



## TERMS OF REFERENCE ASEAN VOLUNTARY PROGRAMME WORLD EXPO 2025 OSAKA

### A. BACKGROUND

#### The World Expo

World Expos are a global gathering of nations dedicated to finding solutions to pressing challenges by offering a journey inside a universal theme through engaging and immersive activities. The World Expo 2025 will take place in Osaka, Japan, from 13 April to 13 October 2025. It adopted the theme of “**Designing Future Societies for Our Lives**” and aims to build partnerships and inspire ideas that will forge the world of tomorrow through three sub-themes: **Saving Lives**, **Empowering Lives** and **Connecting Lives**. Further information about the World Expo can be accessed at <https://www.expo2025.or.jp/en/>

#### ASEAN Pavilion

At the invitation of the Japan government, the ASEAN Secretariat (ASEC) will take part in this World Expo 2025 Osaka by managing the ASEAN Pavilion at the Shared Pavilion Unit B of the Empowering Zone. The 72 m<sup>2</sup> booth will showcase stories about ASEAN’s success and how ASEAN cooperation benefits its citizens and the world beyond.

The ASEAN Pavilion will highlight the theme “**Building Bridges**”.

- The theme is a portrayal of ASEAN’s history and what it aims to do through its cooperation mechanisms, initiatives, and associated organs such as the ASEAN Centres and Foundations.
- “**Building Bridges**” is both an ambition and a strategy that will propel ASEAN into a future society where communities create connections instead of divisions. It will be an all-encompassing phrase for a regional organisation that brings together the Member States under ASEAN’s Post-2025 Vision.

### B. ASEAN VOLUNTARY PROGRAMME AT THE WORLD EXPO 2025 OSAKA

In the spirit of inclusivity, the ASEC plans to engage **volunteers** in embodying and sharing the ASEAN story to the ASEAN Pavilion’s visitors. The ASEAN Voluntary Programme at World Expo 2025 Osaka aims to offer the volunteers the following opportunities:

- Experience working on a mega event;
- Contribute their skills and talents as active participants in World Expo 2025 Osaka;
- Gain exposure to real life work and enhance skills for future employability;
- Learn about ASEAN stories and be trained to articulate them verbally;
- Build a network within the ASEAN family;
- Gain new friends from the international community of volunteers and visitors at the World Expo 2025 Osaka; and
- Learn about progress and innovations in ASEAN through the exhibits/features in ASEAN Member States pavilions/booths.

### **C. Duties & Responsibilities**

In assisting the ASEC staff in managing the pavilion, the volunteers will undertake the following duties:

- Welcome guests to the ASEAN Pavilion, guide them through the presentation boards, and tell the ASEAN stories;
- Provide administrative support to the responsible staff within the ASEAN Pavilion;
- Liaise with World Expo 2025 Osaka personnel to support and manage the ASEAN pavilion as required;
- Provide support to ASEAN events at the Expo, such as ASEAN Day and ASEAN Presents;
- Undertake any other World Expo-related duties as assigned by the ASEC staff.

### **D. Requirements**

To be eligible for the programme, the volunteers are strongly advised to meet the following requirements:

- Can be either Japanese citizens or any ASEAN nationals who are already residing in Japan;
- Ability to communicate in both English **and** Japanese (verbal and written);
- No age limitation;
- Be able to withstand at least 7 out of 180 days of Expo period, with ideally 4 volunteers per day or 2 volunteers per shift;
- Applicants with availability for more than 7 days are welcome.

### **E. Benefits**

The selected volunteers will be entitled to the following benefits:

- Recognized as ASEAN Secretariat Pavilion staff and their identity accreditation shall be facilitated accordingly;
- Accommodation option;
- A set of uniform;
- Certificate of appreciation upon submission of Programme Completion Report; and
- \$150 voluntary allowance upon the completion of a 7-day working period

## F. Application & Timeline

Applicants are encouraged to apply as early as possible as applications will be reviewed on a rolling basis. Additional steps such as interviews and further assessments may be conducted to ensure the selection of the most suitable volunteers. Please note that only selected applicants will be contacted.

To register, please access the Google Form [https://bit.ly/avpexpo2025osaka\\_reg](https://bit.ly/avpexpo2025osaka_reg) and complete the required information.

Schedule	
Application submission and review	1 October – 31 December 2024
Announcement of the list of selected applicants	15 January 2025
Volunteering schedule allocations	1 February onwards
In-person pre-orientation training	At least 1 day prior to the commencement of duty
Voluntary programme at the World Expo 2025 Osaka	13 April – 13 October 2025
Volunteers to submit Programme Completion Report (template to be provided)	On the completion of the volunteering duty

## G. Contact Point and Inquiries

Questions on the programme and other inquiries may be sent to: Ms. Shinta Kusumawardani at [shinta.kusumawardani@asean.org](mailto:shinta.kusumawardani@asean.org). Please copy your inquiry to Mr. Andhie Ananta [andhie.ananta@asean.org](mailto:andhie.ananta@asean.org).

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## Annex 1 - Scheduling Sheet

**Working Shift: AM (9AM – 4PM)  
and PM (3PM - 10PM)**

	Tues	Wed	Thur	Fri	Sat	Sun	Mon
AM						13	14
PM							
AM	15	16	17	18	19	20	21
PM							
AM	22	23	24	25	26	27	28
PM							
AM	29	30					
PM							

### June 2025

	Sun	Mon	Tues	Wed	Thur	Fri	Sat
AM	1	2	3	4	5	6	7
PM							
AM	8	9	10	11	12	13	14
PM							
AM	15	16	17	18	19	20	21
PM							
AM	22	23	24	25	26	27	28
PM							
AM	29	30					
PM							

### August 2025

	Fri	Sat	Sun	Mon	Tues	Wed	Thur
AM	1	2	3	4	5	6	7
PM							
AM	8	9	10	11	12	13	14
PM							
AM	15	16	17	18	19	20	21
PM							
AM	22	23	24	25	26	27	28
PM							
AM	29	30	31				
PM							

### October 2025

	Wed	Thur	Fri	Sat	Sun	Mon	Tues
AM	1	2	3	4	5	6	7
PM							
AM	8	9	10	11	12	13	
PM							

### May 2025

	Thur	Fri	Sat	Sun	Mon	Tues	Wed
AM	1	2	3	4	5	6	7
PM							
AM	8	9	10	11	12	13	14
PM							
AM	15	16	17	18	19	20	21
PM							
AM	22	23	24	25	26	27	28
PM							
AM	29	30	31				
PM							

### July 2025

	Tues	Wed	Thur	Fri	Sat	Sun	Mon
AM	1	2	3	4	5	6	7
PM							
AM	8	9	10	11	12	13	14
PM							
AM	15	16	17	18	19	20	21
PM							
AM	22	23	24	25	26	27	28
PM							
AM	29	30	31				
PM							

### September 2025

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
AM	1	2	3	4	5	6	7
PM							
AM	8	9	10	11	12	13	14
PM							
AM	15	16	17	18	19	20	21
PM							
AM	22	23	24	25	26	27	28
PM							
AM	29	30					
PM							