

# Manpower Forecasting

## What is manpower forecasting?

The process of getting the right number of qualified people for the right job at the right time.

## How do you do manpower forecasting?

Conduct a workload analysis to forecast the man hours required for work activities planned.

### Example:

#### Packing Activities

Planned output for the order	----- units
Standard hours per unit	----- hours
Planned hours required	----- hours
Productive hours per person per order fulfillment	----- hours
No. of workers required	----- persons

Based on your manpower forecasting you can plan and manage your group's capacity using a Time & Motion Variables table (see table on page 37).

## Capacity Planning and Management

Components of capacity management include:

- Capacity Planning (creating a valid "Do-able" plan),
- Capacity Control (ensuring the plan is met).



Put a check mark (✓) for the appropriate answer!

	Yes	No
■ Do you avoid using poison?	<input type="checkbox"/>	<input type="checkbox"/>
■ Do you develop your skills in using nets?	<input type="checkbox"/>	<input type="checkbox"/>
■ Do you avoid over fishing by catching fish to order?	<input type="checkbox"/>	<input type="checkbox"/>
■ Do you handle the coral reefs with care while diving and anchoring?	<input type="checkbox"/>	<input type="checkbox"/>
■ Do you reduce mortality and wastage through proper handling?	<input type="checkbox"/>	<input type="checkbox"/>
■ Do you use proper documentation?	<input type="checkbox"/>	<input type="checkbox"/>
■ Do you increase the value for Indonesian marine fish by increasing QUALITY?	<input type="checkbox"/>	<input type="checkbox"/>

Discuss with your trainers, NGO field workers, or your group, about how you can better fulfill these requirements above!

## ADDITIONAL NOTES

The Industry and The Supply Chain

Use the following check list to help you:

*Put a check mark (✓) for the appropriate answer!*

	Yes	No
1. Do you always inspect the order fulfillment:		
■ at collection?	<input type="checkbox"/>	<input type="checkbox"/>
■ at the holding area?	<input type="checkbox"/>	<input type="checkbox"/>
■ at packing and delivery?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you always inspect the materials and supplies?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you always inspect the:		
■ boat?	<input type="checkbox"/>	<input type="checkbox"/>
■ tools?	<input type="checkbox"/>	<input type="checkbox"/>
■ supplies?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you understand the MAC Collection, Screening and Shipment Standards?:		
■ I know and understand of the collection procedures and standards.	<input type="checkbox"/>	<input type="checkbox"/>
■ I know and understand the implementing screening methods and standards.	<input type="checkbox"/>	<input type="checkbox"/>
■ I know and understanding the shipment procedures and standards.	<input type="checkbox"/>	<input type="checkbox"/>

*Discuss with your trainers, NGO field workers, or your group, about how you can better fulfill these requirements above!*

Activities	Day 1									
Day 2										
Day 3										
Day 4										
Day 5										
Day 6										
Day 7										

# Organization and Governance

## Team work

### Why do we need team work?

Some reasons why teamwork is important:

- The human being is a social creature that dwells within a social network, hence, teamwork is unavoidable;
- Working as a team helps us use our strengths more efficiently with better outcomes in comparison with working independently;
- By working together the impossible becomes possible and the incomplete becomes complete;
- Within a team a threat can become an opportunity and personal weakness changed into team power.

*"In a team environment, one must put the interest of the team ahead of their own..."*



### What do we need in order to achieve effective team work?

Good teamwork includes:

- Member's awareness of their own duties;
- Solid competencies and strengths within the team;
- Member's interest and involvement;
- Available funds;
- Motivation and reliability of each member to accomplish their allocated tasks.

**What are the tasks and duties of team members?**

Each team member has the following roles to play:

- *Contribution*: put forward new ideas to reach the common goal of the team;
- *Clarification*: investigation of all related information;
- *Analysis*: evaluation of results;
- *Standardization*: determine the standard of work that should be achieved.

**Types of people vital to an organization include:**

- *Motivator*: has a positive outlook and is able to motivate other members to contribute;
- *Mediator*: reconciles disputes between members and attempts to arrive at the best solution to any particular problem;
- *Observer*: monitors the work while providing input and feedback;
- *Facilitator*: encourages all members to communicate in order to achieve a higher level of participation;
- *Animator*: stimulates the members to evaluate, identify problems and search for solutions, to be more creative and develop a team work attitude.



