

# LAMPIRAN

## TRAINING NOTES TRAINING OF STRATEGIC PLANNING FOR SKPD

Date : April 3<sup>rd</sup> – 4<sup>th</sup> 2013  
 Place : Bappeda Gunung Mas Regency  
 Trainer/Facilitator : Mr. Nandang Suherman – Governance specialist  
 Co-Facilitator : Dino Mika  
 Photo Taker : Dino Mika, Dian Anggraeni  
 Note Taker : Dino Mika  
 No. of Participants : 25 people (attendance list is available in hard copy)

### Training Agenda

| TIME          | DURATION | ACTIVITY                                                                                                        | METHOD                                                       | PERSON IN CHARGE                                 |
|---------------|----------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------|
| <b>Day 1</b>  |          |                                                                                                                 |                                                              |                                                  |
| 09.00 – 09.30 | 30'      | <b>Opening by MC</b><br><b>YTS Speech</b><br><b>Bappeda Gunung Mas Speech</b><br><b>Sekda Gunung Mas Speech</b> | Presentation<br>Speech<br>Speech<br>Speech                   | Dino Mikha<br>Dian Anggraeni<br>Bappeda<br>Sekda |
| 09.30 – 10.15 | 45'      | <b>Introduction to YTS</b><br><b>Training Introduction</b>                                                      | Presentation<br>Presentation                                 | Dino Mikha<br>Dino Mikha                         |
| 10.15 – 10.30 | 15'      | <i>Break</i>                                                                                                    |                                                              |                                                  |
| 10.30 – 12.00 | 1 hr,30' | <b>Renstra Concept (Regulation Frame, Substantial of Content, and Renstra Making Process)</b>                   | Brainstorming<br>Presentation<br>Plenary Discussion<br>Q & A | Nandang Suherman                                 |
| 12.00 – 13.15 | 1 hr,15' | <i>Lunch</i>                                                                                                    |                                                              |                                                  |
| 13.15 – 15.00 | 1 hr,45' | <b>Renstra Concept (Regulation Frame, Substantial of Content, and Renstra Making Process)</b>                   | Brainstorming<br>Presentation<br>Plenary Discussion<br>Q & A | Nandang Suherman                                 |
| 15.00 – 15.15 | 15'      | <i>Break</i>                                                                                                    |                                                              |                                                  |
| 15.15 – 16.55 | 1 hr,40' | <b>Planning and Budgeting Concept with Gender Responsive</b>                                                    | Brainstorming<br>Presentation<br>Plenary Discussion<br>Q & A | Nandang Suherman                                 |
| 16.55 – 17.00 | 5'       | <b>Closing Day 1</b>                                                                                            |                                                              | Dino Mikha                                       |
| <b>Day 2</b>  |          |                                                                                                                 |                                                              |                                                  |
| 08.00 – 08.30 | 30'      | <b>Review Day 1</b>                                                                                             | Presentation                                                 | Dino Mikha                                       |
| 08.30 – 10.15 | 1 hr,45' | <b>Formulation of Vision, Mission, Target and Objectives</b>                                                    | Presentation<br>Group Discussion<br>Q & A                    | Nandang Suherman                                 |
| 10.15 – 10.30 | 15'      | <i>Break</i>                                                                                                    |                                                              |                                                  |
| 10.30 – 12.00 | 1 hr,30' | <b>Formulation and making program &amp; Activities in Renstra</b>                                               | Presentation<br>Group Discussion<br>Q & A                    | Nandang Suherman                                 |
| 12.00 – 13.15 | 1 hr,15' | <i>Lunch</i>                                                                                                    |                                                              |                                                  |
| 13.15 – 15.00 | 1 hr,45' | <b>Renstra Making Process</b>                                                                                   | Presentation<br>Group Discussion<br>Q & A                    | Nandang Suherman                                 |
| 15.00 – 15.15 | 15'      | <i>Break</i>                                                                                                    |                                                              |                                                  |
| 15.15 – 15.45 | 30'      | <b>Renstra Making Process</b>                                                                                   | Presentasi<br>Diskusi Kelompok<br>Tanya Jawab                | Nandang Suherman                                 |
| 15.45 – 16.00 | 5'       | <b>Closing</b>                                                                                                  | Speech                                                       | Bappeda                                          |

# LAMPIRAN

## Training Notes – April 3<sup>rd</sup> 2013

### 1. Opening by Dian to welcome all participants.



Miss Dian is welcoming the participants

### 2. Opening Prayer by Ramiasi (staff Fishery and animal husbandry agency)

### 3. Introduction to Training by Dino (10 minutes)

The explanation included background, objectives, outputs, methods, process, agenda, and learning contract.

