

REGULATION OF THE MINISTER OF TOURISM AND CREATIVE ECONOMY/  
HEAD OF THE TOURISM AND CREATIVE ECONOMY AGENCY OF  
THE REPUBLIC OF INDONESIA  
NUMBER 6 OF 2024  
ON  
PROCEDURES FOR PREPARING COOPERATION DOCUMENT WITHIN THE  
MINISTRY OF TOURISM AND CREATIVE ECONOMY/TOURISM AND  
CREATIVE ECONOMY AGENCY

BY THE BLESSINGS OF ALMIGHTY GOD  
MINISTER OF TOURISM AND CREATIVE ECONOMY/  
HEAD OF THE TOURISM AND CREATIVE ECONOMY AGENCY OF  
THE REPUBLIC OF INDONESIA,

- Considering : a. that in order to improve the management of cooperation in an orderly, effective and efficient manner and to support the performance of the Ministry of Tourism and Creative Economy/Tourism and Creative Economy Agency, it is necessary to prepare regulations regarding the procedures for preparing cooperation document within the Ministry of Tourism and Creative Economy/Tourism and Creative Economy Agency;
- b. that the provisions regarding the procedures for preparing cooperation as regulated in Regulation of the Minister of Tourism Number 2 of 2018 on Procedures for Preparing Cooperation within the Ministry of Tourism and Regulation of the Creative Economy Agency Number 8 of 2018 on Guidelines for Preparing Memorandums of Understanding and Domestic Cooperation Agreements in Creative Economy Sector within the Creative Economy Agency are no longer in accordance with current legal needs and developments and therefore need to be replaced;
- c. that based on the considerations as referred to in point a and point b, it is necessary to issue a Regulation of the Minister of Tourism and Creative Economy/Head of the Tourism and Creative Economy Agency on Procedures for Preparing Cooperation Document within the Ministry of Tourism and Creative Economy/Tourism and Creative Economy Agency;
- Observing : 1. Article 17 section (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 of 2008 Number

- 166, Supplement to the State Gazette of the Republic of Indonesia Number 4916);
3. Law Number 10 of 2009 on Tourism (State Gazette of the Republic of Indonesia of 2009 Number 11, Supplement to the State Gazette of the Republic of Indonesia Number 4966);
  4. Law Number 24 of 2019 on Creative Economy (State Gazette of the Republic of Indonesia of 2019 Number 212, Supplement to the State Gazette of the Republic of Indonesia Number 6414);
  5. Presidential Regulation Number 96 of 2019 on Ministry of Tourism and Creative Economy (State Gazette of the Republic of Indonesia of 2019 Number 269);
  6. Presidential Regulation Number 97 of 2019 on Tourism and Creative Economy Agency (State Gazette of the Republic of Indonesia of 2019 Number 270);
  7. Regulation of the Minister of Tourism and Creative Economy/Head of the Tourism and Creative Economy Agency Number 1 of 2021 on Organization and Work Procedures of the Ministry of Tourism and Creative Economy/Tourism and Creative Economy Agency (State Bulletin of the Republic of Indonesia of 2021 Number 184);
  8. Regulation of the Minister of Tourism and Creative Economy/Head of the Tourism and Creative Economy Agency Number 9 of 2022 on Official Document Procedures within the Ministry of Tourism and Creative Economy/Tourism and Creative Economy Agency (State Bulletin of the Republic of Indonesia of 2022 Number 767);

HAS DECIDED:

To issue : REGULATION OF THE MINISTER OF TOURISM AND CREATIVE ECONOMY/HEAD OF THE TOURISM AND CREATIVE ECONOMY AGENCY ON PROCEDURES FOR PREPARING COOPERATION DOCUMENT WITHIN THE MINISTRY OF TOURISM AND CREATIVE ECONOMY/TOURISM AND CREATIVE ECONOMY AGENCY.

CHAPTER I  
GENERAL PROVISIONS

Article 1

In this Ministerial Regulation:

1. Cooperation means an agreement between the Ministry of Tourism and Creative Economy/Tourism and Creative Economy Agency carried out by the Minister of Tourism and Creative Economy/Head of the Tourism and Creative Economy Agency or an official within the Ministry of Tourism and Creative Economy/Tourism and Creative Economy Agency who is authorized and one or more cooperation partners in a written form to provide mutual benefits in achieving common goals.

