

Management of Treatise Conference Information System (SIFASRAPI) DPRD Secretariat of North Sulawesi Province

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ABSTRACT

The aim is to find out the management of SIFASRAPI at the DPRD Secretariat of North Sulawesi Province, specifically in the Session Section of the DPRD of North Sulawesi Province. This research uses a descriptive method with a qualitative approach. Data collection techniques include observation, interviews, and documentation methods. Data processing techniques with stages of data reduction, data presentation, and verification. This research highlights the management of the Session Minutes Information System (SIFASRAPI) at the DPRD Secretariat of North Sulawesi Province, both in the planning, budgeting, and reporting or evaluation processes. SIFASRAPI encountered obstacles, including problems with human resources, supporting facilities, and infrastructure such as the internet network and the imperfect SIFASRAPI application, which became an obstacle to the implementation of SIFASRAPI at the DPRD Secretariat of North Sulawesi Province. Based on the results of the research conducted, it can be concluded that SIFASRAPI management at the DPRD Secretariat has been running well and it is recommended that the Regional Government increase the capacity of Human Resources, repair, and increase supporting facilities and infrastructure as well as for the Provincial Government to help provide input for the development of the SIFASRAPI Application.

Keywords: Head School, Leadership, Performance Teacher

INTRODUCTION

Management System Information Treatise The judge is one of the systems created and developed by the DPRD Secretariat of North Sulawesi Province frame To make it easier and guarantee the smooth processing of meeting agendas, results meetings, and minutes meetings. One of the obstacles faced by the DPRD Secretariat during This is recording is still manual so the processing of results from data meetings become late and efficient often complained about by DPRD members, benefits developed system application This can directly felt by members of the DPRD and party DPRD Secretariat, where the process of recording and processing the results agenda meeting become faster For can be delivered to Leaders and Members of DPRD so objective developed application This can achieved that is For speed up recording, processing and delivery to members who need it minutes meeting.

Development and utilization of technology information are increasingly web-based wide everywhere field, that is For make it easier to perform activities daily. An agency has an agenda of activities that must be done in a way orderly and neat. Moment This is often done at the DPRD Secretariat of North Sulawesi Province found constraints in still processing meeting data often one of them is hampered recording which is still manual, is good for processing meeting agendas, results meetings, or reports. In archiving such data, frequently happen problem of how difficult it is to look for activity data files that have been created previously. This matter can result in data processing becoming late and lacking efficiency. Management administration meetings are very necessary to computerized to prevent possible problems from happening, as well as speed up the delivery of information to participant meetings. One of technology possible information a data and information can be shared with fast is the web. Application web-based can be accessed with ease wherever, whenever through all supported devices and web browsers (Noor and Sari, 2017). Application web-based allows management administration meeting in a way centralized. Application web-based will make it easier to plan upcoming meetings executed and archive document meetings. So, the application will make it easier for participants meeting in obtain information on upcoming meetings implemented, as well as previous meetings held.

System Information Treatise The judge This made based on plan Work budget and plan Work annual from North Sulawesi Provincial DPRD Secretariat in 2021 budget, which is strengthened with the DPRD Secretary's Decree Number 15 of 2022 concerning Formation of Work Teams Effective Action Change System Information Treatise The judge 2022 in the Environment North Sulawesi Provincial DPRD Secretariat, policy This taken in order can increase performance staff North Sulawesi Provincial DPRD Secretariat as well as simplify and speed up the processing, recording and reporting processes minutes meetings and minutes the judge with use an application.

Utilization and use of System Information Treatise The trial was created and developed at the DPRD Secretariat of North Sulawesi Province Not yet walked optimally, This was caused by several factors, including (1) management source Power human, where implementation of system information treatise the judge need competence and expertise technical in management and operation, will but resource available humans not yet optimal manage and operate system this, so often found obstacles in implementation task. (2) facilities and infrastructure supporters, where in operating system information treatise the judge required means supporter form device hard (hardware), device software (software), infrastructure network (server) and devices technical others, will but in years walk this because limitations budget procurement facilities and infrastructure supporter from system

information treatise the judge This deleted, thus greatly affecting operational processes from the system. (3) support budget, where in operating system information treatise the judge required connectivity (hosting) with servers at the Communication and Information Service North Sulawesi Province which requires funds for subscribe, temporarily budget the No organized in Document Implementation Budget North Sulawesi Provincial DPRD Secretariat because problem limitations existing budget.

