



BOOK OF THE ORGANIZATIONAL STRUCTURE OF THE SECRETARIAT GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA AND ITS AMENDMENTS

BASED ON REGULATION OF THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA NUMBER 400/SEKJEN/2005 REGARDING THE ORGANIZATION AND WORK MANAGEMENT OF THE SECRETARIAT GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA AS AMENDED SEVERAL TIMES, WITH THE LATEST BY REGULATION OF THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA NUMBER 03/PER-SEKJEN/2013

BOOK OF THE ORGANIZATIONAL STRUCTURE OF THE SECRETARIAT GENERAL
OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA AND ITS AMENDMENTS

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Perpustakaan DPR RI



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JAKARTA , 2014



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SEVERAL TIMES, WITH THE LATEST BY REGULATION OF THE SECRETARY
GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF
INDONESIA NUMBER 03/PER-SEKJEN/2013**

PERPUSTAKAAN DPR RI

No: 1844
Tgl: 16 OKT 2014

JAKARTA , 2014

FOREWORD

All praise be to Allah, the Most Merciful, the Most Gracious. Thanks to His gifts and blessings, we have been able to publish this Book of the Organizational Structure of the Secretariat General of the House of Representatives, based on the Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia Number 400/SEKJEN/2005 Regarding the Organizational Structure and Work Management of the Secretariat General of the House of Representatives of the Republic of Indonesia, which was amended several times, the latest being by Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia Number 03/PER-SEKJEN/2013.

The changes to the organizational structure of the Secretariat General of the House of Representatives of the Republic of Indonesia conforms to the stipulations found in Law Number 27 of 2009 Regarding the People's Consultative Assembly (MPR), the House of Representatives (DPR), the Regional Representatives Council (DPD), and the Regional Legislative Council (DPRD); Presidential Regulation of the Republic of Indonesia Number 54 of 2010 Regarding the Procurement of Government Goods/Services as amended several times, the latest being by Presidential Regulation Number 70 of 2012; and meets the needs of the working units that conduct the administration of the Expert Staff and Assistants of the Members of the House of Representatives of the Republic of Indonesia.

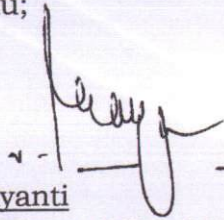
The first change was carried out in 2010, as established by Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia Number 03/PER-SEKJEN/2010. The second change was carried out in 2011, as stipulated in Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia Number 01/PER-SEKJEN/2011. The third change was carried out in 2012, as stipulated in Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia Number 03/PER-SEKJEN/2013.

We expect that the effort to publish this book on the Organizational Structure and Work Management in the Secretariat General of the House of Representatives of the Republic of Indonesia

will make it easier for the work units to understand the current organizational structure of the Secretariat General of the House of Representatives of the Republic of Indonesia. In addition to this, we also hope that it may be used in an optimal fashion by the work units in understanding their respective tasks and functions.

Jakarta, May 2014

Head of the Planning and Supervision
Bureau;

A handwritten signature in black ink, appearing to be 'Damayanti', written over a horizontal line.

Damayanti

Government Official Number:

19620211 198703 2 002

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**REGULATION OF THE PRESIDENT OF
THE REPUBLIC OF INDONESIA**

NUMBER 23 OF 2005

**REGARDING
THE SECRETARIAT GENERAL OF
THE HOUSE OF REPRESENTATIVES OF
THE REPUBLIC OF INDONESIA**



**THE PRESIDENT OF
THE REPUBLIC OF INDONESIA**

**REGULATION OF THE PRESIDENT OF THE REPUBLIC OF
INDONESIA
NUMBER 23 OF 2005**

REGARDING

**THE SECRETARIAT GENERAL OF
THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF
INDONESIA**

WITH THE BLESSING OF THE ONE AND ONLY ALMIGHTY GOD

THE PRESIDENT OF THE REPUBLIC OF INDONESIA,

In Consideration of : that in order to provide all Members of the House of Representatives of the Republic of Indonesia (DPR RI) with more efficient and effective technical, administrative, and expertise support, it is deemed necessary to improve Presidential Decree Number 13 of 1994 regarding the Organization of the Secretary General of the DPR RI;

In View of : 1. Article 4 paragraph (1) and Article 20A paragraph (1) of the 1945 Constitution of the Republic of Indonesia;

2. Stipulation of the People's Consultative Assembly (MPR) Number VI of 2002 regarding Recommendations on the Report of the Implementation of Decisions of the MPR by the President, the Supreme Advisory Council (DPA), the House of Representatives (DPR), the Supreme Audit

Agency (BPK), and the Supreme Court (MA) in the 2002 Annual Plenary Session of the MPR of the Republic of Indonesia;

3. Law Number 22 of 2003 regarding the Composition and Standing of the People's Consultative Assembly (MPR), the House of Representatives (DPR), the Regional Representatives Council (DPD), and Regional House of Representative (DPRD) (State Gazette of the Republic of Indonesia of 2003 Number 92, Supplement to the State Gazette of the Republic of Indonesia Number 4310);

HAS DECIDED:

To Stipulate : **A PRESIDENTIAL REGULATION REGARDING
THE SECRETARIAT GENERAL OF THE
HOUSE OF REPRESENTATIVES OF THE
REPUBLIC OF INDONESIA**

**CHAPTER I
STATUS, TASKS, AND FUNCTIONS**

Article 1

- (1) The Secretariat General of the House of Representatives of the Republic of Indonesia, herein after referred to as the Secretariat General of the DPR RI, is a government apparatus which, in conducting its tasks and functions, is under and directly responsible to the Leaders of the DPR RI.
- (2) The Secretariat General of the DPR RI is led by a Secretary General.
- (3) In carrying out his of her tasks, the Secretary General is assisted by a Vice Secretary General.

Article 2

The Secretariat General of the DPR RI has the tasks to provide technical, administrative, and expertise support to the DPR RI.

Article 3

In conducting the tasks as referred to in Article 2, the Secretariat General of the DPR RI has some functions, namely:

- a. coordination and direction of the implementation of the tasks of the organizational units existing in the Secretariat General of the DPR RI;
- b. provision of technical, administrative, and expertise support in the fields of laws and regulations, budgets, and oversight, to the DPR RI;
- c. guidance of implementation of: the planning and supervision, Human Resource Development (HRD), finance, equipment, and household affairs of the DPR RI;

Article 4

The Vice Secretary General as referred to in Article 1 paragraph (3) has the tasks to assist the Secretary General of the DPR RI to coordinate the implementation of the internal activities of the Secretariat General of the DPR RI, as well as any other activities assigned to the Secretary General of the DPR RI.

CHAPTER II ORGANIZATIONAL MATTERS

Part One Organizational Structure

Article 5

The Secretariat General consists of:

- a. Deputy for Legislation;
- b. Deputy for Budget and Oversight;
- c. Deputy for Sessions and Inter-Parliamentary Cooperation;
- d. Deputy for Administration.

Part Two Deputy for Legislation

Article 6

The Deputy for Legislation is led by a Deputy who is under and responsible to the Secretary General of the DPR RI.

Article 7

The Deputy for Legislation has the tasks to provide technical, administrative and expertise support in field of laws and regulations in order to strengthen the implementation of the tasks and functions of the DPR RI in the field of legislation.

Article 8

In carrying out the tasks as referred to in Article 7, the Deputy for Legislation has the following functions:

- a. provision of technical, administrative and expertise support in the field of laws and regulations to any complementary organ of the DPR RI that is responsible in the field of legislation;
- b. provision of technical, administrative and expertise-related suggestions and considerations in the legal field to any complementary organ of the DPR RI responsible in the field of legislation.

Part Three

Deputy for Budget and Oversight

Article 9

The Deputy for Budget and Oversight is led by a Deputy who is under and responsible to the Secretary General of the DPR RI.

Article 10

The Deputy for Budget and Oversight has the tasks to provide technical, administrative, and expertise support in order to strengthen the implementation of the tasks and functions of the DPR RI in the fields of budget and oversight.

Article 11

To conduct the tasks as referred to in Article 10, the Deputy for Budget and oversight has the following functions:

- a. provision of technical, administrative, and expertise support in the fields of budget and oversight to the DPR RI;
- b. provision of technical, administrative, and expertise-related suggestions and considerations in the fields of budget and oversight to the DPR RI.

Part Four

Deputy for Sessions and Inter-Parliamentary Cooperation

Article 12

The Deputy for Sessions and Inter-Parliamentary Cooperation is led by a Deputy who is under and responsible to the Secretary General of the DPR RI.

Article 13

The Deputy for Sessions and Inter-Parliamentary Cooperation has the tasks to direct and provide technical and administrative support in the fields of sessions and inter-parliamentary cooperation.

Article 14

To conduct the tasks as referred to in Article 13, the Deputy for Sessions and Inter-Parliamentary Cooperation has the following functions:

- a. preparation of session and inter-parliamentary cooperation materials;
- b. implementation of session services for the DPR RI;
- c. implementation of inter-parliamentary cooperation services;
- d. implementation of public relations and news publication;
- e. implementation of services for the Leaders of the DPR RI.

Part Five

Deputy for Administration

Article 15

The Deputy for Administration is led by a Deputy who is under and responsible to the Secretary General of the DPR RI.

Article 16

The Deputy for Administration has the tasks to direct and conduct planning and supervision, HRD, finance, equipment, and household affairs of the DPR RI.

Article 17

To conduct the tasks as referred to in Article 16, the Deputy for Administration has the following functions:

- a. directions for: planning and supervision, HRD, finance, equipment, and household affairs of the DPR RI;

- b. implementation of any matters related to the planning and supervision, HRD, finance, equipment, and household affairs of the DPR RI.

Article 18

- (1) The Deputy for Legislation and the Deputy for Budget and Oversight each consists of not more than 3 (three) Bureaus.
- (2) Each Bureau consists of not more than 3 (three) Divisions, whereas each Division consists of not more than 3 (three) Subdivision.

Article 19

- (1) The Deputy for Sessions and Inter-Parliamentary Cooperation, and the Deputy for Administration each consists of not more than 5 (five) Bureaus.
- (2) Each Bureau consists of not more than 4 (four) Divisions, whereas each Division consists of not more than 3 (three) Subdivision.
- (3) The number of Divisions in the Bureau which handles session affairs and services for the Leaders may be excluded from the provisions as referred to in paragraph (2) in accordance with the number of Complementary Organs of the DPR RI.

Article 20

- (1) In the Secretariat General of the DPR RI, a Center may be established for carrying out the functions of research, data, and information.
- (2) The Center as referred to in paragraph (1) consists of 4 (four) Departments, 1 (one) Administration Sub department, and a Functional Post Group and/or each Section may consist of 2 (two) Sub departments.

Article 21

In the Secretariat General of the DPR RI, functional officials are promoted in accordance with the applicable laws and regulations.

Article 22

The number of organizational units existing in the Secretariat General of the DPR RI is set based on an analysis of the organization and its workload.

CHAPTER III

WORK PROCEDURES

Article 23

In carrying out their tasks, the Secretary General, Vice Secretary General, Deputies, Heads of Bureaus, and any other officials, should coordinate and consult with one another, both in the Secretariat General of the DPR RI and with other institutions in conformity with their respective tasks.

Article 24

- (1) The leader of each organizational unit, in carrying out his or her tasks, is obliged to apply the principles of coordination, integration, and synchronization, as well as to cooperate internally and externally.
- (2) The leader of each organizational unit is obliged to conduct close supervision.

CHAPTER IV

RANKS, PROMOTION, AND DISMISSAL

Article 25

- (1) Secretary General and Vice Secretary General are structural positions of Echelon Ia.
- (2) Deputy is a structural position of Echelon Ia.
- (3) Head of Bureau and Director (P3DI) are structural positions of Echelon IIa.
- (4) Head of Division and Head of Section are structural positions of Echelon IIIa.
- (5) Head of Division and Head of Subdivision are structural positions of Echelon IVa.

Article 26

- (1) The Secretary General and Vice Secretary General are appointed and dismissed by the President, upon the suggestion of the Leaders of the DPR RI.
- (2) A Deputy is appointed and dismissed by the President, upon the suggestion of the Secretary General of the DPR RI.

- (3) Heads of Bureau, Director (P3DI), Heads of Sections, Heads of Divisions, Heads of Subdivisions, and Heads of Sub department are appointed and dismissed by the Secretary General of the DPR RI.

CHAPTER V FINANCING

Article 27

All of the required expenses for the implementation of tasks of the Secretariat General of the DPR RI are covered by the State Budget.

CHAPTER VI MISCELLANEOUS PROVISIONS

Article 28

The details of tasks, functions, organizational structure, and work procedures of the organizational units existing in the DPR RI are stipulated by the Secretary General of the DPR RI after receiving written consent from the Cabinet Minister who is responsible in the field of state apparatus empowerment.

CHAPTER VII TRANSITIONAL PROVISION

Article 29

At such time as this Presidential Regulation goes into effect, all the provisions for the implementation of Presidential Decree Number 13 of 1994 regarding the Organization of the Secretariat General of DPR RI shall remain in effect until the issuance of new stipulations as based on this Presidential Regulation.

CHAPTER VIII CLOSING PROVISIONS

Article 30

With the enactment of this Presidential Regulation, Presidential Decree Number 13 of 1994 regarding the Organization of the Secretary General is declared null and void.

Article 31

This Regulation becomes effective as of its date of enactment.

Stipulated in Jakarta
On 2 March 2005
THE PRESIDENT OF THE
REPUBLIC OF INDONESIA

Signed

Dr. H. SUSILO BAMBANG
YUDHOYONO

The copy conforms to the original

Deputy of the Cabinet Secretary
For Law and Legislation Affairs
Signed
Lambock V. Nahattands

The copy conforms to the original
The Division of Organization and System and Procedures



A SINGLE-TEXT COMPILATION

**REGULATION OF THE SECRETARY GENERAL OF
THE HOUSE OF REPRESENTATIVES OF
THE REPUBLIC OF INDONESIA NUMBER 400/SEKJEN/2005 REGARDING
THE ORGANIZATION AND WORK MANAGEMENT OF THE SECRETARIAT
GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF
INDONESIA**

**AS AMENDED SEVERAL TIMES, THE LATEST BY
REGULATION OF THE SECRETARIAT GENERAL OF
THE HOUSE OF REPRESENTATIVES OF
THE REPUBLIC OF INDONESIA NUMBER 03/PER-SEKJEN/2013**

**FORMULATION IN ONE SCRIPT
A SINGLE-TEXT COMPILATION**

**REGULATION OF THE SECRETARY GENERAL OF THE HOUSE OF
REPRESENTATIVES OF THE REPUBLIC OF INDONESIA NUMBER
400/SEKJEN/2005 REGARDING THE ORGANIZATION AND WORK
MANAGEMENT OF THE SECRETARIAT GENERAL OF THE HOUSE
OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA**

**AS AMENDED BY REGULATIONS OF THE SECRETARIAT GENERAL
OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF
INDONESIA NUMBER 03/PER-SEKJEN/2010, NUMBER 01/PER-
SEKJEN/2011, AND NUMBER 03/PER-SEKJEN/2013**

**CHAPTER 1
STATUS, TASKS, FUNCTIONS, AND ORGANIZATIONAL STRUCTURE**

Article 1

- (1) The Secretariat General of the House of Representatives of the Republic of Indonesia in carrying out its tasks and functions is under and directly responsible to the Leaders of the House of Representative of the Republic of Indonesia.
- (2) The Secretariat General of the House of Representative of the Republic of Indonesia is led by a Secretary General.

Article 2

The Secretary General has the task to chair the Secretariat General of the House of Representatives of the Republic of Indonesia in accordance with its principal tasks, to maintain all the organizational units existing in the Secretariat General of the House of Representatives of the Republic of Indonesia in order to make them efficient and effective, to determine the policy for the implementation of activities of the Secretariat General of the House of Representatives of the Republic of Indonesia, and to maintain and carry out cooperative relationships with any other institutions/agencies beyond the Secretariat General of the House of Representatives of the Republic of Indonesia.

Article 3

- (1) In carrying out his/her tasks, the Secretary General is assisted by a Vice Secretary General.

- (2) The Vice Secretary General has the task to assist the Secretary General to coordinate the implementation of the Secretariat General's activities and any other activities assigned by the Secretary General.
- (3) In case the Secretary General is not able to carry out his or her tasks, then the Vice Secretary General shall represent the Secretary General.

Article 4

The Secretariat General consists of:

- a. Deputy for Legislation;
- b. Deputy for Budget and Oversight;
- c. Deputy for Sessions and Inter-Parliamentary Cooperation;
- d. Deputy for Administration.

CHAPTER II DEPUTY FOR LEGISLATION

Article 5

The Deputy for Legislation has the task to provide technical, administrative, and expertise support in field of laws and regulations in order to strengthen the implementation of the tasks and functions of the House of Representatives of the Republic of Indonesia in the field of legislation.

Article 6

To carry out the tasks as referred to in Article 5, the Deputy for Legislation has some functions, namely:

- a. provision of technical, administrative, and expertise support in the field of laws and regulations to any complementary organs of the House of Representatives of the Republic of Indonesia responsible in the field of legislation;
- b. provision of technical, administrative, and expertise recommendations and consideration on legislation to any complementary organs of the House of Representatives of the Republic of Indonesia responsible in the field of legislation.

Article 7

The Deputy for Legislation consists of:

- a. Bureau of legislation on Politics, Law, Human Rights, and Public Welfare;
- b. Bureau of legislation on Economy, Finance, Industry, and Trade;
- c. Bureau of Law and Legislation Implementation Oversight.

Part One

Bureau of legislation on Politics, Law, Human Rights, and Public Welfare

Article 8

The Bureau of legislation on Politics, Law, Human Rights, and Public Welfare has the task to analyze the preparation and presentation of bills on Politics, Law, Human Rights, and Public Welfare.

Article 9

To conduct the tasks as referred to in Article 8, the Bureau of Legislation on Politics, Law, Human Rights, and Public Welfare has some functions, namely:

- a. carrying out analysis of the preparation and presentation of Bills on Politics, Law, and Human Rights;
- b. carrying out analysis of the preparation and presentation of Bills on Public Welfare.

Article 10

The Bureau of legislation on Politics, Law, Human Rights, and Public Welfare consists of:

- a. Division of legislation on Politics, Law, and Human Rights;
- b. Division of legislation on Public Welfare;
- c. Group of Functional Post.

Article 11

The Division of legislation on Politics, Law, and Human Rights has the task to analyze the drafting of bills on politics, law, and human rights.

Article 12

To implement the tasks as referred to in Article 11, the Division of Legislation on Politics, Law, and Human Rights has some functions, namely:

- a. analysis of bills on politics, law, and human rights;

- b. implementation of the administration of drafting bills on politics, law, and human rights.

Article 13

The Division of Legislation on Politics, Law and Human Rights consists of:

- a. Subdivision of Bill Drafting Analysis;
- b. Subdivision of Administration.

Article 14

- (1) The Subdivision of Bill Drafting Analysis has the task to analyze the drafting of bills on politics, law, and human rights;
- (2) The Subdivision of Administration has the task to administer the drafting of bills on politics, law, and human rights, and the administration of functional staff.

Article 15

The Division of Legislation on Public Welfare has the task to analyze the drafting of bills on public welfare.

Article 16

To implement the tasks as referred to in Article 15, the Division of Legislation on Public Welfare has some functions, namely:

- a. analysis of drafting of bills on public welfare;
- b. implementation of the administration of drafting of bills on public welfare.

Article 17

The Division of Legislation on Public Welfare consists of:

- a. Subdivision of Bill Drafting Analysis;
- b. Subdivision of Administration.

Article 18

- (1) The Subdivision of Bill Drafting Analysis has the task to analyze the drafting of bills on Public Welfare.
- (2) The Subdivision of Administration has the task to administer the drafting of bills on public welfare and functional staff.

Part Two
**Bureau of Legislation on Economy,
Finance, Industry, and Trade**

Article 19

The Bureau of Legislation on Economy, Finance, Industry, and Trade has the task to analyze the preparation and presentation of bills on economy, finance, industry, and trade, and for activities in the field of legislation.

Article 20

To conduct the tasks as referred to in Article 19, the Bureau of Legislation on Economy, Finance, Industry, and Trade has some functions, namely:

- a. carrying out analysis of the preparation and presentation of bills on economy and finance;
- b. carrying out analysis of the preparation and presentation of bills on industry and trade;
- c. organizing meetings and administration services of the Legislation Committee (Badan Legislasi).

Article 21

The Bureau of Legislation on Economy, Finance, Industry, and Trade consists of:

- a. Division of Legislation on Economy and Finance;
- b. Division of Legislation on Industry and Trade;
- c. Secretariat of Badan Legislasi;
- d. Functional Post.

Article 22

The Division of Legislation on Economy and Finance has the task to analyze the drafting of bills on economy and finance.

Article 23

To conduct the tasks as referred to in Article 22, the Division of Legislation on Economy and Finance has some functions, namely:

- a. analysis of drafting of bills on economy and finance;
- b. implementation of the administration of drafting of bills on economy and finance.

Article 24

The Division of Legislation on Economy and Finance consists of:

- a. Subdivision of Bill Drafting Analysis;
- b. Subdivision of Administration.

Article 25

- (1) The Subdivision of Bill Drafting Analysis has the task to analyze the drafting of bills on economy and finance.
- (2) The Subdivision of Administration has the task to carry out the administration of the drafting of bills on economy and finance, and the administration of functional staff.

Article 26

The Division of Legislation on Industry and Trade has the task analyze the drafting of bills on industry and trade.

Article 27

To conduct the tasks as referred to in Article 26, the Division of Legislation on Industry and Trade has some functions, namely:

- a. analysis of the drafting of bills on industry and trade;
- b. implementation of the administration of the drafting of bills on industry and trade.

Article 28

The Division of Legislation on Industry and Trade consists of:

- a. Subdivision of Bill Drafting Analysis;
- b. Subdivision of Administration.

Article 29

- (1) The Subdivision of Bill Drafting Analysis has the task to carry out analysis of the drafting of bills on industry and trade;
- (2) The Subdivision of Administration has the task to carry out the administration of the drafting of bills on industry and trade, and the administration of functional staff.

Article 30

The Secretariat of Badan Legislasi has the tasks to organize meeting and administration services of Badan Legislasi.

Article 31

To carry out the tasks as referred to in Article 30, the Secretariat of Badan Legislasi has some functions, namely:

- a. meeting services of Badan Legislasi;
- b. administration services of Badan Legislasi.

Article 32

The Secretariat of Badan Legislasi consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 33

- (1) The Meeting Subdivision has the task to carry out the meeting services of Badan Legislasi.
- (2) The Administration Subdivision has the task to carry out the administration services of Badan Legislasi.

Part Three

Bureau of Law and Legislation Implementation Oversight

Article 34

The Bureau of Law and Legislation Implementation Oversight has the task to provide legal assistance and Oversight, analysis, and evaluation of the implementation of legislation on politics, law, human rights, public welfare, economy, finance, industry, and trade.

Article 35

To carry out the tasks as referred to in Article 34, the Bureau of Law and Legislation Implementation Oversight has some functions, namely:

- a. provision of any matters related to legal consideration and assistance;
- b. oversight of the implementation of legislation on politics, law, human rights, public welfare, economy, finance, industry, and trade.

Article 36

The Bureau of Law and Legislation Implementation Oversight consists of:

- a. Division of Law;
- b. Division of Legislation Implementation Oversight;

Article 37

The Division of Law has the task to carry out the provision of any matters related to legal consideration and assistance, and the administration of legislation.

Article 38

To conduct the tasks as referred to in Article 37, the Division of Law has some functions, namely:

- a. provision of legal considerations and assistance for the House of Representatives of the Republic of Indonesia and the Secretariat General;
- b. implementation of administration activities on legislation.

Article 39

The Division of Law consists of:

- a. Subdivision of Legal Consideration and Assistance;
- b. Subdivision of Legislation Administration.

Article 40

- (1) The Subdivision of Legal Consideration and Assistance has the task to provide legal consideration and assistance to the House of Representatives of the Republic of Indonesia and the Secretariat General.
- (2) The Subdivision of Legislation Administration has the task to carry out the legislation administration activities.

Article 41

The Division of Legislation Implementation Oversight has the task to carry out analysis and evaluation activities on the implementation of legislation on politics, law, human rights, public welfare, economy, finance, industry, and trade.

Article 42

To conduct the tasks as referred to in Article 41, the Division of Legislation Implementation Oversight has some functions, namely:

- a. implementation of the administration and formulation of the oversight program, analysis, and evaluation on the implementation of legislation on politics, law, human rights, and public welfare;
- b. implementation of the administration and formulation of the oversight program, analysis, and evaluation on the implementation of legislation on economy, finance, industry and trade.

Article 43

The Division of Legislation Implementation Oversight consists of:

- a. Subdivision of Oversight on Politics, Law, Human Rights, and Public Welfare;
- b. Subdivision of Oversight on Economy, Finance, Industry, and Trade.

Article 44

- (1) The Subdivision of Oversight on Politics, Law, Human Rights, and Public Welfare has the task to carry out the administration and formulation of the oversight program, analysis, and evaluation on the implementation of legislation on politics, law, human rights, and public welfare.
- (2) The Subdivision of Oversight on Economy, Finance, Industry, and Trade has the task to carry out the administration and formulation of the oversight program, analysis, and evaluation on the implementation of legislation on economy, finance, industry, and trade.

CHAPTER III DEPUTY FOR BUDGET AND OVERSIGHT

Article 45

The Deputy for Budget and Oversight has the task to provide technical, administrative, and expertise support to strengthen the implementation of the tasks and functions of the House of Representatives of the Republic of Indonesia in the fields of budget and oversight.

Article 46

To carry out the tasks as referred to in Article 45, the Deputy for Budget and Oversight has some functions, namely:

- a. provision of technical, administrative, and expertise support on budget and oversight to the House of Representatives of the Republic of Indonesia;
- b. provision of technical, administrative, and expertise suggestions and consideration on budget and oversight to the House of Representatives of the Republic of Indonesia.

Article 47

The Deputy for Budget and Oversight consists of:

- a. Bureau of State Budget (APBN) Analysis and its Implementation ;
- b. Legislative Oversight Bureau;
- c. Center for Research, Data Processing, and Information (P3DI).

Part One

Bureau of State Budget (APBN) Analysis and its Implementation

Article 48*

The Bureau of State Budget (APBN) Analysis and its Implementation has the tasks to analyze the preparation and presentation of a State Budget Draft, the implementation of the State Budget, and the administration of Budget Committee (Badan Anggaran).

Article 49*

To conduct the tasks as referred to in Article 48, The Bureau of State Budget (APBN) Analysis and its Implementation has some functions, namely:

- a. provision of analysis of the preparation and presentation of the State Budget Draft, a report on the State Budget implementation as input to the House of Representatives of the Republic of Indonesia;
- b. provision of analysis of the Supreme Audit Agency (BPK)'s audit reports and the Regional Representatives Council (DPD)'s oversight;
- c. provision of meeting and administration services of Badan Anggaran.

Article 50*

The Bureau of State Budget (APBN) Analysis and its Implementation consists of:

- a. Division of State Budget Analysis;
- b. Division of Analysis of BPK's Audit Reports and the DPD's Oversight;
- c. Secretariat of Badan Anggaran;
- d. Functional Post.

Article 51

The Division of State Budget Analysis has the tasks to analyze the preparation and presentation of the State Budget Draft, and a report on State Budget implementation as inputs to the House of Representatives of the Republic of Indonesia.

Article 52

To conduct the tasks as referred to in Article 51, the Division of State Budget Analysis has some functions, namely:

- a. analysis of state revenues and budget financing;
- b. analysis of state expenditures and making of a report on State Budget implementation;
- c. analysis of macro-economic policy.

Article 53

The Division of State Budget Analysis consists of:

- a. Subdivision of State Revenues and Budget Financing Analysis;
- b. Subdivision of State Expenditures Analysis;
- c. Subdivision of Macro-Economic Policy Analysis.

Article 54

- (1) The Subdivision of State Revenues and Budget Financing Analysis has the task to analyze tax revenues, non-tax revenues, and budget financing;
- (2) The Subdivision of State Expenditures Analysis has the tasks to analyze budget expenses and equalization grants, and to make a report on State Budget implementation;
- (3) The Subdivision of Macro-Economic Policy Analysis has the task to analyze monetary affairs and the balance of payments, as well as to analyze the real sector.

Article 55

The Division of Analysis of BPK's Audit Reports and the DPD's Oversight has the task to analyze BPK's audit reports and the findings of the DPD's oversight.

Article 56

To conduct the tasks as referred to in Article 55, the Division of Analysis of the BPK's Audit Reports and the DPD's Oversight has some functions, namely:

- a. analysis of the BPK's audit reports;
- b. analysis of the findings of the DPD's oversight.

Article 57

The Division of Analysis of the BPK's Audit Reports and the DPD's Oversight consists of:

- a. Subdivision of BPK's Audit Reports Analysis;
- b. Subdivision of DPD's Oversight Analysis.

Article 58

- (1) The Subdivision of BPK's Audit Reports Analysis has the task to analyse the BPK's audit reports.
- (2) The Subdivision of DPD's Oversight Analysis has the task to analyse the findings of the DPD's oversight.

Article 59*

The Secretariat of Badan Anggaran has the tasks to carry out the meeting and administration services of Badan Anggaran

Article 60*

To conduct the tasks as referred to in Article 59, the Secretariat of Badan Anggaran has some functions, namely:

- a. provision of meeting services for Badan Anggaran;
- b. provision of administration services for Badan Anggaran.

Article 61*

The Secretariat of Badan Anggaran consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 62*

- (1) The Meeting Subdivision as referred to in Article 61, letter a, has the task to carry out the meeting services of Badan Anggaran.
- (2) The Administration Subdivision as referred to in Article 61, letter b, has the task to carry out the administration services of Badan Anggaran.

Part Two

Legislative Oversight Bureau

Article 63*

The Legislative Oversight Bureau has the tasks to analyze the public's letters of complaint submitted to the House of Representatives of the Republic of Indonesia, conduct administration services of Ethics Committee (Badan Kehormatan), and administration of the Public Account Committee (Badan Akuntabilitas Keuangan Negara).

Article 64*

To conduct the tasks as referred to in Article 63, the Legislative Oversight Bureau has some functions, namely:

- a. provision of analysis of the public's letters of complaint submitted to the House of Representatives of the Republic of Indonesia and the administration of legislative oversight;
- b. provision of meeting and administration services for Badan Kehormatan;
- c. provision of meeting and administration services for Badan Akuntabilitas Keuangan Negara.

Article 65*

The Legislative Oversight Bureau consists of:

- a. Division of Public Complaints;
- b. Secretariat of Badan Kehormatan;
- c. Secretariat of Badan Akuntabilitas Keuangan Negara.

Article 66

The Division of Public Complaints has the task to analyze the public's letters of complaint and problems submitted to the House of Representatives of the Republic of Indonesia and conduct the administration services of legislative oversight.

Article 67

To conduct the tasks as referred to in Article 66, the Division of Public Complaints has some functions, namely:

- a. analysis of the public's letters of complaint on politics, law, human rights, and public welfare;
- b. analysis of the public's letters of complaint on economy, finance, industry, and trade;
- c. administration services of legislative oversight.

Article 68

The Division of Public Complaints consists of:

- a. Subdivision of Analysis of Complaints on Politics, Law, Human Rights, and Public Welfare;
- b. Subdivision of Analysis of Complaints on Economy, Finance, Industry, and Trade;
- c. Subdivision of Administration of Legislative Oversight

Article 69

- (1) The Subdivision of Analysis of Complaints on Politics, Law, Human Rights, and Public Welfare has the tasks to analyze public complaints on politics, law, human rights, and public welfare;
- (2) The Subdivision of Analysis of Complaints on Economy, Finance, Industry, and Trade has the tasks to analyze public complaints on economy, finance, industry, and trade;
- (3) The Subdivision of Administration of Legislative Oversight has the tasks to carry out the administration services of legislative oversight of the House of Representatives.

Article 70

The Secretariat of Badan Kehormatan has the tasks to carry out the meeting and administration services of Badan Kehormatan.

Article 71

To conduct the tasks as referred to in Article 70, the Secretariat of Badan Kehormatan has some functions, namely:

- a. provision of meeting services for Badan Kehormatan ;
- b. provision of administration services for Badan Kehormatan.

Article 72

The Secretariat of Badan Kehormatan consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 73

- (1) The Meeting Subdivision has the task to carry out meeting services for Badan Kehormatan.
- (2) The Administration Subdivision has the task to carry out administration services for Badan Kehormatan.

Article 73A*

The Secretariat of Badan Akuntabilitas Keuangan Negara has the task to carry out meeting and administration services for Badan Akuntabilitas Keuangan Negara.

Article 73B*

To conduct the tasks as referred to in Article 73A, the Secretariat of Badan Akuntabilitas Keuangan Negara has some functions, namely:

- a. provision of meeting services for Badan Akuntabilitas Keuangan Negara;
- b. provision of administration services for Badan Akuntabilitas Keuangan Negara.

Article 73C*

The Secretariat of Badan Akuntabilitas Keuangan Negara consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 73D*

- (1) The Meeting Subdivision as referred to in Article 73C, letter a, has the task to carry out meeting services for Badan Akuntabilitas Keuangan Negara.
- (2) The Administration Subdivision as referred to in Article 73C, letter b, has the task to carry out administration services for Badan Akuntabilitas Keuangan Negara.

Part Three

Center for Research, Data Processing and Information (P3DI)

Article 74***

The Center for Research, Data Processing and Information (P3DI) has the tasks to carry out research and to provide recommendations on policies, processing of data and information on the development of the House of Representatives of the Republic of Indonesia, documentation of information on the developmental history of the House and the Secretariat General of the House of Representatives of the Republic of Indonesia, as well as to apply the electronic procurement system for government goods and services.

Article 75***

To conduct the tasks as referred to in Article 74, P3DI has some functions, namely:

- a. provision of research and analysis of the latest and updated situation and progress of parliamentary affairs;
- b. provision of data processing and information facilities, and the provision of services for the electronic procurement of government goods and services;
- c. provision of archives and documentation, as well as professional archive development; and
- d. provision of library organization and management.

Article 76

P3DI consists of:

- a. Research Department;
- b. Department of Data and Information Facilities;
- c. Department of Archive and Documentation;
- d. Library Department;
- e. Administration Subdepartment;
- f. Functional Post.

Article 77

The Research Department has the tasks to carry out research and analyses on the updated and latest parliamentary situations and progress.

