



## Frequently Asked Questions (FAQ) For Hackathon Team Leaders

Co-organised by:



THE SUPERIOR UNIVERSITY



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## A) Essentials

- 1. When and where will ASEFSU23 take place?** The [23<sup>rd</sup> ASEF Summer University](#) consists of 3 phases for Hackathon Team Leaders, and will take place virtually.
- Phase 1, the **Hackathon Team Leaders Training**, will take place from 20 to 31 September 2021.
- Phase 2, the **Knowledge Building Phase** will take place from 11 to 29 October 2021.
- Phase 3, the **Hackathon Phase**, will take place from 4 to 15 November 2021.
- 2. I'm interested, what now?** Seize the opportunity and submit your online application [here!](#)
- 3. When is the deadline to apply?** We accept applications until Monday, 6 September 2021, UTC 23:59.  
Keep an eye out for the confirmation email upon your successful submission; if you do not receive it, it might have landed in your junk/spam folder.
- 4. When will the results of selection be out?** We will announce the application outcome through email by Monday, 13 September 2021.  
You will receive an email with your result. Also, don't forget to like/follow our [ASEFEdu Facebook page](#) and [Twitter account](#) for all the latest updates.

## B) Eligibility and Selection Criteria

- 5. What are the eligibility criteria?** You have to meet the following criteria to be eligible for consideration:
- A citizen (passport holder) of either Bangladesh, India or Pakistan (either living in or outside these countries)
  - A young professional, entrepreneur or student, between ages 18-30
  - Excellent command of English (written and verbal)
  - Experiences in Hackathons/Innovathons or similar human-centred design events, either as participant, resource person or organiser
  - Available to actively participate in all sessions in all phases

- 6. What are the selection criteria?** When assessing applicants and selecting potential candidates, ASEF and its partners will particularly look out for:
- A motivational statement characterised by authentic, original and substantial arguments
  - Current or past extra-curricular (and/or professional) activities that demonstrate action-oriented engagement in the local community and or regional/international context
  - Knowledge in Sustainable Development and/or fields linked to Sustainable Urbanisation is of advantage
  - Expertise in digital solutions and human-centred design thinking processes is of advantage

The Open Call and the screening process adopt a non-discriminative approach ensuring a geographic and gender balance representation, and fair access to all. In doing so, the organisers do not discriminate any applicant or participant on the basis of his or her race, national origin (ancestry), colour, gender identity or expression, sexual orientation, pregnancy, disability, religion (creed), marital status, or age.

- 7. How many Hackathon Team Leaders will be selected?** 12 Hackathon Team Leaders will be selected with 4 from each country.
- 8. I do not have experience in Hackathons/ Facilitation/ Sustainable Urbanisation. Can I still apply?** Yes. While we seek individuals with a certain level of knowledge and experience in both the relevant hard and soft skills, we are open to accepting those with less experience, provided they demonstrate strong motivation. The training phase for Hackathon Team Leaders has components to introduce these skills and guidance will be offered throughout the programme.
- 9. I am older than 30 years old. Am I still eligible to apply?** This particular programme is addressed to youth between 18-30 years old, however if you are above 30 and believe you could make a great contribution, we encourage you to still apply. Please bear in mind, however, that we will prioritise applications from those who are a closer fit to the eligibility criteria.
- 10. I am younger than 18 years old. Am I still eligible to apply?** All the ASEF youth projects require a minimum age of 18. But do not worry, we have lots of exciting projects lined up for the coming years, so you will have plenty of opportunity to apply!

You can sign up for the [ASEF eNewsletter](#) and [ASEFEdu mailing list](#), as well as follow the [ASEFEdu Facebook](#) and [ASEF Facebook](#) pages for more Open Calls and opportunities in the future.

- 11. I am a Bangladeshi/ Indian/ Pakistani national living/studying in another country. Am I eligible to apply?** Yes, you are welcome to apply!
- 12. I have Overseas Citizen of India (OCI) status. Am I eligible to apply?** No, to apply to be an ASEFSU23 Hackathon Team Leader, you must be a citizen (passport holder) of India.  
However, if you are a national from another of the 51 ASEM Partner countries, you will be eligible to apply to be an ASEFSU23 participant. Sign up to the [ASEFEdu mailing list](#), to be the first to hear when the Open Call for participants is launched.
- 13. I am a citizen of another ASEM country, other than Bangladesh, India or Pakistan. Am I eligible to apply?** No, to apply to be an ASEFSU23 Hackathon Team Leader, you must be a citizen from either Bangladesh, India or Pakistan.  
However, if you are a national from another of the 51 ASEM Partner countries, you will be eligible to apply to be an ASEFSU23 participant. Sign up to the [ASEFEdu mailing list](#), to be the first to hear when the Open Call for participants is launched.
- 14. I have been/was a resource person in previous ASEFEdu project/s. Can I still apply?** Yes, you can apply independent of your previous experience at an ASEFEdu project/s, e.g. in the capacity of a moderator, rapporteur, young reporter, speaker, navigator (ASEFYLS) or mediator (ModelASEM).
- 15. I have not been involved in any activities related to ASEF or ASEM before. Can I still apply?** Of course! We always seek to gather a diverse group, including unusual profiles. From our experience, multicultural and cross-disciplinary groups learn and benefit the most from our educational projects. At ASEF, we seek people with fresh and innovative ideas, regardless of their educational, professional or social background. For ASEFSU23 we seek people who are willing to share & enhance their knowledge & skills in peer-to-peer learning environments, keen on rolling up their sleeves, pitching in and actively contributing to Sustainable Development.
- 16. If I apply to be an ASEFSU23 Hackathon Team Leader, can I still apply to be an ASEFSU23 participant?** Yes, if your application to be an ASEFSU23 Hackathon Team Leader is unsuccessful, you can apply to be an ASEFSU23 participant. Note that this will be a different application launched at a later date, and you will have to apply again.
- 17. Will you be conducting interviews?** Yes, we may reach out to applicants for an interview.



