

COPY
REGULATION OF THE MINISTER OF TOURISM AND CREATIVE ECONOMY/
HEAD OF THE TOURISM AND CREATIVE ECONOMY AGENCY OF
THE REPUBLIC OF INDONESIA
NUMBER 1 OF 2023
ON
TECHNICAL INSTRUCTIONS FOR THE USE OF NON-PHYSICAL SPECIAL
ALLOCATION FUND FOR TOURISM SERVICES FUND

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 support the improvement of the quality of tourism destinations, the competitiveness of local tourism, the welfare and productivity of local communities, as well as the expansion of employment opportunities in the tourism sector to the regions, it is necessary to provide non-physical special allocation fund for tourism Services Fund;
 - b. that in implementing the management of non-physical special allocation fund for tourism Services Fund as referred to in letter b, technical instructions for the use of non-physical special allocation fund for tourism Services Fund are needed;
 - c. that the Regulation of the Minister of Tourism and Creative Economy/Head of the Tourism and Creative Economy Agency Number 4 of 2022 on Technical Instructions for the Use of Non-physical Special Allocation Fund for Tourism Services Fund is no longer in accordance with the development of community needs and development in the tourism sector so it needs to be replaced;

- d. that based on the considerations as referred to in letter a, letter b, and letter c as well as to implement Article 14 section (1) of the Regulation of the Minister of Finance Number 119/PMK.07/2021 on Management of Non-Physical Special Allocation Fund, it is necessary to stipulate a Regulation of the Minister of Tourism and Creative Economy/Head of the Tourism and Creative Economy Agency on Technical Instructions for the Use of Non-physical Special Allocation Fund for Tourism Services Fund;

- Observing : 1. Article 17 section (3) of the 1945 Constitution of the Republic of Indonesia;
2. Law Number 39 of 2008 on State Ministry (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. Government Regulation Number 50 of 2011 on the 2010-2025 Tourism Development Master Plan (State Gazette of the Republic of Indonesia of 2011 Number 125, Supplement to the State Gazette of the Republic of Indonesia Number 5262);
5. Presidential Regulation Number 96 of 2019 on the 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 Finance Number 119/PMK.07/2021 on Management of Non-Physical Special Allocation Fund (State Gazette of the Republic of Indonesia Year 2021 Number 1032);

HAS DECIDED:

- To issue : REGULATION OF THE MINISTER OF TOURISM AND CREATIVE ECONOMY/HEAD OF THE TOURISM AND CREATIVE ECONOMY AGENCY ON TECHNICAL INSTRUCTIONS FOR THE USE OF NON-PHYSICAL SPECIAL ALLOCATION FUND FOR TOURISM SERVICES FUND.

Article 1

In this Ministerial Regulation:

1. Non-Physical Special Allocation Fund, hereinafter referred to as DAK Nonfisik, means a Special Allocation Fund allocated to assist the operationalization of Regional public services, the use of which is determined by the government.
2. Tourism Services Fund means a fund allocated to support the improvement of the quality of tourism destinations, the competitiveness of regional tourism, the welfare and productivity of local communities, as well as the expansion of employment opportunities in the tourism sector.
3. Regional Apparatuses means elements that assist regional heads and regional people's representative councils in administering government affairs which are the authority of the region.
4. Tourist Attraction means anything that has uniqueness, beauty, and value in the form of a diversity of natural, cultural, and man-made assets that are the target or destination of tourist visits.
5. Regional Government means the head of the region as an element of the Regional Government administrator who leads the implementation of government affairs which are the authority of the autonomous region.
6. Tourism Information Center means a building that provides accurate and up-to-date tourism information service facilities to tourists.
7. Ministry means the ministry who carries out government affairs in tourism and government tasks in creative economy.
8. Minister means the minister who carries out government affairs in tourism and government tasks in creative economy.
9. The Permanent Secretary of the Ministry of Tourism and Creative Economy/Permanent Secretary of the Agency for Tourism and Creative Economy, hereinafter referred to as the Permanent Secretary of the Ministry, is the supporting element of the leader who is under and responsible to the Minister.

Article 2

- (1) DAK Nonfisik for Tourism Services Fund is determined through the government's work plan.
- (2) DAK Nonfisik for Tourism Services Fund as referred to in section (1) is directed to the activity menu.
- (3) The activity menu as referred to in section (2) includes:
 - a. increasing governance capacity and quality of safety, security and health services in tourism destinations;
 - b. increasing the capacity of the tourism community and tourism business actors; and
 - c. tourism facility non-routine operational support for the Tourism Information Centre.

Article 3

- (1) The DAK Nonfisik for Tourism Services Fund as referred to in Article 2 is implemented in accordance with the technical instructions for the DAK Nonfisik for Tourism Services Fund.
- (2) The scope of the Technical Instructions for the Use of DAK Nonfisik for Tourism Services Fund as referred to in section (1) includes:
 - a. introduction;
 - b. criteria and location;
 - c. planning;
 - d. application;
 - e. implementation;
 - f. funding;
 - g. distribution;
 - h. monitoring, evaluation, and reporting;
 - i. formats and lists; and
 - j. closing.
- (3) The technical instructions for DAK Nonfisik for Tourism Services Fund as referred to in section (2) are listed in the Annex which is an integral part of this Ministerial Regulation.

Article 4

The technical instructions as referred to in Article 3 are used as a reference for Regional Government in the management of DAK Nonfisik for Tourism Services Fund.

Article 5

At the time this Ministerial Regulation comes into force, Regulation of the Minister of Tourism and Creative Economy/Head of the Tourism and Creative Economy Agency Number 4 of 2022 on Technical Instructions for the Use of Non-physical Special Allocation Fund for Tourism Services Fund Fiscal Year 2022 (State Gazette of the Republic of Indonesia of 2022 Number 129), is repealed and declared ineffective.

Article 6

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 Gazette of the Republic of Indonesia.

Enacted in Jakarta
On 10 January 2023

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 13 January 2023

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

Signed

YASONNA H. LAOLY

STATE BULLETIN OF THE REPUBLIC OF INDONESIA OF 2023 NUMBER 63

ANNEX TO
REGULATION OF THE MINISTER OF
TOURISM AND CREATIVE ECONOMY/
HEAD OF THE TOURISM AND CREATIVE
ECONOMY AGENCY OF
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NUMBER 1 OF 2023
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TECHNICAL INSTRUCTIONS FOR THE USE
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TECHNICAL INSTRUCTIONS FOR THE USE OF NON-PHYSICAL SPECIAL
ALLOCATION FUND FOR TOURISM SERVICES FUND

CHAPTER I
INTRODUCTION

A. Background

Tourism is a strategic sector that has an important role and contribution to national and regional economic development. Increasingly high economic progress and prosperity have made tourism a staple part of human needs or lifestyle. It has moved millions of people to get to know nature and culture in other parts of the world. The movement of millions of people moves the economic chains that are interconnected. It makes an essential contribution to the world and other countries' economies to increase economic welfare at the local community level, especially people in tourism destinations.

Indonesian tourism develops and can encourage economic activity and improve Indonesia's image, improve the welfare of local communities, especially people in tourism destinations, and provide expanded employment opportunities. Tourism development exploits the diverse potential of Indonesia's natural beauty as the largest marine tourism area in the world wisely and sustainably. It encourages economic activities related to the development of the nation's culture.

It is necessary to pay attention to the competitiveness index to realize these Indonesian tourism goals, which on 14 (fourteen) pillars, including the business environment, safety and security, health and hygiene/sanitation, human resources and the labor market, information technology readiness and support, tourism development policy priorities, international openness, price competitiveness, sustainable environment, transportation infrastructure and facilities, port and road infrastructure, service facilities and infrastructure for tourists, natural resources, and cultural wealth and support for tourism business activities.

In line with the issue of increasing the 14 (fourteen) pillars of national tourism competitiveness and development, several recommendations identified related to the duties and functions attached to the Ministry to increase Indonesia's competitiveness, including providing tourism infrastructure and amenities, improvement of the capacity and quality of the workforce in the tourism sector, encouraging labor productivity in the tourism sector (services) accompanied by the provision of attractive

incentive schemes, and assisting the participation of female workers in the tourism sector. Based on the above, apart from funding support in the form of the DAK Nonfisik for the Tourism Sector, support from the DAK Nonfisik for the Tourism Sector is also very much needed for the development of Indonesian tourism, especially for improving the quality of governance of tourism destinations and the capacity of human resources in the tourism sector.

Technical instructions regarding improving the quality of governance of tourism destinations, the capacity of tourism business actors, and non-routine operational costs for tourism facilities are in the Technical Guidelines as the basis for implementing the activities of the Special Allocation Fund for Non-Physical Tourism Service Funds in the regions.

B. Purpose

The purpose of this Technical Guide is to serve as a reference for Local Governments that carry out tourism affairs by carrying out a menu of activities funded by the Non-Physical Special Allocation Fund for Tourism Services Fund.

UNOFFICIAL

CHAPTER II CRITERIA AND ALLOCATION

A. Criteria

The determination of recipient areas of DAK Nonfisik for Tourism Services Fund is carried out by taking into account the following matters:

1. Local Governments that have Regional Apparatuses with the nomenclature of Tourism, have duties and functions for tourism development and have been stipulated through Regional Regulations;
2. Local Governments in 10 Priority Tourism Destinations, 8 Development Tourism Destinations and 1 Bali Revitalization;
3. Support for 6 UNESCO Global Geopark locations;
4. Local Governments that are included in priority locations from DAK Fisik for the Tourism Sector;
5. A tourism village that is included in the list of the top 50 Indonesian Tourism Village Awards (ADWI), and the mandate of laws and regulations related to tourism development in the region (among others: saving priority lakes, developing national entrepreneurship, world heritage, social forestry, accelerating development of Central Java, East Java, West Java, PKSN, TWA, National Parks, Geoparks, etc.);
6. Local Governments that received DAK funds for the development of tourism information center (TIC) support in the previous year's DAK;
7. Tourist attractions (natural, cultural and/or man-made) listed in the Regional Tourism Development Master Plan and/or study results documents;
8. Data on the number of visits by foreign tourists and domestic tourists in Regencies/Cities and Tourist Attractions;
9. Local tourism associations and their number of members;
10. Tourism business;
11. Tourism awareness groups (Pokdarwis); and
12. Other priority locations for DAK Nonfisik for Tourism Services Fund as a result of the agreement between the Ministry of National Development Planning/National Development Planning Agency, the Ministry of Finance, and the Ministry of Tourism and Creative Economy.

B. Allocation

Allocation mechanism for DAK Nonfisik for Tourism Services Fund refers to the DAK allocation mechanism stipulated by the Ministry of Finance. In general, the allocation mechanism for DAK Nonfisik for Tourism Services Fund is allocated to regions that are included in priority locations for DAK Nonfisik for Tourism Services Fund, namely:

1. Included in the 10 (ten) National Priority Tourism Destinations, namely: Lake Toba and its surroundings, Borobudur and its surroundings, Mandalika, Wakatobi, Labuan Bajo, Likupang, Bromo-Tengger-Semeru, Raja Ampat, Bangka Belitung, and Morotai Island in accordance with Presidential Regulation Number 18 Year 2020 on the 2020-2024 National Medium-Term Development Plan;
2. Included in the 8 (eight) Development Tourism Destinations include: Batam-Bintan, Bukit Tinggi-Padang, Ujung Kulon-Halimun-

- Bandung-Pangandaran, Banyuwangi and its surroundings, Sambas-Singkawang, Derawan-Berau, Makassar-Toraja-Selayar, and Biak-Teluk Cendrawasih in accordance with Presidential Regulation Number 18 of 2020 on the 2020-2024 National Medium-Term Development Plan;
3. Revitalization of Bali Destinations in accordance with Presidential Regulation Number 18 of 2020 concerning the 2020-2024 National Medium-Term Development Plan;
 4. Support for 6 UNESCO Global Geopark locations;
 5. Local Governments that are included in priority locations from DAK Fisik for the Tourism Sector;
 6. A tourism village that is included in the list of the top 50 Indonesian Tourism Village Awards (ADWI), and the mandate of laws and regulations related to tourism development in the region (among others: saving priority lakes, developing national entrepreneurship, world heritage, social forestry, accelerating development of Central Java, East Java, West Java, PKSN, TWA, National Parks, Geoparks, etc.);
 7. Regencies/Cities that received DAK funds for the development of tourism information center (TIC) support in the previous year's DAK; and
 8. Other priority locations for DAK Nonfisik for Tourism Services Fund as a result of the agreement between the Ministry of National Development Planning/National Development Planning Agency, the Ministry of Finance, and the Ministry of Tourism and Creative Economy.

The Ministry shall calculate the allocation of DAK Nonfisik for Tourism Services Fund for the Local Governments receiving the said funds. Allocation calculation of DAK Nonfisik for Tourism Services Fund is carried out, among others, based on:

1. Operational costs for capacity building activities for Governance and Quality of Service for safety, security and health in Tourist Destinations and capacity building activities for Capacity Building for Tourism Communities and Tourism Business Actors with provisions namely Target Output for regional training (Local Government) in 10 Priority Tourism Destinations (DPP), 8 Development Destinations, Bali Revitalization.
2. Non-routine operational costs for tourism information services multiplied by the number of tourism information service providers at the Tourism Information Center (TIC).

CHAPTER III PLANNING

The Ministry coordinates with the Ministry of Finance and the Ministry of National Development Planning/National Development Planning Agency regarding the planning of DAK Nonfisik for Tourism Services Fund in accordance with the established policy directions.

1. Identification of Needs

The Regional Apparatus submits data on the proposed need for capacity building for tourism HR in accordance with a predetermined format and is equipped with supporting data in accordance with the criteria set out in this technical instruction:

- a. Regions that are included in Priority Locations of DAK Nonfisik for Tourism Services Fund submit data on the proposed needs of DAK Nonfisik for Tourism Services Fund to the Ministry for consideration;
- b. Each Regional Apparatus submits data on the need for tourism HR capacity development in each region in accordance with a predetermined menu of activities; and
- c. Each activity needs data must be prioritized in accordance with the advantages possessed by the region, especially in the field of tourism.

2. Usage Plan

After the allocation of DAK Nonfisik for Tourism Services Fund is stipulated through a Presidential Regulation on Details of the State Budget, Regional Apparatuses receiving DAK Nonfisik for Tourism Services Fund are required to prepare an Activity Plan (RK), Budget Plan (RAB) and Terms of Reference (KAK) which will be carried out with a predetermined allocation and sent to the Permanent Secretary of the Ministry (c.q., Head of Bureau for Planning and Finance). Activity Details (RK) are signed by the Head of Service, accompanied by a stamp and attached with a letter of introduction from the Regional Head or at least the Regional Secretary.

Then the Regional Apparatus prepares the Work Plan and Budget (RKA) of DAK Nonfisik for Tourism Services Fund based on the Activity Plan (RK) that has been approved by the Ministry, to be further stipulated in the Regional Regulation on the Regional Budget (APBD). A copy of the RKA that has been stipulated in the APBD is submitted to the Ministry no later than the 3rd week of December of the planning year. Apart from that, regional apparatuses are also required to prepare Use Plans of DAK Fisik according to the format of Minister of Finance Regulation No. 119/PMK.07/2021 which was submitted no later than the end of December of the planning year to then be submitted by the Ministry to the Ministry of Finance.

In order to maintain the synchronization of tourism program planning, implementation and evaluation, Local Governments that receive allocations for DAK Nonfisik for Tourism Services Fund should coordinate with Tourism Regional Apparatuses at the provincial level and the Regional Asset Financial Management Agency (BPKAD).

CHAPTER IV USE

DAK Nonfisik for Tourism Services Fund can only be used to organize training and operational support for the Tourism Information Center (TIC). Specifically for organizing training, the Local Government cannot choose more than 1 time/type of training. The menu and activities of DAK Nonfisik for Tourism Services Fund are as follows:

1. Improvement of Governance Capacity and Quality of Safety, Security and Health Services in Tourism Destinations

Improvement of Governance Capacity and Quality of Safety, Security and Health Services in Tourism Destinations aims to realize competitive governance and service quality through the application of standards and provisions that apply nationally in tourism destinations, including implementing safety, security and health, especially during the prevention and handling of Corona Virus Disease 2019 (Covid-19).

The implementation of governance capacity and service quality improvement is intended for human resources and communities who already have basic knowledge, skills, and/or experience in the management and service of tourism destinations, not for those who do not have previous experience. The types of training are as follows:

- a. Toilet Management Training in Tourism Destinations;
- b. Environmental Cleanliness, Sanitation and Waste Management Training in Tourism Destinations;
- c. Security and Safety Training in Tourist Attractions; and
- d. Tourism Destination Governance, Business and Marketing Training.

2. Capacity Building of the Tourism Community and Tourism Business Actors

Capacity Building of the Tourism Community and Tourism Business Actors is carried out with the aim of realizing tourism and community human resources who have national competence in the field of tourism so that they can provide a higher quality experience to tourists.

The implementation of capacity building of the community and tourism business actors is intended for the community and tourism human resources who have special competencies in the field of tourism services. The types of training are as follows:

- a. Culinary Offerings Innovation and Hygiene Improvement Training;
- b. Nature Tour Guide Training (diving, surfing, water tourism safety guides, rafting, mountain tourism, ecotourism, geo-tourism, caving, and paragliding);
- c. Cultural Tour Guide Training (cultural heritage: museums, palaces, temples);
- d. Man-made Tour Guide Training (recreation/theme park, outbound, and eco-park);
- e. Homestay/Tourist Cottages Business Management Training;
- f. Tourism Village Management Training; and
- g. Digital Marketing Training.

Local Governments that have Tourism Villages are required to carry out Tourism Village Management Training.

3. Non-routine Operational Support of Tourism Facilities for Tourist Information Center (TIC)

Non-routine operational support for tourism facilities for the Tourist Information Center (TIC) is carried out to realize a tourism information center that can provide quality tourism information services and is based on information technology so that it can answer tourists' needs for information that is valid, accurate, and easily accessible.

Non-routine operational support for tourism facilities is provided for the Tourism Information Center (TIC) which was built through DAK Fisik for the Tourism Sector. DAK Nonfisik for non-routine operational support can only be used, among other things, for the preparation of contextual information and regional tourism promotion materials at the Tourism Information Center (TIC), with the following details:

- a. Production of a Tourism Information System, including tourism map content; and
- b. Production of Multimedia Promotional Content (print media, electronic/digital media, social media) at TIC.

CHAPTER V IMPLEMENTATION

I. IMPLEMENTATION OF DAK NONFISIK OF TOURISM SERVICES FUND ACTIVITIES

A. Improvement of Governance Capacity and Quality of Safety, Security and Health Services in Tourism Destinations

Implementation of improvement of Governance Capacity and Quality of Safety, Security and Health Services in Tourism Destinations is carried out in the form of training.

