

ABSTRAK

Tugas akhir ini bertujuan untuk mendeskripsikan profil Sekretariat Dewan Perwakilan Daerah Daerah Istimewa Yogyakarta beserta Bagian Humas dan Protokol. Tugas akhir ini juga bertujuan untuk menjelaskan peran Bagian Humas dan Protokol dalam rapat paripurna di DPRD DIY. Metode pengumpulan data yang dilakukan penulis adalah studi lapangan dan studi pustaka. Studi lapangan memuat observasi dan wawancara, sedangkan studi pustaka memuat tentang riset artikel, buku, jurnal, dan situs web. Pengumpulan data dilakukan mulai dari 25 Januari – 9 April 2021. Data yang telah dikumpulkan diterjemahkan ke dalam Bahasa Inggris yang kemudian digabungkan dan disusun menurut tujuan penulisan tugas akhir. Data disajikan secara deskriptif dalam bentuk paragraf. Berdasarkan data yang didapat, Sekretariat DPRD DIY adalah sebuah institusi yang bertugas untuk melakukan pekerjaan tata usaha dari DPRD DIY dan institusi ini dipimpin oleh Sekretaris DPRD DIY. Peran Bagian Humas dan Protokol dalam rapat paripurna dibagi menjadi tiga bagian, meliputi pra-acara, selama acara, dan pasca-acara. Selama pra-acara, Bagian Humas dan Protokol berperan dalam konfirmasi rapat, penyusunan jadwal, penyiapan alat, penyiapan ruangan, dan pemesanan makanan dan minuman. Selama acara berlangsung, mereka berperan dalam pengecekan kehadiran, pembawa acara, pembawaan lagu nasional, pemantauan ruang rapat daring, penyiaran langsung, dan pengambilan foto. Terakhir, ketika pasca-acara, Bagian Humas dan Protokol berperan dalam pengeditan foto, penulisan berita, dan pengeposan berita.

Kata Kunci: Rapat Paripurna, Peran, Bagian Humas dan Protokol, Sekretariat Dewan Perwakilan Rakyat Daerah, Daerah Istimewa Yogyakarta

ABSTRACT

This final project aims to describe the profile of the Secretariat of Regional People's Representative Council of the Special Region of Yogyakarta as well as the Public Relations and Protocol Division. This final project also aims to explain the role of the Public Relations and Protocol Division in the plenary meeting in the Regional People's Representative Council of the Special Region of Yogyakarta. The methods of collecting data performed by the writer consist of field study and library study. The field study includes observations and interviews, whereas the library study includes researching articles, books, journals, and websites. The data collection was performed starting from 25 January – 9 April 2021. The data that had been collected was translated into English which was then combined and arranged according to the objectives of the final paper writing. The data is presented descriptively in the form of paragraphs. Based on the data obtained, the secretariat is an institution that has the main task of performing administrative works of the Regional People's Representative Council of the Special Region of Yogyakarta and is led by the Secretary of the Regional People's Representative Council. The role of the Public Relations and Protocol Division in the plenary meeting is divided into three parts, including pre-event, during the event, and post-event. In the pre-event, Public Relations and Protocol Division takes roles in meeting confirmation, schedule arrangement, equipment preparation, rooms preparation, and foods and beverages ordering. During event, they take roles in attendance checking, MCing, national songs conducting, online meeting room monitoring, livestream broadcasting, and photos taking. Finally, in post-event, Public Relations and Protocol Division takes roles in photo editing, news writing, and news posting.

Keywords: Plenary Meeting, Roles, Public Relations and Protocol Division, the Secretariat of Regional People's Representative Council, Special Region of Yogyakarta