

# **Global Environmental Education Partnership Asia-Pacific Regional Center (GEEP APRC)**

## **2025 International Internship Program Intern Recruitment Regulations**

### **I. Introduction**

In order to cultivate the capabilities of young people in the Asia-Pacific region to connect with international trends, get to know the diverse cultures of various countries, understand the responses to environmental issues of various countries, and establish partnerships in the environmental education fields of various Asia-Pacific countries, this program provides young people in the Asia-Pacific region with opportunities to serve as interns in the environmental education field, participate in environmental education promotion, and observe business management practices.

At the same time, we hope that young people from all countries can make progress in their learning and service, contribute their expertise, cooperate with each other, assist in environmental education-related work in internships, and share their experiences after returning to their home countries, integrating them into subsequent environmental education actions.

### **II. Purpose of the program**

- To promote international environmental education exchanges and cooperation in the Asia-Pacific region.

- To provide young people with transnational learning and service opportunities, increase their practical experience in environmental education, and experience diverse cultures.

### **III. Organizers**

- Organized by Ministry of Environment
- Implemented by the GEEP APRC and Yiyuan Co., Ltd.

### **IV. Eligibility**

- Young people aged 18 to 30 (inclusive) from countries in the Asia-Pacific region

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

- Taiwan interns: 4 interns are expected to work in other Asian-Pacific countries.
- Interns from other Asia-Pacific countries: 2 interns are expected to work in Taiwan.

### **VI. Internship Period and Sites**

#### **i. Internship Period**

A total of 14 days (continuous) between August and September 2025; latest return date, September 30, 2025

#### **ii. Internship site: (please see appendix for introduction)**

##### **1. Sites in Taiwan:**

- (1) Oceanic Hakka Leisure Agriculture Development Association, Taoyuan City
- (2) Tzu Chi's Environmental Education Site, Hualien County and Taipei City

## 2. Sites in other countries in the Asia-Pacific Region:

(1) South Korea, RCE Tongyeong Sejahtera Forest

(2) Vietnam, Soi Resort in Farm

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

## **VII. Subsidies**

This program will subsidize part of the international airfare, accommodation and insurance of interns. All subsidy funds must be verified and reimbursed. Interns must send their expense receipts, activity records and experience reports to the organizer, Yiyuan Co., Ltd. (5th Floor, No. 110, Section 1, Hankou Street, Zhongzheng District, Taipei City) before October 31, 2025. The envelope must be marked with "Asia-Pacific Regional Center -- Environmental Education Transnational Internship Program" for verification. If the payment is not made by the deadline, the Ministry of Environment may revoke the subsidy. If the internship unit has already provided the intern with international air tickets, insurance, accommodation and other expenses, this program will not provide duplicate subsidies. This program can help book air tickets if necessary, considering the financial situation of the intern.

### 1. International air tickets

The program will subsidize round-trip economy class air tickets for interns on the most direct route to the internship location. Cross-city or cross-country transportation costs incurred due to indirect routes are not covered by the subsidy.

### 2. Accommodation Fees

The program will subsidize 50% of interns' accommodation expenses for up to 14 days (13 nights) in the municipality of the internship location. Overseas accommodation expenses

are calculated according to the "Daily Living Expenses Table for Central Government Agencies on Business Trips to Various Regions Abroad," while domestic accommodation expenses are calculated according to the "Guidelines for Reporting Domestic Business Trip Expenses."

### 3. Insurance

Interns will receive the minimum insurance coverage needed (subject to verification).

## **VIII. How to Apply**

### i. For online registration:

Please send your application documents via email to [info@geepaprc.org](mailto:info@geepaprc.org) before Sunday, June 22, 2025. As the subject of the email, please write "Application for the Asia-Pacific Regional Center's Environmental Education Transnational Internship Program – [Your Name]".

