

## **TERMS OF REFERENCE**

### **—TCS Internship Program (online)—**

The Trilateral Cooperation Secretariat (TCS) is an intergovernmental organization established in 2011 by the People's Republic of China (PRC), Japan, and the Republic of Korea (ROK) (collectively called 'CJK') to promote peace and common prosperity in Northeast Asia.

The TCS Internship Program aims to enhance trilateral cooperation among the PRC, Japan, and the ROK through inviting CJK university students to gain valuable work experience for their career path as they develop cross-cultural skills and an understanding of TCS's mission.

The TCS may invite eligible CJK university students to the TCS Internship Program on the following terms:

#### **1. Objectives**

The TCS Internship Program aims to offer a unique learning experience to qualified university students ('interns') and has the objectives of:

- Providing a platform for university students to build up their workplace skills
- Raising public awareness of Trilateral Cooperation and the TCS to CJK university students
- Utilizing as reference data for TCS's future projects and providing networking opportunities for the participants by building up the Internship Alumni Networks
- Securing an employee candidate pool for the TCS and providing interns with opportunities to build professional networks
- Gaining new perspectives and generating new strategies by having the interns share their fresh ideas on current TCS's projects

#### **2. Designation of Department-in-charge**

The Planning Team will designate a team in charge of the intern with consultation from the Leaders of Statistics and PR teams, considering the intern's academic background and interest and the team's demand. The Team Leader of the designated team will supervise and evaluate the intern.

#### **3. Scope of Functions**

To help strengthen the intern's understanding of the functions and activities of the TCS as well as the works of an international organization, the intern may be instructed to serve the following

functions to the satisfaction of the aforementioned objectives:

[Statistics]

- Compute and analyze data, using statistical formulas and computers or calculators
- Check source data to verify completeness and accuracy
- Translate required contents to native languages
- Enter data into computers for use in analyses or reports
- Compile reports, charts, or graphs that describe and interpret findings of analyses
- Other tasks assigned to implement the project

[PR]

- Assist in implementation of PR project activities
- Prepare administrative documents and translating documents
- Research, compile and organize information and documents for activities
- Support with social media promotion

\* Except for the Statistics and PR's functions, the interns may be asked to serve functions not covered in this announcement, as well as to provide support when necessary.

#### 4. Working Hours and Location

- 1<sup>st</sup> term: during the break (Feb to Mar 2023)
- 2<sup>nd</sup> term: during the semester (Apr to Jul 2023)

Working Hours: 4 hours per day in principle between 09:00 to 18:00 (KST)

- An intern's working hours by default for online internship students will be up to 20 hours per week and will be flexibly decided according to Board's consultation and each department's project schedule.

- Location: Home-based

#### 5. Financial Support

Program		Item	Description
			20h/week
Online	The 1st & 2nd term	○ Monthly salary <sup>†</sup>	1,048,580 won

<sup>†</sup> Monthly salary for offline interns was calculated depending on their working hours a week (based on the minimum hourly wage of KRW 9,620 under Korean Labor Law).

All the costs connected with an intern's participation, except the above financial support, shall be covered by the intern.

## **6. General Conditions**

### 6.1. Social Security Benefit

The TCS will get interns a social security system, only employment and industrial accident insurance, while the internship program in the ROK.

### 6.2. Status

Interns are not staff members and may not represent the TCS in any official capacity. Interns may not be sought as substitutes for staff to be recruited against authorized posts during the internship period.

### 6.3. Subsequent Employment

The purpose of the program is not to lead to further employment with the TCS but to complement the intern's future career development. There should be no expectation of employment at the end of the internship program, and interns cannot apply for posts during the period of internship.

### 6.4. Third-Party Damages

The TCS is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury caused by the actions or omission of action by the interns during the period of internship.

### 6.5. Confidentiality

The intern must keep confidential any unpublished information made known to him/her by the TCS during the course of the assignment and must not publish any reports or papers based on information obtained or made available to the intern during the assignment, except with the written authorization of the TCS. This provision shall survive the expiration of the intern's assignment with the TCS.

### 6.6. Intellectual Property Rights

Title rights, copyrights, and all other rights of whatsoever nature on any material produced by the intern during the assignment with the TCS will be vested exclusively to the TCS. However, the intern may use the results of the work made by the intern during the internship period in the intern's academic dissertation or for any other academic purpose with the written authorization of the TCS.

## **7. Eligibility**

The TCS may accept interns providing all of the following conditions are met:

- Citizen of Japan (or citizen of PRC or ROK with equivalent Japanese language skills of a native Japanese person)
- Currently enrolled in a master's degree program at The University of Tokyo's Graduate School of Public Policy (GraSPP)
- Proficiency in English and the applicant's mother tongue is required. Fluency in Chinese, Japanese or Korean, other than the mother tongue, is an asset
- Computer literate in standard software applications (Microsoft Office)
- Demonstrates a keen interest in the work of the TCS and trilateral cooperation
- Demonstrates the ability to successfully interact with individuals of different cultures and backgrounds, displays cultural, gender, religious, racial, nationality, and age sensibility and adaptability

## **8. Evaluation and Accreditation**

The intern is required to complete the Intern Evaluation Form at the end of the internship program. The intern will also be evaluated by the Director, Assistant Directors, Team Leaders and other relevant supervisors, who will provide an assessment of the intern's performance. The TCS will issue a certificate of acknowledgment upon successful completion of the internship program.

## **9. Termination of the Internship Program**

The TCS may terminate the internship program at any time during the internship period if the intern is found not eligible for the internship program or has violated relevant TCS rules and regulations.

