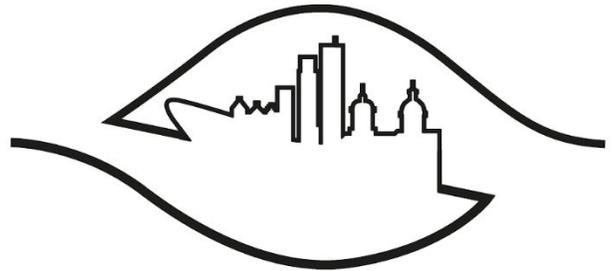


Policy Plan 2021



MADE IT

3th MADE IT Board

1st of January 2021



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PREFACE

Before you lies the policy plan of the 3th Board of MADE IT. In this document, we present our goals and vision for the year to come.

We are honoured to take over this association from Wouter Johanns, Nora Thierry, Jelle Burger and Gabriel Hirlav. Their work during the second year of the association's existence has ensured a stable foundation on which we can build. We are excited to continue the growth and development of Study Association MADE IT.



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INTRODUCTION

MADE IT is the study association belonging to the students of the Metropolitan Analysis, Design and Engineering (MADE) master's degree. This is a joint programme coordinated by Wageningen University & Research and Delft University of Technology, hosted by the Amsterdam Advanced Metropolitan Solutions (AMS) Institute on the Marineterrein establishment. The association was established at the beginning of the master's programme in September 2017 and became official on the 10th of January 2019.

The study association is geared towards all MADE students and promotes their interests and their professional and personal development. MADE IT also strives to improve the education of the master's program and organizes a wide variety of events. After the formal establishment of MADE IT a two years ago, we now focus on further developing our activities, as well as improving the relationships with and between all involved parties: The students, the AMS Institute and AMS staff, the two associated universities and beyond.

Attached you will find our plans and vision for the year to come. This policy will serve as a guiding document for this year's MADE IT board.

**FUNCTION DESCRIPTION BOARD MEMBERS**

Henriette Hugenholtz Chairwoman

As chair of MADE IT, I will be responsible for the activities and operations in the board. It is my priority that the business keeps on going in the 3th MADE IT board. I will make sure that every board member stays motivated in reaching all the goals set in this document. It is therefore also my responsibility that these goals are reached at the end of 2021. I will be a point of contact of the association for all MADE IT members. I will also be mainly responsible for the making of the website.

Mateo Carvajal Secretary

As the secretary of MADE IT, I am responsible for maintaining good (e.g. clear and structured) communication within MADE IT. To do so I will structure all communication channels. Furthermore, I am responsible for making minutes and to do lists during every meeting we have as a board. I believe that this will help the current and future MADE IT board to work more productively and efficiently.

Vera Brugman Treasurer

The treasurer of MADE IT is in charge of managing the funds of the association. I will do my best in organizing the money-related aspects of MADE IT. Moreover, I am responsible for establishing connections with TU Delft, Wageningen U&R and AMS Institute and collaborate on all funding related matters.

Robert van Berkel Vice President

The vice president is responsible for providing students with easier access to career opportunities, internships and thesis-opportunities. By engaging and working together with the career committee I strive to provide fellow students with fun and insightful events to broaden everybody's network and awareness of career paths. Through enlarging the MADE IT network on four fronts - businesses, alumni, other study associations, and other parties at the Marineterrein - I hope to, together with the career committee, provide fellow students with a diverse set of network opportunities. Further, I will work together with my other board members to make MADE IT also exiting during corona times through innovative online possibilities for events.



GOALS

In this section we outline the goals that Study Association MADE IT has for 2021. These are sorted into five categories: professional relations, student facilities at AMS Institute, events, new members and website.

Professional relations

I. AMS community

Our goals are to become more involved in the AMS community to explore opportunities for students in the institute and to facilitate communication between the students and AMS. This will allow us to keep our students updated about what is going on in and around the institute, as well as facilitate the conversations to voice concerns or requests for opportunities. In order to do this we will schedule monthly meetings with the managing director, communications officer, program directors and program developer. In addition to that, joint events, like the tosti-talks, will help to connect MADE students and AMS members.

