

Hong Kong Committee for Pacific Economic Cooperation (HKCPEC) PECC Internship Programme 2023

PECC and HKCPEC

The Pacific Economic Cooperation Council (PECC) (<https://www.pecc.org/>) is a non-governmental regional organisation founded in 1980 to serve as a regional forum for cooperation and policy coordination to promote economic development in the Asia-Pacific region. Currently, PECC has 25 members, of which 22, including Hong Kong, China (HKC), are full member committees (<https://www.pecc.org/about/member-committees>). The PECC International Secretariat is located in Singapore.

2. PECC is the official observer of the Asia-Pacific Economic Cooperation (APEC) (<https://www.apec.org/>), which is an important regional economic forum established in 1989, aiming to create greater prosperity for the people of the Asia Pacific region. PECC participates actively in the APEC process, by undertaking various studies and projects, and regularly provides input to APEC meetings through statements and reports.

3. The Hong Kong Committee for Pacific Economic Cooperation (HKCPEC) (<http://www.hkcpec.org/>) was established in 1990 to advise the Government on matters relating to HKC's participation in the PECC and to coordinate HKC's participation to the PECC. Both PECC and HKCPEC are tripartite in nature, comprising government officials, business leaders and academics, which provide an independent and unofficial voice on current policy issues in the Asia Pacific region.

The Internship Programme 2023

4. The PECC runs an Internship Programme at its International Secretariat in Singapore annually and member committees are invited to nominate students from tertiary institutions to take up internship positions. The PECC Internship Programme aims to provide the interns opportunities to interact with and learn from experienced professionals in a regional organisation with a multicultural environment.

5. Interns will be required to perform various duties, such as research, statistical and data analysis, support to PECC projects and events, as well as other administrative duties. Successful applicants can expect to gain exposure to the work and management of a leading regional organisation.

6. Duties of interns may include –
- To provide research assistance and support to PECC projects, which includes –
 - Tracking of developments on specific areas and issues;
 - Compiling, organising, analytics of data collections;
 - Searching, scanning and downloading of materials from the web;
 - Securing other information, including statistics; and
 - Literature searches and bibliographical compilations;
 - To update database and information on the web pages and assist to update on social media; and
 - To assist with organisation and attend PECC and APEC events and to take notes of the discussions.
7. At the end of the internship programme, the PECC International Secretariat will give an evaluation of the intern and provide him/her with a written reference.

Nomination Criteria

8. PECC has indicated its preference on **postgraduate students**, preferably majoring in international economics and international relations for this year. The nominees should be able to represent HKCPEC and HKC to participate actively in the programme; and should demonstrate interest in the work of international organisations, international affairs, international economics and other areas addressed by PECC. The nominees must be proficient in English and possess IT skills in data analysis and management and analytical skills. The selected candidates are expected to work at the PECC International Secretariat in Singapore for **at least eight weeks continuously** during the summer holiday period in 2023.

Nomination Procedures

9. HKCPEC is inviting the eight UGC-funded tertiary institutions, the Hong Kong Shue Yan University, Hong Kong Metropolitan University and the Hang Seng University of Hong Kong to provide nominations.. Each institution is invited to nominate **no more than two postgraduate students** to the HKCPEC by the prescribed deadline. No direct application from student to HKCPEC will be considered. In other words, students should enrol through their respective institution. HKCPEC will consider the nominations and conduct interviews with shortlisted students. The interview is tentatively scheduled for March/April 2023. A number of selected candidates will be nominated by HKCPEC after the interview for the consideration by PECC. It is expected that successful

candidate(s) will be informed of the result by May 2023.

Financial Sponsorship

10. The successful candidate(s) participating the Internship Programme will **not** receive any salary, honorarium or other form of financial sponsorship by PECC. HKCPEC, however, will offer financial sponsorship to the successful candidate(s), covering the following –

- (a) A non-accountable study grant covering the period of stay in Singapore (HK\$1,008 per night for the first 14 nights and HK\$504 thereafter);
- (b) An economy class return air passage to Singapore; and
- (c) Incidental expenses including airport transfer, visa fee, airport tax, etc.

11. Both the passage and incidental expenses are accountable. Intern(s) sponsored by HKCPEC should not receive other forms of sponsorship for the internship from other parties, including discretionary stipend from the PECC International Secretariat.

Documents and Deadline

12. Nominations put forward by each institution should reach the HKCPEC Secretariat by **24 February 2023 (Friday)** together with the following documents –

- (a) Duly completed application form (**Annex**);
- (b) Covering letter by the student stating why he/she is seeking an internship at the PECC International Secretariat;
- (c) Up-to-date curriculum vitae of the student;
- (d) Transcripts (including grade point averages or equivalent) of the nominee for both undergraduate and postgraduate programmes; and
- (e) Recommendation letter for each nominee from your institution, stating why the nominee is considered to be a suitable candidate for the Internship Programme.

HKCPEC reserves the right not to proceed further a nomination if all necessary documents are not received by the deadline.

HKCPEC Secretariat
January 2023