

# **2024 Taiwan Ministry of Digital Affairs**

## **Civic-tech Experimental Field Development Project**

### **Regulations for Recruiting Development Team and Interns**

#### **I. Background and Objectives**

To enhance our nation’s civic participation and public–private partnership (PPP), the Ministry of Digital Affairs (moda) initiated the Civic-tech Experimental Field Project in 2023. This Project successfully facilitated two demonstrations in 2023— [Digital Process Optimization for Public Childcare Applications](#) (GitHub Link: [frontend](#) and [Backend](#)) and [Digital Tools for Household Visits](#) (GitHub Link: [frontend](#) and [Backend](#)).

Building upon last year’s achievements, the 2024 Civic-tech Experimental Field Development Project (hereinafter referred to as “the Project”) aims to match local governments with civic tech communities to find solutions for local issues through civic participation and PPP. This year, we are introducing Lead Partners (people with experience in digital services or civic tech) to guide teams of Interns (people new to civic tech) in project development, with the goal of perpetuating and expanding the civic tech ecosystem. The results will be made public for review, contribution, and feedback under the Standard for Public Code.

The moda will continue to refine the Civic-tech Experimental Field mechanism and the management of public programs to encourage cross-disciplinary communication and promote the PPP model. This continuous collaboration between civic communities and government entities aims to create, implement, and promote digital services that meet the public’s needs, thereby fostering a digital social innovation environment that encompasses technological development, democratic spirit, and social values.

#### **II. Implemented By: Taipei Computer Association (hereinafter referred to as**

## “the Implementer”)

### III. Issue Needs

#### 1. Issue Topic:

##### (1) Taitung County Government – Carbon Emission Calculation Tool for Low-Carbon Meals

A. Background: The Taitung County Government has been promoting a low-carbon green economy in Taitung. In addition to low-carbon transportation and accommodations, it aims to provide tourists with low-carbon meal options. Since 2012, following international trends, Taitung has promoted the “slow food” movement, encouraging local businesses to participate through the Institute of Taitung Slow Food and slow food restaurant evaluations. Furthermore, the local government organizes seasonal slow food markets, festivals, and tourism events to represent local culture while pioneering green meal initiatives in Taiwan.

B. Needs: The Project aims to assist “slow food restaurants” in offering low-carbon meal options, and develop a carbon footprint calculation tool to help restaurants easily calculate the carbon footprints of meals, thereby promoting low-carbon dining. Consumers will also be able to manage their own carbon emissions using this tool.

##### (2) Taoyuan City Government – Early Intervention Interdisciplinary Assessment Clinic Online Reservation and Inquiry System:

A. Background: In the wake of the COVID-19 pandemic, the number of reported cases of “developmental delays in children under 6 years old requiring early intervention services” has increased nationwide. The monitoring, screening, reporting, assessment, referral, and subsequent rehabilitation of these children is a continuous process. In addition to parental awareness and cooperation, interdisciplinary assessments of children by medical institutions are crucial

for ensuring accurate diagnoses and formulating effective rehabilitation plans. Currently, due to the lack of a unified platform, the appointment-making process is disorganized and time consuming for the public. Limited clinic resources and capacity, as well as the lack of information flow between individual hospitals, leads to repeated appointments, resulting in long waiting times for interdisciplinary assessments—6 months to 1 year on average.

- B. Needs: Taoyuan City has nine medical institutions with interdisciplinary assessment clinics. Due to the continuously rising number of cases awaiting early intervention, there is a need to improve the appointment-making process and reduce waiting times by providing more transparent booking information. The Department of Women and Children Development of Taoyuan City Government plans to establish an online inquiry and booking platform that meets user needs, allowing the public and medical institutions to make immediate appointments and inquiries, thereby more effectively managing appointments and referrals during the critical period for “early detection and early intervention”.
2. Standard for Public Code Requirements: To promote the concept of shared public code, the outcomes of the Project must be released under the Standard for Public Code (for details, please refer to: <https://standard.publiccode.net/>), with the development teams retaining moral rights. Selected development teams are required to upload their results to the Ministry of Digital Affairs’ GitHub (<https://github.com/moda-gov-tw/>) and create relevant documentation for future dissemination and development.
  3. Project Duration: Following the announcement of recruitment results, the Implementer will initiate matching meetings in mid of June 2024 to assist development teams in collaborating with local governments on project content and to match Interns with teams. Development teams must submit the tested and adjusted code by September 15, 2024, and the final report or presentation by October 15, 2024.

For important schedules, please refer to Section X: Notes for Development Teams.

#### **IV. Rewards and Subsidies**

To encourage participation and support the implementation of development projects, the will provide each of the two selected development teams with up to NT\$610,000 in rewards and subsidies. For details, please refer to Section X: Notes for Development Teams.