## C) Programme

- 18. What does the programme look like?** Please refer to the [Overview](#) document which lists the various phases and detailed schedule of the programme for ASEFSU23 Hackathon Team Leaders.
- 19. What are the commitments during the programme?**
- Hackathon Team Leaders are required to participate and commit to all 3 phases of the Programme.
- Phase 1: Hackathon Team Leader Training:  
Each selected Hackathon Team Leader is required to participate in a 2-week training scheduled from 20 to 30 September 2021. The commitment in this phase is an average of 8 hours a week excluding post session assignments. Sessions take place from Monday to Thursday at 11:00-13:00 Singapore time (UTC+8).
- Phase 2: ASEFSU23 Knowledge Building Phase  
During this 3-week phase, Hackathon Team Leaders will be required to commit an average of 6 hours on a weekly basis from 11 to 29 October 2021, excluding assignments. Sessions will take place from Monday to Wednesday at 17:00-19:00 Singapore time (UTC+8). At this stage Hackathon Team Leaders will be responsible to:
- Participate in the ASEFSU23 Knowledge Building Phase and implement the theoretical learnings into their Hackathon
  - Initiate introductions amongst their Teams and begin team bonding
- Phase 3: Hackathon  
During this 10-day phase (plus additional opening and closing sessions), Hackathon Team Leaders will coordinate their team in collaborating to solve their challenge and producing analogue and/or digital prototypes. The organisers will support the Hackathon Team Leaders as required.
- 20. My schedule will not allow me to join all sessions, can I still apply?** Your fulfilment and success in the programme will largely depend on your active participation. Hence, we expect you to participate in all sessions. Also in view of the fact that this is a certified course, there is mandatory attendance.  
If for whatever reason you may not be able to join, it is expected that you inform the organisers in advance and catch up on anything missed.
- 21. Will there be a technical team supporting the Hackathon Team Leaders?** Yes, the organisers will engage technical support teams for the Hackathon teams, coming from our local partner universities.
- 22. Is there any travel involved in this programme?** No, this programme will take place completely virtually.

- 23. What will I get out of the ASEFSU23 programme?** You will
- Be **trained by a renowned training institute** on facilitation, team leadership and human-centred design-thinking
  - Receive **microcredits from [University College Cork \(UCC\)](#)**
  - Get a **certification of participation** from [ASEF](#), [Daffodil International University \(DIU\)](#), [KREA University](#), [Superior University](#), [the ASEM Lifelong Learning Hub](#), [University of Glasgow](#), and [the Hanns Seidel Foundation \(HSS\)](#)
  - Contribute your views to **an ASEM-wide Youth Report** as a joint research study between ASEF and the ASEM Lifelong Learning Hub
  - Be part of finding **solutions to real-life challenges**, and creating meaningful social impact
- 24. How do I prepare for the programme? What do I need?** We require all selected Hackathon Team Leaders to be prepared in the 3 following areas:
1. Technical Accessibility  
The ASEFSU23 programme is completely virtual in all phases. Hence, it is necessary that the Hackathon Team Leaders have excellent accessibility to teleconferencing facilities (working laptop/desktop, webcam & microphone) with stable internet connectivity.
  2. Content Preparation  
Hackathon Team Leaders are expected to prepare content relevant to their Hackathon challenge and material to help guide their group of ASEFSU23 participants.
  3. Time Commitment  
It is crucial to the outcomes and design of the programme that Hackathon Team Leaders make a commitment to be present for all Sessions throughout the ASEFSU23 Programme. Please review the dates and times we have shared in the [Overview](#). As there will be assignments and research, Hackathon Team Leaders must ensure they can allocate sufficient time to meet all the learning objectives each week.
- 25. Is this programme accredited?** Upon completion of the full ASEFSU23 programme, each Hackathon Team Leader will receive a Certificate jointly issued by [ASEF](#), [Daffodil International University \(DIU\)](#), [KREA University](#), [Superior University](#), [University of Glasgow](#), [the ASEM Lifelong Learning Hub](#), and [the Hanns Seidel Foundation \(HSS\)](#) as resource persons for their engagement in the 23<sup>rd</sup> ASEF Summer University.
- In addition, all Hackathon Team Leaders will receive microcredits from the [University College Cork \(UCC\)](#) Ireland, upon successful completion of the ASEFSU23 Knowledge Building Phase and Hackathon.
- 26. How big will the team be that I lead?** Each Hackathon Team Leader will lead a group of 6 participants from Asia and Europe, who are selected through an Open Call.

