



**KEMENTERIAN KEUANGAN REPUBLIK INDONESIA
DIREKTORAT JENDERAL KEKAYAAN NEGARA
SEKRETARIAT DIREKTORAT JENDERAL**

GEDUNG SYAFRUDDIN PRAWIRANEGARA II LANTAI 9 SELATAN
JALAN LAPANGAN BANTENG TIMUR NOMOR 2-4 JAKARTA 10710
TELEPON (021) 3810162, FAX (021) 3847742

Nomor : S-1310/KN.1/2018
Sifat : Sangat Segera
Lampiran : 1 (satu) set
Hal : Tawaran Program Pelatihan dari Pemerintah RRT

25 JUL 2018

Yth. 1. Para Direktur;
2. Para Tenaga Pengkaji;
3. Para Kepala Kantor Wilayah;
4. Direktur Utama LMAN;
6. Para Kepala Bagian, Sekretariat DJKN
di lingkungan DJKN

Sehubungan dengan surat Kepala Pusat Kebijakan Regional dan Bilateral Badan Kebijakan Fiskal nomor S-296/KF.7/2018 tanggal 04 Juni 2018 hal pada pokok surat dengan ini kami sampaikan hal-hal sebagai berikut:

1. Bahwa berdasarkan surat Sekretaris Kementerian Sekretariat Negara nomor B-9791/Kemensetneg/Set/KTLN/LN.04/01/05/2018 tanggal 14 Mei 2018 hal Tawaran Mengikuti Pelatihan di Republik Rakyat Tiongkok (RRT) Tahun Anggaran 2018 akan dilaksanakan beberapa pelatihan yang bertempat di Republik Rakyat Tiongkok (RRT) dengan rincian sebagai berikut:

No	Nama Program	Penyelenggara	Tanggal Mulai	Tanggal Berakhir
1	2018 Seminar E-Government and IT Application for Developing Countries	Ministry of Commerce International Business Officer Training Institute	03/08/2018	23/08/2018
2	2018 Seminar on Cloud Computing, Big Data, and Artificial Intelligence Under The Belt and Road Initiative	Ministry of Commerce International Business Officer Training Institute	03/08/2018	23/08/2018
3	2018 Seminar on International Cooperation on Digital Economy Under Belt & Road Initiative	National Development and Reform Commission International Cooperation Center	29/08/2018	18/09/2018
4	2018 Seminar on Economic Globalization and Transfer of Industries for Developing Countries	Hubei China-Europe International Vocational Education and Training Center	30/08/2018	19/09/2018
5	2018 Seminar on Targeted Approach to Poverty Reduction and Narrowing Income Gap for Developing Countries	China International Poverty Reduction Center	05/09/2018	25/09/2018
6	2018 Seminar on Business Data Collection and Analysis for Developing Countries	Harbin University of Commerce	05/09/2018	25/09/2018
7	2018 Seminar on Economic Corridor Construction and inter connectivity Cooperation for Developing Countries	Ministry of Commerce International Business Training Institute	05/09/2018	25/09/2018
8	2018 Seminar on Global Economic Governance for Senior Officials of Developing Countries	Ministry of Commerce International Business Training Institute	09/10/2018	22/10/2018
9	2018 Seminar on Anti Corruption Officials for	China College of Discipline Inspection and Supervision	09/10/2018	28/10/2018

	Developing Countries			
10	2018 Seminar on Government-Subsidized Housing for Developing Countries	Hunan Vocational College of Foreign Trade	10/10/2018	19/10/2018
11	2018 Seminar on Financial Cooperation and Financing Arrangements under the Belt and Road Initiative (including PPP/BOT	Ministry of Commerce International Business Training Institute	09/11/2018	29/11/2018
12	2018 Seminar on Emerging Urban Governance for Developing Countries	CASS Graduate School	10/11/2018	30/11/2018
13	2018 Seminar on Economic Diplomacy for Developing Countries	Foreign Economic and Trade University	21/11/2018	11/12/2018