*“Success can be defined as the ability to work within a team environment in a creative manner with all members contributing toward a common goal...”*

**Example of Activity Timetable**

Activities	Dateline	Number/Type of people needed	Equipment needed	Supply needed	Logistical Requirement	Funds/Cash needed	Information needed												

## **Operations Scheduling**

*Activity Timetable.* Processes and tasks can be organized with a simple listing of activities and a timetable for their accomplishments (see table on page 33).

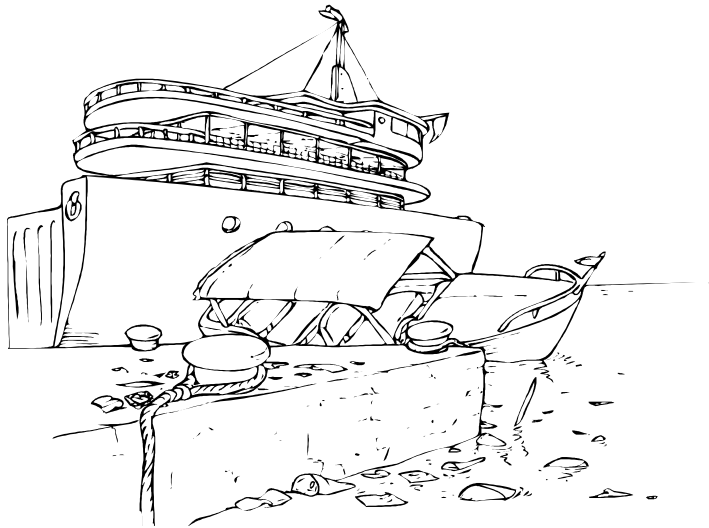
*Gantt Chart.* This bar chart schedule is a graphical representation of all of your activities. The Gantt chart is an improvement over the activity timetable since the schedule for accomplishment of activities can be visualized (see table on page 34).

## **Operation control**

### ***Why you need operation control?***

To make sure you are aware of what is happening with your operations and are able to immediately respond to initial indication of problems.

In order to achieve this you need to monitor different areas of your operations.



If required, the team status can be recognized and subsequently legalized to become a **Cooperative**. A Cooperative has the same status from a legal perspective as a PT, CV, PD and so on.

## **Cooperative; Definition, Objectives, Functions, Roles**

### ***What is Cooperative?***

A Cooperative (also co-operative or co-op) is an association of persons who join together to engage in an economic activity of mutual benefit.

### ***What is the aim of a Cooperative?***

The purpose of a Cooperative is primarily to improve the position of its members, of society in general and to contribute towards the national economy while shaping social progress, prosperity and equality within a framework based on Pancasila and Undang-Undang Dasar 1945.

### ***What are the functions/roles of a Cooperative?***

(UU No. 25/1992 article 4)

Functions of a Cooperative include:

- Developing the potential and abilities not only of its members but society in general while improving their prosperity both socially and economically;
- Playing an active role in improving the quality of life of individuals and the community as a whole;
- Improving the social economics of the people as a strength base and securing national economic resilience with a Cooperative as its pillar;
- Developing a national economy that is based primarily on the results of joint efforts, familiarity and principals of economic democracy.

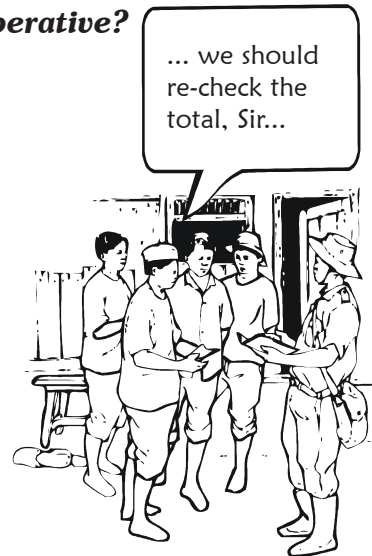
## Principle of a Cooperative

### ***What are the principles of a Cooperative?***

(UU No. 25/1992 article 5 verse 1)

The principles of cooperative in Indonesia include:

1. Membership is open and voluntary;
2. Management is undertaken democratically;
3. Profit sharing is proportional to the input of each member;
4. Compensation is limited to the capital only;
5. Self sufficiency.