Article 78***

The Department of Data and Information Facilities has the tasks to manage the data and information processing, the maintenance and development of the computer network system, and the electronic procurement system for government goods and services.

Article 79***

To conduct the tasks as referred to in Article 78, the Department of Data and Information Facilities has some functions, namely:

- a. provision of data and information processing through computer networks;
- b. maintenance and development of the computer network system;
- c. management and assurance of the sustainability of the electronic procurement system for government goods/services.

Article 80

The Department of Data and Information Facilities consists of:

- a. Subdepartment of Data and Information Processing;
- b. Subdepartment of Information Facilities.

Article 81

- (1) The Department of Data and Information Processing has the tasks to carry out data and information processing;
- (2) The Department of Information Facilities has the tasks to maintain and develop the computer network systems.

Article 81A***

Director of P3DI, due to his/her tasks and functions, concurrently holds the position of Head of the Electronic Procurement System for Government Goods/Services of the Secretariat General of the House of Representatives of the Republic of Indonesia.

Article 81B***

Further provisions on the electronic procurement of government goods/services shall be regulated under laws and regulations.

Article 82

The Department of Archive and Documentation has the task to carry out the archiving and documenting activities of parliamentary development history.

Article 83

The Library Department has the task to carry out library management.

Article 84

To conduct the tasks as referred to in Article 83, the Library Department has some functions, namely:

- a. procurement and maintenance of library materials;
- b. provision of library services.

Article 85

The Administration Subdepartment has the task to carry out the administration of P3DI, and the administration of functional officials.

CHAPTER IV

DEPUTY FOR SESSIONS AND INTER-PARLIAMENTARY COOPERATION

Article 86

The Deputy for Sessions and Inter-Parliamentary Cooperation has the tasks to maintain and carry out technical and administrative support on sessions and inter-parliamentary cooperation.

Article 87

To conduct the tasks as referred to in Article 86, the Deputy for Sessions and Inter-Parliamentary Cooperation has some functions, namely:

- a. preparation of materials for session and inter-parliamentary cooperation;
- b. implementation of session services for the House of Representatives of the Republic of Indonesia;
- c. implementation of inter-parliamentary cooperation services;
- d. implementation of public relations and publication;
- e. implementation of services for the Leaders of the House of Representatives of the Republic of Indonesia.

Article 88

The Deputy for Sessions and Inter-Parliamentary Cooperation consists of:

- a. Sessions Bureau;
- b. Leaders Secretariat Bureau;
- c. Inter-Parliamentary Cooperation Bureau;
- d. Public Relations and Publication Bureau.

Part One

Sessions Bureau

Article 89

The Sessions Bureau has the tasks to carry out services for the plenary, commission, and special committee sessions, and the making of transcripts.

Article 90

To conduct the tasks as referred to in Article 89, the Sessions Bureau has some functions, namely:

- a. administration and activity services for the plenary, commission, special committee sessions, as well as the making of transcripts;
- b. transcription activities.

Article 91

The Sessions Bureau consists of:

- a. Plenary Sessions Division;
- b. Secretariats of Commissions I to XI;
- c. Secretariats of Special Committees;
- d. Minutes Division.

Article 92

The Plenary Sessions Division has the tasks to conduct meeting services and administration of plenary sessions.

Article 93

To conduct the tasks as referred to in Article 92, the Plenary Sessions Division has some functions, namely:

- a. services for plenary sessions;
- b. administration of plenary sessions.

Article 94

The Plenary Sessions Division consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 95

- (1) The Meeting Subdivision has the task to conduct services for plenary sessions.
- (2) The Administration Subdivision has the task to carry out the administration of plenary sessions.

Article 96

The Secretariat of Commission I has the tasks to carry out meeting services and administration of Commission I.

Article 97

To conduct the tasks as referred to in Article 96, the Secretariat of Commission I has some functions, namely:

- a. meeting services for Commission I;
- b. administration of Commission I.

Article 98

The Secretariat of Commission I consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 99

- (1) The Meeting Subdivision has the task to carry out meeting services for Commission I.
- (2) The Administration Subdivision has the task to carry out the administration of Commission I.

Article 100

The Secretariat of Commission II has the tasks to carry out meeting services and the administration of Commission II.

Article 101

To conduct the tasks as referred to in Article 100, the Secretariat of Commission II has some functions, namely:

- a. meeting services for Commission II;
- b. the administration of Commission II.

Article 102

The Secretariat of Commission II consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 103

- (1) The Meeting Subdivision has the task to carry out meeting services for Commission II.
- (2) The Administration Subdivision has the task to carry out the administration of Commission II.

Article 104

The Secretariat of Commission III has the tasks to carry out meeting services and the administration of Commission III.

Article 105

To conduct the tasks as referred to in Article 104, the Secretariat of Commission III has some functions, namely:

- a. meeting services for Commission III;
- b. the administration of Commission III.

Article 106

The Secretariat of Commission III consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 107

- (1) The Meeting Subdivision has the task to carry out meeting services for Commission III.
- (2) The Administration Subdivision has the task to carry out the administration of Commission III.

Article 108

The Secretariat of Commission IV has the tasks to carry out meeting services and the administration of Commission IV.

Article 109

To conduct the tasks as referred to in Article 108, the Secretariat of Commission IV has some functions, namely:

- a. meeting services for Commission IV;
- b. the administration of Commission IV.

Article 110

The Secretariat of Commission IV consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 111

- (1) The Meeting Subdivision has the task to carry out meeting services for Commission IV.
- (2) The Administration Subdivision has the task to carry out the administration of Commission IV.

Article 112

The Secretariat of Commission V has the tasks to carry out meeting services and the administration of Commission V.

Article 113

To conduct the tasks as referred to in Article 112, the Secretariat of Commission V has some functions, namely:

- a. meeting services for Commission V;
- b. the administration of Commission V.

Article 114

The Secretariat of Commission V consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 115

- (1) The Meeting Subdivision has the task to carry out meeting services for Commission V.
- (2) The Administration Subdivision has the task to carry out the administration of Commission V.

Article 116

The Secretariat of Commission VI has the tasks to carry out meeting services and the administration of Commission VI.

Article 117

To conduct the tasks as referred to in Article 116, the Secretariat of Commission VI has some functions, namely:

- a. meeting services for Commission VI;
- b. the administration of Commission VI.

Article 118

The Secretariat of Commission VI consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 119

- (1) The Meeting Subdivision has the task to carry out meeting services for Commission VI.
- (2) The Administration Subdivision has the task to carry out the administration of Commission VI.

Article 120

The Secretariat of Commission VII has the tasks to carry out meeting services and administration of Commission VII.

Article 121

To conduct the tasks as referred to in Article 120, the Secretariat of Commission VII has some functions, namely:

- a. meeting services for Commission VII;
- b. the administration of Commission VII.

Article 122

The Secretariat of Commission VII consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 123

- (1) The Meeting Subdivision has the task to carry out meeting services for Commission VII.
- (2) The Administration Subdivision has the task to carry out the administration of Commission VII.

Article 124

The Secretariat of Commission VIII has the tasks to carry out meeting services and the administration of Commission VIII.

Article 125

To conduct the tasks as referred to in Article 124, the Secretariat of Commission VIII has some functions, namely:

- a. meeting services for Commission VIII;
- b. the administration of Commission VIII.

Article 126

The Secretariat of Commission VIII consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 127

- (1) The Meeting Subdivision has the task to carry out meeting services for Commission VIII.
- (2) The Administration Subdivision has the task to carry out the administration of Commission VIII.

Article 128

The Secretariat of Commission IX has the tasks to carry out meeting services and the administration of Commission IX.

Article 129

To conduct the tasks as referred to in Article 128, the Secretariat of Commission IX has some functions, namely:

- a. meeting services for Commission IX;
- b. the administration of Commission IX.

Article 130

The Secretariat of Commission IX consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 131

- (1) The Meeting Subdivision has the task to carry out meeting services for Commission IX.
- (2) The Administration Subdivision has the task to carry out the administration of Commission IX.

Article 132

The Secretariat of Commission X has the tasks to carry out meeting services and the administration of Commission X.

Article 133

To conduct the tasks as referred to in Article 132, the Secretariat of Commission X has some functions, namely:

- a. meeting services for Commission X;
- b. the administration of Commission X.

Article 134

The Secretariat of Commission X consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 135

- (1) The Meeting Subdivision has the task to carry out meeting services for Commission X.
- (2) The Administration Subdivision has the task to carry out the administration of Commission X.

Article 136

The Secretariat of Commission XI has the tasks to carry out meeting services and the administration of Commission XI.

Article 137

To conduct the tasks as referred to in Article 136, the Secretariat of Commission XI has some functions, namely:

- a. meeting services for Commission XI;
- b. the administration of Commission XI.

Article 138

The Secretariat of Commission XI consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 139

- (1) The Meeting Subdivision has the task to carry out meeting services for Commission XI.
- (2) The Administration Subdivision has the task to carry out the administration of Commission XI.

Article 140

The Secretariat of Special Committee has the tasks to carry out meeting services and the administration of the Special Committees.

Article 141

To conduct the tasks as referred to in Article 140, the Secretariat of Special Committees has some functions, namely:

- a. meeting services for the Special Committees;
- b. the administration of the Special Committees.

Article 142

The Secretariat of Special Committees consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 143

- (1) The Meeting Subdivision has the task to carry out meeting services for the Special Committees.
- (2) The Administration Subdivision has the task to carry out administration of the Special Committees.

Article 144

The Minutes Division has the tasks to prepare draft/official minutes of meetings of the House of Representatives of the Republic of Indonesia.

Article 145

To conduct the tasks as referred to in Article 144, the Minutes Division has some functions, namely:

- a. making the transcripts of minutes of meetings of the House of Representatives of the Republic of Indonesia;
- b. distribution of the transcripts.

Article 146

The Minutes Division consists of:

- a. Subdivision of Transcript;
- b. Subdivision of Distribution.

Article 147

- (1) The Subdivision of Transcript has the task to carry out the transcription of the minutes of meetings of the House of Representatives of the Republic of Indonesia.
- (2) The Subdivision of Distribution has the task to carry out the distribution of the transcripts to all the House members and related parties.

Part Two

Leaders Secretariat Bureau

Article 148**

- (1) The Leaders Secretariat Bureau has the tasks to carry out secretarial services for the Leaders of the House of Representatives of the Republic of Indonesia and for the Leaders of the Secretariat General of the House of Representatives of the Republic of Indonesia, as well as to carry out the administration of the Members' Expert Staff and Assistants.
- (2) The Organizational Structure of the Leaders Secretariat Bureau as referred to in paragraph (1) is listed in the Appendix, which constitutes an integral and inseparable part of this Regulation.

Article 149**

To conduct the tasks as referred to in Article 148, the Leaders Secretariat Bureau has some functions, namely:

- a. provision of the administration and household services of the Speaker and Vice Speakers of the House of Representatives of the Republic of Indonesia;

- b. provision of the services and administration of the meetings of the Leaders of the House of Representatives of the Republic of Indonesia, consultation meetings, and section coordinating meetings;
- c. provision of meeting services and administration for the Steering Committee (Badan Musyawarah);
- d. provision of administration for the Leaders of the Secretariat General of the House of Representatives of the Republic of Indonesia; and
- e. provision of administration activities for the Members' Expert Staff and Assistants.

Article 150**

The Leaders Secretariat Bureau consists of:

- a. Secretariat of the Speaker;
- b. Secretariats of Vice Speakers;
- c. Secretariat of the Leaders Consultation;
- d. Secretariat of Badan Musyawarah;
- e. Secretariats of the Leaders of the Secretariat General;
- f. Secretariat of the Member's Expert Staff and Assistants.

Article 151

The Secretariat of the Speaker has the tasks to prepare data and information, as well as to carry out the administration and household activities of the Speaker of the House of Representatives of the Republic of Indonesia.

Article 152

To conduct the tasks as referred to in Article 151, the Secretariat of the Speaker has some functions, namely:

- a. implementation of administration;
- b. implementation of the household of the Speaker of the House of Representatives of the Republic of Indonesia.

Article 153

The Secretariat of the Speaker consists of:

- a. Administration Subdivision;
- b. Household Subdivision.

Article 154

- (1) The Administration Subdivision has the task to carry out the administration affairs of the Speaker of the House of Representatives of the Republic of Indonesia.
- (2) The Household Subdivision has the task to carry out the household affairs and management of incoming delegation/guest of the Speaker of the House of Representatives of the Republic of Indonesia.

Article 155*

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Political and Security Affairs has the tasks to carry out the administration and household of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Political and Security Affairs.

Article 156*

To conduct the tasks as referred to in Article 155, the Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Political and Security Affairs has some functions, namely:

- a. implementation of administration affairs;
- b. implementation of household affairs.

Article 157*

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Political and Security Affairs consists of:

- a. Administration Subdivision;
- b. Household Subdivision.

Article 158*

- (1) The Administration Subdivision as referred to in Article 157, letter a, has the task to carry out the administration affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Political and Security Affairs.
- (2) The Household Subdivision as referred to in Article 157, letter b, has the task to carry out the household affairs and management of incoming delegation/guest of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Political and Security Affairs.

Article 159*

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry and Development Affairs has the tasks to carry out the administration and household affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry and Development Affairs.

Article 160*

To conduct the tasks as referred to in Article 159, the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry and Development Affairs has some functions, namely:

- a. implementation of administration affairs;
- b. implementation of household affairs.

Article 161*

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry and Development Affairs consists of:

- a. Administration Subdivision;
- b. Household Subdivision.

Article 162*

- (1) The Administration Subdivision as referred to in Article 161, letter a, has the task to carry out the administration affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry and Development Affairs.
- (2) The Household Subdivision as referred to in Article 161, letter b, has the task to carry out the household affairs and management of incoming delegation/guest of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry and Development Affairs.

Article 163

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for People's Welfare Affairs has the tasks to carry out the administration and household affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for People's Welfare Affairs.

Article 164

To conduct the tasks as referred to in Article 163, the Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for People's Welfare Affairs has some functions, namely:

- a. implementation of administration affairs;
- b. implementation of household affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for People's Welfare Affairs.

Article 165

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for People's Welfare Affairs consists of:

- a. Administration Subdivision;
- b. Household Subdivision.

Article 166

- (1) The Administration Subdivision has the task to carry out the administration affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for People's Welfare Affairs.
- (2) The Household Subdivision has the tasks to carry out the household affairs and management of incoming delegation/guest of the Vice Speaker of the House of Representatives of the Republic of Indonesia for People's Welfare.

Article 166A*

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Economic and Financial Affairs has the tasks to carry out the administration and household affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Economic and Financial Affairs.

Article 166B*

To conduct the tasks as referred to in Article 166A, the Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Economic and Financial Affairs has some functions, namely:

- a. implementation of administration affairs;
- b. implementation of household affairs.

Article 166C*

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Economic and Financial Affairs consists of:

- a. Administration Subdivision;
- b. Household Subdivision.

Article 166D*

- (1) The Administration Subdivision as referred to in Article 166C, letter a, has the task to carry out the administrative affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Economic and Financial Affairs.
- (2) The Household Subdivision as referred to in Article 166C, letter b, has the tasks to carry out the household and management incoming delegation/guest affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Economic and Financial Affairs.

Article 167

The Secretariat of Leaders Consultation has the tasks to carry out meeting services and administration of the Leaders Consultation of the House of Representatives of the Republic of Indonesia, and to hold consultation meetings.

Article 168

To conduct the tasks as referred to in Article 167, the Secretariat of Leaders Consultation has some functions, namely:

- a. meeting services for the Leaders of the House of Representatives of the Republic of Indonesia and the holding of consultation meetings;
- b. administration of the Leaders Consultation and the holding of consultation meetings.

Article 169

The Secretariat of Leaders Consultation consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 170

- (1) The Meeting Subdivision has the tasks to carry out meeting services for the Leaders of the House of Representatives of the Republic of Indonesia and to hold consultation meetings.

- (2) The Administration Subdivision has the task to carry out the administration of the Leaders Consultation of the House of Representatives of the Republic of Indonesia and to hold consultation meetings.

Article 171

The Secretariat of Badan Musyawarah has the tasks to carry out meeting services and the administration of Badan Musyawarah.

Article 172

To conduct the tasks as referred to in Article 171, the Secretariat of Badan Musyawarah has some functions, namely:

- a. implementation of services for Badan Musyawarah;
- b. implementation of the administration of Badan Musyawarah.

Article 173

The Secretariat of Badan Musyawarah consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 174

- (1) The Meeting Subdivision has the task to carry out meeting services for Badan Musyawarah.
- (2) The Administration Subdivision has the task to carry out the administration of Badan Musyawarah.

Article 175

The Secretariats of Leaders of the Secretariat General have the tasks to prepare data and information and to carry out the administrative and household activities of the Leaders of the Secretariat General.

Article 176

To conduct the tasks as referred to in Article 175, the Secretariats of the Leaders of the Secretariat General have some functions, namely:

- a. administration and management of incoming delegation/guest of the Secretary General;
- b. administration and management of incoming delegation/guest of the Vice Secretary General;
- c. administration and management of incoming delegation/guest of the Deputies.

Article 177

The Secretariats of the Leaders of the Secretariat General consist of:

- a. Administration Subdivision of the Secretary General;
- b. Administration Subdivision of the Vice Secretary General;
- c. Administration Subdivision of the Deputy for Legislation;
- d. Administration Subdivision of the Deputy for Budget and Supervision;
- e. Administration Subdivision of the Deputy for Sessions and Inter-Parliamentary Cooperation;
- f. Administration Subdivision of the Deputy for Administration.

Article 178

- (1) The Administration Subdivision of the Secretary General has the tasks to carry out administration and management of incoming delegation/guest of the Secretary General.
- (2) The Administration Subdivision of the Vice Secretary General has the tasks to carry out administration and management of incoming delegation/guest of the Vice Secretary General.
- (3) The Administration Subdivision of the Deputy for Legislation has the tasks to carry out administration and management of incoming delegation/guest of the Deputy for Legislation.
- (4) The Administration Subdivision of the Deputy for Budget and Oversight has the tasks to carry out administration and management of incoming delegation/guest of the Deputy for Budget and Supervision.
- (5) The Administration Subdivision of the Deputy for Sessions and Inter-Parliamentary Cooperation has the tasks to carry out administration and management of incoming delegation/guest of the Deputy for Sessions and Inter-Parliamentary Cooperation.
- (6) The Administration Subdivision of the Deputy for Administration has the tasks to carry out administration and management of incoming delegation/guest of the Deputy for Administration.

Article 178A**

The Administration Division of the Members' Expert Staff and Assistants has the tasks to prepare data and information and to carry out the administrative activities of the Members' Expert Staff and Assistants.

Article 178B**

To conduct the tasks as referred to in Article 178A, the Administration Division of the Members' Expert Staff and Assistants has some functions, namely:

- a. implementation of administration affairs for the Expert Staff of the Complementary Organs and the Factional Expert Staff of the House of Representatives of the Republic of Indonesia; and
- b. implementation of administration affairs for the Members' Expert Staff and Assistants of the House of Representatives of the Republic of Indonesia.

Article 178C**

The Administration Division of the Members' Expert Staff and Assistants consists of:

- a. Administration Subdivision of the Expert Staff of Complementary Organs and the Factional Expert Staff of the House of Representatives of the Republic of Indonesia; and
- b. Administration Subdivision of the Members' Expert Staff and Assistants.

Article 178D**

- (1) The Administration Subdivision of the Expert Staff of the Complementary Organs and the Factional Expert Staff of the House of Representatives of the Republic of Indonesia as referred to in Article 178C, letter a, has the tasks to prepare and implement administrative activities for the Expert Staff of the Complementary Organs and the Factional Expert Staff of the House of Representatives of the Republic of Indonesia;
- (2) The Administration Subdivision of the Members' Expert Staff and Assistants as referred to in Article 178C, letter b, has the tasks to prepare and implement administrative activities for the Members' Expert Staff and Assistants.

Part Three

The Inter-Parliamentary Cooperation Bureau

Article 179

The Inter-Parliamentary Cooperation Bureau has the tasks to analyze international, regional, and bilateral issues, and secretarial services of the Inter-Parliamentary Cooperation.

Article 180

To conduct the tasks as referred to in Article 179, the Inter-Parliamentary Cooperation Bureau has some functions, namely:

- a. implementation of analysis of international issues, meeting services for the desk of the International Parliamentary Union (IPU), the United Nations (UN), and other international organizations, work committees established, the Association of Secretaries General of Parliaments (ASGP), and carrying out the administration of cooperation of with the IPU, UN, other international organizations, work committees established, and the ASGP;
- b. implementation of analysis of regional issues, meeting services for the desk of the Asean Inter-Parliamentary Organization (AIPO), the Association of South East Asia Nations (ASEAN), and the Association of Asia Pacific Nations (ASPAS), administration of inter-parliamentary cooperation of AIPO/ASEAN nation members, and regional organizations comprised of regional parliaments/parliament members;
- c. implementation of analysis of bilateral issues, meeting services, and administration of the bilateral desk, visits of delegations of the House of Representatives of the Republic of Indonesia abroad and visits of other countries' parliament delegations, and activities of the Bilateral Cooperation Group (GKSB) of the House of Representatives of the Republic of Indonesia, as well as translation services.

Article 181

The Inter-Parliamentary Cooperation Bureau consists of:

- a. Secretariat of International Parliamentary Organization;
- b. Secretariat of Regional Parliamentary Organization;
- c. Secretariat of Bilateral Cooperation.

Article 182

The Secretariat of International Parliamentary Organization has the tasks to analyze international issues and meeting services for the desk of the International Parliamentary Union (IPU), the United Nations (UN), and other international organizations, work committees established, the Association of Secretaries General of Parliaments (ASGP), and carrying out the administration of cooperation with the IPU, UN, other international organizations, work committees established, and the ASGP.

Article 183

To conduct the tasks as referred to in Article 182, the Secretariat of International Parliamentary Organization has some functions, namely:

- a. implementation of preparation of materials and meeting services for the desk of the IPU, UN, other international organizations, work committees established, and the ASGP;
- b. implementation of the administration of cooperation with the IPU, UN, other international organizations, work committees established, and the ASGP.

Article 184

The Secretariat of International Parliamentary Organization consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 185

- (1) The Meeting Subdivision has the tasks to prepare materials and provide meeting services for the desk of the IPU, UN, other international organizations, work committees established by the Committee for Inter-Parliamentary Cooperation, and the ASGP.
- (2) The Administration Subdivision has the task to carry out the administration of cooperation with the IPU, UN, other international organizations, work committees established, and the ASGP.

Article 186

The Secretariat of Regional Parliamentary Organization has the tasks to analyze regional issues, to provide meeting services for the desk of AIPO/ASEAN and the Association of Asia-Pacific Nations, and regional organizations comprised of regional parliaments/ parliament members.

Article 187

To conduct the tasks as referred to in Article 186, the Secretariat of Regional Parliamentary Organization has some functions, namely:

- a. preparation of materials and meeting services for the desk of AIPO/ASEAN and the Association of Asia-Pacific Nations, and regional organizations comprised of regional parliaments/ parliament members;
- b. administration of the desk of AIPO/ASEAN and the Association of Asia-Pacific Nations, and regional organizations comprised of regional parliaments/parliament members.

Article 188

The Secretariat of Regional Parliamentary Organization consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 189

- (1) The Meeting Subdivision has the tasks to carry out the preparation of materials and meeting services for the desk of AIPO/ASEAN and the Association of Asia-Pacific Nations, and regional organizations comprised of regional parliaments/ parliament members;
- (2) The Administration Subdivision has the task to carry out administration for the desk of AIPO/ASEAN and the Association of Asia-Pacific Nations, and regional organizations comprised of regional parliaments/parliament members.

Article 190

The Secretariat of Bilateral Cooperation has the tasks to analyze bilateral issues, meeting services, the administration of the bilateral desk, visits of the House of Representatives of the Republic of Indonesia abroad, visits of other countries' parliament delegations, and the GKSB of the House of Representatives of the Republic of Indonesia, as well as to carry out translation services.

Article 191

To conduct the tasks as referred to in Article 190, the Secretariat of Bilateral Cooperation has some functions, namely:

- a. preparation of materials and meeting services for the bilateral desk, visits of the House of Representatives of the Republic of Indonesia abroad, visits of other countries' parliament delegations, and the GKSB of the House of Representatives of the Republic of Indonesia;
- b. administration of the bilateral desk, visits of the House of Representatives of the Republic of Indonesia abroad, visits of other countries' parliament delegations, and the GKSB of the House of Representatives of the Republic of Indonesia;
- c. translation services, both spoken and written.

Article 192

The Secretariat of Bilateral Cooperation consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision;

- c. Translation Services Subdivision.

Article 193

- (1) The Meeting Subdivision has the task to carry out the preparation of materials and meeting services for the bilateral desk, visits of the House of Representatives of the Republic of Indonesia abroad, visits of other countries' parliament delegations, and the GKSB of the House of Representatives of the Republic of Indonesia.
- (2) The Administration Subdivision has the task to carry out the administration of the bilateral desk, visits of the House of Representatives of the Republic of Indonesia abroad, visits of other countries' parliament delegations, and the GKSB of the House of Representatives of the Republic of Indonesia.
- (3) The Translation Services Subdivision has the task to carry out translation and interpretation services.

Part Four

Public Relations and Publication Bureau

Article 194

The Public Relations and Publication Bureau has the tasks to analyze the issues of the House of Representatives, public relations, protocol, and publication.

Article 195

To conduct the tasks as referred to in Article 194, the Public Relations and Publication Bureau has some functions, namely:

- a. running of public relations affairs;
- b. running of protocol affairs;
- c. running of publication affairs.

Article 196

The Public Relations and Publication Bureau consists of:

- a. Public Relations Division;
- b. Protocol Division;
- c. Publication Division.

Article 197

The Public Relations Division has the task to analyze parliamentary issues and to implement public relation affairs.

Article 198

To conduct the tasks as referred to in Article 197, the Public Relations Division has some functions, namely:

- a. preparation of informative materials for the public;
- b. distribution of public complaint delegations.

Article 199

The Public Relations Division consists of:

- a. Information Subdivision;
- b. Delegation Distribution Subdivision.

Article 200

- (1) The Information Subdivision has the task to carry out the preparation of informative materials for the public regarding the House of Representatives of the Republic of Indonesia.
- (2) The Delegation Distribution Subdivision has the task to carry out distribution of public complaint delegations intending to voice their aspirations to the House of Representatives of the Republic of Indonesia.

Article 201

The Protocol Division has the task to carry out protocol services.

Article 202

To conduct the task as referred to in Article 201, the Protocol Division has some functions, namely:

- a. preparation and arrangement of ceremonies of the House of Representatives of the Republic of Indonesia and the Secretariat General;
- b. preparation and management of guests to the House of Representatives of the Republic of Indonesia and the Secretariat General.

Article 203

The Protocol Division consists of:

- a. Subdivision of official Ceremony;
- b. Subdivision of Guest Affairs.

Article 204

- (1) The Subdivision of Official Ceremony has the task to carry out the preparation and arrangement of official ceremonies of the House of

Representatives of the Republic of Indonesia and the Secretariat General.

- (2) The Subdivision of Guest Affairs has the task to carry out the preparation and management of incoming delegation/guest to the House of Representatives of the Republic of Indonesia and the Secretariat General.

Article 205

The Publication Division has the tasks to carry out news reporting and publication.

Article 206

To conduct the tasks as referred to in Article 205, the Publication Division has some functions, namely:

- a. preparation of news materials on the activities of the House of Representatives of the Republic of Indonesia and the Secretariat General;
- b. preparation of materials for publishing the parliamentary magazine and bulletin of the House of Representatives of the Republic of Indonesia.

Article 207

The Publication Division consists of:

- a. Subdivision of News Reporting;
- b. Subdivision of Publication.

Article 208

- (1) The Subdivision of News Reporting has the task to prepare the news materials reporting on the activities of the House of Representatives of the Republic of Indonesia and the Secretariat General.
- (2) The Subdivision of Publication has the task to prepare the materials for publication the parliamentary magazine and bulletin of the House of Representatives of the Republic of Indonesia.

CHAPTER V

DEPUTY FOR ADMINISTRATION

Article 209

The Deputy for Administration has the tasks to develop and carry out the planning and supervision, human resource development, finance, equipment, and household affairs of the House of Representatives of the Republic of Indonesia.

Article 210

To conduct the tasks as referred to in Article 209, the Deputy for Administration has some functions, namely:

- a. formulation of planning and supervision, human resource development (HRD), finance, procurement, and household affairs of the House of Representatives of the Republic of Indonesia;
- b. implementation of planning and supervision, HRD, finance, procurement, and household affairs of the House of Representatives of the Republic of Indonesia.

Article 211

The Deputy for Administration consists of:

- a. Planning and Supervision Bureau;
- b. MP's Administration and HRD Bureau;
- c. Financial Bureau;
- d. Building Maintenance and Installation Bureau;
- e. General Affairs Bureau

Part One

Planning and Supervision Bureau

Article 212

The Planning and Supervision Bureau has the tasks to carry out the formulation of the programs and budget planning of the House of Representatives of the Republic of Indonesia and the Secretariat General, and to conduct internal supervision of the Secretariat General of the House of Representatives, as well as to implement the administrative activities of the Household Committee (Badan Urusan Rumah Tangga).

Article 213

To conduct the tasks as referred to in Article 212, the Planning and Supervision Bureau has some functions, namely:

- a. formulation of the programs and budget planning of the House of Representatives of the Republic of Indonesia and the Secretariat General;
- b. meeting services and administration of Badan Urusan Rumah Tangga;
- c. organizational management and system and procedure;
- d. internal supervision of the Secretariat General of the House of Representatives of the Republic of Indonesia.

Article 214

The Planning and Supervision Bureau consists of:

- a. Division of Planning;
- b. Secretariat of Badan Urusan Rumah Tangga ;
- c. Division of Organization and System Procedures;
- d. Internal Supervision Division.

Article 215

The Division of Planning has the tasks to carry out formulation of program plans and budget details of the House of Representatives of the Republic of Indonesia and the Secretariat General.

Article 216

To conduct the tasks as referred to in Article 215, the Division of Planning has some functions, namely:

- a. preparation of materials for the formulation of the programs of the House of Representatives and the Secretariat General;
- b. preparation of materials for budget details of the House of Representatives and the Secretariat General.

Article 217

The Division of Planning consists of:

- a. Subdivision of Program Formulation;
- b. Subdivision of Budget Formulation.

Article 218

- (1) The Subdivision of Program Formulation has the task to prepare materials for the formulation of integrated program plans of the House of Representatives and the Secretariat General.
- (2) The Subdivision of Budget Formulation has the task to prepare materials for the budget details of the House of Representatives and the Secretariat General.

Article 219

The Secretariat of Badan Urusan Rumah Tangga has the tasks to carry out meeting services and administration of Badan Urusan Rumah Tangga.

Article 220

To conduct the tasks as referred to in Article 219, the Secretariat of Badan Urusan Rumah Tangga has some functions, namely:

- a. implementation of meeting services;
- b. implementation of administration services.

Article 221

The Secretariat of Badan Urusan Rumah Tangga consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 222

- (1) The Meeting Subdivision has the task to carry out meeting services.
- (2) The Administration Subdivision has the task to carry out administration.

Article 223

The Division of Organization and System and Procedures has the tasks to carry out organizational structuring and management.

Article 224

To conduct the tasks as referred to in Article 223, the Division of Organization and System and Procedures has some functions, namely:

- a. implementation of regular review and evaluation on institutional affairs and analyze positions and workload of the Secretariat General of the House of Representatives of the Republic of Indonesia;

- b. implementation of regular formulation and evaluation on the standardization of procedures, systems, and work equipment of the Secretariat General of the House of Representatives of the Republic of Indonesia.

Article 225

The Division of Organization and System and Procedures consists of:

- a. Subdivision of Organization;
- b. Subdivision of System and Procedures.

Article 226

- (1) The Subdivision of Organization has the tasks to regularly review and evaluate institutional affairs and analyze positions and workload of the Secretariat General of the House of Representatives of the Republic of Indonesia;
- (2) The Subdivision of System and Procedures has the tasks to regularly formulate and evaluate the standardization of procedures, systems, and work equipment of the Secretariat General of the House of Representatives of the Republic of Indonesia.

Article 227

The Division of Internal Supervision has the tasks to carry out the supervision of the management of finance, equipment, materials, and general affairs.

Article 228

To conduct the tasks as referred to in Article 227, the Division of Internal Supervision has some functions, namely:

- a. implementation of supervision of financial management;
- b. implementation of supervision of the management of equipment and materials;
- c. implementation of supervision of the management of general administration.

Article 229

The Internal Supervision Division consists of:

- a. Subdivision of Financial Supervision;
- b. Subdivision of Materials Supervision;
- c. Subdivision of General Administration Supervision.

Article 230

- (1) The Subdivision of Financial Supervision has the task to carry out supervision on the management of budgets of the House of Representatives and the Secretariat General;
- (2) The Subdivision of Materials Supervision has the task to carry out supervision on the management of equipment and materials of the House of Representatives and the Secretariat General;
- (3) The Subdivision of General Administration Supervision has the task to carry out supervision on the management of the general administration of the House of Representatives.

Part Two

MP's Administration and HRD Bureau

Article 231

The MP's Administration and HRD Bureau has the tasks to carry out administration services for Members of the House of Representatives and HRD of the Secretariat General the House of Representatives of the Republic of Indonesia.

Article 232

To conduct the tasks as referred to in Article 231, the MP's Administration and HRD Bureau has some functions, namely:

- a. administration services for Members of the House of Representatives and the (Party) Factions;
- b. administration of HRD of the Secretariat General the House of Representatives of the Republic of Indonesia;
- c. Provision of education and trainings;
- d. Provision of health care services.

Article 233

The MP's Administration and HRD Bureau consists of:

- a. MP and Faction's Administration Division;
- b. Human Resources Development Division;
- c. Education and Training Division;
- d. Health Care Service Division.

Article 234

The MP and Factions' Administration Division have the tasks to carry out MP's administration and Factions' secretarial services.

Article 235

To conduct the tasks as referred to in Article 234, The MP and Factions' Administration Division has some functions, namely: implementation of administration services for Members of the House of Representatives and Faction's secretarial services.

Article 236

The MP and Factions' Administration Division consists of:

- a. Subdivision I for MP and Factions' Administration;
- b. Subdivision II for MP and Factions' Administration;
- c. Subdivision III for MP and Factions' Administration.

