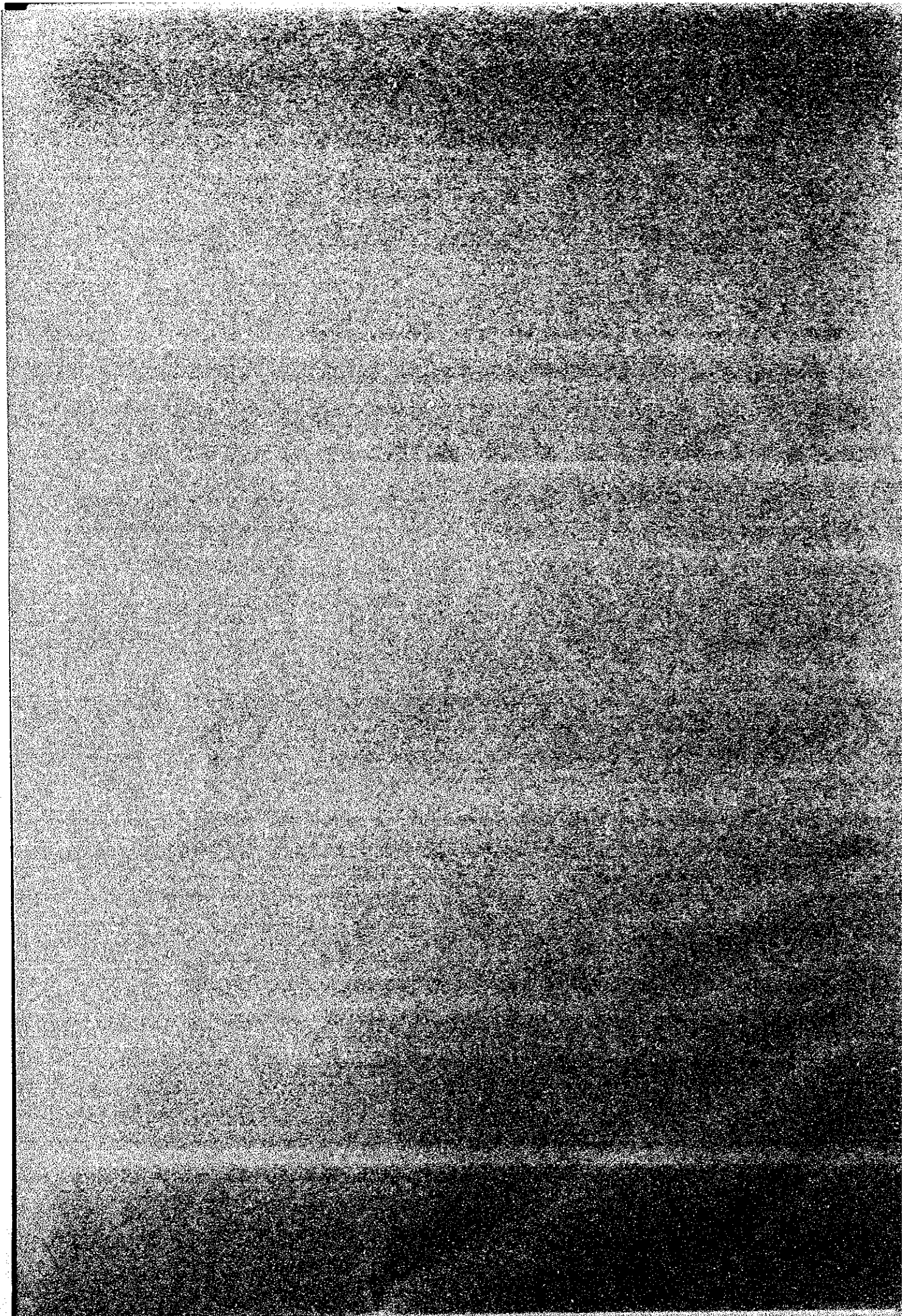


附 属 資 料

② ミ ニ ッ ツ



THE MINUTES OF MEETING
BETWEEN
THE JAPANESE TECHNICAL GUIDANCE TEAM
AND
THE AUTHORITIES CONCERNED OF
THE GOVERNMENT OF THE REPUBLIC OF INDONESIA
ON
THE TECHNICAL COOPERATION FOR
THE CEVEST VOCATIONAL TRAINING DEVELOPMENT PROJECT

The Japanese Technical Guidance Team (hereinafter referred to as "the Team") organized by the Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by Mr. Yoshifusa Shikama, visited the Republic of Indonesia from May 29 to June 9, 1995 for the purpose of making technical cooperation more effectively for the implementation of the CEVEST Vocational Training Development Project (hereinafter referred to as "the Project").

