

REGULATION OF THE MINISTER OF SOCIAL AFFAIRS  
OF THE REPUBLIC OF INDONESIA  
NUMBER 10 OF 2021  
ON  
ORGANIZATION AND WORK PROCEDURES  
OF SECRETARIAT OF NATIONAL COMMISSION ON DISABILITIES

BY THE BLESSINGS OF ALMIGHTY GOD

MINISTER OF SOCIAL AFFAIRS OF THE REPUBLIC OF INDONESIA,

Considering : that in order to implement the provisions of Article 9 section (5) of Presidential Regulation Number 68 of 2020 on National Commission on Disabilities, it is necessary to issue a Regulation of the Minister of Social Affairs on Organization and Work Procedures of Secretariat of National Commission on Disabilities;

Observing : 1. Article 17 section (3) of the 1945 Constitution of the Republic of Indonesia;

2. Law Number 39 of 2008 on State Ministries (State Gazette of the Republic of Indonesia of 2008 Number 166, Supplement to the State Gazette of the Republic of Indonesia Number 4916);

3. Law Number 8 of 2016 on Persons with Disabilities (State Gazette of the Republic of Indonesia of 2016 Number 69, Supplement to the State Gazette of the Republic of Indonesia Number 5871);

4. Presidential Regulation Number 46 of 2015 on Ministry of Social Affairs (State Gazette of the Republic of Indonesia of 2015 Number 86);

5. Presidential Regulation Number 68 of 2020 on National Commission on Disabilities (State Gazette of the Republic of Indonesia of 2020 Number 144);

6. Regulation of the Minister of Social Affairs Number 20 of 2015 on Organization and Work Procedures of Ministry of Social Affairs (State Bulletin of the Republic of Indonesia of 2015 Number 1845) as amended several times, last by Regulation of the Minister of Social Affairs Number 22 of 2018 on the Second Amendment to Regulation of the Minister of Social Affairs Number 20 of 2015 on Organization and Work Procedures of Ministry of Social Affairs (State Bulletin of the Republic of Indonesia of 2018 Number 1517);

HAS DECIDED:

To issue : REGULATION OF THE MINISTER OF SOCIAL AFFAIRS ON ORGANIZATION AND WORK PROCEDURES OF SECRETARIAT OF NATIONAL COMMISSION ON DISABILITIES.

CHAPTER I  
POSITIONS, DUTIES, AND FUNCTIONS

Article 1

- (1) Secretariat of National Commission on Disabilities is chaired by the Head of Secretariat.
- (2) The Head of Secretariat as referred to in section (1) is functionally under and responsible to the National Commission on Disabilities and administratively under and responsible to the Secretary General.

Article 2

The Secretariat of National Commission on Disabilities has the duty to provide technical and administrative supports to the National Commission on Disabilities.

Article 3

In carrying out the duty as referred to in Article 2, the Secretariat of National Commission on Disabilities carries out the following functions of:

- a. program and budget planning;
- b. facilitation of the implementation of monitoring, evaluation, and advocate for the implementation of respect, protection, and fulfillment of the rights of persons with disabilities;
- c. preparation of the implementation of cooperation;
- d. data management and documentation;
- e. implementation of monitoring, evaluation, and reporting of the Secretariat of National Commission on Disabilities; and
- f. provision of administrative support including financial affairs, public relations, administration, staffing, and household affairs of the National Commission on Disabilities.

CHAPTER II  
ORGANIZATIONAL STRUCTURE

Article 4

- (1) The Secretariat of the National Commission on Disabilities consists of:
  - a. General Affairs Division; and
  - b. Functional Position Groups.
- (2) Organizational structure of the Secretariat of the National Commission on Disabilities as referred to in section (1) is listed in the annex as an integral part of this Ministerial Regulation.

#### Article 5

The General Affairs Division as referred to in Article 4 section (1) point a has the duty of carrying out program and budget planning, preparing the implementation of cooperation, monitoring, evaluation, reporting, and providing administrative support for the Secretariat of the National Commission on Disabilities.

#### Article 6

In carrying out the duty as referred to in Article 5, the General Affairs Division carries out functions of:

- a. program and budget planning;
- b. preparation of the implementation of cooperation materials;
- c. preparation of monitoring, evaluation, and reporting materials of the Secretariat of the National Commission on Disabilities; and
- d. implementation of the provision of administrative support which includes financial affairs, public relations, administration, staffing, and household affairs of the National Commission on Disabilities.

#### Article 7

The General Affairs Division as referred to in Article 6 consists of Functional Position Groups.

#### Article 8

The Functional Position Groups as referred to in Article 4 section (1) point b and Article 7 have the duty of carrying out the activities of each functional position in accordance with the provisions of legislation.

#### Article 9

- (1) The Functional Position Groups consist of a number of functional positions which are divided into various functional position groups according to their areas of expertise.
- (2) The Functional Position Groups as referred to in section (1) are coordinated by functional in associate level assigned by the Head of the Secretariat of the National Commission on Disabilities.
- (3) The number of functional positions as referred to in section (1) is determined based on needs and workload.
- (4) Types and levels of functional positions are carried out in accordance with the provisions of legislation.

### CHAPTER III WORK PROCEDURES

#### Article 10

In carrying out their duties, each head of work unit applies the principles of coordination, integration, and synchronization either within their respective environment or with other institutions outside of the Secretariat of the National Commission on Disabilities in accordance with their duties and authority.

Article 11

The Secretariat of the National Commission on Disabilities must develop a business process that describes effective and efficient work relations among organizational units within the Ministry of Social Affairs and the Secretariat of the National Commission on Disabilities.

Article 12

Each head of work unit implements a government internal control system in their respective environment to realize the implementation of a public accountability mechanism through integrated planning, evaluation, and performance reporting.