2. Cooperation Document means a document that contains the main ideas regarding the substance that will be agreed upon for cooperation.
3. Cooperation Partner means parties who cooperate with the Ministry of Tourism and Creative Economy/Tourism and Creative Economy Agency, both from within the country and abroad.
4. Domestic Cooperation means an agreement between the Ministry of Tourism and Creative Economy/ Tourism and Creative Economy Agency carried out by the Minister of Tourism and Creative Economy/Head of the Tourism and Creative Economy Agency or an official within the Ministry of Tourism and Creative Economy/Tourism and Creative Economy Agency who has the authority and Cooperation Partners in Indonesia.
5. International Cooperation means an agreement between the Ministry of Tourism and Creative Economy/Tourism and Creative Economy Agency carried out by the Minister of Tourism and Creative Economy/Head of the Tourism and Creative Economy Agency or an authorized official within the Ministry of Tourism and Creative Economy/Tourism and Creative Economy Agency or another authorized official and Cooperation Partners in other countries.
6. Initiator means the head of position organizational unit of senior associate officers, technical implementing unit, or authority implementing agency within the Ministry of Tourism and Creative Economy/Tourism and Creative Economy Agency.
7. Parties mean the Ministry of Tourism and Creative Economy/Tourism and Creative Economy Agency or the Initiator and Cooperation Partner.
8. Ministry means the ministry administering government affairs in the field of tourism and government duties in the field of creative economy.
9. Minister means the minister administering government affairs in the field of tourism and government duties in the field of creative economy.
10. Permanent Secretary of the Ministry of Tourism and Creative Economy/Permanent Secretary of the Tourism and Creative Economy Agency, hereinafter referred to as the Permanent Secretary of the Ministry, means a senior associate officer who is under and responsible to the Minister.

## CHAPTER II TYPES, FORMS AND SCOPE OF COOPERATION

### Part One Types of Cooperation

#### Article 2

Types of Cooperation consist of:

- a. Domestic Cooperation; and
- b. International Cooperation.

## Part Two Forms of Cooperation Document

### Article 3

Forms of Cooperation Document include:

- a. memorandum of understanding or other similar names;  
or
- b. Cooperation agreement or other similar names.

### Article 4

- (1) The memorandum of understanding or other similar names as referred to in Article 3 point a contains the agreement of the Parties to carry out general Cooperation.
- (2) The memorandum of understanding or other similar names as referred to in section (1) may be followed up with a Cooperation agreement or other forms of document.
- (3) The form of memorandum of understanding or other similar names as referred to in section (1) may be prepared in accordance with the format example as listed in the Annex as an integral part of this Ministerial Regulation.

### Article 5

- (1) The Cooperation Agreement or other similar names as referred to in Article 3 point b contains an agreement by the Parties to carry out Cooperation which includes specific, technical and/or implemented matters.
- (2) The Cooperation Agreement or other similar names as referred to in section (1) may be prepared without having to be preceded by preparing a memorandum of understanding or other similar names.
- (3) The form of the Cooperation Agreement or other similar names as referred to in section (1) can be prepared in accordance with the format example as listed in the Annex as an integral part of this Ministerial Regulation.

## Part Three Scope of Cooperation

### Article 6

The scope of Cooperation consists of:

- a. strategic policies;
- b. resources and institutions;
- c. development of tourism destinations and infrastructure;
- d. tourism and creative economy industry and investment;
- e. tourism and creative economy marketing;
- f. tourism products and event organizers;
- g. digital economy and creative products; and/or
- h. other scopes of Cooperation according to the needs, duties, functions, and authority of the Initiator.

### CHAPTER III COOPERATION PARTNER

#### Article 7

- (1) Initiator carries out Cooperation with Cooperation Partners in accordance with their respective field of duties and functions.
- (2) The Cooperation Partners as referred to in section (1) include:
  - a. Domestic Cooperation Partners consist of:
    1. state institutions;
    2. ministries/non-ministerial government institutions;
    3. local governments;
    4. Indonesian legal entities;
    5. domestic business entities;
    6. community organizations;
    7. community groups; and/or
    8. individual Indonesian citizens.
  - b. International Cooperation Partners consist of:
    1. foreign governments that have diplomatic relations with Indonesia;
    2. international organizations/agencies;
    3. foreign state agencies/institutions;
    4. foreign non-governmental organizations/ non-governmental organizations;
    5. foreign legal entities; and/or
    6. foreign private business entities.
- (3) The Indonesian legal entities as referred to in section (2) point a point 4 do not include political party organizations.

### CHAPTER IV STAGES OF IMPLEMENTING DOMESTIC COOPERATION

#### Part One General

#### Article 8

The stages of implementing Domestic Cooperation include:

- a. planning; and
- b. preparation.

#### Part Two Planning

#### Article 9

- (1) The Initiator plans for Domestic Cooperation in accordance with his/her authority.
- (2) The Domestic Cooperation planning as referred to in section (1) is a Cooperation plan that will be implemented in the following year.
- (3) The Domestic Cooperation planning as referred to in section (1) is submitted to:

- a. the Permanent Secretary of the Ministry through the head of the bureau handling legal affairs for Cooperation document signed by the Minister, the Permanent Secretary of the Ministry, or the head inspector;
  - b. the deputy secretary for Cooperation Document signed by the deputy, or the primary high leadership positions; and
  - c. the head of the supervisory organizational unit for Cooperation Document signed by the director of the technical implementing unit, or the head of the authority implementing agency.
- (4) The Domestic Cooperation planning as referred to in section (2) is compiled in a list of Cooperation plans.
- (5) The list of Cooperation plans as referred to in section (3) at least contains:
  - a. the urgency of preparing the Cooperation Document; and
  - b. a draft of the Cooperation document.
- (6) The list of Cooperation plans as referred to in section (4) is made in accordance with the format example listed in the Annex as an integral part of this Ministerial Regulation.

