



# **LOCAL PROJECT**

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## **PROJECT REPORT**

Local Project : HealEarth 3.0

AIESEC in Untan

Indonesia

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## Foreword

Local project is one of the projects this year which is carried out offline (dominantly) and is handled by OCP, Adinda Yudiatmira who is also handling a volunteer project for the first time this month. In the summer project, the Local Project contributes greatly to the goals of SDGS 12 and SDGS 15, which have the hope that young people can develop their awareness in the environmental area. Local Project: HealEarth 3.0 was also successful because the OCs were able to implement their job description properly and correctly, and were able to monitor the participants when it was realized. Not only that, OCs are also able to find a middle ground when problems occur that are beyond the control of the job.

The Local Project is carried out for one month in a hybrid manner. The first and second week the participants get professional sessions, international speakers and are taught education to make a device to improve their soft skills. The third week the participants carried out the execution starting from magoot cultivation, wearing cloth, cleaning up trash, making collages. The fourth week, the participants were asked to present the results of the FGD and closed with a farewell party. OC hopes that the local project can bring positive impact and good feedback, for our OCs, participants and LCs who will bring this project to be widely known in the winter phase

Best Regards,

**Adinda Yudiatmira Ramadhani**  
Organizing Committee President  
Local Project : HealEarth 3.0

## Project Overview

### Project Name:

Local Project: HealEarth 3.0

### Project Objective:

1. To give awareness and knowledge about Environmental issues
2. To increase insight about SDG 12 & 15 issues
3. To encourage youth to take part of change
4. To take action as a better environmental change agent

### The Committees:

1. Adinda Yudiatmira Ramadhani (Organizing Committee President)
2. Ryan Ivander Aldino (Organizing Committee Program)
3. Tiyas Novianingrum (Organizing Committee Finance)
4. Adhelia Juwita Chairunnisa (Organizing Committee Customer Quality Experience)
5. Adrian Bosrin (Organizing Committee Customer Quality Experience)
6. Adelia Febriani (Organizing Committee Brand and Marketing)
7. Aura Putri Atmaja (Organizing Committee Brand and Marketing)
8. Dhea Citra Arnetta (Organizing Committee Brand and Marketing)

### Project Duration:

July 2<sup>nd</sup> – July 26<sup>th</sup>, 2023

## Project Result

|                                |  |
|--------------------------------|--|
| Number of Participants         | : 17 People  |
| Number of Participants Revenue | : Rp.3.900.000   |
| Number of Partner Revenue      | : Rp. 900.000  |
| Partner                        | :  |
|                                | <ol style="list-style-type: none"><li>1. Kreasi Sungai Putat</li><li>2. Kolaseling</li><li>3. Corak Insan</li><li>4. 024.Home</li><li>5. Dinas Lingkungan Hidup dan Kehutanan Provinsi Kalimantan Barat (Galeri Hasil Hutan)</li><li>6. Benihbunbun</li><li>7. Alila Prasmanan</li><li>8. Pontianak Informasi (PIFA)</li></ol> |
| Speaker                        | :  |
|                                | <ol style="list-style-type: none"><li>1. Mr. Quang Vinh</li><li>2. Ms. Fithriyyah Iskandar, MD</li><li>3. Mr. Huda Zuberu</li><li>4. Ms. Resi Raf Sanjani</li><li>5. Ms. Siti Rokoie</li><li>6. Ms. Rianti Alamanda Maulidya</li><li>7. Mr. Roofif Ayyasi</li><li>8. Ms. Miari Ozaki</li><li>9. Ms. Yui Abe</li></ol>          |

## Job Description, Performance, and Analytics

| Organizing Committee President  |   |
|---|---|
| <p><b>Role:</b></p> <ol style="list-style-type: none"> <li>1. Team management</li> <li>2. Monitoring and tracking updating accountability system regarding the project</li> <li>3. Project sustainability by ensuring the program standard are implement</li> <li>4. Conducting weekly meeting to ensure the progress of each functional based on timeline</li> <li>5. Ensuring the timeline of each functional are implement</li> <li>6. Performance management by conduct working hour for each functional</li> <li>7. Creating DFIF based on research local issue</li> <li>8. Creating the project impact report in the post event</li> <li>9. Ensuring goals each functional every week</li> <li>10. Stakeholder management by synergize with ERBD regarding the partnership</li> <li>11. Ensuring marketing strategy are executed by synergize with BM regarding the virtual and physical marketing</li> </ol> |   |
| <p><b>Strength</b></p> <ul style="list-style-type: none"> <li>● Strict</li> <li>● Team Management</li> <li>● Adaptability</li> <li>● Flexibel</li> </ul>  | <p><b>Weakness</b></p> <ul style="list-style-type: none"> <li>● Hard to make members sustain (spirit) during realization</li> <li>● Hard to create strategy to make participants still come during realization</li> </ul> |

|   |  |
|---|--|
| <p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Public Speaking skills</li> <li>• Developing awareness to other members</li> </ul> | <p><b>Thread</b></p> <ul style="list-style-type: none"> <li>• Miss communication</li> <li>• Different characters during realization</li> </ul> |
|---|--|

**Feedback and Critics:**

HealEarth 3.0 is simply amazing. We made a monthly program which contains many useful things. Starting from leadership, mental health, local issues, public speaking, fashion, and art. We really combine all subjects which are very useful for youth to make better youth especially to develop their skills and experiences. However, during this realization, one of the highlights that must be considered is how the OCs can keep the participants present and can create a better relationship with the partner.

**Performance Analysis**

| Key Performance Index                 | Target | Actual |
|---------------------------------------|--------|--------|
| % of Controlling and managing team    | 100%   | 100%   |
| % of Initiative worksheet fulfilled   | 100%   | 100%   |
| % of Program standard implemented     | 100%   | 100%   |
| # of Weekly meeting conducted         | 16     | 16     |
| % of Timeline created and implemented | 100%   | 100%   |
| # of Working hour conducted           | 16     | 16     |
| % of DFIF created                     | 100%   | 100%   |
| % of Project impact report created    | 100%   | 100%   |
| % of Creating clear goals and KPI     | 100%   | 100%   |
| % of Synergize with ERBD              | 100%   | 100%   |

## Organizing Committee Customer Quality Experience

**Role:**

1. Updating accountability system of CX
2. Participants management by maintaining the communication
3. Ensuring participants selection process by updating and their status and funnel management
4. Recruiting process by conducting the interview process based on standard
5. CRM maintenance by updating and changing participants status regularly
6. Creating tracker interview slot booking
7. Centralizing link surveys to deliver it during realizations
8. Centralizing payment proof in one tracker
9. Creating MoM induction and session based on standard template MoM
10. Creating MoU participants based on standard template MoU and delivered it to participants
11. Creating strategy management to LEAD project participants to another program
12. Fulfilling LEAD nurture as standard materials customer flow

**Strength**

- Responsible
- Caring
- Aware
- Humble
- Adaptable

**Weakness**

- Time management
- Need more Ingate



|  |   |
|--|---|
| <p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Increase engagement with participants</li> <li>• Make participants enjoy the activity</li> <li>• Establish communication with participants</li> </ul> | <p><b>Thread</b></p> <ul style="list-style-type: none"> <li>• To complete the survey we chatted with them too much, to remind them to fill out the survey.</li> </ul> |
|--|---|

**Feedback and Critics:**

So far it's been good because we are trying to give our best but there is still a lot to be improved, especially trying not to be a deadliner or be able to do tasks that must be fulfilled on the day.

| KPI Fulfillment                             |        |        |
|---|--------|--------|
| KPI   | Target | Actual |
| % of Participants selection process ensured | 100%   | 100%   |
| % of Participants management                | 100%   | 100%   |
| # of Interview conducted                    | 17     | 17     |
| % of CRM updated                            | 100%   | 100%   |
| % of Link surveys centralized               | 100%   | 100%   |
| % of Payment proof centralized              | 100%   | 100%   |
| # of MoM induction and session created      | 18     | 18     |
| # of MoU participants created               | 17     | 17     |
| % of Strategy LEAD created                  | 100%   | 100%   |
| % of LEAD nurture created                   | 100%   | 100%   |

## Organizing Committee Program

**Role:**

1. Project management by ensuring the program standard are implemented
2. Creating DFIF based on research local issue
3. Creating product packaging based on DFIF
4. Constructing the agenda realization based on research
5. Updating accountability system of program
6. Creating the unique selling point of the project
7. Creating the project output for participants as the final project
8. Creating the rundown based on constructing the agenda and ensuring the focusing each day
9. Creating ToR and Proposal speakers regarding the project information
10. Researching the speakers and learning partner based on the relevancy with the project
11. Ensuring program preparation by implement the clear goals and target each week
12. Speakers management by maintaining the communication with speakers
13. Listing logistic things needed during the project realization
14. Monitoring project realization by maintaining and evaluate the realization
15. Creating project impact report by reporting during realization

**Strength**

- Initiative
- Commitment
- Plan and research
- Always updated

**Weakness**

- Time management
- Taking decisions
- Clueless for the specific project

| Opportunities  | Thread   |
|--|--|
| <ul style="list-style-type: none"> <li>● Professional collaboration</li> <li>● Project management</li> <li>● Networking with speaker who have professional backgrounds</li> <li>● Learn about some document tools</li> </ul> | <ul style="list-style-type: none"> <li>● Misunderstanding about filling out some trackers and documents</li> <li>● Time consuming</li> <li>● Not get enough education</li> </ul> |

