



WAVEMAKERS UNITED

talent for water and energy



COMPENDIUM WAVE INDONESIA

World Water Forum Bali 2024



"TINY DROPS OF KNOWLEDGE
CREATE A WAVE OF IMPACT"



Foreword

Dear Steering Committee and project manager of Waves,

Thank you for your commitment to building a Wave, focused on water and climate in your country. Your efforts, together with our international network, are crucial for promoting clean, sufficient, and safe water and securing a brighter future for generations to come. In Waves, our aim is simple yet profound: to raise awareness, inspire change, and deepen our connection with nature. Since our inception in 2016, we've been dedicated to addressing critical water and sustainability issues through education, youth involvement, innovation, job access, and advocacy.

Through Waves, we've learned that local issues gain global attention, and innovative solutions **come** to benefit local communities. This has led to the formation of local Waves in various countries, working together under the banner of Wavemakers United. Wavemakers United brings young people from local Waves worldwide together, providing a platform during international events focused on water and climate. These global gatherings foster inspiration and collaboration across borders. One of the most impactful aspects of our collaboration is the ability to facilitate cross-border partnerships to tackle transboundary water and climate challenges, even in politically challenging situations. I want to emphasize the importance of your voices in decision-making, both in the private sector and in



politics. You are the future leaders who will shape our world. Intergenerational cooperation is essential for achieving our climate goals, and it requires us to work together constructively. Now, more than ever, your ideas, passion, and commitment are needed. Earth needs you. Water needs you. Wavemakers United needs you. Let us embrace intergenerational collaboration to overcome the water and climate challenges ahead.

Thank you for being part of this impactful Wave!

Tilly Stroo Smit
Founder Wavemakers United





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Background

In March 2023, the Dutch Ministry of Infrastructure and Water Management, in collaboration with the Ministry of Foreign Affairs, co-organized the UN Water Conference 2023. This was only the second Water Conference ever held, after the first edition in 1977. One of the three priority themes of the conference was “youth”, focusing on increasing societal engagement and support among young people for climate and water goals. Involving youth—whether as students or young professionals—is crucial for maintaining capacity and knowledge levels regarding sustainability, innovation, and transformation. Ambitions related to engaging youth in global water and food challenges are included in the Water Action Agenda (WAA) (<https://sdgs.un.org/conferences/water2023/action-agenda>).

Towards the UN Water Conference, Wavemakers United Foundation together with IHE Delft, successfully organized the UN2023 Gamechanger Challenge in which over 200 Universities in 62 countries joined with their students to work on ideas to solve global water issues. The conference was the beginning of the commitment to the Water Action agenda to provide water lessons to 1 million children per year .



Wavemakers United Foundation is committed to following through on its promises to the Water Action Agenda from the Social Community “Waves.” A Wave is a youth-led intergenerational ecosystem in which different local stakeholders collaborate in

a consortium and where data is transformed into communities and actions.

The approach of Wavemakers United Foundation is to connect local initiatives by creating awareness, promoting behavioral change, and building capacity. They sustain and support the youth movement for water that emerged post-New York, leveraging all its expertise, creativity, resilience, talent, and intrinsic motivation without claiming ownership and ensuring all countries to feel ownership.

A Wave can also take concrete action on multilateral and bilateral cooperation between the Netherlands and the country. Through initiatives like the Center of Excellence for Water and Climate Resilience focusing on youth participation and capacity building. Within Waves programs can be offered that work on water solutions across borders because water doesn't stop at borders. Where countries may no longer cooperate politically, Waves can transcend borders and collaborate cross-sectoral to address a shared challenge.

Post-New York, we pass the baton in relay form to participants in the UN2023 GCC. Therefore, in collaboration with Nuffic Southeast Asia (SEA) and The Water Agency, Wavemakers United Foundation aims to launch an Indonesia Wave during the Bali World Water Forum (WWF) 2024. The launch of the Indonesia Wave involves engaging Indonesian youth in following through on the commitment to the Water Action Agenda by providing water lessons to 1 million children per year and strengthening local collaboration among Indonesian educational institutions, knowledge institutes, and youth organizations.

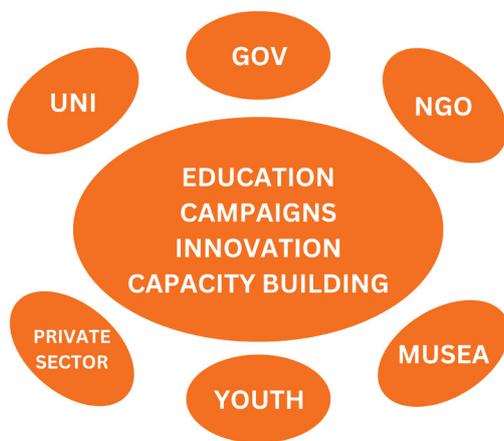
This compendium is created to serve as a handbook to establish the local Wave. The compendium provides insight into the structure of a Wave, activities roles and required materials. Following this guide carefully will enable us to be aligned with other Waves and WUF which is essential in creating the local to global to local approach. Please keep in mind that this guide offers a baseline structure, and we strongly encourage you to add and shape the structure to the local needs.