### ii. Application Documents:

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

## **IX. Selection Method**

The Ministry of Environment will invite experts and scholars to form a selection panel and hold a selection meeting. The review will be conducted in two stages: initial review and second stage interview. Those who pass the initial selection will

undergo second stage procedures. The second stage interview will be conducted via online video and is expected to be held in early to mid-July 2025. Notice of interview times will be sent individually. The scoring criteria are as follows:

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

The list of admitted interns is expected to be announced on the Asia-Pacific Regional Center website (<https://geepaprc.org>) and other designated websites of the Ministry of Environment before July 21, 2025, and admitted candidates will also be notified by email.

## **X. Notes for interns**

1. During the internship period, students must abide by the regulations of the internship unit and actively participate in various service activities.
2. After confirming the internship unit, you should first understand the unit's nature, background, work location, and related living arrangements.

3. During the internship, it is recommended, using English or the language of the internship site country that interns share with internship site staff details about their hometowns that are relevant to the characteristics of the internship site. Interns can also prepare brief environmental education activities and lead or share them during the internship if there is an opportunity.
4. During the internship period, interns must cooperate with the project team to conduct at least 3 visits (on-site or online).
5. Within 1 month after the internship, interns must submit one copy of the activity record and one copy of the experience report. They must cooperate with the organizer (or co-organizers) to provide feedback or publish reports of their experience at relevant activities and on relevant websites for the purpose of evaluating learning outcomes and for subsequent promotion of the program.
6. This program is partially subsidized (see Item 7 of this brochure). The remaining expenses shall be borne by the interns themselves. Interns are also responsible to apply for the relevant international documents (such as passport, visa, international driver's license, etc.) by themselves.
7. Personal safety is the sole responsibility of interns for any private trips outside of duty or internship periods (e.g., driving, personal activities after work, sightseeing after internship, etc.).
8. If interns encounter any difficulties or need assistance during the internship, please report the issue immediately to the internship unit, the program team, the Environment Department, etc.

9. Anyone who registers for the selection is deemed to have read and fully agreed to abide by the regulations of this activity.
10. After the subsidy is approved, the intellectual property rights of all text, film, audio, video and other creative ideas and concepts generated by the implementation of this project will be licensed to the Ministry of Environment free of charge and on a non-exclusive basis, regardless of region, time and method.
11. If there are any matters not covered in this guide, the organizer reserves the right to make final revisions and interpretations.

## **XI. Timeline**

| <b>Description</b>                            | <b>Date</b>                                                                                     |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------|
| Deadline for Receiving Internship Application | May 5, 2025 (tentative)                                                                         |
| Internship Site Review and List Verification  | May 30, 2025 (tentative)                                                                        |
| Internship Recruitment Application            | June 22, 2025 (tentative)                                                                       |
| Internship Admission List Announcement        | July 21, 2025 (tentative)                                                                       |
| <b>【 Pre-Internship Meeting 】</b>             | August 13, 2025 (tentative)                                                                     |
| Internship Period (up to 14 days) and Visits  | August 18 to September 30, 2025, at least 3 visits were conducted during the 14-day internship. |
| Online Feedback Exchange Meeting              | October 31, 2025 (tentative)                                                                    |

