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Item 8(d) of the Provisional Agenda*

**National standardization: Administrative structure of
national names authorities, legislation, policies and procedures**

Ministry of Home Affairs Regulation Number 35 – 2009 on the Guidance for the Establishment of Topographical Names Standardization Committee

Submitted by Indonesia**

* E/CONF.101/1.

** Prepared by the Secretariat of National Team for the Standardization of Geographical Names

MINISTRY OF HOME AFFAIRS REGULATION NUMBER 35 – 2009
ON
THE GUIDANCE FOR THE ESTABLISHMENT OF TOPOGRAPHICAL NAMES
STANDARDIZATION COMMITTEE

Considering:

1. that in the framework of the implementation of Article 11 paragraph (1) Presidential Regulation No. 112 Year 2006 regarding National Standardization Team Topographic names, names should be established Committee for Standardization of Topographic Provincial and Regency / Municipality;
2. that in order to standardize the orderly administration and organization and administration of the Provincial Committee for Standardization of Names Topographic and regency / Municipality, to guide the formation of Topographic Names Standardization Committee;
3. Based on the considerations referred to in letters a and b, it is necessary to stipulate Regulation of the Ministry of Home Affairs on the guidance of Topographic Names on the Standardization Committee;

Recall:

1. Law No. 32 – 2004 on Regional Governments (Republic of Indonesia Gazette No.125-2004; Additional Gazette No. 44437 – 2004, as modified by Law No. 12 - 2008 on Determining Government Regulation as Law Substitute No.32 – 2004 (Republic of Indonesia Gazette No. 59 – 2008, Additional Gazette No. 4844)
2. Law Number 39 - 2008 on the National Ministry (Republic of Indonesia Gazette No.166-2008; Additional Gazette No. 4916-2008)
3. Law Number 43 - 2008 on the National Territory (Republic of Indonesia Gazette No.177-2008; Additional Gazette No. 4925–2008)
4. Presidential regulation no. 112 – 2006 on the national team on the standardization of topographical names
5. Ministry Of Home Affairs Regulation Number 39 – 2008 On The Guidance Of Standardization Of Topographical Names

DECIDE:

Enact: Ministry of Home Affairs Regulation on the Guidance for the Establishment of Topographical Names Standardization Committee.

CHAPTER I GENERAL PROVISIONS

Article 1

In this ministerial regulation the following meanings:

1. The region is a provincial, district, and the Municipality.
2. Head of the Regional is Governor, Regent, and Mayor.
3. Local government is the governor, regent, and mayor and personnel of the administration
4. Standardization of the National Team is a team established by the Topographic names President
5. Secretariat is the Secretariat of the National Team that assist the implementation of the tasks of the National Team
6. Provincial Committee for the Standardization Committee to implement Topographic names standardization of topographical names in the province established by the Governor
7. District / Municipality Committee is Standardization Topographic Name District / Municipality to implement standardization of topographical names are established by the Regent / Mayor
8. Standardization is the process of defining a standard topographical name by authorized institutions both nationally and internationally.
9. Topographic surface of the earth is part of a recognizable identity as natural elements and man-made elements, such as rivers, lakes, mountains, cape, villages, and dams.
10. Topographical name is the name given to the topographic features
11. The procedure is the stage of activity to accomplish the activity naming topographic features.
12. A national gazetteer is a list of topographic features that have been standardized nationally.

Chapter II RESPONSIBLE PERSON

Article 2

- (1) the Governor is responsible for the activity standardization of topographical names in the province

- (2) Regent / Mayor responsible for the standardization of topographical names in the District / Municipality.