**Feedback and Critics:**

The successful conclusion of the Local Project, supported by satisfied participants throughout this one-month hybrid event, is the result of the dedicated efforts of the entire committee that brought this project to life. Nevertheless, I believe that this endeavor could be further enhanced with a few considerations. These include the willingness of each committee member to promptly address any confusion or inquiries, as well as providing clear and communicative confirmations regarding partners, speakers, participants, and even committee members who may not be present during the execution.

| KPI Fulfillment                               |        |        |
|---|--------|--------|
| KPI   | Target | Actual |
| % of Program standard implemented             | 100%   | 100%   |
| % of DFIF created                             | 100%   | 100%   |
| % of Product packaging by concept created     | 100%   | 100%   |
| % of Agenda realization created               | 100%   | 100%   |
| % of Accountability system updated            | 100%   | 100%   |
| % of Unique selling point highlighted         | 100%   | 100%   |
| % of Project output created                   | 100%   | 100%   |
| % of Rundown created based on the development | 100%   | 100%   |

|   |      |      |
|---|------|------|
| agenda  |      |      |
| # of ToR and proposal speakers created                  | 12   | 12   |
| # of Speakers and learning partner researched and fixed | 4    | 4    |
| % of Program preparation                                | 100% | 100% |
| % of Speaker management maintained                      | 100% | 100% |
| % of Logistic things needed listed                      | 100% | 100% |
| % of Project realization monitored and maintained       | 100% | 100% |
| % of Project impact report created                      | 100% | 100% |

| Organizing Committee Finance   |   |
|--|---|
| <p><b>Role:</b></p> <ol style="list-style-type: none"> <li>1. Create budget plan based on synergy</li> <li>2. Cash flow management</li> <li>3. Maintaining project sustainability regarding the financial</li> <li>4. Tracking and collecting about payment, revenue and expense</li> <li>5. Create budget realize and preparation financial report</li> </ol> |   |
| <p><b>Strength</b></p> <ul style="list-style-type: none"> <li>● Commitment</li> <li>● Responsible</li> </ul>   | <p><b>Weakness</b></p> <ul style="list-style-type: none"> <li>● Home distance</li> <li>● Bad time management</li> </ul> |

|  |  |
|--|--|
| <p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Train communication</li> <li>• Can prove myself to work with a team</li> <li>• Can see the various characteristics of other people</li> <li>• Can get a lot of knowledge</li> </ul> | <p><b>Thread</b></p> <ul style="list-style-type: none"> <li>• Miss understanding about the logistic</li> <li>• Delays came to prepare logistics</li> </ul> |
|--|--|

**Feedback and Critics:**

After the completion of the local project activities that have been held, there are lots of lessons to be learned, starting from the team that must be compact, good communication with each other, how do we get to know the participants, of course there are some things that don't go smoothly but we can handled well, it was really happy to see the participants enjoying the activities of our project, then they commented that they were always excited about what the next activity would be, and the OCs also got a lot of knowledge from partners. much better, and of course when the realization also runs smoothly

**KPI Fulfillment**

| KPI                              | Target | Actual |
|----------------------------------|--------|--------|
| % Create budget plan             | 100%   | 100%   |
| %of accountability system update | 100%   | 100%   |
| % budget realize create          | 100%   | 100%   |
| %Cash flow management            | 100%   | 100%   |
| %Of collecting and tracking      | 100%   | 100%   |

Organizing Committee Brand and Marketing

**Role:**

1. Updating accountability system of Brand and Marketing
2. Creating content matrix based on project theme by synergizing with BM
3. Stakeholders management by maintaining the communication and synergizing with ERBD
4. Approaching international speakers as project speakers
5. Approaching potential partner to be project partner with ERBD
6. Executing market research by creating google form
7. Creating marketing strategy with BM and delivered our product to our target market
8. Pitching and presenting the project to our potential partners
9. Creating customer booklet
10. Creating merchandise design
11. Creating certificate participants and stakeholders based on certificate guideline

**Strength**

- Agile every do the CTA
- Arrange every meeting such as IR and partners are well

**Weakness**

- Time Management
- Bad marketing execution
- Miss understanding
- Full of drive storage

**Opportunities**

- Marketing strategies are well
- Collaboration with potential

**Thread**

- Bad marketing execution
- Miss understanding

|   |   |
|---|---|
| <p>partners such as corak insan, ksp, kolaseling, etc.</p> <ul style="list-style-type: none"> <li>• Head hunting last participants</li> </ul> | <ul style="list-style-type: none"> <li>• Full of drive storage</li> </ul> |
|---|---|

**Feedback and Criticis:**

Should be care much more about each other's work and still be able to work together.

**KPI Fulfillment**

| KPI   | Target | Actual |
|---|--------|--------|
| % of Accountability system updated            | 100%   | 100%   |
| % of Content matrix created                   | 100%   | 100%   |
| % of Stakeholders management                  | 100%   | 100%   |
| # of International speakers approched         | 2      | 3      |
| # of Potential partner approached             | 20     | 9      |
| % of Market research executed                 | 100%   | 100%   |
| % of Marketing strategy created               | 100%   | 100%   |
| % of Pitching and presenting project executed | 100%   | 100%   |
| # of Customer booklet created                 | 1      | 1      |
| % of Merchandise design created               | 100%   | 100%   |
| % of Certificate created                      | 100%   | 100%   |

## Planning/Activity and Measurement Of Success

| OC President  |   |   |
|---|---|---|
| Planning  | Activity  | Measurement Of Success  |
| Member could maintain their spirit during realization | Members could maintain their spirit even if they could engage with participants. But, sometimes they demotivation and less of motivation because they are too tired | Implement working hour, weekly meeting, team talk, and team space to maintain member still on motivate area so they know what they do in their role |
| Marketing execute with good and smoothly              | Marketing execute with good, we conduct visit class offline and online,   | It is more better if we could created another marketing strategy if there is problem in under our control   |
| Gain long partnership for local project               | We are not having long partnership with universities and we start to gain some of partner to replace it   | It is more better if we start to research and propose some of partner to be our long partnership  |



| OC PROGRAM  |   |   |
|---|---|---|
| Planning  | Activity  | Measurement Of Success  |
| <p>The program is well-executed, complies with national standards, and is relevant to the current environment and needs of the youth by doing the research.</p>   | <p>This program is carried out in various activities related to the main focus (SDG 12 &amp; SDG 15), such as waste recycling activities, making fabric designs with natural dyes, cleaning the environment, mangot cultivation, and planting trees together. Participants also had the opportunity to create a DFIF like a professional officer, which is also in accordance with national standards, and receive and practice content creation.</p> | <p>Do more research related to the activities and the learning partner.</p>   |
| <p>Participants are able to convey the objectives of the program topic by executing (creating a sustainable environment and other things that can make them a person who is able to adapt to technological developments) during the realization period.</p> | <p>Most of the participants attended every day and were able to carry out the activities by learning the material they had heard in the first week, although they still needed support from the committees.</p>   | <p>It might be better if the OCs are more active to encourage the participants to attend and active during the realization.</p> |

|  |  |   |
|--|--|---|
| Participants learn the other things beside the main event ideas. | Many of the participants were able to receive material about DFIF and content creation, and practiced creating it based on their own understanding and creativity. | Do more research and add fun activities that are able to improve their skills.  |
| Memorable farewell party   | The event was fun and lively with a changing atmosphere (happy and touched), although not all agendas were implemented due to the event not starting on time.      | Make sure the logistics are more related with the room condition and OCs encourage the participants to attend on time, so all of the agendas are able to be held. |

| OC BRAM   |  |   |
|---|--|---|
| Planning  | Activity                                     | Measurement Of Success                          |
| We want to Achieve 2 International Speakers from AIESEC | We can get 2 Speaker from Vietnam and Africa | Get the Speaker Potential from another country. |

| OC Logistics  |  |  |
|---|--|--|
| Planning  | Activity   | Measurement Of Success                         |
| Able to prepare all logistical needs when the project is realized | Able to prepare all logistic needed in a timely manner, but there are times when | Can better prepare all the good with no sudden |

|  |   |  |
|--|---|--|
| properly and arrives on time   | experiencing difficulties   |  |
| as much as possible need logistics ask members whether they have it or not | some of the logistics comes from having team members                    | ask and confirm in advance                     |
| Can always on time when prepare all of the logistic need                   | there were several times it was quite tight when it should have arrived | must be able to prepare and have other options |

| OC Finance                          |   |   |
|-------------------------------------|---|---|
| Planning                            | Activity  | Measurement Of Success                                |
| Can achieve target profit           | Unable to achieve planned gains                     | More strengthen promotion and more realistic          |
| Can collect all proof well          | Can keep all proof well                             | Better at compiling files                             |
| Can reduce expenses for the project | Can reduce expenses and not more than a budget plan | Have another backup plan and can be listed in advance |

| OC Customer Quality Experience                  |                                   |  |
|---|-----------------------------------|--|
| Planning  | Activity                          | Measurement Of Success   |
| We can conducted all register interview (20 SU) | We can only interview 17 register | The quality of human resources and the magnitude of their interest in this project is better |

|  |   |  |
|--|---|--|
| Participant Local Project signature MoU/LoA on time    | Yes, participant Local Project all done signature MoU/LoA   | Awareness of participants' legality is more better   |
| Participant Local Project signature all survey on time | No, not all participant fulfill the survey on time, some of them still have to be reminded many times | The quality of human resources and the magnitude of their interest in this project is better |