What is a Wave?

The term Wave is a name derived from the name Wavemakers referring to the local structure of collaboration. In this context every country is “a wave of impact”. A “Wave” is a youth-led inter-generational ecosystem that works on internal growth and produces tangible external outcomes. The idea is that when we succeed building Waves in many countries together, we will make a big wave of impact.

The Wave is an essential element in the Wavemakers United program. It is the structure that allows the realization of commitment made to the Water Action agenda of educating one million youngsters. It entails a local youth-led intergenerational ecosystem that includes many key stakeholders playing a vital role in both enabling great impact as well as sustainable continuation of the program. This consortium construction will generally look like the following:



Our objective is not to create new initiatives and programs, but to connect existing initiatives (of stakeholders) and activities to have a bigger impact and to address the local needs. For this reason, the different stakeholders are brought together around the four joint themes: Campaigns, Education, Innovation and Capacity building.

The Wave consists of a Steering Committee with representatives from government, universities, private sector, NGOs and museums, supported by the Youth Committee, and a representative of Wavemakers United Foundation. The Steering Committee establishes an annual plan and oversees the working groups of the Youth Committee

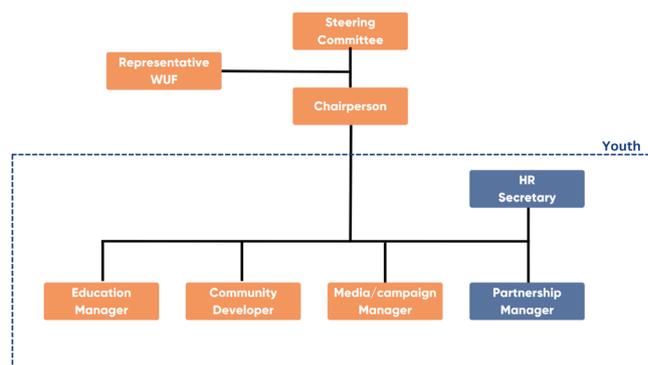
responsible for implementing the program. Steering Committee members can either lead a workgroup in their field if applicable or have a general steering role.

The Steering committee is led by a ‘project manager’ of the Wave, who should be selected before setting up the Wave. This person is the connection between the Youth Committee, Wavemakers United Foundation and the Steering Committee. The project manager is the central communication figure within the organization, both towards the steering committee and the youth committee. They serve as the focal point within the Wave. The project manager is responsible for effectively transferring information and translating it into concrete actions. This means they convey information from one group to another and ensure that necessary steps are taken based on that information

Wavemakers United Foundation provides all necessary training and infrastructure to form a Youth Committee, train the members and get it operational. Upon successfully establishing both a Steering Committee and Youth Committee, the Wave will be ready to launch its program.

Wave Structure

The Wave emerges from the collaboration between the Steering Committee, Youth Committee and the Wave representative at Wavemakers United Foundation. This section elaborates on the general structure and dynamics, the Youth Committee, and the Wavemakers community. The following chart provides an overview of the organizational structure of the Wave.



Steering Committee

The Steering Committee consists of several lead partners, which are organizations, institutions, and other partners that take a leading role in the wave. All lead partners are requested to provide at least one staff member who will actively engage in the Steering Committee. The Committee will be chaired by the **project manager** of the Wave and assisted by a secretary, who makes notes during the meeting. The **secretary** is by preference a member of the Youth Committee.

When composing the Steering Committee, it might be interesting to consider adding individuals from the food and energy sectors, to facilitate cross-sector collaborations for an even broader partnership aimed at accelerating the achievement of climate goals. In the selection of Steering Committee members, the expertise and existing network of members should be considered, so that they can be leveraged in performing the work packages (see: 'Wave action plan'):

- **WP1 Project Management**
- **WP2 Education**
- **WP3 Communication**
- **WP4 Community development**

The selection of the Wave's work package will be conducted in consultation during the first Steering Committee meeting. It is crucial that every lead partner is involved in a work package where the Youth Committee members can benefit from the expertise and experience of the lead partner and proper steering can be realized by the project manager. It is highly recommended to include youth team members from the partner organizations in the Steering Committee if possible. This will ease the process of coordination and collaboration on activities.

Active involvement of the steering committee is a vital element for the project manager. Hence proper agreement on the expectations will increase the chance of success.

The project manager will:

- **Have monthly meetings for progress and strategy discussion.**
- **Leads and advises workgroups.**

- **Creates a year plan and strategy (aided by youth committee).**
- **Actively advocates for the Wave using the steering committee's network.**

Youth Committee



The operational face of the Wave is the Youth Committee. This committee consists of students and young professionals trained to lead and manage activities as agreed in the annual plan. To launch the Wave and get it operational, the minimum investment needed of the Committee members is the following:

Function	Hours p/week	Hours 40 weeks
Chairperson	32	1280
Education Manager	24	960
Community Developer	12	480
Media Campaign Manager	12	480
Total	80	3200

Please note that the hours needed do not have to be cultivated by one person. It is possible to have multiple youngsters for the specified roles. This overview does not include the HR Secretary and Partnership Manager, which will be needed as the Wave grows substantially after the initial year. Lastly, it is important to include students and young professionals as Wavemakers in the Youth Committee planning and operations. This will ensure a sustainable flow of Youth Committee members and prevent loss of knowledge and skills, which is an important aspect when working with young professionals and students.

