

TRAINING AGREEMENT OF IMPLEMENTATION

Between

MINISTRY OF JUSTICE OF TIMOR-LESTE

Henrique De Oliveira Ximenes

General Director of Justice of The Democratic Republic of Timor-Leste, located on Avenida 20 de Maio, Colmera Number 47th, Dili. Timor-Leste.

And

SMILE GROUP OF YOGYAKARTA, INDONESIA

Rahman Wahyu Widadi, SE.

Director of Smile Group Training Center & IT Solutions, located on Jl. Prof. Dr. Sardjito 24 Yogyakarta, Indonesia

For

**ACCOUNTING AND FINANCE, PROJECT MANAGEMENT, HUMAN RESOURCE MANAGEMENT
INFORMATION TECHNOLOGY, CARTOGRAPHY, INVESTIGATION and CORRECTIONAL INSTITUTION**

An agreement between the **Ministry of Justice of Timor-Leste** and **Smile Group of Yogyakarta, Indonesia**, collectively referred to herein as the Parties are entered into. Pursuant to the prevailing laws and regulation in Indonesia and Timor-Leste, as well as the procedures and policy of the both Government Indonesia and Timor-Leste concerning International cooperation.

Article 1

PURPOSE AND OBJECTIVE

1. The purpose of this agreement is to find and implement the necessary things associated with the delivery of training to the staff of the Ministry of Justice of Timor - Leste in **Accounting And Finance, Project Management, Human Resource Management Information Technology, Cartography, Investigation And Correctional Institution** or other types of training.
2. The objective of this agreement is to increase the ability and capacity of human resources in the Ministry of Justice of Timor-Leste.

Article 2
DEFINITION

In this Agreement unless the content otherwise would imply:

1. Participants mean the staff provided by the Ministry of Justice of Timor-Leste.
2. Participants mean any staff of the Ministry of Justice of Timor-Leste who were selected and accepted to attend this training program for some period at the Smile Group of Yogyakarta.

Article 3
ELIGIBLE PARTICIPANTS

This training program will be limited to the Ministry of Justice of Timor-Leste staffs, who were selected and accepted to attend short training programs in Office Administration, Accounting And Finance, Project Management, Human Resource Management And Information Technology Implementation or other types of trainings at the Smile Group of Yogyakarta.

Article 4
NUMBER OF STAFFS

The number of the staffs of the Ministry of Justice of Timor-Leste who will participate in the short training in Management, Administration and Technology Information or other types of training at the Smile Group of Yogyakarta is approximately 45 participants.

Article 5
OBLIGATION OF THE MINISTRY OF JUSTICE OF TIMOR-LESTE

1. The Ministry of Justice of Timor-Leste is required to send 45 staffs to attend each training program at the Smile Group of Yogyakarta.
2. The Ministry of Justice of Timor-Leste is obliged to pay the tuition fee of each program to its staffs.

Article 6
OBLIGATION OF SMILE GROUP

1. The Smile Group of Yogyakarta is obliged to conduct the training for Ministry of Justice of Timor-Leste staffs.
2. The Smile Group of Yogyakarta is obliged to assign qualified experts and lectures to assists in the implementation of activities under this agreement.
3. The Smile Group of Yogyakarta is obliged to pay other expenses associated with training, accommodation and tour packets (field trips) for training participants.

Article 7

TRAINING ARRANGEMENTS

The Ministry of Justice of Timor-Leste and the Smile Group of Yogyakarta agree as follows:

1. The goals, topics and materials for the Management, Administration and Information Technology Training will be as agreed to prior to the start of the course program and in line with the Minister of Justice staffs' needs. Course subjects shall be designed and conducted by lectures and tutors at the Smile Group Yogyakarta. As well as the tours packets (field trips) shall conducted by tutors at Smile Group Yogyakarta.
2. The Smile Group of Yogyakarta agreed to provide the following training schedule:
 - ✓ Time of training : 08.00 – 15.00 WIB.
 - ✓ Duration of training : 5 days effective (35 hours) / training material
 - ✓ Periode of training : April 21, 2017 – September 30, 2017
 - ✓ Place of training : Jl. Prof. Dr. Sardjito 24 Yogyakarta – Indonesia
(according to mutual agreement)

Article 8

FINANCIAL ARRANGEMENTS

1. Fees (training cost)

The Ministry of Justice of Timor-Leste agreed to pay the Smile Group of Yogyakarta in the total amount of USD in annex 1 or to be adjusted for each delivery of training participants.

