REGULATION OF THE MINISTER OF HUMAN RIGHTS
OF THE REPUBLIC OF INDONESIA
NUMBER 12 OF 2025
ON
PROCEDURES FOR THE MAKING OF MINISTERIAL REGULATIONS

BY THE GRACE OF ALMIGHTY GOD

THE MINISTER OF HUMAN RIGHTS OF THE REPUBLIC OF INDONESIA,

Considering :

a. that in order to realize the sustainable, integrated, and planned legal development to support the national legal system, and to increase the internalization of human rights in the life of the nation and state, the governance is needed for the making of Regulations of the Minister of Human Rights as an effort to strengthen the protection, promotion, enforcement, fulfillment, and respect for human rights in order to realize Indonesia that upholds human rights, to be substantially democratic, to be secured, and to be influential and to lead in the regions, in accordance with the National Long-Term Development Plan;
b. that it is driven by the needs of the organization in creating orderly and directed institutional governance and to ensure integration and accountability in the process of the making of Regulations of the Minister of Human Rights;
c. that until now there has been no regulation on the procedures for the making of ministerial regulations within the Ministry of Human Rights, so it is necessary to issue a Regulation of the Minister of Human Rights on procedures for the making of Regulations of the Minister of Human Rights;
d. that based on the considerations as referred to in paragraphs a, b, and c, it is necessary to issue a Regulation of the Minister of Human Rights on the Making of Regulations of the Minister of Human Rights;

Having regard to :

1. Article 17 paragraph (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 Year 2008

Number 166, Supplement to the State Gazette of the Republic of Indonesia Number 4916) as amended by Law Number 61 of 2024 on Amendment to Law Number 39 of 2008 on State Ministries (State Gazette of the Republic of Indonesia Year 2024 Number 255, Supplement to the State Gazette of the Republic of Indonesia Number 6994);

3. Law Number 12 of 2011 on the Making of Laws and Regulations (State Gazette of the Republic of Indonesia Year 2011 Number 82, Supplement to the State Gazette of the Republic of Indonesia Number 5234) as repeatedly amended and most recently amended by Law Number 13 of 2022 on the Second Amendment to Law Number 12 of 2011 on the Making of Laws and Regulations (State Gazette of the Republic of Indonesia Year 2022 Number 143, Supplement to the State Gazette of the Republic of Indonesia Number 6801);
4. Presidential Regulation Number 87 of 2014 on Implementing Regulation of Law Number 12 of 2011 on the Making of Laws and Regulations (State Gazette of the Republic of Indonesia Year 2014 Number 199) as amended by Presidential Regulation Number 76 of 2021 on Amendment to Presidential Regulation Number 87 of 2014 on Implementing Regulation of Law Number 12 of 2011 on the Making of Laws and Regulations (State Gazette of the Republic of Indonesia Year 2021 Number 186);
5. Presidential Regulation Number 156 of 2024 on the Ministry of Human Rights (State Gazette of the Republic of Indonesia Year 2024 Number 352);
6. Regulation of the Minister of Human Rights Number 1 of 2024 on the Organization and Work Procedures of the Ministry of Human Rights (Official Gazette of the Republic of Indonesia Year 2024 Number 891);

HEREBY DECIDES:

To issue : REGULATION OF THE MINISTER OF HUMAN RIGHTS ON PROCEDURES FOR THE MAKING OF REGULATIONS OF THE MINISTER OF HUMAN RIGHTS.

CHAPTER I
GENERAL PROVISIONS

Article 1

In this Ministerial Regulation:

1. Regulations of Minister of Human Rights, hereinafter referred to as Ministerial Regulation, means Laws and Regulations issued by the Minister of Human Rights, to implement Laws and Regulations that are higher or equivalent, or based on the authority regulating and binding in administering government affairs in human rights.

2. Initiator means the leader of the echelon I work unit and work unit that submits a proposal for the preparation of a Draft Ministerial Regulation.
3. Ministry of Human Rights (Kementerian Hak Asasi Manusia), hereinafter referred to as Kemenham, means the ministry administering government affairs in the field of human rights.
4. Minister means the minister administering government affairs in the field of human rights.
5. Secretary General means the Secretary General of the Ministry of Human Rights.
6. Bureau of Human Resources, Law, Organization and Governance means a Bureau that has the task of coordinating the planning of draft regulations and coordinating the preparation of draft regulations at the Secretariat General of the Ministry of Human Rights.

Article 2

The Making of Ministerial Regulations includes the following stages:

a. planning;
b. preparation;
c. issuance;
d. promulgation; and
e. publication.

