



BPLHK KUPANG

REPORT

ORGANIZATION

TECHNICAL GUIDANCE

CAPACITY BUILDING OF FIELD EXTENSION WORKERS WITHIN THE SCOPE OF BBKSDA NTT

- TANGGAL 20 SD 25 NOVEMBER
2024

KUPANG, 2024

FOREWORD

Praise the compiler to God Almighty for His abundance of grace, so that the Report on the Implementation of Technical Guidance on Capacity Building of Field Instructors within the scope of BBKSDA NTT by BPLHK Kupang in Fiscal Year 2024 can be completed on schedule.

This report is prepared as an accountability material for the implementation of these training activities. The training activities took place for 5 (five) days on November 20, 21, 22, 23 and 25, 2024 carried out in full classical at the Kupang Environmental and Forestry Training Center with the budget DIPA BBKSDA NTT.

On this occasion, we would like to express our gratitude especially to Inflores-BBKSDA NTT and all parties who have helped in organizing this Technical Guidance, so that it can run according to plans and expectations.


Finally, we hope that this report can be used and assessed to what extent the Technical Guidance that has been organized can provide benefits in efforts to develop human resources in the forestry sector.

Kupang, 19 November 2024

Kepala Balai

Dr. Ir. Iwan Setiawan
Kepala Balai

Dr. Ir. Iwan Setiawan, M.Sc
NIP. 19691209200121002



CHAPTER I INTRODUCTION

A. Background.

Based on Law No. 16 of 2006 concerning the Agricultural, Fisheries and Forestry Extension System (SP3K) states that the work of agricultural extension workers is a profession.

Economic development of communities around forest areas is one of the Ministry of Environment and Forestry's flagship programs implemented in the Social Forestry Program and Conservation Partnerships in an effort to improve the welfare of communities around forest areas. Under the program, communities are granted permits to utilize non-timber forest products in forest areas for a certain period with the aim of realizing sustainable forests and prosperous communities. To gain access, the community needs to form a group with common goals and places in the forest farmer group forum and be assisted by forestry extension workers.

Forest Farmers Group (KTH) is a group of Indonesian farmers who manage forestry businesses inside and outside the forest area. In fostering KTH, there are 3 aspects of management that must be guided in the development of KTH, namely aspects of institutional management, area management and business management. Based on the three aspects above, it is implied that the purpose of establishing KTH is to realize strong institutions, the potential of forest areas that are managed sustainably and the increasing welfare of KTH members.

Based on data from the MoEF's Extension Management Information System (Simluh) in 2023, the number of beginner-level KTHs amounted to 91% of the total 20,460 KTHs in Indonesia. The most common thing encountered at the site level, generally the KTH is only administratively formed, but institutional completeness such as bylaws, regular meetings and work plans have not been prepared.

A

A KTH that is independent in business and sustainable in managing the area must begin with strong group institutions. Institutionalization is the initial foundation that must be strengthened and built together through communication and a vision that has been agreed upon. Through strong institutions, there will be cohesiveness and enthusiasm to work together in carrying out the work program that has been prepared.

Therefore, to provide good assistance, the capacity of forestry extension workers needs to be strengthened and their knowledge improved, especially in the field of extension planning and KTH business management, through technical guidance on strengthening the capacity of field forestry extension workers in conservation units.

B. Purpose and Objectives

Technical guidance (Bimtek) on strengthening the capacity of field forestry extension workers is intended to strengthen and improve the capacity of field forestry extension workers inside and outside the forest area.

CHAPTER II IMPLEMENTATION OF TECHNICAL GUIDANCE ACTIVITIES

A. Technical Guidance Objectives and Targets

1. Objectives of Technical Guidance (BIMTEK)

The objective of the technical guidance is for participants to be able to prepare good and correct extension planning and management of forest farmer group business/enterprise institutions.

2. Target of Technical Guidance

After completing this Technical Guidance, the participants will be able to:

1. Explain Leadership Management
2. Conduct Extension Planning
3. Collect Socio-Cultural Data and Publications
4. Develop KTH Business Plan and Action Plan
5. Develop a work program for extension workers and KTH
6. Explaining Appreciative Inquiry (AI)
7. Equalizing Perceptions in Several Extension Activities

B. Time and Place

1. Time

Bimtek Capacity Building of Field Instructors in the Scope of BBKSDA NTT was held for 5 (five) days equivalent to 30 JPL @ 60 minutes consisting of 15 JPL Theory and 15 JPL Practice.

2. Place

BIMTEK activities both theory and practice are carried out at the Kupang Environmental and Forestry Training Center.

C. Legal Basis for Implementation

- Type II Self-Management Work Order Number PK. 07/K.5.TU/PEG.3/11/2024 dated November 14, 2024
- Decree of the Head of the Kupang LHK Training Center Number 54 of 2024 concerning the Implementation of Technical Guidance on Capacity Building for Field Instructors in the Scope of BBKSDA NTT.

D. Implementation of Training

1. Opening of Technical Guidance

The opening was held on November 20, 2024 at 08.00 WITA at the Kupang LHK Training Center. The opening went smoothly and solemnly guided by the host of activities from the opening ceremony team for the implementation of BIMTEK.

