

personnel resources to be provided by the Government and will be available for the duration of UNDP's participation in the Project. The remuneration of NPP will be determined on a case by case basis in accordance with the policies and procedures of UNDP; it should exceed neither the prevailing compensation for comparable functions in the host country nor remuneration levels applicable within the United Nations system.

- 39.3.2 All nationals employed locally by the Executing Agency (UNDP/OPE) to perform professional services under this project shall be accorded: immunity from legal process of any kind in respect of words spoken or written and acts done in the cause of the performance of his/her duties; inviolability of all papers and documents connected with his/her duties; for the purpose of his/her communications with the Executing Agency the right to receive papers and correspondence by courier or in sealed bags.

#### 39.4 Equipment

- 39.4.1 One vehicle
- 39.4.2 6 Micro computers; related equipment and software
- 39.4.3 Duplicating equipment
- 39.4.4 Audio-visual equipment and learning aids materials.
- 39.4.5 Library materials, books, supplies etc.

#### 39.5 Training

- 39.5.1 Fellowships
- 39.5.2 Training on use of micro-computers (Operators course and orientation course for Activity Leaders and Project Management).

#### 39.6 Travel

- 39.6.1 International Travel; CTA and Consultants per diem to UNDP financed project personnel on official business.
- 39.6.2 International Travel - Fellowships

#### 39.7 Miscellaneous

- 39.7.1 Publications and Translation. Especially materials and reproductions costs of Output two.
- 39.7.2 Sundry

40. Third Party AID/OFDA

40.1 AID/OFDA will contribute financially to the Project Budget as shown in Part IVB, on the basis of standing rules and procedures for UNDP cost-sharing projects. Further reference to this contribution can be found in paragraph 53.2

41. Other International Participation U.K. (British Council)

41.1 Background and Reference materials to the Training Facility used in connection with Output 1 - Integrated Disaster Management Training Programme.

41.2 One UK fellowship a year in disaster management training.

42. Other International Participation:

42.1 In the course of project formulation contact has been made with representatives of potential sources of external assistance, including Australia, Canada, Japan, Norway, Switzerland, and Sweden which have indicated willingness in principle to contribute to the Project on a case by case basis as unmet project needs are defined. Similarly, agencies of the U.N. system, notably those associated with disaster management in Indonesia (e.g. ILO, UNESCO, UNICEF ILO, FAO/WFP) have been advised of the Project and their collaboration invited in respective areas of expertise.

H. PREPARATION OF THE FRAMEWORK FOR EFFECTIVE PARTICIPATION  
OF INTERNATIONAL AND NATIONAL STAFF IN THE PROJECT

43. The Activities necessary to produce the indicated Outputs and achieve the Project's Objectives will be carried out jointly by the national and international staff assigned to it. The respective roles of the national and international staff will be determined through mutual discussion and agreement with the National Project Director, the National Project Co-ordinator and Chief Technical Advisor, as set out in a Framework for Effective Participation of National and International Staff in the Project. The Framework which will be attached to the Project Document as an Annex, will be reviewed from time to time.

44. In particular, close attention will be given to the constitution and project involvement of the Inter-departmental Consultative Committees for each Output. Similar due emphasis will also be placed on inter-action between Project Activities throughout the Project Period, especially in connection with the bi-annual meetings of Activity Leaders.

45. The National Project Co-ordinator, the Chief Technical Advisor, the consultants, the Activity Leaders and national staff assigned to the Project by their respective Departments will work closely with the National Project Co-ordinator throughout Project implementation. The respective roles of the national and international staff shall be in accordance with the established concept and specific purpose of technical co-operation.

46. The major commitment to cross-sectoral disaster preparedness and management in the Project will require concerted action by all parties. The cross-sectoral leadership of BAKORNAS PBA is particularly significant in this respect, having the authority to formulate policies and designate programmes to be carried out by the functional agencies concerned in the different sectors.
47. A detailed Final Work Plan (including Bar Charts) for the implementation of the Project, based on the Preliminary Work Plan drawn up as a prerequisite to implementation, will be prepared by the National Project Co-ordinator and the Chief Technical Advisor in consultation with the Departments concerned. The Final Work Plan should be available within two months of the start of the Project and, once agreed upon, will be attached to the Project Document as an Annex.

#### I. DEVELOPMENT SUPPORT COMMUNICATION

46. In view of the fact that the Project will impinge on the activities of a wide variety of governmental departments and some non-governmental or semi-private organizations, it will be essential that communication be established and maintained in a fashion that encourages interaction between all parties concerned. Notice on all the activities of the Project will be given to all interested governmental and non-governmental entities in order to maximize use of the resources provided to this end. A list of "contact officials" for the Project within each of these entities will be designated and identified in an up-to-date contact list for the length of the Project.

#### J. INSTITUTIONAL FRAMEWORK

47. This Project will be conducted within the institutional framework of the National Co-ordination Board for National Disaster Relief (BAKORNAS PBA) established by Presidential Decision 028/1979 of 18 June 1979 (see Annex B), under the General Chairmanship of the Minister Co-ordinator for People's Welfare and Co-Chairmanship of the Minister of Social Affairs (1st Chairman), of Home Affairs (2nd Chairman) and Public Works (3rd Chairman). The Minister Co-ordinator for People's Welfare has thus been designated Government Co-ordinating Agency, in particular to oversee the exceptionally high degree of inter-departmental co-ordination required, and the Department of Social Affairs has been designated as Government Implementing Agency.
48. In light of these institutional Departmental responsibilities, the Departments of Social Affairs, Home Affairs and Public Works have been requested to assume responsibility for Activities relating, respectively, to Outputs One, Two and Three. The State Ministry of Population and Environment and the appropriate national supervisory body for planning and administration are similarly expected to be responsible respectively for Activities relating to

Outputs Four and Five because of their clear institutional interest in the related Objectives. Thus individual Departments will bear leadership responsibilities for Activities relating to disaster management concerns of BAKORNAS PBA as a whole.

