

**REGULATION OF MINISTER OF FORESTRY  
OF THE REPUBLIC OF INDONESIA  
Number : P. 7/Menhut-II/2011**

**CONCERNING**

**PUBLIC INFORMATION SERVICE  
IN THE MINISTRY OF FORESTRY**

**WITH THE BLESSING OF GOD ALMIGHTY  
MINISTER OF FORESTRY OF THE REPUBLIC OF INDONESIA,**

- Considering:
- a. that in order of implementing good governance in forestry section, information transparency is needed;
  - b. that information transparency in the Ministry of Forestry is a facility to optimize public monitoring upon the implementation of forestry development and to accelerate the achievement of sustainable forest management;
  - c. that in respect of the consideration referred to in paragraphs a and b, it is necessary to stipulate Regulation of Minister of Forestry concerning Public Information Service in the the Ministry of Forestry.
- In view of:
1. Law Number 5 of 1990 on Conservation of Biological Natural Resources and the Ecosystems (State Gazette of the Republic of Indonesia Number 49 of 1990, Supplement to State Gazette of the Republic of Indonesia Number 3419);
  2. Law Number 41 of 1999 concerning Forestry (State Gazette of the Republic of Indonesia Number 167 of 1999, Supplement to State Gazette of the Republic of Indonesia Number 3888) as amended by Law Number 19 of 2004 concerning Stipulation of Government Regulation as substitute of Law Number 1 of 2004 on the Amendment of Law Number 41 of 1999 concerning Forestry into Law (State Gazette of the Republic of Indonesia Number 86 of 2004, Supplement of State Gazette Republic of Indonesia Number 4412);
  3. Law Number 14 of 2008 concerning Public Information Transparency (State Gazette of the Republic of Indonesia of 2008 Number 61, Supplement to State Gazette of the Republic of Indonesia Number 4846);
  4. Government Regulation Number 44 of 2004 concerning Forest Planning (State Gazette of the Republic of Indonesia of 2007 Number 146, Supplement to State Gazette of the Republic of Indonesia Number 4453);
  5. Government Regulation Number 45 of 2004 concerning Forest Protection (State Gazette of the Republic of Indonesia of 2007 Number 146, Supplement to State Gazette of the Republic of Indonesia Number 4453), as amended by Government Regulation Number 60 of 2009 (State Gazette of the Republic of Indonesia of 2009 Number 137, Supplement to State Gazette of the Republic of Indonesia Number 5056);
  6. Government Regulation Number 6 of 2007 concerning Forest System and Establishment of Forest Management Planning and Forest Use (State Gazette of the Republic of Indonesia of 2007 Number 22, Supplement to State Gazette of the Republic of Indonesia Number 4696) as amended by

- Government Regulation of 2008 Number 3 (State Gazette of the Republic Indonesia of 2008 Number 16, Supplement to State Gazette of the Republic of Indonesia Number 4814);
7. Government Regulation Number 76 of 2008 concerning Rehabilitation and Reclamation of Forest (State Gazette of the Republic of Indonesia of 2008 Number 201, Supplement to State Gazette of the Republic of Indonesia Number 4947);
  8. Government Regulation Number 61 of 2010 concerning Implementation of Law Number 14 of 2008 concerning Transparency of Public Information (State Gazette of the Republic of Indonesia of 2010 Number 99, Supplement to State Gazette of the Republic of Indonesia Number 5149);
  9. Government Regulation Number 36 of 2010 concerning Ecotourism Business in Wildlife Sanctuary, National Park, Forest Parks and Nature Recreation Parks (State Gazette of the Republic of Indonesia of 2010 Number 44, Supplement to State Gazette of the Republic of Indonesia Number 5116);
  10. Presidential Regulation Number 85 of 2007 concerning National Spatial Data Network;
  11. Presidential Regulation Number 47 of 2009 concerning Establishment and Organization of State Ministry;
  12. Presidential Regulation Number 24 of 2010 concerning Position, Duty, Function of State Ministries as well as Organizational Structure, Duty and Function of Echelon I of State Ministry of the Republic of Indonesia;
  13. Presidential Decree Number 84/P of 2009 concerning Establishment of the United Indonesia Cabinet II,
  14. Regulation of Forestry Minister Number P. 59/Menhut-II/2008 concerning Appointment of Clearing Unit of Spatial Data, Ministry of Forestry (State Gazette of the Republic of Indonesia of 2008 Number 53);
  15. Regulation of Forestry Minister Number P.02/Menhut-II/2010 concerning System of Forestry Information (State Gazette of the Republic of Indonesia of 2010 Number 3);
  16. Regulation of Forestry Minister Number P.40/Menhut-II/2010 concerning Organization and Working Structure of Ministry of Forestry (State Gazette of the Republic of Indonesia of 2012 Number 779);