1. Toilet Management Training in Tourism Destinations

a. Purpose and Goals

The Training aims to increase the knowledge, motivation, and ability of toilet managers in tourism destinations in providing and managing toilet facilities and providing services according to clean and hygienic toilet service standards. Goals to be achieved from this training:

- 1) participants know and understand the importance of managing toilets according to clean toilet standards, especially during the Covid-19 pandemic;
- 2) participants know and understand clean and hygienic toilet standards in Indonesia and ASEAN;
- 3) participants know and understand excellent service in managing clean and hygienic toilets;
- 4) participants can evaluate the toilet facilities and services they do;
- 5) participants gain experience in managing clean toilets according to standards.

b. Training Methods

The Training held by the following methods:

- ± 50.00% delivery of materials;
- ± 16.67% discussion and group work;
- ± 33.33% practice.

c. Length of Training Time

The Training is held for 24 hours of training in 3 (three) days, with one hour of training being 45 minutes.

d. Target Participants

There are 40 participants in the Training and have never attended the Training funded by the State Budget, and at least consist of elements:

- 1) managers of tourist attractions;
- 2) managers of tourism villages;
- 3) administrators of public toilets.

e. Resource Person/Teacher/Instructor/Facilitator

- 1) Resource persons/teachers/instructors/facilitators must meet the following requirements:
 - a) have knowledge, expertise, and experience in toilet management, environmental hygiene and health, as well as excellent service in the tourism sector;
 - b) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;

- c) physically and mentally healthy.
 - 2) Resource persons/teachers/instructors/facilitators come from at least the following elements:
 - a) toilet associations or toilet administrators who have implemented ASEAN toilet standards;
 - b) Regional Apparatus administering health or tourism affairs;
 - c) academics in the field of environmental health;
 - d) academics in the field of tourism.
 - 3) Resource persons/teachers/instructors/facilitators are prioritized from the Local Government concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.
- f. Main Material
- The Training includes at least the following material:
- 1) Presentation Material 1: Environmental Hygiene and Health Management in Tourism during the Covid-19 Pandemic
Duration: 3 hours of training (135 minutes)
Main material:
 - a) the importance of cleanliness and environmental health during the Covid-19 pandemic;
 - b) clean and hygienic toilets as an important component in tourism services and in realizing environmental hygiene and health;
 - c) several provisions and standards for clean toilets in Indonesia and the world;
 - d) examples of toilet services at tourist attractions/tourism destinations in accordance with applicable provisions/standards.
 - 2) Presentation Material 2: Management of Toilets in the Regions: Problems and Challenges
Duration: 3 hours of training (135 minutes)
Main material:
 - a) Local Government policies, strategies, programs to create clean toilets in tourism destinations and tourist attractions;
 - b) current condition and management system of toilets in the Local Government;
 - c) strengths and weaknesses of the management of toilets that have been carried out in regencies/cities;
 - d) the challenges of the Local Government in implementing the management of public toilets in tourism destinations/tourist attractions according to standards.

- 3) Presentation Material 3: Clean and Hygienic Toilet Standards in Indonesia and ASEAN
Duration: 3 hours of training (135 minutes)
Main material:
 - a) clean and hygienic toilet standards according to the provisions and laws and regulations in Indonesia;
 - b) ASEAN clean and hygienic toilet standards;
 - c) problems and challenges in realizing clean and hygienic toilets in Indonesia;
 - d) the key to success in realizing clean and hygienic toilets in Indonesia.
- 4) Presentation Material 4: Excellent Service in Management of Clean and Hygienic Toilets in Tourist Attractions and Tourism Destinations
Duration: 3 hours of training (135 minutes)
Main material:
 - a) the importance of excellent service in toilet management;
 - b) the aim of excellent service in the management of toilets;
 - c) components in excellent service (physical appearance, service, competence);
 - d) basic principles of excellent service;
 - e) an example of international standard excellent service.
- 5) Group Discussion Material: Evaluation of Clean and Hygienic Toilet Facilities and Services in Tourist Attractions
Duration: 4 hours of training (180 minutes)
Main material:
 - a) strengths and weaknesses of toilet design and facilities managed by participants;
 - b) the strengths and weaknesses of clean toilets and hygiene services managed by the participants;
 - c) follow-up steps to be taken to improve the quality of clean and hygienic toilet facilities and services managed by the participants.
- 6) Practical Material: Clean and Hygienic Toilet Services in Tourist Attractions According to ASEAN Standards
Duration: 8 hours of training (360 minutes)
Main material:
 - a) practice of implementing hygiene and health according to ASEAN toilet standards;
 - b) safety and security implementation practices according to ASEAN toilet standards.

Practice Mechanism:

The practice mechanism is handed over to the Local Government as the organizer of the training. Examples of practice mechanisms that can be applied are as follows:

 - a) the practice of Clean and Hygienic Toilet Services at Tourist Attractions According to ASEAN Standards is carried out in 5 (five) toilet rooms;
 - b) each toilet room becomes a place of practice for 8 (eight) participants.

Practice Kits:

Examples of practice kits for Clean and Hygienic Toilet Services at Tourism Attractions According to ASEAN Standards that can be provided include:

- a) floor brushes (10 units);
- b) mops (5 units);
- c) toilet brush (10 units);
- d) sponges (10 units);
- e) rubber gloves (42 units);
- f) masks (42 units);
- g) microfiber cloth (10 units);
- h) cleaning liquid/disinfectant (5 units);
- i) warning sign in progress of cleaning/wet floor (5 units).

2. Environmental Cleanliness, Sanitation and Waste Management Training in Tourism Destinations

a. Purpose and Goals

The Training aims to increase the knowledge, motivation and ability of managers of tourist attractions and tourism villages in carrying out environmental hygiene, sanitation and waste management in tourist attractions and tourism villages. Goals to be achieved from this training:

- 1) participants know and understand the importance of managing environmental hygiene, sanitation, and waste management according to standards, especially during the Covid-19 pandemic;
- 2) participants know and understand the standards and provisions regarding environmental hygiene, sanitation, and waste management according to standards in tourist attractions and tourism villages;
- 3) participants can evaluate their efforts to implement environmental hygiene, sanitation, and waste management.

b. Training Methods

The Training is held using the following methods:

- ± 50.00% delivery of materials;
- ± 16.67% discussion and group work;
- ± 33.33% field visits.

c. Length of Training Time

The Training is held for 24 hours of training in 3 (three) days, with one hour of training being 45 minutes.

d. Target Participants

Participants in the Training are 40 people and have never attended the Training funded from the State Budget, and at least consist of elements of:

- 1) tourist attraction manager;
- 2) tourism village manager;
- 3) Tourism Awareness Group/Tourism Driving Group.

e. Resource Person/Teacher/Instructor/Facilitator

- 1) Resource persons/teachers/instructors/facilitators must meet the following requirements:
 - a) have knowledge, expertise, and experience in environmental hygiene and health, environmentally friendly sanitation management, and environmentally

- friendly waste management, especially in tourist attractions and/or tourism destinations;
- b) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
 - c) physically and mentally healthy.
- 2) Resource persons/teachers/instructors/facilitators come from at least the following elements:
 - a) Regional Apparatus administering environmental or tourism affairs;
 - b) tourism area business managers and/or other tourism business managers and/or tourism village managers who have implemented sanitation and waste management using environmentally friendly methods;
 - c) academics in the field of environmental management;
 - d) academics in the field of tourism.
 - 3) Resource persons/teachers/instructors/facilitators are prioritized from the Local Government concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.
- f. Main Material
- The Training covers at least the following material:
- 1) Presentation Material 1: Management of Cleanliness, Health, and Environmental Sustainability in Tourism Destinations during the Covid-19 Pandemic
Duration: 3 hours of training (135 minutes)
Main material:
 - a) the importance of cleanliness, health and environmental sustainability during the Covid-19 pandemic;
 - b) hygiene, health and environmental sustainability standards and certifications in tourism destinations during the Covid-19 pandemic;
 - c) several provisions, standards, and certification of cleanliness, health, and environmental sustainability in Indonesia and the world;
 - d) examples of tourism destinations in Indonesia and the world with international standard environmental hygiene, sanitation and waste management.
 - 2) Presentation Material 2: Environmental Cleanliness in Tourism Destinations according to National and International Standards and Regulations
Duration: 3 hours of training (135 minutes)

Main material:

- a) definition of tourism destinations and their constituent components;
 - b) environmental cleanliness in tourism destinations in accordance with the standards and provisions of laws and regulations in Indonesia;
 - c) environmental cleanliness in tourism destinations according to international standards;
 - d) problems and challenges in realizing the environmental cleanliness of tourism destinations in Indonesia;
 - e) the key to success in realizing the environmental cleanliness of tourism destinations in Indonesia;
 - f) examples of environmental hygiene management practices in Indonesia's priority tourism destinations (learn from their strengths and weaknesses).
- 3) Presentation Material 3: Environmentally Friendly Sanitation Management in Tourism Destinations
Duration: 3 hours of training (135 minutes)

Main material:

- a) definition of environmentally friendly sanitation and sanitation;
- b) management of sanitation in tourism destinations in accordance with the standards and provisions of laws and regulations in Indonesia;
- c) management of environmentally friendly sanitation in tourism destinations according to international standards;
- d) problems and challenges in realizing environmentally friendly sanitation management in tourism destinations in Indonesia;
- e) the key to success in realizing environmentally friendly sanitation in tourism destinations in Indonesia;
- f) examples of environmentally friendly sanitation management practices in priority Indonesian tourism destinations (learn from their strengths and weaknesses).

- 4) Presentation Material 4: Environmentally Friendly Waste Management in Tourism Destinations
Duration: 3 hours of training (135 minutes)

Main material:

- a) waste as the main problem of tourism management in Indonesia;
- b) waste management in accordance with the standards and provisions of laws and regulations in Indonesia;
- c) environmentally friendly waste management in tourism destinations according to international standards;
- d) problems and challenges in realizing environmentally friendly waste management in tourism destinations in Indonesia;
- e) the key to success in realizing environmentally friendly waste management in tourism destinations in Indonesia;

- f) examples of environmentally friendly waste management practices in Indonesia's priority tourism destinations (learn from their strengths and weaknesses).
- 5) Material for Group Discussion: Evaluation of the Implementation of Environmental Cleanliness, Sanitation, and Waste Management in Tourist Attractions and Tourism Destinations
Duration: 4 hours of training (180 minutes)
Main material:
 - a) the advantages and disadvantages of managing environmental hygiene in tourist attractions and tourism villages managed by trainees;
 - b) strengths and weaknesses of sanitation management in tourist attractions and tourism villages managed by trainees;
 - c) strengths and weaknesses of waste management in tourist attractions and tourism villages managed by trainees;
 - d) follow-up steps that will be taken by the training participants to improve the quality of environmental hygiene, as well as environmentally friendly management of sanitation and waste in the tourist attractions or tourism villages they manage.
- 6) Field Visit Materials: Implementation of Environmental Cleanliness, Sanitation Management, Environmentally Friendly Waste Management in Tourism Destinations
Duration: 8 hours of training (360 minutes)
Main material:
 - a) learn from the experience of implementing environmental cleanliness in tourism destinations in accordance with national and/or international standards and/or provisions;
 - b) learn from the experience of managing environmentally friendly sanitation in tourism destinations in accordance with national and/or international standards and/or provisions;
 - c) learn from experiences in managing environmentally friendly waste in tourism destinations in accordance with national and/or international standards and/or provisions.

3. Security and Safety Training in Tourist Attractions

a. Purpose and Goals

The Training aims to increase the knowledge, motivation and ability of managers of tourist attractions and tourism villages in carrying out security and safety in tourist attractions and tourism villages. Goals to be achieved from this training:

- 1) participants know and understand the importance of implementing security and safety at tourist attractions and tourism villages according to standards;
- 2) participants know and understand the standards and provisions regarding security and safety in tourist attractions and tourism villages;

- 3) participants know and understand the importance of excellent service in carrying out security and safety at tourist attractions and tourism villages;
 - 4) participants can evaluate the efforts to implement security and safety in tourist attractions and tourism villages that they do.
- b. Training Methods
- The Training is organized by the following methods:
- ± 50.00% delivery of materials;
 - ± 16.67% discussion and group work;
 - ± 33.33% field visits.
- c. Length of Training Time
- The Training is held for 24 hours of training in 3 (three) days, with one hour of training being 45 minutes.
- d. Target Participants
- There are 40 participants in the Training who have never participated in the Training funded from the State Budget, and at least consist of elements of:
- 1) tourist attraction manager;
 - 2) tourism village manager;
 - 3) Tourism Awareness Group/Tourism Driving Group.
- e. Resource Person/Teacher/Instructor/Facilitator
- 1) Resource persons/teachers/instructors/facilitators must meet the following requirements:
 - a) have knowledge, expertise, and experience in managing security and safety, as well as excellent service, especially in tourism destinations and/or tourist attractions;
 - b) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
 - c) physically and mentally healthy.
 - 2) Resource persons/teachers/instructors/facilitators come from at least the following elements:
 - a) National Search and Rescue Agency;
 - b) security and safety management practitioners at tourist attractions/tourism destinations, such as the tourism police and the Tirta Tourism Agency (Balawista) who have been certified;
 - c) academics in the field of tourism.
 - 3) Resource persons/teachers/instructors/facilitators are prioritized from the Local Government concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.

f. Main Material

The Training covers at least the following materials:

1) Presentation Material 1: Management of Security and Safety in Supporting Improvement of the Competitiveness of Tourism Destinations

Duration: 3 hours of training (135 minutes)

Main material:

- a) the importance of security and safety in supporting the competitiveness of tourism destinations;
- b) support the competitiveness of tourism destinations; several provisions, standards, and security and safety certifications related to tourism in Indonesia and the world;
- c) examples of tourism destinations in Indonesia and the world with the implementation of international standard security and safety.

2) Presentation Material 2: Management of Security and Safety in Tourist Attractions in the Regions: Problems and Challenges

Duration: 3 hours of training (135 minutes)

Main material:

- a) Local Government policies, strategies, programs to realize security and safety in tourism destinations/tourist attractions;
- b) current conditions and management systems for security and safety at tourist attractions in regencies/cities;
- c) the strengths and weaknesses of the security and safety management that has been carried out in the regencies/cities;
- d) challenges of the Local Government in implementing security and safety management at tourism destinations/tourist attractions according to standards.

3) Presentation Material 3: Implementation of Security in Tourism Destinations according to National and International Standards and Regulations

Duration: 3 hours of training (135 minutes)

Main material:

- a) definition of tourism destinations and their constituent components;
- b) security and safety at tourism destinations in accordance with the standards and provisions of laws and regulations in Indonesia;
- c) security and safety at tourism destinations according to international standards;
- d) qualifications and competencies of human resources for managing security and safety in tourism destinations;
- e) operational procedures in managing security and safety at tourism destinations/tourist attractions;
- f) problems and challenges in realizing quality security and safety in tourism destinations in Indonesia;
- g) the key to success in realizing the security and safety of tourism destinations in Indonesia;

- h) examples of security and safety practices in Indonesia's priority tourism destinations (learn from their strengths and weaknesses).
 - 4) Presentation Material 4: Excellent Service in the Implementation of Security and Safety at Tourist Attractions and Tourism Destinations
Duration: 3 hours of training (135 minutes)
Main material:
 - a) the importance of excellent service in the implementation of security and safety in tourism destinations;
 - b) the aim of excellent service in the implementation of security and safety in tourism destinations;
 - c) components in excellent service (physical appearance, service, competence);
 - d) basic principles of excellent service;
 - e) an example of international standard excellent service in the implementation of security and safety in tourism destinations.
 - 5) Group Discussion Material: Evaluation of Security and Safety Implementation at Tourist Attractions and Tourism Destinations
Duration: 4 hours of training (180 minutes)
Main material:
 - a) the strengths and weaknesses of implementing security and safety at tourist attractions and tourism villages managed by participants;
 - b) the advantages and disadvantages of implementing excellent service in the implementation of security and safety at tourist attractions and tourism villages managed by participants;
 - c) follow-up steps to be taken by the trainees to improve the quality of security and safety implementation at the tourist attraction or tourism village they manage.
 - 6) Field Visit Material: Implementation of Security and Safety in Tourism Destinations
Duration: 8 hours of training (360 minutes)
Main material:
 - a) learn from the experience of preparing operational procedures for the implementation of security and safety at tourism destinations/tourist attractions in accordance with national and/or international standards and/or provisions;
 - b) learn from the experience of implementing excellent service in the implementation of security and safety in tourism destinations in accordance with national and/or international standards and/or regulations.
4. Tourism Destination Governance, Business and Marketing Training
- a. Purpose and Goals
The Training aims to increase the knowledge, motivation and ability of managers of tourist attractions, tourism villages and other tourism destinations in governing, business and

marketing of tourism destinations. Goals to be achieved from this training:

- 1) participants know and understand the importance of governance, business management, and marketing of tourism destinations;
- 2) participants know and understand the important components and factors in the development and implementation of governance, business management, and marketing of tourism destinations;
- 3) participants can evaluate the efforts of governance, business management, and marketing of tourism destinations that they are doing.

b. Training Methods

The Training is held by the following methods:

- ± 50.00% delivery of materials;
- ± 16.67% discussion and group work;
- ± 33.33% field visits.

c. Length of Training Time

The Training is held for 24 hours of training in 3 (three) days, with one hour of training being 45 minutes.

d. Target Participants

There are 40 participants in the Training and have never participated in the Training funded by the State Budget, and at least consist of elements of:

- 1) tourist attraction manager;
- 2) tourism village manager;
- 3) Tourism Awareness Group/Tourism Driving Group.

e. Resource Person/Teacher/Instructor/Facilitator

1) Resource persons/teachers/instructors/facilitators must meet the following requirements:

- a) have knowledge, expertise, and experience in tourism destination governance;
- b) have knowledge, expertise, and experience in tourism business management;
- c) have knowledge, expertise, and experience in tourism destination marketing;
- d) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
- e) physically and mentally healthy.

2) Resource persons/teachers/instructors/facilitators come from at least the following elements:

- a) Regional Apparatus administering tourism affairs;
- b) academics or practitioners in tourism destination governance;
- c) academics or practitioners in tourism business management;
- d) academics or practitioners in tourism destination marketing.

3) Resource persons/teachers/instructors/facilitators are prioritized from the Local Government concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons

from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.

f. Main Material

The Training covers at least the following material:

1) Presentation Material 1: Implementation of Governance, Business, and Marketing of Tourism Destinations in the Regencies/Cities where the Training is located

Duration: 3 hours of training (135 minutes)

Main material:

- a) regencies/cities tourism potential;
- b) Local Government policies/regulations related to governance, business development, and tourism marketing;
- c) governance practices, business development, and tourism marketing;
- d) problems and challenges in the development of governance, business and tourism marketing in the regencies/cities where the training was held.

2) Presentation Material 2: Tourism Destination Governance
Duration: 3 hours of training (135 minutes)

Main material:

- a) definition of tourism destination governance and its constituent components;
- b) the importance of governance in realizing sustainable and competitive tourism destinations;
- c) the principles of managing tourism destination governance;
- d) tourism governance practices in Indonesia and the world; tourism destination governance organization;
- e) problems and challenges in the development of tourism destination governance in Indonesia;
- f) examples of tourism destination governance in Indonesia and the world.

3) Presentation Material 3: Business Management in the Development of Competitive Tourist Attractions and Tourism Destinations

Duration: 3 hours of training (135 minutes)

Main material:

- a) characteristics of the tourism business and its constituent components;
- b) principles and ethics in conducting business in tourism;
- c) human resource support in implementing a competitive tourism business;
- d) tourism business practices in Indonesia and the world;
- e) problems and challenges in tourism business development in Indonesia;

- f) examples of successful and responsible business operations towards the natural, social and cultural environment in Indonesia and the world.
- 4) Presentation Material 4: Tourism Destination Marketing
Duration: 3 hours of training (135 minutes)
Main material:
- a) marketing in tourism development;
 - b) responsible marketing principles in tourism;
 - c) the importance of market development in tourism marketing;
 - d) formation of the image of a tourism destination;
 - e) promotion and sales techniques and media in tourism destination marketing;
 - f) examples of tourism destination marketing that have succeeded in increasing tourist visits.
- 5) Group Discussion Materials: Evaluation of Governance, Business Development, and Marketing of Tourism Destinations
Duration: 4 hours of training (180 minutes)
Main material:
- a) the strengths and weaknesses of implementing tourism governance in the tourism destinations of the participants;
 - b) the strengths and weaknesses of managing business management in the tourism destinations of the participants;
 - c) the strengths and weaknesses of tourism marketing management in the tourism destinations of the participants;
 - d) follow-up steps that will be recommended by the trainees to improve governance, business development, and tourism marketing in tourism destinations.
- 6) Field Visit Material: Governance, Business Development, and Marketing of Tourism Destinations in Indonesia's Priority Tourism Destinations
Duration: 8 hours of training (360 minutes)
Main material:
- a) learn from the experience of managing the governance of Indonesia's priority tourism destinations;
 - b) learn from the experience of managing the tourism business in Indonesia's priority tourism destinations;
 - c) learn from the experience of marketing tourism destinations.