A budget that is not sufficient can influence the availability of source human power, device hard, device software, infrastructure networking, and support technical requirements For the development and operation of system information effective treatise, aside from That lack of expertise and knowledge of technical in a way management source Power man that is implementation system information treatise need skill technical in development, operation, and maintenance system.

LITERATURE REVIEW

Public Management Theories

Public management or management public, that is agency government. Deep overman Keban (2004), argued that Management public it's not a scientific management, although it is strongly influenced by scientific management. Management public it's not policy analysis, not also administration public, reflecting pressures between orientation instrumental rational on one party, and orientation political policy sided other. public management is something that studies interdisciplinary aspects of general organization and combined function management like planning, organizing, and controlling on one side, with human resources, finance, physical, information, and politics on the side other.

Based on Overman's opinion, OTT, Hyde, and Shafritz (1991), put forward that " management public and policy public are two fields administration overlapping public overlap ". To differentiate both of them in a way clear so can stated that policy public reflects the system of the brain and nerves, and temporary management public presents the system of heart and circulation in the body man. In other words, management public is the process of mobilizing human resources and non-human resources according order policy public.

Public Organizations Theories

In the literature on management public, understanding organization public started from the concept of " goods public " (public goods), namely products certain form goods and services that do not can fulfilled with market mechanisms in place by individuals (Samuelson, 1945). Draft This shows exists natural products collectively and must attempted in a way collectively too. Several fields have certain nature collectives where the organization public plays a role, for example, enforcement law, service health, education, security national, and so on. All This No Can attempted individually. Organizations are publicly held To give service to society, that is services that are not attempted Alone in a way separately by each individual. Therefore the function of the organization public is to arrange services needed by the community in a way general.

Characteristic features organization public according to Levin et al (1990), in Dwiyanto (1995) are as follows:

1. Organizational public duties are more complex and ambiguous
2. Organizations public more Lots face problems in implementing his decision.
3. Organizations public employ more Lots employees with motivated diverse
4. Organization public notice How secure existing opportunities/capacities
5. Organization public more notice of business compensation market failure
6. Organization public more Lots activity with significant symbolic more big
7. Organizations public hold standards more strict in commitment and legality
8. Organization public more focus answer injustice
9. Organizations public operate for the interest public
10. Organization public must guard minimal community support on more levels rather than the sector private.

Human Resources Management Theories

Management source Power human, abbreviated as HRM, is something knowledge or method How arrange relationships and roles source power (power work) owned by the individual in a way efficient and effective as well as can used in a way maximum so that achieve common goal companies, employees and society become maximum. HRM is based on a draft that every employee is human - not machine - and not just become a source Power business. Management source Power Human Resources (HR) is a technique or related procedures with management and utilization of school /madrasah personnel or agency (HR), good power educative nor power administrative in a way effective and efficient Lots depending on ability as a manager and leader in the institution the

Several experts or sources will give diverse views about HRM:

- a. Definition of HRM according to Marwansyah (2010), namely: Utilization source Power human inside organization carried out through functions planning source Power human, recruitment, and selection, development source Power people, planning and development career, gift compensation and welfare, safety and health work, as well industrial relations.
- b. Ivancevich (1995) stated " Human Resource Management is the effective management of people at work. Human Resource Management examines what can or should be done to make working people more productive and satisfied " or " management source Power man is effective management from a man in work them, (and) management source Power man research things that can or must be done For make people work become more productive and more satisfied.
- c. Meanwhile, Dessler (2010) argues that the Management source Power man is "The process of acquiring, training, assessing, and delivering compensation to employees, paying attention to connection Work them, health, security, and problems justice ".

Management Information System (MIS)

Management Information System (MIS) is an application system information inside an organization For support information needed by every level of management Development system information management has caused happen quite a change significant in pattern-taking decisions made by management good on level operational (executor technical) or leadership to all level. Development this too has also caused changes role of managers in making a decision, they sued For

always seek to obtain the most accurate and up-to-date information possible it uses in the retrieval process decision. In the era of globalization, waiter public sued For efficient and effective matters This happened Because exists need increasing society that needed an integrated management system with system information.