2. Teaching and Learning Activities

a. Theory Learning

- Leadership and Organizational Management (Leadership Insights and Leadership Style Integrity)
- Appreciative Inquiry (AI)

- Extension Planning
- Socioeconomic and Cultural Data Collection and Publication
- KTH Business Plan and Action Plan
- Equalization of Perceptions in Several Extension Activities

b. Practical Learning

- Extension Planning
- Socioeconomic and Cultural Data Collection and Publication
- KTH Business Plan and Action Plan

3. Closing

After attending the Technical Guidance for 5 (five) days, this activity ended with the closing of the training which was held at the Kupang LHK Training Center Hall on Monday, November 25, 2024 at 16.00 WITA.

E. Training Participants

1. Participant Requirements

Participants who can take part in the Technical Guidance on Increasing the Capacity of Field Extension Workers in the scope of BBKSDA NTT have met the predetermined criteria, namely:

- a. Education: Minimum high school / equivalent
- b. Have never participated in similar training
- c. Physically and mentally healthy
- d. Extension Worker Position

2. Origin and Number of Participants

The participants came from the East Nusa Tenggara Natural Resources Conservation Center working unit with 13 male participants and 6 female participants out of a total of 19 participants.

F. Organizing Committee

Committee The organizers of the Technical Guidance on Capacity Building for Field Extension Workers within the scope of BBKSDA NTT are shown in Table 2:

Table 1. Organizer of Technical Guidance

No	Position in the Team	Name / Position
1.	General Responsible/Instructor	Head of BDLHK Kupang
2.	Program Director/Coordinator	Head of Section Organizer and Cooperation Training
3.	Academic Officer in Charge	Loretha Sanda, S.Hut., M.Sc.
4.	Chief Executive Officer	Kornelius Obe
5.	Secretary	Slamet Darwanto
6.	Member	T.O. Antonius Taneo

DECREE. Head of Kupang LHK Training Center No. 54 of 2024

E. Teachers and Trainers

Lecturers come from Widyaaiswara Environmental and Forestry Training Center Kupang and BBKSDA, as many as 5 lecturers who meet the following requirements:

1. Have the ability to train / teach with an adult approach (andragogy)
2. Mastering the material to be taught both theory and practice
3. Have sufficient experience in their field
4. Able to be a trainer and facilitator, and evaluate the learning process.
5. Delivery of learning materials based on the schedule that has been prepared by the teacher.

G. Teaching Materials and Methods

1. Material

The Technical Guidance materials are determined by the Head of the Kupang Environmental and Forestry Training Center by taking into account the needs of the Sending Agency and Technical Guidance Participants. The material consists of 30 lesson hours consisting of 15 theoretical lesson hours and 15 practical lesson hours @ 60 minutes.

Table 2: Technical Training Materials

No.	Training Subject / Subject Matter	Lesson Hours		
		Theory	Practice	Total
1.	Leadership and Organization Management (Leadership Insights and Style Integrity)	2	-	2
2.	Appreciative Inquiry (AI)	2	-	2
3.	Extension Planning	3	5	8
4.	Socioeconomic and Cultural Data Collection Publication	3	5	8
5.	KTH Business Plan and Action Plan	3	5	8
6.	Equalization of Perceptions in Several Extension Activities	2	-	2
5.	NUMBER	15	15	30

2. Learning Methods

Learning methods include lectures, discussions, questions and answers, simulations, assignments, and practice. The practical learning process can be done in the room and or outside the room. The implementation of learning is carried out in a *full classical* manner. Face-to-face learning is conducted under the guidance of a teacher/tutor. Learning can be carried out by *Team Teaching*. The learning process is carried out in a participatory manner using an adult learning approach, which includes interactive lectures, questions and answers, discussions, assignments, simulations and practices.

To be able to guarantee the above principles, among others, the following alternative combinations are chosen:

- a. Lecture/Lecture is a way of giving lessons by a teacher/widyaiswara online or *face to face*. In this method, question and answer techniques can also be included

question and answer techniques to determine the level of understanding of the trainees of the lessons delivered.

- b. Practice and Assignment is a way of teaching where participants are asked to apply all the theories that have been given. This method is intended to determine the level of skill of the participants whether it is in accordance with the goals and objectives of the training.
- c. Group Discussions, used as a medium for exchanging ideas and it is hoped that trainees can sharpen their analysis of problem situations.

H. Training Funding

The source of funds for this Bimtek comes from the DIPA budget of BBSKDA NTT - INFLORES Year 2024.

I. Participant Attendance

Is an assessment of participants in every technical assistance activity organized by the committee. Attendance is calculated every lesson hour. Data on participant absence exceeding 10% of the number of program hours is declared invalid in participating in the technical assistance. For this training, the attendance of participants based on attendance data and participation from teachers and committees is 100% of participants participating in both theory and practice activities.

CHAPTER IV

A. RESULTS OF PARTICIPANTS' EVALUATION OF RESOURCE PERSONS

1. BUDY ZET MOOY

NO	ASSESSMENT CRITERIA	VALUE	PREDICTION
		PERCENTAGE (%)	
1	Mastery of the material taught	88,64	Very good
2	Systematic delivery of technical assistance material	77,27	Good
3	Ability to deliver technical assistance material	84,09	Good
4	Relevance of training materials to technical assistance objectives	90,91	Very good
5	Use of methods in delivering technical assistance material	77,27	Good
6	Utilization of facilities and infrastructure in delivering technical assistance material	79,55	Good
7	Use of language in delivering material	90,91	Very good
8	Tone and voice in delivering technical assistance material	88,64	Very good
9	Style/attitude and behavior in delivering technical assistance material	88,64	Very good
10	Providing motivation to technical assistance participants	81,82	Good
AMOUNT		84,77	Good