**Form 1 GEEP APRC International Internship Program****Intern Application Form**

|                                                                                                                            |              |                           |                 |
|----------------------------------------------------------------------------------------------------------------------------|--------------|---------------------------|-----------------|
| Name                                                                                                                       |              | Attach 2-inch color photo |                 |
| English Name (as on passport)                                                                                              |              |                           |                 |
| Date of Birth (D/M/Y)                                                                                                      |              |                           |                 |
| Nationality                                                                                                                |              |                           |                 |
| Gender                                                                                                                     |              |                           |                 |
| E-mail                                                                                                                     |              |                           |                 |
| Phone Number                                                                                                               |              |                           |                 |
| Home Address                                                                                                               |              |                           |                 |
| Highest academic degree                                                                                                    |              |                           |                 |
| Affiliation                                                                                                                |              |                           |                 |
|                                                                                                                            | (in English) |                           |                 |
| Department & Grade or Job Title                                                                                            |              |                           |                 |
|                                                                                                                            | (in English) |                           |                 |
| Autobiography<br>(maximum 1 A4 page)                                                                                       |              |                           |                 |
| <b>Relevant experience :</b> (Optional; may add on if necessary)                                                           |              |                           |                 |
| Organization                                                                                                               | Department   | Period<br>(M/Y to M/Y)    | Job Description |
|                                                                                                                            |              |                           |                 |
|                                                                                                                            |              |                           |                 |
| <b>Skill or Certification :</b> (Optional; may add on if necessary)                                                        |              |                           |                 |
| <input type="checkbox"/> Video Editing <input type="checkbox"/> Photography <input type="checkbox"/> Graphic Design        |              |                           |                 |
| <input type="checkbox"/> Office Software <input type="checkbox"/> Branding <input type="checkbox"/> Social Media Marketing |              |                           |                 |
| <input type="checkbox"/> Program Developing <input type="checkbox"/> Other: _____                                          |              |                           |                 |
| <input type="checkbox"/> Certification: _____                                                                              |              |                           |                 |
| <b>Other special achievements and experience :</b>                                                                         |              |                           |                 |
| (such as awards, exchange trips, etc. )                                                                                    |              |                           |                 |
|                                                                                                                            |              |                           |                 |

| <b>Language Skills:</b> (may add on if necessary)                                                                                                                                                                     |                                                                                                                                                 |                                                                                                                                                 |                                                                                                                                                 |                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Language                                                                                                                                                                                                              | Listening                                                                                                                                       | Speaking                                                                                                                                        | Reading                                                                                                                                         | Writing                                                                                                                                         |
| English                                                                                                                                                                                                               | <input type="checkbox"/> Fluent<br><input type="checkbox"/> Proficient<br><input type="checkbox"/> Conversant<br><input type="checkbox"/> Basic | <input type="checkbox"/> Fluent<br><input type="checkbox"/> Proficient<br><input type="checkbox"/> Conversant<br><input type="checkbox"/> Basic | <input type="checkbox"/> Fluent<br><input type="checkbox"/> Proficient<br><input type="checkbox"/> Conversant<br><input type="checkbox"/> Basic | <input type="checkbox"/> Fluent<br><input type="checkbox"/> Proficient<br><input type="checkbox"/> Conversant<br><input type="checkbox"/> Basic |
| Chinese                                                                                                                                                                                                               | <input type="checkbox"/> Fluent<br><input type="checkbox"/> Proficient<br><input type="checkbox"/> Conversant<br><input type="checkbox"/> Basic | <input type="checkbox"/> Fluent<br><input type="checkbox"/> Proficient<br><input type="checkbox"/> Conversant<br><input type="checkbox"/> Basic | <input type="checkbox"/> Fluent<br><input type="checkbox"/> Proficient<br><input type="checkbox"/> Conversant<br><input type="checkbox"/> Basic | <input type="checkbox"/> Fluent<br><input type="checkbox"/> Proficient<br><input type="checkbox"/> Conversant<br><input type="checkbox"/> Basic |
| Note 1: If certified, please provide a copy<br>Note 2: Fluent (native-level proficient); Proficient (able to discuss);<br>Conversant (social situation); Basic (words or phrases)                                     |                                                                                                                                                 |                                                                                                                                                 |                                                                                                                                                 |                                                                                                                                                 |
| <b>Rank preferred internship sites</b><br>(Write 1, 2, 3 beside the internship site to indicate your order of preference; please select countries you do not currently live in first)                                 |                                                                                                                                                 |                                                                                                                                                 |                                                                                                                                                 |                                                                                                                                                 |
| For youth from Asia Pacific Region other than Taiwan<br>_____ Oceanic Hakka Leisure Agriculture Development Association, Taoyuan City<br>_____ Tzu Chi's Environmental Education Site, Hualien County and Taipei City |                                                                                                                                                 |                                                                                                                                                 |                                                                                                                                                 |                                                                                                                                                 |
| For youth from Taiwan<br>_____ South Korea, RCE Tongyeong Sejahtera Forest<br>_____ Vietnam, Soi Resort In Farm                                                                                                       |                                                                                                                                                 |                                                                                                                                                 |                                                                                                                                                 |                                                                                                                                                 |

