

# ASEAN-Australia Digital Trade Standards Initiative

## Fellowship Program 2022





## MENTOR GUIDE

Building on the last three years of the [ASEAN-Australia Digital Trade Standards \(ASEAN-AU DTS \) Initiative](#), Standards Australia will be facilitating the 2022 Fellowship Program.

The Fellowship Program will align leading experts in international standardisation with emerging professionals in the digital trade space across ASEAN. Through the program, mentors and participants will have the opportunity to become key facilitators of digital trade action plans within the region.

Mentors will have the opportunity to meet, network and collaborate with established and emerging professionals within the digital trade space across ASEAN as well as act as change markers, unlocking the potential of digital trade through standards.

### What do I need to do as a mentor?

As a mentor in the ASEAN-AU DTS Initiative, you will work hands on with an emerging professional on their personal project focused on developing an action plan for a digital trade standard initiative within their region. These standard action plans will focus on a specific aspect of digital trade including Artificial Intelligence (AI), digital transactions and e-invoicing with the intention of unlocking digital trade potential in ASEAN through standardisation.

With the support of Standards Australia, you will be an accelerator of the digital trade standardisation framework in ASEAN. You will also attend an in-person showcase event with your fellow.

### What are we looking for in mentors?

- Preferably located in an [ASEAN Member State](#), may also be located in Australia.
- At least 5 years of professional experience in digital trade, preferably in digital transactions or digital logistics and delivery.
- Preferably have experience in standardisation such as participation in a standardisation committee.
- Availability for a minimum of 1 hour per fortnight to conduct mentoring sessions with an ASEAN fellow.
- Professional competence in English.
- Enthusiasm to support emerging digital trade professionals across ASEAN.

If this sounds like you, express your interest by following the link [here](#) or scan the QR Code.



### Please express your interest by the 30th of August 2022.

If you would like to find out more about the fellowship program, please email ASEAN Australia Digital Trade at [aseanaustralia@standards.org.au](mailto:aseanaustralia@standards.org.au).



## FELLOW GUIDE

Building on the last three years of the [ASEAN-Australia Digital Trade Standards \(ASEAN-AU DTS\) Initiative](#), Standards Australia will be facilitating the 2022 Fellowship Program. The Fellowship program will provide opportunities for emerging professionals in digital trade and/or standardisation to expand their networks with established experts and other upcoming professionals to develop a personal project seeking to unlock digital trade opportunities through standardisation.

Emerging professionals will be mentored by an esteemed digital trade expert to develop an individual action plan to realise a digital trade opportunity within the ASEAN region. A key professional development pathway, the ASEAN-AU DTS Fellowship will open doors to meet, network and collaborate with established and emerging professionals within the digital trade space across ASEAN to affect meaningful change in the digital trade.

### What happens in the Fellowship?

- Ongoing professional development and consultation with a leading standardisation expert as your mentor.
- Development of a personal project focused on developing an action plan for a digital trade standard initiative within your region. These standard action plans will focus on a specific aspect of digital trade including Artificial Intelligence (AI), digital transactions and e-invoicing. Concept Notes for projects will comprise part of the admission criteria and will be undertaken under the supervision of your mentor with additional assistance from Standards Australia. For an example of Concept Notes for the Personal Project, please see below.
- Potential opportunity to observe International Technical Committee [ISO/IEC JTC 1 Information Technology](#) Plenary Meeting.
- Personal brand and professional development up-skilling sessions.
- In-person workshop and showcase of completed personal projects.

### What are we looking for in fellows?

- Located in an [ASEAN Member State](#).
- A professional interest in digital trade and/or digital trade standards.
- Interest in pursuing a personal action plan for digital trade and/or digital trade standards.
- Currently working in an industry relevant for digital trade or digital trade standards such as but not exclusive to:
  - A Standard Development Organisation or National Standard Body.
  - Business or association seeking to expand their digital trade readiness.
  - Women's or Persons with Disability organisation seeking to achieve equitable outcomes in the digital trade space.
- Availability for a minimum of 1 hour per fortnight with the addition of 2 hours per month for workshops and training sessions.

If this sounds like you, express your interest by following the link [here](#) or scan the QR Code.



**Please express your interest by the 30th of August 2022.**

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## ASEAN-Australia Digital Trade Standards Initiative Fellowship

### Action Plan Concept Note Application: How to Apply

A core element of the Fellowship is the development of fellow's personal projects focused on establishing an action plan for a digital trade standardisation initiative in ASEAN. These standard action plans may focus on any element of digital trade such as e-commerce and e-invoicing. Fellows will receive hands on support and professional advice in the development of these action plans from their mentor and Standards Australia.

#### What is an Action Plan?

An action plan is a detailed plan outlining actions needed to achieve one or multiple objectives. Action plans often lay out a specific sequence of steps or activities within a broader strategy.

#### What do I need to submit in my Fellowship application?

The Concept Note for the personal project action plan is a key part of the admission criteria for fellows. Concept Notes geared towards facilitating digital transactions or facilitating digital trade logistics and delivery will be prioritised.

**Example Concept Note for Fellows:** Fellows will be required to answer the questions below in their applications. Example responses are provided.

#### **What is the element of digital trade that your action plan will focus on? E.g., Artificial Intelligence**

*E-invoicing*

#### **Describe the context of your action plan: What opportunity is your action plan seeking to unlock? (Maximum 300 words)**

*In my country, e-invoicing is relatively new. Many small and medium sized businesses are unfamiliar with the technology. The main limitation in my country is a lack of awareness of the necessary standards to support electronic accounting which is preventing many small and medium sized businesses from expanding their customer base and scaling up their business capacity. E-invoicing software is also often misaligned which causes issues with interoperability, with many businesses continuing to use propriety e-invoicing solutions with multiple fragmented standards.*

#### **Describe the rationale for your action plan: Why is it needed? (Maximum 200 words)**

*In my experience, e-invoicing is a key digital enabler of trade not only facilitating transactions between buyers and sellers locally but opening up greater market opportunities across borders. Currently, knowledge of how to implement e-invoicing through standards is maintained within large enterprises. Local businesses are being left behind and limited in their payment methods.*

#### **What are the key goals and objectives of your action plan? (Maximum 200 words)**

- 1. Raise awareness and confidence in identifying the necessary standards to implement a harmonised standardised system of e-invoicing.*
- 2. Facilitate the streamlining of processing invoices in my country and across ASEAN.*
- 3. Provide a pathway for small and medium sized businesses to save upfront costs and enable more immediate access to funds through the speedier processing of bills.*

#### **What are the proposed activities of your action plan? (Maximum 100 words)**

- 1. Outline and explain the requirements of EN16931 and the PEPPOL Business Interoperability Specification (BIS) for small and medium sized businesses so that these standards may be applied more easily for invoicing.*
- 2. Propose a gap analysis exercise across ASEAN to harmonise the use of international trade Standards for e-invoicing in the region.*

## Key Project Contacts

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**Ms. Abbey Dorian**

**International Engagement Manager, Standards Australia**

abbey.dorian@standards.org.au

+61 2 9237 6196

**Ms. Karen Batt**

**Head of International, Standards Australia**

karen.batt@standards.org.au

+61 2 9237 6056