2. Invoicing and Procedure of Payment

The Smile Group of Yogyakarta shall invoice the Ministry of Justice of Timor-Leste the total cost under the agreement, and the Ministry of Justice of Timor-Leste shall make payment within thirty (30) days of receipt of an invoice from the Smile Group of Yogyakarta . Any additional costs such as international bank transfer fees shall be paid by the Ministry of Justice of Timor-Leste. The payment shall be made in US Dollars to the following banking details;

Bank Name	Bank MANDIRI
Bank Address	KCP Yogyakarta Katamso
Account Name/ Beneficiary	SMILE GROUP
Account Number	137-00-4456000-7
Swift Code	BMRIIDJA

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Article 9
TERM OF THE AGREEMENT

1. This agreement is effective as April 21, 2017, and expires on September 30, 2017.
2. This agreement shall remain in force until all of the staffs' has been completed the training program, unless terminated earlier in accordance with agreement of both parties.
3. The duration of this training agreement may be extended or refined by agreement of the Parties, and will be described in the addendum which is an integral part of this Memorandum of Understanding.

Article 10
INDEMNITY

Neither of the parties in this agreement will be held responsible for any expenses, losses, damages, cost, claims suits and proceeding sustained or incurred as a direct or indirect result of the participants that it accept as part of the agreement.


Authorized representatives of the Smile Groups of Yogyakarta and the Ministry of Justice of Timor-Leste shall, given two original agreements of implementation documents. Each party shall hold one original signed document, with both documents being equally authentic.

In witness where of the parties hereto have caused this agreement to be executed by their duly authorized representatives.

This agreement is effective since the date of its signing; April 21, 2017


Yogyakarta, 21 /April/2017.

The Ministry of Justice of the
Democratic Republic of Timor-Leste


Dr. Henrique de Oliveira Ximenes
General Director

The Smile Group of Yogyakarta
Indonesia




Rahman Wahyu Widadi, SE.
Director

Annex 1
AGREEMENT OF IMPLEMENTATION
Ministry of Justice of Timor-Leste

and
Smile Group of Yogyakarta
for

**Accounting And Finance, Project Management, Human Resource Management Information
Technology, Cartography, Investigation And Correctional Institution**

The following types of training will be participate by Ministry of Justice Timor Leste staffs, joining the short training programm at Smile Group Yogyakarta.

No	Type of Training	Amount/ cost/person	Partici pants	Total cost	Efective Days
1	Electronic archiving techniques (<i>Tecnico arquivo electronica</i>)	\$850.00	6	\$5,610.00	05 – 10 June 2017
2	Human rights (<i>Direitus Umanus</i>)	\$1,000.00	4	\$4,400.00	(1 week) August 2017
3	Finance Accounting & Treasury	\$1,000.00	8	\$8,800.00	24-28 April 2017
4	Archiving management (<i>Gestao de Arquivos</i>)	\$1,000.00	3	\$3,300.00	22-26 Mei 2017
5	Technical training registration (<i>Formação Tecnico sobre Cadastro</i>)	\$1,000.00	8	\$8,800.00	19-23 June 2017
6	Mapping technique training (<i>Formação Tecnico sobre Cartografia</i>)	\$1,000.00	4	\$4,400.00	19-23 June 2017
7	EDMS(Electronic Document Management System)	\$850.00	4	\$3,740.00	08 – 13 Mei 2017
8	Investigation Training	\$1,100.00	8	\$9,680.00	(1 week) July 2017
				Total	USD 43,857.00
				Timor Leste Service Tax 10%	USD 4,873.00
				Total Due	USD 48,730.00

In witness whereof, the parties hereto have caused this agreement to be executed by their duly authorized representatives.


This agreement is effective since the date of its signing : Yogyakarta, 21 April, 2017

The Ministry of Justice of the
Democratic Republic of Timor-Leste


Dr. Henrique de Oliveira Ximenes
General Director

Smile Group of Yogyakarta
Indonesia




Rahman Wahyu Widadi, SE.
Director