II. Company/external parties

Here, we divide the external relations in four categories namely; businesses, alumni, other study associations and the other educational parties on the Marineterrein. Each will have its own type of events aimed at providing different networking experiences with different groups of the MADE IT network. Together with the career committee we strive to organise events such as workshops, networking days and inhousedays with these external parties. With regards to the businesses and alumni relations we aim to provide recurring events to maintain a close relationship with those parties and give students the opportunity to maintain such a relationship themselves. The connection with the other study associations will be explored through co-hosting events with mutual benefits. Further, we aim to make MADE IT more visible on the Marineterrein through joining and co-creating events with those other parties.

By providing a page for each of the categories on the website we aim to give external relations and MADE students a platform to connect with one and other in a secure environment providing a place for formal and informal interaction. Through a booster page we also want to give the opportunity for the creation of new entrepreneurial groups who want to work together to achieve a shared goal.

III. Relationship with Delft University of Technology & Wageningen University & Research

We want to become better involved in the community of TU Delft and Wageningen U&R, to explore opportunities for students to profit from the facilities and events at the universities. This will allow us to keep our members updated about what is going on in and around the universities. In order to do this we will create and develop relationships and synergies with different organizations, student or faculty groups to give more information about what the universities have to offer for MADE IT members. In addition it will serve as a way of promoting the MADE master programme to attract future students.



IV. Alumni Network

The first students are graduating or are already graduated from the MADE master programme. Therefore, we want to be more invested in the MADE IT Alumni network and keep it alive. They will get their own page on the MADE IT website, in this way they can reach out to each other and if they want they can be visible for current MADE IT students. We also think it is valuable for the career committee to have close contact with the alumni network, in this way they can be invited for career events and for example share where they ended up working.

Student facilities at AMS Institute

V. Boardroom

The first board transformed the room Auckland in the W27 building to a functional workspace. Our goal is to further develop this space into one that is more accessible to all MADE IT members and one that shows the spirit of MADE IT. We want to redecorate the room with new furniture and a whiteboard. Also we are planning to paint the room to create more ambience. If corona allows the members to be in the building again we want to make the boardroom more attractive for members to study or to chill, so not only the board members use the board room. The boardroom also needs a bigger table so we can use the room for board meetings in the future.

VI. Improve the facilities in the building

The AMS building is still very much in development. This means that there are multiple opportunities to make improvements to the building which will enhance the feeling of home for the students. We would therefore like to make it more known for our fellow students that they can come to us when they have ideas or complaints about the building, we can then pass this on to the AMS Team in our monthly meetups. Students can do this through the board in the kitchen or by contacting us.

Events

VII. Social events

MADE IT's goal is to create an opportunity for the MADE students to connect. The goal is to improve relationships between students inside and outside of the study programme. MADE IT will organise several social activities throughout the year, including the christmas dinner and end-of-year dinner. The connection between the first and second year students is one of the biggest challenges in this respect. We strive to enhance this through events and improvements to the student environment. One of these is the establishment of a weekly drink in the boardroom, open to all members if corona is over. In order to better connect the first and second year students we would like to introduce a mentor for the first years. The mentors can help small groups with general questions but also personal problems. Moreover we want to organize more online events soon, as corona doesn't allow us to be in the AMS building. Every month an online pub quiz or escape room is what we aim for.



VIII. Committee activity/ thank you day

Every committee receives a small amount of money to do something fun with the members involved in that committee. Also, if it is possible again, we would like to do some sort of committee thank you weekend or day at the end of the year. In this way we show the different committee members that we are grateful for their active commitment to the association. Also, we hope to encourage other members of the association (or non active students from the master) to join committees and/or the MADE IT association.

IX. Tradition

As the master continues to grow the creation of traditions to create a better sense of belonging becomes more important. One of our goals is to create at least one tradition that will be continued for generations to come in the MADE programme. For this we aim at creating a Tradition Competition where students, alumni, faculty, and staff can participate to come up with a ritual. Examples could be initiation, graduation, or others traditions.