## Timeline



## Event Rundown

| Welcoming Session         |          |                |                           |     |             |   |
|---------------------------|----------|----------------|---------------------------|-----|-------------|---|
| DAY 1                     |          |                |                           |     |             |   |
| Date: 23 July 2021        |          |                |                           |     |             |   |
| Time: 09:00 AM - 10:30 AM |          |                |                           |     |             |   |
| No                        | Duration | Time           | Agenda                    | MC  | Facilitator | Notes   |
| 1                         | 10       | 09:00-09:10 AM | Preparation               |     | ALL DC      | All participants and coordinators will check the stuff before start opening   |
| 2                         | 10       | 09:10-09:20 AM | Opening                   |     | ALL DC      | MC open the session such as greeting, prayer, and introduction  |
| 3                         | 5        | 09:20-09:25 AM | Welcoming Speech from DCP |     | ALL DC      | Welcoming Speech  |
| 4                         | 5        | 09:25-09:30 AM | Welcoming Speech from LCP |     | ALL DC      | Welcoming Speech  |
| 5                         | 5        | 09:30-09:35 AM | Welcoming Speech from BCP |     | ALL DC      | Welcoming Speech and introduction about AIESEC  |
| 6                         | 5        | 09:35-09:40 AM | Welcoming Speech from BCP |     | ALL DC      | Welcoming Speech  |
| 7                         | 5        | 09:40-09:45 AM | Wipe to AIESEC            |     | ALL DC      | Explaining more about AIESEC by UCP   |
| 8                         | 5        | 09:45-09:50    | Ice Breaking              | Hal | ALL DC      | MC start the ice breaking and see the participants to be participated in the ice breaking   |
| 9                         | 10       | 09:50-10:00 AM | Team Building             |     | ALL DC      | All participants join their teams and do some team building activity such as getting to know each other and creating a team chant |
| 10                        | 5        | 10:00-10:05 AM | Informing next activities |     | ALL DC      | Providing information about activities planned for the next few weeks   |
| 11                        | 10       | 10:05-10:15 AM | Final Duration Survey     |     | DC CA       | Participants will fill the survey based on their own experience   |
| 12                        | 5        | 10:15-10:20 AM | Closing                   |     | ALL DC      | Closing statement, check-out, and appreciation  |

| WEEK 1   DAY 1            |          |                |  |    |             |   |
|---------------------------|----------|----------------|--|----|-------------|---|
| Date: 1 July 2023         |          |                |  |    |             |   |
| Time: 09:15 AM - 11:15 AM |          |                |  |    |             |   |
| No.                       | Duration | Time           | Agenda   | MC | Facilitator | Notes   |
| 1                         | 15       | 09:15-09:30 AM | Preparation  |    | ALL OC      | All committees will prepare the staff before start the "opening"                                    |
| 2                         | 15       | 09:30-09:45 AM | Opening  |    | ALL OC      | MC open the session such as greetings, roll call, check in, and introduce the speaker               |
| 3                         | 45       | 09:45-10:30 AM | IR Session: Integrity for Our Home                   |    | ALL OC      | Speaker (AGGEC in Yogyakarta) greeting and explain the material about environmental friendly cities |
| 4                         | 15       | 10:30-10:45 AM | QnA & Discussion                                     |    | ALL OC      | Speaker answer the question by the participants   |
| 5                         | 5        | 10:45-10:50 AM | Closing "IR Session: Integrity for Our Home" Session |    | ALL OC      | MC close the session, such as conclusion, thank to the speaker, and documentation                   |
| 6                         | 5        | 10:50-10:55 AM | Informing Tomorrow Activities                        |    | ALL OC      | Providing information about activities that will be carried out next day                            |
| 7                         | 10       | 10:55-11:05 AM | Fullfill During Survey                               |    | OC CK       | Participants Fullfill During Survey based on their own experiences                                  |
| 8                         | 10       | 11:05-11:15 AM | Closing  |    | ALL OC      | Closing statements, check out, and documentation  |

| WEEK 1   DAY 2            |          |                  |  |    |             |  |
|---------------------------|----------|------------------|--|----|-------------|--|
| Date: 4 July 2023         |          |                  |  |    |             |  |
| Time: 12:35 AM - 12:31 PM |          |                  |  |    |             |  |
| No.                       | Duration | Time             | Agenda   | MC | Facilitator | Notes  |
| 1                         | 15       | 12:35-12:50 AM   | Preparation                                    |    | ALL OC      | All committees will prepare the staff before start opening   |
| 2                         | 20       | 12:50-1:15 AM    | Opening  |    | ALL OC      | MC open the session such as greetings, roll call, check in, and introduce the speaker  |
| 3                         | 45       | 1:15 AM-12:00 PM | Sustainability Fashion                         |    | ALL OC      | Speaker greeting and explain the material about fast fashion   |
| 4                         | 15       | 12:00-12:15 PM   | QnA & Discussion                               |    | ALL OC      | Speaker answer the question by the participants  |
| 5                         | 5        | 12:15-12:20 PM   | Closing "Sustainability Fashion" Session       |    | ALL OC      | MC close the session, such as conclusion, thank to the speaker, certification function, and documentation  |
| 6                         | 20       | 12:20-12:40 PM   | Break  |    |             | Breaks, Working Lunch  |
| 7                         | 15       | 12:40-12:55 PM   | Ice Breaking                                   |    | ALL OC      | MC start the ice breaking and ask the participants to be participated in the ice breaking  |
| 8                         | 5        | 12:55-01:00 PM   | Opening "Our Home, Our Responsibility" Session |    | ALL OC      | MC continue to the next session by introducing the speaker   |
| 9                         | 45       | 01:00-01:45 PM   | Our Home, Our Responsibility I                 |    | ALL OC      | Speaker (Princess Iskandar) MC3 greeting and explain the material about SDG 11 (Responsible Consumption and Production), such as the causes, impacts, and solutions on problems related to SDG 11 and explained the real actions that have been taken by the speaker in creating a sustainable environment |
| 10                        | 15       | 01:45-02:00 PM   | QnA & Discussion                               |    | ALL OC      | Speaker answer the question by the participants  |
| 11                        | 5        | 02:00-02:05 PM   | Closing "Our Home, Our Responsibility" Session |    | ALL OC      | MC close the session, such as conclusion, thank to the speaker, certification function, and documentation  |
| 12                        | 5        | 02:05-02:10 PM   | Informing Tomorrow Activities                  |    | ALL OC      | Providing information about activities that will be carried out next day   |
| 13                        | 10       | 02:10-02:20 PM   | Fullfilling Survey                             |    | OC CK       | Participants Fullfill During Survey based on their own experiences   |
| 14                        | 10       | 02:20-02:30 PM   | Closing  |    | ALL OC      | Closing statements, check out, and documentation   |

| WEEK 1   DAY 3            |          |                   |  |    |             |   |
|---------------------------|----------|-------------------|--|----|-------------|---|
| Date: 5 July 2023         |          |                   |  |    |             |   |
| Time: 09:15 AM - 12:40 PM |          |                   |  |    |             |   |
| No.                       | Duration | Time              | Agenda                                       | MC | Facilitator | Notes   |
| 1                         | 15       | 09:15-09:30 AM    | Preparation                                  |    | ALL OC      | All committees will prepare the staff before start opening  |
| 2                         | 15       | 09:30-09:45 AM    | Opening                                      |    | ALL OC      | MC open the session such as greetings, roll call, check in, and introduce the speaker                     |
| 3                         | 45       | 09:45-10:30 AM    | IR Session: Newdays Leader                   |    | ALL OC      | Speaker (AGGEC in Logan) greeting and explain the material about leadership and how to be a great leader  |
| 4                         | 15       | 10:30-10:45 AM    | QnA & Discussion                             |    | ALL OC      | Speaker answer the question by the participants   |
| 5                         | 5        | 10:45-10:50 AM    | Closing "IR Session: Newdays Leader" Session |    | ALL OC      | MC close the session, such as conclusion, thank to the speaker, and documentation                         |
| 6                         | 15       | 10:50-11:05 AM    | Ice Breaking                                 |    | ALL OC      | MC start the ice breaking and ask the participants to be participated in the ice breaking                 |
| 7                         | 5        | 11:05-11:10 AM    | Transition to "Emotional Care" Session       |    | ALL OC      | MC continue to the next session by introducing the speaker  |
| 8                         | 45       | 11:10-11:55 AM    | Emotional Care                               |    | ALL OC      | Speaker (Red Red Janjari) greetings and explain the material about their personal emotion                 |
| 9                         | 15       | 11:55 AM-12:10 PM | QnA & Discussion                             |    | ALL OC      | Speaker answer the question by the participants   |
| 10                        | 5        | 12:10-12:15 PM    | Closing "Emotional Care" Session             |    | ALL OC      | MC close the session, such as conclusion, thank to the speaker, certification function, and documentation |
| 11                        | 5        | 12:15-12:20 PM    | Informing Tomorrow Activities                |    | ALL OC      | Providing information about activities that will be carried out next day                                  |
| 12                        | 10       | 12:20-12:30 PM    | Fullfill During Survey                       |    | OC CK       | Participants Fullfill During Survey based on their own experiences  |
| 13                        | 10       | 12:30-12:40 PM    | Closing                                      |    | ALL OC      | Closing statements, check out, and documentation  |