49. The Director General of Social Assistance Development, Department of Social Affairs, acts as Secretary to the National Co-ordination Board (BAKORNAS PBA). Accordingly, the Department of Social Affairs is the designated Government Implementing Agency for this Project. The Secretary to BAKORNAS PBA is supported by a Secretariat which will constitute the core of the counter-part team and support the Project Director and the National Project Co-ordinator.
50. The National Project Co-ordinator will be assigned to work full time for the Project. Under the authority of the National Project Director, he will provide technical guidance and co-ordinate all inputs, activities and Outputs and be the link between the implementing agency, the governmental Departments and non-government organizations concerned, especially those represented within BAKORNAS BPA, the Office of the UNDP Resident Representative in Jakarta, UNDRG-Geneva, and all national and international entities concerned with disasters in Indonesia.
51. A Chief Technical Advisor will be recruited to work closely with the National Project Co-ordinator. While the Chief Technical Advisor will be so designated for the duration of the Project, it is not expected that it will be necessary for him to work full time with the Project.
52. A diagram, illustrating the institutional context, the organization to implement the Project, and the inter-activity relationship is attached as Annex E.

#### K. PRIOR OBLIGATIONS AND PREREQUISITES

53. The following obligations and prerequisites are recognized as necessary for effective Project implementation.

##### 53.1 Government

- 53.1.1 The Government shall arrange agreement on the nomination and/or appointment and services of the National Project Co-ordinator and of the Project Administrative Officer, and of staff needed from participating Departments.
- 53.1.2 The Government will ensure that the necessary steps are taken to appoint Activity Leaders and to constitute the Inter-Departmental Committees for each of the Five Outputs. The Government will ensure that the Activity Leaders can fulfill their functions effectively through the Project period.

- 53.1.3 The Government will ensure that in those cases where Departmental resources in kind are felt to be insufficient to support assigned activities, the necessary budget requests be made for the next budgetary year.
  - 53.1.4 The Government will take the necessary administrative and budgetary steps to ensure that equipment and physical facilities and the required number of suitably qualified personnel, in particular those directly responsible for achieving designated objectives, are made available for the Project when needed.
  - 53.1.5 All necessary documents, maps, statistics and other information needed for the project will be provided and the necessary instructions given for this.
  - 53.1.6 The necessary administrative steps will be taken to ensure collaboration within and between the various governmental and non governmental organizations to ensure that the project can involve the prescribed cross-sectoral and multi-disciplinary activities.
  - 53.1.7 Preliminary but detailed Work Plans and Bar Charts, covering each Project activity will be prepared with the Departments concerned and attached to the Project Document as an Annex. Respective inter-departmental responsibilities and contributions will be clearly identified in this connection.
- 53.2 UNDP, UNDP/OPE, AID/OFDA, and other Third Parties
- 53.2.1 UNDRO will carry out such project activities as will be determined in agreement with OPE and will be accountable to UNDP for the proper execution of these activities and for the related financial expenditures and reports.

- 53.2.2 UNDP will ensure that the Third Party - AID/OFDA, as represented in Indonesia - is kept closely informed of and associated with Project execution, notably through consultation on key decisions concerning recruitment of Project staff and significant steps taken in the Project's development, participation in key meetings such as Tripartite Reviews, and membership in appropriate technical committees.

#### L. FUTURE ASSISTANCE

54. The possibility of needing some future assistance can be envisaged in connection with all Outputs, with the likely exception of Output Two (Organization and Procedures Hand Book), the future modification and production costs of which are expected to be low enough to be covered without further external assistance.
55. Disaster Management Training (Output One) and, in particular, the conclusions and recommendations of the three Resource and Procedures Studies, (Outputs Three, Four and Five) are expected to define some requirements which might be met by future external assistance.
56. Accordingly the parties to the Project would at the end of the second and third years of the Project meet specifically to consider the question of future assistance in light of the experience, conclusions and recommendations derived from the Project at those points.

### PART III

#### SCHEDULE OF MONITORING, EVALUATION AND REPORTS

##### 57. Tripartite Monitoring Review (Annual)

- 57.1 The Project will be subject to annual tripartite reviews and evaluation in accordance with the policies and procedures of UNDP for monitoring project and programme implementation, and third party cost-sharing contributions.

##### 58. Technical Evaluation (Bi-Annual)

- 58.1 The Project will be subject to bi-annual Technical Evaluations in connection with the bi-annual progress reports. (see below).
- 58.2 A first Technical Evaluation will be held 6 months from the start of the Project, and earlier if necessary, to check on the progress of work and to determine whether any changes are necessary in the near phase of work in light of experience gained. If found justified, the future Work Programme will be adjusted accordingly in consultation with the Government, the UNDP Representative, the Executing Agency and the Third Parties.

59. Progress (Bi-Annual) and Terminal Reports (One-time)

- 59.1 The National Project Co-ordinator, assisted by the Chief Technical Advisor, will prepare a progress report every six months in accordance with UNDP policies and procedures. These reports will be the basis for the periodic evaluation and technical review of the Project.
- 59.2 The Project Terminal Report will be prepared in draft form by the National Project Co-ordinator assisted by the Chief Technical Advisor, six months before completion of the Project. The National Project Co-ordinator will provide the final version of this report in time for it to be reviewed by the Government and the UNDP Resident Representative and submitted to the Terminal Tripartite Review which will be scheduled one month prior to completion of the Project.