### 4. Introduction to YTS by Dino (30 minutes)

Before the presentation, Dino asked the participants whether they know or have heard about YTS. In fact, there are only about 3 – 5 people out of 24 participants who raised their hands and know YTS a little bit. Others said that they don't know what YTS is. This is very reasonable because most of training participants are new faces who come from 20 SKPDs in Gunung Mas. There were no questions asked by the participants after the presentations as they think the presentation is clear when it was asked if all information was clear. The most unforgettable is YTS activity on Mercury project. They discussed and made fun among themselves about mercury emission. It seems that they just realized that the mercury is a chemical substance that needs to be aware of.



Dino is introducing YTS to all participants

## LAMPIRAN

### 5. Pre test (10 minutes)



Participants are doing pre-test

Below is the result of pre test and post test:

| No | Name                    | SKPD            | Pre Test | Post Test | Progress |
|----|-------------------------|-----------------|----------|-----------|----------|
| 1  | Tutut Mayda S.Pi        | Dinkannak       | 7        | 8         | + 1      |
| 2  | Goalter Zoko            | Dittanbun       | 7        | -         | -        |
| 3  | Ruby Haris              | BPMPDP - KB     | 6        | 8         | +2       |
| 4  | Yulita Hariasi, SE      | Dipenda         | 6        | 8         | +2       |
| 5  | Stifen Panerus          | Dipenda         | 6        | 8         | +2       |
| 6  | Rayani                  | BKD             | 6        | 8         | +2       |
| 7  | Ramiasi                 | Dinkannak       | 5        | 9         | +4       |
| 8  | Nopli Yatno Tabat, A.Md | Dishubkominfo   | 5        | 6         | +1       |
| 9  | Pitra Asi               | Distanben       | 5        | 7         | +2       |
| 10 | Hera Merentina          | Kec. Kurun      | 5        | 7         | +2       |
| 11 | Wingo Tampunan          | Dinas Kesehatan | 5        | -         | -        |
| 12 | Rachmawan Eko P. S.Si   | RSUD            | 4        | 5         | +1       |
| 13 | Bernat                  | BLH             | 4        | 8         | +4       |
| 14 | Denie Jayaputra         | DPKA            | 4        | 7         | +3       |
| 15 | Wewenra                 | Bappeda         | 4        | 7         | +3       |
| 16 | Puji Dwi Ranoaji, S.Pd  | BPMPDP - KB     | 4        | 3         | -1       |
| 17 | Harapan Sihar PS, SE    | KPPT            | 3        | 6         | +3       |
| 18 | Hebron, SE              | DPU             | 3        | 5         | +2       |
| 19 | Abrori                  | Diknas          | 3        | -         | -        |
| 20 | Bebendi                 | Kehutanan       | 2        | 6         | +4       |
| 21 | Elli Kristianto         | PU              | 2        | 7         | +5       |
| 22 | Rijenta Wasti Atmaja    | PHTT            | 1        | 1         | 0        |
| 23 | Jonswello, A.Md         | BLH             | 1        | 7         | +6       |
| 24 | Flannero, ST            | Bappeda         | -        | 8         | -        |

**Notes:** Agenda 1 – 5 was done in the statistic division building because the Bappeda hall was used by Bupati who were having the data handover of future elector for local general election in Gunung Mas District 2013. The Bupati event is actually a sudden event that was informed to Bappeda on Tuesday afternoon, which is one day before the event. The substitute room is very thigh and quite hot. The small room was used for about 60 minutes

## LAMPIRAN

and then continued in the Bappeda hall after the Bupati event was finished. However, high appreciation should be given to Bappeda Gunung Mas as they have prepared well the substitutes venue completed with 30 chairs. It proved that they have sense of belonging to YTS governance event for the District governance.