B. Capacity Building of the Tourism Community and Tourism Business Actors

Implementation of Capacity Building of the Tourism Community and Tourism Business Actors is carried out in the form of training.

1. Culinary Offerings Innovation and Hygiene Improvement Training

a. Purpose and Goals

The training aims to increase the knowledge, motivation, and ability of culinary business managers in innovating and improving the hygiene of their culinary offerings to make them more qualified and valuable. The objectives that must be achieved from this training:

- 1) participants know and understand the importance of innovation and hygiene in culinary offerings;
- 2) participants know and understand the various national and international standards and regulations regarding hygiene in culinary presentation;
- 3) participants know and understand the principles of creativity and innovation for culinary offerings;
- 4) participants gain experience in innovating and applying hygiene in culinary offerings.

b. Training Methods

The Training is held by the following methods:

- ± 37.50% delivery of materials;
- ± 12.50% discussion and group work;
- ± 50.00% field visits.

c. Length of Training Time

The Training is held for 32 hours of training in 4 (four) days, with one hour of training being 45 minutes.

d. Target Participants

There are 40 participants in the Training and have never participated in the Training, and at least consist of elements of:

- 1) culinary business managers;
- 2) employees in the food and beverage service business.

e. Resource Person/Teacher/Instructor/Facilitator

- 1) Resource persons/teachers/instructors/facilitators must meet the following requirements:
 - a) have knowledge, expertise, and experience in innovating culinary offerings;
 - b) have knowledge, expertise, and experience in assessing the hygiene of culinary offerings;
 - c) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
 - d) physically and mentally healthy.
- 2) Resource persons/teachers/instructors/facilitators come from at least the following elements:
 - a) Regional Apparatus administering health affairs;
 - b) Regional Apparatus administering tourism affairs;
 - c) academics with competencies in culinary presentation;
 - d) academics with competencies in culinary hygiene.

- 3) Resource persons/teachers/instructors/facilitators are prioritized from the regencies/cities concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.
- f. Main Material
- The Training covers at least the following material:
- 1) Presentation Material 1: Indonesia's Culinary Ecosystem
Duration: 2 hours of training (90 minutes)
Main material:
 - a) basic understanding of important culinary terms;
 - b) history of culinary evolutions in the world and Indonesia;
 - c) important culinary components and their interrelationships in an ecosystem;
 - d) presentation process in the culinary ecosystem;
 - e) changes in consumer behavior and needs for culinary offerings now and in the future;
 - f) the importance of innovation and hygiene in culinary offerings;
 - g) examples of innovative and hygienic culinary offerings according to national and international standards.
 - 2) Presentation Material 2: Culinary Innovation and Hygiene: Problems and Challenges
Duration: 2 hours of training (90 minutes)
Main material:
 - a) Local Government policies, strategies, programs to create innovation and hygiene of culinary offerings in tourism destinations and tourist attractions;
 - b) hygiene conditions and the development of innovative culinary offerings in regencies/cities;
 - c) strengths and weaknesses of efforts to improve hygiene and innovation of culinary offerings that have been implemented in regencies/cities;
 - d) Local Government challenges in implementing innovative and hygienic culinary offerings in tourism destinations/tourist attractions according to standards.
 - 3) Presentation Material 3: Offerings Culinary Hygiene Standards and Requirements in Indonesia and the World
Duration: 3 hours of training (135 minutes)
Main material:
 - a) Indonesian laws and regulations governing culinary hygiene and their provisions;
 - b) Indonesian National Standards (SNI) and other provisions on culinary hygiene and the provisions in it;

- c) Indonesian National Standards and other provisions on culinary packaging and the provisions in it;
 - d) the process of obtaining a certificate/label of compliance with culinary hygiene standards;
 - e) problems and challenges in implementing hygiene standards in culinary offerings;
 - f) examples of national and/or international standard culinary products and packaging (already SNI).
- 4) Presentation Material 4: Creativity and Innovation in Culinary Presentation
Duration: 3 hours of training (135 minutes)
Main material:
- a) definition of creativity and innovation;
 - b) principles in creating and innovating culinary offerings;
 - c) important stages/steps in innovating culinary offerings;
 - d) skills and abilities of human resources needed to innovate culinary offerings;
 - e) utilization of technology in creating and innovating for culinary presentation;
 - f) key to success in innovating culinary offerings;
 - g) various examples of creativity and innovation in the culinary presentation and offerings process.
- 5) Presentation Material 5: Culinary Marketing in Communicating Culinary Innovation and Hygiene
Duration: 2 hours of training (90 minutes)
Main material:
- a) marketing in culinary;
 - b) responsible marketing principles in culinary marketing;
 - c) the importance of knowledge about consumers;
 - d) communicate the innovation and hygiene of culinary offerings to consumers (verbal and visual);
 - e) promotion and sales techniques and media in culinary marketing;
 - f) examples of advertisements and promotional programs that communicate culinary innovation and hygiene.
- 6) Presentation Material 5: Conceptualization of Innovation and Hygiene of Culinary Dishes for Trainees
Duration: 4 hours of training (180 minutes)
Main material:
- a) participants' culinary presentation concepts to improve the hygiene of culinary offerings;
 - b) participants' culinary presentation concepts to improve the innovation of culinary offerings;
 - c) follow-up steps that participants will take to improve hygiene and innovation in their culinary offerings.
- 7) Practice Material: Practical Application of Innovation and Hygiene in Culinary Offerings
Duration: 16 hours of training (720 minutes)
Main material:
- a) Practical Application of Innovation in Culinary Offerings;

b) Practical Application of Hygiene in Culinary Offerings.
Mechanism of Practice:

The practice mechanism is assigned to the Local Government as the training organizer. Examples of practice mechanisms that can be applied are as follows:

- a) participants are divided into 5 (five) groups of 8 (eight) participants each;
- b) Practice activities start from shopping for culinary ingredients and innovative and hygienic packaging to serving them according to standards.

Practice Equipment:

Examples of Training Practices equipment that can be provided include:

- a) culinary ingredients according to the culinary that the group will make (5 packages);
- b) culinary packaging materials according to what the group will make (5 packages);
- c) cooking utensils and making packaging (rental) (5 packages);
- d) gloves (84 pairs).

2. Nature Tour Guide Training (diving, surfing, water tourism safety guides, rafting, mountain tourism, ecotourism, geotourism, caving, and paragliding)

2.1 Diving Tour Guide Training

a. Purpose and Goals

The Training aims to improve the knowledge, motivation and competence of dive tour guides in order to meet the Indonesian National Work Competency Standards (SKKNI) in the field of Dive Tour Guiding. The objectives to be achieved from this training:

- 1) participants know and understand basic and advanced skills in diving;
- 2) participants know and understand guiding management, equipment and supplies for dive safety, and the importance of and how to recognize dive sites;
- 3) participants know and understand the technicalities of diving tour guiding;
- 4) participants know and understand the process of evaluating diving activities.

b. Training Methods

The Training is held by the following methods:

- ± 37.50% delivery of materials;
- ± 12.50% discussion and group work;
- ± 50.00% practice/exercise.

c. Length of Training Time

The Training is held for 32 hours of training in 4 (four) days, with one hour of training being 45 minutes.

d. Target Participants

There are 40 participants in the Training and certified with a minimum certificate of Advanced Diver and have never participated in diving training funded by the State Budget.

e. Teacher/Instructor

- 1) Teachers/Instructors must meet the following requirements:
 - a) affiliated with a acknowledged diving organization in Indonesia on the assignment of a diving tour operator;
 - b) have a diving instructor certificate;
 - c) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
 - d) physically and mentally healthy.
- 2) Teachers/Instructors come from at least the following elements:
 - a) diving associations in Indonesia; and/or
 - b) national and international dive training agency that is certified in Indonesia
- 3) Teachers/Instructors are prioritized from the regencies/cities concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.

f. Main Material

The Training covers at least the following material:

- 1) Presentation Material 1: Basic Knowledge of Diving
Duration: 3 hours of training (135 minutes)

Main material:

- a) basic definition of important diving terms;
- b) types, functions and uses of diving equipment according to recreational diving standards;
- c) effect of the laws of physics on diving;
- d) types, causes and management of diving diseases according to diving theory;
- e) recognize the basic conditions of the diving environment;
- f) communication with hand signals;
- g) diving planning with dive tables and dive computers;
- h) management of safe air use.

- 2) Presentation Material 2: Basic Diving Skills
Duration: 3 hours of training (135 minutes)

Main material:

- a) some basic diving skills techniques;
- b) techniques for putting on and taking off scuba equipment;
- c) ability to implement pre-dive safety procedures;
- d) techniques for entering and exiting the water using diving equipment;

- e) buoyancy management techniques;
 - f) procedures descend into the depths and rise to the surface of the water;
 - g) handling emergency situations of running out of air in the water;
 - h) identify types of diving equipment, their functions and uses;
 - i) diving equipment inspection and maintenance procedures;
 - j) presentation of basic diving skills techniques and diving equipment maintenance.
- 3) Presentation Material 3: Planning, Organizing and Controlling Diving Activities
Duration: 3 hours of training (135 minutes)
Main material:
- a) preparing diving equipment and supplies and supporting equipment for tourists and diving tour guides;
 - b) organizing and controlling diving activities;
 - c) delivering briefings before and after diving activities.
- 4) Presentation Material 4: Emergency Procedures for Diving Activities
Duration: 3 hours of training (135 minutes)
Main material:
- a) identification and management of emergencies related to specific natural environments;
 - b) preparing emergency procedures;
 - c) skills in using oxygen unit equipment;
 - d) developing and implementing emergency action plan procedures;
 - e) equipment and supplies for divers' safety in emergencies.
- 5) Group Discussion Materials: Evaluation of Diving Tourism Guiding Based on Participants' Experiences
Duration: 4 hours of training (180 minutes)
Main material:
- a) strengths and weaknesses of the participants' diving tour guiding practices so far;
 - b) strengths and weaknesses of the participants' handling of diving emergencies so far, including their equipment and supplies;
 - c) follow-up steps that participants will take to improve the quality of diving tour guiding according to SKKNI.
- 6) Practice Material: Practice of Implementation of Diving Tourism Guiding according to SKKNI
Duration: 16 hours of training (720 minutes)
Main material:
- a) Practice of the application of basic diving skill techniques;
 - b) Practice of equipment inspection for diving safety and emergencies;
 - c) Practice of the application of diving equipment maintenance;

d) Practice of handling diving emergencies.

Mechanism of Practice:

The practice mechanism is assigned to the Local Government as the training organizer. Examples of practice mechanisms that can be applied are as follows:

- a) participants are divided into 5 (five) groups of 8 (eight) participants each;
- b) each group practices the technical application of basic diving skills and equipment inspection for diving safety and emergencies in one practical day (8 hours of training);
- c) each group practices the application of dive equipment maintenance and emergency dive handling in one day of practice (8 hours of training).

Practice Equipment:

Examples of Training Practices equipment that can be provided include:

- a) masks and snorkels (12 packages);
- b) fins and/or with booties (12 packs);
- c) diving suits (12 units);
- d) air tubes (12 units);
- e) regulators with alternative air sources (12 units);
- f) instruments (pressure gauge, depth gauge, compass, dive computer) (12 packages);
- g) BCD (Buoyancy Control Device) (12 units);
- h) ballast systems (12 units);
- i) signaling devices (audible and visual) (12 units);
- j) dive safety handling equipment supplies (7 packages).

2.2 Surfing Tour Guide Training

a. Purpose and Goals

The Training aims to improve the knowledge, motivation, and competence of surfing tour guides so that they can be more professional and provide better quality services for tourists. The objectives to be achieved from this training:

- 1) participants know and understand the basic knowledge and skills in surfing;
- 2) participants know and understand guiding management, equipment and supplies for surf safety, as well as the importance and how to recognize surfing locations;
- 3) participants know and understand surfing techniques.

b. Training Methods

The Training is held by the following methods:

- ± 37.50% delivery of materials;
- ± 12.50% discussion and group work;
- ± 50.00% practice/exercise.

c. Length of Training Time

The Training is held for 32 hours of training in 4 (four) days, with one hour of training being 45 minutes.

- d. Target Participants
There are 40 participants in the Training, surfers have practiced surf tour guiding, and have never participated in surfing training funded by the State Budget.
- e. Teacher/Instructor
- 1) Teachers/Instructors must meet the following requirements:
 - a) affiliated with a acknowledged surfing organization in Indonesia;
 - b) has experience as a surf tour guide training instructor;
 - c) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
 - d) physically and mentally healthy.
 - 2) Teachers/Instructors are members of a certified surfing association in Indonesia;
 - 3) Teachers/Instructors are prioritized from the regencies/cities concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.
- f. Main Material
The Training covers at least the following material:
- 1) Presentation Material 1: Basic Knowledge of Surfing
Duration: 3 hours of training (135 minutes)
Main material:
 - a) basic definition of important surfing terms;
 - b) types, functions and uses of surfing equipment;
 - c) types, causes and management of diving diseases according to diving theory;
 - d) recognize the basic conditions of the surfing environment (wave season, tides, wave ladder, wind direction).
 - 2) Presentation Material 2: Basic Surfing Skills
Duration: 3 hours of training (135 minutes)
Main material:
 - a) some basic surfing skills techniques;
 - b) identify types of surfing equipment, their functions and uses;
 - c) surfing equipment inspection and maintenance procedures;
 - d) presentation of basic surfing skills techniques and surfing equipment maintenance.
 - 3) Presentation Material 3: Planning, Organizing and Controlling Surfing Activities
Duration: 3 hours of training (135 minutes)

- Main material:
- a) recognizing the profile and needs of tourists;
 - b) preparing surfing equipment and supplies and supporting equipment for tourists and surfing tour guides;
 - c) organizing and controlling surfing activities;
 - d) delivering briefings before and after surfing activities.
- 4) Presentation Material 4: Emergency Procedures for Surfing Activities
Duration: 3 hours of training (135 minutes)
Main material:
- a) how to save yourself from being injured;
 - b) preparing emergency procedures;
 - c) skills in using equipment and supplies;
 - d) developing and implementing emergency action plan procedures.
- 5) Group Discussion Materials: Evaluation of Surfing Tourism Guiding Based on Participants' Experiences
Duration: 4 hours of training (180 minutes)
Main material:
- a) strengths and weaknesses of the participants' surfing tour guiding practices so far;
 - b) strengths and weaknesses of the participants' handling of surfing emergencies so far, including their equipment and supplies;
 - c) follow-up steps that participants will take to improve the quality of surfing tour guiding according to SKKNI.
- 6) Practice Material: Practice of Implementation of Surfing Tourism Guiding according to SKKNI
Duration: 16 hours of training (720 minutes)
Main material:
- a) Practice of the application of basic surfing skill techniques;
 - b) Practice of the implementation of surfing tourism guiding;
 - c) Practice of surfing equipment inspection;
 - d) Practice of handling surfing emergencies.
- Mechanism of Practice:
The practice mechanism is assigned to the Local Government as the training organizer. Examples of practice mechanisms that can be applied are as follows:
- a) participants are divided into 5 (five) groups of 8 (eight) participants each;
 - b) each group practices the technical application of basic surfing skills and equipment inspection for surfing safety and emergencies in one practical day (8 hours of training);
 - c) each group practices the application of surfing equipment maintenance and emergency surf handling in one day of practice (8 hours of training).

Practice Equipment:

Examples of Training Practices equipment that can be provided include:

- a) surfing clothes (5 packages);
- b) fins (5 pairs);
- c) leash (5 packages);
- d) wax (5 packages);
- e) surfboards (5 units);
- f) outdoor first aid (5 packages).

2.3 Water Tourism Safety Guide Training

a. Purpose and Goals

The Training aims to improve the knowledge, motivation, and competence of water tourism safety guides in order to meet the SKKNI of Water Tourism Safety Guides. The objectives to be achieved from this training:

- 1) participants know and understand the management and handling of accident prevention;
- 2) participants know and understand how to provide assistance in the event of an accident.

b. Training Methods

The Training is held by the following methods:

- ± 37.50% delivery of materials;
- ± 12.50% discussion and group work;
- ± 50.00% practice/exercise.

c. Length of Training Time

The Training is held for 32 hours of training in 4 (four) days, with one hour of training being 45 minutes.

d. Target Participants

There are 40 participants in the Training, who are members of the Indonesian Surf Life Saving Association (Balawista) at tourists' attractions, and have never participated in surfing training funded by the State Budget.

e. Teacher/Instructor

1) Teachers/Instructors must meet the following requirements:

- a) have a certificate of water tourism safety guiding instructor;
- b) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
- c) physically and mentally healthy.

2) Teachers/Instructors must at least come from:

- a) International Life Saving Association; and/or
- b) Indonesian Surf Life Saving Association (Balawista).

3) Teachers/Instructors are prioritized from the regencies/cities concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from

other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.

f. Main Material

The Training covers at least the following material:

1) Presentation Material 1: Planning and Preparing Activities

Duration: 3 hours of training (135 minutes)

Main material:

- a) identify work plans;
- b) formulate work requirements;
- c) inventory of necessary equipment and supplies;
- d) feasibility's inspection of equipment and supplies;
- e) equipment and supplies maintenance.

2) Presentation Material 2: Monitoring and Rescue

Duration: 3 hours of training (135 minutes)

Main material:

- a) monitoring and rescue activities;
- b) design and conduct monitoring and rescue coordination activities;
- c) signage monitoring;
- d) identification of changes in environmental conditions to watch out for;
- e) interaction and guidance to tourists;
- f) suspension of tourist activities.

3) Presentation Material 3: Victim Assistance and Handling

Duration: 3 hours of training (135 minutes)

Main material:

- a) activities in victim assistance and handling;
- b) victim assistance and handling equipment and supplies;
- c) assistance to drowning victims;
- d) handling of emergencies and follow-up victim assistance;
- e) demonstration of victim assistance and handling.

4) Presentation Material 4: Evaluation of Rescue Activities

Duration: 3 hours of training (135 minutes)

Main material:

- a) evaluation of data on the implementation of security and rescue handling activities at water attractions;
- b) managing complaints, suggestions, and compliments on the implementation of water tourism safety guiding activities;
- c) how to prepare evaluation reports.

5) Group Discussion Materials: Evaluation of Rescue and Handling Safety Activities Based on Participants' Experiences

Duration: 4 hours of training (180 minutes)

Main material:

- a) strengths and weaknesses of the rescue and handling safety activities that the participants have carried out so far;
 - b) strengths and weaknesses of the safety equipment and supplies owned by the participants' organizations;
 - c) prepare activity plans;
 - d) prepare evaluation reports.
- 6) Practice Material: Practice of Implementation of Victim Rescue and Handling to SKKNI
Duration: 16 hours of training (720 minutes)

Main material:

- a) Practice of monitoring and rescue;
- b) Practice of victim rescue handling;
- c) Practice of follow-up victim handling;
- d) Practice of maintenance and treatment of rescue and victim handling equipment and supplies.