Article 237

- (1) The Subdivision I for MP and Factions' Administration has the task to carry out the administration of the MP and Faction I;
- (2) The Subdivision II for MP and Faction's Administration has the task to carry out the administration of the MP and Faction II;
- (3) The Subdivision III for MP and Faction's Administration has the task to carry out the administration of the MP and Faction III.

Article 238

The Human Resource Development (HRD) Division has the task to carry out official/staff administration of the Secretariat General the House of Representatives of the Republic of Indonesia.

Article 239

To conduct the tasks as referred to in Article 238, the HRD Division has some functions, namely:

- a. implementation of preparation of official/staff formation and transfer;
- b. management of official/staff documentation and HRD regulations;
- c. management of official/staff welfare.

Article 240

The HRD Division consists of:

- a. Subdivision of Official/Staff Formation and Transfer;
- b. Subdivision of Official/Staff documentation and HRD regulations;
- c. Subdivision of Official/Staff Welfare.

Article 241

- (1) The Subdivision of Official/Staff Formation and Transfer has the task to prepare materials for official/staff formation and transfer .
- (2) The Subdivision of Official/Staff documentation and HRD regulations has the task to carry out the management of official/staff records;
- (3) The Subdivision of Official/Staff Welfare has the task to prepare materials for official/staff welfare management.

Article 242

The Education and Training Division has the tasks to organize education and training activities for official/staff.

Article 243

To conduct the tasks as referred to in Article 242, the Education and Training Division has some functions, namely:

- a. formulation, preparation, and evaluation of education and training programs for official/staff;
- b. organization of education and training programs, as well as official tests for official/staff.

Article 244

The Education and Training Division consists of:

- a. Subdivision of Program and Evaluation Formulation;
- b. Subdivision of Training Organization.

Article 245

- (1) The Subdivision of Program and Evaluation Formulation has the tasks to prepare materials for the formulation of evaluation of programs of education and trainings for official/staff.
- (2) The Subdivision of Training Organization has the task to prepare materials for the implementation of education and training programs, as well as official examination for officials/staff.

Article 246

The Health Care Service Division has the tasks to carry out services and provision of health facilities.

Article 247

To conduct the tasks as referred to in Article 246, the Health Care Service Division has some functions, namely:

- a. services and provision of health facilities;
- b. administration of medical affairs.

Article 248

The Health Care Service Division consists of:

- a. Subdivision of Medical Service.
- b. Subdivision of Administration;
- c. Functional Post.

Article 249

- (1) The Subdivision of Medical Service has the tasks to provide medical services to the House of Representatives and the officials/staff of the Secretariat General, as well as to plan the procurement of medicines and medical equipment and their distribution.
- (2) The Subdivision of Administration has the tasks to carry out the administration of medical cards, health insurance, general checkups, maintain medical equipments and to manage the administration of the functional post holders (medics and paramedics).

Part Three

Financial Bureau

Article 250

The Financial Bureau has the tasks to carry out the financial administration of the House of Representatives of the Republic of Indonesia and the Secretariat General.

Article 251

To conduct the tasks as referred to in Article 250, the Financial Bureau has some functions, namely:

- a. running of the treasury administration of the House of Representatives of the Republic of Indonesia and the Secretariat General;
- b. running of the cash window and bookkeeping, as well as the financial reports and evaluation of the House of Representatives of the Republic of Indonesia and the Secretariat General;

- c. running of the administration of both domestic and foreign official travel;
- d. management of the administration of functional posts.

Article 252

The Financial Bureau consists of:

- a. Financial Administration Division;
- b. Treasury Division;
- c. Official Travels Division.

Article 253

The Financial Administration Division has the tasks to carry out the management of cash, bookkeeping, verification and evaluation of financial reports, and salaries of MP and official and staff.

Article 254

To conduct the tasks as referred to in Article 253, the Financial Administration Division has some functions, namely:

- a. implementation of receipts, verification, and payment of invoices.
- b. financial evaluation and accountability;
- c. administration management of payroll.

Article 255

The Financial Administration Division consists of:

- a. Subdivision of Cash and Bookkeeping;
- b. Subdivision of Financial Report and Evaluation;
- c. Subdivision of Payroll.

Article 256

- (1) The Subdivision of Cash and Bookkeeping has the task to carry out receipts, verification, and payment of invoices.
- (2) The Subdivision of Financial Report and Evaluation has the task to carry out budget evaluation and financial accountability.
- (3) The Subdivision of Payroll has the task to carry out the administration of payroll;

Article 257

The Treasury Division has the tasks to carry out budget administration and administration management of state-owned goods in the Secretariat General the House of Representatives of the Republic of Indonesia.

Article 258

To conduct the tasks as referred to in Article 257, the Treasury Division has some functions, namely:

- a. implementation of the management of financial administration of MP and official/staff;
- b. implementation of the administration management of state-owned goods in the Secretariat General of the House of Representatives of the Republic of Indonesia.

Article 259

The Treasury Division consists of:

- a. Subdivision of Budget Implementation;
- b. Subdivision of Inventory.

Article 260

- (1) The Subdivision of Budget Implementation has the task to carry out budget administration of the House of Representatives of the Republic of Indonesia and the Secretariat General;
- (2) The Subdivision of Inventory has the task to carry out inventory, assessment, and removal of state-owned goods in the Secretariat General the House of Representatives of the Republic of Indonesia.

Article 261

The Official Travels Division has the task to carry out the administration of domestic and foreign official travels.

Article 262

To conduct the task as referred to in Article 261, the Official Travels Division has some functions, namely:

- a. implementation of the administration management of domestic official travel;
- b. implementation of the administration management of foreign official travel.

Article 263

The Official Travels Division consists of:

- a. Subdivision of Domestic Official Travel;
- b. Subdivision of Foreign Official Travel.



Article 264

- (1) The Subdivision of Domestic Official Travel has the task to carry out administration management of domestic official travel.
- (2) The Subdivision of Foreign Official Travel has the task to carry out administration management of foreign official travel.

Part Four

Building Maintenance and Installation Bureau

Article 265

The Building and Installation Maintenance Bureau has the tasks to carry out maintenance of buildings, MP's official housing, Meeting venue and its supporting facilities outside the parliament building located in Cisarua, Kopo (Wisma DPR), and installations.

Article 266

To conduct the tasks as referred to in Article 265, the Building Maintenance and Installation Bureau has some functions, namely:

- a. Carrying out maintenance of buildings and gardens;
- b. Carrying out maintenance of MP's official residences and Wisma DPR;
- c. Carrying out the operation and maintenance of installations.

Article 267

The Building Maintenance and Installation Bureau consists of:

- a. Division of Buildings and Gardens;
- b. Division of MP's Official Residence and Wisma DPR;
- c. Division of Installation.

Article 268

The Division of Buildings and Gardens has the task to carry out the maintenance of buildings and gardens.

Article 269

To conduct the tasks as referred to in Article 268, the Division of Buildings and Gardens has some functions, namely:

- a. management and maintenance of buildings and their equipment;
- b. management and maintenance of yards and gardens in the parliament complex.

Article 270

The Division of Buildings and Gardens consists of:

- a. Subdivision of Building and Equipment Maintenance;
- b. Subdivision of Yards and Gardens Maintenance.

Article 271

- (1) The Subdivision of Building and Equipment Maintenance has the task to prepare materials for maintenance of buildings and their equipment.
- (2) The Subdivision of Yards and Gardens Maintenance has the task to prepare materials for yards and gardens maintenance .

Article 272

The Division of MP's Official Housing and Wisma DPR has the tasks to carry out the management and maintenance of MP's Official Housing and Wisma DPR.

Article 273

To conduct the tasks as referred to in Article 272, the Division of MP's Official Housing and Wisma DPR has some functions, namely:

- a. management and maintenance of MP's official houses;
- b. management and maintenance of Wisma DPR.

Article 274

The Division of MP's Official Housing and Wisma DPR consists of:

- a. Subdivision of Official Housing Management;
- b. Subdivision of Wisma DPR Management.

Article 275

- (1) The Subdivision of Official Housing Management has the tasks to carry out the management and maintenance of MP's official houses.
- (2) The Subdivision of Wisma DPR Management has the tasks to carry out the management and maintenance of Wisma DPR.

Article 276

The Division of Installation has the tasks to carry out the operation and maintenance of installations.

Article 277

To conduct the tasks as referred to in Article 276, the Division of Installation has some functions, namely:

- a. operation and maintenance of mechanical works;
- b. operation and maintenance of electrical works.

Article 278

The Division of Installation consists of:

- a. Subdivision of Mechanical Operation;
- b. Subdivision of Electrical Operation.

Article 279

- (1) The Subdivision of Mechanical Operation has the tasks to carry out the operation and maintenance of mechanical installations;
- (2) The Subdivision of Electrical Operation has the tasks to carry out the operation and maintenance of electrical installations.

Part Five

General Affairs Bureau

Article 280

The General Affairs Bureau has the tasks to carry out the management of procurement for office supplies, document registration and expedition, transportation, security, and order in the parliament.

Article 281

To conduct the tasks as referred to in Article 280, the General Affairs Bureau has some functions, namely:

- a. formulation of the plans for the procurement, maintenance, storage, and distribution of stationary, equipment, and goods;
- b. administration of document registration, mailing, and copying services;
- c. provision of the services and maintenance of official vehicles;
- d. provision of security and workplace orderliness services.

Article 282***

The General Affairs Bureau consists of:

- a. Division of Office Supplies and Procurement;
- b. Division of Document Registration and Mailing;
- c. Transportation Division; and
- d. Internal Security Division.

Article 283***

The Division of Office Supplies and Procurement has the tasks to carry out goods/services procurement, storage, maintenance, distribution of official inventory equipment, tools, and goods.

Article 284***

To conduct the tasks as referred to in Article 283, the Division of Office Supplies and Procurement has some functions, namely:

- a. procurement; and
- b. storage, maintenance and distribution of official inventory equipment, tools, and goods.

Article 285

The Division of Office Supplies and Procurement consists of:

- a. Subdivision of Procurement;
- b. Subdivision of Storage and Distribution.

Article 286

- (1) The Subdivision of Procurement has the task to carry out the preparation of materials for official inventory equipment, tools, and goods.
- (2) The Subdivision of Storage and Distribution has the task to carry out the storage, maintenance, and distribution of official inventory equipment, tools, and goods.

Article 286A***

The Head of Equipment and Procurement Division, due to the nature of his/her tasks and functions, concurrently holds the position of Head of the Procurement Service Unit in the Secretariat General of the House of Representatives of the Republic of Indonesia.

Article 286B***

Further provisions on procurement services for government goods/services are regulated under the applicable laws and regulations.

Article 287

The Division of Document Registration and Mailing has the task to carry out correspondence, mailing, and copying services.

Article 288

To conduct the tasks as referred to in Article 287, the Division of Document Registration and Mailing has some functions, namely:

- a. implementation of the registration of outgoing and incoming letters and mailing;
- b. implementation of copying services.

Article 289

The Division of Document Registration and Mailing consists of:

- a. Subdivision of Document Registration and Mailing;
- b. Subdivision of Copying Services.

Article 290

- (1) The Subdivision of Document Registration and Mailing has the task to carry out the registration of outgoing and incoming letters and the mailing thereof.
- (2) The Subdivision of Copying Services has the task to carry out the copying of documents of the Secretariat General and the House of Representatives of the Republic of Indonesia.

Article 291

The Transportation Division has the tasks to carry out transportation services and the maintenance of official vehicles.

Article 292

To conduct the tasks as referred to in Article 291, the Transportation Division has some functions, namely:

- a. provision of transportation services and operation of official vehicles;
- b. provision of official vehicles maintenance.

Article 293

The Transportation Division consists of:

- a. Subdivision of Transportation Services;
- b. Subdivision of Official Vehicle Maintenance;

Article 294

- (1) The Subdivision of Transportation Service has the tasks to carry out transportation services and the operation of official vehicles;
- (2) The Subdivision of Official Vehicle Maintenance has the task to carry out official vehicle maintenance.

Article 295

The Internal Security Division has the tasks to carry out the management of security and workplace orderliness.

Article 296

To conduct the tasks as referred to in Article 295, the Internal Security Division has some functions, namely:

- a. management of the security and workplace orderliness in the parliament, MP's official housing, and Wisma DPR;
- b. management of the maintenance and administration of security and workplace orderliness.

Article 297

The Division of Internal Security consists of:

- a. Subdivision of Security Implementation;
- b. Subdivision of Security Administration.

Article 298

- (1) The Subdivision of Security Implementation has the task to carry out security and workplace orderliness in the parliament, MP's official housing, and Wisma DPR;
- (2) The Subdivision of Security Administration has the task to carry out the administration of security and workplace orderliness.

CHAPTER VI FUNCTIONAL POSTS

Article 299

The Functional posts have some tasks in conformity with the fields of each functional post.

Article 300

- (1) The Functional Posts consist of a number of functional posts divided into various groups in conformity with the fields of expertise.
- (2) Each group as referred to in paragraph (1) of this Article is coordinated by a senior functional official appointed by Heads of Bureaus/ Head of Center.
- (3) The number of functional staff is determined based on the need and workload.

- (4) The types and levels of functional posts referred to in paragraph (1) are regulated in conformity with the applicable laws and regulations.

CHAPTER VII WORK MANAGEMENT

Article 301

To conduct their tasks, the Deputies, Heads of Bureaus, Head of Center, Heads of Divisions, and Heads of Subdivisions are obliged to apply the principles of coordination, integration, and synchronization in their respective areas of responsibilities and among organizational units within the Secretariat General the House of Representatives of the Republic of Indonesia, and with other institutions outside the Secretariat General of the House of Representatives in conformity with their own tasks.

Article 302

Each head of an organizational unit is obliged to supervise his/her subordinates, and if there is negligence, he/she should take any steps needed in conformity with the applicable laws and regulations.

Article 303

Each head of an organizational unit in the Secretariat General of the House of Representatives is responsible to lead and coordinate his/her subordinates and to give guidance and instructions for the implementation of his/her subordinates' tasks.

Article 304

Each head of an organization is obliged to conform to and obey the instructions and to be responsible to his/her superior and to submit an activity report periodically.

Article 305

Each report as referred to in Article 304 must be processed and used as material for consideration for the formulation of further reports.

Article 306

In submitting a report to a superior, a copy of such report must also be submitted to other organizational units which they functionally have work relationships with.

Article 307

In implementing his/her tasks, each head of an organizational unit is assisted by the heads of organizational units that are his/her subordinates, and in order to give guidance to their subordinates each head of such organizational unit must hold periodical meetings.

CHAPTER VIII CLOSING PROVISIONS

Article 308

With the enactment of this Regulation, then this Decree of the Secretary General of the House of Representatives of the Republic of Indonesia Number 175/SEKJEN/1994 regarding the Organization and Work Management of the Secretariat General of the House of Representatives of the Republic of Indonesia, as several times amended, the latest was by Decree of the Secretary General of the House of Representatives Number 340/SEKJEN/2000, shall remain applicable until the issuance of a Decision of the Appointment of New Officials as based on this Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia.

Article 309

- (1) With the enactment of this Regulation, any provisions contrary to this regulation shall be null and void.
- (2) This Regulation is effective as of its date of enactment.

Stipulated in Jakarta
On 3 May 2005
SECRETARY GENERAL
SIGNED
FAISAL DJAMAL, SH, MSI.

NOTES:

- *) : The first amendment, stipulated by Regulation of the Secretary General of the House of Representatives Number 03/PER-SEKJEN/2010.
- **): The Second Amendment, stipulated by Regulation of the Secretary General of the House of Representatives Number 01/PER-SEKJEN/2011.
- ***): The Third Amendment, stipulated by Regulation of the Secretary General of the House of Representatives Number 03/PER-SEKJEN/2013.

The copy conforms to the original
The Division of Organization and System and Procedures

Glossarium

No	Indonesian Term	English Term
1.	Anggaran dan Pendapatan Belanja Negara (APBN)	State Budget
2.	Badan Legislasi (Baleg)	Legislation Committee
3.	Badan Kehormatan (BK)	Ethics Committee
4.	Badan Anggaran (Banggar)	Budget Committee
5.	Badan Akuntabilitas Keuangan Negara (BAKN)	Public Account Committee
6.	Badan Urusan Rumah Tangga (BURT)	Household Committee
7.	Badan Pemeriksa Keuangan (BPK)	Supreme Audit Agency
8.	Dewan Perwakilan Rakyat Republik Indonesia (DPR)	The House of Representatives of the Republic of Indonesia
9.	Dewan Perwakilan Daerah (DPD)	The Regional Representatives Council
10.	Pusat Pengkajian, Pengolahan Data dan Informasi (P3DI)	The Center for Research, Data Processing and Information

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MATRIX TABLE OF THE AMENDMENTS

MATRIX TABLE OF THE AMENDMENTS

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
<p style="text-align: center;">Article 48</p> <p>The Bureau of State Budget (APBN) Analysis and its Implementation has the tasks to analyze the preparation and presentation of a State Budget Draft, the implementation of the State Budget, and the administration of the Budget Committee (Panitia Anggaran).</p>	<p style="text-align: center;">Article 48*</p> <p>The Bureau of State Budget (APBN) Analysis and its Implementation has the tasks to analyze the preparation and presentation of a State Budget Draft, the implementation of the State Budget, and the administration of the Budget Committee (Badan Anggaran).</p>		

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
<p>Article 49</p> <p>To conduct the tasks as referred to in Article 48, the Bureau of State Budget (APBN) Analysis and its Implementation has some functions, namely:</p> <ul style="list-style-type: none"> a. provision of analysis of the preparation and presentation of the State Budget Draft, a report on the State Budget implementation as input to the House of Representatives of the Republic of Indonesia; b. provision of analysis of the Supreme Audit Agency (BPK)'s audit reports and the Regional Representatives Council (DPD)'s oversight; c. provision of the meeting and administration services of the Panitia Anggaran. 	<p>Article 49*</p> <p>To conduct the tasks as referred to in Article 48, the Bureau of State Budget (APBN) Analysis and its Implementation has some functions, namely:</p> <ul style="list-style-type: none"> a. provision of analysis of the preparation and presentation of the State Budget Draft, a report on the State Budget implementation as input to the House of Representatives of the Republic of Indonesia; b. provision of analysis of the audit reports of the Supreme Audit Agency (BPK)'s audit reports and the Regional Representatives Council (DPD)'s oversight; c. provision of the meeting and administration services of the Badan Anggaran. 		

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
<p>Article 50</p> <p>The Bureau of State Budget (APBN) Analysis and its Implementation consists of:</p> <ul style="list-style-type: none"> a. Division of State Budget Analysis; b. Division of Analysis of the BPK's Audit Reports and the DPD's Oversight; c. Secretariat of Panitia Anggaran; d. Functional Post. 	<p>Article 50*</p> <p>The Bureau of State Budget (APBN) Analysis and its Implementation consists of:</p> <ul style="list-style-type: none"> a. Division of State Budget Analysis; b. Division of Analysis of the BPK's Audit Reports and the DPD's Oversight ; c. Secretariat of Badan Anggaran; d. Functional Post. 		
<p>Article 59</p> <p>The Secretariat of Panitia Anggaran has the tasks to carry out meeting services and the administration of Panitia Anggaran.</p>	<p>Article 59*</p> <p>The Secretariat of the Budget Committee has the tasks to carry out the meeting and administration services of the Badan Anggaran.</p>		
<p>Article 60</p> <p>To conduct the tasks as referred to in Article 59, the Secretariat of Panitia Anggaran has some functions, namely:</p> <ul style="list-style-type: none"> a. meeting services for Panitia Anggaran; b. the administration of Panitia Anggaran. 	<p>Article 60*</p> <p>To conduct the tasks as referred to in Article 59, the Secretariat of Badan Anggaran has some functions, namely:</p> <ul style="list-style-type: none"> a. provision of meeting services for Badan Anggaran; b. provision of administration services for Badan Anggaran. 		

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
<p>Article 61</p> <p>The Secretariat of Panitia Anggaran consists of:</p> <ul style="list-style-type: none"> a. Meeting Subdivision; b. Administration Subdivision. 	<p>Article 61*</p> <p>The Secretariat of Badan Anggaran consists of:</p> <ul style="list-style-type: none"> a. Meeting Subdivision; b. Administration Subdivision. 		
<p>Article 62</p> <ul style="list-style-type: none"> (1) The Meeting Subdivision has the task to carry out meeting services for Panitia Anggaran. (2) The Administration Subdivision has the task to carry out administration of Panitia Anggaran. 	<p>Article 62*</p> <ul style="list-style-type: none"> (1) The Meeting Subdivision as referred to in Article 61, letter a, has the task to carry out the meeting services of Badan Anggaran. (2) The Administration Subdivision as referred to in Article 61, letter b, has the task to carry out the administration services of Badan Anggaran. 		
<p>Article 63</p> <p>The Legislative Oversight Bureau has the tasks to analyze the public's letters of complaint submitted to the House of Representatives of the Republic of Indonesia and the administration of the Ethics Committee (Badan Kehormatan).</p>	<p>Article 63*</p> <p>The Legislative Oversight Bureau has the tasks to analyze the public's letters of complaint submitted to the House of Representatives of the Republic of Indonesia, administration of the Ethics Committee (Badan Kehormatan), and administration of the Public Account Committee (Badan Akuntabilitas Keuangan Negara).</p>		

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
<p>Article 64</p> <p>To conduct the tasks as referred to in Article 63, the Legislative Oversight Bureau has some functions, namely:</p> <ol style="list-style-type: none"> provision of analysis of the public's letters of complaint submitted to the House of Representatives of the Republic of Indonesia and the administration of legislative oversight; provision of meeting services and the administration of Badan Kehormatan; 	<p>Article 64*</p> <p>To conduct the tasks as referred to in Article 63, the Legislative Oversight Bureau has some functions, namely:</p> <ol style="list-style-type: none"> provision of analysis of the public's letters of complaint submitted to the House of Representatives of the Republic of Indonesia and the administration of legislative oversight; provision of meeting and administration services for Badan Kehormatan; provision of meeting and administration services for Badan Akuntabilitas Keuangan Negara. 		
<p>Article 65</p> <p>The Legislative Oversight Bureau consists of:</p> <ol style="list-style-type: none"> Division of Public Complaints; Secretariat of Badan Kehormatan; 	<p>Article 65*</p> <p>The Legislative Oversight Bureau consists of:</p> <ol style="list-style-type: none"> Division of Public Complaints; Secretariat of Badan Kehormatan; Secretariat of Badan Akuntabilitas Keuangan Negara. 		

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
	<p>Article 73A*</p> <p>The Secretariat of the Badan Akuntabilitas Keuangan Negara has the tasks to carry out meeting and administration services for Badan Akuntabilitas Keuangan Negara.</p>		
	<p>Article 73B*</p> <p>To conduct the tasks as referred to in Article 73A, the Secretariat of Badan Akuntabilitas Keuangan Negara has some functions, namely:</p> <ul style="list-style-type: none"> a. provision of meeting services for Badan Akuntabilitas Keuangan Negara; b. provision of administration services for Badan Akuntabilitas Keuangan Negara. 		
	<p>Article 73C*</p> <p>The Secretariat of the Badan Akuntabilitas Keuangan Negara consists of:</p> <ul style="list-style-type: none"> a. Meeting Subdivision; b. Administration Subdivision. 		

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
	<p align="center">Article 73D*</p> <p>(1) The Meeting Subdivision as referred to in Article 73C, letter a, has the task to carry out meeting services for Badan Akuntabilitas Keuangan Negara.</p> <p>(2) The Administration Subdivision as referred to in Article 73C, letter b, has the task to carry out administration services for Badan Akuntabilitas Keuangan Negara.</p>		
<p align="center">Article 74</p> <p>Center for Research, Data Processing, and Information (P3DI) has the tasks to conduct research, data processing, and information on the progress of the House of Representatives of the Republic of Indonesia.</p>			<p align="center">Article 74***</p> <p>The Center for Research , Data Processing, and Information (P3DI) has the tasks to carry out research and to provide recommendations on policies, processing of data and information on the development of the House of Representatives of the Republic of Indonesia, documentation of information on the developmental history of the House and the Secretariat General of the House of Representatives of the Republic of Indonesia, as well as to apply the electronic procurement system for government goods and services.</p>

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
<p>Article 75</p> <p>To conduct the tasks as referred to in Article 74, the P3DI has some functions, namely:</p> <ul style="list-style-type: none"> a. provision of Research and analysis of the situation and progress of parliamentary affairs; b. provision of data processing and information facilities; c. provision of archives and documentation; d. provision of library organization and management. 			<p>Article 75***</p> <p>To conduct the tasks as referred to in Article 74, the P3DI has some functions, namely:</p> <ul style="list-style-type: none"> a. provision of Research and analysis of the latest and updated situation and progress of parliamentary affairs; b. provision of data processing and information facilities, and the provision of services for the electronic procurement of government goods and services; c. provision of archives and documentation, as well as archive profession development; and d. provision of library organization and management.
<p>Article 78</p> <p>The Department of Data and Information Facilities has the tasks to carry out the management of data and information, the maintenance and development of the computer network system.</p>			<p>Article 78***</p> <p>The Department of Data and Information Facilities has the tasks to manage the data and information processing, the maintenance and development of the computer network system, and the electronic procurement system for government goods and services.</p>

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
<p>Article 79</p> <p>To conduct the tasks as referred to in Article 78, the Department of Data and Information Facilities has some functions, namely:</p> <ol style="list-style-type: none"> provision of data and information processing through computer networks; maintenance and development of the computer network system; 			<p>Article 79***</p> <p>To conduct the tasks as referred to in Article 78, Department of the Data and Information Facilities has some functions, namely:</p> <ol style="list-style-type: none"> provision of data and information processing through computer networks; maintenance and development of the computer network system; management and assurance of the sustainability of the electronic procurement system for government goods/services.
			<p>Article 81A***</p> <p>Director of P3DI, due to his/her tasks and functions, concurrently holds the position of Head of the Electronic Procurement System for Government Goods/Services in the Secretariat General of the House of Representatives of the Republic of Indonesia.</p>

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
			<p>Article 81B***</p> <p>Further provisions on the electronic procurement of government goods/services shall be regulated under laws and regulations.</p>
<p>Article 148</p> <p>The Leaders Secretariat Bureau has the tasks to carry out secretarial services for the Leaders of the House of Representatives of the Republic of Indonesia and for the Leaders of the Secretariat General of the House of Representatives of the Republic of Indonesia.</p>		<p>Article 148**</p> <p>(1) The Leaders Secretariat Bureau has the tasks to carry out secretarial services for the Leaders of the House of Representatives of the Republic of Indonesia and for the Leaders of the Secretariat General of the House of Representatives of the Republic of Indonesia, as well as to carry out the administration of the Members' Expert Staff and Assistants.</p> <p>(2) The Organizational Structure of the Leaders Secretariat Bureau as referred to in paragraph (1) is listed in the Appendix, which constitutes an integral and inseparable part of this Regulation.</p>	

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
<p>Article 149</p> <p>To conduct the tasks as referred to in Article 148, the Leaders Secretariat Bureau has some functions, namely:</p> <ol style="list-style-type: none"> provision of the administration and household activities of the Speaker and Vice Speakers of the House of Representatives of the Republic of Indonesia; provision of the services and administration of the meeting of the Leaders of the House of Representatives of the Republic of Indonesia, consultation meetings, and section coordinating meetings; provision of meeting services and administration for the Steering Committee (Badan Musyawarah); provision of administration activities of the Leaders of the Secretariat General of the House of Representatives of the Republic of Indonesia. 		<p>Article 149**</p> <p>To conduct the tasks as referred to in Article 148, the Leaders Secretariat Bureau has some functions, namely:</p> <ol style="list-style-type: none"> provision of the administration and household activities of the Speaker and Vice Speakers of the House of Representatives of the Republic of Indonesia; provision of the services and administration of the meetings of the Leaders of the House of Representatives of the Republic of Indonesia, consultation meetings, and section coordinating meetings; provision of meeting services and administration for the Steering Committee (Badan Musyawarah); provision of administration for the Leaders of the Secretariat General of the House of Representatives of the Republic of Indonesia; and provision of administration activities for the Members' Expert Staff and Assistants. 	

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
<p>Article 150</p> <p>The Leaders Secretariat Bureau consists of:</p> <ul style="list-style-type: none"> a. Secretariat of the Speaker; b. Secretariats of the Vice Speakers; c. Secretariat of the Leaders Consultation; d. Secretariat of Badan Musyawarah; e. Secretariats of the Leaders of the Secretariat General; 		<p>Article 150**</p> <p>The Leaders Secretariat Bureau consists of:</p> <ul style="list-style-type: none"> a. Secretariat of the Speaker; b. Secretariats of Vice Speakers; c. Secretariat of the Leaders Consultation; d. Secretariat of Badan Musyawarah; e. Secretariats of the Leaders of the Secretariat General; f. Secretariat of the Member's Expert Staff and Assistants. 	
<p>Article 155</p> <p>The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Politics, Economy, and Finance Affairs has the tasks to carry out the administration and household affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Politics, Economy, and Finance Affairs.</p>	<p>Article 155*</p> <p>The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Political and Security Affairs has the tasks to carry out the administration and household of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Political and Security Affairs.</p>		

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
<p>Article 156</p> <p>To conduct the tasks as referred to in Article 155, the Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Politics, Economy, and Financial Affairs has some functions, namely:</p> <p>a. implementation of administration affairs;</p> <p>b. implementation of household affairs of the Vice Chairman of the House of Representatives of the Republic of Indonesia for Politics, Economy, and Finance Affairs.</p> <p>c. .</p>	<p>Article 156*</p> <p>To conduct the tasks as referred to in Article 155, the Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Political and Security Affairs has some functions, namely:</p> <p>a. implementation of administration affairs;</p> <p>b. implementation of household affairs.</p>		

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
<p>Article 157</p> <p>The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Politics, Economy, and Finance Affairs consists of:</p> <ul style="list-style-type: none"> a. Administration Subdivision; b. Household Subdivision. 	<p>Article 157*</p> <p>The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Political and Security Affairs consists of:</p> <ul style="list-style-type: none"> a. Administration Subdivision; b. Household Subdivision. 		
<p>Article 158</p> <ul style="list-style-type: none"> (1) The Administration Subdivision has the task to carry out the administration affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Politics, Economy, and Finance Affairs . (2) The Household Subdivision has the task to carry out the household affairs and management of incoming delegation/guest of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Politics, Economy, and Finance Affairs . 	<p>Article 158*</p> <ul style="list-style-type: none"> (1) The Administration Subdivision as referred to in Article 157, letter a, has the task to carry out the administration affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Political and Security Affairs. (2) The Household Subdivision as referred to in Article 157, letter b, has the task to carry out the household affairs and management of incoming delegation/guest of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Political and Security Affairs. 		

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
<p>Article 159</p> <p>The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry, Trade, and Development Affairs has the tasks to carry out the administration and household affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry, Trade, and Development Affairs.</p>	<p>Article 159*</p> <p>The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry and Development Affairs has the tasks to carry out the administration and household affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry and Development Affairs.</p>		
<p>Article 160</p> <p>To conduct the tasks as referred to in Article 159, the Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry, Trade, and Development Affairs has some functions, namely:</p> <ol style="list-style-type: none"> implementation of administration affairs; implementation of household affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry, Trade, and Development Affairs. 	<p>Article 160*</p> <p>To conduct the tasks as referred to in Article 159, the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry and Development Affairs has some functions, namely:</p> <ol style="list-style-type: none"> implementation of administration affairs; implementation of household affairs. 		

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
<p>Article 161</p> <p>The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry, Trade, and Development Affairs consists of:</p> <ul style="list-style-type: none"> a. Administration Subdivision; b. Household Subdivision. 	<p>Article 161*</p> <p>The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry and Development Affairs consists of:</p> <ul style="list-style-type: none"> a. Administration Subdivision; b. Household Subdivision. 		
<p>Article 162</p> <ul style="list-style-type: none"> (1) The Administration Subdivision has the task to carry out the administration affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry, Trade, and Development Affairs. (2) The Household Subdivision has the task to carry out the household affairs and management of incoming delegation/guest of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry, Trade, and Development Affairs. 	<p>Article 162*</p> <ul style="list-style-type: none"> (1) The Administration Subdivision as referred to in Article 161, letter a, has the task to carry out the administration affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry and Development Affairs. (2) The Household Subdivision as referred to in Article 161, letter b, has the task to carry out the household affairs and management of incoming delegation/guest of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry and Development Affairs. 		

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
	<p>Article 166A*</p> <p>The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Economic and Financial Affairs has the tasks to carry out the administration and household affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Economic and Financial Affairs.</p>		
	<p>Article 166B*</p> <p>To conduct the tasks as referred to in Article 166A, the Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Economic and Finance Affairs has some functions, namely:</p> <ol style="list-style-type: none"> implementation of administration affairs; implementation of household affairs. 		

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
	<p>Article 166C*</p> <p>The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Economic and Finance Affairs consists of:</p> <ol style="list-style-type: none"> Administration Subdivision; Household Subdivision. 		
	<p>Article 166D*</p> <ol style="list-style-type: none"> The Administration Subdivision as referred to in Article 166C, letter a, has the task to carry out the administrative affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Economic and Finance Affairs. The Household Subdivision as referred to in Article 166C, letter b, has the tasks to carry out the household and management incoming delegation/guest affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Economic and Finance Affairs. 		

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
		<p>Article 178A**</p> <p>The Administration Division of the Members' Expert Staff and Assistants has the tasks to prepare data and information and to carry out the administrative activities of the Members' Expert Staff and Assistants.</p>	
		<p>Article 178B**</p> <p>To conduct the tasks as referred to in Article 178A, the Administration Division of the Members' Expert Staff and Assistants has some functions, namely:</p> <ul style="list-style-type: none"> a. implementation of administration affairs for the Expert Staff of the Complementary Organs and the Factional Expert Staff of the House of Representatives of the Republic of Indonesia; and b. implementation of administration affairs for the Members' Expert Staff and Assistants of the House of Representatives of the Republic of Indonesia. 	

REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
		<p>Article 178C**</p> <p>The Administration Division of the Members' Expert Staff and Assistants consists of:</p> <ul style="list-style-type: none"> a. Administration Subdivision of the Expert Staff of Complementary Organs and the Factional Expert Staff of the House of Representatives of the Republic of Indonesia; and b. Administration Subdivision of the Members' Expert Staff and Assistants. 	
		<p>Article 178D**</p> <p>(1) The Administration Subdivision of the Expert Staff of the Complementary Organs and the Factional Expert Staff of the House of Representatives of the Republic of Indonesia as referred to in Article 178C, letter a, has the tasks to prepare and implement administrative activities for the Expert Staff of the Complementary Organs and the Factional Expert Staff of the</p>	

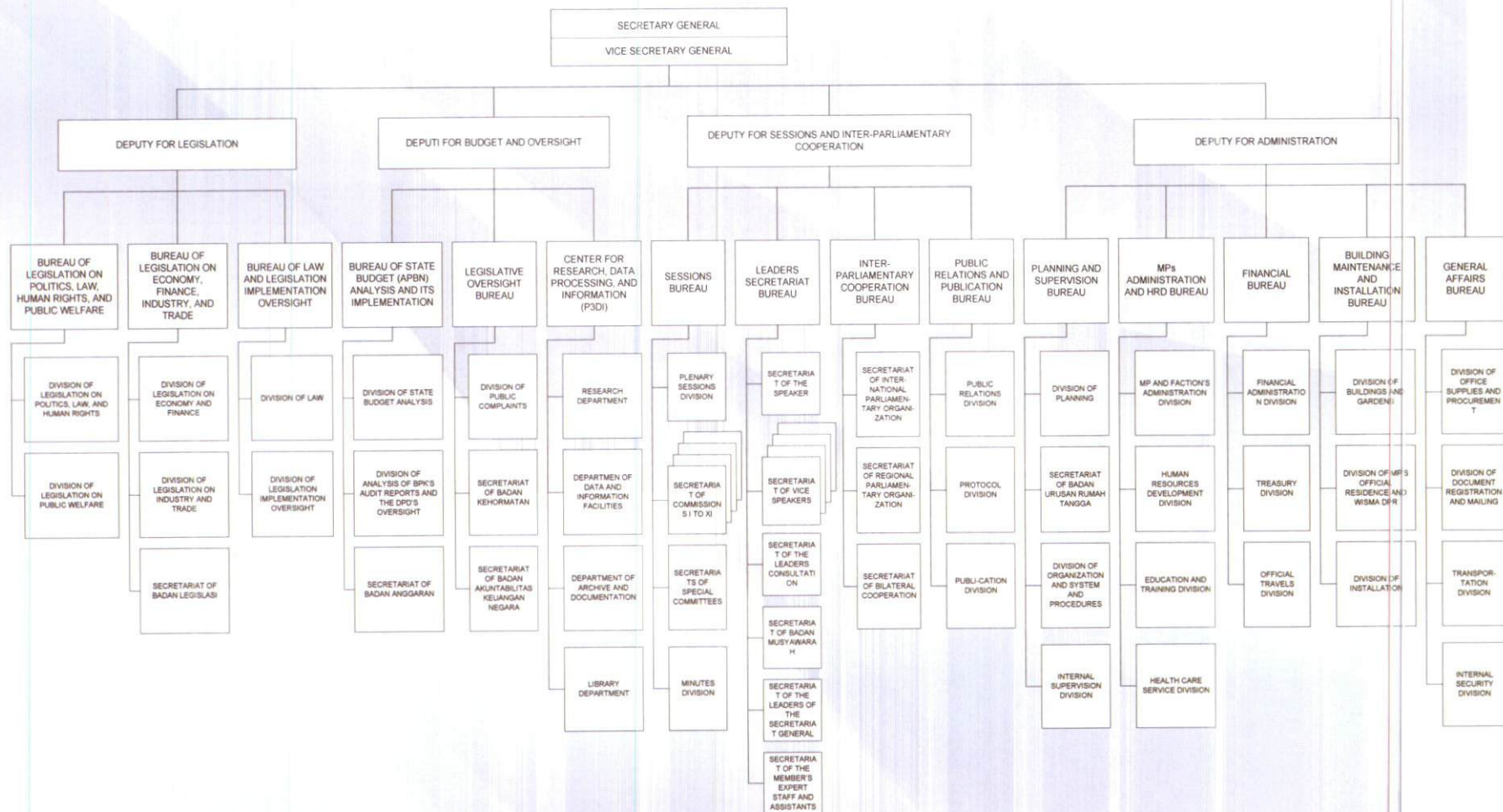
REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
		House of Representatives of the Republic of Indonesia; (2) The Administration Subdivision of the Members' Expert Staff and Assistants as referred to in Article 178C, letter b, has the tasks to prepare and implement administrative activities for the Members' Expert Staff and Assistants.	
<p>Article 282</p> <p>The General Affairs Bureau consists of:</p> <ul style="list-style-type: none"> a. Division of Office Supplies; b. Division of Document Registration and Mailing; c. Transportation Division; and d. Internal Security Division. 			<p>Article 282***</p> <p>The General Affairs Bureau consists of:</p> <ul style="list-style-type: none"> a. Division of Office Supplies and Procurement; b. Division of Document Registration and Mailing; c. Transportation Division; and d. Internal Security Division.
<p>Article 283</p> <p>The Division of Office Supplies has the tasks to carry out goods/services procurement, storage, maintenance, and distribution of official inventory equipment, tools, and goods.</p>			<p>Article 283***</p> <p>The Division of Office Supplies and Procurement has the tasks to carry out goods/services procurement, storage, maintenance, distribution of official inventory equipment, tools, and goods.</p>

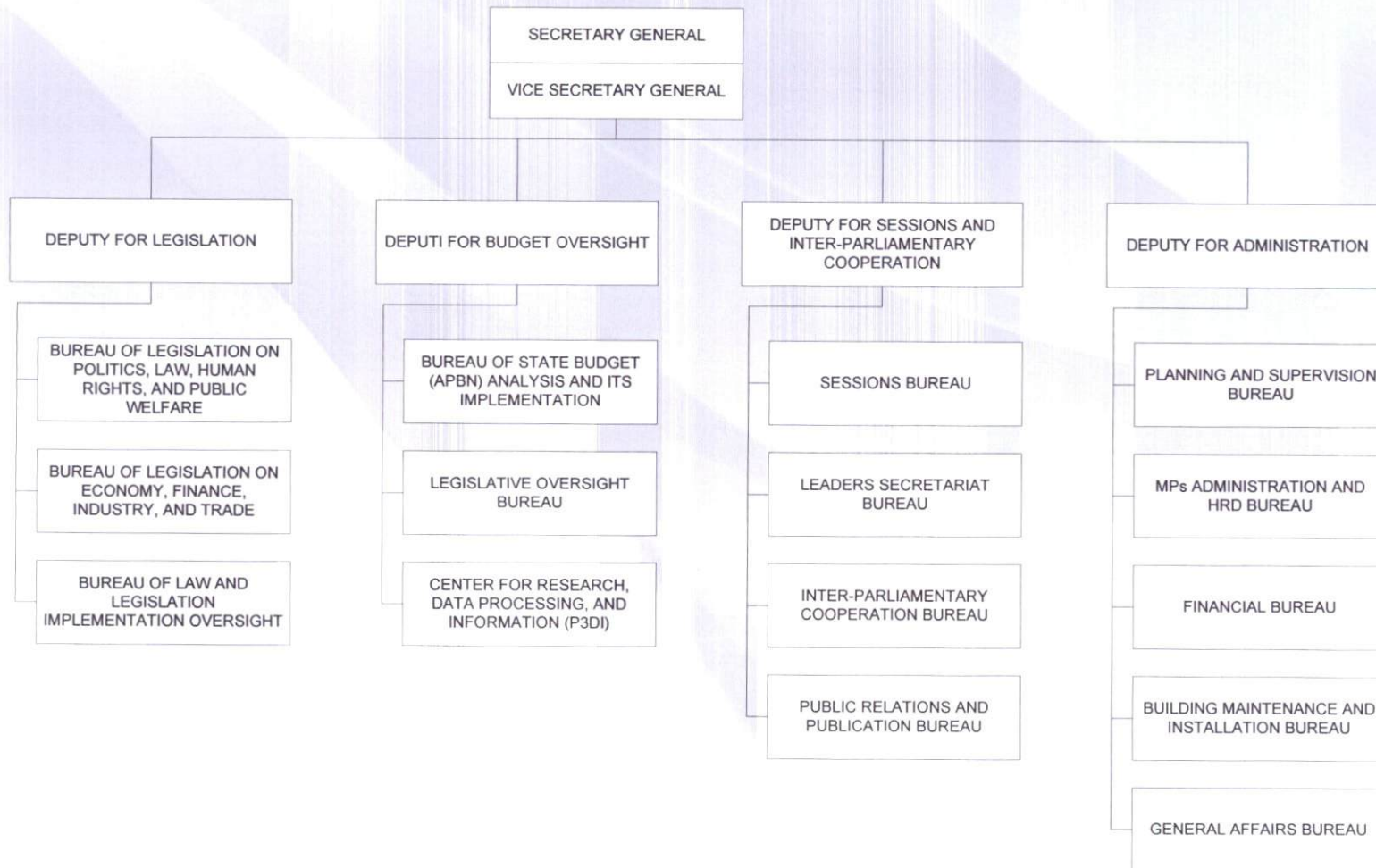
REGULATION OF THE SECRETARY GENERAL NUMBER 400 OF 2005	AMENDMENT 1 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2010	AMENDMENT 2 REGULATION OF THE SECRETARY GENERAL NUMBER 1/PER- SEKJEN/2011	AMENDMENT 3 REGULATION OF THE SECRETARY GENERAL NUMBER 03/PER- SEKJEN/2013
<p>Article 284</p> <p>To conduct the tasks as referred to in Article 283, the Division of Office Supplies has some functions, namely:</p> <ul style="list-style-type: none"> a. procurement of official equipment, tools, and goods. b. storage, maintenance and distribution of official inventory equipment, tools, and goods. c. 			<p>Article 284***</p> <p>To conduct the tasks as referred to in Article 283, the Division of Office Supplies and Procurement has some functions, namely:</p> <ul style="list-style-type: none"> d. procurement; and e. storage, maintenance and distribution of official inventory equipment, tools, and goods.
			<p>Article 286A***</p> <p>The Head of Equipment and Procurement Division, due to the nature of his/her tasks and functions, concurrently holds the position of Head of the Procurement Service Unit in the Secretariat General of the House of Representatives of the Republic of Indonesia.</p>
			<p>Article 286B***</p> <p>Further provisions on procurement services for government goods/services are regulated under the applicable laws and regulations.</p>

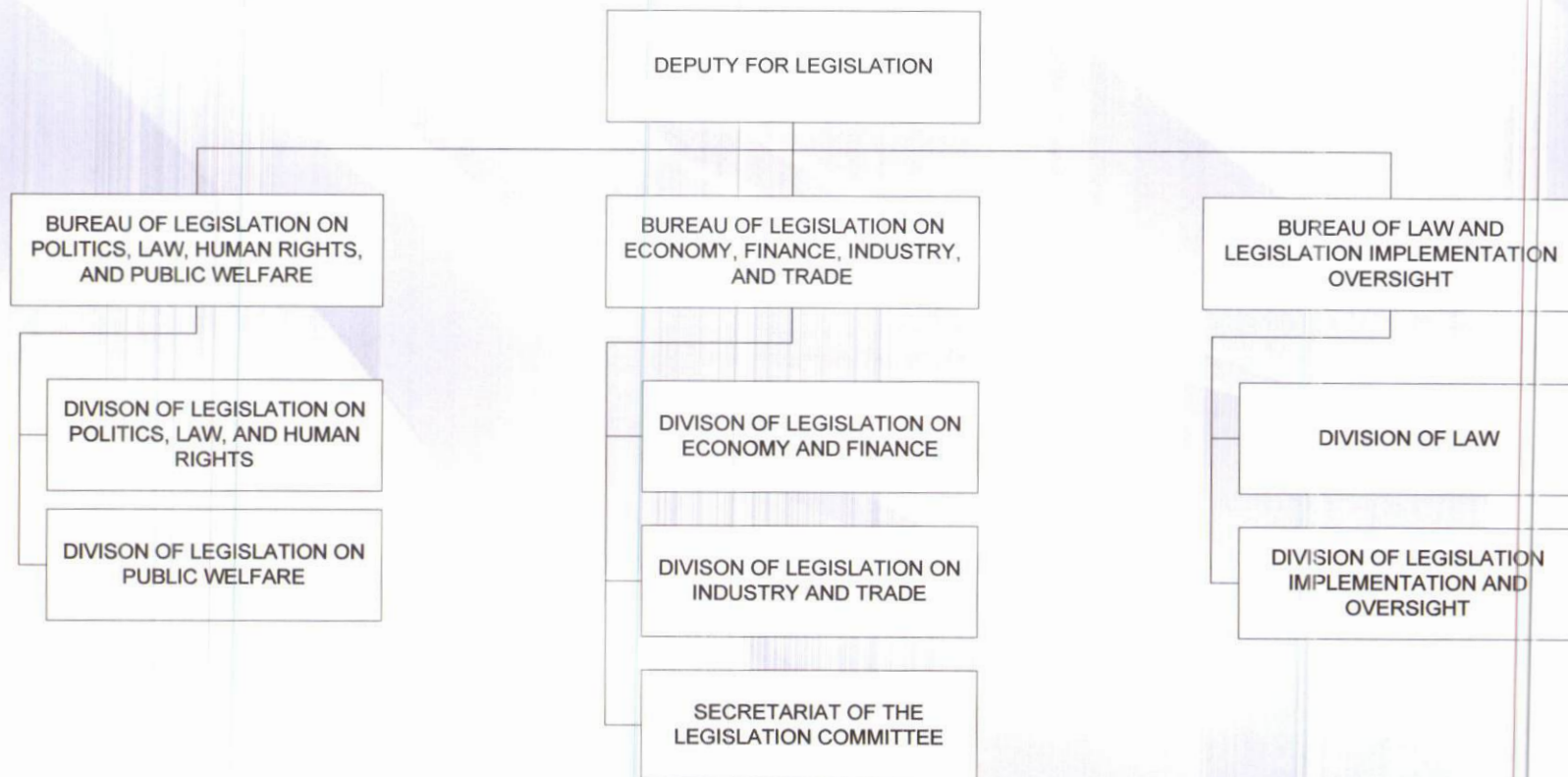
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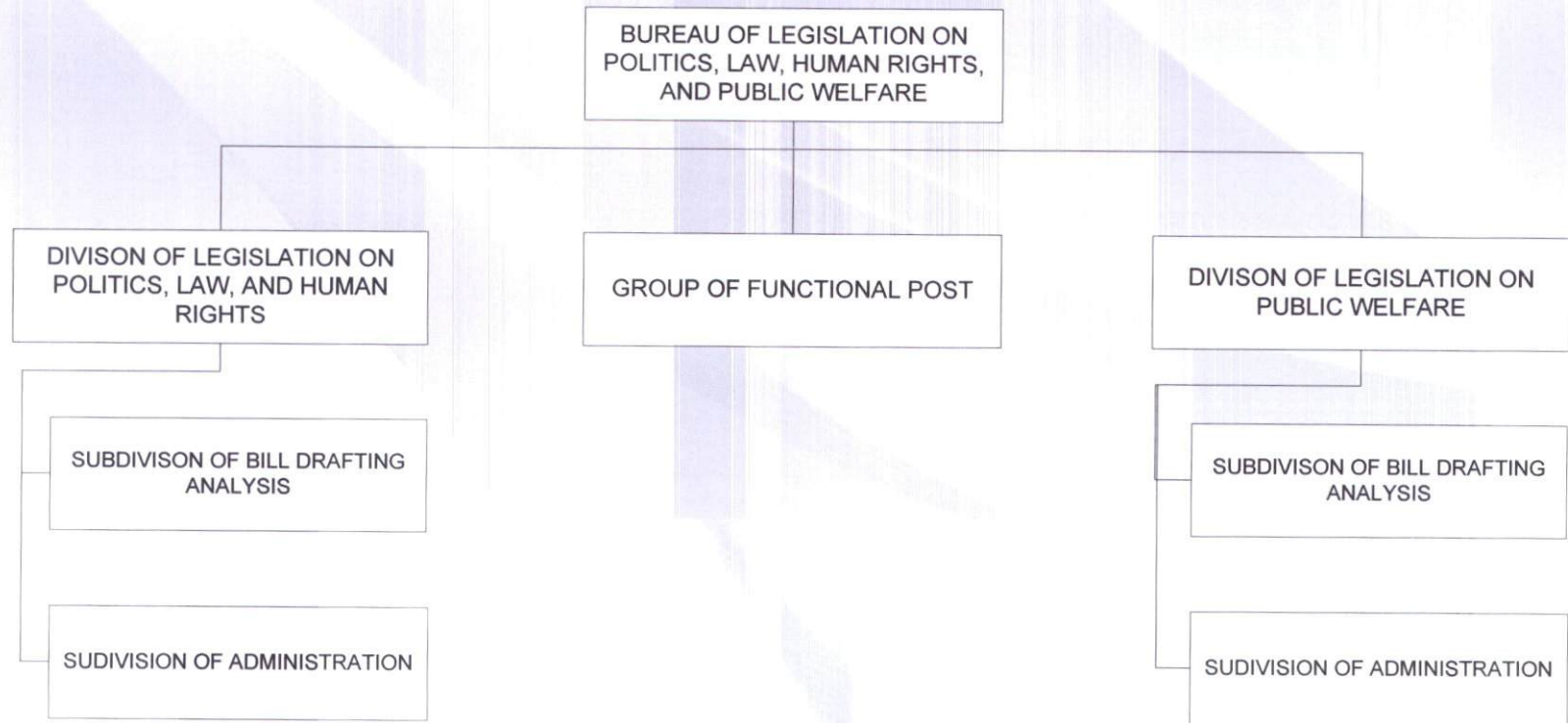


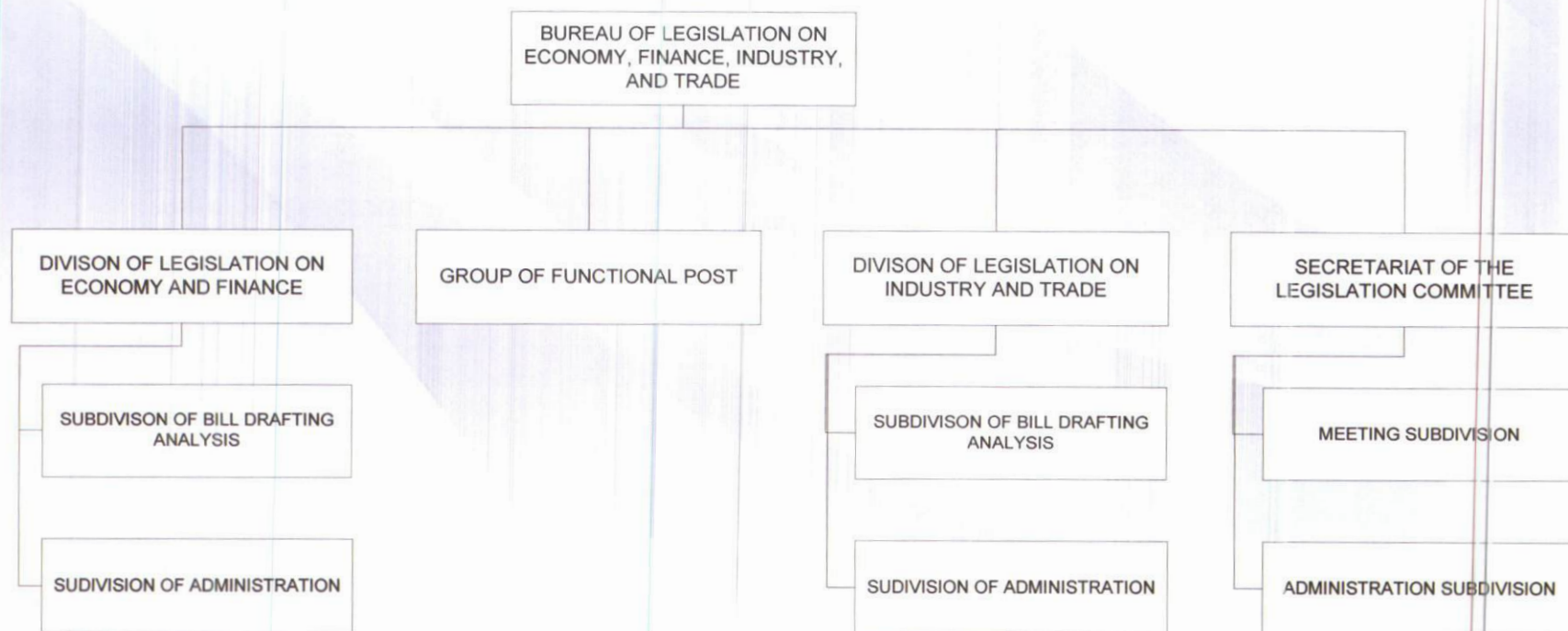
**CHART OF
THE ORGANIZATIONAL
STRUCTURE OF
THE SECRETARIAT GENERAL OF
THE HOUSE OF REPRESENTATIVES
OF THE REPUBLIC OF INDONESIA**

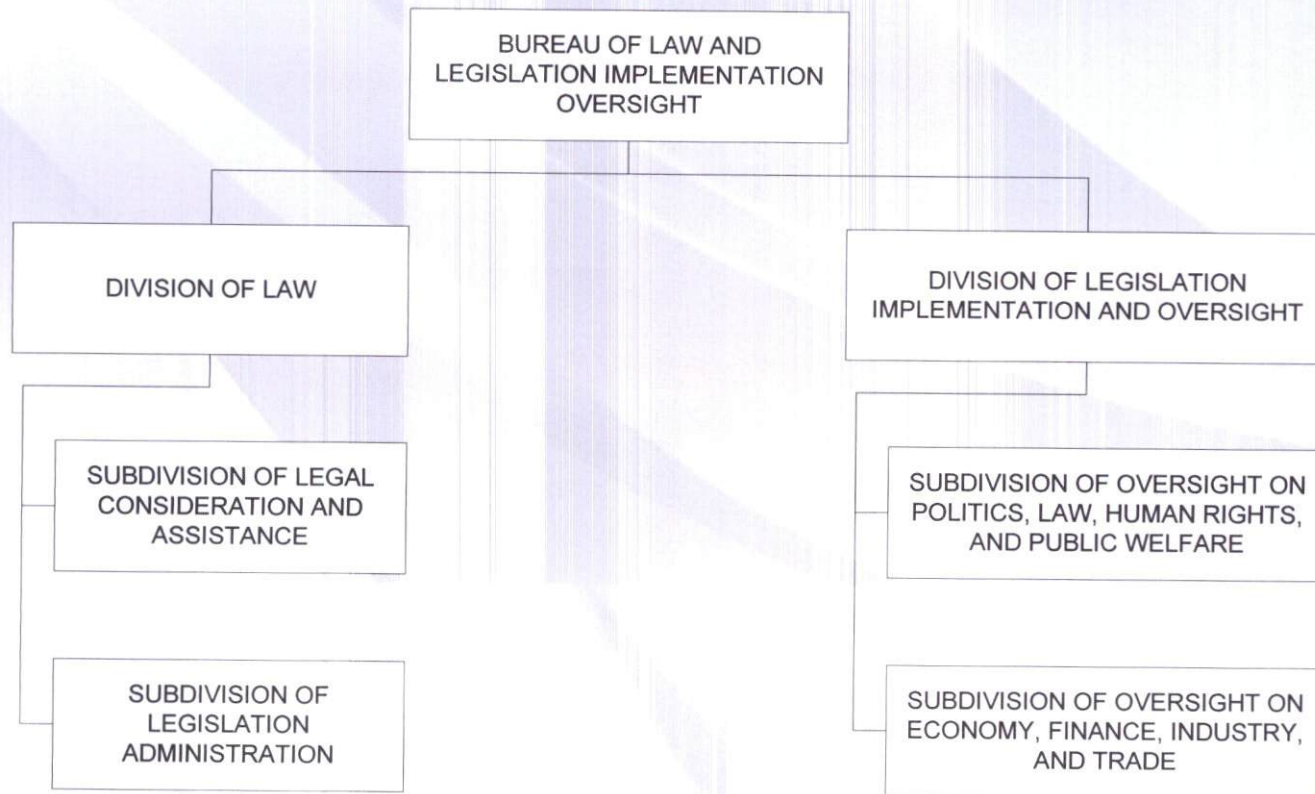


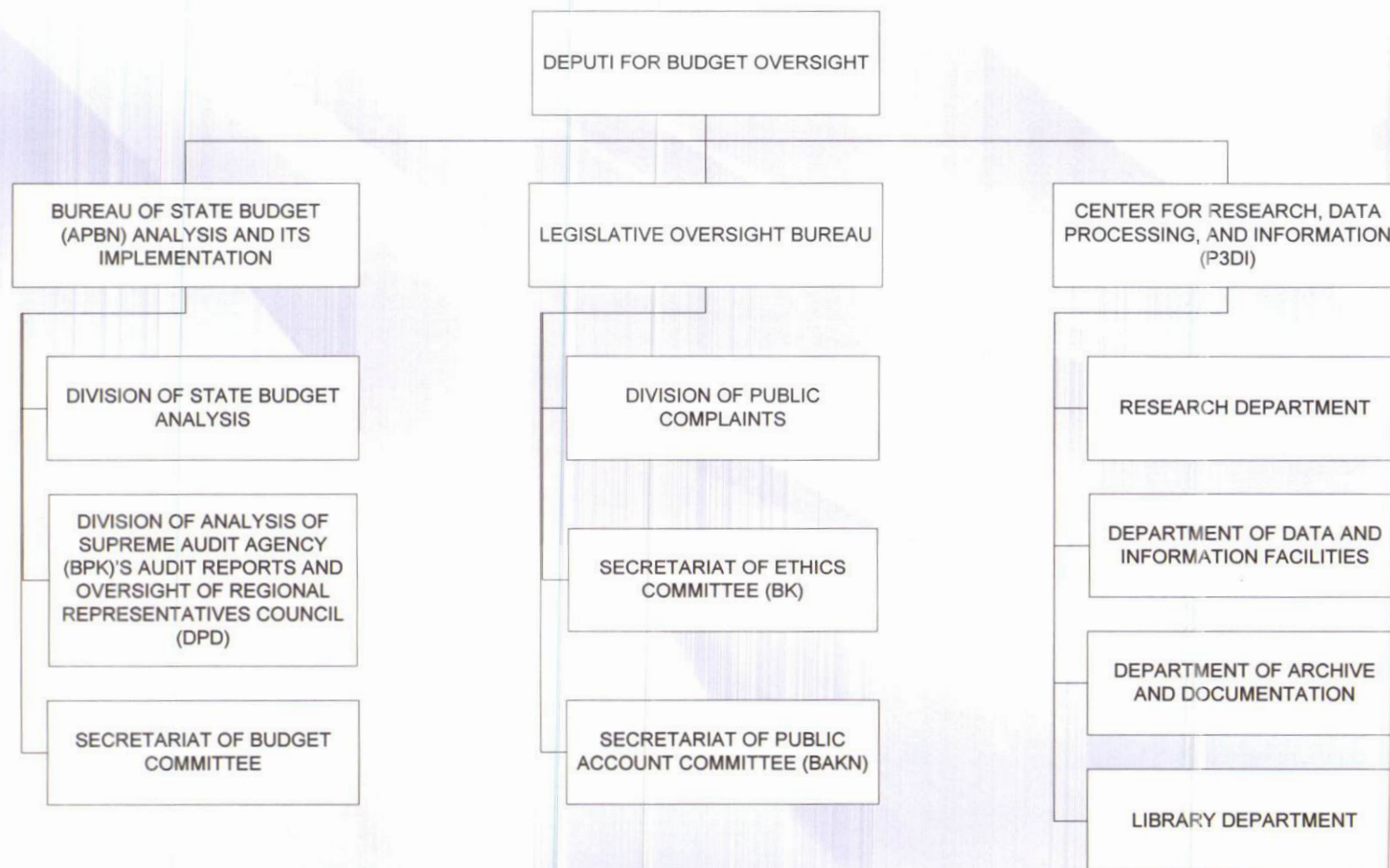












**BUREAU OF STATE BUDGET
(APBN) ANALYSIS AND ITS
IMPLEMENTATION**

**DIVISION OF STATE BUDGET
ANALYSIS**

**SUBDIVISION OF STATE
REVENUES AND BUDGET
FINANCING ANALYSIS**

**SUBDIVISION OF STATE
EXPENDITURES ANALYSIS**

**SUBDIVISION OF MACRO
ECONOMIC POLICY ANALYSIS**

**DIVISION OF ANALYSIS OF
SUPREME AUDIT AGENCY (BPK)'S
AUDIT REPORTS AND OVERSIGHT
OF REGIONAL REPRESENTATIVES
COUNCIL (DPD)**

**SUBDIVISION OF BPK'S AUDIT
REPORT ANALYSIS**

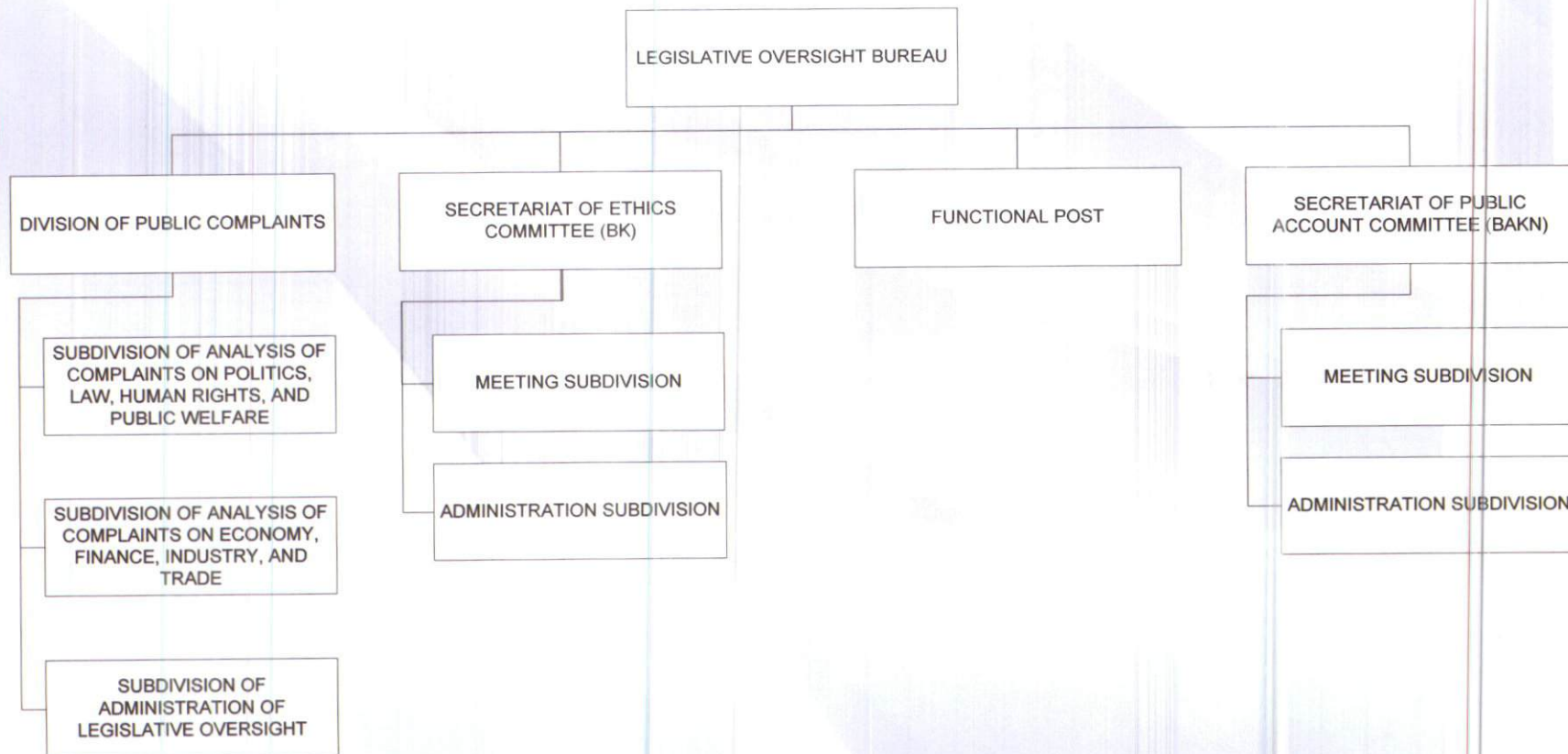
**SUBDIVISION OF DPD'S
OVERSIGHT ANALYSIS**

