

NICOLE MIU TAKAGI INTERNSHIP EXPERIENCE

Internship duration: January 2022 ~ April 2022

University: Waseda University (study abroad at National University of Singapore)

Major: Double degree program in International relations and Statistics

Year of study: 5th-year (at the time of the internship)



Figure 1 Miu Nicole Takagi (L) and Margaret Kawabata (R) – both interns at the OECD Tokyo Centre

1. Please introduce yourself.

自己紹介をお願いします。

My name is Miu and I interned at the OECD from January 2022 to April 2022. I'm currently a 5th year student at the Waseda University, School of International Liberal Studies, doing a concentration in International relations. Right before joining OECD, I studied abroad for 2 and a half years to obtain a double degree program in Statistics at the National University of Singapore.

2022 年 1 月から 4 月まで OECD 東京センターでインターンとして務めさせていただいた美羽と申します。現在、早稲田大学国際教養学部の 5 年生で、昨年の 12 月までシンガポールに 2 年半経済学を学びに留学しておりました。専攻は早稲田大学とシンガポール国立大学でのダブルディグリープログラムで、国際関係と統計学です。

2. Why did you apply for the internship at the OECD Tokyo Centre?

OECD 東京センターのインターンシップに応募した動機を教えてください。

I applied for the internship at the OECD Tokyo Centre because I had always wanted to experience what it is like in an international organization. In addition, because I had just returned from studying abroad at Singapore, the timing was perfect for me to do a 4-month long internship and to test my skills in international relations and some statistics before the new semester began at Waseda University.

国際機関での仕事環境を体験したく、こちらのインターンシップに応募させて頂きました。また、シンガポールから帰国し、早稲田の学期が再開するまで時間があつたので、国際関係と統計のスキルを磨くのに時期が最適でした。

3. Please describe how your day/week looks like as an intern.

インターンとしての一日の様子を教えてください。

A Certain Week in March					
	Mon	Tues	Wed	Thurs	Fri
9:00-10:00	Work on Personal Project	Pick Relevant News	Pick Relevant News	Pick Relevant News	Pick Relevant News
10:00-11:00		Internal Meeting with Social Media Team	Personal Project Time	Draft Summaries for the Regional News	Personal Project Time
11:00-12:00		Draft Summaries for the Regional News	Draft Summaries for the Regional News	Personal Project Time	Draft Summaries for the Regional News
12:00-13:00	Lunch Time!	Lunch Time!	Lunch Time!	Lunch Time!	Lunch Time!
13:00-14:00	Work on Personal Project	Further Edit the Summaries and Publish them onto the Shared Doc	Further Edit the Summaries and Publish them onto the Shared Document	Further Edit the Summaries and Publish them onto the Shared Document	Further Edit the Summaries and Publish them onto the Shared Document
14:00-15:00					
15:00-16:00		Prepare for Virtual Launch Event of Economic Outlook for SEA, China, India	Nikkei Asia Interview on the SAEO	Clean up my Notes and Draft a Summary on the SAEO Event	Conduct Research on Region for Updates on Economy and Politics
16:00-17:00		Virtual Launch of the Economic Outlook for SEA, China, India (SAEO)	Philippine Daily Inquirer Interview on the SAEO		
17:00-18:00			Internal Meeting with Tokyo Centre Staff		Work on Personal Project
18:00-19:00					

In general, we support Kawaguchi san, the Acting Head of the Tokyo Centre on **political intelligence and news in the Asia-Pacific**.



Figure 2 Miu Nicole Takagi (L) and Margaret Kawabata (R) working at the OECD Tokyo Centre

An intern's day starts at 9:30 AM and finishes at 6:30PM, including a lunch break. In the morning, I first check regional news in the Asia-Pacific and draft summaries of some of the most important fresh news of the day. For example, we're currently monitoring the situation in Sri Lanka, the movements by the Bank of Japan in response to the weak Yen, and

elections such as the one that finished in East Timor and the one that is currently ongoing in the Philippines.

In addition, I monitor **the influence and impact** the OECD has in social media such as Twitter to see how much outreach we have and how our data is being used in the public sphere – important “listening” work of the Public Affairs and Communications that the Tokyo Centre belongs to.

During the week shown in the calendar, I supported the [Virtual Launch of the Economic Outlook of Southeast Asia, China and India 2022](#) from creating graphics for email headers to providing technical and time-keeping support during the event.

川口さん（OECD 東京センター臨時所長）の下で**アジア太平洋の政治情報**をまとめることが多かったです。

インターン的一天は朝 9 時半に始まり、1 時間のお昼休憩を挟み、18 時半に終わります。午前中はアジア太平洋圏内のニュースを確認し、最も重要なものを英語でドラフトし、ニュースレター用に提出します。最近ですと、スリランカの状況や、フィリピンと東ティモールの選挙状況等をモニターしていました。

また、ツイッター内での OECD の**影響力**を調査し、OECD のデータがどのように使われているのか、どれくらいのアウトリーチがあるのかを確認します。これらは東京センターの所属するパブリック・アフェアーズ・アンド・コミュニケーションにとって、とても重要な仕事です。

こちらのカレンダーの例で見せている一週間では、[OECD 東南アジア・中国・インド経済見通し 2022](#) というイベントの広報用のグラフィックデザインや運営サポートを任されました。

4. What are some of the best things about this internship?

インターンをしてよかったところはありますか？

The best thing about this internship are the connections you make and the **unique experience** you receive as an intern at the OECD.