HAS DECIDED:

To Enact: REGULATION OF MINISTER OF FORESTRY CONCERNING PUBLIC INFORMATION SERVICE IN THE MINISTRY OF FORESTRY.

## CHAPTER I GENERAL PROVISIONS

### Article 1

In this Regulation referred to as:

1. Information is explanations, statements, ideas and signs that contains the value, meaning and messages, having the data, facts and explanations that can be seen, heard, and read, and prepared in a variety of packaging and format in accordance with the development of information technology and communication, either electronic or non-electronic.
2. Public Information is information being generated, stored, managed, sent and/or received by certain public body in relation to the implementer and the implementation of State and/or implementers and the implementation of other public bodies, as well as other information related to public interest.
3. Forestry is a governance system in relation to forests, forest areas and forest products that are governed in an integrated manner.
4. Information and Documentation Management Officer abbreviated as *PPID* is

the responsible officer in the field of storing, documenting, supplying and/or providing information service in public bodies.

5. Users of Public Information is the people who use public information as stipulated in the Regulation of the Minister of Forestry.
6. Applicant of Public Information is a citizen and/or Indonesian legal entity making request of public information as stipulated in the Regulation of the Minister of Forestry.
7. Providers of Public Information are the Center for Public Relations and Technical Implementation Unit of the Ministry of Forestry that provide public information services in the Ministry of Forestry.
8. The sources of information are a governmental or non-governmental agencies or individuals who provide data or information to the information provider.
9. Minister is the Minister entrusted with the duty and responsibility in the field of forestry.

## CHAPTER II PRINCIPLES, OBJECTIVES AND PRINCIPLES OF INFORMATION SERVICES

### Article 2

The principles of public information services in the Ministry of Forestry are:

1. Each public information is open and accessible to every user of public information, unless the information is exempt;
2. Public information is strictly rigid, restricted and confidential in accordance with the Law, proper, and common interests based on examinations of the consequences.

### Article 3

The purposes of public information services in the Ministry of Forestry are:

1. To create a harmonious two-way communication between providers and the applicants as well as users of forestry information;
2. To ensure the integration between forestry information providers with PPID of the Ministry of Forestry scope in the service of forestry information to the public.

### Article 4

The principles of public information services in the Ministry of Forestry are:

1. Public information is provided by promoting the principles of easy, fast, timely and simple;
2. The public information services are implemented through one stop service;
3. Presentation of public information provided to the applicant, is in accordance to the available type and format.

## CHAPTER III SCOPE

### Article 5

The scope of public information services in the Ministry of Forestry include:

- a. Categorization of information;
- b. Procedures of information service;
- c. Obligations and rights of the applicant and information provider.

## CHAPTER IV CATEGORIZATION OF FORESTRY INFORMATION

### Article 6

Public information in the Ministry of Forestry are divided into four categories as follows:

1. Information provided and published periodically;
2. Information announced immediately;
3. Information provided at any time;
4. Exempt information

Information provided and published periodically

Article 7

Public information provided and published periodically among others include:

- a. General information about the Ministry of Forestry;
- b. Forestry Statistics;
- c. Financial report of the Ministry that has been audited by the Audit Board of Indonesia (BPK RI);
- d. State Property Report that is administered by the Ministry of Forestry that has been audited by the BPK;
- e. Performance Accountability Report of the Ministry of Forestry;
- f. Work Plan of the Ministry of Forestry.