60. Meeting of Activity Leaders (Bi-Annual)

- 60.1 Activity Leaders will meet formally twice a year with the National Project Co-ordinator and the Chief Technical Advisor, to review progress towards respective Objectives, ensure maximum inter-~~Activity~~ exchange, review areas of activity where there might be duplication or oversight, and take steps to effect the necessary adjustments in inter-Activity relationships.

PROJECT BUDGET COVERING GOVERNMENT CONTRIBUTION IN KTND  
(in '000 Rupiahs)

		1986			1987			1988		
		Total								
		m/m	Rp.	m/m	Rp.	m/m	Rp.	m/m	Rp.	Rp.
10	<u>PROJECT PERSONNEL</u>									
11.00	National Profesional (National Project Director)	36	21.600,-	12	7.200,-	12	7.200,-	12	7.200,-	7.200,-
11.01	Middle Managers	36	100.800,-	12	33.600,-	12	33.600,-	12	33.600,-	33.600,-
11.02	Accountant	36	28.800,-	12	9.600,-	12	9.600,-	12	9.600,-	9.600,-
11.03	Administrative assistance	36	86.400,-	12	28.800,-	12	28.800,-	12	28.800,-	28.800,-
11.04	Typist	36	10.800,-	12	3.600,-	12	3.600,-	12	3.600,-	3.600,-
11.05	Driver	36	7.200,-	12	2.400,-	12	2.400,-	12	2.400,-	2.400,-
11.06	Messenger	36	5.040,-	12	1.680,-	12	1.680,-	12	1.680,-	1.680,-
	Component total		260.640,-		86.880,-		86.880,-		86.880,-	
20.	<u>TRAINING</u>									
21.01	Travel	36	59.324,-	12	10.000,-	12	24.662,-	12	24.662,-	24.662,-
21.03	Rations	36	39.671,-	12	12.000,-	12	13.835,5	12	13.835,5	13.835,5
21.04	Allowance	36	14.602,5	12	4.867,5	12	4.867,5	12	4.867,5	4.867,5
21.05	Local transportation	36	10.891,-	12	2.985,-	12	3.953,-	12	3.953,-	3.953,-
21.06	Stationaries	36	14.190,-	12	1.800,-	12	6.195,-	12	6.195,-	6.195,-
21.07	Reading materials (books, brochures, pamphlets, etc)	36	17.612,-	12	1.800,-	12	6.195,-	12	6.195,-	6.195,-
21.08	Study tour	36	22.776,-	12	7.200,-	12	7.788,-	12	7.788,-	7.788,-
21.09	Instructors honorarium	36	5.737,6	12	4.180,-	12	778,8	12	778,8	778,8
	Component Total		184.804,1		44.832,5		69.985,8		69.985,8	



PART IV -

	Total	1986		1987		1988	
	m/m	Rp.	m/m	Rp.	m/m	Rp.	m/m
30. <u>EQUIPMENT</u>							
31 Building		872,295,-		872,295,-			
32 Rehabilitation of Building		350,000,-		350,000,-			
33. Furnitures/Fitting		85,860,-		45,860,-		20,000,-	
Component total		1,308,155,-		1,268,155,-		20,000,-	
40. <u>MISCELLANEOUS</u>							
41 Operation and equipment maintenance		45,000		5,000		20,000	
50. TOTAL GOVT. CONTRIBUTION		1,798,599,1		1,404,867,5		196,865,8	

PART IV - D  
PROJECT BUDGET COVERING UNDP CONTRIBUTION  
(in US Dollars)

Country : Indonesia  
Project Number : IRS/82/020/C/01/31  
Project Title : Strengthening Disaster Preparedness and Disaster Management

		Total		1986		1987		1988	
		m/m	US\$.	m/m	US\$.	m/m	US\$.	m/m	US\$.
10	<u>PROJECT PERSONNEL</u>								
11-00	<u>EXPERTS and CONSULTANTS</u>								
11-01	Expert in Disaster Preparedness and Disaster Management (CIA)	18	126,000	6	42,000	6	42,000	6	42,000
11-02	International Consultants	18	126,000	6	42,000	6	42,000	6	42,000
13-00	Administrative Support Personnel	72	50,000	24	15,000	24	15,000	24	20,000
15	Travel		48,000		16,000		16,000		16,000
17-01	National Professional	36	54,000	12	18,000	12	18,000	12	10,000
-02	National Consultants	84	54,000	28	18,000	28	18,000	28	18,000
19	COMPONENT TOTAL	228	458,000	76	151,000	76	151,000	76	156,000

PROJECT BUDGET COVERING UNDP CONTRIBUTION  
(in US Dollars)

	Total	1986		1987		1988	
		US\$		US\$		US\$	
30 TRAINING							
31 Individual Fellowship (study abroad)	30,000		10,000		10,000		10,000
32 Group Training	45,000		15,000		15,000		15,000
33 In-service Training Study Tours	27,500		7,500		10,000		10,000
39 COMPONENT TOTAL	102,500		32,500		35,000		35,000
40 Equipment	90,000		50,000		20,000		20,000
41 Expendable	6,000		2,000		2,000		2,000
42 Non-Expendable							
Scientific, books, Journals	8,500		1,500		3,000		4,000
Vehicles	10,000		10,000		-		-
49 COMPONENT TOTAL	114,500		63,500		25,000		26,000
50 MISCELLANEOUS							
51 Operation and Maintenance of equipment	6,000		2,000		2,000		2,000
52 Report and Printing Costs	16,000		3,000		7,000		6,000
53 Sundry	3,000		1,000		1,000		1,000
59 COMPONENT TOTAL	25,000		6,000		10,000		9,000
99 Project total	700,000		253,000		221,000		226,000
103 Third Party Cost-Sharing (excl. overhead)	(315,316)		(115,316)		(100,000)		(100,000)
999 Total UNDP Contribution	384,684		137,684		121,000		126,000