Mechanism of Practice:

The practice mechanism is assigned to the Local Government as the training organizer. Examples of practice mechanisms that can be applied are as follows:

- a) participants are divided into 5 (five) groups of 8 (eight) participants each;
- b) each group practices monitoring, rescuing, and handling victim rescues in one practical day (8 hours of training);
- c) each group practices follow-up victim handling and maintenance and treatment of rescue and victim handling equipment and supplies in one practical day (8 hours of training).

Practice Equipment:

Examples of Training Practices equipment that can be provided include:

- a) helper board (5 packages);
- b) buoy (10 units);
- c) inflatable boat (5 units);
- d) communication tools (5 packages);
- e) oxygen unit (5 packages);
- f) whistle (10 units);
- g) first aid kit (5 packages);
- h) stretcher (5 packages);
- i) binoculars (5 packages);
- j) loudspeaker (5 packages);
- k) mannequin for CPR training (5 packages).

2.4 Rafting Guide Training

a. Purpose and Goals

The Training aims to improve the knowledge, motivation, and competence of rafting tour guide in order to meet the SKKNI of Rafting Guides. The objectives to be achieved from this training:

- 1) participants know and understand how to plan, prepare and lead rafting trips;

- 2) participants know and understand safety management and emergency handling;
 - 3) participants know and understand the importance of developing knowledge about river characteristics, rapids, and interpretation in rafting tourism.
- b. Training Methods
- The Training is held by the following methods:
- ± 37.50% delivery of materials;
 - ± 12.50% discussion and group work;
 - ± 50.00% practice/exercise.
- c. Length of Training Time
- The Training is held for 32 hours of training in 4 (four) days, with one hour of training being 45 minutes.
- d. Target Participants
- There are 40 participants in the Training, practicing rafting tour guides are preferred, and have never participated in surfing training funded by the State Budget.
- e. Resource Person/Teacher/Instructor/Facilitator
- 1) Teachers/Instructors must meet the following requirements:
 - a) have a rafting guide certificate;
 - b) have at least 2 (two) years of experience as a rafting tour guide;
 - c) have experience of at least 100 (one hundred) trips of rafting tourism activities as a trip leader;
 - d) accredited with unlimited qualifications;
 - e) must have been an instructor in at least 3 (three) trainings and competency exams for rafting tour guides or trip leaders;
 - f) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
 - g) physically and mentally healthy.
 - 2) Teachers/Instructors must at least come from:
 - a) Rafting Tourism Business Association; and/or
 - b) Rafting Tourism Business.
 - 3) Teachers/Instructors are prioritized from the regencies/cities concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.
- f. Main Material
- The Training covers at least the following material:
- 1) Presentation Material 1: Planning and Preparing for a Rafting Trip
Duration: 2 hours of training (90 minutes)

- Main material:
- a) planning rafting tourism activities;
 - b) managing the itinerary;
 - c) overcoming delays in activity schedules;
 - d) overcoming unexpected events;
 - e) owning and preparing boats;
 - f) preparing tools and equipment for guides;
 - g) preparing tools and equipment for the boat crew;
 - h) preparing and carrying rescue tools and equipment, first aid kit;
 - i) preparing boat repair tools and equipment;
 - j) organizing equipment and supplies in a boat;
 - k) maintaining the safety of tools and equipment in the field.
- 2) Presentation Material 2: Leading the Boat Crew During Rafting
Duration: 2 hours of training (90 minutes)
Main material:
- a) important things to do as a leader;
 - b) resolve conflicts and issues with guests and fellow colleagues during rafting;
 - c) recognize the situation and conditions when performing guiding duties;
 - d) cooperation with colleagues in carrying out guiding duties.
- 3) Presentation Material 3: Safety Briefing and Rafting Technique Debriefing
Duration: 2 hours of training (90 minutes)
Main material:
- a) recognizing river conditions, potential hazards, and possible risks;
 - b) some explanations to be given and demonstrated to guests/boat crew;
 - c) recognizing, traversing, and controlling rapids and boats on the river;
 - d) demonstrations provide safety briefings and debriefings on rafting techniques.
- 4) Presentation Material 4: Anticipation and Handling of Emergency Situations and Conditions
Duration: 2 hours of training (90 minutes)
Main material:
- a) self-rescue procedures during emergency situations and conditions;
 - b) rescue procedures for colleagues and other crew members;
 - c) procedures for handling drifting equipment and supplies;
 - d) procedures resumed the rafting activities.
- 5) Presentation Material 5: Interpretation in Rafting Tour Guide
Duration: 2 hours of training (90 minutes)
Main material:
- a) preparing, compiling and testing information on rafting sites and their relevance to local social and

- cultural aspects, uniqueness and distinctiveness of landscapes and ecology;
- b) preparing materials and equipment to support interpretation;
 - c) presenting interpretations to tourists;
 - d) developing and updating knowledge on tourism and rafting.
- 6) Presentation Material 6: Organizing Rafting Tourism Activities during the Corona Virus Disease 2019 (Covid-19) Handling Period
Duration: 2 hours of training (90 minutes)
Main material:
- a) guidelines for the implementation of cleanliness, health, safety, and environmental sustainability in rafting tourism;
 - b) certification of cleanliness, health, safety and environmental sustainability for rafting tourism businesses.
- 7) Group Discussion Materials: Evaluation of Rafting Tourism Guiding Activities Based on Participants' Experiences
Duration: 4 hours of training (180 minutes)
Main material:
- a) strengths and weaknesses of rafting tourism guiding activities conducted by participants so far;
 - b) strengths and weaknesses of the participants' efforts to recognize, traverse and control rapids and boats so far;
 - c) strengths and weaknesses of the participants' efforts to anticipate and handle emergency situations and conditions when guiding rafting tourism so far;
 - d) follow-up steps to be taken by participants to improve the quality of rafting tourism guiding.
- 8) Practice Material: Practice of Rafting Tourism Guiding according to SKKNI and Covid-19 Protocol
Duration: 16 hours of training (720 minutes)
Main material:
- a) practice planning and preparing for rafting tourism activities;
 - b) practice recognizing, traversing, and controlling rapids and boats;
 - c) practice handling emergency situations and conditions.
- Mechanism of Practice:
The practice mechanism is assigned to the Local Government as the training organizer. Examples of practice mechanisms that can be applied are as follows:
- a) participants are divided into 5 (five) groups of 8 (eight) participants each;
 - b) each group practices planning and preparing rafting tourism activities as well as recognizing, traversing and controlling rapids and boats in one day of practice (8 hours of training);

- c) each group practices handling emergency situations and conditions in one day of practice (8 hours of training).

Practice Equipment:

Examples of Training Practices equipment that can be provided include:

- a) inflatable boats/kayaks/canoes, or others with a capacity of 10 people (5 units)
- b) paddles (5 pairs);
- c) buoys (10 units);
- d) life jackets (42 units);
- e) throwing rope, reversing rope, whistle, rescue knife (10 packs);
- f) communication tools (5 pairs);
- g) first aid kit (5 units).

2.5 Mountain Tour Guide Training

a. Purpose and Goals

The Training aims to improve the knowledge, motivation, and competence of mountain tour guide in order to meet the SKKNI of Mountain Guides. The objectives to be achieved from this training:

- 1) participants know and understand how to plan, prepare, and lead a climbing trip;
- 2) participants know and understand safety management and mountain hazard handling;
- 3) participants know and understand interpretation in mountain tourism.

b. Training Methods

The Training is held by the following methods:

- ± 37.50% delivery of materials;
- ± 12.50% discussion and group work;
- ± 50.00% practice/exercise.

c. Length of Training Time

The Training is held for 32 hours of training in 4 (four) days, with one hour of training being 45 minutes.

d. Target Participants

There are 40 participants in the Training, practicing mountain tour guides, member of a mountain tour guide association, and/or affiliated with volcano area operators are preferred, and have never participated in training funded by the State Budget.

e. Teacher/Instructor

1) Teachers/Instructors must meet the following requirements:

- a) have a mountain tour guide certificate adjusted to the provisions of SKKNI;
- b) has been practicing as a mountain tour guide for at least 2 (two) years;
- c) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
- d) physically and mentally healthy.

2) Teachers/Instructors are members of a certified mountain tour guide association in Indonesia.

- 3) Teachers/Instructors are prioritized from the regencies/cities concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.
- f. Main Material
- The Training covers at least the following material:
- 1) Presentation Material 1: Planning and Preparing for a Mountain Tourism Climbing Trip
Duration: 2 hours of training (90 minutes)
Main material:
 - a) activities in the preparation stage;
 - b) climbing travel documents;
 - c) preparation of climbing logistics;
 - d) coordinating the climbing schedule;
 - e) sample trip plans and climbing equipment and supplies.
 - 2) Presentation Material 2: Recognizing and Guiding Mountain Climbing Tourists
Duration: 2 hours of training (90 minutes)
Main material:
 - a) recognize the profile and needs of the climbing tourists to be guided;
 - b) principles of climbing tourist services;
 - c) things that should be explained to tourists before climbing;
 - d) climbing techniques that must be explained to tourists;
 - e) skills that should be taught to tourists (rigging, handling emergencies);
 - f) management of tourist trips during climbs.
 - 3) Presentation Material 3: Perform a Terrain and Weather Orientation
Duration: 2 hours of training (90 minutes)
Main material:
 - a) terrain reading techniques, terrain markings, and using navigation tools;
 - b) procedures for determining climbing routes, about mountain terrain conditions, flora and fauna conditions, and acclimatization techniques;
 - c) identify weather changes and manage weather information from local communities;
 - d) demonstration of terrain and weather reading techniques.
 - 4) Presentation Material 4: Mountain Hazard Handling
Duration: 2 hours of training (90 minutes)

Main material:

- a) subjective and objective hazard condition identification procedures;
 - b) management of responses to hazard events;
 - c) search and rescue techniques;
 - d) jungle survival techniques.
- 5) Presentation Material 5: Interpretation in Mountain Tour Guiding
Duration: 2 hours of training (90 minutes)
Main material:
- a) prepare and compile information on the natural conditions as well as the ethics and culture of the people at the climbing site and its surroundings;
 - b) prepare materials and equipment to support interpretation;
 - c) presenting interpretations to tourists;
 - d) develop and update knowledge about the natural and cultural environment.
- 6) Presentation Material 6: Organizing Mountain Tour Guiding Activities during the Corona Virus Disease 2019 (Covid-19) Handling Period
Duration: 2 hours of training (90 minutes)
Main material:
- a) guidelines for the implementation of cleanliness, health, safety, and environmental sustainability in mountain climbing tourism;
 - b) certification of cleanliness, health, safety and environmental sustainability for mountain tourist attraction.
- 7) Group Discussion Materials: Evaluation of Mountain Tourism Guiding Activities Based on Participants' Experiences
Duration: 4 hours of training (180 minutes)
Main material:
- a) strengths and weaknesses of mountain tourism guiding practices conducted by participants so far;
 - b) strengths and weaknesses of the participants' handling of mountain hazards so far, including tools and equipment;
 - c) follow-up steps that participants will take to improve the quality of mountain tourism guiding according to SKKNI and Covid-19 protocols.
- 8) Practice Material: Practice of Mountain Tourism Guiding according to SKKNI and Covid-19 Protocol
Duration: 16 hours of training (720 minutes)
Main material:
- a) practice planning and preparing for mountain tourism activities;
 - b) practice performing a terrains and weather orientation;
 - c) practice using mountain tourism guiding techniques;
 - d) practice handling mountain hazard situations and conditions.

Mechanism of Practice:

The practice mechanism is assigned to the Local Government as the training organizer. Examples of practice mechanisms that can be applied are as follows:

- a) participants are divided into 5 (five) groups of 8 (eight) participants each;
- b) each group practices planning and preparing mountain tourism activities as well as performing terrain and weather orientation in one day of practice (8 hours of training);
- c) each group practices using mountain tourism guiding techniques and handling mountain hazard situations and conditions in one day of practice (8 hours of training).

Practice Equipment:

Examples of Training Practices equipment that can be provided include:

- a) communication tools (5 pairs);
- b) loudspeakers (5 units);
- c) interpretation equipment (5 packages);
- d) mountain safety first aid kits (5 packages);
- e) fire extinguishers (5 units).

2.6 Ecotourism Guide Training

a. Purpose and Goals

The Training aims to improve the knowledge, motivation, and competence of ecotourism guide in order to meet the SKKNI of Ecotourism Guides. The objectives to be achieved from this training:

- 1) participants know and understand how to plan, prepare and implement ecotourism guiding;
- 2) participants know and understand how to plan and implement activities that have low negative environmental and socio-cultural impacts;
- 3) participants know and understand how to prepare and present ecotourism information.

b. Training Methods

The Training is held by the following methods:

- ± 37.50% delivery of materials;
- ± 12.50% discussion and group work;
- ± 50.00% practice/exercise.

c. Length of Training Time

The Training is held for 32 hours of training in 4 (four) days, with one hour of training being 45 minutes.

d. Target Participants

There are 40 participants in the Training, practicing ecotourism tour guides are preferred, and have never participated in training funded by the State Budget.

e. Teacher/Instructor

- 1) Teachers/Instructors must meet the following requirements:
 - a) have an ecotourism tour guide certificate;
 - b) has been practicing as an ecotourism tour guide for at least 2 (two) years;

- c) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
- d) physically and mentally healthy.
- 2) Teachers/Instructors are at least from the elements:
 - a) guide associations that practice ecotourism;
 - b) Indonesian Tour Guide Association;
 - c) academics in the field of biology;
 - d) academics/practitioners in the field of tourism, especially tourism interpretation.
- 3) Teachers/Instructors are prioritized from the regencies/cities concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.

f. Main Material

The Training covers at least the following material:

- 1) Presentation Material 1: Planning and Preparing for a Ecotourism Guiding
Duration: 2 hours of training (90 minutes)
Main material:
 - a) basic knowledge of ecotourism;
 - b) stages of planning ecotourism trips;
 - c) factors that should be considered in planning ecotourism trips;
 - d) steps to be taken in implementing the itinerary;
 - e) steps to be taken to address unexpected events.
- 2) Presentation Material 2: Recognizing and Guiding Ecotourists
Duration: 2 hours of training (90 minutes)
Main material:
 - a) recognize the profile and needs of the tourists to be guided;
 - b) principles of ecotourist services;
 - c) things that should be explained to tourists before going on an ecotourism trip;
 - d) ecotourism trip management.
- 3) Presentation Material 3: Building Relationships with Communities and Colleagues
Duration: 2 hours of training (90 minutes)
Main material:
 - a) identification of communities and colleagues related to ecotourism trips;
 - b) good communication and coordination with the communities and colleagues;
 - c) manage requests and suggestions from the public and colleagues;

- d) make a deal.
- 4) Presentation Material 4: Organizing Tourism Activities that Minimize Negative Impacts on the Environment and Socio-Culture
Duration: 2 hours of training (90 minutes)
Main material:
- steps to minimize negative impacts;
 - do's and don'ts of behavior towards the natural environment and its impacts;
 - symptoms of change and impacts associated with tourism activities undertaken.
- 5) Presentation Material 5: Interpretation in Ecotourism Guiding
Duration: 2 hours of training (90 minutes)
Main material:
- preparing and compiling information about the natural conditions as well as the ethics and culture of the people at the ecotourism trip site;
 - preparing materials and equipment to support interpretation;
 - presenting interpretation according to the profile and information needs of tourists;
 - developing and updating knowledge about ecotourism, nature and culture.
- 6) Presentation Material 6: Organizing Ecotourism Activities during the Corona Virus Disease 2019 (Covid-19) Handling Period
Duration: 2 hours of training (90 minutes)
Main material:
- guidelines for the implementation of cleanliness, health, safety, and environmental sustainability in conducting activities at tourist attractions;
 - certification of cleanliness, health, safety, and environmental sustainability for tourist attractions.
- 7) Group Discussion Materials: Evaluation of Ecotourism Guiding Practices Based on Participants' Experiences
Duration: 4 hours of training (180 minutes)
Main material:
- strengths and weaknesses of ecotourism planning, preparation, and guiding that participants have done;
 - strengths and weaknesses of organizing tourism activities that minimize negative impacts on the environment and socio-culture that participants have done in ecotourism guiding practices;
 - strengths and weaknesses of ecotourism interpretation implementation that participants have done in ecotourism guiding practice;
 - follow-up actions that the participants will take to improve their ecotourism guiding.
- 8) Practice Material: Practice of Ecotourism Guiding according to SKKNI and Covid-19 Protocol
Duration: 16 hours of training (720 minutes)

Main material:

- a) practice planning and preparing for ecotourism activities;
- b) practice organizing tourism activities that minimize negative environmental and socio-cultural impacts;
- c) practice guiding tourists and conducting interpretation in ecotourism activities.

Mechanism of Practice:

The practice mechanism is assigned to the Local Government as the training organizer. Examples of practice mechanisms that can be applied are as follows:

- a) participants are divided into 5 (five) groups of 8 (eight) participants each;
- b) each group practices planning and preparing ecotourism activities and organizing tourism activities that minimize negative impacts on the environment and socio-culture in one day of practice (8 hours of training);
- c) Each group practices guiding tourists and conducting interpretation on ecotourism activities in one day of practice (8 hours of training).

Practice Equipment:

Examples of Training Practices equipment that can be provided include:

- a) communication tools (10 pairs);
- b) loudspeakers (5 units);
- c) interpretation equipment (5 packages);
- d) first aid kits (5 packages).

2.7 Geo-tourism Guide Training

a. Purpose and Goals

The Training aims to improve the knowledge, motivation, and competence of ecotourism guide in order to meet the SKKNI of Geo-tourism Guides. The objectives to be achieved from this training:

- 1) participants know and understand how to plan and implement geo-tourism guiding;
- 2) participants know and understand how to plan and implement activities that have low negative environmental and socio-cultural impacts;
- 3) participants know and understand how to prepare and present geo-tourism information.

b. Training Methods

The Training is held by the following methods:

- ± 37.50% delivery of materials;
- ± 12.50% discussion and group work;
- ± 50.00% practice/exercise.

c. Length of Training Time

The Training is held for 32 hours of training in 4 (four) days, with one hour of training being 45 minutes.

d. Target Participants

There are 40 participants in the Training, practicing geo-tourism tour guides are preferred, and have never participated in training funded by the State Budget.

e. Teacher/Instructor

1) Teachers/Instructors must meet the following requirements:

- a) has been practicing as a geo-tourism tour guide for at least 2 (two) years;
- b) has been practicing as a geo-tourism guide assessor;
- c) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
- d) physically and mentally healthy.

2) Teachers/Instructors are prioritized from the regencies/cities concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.

f. Main Material

The Training covers at least the following material:

1) Presentation Material 1: Organizing and Managing Geo-tourism Trip

Duration: 2 hours of training (90 minutes)

Main material:

- a) basic definitions of tourism and geo-tourism trips;
- b) stages of organizing a geo-tourism trip;
- c) recognizing tourism destinations and geo-tourists;
- d) preparing geo-tourism travel equipment and supplies;
- e) handling of geo-tourists during guiding;
- f) time management in organizing geo-tourism trips.

2) Presentation Material 2: Geo-tourism Information for Tourism Guiding

Duration: 3 hours of training (135 minutes)

Main material:

- a) identification of information needs for geo-tourism guiding;
- b) basic principles of using information for geo-tourism guiding;
- c) important general and geo-tourism information in geo-tourism guiding;
- d) presentation of geo-tourism information for tourists.