**27. Will I receive support during the Hackathon in Phase 3?** Hackathon Team Leaders will be the primary lead for their Hackathon teams, with the support of ASEF and Hackathon Technical Advisors nominated by partner universities.

ASEF's level of support

ASEF provides a fixed, equal honorarium to each Hackathon Team Leader. In addition, the ASEF team and Hackathon Technical Advisors will support the Hackathon Team Leaders with advice and, where possible, with human resources on administration.

Contributions by ASEFSU23 participants

ASEFSU23 participants are expected to contribute to the Challenge Solutions with their ideas, hands on actions and any other means & resources.

**28. Can I choose which challenge I work on?** No, each Hackathon Team Leader will work on the challenge of their respective country of citizenship.

These are the challenges for each country:

- **Bangladesh (SDG11 & SDG13):** Creating Clean Cities: Tackling Urban Waste Management
- **India (SDG3 & SDG11):** Creating Healthy Cities: Tackling Obesity among Children
- **Pakistan (SDG4, SDG8 and SDG11):** Creating Accessible Cities: Enhancing Urban Mobility

You can read more details about them in the Challenge document [here](#).

**29. Can I work on more than one Challenge?** No, each Hackathon Team Leader will only work to solve 1 Challenge from their country of citizenship, as highlighted in question 28.

**30. Are there any commitments or opportunities after the project to stay engaged?** After the programme is completed, there are no commitments, but we of course hope that the ASEFSU23 will have inspired you to take a leap further with initiatives and action among your peers.

ASEFSU23 Hackathon Team Leaders and participants will become alumni of ASEFEdu and have the opportunity to join in various capacities including but not limited to:

- **ASEM Ministerial meetings/High-level forums**  
Possibility to be invited to official ASEM meeting and to present a youth perspective and/or to engage with senior government officials and policy makers.
- **Alumni-led initiatives**  
Build networks with our ASEF community and continue the international exchanges of ideas through online and offline platforms.

We always strive to understand the impact of our projects and may get in touch with former participants to conduct impact assessments.

## D) Accessibility

**31. Will the programme be fully accessible?** We aim to make all our projects as accessible as possible and accommodate all needs of participants. We will therefore request all selected Hackathon Team Leaders to provide us with their special requirements.



- 32. I have special needs, can I apply?** Yes, we encourage everybody to apply, as we believe in the power of mixed-ability partnerships and collaborations.
- 33. Can I submit the application via other methods besides the online form?** To allow us to assess the applications smoothly, all applications need to be completed in English and submitted through the online form provided. However, if you have any needs related to the accessibility of the form, please get in touch with us and we will try to assist you accordingly.

### **E) Honorarium & Leave Support Letter**

- 34. Is there a participation fee?** There are no participation or registration fees. This is a fully funded project, including the issuance of certificates.
- 35. Will I receive financial support as a Hackathon Team Leader?** Hackathon Team Leaders will each receive a fixed, equal honorarium of SGD 3000 for their commitment to the ASEFSU23 programme, based on set deliverables which will be outlined in a contract, including the participation in every session.  
  
Further details on the honorarium will be announced upon being selected and listed in the contract.
- 36. Can I receive a support letter to submit to my university/workplace?** Upon request, we can provide a letter entailing engagement in the full programme, including support for taking leave if necessary.

### **F) Further Enquiries**

- 37. I have other questions!** Do drop us an email at [asefsu@asef.org](mailto:asefsu@asef.org)

**If everything is clear, click below to [apply now!](#)**

**Apply**

Co-organised by:



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### Visual Explainer

Yarns are a symbol of the cotton production and textile industry in South Asia which greatly contributed to its economy and opening up to the rest of the world. Along with this evolution, the region's growing urbanisation has been a driving force, reshaping modern cities and societies.

Like a fabric with its distinct pattern, a city is a network of interdependencies and intertwined social interactions: a complex eco-system where every element is closely connected to each other. This intricate crisscross is a fragile equilibrium contingent on every thread which needs to be carefully sewn and integrated within the broader structure. To shape urban frameworks and images, urban policy makers and planners need intentionality and a comprehensive understanding of all its constituting elements. To weave and build liveable cities for a sustainable future, holistic and transformative visions are needed. Our ASEFSU23 participants will develop these for Bangladesh, India and Pakistan during the project.