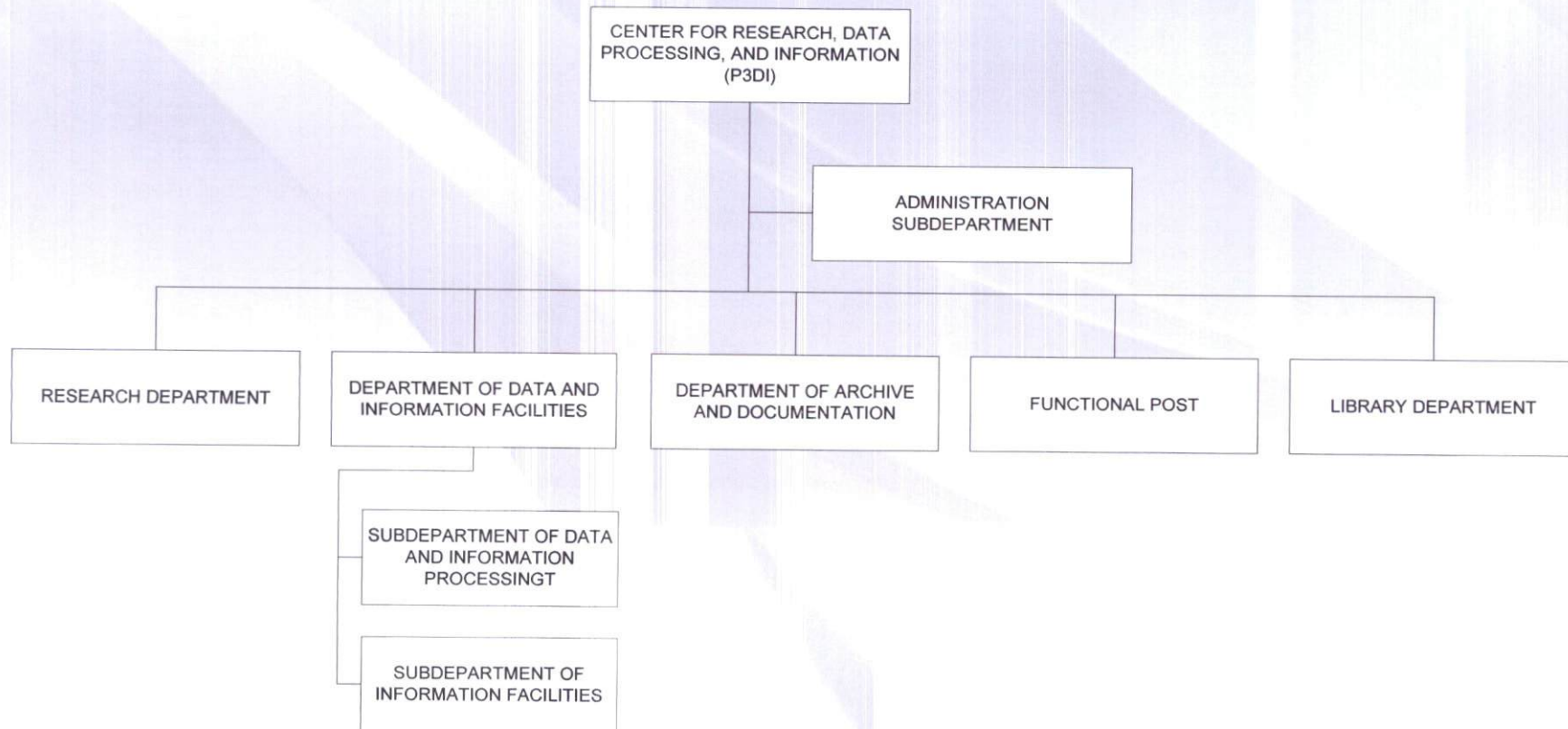
FUNCTIONAL POST

**SECRETARIAT OF THE BUDGET
COMMITTEE**

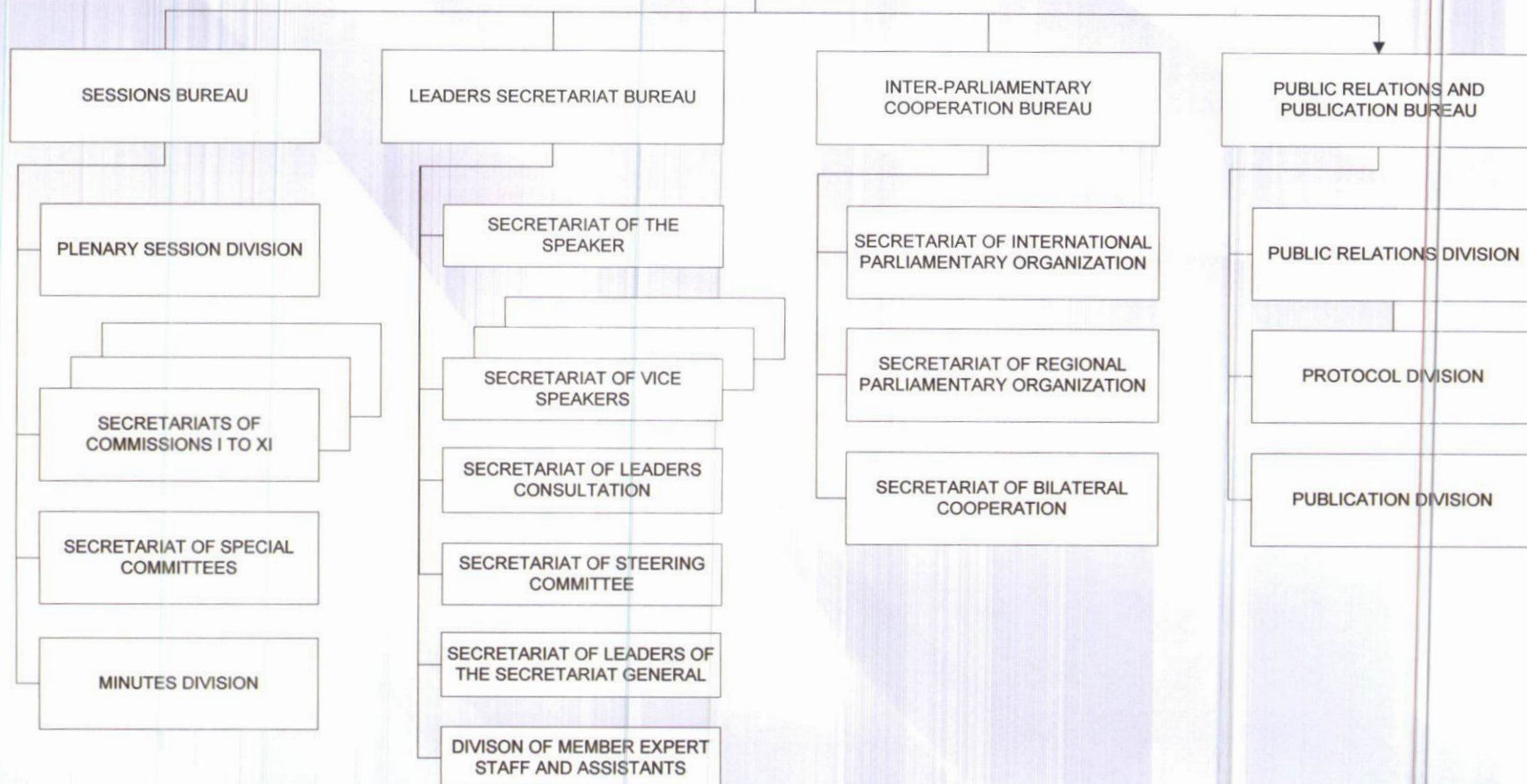
MEETING SUBDIVISION

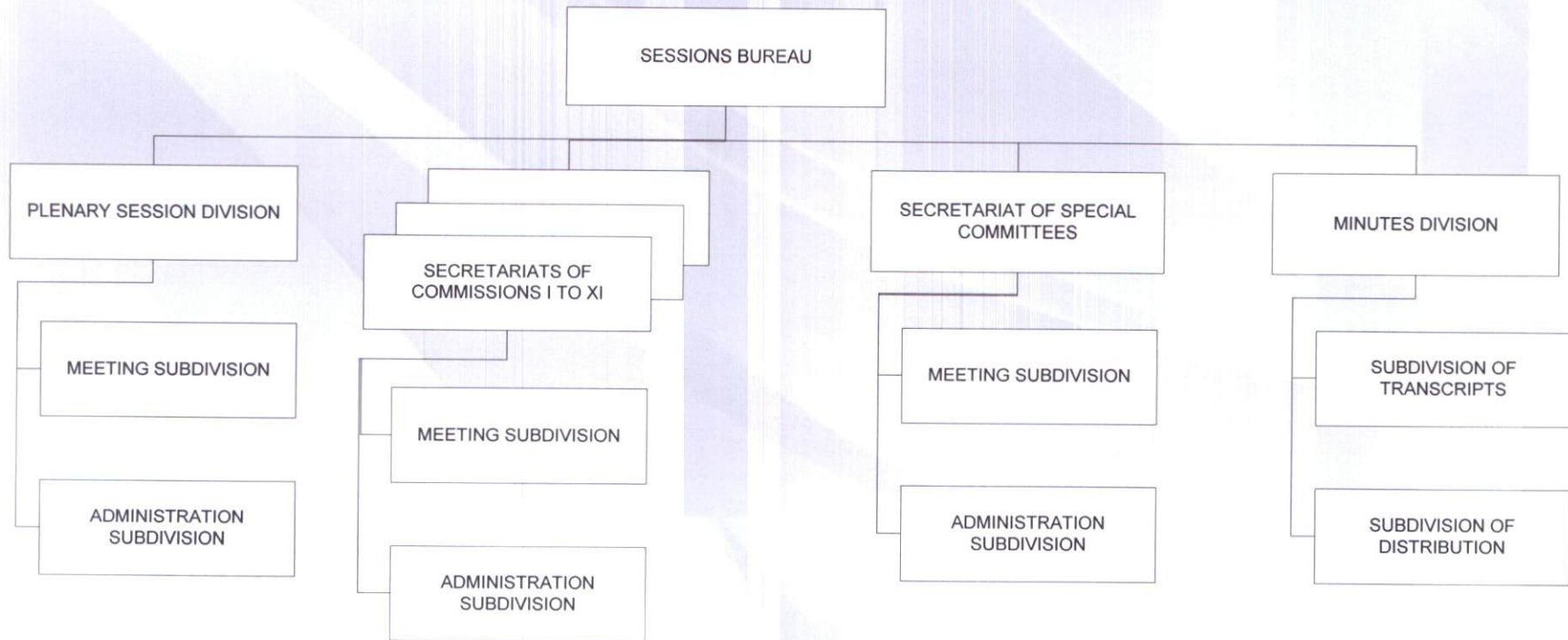
ADMINISTRATION SUBDIVISION

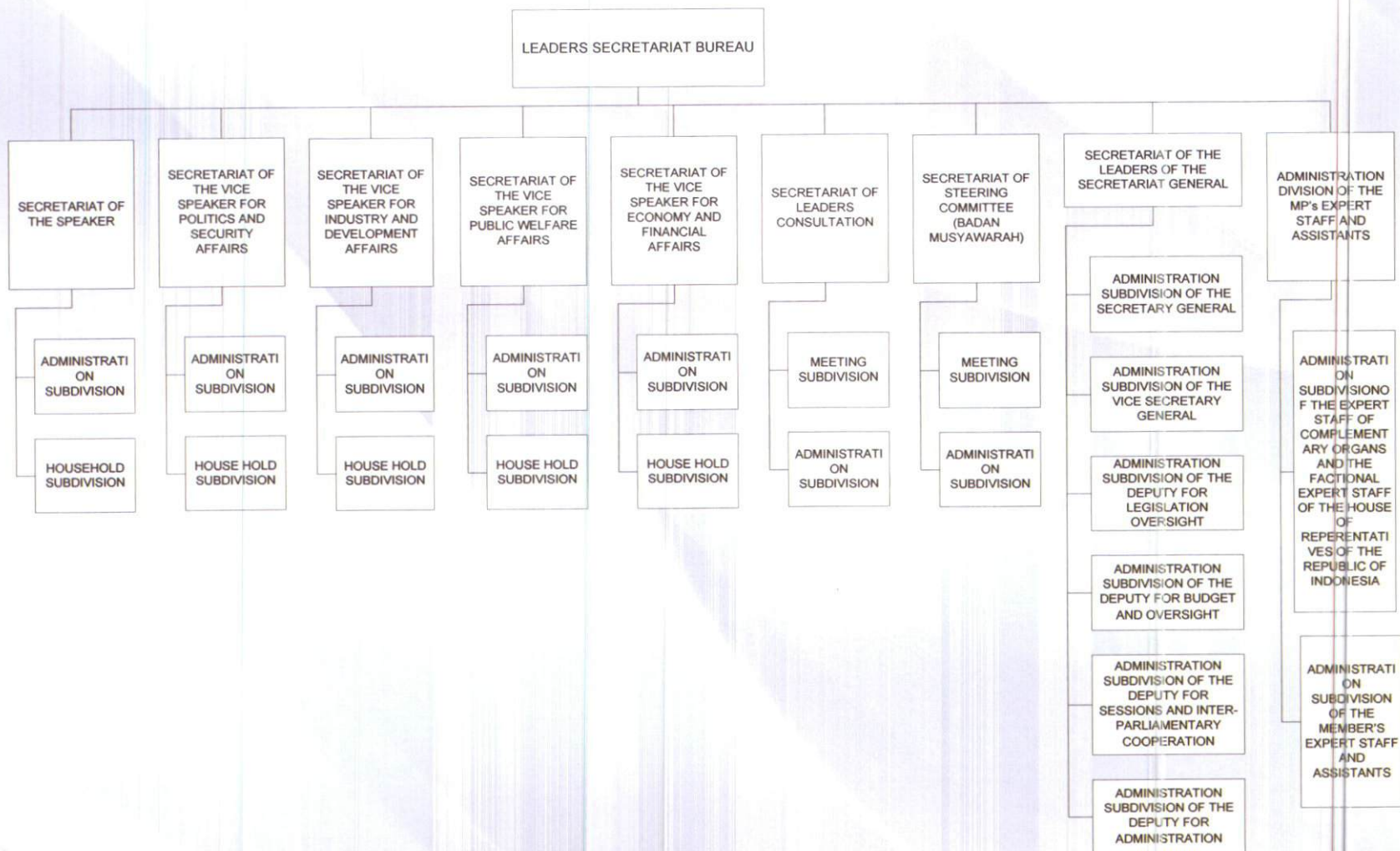


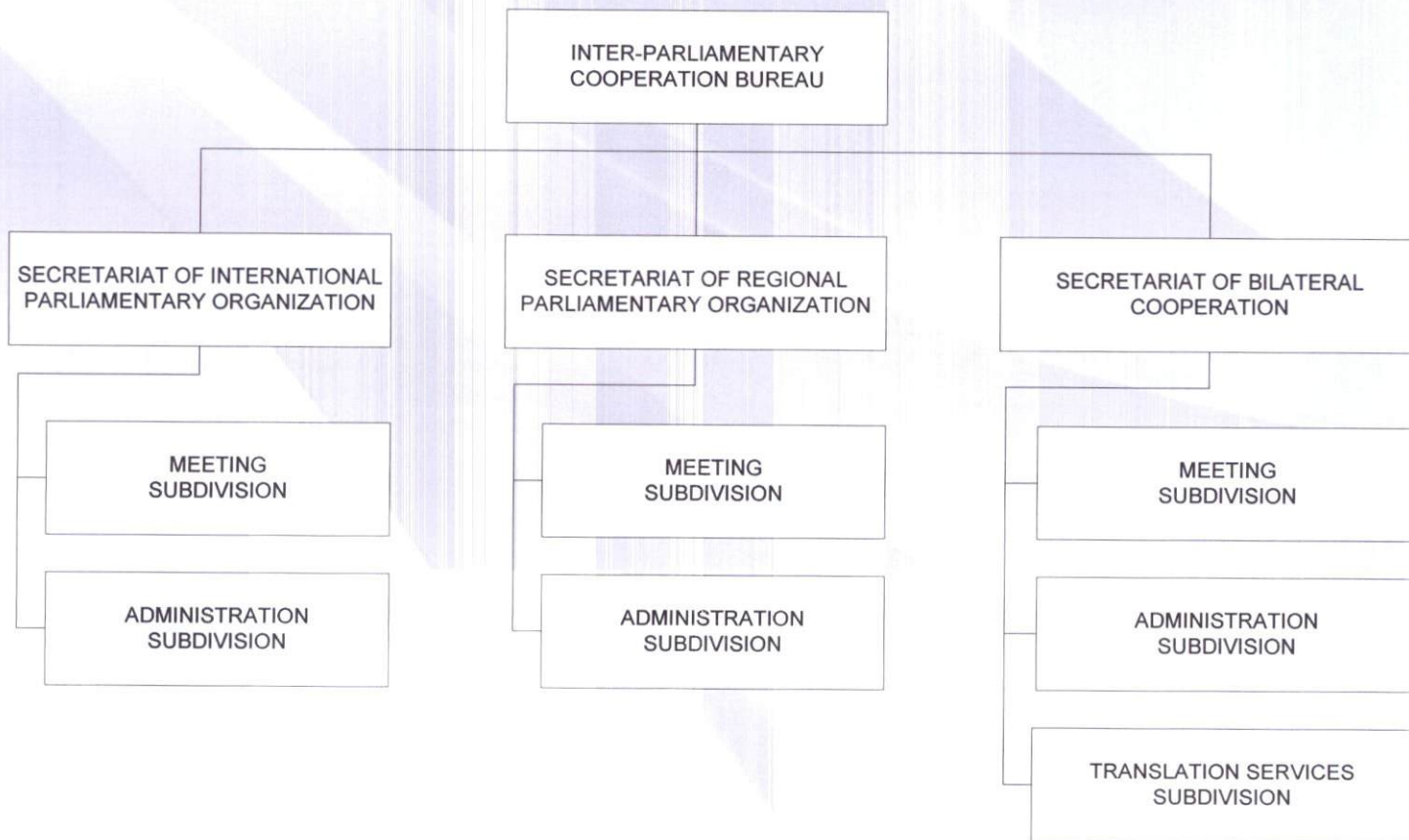


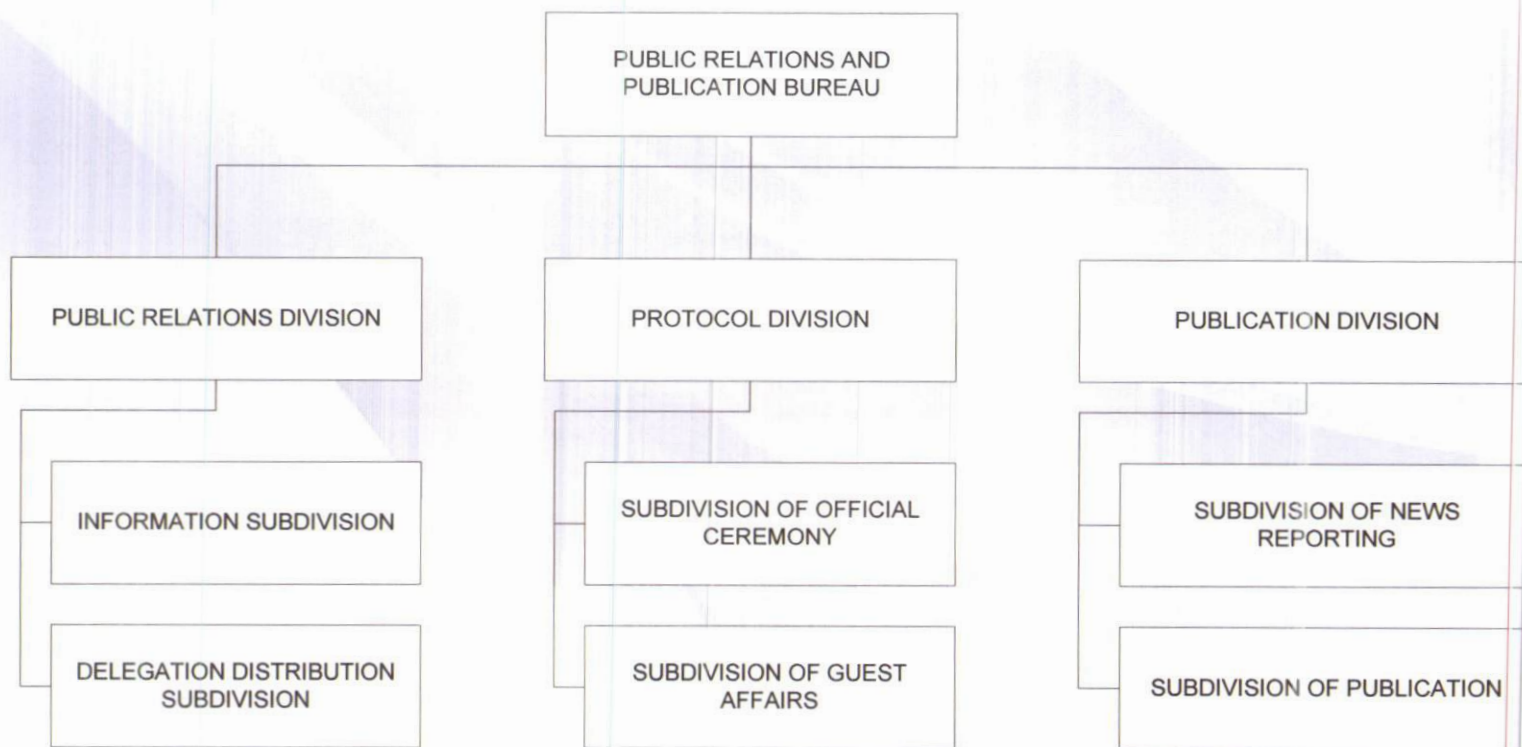
DEPUTY FOR SESSIONS AND
INTER-PARLIAMENTARY
COOPERATION



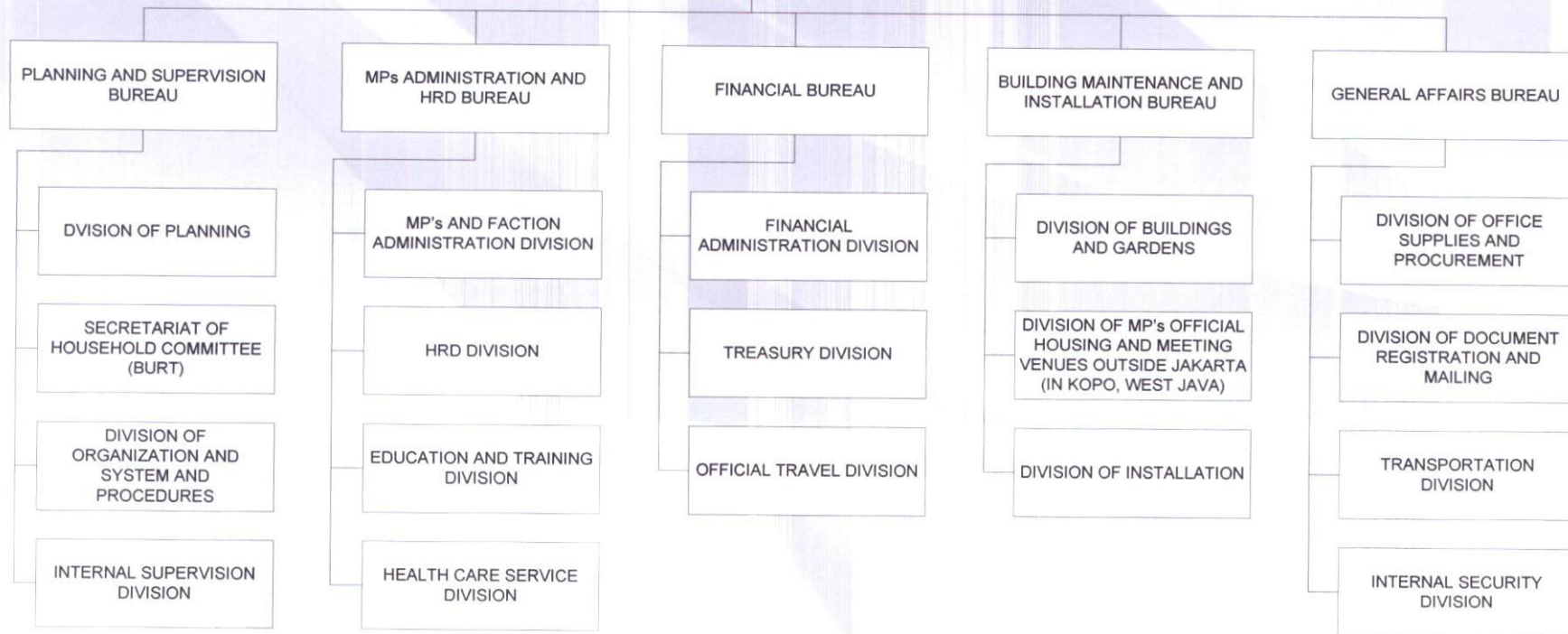


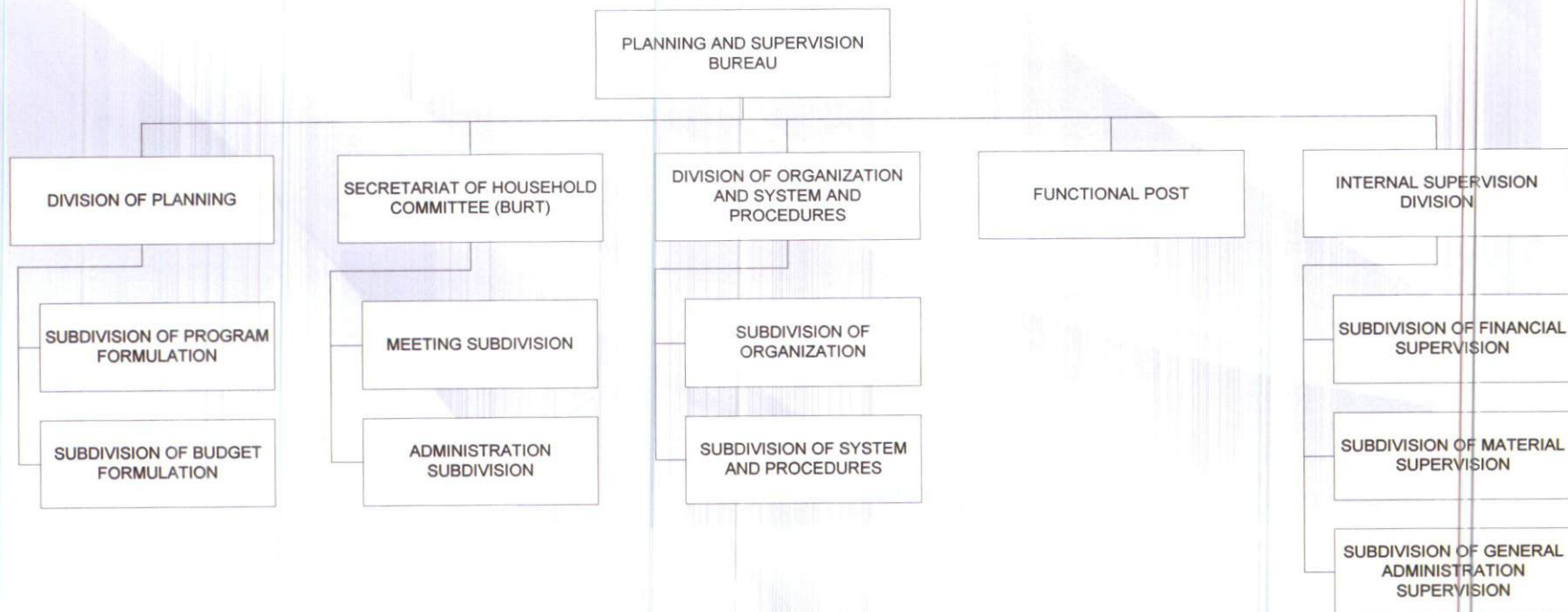


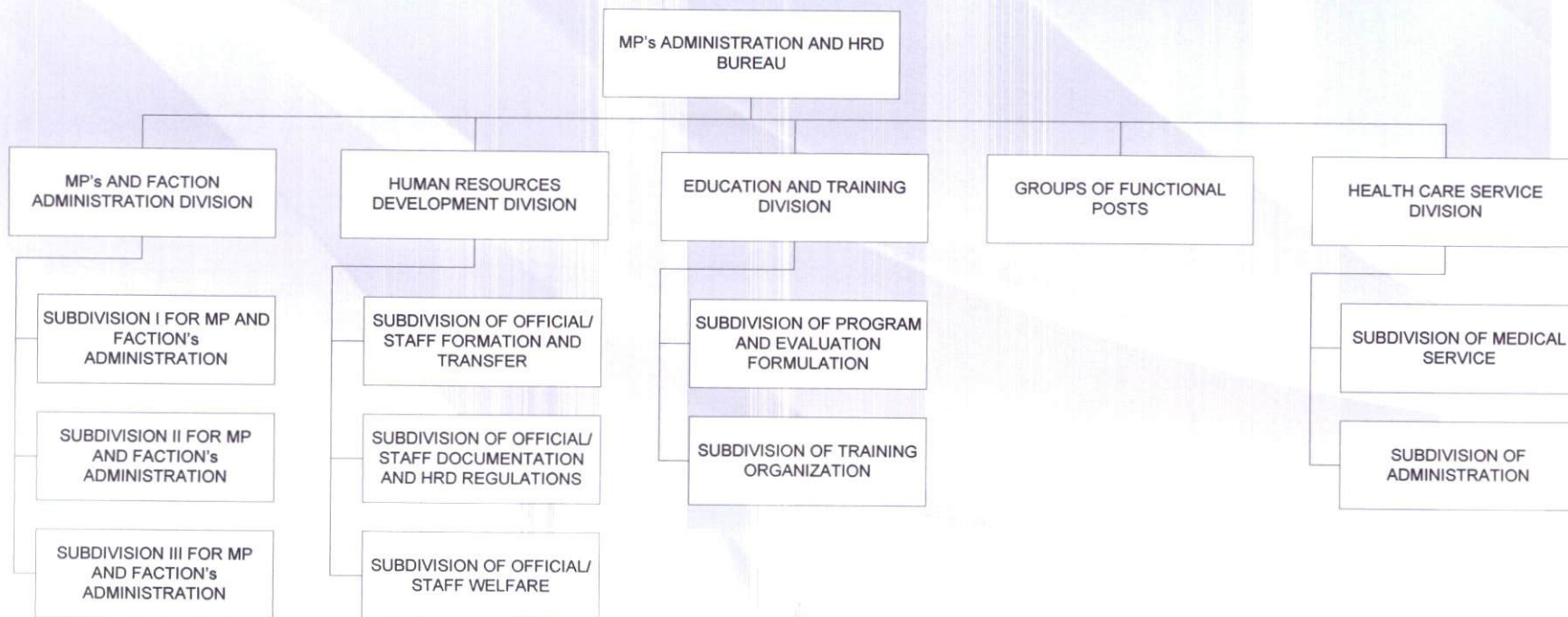


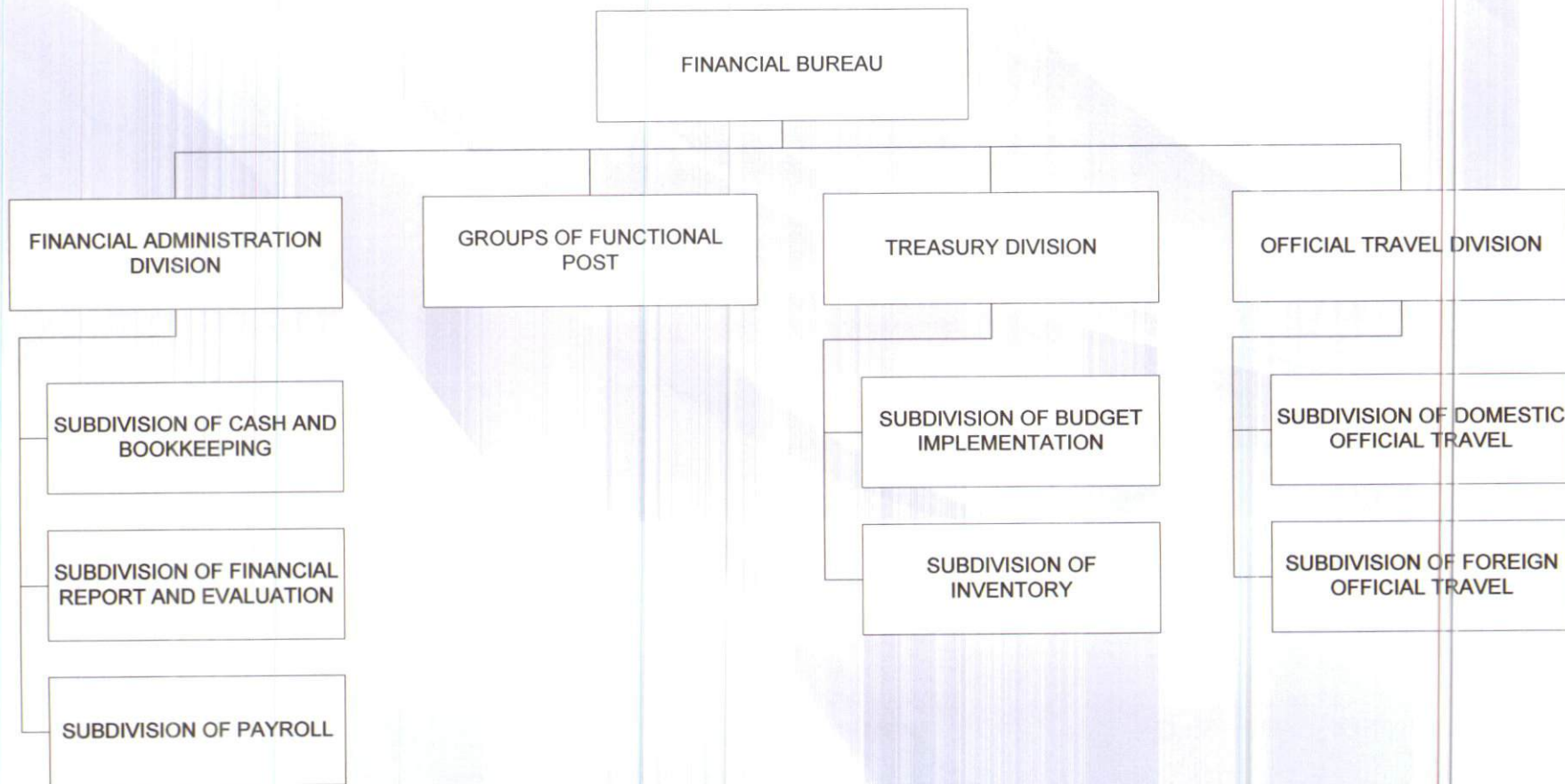


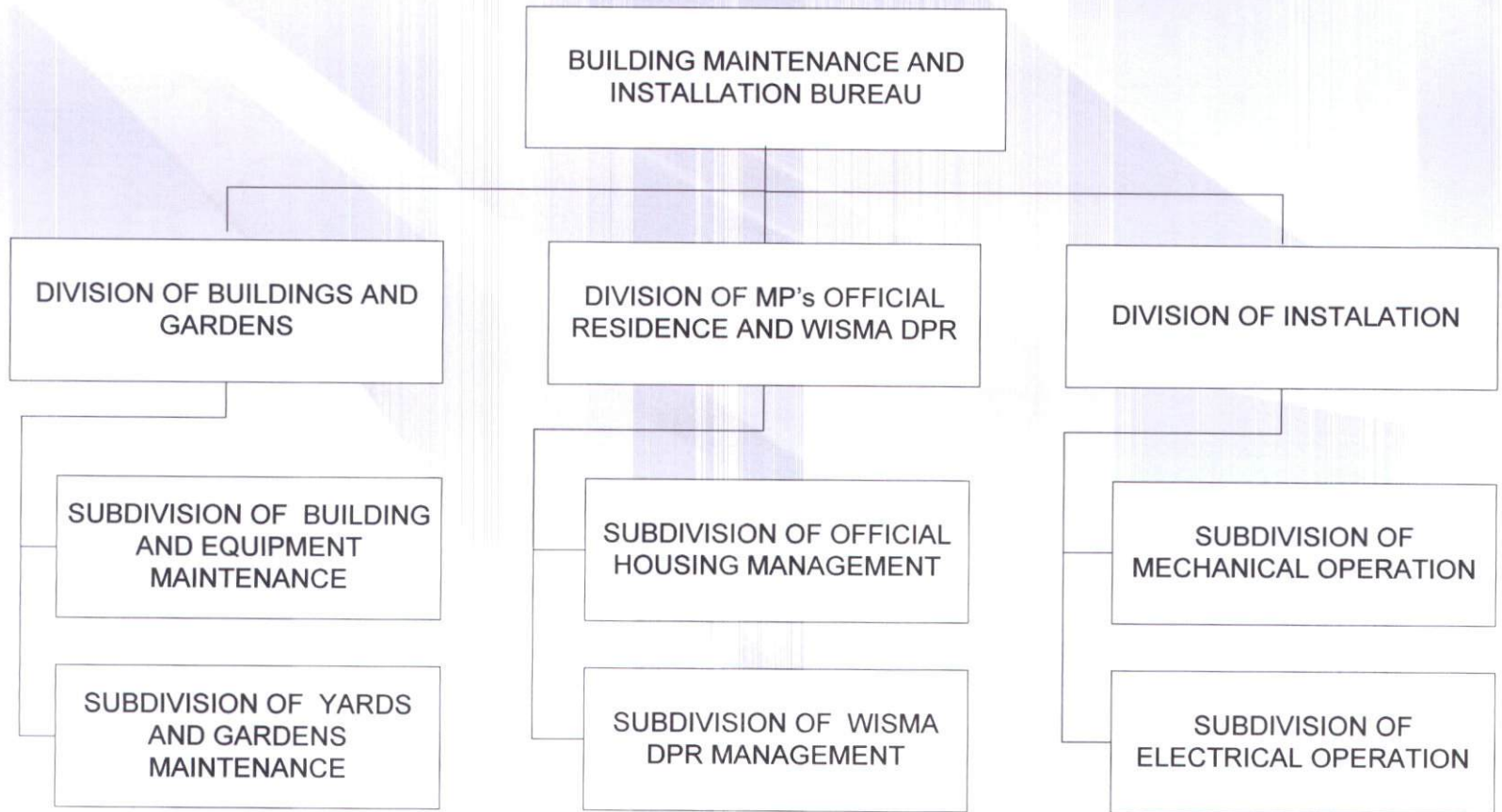
DEPUTY FOR ADMINISTRATION

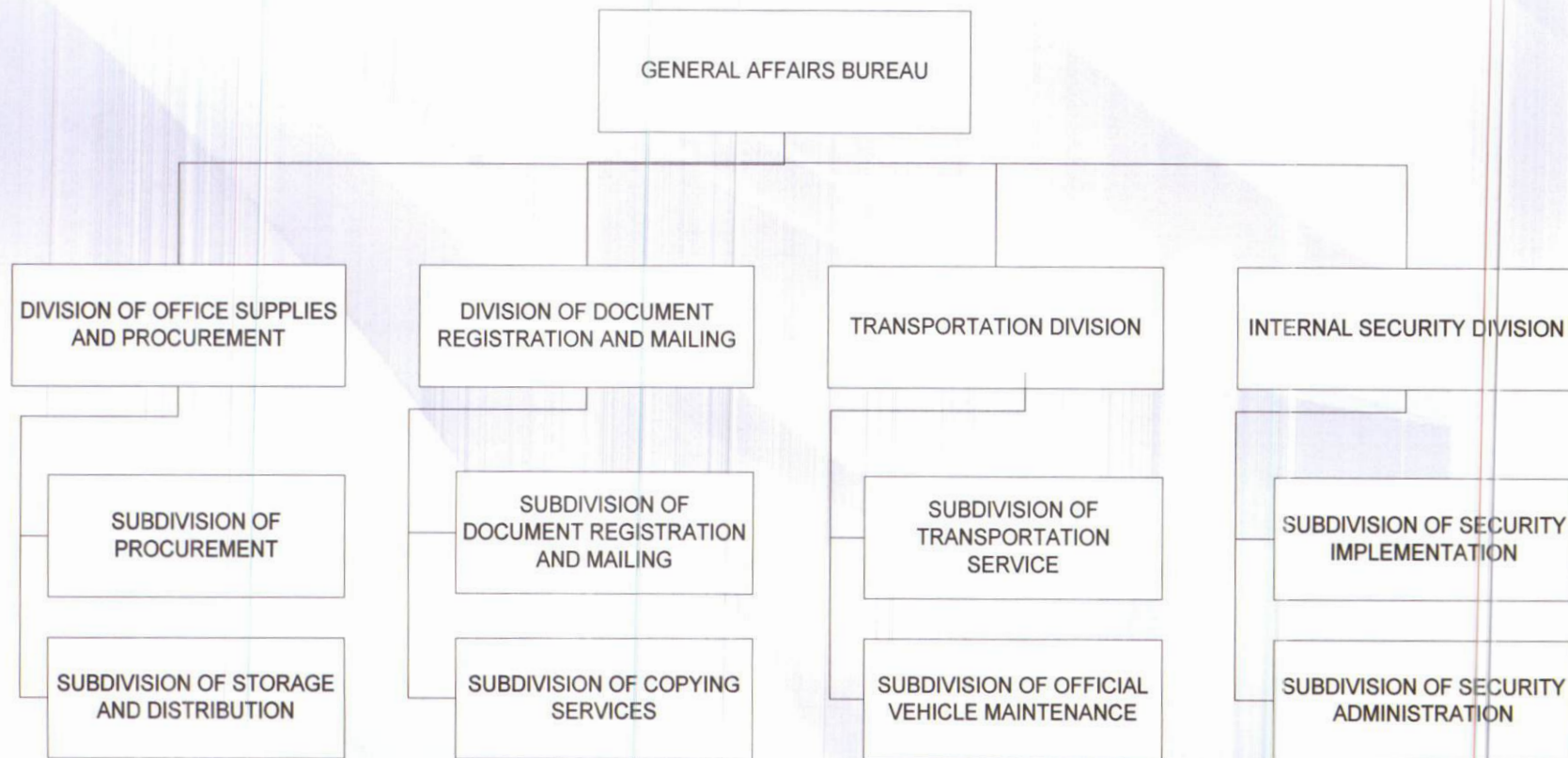












4



Appendices

- 4.a.** REGULATION OF THE SECRETARY GENERAL THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA NUMBER 400/SEKJEN/2005 REGARDING THE ORGANIZATION AND WORK MANAGEMENT OF THE SECRETARIAT GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA
- 4.b.** REGULATION OF THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA NUMBER 03/PER-SEKJEN/2010 REGARDING THE AMENDMENT TO REGULATION OF THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA NUMBER 400/SEKJEN/2005 REGARDING THE ORGANIZATION AND WORK MANAGEMENT OF THE SECRETARIAT GENERAL OF THE HOUSE OF REPRESENTATIVES OF ,THE REPUBLIC OF INDONESIA
- 4.c.** REGULATION OF THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA NUMBER 01/PER-SEKJEN/2011 REGARDING THE SECOND AMENDMENT TO REGULATION OF THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA NUMBER 400/SEKJEN/2005 REGARDING THE ORGANIZATION AND WORK MANAGEMENT OF THE SECRETARIAT GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA AS AMENDED BY REGULATION OF THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA NUMBER 03/PER-SEKJEN/2010
- 4.d.** REGULATION OF THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA NUMBER 03/PER-SEKJEN/2013 REGARDING THE THIRD AMENDMENT TO REGULATION OF THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA NUMBER 400/SEKJEN/2005 REGARDING THE ORGANIZATION AND WORK MANAGEMENT OF THE SECRETARIAT GENERAL OF THE REPUBLIC OF INDONESIA

4.a



**REGULATION OF
THE SECRETARY GENERAL
THE HOUSE OF REPRESENTATIVES OF
THE REPUBLIC OF INDONESIA**

NUMBER 400/SEKJEN/2005

**REGARDING
THE ORGANIZATION AND WORK MANAGEMENT OF
THE SECRETARIAT GENERAL OF
THE HOUSE OF REPRESENTATIVES OF
THE REPUBLIC OF INDONESIA**



**REGULATION OF THE SECRETARY GENERAL OF
THE HOUSE OF REPRESENTATIVES OF
THE REPUBLIC OF INDONESIA**

NUMBER 400/SEKJEN/2005

REGARDING

**THE ORGANIZATION AND WORK MANAGEMENT OF
THE SECRETARIAT GENERAL OF
THE HOUSE OF REPRESENTATIVES OF
THE REPUBLIC OF INDONESIA**

**THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES
OF THE REPUBLIC OF INDONESIA,**

In Consideration of : that in order to implement the Regulation of the President of the Republic Indonesia Number 23 of 2005 regarding the Organization of the Secretariat General of the House of Representatives of the Republic of Indonesia, it is deemed to necessarily stipulate the organization and work management of the Secretariat General of the House of Representatives of the Republic of Indonesia.

In View of : 1. Law Number 22 of 2003 regarding the Structure and Status of the People's Consultative Assembly (MPR), the House of Representatives (DPR), the Regional Representatives Council (DPD), and Regional House of Representative (DPRD);

2. Regulation of the President of the Republic of Indonesia Number 23 of 2005 regarding the Secretariat General of the House of Representatives of the Republic of Indonesia;

3. Decree of the House of Representatives of the Republic of Indonesia Number 15/House of Representatives of the Republic of Indonesia/I/2004-2005 regarding the Rules of Procedures of the House of Representatives of the Republic of Indonesia.

Taking into Account : Approval of the State Minister of State Apparatus Empowerment under the letter Number B/791/M.PAN/4/2005 dated 29 April 2005.

HAS DECIDED:

To Stipulate : **A REGULATION OF THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA REGARDING THE ORGANIZATION AND WORK MANAGEMENT OF THE SECRETARIAT GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA**

CHAPTER I

STATUS, TASKS, FUNCTIONS, AND ORGANIZATIONAL STRUCTURE

Article 1

- (1) The Secretariat General of the House of Representatives of the Republic of Indonesia in carrying out its tasks and functions is under and directly responsible to the Leaders of the House of Representative of the Republic of Indonesia.
- (2) The Secretariat General of the House of Representatives of the Republic of Indonesia is led by a Secretary General.

Article 2

The Secretary General has the task to lead the Secretariat General of the House of Representatives of the Republic of Indonesia in accordance with its principal tasks, to maintain all the organizational units existing in the Secretariat General of the House of Representatives of the Republic of Indonesia in order to make them efficient and effective, to determine the policy for the implementation of activities of the Secretariat General of the House of Representatives of the Republic of Indonesia, and to maintain and carry out cooperative relationships with any other institutions/agencies beyond the Secretariat General of the House of Representatives of the Republic of Indonesia.

Article 3

- (1) In carrying out his/her tasks, the Secretary General is assisted by a Vice Secretary General.
- (2) The Vice Secretary General has the task to assist the Secretary General to coordinate the implementation of the Secretariat General's activities and any other activities assigned by the Secretary General.
- (3) In case the Secretary General is not able to carry out his or her tasks, then the Vice Secretary General shall represent the Secretary General.

Article 4

The Secretariat General consists of:

- a. Deputy for Legislation;
- b. Deputy for Budget and Oversight;
- c. Deputy for Sessions and Inter-Parliamentary Cooperation;
- d. Deputy for Administration.

CHAPTER II DEPUTY FOR LEGISLATION

Article 5

The Deputy for Legislation has the tasks to provide technical, administrative and expertise support in the field of laws and regulations in order to strengthen the implementation of the tasks and functions of the House of Representatives of the Republic of Indonesia in the field of legislation.

Article 6

To carry out the tasks as referred to in Article 5, the Deputy for Legislation has some functions, namely:

- a. provision of technical, administrative and expertise support in the field of laws and regulations to any complementary organs of the House of Representatives of the Republic of Indonesia responsible in the field of legislation;
- b. provision of technical, administrative and expertise recommendations and considerations on legislation to any complementary organs of the House of Representatives of the Republic of Indonesia responsible in the field of legislation.

Article 7

The Deputy for Legislation consists of:

- a. Bureau of Legislation on Politics, Law, Human Rights, and Public Welfare;
- b. Bureau of Legislation on Economy, Finance, Industry, and Trade;
- c. Bureau of Law and Legislation Implementation Oversight.

Part One

Bureau of Legislation on Politics, Law, Human Rights, and Public Welfare

Article 8

The Bureau of Legislation on Politics, Law, Human Rights, and Public Welfare has the task to analyze the preparation and presentation of bills in the fields of Politics, Law, Human Rights, and Public Welfare.

Article 9

To conduct the tasks as referred to in Article 8, the Bureau of Legislation on Politics, Law, Human Rights, and Public Welfare has some functions, namely:

- a. carrying out analysis of the preparation and presentation of Bills on Politics, Law, and Human Rights;
- b. carrying out of analysis of the preparation and presentation of Bills on Public Welfare.

Article 10

The Bureau of Legislation on Politics, Law, Human Rights, and Public Welfare consists of:

- a. Division of Legislation on Politics, Law, and Human Rights;

- b. Division of Legislation on Public Welfare;
- c. Functional Post.

Article 11

The Division of Legislation on Politics, Law, and Human Rights has the task to analyze the drafting bills on politics, law, and human rights.

Article 12

To implement the tasks as referred to in Article 11, the Division of Legislation on Politics, Law, and Human Rights has some functions, namely:

- a. analysis of bills on politics, law, and human rights;
- b. implementation of the administration of drafting of bills on politics, law, and human rights.

Article 13

The Division of Legislation on Politics, Law, and Human Rights consists of:

- a. Subdivision of Bill Drafting Analysis;
- b. Subdivision of Administration.

Article 14

- (1) The Subdivision of Bill Drafting Analysis has the task to analyze the drafting of bills on politics, law, and human rights;
- (2) The Subdivision of Administration has the tasks to administer the drafting of bills on politics, law, and human rights, and the administration of functional staff.

Article 15

The Division of Legislation on Public Welfare has the task to analyze the drafting of bills on public welfare.

Article 16

To implement the tasks as referred to in Article 15, the Division of Legislation on Public Welfare has some functions, namely:

- a. analysis of drafting of bills on public welfare;
- b. implementation of the administration of drafting of bills on public welfare.

Article 17

The Division of Legislation on Public Welfare consists of:

- a. Subdivision of Bill Drafting Analysis;
- b. Subdivision of Administration.

Article 18

- (1) The Subdivision of Bill Drafting Analysis has the task to analyze the drafting of bills on Public Welfare.
- (2) The Subdivision of Administration has the task to administer the drafting of bills on public welfare and functional staff.

Part Two

Bureau of Legislation on Economy, Finance, Industry, and Trade

Article 19

The Bureau of Legislation on Economy, Finance, Industry, and Trade has the tasks to analyze the preparation and presentation of bills on economy, finance, industry, and trade, and for activities in the field of legislation.

Article 20

To conduct the tasks as referred to in Article 19, the Bureau of Legislation on Economy, Finance, Industry, and Trade has some functions, namely:

- a. carrying out analysis of the preparation and presentation of bills on economy and finance;
- b. carrying out analysis of the preparation and presentation of bills on industry and trade;
- c. organizing of the meeting and administration services of the Legislation Committee (Badan Legislasi).

Article 21

The Bureau of Legislation on Economy, Finance, Industry, and Trade consists of:

- a. Division of Legislation on Economy and Finance;
- b. Division of Legislation on Industry and Trade;
- c. Secretariat of Badan Legislasi;
- d. Functional Post.

Article 22

The Division of Legislation on Economy and Finance has the task to analyze the drafting of bills on economy and finance.

Article 23

To conduct the tasks as referred to in Article 22, the Division of Legislation on Economy and Finance has some functions, namely:

- a. analysis of drafting of bills on economy and finance;
- b. implementation of the administration of drafting of bills on economy and finance.

Article 24

The Division of Legislation on Economy and Finance consists of:

- a. Subdivision of Bill Drafting Analysis;
- b. Subdivision of Administration.

Article 25

- (1) The Subdivision of Bill Drafting Analysis has the task to analyze the drafting of bills on economy and finance.
- (2) The Subdivision of Administration has the task to carry out the administration of the drafting of bills on economy and finance, and the administration of functional staff.

Article 26

The Division of Legislation on Industry and Trade has the task analyze the drafting of bills on industry and trade.

Article 27

To conduct the tasks as referred to in Article 26, the Division of Legislation on Industry and Trade has some functions, namely:

- a. analysis of the drafting of bills on industry and trade;
- b. implementation of the administration of the drafting of bills on industry and trade.

Article 28

The Division of Legislation on Industry and Trade consists of:

- a. Subdivision of Bill Drafting Analysis;
- b. Subdivision of Administration.

Article 29

- (1) The Subdivision of Bill Drafting Analysis has the task to carry out an analysis of the drafting of bills on industry and trade;
- (2) The Subdivision of Administration has the task to carry out the administration of the drafting of bills on industry and trade, and the administration of functional staff.

Article 30

The Secretariat of Badan Legislasi has the tasks to organizing meeting and administration services of Badan Legislasi.

Article 31

To carry out the tasks as referred to in Article 30, the Secretariat of Badan Legislasi has some functions, namely:

- a. meeting services of Badan Legislasi;
- b. administration services of Badan Legislasi.

Article 32

The Secretariat of Badan Legislasi consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 33

- (1) The Meeting Subdivision has the task to carry out the meeting services of Badan Legislasi.
- (2) The Administration Subdivision has the task to carry out the administration services of Badan Legislasi.

Part Three

Bureau of Law and Legislation Implementation Oversight

Article 34

The Bureau of Law and Legislation Implementation Oversight has the tasks to provide legal assistance and oversight, analysis, and evaluation of the implementation of legislation on politics, law, human rights, public welfare, economy, finance, industry, and trade.

Article 35

To carry out the tasks as referred to in Article 34, the Bureau of Law and Legislation Implementation Oversight has some functions, namely:

- a. provision of any matters related to legal consideration and assistance;
- b. oversight of the implementation of legislation on politics, law, human rights, public welfare, economy, finance, industry, and trade.

Article 36

The Bureau of Law and Legislation Implementation Oversight consists of:

- a. Division of Law;
- b. Division of Legislation Implementation Oversight;

Article 37

The Division of Law has the task to carry out the provision of any matters related to legal consideration and assistance, and the administration of legislation.

Article 38

To conduct the tasks as referred to in Article 37, the Division of Law has some functions, namely:

- a. provision of legal considerations and assistance for the House of Representatives of the Republic of Indonesia and the Secretariat General;
- b. implementation of administration activities on legislation.

Article 39

The Division of Law consists of:

- a. Subdivision of Legal Consideration and Assistance;
- b. Subdivision of Legislation Administration.

Article 40

- (1) The Subdivision of Legal Consideration and Assistance has the task to provide legal consideration and assistance to the House of Representatives of the Republic of Indonesia and the Secretariat General.
- (2) The Subdivision of Legislation Administration has the task to carry out the legislation administration activities.

Article 41

The Division of Legislation Implementation Oversight has the tasks to carry out analysis and evaluation activities on the implementation of

legislation on of politics, law, human rights, public welfare, economy, finance, industry, and trade.

Article 42

To conduct the tasks as referred to in Article 41, the Division of Legislation Implementation Oversight has some functions, namely:

- a. implementation of the administration and formulation of the oversight program, analysis, and evaluation on the implementation of legislation on politics, law, human rights, and public welfare;
- b. implementation of the administration and formulation of the oversight program, analysis, and evaluation on the implementation of legislation on economy, finance, industry and trade.

Article 43

The Division of Legislation Implementation Oversight consists of:

- a. Subdivision of Oversight on Politics, Law, Human Rights, and Public Welfare;
- b. Subdivision of Oversight on Economy, Finance, Industry, and Trade.

Article 44

- (1) The Subdivision of Oversight on Politics, Law, Human Rights, and Public Welfare has the tasks to carry out the administration and formulation of the oversight program, analysis, and evaluation on the implementation of legislation on politics, law, human rights, and public welfare.
- (2) The Subdivision of Oversight on Economy, Finance, Industry, and Trade has the task to carry out the administration and formulation of the oversight program, analysis, and evaluation on the implementation of legislation on economy, finance, industry, and trade.

CHAPTER III DEPUTY FOR BUDGET AND OVERSIGHT

Article 45

The Deputy for Budget and Oversight has the tasks to provide technical, administrative, and expertise support to strengthen the implementation of the tasks and functions of the House of Representatives of the Republic of Indonesia in the fields of budget and oversight.

Article 46

To conduct the tasks as referred to in Article 45, the Deputy for Budget and Oversight has some functions, namely:

