



**Asia-Pacific  
Economic Cooperation  
Secretariat**

## **APEC Secretariat Remote Internship Program (ASRIP)**

### **General**

1. The APEC Secretariat Remote Internship Program sets the guidelines under which the Secretariat may utilize the services of persons seeking internships but from a remote location, with tasking and engagement conducted through online communications. The aim of the internship program is to provide a wide range of young individuals the opportunity to gain valuable applied experience related to the professional fields they are considering for career paths. It is offered to people within APEC member economies, who would be interested in contributing towards the development of an APEC economic community.
2. The remote internship should be participatory and experiential. It provides interns the opportunity to work with a International organization, within a multicultural environment and to interact with/learn from experienced professionals and diplomats. Through interaction with secretariat staff, remote interns would also obtain different perspectives on the work and operations of the Secretariat, including:
  - a. APEC and its scope of work
  - b. APEC's guiding principles and framework
  - c. The APEC process
  - d. Key APEC Milestones
  - e. The Secretariat and its role as the core support mechanism of the APEC process.

### **Purpose**

3. Arising from the COVID-19 situation in 2020 and resulting requirements for safe management measures at the workplace, the Secretariat established alternative operational options for its internship program. By offering remote internships in addition to the existing Secretariat-based internship, the APEC Secretariat can continue to recruit an even more diverse group of students and aspiring professionals. In doing so, the remote internship can help contribute to connecting APEC economies through active youth participation.

### **What is a Remote Internship**

4. A remote internship is one that is completed without being based at the Secretariat building in Singapore.



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5. Interns can work across APEC member economies to support a myriad of projects ranging from social media and content development to program design, reporting, financial assessments, campaign management, and much more. When completing a remote internship many of the same aspects of a traditional in-person internship still exist, including meetings with mentors or teammates, completing a mix of individual and group projects, and learning about the overall APEC Secretariat culture. Unlike a traditional internship, this program may involve much more flexibility in work hours, project timelines, and connections with teammates.

### **Duration, Timing & Intake**

6. The duration for the remote internship normally takes three (3) months but can be adjusted subject to requirements. A remote internship could be offered when a corporate unit and/or a program director requires assistance for a project(s) or other specified task(s) and is deemed as having meaningful learning value for the intern. The timing of the internship would depend on the availability of the mentor as well as the intern. The number of remote interns would depend on the management requirements as well as the budget catered for the purpose during the particular year.

### **Eligibility Criteria**

7. Remote interns from member economies may enroll, or plan to enroll in a full-time graduate study program (second university degree or higher). Candidates should have a strong interest in the work of international organizations and, in particular, international affairs, international communications and international economics. The ability to work in written and spoken English, access to a secure internet connection and basic computer skills are essential.

### **Working Arrangements**

8. A mentor would be assigned to the remote intern to provide guidance to, and supervision of, the remote intern's work. Prior to the commencement of each program, the mentor would draw up a set of tasks / projects to be assigned to the remote intern, the aim being to make good use of the remote intern's interests. The work may include but would not be limited to research, project management and communications. Where possible, remote interns would be allowed to attend virtual official functions and meetings as observers or staffers.



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9. Due to physical distance and potentially differing time zones, the mentor and the intern need to agree mutually on the communications arrangement, as well as the work plan schedule prior to the commencement of the internship. Fulfilment of the work plan serves as a key performance indicator for the completion of internship.
10. The remote intern would be provided with a APEC e-mail account that would give him/her access to non-sensitive information in the Secretariat.

### **Flexible Work Schedule**

11. A remote internship allows flexibility in the work schedule as agreed between the mentor and the remote intern. What is critical is that objectives, deliverables and deadlines are met and there is smooth communication between the remote intern and the secretariat staff. The total agreed hours should not exceed 40 hours in a week.

### **Taxes**

12. Remote intern is responsible for the filing and payment of all taxes incurred (if any) during their internship with APEC Secretariat.

### **Insurance**

13. The Secretariat accepts no responsibility for costs arising from accidents and/or illness incurred during the internship. The successful candidate shall provide proof of his/her enrolment in a health and accident insurance plan for the entire period of the internship

### **Application & Selection Procedure**

14. The call for remote interns would be publicized on the Secretariat website and social media when appropriate. Interested candidates are required to submit :
  - a. A completed APEC Secretariat Internship Program Application Form on the APEC web site on Internship;
  - b. An up-to-date curriculum vitae (resume), including the names and contact details of three referees; and
  - c. A cover letter stating why they are seeking a remote internship with the Secretariat.

Upon Acceptance; submit:

- d. Letter of Agreement: APEC Secretariat Internship Attachment
- e. Annex A Undertaking by Remote Intern if selected
- f. Annex B Remote Intern Feedback Form at end of assignment
- g. Code of Conduct and Personal Data Protection Act



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15. Candidates may be required to participate in an interview, which may be conducted via an appropriate virtual platform or by telephone, to determine their suitability as a remote intern.
16. The Secretariat will endeavor to give selected candidates approximately one to two months' notice in advance of the start date of the remote internship.

**Allowance**

17. A certificate of completion signed by the Executive Director of APEC Secretariat and a monthly allowance of S\$1,000 approved by the Budget and Management Committee will be provided.

**Terms & Conditions of ASRIP**

18. Before commencing the remote internship, the selected applicant would be required to sign an undertaking (as per **Annex A**) agreeing to the conditions.
19. If an intern for any reason is unable to complete their internship, he or she shall write and inform the Director of Human resources 15 days prior to the proposed date to end the internship.

**Feedback and Evaluation**

20. At the end of the attachment, the remote intern would be required to categorize the intern's achievements and lessons learned over the period (as per **Annex B**). The Secretariat may provide a reference for the remote intern.

**Future Contact**

21. The Secretariat will endeavor to maintain contact with the remote intern after the internship to maximize the benefit of the program.

**Clarification**

22. For any further clarification, please contact Director (Human Resource)

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