2. LORETHA SANDA

NO	ASSESSMENT CRITERIA	VALUE	PREDICTION
		PERCENTAGE (%)	
1	Mastery of the material taught	93,18	Very good
2	Systematic delivery of technical assistance material	93,18	Very good
3	Ability to deliver technical assistance material	93,18	Very good
4	Relevance of training materials to technical assistance objectives	88,64	Very good
5	Use of methods in delivering technical assistance material	93,18	Very good
6	Utilization of facilities and infrastructure in delivering technical assistance material	95,45	Very good
7	Use of language in delivering the material	93,18	Very good
8	Tone and voice in delivering technical assistance material	95,45	Very good
9	Style/attitude and behavior in delivering technical assistance material	90,91	Very good
10	Providing motivation to technical assistance participants	90,91	Very good
AMOUNT		92,73	Very good

3. ABDUL MALIK SOLAHUDIN

NO	ASSESSMENT CRITERIA	VALUE	PREDICTION
		PERCENTAGE (%)	
1	Mastery of the material taught	92,50	Very good
2	Systematic delivery of technical assistance material	95,00	Very good
3	Ability to deliver technical assistance material	95,00	Very good
4	Relevance of training materials to technical assistance objectives	90,00	Very good
5	Use of methods in delivering technical assistance material	92,50	Very good
6	Utilization of facilities and infrastructure in delivering technical assistance material	90,00	Very good
7	Use of language in delivering material	92,50	Very good
8	Tone and voice in delivering technical assistance material	90,00	Very good
9	Style/attitude and behavior in delivering technical assistance material	95,00	Very good
10	Providing motivation to technical assistance participants	90,00	Very good
TOTAL		92,25	Very good

B. SUGGESTIONS FROM PARTICIPANTS TO RESOURCE PERSONS

NO	NAME	SUGGESTION
1	BUDY ZET MOOY	<ul style="list-style-type: none"> - The material needs to be explained first before we do the assignment - The time is not enough so we don't understand the business plan. In the future, perhaps the delivery of the material needs to be explained first and examples so that the participants have an overview. - If possible, the delivery of material can utilize the facilities in the form of manila paper and markers so that it is systematic in the delivery of group business analysis. - Please have more practice and evaluation of the participants' work in the future. - Continue to increase enthusiasm and provide motivation to participants, so that participants can implement in the field.
2	LORETHA SANDA	<ul style="list-style-type: none"> - The presentation of the material is good, but perhaps it can be clarified again by compiling the main points in a more structured manner so that participants can more easily understand the flow of the discussion. - The time is very short so in the future it is necessary to consider the time for implementing activities for the same material. - Continue to increase motivation for participants in assisting their assisted groups in their respective places of work even outside of this Bimtek activity, so that the assisted groups can compete with more advanced groups.

3	ABDUL SOLAHUDIN MALIK	<ul style="list-style-type: none"> - Time is very short for the material - Short time requires practical methods to be applied in the field, for explanations related to these methods, the percentage of time is more. - Time makes us not fully understand the work steps using the application. - Continue to increase enthusiasm and provide motivation to participants, so that participants can implement in the field.
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C. RESULTS OF PARTICIPANTS' EVALUATION OF THE IMPLEMENTATION OF TECHNICAL GUIDANCE

NO	ASSESSMENT CRITERIA	VALUE	PREDICTION
		PERCENTAGE (%)	
1	Quality of teaching aids and technical guidance presentation media	85,42	Very good
2	Opportunities for participants to actively participate in the technical assistance	91,67	Very good
3	Arrangement and placement of technical guidance media/facilities	85,42	Very good
4	Adequacy of time for discussion and practice of technical guidance	60,42	Medium
5	Achievement of technical assistance objectives	79,17	Good
6	Provision of technical assistance facilities (stationery, modules, teaching aids)	89,58	Very good
7	Service and attitude of the technical assistance organizing committee	95,83	Very good
8	Timing of meals and snacks	93,75	Very good
9	Meal menu arrangement	91,67	Very good
TOTAL		85,88	Very good

D. PARTICIPANTS' SUGGESTIONS FOR THE IMPLEMENTATION OF TECHNICAL ASSISTANCE

1. The presentation of the material is good, but perhaps it can be clarified again by arranging the main points in a more structured manner so that participants can more easily understand the flow of the discussion.
2. The activity was too short so the learning time was quite tight. In the future, hopefully activities will be carried out in a longer duration.
3. The activity time is very tight. So that the absorption of participant material is not optimal
4. Adequate time for discussion may be increased somewhat.
5. The activity time is very short, it should take a long time to strengthen the human resources of extension workers

CHAPTER V P E N U T U P

A. Conclusion

1. The Technical Guidance on Capacity Building for Field Extension Workers within the scope of BBKSDA NTT was held for 5 (five) calendar days from November 20, 21, 22, 23 and 25, 2024.
2. The realization of Bimtek participants was 19 people from 19 planned participants.
3. Theoretical learning activities and field practices run smoothly according to the schedule that has been prepared and can achieve the objectives as expected.