| WEEK 1   DAY 4            |          |                |                                  |        |             |   |
|---------------------------|----------|----------------|----------------------------------|--------|-------------|---|
| Date: 5 July 2023         |          |                |                                  |        |             |   |
| Time: 08:30 AM - 01:25 PM |          |                |                                  |        |             |   |
| No.                       | Duration | Time           | Agenda                           | MC     | Facilitator | Notes   |
| 1                         | 15       | 08:30-08:45 AM | Preparation                      |        | ALL OC      | All committees will prepare the staff before start opening  |
| 2                         | 15       | 08:50-09:45 AM | Opening                          |        | ALL OC      | MC open the session such as greetings, fill the presence, check in, and introduce the speaker             |
| 3                         | 45       | 09:45-10:30 AM | Campaign Clear                   |        | ALL OC      | Speaker (Din Polyes) greeting and explain the material about online creating and digital marketing        |
| 4                         | 15       | 10:30-10:45 AM | QnA & Discussion                 |        | ALL OC      | Speaker answer the question by the participants   |
| 5                         | 5        | 10:45-10:50 AM | Closing "Campaign Clear" session |        | ALL OC      | MC close the session, such as conclusion, thank to the speaker, certification handover, and documentation |
| 7                         | 15       | 10:50-11:05 AM | Ice Breaking                     |        | ALL OC      | MC start the ice breaking and ask the participants to be participated in the ice breaking                 |
| 8                         | 5        | 11:05-11:30 AM | Transition to "Team-Try" Session | Ariska | ALL OC      | MC continue to the next session by introducing the speaker  |
| 9                         | 45       | 11:30-12:15 AM | Team-Try material                |        | ALL OC      | Each participant have to use our tool to create a project (D7E)   |
| 10                        | 15       | 12:15-12:30 PM | QnA & Discussion                 |        | ALL OC      | Speaker answer the question by the participants   |
| 12                        | 45       | 12:30-12:55 PM | Team-Try Execution in Group      |        | ALL OC      | Participants execute it on a group  |
| 13                        | 5        | 12:55-01:00 PM | Closing "Team-Try" session       |        | ALL OC      | MC close the session, such as conclusion, thank to the speaker, certification handover, and documentation |
| 14                        | 5        | 01:00-01:05 PM | Informing Tomorrow Activities    |        | ALL OC      | Providing information about activities that will be carried out next day                                  |
| 15                        | 10       | 01:05-01:15 PM | Fullfill During Survey           |        | OC CX       | Participants fullfill During Survey based on their own experiences  |
| 16                        | 10       | 01:15-01:25 PM | Closing                          |        | ALL OC      | Closing statement, check out, and documentation   |

| WEEK 1   DAY 5            |          |                |  |        |             |   |
|---------------------------|----------|----------------|--|--------|-------------|---|
| Date: 7 July 2023         |          |                |  |        |             |   |
| Time: 08:30 AM - 11:45 AM |          |                |  |        |             |   |
| No.                       | Duration | Time           | Agenda   | MC     | Facilitator | Notes   |
| 1                         | 15       | 08:30-08:45 AM | Preparation  |        | ALL OC      | All committees will prepare the staff before start opening  |
| 2                         | 15       | 08:50-09:45 AM | Opening  |        | ALL OC      | MC open the session such as greetings, fill the presence, check in, and introduce the speaker                                   |
| 3                         | 45       | 09:45-10:30 AM | Our Home, Our Responsibility I   |        | ALL OC      | Speaker (DZA Hamel) greeting and explain the material about their community and vision to participants to clean the environment |
| 4                         | 15       | 10:30-10:45 AM | QnA & Discussion   |        | ALL OC      | Speaker answer the question by the participants   |
| 5                         | 5        | 10:45-10:50 AM | Closing "Our Home, Our Responsibility I" Session                                     |        | ALL OC      | MC close the session, such as conclusion, thank to the speaker  |
| 6                         | 15       | 10:50-10:55 AM | Ice Breaking   |        | ALL OC      | MC start the ice breaking and ask the participants to be participated in the ice breaking                                       |
| 7                         | 5        | 10:55-11:00 AM | IS Session: Secure The Awareness: Aware to The Issues on Our Earth                   | Ariska | ALL OC      | MC continue to the next session by introducing the speaker  |
| 8                         | 45       | 11:00-11:30 AM | Secure The Awareness: Aware to The Issues on Our Earth                               |        | ALL OC      | Speaker (ANASCI In Jazari) greeting and explain the material about environmental  |
| 9                         | 15       | 11:30-11:45 AM | QnA & Discussion   |        | ALL OC      | Speaker answer the question by the participants   |
| 10                        | 5        | 11:45-11:50 AM | Closing "IS Session: Secure The Awareness: Aware to The Issues on Our Earth" Session |        | ALL OC      | MC close the session, such as conclusion, thank to the speaker, certification handover, and documentation                       |
| 11                        | 5        | 11:50-11:55 AM | Informing Next Week Activities   |        | ALL OC      | MC close the session, such as conclusion, thank to the speaker, certification handover, and documentation                       |
| 12                        | 10       | 11:55-12:00 AM | Fullfill During Survey   |        | OC CX       | Participants fullfill During Survey based on their own experiences  |
| 13                        | 5        | 12:00-12:05 AM | RnB  |        | OC CX       | OC CX announce the participants who get the RnB   |
| 14                        | 10       | 12:05-12:15 AM | Closing  |        | ALL OC      | Closing statement, check out, and documentation   |

| WEEK 2   DAY 1            |          |                |   |        |             |  |
|---------------------------|----------|----------------|---|--------|-------------|--|
| Date: 8 July 2023         |          |                |   |        |             |  |
| Time: 08:00 PM - 03:30 PM |          |                |   |        |             |  |
| No.                       | Duration | Time           | Agenda  | MC     | Facilitator | Notes  |
| 1                         | 15       | 08:00-08:15 PM | Preparation                                   |        | ALL OC      | All committees will prepare the staff before start opening               |
| 2                         | 10       | 08:15-08:25 PM | Opening                                       |        | ALL OC      | MC open the session such as greetings, fill the presence, and check in   |
| 3                         | 15       | 08:25-08:35 PM | Introduction "Forum Group Discussion" Session |        | ALL OC      | OC will explain FGD  |
| 4                         | 45       | 08:35-09:20 PM | FGD   |        | ALL OC      | Each group and MC will prepare and discuss the case in Break-Out Room    |
| 5                         | 15       | 09:20-09:35 PM | Presentation Group 1                          |        | ALL OC      | Presentation the FGD by Group 1  |
| 6                         | 15       | 09:35-09:50 PM | Presentation Group 2                          |        | ALL OC      | Presentation the FGD by Group 2  |
| 7                         | 15       | 09:50-10:05 PM | Presentation Group 3                          | Ariska | OC CX       | Presentation the FGD by Group 3  |
| 8                         | 15       | 10:05-10:20 PM | Presentation Group 4                          |        | ALL OC      | Presentation the FGD by Group 4  |
| 9                         | 5        | 10:20-10:25 PM | Closing "Forum Group Discussion" Session      |        | ALL OC      | MC close the session, such as conclusion, thank to the participants      |
| 10                        | 5        | 10:25-10:30 PM | Informing Tomorrow Activities                 |        | ALL OC      | Providing information about activities that will be carried out next day |
| 11                        | 10       | 10:30-10:40 PM | Fullfill During Survey                        |        | OC CX       | Participants fullfill During Survey based on their own experiences       |
| 12                        | 10       | 10:40-10:50 PM | Closing                                       |        | ALL OC      | Closing statement, check out, and documentation                          |



| WEEK 2   DAY 2            |          |                   |                               |    |             |  |
|---------------------------|----------|-------------------|-------------------------------|----|-------------|--|
| Date: 9 July 2023         |          |                   |                               |    |             |  |
| Time: 09:00 AM - 01:00 PM |          |                   |                               |    |             |  |
| No.                       | Duration | Time              | Agenda                        | MC | Facilitator | Notes  |
| 1                         | 15       | 09:00-09:15 AM    | Preparation                   |    | ALL OC      | All committees will prepare the stuff before start opening   |
| 2                         | 10       | 09:15-09:25 AM    | Opening                       |    | ALL OC      | MC open the session such as greetings, fill the general check in, and introduce the learning partner         |
| 3                         | 100      | 09:25 AM-12:25 PM | Enhancement Day: Side Fashion |    | ALL OC      | Learning Partner greeting and create trail out clothes by using the unused cloth or fabric with participants |
| 4                         | 5        | 12:35-12:40 PM    | Informing Tomorrow Activities |    | ALL OC      | Providing information about activities that will be carried out next day                                     |
| 5                         | 10       | 12:40-12:50 PM    | Fullfill During Survey        |    | OC CX       | Participants fullfill During Survey based on their own experiences   |
| 6                         | 10       | 12:55-01:00 PM    | Appreciation time and closing |    | ALL OC      | Certificate handout to Learning Partner: Closing statement, check out, and documentation                     |

| WEEK 2   DAY 3          |          |                   |                               |    |             |   |
|-------------------------|----------|-------------------|-------------------------------|----|-------------|---|
| Date: 10 July 2023      |          |                   |                               |    |             |   |
| Time: 09:00 AM-01:00 PM |          |                   |                               |    |             |   |
| No.                     | Duration | Time              | Agenda                        | MC | Facilitator | Notes   |
| 1                       | 15       | 09:00-09:15 AM    | Preparation                   |    | ALL OC      | All committees will prepare the stuff before start opening  |
| 2                       | 10       | 09:15-09:25 AM    | Opening                       |    | ALL OC      | MC open the session such as greetings, fill the general check in, and introduce the learning partner                                      |
| 3                       | 100      | 09:25 AM-12:40 PM | Eco Day                       |    | ALL OC      | Learning Partner (KOP) greeting and explain the reason of KOP and create created ecosystem in fabric to use it as cloth with participants |
| 4                       | 5        | 12:40-12:45 PM    | Informing Tomorrow Activities |    | ALL OC      | Providing information about activities that will be carried out next day  |
| 5                       | 10       | 12:45-12:55 PM    | Fullfill During Survey        |    | OC CX       | Participants fullfill During Survey based on their own experiences  |
| 6                       | 10       | 12:55-01:00       | Appreciation time and closing |    | ALL OC      | Certificate handout to Learning Partner: Closing statement, check out, and documentation  |