2. Selanjutnya, perlu kami sampaikan pula biaya-biaya selama mengikuti seminar ditanggung oleh Pemerintah Republik Rakyat Tiongkok yang meliputi:
 - a. Biaya tiket pesawat pulang-pergi Indonesia-Tiongkok;
 - b. Biaya asuransi;
 - c. Uang saku;
 - d. Biaya akomodasi lainnya

3. Adapun persyaratan untuk kegiatan pelatihan tersebut diantaranya sebagai berikut:
 - a. PNS berusia maksimal 50 tahun saat melakukan pendaftaran pelatihan.
 - b. Daftar Riwayat Hidup dalam bahasa Inggris (format bebas).
 - c. Formulir pencalonan diisi lengkap dan diketik rapi serta disetujui oleh pejabat yang berwenang dengan dilengkapi foto berwarna ukuran 4x6 cm (terlampir).
 - d. Surat keterangan sehat yang ditandatangani dokter pemerintah.
 - e. Mampu berkomunikasi dan menulis dalam bahasa Inggris yang dibuktikan dengan sertifikat bahasa Inggris yang masih berlaku, untuk *TOEFL* minimal skor 450 atau *IELTS* minimal skor 5,5.
 - f. Tidak sedang melakukan pendaftaran atau mengikuti pelatihan lainnya.

4. Berkenaan dengan hal tersebut, diharapkan Saudara dapat menyampaikan usulan nama pegawai yang dicalonkan sesuai dengan lampiran pada surat ini (format *excel*) beserta surat penyampaian dengan lampiran persyaratan dokumen lain dalam format *.pdf* (file dibuat terpisah per pegawai yang diusulkan) ke pengembangan.djkn@gmail.com dengan *subject* Pelatihan RRT_Nama Unit. *Hardcopy* berkas penyampaian dan *email* kami terima paling lambat pada tanggal **03 Agustus 2018**.

Demikian kami sampaikan, atas perhatian Saudara kami ucapkan terima kasih.

Sekretaris Ditjen,




Dodi Iskandar
NIP 196001241981121002

Lampiran
S-1310 /KN.1/2018
Tanggal 25 JUL 2018

Formulir penyampaian yang dikirimkan dalam format *excel*

**FORMULIR USULAN PENDAFTAR PELATIHAN DARI PEMERINTAH RRT TAHUN 2018
UNIT.....**

NO	NAMA PENDAFTAR	NIP	PELATIHAN YANG DIIKUTI	TANGGAL PELATIHAN
1				
2				
dst	dst			

报名表

INFORMATION FORM OF PARTICIPANT (学员信息表)

I. Name of the seminar/training course (研修班/培训班名称): _____

II. Personal Data (个人信息)

1. Surname (姓): _____

Given Name (名): _____

2. Sex (性别): male (男), female (女)

3. Date of Birth (出生日期): _____

4. Place of Birth (出生地): _____

5. Nationality (国籍): _____

6. Mother Tongue (母语): _____ 7. Religion (宗教): _____

8. Food abstention (饮食禁忌): _____

9. Health Condition (健康状况): _____

10. History of hypertension, cardiovascular and cerebrovascular disease or infectious disease (有无高血压、心脑血管等慢性病史及传染病史): No (无), Yes (有)

If yes, please specify (如有, 请详细说明): _____

11. Mail address (通信地址): _____

Phone (电话): _____ HP (手机): _____ Fax (传真): _____

E-mail (电子邮件): _____

12. Permanent address (固定联系地址): _____

13. Person to be contacted in emergency (紧急情况联系人):

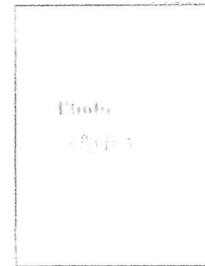
Name (姓名): _____ Address (地址): _____

Phone (电话): _____ HP (手机): _____ Fax (传真): _____

E-mail (电子邮件): _____

14. Statement of present work (当前工作情况):

Name of institute (单位): _____



Position (职务): _____ Date of appointment (任职日期): _____

Brief description of duties (岗位职责): _____

15. Work experience (Starting from current position): (工作经历, 从当前工作写起)

Date (日期)	Position (职务)	Brief description of duties (职责)
_____	_____	_____
_____	_____	_____