APPENDIX



OPENING OF BIMTEK



CLASSROOM LEARNING



LEARNING IN THE CLASSROOM



LEARNING IN THE CLASSROOM



LEARNING IN CLASS



VISIT TO KTH PALOIL TOB



VISIT TO PALOIL TOB



VISIT TO DEKRANASDA



VISIT TO DEKRANASDA



CLOSING

EXECUTIVE REPORT

ACTIVITY IMPLEMENTATION

(In accordance with LAN Decree No. 8 of 2004)

1	Type of Training / Technical Assistance	:	a. Pre-service Training b. Leadership Training c. Technical Training d. Functional Training
2	Program Name Training/Technical Training	:	GUIDANCE Technical Improving Capacity Field Instructor Scope of BBKSDA NTT
3	Batch	:	I
4	Organizing Agency	:	BBKSDA NTT/Inflores Cooperation with BPLHK Kupang
5	Organizer Place	:	Kupang City and Kupang District
6	Organizer Date	:	November 20 to 25, 2024
7	a. Number of participants	:	19 people (13 male and 6 female) 12 Expert PKs and 7 Skilled PKs
	b. Passed	:	19 people
8	Source of Funds	:	DIPA BBKSDA NTT Year 2024
9	Problems	:	-
10	Suggestions for Improvement	:	
	a. Organizer	:	
	b. Sending Agency	:	-
11	Participant data	:	

Appendix 1.

**LIST OF NAMES OF PARTICIPANTS IN THE TECHNICAL GUIDANCE ON CAPACITY BUILDING FOR
FIELD EXTENSION WORKERS WITHIN THE SCOPE OF BBKSDA NTT
YEAR 2024**

No	Name/NIP	Work Area	Position	Rank/Group	Gender
1	Benedictus Marianus M. Lose, S.Si. NIP. 197005062006041003	SKW 4	Junior Forestry Extension Worker	Tk. I / III/d	Male
2	Paulus Pambut, S.Hut NIP. 197106302007011003	SKW 3	Extension Worker Junior Forestry Instructor	Tk. I / III/d	Male
3	Fidelia Un Bete, S.Hut. NIP. 198204242009122001	SKW 1	Forestry Extension Expert First	Junior Forester Tk. I / III/b	Female
4	Dita Adiati Fitriana, S.Si. NIP. 199503022019022006	SKW 1	Forestry Extension Expert First	Junior Forester Tk. I / III/b	Female
5	Samrenta Defina Sianturi, S.Hut. NIP. 199408132019022003	SKW 2	Forestry Extension Expert First	Junior Administrative Officer / III/a	Female
6	Rizky Novita, S.Hut. NIP. 199409242019022003	SKW 2	Forestry Extension Expert First	Junior Administrative Officer / III/a	Female
7	Yoanista Nguru, S.Hut. P3K Parent Number. 198501022023211009	SKW 3	Forestry Extension Expert First	IX	Male
8	Ferdinandus Boy Kali, S.Hut. P3K Parent Number. 198611192023211007	SKW 3	Forestry Extension Expert First	IX	Male
9	Maria Yovita Somi Atamua, S.Hut. P3K Parent Number. 199002162023212029	SKW 4	First Expert Forestry Extension Worker	IX	Female
10	Adriana Sarinto Bulu, S.Hut. P3K Parent Number. 199008062023212037	SKW 3	Extension Worker First Expert Forestry	IX	Female
11	Antonius E. Hambur, S.Pt. Parent No. P3K.198707042024211006	SKW 3	Forestry Extension Expert First	IX	Male
12	Apdon Amfoni, S.Si. P3K Parent Number. 199104242024211025	SKW 3	Forestry Extension Expert First	IX	Male

13	Arakib Rausanfibr Wuran, A.Md. P3K Parent Number. 199008212023211013	SKW 3	Skilled Forestry Extension Worker	VII	Male
14	Yarny Ayub Missa, A.Md. P3K Identification Number. 198801082022211003	SKW 4	Forestry Extension Worker Skilled	VII	Male
15	Mikael Lokang, A.Md. P3K parent number. 198803102023211014	SKW 4	Forestry Extension Worker Skilled	VII	Male
16	Abdul Kadir Kia Beni, A.Md. P3K Identification Number. 198708022023211016	SKW 4	Extension Worker Skilled Forestry Instructor	VII	Male
17	Elenora Mbee, A.Md. P3K Parent Number. 199202212023212034	SKW 3	Forestry Extension Worker Skilled	VII	Male
18	Yoseph Sepe, A.Md. P3K Parent Number. 199004252024211020	SKW 1	Forestry Extension Worker Skilled	VII	Male
19	Simon Petrus Wabang, A.Md. P3K Parent Number. 199207052024211016	SKW 4	Skilled Forestry Extension Worker	VII	Male

Appendix 2.

**SCHEDULE FOR TECHNICAL GUIDANCE ON CAPACITY BUILDING FOR FIELD FORESTRY EXTENSION WORKERS
COOPERATION BETWEEN LHK KUPANG TRAINING CENTER AND NTT KSDA BIG HALL ON NOVEMBER 20-25, 2024
at BPLHK Kupang Campus with On-site Method**