PROJECT BUDGET COVERING COST-SHARING CONTRIBUTION  
(in US Dollars)

PART IV - B

Country : Indonesia  
Project Number : INS/82/020/C/01/31  
Project Title : Strengthening Disaster Preparedness and Disaster Management

	<u>TOTAL</u>	<u>1986</u>	<u>1987</u>	<u>1988</u>
100. <u>COST-SHARING</u>				
101 Cost-sharing	-	-	-	-
103 Third-party Cost-sharing	315,316	115,316	100,000	100,000
109 Component Total	315,316	115,316	100,000	100,000
150 <u>SUPPORT COST</u>				
156 Support Cost (Cost-sharing)	-	-	-	-
157 Support Cost (Third-party Cost-sharing overhead)	34,684	12,684	11,000	11,000
159 Component Total	34,684	12,684	11,000	11,000
199 <u>TOTAL COST-SHARING</u>	350,000	128,000	111,000	111,000

<u>Payment Schedule</u>	<u>Date</u>	<u>Amount</u>	<u>Contributor</u>
1. Cost-sharing	-	-	-
2. Third-party Cost-sharing	March 1986	US\$350,000	Government of the United States of America

Cost-sharing is payable in US Dollars to be deposited into the "UNDP Contributions Account" number 015 002204 with Chemical Bank, New York.

UNOFFICIAL TRANSLATION

DECISION NUMBER 28 YEAR 1979 OF  
THE PRESIDENT OF THE REPUBLIC OF INDONESIA  
ON  
THE NATIONAL COORDINATING BODY FOR THE MITIGATION  
OF NATURAL DISASTERS

THE PRESIDENT OF THE REPUBLIC OF INDONESIA

Considering:

That for an intensification of coordinated and integrated efforts in the mitigation of natural disasters, it is deemed necessary to reconsider Presidential Decision Number 256 Year 1966 on the National Consultative Board for the Mitigation of Natural Disasters and Decision Number 14/U/Kep/1/1967 of the Cabinet's Presidium on the Composition and the Tasks of the Coordinating Team for the Implementation of Mitigating Actions against Natural Disasters, for their adjustment to situational developments;

With due regard to:

1. Article 4 paragraph (1) of the Constitution of 1945;
2. Public Law Number 5 Year 1974 on the Basic Principles of Local Administration (Statute-book Year 1974 Number 38, Compendium to the Statute book Number 3037);
3. Public Law Number 6 Year 1974 on the Principal Stipulations of Social Welfare (Statute-book Year 1974 Number 53, Compendium to the Statute book Number 3039);
4. Presidential Decision Number 7 Year 1974 on Improving Presidential Decision Number 79 Year 1969 on Improving Presidential Decision Number 132 Year 1967 concerning Amendments to the Principles of Organization and Procedures in the field of Defense-Security;
5. Presidential Decision Number 44 Year 1974 on the Basic Principles of the Organization of Departments;
6. Presidential Decision Number 45 Year 1974 on the Organizational Structure of Departments;
7. Presidential Decision Number 12 Year 1978 on the Status, Main Responsibilities, Functions and Working Procedures as well as the Organizational Structure of the Staff of Minister-Coordiators;

8. Presidential Decision Number 13 Year 1978 on the Status, Main Responsibilities, Functions and Working Procedures as well as the Organizational Structure of the Staff of Junior Ministers;
9. Presidential Decision Number 30 Year 1978 on Amendments to Appendix 14 to Presidential Decision Number 45 Year 1974 on the Organizational Structure of Departments;

HAS DECIDED:

To enact:

A DECISION OF THE PRESIDENT OF THE REPUBLIC OF INDONESIA ON A NATIONAL CO-ORDINATING BOARD FOR THE MITIGATION OF NATURAL DISASTERS.

#### PART 1

#### STATUS, MAIN RESPONSIBILITIES AND ORGANIZATIONAL STRUCTURE

##### Article 1.

The National Coordinating Board of the Mitigation of Natural Disasters, hereinafter further to be abbreviated as BAKORNAS, for the Mitigation of Natural Disasters, shall constitute a non-structural organizational with a status at the Central Level, directly accountable to the President.

##### Article 2.

1. Coordinating Units for the Implementation of Mitigating Actions against Natural Disaster hereinafter further to be abbreviated as SATKORLAK for the Mitigation of Natural Disasters, shall constitute non-structural organizations with status at Provincial and Regency/Municipality Levels.
2. The SATKORLAK at the Provincial Level shall be accountable to the BAKORNAS, while the SATKORLAK at the Regency/Municipal Level shall be accountable to the SATKORLAK at the Provincial Level.

##### Article 3.

The BAKORNAS shall have the responsibility of:

- a. Formulating policies and providing policy guidelines/directives as well as providing coordination in concerted mitigation actions against natural disasters;

- b. Supervising the implementation of programs for the mitigation of natural disasters pursuant to the general policy as formulated by the Government;
- c. Providing directive guidelines for the lines of policy as shall be implemented by the SATKORLAK in prevention, relief and rehabilitation endeavours to mitigate natural disasters.

#### Article 4.

The SATKORLAK at the Provincial and the Regency/Municipality Levels shall have the responsibility of:

- a. Realizing the policy as formulated by the BAKORNAS;
- b. Submitting accounting reports on the realization of their responsibilities in their respective territories to the BAKORNAS.