1. **Civic-tech Development Project Participation Reward:** Up to NT\$515,000
2. **Civic-tech Development Project Subsidies:** Up to NT\$70,000
3. **Excellent Feedback Bonus:** NT\$25,000

#### **V. Team Composition**

1. Team Composition: Teams should consist of one Lead Partner and up to five Interns.
2. Method of Formation
  - (1) Teams consisting of Lead Partners and Interns can be formed independently. If there are vacancies for Interns, this should be stated in the documentation, and the Implementer will assist in matching suitable Interns.
  - (2) Individuals can also apply as Interns. After reviewing their qualifications, the Implementer will match them with teams based on vacancies.

#### **VI. Application Regulations**

1. Eligibility:
  - (1) There are no nationality restrictions for team members, but they must hold valid residency permits in Taiwan.
  - (2) Lead Partners: Must have at least 3 years of experience in digital services or civic tech in academia or industry, and must provide employment verification from a school or recommendations from civic tech communities and organizations such as the Open Culture Foundation (OCF), Students' Information Technology Conference (SITCON), or Code for ALL Global Network.

(3) Interns: Must be at least 16 years old and with a high school or above diploma or proof of enrollment ,and must have user experience, program development, and project management skills related to the application issues. If under 18 years old, participation is contingent upon written consent from a legal guardian.

2. Application Period: From now until noon (12:00 p.m.) on May 28, 2024

3. Application Method:

(1) Team Application:

Applications should be submitted online during the application period. Lead Partners must send the required application materials to the Implementer’s e-mail (modact.tca@gmail.com). The subject of the application e-mail should be “Team Application – (Application Issue Name) – Team Name”.

(2) Individual Application:

Applications should be submitted online during the application period. Individual Interns must send the required application materials to the Implementer’s e-mail (modact.tca@gmail.com). The subject of the application e-mail should be “Individual Application – Name”.

4. Recruitment Quantity: The Project will conduct open recruitment for development teams and individual Interns. After the review process, two teams will be selected, and they will be assisted in matching with Interns based on team vacancies.

## VII. Review Process

1. Team Registration

(1) Review Criteria:

The proposal must provide appropriate and feasible solutions for the issues announced in the Project, and must be developed under the Standard for Public Code. The scoring weights are as follows:

Category	Criteria	Content	Weight
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<b>Team Potential</b>	Team capabilities and qualifications	<ul style="list-style-type: none"> <li>■ Team composition qualifications</li> <li>■ Whether team members are capable of solving the problem</li> <li>■ Experience in digital transformation projects</li> </ul>	30%
<b>Appropriateness of Proposal</b>	Appropriateness of the solution and completeness of the proposal	<ul style="list-style-type: none"> <li>■ Whether the design concept or objectives of the proposal align with the topic, such as key pain points to be addressed, scenario planning for the solution, and benefits of the solution</li> </ul>	25%
<b>Feasibility of Proposal</b>	Feasibility of the proposal in terms of planning and execution	<ul style="list-style-type: none"> <li>■ Timeline and explanation of the tasks at each stage</li> <li>■ User analysis planning</li> <li>■ Resource assistance planning</li> </ul>	25%
<b>Standard for Public Code Compliance</b>	Openness of the proposal's source code	<ul style="list-style-type: none"> <li>■ Open licensing planning</li> </ul>	20%

(2) Review Procedure:

After receiving the application, the Implementer will conduct a qualification and material review. If the proposal or presentation meets the needs of the target issue and the application materials are complete, a review panel consisting of civic tech experts, scholars, and local government representatives will carry out a document review. If further clarification is needed, the review panel will notify the applying team for an online presentation and Q&A session.

## 2. Individual Registration

### (1) Review Criteria:

Category	Criteria	Content	Weight
<b>Civic Tech Related Experience</b>	Professional experience in program development or process design	<ul style="list-style-type: none"> <li>■ Whether the applicant’s educational and professional background relates to the issue’s needs</li> <li>■ Experience in relevant competitions or awards</li> </ul>	30%
<b>Teamwork Capability</b>	Team contribution and participation experience	<ul style="list-style-type: none"> <li>■ Whether the applicant has participated in projects as a team member, with details of the project content, teamwork methods, and personal contributions</li> </ul>	30%
<b>Issue Awareness and Proposal Ideas</b>	Research and ideas on the issue	<ul style="list-style-type: none"> <li>■ Current situation analysis of the problem</li> <li>■ Suggested methods for problem-solving</li> </ul>	30%
<b>Language Skills</b>	Assessment of international communication skills	<ul style="list-style-type: none"> <li>■ Relevant Chinese and English language certifications or courses</li> </ul>	10%

### (2) Review Procedure:

After receiving the application materials, the Implementer will conduct a qualification and material review. If the application materials are complete and the qualifications meet the standards, a review panel consisting of civic tech experts, scholars, and local government representatives will carry out a document review.