## The Difference Between a Cooperative and Volunteer Organization, and Other Business Organizations

### ***What is the difference between a Cooperative and Volunteer Organization?***

Some differences between a Cooperative and Volunteer Organization can be seen in the table below.

Cooperative	Team work (volunteer)
<ul style="list-style-type: none"> <li>• Is legally recognized.</li> <li>• Has predetermined rules (financially and administrative).</li> <li>• The relationship between its members is rational and objective.</li> <li>• Adheres to a business plan.</li> <li>• Is dynamic and sensitive to progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Is not legally recognized.</li> <li>• Follows no predetermined rules.</li> <li>• The relationship between members is emotional.</li> <li>• Work is spontaneous, sporadic and irregular.</li> <li>• Tends to be static and traditional.</li> </ul>

## Operational Planning & Management

### Operational Planning and Control

Order fulfillment refers not only to providing the exporters with what they ordered and doing it on time, but also providing all the related customer services.

### Operational planning

#### ***What is operational planning?***

Operational planning is a tool for your organization to match planned activities with available resources.

#### ***Why do we need operational planning?***

Operational planning has several advantages including significant reduction in labor and cost of fish, better use of resources, and increased overall performance of the group.

Make sure that the resources are available:

1. in the appropriate quantity,
2. at the appropriate time, and
3. at the appropriate level of quality.

To set up a planning and control system and to support your operations you should:

- Establish an Operations Schedule - this can be done on a weekly, monthly or quarterly basis,
- Establish capacity planning for your resources (labor, equipment, holding facility),
- Establish procedures and controls.

## ADDITIONAL NOTES

Organization and Governance

### ***Types of Cooperatives***

There are many types of Cooperatives within Indonesia, however, the most common are:

1. Micro-Credit Cooperatives promote savings among their members and creates funds to grant loans for productive purposes.
2. Marketing Cooperatives engage in the supply of products to their members and the marketing of their products.
3. Primary Cooperatives directly involve the Fishermen and/or Middlemen as members. These are categorized according to membership and territorial considerations.

### ***What is the difference between a Cooperative and a Company?***

Some important differences between a Cooperative and a Company (PT) can be seen in the table on page 28.



Table of major differences between a Cooperative and a Company

	Cooperative	Company
<b>Aim</b>	<ul style="list-style-type: none"><li>• Based on common goals, equality and responsibility.</li><li>• Measurement of efficiency is based on the prosperity of its members.</li></ul>	<ul style="list-style-type: none"><li>• Based on capital and available resources.</li><li>• Efficiency is measured by its profit.</li></ul>
<b>Membership</b>	<ul style="list-style-type: none"><li>• People that donate capital in the form of savings and/or deposits.</li><li>• Members share similar positions and are equally obligated. ⇒ Focus on people before capital.</li></ul>	<ul style="list-style-type: none"><li>• People invest or buy shares.</li><li>• Indirect relationship between members who share different positions/status. ⇒ Focus is purely financial.</li></ul>
<b>Capitalization</b>	<ul style="list-style-type: none"><li>• Principle savings of members and other source (ie. members/bank loans, obligations etc).</li></ul>	<ul style="list-style-type: none"><li>• Capital foundation and shares.</li></ul>
<b>Highest Authority</b>	<ul style="list-style-type: none"><li>• Collection of members (meetings where decisions are made as a group).</li></ul>	<ul style="list-style-type: none"><li>• Capital Owner.</li></ul>
<b>Profit sharing</b>	<ul style="list-style-type: none"><li>• Net income.</li><li>• Net income share is based on the balance of each member's input.</li></ul>	<ul style="list-style-type: none"><li>• Profit.</li><li>• Profit share based on distribution of shares.</li></ul>
<b>Management</b>	<ul style="list-style-type: none"><li>• Open: all members are actively involved in planning, management, and implementation.</li></ul>	<ul style="list-style-type: none"><li>• Closed: determined according to management framework.</li></ul>
<b>Orientation</b>	<ul style="list-style-type: none"><li>• Member focused.</li></ul>	<ul style="list-style-type: none"><li>• Financial focus.</li></ul>

ADDITIONAL NOTES

Organization and Governance