

CHAPTER II OVERVIEW OF RESEARCH LOCUS

2.1 Secretariat General of Regional Representative Council (DPD RI)

The Secretariat General of the Regional Representative Council of the Republic of Indonesia was established as a supporting system for the DPD RI, providing both administrative assistance and professional expertise to the leadership and members of the Council. The existence of the Secretariat General is vital to the continuity and effectiveness of the DPD RI, as since the establishment of the DPD RI in 2004, the Secretariat General has played a crucial role in developing an organizational structure aligned with the institutional needs of the DPD RI as a legislative body representing regional interests at the national level. During its initial formation, the Secretariat General of the DPD RI received institutional support from the Secretariat General of the MPR RI in designing its organizational structure and operational procedures, which served as the foundational framework for the establishment of bureaus, centers, and functional units necessary to support the execution of its organizational responsibilities.

All activities and performance of the Secretariat General of the Regional Representative Council of the Republic of Indonesia are carried out in accordance with established strategic plans and work plans, which serve as references for the formulation of unit-level operational plans. Strengthening the role of the Secretariat General is essential to accelerating the performance of the DPD RI as a legislative institution that advocates for regional interests. Accordingly, the Secretariat General of the DPD RI is required to act as a bridge between the leadership and members of the DPD RI and local communities through the absorption of regional

public aspirations (asmasda).

DPD RI operates 34 representative offices across all provinces in Indonesia, reflecting the strong commitment of the Secretariat General to effectively capturing public aspirations while simultaneously strengthening the connection between members of the DPD RI and their constituents. In carrying out its functions, the Secretariat General of the DPD RI is supported by two deputy positions, namely the Deputy for Administration and the Deputy for Parliamentary Affairs. The Deputy for Administration is responsible for formulating policies and implementing administrative support for the DPD RI, while the Deputy for Parliamentary Affairs is responsible for formulating policies and providing support for parliamentary sessions and related legislative activities of the DPD RI.

2.1.1 Vision and Mission of the Secretariat General of the Regional Representative Council DPD RI

The vision of the Secretariat General of the Regional Representative Council of the Republic of Indonesia is “Becoming a professional, accountable, and modern bureaucracy in supporting the duties and constitutional authority of the DPD RI”. The mission of the Secretariat General of the Regional Representative Council of the Republic of Indonesia :

1. Providing administrative support and expertise in the implementation of the constitutional duties of the Regional Representative Council of the Republic of Indonesia
2. Implementing Bureaucratic Reform based on the National Bureaucratic Reform roadmap.

2.1.2 Duties and Functions of the Secretariat General DPD RI

The duty of the Secretariat General of the Regional Representative Council of the Republic of Indonesia is to provide administrative support and professional expertise to ensure the effective and smooth implementation of the duties and constitutional authority of the Regional Representative Council of the Republic of Indonesia. The functions of the Secretariat General of the Regional Representative Council of the Republic of Indonesia as referred to in Presidential Regulation No. 17 of 2017 Article 3 :

- a. Formulation and evaluation of strategic plans for the General Secretariat
- b. Coordination and guidance of the implementation of tasks by organizational units of the General Secretariat
- c. Formulation of policies, guidance, and implementation of support for the proceedings of the DPD RI
- d. Formulation of policies, guidance, and implementation of administrative support for the DPD RI
- e. Implementation of administrative and expertise support to the DPD RI in electoral districts
- f. Formulation of policies and implementation of internal supervision of the General Secretariat
- g. Reporting on the implementation of tasks and functions to the leadership of the DPD RI and Implementation of other functions assigned by the DPD RI.
- h. Performing other functions assigned by the Regional Representative Council of the Republic of Indonesia.

2.1.3 Organizational Structure of the Secretariat General of the Regional Representative Council



Figure 2. 1 Organizational Structure of the Secretariat General of the Regional Representative Council

Source : Website Dewan Perwakilan Daerah

2.2 Integrated Dynamic Archival Information System (SRIKANDI)

SRIKANDI is a general application in the field of dynamic archiving in accordance with the Decree of the Minister for Administrative and Bureaucratic Reform (KepmenPAN-RB) Number 679 of 2020 concerning General Applications in the Field of Dynamic Archiving. The development of this application involved collaboration between several government institutions, including the Ministry of Administrative and Bureaucratic Reform (PAN-RB), the Ministry of Communication and Information Technology (Kominfo), the National Cyber and Crypto Agency (BSSN), and the National Archives of the Republic of Indonesia (ANRI).