#### Article 5.

The organizational composition of the BAKORNAS shall be as follows:

- 1. The Minister-Coordinator for People's Welfare as General Chairman, concurrently Member.
- 2. The Minister of Social Affairs as Ist Chairman, concurrently Member.
- 3. The Minister of Home Affairs as IIInd Chairman, concurrently Member.
- 4. The Minister of Public Works as IIIrd Chairman, concurrently Member.
- 5. The Director General of Social Welfare Assistance, the Department of Social Affairs, as Secretary, concurrently Member.
- 6. A functionary as shall be appointed by the Minister-Coordinator, as Member.
- 7. A functionary as shall be appointed by the Minister of Home Affairs, as Member.
- 8. A functionary as shall be appointed by the Minister of Public Works, as Member.
- 9. A Functionary as shall be appointed by the Minister of Health, as Member.

10. A Functionary as shall be appointed by the Minister of Defence-Security, as Member.
11. A Functionary as shall be appointed by the Minister of Communications, as Member.
12. A Functionary as shall be appointed by the Minister of Mining and Energy, as Member.
13. A Functionary as shall be appointed by the Minister of Agriculture, as Member.
14. A Functionary as shall be appointed by the Minister of Transmigration, as Member.
15. A Functionary as shall be appointed by the Minister of Finance, as Member.
16. A Functionary as shall be appointed by the Minister of Information, as Member.
17. A Functionary as shall be appointed by the Minister of Environmental Control and Development, as Member.
18. Agency for Logistics, as Member.
19. A Functionary as shall be appointed by the Chairman of the Indonesian Red Cross, as Member.
20. A Functionary as shall be appointed by the Indonesian Agency for Search and Rescue, as Member.

#### Article 6.

The organizational composition of the SATKORLAK at the Provincial Level shall be as follows:

1. The Governor of the Province as Chairman, concurrently Member.
2. A Territorial Functionary of the Armed Forces of the Republic of Indonesia as shall be appointed by the pertaining Territorial Commander, as Vice-Chairman concurrently Member.
3. The Head of the Regional Office of the Department of Social Affairs as Secretary, concurrently Member.
4. Elements of the Province, having a close relationship with the implementation of mitigative actions against natural disasters, as Member.



Article 7.

The organizational composition of the SATKORLAK at the Regency/Municipality Level shall be as follows:

1. The Regent/Mayor of the Regency/Municipality as Chairman, concurrently Member.
2. A Territorial Functionary of the Armed Forces of the Republic of Indonesia, as shall be appointed by the pertaining Military Territorial Commander, as Vice-Chairman, concurrently Member.
3. The Head of the local office of the Department of Social Affairs as Secretary, concurrently Member.
4. Elements of the Regency/Municipality, having a close relationship with the implementation of mitigative ~~actions~~ against natural disasters as Members.

PART III

RESPONSIBILITIES, COMPETENCES AND ACCOUNTABILITIES

Article 8.

1. The General Chairman of the BAKORNAS shall have the responsibility, competence and accountability of determining policy directives for the mitigation of natural disasters.
2. The Ist Chairman of the BAKORNAS shall have the responsibilities, competence and accountabilities for:
  - a. providing directives for, and coordinating, the mitigation of victims of natural disasters;
  - b. coordinating assistance in the event of natural disasters, as may be originating from domestic sources of assistance as well as from foreign sources of assistance.
3. The IInd Chairman of the BAKORNAS shall have the responsibilities, competence and accountability for:
  - a. coordinating activities of providing developmental guidance over organs and equipment for mitigating natural disasters in the regions;
  - b. coordinating policies on the utilization of natural disasters in the regions;
  - c. coordinating policies on population problems in disaster-stricken areas.

4. The IIIrd Chairman of the BAKORNAS shall have the responsibility, competence and accountability for:
  - a. coordinating, as well as realizing, technical guidance to working units and service agencies in the field of public works in the regions, pursuant to the mitigation of natural disasters;
  - b. coordinating and realizing the directing of the operational ability of working units of the Department of Public Works, pursuant to the mitigation of natural disasters.
  - c. coordinating and realizing the preparation of new settlement sites for victims of natural disasters.
5. Other responsibilities than those mentioned in paragraphs (2) up to and including (4) shall be realized pursuant to the directives of the General Chairman.

#### Article 9

- (1) The Secretary of the BAKORNAS shall have the responsibility, competence and accountability for:
  - a. regulating and guiding a cooperation, as well as integrating and coordinating all the administration in the mitigation of natural disasters;
  - b. preparing plans as well as processing, analyzing and coordinating the formulation of policies in the mitigation of natural disasters;
  - c. providing guidance on matters of administration, finance, domestic/foreign assistance, equipment for the mitigation of natural disasters.
  - d. preparing periodical/incidental reports on the implementation of mitigating actions against natural disasters for the General Chairman.
- (2) The Secretariat of the BAKORNAS shall be maintained by the Department of Social Affairs.

#### Article 10

Members of the BAKORNAS shall have the responsibility, competence and accountability of representing their respective Departments/Agencies within the framework of mitigating natural disasters.

#### Article 11

The Chairman of the SATKORLAK at the Provincial Level shall have the responsibility, competence and accountability for:

- a. determining the policy of the implementation of mitigating actions against natural disasters, pursuant to the policy as has been formulated by the BAKORNAS;
- b. coordinating the implementation of preventive, repressive and rehabilitative actions in the mitigation of natural disasters in his region;
- c. submitting reports on occurring and anticipated natural disasters in his region to the Executive Board of the BAKORNAS.

#### Article 12

The Chairman of the SATKORLAK in Regencies/Municipalities, shall have the responsibility, competence and accountability for:

- a. coordinating the execution of mitigating actions against natural disasters as shall be realized by implementing units in the Underdistricts and Villages within his region;
- b. submitting reports on occurring and anticipated natural disasters in his region to the Executive Board of the SATKORLAK at the Provincial Level.

