**ASEAN STUDENT INTERNSHIP PROGRAMME AT WORLD EXPO 2020**

**(Terms of Reference)**

1. **BACKGROUND**
2. **The World Expo**

World Expos began in 1851 when the first World Expo called “The Great Exhibition” was held in London. Officially known as International Registered Exhibitions, World Expos are a global gathering of nations dedicated to finding solutions to pressing challenges of our time by offering a journey inside a universal theme through engaging and immersive activities. World Expos welcome tens of millions of visitors, allow countries to build extraordinary pavilions and transform the host city for years to come.

The concept became popular and is now held across the globe every five years, demonstrating an unparalleled power of attraction and a record of world-class legacies. The Expos have unveiled inventions such as the telephone, the typewriter or the elevator, as well as the latest architectural technologies in the form of the Eiffel Tower or the Statue of Liberty. World Expos have explicitly been organised around a theme that attempts to improve humankind’s knowledge, takes into account human and social aspirations and highlights scientific, technological, economic and social progress.

In the modern era, World Expos are unrivalled among international events in their size, scale, duration and visitor numbers. They are large-scale platforms for education and progress that serve as a bridge between governments, companies, international organisations, and citizens.

Expo 2020 Dubai is the largest exhibition event ever to be staged in the Arab world. World Expo 2020 is set to welcome 190 participating countries plus international organisations such as the UN, EU, African Union, etc, and aims to attract 25 million visitors from across the globe within six months, under the theme “Connecting Minds, Creating the Future.”

It aims to build partnerships and inspire ideas that will forge the world of tomorrow through three sub-themes: Opportunity, Mobility and Sustainability. Initially, this event was scheduled to happen from 20 October 2020 to 10 April 2021. However, due to the outbreak of Covid-19, the Expo has been postponed to 1 October 2021 until 31 March 2022.

1. **ASEAN Secretariat Pavilion**

At the invitation of the UAE government, the ASEAN Secretariat will take part in this World Expo in Dubai. The ASEAN Secretariat will manage the ASEAN Pavilion at the Expo in coordination with relevant ASEAN centres and stakeholders. The 141.12 M2 pavilion (16.8 meters x 8.4 meters) will showcase stories about ASEAN’s success and how ASEAN cooperation benefits its citizens and the world beyond. Further, it also consists of promotional space to highlight ASEAN arts, culture and identity to global audiences. ASEAN Day will be marked at the Expo on Dec. 13, 2021.

The ASEAN Pavilion will have for its theme “Creating Opportunities for the Peoples of ASEAN.” Its exhibition will have the following objectives:

1. To show how ASEAN is building a community of opportunities by establishing regional platforms of cooperation to improve the lives of its people, increase their mobility and connectivity with each other, and ensure a sustainable future;
2. To inspire visitors to adopt ASEAN’s value of unity in diversity, which is a core element of our regional cooperation and reflected in its pursuit of inclusive development, and
3. To create experiences for visitors that will allow them to get a taste of the rich cultural diversity of ASEAN
4. **STUDENT INTERNSHIP AT WORLD EXPO 2020**

The ASEAN Secretariat, as the custodian of ASEAN Pavilion, is collaborating with sister agencies and entities in creating content to tell the “whole of ASEAN” story in line with its vision, work, and the chosen theme for the pavilion. In the spirit of inclusivity, the ASEAN Secretariat plans to engage the youth and students of ASEAN in embodying and sharing the ASEAN story to the pavilion’s visitors.

In this regard, the ASEAN Secretariat initiates the **ASEAN Student Internship Programme at World Expo 2020** specifically for the purpose of engaging students and the youth in the World Expo experience in Dubai.

The ASEAN Student Internship Programme at World Expo 2020 aims to offer students the following opportunities:

1. experience working on a mega-event
2. contribute their skills and talents as an active participant in World Expo
3. gain exposure to real life work and to enhance skills for future employability
4. learn about ASEAN Stories and be trained to articulate it verbally
5. build a network within the ASEAN family, e.g. ASEAN Secretariat and Centres
6. gain new friends from the international community of volunteers and visitors at the Expo
7. learn about progress and innovations in ASEAN through the exhibits/features in ASEAN Member States Pavilions

Through this internship programme, the students will gain a richer appreciation for the work of ASEAN and the progress of its member states. With such understanding, they will have a better sense of ASEAN’s place in and contributions to the global community which can instill a sense of pride in being an ASEAN citizen. This can lead to more confidence as they complete their studies and plan for their future careers, thus, making them more capable contributors to ASEAN community building.

1. **Modality**

 The ASEAN Student Internship Programme is a 2-weeks programme which will be conducted through the existing Student Exchange Framework under the ASEAN University Network (AUN) and Passage to ASEAN (P2A). The internship will be considered as part of the students’ higher education curricula, and depending on their universities’ regulation, may be provided with credit. The students enrolling in this Internship Programme will be treated as ASEAN Pavilion staff and will receive similar courtesy from the host in terms of visa processing, access to services and the accommodation provided to the ASEAN Secretariat staff (subject to availability).