Article 13

Each head of work unit is responsible for leading and coordinating their respective subordinates and providing direction and instructions for the implementation of the duties of subordinates.

Article 14

- (1) Each head of work unit must supervise the implementation of the duties of their subordinates.
- (2) In the event of deviation, the head of work unit is obligated to take the necessary steps in accordance with the provisions of legislation.

Article 15

Each head of work unit must follow and comply with the instructions and be responsible to their respective superiors and submit periodic performance reports on time.

Article 16

Each report received by head of work unit from subordinates is required to be processed and used as material for compiling further reports and providing instructions to subordinates.

Article 17

- (1) The Head of the Secretariat of the National Commission on Disabilities submits the results of the implementation of technical support activities for the National Commission on Disabilities to the Chief Commissioner of the National Commission on Disabilities periodically or at any time as needed.
- (2) The Head of the Secretariat of the National Commission on Disabilities submits the results of the implementation of administrative support activities of the National Commission on Disabilities to the Secretary General periodically or at any time as needed.

Article 18

The Secretariat of National Commission on Disabilities must compile a position analysis, position maps, workload analysis, and job descriptions for all positions within the Secretariat of the National Commission on Disabilities.

Article 19

In carrying out their duties, each head of organizational unit must provide guidance and supervision the organizational unit under their auspices.

CHAPTER IV  
POSITIONS

Article 20

- (1) The Head of the Secretariat of National Commission on Disabilities holds an echelon II.a structural position or *Pratama* High Leadership Position.
- (2) The Head of General Affairs Division holds an echelon III.a structural position or administrator position.

Article 21

- (1) The Head of the Secretariat of National Commission on Disabilities is appointed and dismissed by the Minister of Social Affairs in accordance with the provisions of legislation.
- (2) The Head of General Affairs Division is appointed and dismissed by the Minister of Social Affairs or officials who are delegated the authority by the Minister of Social Affairs in accordance with the provisions of legislation.
- (3) The functional officials are appointed and dismissed in accordance with the provisions of legislation.

CHAPTER V  
MISCELLANEOUS PROVISION

Article 22

Changes to the organizational structure and work procedures of the Secretariat of National Commission on Disabilities are determined by the Minister of Social Affairs after obtaining a written approval from the Minister administering government affairs in the field of state apparatus.

CHAPTER VI  
CLOSING PROVISION

Article 23

This Ministerial Regulation comes into force on the date of its promulgation.

In order that every person may know hereof, it is ordered to promulgate this Ministerial Regulation by its placement in the State Bulletin of the Republic of Indonesia.

Issued in Jakarta  
on 20 December 2021

MINISTER OF SOCIAL AFFAIRS  
OF THE REPUBLIC OF INDONESIA,

signed

TRI RISMAHARINI

Promulgated in Jakarta  
on 23 December 2021

DIRECTOR GENERAL OF LEGISLATION  
OF THE MINISTRY OF LAW AND HUMAN RIGHTS  
OF THE REPUBLIC OF INDONESIA,

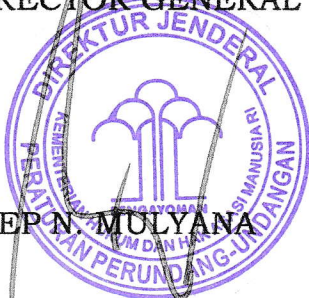
signed

BENNY RIYANTO

STATE BULLETIN OF THE REPUBLIC OF INDONESIA OF 2021  
NUMBER 1413

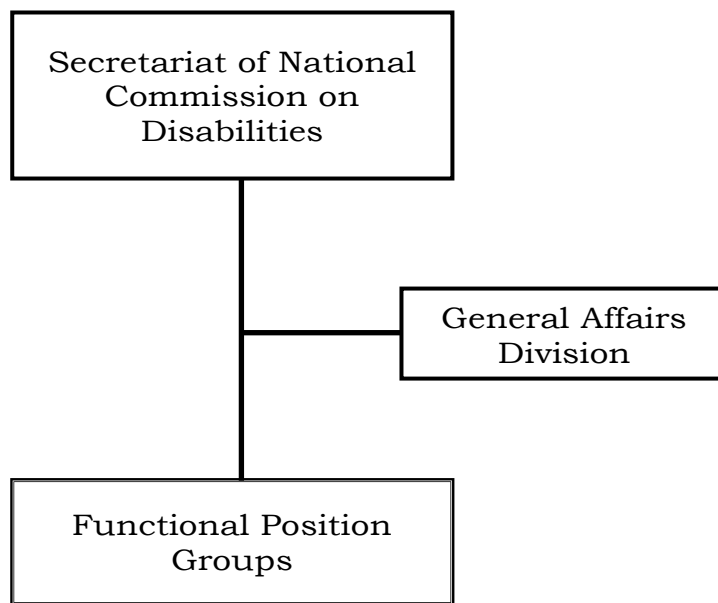
Jakarta, 29 August 2023  
Has been translated as an Official Translation  
on behalf of Minister of Law and Human Rights  
of the Republic of Indonesia  
DIRECTOR GENERAL OF LEGISLATION,

ASEP N. MULYANA



ANNEX TO  
REGULATION OF THE MINISTER OF SOCIAL AFFAIRS  
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ORGANIZATION AND WORK PROCEDURES OF  
SECRETARIAT OF NATIONAL COMMISSION ON  
DISABILITIES

STRUCTURE OF SECRETARIAT OF NATIONAL COMMISSION  
ON DISABILITIES



MINISTER OF SOCIAL AFFAIRS  
OF THE REPUBLIC OF INDONESIA,

signed

TRI RISMAHARINI