### PART III

#### WORKING PROCEDURES

#### Article 13

- (1) The BAKORNAS shall convene periodical meetings of cooperation at least four times yearly or at any time as shall be appropriate to the needs, for the purpose of:
  - a. studying policy formulations on the mitigation of natural disasters;
  - b. studying problems occurring in the execution of mitigating actions against natural disasters;
  - c. studying other matters pertaining to the mitigation of natural disasters;
  - d. taking decisions pertaining to the matters mentioned in a, b and c, within the framework of facilitating a smooth realization of mitigating actions against natural disasters.

- (2) Decisions of teh BAKORNAS, as meant in paragraph (1), shall bind Departments/Agencies/Bodies that are either having a membership therein or are having relations therewith.
- (3) In the case of such being considered necessary, shall the General Chairman have the competence to invite other Ministers/Functionaries/Elements, connected with and/or needed for, the mitigation of natural disasters.
- (4) The BAKORNAS shall submit accounting reports to the President at least twice yearly.

#### PART IV

#### F i n a n c i n g

##### Article 14

- (1) All financing of administrative matters and routine activities of the BAKORNAS shall be to the account of the budget of the Department of Social Affairs.
- (2) Expenditures of a technical, functional and preventive nature shall be to the account of the budgets of the respective Departments/Agencies.
- (3) The realization of the financing of the mitigation of natural disasters that are inflicting extremely huge losses and/or are of a sudden nature, shall be to the account of the Government's budget, pursuant to directives of the President.

#### PART V

#### Closing Stipulations

##### Article 15

Presidential Decision Number 256 Year 1966 and Decision Number 14/Kep/I/1966 of the Cabinet Presidium on the Mitigation of Natural Disasters, together with the regulations for the implementation thereof, as existing and prevailing prior to this Presidential Decision, shall be declared nil and void commencing from the establishment of the BAKORNAS and the SATKORLAK in Provinces and Regencies/Municipalities, pursuant to this Presidential Decision.

##### Article 16

Matters that have not been dealt with in this Presidential Decision, shall further be regulated by the Chairman of the BAKORNAS.

Article 17

This Presidential Decision shall come into force on the date of its enactment.

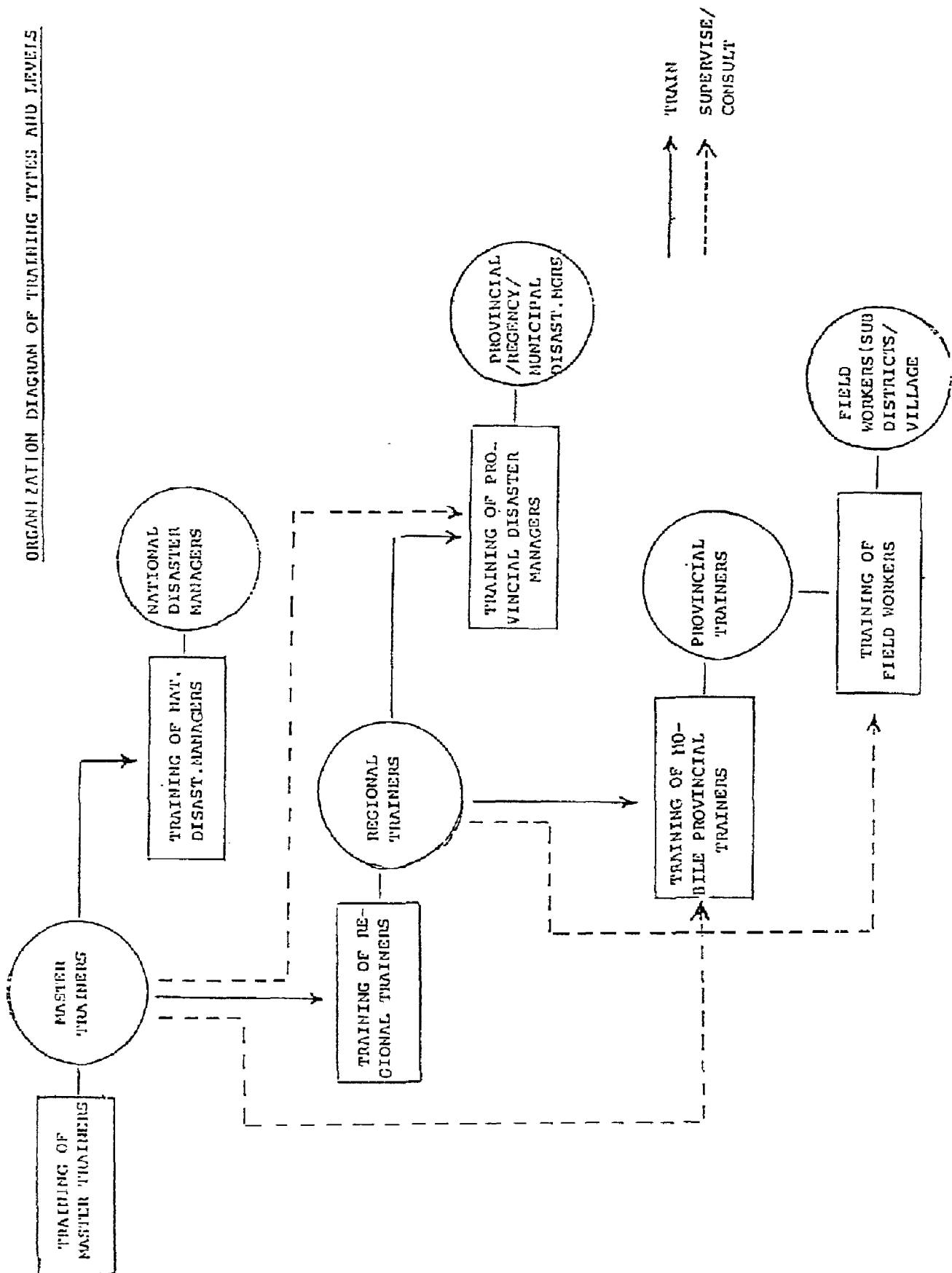
Enacted in Jakarta  
on the 18th day of June, 1979