Wavemakers

'Wavemaker' is a term used for students and young professionals in the age group of 16-30 years old, who followed the Wavemaker-training and onboarding online course of the Wave. A wavemaker can be anyone with an intrinsic passion for clean, safe, and sufficient water and climate. The youth committee also consists of Wavemakers. Essentially, anyone who undergoes the training or is involved in setting up a local Wave is considered a Wavemaker.

A logical choice is to recruit students and young professionals who have already chosen this topic. However, to accelerate, we must particularly reach people outside this water and climate bubble, for instance in the sports, art, and culture sector. Wavemakers United also trains Olympic athletes to become wavemakers, forming golden dream teams of storytellers and knowledge bearers alongside students and young professionals.

Upon successful completion, these youngsters will receive a certificate and are allowed access to both our infrastructure and community. Wavemakers will be actively advocating, innovating and aiding in different projects. A brief overview of the activities which are performed by Wavemakers is as follows:

- **Providing guest lectures**
- **Organizing water labs**
- **Providing workshops**
- **Giving presentations**
- **Hosting events**
- **Organizing and attending challenges**
- **Engaging in community work**

Wavemakers are our essential aspect within the Wave. They are both the end users and our partners.

Partners

The Wave can be interesting both for organizations inside and outside the water sector. Organizations from public and private sectors might be interested in involvement in standalone projects, such as an event or community activity. It is therefore important to develop and manage a network of associate partner organizations that can be involved in such projects.

The project manager, together with the Steering Committee, is responsible for maintaining an up-to-date list of the associate partners of the Wave in:

Associate Partners

Partners will be updated about progress and activities every month through a newsletter which will be made by the Youth Committee Communication Team and checked by the Steering Committee members.

The benefits for both partners like NGO's, industries, private sector, knowledge institutes and participants in the Wave include access to the local and international network for internships, research assignments, and job opportunities.

No	Organization	Location	Sector
1	Nuffic Southeast Asia	Jakarta	Education
2	The Water Agency	Jakarta	Water
3	SDA Muda	Jakarta	Gov
4	Institut Pertanian Bogor (IPB)	Bogor	Education
5	Institut Teknologi Bandung (ITB)	Bandung	Education
6	Deltares Indonesia	Jakarta	Water

Wave action plan

In this section, we will elaborate on the responsibilities of the Youth Committee for an operational Wave. For every role, we will disclose the duties and instructions. It is crucial to follow reporting formats as mentioned in this section, since these allow for professional communication channels throughout the Wave.

The action plan consists of four work packages, that all contain their own responsibilities. The four packages are as follows:

- **WP1 Project Management**
- **WP2 Education**
- **WP3 Communication**
- **WP4 Community development**

This section is structured in the way that the Youth Committee roles align with the work package responsibilities. It is inevitable that work packages include different members, but in this approach the responsibility is assigned to one person.

WP1 Project Management (project manager)

The project manager is responsible for the proper establishment and operation of the Wave. This person will work according to the training received from the Wavemakers United Foundation and the Compendium. Most important tasks for this role are planning, facilitating and enabling the Steering Committee and Youth Committee within the Wave.

Responsibilities:

- Establish a Youth Committee.
- Meet with partners for the Steering Committee.
- Chair the Steering Committee.
- Lead the Wave workgroups and members.
- Organize bilateral meetings with workgroups.
- Organize bilateral meetings with WUF representative(s).
- Evaluate progress of workgroup planning.
- Organize and schedule both regular and special meetings of the Wave.
- Follow up on actions and decisions from meetings.
- Ensure all material is documented on SharePoint by workgroups.
- Act as the primary point of contact for communications within and outside the Wave.
- Recruit and train new team members (Use the format).
- Recruit new Steering Committee members.

Basic Tasks:

- Weekly meeting with Wavemakers United Foundation
- Bilateral meetings with workgroups.
- WP1 Report (Use the format)

Plan

The project manager is key to ensuring the fast and successful operation of the Wave. Therefore, a list of action points is documented, that is required to be finished before the Wave can be operational. Hence the advised deadline for this would be to finish 90% of the action list in the first month. Please contact your Wavemakers United Foundation Coach for onboarding training and support.