 With regard to accommodation, student interns may also rent Expo Village apartment booked through the ASEAN Secretariat. The Expo Village apartments are fully furnished and serviced accommodations with very reasonable rates. Currently, the rates are:

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| Type | Monthly Rent (US$) |
| Studio | 1,800 |
| One-bedroom | 2,300 |
| Two-bedroom | 3,750 |
| Three-bedroom | 4,500 |

Using the above rates, the daily rate for a three-bedroom apartment is roughly USD150/day or USD50/day each person, assuming there will be a steady stream of three occupants for the month. This can be broken down into two batches of two-week stay which will boil down to about USD750 per student for a two-week (15 days) stay.



The students will have to bear the cost of their own flights to-and-from Dubai, meals throughout their stay, and other personal expenses.

Prior to their departure, the ASEAN Secretariat will arrange for student interns to receive training on the management of ASEAN Pavilion; how to introduce the pavilion and guide the visitors while telling the ASEAN Story. By the end of their internship, the interns will prepare an internship report which format may be discussed later on. At the end of their internship, the ASEAN Secretariat will issue a certificate for the students.

 Due to current global public health situation, confirmed student interns will have the flexibility to cancel their internship should they or their schools deem it necessary to do so in the interest of safety. Under such circumstance, the students will bear the cost for any cancellation fee for their flight tickets and accommodation.

1. **Student Interns Duties & Responsibilities**

The ASEAN Secretariat envisages that up to four interns at a time will be accepted to support the ASEAN Pavilion on any given period. In assisting the ASEAN Secretariat/Centres’ staff in managing the Pavilion, the student interns will be responsible for the following:

* Act as student ambassadors of ASEAN Pavilion at various internal and external events, forums, exhibitions and activities;
* Spend some time learning about the highlights of ASEAN Member States Pavilions
* Provide support to ASEAN story’s research and events such as ASEAN Day, ASEAN Business Forum or other initiatives as required;
* Provide administrative support to the responsible staff within ASEAN Pavilion, following up on activities and communicating as appropriate;
* Liaise with Expo 2020 Dubai personnel to support and manage the ASEAN Pavilion as required;
* Welcome guests to the ASEAN Pavilion, guide them through the presentation boards, and tell ASEAN stories in engaging manner;
* Document, collate and retain information relevant to ASEAN Pavilion and activities,
* Where possible, prepare simple texts and images/photos to be posted on ASEC social media platforms
* Undertake any other World Expo related duties as assigned by the ASEAN Secretariat/Centres’ staff.
1. **Expected Outputs**

At the end of their Expo 2020 internship, the student interns are expected to have produced the following:

1. Performed their pavilion duties as expected;
2. Published social media posts in their own accounts that highlight ASEAN’s participation in the Expo;
3. Contributed relevant content to ASEAN’s social media channels;
4. Submitted to ASEAN Secretariat and their school a brief report on their learnings and insights regarding the Expo internship experience.
5. **Requirements and Qualifications**

To be eligible for the program, the students need to fulfill the following requirements:

* Preferably in the last or penultimate year of a Bachelor’s or Diploma degree from an accredited university in one of ASEAN universities, according to ASEAN Student Exchange Framework under AUN & P2A;
* Excellent written and verbal communication skills in English (communication skills in Arabic is a plus);
* Effective presentation skills;
* Preferably with experience in managing events such as fairs, exhibitions, etc.
* Skills in taking photos, producing home videos or social media are a plus
* Motivated to learn, contribute and achieve;
* A positive, “can-do” attitude;
* With valid health insurance coverage
1. **Benefits of the internship**

At the courtesy of the organiser, the students will:

* be recognized as ASEC pavilion staff and their identity accreditation shall be facilitated accordingly
* receive the same protocol that the organiser shall provide to ASEC staff, e.g. visa processing, shuttle services from/to Expo village,
* subject to availability, access to the apartment provided to ASEC staff as their accommodation (up to two weeks) during the internship program (depending on the timing and number of interns)
* receive meal vouchers for pavilion staff (if/where available)
* receive certificate of internship from ASEAN Secretariat

1. **Schedule and duration**

 The internship could be 1 or 2 weeks long, considering the resources involved for each student to be based in Dubai. Some flexibility may be extended depending on the students’ availability, funding sources, school’s regulations, etc. Further, a detailed Internship Contract will be discussed and signed between the intern and the ASEAN Secretariat to ensure specific learning is captured and recorded by the end of the program.

1. **Timeline**

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| *Activity* | *Schedule* |
| Call for applications  | Feb-March 2021 |
| Interviews | April-May 2021 |
| Contract/agreement signed | June-July 2021 |
| Training on how to deliver ASEAN Pavilion content | August 2021 |
| Internship at the Expo  | October 1, 2021 – March 31, 2022 |
| Students to submit Internship Completion Report | On or before March 31, 2022 |