| WEEK 2   DAY 4          |          |                |                               |    |             |  |
|-------------------------|----------|----------------|-------------------------------|----|-------------|--|
| Date: 11 July 2023      |          |                |                               |    |             |  |
| Time: 03:30 PM-06:30 PM |          |                |                               |    |             |  |
| No.                     | Duration | Time           | Agenda                        | MC | Facilitator | Notes  |
| 1                       | 10       | 03:30-03:40 PM | Welcoming                     |    | ALL OC      | Welcome participants   |
| 2                       | 10       | 03:40-03:50 PM | Feasibility & Briefing        |    | ALL OC      | OCs and participants prepare and briefing before activities  |
| 3                       | 10       | 03:50-04:00 PM | Explanation about Knowleging  |    | ALL OC      | Explain College Day or the vision and mission of Knowleging and check in activities by Learning Partner (Knowleging) |
| 4                       | 5        | 04:00-04:05 PM | Praying                       |    | ALL OC      | Praying by Learning Partner (knowleging)   |
| 5                       | 10       | 04:05-04:15 PM | Directing the Activities      |    | ALL OC      | Provide direction to participants on the activities carried out  |
| 6                       | 10       | 04:15-04:40 PM | College Day                   |    | ALL OC      | Creating a college using the waste   |
| 7                       | 20       | 04:40-04:50 PM | Break                         |    | ALL OC      | Time for a break   |
| 8                       | 5        | 04:50-04:55 PM | Appreciation Time             |    | ALL OC      | Certificate handout to Learning Partner  |
| 9                       | 10       | 04:55-05:05 PM | Informing Tomorrow Activities |    | ALL OC      | Providing information about activities that will be carried out next day   |
| 10                      | 10       | 05:10-05:20 PM | Fullfilling the Survey        |    | OC CX       | Participants fullfill pre survey that will be directing  |
| 11                      | 5        | 05:25-05:30 PM | Closing                       |    | ALL OC      | Close the agenda   |

| WEEK 2   DAY 5          |          |                |                                |       |             |  |
|-------------------------|----------|----------------|--------------------------------|-------|-------------|--|
| Date: 14 July 2023      |          |                |                                |       |             |  |
| Time: 10:30 PM-07:30 PM |          |                |                                |       |             |  |
| No.                     | Duration | Time           | Agenda                         | MC    | Facilitator | Notes  |
| 1                       | 15       | 10:30-10:45 PM | Preparation                    |       | ALL OC      | All committees will prepare the stuff before start opening with Cook Inset                           |
| 2                       | 10       | 10:45-10:55 PM | Opening                        |       | MC OC       | MC open the session such as greetings, fill the general check in, and introduce the learning partner |
| 3                       | 5        | 10:55-11:00 PM | Welcoming Speech by OCP        |       | ALL OC      | OCP deliver the welcoming speech   |
| 4                       | 5        | 11:00-11:05 PM | Welcoming Speech by Cook Inset |       | ALL OC      | Cook Inset deliver the welcoming speech  |
| 5                       | 20       | 11:05-11:20 PM | How to Bekan                   |       | MC OC       | Cook Inset teach the participants on how to make the Bekan   |
| 7                       | 15       | 11:30-11:45 PM | Preparation for Fashion Show   |       | ALL OC      | Participants prepare for the Fashion Show  |
| 8                       | 5        | 11:45-11:50 PM | Dance by Cook Inset            |       | ALL OC      | Cook Inset show their dance  |
| 9                       | 20       | 11:50-12:10 PM | Fashion Show by Participants   | Na'ah | ALL OC      | Participants do the runway walk  |
| 10                      | 5        | 12:10-12:15 PM | Fashion Show by Cook Inset     |       | ALL OC      | Cook Inset do the runway walk  |
| 11                      | 20       | 12:20-12:40 PM | Spreading Bekan                |       | ALL OC      | Participants teach and prepare to make Bekan   |
| 12                      | 10       | 12:40-12:50 PM | Break                          |       | ALL OC      | Break, twinkle stars   |
| 13                      | 5        | 12:50-12:55 PM | Gathering in Group             |       | ALL OC      | PC case Participants do the building in the Group  |
| 14                      | 5        | 12:55-12:55 PM | Appreciation Time              |       | ALL OC      | Certificate handout to the Cook Inset  |
| 15                      | 10       | 01:00-01:10 PM | Informing Next Week Activities |       | ALL OC      | Providing information about activities that will be carried out next week                            |
| 16                      | 5        | 01:10-01:15 PM | Fullfilling the Survey         |       | OC CX       | Participants fullfill pre survey that will be directing by OC CX                                     |
| 17                      | 10       | 01:20-01:30 PM | Closing                        |       | ALL OC      | MC close the agenda of the day   |

| WEEK 3   DAY 1            |          |                  |  |    |             |  |
|---------------------------|----------|------------------|--|----|-------------|--|
| Date: 1 July 2023         |          |                  |  |    |             |  |
| Time: 02:15 PM - 05:30 PM |          |                  |  |    |             |  |
| No.                       | Duration | Time             | Agenda                                 | MC | Facilitator | Notes  |
| 1                         | 15       | 02:15 - 02:30 PM | Arrival & Welcoming                    |    | ALL OC      | Participants attend the class & check in                                 |
| 2                         | 5        | 02:30 - 02:35 PM | Welcoming Speech by DCP                |    | ALL OC      | DCP deliver the welcoming speech   |
| 3                         | 5        | 02:35 - 02:40 PM | Welcoming Speech by DSA Home           |    | ALL OC      | DSA Home deliver the welcoming speech                                    |
| 4                         | 5        | 02:40 - 02:45 PM | Praying                                |    | ALL OC      | Praying  |
| 5                         | 5        | 02:45 - 02:50 PM | Preparation & Directing the Activities |    | ALL OC      | Provide direction to participants on the activities carried out          |
| 6                         | 10       | 02:50 - 04:10 PM | Cleaning Up Our                        |    | ALL OC      | Make changes by cleaning up the environment                              |
| 7                         | 5        | 04:10 - 04:30 PM | Preparation                            |    | ALL OC      | Tidy up the stage  |
| 8                         | 10       | 04:30 - 04:45 PM | Appreciation Time                      |    | ALL OC      | Certificate handover to Learning Partner                                 |
| 9                         | 5        | 04:45 - 04:45 PM | Informing Tomorrow Activities          |    | ALL OC      | Providing information about activities that will be carried out next day |
| 10                        | 5        | 04:45 - 04:50 PM | Fulfilling the Survey                  |    | OC OK       | Participants fulfill the survey  |
| 11                        | 10       | 04:50 - 05:00 PM | Closing                                |    | ALL OC      | Check-out and go home  |

| WEEK 3   DAY 2            |          |                     |   |    |             |  |
|---------------------------|----------|---------------------|---|----|-------------|--|
| Date: 16 July 2023        |          |                     |   |    |             |  |
| Time: 08:00 AM - 01:00 PM |          |                     |   |    |             |  |
| No.                       | Duration | Time                | Agenda  | MC | Facilitator | Notes  |
| 1                         | 10       | 08:00 - 08:10 AM    | Welcoming   |    | ALL OC      | Visitors participants  |
| 2                         | 20       | 08:10 - 08:30 AM    | Preparing & Briefing                              |    | ALL OC      | OCs and participants prepare and briefing before activities  |
| 3                         | 10       | 08:30 - 08:40 AM    | Explanation about KPIs and Budget Point           |    | ALL OC      | Facilitator explain about Managing The Waste on the video and overview of KPI and check in activities by Learning Partner (Korea Sanga Pusa) |
| 4                         | 5        | 08:40 - 08:45 AM    | Praying   |    | ALL OC      | Praying  |
| 5                         | 10       | 08:45 - 09:00 AM    | Directing the Activities                          |    | ALL OC      | Provide direction to participants on the activities carried out  |
| 6                         | 10       | 09:00 AM - 10:00 AM | Managing The Waste (MT) and Manager Collaboration |    | ALL OC      | Make changes by cleaning up the environment for ALL  |
| 7                         | 10       | 10:00 AM - 10:30 PM | Break   |    | ALL OC      | Time for a break   |
| 8                         | 10       | 10:30 - 10:35 PM    | Conclusion  |    | ALL OC      | Draw conclusions on the activities given   |
| 9                         | 5        | 10:35 - 10:40 PM    | Appreciation Time                                 |    | OC OK       | Certificate handover to Learning Partner   |
| 10                        | 5        | 10:40 - 10:45 PM    | Informing Tomorrow Activities                     |    | ALL OC      | Providing information about activities that will be carried out next day   |
| 11                        | 5        | 10:45 - 10:50 PM    | Fulfilling the Survey                             |    | OC OK       | Participants fulfill the survey that will be directing   |
| 12                        | 10       | 10:50 - 11:00 PM    | Closing   |    | ALL OC      | Close the agenda   |