NO	SESSION		I	II	III	IV	V	VI	VII	VIII	IX	X	KET
	FROM HOURS		08.00	09:00	10:00	10.15	11:15	12:15	13:15	14:15	15:15	15:30	
	OVER HOURS		09:00	10:00	10:15	11:15	12:15	13:15	14:15	15:15	15:30	16:30	
1	Wednesday	20-Nov-24	Opening /A0	A1/a	Coffee break	A1/b	A3	ISHOMA	A3	A3	Coffee break	B1	Off-line/Classical
2	Thursday	21-Nov-24	B1	B1	Coffee break	B1	B1	ISHOMA	A2	A2	Coffee break	A4	Off-line/Classical
3	Friday	22-Nov-24	A4	A4	Coffee break	B2	ISHOMA		B2	B2	Coffee break	B2	Off-line/Classical
4	Saturday	23-Nov-24	B2	A5	Coffee break	A5	A5	ISHOMA	B3	B3	Coffee break	B3	Off-line/Classical
5		Sunday	24-Nov-24	REST									
6	Monday	25-Nov-24	B3	B3	Coffee break	A6	A6	ISHOMA	Visit				Off-line/Classical
CODE	LESSON							Theory	Practice	TEACHER NAME			Evaluation/Closing
								15	15				
A0	Technical Assistance Program Orientation							0	0	P.J. Academic Program / Loretha Sanda			BPLHK Kupang
A1/a	Leadership and Organization Management (Leadership Insights and Leadership Style Integrity)							1	-	Ir. Arief Mahmud, M.Si			BBKSDA NTT

Report on the Implementation of Technical Guidance on Capacity Building for Field Instructors within the scope of BBKSDA

A1/b	Leadership and Organizational Management (Performance Planning & Implementation and Performance Appraisal)	1	-	Dr. Ir. Iwan Setiawan, M.Sc	BPLHK Kupang
A2	Appreciative Inquiry (AI)	2	-	Loretha Sanda, S.Hut., M.Sc	BPLHK Kupang
A3/B1	Extension Planning	3	5	1. Loretha Sanda, S.Hut., M.Sc	BPLHK Kupang
				2. Budy Zet Mooy, STP., M.Sc	BPLHK Kupang
				3. Abdul Malik S., S.Hut., MT., M.Sc.	BPLHK Kupang
A4/B2	Socioeconomic and Cultural Data Collection and Publication	3	5	1. Abdul Malik S., S.Hut., M.T., M.Sc.	BPLHK Kupang
				2. Loretha Sanda, S.Hut., M.Sc.	BPLHK Kupang
				3. Budy Zet Mooy, STP., M.Sc	BPLHK Kupang
A5/B3	KTH Business Plan and Action Plan	3	5	1. Budy Zet Mooy, STP, M.Sc	BPLHK Kupang
				2. Loretha Sanda, S.Hut., M.Sc.	BPLHK Kupang
				3. Abdul Malik S., S.Hut., MT., M.Sc.	BPLHK Kupang
A6	Equalization of Perceptions in Some Extension Activities	2	-	Loretha Sanda, S.Hut., M.Sc.	BPLHK Kupang

(Remarks) (:)

1. 30 minutes before the start of learning, participants must fill in the attendance list and directions from the committee
2. Practical activities are carried out in groups
3. The location of the visit will be arranged separately

Academic Person in Charge,

Loretha Sanda, S.Hut., M.Sc



MINISTRY OF ENVIRONMENT AND FORESTRY HUMAN RESOURCES
EXTENSION AND DEVELOPMENT AGENCY
ENVIRONMENTAL AND FORESTRY TRAINING CENTER
KUPANG

DECISION OF THE HEAD
ENVIRONMENTAL AND FORESTRY TRAINING CENTER KUPANG
NUMBER : 54 YEAR 2024

ABOUT THE
IMPLEMENTATION OF TECHNICAL
GUIDANCE
CAPACITY BUILDING FOR FIELD EXTENSION WORKERS IN FISCAL
YEAR 2024

BY THE GRACE OF ALMIGHTY GOD
HEAD OF KUPANG ENVIRONMENTAL AND FORESTRY TRAINING CENTER

- Considering
- a. that in order to increase the capacity of Field Forestry Instructors for forest farmer groups inside and outside forest areas, it is necessary to strengthen the capacity of Field Forestry Instructors, in assisting forest farmer groups;
 - b. that in order to achieve the objectives in point a, it is necessary to provide knowledge and skills on Business Planning and Management of Forest Farmer Groups;
 - c. that based on the considerations as referred to in letters a and b, it is necessary to stipulate a Decree of the Head of the Kupang Environmental and Forestry Training Center on Guidelines for the Implementation of Technical Guidance on Capacity Building for Field Forestry Extension Workers.
- Remembering
1. Law of the Republic of Indonesia Number 41 of 1999 concerning Forestry (State Gazette of the Republic of Indonesia Supplement 1999 Number 167, Supplement to State Gazette of the Republic of Indonesia Number 3888) as amended by Law Number 19 of 2004 concerning the Implementation of Government Regulation in Lieu of Law Number 1 of 2004 concerning Amendments to Law Number 41 of 1999 concerning Forestry into Law (State Gazette of the Republic of Indonesia of 2004 Number 86, Supplement to State Gazette of the Republic of Indonesia Number 4412);
 2. Minister of Environment and Forestry Regulation No.P.31/Menlhk/Setjen/Set.1/5/2017 about Guidelines for the Implementation of Gender Mainstreaming in the Environment and Forestry Sector;
 3. Minister of Environment and Forestry Regulation No. P.89/MENLHK/STJEN/KUM.1/2018 on Forest Farmer Group Guidelines;

