

# Welcome to the HR workspace

Empower ActSEA's team members to perform effectively and happily by developing and maintaining relevant and appropriate HR systems, policies, and procedures. [Read full terms of reference here.](#)

## Current team

|                           |             |                                                                                                    |             |                                                                                                |             |                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------|-------------|----------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Core Team                 |             | <div>Feba Rajeev</div> <div>Co-Lead</div> <div>VOLUNTEER</div> <div>ACTIVE</div>                   | <div></div> | <div>yiling</div> <div>Co-Lead</div> <div>VOLUNTEER</div> <div>ACTIVE</div>                    |             | <div></div>                                                                                       | <div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Recruitment and check-ins |             | <div>Hironimus Gesu</div> <div>Indonesia</div> <div>STAFF</div> <div>ACTIVE</div>                  | <div></div> | <div>Jennifer Bhakti Ram Gite</div> <div>Global</div> <div>YCIS INTERN</div> <div>ACTIVE</div> | <div></div> | <div></div>                                                                                       | <div>In this space</div> <div><div>• Updates - HR</div><div>• Team - HR</div><div>• Mitchell Ng Wen Hong</div><div>• Organisation structure</div><div>• Policies</div><div>• Procedures</div><div>• Resource Centre - HR</div><div>• Step-by-step account onboarding guide - WISE</div></div>                                                                                                                                                                                                                                                   |
| Tracking and offboarding  | <div></div> | <div>Deng Lisiwei</div> <div>VOLUNTEER</div> <div>ACTIVE</div>                                     | <div></div> | <div>Mitchell Ng Wen Hong</div> <div>Global</div> <div>YCIS INTERN</div> <div>ACTIVE</div>     |             | <div></div>                                                                                       | <div>Recently updated</div> <div><div></div><div>Mitchell Ng Wen Hong</div><div>Termination (Staff) updated Feb 21, 2024 <a href="#">view change</a></div><div>Feba Rajeev</div><div>Termination (Volunteers) updated Feb 21, 2024 <a href="#">view change</a></div><div>Check-ins</div><div>Dispute resolution updated Feb 21, 2024 <a href="#">view change</a></div><div>Insurance updated Feb 21, 2024 <a href="#">view change</a></div><div>Active change</div><div>Sick leave updated Feb 21, 2024 <a href="#">view change</a></div></div> |
| Mental health             |             | <div>Tan Yong Quan Herman</div> <div>Peer support</div> <div>YCIS INTERN</div> <div>INACTIVE</div> |             | <div>Tan Jing Hui Amanda</div> <div>Check-ins</div> <div>VOLUNTEER</div> <div>ACTIVE</div>     |             | <div></div>                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                           | <div></div> | <div>Afiya Dianar Najla</div> <div>Peer support</div> <div>VOLUNTEER</div> <div>INACTIVE</div>     |             | <div>Dana</div> <div>Peer support</div> <div>VOLUNTEER</div> <div>ACTIVE</div>                 | <div></div> | <div>Jennifer Bhakti Ram Gite</div> <div>Check-ins</div> <div>YCIS INTERN</div> <div>ACTIVE</div> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## Status of projects

|                   |
|-------------------|
| Project           |
| No content found. |

| Summary                                                                                                     | T                                                                                 | P                                                                                 | Due          | Status           | Assignee             | Other assignees                                                                                 | Next checked | Recruiting |
|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------|------------------|----------------------|-------------------------------------------------------------------------------------------------|--------------|------------|
| Plan and prep slides for Y24Q2 Huddle                                                                       |  |  | Jan 01, 2023 | <div>TO DO</div> | Chester Per          | Hironimus Gesu, Julivius Prawira, Lidya Monica Pone, Mitchell Ng Wen Hong, Rosadalima Dee Panda |              | Filled     |
| Explore how to automatically export member lists for Google Groups, Google Workspace, Slack, and Confluence |  |  |              | <div>TO DO</div> | Mitchell Ng Wen Hong |                                                                                                 |              | Filled     |
| Create training module on harassment and discrimination                                                     |  |  |              | <div>TO DO</div> | Chester Per          | Mitchell Ng Wen Hong                                                                            |              | Recruiting |

3 issues