Activity	WG	By whom	By when	Status
Project Management	1			0%
Recruit steering committee members				0%
Schedule a monthly steering committee meeting				0%
Recruit and train youth committee members				0%
Schedule bilateral meetings with workgroups				0%
Create a yearplan together with youth committee				0%
Evaluate progress of workgroups				0%
Ensure documentation of materials in database				0%

Figure 1: Action List.xlsx document available on the SharePoint website



WP2 Education Management (education manager)

WP2 Education Management (education manager)
The education manager is responsible for one of the most important commodities of the Wave, namely education and training modules. These modules and materials can be derived from various sources, such as partners, universities, WUF and other education providers. The education manager, together with the team, is responsible for creating an overview and aligning content to ease the process of use. Both for training of Wavemakers as well as guest lecturing for kids, the Wave should provide a proper number of materials. These include lessons, water lab experiments, IMAP, and masterclasses.

Output:

- Weekly meeting with project manager.
- Weekly meeting with workgroup.
- Report progress WP2 (Use Format).

Plan

After the launch of the Wave upon completion of the action points in WP1 the efforts of the Education Manager and team become crucial for the rest of the operation within the Wave.

Firstly, all Wavemakers will be following an onboarding course which has to be provided by WP2. Secondly Wavemakers will need an overview (learning library) and acquaintance with available

Activity	WG	By whom	By when	Status
Education				0%
Prepare Onboarding training for Wavemakers				0%
Create learning library				
Recruit/train WP2 members				
Contact High schools and Universities listed in Actionplan document for collaboration				0%
Organize at least 10 guest lectures + IMAP				0%
Organize at least 5 waterlabs				0%
Ensure documentation of materials in database				0%

Figure 2: Action List.xlsx document available on the SharePoint website

Responsibilities:

- Recruit Wavemakers for work group.
- Create a learning library (overview of available material).
- Adjust materials to local needs (e.g., translate and add).
- Create at least one training course for Wavemakers (local version).
- Meet other partners around education for partnership.
- Meet with universities for collaboration on community education.
- Multiply water lab experiments.
- Organize guest lectures and the IMAP activity at schools.
- Organize at least five masterclasses.
- Evaluate progress of WP2 and report monthly. (Use Format)

materials to use during guest lectures and water labs. As soon as the team members are recruited and trained the team will conduct initial education activities to engage with the community and gather feedback about the program to report to the steering committee.

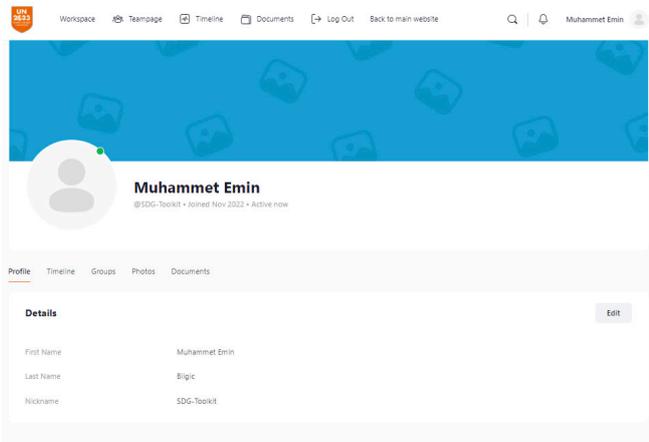
Wavemakers Training

Students and young professionals which are interested in educating and creating awareness can become a Wavemaker. Wavemaker is a fellowship title given after completing an initial onboarding course.

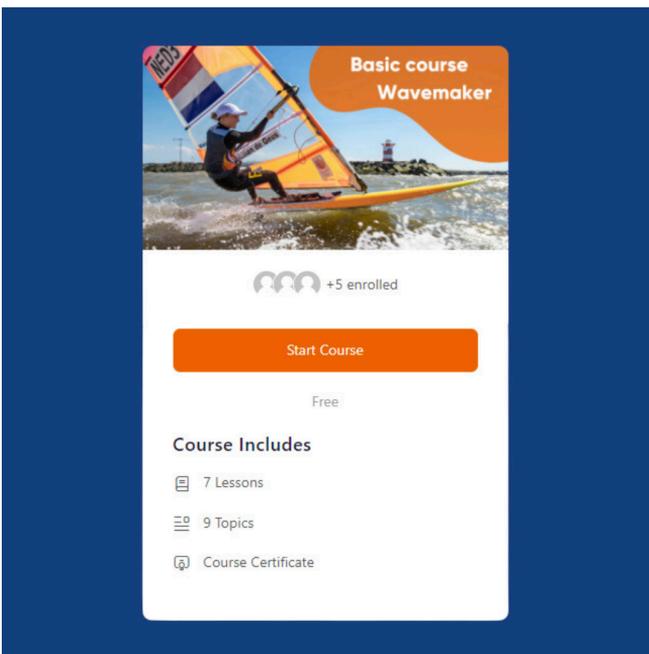
The onboarding process consists of 6 steps. Please consult the Wavemakers United Coach for detailed information.