16. Educational and/or professional qualifications (教育背景及专业职称):

Date (时间)	Level (等级)	Awarding Institution (授予单位)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

17. Working Language Proficiency (Please tick) (工作语言熟练程度, 请标记):

Reading (读): excellent (优秀), good (好), fair (一般), poor (较差)

Listening (听): excellent (优秀), good (好), fair (一般), poor (较差)

Speaking (说): excellent (优秀), good (好), fair (一般), poor (较差)

Writing (写): excellent (优秀), good (好), fair (一般), poor (较差)

III. Personal Statement (个人声明)

I certify that I have answered the above questions truthfully and completely to the best of my knowledge. I agree to report any relevant alteration in the information given above.

I pledge to observe all the Chinese laws and regulations and will respect the local customs during my stay in China for the training course.

(我确保以上信息填写真实、完整。如有变动, 将及时通知主办方。

参加培训期间, 我保证遵守中国法律、法规, 尊重当地风俗。)

Signature (本人签字)

Both Signature and Seal (经商参处签章)

Date (日期)

Date (日期)

**Human Resource Development Cooperation Programs in the Framework of
China's Foreign Aid
—Manuals for Participants**

Welcome to participate in this Human Resource Development Cooperation Program in the Framework of China's Foreign Aid sponsored by the Ministry of Commerce, People's Republic of China.

Since the Ministry of Commerce, P.R.C. sponsored seminars/training courses for officials, senior managerial personnel and specialized technicians in developing countries, the programs have got much recognition and great support from both Chinese and foreign governments, which has made them bridges of friendship and cooperation between China and other developing countries.

Through communications and discussions, the seminars/training courses aim at teaching managerial experience and practical techniques, promoting the traditional friendship and cooperation in fields like economy and trade between China and other developing countries and meanwhile accelerating human resource development and economic social progress in those countries. The seminars/training courses cover a wide range of activities including lectures, discussions, field trips, and practice. Organizations appointed by China's Ministry of Commerce will invite governmental officials and scholars to introduce to you the courses, policies and measures involved in China's social and economic development, and other information relative to the themes of seminars/training courses. The organizers will also take you to some related provinces, institutions and enterprises to help you get a real image of developing China. You also have chances to sit with local officials and entrepreneurs and provide them with information about the economic situation, investment circumstances, trade policies and cooperation intents of your countries and thus find more opportunities and wider approaches for bilateral economic and specialized cooperation. Practice sessions are also included in the training courses.

Qualification of Participants

(1) For seminars, officials at Director-General (under 55 years old) or Director (under 50 years old) level from the related departments, senior managers from state-owned enterprises or senior researchers from academic institutes. For training courses, technicians or management staff under 50 years old with over 2 years working experience in the field related to the subject of the course.

(2) Proficiency in English listening, speaking, reading and writing.

(3) In good health, without any infectious disease, serious high blood pressure, cardiopathy and deformity.

For success of the seminars/training courses, we announce the following items:

I. Expenses Arrangements

1. Expenses assumed by the Chinese government:

--round international trips and transfers (if there are any)

--accommodation and traffic costs uniformly arranged by the Chinese side during your stay in China

--accident insurance during your stay in China

--treatment of acute diseases (chronic diseases excluded) during your stay in China

--during the seminars/training courses: for officials of vice-ministerial level or higher, 100 RMB a day as daily expenditure, or 2,000 RMB for each person once for all; for officials of director level or lower and specialized technicians, 80 RMB a day as daily expenditure.

2. Expenses assumed by participants:

--visa fees (including visa to a third country)

--overweight charge during both international and domestic flights (Attention: the allowed luggage weight differs from one airline to another and overweight charge can be very high.)