- a. provision of technical, administrative, and expertise support on budget and oversight to the House of Representatives of the Republic of Indonesia;
- b. provision of technical, administrative, and expertise suggestions and consideration on budget and oversight to the House of Representatives of the Republic of Indonesia.

Article 47

The Deputy for Budget and Oversight consists of:

- a. Bureau of State Budget (APBN) Analysis and its Implementation;
- b. Legislative Oversight Bureau;
- c. Center for Research, Data Processing, and Information (P3DI).

Part One

Bureau of State Budget (APBN) Analysis and its Implementation

Article 48

The Bureau of State Budget (APBN) Analysis and its Implementation has the tasks to analyze the preparation and presentation of the State Budget Draft, the implementation of the State Budget, and the administration of the budget committee (Panitia Anggaran).

Article 49

To conduct the tasks as referred to in Article 48, the Bureau of State Budget (APBN) Analysis and its Implementation has some functions, namely:

- a. provision of analysis of the preparation and presentation of the Draft State Budget, a report on the State Budget implementation as input to the House of Representatives of the Republic of Indonesia;
- b. provision of analysis of the Supreme Audit Agency's (BPK) Audit Reports and the Regional Representatives Council's (DPD) oversight;
- c. provision of meeting and administration services of Panitia Anggaran.

Article 50

The Bureau of State Budget (APBN) Analysis and its Implementation consists of:

- a. Division of State Budget Analysis;
- b. Division of Analysis of the BPK's Audit Reports and the DPD's Oversight;
- c. Secretariat of Panitia Anggaran;
- d. Functional Post.

Article 51

The Division of State Budget Analysis has the tasks to analyze the preparation and presentation of the State Budget Draft, and a report on State Budget implementation as inputs to the House of Representatives of the Republic of Indonesia.

Article 52

To conduct the tasks as referred to in Article 51, the Division of State Budget Analysis has some functions, namely:

- a. analysis of state revenues and budget financing;
- b. analysis of state expenditures and making of a report on State Budget implementation;
- c. analysis of macro-economic policy.

Article 53

The Division of State Budget Analysis consists of:

- a. Subdivision of State Revenues and Budget Financing Analysis;
- b. Subdivision of State Expenditures Analysis;
- c. Subdivision of Macro-Economic Policy Analysis.

Article 54

- (1) The Subdivision of State Revenues and Budget Financing Analysis has the tasks to analyze tax revenues, non-tax revenues, and budget financing;
- (2) The Subdivision of State Expenditures Analysis has the tasks to analyze budget expenses and balancing funds, and to make a report on State Budget implementation;
- (3) The Subdivision of Macro-Economic Policy Analysis has the task to analyze monetary affairs and the balance of payments, as well as to analyze the real sector.

Article 55

The Division of Analysis of the BPK's Audit Reports and the DPD's Oversight has the task to analyze the BPK's audit reports and the findings of the DPD's oversight.

Article 56

To conduct the tasks as referred to in Article 55, the Division of Analysis of the BPK's Audit Reports and the DPD's Oversight has some functions, namely:

- a. analysis of the BPK's audit reports;
- b. analysis of the DPD's oversight findings.

Article 57

The Division of Analysis of the BPK's Audit Reports and the DPD's Oversight consists of:

- a. Subdivision of BPK's Audit Reports Analysis;
- b. Subdivision of DPD's Supervision Analysis.

Article 58

- (1) The Subdivision of BPK's Audit Reports Analysis has the task to analyze the BPK's audit reports.
- (2) The Subdivision of DPD's Supervision Analysis has the task to analyze the findings of the DPD's oversight.

Article 59

The Secretariat of Panitia Anggaran has the tasks to carry out the meeting and administration services of Panitia Anggaran.

Article 60

To conduct the tasks as referred to in Article 59, the Secretariat of Panitia Anggaran has some functions, namely:

- a. provision of meeting services for Panitia Anggaran;
- b. provision of administration services for Panitia Anggaran.

Article 61

The Secretariat of Panitia Anggaran consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 62

- (1) The Meeting Subdivision has the task to carry out meeting services of Panitia Anggaran.
- (2) The Administration Subdivision has the task to carry out the administration of Panitia Anggaran.

Part Two

Legislative Oversight Bureau

Article 63

The Legislative Oversight Bureau has the tasks to analyze the public's letters of complaint submitted to the House of Representatives of the Republic of Indonesia and the administration of Ethics Committee (Badan Kehormatan).

Article 64

To conduct the tasks as referred to in Article 63, the Legislative Supervision Bureau has some functions, namely:

- a. provision of analysis of the public's letters of complaint submitted to the House of Representatives of the Republic of Indonesia and the administration of legislative supervision;
- b. provision of meeting and administration services for Badan Kehormatan;

Article 65

The Legislative Supervision Bureau consists of:

- a. Division of Public Complaints;
- b. Secretariat of Badan Kehormatan;

Article 66

The Division of Public Complaints has the tasks to analyze the public's letters of complaint and problems submitted to the House of Representatives of the Republic of Indonesia and conduct the administration services of legislative oversight.

Article 67

To conduct the tasks as referred to in Article 66, the Division of Public Complaints has some functions, namely:

- a. analysis of the public's letters of complaint on politics, law, human rights, and public welfare;

- b. analysis of the public's letters of complaint on economy, finance, industry, and trade;
- c. implementation of administration of legislative oversight.

Article 68

The Division of Public Complaints consists of:

- a. Subdivision of Analysis of Complaints on Politics, Law, Human Rights, and Public Welfare;
- b. Subdivision of Analysis of Complaints on Economy, Finance, Industry, and Trade;
- c. Subdivision of Administration of Legislative Oversight.

Article 69

- (1) The Subdivision of Analysis of Complaints on Politics, Law, Human Rights, and Public Welfare has the task to analyze public complaints on politics, law, human rights, and public welfare;
- (2) The Subdivision of Analysis of Complaints on Economy, Finance, Industry, and Trade has the task to analyze public complaints on economy, finance, industry, and trade;
- (3) The Subdivision of Administration of Legislative Oversight has the task to carry out the administration services of legislative oversight of the House of Representatives.

Article 70

The Secretariat of Badan Kehormatan has the tasks to carry out the meeting and administration services of the Badan Kehormatan.

Article 71

To conduct the tasks as referred to in Article 70, the Secretariat of Badan Kehormatan has some functions, namely:

- a. provision of meeting services for Badan Kehormatan;
- b. provision of administration services for Badan Kehormatan.

Article 72

The Secretariat of Badan Kehormatan consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 73

- (1) The Meeting Subdivision has the task to carry out meeting services for Badan Kehormatan.

- (2) The Administration Subdivision has the task to carry out administration services for Badan Kehormatan.

Part Three

Center for Research, Data Processing, and Information

Article 74

The Center for Research, Data Processing, and Information (P3DI) has the tasks to carry out research and to provide processing of data and information on the development of the House of Representatives of the Republic of Indonesia.

Article 75

To conduct the tasks as referred to in Article 74, the P3DI has some functions, namely:

- a. provision of research and analysis of the latest and updated situation and progress of parliamentary affairs;
- b. provision of data processing and information facilities;
- c. provision of archives and documentation.
- d. provision of library organization and management.

Article 76

The P3DI consists of:

- a. Research Department;
- b. Department of Data and Information Facilities;
- c. Department of Archive and Documentation;
- d. Library Department;
- e. Administration Subdepartment;
- f. Functional Post.

Article 77

The Research Department has the tasks to carry out research and analyses on the updated and latest parliamentary situations and progress.

Article 78

The Department of Data and Information Facilities has the tasks to manage the data and information processing, and the maintenance and development of computer network system.

Article 79

To conduct the tasks as referred to in Article 78, the Department of Data and Information Facilities has some functions, namely:

- a. provision of data and information processing through computer networks;
- b. maintenance and development of the computer network system;

Article 80

The Department of Data and Information Facilities consists of:

- a. Subdepartment of Data and Information Processing;
- b. Subdepartment of Information Facilities.

Article 81

- (1) The Subdepartment of Data and Information Processing has the task to carry out data and information processing;
- (2) The Subdepartment of Information Facilities has the tasks to manage and develop the computer network systems.

Article 82

The Department of Archives and Documentation has the tasks to carry out the archiving and documenting activities of parliamentary development history.

Article 83

The Library Department has the task to carry out library management.

Article 84

To conduct the tasks as referred to in Article 83, the Library Department has some functions, namely:

- a. procurement and maintenance of library materials;
- b. provision of library services.

Article 85

The Administration Subdepartment has the tasks to carry out the administration of P3DI and the administration of functional officials.

CHAPTER IV
DEPUTY FOR SESSIONS AND
INTER-PARLIAMENTARY COOPERATION

Article 86

The Deputy for Sessions and Inter-Parliamentary Cooperation has the tasks to maintain and carry out technical and administrative support on inter-parliamentary sessions and cooperation.

Article 87

To conduct the tasks as referred to in Article 86, the Deputy for Sessions and Inter-Parliamentary Cooperation has some functions, namely:

- a. preparation of materials for sessions and inter-parliamentary cooperation;
- b. implementation of session services for the House of Representatives of the Republic of Indonesia;
- c. implementation of inter-parliamentary cooperation services;
- d. implementation of public relations and publication;
- e. implementation of services for the Leaders of the House of Representatives of the Republic of Indonesia.

Article 88

The Deputy for Sessions and Inter-Parliamentary Cooperation consists of:

- a. Sessions Bureau;
- b. Leaders Secretariat Bureau;
- c. Inter-Parliamentary Cooperation Bureau;
- d. Public Relations and Publication Bureau.

Part One
Sessions Bureau

Article 89

The Sessions Bureau has the tasks to carry out services for the plenary, commission, and special committee sessions, and the making of transcripts.

Article 90

To conduct the tasks as referred to in Article 89, the Sessions Bureau has some functions, namely:

- a. administration and activity services for the plenary, commission, special committee sessions, as well as the making of transcripts;
- b. transcription activities.

Article 91

The Sessions Bureau consists of:

- a. Plenary Sessions Division;
- b. Secretariats of Commissions I to XI;
- c. Secretariats of Special Committees;
- d. Minutes Division.

Article 92

The Plenary Sessions Division has the tasks to conduct meeting services and administration of plenary sessions.

Article 93

To conduct the tasks as referred to in Article 92, the Plenary Sessions Division has some functions, namely:

- a. services for plenary sessions;
- b. administration of plenary sessions.

Article 94

The Plenary Sessions Division consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 95

- (1) The Meeting Subdivision has the task to conduct services for plenary sessions.
- (2) The Administration Subdivision has the task to carry out the administration of plenary sessions.

Article 96

The Secretariat of Commission I has the tasks to carry out meeting services and administration of Commission I.

Article 97

To conduct the tasks as referred to in Article 96, the Secretariat of Commission I has some functions, namely:

- a. meeting services for Commission I;
- b. administration of Commission I.

Article 98

The Secretariat of Commission I consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 99

- (1) The Meeting Subdivision has the task to carry out meeting services for Commission I.
- (2) The Administration Subdivision has the task to carry out the administration of Commission I.

Article 100

The Secretariat of Commission II has the tasks to carry out meeting services and the administration of Commission II.

Article 101

To conduct the tasks as referred to in Article 100, the Secretariat of Commission II has some functions, namely:

- a. meeting services for Commission II;
- b. administration of Commission II.

Article 102

The Secretariat of Commission II consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 103

- (1) The Meeting Subdivision has the task to carry out meeting services for Commission II.
- (2) The Administration Subdivision has the task to carry out the administration of Commission II.

Article 104

The Secretariat of Commission III has the tasks to carry out meeting services and the administration of Commission III.

Article 105

To conduct the tasks as referred to in Article 104, the Secretariat of Commission III has some functions, namely:

- a. meeting services for Commission III;
- b. administration of Commission III.

Article 106

The Secretariat of Commission III consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 107

- (1) The Meeting Subdivision has the task to carry out meeting services of Commission III.
- (2) The Administration Subdivision has the task to carry out the administration of Commission III.

Article 108

The Secretariat of Commission IV has the tasks to carry out meeting services and the administration of Commission IV.

Article 109

To conduct the tasks as referred to in Article 108, the Secretariat of Commission IV has some functions, namely:

- a. meeting services for Commission IV;
- b. administration of Commission IV.

Article 110

The Secretariat of Commission IV consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 111

- (1) The Meeting Subdivision has the task to carry out meeting services of Commission IV.
- (2) The Administration Subdivision has the task to carry out the administration of Commission IV.

Article 112

The Secretariat of Commission V has the tasks to carry out meeting services and the administration of Commission V.

Article 113

To conduct the tasks as referred to in Article 112, the Secretariat of Commission V has some functions, namely:

- a. meeting services for Commission V;
- b. administration of Commission V.

Article 114

The Secretariat of Commission V consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 115

- (1) The Meeting Subdivision has the task to carry out meeting services of Commission V.
- (2) The Administration Subdivision has the task to carry out the administration of Commission V.

Article 116

The Secretariat of Commission VI has the tasks to carry out meeting services and the administration of Commission VI.

Article 117

To conduct the tasks as referred to in Article 116, the Secretariat of Commission VI has some functions, namely:

- a. meeting services for Commission VI;
- b. administration of Commission VI.

Article 118

The Secretariat of Commission VI consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 119

- (1) The Meeting Subdivision has the task to carry out meeting services of Commission VI.
- (2) The Administration Subdivision has the task to carry out the administration of Commission VI.

Article 120

The Secretariat of Commission VII has the tasks to carry out meeting services and administration of Commission VII.

Article 121

To conduct the tasks as referred to in Article 120, the Secretariat of Commission VII has some functions, namely:

- a. meeting services for Commission VII;
- b. administration of Commission VII.

Article 122

The Secretariat of Commission VII consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 123

- (1) The Meeting Subdivision has the task to carry out meeting services of Commission VII.
- (2) The Administration Subdivision has the task to carry out the administration of Commission VII.

Article 124

The Secretariat of Commission VIII has the tasks to carry out meeting services and the administration of Commission VIII.

Article 125

To conduct the tasks as referred to in Article 124, the Secretariat of Commission VIII has some functions, namely:

- a. meeting services for Commission VIII;
- b. administration of Commission VIII.

