

ABSTRAK

Zega, Vinis Daya Mayoritas. 2025. Optimalisasi Administrasi dan Risalah Rapat melalui Implementasi Aplikasi e-Risalah di Sekretariat DPRD Kabupaten Nias Utara. Proyek. Program Studi Manajemen, Universitas Nias. Pembimbing: Maria Magdalena Batee, S.E., M.M.

Administrasi risalah rapat di Sekretariat DPRD Kabupaten Nias Utara sebelumnya masih dilakukan secara manual, sehingga sering menimbulkan keterlambatan distribusi, risiko kehilangan arsip, dan rendahnya efisiensi kerja. Fenomena ini mendorong perlunya digitalisasi melalui implementasi aplikasi E-Risalah. Penelitian ini bertujuan untuk menganalisis efektivitas penerapan aplikasi tersebut serta dampaknya terhadap administrasi dan pengelolaan risalah rapat. Metode penelitian yang digunakan adalah deskriptif kualitatif dengan teknik wawancara, observasi, dan dokumentasi. Hasil penelitian menunjukkan bahwa aplikasi E-Risalah mampu meningkatkan kecepatan pencatatan, mempercepat distribusi dokumen, serta mempermudah sistem pengarsipan digital yang lebih rapi dan akuntabel. Kendala utama terletak pada keterbatasan literasi digital pengguna serta sarana pendukung yang belum optimal. Secara keseluruhan, implementasi E-Risalah memberikan dampak positif bagi peningkatan efisiensi, transparansi, dan akuntabilitas kerja Sekretariat DPRD, sekaligus mendukung agenda reformasi birokrasi daerah menuju tata kelola pemerintahan modern.

Kata Kunci: Administrasi, Risalah Rapat, E-Risalah, Efektivitas, DPRD Nias Utara.

ABSTRACT

Zega, Vinis Daya Mayoritas. 2025. Optimization of Administration and Meeting Minutes through the Implementation of the E-Risalah Application at the Secretariat of DPRD North Nias Regency. Project. Management Study Program, Nias University. Supervisor: Maria Magdalena Batee, S.E., M.M.

The management of meeting minutes at the Secretariat of the Regional House of Representatives (DPRD) of North Nias Regency was previously conducted manually, resulting in delays, risk of data loss, and inefficiency in archiving. This condition highlights the need for digital transformation through the implementation of the E-Risalah application. The purpose of this study is to analyze the effectiveness of E-Risalah and its impact on administrative processes and meeting documentation. This research applies a descriptive qualitative method, using interviews, observation, and documentation for data collection. The findings indicate that the E-Risalah application enhances the speed and accuracy of recording, accelerates document distribution, and improves digital archiving systems that are more structured and accountable. However, challenges remain, particularly limited user digital literacy and insufficient supporting infrastructure. Overall, the implementation of E-Risalah has a positive impact on improving efficiency, transparency, and accountability in the Secretariat of DPRD North Nias Regency. Furthermore, it supports the agenda of bureaucratic reform and represents a strategic step toward modern administrative governance in local government institutions.

Keywords: Administration, Meeting Minutes, E-Risalah, Effectiveness, DPRD North Nias Regency.