1. Youngsters fill out the form to become a wavemaker on the website.

wavemakersunited.com/become-a-wavemaker/



2. The community manager creates an account and accesses the dashboard.
3. Wavemaker completes the onboarding course.



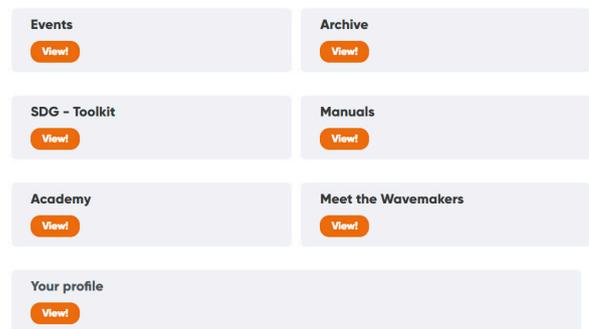
4. A certificate of completion is given to the Wavemaker.
5. Wavemaker will be welcomed and asked to complete open tasks in the dashboard.
6. Wavemaker will be added to the Wave community.

Wavemakers United uses a widely used online LMS called Learndash to host courses for Wavemakers. Creating Lessons is easily done by reusing existing layout of available courses. Please refer to the “Course

creation guide” in SharePoints for instructions.

- Wavemakers are expected to actively engage in their community and advocate and educate for water by proving:
- Guest lectures
- Waterlabs
- Community activity

This has been translated to the open activity lists in the dashboard which they can complete, providing:



The dashboard includes all materials necessary for completion of the mentioned activities such as lessons in the SDG-Toolkit, Waterlab manuals and videos and activity guides.

Guest lectures



Wavemakers United collaborated with Worlds Largest lessons and created a SDG Toolkit that allows Wavemakers to provide lessons for children. All the lessons in this toolkit are based on the 17 SDGs with a connection to water. These lessons, slides and lesson plans are available as a toolkit which is accessible via the Wavemaker dashboard.

SDG-Toolkit



The toolkit contains the following modules per SDG which can be used in the following for the lessons:

- Slides
- Lesson plans
- Manuals
- Infographics
- Videos

The education team in WP2 will be responsible for gathering additional educational content from partner organizations officially recognized and certified by local authorities as educational providers. These local lessons and guest lectures can be included in the toolkit for Wavemakers at the local level. The process for selecting and incorporating these lessons into the toolkit is outlined in the 'Toolkit lessons' document.

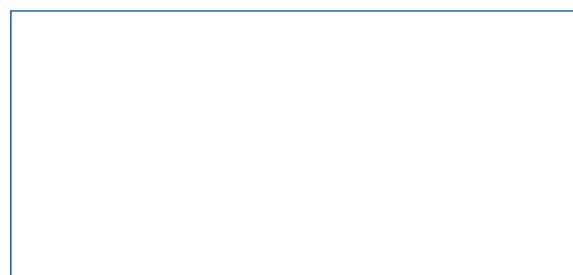
- A crucial aspect of our education program, which is also linked to our Water Action Agenda Commitment, involves reporting on these educational events. We aim to understand and share where we have reached children and what impactful stories need to be told. By coordinating these efforts, we can ensure waves of impact that strengthen each other. To facilitate this, we have created a report form to be completed after every educational activity. Wavemakers will be informed during their training to follow these steps:
 - Take a picture during the educational activity.
 - Follow the instructions outlined in the 'Documenting Educational Activity' document.
 - Scan the QR code or open the link via the dashboard to report your activity."
 - This version maintains the original meaning while improving readability and structure.



wavemakersunited.com/1-million-youngsters-educated/

The 1MAP (1 million Action Postcard Initiative)

Collect children's dreams about water by offering them the 1MAP postcard at the end of a guest lesson. Ask the children to write down or draw their dream about water. The cards will be collected and, together with 1 million dreams from other children around the world, will become part of the largest mosaic in the world.



1MAP

The one million Action Postcard (1MAP) is a unique initiative launched by the University of Balamand that affords an opportunity for the general public, from all over the world, to express themselves in a unique way. The aim is to shed light on water related topics and mobilize global efforts to raise awareness and act responsibly.

1 MAP was launched by the UOB-LEWAP student chapter and its advisor Dr. Yasmine Jabali and was one of the ideas during the UN2023 Gamechanger

Challenge. On an international level, the initiative is adopted by Wavemakers United since it aligns very well with the Water Action Agenda Commitment. The initiative aims to raise awareness on water-related topics by mobilizing school and university students to share their unique inputs on water topics.



Here's the catch though: ideas and action plans should be expressed using specially designed postcards. All postcards will then be collected and assembled to create the biggest mosaic IMAP.

Instructions

- Participants should be school-aged children.
- Provide a Guest lecture or educational activity.
- End the activity by explaining about the importance of sharing their stories to the world to change the minds of people who are now making decisions.
- The children are asked to draw or write down their dream around water or input to create awareness. This can be by sharing an issue around water. Please note that it is important that we direct them with a positive energy towards more solution-oriented thinking and not on all the negative consequences of climate change.



- After all postcards are finished, document them by making clear pictures and report it via the " Documenting educational activity" document.