Treatise Conference

Law no. 14 of 2008 concerning Openness Public Information (UU KIP): Article 1 paragraph (3) states that treatise is noted or recording results of activity meetings, conferences, hearings, or other activities carried out by a public body or official public.

Following is the definition of a treatise according to experts: Iskandar Zulkarnain, (2019), explains Treatise is a note containing information, decisions, or results from something meeting or possible trial used as a reference or future reference. Anwar, (2018), explained Treatise contains document notes complete and detailed about the activity or results from something meeting, trial, or meeting that includes discussions, decisions, and actions taken.

Treatise Conference Information System (SIFASRAPI)

The DPRD Secretariat is an element of service administration and gives support to the duties and functions of the Provincial DPRD. Besides that, the DPRD Secretariat has several tasks, including organizing administration secretarial and financial support implementation duties and functions of the Provincial DPRD, as well as providing and coordinating power experts required by the Provincial DPRD in carrying out rights and functions following need. In doing management work, the North Sulawesi Province DPRD Secretariat in particular part of the Trial, still Can be said Not yet quite optimal. This matter causes staff in section trials and legislation to experience difficulty moment looking for files for treatise meetings. Because of that, the right solution For overcome the problem, namely by managing A system information treatise meeting trial (SIFASRAPI). Research results This aims To assist with the management and archiving process to become more fast and efficient as well as make users comfortable (user friendly) with the application. Dimensions philosophical in utility system information treatise North Sulawesi Province DPRD trial involved more thought about underlying principles and values use system information treatise. Several dimensions of philosophy can be considered as follows:

- a) Transparency: System information treatise the judge can support transparency in the retrieval process decisions and activities legislative. With gives more access to the public To see and understand the treatise trial, system This can help build the trust public and facilitate more participation in a democratic process.
- b) Accountability: With existing system information minutes, DPRD members and officials related to the DPRD of North Sulawesi Province can be responsible answer in a way more effective to activity the judge. Documented information with good access can help ensure that the retrieval process decisions and actions taken based on objective and feasible considerations are accountable.
- c) Openness: System information treatise can promote openness in the implementation of DPRD duties and functions. With easy and open access to treatise trials, the system can push

participation public to Follow and understand the manufacturing process policy as well as possible public For give bait come back or input.

- d) Efficiency and Effectiveness: System information treatise can increase efficiency and effectiveness in management DPRD meetings. With provides a centralized platform For storing, managing, and accessing the treatise trial, system This can save time and effort in searching and processing necessary information. This can also be done to facilitate communication and collaboration processes between DPRD members.

METHODS

Study This approach qualitative, with approach phenomenological research is used To examine the conditions of natural objects, where the researcher is instrument key, technique data collection is carried out in a way triangulation (combination) as well instrument study uses interviews, data analysis in nature inductive/qualitative, and results study qualitative more emphasize meaning in generalization. In connection with the problem study, the researcher carries out a study with the use method approach qualitative, where that is collected opinions, responses, information, concepts, and information in the form of descriptions of the disclosed problem.

Studying phenomenological is an approach study qualitative which focuses on understanding and interpretation to experience subjective individuals in a context certain. Miles and Huberman's approach, also known as the qualitative data analysis model, is a framework work used in studying qualitative For organize, analyze, and understand the data obtained.

The connection between the study phenomenological and Miles and Huberman's approach is as follows:

1. Focus on Subjectivity: The second approach These notices experience subjective individuals. Study phenomenological emphasizes understanding deeply about experience subjective someone, temporarily Miles and Huberman's approach helps analyze and understand related data with experience subjective.
2. Collection and Analysis: In the study, data is collected through interview in-depth, observations, or experiences directed by the subject study. Miles and Huberman's approach provides a framework Work For organizing and analyzing the data obtained, such as making categories, identifying patterns, or making synthesis from findings.
3. Understanding Context: Research phenomenological approaches Miles and Huberman acknowledge the importance of understanding context in understanding experience subjective. Both of them direct researchers To see the experience individual in more context extensive, including the background behind cultural, social, and historical.
4. Orientation Descriptive and Interpretative: Research phenomenological tend nature descriptive, intending to describe and understand experience subjective in a way deep. Miles and Huberman's approaches also combine dimensions interpretive, where the researcher analyzes data thoroughly and critically and searching more understanding through interpretation and synthesis.

