**Global Environmental Education Partnership**

**Asia-Pacific Regional Center (GEEP APRC)**

**2023 International Internship Program**

**Prospectus**

**I. Introduction**

In 2023, the APRC launched an international internship program with the objectives of: nurturing the capacity of youths in the Asia-Pacific region for international integration; strengthening cooperation with international environmental education sites; providing youth an understanding of cultural differences, common challenges, and practical solutions within different regions, and; enabling environmental education sites in the Asia-Pacific region to actively cooperate with each other.

This program will provide opportunities for youths from the Asia-Pacific region to work as interns at environmental education sites abroad, and study management and operation practices in real-life settings. At these sites, selected youths will be expected to assist in the implementation of environmental education, provide English services for the internship sites and learn from these experiences. Finally, they will be expected to share with others what they have learned and integrate their learning into their future environmental education initiatives.

**II. Purposes of the program**

* Facilitate learning exchanges and future cooperation in environmental education within the Asia-Pacific region
* Provide youth with international learning and work opportunities to learn about management and operation practices in environmental education and foreign culture settings

**III. Organizers**

Organized by the Environmental Protection Administration, Executive Yuan, R.O.C. (Taiwan)

Implemented by the GEEP APRC and the Chinese Society for Environmental Education (as APRC secretariat)

**IV. Eligibility**

Youths between the ages of 18 and 30 (inclusive) from countries in the Asia-Pacific region

**V. Number of interns and exchange mechanism**

Taiwan interns: 4 interns are expected to intern in other Asian-Pacific countries

Interns from other Asia-Pacific countries: 2 interns are expected to intern in Taiwan

**VI. Internship Period and Sites**

i. Internship Period:

A total of 14 days (continuous) between July and September 2023; the latest return date is September 30, 2023

ii. Internship sites (see appendix for descriptions):

1. Sites in Taiwan:

(1) Aowanda Nature Center, Nantou County

(2) Guandu Nature Park, Taipei City

(3) Chihnan Nature Center, Hualien County

1. Sites in other countries in the Asia-Pacific Region:

(1) Boyne Island Environmental Education Centre, Queensland, Australia

(2) Vietnam（Ministry of Natural Resources and Environment of Vietnam & International Centre for Interdisciplinary Science and Education）

Final internship sites will be allocated according to applicants’ assessment scores and their order of preference.

**VII. Subsidies**

This program subsidizes transportation, accommodation, and insurance costs for interns, receipts for which must sent and postmarked by October 31, 2023 to the following address for reimbursement:

Chinese Society for Environmental Education-International Internship Project, No. 1, Aiguo W. Rd., Zhongzheng Dist., Taipei City, Taiwan, R.O.C.

If overdue, the APRC may not grant the subsidies. Subsidies may not be claimed twice.

1. Transportation:

Interns will be subsidized for round-trip economy class airfare on the most direct route to the internship site (subject to verification), but they will not be subsidized for intercity or other international transportation expenses incurred during the internship.

1. Accommodation:

Interns will be subsidized up to 50% for accommodation costs for 13 days (up to a certain maximum) in the city where the internship is based (subject to verification). Overseas accommodation costs are calculated in accordance with the “Table for Foreign Per Diem Allowances of Central Government Agencies”. Accommodation costs in Taiwan are calculated in accordance with Taiwan’s “Directions for Domestic Travel Allowance Disbursements”.

|  |  |
| --- | --- |
| Country | Maximum subsidy for accommodation |
| Australia | USD $87.85 per night |
| Vietnam | USD $60.55 per night in HanoiUSD $58.10 per night in Ho Chi Minh City |
| Taiwan | NTD $1000 per night |
| All costs must be verified before being reimbursed.The remainder of the expenses shall be covered by interns themselves. |

1. Insurance:

Minimum insurance coverage for interns is included (subject to verification).

**VIII. How to Apply**

i. Online application only

The application form and relevant documents must be submitted to info@geepaprc.org before April 30. The subject line should be: [APRC International Internship Program Intern Application – (Applicant’s Name)].

ii. Application documents

1. A completed application form (Form 1)
2. ID document: photocopy of passport or other ID
3. Informed Consent Form (Form 2)
4. Other relevant documents (optional): such as academic records, work experience, licenses
5. Letter of recommendation (optional, Form 3)

**IX. Intern Selection Criteria**

A selection meeting will be held by an evaluation committee composed of experts and scholars invited by the APRC. The evaluation will be conducted in two stages: preliminary and final review. The final review will be conducted through virtual interview, and is scheduled for mid-to-late May. The APRC will inform applicants individually about the specific time for virtual interviews. Selection criteria are as follows:

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| Area | Description | Distribution Points |
| Internship Planning | Completeness and quality  | 30 |
| Qualifications | Personal qualities, enthusiasm, etc. | 20 |
| Social Skills | Ability to communicate, interact, persuade, and gain trust | 15 |
| Language Skills | The final interview will be conducted in English | 20 |
| Impact | The ability to influence others to focus on sustainability issues | 15 |

The list of successful candidates will be announced on the APRC website by June 1, 2023. Separate email notifications will also be sent.