| WEEK 3   DAY 3            |          |                  |  |    |             |  |
|---------------------------|----------|------------------|--|----|-------------|--|
| Date: 2 July 2023         |          |                  |  |    |             |  |
| Time: 07:45 AM - 11:15 PM |          |                  |  |    |             |  |
| No.                       | Duration | Time             | Agenda   | MC | Facilitator | Notes  |
| 1                         | 5        | 07:45 - 08:00 PM | Arrival  |    | ALL OC      | Participants attend the session  |
| 2                         | 40       | 08:00 - 08:40 PM | Visiting Calat Fajri Husan Provinsi Kalimantan Barat |    | ALL OC      | Participants visit the Calat to get to know the product that have been produced including the introduction by the instructor |
| 3                         | 10       | 08:40 - 09:00 PM | Preparation & Directing the Activities               |    | ALL OC      | All prepare for the operation of planting & provide direction to participants on the activities carried out                  |
| 4                         | 00       | 09:00 - 09:30 PM | Planting Day   |    | ALL OC      | Make changes by planting the plant   |
| 5                         | 5        | 09:30 - 09:35 PM | Appreciation Time                                    |    | ALL OC      | Certificate handover to Learning Partner   |
| 6                         | 15       | 09:35 - 09:50 PM | Documentation  |    | ALL OC      | Take a picture together  |
| 7                         | 5        | 09:50 - 10:00 PM | Round  |    | ALL OC      | All back on the first step, so it will be easier to return the next week activities and others related to the OC's subbooks  |
| 8                         | 5        | 10:00 - 10:05 PM | Conclusion   |    | ALL OC      | Draw conclusions on the activities given   |
| 9                         | 5        | 10:05 - 10:05 PM | Informing Next Week Activities                       |    | ALL OC      | Providing information about activities that will be carried out next week  |
| 10                        | 10       | 10:05 - 10:15 PM | Fulfilling the Survey                                |    | OC OK       | Participants fulfill the survey that will be directing   |
| 11                        | 5        | 10:15 - 10:15 PM | Closing  |    | ALL OC      | Close the agenda   |

| WEEK 4   DAY 1            |          |                  |   |      |             |   |
|---------------------------|----------|------------------|---|------|-------------|---|
| Date: 14 July 2023        |          |                  |   |      |             |   |
| Time: 01:00 PM - 03:15 PM |          |                  |   |      |             |   |
| No.                       | Duration | Time             | Agenda  | MC   | Facilitator | Notes   |
| 1                         | 15       | 01:00 - 01:15 PM | Preparation   |      | ALL OC      | All commission will prepare the stuff before start agenda   |
| 2                         | 15       | 01:15 - 01:30 PM | Opening   |      | ALL OC      | MC open the agenda with a greeting, fill the presence, check in, introduce the evaluator (MC)           |
| 3                         | 40       | 01:30 - 02:15 PM | Evaluation for Future Content Creator                     |      | ALL OC      | Evaluator greeting and evaluate the content that had been created by the participants                   |
| 4                         | 15       | 02:15 - 02:30 PM | Q&A & Discussion  |      | ALL OC      | Encourage answer the question by the participants   |
| 5                         | 5        | 02:30 - 02:35 PM | Closing "The Analysis for Future Content Creator" Session | None | ALL OC      | MC close the session, such as conclusion, thank to the speaker, certificate handover, and documentation |
| 6                         | 5        | 02:35 - 02:50 PM | Informing Tomorrow Activities                             |      | ALL OC      | Informing participants and share the next session to all  |
| 7                         | 5        | 02:50 - 02:55 PM | Informing Tomorrow Activities                             |      | ALL OC      | Providing information about activities that will be carried out next day                                |
| 8                         | 5        | 02:55 - 03:00 PM | Fulfilling the Survey                                     |      | OC OK       | Participants fulfill the survey based on their own experience   |
| 9                         | 15       | 03:00 - 03:15 PM | Closing   |      | ALL OC      | Closing statement, check-out, and documentation   |



| WEEK 4   DAY 2            |          |                |                               |     |             |  |
|---------------------------|----------|----------------|-------------------------------|-----|-------------|--|
| Date: 25 July 2023        |          |                |                               |     |             |  |
| Time: 01:00 PM - 05:15 PM |          |                |                               |     |             |  |
| No.                       | Duration | Time           | Agenda                        | MC  | Facilitator | Notes  |
| 1                         | 10       | 01:00-02:00 PM | Preparation                   |     | ALL OC      | All participants will prepare the draft of their case opening  |
| 2                         | 10       | 02:00-03:00 PM | Opening                       |     | ALL OC      | MC open the session with an opening, for the presentation and check in   |
| 3                         | 5        | 03:00-03:20 PM | Process for Presentation      |     | ALL OC      | Participants/leader present their DPF that have been created. After finished their presentation, speaker and/or all participants are able to ask or discuss more about the DPF |
| 4                         | 10       | 03:20-03:30 PM | Presentation Group 1          |     | ALL OC      | Participants/leader present their DPF that have been created. After finished their presentation, speaker and/or all participants are able to ask or discuss more about the DPF |
| 5                         | 10       | 03:30-03:40 PM | Presentation Group 2          |     | ALL OC      | Participants/leader present their DPF that have been created. After finished their presentation, speaker and/or all participants are able to ask or discuss more about the DPF |
| 6                         | 10       | 03:40-03:50 PM | Presentation Group 3          | Hgs | ALL OC      | Participants/leader present their DPF that have been created. After finished their presentation, speaker and/or all participants are able to ask or discuss more about the DPF |
| 7                         | 10       | 03:50-04:20 PM | Presentation Group 4          |     | ALL OC      | Participants/leader present their DPF that have been created. After finished their presentation, speaker and/or all participants are able to ask or discuss more about the DPF |
| 8                         | 10       | 04:20-04:30 PM | Evaluation                    |     | ALL OC      | Providing information about activities that will be carried out next day   |
| 9                         | 5        | 04:30-04:35 PM | Ice Breaking                  |     |             | MC start the ice breaking and ask the participants to be participated in the ice breaking  |
| 10                        | 10       | 04:35-04:50 PM | Time Reflecting               |     |             | All participants will give their thoughts and opinions of what they have been done on this subject   |
| 11                        | 5        | 04:50-04:55 PM | Informing Tomorrow activities |     |             | Providing information about activities that will be carried out next day   |
| 12                        | 5        | 04:55-05:00 PM | Kuliti During Survey          |     | OCCK        | Participants/leader During Survey based on their own experiences   |
| 13                        | 10       | 05:00-05:15 PM | Closing                       |     | ALL OC      | Closing statement, cheer out, and documentation  |

| WEEK 4   DAY 3            |          |                |   |              |             |  |
|---------------------------|----------|----------------|---|--------------|-------------|--|
| Date: 26 July 2023        |          |                |   |              |             |  |
| Time: 03:00 PM - 07:40 PM |          |                |   |              |             |  |
| No.                       | Duration | Time           | Agenda                                    | MC           | Facilitator | Notes  |
| 1                         | 30       | 03:00-03:30 PM | Preparation: Welcoming Solo               |              | ALL OC      | All participants will prepare the solo for the case opening, welcoming participants, and do a chat for the Media |
| 2                         | 10       | 03:30-03:40 PM | Opening                                   |              | ALL OC      | MC open the session by introducing and checking in   |
| 3                         | 10       | 03:40-04:00 PM | Roll Call                                 |              | ALL OC      | Participants do the roll call  |
| 4                         | 5        | 04:00-04:05 PM | Closing Speech from OCP                   |              | ALL OC      | OCP of Local Prodigy will give the opening speech  |
| 5                         | 5        | 04:05-04:10 PM | Closing Speech from LCP                   |              | ALL OC      | LCP of AIESEC in UNTAN give the opening speech   |
| 6                         | 5        | 04:10-04:15 PM | Closing Speech from LCP                   |              | ALL OC      | LCP of AIESEC in UNTAN give the opening speech   |
| 7                         | 10       | 04:15-04:30 PM | OC Introduction + OC Role                 |              | ALL OC      | OC introduction and explain their feelings or their message to the hosts to other                                |
| 8                         | 10       | 04:30-04:40 PM | Participants Introduction + Posting Paper |              | ALL OC      | Participants introduce themselves + convey their impressions, messages, and feelings during the activity         |
| 9                         | 10       | 04:40-04:50 PM | After Movie Session                       |              | ALL OC      | Having a movie (after movie) of Health activities for 4 weeks  |
| 10                        | 10       | 04:50-05:00 PM | Movie Quiz + Quiz Registration            |              | ALL OC      | Participants will fill the Movie Quiz on the white board by posting the sticky notes and explain their writings  |
| 11                        | 10       | 05:00-05:10 PM | KEP PARTY PERFORMANCE (Aure)              | Arianda, RUC | ALL OC      | Performance (Singing) by Aure  |
| 12                        | 10       | 05:10-05:20 PM | KEP PARTY PERFORMANCE (Madelis & Adria)   |              |             | Performance (Original) by Madelis & Adria  |
| 13                        | 10       | 05:20-05:30 PM | KEP PARTY PERFORMANCE (Kawan & Liana)     |              |             | Performance (Singing) by Kawan & Liana   |

|    |    |                |  |  |        |  |
|----|----|----------------|--|--|--------|--|
| 14 | 10 | 05:30-05:40 PM | Ice Breaker                                      |  | ALL OC | All do the ice breaker and sing together   |
| 15 | 20 | 05:40-06:10 PM | Break  |  |        | Resting, Reading, Game   |
| 16 | 10 | 06:10-06:20 PM | Circle Up  |  | ALL OC | OC engage all by reading the game book   |
| 17 | 5  | 06:20-06:30 PM | Game (Guess Who Am I + Impersonating The Person) |  |        | Lighten up the atmosphere by playing games   |
| 18 | 5  | 06:30-06:40 PM | Game (Guess What In Your)                        |  |        | Lighten up the atmosphere by playing games   |
| 19 | 10 | 06:40-06:50 PM | Game (Stop-Walk)                                 |  |        | Lighten up the atmosphere by playing games   |
| 20 | 10 | 06:50-07:00 PM | Game (One Word, One Action)                      |  |        | For those who love it Stop-Walk and One Word, discussion, they will get the point every by playing the Truth or Dare |
| 21 | 5  | 07:00-07:05 PM | Discussion                                       |  |        |  |
| 22 | 10 | 07:00-07:10 PM | It's Time to Connect                             |  | ALL OC | All engage and keep in touch by connecting their social media, such as Instagram and LinkedIn                        |
| 23 | 5  | 07:10-07:15 PM | END & Give Award                                 |  | OC EA  | Giving award and recognition to participants who meet the criteria   |
| 24 | 10 | 07:15-07:30 PM | End - Survey                                     |  |        | Participants fill a good survey that will be directed  |
| 25 | 5  | 07:30-07:35 PM | AIESEC Product's Space                           |  |        | LCP of AIESEC in UNTAN promote the AIESEC's Products that will be survive  |
| 26 | 10 | 07:30-07:40 PM | Closing  |  | ALL OC | MC close the session by saying thank you and checking out, all OC say goodbye to participants, and documentation     |