- Once received, the postcards will be reviewed by our volunteers and added to our database.
- Once enough postcards are collected, the database will be shared so that everyone can browse through it.
- An online Artwork will be created and during global events such as the WWF and Expo Osaka a physical Exposition will be held.

Waterlabs

Our mission is to change behavior and educate people to speed up achieving the SDG's. We do recognize that it is best to start doing this at an early age. With this approach it is easier to change behavior and prepare the youngsters for a sustainable future.

Physical activities and experiments work the best by inspiring the youngsters. This is why we have

a diverse collection of experiments and physical activities which can be used. These are the following experiments:



- 15 Water experiments for age 8-15 focusing on physical, chemical and sustainable water characteristics.
- Green Garden Experiment.
- Green City experiment.
- VR Flooding Experiment.
- Water purification Experiments
- Water games.

WP2 team should consult the Education Manager and Waterlab Manuals provided on SharePoint for multiplication of the experiments. Please note that for successful rollout the following actions should be performed which is stated under the action plan point:

- Create multiple local copies of experiments together with Wavemakers.
- Translate experiment manuals to local language if applicable.
- Add your own experiments and ideas.
- Report any additions or changes so that best practices can be shared among waves.



Masterclasses

As a part of our commitment to continuous learning and development, Wavemakers United offers the ability to host masterclasses directly through our LearnDash dashboard. These masterclasses provide an opportunity for partners to share knowledge and for wavemakers to learn from experts.

The steps you can follow to setup a Masterclass are as follows:

- Choose a topic that aligns with the interests and needs of wave. Consider current actualities, partner expertise, and frequently asked topics. Wavemakers United Foundation is working on an overview of available topics and expertise from the global network which will soon be launched.
- Identify an expert either within our global network or an external speaker who can deliver valuable insights on the chosen topic.
- Select a date and time that is likely to maximize attendance. Consider different time zones if applicable.
- Consult the Education Platform team of Wave Egypt via moustafa@wavemakersunited.com
- Provide your DOR to Moustafa with all the information about the Masterclass.
- Team Egypt will setup the Masterclass and provide access.
- Promotion will be made through social media.

Note: Make sure to start in time to ensure all infrastructure is ready before the start. Working with

other Waves can be challenging due to the time difference and holiday schemes.

Hosting the Masterclass is another aspect which needs attention. Make sure to check the following:

- Prior to the event, conduct a technical check to ensure all audio/visual equipment is functioning, and the internet connection is stable.
- Ask for technical support within the Wave or other Waves.
- Appoint one team member as moderator during the masterclass. Discuss prior to masterclass managing the session by introducing the speaker, facilitating Q&A sessions, and ensuring the schedule is adhered to.
- If possible, record the session for members who are unable to attend live.

WP3 Communication (Media/ Campaign Manager)

It is the task of the Media/Campaign Manager to create the outreach channels and manage them such that it supports the activities of the Wave. WP3 focuses not only on sharing our activities with externals via media channels but also reaching more people in different communities. It is therefore important to have a communication strategy which can be followed by the team. This strategy allows collaborative work with other organizations which share our mission. Examples are partners within the wave with communication activities which we can include as well.

Responsibilities

- Recruiting wavemakers for workgroup.
- Creating a communication strategy including external parties.
- Alignment of strategy with Wavemakers United Foundation
- Creating weekly posts for social media.
- Providing press releases
- Monthly Newsletters
- Constructing a monthly newsletter which can be shared with partners and Wavemakers.
- Plan takeovers with students, ambassadors, lecturers and influencers.
- Editing videos, posters and documents.
- Maintenance of the website
- Collecting and sharing stories and initiatives.

- Documenting activities and events
- Reporting about reach

Output:

- Weekly meeting with chairperson.
- Weekly meeting with workgroup.
- WP3 Report (Use Format)

Plan

The following action list ensures a firm basis of communication channels which can be used by the other work packages to broadcast about our achievements and activities. Please make sure that team members have an assigned role, and the training is provided to start becoming operational. Please remember that it is possible to collaborate and use expertise in other Waves around media and technology and we strongly encourage you to engage in this way to fill in open gaps in your team. This, of course means that wherever your team can help you should communicate this to your peers as well. As an organization that wants to change behavior and make impact around water our communication should never be a banking approach where we drop content blindly hence a general motive is stated which can be used to incorporate in the communication strategy. We hope that in this way we shed light on issues which we would like to solve all together.

Storyline

The World is changing --> Too much, too little and polluted water --> Affecting livelihoods and cross sectoral water, food, energy --> You can make a change in a positive way, offering solutions and never finger pointing--> We can help you to be an ambassador and make positive impact for global clean, safe and sufficient water.

Our communication should be transferred from banking model to serving model. What is the value of our posts? How can the youth benefit from this? What does youth need? How can we help with our global reach. These questions need to be answered and addressed in the way we structure our communication.