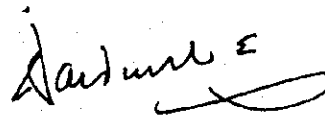
During its stay, the Team exchanged views and had a series of discussions with the Indonesian authorities concerned in respect of the desirable measures to be taken for the successful implementation of the Project.

As a result of the discussions, both sides made the Minutes of Meeting which are attached hereto.

Jakarta, June 8, 1995


Mr. YOSHIFUSA SHIKAMA

Leader
Technical Guidance Team
Japan International
Cooperation Agency
Japan


Mr. M. MOEDJIMAN

Secretary
Director General of Manpower
Training and Productivity
Development
Ministry of Manpower
The Republic of Indonesia

THE ATTACHED DOCUMENT

I The Team asked the following questions, and Indonesia authorities answered as follows;

1. What is Human Resources Development Policy of Indonesia and its future plan ?

Human Resources Development has a very wide scope of activities covering education, training, nutrition, health, etc. Focussing on training and skill development, Ministry of manpower has decided the policy of training reform. The objectives of the policy are to increase the relevancy, quality and efficiency of training. In accordance with the policy of training reform, Ministry of Manower will diversify the type and management of 154 training centres. Instead of unitary type of training centres there will be four types of training centres such as Industrial Training Centres, Specific Training Centres, Rural Development Training Centres and Instructor and Development Training Centres.

2. What is your future plan of instructor training ?

How do you plan to manage CEVEST as a instructor training institute ? Please describe your future plan on the CEVEST D III Course.

The role of instructor in line with the policy of training reform and training centres reformation will be very important. To ensure the quality of training, there will be a standard of qualification of instructor through national certification. In order to increase their self confidence in delivering training to the trainees who mostly have education background of Senior High School, the minimum education of instructor should be D III level. CEVEST will be one of the Instructor and Development Training Centres which have not only to train instructors of public and private training institutes, companies and other company not also to train job seekers, workers, etc. D III course in CEVEST will be continued in relation with the need to upgrade the education background of existing instructors.

3. What is the necessary procedure and conditions for the Ministry of Manpower to get the approval at the Ministry of Education and Culture that the trainees at the CEVEST (Instructor Training Course at Diploma III-Level) are qualified to D III level training on completion at their training ?

D III trainees from CEVEST will be qualified to D III by the Institute of Teaching and Education Sciences (IKIP) Jakarta. There is a Minutes of Understanding among CEVEST and IKIP to implement the D III certification of CEVEST Trainees.

4. What is your future plan on the CEVEST Upgrading Courses ?

Up grading courses in CEVEST will also be continued as a part of career development of the instructors up grading course such as Curriculum Development, Training Design Courses, Training Needs Analysis, Training Management etc, are specific courses which is required to support training officers and specialist.

5. We have heard that BAPPENAS decided not to approve the training at governmental Staff that exceeds 1 year.

Is it true ? If it is true, please describe details of their decision, the time of implementation, the reason why they decided. Also please show us the documents concerned.

D III course for a three years duration in CEVEST is still valid and there is no objection from BAPPENAS to this programme. What the changing policy of D III course is about the target group. Ministry of Manpower would like to change the target of D III course is not from new entrance of instructor anymore but will be recruited from the existing instructor who only have education background of Senior High School. They will joint the D III course through sandwich system of one year in CEVEST and one year in the field / training centre.

6. According to the paper "KOMPAS" (23 Sept, 1994), Indonesian Government decided not to increase the number of the Government Staff and employ staff only to keep the present number of staff. Is it true ? if it is true, please describe its details of their decision, the time of implementation. Also show us the document concerned.

It is true that Indonesia Government decided to maintain the policy of "ZERO GROWTH" of staffs. The objectives of this policy are to increase productivity and welfare of staff to eliminate under employment and to restructure the composition of staff. The zero growth policy is the policy of State Apparatus Ministry that should be followed by Sectoral Ministry and others Government Institution.