- 3) Presentation Material 3: Organizing Nature and Culture Conservation-Minded Tourism Activities
Duration: 2 hours of training (90 minutes)
Main material:
 - a) steps to organize nature and culture conservation-minded activities;
 - b) managing nature and cultural conservation tourism activities for geo-tourists;
 - c) increase geo-tourists' awareness and appreciation of the natural and cultural environment.
- 4) Presentation Material 4: Interpretation in Geo-tourism Guiding
Duration: 2 hours of training (90 minutes)
Main material:
 - a) Preparing and compiling information on geological diversity and its relationship with biodiversity and cultural diversity;
 - b) preparing materials and equipment to support interpretation;
 - c) presenting interpretation according to the profile and information needs of tourists;
 - d) developing and updating knowledge on geo-tourism, biodiversity and cultural diversity.
- 5) Presentation Material 5: Organizing Geo-tourism Activities during the Corona Virus Disease 2019 (Covid-19) Handling Period
Duration: 2 hours of training (90 minutes)
Main material:
 - a) guidelines for the implementation of cleanliness, health, safety, and environmental sustainability in conducting activities at geo-tourism attractions;
 - b) certification of cleanliness, health, safety, and environmental sustainability for tourist attractions.
- 6) Group Discussion Materials: Evaluation of Geo-tourism Guiding Practices Based on Participants' Experiences
Duration: 4 hours of training (180 minutes)
Main material:
 - a) strengths and weaknesses of geo-tourism planning, preparation, and guiding that participants have done;
 - b) strengths and weaknesses of organizing nature and cultural conservation-based geo-tourism activities that have been carried out by participants in geo-tourism guiding practices;
 - c) strengths and weaknesses of geo-tourism interpretation implementation that participants have done in geo-tourism guiding practices;
 - d) follow-up actions that the participants will take to improve their geo-tourism guiding.
- 7) Practice Material: Practice of Geo-tourism Guiding according to SKKNI and Covid-19 Protocol
Duration: 16 hours of training (720 minutes)

Main material:

- a) practice planning and preparing for geo-tourism activities;
- b) practice organizing nature and cultural conservation-based tourism activities;
- c) practice guiding tourists and conducting interpretation in geo-tourism activities.

Mechanism of Practice:

The practice mechanism is assigned to the Local Government as the training organizer. Examples of practice mechanisms that can be applied are as follows:

- a) participants are divided into 5 (five) groups of 8 (eight) participants each;
- b) each group practices planning and preparing geo-tourism activities and organizing nature and cultural conservation-based tourism activities in one day of practice (8 hours of training);
- c) Each group practices guiding tourists and conducting interpretation on geo-tourism activities in one day of practice (8 hours of training).

Practice Equipment:

Examples of Training Practices equipment that can be provided include:

- a) communication tools (10 pairs);
- b) loudspeakers (5 units);
- c) interpretation equipment (5 packages);
- d) first aid kits (5 packages).

2.8 Cave Tour Guide Training

a. Purpose and Goals

The Training aims to improve the knowledge, motivation, and competence of ecotourism guide in order to meet the SKKNI of Cave Tour Guides. The objectives to be achieved from this training:

- 1) participants know and understand how to plan and implement cave tour guiding;
- 2) participants know and understand the importance of developing knowledge about caves and their environment and interpretation in cave tours.

b. Training Methods

The Training is held by the following methods:

- ± 37.50% delivery of materials;
- ± 12.50% discussion and group work;
- ± 50.00% practice/exercise.

c. Length of Training Time

The Training and Certification is held for 32 hours of training in 4 (four) days, with one hour of training being 45 minutes.

d. Target Participants

There are 40 participants in the Training, practicing cave tour guides are preferred, and have never participated in training funded by the State Budget.

e. Teacher/Instructor

- 1) Teachers/Instructors must meet the following requirements:
 - a) has been practicing as a cave tour guide for at least 2 (two) years;
 - b) has been practicing as a cave guide assessor;
 - c) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
 - d) physically and mentally healthy.
- 2) Teachers/Instructors are prioritized from the regencies/cities concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.

f. Main Material

The Training covers at least the following material:

- 1) Presentation Material 1: Preparation and Practice of Cave Exploration
Duration: 3 hours of training (135 minutes)
Main material:
 - a) basic definition of tourism and characteristics of caves;
 - b) stages of organizing a cave tour;
 - c) recognize the characteristics of the cave and its environment;
 - d) identification of tourist profiles and needs;
 - e) prepare cave tour equipment and supplies.
- 2) Presentation Material 2: Information on Caves and Their Environments for Cave Tour Guides
Duration: 3 hours of training (135 minutes)
Main material:
 - a) collect data and information about the cave and its environment as well as the socio-cultural conditions of the community;
 - b) media guidelines on data and information about the cave and its environment as well as the socio-cultural conditions of the community;
 - c) provide data and information about the cave and its environment for tourists.
- 3) Presentation Material 3: Cave Exploration Safety and Security Management
Duration: 2 hours of training (90 minutes)
Main material:
 - a) safety and security procedures during cave exploration;

- b) important information to convey to tourists about handling emergency conditions;
- c) anticipate and handle emergencies.

4) Presentation Material 4: Interpretation in Cave Tour Guiding

Duration: 2 hours of training (90 minutes)

Main material:

- a) prepare and compile information about the cave and its environment and its relationship to the socio-culture of the community;
- b) prepare materials and equipment to support interpretation;
- c) provide interpretation according to the profile and information needs of tourists;
- d) develop and update knowledge about tourism, caves and their environment.

5) Presentation Material 5: Organizing Cave Tour Activities during the Corona Virus Disease 2019 (Covid-19) Handling Period

Duration: 2 hours of training (90 minutes)

Main material:

- a) guidelines for the implementation of cleanliness, health, safety, and environmental sustainability in performing activities at cave tourist attractions;
- b) certification of cleanliness, health, safety, and environmental sustainability for tourist attractions.

6) Group Discussion Materials: Evaluation of Cave Tour Guiding Practices Based on Participants' Experiences

Duration: 4 hours of training (180 minutes)

Main material:

- a) strengths and weaknesses of the planning, preparation, and implementation of cave tour guiding that participants have done;
- b) strengths and weaknesses of handling cave exploration safety and security;
- c) the strengths and weaknesses of cave tour interpretation implementation that participants have done in cave tour guiding practice;
- d) follow-up actions that the participants will take to improve their cave tour guiding.

7) Practice Material: Practice of Cave Tour Guiding according to SKKNI and Covid-19 Protocol

Duration: 16 hours of training (720 minutes)

Main material:

- a) practice planning and preparing for cave tour activities;
- b) practice guiding tourists and conducting interpretation on cave tour activities;
- c) practice handling emergency conditions in cave exploration.

Mechanism of Practice:

The practice mechanism is assigned to the Local Government as the training organizer. Examples of

practice mechanisms that can be applied are as follows:

- a) participants are divided into 5 (five) groups of 8 (eight) participants each;
- b) each group practices planning and preparing cave tour activities as well as guide tourists and carry out interpretation on cave tour activities in one day of practice (8 hours of training);
- c) Each group practices handling emergencies in cave exploration in one day of practice (8 hours of training).

Practice Equipment:

Examples of Training Practices equipment that can be provided include:

- a) communication tools (10 pairs);
- b) loudspeakers (5 units);
- c) interpretation equipment (5 packages);
- d) first aid kits (5 packages).

2.9 Paragliding Aerospace Tour Guide Training

a. Purpose and Goals

The Training aims to improve the knowledge, motivation, and competence of paragliding aerospace tour guides in order to meet the SKKNI of Paragliding Aerospace Guides. The objectives to be achieved from this training:

- 1) participants know and understand how to plan and conduct paragliding aerospace tour guiding;
- 2) participants recognize and understand the importance of developing knowledge of aviation locations and weather;
- 3) participants know and understand aviation risk management.

b. Training Methods

The Training is held by the following methods:

- ± 37.50% delivery of materials;
- ± 12.50% discussion and group work;
- ± 50.00% practice/exercise.

c. Length of Training Time

The Training is held for 32 hours of training in 4 (four) days, with one hour of training being 45 minutes.

d. Target Participants

There are 40 participants in the Training, practicing paragliding tour guides are preferred, and have never participated in training funded by the State Budget.

e. Teacher/Instructor

- 1) Teachers/Instructors must meet the following requirements:
 - a) has been practicing as a paragliding aerospace tour guide for at least 2 (two) years;
 - b) has been practicing as a paragliding aerospace tour guide assessor;
 - c) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
 - d) physically and mentally healthy.

- 2) Teachers/Instructors are prioritized from the regencies/cities concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.
- f. Main Material
- The Training covers at least the following material:
- 1) Presentation Material 1: Basic Knowledge of Paragliding
Duration: 2 hours of training (90 minutes)
Main material:
 - a) basic definition of paragliding flights;
 - b) aviation administration;
 - c) paragliding aviation regulations;
 - d) paragliding equipment and supplies;
 - e) knowledge of paragliding aviation locations and weather.
 - 2) Presentation Material 2: Planning, Preparing, and Implementing Paragliding Aerospace Tour Guiding
Duration: 3 hours of training (135 minutes)
Main material:
 - a) procedures for planning paragliding aerospace tour guides;
 - b) recognize the profile and needs of tourists as the basis for grouping tourists;
 - c) identify types of disruptions and develop anticipation plans based on the type of disruption;
 - d) communication with tourists;
 - e) tandem paragliding flight techniques.
 - 3) Presentation Material 3: Paragliding Tandem Flight Risk Management
Duration: 3 hours of training (135 minutes)
Main material:
 - a) emergency procedures and action plans;
 - b) emergency handling techniques during flight;
 - c) stages reduce the risk of paragliding accidents;
 - d) performing emergency handling during tandem paragliding flights.
 - 4) Presentation Material 4: Tourist Satisfaction Analysis
Duration: 2 hours of training (90 minutes)
Main material:
 - a) manage, respond to, and follow up on tourists' complaints;
 - b) manage, respond to, and follow up on tourists' compliments.

- 5) Presentation Material 5: Organizing Aerospace Paragliding Tour Activities during the Corona Virus Disease 2019 (Covid-19) Handling Period
Duration: 2 hours of training (90 minutes)

Main material:

- a) guidelines for the implementation of cleanliness, health, safety, and environmental sustainability in conducting paragliding tour activities;
- b) certification of cleanliness, health, safety and environmental sustainability for paragliding tour activities.

- 6) Group Discussion Materials: Evaluation of Aerospace Paragliding Guiding Practices Based on Participants' Experiences

Duration: 16 hours of training (720 minutes)

Main material:

- a) practice planning and preparing paragliding guiding activities;
- b) practice tandem paragliding flights;
- c) practice handling emergency conditions in tandem paragliding flights.

Mechanism of Practice:

The practice mechanism is assigned to the Local Government as the training organizer. Examples of practice mechanisms that can be applied are as follows:

- a) participants are divided into 5 (five) groups of 8 (eight) participants each;
- b) each group practices planning and preparing aerospace paragliding tour activities as well as guiding tandem paragliding flights in one day of practice (8 hours of training);
- c) Each group practices handling emergencies in tandem paragliding flights in one day of practice (8 hours of training).

Practice Equipment:

Examples of Training Practices equipment that can be provided include:

- a) main parachutes (5 packages);
- b) additional parachutes (5 packages);
- c) pilot harness and passenger harness (5 packages);
- d) helmet (10 units);
- e) shoes (10 units);
- f) windbags (5 units);
- g) wind speed meters (5 units);
- h) map (5 units);
- i) communication tools (5 pairs);
- j) first aid kits (5 units).

3. Cultural Tour Guide Training (cultural heritage: museums, palaces, temples)

a. Purpose and Goals

The Training aims to improve the knowledge, motivation, and competence of cultural tour guides in order to improve the

professionalism and quality of tour guiding services to tourists. The objectives to be achieved from this training:

- 1) participants know and understand how to plan and conduct cultural tour guiding;
- 2) participants know and understand the importance of developing knowledge of culture and cultural heritage, as well as interpretation in cultural tour guiding.

b. Training Methods

The Training is held by the following methods:

- ± 50.00% delivery of materials;
- ± 18.75% discussion and group work;
- ± 31.25% practice/exercise.

c. Length of Training Time

The Training is held for 32 hours of training in 4 (four) days, with one hour of training being 45 minutes.

d. Target Participants

There are 40 participants in the Training, practicing cultural tour guides are preferred, and have never participated in training funded by the State Budget.

e. Resource Person/Teacher/Instructor/Facilitator

1) Teachers/Instructors must meet the following requirements:

- a) have expertise and experience in cultural tour guiding;
- b) have expertise and experience in compiling interpretations;
- c) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
- d) physically and mentally healthy.

2) Resource persons/teachers/instructors/facilitators come from at least the following elements:

- a) Regional Apparatus that organizes tourism;
- b) Regional Apparatus that organizes cultural affairs;
- c) Indonesian Tourist Guide Association;
- d) academics in the field of cultural;
- e) academics in the field of tourism.

3) Teachers/Instructors are prioritized from the regencies/cities concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.

f. Main Material

The Training covers at least the following material:

1) Presentation Material 1: Organization of Cultural Tour Guiding

Duration: 3 hours of training (135 minutes)

Main material:

- a) basic definitions of tourism and travel;
 - b) stages of organizing a cultural tourism trip;
 - c) recognize tourism destinations;
 - d) recognize the profiles and needs of tourists;
 - e) cultural tour guiding equipment and supplies.
- 2) Presentation Material 2: Planning, Preparing, and Implementing Cultural Tour Guiding
Duration: 4 hours of training (180 minutes)
Main material:
- a) procedures for planning cultural tour guiding;
 - b) procedures for preparing cultural tour guiding;
 - c) principles in guiding cultural tourism activities;
 - d) Important information that must be conveyed to tourists, before, during, and after cultural tourism activities;
 - e) control and management of tourist movements in cultural tourism attractions;
 - f) time management in organizing cultural tourism activities.
- 3) Presentation Material 3: Information on Culture and Cultural Heritage for Cultural Tour Guiding
Duration: 3 hours of training (135 minutes)
Main material:
- a) identification of needs and information sources for cultural tour guiding;
 - b) basic principles of using information for cultural tour guiding;
 - c) general information and specialized information on culture and cultural heritage;
 - d) basic knowledge of museum collections and exhibition management;
- 4) Presentation Material 4: Interpretation in Cultural Tour Guiding
Duration: 3 hours of training (135 minutes)
Main material:
- a) Preparing, compiling and testing information on culture and cultural heritage at the guide site, as well as aspects related to it;
 - b) preparing materials and equipment to support interpretation;
 - c) presenting interpretations to tourists;
 - d) developing and updating knowledge on tourism, culture and cultural heritage.
- 5) Presentation Material 5: Organizing Cultural Tourism Activities during the Corona Virus Disease 2019 (Covid-19) Handling Period
Duration: 3 hours of training (135 minutes)
Main material:
- a) guidelines for the implementation of cleanliness, health, safety, and environmental sustainability in conducting cultural tourism activities;
 - b) certification of cleanliness, health, safety and environmental sustainability for tourism attractions.
- 6) Group Discussion Materials: Evaluation of Cultural Tour Guiding Practices Based on Participants' Experiences

Duration: 6 hours of training (270 minutes)

Main material:

- a) strengths and weaknesses of the planning and preparation of cultural tour guiding that has been carried out by participants;
 - b) strengths and weaknesses of the implementation of cultural tour guiding that has been carried out by participants;
 - c) strengths and weaknesses of the cultural tour guiding interpretation implementation that has been carried out by participants;
 - d) follow-up actions that the participants will take to improve the quality of their cultural tour guiding.
- 7) Practice Material: Practice of Cultural Tour Guiding according to SKKNI and Covid-19 Protocol
Duration: 10 hours of training (450 minutes)

Main material:

- a) practice planning and preparing for cultural tour guiding activities;
- b) practice of cultural tour guiding;
- c) practice implementing interpretation in cultural tour guiding.

Mechanism of Practice:

The practice mechanism is assigned to the Local Government as the training organizer. Examples of practice mechanisms that can be applied are as follows:

- a) participants are divided into 5 (five) groups of 8 (eight) participants each;
- b) each group practices planning and preparing cultural tour guiding activities as well as guiding cultural tour guiding in one day of practice (8 hours of training);
- c) Each group practices implementing interpretation in cultural tour guiding in one day of practice (8 hours of training).

Practice Equipment:

Examples of Training Practices equipment that can be provided include:

- a) communication tools (10 pairs);
- b) loudspeakers (5 units);
- c) interpretation supplies (5 packages);
- d) first aid kits (5 packages).

4. Man-made Tour Guide Training (recreation/theme park, outbound, and eco-park)

4.1 Training on Human Resources Capacity Building in Recreational Parks

a. Purpose and Goals

The Training aims to improve the knowledge, motivation, and competence of human resources in recreational parks in order to improve the professionalism and quality of tour guiding services to tourists. The objectives to be achieved from this training:

- 1) participants know and understand how to plan and conduct amusement park activities;

- 2) participants know and understand how to handle emergencies in recreational parks.
- b. Training Methods
The Training is held by the following methods:
 - ± 50.00% delivery of materials;
 - ± 18.75% discussion and group work;
 - ± 31.25% practice/exercise.
- c. Length of Training Time
The Training is held for 32 hours of training in 4 (four) days, with one hour of training being 45 minutes.
- d. Target Participants
There are 40 participants in the Training, employees of a recreational park business are preferred, and have never participated in training funded by the State Budget.
- e. Resource Person/Teacher/Instructor/Facilitator
 - 1) Teachers/Instructors must meet the following requirements:
 - a) have expertise and experience in recreational park management;
 - b) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
 - c) physically and mentally healthy.
 - 2) Resource persons/teachers/instructors/facilitators come from at least the following elements:
 - a) recreational park business association;
 - b) Indonesian Tourist Guide Association.
 - 3) Teachers/Instructors are prioritized from the regencies/cities concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.
- f. Main Material
The Training covers at least the following material:
 - 1) Presentation Material 1: Basic Knowledge of Recreational Parks
Duration: 2 hours of training (90 minutes)
Main material:
 - a) basic definitions of tourism and important terms of recreational park;
 - b) recreational parks as tourism businesses;
 - c) services that should be available in a recreational park;
 - d) recognize the profile and needs of tourists;
 - e) essential equipment and supplies that must be available.

- 2) Presentation Material 2: Planning and Preparing to Organize a Visit
Duration: 3 hours of training (135 minutes)
Main material:
 - a) procedures for planning a visit;
 - b) procedures for preparing a visit;
 - c) equipment and supplies for recreational park visits;
 - d) prepare important information that must be conveyed to tourists;
 - e) recognize the profile and needs of tourists.
- 3) Presentation Material 3: Information and Communication to Tourists
Duration: 3 hours of training (135 minutes)
Main material:
 - a) inventorying, presenting, and updating information according to tourist needs;
 - b) Good communication in delivering information to tourists;
 - c) general and specialized information about attractions in recreational park;
 - d) information and appeals to anticipate possible changes in the situation and environment.
- 4) Presentation Material 4: Management and Service at the Game's Rides
Duration: 3 hours of training (135 minutes)
Main material:
 - a) procedures and tools/equipment in setting up and inspecting the game site or area;
 - b) managing the flow of visitors to the game's rides;
 - c) procedures for operating game's rides;
 - d) security and safety of visitors to the game's rides area.
- 5) Presentation Material 5: Emergency Assistance in Game's Rides
Duration: 3 hours of training (135 minutes)
Main material:
 - a) types of emergency conditions on the game's rides;
 - b) anticipate emergency conditions on the game's rides;
 - c) handle the victim's condition (identify the condition, perform first aid, secure the victim's position, move to a safe place);
 - d) compile victim handling reports.
- 6) Presentation Material 6: Organizing Tourism Activities in Recreational Parks during the Corona Virus Disease 2019 (Covid-19) Handling Period
Duration: 2 hours of training (90 minutes)
Main material:
 - a) guidelines for the implementation of cleanliness, health, safety, and environmental sustainability at tourist attractions;
 - b) certification of cleanliness, health, safety, and environmental sustainability for tourist attractions.