You always know that you have the **support of the rest of the staff** of the

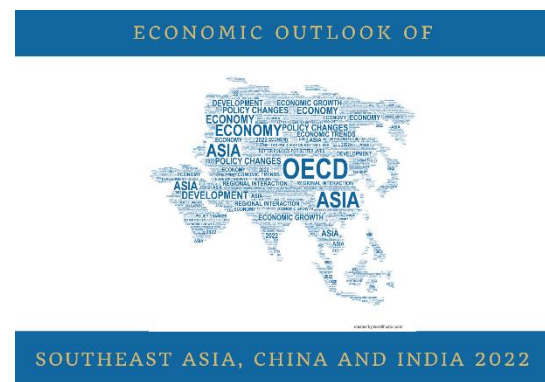


Figure 3 Email header created by Miu Nicole Takagi for the SAEO Launch Event

OECD with you. So if you face any difficulties or obstacles, you can be rest assured that they have your back.

In addition to the staff at the Tokyo Centre, you also have the opportunity to **connect with people** from other departments, including the OECD youth network called [Youthwise](#), a programme created by the OECD to allow for us, young people to have a say in our future. Since we currently have two members residing in Japan and one in Korea, we are currently reaching out to them to explore more collaborative areas to further involve them in our work and ensure that their voices are heard.

At the OECD Tokyo Centre, you are generally able to **tailor the internship experience** to your interests, especially for projects that you will be allowed to plan and conduct

ここでインターンをして一番良かったところは他人とのつながりと**唯一無二の経験**です。

常に OECD **スタッフのサポート**があるので、問題等に当たっても、安心して仕事に取り組むことができます。

東京センターのスタッフ以外に、[ユースワイズ](#)等の他部署の方々と**繋がりを持つ**ことができます。ユースワイズは OECD に運営されている、私たちのような若者たちが自分の将来についての声を、政策を作るリーダーに聞いていただけるプログラムであり、今現在日本国内に二人、韓国に一人メンバーがいます。今現在、インターンとして彼らに声をかけ、その他協力できるエリアを開拓しています。

最後に、OECD 東京センターでは、インターン経験を自分の興味や**得意分野に合わせる**ことができます。

5. What skills helped you, coming into this internship?

インターンシップ期間中に、役に立ったスキルはありますか？

Some of the skills that I initially had was a familiarity with using Excel to organize large amounts of qualitative information. This helped me create organizational documents of future events and information useful for future events.

膨大な情報を整理するのにエクセルを使い慣れていたことですかね。このスキルは企画されたイベントやそれらに生かせる情報をまとめるのに役立ちました。

6. What tasks did you find challenging? How did you overcome them?

インターンの経験において最も大変だったタスクについて教えてください。また、どのように対処しましたか？

Some of the most difficult tasks were and still is the regional news drafting. Since we must work under a time pressure and juggle other work at the same time, I needed to quickly develop an eye for what information is most important and have the ability to condense the multitude of information into a single concise paragraph. Daily practice in addition to giving myself the homework to read more news helped me improve greatly.

今でも大変なのはリージョナルニュースのドラフト制作ですね。限られた時間の中でこのタスクと他の仕事を同時進行しなければいけないので、短時間で最も重要な情報の確認とまとめるスキルを身に着ける必要がありました。これらはニュースを読む習慣を身につけることにより、とても上達することができたと思います。



Figure 4A Powerpoint presentation slide presented by Miu Nicole Takagi to Waseda University students at the OECD Internship Information Session held at 18:30-19:30 on April 21, 2022.

7. What are some skills you've gained through this internship experience?

インターンで新しく得たスキルはありますか？

One of the new skills I developed was **memorization skills**. I often needed to quickly recall what was said during conferences that I attended to take notes since there were times where my writing was slower than the speaking speed. In addition, having the ability to quickly recall and relay information on important events, people, and organizations helps

you to stay on top of your work without having to spend time trying to find the information, with the additional benefit of allowing you to build rapport with people.

For existing skills, **drafting skills**, **presentation skills**, **teamwork skills**, and **networking skills** were also greatly improved. You are able to practice your drafting skills through the daily regional news while presentation skills are developed through the regular staff meetings and events. With a great team at the Tokyo Centre, it is a given that your teamwork skills improve while networking skills are naturally developed as you start communicating with other staff members and personnel who come to the OECD.

一つは記憶力ですね。よく会議に出席しメモを取っていたのですが、その際にかくスピードが話すスピードよりも遅くなることがあったので、その時は記憶力に頼る必要がありました。また、記憶力を生かして仕事を効率よくこなしていました。

すでに持っていたスキルに関してですが、**ドラフト**、**プレゼン**、**チームワーク**、**ネットワーク**等の**スキル**も、日々の業務によく活用するスキルだったので、向上させることができました。

8. Who do you recommend to apply for this internship?

どのような方にこのインターンシップを勧めますか？

I recommend people who have the drive to **improve**, in addition to having a good command of **English** and **drafting skills**. This internship is also great for people interested in working in an **international organization** to directly experience how these organizations work and find out what to expect in this field for your future career.

英語力、ドラフトスキルを持っている上に、向上精神を持っている方にお勧めします。また、国際機関で務めるのに興味を持っている方にも是非体験していただきたいです。