II Both Side confirmed the following matters ;

1. Project Management

(1) Project Design matrix

Both the Team and Indonesian side confirmed that Project should be operated based on Project Design Matrix (hereinafter referred to as "PDM") attached as the ANNEX I which was agreed between the Team and Indonesian side in June 1995.

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(2) Plan of Operation

Both the Team and Indonesian side agreed the Plan of Operations (hereinafter referred to the "POs") attached as the ANNEX II.

In formulating the POs, following issues were discussed and clarified.

1) Instructor Training Course Diploma III Level (Diploma III Training)

- (a) Approval of certification for Diploma III D III trainees from CEVEST will be qualified to D III by the Institute of Teaching and Education Sciences (IKIP) Jakarta.
- (b) Indonesia side declared to recruit trainees for Diploma III Level Training

2) Skill-Upgrading Training

Both the Team and Indonesian side agreed the Pos of Skill-Upgrading with the exception of detailed schedule.

2. Implementation Schedule of the Project

(1) Dispatch of Japanese Experts

1) Long-Term Expert

Seven long-term experts have been continuously assigned to the Project since the Project started in June 1992.

2) Short-Term Expert

The team indicated that the short-term experts will be dispatched in the Japanese fiscal year 1995 in the following fields;

-For Technology Transfer

- (a) Information processing 2 experts
- (b) Industrial electronics 1 experts
- (c) Skill-Upgrading Training 2 experts

-For Installation and Adjustment of Machinery and Equipment

- (a) Unix Server System
(Installation, Trial Run, Operation Guidance)

(2) Training of Counterpart Personnel in Japan

The Team indicated that the six (6) counterpart personnel will be accepted for training in Japan in the Japanese fiscal year 1995 to be provided on :

- (a) Training System 1 C/P
- (b) Information Processing 1 C/P
- (c) Industrial Electronics 1 C/P
- (d) Skill-Upgrading 3 C/P

(3) Provision of machinery and Equipment

The Machinery and Equipment being provided in the Japanese fiscal year 1995 has already been proposed through JICA Indonesia Office.

3. Other issue

(1) Local Activity Costs

The local activity costs of 1995 in the ANNEX 1 (PDM) will be subject to the approval of Indonesian authorities concerned.

(2) Maintenance Cost of Machinery and equipment

Indonesian side will take responsibility for all running expense necessary for implementation of the project, including maintenance cost for computer system.