7) Group Discussion Materials: Evaluation of Practice of Organizing tourism activities in Recreational Parks Based on Participants' Experiences

Duration: 6 hours of training (270 minutes)

Main material:

- a) strengths and weaknesses of the planning and preparation for organizing recreational park visits that has been carried out by participants;
- b) strengths and weaknesses of the management and services at the game's rides that has been carried out by participants;
- c) the strengths and weaknesses of the emergency management in the recreational park that has been carried out by participants;
- d) follow-up actions that the participants will take to improve services at the recreational park.

8) Practice Material: Practice of Recreational Parks according to SKKNI and Covid-19 Protocol

Duration: 10 hours of training (450 minutes)

Main material:

- a) practice planning and preparing for visits to recreational parks;
- b) practice of conveying information and communicating with visitors;
- c) practice of management and service in game's rides;
- d) practice handling emergencies.

Mechanism of Practice:

The practice mechanism is assigned to the Local Government as the training organizer. Examples of practice mechanisms that can be applied are as follows:

- a) participants are divided into 5 (five) groups of 8 (eight) participants each;
- b) practice is carried out at a recreational park in the district/city where the training is held;
- c) each group practices planning and preparing for visits to recreational parks as well as conveying information and communicating with visitors in one day of practice (8 hours of training);
- d) Each group practices of management and service in game's rides as well as handling emergencies in one day of practice (8 hours of training).

Practice Equipment:

Examples of Training Practices equipment that can be provided include:

- a) communication tools (10 pairs);
- b) loudspeakers (5 units);
- c) first aid kits (5 packages);
- d) fire extinguishers and equipment (5 packages).

4.2 Outbound Guide Training/Facilitator Experiential Learning (Fasel)

a. Purpose and Goals

The Training aims to improve the knowledge, motivation, and competence of Fasel in order to meet the SKKNI for Outbound Guiding/Fasel. The objectives to be achieved from this training:

- 1) participants know and understand how to plan and implement guiding of outbound tourism activities;
- 2) participants know and understand how to handle risks in activities.

b. Training Methods

The Training is held by the following methods:

- ± 50.00% delivery of materials;
- ± 18.75% discussion and group work;
- ± 31.25% practice/exercise.

c. Length of Training Time

The Training is held for 32 hours of training in 4 (four) days, with one hour of training being 45 minutes.

d. Target Participants

There are 40 participants in the Training, practice as outbound guiding is preferred, and have never participated in training funded by the State Budget.

e. Resource Person/Teacher/Instructor/Facilitator

1) Teachers/Instructors must meet the following requirements:

- a) have expertise and experience in outbound guiding for at least two years;
- b) experienced in being an outbound tour guide instructor and assessor;
- c) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
- d) physically and mentally healthy.

2) Resource persons/teachers/instructors/facilitators come from at least from elements of a recognized experiential learning/outbound tourism association in Indonesia and/or outbound businesses.

3) Teachers/Instructors are prioritized from the regencies/cities concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.

e) Main Material

The Training covers at least the following material:

- 1) Presentation Material 1: Planning Recreation and Learning Activity Programs

Duration: 3 hours of training (135 minutes)

Main material:

- a) information needed to plan recreation and learning activity programs, and their sources of information;
 - b) procedures for developing recreation and learning activity program plans;
 - c) organization of resources for recreation and learning activities;
 - d) preparation of emergency management plans.
- 2) Presentation Material 2: Guiding Recreation and Learning Activities

Duration: 4 hours of training (180 minutes)

Main material:

- a) procedures before starting the guiding activity;
 - b) equipment and supplies for organizing outbound activities;
 - c) preparing important information that must be conveyed to tourists;
 - d) recognizing tourist profiles and needs;
 - e) controlling the implementation of activities in accordance with plans and objectives;
 - f) monitoring travelers' conditions;
 - g) facilitating group dynamics and learning values;
 - h) changing the program according to the needs of tourists at the time of implementation;
 - i) managing feedback/evaluation from travelers.
- 3) Presentation Material 3: Guiding Low-Rope and High-Rope Activities

Duration: 3 hours of training (135 minutes)

Main material:

- a) procedures for checking rope and track equipment and supplies;
 - b) identify the impact of low-rope and high-rope activities on the environment;
 - c) spotting techniques and its procedures;
 - d) supervision of the implementation of low rope and high rope activities.
- 4) Presentation Material 4: Handling Risks in Activities

Duration: 3 hours of training (135 minutes)

Main material:

- a) inventory and risk analysis of the outbound activities to be conducted;
 - b) assess the risk categories and emergency situations to be faced;
 - c) performing emergency first aid;
 - d) further handling of emergencies.
- 5) Presentation Material 5: Organizing Tourism Activities in Outbound Activities during the Corona Virus Disease 2019 (Covid-19) Handling Period

Duration: 3 hours of training (135 minutes)

Main material:

- a) guidelines for the implementation of cleanliness, health, safety, and environmental sustainability at tourist attractions;

- b) certification of cleanliness, health, safety, and environmental sustainability for tourist attractions.
- 6) Group Discussion Materials: Evaluation of Practice of Outbound Guide Training/Facilitator Experiential Learning (Fasel) Based on Participants' Experiences
Duration: 6 hours of training (270 minutes)
Main material:
 - a) strengths and weaknesses of the planning of recreation and learning activities that has been carried out by participants;
 - b) strengths and weaknesses of the guiding of recreation and learning activities that has been carried out by participants;
 - c) strengths and weaknesses of handling emergencies during activities that has been carried out by participants;
 - d) follow-up actions that the participants will take to improve outbound guiding services.

- 7) Practice Material: Practice of Outbound Guide Training/Facilitator Experiential Learning (Fasel) according to SKKNI and Covid-19 Protocol
Duration: 10 hours of training (450 minutes)

Main material:

- a) practice planning recreation and learning activities;
- b) practice guiding the implementation of recreation and learning activities;
- c) practice in handling emergencies and risks in activities.

Mechanism of Practice:

The practice mechanism is assigned to the Local Government as the training organizer. Examples of practice mechanisms that can be applied are as follows:

- a) participants are divided into 5 (five) groups of 8 (eight) participants each;
- b) practice is carried out at outbound tourist attractions in the district/city where the training is held;
- c) each group practices planning and preparing for visits to recreational parks as well as conveying information and communicating with visitors in one day of practice (8 hours of training);
- d) Each group practices handling emergencies and activity risks in one day of practice (8 hours of training).

Practice Equipment:

Examples of Training Practices equipment that can be provided include:

- a) communication tools (10 pairs);
- b) loudspeakers (5 units);
- c) first aid kits (5 packages);
- d) fire extinguishers and equipment (5 packages).

4.3 *Eco-Park* Tour Guide Training

a. Purpose and Goals

The Training aims to improve the knowledge, motivation, and competence of eco-park guides in order to be more professional and qualified in providing tour guides services to tourists. The objectives to be achieved from this training:

- 1) participants know and understand how to plan and implement guiding tourism activities in eco-parks;
- 2) participants know and understand the development of information about flora and fauna, and interpretation in eco-park tour guiding.

b. Training Methods

The Training is held by the following methods:

- ± 50.00% delivery of materials;
- ± 18.75% discussion and group work;
- ± 31.25% practice/exercise.

c. Length of Training Time

The Training is held for 32 hours of training in 4 (four) days, with one hour of training being 45 minutes.

d. Target Participants

There are 40 participants in the Training, practice as eco-park tour guides is preferred, and have never participated in training funded by the State Budget.

e. Resource Person/Teacher/Instructor/Facilitator

- 1) Teachers/Instructors must meet the following requirements:
 - a) have expertise and experience in eco-park guiding for at least two years;
 - b) experienced in being ecotourism tour guide instructor;
 - c) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
 - d) physically and mentally healthy.
- 2) Resource persons/teachers/instructors/facilitators come from at least from elements of
 - a) guide associations that run ecotourism practices;
 - b) eco-park businesses;
 - c) academics in the field of biology.
- 3) Teachers/Instructors are prioritized from the regencies/cities concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.

e) Main Material

The Training covers at least the following material:

1) Presentation Material 1: Basic Knowledge of Eco- Park
Duration: 3 hours of training (135 minutes)

Main material:

- a) definition of an eco-park and its specific characteristics;
- b) components of the eco-park;
- c) profile and needs of eco-park tourists;
- d) eco-park management;
- e) impacts and benefits of eco-parks for the environment and society.

2) Presentation Material 2: Planning and Preparing for Ecotourism-Based Guiding in Eco-parks
Duration: 4 hours of training (180 minutes)

Main material:

- a) definition of ecotourism and the principles of organizing ecotourism activities;
- b) stages in planning ecotourism-based guiding activities in eco-parks;
- c) preparing ecotourism-based guiding equipment and supplies in eco-parks;
- d) developing detailed and technical plans for ecotourism-based guiding in eco-parks;
- e) anticipating and preparing for emergency handling activities;
- f) examples of ecotourism-based guiding in eco-parks.

3) Presentation Material 3: Ecological Information in Eco-parks for Tourist Guiding
Duration: 3 hours of training (135 minutes)

Main material:

- a) identification of information needs for ecotourism-based guiding in eco-parks;
- b) basic principles of information use for ecotourism-based guiding in eco-parks;
- c) important general information and ecological information in ecotourism-based guiding in eco-parks;
- d) presentation of ecological information in eco-parks for tourists.

4) Presentation Material 4: Interpretation in Eco-park Tour Guiding
Duration: 3 hours of training (135 minutes)

Main material:

- a) preparing, compiling and testing information on biodiversity and its relationship with local social and cultural aspects, uniqueness and distinctiveness of landscapes and geology;
- b) preparing materials and equipment to support interpretation;
- c) presenting interpretations to tourists;
- d) developing and updating knowledge on tourism and biodiversity.

- 5) Presentation Material 5: Organizing Tourism Activities in Eco-parks during the Corona Virus Disease 2019 (Covid-19) Handling Period

Duration: 3 hours of training (135 minutes)

Main material:

- a) guidelines for the implementation of cleanliness, health, safety, and environmental sustainability at tourist attractions;
 - b) certification of cleanliness, health, safety, and environmental sustainability for tourist attractions.
- 6) Group Discussion Materials: Evaluation of Practice of Eco-parks Guide Training Based on Participants' Experiences

Duration: 6 hours of training (270 minutes)

Main material:

- a) the strengths and weaknesses of planning recreational and educational activities in the eco-parks that has been carried out by participants;
 - b) strengths and weaknesses of guiding recreational and educational activities that has been carried out by participants;
 - c) strengths and weaknesses of tourism interpretation practices in eco-parks that has been carried out by participants;
 - d) follow-up actions that the participants will take to improve tour guiding services in eco-parks.
- 7) Practice Material: Tour Guide Practices in Eco-parks

Duration: 10 hours of training (450 minutes)

Main material:

- a) practice planning recreation and learning activities in eco-parks;
- b) practice guiding recreation and learning activities in eco-parks;
- c) practice of implementing interpretation in tour guiding in eco-parks.

Mechanism of Practice:

The practice mechanism is assigned to the Local Government as the training organizer. Examples of practice mechanisms that can be applied are as follows:

- a) participants are divided into 5 (five) groups of 8 (eight) participants each;
- b) practice is carried out at outbound tourist attractions in the district/city where the training is held;
- c) each group practices planning and preparing for visits to recreational parks as well as conveying information and communicating with visitors in one day of practice (8 hours of training);
- d) Each group practices handling emergencies and activity risks in one day of practice (8 hours of training).

Practice Equipment:

Examples of Training Practices equipment that can be provided include:

- a) communication tools (10 pairs);
- b) loudspeakers (5 units);
- c) interpretation equipment (5 packages);
- d) first aid kits (5 packages);
- e) fire extinguishers and equipment (5 packages).

5. Homestay/Tourist Cottages Business Management Training

a. Purpose and Goals

The Training aims to improve the knowledge, motivation, and competence of homestay/tourist cottages business manager in order to be more professional and qualified in providing services to tourists. The objectives to be achieved from this training:

- 1) participants know and understand the characteristics of homestay/tourist cottages services;
- 2) participants know and understand the homestay/tourist cottages standards that apply in Indonesia and ASEAN countries;
- 3) participants know and understand professional homestay/tourist cottages management.

b. Training Methods

The Training is held by the following methods:

- ± 50.00% delivery of materials;
- ± 16.67% discussion and group work;
- ± 33.33% practice/exercise.

c. Length of Training Time

The Training is held for 24 hours of training in 3 (three) days, with one hour of training being 45 minutes.

d. Target Participants

There are 40 participants in the Training, practice in managing homestays/tourist lodges is preferred, and have never participated in training funded by the State Budget.

e. Resource Person/Teacher/Instructor/Facilitator

- 1) Teachers/Instructors must meet the following requirements:
 - a) have expertise and experience about homestay/tourist cottages management;
 - b) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
 - c) physically and mentally healthy.
- 2) Resource persons/teachers/instructors/facilitators come from at least from elements of:
 - a) Regional Apparatus that organizes tourism affairs;
 - b) practitioners/managers of homestays/tourist cottages that regularly receive visits from foreign and domestic tourists;
 - c) academics in the field of tourism, particularly hospitality and/or other accommodation.
- 3) Teachers/Instructors are prioritized from the regencies/cities concerned. If it is not available, then you can make a statement with the signature of the Head of

Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.

f. Main Material

The Training covers at least the following material:

1) Presentation Material 1: Regional Tourism Development Policies and Programs for Homestay/Tourist Cottages Development

Duration: 2 hours of training (90 minutes)

Main material:

- a) number, distribution, and condition of homestays/tourist cottages in the regions;
- b) tourist attraction around the homestay/tourist cottages;
- c) vision and mission of regional tourism development;
- d) homestay/tourist cottages development policies, strategies, and programs in the Tourism Development Master Plan and other plans;
- e) problems and challenges of homestay/tourist cottages development in the regions.

2) Presentation Material 2: Homestays/Tourist Cottages in the Tourism System

Duration: 3 hours of training (135 minutes)

Main material:

- a) basic definitions of tourism and the tourism system;
- b) homestays/tourist cottages as one of the tourism businesses;
- c) special characteristics of homestays/tourist cottages compared to other accommodation facilities;
- d) key to the success of a homestay/tourist cottages;
- e) examples of homestays/tourist cottages that tourists are interested in.

3) Presentation Material 3: Homestay/Tourist Cottages Business Standard

Duration: 3 hours of training (135 minutes)

Main material:

- a) homestay/tourist cottages business standards in Indonesia;
- b) ASEAN homestay standards;
- c) other standards related to homestays/tourist cottages;
- d) examples of homestays/tourist cottages that have met national and ASEAN standards.

4) Presentation Material 4: Homestay/Tourist Cottages Management and Services

Duration: 2 hours of training (90 minutes)

Main material:

- a) principles of homestay/tourist cottages management and business;

- b) homestay/tourist cottages management components;
 - c) provide added value to homestay/tourist cottages management and services;
 - d) administration and financial management of homestays/tourist cottages;
 - e) example of administrative and financial management of a homestay/tourist cottage.
- 5) Presentation Material 5: Organizing Homestay/Tourist Cottages during the Corona Virus Disease 2019 (Covid-19) Handling Period
Duration: 2 hours of training (90 minutes)
Main material:
- a) guidelines for the implementation of cleanliness, health, safety, and environmental sustainability in homestays/tourist cottages;
 - b) certification of cleanliness, health, safety, and environmental sustainability for homestays/tourist cottages.
- 6) Group Discussion Materials: Evaluation of Homestay/Tourist Cottages Management Practices Conducted by Participants
Duration: 4 hours of training (180 minutes)
Main material:
- a) strengths and weaknesses of participants' homestay/tourist cottages services and facilities according to national and ASEAN standards;
 - b) strengths and weaknesses of administrative and financial management of homestays/tourist cottages of the participants;
 - c) follow-up actions that the participants will take to improve homestay/tourist cottages services and management.
- 7) Field Trip Material: National/ASEAN Standardized Homestay/Tourist Cottages Management
Duration: 8 hours of training (360 minutes)
Main material:
- a) recognize and experience homestay/tourist cottages services and facilities according to national/ASEAN standards;
 - b) recognize and learn directly from homestay/tourist cottages managers about administrative and financial management.

6. Tourism Village Management Training

a. Purpose and Goals

The Training aims to improve the knowledge, motivation, and competence of tourism village manager in order to be more professional and qualified in managing tourism villages and providing services to tourists. The objectives to be achieved from this training:

- 1) participants know and understand basic tourism knowledge;
- 2) participants know and understand the importance of Sapta Pesona in creating a Tourism Awareness community;

- 3) participants know and understand the institutional development of tourism village managers;
 - 4) participants know and understand the development and management of tourism products in tourism villages.
- b. Training Methods
- The Training is held by the following methods:
- ± 50.00% delivery of materials;
 - ± 16.67% discussion and group work;
 - ± 33.33% practice/exercise.
- c. Length of Training Time
- The Training is held for 24 hours of training in 3 (three) days, with one hour of training being 45 minutes.
- d. Target Participants
- There are 40 participants in the Training, is mandatory for tourism village managers in the annex to the technical instruction of DAK Nonfisik for Tourism Services Fund.
- e. Resource Person/Teacher/Instructor/Facilitator
- 1) Resource Person/Teacher/Instructor/Facilitator must meet the following requirements:
 - a) have expertise and experience about tourism village management;
 - b) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
 - c) physically and mentally healthy.
 - 2) Resource persons/teachers/instructors/facilitators come from at least from elements of:
 - a) tourism villages' practitioners/managers that regularly receive visits from foreign and domestic tourists;
 - b) academics in the field of tourism.
 - 3) Resource persons/teachers/instructors/facilitators are prioritized from the regencies/cities concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.
- f. Main Material
- The Training covers at least the following material:
- 1) Presentation Material 1: Regional Tourism Development Policies and Programs for the Development of Tourism Villages
Duration: 2 hours of training (90 minutes)
Main material:
 - a) number, distribution, characteristics, and potential of tourism villages in the region;
 - b) vision and mission of regional tourism development;

- c) tourism village development policies, strategies and programs in the Tourism Development Master Plan and other plans;
 - d) problems and challenges in the development of tourism villages in the region.
- 2) Presentation Material 2: Tourism Village in the Tourism System
Duration: 2 hours of training (90 minutes)
Main material:
- a) basic understanding of tourism, tourism village, village tour, rural tourism, and tourism systems;
 - b) tourism villages as tourism products;
 - c) special characteristics of tourism villages compared to other tourism products;
 - d) the key to the success of a tourism village;
 - e) examples of tourism villages that are of interest to tourists.
- 3) Presentation Material 3: Building Tourism Awareness Village Communities Through Sapta Pesona
Duration: 2 hours of training (90 minutes)
Main material:
- a) Tourism Awareness and Sapta Pesona;
 - b) implementing Sapta Pesona in daily life;
 - c) Sapta Pesona, key to the success of tourism development;
 - d) the role of the village in building a tourism awareness community and tourism.
- 4) Presentation Material 4: Building Tourism Village Management Institutions
Duration: 2 hours of training (90 minutes)
Main material:
- a) institutions related to the management of tourism villages;
 - b) Tourism Awareness Group/Tourism Driving Group in the management of tourism villages;
 - c) tourism village management organization tools;
 - d) administration and management of tourism village finances;
 - e) operational procedures in the management of tourism villages;
 - f) values in building and managing tourism village management institutions;
 - g) examples of institutional management of tourism villages.
- 5) Presentation Material 5: Development and Management of Community-Based Tourism Products
Duration: 2 hours of training (90 minutes)
Main material:
- a) Principal recognizes village potential that can be developed as a tourist attraction;
 - b) community-based tourism product development stages;
 - c) designing tourism products;
 - d) managing and marketing tourism products;
 - e) examples of community-based tourism products.

