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| <b>Project Code</b>    | PA_SAND_1                    |   |
| <b>Project Details</b> | <b>Internship Category</b>   | Sandwich  |
|                        | <b>Internship Period</b>     | June 2019 to June 2020  |
|                        | <b>Preferred Disciplines</b> | <b>First Preference:</b><br>Communications, Public Relations, Journalism<br><b>Other Preference:</b>  |
|                        | <b>Project Name</b>          | Corporate Communications Projects and Events  |
|                        | <b>Business Objective(s)</b> | <ul style="list-style-type: none"> <li>• Provide communications services to support Group business development with an aim to engage stakeholders and reinforce CLP's corporate image</li> </ul>  |
|                        | <b>Project Descriptions</b>  | <ul style="list-style-type: none"> <li>• Support the Group Public Affairs team in the following areas:</li> <li>• Assist in the production of CLP's award winning Annual Report and Interim Report</li> <li>• Assist in the production of corporate collaterals including brochure, festive cards, e-cards and video</li> <li>• Assist in different research work</li> <li>• Support corporate functions and event logistics</li> <li>• Support on digital and social media campaigns.</li> </ul> |
|                        | <b>Project Deliverables</b>  | <ul style="list-style-type: none"> <li>• Contribute as a team member for various corporate communications projects and events.</li> </ul>   |
|                        | <b>Required Skills</b>       | <ul style="list-style-type: none"> <li>• Excellent English and Chinese language skills (written &amp; spoken)</li> <li>• Excellent communications and interpersonal skills</li> <li>• Proficiency in MS Office applications in particular powerpoint</li> <li>• Proficiency in video filming and editing will be an advantage</li> </ul>  |
|                        | <b>Learning</b>              | <ul style="list-style-type: none"> <li>• Build up capabilities in Public Affairs/ Corporate Communications fields</li> <li>• Gain exposure in design and printing, video production, online communications and event management</li> <li>• Develop project management and interpersonal skills</li> <li>• Learn to be a good team player through participation in different types of projects</li> </ul>  |

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| <b>Project Code</b>    | PA_SUM_1   |   |
| <b>Project Details</b> | <b>Internship Category</b>   | Summer  |
|                        | <b>Internship Period</b>   | June 2019 to August 2019  |
|                        | <b>Preferred Disciplines</b>   | <b>First Preference:</b><br>Social Sciences (e.g. Politics & Public Admin, Social Work or Sociology)<br><b>Other Preference:</b><br>Communication, Journalism, Translation or related disciplines   |
|                        | <b>Project Name</b>  | Community Relations and Youth Engagement Programme  |
|                        | <b>Business Objective(s)</b>   | <ul style="list-style-type: none"> <li>• To bring new perspectives from young people with aspiration and capability</li> <li>• To get short-term support and free up colleagues for strategic thinking and project planning</li> <li>• To nurture young people and contribute to the community</li> </ul>   |
|                        | <b>Project Descriptions</b>  | <ul style="list-style-type: none"> <li>• Assist in the implementation of youth programmes and support scheme for subdivided units</li> <li>• Prepare research work for community relations activities</li> <li>• Provide support in stakeholder engagement events and other cross-team functions</li> </ul> |
|                        | <b>Project Deliverables</b>  | <ul style="list-style-type: none"> <li>• Research work for meetings, activities and topical issues.</li> <li>• Participation in the development and implementation of youth programmes.</li> <li>• Support for cooperate functions and event logistics.</li> </ul>  |
|                        | <b>Required Skills</b>   | <ul style="list-style-type: none"> <li>• Good interpersonal and communications skills.</li> <li>• Proficiency in Chinese and English languages.</li> <li>• Proficient in MS Office.</li> </ul>  |
| <b>Learning</b>        | <ul style="list-style-type: none"> <li>• Acquire knowledge in corporate and community communications.</li> <li>• Gain experience and practical skills in project management.</li> <li>• Learn to be as a good team member with people at different levels in the organization</li> </ul> |   |

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| <b>Project Code</b>    | PA_SUM_2                     |  |
| <b>Project Details</b> | <b>Internship Category</b>   | Summer   |
|                        | <b>Internship Period</b>     | June 2019 to August 2019   |
|                        | <b>Preferred Disciplines</b> | <p><b>First Preference:</b><br/>Language, Journalism, Translation, Communications or Science</p> <p><b>Other Preference:</b><br/>Design, Creative Media or Information Technology</p>  |
|                        | <b>Project Name</b>          | Nuclear Energy Website Revamp, CLP Low Carbon Centre Major Revamp and Outreaching Education Programme  |
|                        | <b>Business Objective(s)</b> | <ul style="list-style-type: none"> <li>• To provide a balanced and objective knowledge sharing platform for the public, secondary students in particular, to learn more about nuclear energy</li> <li>• To instill confidence towards nuclear energy among the general public.</li> <li>• To foster the public's knowledge on various type of low carbon energy and the importance of a diversified fuel mix to Hong Kong</li> </ul>   |
|                        | <b>Project Descriptions</b>  | <ul style="list-style-type: none"> <li>• The Nuclear Energy Website content, interface and design will be revamped to suit new internet and social media landscape and to provide up-to-date information about nuclear energy in a more interactive way.</li> <li>• The Low Carbon Centre will undergo a major revamp to revise current content of the facility and upgrade the exhibits and multimedia installations.</li> <li>• Different outreaching activities targeting young people will be held during summer to enhance understanding on specific energy topics.</li> </ul>  |
|                        | <b>Project Deliverables</b>  | <ul style="list-style-type: none"> <li>• Review current content and prepare proposal for new website skeleton and content coverage to suit new business trend / need</li> <li>• Desktop research and international benchmarking on websites of similar nature Research and draft contents to be updated at Low Carbon Centre</li> <li>• Review existing exhibits and systems and identify areas to be upgraded</li> <li>• Provide suggestions on the enhancement of multimedia installations</li> <li>• Drafting of contents for the Centre's social media accounts</li> <li>• Support the team and Centre's staff in organising outreaching projects</li> <li>• Administrative and logistical support to the team as per</li> </ul> |

Project Outline ~ Public Affairs

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|  |                        | instruction from supervisors  |
|  | <b>Required Skills</b> | <ul style="list-style-type: none"> <li>• Possess good communication skills both in written and verbal.</li> <li>• Self-starter and a good team player</li> <li>• Detail-oriented and creative.</li> <li>• Candidates with experiences in educational projects, youth development programme or website development will be an advantage.</li> </ul>                                |
|  | <b>Learning</b>        | <ul style="list-style-type: none"> <li>• The student is expected to be able to develop his / her project organisation skills, from planning, execution and evaluation of the programme. His/ Her leadership skills, communication skills, analytical ability as well as the know-how to be a good team player will also be sharpened upon completion of the internship</li> </ul> |