Project Title: DEVEST-II Project in Indonesia	Summary of Objectives/Activities	Objectively Verifiable Indicators	Means/Sources of Verification	Important Assumptions																														
<p>Overall Goal:</p> <p>To enhance the CREST for the development of technical skills of vocational training instructors, technicians and workers of private sector, thereby contributing to national development oriented to an industrialized economy.</p>	<p>(1) Pre-employment training: The ratio of applicants who pass the national examination after the end of DIII level course is 5% percent. Improvement of curriculum and training materials of industrial electronics courses are remarkable. Newly-established information processing courses are remarkable.</p> <p>(2) Upgrading training: Operation rate of facility and machinery by worker training is remarkable. The tuition fees paid by the companies will be utilized and the skills of 'B' workers in total are improved through the training.</p>	<p>(1) Pre-employment training: - Ratio of applicants who pass the national examination after the end of DIII level course is 5% percent. - Improvement of curriculum and training materials of industrial electronics courses are remarkable. Newly-established information processing courses are remarkable.</p> <p>(2) Upgrading training: - Operation rate of facility and machinery by worker training is remarkable. [The tuition fees paid by the companies will be utilized and the skills of 'B' workers in total are improved through the training.]</p>	<p>Ratio of applicants who pass the national examination after the end of DIII level course is 5% percent. - Surveys of region vocational training center budget. - Follow-up of those who graduated by various types of questionnaires. - Financial statements of the center. - Training performance. - Request status of upgrading training courses by private enterprises.</p>	<p>Securing sufficient budget on the Indonesia side for execution of training</p>																														
<p>Project Purpose:</p> <p>(1) Establishment of instructor training courses in the fields of Industrial Electronic and Information Processing at diploma III level. (2) Establishment of training courses to upgrade technical skills of remaining trainees in the fields of Machine, Electricity and Electronics.</p>	<p>(1) DIII: - Information processing - 15 instructors who can analyze design and construct computer application system 3 batch. - Industrial electronics - 15 instructors who can design the control circuit of microcomputers and perform basic design of peripheral equipment and system construction using software for 3 batch. (2) Upgrading training -</p>	<p>(1) Training performance status table - Regular report - Report by the survey team - Equipment maintenance and control status table - Textbook and teaching material development status table</p>	<p>(1) Timely recruiting of the appropriate number of trainees for the pre-employment training and upgrading training (2) Securing sufficient budget on the Indonesia side for execution of the pre-employment training and upgrading training</p>	<p>(1) Timely recruiting of the appropriate number of trainees for the pre-employment training and upgrading training (2) Securing sufficient budget on the Indonesia side for execution of the pre-employment training</p>																														
<p>Results/Outputs:</p> <p>(1) Training of instructors for conducting training courses of DIII level for those who instructors and government employees of the Ministry of Airpower to become diploma III level engineers in the industrial electronics and information processing field. (2) Training of competent personnel for establishing and managing their own business to be carried out by the CREST for workers who currently work at private enterprises in the fields of Electricity, Electronics, Machine and training of instructors who improved technical level by Subelementary technology transfers.</p>	<p>The ranking of the degree of achievement related to the following items must be 'A' in the ranks ranging from A to C: (Pre-employment training) - Training planability - Needs surveys ability - Course planning and development - Level of technical skill - Subject teaching ability - Teaching material development planning - Public relations ability - Class cooperation ability - Training evaluation ability - Equipment operation and maintenance ability - Completion of technical transfer. B: expected to complete by 80%; C: impossible to complete by 80%</p>	<p>Monitoring sheet for Pre-employment training and upgrading training (including pre-training ability, teaching material development ability, class operation ability, training evaluation ability, equipment operation and management ability, etc.) - Monitoring sheet for counterparts of planning and management division, upgrading training needs surveys ability, course planning and development, implementation planning preparation ability, public relations ability, collecting information ability, developing curriculum and syllabus ability</p>	<p>(1) Timely recruiting of the appropriate number of trainees for the pre-employment training and upgrading training (2) Securing sufficient budget on the Indonesia side for execution of the pre-employment training</p>	<p>(1) Timely recruiting of the appropriate number of trainees for the pre-employment training and upgrading training (2) Securing sufficient budget on the Indonesia side for execution of the pre-employment training</p>																														
<p>Activities:</p> <p>1. Pre-employment training (technical transfer related to the following) (1) Development of syllabus and curriculum (2) Development of teaching materials (3) Operation and maintenance of the equipment (4) Teaching method (5) Training evaluation (6) Class operation (7) Training course preparation and so on 2. Upgrading training (technical transfer related to the following) (1) Duties promulgation of planning division (recruiting trainees, public relations, planning, developing and formulating training courses and so on.) (2) Subelementary technology transfers with relation to relevant training fields.</p>	<p>Inputs (Japanese side) 1. Long-term experts (No.) 2. Short-term experts (No.) 3. C/P training in Japan (No.) 4. Equipment (Mill-Yen) 5. Local activity costs (Mill-Yen) (Indonesian side) 1. C/P (No.) 2. Local activity costs (Mill-Rup)</p>	<p>1992 (Actual) 1993 (Actual) 1994 (Actual) 1995 (Schedule) 1996</p> <table border="1"> <tr> <td>7</td> <td>7</td> <td>7</td> <td>7</td> <td>7</td> </tr> <tr> <td>0</td> <td>6</td> <td>6</td> <td>8</td> <td>8</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>6</td> </tr> <tr> <td>120</td> <td>190</td> <td>110</td> <td>47</td> <td></td> </tr> <tr> <td>23</td> <td>26</td> <td>24</td> <td>26</td> <td>26</td> </tr> <tr> <td>294</td> <td>166</td> <td>725</td> <td>585</td> <td></td> </tr> </table>	7	7	7	7	7	0	6	6	8	8	3	4	5	6	6	120	190	110	47		23	26	24	26	26	294	166	725	585		<p>(1) Securing sufficient budget on the Indonesia side for execution of the pre-employment training and upgrading training (2) Program for preventive restoration by instructors</p>	<p>(1) Securing sufficient budget on the Indonesia side for execution of the pre-employment training and upgrading training (2) Program for preventive restoration by instructors</p>
7	7	7	7	7																														
0	6	6	8	8																														
3	4	5	6	6																														
120	190	110	47																															
23	26	24	26	26																														
294	166	725	585																															
<p>Project prerequisites: Essential conditions for the execution of activities</p>	<p>Project prerequisites: Essential conditions for the execution of activities</p>	<p>Project prerequisites: Essential conditions for the execution of activities</p>	<p>Project prerequisites: Essential conditions for the execution of activities</p>	<p>(1) Establishment of Planning and Development division for hold of Planning and Development of Upgrading training. (2) Authorization for combine the diploma III course must be obtained.</p>																														