### 6. Break (move to the Bappeda hall)

Dian and Dino helped by the hall keeper prepared the room based on the setting needed for the training (U-Shape) including setting tables, chairs, banner and stationeries needed.

### 7. Introduction led by Dino

Throwing ball and introducing name, institution and hobby.



Introduction Session

### 8. 10.30. Presentation on Renstra Concept (Regulation Frame, Substantial of Content, and Renstra Making Process) by Mr. Nandang Suherman.



### 9. 12.00 – 13.15 Lunch



## LAMPIRAN

### 10. Continuation of Presentation on Renstra Concept (Regulation Frame, Substantial of Content, and Renstra Making Process) by Nandang Suherman. Formulation of Vision, Mission, Target and Objectives.



Nandang is doing icebreaker before the session started

Comments from participants during the presentation:

Abrori – education agency: *There are SKPDs that are not covered in Bupati vision and mission, what about their strategic planning? What to do?*

Nandang: *as a head of the district, a Bupati has to breakdown the renstra for those SKPDs to make it still relevant with the Bupati vision and mission. It needs to be made more detailed. In this case, those SKPDs have to be more proactive and have more communication with the Bupati in order to make relevant renstra.*

### 11. Landmine game led by Dian, supported by Nandang and Dino.

This game was fun and entertaining. It was really an energizing game. The participants were divided into three groups. Each group delegates 3 people to walk through the landmine. The group with the most successful walkers is the winner. The name of the group is Sapundu, Kalambuei, and EGPK (Emang Gue Paling Keren). The winner was Kalambue with three successful walkers with the fastest in time.



## LAMPIRAN



Landmine Game

### 12. Presentation on Renstra Making (Vision and Mission)

Comments during the presentation when the participants seemed to be confused with the new materials on Renstra:

*Abrori – education agency: I realized that it is not easy to everyone here. Now we focus on the flow of this strategic plan. I have been in the planning section for about 4 years. The beginning must be confusing, however the more you do and practice it, the more expert you are in planning. I learned a lot by myself, and this training material is very useful, especially for those of us who are still new in the planning section in our agencies.*

*Nandang: Germany actually the same in terms of autonomy. In Germany and Italy the amount of APBD give to the central government is decided by local government. However, in Indonesia the amount of APBD given to the central government is decided by the central government itself.*



Presentation on Renstra Making Process

## LAMPIRAN

### 13. Closing and announcement by Dino & Dian.

The next day training will be started at 9.30 am as most of the participants will have worship until 9 am in their own offices.

### 14. Participants copied the reading materials for tomorrow assignment.



Participants are getting the reading materials from Mr. Nandang

### Training Notes - Day 2 – April 4<sup>th</sup> 2013 (start at 10 am)

#### 1. Opening and 2<sup>nd</sup> day agenda explanation by Dino.

#### 2. Review Day 1 led by Dino.

Here are the list of words and statement written by participants:

- Renstra
- Gender
- The importance of community involvement in development planning of Gunung Mas District
- Abstract
- Output
- Making Renstra is complicated
- Vision/Mission
- Renstra making has to be relevant with vision and mission
- SKPD Vision
- Vision: the future view to be achieved, Mision: steps to achieve Vision.
- Renstra is a program which is prepared by the head of district.
- Equity
- Renstra Backround

## LAMPIRAN



Review session led by Dino

3. **Short speech by Miss Dian to inform the participants about CSO participation and involvement in strengthening governance in Gunung Mas District.**



4. **1<sup>st</sup> session by Mr. Nandang (Vision, Mission and Objectives Formulation Practice)**  
Participants were divided into 5 groups which were formed randomly by counting 1 – 5. Then each participant was given a set of prepared card about vision, mission and objectives of Renstra. They classified each points based on their own category. Each group presented the result of their work and corrected by Mr. Nandang.