Article 126

The Secretariat of Commission VIII consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 127

- (1) The Meeting Subdivision has the task to carry out meeting services of Commission VIII.
- (2) The Administration Subdivision has the task to carry out the administration of Commission VIII.

Article 128

The Secretariat of Commission IX has the tasks to carry out meeting services and the administration of Commission IX.

Article 129

To conduct the tasks as referred to in Article 128, the Secretariat of Commission IX has some functions, namely:

- a. meeting services for Commission IX;
- b. administration of Commission IX.

Article 130

The Secretariat of Commission IX consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 131

- (1) The Meeting Subdivision has the task to carry out meeting services of Commission IX.
- (2) The Administration Subdivision has the task to carry out the administration of Commission IX.

Article 132

The Secretariat of Commission X has the tasks to carry out meeting services and the administration of Commission X.

Article 133

To conduct the tasks as referred to in Article 132, the Secretariat of Commission X has some functions, namely:

- a. meeting services for Commission X;
- b. administration of Commission X.

Article 134

The Secretariat of Commission X consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 135

- (1) The Meeting Subdivision has the task to carry out meeting services of Commission X.
- (2) The Administration Subdivision has the task to carry out the administration of Commission X.

Article 136

The Secretariat of Commission XI has the tasks to carry out meeting services and the administration of Commission XI.

Article 137

To conduct the tasks as referred to in Article 136, the Secretariat of Commission XI has some functions, namely:

- a. meeting services for Commission XI;
- b. administration of Commission XI.

Article 138

The Secretariat of Commission XI consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 139

- (1) The Meeting Subdivision has the task to carry out meeting services of Commission XI.
- (2) The Administration Subdivision has the task to carry out the administration of Commission XI.

Article 140

The Secretariat of Special Committee has the tasks to carry out meeting services and the administration of the Special Committee.

Article 141

To conduct the tasks as referred to in Article 140, the Secretariat of Special Committee has some functions, namely:

- a. meeting services for the Special Committee;
- b. administration of the Special Committee.

Article 142

The Secretariat of Special Committee consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 143

- (1) The Meeting Subdivision has the task to carry out meeting services for the Special Committee.
- (2) The Administration Subdivision has the task to carry out administration of the Special Committee.

Article 144

The Minutes Division has the task prepare draft/official minutes of meetings of the House of Representatives of the Republic of Indonesia.

Article 145

To conduct the tasks as referred to in Article 144, the Minutes Division has some functions, namely:

- a. making the transcripts of minutes of Meeting of the House of Representatives of the Republic of Indonesia;
- b. distribution of the transcripts.

Article 146

The Minutes Division consists of:

- a. Subdivision of Transcript;
- b. Subdivision of Distribution.

Article 147

- (1) The Subdivision of Transcript has the task to carry out the transcription of the minutes of Meeting of the House of Representatives of the Republic of Indonesia.
- (2) The Subdivision of Distribution has the task to carry out the distribution of the transcripts to all the House members and related parties.

Part Two

Leaders Secretariat Bureau

Article 148

The Leaders Secretariat Bureau has the tasks to carry out secretarial services for the Leaders of the House of Representatives of the Republic of Indonesia and for the Leaders of the Secretariat General of the House of Representatives of the Republic of Indonesia.

Article 149

To conduct the tasks as referred to in Article 148, the Leaders Secretariat Bureau has some functions, namely:

- a. provision of the administration and household activities of the Speaker and Vice Speakers of the House of Representatives of the Republic of Indonesia;
- b. provision of the services and administration of the meeting of the Leaders of the House of Representatives of the Republic of Indonesia, consultation meetings, and section coordinating meetings;
- c. provision of meeting services and administration for the Steering Committee (Badan Musyawarah);

- d. provision of administration activities of the Leaders of the Secretariat General of the House of Representatives of the Republic of Indonesia.

Article 150

The Leaders Secretariat Bureau consists of:

- a. Secretariat of the Speaker;
- b. Secretariats of the Vice Speakers;
- c. Secretariat of the Leaders Consultation;
- d. Secretariat of Badan Musyawarah;
- e. Secretariats of the Leaders of the Secretariat General;

Article 151

The Secretariat of the Speaker has the tasks to prepare data and information, as well as to carry out the administration and household activities of the Speaker of the House of Representatives of the Republic of Indonesia.

Article 152

To conduct the tasks as referred to in Article 151, the Secretariat of the Speaker has some functions, namely:

- a. implementation of administration;
- b. implementation of the household of the Speaker of the House of Representatives of the Republic of Indonesia.

Article 153

The Secretariat of the Speaker consists of:

- a. Administration Subdivision;
- b. Household Subdivision.

Article 154

- (1) The Administration Subdivision has the task to carry out the administration affairs of the Speaker of the House of Representatives of the Republic of Indonesia.
- (2) The Household Subdivision has the task to carry out the household affairs and management of incoming delegation/guest of the Speaker of the House of Representatives of the Republic of Indonesia.

Article 155

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Politics, Economy, and Finance Affairs has the tasks to carry out the administration and household affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Politics, Economy, and Finance Affairs.

Article 156

To conduct the tasks as referred to in Article 155, the Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Politics, Economy, and Financial Affairs has some functions, namely:

- a. implementation of administration affairs;
- b. implementation of household affairs of the Vice Chairman of the House of Representatives of the Republic of Indonesia for Politics, Economy, and Finance Affairs.

Article 157

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Politics, Economy, and Finance Affairs consists of:

- a. Administration Subdivision;
- b. Household Subdivision.

Article 158

- (1) The Administration Subdivision has the task to carry out the administration affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Politics, Economy, and Finance Affairs .
- (2) The Household Subdivision has the task to carry out the household affairs and management of incoming delegation/guest of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Politics, Economy, and Finance Affairs .

Article 159

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry, Trade, and Development Affairs has the tasks to carry out the administration and household affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry, Trade, and Development Affairs.

Article 160

To conduct the tasks as referred to in Article 159, the Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry, Trade, and Development Affairs has some functions, namely:

- a. implementation of administration affairs;
- b. implementation of household affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry, Trade, and Development Affairs.

Article 161

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry, Trade, and Development Affairs consists of:

- a. Administration Subdivision;
- b. Household Subdivision.

Article 162

- (1) The Administration Subdivision has the task to carry out the administration affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry, Trade, and Development Affairs.
- (2) The Household Subdivision has the task to carry out the household affairs and management of incoming delegation/guest of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry, Trade, and Development Affairs.

Article 163

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for People Welfare Affairs has the tasks to carry out the administration and household affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for People's Welfare Affairs.

Article 164

To conduct the tasks as referred to in Article 163, the Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for People's Welfare Affairs has some functions, namely:

- a. implementation of administration affairs;

- b. implementation of household affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for People's Welfare Affairs.

Article 165

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for People's Welfare Affairs consists of:

- a. Administration Subdivision;
- b. Household Subdivision.

Article 166

- (1) The Administration Subdivision has the task to carry out the administration affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for People's Welfare Affairs.
- (2) The Household Subdivision has the task to carry out the household affairs and management of incoming delegation/guest of the Vice Speaker of the House of Representatives of the Republic of Indonesia for People's Welfare Affairs.

Article 167

The Secretariat of Leaders Consultation has the tasks to carry out meeting services and administration of the Leaders Consultation of the House of Representatives of the Republic of Indonesia, and to hold consultation meetings.

Article 168

To conduct the tasks as referred to in Article 167, the Secretariat of Leaders Consultation has some functions, namely:

- a. meeting services for the Leaders of the House of Representatives of the Republic of Indonesia and the holding of consultation meetings
- b. administration of the Leaders Consultation and the holding of consultation meetings.

Article 169

The Secretariat of Leaders Consultation consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 170

- (1) The Meeting Subdivision has the tasks to carry out meeting services for the Leaders of the House of Representatives of the Republic of Indonesia and to hold consultation meetings.
- (2) The Administration Subdivision has the task to carry out the administration of the Leaders Consultation the House of Representatives of the Republic of Indonesia and to hold consultation meetings.

Article 171

The Secretariat of Badan Musyawarah has the tasks to carry out meeting services and the administration of Badan Musyawarah.

Article 172

To conduct the tasks as referred to in Article 171, the Secretariat of Badan Musyawarah has some functions, namely:

- a. implementation of services for Badan Musyawarah;
- b. implementation of the administration of Badan Musyawarah.

Article 173

The Secretariat of Badan Musyawarah consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 174

- (1) The Meeting Subdivision has the task to carry out meeting services for Badan Musyawarah.
- (2) The Administration Subdivision has the task to carry out the administration of Badan Musyawarah.

Article 175

The Secretariats of Leaders of the Secretariat General has the tasks to prepare data and information and to carry out the administrative and household activities of the Leaders of the Secretariat General.

Article 176

To conduct the tasks as referred to in Article 175, the Secretariats of the Leaders of the Secretariat General have some functions, namely:

- a. administration and management of incoming delegation/guest of the Secretary General;

- b. administration and management of incoming delegation/guest of the Vice Secretary General;
- c. administration and management of incoming delegation/guest of the Deputies.

Article 177

The Secretariats of the Leaders of the Secretariat General have consist of:

- a. Administration Subdivision of the Secretary General;
- b. Administration Subdivision of the Vice Secretary General;
- c. Administration Subdivision of the Deputy for Legislation;
- d. Administration Subdivision of the Deputy for Budget and Supervision;
- e. Administration Subdivision of the Deputy for Sessions and Inter-Parliamentary Cooperation;
- f. Administration Subdivision of the Deputy for Administration.

Article 178

- (1) The Administration Subdivision of the Secretary General has the tasks to carry out administration and management of incoming delegation/guest of the Secretary General.
- (2) The Administration Subdivision of the Vice Secretary General has the tasks to carry out administration and management of incoming delegation/guest of the Vice Secretary General.
- (3) The Administration Subdivision of the Deputy for Legislation has the tasks to carry out administration and management of incoming delegation/guest of the Deputy for Legislation.
- (4) The Administration Subdivision of the Deputy for Budget and Supervision has the tasks to carry out administration and management of incoming delegation/guest of the Deputy for Budget and Supervision.
- (5) The Administration Subdivision of the Deputy for Sessions and Inter-Parliamentary Cooperation Affairs has the tasks to carry out administration and management of incoming delegation/guest of the Deputy for Sessions and Inter-Parliamentary Cooperation.
- (6) The Administration Subdivision of the Deputy for Administration has the tasks to carry out administration and management of incoming delegation/guest of the Deputy for Administration.

Part Three

The Inter-Parliamentary Cooperation Bureau

Article 179

The Inter-Parliamentary Cooperation Bureau has the tasks to analyze international, regional, and bilateral issues, and secretarial services of the Inter-Parliamentary Cooperation.

Article 180

To conduct the tasks as referred to in Article 179, the Inter-Parliamentary Cooperation Bureau has some functions, namely:

- a. implementation of analysis of international issues, meeting services for the desk of the International Parliamentary Union (IPU), the United Nations (UN), and other international organizations, work committees established, the Association of Secretaries General of Parliaments (ASGP), and carrying out the administration of cooperation of with the IPU, UN, other international organizations, work committees established, and the ASGP;
- b. implementation of analysis of regional issues, meeting services for the desk of the Asean Inter-Parliamentary Organization (AIPO), the Association of South East Asia Nations (ASEAN), and the Association of Asia Pacific Nations (ASPAS), administration of inter-parliamentary cooperation of AIPO/ASEAN nation members, and regional organizations comprised of regional parliaments/parliament members;
- c. implementation of analysis of bilateral issues, meeting services, and administration of the bilateral desk, visits of delegations of the House of Representatives of the Republic of Indonesia abroad and visits of other countries' parliament delegations, and activities of the Bilateral Cooperation Group (GKSB) of the House of Representatives of the Republic of Indonesia, as well as translation services.

Article 181

The Inter-Parliamentary Cooperation Bureau consists of:

- a. Secretariat of International Parliamentary Organization;
- b. Secretariat of Regional Parliamentary Organization;
- c. Secretariat of Bilateral Cooperation.

Article 182

The Secretariat of International Parliamentary Organization has the tasks to analyze international issues and meeting services for the desk of the International Parliamentary Union (IPU), the United Nations (UN), and other international organizations, work committees established, the Association of Secretaries General of Parliaments (ASGP), and carrying out the administration of cooperation with the IPU, UN, other international organizations, work committees established, and the ASGP;

Article 183

To conduct the tasks as referred to in Article 182, the Secretariat of International Parliamentary Organization has some functions, namely:

- a. implementation of preparation of materials and meeting services for the desk of the IPU, UN, other international organizations, work committees established, and the ASGP;
- b. implementation of the administration of cooperation with the IPU, UN, other international organizations, work committees established, and the ASGP.

Article 184

The Secretariat of International Parliamentary Organization consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 185

- (1) The Meeting Subdivision has the duty to prepare materials and provide meeting services for the desk of the IPU, UN, other international organizations, work committees established by the Committee for Inter-Parliamentary Cooperation, and the ASGP.
- (2) The Administration Subdivision has the task to carry out the administration of cooperation with the IPU, UN, other international organizations, work committees established, and the ASGP.

Article 186

The Secretariat of Regional Parliamentary Organization has the tasks to analyze regional issues, to provide meeting services for the desk of AIPO/ASEAN and the Association of Asia-Pacific Nations, and regional organizations comprised of regional parliaments/ parliament members.

Article 187

To conduct the tasks as referred to in Article 186, the Secretariat of Regional Parliamentary Organization has some functions, namely:

- a. preparation of materials and meeting services for the desk of AIPO/ASEAN and the Association of Asia-Pacific Nations, and regional organizations comprised of regional parliaments/parliament members;
- b. administration of the desk of AIPO/ASEAN and the Association of Asia-Pacific Nations, and regional organizations comprised of regional parliaments/parliament members.

Article 188

The Secretariat of Regional Parliamentary Organization consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 189

- (1) The Meeting Subdivision has the task to carry out the preparation of materials and meeting services for the desk of AIPO/ASEAN and the Association of Asia-Pacific Nations, and regional organizations comprised of regional parliaments/parliament members;
- (2) The Administration Subdivision has the task to carry out administration for the desk of AIPO/ASEAN and the Association of Asia-Pacific Nations, and regional organizations comprised of regional parliaments/parliament members.

Article 190

The Secretariat for Bilateral Cooperation has the tasks to analyze bilateral issues, meeting services, the administration of the bilateral desk, visits of the House of Representatives of the Republic of Indonesia abroad, visits of other countries' parliament delegations, and the GKSB of the House of Representatives of the Republic of Indonesia, as well as to carry out translation services.

Article 191

To conduct the tasks as referred to in Article 190, the Secretariat for Bilateral Cooperation has some functions, namely:

- a. preparation of materials and meeting services for the bilateral desk, visits of the House of Representatives of the Republic of Indonesia abroad, visits of other countries' parliament delegations,

and the GKSB of the House of Representatives of the Republic of Indonesia;

- b. administration of the bilateral desk, visits of the House of Representatives of the Republic of Indonesia abroad, visits of other countries' parliament delegations, and the GKSB of the House of Representatives of the Republic of Indonesia;
- c. translation services, both spoken and written.

Article 192

The Secretariat of Bilateral Cooperation consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision;
- c. Translation Services Subdivision.

Article 193

- (1) The Meeting Subdivision has the task to carry out the preparation of materials and meeting services for the bilateral desk, visits of the House of Representatives of the Republic of Indonesia abroad, visits of other countries' parliament delegations, and the GKSB of the House of Representatives of the Republic of Indonesia.
- (2) The Administration Subdivision has the task to carry out the administration of the bilateral desk, visits of the House of Representatives of the Republic of Indonesia abroad, visits of other countries' parliament delegations, and the GKSB of the House of Representatives of the Republic of Indonesia.
- (3) The Translation Services Subdivision has the task to carry out translation and interpretation services.

Part Four

Public Relations and News Reporting Bureau

Article 194

The Public Relations and Publication Bureau has the tasks to analyze the issues of the House of Representatives, public relations, protocol, and news reporting.

Article 195

To conduct the tasks as referred to in Article 194, the Public Relations and Publication Bureau has some functions, namely:

- a. running of public relations affairs;
- b. running of protocol affairs;

- c. running of news reporting affairs.

Article 196

The Public Relations and Publication Bureau consists of:

- a. Public Relations Division;
- b. Protocol Division;
- c. Publication Division.

Article 197

The Public Relations Division has the tasks to analyze parliamentary issues and to implement public relation affairs.

Article 198

To conduct the tasks as referred to in Article 197, the Public Relations Division has some functions, namely:

- a. preparation of informative materials for the public;
- b. distribution of public complaint delegations.

Article 199

The Public Relations Division consists of:

- a. Information Subdivision;
- b. Delegation Distribution Subdivision.

Article 200

- (1) The Information Subdivision has the task to carry out the preparation of informative materials for the public regarding the House of Representatives of the Republic of Indonesia.
- (2) The Delegation Distribution Subdivision has the task to carry out distribution of public complaint delegations intending to voice their aspirations to the House of Representatives of the Republic of Indonesia.

Article 201

The Protocol Division has the task to carry out protocol services.

Article 202

To conduct the task as referred to in Article 201, the Protocol Division has some functions, namely:

- a. preparation and arrangement of ceremonies of the House of Representatives of the Republic of Indonesia and the Secretariat General;

- b. preparation and management of guests to the House of Representatives of the Republic of Indonesia and the Secretariat General.

Article 203

The Protocol Division consists of:

- a. Subdivision of Official Ceremony;
- b. Subdivision of Guest Affairs.

Article 204

- (1) The Subdivision of Official Ceremony has the task to carry out the preparation and arrangement of official ceremonies of the House of Representatives of the Republic of Indonesia and the Secretariat General.
- (2) The Subdivision of Guest Affairs has the duty to carry out the preparation and management of incoming delegation/guest to the House of Representatives of the Republic of Indonesia and the Secretariat General.

Article 205

The Publication Division has the tasks to carry out news reporting and publication.

Article 206

To conduct the tasks as referred to in Article 205, the Publication Division has some functions, namely:

- a. preparation of news materials on the activities of the House of Representatives of the Republic of Indonesia and the Secretariat General;
- b. preparation of materials for publishing the parliamentary magazine and bulletin of the House of Representatives of the Republic of Indonesia.

Article 207

The Publication Division consists of:

- a. Subdivision of News Reporting;
- b. Subdivision of Publication.

Article 208

- (1) The Subdivision of News Reporting has the task to prepare the news reporting materials on the activities of the House of

Representatives of the Republic of Indonesia and the Secretariat General.

- (2) The Subdivision of Publication has the task to prepare the materials for publication the parliamentary magazine and bulletin of the House of Representatives of the Republic of Indonesia.

CHAPTER V

DEPUTY FOR ADMINISTRATION

Article 209

The Deputy for Administration has the tasks to develop and carry out the planning and supervision, human resources development, finance, equipment, and household affairs of the House of Representatives of the Republic of Indonesia.

Article 210

To conduct the tasks as referred to in Article 209, the Deputy for Administration has some functions, namely:

- a. formulation of planning and supervision, human resource development (HRD), finance, procurement, and household affairs of the House of Representatives of the Republic of Indonesia;
- b. implementation of planning and supervision, HRD, finance, procurement, and household affairs of the House of Representatives of the Republic of Indonesia.

Article 211

The Deputy for Administration consists of:

- a. Planning and Supervision Bureau;
- b. MP's Administration and HRD Bureau;
- c. Financial Bureau;
- d. Building Maintenance and Installation Bureau;
- e. General Affairs Bureau.

Part One
Planning and Supervision Bureau

Article 212

The Planning and Supervision Bureau has the tasks to carry out the formulation of the programs and budget planning of the House of Representatives of the Republic of Indonesia and the Secretariat General, and to conduct internal supervision of the Secretariat General of the House of Representatives, as well as to implement the administrative activities of the Household Committee (Badan Urusan Rumah Tangga).

Article 213

To conduct the tasks as referred to in Article 212, the Planning and Supervision Bureau has some functions, namely:

- a. formulation of the programs and budget planning of the House of Representatives of the Republic of Indonesia and the Secretariat General;
- b. meeting services and administration of Badan Urusan Rumah Tangga;
- c. organizational management and system and procedures;
- d. internal supervision of the Secretariat General of the House of Representatives of the Republic of Indonesia.

Article 214

The Planning and Supervision Bureau consists of:

- a. Division of Planning;
- b. Secretariat of BURT;
- c. Division of Organization and System and Procedures;
- d. Internal Supervision Division.

Article 215

The Division of Planning has the tasks to carry out formulation of program plans and budget details of the House of Representatives of the Republic of Indonesia and the Secretariat General.

Article 216

To conduct the tasks as referred to in Article 215, the Division of Planning has some functions, namely:

- a. preparation of materials for the formulation of the programs of the House of Representatives and the Secretariat General;

- b. preparation of materials for budget details of the House of Representatives and the Secretariat General.

Article 217

The Division of Planning consists of:

- a. Subdivision of Program Formulation;
- b. Subdivision of Budget Formulation.

Article 218

- (1) The Subdivision of Program Formulation has the task to prepare materials for the formulation of integrated program plans of the House of Representatives and the Secretariat General.
- (2) The Subdivision of Budget Formulation has the task to prepare materials for the budget details of the House of Representatives and the Secretariat General.

Article 219

The Secretariat of Badan Urusan Rumah Tangga has the tasks to carry out meeting services and administration of Badan Urusan Rumah Tangga.

Article 220

To conduct the tasks as referred to in Article 219, the Secretariat of Badan Urusan Rumah Tangga has some functions, namely:

- a. implementation of meeting services;
- b. implementation of administration services.

Article 221

The Secretariat of the Badan Urusan Rumah Tangga consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

Article 222

- (1) The Meeting Subdivision has the task to carry out meeting services.
- (2) The Administration Subdivision has the task to carry out administration.

Article 223

The Division of Organization and System and Procedures has the tasks to carry out organizational structuring and management.

Article 224

To conduct the tasks as referred to in Article 223, the Division of Organization and System and Procedures has some functions, namely:

- a. implementation of regular review and evaluation on institutional affairs and analyze positions and work load of the Secretariat General of the House of Representatives of the Republic of Indonesia;
- b. implementation of regular formulation and evaluation on the standardization of procedures, systems, and work equipment of the Secretariat General of the House of Representatives of the Republic of Indonesia.

Article 225

The Division of Organization and System and Procedures consists of:

- a. Subdivision of Organization;
- b. Subdivision of System and Procedures.

Article 226

- (1) The Subdivision of Organization has the tasks to regularly review and evaluate institutional affairs and analyze positions and workload of the Secretariat General of the House of Representatives of the Republic of Indonesia.
- (2) The Subdivision of System and Procedures has the tasks to regularly formulate and evaluate the standardization of procedures, systems, and work equipment of the Secretariat General of the House of Representatives of the Republic of Indonesia.

Article 227

The Division of Internal Supervision has the tasks to carry out the supervision of the management of finance, equipment, materials, and general affairs.

Article 228

To conduct the tasks as referred to in Article 227, the Division of Internal Supervision has some functions, namely:

- a. implementation of supervision of financial management;
- b. implementation of supervision of the management of equipment and materials;
- c. implementation of supervision of the management of general administration.

Article 229

The Internal Supervision Division consists of:

- a. Subdivision of Financial Supervision;
- b. Subdivision of Materials Supervision;
- c. Subdivision of General Administration Supervision.

Article 230

- (1) The Subdivision of Financial Supervision has the duty to carry out supervision on the management of budgets of the House of Representatives and the Secretariat General;
- (2) The Subdivision of Materials Supervision has the duty to carry out supervision on the management of equipment and materials of the House of Representatives and the Secretariat General;
- (3) The Subdivision of General Administration Supervision has the task to carry out supervision on the management of the general administration of the House of Representatives.

Part Two

MP's Administration and HRD Bureau

Article 231

The MP's Administration and HRD Bureau has the tasks to carry out administration services for Members of the House of Representatives and HRD of the Secretariat General the House of Representatives of the Republic of Indonesia.

Article 232

To conduct the tasks as referred to in Article 231, the MP's Administration and HRD Bureau has some functions, namely:

- a. administration services for Members of the House of Representatives and the (Party) Factions;
- b. administration of HRD of the Secretariat General the House of Representatives of the Republic of Indonesia;
- c. provision of education and trainings;
- d. provision of health care services.

Article 233

The MP's Administration and HRD Bureau consists of:

- a. MP's and the Faction's Administration Division;
- b. Human Resources Development Division;
- c. Education and Training Division;

- d. Health Care Service Division.

Article 234

The MP and Faction's Administration Division has the tasks to carry out MP's administration and Faction's secretarial services.

Article 235

To conduct the tasks as referred to in Article 234, the MP and Factions' Administration Division has some functions, namely: implementation of administration services for Members of the House of Representatives and Faction's secretarial services.

Article 236

The MP and Factions' Administration Division consists of:

- a. Subdivision I for MP and Faction's Administration;
- b. Subdivision II for MP and Faction's Administration;
- c. Subdivision III for MP and Faction's Administration.

Article 237

- (1) The Subdivision I for MP and Faction's Administration has the task to carry out the administration of MP and Faction I;
- (2) The Subdivision II for MP and Faction's Administration has the task to carry out the administration of the MP and Faction II;
- (3) Subdivision III for MP and Faction's Administration has the task to carry out the administration of the MP and Faction III.

Article 238

The Human Resource Development (HRD) Division has the task to carry out official/staff administration of the Secretariat General the House of Representatives of the Republic of Indonesia.

Article 239

To conduct the tasks as referred to in Article 238, the HRD Division has some functions, namely:

- a. implementation of preparation of official/staff formation and transfer;
- b. management of official/staff documentation and HRD regulations;
- c. management of official/staff welfare.

Article 240

The HRD Division consists of:

- a. Subdivision of Official/Staff Formation and Transfer ;
- b. Subdivision of Official/Staff documentation and HRD regulations;
- c. Subdivision of Official/Staff Welfare.

Article 241

- (1) The Subdivision of Official/Staff Formation and Transfer has the task to prepare materials for official/staff formation and transfer.
- (2) The Subdivision of Official/Staff documentation and HRD regulations has the task to carry out the management of official/staff records;
- (3) The Subdivision of Official/Staff Welfare has the task to prepare materials for official/staff welfare management.

Article 242

The Education and Training Division has the tasks to organize education and training activities for official/staff.

Article 243

To conduct the tasks as referred to in Article 242, the Education and Training Division has some functions, namely:

- a. formulation, preparation, and evaluation of education and training programs for official/staff;
- b. organization of education and training programs, as well as official tests for official/staff.

Article 244

The Education and Training Division consists of:

- a. Subdivision of Program and Evaluation Formulation;
- b. Subdivision of Training Organization.

Article 245

- (1) The Subdivision of Program and Evaluation Formulation has the tasks to prepare materials for the formulation of evaluation of programs of education and trainings for official/staff.
- (2) The Subdivision of Training Organization has the task to prepare materials for the implementation of education and training programs, as well as official examination for official/staff.

Article 246

The Health Care Service Division has the tasks to carry out services and provision of health facilities.

Article 247

To conduct the tasks as referred to in Article 246, the Health Care Service Division has some functions, namely:

- a. services and provision of health facilities;
- b. administration of medical affairs.

Article 248

The Health Service Division consists of:

- a. Subdivision of Medical Service.
- b. Subdivision of Administration;
- c. Functional Post.

Article 249

- (1) The Subdivision of Medical Service has the tasks to provide medical services to the House of Representatives and the Employees of the Secretariat General, as well as to plan the procurement of medicines and medical equipment and their distribution.
- (2) The Administration Subdivision has the tasks to carry out the administration of medical cards, health insurance, and general checkups, maintain medical equipments and to manage the administration of the functional post holders (medics and paramedics).

Part Three

Financial Bureau

Article 250

The Financial Bureau has the tasks to carry out the financial administration of the House of Representatives of the Republic of Indonesia and the Secretariat General.

Article 251

To conduct the tasks as referred to in Article 250, the Financial Bureau has some functions, namely:

- a. running of the treasury administration of the House of Representatives of the Republic of Indonesia and the Secretariat General;
- b. running of the cash window and bookkeeping, as well as the financial reports and evaluation of the House of Representatives of the Republic of Indonesia and the Secretariat General;
- c. running of the administration of both domestic and foreign official travel;
- d. management of the administration of functional posts.

Article 252

The Financial Bureau consists of:

- a. Financial Administration Division;
- b. Treasury Division;
- c. Official Travels Division.

Article 253

The Financial Administration Division has the tasks to carry out the management of cash, bookkeeping, verification and evaluation of financial reports, and salaries of MP and official/staff.

Article 254

To conduct the tasks as referred to in Article 253, the Financial Administration Division has some functions, namely:

- a. implementation of receipts, verification, and payment of invoices.
- b. financial evaluation and accountability;
- c. administration management of payroll.

Article 255

The Financial Administration Division consists of:

- a. Subdivision of Cash and Bookkeeping;
- b. Subdivision of Financial Report and Evaluation;
- c. Subdivision of Payroll.

Article 256

- (1) The Subdivision of Cash and Bookkeeping has the task to carry out receipts, verification, and payment of invoices.
- (2) The Subdivision of Financial Report and Evaluation has the task to carry out budget evaluation and financial accountability.
- (3) The Subdivision of Payroll has the task to carry out the administration of payroll;

Article 257

The Treasury Division has the tasks to carry out budget administration and administration management of state-owned goods in the Secretariat General the House of Representatives of the Republic of Indonesia.

Article 258

To conduct the tasks as referred to in Article 257, the Treasury Division has some functions, namely:

- a. implementation of the management of financial administration of MO and official/staff;
- b. implementation of the administration management of state-owned goods in the Secretariat General of the House of Representatives of the Republic of Indonesia.

Article 259

The Treasury Division consists of:

- a. Subdivision of Budget Implementation;
- b. Subdivision of Inventory.

Article 260

- (1) The Subdivision of Budget Implementation has the task to carry out budget administration of the House of Representatives of the Republic of Indonesia and the Secretariat General;
- (2) The Subdivision of Inventory has the duty to carry out inventory, assessment, and removal of state-owned goods in the Secretariat General the House of Representatives of the Republic of Indonesia.

Article 261

The Official Travels Division has the tasks to carry out the administration of domestic and foreign official travels.

Article 262

To conduct the tasks as referred to in Article 261, the Official Travels Division has some functions, namely:

- a. implementation of the administration management of domestic official travel;
- b. implementation of the administration management of foreign official travel.

Article 263

The Official Travels Division consists of:

- a. Subdivision of Domestic Official Travel;
- b. Subdivision of Foreign Official Travel.

Article 264

- (1) The Subdivision of Domestic Official Travel has the task to carry out administration management of domestic official travel.
- (2) The Subdivision of Foreign Official Travel has the task to carry out administration management of foreign official travel.

Part Four

Building Maintenance and Installation Bureau

Article 265

The Building Maintenance and Installation Bureau has the tasks to carry out maintenance of buildings, MP's official housing, Meeting venue and its supporting facilities outside the parliament building located in Cisarua, Kopo (Wisma DPR), and installations.

Article 266

To conduct the tasks as referred to in Article 265, the Building Maintenance and Installation Bureau has some functions, namely:

- a. Carrying out maintenance of buildings and gardens;
- b. Carrying out maintenance of MP's official residences and Wisma DPR;
- c. Carrying out operation and maintenance of installations.

Article 267

The Building Maintenance and Installation Bureau consists of:

- a. Division of Buildings and Gardens;
- b. Division of MP's Official Residence and Wisma DPR;
- c. Division of Installation.

Article 268

The Division of Buildings and Gardens has the task to carry out the maintenance of buildings and gardens.

Article 269

To conduct the tasks as referred to in Article 268, the Division of Buildings and Gardens has some functions, namely:

- a. management and maintenance of buildings and their equipment;
- b. management and maintenance of yards and gardens in the parliament complex.

Article 270

The Division Buildings and Gardens consists of:

- a. Subdivision of Building and Equipment Maintenance;
- b. Subdivision of Yard and Gardens Maintenance.

Article 271

- (1) The Subdivision of Building and Equipment Maintenance has the task to prepare materials for maintenance of buildings and their equipment.
- (2) The Subdivision of Yards and Gardens Maintenance has the task to prepare materials for yards and gardens maintenance.

Article 272

The Division of MP's Official Housing and Wisma DPR has the tasks to carry out the management and maintenance of MP's Official Housing and Wisma DPR.

Article 273

To conduct the tasks as referred to in Article 272, the Division of MP's Official Housing and Wisma DPR has some functions, namely:

- a. management and maintenance of MP's official houses;
- b. management and maintenance of Wisma DPR.

Article 274

The Division of MP's Official Housing and Wisma DPR consists of:

- a. Subdivision of Official Housing Management;
- b. Subdivision of Wisma DPR Management.

Article 275

- (1) The Subdivision of Official Housing Management has the task to carry out the management and maintenance of MP's official houses.
- (2) The Subdivision of Wisma DPR Management has the task to carry out the management and maintenance of Wisma DPR.

Article 276

The Division of Installation has the tasks to carry out the operation and maintenance of installations.

Article 277

To conduct the tasks as referred to in Article 276, the Division of Installation has some functions, namely:

- a. operation and maintenance of mechanical works;
- b. operation and maintenance of electrical works.

Article 278

The Division of Installation consists of:

- a. Subdivision of Mechanical Operation;
- b. Subdivision of Electrical Operation.

Article 279

- (1) The Subdivision of Mechanical Operation has the tasks to carry out the operation and maintenance of mechanical installations;
- (2) The Subdivision of Electrical Operation has the tasks to carry out the operation and maintenance of electrical installations.

Part Five

General Affairs Bureau

Article 280

The General Affairs Bureau has the tasks to carry out the management of procurement for office supplies, document registration and expedition, transportation, , security, and order in the parliament.

Article 281

To conduct the tasks as referred to in Article 280, the General Affairs Bureau has some functions, namely:

- a. formulation of the plans for the procurement, maintenance, storage, and distribution of stationary, equipment, and goods;
- b. administration of document registration, mailing, and copying;
- c. provision of the services and maintenance of official vehicles;
- d. provision of security and workplace orderliness services.

Article 282

The General Affairs Bureau consists of:

- a. Division of Office Supplies;
- b. Division of Document Registration and Mailing;
- c. Transportation Division; and
- d. Internal Security Division.