CHAPTER II
PLANNING

Article 3

(1) The planning of the Ministerial Regulation as referred to in Article 2 paragraph a is carried out in the preparation program of Ministerial Regulation.
(2) The planning of Ministerial Regulation as referred to in paragraph (1) is arranged based on:
    a. the mandate of higher Laws and Regulations; or
    b. the authority of the Minister.

Article 4

(1) The preparation program of a Ministerial Regulation as referred to in Article 3 is prepared by the first-level senior executive officer who administers the coordination function, preparation of the Draft Laws and Regulations.
(2) The preparation program of a Ministerial Regulation as referred to in paragraph (1) contains:
    a. the title of the draft Ministerial Regulation;
    b. the subject matter of content/regulatory direction;
    c. the basis of the making; and
    d. Initiator.
(3) The preparation program of a Ministerial Regulation as referred to in paragraph (1) is determined by the Minister through the Secretary General for a term of one (1) year.

Article 5

(1) The preparation program of a Ministerial Regulation as referred to in Article 4 shall be prepared based on the proposal of the Initiator submitted not later than December of the current year to be determined as the preparation program of Ministerial Regulations in that year.
(2) The Initiator's proposal as referred to in paragraph (1) is submitted to the Secretary General.
(3) The proposal as referred to in paragraph (2) is submitted in writing accompanied by a paper of urgency for the preparation of a Ministerial Regulation.
(4) The paper of urgency as referred to in paragraph (3) at least includes:
    a. the title;
    b. the background;
    c. the subject matter of the content and scope; and
    d. the purpose.
(5) The proposal letter for the preparation program of a Ministerial Regulation and the paper of urgency as referred to in paragraphs (3) and (4) are set out in the Annex as an integral part of this Ministerial Regulation.

Article 6

(1) The proposal of the preparation program of a Ministerial Regulation as referred to in Article 5 is inventoried and verified by the Secretary General through the Bureau of Human Resources, Law, Organization and Governance.
(2) The implementation of inventory and verification as referred to in paragraph (1) is carried out through a coordination meeting involving all echelon 1 work units within the Ministry of Human Rights not later than the fourth week of November of the current year.
(3) The proposal for the preparation program of a Ministerial Regulation that has been verified as referred to in paragraph (1) is submitted by the Secretary General to the Minister to be determined as a Ministerial Preparation program.
(4) Where the Minister approves, the proposal of the preparation program as referred to in paragraph (3) is determined as the preparation program of a Ministerial Regulation in the following year.
(5) Where the Minister has a different point of view, the proposal of the preparation program may be changed and the changes are determined as the preparation program.
(6) The determination as referred to in paragraph (1) is carried out not later than October of its year.

Article 7

(1) In urgent circumstances, a Ministerial Regulation may be prepared outside the preparation program of a Ministerial Regulation based on the direction and initiation permit from the Minister.
(2) The urgent circumstances as referred to in the paragraph (1) include:
    a. the mandate of higher laws and regulations;

b. the implementation of the decision of the constitutional court or supreme court; and/or
c. urgent needs and organizational needs.

Article 8

(1) Preparation of draft Ministerial Regulation based on initiation permit as referred to in Article 7 is proposed by the Initiator to the Minister through the Secretary General.
(2) The application for an initiation permit as referred to in paragraph (1) must be accompanied by:
a. the preliminary draft of Ministerial Regulations; and
b. the Paper of Urgency.
(3) The Paper of Urgency as referred to in paragraph (2) at least includes:
a. the title of the draft Ministerial Regulation;
b. the legal basis of the draft;
c. background of the draft;
d. the main arrangement; and
e. the time target for drafting.
(4) The making of Ministerial Regulation through the initiation permit as referred to in paragraph (2) must be completed within the current year.

CHAPTER III
PREPARATION

Article 9

(1) The preparation of the draft Ministerial Regulation as referred to in Article 8 paragraph (1) is carried out by the Initiator.
(2) The Initiator as referred to in paragraph (1) forms a preparation team for drafting Ministerial Regulations.
(3) The preparation team as referred to in paragraph (2) at least consists of:
a. the Initiator's organizational unit;
b. the Fostering unit which administers the coordination function, preparation of the Draft Laws and Regulations; and
c. the legislative drafter.
(4) The preparation team for drafting Ministerial Regulation as referred to in paragraph (2) may involve relevant ministries/agencies, legal experts, practitioners, researchers, and/or academics who master the contents of the draft Ministerial Regulation that is being drafted.