### **Internship Planning** ( may add on if necessary )

**Describe your internship plan in as much detail as possible** (maximum 8 A4 pages).

**The following should be included:**

1. Briefly introduce your motivation for applying for the internship site, expectations you have for the program, and the intended topic or field of learning.
2. Describe your expected benefits from the project, how it will help your self-development and help you contribute to your home country in the future.
3. Describe how you use educational activities to motivate people to focus on sustainability issues and to get involved in environmental action.

## **Form 2** GEEP APRC International Internship Program

### **Intern Informed Consent Form**

I, \_\_\_\_\_, am participating in the " Global Environmental Education Partnership Asia-Pacific Regional Center 2025 Transnational Internship Program " (hereinafter referred to as "this program") organized by the Ministry of Environment. If selected as a transnational intern, I agree to the following matters:

1. The organizer (and co-organizers) obtains your freely provided personal information due to the needs of the project-related business, and will process and use your personal information in accordance with the provisions of the *Personal Data Protection Act* and related laws and regulations.
2. During the internship period, interns shall abide by the regulations of the internship unit and actively participate in various service tasks. Interns should be careful in what they say and do and should not violate their status or break the law. If there is a serious violation, the organizer will revoke the subsidy and the intern will be responsible for the related derivative expenses.
3. I understand that this program is partially subsidized. The Ministry of Environment of the Republic of China only subsidizes international air tickets, part of the accommodation fee, travel insurance, etc. (see item 7 of the selection guide). The remainder of the expenses shall be borne by the interns themselves, and they must apply for relevant international documents (such as passports, visas, international driver's licenses, etc.) by themselves.
4. I understand that I must be responsible for my own personal safety during my personal trips when I am not on duty or during the internship period (such as driving, personal activities after work, sightseeing after the internship, etc.). I must arrange for my own meals, laundry, cleaning and other daily life needs that are not arranged by the internship site.
5. I am willing to actively achieve the learning goals that are jointly developed with the internship site and this program, and must cooperate in at least 3 "work contact" activities during the internship (on-site or online, with at least 1 visit).

6. The relevant verification documents must be sent back to the organizer before October 31, 2025, and all verification tasks must be completed. The organizer (co-organizers) may not provide subsidies for any overdue documents.
7. An activity record and experience report must be submitted within one month after the internship is completed. Participants must cooperate with the organizer (co-organizers) to provide feedback or publish reports on their experience at relevant activities and on websites for the purpose of evaluating learning outcomes and subsequent promotion. If the payment is not made on time, the sponsor will cancel the subsidy. The internship activity records and experience reports submitted should include the following items:
  - (1) Original files of photos and videos (with a brief description of the activity content in the file name)
  - (2) Graphics and texts (typed in an editable text file such as Word, with at least 5 A4 pages)
  - (3) Video recording (editing software and format are not limited, the length of the video should be at least 5 minutes)
  - (4) Excerpts of text and images shared on social media platforms (screenshots or social media URLs shared on any social media site with the hashtag #APRCinternship)

Intern (signature): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Passport ID: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact Number \_\_\_\_\_

Emergency contact person (signature): \_\_\_\_\_

Relationship with intern: \_\_\_\_\_

Passport ID: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact Number \_\_\_\_\_

D\_\_\_\_\_/M\_\_\_\_\_/Y\_\_\_\_\_

**Form 3** GEEP APRC International Internship Program

**Letter of Recommendation**

**Referee**

Name : \_\_\_\_\_

Organization (Current) : \_\_\_\_\_ in English : \_\_\_\_\_

Department : \_\_\_\_\_ in English : \_\_\_\_\_

Position : \_\_\_\_\_ in English : \_\_\_\_\_

Phone No. : \_\_\_\_\_ e-mail : \_\_\_\_\_

Please state your reasons for recommending the applicant and comment on their potential.  
( may add on if necessary )