Article 283

The Division of Office Supplies has the tasks to carry out goods/services procurement, storage, maintenance, and distribution of official inventory equipment, tools, and goods.

Article 284

To conduct the tasks as referred to in Article 283, the Division of Office Supplies has some functions, namely:

- a. procurement of official equipment, tools, and goods.
- b. storage, maintenance and distribution of official inventory equipment, tools, and goods.

Article 285

The Division of Office Supplies consists of:

- a. Subdivision of Procurement;
- b. Subdivision of Storage and Distribution.

Article 286

- (1) The Subdivision of Procurement has the task to carry out the preparation of materials for official inventory equipment, tools, and goods.
- (2) The Subdivision of Storage and Distribution has the task to carry out the storage, maintenance, and distribution of official inventory equipment, tools, and goods.

Article 287

The Division of Document Registration and Mailing has the tasks to carry out correspondence, mailing, and copying services.

Article 288

To conduct the tasks as referred to in Article 287, the Division of Document Registration and Mailing has some functions, namely:

- a. implementation of the registration of outgoing and incoming letters and mailing;

- b. implementation of copying services.

Article 289

The Division of Document Registration and Mailing consists of:

- a. Subdivision of Document Registration and Mailing;
- b. Subdivision of Copying Services.

Article 290

- (1) The Subdivision of Document Registration and Mailing has the tasks to carry out the recording of outgoing and incoming letters and the mailing thereof.
- (2) The Subdivision of Copying Services has the task to carry out the copying of documents of the Secretariat General and the House of Representatives of the Republic of Indonesia.

Article 291

The Transportation Division has the tasks to carry out transportation services and the maintenance of official vehicles.

Article 292

To conduct the tasks as referred to in Article 291, the Transportation Division has some functions, namely:

- a. provision of transportation services and operation of official vehicles;
- b. provision of official vehicles maintenance.

Article 293

The Transportation Division consists of:

- a. Subdivision of Transportation Services;
- b. Subdivision of Official Vehicle Maintenance;

Article 294

- (1) The Subdivision of Transportation Services has the tasks to carry out transportation services and the operation of official vehicles;
- (2) The Subdivision of Official Vehicle Maintenance has the task to carry out official vehicle maintenance.

Article 295

The Internal Security Division has the tasks to carry out the management of security and workplace orderliness.

Article 296

To conduct the tasks as referred to in Article 295, the Internal Security Division has some functions, namely:

- a. management of the security and workplace orderliness in the parliament, MP's official housing, and Wisma DPR;;
- b. management of the maintenance and administration of security and workplace orderliness.

Article 297

The Internal Security Division consists of:

- a. Subdivision of Security Implementation;
- b. Subdivision of Security Administration.

Article 298

- (1) The Subdivision of Security Implementation has the task to carry out security and workplace orderliness in the parliament, MP's official housing, and Wisma DPR;
- (2) The Subdivision of Security Administration has the task to carry out the administration of security and workplace orderliness.

CHAPTER VI FUNCTIONAL POSTS

Article 299

The Functional Posts have some tasks in conformity with the fields of each functional post.

Article 300

- (1) The Functional Posts consist of a number of functional posts divided into various groups in conformity with the fields of expertise.
- (2) Each group as referred to in paragraph (1) of this Article is coordinated by a senior functional official appointed by Heads of Bureaus/ Head of Center.
- (3) The number of functional staff is determined based on the need and work load.
- (4) The types and levels of functional posts referred to in paragraph (1) are regulated in conformity with the applicable laws and regulations.

CHAPTER VII

WORK PROCEDURES

Article 301

To conduct their tasks, the Deputies, Heads of Bureaus, Head of Center, Heads of Divisions, and Heads of Subdivisions are obliged to apply the principles of coordination, integration, and synchronization in their respective areas of responsibilities and among organizational units within the Secretariat General the House of Representatives of the Republic of Indonesia, and with other institutions outside the Secretariat General of the House of Representatives in conformity with their own tasks.

Article 302

Each head of an organizational unit is obliged to supervise his/her subordinates, and if there is negligence, he/she should take any steps needed in conformity with the applicable laws and regulations.

Article 303

Each head of an organizational unit in the Secretariat General of the House of Representatives is responsible to lead and coordinate his/her subordinates and to give guidance and instructions for the implementation of his/her subordinates' tasks.

Article 304

Each head of an organization is obliged to conform to and obey the instructions and to be responsible to his/her superior and to submit an activity report periodically.

Article 305

Each report as referred to in Article 304 must be processed and used as material for consideration for the formulation of further reports.

Article 306

In submitting a report to a superior, a copy of such report must also be submitted to other organizational units which they functionally have work relationships with.

Article 307

In implementing his/her tasks, each head of an organizational unit is assisted by the heads of organizational units that are his/her

subordinates, and in order to give guidance to their subordinates each head of such organizational unit must hold periodical meetings.

CHAPTER VIII CLOSING PROVISIONS

Article 308

With the enactment of this Regulation, then this Decree of the Secretary General of the House of Representatives of the Republic of Indonesia Number 175/SEKJEN/1994 regarding the Organization and Work Management of the Secretariat General of the House of Representatives of the Republic of Indonesia, as several times amended, the latest was by Decree of the Secretary General of the House of Representatives Number 340/SEKJEN/2000, shall remain applicable until the issuance of a Decision of the Appointment of New Officials under this Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia.

Article 309

- (1) With the enactment of this Regulation, any provisions contrary to this regulation shall be null and void.
- (2) This Regulation is effective as of its date of enactment.

Stipulated in Jakarta

On 3 May 2005

SECRETARY GENERAL

SIGNED

FAISAL DJAMAL, SH, MSI.

The copy conforms to the original

The Division of Organization and System and Procedures

4.b



**REGULATION OF
THE SECRETARY GENERAL OF
THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA**

NUMBER 03/PER-SEKJEN/2010

**REGARDING
THE AMENDMENT TO REGULATION OF THE SECRETARY GENERAL
OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF
INDONESIA NUMBER 400/SEKJEN/2005 REGARDING THE
ORGANIZATION AND WORK MANAGEMENT OF
THE SECRETARIAT GENERAL OF
THE HOUSE OF REPRESENTATIVES OF
THE REPUBLIC OF INDONESIA**



**REGULATION OF THE SECRETARY GENERAL OF
THE HOUSE OF REPRESENTATIVES OF
THE REPUBLIC OF INDONESIA**

NUMBER 03/PER-SEKJEN/2010

REGARDING

**THE AMENDMENT TO REGULATION OF THE SECRETARY GENERAL
OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF
INDONESIA**

**NUMBER 400/SEKJEN/2005 REGARDING THE ORGANIZATION AND
WORK MANAGEMENT OF
THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES
OF THE REPUBLIC OF INDONESIA**

WITH THE BLESSING OF THE ONE AND ONLY ALMIGHTY GOD

**THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES
OF THE REPUBLIC OF INDONESIA,**

- In Consideration of : a. that in Law Number 27 of 2009 regarding the People's Consultative Assembly (MPR), the House of Representatives (DPR), the Regional Representatives Council (DPD), and Regional House of Representative (DPRD), there are new Parliament's Complementary Organs, namely additional numbers of the Vice Speaker of the House of Representatives and the Public Account Committee (BAKN), and amended nomenclature of the Budget Committee (an ad hoc) to become Budget Committee (permanent);
- b. that for administrative, expertise, and technical support to the Parliament's Complementary Organs as referred to in

letter a, it is deemed necessary to amend Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia Number 400/SEKJEN/2005 regarding the Organization and Work Management of the Secretary General of the House of Representatives of the Republic of Indonesia ;

- c. that the amendment to the Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia as referred to in letter b is stipulated by a Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia.

In View of

- : 1. Law Number 27 of 2009 regarding the People's Consultative Assembly (MPR), the House of Representatives (DPR), the Regional Representatives Council (DPD), and Regional House of Representative (DPRD) (State Gazette of the Republic of Indonesia of 2009 Number 123, Supplement to the State Gazette of the Republic of Indonesia Number 5043);
- 2. Regulation of the President of the Republic of Indonesia Number 23 of 2005 regarding the Secretariat General of the House of Representatives of the Republic of Indonesia;
- 3. Regulation of the House of Representatives of the Republic of Indonesia Number 1 of 2009 regarding Rules of Procedures;
- 4. Regulation of the Secretary General of House of Representatives of the Republic of Indonesia Number 400/SEKJEN/2005 regarding the Organization and Work Management of the Secretariat General of the House of Representatives of the Republic of Indonesia;

Taking into
Account

: Approval of the State Minister of the State Apparatus Empowerment and Bureaucracy Reform under letter Number B/709/M.PAN-RB/3/2010 regarding the Organizational Management in the Environment of the the Secretariat General of the House of Representatives of the Republic of Indonesia.

HAS DECIDED

To Stipulate

: **A REGULATION OF THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA ON THE AMENDMENT TO THE REGULATION OF THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA NUMBER 400/SEKJEN/2005 REGARDING THE ORGANIZATION AND WORK MANAGEMENT OF THE SECRETARIAT GENERAL OF THE REPUBLIC OF INDONESIA.**

ARTICLE I

Some provisions presenting in the Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia Number 400/SEKJEN/2005 regarding the Organization and Work Management of the Secretariat General of the House of Representatives of the Republic of Indonesia have been amended as follows:

1. **The provisions of Article 48 have been amended to read as follows:**

Article 48

The Bureau of State Budget (APBN) Analysis and its Implementation has the tasks to analyze the preparation and presentation of a State Budget Draft, the implementation of the State Budget, and the administration of the Budget Committee (Badan Anggaran).

- 2. The provisions of Article 49 have been amended to read as follows:**

Article 49

To conduct the tasks as referred to in Article 48, the Bureau of State Budget (APBN) Analysis and its Implementation has some functions, namely:

- a. provision of analysis of the preparation and presentation of the State Budget Draft, a report on the State Budget implementation as input to the House of Representatives of the Republic of Indonesia;
- b. provision of analysis of the Supreme Audit Agency (BPK)'s Audit Reports and the Regional Representatives Council (DPD)'s oversight;
- c. provision of the meeting and administration services of Badan Anggaran.

- 3. The provisions of Article 50 have been amended to read as follows:**

Article 50

The Bureau of State Budget (APBN) Analysis and its Implementation consists of:

- a. Division of State Budget Analysis;
- b. Division of Analysis of the BPK's Audit Reports and the DPD's Oversight;
- c. Secretariat of Badan Anggaran;
- d. Functional Post.

- 4. The provisions of Article 59 have been amended to read as follows:**

Article 59

The Secretariat of Badan Anggaran has the tasks to carry out the meeting and administration services of Badan Anggaran.

- 5. The provisions of Article 60 have been amended to read as follows:**

Article 60

To conduct the tasks as referred to in Article 59, the Secretariat of Badan Anggaran has some functions, namely:

- a. provision of meeting services for Badan Anggaran;
- b. provision of administration services for Badan Anggaran.

- 6. The provisions of Article 61 have been amended to read as follows:**

Article 61

The Secretariat of Badan Anggaran consists of:

- a. Meeting Subdivision;
- b. Administration Subdivision.

- 7. The provisions of Article 62 have been amended to read as follows:**

Article 62

- (1) The Meeting Subdivision as referred to in Article 61, letter a, has the task to carry out the meeting services of Badan Anggaran.
- (2) The Administration Subdivision as referred to in Article 61, letter b, has the task to carry out the administration services of Badan Anggaran

- 8. The provisions of Article 63 have been amended to read as follows:**

Article 63

The Legislative Oversight Bureau has the tasks to analyze the public's letters of complaint submitted to the House of Representatives of the Republic of Indonesia, administration of the Ethics Committee (Badan Kehormatan), and administration of the Public Account Committee (Badan Akuntabilitas Keuangan Negara).

- 9. The provisions of Article 64 have been added with 1 (one) letter, namely letter c, to read as follows:**

Article 64

To conduct the duties as referred to in Article 63, the Legislative Oversight Bureau has some functions, namely:

- a. provision of analysis of the public's letters of complaint submitted to the House of Representatives of the Republic of Indonesia and the administration of legislative oversight;
- b. provision of meeting and administration services for Badan Kehormatan;
- c. provision of meeting and administration services for Badan Akuntabilitas Keuangan Negara.

- 10. The provisions of Article 65 have been added with 1 (one) letter, namely letter c, to read as follows:**

Article 65

The Legislative Oversight Bureau consists of:

- a. Public Complaints Division;
- b. Secretariat of Badan Kehormatan;
- c. Secretariat of Badan Akuntabilitas Keuangan Negara.

- 11. 4 (four) articles have been added between Article 73 and Article 74, namely Article 73A, Article 73B, Article 73C, and Article 73D to read as follows:**

Article 73A

The Secretariat of Badan Akuntabilitas Keuangan Negara has the task to carry out meeting and administration services for Badan Akuntabilitas Keuangan Negara.

Article 73B

To conduct the tasks as referred to in Article 73A, the Secretariat of Badan Akuntabilitas Keuangan Negara has some functions, namely:

- a. provision of meeting services for Badan Akuntabilitas Keuangan Negara;
- b. provision of administration services for Badan Akuntabilitas Keuangan Negara.

Article 73C

The Secretariat of Badan Akuntabilitas Keuangan Negara consists of:

- a. Meetings Subdivision;
- b. Administration Subdivision.

Article 73D

- (1) The Meeting Subdivision as referred to in Article 73C, letter a, has the task to carry out meeting services for Badan Akuntabilitas Keuangan Negara.
- (2) The Administration Subdivision as referred to in Article 73C, letter b, has the task to carry out administration services for Badan Akuntabilitas Keuangan Negara.

- 12. The provisions of Article 155 have been amended to read as follows:**

Article 155

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Political and Security Affairs has the tasks to carry out the administration and household affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Political and Security Affairs.

- 13. The provisions of Article 156 have been amended to read as follows:**

Article 156

To conduct the tasks as referred to in Article 155, the Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Political and Security Affairs has some functions, namely:

- a. implementation of administration affairs;
- b. implementation of household affairs.

- 14. The provisions of Article 157 have been amended to read as follows:**

Article 157

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Political and Security Affairs consists of:

- a. Administration Subdivision;
- b. Household Subdivision.

- 15. The provisions of Article 158 have been amended to read as follows:**

Article 158

- (1) The Secretariat as referred to in Article 157, letter a, has the task to carry out the administration affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Political and Security Affairs.
- (2) The Household Subdivision as referred to in Article 157, letter b, has the tasks to carry out the household affairs and management of incoming delegation/guest of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Political and Security Affairs.

- 16. The provisions of Article 159 have been amended to read as follows:**

Article 159

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry and Development Affairs has the tasks to carry out the administration and household affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry and Development Affairs.

- 17. The provisions of Article 160 have been amended to read as follows:**

Article 160

To conduct the tasks as referred to in Article 159, the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry and Development Affairs has some functions, namely:

- a. implementation of administration affairs;
- b. implementation of household affairs.

- 18. The provisions of Article 161 have been amended to read as follows:**

Article 161

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry and Development Affairs consists of:

- a. Administration Subdivision;
- b. Household Subdivision.

- 19. The provisions of Article 162 have been amended to read as follows:**

Article 162

- (1) The Administration Subdivision as referred to in Article 161, letter a, has the task to carry out the administration affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry and Development Affairs.
- (2) The Household Subdivision as referred to in Article 161, letter b, has the task to carry out the household affairs and management of incoming delegation/guest of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Industry and Development Affairs.

20. 4 (four) articles have been added between Article 166 and Article 167, namely Article 166A, Article 166B, Article 166C, and Article 166D to read as follows:

Article 166A

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Economic and Financial Affairs has the tasks to carry out the administration and household affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Economic and Financial Affairs.

Article 166B

To conduct the duties as referred to in Article 166A, the Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Economic and Financial Affairs has some functions, namely:

- a. implementation of administration affairs;
- b. implementation of household affairs.

Article 166C

The Secretariat of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Economic and Financial Affairs consists of:

- a. Administration Subdivision;
- b. Household Subdivision.

Article 166D

- (1) The Administration Subdivision as referred to in Article 166C, letter a, has the task to carry out the administrative affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Economic and Financial Affairs.
- (2) The Household Subdivision as referred to in Article 166C, letter b, has the task to carry out the household and guest management affairs of the Vice Speaker of the House of Representatives of the Republic of Indonesia for Economic and Financial Affairs.

ARTICLE II

This Regulation becomes effective as of its date of enactment.

Stipulated in Jakarta

On 5 April 2010

SECRETARY GENERAL

Signed

Dra. NINING INDRA SHALEH, M.Si.

Government Official No. 19550413

198103 2 001

The copy conforms to the original

The Division of Organization and System and Procedures

4.c



**REGULATION OF
THE SECRETARY GENERAL OF
THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA**

NUMBER 01/PER-SEKJEN/2011

**REGARDING
THE SECOND AMENDMENT TO REGULATION OF THE SECRETARY
GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF
INDONESIA NUMBER 400/SEKJEN/2005 REGARDING THE ORGANIZATION
AND WORK MANAGEMENT OF THE SECRETARIAT GENERAL OF THE
HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA
AS AMENDED BY REGULATION OF THE SECRETARY GENERAL OF
THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA
NUMBER 03/PER-SEKJEN/2010**



**REGULATION OF
THE SECRETARY GENERAL OF THE HOUSE OF
REPRESENTATIVES OF THE REPUBLIC OF INDONESIA**

NUMBER 01/PER-SEKJEN/2011

REGARDING

**THE SECOND AMENDMENT TO REGULATION OF THE SECRETARY
GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE
REPUBLIC OF INDONESIA NUMBER 400/SEKJEN/2005
REGARDING THE ORGANIZATION AND WORK MANAGEMENT OF
THE SECRETARY GENERAL OF THE HOUSE OF
REPRESENTATIVES OF THE REPUBLIC OF INDONESIA
AS AMENDED BY REGULATION OF THE SECRETARY GENERAL OF
THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF
INDONESIA NUMBER 03/PER-SEKJEN/2010**

**THE SECRETARY GENERAL OF THE HOUSE OF
REPRESENTATIVES OF THE REPUBLIC OF INDONESIA,**

- In Consideration of : a. that in order to provide all Members of the House of Representatives of the Republic of Indonesia, the House's Complementary Organs, and Factions with expertise and administration services, as well as to provide the Members' Assistants with administration services, it is deemed necessary to make addition to new work units;
- b. that in respect to the addition to new work units as referred to in letter a, it is deemed necessary to amend Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia Number 400/SEKJEN/2005

regarding the Organization and Work Management of the Secretariat General of the House of Representatives of the Republic of Indonesia as amended by the Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia Number 03/PER-SEKJEN/2010;

- c. that the amendment to the Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia as referred to in letter b is stipulated by a Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia.

In View of

- : 1. Law Number 27 of 2009 regarding the People's Consultative Assembly (MPR), the House of Representatives (DPR), the Regional Representatives Council (DPD), and Regional House of Representative (DPRD) (State Gazette of the Republic of Indonesia of 2009 Number 123, Supplement to the State Gazette of the Republic of Indonesia Number 5043);
- 2. Regulation of the President of the Republic of Indonesia Number 23 of 2005 regarding the Secretariat General of the House of Representatives of the Republic of Indonesia;
- 3. Regulation of the House of Representatives of the Republic of Indonesia Number 1 of 2009 regarding the Rules of Procedures of the House of Representatives;
- 4. Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia Number 400/SEKJEN/2005 regarding the Organization and Work Management of

the Secretariat General of the House of Representatives of the Republic of Indonesia, as amended by Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia Number 03/PER-SEKJEN/2010;

Taking into Account : Approval of the State Minister of the State Apparatus Empowerment and Bureaucracy Reform under letter Number B/1470/M.PAN-RB/6/2011 regarding the Organizational Management in the Secretariat General of the House of Representatives of the Republic of Indonesia.

HAS DECIDED

To Stipulate : **A REGULATION OF THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA ON THE SECOND AMMENDMENT TO THE REGULATION OF THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA NUMBER 400/SEKJEN/2005 REGARDING THE ORGANIZATION AND WORK MANAGEMENT OF THE SECRETARIAT GENERAL OF THE REPUBLIC OF INDONESIA AS AMENDED BY REGULATION OF THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA NUMBER 03/PER-SEKJEN/2010.**

ARTICLE I

Some provisions in Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia Number 400/SEKJEN/2005 regarding the Organization and Work Management

of the Secretariat General of the House of Representatives of the Republic of Indonesia have been amended as follows:

- 1. The provisions of Article 148 have been amended, so that it reads as follows:**

Article 148

- (1) The Leaders Secretariat Bureau has the tasks to carry out secretarial services for the Leaders of the House of Representatives of the Republic of Indonesia and for the Leaders of the Secretariat General of the House of Representatives of the Republic of Indonesia, as well as to carry out the administration of the Members' Expert Staff and Assistants.
- (2) The Organizational Structure of the Leaders Secretariat Bureau as referred to in paragraph (1) is listed in the Appendix, which constitutes an integral and inseparable part of this Regulation.

- 2. The provisions of Article 149 have been amended, so that it reads as follows:**

Article 149

To conduct the tasks as referred to in Article 148, the Leaders Secretariat Bureau has some functions, namely:

- a. provision of the administration and household services of the Speaker and Vice Speakers of the House of Representatives of the Republic of Indonesia;
- b. provision of services and administration of the meetings of the Leaders of the House of Representatives of the Republic of Indonesia, consultation meetings, and section coordinating meetings;
- c. provision of meeting services and administration for the Steering Committee (Badan Musyawarah);
- d. provision of administration services for the Leaders of the Secretariat General of the House of Representatives of the Republic of Indonesia; and
- e. provision of administration services for the Members' Expert Staff and Assistants.

3. **The provisions of Article 150 have been amended, so that it reads as follows:**

Article 150

The Leaders Secretariat Bureau consists of:

- a. Secretariat of the Speaker;
- b. Secretariats of the Vice Speakers;
- c. Secretariat of the Leaders Consultation;
- d. Secretariat of Badan Musyawarah;
- e. Secretariats of the Leaders of the Secretariat General;
- f. Administration Division of the Members' Expert Staff and Assistants.

4. **4 (four) articles have been added between Article 178 and Article 179, namely Article 178A, Article 178B, Article 178C, and Article 178D, so that it reads as follows:**

Article 178A

The Administration Division of the Members' Expert Staff and Assistants has the tasks to prepare data and information and to carry out the administrative activities of the Members' Expert Staff and Assistants.

Article 178B

To conduct the tasks as referred to in Article 178A, the Administration Division of the Members' Expert Staff and Assistants has some functions, namely:

- a. implementation of administration affairs for the Expert Staff of the Complementary Organs and the Factional Expert Staff of the House of Representatives of the Republic of Indonesia; and
- b. implementation of administration affairs for the Members' Expert Staff and Assistants of the House of Representatives of the Republic of Indonesia.

Article 178C

The Administration Division of the Members' Expert Staff and Assistants consists of:

- a. Administration Subdivision of the Expert Staff of the Complementary Organs and the Factional Expert Staff of the House of Representatives of the Republic of Indonesia; and
- b. Administration Subdivision of the Members' Expert Staff and Assistants.

Article 178D

- (1) The Administration Subdivision of the Expert Staff of the Complementary Organs and the Factional Expert Staff of the House of Representatives of the Republic of Indonesia as referred to in Article 178C, letter a, has the tasks to prepare and implement administrative activities for the Expert Staff of the Complementary Organs and the Factional Expert Staff of the House of Representatives of the Republic of Indonesia;
- (2) The Administration Subdivision of the Members' Expert Staff and Assistants as referred to in Article 178C, letter b, has the tasks to prepare and implement administrative activities for the Members' Expert Staff and Assistants.

ARTICLE II

This Regulation becomes effective as of its date of enactment.

Stipulated in Jakarta

On 17 June 2011

SECRETARY GENERAL,

SIGNED

Dra. NINING INDRA SHALEH, M.Si.

Government Official No. 19550413

198103 2 001

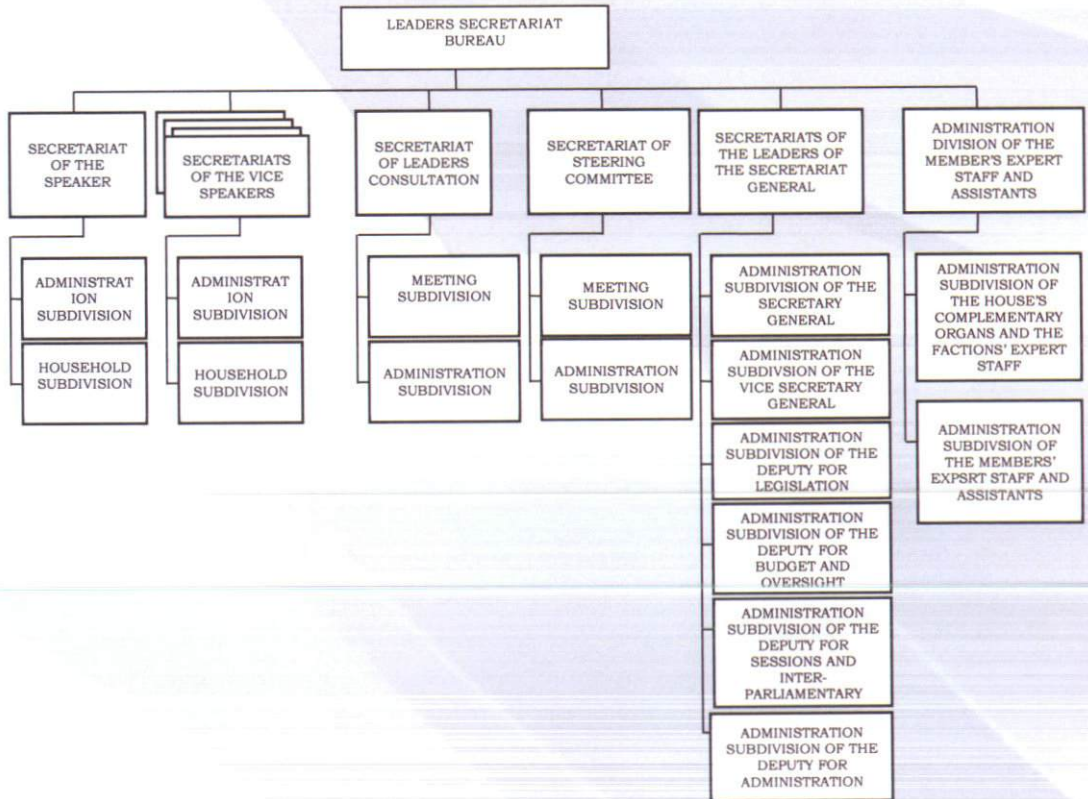
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APPENDIX

REGULATION OF THE SECRETARY GENERAL
OF THE HOUSE OF REPRESENTATIVES OF
THE REPUBLIC OF INDONESIA

NUMBER : 01/PER-SEKJEN/2011

DATED : 17 JUNE 2011

Chart of
The Administration Division of the Members' Expert Staff
and Assistants.

SECRETARY GENERAL

SIGNED

Dra. NINING INDRA SHALEH, M.Si.
Government Official No. 19550413
198103 2 001

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The Organization and System and Procedures

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**REGULATION OF
THE SECRETARY GENERAL OF
THE HOUSE OF REPRESENTATIVES OF
THE REPUBLIC OF INDONESIA**

NUMBER 03/PER-SEKJEN/2013

**REGARDING
THE THIRD AMENDMENT TO REGULATION OF THE SECRETARY
GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC
OF INDONESIA NUMBER 400/SEKJEN/2005 REGARDING THE
ORGANIZATION AND WORK MANAGEMENT OF THE SECRETARIAT
GENERAL OF THE REPUBLIC OF INDONESIA**



**REGULATION OF
THE SECRETARY GENERAL OF
THE HOUSE OF REPRESENTATIVES OF
THE REPUBLIC OF INDONESIA**

NUMBER 03/PER-SEKJEN/2013

REGARDING

**THE THIRD AMENDMENT TO REGULATION OF THE SECRETARY
GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE
REPUBLIC OF INDONESIA NUMBER 400/SEKJEN/2005
REGARDING THE ORGANIZATION AND WORK MANAGEMENT OF
THE SECRETARY GENERAL OF THE HOUSE OF
REPRESENTATIVES OF THE REPUBLIC OF INDONESIA**

WITH THE BLESSING OF THE ONE AND ONLY ALMIGHTY GOD

**THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES
OF THE REPUBLIC OF INDONESIA,**

In Consideration of : a. that in order to improve the administration services of the procurement of government goods/services and electronic procurement of government goods/services in the Secretariat General of the House of Representatives of the Republic of Indonesia, it is deemed necessary to conduct corrective efforts in the process and mechanism thereof to reach more integrated, effective, transparent, and open administration services;

- b. that based on the consideration as referred to in letter a, it is deemed necessary to amend Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia Number 400/SEKJEN/2005 regarding the Organization and Work Management of the Secretariat General of the House of Representatives of the Republic of Indonesia as amended by Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia Number 01/PER-SEKJEN/2011;

In View of

- : 1. Law Number 11 of 2008 regarding Electronic Information and Transactions (State Gazette of the Republic of Indonesia of 2008 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 4843);
2. Law Number 27 of 2009 regarding the People's Consultative Assembly (MPR), the House of Representatives (DPR), the Regional Representatives Council (DPD), and Regional House of Representative (DPRD) (State Gazette of the Republic of Indonesia of 2009 Number 123, Supplement to the State Gazette of the Republic of Indonesia Number 5043);
3. Regulation of the President of the Republic of Indonesia Number 23 of 2005 regarding the Secretariat General of the House of Representatives of the Republic of Indonesia;
4. Presidential Regulation Number 54 of 2010 regarding the Procurement of Government Goods/Services as amended several times, the latest by Presidential Regulation Number 70 of 2010;

5. Regulation of the House of Representatives of the Republic of Indonesia Number 1 of 2009 regarding the Rules of Procedures of the House of Representatives;
6. Regulation of Secretary General of the House of Representatives of the Republic of Indonesia Number 400/SEKJEN/2005 regarding the Organization and Work Management of the Secretariat General of the House of Representatives of the Republic of Indonesia, which has been amended by the Regulation of Secretary General of the House of Representatives of the Republic of Indonesia Number 01/PER-SEKJEN/2011;
7. Circular of the Minister of the State Apparatus Empowerment and Bureaucracy Reform Number 02 of 2012 regarding Institutional Policies for Handling of the tasks and Functions of the (Conventional) Goods/Service Procurement Services and the Electronic Goods/Service Procurement;

Taking into Account : Approval of the Minister of State Apparatus Empowerment and Bureaucracy Reform under letter Number B/735/M.PAN-RB/3/2013 dated 15 March 2013;

HAS DECIDED:

To Stipulate : **THE THIRD AMENDMENT TO REGULATION OF THE SECRETARY GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA NUMBER 400/SEKJEN/2005 REGARDING THE ORGANIZATION AND WORK MANAGEMENT OF THE SECRETARIAT GENERAL OF THE HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA**

ARTICLE I

Some provisions in Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia Number 400/SEKJEN/2005 regarding the Organization and Work Management of the Secretariat General of the House of Representatives of the Republic of Indonesia, as amended by Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia Number 01/PER-SEKJEN/2011, have been amended as follows:

- 1. The provision of Article 74 has been amended, so that it reads as follows:**

Article 74

The Center for Research, Data Processing, and Information (P3DI) has the tasks to carry out research and to provide recommendations on policies, processing of data and information on the development of the House of Representatives of the Republic of Indonesia, documentation of information on the developmental history of the House and the Secretariat General of the House, as well as to apply the electronic procurement system for government goods and services.

- 2. The provisions of Article 75 have been amended, so that it reads as follows:**

Article 75

To conduct the tasks as referred to in Article 74, P3DI has some functions, namely:

- a. provision of research and analysis of the latest and updated situation and progress of parliamentary affairs;
- b. provision of data processing and information facilities, and the provision of services for the electronic procurement of government goods and services;
- c. provision of archives and documentation, as well as professional archive development; and
- d. provision of library organization and management.

3. **The provision of Article 78 has been amended, so that it reads as follows:**

Article 78

The Department of Data and Information Facilities has the tasks to manage the data and information, the maintenance and development of the computer network system, and the electronic procurement system for government goods and services.

4. **The provisions of Article 79 have been amended, so that it reads as follows:**

Article 79

To conduct the tasks as referred to in Article 78, the Department of Data and Information Facilities has some functions, namely:

- a. provision of data and information processing through computer networks;
- b. maintenance and development of the computer network system;
- c. management and assurance of the sustainability of the electronic procurement system for government goods/services.

5. **2 (two) articles have been added between Article 81 and Article 82, namely Article 81A and Article 81B, so that it reads as follows:**

Article 81A

Director of the P3DI, due to his/her tasks and functions, concurrently holds the position of Head of the Electronic Procurement System for Government Goods/Services in the Secretariat General of the House of Representatives of the Republic of Indonesia.

Article 81B

Further provisions on the electronic procurement of government goods/services shall be regulated under laws and regulations.

6. **The provisions of Article 282 have been amended, so that it reads as follows:**

Article 282

The General Affairs Bureau consists of:

- a. Division of Office Supplies and Procurement;
- b. Division of Document Registration and Mailing;
- c. Transportation Division; and
- d. Internal Security Division.

7. **The provision of Article 283 has been amended, so that it reads as follows:**

Article 283

The Division of Office Supplies and Procurement has the tasks to carry out goods/services procurement, storage, maintenance, and distribution of official inventory equipment, tools, and goods.

8. **The provisions of Article 284 have been amended, so that it reads as follows:**

Article 284

To conduct the tasks as referred to in Article 283, the Division of Office Supplies and Procurement has some functions, namely:

- a. procurement; and
- b. storage and distribution of official inventory equipment, tools, and goods.

9. **2 (two) articles have been added between Article 286 and Article 287, namely Article 286A and Article 286B, so that it reads as follows:**

Article 286A

The Head Division of Office Supplies and Procurement, due to the nature of his/her duties and functions, concurrently holds the position of Head of the Procurement Service Unit in the Secretariat General of the House of Representatives of the Republic of Indonesia.

Article 286B

Further provisions on procurement services for government goods/services are regulated under the applicable laws and regulations.

ARTICLE II

This Regulation becomes effective as of its date of enactment.

Stipulated in Jakarta
On 18 March 2013
SECRETARY GENERAL

SIGNED

DR. WINANTUNINGTYASTITI S., M.Si.
Government Official No. 19550413
198203 2 002

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The Organization and System and Procedures