THE PRESIDENT OF  
THE REPUBLIC OF INDONESIA

signed

S O E H A R T O

ORGANIZATION DIAGRAM OF TRAINING TYPES AND LEVELS



OUTPUT ONE: INTEGRATED DISASTER MANAGEMENT TRAINING PROGRAMMEALTERNATIVE POSSIBLE SCHEDULES OF INTRODUCTIONAlternative 1

Months of 1st year (Months, where no activity given are used for breaks, review and preparation)

- 1-4 Establish Inter-Dept. Training Programme Committee. Review and confirm complete training programme schedule, syllabus, curriculum, training staff and teachers, orientation of core training staff and preparation of Master Trainers course.
- 6,7 Master Trainers course
- 8 Core Staff training
- 10 Region I training
- 11,12 Review and evaluation of programme to date

Months of 2nd year

- 2 Region II training
- 4 Region III training
- 6 Master Trainers refresher training ( 3 weeks)
- 7 Core Staff refresher training (2 weeks)
- 8 Region I refresher training (2 weeks)
- 10,11 Mobile Team Training Region I (1-2 Week courses)
- 12 Review and evaluation of programme to date.

Months of 3rd year

- 2 Region II refresher training (2 weeks)
- 4 Region III refresher training (2 weeks)
- 6 Master Trainers refresher courses
- 5,9 Region II Mobile Team Training (1-2 week courses)
- 10,11 Region III Mobile Team Training (1-2 week courses)
- 12 Review and evaluation of overall programme.

Alternative 2

Months of 1st year (Months where no activity given are used for breaks, review and preparation).

1-4 Establish Inter Dept. Training Programme Committee. Review and confirm complete training programme schedule, syllabus, curriculum, training staff and teachers, orientation of core training staff and preparation of Master Trainers course.

6,7 Master Trainers Course

8 Region I training

10 Region II training

12 Region III Training

Months of 2nd year

1,2 Review and evaluation programme to date

3 Core staff training

4,6,8,10 Mobile Team Region I, II, III (2 week courses)

12 Master trainers refresher training (3 weeks)

Months of 3rd year

2 Core staff refresher Training (2 weeks)

3 Region I Refresher Training (2 weeks)

5 Region II Refresher Training (2 weeks)

7 Region III Refresher Training (2 weeks)

9-12 Review and Evaluation of overall course and findings.



SUGGESTED TERMS OF REFERENCE

Project Title; Strengthening Disaster Preparedness and Disaster Management in Indonesia

Project Numbers; INS/82/020

Post Title: National Project Co-ordinator

Duration: 36 months

Anticipated Starting Date: First Quarter of 1986

Duty Station: Jakarta, Indonesia

Background: Given the complexity of the Project, the diverse nature of the Project Activities, and the need to ensure constant senior-level liaison with the various Departments directly and indirectly associated with BAKORNAS PBA/SATORKALAK PBA, it is imperative that a National Project Co-ordinator assume full-time responsibility for the organization, implementation, and co-ordination of inter-department project activities.

Duties: Under the authority of the National Project Director, and with support from the Chief Technical Advisor, international and national consultants, and resident support staff, the National Project Co-ordinator will co-ordinate the management and operations of the National Inter-departmental Project Team activities, and will also co-ordinate national team activities with those of the international staff assigned to the Project as required. Additionally the National Project Co-ordinator will carry out the following tasks:

1. Ensure continuous liaison with participating Departments and other Governmental or non-Governmental organizations concerned with disaster management and establish/maintain good working relationships with them for the effective implementation of Project activities.

2. Ensure a proper flow of information between the National Project Team and the interested authorities on Project related activities as appropriate.
3. Facilitate with the CTA the procurement, use and maintenance of project equipment and materials.
4. Arrange with the CTA for timely assignment of consultants.
5. Arrange with the CTA for any training needed to carry out Project activities.
6. On a regular basis, keep the UNDP and other international participants in the Project informed of the Project's progress with respect to each output.
7. Submit and/or participate in the preparation of required progress and terminal reports.
8. Assume overall local management responsibility for the Project and the implementation of the Activities.

Qualifications:

The National Project Co-ordinator will be:

- (i) A senior administrator with broad experience in cross-sectoral disaster management.
- (ii) Possess proven ability to conceptualize, plan, and co-ordinate mutli-disciplinary activities.
- (iii) Be conversant with "State-of-the-art" methodology in disaster prevention, preparedness and relief.
- (iv) Personal familiarity with training/ academic/research environment and related administrative and substantive requirements and techniques.
- (v) Fluency in oral and written communication in English is necessary.