New members

X. Introduction day

The weekend before the master programme starts, we would like to host an introduction day with the help of MADE students, AMS, and the education team of Wageningen University (Annelies Van Rooy and Arjen Zegwaard). The board will take initiative to organise the day, in which prospective students can bond and get to know everyone involved in MADE. We want to organize an activity where the new members can get to know each other and close the day with drinks.

XI. MADE open days

The MADE open days are important for the recruiting of new members of the MADE master programme. If needed we could help organize these events, but we mainly want the prospective students to get to know the association and what we have to offer them.

XII. Informing new students/international students

Foreseeing the growth in the number of students for the MADE MSc means we will focus on better notifying prospective students about the programme and its dynamics, and about life in the Netherlands, especially for internationals. In order to best manage their expectations, we strive to establish a newsletter chain in the second semester in order to properly inform them on practical matters before arriving in Amsterdam.

Website

XIII. What?

We want to create our own website for the MADE IT Study association. On this website you may find information about the association and an agenda with upcoming events from MADE IT and the AMS Institute. There will be the possibility to log in to your own account where you can



chat with your fellow students, drop interesting job offers and have the possibility where you can post ideas to do for us as a board, or for committees. Also, an Alumni page will be created in order to keep close contact with these valuable contacts.

XIV. Possible layout

The screenshot displays the MADE IT website interface. At the top, there is a dark red header with the MADE IT logo, the AAS logo, and the TU Delft logo. Below the header is a navigation menu with links for HOME, ASSOCIATION, EVENTS, EDUCATION, CAREER, MEMBERSHIP, and CONTACT. The main content area features a large photograph of a group of students walking on a paved path, with the text 'YEAR OF 2020' overlaid. A red sidebar menu is visible on the left, listing options like 'ABOUT MADE IT', 'BOARD', 'HISTORY AND FORMER BOARDS', 'COMMITTEES', 'ALUMNI', and 'POLICY'. Below the main image, there is another navigation menu and an 'AGENDA' section. The agenda shows a calendar for December 2020, with the 15th highlighted in red. To the right of the calendar is a poster for a 'Winter Ice Skating Event' on Thursday, 17 December, 2020. The poster includes details about the event, such as the location (Joop Eden IJbaan) and the cost (€6.45).



COMMITTEES

The association has four committees that are established to accomplish the goals listed above. In this section, the activities and goals of each of the committees are illustrated.

I. Study trip committee

The main aim of the study trip committee is to realize one study trip for ECTS by coordinating students, professors and our collective social network. This is aimed towards the student's professional development. Normally MADE IT organizes a study trip for 6 ECTS during the elective period of the first year students. The study trip is not mandatory, but it serves as an optional course for which the students can register in period 5 of Wageningen University. The study trip committee is responsible for organizing the trip. Besides the educational part of this trip, MADE IT aims to make this another event for the students to bond. However, this year the study trip will not be for ECTS as the committee needs to wait with organizing the trip because of corona measures. We strive to plan the trip as soon as possible, hopefully around summer.

II. Activity committee

The activity committee is devoted to bringing MADE students together, with the aim of creating strong and lasting bonds among them. Main events that this committee organises are the christmas party and the end-of-year party. Also, the committee aims at hosting various events on a bi-weekly basis, such as social and cultural evenings, as well as leisure activities. During the time of a Corona lockdown, the committee will organize several digital events, to keep the contact between the students going. As soon as Corona is gone, the committee will start with the establishment of the weekly drinks again.

III. Education committee

The education committee serves as a safeguard to the quality of education of the MADE MSc program. Conformed by students and the two members of the Programme Committee (PC), it discusses the quality of the courses and raises student concerns, which can be then addressed directly to the Education Team or through the PC members to the Programme Committee.

IV. Career committee

The career committee's main agenda is organising career related events, like the recurring tosti-talks and careerdays, and novel practices like workshops and in-housedays. Furthermore, the aim is to provide fellow students with entrepreneurial opportunities and engage the other students in planning the events through surveys and possible co-creation of events. Hereby, inviting everyone to join in the network-building practice.