Second Part

Information announced immediately

Article 8

Public information announced immediately among others include:

- a. Distribution of hotspot in forest areas;
- b. Forest fires;
- c. Information related to natural disasters, such as volcanic activity in forest areas, floods, landslides, as well as information on the disturbance of wildlife.

Third Part

Information provided at any time

Article 9

Public information available at any time include:

- a. Forestry Plans and Policy, among others Long Term Development Plan, National Level Work Plan, Strategic Plan and the macro forestry plan.
- b. Forest area and conservation of marine waters including size information and distribution, status of area establishment, changes of zoning, changes in the function and borrow to use of forest areas.
- c. Forest cover, change of forest cover, socio-economic conditions of forest communities, utilization and use of forest areas.
- d. A list of names and distribution of Utilization License Timber Forest Products (IUPHHK), Natural Forests (HA)/Forest Plants (HT)/Restoration Ecosystem (RE), Utilization License Non Timber Forest Products (IUPHHBK), Community Plantation Forest (HTR), People Forestry (HR), Community forest (HKM), Village forest (HD), reforested forest (HTHR), annual allowable cut and Ecotourism Permit.
- e. The uses of forest areas among others are for mining and infrastructure development.
- f. Production Forest Management Unit (KPHP), Conservation Forest Management Unit (KPHK) and Protected Forest Management Unit (KPHL).
- g. Production and distribution of timber and non-timber forest product.
- h. Application procedures for business licensing in forestry.
- i. Production forest areas that have not been burdened with rights reserved for utilization license.
- j. Data of forest release of each province.
- k. Disturbance of forest area.
- l. Rehabilitation of forest and land.
- m. Watershed.
- n. Nursery of forest plants.
- o. Plans and results of researches.
- p. Forest areas for Special Purposes (KHDTK).
- q. Plans and results of education and training.
- r. Conservation areas, biodiversity, nature and environmental services, distribution and breeding of plants and wildlife.
- s. Procurement of goods and services.
- t. Legal Product of forestry.
- u. Cooperation in forestry.

- v. International commitments.
- w. Certification of sustainable forest management.
- x. Procurement of Civil Servants candidates.

Fourth Part  
Exempt information  
Article 10

Public information is exempt or confidential among others include:

- a. Data and information that are still in the processing and finishing stage.
- b. The results of the study undergoing the process of Intellectual Property Rights.
- c. Letters, memoranda, disposition and memos in the Ministry of Forestry, which by their nature must be kept secret.
- d. Results of audits by the Internal Supervisory Apparatus.
- e. Information concerning the personal rights of employees of the Ministry of Forestry.

Article 11

(1) Public information as referred to in Article 7 and 8 can be provided without going through application mechanism and being displayed in the Ministry of Forestry web.

(2) Public information as referred to in Article 9 can be supplied with or without going through the application procedure as set forth in this ministerial regulation.

Article 12

Exempt public information as referred to in Article 10, can be provided to the applicant upon approval of the Minister or appointed official, for specific purposes.

CHAPTER V  
INFORMATION APPLICATION AND SERVICE

First Part  
Application of Information

Article 13

(1) Application of information to the Ministry of Forestry is addressed to the Head of Public Relations Ministry of Forestry.

(2) Application of information in the Technical Implementation Unit (UPT) of the Ministry of Forestry is addressed to the Head of the related Unit.

(3) Application of information is made by filling a request sheet provided by the information provider.

(4) Application of information may be submitted by government agencies, state agencies, academia, private sector, community organizations and individuals, by filling out data of applicant along with the reasons.

(5) The applicant information as in paragraph (4) clearly explains the type of data and information being requested and describes the plan in detail on the use of the requested data and information.

