

REGULATION OF THE NATIONAL CYBER AND CRYPTO AGENCY

NUMBER 3 OF 2019

ON

ORGANIZATION AND WORK PROCEDURE OF
INDONESIA CRYPTOLOGY MUSEUM

BY THE BLESSINGS OF ALMIGHTY GOD

HEAD OF THE NATIONAL CYBER AND CRYPTO AGENCY,

- Considering :
- a. that in order to support the implementation of duties and functions of the National Cyber and Crypto Agency in an effort to improve the culture of information security through education to the public, it is necessary to establish Indonesia Cryptology Museum;
 - b. that the establishment of the organization of Indonesia Cryptology Museum has received approval from the Minister of Administrative and Bureaucratic Reform based on Letter Number B/25/M.KT.01/2019 on 8 February 2019 on the Organization Structuring and the Work Procedure of the National Cyber and Crypto Agency;
 - c. that based on the considerations as referred to in point a and point b, it is necessary to issue a Regulation of the National Cyber and Crypto Agency on Organization and Work Procedure of Indonesia Cryptology Museum;

- Observing :
1. Presidential Regulation Number 53 of 2017 on National Cyber and Crypto Agency (State Gazette of the Republic of Indonesia of 2017 Number 100) as amended by Presidential Regulation Number 133 of 2017 on Amendment to

Presidential Regulation Number 53 of 2017 on National Cyber and Crypto Agency (State Gazette of the Republic of Indonesia of 2017 Number 277);

2. Regulation of the National Cyber and Crypto Agency Number 2 of 2018 on Organization and Work Procedure of National Cyber and Crypto Agency (State Bulletin of the Republic of Indonesia of 2018 Number 197);

HAS DECIDED:

To issue : REGULATION OF THE NATIONAL CYBER AND CRYPTO AGENCY ON ORGANIZATION AND WORK PROCEDURE OF INDONESIA CRYPTOLOGY MUSEUM.

CHAPTER I STATUS, DUTIES, AND FUNCTIONS

Article 1

- (1) Indonesia Cryptology Museum is a technical implementing unit in the National Cyber and Crypto Agency, which is under and is responsible to Director of Digital Economy Protection, Deputy of Protection.
- (2) Indonesia Cryptology Museum is led by a Head of Museum.

Article 2

Indonesia Cryptology Museum has duties to perform museum management and education of information security culture.

Article 3

In performing the duties as referred to in Article 2, Indonesia Cryptology Museum has functions of:

- a. conducting research on museum collections;
- b. performing registration, inventory, and documentation of the museum collections;
- c. providing recommendations for the determination of the museum collections;
- d. performing protection and conservation of the museum collections;

- e. performing presentation and publication of the museum collections;
- f. managing Indonesia Cryptology Museum's library;
- g. performing museum collection education services and information security culture;
- h. performing personnel, finance, public relations, cooperation, equipment, archiving, and household affairs; and
- i. performing any other duties as required by the Head of the National Cyber and Crypto Agency in accordance with the field of its duties.

CHAPTER II ORGANIZATIONAL STRUCTURE

Article 4

- (1) Indonesia Cryptology Museum consists of:
 - a. Administration Management Staff; and
 - b. Group of Functional Positions.
- (2) The organizational structure as referred to section (1) is listed in the Annex as an integral part of this Agency Regulation.

Article 5

The Administration Management Staff has duties to perform personnel, preparation of plans and programs, finance, public relations, cooperation, equipment, archives, and household affairs as well as evaluation and reporting.

Article 6

The Group of Functional Positions has duties to perform activities based on each functional position in accordance with the provisions of the legislation.

Article 7

- (1) The Group of Functional Positions as referred to Article 6, consists of a number of functional personnel as regulated in accordance with the provision of the legislation.

- (2) The Group of Functional Positions as referred to section (1) is coordinated by a functional official as appointed by the Head of Museum.
- (3) The number of functional personnel as referred to section (1) is determined based on the needs and workload.
- (4) The type and level of the functional position as referred to section (1) are regulated in accordance with the provisions of the legislation.

CHAPTER III WORK PROCEDURE

Article 8

Indonesia Cryptology Museum prepares a business process map which describes an effective and efficient work relation among elements in Indonesia Cryptology Museum.

Article 9

The Head of Museum submits a report to the Director of Digital Economy Protection regarding the results of performing the duties and functions of Indonesia Cryptology Museum regularly or at any time according to the needs.

Article 10

Indonesia Cryptology Museum must set up job analysis, position map, workload analysis, job description, job competency standards, and job evaluation of all positions in Indonesia Cryptology Museum.

Article 11

Each element in Indonesia Cryptology Museum in performing its duties must apply the principles of coordination, integration, and synchronization either in Indonesia Cryptology Museum or in its relations with central and local government institutions.

Article 12

The Head of Museum must implement an internal control system of the government in Indonesia Cryptology Museum in order to realize the performance of public accountability mechanism through the preparation of integrated performance planning, performance, and reporting.

Article 13

The Head of Museum is responsible for leading and providing directions and guidance for the performance of their subordinate duties.

Article 14

The Head of Museum must follow and comply with the instructions and submit performance reports on a regular basis timely.

Article 15

In performing the duties, the Head of Museum must provide coaching and supervision of the subordinates.

CHAPTER IV

ECHELON

Article 16

The Head of Museum is a structural position Echelon IV.a or a supervisor position.

CHAPTER V
LOCATION

Article 17

Indonesia Cryptology Museum is located in Yogyakarta, Province of Special Region of Yogyakarta.

CHAPTER VI
MISCELLANEOUS PROVISIONS

Article 18

Changes to the organizational structure and work procedure of Indonesia Cryptology Museum are determined by the Head of the National Cyber and Crypto Agency after obtaining written approval from the minister administering government affairs in the field of state apparatus.

CHAPTER VII
CLOSING PROVISION

Article 19

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

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

Issued in Jakarta
on 15 March 2019

HEAD OF THE NATIONAL CYBER AND
CRYPTO AGENCY,

signed

DJOKO SETIADI

Promulgated in Jakarta
on 26 March 2019

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

signed

WIDODO EKATJAHJANA

STATE BULLETIN OF THE REPUBLIC OF INDONESIA OF 2019 NUMBER 340

Jakarta, 29 October 2019

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,



WIDODO EKATJAHJANA