World is changing

The first step in the message is “The World is changing”. Followed by too much, too little and too dirty water. We talk about these issues but what is really happening in Indonesia? We want to tell the stories from the ground. This will also provide the initial step in the storyline. The proposed plan is as follows:

1. Create an interactive map on the Website (Tech team Egypt will be available)
2. Target regions around Indonesia where issues around water arise
3. Communicate about these water issues in general

Activity	WG	By whom	By when	Status
Communication and media				0%
Recruit and train workgroup members				0%
Create a communication strategy and present it to the steering committee.				
Allign communication activities with other youth organizations, NGOs and stakeholders				
Assign responsibilities within team (Social media, Website, Newsletter, Videographics..)				
Create an interactive map on the Website (Tech team Egypt will be available)				
Target regions around Indonesia where issues around water arise				0%
Communicate about these water issues in general				0%
Choose a theme every week and zoom in on specific issues around that theme during that week. (e.g water and agriculture)				0%
Include stories and initiatives from the ground collect stories				
Evaluate progress and report monthly				0%



4. Choose a theme every week and zoom in on specific issues around that theme during that week. (e.g water and agriculture)
5. Include stories from the ground collect stories
6. Collect initiatives and share them: Students, Influencers...
7. All themes will include connections to “You can make a change”
8. Connect the storyline to “We can help you” and offer concrete tools.

Creation Media Channels

All media channels can be created in consultation with the global communication manager (daphne@wavemakersunited.com). She will provide instructions to create the following media:

- Instagram
- LinkedIn
- TikTok
- Facebook
- WhatsApp
- Webpage on wavemakersunited.com
- Account for Newsletter
- Admin login for WordPress website.

Please follow these instructions to ensure proper alignment with other Waves and WUF.

Documenting on share points

Creating media and content and sharing these via social media are important tasks which have already huge impact by themselves. However, we can make even more impact if we can share this content as a community. Documented videos, pictures and posts can be very useful for the following activities:

- Presentations
- Reporting
- Cocreation

This is why it is important that in WP3 the communication team documents all content in our database so that it can be accessed by other managers. The Media and Campaign Manager is the end responsible person for this task.

To ease this process, a folder structure is created for the communication team where content can be documented according to instructions. This folder can be accessed via the Wave Sharepoint environment. The folder structure is as follows:

- Content
- Newsletters
- Promotion materials
- Scripts
- Logo's + Style
- Presentations

Within the content folder you will find the folders:

- Raw materials: Open a folder for every event and drop all content in this folder
- Edited videos
- Masterclasses
- Pictures: Filter pictures which can be used for different purposes into this folder
- Posts
- Designs

It should be a habit to upload all pictures and videos of an event directly to a new folder under Raw materials. Even when the communication team is still rendering content it can be useful for other managers to have access to this content.

WP4 Community (Community developer)



The community developer and WP4 are focused on developing the local Wavemakers Community, selecting ambassadors collaborating with different (youth) organizations and managing the needs of the community by interacting and providing communication channels. This team will also be responsible for the initial event organizing of the Wave since they are in close contact with the different organizations and aware of possible collaboration on such an event.

Responsibilities

- Recruiting wavemakers for workgroup.
- Contacting Universities and schools for training of Wavemakers.
- Initiating collaboration with university programs.
- Meeting and collaborating with different youth organizations
- Recruiting ambassadors for innovation, awareness and activism.
- Organize yearly Wavemakers event.
- Constructing an agenda of important events in a year.
- Creating overview of Wavemakers, Ambassadors and partner organizations.
- Identifying local initiatives
- Creating a plan for engagement in specific (stressed) communities.

Output:

- Weekly meeting with chairperson.
- Weekly meeting with workgroup.
- Events Agenda
- Wavemakers event.
- WP4 Report (See Additional (Use Format)

Plan

One of the key elements of reaching students for the Wavemakers program has been (inter)national events. During events it is easy to reach kids and engage with students. Note that students which attend events are more likely activated and motivated and willing to collaborate or looking for opportunities. This lowers the threshold for engagement for us. Hence it is a good starting point for new Waves. It

is key to identify important events around sports, sustainability or water.

Creating awareness and activating youngsters during events is an initial step of our program. The question arises from both the wavemakers as stakeholders what will follow. How will this energy and capacity be used?

The Wave is a platform where different organizations are collaborating which can jointly create opportunities individuals would face difficulty for. We can help improve livelihoods or create impact in communities together with ambassadors in these regions. WP4 is responsible for managing these opportunities.

Onboarding

For a detailed overview of the onboarding steps please refer to the Wavemaker training section. WP4 is responsible for facilitating and managing this process. The team has to provide the following documents to daphne@wavemakersunited to implement the onboarding process in Wordpress:

- Response mail when Wavemaker, ambassador or partner fills out form.
- Welcome mail for Wavemakers which will receive an account.
- Translation of certificate to local language (if applicable).
- Name and email of responsible team member which will receive admin rights to Wordpress.