#### Article 10

- (1) Based on the needs of the organization, the Initiator can prepare a Cooperation Document outside the list of Cooperation plans.
- (2) The submission of Domestic Cooperation Planning as referred to in Article 9 section (3) applies mutatis mutandis to the submission of Cooperation Document outside the list of Cooperation plans.

### Part Three Preparation

#### Article 11

The preparation of Domestic Cooperation as referred to in Article 8 point b includes:

- a. exploration;
- b. formulation of document;
- c. discussion; and
- d. signing.

#### Article 12

- (1) The exploration of Domestic Cooperation as referred to in Article 11 point a is carried out by the Initiator.
- (2) The exploration of Domestic Cooperation as referred to in section (1) is carried out by identifying and analyzing the substance of the cooperation to be carried out.
- (3) In carrying out the exploration as referred to in section (1), the Initiator may involve the relevant organizational units, their respective supervisory organizational units, and Cooperation Partner.

### Article 13

- (1) The formulation of the Domestic Cooperation Document as referred to in Article 11 point b is carried out by the Initiator.
- (2) The formulation of the Domestic Cooperation Document as referred to in section (1) may involve the deputy secretariat, organizational unit handling the field of inter-institutional relations, and bureau handling legal affairs, as well as involving Cooperation Partner.
- (3) In the event of the Initiator being a technical implementing unit and an authority implementing agency, the formulation of the Domestic Cooperation Document can be carried out by involving their respective supervisory organizational units.
- (4) In the event of the implementing authority agency formulates a Domestic Cooperation Document that has a certain strategic value, it must obtain approval from the steering committee of the implementing authority agency.
- (5) The results of the formulation of the Domestic Cooperation Document as referred to in section (1) are in the form of a draft of the Domestic Cooperation Document.
- (6) The Domestic Cooperation that has a certain strategic value as referred to in section (4) is Cooperation as regulated in legislation that regulate the procedures for granting approval for cooperation that has a certain strategic value between tourism area management authority agencies and related business entities and institutions or parties.
- (7) The Initiator submits the draft of the Domestic Cooperation Document as referred to in section (5) to:
  - a. the head of the organizational unit handling the field of inter-institutional relations, for the draft of the Domestic Cooperation Document signed by the Minister, Permanent Secretary of the Ministry, and the head inspector;
  - b. the deputy secretary, for the draft of the Domestic Cooperation Document signed by the deputy or the primary high leadership positions;
  - c. the official handling the cooperation, for the draft of the Domestic Cooperation Document signed by the head of the technical implementing unit; and
  - d. the director of finance, general affairs, and public communications, for the draft of the Domestic Cooperation Document signed by the head of the authority implementing agency.

### Article 14

- (1) The draft of the Domestic Cooperation Document as referred to in Article 13 section (5) is discussed with Cooperation Partner.
- (2) In the discussion of the draft of the Domestic Cooperation Document as referred to in section (1) is coordinated by:
  - a. the head of the organizational unit handling the field of inter-institutional relations, for the draft of the

- Domestic Cooperation Document signed by the Minister, Permanent Secretary of the Ministry, and the head inspector;
- b. the deputy secretary, for the draft of the Domestic Cooperation Document signed by the deputy or the primary high leadership positions;
  - c. the official handling the cooperation, for the draft of the Domestic Cooperation Document signed by the head of the technical implementing unit; and
  - d. the director of finance, general affairs, and public communications, for the draft of the Domestic Cooperation Document signed by the head of the authority implementing agency.
- (3) The discussion of the draft of the Domestic Cooperation Document as referred to in section (2) point a is carried out by involving the Initiator, deputy secretariat, bureau handling legal affairs, related organizational units and/or related institutions.
  - (4) The discussion of the draft of the Domestic Cooperation Document as referred to in section (2) point b is carried out by involving the deputy secretariat, related organizational units and/or related institutions.
  - (5) The discussion of the draft of the Domestic Cooperation Document as referred to in section (2) point c and point d is carried out by involving the respective supervisory organizational units.

#### Article 15

- (1) The results of the discussion of the draft of the Domestic Cooperation Document as referred to in Article 14 are in the form of a final draft of the Domestic Cooperation Document.
- (2) The final draft of the Domestic Cooperation Document as referred to in section (1) must at least be initialed by:
  - a. the head of the bureau handling legal affairs, the deputy and director handling inter-institutional relations, and the Initiator, for the final draft of the Domestic Cooperation Document signed by the Minister, the Permanent Secretary of the Ministry, or the head inspector;
  - b. the deputy secretary, for the final draft of the Domestic Cooperation Document signed by the deputy or the primary high leadership positions;
  - c. the head of the section or head of the subsection handling cooperation for the final draft of the Domestic Cooperation Document signed by the leader for technical implementation; and
  - d. the director of finance, general affairs, and public communications, for the final draft of the Domestic Cooperation Document signed by the head of the authority implementing agency.

