

REGULATION OF THE NATIONAL CYBER AND CRYPTO AGENCY
NUMBER 2 OF 2019
ON
ORGANIZATION AND WORK PROCEDURES OF OFFICE
OF DIGITAL CERTIFICATE

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 national security in cyberspace and cryptography through digital certificate services, it is necessary to establish Office of Digital Certificate;
 1. that the organization of Office of Digital Certificate has obtain approval from the Minister of Administrative and Bureaucratic Reform based on Letter Number B/25/M.KT.01/2019 on 8 February 2019 on Organizational Structure and Work Procedure of the National Cyber and Crypto Agency;
 2. that based on the considerations as referred to in point a and point b, it is necessary to issue Regulation of the National Cyber and Crypto Agency on Organization and Work Procedure of Office of Digital Certificate;

- 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 the 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 OFFICE OF DIGITAL CERTIFICATE.

CHAPTER I STATUS, DUTIES, AND FUNCTIONS

Article 1

- (1) Office of Digital Certificate (*Balai Sertifikasi Elektronik*), hereinafter referred to as BSrE, is a technical implementing unit in the National Cyber and Crypto Agency, which is under and responsible to the Deputy of Protection.
- (2) BSrE is led by a Head of Office.

Article 2

BSrE has duties to carry out the digital certificate services, management of digital certificate system, and technical compliance of digital certificate system.

Article 3

In performing the duties as referred to in Article 2, BSrE performs the functions of:

- a. formulating plan and program of digital certificate;
- b. conducting administrative services and assistance, issuance, renewal, and revocation of digital certificate;
- c. conducting compliance and security assessment of digital certificate;
- d. conducting management of digital certificate system;

- e. conducting management of asymmetric key;
- f. performing integration of digital certificate-based system;
- g. maintenance of digital certificate software and hardware;
- h. conducting evaluation and reporting;
- i. performing personnel, finance, public relation, cooperation, equipment, archiving, and household affairs; and
- j. conducting 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) BSRE consists of:
 - a. Subdivision of Administration Management;
 - b. Section of Digital Certificate Services;
 - c. Section of Digital Certificate System Management;
 - d. Section of Technical Compliance of digital certificate System; and
 - e. Group of Functional Positions.
- (2) The organizational structure as referred to in section (1) is attached in the Annex as an integral part of this Agency Regulation.

Article 5

The Subdivision of Administration Management has duties to perform personnel, plan formulation and programs, finance, public relation, cooperation, equipment, archiving, and household affairs and evaluation and reporting.

Article 6

The Section of Digital Certificate Services has duties to perform administrative and assistance services, issuance, renewal and revocation of digital certificate as well as compliance and security assessment of digital certificate.

Article 7

The Section of Digital Certificate System Management has duties to perform management of digital certificate and asymmetric key systems.

Article 8

The Section of Technical Compliance of Digital Certificate System has duties to perform the integration of digital certificate-based system and maintenance of digital certificate software and hardware.

Article 9

The Group of Functional Positions has the duty to perform activities based on their respective functional positions in accordance with the provisions of legislation.

Article 10

- (1) The Group of Functional Positions as referred to in Article 9 consists of a number of functional officials that are regulated in accordance with the provision of legislation.
- (2) The Group of Functional Positions as referred to in section (1) is coordinated by a functional official appointed by the Head of Office.
- (3) The number of functional officials as referred to in section (1) is determined based on needs and workload.
- (4) The type and level of the Functional Positions as referred to in section (1) are regulated in accordance with the provisions of legislation.

CHAPTER III

WORK PROCEDURES

Article 11

BSrE formulates a business process map that describes effective and efficient work relation management among the organizational units in BSRE.

Article 12

The Head of Office submits a report to the Deputy of Protection regarding the result of the performance of BSrE duties and functions regularly or at any time according to the needs.

Article 13

BSrE must set up job analysis, position map, workload analysis, job descriptions, job competency standards and job evaluation of all positions in BSrE.

Article 14

Each element in BSrE in performing its duties must apply the principles of coordination, integration and synchronization both in BSrE and in relations with the central and local government institutions.

Article 15

Each organizational unit head must implement a government's internal control system in their respective units to realize the performance of a public accountability mechanism through the preparation of integrated performance planning, performance and reporting.

Article 16

Each organizational unit head is responsible for leading their subordinates and providing direction and guidance for the performance their subordinate duties.

Article 17

Each organizational unit head must follow and comply with the instruction and be responsible to their respective superiors and submit performance reports on regularly basis timely.

Article 18

In performing their duties, each organizational unit head must provide coaching and supervision of the organizational unit of its lower level.

CHAPTER IV
ECHELON

Article 19

- (1) The Office Head is a structural position of echelon III.a or administrator position.
- (2) The Head of Subdivision and The Head of Section are structural position of echelon IV.a or a supervisor position.

CHAPTER V
LOCATION

Article 20

BSrE is located in Jakarta, Jakarta Capital Special Region Province.

CHAPTER VI
TRANSITIONAL PROVISION

Article 21

At the time this Agency Regulation comes into force, all available positions and officials holding positions in BSrE regulated in Regulation of the Head of the National Crypto Agency Number 15 of 2016 on Organization and Work Procedure of Office of Digital Certificate, are in effect and the official thereof keep carrying out their duties and functions until the designation of the new officials under this Agency Regulation.