Activity	WG	By whom	By when	Status
Community Development				0%
Recruit and train workgroup members				0%
Facilitate Wavemakers onboarding process				
Initiate and plan collaboration with university programs				0%
Create overview of Wavemakers, Ambassadors,youth organizations				0%
Contact stakeholders and partners for collaboration during events				0%
Identify pilot communities for community work				0%
Creating a plan for engagement in specific (stressed) communities.				0%
Connect local initiative takers or activists				0%
Organize Wavemaker event				
Create a plan for engagement				0%
Review approach and impact (partner university or institution)				0%



Follow up Water Action Agenda



The Water Action Agenda is a key result of the UN 2023 Water Conference, held in March 2023. The agenda includes over 830 voluntary commitments made by the international water community to accelerate efforts towards Sustainable Development Goal 6, which calls for universal water and sanitation access.

Commitments are made by various organizations such as governments, companies and NGOs. These commitments state in detail their objective, focus regions, and concerned stakeholders. All commitments are open for review by the public.

We believe that youth is the most important stakeholder in the Water Action Agenda, since it is their future that is most affected; youth can make a difference. We see hence that a lot of commitments state the youth as partners.

Within the Wave we are building an immense community of youth with capacity. This capacity can be leveraged to follow up on the Water Action Agenda Commitment, which is targeting the region of the Wave. To do this, the following steps can be taken:

- Open the “Water Action Agenda Mega Table.xlsx” in the “Formats” folder in SharePoint.
- Filter the commitments down to only including Indonesia in the column “Countries”.
- Additionally, you can filter down to commitments including the youth as partners.
- Analyze all commitments and select the ones that are interesting for the Wave.
- Create a proposal for reaching out to the commitment holders and present it to the Steering Committee.



Tools & Materials

Wavemaker United utilizes several tools and systems which allow us to collaborate as teams. The licenses for these tools are purchased by Wavemakers United Foundation. Most of the tools will be available directly after the launch of the Wave, while others are on request, due to security and privacy measures. Additional documentation and materials will be

shared in the Wave environment of Sharepoints. These documents are:

- Reports
- Brochure
- Presentation templates
- Banner design
- Instruction manuals

Tool	Description	Access	Contact Person
WordPress Admin	For community, communication and training	On request	daphne@wavemakersunited.com
Canva tool	For designs, posts and editing	Open	SharePoints “Service Login”
Adobe creative cloud	Designs and editing	Open	SharePoints “Service Login”
SharePoints	Database	On request	community@wavemakersunited.com
Learndash LMS	Academy courses/ Masterclasses	Open	WordPress login
SDG-Toolkit	Lessons for guest lectures	Open	SharePoints “Service Login”
Waterlab Manuals	Manuals and videos	Open	SharePoints page

Reporting & Formats

The wave is an ecosystem in which different organizations collaborate with youth. Collaborating can be a challenge in these cases if the proper communication channels are not in place. This section explains which formats to use to ease processes and allow proper communication channel between different bodies (e.g. work package, steering committee and WUF).

Input required for the steering committee is the Reporting of work packages. These reports will be used to assess progress and make decisions accordingly. The chairperson is responsible for collecting all reports prior to the steering committee meeting and sharing them together with the agenda. The reporting formats can be accessed in SharePoints under:

Important documents > Reporting & Formats > WP.. Report Format

Additionally, every Wave should create a yearly report which will be openly published on the website and shared with stakeholders. This ensures transparency towards our partners and investors. The yearly report should be presented to the steering committee and WUF representative before it can be published. Access this format via the same folder on SharePoints:

Important documents > Reporting & Formats > Yearly Report Format

Finally, this folder also includes several formats which will be utilized within the wave such as presentation, training and communication. Please notify WUF-representative in case additions are made to the folder. Formats which are useful will be shared with other Waves.

Governance and Finance

A Memorandum of Understanding (MOU) will be drafted for WU and the Steering Committee. The Wave is not a commitment of funds to either party on behalf of Wavemakers United Foundation. When funding is needed by either party to pursue an agreed upon project, then the expectation is that the funding may be pursued by one party with the endorsement and support of the other. Every Wave

is self-supporting and has its own budget. It needs to find its own donors and conduct acquisition itself. Wavemakers United can support and assist in fundraising where desired but cannot guarantee financial resources. A Wave can be part of a university or NGO or establish its own entity. The Wave is free to establish its own infrastructure or, under conditions, to use the infrastructure and network of Wavemakers United Foundation.

The Infrastructure for a Wave includes:

Campaign

- Website
- Social media
- Newsletters
- Events

Community

- Online Database
- WhatsApp

Education

- E-learning
- SDG Toolkit for Guest lectures
- Wavemaker Academy, training to become a Wavemaker
- IMAP
- 1 million Guest lectures

Innovation

- Marketplace of Ideas
- Challenges

Wave Indonesia is Powerd by



MINISTRY OF PUBLIC WORKS AND HOUSING
THE REPUBLIC OF INDONESIA



Government of the Netherlands



UNIVERSITY OF
BALAMAND

nuffic southeast
asia



THEWATERAGENCY



PARTNERS
FOR WATER
CO-CREATING IMPACT

WAVEMAKERS UNITED
talent for water and energy



IHE  **Institute for
Water Education**
DELFT under the auspices of UNESCO



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