## LAMPIRAN



Group discussion session

Below is the sample of the group work result and presentation session:

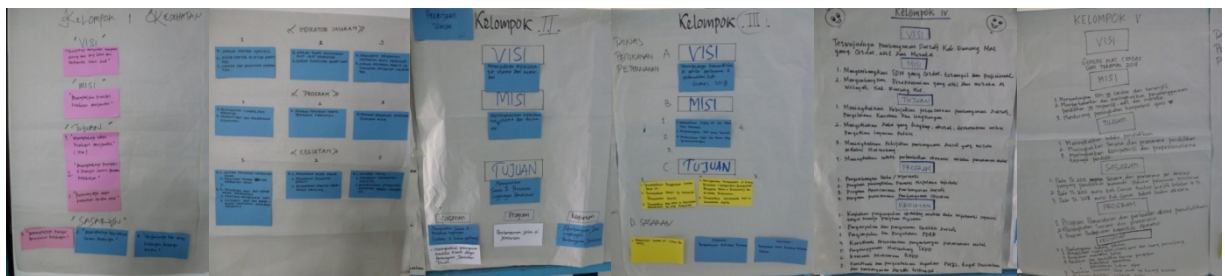


### 5. Group work: Making target, program and activities.

SKPD was selected randomly by a lottery. Then each group presented their work and got comments and feedback from Mr. Nandang.

## LAMPIRAN

| Group No | Selected SKPD                |
|----------|------------------------------|
| 1        | Health Agency                |
| 2        | Public work                  |
| 3        | Fishery and Animal Husbandry |
| 4        | Bappeda                      |
| 5        | Education                    |



Group work and its result

6. Lunch until 1 pm.

7. Presentation of group work for target, program and activities, completed by feedback and comment from Mr. Nandang.



Presentation, comments and feedback session

## LAMPIRAN

### 8. Post Test distributed by Dino (result is on page 3)



Post test session

### 9. Training Photos presentation made by Dino

### 10. Training Evaluation sheet led by Dino.



Participants are filling in the evaluation sheet and the evaluation sheet result

### 11. Feedback from 2 new participants (Hera Merentina from Kec. Kurun and Harapan Sihar, SE from KPPT Kurun)

**Hera:** I have got the same kind of training in Batam. However, I get better comprehension with Pak Nandang as the trainer. My suggestion is the timing for the training should be added at least 3 days because I found it very useful.

**Harapan:** This is the first time I got training from YTS. I get benefits from the training. However, in my opinion, this training should be conducted at least 3 or 4 days so we can get much deeper comprehension with the materials.





## LAMPIRAN

### 12. Closing by Mr. Jepin – Bappeda Secretary of Gunung Mas District

***Jepin:** This is the second time YTS conducts this strategic plan training for us, if I am not mistaken. I hope this will brings benefits to everyone here. We are very sorry because on the first day all participants had to be in the other building because the sudden Bupati event. Fortunately, the Bupati event only took about 1 hour so then we could move in this more representative room until today. Renstra should be made by each Agency/SKD in line and relevant with the Bupati vision to Gunung Mas District. This is valid for 5 years head. For example we have our Renstra from 2009 – 2014, and for 2014 – 2019 we need to make this again. Therefore every planning section in each agency or SKPD should have personnel who are able to make this properly. We are lucky to have Mr. Nandang and YTS to help us. Thanks to Mr. Nandang, Bu Dian and YTS for this support. We appreciate this project to support us in Gunung Mas to have better governance in the future.*



### 13. Prayer by Ramiasi from Fishery and Animal Husbandry Agency.

### 14. Photo Session



### 15. End of the Training at 3.30 pm.



# LAMPIRAN

## KERANGKA ACUAN

### PELATIHAN PENYUSUNAN RENCANA STRATEGIS SKPD

#### DI KABUPATEN GUNUNG MAS

##### I. Pendahuluan

Rencana strategis adalah salah satu aspek penting dalam perencanaan pemerintah. Rencana strategis SKPD di Gunung Mas pada umumnya telah berakhir pada tahun 2013 ini.

Mendesaknya kegiatan ini merujuk pada fakta bahwa banyak terjadi mutasi pegawai dan adanya staf baru mengisi divisi penyusunan program dan lainnya di berbagai SKPD. Oleh sebab itu, penguatan kapasitas untuk menyiapkan perencana yang bagus di SKPD menjadi salah satu prioritas pemerintah yang relevan dengan agenda *Proyek Governance*.

Merujuk pada hal di atas, pada Bulan April 2013 *Proyek Governance* akan memfasilitasi pelatihan penyusunan rencana strategis untuk 20 SKPD bersama Bappeda sebagai koordinator.

