

Commemorating the 2019 ASEAN-Korea  
Commemorative Summit

# ASEAN-Korea Political-Security Forum

## Call for Secretariat Participation

Asia Exchange Association

In memory of the 2019 ASEAN-Korea Commemorative Summit, Asia Exchange Association hosts the 9<sup>th</sup> ASEAN-Korea Frontier Forum(9<sup>th</sup> AKFF) sponsored by the ASEAN-Korea Cooperation Fund from 2020 to 2022. The second programme of the 9<sup>th</sup> AKFF, the **ASEAN-Korea Political-Security Forum** takes place in **Busan Metropolitan City, Republic of Korea** from **November 9 to November 15, 2021**. The programme is a sectoral forum of 'The 9<sup>th</sup> Annual ASEAN-Korea Frontier Forum' and will be dealing with political-security issues. Through the forum, participants will discuss the global agenda and create an international network among the diverse participants. Asia Exchange Association recruits participants for **ASEAN-Korea Political-Security Forum** as written below. We look forward to your participation.

### □ Overview

1. Title: **ASEAN-Korea Political-Security Forum**
2. Date: November 9 to November 15, 2021(6nights 7days)
  - \* The Secretariat staff must join the programme from November 8, 2021.
3. Venue: Busan Metropolitan City, Republic of Korea
4. Organizer: Asia Exchange Association
5. Sponsor: ASEAN-Korea Cooperation Fund
6. Target: (Under)Graduate Students from ASEAN and Korea  
Age range 19~29/Born 1992~2002
7. Subject: Political-Security issues related to ASEAN-Korea
8. Main Program: Model Summit, Country/Committee Meeting, Special Lectures, Field Trip, Cultural Experience Programme etc

9. Participation Fee: None (Offering meals, transportation, accommodation)

#### □ Recruitment Target

1. Areas of Target: Secretariat Staff(Chair, Liaison and Media)
2. Nr of Recruitment: Total 14 persons
3. Requirements: (Under)Graduate Students from ASEAN and Korea. Fluent English speakers who can participate in the Meetings/Summit

Secretariat(14)		
Chair(6)	Liaison(6)	Media(2)
Requirements		
<ul style="list-style-type: none"> <li>- (Under)Graduate Students from Korea or ASEAN member states</li> <li>- Aged range 19~29</li> <li>- Fluent English Speakers who can lead the Meeting/Summit</li> <li>- Having MUN experience</li> <li>- Able to join the programme from Nov. 8, 2021</li> <li>- Able to participate in the orientation on Aug. 20, 2021 and on pre-meetings during September</li> </ul>	<ul style="list-style-type: none"> <li>- (Under)Graduate Students from Korea or ASEAN member states</li> <li>- Aged range 19~29</li> <li>- Fluent English Speakers who can lead the Meeting/Summit</li> <li>- Able to join the programme from Nov. 8, 2021</li> <li>- Able to participate in the orientation on Aug. 20, 2021 and on pre-meetings during September</li> </ul>	<ul style="list-style-type: none"> <li>- (Under)Graduate Students from Korea or ASEAN member states</li> <li>- Aged range 19~29</li> <li>- Able to communicate in English</li> <li>- Easily able to edit photo and videos. (photoshop, illustrator etc)</li> <li>- Able to join the programme from Nov. 8, 2021</li> <li>- Able to participate in the orientation on Aug. 20, 2021 and on pre-meetings during September</li> </ul>
R&R		
<ul style="list-style-type: none"> <li>- Educating the rules of procedure and process of the meeting to delegates</li> <li>- Leading the Country/Committee Meetings</li> </ul>	<ul style="list-style-type: none"> <li>- Supporting and liaising b/w ASEAN/Korean Delegation and Secretariat</li> <li>- Supporting the programme operations</li> </ul>	<ul style="list-style-type: none"> <li>- Working on photos and videos during the event</li> <li>- Running and managing the official SNS channels</li> </ul>