V. Met Forum Committee

The Met Forum Committee is in charge of creating events for the benefit of the students such as panel discussions and talks with experts, tours, and trips to professional conferences related to metropolitan themes. We aim to enrich the learning experience provided by the master and invite external parties to enrich the ecosystem within Amsterdam and provide additional



funding by partnering with external organizations. The aim is to create two events every three months.

TRANSITION TO NEW BOARD

At the beginning of the next academic year, we will start recruiting new board members. This way, new board members can become involved and take over in the beginning of January of 2022. The board will consist of a maximum of 5 people and at least of a president, secretary, and treasurer. The transition document will be updated by the time the new board starts.

COMMUNICATION

I. Members

To communicate with the members, we will use the announcement board on the first floor on which all information MADE IT receives for the members will be presented. Besides the announcement board, we will make use of the newsletter, the Whatsapp group, the Instagram, LinkedIn and the (soon to come) website of MADE IT. Regarding the newsletter, we want to aim to send it every first of the month.

II. AMS institute

We would like to proceed with improving the communication between the AMS institute and the students, to create a stronger bond in the AMS community. We want to create a structure in which both the students as AMS staff are being updated on what is going on in the AMS building. For example, these updates will be given through informal lunch meetings, presentations, and drinks. There are monthly meetings scheduled with the managing director and the educational program developer, besides the ones regularly held with the program director. AMS staff also receives our monthly newsletter.

III. External parties

It is important that MADE IT creates and maintains a strong sense of accessibility to external entities, as they could provide useful resources for the growth of the study association as well as provide opportunities for fellow students. The personal communication between external parties and the MADE IT board or the career committee will be done via email, which on our side is a shared email address of the MADE IT board or career committee to make sure emails are answered in time and the responsible groups have an overview of who is contacted when and what is agreed upon in previous emails. Further, we aim to provide a place for more public communication through the canals in our website in which we provide a page for the different categories of the external relations, as explained in the section of the goals on external relations. Through this structured platform of communication we aim to entice fellow students and external relations to communicate more freely and steadily build on a network for co-creation. Further, in the newsletter events and will be announced and reflected upon. The newsletter will be both sent via email, and put on the website. Through these channels we also want to work on the 'aftersale' after the events are over to maintain a warm relationship.



PAYMENT POLICY

The membership of MADE IT is €10 per year. The amount will be paid by each member either by bank transfer or tikkie after signing the membership form. The money will be spent on activities and events that will positively affect the personal and professional development of the MADE IT members.

MADE IT MEMBERS

As a study association for MSc MADE, we aim to motivate all students to sign up as a member. The membership status will offer benefits such as access to all MADE IT events, as well as discounts on certain events. We will strive to be an accessible study association where everyone feels welcome to join. All activities initiated by MADE IT will first and foremost support the MADE student during their studies. For example, joining a committee will create the opportunity for the member to discover their interests, talents and develop a variety of skills whilst working closely with their peers.

FUTURE VISION

In five years MADE IT should have evolved into a study association where students of the MSc MADE program first and foremost are supported in the development of their professional career. This includes actively involving and encouraging students to develop their educational program and the future career platform. This should be done in such a way that the creativity of the students can flourish. Furthermore, MADE IT should provide an environment where every member feels included and where positive relationships can be made among the MSc MADE students.

With the expected growth of the MADE master, MADE IT will prepare for this growth in cooperation with AMS and both universities. In order to do this, financial reserves will be made and organisational capacities will be developed. More students will hopefully mean a bigger association, as we have already set ourselves the goal of creating the opportunity for a new committee, maybe more could emerge in the future. Also, with a growing association it could be desirable to have a larger board. Furthermore, we hope to see an increasingly active website as both the number of alumni and the number of students grow. We also expect the association to have more structured programs so that it can be a referent of urban related events in Amsterdam, the Netherlands, and Europe.