Article 10

(1) The Initiator as referred to in Article 9 paragraph (1) submits a draft Ministerial Regulation that has been prepared by the preparation team.
(2) The Secretary General, through the head of the Bureau of Human Resources, Law, Organization and Governance, carries out the alignment of the draft Ministerial Regulation by involving representatives of the Initiator and parties involved in the preparation and related ministries/agencies.

(3 The alignment as referred to in paragraph (2) is intended for:
   a. aligning the draft Laws and Regulations with Pancasila, the 1945 Constitution of the Republic of Indonesia, and other Laws and with the drafting technique of Laws and Regulations; and
   b. reaching the internal agreement on the substance regulated in the law.

Article 11

(1) The Draft Ministerial Regulation that has been aligned as referred to in Article 10 paragraph (2) is submitted to the Minister administering government affairs in the field of law for the harmonization, unification, and consolidation of conception.
(2) The harmonization, unification, and consolidation of conception as referred to in paragraph (1) is carried out in accordance with the provisions of the laws and regulations.

CHAPTER IV
ISSUANCE

Article 12

The Secretary General, through the head of the Bureau of Human Resources, Law, Organization and Governance, submitted the Draft Ministerial Regulation as a result of the harmonization, unification, and consolidation of conception meetings to the Initiator to obtain an approval initial.

Article 13

(1) The Secretary General submits to the Minister the draft Ministerial Regulation as referred to in Article 12 to obtain an issuance.
(2) The application for issuance as referred to in paragraph (1) is completed with:
   a. the letter of the completion of harmonization, unification, and consolidation of conception of the minister who organizes government affairs in the legal field; and
   b. two (2) original texts and softcopies of the draft regulations on the results of the harmonization, unification, and consolidation of conception meetings.

Article 14

(1) The issuance of the draft Ministerial Regulation as referred to in Article 10 paragraph (3) by the Minister is carried out by affixing signatures to the original texts of the Ministerial regulation.
(2) The Draft Ministerial Regulation that has been signed as referred to in paragraph (1) is given a number and date of the issuance by the Minister.

CHAPTER V
PROMULGATION

Article 15

(1) The Secretary General submits the application of promulgating the text of the Ministerial Regulation to the Directorate General of Legislation of the Ministry of Law to be promulgated in the Official Gazette of the Republic of Indonesia and/or supplement to the Official Gazette of the Republic of Indonesia.
(2) The procedure for promulgating a Ministerial Regulation as referred to in paragraph (1) is carried out in accordance with the provisions of the Laws and Regulations.

CHAPTER VI
PUBLICATION

Article 16

(1) The publication of the Ministerial Regulation as referred to in Article 2 subparagraph d is carried out by the Secretary General.
(2) The publication as referred to in paragraph (1) is carried out in the form of a copy of Laws and Regulations signed by a high level senior executive officer administering the functions of coordination and preparation of the Draft Laws and Regulations.
(3) The publication as referred to in paragraph (2) is carried out through:
    a. print media; and/or
    b. electronic media.
(4) The publication through print media as referred to in paragraph (3) subparagraph a may be implemented through the forum:
    a. legal counseling;
    b. dissemination; and
    c. other forums.
(5) The publication through electronic media as referred to in paragraph (3) subparagraph b is carried out through the Kemenham's legal documentation and information network.

CHAPTER VII
EVALUATION

Article 17

(1) The Secretary General, through the Bureau of Human Resources, Law, Organization and Governance, carries out the periodic monitoring of the progress of implementing the Preparation Program of Ministerial Regulations.
(2) In carrying out the monitoring as referred to in paragraph (1), the Directorate of Human Rights Instruments is also involved.
(3) The monitoring results as referred to in paragraph (1) become the basis for the evaluation of the Preparation Program of Ministerial Regulation.

(4) The results of the evaluation are submitted to the Minister through Secretary General.

CHAPTER IX
CLOSING PROVISIONS

Article 18

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

In order to make this Ministerial Regulation known to the public, it is hereby ordered that it be promulgated by its publication in the Official Gazette of the Republic of Indonesia.