# Budget

## Revenue

| AREA                            | DETAILS                 | PESSIMISTIC |   |       |             | REALISTIC |    |             |             | OPTIMISTIC |   |       |             |
|---------------------------------|-------------------------|-------------|---|-------|-------------|-----------|----|-------------|-------------|------------|---|-------|-------------|
|                                 |                         | P           | Q | Total | Gap w/ Plan | P         | Q  | Total       | Gap w/ Plan | P          | Q | Total | Gap w/ Plan |
| General                         | Registration fee        | Rp0         | 0 | Rp0   | Rp5,000,000 | Rp250,000 | 10 | Rp2,500,000 | Rp3,750,000 | Rp0        | 0 | Rp0   | Rp7,500,000 |
|                                 | Bundle registration fee | Rp0         | 0 | Rp0   | Rp2,000,000 | Rp200,000 | 7  | Rp1,400,000 | Rp600,000   | Rp0        | 0 | Rp0   | Rp2,000,000 |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
| Customer Experience             |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
| Brand Marketing & Communication |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
| Program                         |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
| Stakeholder Maintenance         |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
| Others                          |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0 | Rp0   | Rp0         |
|                                 |                         |             |   | Rp0   | Rp7,000,000 |           |    | Rp3,900,000 | Rp4,350,000 |            |   | Rp0   | Rp9,500,000 |

## Cost

| AREA                            | DETAILS                                    | EXPENSE  |    |             |             | REALISTIC |    |             |             | OPTIMISTIC |    |             |             |
|---------------------------------|--|----------|----|-------------|-------------|-----------|----|-------------|-------------|------------|----|-------------|-------------|
|                                 |  | P        | Q  | Total       | Gap w/ Plan | P         | Q  | Total       | Gap w/ Plan | P          | Q  | Total       | Gap w/ Plan |
| General                         | Gedung Kuliah bersama B                    | Rp43,750 | 4  | Rp175,000   | Rp105,000   | Rp43,750  | 4  | Rp175,000   | Rp25,000    | Rp43,750   | 4  | Rp175,000   | Rp5,000     |
|                                 |  | Rp0      | 0  | Rp0         | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0  | Rp0         | Rp0         |
|                                 |  | Rp0      | 0  | Rp0         | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0  | Rp0         | Rp0         |
|                                 |  | Rp0      | 0  | Rp0         | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0  | Rp0         | Rp0         |
| Customer Experience             | lanyard                                    | Rp18,000 | 17 | Rp306,000   | Rp294,000   | Rp18,000  | 17 | Rp306,000   | Rp359,000   | Rp18       | 17 | Rp306       | Rp679,694   |
|                                 | Name tag                                   | Rp1,000  | 17 | Rp17,000    | Rp16,000    | Rp1,000   | 17 | Rp17,000    | Rp13,000    | Rp1,000    | 17 | Rp17,000    | Rp7,000     |
|                                 | RnR(tumbler)                               | Rp0      | 0  | Rp0         |             |           |    |             |             | Rp0        | 0  | Rp0         |             |
|                                 | Decoratoin(farewell party)                 | Rp0      | 0  | Rp0         |             |           |    | Rp0         |             | Rp0        | 0  | Rp0         | Rp80,000    |
| Brand Marketing & Communication | Merch package (topi sablon,stiker,totebag) | Rp39,037 | 17 | Rp663,629   | Rp686,371   | Rp39,037  | 17 | Rp663,629   | Rp841,371   | Rp39,037   | 17 | Rp663,629   | Rp926,371   |
|                                 | Shipping fee benihbun(souvenir)            | Rp0      | 0  | Rp0         |             | Rp0       | 0  | Rp0         |             | Rp0        | 0  | Rp0         |             |
|                                 |  | Rp0      | 0  | Rp0         | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0  | Rp0         | Rp0         |
|                                 |  | Rp0      | 0  | Rp0         | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0  | Rp0         | Rp0         |
| Program                         |  | Rp0      | 0  | Rp0         | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0  | Rp0         | Rp0         |
|                                 |  | Rp0      | 0  | Rp0         | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0  | Rp0         | Rp0         |
|                                 |  | Rp0      | 0  | Rp0         | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0  | Rp0         | Rp0         |
|                                 |  | Rp0      | 0  | Rp0         | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0  | Rp0         | Rp0         |
| Stakeholder Maintenance         | speaker placard                            | Rp50,000 | 6  | Rp300,000   | Rp120,000   | Rp50,000  | 6  | Rp300,000   | Rp85,000    | Rp50,000   | 6  | Rp300,000   | Rp50,000    |
|                                 | shipping fee waste4change                  | Rp0      | 0  | Rp0         |             | Rp0       | 0  | Rp0         |             | Rp0        | 0  | Rp0         |             |
|                                 | certificat speaker & partner               | Rp2,500  | 2  | Rp5,000     | Rp190,000   | Rp2,500   | 2  | Rp5,000     | Rp145,000   | Rp0        | 0  | Rp0         | Rp105,000   |
|                                 | Internet                                   | Rp0      | 0  | Rp0         |             | Rp0       | 0  | Rp0         |             | Rp0        | 0  | Rp0         |             |
| Others                          |  | Rp0      | 0  | Rp0         | Rp0         | Rp0       | 0  | Rp0         | Rp0         | Rp0        | 0  | Rp0         | Rp0         |
|                                 | Snack box for partisipan                   | Rp4,000  | 25 | Rp140,000   | Rp70,000    | Rp4,000   | 25 | Rp140,000   | Rp35,000    | Rp4,000    | 25 | Rp140,000   | Rp40,000    |
|                                 | Galon                                      | Rp0      | 0  | Rp0         |             | Rp0       | 0  | Rp0         |             | Rp0        | 0  | Rp0         |             |
|                                 | Unexpected things                          | Rp0      | 0  | Rp0         |             |           |    | Rp0         |             | Rp0        | 0  | Rp0         |             |
| snack bols for speaker          |  |          |    | Rp0         |             |           |    | Rp0         |             |            |    | Rp0         |             |
|                                 |  |          |    | Rp1,606,621 | Rp1,481,371 |           |    | Rp1,606,621 | Rp1,503,371 |            |    | Rp1,295,931 | Rp1,903,061 |

## Income

| AREA                            | DETAILS                 | PESSIMISTIC |   |       |             | REALISTIC  |    |            |             | OPTIMISTIC |            |       |             |     |            |
|---------------------------------|-------------------------|-------------|---|-------|-------------|------------|----|------------|-------------|------------|------------|-------|-------------|-----|------------|
|                                 |                         | P           | Q | Total | Gap w/ Plan | P          | Q  | Total      | Gap w/ Plan | P          | Q          | Total | Gap w/ Plan |     |            |
| General                         | Registration fee        | Rp0         | 0 | Rp0   | Rp5,000,00  | Rp250,000  | 10 | Rp2,500,00 | Rp3,750,00  | Rp0        | 0          | Rp0   | Rp7,500,00  |     |            |
|                                 | Bundle registration fee | Rp0         | 0 | Rp0   | Rp2,000,00  | Rp200,000  | 7  | Rp1,400,00 | Rp600,000   | Rp0        | 0          | Rp0   | Rp2,000,00  |     |            |
| Customer Experience             |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
| Brand Marketing & Communication |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
| Program                         |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
| Stakeholder Maintenance         |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
| Others                          |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
|                                 |                         | Rp0         | 0 | Rp0   | Rp0         | Rp0        | 0  | Rp0        | Rp0         | Rp0        | 0          | Rp0   | Rp0         |     |            |
|                                 |                         |             |   |       | Rp0         | Rp7,000,00 |    |            |             | Rp3,900,00 | Rp4,350,00 |       |             | Rp0 | Rp9,500,00 |

## Marketing List

1. Contact previous participants of LP, JA, IC, i-Joy
2. Send email marketing
3. Make marketing campaign at nineteen
4. Do class visit
5. Create content attraction and promotion
6. Do live instagram session
7. Do podcast with RRI

## All Invoice and Bills,LoA, Letters, Term Of Reference and/or Other Document

1. MoM Speakers

[https://drive.google.com/drive/folders/10cUYuulOeCLXCie\\_t5ws\\_KKP1ksHv0cQ?usp=drive\\_link](https://drive.google.com/drive/folders/10cUYuulOeCLXCie_t5ws_KKP1ksHv0cQ?usp=drive_link)

2. MoU Speakers

[https://drive.google.com/drive/folders/1-fNljWIApO3IAfdTG\\_2ZDGFpvpuAYH6Y?usp=drive\\_link](https://drive.google.com/drive/folders/1-fNljWIApO3IAfdTG_2ZDGFpvpuAYH6Y?usp=drive_link)

### 3. OP Taker Agreement

[https://drive.google.com/drive/folders/1Rk0O\\_v1CU1Ta0KZYN-5gpS7u0aRMM0P5?usp=drive\\_link](https://drive.google.com/drive/folders/1Rk0O_v1CU1Ta0KZYN-5gpS7u0aRMM0P5?usp=drive_link)