##### II. Tujuan

1. Untuk meningkatkan kapasitas 30 staf pemerintah dalam membaca dan menerjemahkan rencana strategis Gunung Mas (RPJMD) ke dalam ruang lingkup kerja SKPD. Itu artinya ada dua pekerjaan utama yaitu: pertama, bagaimana merinci indikator kinerja dari RPJMD ke dalam indikator kinerja SKPD; kedua, bagaimana mengembangkan indikator-indikator kinerja untuk program lintas SKPD.
2. Untuk memandu peserta di atas dalam menyusun perencanaan strategis mulai dari persiapan sampai dengan pelaksanaan dengan menggunakan pendekatan partisipatif.
3. Untuk memfasilitasi langkah demi langkah penyusunan rencana strategis berdasarkan Permendagri No. 54 Tahun 2010.

## **LAMPIRAN**

### **III. Keluaran**

30 peserta pelatihan dari 20 SKPD mampu menyusun suatu perencanaan strategis yang baik dengan pendekatan partisipatif (contoh menggunakan metode atau alat pengumpulan data yang layak baik di internal SKPD, dengan masyarakat atau mitra kerja).

### **IV. Proses dan Metode**

Kegiatan akan diawali dengan refleksi tentang pengetahuan dan pengalaman dari para peserta yang pernah terlibat dalam penyusunan rencana strategis baik di desa, kecamatan atau kabupaten. Berangkat dari proses situ, konsultan/pelatih akan memandu peserta untuk membuat kaitan antara pengalaman mereka dengan kegiatan saat ini.

Pelatihan ini akan dijalankan sebagai berikut:

- Sesi pertama adalah menggali prinsip-prinsip dan kerangka kerja konseptual dalam membuat program dan kegiatan. Hal ini dimaksudkan untuk memberikan pemahaman dasar tentang posisi perencanaan strategis diantara kegiatan perencanaan pemerintah lainnya dan bagaimana hal itu penting dalam urutan perencanaan.
- Sesi kedua adalah meningkatkan kemampuan dalam mengidentifikasi, pemetaan dan membuat skala prioritas pada program dan kegiatan SKPD.
- Sesi ketiga adalah mengidentifikasi dan memformulasi indikator kinerja untuk program dan kegiatan.
- Sesi keempat adalah meningkatkan kemampuan untuk mempersiapkan dan melaksanakan penyusunan rencana strategis dengan pendekatan partisipatif.

Pelatih akan membuat penyesuaian pada sesi-sesi di atas jika diperlukan untuk mendapatkan hasil yang terbaik.

Metode yang digunakan utamanya adalah mentoring.

### **V. Tempat dan Tanggal Kegiatan**

Ruang rapat Bappeda tanggal 3-4 April 2013.

## **LAMPIRAN**

### **VI. Panitia dan Peserta**

#### Panitia:

- Konsultan dan Fasilitator: Yayasan Tambuhak Sinta (YTS)
- Pembina/Penasehat: Kepala Bappeda
- Anggota: Bidang Ekonomi & Sosbud serta YTS (khusus dokumentasi)

Pembagian tugas terlampir. Jumlah orang yang terlibat sekitar 10 orang.

#### Peserta:

- SKPD pemberi layanan publik utama: Pekerjaan Umum, Kesehatan, Pendidikan, Pertanian & Perkebunan, dan Perikanan & Peternakan. Setiap SKPD tersebut diminta mengirim dua stafnya (laki-laki dan perempuan).
- Badan-badan Koordinasi: Bappeda dan BPMPDP-KB. Setiap instansi mengirimkan 2 staf (laki-laki dan perempuan).
- SKPD pendukung layanan publik: 13 SKPD. Setiap SKPD mengirimkan 1 staf.

Total jumlah peserta 30 orang.

Dengan demikian dapat disimpulkan jumlah keseluruhan adalah 40 orang.

### **VII. Pelaporan**

Staf HRD & Pelatihan YTS akan menyiapkan dokumentasi berupa notulensi dan photo. Konsultan/pelatih akan menyiapkan laporan hasil analisis dan rekomendasi. Keduanya akan menjadi masukan untuk penyusunan laporan dari Koordinator Proyek.