In combination, research phenomenological and Miles and Huberman's approach can give a strong approach to understanding experience and analyzing the data obtained in the context of qualitative study. Miles and Huberman's approach can used as a framework useful work For analyzing the resulting data in the study phenomenological.

Because focus study This is a management system information treatise trial, meaning that which is examined is a process. So what is researched true, true, and revealed requires in-depth observation, then the researcher considers this process is best approached in a way qualitative, because The study used a approach qualitative.

RESULTS AND DISCUSSION

Analysis implementation System Information on the Trial Section North Sulawesi Provincial DPRD Secretariat based on results of research that has been done can be seen from several aspects that are:

Function Facilitate

Function System Information The DPRD Secretariat facilitates tasks of DPRD members including facilitating every meeting leadership, conferences, and activities of other DPRD members, fine internally and externally. Implementation duties by the DPRD Secretariat as facilitator the judge It has been going well, but there are still various obstacles that cause trials and meetings not according to the schedule that has been set, but the causal factor is not only from the DPRD Secretariat Staff but also due to the negligence of the DPRD members themselves who cannot attend the trial for several reasons. There is still a lack of performance by North Sulawesi Provincial DPRD Secretariat employees in facilitating North Sulawesi Provincial DPRD members in carrying out their duties and functions, especially in terms of discussion meetings that are not according to schedule and there are even planned activities that are not realized.

Based on the findings in North Sulawesi Province regarding the ability of DPRD Secretariat members to respond to future conditions, such as responding to community aspirations which will later be discussed with DPRD members, it is good, meaning that the ability of the DPRD Secretariat to facilitate the activities of DPRD members is good even though there are still various obstacles from both parties. The DPRD Secretariat itself as well as obstacles from North Sulawesi Province DPRD members.

Implementation Function Coordination

D members in providing experts/teams of experts, the DPRD Secretariat Information System also has the task of coordinating between the Governor and DPRD members to discuss every community aspiration that goes to the DPRD of North Sulawesi Province in the form of data analysis. Employees at the DPRD Secretariat always move quickly in coordinating every aspiration expressed by the community by actively providing input into this Information System Application to be managed. This can be seen from the frequency with which the executive (Governor) is summoned to hold opinion hearings regarding the aspirations of the community. If possible, the DPRD Secretariat will facilitate

DPRD leaders and members to directly carry out working visits to locations/places of people who have conveyed these aspirations.

The DPRD Secretariat Information System is also tasked with preparing materials for DPRD Legal products such as materials for Draft Regional Regulations, helping to provide information in coordinating the formulation of draft regional regulations, preparing materials for making DPRD regulations/decisions/recommendations, facilitating the establishment of Rules and Regulations guidelines. DPRD and others, this condition shows that the task of the DPRD Secretariat is not only to prepare facilities and infrastructure as well as administrative needs for sessions and meetings at the DPRD but also to prepare materials for the preparation of every legal product made by the DPRD.

With this Information System, employees at the DPRD Secretariat of North Sulawesi Province always work optimally, one of which is by working according to the leadership's directions in working individually and in groups, both in the office and when working in the field.

Implementation Function Administration

The next normative function is organizing secretarial administration and financial administration which can be seen from 3 (three) aspects, namely planning, implementation, and accountability. Employees in the Trial Section can complete their work well, where employees can complete two jobs at once, namely working according to their work duties and tasks directly given by the DPRD through the existing Information System. North Sulawesi DPRD Secretariat employees can carry out data collection functions and conduct meetings, carry out council activities during recess well, determine the APBD on time even before October and the main APBD is determined before December.

Another task and function of the Information System that has been created is to organize the secretarial administration, in this case taking the example of preparing invitations with the opinions of DPRD members and related agencies/agencies. Employees must have a quick response in carrying out work by providing input to the existing Information System so that it complies with the directions and orders of board members. The implementation of Information Systems administration duties at the DPRD Secretariat is good because employees understand their duties and obligations.