#### Article 16

- (1) The signing as referred to in Article 11 point d is carried out on the final draft of the Domestic Cooperation



Document by an official authorized to sign the Cooperation Document.

- (2) The authorized official signing the final draft of the Domestic Cooperation Document as referred to in section (1) is as follows:
  - a. memorandum of understanding or other similar names, signed by:
    1. Minister;
    2. Permanent Secretary of the Ministry, deputy, or the head inspector;
    3. director of the technical implementing unit; or
    4. head director of the Authority Implementing Agency.
  - b. cooperation agreement or other similar names, signed by:
    1. Minister;
    2. Permanent Secretary of the Ministry, deputy, or the head inspector;
    3. Primary high leadership positions;
    4. Director of the technical implementing unit or official appointed by the technical implementing director; or
    5. Head director of the Authority Implementing Agency or official appointed by the head director of the Authority Implementing Agency.
- (3) The signing of the final draft of the Domestic Cooperation Document as referred to in section (1) is the responsibility of the Initiator.
- (4) The signing of the final draft of the Domestic Cooperation Document as referred to in section (3) is carried out by taking into account the equality of the signing officials and in accordance with the provisions of legislation.

## CHAPTER V STAGES OF IMPLEMENTING INTERNATIONAL COOPERATION

### Part One General

#### Article 17

- (1) International Cooperation consists of:
  - a. International Cooperation which is an international agreement; and
  - b. International Cooperation which is not an international agreement.
- (2) The International Cooperation which is an international agreement as referred to in section (1) point a is prepared in accordance with the provisions of legislation governing international agreements.

Part Two  
Stages of Implementing International Cooperation which is an  
International Agreement

Paragraph 1  
General

Article 18

The stages of implementing International Cooperation which is an international agreement are implemented based on the following stages:

- a. exploration;
- b. formulation and negotiation of the document; and
- c. acceptance and signing.

Paragraph 2  
Exploration

Article 19

- (1) The exploration of International Cooperation which is an International Agreement as referred to in Article 18 section (1) point a is carried out by the organizational unit handling the field of inter-institutional relations.
- (2) The exploration of International Cooperation which is an International Agreement as referred to in section (1) is carried out by identifying and analyzing the substance of the cooperation to be carried out.
- (3) In conducting the exploration as referred to in section (1), the organizational unit handling the field of inter-institutional relations involves at least:
  - a. deputy secretariat;
  - b. related organizational units;
  - c. ministry administering government foreign affairs; and
  - d. foreign governments that have diplomatic relations with Indonesia and/or related international organizations/agencies.

Paragraph 3  
Formulation and Negotiation of the Document

Article 20

- (1) The formulation of the International Cooperation document which is an International Agreement as referred to in Article 18 point b is carried out by the organizational unit handling inter-institutional relations.
- (2) The formulation of the International Cooperation document which is an International Agreement as referred to in section (1) involves at least:
  - a. deputy secretariat;
  - b. bureau handling legal affairs;
  - c. related organizational units;
  - d. ministry administering government foreign affairs; and

- e. foreign governments that have diplomatic relations with Indonesia and/or related international organizations/agencies.
- (3) The results of the formulation of International Cooperation which is an International Agreement as referred to in section (1) are in the form of a draft of International Cooperation document.

#### Article 21

- (1) Organizational unit handling inter-institutional relations conducts negotiations on the draft of the International Cooperation Document as referred to in Article 20 section (3) with foreign governments that have diplomatic relations with Indonesia and/or related international organizations/agencies.
- (2) The negotiations on the draft of the International Cooperation Document as referred to in section (1) are conducted by involving at least:
  - a. deputy secretariat;
  - b. bureau handling legal affairs;
  - c. related organizational units;
  - d. ministry administering government foreign affairs; and foreign governments that have diplomatic relations with Indonesia and/or related international organizations/agencies.

#### Article 22

- (1) The results of the negotiations on the draft of the International Cooperation Document as referred to in Article 21 section (2) are in the form of a final draft of the International Cooperation Document.
- (2) The final draft of the International Cooperation Document as referred to in section (1) must at least be initialed by the deputy handling in the field of inter-institutional relations and the director handling in the field of inter-institutional relations.

#### Paragraph 4

#### Acceptance and Signing

#### Article 23

- (1) The acceptance as referred to in Article 18 point c is the stage of acceptance of the International Cooperation Document which is an international agreement that has been formulated and agreed upon by the parties.
- (2) The process of accepting International Cooperation Document which is an international agreement as referred to in section (1) is carried out in accordance with the provisions of legislation.

#### Article 24

- (1) The signing process as referred to in Article 18 point c is the responsibility of the organizational unit handling in the field of inter-institutional relations.

- (2) The signing of the final draft of the International Cooperation Document which is an international agreement as referred to in section (1) is carried out by taking into account the equality of the signing officials and in accordance with the provisions of legislation.