3. **Announcement of Results:** The results are expected to be announced on the Ministry of Digital Affairs’ official website in early June 2024, including the list of selected teams and approved Interns. Subsequently, the Implementer will contact the selected

teams to initiate further collaboration and Intern matching operations.

## **VIII. Application Materials Required for Team Registration**

1. Proposal Application Form (see Attachment 1)
2. Proposal or Presentation

It should be written in Chinese and formatted in Word, PowerPoint, or Open Document Format (ODF), with a table of contents and page numbers. The content should include the following:

(1) Proposal Issue (please explain the issue applied for and the reasons)

(2) Team Introduction

- A. Please create a table listing: member names, Lead Partner experience (must meet the aforementioned application qualifications), school and department information of Interns, members' expertise and division of labor, members' project participation history, members' language skills, etc. Relevant portfolios or certificates can be listed as attachments.
- B. If the team has vacancies for Interns, please specify the number of vacancies, required expertise, and division of labor.

(3) Proposal Content

- A. Problem Analysis (analyze the current situation and problems of the selected issue)
- B. Implementation Methods (plans to resolve and improve the issue; solutions to be developed)
- C. Implementation Channels (expected platforms or venues for collaborative development or introduction)
- E. Collaborating Agencies (planned collaborating or advising agencies or groups; user research subject types)
- F. Resource Assistance (please propose the resources needed during the development period, listing the issue categories or expert information; the

Implementer will invite potential experts as needed)

G. Standard for Public Code Compliance (please list the open-source software packages produced under the Standard for Public Code or the adopted licensing methods)

H. Schedule Planning (development schedule table)

(4) Expected Benefits (the benefits brought by the proposal, including its impact, scalability, and feasibility)

## **IX. Application Materials Required for Individual Registration**

1. Individual Intern Application Form (see Attachment 2)

2. Personal Statement for Individual Application

(1) Educational and Professional Background

(2) Expertise (a portfolio can be provided as an attachment)

(3) Language Skills (relevant English certification can be provided as an attachment)

(4) Issue Preference Ranking

(5) Problem-Solving Ideas (plans to resolve and improve the issue; solutions to be developed)

## **X. Notes for Development Teams**

1. After being selected and forming a team, the development team must execute and submit documents in accordance with the Project schedule and cooperate with publicity. For important schedule planning at each stage, please refer to the table below:

No.	Work Item	Work Overview	Estimated Timeline
1	Announcement of Review Results	Announcement of selected teams	Announcement in early June 2024
2	Focus Meeting	Meetings are arranged by the Implementer, along with the development team and the collaborating agency, to focus on the issue, coordinate the venue, and confirm the content of cooperation.	To be completed by the end of June 2024
3	User Research and Analysis	To ensure the quality of development outcomes and enhance the digital experience based on the principles of “User-centric Design, the	Finalization by July 12, 2024

		development team must complete at least five user experience interviews and analyses.	
4	Submission of Development Design Plan	The development team must provide a Development Design Plan based on the focus meeting and user experience analysis results.	
5	Signing of Collaboration Documents	After the Development Design Plan is confirmed by the collaborating agency, the Implementer will sign a contract with the development team based on the design plan.	To be completed by the end of July 2024
6	Civic Tech Experts and Scholars Exchange Meeting	To enhance exchange and assist with the development project, the Implementer will host three Civic Tech Experts and Scholars Exchange Meetings, inviting experts and scholars related to the issue needs, with the development team participating.	June through August 2024
7	Initial Program Output	The development team will provide the initial version of the program code and a digital tool testing platform.	By August 25, 2024
8	Testing Feedback and Information Security Testing	To ensure that the outcomes meet the needs and information security requirements, the Implementer will invite at least four relevant personnel from the collaborating agency to test the program and provide feedback, and arrange professional program vulnerability scanning.	By September 1, 2024
8	Final Program Output	The development team will revise and provide the final complete program code and digital tools based on the testing feedback and information security testing results.	By September 15, 2024
9	Open Sourcing of Code	The Implementer will assist in uploading the final program to the Ministry of Digital Affairs' GitHub page.	By September 20, 2024
10	Completion Report	The development team will submit a report and presentation of the results.	By October 15, 2024
11	Team Feedback Sharing Session	The development team will participate in a feedback-sharing session to provide feedback and suggestions on this year's Civic-tech Experimental Field.	Between late October and early November 2024
12	Dissemination of Results	The development team will cooperate with the Project's publicity needs by providing documents or related materials during the collaboration period.	During the collaboration period
13	Publicity Activities	The development team will cooperate with the Project's publicity needs by participating in video filming and attending press conferences, exchange meetings, and international events.	During the collaboration period

