



2023 Annual Meeting Volunteer Program

1. Background

- The Asian Infrastructure Investment Bank (AIIB) is a multilateral development bank whose mission is financing the Infrastructure for Tomorrow - infrastructure with sustainability at its core. We began operations in Beijing in January 2016 and have since grown to 106 approved members worldwide. We are capitalized at USD100 billion and Triple-A-rated by the major international credit rating agencies. Working with partners, AIIB meets clients' needs by unlocking new capital and investing in infrastructure that is green, technology-enabled, and promotes regional connectivity.
- The Annual Meeting of the Board of Governors is the flagship event of AIIB. It provides an opportunity to report on the Bank's work and receive guidance from shareholders on AIIB's strategic direction and activities. It also gathers and facilitates discussions among senior official delegates from AIIB Members, as well as partners, business leaders, civil society organizations, and experts from a wide spectrum of fields. The 2023 Annual Meeting of the Board of Governors will be held in Sharm el-Sheikh, Egypt, on Sep 25-26, 2023.
- As the lead organizer of Annual Meetings, the Office of the Vice President and Corporate Secretary (SEC) has been engaging with reputable universities in China on the Annual Meeting Volunteer program (AMV) in the past years. The purpose of the program is to offer international experiences to young talents of the Bank's host country by recruiting competent university students, primarily postgraduates, as volunteers to work with the AIIB personnel during the period of Annual Meeting preparations leading up to the event.

2. Scope of Work for Volunteers

The duration of the Annual Meeting Volunteer Program is 4 months, starting from the beginning of June until the end of September. Volunteers will work on-site with AIIB personnel in the AIIB Headquarters, under the direct supervision of the Shareholder Relations team of SEC. Volunteers will be assigned with certain tasks listed below based on personal skills and work requirements:

[Official program support]

- Act as the focal point for direct communications with a group of AIIB members via emails and phone calls
- Flag, redirect, or answer queries from member delegations according to the FAQ and refine the FAQ list during the process
- Monitor and operate the Annual Meeting official mailbox
- Monitor the registration of the official delegations of AIIB members, including flight and hotel bookings, official session attendance, etc.
- Monitor the registration of observers including IAP members, multilateral institutions etc., including flight and hotel bookings, official session attendance, etc.
- Compile the administrative circular for different groups of registrants
- Stand by and conduct emergency communications with Members before and during the Annual Meeting
- Support in monitoring and recording quorum throughout the Annual Meeting
- Perform any other duties as assigned by the supervisor

[Public program support]

- Support in development of public seminars by conducting required research or information gathering
- Support in development of seminar agenda, invitation and thank you letters, talking points summaries and other event materials
- Support in public program coordination and logistic/technical preparations, including venue layout, minute-by-minute program, and more
- Communicate with teams regarding the creation of an index of speaker biographies and images, and upload them to the website and app
- Monitor speaker information lists, including giving up-to-date data on the number of invitations still out for acceptance and the number of registrants
- Work on the daily updates of the content/information
- Support rehearsals of the seminars
- Conduct emergency communications with external stakeholders on the day of the events
- Support in the promotion campaign of the public program, including but not limited to content drafting and distribution through email and other channels of promotion
- Perform any other duties as assigned by supervisor

[Registration]

- Assist with event registration by collecting and screening audience information
- Generate reports from the registration system regarding the official delegations of AIIB members and provide daily status updates to the team
- Generate reports from the registration system regarding the public audience and provide daily status updates to the team
- Edit registrants' details via the system's back end
- Assist with collecting information for reimbursement of invited guests
- Provide assistance to delegations with travel arrangements
- Assist speakers, VIPs, and other delegations with completing their registrations via the system's back end.
- Support in updating information on the AM website and App, such as program content, speaker information, hotel reservations, travel arrangements, and other AM-related information.
- Perform any other duties as assigned by supervisor.

3. Annual Meeting Program Specifications

- Tentative onboard period: June 1st, 2023 – September 29, 2023, the AMV program is on a rolling basis, with volunteers joining intermittently based on program workload and candidates' availability.
- Working hours: 9 a.m.–6 p.m., Mon-Fri. Overtime may be required in the final phases of preparation and during the Annual Meeting.
- Location: AIIB Headquarters, Chaoyang District, Beijing, China.
- Daily allowance: CNY200/person/workday
- Meals: Volunteers may purchase meals in the AIIB staff canteen.
- Supervisor: Volunteers will be assigned into sub-teams, supervised by designated staff from SEC.
- Workstation and computer: Each volunteer will be assigned a workstation and necessary office supplies. A laptop will be provided for work-related usage during the program.
- Leave policy: Volunteers are expected to participate in the entire program beginning from their onboard date. Leave with proper justification is allowed and shall be pre-approved by supervisors.

4. Qualifications and Requirements

- Currently enrolled in a full-time graduate program or in the senior year of a full-time undergraduate program in a reputable University in China, during the period of the AMV program.
- Strong proficiency in English writing and speaking and good communication skills.

- Strong attention to details and proven ability to meet deadlines.
- Good sense of execution, capable of quick learning and adapting to fast-paced work schedules.
- Computer literacy with strong knowledge of Microsoft Office Suite.
- Knowledge and passion for international development would be a benefit.
- Previous experience with student organizations, volunteer opportunities, and skills in event organization are highly desirable.
- Able to participate in the program for its entire duration, as time and dedication to the program are critical.

5. Procedural Statement

- Each university is kindly requested to conduct the initial screening process and provide AIIB with up to 8 candidates who meet the aforementioned requirements.
- AIIB SEC will undertake the final selection in the form of panel interviews.
- Upon selection, an offer letter will be issued to the selected candidates, and an induction session will be arranged upon onboarding.
- A certificate signed by AIIB's Vice President and Corporate Secretary will be awarded upon the successful conclusion of the program