The SRIKANDI application is used by all government agencies in Indonesia

to improve efficiency in archiving processes, making it easier to draft documents, send them externally, receive and schedule incoming documents, and process their disposition.

According to KepmenPAN-RB Number 679 of 2020, the objectives of this general application in the field of dynamic archiving :

1. To realize high quality and reliable administrative services in the field of Dynamic Archiving at both central and regional government institutions;
2. To ensure uniformity and integration in electronic-based management of Dynamic Archives
3. To achieve clean, effective, transparent, and accountable governance through the implementation of Electronic-Based Government Systems (SPBE) in the field of Dynamic Archiving at both central and regional government levels.

The SRIKANDI application was first introduced within the Secretariat General of the Regional Representative Council of the Republic of Indonesia in February 2021. To support its implementation, the Bureau of Information Systems and Documentation conducted dissemination and technical assistance activities across all organizational units within the Secretariat General. In order to ensure the smooth management of electronic correspondence, the Secretariat General of the DPD RI integrated a digital signature feature into the SRIKANDI application, enabling officials to authorize documents more efficiently while maintaining document authenticity and security. In addition, The Secretary General of the Regional Representative Council of the Republic of Indonesia's Regulation No. 23

of 2022 declared the guidelines for the implementation of the Integrated Dynamic Archival Information System at the Secretariat General of the Regional Representative Council of the Republic of Indonesia.

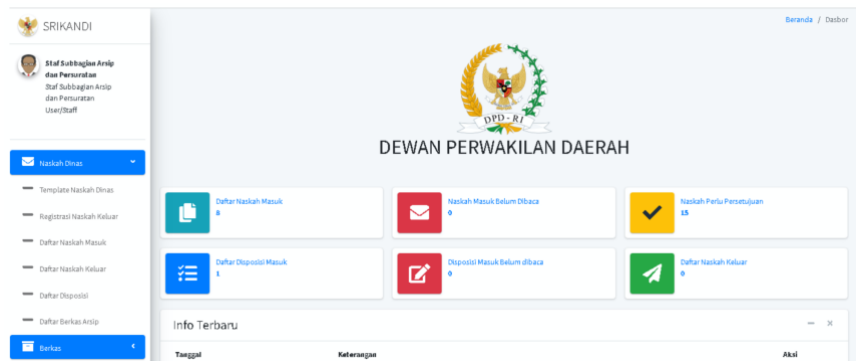


Figure 2. 2 Srikandi dashboard display

Source : Srikandi Application (2025) SOP

2.3 Standard Operating Procedures of SRIKANDI Application

The SRIKANDI application is not only implemented based on the regulations that form its legal basis, but is also supported by Standard Operating Procedures (that serve as technical guidelines for the implementation of electronic dynamic archive management. These SOPs were developed by the National Archives of the Republic of Indonesia (ANRI) as a reference for government agencies in regulating the filing of active archives, managing official documents, and storing archives in an orderly and integrated manner. With these SOPs in place, the archiving process through the SRIKANDI application can run systematically, consistently, and in accordance with national archiving regulations. Standard Operating Procedures (SOP) for active archive filing on the SRIKANDI application (ANRI SOP document, 2022):

1. Users (archivists or work unit employees) log in to the SRIKANDI application using the official account provided by the agency administrator.

2. After successfully logging in, users open the Files menu and select Active Files List to view or create new archive files.
3. Users select the Add File option, then fill in the complete file data, including:
 - Archive classification
 - File index
 - File content description
 - Time period
 - Processing unit
 - Archive media and other supporting information
4. After all information has been filled in correctly, the user saves the file so that the active file is officially recorded in the SRIKANDI system.
5. The user links incoming or outgoing official documents to the active file that has been created by selecting the file name on the document filing form.
6. The user ensures that all related documents have been entered into the appropriate file and that no archives have been missed.
7. If all documents are complete and there are no additional archives, the user closes the file using the lock feature (padlock icon) in the SRIKANDI application.
8. Closed files indicate that active archives are ready to be managed according to the next archiving cycle, such as maintenance, transfer, or reduction of archives.