Chapter III

ESTABLISHMENT AND STATUS

Article 3

- (1) The Governor in carrying out responsibilities as referred to in Article 2 paragraph (1) establish Provincial Committee.
- (2) Regent / Mayor in carrying out responsibilities as referred to in Article 2 paragraph (2) establish committee of District / Municipality

Article 4

Provincial Committee referred to in Article 3 paragraph (1) maximum of 15 (fifteen) personnel consisting of:

- a) Chair : Head Bureau of Public Administration or other designation duties and functions of government in charge;
- b) Secretary: Head of Division of Public Administration or other designation, and
- c) Members: Component of the National Land Agency Regional Office, Regional Planning Board, Office of Marine and Fisheries, Public Works Office, Education Office, Office of the Central Bureau of Statistics, Topography Military Region, Office of Indonesian Navy, Language Centre, University (field of Culture, Literature, History, or other fields related to the topographical name), and other related Component.

Article 5

Committee District / Municipality as meant in Article 3 paragraph (2) a maximum of 19 (nineteen) persons consisting of:

- a) Chair: Head of Sub Division of Public Administration or other designation;
- b) Secretary: Sub Division of Public Administration or other designation, and
- c) Members: Component of the Office of the National Land Agency, Regional Planning Board, Office of Marine and Fisheries, Public Works Office, Education Office, Office of Statistics, and other related Component.

Article 6

- (1) Provincial Committee referred to in Article 3 paragraph (1) based on the Bureau of Public Administration or other designation of duties and functions of government in charge.
- (2) Committee of District / Municipality as meant in Article 3 paragraph (2) located in part of Government or other designation of duties and functions of government in charge.

CHAPTER IV TASK

Article 7

- (1) Provincial Committee referred to in Article 3 paragraph (1) has the task:
 - a. to co-ordinate the standardization of topographical names conducted by the District / Municipality within the respective Province;
 - b. to propose topographical names to the National Team and to propose topographical names to be included in the National Gazetteer;
 - c. to carry out tasks as instructed by the National Team.
- (2) Committee of regencies / cities as meant in Article 3 paragraph (2) has the task:
 - a. to carry out activities in the inventory of topographic features in their regions
 - b. to collect data and information related to topographic features in their respective regions;
 - c. to propose to the National Team the standardized topographical names in their respective regions
 - d. to carry out tasks that have been instructed by the National Team.

Article 8

Provincial Committee In conducting its tasks as set forth in Article 7 paragraph (1) may involve experts.

Article 9

Committee of District / Municipality In conducting its tasks as set forth in Article 7 paragraph (2) involves the sub district or other designation and *Kepala Desa / Lurah* or other designation.

CHAPTER V REPORTING

Article 10

- (1) Committees District / Municipality to report the results of its tasks to the Provincial Committee for at least 2 (two) times within 1 (one) year in May and November or any time when needed.
- (2) The Provincial Committee reported the results of its tasks to the National Team at least 2 (two) times within 1 (one) year in July and January or any time when needed.

CHAPTER VI COORDINATION

Article 1

1

- (1) The coordination committee meeting with the Provincial Committee of the District / Municipality are held at least 2 (two) times within 1 (one) year in June and December or any time as needed.
- (2) Coordination meetings with the National Team Committee and Provincial Committee of the District / Municipality implemented at least 2 (two) times within 1 (one) year in August and February, or any time as needed.

Article 12

- (1) Working relationship with the Provincial Committee of the National Team is facilitative and coordinative in order to standardize the names of topographic features in the province.
- (2) Working relationship with the Committee of the Provincial Committee of the District / Municipality are facilitative and coordinative in order to standardize the names of topographic features in the district / Municipality.

CHAPTER VII REVOLVEMEN AND CONTROLLING

Article 13

- (1) Minister of the Home Affairs to the general guidance of the Committee of Provincial and Regency / Municipality in organizing the standardization of topographical names.
- (2) National Team to the technical guidance of the Committee of Provincial and Regency / Municipality in organizing the standardization of topographical names.

CHAPTER VIII
CLOSING STIPULATION

Article 14

Governor and Regent / Mayor establish committee and the Provincial Committee of the District / Municipality no later than 1 (one) year after this regulation is set.

Article 15

Ministerial Regulation will commence at the date of its issuance.

Issued in Jakarta
On the 17th of July 2009
Minister of Home Affairs

Signed,

Mardiyanto