--post services, phone calls and Internet services during your stay in China

--individual expenditures beyond the uniform arrangement (such as food & beverage, traffic, entertainment, glasses, tooth inlay, hairdressing, beauty treatment

and laundry)

--costs resulting from prolonged stay in China for personal reasons after the seminars/training courses end

II. Plane Tickets and Receptions at airports

The Chinese Embassy in your country (the Economic and Commercial Counselor's Office) will buy round trip plane tickets for you and help you get visas to China. The organizers will receive you at the airport, so please inform the Chinese embassy or the organizers in time if your flight is delayed or changed in order to make corresponding changes in reception. In case of any domestic transfer in China, the Chinese side will bear the transferring fees. The agencies appointed by the Chinese side will help you with transfer and rest on request.

If there is any trouble when entering or leaving China, please show the invitation letter for the seminars/training courses or contact the organizers according to the information on the invitation letter.

III. Notices for the Seminars/training courses' Activities

1. Please preview the materials, prepare questions and attend lectures on time.
2. Please wear formal dress (including ethical clothes) when attending important activities as opening and closing ceremonies and meetings with government leaders.
3. Tourism and shopping visits will be arranged at weekends. If you really need to go out for personal reasons, please notify the organizers beforehand and plan the traffic by yourself. You are suggested not to leave the seminars/training courses' locations at random to avoid any unexpected consequences.
4. Please leave your evaluations and suggestions in questionnaires when the seminars/training courses end and hand them to the organizers.
5. Please take good care of yourself and your valuables when visiting and shopping. You are suggested not to buy expensive items at tourist sites, where changes for quality reasons could be very difficult.

IV. Responsibilities of the On-duty-in-turn Monitors

For success of the seminars/training courses' activities, the organizers will appoint on-duty-in-turn monitors according to the alphabetical order of names of

the represented countries (bilateral seminars/training courses will select/appoint one or two participants as monitor or vice-monitor). Responsibilities of on-duty-in-turn monitors are as follows:

1. Deliver speeches or express thanks on behalf of all the participants during lectures, discussions, visits, meetings and banquets.
2. Assist Chinese organizers in getting participants in lectures and other activities on time.
3. Acquaint organizers with participants' opinions and suggestions and assist them in handling emergencies.

V. Other issues

1. Law and Safety

You are protected by Chinese laws during your stay in China and you are correspondingly supposed to abide by Chinese laws and customs.

Please well keep your passports, return plane tickets (which could be kept by the organizers if you agree) and other valuables.

In case of dangers or emergencies in China, please contact the organizers immediately or dial the emergency/first aid phone numbers directly:

Police: 110

Fire alarm: 119

Traffic accident: 122

First aid center: 120/999

2. Medical Treatment

If you feel ill, please notify the organizers, who will help you see a doctor at the hotel clinic or the hospital nearby. If a surgery operation is required, we would first consult your opinion and get written agreement from your embassy in China.

3. Traffic

The public traffic systems in Beijing and other hosting cities are convenient, and besides, it is very easy to find a taxi. When taking a taxi, remember to ask for a receipt, which is necessary to get back any lost articles.

4. Shopping

When you go shopping, remember asking for receipts, for fear that you would

need changes. Meanwhile, please notice possible luggage overweight for the return trip.

5. For more information about China's economy and trade, please visit the website of Ministry of Commerce: <http://www.mofcom.gov.cn>

VI. Preparations before coming to China

1. Please get ready the passport, the visa to China and the transfer visa to a third country (if necessary) in time.

2. Please carry with you the invitation letter sent from the Economic and Commercial Counselor's Office of the Embassy of China in your country, your personal information form, business cards, and 10 passport photos, etc.

3. For the convenience of the discussions and communications with Chinese officials/experts/scholars, please prepare materials of your country relevant to the seminars/training courses' theme (such as the current situation of related industries, investment and commerce policies, and cooperation intents).

4. For your needs of study and living in China, please prepare enough proper clothes and currencies.

5. If possible, please bring with you a medical examination report and case history from the local hospital. If you are suffering from serious discomforts (such as high fever, grave high blood pressure, heart, brain or blood vessel disease, and infectious diseases) and not fit for the long-distance trips and visits in China, we suggest you not attend this seminar/training course and wait for another chance.

Many thanks for your cooperation. We hope you enjoy the seminar/training course and have a happy time in China.

**Ministry of Commerce,
People's Republic of China**