- 6) Presentation Material 6: Organizing Tourism Village during the Corona Virus Disease 2019 (Covid-19) Handling Period
Duration: 2 hours of training (90 minutes)
Main material:
 - a) guidelines for the implementation of cleanliness, health, safety, and environmental sustainability in tourism village;
 - b) certification of cleanliness, health, safety, and environmental sustainability for tourism village.
- 7) Group Discussion Materials: Evaluation of Tourism Village Management Practices Conducted by Participants
Duration: 4 hours of training (180 minutes)
Main material:
 - a) strengths and weaknesses of the tourism village management institutions run by the participants;
 - b) strengths and weaknesses of administrative and financial management of tourism villages run by participants;
 - c) strengths and weaknesses of developing and managing community-based tourism products run by participants;
 - d) follow-up actions that the participants will take to improve tourism village management.
- 8) Field Trip Material: Competitive and Sustainable Tourism Village Management
Duration: 8 hours of training (360 minutes)
Main material:
 - a) recognize and experience in developing institutional management of tourism villages that have become regular visits by domestic and foreign tourists;
 - b) recognize and learn directly from tourism village managers about administrative and financial management;
 - c) recognize and experience directly in managing community-based tourism products in tourist villages.

7. Digital Marketing Training

a. Purpose and Goals

The Training aims to increase the knowledge, motivation and competence of destination and tourist attraction managers so they can utilize information and communication technology in tourism marketing.

The objectives to be achieved from this training:

- 1) participants know and understand basic tourism knowledge and digital marketing;
- 2) participants know and understand the stages of digital marketing development;
- 3) participants know and understand the importance of photography and effective language in digital marketing.

b. Training Methods

The Training is held by the following methods:

- ± 50.00% delivery of materials;
- ± 16.67% discussion and group work;

± 33.33% practice/exercise.

- c. Length of Training Time
The Training is held for 24 hours of training in 3 (three) days, with one hour of training being 45 minutes.
- d. Target Participants
There are 40 participants in the Training, managers of tourism destinations, including tourism villages, and tourist attractions are preferred, and have never participated in training funded by the State Budget.
- e. Resource Person/Teacher/Instructor/Facilitator
 - 1) Resource Person/Teacher/Instructor/Facilitator must meet the following requirements:
 - a) have expertise and experience about digital marketing;
 - b) have a letter of reference/certification from the relevant unit stating teaching experience in similar training;
 - c) physically and mentally healthy.
 - 2) Resource persons/teachers/instructors/facilitators come from at least from elements of:
 - a) digital marketing practitioners;
 - b) tourism destination photographers;
 - c) academics in the field of marketing tourism.
 - 3) Resource persons/teachers/instructors/facilitators are prioritized from the regencies/cities concerned. If it is not available, then you can make a statement with the signature of the Head of Local Government Apparatus stating that there are no competent resource persons available in the area, and can invite resource persons from outside the regencies/cities which are still in the same province. If it is also not available in the local province and you want to use resource persons from other provinces, you must use a statement signed by the Head of the Provincial Regional Apparatus stating that there are no competent resource persons available in the local province.
- d) Main Material
 - 1) Presentation Material 1: Regional Tourism Development Policies and Programs for Information and Communication Technology-Based Tourism Marketing
Duration: 2 hours of training (90 minutes)
Main material:
 - a) vision and mission of regional tourism development;
 - b) regional tourist target market;
 - c) digital tourism marketing policies, strategies and programs in the Tourism Development Master Plan and other plans;
 - d) problems and challenges of tourism marketing based on information and communication technology in the regions.
 - 2) Presentation Material 2: Digital Marketing in Advancing Competitive Tourism
Duration: 3 hours of training (135 minutes)
Main material:
 - a) the importance of digital marketing;

- b) understanding of digital marketing and the difference with non-digital/conventional marketing;
 - c) important factor in digital marketing;
 - d) digital channels and applications that can be used for the promotion and sale of tourism products;
 - e) digital marketing challenges in advancing competitive tourism;
 - f) key to digital marketing success.
- 3) Presentation Material 3: Digital Marketing Development Stages
Duration: 3 hours of training (135 minutes)
Main material:
- a) identify and define appropriate digital channels and applications;
 - b) prepare and select digital promotional materials;
 - c) manage and carry out digital promotions;
 - d) create digital promotional media (websites, blogs, e-commerce, and others);
 - e) overcome problems in managing digital marketing.
- 4) Presentation Material 4: Photography for Digital Promotion
Duration: 2 hours of training (90 minutes)
Main material:
- a) the importance of photography in digital promotion;
 - b) photography principles in tourism digital promotion;
 - c) cellular phone camera for photography in digital promotion (advantages and disadvantages);
 - d) shooting technique (lighting, shooting angle, zooming, etc.);
 - e) choosing good and interesting photos;
 - f) presenting and managing photos in digital promotional media.
- 5) Presentation Material 5: Effective Promotional Language in Digital Promotion
Duration: 2 hours of training (90 minutes)
Main material:
- a) language as an important communication component in digital promotion;
 - b) principles of using language for effective promotion;
 - c) differences in the use of language for digital promotion and non-digital/conventional promotion;
 - d) compose good and effective promotional sentences;
 - e) presenting and managing communications in digital promotion.
- 6) Group Discussion Materials: Evaluation of Digital Marketing Practices Conducted by Participants
Duration: 4 hours of training (180 minutes)
Main material:
- a) strengths and weaknesses of digital promotional media used by participants so far;
 - b) strengths and weaknesses of presenting photos and information in digital promotions run by participants;
 - c) follow-up actions that the participants will take to improve the quality of digital marketing.

7) Practical/Exercise Materials: Digital Marketing in Tourism

Duration: 8 hours of training (360 minutes)

Main material:

- a) practice of selecting appropriate digital promotional media;
- b) practice of creating and presenting photos for digital promotions;
- c) practice of creating and presenting effective promotional language for digital promotions.

Mechanism of Practice:

The practice mechanism is assigned to the Local Government as the training organizer. Examples of practice mechanisms that can be applied are as follows:

- a) participants are divided into 5 (five) groups of 8 (eight) participants each;
- b) each group practices selecting appropriate digital promotional media and creating and presenting photos for digital promotion in one practical day (8 hours of training);
- c) each group practices creating and presenting effective promotional language for digital promotions in one practical day (8 hours of training).

Practice Equipment:

Examples of Training Practices equipment that can be provided include:

- a) cameras (12 units);
- b) wi-fi network (1 packages);
- c) laptops (10 units).

C. Non-routine Operational Support of Tourism Facilities for Tourist Information Center (TIC)

Non-Routine Operational Support of Tourism Facilities for TIC (Tourism Information Center) includes: (1) Creation of TIS (Tourist Information System) including tourist map content; (2) Creation of Multimedia Promotional Content (print media, electronic/digital media, social media) at TIC. Funding for Non-routine Operational Support for Tourism Facilities is adjusted to the cost standards of each region.

DAK Nonfisik for the Tourism Sector is not the main fund in the implementation of tourism human resource development in the region, so Regional Tourism Apparatus are expected to continue to allocate matching funds through the APBD to support the implementation of activities funded by the DAK Nonfisik for the Tourism Sector.

1. Creation of TIS (Tourist Information System) including tourist map content

The provisions are as follows:

- a. TIS is in the form of an application.
- b. TIS uses at least two languages, namely Indonesian and English.

- c. TIS can also include surveys of tourist interest in tourist attractions at the location, surveys of tourist satisfaction with tourist attractions that have been visited, suggestions and criticism.
- d. Regional apparatus can synergize making videos, making brochures and creating tourism information platforms/systems so that there is uniformity between the content of the three and can streamline and make effective the available funds.
- e. Regional Apparatuses are given the freedom to create a Tourism Information System, the purpose of this information system is to provide the most complete and up-to-date information about the destinations/areas they visit.
- f. The content of the TIS includes:

No.	Content Coverage	Explanation
1.	Accommodation	Includes all forms of accommodation, especially those close to tourist attractions as well as contacts for making lodging reservations such as hotels, homestays/tourist lodges.
2.	Motor Vehicle and Bicycle Rental	Includes contact persons for motorized vehicle/bike rentals so that tourists can make reservations.
3.	Tour/Travel Agent	Includes details of tour packages for DTW and tour/travel agent contact persons so that tourists can choose the desired tour package and purchase flight tickets.
4.	Money Changer	Includes money changer information with complete to incomplete exchange rates.
5.	Hospital	Includes details of <i>puskesmas</i> , clinics, government hospitals, private types A to E.
6.	Supermarkets	Includes traditional markets, art markets, supermarkets.
7.	Transportation	Airports, wharves, stations, terminals that are close to tourist attractions, are located within the city/regency in question.
8.	Calendar of Events	In the form of a list of regional events, including meeting, incentive, convention, exhibition (MICE) activities for 1 year.
9.	Tourist Attractions and Tourist Activities	List of natural, cultural and man-made tourist attractions as well as tourist activities that can be carried out by tourists at the tourist attraction in question.
10.	Tourist Map	Includes information and mapping of tourist attractions, tourism facilities and public

No.	Content Coverage	Explanation
		facilities supporting tourism.

2. Creation of Multimedia Promotional Content (print media, electronic/digital media, social media) at TIC

The provisions are as follows:

- a. Content is in the form of a tourism promotional video with the following version:
 - 1) tourism videos, full duration 2-4 minutes without bumpers, credit crew, and watermarks (minimum 2 videos output);
 - 2) TVC video, minimum duration 30 seconds and maximum 90 seconds.
- b. Video quality is at least HD (1080).
- c. Video formats are in the form of mp4 and mov with high quality audio.
- d. Using the voice over jingle "Pesona Indonesia".
- e. The video will be featured on TIC, online promotional media (YouTube), social media (Instagram, Facebook, Twitter).
- f. Must meet the three criteria of branding, advertising, and selling.
- g. Includes the Pesona Indonesia logo.
- h. Themes contain content regarding (one/some/all): tourist attractions, culinary, history, religion, flora and fauna, traditions, arts and culture that represent local wisdom.
- i. Can add voice dubbing explaining tourist attractions.
- j. Can add names of priority tourist attractions to videos.
- k. Do not use footage or stock shots made by other people.
- l. Does not contain elements of SARA and pornography.

Example of Non-Routine Operational Support Output of Tourism Information Center (TIC)
Specification

1.	TVC	Duration	1. Full video, 4 minutes 2. TVC, 30 seconds 3. TVC, 60 seconds
		Time of Working	60 working days
		Quality	HD 1080
2.	Tourism Information System and Tourist Map	There is a tourist map menu in it	Downloadable applications

CHAPTER VI FUNDING

A. Improving the Quality of Tourism Destination Governance and Community Capacity of Tourism Business Actors

1. Funding for activities of Improving the Quality of Tourism Destination Governance and Community Capacity of Tourism Business Actors is prepared by Regional Apparatus based on the provisions of the laws and regulations in force in their respective regions, which include:

a. Training Costs, which consist of:

- 1) Full day meeting package costs (includes: room rent, consumption of participants, committee and resource persons) or full board (includes: room rent, lodging/accommodation, consumption of participants, committee and resource persons). If there is no hotel available, then you can rent a hall/building belonging to the Local Government and/or other representative places;
- 2) allowance and transportation fee within the area for participants and the committee. Regarding participant allowance, if there are no provisions in the regional regulations, participants can be given full-day/full-board allowance following the standard input costs stipulated by the Minister of Finance Regulation of the year concerned;
- 3) Honorarium for resource person/facilitator/instructor/teacher;
- 4) Specifically for resource persons, costs for official travel outside the region can be taken from DAK Nonfisik for the Tourism Sector;
- 5) Specifically for the organizing committee, costs for official travel/Local Transport/Fuel/Vehicle Rentals within the region in the context of organizing training is a maximum of 5% (five percent) of the budget ceiling for organizing training;
- 6) The cost of renting training tools/equipment (only for nature tour guide training);
- 7) Purchase of consumable practical materials (only for training to increase innovation and hygiene in culinary offerings, training in homestay/tourist cottage management, training in toilet management in tourism destinations, and training in environmental cleanliness, sanitation and waste management);
- 8) Field practice costs include vehicle rental, food, entrance tickets to tourist attractions, field practice t-shirts/hats and insurance. The field practice budget is a maximum of 15% (percent) of the budget ceiling for training;
- 9) Cost of duplicating materials/training modules.

b. Training Supporting Costs, a maximum of 2% per training from the budget ceiling for training, which consists of:

- 1) Print Participation Certificate
- 2) Documentation and Publication

2. The costs and honorarium are adjusted to the standard general cost in each region.

3. Some things that are not permitted to be funded through DAK Nonfisik for the Tourism Sector are as follows:
 - 1) honorarium for committee, MC, prayer reader, note taker, conductor;
 - 2) Honorarium for resource persons/facilitators/instructors/teachers from training organizing institutions;
 - 3) costs for entertainment;
 - 4) number of committees that exceeds 10% of the total participants per training; and
 - 5) procurement of seminar kits, banners, backdrops.

Unofficial

CHAPTER VII DISTRIBUTION

DAK Nonfisik for the Tourism Sector is distributed through a transfer mechanism in accordance with the provisions of laws and regulations governing the Management of DAK Nonfisik and provisions of other relevant laws and regulations.

Unofficial

CHAPTER VIII MONITORING, EVALUATION AND REPORTING

A. Monitoring and Evaluation

Monitoring and Evaluation of DAK Nonfisik for the Tourism Sector is an activity to ensure the implementation of DAK Nonfisik for the Tourism Sector in recipient areas is carried out on target.

Monitoring and Evaluation is intended to identify problems that arise in the implementation of DAK Nonfisik for the Tourism Sector and solutions for solving problems, so that implementation failures can be avoided as early as possible.

The scope of monitoring and evaluation on technical aspects of activities includes:

- 1) suitability of the use of DAK Nonfisik for the Tourism Sector/details of activities (RK) in regional apparatus organization-budget implementation documents (DPA-Regional Apparatus) with technical instructions. In this case monitoring and evaluation is carried out by means of reviews and coordination forums;
- 2) suitability of implementation in the field to the realization of time, location and implementation targets with planning. In this case monitoring and evaluation is carried out by visiting during the implementation of training activities.

Monitoring and evaluation is carried out by the Ministry and the Regional Tourism Apparatus as the implementer and person in charge for implementing DAK Nonfisik for the Tourism Sector activities in accordance with the provisions of laws and regulations.

The Minister carries out monitoring and evaluation of the implementation of DAK Nonfisik for the Tourism Sector activities periodically at least 1 (one) time in 1 (one) year. The results of monitoring and evaluation are used as consideration in allocating DAK Nonfisik for the Tourism Sector in the following year.

B. Reporting

As a tool for carrying out monitoring and evaluation activities, reporting has an important role in providing information regarding the progress of the development of tourism facilities through the DAK Nonfisik for the Tourism Sector has been implemented by the region in a certain period. In addition, reporting is intended as a control function in optimizing the effectiveness of regional participation receiving the DAK Nonfisik for the Tourism Sector budget from year to year. Therefore, this Technical Instruction regulates the obligations of recipient regions to provide reports in accordance with the latest developments in conditions periodically.

The Local Government submits reports on the implementation of DAK Nonfisik of the Tourism Services Fund to the Minister through the Permanent Secretary of the Ministry in physical and electronic form. Reports in electronic form are submitted through the Tourism Sector DAK information system. In the event that the information system is not yet available, it will be submitted via the Ministry of Tourism and Creative Economy cloud at the following link <https://motce.id/pelaporandaknonfisik>.

The reporting referred to in these Technical Instructions is divided into 2 (two), namely:

1. Semester Report

In accordance with Government Regulation Number 55 of 2005 on Balance Fund, Heads of Regions receiving DAK are required to submit reports to the Technical Ministry. This report is a report that must be prepared by the Head of the Regional Apparatus in charge of tourism as the recipient of the DAK Nonfisik for Tourism Services Fund as the person in charge of the budget which contains the implementation of activities and management of the DAK Nonfisik for Tourism Services Fund. Accountability for the use of DAK Nonfisik for Tourism Services Fund is carried out by submitting semester reports no later than 14 (fourteen) working days after the semester concerned ends, which are prepared according to the report format stipulated in the Regulation of the Minister of Finance on Management of Non-Physical Special Allocation Fund for the year in force and contains reports implementation of training and mentoring activities through the use of DAK Nonfisik for Tourism Services Fund by Heads of Regions receiving DAK Nonfisik for Tourism Services Fund to:

- a. Minister of National Development Planning/Bappenas c.q. Deputy for Economic Affairs;
- b. The Minister who regulates Finance affairs c.q. Directorate General of Fiscal Balance
- c. Minister of Tourism and Creative Economy/Head of the Tourism and Creative Economy Agency c.q. Permanent Secretary of the Ministry; and Deputy for Resources and Institutions;
- d. Minister of Home Affairs.

The semester report format for the implementation of activities and management of the DAK Nonfisik for Tourism Services Fund is submitted in hardcopy and softcopy with reference to the provisions of laws and regulations.

2. Final report

This report is a year-end implementation report on DAK Nonfisik for Tourism Services Fund activities after the fiscal year ends through DAK Nonfisik for Tourism for 1 (one) year, which is submitted by Regional Apparatus Recipients of DAK Nonfisik for Tourism Services Fund to the Governor and Regent/Mayor with a copy submitted to the Minister cq. Permanent Secretary of the Ministry, no later than January 31 of the following year. The format for the final report on the implementation of activities and management of the DAK Nonfisik for Tourism Services Fund is submitted in hardcopy and softcopy form with reference to the provisions of laws and regulations.

3. Report Compliance

The compliance of Tourism Regional Apparatuses in submitting reports will be taken into consideration in the allocation of DAK for the following year in accordance with applicable laws and regulations.

CHAPTER IX
FORMAT AND LIST

A. RK Format (Activity Plan)

RENCANA KEGIATAN
DANA ALOKASI KHUSUS NONFISIK DANA PELAYANAN KEPARIWISATAAN TAHUN ANGGARAN

Perangkat Daerah PENERIMA DAK : (Contoh Dinas Pariwisata Kabupaten.....)

JENIS : DAK NON FISIK DANA PELAYANAN KEPARIWISATAAN TA.....