4. Regulation Minister Environment Life and Kehutanan No. P.9/MENLHK/SETJEN/KUM.1/3/2019 about Implementation of Education and Training for State Civil Apparatus and Non-State Civil Apparatus in the Field of Environment and Forestry;
5. Ministerial Regulation of the Ministry of Environment and Forestry of the Republic of Indonesia Number: 15 of 2021 concerning Organization and Work Procedures Ministry of Environment and Forestry;
6. Minister of Environment and Forestry Regulation Number 9 of 2021 concerning Social Forestry Management;
7. Minister of Environment and Forestry Regulation Number 4 of 2022 on the Implementation Guidelines and Technical Guidelines for Functional Position of Forestry Extension Workers;
8. Minister of Environment and Forestry Regulation Number 14 of 2019 concerning Guidelines for the Preparation of Forestry Extension Programs;
9. Minister of Environment and Forestry Regulation No. 77/2016 on Forestry Extension Methods and Materials;
10. Regulation of the Head of the Human Resources Extension and Development Agency No. P.5/P2SDM/SET/KUM.1/7/2020 concerning Changes to Forest Farmer Groups;

- Noting : 1 Budget Implementation List of Foreign Direct Grants Project In- Flores Fiscal Year 2024
- 2 Decree of the Head of Kupang Environmental and Forestry Training Center on Guidelines for the Implementation of Technical Guidance on Capacity Building for Field Extension Workers.

DECIDED

- Establish : DECREE OF THE HEAD OF KUPANG ENVIRONMENTAL AND FORESTRY TRAINING CENTER KUPANG ON THE IMPLEMENTATION OF TECHNICAL GUIDANCE FOR FIELD INSTRUCTORS;
- FIRST : The implementation of Technical Guidance Training for Capacity Building of Forestry Extension Workers is carried out using the Classical or face-to-face method at the Kupang Campus of the Environmental and Forestry Training Center, East Nusa Tenggara Province, for 4 (four) calendar days from November 20 to 25, 2024;
- SECOND : Determining the Honorarium of the Committee and the Person in Charge of the Academic Program, as well as the job description as stated in attachment 1 to this Decision;
- THIRD : Determining the amount of honorarium Teachers Theory amounting to Rp. 200,000 per JP;
- FOURTH : Determine the amount of Honorarium for Practice Supervisors at Rp.200,000 per JP, as stated in attachment 2 to this Decision;
- FIFTH : Determining the amount of Committee Honorarium of Rp. 1,350,000 per JP, as listed in attachment 2 of this Decision; : 1.

- SIXTH : Batch; Determining the amount of honorarium for lecturers amounting to Rp. 1,200,000 per JP;
- SEVENTH : Establish Amount Class Room assistant honorarium amounting to Rp.60,000 per JP;
- EIGHTH : Establishing The amount of Honorarium companion Practice amounting to Rp.40,000 per JP;
- NINTH : Determining the amount of honorarium for disciplinary/cleanliness picket officers at Rp. 50,000 per OH;
- TENTH : Determining the amount of honorarium for local officers at Rp. 120,000 per OH;
- ELEVENTH : Determining the amount of Honorarium for Academic Person in Charge amounting to Rp. 450,000 per OH;
- THIRTEENTH : Determining the amount of Honorarium for Program Director at Rp. 750,000 per OH;
- FOURTH : Determining the amount of pocket money for training participants of Rp.120,000, -per OH for the duration, at cost transportation assistance for the class;
- FIFTH : The entire cost of implementing the Technical Guidance on Capacity Building for Field Instructors is charged to the budget of the List of In- Flores Project's Direct Foreign Grant Budget Implementation for Fiscal Year 2024;
- SIXTH : This decision is valid from the date of its enactment and if it turns out that in the future there is a mistake in its determination, it will be reviewed and corrected accordingly.

Set in: KUPANG
 Pada tanggal : 18 NOVER 18, 2024



Kepala Balai,
Dr. Iwan-Setiawan, M
 NIP. 19691209 200312 1 01

A copy of this Decision is submitted to the attention of

1. Secretary of the LHK HR Extension and Development Agency in Jakarta.
2. Head of the Center for Education and Training of LHK Human Resources in Bogor.
3. Archive.

Appendix 1. Decree of the Head of the Kupang LHK Training Center
 Number : 54 YEAR 2024
 Date : 18 November 2024

**LIST OF NAMES OF COMMITTEE HONORARIUM AMOUNT AND ACADEMIC PERSON IN CHARGE AND
 JOB DESCRIPTION
 TECHNICAL GUIDANCE ON CAPACITY BUILDING FOR FIELD EXTENSION WORKERS IN 2024**

A. Composition of the Committee

NO	NAME	POSITION IN THE COMMITTEE	TELEPHONE NUMBER	Honor Amount (Rp)
1	Dr. Ir. Iwan Setiawan, M.Sc	General Person in Charge/Founder	081281683334	-
2	Triwahyudi Martanto, SE, M.Sc	Activity Coordinator	085253356554	450.000
3	Loretha Sanda, S. Hut., M.Sc	Academic Person in Charge	081390502655	750.000,-
4	Kornelius Obe	Chief Executive Officer	081339771525	400.000
5	T. O. Antonius Taneo	Secretary	085253550128	300.000,-
6	Slamet Darwanto	Member	081339345067	300.000,-