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ANNEX II-1

The 5-Year Plan of Operations for the CEVEST Vocational Training Development Project
Instructor Training Course DIII
(Industrial Electronics)

No	Activities	1992			1993			1994			1995			1996			1997				
		Y	M	4	9	3	4	9	3	4	9	3	4	9	3	4	9	3	4	9	
1	Terms of Technical Cooperation	0																			
2	Development of syllabus and curriculum ①Analyze contents of training and subject ②Production of syllabus and curriculum Development of teaching materials ①Development of specialized teaching materials for first grade trainee ②Development of specialized teaching materials for second grade trainee ③Development of specialized teaching materials for third grade trainee ④Development of specialized and applied material Operation and maintenance of the equipment	0																			
3	①Introductory method ②Primary method ③Specialized method ④Applicative method Teaching method ①Introductory method ②Primary method ③Specialized method ④Applicative method Class operation ①Countermeasure for new trainee ②Countermeasure for promotion ③Countermeasure for admission ④Countermeasure for graduation Training course preparation and evaluation ①Production of annual plan ②Production of evaluation standard ③Method of evaluation and follow up																				

NOTE: Plan of each activity (- - - -) : Result of each activity (—)

ANNEX II-2

The 1995 Annual Plan of Operations for the CEVEST Vocational Training Development Project
Instructor Training Course DM (Industrial Electronics)

No	Activities	M		4		5		6		7		8		9		10		11		12		2		3
		D	I	30	1	31	1	30	1	31	1	31	1	30	1	31	1	30	1	31	1	29	1	
1	Development of teaching materials 1. Production of specialized textbook for third grade trainee (1) Translation of textbook (2) Supervise (3) Print and binding 2. Development of Practical material for third grade trainee (1) Draw up a practice plan (2) Draw up a material plan (3) Draw up a job sheet (4) Application for teaching materials	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	Operation and maintenance of the equipment Specialized method (1) Specialized for operating (2) Specialized for maintenance management and control	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	Teaching method Specialized method (1) Specialized for operating (2) Specialized for maintenance management and control	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	Class operation Countermeasure for promotion (1) Guidance for promotion method (2) Guidance for evaluation method	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	Training course preparation and evaluation (1) Annual plan for third grade trainee (2) Production of evaluation standard for third grade trainee and follow up	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

NOTE: Plan of each activity (.....) ; Result of each activity (—)

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The 5-Year Plan of Operations for the CEVEST Vocational Training Development Project

Instructor Training Course DM
(Information processing)

Activities	1992			1993			1994			1995			1996			1997				
	Y	M	4	9	3	4	9	3	4	9	3	4	9	3	4	9	3	4	9	
1. Terms of Technical Cooperation	○																			
2. Development of syllabus and curriculum ① Analyze contents of training and subject ② Production of syllabus and curriculum	□	○	○																	
3. Development of teaching materials ① Development of specialized teaching materials for first grade trainee ② Development of specialized teaching materials for second grade trainee ③ Development of specialized teaching materials for third grade trainee ④ Development of specialized and applied material	□	○	○																	
4. Operation and maintenance of the equipment ① Introductory method ② Primary method ③ Specialized method ④ applicative method																				
5. Teaching method ① Introductory method ② Primary method ③ Specialized method ④ applicative method																				
6. Class operation ① Countermeasure for new trainee ② Countermeasure for promotion ③ Countermeasure for graduation																				
7. Training course preparation and evaluation ① Production of annual plan ② Production of evaluation standard ③ Method of evaluation and follow up																				

Plan of each activity (.....) Result of each activity (.....)