SUMMARY DESCRIPTIONS OF PROPOSED FUNCTIONS  
OF ACTIVITY LEADERS AND OF  
INTER-DEPARTMENTAL CONSULTATIVE COMMITTEES

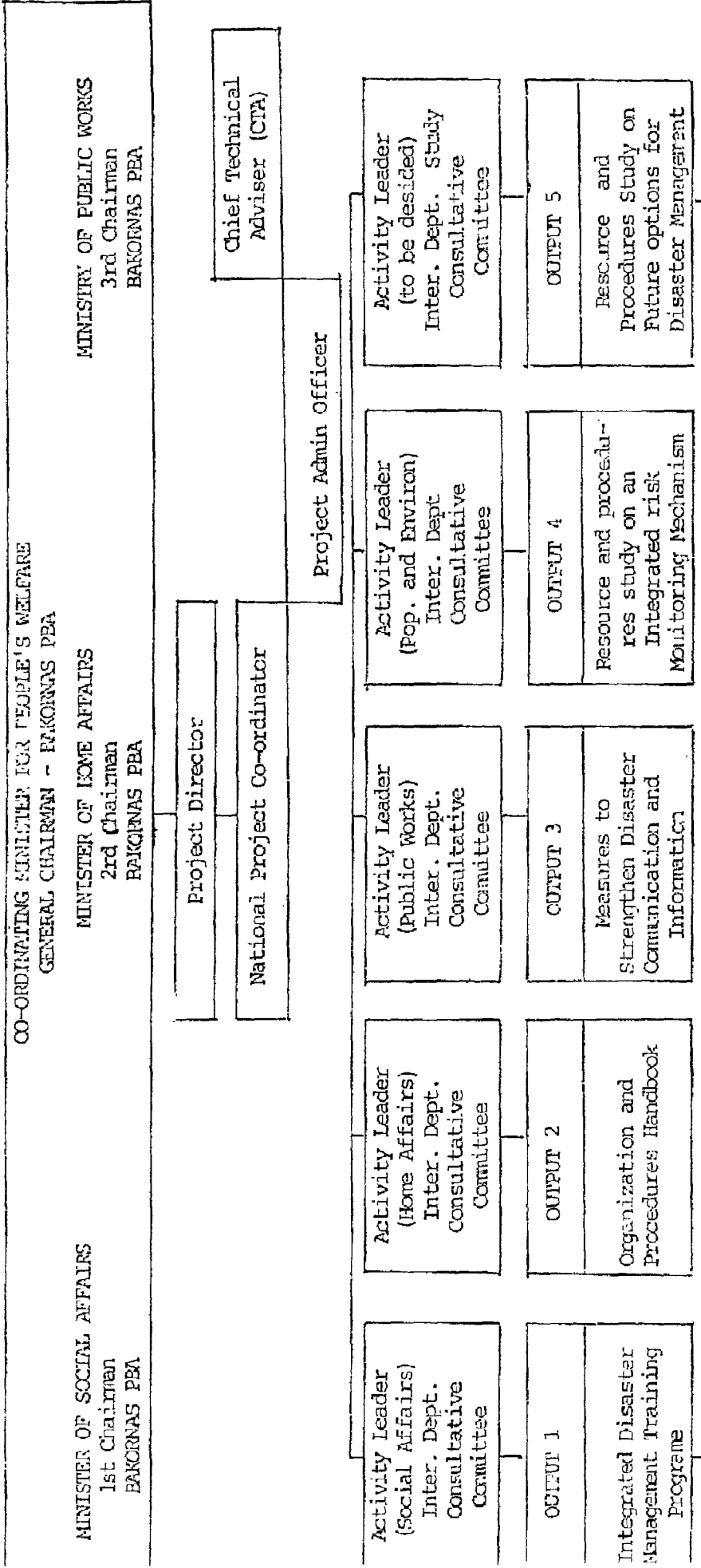
1. ACTIVITY LEADERS

- 1.1 Activity Leaders, respectively designated by the Departments covering the five Project Outputs will be immediately responsible for the progress of work towards the objective assigned. Together with the National Project Co-ordinator, the Chief Technical Advisor and the Project Administrative Officer, and as appropriate, with the respective Inter-departmental Consultative Committees, the Activity Leaders will:
- 1.1.2 Define the respective final Work Plans and Schedules of Activities.
  - 1.1.3 Identify the staff and material resources needed to meet the objectives; help budget for these.
  - 1.1.4 Provide conceptual guidance on meeting Project Objectives.
  - 1.1.5 Contribute to and participate as appropriate in evaluations, progress reports and reviews related to respective activities.
- 1.2 Activity Leaders will serve as Chairmen of respective Inter-departmental Consultative Committees.

2. INTER-DEPARTMENTAL CONSULTATIVE COMMITTEES (ICC)

- 2.1 The ICC's will be the chief mechanisms by which interested Departments can participate in different Project activities and thus contribute to a cross-sectoral approach to each Objective, reduce the risk of duplication, ensure that the institutional mandates of each Department are recognized and that maximum advantage is taken of respective Departmental resources and expertise.
- 2.2 Additionally, the ICC's will provide a means of associating outside experts, or staff of specialized entities with particular competence in the activities concerned.
- 2.3 Each ICC will include as a minimum staff from each Department, having output responsibilities in the Project, plus the National Project Co-ordinator, the Chief Technical Advisor, and the Project Administrative Officer. International and national consultants would normally be associated with the Consultative Committees.
- 2.4 ICC's for Outputs 1 - 4 will be established in the first four months of the Project period. (For Output 5, the ICC would be established in the first four months of the second year).
- 2.5 Activity Leaders serve as Chairmen of respective ICC's.

DRAFT DIAGRAM SHOWING POSSIBLE  
ORGANIZATION TO IMPLEMENT PROJECT



Experience, conclusions, recommendations from OUTPUT 1, 2, 3, 4,

**NATIONAL**

National Project Co-ordinator: 36 man/months  
 Project Administrative Officer: 36 man/months  
 Project Secretary: 36 man/months  
 National Consultants: 84 man/months

**INTERNATIONAL**

Chief Technical Advisor (CTA) 18 man/months (over 3 years)  
 International Consultants: 30 man/months (over 3 years)

- Project Staff tentative  
 (Externally budgeted posts.)