#### Part Three

#### Stages of Implementing International Cooperation which is not an International Agreement

##### Article 25

- (1) The stages of implementing International Cooperation which is not an international agreement are implemented based on the following stages:
  - a. exploration;
  - b. formulation of the document;
  - c. discussion; and
  - d. signing.
- (2) The provisions regarding the stages of preparing Domestic Cooperation as referred to in Article 11 to Article 16 apply mutatis mutandis to the stages of International Cooperation which is not an international agreement as referred to in section (1).

#### Part Four

#### Language of International Cooperation Document

##### Article 26

The International Cooperation Document as referred to in Article 17 is written in Bahasa Indonesia and English and may be supplemented with the national language of the foreign party carrying out the Cooperation in accordance with the agreement of the Parties.

### CHAPTER VI IMPLEMENTATION OF COOPERATION

##### Article 27

- (1) Implementation of Cooperation is a series of activities carried out after the Cooperation Document is signed.
- (2) The activities as referred to in section (1) are carried out by the Initiator, with the following sequence of activities:
  - a. discussion of follow-up actions for the implementation of the Cooperation with the Cooperation Partner;
  - b. carrying out activities in accordance with the agreement contained in the Cooperation Document that has been signed; and
  - c. making a report on the implementation of the Cooperation activities.
- (3) The report as referred to in section (2) point c is submitted 1 (one) time a year or at any time if necessary.
- (4) The report as referred to in section (2) point c is submitted to the Initiator with copies to:

- a. the organizational unit handling inter-institutional relations for Cooperation Document signed by the Minister, Permanent Secretary of the Ministry, or the Head Inspector;
  - b. the deputy secretariat for Cooperation Document signed by the deputy or Primary High Leadership Positions; or
  - c. the supervisory organizational unit for Cooperation Document signed by the head of the technical implementing unit and the head of the authority implementing agency.
- (5) The report as referred to in section (3) is made in accordance with the format example listed in the Annex as an integral part of this Ministerial Regulation.

## CHAPTER VII MONITORING AND EVALUATION

### Article 28

- (1) Monitoring and evaluation are carried out to ensure that the implementation of the Cooperation can be carried out well and achieve the expected goals.
- (2) The monitoring and evaluation of Cooperation as referred to in section (1) is carried out by:
  - a. organizational units handling inter-institutional relations and bureau handling legal affairs for Cooperation Document signed by the Minister, Permanent Secretary of the Ministry, or the Head Inspector;
  - b. deputy secretariat for Cooperation Document signed by deputies, or primary high leadership positions; and
  - c. supervisory organizational units for Cooperation Document signed by the director of the technical implementing unit, or the head director of the authority implementing agency.
- (3) The monitoring and evaluation as referred to in section (2) is carried out periodically at least 2 (two) times in 1 (one) year.

## CHAPTER VIII CLOSING PROVISIONS

### Article 29

At the time this Ministerial Regulation comes into force:

- (1) Regulation of the Minister of Tourism Number 2 of 2018 on Procedures for Preparing Cooperation within the Ministry of Tourism (State Bulletin of the Republic of Indonesia of 2018 Number 290), and
  - (2) Regulation of the Creative Economy Agency Number 8 of 2018 on Guidelines for Preparing Memorandums of Understanding and Domestic Cooperation Agreements in the Creative Economy Sector within the Creative Economy Agency (State Bulletin of the Republic of Indonesia of 2018 Number 1823),
- are repealed and declared ineffective.

Article 30

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

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

Issued in Jakarta  
on 13 May 2024

MINISTER OF TOURISM AND CREATIVE  
ECONOMY/HEAD OF THE TOURISM  
AND CREATIVE ECONOMY AGENCY OF  
THE REPUBLIC OF INDONESIA,

signed

SANDIAGA SALAHUDDIN UNO

Promulgated in Jakarta  
on 21 May 2024

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

signed

ASEP N. MULYANA

STATE BULLETIN OF THE REPUBLIC OF INDONESIA OF 2024 NUMBER 274

Jakarta, 24 December 2024  
Has been translated as an Official Translation  
on behalf of the Minister of Law  
of the Republic of Indonesia  
DIRECTOR GENERAL OF LEGISLATION,

DHAHANA PUTRA



ANNEX TO  
REGULATION OF THE MINISTER OF TOURISM  
AND CREATIVE ECONOMY/HEAD OF THE  
TOURISM AND CREATIVE ECONOMY AGENCY  
OF THE REPUBLIC OF INDONESIA  
NUMBER 6 OF 2024  
ON  
PROCEDURES FOR PREPARING  
COOPERATION DOCUMENT WITHIN THE  
MINISTRY OF TOURISM AND CREATIVE  
ECONOMY/TOURISM AND CREATIVE  
ECONOMY AGENCY

A. FORMAT EXAMPLE OF LIST OF COOPERATION PLANS

Number	Name of Partner	Scope of Cooperation	Urgency	Term

B. FORMAT EXAMPLE OF REPORT

Number	Title and Number of Cooperation Document	Result of Implementation of Cooperation	Problems	Follow- up Recommendation

C. FORMAT OF MEMORANDUM OF UNDERSTANDING (BETWEEN MINISTERS)

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE MINISTRY OF TOURISM AND CREATIVE ECONOMY/ TOURISM AND  
CREATIVE ECONOMY AGENCY  
AND  
.....  
ON  
.....  
NUMBER .....  
NUMBER .....