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The Annual Plan Operations for the CEVEST Vocational Training Development Project
(Fiscal Year 1995/1996)

Instructor Trainings Course D:
(Information Processing)

No	Activities	M		4		5		6		7		8		9		10		11		12		1		2		3	
		1	31	1	31	1	31	1	31	1	31	1	31	1	31	1	31	1	31	1	31	1	31	1	31	1	31
1	Terms of the 1995																										
2	Development of syllabus and curriculum 1. Analyze contents of syllabus and curriculum 2. Revise with IKP BAKARPA 3. Amendment of syllabus and curriculum																										
3	Development of teaching materials 3.1 Development of specialist teaching materials for 2,3 grade trainee 3.2 Production of specialized textbook (1) Production of 1 grade trailer textbook (2) Production of 2 grade trailer textbook (3) Production of 3 grade trailer textbook																										
4	Production of JobSheet (1) Production of 1 grade trailer JobSheet (2) Production of 2 grade trailer JobSheet (3) Production of 3 grade trailer JobSheet Operation and maintenance of equipment 4.1. Speciality technician 1. establishment of system management 2. operation and management of system																										
5	Teaching method 5.1. Speciality teaching method (1) Teaching method of operation (2) Teaching method of maintenance																										
6	Class operation 6.1. Countermeasure for Promotion (1) Guidance for Promotion method (2) Guidance for evaluation																										
7	Training course preparation and evaluation 1. Production of annual plan 2. Production of evaluation standard 3. Evaluation and counselling																										
8	Others 1. Technic transfer 2. Short expert 3. Arrangement of equipment																										

Plan of each activity (.....) Result of each activity (.....)

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The 5-Year Plan of Operation for the CEVEST Vocational Training Development Project

ANNEX II - 5
Skill Upgrading Training REV. 1995

No	Y		1992		1993		1994		1995		1996		1997	
	M	A	9	3	4	9	3	4	9	3	4	9	3	4
	Term of Technical Cooperation													
1	Identifying Training Needs 1. Research through documents, questionnaire and interviews 2. Actual status surveys of training institute Development, Refining and Related Work for the Course 1. Syllabus and curriculum 2. Teaching Materials 3. Collecting technical information related to the course Planning and Related Work 1. Course planning 2. Draw up plans for implementation of the course 3. Management of ledger for training courses Public Relation & Recruitment 1. Production of media for the public relation 2. Public relation to the local 3. seainer													
2	Enrollment and Preliminary Arrangement for the Course 1. Registration of participants 2. Preparation of papers to be used for the course 3. Preparation of training materials and room arrangement Evaluation 1. Issuing certificate 2. Research through the Questionnaire after the course Manuals 1. Make up work manuals													
3														
4														
5														
6														
7														

NOTE: Plan of each activity (.....): Result of each activity (———)

Plan of Operation for the GENEST Vocational Training Development Project / The Year of 1995

ANNEX II - 6
Skill upgrading Training REV. 1995

No	Activites	Skill upgrading Training																
		M	4	5	6	7	8	9	10	11	12	1	2	3				
1	Identifying Training Needs 1. Research through documents, questionnaire and interviews 2. Actual status surveys of training institute Development, Refining and Related Work for the Course 1. Syllabus and curriculum 2. Teaching Materials	D	1	30	1	31	1	30	1	31	1	31	1	31	1	28	1	31
2	3. Collecting technical information related to the course Planning and Related Work 1. Course planning 2. Draw up plans for implementation of the course 3. Management of ledger for training courses Public Relation & Recruitment 1. Production of media for the : public relation 2. Public relation to the local 3. seminar																	
3	Enrollment and Preliminary Arrangement for the Course 1. Registration of participants 2. Preparation of papers to be used for the course 3. Preparation of training materials and room arrangement Evaluation 1. Issuing certificate 2. Research through the Questionnaire after the course Manuals 1. Make up work manuals																	
4																		
5																		
6																		
7																		

NOTE: Plan of each activity (.....): Result of each activity (———)

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附 属 資 料

③ 全 体 計 画

1. 専門調査実施
2. カウンターパート配置状況
3. カウンターパート名簿
4. カウンターパート日本研修実績
5. 主要機材利用状況
6. CEVEST組織図
7. カウンターパート配置状況