B. Committee Job Description

JOB	JOB DESCRIPTION
General Person in Charge/Coach	: 1. Provide direction and instructions that related with general policies; 2. Coordinating, fostering, supervise, and control the implementation of training.
Training Coordinator	: 1. Coordinate all training implementation activities and provide direction on operational policies and steps to handle a problem; 2. Provide guidance both technical and administrative; 3. Monitor, evaluate and control the course of the training.
Committee Chairperson	: In charge of creating a Whats App (WA) group to socialize and coordinate with related agencies / institutions in the implementation of training activities.
Secretary	: In charge of assisting the committee chairman to carry out socialization and

JABATAN	JOB DESCRIPTION-2A8S-
	coordination as well as checking and preparing practical tools and materials.
Member	: In charge of contacting participants and ensuring their participation. /standby checking the attendance of participants in the class to assist and collect other data related to training activities;



Kepala Balai Pelatihan LHK Kiter

D. Setiawan, M.S
19691209 200312 1 002

**NAMES OF THEORETICAL LECTURERS AND PRACTICAL MENTORS RECEIVING HONORARIUM
 FOR TECHNICAL GUIDANCE TRAINING TO INCREASE THE CAPACITY OF FOREST FIELD
 EXTENSION WORKERS IN 2024**

NO	LESSON	Σ JPL			NAME OF TEACHER	JOB
		THEORY	EXERCISE PRACTICE	JMLH		
1	Leadership and Organization Management (Leadership Insights and Leadership Style Integrity)	1	-	1	Ir. Arief Mahmud, M.Si	Head of the NTT KSDA Center
2	Leadership and Organizational Management (Performance Planning & Implementation and Performance Appraisal)	1	-	1	Dr. Ir. Iwan Setiawan, M.Sc	Head of Kupang LHK Training Center
3	Appreciative Inquiry (AI)	2	-	2	Loreta Shanda, S.Hut., M.Sc	Widyaiswara
4	Extension Planning	3	5	8	1. Loreta Shanda, S.Hut., M.Sc 2. Budy Zet Mooy, STP., M.Sc 3. Abdul Malik S. S.Hut, M.T, M.Sc	Widyaiswara Widyaiswara Widyaiswara
5	Socioeconomic and Cultural Data Collection and Publication	3	5	8	1. Abdul Malik S. S.Hut, M.T, M.Sc 2. Loreta Shanda, S.Hut., M.Sc 3. Budy Zet Mooy, STP., M.Sc	Widyaiswara Widyaiswara Widyaiswara Widyaiswara
6	KTH Business Plan and Action Plan	3	5	8	1. Budy Zet Mooy, STP., M.Sc 2. Loreta Shanda, S.Hut., M.Sc 2. Abdul Malik S. S.Hut, M.T, M.Sc	Widyaiswara Widyaiswara Widyaiswara Widyaiswara
7	Equalization of Perceptions in Some Extension Activities	2	-	2	Loreta Shanda, S.Hut., M.Sc	Widyaiswara
AMOUNT		15	15	30		

Kepala Balai Pelatihan LHK Kupang

Dr. Ir. Iwan Setiawan, M.Sc
 NIP. 196112092003121002

LIST OF NAMES OF HONORARIUM RECIPIENTS OF CLASSROOM COMPANION OFFICERS FOR TECHNICAL GUIDANCE ON CAPACITY BUILDING FOR FIELD EXTENSION WORKERS IN 2024

No.	Name	Position	Phone Number	RP Amount
1	Kornelius Obe	Chief Executive Officer	081339771525	60,000/JPL
2	T. O Antonius Taneo	Secretary	085253550128	60,000/JPL
3	Slamet Darwanto	Member	081339345067	60,000/JPL


Kepala Balai Pelatihan LHK Kupang
Dr. F. I. I. S. Setiawan, M.Sc
NIP. 19691209 200312 1 002

Appendix 5. Decree of the Head of Kupang LHK Training Center
 Number : YEAR 2024
 Date : November 2024

LIST OF NAMES OF HONORARIUM RECIPIENTS OF CLEANLINESS/DISCIPLINE PICKET OFFICERS AND LOCAL OFFICERS FOR TECHNICAL GUIDANCE ON CAPACITY BUILDING FOR FIELD EXTENSION WORKERS IN 2024

No.	Name	Position	Phone Number	RP Amount
1	Ahmad Daeng	Janitor/Disciplinarian	085253342808	50,000/OH
2	Andre Biredoko	Janitor/Disciplinarian	085253009748	50,000/OH
3	Moh. Rizal	Janitor/Disciplinarian	082144242096	50,000/OH
4	Marhel Saudalle	Local Officer	081339018676	120,000/OH



Kepala Balai Pelatihan LHK Kuer

Dr. Iwan Setiawan, M.Sc
 NIP. 19691209 200312 1 002

Appendix 6. Decree of the Head of Kupang LHK Training Center
Number : 54 YEAR 2024
Date : November 18, 2024

**LIST OF NAMES OF HONORARIUM RECIPIENTS OF ACADEMIC AND PROGRAM DIRECTORS FOR
TECHNICAL GUIDANCE ON CAPACITY BUILDING FOR FIELD EXTENSION WORKERS IN 2024**

No.	Name	Position	Phone Number	RP Amount
1	Loretha Sanda, S.Hut., M.Sc	Academic Person in Charge	081390502655	750,000/OH
2	Dr. Ir. Iwan Setiawan, M.Sc	Program Director	085253356554	450,000/OH