CHAPTER VII
MISCELLANEOUS PROVISION

Article 22

Changes to the organizational structure and work procedure of BSrE 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 VIII
CLOSING PROVISIONS

Article 23

At the time this Agency Regulation comes into force, Regulation of the Head of National Crypto Agency Number 15 of 2016 on Organization and Work Procedure of Office of Digital Certificate (State Bulletin of the Republic of Indonesia of 2016 Number 1786), is repealed and declared ineffective.

Article 24

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 339

Jakarta, 20 December 2019

Has been translated as an Official Translation
on behalf of Minister of Law and Human Rights
of the Republic of Indonesia

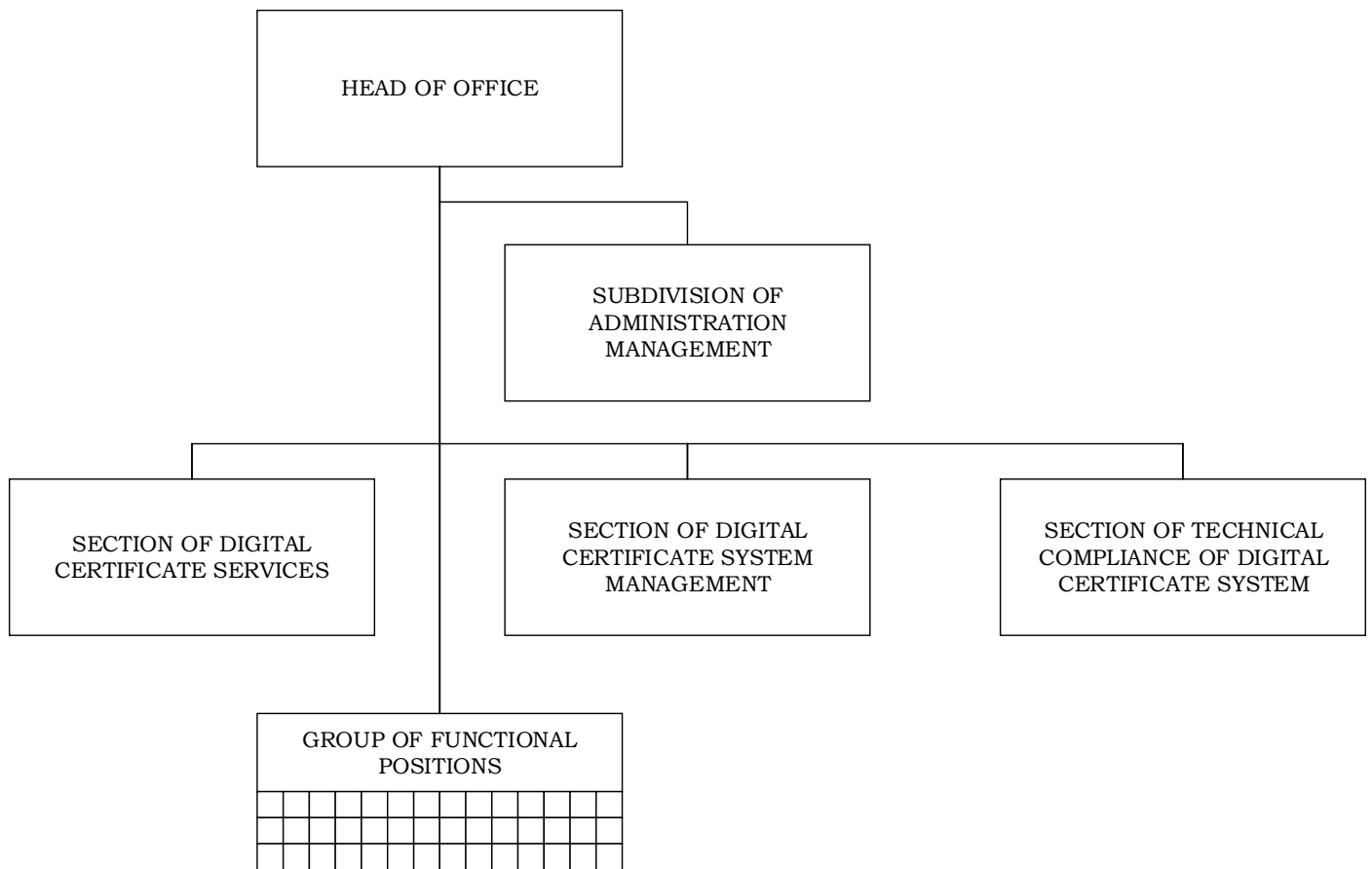
DIRECTOR GENERAL OF LEGISLATION,



WIDODO EKATJAHJANA

ANNEX TO
REGULATION OF THE NATIONAL CYBER AND
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ON
ORGANIZATION AND WORK PROCEDURES OF
OFFICE OF DIGITAL CERTIFICATE

ORGANIZATIONAL STRUCTURE OF OFFICE OF DIGITAL CERTIFICATE



HEAD OF THE NATIONAL CYBER AND
CRYPTO AGENCY,

signed

DJOKO SETIADI