Today, on the ... day of ... of the year ... (...-...-...) in ..., the undersigned parties:

1. .... : The Minister of Tourism and Creative Economy/Head of the Tourism and Creative Economy Agency, in this case acting for and on behalf of the Ministry of Tourism and Creative

Economy/Tourism and Creative Economy Agency, having its registered office at Gedung Sapta Pesona, Jalan Medan Merdeka Barat Nomor 17, Jakarta Pusat, hereinafter referred to as the FIRST PARTY;

2. .... : ....., based on ....., in this case acting for and on behalf ....., having its registered office at ....., hereinafter referred to as the SECOND PARTY;

The FIRST PARTY and SECOND PARTY hereinafter collectively referred to as the PARTIES and individually referred to as the PARTY. The PARTIES firstly explain the following matters:

- a. that the FIRST PARTY is a ministry/agency dealing with government affairs in the tourism sector and government tasks in the creative economy.
- b. that the SECOND PARTY is .....
- c. that the PARTIES agreed to synergize interrelated activities in a joint activity in the context of .....

Based on the foregoing, the PARTIES agreed to conclude a Memorandum of Understanding on the ..... hereinafter referred to as Memorandum of Understanding, with the following terms:

#### Article 1

##### Purpose and Objective

- (1) This Memorandum of Understanding is intended to serve as the basis for the PARTIES to corporate in .....
- (2) This Memorandum of Understanding aims to synergize the tasks and functions of the PARTIES in order to .....

#### Article 2

##### Scope

The scope of this Memorandum of Understanding includes:

- a. ....
- b. ....
- c. etc. ....; and
- d. Other activities or cooperation in accordance with the duties and functions of each PARTY.

#### Article 3

##### Implementation

- (1) The implementation of this Memorandum of Understanding will be further regulated by the PARTIES in the form of a Cooperation Agreement or other document which is an integral part of this Memorandum of Understanding.
- (2) The Cooperation Agreement or other documents as referred to in section (1) are prepared, signed and implemented by authorized



officials in accordance with the duties and functions of the organizational unit of each PARTY.

#### Article 4

##### Term

- (1) This Memorandum of Understanding is valid for ... (...) year/years from the date it was signed by the PARTIES, and may be extended upon the agreement of the PARTIES.
- (2) In the event that one of the PARTIES intends to terminate this Memorandum of Understanding before the expiration of the term stated in section (1) ends, the PARTY must provide written notification to the other PARTY no later than 3 (three) months prior to the termination of this Memorandum of Understanding.

#### Article 5

##### ADDENDUM

Change and/or that have not been regulated in this Memorandum of Understanding are regulated in the form of an addendum agreed upon by the PARTIES which is an inseparable part of this Memorandum of Understanding.

#### Article 6

##### Monitoring and Evaluation

The PARTIES agree to carry out monitoring and evaluation individually or together at least 1 (one) time in a year.

#### Article 7

##### Correspondence

- (1) Any notification or communication or other correspondences between the PARTIES may be submitted in the form of a written letter and deemed to have been received if it is sent in person or by registered mail and is accompanied by a receipt or electronic mail to the following address:

a. FIRST PARTY

.....  
Liaison Officer : .....  
Address : .....  
Telephone : .....  
Email : .....

b. SECOND PARTY

.....  
Liaison Officer : .....  
Address : .....  
Telephone : .....  
Email : .....

- (2) In the event that there is a change in the correspondence as referred to in section (1), one of the PARTY is obligated to notify the change in the correspondence data to the other PARTY no later than ... (...) working days after the change in the correspondence data occurs.

Article 8

Miscellaneous Provisions

- (1) The implementation of this Memorandum of Understanding is subject to the prevailing legislation according to the Law of the Republic of Indonesia.
- (2) This Memorandum of Understanding is not exclusive to both PARTIES, therefore each PARTY may establish similar cooperation with other institutions/governments/industries/parties without the consent of the other PARTY.
- (3) The PARTIES agree this Memorandum of Understanding is not binding, and will not cause any legal consequences for the PARTIES.

Article 9

Closing

This Memorandum of Understanding is made in 2 (two) original copies, sufficiently stamped, all texts being equally authentic, and having the same legal force for the PARTIES.

FIRST PARTY

SECOND PARTY

.....

D. FORMAT OF MEMORANDUM OF UNDERSTANDING (OTHER THAN MINISTERS)

Partner Logo

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE MINISTRY OF TOURISM AND CREATIVE ECONOMY/ TOURISM AND  
CREATIVE ECONOMY AGENCY  
AND  
.....  
ON  
.....  
NUMBER .....  
NUMBER .....