BIDANG : PARIWISATA

PAGU ALOKASI : Rp..... [Diisi alokasi DAK Nonfisik Dana Pelayanan Kepariwisata sesuai pagu TKD]

NO.	MENU KEGIATAN	NO.	JENIS RINCIAN KEGIATAN	JENIS PEKERJAAN	METODE PENGADAAN BARANG/ JASA	LOKASI KEGIATAN (Nama Desa; Nama Kecamatan)	VOLUME KEGIATAN	TARGET OUTPUT	KEBUTUHAN DANA
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1.	Peningkatan Kapasitas Tata Kelola dan Kualitas Pelayanan Keselamatan, Keamanan, dan Kesehatan di Destinasi Pariwisata	1	Pelatihan Pengelolaan Toilet di Destinasi Pariwisata;	Nonfisik		tahapOrang	Rp.....
		2	Pelatihan Kebersihan Lingkungan, Sanitasi, dan Pengelolaan Sampah di Destinasi Pariwisata;	Nonfisik		tahapOrang	Rp.....
		3	Pelatihan Keamanan dan Keselamatan di Daya Tarik Wisata;	Nonfisik		tahapOrang	Rp.....
		4	Pelatihan Tata Kelola, Himpis, dan Pemasaran Destinasi Pariwisata.	Nonfisik		tahapOrang	Rp.....
2	Peningkatan Kapasitas Masyarakat Pariwisata dan Pelaku Usaha Pariwisata	1	Pelatihan Peningkatan Inovasi dan Higienitas Sajian Kuliner;	Nonfisik		tahapOrang	Rp.....
		2	Pelatihan Pamandu Wisata Alam	Nonfisik		tahapOrang	Rp.....
		a.	Pemandu Wisata Salam	Nonfisik		tahapOrang	Rp.....
		b.	Pemandu Wisata Salancar	Nonfisik		tahapOrang	Rp.....
		c.	Pemandu Keselamatan Wisata Tirta	Nonfisik		tahapOrang	Rp.....
		d.	Pemandu Arung Jeram	Nonfisik		tahapOrang	Rp.....
		e.	Pemandu Wisata Gunung	Nonfisik		tahapOrang	Rp.....
		f.	Pemandu Ekowisata	Nonfisik		tahapOrang	Rp.....
		g.	Pemandu Geowisata	Nonfisik		tahapOrang	Rp.....
		h.	Pemandu Caving/ Susur Goa	Nonfisik		tahapOrang	Rp.....
i.	Pemandu Paralayang	Nonfisik		tahapOrang	Rp.....		
3	1	Pelatihan Pamandu Wisata Budaya (agar budaya, museum, keraton, candi)	Nonfisik		tahapOrang	Rp.....	
4	Pelatihan Pamandu Wisata Bhutan (recreation/ theme park, outbound, dan scopark)	Nonfisik			tahapOrang	Rp.....	
5	Pelatihan Pengelolaan Usaha Homestay/ Pondok Wisata	Nonfisik			tahapOrang	Rp.....	
6	Pelatihan Pengelolaan Desa Wisata;	Nonfisik			tahapOrang	Rp.....	
7	Pelatihan Pemasaran Digital	Nonfisik			tahapOrang	Rp.....	
3	Dukungan operasional non rutin fasilitas pariwisata untuk TTC	1	Pembuatan Sistem Informasi Kepariwisata (Tourism Information System) termasuk konten peta wisata (Tourism Map)	Nonfisik		tahapOrang	Rp.....
		2	Pembuatan konten promosi multimedia (media cetak, media elektronik/digital, media social) di TTC	Nonfisik		tahapOrang	Rp.....
TOTAL KEBUTUHAN DANA									Rp -

Pemerintah Daerah,

Dinas

[Kepala Dinas]

[Nama Pejabat]
[NIP Pejabat]

Disetujui tanggal:

Pemerintah Pusat:

Kemenparekraf/Baparekraf
Koordinator Penganggaran Biro Perencanaan dan Keuangan

GUNAWAN TANTORO

B. Format for the Planned Use of DAK Nonfisik Funds (Adjusted to the Format in Annex to the PMK)

LAPORAN RENCANA PENGGUNAAN DANA
DAK NONFISIK DANA PELAYANAN KEPARIWISATAAN
PROV/KABUPATEN/KOTA ... TAHUN ANGGARAN ...
SAMPAI DENGAN TAHAP ...

No	Kegiatan/ Periode Pelaksanaan	Perencanaan Kegiatan		
		Jumlah Penerima Manfaat/ Output		Pagu APBN
		Jumlah	Satuan	(Rp)
I	Memu Kegiatan			
	1. Sub Menu Kegiatan			
	2. Sub Menu Kegiatan			
	3. Sub Menu Kegiatan			
	dst... (dst...)			
II	Memu Kegiatan			
	1. Sub Menu Kegiatan			
	2. Sub Menu Kegiatan			
	dst... (dst...)			
	Total			
	Pagu APBN			

Tempat Tanggal
Pejabat Penandatanganan
(tanda tangan asli dan cap dinas)
Nama
NIP

Unofficial

C. Training RAB Format

PERANGKAT DAERAH : DINAS PARIWISATA PEMERINTAH DAERAH
 KEGIATAN : Pelatihan.....
 KELUARAN / OUTPUT : Jumlah Peserta yang mengikuti pelatihan
 VOLUME : 1 Kegiatan 40 Orang
 ALOKASI DANA : Rp
 TAHUN ANGGARAN : 2023

URAIAN KEGIATAN	VOLUME	SATUAN	JUMLAH	KETERANGAN
Anggaran Penyelenggaraan Per Pelatihan				
DANA SUPPORTING				
Belanja Bahan pelatihan				
Cetak Sertifikat				
Keikutsertaan				
Dokumentasi dan Publikasi				
Snack Rapat Persiapan				
Konsumsi Makan Siang Rapat Persiapan				
Penyiapan dan pengiriman laporan				
KEGIATAN PELATIHAN				
Jasa Profesi				
Narasumber setara Pejabat Eselon II				
Moderator				
Paket Pelatihan				
Panitia				
paket meeting				
uang saku/harian				
uang transport				
antigen				
Belanja bahan habis pakai (hanya untuk pelatihan kuliner, desa wisata, homestay, toilet)				
Peserta				
paket meeting				
uang saku/harian				
uang transport				
antigen				
Narasumber				
Uang Transport Narasumber & Moderator				
Perjalan Dinas Narasumber dari Luar				
antigen				
paket meeting				
PRAKTEK LAPANGAN				15% DARI PAGU PELATIHAN
TOTAL				

Kab ..., November 2022

Kepala Dinas Pariwisata

Nama

NIP.



D. Example of a Non-Routine Operational Support RAB for TIC

No.	Uraian Pekerjaan		Volume	Harga Satuan	Jumlah
Pembuatan Television Commercial (TVC)				Rp	
A	PRA PRODUKSI				Rp 22,000,000
1	Scriptwriting		1 pkt	Rp 15,000,000	Rp 15,000,000
2	Visualizing		1 pkt	Rp 7,000,000	Rp 7,000,000
B	PRODUKSI				Rp 96,750,000
3	Tim Produksi - Director		1 or	Rp 25,000,000	Rp 25,000,000
4	Tim Produksi - Producer		1 or	Rp 14,000,000	Rp 14,000,000
5	Tim Produksi - Cameraman		1 or	Rp 8,000,000	Rp 8,000,000
6	Tim Produksi - Drone Operator		1 or	Rp 3,000,000	Rp 3,000,000
7	Tim Produksi - Talent Coordinator		1 or	Rp 4,000,000	Rp 4,000,000
8	Tim Produksi - Production Assistant / Location Manager		1 or	Rp 4,000,000	Rp 4,000,000
9	Tim Produksi - Unit Crew		1 or	Rp 1,000,000	Rp 1,000,000
10	Talent - Talent Utama		1 or	Rp 3,600,000	Rp 3,600,000
11	Peralatan & Perlengkapan - Kamera	1 set x 3 hr	3 pkt	Rp 3,000,000	Rp 9,000,000
12	Peralatan & Perlengkapan - Drones	1 set x 3 hr	3 pkt	Rp 2,000,000	Rp 6,000,000
13	Peralatan & Perlengkapan - Production Gear		1 pkt	Rp 3,000,000	Rp 3,000,000
14	Peralatan & Perlengkapan - Wardrobe and makeup		1 pkt	Rp 7,000,000	Rp 7,000,000
15	Transport & Akomodasi - Sewa Kendaraan Roda Empat	1 unit x 3 hr	3 uh	Rp 2,000,000	Rp 6,000,000
16	Transport & Akomodasi - Meals Crew & Talent	7 or x 3 hr	21 oh	Rp 150,000	Rp 3,150,000
C	PASCA PRODUKSI				Rp 27,500,000
17	Video Editing		1 pkt	Rp 8,000,000	Rp 8,000,000
18	Grading After Effects		1 pkt	Rp 6,000,000	Rp 6,000,000
19	Music & Sound		1 pkt	Rp 5,000,000	Rp 5,000,000
20	Dubber (Voice Over)		1 or	Rp 4,000,000	Rp 4,000,000
21	External Harddisk		1 pkt	Rp 3,000,000	Rp 3,000,000
22	Laporan Pekerjaan		1 unit	Rp 1,500,000	Rp 1,500,000
Pembuatan Tourist Information System (TIS)					Rp 53,750,000
1	Hosting Website		1 pkt	Rp 10,000,000	Rp 10,000,000
2	Domain Website		1 pkt	Rp 1,000,000	Rp 1,000,000
3	Website dilengkapi menu-menu website		1 pkt	Rp 24,750,000	Rp 24,750,000
4	Aplikasi Program Pengolahan Database berbasis website		1 pkt	Rp 5,000,000	Rp 5,000,000
5	Plugin Pendukung Fasilitas-fasilitas tambahan		1 pkt	Rp 5,000,000	Rp 5,000,000
6	Pelatihan (training) admin pengelolaan website		1 pkt	Rp 3,000,000	Rp 3,000,000
7	Pemeliharaan/maintenance website		1 pkt	Rp 5,000,000	Rp 5,000,000
JUMLAH TOTAL					Rp 200,000,000

Kab ..., November 2022

Kepala Dinas Pariwisata

Nama
NIP.

E. Format for Recapitulation of Use of DAK Nonfisik for Tourism Services Fund
 a. Absorption Report

LAPORAN REALISASI PENYERAPAN DANA PELAYANAN KEPARIWISATAAN PROVINSI/KABUPATEN/KOTA ... [1] TAHUN ANGGARAN ... [2] SAMPAI DENGAN TAHAP ... [3]			
Yang bertandatangan di bawah ini ... [4] menyatakan bahwa saya bertanggung jawab penuh atas kebenaran Laporan Realisasi Penyerapan Dana Pelayanan Kepariwisataaan (DPK) ini dengan rincian, sebagai berikut:			
A.	Sisa Dana Pelayanan Kepariwisataaan di Rekening Kas Umum Daerah tahun sebelumnya	: Rp	[5]
B.	Penerimaan dari Rekening Kas Umum Negara		
	- Tahap I	: Rp	[6]
	- Tahap II	: Rp	[7]
	Jumlah	: Rp	[8] = [6] + [7]
C.	Realisasi Penyaluran Dana Pelayanan Kepariwisataaan ke RKUD		
	- Tahap I	: Rp	[9]
	- Tahap II	: Rp	[10]
	- Kumulatif s.d. Tahap ini	: Rp	[11] = [9] + [10]
	- Pengembalian ke RKUD	: Rp	[12]
	- Realisasi Penyaluran Dana Pelayanan Kepariwisataaan setelah dikurangi Pengembalian RKUD	: Rp	[13] = [11] - [12]
D.	Persentase Penyaluran	: Rp	[14] = [13] / [5] + [8]
E.	Sisa Dana Pelayanan Kepariwisataaan di RKUD s.d. Tahap ini	: Rp	[15] = [5] + [8] - [13]
Bukti-bukti realisasi pembayaran kepada pihak ketiga yang tercantum dalam laporan ini, disimpan sesuai dengan ketentuan yang berlaku untuk kelengkapan administrasi dan keperluan pemeriksaan aparat pengawas fungsional.			
Demikian laporan ini dibuat dengan sebenarnya.			
		Tempat ... [16], Tanggal [17]	
		Kepala Biro/ Badan/ Dinas Pengelola Keuangan [18]	
		[Tanda Tangan dan Stempel Basah] [19]	
		Nama [20]	
		NIP	



Petunjuk Pengisian	
NO.	URAIAN
1.	Diisi nama Provinsi/kabupaten/ kota.
2.	Diisi tahun anggaran .
3.	Diisi Tahap berkenaan.
4.	Diisi oleh Kepala Biro/ Badan/ Dinas Pengelola Keuangan .
5.	Diisi sesuai dengan jumlah sisa Dana Pelayanan Kepariwisataaan di RKUD yang belum digunakan pada tahun anggaran
6.	Diisi sesuai dengan jumlah transfer Dana Pelayanan Kepariwisataaan dari Rekening Kas Negara ke Rekening Kas Umum Daerah pada Tahap I.
7.	Diisi sesuai dengan jumlah transfer Dana Pelayanan Kepariwisataaan dari Rekening Kas Negara ke Rekening Kas Umum Daerah pada Tahap II.
8.	Diisi sesuai dengan jumlah keseluruhan Dana Pelayanan Kepariwisataaan yang disalurkan dari Rekening Kas Negara ke Rekening Kas Umum Daerah sampai dengan Tahap akhir laporan .
9.	Diisi jumlah penyaluran Dana Pelayanan Kepariwisataaan Tahap I. Jumlah ini harus sama dengan jumlah yang tercantum pada Daftar SP2D yang diterbitkan untuk penyaluran Dana Pelayanan Kepariwisataaan Tahun Anggaran berkenaan pada Tahap I.
10.	Diisi jumlah penyaluran Dana Pelayanan Kepariwisataaan Tahap II. Jumlah ini harus sama dengan jumlah yang tercantum pada Daftar SP2D yang diterbitkan untuk penyaluran Dana Pelayanan Kepariwisataaan Tahun Anggaran berkenaan pada Tahap II.
11.	Diisi jumlah kumulatif penyaluran Dana Pelayanan Kepariwisataaan melalui SP2D Kabupaten/Kota s.d. Tahap akhir laporan.
12.	Diisi dengan jumlah Dana Pelayanan Kepariwisataaan yang tidak terpakai dan dikembalikan ke RKUD
13.	Diisi jumlah kumulatif penyaluran Dana Pelayanan Kepariwisataaan s.d. Tahap berkenaan dikurangi dengan jumlah Dana Pelayanan Kepariwisataaan yang tidak terpakai dan yang dikembalikan ke RKUD
14.	Diisi jumlah kumulatif realisasi penyaluran Dana Pelayanan Kepariwisataaan setelah dikurangi pengembalian ke RKUD dibagi dengan jumlah penerimaan dari RKUN s.d. Tahap I atau II ditambah dengan Sisa Dana Pelayanan Kepariwisataaan di RKUD Tahun Sebelumnya.
15.	Diisi jumlah sisa Dana Pelayanan Kepariwisataaan Tahap I dan/ atau Tahap II .
16.	Diisi tempat dibuatnya laporan.
17.	Diisi tanggal dibuatnya laporan .
18.	Diisi nama jabatan.
19.	Diisi tanda tangan asli dan stempel basah .
20.	Diisi nama lengkap dan NIP penandatangan laporan.

b. Statement of Use Realization

LAPORAN REALISASI PENGGUNAAN
DANA PELAYANAN KEPARIWISATAAN
PROVINSI/KABUPATEN/KOTA
SAMPAI DENGAN TAHAP TAHUN ANGGARAN

No	Jenis Kegiatan	Perencanaan Kegiatan			Pelaksanaan Kegiatan						Permasalahan Kodefikasi Masalah	
		Jumlah Penerima Manfaat		Pagu APBN	Jumlah Penerima Manfaat		Realisasi Penggunaan	Persentase Output	Kesesuaian Antara DPA SKPD dengan Petunjuk Teknis			
		Jumlah	Satuan	(Rp.)	Jumlah	Satuan	(Rp.)	%	Ya	Tidak		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)		
I	Pelatihan		Orang									
1	Peningkatan Kapasitas Tata Kelola dan Kualitas Pelayanan Keselamatan, Keamanan dan Kesehatan di Destinasi Wisata		Orang									
	a. Pelatihan pengelolaan toilet di destinasi wisata		Orang									
	b. Pelatihan kebersihan lingkungan, sanitasi dan pengelolaan sampah		Orang									
	c. Pelatihan keamanan dan keselamatan daya tarik wisata		Orang									
	d. Pelatihan tata kelola, bisnis, dan pemasaran		Orang									
2	Peningkatan Kapasitas Masyarakat Pariwisata dan Pelaku Usaha Pariwisata		Orang									
	a. Pelatihan peningkatan inovasi dan higienitas sajian kuliner		Orang									
	b. Pelatihan pemandu wisata alam (selam, selancar, pemandu keselamatan wisata tirta, arung jeram, wisata gunung, ekowisata, geowisata, caving/susur goa, dan paralayang)		Orang									
	b.1. Pelatihan Pemandu Wisata Selam		Orang									
	b.2. Pelatihan Pemandu Wisata Selancar		Orang									
	b.3. Pelatihan Pemandu Keselamatan Wisata Tirta		Orang									
	b.4. Pelatihan Pemandu Wisata Arung Jeram		Orang									
	b.5. Pelatihan Pemandu Wisata Trekking		Orang									
	b.6. Pelatihan Pemandu Wisata Ekowisata		Orang									
	b.7. Pelatihan Pemandu Wisata Geowisata		Orang									
	b.8. Pelatihan Pemandu Wisata Caving/Susur Goa		Orang									
	b.9. Pelatihan Pemandu Wisata Paralayang		Orang									
	c. Pelatihan pemandu wisata budaya (cagar budaya : museum, keraton, candi)		Orang									
	d. Pelatihan pemandu wisata buatan (recreation/theme park, outbound dan ecopark)		Orang									
	d.1. Pelatihan Pemandu Wisata Recreation/Theme Park		Orang									
	d.2. Pelatihan Pemandu Wisata Outbond		Orang									
	d.3. Pelatihan Pemandu Wisata Ecopark		Orang									
	e. Pelatihan pengelolaan usaha homestay/ pondok wisata		Orang									
	f. Pelatihan pengelolaan desa wisata		Orang									
	g. Pelatihan pemasaran digitalisasi		Orang									
II	Dukungan operasional non rutin fasilitas pariwisata untuk TIC		Orang									
	a. Pembuatan konten promosi multimedia (media cetak, media elektronik/digital, media social) di TIC		Orang									
	b. Pembuatan Sistem Informasi Pariwisata (TIS) termasuk pembuatan konten peta wisata		Orang									
	TOTAL											
	PAGU APBN											

Total SP2D :
Total Retur :
SP2D Netto :

...Tempat..... Tanggal.....

Mengetahui,
Kepala Dinas Pariwisata

(Tanda Tangan dan Stempel)

(Jabatan)
NIP.



F. SP2D (Fund Disbursement Order) Recap

REKAPITULASI				
SURAT PERINTAH PENCAIRAN DANA (SP2D) YANG DITERBITKAN				
UNTUK PENYALURAN DANA PELAYANAN KEPARIWISATAAN PROVINSI/ KABUPATEN/ KOTA ...[1]				
SAMPAI DENGAN SEMESTER ... [2a] TAHUN ANGGARAN ... [2b]				
No	SP2D		Nilai(Rp)	Ket.
	Nomor	Tanggal		
1				
2				
	Jumlah			
No	Pengembalian		Nilai(Rp)	Ket.
	Nomor	Tanggal		
1				
2				
	Jumlah			
			Tempat ... [3], Tanggal [4]	
			Kepala Biro/ Badan/ Dinas Pengelola Keuangan [5]	
			[Tanda Tangan dan Stempel Basah] [6]	
			Nama.....[7]	
			NIP.....	
Petunjuk Pengisian				
NO.	URAIAN			
1.	Diisi nama Provinsi/ kabupaten/ kota.			
2a-2b	Diisi tahun anggaran dan semester berkenaan.			
3.	Diisi tempat dibuatnya laporan.			
4.	Diisi tanggal dibuatnya laporan .			
5.	Diisi nama jabatan.			
6.	Diisi tanda tangan asli dan stempel basah .			
7.	Diisi nama lengkap dan NIP penandatanganan laporan.			



CHAPTER X
CLOSING PROVISION

Technical Instructions for Management of DAK Nonfisik for Tourism Services Fund are used as a reference for Local Governments in managing and using DAK Nonfisik for Tourism Services Fund.

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

Signed

SANDIAGA SALAHUDDIN UNO

Unofficial