Kepala Balai Pelatihan LHK Kuer

Dr. Ir. Iwan Setiawan, M.Sc
19691209 200312 1 002

Appendix 7. Decision of the Budget User Authority of Kupang LHK Training Center

Number : 54 YEAR 2024
 Date : 18 November 2024

LIST OF PARTICIPANT NAMES, AGENCY ORIGIN AND AMOUNT OF POCKET MONEY ASSISTANCE FOR TECHNICAL GUIDANCE ON CAPACITY BUILDING FOR FIELD EXTENSION WORKERS IN 2024

NO	NAME OF PARTICIPANT	GENDER TYPE	PHONE NUMBER	ORIGIN/INSTITUTION	DAILY ALLOWANCE / ME (RP)
1	Benedictus Marianus Moat Lose, S.Si	Male	081339274939	NTT KSDA Center	
2	Yonista Nguru, S.Hut	Male	082311902698	NTT Natural Resources Conservation Center	
3	Apdon amphoni, s.si	Male	085238637430	NTT KSDA Center	
4	Paulus Pambut, S.Hut	Male	082146433768	NTT KSDA Center	
5	Antonius Elvansius Hambur, S.Pt	Male	081320237685	NTT KSDA Center	
6	Arakib Rausanfikir wuran, A.Md	Male	081236651668	NTT KSDA Center	
7	Ferdinandus Boy Kali, S.Hut	Male	081238738192	NTT KSDA Center	
8	Elenora Mbee, A.Md	Female	085253102390	NTT Natural Resources Conservation Center	
9	Adriana Sarinto Bulu, S.Hut	Female	082230525906	NTT KSDA Center	
10	Maria Yovita Somi Atamua, S.Hut	Female	085253936166	NTT Natural Resources Conservation Center	
11	Rizky Novita, S.Hut	Female	081327565998	NTT KSDA Center	
12	Mikael Lokang, A.Md	Male	082154376944	NTT KSDA Center	
13	Samrenta Defira Santuri, S.Hut	Female	085762787403	NTT Natural Resources Conservation Center	
14	Dita Adiati Fitriana, S.Si	Female	081215961520	NTT KSDA Center	
15	Simon Petrus Wabang, A. Md	Male	085237693977	NTT KSDA Center	
16	Yoseph Sepe, A.Md	Male	082144810464	NTT Natural Resources Conservation Center	
17	Abdul Kadir Kia Beni, A.Md	Male	081237127007	NTT KSDA Center	
18	Fidelia Un Bete, S.Hut	Female	082236773296	NTT Natural Resources Conservation Center	
19	Yarny Ayub Missa, A.Md	Laki – laki	082247486458	Balai E KSDA Center	



Kepala Balai Pelatihan LHK Center

Man Setiawan, M.Sc
 0819691209 200312 1

Decision of the Budget User Authority of Kupang LHK Training Center

Appendix 8.

Number : 54 YEAR 2024
 Date : 18 November 2024

SIGN UP NAME PARTICIPANTS, ORIGIN INSTITUTION AND FUND HELP
 TRANSPORTATION OF PARTICIPANTS IN TECHNICAL GUIDANCE FOR CAPACITY BUILDING OF FIELD
 EXTENSION WORKERS IN 2024

NO	NAME OF PARTICIPANT	GENDER TYPE	PHONE NUMBER	ORIGIN/INSTITUTION	TRANSPORTATION ASSISTANCE (RP)
1	Benedictus Marianus Moat Lose, S.Si	Male	081339274939	NTT KSDA Center	At cost
2	Yoanista Nguru, S.Hut	Male	082311902698	NTT KSDA Center	At cost
3	Apdon Amfoni, s.si	Male	085238637430	NTT KSDA Center	At cost
4	Paulus Pambut, S.Hut	Male	082146433768	NTT KSDA Center	At cost
5	Antonius Elvansius Hambur, S.Pt	Male	081320237685	NTT KSDA Center	At cost
6	Arakib Rausanfikr wuran, A.Md	Male	081236651668	NTT KSDA Center	At cost
7	Ferdinandus Boy Kali, S.Hut	Male	081238738192	NTT KSDA Center	At cost
8	Elenora Mbee, A.Md	Female	085253102390	NTT KSDA Center	At cost
9	Adriana Sarinto Bulu, S.Hut	Female	082230525906	NTT KSDA Center	At cost
10	Maria Yovita Somi Atamua, S.Hut	Female	085253936166	NTT KSDA Center	At cost
11	Rizky Novita, S.Hut	Female	081327565998	NTT KSDA Center	At cost
12	Mikael Lokang, A.Md	Male	082154376944	NTT KSDA Center	At cost
13	Samrenta Defira Sianturi, S.Hut	Female	085762787403	NTT KSDA Center	At cost
14	Dita Adiati Fitriana, S.Si	Female	081215961520	NTT KSDA Center	At cost
15	Simon Petrus Wabang, A. Md	Male	085237693977	NTT KSDA Center	At cost
16	Yoseph Sepe, A.Md	Male	082144810464	NTT KSDA Center	At cost
17	Abdul Kadir Kia Beni, A.Md	Male	081237127007	NTT KSDA Center	At cost
18	Fidelia Un Bete, S.Hut	Female	082236773296	NTT KSDA Center	At cost
19	Yarny Ayub Missa, A.Md	Male	082247486458	NTT KSDA Center	At cost



Kepala Balai Pelatihan LHK Kupang

D. N. Iwan Setiawan, M.Sc
 NIP. 19691109-200312 1 002

Report on the Implementation of Technical Guidance for Capacity Building of Field Extension Workers within the scope