### 4. PPT Proposal

[https://drive.google.com/drive/folders/1vS3cVdAG2MJNko018KIN8neLsXWYm9Kc?usp=drive\\_link](https://drive.google.com/drive/folders/1vS3cVdAG2MJNko018KIN8neLsXWYm9Kc?usp=drive_link)

### 5. CTA Delegates

<https://drive.google.com/drive/folders/1hcgVrcEyff2cpoTS5YYA69D6ly1n6qd5>

### 6. ToR Speakers

[https://drive.google.com/drive/folders/15eZDnS3TZMuy4Q38eDnEMO8jjKac\\_tzz?usp=drive\\_link](https://drive.google.com/drive/folders/15eZDnS3TZMuy4Q38eDnEMO8jjKac_tzz?usp=drive_link)

### 7. ToR Learning Partners

[https://drive.google.com/drive/folders/1wHKNPf4bMKSGQaSpCjmZx2o\\_IVs7tgm7?usp=drive\\_link](https://drive.google.com/drive/folders/1wHKNPf4bMKSGQaSpCjmZx2o_IVs7tgm7?usp=drive_link)

### 8. Expenses Proof

<https://drive.google.com/drive/folders/1amt62x2b9nbwh4HXiG9tDyluBV63jVwB>

### 9. Payment Proof

[https://drive.google.com/drive/folders/1qrKUswX25w\\_Um9e2SoDpkLJNStlpvWs\\_](https://drive.google.com/drive/folders/1qrKUswX25w_Um9e2SoDpkLJNStlpvWs_)

### 10. MoM Session

[https://drive.google.com/drive/folders/1JpmmKpmh5SLHkk75ZiGtmt\\_eAYXavlWC](https://drive.google.com/drive/folders/1JpmmKpmh5SLHkk75ZiGtmt_eAYXavlWC)

## Unpredictable Things Occurred

1. Accident on Induction
2. The resignation of one of the OC
3. Lost communication with learning partner
4. Internet Unstable for Offline agenda

## Conclusion and Suggestion

### Organizing Committee President

| Conclusion   | Suggestion  |
|--|---|
| <p>This year's local project has various execution activities, not only for the environment, but we also take an agenda that is of interest to young people, namely fashion and art, leadership and public speaking. Not only that, the benefit that is felt is that the participants get experience making works and the OCs also get experience as the same thing participants get</p> | <p>More young people (more than 20) should be able to participate in this local project so that the agenda being held is wider in terms of networking</p> |

### Organizing Committee Program

| Conclusion  | Suggestion   |
|---|--|
| <p>The successful execution of the month-long Local Project in July was the result of the Kalpataru Team's preparation, especially for the LP Team that started in February. The shared experiences and thoughts of each member are always taken into consideration, so as to satisfy the organizers and participants alike. Realizing that there are shortcomings in this activity, makes us realize that communication and synergy are important, that is also what each committee always strives for. With all the things that happened in this activity, hopefully it can be an evaluation and addition to the next activity.</p> | <ul style="list-style-type: none"> <li>● Openness between partners is important, so that solutions can be found before something big happens in the future.</li> <li>● Maturation in preparation, such as the selection of MCs and decorations</li> <li>● Preparing a more detailed technical event</li> <li>● It would be better if the synergy between subfunctions is better in the future</li> </ul> |

### Organizing Committee Finance

| Conclusion   | Suggestion   |
|--|--|
| <p>When a project is carried out teamwork is very necessary, because everyone has an important role, local projects are running well there are still a number of things that must be evaluated for the future, and all oc's do their job</p> | <p>Before this project took place we had a lot of fear, starting from no one registering even though it was already the middle of the month, from there we pushed for even more promotions, and one by one someone started to register. When we started to realize we were also afraid of bad things what happened, but as much as possible we always conduct briefings for each agenda, and communication and teamwork are very important</p> |

### Organizing Committee Customer Quality and Experience

| Conclusion  | Suggestion   |
|---|--|
| <p>So far for the local Project we have gone well because of the various activities in it. It is true to provide new experiences and the positive impact on both youth, whether it were participants or the committee</p> | <p>I hope the next project can receive a definite presenter, participants are aware of his presence on the project</p> |

### Organizing Committee Brand and Marketing

| Conclusion  | Suggestion   |
|---|--|
| <p>This project is run well, the OCs do all of JD's adjusting their JD's.</p> | <p>Before running, we struggled with marketing execution because the registration form didn't fix even when we're doing marketing execution. And then, when we have an IR session, we suggest conducting it online because if it's offline, I think it's not conducive..</p> |

## Good and Bad Case Practice

### Organizing Committee President

| Good Case Practice  | Bad Case Practice  |
|---|--|
| <ul style="list-style-type: none"> <li>Monitoring, observing and think about bad scenario during realization</li> <li>Community channel really good (briefing, evaluation, remind, etc)</li> <li>Always attend all activity project which to ensure all activity realize based on plan</li> <li>Update CTA to make sure we are also good in legality</li> </ul> | <ul style="list-style-type: none"> <li>Not all OC could attend even theres a remind</li> <li>Some of OC already low perform in the middle of realization cause tired or overwhelm</li> </ul> |

### Organizing Committee Program

| Good Case Practice  | Bad Case Practice   |
|---|---|
| <ul style="list-style-type: none"> <li>Well enough prepared for the realization</li> <li>Good communication with most of the Speakers and Learning Partners</li> <li>Able to evaluate the realization for each of the day</li> <li>Other OCs understood on what they are going to do for the realization</li> </ul> | <ul style="list-style-type: none"> <li>Lack of knowledge about the more specific agenda with the learning partners</li> <li>There was a speaker who did not receive enough information about the realization day</li> <li>Need more things to be prepared for the farewell</li> </ul> |

### Organizing Committee Finance

| Good Case Practice  | Bad Case Practice  |
|---|--|
| <ul style="list-style-type: none"> <li>able to prepare all logistics needs</li> <li>can still work well together with team</li> </ul> | <ul style="list-style-type: none"> <li>It's easy to get sick and has an impact on performance</li> <li>It's a little slow to always update personal and team trackers</li> </ul> |



## Organizing Committee Customer Quality Experience

| Good Case Practice   | Bad Case Practice  |
|--|--|
| <ul style="list-style-type: none"> <li>• Increase engagement with participants</li> <li>• Make participants enjoy the activity</li> <li>• Establish communication with participants</li> </ul> | <ul style="list-style-type: none"> <li>• To complete the survey so we chatted them too much to remind them to fill out the survey</li> </ul> |

## Organizing Committee Brand and Marketing

| Good Case Practice  | Bad Case Practice  |
|---|--|
| <ul style="list-style-type: none"> <li>• Backup each others</li> <li>• Good Communication</li> <li>• Job Stability</li> </ul> | <ul style="list-style-type: none"> <li>• Full of data storage capacity for LP Documentation</li> </ul> |

## Related Links To The Promotional Materials

<https://docs.google.com/spreadsheets/d/1dxFpcwgZDdnTbGzcUXAiFpvuKIBY-rCMLVOXKydRgHc/edit?usp=sharing>



## Documentation



## Member Testimonial

“It has been a long preparation that has started from February and it has not been an easy preparation so far. I am very grateful to be able to continue learning during my journey as an event organizer in this project and that is also the purpose of my commitment to be part of this project. Many things made me realize how important collaboration and communication are through this project. I realize that this project could have been done better with more attention to detail, but I also realize that this is the best I can come up with so far. I am very happy to see that the participants also enjoyed the project and were satisfied with what they had participated in. Getting to know so many people was a great opportunity for me. This LP event would not have been possible without the support and contribution of each committee. I would like to thank them for giving their time and everything to make this project run smoothly. I am grateful for everything.”

Ryan Ivander Aldino  
OC Program

“Hi! I'm very happy to be part of this project, I'm happy to see how the local project continues to develop. I hope we can create a great winter project ☺”

Aura Putri Atmaja  
OC Brand and Marketing

“I never expect that LP Summer will be awesome even though we have 17 participants. Honestly, when we do marketing execution, we have so many struggling about that, and we always be waiting for participant registration, i was surrender about that, but lucky us, we're achieved in number of SU, that's so amazing. After that, Our LP Summer has many activities that we're gonna execute physically, but the participants were so enthusiastic about that. I was so happy when I saw their enthusiasm even though I was so tired because of this, but this is so worth it, then many insights and lessons from this project. Hopefully, for the next LP which is LP Winter, that will be more awesome than this. I can't wait for the next one.”

Adelia Febriani  
OC Brand and Marketing

“I am very happy to be the organizer because indirectly I am also a participant in this project. I can learn many new things in this activity. I also got a lot of new knowledge and in this activity my relationships also increased. 😊”

Adrian Bosrin  
OC Customer Quality Experience

“Sometimes all my fatigue and efforts for this project are paid off by looking at the project documentation, seeing their smile and seeing feedback from the participants. Many new experiences I got from this Local Project and I enjoyed it. I hope we can create a great winter project 😊”

Adhelia Juwita Chairunnisa  
OC Customer Quality Experience

“Some of the fears that we once thought about ending are starting to pass, we are happy to be in a team with OCs in a local project which is very extraordinary in terms of energy and mind, and sometimes the tiredness disappears when we see the participants really enjoying and being active during the activity and hope that we can meet again at another time and opportunity”

Tiyas Novianingrum  
OC Finance

Approved by

President AIIESEC in Untan

Vice President Finance, Governance, and  
Legality



Wilbert Jonathan



Imam Prayoga

Project Quality and Control Manager



Maria Olga Bapage