Today, on the ... day of ... of the year ... (...-...-...) in ..., the undersigned parties:

1. .... : ....., in this case acting for and on behalf of the Ministry of Tourism and Creative Economy/Tourism and Creative Economy Agency, having its registered office at Gedung Sapta Pesona, Jalan Medan Merdeka Barat Nomor 17, Jakarta Pusat, hereinafter referred to as the FIRST PARTY;

2. .... : ....., based on ....., in this case acting for and on behalf ....., having its registered office at ....., hereinafter referred to as the SECOND PARTY;

The FIRST PARTY and SECOND PARTY hereinafter collectively referred to as the PARTIES and individually referred to as the PARTY. The PARTIES firstly explain the following matters:

- a. that the FIRST PARTY is a ministry/agency dealing with government affairs in the tourism sector and government tasks in the creative economy.
- b. that the SECOND PARTY is .....
- c. that the PARTIES agreed to synergize interrelated activities in a joint activity in the context of .....

Based on the foregoing, the PARTIES agreed to conclude a Memorandum of Understanding on the ..... hereinafter referred to as Memorandum of Understanding, with the following terms:

#### Article 1

##### Purpose and Objective

- (1) This Memorandum of Understanding is intended to serve as the basis for the PARTIES to corporate in .....
- (2) This Memorandum of Understanding aims to synergize the tasks and functions of the PARTIES in order to .....

#### Article 2

##### Scope

The scope of this Memorandum of Understanding includes:

- a. ....;
- b. ....;
- c. etc. ....; and
- d. Other activities or cooperation in accordance with the duties and functions of each PARTY.

#### Article 3

##### Implementation

- (1) The implementation of this Memorandum of Understanding will be further regulated by the PARTIES in the form of a Cooperation Agreement or other document which is an integral part of this Memorandum of Understanding.
- (2) The Cooperation Agreement or other documents as referred to in section (1) are prepared, signed and implemented by authorized officials in accordance with the duties and functions of the organizational unit of each PARTY.

#### Article 4

##### Term

- (1) This Memorandum of Understanding is valid for ... (...) year/years from the date it was signed by the PARTIES, and may be extended upon the agreement of the PARTIES.

- (2) In the event that one of the PARTIES intends to terminate this Memorandum of Understanding before the expiration of the term stated in section (1) ends, the PARTY must provide written notification to the other PARTY no later than 3 (three) months prior to the termination of this Memorandum of Understanding.

Article 5  
Addendum

Change and/or that have not been regulated in this Memorandum of Understanding are regulated in the form of an addendum agreed upon by the PARTIES which is an inseparable part of this Memorandum of Understanding.

Article 6  
Monitoring and Evaluation

The PARTIES agree to carry out monitoring and evaluation individually or together at least 1 (one) time in a year.

Article 7  
Correspondence

- (1) Any notification or communication or other correspondences between the PARTIES may be submitted in the form of a written letter and deemed to have been received if it is sent in person or by registered mail and is accompanied by a receipt or electronic mail to the following address:

a. FIRST PARTY

.....  
Liaison Officer : .....  
Address : .....  
Telephone : .....  
Email : .....

b. SECOND PARTY

.....  
Liaison Officer : .....  
Address : .....  
Telephone : .....  
Email : .....

- (2) In the event that there is a change in the correspondence as referred to in section (1), one of the PARTY is obligated to notify the change in the correspondence data to the other PARTY no later than ... (...) working days after the change in the correspondence data occurs.

Article 9  
Miscellaneous Provisions

- (1) The implementation of this Memorandum of Understanding is subject to the prevailing legislation according to the Law of the Republic of Indonesia.
- (2) This Memorandum of Understanding is not exclusive to both PARTIES, therefore each PARTY may establish similar cooperation with other institutions/governments/industries/parties without the consent of the other PARTY.

- (3) The PARTIES agree this Memorandum of Understanding is not binding, and will not cause any legal consequences for the PARTIES.

Article 9

Closing

This Memorandum of Understanding is made in 2 (two) original copies, sufficiently stamped, all texts being equally authentic, and having the same legal force for the PARTIES.

FIRST PARTY

SECOND PARTY

.....

E. FORMAT OF COOPERATION AGREEMENT

Partner Logo

COOPERATION AGREEMENT

BETWEEN

THE MINISTRY OF TOURISM AND CREATIVE ECONOMY/ TOURISM AND  
CREATIVE ECONOMY AGENCY

AND

.....

ON

.....

NUMBER .....

NUMBER .....

