

OBJECTIVE AND WORKING PROGRAM

Directorate of Human Resource

**Strategy, Policy and Working Program
Directorate of Human Resource**

No	Goals	Strategy	Policy	Working Program
1	Implementation of Competency Based Human Resource Management (CBHRM) system -July 07	Implementation comprehensively	Implementation in stages from all CBHRM system module	<ul style="list-style-type: none"> • Socialization of CBHRM system • Cooperate with LAPI ITB
2	Human Resource Mapping -August 07	Work burden analysis	Employee Optimize and formation	Cooperate with the experts
3	Training Learning Centre	Business planning	Outsourcing, in house, policy	Benchmarking, analysis of cost & benefit
4	Human Resource Recruitment for Branch Offices 55 people	Implementation professionally	Minimum education is D3 degree	<ul style="list-style-type: none"> • Establish the selection team • Cooperate with PTN • Work training & on job training

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5	Develop the human resource quality based on the company vision -Jan-Dec 07	Training is run continuously	<ul style="list-style-type: none"> • Training implementation in outsourcing & in-house • The implementation is directed based on the employee competency 	<ul style="list-style-type: none"> • Education in insurance, social, financial, investment and IT aspects. • Education in risk management aspect.
6	Fulfill the instrument of Head Office and Branch Offices -Jan-Dec 07	<ul style="list-style-type: none"> • Inventory of necessity based on previous experiences • Provide instruments based on employee needs and technology development 	Optimize the using of available budget	Planning of the instrument provisioning is started when budget allocation is established

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7	<p>Replacement of the inventory tools which have been ended the economic benefit and the technical age</p> <p>-March-Dec 07</p>	<ul style="list-style-type: none"> • Clarification on tools type and amount which will be replaced to Head Office and Branch Offices • Priority on tools type replacement which is used to serve participants • Provision for certain tools type and amount done by Head Office 	<p>Priority of needs fulfill is majored for units which directly concern with service for participant</p>	<p>Provision/purchasing:</p> <ul style="list-style-type: none"> • Vehicles • IT tools is adjusted with the needs to support SAP and JAD application in all Branch Offices

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8	Elimination of un proper-used assets	Be guided by the result of 2006 General Shares Holding Meeting decision that tools in auction is majored for the company employees	Priority of static documents	Run the inventory auction based on current system and procedures
9	Optimize the using of computer instruments to fulfill the information system needs	<ul style="list-style-type: none"> • Develop the technical ability of the maintenance officer • Give guidance to Primary Branch Offices/Branch Offices about procedure on information system instrument 	The development of information technology function is adjusted with long term planning of the Company System Information	<ul style="list-style-type: none"> • Run trainings for employees about mastering the SAP and JAD • Run contracts/agreements with partners in computer service aspects

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10	System and procedure is well implemented so it can create a good archives and documentation in all work units of Head Office and Primary Branch Offices/Branch Offices	<ul style="list-style-type: none"> • Run monitoring, evaluation and archives establishment continuously to Head Office and Primary Branch Offices/Branch Offices • Optimize the implementation of Technology Electronic Filling System 	<ul style="list-style-type: none"> • Run monitoring, evaluation and archives establishment gradually once in two years for every Branch Office and annually for Head Office • Implementation of document media transfer process in three Branch Offices 	<ul style="list-style-type: none"> • Management of in-active archives • Serving of information/archives lending • Archives reduction: in-active archives replacement, archives annihilation • Archives construction: monitoring of Head Office (6 work units) and Branch Offices (12 Branch Offices) and receiving monitoring report of four-monthly archives from Branch Offices • Implementation of document media transfer (EFS) on 3 Branch Offices: scanner machine provision, installation and assistantship on Branch Offices, record of important Head Office's inactive archives and provision of micro film printer machine. • Archives maintaining/treatment : giving camphor, fumigation/pest control • Inventory of company vital archives: finalization of archives retention schedule revision