#### □ Method of Submission & Recruitment Process

1. Method of Submission: Download the application form at AEA website([www.asiaea.or.kr](http://www.asiaea.or.kr)) and **submit via e-mail**([ext3@asiaea.or.kr](mailto:ext3@asiaea.or.kr))
2. Deadline of Submission: **by August 8, 2021**
3. Recruitment Process and (Provisional) Schedule \*Subject to change depending on internal affairs.
  - 1) Application Results: Announced on August 11, 2021 via AEA website and individual notification
  - 2) Online Interview via ZOOM(English): August 12 ~ 17, 2021  
\*Specific interview schedule will be notified Individually
  - 3) Final Results Announcement: August 18, 2021 \* individual notification

#### □ Benefits for Participants

1. Chair
  - Certificates for Appointment and Participation
  - Uniform
  - Souvenirs etc.
2. Liaison and Media
  - Confirmation document for Voluntary Work and Certificate of Participation
  - Uniform
  - Souvenirs etc.

#### □ Others

1. All Secretariat Staffs are required to attend the pre-meetings in September before the forum.  
(The specific schedule will be delivered when the final candidates announcement is made.)
2. Regarding inquiries of the recruitment, email the following address. (email: [ext3@asiaea.or.kr](mailto:ext3@asiaea.or.kr))

[Provisional Event Schedule] \*It is subject to change depending on the circumstances.

		November 9	November 10	November 11	November 12
		Day 1	Day 2	Day 3	Day 4
6:00	6:30	Arrival/Gathering	Bed-time	Bed-time	Bed-time
6:30	7:00				
7:00	7:30		Wake-up	Wake-up	Wake-up
7:30	8:00				
8:00	8:30		Breakfast	Breakfast	Breakfast
8:30	9:00				
9:00	9:30				
9:30	10:00		Lecture I	Lecture III	Lecture IV
10:00	10:30				
10:30	11:00				
11:00	11:30		Lecture II	Country Meeting III	Lecture V
11:30	12:00	Lunch			
12:00	12:30				
12:30	13:00		Lunch	Lunch	Lunch
13:00	13:30	Registration/ Check-in			
13:30	14:00				
14:00	14:30	Break-time			
14:30	15:00	Orientation for off-line students	Country Meeting I	Culture Programme I	Committee Meeting III
15:00	15:30				
15:30	16:00	Orientation for all students	Break-time		
16:00	16:30				
16:30	17:00		Country Meeting II		Culture Programme II
17:00	17:30				
17:30	18:00	Dinner	Break-time		
18:00	18:30				
18:30	19:00	Break-time	Dinner	Dinner	Dinner
19:00	19:30	Opening Ceremony			
19:30	20:00				
20:00	20:30	Ice-breaking	Committee Meeting I	Committee Meeting II	Keynote Speech
20:30	21:00				
21:00	21:30	Night-check			
21:30	22:00		Night-check	Night-check	Night-check
22:00	22:30	Bed-time			
22:30	23:00		Bed-time	Bed-time	Bed-time
23:00	23:30				
23:30	0:00				

		November 13	November 14	November 15	
		Day 5	Day 6	Day 7	
6:00	6:30	Bed-time	Bed-time	Bed-time	
6:30	7:00				
7:00	7:30	Wake-up	Wake-up	Wake-up	
7:30	8:00	Breakfast	Breakfast	Breakfast	
8:00	8:30		Move to Conference		
8:30	9:00		Prepare Summit	Check-out/ Departure	
9:00	9:30	Committee MeetingIV	Supplementary Meeting and Summit Rehearsal		
9:30	10:00				
10:00	10:30				
10:30	11:00				
11:00	11:30				
11:30	12:00	Lunch	Lunch		
12:00	12:30				
12:30	13:00				
13:00	13:30				
13:30	14:00				
14:00	14:30	Field Trip	Model Summit		
14:30	15:00				
15:00	15:30				
15:30	16:00				
16:00	16:30				
16:30	17:00	Culture ProgrammellV			
17:00	17:30				
17:30	18:00				
18:00	18:30				
18:30	19:00	Dinner			Dinner
19:00	19:30				
19:30	20:00	Committee Meeting V	Closing Ceremony		
20:00	20:30				
20:30	21:00				
21:00	21:30	Night-check	Move to Hotel		
21:30	22:00				
22:00	22:30	Bed-time	Night-check		
22:30	23:00		Bed-time		
23:00	23:30				
23:30	0:00				