Issued in Jakarta
on 3 October 2025

MINISTER OF HUMAN RIGHTS
OF THE REPUBLIC OF INDONESIA,

[e-signed]

NATALIUS PIGAI

Promulgated in Jakarta
on 6 October 2025

DIRECTOR GENERAL OF LEGISLATION
OF THE MINISTRY OF LAW
OF THE REPUBLIC OF INDONESIA,

[e-signed]

DHAHANA PUTRA

OFFICIAL GAZETTE OF THE REPUBLIC OF INDONESIA YEAR 2025 NUMBER 755

Prepared and issued as an official translation

Jakarta, 26 August 2026
DIRECTOR GENERAL OF LEGISLATION
FOR THE MINISTER OF LAW OF THE REPUBLIC OF INDONESIA,

DHAHANA PUTRA

Official Translation Notice:
This English translation is provided for information and reference purposes only.
In the event of any discrepancy, inconsistency, or ambiguity between the English version and the Indonesian version, the Indonesianversion shall prevail

ANNEX TO
REGULATION OF THE MINISTER OF HUMAN RIGHTS OF THE REPUBLIC OF INDONESIA
NUMBER 12 OF 2025
ON
PROCEDURES FOR THE MAKING OF REGULATIONS OF THE MINISTER OF HUMAN RIGHTS

I. FORMAT OF PAPER OF URGENCY FOR MINISTERIAL REGULATION OF THE MINISTER OF HUMAN RIGHTS

A. TITLE

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B. BACKGROUND

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C. SUBJECT MATTER OF THE CONTENT AND SCOPE

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.....

D. PURPOSE

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.....
.....

Jakarta, ...
Iniator,

(Full Name)

(Position)

II. LETTERHEAD

Number : ... (2) Date/Month/Year : ... (5)
Nature : Important
Enclosure : ... (3) Document(s)
Re : ... (4)

STATEMENT LETTER

I, the undersigned :
Name : ... (6)
NIP (Personnel ID) : ... (7)
Position : ... (8)
Unit : ... (9)

Hereby state that:
1. Bureau/Center* ... (10) is as the Initiating Party for the proposal of the Ministerial Regulation on **.
2. A Paper of Urgency containing the reasons and background underlying the making of the Ministerial Regulation on** ha been made.
3. Coordination has been conducted with relevant Ministries/Agencies* regarding the making of the Ministerial Regulation on **
4. The result of said coordination indicates that written approval from the Ministries/Agencies* is not required.
5. This statement letter may be used as material for follow-up in the process of the making of the Ministerial Regulation on **.

Thus this statement is submitted. We express our gratitude for your attention and cooperation.

Declarant,
Iniator (11),

Signed

Name ... (12)

Copy to:
1. Minister of Human Rights;
2. Secretary General of the Ministry of Human Rights;
3. Head of Bureau of HR, Law, Organization and Governance of the Secretariat General of the Ministry of Human Rights.

III. LETTERHEAD

Number : ... (2) Date/Month/Year : ... (5)
Nature : Important
Enclosure : ... (3) Document(s)
Re : ... (4)

STATEMENT LETTER

q
I, the undersigned :
Name : ... (6)
NIP (Personnel ID) : ... (7)
Position : ... (8)
Unit : ... (9)

Hereby state that:

6. Bureau/Center* ... (10) as the Initiating Party for the proposal of the Ministerial Decision on **.
7. A Paper of Urgency containing the reasons and background underlying the making of the Ministerial Decision on** has been made.**.
8. Coordination has been conducted with relevant Ministries/Agencies* regarding the making of the Ministerial Decision on **.
9. The result of said coordination indicates that written approval from the Ministries/Agencies* is not required
10. This statement letter may be used as material for follow-up in the process of the making of the Ministerial Decision on **.

Thus this statement is submitted. We express our gratitude for your attention and cooperation.

Declarant,
Iniator (11),

Signed

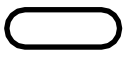
Name ... (12)

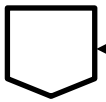
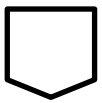
Copy to:
4. Minister of Human Rights;
5. Secretary General of the Ministry of Human Rights;
Head of Bureau of HR, Law, Organization and Governance of the Secretariat General of the Ministry of Human Rights

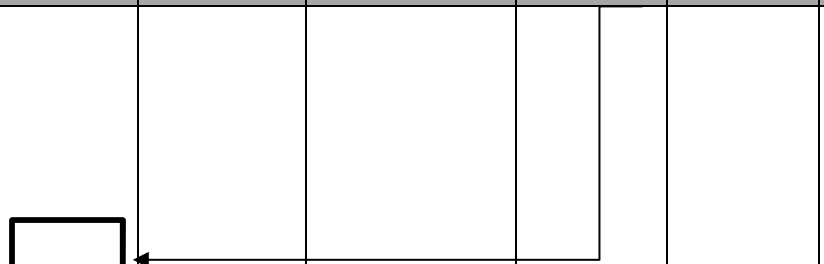
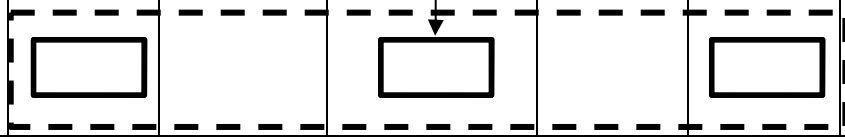
IV. LIST OF DRAFT REGULATIONS OF THE MINISTER OF HUMAN RIGHTS