## 2. Civic-tech Development Project Participation Reward Distribution Rules and

Audit Schedule:

- (1) Lead Partner Participation Reward - up to NT\$100,000; Intern Participation Reward - up to NT\$83,000 per person (maximum of 5 Interns); a total of up to NT\$515,000 in rewards for each team.
- (2) The aforementioned rewards will be audited according to the development schedule and disbursed to the team in phases:
  - A.Phase 1: After the development team submits the Development Design Plan (deadline: July 12) and it is approved by the Implementer, 30% of the Reward will be disbursed in the following month.
  - B.Phase 2: After the development team completes the Final Program Output (deadline: September 15), 30% of the rewards will be disbursed in the following month.
  - C.Phase 3: After the development team submits the Completion Report (deadline: October 15), 40% of the rewards will be disbursed in the following month.
3. Civic-tech Development Project Subsidies: Up to a total of NT\$70,000, including:
  - (1)Business Travel Subsidy: Related transportation tickets must be submitted for reimbursement, with a maximum cumulative total of NT\$35,000.
  - (2)Interview Subsidy: To encourage interview participation during the user experience analysis, the Project will provide an attendance fee of NT\$2,000 per interviewee, with a maximum total subsidy of NT\$10,000.
  - (3)Consultation and Coaching Subsidy: Considering that the development team may need advice and assistance from different fields during the execution process, each team can apply for ten consultation and coaching sessions, with

the Project providing a fee of NT\$2,500 per consultant per session, for a maximum cumulative total of NT\$25,000.

4. Excellent Feedback Bonus: After the development project is completed, the collaborating local government agencies will review the outcomes based on the fulfillment of project needs, technical feasibility, and user experience. Teams that receive excellent ratings will receive an additional bonus of NT\$25,000 provided by the Project as an incentive.
5. The participation Rewards issued by the Project will be included in the individual income for the year, and the related taxes will be the responsibility of the recipient. For individuals residing outside the Republic of China and profit-seeking enterprises with no permanent business location in Taiwan who receive the rewards, a 20% withholding tax will be deducted according to the Income Tax Act of Taiwan.
6. If the development team fails to complete the agreed upon items and cooperate with the publicity activities, the Project will not issue rewards or subsidies.
7. The hardware, software, or corresponding resources required during the collaboration period must be arranged by the collaborating team according to relevant regulations. Other than paying the aforementioned rewards and subsidies, the Project does not provide additional financial assistance.
8. During the collaboration period, the team must sign a collaboration contract, authorization letter, and confidentiality and personal data protection agreement with the Implementer of the Project, and the team must comply with the relevant laws and regulations of the Republic of China, the Personal Data Protection Act, the Cyber Security Management Act, and other relevant laws and regulations.
9. The collaborating team must cooperate with the Project's marketing and publicity needs by providing relevant documents and materials and attending publicity events when necessary.
10. The collaborating team must cooperate with the Project's marketing and publicity needs by agreeing to authorize the filming of its likeness at activities promoting

the results, as well as the editing, use, and public display thereof, including media exposure and use.

## **XI. Others**

1. For further inquiries, please contact the Project representative by e-mail (modact.tca@gmail.com).
2. If there are any matters not fully addressed, the Ministry of Digital Affairs may amend or revise them at any time.

Attachment 1: Team Proposal Application Form

**2024 Taiwan Ministry of Digital Affairs Civic-tech Experimental Field Development Project**

**Team Application Form**

Basic Information of the Applying Team	Selected Issue Topic			
	Name of the Applying Team			
Lead Partner	Name		Phone Number (with international dialing code)	
	Unit and Title			
	E-mail			
	Mailing Address			
Team Member 1	Name		Phone Number (with international dialing code)	
	Unit and Title			
	E-mail			
	Mailing Address			
Team Member 2	Name		Phone Number (with international dialing code)	
	Unit and Title			
	E-mail			
	Mailing Address			
Team Member 3	Name		Phone Number (with international dialing code)	
	Unit and Title			
	E-mail			
	Mailing Address			
Team Member 4	Name		Phone Number (with international dialing code)	
	Unit and Title			
	E-mail			
	Mailing Address			
Team Member 5	Name		Phone Number (with international dialing code)	
	Unit and Title			
	E-mail			
	Mailing Address			

Attachment 2: Individual Application Form

**2024 Taiwan Ministry of Digital Affairs Civic-tech Experimental Field  
Development Project**

**Individual Application Form**

Basic Information	Name	
	Unit and Title	
	Phone Number (with international dialing code)	
	E-mail	
	Mailing Address	
Preferred Issue	Preference 1	
	Preference 2 (optional)	