Apart from managing the implementation of Information System trials, other tasks include carrying out trial administration tasks such as making minutes of meetings, the implementation of the task of making minutes by the DPRD Secretariat has gone well, such as recording and archiving the results of the trial, documenting the text of the speech of the chairman of the trial, documenting data and news. and information, preparing materials for making meeting minutes, preparing documentation for each session activity, and preparing temporary minutes of plenary meetings so that meetings and sessions can proceed according to schedule. The implementation of Information System administration duties in the Sessions Section has been running well because employees always coordinate between DPRD members and the agencies/agencies that are DPRD work partners well and can bridge the interests of DPRD members and related agencies/agencies so that meetings and hearings can run smoothly. well according to plan.

Planning in terms of determining targets always refers to the number of activities planned by the DPRD based on information system data. Therefore, synchronization between the North Sulawesi Province Regional Legislation Program the activities to be carried out by the DPRD and the targets

planned by the North Sulawesi Province DPRD Secretariat must be directly proportional. The synchronization of these three things determines the success of the North Sulawesi Provincial DPRD Secretariat in carrying out secretarial administrative and financial administration duties. Work planning in each organization should also be carried out flexibly so that if changes to the work plan occur, each section can adapt to existing conditions. The work activities of each section and sub-section can be planned well. because every job has been carried out according to the stipulated time. For example, to hold a meeting, 1 hour or 2 hours beforehand all the meeting needs have been prepared so that if there are changes such as the meeting schedule or the trial being moved forward then the preparations for the meeting are ready. In this way, tasks according to the main tasks of work are carried out on time.

In terms of the implementation of trial activities, the Information System still has several shortcomings because it often experiences obstacles that cause the implementation of these tasks to not be carried out properly. To carry out work according to priorities, leaders need to increase employee work productivity. For this reason, so that employees can prioritize work, they need to be given technical guidance and regular training. Apart from that, every year it is necessary to roll out employees based on the results of an assessment of their abilities, including DPRD Secretariat staff, heads of subdivisions, and heads of divisions. Apart from rolling out employees, it is also necessary to provide an Additional Income Allowance (TTP) so that the productivity of North Sulawesi DPRD Secretariat Trial Section employees increases because TTP itself is a performance measure. In other words, secretariat employees will receive TTP if their work evaluation is good. In implementing this Information System application, employees at the DPRD Secretariat have carried out their work based on the performance standards or main duties of each employee and carried out their main duties and functions as well as possible, so it can be seen that the employees have worked responsibly. Then, if there are employees who are not responsible for their duties, the superior will directly reprimand and give direction to the person concerned because it can be seen that there is interference in the form of a lack of data being entered. After all, the employee is not disciplined in inputting data.

Most employees have worked with great responsibility, and most employees have played an active role in providing services, working according to their respective duties and functions. Apart from that, it is also supported by direct supervision by superiors so that for each activity you can know how many people are on standby at the place, how many have arrived late, are lazy, and so on. Each section and area of work understand their job duties so that there is no overlap in work. However, not all employees obey the rules, some employees want to listen to the leadership's directions and some don't, it all depends on the personality and awareness of each employee.

CONCLUSION

Based on data analysis and findings in the field, then you can conclude as follows: 1. The DPRD Secretariat carries task principles and functions always influenced by environmental characteristics namely, conditions, situations, circumstances, events, and internal and external influences that have an impact on achievement goals and objectives organization. In carrying task principles and function For give support technical, administrative, and support skills as well as For fulfill adjustments to the