Today, on the ... day of ... of the year ... (...-...-...) in ..., the undersigned parties:

1. .... : ....., in this case acting for and on behalf of the Ministry of Tourism and Creative Economy/Tourism and Creative Economy Agency, having its registered office at Gedung Sapta Pesona, Jalan Medan Merdeka Barat Nomor 17, Jakarta Pusat, hereinafter referred to as the FIRST PARTY;
2. .... : ....., based on ....., in this case acting for and on behalf ....., having its registered office at ....., hereinafter referred to as the SECOND PARTY;

The FIRST PARTY and SECOND PARTY hereinafter collectively referred to as the PARTIES and individually referred to as the PARTY. The PARTIES firstly explain the following matters:

- a. that the FIRST PARTY is a ministry/agency dealing with government affairs in the tourism sector and government tasks in the creative economy.
- b. that the SECOND PARTY is .....

- c. that this Cooperation Agreement is a follow-up to the Memorandum of Understanding between the Ministry of Tourism and Creative Economy/Tourism and Creative Economy Agency and ..... Number ..... on .....

Based on the foregoing, the PARTIES agreed to conclude and sign a Cooperation Agreement on the ..... hereinafter referred to as Cooperation Agreement, with the following terms:

#### Article 1

##### Purpose and Objective

- (1) This Cooperation Agreement is intended to .....  
(2) This Cooperation Agreement aims to .....

#### Article 2

##### Scope

The scope of this Cooperation Agreement includes:

- a. ....;  
b. ....;  
c. etc. ....; and  
d. ....

#### Article 3

##### Rights and Obligations/Duties and Responsibilities

- (1) The FIRST PARTY has .....  
(2) The SECOND PARTY has .....

#### Article 4

##### Implementation

.....  
.....

#### Article 5

##### Term

- (1) This Cooperation Agreement is valid for ... (...) year/years from the date it was signed by the PARTIES, and may be extended upon the agreement of the PARTIES.  
(2) .....  
..

#### Article 6

##### Financing

Costs arising in the implementation of this Cooperation Agreement are charged to .....

#### Article 7

##### Correspondence

- (1) Any notification or communication or other correspondences between the PARTIES may be submitted in the form of a written letter and deemed to have been received if it is sent in person or by registered

mail and is accompanied by a receipt or electronic mail to the following address:

a. FIRST PARTY

.....  
Liaison Officer : .....  
Address : .....  
Telephone : .....  
Email : .....

b. SECOND PARTY

.....  
Liaison Officer : .....  
Address : .....  
Telephone : .....  
Email : .....

- (2) In the event that there is a change in the correspondence as referred to in section (1), one of the PARTY is obligated to notify the change in the correspondence data to the other PARTY no later than 7 (seven) working days after the change in the correspondence data occurs.

Article 8

*Force Majeure*

- (1) If there are circumstances beyond the control (*Force Majeure*) that cause one of the PARTIES or THE PARTIES to experience obstacles in implementing this Cooperation Agreement, the PARTIES agree to seek the best solution.
- (2) The definition of *Force Majeure* is things that include but are not limited to natural disasters, war, riots, acts of sabotage by terrorists or other criminal acts, treason or rebellion, fire, explosions, storms, floods, volcanic eruptions, droughts or exceptionally bad weather conditions, changes in Central Government policy, strikes or sudden events that cannot be overcome by the PARTIES.
- (3) Negligence or delay by one of the PARTIES to carry out obligations under this Cooperation Agreement which is solely due to *Force Majeure* is not considered a violation of the provisions of this Cooperation Agreement, provided that the PARTY experiencing *Force Majeure* has carried out its best efforts to take action within its ability to fulfill the terms and conditions of this Cooperation Agreement.
- (4) Unless the nature of the event does not allow it, the PARTY affected by *Force Majeure* must notify the other PARTY in writing within 7 (seven) days of the occurrence of the *Force Majeure*, and to the maximum extent possible, as far as possible and lawful, to use all efforts to eliminate or correct the cause of the event.

Article 9

Addendum

Change and/or that have not been regulated in this Memorandum of Understanding are regulated in the form of an addendum agreed upon by the PARTIES which is an inseparable part of this Memorandum of Understanding.

Article 10  
Dispute Settlement

If in the future a dispute arises in the implementation of this Cooperation Agreement, the PARTIES agree to resolve it by means of deliberation to reach a consensus.

Article 11  
Monitoring and Evaluation

The PARTIES agree to carry out monitoring and evaluation individually or together at least 1 (one) time in a year.

Article 12  
Miscellaneous Provisions

- (1) The implementation of this Cooperation Agreement is subject to the prevailing legislation according to the Law of the Republic of Indonesia.
- (2) This Cooperation Agreement is not exclusive to both PARTIES, therefore each PARTY may establish similar cooperation with other institutions/governments/industries/parties without the consent of the other PARTY.

Article 13  
Closing

This Cooperation Agreement is made in 2 (two) original copies, sufficiently stamped, all texts being equally authentic, and having the same legal force for the PARTIES.

FIRST PARTY

SECOND PARTY

.....

MINISTER OF TOURISM AND CREATIVE  
ECONOMY/HEAD OF THE TOURISM  
AND CREATIVE ECONOMY AGENCY OF  
THE REPUBLIC OF INDONESIA,

signed

SANDIAGA SALAHUDDIN UNO