Second Part  
Information Service  
Article 14

1) Public information service of the Ministry of Forestry is implemented by the Centre of Public Relations of the Ministry of Forestry.

(2) Public information service in the Technical Implementation Unit of the Ministry of Forestry is implemented by the respective Technical Implementation Unit.

(3) Answer to the application of information is issued no later than 10 (ten) business days from the date of receipt of the request.

(4) Answer as referred to in paragraph (3) could be:

- a. Fulfillment of the requested information;
- b. Explanation that the information is still in the process of provision;
- c. Objections, if the information requested is not available at the Ministry of Forestry or is including to the information that is excluded.

(5) Head of Public Relations of the Ministry of Forestry and Head of Technical Implementation Unit, Ministry of Forestry bookkeeping the application and public

information services.

Third Part  
Sources of Information  
Article 15

(1) Sources of information in the context of public information services in the Ministry of Forestry are:

- a. Working unit in the scope of the Ministry of Forestry;
- b. Technical Implementation Unit of the Ministry of Forestry;
- c. Offices handling forestry at the provincial and reGENCY/city;
- d. College;
- e. Companies engaged in the field of forestry;
- f. Community groups concerned on forest and NGOs.

(2) For the purposes of public information services within the Ministry of Forestry, the Center of Public Relations of the Ministry of Forestry coordinates with the sources as referred to in Article 15 paragraph (1)

CHAPTER VI  
OBLIGATIONS AND RIGHTS OF THE INFORMATION APPLICANTS AND PROVIDERS

First Part  
Obligations and Rights of the Information Applicants  
Article 16

(1) Obligations of Information Applicants include:

- a. Fill out the information request form;
- b. Provide an explanation about the identity of the applicant, the information being requested and the intended use;
- c. Use the information requested in accordance with the provisions of the legislation;
- d. Write down the source from which data and information is derived, if being used for publication purposes in accordance with the provisions of the legislation;
- e. Sign an affidavit that the information being requested is not for any purposes violating the law.

(2) The Rights of Information Applicants include:

- a. Obtain information in accordance with stipulated regulations;
- b. Obtain clarifications in case of any differences in data and information provided by the provider of data and information;
- c. Receive an explanation if the application is rejected.

The Second Part  
Obligations and Rights of Information Providers  
Article 17

(1) Obligations of information provider include:

- a. Take note of any applications and make periodical recap;
- b. Set up and develop information management systems and documentation;
- c. Provide answers to requests for information;
- d. Provide clarification to the applicant if there is any differences of the provided information;
- e. Improve quality of service.

(2) Rights of information provider include:

- a. Refuse to provide information if it is not in accordance with the provisions of Legislation Regulation;
- b. Reject any request of exempt information;
- c. Ask for an explanation to the information's applicant on the intended use of the information requested by the applicant;
- d. Pursue lawsuits if the applicant misuse the provided information.

CHAPTER VII

FINANCING

Article 18

Public information services in the Ministry of Forestry bring consequences to expense, and adjusted in accordance with the provisions of Legislation Regulation.

CHAPTER VIII

CLOSING PROVISION

Article 19

This Regulation of Minister shall come into force on the date of promulgation. For public cognizance, this Regulation of Minister shall be published in the Official Gazette of the Republic of Indonesia.

Stipulated in: Jakarta

on 2 February 2011

**MINISTER OF FORESTRY OF REPUBLIC OF INDONESIA,**

**sgd.**

**ZULKIFLI HASAN**

Promulgated in Jakarta  
On 4 February 2011

**MINISTER OF LAW AND HUMAN RIGHTS OF THE REPUBLIC OF INDONESIA**

**signed**

**PATRIALIS AKBAR**

OFFICIAL GAZETTE OF THE REPUBLIC OF INDONESIA NUMBER 53 OF 2011

Made as True copy

**THE HEAD OF LEGAL AND ORGANIZATION BUREAU,**

**signed**

**KRISNA RYA**