NO.	TITLE	SUBJECT MATTER	MANDATE OF MINISTERIAL REGULATION	INITIATOR	REMARKS
1.					
2.					
3.					

V. STANDARD OPERATING PROCEDURE FOR DRAFTING MINISTERIAL REGULATIONS

No.	Activity	Executor / Responsible Party					Standard Quality Requirements			Remarks
		Initiator	Secretary General	Bureau of HR, Law, Organization and Governance	Minister	Ministry /Agency in Legal Affairs	Completeness	Time	Output	
1	Initiator submits a planning proposal for preparing the Ministerial Regulation.						Planning proposal for preparing Ministerial Regulation, Paper of Urgency	1 day	Planning proposal for preparing the Ministerial Regulation	
2	The planning proposal for preparing the Ministerial Regulation is submitted to the Bureau of Human Resources, Law, Organization, and Governance to be compiled into a list of draft						Planning proposal for preparing the Ministerial Regulation	1 day	List of draft Ministerial Regulation plans	

No.	Activity	Executor / Responsible Party					Standard Quality Requirements			Remarks
		Initiator	Secretary General	Bureau of HR, Law, Organization and Governance	Minister	Ministry /Agency in Legal Affairs	Completeness	Time	Output	
	Ministerial Regulation plans.									
3	The List of draft Ministerial Regulation plans is processed through a coordination meeting, resulting in a finalized list of Draft Ministerial Regulations.						List of draft Ministerial Regulation plans	1 day	List of draft Ministerial Regulations	
4	The Secretary General submits the list of draft Ministerial Regulations to the Minister.						List of Draft Ministerial Regulations	1 day	Approved list of Draft Ministerial Regulations	
5	Initiator prepares the Ministerial Regulation						Approved list of Draft Ministeri	7 days	Draft Ministerial Regulation, progress	

No.	Activity	Executor / Responsible Party					Standard Quality Requirements			Remarks
		Initiator	Secretary General	Bureau of HR, Law, Organization and Governance	Minister	Ministry /Agency in Legal Affairs	Completeness	Time	Output	
	must coordinate with relevant Ministries/Agencies, legal experts, practitioners, and/or academics who master the substance regulated in the Draft Ministerial Regulation.						al Regulations		report on preparation	
6	The resulting Draft Ministerial Regulation is submitted to the Minister.						Draft Ministerial Regulation, progress report on preparation	1 day	Approved Draft Ministerial Regulation	
7	Conduct alignment/harmonization with the						Draft Ministerial	7 days	Draft Ministerial Regulation that have	

No.	Activity	Executor / Responsible Party					Standard Quality Requirements			Remarks
		Initiator	Secretary General	Bureau of HR, Law, Organization and Governance	Minister	Ministry /Agency in Legal Affairs	Completeness	Time	Output	
	Ministry administering government duties and functions in the field of laws and regulations.						Regulation		been given approval initials	
8	The Secretary General submits the harmonized Draft Ministerial Regulation to the Minister for signature.						Draft Ministerial Regulation that have been given approval initials	1 day	Signed Ministerial Regulation	
9	The Secretary General assigns a number and year to the issued Ministerial Regulation.						Signed Ministerial Regulation	1 day	Ministerial Regulation with assigned number and year	
10	The Ministerial Regulation						Issued Ministeri	5 days	Ministerial Regulation	

No.	Activity	Executor / Responsible Party					Standard Quality Requirements			Remarks
		Initiator	Secretary General	Bureau of HR, Law, Organization and Governance	Minister	Ministry /Agency in Legal Affairs	Completeness	Time	Output	
	assigned with a number and year is submitted to the ministry administering government duties and functions in the field of laws and regulations for promulgation.						al Regulation with assigned number and year		promulgated in the Official Gazette of the Republic of Indonesia and/or Supplement to the Official Gazette of the Republic of Indonesia	

MINISTER OF HUMAN RIGHTS
OF THE REPUBLIC OF INDONESIA,

signed

NATALIUS PIGAI