**X. Reminders**

1. Interns shall comply with the regulations of the internship site, and actively participate in all aspects of the program.
2. Interns shall understand the characteristics, background, local conditions, and related living facilities of the internship site once the site has been confirmed.
3. If possible during the internship, it is recommended that interns make a presentation, in English or the internship country’s official language, to internship site staff on relevant features of the intern’s home country. If they have the opportunity, interns may also lead or share a short practical environmental education activity.
4. Interns shall cooperate with at least one check-in from the APRC during the internship period.
5. Interns shall submit internship work records and a reflection report to the APRC within one month of completing the internship. Within one year, interns shall present reports or share their experiences with people doing related activities and on websites, which will be evaluated and possibly used for subsequent publicity.
6. Interns are partially subsidized by the program (see VII. Subsidies), while the remainder of the expenses shall be covered by the interns themselves. Interns are responsible for preparing the necessary international documents, e.g. passport, visa, international driving license, vaccination certificate, etc.
7. Interns are responsible for their own personal safety when engaging in personal activities (e.g. operating vehicles, off-duty personal activities, trips after the internship, etc.) during non-internship periods.
8. Interns are required to follow epidemic prevention regulations (e.g., screening, vaccination, quarantine, etc.) of the country of the internship and are expected to have received three doses of COVID-19 vaccines.
9. If interns encounter any difficulties or need assistance during the internship, please immediately contact the internship site supervisor and the APRC.
10. All applicants are considered to have read and fully agreed to comply with the regulations of the program.
11. The Organizer reserves the right to make final amendments and explanations regarding any matters not covered in these recruitment regulations.

**XI. Timeline**

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| **Description** | **Date** |
| Intern Recruitment starts and deadline for submission of applications | March 20 to April 30, 2023 |
| Preliminary Review | by May 5, 2023 |
| Final Review (virtual interview) | by May 25, 2023 |
| Selected Interns Announced | June 1, 2023 (tentative) |
| Pre-departure Meeting | by June 30, 2023 |
| Internship Period (limited to 14 days) | within July 1 – Sept. 30, 2023 |
| Check-in | At least once during the 14 days |
| Internship Report Submission Deadline | Within one month of completing internship |
| Reimbursement Deadline | Oct. 31, 2023 |
| Feedback Meeting for internship sites and interns | Oct. 21, 2023 (tentative) |
| Presentation or experience exchange | Within one year of completing internship |

**Form 1 GEEP APRC International Internship Program**

**Intern Application Form**

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| Name |  | Attach 2-inch color photo |
| English Name (as on passport) |  |
| Date of Birth (D/M/Y) |  |
| Nationality |  |
| Gender |  |
| E-mail address |  |
| Phone Number |  |
| Home Address |  |
| Highest Academic Degree |  |
| Affiliation |  |
| (in English) |
| Department & Rankor Job Title |  |
| (in English) |
| Autobiography (maximum 1 A4-size page) |  |
| **Relevant experience：**(Optional; may add attachment if necessary) |
| Organization | Department | Period(M/Y to M/Y) | Job Description |
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| **Skill or Certification：**(Optional; may add attachment if necessary) |
| □Video Editing □Photography □Graphic Design □Office Software □Branding □Social Media Marketing □Program Developing □Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□Certification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Other special achievements and experience：**(such as awards, exchange trips, etc. ) |
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| **Language Skills:** (may add attachment if necessary) |
| Language | Listening | Speaking | Reading | Writing |
| English | □ Fluent □ Proficient □ Conversant □ Basic | □ Fluent □ Proficient □ Conversant □ Basic | □ Fluent □ Proficient □ Conversant □ Basic | □ Fluent □ Proficient □ Conversant □ Basic |
| Chinese | □ Fluent □ Proficient □ Conversant □ Basic | □ Fluent □ Proficient □ Conversant □ Basic | □ Fluent □ Proficient □ Conversant □ Basic | □ Fluent □ Proficient □ Conversant □ Basic |
| Note1: If certified, please provide a copyNote2: Fluent (native-level proficient); Proficient (able to discuss); Conversant (social situation); Basic (words or phrases) |
| **Rank preferred internship sites**(Write 1, 2, 3 beside the internship site to indicate your order of preference; please select countries you do not currently live in) |
| For youth from the Asia Pacific Region other than Taiwan\_\_\_\_ Aowanda Nature Center\_\_\_\_ Guandu Nature Park\_\_\_\_ Chihnan Nature Center |
| For youth from Taiwan\_\_\_\_ Australia Boyne Island Environmental Education Centre\_\_\_\_Ministry of Natural Resources and Environment of Vietnam & International Centre for Interdisciplinary Science and Education |
| **Internship Planning** （may add attachment if necessary）**Specify your internship plan in as much detail as possible** (maximum 8 A4-size pages)**.****The following should be included:**1. Briefly introduce your motivation for applying for the internship sites, expectations you have for the program, and the intended topic or field of learning.
2. Describe the expected benefits from the project for your self-development and how it will help you contribute to your home country in the future.
3. Describe how you use education to motivate people to focus on sustainability issues and to get involved in environmental action.
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**Form 2 GEEP APRC International Internship Program**