role and function of the DPRD of North Sulawesi Province. 2. Function System Information The DPRD Secretariat facilitates tasks of DPRD members including facilitating every meeting leadership, conferences, and activities of other DPRD members, fine internally and externally. Implementation duties by the DPRD Secretariat as facilitator the judge It has been going well, but there are still various obstacles that cause trials and meetings not according to the schedule that has been set, but the causal factor is not only from the DPRD Secretariat Staff but also due to the negligence of the DPRD members themselves who cannot attend the trial for several reasons. Evaluation in System Information Treatise North Sulawesi Province DPRD Secretariat Session is a process to evaluate the success activity government area with the use system information available. The objective of evaluation in System Information is To determine the extent of activity the government has reached the objective set, as well As identify successes And failures That happen during implementation activity. In the process of evaluation of System Information, the government area will collect And analyze the data related to the activity the government has done. the data Can be in the form of quantitative data, such as the amount of activity That has been held or the amount person Who are involved in the activity, or qualitative data, such as the level of satisfaction public or the level of effectiveness activity. With the use of system information available, the area can manage And analyze evaluation data more effectively And efficiently. Results evaluation is also possibly used as a base For compiling plan development activity government area in the future. 3. System Information The DPRD Secretariat also has task coordination between the Governor and DPRD members to discuss every aspiration incoming community to the DPRD of North Sulawesi Province from data analysis. Employees at the DPRD Secretariat always move fast in coordinating every aspiration expressed public with method active give input into the application System Information This For managed. This matter can seen from often parties where the executive (Governor) was summoned to hear opinions related to the aspirations of the public. Even If possible The DPRD Secretariat will facilitate leaders and members of the DPRD for direct stage visits Work to a location/place society that has conveyed aspirations. 4. Function normative next is organizer administration secretarial and administrative finances are possibly seen from 3 (three) aspects ie planning, implementation and accountability. Employees in the Trial Section are capable finish work with OK, where the employee is capable of completing two jobs at a time that is Work following main duties Work is not a straightforward task granted by the DPRD through the System's Existing information. Employee The North Sulawesi DPRD Secretariat is capable carry out functions - functions data collection and implementation meetings, implementation internal board activities take a recess with OK, the APBD determination is correct time even before month October, and the main APBD set before month December. 5. There are some obstacles encountered in the implementation System Information Treatise The judge North Sulawesi Province DPRD Secretariat, especially in the Trial Section, including:

- a. The problem costs: Implementation system information needs sufficient cost high like procurement means hardware example Personal Computer (PC), Laptop and infrastructure example enhancement quality internet network, budget For enhancement HR capacity.
- b. Human resource issues: Implementing an Information System also requires human resources who understand and can manage the system. Displacement personnel consequence promotions and so on also have an influence.

- c. Compliance issues: Information System implementation may require local governments to change pre-existing business processes. This can be an obstacle for local governments who have difficulty changing habits or routines that they have become accustomed to.
- d. Integration issues: Implementation of an Information System may also require local governments to integrate the system with other existing systems. This may be an obstacle for local governments that have difficulty integrating different systems.
- e. Security and privacy issues: Information systems containing important data about the community and local government finances must be kept secure to prevent unauthorized access or data theft. This may be an obstacle for local governments who have difficulty managing and maintaining the security of these information systems.

Suggestion

As for suggestions, the writer submitted research this time:

1. Planning and Budgeting is an important part of the Trial Minutes Information System (Information System). Good planning will help local governments determine the right goals and strategies in managing Information Systems, and can help manage available resources more effectively and efficiently. Several things that need to be considered in planning and budgeting in Information Systems include:
 - a. Information System Goals: local governments need to determine the goals they want to achieve through Information Systems, such as increasing transparency, increasing efficiency, or increasing accountability.
 - b. Needs analysis: local governments need to carry out an analysis of the information needs required by the community, as well as the information needs required by the local government itself.
 - c. Resource planning: local governments need to consider available resources, such as budget, staff, and technology required to manage the Information System.
 - d. Risk: local governments need to consider risks that may occur during Information System management, such as security risks, system failure risks, and other risks.
 - e. Implementation: local governments need to determine the stages required to implement the Information System, as well as determine the responsibilities given to each staff involved in the implementation process. By considering these things, local governments can manage the Information System more effectively and efficiently and can ensure that the Information System can provide optimal benefits for the community.
2. Required Special Training / Technical Guidance at the Regional Secretariat to overcome problem source Power man with allocated budget For activity. Central Government so that it can emit guidelines technical related integration System Information on Regional Government. So anticipated problem security and reporting formats improved. System Necessary information refined, so existing features can be utilized in a way maximum by the Central Government, Regional Government, and even the public To get information actual of the development process in the region.

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