**Intern Informed Consent Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, participant in the Global Environmental Education Partnership (GEEP) Asia-Pacific Regional Center (APRC) of the Environmental Protection Administration, Executive Yuan, R.O.C. (EPA Taiwan), for its 2023 International Internship Program, agree to the following if selected as an intern:

1. I acknowledge that my personal information is obtained by the organizers to operate this program and will be processed and used in accordance with the Personal Information Protection Act and related regulations.
2. I will comply with the regulations of the internship site, speak and act discreetly, and actively participate in all aspects of the program. I acknowledge that any serious disciplinary offence or breach of the above agreement during the internship period may result in the withdrawal of the subsidy by the EPA, with the associated costs to be covered by the intern.
3. I understand that the round-trip economy class airfare, cost of accommodation, and travel insurance for this internship is subsidized by the EPA Taiwan (see VII. Subsidies), while the remainder of the expenses shall be covered by the interns themselves, who shall also prepare their own relevant international documents, e.g. passport, visa, international driving license, vaccination certificate, etc.
4. I understand that regarding any personal activities during the internship period (e.g. operating vehicles, off-duty personal activities, etc.) or during non-internship periods, interns are responsible for their own personal safety, and shall be responsible for meal preparation, laundry, cleaning, etc. not arranged by the internship program.
5. I am aware of and am willing to follow epidemic prevention regulations at home and abroad. I understand that the travel insurance does not include any coverage related to COVID-19. If COVID-19 is contracted during the internship period, the costs arising from quarantine, medical treatment, isolation, etc. shall be the responsibility of the intern, and will not be reimbursed by EPA Taiwan or GEEP APRC.
6. I will actively develop the learning objectives during the internship with the internship site and with the APRC, and will cooperate with at least one check-in (in-person or virtual) from the APRC during the internship period.
7. I understand that receipts to claim subsidies must be postmarked by October 31, 2023 and sent to the APRC for reimbursement. If overdue, the APRC may withdraw the subsidies.
8. I will submit internship records and a reflection report to the APRC within one month of completing the internship. Within one year of completion, I will provide a report or share my experience in related activities and websites for evaluation and subsequent publicity. If these are not presented on time, I understand the APRC may withdraw the subsidies. The following items should be included in the internship records and reflection report:

(1) Original photo and video files (with brief description of the activity in the file name)

(2) Reflection report with photo and text (typed in Word, at least 5 A4-size pages)

(3) Video Recordings (any editing software and format, at least 5 minutes in length)

(4) Photo and text posted on social media (screenshot or website address of the content shared on any social media with the hashtag #APRCinternship)

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| Intern (signature): ＿＿＿＿＿＿＿\_\_\_＿Date of Birth: ＿＿＿＿＿＿＿\_\_\_\_\_\_＿Passport Number: ＿＿＿＿＿＿＿\_\_\_＿E-mail Address: ＿＿＿＿＿＿＿\_\_\_\_\_＿Contact Telephone Number ＿＿＿＿＿＿＿\_ | Emergency contact person (signature): ＿＿＿＿＿＿＿\_\_\_＿Relationship with intern: ＿＿＿＿＿＿＿\_\_\_\_\_\_\_＿Passport Number: ＿＿＿＿＿＿＿\_\_\_\_\_\_\_\_\_\_\_＿E-mail Address: ＿＿＿＿＿＿＿\_\_\_\_\_\_\_\_\_\_\_\_\_＿Contact Telephone Number＿＿＿＿＿＿＿\_\_\_＿ |

D＿＿＿/M＿＿＿/Y＿＿＿

**Form 3 GEEP APRC International Internship Program**

**Letter of Recommendation**

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| **Referee** Name：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Organization (Current)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in English：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in English：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in English：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone No.：\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Please state your reasons for recommending the applicant and comment on their potential. （may add attachment if necessary） |